

CITY OF STANWOOD

*Regular Meeting of the City Council
Thursday, December 11, 2008 – 7:00 p.m.
Stanwood-Camano School District Administration Building Board Room*

MINUTES

1. Call to Order and Pledge of Allegiance

Mayor Dianne W. White called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

2. Roll Call

City Clerk Melissa Collins called the roll with the following Councilmembers present: Timothy Loney, Andy Chappel, Arne Wennerberg, Shelley Klasse, Conrad Ryer, Bill Carlton and Leonard Kelley.

Also present: City Administrator Joyce Papke, Finance Director Crystil Collins, Community Development Director Rebecca Lind, Human Resources Director Mathew Pruitt, Public Works Director Andy Bullington, Police Chief Ty Trenary, Assistant Fire Chief Darin Reid, and City Attorney Grant Weed.

Student Advisor John Mighell was absent.

3. Staff Announcements

Assistant Fire Chief Darin Reid announced that it was Captain Joe Noonchester's last day with the Stanwood Fire Department. He thanked Captain Noonchester for a job well done. Chief Reid also reported the Fire Station has been accepted for a grant to purchase 22 self contained breathing apparatus units.

Public Works Director Andy Bullington reported the Facility Needs Assessment has been completed. A workshop will be scheduled to go over the assessment either on January 5, 2009 at 6:00 p.m. or Wednesday, January 7, 2009 at 6:00 p.m.

City Clerk Melissa Collins announced the following:

- Council is invited to the Annual Holiday Potluck on December 17th.
- The City is holding a Holiday Donation Drive at city hall.
- Confirmed with Council that the CTED Short Course Training on January

29th is being held at the Fire Station starting at 6:00 p.m.

- Reported on the AWC Open Government Workshop.
- Updated Council on the City Records Management Program.

Finance Director Crystil Collins asked Council if they had any questions regarding the third quarter financial report. There were no questions from Council.

4. Citizen Comments

Terry Johnson, Burlington, Washington, future homeowner in Stanwood
Ms. Johnson discussed her water/sewer bill and requested to go inactive. City Attorney Grant Weed responded regarding the challenges to the city in waiving fees.

Les Anderson, President of Twin City Idlers
Mr. Anderson shared pictures of 2008 car show and thanked Council for their support.

Representatives Mike O'Brien and Tracey Tiffany of Cal Ripken Little League
Mr. O'Brien and Mr. Tiffany expressed their concerns regarding the athletic field time in Stanwood. City Administrator Papke responded stating fields are used on a first come first serve basis.

Council and staff discussed the issue and decided to have the Finance Committee take a look at the situation with respect to charging for fields in order to provide scheduling.

5. Approval of the Agenda

Mayor White announced there would be an executive session.

Motion by Councilmember Loney, second by Councilmember Chappel to approve the agenda as published including the executive session. Motion carried unanimously.

6. Consent Agenda

- a. Approval of Payroll Checks and Vouchers
- b. Minutes of the June 26, 2008 Regular Meeting
- c. Minutes of the July 10, 2008 Workshop
- d. Minutes of the July 10, 2008 Regular Meeting

Motion by Councilmember Carlton, second by Councilmember Loney, to approve

the consent agenda to include items a through d; voucher checks #13521 through #13632 in the amount of \$1,785,631.99 and includes voided checks #13511, #13526, #13552, #13564, #13568; and Payroll checks warrant #15671 through #15769 in the amount of \$129,683.40 and voided checks in that range include #5702 to #6100. The vouchers were reviewed and found to be in order by the Finance Committee. Motion carried unanimously.

7. Old Business

- a. Ordinance 1239 Adopting the 2009 Budget, 2nd Reading & Adoption.

Finance Director Crystil Collins presented the staff report and stated the public hearing was held at the last meeting on November 18. She reminded Council there were no public comments and there have been no changes since the first reading.

Motion by Councilmember Loney, second by Councilmember Kelley to adopt Ordinance No. 1239 setting forth in summary form the totals of estimated revenues and appropriations for each separate fund and the aggregate totals for such funds combined.

Councilmember Wennerberg commented on the \$40,000 Pay for Performance Program and the cost of living raise for non-represented employees. Ms. Papke responded that the only guarantee that Council has agreed to for non-represented employees is 4%. Other than the 4%, nothing will be applied to pay for performance increases until a good program is in place. She added that the \$40,000 budgeted is a place holder to avoid a budget amendment later. Council discussed the program and cost of living increases.

Motion by Councilmember Loney, second by Councilmember Carlton to amend the motion that is already on the floor for one specific item, the \$40,000 distribution for pay for performance that no distributions be made from that fund until a pay for performance policy is in place and that pay for performance policy is connected to other personnel policies established by the City. Motion carried unanimously.

Council discussed the matching fund issue for the street light strikers and how the \$40,000 can be allocated if no matching funds are available. City Administrator Papke and Finance Director Collins explained the procedures and processes for using the funds for other projects if desired by the Council.

Motion by Councilmember Carlton, second by Councilmember Wennerberg to amend the expense budget to reduce the 103 Street Fund by \$40,000.00

intended for street light strikes as well as the \$20,000.00 revenue match.

Loney: Yes; Chappel: Yes; Wennerberg: Yes; Klasse: No; Ryer: No; Carlton: Yes; Kelley: No. Motion carried 4-3.

Motion by Councilmember Loney, second by Councilmember Kelley to adopt Ordinance No. 1239 setting forth in summary form the totals of estimated revenues and appropriations for each separate fund and the aggregate totals for such funds combined. Motion carried unanimously.

8. New Business

a. Ordinance 1242 Amending Ordinance 1226 Relating to the 2008 Budget

Finance Director Collins presented the staff report and gave details regarding the funds, amounts, and general description of why the amendment is needed. She stated these are housekeeping items and the Impact fees that were budgeted for 2008 are not coming in. Ms. Collins said the only area of immediate concern is the Park Improvement Fund. It will not make it to the end of the year without having a cash shortfall. Park Impact Fees came in at 20% of what was budgeted.

Ms. Collins stated this issue was brought before the Finance Committee requesting that \$23,000 be moved to make sure it ended the year with a positive cash balance. She explained the Finance Committee recommended transferring \$25,000 into the Park Fund in case there is a need for emergency repairs. Ms. Collins ended by saying it is the requirement of a city that a fund does not end a year with a negative cash balance.

Motion by Councilmember Carlton, second by Councilmember Kelley to adopt Ordinance No. 1242 an ordinance of the City of Stanwood, Washington amending Ordinance No. 1226 relating to the 2008 Budget. Motion carried unanimously.

b. Ordinance 1243 Amending Chapter 5.01.040 of the Stanwood Municipal Code increasing Cable Utility Tax to 6%.

Finance Director Collins presented the staff report and said the current Stanwood Municipal Code currently sets the rates to be levied on businesses and utilities subject to utility tax. Currently the following utilities are levied as six percent utility tax: electric, gas, telephone, water, sanitary sewer, drainage, and garbage. Ms. Collins reported that cable television is the only utility being levied at three percent utility tax. Adoption of this ordinance 1243 will amend the Stanwood Municipal Code increasing cable TV utility tax from

3% to 6%.

Councilmember Carlton reported that the Finance Committee met but did not take an official position as a committee. He stated this tax should be the same as others, but it is not a good time to do it. He recommends postponing this item until there is a brighter outlook in the economy.

Motion by Councilmember Loney, second by Councilmember Klasse to postpone passing ordinance 1243 and request it be brought back at a later date for further discussion.

Loney: Yes; Chappel: Yes; Wennerberg: Yes; Klasse: yes; Ryer: No; Carlton: Yes; Kelley: Yes. Motion carried 6-1.

- c. Authorize Mayor White to enter into the State of Washington Intergovernmental Cooperative Agreement

Finance Director Collins presented the staff report and stated that it came to the City's attention during the recent State audit that the City was no longer a member of the State Purchasing Cooperative. The membership had expired December 31, 2007. She said even though Stanwood was not a member for 2008, the State Cooperative was utilized to purchase items and services during the year. Ms. Collins explained the City has found in the past that it is in its best interest to utilize the Cooperative as allowed by RCW 39.34. \$200.00 was budgeted in the General Fund for 2008. There is currently a cost savings of approximately \$6,000.00 in the General Fund that is directly related to staff purchasing off of the agreement. This savings will cover the \$1,000.00 cost of membership for 2008. No funds were budgeted for 2009.

Motion by Councilmember Kelley, second by Councilmember Loney to authorize Mayor White to enter into the State of Washington Intergovernmental Cooperative Purchasing Agreement for Public Agencies. Motion carried unanimously.

- d. Authorize Mayor White to sign Interlocal Agreement for Automatic First Response & Automatic Assistance between various participating Governmental Entities to Assist each other in Emergency Response.

Assistant Fire Chief Darin Reid presented the staff report and stated the agreement is the result of a project taken on by the Snohomish County Chief's Association (SCFCA). The last county wide agreement was put in place in 1996 for mutual aid only. SCFCA created a committee to look into drafting an agreement to include all services and needs between the fire departments of Snohomish County and other departments who respond.

Chief Reid explained there are no requirements to participate in automatic aid even if the City approves the agreement.

Chief Reid went on to say the City currently either gives or receives mutual aid on a weekly basis. He added signing the agreement does not commit the City to respond and poses no financial impacts. It is intended to be flexible to allow each party to participate to the degree it is able to do so, from a financial and operational standpoint.

Assistant Chief Reid responded to questions from Council.

Motion by Councilmember Loney, second by Councilmember Carlton to authorize the Mayor to sign an Interlocal Agreement for Automatic First Response and Automatic Assistance between various participating governmental entities under the authority of RCW 52.12.030(3) and Chapter 39.34 RCW to assist each other in emergency response. Motion carried unanimously.

9. Report of Officers and Committees

a. Mayor's Report:

- Reported on the DEM meeting she attended at Paine Field.
- She has been reappointed to the Snohomish County Health District Board.
- Spending the holidays with her grandchildren.
- Complimented the Management Team on a job well done.

b. Committee Reports:

Councilmember Carlton reported the Finance Committee met and discussed the issues covered in the meeting tonight. He reminded everyone that the County Council is holding the last public hearing on the rural cluster issue tonight in Arlington.

Councilmember Wennerberg reported the Public Safety Committee met and discussed the litter and parking problems at Lincoln Estates and Church Creek Estates. The Committee decided to table the parking ordinance and allow the Police Chief to work with the school district on various security and parking issues.

c. Councilmember Reports/Questions:

Councilmember Loney reported on the following topics:

- Received an email regarding Paine Field Commercial Air Service requesting feedback from the City regarding support or nonsupport. Mayor White stated a letter of support was sent to the County Council approximately six weeks ago.
- Attended an AWC Legislative meeting session regarding the taping of executive sessions.
- There is a sexual predator community meeting being held on December 17, 2008.

d. City Administrator Business:

City Administrator Papke congratulated Council for passing the 2009 budget and reported that Mayor White is in the process of appointing the 2009 Council Committee positions and explained the process in coming up with the decisions.

Councilmember Wennerberg thanked Public Works Director Bullington for the tour of the new Water Treatment Facility.

e. Student Advisor Report

There was no Student Advisor Report.

10. Citizens Closing Comments

There were no citizens closing comments.

11. Adjourn to Executive Session

Mayor White adjourned the meeting to executive session at 8:50 p.m. for thirty minutes to discuss labor negotiations with no action required.

Finance Director Collins, Public Works Director Bullington, Human Resources Director Pruitt, City Attorney Weed, Council and Mayor White attended.

Councilmember Kelley recused himself from the Executive Session.

At 9:25 p.m. City Attorney Weed extended the executive session for another fifteen minutes.

At 9:40 p.m. City Attorney Weed extended the executive session for another ten minutes.

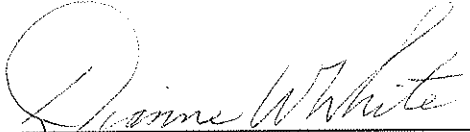
At 9:50 p.m. City Attorney Weed extended the executive session for another ten minutes.

12. Reconvene and Adjourn


The meeting reconvened at 10:00 p.m. There being no further business before the Council, Mayor White declared the meeting adjourned at 10:00 p.m.

CITY OF STANWOOD

ATTEST:



Dianne W. White, Mayor



Melissa A. Collins, City Clerk