



## CITY OF STANWOOD COUNCIL AGENDA STAFF REPORT

**ITEM NUMBER:** 4b  
**DATE:** November 21, 2016  
**SUBJECT:** Public Works Committee Meeting Minutes  
**CONTACT PERSON:** Lisa Sokolik, Administrative Assistant  
**ATTACHMENTS:** A – November 7, 2016 PWC Meeting Minutes

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### **SUMMARY STATEMENT**

The Public Works Committee meets the 1<sup>st</sup> Monday of every month at 5:00pm at the Wastewater Treatment Plant located at 26729 98<sup>th</sup> Drive NW, Stanwood, Washington, 98292.

Minutes from the November 7, 2016 meeting are attached to this staff report (Attachment A). To review the full agenda packet, please visit the city's website at [www.ci.stanwood.wa.us](http://www.ci.stanwood.wa.us) click on the blue ribbon 'Agendas/Minutes' and then click on 'View Details' next to the date of this meeting.

### **Agenda**

1. McDay Plans for Sewer Receiving Station
2. Water Use Efficiency Program
3. ~~Non-Motorized Transportation Plan Resolution~~ - *Item removed from agenda*
4. Appointment of Parks and Trails Advisory Committee Members
5. CIP List

### **Consent Agenda Items:**

- Pertect Supplemental Number 6 for 90<sup>th</sup> Ave Extension Project
- SDA Contract
- 68<sup>th</sup> Ave SRTS ROW offer to Fat Cat Properties

**PUBLIC WORKS/PARKS COMMITTEE MEETING**  
**Monday, November 7, 2016 – 5:00pm**  
**Wastewater Treatment Plant – 26729 98<sup>th</sup> Drive NW**  
**MINUTES**

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**Attendance:**

Councilmembers: Tim Pearce, Arne Wennerberg  
City Staff: Kevin Hushagen, Carly Ruacho, Lisa Sokolik,  
Ryan Larsen (*until 6:00pm*)

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The full meeting agenda packet with detailed information can be found on the City's website at [www.ci.stanwood.wa.us](http://www.ci.stanwood.wa.us)

**1. McDay Plans for Sewer Receiving Station**

Ryan Larsen, Community Development Director explained the key points of the McDay Septage Receiving Plant and Biosolids Processing Facility application with the Public Works Committee. This was a discussion item; staff was seeking input from the committee regarding any questions that need to be addressed during the City's review of the project.

**2. Water Use Efficiency Program**

Carly Ruacho, Senior Planner presented the Water Use Efficiency Program (WUEP) proposed updates and the recommendation from the City Attorney.

*Committee Recommendation: Take to full council on November 21, 2016 for 1<sup>st</sup> reading.*

**3. Non-Motorized Transportation Plan**

This item was removed from the agenda; it had already been reviewed by the Public Works Committee on October 10, 2016.

**4. Appointment of Parks and Trails Advisory Committee**

The committee reviewed the applications for the Parks and Trails Advisory Committee and supports the Mayor's recommendation of the Advisory Committee Members. This item will be brought to the full council on November 10, 2016.

**5. CPI List**

Staff presented the CIP List to the committee. The PWC had the following comments/questions:

## Fire Impact Fees

- Is the \$66,300 for painting the fire station inside and out?

**Answer: No – Fire Impact Fees must be used for “fire protection facilities” that are addressed by capital facilities plan element of the comprehensive plan, they cannot be used for improvements.**

Fire Impact Fees (105)		Budget	2018	2019	2020	2021	2022
	SFR Building Permits	2017	2018	2019	2020	2021	2022
		20	22	22	20	20	20
Beginning Cash & Investments		\$62,300	\$66,300	\$70,700	\$75,100	\$79,100	\$83,100
Revenues							
Impact Fees		\$4,000	\$4,400	\$4,400	\$4,000	\$4,000	\$4,000
Interest		\$0	\$0	\$0	\$0	\$0	\$0
Total Resources (includes BNC)		\$66,300	\$70,700	\$75,100	\$79,100	\$83,100	\$87,100
Expenditures:	Total Proj Cost						
Machinery & Equipment		\$0					
Total Expenditures		\$0	\$0	\$0	\$0	\$0	\$0
Ending Cash & Investments		\$66,300	\$70,700	\$75,100	\$79,100	\$83,100	\$87,100

A total of \$66,300 for painting fire station inside and out?

## Building Improvement

- Remove: City Hall Air Conditioning \$50,000
- More Explanation: Fire Station (lighting/paint/floors/kitchen/windows) \$50,000

**Answer: This line item is for painting. Lighting, floors, kitchen, and windows can be removed from description.**

- More Details: New City Hall/PD \$400,000

Building Improve (110)		Budget	2018	2019	2020	2021	2022
	SFR Building Permits	2017	2018	2019	2020	2021	2022
		20	22	22	20	20	20
Beginning Cash & Investments		\$296,100	\$98,100	\$100,100	\$92,100	\$94,100	\$96,100
Revenues							
Impact Fees		\$0	\$0	\$0	\$0	\$0	\$0
REET 1 Transfer-In		\$0	\$0	\$0	\$0	\$0	\$0
Bond Proceeds / Debt							
Grant Proceeds		\$300,000	\$0	\$500,000	\$3,000,000	\$0	\$0
Interest		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Total Resources (includes BNC)		\$4,588,600	\$598,100	\$100,100	\$602,100	\$3,094,100	\$96,100
Expenditures:	Total Proj Cost						
City Hall Air Conditioning		\$50,000	\$50,000				
Elevate City Hall (HMGP)		\$500,000		\$500,000			
New City Hall/PD		\$3,400,000	\$400,000		\$3,000,000		
Fire Station (lighting/paint/floors/kitchen/windows)		\$50,000	\$50,000				
Police Station (paint)		\$10,000		\$10,000			
Total Expenditures		\$4,010,000	\$500,000	\$0	\$510,000	\$3,000,000	\$0
Ending Cash & Investments		\$578,600	\$98,100	\$100,100	\$92,100	\$96,100	\$98,100

PWC would like more of an explanation for this line item

Committee would like a detailed list of what the \$400,000 will be used for.

## Streets

- Location of these signs?: Wayfinding \$10,000

**Answer: These are for the Non-Motorized Transportation Plan (NMTP) trail markers**

- Viking Way/90<sup>th</sup> Ave: Requesting a workshop with full council \$2,600,000
- Remove, explain or make item NMTP: Downtown Connection Study \$275,000
- Remove: 80<sup>th</sup> (276<sup>th</sup> – Cedarhome Round-TBD) \$350,000

**Clarification need – Does the PWC want this item removed from the 2019-2020 budget now?**

Street (102/103/677)		Budget	2018	2019	2020	2021	2022
	SFR Building Permits	2017	22	22	20	20	20
Beginning Cash & Investments		\$541,492	\$305,537	\$5,473	\$258,367	\$167,203	\$29,057
Revenues							
Impact Fees	\$3,523.39	\$70,460	\$77,506	\$77,506	\$70,460	\$70,460	\$70,460
Transfer in LID closeout							
Performance Bond Proceeds							
Bond Proceeds							
WSDOT/Safe Routes to School		\$93,250					
DOC/Safe Routes to School		\$316,370					
FHWA - STP							
Bond Proceeds / Debt							
Grants		\$990,090	\$5,645,000		\$250,000	\$1,700,000	\$1,260,000
Transportation Benefit District		\$292,900	\$295,830	\$298,788	\$301,776	\$304,794	\$307,842
Interest		\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
<b>Total Resources (includes BNC)</b>	<b>\$13,810,221</b>	<b>\$2,306,162</b>	<b>\$6,325,473</b>	<b>\$383,367</b>	<b>\$882,203</b>	<b>\$2,244,057</b>	<b>\$1,668,959</b>
Expenditures:	Total						
	Proj Cost						
Sidewalks	\$240,000	\$70,000	\$70,000	\$25,000	\$25,000	\$25,000	\$25,000
68th Street Safe Routes	\$650,000	\$650,000					
Downtown Sidewalk Imprv.	\$40,000	\$20,000	\$20,000				
Wayfinding	\$10,000	\$5,000	\$5,000				
Miscellaneous	\$50,000	\$25,000	\$25,000	\$0	\$0	\$0	\$0
72nd (272nd - 276th)	\$540,000					\$340,000	\$200,000
80th (276th - 280th)	\$1,600,000				\$340,000	\$1,260,000	
80th (280th - 284th)	\$1,600,000					\$340,000	\$1,260,000
Pavement Inventory	\$50,000		\$50,000				
Viking Way / 90th	\$2,600,000	\$200,000	\$2,400,000	\$0	\$0	\$0	
88th Overlay (SR523-272)	\$207,467	\$207,467					
Pioneer Hwy Overlay	\$201,394	\$201,394					
271st St 94th - SR532	\$246,764	\$246,764					
SR532/Ovenell Access	\$3,300,000	\$300,000	\$3,000,000				
SR532/98th Hamilton Access	\$300,000		\$300,000				
102nd St NW Overlay	\$250,000		\$250,000				
Downtown Conn. Study	\$275,000	\$75,000	\$200,000				
Viaduct Roundabout - TBD	\$350,000			\$100,000	\$250,000		
80th (276th - Cedarhome Round TBD)	\$350,000				\$100,000	\$250,000	
<b>Total Expenditures</b>	<b>\$12,860,625</b>	<b>\$2,000,625</b>	<b>\$6,320,000</b>	<b>\$125,000</b>	<b>\$715,000</b>	<b>\$2,215,000</b>	<b>\$1,485,000</b>
Ending Cash & Investments	\$949,596	\$305,537	\$5,473	\$258,367	\$167,203	\$29,057	\$183,959

Where are signs being installed? ←

PWC is requesting a workshop on Viking Way to make sure all council members are on the same page with this project ←

Remove, explain or rename to NMTP ←

## Parks

- Add \$50,000 for NMTP in 2017. Budget \$250,000 in 2018, 2019, and 2020. Remove \$250,000 in 2021: Trail Plan Implementation

Parks (104/106/120/121)		Budget 2017	2018	2019	2020	2021	2022
	SFR Building Permits	20	22	22	20	20	20
<b>Beginning Cash &amp; Investments</b>		\$890,296	\$829,362	\$884,709	\$720,057	\$204,123	\$88,189
<b>Revenues</b>							
Impact Fees	\$640.80	\$12,816	\$14,098	\$14,098	\$12,816	\$12,816	\$12,816
REET 1 Transfer-In	\$720,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Bond Proceeds / Debt	\$0						
Grant Proceeds	\$650,000		\$0	\$0	\$0	\$400,000	\$250,000
Ovenell							
Hamilton (WWRP/ALEA)			\$250,000	\$250,000	\$2,250,000		
Johnson (Floodplains by Design)			\$1,600,000				
Interest	\$7,500	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
<b>Total Resources (includes BNC)</b>	\$9,423,695	\$1,024,362	\$2,814,709	\$1,270,057	\$3,104,123	\$738,189	\$472,255
<b>Expenditures:</b>	<b>Total Proj Cost</b>						
Ovenell Property	\$225,000	\$170,000	\$55,000				
Heritage Park - 4th Field & Trail	\$820,000			\$20,000	\$400,000	\$400,000	
Hamilton Property	\$2,800,000	\$25,000	\$275,000	\$250,000	\$2,250,000		
Trail Plan Implementation NMTP	<del>\$800K</del> <del>\$750,000</del>	\$50,000	\$250,000	\$250,000	\$250,000	<del>\$250,000</del>	
Farmland Acquisition	\$1,600,000		\$1,600,000				
New Neighborhood Park	\$280,000			\$30,000			\$250,000
<b>Total Expenditures</b>	\$6,475,000	\$195,000	\$1,930,000	\$550,000	\$2,900,000	\$650,000	\$250,000
<b>Ending Cash &amp; Investments</b>	\$2,948,695	\$829,362	\$884,709	\$720,057	\$204,123	\$88,189	\$222,255

Add a line item for NMTP - \$50,000

\$12,816.00

## Drainage

- Remove item: Muscle Walls \$250,000

Drainage (411/412)		Budget 2017	2018	2019	2020	2021	2022
	SFR Building Permits	20	22	22	20	20	20
<b>Beginning Cash &amp; Investments</b>	<b>Fees</b>	\$307,521	\$312,911	\$270,305	\$17,699	\$48,789	\$79,844
<b>Revenues</b>							
Plant Investment Fees	\$665	\$16,040	\$17,644	\$17,644	\$16,040	\$16,040	\$16,040
Drainage Connection Fees	\$200	\$4,000	\$4,400	\$4,400	\$4,000	\$4,000	\$4,000
Transfer-In from Drainage Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bond Proceeds / Debt							
Grant Proceeds		\$490,000	\$250,000	\$500,000	\$1,500,000	\$2,000,000	\$6,000,000
Interest		\$350	\$350	\$350	\$350	\$350	\$350
<b>Total Resources (includes BNC)</b>	\$11,903,417	\$817,911	\$585,305	\$792,699	\$1,538,089	\$2,069,179	\$6,100,234
<b>(CIP#) Expenditures</b>	<b>Proj Cost</b>						
(-) Drainage Rate Study	\$65,000		\$65,000				
(-) Retention Pond Improvements	\$100,000			\$25,000	\$25,000	\$25,000	\$25,000
(10) 85th Ave N Runoff	\$738,635			\$50,000	\$344,300	\$344,335	
(1) Irvine Slough Stormwater Separation	\$450,000	\$450,000					
(11) SR532 Flood Berm	\$1,055,000	\$55,000		\$450,000	\$550,000		
<del>Muscle Walls Remove item</del>	<del>\$250,000</del>		<del>\$250,000</del>				
(7) 101st, 102nd, 103rd Replacement	\$2,112,000			\$250,000	\$250,000	\$1,000,000	\$612,000
(2) 92nd Ave (271st-SR532)	\$640,000				\$120,000	\$520,000	
(3) 271st (101st-102nd)	\$500,000					\$100,000	\$400,000
(12) Sheetpile Walls WWTP (Note 1)	\$4,700,000				\$200,000		\$4,500,000
(4) 276th Pl Pioneer Hwy Drainage Imp	\$58,791						\$58,791
(6) Augusta St. Pipe Upsize	\$292,915						\$292,915
(8) 271st St. NW @ Florence Rd Upsize	\$158,642						\$158,642
<b>Total Expenditures</b>	\$11,120,983	\$505,000	\$315,000	\$775,000	\$1,489,300	\$1,989,335	\$6,047,348
<b>Ending Cash &amp; Investments</b>		\$312,911	\$270,305	\$17,699	\$48,789	\$79,844	\$52,886

**Consent Items to be place on November 10, 2016 agenda:**

- **Perteet Supplemental No. 6 for 90<sup>th</sup> Ave Extension Project**
- **SDA Contract**
- **68<sup>th</sup> Ave SRTS ROW offer to Fat Cat Properties**

Committee recommends item to be placed on the November 10, 2016 consent agenda with the expectation that Fat Cat Properties will re-locate and have operable one of the two lit signs by July of 2017.