

CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL MEETING/RETREAT MINUTES
Friday, January 29, 2016 and Saturday, January 30, 2016
107 South 2nd Street, La Conner, WA

CALL TO ORDER: 12:00 p.m. by Mayor John Spencer

COUNCILMEMBERS PRESENT: Kim Daughtry, Sam Low, Kurt Hilt, Todd Welch, Raichel McDaniel, Kathy Holder, Marcus Tageant

COUNCILMEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Finance Director/City Clerk Barb Stevens

OTHERS:

Mayor Spencer convened the meeting at 12:00 p.m. for the purpose of conducting a special meeting/retreat to discuss city business as summarized below, with no action to take place.

- I. Financial report and briefing

Barb Stevens, Finance Director presented Council members status report on revenue forecasts for 2016 compared to 2014 and 2015. The Council also received update on current reserves and briefing on restricted and unrestricted accounts. Barb also briefed the Council on status of mitigation fund balances and those funds that have a time-limit on expenditure.

Council asked that Mayor and Administrator bring to Council action to preserve funds that may expire if not spent within the time limits.

Council expressed interest in being prudently aggressive in financial planning in order to move the city forward.
- II. City Hall

Mayor and Council discussed proposal to relocate, temporarily, staff to accommodations that provide adequate space and access to conduct public business.

New location will be temporary pending completion of Downtown Sub-area Plan.

Mayor Spencer noted that very little has been invested in any development in the downtown area and that affirmative steps be taken to complete the plan and move forward with development that achieves community goals.

- III. Civic Center and Sub-area planning
- Council received briefing on scope and timing for completing a Downtown Sub-area plan. Scope of work for a consultant includes: 1. Taking a fresh start, 2. Inventory and acknowledge the history and culture of the Downtown Area, 3. Developing alternatives that represent different options to achieve community goals and assisting Council in evaluating and deciding on a preferred sub-area plan.
- Council asked that a steering committee be established to advise Mayor and Council. Mayor indicated that this would be done soon and that Consultant will be asked to define a comprehensive citizen outreach plan to get input from nearby neighborhoods, residence throughout the community, business and property owners and interest groups.
- Provide Council the "boundary conditions" or Terms of reference for the sub-area planning. RFP will be issued in February.
- IV. Grade Road Property
- Council discussed status of Grade Road property development and Sno-Isle plans to locate in this area. Mayor was requested to bring proposal to council for future use of this property.
- V. 20th Street S.E. Economic development
- Council discussed status of economic development proposals for the 20th Street Corridor, development of a regional storm water detention system, and extension of 24th street.
- Lake Stevens Economic Development Planner and Public Works Director are working on marketing material that will provide prospective purchasers definitive information how City plans to implement regional detention, construct 24th street extension.
- VI. Annexation
- Council was also briefed on recent meeting with Community Transit on ideas to implement an express bus from L.S. Transit Station to Everett Station. Public Works department is evaluating ideas to improve traffic flow on 20th. Council received briefing on annexation methods. Council discussed need to move forward with annexation of remaining UGA areas. Mayor was requested to provide Council a priority on areas to be annexed, cost of administering annexation and cost and revenue estimates on providing city services to areas to be annexed.
- VII. RUTA
- Council asked Mayor to give priority attention to protecting this area as a future annexation for Lake Stevens.

VIII. Police Department Facility Council discussed the inadequacies of the current Police Department space and the serious lack of security around the Department. Mayor was asked to provide Council a plan to address these inadequacies with particular emphasis on not spending money on improvements that would be temporary.

IX. Parks Council expressed desire to move ahead with annexation and if needed, acquisition of County owned park that is referred to as "The Bonneville" ball field.

Council was briefed on upgrades planned for Lundeen Park, schedule for implementing Cavelero Park with County and plans to initiate further development of Eagle Ridge Park.

Council asked Mayor to communicate with local civic groups on the idea of these groups adopting parks for clean-up, beautification as well as sponsoring activities.

Council expressed strong interest in moving ahead with acquiring Frontier Heights Parks/Fields. Mayor asked to bring proposal to Council for action.

Conversation also evolved into a discussion of achieving a clean city, where parks, roadsides, trails and walkways are kept clear of debris, litter, lawns are mowed and traffic signs well maintained.

Mayor was asked to communicate with Civic Groups on Clean City ideas and to seek grants that would help fund parks and road-side improvements including art work.

X. Wrap-up, "parking lot topics"

- Update reserve fund policies.
- Seek sponsors for parks, roads and walkways
- Develop information to support L.S. position to annex RUTA
- Address code re. fire extinguishers
- Quarterly financial reports to Council
- Monthly financial status reports to Department Heads and Council sub-committees.
- Council agenda structure
- Sign ordinance
- Detention pond maintenance/management
- Confirmation of Department Heads
- Public hearings and meeting management
- Council adjournment time: 9:00 unless extended by Council vote
- City WEB and TWITTER
- Partnering with County for major road (Hwy 92, 9 and 204) maintenance.

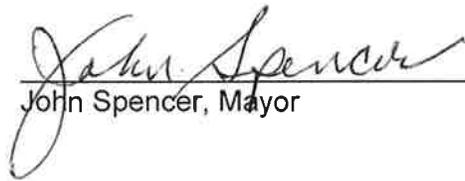
Councilmember Holder arrived at 5:00 p.m. on January 29, 2016.

At 8:00 p.m. the meeting was continued to January 30, 2016.

On January 30, 2016 the meeting was reconvened at 8:00 a.m. with all Councilmembers and Interim City Administrator Mary Swenson in attendance.

Adjourn.

The special meeting/retreat was adjourned at 2:00 p.m.



John Spencer, Mayor



Kathy Pugh, Deputy City Clerk