

**CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL MEETING MINUTES**

Tuesday, March 15, 2016
Lake Stevens Community Center
1808 Main Street, Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor John Spencer

COUNCILMEMBERS PRESENT: Kim Daughtry, Sam Low, Kurt Hilt, Todd Welch, Rauchel McDaniel, Marcus Tageant

COUNCILMEMBERS ABSENT: Kathy Holder

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Finance Director/City Clerk Barb Stevens, Interim Planning and Community Development Director Russ Wright, Public Works Director Mick Monken, Interim Police Chief Ralph Krusey, Human Resources Director Steve Edin, Internet Technology Manager Troy Stevens, Deputy City Clerk Kathy Pugh and City Attorney Cheryl Beyer

OTHERS: Peter Condyles

Pledge of Allegiance: Council President Low introduced Peter Condyles, Associated Student Body President at Lake Stevens High School, who led the Pledge of Allegiance.

Roll Call. Councilmember Daughtry moved, Councilmember Welch seconded, to excuse Councilmember Holder from the meeting. On vote the motion carried (6-0-0-1).

Approval of Agenda:

MOTION: Moved by Councilmember Hilt, seconded by Councilmember Welch, to approve the agenda. On vote the motion carried (6-0-0-1).

Guest Business. None

Council Business:

National League of Cities, Congressional City Conference, Washington, D.C.:

Council President Low said that during the past week members of the Council and Mayor Spencer attended the National League of Cities annual Congressional City Conference in Washington, D.C. The group was able to meet with the City's legislators, including Senators Patty Murray and Maria Cantwell, and representatives from Representatives Suzan DelBene and Rick Larsen offices. The meeting with Senator Cantwell was very productive with representatives from over 100 cities in attendance. Senator Cantwell recognized the City of Lake Stevens and addressed concerns about the U.S. 2 Trestle in her comments to the group at large.

Councilmember Daughtry commented that the City had a good showing at the conference. Most important was the opportunity to talk with legislators. Councilmember Daughtry thinks the

City will receive great support from these contacts. Councilmember Daughtry also commented the classes were very good. He attended workshops on creating a youth council, the heroin and opiate epidemic and creative transportation solutions for cities of all sizes.

Councilmember McDaniel commented the trip to Washington D.C. was a great experience and that the city representatives were treated very well. She attended a workshop on restoring trust through community policing that was very informative.

Councilmember Hilt found the trip to Washington D.C. to be very productive and commented the City's attendance at this conference raised the City's profile. He said the efforts to replace the U.S. 2 Trestle is a multi-event. Councilmember Hilt also commented there were good conversations with neighboring cities Marysville and particularly Everett, about the importance of collaborative efforts and the importance of the Trestle to the region. Councilmember Hilt commented in talking with other city representatives that the homeless problem is not particular to Lake Stevens. Councilmember Hilt also attended the youth council workshop.

Councilmember Tageant agreed with the previous comments and said he attended the AWC sponsored event and had a great opportunity to speak with Scott Murphy from Everett about how Lake Stevens might get a circular bus route. Councilmember Tageant also had conversations with Marysville representatives and in general found it valuable to spend time and share ideas with councilmembers from other cities. Councilmember Tageant also commented the classes were good.

Councilmembers reported on the following: Councilmember Daughtry: Public Works subcommittee meeting, Military Affairs committee meeting; Council President Low: Community Cleanup is May 7 and more information will be available soon; Councilmember Hilt: Community Transit; Councilmember McDaniel: thanked staff for organizing the Washington D.C. trip.

Mayor's Business: Mayor Spencer agreed with the comments made regarding the trip to Washington D.C. and added that the presentation by the administrator of the Small Business Administration (SBA) was excellent. The presentation included a discussion of a process to get a business permit in a day making it easier for small businesses to start up. Mayor Spencer would like to work with the Chamber to make it easier for small businesses to start up in the community.

Mayor Spencer reminded of the vacancies on the AWC Board of Directors and that the deadline to apply is March 25, 2016; he encouraged it would be good for a Councilmember to apply. Discussion ensued and this will be added to the March 22, 2016 agenda for further consideration.

Mayor Spencer proposed that a Citizen Advisory Committee be formed to participate in the Downtown Sub-area Plan and distributed a handout with suggested representation. Mayor Spencer would like for staff to begin recruiting members to this committee. He does not envision that existing advisory board members would be part of this advisory committee.

Discussion ensued and Councilmember Tageant suggested there should be five or six business owners on the committee. Councilmember McDaniel suggested increasing the neighbors-at-large to four or five representatives. Councilmember Welch commented a wide demographic range should be used to make sure there is good representation.

City Department Report. Public Works Director Monken: Successful meeting with Department of Fish & Wildlife regarding the repair to Grade Road, met with the regional manager for Washington State Department of Transportation (WSDOT) regarding SR 204, Lundeen Visitor Center update, PUD will be installing street lights on Lakeview Drive and 20th, coordination meeting with WSDOT, Snohomish County and Everett regarding the U.S. 2 Trestle, Cavalero Park BMX facility; Interim Planning and Community Director Russ Wright: development activity continues to be robust, two new staff persons will be coming on in the next two weeks; Brewers Forum was successful and has led to follow-up meetings, Fire Commissioners presentation on growth and growth strategy, distributed a map and inventory of city-owned property; Interim Police Chief Ralph Krusey: Lt. Lambier completed Command College, Police Support Officer Cindy Brooks is completing Animal Control Academy, Police Department Facebook account, new Citizens Academy, building the Volunteer Program, notifying lakeside residents of buoys, markers and other flotation devices in the lake that could be hazardous, hiring and recruitment update; Human Resources Director Steve Edin: Police Records Clerk recruitment update, applicant tracking software, attending Well City Health Workplace Summit next week; Finance Director/City Clerk Barb Stevens: February Treasurer's Report will be coming out late this week, 2015 financial statements due at the end of May; update on credit card payments; Interim City Administrator Mary Swenson: reaching out to Lake Stevens High School to fill seasonal positions, reviewing staffing needs with department directors, joint Sewer Commission/City meeting.

Consent Agenda.

MOTION: Moved by Councilmember Tageant, seconded by Councilmember Low, to approve (A) 2016 Vouchers [Payroll Direct Deposits of \$137,841.66, Payroll Checks 39940-39941 totaling \$4,105.08, Tax Deposits of \$56,041.82, Electronic Funds Transfers (ACH) of \$165,381.94, Claims Check Nos. 39939, 39942-39947, 39948-40040 totaling \$229,080.61, Void Check Nos. 39865 and 39676 totaling \$122.00, Total Vouchers Approved: \$592,329.11]; (B) February 23, 2016 City Council-Planning Commission Joint Workshop Meeting Minutes; (C) February 23, 2016 City Council Regular Meeting Minutes; (D) March 1, 2016 City Council Workshop Meeting Minutes; (E) Final Project Acceptance of North Davies Sidewalk; (F) Ordinance 950 Amending LSMC 3.04 Warrants; (G) Resolution 2016-03 Acceptance of Credit and Debit Cards for Payments to the City; (H) Salary Ranges for Planning and Community Development Director and Police Chief; (I) Change of the Planning Administrative Assistant Job Title Listed in the 2016 Budget to Assistant Planner.

Council President Low requested the March 1, 2016 Workshop Meeting Minutes be amended to correct that he opened the meeting and that Mayor Spencer be added as an attendee. Staff requested a correction at page 2 regarding the job description of Economic Development Coordinator Jeanie Ashe as reflected in the revised draft minutes that were distributed.

MOTION: Councilmember Low moved, Councilmember Daughtry seconded, to amend the March 1, 2016 Workshop Meeting Minutes as discussed and reflected in the revised minutes that were handed out this evening. On vote the motion carried (6-0-0-1).

MOTION: Councilmember Tageant moved, Councilmember Low seconded, to approve the Consent Agenda. On vote the motion carried (6-0-0-1).

Action Items:

Approve ILA with Snohomish County re Internet Services and Supplemental Work Orders 2016-001 and 2016-002: Internet Technology Manager Troy Stevens presented the staff report and said approval of this Interlocal agreement will allow the City to purchase services from the County for current and future services that the City may wish to access. The City's server location is not adequate to support internet technology infrastructure and this ILA provides that needed support. The original ILA has a limited not to exceed amount, which will not allow for all services the City may wish to utilize. Supplemental Work Order (SWO) 2016-001 is an update of the supplemental work order that is currently in place and SWO 2016-002 is for new services that would allow the City to colocate its server equipment to the County's certified datacenter. Mr. Stevens then responded to Councilmembers' questions.

MOTION: Councilmember Hilt moved, Councilmember McDaniel seconded, to authorize the Mayor to enter into an interlocal agreement between the City and Snohomish County which increases the five-year "Not to Exceed" limit to \$54,000, and to approve Supplemental Work Orders 2016-001 and 2016-002, and any additional Supplemental Work Orders within the approved budgeted amount. On vote the motion carried (6-0-0-1).

Authorize the Mayor to Execute Supplemental Agreement No. 1 with Tetra Tech for Regional Storm Pond Analysis: Public Works Director Mick Monken presented the staff report and said approval of this supplemental agreement will provide a feasibility study which will allow the City to explore the possibility of developing a regional public storm pond in the southwest corner area of 20th Street SE and SR 9. Development of a regional public storm pond is being considered as an incentive to encourage economic development in the area. He then responded Councilmembers' questions.

MOTION: Councilmember Low moved, Councilmember Daughtry seconded, to authorize the Mayor to execute Supplemental Agreement No. 1 with Tetra Tech to perform a regional storm pond analysis for the 20th Street SE Southwest Quadrant service area in an amount of \$29,240 and authorize a \$3,000 management reserve. On vote the motion carried (6-0-0-1).

Approve Contract with Sam's Tree Care: Director Monken presented the staff report and commented that currently Sam's Tree Care has a contract with the City that expires on March 31, 2016. This new contract will expire November 27, 2018 and provides for a total cost of \$200,000, with \$75,000 allocated for fiscal year 2016, which allows for the removal of danger trees in Lundeen Park. Director Monken then responded to Councilmembers' questions.

MOTION: Councilmember Hilt moved, Councilmember McDaniel seconded, to authorize the Mayor to execute a contract with Sam's Tree Care for tree removal services, which includes the removal of the 71 cottonwood trees in Lundeen Park, for a contract amount not to exceed \$200,000 through November 27, 2018, and not to exceed \$75,000 in 2016. On vote the motion carried (6-0-0-1).

Approve Resolution 2016-004 Declaring an Emergency Regarding the Grade Road Embankment Movement: Director Monken presented the staff report and said that approval of Resolution 2016-004 is part of the process of moving ahead with a condemnation lawsuit and to gain access and begin repair on Grade Road. He noted recent observations show a new section of the roadway has slid, and also there is movement of the sewer line. By declaring an emergency the permitting process will proceed more quickly and emergency repairs can

proceed as soon as the City has access to the property. Director Monken then responded to Councilmembers' questions.

MOTION: Councilmember Low moved, Councilmember Tageant seconded, to approve Resolution 2016-004 Declaring an Emergency, Authorizing Repair and Replacement of Grade Road Section and Embankment and Related Sewer Line between 30th and 32nd Streets NE, Authorizing City Personnel to Take All Such Actions as Are Necessary to Remedy and Abate Said Emergency. On vote the motion carried (6-0-0-1).

Approve Contract with Marshbank: Director Monken presented the staff report and noted that the approval of Resolution 2016-004 authorizes the City to move ahead with a contract for a temporary repair and stabilization of Grade Road once the City has access to the property, either through a condemnation lawsuit or with a possession and use agreement. The emergency repairs will be performed on a time and material basis. Director Monken anticipated that a permanent repair to the roadway will be accomplished later in the year. He then responded to Councilmembers' questions.

MOTION: Councilmember Tageant moved, Councilmember Low seconded, to authorize the Mayor to execute a Small Public Works Contract with Marshbank Construction, Inc. for the emergency road and embankment repair of Grade Road for an amount not to exceed \$300,000. On vote the motion carried (6-0-0-1).

Approve Contract with Perteet for Professional Grant Writing Services. Public Works Director Monken presented the staff report and said that approval of this contract will allow Perteet to assist staff in seeking out and applying for both federal and state grant funds that may be available. The primary focus is targeted on 20th Street SE, but assistance will also be provided in applying for grant fund opportunities that may be available for sidewalks and other non-motorized by-ways, and related beautifications.

MOTION: Councilmember Daughtry moved, Councilmember Hilt seconded, to authorize the Mayor to execute a contract with Perteet, Inc. to provide support for Grant Writing Assistance Service for an amount not to exceed \$30,000 and authorize a management reserve of \$20,000. On vote the motion carried (6-0-0-1).

Executive Session: Mayor Spencer announced an executive session for 10 minutes to discuss a potential property acquisition beginning at 8:14 p.m. and ending at 8:24 p.m. with no action to follow.

The executive session concluded at 8:24 p.m. and a brief recess took place immediately following the executive session. The Special Meeting was reconvened at 8:27 p.m.

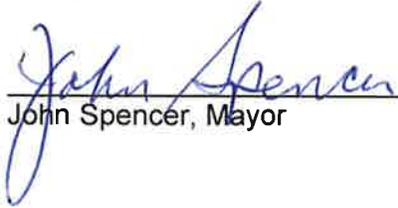
Study Session:

2016 Budget Amendment No. 1: Finance Director Barb Stevens presented the staff report and reviewed the proposed budget amendments. Discussion ensued and Director Stevens responded to Councilmembers' questions. There was consensus by Council that this budget amendment be brought forward for approval on the consent agenda at the March 22, 2016 City Council regular meeting.

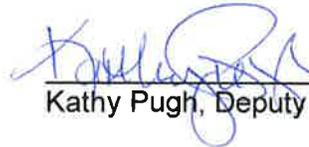
Responding to a question from Councilmember Daughtry, Chief Krusey said the Police Department is going to apply for a grant for body cameras. If the City wishes to proceed with body cameras a resolution needs to be adopted. Council directed this matter be brought before the Public Safety subcommittee.

Adjourn:

Moved by Councilmember Tageant, seconded by Councilmember Hilt, to adjourn the meeting at 8:36 p.m. On vote the motion carried (6-0-0-1).



John Spencer, Mayor



Kathy Pugh, Deputy City Clerk