

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

Tuesday, June 14, 2016

Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

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

ELECTED OFFICIALS PRESENT: Mayor John Spencer, Councilmembers Kim Daughtry, Sam Low, Kurt Hilt, Todd Welch, Rauchel McDaniel, Kathy Holder,

ABSENT: Marcus Tageant

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

OTHERS: American Legion Members Tony Morea, Loren Sperry, Vernon Rasmussen, Mike Shephard, Gayle McCurdy, Dave Amlin and Todd Welch; Angela Albriksen of Paddle Broz, LLC

Pledge of Allegiance: Council President Sam Low introduced members of the American Legion who then led the Pledge of Allegiance.

Roll Call.

MOTION: Councilmember Hilt moved, Councilmember McDaniel seconded, to excuse Councilmember Tageant from the meeting. On vote the motion carried (6-0-0-1).

Approval of Agenda: Council President Sam Low said two action items are being added to tonight's agenda: 20th Street Right of Way Acquisition and Standup Paddleboard Concessions at Luindeen Park.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Holder, to approve the agenda as amended. On vote the motion carried (6-0-0-1).

Guest Business.

Kari Zapata, 2409 87th Drive NE, Lake Stevens, distributed survey for a proposed right-of-way vacation by the City of 85th Drive NE by the City to the Crosswater Homeowners' Association (HOA). Ms. Zapata said the HOA is proposing this vacation because of the number of homes being constructed in neighboring Marysville, which the HOA believes creates safety issues in the neighborhood as the roadway sees an increase in traffic through the neighborhood. The intent of the HOA if this proposal moves forward is to eventually gate the street at both ends to

make the community safer. The HOA already maintains the sidewalks, parking spaces and trees along the roadway.

In response to a question from Mayor Spencer, Ms. Zapata said that people are enthusiastic about the idea, but they have not yet had a meeting to formalize support because they want to see if there is support for the idea from the City.

Larry Wagner, 11703 28th Street NE, Lake Stevens, introduced himself and said he is planning to run for the open position on the Snohomish County Public Utility District.

New Employee Introduction: Community Development Director Russ Wright introduced Jennie Fenrich, who is the new Permit Specialist. Ms. Fenrich has been with the City for many years and formerly worked as a receptionist/cashier in the main City Hall.

Council Business:

Councilmember Daughtry: Military Affairs Committee, Planning & Economic Development Committee; Councilmember Low: Parks Subcommittee, Police Ride-along, Trestle Station Grand Opening; Councilmember Hilt: Snohomish Health District; Councilmember McDaniel: Fire Commission; Police Community Meeting; Councilmember Holder: Planning & Economic Development Committee; Parks Subcommittee Meeting.

Mayor's Business: Mayor Spencer updated on the Police Chief Recruitment process and said there will be a candidates' reception on June 28th and interviews on June 29. The goal is to have a Police Chief hired in August. Mayor Spencer reported the Professional Services Agreement scope of services is being negotiated with the downtown subarea consultant and that the Citizens Subarea Committee has been split into five smaller committees, but that anyone can participate. Because of lack of adequate sewer service to the downtown area, Mayor Spencer has requested staff look into a moratorium for new construction; this will be brought back to Council for consideration. Mayor Spencer updated on Cavelero Park, and also said he continues to work with Snolsle on the siting of a new library. Mayor Spencer updated on the property acquisition from Snohomish County along the 20th Street SE corridor and said that unused properties under this acquisition will be surplussed. Turning to the Grade Road repair, Mayor Spencer said that the City is waiting for issuance of a hydraulic permit from Department of Fish & Wildlife. Regarding the 36th Street NE bridge repair, staff is working on this. Mayor Spencer said the City is ramping up to relocate City Hall to a temporary facility with the goal being a relocation by mid-fall at the latest. Mayor Spencer said the City has put out a Request for Proposal for City Attorney, and also that the City will be initiating a search for a new city administrator within the next sixty to ninety days.

City Department Report: None.

Consent Agenda:

Council President Low said he requested a change to the May 24th Workshop Meeting Minutes to the title from "regular" to "workshop", and also a correction to the start time of 5:00 p.m. and not 6:00 p.m.

Councilmember Holder requested a correction to show that she arrived at 5:17 p.m. to the May 24th Workshop and that Councilmember Welch arrived at 5:27 p.m.

MOTION: Moved by Councilmember Low, seconded by Councilmember Daughtry, to approve (A) 2016 Vouchers [Payroll Direct Deposits of \$147,130.17, Payroll Checks Nos. 40488-40489 totaling \$3,284.49, Tax Deposits of \$58,008.39, Electronic Funds Transfers (ACH) of \$170,535.85, Claims Check Nos. 40486-40487, 40490-40614 totaling \$1,596,436.20, Total Vouchers Approved: \$1,975,395.10], (B) City Council Minutes: May 24, 2016 Workshop Meeting as corrected, May 24, 2016 Regular Meeting, and June 7, 2016 Workshop and Special Meeting. On vote them motion carried (6-0-0-1).

Action Items:

Design Review Board Appointments: Mayor Spencer said that he, Community Director Wright and Design Review Board Chairperson Diana Hale recently interviewed two applicants. Following these interviews it is the Mayor's recommendation that Jaime Guzman be appointed to the vacant position on the Design Review Board and that Michael Lauer be appointed as member at large to the board. Both terms would end December 31, 2019. With these appointments the Design Review Board is at full membership. He then introduced Mr. Guzman to the Council; Mr. Lauer was not present.

Councilmember Daughtry commented that Mr. Guzman recently joined the Aquafest Board and is chairing the auto show.

MOTION: Moved by Councilmember Holder, seconded by Councilmember Welch, to appoint Jaime Guzman to the Design Review Board to fill the vacant position, and to appoint Michael Lauer as member at large, with both terms ending December 31, 2019. On vote the motion carried (6-0-0-1).

Library Board Appointment: Mayor Spencer said that there is currently one vacant position on the Library Board. He and Library Board Chairperson Shaelynn Bates recently interviewed Kevin Stone for that vacancy and it is their recommendation that Mr. Stone be appointed to the vacant position for a term expiring December 31, 2019. He then introduced Mr. Stone to the Council.

MOTION: Moved by Councilmember Holder, seconded by Councilmember Low, to appoint Kevin Stone to the Library Board for a term ending December 31, 2019. On vote the motion carried (6-0-0-1).

Arts Commission Appointment: Mayor Spencer said that he, Arts Commission Chairperson Holly Forbis and Design Review Board Chairperson Diana Hale recently interviewed applicant Bridget Scott for one of the vacant Arts Commission positions. Following that interview it is his recommendation that Ms. Scott be appointed to the Arts Commission. He then introduced Ms. Scott to the Council.

MOTION: Moved by Councilmember Low, seconded by Councilmember Welch, to appoint Bridget Scott to the Arts Commission. On vote the motion carried (6-0-0-1).

20th Street SE Right of Way Acquisition – Threat of Eminent Domain: Public Works Director Mick Monken presented the staff report and said that tonight's requested action is to adopt Resolution 2016-11 which will authorize the issuance of a fair offer letter of value containing a threat of exercise of the City's powers of eminent domain in connection with the acquisition of properties for the 20th Street SE Phase II project. The City has identified all of the necessary property takes and is in the process of making offers. The use of threat of eminent

domain has advantages for both the City and the seller. Director Monken then responded to Councilmembers' questions.

Councilmember Low asked if any property owners would be displaced if the City proceeded with an eminent domain process. Director Monken responded that these properties were identified by the County prior to annexation and at this time the City has not identified anything that would make any of the properties not able to be occupied, and there are no plans for displacement.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Hilt, to adopt Resolution 2016-11 authorizing issuance of a fair offer letter containing the threat of exercise of the City's powers of eminent domain in connection with acquisition of properties for the 20th Street SE Phase II project. On vote the motion carried (6-0-0-1).

Equipment Mechanic Classification: Human Resources Director Steve Edin presented the staff report and said that the Equipment Mechanic position was proposed during the 2016 budget planning cycle. Approval of this new classification, salary range and job description will allow staff to move forward with recruiting for this position. Director Edin then responded to Councilmembers' questions.

Discussion ensued on the budget impact of establishing this position, including expenses and cost savings. Interim City Administrator Swenson commented that having a mechanic in position will provide for better maintenance of city vehicles with a smoother, streamlined process, including regularly scheduled maintenance, and also that there may be an opportunity to share a Master Mechanic position with the Fire District.

MOTION: Moved by Councilmember Low, seconded by Councilmember McDaniel, to approve the new classification, salary range and job description of Equipment Mechanic. On vote the motion carried (6-0-0-1).

Approve FCS Group Scope of Service for Task 1 – Strategic Financial Plan: Finance Director/City Clerk Barb Stevens presented the staff report and said that Council previously approved a professional services agreement with FCS to be performed on a per task basis. Task 1 is to develop a strategic financial plan including financial strategy, development of a forecasting model and forecasting revenues and operating and capital expenditures. FCS has been asked to provide a product for use in budgeting for 2017. Director Stevens then responded to Councilmembers' questions, and commented that the City has not previously had forecasting model prepared.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Hilt, to approve the FCS Group Scope of Service for Task 1 – Strategic Financial Plan. On vote the motion carried (6-0-0-1).

20th Street SE Snohomish County Properties Transfer: Director Monken distributed the staff report and said that these properties were acquired by the County for the 20th Street SE Phase I and II project and were part of the right-of-way purchase process for the planned road improvements. Following annexation some of these properties were to be transferred over to the City, and the remaining parcels were going to be sold to the City by the County. Since the properties were purchased with road dollars the City asked that the County transfer these properties to the City so that the value of these parcels could be reinvested into the 20th Street SE project. Director Monken added that the deeds also need to be executed by the Snohomish County Council, and that this would likely take place in August or September.

MOTION: Moved by Councilmember Holder, seconded by Councilmember Low, to authorize the Mayor to sign deeds for the transfer of land parcels from Snohomish County as part of the 20th Street SE Right-of-Way acquisition. On vote the motion carried (6-0-0-1).

Authorize Standup Paddleboard Concession at Lundeen Park: Economic Development Coordinator Jeanie Ashe distributed a staff report and said that Council is being asked to authorize the Standup Paddleboard Concession at Lundeen Park. The applicant has diligently worked to meet all of the City requirements, and that the Concessionaire, Paddle Broz, LLC, is fast tracking its application process. If approved, it is anticipated the concession could be open Father's Day weekend, with the goal of operating seven days a week; after Labor Day they would be open on weekends only until October 31, 2016. Ms. Ashe said she has met with the company several times and she is very impressed with their attention to detail and also to customer service. Ms. Ashe then introduced Angela Albrigtsen.

Ms. Albrigtsen said paddle boarding has been a great family experience for her family. She said after being approached by Ms. Ashe she has worked diligently over the last three weeks the form her company, and meet all of the contract requirements, including licensing and insurance. Ms. Albrigtsen said that safety is a very important consideration and she has been working with a number entities, including the U.S. Coast Guard, to ensure that their business operations are safe for customers and their staff as well. She reviewed the various safety steps she is establishing for the company to follow to ensure everyone's wellbeing.

Councilmember Holder asked about rotation requirements of paddle boards around the lake. Director Wright responded the City will be installing signs showing the safe route for installation at Lundeen and North Cove Parks. The signs will apply to all boaters.

In response to a question from Councilmember Hilt, Ms. Ashe said this is a pilot program and that reports and feedback will be provided to Council.

Councilmember McDaniel expressed concern that there is limited parking at Lundeen Park and there was discussion as to whether Paddle Broz employees will use that parking or be requested to park elsewhere or carpool.

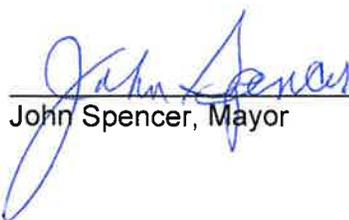
MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Welch, to authorize the Standup Paddleboard Concession Paddle Broz, LLC at Lundeen Park. On vote the motion carried (6-0-0-1).

Executive Session: None.

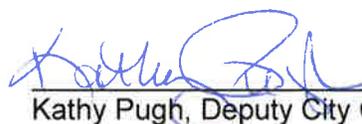
Study Session: None.

Adjourn:

Moved by Councilmember Hilt, seconded by Councilmember Welch, to adjourn the meeting at 8:10 p.m. On vote the motion carried (6-0-0-1).



John Spencer, Mayor



Kathy Pugh, Deputy City Clerk