

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

Tuesday, November 29, 2016

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

CALL TO ORDER: 6:30 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Kurt Hilt, Todd Welch, Rauchel McDaniel, Kathy Holder, Marcus Tageant

ELECTED OFFICIALS ABSENT: None

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Finance Director/City Clerk Barb Stevens, Community Development Director Russ Wright, Public Works Director Mick Monken, Police Chief John Dyer, Human Resources Director Steve Edin, Deputy City Clerk Kathy Pugh and City Attorney Grant Weed, Adam Emerson, Senior Engineer

OTHERS: Gene Brazel

Pledge of Allegiance: Council President Welch led the Pledge of Allegiance.

Roll Call: All present.

Approval of Agenda: Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to approve the agenda. On vote the motion carried (6-0-0-0).

Guest Business: None.

Council Business:

- Kim Daughtry: National League of Cities, Pittsburgh, Snohomish County Committee for Improved Transportation (SCCIT)
- Kurt Hilt: Budget Committee, Snohomish Health District funding, Legislative Agenda
- Todd Welch: Snohomish County Cities Dinner (SCC)
- Rauchel McDaniel: No report
- Kathy Holder: No report
- Marcus Tageant: Chamber of Commerce, National League of Cities, Pittsburgh

Mayor's Business: SCC Dinner, testified before Washington State Transportation Commission; upcoming agenda items; met with Reid Shockey, president of SCCIT, introduced incoming City Administrator Gene Brazel.

City Department Report. No report.

Consent Agenda:

MOTION: Moved by Councilmember Hilt, seconded by Councilmember Welch, to approve (A) Resolution 2016-25 Authorizing Surplus of Grade Road Property and (B) Supplement No. 2 to Professional Services Agreement with Perteet re Temporary City Hall Facilities. On vote the motion carried (6-0-0-0).

Action Items:

Authorize Mayor and City Staff to Begin Search to Fill Vacant Council Position: Mayor Spencer said that with the resignation of Sam Low effective November 29, 2016 at noon, following his election to the County Council, the City needs to move forward with a process for filling the vacant Council Position No. 2. The RCW's and the Council's Rules of Procedure provide the process, including that Council must authorize Staff and the Mayor to undertake the Council appointment process.

City Attorney Weed commented that the decision is Council's to make and that it does need to be a public process and conducted in an open meeting, and that if a decision is not made within 90 days the decision goes to the County Council. If the County Council cannot make a decision then it goes to the Governor's office for an appointment to be made.

Mayor Spencer said each Councilmember would have the opportunity to ask each candidate one question and requested that questions be submitted to the City Administrator. Councilmembers will have an opportunity to approve the questions that are selected for the interview process.

Councilmember Tageant would like the new councilmember on board prior to the upcoming Retreat. Mayor Spencer responded the retreat may be scheduled in February and agreed with Councilmember Tageant.

Councilmember McDaniel asked if the application period needs to be so long. Discussion ensued. Councilmember McDaniel suggested the deadline for submittal of letters of interest be around December 15. There was agreement to hold the interviews on December 20.

Interim City Administrator Swenson said she has participated in a similar process previously and that it works very well.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember McDaniel, to authorize City Staff and the Mayor to undertake the Council appointment process to fill vacant Council Position No. 2 with the closing date to be December 15, 2016 and with date of selection set for December 20, 2016. On vote the motion carried (6-0-0-0).

Discussion Items: None.

Executive Session: None.

Adjourn:

Moved by Councilmember Daughtry, seconded by Councilmember Tageant to adjourn the meeting at 6:50 p.m. On vote the motion carried (6-0-0-0).



John Spencer, Mayor



Kathy Pugh, Deputy City Clerk