

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

Tuesday, December 8, 2015

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 Vern Little

COUNCILMEMBERS PRESENT: Kim Daughtry, Sam Low, John Spencer, Todd Welch, Suzanne Quigley, Kathy Holder, Marcus Tageant

COUNCILMEMBERS ABSENT: None.

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, Human Resources Director Steve Edin, Police Chief Dan Lorentzen, Civil Engineer Adam Emerson, Economic Development Coordinator Jeanie Ashe, Deputy City Clerk Kathy Pugh, and City Attorney Emily Guildner

OTHERS: Councilmember Elect Rauchel McDaniel, Councilmember Elect Kurt Hilt; Jennifer Shelton

Excused Absence.

Recognition: Councilmember John Spencer recognized Mayor Vern Little for his service and contributions to the City including serving as a City Councilmember for three years beginning in 2004, and serving as Mayor for eight years beginning in 2008. Councilmember Spencer highlighted that Mayor Little stewarded the City during its population increase from 6,000 to 30,000, moving the Police Department into new facility, instituting 5-year financial forecasting, positioning 20th Street SE for its current development, and supporting installation of roundabouts in the City to help ease traffic congestion. Councilmember Spencer presented Mayor Little with a plaque in recognition of his accomplishments and dedication to the City.

Mayor Little thanked previous councilmembers and tonight's council and dedicated staff for their efforts in making these positive accomplishments possible. Mayor Little also said he believes the Police Department is the face of the community. He said he has enjoyed his time as Councilmember and Mayor for Lake Stevens and thanked everyone for their support.

Mayor Little recognized outgoing Councilmember Suzanne Quigley for her service and contributions to the City including a wide variety of volunteer work and as a City Councilmember for eight years. He recognized Councilmember Quigley for her work with annexations, transportation, shoreline management, critical areas and budget expertise and said she brought a great viewpoint to the Council and the City. Mayor Little presented Councilmember Quigley with a plaque recognizing her dedication and contributions to the City.

Mayor Little recognized outgoing Library Board members David Tremaine and David Corvin and noted that David Tremaine has been a Library Board member for sixteen years.

Oath of Office: Finance Director/City Clerk Barb Stevens administered the Oath of Office to newly elected Councilmembers Kurt Hilt and Raichel McDaniel and to re-elected Councilmember Todd Welch. Director Stevens then administered the oath of office to incoming Mayor John Spencer.

Incoming Mayor Spencer congratulated his new colleagues and thanked those on the City Council for giving their time and energy to make Lake Stevens a great place to live. He believes there is no other city that has the assets that Lake Stevens has. He looks forward to working with the Council and the citizens to make Lake Stevens a great place for everyone to live.

Reception: The meeting was recessed at 7:16 p.m. for a Reception honoring outgoing Mayor Little and Councilmember Quigley, and incoming Mayor John Spencer and Councilmembers Todd Welch, Raichel McDaniel and Kurt Hilt. The meeting was reconvened at 7:33 p.m.

Action Item:

Boards and Commissions Appointments: Mayor Little said that he is recommending the appointment Tracey Trout to the Planning Commission for a term beginning January 1, 2016 and ending January 31, 2019.

MOTION: Councilmember Spencer moved, Councilmember Tageant seconded, to approve the appointment of Tracey Trout to the Planning Commission. On vote the motion carried (7-0-0-0).

Mayor Little recommended appointing Bryan Terry to the Design Review Board for the term January 1, 2016 through December 31, 2019.

MOTION: Councilmember Daughtry moved, Councilmember Spencer seconded, to approve the appointment of Bryan Terry to the Design Review Board. On vote the motion carried (7-0-0-0).

Mayor Little recommended the reappointment of Jim Kelley to the Parks Board for the term January 1, 2016 through December 31, 2019.

MOTION: Councilmember Spencer moved, Councilmember Welch seconded, to approve the appointment of Jim Kelley to the Parks Board. On vote the motion carried (7-0-0-0).

Guest Business: None.

City Department Report.

Consent Agenda.

MOTION: Moved by Councilmember Spencer, seconded by Councilmember Holder, to approve (A) 2015 Vouchers [Payroll Direct Deposits of \$170,607.37; Payroll Check Nos. 39468-39469 totaling \$4,149.68; Tax Deposits of \$72,781.86; Electronic Funds Transfers (ACH) of \$167,669.91; Claims Check Nos 3947-39542 totaling \$154,737.08; Total Vouchers Approved: \$569,945.90]; (B) November 24, 2015 City Council Regular Meeting Minutes and (C) Award Bid for Annual HVAC Services and Authorize Mayor to Enter into Professional Services Agreement with Right On Heating. On vote the motion carried (7-0-0-0).

Limited Public Hearing:

Ordinance 947 – High Urban Residential (HUR) Code Amendment: Finance Director/City Clerk Barb Stevens read the rules of procedure into the record and reopened the public hearing for the limited purpose of opening the record to accept a comment letter into the record, and said that no additional testimony or public comment will be taken.

Interim Planning and Community Development Russ Wright presented the staff report and said that tonight's requested action is to reopen the record on the Ordinance 947, HUR code amendment, for the limited purpose of accepting a comment letter into the record. He explained that the comment letter was inadvertently not distributed to Council at the November 24, 2015 meeting. Staff did address most of the points in the letter at the November 24th meeting. Interim Director Wright explained that there would be no additional public comment or testimony taken this evening; the purpose of reopening the public hearing is solely to complete the record. Interim Director Wright invited questions from Council and there were none.

MOTION: Councilmember Spencer moved, Councilmember Welch seconded, to reopen the public record regarding Ordinance 947, High Urban Residential code amendment, for the limited purpose of accepting the public comment letter into the record. On vote the motion carried (7-0-0-0).

MOTION: Councilmember Spencer moved, Councilmember Low seconded to close public hearing. On vote the motion carried (7-0-0-0).

Public Hearings: Director Stevens opened the public hearings and read the rules of procedure for the record.

Public Hearing Related to the Moratorium Enacted by Ordinance 941 Temporarily Prohibiting the Establishment, Siting, Location, Permitting, Licensing or Operation of New Retail Locations to Sell Marijuana: Interim Director Wright presented the staff report and reviewed that on October 13, 2015 the Council adopted Ordinance 941 establishing a twelve month moratorium temporarily prohibiting the establishment of new retail locations to sell marijuana, adopting findings of fact and establishing a work plan. Interim Director Wright explained that state statute requires a public hearing be held within 60 days of adopting a moratorium. He invited questions and there were none.

Mayor Little invited public comment and there was none.

MOTION: Councilmember Daughtry moved, Councilmember Welch seconded, to close the public comment portion of the hearing. On vote the motion carried (7-0-0-0).

MOTION: Councilmember Holder moved, Councilmember Welch seconded, to close the public hearing. On vote the motion carried (7-0-0-0).

MOTION: Councilmember Holder moved, Councilmember Daughtry seconded, to accept the adoption of Ordinance 941 establishing a 12-month moratorium temporarily prohibiting the establishment, siting, location, permitting, licensing or operation of new retail locations to sell marijuana, which includes findings of fact and a work program. On vote the motion carried (7-0-0-0).

Adoption of Resolution 2015-17 Amending 2016-2021 Six Year Transportation Improvement Plan: Public Works Director Mick Monken presented the staff report and said that the City recently received notification of the award of a Transportation Improvement Board grant for a sidewalk along North Lakeshore Drive to connect Main Street and 20th Street NE. In order to be eligible to receive this grant the City must include the project in its adopted 6 year Transportation Improvement Plan so that it is in turn included on the Regional Transportation Plan. Director Monken invited questions and there were none.

Mayor Little invited public comment and there was none.

MOTION: Councilmember Low moved, Councilmember Welch seconded, to close the public comment portion of the public hearing. On vote the motion carried (7-0-0-0).

MOTION: Councilmember Low moved, Councilmember Welch seconded, to close the public hearing. On vote the motion carried (7-0-0-0).

MOTION: Councilmember Low moved, Councilmember Welch seconded, to adopt Resolution 2015-17 amending the 2016-2021 Six Year Transportation Improvement Plan. On vote the motion carried (7-0-0-0).

Action Items:

2016 On-Call Surveying Services: Civil Engineer Adam Emerson presented the staff report and said that the City from time to time requires surveying services for various smaller projects and for emergencies. He reviewed that the City requested qualifications and that the intent is to pre-select surveying professionals to provide these services on an on-call basis. For each specific project a project specific supplemental agreement will be prepared and brought to Council for approval if a project is over \$5,000. He then responded to Councilmembers' questions.

MOTION: Councilmember Spencer moved, Councilmember Holder seconded, to authorize the Mayor to execute a Master Professional Service Agreement with KPFF Consulting Engineers, Tetra Tech and Otak for on-call surveying services with a term to end December 31, 2017. On vote the motion carried (7-0-0-0).

Discussion Items:

Grade Road Embankment Status Update: Director Monken provided an update on the status of the Grade Road closure and possible alternatives for repairing the road. He then responded to Councilmembers' questions regarding these possible solutions. Director Monken will bring additional information on the possible solutions to the next Council meeting.

Small Business Development Center (SBDC) Funding: Economic Development Coordinator Jeanie Ashe presented the staff report and reviewed the data for SBDC as it relates to Lake Stevens. Discussion ensued and Ms. Ashe responded to Councilmembers' questions. Ms. Ashe then introduced Jennifer Shelton from the Small Business Development Center.

Ms. Shelton provided additional background on the SBDC, and said that the SBDC was developed to assist small businesses. The SBDC has been congressionally funded in past years and needs local matches to continue. It is an important resource for local small business owners.

There was consensus to work with the Chamber to develop funding from Lake Stevens, and to bring this matter back on the January 12, 2016 Council agenda.

Council Person's Business: Councilmembers reported on the following meetings:

Councilmember Holder is not able to attend the next Parks Board meeting; Councilmember Spencer will attend in her absence; Councilmember Spencer announced a City Council retreat January 29-30, 2016, National League of Cities Conference, Fire Commission; Councilmember Low: Health District; Councilmember Daughtry: Community Transit, Family Center.

Mayor's Business: Thanked everyone for a good twelve years; SCT.

Interim City Administrator Mary Swenson complimented the Police and Planning Departments and the Property Crimes Unit on their recent drug enforcement operation.

Executive Session: None.

Adjourn.

Moved by Councilmember Daughtry, seconded by Councilmember Welch seconded, to adjourn the meeting at 8:36 p.m. On vote the motion carried (7-0-0-0).



John Spencer, Mayor



Kathy Pugh, Deputy City Clerk