

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

Monday, January 25, 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

COUNCILMEMBERS PRESENT: Kim Daughtry, Sam Low, Kurt Hilt, Todd Welch, Rauchel McDaniel, 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, Senior Planner Stacie Pratschner, Deputy City Clerk Kathy Pugh and City Attorney Cheryl Beyer; Building Official Mark Stiffen, Police Support Officer Cindy Brooks, Records Specialist Michelle Vanderwalker

OTHERS: James Zachor, Sr. & H. James Zachor, Jr.

Guest Business. None.

New Employee Introductions: Police Chief Dan Lorentzen introduced Police Support Officer Cindy Brooks, who is returning to the position, and Records Specialist Michelle Vanderwalker.

Interim Planning Director Russ Wright introduced Mark Stiffen, the City's new Building Official.

City Department Report.

Mayor Spencer noted a change to the Consent Agenda, saying that Items (G) Approve Updates to Lexipol Chapter 10-Personnel Complaints and (H) Approve Updates to Lexipol Chapter 1013-Seat Belts are being removed and will be brought back for consideration at the next Council meeting.

Consent Agenda.

MOTION: Moved by Councilmember Low, seconded by Councilmember Tageant, to approve the Consent Agenda without Items (G) and (H) as follows: (A) 2015 Vouchers [Electronic Funds Transfers (ACH) of \$23,311.78, Claims Check Nos. 39673-39719 totaling \$123,008.59, Void Check Nos. 39603 and 39563 totaling \$1,135.81, Total Vouchers Approved: \$145,184.56]; (B) 2016 Vouchers [Payroll Direct Deposits of \$142,616.24, Payroll Check Nos. 39671-39672 totaling \$4,261.83, Tax Deposits of \$59,140.20, Electronic Funds Transfers of \$3,892.46, Claims Check Nos. 39720-39752 totaling \$141,861.58, Total Vouchers Approved: \$351,772.31]; (C) January 12, 2016 City Council Workshop Meeting Minutes; (D) January 12, 2016 City Council Regular Meeting Minutes; (E) Resolution 2016-02 Accepting an Anonymous Donation;

(F) Marysville Jail Contract Amendment No. 12; and (I) Award Bid and Authorize Mayor to Enter into Contract with Advantage Building Services for Janitorial Services. On vote the motion carried (7-0-0-0).

Public Meeting.

Dunroven Plat: Hold Public Meeting and Accept Final Plat and Associated Right-of-Way: City Clerk Barb Stevens read the Rules of Procedure for Public Meetings for the record.

Senior Planner Pratschner presented the Staff Report and said that tonight's action is to hold a public meeting pursuant to LSMC §14.18.035(a) and to accept by motion the Dunroven Ranch subdivision final plat and associated right-of-way dedication. Planner Pratschner briefly reviewed the application and associated public process. She then responded to Councilmembers' questions.

MOTION: Councilmember Welch moved, Councilmember Holder seconded, to accept the Dunroven Ranch subdivision final plat and associated right-of-way dedication. On vote the motion carried (7-0-0-0).

Action Items.

Zachor & Thomas, P.S. – City Prosecutor/Domestic Violence Coordinator Professional Services Agreement: Police Chief Lorentzen presented the Staff Report and noted that Zachor & Thomas has provided prosecutor services to the City for many years. He commented that this year's Professional Services Agreement includes a 5% increase for services over the 2015 contract and also includes funds to partner with the cities of Marysville and Arlington for a Domestic Violence Coordinator. Chief Lorentzen thought the City would be paying for approximately ten to twelve hours a week for the Domestic Violence Coordinator. He then responded to Councilmembers' questions.

MOTION: Councilmember Daughtry moved, Councilmember Welch seconded, to approve the Professional Services Agreement with Zachor & Thomas, P.S. for City Prosecutor services and Domestic Violence Coordinator services. On vote the motion carried (7-0-0-0).

Contract with Prothman Company: Interim City Administrator Mary Swenson presented the staff report and said this contract is for Prothman Company to conduct an executive search for a Planning and Community Services Director. She then responded to Councilmembers' question.

MOTION: Councilmember Welch moved, Councilmember Hilt seconded, to authorize the Mayor to enter into a contract with Prothman Company to conduct an executive search for a new Planning and Community Services Director. On vote the motion carried (7-0-0-0).

Supplemental Agreement No. 1 with Otak, Inc. for the Hartford Trail Connection Survey: Public Works Director Mick Monken presented the Staff Report and said this is the first supplement to the Master On-Call Professional Services Agreement with Otak, Inc. for surveying services. He reviewed the proposal to complete this piece of the Hartford Trail Connection and the need for a survey, and then responded to Councilmembers' questions.

MOTION: Councilmember Welch moved, Councilmember Holder seconded, to approve Supplemental Agreement No. 1 to the Master On-Call Professional Services Agreement for Surveying Services with Otak, Inc. On vote them motion carried (7-0-0-0).

Discussion Items: None.

Council Person's Business: Councilmembers reported on the following meetings: Councilmember Daughtry: Snohomish County Committee for Improved Transportation (SCCIT), Legislative Breakfast, Community Transit (CT); Councilmember Low: SCCIT, CT, AWC Action Days, Retreat; Councilmember Hilt: CT, and separate meeting with CT regarding trestle issues and local service within city limits; Councilmember Holder: Met with Economic Development Coordinator Jeanie Ashe regarding the Economic Development subcommittee; Councilmember Tageant: Chamber of Commerce and Lundeen Park Building, CT.

Mayor's Business: Lundeen House and Chamber of Commerce; retreat agenda; Interim City Administrator costs to date; Lake Stevens Rotary presentation.

Interim City Administrator Mary Swenson noted Council is attending Association of Washington Cities (AWC) City Action Days and reminded Council that no discussion regarding City business should take place while travelling together to this meeting, and also during any other upcoming travel times.

Interim Planning and Community Development Director Wright provided a brief update on the status of permit applications.

Chief Lorentzen provided a brief update on the homeless issue and said there is a plan to develop a regional approach to addressing this situation.

Executive Session: Mayor Spencer announced an executive session for 15 minutes to discuss a personnel matter and pending litigation beginning at 7:45 p.m. and ending at 8:00 p.m. with no action to follow.

Council reconvened at 8:00 p.m.

Adjourn:

Moved by Councilmember Welch, seconded by Councilmember Tageant, to adjourn the meeting at 8:00 p.m. On vote the motion carried (7-0-0-0)



John Spencer, Mayor



Kathy Pugh, Deputy City Clerk