

**CITY OF LAKE STEVENS**  
**CITY COUNCIL SPECIAL MEETING/RETREAT MINUTES**  
Friday, January 20, 2017 and Saturday, January 21, 2017  
107 South 2<sup>nd</sup> Street, La Conner, WA

CALL TO ORDER: 9:00 a.m. by Mayor John Spencer

COUNCILMEMBERS PRESENT: Kim Daughtry, Gary Petershagen, Kurt Hilt, Todd Welch, Rauchel McDaniel, Kathy Holder (arrived at 12:00 p.m.), Marcus Tageant

COUNCILMEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director/City Clerk Barb Stevens (1/20/2017), Community Development Director Russ Wright

OTHERS: Grant Weed, City Attorney (1/20/2017), Mary Swenson, Consultant

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Mayor Spencer convened the meeting at 9:00 a.m. for the purpose of conducting a special meeting/retreat to discuss city business as summarized below, with no action to take place.

**I. Agenda Review** Mayor and Council president welcomed the Council members to the retreat. The agenda for the two days was reviewed and no changes were made to the agenda.

Council and Mayor reviewed "parking lot topics" from the 2016 planning retreat. Topics remaining to be addressed in 2017:

1. Update reserve fund policies
2. Develop basis for RUTA UGA
3. Detention pond maintenance and management city wide
4. Confirmation of appointment to Boards and Commissions
5. Public hearing and meeting management streamlining.

**II. Budget and Finance** Barb Stevens presented Council an update on the city budget and financial position. Barb briefed the members on adjustments that will need to be made to the budget to account for "roll-over" of unfinished projects into 2017, as well as adjustments to account for changes in staffing associated with the creation of a new City Engineer position.

Barb noted that the actual ending balance of funds for 2016 is projected to be \$6.0m more than assumed at the time the 2017 budget was prepared.

Barb briefed the Council on all revenue sources status (year to

date) for each fund. Of note; the assessed value of property in Lake Stevens has increased from prior year by approximately \$90m. This will not result in an on-going increase in revenue due to the property tax cap. It will produce some increase in revenue based on the time the new property goes on the books and end of year.

Barb presented a general fund projection showing a conservative, mid-point and aggressive revenue assumption. The mid-model that has been used by Council demonstrated a \$7.9m general fund ending balance in 2024 or approximately 35% of 2024 general fund revenue.

All models assumed a \$10m 20-year bond sale in 2018 and debt service for that period.

### III. Miscellaneous or "parking lot" topics

Council asked that Mayor work with Chamber of Commerce to assure that the funding provided to the Chamber is producing service and outcomes as expected. Main benefit being a closer relationship between City and chamber re: new businesses. Council would like to have regular reports on working relations.

Beautification plan: Council inquired whether this plan would involve City in moving forward with branding initiative (give the City a recognizable "brand" for marketing purposes. Staff reported that yes, this is the intent as well as to adopt a common style for City signage, adopt neighborhood monikers and entry way improvements. Council liked the idea of seeking local, City resident, input in the development of "brand".

Council was updated on Bob Stowe contract and work being performed by Mr. Stowe. Council would like to be more involved in economic development initiatives, would like to have more frequent report/updates.

Council asked that the new position being hired for communication also perform role of Liaison to Council to improve information flow to Council across a broad range of events, topics, issues, as well as maintaining current calendar. Mayor announced plan to meet with Council Members either one-on-one or with no more than 3 at a time to brief members on up-coming agenda items three months out.

Council asked that Mayor and staff take a more aggressive approach to upgrading City's IT programs, particularly security and day-to-day service.

A brief discussion was held on annexation plans and strategy for RUTA. Council was briefed on current strategy/schedule. Council would like staff to look into North area as well.

IV. Parks  
V. Economic Development

Council was briefed on current Sewer District-City Inter-local Agreement. Council asked that Mayor and staff look into accelerating the date for merger.

Please look into BBQ replacement at Lundein Park.

Council would like to address sign-code, particularly fees in the near future.

Council would like to address fire extinguisher policies soon.

Develop plan "B" for library if bond issue does not pass on 14<sup>th</sup> of February.

VI. IT (stipend), City Organization, Public Works, Communications

Russ Wright briefed Council on priorities to be considered in 2017 economic development agenda. Those are: (1) Sports Tourism, (2) 20<sup>th</sup> Street Retail and Business Recruitment, (3) Downtown Redevelopment, (4) Lake Stevens Center Redevelopment and (5) Annexations and Industrial Development.

Council provided comments and indicated 20<sup>th</sup> Street and Downtown should be major focal point for economic development prioritization.

Mayor briefed the Council on intent to offer Council members a stipend in-lieu of providing City computer for Council members' City business.

Mayor briefed Council on intent to change the Public Works Department organization by creating a City Engineer position under the Public Works Director.

VII. Assignments/New Commissions

Councilmember Hilt briefed members on the idea of establishing a Veterans Commission.

Council members discussed assignments to Boards and Commissions. Final assignments were agreed upon. Clerk will circulate final assignments matrix to members.

Council asked the President to have a Councilmember be appointed as a representative to the Historical Society.

VIII. Downtown sub-area plan

Mayor and Planning Director Wright briefed Council on fundamental elements for developing downtown. The pros and cons of the alternatives for location of a City Hall were also presented, along with schedule for completing the plan. Council members expressed thoughts and ideas on this with the conclusion that the decision should be made as part of the sub-

area planning process and not be advanced ahead of the whole plan.

Council inquired of Mayor of intentions regarding expansion of North Cove Park. Mayor indicated his intention to either acquire through willing purchaser-willing seller or to initiate condemnation. Condemnation would require Council approval by ordinance.

**IX. Transportation Benefit District** City Administrator, Gene Brazel briefed council on the process and methods for creating a TBD.

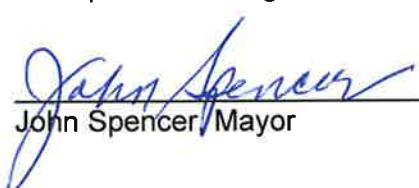
Councilmember Holder arrived at 12:00 p.m. on January 20, 2017.

At 5:00 p.m. the meeting was continued to January 21, 2017.

On January 21, 2017 the meeting was reconvened at 8:00 a.m. with all Councilmembers, City Administrator Gene Brazel, Consultant Mary Swenson and Interim City Administrator Mary Swenson in attendance.

**Adjourn.**

The special meeting/retreat was adjourned at 1:00 p.m.



John Spencer, Mayor



Kathy Pugh, Deputy City Clerk