

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

Tuesday, September 12, 2017
Lake Stevens School District Educational Service Center (Admin. Bldg.)
12309 22nd Street N.E. Lake Stevens

CALL TO ORDER: 7:01p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Todd Welch, Rauchel McDaniel, and Kathy Holder

ELECTED OFFICIALS ABSENT: Councilmembers Gary Petershagen, Marcus Tageant, and Kurt Hilt

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director/City Clerk Barb Stevens, Public Works Director Eric Durpos, Police Commander Jeff Beazizo, Human Resources Director Teri Smith, Deputy City Clerk Kathy Pugh and City Attorney Grant Weed,

OTHERS: Monte Marti, Director Snohomish Conservation District

Pledge of Allegiance: Mayor Spencer led the Pledge of Allegiance.

Mayor Spencer noted that both the Council President and Vice President are absent from this evenings meeting. There was concurrence that Mayor Spencer will lead the meeting.

Roll Call: Moved by Councilmember Daughtry, seconded by Councilmember McDaniel, to excuse Councilmembers Petershagen, Hilt and Tageant from the meeting. On vote the motion carried (4-0-0-3).

Approval of Agenda: Moved by Councilmember Daughtry, seconded by Councilmember Welch, to approve the agenda. On vote the motion carried (4-0-0-3).

Guest Business:

Snohomish County Conservation District Update: Monte Marti, Director of the Snohomish Conservation District, introduced himself and said he is before Council this evening to review the benefits Lake Stevens receives from the Conservation District. He then introduced the proposal by the district to transition from an assessment to a rate structure. This will increase the maximum per parcel amount from \$5 to \$10, and from \$.05 per acre to \$.10 per acres. This increase will allow the Conservation District to increase services in the areas of youth education, agricultural engagement to assist producers to be stewards of the natural resources on their properties, and landowner programs related to stormwater issues. He then responded to Councilmembers' questions.

Councilmember Holder commented that speaking for teachers, they educate their students on the benefits of conservation.

Citizen Comments: None.

Council Business:

- Councilmember Daughtry: 9/11 Memorial, Chamber of Commerce.
- Councilmember Welch: No comments.
- Councilmember McDaniel: Planning Commission.
- Councilmember Holder: Parks Board.

Mayor's Business: Budget, Snohomish County Tomorrow/Snohomish County Cities sponsored assembly on September 27.

City Department Report:

- Public Works Director Durpos: September 25 is the target date to complete the City Hall move, irrigation is completed and landscaping is being installed. Demolition of the old city hall building is still on target, 20th Street SE abatement and demolition are on schedule, 2018 street overlays are nearly completed.
- Human Resources Director Smith: Personnel Policy review and updates, Guild negotiations ongoing, budget, Senior Planner position.
- Finance Director/City Clerk Stevens: Budget, Capital Project prioritizations, Council Procedures, Public Records Act City Policy, Procurement Policy, audit.
- Police Commander Brooks: Hiring, SWAT positions filled, training, Traffic Unit up and running,
- City Administrator Brazel: Economic Alliance: Public Officials Reception is October 24, 2017.

Consent Agenda:

MOTION: Moved by Councilmember McDaniel, seconded by Councilmember Welch, to approve (A) 2017 Vouchers [Payroll Direct Deposits of \$171,933.64, Payroll Checks 43306-43309 totaling \$7,119.91, Tax Deposits of \$68,640.33, Electronic Funds Transfers (ACH) of \$238,077.61, Claims Check Nos. 43310-43418 totaling \$315,757.98, Void Check No. 43236 in the amount of \$110.00, Total Vouchers Approved: \$801,419.47]; (B) City Council Workshop Meeting Minutes of August 22, 2017; (C) City Council Regular Meeting Minutes of August 22, 2017; (D) Nourse Settlement Agreement; and (E) Interlocal Agreement with Lake Stevens Fire for Backup Internet Technology Support. On vote the motion carried (4-0-0-3).

Action Items:**Confirm Nomination of James Duffy and Amanda Adamik to Civil Service Commission:**

Mayor Spencer said that on August 29, 2017 he, together with Civil Service Commissioner Chairperson Jim Palmer, Police Chief John Dyer and Human Resources Director/Civil Service Examiner Teri Smith, interviewed applicants James Duffy and Amanda Adamik for a vacancy on the Civil Service Commission. Both applicants are highly qualified and experienced and would be excellent Civil Service Commissioners.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Holder, to appoint James Duffy to Position 1 of the Civil Service Commission for an appointment that expires July 1, 2023, and Amanda Adamik to Position 3 of the Civil Service Commission for an appointment that expires July 1, 2021. On vote the motion carried (4-0-0-3).

Mayor Spencer administered the oath of office to Ms. Adamik and Mr. Duffy.

Approve Small Public Works Contract with Associated Underwater Services for Removal of Aerator:

Public Works Director Eric Durpos presented the staff report and said that the City requested bids for removal of the aerator and that Associated Underwater Services had the lowest responsive bid. He noted this is a shared project with Snohomish County. He requested Council approve the Professional Services Agreement in an amount not to exceed \$51,313.68. Director Durpos then responded to Councilmembers' questions.

MOTION: Moved by Councilmember Holder, seconded by Councilmember McDaniel, to authorize the Mayor to execute a Small Public Works Contract with Associated Underwater Services, Inc. for an amount not to exceed \$51,313.68 to perform removal of the aerator and supply line. On vote the motion carried (4-0-0-3).

Approve Professional Services Agreement with American Forest Management for Arborist Services:

Director Durpos presented the staff report and said that throughout the year the City has need for a professional arborist to provide an assessment of City-owned trees. In April, the City requested qualifications from arborists. The responses were reviewed, scored and ranked. American Forest Management was the best qualified to provide this service. Tonight's request is that Council authorize the Mayor to execute a Professional Services Agreement with American Forest Management, Inc. for on-call Arborist services. Director Durpos then invited Councilmembers' questions and there were none.

MOTION: Moved by Councilmember Holder, seconded by Councilmember Daughtry, to authorize the Mayor to execute a Professional Services Agreement with American Forest Management, Inc. to provide on-call Arborist Services in an amount not to exceed \$10,000. On vote the motion carried (4-0-0-3).

Authorize Mayor to Execute Quit Claim Deed Accepting Conveyance of Tuengel Real Property:

City Attorney Grant Weed presented the staff report and reviewed the history of this real property conveyance, which provides access to the Centennial Trail via Hartford. The title has now been cleared and staff requests that the Council approve the acceptance of a quit claim deed from Snohomish County to Lake Stevens. Attorney Weed explained this is the first of three actions to complete this transaction. Attorney Weed then invited Council's questions and there were none.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember McDaniel, to approve the acceptance of a quit claim deed from Snohomish County to Lake Stevens and authorize the Mayor to sign the acceptance. On vote the motion carried (4-0-0-3).

Authorize Mayor to Enter into Contract with Cities Digital and Compulink Management Center, Inc for Laserfiche Enterprise Content Management System:

Finance Director/City Clerk Barb Stevens presented the staff report and reminded that Council previously established a budget for purchase of an enterprise content management system (ECM) in 2016 and added funds to that budget in 2017. Since that time, the State completed a Request for Proposal for qualified vendors and systems that are in compliance with Department of Defense standards, and the City has waited for that process to be completed before moving ahead with a recommendation for purchase. Tonight's requested action is to approve the Cities Digital Software and Services Purchase and Agreement and the Technology Solution Contract with

Compulink Management Center, Inc. d/b/a Laserfiche for the purchase and installation of an enterprise content management system. She then responded to Councilmembers questions.

MOTION: Moved by Councilmember Welch, seconded by Councilmember Holder, to approve the Cities Digital Software and Services Purchase Agreement and the Technology Solution Contract with Compulink Management Center, Inc. d/b/a Laserfiche for the purchase and installation of an enterprise content management system in the amount of \$177,481.06, with updated dates. On vote the motion carried (4-0-0-3).

Approve FCS Task Order No. 3 re Stormwater Rate Study: Director Stevens presented the staff report and said that Council previously approved a professional services agreement with FCS Group on May 1, 2016, that would be implemented in three specific tasks. Tonight's request is to approve Task 3, Stormwater Rate Study, in an amount not to exceed \$24,900. The last time the City conducted a stormwater rate study was in 2008. Director Stevens then responded to Councilmembers' questions.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Welch, to approve FCS Task Order No. 3 re Stormwater Rate Study. On vote the motion carried (4-0-0-3).

Approve Professional Services Agreement with Outcomes by Levy: City Administrator Gene Brazel presented the staff report and said tonight's requested action is to approve the Professional Services Agreement with Outcomes By Levy to provide state legislative lobbying services for the 2017-2018 legislative session. Administrator Brazel noted that after publication and distribution of the packet, the Scope of Services was modified to better reflect the legislative goals for the upcoming session. A revised Professional Services Agreement with the updated Scope of Services was distributed this evening. Administrator Brazel noted that Mr. Levy will be providing a review of the 2017 legislative activities at an upcoming Council meeting. He then responded to Councilmembers questions.

MOTION: Moved by Councilmember Holder, seconded by Councilmember Daughtry, to authorize the Mayor to sign the Professional Services Agreement with Outcomes by Levy. On vote the motion carried (4-0-0-3).

Approve Professional Services Agreement with Summit Law for Legal Services related to Labor and Employment Matters: Human Resources Director Teri Smith presented the staff report and said that approval of this Professional Services Agreement will allow the City to consult with Summit Law, a law firm that specializes in labor law, on matters related to labor and personnel, should the need arise. She then responded to Councilmembers' questions.

MOTION: Moved by Councilmember McDaniel, seconded by Councilmember Welch, to approve the Professional Services Agreement with Summit Law Group PLLC for Consultant Services for labor and personnel related services in an amount not to exceed \$30,000. On vote the motion carried (4-0-0-3).

Discussion Items:

Councilmember Holder requested an update on homelessness, including what programs are being implemented. Mayor Spencer responded that he does not have current data, but he is aware that Lake Stevens has less problems with homelessness than some of the neighboring

cities. Commander Brooks added the Police Department has identified a group of people from the Police Department who will work to address most of the homeless issues. This will include collecting data when contacts are made to provide to social workers.

Councilmember Daughtry commented at the community garden he has observed activity at the back of the garden area and he wondered what was going on. Director Durpos will look into this.

Councilmember Holder observed people with plastic shopping bags who appeared to be entering the wooded area off Lundein Parkway in the area that would be located roughly south of the community garden.

Executive Session: None.

Study Session: None.

Adjourn:

Moved by Councilmember Welch, seconded by Councilmember Holder to adjourn the meeting at 8:23 p.m. On vote the motion carried (4-0-0-3).


John Spencer, Mayor


Kathy Pugh, Deputy City Clerk