

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

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

**CALL TO ORDER:** 6:10 p.m. by Mayor John Spencer

**ELECTED OFFICIALS PRESENT:** Councilmembers Kim Daughtry, Rauchel McDaniel, Kathy Holder

**ELECTED OFFICIALS ABSENT:** Councilmember Gary Petershagen, Kurt Hilt, Marcus Tageant, and Todd Welch

**STAFF MEMBERS PRESENT:** City Administrator Gene Brazel, Finance Director/City Clerk Barb Stevens (6:15 p.m.), Public Works Director Eric Durpos, Police Commander Ron Brooks, Human Resources Director Teri Smith and Deputy City Clerk Kathy Pugh, IT Manager Troy Stevens

**OTHERS:**

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Mayor Spencer called the meeting to order at 6:10 p.m.

**2017 Council Retreat: Update on Goals and Accomplishments:**

City Administrator Gene Brazel commented that many of the goals and objectives identified at the January 2017 retreat have been met. He reviewed each of the goals and objectives and updated on their status as follows:

**Chamber of Commerce:** There have been several meetings where service was discussed. The Chamber is now providing routine reports and monthly statistics. Additionally, the Chamber has expressed interest in expanding their use of the Visitor Information Center now that city staff is being relocated to City Hall.

**Beautification Plan:** Staff has reviewed this with current consultants as it works through the North Cove Park and Chapel Hill projects. There are lots of ideas and staff is working toward putting a plan in place. One objective next year is to rebuild Lundein Park under the beautification plan guidelines.

**Communications Position:** This position was created to act as Council liaison to improve communications. Important accomplishments were achieved including bringing up the new website and a much-improved presence on Facebook. However, because of competing priorities the position will be ended at the end of September and the position may potentially be retooled in 2018.

**IT Upgrades:** ISOOutsource was retained to assist with in depth upgrades to the City's IT system, including standardizing applications across the City, updating software, backing up all servers, and implementing IT policies and procedures and improved securities. Also, the Lake Stevens

Fire Department will be moving to ISOOutsource for all of its IT service needs and the City will be providing as emergency backup if needed.

Annexation: Staff worked with the property owners to the northeast of the City resulting in a petition for annexation which was presented to Council in August, and the annexation is moving forward.

Sewer District Merger: The City and Sewer District entered into an agreement to cooperatively work toward a merger sooner than originally scheduled. There are funds set aside in the 2018 budget for a consultant to assist with this process.

BBQ Replacement at Lundein Park: While this did not happen, the park is scheduled for a major rebuild in 2018 including installing an irrigation system, reseeding the park and replacing the playground structures.

Sign Code: Fees were reviewed and adopted earlier this year, including adding discretionary administrative authority for small modifications.

Fire Extinguisher Policies: The City worked with Lake Stevens Fire to address concerns. The Police Chief and Fire Marshall are still working on changing some procedures.

Library: Although the initial effort for a bond failed, this is back on the ballot in early 2018. The Library has been working with the City on the initial design for Chapel Hill.

Economic Development Priorities: There are five identified priorities:

- Sports Tourism: The City determined not to host a duathlon until the City Hall, North Cove Park and downtown projects are completed, so that the City can put its best foot forward.
- 20<sup>th</sup> Street SE Retail and Business Recruitment: Staff continues to work on this. Roadways are under design for 24<sup>th</sup> and 91<sup>st</sup> which will provide a retail corner on 20<sup>th</sup> Street SE and Highway 9, staff is meeting with developers who might be interested in this retail area. Public Works Director Durpos added that the right of way acquisitions for 20<sup>th</sup> Street SE are nearly completed.
- Downtown Redevelopment: The EIS was issued and the plans should be completed this fall and winter; the North Cove Park Plan is still in design.
- Lake Stevens Center Redevelopment: This is moving forward with Super Saver Foods open; Bartell's, Five Rights Brewery and Vernon Village are all under construction.
- Annexations and Industrial Development: Was previously discussed.

Council Stipend: Council have been issued cell phones and laptops.

Public Works Department Organization: This department was reorganized by creating a City Engineer position under the Public Works Director. A new Public Works Director was brought in and after the former City Engineer left, a Senior Engineer was hired. For the time being the City Engineer position is on hold and two field positions were created instead.

Veterans Commission: The Veterans Commission was formed on April 25, 2017. All commissioners are appointed and the first meeting is scheduled for September 18. Also, the Commission received a \$2,000 grant from the Bob Woodruff Foundation.

Boards and Commissions Assignments: This was completed and has worked well.

Historical Society: Councilmember McDaniel was appointed liaison to the Historical Society. City Administrator Brazel will also be attending these meetings. Public Works is working on painting the Grimm House and cleaning the building. Also, staff is working to keep the Historical Society involved with the downtown evolution.

North Cove Park: The park design is in progress and the City is awaiting public feedback. Also, after the staff is relocated to the new City Hall facilities, the current City Hall will be demolished and a plaza will be installed in time for winter activities. Administrator Brazel also highlighted some of the fall and winter community events that are currently being planned.

Transportation Benefit District: Staff is planning on bringing this forward later this year for further discussion, and is considering how to include the Trestle project.

Mayor Spencer commented that the City is in part waiting to see WSDOT's study on how the Trestle and east end intersections improvements can be funded, as well as the Interchange Justification Report, both of which are due to the Legislature in early 2018.

Mayor Spencer commented the City is still pulling itself up by the bootstraps and there are a lot of things still needing to be done. Now that Lake Stevens is the fifth largest city in Snohomish County these things cannot be let go. He noted that it's been a year since Chief Dyer was hired, and the Police Department is functioning very well. The organization is now one where people know they can progress in their careers.

#### **2018 Council Retreat: Scheduling/Location:**

City Administrator Brazel reviewed that the budget for the upcoming retreat is around \$5,000. He commented that the facilities that were contacted were ranked by priority and cost. The one that stands out to staff is the Semiahmoo Parkway in Blaine. January 19 was selected as a possible date, but staff is open to Council's input. Also, Administrator Brazel asked if Council wants to bring in a facilitator or if they want staff to facilitate the retreat. Administrator Brazel commented that the quotes include rooms for nine staff persons, which is added as a placeholder.

Mayor Spencer added that Semiahmoo has a strong redevelopment area that would be good to view, as does nearby Blaine, which is redeveloping its waterfront.

Mayor Spencer's recommendation is that the City not use a facilitator.

Mayor Spencer asked that Council let him know either by email or personally what topics should be included in the retreat agenda. He suggested including the following topics: Comprehensive Plan and Zoning, infrastructure, transportation infrastructure, lake safety, signs, emergency preparedness, Food Bank, Senior Center and Family Center, Veterans Commission, and Trestle financing options.

Councilmember McDaniel suggested putting the meetings with WSDOT regarding the Trestle on social media.

Mayor Spencer added he thinks that the topics Community Policing and Transportation would be good to talk about, and how to relay information to the community. He said that he, Public Works Director Durpos and Commander Beazizo observed the morning commute on 20<sup>th</sup> Street SE to see if they could identify how to improve traffic flow.

Councilmember Holder commented on the number of cities whose residents converge onto the intersection of SR 2, 20<sup>th</sup> SE and SR 204 to access the Trestle.

Mayor Spencer said a number of financing options are being looked at to improve the Trestle and the westbound access to the Trestle including totally private development financing with a toll to traditional public works financing, as well as everything in between.

Councilmember McDaniel said that Cathy George at WSDOT did get back to her on repaving the westbound lanes of the Trestle and said that this project is currently rescheduled for late spring or early summer 2018, and is weather dependent.

**Adjourn:**

There being no further business the meeting was adjourned at 6:51 p.m.



John Spencer, Mayor



Kathy Pugh, Deputy City Clerk