

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

Tuesday, June 5, 2018

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

**CALL TO ORDER:** 7:00 p.m. by Council President Marcus Tageant

**ELECTED OFFICIALS PRESENT:** Councilmembers Kim Daughtry, Gary Petershagen, Todd Welch, Rauchel McDaniel, Brett Gailey and Marcus Tageant

**ELECTED OFFICIALS ABSENT:** Councilmember Kurt Hilt

**STAFF MEMBERS PRESENT:** City Administrator Gene Brazel, Community Development Director Russ Wright, Police Chief John Dyer, Human Resources Director Teri Smith, City Clerk Kathy Pugh, IT Manager Troy Stevens, Parks and Recreation Coordinator Jim Haugen

**OTHERS:** Arts Commissioner Linda Ehmen

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**Public Notice:** Community Development Director Russ Wright commented that public notice options have been under discussion for about a year. He shared different options for providing public notice of projects, including corrugated signs which are currently being used and can be reused. Suggestions were made that a larger sign might be preferable and different options were shared including a larger format that would not be reusable. Director Wright commented on the different sizes and whether the developer would have the responsibility for installing the signage or if the Public Works crews would be responsible for installation. A handout was distributed illustrating the costs of the various signage. Currently the applicant is charged \$50 for signage.

Director Wright then shared examples of postcard mailers, including the one from Snohomish County, which is the size of the postcard the City currently uses. The currently used postcard mailer was a low-cost option at the time it was selected and it costs approximately \$.70 per card. Going to a larger card would increase the cost to \$1.00 per postcard, which is about a 43% increase. Posting costs for the previous several years were shared and have increased each year. The cost would go up about 40% if the City moved to the largest postcard. A customized template for postcards can be done by a professional designer at a cost of about \$200.

Director Wright commented there is a QR code on both the postcards and the sign that can be utilized to access the project information on the City's website for more in-depth information.

Director Wright next addressed how social media and the website could be used more effectively. He commented there is already a hot button on the front page of the City's web page that will take the user directly to the planning page where applications can be made, and where the Citizens Connect portal is located for viewing specific projects. Adding another hot button on the front page of the website that would take the user directly to the online permit data page is under consideration.

IT Manager Troy Stevens shared that he has been working with the PermitTrax designer to add a bar code that would take the user directly to the permit status. There are lots of options for free software to implement customized QR codes. Also, there is an option for an analytic piece that would track usage of the QR codes. Mr. Stevens explained various ways that QR codes can be utilized. Mr. Stevens said he also discussed the possibility of creating a geo application for PermitTrax.

Director Wright summarized that the discussion is centering on possibly using some new technology for public noticing, plus the "old school" noticing that is legally required, and requested Council direction.

Discussion ensued and there was consensus to continue with the signage that is currently be used and using geo tracking on the web page. Council also suggested that taking better care as to how the signs are actually posted at the project location for better visibility would be beneficial. Director Wright clarified Council's direction that the current signage is acceptable with a freshen up to the look, mixed feedback on the QR code, and using a larger font on the postcards.

Various ways to provide clearer information on the web page as to when public meetings and hearings are scheduled for various projects was also discussed.

**Planning & Community Development Organizational Chart:** Director Wright reviewed the divisions comprising Planning & Community Development including Building, Economic Development, Permit Services, Code Enforcement and Parks. He has been working with Human Resources Director Smith to forecast how to make the department more efficient, and when Parks might be split off and become its own department. Director Wright shared an organizational chart that could be considered a three to ten year forecast of how Planning and Community Development might evolve over these years.

Director Smith reviewed the current structure and how it might change when the Planning Supervisor position is filled. Director Wright highlighted that one of the goals in moving the departmental structure forward is to identify opportunities for internal growth and promotion.

Director Smith next reviewed the proposed new positions over the next several years and said the first priority is to identify the positions, which will allow an opportunity for existing staff to possibly achieve some of these positions through training and skill development opportunities. Director Smith said a new position of Permit Coordinator or Supervisor is proposed for 2019, and one of the primary responsibilities of this position would be to respond to public records request and provide public outreach through social media and the website. This position would also help with internal project coordination, and act as a lead over the permit specialist positions. Director Wright clarified the Permit Coordinator would assume a lot of the day-to-day activities and would essentially be a working lead; a Permit Supervisor would still be a working supervisor but would delegate duties to ensure that work flow is proceeding, in addition to serving in a supervisory role to the permit specialists. Director Smith said Council could move forward with the Permit Coordinator and then later add the Permit Supervisor, which would provide a growth opportunity, which is her recommendation.

Director Smith said a new Marketing/Tourism/Public Relations position is proposed, as well as a new Parks and Recreation Supervisor, which will begin to grow out the Parks element. Director

Wright commented it will be important to think about the parks programming and the strategy for economic development as the capital projects are completed over the next few years. Discussion ensued as to the timing of the various proposals.

Director Wright said that moving into 2020 and 2021 is where the Parks Department moves from Community Development to its own department. This is a conservative approach, and Director Wright added that using this approach allows time to provide an opportunity for growth and the ability for existing staff to move into some of the proposed new positions. If Council wants to move forward sooner, it is likely the positions would be filled externally.

Mayor Spencer commented this is a proposal, and the timeframes can be changed. He added that the organization is lean and this is an opportunity to demonstrate to current employees that their careers can be advanced right here. The proposal is provided as a starting point.

Director Wright said that as the City completes its annexations it might be appropriate to break out the Building Inspector/Code Enforcement position into two separate positions. He commented at some point the City will want a dedicated code enforcement person.

Director Smith added, regarding the Parks and Recreation Department in 2021, a consideration might be to have a dedicated maintenance and operations division that would care for both the indoor and outdoor parks facilities. Also, as recreational programs are implemented it will be necessary to have staff to assist with signing people up for classes, invoicing, etc. Discussion ensued as to how parks maintenance will be organized, particularly as the parks become more heavily used.

**Arts Commission Concept for Plaza Improvements:** Director Wright introduced Arts Commissioner Linda Ehmen, who shared a proposal from the Arts Commission for a low-cost beautification to the Plaza area.

Ms. Ehmen said the recommendation is to paint the retaining wall a blue, and replace the chain-link fence with an industrial, contemporary fencing that matches the fencing already in the area. Ms. Ehmen added this is an opportunity to begin educating the community and visitors by installing banners that depict the history of the area. Additional recommendations include adding removable sunshades in a triangular shape around the picnic tables, and landscaping around the tree, and painting the roof of the Community Center. An optional idea is to add three-dimensional artwork on the Community Center wall. These are all very low cost suggestions and easily implemented.

Council was very supportive of the suggestions, and Staff said that many of the suggestions can be completed before Aquafest by using volunteers and Public Works; funds will come from the beautification budget.

**Rowing Club Lease:** City Administrator Brazel shared a template lease for nonprofit organizations such as the Rowing Club and Family Center. Administrator Brazel said he believes concerns that have been expressed are addressed in the template including identifying recreational activities and restricting access when a special event permit has been issued. The lease term is twelve months, insurance requirements are set out and there is a defined termination clause, as well as a requirement that the lessee provide financial statements.

Discussion ensued, and Administrator Brazel responded to Council's questions. Councilmember McDaniel said the dock needs improvement and should provide public access.

Administrator Brazel provided an update on the leases of the Museum and Grimm House, and said the documents have been sent to the Historical Society and they are not yet signed. He will attend the next Historical Society meeting and let them know that the leases need to be signed. Discussion ensued, and there was consensus that the Historical Society needs to provide the requested information immediately.

Mayor Spencer updated that interviews were completed for vacancies on three of the Boards and Commissions. His suggestion is that the nominations be brought forward on the Consent Calendar, and that once appointed, the new appointees will be invited to a subsequent meeting for introduction to Council and to take the Oath of Office. Mayor Spencer shared his nominees and their qualifications for the Salary, Planning and Veterans Commissions.

Mayor Spencer next discussed a recommended tour to see the Cedar River Water Treatment Plant on July 13. He would like Council to see a contract-operated treatment plant. Mayor Spencer also commented on the recommendation to view the Vancouver water treatment plant, which is contract-operated, as well as the city-owned Vancouver water treatment plant.

Mayor Spencer next said that it would be beneficial to visit Port Townsend to view the Northwest Marine Maritime Center, which is a large conferencing center located on top of a shell house and wooden boat house.

Mayor Spencer also suggested it would be beneficial for representatives to attend the Water Environment Federation Meeting scheduled in New Orleans on October 1, 2 and 3. Mayor Spencer said this is a national conference and that the training and exhibits are exceptional.

Mayor Spencer next shared his conversation with Marysville Mayor Nehring about the possibility of a sports complex, and suggested it could be jointly developed with funding from Lake Stevens, Marysville, Snohomish County and the State. The City's lobbyist thought there might be funding sources available for such a development.

Administrator Brazel commented on 20<sup>th</sup> Street SE property acquisitions and said there is an agreement to acquire property for \$27,000 which is \$7,000 over the previously approved amount. Council previously approved in 2015 that the City Administrator has authority to sign for acquisitions over \$20,000, but Administrator Brazel wanted to advise Council of this before moving forward.

Councilmember Gailey suggested the need for a discussion on how City property and the Police Station will be developed on the property at Chappell Hill. Mayor Spencer responded that Council did consider this in depth previously and that a plan was agreed upon as to how to build a Police Station and a City Hall on the City's property, and with the library not moving forward with their building now, there is lots of room for the City to develop its property. Mayor Spencer said at the time that Council wanted the Police Station to be a stand-alone facility. This can be brought back for further consideration, and in the meantime, it is important to move forward with the design of the Police Station.

Responding to Councilmember Tageant's question, there was consensus to hold a mini retreat during the first week in September for the purpose of reviewing and updating priorities and objectives.

There being no further business the meeting was adjourned at 8:36 p.m.

  
John Spencer Mayor

  
Kathy Pugh, City Clerk