

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

Tuesday, December 3, 2019
Lake Stevens Educational Service Center (Admin Bldg)
12309 – 22nd Street NE, Lake Stevens

CALL TO ORDER: 7:00 p.m. by Council President Gary Petershagen

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

ELECTED OFFICIALS ABSENT: Mayor John Spencer, Councilmember Kurt Hilt

STAFF MEMBERS PRESENT: Community Development Director Russ Wright, Public Works Director Eric Durpos, Human Resources/Risk Manager Julie Good, City Clerk Kathy Pugh, Police Commander Ron Brooks, Parks Planning and Development Coordinator Jill Meis

OTHERS: Attorney Dan Swedlow

Council Petershagen called the meeting to order and announced an Executive Session regarding collective bargaining, with no action to follow, to last 20 minutes.

The workshop meeting reconvened at 7:20 p.m.

Facility Use Agreement – North Cove Pavilion: Parks and Recreation Coordinator Meis shared handout and said in researching facility use she has discovered there is a wide range of options. She reviewed the building size, style and design, and the meeting room capacity. She has reached out to colleagues, and she is now requesting direction on how Council wishes to move forward. She reviewed the subarea plan identifies keeping a civic area presence in downtown and reviewed proposed uses of the pavilion. She then reviewed the city needs for a meeting room and noted the scarcity of such rooms within the city limits. Coordinator Meis suggested the building could be used by service groups, other agencies, for recreation programming, festivals and private rentals.

Councilmember Tageant commented the city needs to be the primary user of the meeting room space, with Councilmember McDaniel agreeing and suggesting the city needs to be very proactive about maintaining the quality of the room, including furniture and fixtures.

Councilmember Petershagen wondered if simultaneous events could be held in the space. Coordinator Meis responded the great hall does not lend itself to multiple events, but that the meeting room, commonly referred to as the Council Chambers could provide a private meeting or event area. Coordinator Meis suggested the Council Chambers could be reserved for a set period of days each week, and could then be utilized for other events during noncity-reserved times, such as Saturdays and Sundays.

Director Wright suggested the area called the Great Hall could be used for a small business fair or other events, and the Council Chambers could be reserved in advance.

Councilmember McDaniel suggested a limit for how far in advance reservations could be made so that the space is not dominated by individual groups. Coordinator Meis confirmed the City would block out dates far in advance for city events.

Coordinator Meis reviewed the pros and cons of different facility management options including hiring an outside management company, the city managing the facility and a hybrid or phased approach with city staff managing the facility the first year and then evaluating the management needs and marketing approach. Coordinator Meis responded to Councilmembers' questions as to how other city-owned public facilities are managed, sharing that Rose Hill and Forest Park are run by staff, rentals are expensive and the facilities run at a deficit or breaks even. Coordinator Meis also shared that the management model for Pike Street has changed several times and it is now run more like a mall and is a nonprofit operation. She commented that the city-managed option involves hiring more staff and provides more flexibility in use of the building.

Councilmember Tageant would like city staff to run the facility the first year and then Council can re-evaluate how that is working. Councilmember Welch agreed, noting the Pavilion is designed to be open to the public.

Discussion ensued as to how the public might be able to use the building while a private event is going on. Discussion then turned to how management of events would be staffed if the building is self-managed. Ideas included on-call public works staff and using seasonal employees, and Coordinator Meis added the Events Coordinator position will also assist with management of the Pavilion.

Coordinator Meis next reviewed the pros and cons of using a hybrid or phased approach in which the city would manage the space for a year using a request for proposals and targeted marketing approach. Director Wright clarified that under this approach the meeting space would be reserved for city business first, and that the hybrid approach requires the city to manage the facility and identify users and marketing tools.

Coordinator Meis requested input as to having a concession in the area called the great hall and said that the area is already wired and plumbed to accommodate this use. She added that having a concession will ensure eyes on the property at all times.

Discussion ensued with Councilmember Daughtry commenting there will be times when a concession space would be in the way of other activities in that area, Councilmember McDaniel requested a business model including a noncompete clause with adjacent businesses, and Councilmember Gailey preferring not to run a concession stand at this point, unless it is for a specific event.

Coordinator Meis said that John Christison, the retired executive director for the Lynnwood Convention Center, has agreed to participate in an informal work session on December 9th at 7:00 p.m. at City Hall and invited Councilmembers to attend.

Director Wright identified the next steps as finalizing the facility use document and bringing naming proposals forward for the building.

Councilmember McDaniel asked about parking and Director Wright responded in the immediate future parking will be added behind City Hall, and as the festival street is built out and the library and historical society are relocated there will be more parking available.

Discussion ensued with Councilmember McDaniel commenting she does not support concrete being added between City Hall and the lake. Councilmember Tageant believes people using the building need to worry about the parking and Councilmember Petershagen said that lack of parking will cut into the attractiveness of using the building.

Everett Waterline Interlocal Agreement: Director Wright reviewed the draft Interlocal Agreement with City of Everett regarding the waterline including the various recitals and legal requirements. He commented the ILA sets the terms for the cities of Lake Stevens and Everett to work cooperatively to replace the waterline and allows Lake Stevens to build out 91st.

Councilmember Welch asked about the timeline for replacement and Director Wright reviewed the replacement history of the waterline and said the upcoming replacements will have a lifespan of 75-100 years.

Director Durpos added that Everett originally wanted Lake Stevens to carry the entire cost, and explained that by working with a consultant the cities were able to negotiate a win-win agreement. He added that if the waterlines were not replaced the cost of the 91st Street improvement was over a \$.5 million dollars more. He said there is less cost in not having to bury the pipes.

Director Wright added this ILA builds cooperation and responsibility between the two agencies as they look at replacing and building out the remaining pipeline.

There was consensus to bring this ILA forward on the December 10, 2019 consent agenda for approval.

Agreement with WSDOT re SR 9 Roundabout at 24th: Director Wright reviewed this agreement and said it identifies cost and maintenance responsibilities between the city and WSDOT, as well as setting the stage with WSDOT to move forward with the roundabout and working with other agencies that need to be involved in this intersection improvement. Director Durpos commented the city is contributing 12.5% based on the development agreement.

Responding to Councilmember Petershagen's question, Director Wright said if for some reason the current anticipated project does not go forward, another project will, and the intersection improvement will still be needed. He added that the city will be able to capture funds from other developments and the City Attorney is working on a cost recovery plan on the east side of SR 9.

There was consensus to bring this agreement forward for approval on the December 10, 2019 consent agenda.

NLC Membership – Renew for 2020?: Clerk Pugh reminded Council has been discussing whether or not to send representatives to the NLC conference in Washington, D.C. in 2020, and staff is requesting direction as to whether Council wishes to renew its membership in NLC. Discussion ensued with Councilmember Tageant saying it is important to continue to go to Washington D.C. to meet with federal legislators regarding transportation needs. Council was

unclear as to the membership benefits and directed staff to not renew the membership for 2020; Council would still consider travelling to Washington D.C. during the NLC conference time.

Refugee Resettlement Consent: Director Wright reviewed Presidential Executive Order 13888 addressing how the U.S. government working with state and local governments would work with refugees. The Executive Order provides for an opt-in approach for state and local governments wishing to accept refugees. Discussion ensued with the consensus being that Lake Stevens does not have the capabilities and infrastructure such as social services and housing that would allow it to opt in to hosting a facility or subsidizing rent for refugees. Councilmember Petershagen clarified that by not opting in, churches and other non-government agencies are not precluded from hosting refugees.

Lease Agreement with State of Washington for Use of VIC by Senator Hobbs: Clerk Pugh said that Senator Hobbs has been renting space in the Fire District Administration Building, and that space is no longer available to him with the renovations of the building for use by the Police Department. The city has vacant office space at the VIC that would be suitable for his use. The rental would be with the State of Washington for a predetermined nominal amount. Director Durpos clarified that there is one office space available and that Senator Hobbs would provide his own office equipment. Councilmember Daughtry added that Senator Hobbs has visited the VIC and identified that the space available would meet his needs for local office space. He added the VSO is currently using the space, but that there are other options for the Veterans Service Officer.

There was consensus was to bring the lease agreement forward on an upcoming consent agenda for approval.

There being no further business the meeting was adjourned at 8:26 p.m.


John Spencer, Mayor


Kathy Pugh, City Clerk