

**CITY OF LAKE STEVENS**  
**CITY COUNCIL SPECIAL MEETING/RETREAT MINUTES**  
Friday, February 28, 2020 and Saturday, February 29, 2020  
9565 Semiahmoo Parkway, Blaine, WA 98230

CALL TO ORDER: 9:00 a.m. by Mayor Brett Gailey

COUNCILMEMBERS PRESENT: Kim Daughtry, Gary Petershagen, Anji Jorstad, Mary Dickinson, Shawn Frederick (February 28, 2020 only) and Steve Ewing

COUNCILMEMBERS ABSENT: Marcus Tageant

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Human Resources Director Anya Warrington, Human Resources Specialist/Executive Assistant Julie Good, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, City Clerk Kathy Pugh, Capital Projects Coordinator Aaron Halverson (1/28/2020, 9:00 a.m. – 2:00 p.m.) and Parks Planning and Development Coordinator Jill Meis (1/28/2020, 9:00 a.m. – 2:00 p.m.)

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Mayor Gailey called the meeting to order at 9:00 a.m. He welcomed everyone and briefly updated that he was appointed as co-chair of large cities on the SCT Steering Committee. He also shared the plan presented by Chris Collier, with Alliance for Affordable Housing, for light rail through Snohomish County, saying there are conceptual ideas including a light rail station at 164<sup>th</sup> and I-5 and at 128<sup>th</sup> and I-5.

**Mayor's Vision – Chapel Hill & 2020 Council Goals:** Mayor Gailey shared his number one priority, which is moving City Hall to the Chapel Hill Property. He is proposing a partnership with Sno-Isle Libraries and Lake Stevens Sewer District. Staff has had preliminary meetings with these agencies. His goal is to have staff issue a joint Request for Proposal (RFP) by the end of April and allow developers time to respond with creative proposals that may include ideas for multi-use such as retail and office. Mayor Gailey said the Sewer District seems interested and it remains to be seen whether the Library is.

Discussion ensued with Councilmembers Dickinson and Daughtry commenting on the inclusion of senior housing or a Senior Center.

Mayor Gailey is concerned that Sno-Isle may not participate as they have advised they do not have a mechanism for leases, and they have inferred the interlocal agreement requires the City to provide them space. Director Wright clarified there is an opt out option in the ILA and Councilmember Frederick is aware of other instances where Sno-Isle leases property.

Discussion continued with Mayor Gailey commenting on the possible inclusion of a Council Chambers/Court room. Discussion turned to ideas for moving forward including partnering with other agencies and possibly holding off on finishing the downtown plan and where the library could be sited. Councilmember Daughtry does not support holding off on the downtown plan.

Mayor Gailey next reviewed parks priorities and the status of various parks. He noted Frontier Heights Parks is under way with \$125,000 in committed state funding. Wyatt/Davies Beach Park is being transferred to the city and Chief Dyer has suggestions for improved security.

Chief Dyer reported the Police Department is developing an action plan to address security concerns at Davies Beach Park and continuing to work on tools such as trespassing that will assist officers.

In response to Councilmember Petershagen's question, Coordinator Meis and Director Wright said nothing has changed regarding parking at Davies Beach, including use by the row club, and added it was important to Snohomish County that parking passes be honored.

Turning to Cavelero Park, Mayor Gailey and staff are meeting with Tom Teigen, Director of Snohomish County Parks and Recreation, to discuss enforcement at the park and moving forward with the next phases; he would like an indoor sports facility included. Discussion ensued on how to make this happen and the benefits to Lake Stevens and the greater community with the potential siting an indoor sports facility at this park.

Mayor Gailey next commented on the Powerline Park, saying the plan is to design and build the park from 20<sup>th</sup> Street SE to 8<sup>th</sup> Street SE, with one of the first pieces being a new dog park. This will help shape the discussion of building out Cavelero Park. Discussion ensued regarding the long-range vision for connecting parks utilizing a trail system.

Mayor Gailey briefly commented on the long-range possibility of utilizing the landfill on the east side of the lake for sports fields or other opportunities and said this will require a partnership with the county.

Turning to other projects, Mayor Gailey discussed the possibility of using Transportation Benefit District (TBD) funds or considering a sidewalk local improvement district (LID) as a pilot funding mechanism for sidewalks. He suggested informational videos be developed to educate the public on the cost of sidewalks and ways to get them in Lake Stevens and encouraged more creative tools to develop a sidewalk program.

Mayor Gailey also suggested partnering with Community Transit to expand the transit center. His ideas include acquiring the properties to the east and west of the current site and looking at possibly going vertical. There was discussion about the possibility of creating affordable/attainable housing and mixed-use development on the adjacent east/west properties.

Commenting on staff, Mayor Gailey said he is very impressed with staff and recognizes there is a lot of work to be accomplished with very few resources, including staffing levels. One area he sees for improvement is adding administrative staff.

Council commented, with Councilmember Daughtry saying the city does not have the revenue to support additional staff right now, but as commercial development is added, this should be shifting. Councilmember Jorstad asked about looking at projected growth and attaching a strategic staff growth plan to it. Director Wright said some work on this has been done. Director Wright added that directors and senior level staff do not have administrative support which impacts director efficiencies. Director Durpos and Chief Dyer said for their departments it is a matter of "boots on the ground."

Mayor Gailey said he is focused on improved transparency and consistency in communication. Councilmember Frederick commented government budgeting is very different than private sector budgeting and it is difficult to make it understandable to the general public; he sees this as a huge education piece.

Mayor Gailey next touched on the impediment of the Everett waterline to the economic development of 20<sup>th</sup> Street SE. Director Wright added the biggest difficulty in finalizing the ILA is Everett trying to impose its jurisdiction on Lake Stevens. Director Wright added there are commercial businesses interested in developing in this area and there are common and creative engineering strategies to find solutions to utilize the land over the waterline.

There was a brief recess from 10:15-10:30 a.m.

**Capital Projects/Facilities Update:** Director Durpos introduced Capital Projects Coordinator Aaron Halvorsen provided an overview of a public works project process. Coordinator Halvorsen and Director Durpos responded to Councilmember questions regarding bonds and retainage.

Director Wright explained which projects are either in a queue waiting for funding or have been completed and explained how the public outreach portion of projects works.

Coordinator Halvorsen provided updates on several projects. Regarding the South Lake Stevens Road multi-modal path, the difficult parts of the project are completed and once the curb is set and asphalt is poured the road will be reopened. Administrator Brazel said he is working with Molly's family to design a simple bench and plaque memorial for installation this summer.

Coordinator Halvorsen said the 20<sup>th</sup> Street SE multi-modal corridor project is under way with bid opening scheduled for March 17. Director Wright commented on the history and funding of this project. The City was able to trade federal funds with City of Lynnwood for state funding.

Coordinator Halvorsen said the city is working on a Business Access and Transit ("BAT") lane on 20<sup>th</sup> SE to alleviate some of the congestion for traffic accessing the Trestle during a.m. peak hours.

Director Durpos commented on the 117<sup>th</sup> Avenue NE Sidewalk project saying design funds were budgeted this year and the city is working to identify grants, such as Safe Routes to School, and other creative funding with the goal of constructing the sidewalk next year. There was discussion amongst Council of whether this sidewalk improvement has potential to be included in a sidewalk improvement district. Director Wright noted the project includes stormwater and base improvements and utilities, and that project costs add up quickly.

Director Wright introduced the 24<sup>th</sup> Street / 91<sup>st</sup> Avenue SE extensions which are part of the Costco roadway extensions. He explained these projects are included in the 2012 Subarea Plan and said the city started moving forward with this project when an end user was identified.

Discussion turned to a discussion and update of other roadway projects in the city including Hartford Drive, 20<sup>th</sup> Street NE, Main Street and 18<sup>th</sup> Street NE. City Administrator Brazel shared a conceptual drawing of how 18<sup>th</sup> Street NE might be developed including location of the Grimm House across the street from the War Memorial, location of the museum and row club, and on

the corner of 18<sup>th</sup> and Main a mixed-use building. Director Wright discussed the status of funding for these projects.

**Parks Update: Programming and Recreation:** Parks Planning and Development Coordinator Jill Meis provided an overview of parks planning and how public process is utilized to gather input. She reviewed parks distribution throughout the city and noted the southeast quadrant of the city needs an additional park. Coordinator Meis said the level of services is partly state-driven based on accessibility to state and grant funding and that the city must have an approved RCO plan to be eligible for funding. She reviewed the various considerations in siting parks and said the city adopted a model for park siting, based in part on a needs assessment. Coordinator Meis said park projects include planning a park, acquisition and/or development, and parks projects are part of the capital projects plan.

Councilmember Daughtry commented there are various types of level of service for parks and he believes every neighborhood should have park access. Discussion ensued regarding park access Coordinator Meis said that Cavelero Park is a great example of coordinated park development. Coordinator Halvorsen then reviewed the status of the Cavelero Park project noting that the skate bowls are complete, and construction will begin again very soon.

Coordinators Meis and Halvorsen then provided an update on the redevelopment of Frontier Park including the process for public input, and construction of paved path, a new basketball court, picnic areas and restrooms. They noted this project has multiple funding sources.

Director Wright then described the status of North Cove Park Phase I, saying this project developed out of the downtown planning process.

Turning to North Cove Park Phase II, Coordinator Meis reviewed the public process and noted the Park Board wanted an inclusive park. Coordinator Halvorsen said the project is under way and reviewed the various elements of the park. Coordinators Meis and Halvorsen and Director Wright responded to Councilmembers' questions regarding the various park features.

Coordinators Meis and Halvorsen next reviewed the 20<sup>th</sup> Street Ballfields, including acquisition, the conceptual plan and park improvements.

Coordinator Meis commented on the Trail Master Plan and said the City's consultant recommended adopting a plan that is not cost prohibitive or difficult to implement and said this provides the flexibility to move forward.

Turning to the Powerline Trail, Coordinator Meis said this is a connection to Marysville, and staff is looking at east-west trails to connect to the Powerline Trail.

Coordinator Halvorsen briefly reviewed other capital projects including the Police Station, Decant Facility being done in partnership with the Sewer District, City Shop upgrade and the War Memorial. Director Wright added the War Memorial is planned to be open by Memorial Day.

There was a break in the meeting from 12:00 – 12:31 p.m.

Coordinator Meis reviewed the parks programming from 2019 including Yoga by the Lake, Music by the Lake, Movies by the Lake and Theater in the Park. She noted the City also provided festivals including the Harvest Festival/Truck or Treat and Winterfest, and additionally

there was a community garden at Eagle Ridge Park. She said volunteers make a huge contribution to the city's parks and reviewed their projects.

Coordinator Meis said much of the same programming is in place for 2020. She noted the city is moving forward with a Farmers Market and Skyhawks sports programming for youth. She added there is a request for proposal for other programming.

Councilmember Daughtry commented the Chamber is planning a 4<sup>th</sup> of July event including traditional activities and music to be held adjacent to The Mill.

**Parks Administration:** Director Wright introduced this topic and provided an overview of what Parks Administration might look like. Director Stevens commented on parks administration from a financial perspective and Director Durpos provided input on staffing levels and equipment needed to maintain a parks department.

Director Wright reviewed the parks inventory and said funding sources for parks include park mitigation fees, funding from grants, bonds and special funds, like REET, and foundations.

Director Wright next reviewed improvements to the city's parks system including Lundeen and Eagle Ridge Parks, the 20<sup>th</sup> Street Ballfields, Cavero Park and North Cove Park. He noted the addition of Oak Hill Park and Davies Beach, and said the Trail Master Plan is underway. Opportunities to develop recreational opportunities in parks are being looked at, possibly in partnership with Little League, Lake Stevens Junior Athletics and the school district, as well as utilizing volunteers.

Director Durpos reviewed what it takes to maintain parks. He said each park has been inventoried using industry standards to determine total man hours to maintain the parks, with the result being 5.5 FTE's needed; the city currently has 2 FTE's for parks maintenance. Reviewing last year's calculations supports the need for 5.5 FTE's. If the city acquires more parks and undertakes more events the need for additional manpower will rise. The city currently owns most of the equipment it needs to maintain the parks.

Director Wright reviewed a phased approach for bringing on a Parks Department, including adding Crew Worker II's for parks maintenance as they have specialty certifications that would benefit the city, and shared a staffing diagram. Director Wright said the additional costs of law enforcement at parks, such as a Parks Ranger with a limited commission, could be considered.

Director Stevens shared costs and funding needs for a Parks Department and Director Wright commented on capital needs such as vehicles that are also part of the cost calculation. Discussion turned to how a Parks Department could be funded, including possibly a Parks District. There was additional discussion on what staffing levels at parks might look like, and whether some of this need could be addressed by partnering with users such as Little League.

Councilmember Petershagen asked if sales tax revenue from Costco can assist with some of this cost and Director Wright said the earliest these revenues would be available is some time in 2021. Councilmember Daughtry encouraged pushing forward to maintain and protect the current parks. Councilmember Jorstad believes it would be helpful to have a more strategic global sense of the staffing needs citywide before deciding in support of expanded parks staff or independent department.

Director Durpos said six seasonal crew workers are budgeted for this year, but maybe it makes sense to fill three season positions and fund one FTE with the remaining budget.

Following further discussion on various ways to move forward, Mayor Gailey requested staff provide an overview of staffing needs at the March 17<sup>th</sup> Council workshop.

The meeting recessed briefly from 1:45 – 1:55 p.m.

**Food Trucks:** City Administrator Brazel reviewed that food trucks are currently allowed as part of a special event permit. He noted many cities have discussed this topic and said Snohomish has a good process that was worked out with brick and mortar stores and Everett has a stout policy that also provides flexibility. To move forward, the city would need to work with brick and mortar businesses to identify appropriate space and he added the new Festival Street is meant to address this concern. Other options include a lot dedicated for scheduled use by food trucks and food truck operators not offering competing food choices.

Mayor Gailey recalled in previous discussions the concern was having food trucks located too close to local brick and mortar businesses.

Discussion ensued regarding enforcement and tracking of sales tax from food vendors, ensuring that food trucks do not block or interfere with the ability to see brick and mortar storefronts and where food trucks might be allowed.

Director Wright said food trucks can be administered through a special event permit. Director Wright described other food truck options for managing food trucks including vendor licensing for on-street uses or a lease arrangement between a property owner and the food truck vendor.

Discussion continued with Councilmember Daughtry noting the Washington State Food Truck Association declines to promote events until Lake Stevens policies are updated. Councilmember Frederick commented the City of Everett has food truck Fridays in front of the restaurants at the waterfront. Councilmember Petershagen clarified the discussion is about two different food truck activities, one in city parks and one for special events. Concerns discussed included not allowing pop-up vendors and whether there is a need to provide restrooms.

Mayor Gailey requested an ordinance be in place to allow food trucks this summer.

#### **Fall Vote and Other:**

**Transportation Benefit District:** Mayor Gailey reviewed the history of the TBD, noting that it was previously formed but never funded because the City was waiting to see if I-976 limiting car tab fees was approved. It was, and now the sole source of funding is a sales tax increase.

Director Stevens provided additional historical information on the TBD, noting it was established in 2018 as part of a material funding policy. She reviewed the various transportation funding and revenue sources, noting the only dedicated transportation funding is the Motor Vehicle Fuel Tax which does not meet the needs. Currently the general fund contributes to the street fund. Director Wright explained that if a \$20-tab fee had been adopted it would have provided approximately \$530,000 for transportation funding. Funding the TBD using the sales tax option is estimated to provide \$919,000. This option requires a simple majority vote and if approved, expires in 10 years. It can be re-voted at that time and is not affected by I-976.

Mayor Gailey commented the city's sales tax is the lowest in the county at 9%, but of that the city only receives .85% of that amount.

Director Stevens reviewed the transportation strategy and said there is a significant backlog in annual pavement maintenance and restoration. The cost of these items diminishes funding for other projects. Director Durpos reviewed a list of projects, and said it is important to have a good balance of projects and address maintenance and preservation. Director Durpos commented the street conditions are deteriorating faster than the city can maintain them and said it would take another \$500,000 a year just to maintain the status quo.

Discussion ensued with staff answering councilmembers' questions. Director Stevens said TBD funds have to be used to fund physical projects and cannot be used to partially fund transit systems. Councilmember Ewing suggested putting the costs out to the public so they can understand with a specific project list.

Director Stevens reviewed the current street fund budget and Director Durpos added it would take approximately \$1.6 million to climb out of the maintenance hole. Director Durpos suggested undertaking a new pavement ranking in next year's budget to really understand the need.

There was additional discussion on the best way to educate voters and strategies for moving forward with a TBD vote. Mayor Gailey reminded if the city had a funded TBD in place, it would allow other funding sources to be triggered.

**Annexation:** Director Wright provided a history of the city's annexation policy and commented it plays into the Growth Management Act requirement to meet targeted growth levels identified in Visions 2040 and 2050. He noted in some areas there are significant encumbrances that do not allow growth targets to be met. Directed Wright reviewed the completed annexations and said there are two unfinished annexations, the Machias Industrial and the NE Island areas. He then reviewed the various annexation methods and commented there is currently pending legislation that allows annexation by interlocal agreement if the annexation area is primarily accessed via city infrastructure.

Director Wright reviewed the various annexation scenarios in the southeast portion of the city and said without development, none of those annexations will have a positive impact on the city's general fund.

Discussion ensued with staff responding to Councilmembers' questions; Director Stevens noted annexations are not moneymakers and expenditures are paid before annexation-related revenues are received. Director Wright said another consideration is people residing in annexation areas are already utilizing the city's parks and facilities and shopping within the city limits, but they are not contributing their property taxes to the city.

Director Wright reviewed the next steps of possibly voting for annexation of areas 1 and 2 or waiting to see if the pending legislation is passed that would allow for annexation utilizing an interlocal agreement.

There was further discussion with Mayor Gailey commenting moving forward would achieve one community around the lake, Councilmembers Frederick saying that negativity surrounding annexation needs to be addressed. Councilmember Daughtry commented if the annexations are completed, the city is in a better position to ask for a larger growth area. Also discussed

was the best way to market this annexation and whether to put annexation vote on the August or November ballot.

**Fireworks:** Police Chief John Dyer said this is a continued question from last year. He reminded of the direction last year to wait until the advisory vote by the County was completed, and the result was Lake Stevens residents did not support a ban. He commented this is a political issue but from a public safety standpoint he supports a ban.

Discussion ensued and staff members responded to Councilmembers' questions. Chief Dyer said it is difficult to enforce fireworks restrictions for a variety of reasons, and Councilmembers Dickinson and Daughtry supported a city display if a ban is enacted. There was consensus to put fireworks on the August ballot for a vote by the community either in support or banning them.

**Positions and Compensation:** Human Resources Director Anya Warrington shared information regarding staff levels per capita the city has in relation to other comparable cities. The results indicate the average is 4.82 employees per 1000 population, and for Lake Stevens that would mean 159.48 employees based on the average and Lake Stevens population. She noted if all vacancies were filled the city has 111 positions.

Discussion ensued regarding turnover rates and considerations that might provide more value to employees. Finance Director Stevens commented the City is currently providing alternative work schedules where appropriate, pay longevity for non-represented employees, telecommuting with department head approval and staff training. Director Warrington said other incentives can be looked at as well, and Human Resources Specialist/Executive Assistant Julie Good added exit interviews are being conducted and provide valuable information.

Councilmember Daughtry said it is important to have enough staff to do the work and to maintain competitive pay scales.

Discussion continued with Councilmember Daughtry suggesting if the City is at the mid-range for pay scales that it move to 75%. Responding to Councilmember Ewing's question, Chief Dyer said only one officer has left the department in three and half years and that was due to a relocation necessitated by the officer's spouse's employment.

Director Wright commented he has seen 100% turnover in Planning and in Engineering/Public Works departments in the three agencies he has worked for and this is indicative of how these positions work in the public sector.

Chief Dyer reviewed staffing levels of officers per 1000 population; the average is 1.44 officers/1000 population. Lake Stevens' ration is .97/1000 population, and by the end of the year this will be .94/1000. Active policing requires boots on the ground. Chief Dyer suggested developing a staffing levels standard and using it as a guide as the city grows. Currently the minimum staffing is three officers per shift.

At 5:18 p.m. the meeting was recessed for the evening.

**Saturday, February 29, 2020**

The meeting reconvened at 8:30 a.m.



Electeds Present: Mayor Brett Gailey, Councilmembers Kim Daughtry, Anji Jorstad, Gary Petershagen, Steve Ewing, Mary Dickinson

Electeds Absent: Councilmembers Marcus Tageant and Shawn Frederick

Staff Present: City Administrator Gene Brazel, Finance Director Barb Stevens, Planning and Community Development Director Russ Wright, Public Works Director Eric Durpos, Human Resources Director Anya Warrington, Human Resources Specialist/Executive Assistant Julie Good, Police Chief John Dyer, City Clerk Kathy Pugh

Gateways & Beautification: Director Wright that provided a history of the beautification project noting it was started a few years ago when a consultant, KPG was hired to assist the city with the project. He reviewed elements of the project and said a key area of focus is Main Street. Director Wright shared the plan for 18<sup>th</sup> Street, also called the Festival Street, and said the effort is to provide a cohesive plan here and throughout the city. Included in the plan is a new color palate, gateway monuments and new signage at smaller gateways, distinct icons for the four different districts comprising the city, and signage for buildings, parks and trail markers.

Discussion ensued with staff responding to Councilmembers' questions regarding lighting features, signage material and construction and timing for rolling out the beautification plan. Mayor Gailey suggested a larger electronic sign for Cavelero Park so that more information can be provided. Director Wright said as far as timing for full implementation of the beautification plan, it is dependent on Council's schedule and a budget for full implementation of the plan.

There was further discussion, and staff said the beautification plan has been shared with WSDOT and it will be incorporated in design of the roundabouts at SR 9/SR 204 and SR 9/South Lake Stevens Road.

Council generally agreed there is a need to instill a community identity and suggestions were made on how to move forward with this including using both individual and business volunteers.

Diversity, Equity and Inclusion: Director Warrington said the city provided anti-harassment and anti-discrimination training to its employees in 2019. She commented the Equal Opportunity Commission does not mandate training, but the City provides this training to new hires and then approximately every three years thereafter. Director Warrington suggested continuing to provide, including sensitivity training, at the time of onboarding employees. Director Warrington added most agencies do not have diversity committees.

Discussion ensued with Councilmember Jorstad saying it is important to have the conversation and to address issues that arise or may arise. She believes a group could help provide a perspective the city staff or Council does not have.

Councilmember Dickinson commented this is about standing up and saying who we are and that we care. She believes it is important for cities and towns to become more diverse.

Discussion continued with the consensus being it is not necessary to form a city board or commission at this time, but it is important to ensure staff has the correct and current training.

There was a brief recess from 9:30 – 9:49 a.m.

**Council Procedures and Processes:** Responding to Mayor Gailey's question, Director Stevens explained the City has several general obligation bonds in place amounting to approximately \$900,000 in debt payment per year. She encouraged using general obligation bonds as little as possible to keep debt payments down.

Mayor Gailey asked if it would be possible to fund sidewalks through a general obligation bond. Discussion ensued and it was noted this method would provide sidewalks sooner, but property taxes would rise. Also discussed was whether Transportation Benefit District funds could be used to build sidewalks. Administrator Brazel reminded there was talk about bonding the Main Street project so it can be finished and said the reality is grants are not as available. Director Durpos commented the biggest challenge in building sidewalks is the cost of obtaining rights-of-way, both in time and money. Mayor Gailey said general obligation bonds are more costly than funding through a TBD, but projects are slower reaching completion unless the TBD is bonded.

Councilmember Daughtry commented developer-built sidewalks are less costly and suggested finding a way to have more developer-built sidewalks by providing mitigation variances for more sidewalk construction. Director Wright responded the city has a program for this and it is being used to create the sidewalk connection to Lundeen Park.

Directors Wright and Durpos said every attempt is made to leverage funding for sidewalks. Both directors shared examples of where this has been successful. Administrator Brazel added another funding source is a utility tax on sewer.

The option of a LID was discussed and Councilmember Daughtry suggested letting the voters decide this.

Turning to Procedures, Administrator Brazel asked for Council input on the meeting scheduled. Councilmembers Jorstad and Dickinson support having two workshops a month and commented the dialogue is beneficial.

There were concerns about redundancy in the information presented between workshops and regular meetings and Councilmembers were reminded this is sometimes necessary to ensure the public has the information. For larger topics such as code amendments, it is important to take the time to ensure a full understanding of the topic before moving forward.

There was general agreement to maintain the four meetings per month, but if a meeting is not necessary it should be cancelled.

Administrator Brazel then asked about moving Guest Business ahead of Citizen Comment and there was general agreement that this be done. Discussion ensued regarding Citizen Comment and there was consensus to allow citizen comment at both the beginning and end of the meeting.

Turning to the Council President and Vice President terms, Administrator Brazel presented options of keeping the rules as they are with the ability to suspend the rules so a consecutive term could be served, providing for two one-year consecutive terms, or removing the term limit all together. Discussion ensued and there was general agreement to vote for these two offices annually and remove the term limit.

**Arts Commission:** Administrator Brazel said this was discussed at last year's retreat. He noted right now is the prime time for the Arts Commission to assist with downtown artwork, but it

continues to be a struggle to recruit and keep members and have a quorum of members at meetings so business can move forward. Ultimately, he would like to see \$20,000 set aside each year and have artwork solicited and vetted by the commission, however they are free thinkers and struggle with the public process.

Director Wright added that he and Councilmember Frederick, as liaison to the Arts Commission, are discussing how to meet and engage each member and to learn what the holdbacks are for being a functional commission; he noted the Arts Commission has not had a quorum at their meetings since last October. Director Wright suggested another approach is to have the event coordinator responsible for bookings and engagements for music events, movies in the park and other city-sponsored events, and if at some point the Arts Commission is disbanded, the City could look to the Arts & Parks Foundation or an ad hoc committee for making recommendations back to the Council on public art. Another suggestion is to move the Arts Commission meetings to a quarterly meeting schedule rather than the current monthly schedule.

Discussion ensued as to how the Arts Commission could be better functioning and different ways that art and the arts could be provided to the Lake Stevens community if the commission were decommissioned. There was consensus to dissolve the Arts Commission and move forward utilizing both the Arts & Parks Foundation and ad hoc citizen committees for projects as they are identified; city staff will assume the responsibility for summer events including Music by the Lake and Movies and Theater in the Park.

Washington DC and Other Options for Meeting with Federal Delegates: Mayor Gailey said this year a coalition of Mayors and County Councilman Sam Low are scheduled to travel to Washington DC to meet with elected officials to discuss the Trestle and all US2-related concerns. To ensure the city continues to be represented in Washington, DC, Human Resources Assistant Good is organizing a time in August or September, during the Congressional break, to host a breakfast at The Mill for federal delegates. Mayor Gailey believes this approach will provide more value directly to the elected officials.

Discussion ensued and it was suggested to include the County Council and Executive, as well as state elected legislators in the breakfast. Councilmember Jorstad commented it is good to be in front of federal legislators, but state legislators also need to advocate for SR 2 improvements.

Councilmember Daughtry believes the coalitions are powerful, and it is important to impress upon the federal elected officials what the transportation needs are here.

Councilmember Petershagen commented the US 2 Trestle is No. 2 on the state's priority list and if our federal elected officials need more information, we need to provide it so they can better advocate for these needs.

Councilmember Daughtry suggested the best way forward is to meet with federal transportation divisions to find untapped grant funding.

There was a brief break from 11:07 – 11:20 a.m.

**Mission/Vision Statement:** Administrator Brazel said mission and vision statements were put in place many years ago and today's plans are centered on those statements. He briefly reviewed how mission and vision statements are put together and said they identify goals and

the process for achieving those goals. He asked for guidance as to whether Council is happy with both the mission and vision statements as they currently are, or if this is a topic they want to revisit.

Discussion ensued with a suggestion of removing the end date of 2030 in the Vision statement. Councilmember Daughtry commented vision statements are supposed to have a time to define the project length and that mission statements are living documents. Councilmember Daughtry added everyone needs to know what the mission statement is so that the vision can be achieved, and the important part is measurable process and methods in achieving the vision.

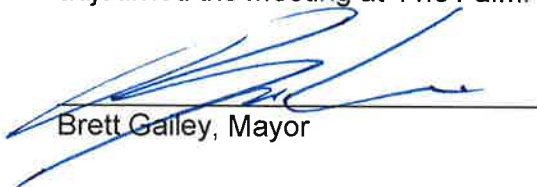
Discussion continued on how to define the mission to achieve the vision, with Councilmember Daughtry commenting it is up to the Mayor and City Administrator to define how an action moves in the direction of achieving the vision. He added that not every action of Council will move toward achieving the vision.

Administrator Brazel suggested in moving forward staff reports could include a line identifying how a recommended Council action moves the City in the direction of achieving the vision, and there was general support for this.

Administrator Brazel then reviewed the 2019 takeaways and summarized the highlights and takeaways from this Council retreat. The 2020 retreat takeaways are attached. Administrator Brazel also commented that the 2019 Week's Wrap Up will be compiled and shared to Councilmembers and staff. Mayor Gailey requested the Week's Wrap Up be written in such a way that it can be shared to the public as well.

Council requested a mini-retreat in July for a check-in and Mayor Gailey suggested it be held at the Brightwater facility again.

Mayor Gailey then thanked everyone for their efforts in making this retreat very productive and adjourned the meeting at 11:51 a.m.



Brett Gailey, Mayor



Kathy Pugh, City Clerk

February 28-29, 2020 Retreat Takeaways

Status		Description
	1.	Civic Campus at Chapel Hill: ➤ Possible Partnership with Sewer District and Library ➤ Request for Proposal targeted for end of April ➤ Community Center/Senior Center
	2.	Downtown Plan: Bring back more information for completion
	3.	Davies Beach: Bring plan forward for policy and promoting public safety
	4.	Sidewalks: Explore funding options including a Sidewalk Improvement Plan and other funding options and bring back
	5.	Wetland Resources: look at lots adjacent to Community Transit Park & Ride for possible development
	6.	Staffing: ➤ Develop a growth plan ➤ Important to retain staff ➤ Look at pay levels and stay above average; data points
	7.	Police Department Staffing: ➤ Evaluate number of officers/1000 population ➤ Number of calls per 1000 population ➤ Need for more officers
	8.	City of Everett Waterline: ➤ Finalize the ILA for entire 20 <sup>th</sup> Street SE corridor ➤ Provide talking points to Councilmembers
	9.	Parks: ➤ Powerline Trail 20 <sup>th</sup> to 8 <sup>th</sup> ➤ Develop a more in-depth proposal
	10.	Food Trucks: Hybrid ordinance for consideration ➤ City property ➤ Privately owned property ➤ Special events ➤ Can't park in front of brick & mortar
	11.	Transportation Benefit District ➤ Prepare for Fall ballot ➤ High level of community outreach and education
	12.	Annexation: Fall ballot
	13.	Fireworks: August ballot
	14.	City Gateway Signage: ➤ Finish cost estimate & bring proposals to Council ➤ Make sure gateways are still applicable ➤ Move forward with installation
	15.	General Obligation Bonds: ➤ Look at GO Bonds vs. TBD ➤ Bring forward options

Completed 3/10/2020	16.	<p>Council Meetings:</p> <ul style="list-style-type: none"> <li>➤ Keep workshops at 2/month and limit if there is no need for a meeting</li> <li>➤ Citizen comments at beginning and end of each meeting</li> <li>➤ Move Guest Business ahead of Citizen Comments at front of meeting</li> <li>➤ Amend rules to remove term limit for Council President and Vice President</li> </ul>
	17.	<p>Arts Commission:</p> <ul style="list-style-type: none"> <li>➤ Project-specific ad hoc committees for specific arts proposals for Council approval</li> <li>➤ Move forward to disband Arts Commission</li> </ul>
	18.	<p>Sky Valley Dinner at Mill – May 21, 6:30 p.m.: Revisit</p> <ul style="list-style-type: none"> <li>➤ Invitation Resent to Councilmembers 3/3/2020</li> </ul>
	19.	<p>Legislative Breakfast</p> <ul style="list-style-type: none"> <li>➤ Schedule for August/September at The Mill</li> <li>➤ Possibly include virtual tour</li> </ul>
	20.	<p>Mission/Vision Statement; Values</p> <ul style="list-style-type: none"> <li>➤ Take out 2030 reference</li> <li>➤ Add statement on Staff reports where appropriate on how decision supports vision</li> <li>➤ Look at values, do they align with mission and vision?</li> </ul>
	21.	<p>Mini Retreat/Check-in: schedule for July</p>