

**CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL MEETING MINUTES – CITY COUNCIL RETREAT**

Saturday, September 13, 2025, at 8:00 a.m.

Location: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens

CALL TO ORDER: 8:00 a.m. by Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Anji Jorstad, Ryan Donoghue, Steve Ewing and Kurt Hilt (arrived at 8:45 a.m.)

ELECTED OFFICIALS ABSENT: Councilmember Kymm Shipman

8:00 a.m. Breakfast/Coffee

Mayor Gailey provided opening remarks. Facilitator Lori Erickson reviewed the agenda for the day.

Discussion Items

Mayor's 2026 Preliminary Budget Recommendation

Note: Council took a break from 8:48 a.m. to 8:57 a.m.

Department Budget Review

Note: Council took a break from 9:46 a.m. to 9:57 a.m.

Department Budget Review (continued)

Note: Council took a break for lunch from 12:00 p.m. to 12:30 p.m.

Traffic Safety Camera Program

Parks Revenue - Potential Property Tax

Public Safety Sales Tax

Note: Council took a break from 1:52 p.m. to 2:04 p.m.

City Facilities Update

Capital Improvement Plan Update and 2026 Proposed Projects

Direction and Next Steps


Note: The recap of the retreat, including directives, are attached to this set of minutes for reference.

Adjourn

The retreat adjourned at approximately 3:16 p.m.



Brett Gailey, Mayor



Kelly M. Chelin, City Clerk
Caitlin Weaver, Deputy City Clerk

Council Retreat Recap/Takeaways from September 13, 2025

Owner	Stakeholder	Item	Future Council Item
Aaron	PW	Bring back the percentage vs \$ related the Streets Department as it relates to the cost reallocation. (Councilmember Ewing)	Yes
Barb	Streets	Look into the Streets FTE question for around \$18,000. (Councilmember Daughtry)	Yes
Barb	PD	How often % of time are we at minimum staffing level for PD. (3/shift) (Councilmember Ewing)	Yes
Barb/Aaron/Sarah	Citywide	Is there savings with centralizing procurement process and what would the savings be? Bulk purchasing (Councilmember Petershagen)	Yes
Anya	Citywide	Provide a list of claims and types to council, big picture. (Councilmember Ewing)	Yes
Brett/Troy	Citywide	Look at IT investment and where it falls in the priority list. (Councilmember Petershagen)	Yes
Barb/Kelly	Citywide	Bring back the revenue brought in with grants compared to salary of the grants writer position. (Councilmember Ewing)	Yes
Kelly/Sarah/Aaron	Citywide	Look into PRSC grants. (Councilmember Daughtry) Take a second look at funding the grant writer position. (Councilmember Petershagen)	Yes
Barb	All Departments	Be cautious on cutting training. (Councilmember Daughtry)	Yes
Carol/Barb/Christi	CD	Look at fees, potential increases to ensure fees cover costs. (Councilmember Petershagen)	Yes
Dean/Brett	PD	Talk with our prosecutor about the need for data collection at traffic collision scenes, drone, 3d scanners etc. (Councilmember Donoghue)	Yes
Brett/Dean/Barb	PD	Look into what we are paying SNO911. (Councilmember Hilt)	Yes

Aaron	Streets	Bring back ADA transition plan for a quick overview. Continue to make sidewalk repairs a top priority. (Councilmember Ewing)	Yes
Aaron/Lori	Streets	Look into how many students are walking in each school location. How many parents are driving and bussing at each location. (Councilmembers Daughtry, Donoghue, Jorstad)	Yes
Aaron/Lori	Streets	Look into the speed camera revenue data calculations. (Mayor, Councilmembers, Donoghue, Jorstad)	Yes
Aaron	Streets	Look at hiring traffic engineer (FTE) ASAP to work on traffic data supporting the speed camera program. (Mayor)	Yes
Sarah	Parks	Look at including sports facilities to the Parks project list, Ensure sports facilities are included in the Pros Plan. (Councilmember Petershagen, Jorstad, Donoghue, Daughtry)	Yes
Sarah	Parks	Look into the past expired Parks District which took place in the Lake Stevens area. (Mayor)	Yes
Julie/Barb/Dean	PD	Bring back the Public Safety Sales Tax to a future council meeting including projects. (Councilmember Petershagen)	Yes
Barb	All Departments	Reach out to all city employees asking for them to provide one (1) cost saving idea. It wouldn't be mandatory, but it could generate great ideas.	Yes
Aaron	Streets	Bring back updated CIP list to include S. Lake Stevens Rd and Machias Road, three way stop proposal. (Councilmember Petershagen)	Yes
Barb	Citywide	Provide excel file from budget packet to council. (Councilmember Donoghue)	Yes
Barb	Citywide	Bring back justification description for proposed 2026 FTE's. (Councilmember Daughtry)	Yes