

**CITY OF LAKE STEVENS**  
**CITY COUNCIL WORKSHOP AND SPECIAL MEETING MINUTES**  
Tuesday, June 7, 2016  
Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CITY COUNCIL WORKSHOP

CALL TO ORDER: 6:35 p.m. by Council President Sam Low

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Sam Low, Todd Welch, Rauchel McDaniel, Marcus Tageant

ABSENT: Mayor John Spencer (arrived late) and Councilmembers Kurt Hilt and Kathy Holder

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Community Development Director Russ Wright, Economic Development Coordinator Jeanie Ashe, Civil Engineer Adam Emerson, Human Resources Director Steve Edin, Deputy City Clerk Kathy Pugh

OTHERS:

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Interim Police Chief Ralph Krusey arrived at 6:41 p.m.

Mayor Spencer arrived at 6:52 p.m.

**Economic Development and Tourism Bureau.** Economic Development Coordinator Jeanie Ashe distributed two handouts and provided an update on economic development strategies being considered, including: bicycle tourism and related amenities for bicyclist, sports tourism and the 20<sup>th</sup> Street SE Corridor marketing. Ms. Ashe noted that both bicycle tourism and sports tourism are revenue makers and that the City has lots of opportunity to encourage both.

Regarding bicyclists, Ms. Ashe said that bicyclists like to combine their recreation with a destination be it for food and beverages or a cultural component. The City has immediate opportunities to bring in bicyclists that include signage from the Centennial Trail to the city center and public restrooms, and providing safe parking for vehicles and bikes, water and a welcoming business atmosphere. She is working with the League of American Bicyclists to determine requirements to become a Bicycle Friendly Community.

Turning to sports tourism, Ms. Ashe noted that the City has lots of experience with hosting large events such as triathlons. She commented that sports tourism is big business both nationally and especially in the Pacific Northwest, and that sports tourism includes youth sports such as baseball, volleyball, football and basketball, as well as competitive sports such as triathlons, marathons and bicycle races. Ms. Ashe commented that the lake provides a perfect opportunity to also promote fishing events. Sports tourism requires aggressive recruiting to bring national caliber events to Lake Stevens.

Ms. Ashe said to move forward with both bicycle opportunities and sports tourism the City needs to set long term goals including lodging, completion of Cavelero Park and other parks to make them competition-worthy, a marketing strategy and a plan for cross-promotion with neighboring communities such as Everett, Snohomish and Monroe, as well as local businesses such as Carleton Farms. Ms. Ashe said that to bring large-scale events to Lake Stevens it would be beneficial to create incentives that would make the city attractive to these event organizers.

Turning to lodging, Ms. Ashe suggested that in addition to hotels or motels, the City could consider other types of lodging such as bed and breakfasts and Air BnB. In addition to a lodging tax, the City may wish to create a hospitality and/or tourist tax.

Ms. Ashe said that currently there is an immediate opportunity for the City to submit a proposal to host the 2020-2021 Duathlon Championship sponsored by the USA Triathlon Association. The Sports Tourism Board has requested the City submit a proposal to host this event. She commented this event brings in 900 athletes plus friends, families and spectators. To pursue this opportunity the City would need to make a commitment of cash and in-kind services. Also the City would need to partner with other agencies to ensure safety through road control and emergency medical services. The costs of hosting this event could be set off by grant funds.

Turning to the 20<sup>th</sup> Street SE corridor, Ms. Ashe said this area is a prime area to both generate revenue and create jobs. She stated the vision is to attract national retailers and to create the area as a destination with amenities that will draw people in. Ms. Ashe envisions it as a "lifestyle center" that could take on many faces including seating, fire pits, play areas and cultural exhibits and activities.

At 7:00 p.m. Mayor Spencer interrupted the Workshop to convene the Special Meeting of the City Council.

CITY COUNCIL SPECIAL MEETING

CALL TO ORDER: 7:00 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Mayor John Spencer, Councilmembers Kim Daughtry, Sam Low, Todd Welch, Rauchel McDaniel, Marcus Tageant

ABSENT: Councilmembers Kurt Hilt and Kathy Holder

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Community Development Director Russ Wright, Civil Engineer Adam Emerson, Interim Police Chief Ralph Krusey, Human Resources Director Steve Edin, Deputy City Clerk Kathy Pugh

OTHERS: Jonalynn Woolf-Ivory, Executive Director for Sno-Isle Libraries, Sonia Gustafson, Manager, Lake Stevens Library



**Pledge of Allegiance:** Councilmember Todd Welch led the flag salute.

**Continuation of Workshop Presentation and Discussion:**

Ms. Ashe said that staff recently completed a study and determined that 24<sup>th</sup> Street SE between Highway 9 and 91<sup>st</sup> Avenue SE is buildable, and that establishing this link would assist with traffic flow and drawing people in. Also she noted that if the City built a regional stormwater pond it would be an incentive to bring developers and businesses in. Ms. Ashe suggested the City could also develop a taxing district. She said both the stormwater pond and the taxing district would be developer incentives.

Ms. Ashe encouraged thinking holistically regarding marketing and said that there is real opportunity for the City to tout the benefits for businesses to locate on 20<sup>th</sup> Street SE and to benefit from the redevelopment of the downtown area.

Mayor Spencer clarified that a taxing district in the 20<sup>th</sup> Street SE corridor would be a Utility Local Improvement District (ULID).

Councilmember Daughtry commented that he believes activities are tied together and wondered if there is an opportunity to target businesses for this corridor.

Councilmember Low commented that it will be important to include Everett in the bicycle tourism element and that there is easy access from south Everett to both downtown Lake Stevens and Carleton Farms by bicycle. Also, bicyclists might be able to use the pipeline bridge under Highway 9 to connect from 24<sup>th</sup> Street SE to South Lake Stevens Road. He suggested all of tonight's comments need to be brought to the Economic Development subcommittee.

Councilmember Welch wondered whether surrounding cities are moving in a similar direction and said that Lake Stevens should take charge and be a leader in bringing in tourism and new businesses. Ms. Ashe responded that Snohomish has its Bicycle Friendly Community designation and encouraged that Lake Stevens should become a leader and make sure that the infrastructure is connected from the Stillaguamish Valley all the way to King County.

Councilmember McDaniel commented that road closures because of sporting events such as triathlons also bring a negative financial impact to local businesses. Ms. Ashe responded the City will need to develop a strategy and find a middle ground to address this concern.

Mayor Spencer commented that Darrington is actively working to connect to the Centennial Trail and noted that Monroe, Sultan and Startup are working together to create a Sky Valley Bicycle Road. He believes a bicycle connection to Everett makes tremendous sense, and that the project could be kickstarted if Lake Stevens works with Snohomish and Everett.

**Roll Call:**

**MOTION:** Councilmember Daughtry moved, Councilmember Tageant seconded, to excuse Councilmembers Hilt and Holder from the meeting. On vote the motion carried (5-0-0-2).

**Approval of Agenda:** Council President Low commented that the Council would consider Agenda Item A-2, the Professional Services Agreement with Stowe Development and Strategies, but that following discussion it may not be voted on.

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Welch, to approve the agenda. On vote the motion carried (5-0-0-2).

**Guest Business.** Sonia Gustafson introduced herself and said she is the Manager for the Lake Stevens Library. Jonalynn Woolf-Ivory, Executive Director for Sno-Isle Libraries, distributed a handout and reminded that she appeared before Council last fall and provided an update on the capital facilities planning process. She said that at that time they were seeking input from the Council and community members. The end of the process included an online open house and it was a very successful tool for gathering public input. Currently Sno-Isle is in the second phase of communicating with communities to let them know the status of the draft capital facilities plan. The capital facilities plan will be adopted once the information gathering process is complete.

Ms. Woolf-Ivory said the direct plan includes several categories. The first is "Maintain" and includes neighbors and communities that the library is very sufficient for the community, such as in Monroe or Snohomish. Category 2 is "Renovate", where buildings are older and perhaps not large enough, and they are grouped together. Category 3 is "Building New". This category and the following category are the top priority. Within the Building New category, Lake Stevens is at the top. Ms. Woolf-Ivory said that there was a high response rate from Lake Stevens to the surveys and that 80% of respondents said they wanted a new library.

Currently library staff have been meeting with Mayor Spencer and City staff to discuss how to move forward. Ms. Woolf-Ivory said the library district is very flexible in terms of siting the library; the primary interest to ensure the City and the library district are moving forward in the same way.

The final category in the capital facilities plan is "Areas of Opportunity". These are areas that currently either do not have library service or are very underserved. Underserved areas include the "Mariner area" west of I-5 at 128<sup>th</sup> to Highway 99, and the Lakewood/Smokey Point area.

Mayor Spencer commented to the handout, saying that in the table it demonstrates that 67% of respondents favor building a new library in Lake Stevens. He noted that the City is working with Sno-Isle on the possibility of a joint facility.

Ms. Woolf-Ivory commented that siting and size of a new library is a joint decision between the library district and the City. Sno-Isle wants a facility that reflects the community. Sno-Isle's goal is to move forward with a library bond measure in February 2017. A new library will be funded by the entire service area using the library system, which is roughly the area of the Lake Stevens School District.

Councilmember Welch said it will be important to keep access to public transportation in mind when siting a new library facility.

**Council Business:**

Councilmember Daughtry: Public Works subcommittee; Councilmember Low: Public Works subcommittee; Relay for Life; Councilmember McDaniel: Planning Commission, Lake Stevens Fire Commission; Councilmember Tageant: Relay for Life.

**Mayor's Business:** No report.

**City Department Report:** Interim City Administrator Swenson provided an update on the Police Chief hiring process and said there will be a reception for the top candidates on June 28<sup>th</sup> immediately prior to the City Council meeting and that final interviews will be conducted on June 29<sup>th</sup>.

**Consent Agenda:** None.

**Action Items:**

**Downtown Subarea Consultants:**

**Authorize Mayor to Execute a Professional Services Agreement with Crandall Arambula to Develop a Subarea Plan for Downtown Lake Stevens:** Community Development Director Russ Wright provided an update on the Citizens Advisory Committee. Director Wright said he has developed five categories for the advisory committee: business interests, parks and recreation, land use, special interests and technical advisors. With these subgroups, the groups will be more manageably sized and will help to focus on some of the specific issues Council will be interested in. He will be contacting the candidates shortly and those who are not appointed to the subcommittee will be encouraged to participate in meetings and the City will welcome their input as it moves through the process.

Director Wright requested the Council approve a Professional Services Agreement with Crandall Arambula. The City received five applications and interviewed three of the applicants. Director Wright said that Staff recommends the selection of Crandall Arambula based on a number of factors including their support team consisting of engineers, planners and design professionals, their specialization in revitalizing downtowns both locally and nationally, their success with public participation, the timeline for implementation of plans within five years, and their focus on communities with key public facilities and natural resources.

Director Wright commented another distinguishing feature is that Crandall Arambula will approach this as a five-year plan for implementation, and not a twenty-year plan. They advocate a strong strategy, metrics after the plan is adopted and some strong catalyst projects to ensure the success of the plan.

Director Wright then responded to Councilmembers' questions. He said the top three candidates were Beckwith, Makers and Crandall Arambula. Beckwith had a good team with lots of experience but the reviewers did not feel they were the best fit for the community. Makers brought excellent credentials and a good design strategy, but their implementation strategy was not as strong as Crandall Arambula. Based on the Mayor's and Council's vision, Crandall Arambula seemed to be a very good fit for the City.

Mayor Spencer commented he liked Crandall Arambula's approach with a catalyst project that is to be completed within the first five years. He said this strategic thinking really sets them apart.

Administrator Swenson commented that during the interview process Crandall Arambula said that the City needs to put the "lake back in Lake Stevens", and commented there are other natural enhancements within the downtown area that have been buried.

Councilmember McDaniel noticed that Crandall Arambula spent time in the City preparing for the interviews.

Director Wright added that Crandall Arambula is very selective about what cities they work with.

**MOTION:** Councilmember Tageant moved, Councilmember McDaniel seconded, to authorize the Mayor to execute a Professional Services Agreement not to exceed \$300,000 with Crandall Arambula to develop a subarea plan for downtown Lake Stevens. On vote the motion carried (5-0-0-2).

**Approve Professional Services Agreement with Stowe Development & Strategies Related to the Downtown Subarea Planning:** Administrator Mary Swenson presented the staff report and said that it will be important for the City to have a consultant on board who has expertise with some major developments and putting together public-private partnerships. Administrator Swenson said that Bob Stowe of Stowe Development and Strategies has that expertise, having been instrumental in implementing such plans for the Cities of Mill Creek and Bothell, Washington. Additionally he has experience with Lake Stevens, having been the City Administrator from 1989-1995. Administrator Swenson commented the City does not have the depth in some of the departments to see these projects through implementation and it will be benefit to have a consultant on contract who has that ability and can also mentor current staff in the process will be extremely important.

Mayor Spencer said one of his goals is to talk with developers as the City moves through the planning process to ensure the final plan is a high quality investment-great plan and that there will be people willing to invest. He commented Mr. Stowe seems to be the person best suited to assist the City with this goal. He commented the fee structure is flexible and that initially it would be hourly, and if the hours increase the City can move to a retainer.

Responding to Councilmember Low's question, Administrator Swenson said initially the City will go with the hourly rate because it is believed that upfront the City will not be using a lot of hours. If later in the process when it is time to negotiate with developers it may be more advantageous for Mr. Stowe to be on a retainer, but the City can make that determination at that time. Also, the City will meet with Mr. Stowe once the contract is approved to ensure that he is not duplicating work that staff is already undertaking. Also, it will be important to have someone who has negotiated contracts from the city side and understands the needs of the City. The goal is to bring added value to the process.

In response to Councilmember McDaniel's request, Administrator Swenson said that staff will bring a monthly or quarterly detail report of activities and fees incurred under this contract.

**MOTION:** Councilmember Daughtry moved, Councilmember Welch seconded, to authorize the Mayor to execute a Professional Services Agreement WITH Stowe Development and Strategies to assist with the development and execution of a downtown subarea plan.

Councilmember Low commented he has concerns about the hourly rate but will support the professional services agreement.

Mayor Spencer replied that it will be important to the City to have an excellent reporting process for the services that Mr. Stowe will provide.

**VOTE:** On vote the motion carried (5-0-0-2).

**Approve Resolution 2016-10 Declaring Emergency an Emergency and Authorizing Repairs to the 36<sup>th</sup> Street NE Bridge (No. 563):**

Civil Engineer Adam Emerson presented the staff report and advised that during a recent bridge inspection by TranTech, a subcontractor to TetraTech it was noticed that the outside bridge abutments have been washed out by Catherine Creek. The City has taken immediate steps to stabilize this safety hazard until repairs can be made including controlling traffic and load limits. Staff is currently working with TetraTech to develop a scope of services for bridge repair and coordinating with the Departments of Ecology and Fish and Wildlife for the necessary permits.

MOTION: Councilmember Low moved, Councilmember Daughtry seconded, to approve Resolution 2016-10 Declaring an Emergency and Authorizing Repairs to the 36<sup>th</sup> Street NE Bridge (No. 563). On vote the motion carried (5-0-0-2).

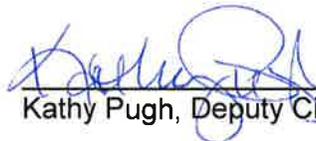
**Executive Session:** None.

**Study Session:** None.

**Adjourn:**

Moved by Councilmember Daughtry, seconded by Councilmember Welch, to adjourn the meeting at 7:55 p.m. On vote the motion carried (5-0-0-2).

  
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John Spencer, Mayor

  
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Kathy Pugh, Deputy City Clerk