

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

Monday, June 19, 2017  
Lake Stevens Community Center  
1808 Main Street, Lake Stevens

CALL TO ORDER: 4:02 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Todd Welch, Rauchel McDaniel, Kathy Holder, Marcus Tageant

ELECTED OFFICIALS ABSENT: Councilmember Kurt Hilt

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director/City Clerk Barb Stevens, Community Development Director Russ Wright, Police Chief John Dyer, Deputy City Clerk Kathy Pugh, Economic Development Coordinator Jeanie Ashe, IT Manager Troy Stevens

OTHERS: Julie Bassuk and Cecelia Roussel, Makers architecture and urban design, LLP

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**Pledge of Allegiance:** Mayor Spencer led the Pledge of Allegiance.

**Roll Call:** Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to excuse Councilmember Hilt from the meeting. On vote the motion carried (6-0-0-1).

**Approval of Agenda:** Moved by Councilmember Daughtry, seconded by Councilmember Tageant, to approve the agenda. On vote the motion carried (6-0-0-1).

**Action Items:**

**Consider Request by Aquafest to Sponsor Aquafest Fireworks Display:** Mayor Spencer said that Aquafest is continuing to seek sponsors for the fireworks. He then invited Councilmember comment.

Councilmember Tageant does not support providing financial support for the fireworks at this time. He prefers to see a community business or businesses sponsor this event.

Councilmember McDaniel agrees with Councilmember Tageant's comments, but also recognized that it is the one event that is free to the entire community. If Aquafest is unable to fund the fireworks she would not be opposed to being a small contributor.

Councilmember Daughtry said the reason the request was made now is because of advertising deadlines.

Councilmember Holder suggested an approach that because of all the things going on in the city this year, the City wants to celebrate its citizens by contributing to the fireworks. It could be done as a thank you to the community as a one-time sponsorship.

Mayor Spencer confirmed with Council that they would like to see if Aquafest can find sponsors before committing to funding the fireworks this year.

**MOTION:** Councilmember McDaniel moved, seconded by Councilmember Holder, to continue conversation regarding funding the Aquafest fireworks to the June 27, 2017 Council meeting.

Councilmember Tageant asked if the park area will be useable. Mayor Spencer said that the park will be useable. Councilmember Tageant then commented on the difficulties of permitting the vendor booths with the Fire Department.

Discussion ensued and Councilmember Daughtry said they have worked out the siting of vendor booths and meet the fire code requirements.

**VOTE:** On vote the motion carried (6-0-0-1).

**Discuss Status of Recommendations by City Consultant Makers architecture and urban design, LLP Regarding Needs Assessment for City Programming Options for the City 's Property Known as "the Chapel Hill Property":** Director Wright introduced and welcomed Julia Bassuk and Cecelia Roussel with Maker Architects and said at this point they have looked at comparable cities of today to develop a vision for where Lake Stevens will be in about twenty years with the build-out. This is the model for facilities to allow room for growth and lifespan. They are also looking at not only what can be done today, but how can Lake Stevens be a model in the future. Right now, they have provided soft numbers, and when it comes time to do the programming, that will be the time to set the hardnumbers. Their work has included multiple interviews with City Hall and Police staff, and City Councilmembers, as well as working with Snolsle, to see how all the different elements might fit together.

Ms. Bassuk said today's goal is to check in with Council primarily regarding the needs assessment. She reviewed the team members from Makers who are working on this project. She next reviewed the timeline for this project and said today we are at the point of establishing space needs for Police and City Hall. Once this is established the planning and programming for the Chapel Hill site can move forward. The second phase is to look at conceptual site plans for the library. This will be reported to Council soon, and also the cost estimator will be able to provide cost estimates for the proposed facilities, site work, stormwater and other components. At the conclusion of this project, Council will know which facilities will be on what site and what components will be shared with the library; this will be enough for the library to move forward and get funding for their project, and for the City to move forward with the Police facility and any additional development the Council determines would be appropriate for the site.

Ms. Bassuk added they have been working very hard and are ready with a concept evaluation with the core committee. They will next seek community and Council input on the different conceptual alternatives, which will be rolled into a final plan by September.

Ms. Roussel reviewed the approach that has been taken to date, including input from staff and the Public Safety subcommittee, and relying on industry standards and best practices as far as developing the space standards. Ms. Roussel next reviewed some of the considerations, including whether all City services will be located at one site versus some City services located at Chapel Hill and others such Administration and Finance being located in the downtown area. The various scenarios also provide for a Council Chambers that can also serve as a municipal court.

Ms. Roussel explained that currently the spaces in use right now are undersized and do not allow for future growth.

Director Wright added that the estimates for gross square feet estimates include not just the City buildings, but also facilities that are rented, borrowed and leased by the City from other organizations.

Ms. Roussel said the goal is to understand what the square footage is that the City needs to plan for at the Chapel Hill site. The time to consider what the workplace of the future looks like will be when the City sits down with the designer. Generally, there appears to be a trend showing the work spaces are much more generous and the workplace is a more progressive environment, including options for telecommuting, teleconferencing, desk sharing and other options.

Ms. Roussel next reviewed the three proposed alternatives: Scheme A provides for all City services to be located at Chapel Hill, Scheme B provides for the Library, Police and the Council Chambers/Court being located at Chapel Hill and Admin and Finance and all other City services being located at a new site downtown, and Scheme C provides for the Library, Police, City Services and the Council Chambers/Court being located at Chapel Hill with a new community center downtown where Administration and Finance would be located.

Ms. Roussel noted there are various decisions that need to be made, such as possibly locating a police training room in conjunction with the Council Chambers/Court, whether passports are more of a customer service function that should be located downtown rather than at the Police Department, what the best location is for IT, and staff amenities. Different choices dictate different efficiencies, but there are not many differences between the three different schemes. What is being looked at now is the cost of site acquisition, and followed by management efficiency. Also under consideration is where the City is investing in facilities, such as a new community center.

Last week there was a workshop with some City staff and Snolsle, and next steps include developing a site plan the Chapel Hill site based on input from that meeting. Ms. Roussel shared how the process will move forward now.

Mayor Spencer asked about locating Council Chambers at Chapel Hill and said the City had thought Council Chambers would be located downtown. Ms. Roussel responded that configuration is also a possibility and that the impact of moving things around is not significant enough to be a planning driver.

Mayor Spencer said one of the concerns is that if City Hall is moved to Chapel Hill is the downtown disabled by that move. One view is that if City Hall is downtown, it is a placemaker that brings people in. But on the other hand, there are people who live in the southwest side of the city and the hybrid gives them a sense of place by locating some City services at Chapel Hill.

Ms. Bassuk commented the Council Chambers and court were kept together with the thought that if the Council Chambers were moved downtown the court would come as well.

Councilmember Tageant supported the idea of having the Court share the Council Chambers. He added that he is not sure how the library component fits in and what the library is doing. He said it is important that the City gets what it wants out of the site.

Director Wright clarified that there are options to address some of the concerns being expressed, particularly parking. He noted that if the City places all functions at the Chapel Hill site there are challenges, including parking, and reviewed some possible options for multi-level parking. Director Wright said it has also been discovered that the two sites that the library purchased allow a building on one site and parking on the other. The City could then look at the corner lot for its own programming needs

Mayor Spencer commented that depending on how the City moves forward and whether the City determines to have telecommuters that affect the number of employees on site, will affect how the City decides to move forward. The numbers need to be refined after decisions on how the City will be run moving forward.

Councilmember McDaniel commented that it is a decision for Chief Dyer whether to co-locate with Police or have Police be separate from City Hall. She would like to know the pros and cons from a security perspective of co-locating. Chief Dyer responded there is a security issue for a separate building but that is easier to manage; there are also different security issues if there are shared spaces. Councilmember McDaniel said she suggested a gym in the Police Department so that officers can meet their physical fitness requirements, and she believes this is a security concern since officers are required to keep their weapons with them at all times. She suggested surveying the officers to see if they would use an on-site gym.

Responding to Councilmember Tageant's question, Ms. Bassuk said that the Police building could be built in such a way as to allow upward or adjacent expansion at a later date, and this should be considered when the Council looks at design concepts. She added that sometimes expansion of facilities is driven by the economic cycle.

Councilmember McDaniel asked, how, if the library is not incorporated onto the site, do the financials go out. Mayor Spencer responded that the agreement provides that the cost is shared. The City pays for the data it uses and the library pays for the data specific to the library.

Director Wright further explained the cost sharing is proportionate with the City's cost being higher as it has more tasks than the library. Shared tasks are shared 50/50.

Councilmember Welch asked about the parking loss with the Police being co-located with other City services because of the higher need for security.

Councilmember Daughtry asked about inclusion of staffing levels in the event of sewer district unification. Ms. Roussel said there is growth and staffing reflected in the staffing numbers.

Mayor Spencer said that in the event of unification he envisions the sewer district remaining in their current building until a need arises to move.

Discussion ensued regarding future growth projections and staffing levels, with Ms. Bassuk commenting the City's numbers are very conservative based on projected growth.

There was discussion regarding the location of structure parking, whether it be at Chapel Hill or downtown.

Councilmember McDaniel said she believes there is a conflict of interest for Makers working for both the City and the library. She is concerned that it is difficult to make both parties happy and it will be difficult for Council to believe recommendations are fully in the best interests of the City.

Mayor Spencer recognized the challenge, and said that the library was surprised to learn they may be able to get their entire facility and parking on the two parcels they own. Mayor Spencer's message to Council is that they are asked for their best advice, and not to try to make the parties happy.

Ms. Bassuk believes there is a lot of good discussion to come and there will be a very compelling solution found. She believes there are some advantages to the City, namely sharing development costs, including site development, a public plaza, parking and utilities, if needs can be met with reasonable compromises that do not compromise the City's long-term goals or are more expensive than the City is willing to pay. She added that development at Chapel Hill does create a civic space, and noted the fire department is already there, the library will be there and the Police will be there.

Mayor Spencer said he is uncomfortable asking the public to weigh in at this stage of the process, and would like to give them a clearer idea of what the potentials are, and he believes the Council needs a better opportunity to consider and discuss these alternatives before bringing this forward to the public.

Mayor Spencer left the meeting at 5:01 p.m.

Director Wright reviewed that the current schedule calls for some different meetings, the first being July 11 to meet with the Makers economist for the City's portion of this project. A preview of the first draft alternatives is also scheduled for that day with the advisory committee and the Council subcommittee. Director Wright said after these two meetings occur, staff can bring this back to the entire Council prior to a public meeting. The community will have opportunity for input regarding public places, but not for actual programming. The question is, does Council want to have another full Council meeting prior to bringing this forward to the public.

Councilmembers Holder and Welch supported having another meeting before going to the public. Councilmember Tageant suggested a half-day retreat to really understand what is brought forward to the public. He also said he would like some financial numbers associated with the alternative that Council brings to the public.

Ms. Roussel said there will be preliminary cost estimates at the July 11<sup>th</sup> meeting, but it seems like they would need direction on what the alternatives will be to solidify those cost estimates. She noted they are also waiting on the transportation assessment, which will help to assess parking needs.

Ms. Bassuk said the idea was to hold a public open house to show the preliminary draft ideas, and then set out the basics of the preferred components and why. Community input would be invited at that point. The idea was to hear that input before Council makes a decision.

Councilmember McDaniel expressed concern that the library does not have the funding yet for their facility. Ms. Bassuk responded this would be a co-hosted meeting and that the library would need to answer those questions.

Ms. Bassuk said they are flexible but if the Council does decide to have a retreat, they will hold the project and request that the contract be extended. They would not want to get too much further in their work without the additional community input.

There was consensus to hold a half day retreat to fully understand the concepts and the costs before going to the public, as well as possibly keying in on what will go downtown and whether they like a hybrid alternative.

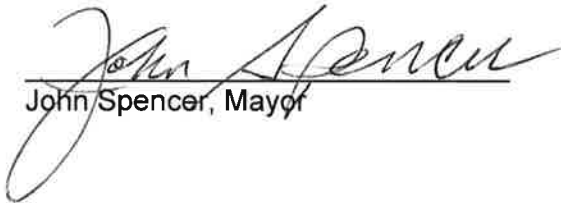
Ms. Bassuk commented on what some other communities are doing as far as siting services.

Director Wright reviewed the dates and suggested the retreat be scheduled toward the end of August.

There was agreement to hold the retreat on a Thursday from 9:00 a.m. to 2:00 p.m., prior to Aquafest.

**Adjourn:**

Moved by Councilmember Welch, seconded by Councilmember McDaniel, to adjourn the meeting at 5:20 p.m. On vote the motion carried (6-0-0-1).

  
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John Spencer, Mayor

  
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Kathy Pugh, Deputy City Clerk