

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

Tuesday, November 8, 2016

Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor Pro Tem Sam Low

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

ELECTED OFFICIALS ABSENT: Mayor John Spencer

STAFF MEMBERS PRESENT: Interim City Administrator Mary Swenson, Finance Director/City Clerk Barb Stevens, Community Development Director Russ Wright, Public Works Director Mick Monken, Police Chief John Dyer, Human Resources Director Steve Edin, Deputy City Clerk Kathy Pugh and City Attorney Grant Weed

OTHERS:

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**Pledge of Allegiance:** Mayor Pro Tem Sam Low acknowledged the Senior Center members in attendance at the meeting and asked that they lead the Pledge of Allegiance.

**Roll Call:** All present.

**EXECUTIVE SESSION:** Mayor Pro Tem Low advised there was an Executive Session immediately prior to this meeting and requested a motion to approve the contract for City Administrator with Gene Brazell.

**MOTION:** Moved by Councilmember Welch, seconded by Councilmember Daughtry, to approve the employment contract with Gene Brazell for the City Administrator position. On vote the motion carried (7-0-0-0).

**Approval of Agenda:** Mayor Pro Tem Low announced that Consent Item K, Approve Interlocal Agreement with Snohomish Conservation District, is being removed from the agenda at Staff's request.

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Daughtry, to approve the agenda with the noted change. On vote the motion carried (7-0-0-0).

**Guest Business:** None.

**Council Business:**

Kim Daughtry: Two subcommittee meetings.  
Sam Low: Nothing  
Kurt Hilt: Thanked all veterans for their service.  
Todd Welch: Nothing.

Rauchel McDaniel: Three subcommittee meetings including Downtown meeting.

Kathy Holder: Planning & Economic Development Subcommittee, next Subarea meeting in February.

Marcus Tageant: Planning and Economic Development Subcommittee; Lake Stevens Chamber of Commerce.

**Guest Business:** None.

**Mayor's Business:** Mayor Pro Tem Low said there might be a special Council meeting on November 29, 2016. Mayor Pro Tem Low also said that an email was received regarding the 2017 Budget Public Hearing but that it will be fine to move ahead with tonight's public hearing and First Reading of Ordinance 975. He added the Budget Subcommittee will review the email prior to the second reading of Ordinance 975 scheduled for December 13, 2016.

**City Department Report:** None.

**Consent Agenda:**

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember Tageant, to approve (A) 2016 Vouchers [Payroll Direct Deposits of \$151,203.57, Payroll Checks 41355-41356 in the amount of \$5,040.41, Tax Deposits of \$58,894.74, Electronic Funds Transfers (ACH) totaling \$235,554.30, Claims Check Nos. 41354, 41357-41428 totaling \$631,821.97, Void Checks – none, Total Vouchers Approved: \$1,082,514.99]; (B) City Council Workshop Meeting Minutes of October 25, 2016; (C) City Council Regular Meeting Minutes of October 25, 2016, (D) City Council Special Meeting Minutes of October 26, 2016; (E) First Amendment to Interlocal Agreement for Joint Planning and Development of Public Library and City Civic Facilities; (F) Library Pros and Cons; (G) Award Contract for Grade Road As-Built Survey; (H) Approve Budget and Authorize Mayor to Enter into Services re Temporary City Hall Facility Placement; (I) Authorize Mayor to Enter into Professional Services Agreement for Environmental Site Assessment for Future Temporary City Campus and North Cove Park Site; (J) Approve Purchase and Authorize Mayor to Enter into Purchase Agreement with Pacific Mobile Structures for New Modular Building for Temporary City Hall; (K) removed. On vote the motion carried (7-0-0-0).

**Public Hearing:**

**Approve First Reading of Ordinance No. 975 – 2017 Budget:** Deputy City Clerk Kathy Pugh opened the public hearing and read the rules of procedure for the record.

Finance Director/City Clerk Barb Stevens presented the staff report and reviewed the proposed 2017 budget including the history of how the proposed budget was developed. Director Stevens said that executive priorities have not changed from previous presentations. Identified goals are to improve Public Safety, to improve parks mobility around the city, invest in infrastructure and prepare for the downtown revitalization. Director Stevens reviewed some of the expenditure assumptions made throughout all of the funds and funding sources including property, sales and real estate excise taxes, and projected expenditures by department.

She then responded to Councilmembers' questions.

Ruth Bramall, 11420 22<sup>nd</sup> Place, Lake Stevens, read from a prepared statement. She said the Senior Center is asking for \$20,000 from the City. The funding will be used to pay for the Wednesday and Friday lunch programs. Ms. Bramwall noted that previously United Way assisted the Senior Center, but no longer does so. The Senior Center also needs assistance with utility payments, septic maintenance and other costs. Seniors have donated over 7000 volunteer hours this year. Ms. Bramwall provided her written statement for the record.

**MOTION:** Councilmember Daughtry moved, Councilmember Hilt seconded, to close the public comment portion of the public hearing. On vote the motion carried (7-0-0-0).

In response to a question from Councilmember Welch, Director Stevens said she will research how other cities include the Senior Center as part of the city.

**MOTION:** Councilmember Welch moved, Councilmember Tageant seconded, to close the public hearing. On vote the motion carried (7-0-0-0).

**MOTION:** Councilmember Daughtry moved, Councilmember McDaniel seconded, to approve the First Reading of Ordinance No. 975 – 2017 Budget. On vote the motion carried (7-0-0-0).

**Action Items:**

**Approve Ordinance No. 977 – Declaration of Substantial Need for Setting Limit Factor for the 2017 Property Tax Levy:** Director Stevens presented the staff report and explained that the substantial need ordinance increases the taxing limit factor from 100.953% to 101%. She invited Councilmembers' questions and there were none.

**MOTION:** Moved by Councilmember Hilt, seconded by Councilmember Holder, to approve Ordinance No. 977 – Declaration of Substantial Need for Setting Limit Factor for the 2017 Property Tax Levy. On vote the motion carried (6-1-0-0).

**Approve Ordinance No. 976 – 2017 Property Tax Levy:** Director Stevens presented the staff report and explained that the City is required to submit an ordinance to the County annually to collect property taxes for the City and setting the tax rate to be collected. This ordinance includes an estimated 4% increase over the 2016 levy amount, and was reviewed during the budget presentation. She then responded to Councilmembers' questions.

**MOTION:** Moved by Councilmember Tageant, seconded by Councilmember Welch, to approve Ordinance 976 authorizing collection of property tax levy for 2017 and setting the property tax levy. On vote the motion carried (6-1-0-0).


**Approve 2017 Legislative Priorities:** Interim City Administrator Mary Swenson requested the Council approve the proposed 2017 Legislative Priorities that were presented by Doug Levy during this evening's earlier workshop.


**MOTION:** Moved by Councilmember McDaniel, seconded by Councilmember Daughtry, to approve the proposed 2017 Legislative Priorities. On vote the motion carried (6-1-0-0).

**Study Session:** None.

**Adjourn:**

Moved by Councilmember Hilt, seconded by Councilmember McDaniel to adjourn the meeting at 7:33 p.m. On vote the motion carried (7-0-0-0).

  
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John Spencer, Mayor

  
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Kathy Pugh, Deputy City Clerk