

CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL MEETING/RETREAT MINUTES
Friday, January 19, 2018 and Saturday, January 20, 2018
9565 Semiahmoo Parkway, Blaine, WA 98230

CALL TO ORDER: 9:00 a.m. by Mayor John Spencer

COUNCILMEMBERS PRESENT: Kim Daughtry, Gary Petershagen, Kurt Hilt, Todd Welch, Rauchel McDaniel, Brett Gailey and Marcus Tageant

COUNCILMEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director/City Clerk Barb Stevens, Human Resources Director Teri Wright, Community Development Director Russ Wright, Public Works Director Eric Durpos

OTHERS: Grant Weed, City Attorney (1/19/2018, 10:00 a.m. – 1:00 p.m.); Patrick McCourt, Citizen

Mayor Spencer convened the meeting at 9:30 a.m. for the purpose of conducting a special meeting/retreat to discuss city business as summarized below, with no action to take place.

City Administrator Brazel provided the Week's Wrap Up verbally.

In response to the Mayor's question, Council provided the following list of outcomes they would like to see from this retreat:

1. Downtown Strategy/ Historical Society, facility leases, service club agreements
2. Improved Communication to citizens & Council
3. Council liaisons
4. Council Procedures, Boards & Commissions
5. Subcommittees vs workshops
6. New City Hall as it relates to Chapel Hill and downtown masterplan
7. Council Rules and Procedures
8. Land Use Capacity, UGA, Buildable Lands

Mayor Spencer shared his list of outcomes as follows:

1. Mitigation Fees
2. Land for Food Bank
3. Downtown Strategy
4. Sidewalks
5. Sewer District
6. Police Department/City Hall
7. Parks Department
8. Capital Priorities
9. Annexation Strategy

2017 Budget Recap / 2018 Budget Overview: Finance Director Stevens provided a recap of the 2017 Budget followed with an overview of the 2018 Budget. Also discussed were financing options for projects and facilities.

Sewer District Unification: Mayor Spencer provided an update on the Sewer District Unification utilizing a PowerPoint presentation. It was also discussed that it might be beneficial for the Mayor to meet with Sewer District staff in the future to answer any questions they may have of the City.

2018 Capital Project Overview: There was a brief discussion regarding the intersection of SR204 and 91st Street, and how this should be included in the 2018 Capital Ask. Council requested to see project level information for the 4th Street NE intersection improvement. Additionally, Council would like to see projects added to the City Web site and Facebook for better communication in the community.

Comprehensive Plan Update: Director Wright facilitated Community Development discussions. Council discussed hiring a consultant to take a deeper look at the City's buildable lands inventory. Council would also like to continue looking at a property swap with the Fire Department. Council discussed that they would like the Historical Society to have a stronger presence such as outreach or possibly extended hours or a web site. This is tied to the expansion of North Cove Park and the downtown revitalization. Council would like to discuss with Snolsle the possibility of going multi-story on their proposed new facility to make way for community meeting rooms. The election approach on annexations was discussed, and Council would like to begin this process.

The meeting was recessed at 5:00 p.m.

The meeting was reconvened at 8:00 a.m. on January 20, 2018.

Transportation: Public Works Director Eric Durpos provided an overview of the following projects: Proposed 24th Street SE and 91st Street, 20th Street SE, 91st Street Roundabout, Main Street Design, Village Way, and 16th Street SE/20th Street multi-use path. Council would like staff to review the City's Public Works Standards to ensure that the City can require overlay of roads when they are cut by utilities or developers to avoid a patchwork roadway.

There was discussion about reaching out to City of Monroe to support the entire SR2 corridor, including the Trestle. The concept was to discuss this matter at the next Mayor's breakfast on February 15, 2018. Additionally, Council would like to attend the US 2 Trestle meetings.

Council requested to see the tentative timeline for Cavelero Park. Additionally, Council would like to see an updated timeline for all projects and have it posted on the City's web page.

Parks: Directors Wright and Durpos facilitated this discussion which included Eagle Ridge, Cavelero, Lundeen, North Cove and Frontier Heights Parks and the 20th Street SE Ballfields. Discussion included installing benches that are designed for people to sit on rather than lay down on. Also discussed was Council's desire to have an interconnected trail under the powerlines, and to add this concept to the Trail Master Plan. This project could include property and right-of-way acquisition. There was also discussion about discontinuing the Design Review Board and utilizing the current members in a different capacity as the City grows.

Storm Water Overview:

Directors Durpos and Wright led the discussion which included the decant facility and how a joint facility could be beneficial. Also discussed was that an update of inventory and condition, including maintenance of facilities needs to be completed so that rates can be reviewed. Council would like to see how Lake Stevens compares rate-wise to surrounding cities. There was also a suggestion to engage OTAK and look at their scope of work, as well as a review of the regional storm water pond proposed on 20th Street SE, and a suggestion to look at the City assuming the maintenance responsibility for private storm water systems.

Sidewalk Overview:

Directors Durpos and Wright led this discussion. Council would like an active sidewalk program and supports a mix of in-house labor and contracts to gain the most productivity. Council requested staff bring a proposed program back that would include labor and equipment costs and an estimated cost per foot. Additionally, they would like a suggested project list for 2018.

Facilities Overview:

Directors Durpos and Wright facilitated this discussion which included the new Police Department located at Chapel Hill, possibly leveling the existing Police Department, the Public Works shop building remodel, the demolition of houses on 20th Street SE and the future Community Center. Also discussed was the Civic Center/Conference Center design and location.

Parking Lot Items:

A number of topics were discussed, including looking at (1) how taking home city vehicles may or may not affect the current parking deficiency, (2) the possibility of the future library at Chapel Hill being multi-story to provide public meeting space, and the possibility of cost sharing for meeting space, (3) studying what it would take to onboard a full Parks & Recreation department, (4) review of the VIC, including possible uses and lease revenue, (5) review of the Chamber lease including benefits and ways to have a stronger presence, (6) review of the rowing club lease and benefits to the community, (7) implementation of a dashboard or app for Councilmembers to receive better notifications, (8) an update of the City web site, (9) an update of the City calendar, (10) review of the grant funds awarded to the Civic Center (\$3.1 million) and to the Food Bank (\$300,000) and update to the Mayor and Food Bank.

Legislative Priorities:

Board and Commission applicant interviews were discussed, and Councilmembers would like to be more involved with this process. There was consensus that three councilmembers would participate as part of the interview panel.

Following discussion there was consensus to do away with the subcommittee meetings and move to a workshop format, with workshops to be held as needed, and on Mondays if possible. Council also discussed ensuring that the time of office for the Council President is fixed in the Council Rules of Procedure. Also discussed was that Councilmembers' participation as board and commission liaisons should be observatory only. Council would like to look at City representation on the Parks Board, and also ensure there is language in all board and commission rules regarding attendance.

Upcoming Workshop topics include (1) Mitigation Fee Review, (2) 20th Street SE Property Values and a possible land trade with the Fire Department; and (3) Purchasing Policy.

Attached for reference is a document: Council Retreat Followup / Take Aways.

Adjourn.

The special meeting/retreat was adjourned at 12:00 p.m.



John Spencer, Mayor



Kathy Pugh, Deputy City Clerk

COUNCIL RETREAT FOLLOWUP / TAKE AWAYS:

Communication Improvements:

1. Add projects to web site and Facebook for better communication with community
2. Historical Society website/stronger public outreach
3. Reach out to Monroe re supporting the entire SR2 corridor, including the Trestle – Added to 2/1/2018 Mayor's Breakfast agenda
4. Council attendance at US 2 Trestle meetings
5. Implementation of a dashboard/app for better communication/notification for councilmembers
6. Update City web site
7. Update City calendar
8. Inclusion of 3 Councilmembers on boards/commissions interviews – Completed

Council Asks:

1. Include SR204 and 91st Street in 2018 Capital Budget Ask – Completed 1/31/2018
2. Project level information for the 4th Street NE intersection improvement
3. Staff review of Public Works Standards to ensure City can require overlay of roads when streets are cut by utilities or developers
4. Cavelero Park timeline – provided by email 2/1/2018
5. Interconnected Trail under powerlines, related to parks/add to Trail Master Plan
6. Discontinue DRB
7. Stormwater rates comparison – provided by email 1/22/2018
8. Active sidewalk program, with report on labor and equipment costs including estimated per foot cost, and suggested 2018 project list
9. Review of Chamber lease including benefits & how to have a stronger presence – Mayor/Administrator met with Chamber 1/31/2018
10. Review of VIC possible uses & revenue
11. Review of Rowing Club lease/benefits to community
12. Review of Grant funds award to Civic Center & Food Bank; report back to Mayor and Food Bank — email sent 1/23/2018
13. End subcommittee meetings and have a workshop on as needed basis, preferably on Monday
14. Ensure that Council President term is fixed in Rules of Procedure – Rules of Procedure provide for one year term with elections at first meeting each year
15. Attendance requirements for Board & Commission members – LSMC sets out attendance requirements for Planning Commission, Parks Board, Veterans Commission and Library Board; attendance requirement set out in Arts Commission Rules of Procedure; Civil Service Commission meets as needed so probably not applicable; Design Review Board to be disbanded.
16. Council Liaisons to Board & Commission – Spectator capacity only
17. Retain consultant for buildable lands inventory (includes wetlands report)
18. Annexation by election

Possibilities:

1. Engage OTAK to review regional storm water pond proposed at 20th Street SE
2. Consider assuming maintenance responsibility for private storm water systems
3. How taking home city vehicles affects current parking deficiency
4. Consider Chapel Hill Library being multi story to provide for more meeting rooms
5. Studying what it would take to onboard Parks & Recreation Department