

CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES
Tuesday, January 21, 2020
Lake Stevens Police Department Training Center
10519 – 18th Street SE, Lake Stevens

- CALL TO ORDER: 7:00 p.m. by Mayor Pro Tem Marcus Tageant
- ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Shawn Frederick, Mary Dickinson, Anji Jorstad, Steve Ewing and Marcus Tageant
- ELECTED OFFICIALS ABSENT: Mayor Brett Gailey
- STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Human Resources/Risk Manager Julie Good, City Clerk Kathy Pugh, Police Chief John Dyer, Jill Meis, Parks Planning and Development Coordinator, Leah Everett, Surface Water Management Coordinator, Jon Stevens, Stormwater Engineering Technician, Grace Kane, City Engineer, Troy Stevens, IT Manager

OTHERS:

Mayor Pro Tem Marcus Tageant called the meeting to order at 7:00 p.m.

City Administrator Brazel noted for the record that Mayor Gailey was on speaker phone.

The Mill Facility Use Policy: Coordinator Meis said staff is working on a facility use policy for The Mill. She reviewed the primary uses of the building and noted that Council and staff previously discussed different approaches for facility use management including a hybrid/phased approach with staff managing rentals the first year and then re-evaluating. Coordinator Meis said the Sawyer's Room will be used for city meetings during the week and could be available for weekend rental. Rental rates and deposit amounts will be flexible depending on how much of the facility is rented. Coordinator Meis said advance reservations will be required and proposed that the building be primarily marketed as a private event venue. Challenges include protection of the asset, and this will in part be addressed through rental agreements including a hold harmless, additional insured endorsements and deposits. It will be important to be clear about City expectations as to how the building is used.

Coordinator Meis then responded to Councilmember questions as to whether alcohol would be allowed, saying it is staff's recommendation that alcohol be allowed with additional insurance and security requirements, consistent with other jurisdictions. She added that Council approval of alcohol did not seem to be a good use of Council time, and Director Wright clarified that staff intends to bring a code amendment forward to clarify the City's code.

Coordinator Meis said her research shows that Mukilteo and Marysville have facilities most similar to The Mill. Coordinator Meis commented on parking concerns, saying that parking

availability ranged throughout the cities surveyed; she noted the Marysville Opera House has only on-street parking.

Coordinator Meis reviewed the proposed rental rates ranging from \$1300-\$1800 with furnishings on weekends. There are also hourly rates proposed, as well as a fee modification for a use that serves the public benefit. She added staff is putting out a request for proposal for a farmers' market at the site.

Coordinator Meis responded to Councilmembers' questions including that the cities she surveyed are not realizing a revenue stream from facility rentals, and that the deposit could be retained until cleaning by the renter has been confirmed. She clarified the primary parking would be the City Hall parking lot and area behind City Hall, on street parking and after-hours parking at the Library and in the boat launch area adjacent to the church during low use times. Coordinator Meis said staff is preparing a request for proposal for a farmers market and is targeting to have a farmers market in place this coming summer.

Turning to recreational programming Coordinator Meis said there has been some interest in this, and that staff met with Sky Hawks several months ago regarding their programming. She explained that Sky Hawks offers a wide variety of programming and said they handle all aspects of the programming including registration, and then issue a percentage check to the city. The idea is to offer programming in different parks throughout the city, and Coordinator Meis said the Lake Stevens School District is on board with this idea, and that Lake Stevens Junior Athletic Club and Little League are also supportive.

Coordinator Meis then responded to Councilmembers questions, noting that Sky Hawks assumes all liability except in the case of a city-owned facility issue. She has checked with neighboring jurisdictions who are happy with the programming Sky Hawks provides. They have a relatively small footprint using one park at a time and most programming lasts approximately two hours; parks will be available to other users during this time. Coordinator Meis will check with the Boys & Girls Club for their input. Director Wright confirmed parks will be available to other users during this type of programming and said the programming will help activate the parks.

Council was generally supportive of moving forward with Sky Hawks for summer programming in the parks for 2020.

Private Stormwater Ponds: Surface Water Management Coordinator Leah Everett introduced herself and Stormwater Engineering Technician Jon Stevens.

Director Durpos provided a brief history, saying the question of maintenance of private stormwater systems came up when the city completed a stormwater rate study two years ago. The rate study included a cost analysis if the city were to take over private stormwater maintenance. The cost was high, and the city determined to bring on additional staff and do a comprehensive analysis including how many private stormwater facilities there are within the city and develop a plan to address the private facilities.

Coordinator Everett presented a PowerPoint. She explained that stormwater drainage facilities are built to certain standards and are designed to control the outflow of stormwater. She reviewed the basic types of facilities including vaults, ponds and detention pipes, and they are part of the city's municipal stormwater utility system; there are both public and private systems.

The facilities are sized based on impervious surface. The intent of maintenance is to maintain the systems so that they can treat and release stormwater as designed.

Coordinator Everett said that Lake Stevens currently has over 100 public facilities and staff is finding more every day. Each facility is inspected each year to ensure they are functioning correctly, and this is required by the city's NPDES permit. She noted that in neighborhoods with homeowner associations each home has a vested interest in the drainage facilities to perform properly. The city has the right but not the obligation to enforce maintenance.

Coordinator Everett said staff has determined to alert homeowners associations and others with stormwater facilities by letter to let them know what has been observed and what needs to be done, or to commend them for what they have done. She added that Stormwater Engineering Technician Jon Stevens has hands on experience in working with these facilities and is out in the field and available to answer questions, and that staff is being flexible in working with homeowners.

Coordinator Everett and Technician Stevens then responded to Councilmembers' questions. Technician Stevens explained that notice is provided to all homeowners in a plat to ensure everyone is contacted and aware. Technician Stevens reviewed the process to clean up stormwater facilities and cited Inglewood Forest as a success. He said he has completed close to 100 private facility inspections and that approximately 26 do not require cleaning, some are in process and approximately 37 are receiving a letter.

Councilmember Daughtry asked about liening private property and invoicing homeowners for city-completed work for private facilities. Finance Director Stevens explained that liens expire every six months and have to be renewed.

Councilmember Jorstad asked about the cost to homeowners and Coordinator Everett explained cost is variable depending on neighborhood size, pond size and some neighborhoods have more facilities. Coordinator Everett commented neighborhoods can hold work parties to clean ponds, but that vaults and detention pipes require more specialized knowledge and equipment. The best outcome is an active homeowners association setting dues dedicated to the cost of cleaning facilities.

Discussion ensued with Councilmember Dickinson asking about gifting of stormwater facilities to the city and Coordinator Everett responding she has only seen this twice and that there are conditions to this type of gift. Director Wright added there is not a standard policy, but there was a recent gift that included a park. Finance Director Stevens commented the City currently does not have a way to invoice for stormwater maintenance but is looking at options.

Councilmembers Jorstad and Ewing supported getting information out to the public, and Coordinator Everett said the goal is for property owners to contact the city when they receive a letter.

Councilmember Petershagen believes the problem will only get worse with the city's policy to not require dedication of stormwater ponds, and said the stormwater utilities are located in streets that are dedicated to the city when the plat is completed; he believes homeowners are being asked to assume a public responsibility.

Councilmember Tageant believes people are aware of their responsibilities when they purchase homes.

Affordable Housing – Senate House Bill 1406: Director Wright provided a brief history of Senate House Bill 1406 and reminded this bill authorizes a sales and use tax for affordable and supportive housing. He reminded this is a tax that is credited against state sales tax that is already being collected. He explained the next step is to adopt an ordinance defining how funds can be used, including possibly contributing Lake Stevens' funds to a greater pool. He then reviewed possible ways to move forward including staying at the base level or setting a ballot measure to double the percentage amount for affordable housing, and then determining how to allocate those dollars. Director Wright said local tax dollars will not result in a lot of expendable capital and suggested the city's funds could go to some sort of rental assistance program. If the City does not decide how to allocate the funds, Lake Stevens funds will be managed by Snohomish County.

Discussion ensued with Councilmember Jorstad commenting that Chris Collier at the Affordable Housing Alliance estimated Lake Stevens' share would be approximately \$100,000 which does not provide a lot of leverage, and that a thriving community has a continuum of housing options. Councilmember Daughtry commented the city does not have space for affordable housing and needs to look at achieving attainable housing through zoning code amendments.

Councilmember Jorstad suggested waiting to see how other cities are going to manage their dollars.

Mayor Pro Tem Tageant requested this be brought forward in February with additional information.

Interlocal Agreement re Court Services: City Administrator Brazel said that Monroe is looking at strategies to improve its existing court services and has proposed that Lake Stevens and Sultan enter into an interlocal agreement to assess the costs and benefits of Lake Stevens and Sultan contracting with City of Monroe for court services. The outcome of the assessment would allow Lake Stevens to have a better idea of the costs of having its own court. Administrator Brazel commented it is less expensive to use the county courts, but service is better when it is locally provided. He said Lake Stevens anticipates utilizing court services twice a week and Sultan would use court services once a quarter. Additionally, there would be greater access to a judge when a warrant is needed. Cost of participating in this interlocal agreement would not exceed \$10,000.

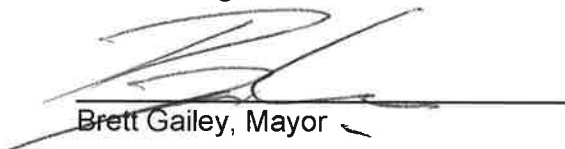
Discussion ensued following which there was consensus to bring this interlocal agreement forward on the Consent Agenda.

Overview of Public Works Department: Director Durpos presented a PowerPoint on the Public Works Department and said the department is building on the past and looking to the future. He briefly reviewed the department is comprised of a Capital Projects Coordinator, City Engineer, Surface Water Coordinator, Public Works Operations Manager and Public Works Inspector, and shared the responsibilities of each division. He noted the Public Works Operation Manager oversees the public works crews, the mechanic and the seasonal workers, and the City Engineer oversees the Engineering Technician and a GIS Analyst position that is currently vacant. Director Durpos closed by reviewing past and current projects of engineering and development, capital projects, stormwater and water quality, parks operation and maintenance, streets and roadway maintenance, fleet and equipment and facilities.

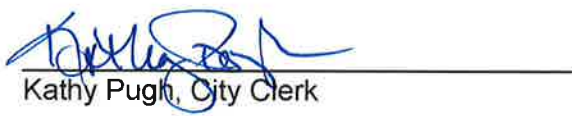
Councilmembers Jorstad and Daughtry commented on the positive feedback received from the community regarding the recent snow event.

Retreat Agenda: City Administrator Brazel distributed a draft agenda for the upcoming retreat and requested Council input. Discussion ensued and requests were made including time on the second day to revisit the Council's 2020 goals and mission and vision statement, and a presentation by Master Builders Association to better understand what developers are looking for and how city decisions affect how a plat is developed.

There being no further business the meeting was adjourned at 8:55 p.m.



Brett Gailey, Mayor



Kathy Pugh, City Clerk