

**CITY OF LAKE STEVENS**  
**CITY COUNCIL WORKSHOP MEETING MINUTES**  
Tuesday, February 18, 2020  
Lake Stevens Police Department Training Center  
10519 – 18<sup>th</sup> Street SE, Lake Stevens

- CALL TO ORDER: 7:00 p.m. by Mayor Brett Gailey
- ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Shawn Frederick, Mary Dickinson, Anji Jorstad, Steve Ewing and Marcus Tageant
- ELECTED OFFICIALS ABSENT: None.
- STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Human Resources Director Anya Warrington, Human Resources/Risk Manager Julie Good, City Clerk Kathy Pugh, Police Chief John Dyer, Police Commander Ron Brooks, City Engineer Grace Kane

OTHERS:

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The meeting was called to order at 7:00 p.m. by Mayor Brett Gailey, who then led the Pledge of Allegiance.

Mayor Gailey provided a brief update on his recent meeting with Sno-Isle Library System and Lake Stevens Sewer District regarding moving forward with a civic campus. They are putting together their requirements and he would like to see a Request for Proposal be the end of April. Mayor Gailey next briefly updated on the mediation with the Sewer District and noted that both sides are still communicating. Mayor Gailey said that he, Finance Director Barb Stevens and Senior Accountant Josh Roundy reviewed a demonstration with ClearGov for a budget software program that provides transparency in the budget process. Mayor Gailey added there are other companies providing similar software and it will be important to find a software that is the best fit for the City's needs.

Director Stevens added there is funding for budget preparation software approved in the 2020 budget as a placeholder.

**SR 9SR 204 Stages 2 and 3 Updates:** City Engineer Grace Kane referenced a handout and said the improvements to the SR 9/SR 204 intersection project is a Washington State Department of Transportation (WSDOT) project that is being completed in three stages. Stage 1 consisting of southbound road widening and lane striping was completed in 2019. Stage 2 is the northbound road widening and the engineering design drawing is 99% complete. Stage 2 was scheduled to go to bid this spring but was added to the project deferral list following the passage of I-976. WSDOT is awaiting guidance from the Legislature in March, and in the meantime considering whether it is possible to construct both Stages 2 and 3 in 2021. Engineer Kane reviewed the current draft project drawings and commented that all information is public, but subject to change, and she reminded that this is a WSDOT project and not a city project.

Councilmember Tageant said the City has repeatedly requested WSDOT include a free right turn from 91<sup>st</sup> onto eastbound 204 to alleviate congestion at that intersection. Discussion ensued with Councilmember Daughtry noting WSDOT's concern is traffic turning right onto 204 and then moving over to the left, into the turn lanes for northbound SR 9. With the addition of the two roundabouts it seems this crossover scenario should not be concern.

Engineer Kane responded to Councilmember Petershagen, saying the mini roundabouts out of Safeway will be realigned and pushed slightly east. She added that some existing businesses fronting on SR 9 are currently using WSDOT right-of-way for parking and WSDOT is working with the businesses.

**Snohomish Health District Per Capita Contribution:** Councilmember Frederick recused himself from the discussion due to a conflict of interest and left the room.

City Administrator Brazel provided a brief history of the Snohomish Health District requests for financial support, saying that in 2018 the City provided a \$1/per capita contribution to the Health District which was approximately \$33,000. The Council declined to provide the per capita contribution in 2019 because the Health District was not able to provide information and an accounting as to how the funding was spent within the City. Administrator Brazel noted at the Health District presentation to Council last week, some of the previously requested information was made available, and he then requested Council provide direction on how to proceed.

Discussion ensued with Councilmember Tageant requesting more direct discussion with the Health District and Councilmember Ewing asking for more and better communication from the Health District as well as better accountability.

Councilmember Jorstad said she is encouraged by the new leadership at the Health District and the changes made leading to improved communication. As Council liaison to the Health District she is also impressed with their transparency.

Councilmember Tageant recalled the previous Council was concerned when the Health District could not share exactly what benefits City of Lake Stevens residents were receiving from the city's per capita contribution, and Councilmember Daughtry commented there was no response from the Health District when it was asked for additional information. Councilmember Tageant added the District made massive budget cuts to keep their programs running. There was additional discussion regarding the historical funding of Snohomish Health District by Snohomish County and that when Snohomish County discontinued its funding the Health District began to struggle.

Councilmember Jorstad added there is a bi-partisan supported bill moving through the Legislature right now that would fund health districts state-wide by providing funding to health districts using a percentage of revenues that for profit and nonprofit insurance companies receive.

**2020 Budget Amendment No. 1:** Finance Director Barb Stevens reviewed and explained the budget amendment by fund and noted that beginning balances are estimates during the budget process and are corrected once the previous year-end balance known. Director Stevens then reviewed each of the amendments, noting that the budget is approved by detail. Responding to Councilmember questions, Director Stevens explained why Surface Water Maintenance (SWM) revenues were less than forecast.

Director Stevens next reviewed the new Executive requests including financial budgeting software and the Event Specialist, originally budgeted as a .6 FTE, and now being requested as a full time FTE.

Discussion ensued regarding the Events Specialist position and it was clarified that this position, in addition to coordinating city events and projects in support of the Parks Division, would also be responsible for marketing, communications and scheduling of the The Mill; the proposed budget includes benefits. Director Stevens provided a brief history of this position, which was originally a .5 FTE, changed to a .6 FTE and then was funded but not filled when the Parks Coordinator position was filled.

Councilmembers Daughtry and Ewing support this position being full time, and Councilmember Dickinson likes that the position could push information out to the community. There was some discussion about changing the title of the position to be more reflective of the job duties with Human Resources Specialist Julie Good suggesting "Recreation & Information Specialist. Councilmember Tageant encouraged looking at the budget and seeing what needs to be done before moving too far forward.

Director Stevens confirmed Council's direction to add an additional \$37,000 to make this position a full-time position, and that this budget amendment can be brought back for approval on the February 25<sup>th</sup> Consent Agenda.

Responding to Mayor Gailey's question, Director Wright updated that the City received one response to the Request for Proposal for the Farmers' Market and that the person responding has experience with other farmers' markets in the area; staff will bring this forward for Council approval very soon. Director Wright said there is also an RFP out for recreation services.

**Land Use Code Updates – Final Briefing:** Director Wright provided a brief overview and history of the proposed Zoning Code updates which will help address Infill and the Missing Middle. He noted that Infill and Missing Middle housing are housing styles such as multi-family duplexes and townhomes that traditionally have not made up part of the city's housing stock. Director Wright said during the review process the project pillars were identified as (1) quality neighborhoods, (2) innovative neighborhoods (housing diversity) and (3) affordable/attainable neighborhoods. Efforts were made to evaluate neighborhood standards to ensure varied and quality housing is available to all residents and that regulations enable efficient land use.

Director Wright next commented on specific changes including cleaning up and updating references in the Zoning Code and changes to dimensional and infill standards. He also briefly reviewed proposed changes to the front side and rear setbacks, development standards including lot width, lot/impervious surface coverage and building height. In closing Director Wright shared photos of what housing types might look like including attached units, compact housing and small/reduced lots. Director Wright then responded to Councilmembers' questions and said these changes provide simplifications to the code and a suite of tools for moving forward. He will bring these code changes back for public hearing in March.

**Planning Commission Appointments:** Director Wright said the city received 23 applications for the two Planning Commission vacancies. The candidate field was narrowed to 7 candidates who were interviewed by a panel consisting of Councilmembers Daughtry and Ewing, Planning Commission Vice Chair John Cronin and Director Wright. The panel's recommendations were then forwarded to Mayor.

Councilmember Ewing thanked the Mayor and staff for the screening and interview process and said all candidates interviewed were outstanding. He commented that both Michael Duerr and Todd Welch stood out at the end of the process and added part of the panel's consideration included which skill sets of the candidates would best compliment the Planning Commission's current makeup.

Councilmember Daughtry said all the candidates were great and it was good to hear what they had to say. He added that after talking it through the panel agreed these were the two top candidates.

Both Councilmember Daughtry and Ewing said the panel agreed on the top four candidates and in the selection of the top two candidates.

Mayor Gailey thanked everyone for their time and said his recommendation is for Michael Duerr to be appointed to the term ending December 31, 2023 and that Todd Welch be appointed to the term ending December 31, 2020.

**Meeting Schedule: Cancel March 3, 2020 Workshop:** City Clerk Pugh said this workshop is scheduled on the Tuesday following the Council retreat scheduled for February 28-29 and currently there are not any agenda items on the schedule. She asked if Council would like to cancel the March 3<sup>rd</sup> meeting and there was consensus that the meeting be cancelled.

There being no further business the meeting was adjourned at 8:15 p.m.

  
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Brett Gailey, Mayor

  
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Kathy Pugh, City Clerk