

**CITY OF LAKE STEVENS  
CITY COUNCIL SPECIAL MEETING MINUTES  
Tuesday, May 19, 2020  
By Remote Participation**

CALL TO ORDER: 7:00 p.m. by Mayor Brett Gailey

ELECTED OFFICIALS: Councilmembers Kim Daughtry, Gary Petershagen, Shawn  
PARTICIPATING REMOTELY: Frederick, Mary Dickinson, Anji Jorstad, Steve Ewing,  
Marcus Tageant

ELECTED OFFICIALS ABSENT: None

STAFF MEMBERS City Administrator Gene Brazel, Finance Director Barb  
PARTICIPATING REMOTELY: Stevens, Community Development Director Russ Wright,  
Police Chief John Dyer, Human Resources Director Anya  
Warrington, IT Manager Troy Stevens, City Engineer  
Grace Kane, Parks Planning & Development Coordinator  
Jill Meis, City Clerk Kathy Pugh, Deputy City Clerk Adri  
Crim, City Attorney Greg Rubstello

OTHERS:

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**Roll Call:** All present.

**Approval of Agenda:** Moved by Councilmember Daughtry, seconded by Councilmember Frederick, to approve the agenda. On roll call vote the motion carried (7-0-0-0).

**Action Items:**

**Coronavirus Relief Funds:** City Administrator Gene Brazel presented the staff report and explained there is approximately \$900,000 available to the City of Lake Stevens under the CARES Act that can be used for relief from the costs of responding to the COVID-19 pandemic. The funds can be used for direct reimbursement to the City for staff costs for management of the pandemic such as purchase of personal protective equipment, electronic equipment to enable work from home, hazard pay for COVID related work, etc., and there will be other costs incurred to respond to the pandemic as the restrictions begin to lift. Additionally, the Mayor has proposed \$300,000 of these funds be placed in a grant fund for small businesses affected by the pandemic. These funds would be administered in coordination with the Chamber of Commerce, subject to an agreement or contract. Administrator Brazel added the City may also be eligible to receive relief funds through FEMA for applicable expenditures and programs.

Mayor Gailey commented small businesses are at a tipping point with June lease payments coming due. The proposal is to set aside \$300,000 for grant funding and partner with the Lake Stevens Chamber of Commerce to award up to \$10,000 to eligible small businesses.

Discussion ensued with Councilmember Marcus confirming the amount per award would be up to \$10,000 but could be less. Mayor Gailey responded that is correct and the amount of award will be based on the responses to specific questions in the application.

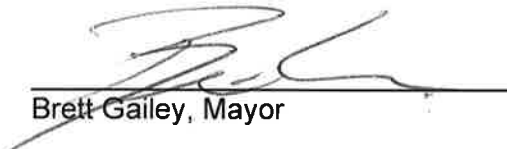
Responding to Councilmember Jorstad's question, Mayor Gailey explained he looked at the total estimated amount of city expenses responding to COVID and then estimated if the amount allotted for grants is one-third of the CARES Act relief funding, that still leaves approximately \$200,000 in reserve funds. Mayor Gailey further explained small businesses are defined as having no more than ten fulltime employees at the time of COVID.

Responding to Councilmember Petershagen's question, Director Wright shared the notice of the grant opportunity and reviewed the various requirements. Eligible businesses would have to have been open as of January 1, 2020. He added the city grant is modelled after the grant and application prepared by Economic Alliance of Snohomish County, with modifications local to Lake Stevens, and this funding opportunity is targeted to businesses that have been open for at least a year. Director Wright then explained some weighting will be used in evaluating the applications, and this is again modelled on the grant process of Economic Alliance.

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Tageant, to authorize the Mayor or designee to approve expenditures related to COVID-19 relief and request reimbursement from the Coronavirus Aid, Relief, and Economic Security (CARES) relief funds and the Federal Emergency Management Agency (FEMA) Public Assistance Grant Program. On roll call vote the motion carried (7-0-0-0).

**Adjourn:**

Moved by Councilmember Jorstad, seconded by Councilmember Frederick, to adjourn the meeting at 7:19 p.m. On vote the motion carried (7-0-0-0).

  
Brett Gailey, Mayor

  
Kathy Pugh, City Clerk