

**CITY OF LAKE STEVENS**  
**CITY COUNCIL SPECIAL MEETING MINUTES**  
Tuesday, August 11, 2020  
By Remote Participation via Zoom

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: Councilmember Ewing. (Arrived at 7:09 p.m.)

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Community Development Director Russ Wright, Public Works Director Eric Durpos, Police Chief John Dyer, Human Resources Director Anya Warrington, City Clerk Kelly Chelin, Deputy City Clerk Adri Crim, Engineer Grace Kane, City Attorney Greg Rubstello, IT Manager Troy Stevens

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**Pledge of Allegiance:** Mayor Gailey led the Pledge of Allegiance.

**Roll Call:** Moved by Councilmember Tageant, seconded by Councilmember Dickinson, to excuse Councilmember Ewing from the meeting. The motion carried (6-0-0-1 with Councilmember Ewing absent).

**Approval of Agenda:** Moved by Councilmember Daughtry, seconded by Councilmember Frederick, to approve the agenda. The motion carried (6-0-0-1 with Councilmember Ewing absent).

**Action Items:**

**Award Project #17005: 91st Ave SE Extension and Water Transmission Line relocation to SRV Construction Inc. and approve Public Works Contract with Reece Construction, Inc.**

Director Durpos explained that the project is to extend 91st Ave SE from 20th St SE to 21st St SE. Work includes installing temporary erosion control measures; removing an existing pump station building and related appurtenance; clearing and grubbing, and mass grading for the construction of the new roadway extension; installing structural earth walls; new utilities construction; and modification of existing ones; modification to existing signals and illuminations. This project is a multi-year project and is anticipated to be completed by June 2021.

The city issued a Request for Bid on July 13, 2020 and opened bids on August 4, 2020. Seven (7) responsive bids were received, with the lowest responsive bid coming from Reece Construction, Inc. at \$3,442,221.50. The engineer's estimate for this project was \$3,664,940.04. The Construction Management Services are not included and will be brought forward separately.

The City has budgeted \$895,000 in the approved 2020 Budget. It is estimated that project costs for this project will be \$1.1 Million in 2020. The additional costs will be paid for with multiple funding sources including internal and possibly external loans.

The City of Everett will reimburse Lake Stevens 57% (\$627,000) of the transmission related work only (\$1.1 Million).

Note: Councilmember Ewing arrived at 7:09 p.m.

MOTION: Moved by Councilmember Daughtry, seconded by Councilmember Dickinson, to award Project #17005: 91st Ave SE Extension and Water Transmission Line relocation to SRV Construction Inc. and approve Public Works Contract with Reece Construction, Inc. The motion carried (7-0-0-0).

Public Works Contract with Trinity Contractors, Inc. to construct the Hartford Decant Facility project

Director Durpos explained that the bids for this project were opened at 10:00 AM on August 5, 2020. The City received a low responsive bid from Trinity Contractors, Inc. of Marysville, WA of \$1,210,687.34. The work to be performed under this contract consists of developing a four-bay covered decant facility, ecology block material storage bays, CMU maintenance and utility building with restroom, paved asphalt surfacing, onsite stormwater collection system, mechanical stormwater filters, potable water extension with booster pump station, backflow preventer and hose bibs, decant pretreatment manhole, septic tank and oil/water separator, new electrical service, site lighting and site electrical. The project was designed by PACE Engineers, Inc. of Kirkland, WA.

The call for bids was advertised on July 22 and July 29, 2020 in the Daily Journal of Commerce and the Everett Daily Herald. The City has reviewed bids, verified references for the low bidder and completed debarment checks. The Administration recommends award of this contract. Construction is anticipated to begin in late August 2020 or early September. The contract allows 90 working days to complete the required work. The Administration anticipates that the facility will be ready for use in December 2020.

MOTION: Moved by Councilmember Fredrick, seconded by Councilmember Dickinson, to award the Public Works Contract with Trinity Contractors to construct the Hartford Decant Facility Project. The motion carried (7-0-0-0).

Adoption of Resolution 2020-19, Accepting the 60 Percent Petition for the Machias Industrial Annexation

Director Wright explained that on August 16, 2017, the City of Lake Stevens received an annexation petition signed by the property owner representing more than 10 percent of the assessed value in the Machias Industrial Annexation area. The property is approximately 60 acres. The petitioner owns 57 percent of the land by assessed value. Located adjacent to Lake Stevens city limits, the Machias Industrial Annexation area is currently zoned Heavy Industrial. The city adopted land use and zoning designations for its Urban Growth Area with the adoption of Ordinances 1073 and 1074 for its Urban Growth Area. These ordinances designated the subject properties in the City's Comprehensive Plan as GI (General Industrial) and the on the City's Official Zoning Map as GI (General Industrial). The annexation would include the right-of-way along Machias Road.

The City Council passed Resolution 2017-015 accepting the petition and allowing circulation of the 60 percent petition. The Council approved an updated 10 percent request on August 27, 2019. Resolution 2020-19 will initiate a Notice of Intent to Annex, which will be submitted to the County and Boundary Review Board. After the Board has reviewed the annexation, the City Council will have the final decision whether to annex and assign zoning and land use designations.

Council and staff engaged in a discussion. Director Wright explained that there will be a public hearing at the next Council meeting on this annexation.

**MOTION:** Moved by Councilmember Daughtry, seconded by Councilmember Tageant to adopt Resolution 2020-19, accepting the 60 percent petition for the Machias Industrial Annexation. The motion carried (7-0-0-0).

**Discussion Item:**

**Full-time Mayor Position**

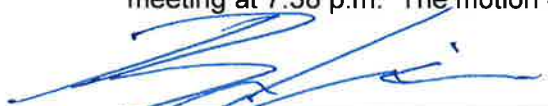
City Administrator Brazel explained that during the City Council Meeting on July 14, 2020, a subcommittee was created to discuss the need for a full-time Mayor. Council members Anji Jorstad, Gary Petershagen and Steve Ewing, along with City Administrator Gene Brazel and HR Director Anya Warrington were members of this subcommittee. The subcommittee met on multiple occasions and compiled information to assist in the discussion and decision by council. The subcommittee is prepared to discuss their recommendation for a full-time Mayor position.

Director Warrington presented a budget graph to the Council showing the financial forecast with the full-time Mayor salary. Council and staff engaged in a discussion. An ordinance will come back to the Council for consideration and/or adoption at the next meeting on August 25, 2020.

Councilmember Dickinson expressed the need to get public input on this topic. Council discussed this process. It was decided that a feedback form will be placed on the City's website to allow for citizen comments.

**Adjourn:**

Moved by Councilmember Dickinson, seconded by Councilmember Jorstad, to adjourn the meeting at 7:38 p.m. The motion carried (7-0-0-0).

  
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Brett Gailey, Mayor

  
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Kelly M. Chelin, City Clerk