

CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL MEETING MINUTES
Tuesday, September 15, 2020
By Remote Participation via Zoom

CALL TO ORDER: 6:30 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

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Community Development Director Russ Wright, Public Works Director Eric Durpos, Human Resources Director Anya Warrington, City Clerk Kelly Chelin, Police Chief John Dyer, City Attorney Greg Rubstello, City Engineer Grace Kane

The meeting was called to order at 6:30 p.m. by Mayor Brett Gailey.

The meeting recessed to executive session (Confidential Session) at 6:35 p.m. to discuss potential litigation per RCW 42.30.110 (i) and contract negotiations per RCW 42.30.110 (d) for approximately 30 minutes.

At 7:00 p.m., the executive session was extended to 7:10 p.m.

At 7:10 p.m., the executive session was extended to 7:20 p.m.

The meeting reconvened to regular session at 7:17 p.m. and the Council took a 3-minute break until 7:20 p.m.

Chapel Hill Civic Center Contract

Director Wright explained that the City of Lake Stevens, Sno-Isle Libraries and the Lake Stevens Sewer District requested proposals for professional architectural, planning and engineering services to prepare a joint site development plan for a proposed civic center located near Chapel Hill. The second phase of the project would lead to the construction of a new City Hall with combined Sewer District offices and a new public library through a public private partnership. City, Sno-Isle and Sewer District staff along with the Mayor, Councilmembers and Sewer Commissioners interviewed four highly qualified firms. The review panel ultimately recommended Stowe Development to develop the master plan for the municipal campus. The Stowe group drew on northwest firms to form the team to design, finance and construct the project. The Stowe proposal and vision were most closely aligned to the request and stated project goals. The assembled team has experience with similar municipal projects.

Staff has worked with Stowe Development to refine the scope of services included in the Council packet. The analysis costs would be shared proportionately between the city and Sno-Isle Libraries.

After some discussion, the Council was in agreement with going forward with Stowe Development and Strategies. This contract will come back for approval at the September 22, 2020 meeting.

Sno-Isle Discussion

City Administrator Brazel stated that in the past several years the City of Lake Stevens has started implementing the Phase 1 of Downtown Lake Stevens Subarea Plan beginning with the renovation of North Cove Park and construction of The Mill. This phase included the widening of Main Street, addition of street trees, pedestrian trail and street lighting. The next phase involves the construction of a festival street recently named Mill Spur by City Council. Mill Spur is aligned with 18th Street NE and will run West from Main Street to 123rd Dr. NE.

To construct Mill Spur and finish out the plaza adjoining The Mill, the existing Library and Museum will need to be relocated and the buildings removed. Currently design concepts are being developed for the new museum and preliminary conversations have taken place with Sno-Isle Library about relocation options. One concept being explored is to relocate the library into the old police station building until such time Sno-Isle can construct a new facility within Lake Stevens.

Next step is to have open discussion with City Council on the options available including the option of relocating the library into the old police station and issuing Sno-Isle a formal letter of notice.

Councilmember Tageant stated that while change is difficult, he is excited about Mill Spur.

Councilmember Dickinson doesn't want the library to be forgotten.

Councilmember Daughtry stated that he wants to make sure the museum, library and Grimm house are taken care.

Councilmember Frederick stated that he agreed with what was said so far.

Council agreed to move forward as presented.

Old Sewer District

City Administrator Brazel stated that the Lake Stevens Sewer District and City of Lake Stevens are working with The Riley Group to review the existing environmental condition of the retired wastewater treatment plant located in the 400 block of Sunnyside Blvd, Lake Stevens. This action was prompted by the Lake Stevens Sewer District considering surplus of this property but wanted to ensure the City of Lake Stevens had first opportunity to have this property transferred to their ownership. Possible future uses could include, open space, park uses, trails or wetland enhancement or education opportunities.

Council agreed to move forward. There will be further discussion at the September 22, 2020 Utility meeting.

City Goals

City Administrator Brazel explained that this is the mid-year check in on City Goals and Council Retreat Takeaways. Further, this year due to COVID, the retreat was pushed back to September. The Council reviewed the retreat takeaways and progress update.

Biennial Budget

City Administrator Brazel stated that budgeting for two years at a time has been permitted in Washington cities since 1985. To date, several dozen cities are using this approach. A “two-year” appropriation can be handled in different ways depending on Council direction. Many biennial budgets have some type of internal restriction on spending within the biennium. Options may include:

- Full 24 months of budgeting authority
- Adoption of 2 one-year budgets (sets limits on appropriations for each year)
- One-year appropriation with a “plan” for the second year

In order to implement a biennial budget, cities must “declare a decision” by ordinance to use a biennial budget at least six months prior to the beginning of the biennium. The city must also pass an ordinance if they chose to revert back to an annual budget at the conclusion of a biennium.

Council discussed that this decision cannot be made until 2022 so the timing is off for now. This item will come back for discussion at another meeting.

Current Grants

Director Wright explained that a summary of recent grants, pending and proposed grant opportunities are included below.

Planning Received

- In 2018, the City received \$20,000 from the Department of Ecology for consultant support to update the Shoreline Master Program. This grant has been completed.
- In 2019, the City received \$30,000 from the Department of Commerce for reimbursement of staff spent updating the zoning code and addressing elements of House Bill 1923 for increased housing opportunities. To date, the city has received \$23,000. One deliverable is remaining to fulfill the grant which should be accomplished during the 1st quarter of 2021.

Parks Received

- In 2018, the City received a \$3 million state capital grant for property acquisition, Phase I of North Cove Park, the Mill. These projects have been completed successfully.
- In 2020, the City received a \$1 million state capital grant to construct Phase II of North Cove Park and engineering for future phases. Park Construction will begin this fall. Design of the next phase is complete.
- In 2020, the City received \$200,000 state capital grants to construct Phase I of Frontier Heights Park. This project is under construction.
- In 2015, the City received a \$485,000 state capital grant as match to help construct Cavalero Park. Phase 1 has been completed successfully.

Parks Applied

- In 2020, the City applied for \$357,470 from the Recreation and Conservation Office for Frontier Heights Park to construct Phase 2 which will include the multi-use ballfield, sensory garden, exercise equipment, etc.
- In 2020, the City applied for \$856,420 from the Recreation and Conservation Office for Eagle Ridge Park to construct a playground, amphitheater, interpretive areas and connecting sidewalks.

Roads and Trails Received

- The City received grants from the Puget Sound Regional Council (TIB funds) to continue the widening of 20th Street between approximately 91st Ave SE and 79th Ave SE. This project is under construction.

- The City received grants from WSDOT Regional Mobility program to construct a transit lane off 20th Street SE between approximately 79th Ave SE and Cavelro Road to improve congestion. This project is under construction.
- In 2019, the City received state capital grants for \$2 million to design and construct a roundabout at SR-9 and 24th Street SE/South Lake Stevens Road and an additional \$1 million grant to design and construct an associated culvert crossing for fish passage. These projects are under design.
- The City received \$1.5 million from a WSDOT grant and Complete Street grant to construct Phase I of the South Lake Stevens multiuse path. This project was completed successfully.
- The City received a safe route to school grant for sidewalk improvements along 91st Ave SE near 4th Street SE. This project was completed successfully.
- The City received a state grant for \$422,000 to construct Village Way. This project was completed successfully.

Roads and Trails Applied

- The City has applied for an economic development infrastructure grant to help fund the construction of 91st Ave SE extension.

Facilities

- In 2016, the city received a \$300,000 state capital grant for design and construction of the temporary city campus. This project was successfully completed.
- In 2016 and 2018 the city has received state capital grants for food bank funding that were turned over to the Lake Stevens Food Bank to administer.

Future Capital Requests

- The City may request up to an additional \$5.6 million to complete downtown projects including Mill Spur Festival Street, intersection improvements and frontage improvements.
- The City has identified specific infrastructure improvements for roads and utilities to attract federal grants.
- The City will seek funding for trail and sidewalk expansions including the South Lake Stevens trail and Powerline Trail.
- The city will pursue private grants to fund park improvements including a proposed dog park.

Other Business

Councilmember Tageant brought up the Racing to Equity consultants and concerns about whether they are the right consultants for the City.

Council engaged in a discussion. Mayor Gailey, Councilmember Tageant and Human Resources Director Warrington will meet with the consultants for further discussion and figure out what is the best course of action for the City.

There being no further business the meeting was adjourned at 8:24 p.m.



Brett Gailey, Mayor



Kelly M. Chelin, City Clerk