

**CITY COUNCIL  
STUDY SESSION  
March 7, 2023**

**ATTENDEES:** Council member Rose, Smith, Green, Sundstrom, Burbank, Arsanto and Anderson.

Also in attendance were Mayor Burkett, City Administrator Brunell, Public Works Director Banks, Finance Director Hines, Director of Parks and Recreation Snodgrass, Finance Asst. Loyer and Deputy City Clerk Clark.

Mayor Pro Tem Smith called the regularly scheduled meeting to order at 6:01 PM.

**Foothills Trail Association Presentation:**

Foothills Trail Coalition showed Council a presentation for the Foothills Historical Pavilion – Dr. Tait Plaza. Ms. Miles from the Foothills Trail Coalition covered the objectives of this project and wanted to propose a new location for this plaza and the trailhead site by the new trailhead parking lot. Council member Green agreed that this would be a good new location.

**Review of Council Vision/Goals:**

City Administrator Brunell wanted to discuss the Council goal setting retreat that was held on February 4, 2023. Following the retreat, the facilitator, Sageland Strategic, prepared a report summarizing the major takeaways. Council can review this report that includes next steps, the purpose of the retreat, topics on the agenda, Buckleys goals, strategies, and projects. Top 5 goals at the retreat that Council discussed were to improve traffic on 410, revitalize Main Street, encourage indoor & outdoor recreation, assess and address growth, and preserve Buckleys identity. City Administrator Brunell would like Council to review the report, and this can be discussed further at our next Council Study Session.

**City Hall Remodel Update:**

On October 11, 2022, Council voted to approve a contract with Gray and Osborne and Tovani-Hart to complete the design and engineering services for the City Hall addition and modernization project. This project would include 916 sq of new office space and an accessory parking lot. On January 24, 2023, City staff provided an update on the project including a revised cost estimate. The original bid was for \$1,550,000 and was increased to \$1,773,000 to complete HVAC system, demolition and abatement of discovered wood rot, install a metal roof system, and construct an asphalt parking lot and sidewalk to the back entry. The City has requested that the design team prepare bid alternatives to reduce costs, including the metal roof and parking lot bringing the estimated cost to \$1,637,000. City Administrator Brunell also presented a memo with next steps and financing plan. Design Review for this will be April 11, 2023, and are hoping to have bid going out in the middle of April.

**Citizen Advisory Board Update:**

The purpose of introducing this ordinance is to create a Citizens Advisory Commission & Senior Advisory Commission. On February 7, 2023, Council amended the municipal code to repeal the existing Park Board and Economic Development Boards and replace with a Citizens Advisory Commission & Senior Advisory Commission. Council member Sundstrom would like to hold off on this until the Council mission statement is done. Council members Green and Anderson would like to get the process started and get word out for volunteers.

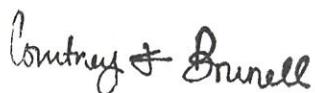
**Lodging Tax Advisory Committee Update & Formation:**

Finance Director Hines brought this topic to the Admin/Finance/Public Safety Committee previously and going to move forward with creating the lodging tax advisory committee. This is required by RCW because City of Buckley now has over 5,000 citizens. Funds that have been used to date have been for repairs at the museum and things like that. This committee will need to be a minimum of five members, two of those members must be from the organizations that collect the tax, such as hotels or others with overnight lodging. Two members will need to be people authorized to be funded by the tax, such as Chamber of Commerce or Foothills Museum, etc., and lastly one member must be an elected official. The purpose of this tax is to create tourism and bring people outside of our City to stay overnight and draw them in to support local businesses. Organizations that will qualify for the funds will need to provide how they can plan on bringing tourists in, how many they think will be coming and from what distance.

**Jefferson St. Vacation – Introduction:**

City Administrator Brunell wanted to give a quick update to Council and spoke on the Buckley Municipal Code which does allow for a vacate of a street. There will be a public hearing coming up soon and Ms. Brunell encouraged Council to review this further after the public hearing and to hear citizens opinions on this matter.

With nothing further, the Study Session was adjourned at 7:17 PM.



City Administrator

  
Pro-Tem

Mayor

Prepared by: Jessica Clark, Deputy City Clerk