

**Snohomish City Council Meeting Minutes  
January 7, 2020**

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council regular meeting to order at 6:00 p.m., Tuesday, January 7, 2020, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

**COUNCILMEMBERS/MAYOR PRESENT**

Larry Countryman  
Steve Dana  
Judith Kuleta  
Tom Merrill  
Donna Ray  
Linda Redmon  
Jason Sanders  
John T. Kartak, Mayor

**STAFF PRESENT**

Pat Adams, HR Manager and City Clerk  
Debbie Burton, Finance Director  
Keith Rogers, Police Chief  
Steve Schuller, City Administrator and Utility  
General Manager  
Andrew Sics, Senior Utilities Engineer  
Grant Weed, City Attorney

2. **APPROVE AGENDA** contents and order

**MOTION** by Sanders, second by Countryman to approve the agenda as presented. The motion passed unanimously (7-0).

3. **APPROVE MINUTES** of the December 3, 2019 regular meeting and the December 17, 2019 Boards and Commissions Appreciation Reception

**MOTION** by Redmon, second by Countryman to approve the minutes of the regular meeting and the Boards and Commissions Appreciation Reception. The motion passed unanimously (7-0).

4. **CITIZEN COMMENTS** on items not on the Agenda

Mayor Kartak welcomed the citizens to the meeting and discussed the procedures for providing citizen comment.

Citizen Comments:

**Melody Clemans, 313 Avenue D**, welcomed the newly elected Councilmembers.

Citizen Comments: Closed

5. **ACTION ITEMS:**

- a. **APPOINT** Council President

Councilmember Countryman nominated Councilmember Sanders for Council President, seconded by Councilmember Redmon. No further nominations were received.

Citizen Comments: None  
Citizen Comments: Closed

**MOTION** by Merrill, second by Countryman to appoint Councilmember Jason Sanders as Council President to serve a two-year term, expiring the first Council meeting in January 2022. The motion passed unanimously (7-0).

b. **SELECT** Mayor-Council Liaisons to Board and Commissions and External Agencies

Mr. Schuller explained tonight's meeting is the appropriate time to re-evaluate liaison appointments to Boards and Commissions. After discussion by the Council, assignments were proposed as follows:

**Board/Commission**

Planning Commission  
Design Review Board  
Parks and Recreation Board  
Public Safety Commission  
Economic Development Committee  
Youth Council

**Mayor/Councilmember Liaison**

Councilmembers Kuleta and Dana  
Councilmember Countryman  
Councilmembers Ray and Redmon  
Councilmembers Ray  
Councilmembers Countryman and Merrill  
Councilmembers Sanders and Redmon

**External Agencies**

Snohomish Chamber of Commerce  
Historic Downtown Snohomish  
Snohomish County Tomorrow  
Community Transit Board  
Snohomish Health District  
Alliance for Housing Affordability

Councilmembers Countryman and Kuleta  
Councilmembers Countryman and Kuleta  
Councilmember Merrill and Mayor Kartak  
Councilmember Merrill  
Councilmember Redmon  
Councilmember Redmon

Citizen Comments: None

Citizen Comments: Closed

**MOTION** by Redmon, second by Countryman to **APPOINT** the above listed Councilmembers as liaisons to the Boards and Commissions and external agencies as shown above. The motion passed unanimously (7-0).

c. **AUTHORIZE** the Mayor to Sign Amendment #2 to the Interlocal Agreement with the Sheriff's Office to Include Police Records Management

Mr. Schuller introduced the agenda item and explained the proposed amendment to the existing Interlocal Agreement (ILA) is to complete the transition of police support services to include records management duties to the Snohomish County Sheriff's Office (SCSO). The City would continue to have records management and police reception services, with an additional cost savings achieved from future utilization of Snohomish County's in-house legal review of complex and potentially litigious records requests, as needed. The amendment will apply to the current ILA, which expires December 31, 2021. At that time, the City will negotiate a renewal agreement with the SCSO for all law enforcement services covered under the current existing ILA.

Councilmember Merrill requested clarification that this action will result in a single source for obtaining records. Mr. Schuller confirmed that was correct.

Councilmember Redmon verified there will be a decrease in the cost of retrieving police records. Chief Rogers agreed.

Citizen Comments: None

Citizen Comments: Closed

**MOTION** by Merrill, second by Redmon that the City Council **AUTHORIZE** the Mayor to execute Amendment No. 2 to the Interlocal Agreement with Snohomish County to include police records management services. The motion passed unanimously (7-0).

- d. **ACCEPT** Bid Award and **AUTHORIZE** the Mayor to Sign a Contract with McClure and Sons for the Peracetic Acid Disinfection System Project

Senior Utilities Engineer Andrew Sics stated City Council approval is requested to authorize the Mayor to enter into an agreement with McClure and Sons, Inc. for the construction of the Peracetic Acid Disinfection System project. They were the lowest responsive bidder, at \$890,681.06. The project will replace the City's chlorine gas effluent disinfection system with peracetic acid at the City's wastewater treatment plant, and is expected to begin in late January with anticipated completion in July 2020.

Councilmember Dana asked if there were costs associated with de-commissioning the current chamber, or if it would be removed. Mr. Sics responded the current chamber will remain and be repaired as part of the project.

Councilmember Redmon inquired about securing the peracetic acid, as had to be done for the chlorine. Mr. Sics indicated there needs to be a separate storage building, but it is safer than chlorine.

Citizen Comments: None  
Citizen Comments: Closed

**MOTION** by Sanders, second by Redmon that the City Council **AUTHORIZE** the Mayor to sign and execute a contract with McClure and Sons, Inc. in the amount of \$1,024,283, including a 15% contingency for the construction of the Peracetic Acid Disinfection System project.

Councilmember Redmon thanked staff for finding an alternative to chlorine. She finds it innovative and appreciates the effort made to go in this direction.

**VOTE THE MOTION:** The motion passed unanimously (7-0).

6. **DISCUSSION ITEM: REVIEW** Council's Rules and Procedures

City Attorney Grant Weed indicated the purpose of the discussion item is for biennial review and direction to staff regarding Resolution 1371, which outlines the City Council's operating rules and procedures for conducting meetings. He noted there had been a previous brief discussion about the Order of Business, and whether to move #5 "Proclamations or Presentations" ahead of #4 "Citizen Comments on items not on the agenda," or to continue to handle those on a case-by-case basis.

Citizen Comments: None  
Citizen Comments: Closed

Councilmember Merrill indicated his support of the current order of business and the flexibility of moving the presentations prior to citizen comments.

Councilmember Redmon supported moving presentations prior to citizen comments, due to the number of occasions this has occurred. She also felt this more accommodating for

attendees at the meeting strictly for the presentations. Councilmember Dana concurred with Councilmember Redmon, stating it also helped presenters plan accordingly.

The City Council directed staff to prepare an amending Resolution, moving #5 "Proclamations or Presentations" ahead of #4 "Citizen Comments on items not on the agenda" to be placed on an upcoming consent agenda for Council approval.

Mr. Weed commented the rules could be reviewed and amended at any time. Mr. Schuller remarked additional changes regarding social media regulations may need review later in the year.

**7. CONSENT ITEMS:**

- a. **AMEND** SMC 15.05 Billing and Collection of Utility Charges - **ADOPT** Ordinance 2388
- b. **AUTHORIZE** Mayor to Sign a Supplemental Agreement with ARC Architects for the Carnegie Building Project (P.65)
- c. **AMEND** the City of Snohomish Financial Management Policy - **PASS** Resolution 1406
- d. **AUTHORIZE** payment of claim warrants # 72079 through # 72239 in the amount of \$844,129.66, and payroll warrants in the amount of \$889,228.50, issued since the last regular meeting. (P.103)

**MOTION** by Countryman, second by Sanders to pass the Consent Items. The motion passed unanimously (7-0).

8. **OTHER BUSINESS/INFORMATION ITEMS:** Councilmember Merrill commented on his dissatisfaction with the current method of Council goal setting and follow up. He felt goals were hastily set with very little follow-through and little direction to City staff. He proposed a three-person Council subcommittee to identify and design goal-setting strategies, including methods for accomplishing those goals, accountability, reporting and tracking, and identification of who to enlist to achieve goals (i.e. board and commission members).

Council President Sanders supported the proposal and suggested looking at how other cities manage their goal setting. Councilmember Redmon stated goals were often set, but not revisited. She would prefer education and feedback from staff on implementation of the Council's goals. Councilmember Ray indicated the Council goals are fairly general and broad, and would like more specific details on how the goals will be reached. Council President Sanders stated staff includes "Strategic Plan References" with their agenda reports, and cautioned against adding more to staff workloads.

Mr. Schuller supported the proposal, and commented on how past development and accomplishments of the City's Strategic Plan could affect future Council goals. Councilmember Redmon clarified refining Council goals and holding themselves accountable should be the focus, rather than the Strategic Plan. Councilmember Merrill stated the Council goals should be in alignment with the Strategic Plan, but the format and direction of determining goals would be the focus of the initial discussions. Mayor Kartak would like to include any initiatives in the City's 2021-2022 budget deliberations; therefore, Council priorities should be received by May.

After further discussion, the Council concluded Council President Sanders, Councilmember

Merrill and Councilmember Dana will meet to initiate setting a framework for Council goal-setting.

Councilmember Redmon would like to revisit a land acknowledgement. Council agreed, and staff will return with a discussion topic at a future Council meeting.

**9. COUNCILMEMBER COMMENTS/LIAISON REPORTS:**

Councilmember Redmon attended the Regional Apprenticeship Pathways Program in Marysville, and supports their programs for students in the Snohomish School District.

Councilmember Ray stated she will attend the Public Safety Commission as liaison on January 14.

**10. COUNCIL PRESIDENT'S ITEMS/REPORTS:** President Sanders thanked the Council for selecting him as Council President. He attended a meeting with the Snohomish County Community Cabinet to brainstorm ideas to present to Dave Somers; topics discussed included homelessness, addiction, mental health and community outreach. He also attended a Government class with Councilmember Redmon at AIM High School with Thom Engel.

**11. CITY ADMINISTRATOR'S COMMENTS:** Mr. Schuller thanked Councilmembers Kuleta and Ray for their attendance at a briefing for new Councilmembers, and presented the agenda planner.

**12. MAYOR COMMENTS:** Mayor Kartak acknowledged those in the community who have lost loved ones, and mentioned the recent passing of Vick Hess, a dear friend of his.

**13. ADJOURNMENT:**

**MOTION** by Sanders, second by Ray, to **ADJOURN** the regular City Council Meeting at 7:28 p.m. The motion passed unanimously (7-0).

APPROVED this 21<sup>st</sup> day of January 2020.

CITY OF SNOHOMISH

ATTEST:

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John T. Kartak, Mayor

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Pat Adams, City Clerk