

**Snohomish City Council Special Workshop Meeting Minutes
January 19, 2021**

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council special workshop meeting to order at 5:00 p.m., Tuesday, January 19, 2021.

COUNCILMEMBERS/MAYOR PRESENT

Larry Countryman
Steve Dana
Judith Kuleta
Tom Merrill
Felix Neals
Donna Ray
Linda Redmon (*arr. 5:31 p.m.*)
John T. Kartak, Mayor

STAFF PRESENT

Debbie Burton, Finance Director
Emily Guildner, City Attorney's Office
Rebekah Park, HR Manager/City Clerk
Steve Schuller, City Administrator and Utility
General Manager
Brandi Whitson, Deputy City Clerk

NOTE: Due to the COVID-19 declared federal, state and local emergency, and pursuant to Governor Inslee's Proclamations 20-05 and 20-28, the Snohomish City Council held its meeting via remote participation.

2. **DISCUSSION:** Review Roles in Mayor-Council Form of Government

Ms. Guildner presented a slide show outlining roles of the Mayor and Councilmembers in a Mayor-Council form of government. Some key points covered include:

- Open Public Meetings Act (OPMA)
- Executive sessions
- Use of social media, personal devices
- Serial meetings, email
- Executive (Mayor) vs. Legislative (Council) / implementation vs. policy setting
- Legislative vs. quasi-judicial meetings/hearings
- "Appearance of fairness" and "conflict of interest"

She urged Councilmembers to reach out to the City Attorney's Office to ensure they do not overstep policies or attempt to exercise authority.

She also briefly explained the difference between a Council/Manager and a Council/Mayor form of government.

3. **ADJOURN:** The special meeting adjourned at 5:36 p.m.

APPROVED this 2nd day of February, 2021.

CITY OF SNOHOMISH

ATTEST:

John T. Kartak, Mayor

Brandi Whitson, Deputy City Clerk