

Snohomish City Council Special Meeting Minutes April 4, 2023

1. **CALL TO ORDER:** Mayor Redmon called the Snohomish City Council Special Meeting to order at 5:01 p.m., Tuesday, April 4, 2023. The meeting was held in hybrid format with in-person attendance at the Snohomish Carnegie, 105 Cedar Avenue, Snohomish, and remote online access via Zoom.

Present: Councilmembers Lea Anne Burke (*arr. 5:16 p.m.*), Karen Guzak, Judith Kuleta, Felix Neals (*arr. 5:57 p.m.*), Tom Merrill, and Donna Ray; Mayor Linda Redmon

Absent: Councilmember David Flynn

2. **DISCUSSION ITEM:** Board and Commission Review

City Administrator Heather Thomas introduced the topic and the material provided in the agenda packet. She described the different types of committees available to the Council and those that were active. She also shared the results of a survey sent to Councilmembers, Board and Commission members, and staff support.

City Attorney Emily Guildner provided a brief overview of the types of committees, and the roles of the committees, the committee members, the Council liaisons, and support staff. Clarification of the roles and expectations of the committees would also influence whether they were subject to OPMA requirements. If a committee was advisory to the Council and taking public input from community to give back to Council, they were subject to OPMA and noticing requirements. Conversely, for example, an ad hoc committee that staff relied on for their experience and subject-matter expertise, but were not necessarily gathering community input, may not be subject to OPMA.

Mayor Redmon remarked that without clear direction from Council, the committee members were left to figure out their role for themselves. Defining the role of the Council liaison could also help provide that direction.

Council and staff discussed the issue at hand:

- Being sensitive to current members and keeping them informed of changes.
- Council liaisons assigned to the Chamber of Commerce or Snohomish for Equity played a different role than those assigned to the Council committees.
- Survey results indicated confusion on feedback and sharing of information between committee members, Council, staff, and community partners.
- Questioning the purpose of the committee if Council did not utilize it.
- Council could choose at least one directive for each committee for them to work on for the year.
- Better definition was needed for the role of each committee member and Council liaison, and should be clearly provided during onboarding.
- Council could provide direction to the committees based on their adopted goals.
- The roles of the committee members and Council liaisons might vary from committee to committee: Planning Commission, Design Review Board and the Lodging Tax Advisory Committee had statutory requirements, while the Park Board and Public Safety Commission did not.
- Other cities had the Council liaisons help direct the committee meetings, even acting as Chair.

- Developing bylaws or code amendments could help define roles.
- Each committee should have its own set of rules; not covered by a single overall set of rules.
- Changes brought when new members were appointed affected consistency and expectations.
- Without clear Council direction, committees tended to migrate away from the intended mission.
- Respecting committee members' time; they were volunteers.
- Role of the committee to advise Council or staff could change from whom direction was needed; to whom committee members should direction questions or comments.
- Determining the best way to share information and leverage expertise and community connections.
- Developing work plans for each committee to focus on, based on budgeted projects and adopted goals.
- Role of the Youth Council; how best to involve and solicit input from youth on developing policies.
- Consider the best way to serve the community or community-building efforts; if further involvement was needed.
- Council providing direction to a committee on policy matters, or should the committee be the eyes and ears of the community and report to the Council or staff.
- Committees advising Council could be limited to what they could do because of OPMA requirements.
- Committees could elect a secretary from amongst its members to assist with agenda preparation and taking minutes.

The Council concurred a stand-alone special meeting would be appropriate to allow ample time to review each individual committee. Administrator Thomas would work with Council and staff to find the best day for that to be scheduled.

3. **ADJOURN.** There being no objection, the meeting adjourned at 5:59 p.m.

APPROVED this 18th day of April, 2023.

CITY OF SNOHOMISH

ATTEST:

Linda Redmon, Mayor

Brandi Whitson, City Clerk

Snohomish City Council Minutes
April 4, 2023

1. **CALL TO ORDER:** Mayor Redmon called the Snohomish City Council Meeting to order at 6:03 p.m., Tuesday, April 4, 2023. The meeting was held in hybrid format with in-person attendance at the Snohomish Carnegie, 105 Cedar Avenue, Snohomish, and remote online access via Zoom.

- a. Roll Call

Present: Councilmembers Lea Anne Burke, Karen Guzak, Judith Kuleta, Felix Neals, Tom Merrill, and Donna Ray; Mayor Linda Redmon

Absent: Councilmember David Flynn

MOTION by Guzak, second by Merrill to excuse Councilmember Flynn. Motion passed unanimously (6-0).

- b. Pledge of Allegiance

2. **PRESENTATIONS:**

Police Department Recognitions. Sergeants Scott Wells and Chris Veentjer received recognition for dedicated service to law enforcement from Snohomish Police Chief Robert Palmer, Snohomish County Sheriff Adam Fortney, Bureau Chief Scott Robertson and VFW Post 921 Commander Otis Wolfe

Conservation Month Proclamation. Mayor Redmon read the proclamation declaring April 2023 as Conservation Month

3. **PUBLIC COMMENT:**

Don Dillinger, Green Snohomish Co-Chair, thanked the Mayor and Council for their dedication to conservation.

Jeff Valetta commented on Earth Day community celebration plans and Citywide events.

Natalie Caulkins, Republic Services Recycling Coordinator, thanked the Mayor and Council for supporting the Litter Walk held April 1.

4. **APPROVE AGENDA** contents and order

MOTION by Merrill, second by Burke to approve the agenda as presented. Motion passed unanimously (6-0).

5. **CONSENT ITEMS:**

- a. CONFIRM Mayor's Re-Appointments to the Public Safety Commission

- b. APPROVE minutes of the March 21, 2023 regular meeting

- c. AUTHORIZE payment of claim warrants #78515 through 78620 in the amount of \$888,927.07, issued since the last regular meeting; and payroll warrants #982-984, 987,

4950-5009 and 5064-5114 in the amount of \$423,603.30 issued March 5, 2023 through March 20, 2023.

MOTION by Burke, second by Guzak to PASS the Consent Items. Motion passed unanimously (6-0).

6. ACTION ITEMS:

- a. AUTHORIZE Mayor to Execute Water and Sewer Franchise Agreement with Snohomish County Public Works

Public Works Director Nova Heaton provided background of the item, explaining the previous franchise agreement expired. The agreement, provided by the County, allowed the City to own and maintain utilities in the County public rights-of-way.

Council President Merrill asked if services in addition to the water line were included. Director Heaton confirmed the agreement would cover all utilities.

Public Comment: None

Public Comment Closed.

MOTION by Burke, second by Guzak to AUTHORIZE the Mayor to execute the franchise utility agreement with Snohomish County. Motion passed unanimously (6-0).

- b. AUTHORIZE Mayor to Execute Contract with MENG Analysis for the Capital Facilities Plan

Director Heaton explained the contract and work product would provide the City with an assessment of City buildings, including park structures. The information would allow staff to identify areas of needed improvement, and develop a repair and replacement program; all of which were important for the Capital Facilities Element of the Comprehensive Plan. Staff recommended that due to the cost of the condition assessment, the ADA Transition Plan portion of the proposal be deferred and planned for in the 2025-2026 budget cycle.

Council asked questions, which staff responded to, covering the following topics:

- All buildings would be considered, including pump stations, treatment plants, park restrooms, and park shelters.
- The ADA Transition Plan study would be for City facilities and parks, not sidewalks and rights-of-way, which were being reviewed under a separate ADA Transition Plan.
- Appraising the value of the properties and structures would not be included, but cost estimates for repairs and/or replacement would be.
- Information developed through the process would inform an asset management program.
- The study was previously allocated for in the 2021-2022 budget, but the competitive bid process did not meet the City's needs so a contract was not executed. An RFQ process was then utilized, from which MENG was interviewed and selected.
- The budgeted amount was not carried over into the 2023-2024 budget, so an amendment will be needed for the portion not covered by a grant.

Public Comment:

Morgan Davis commented on the Public Works shop site study and Fire District stations.

Public Comment Closed.

MOTION by Guzak second by Neals to AUTHORIZE the Mayor to sign and execute the Professional Services Agreement with MENG Analysis, Inc., in an amount not to exceed \$152,659, including a Management Reserve, for the Facility Condition Assessment Project. Motion passed unanimously (6-0).

7. DISCUSSION ITEM: ARPA Quarterly Update

City Administrator Heather Thomas and Community Navigator Velvet Franz shared the quarterly update, explaining the report was Q123; the 2022 year-end report was nearly completed and would be shared at a later date. Account B showed the largest change in funds, due to the hiring of the Community Navigator and her efforts to help distribute utility and household grants. The allocated amount to that fund was nearly all spent, indicating a need for funding assistance. Council was asked to consider options on what to do once the funds were depleted. Other accounts showed little change as many projects were still pending, such as the First Street Master Plan, results of the County's broadband study to help direct City actions, and the EPA lead survey.

In response to Council President Merrill's question, Administrator Thomas explained funds needed to be appropriated by the end of 2024, with some funds carried through 2026.

Councilmember Guzak asked about the average amount of household grants. Community Navigator Franz replied they were a flat amount of \$2,500.

Councilmember Neals inquired if anything developing in the current Legislative session could impact terms of allocation. Administrator Thomas responded there was a proposed bill related to guaranteed basic income, but it did not pass.

8. OTHER BUSINESS/INFORMATION ITEMS: None

9. COUNCILMEMBER COMMENTS/LIAISON REPORTS

Councilmember Guzak thanked Republic Services, Green Snohomish and Mayor Redmon for their efforts to help clean up areas around the City. Just over one ton of garbage, and 2.25 yards of recycling were gathered. Snohomish County Tomorrow discussed the Department of Commerce's report on housing.

Councilmember Neals shared community members inquiring about missing middle housing and volunteer opportunities. He has been trying to clean graffiti he comes across.

Councilmember Kuleta spoke of the loss of Youth Council member Khalea Thoeuk and Snohomish High School graduate Riley Danard.

10. COUNCIL PRESIDENT'S ITEMS/REPORTS: Council President Merrill thanked Planning Director Brooke Eidem for the videos she is producing to share information on middle

housing. He attended a Friends of Blackmans Lake meeting and was encouraged by their interest in helping take care of the lake.

11. **STAFF BRIEFINGS:** Director Heaton provided a brief update on Public Works projects and issues: First Street Master Plan process, difficulty for staff to maintain the public restrooms, repeated vandalization of dog waste bag dispensers, spring landscaping, and the upcoming Pilchuck Park construction closure.

12. **CITY ADMINISTRATOR’S COMMENTS:** Administrator Thomas commented on the following:

- The Code Enforcement Officer job description was vetted by Union and would open internally next week. Several other positions were open for those interested.
- The Lodging Tax Advisory Committee (LTAC) met last week to allocate grants. Their recommendations will be presented to Council on April 18, 2023.
- The HUD Grant Agreement for the NE sewer trunk extension was less than anticipated, and would be brought to Council for acceptance at the next meeting.
- A draft City Shop feasibility study was completed, but additional studies were underway for a new municipal campus. If Public Works cannot be accommodated, staff will revisit the initial study.

13. **MAYOR’S COMMENTS:** Mayor Redmon attended an Iftar dinner, thanked Republic Services and Green Snohomish for their clean-up efforts, shared the City Clean-Up event at the City Shop on April 15, and echoed Councilmember Kuleta's comments at the loss of Youth Council member Khalea Thoeuk and Riley Danard.

14. **ADJOURN.** There being no objection, the meeting adjourned at 7:00 p.m.

APPROVED this 18th day of April, 2023.

CITY OF SNOHOMISH

ATTEST:

Linda Redmon, Mayor

Brandi Whitson, City Clerk