

**Snohomish City Council Meeting Minutes  
April 21, 2020**

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council regular meeting to order at 6:00 p.m., Tuesday, April 21, 2020.

**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, City Clerk and HR Manager  
Debbie Burton, Finance Director  
Glen Pickus, Planning Director  
Steve Schuller, City Administrator and  
Utility General Manager  
Grant Weed, City Attorney  
Brandi Whitson, Administrative Assistant

***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. **INTRODUCTORY REMARKS BY MAYOR JOHN T. KARTAK.** Mayor Kartak provided a statement regarding the necessity to conduct the remote meeting due to the COVID-19 pandemic, and reviewed additional emergency restrictions currently in place. He outlined changes to the normal meeting protocols, which included suspending oral public comment and roll call voting on all motions.

**MOTION** by Sanders, second by Ray, to suspend regular meeting practices as described. The motion passed unanimously (7-0).

3. **APPROVE AGENDA** contents and order

The Mayor called for a motion to amend the standard order of business to remove Other Business/Information Items; Councilmember Comments/Liaison Reports; City Administrator's Comments; and Mayor's Comments from tonight's meeting agenda.

**MOTION** by Sanders, second by Redmon to amend the standard order of business and accept the agenda as revised. The motion passed unanimously (7-0).

4. **APPROVE MINUTES** of the March 17, 2020 regular meeting.

**MOTION** by Sanders, second by Countryman to approve the minutes of the March 17, 2020 regular meeting. The motion passed unanimously (7-0).

5. **CITIZEN COMMENTS:** Ms. Adams stated no written citizen comments were received prior to tonight's meeting.

6. **ACTION ITEM: APPOINT** two City Council Liaisons to the Midtown Planning Task Force.

Mr. Pickus provided details on the Midtown Planning Task Force, and explained the limited role of the liaisons within it. He mentioned the first meeting of the Task Force is anticipated to be Tuesday, June 9, 2020.

Councilmember Merrill questioned if notes would be taken at the meetings. Mr. Pickus responded staff will take notes and publish them on the City's Midtown Planning District project webpage.

Mayor Kartak asked Council President Sanders to preside over the nomination and appointment process. Council President Sanders outlined the process for nominations and voting.

Pursuant to roll call nominations, Councilmembers Sanders, Merrill, Kuleta, Ray, Countryman and Dana were nominated. Councilmembers Sanders, Countryman and Dana declined the nomination; Councilmembers Merrill, Kuleta and Ray accepted.

Mr. Schuller proposed since three Councilmembers accepted nominations, and the question of selecting an alternate had been raised, would the Council accept the three nominations as the appointments. Council concurred.

**MOTION** by Sanders, second by Redmon to APPOINT Councilmembers Merrill and Kuleta to serve as the City Council Liaisons to the Midtown Planning District Task Force, with Councilmember Ray as alternate. The motion passed unanimously (7-0).

7. **DISCUSSION ITEM:** Financial Report as of December 31, 2019

Ms. Burton provided a brief synopsis of the 2019 Financial Report, stating operating and non-operating fund balances all met or exceeded financial policy requirements.

Councilmember Merrill questioned an expense for Law Enforcement, which Ms. Burton answered.

Councilmember Kuleta requested clarification of the Gambling Tax. Ms. Burton explained the State Auditor's Office designated the "Utility and Gambling Tax" fund, but she could provide individual dollar amounts in future reports. The City's Gambling Tax is roughly \$40,000, and collected from entities providing activities such as pull tabs and bingo.

Mayor Kartak thanked Ms. Burton for the information. Ms. Burton wished to recognize the Finance Department staff for their work.

8. **CONSENT ITEMS:**

- a. **SUSPEND** Water Utility Shut Offs for Nonpayment during COVID-19 Emergency – **PASS** Resolution 1409
- b. **CONFIRM** Mayor's Reappointments to the Economic Development Committee
- c. **AUTHORIZE** payment of claim warrants # 72590 through # 72752 in the amount of \$594,700.24, and payroll warrants # 70112 through # 72629 in the amount of \$460,660.54, issued since the last regular meeting.

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

9. **OTHER BUSINESS/INFORMATION ITEMS** (*Item removed from agenda at beginning of meeting*)

10. **COUNCILMEMBER COMMENTS/LIAISON REPORTS** (*Item removed from agenda at beginning of meeting*)

11. **COUNCIL PRESIDENT'S ITEMS/REPORTS:** Council President Sanders requested a motion to cancel the regularly scheduled Council meeting on May 5, 2020.

**MOTION** by Countryman, second by Kuleta to cancel the May 5, 2020 regular meeting. The

motion passed unanimously (7-0).

Council President Sanders reminded Council of an upcoming Budget Workshop, tentatively scheduled for Tuesday, June 23, 2020 at 5 p.m.

Councilmember Merrill questioned the status of the scheduled May 19, 2020 City Council meeting and workshop. Mr. Schuller advised the workshop will be cancelled (originally scheduled as a budget workshop), but Council action is needed on a time-sensitive matter, so the regular meeting should not be cancelled; however, it is unclear at this time if the meeting will be remote or in-person.

Councilmember Merrill suggested the workshop be reinstated for the Council to discuss their goal-setting parameters and strategies. Mr. Schuller stated he will tentatively add it to the agenda planner, and Mr. Weed cautioned restrictions on meeting content may still be in place at that time.

12. **CITY ADMINISTRATOR'S COMMENTS** *(Item removed from agenda at beginning of meeting)*
13. **MAYOR COMMENTS** *(Item removed from agenda at beginning of meeting)*
14. **RECESS to EXECUTIVE SESSION** at 6:47 p.m. to discuss potential litigation, pursuant to RCW 42.30.110(1)(i), for ten (10) minutes, with no action to follow.

Mr. Schuller **EXTENDED** the Executive Session at 6:58 p.m. for an additional five (5) minutes.

Mr. Schuller **EXTENDED** the Executive Session at 7:04 p.m. for an additional five (5) minutes.

Mr. Schuller **EXTENDED** the Executive Session at 7:09 p.m. for an additional ten (10) minutes.

Mr. Schuller **EXTENDED** the Executive Session at 7:21 p.m. for an additional ten (10) minutes.

Mr. Schuller **EXTENDED** the Executive Session at 7:30 p.m. for an additional five (5) minutes.

15. **RECONVENE** at 7:35 p.m.

16. **ADJOURNMENT:**

**MOTION** by Merrill, second by Kuleta, to **ADJOURN** the regular City Council Meeting at 7:36 p.m. The motion passed unanimously (7-0).

APPROVED this 19<sup>th</sup> day of May, 2020.

CITY OF SNOHOMISH

ATTEST:

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John T. Kartak, Mayor

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Pat Adams, City Clerk