

**Snohomish City Council Minutes
May 17, 2022**

1. **CALL TO ORDER:** Mayor Redmon called the Snohomish City Council Meeting to order at 6:00 p.m., Tuesday, May 17, 2022.

COUNCILMEMBERS/MAYOR PRESENT

Lea Anne Burke
David Flynn
Karen Guzak
Judith Kuleta
Tom Merrill
Felix Neals
Donna Ray
Linda Redmon, Mayor

STAFF PRESENT

Emily Guildner, City Attorney
Scott James, Finance Director
Yosh Monzaki, City Engineer
Rob Palmer, Police Chief
Rebekah Park, HR Manager
Glen Pickus, Planning Director
Heather Thomas, City Administrator
Brandi Whitson, 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. **APPROVE AGENDA** contents and order.

MOTION by Ray, second by Burke to approve the agenda with the addition of Presentation 4d., Legislative Updates by Senator John Lovick, to go after Presentation 4c. Motion passed unanimously (7-0).

3. **CONSENT ITEMS:**

- a. **AUTHORIZE** Mayor to Execute Amendment with Otak for the Averill Field Improvement Project
- b. **CONFIRM** Mayor's Appointments to the Public Safety Commission
- c. **APPROVE** minutes of the April 19, 2022 regular meeting and May 3, 2022 special meeting
- d. **AUTHORIZE** payment of claim warrants #76718 through #76854 in the amount of \$750,768.49, and payroll warrants #76763-76770, 76958-76961, in the amount of \$505,801.61, issued since the last regular meeting.

MOTION by Guzak second by Burke to PASS the Consent Items. Motion passed unanimously (7-0).

4. **PRESENTATIONS:**

- a. Public Works Week Proclamation. Mayor Redmon read a proclamation designating May 15-21, 2022 as National Public Works Week.
- b. Recognition of Snohomish Police Sgt. Nathan Alanis. Chief Palmer presented a plaque to Sergeant Nathan Alanis for his dedication and service to the City of Snohomish as a member of the Snohomish Police Department. Sgt. Alanis would be relocating with the Snohomish County Sheriff's Office in his new role as Lieutenant.

- c. Snohomish Health District Update. JR Myers, Environmental Health Assistant Director, provided a slide show sharing data and trends for the County and City. Information included reports on opioid overdoses/deaths, youth suicides, SHB1074 Adult Fatality Reviews, and environmental health updates (i.e. food permits, food safety inspections, septic and solid waste complaints). He explained family health outreach and education opportunities, address public health issues, and described their “ABCs for Healthy Kids” campaign.

Council questioned and Mr. Myers replied on or would have the appropriate department respond:

- Adequate staffing needs and position fulfillment
- Comparing trends to pre-COVID
- Health District’s stance on equity and inclusion
- District actions on affordable housing as it relates to public health

- d. Legislative Update - Senator John Lovick (*Item added at beginning of meeting*). Senator Lovick thanked Council and staff for their work in the community. He specifically thanked Chief Palmer for his great leadership. He spoke briefly to law enforcement legislation on police reform, and the work being done to address questions related to those bills. He announced the adoption of pickleball as the official state sport.

- e. Quarterly Financial Update - 1st Quarter. Mr. James provided a brief recap and slide show of the 1st Quarter results. He explained the City was 62.5% through the two-year budget, compared General Fund revenues and expenditures to last year, with sales tax continuing to be the main contributor to the General Fund. Mr. James also provided updates on gas tax revenues, construction, and REET; and shared various ending fund balances. Overall, fund balances increased \$6.1 million, putting City finances in very good shape.

Councilmembers and Mr. James discussed:

- Increased insurance expenses.
- Growth in REET could be due to increased home purchasing before interest rates rose higher. Home sales may slow as rates rise.
- Park impact fee collection and impact on future projects.
- Fund levels will likely reduce as capital projects begin this year, utilizing the funds.
- Details and project reporting to help inform the Council and public of funds being utilized.
- Consideration of budget impacts and potential reforecasting needed; use of forecast models at the budget workshop.

5. PUBLIC COMMENTS:

Morgan Davis commented on signage of appropriate naming of streets north of the 15th Street roundabout.

Megan Kemmett expressed appreciation to all for their work on the new roundabout on Highway 9 at Avenue D.

6. ACTION ITEMS:

- a. **APPROVE** Budget Amendment - **ADOPT** Ordinance 2441

Mayor Redmon provided context and a vision of moving the City to a proactive model of business to serve the community, including planning ahead and investing in

infrastructure, technology and staffing. Modernization helped support staff, community engagement, and increased transparency. Several amendments had already been shared with Council, with new proposals to help meet these goals. Staff aimed to provide a full picture, including careful analysis of potential budget impacts.

Mr. James provided a brief overview and slideshow of the proposed amendments for the 2021-2022 budget, including 22 budget amendments, 6 of which were new. Decision packages included staffing, software, equipment and project funding. Ms. Park then reviewed proposed staffing positions for 2022-2023 and those previously discussed for this year. She described needs for maintaining service levels, while also being mindful of and accountable for budgets and resources.

Councilmember Burke requested more detail on the equipment storage shed. Mayor Redmon explained organizations that rented the fields also helped maintain them; the shed would house equipment for that maintenance.

Councilmember Neals pondered contingency plans and prioritization, and asked if rising inflation impacts on salary were considered. Ms. Park responded she would report back.

Council President Merrill and Councilmember Kuleta questioned the various Economic Development positions, and the need for a Director. Ms. Thomas explained in detail the reasoning behind the positions, in part from discussions with Wendy Poischbeg on future needs and direction of the department. Other needs identified included recruiting, retaining and engaging businesses; the Mayor's priority for community outreach and engagement; promoting the City and events County-, state- and nationwide; coordination with community services and internal departments (e.g. special events); and ensuring responsible, strategic investment of the City's various funding opportunities. Ms. Thomas explained the director position for the department was still necessary, but the title would change to more accurately reflect the position's responsibilities towards community engagement and less in economic development.

Councilmember Ray inquired on budget impacts of the additional expenses, and sustainable funding of the long-term proposals. Ms. Thomas replied the figures provided in the budget reports assumed the decision packages were all funded. Mr. James explained the forecast model used was conservative, but the fund balances continued to show growth. Other revenue sources were available that the City did not currently use. Staff was attempting to address immediate needs in a sustainable way, but also to find ways to improve efficiency and automation. In addition, forecast models could be re-evaluated and updated to include impacts of development of parks or infrastructure.

Ms. Park shared organization charts showing the current and proposed structures. She also shared a function chart to help identify responsibilities of each department.

Councilmember Ray asked if the facilities assessment included equipment, or just buildings. Mr. James replied it covered just buildings, and suggested review of fleet and equipment should include developing a replacement schedule and policy.

Councilmember Burke inquired if Boards and Commissions could be included on the organization charts to help identify their responsibilities and connections. Ms. Park responded she would make updates.

Public Comment:

Jim Lewis questioned ensuring integration of software, and the City should encourage more than just retail businesses.

Morgan Davis commented on Senior Center expenses, and felt the City had too many directors.

Public Comment Closed.

MOTION by Guzak, second by Neals to ADOPT Ordinance 2441, amending the 2021-2022 Budget.

Councilmember Neals remarked on the number of items covered and several unknown factors. He did not feel satisfied taking action, but would vote to move forward because there would be opportunities to make changes later.

Council voiced concerns and deliberated over the following:

- Expenses related to implementation of the asset management software, not just purchase.
- The need for 3 new community engagement positions; review focus of the Economic Development Committee
- Staff time to implement and input data for the proposed software to receive meaningful data from it.
- Trusting staff and the Mayor to know their departments and help guide staffing levels.
- Additional budget adjustments could be made as needed.
- Adequate maintenance staff to meet the growing City needs.
- City responsibilities in regards to services it provided; was community engagement considered a service.
- Benefits of community engagement to increase sales tax and economic development.

Ms. Thomas and Mayor Redmon described the proposed asset management software would help manage fleet and equipment, as well as provide the community a way to communicate directly with appropriate staff. The software would also provide performance measures and tracking; a way to improve customer service. The director position would play a key role in community engagement as designated PIO and sharing information across multiple platforms and events, and helping develop and market Snohomish. The positions would help support economic development, community engagement, internal communications, public outreach, and emergency preparedness--essentially connecting residents, businesses, community groups, and the City.

Council President Merrill suggested the City was competing with other cities and counties for the same dollar, so should work to stay ahead of other cities as a destination spot. He would rather put forward too much and scale back later.

VOTE ON MOTION: Motion passed (6-0), with Councilmembers Ray, Kuleta, Neals, Merrill, Flynn and Guzak voting in favor; Councilmember Burke abstained.

b. **APPROVE** Seventh Street ROW Vacation - **ADOPT** Ordinance 2436

At 8:50 p.m., **MOTION** by Neals, second by Merrill to extend the meeting to 9:45 p.m. Motion passed unanimously (7-0)

Mr. Monzaki provided background of the vacation request and appraisals received to determine the final compensation amount.

Councilmember Ray clarified if this was the final step for the same property previously discussed. Mr. Monzaki replied it was, and accepting compensation was the final step.

Councilmember Guzak inquired on the adjacent green space. Mr. Monzaki explained abutting property owners were only entitled to the half of the right-of-way adjacent to their property. The property owner to the north was not interested in pursuing vacation this time.

Public Comment:

Morgan Davis commented on retaining the property as a pocket park, and the price was too low.

Jared Boundy remarked right-of-way vacations were not standard real estate deals, and was interested in best use for affordable housing.

Public Comment Closed.

Council President Merrill felt the comparable value after vacation fell within parameters of the county's assessment of other properties in the area.

Councilmember Burke supported the proposal as an example of opportunity for infill and increasing housing stock.

MOTION by Guzak second by Burke, that the City Council ADOPT Ordinance 2436 for the vacation of a portion of the Seventh Street public right-of-way between Avenues A and B. Motion passed unanimously (7-0).

- c. **AUTHORIZE** Mayor to Execute Contract with Trinity Contractors for the Holly Vista Drive Improvement Project

Mr. Monzaki provided background of the project which has been on the 2013 Stormwater Comprehensive Plan and on the Capital Improvement Projects since 2017. The pavement was in poor condition and no drainage system currently existed. He briefly explained the scope of the project, including pavement after completion. The City received two bids, with Trinity Contractors submitting the lower of the two.

Public Comment: None

Public Comment Closed.

MOTION by Burke second by Merrill that the City Council AUTHORIZE the Mayor to sign and execute a contract with Trinity Contractors, Inc. in the bid amount of \$860,947.55 and a 20% contingency for a total project budget not to exceed \$1,030,000, for the construction of the Holly Vista Drive Improvements Project. Motion passed unanimously (7-0).

- d. **AUTHORIZE** Mayor to Execute Contract with Pace Engineering for the City Shop Location Feasibility Study

Mr. Monzaki outlined the contract details, based on previous conversations regarding replacement of the Public Works shop building at the current location on First Street.

Council inquired on potentially relocating the shop to other City-owned property, proposing the feasibility study. He described the scope of the study.

In response to Councilmember Ray's questions, Mr. Monzaki explained the study would review moving all buildings from the current site, developing the First Street property into a park was not identified on the capital improvement project lists, and funding to do so could come from park impact fees, grants, REET or other options to be researched.

Council President Merrill confirmed the shop building needed to be moved from its current location by 2027.

Public Comment:

Morgan Davis supported the study.

Public Comment Closed.

Councilmember Guzak remarked on staff concerns with safety of the current location, especially in regards to liquefaction during an earthquake.

MOTION by Guzak, second by Neals that the City Council AUTHORIZE the Mayor to sign and execute the Professional Services Agreement with PACE Engineers, Inc., in an amount not to exceed \$39,881.00 for the Public Works Facility Feasibility Study. Motion passed unanimously (7-0).

7. **OTHER BUSINESS/INFORMATION ITEMS:** None.

8. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**

Councilmember Guzak shared Green Snohomish's tree tour on Mother's Day had over 50 people. Republic Services sponsored a "litter walk" clean-up.

Councilmember Burke reported a few attendees to the recent Coffee with Council at the Carnegie, with great interactions. In light of the numerous recent mass shootings, she felt it important to recognize domestic terrorism and continue to converse about it, not to become numb and complacent to it.

Councilmember Kuleta congratulated Snohomish High School's Kathy Purviance-Snow on receiving a national award for excellence in teaching from the National Education Association Foundation. She reported working on the upcoming Artwalk in August.

Councilmember Neals thanked Councilmember Burke for her comments, and agreed it could happen to anywhere at any time. He stated staying connected and sharing the positives was important, and brining good community engagement forward was an important aspect of what they could do. He reported hearing comments on the new location of the Farmers Market, and hopes to find a solution that works well for all involved.

Councilmember Ray remarked on filling the Public Safety Commission's vacancies and working with Ms. Thomas on ways to help the Commission in their efforts. She was encouraged by the proposed staffing discussion mentioning office of neighborhoods and grants, and engaging the community in how budget dollars could be spent in their neighborhoods.

Councilmember Flynn thanked staff for their reports and thoughtful preparations. He wished to recognize and thank the City's Public Works Department for all they do, and encouraged continuing communications with them.

9. **COUNCIL PRESIDENT'S ITEMS/REPORTS:** Council President Merrill expressed appreciation for Chief Palmer, who was invited to and attended a neighborhood meeting to discuss public safety issues. He thanked staff for linking the Community Transit survey to the City's website, and encouraged all to take part complete fill out as it would set the direction for public transportation through the City for the next five years.
10. **CITY ADMINISTRATOR'S COMMENTS:** Ms. Thomas thanked the Council for their support of Public Works Week, and shared the following:
 - Staff expected to update the Council next month on Blackmans Lake, including information on contracts to address the curly leaf pondweed issue, and research on alum treatments.
 - Requested feedback from Council on potentially adding special workshop meetings during opposing weeks of the regular Council meetings to provide time to cover numerous topics, and help maintain reasonable meeting lengths.
 - Announced Shari Ireton was selected to fill the Economic Development Director position, with the title likely to change. She introduced Ms. Ireton, who was in attendance.
11. **MAYOR'S COMMENTS:** Mayor Redmon shared the next Engage Snohomish event as scheduled for tomorrow, Yoga in the Park on Sunday by the Carnegie, and the Youth Council was hosting an open mic night on the 25th.

At 9:37 p.m., **MOTION** by Ray, second by Flynn to extend the meeting to the end of the Executive Session. Motion passed unanimously (7-0).

12. **EXECUTIVE SESSION:** At 9:38 p.m., the Council recessed to Executive Session until 9:53 p.m. to DISCUSS Potential Liability, pursuant to RCW 42.30.110(1)(i)(iii), and Potential Real Estate Acquisition, pursuant to RCW 42.30.110(1)(b). No action to follow.

At 9:53 p.m., Ms. Thomas announced the Executive Session would be extended an additional five minutes to 9:58 p.m.

13. **ADJOURN.** There being no objection, the meeting adjourned at 9:58 p.m.

APPROVED this 7th day of June, 2022.

CITY OF SNOHOMISH

ATTEST:

Linda Redmon, Mayor

Brandi Whitson, City Clerk