

**Snohomish City Council Meeting Minutes  
May 19, 2020**

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council regular meeting to order at 6:00 p.m., Tuesday, May 19, 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  
Wendy Poischbeg, Economic Development and  
Communications Manager  
Keith Rogers, Police Chief  
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.
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 Ray, second by Sanders to amend the standard order of business as noted, but to allow Councilmember Comments, and accept the agenda as revised. The motion passed unanimously (7-0).

4. **APPROVE MINUTES** of the April 21, 2020 regular meeting.

**MOTION** by Sanders, second by Redmon to approve the minutes of the April 21, 2020 regular meeting. The motion passed unanimously (7-0).

5. **CITIZEN COMMENTS:**

**MOTION** by Sanders, second by Redmon to allow oral public comment and to read aloud any written comments received. The motion passed unanimously (7-0).

There were no oral comments.

Ms. Adams read written comments received from:

**Lya Badgley, Parks and Recreation Board member**, supporting City parks and open spaces.

**Alice Armstrong, Parks and Recreation Board member**, supporting City parks and open spaces.

**David Cordell, 506 Avenue B**, supporting the wearing of face coverings in public.

**Nicholas Gottuso, Avenue E**, requested Council support to re-open City businesses.

**Morgan Davis**, commented against funding the Carnegie building remodel.

Citizen Comments: Closed

6. **ACTION ITEM:** Flood Hazard Area Interim Zoning Regulations - **ADOPT** Ordinance 2390

Mr. Pickus presented the staff report, explaining the need to adopt interim flood hazard area zoning regulations before FEMA's June 19, 2020 deadline in order to maintain City participation in the National Flood Insurance Program (NFIP). He is working with the Planning Commission to develop a permanent policy, which will be heard at a public hearing and should be ready for Council review by the end of July.

Councilmember Ray inquired if the Ordinance was a policy change or a renewal. Mr. Pickus answered the proposed ordinance is primarily a renewal. The only significant change to the upcoming permanent regulations will be to codify a SEPA opinion requiring biological assessments.

Councilmember Merrill requested clarification on the timeframe with which to adopt permanent regulations. Mr. Pickus advised the interim policies could be extended every six months, with subsequent public hearings, but the intent is to have the final policy in place in July.

Citizen comments: None

Citizen comments: Closed

**MOTION** by Sanders, second by Kuleta to ADOPT Ordinance 2390, implementing interim zoning regulations for development in flood hazard areas which meet the requirements of the National Flood Insurance Program. Motion passed unanimously (7-0).

7. **DISCUSSION ITEM:** Financial Report as of March 31, 2020

Ms. Burton provided a brief synopsis of the 2020 First Quarter Financial Report, indicating revenues are slightly over budget and expenditures are slightly under budget, with fund reserves just over the required amount. She cautioned these numbers do not reflect impacts that may be caused due to the COVID-19 pandemic.

Councilmember Kuleta questioned filling current City job vacancies. Ms. Burton responded only one position was budgeted but not filled, as it was no longer needed. Mr. Schuller commented staff had discussed repurposing the position; however, due to the COVID-19 outbreak, those discussions have been placed on hold. Councilmember Kuleta then asked about the hiring of seasonal maintenance workers. Mr. Schuller advised at this time, the impact on the City's revenue in terms of the COVID-19 pandemic is not yet known and as such, out of caution, seasonal hiring is on hold.

Councilmember Ray inquired if the hiring of fewer temporary personnel would be helpful. Mr. Schuller responded it is still too early to determine revenue impacts, and staff currently proposes no additional expenses in order to maintain current service levels. Mayor Kartak

stated lay-offs are not anticipated. However, there are still unknown factors related to revenues which cannot be addressed at this time.

Councilmember Kuleta commented on communicating with City residents so they understand the City is being cautious with expenditures, and the impacts may be that citizens view additional weed overgrowth in City parks. Mayor Kartak encouraged Council to reach out to citizens, and perhaps invite them to volunteer. Mr. Schuller stated several volunteer opportunities normally held throughout the City during the spring were cancelled, but could perhaps be re-introduced later in the year.

Council President Sanders concurred, and contemplated opportunities to get the word out that the City is focused on a thoughtful, strategic approach, and are open to methods to encourage community involvement. Ms. Poischbeg commented on educating the public with such ideas as “pack it in, pack it out” so they can take advantage of the City’s open spaces but take their garbage with them to alleviate impacts on City staff. Mr. Schuller commented the City could host volunteer opportunities, once gatherings are allowed.

Ms. Burton explained the revenue forecast for the remainder of the budget term was based on assumptions, as current data has not been received. Additional details will be available prior to the budget workshop scheduled for June 23.

Citizen comments: None  
Citizen comments: Closed

Mayor Kartak thanked Ms. Burton and Mr. Schuller for their efforts in keeping the City financially sound.

**8. CONSENT ITEMS:**

- a. **ACCEPT** \$10,000 Grant from the Community Foundation of Snohomish County - **PASS** Resolution 1410
- b. **ACCEPT** Bid Award and **AUTHORIZE** Mayor to Sign a Contract with SRV Construction, Inc. for the Emerson Street Utility and Pavement Overlay Project
- c. **AUTHORIZE** payment of claim warrants # 72753 through # 72884 in the amount of \$781,896.88, and payroll warrants # 70113 through # 72865 in the amount of \$450,230.80, issued since the last regular meeting.

**MOTION** by Sanders, second by Merrill 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:**

Councilmember Ray commented on current COVID-19-related enforcement and activities. The Council briefly discussed their views and opinions. Mayor Kartak advised the City is following the Governor’s and County Health District’s guidelines.

11. **COUNCIL PRESIDENT'S ITEMS/REPORTS:** *(Item removed from agenda at beginning of meeting)*
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 7:10 p.m. to discuss potential litigation, pursuant to RCW 42.30.110(1)(i) for ten (10) minutes, with no action to follow.
15. **RECONVENE** at 7:20 p.m.
16. **ADJOURNMENT:**

**MOTION** by Merrill, second by Ray to **ADJOURN** the regular City Council Meeting at 7:21 p.m. The motion passed unanimously (7-0).

APPROVED this 2nd day of June, 2020.

CITY OF SNOHOMISH

ATTEST:

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John T. Kartak, Mayor

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Pat Adams, City Clerk