

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

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council regular meeting to order at 6:00 p.m., Tuesday, July 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
Brooke Eidem, Planner
Emily Guildner, City Attorney's Office
Glen Pickus, Planning Director
Wendy Poischbeg, Economic Development and
Communications Manager
Captain Robert Palmer, Interim Police Chief
Steve Schuller, City Administrator and Utility
General Manager
Andrew Sics, Senior Utilities Engineer
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.
3. **APPROVE AGENDA** contents and order.

MOTION by Sanders, second by Ray to approve the agenda as presented. Motion passed unanimously (7-0).

4. **APPROVE MINUTES** of the July 7, 2020 workshop and regular meeting.

MOTION by Merrill, second by Redmon to approve the minutes of the July 7, 2020 workshop and regular meeting. Motion passed unanimously (7-0).

5. **CITIZEN COMMENTS.** Mayor Kartak welcomed the citizens to the meeting and discussed the procedures for providing citizen comment.

Citizen Comments:

Mark Miller, in writing, regarding the City's current COVID-19 response.

Morgan Davis commented on Councilmembers' participation in campaigns and Council meeting procedures.

MOTION by Sanders, second by Countryman to continue Agenda Item 5. Citizen Comments following Agenda Item 8. Consent Items, due to technical accessibility issues. Motion passed unanimously (7-0).

6. **PUBLIC HEARING:** Six-Year Transportation Improvement Program (TIP) - PASS
Resolution 1412

- a. Staff Presentation. Mr. Sics provided a background of the Transportation Improvement Program, indicating the public hearing and annual review must be conducted to meet state requirements. Mr. Sics explained there were no changes from last year's TIP, and described updates on funding sources.
- b. Council's Questions of Staff. Councilmember Redmon questioned the placement of some projects on the list, such as sidewalk repairs on First Street. Mr. Sics advised that availability of grants or grant application processes could dictate when a project could be considered. Mr. Schuller advised the Council could adjust the priorities if they chose.

Council and staff discussed reviewing projects based on the Council's priorities/goals, funding sources, and funding availability.

Councilmember Merrill requested status of the Second Street corridor work. Mr. Schuller advised that much of the work would be utility-related, and therefore, paid through the utility funds. The utility work should be done before the street overlay. Mr. Sics advised they are about 90% complete with the utility design.

Mayor Kartak questioned if the utilities would go underground. Mr. Schuller explained moving utilities underground is a costly process, and would involve cooperation with local business and private property owners. Councilmember Redmon questioned if underground utilities would allow for upgrades, such as broadband and fiber optics. Mr. Schuller advised empty conduit could be included if utility companies chose not to provide those services at the time of work.

Council President Sanders cautioned to be respectful of businesses that are currently impacted by the COVID-19 pandemic restrictions, and to not let overlay work impact those businesses further. Mr. Sics advised most of the top priorities are located along Bickford Avenue where few businesses would be affected, but City staff will be mindful of limiting impacts as much as possible.

Councilmember Ray questioned if the public would be alerted of any impacts in regards to the large projects, such as the Second Street corridor improvements. Mr. Sics advised they would be.

- c. Citizens' Comments.

Morgan Davis commented on the influence of WSDOT's work on Highway 9 to the City's projects.

- d. Close Citizens' Comments.

- e. Council Deliberation and Action - Resolution 1412

MOTION by Merrill, second by Sanders to PASS Resolution 1412, approving the Six-Year Transportation Improvement Program for the years 2021 to 2026 as established, and DIRECT the Mayor to take the necessary actions to file the approved program with the State Secretary of Transportation and required agencies. Motion passed unanimously (7-0).

7. **ACTION ITEMS:**

- a. Amend SMC 14.100 Definitions - **ADOPT** Ordinances 2391, 2392, 2401

Ms. Eidem provided background on the work done by staff and the Planning Commission to consolidate and clarify definitions throughout the Land Use Development Code, Title 14 of the Snohomish Municipal Code (SMC). She explained that three ordinances are required to implement the proposed amendments, as different subject matters are addressed by the amendments.

Councilmember Merrill thanked the Planning Department for their work on this project.

Citizen Comments:

Terry Lippincott, Planning Commission Chair, and one other citizen, thanked staff for their work.

Citizen Comments: Closed

MOTION by Ray, second by Redmon to ADOPT Ordinance 2391, amending Chapter 14.295 SMC to address applicability and authority of traffic impacts. Motion passed unanimously (7-0).

MOTION by Ray, second by Kuleta to ADOPT Ordinance 2392, amending Chapter 14.242 SMC to address eligible facilities for Wireless Communications Facilities. Motion passed unanimously (7-0).

MOTION by Ray, second by Kuleta to ADOPT Ordinance 2401, amending and consolidating all definitions into a new Chapter 14.25 SMC. Motion passed unanimously (7-0).

- b. Update SMC 14.270 Flood Hazard Areas - **ADOPT** Ordinance 2400

Mr. Pickus outlined the background behind Ordinance 2400, which repeals interim regulations passed by Ordinance 2390. The Ordinance establishes permanent regulations in regards to development within the City's Flood Hazard Areas, as set forth in Chapter 14.270 SMC.

Councilmember Dana questioned how much land inside City limits would be considered in flood hazard areas. Mr. Pickus advised there was not much.

Councilmember Redmon questioned if the Southern UGA, specifically the airport, would fall into this category. Mr. Pickus confirmed it would.

Citizen Comments: None

Citizen Comments: Closed

MOTION by Sanders, second by Redmon to ADOPT Ordinance 2400 as presented to repeal Ordinance 2390, and to repeal and replace Chapter 14.270 SMC entitled "Flood Hazard Areas." Motion passed unanimously (7-0).

c. **RESUME** Water Utility Nonpayment Procedures

Ms. Burton provided information on extending utility bill payment options for those affected by the COVID-19 pandemic, as directed per the Governor's Proclamation 20-23.6. Ms. Burton introduced a proposed payment plan option to operate through December 31, 2020.

Councilmember Ray clarified late fees and shut-offs would be imposed August 1. Ms. Burton explained the payment plans are set up to avoid shutting off water.

Councilmember Kuleta commented the longer the situation exists, the harder it will be for people to catch up. She questioned if the issue could be revisited after December 31. Ms. Burton answered affirmatively, and stated the payment plans would hopefully help people avoid falling too far behind. There are currently about 44 customers in arrears, of which 12 have applied for payment plans. Approximately half of the customers were over 3 months late.

Councilmember Dana questioned the possibility of crowd-funding sources to help customers. Ms. Burton advised there are organizations to which the City refers customers, but a system such as the PUD has in place for donations could certainly be examined at Council direction.

Citizen Comments:

Merritt Weese commented on her support of the payment plan.

Morgan Davis commented on the unfairness for renters to not have the same payment options as homeowners.

Citizen Comments: Closed

The Council discussed payment options for low-income customers that rent, and decided to continue the discussion under "new business" later in the meeting.

MOTION by Sanders, second by Kuleta to AUTHORIZE the Finance Director to establish a monthly utility payment plan application and process effective August 2, 2020 through December 31, 2020. Motion passed unanimously (7-0).

d. Snohomish Community Small Business Relief Grant - **PASS** Resolution 1413

Ms. Poischbeg explained the proposed Small Business Relief Grants, utilizing a portion of the City's CARES Act funds to help offset necessary expenditures incurred due to the public health emergency with respect to COVID-19. She explained the application requirements and process, with review and recommendations by staff and the Economic Development Committee. The City Council would have final approval of the awards.

Councilmember Redmon inquired on some of the requirements. Ms. Poischbeg explained she tried to keep the process as easy as possible.

Councilmember Ray questioned if the proposed amount of \$100,000 could be increased. Ms. Poischbeg advised the amount could be increased, though not necessarily distributed, as there were still some expenses awaiting reimbursement approval.

Citizen Comments:

Morgan Davis suggested offering some of the money to low-income residents.

Merritt Weese suggested increasing the total amount of funds available.

Citizen Comments: Closed

The Council discussed increasing the total amount of funds, as well as extending the grants to individuals and not just businesses. Ms. Poischbeg advised it would take some time to revamp the program to include individuals. The Council agreed to take action on the Resolution in regards to businesses, and directed staff to return with options for extending grants to individuals.

MOTION by Redmon, second by Sanders to PASS Resolution 1413 as amended, authorizing the Mayor or designee, to distribute grant funds up to \$10,000 per qualifying small business located within the City of Snohomish, as selected under the Snohomish Community Small Business Relief Grant, up to \$200,000. Motion passed unanimously (7-0).

8. **CONSENT ITEMS:**

- a. **ACCEPT** Bid Award and **AUTHORIZE** Mayor to Sign a Contract with Accord Contractors for the Kla Ha Ya Lift Station Decommission Project.
- b. **AUTHORIZE** payment of claim warrants #73124 through #73197 in the amount of \$681,211.88, issued since the last regular meeting.

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

5. **CITIZEN COMMENTS** *continued from earlier in the evening:* No additional comments were received.

Citizen comments closed.

9. **OTHER BUSINESS/INFORMATION ITEMS:**

Councilmember Redmon inquired about status of WATV use on public roadways, as the one-year trial set by Ordinance 2376 was almost over. Mayor Kartak responded the topic was tentatively scheduled for discussion at the August 18, 2020 Council meeting.

Councilmember Redmon returned to the topic of low-income utility payment assistance for renters. Mr. Schuller and Ms. Burton responded they would work out details and bring a proposal back to the Council at a future meeting.

Councilmember Redmon mentioned she has received several comments from citizens regarding events from May 31, inquiring what happened and how to prevent it from happening again. Mayor Kartak suggested she meet with him and Interim Police Chief Palmer to discuss, and asked if other Councilmembers wished to attend. Councilmembers Ray and Kuleta requested to be included with those meetings.

10. COUNCILMEMBER COMMENTS:

Councilmember Ray relayed she is reviewing the mission statements of the various Boards and Commissions, and is working with staff and the Board/Commission members for input on what is and is not working. She commented the Public Safety Commission is not completely staffed, but could be useful considering recent events.

Councilmember Kuleta reported Snohomish for Equity has a new president, and they are looking at creative ways to positively encourage people to participate in events. They are working with the Historic Downtown Snohomish Association, and mentioned the Tweed Ride is still occurring, although slightly altered to accommodate gathering restrictions. She introduced a presentation series of Town Halls, with the following topics:

- September -- *Recycling*, with Republic Services
- October -- *Civic Government 101*, with Steve Schuller introducing City departments and responsibilities
- November -- *Boards and Commissions*, discussion covering their roles and responsibilities

She is hoping to connect with the public for additional topics for another series next spring.

Councilmember Merrill reported Community Transit's CEO is retiring. He also requested the Council send their updated goals to him in preparation for the August 11 workshop.

Councilmember Redmon provided an update from the Snohomish Health District on the COVID-19 pandemic. Snohomish County has seen a spike in cases of 80 per 1000 people, which is four times the number when the County moved to Phase 2, but with fewer deaths. She explained that the highest number of cases are in the 20-24 years of age range. The younger population is not affected as severely as other age classes, but is just as capable of spreading the disease. She explained District models indicate that Washington State is where Florida was three weeks ago, and could be where Florida is now, that is, increased infection and death rates, if measures are not taken to curb the spread of COVID-19.

11. COUNCIL PRESIDENT'S ITEMS/REPORTS: Council President Sanders reported the Youth Council met recently, seniors are leaving, and new students have requested appointment.

The Snohomish Leader Forum met with the Snohomish School District to discuss training opportunities and practices. He reported there is still a lot of interest in these meetings, and wanted to ensure training opportunities are moving forward for staff, Council and the public.

He agreed with Councilmember Ray that the Public Safety Commission could be helpful in light of recent events; however, the Fire District will have a new Chief, and the Snohomish Police Department will be placing a new Chief soon, so perhaps it would be best to wait for those positions to be filled prior to moving the commission forward.

12. CITY ADMINISTRATOR'S COMMENTS: Mr. Schuller present four topics:

- a. Update on Equity Training. He and Ms. Adams explained the City is working with WCIA to schedule equity/diversity/inclusion training for City staff and electeds; however, nothing has yet been scheduled due to high demand for such training.
- b. The first Midtown Planning Task Force meeting is scheduled for July 28, via Zoom.

- c. The Pilchuck River dam removal project is moving forward. The river has been diverted and the dam itself is planned for demolition next week.
- d. Council Meeting Schedule. Mr. Schuller stated the City Council typically cancels its first August meeting, as it conflicts with *National Night Out* activities. In addition, the Council typically meets in August to begin budget discussions and asked Council for direction.

MOTION by Sanders, second by Redmon to cancel the August 4, 2020 regular City Council meeting, and hold a special meeting budget workshop on August 11, 2020.

Councilmember Ray questioned if any *National Night Out* activities have been planned. Interim Chief Palmer commented that due to COVID-19 restrictions, *National Night Out* has been rescheduled for October.

Councilmember Redmon inquired if the budget workshop could be held on August 4, in lieu of the regular meeting. Ms. Burton advised she would not have all reports available by that time.

VOTE ON MOTION: Motion passed unanimously (7-0).

13. **MAYOR'S COMMENTS:** Mayor Kartak reported on topics discussed at the July 16, 2020 Puget Sound Regional Council's Growth Management Policy Board meeting, including the City of Buckley's Comprehensive Plan, regional centers framework implementation, and a regional housing strategy update. Topics they plan to discuss in September include implementation of the VISION 2050 plan.

Mayor Kartak thanked Ms. Burton and the Finance Department staff for their adaptability in light of COVID-19 impacts on the day-to-day handling of the City's finances.

14. **ADJOURN:** The meeting adjourned at 8:44 p.m.

APPROVED this 18th day of August, 2020.

CITY OF SNOHOMISH

ATTEST:

John T. Kartak, Mayor

Pat Adams, City Clerk