

**Snohomish City Council Meeting Minutes
August 18, 2020**

1. **CALL TO ORDER:** Mayor Kartak called the Snohomish City Council regular meeting to order at 6:00 p.m., Tuesday, August 18, 2020.

COUNCILMEMBERS/MAYOR PRESENT

Larry Countryman *arr. 6:45 p.m.*

Steve Dana

Judith Kuleta

Tom Merrill

Donna Ray

Linda Redmon

Jason Sanders

John T. Kartak, Mayor

STAFF PRESENT

Debbie Burton, Finance Director

Emily Guildner, City Attorney's Office

Yoshihiro Monzaki, City Engineer

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 Redmon to add the reading of a Proclamation to follow Agenda Item 5. Citizen Comments. Motion passed unanimously (6-0).

MOTION by Ray, second by Redmon to approve the agenda as amended. Motion passed unanimously (6-0).

4. **APPROVE MINUTES** of the following meetings:

- a. July 21, 2020 regular meeting

- b. August 11, 2020 special meeting - budget workshop

MOTION by Merrill, second by Kuleta to approve the minutes of the July 21, 2020 regular meeting and August 11, 2020 special meeting. Motion passed unanimously (6-0).

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

Citizen Comments:

Diana McDowell, in writing, regarding issues concerning their property description.

Karen Crowley, President-Elect of the local League of Women Voters, commented on the 100th anniversary of women securing the right to vote.

Morgan Davis disagreed with continuing the Midtown Planning District Task Force meetings via remote access.

6. **PRESENTATION** (*Added to the agenda at the beginning of the meeting*): Mayor Kartak read a Proclamation recognizing August 26, 2020 as Women’s Suffrage Day in the City of Snohomish, celebrating the 100th anniversary of the 19th Amendment.

7. **PUBLIC HEARING:** Comprehensive Water System Plan - ADOPT Ordinance 2393

- a. Announce purpose and open public hearing. Mayor Kartak opened the public hearing, and introduced Andrew Sics, Senior Utility Engineer.
- b. Staff presentation. Mr. Sics provided a background of the Comprehensive Water System Plan, stating WAC regulations require review every 10 years. The City’s previous plan was adopted in 2011, and several changes have occurred since then, including decommissioning the water treatment plant and removal of the Pilchuck River dam. Mr. Sics outlined some evaluations and findings of the City’s water system, and reported the City’s proposal to reduce water connection charges.
- c. Council’s questions of staff. Councilmember Kuleta asked about line replacement and water pressure. Mr. Sics responded replacement varied on the line.

Councilmember Ray inquired if the water line projects were part of the budget presentation. Mr. Schuller replied they were.

Councilmember Merrill asked for additional details on leakage savings. Mr. Sics responded water use efficiency goals aim toward less than 10% loss over a three year average, which is primarily accomplished through outdated pipe replacement.

Councilmember Dana questioned if the development plan for the Walsh property on Terrace Avenue would have any impact on the water service plan, and if there was enough to serve the area. Mr. Sics explained there is a 16” main line from the water storage tank that would be rerouted as part of development.

- d. Citizens’ comments. None
- e. Close citizens’ comments.
- f. Council deliberation. None
- g. Close public hearing. Mayor Kartak closed the public hearing.
- h. Council motion and action:

MOTION by Merrill, second by Ray to ADOPT Ordinance 2393, approving the adoption of the 2020 Water Comprehensive Plan. Motion passed unanimously (6-0).

8. **ACTION ITEMS:**

- a. **AUTHORIZE** Mayor to Sign Agreement with Otak for Parks Planning and Design

Mr. Schuller provided background on using Park Impact Fees to hire a consultant to assist with the master plan designs for Averill Field, Homestead Park and a connector bridge between Cady Park and Pilchuck Julia Landing. Utilizing MRSC’s roster, staff selected Otak. Mr. Schuller introduced Curtis LaPierre, Otak’s Project Manager.

Councilmember Ray inquired if the entire amount of \$280,000 due to be spent by the end of 2021 would be used on this effort alone. Mr. Schuller explained the expiring amount was a rolling figure and use could vary based on the design process. Staff will monitor and report back to Council as needed.

Councilmember Kuleta questioned assumptions in the proposal, such as flood hazard areas. Mr. Monzaki explained there are federal and state requirements for working in the flood areas, such as for the Cady Connector Bridge. Mr. LaPierre remarked verbiage was included in the proposal to indicate its necessity, but without associated amounts, as those would depend upon project specifics that were not yet known.

Councilmember Ray remarked on the various alternatives presented for Averill Field, and questioned the inclusion of previous ideas presented by staff and the City's Park and Recreation Board. Mr. LaPierre advised the proposals were a starting point and provided something tangible to initiate community involvement, but Otak will work with City staff and Council on the details.

Citizen Comments: None

Citizen Comments: Closed

MOTION by Sanders, second by Kuleta that the City Council AUTHORIZE the Mayor to sign a professional services agreement with Otak in an amount not to exceed \$132,608 for park master planning and design. Motion passed unanimously (7-0).

- b. **ESTABLISH** a Utility Support Program for Individuals Experiencing Economic Hardship due to the COVID-19 Pandemic - ADOPT Ordinance 2394

Ms. Burton outlined the background behind Ordinance 2394, which would utilize CARES grant funding to assist City residents experiencing economic hardship due to the COVID-19 pandemic. She reported changes were made to the Ordinance after the agenda was submitted to include a rent relief program, and not just utility payment assistance. She reviewed notification methods and the application process.

Councilmember Ray asked if someone could apply for both utility and rental assistance. Ms. Burton replied they could, if Council approved.

Councilmember Merrill inquired if a process was in place to ensure a landlord would not raise rent if their tenant took advantage of a grant. Ms. Burton indicated there was not, as rent was a civil issue between the tenant and the landlord. She explained if a tenant was awarded rental assistance, the check would be sent to the landlord. Councilmember Redmon explained the intent was to address those that did not have their own utility meter, that is, their utilities were covered in their rent.

Mayor Kartak questioned if there was a way to ensure the landlord was properly crediting their tenant if funds were awarded. Ms. Burton answered staff could look into having a landlord attest to receipt of funds, but it could also be considered a civil situation between the landlord and tenant. Ms. Guildner concurred, rental contracts between landlord and tenant are indeed civil, and not for the City to interfere with.

Councilmember Ray asked if the applicant would need to provide proof of need. Ms. Burton affirmed they would, and noted an applicant would not be eligible for this program if they were already receiving aid from another source.

Citizen Comments:

Tabitha Baty commented on the application availability in Spanish.

Morgan Davis commented on a variety of ways people were already receiving financial assistance.

Citizen Comments: Closed

Councilmember Redmon clarified with Ms. Burton that customers already receiving discounted utility rates are not eligible for this program.

MOTION by Redmon, second by Kuleta to ADOPT Ordinance 2394, establishing a Utility Customer and Rental Relief Grant funded by the CARES grant, subject to final City Attorney review. Motion passed unanimously (7-0).

c. Wheeled All-Terrain Vehicles - **ADOPT** Ordinance 2395

Mr. Monzaki provided background on the Wheeled All-Terrain Vehicles Ordinance, reporting the one-year trial period was almost over, and since no concerns or issues were reported to either the City or the Police Department, staff recommends to permanently allow WATVs on designated City streets with a posted speed limit of 35 mph or less.

Citizen Comments:

Morgan Davis commented WATVs should not be allowed on First Street.

Citizen Comments: Closed

MOTION by Ray, second by Countryman to **ADOPT** Ordinance 2395 to eliminate the trial period and allow the permanent operation of WATVs on City streets with a 35 mph or less speed limit.

Councilmember Redmon mentioned she received several supportive and appreciative comments from citizens, describing WATV use as a nice family experience.

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

9. **DISCUSSION ITEM:** 20 Mile Per Hour Zone - Pine Avenue North of 16th Street

Mayor Kartak explained the history of his Safe Streets Snohomish program, with a goal to reduce speed limits throughout the residential areas of the City.

Mayor Kartak announced three areas in which the speed limit will be reduced from 25 mph to 20 mph, each for a six month pilot program:

- Pine Avenue south of Second Street
- Seventh Street and Mill Avenue
- Seventh Street between Avenues D and J, and Avenue J to Second Street

These streets were specifically identified as frequently used by those trying to bypass the traffic controls on the arterials, often at higher rates of speed.

Councilmember Merrill indicated the difference between arterials and residential streets was not always obvious. Mr. Monzaki indicated a map would be made available identifying the arterial/collector streets, and is also available as part of the Transportation Master Plan on the City's website.

Councilmember Ray questioned the timing of implementation. Mayor Kartak indicated the program begins in September, but could depend on the City Street Department obtaining and posting the proper signage. The Council discussed with staff the availability and use of traffic studies. Mr. Schuller commented state legislation allows changes from 25 mph to 20 mph without engineering studies, and referred Council to the City of Boulder, Colorado's program as a comparable example.

Citizen Comments:

Karen Crowley questioned if there was sufficient law enforcement capacity to enforce the speed limit changes.

Morgan Davis supported 20 mph in residential areas.

Citizen Comments: Closed

Mayor Kartak and Captain Palmer remarked there was sufficient patrol staff and the use of radar trailers in those areas, as well as the potential of using the Community Services Officer or the School Resource Officer if necessary.

10. CONSENT ITEMS:

- a. **AMEND** 2020 Master Fee Schedule - PASS Resolution 1411
- b. **AUTHORIZE** payment of claim warrants #73237 through #73346 in the amount of \$465,220.40, and payroll warrants #70123 through #73273 in the amount of \$454,423.99, issued since the last regular meeting

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

11. OTHER BUSINESS/INFORMATION ITEMS:

Councilmember Dana recapped a conversation he had with Chris Walsh, owner of the Snohomish Chalet, regarding his utility bill. Mr. Walsh had asked for assistance in reducing the bill, as the Chalet is closed and the property is currently for sale, but the water remains on for the fire suppression system. Mr. Schuller and Ms. Burton discussed the possibility of charging for a smaller meter size, but further review was needed.

Councilmember Ray requested an update on CARES funds distribution to businesses. Ms. Poischbeg replied she received 37 applications, of which 31 qualified. Final awards are almost ready, and total about \$125,000.

Council President Sanders announced his resignation from City Council Position 3, effective August 31, 2020. He thanked City staff, the Council and the community for their support. He suggested Council consider a Position 3 replacement and election of a new Council President, as well as filling liaison vacancies for the Youth Council and Snohomish Leader Forum, at the next Council meeting on September 1. Councilmember Kuleta thanked him for his leadership and integrity.

12. COUNCILMEMBER COMMENTS:

Councilmember Ray expressed her appreciation of Council Present Sander's guidance and perspective. She related the continuation of her work on the Public Safety Commission's mission statement, and reported Lya Badgley resigned from the Park and Recreation Board.

Councilmember Kuleta suggested Councilmembers meet with the public similar to the "Coffee with the Mayor" format, in relation to the Council goal of improving communication. She invited Councilmembers Redmond and Dana to participate with the first one, via Zoom. She then requested updates on the School Resource Officer's (SRO) role with classes moving online, and the status of the Community Resource Officer (CRO). Mr. Schuller and Captain Palmer explained they are reviewing the CRO position, and they are working with the School District regarding SRO duties. Councilmember Kuleta shared the latest on her personal journey and reflections.

Councilmember Merrill reported Community Transit's Van GO program will again donate 15-passenger vans to non-profits this year, and will accept applications through September 30.

Councilmember Redmon thanked Council President Sanders for his commitment and leadership. She remarked that the Youth Council members will be recognized at the September 1 Council meeting. The youth are struggling just as much as everyone else, and are looking for ways to be helpful to the community. She reported the AWC Legislative Priority Committee is looking at state-wide impacts and issues, and Snohomish is faring fairly well, but they want to ensure the State Legislature remains aware of what cities actually need. She relayed Snohomish Health District's report on effective types of facial coverings.

Councilmember Dana passed along his appreciation of Council President Sanders's hard work and great leadership.

13. **COUNCIL PRESIDENT'S ITEMS/REPORTS:** Council President Sanders thanked staff and Council for all they have done, and remarked on how impressed he continues to be with the Youth Council. He stated his hope that the Council will continue to embrace the Youth Council, providing them with opportunities and welcoming their inclusivity and diversity.

14. **CITY ADMINISTRATOR'S COMMENTS:** Mr. Schuller thanked Council President Sanders for his strong integrity, patience and leadership. He will be deeply missed.

Mr. Schuller presented the agenda planner, and outlined upcoming topics.

Councilmember Ray questioned the topic relating to roles of Boards and Commissions scheduled for October. The Council briefly discussed mission statements for Boards and Commissions, and how the appointment of a new Police Chief and Fire Chief could affect the Public Safety Commission.

Councilmember Merrill reminded Council to submit their goals to Mr. Schuller for inclusion with the tentative September 8 workshop agenda.

15. **MAYOR'S COMMENTS:** Mayor Kartak remarked on the exemplary job Council President Sanders has done, and how a smooth transition in the form of government was due in large part to his efforts.

Mayor Kartak explained personal issues were taking a significant amount of his time currently, but he would soon be at City Hall and around the community more often.

16. ADJOURN:

MOTION by Merrill, second by Sanders to adjourn the meeting at 8:28 p.m. Motion passed unanimously (7-0).

APPROVED this 1st day of September, 2020.

CITY OF SNOHOMISH

ATTEST:

John T. Kartak, Mayor

Brandi Whitson, Administrative Assistant