

**Snohomish City Council Minutes  
February 7, 2023**

1. **CALL TO ORDER:** Mayor Redmon called the Snohomish City Council Meeting to order at 6:00 p.m., Tuesday, February 7, 2023. The meeting was held in hybrid format with in-person attendance at the Snohomish Carnegie, 105 Cedar Avenue, Snohomish, and remote online access via Zoom.

a. Roll Call

**Present:** Councilmembers Lea Anne Burke, David Flynn, Karen Guzak, Judith Kuleta, Felix Neals, Tom Merrill, and Donna Ray; Mayor Linda Redmon

b. Pledge of Allegiance

2. **PRESENTATION:** Legislative Update - Senator John Lovick, Representative April Berg, Representative Brandy Donaghy

Senator Lovick, Representative Berg and Representative Donaghy each shared items they were focusing on this Legislative session, and answered questions posed by the City Council:

- Public safety, law enforcement training, and proposed changes to the Blake decision.
- Property tax amendments, site readiness, and education.
- Infrastructure support, emergency management and resource/utility security.
- Covering adjustments to property tax.
- Bills related to housing issues and concerns; making home ownership more affordable.
- Behavioral health support continuation, such as the suicide hotline, licensing.
- Affordable and accessible childcare options.

3. **PUBLIC COMMENT:**

**Morgan Davis** commented on qualified immunity and property taxes.

**Jude Anderson, Sno-Isle Libraries**, thanked City crews for their work on the story trail, and reported upcoming 2023 events at the Snohomish Library.

**Bonnie Headley** commented on recycling receptacles and shared an editorial on shade trees.

**Aleksander Babic** provided details on an upcoming exhibit of art and climate change innovations.

4. **APPROVE AGENDA** contents and order.

Mayor Redmon requested a motion to remove Action Item 6. Modifications to Fee Schedule, and add instead an Action Item authorizing the Mayor to execute an agreement for financial consulting services and to appoint a Deputy City Treasurer.

**MOTION** by Ray, second by Burke to amend the agenda as requested, and to approve the agenda as amended. Motion passed unanimously (7-0).

5. **CONSENT ITEMS:**

- a. ADOPT Compost Procurement Ordinance - ADOPT Ordinance 2460

- b. DEAUTHORIZE Economic Development Committee - ADOPT Ordinance 2461
- c. AMEND SMC 2.04.070 Audience Participation - ADOPT Ordinance 2462
- d. AUTHORIZE Mayor to Sign Mutual Aid Agreement with WAWARN
- e. APPROVE minutes of the January 17, 2023 regular meeting and January 30, 2023 special meeting
- f. AUTHORIZE payment of claim warrants #78101-78272 in the amount of \$1,034,858.13, issued since the last regular meeting; and payroll claim warrants #888-893, #3700-3829 in the amount of \$519,717.81 issued January 5 through January 20, 2023.

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

~~6. **ACTION ITEM:** Modifications to Fee Schedule **PASS** Resolution 1445 (Item removed at beginning of meeting)~~

6. **ACTION ITEM:** Authorize Mayor to Execute Contract for Financial Consultant Services (Item added at beginning of meeting)

City Administrator Heather Thomas shared the background of and purpose for the agenda item. Due to Finance Director Scott James's retirement announcement, staff interviewed three candidates for financial consultant services to serve the City while a permanent recruitment is conducted. Tara Dunford, CPA, was selected to provide financial support, reporting, and auditing in a limited capacity, with Administrator Thomas and Human Resources Manager Rebekah Park as backup. Because the contractor would not be appointed City Treasurer, legal counsel recommended the appointment of a Deputy City Treasurer, as allowed for in the Snohomish Municipal Code. Administrator Thomas would serve in that capacity, with Council approval. Meanwhile, staff would conduct its own recruitment for a new Finance Director, rather than contract with a recruitment company, given costs and limited candidate pool.

Councilmember Flynn inquired if the Finance Director was the City Treasurer. Administrator Thomas remarked they were the same. Tara Dunford would be a contractor rather than employee, and would not perform all of the duties required of a City Treasurer.

Public Comment: None

Public Comment Closed.

**MOTION** by Merrill, second by Guzak to AUTHORIZE the Mayor to execute the professional services agreement with Tara Dunford, CPA for financial accounting and consulting services, and CONFIRM the Mayor's appointment of Heather Thomas as Deputy City Treasurer. Motion passed unanimously (7-0).

7. **DISCUSSION ITEM:** Community Engagement Plan

Community Engagement and Strategic Initiatives (CESI) Director Shari Ireton and Planning Director Brooke Eidem provided a presentation and discussion of "Our Future Snohomish: A Community Engagement Planning Process". The process developed templates and guidelines for many upcoming community engagement projects, ensuring an easy, consistent way for staff to engage with the community, provide information, and measure public outreach. Processes may be amended based on the project. Director Ireton felt the process would work for community events as well. Director Eidem expected the process to assist with the Comprehensive Plan update, focusing on community engagement this year and utilization of civic ambassadors. Directors Ireton and Eidem shared other examples of community engagement, such as "Kids Design Snohomish", and an online survey to solicit input on priorities, vision, and values, to help steer future efforts.

Councilmember Ray questioned how interaction and feedback through the boards and commissions were envisioned, and the inclusion of public safety and preparedness in the Comprehensive Plan. Director Ireton explained the boards and commissions could be a sounding board for presentations or public feedback, adding it would be helpful for the public to understand the roles of the boards and commissions. Director Eidem explained public safety and preparedness would be added to the Comprehensive Plan, integrating climate change and planning.

Council President Merrill queried assigning boards and commissions responsibility towards certain elements of the Comprehensive Plan, rather than simply reviewing the information. Director Eidem answered the Planning Commission was already involved, and hoped to engage the other boards and commissions.

Councilmember Flynn asked if language barriers had been considered. Director Ireton answered such barriers would be considered based on the project, and an overall understanding of what barriers might be in the way. Developing guidelines would help staff outline the best approach. For instance, staff had been working with organizations to identify tools to better communicate with LEP communities (Limited English Proficiencies).

8. **OTHER BUSINESS/INFORMATION ITEMS:** Councilmember Ray requested Council feedback on scheduling agenda items for discussions related to the various boards and commissions, and perhaps individual workshops with each.

Council generally supported a workshop, and discussed:

- Consideration of a lot of moving pieces and input.
- Developing a framework of what to do over time, that can be modified if needed.
- Identifying intentionality and support the community and their service.
- Considering staffing needs and impacts of additional work placed on staff.
- Confusion of board and commission members of their role and relationship to Council.
- Integrating board and commission input into City decisions.
- Clear direction from Council helps staff develop work plans and scope for existing and future projects.
- Keeping up with the evolution of the various roles.
- Boards and commissions should be included in the Comprehensive Plan review, with staff helping to incorporate their input.

Administrator Thomas shared her goal of attending meetings of all boards and commissions and obtaining input from staff and members. Part of this would be to have them determine which Council goal(s) they felt they would be best suited to help with. She proposed Council schedule a workshop for April so she has the opportunity to meet with each board and commission and could then share feedback and observations with Council.

**9. COUNCILMEMBER COMMENTS/LIAISON REPORTS:**

Councilmember Neals commented on February being Black History Month, and shared a quote by Martin Luther King from 1967, noting how it was still applicable today.

Councilmember Burke shared information on an upcoming green infrastructure summit. She recognized the service of New Jersey Councilwoman Eunice Dwumfour, remarking on the epidemic of gun violence.

Councilmember Kuleta was working with faith-based communities on grant opportunities for the community kitchen at St. Johns Church. She commented on the upcoming Snohomish Arts Showcase (formerly known as the Art Walk), and acknowledged Black History Month.

Councilmember Guzak reiterated the Art for Climate Change event on February 25, mentioned during public comments. She commented on efforts of Green Snohomish, Futurewise and Snohomish County Tomorrow's Steering Committee related to tree canopies, protecting farmland, and growth management issues.

Councilmember Ray was excited to explore ways of incorporating art in the community.

**10. COUNCIL PRESIDENT'S ITEMS/REPORTS:** Council President Merrill shared updates from Community Transit's transportation plan and their new electric bus being tested on longer routes.

**11. STAFF BRIEFINGS:** Public Works Director Nova Heaton provided the following updates from Public Works:

- Staff submitted a request to FEMA for reimbursement for clean up after the windstorm events. A temporary plan regarding replacement of the Frist Street trees was being considered until a more permanent solution could be developed in conjunction with the First Street Master Plan.
- Staff developed a proposed landscaping plan for the gazebo, and will submit that to the Park Board for input.
- Averill Field play equipment had been researched, and potential areas identified for art installations.
- The City modified existing and ordered new directional signage to alleviate confusion with the new roundabout on Highway 9, and has asked the WSDOT to consider doing the same.
- City crews continued to identify and repair leaks in the water transmission main, with a boil order remaining in effect. Plans were devised to replace, not just repair, the line as needed. Staff had remained in contact with those affected throughout the process.

12. **CITY ADMINISTRATOR’S COMMENTS:** Administrator Thomas added to Director Heaton's comments that staff was monitoring expenses for the project, and conversing with the City's federal delegation and other agencies for potential funding and solutions. Project costs remained within Mayoral authority to approve, but would be brought to Council if they exceeded that authority. She thanked the Public Works crews and CESI staff for enduring the long hours and difficult working conditions, and working collaboratively on communication and outreach.

13. **MAYOR’S COMMENTS:** In honor of Black History Month, Mayor Redmon shared the story of William P. Stewart, a free Black man, Civil War veteran, and early settler in Snohomish. She described a project sponsored by the University of Washington on discriminatory restrictive covenants found in property deeds throughout the state, including Snohomish.

She commented on the passing of Mike Carver, who drove his distinctive red and white truck around town.

14. **EXECUTIVE SESSION** to DISCUSS legal risk on course of action pursuant to RCW 42.30.110(i)(iii); and Potential Real Estate Acquisition, pursuant to RCW 42.30.110(1)(b) or the Minimum Price to be Offered for Real Estate, under 42.30.110(1)(c). No action to follow.

**MOTION** by Ray second by Burke to adjourn the meeting at the end of the Executive Session. Motion passed unanimously (7-0).

At 7:50 p.m., Council withdrew to Executive Session, providing time to transition between meeting spaces, to begin at 7:53 p.m. Session to last until 8:13 p.m.

At 8:13 p.m., City Administrator Thomas announced extension of the Executive Session for five minutes, to 8:18 p.m.

13 **ADJOURN.** There being no objection, the meeting adjourned at 8:18 p.m.

APPROVED this 21st day of February, 2023.

CITY OF SNOHOMISH

ATTEST:

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Linda Redmon, Mayor

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Brandi Whitson, City Clerk