

**CITY OF LYNNWOOD**  
**CITY COUNCIL BUSINESS MEETING MINUTES**  
**March 23, 2020**

10. CALL TO ORDER - The March 23, 2020 Business Meeting of the Lynnwood City Council, held in the Council Chambers of Lynnwood City Hall, was called to order by Council President Frizzell at 7:00 p.m. The flag salute was led by Councilmember Cotton.

20. ROLL CALL

Mayor & Council:

Mayor Nicola Smith (absent)  
 Council President Christine Frizzell  
 Council VP Shannon Sessions ( via Zoom)  
 Councilmember Ruth Ross (via Zoom)  
 Councilmember Ian Cotton  
 Councilmember George Hurst (via Zoom)  
 Councilmember Julieta Altamirano-Crosby  
 Councilmember Jim Smith (via Zoom)

Executive Assistant Beth Morris

Others Attending:

Finance Director Springer  
 IT Director Cena  
 Acting City Clerk & Chief Procurement  
 Mgr. Fitzthum  
 Police Chief Davis  
 Deputy Police Chief Nelson  
 Investigative Cmdr. Steichen  
 IT Application Support Mgr. Bartram  
 City Attorney Larson

30. APPROVAL OF MINUTES

*Motion made by Councilmember Ross, seconded by Councilmember Cotton, to approve the minutes of:*

A. *Business Meeting – March 9, 2020*  
*The minutes were approved as presented.*

40. MESSAGES AND PAPERS FROM THE MAYOR (7:06 p.m.)

Commander Steichen presented a message related to a COVID-19 update on behalf of the Mayor who was not able to attend the meeting.

50. CITIZENS COMMENTS AND COMMUNICATIONS (7:13 p.m.)

Council President Frizzell noted that the public had been asked to participate via telephone or video. She indicated that communications had been received from the following individuals and would be distributed to Council:

- Ted Hikel, Lynnwood
- Suzie Shaffer, Lynnwood
- Annie Lyman, Lynnwood
- Jeff Hanson, Lynnwood
- Edward Boyd, Lynnwood
- Devin Arceo, Lynnwood

- Patrick Hanlon, Lynnwood

60. PRESENTATIONS AND PROCLAMATIONS

70. WRITTEN COMMUNICATIONS AND PETITIONS

80. COUNCIL COMMENTS AND ANNOUNCEMENTS (7:15 p.m.)

Councilmembers commented on recent developments in the City.

90. BUSINESS ITEMS AND OTHER MATTERS

90.1 UNANIMOUS CONSENT AGENDA (7:23 p.m.)

Items listed below were distributed to Councilmembers in advance for study and were enacted with one motion.

*Council President Frizzell moved for unanimous consent of the following item:*

*A. Voucher Approval*

*Approve claims and payroll in the amount of \$2,217,011.45 and \$1,135,034.49 respectively.*

*Motion passed unanimously.*

90.2 PUBLIC HEARINGS OR MEETINGS

90.3 OTHER BUSINESS ITEMS

A. Construction Contract Award: 2020 Pavement Rehabilitation and Preservation Project (7:24 p.m.)

*Motion made by Councilmember Cotton, seconded by Council President Frizzell, to authorize the Mayor to enter into and execute on behalf of the City, a contract with Granite Construction Company not to exceed a total contract value of \$1,804,000.*

Councilmember Cotton summarized this item.

*Upon a roll call vote, the motion passed unanimously (7-0).*

B. Contract Amendment Wastewater Treatment Plant Secondary Clarifier Repairs (7:27 p.m.)

*Motion made by Councilmember Cotton, seconded by Council President Frizzell, to authorize the Mayor to execute contract amendment #1 with Aqua Tech LLC*

1                    *for Secondary Clarifier repairs for a new contract total of \$281,932.84, including*  
 2                    *sales tax.*

3  
 4                    Councilmember Cotton summarized this item.

5  
 6                    *Upon a roll call vote, the motion passed unanimously (7-0).*  
 7

- 8                    C.    Ordinance: City's Assumption of the Transportation Benefit District (TBD) (7:28  
 9                    p.m.)

10  
 11                    *Motion made by Councilmember Cotton, seconded by Council President Frizzell,*  
 12                    *to adopt Ordinance No. 3356, "AN ORDINANCE OF THE CITY OF*  
 13                    *LYNNWOOD, WASHINGTON, ASSUMING THE RIGHTS, POWERS,*  
 14                    *IMMUNITIES, FUNCTIONS AND OBLIGATIONS OF THE LYNNWOOD*  
 15                    *TRANSPORTATION BENEFIT DISTRICT; AND PROVIDING FOR*  
 16                    *SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION."*  
 17

18                    Councilmember Cotton summarized this item. Councilmembers made comments  
 19                    related to the motion.

20  
 21                    *Upon a roll call vote, the motion passed unanimously (7-0).*  
 22

- 23                    D.    Community Justice Center Funding (7:32 p.m.)

24  
 25                    Finance Director Springer and Deputy Police Chief Nelson made a presentation  
 26                    related to funding for the Community Justice Center.

27  
 28                    Councilmembers made comments and asked questions related to funding options,  
 29                    and staff responded.

30  
 31                    *Motion made by Councilmember Smith, seconded by Councilmember Cotton, to*  
 32                    *move forward with the schematic design and direct staff to proceed with Option*  
 33                    *#1 to issue LTGO bonds to be paid back through budget expenditure reductions,*  
 34                    *existing criminal justice taxes, and contracted bed revenues.*  
 35

36                    Councilmembers spoke to the motion.

37  
 38                    *Upon a roll call vote, the motion passed unanimously (6-0). Councilmember*  
 39                    *Hurst had technical difficulty and was unable to vote.*  
 40

- 41                    E.    Discuss Council Centric Emergency Processes Related to COVID-19 (8:27 p.m.)

42  
 43                    Councilmembers discussed the issue. Commander Steichen, Chief Davis, and City  
 44                    Attorney Larson responded to comments and questions.

- 45  
 46                    F.    Executive Session, if needed – None held  
 47

48    100.    NEW BUSINESS  
 49

1           A.   Scheduling Motion – Special Finance Committee Meetings (8:53 p.m.)  
2

3           *Motion made by Council President Frizzell, seconded by Councilmember Cotton, to*  
4           *hold a Special Finance Committee meeting from 3-4:30 p.m. on the second Thursday*  
5           *of every month in Conference Room 4 or via Zoom until further notice. The purpose*  
6           *of the meetings is to update the Finance Committee on the financial impacts of*  
7           *COVID-19. These meetings are in addition to the Regular Finance Committee*  
8           *meetings listed in Resolution 2020-04 adopted at the February 24, 2020 Business*  
9           *Meeting.*

10  
11          Councilmembers spoke to the motion.  
12

13          *Motion made by Councilmember Cotton, seconded by Councilmember Altamirano-*  
14          *Crosby, to amend the motion to notice the meeting as a Special Council Meeting*  
15          *where four or more Council members would be present.*  
16

17          Councilmembers discussed the amendment.  
18

19          *The amendment was approved unanimously (7-0).*  
20

21          *The main motion as amended was approved unanimously (7-0).*  
22

23       110.   ADJOURNMENT  
24

25          The meeting was adjourned at 9:08 p.m.  
26

27       DocuSigned by:

28       *Nicola Smith*  
29       281B3CE79E884DA...

30       Nicola Smith, Mayor

**MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL HELD, MONDAY,  
MARCH 30, 2020 AT 7:00 P.M. VIA ZOOM.**

**Attendance:**

Mayor Nicola Smith	Council Member George Hurst
Council President Christine Frizzell	Council Member Jim Smith
Council Vice President Shannon Sessions	Council Member Julieta Altamirano-Crosby
Council Member Ian Cotton	
Council Member Ruth Ross	Assistant City Administrator Art Ceniza
	Executive Assistant Beth Morris

**Others:**

Police Chief Tom Davis  
Human Resources Director Evan Chinn  
Commander Chuck Steichen  
Communications Manager Julie Moore  
Actg. City Clerk/Chief Procurement Mgr. Karen Fitzthum  
City Attorney Rosemary Larson  
Executive Assistant Leah Jensen

**Discussion: State Attorney General Guidelines related to COVID-19 and Open Public Meetings Act.**

- City Attorney Larson reviewed the impacts of Governor Inslee's Proclamation and the guidance of the Attorney General. She provided a briefing on the topic and responded to questions on how the Council may operate during the State of Emergency and comply with the OPMA, the Governor's Proclamation and the Attorney General's guidance.

**COVID-19 Update**

- Commander Steichen, Emergency Management Director briefed the Council.
- Council questions and comments.

**Executive Session – if needed**

- None.

**Mayor Comments and Questions**

- Mayor Smith briefed the Council on the various groups and organizations that were working together and providing daily updates on COVID-19. She will be forwarding these on to the Council.

**Council President and Council Comments**

- Council Members expressed appreciation to Mayor Smith, Council Leadership, staff and community members for working together during the COVID-19 pandemic.

**Adjourn**

- Meeting adjourned at 9:04pm.

DocuSigned by:

*Nicola Smith*

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Nicola Smith, Mayor

**MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL HELD, MONDAY,  
APRIL 6, 2020 AT 7:00pm VIA ZOOM.**

**Attendance:**

Mayor Nicola Smith	Council Member George Hurst
Council President Christine Frizzell	Council Member Jim Smith
Council Vice President Shannon Sessions	Council Member Julieta Altamirano-Crosby
Council Member Ian Cotton	
Council Member Ruth Ross	Assistant City Administrator Art Ceniza
	Executive Assistant Beth Morris

**Others:**

Commander Chuck Steichen  
Communications Manager Julie Moore  
Actg. City Clerk/Chief Procurement Mgr. Karen Fitzthum

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**COVID-19 Update**

- Communications Manager Moore presented the update.
- Commander Steichen provided additional information.
- Council questions and comments.

**Executive Session – if needed**

- None.

**Mayor Comments and Questions**

- Mayor Smith advised her comments were included in the COVID-19 update discussion.

**Council President and Council Comments**

- Council Members expressed their appreciation for staff and community involvement.
- Council Members shared concerns and ideas during the COVID-19 update discussion.

**Adjourn**

- Meeting adjourned at 8:01pm.

DocuSigned by:

*Nicola Smith*

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Nicola Smith, Mayor


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Carbon Copy Events	Status	Timestamp
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/14/2020 1:40:06 PM
Certified Delivered	Security Checked	4/14/2020 3:22:58 PM
Signing Complete	Security Checked	4/14/2020 3:23:12 PM
Completed	Security Checked	4/14/2020 3:23:12 PM
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