

CITY OF LYNNWOOD  
CITY COUNCIL BUSINESS MEETING MINUTES  
December 14, 2020

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10. CALL TO ORDER - The December 14, 2020 Business Meeting of the Lynnwood City Council, held via Zoom, was called to order by Mayor Smith at 6:00 p.m. A quorum was present.
20. ROLL CALL

Mayor & Council:

Mayor Nicola Smith  
Council President Christine Frizzell  
Council Vice President Shannon Sessions  
Councilmember Ruth Ross  
Councilmember Ian Cotton  
Councilmember George Hurst  
Councilmember Julieta Altamirano-Crosby  
Councilmember Jim Smith

Asst. City Administrator Art Ceniza  
Interim City Clerk Karen Fitzthum  
Executive Assistant Leah Jensen  
City Attorney Rosemary Larson

Others Attending:

Finance Director Sonja Springer  
Strategic Planner Corbitt Loch  
Public Works Director Bill Franz  
Ops & Maintenance Mgr. Jared Bond  
Dir. Ec. Devt/Interim CD Kleitsch  
Deputy P&R Director Sarah Olson  
Connie Galer, Police Department  
Human Resources Director Evan Chinn  
Human Resources Manager Lori Charles  
Communications Manager Julie Moore

Guests:

Chef Dane Lee  
Bruce Lawson  
Patrick Decker, appointee

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30. APPROVAL OF MINUTES (2:00)

*Motion made by Council Vice President Sessions, seconded by Council President Frizzell, to approve the minutes of:*

- 13 *A. October 22, 2020 Finance Committee*  
14 *B. October 26, 2020 - Business Meeting*  
15 *C. November 2, 2020 - Work Session*  
16 *D. November 9, 2020 - Business Meeting*  
17 *E. November 16, 2020- Work Session*  
18 *F. November 18, 2020 - Work Session*  
19 *G. November 19 2020 - Finance Committee*  
20 *H. November 23, 2020 - Business Meeting*  
21 *I. November 30, 2020 - Work Session*

22 *One councilmember asked for a revision on the 11/23 minutes to specify Ruth Ross' attendance (shown as absent), state who made the motion on line 105 and reflect the name*  
23

24 *of the Diversity, Equity & Inclusion board accurately. The above minutes were approved as*  
25 *amended.*  
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27 40. MESSAGES AND PAPERS FROM THE MAYOR (4:00)  
28 Mayor Smith urged everyone to stay diligent in wearing masks and taking other precautions  
29 to avoid COVID-19. She gave some ideas on safe, fun ways to enjoy the holidays.  
30  
31 50. CITIZENS COMMENTS AND COMMUNICATIONS  
32 The following individual made comments via Zoom:  
33 • Elizabeth Lunsford, Lynnwood  
34  
35 60. PRESENTATIONS AND PROCLAMATIONS (12:00)  
36 **A. Proclamation Honoring Retiring Finance Director Sonja Springer**  
37 1. Council President Frizzell read the Proclamation and each councilmember had the  
38 opportunity to thank Director Springer for her service.  
39  
40 **B. Proclamation Honoring Excellence Awards...and a great deal more winners**  
41 1. Mayor Smith introduced Operations & Maintenance manager Jared Bond as the  
42 recipient of the Employee Excellence Award. She read the proclamation and  
43 councilmembers had an opportunity to speak.  
44 2. Councilmember Hurst introduced Chef Dane Lee as the recipient of the Business  
45 Member Excellence Award. Hurst read the proclamation and councilmembers had  
46 an opportunity to speak.  
47 3. Councilmember Smith introduced Bruce Lawson as the recipient of the  
48 Community Member Excellence Award. Smith read the proclamation and  
49 councilmembers had an opportunity to speak.  
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51 70. WRITTEN COMMUNICATIONS AND PETITIONS  
52 None  
53  
54 80. COUNCIL COMMENTS AND ANNOUNCEMENTS (50:00)  
55 Councilmembers gave holiday wishes and appreciation for care givers during this pandemic.  
56 Councilmember Ross suggested 2 minutes of silence at meetings in memory of the Covid-  
57 19 deaths.  
58  
59 90. BUSINESS ITEMS AND OTHER MATTERS  
60 90.1 UNANIMOUS CONSENT AGENDA (1:02:00)  
61 Items listed below were distributed to Councilmembers in advance for study and were  
62 enacted with one motion. Before reading the consent agenda, councilmember Smith  
63 asked that Item F (Inter-local agreement for 196<sup>th</sup> St. Improvement) be removed for  
64 later discussion.  
65 *Councilmember Hurst moved for unanimous consent of the following items:*  
66 *A. Appoint Rhiannon Kruse to position #5 of the Arts Commission for a term expiring*  
*December 31, 2022.*

- 67 B. *Appoint Patrick Decker to the Civil Service Commission at Position #1 for a term*  
 68 *expiring December 14, 2026.*
- 69 C. *Re-appoint Christine Eck to another term at position #2 of the planning commission*  
 70 *for a term expiring December 31, 2024.*
- 71 D. *Reappoint Eric Amundson, Georgia Borg-Leon, Janet Pope, Linda Jones and Jerry*  
 72 *Irwin to the Tourism Advisory Committee for terms that expire December 31, 2021.*
- 73 E. *Authorize the Mayor to enter into on behalf of the City an Inter-local Agreement*  
 74 *between the City of Lynnwood and South County Fire for City supplied fleet*  
 75 *mechanical services to be in effect January 1, 2021 through December 31, 2022.*
- 76 G. *Voucher Approval*
- 77 *a. Approve claims in the amount of \$3,847,812.57 for the period 11/14/2020-*  
 78 *12/03/2020.*
- 79 *b. Approve payroll in the amount of \$1,102,428.58 dated 11/20/2020.*
- 80 *c. Approve payroll in the amount of \$1,214,996.73 dated 12/04/2020.*

81 *Motion passed unanimously (7-0).*

- 82
- 83 F. *Inter-local Agreement with WSDOT for paving 196<sup>th</sup> St. SW Project.*
- 84 *Motion made by Councilmember Cotton and seconded by Councilmember Smith to*  
 85 *authorize the Mayor to enter into the agreement for this project.*

86 Councilmembers expressed their desire to understand the funding for this project, i.e.  
 87 how much is funded by WSDOT versus Lynnwood. Public Works Director Bill Franz  
 88 explained the funding and informed council that a large portion of the project is  
 89 funded through grants. The city ends up funding ~ \$19mm of the ~\$38mm for the  
 90 project (note: costs could change as the project progresses).

91 *Motion was passed unanimously (7-0)*

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93 **90.2 PUBLIC HEARINGS OR MEETINGS**

94 None

95 **90.3 OTHER BUSINESS ITEMS (1:20:00)**

- 96 A. **Ordinance: 2021 City of Lynnwood Salary Schedule**
- 97 *Motion made by Council President Frizzell, seconded by Councilmember Ross to adopt*  
 98 *Ordinance No. 3380, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF*  
 99 *LYNNWOOD, WASHINGTON RELATING TO CLASSIFICATION OF CITY*  
 100 *EMPLOYEE POSITIONS; AMENDING EXHIBIT A TO ORDINANCE NUMBER 3242,*  
 101 *AS AMENDED BY ORDINANCE NUMBER 3355; AND PROVIDING FOR*  
 102 *SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION. "*

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

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**B. Ordinance: Establishing the Department of Development and Business Services**  
*Motion made by Councilmember Hurst, seconded by Councilmember Cotton to adopt Ordinance no. 3381, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, ESTABLISHING THE DEPARTMENT OF DEVELOPMENT AND BUSINESS SERVICES; CONSOLIDATING THE EXISTING DEPARTMENT OF ECONOMIC DEVELOPMENT INTO THE DEPARTMENT OF DEVELOPMENT AND BUSINESS SERVICES; AMENDING CHAPTER 2.23 AND SECTIONS 2.44.010, 2.44.020, 2.44.040, 2.44.060 AND 2.44.080B OF THE LYNNWOOD MUNICIPAL CODE; REPEALING CHAPTER 2.45 OF THE LYNNWOOD MUNICIPAL CODE; AND PROVIDING FOR SEVERABILITY, SUMMARY PUBLICATION, AND AN EFFECTIVE DATE."*

*Upon a roll call vote, the motion passed with 6 ayes, one nay (councilmember Ross).*

**C. Ordinance: Economic Development Infrastructure Fund Amendment**  
*Motion made by Council Vice President Sessions, seconded by Councilmember Cotton to adopt Ordinance no. 3382, "AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, AMENDING ORDINANCE NO. 3111 REGARDING THE ECONOMIC DEVELOPMENT INFRASTRUCTURE FUND, AMENDING LMC 3.106.030; AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY, AND SUMMARY PUBLICATION."*

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

**D. Ordinance- Amend Fee Schedule**  
*Motion made by Council President Frizzell, seconded by Councilmember Cotton to adopt Ordinance no. 3383, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, RELATING TO FEES CHARGED BY THE CITY, AMENDING LMC 3.104.090, LMC 3.104.120, LMC 3.104.130, LMC 3.104.140, LMC 3.104.150, LMC 3.104.160, LMC 3.104.190, AND LMC 3.104.210, AND PROVIDING FOR AN EFFECTIVE DATE, SEVERABILITY AND SUMMARY PUBLICATION."*

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

**E. Ordinance - 2019-2020 Budget Amendments**  
*Motion made by Council Vice President Sessions, seconded by Councilmember Ross to adopt Ordinance no. 3384, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNNWOOD, AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, ADOPTING AMENDMENTS TO THE 2019-2020 BIENNIAL BUDGET; PROVIDING FOR TRANSMITTAL OF THE AMENDED BUDGET TO THE STATE; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE AND SUMMARY PUBLICATION".*

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

153 **F. Ordinance - Remove Reference to Lynnwood Fire Department from Lynnwood**  
154 **Civil Service Commission**

155 *Motion made by Councilmember Hurst, seconded by Council President Frizzell to*  
156 *adopt Ordinance no. 3385, "AN ORDINANCE OF THE CITY COUNCIL OF THE*  
157 *CITY OF LYNNWOOD, WASHINGTON, RELATING TO THE CITY'S POLICE AND*  
158 *FIRE CIVIL SERVICE; AMENDING CHAPTER 2.56 OF THE LYNNWOOD*  
159 *MUNICIPAL CODE; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE*  
160 *DATE, AND SUMMARY PUBLICATION."*

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

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164 **G. Resolution - Process for Confirming the Development & Business Services**  
165 **Director (1:38)**

166 *Motion made by Council Vice President Sessions, seconded by Council President*  
167 *Frizzell to adopt the resolution 2020-10, "A RESOLUTION OF THE CITY OF*  
168 *LYNNWOOD, WASHINGTON, ADOPTING A PROCESS FOR CONFIRMATION OF*  
169 *THE DEVELOPMENT AND BUSINESS SERVICES."*

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

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173 **H. Confirmation of Development & Business Services Director Appointment (1:38)**

174 *Motion made by Council President Frizzell, seconded by Councilmember Altamirano-*  
175 *Crosby to approve the appointment of Director David Kleitsch as the first Development*  
176 *and Business Services Director".*

177  
178 *Upon a roll call vote, the motion passed unanimously (7-0)*

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180 **I. Ordinance Relating to Elected Officials' Salaries**

181 *Motion made by Council President Frizzell, seconded by Councilmember Cotton to*  
182 *adopt Ordinance no. 3386, "AN ORDINANCE OF THE CITY COUNCIL OF THE*  
183 *CITY OF LYNNWOOD, WASHINGTON, RESTORING PROVISIONS RELATING*  
184 *TO ELECTED OFFICIALS' SALARIES; AMENDING SECTIONS 2.04.072, 2.04.074*  
185 *AND 2.10.030 OF THE LYNNWOOD MUNICIPAL CODE; REPEALING SECTION*  
186 *2.04.075 OF THE LYNNWOOD MUNICIPAL CODE; AND PROVIDING FOR*  
187 *SEVERABILITY, SUMMARY PUBLICATION, AND AN EFFECTIVE DATE".*

188 *Upon a roll call vote, the motion passed with 6 ayes and one Nay (Ross).*

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190 **100. NEW BUSINESS (1:57:00)**

191 A scheduling request was made by Councilmember Ross to schedule a discussion in  
192 January regarding the new Social Justice and Equity coordinator so as not to put it off.  
193 Councilmembers discussed and agreed to have the DEIC committee share their work with  
194 council on their vision for this position in January. No motion was made.

195  
196 A request was made by Councilmember Hurst to hold council elections at the current  
197 meeting in order for the leadership to hit the ground running in 2021. Discussion was  
198 held and it was pointed out that rule #4 in the council Rules states the timing of elections  
199 should be in January. No motion was made.

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110. ADJOURNMENT

The meeting was adjourned at 7:52 p.m.

*Nicola Smith*

[Nicola Smith \(Jan 21, 2021 15:50 PST\)](#)

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Nicola Smith, Mayor