

# **BOTHELL CITY COUNCIL**

**\*\*\*VIRTUAL MEETING\*\*\***

## **MINUTES**

April 7, 2020

BOTHELL CITY HALL

18415 101<sup>st</sup> AVE NE

BOTHELL, WA 98011

### **MEMBERS OF THE CITY COUNCIL**

Mayor Liam Olsen

Deputy Mayor Jeanne Zornes

Councilmember Davina Duerr

Councilmember James McNeal

Councilmember Tom Agnew

Councilmember Rosemary McAuliffe

Councilmember Mason Thompson

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### **REGULAR SESSION**

Call to Order and Roll Call

Mayor Olsen called the meeting to order at 6:00 PM and reviewed the virtual meeting format..

City Clerk Laura Hathaway called role: All members of the City Council were present. Mayor Olsen was physically present in the Council Chambers; all other Councilmembers were present remotely.

City Manager Jennifer Phillips and City Clerk Laura Hathaway were physically present in the Council Chambers.

#### **1. Meeting Agenda Approval**

There were no changes to the meeting agenda.

#### **2. Presentations, Reports, & Briefings**

A. Public Engagement Opportunities

- None at this time.

B. Proclamations

- None at this time.

C. Special Presentations

- None at this time.

D. Staff Briefings

- None at this time.

## E. City Manager Reports

- Update on City's COVID-19 Response

City Manager Jennifer Phillips gave an update on the City's Covid-19 Response, including the following:

- The City activated the Emergency Communications Center (ECC) on 3/2/20
- Mayor issued an Emergency Proclamation on 3/5/20
- Identified essential services and began process to allow employees to work from home
- Cancelled City Council meetings in March and all Board and Commission meetings for March and April
- Closed all restrooms at City Parks on 3/18; playgrounds were closed shortly thereafter
- Governor issued Stay Home, Stay Healthy order on 3/23/20
- Economic Development & Tourism Managers have been reaching out to local businesses
- The City's quick actions kept staff and services ahead of this order
- Cancelled events (the largest being the 4<sup>th</sup> of July Parade) and recreation classes.

City Manager Phillips further addressed stating that the economic impacts from this will be dire; sales tax revenue loss is expected to be several million and there is already a structural deficit going into the 2021-2022 budget cycle. There will be serious budget reductions in 2020.

She encouraged everyone to follow the Stay Home/Stay Healthy order and entertained Council questions.

Councilmember McAuliffe thanked City Manager Phillips and staff for their hard work and endurance in handling this crisis. Mayor Olson echoed her comments.

## F. Council Committee Reports

Councilmember Duerr gave a brief update on the BRT project.

### 3. Visitor Comment

None submitted.

### 4. Consent Agenda

All items under this section will be passed with a single motion and vote. These items are of a routine nature. Prior to approval, City Council may request items be withdrawn from the consent agenda for separate discussion. Approval of the consent agenda authorizes the City Manager to implement each item in accordance with the staff recommendation.

- A. Approve the March 3, 2020 City Council Meeting Minutes  
Recommended Action: Approve the March 3, 2020 meeting minutes as presented.
- B. AB # 20-039 – Approve February 2020 Vouchers  
Recommended Action: Approve vouchers for February 2020 totaling \$2,530,592.98.
- C. AB # 20-040 – Approve February 2020 Payroll and Benefit Transactions  
Recommended Action: Approve payroll and benefit transactions for February 1 – 29, 2020.

- D. AB # 20-041 – Approve a Resolution Ratifying a Proclamation of Local Emergency  
Recommended Action: Approve the Resolution Ratifying the Proclamation of Local Emergency.
  
- E. AB # 20-042 – Approve an Interlocal Agreement with Cowlitz County to Allow Cooperative Purchasing Between Agencies  
Recommended Action: Authorize the City Manager to execute an Interlocal Agreement between Cowlitz County and the City of Bothell for cooperative purchasing.
  
- F. AB # 20-043 – Approve an Ordinance Repealing Ordinance No. 2296: Plastic Bag Restrictions  
Recommended Action: Approve an Ordinance Repealing Ordinance No. 2296 to align with Washington State law.
  
- G. AB #20-044 – Approve an Interlocal Agreement with Northshore Utility District (NUD) for Water and Sewer Service to Lots 34 and 35 of the Orchards Plat  
Recommended Action: Authorize the City Manager to enter into the Interlocal Agreement with the Northshore Utility District for Sewer and Water Service to Lots 34 and 35 of the Orchards Plat.
  
- H. AB #20-045 – Approve a Construction Contract for the 2019 Storm Repairs Project  
Recommended Action: Authorize the City Manager to enter into a Construction Contract with A & M Contractors for the 2019 Storm Repair Project in the amount of \$219,391.10.
  
- I. AB # 20-046 - Approve a Interlocal Agreement for Deputy Fire Chief Services to King County Fire Protection District No. 16 (Northshore Fire Department)  
Recommended Action: Approve the City Manager to execute the Interlocal Agreement for Deputy Fire Chief Services between King County Fire Protection District No. 16 and the City of Bothell in substantially the same form as presented.

**MOTION:** Deputy Mayor Zornes moved approval of the consent agenda as presented. Councilmember McNeal second. The motion carried unanimously 7-0.

**5. Public Hearings**

- None at this time.

**6. Ordinances & Resolutions**

- None at this time.

**7. Contracts and Agreements**

- None at this time.

**8. Other Items**

- A. AB # 20-047 - Consideration of a Resolution Ratifying the City Manager’s COVID-19 Emergency Utility Billing Process for Water/Sewer Utility Billing  
Recommended Action: Approve the Resolution ratifying the City Manager’s emergency actions to temporarily waive utility late fees and postpone water shut-offs for non-payment.

City Manager Jennifer Phillips presented stating water/sewer late fee's have been waived, the City will not shut off water during this time, and we will offer flexible payment plans. She stated there is no deadline on this as we do not know how long this crisis will last.

City Manager Phillips entertained Council questions.

Councilmembers thanked the City Manager for recognizing this need and doing what is right for Bothell citizens.

**MOTION:** Councilmember Duerr moved approval of the recommended action. Councilmember McNeal second. The motion carried unanimously 7-0.

- B. AB # 20-048 - Consideration of an Interim Ordinance Temporarily Suspending Development Application and Permit Timelines  
Recommended Action: Approve an Interim Ordinance temporarily suspending development and permit timelines.

City Manager Jennifer Phillips presented. She stated this interim ordinance will support our development and business community. The City will revisit this in 6 months. She entertained Council questions.

**MOTION:** Councilmember McNeal moved approval of the recommended action. Councilmember Agnew second. The motion carried unanimously 7-0.

**9. Study Session/Update/Discussion Items**

- None at this time

**10. Executive Session/Closed Session**

- None at this time.

**11. Adjourn**

Mayor Olsen adjourned the meeting at 6:37 PM.

Submitted for approval on May 5, 2020

Approved as submitted on May 5, 2020