

1 **MINUTES OF THE SPECIAL WORK SESSION OF THE LYNNWOOD CITY COUNCIL**
2 **HELD SATURDAY, FEBRUARY 20, 2021 AT 8:30 A.M. VIA ZOOM**
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4

A. Roll Call:

Council:

Council President George Hurst
Council Vice President Jim Smith
Council Member Ruth Ross
Council Member Ian Cotton- absent
Council Member Christine Frizzell
Council Member Julieta Altamirano-Crosby
Council Member Shannon Sessions

Others Attending

Executive Assistant Lisa Harrison

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6 **City Council Annual Summit**
7

8 **B. Council Rules & Procedures**
9 **(5:00)**

10 Council Members reviewed all sections of the Council Rules and made comments/asked
11 questions. All agreed that it is important to review and make it consistent with current thinking.

- 12 • Council President will appoint a task force to work with Lisa, review and make
13 recommendations for changes. Council Members Frizzell, Ross and Smith volunteered to be
14 on this task force. They will review and propose amendments, including the comments
15 made at the summit.

16 All agreed that the chat function on Zoom needs to be disabled or limited to functional
17 comments and not business-related items. It is a violation of the OPMA for members to be
18 chatting amongst themselves.

- 19 • Lisa will investigate how to turn the chat off and explore alternative communication formats
20 for those running the meeting.

21 Proclamations- would like to limit to a max of 3 per meeting (versus 5-6 in the rules currently).
22 Council leadership decided last week to only read external proclamations. Some members
23 expressed that they enjoy the recognition of internal departments.

- 24 • The leadership team will revisit this decision and make a recommendation to Lisa/Leah.

25 Several members expressed interest in returning to in-person meetings in chambers.

- 26 • Council President and Vice President to address this request based on Governor Inslee's
27 latest directives.

28 Honorifics: Council rules state that during meetings Council President and Vice President should
29 be addressed as council members, as they are equal to all other council members during
30 discussions. However, this is not how it is handled currently.

- 31 • Most present council members prefer to use titles, as they feel it is important for the
32 audience to know who is in these roles.

33 **Break (1:45:00)**

34 **C. Visioning: Community (1:55:00)**

35 Council members discussed various ways to connect with the public and agreed that a Facebook
36 page would be a great platform for outreach. Several members are already doing this with their

37 own FB page, and it would be good to bring this all together. A council-centric Facebook page,
38 rotating posts by each council member weekly, would help us connect with residents about who
39 we are, what we do and how to get involved. Could have Coffee and Conversations with your
40 Council members, etc. Would be managed/monitored by Executive Assistant Harrison.

- 41 • Lisa to meet with Julie regarding start up and protocols.
- 42 • The goal is to have it up and running by April 1st. There will be a work session in March
43 before this goes live.

44 Live in-person events are the best way to connect, most agreed. In past years there have been
45 several public community events that council attended and had the opportunity to interact with
46 residents. Council Member Altamirano-Crosby proposed that the city celebrate with our
47 Friendship City in Mexico during Hispanic month for 3-4 days and have them visit/ display items
48 in the chambers, etc.

49 Governmental affairs: Now that there is no longer a position in charge of this, it is up to city
50 council to keep in touch with elected officials. Council members discussed how to stay in touch
51 with legislative issues and make/keep connections with those involved.

- 52 • Council leadership will work with Lisa to invite lobbyists and various legislators to visit
53 Wednesday work sessions throughout the year.
- 54 • Lisa to keep track of important bills and report to council (working with CP Hurst), as well as
55 take over setting up meetings for the next AWC City Days.

56 **D. Break (3:00:00)**

57 **E. Housing (3:30:00)**

58 Council President Hurst asked council members for feedback regarding the recent Housing
59 Action Plan presentations given by staff. Some felt the information presented so far was getting
60 repetitive. Discussion revealed that not all council members have the background information
61 from 2019 when the Housing Action Plan was initiated.

- 62 • During the meeting Council Member Frizzell emailed relevant documents from 2019 for the
63 council members to reference.

64 In addition to the Housing Action Plan, council members would like to hear from Chris Collier of
65 AHA to get his perspective.

- 66 • Council leadership will invite him to an upcoming work session.
- 67 • Prefer that the next work session with the Housing Action Plan be scheduled for the end of
68 March.

69 Most agreed that when the eviction moratorium is lifted and/or development displaces low-
70 income housing, those who cannot afford rent will likely live out of their cars. One example is
71 Whispering Pines apartments, which is closing in August.

- 72 • Need to reach out to faith-based community to discuss possibility of "Car Parks" i.e., at
73 church parking lots or other similar to what is done at the Edmonds Unitarian Church.

74 **F. Boards and Commissions (4:40:00)**

75 Agreed that we need to get consistency where possible across the boards and commissions. Not
76 all are created equal, but should be able to do the following:

- 77 • Post agendas and minutes on a timely basis, consistently
- 78 • Format minutes to be action oriented (versus verbatim detailed)
- 79 • All should be recorded (ideally zoom but can be audio) and posted to the web site.

- 80 • All should go through the B&C training course which covers OPMA. Perhaps arrange for one
81 meeting per year to review the information together.
82 Lisa will share this information with the administration task force on Boards & Commissions.
83

84 In a discussion about recruiting volunteers for these groups, one CM asked to see the job
85 description for council members. Is this one of our responsibilities?
86 In reviewing the job description for council members this is not stated explicitly in the
87 requirements.
88

89 **G. Council President and Council Comments (2:10:00)**

- 90 • Council Vice President Jim Smith announced that the council members will receive a survey
91 from Lisa to collect their top 5 topics for work sessions. They are to provide their top 5 in
92 descending order, with 5 being the most important.
- 93 • The council discussed the upcoming meeting regarding the business round table event.
94 They decided that the theme of the discussion should be the impact of the pandemic and
95 how the city can help.

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97

Adjourn:

- 98 • Meeting adjourned at 1:10pm
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101

102 *Nicola Smith*

103 [Nicola Smith \(Mar 9, 2021 19:06 PST\)](#)

104 _____
Nicola Smith, Mayor