

1 **MINUTES OF THE WORK SESSION OF THE LYNNWOOD CITY COUNCIL**
2 **HELD MONDAY, APRIL 21, 2021 AT 6:00 p.m. VIA ZOOM**
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A. Roll Call:

Mayor & Council:

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

Others Attending:

Finance Director Michelle Meyer
Strategic Planner Corbitt Loch
Communications Manager Julie Moore
Interim Procurement Manager Cathy Robinson
Building Official - Robert Mathias

Asst. City Administrator Art Ceniza
Interim City Clerk Karen Fitzthum
Executive Assistant Lisa Harrison
City Attorney Rosemary Larson

Guests:

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6 **B. Comments and Questions on Memo Items (0:3:00)**

7 Council Vice President Smith had a question regarding the land lease with Edmonds college.
8 Director Sordel was present to assist with the questions. Smith suggested that they meet
9 with Attorney Larson separately on the issue relating to the contract.

10 **C. Briefing: City Clerk Pilot 1 of 3 (0:25:00)**

11 Mayor Smith introduced City assistant administrator Art Ceniza and Karen Fitzthum, Interim City
12 Clerk, who presented the first in a series of 3 updates. The City has had a combined position of
13 Finance Director, City Clerk and City Treasurer since 1971. This first briefing provided the
14 history of the position and how administration decided to conduct to the pilot project.
15 Importantly, according to the RCW, the duties of the city clerk must be performed by an
16 independent City Clerk Office or the Finance Director. Given the workload, it is recommended
17 that a separate City Clerk Office be established rather than the current situation which is within
18 the Finance Director's department.
19

20 **D. Discussion: Policies needed to help businesses rebound after COVID-19 (1:09:00)**

21 Council President Hurst led a discussion about what the city could do to help businesses.
22 Suggestions from the council members included an overhaul of the per employee fees,
23 reimbursement for the expense of PPE and other items needed to protect the safety of clients
24 and employees, execute a "Shop Local" day or week. A suggestion was made to conduct a
25 survey of local businesses to identify opportunities, which several agreed to. President Hurst
26 stated that he is putting together a business task force with businesses and would like some
27 council members to participate. Council Member Altamirano Crosby volunteered to be part of
28 the task force.
29

30 **E. Mayor Comments and Questions**

31 None

32 **F. Council Comments**

33 None

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35 The meeting was adjourned at 7:40 p.m.

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Nicola Smith, Mayor