

This document provides examples of action, summary, and detailed minutes. Some of the minutes are excerpts.

1. Action Minutes, City of Snoqualmie, Washington City Council
2. Summary Minutes, City of Burien, Washington Planning Commission
3. Detailed Minutes, City of Bellevue, Washington City Council

ACTION MINUTES
City of Snoqualmie Washington



CITY COUNCIL MINUTES REGULAR REMOTE MEETING April 11, 2022

This meeting was conducted remotely using teleconferencing technology provided by Zoom in accordance with Governor Inslee's Proclamation 20-28.

CALL TO ORDER & ROLL CALL: Mayor Ross called the meeting to order 6:01 PM

City Council:

Mayor Katherine Ross, Council members Ethan Benson, Bryan Holloway, Matthew Laase, James Mayhew, and Robert Wotton were present.

Absent:

Councilmembers Cara Christensen and Jolyon Johnson

City Staff:

Michael Sauerwein, City Administrator, Bob Sterbank, City Attorney, Deborah Estrada, City Clerk, and several other city staff members participated.

It was moved by Mayhew; seconded by Holloway to:

Excuse the absence of Councilmember Christensen and Councilmember Johnson's absence.

PASSED: 5

FOR: 5 (Benson, Holloway, Laase, Mayhew, and Wotton)

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

It was moved by Mayhew; seconded by Laase to:

Approve the agenda.

It was moved by Laase; seconded by Mayhew to:

Add under Committee of the Whole a discussion on Railroad Days

FOR: 5 (Benson, Holloway, Laase, Mayhew, and Wotton)

Councilmember Holloway requested that warrants be moved off the Consent Agenda.

It was moved by Mayhew; seconded by Laase to:

Add a potential Closed Session to discuss the Rails/Hovinga Project

FOR: 5 (Benson, Holloway, Laase, Mayhew, and Wotton)

It was moved by Mayhew; seconded by Holloway to:

Remove 'Recommended' from 'Recommended Action' under Item 5. Warrants

FOR: 5 (Benson, Holloway, Laase, Mayhew, and Wotton)

PASSED: 5

FOR: 5 (Benson, Holloway, Laase, Mayhew, and Wotton)

SPECIAL BUSINESS

AB22-057: The Rails/Hovinga Development Appeal Hearing (Part 3)

It was moved by Mayhew; seconded by Holloway to:

Approve Resolution No. 1613 affirming the decision of the Historic Design Review Board for The Rails/Hovinga Project

PASSED: 4

FOR: 4 (Benson, Holloway, Mayhew, and Wotton)

AGAINST: 1 (Laase)

CLOSED SESSION

Possible Closed Session pursuant to RCW 42.30.140(2), regarding a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group.

No closed session was held.

PROCLAMATIONS

AB22-054: Sexual Assault Awareness Month, Proclamation No. 05

Mayor Ross proclaimed April Sexual Assault Awareness Month in the City Snoqualmie.

AB22-060: Arbor Day, Proclamation No. 06

Mayor Ross proclaimed April 24, 2022, Arbor Day in the City of Snoqualmie.

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

There were no public comments.

CONSENT AGENDA

Approval of Minutes:

- a. **March 15, 2022**, City Council Special Meeting minutes.
- b. **March 25 & 26, 2022**, City Council Retreat Meeting minutes.
- c. **March 28, 2022**, City Council Regular Meeting minutes

AB22-049: Resolution No. 1611 Selecting TetraTech for A&E Services for the Williams Addition Water Main Replacement Project

Recommended Action: Move to adopt Resolution No. 1611 Awarding an engineering contract with Tetrattech, Inc. for the Williams Addition Water Main Replacement Project and authorize the Mayor to sign.

It was moved by Mayhew; seconded by Holloway to:

Approve the Consent Agenda, as amended.

PASSED: 5

FOR: 5 (Benson, Holloway, Laase, Mayhew, and Wotton)

Approval of Claims Report dated April 5, 2022

Certify that the City Council has reviewed the documentation supporting claims paid and approved all checks or warrants issued in payment of claims.

It was moved by Mayhew; seconded by Laase to:

Approve the Consent Agenda.

PASSED: 5

FOR: 5 (Benson, Holloway, Laase, Mayhew, and Wotton)

REPORTS

Public Safety Committee – no report.

Community Development Committee - no report.

Parks & Public Works Committee

AB22-056: Resolution No. 1610 Selecting Nordvind Company, LLC for construction of the 2022 Sidewalk Repair & Replacement Project

It was moved by Holloway; seconded by Benson to:

Adopt Resolution No. 1610 Awarding a Public Works Contract to Nordvind Company LLC. for the 2022 Sidewalk Repair and Replacement Project and authorize the Mayor to sign.

PASSED: 5

FOR: 5 (Benson, Holloway, Laase, Mayhew, and Wotton)

Finance & Administration Committee:

AB22-048: Collective Bargaining Agreement between the Snoqualmie Police Association (SPA) and the City of Snoqualmie

It was moved by Mayhew; seconded by Wotton to:

Approve the Collective Bargaining Agreement between the Snoqualmie Police Association (SPA) and the City of Snoqualmie and authorize the Mayor to sign.

PASSED: 5

FOR: 5 (Benson, Holloway, Laase, Mayhew, and Wotton)

AB22-052: Hybrid Meeting Discussion (Part 1)

Recommended Action: Consider next steps and provide staff direction.

It was moved by Mayhew; second by Benson to:

Refer the Hybrid Meeting discussion to the next Finance and Administration meeting and that Finance and Administration come back to Council with a proposal for any changes to the Council Rules of Procedure necessary to implement Hybrid meetings.

PASSED: 5

FOR: 5 (Benson, Holloway, Laase, Mayhew, and Wotton)

Committee of the Whole

AB22-051: Lodging Tax Advisory Committee 2022 Recommendations

It was moved by Laase; second by Holloway to:

Approve Lodging Tax Advisory Committee recommendation for 2022 funding allocations.

PASSED: 5

FOR: 5 (Benson, Holloway, Laase, Mayhew, and Wotton)

Railroad Days Discussion:

Council and staff discussed the impacts of road closures on local businesses during Railroad Days. Discussions between staff and event organizers are ongoing. Mayor Ross will provide an update to Council at a later date.

MAYOR'S REPORT

- Department Reports – Starting May 9
- SVGA Transportation Mayors Committee Meeting
- King County Councilmember Perry hosting a Snoqualmie Townhall on Thursday, April 21
- Met with Representatives Callan and Ramos and Senator Mullet regarding redistricting
- April 11 Special Meeting was rescheduled to April 25

ADJOURNMENT

It was moved by Mayhew; second by Wotton to:

Adjourn the meeting

PASSED: 5

FOR: 5 (Benson, Holloway, Laase, Mayhew, and Wotton)

Mayor Ross adjourned the meeting at 7:29 PM

CITY OF SNOQUALMIE



Katherine Ross, Mayor

Attest:



Deborah A. Estrada, City Clerk

SUMMARY MINUTES
City of Burien WA Planning Commission

City of Burien

BURIEN PLANNING COMMISSION

August 12, 2020, Meeting

7:00 p.m.

Meeting held via Zoom Webinar

MINUTES

To hear the Planning Commission's full discussion of a specific topic, or the complete meeting, watch the video-stream available at <http://burien.vod.castus.tv/vod/> .

NOTE: In accordance with [Proclamation 20-28 by the Governor Amending Proclamation 20-05](#), the City was temporarily prohibited from holding in-person meetings. However, public meetings were allowed to occur, provided that there was an option for the public to attend the proceedings. This meeting was held virtually using Zoom Webinar software and live streamed online and on Burien TV Channel 21. Additionally, due to this format, members of the public were asked to submit their comments in writing or attend the webinar and speak when called upon.

CALL TO ORDER

The regular meeting of the Burien Planning Commission was called to order by Chair Hugo Garcia at 7:02 p.m. on Zoom.

ROLL CALL

Present: Ryan Davis, Hugo Garcia, Christopher Guizlo, August Hahn, Joe Hauser, Amanda Kay, and Curtis Olsen.

Absent: None.

Administrative staff present: Nicole Gaudette, senior planner; Brandi Eyerly, planner; and Susan McLain, Community Development Department director

AGENDA CONFIRMATION

It was moved and seconded that the Approval of Minutes be placed after item 7c, Meeting Minutes and Parliamentary Procedure Discussion, for this meeting. The motion was adopted.

PUBLIC COMMENT

None.

NEW BUSINESS

a) Election of Chair and Vice Chair

Vice Chair Guizlo and Commissioner Hahn were nominated to be Planning Commission chair. In a roll call vote, Vice Chair Guizlo was elected chair.

Commissioner Hahn and Commissioner Davis were nominated to be Planning Commission vice chair. In a roll call vote, Commissioner Hahn was elected vice chair.

b) Burien Tree Regulations – Policy Options

Brandi Eyerly, planner, reviewed threats to the urban forest and highlighted three objectives to keep in mind when developing policies to strengthen the City's tree codes, with an overall focus on environmental equity.

Commissioner discussion included the following priorities for tree codes and programs:

- Trees associated with ADUs – perhaps allowing square footage bonuses for retaining significant trees through smart site planning.
- A legacy tree program – awarding special protective status to trees meeting criteria relating to age, size, rarity, or other factors.
- Strengthening tree protections on properties undergoing development – in response to City Council concerns about the number of trees removed during site development.
- A fee-in-lieu program with consideration for the limited capacity for trees on small lots.

The commissioners considered:

- Prioritizing adding trees in areas around schools, in areas where social equity is a concern, and on public properties.
- Supporting a fee-in-lieu program and the establishment of a tree bank; the City should balance equity consideration for property owners.
- Incentivizing tree plantings on private, already developed properties.
- Considering public participatory decision-making for use of tree bank funds.
- Seeking funding sources for a full-time arborist and robust tree program.
- Ensuring the tree/landscaping requirements are reasonable for smaller lots.
- Seeking opportunities for youth programs.
- Balancing additional requirements for property owners with the taxes they already pay to support the community.

The commissioners presented numerous ideas for consideration and indicated a willingness to move forward on preparing code amendments suggested by staff in the presentation.

c) Meeting Minutes and Parliamentary Procedures Discussion

Ms. McLain explained that the way minutes have previously been prepared are not in accordance with Robert's Rules of Order, which govern the Planning Commission meeting process. It was moved and seconded that summary minutes, reflecting the commissioners' discussions without individual attributions, be prepared from now on, in accordance with Robert's Rules. The motion was adopted.

APPROVAL OF MINUTES

The minutes of the June 24, 2020, and July 22, 2020, meetings were approved.

PLANNING COMMISSION COMMUNICATIONS

Commissioner Hauser thanked Commissioner Garcia for his year of service as chair and Chair Guizlo for his year as vice chair.

Commissioner Garcia reported that the Burien Business and Economic Development Partnership (BEDP) has recommended a pilot program be established allowing food trucks in areas of the city that do not have good access to restaurants and groceries and in some small parks in North Burien. He also mentioned a new business near 128th and Des Moines Memorial Dr. S. called Tasty Craves.

Chair Guizlo encouraged everyone to complete the U.S. Census.

DIRECTOR'S REPORT

Ms. McLain reported:

- Ann Macfarlane of Jurassic Parliament will be providing a training on "Running Effective Planning Commission Meetings" at the Sept. 9 commission meeting.
- The agenda for the Aug. 26 meeting includes an introduction to the 2020 Comprehensive Plan amendments.

ADJOURNMENT

Commissioner Kay moved adjournment. The motion was adopted.

The meeting adjourned at 8:28 p.m.

APPROVED: August 26, 2020

/s/ Christopher Guizlo, chair

DETAILED MINUTES
City of Bellevue Washington

CITY OF BELLEVUE
CITY COUNCIL

Summary Minutes of Regular Meeting

May 16, 2022
6:00 p.m.

Virtual Meeting
Bellevue, Washington

PRESENT: Mayor Robinson, Deputy Mayor Nieuwenhuis, and Councilmembers Barksdale, Lee, Robertson, Stokes, and Zahn

ABSENT: None.

1. Call to Order

The meeting was called to order at 6:03 p.m., with Mayor Robinson presiding.

Mayor Robinson congratulated the Newport High School team that was crowned as national champions in the world's largest student rocketry competition over the weekend. The team received the top score at the American Rocketry Challenge and will represent the United States in the International Rocketry Challenge. Ms. Robinson said the students exemplify the community focus areas of education, innovation and technology.

Councilmember Barksdale referred to the mass shooting in Buffalo, New York over the weekend, noting that he has family members from that area. He said it is important to remember that this type of incident impacts people across the country and it introduces a degree of uncertainty about what might come next. In addition to the 10 individuals killed in Buffalo, one person lost his life during a shooting at a Taiwanese church in California over the weekend. There are indications that the Buffalo suspect deliberately targeted a black community, and the gunman at the church expressed anger toward Taiwan. Mr. Barksdale requested a moment of silence to remember and honor the individuals who tragically lost their lives.

2. Roll Call; Flag Salute

City Clerk Charmaine Arredondo called the roll and all Councilmembers were present. Deputy Mayor Nieuwenhuis led the flag salute.

(a) Bike Everywhere Month Proclamation

Councilmember Barksdale read the proclamation recognizing May 2022 as Bike Everywhere Month in Bellevue, noting that the City recently added 9.8 miles of bicycle and pedestrian

system improvements on SE Newport Way, West Lake Sammamish Parkway, Eastrail and the Mountains to Sound Greenway.

(b) National Public Works Week Proclamation

Councilmember Robertson read the proclamation recognizing the week of May 15-21, 2022 as National Public Works Week in Bellevue and encouraged all residents and civic organizations to recognize the contributions made by public works staff every day to ensure the community's health, safety and quality of life.

3. Approval of Agenda

→ Deputy Mayor Nieuwenhuis moved to approve the agenda, and Councilmember Stokes seconded the motion.

→ The motion carried by a vote of 7-0.

4. Oral Communications

- (a) Margie Ye encouraged the City to build a cross-cultural center and shared a story about a friend's dinner parties in which everyone would participate in preparing the meal and sharing their cultures.
- (b) Mason Ji said he was speaking on behalf of a nonprofit organization known as the Friends of Bellevue Cross-Cultural Center. He said the group is prepared to support the development and success of a cross-cultural center. He noted his previous experience with the United Nations negotiating international treaties. He said the most productive moments of his UN career were conversations over coffee, and that is the type of experience envisioned in a cross-cultural center in Bellevue.
- (c) Debbie Lacy said she is the founder and Executive Director of Eastside for All, a nonprofit race and social justice advocacy organization based in East King County. The organization launched in 2019 and, approximately 20 years ago, Ms. Lacey co-founded the Eastside Refugee and Immigrant Coalition. She expressed support for the cross-cultural center and thanked staff for the feasibility study. She said the draft summary report recommends that "the City could lead a process to identify a lead nonprofit organization to become the project champion." She encouraged the City to conduct a request for proposal (RFP) process to solicit proposals from organizations. She urged the City to ensure that there is broad inclusion and warm invitations to communities that tend to be underrepresented in community engagement processes. She said Bellevue has the opportunity to pioneer an innovative project. She expressed concern that the feasibility study did not prioritize the value of physical cross-cultural space. She encouraged the City to partner with an organization with proven experience related to cross-cultural spaces and activities.

- (d) Alex Zimmerman said there is fascism in America dominated by women and people of color. He said that four of the five Port of Seattle commissioners are minorities, and he noted an all-female school board. He expressed concern about gas prices and the oil companies that are making record profits as well as high housing and food prices.
- (e) Larry Graham expressed support for the tree code recommendations from the Trees 4 Livability group. He expressed concern about the removal of significant and landmark trees without a permit. He suggested that a permit should be required to remove any tree more than six inches in diameter. He said landmark trees are more than 30 inches in diameter and can be 100-200 years old. He said trees are critical to preserving Bellevue's character. He said most surrounding cities have stricter tree codes. He said he is not suggesting that the City stop the construction of new homes. He built a large custom home himself and chose to retain many of the trees. He said a builder would have removed all or most of the trees.
- (f) Lee Sargent, a Sherwood Forest resident, expressed concern regarding the loss of trees throughout Bellevue. He noted that surrounding cities have stricter tree codes, which attracts builders to Bellevue who want to remove trees to build large houses. He urged the Council to act quickly to update Bellevue's tree codes.
- (g) Heidi Dean thanked the Councilmembers and City staff who participated in the neighborhoods conference on Saturday. She said she attended workshops on civic engagement, hybrid government, and reimagining retail, and she participated in the Eastrail tour. She said the sessions were educational and enjoyable. She thanked Edward Butterfield, the City's Public-Private Partnership Manager, and his team for the fantastic reimagining retail workshop. She believes he understands what is needed to address neighborhood businesses and she thanked him for listening to residents.
- (h) Eva Collins, Deputy Superintendent for the Bellevue School District, thanked the Council for its generous support of the Eastside Pathways program. She said the City's support helps to encourage stakeholders, individuals and nonprofit organizations to work together to ensure equitable pathways for children, youth and young adults. She said the District is examining its own practices in the areas of early learning, mental health, and racial equity.
- (i) Maliha Amarsi expressed support for the creation of a cross-cultural center in Bellevue.

City Clerk Arredondo noted that three individuals had already spoken in support of the cross-cultural center and encouraged Ms. Amarsi to email her comments to Council@bellevuewa.gov.

Mayor Robinson encouraged Ms. Amarsi to reach out to Councilmembers individually to share her comments.

- 5. Reports of Community Councils, Boards, and Commissions: None.
- 6. Report of the City Manager

(a) Bellevue Youth Link Program

City Manager Brad Miyake introduced staff's update regarding the Bellevue Youth Link program.

Toni Esparza, Assistant Director, Parks and Community Services Department, said Youth Link was established in 1990 and is one of the longest running youth leadership programs on the Eastside. Youth Link originated as a partnership of the City, Bellevue School District and other community stakeholders to provide opportunities for youth civic engagement, support leadership development and to encourage input to the City regarding youth concerns, interests and policy work. The Bellevue Youth Link Board includes 12 youth and six adults. The Bellevue Youth Council is a broader component of the program with open membership to any youth in the community. The Council currently has 85 middle school and high school youth members who serve on action teams that plan service projects and community events.

Ms. Esparza said the Youth Link program has expanded its boundaries to engage with youths from around the world. She said members of Bellevue's program recently helped the City of Lake Forest Park and Rockaway Township in New Jersey to start youth councils and their own versions of the Youth Link program. She said Youth Link has received national and local recognition, including from the Washington Recreation Program Association and for the teen closet program, Youth Link University and the Unity Through Diversity event. The Youth Link program has been involved with the Bellevue Skate Park, Youth Link University, the youth involvement conference, community leadership awards, food pantries and the Kids Care coat drive.

Patrick Alina, Youth Link Program Coordinator, said that Youth Link members quickly responded to the challenges of the pandemic to organize projects supporting youth mental health needs and housing and food insecurity, and to find new opportunities for community collaboration despite the uncertainties brought by the pandemic. Members of the Youth Link Board partnered with a local AI (artificial intelligence) technology company and social services providers to pilot an AI chat bot, Helio Health, to help youth navigate critical mental health resources. Mr. Alina said Youth Link members opened a new virtual outlet for teens experiencing isolation via virtual teen café projects. Students also saw the need to support other students with virtual tutoring.

During the pandemic, the youth leaders identified the need to provide appropriate information and resources to Bellevue's diverse community about COVID-19 and available vaccinations. Mr. Alina said Youth Link opened its first community food pantry in June 2021 in the Crossroads area and participated in other food drives. Additional projects include the Kids Care coat drive, distribution of feminine hygiene kits and the Unity Through Diversity event.

Ms. Esparza invited the Council and the public to attend Youth Link's 32nd annual Community Leadership Awards event on Wednesday, May 25, 6:00-8:00 p.m. at City Hall.

Councilmember Barksdale, liaison to the Youth Link Board, commended the youth for caring about their community and for taking actions to help others. He thanked staff and the adults who work with the Youth Link program as well.

7. Council Business and New Initiatives: None.

8. Consent Calendar

→ Deputy Mayor Nieuwenhuis moved to approve the Consent Calendar, and Councilmember Stokes seconded the motion.

→ The motion to approve the Consent Calendar carried by a vote of 7-0, and the following items were approved:

- (a) Motion to Approve Payment of Claims and Payroll for the Period April 1, 2022 – April 30, 2022.
- (b) Motion to approve an increase to the construction contract with Road Construction Northwest (Bid No. 21092) by \$159,645 to a revised total contract amount of \$878,928.30 plus any additional applicable taxes for the Somerset Reservoir No. 1 Decommissioning project (CIP Plan No. W-85).
- (c) Ordinance No. 6660: 1) authorizing execution of a funding agreement with the Association of Washington Cities (AWC) to accept \$133,350 of state funds for summer youth programming; and 2) amending the 2021 - 2022 Operating Grants and Donations Fund to increase the appropriation by \$133,350.
- (d) Ordinance No. 6661: 1) authorizing execution of an interagency agreement with the Washington State Criminal Justice Training Commission (WSCJTC) to provide an instructor to the WSCJTC and to accept full reimbursement of the employee's salary and benefit costs, 2) amending the 2021-2022 General Fund Budget by \$118,869.95, and 3) authorizing an additional full-time employee position to be paid from the funds received under this agreement; providing for severability; and establishing an effective date.
- (e) Resolution No. 10097 authorizing execution of all documents necessary to implement settlement of the claim brought by Patrick Cambas in the total amount of \$126,345.80.

9. Public Hearing: None.

10. Study Session

- (a) Update on Fire Inspection Fee Program

City Manager Miyake recalled that in 2018, the Council authorized an increase in fire inspection staffing and fees in response to the growth in residential and commercial activity. This topic was last before the Council in October 2020.

Fire Chief Jay Hagen said that in 2018, the Council approved the addition of two fire prevention officers and a fee increase to support the increased workload. He introduced staff to provide the update on the fire inspection fee program.

Fire Marshal Travis Ripley said the forecasted cost recovery need for fire prevention activities was calculated based on the time spent on maintenance inspections by the administrative assistant, program analyst and seven fire prevention officers. The department achieved 90 percent cost recovery in 2020 and 100 percent cost recovery in 2021 and is on track to reach 100 percent cost recovery this year. He said most buildings are inspected every two years.

Mr. Ripley said the fire prevention division moved to paperless inspection software to track all inspections and worked closely with customers throughout the COVID-related business closures and pressures. Fire Department staff collaborated with staff in the Finance and Asset Management (FAM) Department to ensure that invoices are generated, and that fee collection is consistent and timely. Mr. Ripley said the fire prevention division transitioned to paperless billing in 2021.

Ongoing improvement efforts include: 1) collecting improved building information and billing contact data, 2) educating building and business owners about the fire prevention program and about fire and life safety, and 3) monitoring the nexus between the fees collected and the time spent on inspections. Mr. Ripley said staffing is in line with short-term growth. The fire prevention division is on track to meet established goals and expectations and is committed to continuous improvement.

Councilmember Zahn thanked staff for the presentation and for their work to achieve cost recovery goals. Responding to Ms. Zahn, Assistant Fire Marshal Jacob Branstetter said approximately 80 percent of the occupancies in Bellevue are 100 percent compliant with their fire and life safety systems.

Responding to Councilmember Robertson, Mr. Ripley said the fire prevention division is working to make sure it is not over-charging for inspections. Ms. Robertson said she would like the program to continue to support itself through fees while maintaining fairness for business and building owners. In further response to Ms. Robertson, Mr. Ripley said staff offered virtual information sessions during the pandemic to assist the public.

Councilmember Lee asked whether the Fire Department assists building and business owners in correcting problems or violations. Noting that 80 percent of buildings and businesses are compliant with the codes, he asked whether it would be possible to focus more efficiently on the 20 percent who are not in compliance.

Mr. Branstetter confirmed that fire prevention staff work with business owners to prevent and correct problems. He said staff's role is both education and enforcement.