



Mountlake Terrace City Council
Regular Meeting Agenda
Thursday, February 19, 2026, 7:00 PM
City Hall and via Telephone or Teleconference

AGENDA

1. Call to Order – Flag Salute – Roll Call
2. Late Changes to Agenda
3. General Public Comment
4. Consent Agenda
 - a. Payment of Claims
 - b. Meeting Minutes
 - c. Council Subcommittee Appointment for Recreation and Park Advisory Commission Vacancy
 - d. Agreement with Marshbank
5. Presentation on Planning Commission Workplan
6. Presentation on Diversity, Equity and Inclusion Commission Workplan
7. Presentation on Arts Advisory Commission Workplan
8. Presentation on Recreation and Park Advisory Commission Workplan
9. City Manager’s Report
10. Council Liaison Reports
11. New Business
12. Adjournment

To listen to the meeting via telephone, call 1-253-215-8782. To watch the meeting online: 1) Go to <https://zoom.us/join>; 2) Enter meeting ID 810 1113 9518 and click “join”. No passcode needed.

To make a public comment remotely (Zoom or telephone), in person, or in writing, please refer to the Public Comment and Public Hearing Testimony Protocol on the city website <https://www.cityofmlt.com/129/Agendas-and-Minutes>.

No person shall make personal attacks, or threatening remarks while addressing the Council which disrupts,

disturbs, or otherwise impedes the orderly conduct of the meeting. All hate speech will be construed as threatening remarks.



STAFF REPORT

To: Mountlake Terrace City Council

From: Jeff Niten, City Manager

Meeting Date: February 19, 2026

Subject: Payment of Claims

Required Reviews:

Jennifer Joki

Created/Initiated - 02/19/2026

Jeff Niten

Final Approval - 02/19/2026

Council Goal(s):

Responsible Governance to Ensure Desired Level of Service

Legislative History:

The Finance Committee, consisting of two Councilmembers and the Finance Director, meets monthly to review and discuss the claims subject to approval.

Subject Summary:

Approval of payment for 2026 claims totaling \$1,059,900.89 for payment on 02/20/2026, check numbers 99516-99639; 99730-99955 (*99640-99729 checks were included on previous report*). Additionally, payroll for 02/20/2026 check numbers 585642- 585675 and direct deposits totaling \$642,976.46.

Financial/Budget Impacts:

Budget Amendment Required? No

Budget and Sources:	N/A
Expenditure:	N/A
New Appropriation Required + Sources:	N/A

Additional Financial Information:

N/A

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:

N/A

Staff Recommendation:

Staff recommends the City Council vote to approve the claims as presented. This can be accomplished as part of the motion to approve the Consent Agenda.

Council Motion:

N/A

Attachments:

None



MOUNTLAKE TERRACE CITY COUNCIL
REGULAR MEETING MINUTES

February 5, 2026
7:00 p.m.

Mountlake Terrace City Hall and
via Telephone and Teleconference

Councilmembers Present

Councilmember Doyle
Councilmember Matsumoto Wright
Councilmember Murray
Councilmember Paige
Councilmember Sonmore
Mayor Woodard

Councilmembers Absent

Mayor Pro Tem Wahl

Staff Members Present

City Attorney Hillary Evans (via Teleconference)
City Clerk Jennifer Joki
City Manager Jeff Niten
Communications and Community Engagement Manager Sienna Spencer-Markles
Deputy City Manager Carolyn Hope
Human Resource Manager Loren Hagstrom
Public Works Administrative Assistant Bernadette Taylor-Moses
Stormwater Program Manager Patrick Hutchins

Guests

League of Women Voters of Snohomish County Outreach Committee Member Nadine Shanti (via Teleconference)
Mountlake Terrace High School Black Student Union Leader Tribecca Brazil
Leadership of Masjid Umar Al-Farooq – Muslim Association of Northwest
Mountlake Terrace Residents the Abdurashidova Family
Multicultural Association of Edmonds President Karin Mei Butler and Board Members

1. Call to Order – Flag Salute – Roll Call

Mayor Woodard called the meeting to order at 7:00 p.m.

City Clerk Jennifer Joki called roll.

A motion to excuse Mayor Pro Tem Wahl was made by Councilmember Matsumoto Wright and seconded.

Motion carried 6-0.

2. Late Changes to Agenda

None.

3. Public Comment

- MLT resident Audrey Meyer spoke in support of the Resolution Affirming Support for Immigrants.
- MLT resident Sandra Junkin-Clark spoke in support of the Resolution Affirming Support for Immigrants.
- MLT resident Susan Kuhn spoke in support of the Resolution Affirming Support for Immigrants.

4. Consent Agenda

A motion to approve the Consent Agenda, items a-e, was made by Councilmember Murray and seconded.

Motion carried 6-0.

- a. Payment for 2026 claims
- b. Meeting Minutes for 12/18/2025, 1/08/2026, 1/22/2026
- c. Ordinance Adopting Comprehensive Emergency Management Plan with Snohomish County
- d. Agreement Supplement 1 with Consor for Wastewater Comprehensive Plan RH2 Engineering
- e. Agreement Supplement 1 with RH2 for Water Comprehensive Plan

5. Proclamation for Lunar New Year

Councilmember Matsumoto Wright read the proclamation aloud and presented it to Multicultural Association of Edmonds President Karin Mei Butler and Board Members who spoke a few words.

6. Proclamation for Ramadan

Councilmember Paige read the proclamation aloud and presented it to Leadership of Masjid Umar Al-Farooq – Muslim Association of Northwest and the Abdurashidova Family who spoke a few words.

7. Proclamation for Black History Month

Diversity, Equity and Inclusion Matsuda and Commissioner Francisco read the proclamation aloud and presented it to Tribecca Brazil and Nadine Shanti (via Teleconference) who spoke a few words.

8. Review and Vote on Resolution Affirming Support for Immigrants

Deputy City Manager Carolyn Hope

Hope presented on this item to include reading the resolution.

Hope heard and responded to questions and comments from council regarding appreciation for the community support for this resolution and the meaningfulness of it.

The Resolution Affirming Support for Immigrants was approved by vote.

Motion carried 6-0.

9. Review and Vote on Resolution Accepting Stormwater Capacity Grant from Department of Ecology for Permit Compliance
Stormwater Program Manager Patrick Hutchins

Hutchins presented on this item to include environmental programs and services, the purpose, stormwater capacity grant, benefits and obligations, general positives, specific examples of benefits, financial and budget impacts, and impacts if funds are not accepted.

Hutchins heard and responded to questions and comments from council regarding other ideas to help with the stormwater capacity issues, community outreach events, basin location, and appreciation for thoughtfulness.

A motion to adopt the Resolution Accepting Stormwater Capacity Grant from the Department of Ecology for Permit Compliance was made by Councilmember Murray and seconded.

Motion carried 6-0.

10. Review and Vote on Resolution Adopting New Employee Handbook
Human Resources Manager Loren Hagstrom

Hagstrom presented on this item to include the purpose, summary, council goals, goals for the handbook, key changes, new policies, impact to organization, and maintenance.

Hagstrom heard and responded to questions and comments from council regarding a second day of choice for full-time employees, exit interviews, staff turnover, leadership philosophy, lactation room accommodation, consequences of a second day of choice, flexibility of holidays, anti-nepotism, reducing some positions to $\frac{3}{4}$ time, furloughs, retirement funds, domestic violence leave, appreciation for all the work on this, the variety of input from staff team and useability with linkable table of contents, Washington Cities Insurance Authority legal review with Summit Law, request of report of hired and separated staff quarterly, and previous updates in 2011 and 2000, report on turnover trends, handbook shows how the city cares about employees, include council feedback earlier, and inclement weather policy.

A motion to adopt the Resolution Adopting the New Employee Handbook was made by Councilmember Murray and seconded.

Motion carried 6-0.

11. City Manager's Report
City Manager Jeff Niten

Niten's report included:

- Registration for MLT Community Academy still open.
- Ivey League appreciation for work at tennis courts last week.
- Exit Conference with the State Auditor's Office, 2023-2024 financial reports are accurate and can be relied on for decision-making, and finances back on track after six years.

12 Council Liaison Reports

Councilmember Doyles's report included:

- December 17 Council orientation with City Manager Jeff Niten, Deputy City Manager Carolyn Hope
- January 8 Representative Cindy Ryu meeting to review legislative priorities in 2026
- January 8 Council meeting, sworn in
- January 9 Volunteers of America, Western WA (VOAWW) Lynnwood Neighborhood Center ribbon cutting ceremony
- January 13 Fiscal Town Hall via Zoom (attended part of it)
- January 15 City Manager meeting
- January 15 Meeting with Sienna Spencer-Markles
- January 15 Snohomish County Cities & Towns dinner
- January 16- Meeting with Economic Development Manager Ryan Doss
- January 19 MLK Day, Jr event by "Lift Every Voice Legacy"
- January 21 Diversity, Equity and Inclusion meeting
- January 22 Council meeting
- January 30 Representative Suzan DelBene meeting
- February 2 Meeting with Una McAlinden, council retreat facilitator
- February 3 Meetings with Christy Osborn (Community and Economic Development Director) and Gary Schimek (Public Works Director)
- February 5 Council meeting.
- February 6 Scheduled Meeting with Sirke Salminen (Finance Director)

Councilmember Matsumoto Wright's report included:

- January 7 South Snohomish County Mayors luncheon
- January 7 Community transit board meeting at alternate
- January 8 Online meeting with State Representative Cindy Ryu
- January 8 City Manager meeting with Bryan Wahl
- January Online meeting with State Representative Lauren Davis
- January 9 Ribbon cutting for Lynnwood Neighborhood Center
- January 12 New Year celebration at Japanese Consulate's Residence
- January 13 Volunteered with MLT elementary school and taught 6th graders how to make origami cranes
- January 13 MLT online Fiscal Townhall
- January 14 Ribbon cutting for MLT Licensing
- January 14 MLT in-person Fiscal Townhall
- January 15 Community Transit Board Selection meeting
- January 15 Snohomish County Cities and Towns dinner meeting
- January 20-22 Association of WA Cities City Action Days in Olympia

- February 2 Meeting with Una McAlinden, council retreat facilitator
- February 4 Alliance for Affordable Housing (AHA) meeting
- February 5 Community Transit meeting as a board member, elected vice-chair

Councilmember Murray's report included:

- January 21-22 Association of WA Cities City Action Days in Olympia
- January 23 Supported new group of MLT High School students, along with Councilmember Paige, on the unhoused

Councilmember Paige's report included:

- January 13 MLT online Fiscal Townhall
- January 14 City Manager meeting
- January 14 Ribbon cutting for MLT Licensing
- January 14 MLT in-person Fiscal Townhall
- January 15 Snohomish County Cities and Towns dinner meeting
- January 20 Arts Advisory Commission meeting
- January 20-22 Association of WA Cities City Action Days in Olympia
- January 23 Supported new group of MLT High School students, along with Councilmember Murray, on the unhoused
- January 31 Washington West African Center event 2nd annual gala
- February 4 Meeting with Una McAlinden, council retreat facilitator

Councilmember Sonmore's report included:

- Monthly Recreation and Park Advisory Commission meeting
- Financial Committee meeting
- Disability Board meeting
- Facilities Supervisor Floyd Garrigues retired

Mayor Woodard's report included:

- December 20 Volunteered with Stuff-a-Bus for flood victims in Snohomish County
- December 23 Volunteered with Foundation for Edmonds School District loaded 400 boxes of food for the Holiday Feed
- December 25 Volunteered with Caravan Kabab Feed 150 meals
- January 8 Online meeting with State Representative Cindy Ryu
- January 9 Ribbon cutting for Lynnwood Neighborhood Center
- January 12 City Manager meeting
- January 13 Disability Board meeting
- January 13 MLT online Fiscal Townhall
- January 14 Ribbon cutting for MLT Licensing
- January 14 Lynnwood Times interview
- January 14 MLT News interview with City Manager
- January 15 Snohomish County Tomorrow meeting
- January 18 Trinity Lutheran Church and Schools blessing for Lynnwood Neighborhood Center
- January 19 March and rally for Martin Luther King, Jr. recognition

- January 21-22 Association of WA Cities City Action Days in Olympia
- January 24 Community celebration for Lynnwood Neighborhood Center
- January 26 Snohomish County Mayors meeting
- January 26 Received City of Lynnwood Black History Month proclamation
- January 27 Meeting with Una McAlinden, council retreat facilitator
- January 27 South County Fire Change of Command ceremony
- January 28 MLT city staff meeting
- January 28 Congresswoman Del Bene and team meeting
- January 28 Snohomish County Tomorrow Steering Committee meeting
- January 29 City Manager meeting
- January 31 Washington West African Center 2nd annual gala
- February 2 MLT city staff Seahawks photo
- February 2 African American Leaders and Professionals Network meeting
- February 4 South County Mayors meeting
- February 4 Exit Conference with the State Auditor's Office
- February 5 Black History Month Proclamation reception at MLT City Hall

13 New Business

- Councilmember Matsumoto Wright commented on the clean street drains due to street sweeper.

14 Adjournment

Mayor Woodard adjourned the meeting at 9:57 p.m.

These minutes are subject to approval at the next City Council meeting.



MOUNTLAKE TERRACE CITY COUNCIL
WORK SESSION (ACTION TAKEN) MINUTES

January 8, 2026
7:00 p.m.

Mountlake Terrace City Hall and
via Telephone and Teleconference

Councilmembers Present

Councilmember Matsumoto Wright
Councilmember Murray (arrived at 7:15pm)
Councilmember Paige
Councilmember Doyle
Councilmember Sonmore
Mayor Woodard
Mayor Pro Tem Wahl

Councilmembers Absent

None

Guests

All Together Design Studio Principal Rachael Aziz
All Together Design Studio Designer Robin Marquand

Staff Members Present

City Clerk Jennifer Joki
City Engineer Rich Meredith
City Manager Jeff Niten
Civil Engineer Lucas Kragt
Communications and Community Engagement Manager Sienna Spencer-Markles
Deputy City Manager Carolyn Hope
Economic Development Manager Ryan Doss
Public Works Director Gary Schimek

1. Call to Order

Mayor Woodard called the meeting to order at 7:00 p.m.

2. Attendance Roll Call

City Clerk Jennifer Joki called roll.

3. General Public Comment

All public comments submitted in writing are forwarded to Council.

- MLT resident John Martin commented on the local Real Estate Excise Tax (REET) and Everett Stadium.
- MLT resident John Blechschmidt commented on issues in the city related to code

compliance.

4. Presentation on City Branding Update

Economic Development Manager Ryan Doss and Communications and Community Engagement Manager Sienna Spencer-Markles

Spencer introduced Aziz and Marquard who presented on this item to include the branding strategy, timeline, overview of discovery phase, key survey findings, current brand, positioning and audiences, brand personality, brand voice, brand aesthetic mood boards, marketing campaign concepts, and looking forward.

Spencer, Doss, Aziz, and Marquard heard and responded to questions and comments from the city council regarding appreciation for the work, marketing campaign concepts, feedback from children, interactive public art, community conversations, shifting demographics, relaxing and active community, marketing position, sharing the city story, 1% of the Arts, wayfinding and signage, neighborhood brand strategy, placemaking guidelines, visitor's promotional roadmap, Salish land acknowledgement, regional positioning, target audiences, visitors, investment community, focus on city's aspirations, branding important to development and the budget, and city as a destination.

5. Review Engineering Development Manual and Ordinance Adopting Associated Code Amendments

Civil Engineer Lucas Kragt and City Engineer Rich Meredith

Lucas and Meredith presented on this item to include the timeline, history of development standards, legislative history, subject summary, key updates to municipal codes, key engineering development manual changes, and staff recommendation.

Lucas and Meredith heard and responded to questions and comments from the council regarding appreciation for the presentation, accessory dwelling units, staff report, update on "manholes", acknowledgement of all the work that went into this, driveway lengths, and recognition of tremendous work for the city by Community and Economic Director Christy Osborne, as this is her last meeting before retirement.

6. Review Council Subcommittee Appointment for Recreation and Park Advisory Commission Vacancy

The City Manager Jeff Niten presented on this item to include recruitment, the interview process with the council subcommittee (Councilmembers Murray, Paige, and Doyle), and the recommendation.

Councilmember Murray commented on the candidate's background and recommendation.

7. City Manager's Report

City Manager Jeff Niten

Niten's report included:

- MLT Community Academy begins March 4.

- City Hall is closed on Monday for the Presidents Day holiday.

The City Manager heard and responded to question about council being invited to all sessions of the Community Academy.

8. Review February 19, 2026, Regular Meeting Agenda

The agenda was reviewed by council and approved upon condition of removing consent agenda items moved to another meeting.

9. Council Comments

- Councilmember Woodard commented on the City Manager's discussion about the Community Academy and community engagement as a recent guest on a podcast.

10. Adjournment

Mayor Matsumoto Wright adjourned the meeting at 8:54 p.m.

These minutes are subject to approval at the next City Council meeting.



STAFF REPORT

To: Mountlake Terrace City Council

From: Jeff Niten, City Manager

Meeting Date: February 19, 2026

Subject: Council Subcommittee Appointment for Recreation and Park Advisory Commission Vacancy

Required Reviews:

Jennifer Joki

Created/Initiated - 02/13/2026

Jeff Niten

Final Approval - 02/13/2026

Council Goal(s):

Growing our Vibrant Community

An Informed and Engaged Community

Legislative History:

This item was presented to council at the February 12, 2026, council work session.

Subject Summary:

A Recreation and Park Advisory Commission (RPAC) vacancy occurred in December 2025.

A two-week public recruitment period for this vacancy, including social media and a press release, was conducted from January-February 2026. Candidates who applied for RPAC after the spring 2025 deadline were also contacted regarding continued interest in this commission. One responded, yes.

With only one confirmed candidate, the interview was held at City Hall the evening of February 9, 2026, by the City Council Subcommittee, which included Councilmembers Doyle, Murray and Paige.

The City Council Subcommittee recommends appointing Laurie Berger to the Recreation and Park Advisory Commission to fill the vacancy with a term ending June 30, 2026.

Financial/Budget Impacts:

Budget Amendment

No

Required?

Budget and Sources:	N/A
Expenditure:	N/A
New Appropriation Required + Sources:	N/A

Additional Financial Information:

N/A

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:

N/A

Staff Recommendation:

N/A

Council Motion:

A vote on this item can be accomplished by adding it to the Consent Agenda on February 19, 2026.

Attachments:

1. Candidate Application

From: noreply@civicplus.com
To: [EMAIL CITYHALL](#)
Subject: Online Form Submission #10241 for Online Application for Boards and Commissions 2025-2026
Date: Thursday, January 15, 2026 7:00:58 AM

**** External Email ****

Do not click on links or open attachments unless you recognize the sender and are expecting this email.
Be cautious and look for signs of phishing attempts.

Online Application for Boards and Commissions 2025-2026

The Mountlake Terrace City Council is seeking candidates for vacancies on its advisory boards and commissions. Appointed by the City Council, the board and commission members offer their knowledge and experience to advise and inform the City Council on a variety of issues to help shape the community.

Recruitment is conducted each year (usually in the spring); however you may apply anytime because openings may occur throughout the year.

Applications are valid for one recruitment cycle.

Most boards and commissions meet once per month on a regularly scheduled night and time.

Arts Advisory Commission

This commission consists of seven members and seeks out, promotes, and sponsors activities that enhance the cultural atmosphere of the community. Five of the seven members must be residents of Mountlake Terrace.

Meetings are held on the third Tuesday of each month at 5:30 p.m. at City Hall.
Terms are three years.

Diversity, Equity and Inclusion Commission (DEIC)

This commission consists of seven members with a mission of promoting and embracing diversity through action, education, and guidance. The Commission seeks to foster an understanding that includes, accepts, respects and appreciates each individual member of our community.

Meetings are held on the third Wednesday of each month at 7:00 p.m. at City Hall.
Terms are three years.

Law Enforcement Officers and Firefighters Disability Board (LEOFF 1)

The Disability Board reviews and approves all eligible disability and medical claims submitted by active and retired Police and Fire LEOFF 1 members in accordance with RCW 41.26, WAC 415-105, and the City of Mountlake Terrace LEOFF 1 Disability Board Policies and Procedures.

Lodging Tax Advisory Committee (LTAC)

Under state law, cities with a population over 5,000 are required to present proposals for the use of lodging tax funds to a Lodging Tax Advisory Committee (LTAC)

Each year, the City Council must appoint a Lodging Tax Advisory Committee comprised of five members including two representatives from businesses that are required to collect the hotel/motel tax, two who are involved in activities that are authorized to be funded by this tax, and one elected official who serves as Chairperson of the Committee.

Meeting dates are irregular and will be posted on the LTAC webpage as they are scheduled.

Neighborhood Parks Improvement Subcommittee

This subcommittee is comprised of 10 volunteers assigned the responsibility for annually inventorying the neighborhood parks and recommending improvements to the Recreation and Parks Advisory Commission (RPAC). Appointed by RPAC, each of these volunteers must live within a half mile of the park they represent. They serve three-year staggered terms.

These members play an active role in community park clean ups and other city events.

Meeting schedule varies from once per month to once per quarter, depending on the level of activity.

Planning Commission

This commission consists of seven members and makes recommendations to the City Council about community development issues, especially those affecting future land use and growth. Applicants should have an interest in community planning, including considering revisions to the city's Comprehensive Plan and development code. Commissioners should be knowledgeable about planning and development issues.

Meetings are held on the second and fourth Monday of each month at 7:00 p.m. at City Hall. The terms are four years.

Recreation and Park Advisory Commission (RPAC)

This commission consists of seven members and promotes the use of recreation facilities and programs, and participates in city-wide special events and volunteer park projects.

Major projects include updating the Comprehensive Recreation and Park Plan as part of the city's Comprehensive Plan, and making recommendations on these projects to the City Council.

Meetings are held on the second Tuesday of each month at 7:00 p.m. at City Hall. Terms are three years.

Salary Commission

This commission consists of five members who must be residents of the City of Mountlake Terrace. Members of the Commission must not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city.

The Salary Commission meets every five years to determine the salaries the City of Mountlake Terrace will pay its elected officials. The Salary Commission appointed in 2024 will determine if the monthly salary paid to the Mayor or City Council should be increased or decreased for the years of 2025 – 2029.

Meeting dates/times may be scheduled by the Chair of the Commission or by a majority vote of the Commission.

How to Apply

Complete and submit the electronic application below. Or, download a PDF application [here](#), complete it and send to cityhall@mltwa.gov.

The City Clerk may contact you for an interview with the City Council subcommittee once they have reviewed your application. The subcommittee will make their recommendation for appointments to the full City Council who will confirm the appointment at a City Council meeting.

First and Last Name

Laurie Berger

Address	4405 224th Pl Sw
City	Mountlake Terrace
State	WA
Zip Code	98043
Occupation	Analyst
Phone Number	4043536657
Email Address	laurieeb@gmail.com
Board/Commission for which you are applying?	Neighborhood Parks Improvement Subcommittee
Are you willing to serve on another board or commission if not chosen for this one?	Yes
Second Choice	Recreation and Park Advisory Commission
Third Choice	Diversity, Equity and Inclusion Commission
Why are you interested in serving on a City of Mountlake Terrace board or commission?	My kids love the parks and it'd be great to be more involved with them, and with the community overall.
Are you able to regularly attend the meetings?	Yes
Describe any community activities or volunteerism you have done and please include any leadership roles.	Classroom volunteer in both public and private schools (recently, and many many years ago in other states). Mostly involving helping kids with reading. Also volunteered as a kid as a lifeguard/swim instructor at the local pool.
Do you have experience working as part of a team? If so, please describe briefly.	My career involves regularly working with many teams. Sometimes we are on the same page and agree, and sometimes we need to work together to come to a shared understanding. My "teams" include people of varying backgrounds, education levels, goal orientation, etc.
Whether or not you have team experience, do you enjoy working with others?	I do enjoy working with other kind people.

Please list any occupational/educational skills or background you feel are relevant to serving on this board.

My career is heavy on communicating with people with varying backgrounds so working with others and communicating clearly (in writing and orally) comes naturally.

Please list any interests or hobbies if applicable to your application to this board or commission.

Field not completed.

Please attach your resume and/or briefly summarize your recent work experience. If retired, student or not working, please let us know or describe your previous work experience.

Field not completed.

Attach your resume, if not summarized above.

[2025 LBerger Resume.pdf](#)

Email not displaying correctly? [View it in your browser.](#)

Laurie E. Berger

4405 224th PI SW
Mountlake Terrace, WA 98043
404-353-6657
laurieeb@gmail.com

Objective:

Experienced IRB Professional with strong analytic, organizational, and interpersonal skills, seeking to have a positive impact through a leadership position in institution's human research protection program.

Experience:

Human Subjects Protection Analyst *10/24 to present*

Seattle Children's, Office of Institutional Assurances, Seattle WA

- Review IRB submissions for regulatory and institutional compliance, advise and educate investigators on related requirements
- Contribute to efforts to improve the overall human research protection program

Business Systems Analyst (Zipline Manager) *10/17 to 3/20*

University of Washington, Human Subjects Division, Seattle WA

- Manage the electronic submission system for the IRB (Zipline), including overseeing all aspects of system patches and the University's first major system upgrade
- Communicate effectively with IRB members and staff, as well as campus and other stakeholders, about implemented changes, and about the potential prioritization of proposed or requested changes
- Work with the product vendor to advocate for improvements to the base product to decrease staff and investigator pain points without the need for additional institutional customizations
- Lead one staff member, and help guide the work of the project team
- Serve as an IRB member to conduct expedited reviews and make regulatory determinations

Team Operations Lead (Compliance Analyst Manager) *7/15 to 10/17*

University of Washington, Human Subjects Division, Seattle WA

- Conduct regulatory assessments and IRB reviews of materials describing proposed human subjects research and provide consultation to UW researchers, focusing on complex and challenging assessments, reviews, and consultation needs
- Lead and supervise a team of staff supporting one of UW's five IRBs by providing training and guidance about regulatory and ethical issues and distributing work to team members
- Manage a biomedical focused IRB, including developing the bi-weekly meeting agenda, serving as the regulatory expert for IRB members, and voting on protocols as a full member of each meeting
- Collaborate with the other Team Leads and the HSD Executive Training group to develop and deliver initial training and continuing education to IRB members and team members

Compliance Administrator *6/13 to 6/15*

University of Washington, Human Subjects Division, Seattle WA

- Manage allegations of researcher and IRB non-compliance from initial inquiry through IRB review of corrective and preventative action plans, providing determinations, official written communication, appropriate referrals, and external reporting to appropriate university, local, state, and federal agencies
- Provide regulatory advice and consultation to IRB staff, IRB members, and researchers regarding compliance concerns and appropriate resolution methods
- Receive, document, investigate, coordinate as necessary, and resolve subject complaints with appropriate communication to the subject, researcher, and the IRB.
- Develop and maintain standard operating procedures related to compliance, unanticipated problems, and research inquiries

- Develop and implement an internal quality assurance program
- Serve as the Regulatory Affairs representative on the office's staff led planning team

Human Subjects Review Administrator 9/11 to 7/13

University of Washington, Human Subjects Division, Seattle WA

- Manage the subcommittee of a socio-behavioral IRB that reviews research which qualifies for expedited review per the federal regulations
- Review expedited initial applications as well as modifications to approved protocols in a manner that is consistent with regulatory and ethical guidelines
- Supervise one staff member and assist in supervision and training of other members of the minimal risk team
- Identify and resolve complex regulatory issues involving engagement of the UW in human subjects research
- Improve efficiency of HSD workflow by identifying activities that do not require review by the University of Washington IRB and closing out these protocols
- Work with investigators and HSD staff to develop consistent and suitable methods of reviewing research involving deception that protect subjects and simultaneously allow for advancement of research
- Serve on workgroups to quickly identify areas for improvement within the office and implement solutions, including developing new forms that enable researchers to better understand the requirements of HSD and the IRB
- Assist investigators, IRB members, and other HSD staff in determining the appropriate level of review for new and existing applications
- Provide educational outreach to campus including presentations to classes about considerations in human subjects research

Human Subjects Review Coordinator 2/10 to 8/11

University of Washington, Human Subjects Division, Seattle WA

- Review expedited annual reports and minor modifications to ensure investigator compliance with regulatory and ethical guidelines
- Make determinations of exempt status per the federal regulations, as well as determinations of not research and not research with human subjects
- Assist university faculty, staff, and students in understanding and complying with relevant institutional, state, and federal guidelines governing human subjects research
- Collaborate with other HSD staff and IRB members to ensure best practices are followed
- Maintain consistency between paper applications and electronic database through clear and accurate data entry

Legal Librarian 11/08 to 8/09

Assistant Legal Librarian 9/06 to 10/08

Quinn Emanuel Urquhart Oliver & Hedges, LLP, New York, NY and Los Angeles, CA (now Quinn Emanuel Urquhart & Sullivan, LLP)

- Research legal topics including case law, intellectual property, and business practices utilizing internal materials, LexisNexis, Westlaw, and other sources
- Prepare marketing materials for new clients
- Obtain, organize, and maintain subscriptions and research materials
- Maintain Continuing Legal Education status and records
- Manage all library-related invoices

Adjunct Faculty 8/08 to 12/08

New York University, New York, NY

- Teach two recitations of Statistics for the Behavioral Science labs (course# V89.0010), including instruction on the use of SPSS

- Place emphasis on the application of statistics to the study of psychology, including the ability to prepare results in APA format

Research Assistant 4/08 to 12/08

Center for Research on Culture, Development, and Education at New York University, New York, NY

- Code and analyze data as part of an investigation into the relationship among children's' gender development, toy preferences, and play styles

Pre-Kindergarten Teaching Assistant 8/05 to 5/06

Discovery Point Childcare Center, Sugar Hill, GA

- Work closely with primary teacher on lesson plan development and team teaching
- Manage classroom reading program
- Evaluate children's' learning and social behaviors and provide feedback to parents, including identifying potentially at risk children and referring parents to appropriate resources

Childcare Teacher 5/04 to 8/06

Discovery Point Childcare Center, Sugar Hill, GA

- Supervise children ages six weeks to fourteen years in group settings of up to 25 children at one time, providing age-appropriate activities for learning and play

Circulation Assistant 8/01 to 5/05

Philip Weltner Library at Oglethorpe University, Atlanta, GA

- Assist patrons with searches and check-out, and attend to computer problems
- Ensure accurate shelving of library resources and maintain an environment conducive to research and studying

Education and Certifications:

2013-2022

CIP Certification, PRIM&R

2007 – 2009

Master of Arts, Psychology, New York University

Thesis: Feminism's Relationship with Religion and Gender Role Attitudes

2001 – 2005

Bachelor of Arts, Psychology, Oglethorpe University

Minors in Political Science and Spanish

Presentations:

Carton, J. S., Bailey, R., Berger, L., Bowman, K., Carmichael, C., & Davis, E. (2006). Judging emotion from posture: A test of the DANVA-2. Poster session presented at the 52nd annual meeting of the Southeastern Psychological Association, Atlanta, GA.

Berger, L. (2005). Gender transgression and sexual orientation: Their impact on judges' ratings. Poster session presented at the 2005 Oglethorpe University Symposium in the Liberal Arts, Atlanta, GA.



STAFF REPORT

To: Mountlake Terrace City Council
From: Rich Meredith, City Engineer
Meeting Date: February 19, 2026
Subject: Agreement with Marshbank

Required Reviews:

Jennifer Joki	Created/Initiated - 02/13/2026
Carolyn Hope	Approved - 02/13/2026
Sirke Salminen	Approved - 02/13/2026
Hillary Evans	Final Approval - 02/13/2026

Council Goal(s):

2 - Responsible Governance to Ensure Desired Level of Service
4 - Environmental Sustainability and Resiliency

Legislative History:

2023.08.07 - Construction Contract awarded to Marshbank Construction for the 66th Ave W Reconstruction Project.

Subject Summary:

The 66th Ave W reconstruction project was awarded 8/7/2023. The contract was signed on 8/31/2023. The project reached substantial completion on 6/28/2024. The contractor filed four claims against the City asking for additional funds in the amount of \$208,478. In addition, the City developed a punch list with two items identified where the contractor's work did not meet City standards. As required by the contract, the City and Marshbank Construction met with a mediator on 2/4/2026, and reached an agreement to settle the dispute at a cost of \$135,000 from the City.

Specific questions may be addressed by staff and/or the Council may adjourn to executive session under RCW 42.30.110(1)(i).

Financial/Budget Impacts:

Budget and Sources:	\$3,094,323 Project Budget, Transportation CIP
---------------------	--

Expenditure:	\$135,000
New Appropriation Required + Sources:	\$0

Additional Financial Information:

The total project budget is \$3,094,323. The current contract amount, including change orders, is \$2,826,201. As of 1/1/2026, the total amount paid on the contract is \$2,513,775. There is approximately \$312,000 remaining in the project budget. No additional funds are needed to implement this decision.

Community Notifications:

City Council Agenda

If "Other," please specify:

Board/Commission Recommendation:

n/a

Staff Recommendation:

Staff recommends acceptance of the negotiated settlement amount of \$135,000. If the settlement is rejected, then the next step would be binding arbitration.

Council Motion:

I move to authorize the City Manager to sign the Marshbank settlement agreement dated February 4, 2026 in the amount of \$135,000.

Attachments:

1. Agreement with Marshbank (Draft)

MUTUAL RELEASE AND SETTLEMENT AGREEMENT

This Mutual Release and Settlement Agreement ("Agreement") is made effective on the 4th day of February 2026, by and between the City of Mountlake Terrace ("Mountlake Terrace") and Marshbank Construction, Inc. ("Marshbank") (singularly, a "Party"; collectively, the "Parties").

RECITALS

- A. Mountlake Terrace is a municipal corporation.
- B. Marshbank is a general contractor. At all times relevant and material to this dispute, Marshbank was licensed in the state of Washington as a general contractor.
- C. Mountlake Terrace requested bids for a public works project known as the 66th Avenue West Pavement Reconstruction from 220th Street SW to North City Limits, MLT Project No. C2002, TIB Project No. 8-1-141(008)-1 (the "Project").
- D. Marshbank submitted a bid for the Project, and the City awarded Marshbank the Contract for the Project as the lowest responsive and responsible bidder. The Parties entered a Contract for construction of the Project on or around August 31, 2023. Marshbank constructed the Project and achieved substantial completion on June 28, 2024.
- E. During the course of construction, Marshbank submitted four claims ("Claims") that are the subject of a mediation that occurred on February 4, 2026 with mediator Richard H. Skalbania, which are the subject of this Agreement.
- F. Mountlake Terrace claims that there is outstanding work on the Project, including repairs to the roadway at 66th Avenue West and 216th Street SW, as well as work related to ADA revisions at the Interurban Trail Crossing and 66th Avenue West ("Punchlist Work").
- G. Marshbank denies responsibility for the Punchlist Work, and Mountlake Terrace denies responsibility for the Claims.
- H. The Parties now wish to settle and resolve the outstanding issues associated the Claims and Punchlist Work, and therefore, enter into this Agreement pursuant to the terms set forth below.

AGREEMENT

In consideration of the recitals, covenants, releases, and other terms set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned Parties agree as follows:

- 1. Incorporation of Recitals.** The Parties acknowledge and agree that the foregoing Recitals are true and correct, and incorporate them as substantive provisions in this Agreement.

2. Effect. The purpose of this Agreement, which is to be construed as broadly as possible to give it the agreed to effect, is to settle and resolve any and all disputes, claims, and controversies between and among the Parties arising out of, relating to, or that were or could have been raised in connection with the Project, the Claims and the Punchlist Work.

This Agreement is contingent upon, and subject to, approval by the Mountlake Terrace City Council. The undersigned City Attorney will recommend the terms of this Agreement and has a good faith belief that the City Council will approve the settlement terms described herein, and that the Council will authorize the City Manager to execute this Agreement. This Agreement does not modify the City Council's legislative discretion. Signature of this Agreement by all parties, including the City Manager, will constitute the "Effective Date" of this Agreement.

3. Settlement Payment. Not later than thirty (30) business days after the Effective Date of this Agreement, Mountlake Terrace will pay to Marshbank, one hundred thirty-five thousand dollars and no cents (\$135,000.00) ("Settlement Amount"), by check made payable to Marshbank Construction, Inc., at the address is below. In the event payment is not timely made pursuant to this Paragraph, Marshbank shall be entitled to interest at one (1) percent per month simple interest.

Marshbank Construction, Inc.
PO Box 97
Lake Stevens, WA 98258

4. Change Orders. Within five (5) business days of the Effective Date, to the fullest extent applicable, Mountlake Terrace shall execute any change orders necessary to effectuate the terms of this Agreement, including change orders related to the Claims and/or the Contract Time. The purpose of which is to full close-out the Contract for construction of the Project.

5. Additional Documents and Actions. The Parties agree to cooperate fully and execute any and all supplementary documents and take all additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

6. Liquidated Damages. The City waives any liquidated damage claim related to the Project against Marshbank.

7. Claims Against Marshbank's Surety. Mountlake Terrace agrees and shall withdraw its July 11, 2025 Declaration of Breach of Public Works Contract by Contractor and Notice of Transfer To Surety Pursuant To WSDOT Specification 1-08.10(1) tender to Marshbank's surety, Liberty Mutual, within five (5) business days of the Effective Date.

8. Mutual Release.

a. In consideration of the promises and undertaking of this Agreement, upon receipt of the Settlement Amount, Marshbank hereby agrees to forever release and discharge Mountlake Terrace, including its agents, representatives, officers, employees, consultants, and attorneys, from any and all past, present, or future claims, defenses, actions, causes of action, suits

at law or in equity, demands, damages (actual, liquidated compensatory, special, presumed, punitive, consequential, or statutory), costs, judgments, expenses, liabilities, attorneys' fees and legal costs, and any other compensation whatsoever, whether based upon alleged tort or alleged contract, vicarious liability, or any other legal or equitable theory of recovery, which are now known or unknown, arising from or out of the Claims, and the Punchlist Work.

b. Provided further, in consideration of the promises and undertaking of this Agreement that upon the Effective Date, Mountlake Terrace hereby agrees to forever release and discharge Marshbank and its agents, representatives, officers, directors, employees, parents, subsidiaries, affiliates, sureties, and insurers, from any and all past, present, or future claims, defenses, actions, causes of action, suits at law or in equity, demands, damages (actual, liquidated, compensatory, special, liquidated, presumed, punitive, consequential, or statutory), costs, judgments, expenses, liabilities, attorneys' fees and legal costs, and any other compensation whatsoever, whether based upon alleged tort or alleged contract, vicarious liability, or any other legal or equitable theory of recovery, which are now known, arising from or out of the Project, the Claims, and the Punchlist Work.

9. Successors and Assigns. The Parties understand and agree that the agreements, undertakings, acts, and other actions taken or to be taken by each of the Parties in this Agreement shall run to and be binding upon the respective Parties, and their respective heirs, successors, executors, administrators, and assigns.

10. Opportunity to Consult Independent Counsel and Waiver of Construction Against the Drafting Party. The Parties agree that they have each been represented by counsel of their own choosing who have jointly drafted this Agreement and, accordingly, it shall not be construed for or against any Party or its representatives on the grounds that any Party drafted this agreement or any portion hereof. The Parties acknowledge and agree that there may be tax consequences to them of this Agreement and the transactions contemplated hereunder, that no Party has agreed to take any specific actions regarding its tax reporting, and that the Parties are not relying on any representation from any other Party regarding tax consequences.

11. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof, and there are no inducements, representations, warranties, or understandings that do not appear within the terms and provisions of this Agreement. This Agreement may be modified, rescinded, or waived only by a formal writing signed by all Parties to be bound thereby.

12. Warranty of Authority. Each person executing this Agreement on behalf of a Party warrants that he or she is a person lawfully empowered to execute this Agreement on behalf of that Party and that the execution of this Agreement is the lawful act of each of those Parties and thereby binds each of those Parties.

13. Severability. If any provision or portion of any provision of this Agreement is declared void or unenforceable by any court or tribunal having jurisdiction, then such provision or

such portion of a provision shall be considered separate and apart from the remainder of this Agreement, which Agreement shall remain in full force and effect unless the provisions rendered void or unenforceable result in the failure of the essential purpose of this Agreement.

14. Choice of Law, Venue, and Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the state of Washington, and the rights and obligations of the Parties will be governed and construed in accordance with the internal substantive law of Washington without regard to principles of choice of law or conflict of laws. In the event of any dispute between the Parties regarding any claim or controversy arising out of or related to this Agreement, and except as otherwise provided in this Agreement, the Parties agree to arbitrate the dispute with Richard Skalbania and agree that his decision as to disputes arising from this Agreement shall be final. The prevailing party in any such arbitration will be entitled to recover its reasonable attorneys' fees and costs.

15. Time is of the Essence. All Parties acknowledge that time is of the essence of this Agreement.

16. Execution in Counterparts. This Agreement may be executed in counterparts, via facsimile, .pdf, or a comparable electronic format, each of which shall constitute an original and all of which together shall be deemed a single document. The Parties agree that electronic signatures are acceptable.

17. Waiver. No failure on the part of the Parties to exercise, no delay by the Parties in exercising, and no course of dealing with respect to any right or remedy of the Parties will operate as a waiver of any provision of this Agreement; nor will any single or partial exercise of any right or remedy by the Parties preclude any other further exercise of any other right or remedy.

18. No Admission of Liability. Each Party agrees that this Agreement is a result of compromise and shall not be construed as an admission by the other Party of (i) liability to any person or entity, (ii) breach of any agreement, or (iii) violation of any law or regulation, and that all Parties expressly deny any and all liability to one another. Each Party assumes the risk of any matters released and waived as set forth herein. Each of the parties shall bear its own costs in connection with the Claims, Punchlist Work and this mediation.

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[Signatures Next Page]

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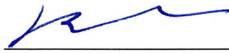
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The parties have signed this Agreement as of the dates written below.

CITY OF MOUNTLAKE TERRACE

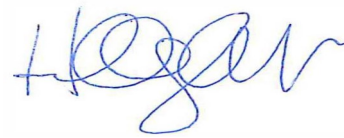
MARSHBANK CONSTRUCTION INC.

By: _____
Jeff Niten, City Manager

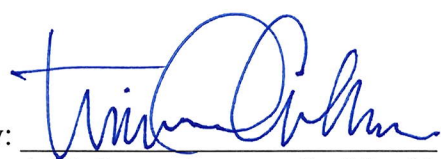
By:  _____
President

Date: _____

Date: 2/4/2026



Hillary J. Evans, City Attorney

By:  _____
Travis Colburn, Attorney for Marshbank

Date: 02/04/2026

Date: 2.4.2026

Received by Mediator:

Richard H. Skalbania



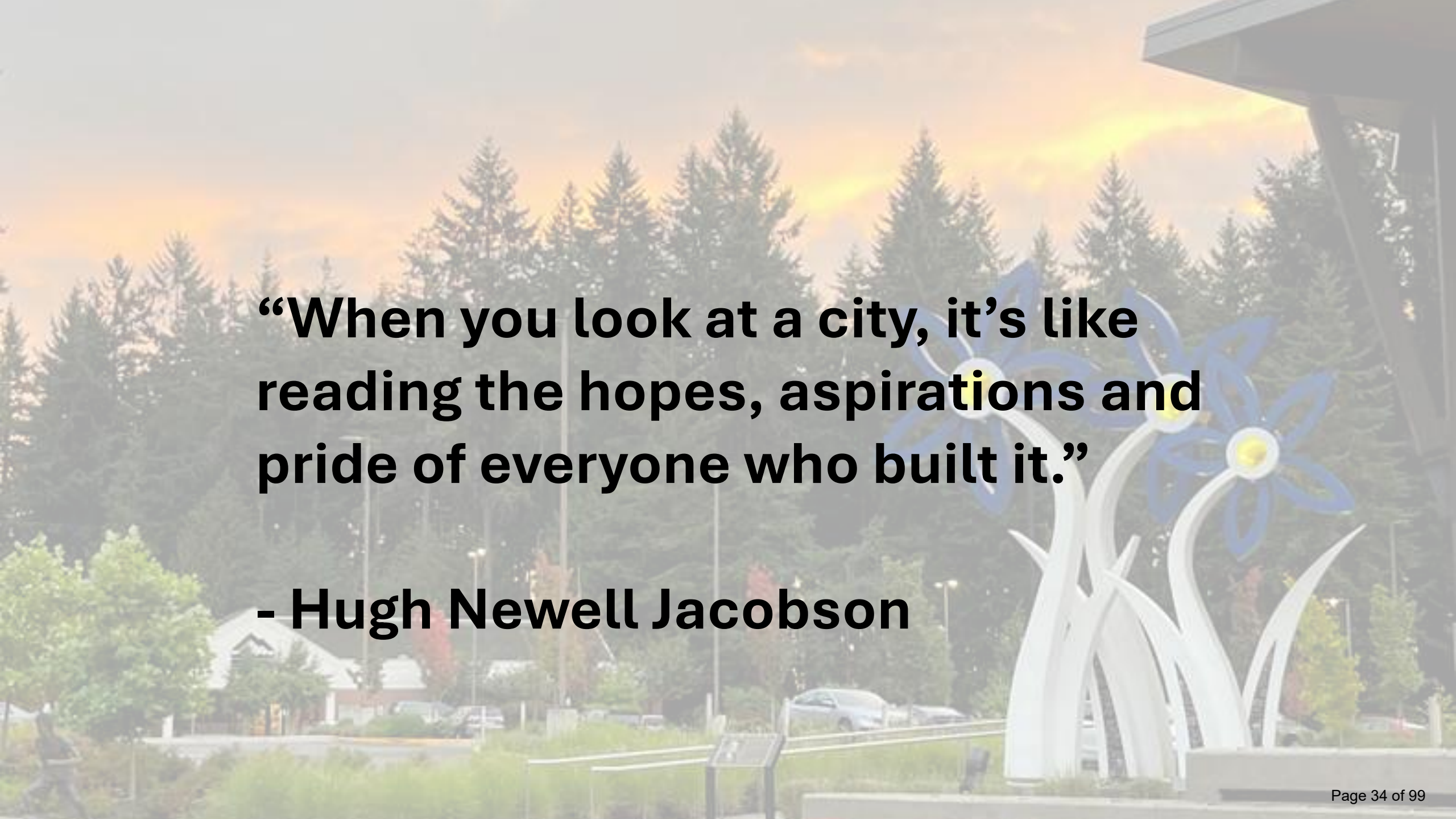
CITY OF
**MOUNTLAKE
TERRACE**



Planning Commission Annual Report

City Council Meeting: February 19, 2026

Community and Economic Development Department



**“When you look at a city, it’s like
reading the hopes, aspirations and
pride of everyone who built it.”**

- Hugh Newell Jacobson

AGENDA

- Planning Commission Members
- 2025 Accomplishments
- 2026 Recommended Planning Commission Work Program

2025 PLANNING COMMISSION MEMBERS



Nick Bautista
Chair



Adam Bettcher
Vice Chair



Denene Thompson



Cameron Wu



Clark Morgan



Jenna Stenson



Chris Finch



Steve Landess
January 2025 –
October 2025

SUMMARY OF 2025 ACCOMPLISHMENTS

Code Amendments

- Recommended Text Amendment for Middle Housing Zoning and Design Standards (MTMC 19.30; 19.32; 19.35; 19.125; 3.96)
- Reviewed and Recommended the Critical Area Ordinance (MTMC 16.15) and Floodplain Management Ordinance (MTMC 16.18)
- Reviewed and Recommended new zoning designation for a property that was later annexed – 24229 48th Ave W



SUMMARY OF 2025 ACCOMPLISHMENTS



Middle Housing Standards and Code Updates

- Reviewed Middle Housing Standards and Code Updates such as:
 - HB 1110 and HB 1337
 - Housing Types
 - Initial development and design standards

SUMMARY OF 2025 ACCOMPLISHMENTS



Other Activities

- Recommended the Commute Trip Reduction Plan
- Reviewed the Urban Forest Management Plan
- Reviewed and Recommended the Draft Middle Housing Action Plan
- Reviewed updates to the Engineering Development Manual (EDM)
- Ordinance (MTMC 16.15) and Floodplain Management Ordinance (MTMC 16.18)
- Reviewed and Recommended new zoning designation for a property that was later annexed – 24229 48th Ave W

2026 RECOMMENDED WORK PLAN

2026 RECOMMENDED PLANNING COMMISSION WORK PROGRAM 02-19-2026

Plan Amendments		Proposed By:	Description	Anticipated Start - Completion Date	Staff Lead
Priority	2026 Plan Updates				
High	Water and Sewer Comprehensive Plan Updates	Engineering	Required updates to Water and Sewer Comprehensive Plans.	Late Fall 2025-2026	Public Works
High	Subarea Plan Updates	PC/CED	Update two subareas of the city as determined by the Planning Commission.	May 2026-December 2026	CED Director
High	Comprehensive Plan Docketing Process	GMA/Annual Amendments	Conduct the annual Comprehensive Plan docketing process for approval by City Council for items to be included in 2027 amendment review.	Start: Oct. 2026; Complete Dec 2026	CED Director
Priority	2026 Code Updates				
High	Zoning Code/Map Amendments	GMA/State Legislation	Preparation of Zoning Code and Zoning Map amendments to implement land use map designations contained in Vision 2044 and to address legislative requirements (Phase II Zoning)	Winter 2026-Summer 2026	CED Director/Mirna Ali
Med	Short Term Rentals	City Council	Prepare requirements for short-term rental requirements	Winter 2026-Spring 2026	Matthew Gisle
High	Adopt Washington Code Council amendments for amendments to Chapters 15.05 and 15.10	Legislative Requirement	Amend Chapters 15.05 and 15.10 as required by changes enacted by the Washington Code Council for building and fire requirements	Spring 2026-Fall 2026	Matthew Gisle
High	Amend Chapter 18.05-Administration and Procedures	Legislative Requirement	Amend administrative procedures to implement SB 5290 for newly required permit review processing timelines.	Feb 2026 - Fall 2026	Sara Pizzo
Med	Engineering Development Manual	Engineering	Review proposed updates to the Engineering Development Manual	Winter 2026-Winter 2026	Rich Meredith
Priority	2026 Other Projects				
Med	Development Review Update	Planning Commission	Review currently development and economic activities, projects on a 6-month basis	Spring/Fall 2026	CED & Economic Staff

QUESTIONS?

Thank you



February 19, 2026

Subject: Transmittal of Planning Commission's Draft Work Plan and Accomplishments

Dear City Council:

The Planning Commission is pleased to provide you with our 2026 Draft Work Plan and 2025 Planning Commission Accomplishments (attached). The Draft Work Plan for 2026 is centered on updates to the Comprehensive Plan's water and sewer and subarea plan updates, as well as zoning code and map amendments, handling short term rental requirements, the Engineering Development Manual, and amendments to various chapters in the MTMC. In addition, we also will prioritize a Bike, Trail, and Pedestrian plan and amend the Transportation Management Plan. The 2025 Planning Commission Accomplishments report summarizes the highlights of what Planning Commission has been able to do over the last year to plan for the future of the City of Mountlake Terrace.

Planning Commission typically meets twice each month, volunteering our time and skills. It is our intent to continue to engage in thoughtful discussion and recommendations regarding policy issues that support the City Council's goals and those of the Mountlake Terrace Comprehensive Plan.

As Chair of Mountlake Terrace's Planning Commission, thank you for the opportunity to serve our community. We look forward to meeting with you in the near future and receive your valued input.

Sincerely,



Nick Bautista
Planning Commission Chair

Attachments: Planning Commission's 2026 Draft Work Plan
2025 Planning Commission Accomplishments

cc: Planning Commissioners
Jeff Niten, City Manager
Christy Osborn, Community and Economic Development Director



Planning Commission 2025 Annual Report

Community and Economic Development Department



”

When you look at a city, it's like reading the hopes, aspirations and pride of everyone who built it.”

--Hugh Newell
Jacobson

2025 Planning Commission Members



Nick Bautista, Chair



Adam Bettcher, Vice Chair



Denene Thompson



Cameron Wu



Clark Morgan



Jenna Stenson



Chris Finch



Steve Landess
January 2025 – October 2025

2025 Accomplishments



Summary of 2025 Accomplishments

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- Reviewed updates to the Engineering Development Manual (EDM)



Diversity, Equity and Inclusion Commission Annual Report to City Council

City Council Work Session: February 19, 2026

Presenters: Scott Matsuda, Teresa Courtney, Vonita Francisco

DEI COMMISSION



Scott Matsuda
Chair



Teresa Courtney
Vice Chair



Kerem Onat



Kyō Pedersen



Priya May-Folden



Vonita Francisco



Kermet Apio

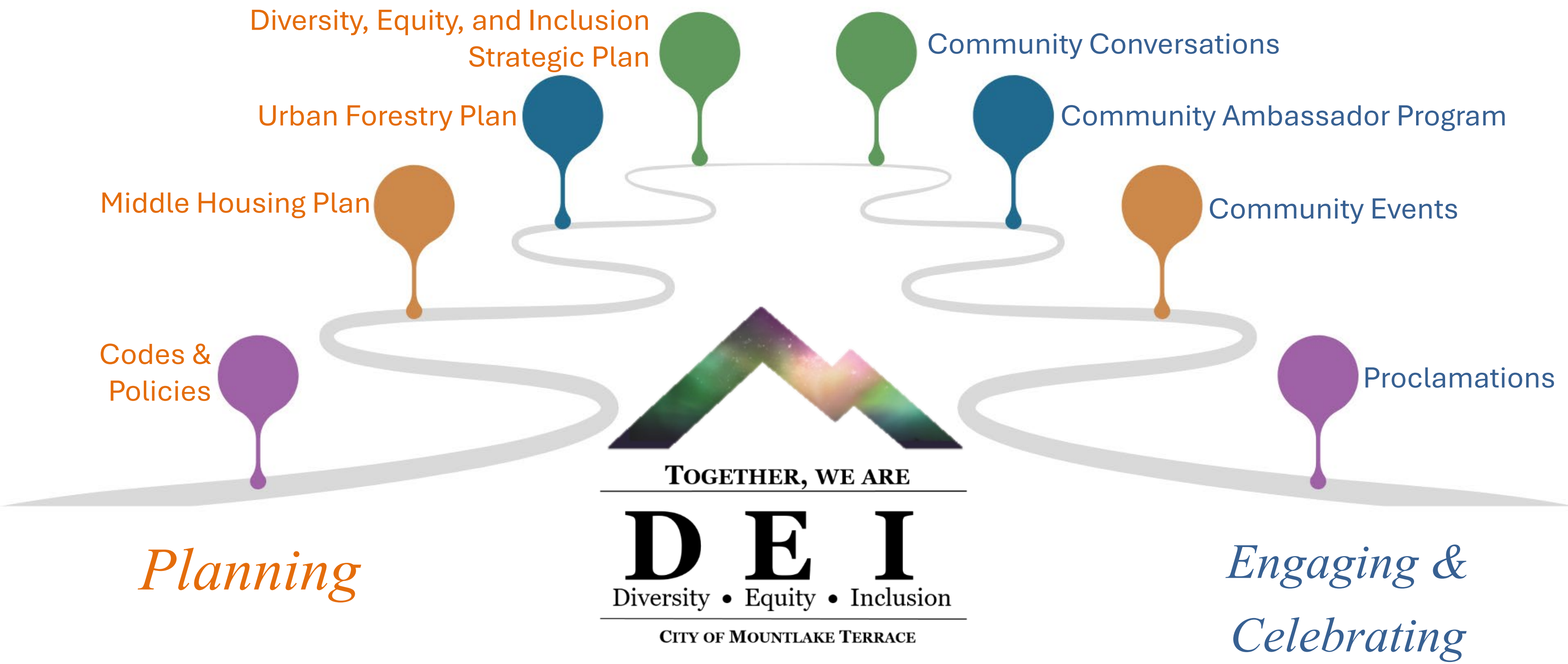


Erin Murray
Council Liaison



Mission: To celebrate and promote a diverse, equitable & inclusive culture within the community; eliminate any form of actual or perceived discrimination; and help community members from all backgrounds to learn, grow & thrive.

WORK PLAN - 2025



2025 ACCOMPLISHMENTS

DEI Strategic Plan Completion & Approval

Together We Thrive: A Strategic
Plan for Advancing Diversity,
Equity, and Inclusion

November 20, 2025



Summary of Action Steps

- Reduce barriers to participation in the civic process.
- Provide information in languages other than English
- Support communications and for people with intellectual, hearing, and vision disabilities.
- Improve the promotion of financial assistance for city programs.
- Evaluate the consequences of decisions on various groups of people in the community.
- Broaden recruiting efforts to attract applicants for jobs and contracts, who are reflective of the community demographics.
- Offer programs and events that are more applicable to the current community demographics.
- Continue to evaluate ways to increase the amount of affordable housing in the city and support people in the most need with human services.

SUPPORT ENGAGEMENT IN CITY PLANS



2025 ACCOMPLISHMENTS

Community Conversations



You are invited to a
Community Conversation



Join city leaders in a community conversation to grow our relationships
and learn how we can serve you better.

Wednesday, January 29, 2025, 6:00 p.m. to 8:00 p.m.
Mountlake Terrace City Hall, 23204 58th Ave West



CITY OF
**MOUNTLAKE
TERRACE**



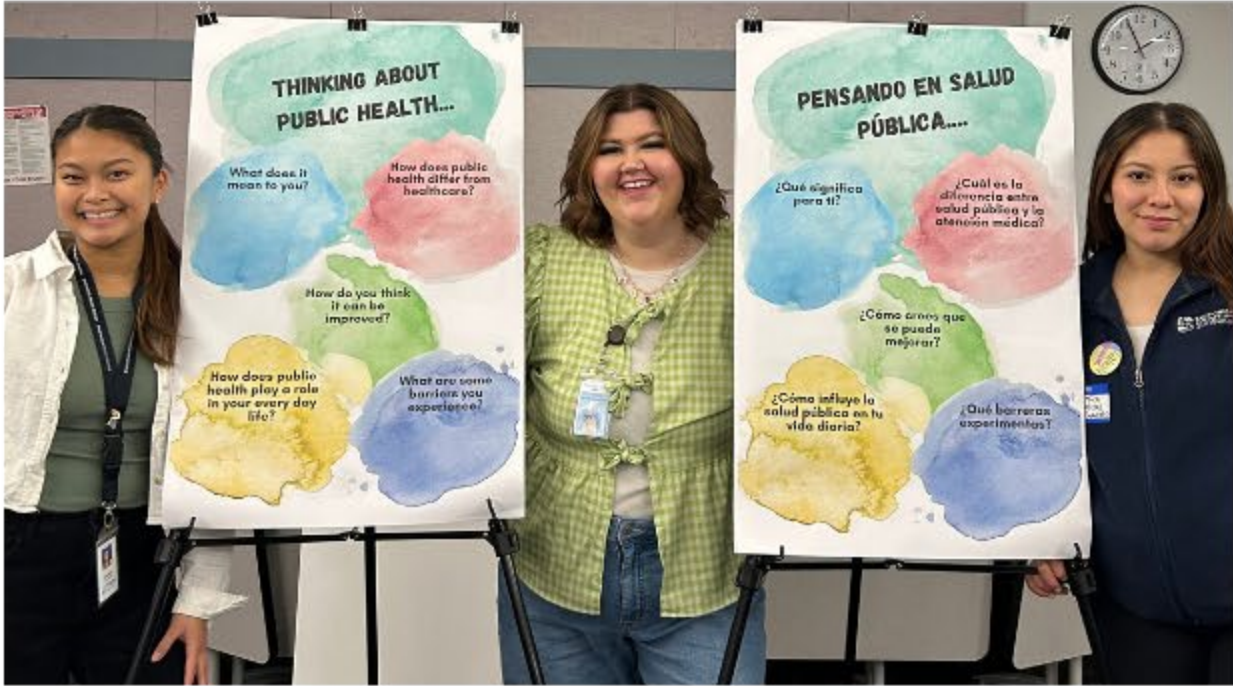
TOGETHER, WE ARE
DEI
Diversity • Equity • Inclusion
CITY OF MOUNTLAKE TERRACE

To learn more or set up a
conversation for a specific group
or organization, contact us at
[cityofmlt.com/2235/Community
-Conversations](https://cityofmlt.com/2235/Community-Conversations)



2025 ACCOMPLISHMENTS

Community Conversations



*You are invited to a
Community Conversation*
*Estás Invitado a una
Conversación Comunitaria*

Mountlake Terrace city leaders seek to deepen our connections within the community by building authentic relationships. We would like to learn about your experiences in the city and share resources about the city and health department.

Sunday, 2/23
2:00 p.m. to 4:00 p.m.
Mountlake Terrace Library

Food and child care provided
Discussions in English &
Spanish

Los líderes de la ciudad de Mountlake Terrace busca profundizar nuestras conexiones dentro de la comunidad entablando relaciones auténticas. Quisiéramos conocer sus experiencias en la ciudad y compartir recursos sobre la ciudad y el departamento de salud.

Domingo 23 de febrero
De 14:00 a 16:00 horas
Biblioteca Mountlake Terrace
Se proporciona comida y cuidado infantil.

Discusiones en inglés y español



2025 ACCOMPLISHMENTS

Community Conversations



*You are invited
to a Community
Conversation*



The City of Mountlake Terrace invites people 65 and older to join in a community conversation about your unique experiences living, working, recreating, visiting, and volunteering in Mountlake Terrace.

City leaders seek to deepen our connections within the community by building authentic relationships with more community members and groups.

We are interested in:

- Whether you feel connected to other community members.
- How can we be a more welcoming, safe, and accessible city?
- What is going well?
- What can we do better?
- What resources do you need?
- Do you know how to access and engage with city government, and
- Answering questions for you.

Please join us for coffee, breakfast baked goods, and good conversation on:

**Thursday, October 2, 2025
9:30 a.m. – 11:30 a.m.**

Lake Ballinger Center
23000 Lakeview Drive,
Mountlake Terrace, WA, 98043

RSVP to Carolyn Hope at chope@mltwa.gov or 425.744.6209 and please let us know if you need an accommodation.



For more information,
please visit our webpage.



2025 ACCOMPLISHMENTS

Juneteenth



JUNETEENTH MORE THAN A DAY

Join us for a vibrant and meaningful event to commemorate Juneteenth.

SUNDAY, **JUNE 15**
11 AM – 3 PM

Our celebration highlights the rich culture, resilience, and contributions of the Black/African American community in Snohomish and Northern King counties with free food, a panelist discussion, vendors, and more.

 FOR ALL AGES.
Learn more!
To request accommodations for an event, email accessibility@sno-isle.org or call 425-776-8722.

 **MOUNTLAKE TERRACE LIBRARY**
23300 58th Ave. W.
425-776-8722

SNO-ISLE LIBRARIES
sno-isle.org





2025 ACCOMPLISHMENTS

Asian American Native Hawaiian & Pacific Islander Cultures Heritage Festival



AANHPI Heritage Festival

Celebrating Asian, Native Hawaiian & Pacific Islander Cultures

Saturday, May 17, 2025 from 12 p.m. to 3 p.m.
Terrace Park Elementary School





2025 ACCOMPLISHMENTS

Welcoming Week





WELCOMING WEEK

Join us!

EMPOWER & CONNECT

A Welcoming Week Resource Fair

SATURDAY, SEPTEMBER 20

11 A.M. - 3 P.M.

Mountlake Terrace Civic Campus
23204 58th Ave W
Mountlake Terrace, WA 98043

Welcoming Week is a nationwide series of events that cultivate deeper understanding and stronger connections among all community members, celebrating diversity in ethnicity and country of origin.





Participating Organizations

- AK Art & Calligraphy
- Clothes for Kids
- Cub Scout Pack 76
- Datevana
- Edmonds School District Family and Community Engagement
- Evergreen Goodwill of NW WA
- Girl Scouts of America
- International Rescue Committee
- Kathmandu MoMoCha Food Truck
- Lake Ballinger Center
- MLT ROCKS, MLT Friends of the Arts
- Mountlake Terrace DEI Commission
- Mountlake Terrace Recreation & Parks
- Mountlake Terrace Police
- Panama Coffee PNW
- Red Cross
- SeaMar Behavioral Health
- Snohomish County Elections
- Sno-Isle Libraries Bookmobile
- Spring Pediatric Dentistry & Orthodontics
- Washington State Employees Credit Union
- Washington West African Center
- Volunteers of America
- Well Being Community

2025 ACCOMPLISHMENTS

Proclamations



CHILDREN'S DAY CELEBRATION

24 APRIL 2025 | 5:30 PM - 7:30 PM

MOUNTLAKE TERRACE CITY HALL, 5303 228TH ST SW

Children's Day is celebrated to honor how young people all around us exemplify compassion, tolerance, and protecting others.



5:30 TO 6:10 P.M.
Sign up your school-aged child to proclaim a policy and have a photo with a Councilmember. <https://signup.com/go/ScVMYMQ>



6:15 P.M.
Watch Rain or Shine Dancers and the MLT High School choir.



7:00 P.M.
City Council Meeting begins, presentation by Mountlake Terrace Middle School and High School students.



A Proclamation by City Council for Children's Day



Sign up for a photo with a Councilmember

2025 ACCOMPLISHMENTS

Partnerships



From Desperate Departure to American Success: Celebrating 50 Years of the Vietnamese Refugee Experience

Mountlake Terrace Library
23300 – 58th Ave W Mountlake Terrace, WA 98043
2:00-4:00 PM, March 30, 2025 (Zoom Feed Available)

Departure: As the country fell, thousands of Vietnamese fled to uncertain futures.

- Film segment: “Last Days in Vietnam”
- Historical context: Dr. James A. Anderson, Asian History, Univ. of North Carolina, Greensboro
- Discussion



Survival: Refugee camps became new, temporary, but challenging, homes.

- Film segment: “Green Dragon”
- Speakers and Discussion

Success: With hard work, refugees created new lives in America and other places around the world.



Contact Tu-Ha Nguyen for more information on this event.
Email: vietdssallies@gmail.com

Sponsored by a Vietnamese refugee in honor of her parents, teachers and community.

Advisory Board: Dr. Jeffrey S. Philpott, Ph.D. (Seattle University); Dr. John J. McMahon, Ph.D.; Barbara McMahon, M.Ed.; George William Stein, Dr. Charles Hiestand, D.M.A.; Dr. Marlene M. Palazzo, Ph.D. (Seattle Colleges); Fr. John D. Whitney, SJ; Anthony T. Dondero; Fr. Trung Pham, SJ

SUPPORTED BY The City of Mountlake Terrace’s Diversity, Equity and Inclusion Commission



Across the country, efforts to suppress Black history in libraries and classrooms have taken root.

Professor Luther Adams will join us to create an open space where we can ask questions about Black history and why it matters to all of us.

For adults and teens.

In partnership with the City of Mountlake Terrace and the Mountlake Terrace DEI Commission.

SATURDAY,
FEB. 17
2 – 3:30 PM

 **MOUNTLAKE
TERRACE LIBRARY**
23300 58th Ave. W.
425-776-8722

sno-isle.org

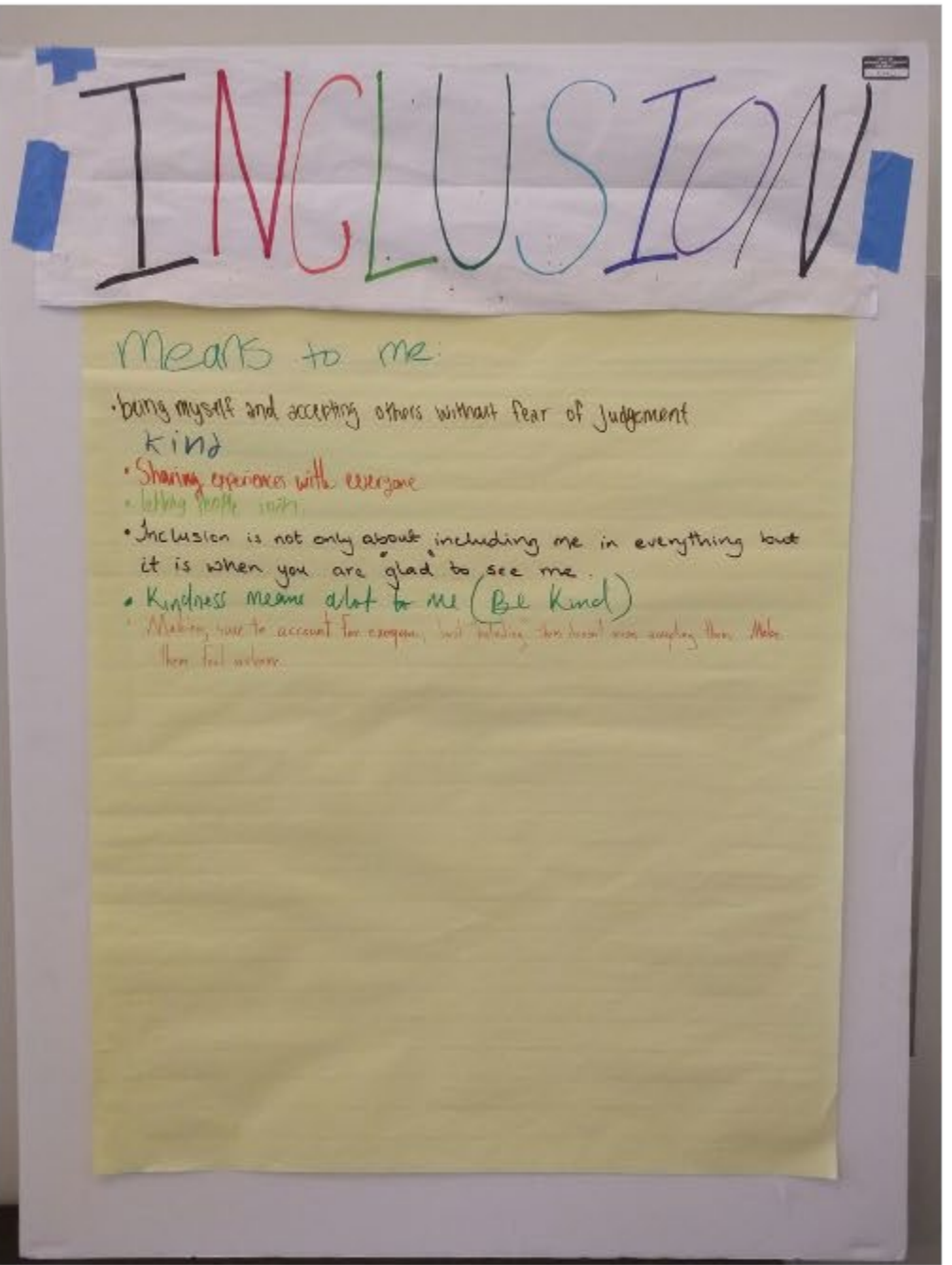
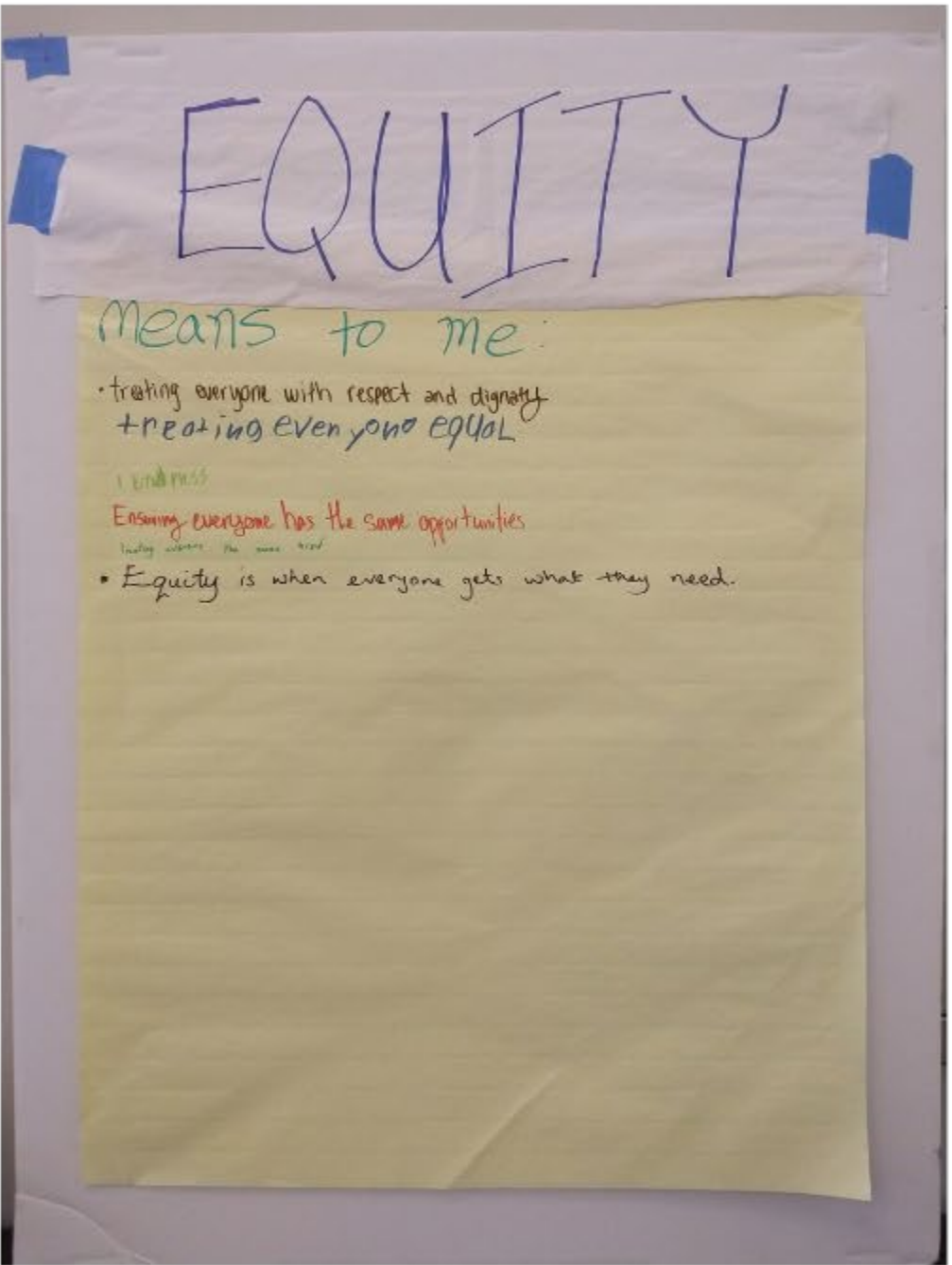
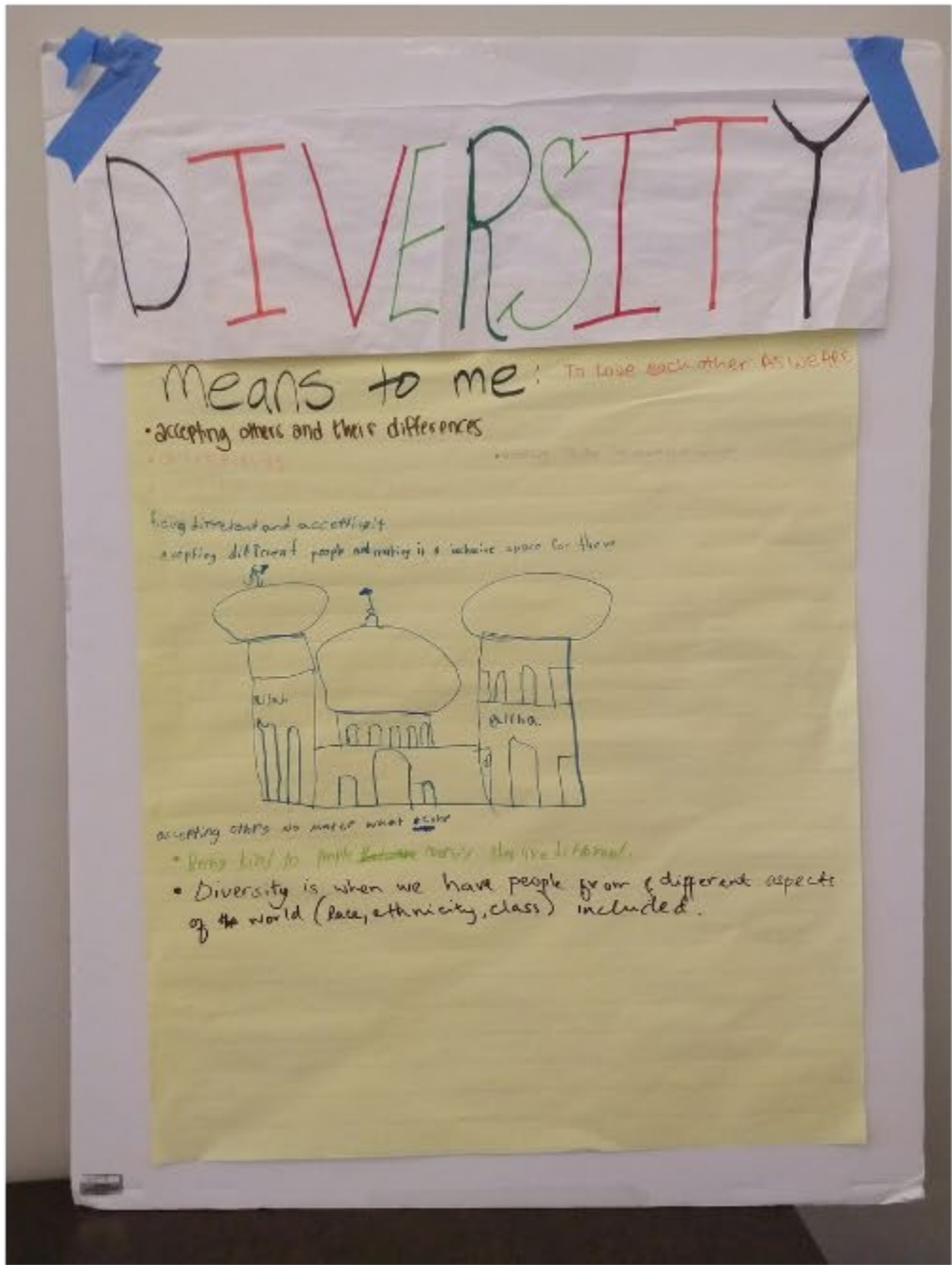
To request accommodations for an event,
email accessibility@sno-isle.org or visit sno-isle.org.

SNO-ISLE LIBRARIES

2025 ACCOMPLISHMENTS

Partnerships

Connecting with students at Edmonds School District Events



2025 ACCOMPLISHMENTS

Relationship Building



Community members embark on 'Experience Edmonds Education Tour'

Posted: January 18, 2025



Student tour leaders, guests and district staff pose at the end of the tour.

2025 ACCOMPLISHMENTS

Community Ambassadors

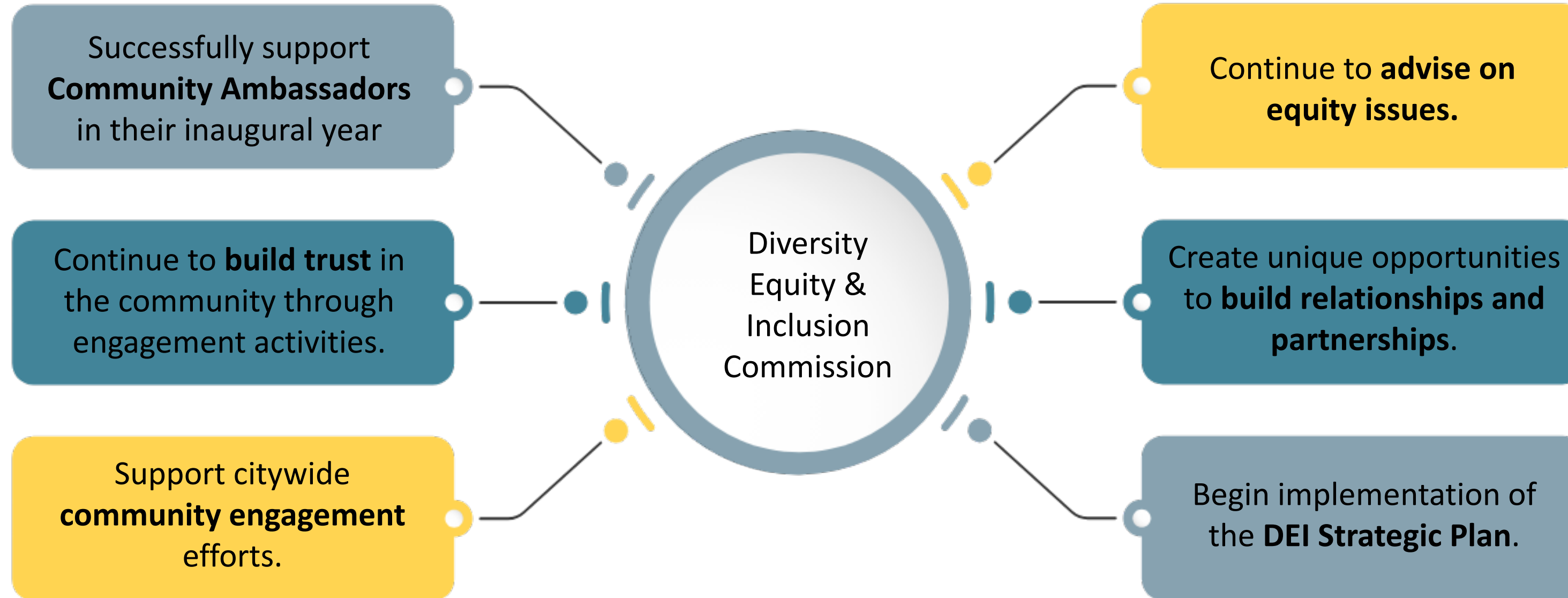


BUILD TRUST &
RELATIONSHIPS

SHARE
INFORMATION

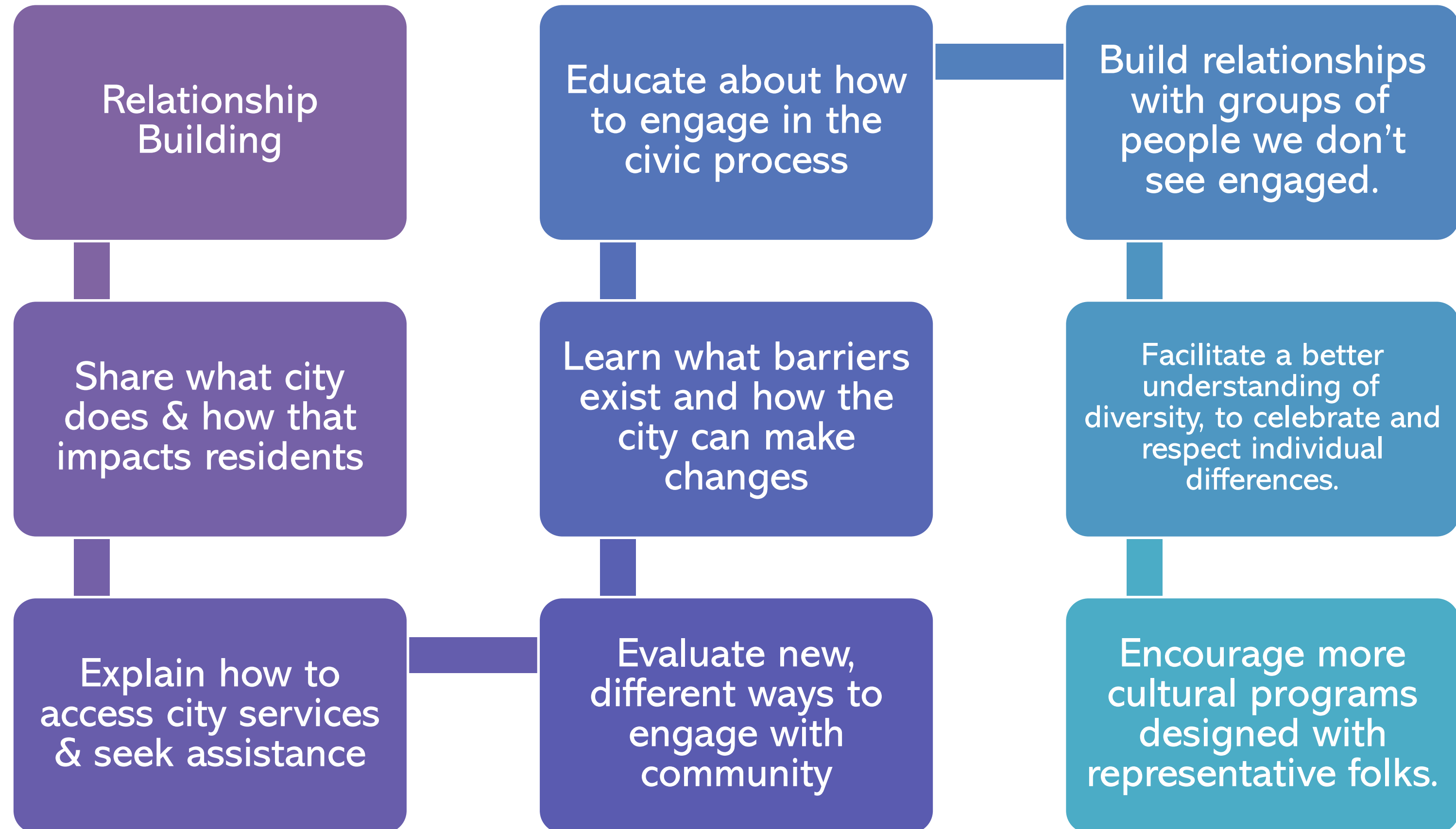
SEEK INPUT &
FEEDBACK &
PARTICIPATION

2026 COMMISSION GOALS



DEI Strategic Plan Implementation

Build Trust, Educate, Encourage people to engage w/city



Evaluate and remove barriers

```
graph LR; A[Develop an equity toolkit to evaluate new and existing policies, plans, codes, decisions with an equity lens.] --> B[Develop process for implementing the equity toolkit.]; B --> C[Support staff with developing more inclusive and equitable recruiting practices to attract more diverse applicant pools for jobs and contracts.];
```

Develop an equity toolkit to evaluate new and existing policies, plans, codes, decisions with an equity lens.

Develop process for implementing the equity toolkit.

Support staff with developing more inclusive and equitable recruiting practices to attract more diverse applicant pools for jobs and contracts.

Thank
you!



CITY OF
**MOUNTLAKE
TERRACE**



Arts Advisory Commission Work Plan 2026

City Council Work Session Meeting: February 19, 2026

AGENDA

- Arts Advisory Commission Members
- Mission
- 2025 Accomplishments
- 2026 Work Plan
- Questions



COMMISSION MEMBERS

Conner Ryan, Chair

Ben Hou, Vice Chair

Judy Ryan

Bonnie Mercer

Michelle Senechal

Janey Hoff

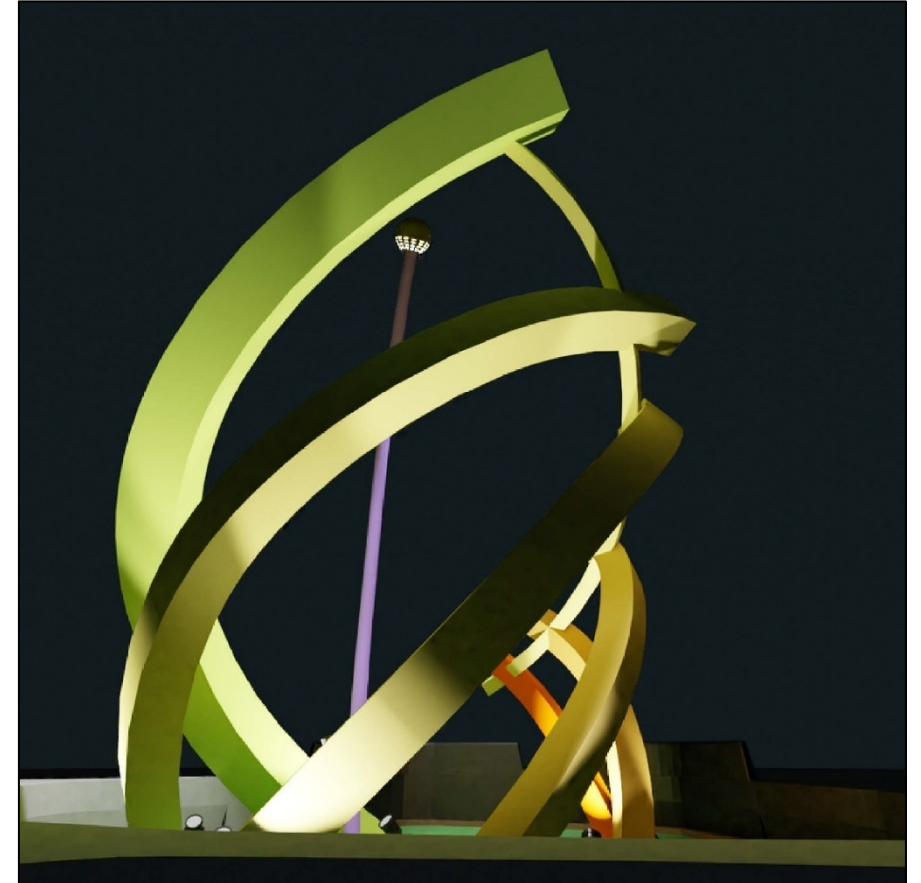
Megan Hogue



ARTS ADVISORY COMMISSION MISSION STATEMENT

Mission:

The Arts Advisory commission strives to nurture, support and promote cultural arts as a vital element of the community's quality of life, economic viability and vibrant community identity



ROLES AND RESPONSIBILITIES

- Collaborate with artists, businesses, government, education, residents and guests
- Create opportunities for artists including visual, performing and literary arts
- Encourage public and private partnerships to provide funding
- Position cultural arts as community and economic building blocks
- Engage community to educate, inform and inspire
- Promote understanding of diverse cultures, ages and abilities



2025 ACCOMPLISHMENTS

- Obtained Snohomish County Hotel/Motel tax grant
- Coordinated with Friends of the Arts in support of 45th annual Arts of the Terrace juried art show
- 2025 Arts of the Terrace show:
 - Received 834 pieces of art
 - Juried 376 pieces of art
 - Sold 58 pieces of art



2025 ACCOMPLISHMENTS

- Recommended design for art-wrapped signal boxes at 236th and Van Ry
- Recommended musicians for Terrace Summer Nights – Music in the Parks
- Continued community outreach efforts – website, new releases, City Happenings, Craze recreational program guide, postcards and social media
- Hosted and advertised monthly art exhibits at the Mountlake Terrace Library



2026 WORK PLAN

- Identify and develop a list of artists and art patrons in City
- Identify, evaluate and apply for grants and other funding opportunities
- Identify partnership and/or sponsorship opportunities
- Coordinate with the Friends of the Arts in support of the Arts of the Terrace Juried Art Show



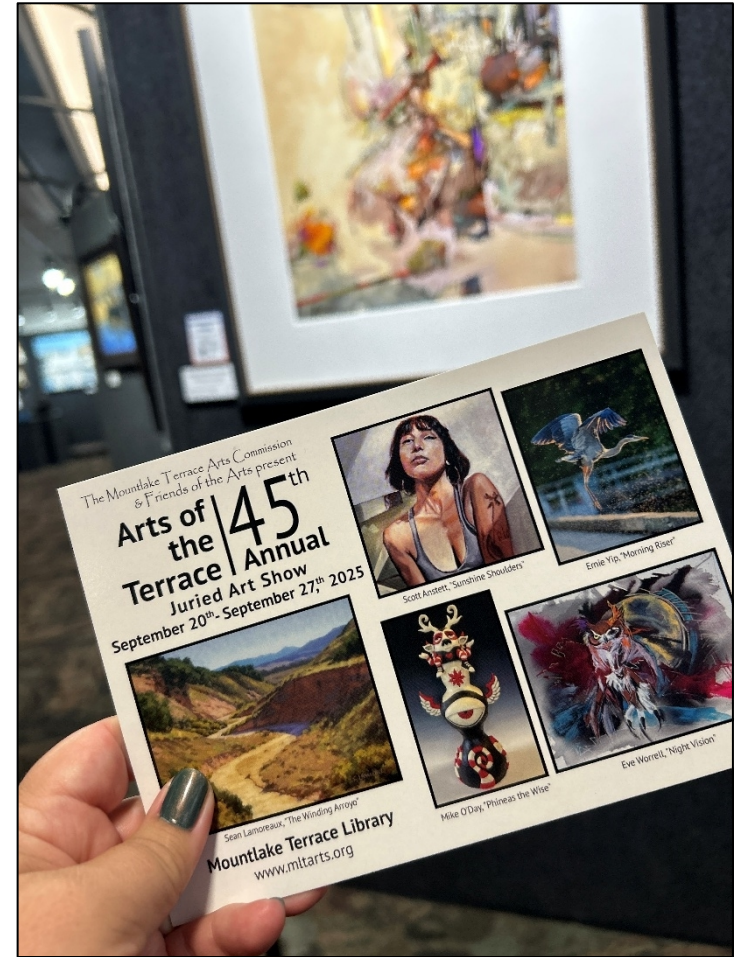
2026 WORK PLAN

- Encourage and promote more live entertainment in the city
- Create and support opportunities for artists, including visual, performing and literary arts
- Expand Volunteer Opportunities for art related programs



2026 WORK PLAN

- Community outreach – News releases, website, City Happenings, the Craze Recreation Program Guide and Social Media
- Serve as the “selection committee” for the Manu Sood Art Scholarship Fund
- Explore locations for 1% for the Arts



DISCUSSION & QUESTIONS

Thank you





Recreation and Parks Advisory Commission Work Plan 2026

City Council Regular Meeting: February 19, 2026

AGENDA

- RPAC
- NPIS
- 2025 Accomplishments
- 2026 Work Plan
- Questions



Earth Day volunteers at Mickey Corso Community Clubhouse.

RECREATION AND PARK ADVISORY COMMISSION (RPAC)

Forrest Reda, Chair

Audrey Meyer, Vice Chair

Keith Edholm

Ellen Lavoie

Joe Cross

George Stanton

Alana Niemi (2025)

Molly Luna (2025)



Chair Reda removing invasive ivy.

RPAC VISION AND MISSION STATEMENTS

Vision: The Recreation and Parks Advisory Commission strives to nurture, support, and promote a well connected, vibrant, and regionally important Recreation, Parks and Open Space system that encourages interaction and understanding amongst its residents.

Mission: The Recreation and Parks Advisory Commission promotes the use of recreation facilities and programs and participates in citywide special events. We encourage and contribute to volunteer park projects including playground installations and park clean-up activities. We communicate with subcommittees, and other volunteer organizations providing recreation services within the community. Major projects include updating the Recreation, Parks and Open Space Master Plan as part of the City's Comprehensive Plan and making recommendations on these projects to the City Council.



Aerial picture of Ballinger Park.

RPAC ROLES AND RESPONSIBILITIES

- Review and recommend recreation fees
- Approve In-Kind Service projects
- Participate at special events
- Review and approve NPIS recommendations
- Provide program and budget recommendations
- Tour park facilities within and outside of the city
- Provide input regarding park policies
- Communicate citizen concerns as well as compliments
- Promote benefits of recreation and parks



NPIS, RPAC and community member tabling at NNO.

THANK YOU, ALANA NIEMI AND MOLLY LUNA!

We are grateful for their service and
dedication to the community.

NEIGHBORHOOD PARK IMPROVEMENT SUBCOMMITTEE (NPIS)

- | | |
|----------------------------------|-------------------------|
| • Ballinger Park | <i>Vacant</i> |
| • Evergreen Play Area | Susan Kuhn |
| • Firefighters Memorial Park | Kristina Spencer, Chair |
| • Forest Crest Park | Sophia Englmaier |
| • Jack Long Park | Anne Bjornstad |
| • Matt Hirvela/Bicentennial Park | Brandy LeBlanc |
| • Terrace Creek Park | <i>Vacant</i> |
| • Terrace Ridge Park | <i>Vacant</i> |
| • Veterans Memorial Park | Kathy Tuura |
| • Position at Large | Kiran Mital |



NPIS member, Kuhn, and friend Fox, at Earth Day event.

NPIS ROLES AND RESPONSIBILITIES

- Inventory the neighborhood parks to determine needs.
- Identify potential park projects based on priorities.
- Monitor Improvements.
- Be advocates for neighborhood parks.
- Serve as communication link.



Sound Community Bank volunteers at Terrace Creek Park in March.

2025 ACCOMPLISHMENTS

- Volunteer Efforts
 - In 2024 volunteers donated 1,119 hours.
 - In 2025, 580 volunteers donated 1,524.5 hours which included help at Arbor Day in Action, National Day of Service, and Adopt-a-Park program volunteers - including Friends of Ballinger, Sound Community Bank, The Ivy League and Belanger Family.
 - Eagle Scouts volunteered 402 hours in MLT Parks.



The Ivy League at Evergreen Playfield Complex in April.

2025 ACCOMPLISHMENTS

- Total special event volunteered hours: 241.5
- 22 Total Special Events
 - Arbor Day in Action
 - Juneteenth
 - 3rd of July
 - Welcoming Week
 - National Night Out
 - Bubble Play Day
 - Terrace Summer Nights
 - National Day of Service
 - Luminaria
 - Tree Lighting

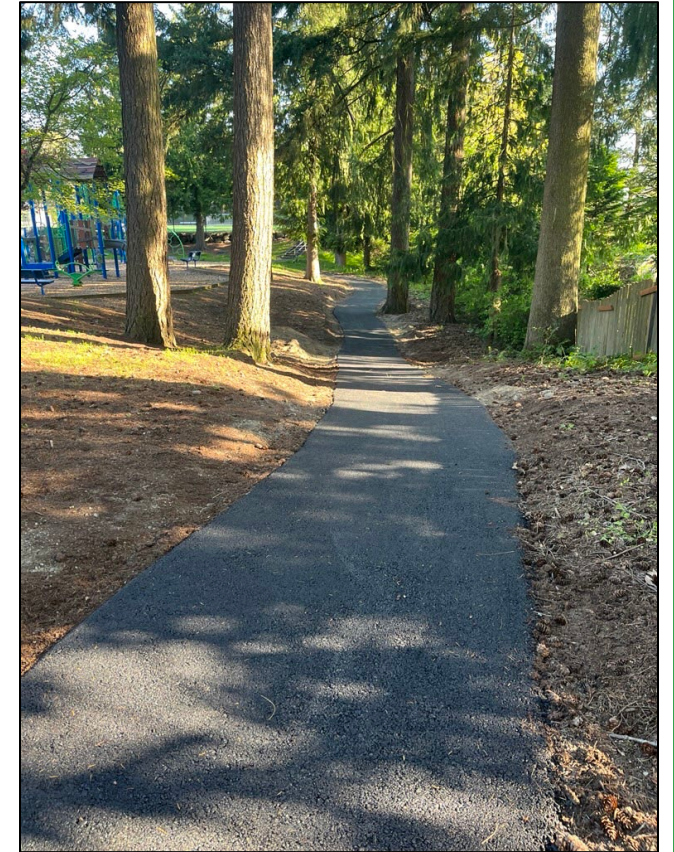


Kids playing with bubbles during Terrace Summer Nights event.

2025 ACCOMPLISHMENTS

Projects

- Ballinger West Side Improvements
- Evergreen Restroom Facility
- Pool Liner Repair
- Tree City USA
- Transit Connection Corridor
- RCO Grants
- Trees for Parks
- Adoption of UFMP
- First Heritage Tree Recognition
- FFAB/BOG Presentation to Council



Before and after of path improvements at Evergreen Playfield Complex.

2026 WORK PLAN

- Review Recreation Fee Schedule
- Review In-kind Service Agreements
- Special Events
 - April Pools Day (April 12)
 - Arbor Day in Action (April 25)
 - Juneteenth (June 14)
 - 3rd of July Family Celebration
 - National Night Out (August 4)
 - National Day of Service (September 12)
 - Terrace Summer Nights (July - August)
 - Bubble Play Day (August 13)
 - Luminaria Walk (September 12)
 - Tree Lighting (December 4)



City Council and RPAC members testing out new playground at Terrace Ridge Park.

2026 WORK PLAN

- Projects
 - Evergreen Playfield Complex Improvements
 - Ballinger West Side Improvements
 - Transit Connection Corridor
 - Firefighters Memorial playground update
 - Tree City USA
 - Recreation Pavilion Planning
- Expand Volunteer Opportunities
- Expand Community Events and Outreach (volunteer pamphlet, website, etc.)



Volunteers planting a tree during National Day of Service.

2026 WORK PLAN

- Support Grant Applications for City Projects
- Attend Input Meetings for Park Planning
 - Naming of Plaza
- Assist in Further Implementation of Ballinger Park Master Plan
 - Ballinger Park Food Forest and Garden
- Evaluate Park Signage Updates
- NPIS/RPAC Amenity Recommendation(s)
 - Firefighters Playground Update
- Evaluate Potential Park Acquisitions
- Trees for Parks
- Tour Recreation and Park facilities with the NPIS
- Heritage Tree program
- Support Urban Forestry Management Plan Implementation



Brighton School installing updated Little Free Library at Jack Long Park.

2026 WORK PLAN

Support volunteer activities, grants, and other resources to achieve continued improvements to enhance accessibility, usability, visibility, safety, and aesthetics.

- Ballinger Organic Garden Club (BOG)
- Boy and Girl Scout Projects
- Brighton School
- Community Volunteers
- Edmonds School District
- Friends of Ballinger Park
- Belanger Family
- The Ivy League
- Terrace Brier Soccer Club
- Seattle Disc Golf
- Sound Community Bank
- Seattle Jr. Hockey Association



Eagle Scout and Troop 60 at Terrace Creek Overlook.

DISCUSSION & QUESTIONS

Thank you

