



**City of Mount Vernon**  
**City Council Meeting Minutes**  
**February 24, 2021**  
(Virtual Meeting)

Mayor Boudreau called the meeting to order at 6:00 p.m.

Present: Councilmembers Beaton, Brocksmitth, Carías, Hudson, Hulst, Molenaar and Morales

Staff Present: Finance Director Volesky, Public Works Director Bell, Police Chief Cammock, Fire Chief Brice, Development Services Director Phillips, Human Resources Director Keator, Library Director Huffman, Information Systems Director Kleppe, Parks and Enrichment Services Director Berner, Project Development Manager Donovan, Senior Planner Lowell, Assistant Fire Chief Harris, Capital Programs Manager Bullock, Building Official Sniffen and Fire Marshall Kerth

Citizens Present: 5

**CONSENT AGENDA**

- A. Approval of February 3, 2021 Study Session Minutes
- B. Approval of February 10, 2021 Regular Council Meeting Minutes
- C. Approval of February 19, 2021 payroll checks numbered 110574 - 110596, direct deposit checks numbered 80911 – 81131 and wire transfers numbered 945 – 949 in the amount of \$1,187,291.13
- D. Approval of February 24, 2021 Claims numbered 12564 – 12569 and 12581 - 12795 in the amount of \$704,233.36

**Councilmember Hulst moved to approve the Consent Agenda items A-D. Motion seconded by Councilmember Hudson. Motion carried 7-0.**

**REPORTS**

- A. Review of Emails from the Public - Public comments sent via email to council@mountvernonwa.gov were read aloud by Mr. Donovan:

- Nancy Thomas, Mount Vernon resident, asked Council to address an issue with a City right-of-way adjacent to her property.
- John Wahlig and Sue Howard, Mount Vernon residents, asked Council to create a Quiet Zone at the railroad crossing at Section Street.
- Scott Correa, Mount Vernon resident, is not in favor of creating Quiet Zones in Mount Vernon.

#### B. Department Updates

- Parks and Enrichment Services – Ms. Berner provided updates on the following topics:
  - 2021 Projects – Little Mountain lower parking lot restrooms and 25<sup>th</sup> Street playground installation
  - Small upgrades and projects - Sport court lighting, painting, plant maintenance, trash cans, boot cleaners, community garden, drainage
  - Field Use for Sports – Bakerview, Sherman Anderson and Kiwanis Park fields will be open for use beginning March 22, 2021
  - Drive-in Movie Events – Partnership with the Chamber of Commerce
  - Other – Volunteer Program, picnic shelter use, Arts Commission projects, staffing, recreation programs
- Finance Department
  - Purchasing Discussion – Mr. Volesky presented proposed changes to the City Purchasing policy. The changes would establish guidelines to allow the Mayor to execute certain contracts for services, purchases and public works projects that were approved during the budget process, without additional Council approval.
  - Human Resources, Collective Bargaining Training – Ms. Keator reviewed the collective bargaining contract negotiation process.

#### C. Councilmember Comments

- Councilmember Beaton asked residents to continue wearing masks.

#### D. Mayor's Report

- Mayor - none.

#### E. Council/Committee Agenda Requests

- None

### **NEW BUSINESS**

- A. Open Record Public Hearing – CDBG 2021-2022 Action Plan: Mr. Donovan explained that the purpose of the public hearing is to obtain the views of citizens and other interested parties on the housing and non-housing community development needs of the City prior drafting a Community Development Block Grant (CDBG) 2021-2022 Action Plan. The amount of the City's 2021 CDBG grant has not been

determined; past years grants have ranged from \$337,280 to 400,488.

The following spoke on behalf of their agencies:

- Melissa Self, Community Action of Skagit County
- Teresa Pugh, Habitat for Humanity
- TJ Larrick, Habitat for Humanity
- Rebecca Larson, Helping Hands Food Bank
- Rick Baillie, Helping Hands Food Bank – Mr. Donovan read aloud an email submitted by Mr. Baillie
- Miranda Wilson, Helping Hands Food Bank – Mr. Donovan read aloud an email submitted by Ms. Wilson
- Jodi Dean, Home Trust of Skagit

- B. Appointment of New Library Board Member: Mr. Huffman requested approval of the appointment of Joan Gordon to the Mount Vernon Library Board.

**Councilmember Hudson moved to approve the appointment of Joan Gordon to the Mount Vernon Library Board. Motion seconded by Councilmember Carías. Motion carried 7-0.**

- C. Public Hearing – Code Amendments to Update Building, Fire, Procedures, Permit Expirations and Fee Regulations: Ms. Lowell presented an ordinance amending the building and fire codes. The building and fire code amendments are required by state law; procedure, permit expiration and fee codes address similar items. The amendments include the following:

- Chapter 15.04, certain permit requirements for fences, storage sheds, decks, roofs and window/door replacements, permit and temporary certificate of occupancy expiration and fees
- Chapter 15.08, update to IFC adopted by State Law, Permit expiration, type and format of permits and address specification.
- Chapter 14.05, procedures
- Title 16, remove certain expirations
- Chapter 15.36, add regulations for outdoor machinery and equipment
- Chapter 14.15, fees

Mayor Boudreau opened the public hearing.

There being no comments, Mayor Boudreau closed the public hearing.

**Councilmember Hulst moved to approve Ordinance 3825 amending Chapters 15.04, 15.08, 14.05, Title 16, 15.36 and 14.15. Motion seconded by Councilmember Beaton. Motion carried 7-0.**

- D. Set Public Hearing Date for Proposed Street Vacation: Ms. Lowell presented a resolution setting a public hearing date of March 24, 2021 to hear testimony regarding the vacation of a portion of Kincaid Street.

**Councilmember Beaton moved to approve Resolution 988 setting a Public Hearing date of March 24, 2021 to consider the vacation of a portion of Kincaid Street. Motion seconded by Councilmember Hudson. Motion carried 7-0.**

- E. Amendment to Professional Services Agreement – Bridge Load Rating Services: Mr. Bullock presented Amendment No. 3 of Agreement 3534 with TranTech Engineering, Inc. for Bridge Load Rating services. The amendment updates the scope of work and compensation.

**Councilmember Hudson moved to approve Amendment No. 3 to the contract with TranTech Engineering, Inc. for Bridge Load Rating Services. Motion seconded by Councilmember Morales. Motion carried 7-0.**

- F. Acceptance of Proposal for 2021-2022 On-Call Materials Testing: Mr. Bullock requested approval of an agreement with Materials Testing and Consulting, Inc. for on-call geotechnical testing and analysis services through December 2022.

**Councilmember Hulst moved to authorize the Mayor to enter into an agreement with Materials Testing and Consulting, Inc. for On-Call Materials Testing. Motion seconded by Councilmember Morales. Motion carried 7-0.**

- G. For the Good of the Order:
- COVID-19 pandemic response and discussion - Mayor Boudreau spoke about the distribution of vaccines.
  - Mr. Phillips discussed necessary emergency roof repairs at City Hall.

The meeting was adjourned at 8:20 p.m.

SUBMITTED BY:

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Becky Jensen, Recording Clerk

ATTEST:

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Doug Volesky, Finance Director

APPROVE:

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Jill Boudreau, Mayor