



**Public Works/Library Committee Meeting
September 8, 2021, 6:00 pm**

Attendees Present:

Mayor Boudreau

Council Members: Beaton, Brocksmith, Carías, Morales, Molenaar

Staff Members: Public Works – Phillips, Chesterfield; Library Director – Huffman; Human Resources – Keator; City Attorney – Rogerson; Police Chief - Cammock; Project Development Manager – Donovan

Other: Matt Weatherly, Public Sector Personnel Consultants

1. Approval of Public Works Committee Minutes:

Councilmember Morales moved to approve the minutes from August 11, 2021; Seconded by Councilmember Beaton; Carried by all.

2. Classification and Compensation Study – Erin Keator

Matt Weatherly, Public Sector Personnel Consultants (PSPC) gave a presentation regarding the Classification and Compensation Study currently being conducted. An overview of PSPC was given as well as an explanation of why classification and compensation studies are done, such as to recruit and retain quality staff and to ensure the city knows how it looks and how it wishes to look compared to the market. Four main project phases are; Kick off and communication, position classification, salary survey, and findings implementation. Committee was briefed on both how the compensation study will be conducted and how the comparator selection will be made. In conclusion, there were three categories in the implementation options; how aggressive should the city be in responding to the market, how aggressive should the city be moving employees through their range, and how will the data be used for budgeting and bargaining.

Next steps include a decision on comparators, to include Council input as well as City administration, PSPC, and union discussions. PSPC will work with HR and employee groups to confirm items to include. After a list of comparators are agreed upon, PSPC can begin compensation/benefit data collection. Finally, PSPC will provide implementation options to City Council and City Leadership who can then work to create a policy on implementation. The process is expected to be complete within 4 to 6 months; however, there should be a significant amount of data available in November.

3. Program Coordination Division – Blaine Chesterfield

a) Flood Awareness:

Skagit County flood awareness week is October 11-15 this year; key city staff will attend various meetings throughout the week. Staff has inspected the floodwall and stop log components as well as various storm drainage systems as the rainy season approaches; all looked great. A practice setup of the floodwall will be performed on October 13, 2021, north of Commercial Cold Storage.

Engineering Manager Chesterfield explained there is a slough along the bank of the river near Lions Park and Blade RV. Dike District 3 and the Army Corp of Engineers are planning to repair the site; city staff is working with them to allow access for repairs. During a flood prediction the Army Corp may decide to work on the repairs ahead of the high waters.

b) NPDES:

Staff is currently working with Skagit County Health Department to develop a regional source control program. As part of the program, the health district will perform inspections of businesses that could potentially pollute the system as part of their hazardous materials inspections. A regional program would save the city both time and resources. Brown & Caldwell is reviewing the municipal code to propose implementing changes to Title 13 Sewers and 19 Code Enforcement as part of this program.

City staff has applied for a 2021-23 Municipal Stormwater Capacity Grant in the amount of \$50,000 for NPDES implementation. If the grant is approved, staff will present an agreement to council when it is ready.

Both the quantity and quality of stormwater facility vegetation maintenance has been affected this summer due to equipment issues (replacement parts unavailable), no seasonal staffing, and Washington Conservation Corp availability (they have been working on wildfires this year). Nonetheless, city staff has done a great job with their limited resources.

4. Project Updates – Chris Phillips

a) Freeway Drive Improvements (College Way to Cameron Way):

The Freeway Drive project has been delayed due to an unexpected long lead time on stormwater pipe which is the first major part of the project to be installed; the project is expected to begin on September 27, 2021. Other than the sidewalks and paving, which will be delayed until next spring, much of the project should be complete this year.

b) Maintenance Shop Canopy Addition:

The Maintenance Shop Canopy Project is 90% complete with only the building electrical, lighting, and rear wall to finish.

c) 2021 Street Improvements:

Little Mountain Road, Fir Street, and Laventure paving is complete. Currently, manholes and water valves are being raised. Permanent striping may be delayed until 2022 due to a paint shortage; until that time the City will maintain long term temporary striping.

5. Library Committee – Isaac Huffman

a) 2021 Library Hours:

Library Director Huffman explained how the schedule of hours for the library will work for the remainder of the year. Part time labor has been a challenge; however, Saturday service is scheduled to return in October and the new full-time schedule is anticipated in December.

b) Project Updates:

Staff is gathering data from the School District and working on final details for library cards with an estimated completion by the end of this year. Additionally, the library is 60%

complete on converting to the RFID process which should allow for easier access within the library, estimated implementation in November.

c) General Updates:

100% schematic design of the Library Commons project was received by staff today. Plans may need to adjust to deal with current market realities.

Additional updates were shared as follows:

- The Library Foundations Hal Verrell will be moving away at the end of the year.
- There is a potential for library staff to facilitate in upcoming fundraising opportunities.
- The interchangeable storywalk at Hillcrest Park has a new story coming soon.
- A new self-check machine has been purchased with grant funds; this is the 3rd such machine for the library and will be placed in the children's section.
- Soon credit cards will be accepted in the library (previously cash was the only option). There is now a fine free policy and there will be no charges under \$3. This should bring more county residents into the library.
- Storytime is planned to return in October; also returning is the murder mystery and a more advanced outreach program.

Committee recessed at 7:02 pm

Committee reconvened at 7:28 pm

6. Miscellaneous / For the Good of the Order

City Attorney Rogerson discussed a property purchase of the former Skagit State Bank and associated "previous" City easement that was negotiated with the prior owner. City Attorney noted he needed to complete additional research on the matter prior to providing a recommendation to City Council.

City Attorney Rogerson stated that he was in the process of reviewing a comprehensive body camera software agreement for the Mount Vernon Police Department and would be providing a recommendation in the future.

Project Development Manager Donovan responded to previous Council questions concerning ARPA Federal funding for Mount Vernon residents that were behind in their Public Utility District water bills. Council requested more information in relation to the number of residents that are in need.

Councilmember Brocksmith requested that Community Action provide an update on eviction protection efforts and new housing assessment.

The meeting adjourned at 7:38 p.m.

Submitted by:

Sherri Pritchard

Sherri Pritchard, Public Works Department