



PARKS & PUBLIC WORKS COUNCIL COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING MINUTES SEPTEMBER 19, 2023

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom

CALL TO ORDER

Chair Ethan Benson called the meeting to order at 5:00 pm.

Committee Members: Councilmembers Ethan Benson, Bryan Holloway, and Jo Johnson (remote) were present.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, Interim City Administrator; Deana Dean, City Clerk; Patrick Fry, Project Engineer; Jeff Hamlin, Interim Parks & Public Works Director; Nicole Wiebe, Community Liaison; Don Harris, Fleet and Facilities Supervisor; Brian Lynch, Interim Police Chief; Janna Walker, Budget Analyst; and Andy Latham, IT Support.

AGENDA APPROVAL – The agenda was approved as presented.

PUBLIC COMMENTS – There was no public comment.

MINUTES

1. The minutes from the September 6, 2023, meeting were approved as presented.

AGENDA BILLS

2. **AB23-116:** Resolution xxxx Declaring Surplus Property and Authorizing the Sale of City Property. Interim Chief Lynch spoke to this item indicating the jail transport van is no longer being used and of no use to the department. Don Harris, Fleet and Facilities Supervisor, spoke to the lifecycle and value of the vehicle. Discussion and committee questions followed. This item is approved to move forward at the September 25, 2023, City Council meeting on the consent agenda.
3. **AB23-117:** Resolution No. xxxx Awarding the 2023 Sidewalk Repair & Replacement Project to RRJ Company LLC. Patrick Fry, Project Engineer, reviewed this item and locations of proposed sidewalk replacements. RRJ Company is the lowest bidder at \$173,912. Discussion followed including ranking of sidewalk repairs based on severity. Committee questions answered by Patrick Fry, Mike Chambless, and Jeff Hamlin. This item is approved to move forward at the September 25, 2023, City Council meeting on the consent agenda.

DISCUSSION

4. **AB23-114:** Old Library Future Use. Nicole Wiebe, Community Liaison, spoke to this item including the history of the old library building, current use, and a proposed RFP for future uses. Discussion followed with Nicole and Mike Chambless answering committee questions. This matter may be brought back to this committee for future action or discussion.
5. Community Center Update. Mike Chambless, Interim City Administrator, provided an update via PowerPoint presentation including conceptual design option #6 and floor plan. Design discussions will continue as well as a site visit to the Skagit YMCA in Mount Vernon. This matter may be brought to Council once the phasing plan is developed.
6. Director Reports: Interim Parks and Public Works Director Jeff Hamlin provided updates on the following:
 - a. Staffing – Two vacancies in water and two in wastewater. Interviews will occur this week for parks employees. They are continually trying to get fully staffed. They recently promoted two employees, Tim Barrett to Parks Supervisor, and Ryan Barnett to Parks Lead.
 - b. Project status – Parkway paving is complete with a few things still to do including striping which will be done within the next two weeks, and the ADA features are nearly complete. Williams Addition on 384th is waiting on parts. They are finishing street trees on Autumn and a notice to proceed hopefully this week on Sandy Cove. There is a project currently underway to repair two bridges/culverts on Meadowbrook, hoping to bid in the spring.

ADJOURNMENT - The meeting was adjourned at 5:58 pm.

Minutes taken by Deana Dean, City Clerk.

Recorded meeting audio is available on the City website after the meeting.

Minutes approved at the October 3, 2023, Parks & Public Works Committee Meeting.