



**CITY OF MOUNT VERNON  
CITY COUNCIL MEETING  
AGENDA**

**April 8, 2020 7:00 p.m.**  
(Virtual Meeting)

*The Mount Vernon City Councilmembers will be participating  
in this meeting via video/teleconference technology.*

**To virtually attend the meeting, the public may:**

1. **Call the conference line:** 1-888-924-9240; Access Code: 3366211  
(please 'mute' your phone, if possible, to minimize distractions)
2. **Watch the meeting live on TV10:** Comcast/Xfinity Channel 10
3. **Watch the meeting live, online:**  
[https://www.youtube.com/channel/UCUob\\_hcQUmd4S93YkletdrA](https://www.youtube.com/channel/UCUob_hcQUmd4S93YkletdrA)

**I. OPENING CEREMONIES**

- A. Call to Order
- B. Roll Call of Councilmembers

**II. CONSENT AGENDA**

- A. Approval of March 26, 2020 Special Council Meeting Minutes
- B. Approval of April 3, 2020 payroll checks numbered 109970 - 110002 direct deposit checks numbered 76320 - 76565, and wire transfers numbered 839 – 843 in the amount of \$1,152,613.90
- C. Approval of April 8, 2020 Claims numbered 8473, 8494 – 8497 and 8499 - 8660 in the amount of \$640,829.45

**III. REPORTS**

- A. Review of Emails from the Public  
(All public comments must be sent via email to [council@mountvernonwa.gov](mailto:council@mountvernonwa.gov). The comments will be read aloud into the record during the public comment portion of the agenda.)

**IV. NEW BUSINESS**

- A. Approval of Agreement – Kulshan Trail Safety Lighting Project  
(Staff is requesting that Council authorize the Mayor to enter into an agreement with Transpo Group USA, Inc. for professional engineering services to assist the City with the design of the project.)  
(required action – motion)  
(staff contact – William Bullock)
- B. Approval of Agreement - Freeway Drive (Cameron Way to College Way) Project  
(Staff is requesting that Council authorize the Mayor to enter into an agreement with PBS Engineering and Environmental, Inc. for professional engineering services to assist the City with the design of the project.)  
(required action – motion)  
(staff contact – William Bullock)

**C. Ratification of Emergency Executive Orders**

(Upon the proclamation of a disaster or emergency, and during its existence, the Mayor has authority to make executive orders, pursuant to Municipal Code, such orders shall at the earliest practicable time be presented to the City Council for ratification and confirmation, modification or rejection, and if rejected shall be void.)

*(required action – motion)*

*(staff contact – Kevin Rogerson)*

**D. For the Good of the Order:**

- COVID 19 pandemic response and discussion

**E. Executive Session**

(To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Pursuant to RCW 42.30.110{i}.)

**COMMITTEE MEETINGS**

Public Works and Library

Cancelled

Next Ordinance 3804

Next Resolution 975



**DATE:** April 8, 2020

**TO:** Mayor Boudreau and City Council

**FROM:** William Bullock, PE – City Engineer

**SUBJECT: PROFESSIONAL SERVICES AGREEMENT: KULSHAN TRAIL SAFETY LIGHTING PROJECT**

**RECOMMENDED ACTION:**

Staff recommends entering into a Professional Services Agreement with Transpo Group USA, Inc. (Transpo) for engineering and design services for the Kulshan Trail Safety Lighting Project.

**INTRODUCTION/BACKGROUND:**

This project will install approximately 35 LED street style trail lights to improve safety and encourage usage during times of darkness, particularly in the winter months. The lighting project along with other trail enhancements, such as enhanced trail signage and public art, will foster awareness, improve public perception, and increase use of this trail segment. Federal funding (TAP program) was prioritized through Skagit Council of Governments; total award amount of \$295,000 (Design - \$25,000 and Construction - \$270,000).

**FINDINGS/CONCLUSIONS:**

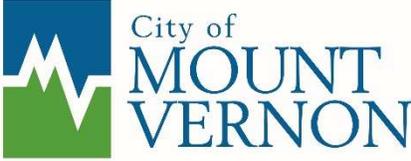
Transpo is an engineering design firm and was the preferred candidate in the selection process among two consultants responding to the advertised Request for Qualifications. The scope and fee for design services is not to exceed \$24,061.00.

**RECOMMENDATION:**

Motion to approve authorization for the Mayor to execute a contract with Transpo Group USA, Inc. for engineering design services on the Kulshan Trail Safety Lighting Project, in an amount not to exceed \$24,061.00.

**ATTACHED:**

1. Contract, Scope and Fee
2. Vicinity Map



**DATE:** April 8, 2020  
**TO:** Mayor Boudreau and City Council  
**FROM:** William Bullock, PE – City Engineer  
**SUBJECT:** PROFESSIONAL SERVICES AGREEMENT: FREEWAY DRIVE (CAMERON WAY TO COLLEGE WAY)

**RECOMMENDED ACTION:**

Staff recommends entering into a Professional Services Agreement with PBS Engineering and Environmental (PBS) for engineering and design services for the Freeway Drive Project.

**INTRODUCTION/BACKGROUND:**

This project accomplishes five main improvements to Freeway Drive: adds sidewalk on the west side and bike lanes on both sides, establishes new storm water facilities, enhances corridor street lighting, improves intersection channelization, and rehabilitates the pavement. A key highlight of these upgrades is the new and continuous pedestrian connection from Lions Park (and downtown) to College Way. Federal funding (STBG program) was prioritized through Skagit Council of Governments; total award amount of \$2,170,000 (Design - \$260,000 and Construction - \$1,910,000).

**FINDINGS/CONCLUSIONS:**

PBS is an engineering design firm and was the preferred candidate in the selection process among three consultants (two additional firms declined) responding to the advertised Request for Qualifications. The scope and fee for design services is not to exceed \$259,549.00.

**RECOMMENDATION:**

Motion to approve authorization for the Mayor to execute a contract with PBS Engineering and Environmental, Inc., for engineering design services on the Freeway Drive (Cameron Way to College Way) Project, in an amount not to exceed \$259,549.00.

**ATTACHED:**

1. Contract, Scope and Fee
2. Vicinity Map



**DATE:** April 8, 2020  
**TO:** Mayor Boudreau and City Council  
**FROM:** Kevin Rogerson, City Attorney  
**SUBJECT:** RATIFICATION OF EXECUTIVE ORDERS

**RECOMMENDED ACTION:**

Motion

**INTRODUCTION/BACKGROUND:**

Two emergency executive orders have been proclaimed by the Mayor in the past week:

- Executive Order #2020-004: Extending Previous Orders to April 8
- Executive Order #2020-005: Extending All Previous Orders to May 4

**FINDINGS/CONCLUSIONS:**

In light of the recent COVID-19 pandemic, the Mayor extended previous executive orders which were set to expire on March 31, 2020, April 8, 2020, and April 25, 2020, respectively. Further extension of these orders may be deemed necessary as new data is gathered on the COVID-19 pandemic.

**RECOMMENDATION:**

Council ratification of Executive Order #2020-004 & Executive Order #2020-005

**ATTACHED:**

Executive Order 2020-004  
Executive Order 2020-005



City Of Mount Vernon  
Office of the Mayor, Executive Order Number 2020-004  
Extending Previous Orders  
(Emergency Management/March 2020 COVID 19)

WHEREAS, on March 11, 2020, the Mayor proclaimed a civil emergency acting under authority vested as Mayor by RCW Chapter 38.52 and MVMC Chapter 2.40 et. seq.; and;

WHEREAS, on March 11, 2020 the City Council during a regularly scheduled meeting ratified and approved the Mayor's emergency proclamation; and

WHEREAS, modeling from state, federal and local officials find that the COVID -19 virus will spread, has spread and continues to spread at a high rate among the local community threatening both persons and property within the City of Mount Vernon; and

WHEREAS, to curtail the spread of COVID-19 in Mount Vernon, the Mayor previously issues executive orders 2020-01 through 2020-03 as necessary additional measures to limit opportunities for disease transmission; and

WHEREAS, the Mayor has emergency authority set forth in Mount Vernon Municipal Code to issues orders as are imminently necessary for the protection of life and property including but not limited to closing to the public any or all public places including streets, alleys, public ways, schools, parks, amusement areas and other public buildings; and

NOW, THEREFORE, I, Jill Boudreau, as Mayor of Mount Vernon, by virtue of the authority vested in me by RCW Chapter 38.52 and Mount Vernon Municipal Code Chapter 2.40 et. seq., and all other applicable laws, do hereby promulgate the following Executive Order, to take immediate effect:

Section 1. I hereby make and proclaim the following executive order:

That the following executive orders are hereby extended:

Executive Order #2020-002: Closing certain public facilities

Executive Order #2020-003: Closing Playgrounds and Library

Section 2. This order shall remain in effect and shall extend the orders identified in Section 1 until midnight on April 8, 2020 unless extended beyond that date.

Section 3. This Executive Order shall be deemed to have taken effect immediately on March 31, 2020, and all actions taken by City Officials with respect to this emergency before the issuance of this Executive Order are hereby ratified.

Dated this 31<sup>st</sup> day of March, 2020.

Approved as to Form:

A handwritten signature in green ink, appearing to read "Jill Boudreau".

Jill Boudreau, Mayor

A handwritten signature in blue ink, appearing to read "P. Donovan".

Kevin Rogerson, City Attorney

PETER DONOVAN



City Of Mount Vernon  
Office of the Mayor, Executive Order Number 2020-005  
Extending Previous Orders  
(Emergency Management/April 2020 COVID 19)

WHEREAS, on March 11, 2020, the Mayor proclaimed a civil emergency acting under authority vested as Mayor by RCW Chapter 38.52 and MVMC Chapter 2.40 et. seq.; and;

WHEREAS, on March 11, 2020 the City Council during a regularly scheduled meeting ratified and approved the Mayor's emergency proclamation; and

WHEREAS, modeling from state, federal and local officials find that the COVID -19 virus will spread, has spread and continues to spread at a high rate among the local community threatening both persons and property within the City of Mount Vernon; and

WHEREAS, to curtail the spread of COVID-19 in Mount Vernon, the Mayor previously issued executive orders 2020-01 through 2020-04 as necessary additional measures to limit opportunities for disease transmission; and

WHEREAS, the Mayor has emergency authority set forth in Mount Vernon Municipal Code to issues orders as are imminently necessary for the protection of life and property including but not limited to closing to the public any or all public places including streets, alleys, public ways, schools, parks, amusement areas and other public buildings; and

NOW, THEREFORE, I, Jill Boudreau, as Mayor of Mount Vernon, by virtue of the authority vested in me by RCW Chapter 38.52 and Mount Vernon Municipal Code Chapter 2.40 et. seq., and all other applicable laws, do hereby promulgate the following Executive Order, to take immediate effect:

Section 1. I hereby make and proclaim the following executive order:

That the following executive orders are hereby extended:

Executive Order #2020-001: Extending temporary homeless encampment permits

Executive Order #2020-002: Closing certain public facilities

Executive Order #2020-003: Closing Playgrounds and Library

Executive Order #2020-004: Extending Previous Orders (002, 003)

Section 2. This order shall remain in effect and shall extend the orders identified in Section 1 until midnight on May 4, 2020 unless extended beyond that date.

Section 3. This Executive Order shall be deemed to have taken effect immediately on April 3, 2020, and all actions taken by City Officials with respect to this emergency before the issuance of this Executive Order are hereby ratified.

Dated this 3<sup>rd</sup> Day of April, 2020.

A handwritten signature in blue ink, appearing to read "Jill Boudreau".

Jill Boudreau, Mayor

Approved as to Form:

A handwritten signature in blue ink, appearing to read "Kevin Rogerson".  

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Kevin Rogerson, City Attorney  
PETER DONOVAN  
FOR KEVIN ROGERSON