



**CITY OF MOUNT VERNON  
CITY COUNCIL MEETING  
AGENDA  
September 14, 2022, 7:00 p.m.**  
Police Court Campus  
1805 Continental Place

**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. Pledge of Allegiance
- C. Roll Call of Councilmembers

**II. COMMUNITY COMMENTS**

1. Review of Emails from the Public  
(Public comments may be sent via email to [communitycomments@mountvernonwa.gov](mailto:communitycomments@mountvernonwa.gov). The comments will be read aloud into the record during the public comment portion of the agenda. Please limit your comments to be read in three minutes or less. Email comments must be received by 4 p.m. on September 14, 2022.)
2. Public Comments  
(This is an opportunity for Mount Vernon residents to address their City Council. Please limit comments to three minutes or less. Under normal circumstances, the Mayor and Council will not respond immediately to Community Comments. If you would like someone to follow-up with you regarding the topic of your comments, please leave your name and contact information on the form at the entrance of the Council Chambers.)

**III. CONSENT AGENDA**

- A. Approval of August 24, 2022 Regular Council Meeting Minutes
- B. Approval of September 2, 2022 payroll checks numbered 111619 - 111639 direct deposit checks numbered 89747 - 90006 and wire transfers numbered 1130 - 1134 in the amount of \$1,65,661.12
- C. Approval of September 14, 2022 Claims numbered 18819 - 18990 in the amount of \$823,389.32

**IV. REPORTS**

- A. Committees
  1. Public Works and Library
- B. Councilmember Comments
- C. Mayor's Report
- D. Committee Agenda Requests

**V. UNFINISHED BUSINESS**

None

**VI. NEW BUSINESS**

- A. Helping Hands Food Bank Presentation  
(Helping Hands Food Bank CEO Rebecca Skrinde will present a review of recent happenings)  
*(required action – none)*  
*(staff contact – Peter Donovan)*
- B. Street Closure Request  
(Staff is requesting approval of a street closure request on September 17, 2022 for the Library Commons Project groundbreaking ceremony.)  
*(required action – motion)*  
*(staff contact – Jennifer Berner)*
- C. Approval of Resolution – Fire Protective Equipment  
(Staff is requesting approval of a resolution allowing the donation of expired firefighting personal protective equipment to First In Training and Education.)  
*(required action – ordinance)*  
*(staff contact – Rebecca Lowell)*
- D. Approval of Agreement – Cartegraph  
(Staff is requesting approval of a software agreement with Cartegraph software for work order, preventative maintenance, capital asset management, and facility renewal)  
*(required action – motion)*  
*(staff contact – Chris Phillips)*

Public Works and Library

**COMMITTEE MEETINGS**  
6:00 p.m.

Next Ordinance            3857  
Next Resolution            1018



**DATE:** September 14, 2022  
**TO:** Mayor Boudreau and City Council  
**FROM:** Peter Donovan, Special Projects Manager  
**SUBJECT:** FOOD ACTION MONTH PROCLAMATION

**RECOMMENDED ACTION:**

None

**INTRODUCTION/BACKGROUND:**

The mission of Helping Hands Food Bank is to nourish our community with kindness and respect, without judgment. They seek to address the inequity of the food bank experience and ensure that every citizen has access to high-quality food and resources to help them thrive.

**FINDINGS/CONCLUSIONS:**

Helping Hands Food Bank CEO Rebecca Skrinde will update Council on the latest happenings at the food bank. Following the presentation, Council intends to make a proclamation designating the month of September 2022, Hunger Action Month.

**RECOMMENDATION:**

None

**ATTACHED:**

None



**DATE:** September 14, 2022  
**TO:** Mayor Boudreau and City Council  
**FROM:** Jennifer Berner  
**SUBJECT:** LIBRARY GROUNDBREAKING CEREMONY STREET CLOSURE REQUEST

**RECOMMENDED ACTION:**

Staff recommends that City Council approve the closure of Kincaid Street between South 2nd Street and South 3rd Street (See Attached Map) to vehicular traffic on Saturday, September 17th, 2022 from 7:00 am to 2:00 pm.

**INTRODUCTION/BACKGROUND:**

In celebration of the beginning of construction for the new, highly anticipated, Library Commons project the City will be hosting a Ground Breaking Ceremony at the project site at 10am on Saturday September 17, 2022.

**FINDINGS/CONCLUSIONS:**

The closure of Kincaid Street between South 2nd Street and South 3rd Street will provide extra safety for guests and ample room for staging and set up of the event.

**RECOMMENDATION:**

Staff recommends the approval of the requested street closure.

**ATTACHED:**

Street Closure Map.



**DATE:** September 14, 2022  
**TO:** Mayor Boudreau and City Council  
**FROM:** Bryan Harris, Assistant Fire Chief  
**SUBJECT:** DONATION OF EXPIRED PERSONAL PROTECTIVE EQUIPMENT

**RECOMMENDED ACTION:**

Staff recommends that Council make a motion to authorize the Mayor to sign the accompanying resolution to donate expired fire fighter personal protective equipment (Bunker Gear) to First In Training and Education (FITE).

**INTRODUCTION/BACKGROUND:**

The National Fire Protection Association (NFPA) 1851 dictates that fire fighter protective gear must not remain in use for fire suppression activities more than 10 years, and the Mount Vernon Fire Department ensures that all personnel protective gear is in accordance with this standard.

Expired gear is often in often good condition and can be donated to training programs that seek expired gear from municipal departments.

The First In Training and Education program (FITE) is a 501(c)3 non-profit located in Western Washington that contracts with local high schools and skill centers to provide full school year and summer classes in firefighting and EMS. Our local FITE program is run through the Northwest Career and Technical Academy here in Mount Vernon and provides students with real world training opportunities.

Furthermore, members of our department have a working relationship with the FITE program as instructors and advisory board members.

**FINDINGS/CONCLUSIONS:**

The FITE program has reached out to the Mount Vernon Fire Department seeking donations of expired equipment to help further their mission of educating aspiring firefighting professionals; therefore, staff recommends the donation of personal protective equipment to this worthy organization.

**RECOMMENDATION:**

Staff recommends approval of a resolution authorizing the donation of Fire Department expired personal protective equipment to FITE

**ATTACHED:**

Resolution



**DATE:** September 14, 2022  
**TO:** Mayor Boudreau and City Council  
**FROM:** Chris Phillips, Public Works Director  
**SUBJECT:** CARTEGRAPH MAINTENANCE SOFTWARE CONTRACT

**RECOMMENDED ACTION:**

City Staff recommends City Council authorize the Mayor to enter into an agreement with Cartegraph to provide a cloud-based maintenance software work order, preventative maintenance, capital asset management and facility renewal solution.

**INTRODUCTION/BACKGROUND:**

City staff has briefed City Council on three occasions in committee on the merits of Cartegraph maintenance software and a 2022/3 funding strategy. PW Staff has discussed funding approach with the Finance Director who supports this initiative with 2022 appropriated funding. Additionally, the City Attorney reviewed the provided contract, made recommended changes which were incorporated into the final version before you. Training and implementation will be phased over the next 10 months to ensure success. The total cost of the contract for 2022 is \$41,807.64, 2023 is \$87,413.00, 2024 is \$48,760.20 and 2025 is \$48,780.20.

**FINDINGS/CONCLUSIONS:**

City staff previously noted the Cartegraph software is integrated with the recently purchased OpenGov Financial software and existing CivicPlus software.

**RECOMMENDATION:**

City Staff recommends City Council authorize the Mayor to enter into agreement with Cartegraph.

**ATTACHED:**

Cartegraph Contract