



**Public Works and Library Committee Minutes  
January 14, 2026**

Police Court Campus, 1805 Continental Place

**Present**

Mayor Donovan

Councilmembers: Beaton, Daman, Hudson, Oliver, Tercero, Vander Stoep,  
West

Staff: Public Works Director Phillips, Development Services  
Director Sexton, Capital Programs Manager Reinart, Library  
Director Huffman, City Clerk Jensen, City Attorney Rogerson,  
Capital Projects Manager Chesterfield, IT Director Thomas

Citizens: 12

1. **Opening Ceremonies:** Councilmember Hudson called the meeting to order at 6:00
2. **Approval of Agenda:** The agenda was approved as presented
3. **Library**
  - A. Kitchen Range Update and 2026 Plan: Kitchen is complete, the final fire inspection is scheduled for next week. Scheduling will begin following inspection approval.
  - B. Recent Programming Highlights: Staff participated in the Christmas Parade. Recent programs include making clay pins and luminaries, and a stuffed animal sleepover. Upcoming programs will focus on adult programming, including lectures, crafts, and cooking classes.
  - C. A new Public Services Librarian was hired.
  - D. Community Room Update: January is generally slow for bookings; however twelve bookings have been booked so far for the year.
  - E. Provided year end circulation and user statistics.
4. **Public Works**

**Surface Water Utility Updates**

- A. Storm Water Capacity Grant Agreement: On tonight's Council meeting agenda is a request for approval of a \$120,000 grant from Washington State Department of Ecology to assist with implementing the National Pollutant Discharge Elimination System permit.
- B. Park Street Pump Station: The Parks Street Pump station is over 90 years old and the pumps and parts are no longer available, therefore the station must be replaced. The design is sixty percent complete; final design is expected in June with potential construction beginning in 2027 pending successful funding.

### **City Engineer Updates**

- A. Carpenter Creek/Hickox Road Fish Passage Improvement Project: Mr. Reinart provided a recap of the project to date. The culvert replacement design has been in processing for about a year. Substantial cost overruns caused a reevaluation of the design. Staff is working on completion of grant agreement with the State Recreation and Conservation Department as well as an agreement with Skagit Fisheries for construction activities. Street closure and construction impacts are being addressed. Timeline update: Final design in 2025; bidding in late 2026; construction summer 2027 within July-September fish window.

### **Director Updates**

- A. Procurement Policy Update: Mr. Rogerson provided legal information regarding purchasing policies and the roles of staff and Council. The five categories are Public Work, purchase of goods, professional service architect or engineering services, and services to accomplish routine, continuing, and necessary functions. State mandated changes and updates were reviewed. Mr. Phillips reviewed a proposal of updates to the policy and explained the monetary authorities of Council, Mayor and staff. The proposal incorporates RWC changes. The draft policy will be presented for further discussion and approval at the January 28<sup>th</sup> Council meeting.
- B. GIS – Parcel and Utility Reconciliation and Accuracy Improvement Project: Last year staff began working on correcting inaccuracies in the GIS mapping system. The process will continue with a five-year plan for completion.
- C. Mount Vernon Library Commons Project Update: postponed
- D. General Facilities Project Update: postponed

### **4. Miscellaneous**

- None

### **5. Agenda Requests**

### **6. Action Items:**

- Finalize Cedar Creek grant agreement and Skagit Fisheries contract.

- Advance Park Street Pump Station design and grant approval.
- Present updated procurement policy for council approval.
- Continue GIS mapping project with phased funding.

The meeting adjourned at 7:01 p.m.

Submitted by: Becky Jensen, City Clerk