

Anacortes City Council Minutes – May 4, 2020

Mayor Laurie Gere called to order the Anacortes City Council meeting of May 4, 2020 at 6:00 p.m. Councilmembers Jeremy Carter, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller all participated in the meeting in absentia via video conference.

Announcements and Committee Reports

COVID-19 Update: Mayor Gere reported on current COVID-19 case statistics in Skagit County. The mayor commented on the challenges to communities preparing to gradually reopen in conformance with the Governor's orders effective May 5 and advised that she would share further information on that topic at her Community Briefing on Wednesday evening.

Information Technology Committee: Mr. Miller reported from the recent committee meeting. He listed topics discussed including the HyperV server cluster that would come before Council on May 11, the security contract with CI Security, the Office 365 transition, the Fireye appliance, and ongoing transitioning of city facilities to Access Fiber.

Public Works Committee: Ms. Moulton reported from the committee meeting earlier in the evening. She listed topics discussed including potential acquisition of a parcel of land adjacent to the water treatment plant, preliminary discussions about installing fiber in the water line to Oak Harbor, the educational component of the stormwater consent decree given COVID restrictions, completion of the Oakes Avenue roundabout, 12th & Commercial intersection improvements and public outreach for that project, and exploration of alternative technologies to replace the wastewater treatment plant incinerator at the end of its useful life.

Planning Committee: Ms. Cleland-McGrath reported from the special committee meeting the prior Thursday regarding the CDBG business support grants which would be discussed later on the evening's agenda.

Public Comment

Per Section 3 of Resolution 2082 Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic, adopted by the Anacortes City Council on March 16, 2020, the public comment portion of Council meetings and any scheduled public hearings were temporarily suspended to discourage public in-person attendance of City Council meetings. The public was encouraged to comment via email or written comment addressed to: City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received prior to the meeting become part of the record for the meeting, just as if presented in person.

Consent Agenda

Mr. Miller moved, seconded by Mr. Young, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

- a. Minutes of April 27, 2020
- b. Approval of Claims in the amount of: \$772,586.24
- c. Interlocal Agreement: Cooperative Purchasing Agreement with City of Seattle #20-123-IDS-001
- d. Contract Award: 2020 Asphalt Overlay - Utility and Pedestrian Improvements Project #20-001-TRN-001

The following vouchers/checks were approved for payment:
EFT numbers: 97004 through 97042, total \$680,348.60
Check numbers: 97043 through 97048, total \$18,058.65
Wire transfer numbers: 267626 through 267888, total \$3,197.35

PUBLIC HEARINGS

Continued Modified Public Hearing: City of Anacortes CDBG Consolidated Plan: 2020 Annual Action Plan

Mayor Gere reconvened the modified public hearing that had remained open from the April 27, 2020 regular City Council meeting. She asked if any public comments had been received since that meeting. Planning Director Don Measamer reported that no comments had been received either orally or in any written form. Mayor Gere closed the public hearing.

Mr. Measamer explained that the proposed amendments would allow the city to use the \$68K of CARES Act funding for Small Business Stabilization grants for local business and for support of local food bank through Community Action of Skagit County, and to reallocate \$100K of its regular CDBG award for local Small Business Stabilization grants as well.

Mr. Measamer then advised that staff and the Planning Committee had developed the draft Small Business Stabilization Grant application and scoring matrix that were included in the packet. He sought Council feedback on those documents. Mr. Measamer said that following incorporation of any changes requested by Council, staff intended to publish and publicize the application as soon as possible, likely within the week. He anticipated accepting applications through May 29, following which staff would first review all applications to ensure they complied with HUD requirements and perform the job retention calculation based on data supplied on the application, then members of the review committee would independently review and score each application. Mr. Measamer listed the following individuals who had agreed to serve on the selection panel: Dustin Johnson, Frank Jeretzky, Gina Walsh, Warren Tessler, Andy Stewart, Bill French and Meredith McIlmoyle.

Councilmembers requested the following revisions to the application and scoring criteria:

- Use a consistent maximum employee count throughout, 30 rather than 20
- Adjust rating criteria 4 so that larger businesses were not so heavily favored
- Add a cover page to the application so applicants can quickly determine if they qualify for consideration
- Other Funds, question 2, add “How much funding has been received from those other sources?”
- Make the application available to businesses begun any time in calendar year 2019 or before
- Remove scoring criteria 10 and adjust criteria 9 to read “The business provides necessary products or services to other businesses within the community.”
- Ensure that the Proposed Uses of Funds explicitly recognize COVID-19 distancing expenses as valid uses

Mr. Measamer said staff also proposed to add a question to Page 5 of the application, under Other Funds, “If you have received funds from other agencies, city, state or federal, provide the full amount of assistance you have received, specify the type of assistance (grant, loan or forgivable loan), how you applied for those funds and provide documentation as to how the funding was spent.” Mr. Miller asked to remove loans from that list. Ms. Moulton suggested rewording to accommodate funds that may have been awarded by not yet spent.

There being no further discussion of the application and scoring criteria, Mr. Measamer recommended approval of all amendments.

Mr. Young moved, seconded by Mr. Carter, to approve all amendments as presented, to approve the Application for Small Business Stabilization Grant and Scoring Matrix as modified above, and to submit the 2020 Annual Action Plan to HUD. Ms. Moulton suggested editing the wording on page 2 of the draft action plan. Mr. Measamer indicated that Joann Stewart would correct that language. Vote: Ayes – Young, Walters, Cleland-McGrath, Moulton, McDougall, Miller and Carter. Motion carried.

OTHER BUSINESS

Resolution 2087: Electronic Signature Policy

City Attorney Darcy Swetnam presented Resolution 2087 to adopt a policy allowing electronic signatures on City records, referring to the agenda bill in the packet materials for the meeting. Mr. Young inquired if the policy was intended to be permanent or only to be in effect during the COVID-19 pandemic. Ms. Swetnam explained that staff recommended adopting the policy permanently due to the efficiencies of electronic processing. Mr. Walters and Mayor Gere endorsed the policy for that reason.

Mr. Miller moved, seconded by Mr. Young, to adopt Resolution 2087 as presented. Vote: Ayes – Walters, Cleland-McGrath, Moulton, McDougall, Miller, Carter and Young. Motion carried.

There being no further business, at approximately 6:50 p.m. the Anacortes City Council meeting of May 4, 2020 was adjourned.