
CITY OF SEDRO-WOOLLEY

Special Meeting of the City Council
March 25, 2020– 3:00 P.M. – via Teleconference

The purpose of the special meeting is a work session to address emergent issues facing the City of Sedro-Woolley resulting from the COVID-19 virus.

Mayor Johnson called the special meeting of the City Council to order at 3:05 P.M. The meeting was held via teleconference with the following present: Councilmembers: Jared Couch, Brenda Kinzer, Germaine Kornegay, Chuck Owen, Brendan McGoffin, Karl de Jong and Glenn Allen. Staff Present: Recorder Brue, City Supervisor/Attorney Berg, Finance Director Merriman, Public Works Director Freiburger, Planning Director Coleman, Fire Chief Klinger, Police Lt. McIlraith and Finance Manager Scott.

Mayor Johnson opened the meeting thanking everyone for their support and reviewed the format of the meeting. She stated the goal is to continue to provide services to the citizens during the COVID 19 Pandemic and asked Council to hold questions until after the policies. She stated she is grateful for the team at City Hall as we enter these uncharted waters. Votes will be taken by Roll Call.

Councilmember de Jong stated he was having trouble hearing the Mayor's comments.

Finance

- Claim Checks #192704 to #192778 plus EFT's in the amount of \$319,140.78
- Payroll Checks #60013 to #60021 plus EFT's in the amount of \$340,704.79

Councilmember Couch moved to approve the Claim Checks and Payroll Checks. Seconded by Councilmember Allen. Roll Call Vote, motion carried (7-0).

Ratification of Mayor's Emergency Declaration

Councilmember Kinzer moved to approve the ratification of Mayor's Emergency Declaration. Councilmember Couch seconded. Roll Call Vote, motion carried (6-0, Councilmember de Jong unable to hear).

Approval of Public Works Agreement – Possible Bid Award: Public Works Agreement No.'s 2020-PW-21 to 2020-PW-23 2020 Unit Priced (On-Call) Wastewater Treatment Plant Equipment and Sewer Lift Station Repairs (Original Consent Agenda Item #3)

Public Works Director Freiburger addressed the need for the On-Call agreement in case of emergencies.

Councilmember Couch to approval of Public Works Agreement No. 2020-PW-21 to 2020-PW-23. Seconded by Councilmember Kornegay. Roll Call Vote, motion carried (6-0, Councilmember de Jong lost connection).

City Supervisor Doug Merriman introduced two policies regarding a donated shared leave policy and a work at home leave policy.

He stated the donated shared leave policy allows employees to donate earned sick leave or vacation to someone who may not have enough time. A minimum of 120 work hours needs to be maintained by the donor.

He reviewed the work at home policy which has two factors. The first would be staff working but the building is closed to the public. The second is an emergency leave on call policy with staff working from home or working on a limited basis for critical services only.

Council questions were addressed to include possible testing.

Councilmember Couch moved to approve the Work at Home Emergency Leave #2020-2001. Seconded by Councilmember McGoffin. Roll Call Vote, motion carried (6-0, no response from Councilmember de Jong).

Councilmember Couch moved to approve the COVID 19 Donated Shared Leave Bank #2020-2002. Seconded by Councilmember Kornegay. Roll Call Vote, motion carried (6-0).

Approval of Possible Telecommunication Policy

City Supervisor Doug Merriman reviewed the telecommunication policy. He noted in the past telecommuting has been a verbal agreement between supervisor and employee. This policy will document the type of work to be completed, when it will be worked on and points of contact for progress being made.

Councilmember McGoffin questioned what method is being used for telecommunication and capacity.

Councilmember de Jong rejoined the meeting.

Councilmember de Jong moved to approve the telecommunications agreement. Roll Call Vote, motion carried (7-0).

City Supervisor Merriman provided a synopsis of the COVID 19 regarding essential services, making sure they are covered and looking at risk categories. Merriman also addressed the library project and noted the project will come to a temporary stop. He noted the city has good coordination.

Mayor Johnson announced the worksession scheduled for April 1, 2020 has been cancelled as well as the regular Council meeting for April 8, 2020.

Discussion regarding the open public meeting act was held with action limitations.

With no further business, the meeting adjourned at 3:33 P.M.