

# Bridgeport City Council Meeting Minutes – November 15, 2023

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## CALL TO ORDER

Janet Conklin, Mayor called Meeting to Order and led the Flag Salute at 7:00 p.m.

## COUNCIL

**Present-** Matthew Schuh, Mike Bjornstad, Jackie Hentges, Zeke Martinez, and Sergio Orozco.

## STAFF

**Present-** Janet Conklin, Mayor; Stuart Dezellem, Public Works Superintendent; and Judy Brown, Clerk/Treasurer.

## PUBLIC HEARINGS

### **2024 Revenue Source / Property Tax Ad Valorum**

Hearing opened at 7:01 p.m.

Brown presented.

No questions or comments received.

Hearing closed at 7:03 p.m.

### **2024 Final Budget**

Hearing opened at 7:03 p.m.

Brown presented.

Schuh informed the council of reduction in RMSA insurance fees for 2024.

Hearing closed at 7:06 p.m.

### **2024 Capital Facility Plan**

Hearing opened at 7:07 p.m.

Dezellem presented and fielded questions.

Additions to Plan:

2024 Overlay Project - 14<sup>th</sup> Street, Jefferson Ave. to Columbia Ave., \$15,000 – Streets

Replacement fencing for Recycle Center – SWAC Funding

Forklift for Recycle Center – SWAC Funding

Hearing closed at 7:12 p.m.

## PUBLIC COMMENT

None

## ACTION ITEMS

### **Council Meeting Minutes of October 18, 2023**

**Motion-** Approve Council Regular Meeting Minutes of October 18, 2023, as presented.

**Motion/Schuh; Second/Hentges; Discussion/None; Approved/5:0**

### **EMS Write-off for October 2023**

**Motion-** Approve the EMS Write-off for October 2023 of \$128.95 as presented.

**Motion/Martinez; Second/Hentges; Discussion/None; Approved/5:0**

### **Resolution 23-09 – 2024 Salaries & Stipends**

**Motion-** Approve Resolution 23-09, 2024 Salaries & Stipends, as presented.

**Motion/Schuh; Second/Bjornstad; Discussion/None; Approved/5:0**

**Resolution 23-10 – 2024 Fee Schedule**

**Motion-** Approve Resolution 23-10, 2024 Fee Schedule, as presented.

**Motion/Schuh; Second/Orozco; Discussion/None; Approved/5:0**

**Resolution 23-11 – 2024 Capital Facility Plan**

**Motion-** Approve Resolution 23-11, 2024 Capital Facility Plan, as amended.

**Motion/Schuh; Second/Martinez; Discussion/None; Approved/5:0**

**Resolution 23-12 – Comprehensive Financial Policy**

**Motion-** Approve Resolution 23-12, Comprehensive Financial Policy, as presented.

**Motion/Orozco; Second/Bjornstad; Discussion/None; Approved/5:0**

**Resolution 23-13 – Snow Removal Policy**

**Motion-** Approve Resolution 23-13, Snow Removal Policy, as presented.

**Motion/Schuh; Second/Orozco; Discussion; Approved/5:0**

**Motion-** Wave two reading process for Ordinance 23-728, 2024 Tax Ad Valorum

**Motion/Schuh; Second/Hentges; Discussion/None; Approved/5:0**

**Ordinance 23-728 – 2024 Tax Ad Valorum**

**Motion-** Approve Ordinance 23-728, 2024 Tax Ad Valorum, as presented.

**Motion/Schuh; Second/Martinez; Discussion/None; Approved/5:0**

**Motion-** Wave two reading process for Ordinance 23-729, 2024 Annual Budget

**Motion/Schuh; Second/Orozco; Discussion/None; Approved/5:0**

**Ordinance 23-729 – 2024 Annual Budget**

**Motion-** Approve Ordinance 23-729, 2024 Annual Budget, as presented.

**Motion/Schuh; Second/Orozco; Discussion/None; Approved/5:0**

**Motion-** Wave two reading process for Ordinance 23-730, Amend 2023 Final Annual Budget

**Motion/Schuh; Second/Martinez; Discussion/None; Approved/5:0**

**Ordinance 23-730 – Amend 2023 Final Annual Budget**

**Motion-** Approve Ordinance 23-730, Amend 2023 Final Annual Budget, as presented.

**Motion/Schuh; Second/Orozco; Discussion/None; Approved/5:0**

**Motion-** Wave two reading process for Ordinance 23-73BMC 12.09.040 Water Turn on & offs.

**Motion/Schuh; Second/Martinez; Discussion/None; Approved/5:0**

**Ordinance 23-731 – Amend BMC 12.09.040 Water Turn on & offs**

**Motion-** Approve Ordinance 23-731, Amend BMC 12.09.040 Water Turn on & offs, as presented.

**Motion/Orozco; Second/Schuh; Discussion/None; Approved/5:0**

**General Facility, Cleaning Contract**

**Motion-** Approve contract with Bar-Shel as presented.

**Motion/Orozco; Second/Schuh; Discussion/None; Approved/5:0**

**Text My Gov, Contract**

**Motion-** Approve contract with “Text My Gov” for notifications to city customers as presented.

**Motion/Orozco; Second/Schuh; Discussion/None; Approved/5:0**

**Online Banker – User Only, Addition**

**Motion-** Authorize Marilyn Zavala, Utility Clerk, to have online banking user privileges with North Cascade Bank.

**Motion/Schuh; Second/Orozco; Discussion/None; Approved/5:0**

**DISCUSSION**

**Right-of-Way – BMC Title 10**

Brown presented proposed changes, discussion ensued, further research to follow.

**Public Event – BMC 5.20**

Brown presented proposed changes, further research to follow.

**Private Event – BMC 5.18**

Brown presented proposed changes, further research to follow.

**STANDING CITY REPORTS**

**Public Works-**

WWTP rebuild project submitted final payment; Reservoir #2 project well #2 permanent generator installed and operating, project should close out within a couple months; Stormwater plan in process will have an update next month; Bullhide application system for pool resurfacing, trained will retrieve machine and proceed in training other staff on use; Researched and inspected loaders numerous, on 11/13 purchased through auction from Leavenworth a Caterpillar Loader; Waste Water Treatment Plant Operator, Martin Landin, working on lab accreditation for the rebuilt plant, starting second step; Tree encroachment on right-of-ways cleaning up for snow removal; Water leak at Highland Trailer Park; fielded questions.

**Clerk/Treasurer-**

Financial report for October 23023 presented; Hired new employee Marilyn Zavala for the Utility Clerk position; Contacted Douglas PUD, Kim Girdler, Conservations Funds for HAVC and Lighting of the administrative building not available; USDA grants for Signage and Sidewalk, submitted quarterly reports Signage grant is closing and extended of Sidewalk grant; DOE Stormwater Plan grant filed reports; TIB 16<sup>th</sup> Street overlay project reported and finalizing final payment; Reviewed BMC’s (Water Shutoff and fees associated with, Private Events, Public Events, Burning, Dance Permitting, Snow Removal & Right-of-way parking); Reviewed Resolutions for Comprehensive Financial Policy and Personnel Guidelines; Drafted job description for Public Works Lead; Revitalization meetings regarding RCO Grant for Berryman park, initial selectin of playground equipment has happened; Budget analysis and presentation; fielded questions.

**Mayor-**

Marina RV Park Host has obligated to take the position for 2024; also corresponding with another applicant for Conklin Landing RV Park Host position.

**COUNCIL COMMENTS**

**None**

**VOUCHER APPROVAL**

Vouchers Presented	Check #s	Amount
11/01/23 Payroll Vouchers	14448 – 14465	\$ 19,725.05
11/01/23 Payroll EFT		\$ 15,920.95

October EFT		\$ 9,025.14
November EFT		\$ 107,890.10
October Voucher	14447	\$ 1,426.00
November Vouchers	14466 – 14509	\$ 181,918.96
	<b>Total</b>	<b>\$ 335,906.20</b>


**Motion-** Approve Claim, Payroll, and EFT Vouchers as presented.

**Motion/Schuh; Second/Orozco; Discussion/None; Approved/5:0**

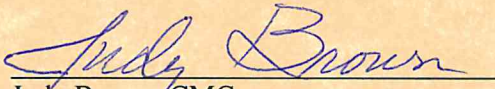
**ADJOURNMENT**

Mayor Conklin adjourned the meeting at 8:00 p.m.

**APPROVED:**

  
 Janet Conklin, Mayor

**ATTESTED:**

  
 Judy Brown, CMC  
 Clerk/Treasurer