

February 13, 2020

CALL TO ORDER:

Mayor Steve Sexton called the meeting to order at 7:02 p.m. with the Pledge of Allegiance. Council members present: Bill Aslett, Keith Chaplin, Rick DeGloria, Scott Green, and James Stavig. Staff present: Jennifer Berner, Janice Burwash, Don Erickson, Leif Johnson, Michael Luvera, Kristen Morrison, Marv Pulst, Jim Rabenstein, Joe Stewart, and Greg Young.

Mayor Sexton requested the addition of an agenda item: Professional Services Agreement with Lana Reichert of Skagit County Investigations, LLC, as agenda item number seven (7).

A motion was made by **Councilors Aslett/J. DeGloria** to add the additional item: Professional Services Agreement with Lana Reichert of Skagit County Investigations, LLC. All in favor; motion carried.

MINUTES:

Councilor R. DeGloria stated that during the January 23, 2020 Council Meeting, **Councilor J. DeGloria** was absent, and excused, which was omitted from the minutes. **Councilors R. DeGloria/Chaplin** made a motion to approve the minutes with the amendment of **Councilor J. DeGloria's** absence, and excuse of absence. All in favor; motion carried.

AUDIT OF BILLS:

A motion was made by **Councilors Aslett/Green** to approve Accounts Payable invoices to be paid as of February 13, 2020 in the amount of \$289,829.17, and Payroll Expenses for Pay Periods Ending January 31, 2020 in the amount of \$754,752.22 and February 10, 2020 in the amount of \$489,749.47. All in favor; motion carried.

Councilor Aslett stated that the large amount of the January 31, 2020 Payroll Expenses was due in part to cash-outs.

PUBLIC COMMENTS:

Mike Brawley- 1420 E Victoria discussed ongoing issues with a City storm drain, and expressed frustration with the clogged state of the storm drain. **Public Works Director Marv Pulst** stated that he would personally look at and address the storm drain issue.

COUNCIL COMMENTS:

Councilor Aslett discussed his attendance of the EDASC Economic Forecast meeting, whereat the main focus was secondary education, and presidents from four different universities attended and spoke regarding the economic importance of secondary education. **Aslett** expressed a desire for the City to create stronger ties with Western Washington University when it comes to economic research matters.

MAYOR'S UPDATE:

Mayor Sexton discussed his attendance of the EDASC Economic Forecast meeting.

SPECIAL PRESENTATION:

A special presentation was given by **Ernest Kubena** of the U.S. Census Bureau. **Kubena** discussed the function and process of the census, the importance of accurate census numbers in tax dollar distribution, and encouraged Council to assist in the efforts to recruit census takers.

PROCLAMATION:

No Proclamation.

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COMMITTEE & BOARD REPORTS:

Councilor R. DeGloria discussed the Public Safety Committee meeting whereat there is a redesign of the format of the meeting, with the idea of making the meetings more productive and to address the most pertinent issues.

Councilor Aslett discussed the Audit & Finance Committee meeting whereat there will also be a change in format in order to create more active discussions and bring more information to Council as a whole.

OFFICER REPORTS:

Parks & Recreation Director Jennifer Berner and **Parks Supervisor Jim Rabenstein** discussed recent events in the department including the use of parks during the recent snow storm. **Berner** discussed the success of the Recreation department's Thursday Walker's Group, Daddy Daughter Dance, and the effectiveness of the department's marketing. **Councilor Chaplin** discussed the need for additional Parks Board members, as there are currently a number of vacancies.

Public Works Director Marv Pulst discussed a large, significant pothole which occurred on Section Street during the afternoon. **Pulst** discussed the cause of the pothole, which was the collapse of a concrete sewer line. **Councilor Aslett** discussed the need to reevaluate the sewer line replacement/maintenance program. **Sewer Department Supervisor Don Erickson** discussed the sewer line replacement plan, and the potential reasons for, and ways to create an acceleration of that plan. Discussion was held regarding different pipe repair methods, processes, and potential acceleration of the replacement plan.

Interim City Administrator Greg Young discussed the Council Workshop to be held on February 20, which will be regarding the 2020 budget, and presented the Workshop materials which have been distributed to Councilmembers for review prior to the Workshop. Discussion was held on the Workshop materials, decisions Council will be required to make regarding the budget in the future, and the budget amendment which will take place in March once more accurate financial numbers are available.

UNFINISHED BUSINESS:

Request for Confirmation of City Administrator Position Appointment

Mayor Sexton discussed the previous request for confirmation of this position, the comments made by Council regarding the hiring process, that he hopes to revisit that discussion in the future, but that the candidate that he is currently recommending for confirmation is the right choice for Burlington. **Councilor Stavig** and **Councilor J. DeGloria** discussed the prior conversation during the last request for confirmation, regarding an open recruitment process, the fees associated with hiring an employee from Prothman agency, and a desire for the position to be open to the public for application. **Councilor Aslett** discussed the upper management hiring process wherein there should be changes to the process in the future, including an amendment to the City code, wherein certain positions would require a formalized hiring process to include Council review. **Councilor Aslett** spoke in favor of confirming Greg Young as City Administrator. **Councilor Loving** discussed a desire to open the position to the public. **Mayor Sexton** discussed the reasons behind his decision to not open the position to the public, as Young is the right person for the job, and has the backing of City Department heads. **Councilor Chaplin** and **Councilor Green** spoke in favor of confirming Greg Young as City Administrator.

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A motion was made by **Councilors Chaplin/Green** to approve the Mayor's recommendation of Greg Young for the position of City Administrator beginning February 26, 2020. **Councilors Chaplin/Green/Aslett** in favor; **Councilors J. DeGloria/R. DeGloria/Loving/Stavig** opposed. Motion failed.

Administrative Services Agreement – ICMA-RC

NEW BUSINESS:

IT Surplus:

IT Manager Geoff Hawes discussed the process of the IT Department Surplus, and the subjectivity of the value of the surplus items, which will be auctioned off by propertyroom.com. Operating systems changes and the resulting need for equipment replacement was discussed.

A motion was made by **Councilors Aslett/Loving** to authorize the Mayor to allow us to surplus the IT computer equipment listed on the attached sheet. All in favor; motion carried.

Procurement of a John Deere Mower & Collection System

Parks Supervisor Jim Rabenstein discussed the need for the requested commercial grade mower, the state bid process, the trade in value of the old collection system, and the old ZTRAK mower which has been placed in the Department's "bone yard".

A motion was made by **Councilors J. DeGloria/R. DeGloria** to authorize the Mayor to approve the purchase of new John Deere ZTRAK 997 Mower and collection system for the Parks and Recreation Department. All in favor; motion carried.

BLS Training Hub Agreement

EMS Division Chief Dan Laine discussed the Basic Life Support Training Hub agreement, and the need for there to be an adjustment to revise the language within the agreement for clarity of expectations. **Councilor J. DeGloria** discussed that as reviewed in the Public Safety Committee meeting, the changes to the agreement are very minor.

A motion was made by **Councilors Aslett/Chaplin** to approve the Amendment to the existing interlocal agreement for the BLS Training Hub and authorize the Mayor to sign the amendment. All in favor; motion carried.

PUD Utility Easement

Community Development Director Brad Johnson discussed the proposed Skagit PUD Utility Easement, which grants authority for crossing a City-owned property in the vicinity of Walnut St.

A motion was made by **Councilors Aslett/R. DeGloria** to approve the Skagit Public Utility District's request for easement to cross City property and authorize the Mayor to sign the easement document. All in favor; motion carried.

Extra Construction Project Work by 2020 Engineering

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Public Works Director Marv Pulst discussed the design and construction management of the 5-way intersection conversion, provided by 2020 Engineering. **Pulst** described how 2020 Engineering had exceeded their budget, and submitted a bill to the City, which staff contested. **Pulst** stated that thought the additional costs were not authorized by the City, after careful review of documentation, he believes it is appropriate for the City to pay the invoice to avoid a potential lawsuit.

A motion was made by **Councilors Aslett/Stavig** to approve the claimed extra costs of \$22,751.33 payable to 2020 Engineering. **Councilors Aslett/Chaplin/J. DeGloria/R. DeGloria/Green/Stavig** in favor, **Councilor Loving** opposed; motion carried.

Bid and Contract Award – Wastewater Treatment Plant Primary Clarifier Mechanism Replacement

Public Works Director Marv Pulst discussed the bid process of the primary clarifier mechanisms at the Wastewater Treatment Plant, which have been identified for replacement within the Sewer Comprehensive Plan. **Pulst** stated the lowest, responsive bidder was McClure and Sons of Mill Creek, WA.

A motion was made by **Councilors Chaplin/Stavig** to award base bid and additive item to McClure and Sons for \$545,442.53 for Wastewater Treatment Plan Primary Clarifier Mechanism Replacement and authorize the Mayor to sign contract. All in favor; motion carried.

Professional Services Agreement with Lana Reichert of Skagit County Investigations, LLC

Interim City Administrator Greg Young discussed the need for the services provided by Lana Reichert, and how the contract has not changed from previous years.

A motion was made by **Councilors Stavig/J. DeGloria** to approve the professional services agreement with Lana Reichert of Skagit County Investigations, LLC and authorized the Mayor's signature. All in favor; motion carried.

EXECUTIVE SESSION:

City Attorney Leif Johnson stated that an Executive Session will be held Per RCW 42.30.110 and RCW 42.30.140 so that the governing body planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. The executive session should take approximately twenty minutes and action is expected as a result of the executive session, and invited anyone interested in remaining in the Council Chambers for the action to do so. Council and City staff adjourned for Executive Session at 8:41 p.m.

Mayor, Council, and staff returned from Executive Session at 8:59 p.m.

A motion was made by **Councilors Aslett/Stavig** to approve the three year contract with the International Association of Firefighters. All in favor; motion carried.

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ADJOURNMENT:

Mayor Sexton adjourned the meeting at 8:59 p.m.

Joe Stewart
Finance Director

Steve Sexton
Mayor