

January 14, 2016

CALL TO ORDER:

Mayor Steve Sexton called the meeting to order at 7:01 p.m., with the Pledge of Allegiance. Council members present: Bill Aslett, Tonya Bieche, Joe DeGloria, Rick DeGloria, Edie Edmundson, Chris Loving, and Ted Montgomery. Staff present: Kelly Blaine, Loren Cavanaugh, Brian Dempsey, Mike Ganz, Bryan Harrison, Brittany Johnson, Leif Johnson, John Meek, Tom Moser, Marv Pulst, Bill Van Wieringen, Sarah Ward, and Crystil Wooldridge.

MINUTES:

A motion was made by **Councilors R. DeGloria/Aslett** to approve the minutes of the December 10, 2015 council meeting. **Councilors J. DeGloria/Edmundson/Loving/Montgomery** in favor; **Councilor Bieche** opposed; motion carried.

AUDIT OF BILLS:

A motion was made by **Councilors J. DeGloria/Aslett** to approve December 15th payroll checks numbered 29871 – 29893 in the amount of \$351,863.10; December 18th Accounts Payable checks numbered 29894 – 30058 in the amount of \$127,999.13; December 31st payroll checks numbered 30029 – 30063 in the amount of \$529,227.05; December 31st Accounts Payable checks numbered 30064 – 30268 in the amount of \$319,673.01; and January 1, 2016 Accounts Payable electronic payment in the amount of \$19,802.00. All in favor; motion carried.

PUBLIC COMMENTS:

There were no Public Comments.

COUNCIL COMMENTS:

There were no Council Comments.

MAYOR'S UPDATE:

Mayor Sexton updated that an offer letter has been sent to a Senior Planner applicant and we should know if he has accepted by tomorrow.

Mayor Sexton stated that there will be a meeting held on January 22nd at 3:30 p.m. to discuss Raspberry Ridge with Skagit County Officials and Commissioner Dahlstedt. The meeting will take place in the Public Works Conference Room at Burlington City Hall. The discussion will include infrastructure improvements for the current development and infrastructure requirements for future development that is being proposed by Skagit County along with other topics regarding Raspberry Ridge.

Councilor Loving commented that there has been a push to the commissioners to get the infrastructure completed. He would like to see that be completed and move forward to get the sewer connected to Raspberry Ridge. There are many safety issues and he asked council and city staff to think of ideas for infrastructure that can help the city.

Mayor Sexton stated that the information from the meeting will be brought back to the January 28th council meeting.

PROCLAMATION:

There was no proclamation.

SPECIAL PRESENTATION:

Linda Jones – Burlington Chamber of Commerce – reported that the chamber had a very successful 2015. **Ms. Jones** reviewed the highlights of 2015: Close to 10,000 visitors in 2015, the chamber staff took a bigger staff towards social media, growth in website visitors and new tourism website established, Facebook followers increased by 184 followers in 2015, and there were nine new business ribbon cuttings in 2015. **Ms. Jones** stated that for 2016 there has been a backyard BBQ competition added to the Berry

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Dairy Days Festival. The BBQ is scheduled for Sunday, June 19th, from 1:00 – 4:00 p.m. at the Visitor Information Center. This event was added in addition to the annual car show. Chamber staff is asking for ideas for the BBQ competition. Ms. Jones added that there are currently 443 active members and 73 of the members have been active for more than 20 years. There were 44 new members in 2015 and she thanked chamber staff member Lisa Dynes for her recruiting efforts.

OFFICER'S REPORTS:

City Administrator Bryan Harrison reported that **Mayor Sexton** and **Interim Fire Chief Ganz** recommended that **Harrison** be appointed to the Central Valley Board. **Harrison** will be assisting in the evaluation and delivery of future EMS services.

City Administrator Bryan Harrison informed council that the EDASC Economic Forecast dinner will be held at 5:00 p.m. on Thursday, February 25th at the Swinomish Casino & Lodge. **Harrison** told council to please let Brittany Johnson know if you would like to attend.

Parks & Recreation Director Loren Cavanaugh reported a quick update on the Maiben Park project. Cavanaugh stated that the electrician who was recently hired by the City has prepared the site for running fiber and electricity. Trenching for the electrical for lights, additional light poles, and junction boxes will begin on Tuesday, January 19th.

IT Manager Geoff Hawes reported on the cameras and lights that have been chosen for the Maiben Park project. The project will include existing poles as well and adding a 360 degree view camera to poles. To reach views throughout the park wireless components of the cameras will be used. There are many options for views with the camera that has been chosen. Another pole will be added with camera next to the tennis courts. The lights that will be used are the same lights that are at Skagit River Park, but they do have a motion detector. The lights will run at 20% at night and if motion is detected they will change to 100% lighting level. The lights and cameras are still being tested, but **Hawes** is confident they will work.

Councilor R. DeGloria asked if the EDASC dinner was on the same night as the Audit & Finance Committee meeting and Council.

City Administrator Bryan Harrison stated that if the council would like to attend the EDASC Dinner the meeting can be changed and notification would need to be published.

Library Director Sarah Ward reported that Oasys donated a printer/copier for the Public Copy Room at the library. **Ward** also announced that the 3D Makerbot printer that was donated by the Burlington Morning Rotary has arrived. **Ward** handed out some items made by the printer to the Mayor and council and **Ward** also handed out information about the 3D printer. **Ward** invited all to come and see the printer and make something with it.

Finance Director Crystil Wooldridge reported that the Finance staff has been working with Springbrook and a subsidiary company to provide online bill pay for utility bills. This was the goal after the City was no longer using the auto pay system due to the storage of customer's sensitive information. The online bill pay system is fully integrated with Springbrook and the payments are automatically applied to the user's account. The system went live early last week and **Wooldridge** showed the council the process through the www.burlingtonwa.gov website. **Wooldridge** stated that part of the process of the online bill pay system has been to change out the credit card machine with a PCI compliant machine. The online bill pay system is also PCI compliant. Customers have been notified that the online bill pay system is available and an insert describing the system will be mailed with the next utility billing cycle. **Wooldridge** clarified that the City is not charging fees for payments made online. **Mayor Sexton** suggested leaving some flyers regarding the online bill pay system at the library. **Wooldridge** stated that

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she would do that. **Wooldridge** also reported that the next step in the payment process will be an Auto Voice Response system for credit card payments over the phone. Customers will call a 1-800 number to make payments and this protects both the City and the customer's financial information. This system should be available by February.

Public Works Director Marv Pulst reported that the Street Department is in need of another truck. There is \$30,000 budgeted for the purchase in 2016, but there is a truck that fits the needs of the department available locally for \$21,950. The purchase is within the procurement policy and the vehicle will be picked up soon and will be a great addition. Pulst also added that the pictured snow plow and dump bed were also included.

Pulst also updated that there was a bid opening for the 2016 Wastewater Treatment Plant improvements. The low bid was around \$1.6 million. The bidding process went well and **Pulst** stated he was pleased with the responses. The contract should be brought back to council on January 28th.

Pulst reported that the design for the five way intersection is currently being worked on. The next step is the design will be taken to the Downtown Futures meeting and once the design is final it will be brought back to council for review.

Pulst updated that the final interviews are taking place for the Skagit Street design firm and the information will be brought back to council for review.

Pulst added that the new Street Utility I position is being advertised and the position closes on Friday, January 15th.

UNFINISHED BUSINESS:

There was no Unfinished Business

CONSENT AGENDA:

There was no Consent Agenda.

NEW BUSINESS:

COUNCIL ELECTED POSITIONS FOR MAYOR PRO-TEMPORE AND INVESTMENT CHAIR

A motion was made to nominate **Councilor Loving** for the Mayor Pro-Tempore position by **Councilors Bieche/R. DeGloria**. All in favor; motion carried.

A motion was made to nominate **Councilor J. DeGloria** for the Investment Chair position by **Councilors Aslett/Bieche**. All in favor; motion carried.

ASSISTANCE TO FIREFIGHTERS GRANT (AFG) APPLICATION SUBMITTAL

Interim Fire Chief Mike Ganz stated that the Burlington Fire Department (BFD) is seeking approval to enter submittals for applications to the Assistance to Firefighters Federal Grant program regarding three (3) specific grants with funding award scheduled in 2016. The 3 grants the Fire Department is seeking to acquire are an upgrade to the Fire Station Exhaust Capture System (5 to 7 Point Capture Apparatus Bay Units and associated equipment), replacement of all fire hose over 15 years old, and participation in a regional grant with neighboring departments for Extrication Rescue Equipment.

Submitting for these grants will make the City eligible for receiving Federal Grant funding to purchase equipment that would otherwise require City funding above the established Fire Department budget. The Fire Department has historically participated in AFG grants that have resulted in the acquisition of equipment in the Hundreds of Thousands of dollars. If awarded, the City's match is anticipated to be 5% of each grant

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award with the Federal share being 95% except for the regional grant that would have a 10% City match and 90% Federal share.

It is anticipated that the three grant submittal amounts will be \$100,000 for the Exhaust System upgrade, \$32,295 for the fire hose, \$45,210 (BFD portion) for the regional Extrication Rescue Equipment.

The Fire Department has worked with the Finance Department to put together the necessary data and submittal documentation. This information would be utilized by Praetorian Digital Grant Writers to put the two (2) non-regional grants into final form for submittal. The City is incurring a cost of \$1,125 dollars for the remaining cost of the grant writer to finalize the submittal.

No discussion was held.

A motion was made to approve the submittal for three AFG grants to be awarded in 2016 as described by **Councilors Edmundson/J. DeGloria. Councilors Aslett/R. DeGloria/Loving/Montgomery** in favor; **Councilor Bieche** opposed; Motion carried.

INTERLOCAL AGREEMENT BETWEEN THE CITY OF BURLINGTON AND THE CITY OF MOUNT VERNON FOR AUTOMATIC EMERGENCY ASSISTANCE

Interim Fire Chief Mike Ganz stated that the City of Burlington Fire Department and the City of Mount Vernon Fire Department desire to augment resources and capabilities within the geographic boundaries of their respective service areas by responding to and dispatching emergency calls beyond the initial assignment on an automatic assistance basis. The "Parties" have previously entered into an Inter-local Agreement for Automatic Aid to enhance the sharing of emergency responder resources in a cooperative manner that has benefited both communities in the protection of life and property.

The established Inter-local Agreement requires an annual approval and review. Additionally, the BFD and MVFD are proposing revisions to Section 3 Duration and 6.2 Automatic Dispatch. Section 3 Duration currently requires an annual action to keep the Agreement in place even if there are no proposed changes versus an automatic renewal. Section 6.2 changes are being proposed to include Chief Officer resource sharing on an automatic basis as part of this Agreement. Continued participation in the Agreement is believed to be a positive factor in a Washington State Rating Bureau (WSRB) rating, in regards to staffing and response scoring criteria.

Discussion was had regarding the number of times each city has responded to the other city. **Interim Chief Mike Ganz** stated that currently the responses is at a 2 – 1 favor with the City of Burlington. **Interim Chief Ganz** stated that within the agreement this the backup provided includes a staffed ladder truck and engine for residential/commercial fires and hazardous material calls. **Interim Chief Ganz** reviewed the types of calls and the number of visits and auto aid assists. **Councilor Loving** asked how many are on duty for Burlington. **Interim Chief Ganz** stated that Burlington is generally staffed with 3 – 4 firefighters and clarified that if resources are exhausted the mutual aid and call backs are used. Councilor Loving asked if call backs are paid by overtime. **Interim Chief Ganz** answered yes, that if there are call backs they do result in overtime.

Discussion ensued regarding types of calls, how many people are needed to respond, how the community can work together for larger calls, and what the City of Burlington's rating is and when the re-rating will happen.

Discussion continued regarding rating and if Mount Vernon's rating will help the City of Burlington. **Interim Chief Ganz** stated that the agreement will help the city's rating and gave an example that the City received deficiency points for not having a 24 hour

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command officer, this agreement addresses that, but other deficiencies have and will be continued to be worked on in the future.

Councilor Aslett stated that he likes the agreement and that the agreement brings lots of equipment to the City of Burlington. It is a good value for Burlington.

Councilor Loving asked what the value of the contract was to the cities and how many other contracts the City of Mount Vernon has.

Interim Chief Ganz answered that he is not aware that the City of Mount Vernon has any other contracts. **Ganz** stated that the agreement works because both Mount Vernon and Burlington are comfortable working together.

Councilor Bieche asked if Mount Vernon would provide backfill for the fire department.

Interim Chief Ganz clarified there are 3 – 5 firefighters on duty any given day. Mount Vernon has their own staffing and if they need backup they will dispatch Burlington and if Burlington needs backup they will dispatch Mount Vernon and they will send a ladder truck/engine and a Chief Officer to the scene. There is also a mutual aid agreement with other cities that departments throughout the county participate in. If backfill for the station is required off duty personnel will be called in and that will create overtime.

Councilor Bieche asked how long the agreement has been in place. **Interim Chief Ganz** answered for three years and it written in agreement that contract is renewed annually.

Discussion followed regarding the Duty Officer program that Burlington previously used and how the Chief Officer responding in the agreement is different. Discussion also ensued regarding the two programs and how they impact rating points.

Interim Chief Ganz clarified that this agreement with Mount Vernon will be viewed favorably in rating points. The ability to attach a Chief Officer to each call will be a positive impact on rating points. The changes in the agreement are the automatic renewal of the contract and it will come back to council if there are proposed changes and the addition of the Chief Officer responding to calls. **Ganz** added that Mount Vernon has better resources, command officers, and this agreement makes both communities safer.

A motion was made to approve the interlocal agreement with the City of Mount Vernon for Automatic Emergency Assistance and authorize the Mayor's signature on the agreement by **Councilors Aslett/J. DeGloria. Councilors R. DeGloria/Edmundson/Loving/Montgomery** in favor; **Councilor Bieche** opposed; Motion carried.

GRANT AGREEMENT WITH WASHINGTON STATE DEPARTMENT OF COMMERCE FOR COMPREHENSIVE PLAN UPDATE FINANCIAL SUPPORT

City Administrator Bryan Harrison stated that this is a grant that should be familiar. This is a grant agreement with the Washington Department of Commerce to fund the City's efforts to update its Comprehensive Plan and Development regulations in compliance with the Growth Management Act requirements. The grant is for \$9,000 and is effective on the date of signing through June 30, 2016. There is not match required.

A motion was made to approve the grant award from the Department of Commerce and authorize the Mayor to sign the proposed grant by **Councilors Edmundson/R. DeGloria**. All in favor; motion carried.

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INTERLOCAL AGREEMENT WITH SKAGIT PUD FOR PERVIOUS CONCRETE PROJECT

Public Works Director Marv Pulst stated that this summer the Public Works Department is planning to construct improvements along Regent St and Hazel Ave. The roadway shoulders will be reconstructed with pervious concrete in accordance with the Department of Ecology. This type of agreement was used last summer with PUD with the Rio Vista improvements. PUD asked to install new waterline while the ground is opened up for the pervious concrete project. The agreement is for \$200,000 and includes bidding that will be administered by PUD. **Councilor Loving** stated that the repairs done in the past by PUD have been below standards, will this agreement help with that. **Pulst** answered that yes, new line shouldn't require attention for many years.

A motion was made to approve the interlocal agreement with Skagit PUD for the pervious concrete project and to authorize the Mayor's signature by **Councilors Aslett/Bieche**. All in favor; motion carried.

2016 IT SURPLUS ITEMS

IT Manager Geoff Hawes stated that the company that the IT Department previously used for surplus items, propertyroom.com, is now asking for fees to surplus IT equipment and fees for shipping charges. The IT Department would like to make surplus items available to the public. The proposed website is an auction based website where the public can bid on the surplus items. The web address is surplus.burlingtonwa.gov. The bidder would set up a user account to bid and purchase equipment and the IT Department would manage the website and set timelines for the sale of the equipment. The user would bid on an item and then contact the City to provide payment. **Hawes** stated that he is asking for approval to surplus items and to set up an online auction website. **Councilor Bieche** asked if users would be able to pay online using the online payment system. **Finance Director Crystil Wooldridge** stated that feature is not available at this time. **Hawes** added that the website could also be used for items other than IT equipment such as vehicles.

A motion was made to approve the surplus of IT equipment and use of a web based public purchase system for the City's surplus IT items by **Councilors Bieche/Montgomery**. All in favor; motion carried.

SURPLUS OF THE 1990 SEAGRAVE FIRE TRUCK TO THE CHILDREN'S MUSEUM OF SKAGIT COUNTY

City Administrator Bryan Harrison stated that the Children's Museum of Skagit County has requested the transfer of title of Burlington Fire Department Engine 1813 to them for use as a traveling museum. The engine would provide public education and recreational programs in Burlington and throughout Skagit County. Engine #1813 is currently out of service and is stored at the City shop and is ready for surplus. Engine #1813 is a 1990 Seagrave and has exceeded its useful life for city firefighting purposes.

Cate Anderson – Children's Museum of Skagit County Executive Director; Debra Lancaster – United Way – stated that the program called will be called "Light a Fire with Learning." The vision is to have the vehicle roll out in the city of Burlington and throughout the County to underserved areas. The vehicle will have books and games and basically be a traveling museum to provide education opportunities for those children who currently do not have access to education. The firetruck will be used to provide information and to teach parents and kids about amazing learning tools.

Bev Harrington - Leadership Skagit – Tigaks Group - stated that preliminary design has begun and the focus will be STEAM (Science/Technology/Engineering/Arts/Math) modules that focus on early childhood education. The firetruck will maintain the Burlington logo. This is a very innovative idea and is positive for the community specifically underserved communities.

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A motion was made to approve the transfer of title of the 1990 Seagrave Engine #1813 from the City of Burlington to the Children’s Museum of Skagit County, at no cost, in recognition of the public education value that the Children’s Museum will provide to the residents and visitors to Burlington, and authorize the appropriate city officials to sign the appropriate documents to effectuate said transfer of title by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

EXECUTIVE SESSION

There was an executive session held per RCW 42.30.110 in order to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause the likelihood of increased price. Executive Session should last approximately 15 minutes and no action is expected as a result of Executive Session. Council and city staff adjourned for Executive Session at 8:12 p.m.

ADJOURNMENT:

Mayor Sexton adjourned the meeting at 8:30 p.m.

Crystil Wooldridge
Finance Director

Steve Sexton
Mayor