

March 10, 2016

**CALL TO ORDER:**

**Mayor Steve Sexton** called the meeting to order at 7:05 p.m., with the Pledge of Allegiance. Council members present: Bill Aslett, Tonya Bieche, Joe DeGloria, Edie Edmundson, and Ted Montgomery. Staff present: Loren Cavanaugh, Brad Johnson, Brittany Johnson, Leif Johnson, Tom Moser, Marv Pulst, Bill Van Wieringen, Sarah Ward, and Crystil Wooldridge.

A motion was made to excuse **Councilor R. DeGloria** by **Councilors Aslett/Edmundson**. All in favor; motion carried.

A motion was made to excuse **Councilor Loving** by **Councilor Bieche**. Motion died due to lack of a second.

**MINUTES:**

A motion was made by **Councilors J. DeGloria/Aslett** to approve the minutes of the February 25, 2016 council meeting. All in favor; motion carried.

**AUDIT OF BILLS:**

A motion was made by **Councilors J. DeGloria/Aslett** to approve Accounts Payable checks numbered 30738 – 30855 in the amount of \$382,514.63; February 29<sup>th</sup> payroll checks numbered 30703 - 30737 in the amount of \$530,303.43. All in favor; motion carried.

**PUBLIC COMMENTS:**

There were no Public Comments.

**COUNCIL COMMENTS:**

**Councilor Montgomery** thanked the Public Works and Streets Departments for cleaning up Hulbush Lane. He appreciates the hard work and it looks great.

**Councilor Aslett** stated that Nan Howe passed away. She did good work with the City of Burlington and the community and will be missed.

**MAYOR'S UPDATE:**

**Mayor Sexton** commented that **Finance Director Crystil Wooldridge** is leaving the City of Burlington. She has accepted a job offer from the City of Mountlake Terrace. **Mayor Sexton** thanked her for all her hard work and accomplishments and wished her the best of luck in the future.

**Finance Director Wooldridge** thanked Mayor Sexton for providing her the opportunity to work at the City of Burlington. She has enjoyed the three years she spent at the City of Burlington.

**PROCLAMATION:**

There was no proclamation.

**SPECIAL PRESENTATION:**

**Leadership Skagit – Christi Kinney, Amanda Hubick, Veronica Lopez**

**Christi Kinney** thanked the City of Burlington for providing her the opportunity to be a part of the Leadership Skagit class. She stated that it is hard work, but the rewards outweigh the work. **Mrs. Kinney** thanked **Councilor Edmundson** for inviting the group to council to give a presentation.

**Christi Kinney** explained the structure of Leadership Skagit. The teams are made up five to six Leadership Skagit members. The team uses leadership skills and strengths to work together. The project for this team was BEHS – BE Spaces for Success. BE Spaces for Success allows teachers and staff to fill the needs of students who may not

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have a way to fill needs in life such as clothing, food, money for ASB cards, etc. **Mrs. Kinney** reviewed the project and stated that the group worked closely with the school counselors to identify needs and raised money and received donations to help fill those needs. **Mrs. Kinney** reviewed the brochure that is being displayed throughout the community which explains the BE Spaces for Success program and ways to donate.

**Councilor Edmundson** commented that this is a very exciting project and asked the group how this project will continue once Leadership Skagit is done.

**Christi Kinney** answered that there are multiple groups that are in support of this project and there will be many providing items and donations to keep the program going. The donations received will also be a part of keeping the program going and the intent of the brochure is to keep getting donations once Leadership Skagit is done. **Mrs. Kinney** also added that the community has really come together and been a great support for this project and she is very proud of the success.

**OFFICER'S REPORTS:**

**City Administrator Bryan Harrison** reviewed the 2015 accomplishments and the 2016 goals of the Administration/Finance Department. **Administrator Harrison** presented a power point presentation highlighting the accomplishments and future goals of the Administration/Finance Department. Highlighted accomplishments of 2015 included reorganization of the Finance Department, policy updates, developed comprehensive Human Resource system, developed online bill pay, lodging tax projects, master fee schedule, and an automated phone tree. Highlighted goals of 2016 include adopt and implement indirect cost allocation and ER & R fund, update Affordable Care Act policies, negotiate three collective bargaining agreements, identify capital asset reserve and replacement policy, update personnel policies and train staff, and adopt standards, update contracts, recruit conflict counsel and develop post Supervision plan for indigent defense.

**Library Director Sarah Ward** reviewed the 2015 accomplishments and the 2016 goals of the Library. **Director Ward** presented a power point presentation highlighting the accomplishments and future goals of the Library. Highlighted accomplishments of 2015 included completing the story trail project in cooperation with the Burlington Rotary Club and the Port of Skagit, eliminated overdue fines to reduce cash handling expenses and improve customer service, expanded hours and service to the public, and increased book budget which led to increased circulation. Highlighted goals of 2016 include evaluate and update library logo and branding for possible rebranding initiative, review children's picture book and non-fiction collection for Dewey-free shelving, improve promotional and print materials, adopt a new strategic focus for 2016-2017, provide new technology and maker space programming for adults and teens, and offer parent education classes.

**Councilor Aslett** thanked them for the presentations and asked if these accomplishments and goals for each department be reviewed closer to budget time.

**UNFINISHED BUSINESS:**

There was no Unfinished Business.

**CONSENT AGENDA:**

There was no Consent Agenda.

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**NEW BUSINESS:**

**CONTRACT REZONE TO ALLOW OUTDOOR DOG RUNS AND DOGGY DAYCARE IN THE C-1 GENERAL COMMERCIAL ZONING DISTRICT AT 910 N BURLINGTON BLVD – APPLICANT: CHUCKANUT VALLEY VET CLINIC/WAGLY**

**Senior Planner Brad Johnson** stated the project was reviewed by the Technical Review Committee and the Planning Commission held a Public Hearing on February 23, 2016 and recommended that the City Council approve Contract Zoning Amendment 1-16 and authorize outdoor dog runs and kennels on the property located at 910 N Burlington Blvd. **Senior Planner Johnson** stated that there is currently no zoning in the City for outdoor kennels. The conditions listed in the staff report kept consistent with past proposals and there is no history of code complaints regarding noise.

Discussion ensued on the current doggy daycare/outdoor runs located in Burlington and the process that took place for the zoning to be approved at those sites. **Senior Planner Johnson** clarified that the process has not been consistent and in the future there will be a consistent process.

Discussion continued regarding future noise complaints at the site, if the animals will be supervised, the hours that the animals will be outdoors, and that something needs to be put in place to handle future noise complaints that may be associated with his property.

**Robert Egerer – Adjoining property owner** – stated the he wrote a letter to the Planning Commission objecting the doggy daycare at 910 N Burlington Blvd. **Mr. Egerer** stated that this will not help with his property value and that there will be a long term impact if this contract rezone is allowed.

Discussion ensued regarding effects of uses on property owners and past uses of that property and how those uses affected the adjoining property owners and businesses.

**City Administrator Bryan Harrison** stated council can add further conditions to the Contract Rezone if they desire to address these concerns. **Councilor Aslett** stated he would like to add further conditions.

Discussion continued regarding past businesses and the problems that occurred at the property in relation to those businesses, options for ways to handle future problems, the effects on **Mr. Egerer's** property and his concerns. **Mr. Egerer** stated that he proposed a zoning change years ago to change the zoning at the property from C-1 to C-2 and that was denied by the City of Burlington and now the current property owner is requesting the same use and may get approved.

**Senior Planner Brad Johnson** stated that the conditions in place for the Contract Rezone are similar to the ones placed on the existing facility, Doggy Come Play, and there were no issues with the conditions of approval.

A motion was made to remand the Contract Rezone back to the Planning Commission and to include the following conditions: dogs outside for limited time, amount of noise at property, a plan to address future noise complaints at property, and concerns for the animals regarding animals being outside at night if they have issues by **Councilors Aslett/Bieche**. **Councilors Edmundson/Montgomery** in favor; **Councilor J. DeGloria** opposed; motion carried.

**PROCUREMENT POLICY AMENDMENT**

**Finance Director Crystil Wooldridge** explained that there was workshop held before the council meeting this evening and the changes were discussed in detail. **Director Wooldridge** asked council if they would like more information and to discuss the

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changes in more detail and if they had any suggestions. There was no further discussion had by council.

A motion was made to adopt the proposed ordinance amending Burlington Municipal Code Chapter 2.84 Procurement and authorize the Mayor’s signature by **Councilors Aslett/J. DeGloria**. **Councilors Edmundson/Montgomery** in favor; **Councilor Bieche** opposed; motion carried.

**ACCEPTANCE OF LAND DONATION FROM THE WADE FAMILY TRUST – ASSESSOR’S PARCEL NO. P83923**

**City Administrator Bryan Harrison** stated that Marjorie Wade, representing the Wade Family Trust, et al., contacted the Burlington Parks & Recreation Department with an offer to donate a parcel of land that is owned by the trust to the City. The property is identified as Assessor’s Parcel No. P83923 and is located on the south side of East Rio Vista Avenue immediately west of Gages Slough. The Parks & Recreation Department recommends acceptance of this donation.

Discussion ensued regarding the timing of the notification of land donation and if there was any concern for contamination of the site.

**Administrator Harrison** stated that prior to the last land donation he reviewed the Department of Ecology’s list of contaminated sites and this site was not on that list. There are no concerns at this time of contamination at the site.

A motion as made to recognize and approve the donation of Assessor’s Parcel No. P83923 by the Wade Family Trust et al. to the City of Burlington and authorize the appropriate city officials to sign the applicable deeds and documents to effectuate said transfer of title by **Councilors Montgomery/Aslett**. All in favor; motion carried.

**PROCUREMENT OF MEETING ROOM CHAIRS FOR THE BURLINGTON PUBLIC LIBRARY**

**Library Director Sarah Ward** stated that \$25,000 was adopted in the 2016 budget for the purchase of meeting room chairs. The quote from Workpointe is under budget at \$18,130.35 and comes from the KCDA list of approved vendors.

**Councilor J. DeGloria** asked what was going to be done with the old chairs. **Director Ward** stated that the old chairs were going to be given to the Parks & Recreation Department.

A motion was made to approve the procurement of chairs for the library meeting room by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

**COUNCIL COMMITTEE APPOINTMENTS FOR PARKS BOARD AND HISTORICAL BOARD**

**Parks & Recreation Director Loren Cavanaugh** stated that the proposed changes are to keep consistent with the Parks and Historical Board Ordinance and that the last few years have been incorrect. The Parks Board should have two members and one alternate and the Historical Board should have one member and one alternate. He also stated that these members are voting members as long as it doesn’t create a quorum.

A motion was made to re-appoint council committee assignments according to BMC by **Councilor Montgomery**. **Councilor Montgomery** rescinded the motion.

Clarification was made that council needed to appointment members to the committees.

A motion was made to appoint **Councilor Montgomery** and **Councilor Loving** as Park Board Members and **Councilor Edmundson** as Parks Board Alternate by **Councilors Montgomery/Aslett**. All in favor; motion carried.

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A motion was made to approve **Mayor Sexton's** appointments of **Councilor Edmundson** as Historical Board Member and **Councilor Bieche** as Historical Board Alternate by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

**PARKS BOARD APPOINTMENTS**

**Parks & Recreation Director Loren Cavanaugh** stated that there are three vacant positions on the Parks Board. The At-Large Position and two Citizen Representative positions are vacant. At the February 1<sup>st</sup> Parks Board meeting the board recommended Jeffrey Ottesen for the At-Large position and Keith Chaplin to the three year term for Citizen Representative and William Black to serve the remaining term of the other Citizen Representative position.

A motion was made to approve the Parks Board Appointments as recommend by the Parks Board by **Councilors Bieche/Montgomery**. All in favor; motion carried.

**EXECUTIVE SESSION**

An Executive Session will be held Per RCW 42.30.110 to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. The executive session should take approximately ten minutes and no action is expected as a result of the executive session. Council and city staff adjourned for Executive Session at 8:15 p.m.

**ADJOURNMENT:**

**Mayor Sexton** adjourned the meeting at 8:33 p.m.

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Renee Sinclair  
Interim Finance Director

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Steve Sexton  
Mayor