

March 24, 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: Joe DeGloria, Edie Edmundson, Chris Loving and Ted Montgomery. Staff present: Loren Cavanaugh, Bryan Harrison, Brad Johnson, Brittany Johnson, Leif Johnson, Tom Moser, Marv Pulst, Renee Sinclair, Bill Van Wieringen, and Sarah Ward.

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

**MINUTES:**

A motion was made by **Councilors Montgomery/J. DeGloria** to approve the minutes of the March 10, 2016 council meeting. All in favor; motion carried.

**AUDIT OF BILLS:**

A motion was made by **Councilors J. DeGloria/Montgomery** to approve Accounts Payable checks numbered 30880 – 30992 in the amount of \$215,742.33; March 15<sup>th</sup> payroll checks numbered 30856 - 30879 in the amount of \$348,337.00. All in favor; motion carried.

**PUBLIC COMMENTS:**

There were no Public Comments.

**COUNCIL COMMENTS:**

**Councilor Edmundson** commented that the Burlington Historical Society will host a Display & Say event on April 2<sup>nd</sup> from 1:00 p.m. – 3:00 p.m. at the Burlington Public Library. The event will invite people to bring items of historical value pertaining to the history of Burlington. The participants will have a display table and will explain what items they brought.

**MAYOR'S UPDATE:**

**PROCLAMATION:**

There was no proclamation.

**SPECIAL PRESENTATION:**

**OFFICER'S REPORTS:**

**City Administrator Bryan Harrison** reported on the status of the Fire Chief recruitment being done by Prothman Company. Prothman received over twenty applications and they reviewed and narrowed down to 10 – 12 applicants to interview. **Administrator Harrison, Interim Chief Mike Ganz, and HR Manager Brittany Johnson** will meet with Prothman next week to discuss applicants and narrow down to 4 – 5 finalists. The finalists will be presented to **Mayor Sexton** and then the interview process will be scheduled. The plan is to have a Public Open House with the finalists at the Fire Department and then the following day hold a three panel interview with panels consisting of City staff, council, Public Safety Committee members, Fire staff, and citizens. Following the interviews Prothman will compile the information and make a recommendation for hire. The interview process will take place the third or fourth week of April, hope to have a decision made by the beginning of May, and then the new Fire Chief would begin in June.

**Administrator Harrison** reported that the second rounds of Lodging Tax Applications are due Friday, March 25<sup>th</sup>. There will be a vacancy on the Lodging Tax Advisory Committee, one of the members is moving to Oklahoma. There may be a resolution brought to council for a restructuring of the Lodging Tax Committee to include alternate members and if approved there will be are recruitment process for members.

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**Public Works Director Marv Pulst** reported that the second round of grant applications for the Skagit County .09 grant are due. The Engineering Department submitted two applications last week. The first application was for the fiber optics network and the second application was a request for \$500,000 for the construction of the five way intersection at Cherry Street and Fairhaven Avenue. The project is projected to cost \$800,000, but the grant application was limited to \$500,000. **Director Pulst** informed council that the Engineering Department had applied for a grant through WCIA for Risk Management Reduction for a project pertaining to the sidewalks at Gardner Road; unfortunately they were unsuccessful in obtaining this grant. **Director Pulst** reported that there are two additional grants that the Engineering Department will be submitting applications for. The applications will be for the Bike Pedestrian Program; this is a state funded grant and there is \$18 million available statewide. The applications will be for the five way intersection and adding pedestrian enhancements to crosswalks. **Director Pulst** encouraged council to see him with any ideas they may have. **Director Pulst** also reported that there is a Safe Route to Schools grant opportunity that is comprised of federal and state funding. The proposal is for a shared use trail for Avon/SR 20 from Skagit Street to Burlington Blvd and sidewalk and crossing enhancements at Fairhaven Avenue and Avon Avenue. **Director Pulst** reported that the NPDES Permit, which is in regards to storm water and what has been accomplished and the future plans; this information is due March 31<sup>st</sup>. The City has submitted the information and the information will be posted on the City of Burlington website. **Director Pulst** reported that BNSF will be working on the railroad crossing west of Orange next week on Wednesday, Thursday, and Friday. There should be minimal interruptions. **Director Pulst** commented that the preconstruction meeting for the Sewer treatment plant will be held tomorrow morning with the contractor Stellar J Corporation.

**City Attorney Leif Johnson** reviewed the accomplishments of 2015 and the goals for 2016 for the Legal Department. **Johnson** described the staffing of the Legal Department and briefly described the functions of the Legal Department. **Johnson** highlighted the accomplishments of the Legal Department in 2015 to include reduced litigation/liability, BMC update, retention schedule compliance, public records request, civil litigation, trial scheduling, training citywide, inventory audit, increased use of WCIA pre-defense resources, city policy development and review, and over 2,300 active municipal prosecution cases. **Johnson** highlighted the goals for 2016 to include ongoing citywide legal support, ongoing municipal prosecution, increased risk management presence, BMC update, enhance code enforcement support, trainings, public record issues, and expanded court calendar.

**Parks & Recreation Director Loren Cavanaugh** reviewed the accomplishments for 2015 and the goals for 2016 for the Parks & Recreation Department. **Cavanaugh** described the staffing of the department and briefly described the function of the Parks & Recreation Department. **Cavanaugh** highlighted the accomplishments of the Parks & Recreation Department to include Country Air Park, establishing Wi-Fi at Skagit River Park, and maintenance of parks and facilities. **Cavanaugh** highlighted the goals for 2016 to include capital purchases of Toro Top Dresser and John Deere mower and continued maintenance of parks and facilities.

**Cavanaugh** reported to council that he would like to hold a Maiben Park meeting in April. **Mayor Sexton** clarified that this meeting was for future improvements to Maiben Park.

Discussion ensued regarding topic of meeting, potential dates, and who will attend. **Cavanaugh** was directed to set meeting dates and notify council of date. Council added that a Wednesday evening would work best.

**UNFINISHED BUSINESS:**

There was no Unfinished Business.

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**CONSENT AGENDA:**

There was no Consent Agenda.

**NEW BUSINESS:**

**MUNICIPAL RESEARCH SERVICES CENTER FUNDING SUPPORT – RESOLUTION SUPPORTING CONTINUED ADEQUATE FUNDING OF MRSC WITH NO CONDITIONS**

**City Attorney Leif Johnson** stated that this is a state legislature item. MRSC provides services to cities around the state at no cost. The City of Burlington staff use this service daily for legal issues, human resources advice, ordinance, resolutions, and purchasing. MRSC is a tremendous benefit to the City of Burlington. The state legislature proposed a bill to defund MRSC; the revised version of that bill will fund MRSC for the time being, but will investigate the item to determine if funding will continue in the future. This impacts the City as this is a great resource for the City. The proposed resolution is to support state funding of MRSC with no conditions. **Mayor Sexton** stated that our representatives, Lytton and Ranker, are key in making this decision.

A motion was made to pass the resolution supporting continued adequate state funding of MRSC, with no conditions by **Councilors Loving/J. DeGloria**. All in favor; motion carried.

**AGREEMENT WITH ROBERT W. DROLL, LANDSCAPE ARCHITECT, PS FOR THE MAIBEN PARK CONCEPT PLAN**

**Parks & Recreation Director Loren Cavanaugh** stated the five architects were interviewed for this project last fall. Robert Droll has been selected and a price has been negotiated in the amount of \$15,920.00 plus tax for an agreement for the Maiben Park concept plan.

A motion was made to approve the agreement with Robert W. Droll, Landscape Architect, PS for the Maiben Park concept plan and authorize the Mayor’s signature by **Councilors Montgomery/Edmundson**. All in favor; motion carried.

**PURCHASE REQUEST FOR TORO TOP DRESSER FOR THE PARKS DEPARTMENT**

**Parks & Recreation Director Loren Cavanaugh** stated that a couple years ago the Parks Department purchased a Toro Aerator. The top dresser is the same brand so they should work well together.

A motion was made to approve the purchase of the Toro Top Dresser from Western Equipment Distributors by **Councilors Edmundson/Loving**. All in favor; motion carried.

**PURCHASE REQUEST FOR JD 1570 MOWER FOR THE PARKS DEPARTMENT**

**Parks & Recreation Director Loren Cavanaugh** state that this item was budgeted in 2015, but never purchased. He request the fund budgeted in 2016 and would like to purchase the John Deere 1570 mower.

A motion was made to approve the purchase of the JD1570 mower from Washington Tractor by **Councilors Loving/J. DeGloria**. All in favor; motion carried.

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**DONATION OF TELESCOPE FROM THE ISLAND COUNTY ASTRONOMICAL SOCIETY**

**Library Director Sarah Ward** informed council that the Island County Astronomical Society has donated an Orion Starblast telescope to the Burlington Public Library. The library staff is very excited about the donation. The telescope and the user’s manual will be cataloged and library patrons will be able to check the telescope out for a two week loan period.

A motion was made to approve the Mayor to accept the donation of the Orion Starblast telescope from the Island County Astronomical Society to the library by **Councilors Edmundson/J. DeGloria**. All in favor; motion carried.

**AGREEMENT WITH REICHARDT & EBE ENGINEERING FOR THE DESIGN OF SOUTH SKAGIT & SR 20 TRAFFIC SIGNAL**

**Public Works Director Marv Pulst** stated that this is one of many projects at work in the Engineering Department. The grant applications all require preliminary engineering to be completed and the Engineering Department is responsible for Technical Reviews for developer projects. Those reviews take a lot of time. Currently, there are six other projects ongoing in the Engineering Department. The Skagit Street/SR 20 traffic signal is a complex project that involves both Washington State highway and Burlington Northern Santa Fe (BNSF) railroad crossings. Reichardt & Ebe Engineering was selected for this design project based on their professional qualifications. The federal funding for this project is \$147,000 with a 13.5% match by the City of Burlington, which equals \$24,000. The price negotiated with Reichardt & Ebe Engineering is for \$148,000 and is within budget. **Councilor Montgomery** asked if this amount of money is normal for a design project of this type. **Director Pulst** answered that yes, the features of this project increase the cost of design. Discussion followed regarding the price, the project details, signalization requirements, and other project details in more description.

A motion was made to approve the agreement with Reichardt & Ebe Engineering for the design of the South Skagit and SR 20 traffic signal and to authorize the Mayor’s signature by **Councilors Montgomery/J. DeGloria**. All in favor; motion carried.

**AGREEMENT WITH PROTHMAN COMPANY TO PROVIDE INTERIM FINANCE DIRECTOR SERVICES**

**City Administrator Bryan Harrison** introduced Renee Sinclair as the Interim Finance Director. The Finance Director is a challenging position and should not be vacant during the possible three month recruitment process. Administrator Harrison stated the Renee Sinclair has been in the position since March 18<sup>th</sup> and has made significant progress already in important areas in the Finance Department. She has contacted a company who can access data from financial software used prior to Springbrook, began work on procurement policy procedures, and indirect cost allocation. Administrator Harrison reviewed Renee Sinclair’s credentials and stated she is highly skilled and qualified for this position.

A motion was made to approve the agreement with Prothman for an Interim Finance Director and to authorize the Mayor’s signature by **Councilors J. DeGloria/Montgomery**. All in favor; motion carried.

**EXECUTIVE SESSION**

There was no Executive Session held.

**ADJOURNMENT:**

**Mayor Sexton** adjourned the meeting at 8:11 p.m.

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Renee Sinclair  
Interim Finance Director

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Steve Sexton  
Mayor