

April 28, 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: Loren Cavanaugh, Brian Dempsey, Mike Ganz, Bryan Harrison, Brad Johnson, Brittany Johnson, Leif Johnson, Tom Moser, Travis Schwetz, and Bill Van Wieringen.

**MINUTES:**

A motion was made by **Councilors Aslett/J. DeGloria** to approve the minutes of the April 14, 2016 council meeting. All in favor; motion carried.

**AUDIT OF BILLS:**

A motion was made by **Councilors R. DeGloria/Loving** to approve Accounts Payable checks numbered 31241 - 31393 in the amount of \$238,842.38; April 15<sup>th</sup> payroll checks numbered 31216 - 31240 in the amount of \$539,980.07. 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 he attended the first Skagit County EMS Committee meeting on Monday April 25<sup>th</sup>. The meeting laid out the ground rules and the process for the committee. He will be getting the draft minutes of that meeting to council. **Mayor Sexton** added that **Councilor Bieche** attended the meeting as well.

**Mayor Sexton** updated on the Fire Chief recruitment process. He thanked Brittany Johnson for all her hard work on this process. The evening reception and the interviews were successful. There were eighteen panelists and all agreed on the candidate to be selected for the Fire Chief position. Levon Yengoyan from Camano Island has verbally accepted the position. He is a real leader and an excellent choice. City staff is excited to work with him.

**PROCLAMATION:**

There was no proclamation.

**SPECIAL PRESENTATION:**

There was no Special Presentation.

**OFFICER'S REPORTS:**

**Public Works Director Marv Pulst** reported on upcoming bids and grant opportunities. The call for bids for the Gilkey/Anacortes sidewalks and compact roundabout is being prepared. The project is estimated to cost \$450,000. Bids will be opened on May 9<sup>th</sup> for the pervious concrete project. The estimated cost for the project is \$2,000,000. The application for the state funded bike/pedestrian program is due May 6<sup>th</sup>. There are two projects for which grant applications are being submitted. The first project is focusing on a pedestrian angle for the five way intersection at Cherry/Fairhaven and the second project would be the paving of Gardner Rd which will tie in Raspberry Ridge with sidewalks. The grant application is being worked on for the Safe Routes to School grant opportunity; the project is a shared use trail from State Route 20 down Avon and to the high school.

**Councilor Loving** thanked **Director Pulst** for the information provided regarding the Parks & Recreation building; it was well thought out and analyzed information. **Director Pulst** commented that this project should not be piecemealed. We need to look at what the future uses of that building will be. This project can be done in multiple years and

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phases. The updated space will create more opportunities for the city. Council requested more time to review the packet of information before discussing.

**Police Chief Bill Van Wieringen** reported that the Farmworker Solidarity March has been cancelled; it was originally scheduled for Sunday. Chief Van Wieringen reported that the carpet replacement at the Public Safety Building has been completed and it looks beautiful. He thanked Paul and his crew for the work, it was a smooth project.

**Public Works Director Marv Pulst** introduced **Street Department Supervisor Travis Schwetz** and **Public Works Engineer John Abenroth**. They will be presenting their department accomplishments for 2015 and their department goals for 2016.

**John Abenroth** presented on storm water. He reviewed why it is a problem, how the city works to handle that problem, specifically the NPDES permit that is required by the Environmental Protection Agency as part of the clean water act and is administered by the Department of Ecology. He reviewed the requirements of the permit, the role that Skagit Conservation District has in helping to achieve the requirements of the permit. He reviewed the other components of storm water and the maintenance that is required. **Abenroth** stated that the primary goal for 2016 is continued compliance using the ongoing programs discussed, additional goals include the pervious concrete parking project and updating the storm water capital improvement plan. He thanked the council for their time. **Director Pulst** thanked John for his work in regards to NPDES and storm water.

**Director Pulst** introduced **Streets Department Supervisor Travis Schwetz**. **Supervisor Schwetz** highlighted the equipment purchases which include a one ton truck and a mini excavator and thanked council for funding those purchases in the budget. Schwetz reviewed the streets crew members, equipment purchases of 2015, the construction of the salt and sand storage building, storm water duties in regards to maintenance. The projects that have been completed include Skagit River Park Wi-Fi, which was completed with Parks and Building & Grounds department, completion of the Gilkey street sidewalk replacement which was done in house which resulted in savings of \$20,000, and reviewed additional accomplishments of the department for 2015.

**Director Pulst** thanked the streets crew for their hard work and thanked council for their support of the street department. **City Administrator Bryan Harrison** added the **Supervisor Schwetz** and his crew do a great job and the city is looking good.

**City Administrator Bryan Harrison** introduced **Interim Fire Chief Mike Ganz** to present the accomplishments for 2015 and goals for 2016 for the Burlington Fire Department.

**Interim Fire Chief Mike Ganz** thanked council for having him. He reviewed the Burlington Fire Department structure including the personnel, equipment, and calls for service in 2015. The accomplishments for 2015 include standardized fire ground evolution and operations, certifications to IFSAC Firefighter I, II, and HazMat operations, initiated joint training with Mount Vernon Fire Department, auto aid agreement with Mount Vernon Fire Department, applied for and received regional radio grant updates, established a ventilation roof training prop, established a two story burn prop, hired three fulltime replacement firefighters, established volunteer firefighters on shift work, and hired an interim fire chief. The 2016 goals and objectives of the Burlington Fire Department include hire a new fire chief, restructure Assistant/Division chief position, review and adopt new SOPs, performance appraisals, Inspector I Certifications, commercial inspections, pre-incident planning, top 20 target hazards, AFG grants: hose, exhaust capture system, regional extrication equipment, negotiate new union FF CBA, office reconfiguration, electronic door system, fire station re-roof, relocate hose to storage bay, link EMS ESO data, establish Civil Service FF list, establish part-time pol

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to seventeen, achieve minimum staffing of four, review WAC 296 305 FF Safety Standards, begin strategic planning process, and updated automatic aid agreement.

**UNFINISHED BUSINESS:**

There was no Unfinished Business.

**CONSENT AGENDA:**

1. BERRY DAIRY DAYS ROAD RUN SPECIAL EVENT PERMIT & STREET CLOSURE REQUEST
2. BERRY DAIRY DAYS GRAND PARADE & FESTIVAL IN RAILROAD PARK SPECIAL EVENT PERMIT & STREET CLOSURE REQUEST
3. BERRY COOL CAR SHOW SPECIAL EVENT PERMIT & STREET CLOSURE REQUEST
4. CONTRACT WITH WOLVERINE WEST FIREWORKS FOR BERRY DAIRY DAYS FIREWORKS
5. CONTRACT WITH AUDIO JUSTICE FOR STAGE RENTAL AT THE 2016 HARVEST FESTIVAL

A motion was made to approve Consent Agenda items #1 – 5 and authorize the Mayor’s signature on appropriate documents by **Councilors Loving/J. DeGloria**. All in favor; motion carried.

**NEW BUSINESS:**

**REQUEST FOR STREET CLOSURE FOR A NEIGHBORHOOD BLOCK PARTY ON SATURDAY, JUNE 18<sup>TH</sup>, 2016**

**City Administrator Bryan Harrison** stated that this is a request to close Crystal Court for a Neighborhood Block Party on Saturday, June 18<sup>th</sup>, from 12:00 p.m. to 10:00 p.m. There will be barricades placed at the entrance of Skagit Street and East Gilkey Road with local access only. The Technical Review Committee reviewed and approved the request. The applicant will adhere to the Fire Marshal requirements and inspection.

A motion was made to approve the street closure of Crystal Court on Saturday, June 18<sup>th</sup>, 2016 from 12:00 p.m. to 10:00 p.m. by **Councilors R. DeGloria/Montgomery**. All in favor; motion carried.

**PURCHASE REQUEST FOR THIRTY (30) FULL SIZE SOCCER NETS**

**Parks & Recreation Director Loren Cavanaugh** stated that the purchase of thirty (30) full size soccer nets was budgeted for in 2016. The quote was taken from KCDA Cooperative which the City is a member of.

A motion was made to approve the purchase of thirty (30) full size soccer nets from NW Playground equipment through KCDA and authorize the Mayor’s signature by **Councilors Aslett/Loving**. All in favor; motion carried.

**ACCEPTANCE AND ACKNOWLEDGEMENT OF DONATION FROM THE BURLINGTON LIONS CLUB**

**Parks & Recreation Director Loren Cavanaugh** stated that the Burlington Lions Club would like to donate a picnic table for Walnut Pond. Director Cavanaugh reviewed the details of the donation and the acceptance letter for the donation that was sent to the Burlington Lions Club.

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A motion was made to accept the donation of a picnic table from the Burlington Lions Club for placement at Walnut Pond Park by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

**Councilor Aslett** thanked **Director Cavanaugh** for his work with the service clubs. **Director Cavanaugh** reminded council of the meeting on May 11<sup>th</sup> regarding the concept for Maiben Park. **Cavanaugh** updated the council on the Maiben Park lights and security project.

**EXECUTIVE SESSION**

There was not an Executive Session held.

**ADJOURNMENT:**

**Mayor Sexton** adjourned the meeting at 8:12 p.m.

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Renee Sinclair  
Interim Finance Director

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Steve Sexton  
Mayor