

June 23, 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, and Ted Montgomery. Staff present: Kelly Blaine, Craig Bloodgood, Bryan Harrison, Brad Johnson, Brittany Johnson, Leif Johnson, Tom Moser, Marv Pulst, Jim Sherwood, Renee Sinclair, Paul Tingley, Bill Van Wieringen, Sarah Ward, and Levon Yengoyan.

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

**MINUTES:**

A motion was made to approve the minutes of the June 9, 2016 council meeting by **Councilors R. DeGloria/Edmundson**. All in favor; motion carried.

**AUDIT OF BILLS:**

A motion was made by **Councilors R.DeGloria/Aslett** to approve Accounts Payable checks numbered 31921 – 32047 in the amount of \$262,715.26; June 15<sup>th</sup> payroll checks numbered 31886 - 31920 in the amount of \$356,263.04. All in favor; motion carried.

**PUBLIC COMMENTS:**

**Cate Anderson – Children’s Museum of Skagit County** invited the council to attend the ribbon cutting for the community project unveiling of the firetruck that was donated to the Children’s Museum of Skagit County by the City of Burlington. Ms. Anderson thanked the council for their donation. The ribbon cutting will take place from 4:00 p.m. – 6:00 p.m. on June 30<sup>th</sup>, 2016 at the Visitor Information Center located on Fairhaven Avenue in Burlington.

**Ruth Phelps – 1172 Decatur Circle, Burlington** commented that she resides in the Cedars in Burlington and snowbirds during the winter in Arizona. The water at her property is turned off during that time, but she is still charged a sewer rate by the City of Burlington. She contacted the billing department when she received the bill during the time the house was not occupied and was told that this was the City policy. Ms. Phelps would like the council to consider adopting a policy to adjust the rate while the property is not occupied. **City Administrator Bryan Harrison** stated that there is not currently a snowbird policy, but there will be an indirect cost allocation completed to determine the cost of sewer rates and the administrative cost which are related to producing a bill for the sewer rates. The City will also need to complete a rate study and at that time council can discuss the options regarding alternate rates, such as snowbird or senior discounts. Harrison continued to explain the costs associated with sewer charges and how reducing the rate to zero would not be sustainable. **City Attorney Leif Johnson** commented he understands Ms. Phelps concerns and the city can take a look at the rate structure of neighboring cities, but that the City of Burlington is in compliance with state law. **Councilor Aslett** commented that this issue has been raised before and the council is not opposed to discussion, but to keep in mind that the sewer can’t be shut off and that leads to challenges in monitoring. Ms. Phelps was encouraged to attend further discussions regarding this topic. **Councilor Bieche** agreed with **Councilor Aslett’s** comments and she believes that a senior rate may work.

**COUNCIL COMMENTS:**

There were no Council Comments.

**MAYOR’S UPDATE:**

**Mayor Sexton** introduced the City of Burlington’s new **Fire Chief Levon Yengoyan** and invited Chief Yengoyan to say a few words. Chief Yengoyan stated that he was honored

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to be at the City of Burlington and he is amazed with the staff, organization, and the Fire Department. He is looking forward to his future in Burlington.

**PROCLAMATION:**

There was no proclamation.

**SPECIAL PRESENTATION:**

There was no Special Presentation.

**OFFICER'S REPORTS:**

**Public Works Director Marv Pulst** stated that the Planning Department will complete an update to the Comprehensive Plan and in addition to that plan is a transportation element. The Public Works Department did an impact fee study last fall and this fall will be refining the traffic demand model as required. Skagit Council of Governments (SCOG) has model with some information, but it is not detailed enough. The Engineering Department will have to work with a traffic consultant to get that amount of detail needed for the plan. **Pulst** reported that a bid opening will be held on June 28<sup>th</sup> for the Fire Department roof and that the bid opening for the culvert replacement for Gages Slough at Fairhaven has been postponed due to waterline issues and may require more design. Bids are now being accepted for the cabinets for historical items and one bid has been received so far. **Pulst** commented that he had planned on discussing the Parks & Recreation building discussions, but he would like to wait until a full council is present.

Discussion ensued regarding the need for a consultant to assist with the update to the transportation portion of the comprehensive plan. **City Administrator Bryan Harrison** clarified that SCOG has a role in reviewing and improving the comprehensive plan, but a consultant will be need to for additional expertise that will bring consistency.

**Library Director Sarah Ward** reported that the first annual Quidditch Festival was a great success with over 1,300 people in attendance. This was a fun event and it was a community effort to put on the event. She thanked the community and department heads along with city staff for their support in planning this event. **Ward** invited the council to the Burlington Library's 100<sup>th</sup> year celebration where a time capsule placed in the original Carnegie Library will be opened. The event will be held on Saturday, June 25<sup>th</sup> from 12:00 p.m. – 3:00 p.m. The council was also invited to a ribbon cutting for the new sculpture at the library on June 30<sup>th</sup>, time to be determined.

**City Administrator Bryan Harrison** introduced the Community & Economic Development Department who will present their department's accomplishments of 2015 and goals for 2016. The department consists of a Senior Planner, Permit Center Manager, Fire Marshal, Building Official, and Code Compliance Inspector.

**Senior Planner Brad Johnson, Permit Center Manager Kim O'Hara, Fire Marshal Kelly Blaine, and Building Official Jim Sherwood** presented the Community & Economic Development departments accomplishments of 2015 and goals for 2016. **Senior Planner Brad Johnson** and **Permit Center Manager Kim O'Hara** stated that the role of the Planning & Permitting department is to be the single point of contact for questions about permits, regulations, and development in Burlington, coordinate permit review with other departments, manage communication and coordination with other local governments, and State and Federal agencies. They handle permit review and long range planning as well. Their goals and projects are to continue to improve permit coordination and customer service, implement integrated permit management system, update the City's Comprehensive Plan, and the zoning code update. **Fire Marshal Kelly Blaine** stated that the Fire Marshal's Office works closely with the building official, code

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compliance inspector, the Chamber of Commerce, the public, and works closely with the Fire and Police Departments for training. The responsibilities of the office is the administration of the fire codes for all new commercial construction, review of commercial range hoods, sprinkler systems, fire alarm systems, access/fire lanes, review of other fire related issues, hazardous materials, control areas, and manage the City's Knox box system. The Fire Marshal also inspects existing commercial buildings on an annual schedule and the Fire Marshal's office shall investigate the cause of every fire in the jurisdiction that is of incendiary, suspicious or unknown origin. The goals of the Fire Marshal's office include getting the fire inspection program up and running, finish the zone plan so all departments are linked together, work with PUD to get the City's WSRB rating back for 2018, and most importantly keeping our citizens and buildings safe from fire. **Building Official Jim Sherwood** presented the accomplishments and goals of the Building Department. The Building Officials accomplishments and goals include representing the City while working with multiple government agencies to ensure the safety of all occupied buildings, plan review and field inspections, shares the responsibility of implementing FEMA regulations for all construction in the flood plain and working with agencies to maintain good standing in the Community Rating System, and to assist in the code compliance process.

**UNFINISHED BUSINESS:**

There was no Unfinished Business.

**CONSENT AGENDA:**

There was no Consent Agenda.

**NEW BUSINESS:****APPOINTMENT OF RACHEL KING AS YOUTH REPRESENTATIVE TO THE PARKS & RECREATION ADVISORY BOARD**

**Recreation Coordinator Christi Kinney** stated that the Parks & Recreation Advisory Board recommend Rachel King to serve as the Youth Representative. Rachel King is a senior at Burlington Edison High School and involved in basketball, volleyball, wrestling, track, and Key Club. Rachel King stated that she is very excited to be involved with the Parks Board. **Kinney** added that Rachel will be the voice of the youth for the community and will bring new ideas to the Parks & Recreation Advisory Board.

A motion was made to confirm the Mayor's appointment of Rachel King as Youth Representative to the City of Burlington Parks & Recreation Advisory Board by **Councilors Montgomery/J. DeGloria**. All in favor; motion carried.

**AMENDED 2016 SALARY RESOLUTION – ESTABLISHING THE CLASSIFICATION OF DIRECTOR OF BUDGET & ACCOUNTING, GRANTS & FISCAL PROJECTS MANAGER, AND ACCOUNTING & PAYROLL SUPERVISOR**

**City Administrator Bryan Harrison** stated that this is an amended salary resolution that, if approved, would allow for the reorganization of the Finance Department into new functional areas to address emerging fiscal management needs of the City. This proposed reorganization is FTE and expenditure/budget neutral. This reorganization would retitle and/or establish three new positions and thus requires an amendment to the salary resolution. This reorganization was a result of analyzing the current structure of finance versus the needs of the City which are unmet. This is a different approach to meeting needs of city with financial function and will address the need to secure grants and manage those grants. Currently payroll functions are within a Union position which leads to sensitive information being managed by a Union member. There is not a net staff gain, minor reduction in payroll costs, and more closely manages current needs of

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the City. **Councilor Aslett** stated that he is very comfortable with this approach and feels it is an appropriate approach.

A motion was made to adopt the amended 2016 Salary Resolution and authorize the Mayor's signature by **Councilors Aslett/Edmundson**. All in favor; motion carried.

**CONDITIONAL USE PERMIT #LUP 6-16 TO ALLOW EXPANSION OF THE MINI STORAGE LOCATED AT 111 S NORRIS STREET; APPLICANT – BURLINGTON FREEWAY MINI STORAGE**

**Senior Planner Brad Johnson** stated that this is a modification of a previously approved Conditional Use Permit to expand the mini storage at 111 S Norris Street. City Council approved the rezone with this intent on June 11<sup>th</sup>, 2015. There is a detail staff report that supports code compliance.

A motion was made to approve the amendment to Conditional Use Permit #LUP 6-16 by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

**BID & CONTRACT AWARD – UPGRADE OF SEWER PUMP STATION NO. 6**

**Public Works Director Marv Pulst** reviewed the functions of a sewer pump station and the number of pump stations throughout the City. Six bids were received for the upgrade of pump station no. 6 located at Peterson Road. The lowest responsive bid was from McClure and Sons, Inc. in the amount of \$1,112,284.50 and the funds were budgeted for 2016.

**Councilor Aslett** excused himself for the meeting at 8:00 p.m.

A motion was made to award the bid to McClure and Sons for the upgrade of sewer pump station no. 6 and authorize the Mayor's signature on the contract by **Councilors R. DeGloria/Bieche**. 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 twenty minutes and no action is expected as a result of the executive session. Council and city staff adjourned for Executive Session at 8:05 p.m.

**ADJOURNMENT:**

**Mayor Sexton** adjourned the meeting at 8:37 p.m.

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Renee Sinclair  
Interim Finance Director

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Steve Sexton  
Mayor