

December 8, 2016

**CALL TO ORDER:**

**Mayor Steve Sexton** called the meeting to order at 7:00 p.m., with the Pledge of Allegiance. Council members present: Bill Aslett, Joe DeGloria, Rick DeGloria, Edie Edmundson, Chris Loving, and Ted Montgomery. Staff present: Craig Bloodgood, Brian Dempsey, Bryan Harrison, Geoff Hawes, Brad Johnson, Brittany Johnson, Leif Johnson, Tom Moser, Marv Pulst, Renee Sinclair, Bill Van Wieringen, and Sarah Ward.

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

**MINUTES:**

A motion was made to approve the minutes of the November 22, 2016 council meeting by **Councilors R. DeGloria/Loving**. All in favor; motion carried.

**AUDIT OF BILLS:**

A motion was made by **Councilors R. DeGloria/Aslett** to approve Accounts Payable checks numbered 34709 – 34848 in the amount of \$325,423.30; November 30<sup>th</sup> payroll checks numbered 34680 – 34708 in the amount of \$592,169.31. All in favor; motion carried.

**Councilor Bieche** arrived to the meeting at 7:06 p.m.

**PUBLIC COMMENTS:**

There were no Public Comments.

**COUNCIL COMMENTS:**

**Councilor Aslett** requested sales tax updates on a monthly basis from **Director of Budget & Accounting Renee Sinclair**. **Sinclair** stated she would provide sales tax updates to the council on a monthly basis as requested.

**MAYOR'S UPDATE:**

There was not a Mayor's Update.

**SPECIAL PRESENTATION:**

**Burlington Rotary Club – Bev Harrington** reviewed the mission statement of Rotary Club's worldwide and awarded **Mayor Sexton** with the Paul Harris Fellow award. The Paul Harris Fellow award was established in 1957 to show appreciation for and encourage substantial contributions to the community. **Mayor Sexton** was recognized for his handling of the tragic event that occurred at the Cascade Mall. **Harrington** added that the Paul Harris Fellow is an emblem of distinction and awarded **Mayor Sexton** with a pin and a plaque. **Mayor Sexton** stated he felt honored to receive the award and thanked the Burlington Rotary Club; he added that the real heroes are the first responders for their heroic effort in responding to the event.

**OFFICER'S REPORTS:**

There were no Officer's Reports.

**UNFINISHED BUSINESS:**

There was no Unfinished Business.

**CONSENT AGENDA:**

1. **Agreement with Skagit Valley Tulip Festival** - Website upgrade and printing, marketing, and distribution of the 2017 Official Skagit Valley Tulip Festival Brochure: \$6,800

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2. **Agreement with American Legion Memorial Post #91** – Cost associated with creating a history museum to protect and display artifacts and marketing museum to potential visitors/tourist: \$4,000
3. **Agreement with Burlington Chamber of Commerce** – Berry Dairy Days Festival marketing: \$8,000
4. **Agreement with Burlington Chamber of Commerce** – Harvest Festival marketing: \$8,000
5. **Agreement with Burlington Chamber of Commerce** – Operation of the Burlington Visitor’s Information Center: \$117,000
6. **Agreement with Celtic Arts Foundation** – Marketing of Highland Games & Celtic Festival: \$2,500
7. **Agreement with Children’s Museum of Skagit County** – Marketing of the museum: \$35,000
8. **Agreement with Children’s Museum of Skagit County** – 2<sup>nd</sup> Annual Winter Wonderland: \$50,000
9. **Agreement with Lincoln Theatre Foundation** – Marketing of events: \$4,000
10. **McIntyre Hall Performing Arts Center** – Marketing of McIntyre Hall and Events Center: \$15,000
11. **Skagit River Bald Eagle Awareness Team** – Marketing of Skagit River Bald Eagle Festival & Interpretive Center: \$5,000
12. **Skagit Valley Genealogical Society** – Marketing and Operation of the Skagit Valley Genealogical Society O’Canada! Genealogical Seminar Weekend - \$1,250

A motion was made to approve Consent Agenda items #1 - #12 and authorize the Mayor’s signature on agreements by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

#### **NEW BUSINESS:**

#### **DONATION OF THE GARL FAMILY BIBLE TO THE CITY OF BURLINGTON**

**City Administrator Bryan Harrison** stated that Douglas Johnson, the grandson of Abraham and Annie Garl, has donated the circa 1890 Garl family bible to the City of Burlington. **Harrison** added that agenda item #2 is a donation of a Hisonic HS210 Public Address System from George and Dorothy Fowler to the City of Burlington. **Harrison** stated that both items will be of value to the City of Burlington.

A motion was made to accept the donation of the Garl family bible from Douglas Johnson to the City of Burlington by **Councilors Edmundson/Loving**. All in favor; motion carried.

#### **DONATION OF HISONIC HS210 PUBLIC ADDRESS SYSTEM TO THE CITY OF BURLINGTON**

There was no discussion had regarding this agenda item.

A motion was made to accept the donation of the Hisonic HS210 Public Address System from George and Dorothy Fowler to the City of Burlington by **Councilors Edmundson/Loving**. All in favor; motion carried.

#### **DISCUSSION REGARDING THE STERLING MOTOR INN**

**City Attorney Leif Johnson** stated that at this time the City is not ready to have for discussion regarding the Sterling Motor Inn as they are waiting for more information. **L.**

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**Johnson** recommended that council continue this item until the second council meeting in December.

A motion was made to move this agenda item to the second meeting in December by **Councilors Aslett/R. DeGloria**. All in favor; motion carried.

**ORDINANCE REVISING BMC 13.08.080 RELATING TO DELINQUENT SEWER CHARGE**

**Director of Budget & Accounting Renee Sinclair** stated that this amendment is specific to the delinquent charge being billed to customers of \$5.00 per month; the current practice is not in compliance with state law which only allows this type of penalty to be charged by districts and counties, not cities. **Sinclair** recommended amending the ordinance to remove this penalty from the BMC in order to maintain consistency with the applicable RCW.

Discussion was held regarding the status of the update to the Burlington Municipal Code that is currently under contract to be completed by Mike Connelly. Clarification was made regarding the status of the update and the chapters that are being addressed with the update.

A motion was made to approve the proposed ordinance to remove the penalty for delinquent sewer accounts of \$5.00 per month and authorize the Mayor's signature by **Councilors Aslett/Bieche**. All in favor; motion carried.

**ORDINANCE AMENDING CHAPTER 3.64.010 OF THE BMC REGARDING AUTHORIZING PAYMENTS OF CLAIMS OR OTHER OBLIGATIONS BY CHECK PURSUANT TO RCW 35A.40.020**

**Director of Budget & Accounting Renee Sinclair** stated that BMC 3.64.010 currently establishes a process of payment of claims or obligations of the City of Burlington. Ordinance No. 1732 establishes that the checks drawn for payment of such claims or obligations shall be drawn from Bank of America. The City no longer uses Bank of America as its public depository. This ordinance needs to be updated to reflect that change. This change will allow the Finance Director or designee to choose the public depository that best meets the needs of the City.

Discussion was held regarding the status of the update to the Burlington Municipal Code.

A motion was made to approve the proposed ordinance allowing the Finance Director or designee to choose the public depository that best suits the needs of the City and authorizes the Mayor's signature by **Councilors R. DeGloria/Montgomery**. All in favor; motion carried.

**ORDINANCE ELIMINATING BMC 3.28.130 REGARDING REVOLVING ACCOUNTS**

**Director of Budget & Accounting Renee Sinclair** stated the BMC 3.28.130 currently establishes a revolving account for the advance payment of travel expenses. The City no longer requires such a fund in order to manage travel expenses for employees because Department Heads have been issued City credit cards that may be used in advance for travel expenses.

A motion was made to approve the proposed ordinance eliminating the revolving account for advance payments of travel expenses and authorizes the Mayor's signature by **Councilors Aslett/Montgomery**. All in favor; motion carried.

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**AMENDMENTS TO BMC TITLES 14, 16, AND 17 TO IMPLEMENT THE REQUIREMENT OF THE UPDATED DEPARTMENT OF ECOLOGY NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT**

**Senior Planner Brad Johnson** stated the Department of Ecology regulates storm water discharge permits. The permit Burlington is subject to has been updated recently and the BMC needs to be addressed to reflect those updates. **Johnson** reviewed the updates to the BMC per Department of Ecology and reviewed the table explaining the changes. Discussion followed regarding the reasons for the updates and the new requirements.

A motion was made to accept the Planning Commission's recommendation and adopt the proposed amendments to titles 14, 16, and 17 of the BMC and authorizes the Mayor's signature on the ordinance by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

**2017 – 2022 CAPITAL IMPROVEMENT PLAN**

**Senior Planner Brad Johnson** stated that the Capital Improvement Plan (CIP) is part of the city's annual budget development process and a component of the City's comprehensive plan. The CIP is a revolving six year plan and finance schedule for capital improvement. Projects that were completed or determined no longer necessary were removed.

A motion was made to approve the 2017 – 2022 CIP by **Councilor R. DeGloria**.

**Keith Chaplin – Parks Advisory Board Chair** – stated that he would like to advocate adding four items to the CIP.

- Comprehensive Community Survey: Reviewed reasoning for the survey and stated that information regarding the amount would be available soon.
- \$25,000 to expand the Urn Garden at the Burlington Greenhills Cemetery
- Tractor to replace aging tractor that has been in use since 1988.
- Irrigation at Skagit River Park

**Chaplin** stated that these items would be beneficial to the Parks & Recreation Department.

**Councilor Montgomery** seconded **Councilor R. DeGloria's** motion to approve the 2017 – 2022 CIP. All in favor; motion carried.

**FRANCHISE AGREEMENT WITH SKAGIT COUNTY FOR SEWER SYSTEM FACILITIES**

**Public Works Director Marv Pulst** stated that the City and Skagit County entered into an agreement in 2016 that required the parties to execute a sewer franchise agreement in 2016. This agreement provides authority for the City to install, construct, operate, repair, relocate, maintain, and remove sewer system facilities within certain roads in Skagit County. **Pulst** reviewed the history of the agreement.

Discussion was had regarding the areas of Skagit County included in this agreement.

A motion was made to approve the proposed franchise agreement with Skagit County for sewer system facilities and authorize the Mayor's signature by **Councilors Montgomery/Bieche**. All in favor; motion carried.

**LEASE AGREEMENT WITH MEI FONG CHINN & WALLEN CHIN TO LEASE PROPERTY FOR PUBLIC PARKING**

**City Administrator Bryan Harrison** state this agreement allows the City to use the Chinn property on Fairhaven for public parking to enhance visitors and shopping in the Downtown area. This has been a priority for the Downtown Futures Association.

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Discussion followed regarding the number and location of handicap parking spaces, safety and usefulness of access for handicap parking spaces, and requirements regarding the number of handicap spaces required.

A motion was made to approve the proposed lease agreement with Mei Fong Chinn & Wallen Chinn to lease public property for public parking and authorize the Mayor's signature on applicable documents by **Councilors Aslett/Loving**. All in favor; motion carried.

**ADDENDUM TO THE BURLINGTON LIBRARY FOUNDATION AGREEMENT FOR REIMBURSEMENT OF 2016 QUIDDITCH FESTIVAL EXPENSES**

**Library Director Sarah Ward** stated that this is an addendum to the current agreement with the Library Foundation allowing the reimbursement of funds that were spent to cover the cost of the 2016 Burlington Public Library Quidditch Festival. The reimbursement funds will be dispersed from the Lodging Tax Grant funds that were awarded to the library for the 2016 Quidditch Festival.

A motion was made to approve the addendum to the agreement with the Burlington Library Foundation for reimbursement of funds related to the 2016 Quidditch Festival and authorize the Mayor's signature on the agreement by **Councilors Aslett/Loving**. All in favor; motion carried.

**PROFESSIONAL SERVICES AGREEMENT WITH LANA REICHERT OF SKAGIT COUNTY INVESTIGATIONS, LLC**

**City Administrator Bryan Harrison** stated this agreement is for individual background investigations for candidates under consideration of employment with the City of Burlington Civil Service and other needs. The City has previously contracted with Lana Reichert for background investigations and has had positive experiences.

A motion is made to approve the agreement with Lana Reichert of Skagit County Investigations, LLC and authorize the Mayor's signature on the agreement by **Councilors Loving/J. DeGloria**. All in favor; motion carried.

**PROFESSIONAL SERVICES FIBER AGREEMENT WITH MT. BAKER CABLE, LLC**

**IT Manager Geoff Hawes** stated this is an agreement with an alternative fiber contractor installer. This will help with completing projects when the current fiber contractor is unavailable. Discussion was had regarding details of compensation within the agreement.

A motion was made to approve the attached professional services agreement with Mt. Baker Cable, LLC with the removal of Compensation Section 4, Subsection C, regarding contractor reimbursement for lodging by **Councilors J. DeGloria/Aslett**. All in favor; motion carried.

**SENIOR SERVICES: 2017 INTERLOCAL AGREEMENT WITH SKAGIT COUNTY TO PROVIDE SENIOR SERVICES AT THE BURLINGTON SENIOR CENTER**

**City Administrator Bryan Harrison** stated this is an interlocal agreement for Senior Services for one year, January 1, 2017 – December 31, 2017, pertaining to senior nutrition and senior service programs at the Burlington Senior Center. The revision to this agreement from prior years is to revise the funding formula to reflect a flat monthly fee.

A motion was made to approve the proposed interlocal agreement with Skagit County to provide senior services at the Burlington Senior Center and authorize the Mayor's

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signature on the agreement by **Councilors Aslett/R. DeGloria**. All in favor; motion carried.

**DISCUSSION REGARDING DATE OF SECOND CITY COUNCIL MEETING IN DECEMBER**

**City Administrator Bryan Harrison** explained the need to have a second council meeting in December. The second council meeting is currently scheduled for Thursday, December 22<sup>nd</sup>, 2016, but the council has the option to change the meeting change and time if they would like.

A motion was made to move the second council meeting of December, scheduled for December 22<sup>nd</sup>, 2016 at 7:00 p.m. to a new date and time on Tuesday, December 20<sup>th</sup> at 6:00 p.m. and to reschedule the Audit & Finance Committee meeting scheduled for Thursday, December 22<sup>nd</sup>, 2016 at 4:00 p.m. to Tuesday, December 20<sup>th</sup>, 2016 at 5:00 p.m. by **Councilors Aslett/Montgomery**. All in favor; motion carried.

**DISCUSSION REGARDING 2017 COUNCIL COMMITTEE APPOINTMENTS**

**Mayor Sexton** stated that he will be making council committee appointments in January. He had received some input back from council members, but if there is additional committee requests to please let him know so that he may consider for appointment.

**ADJOURNMENT:**

**Mayor Sexton** adjourned the meeting at 8:57 p.m.

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Renee Sinclair  
Director of Budget & Accounting

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Steve Sexton  
Mayor