

January 9, 2020

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, Scott Green, and James Stavig. Staff present: Jennifer Berner, Janice Burwash, Leif Johnson, Michael Luvera, Kristen Morrison, Marv Pulst, Jim Rabenstein, Rob Toth, and Greg Young.

MINUTES:

A motion was made to approve the minutes of the December 12, 2019 Council meeting by **Councilors R. DeGloria/Loving**. All in favor; motion carried.

AUDIT OF BILLS:

A motion was made by **Councilors J. DeGloria/Aslett** to approve Accounts Payable invoices to be paid as of December 20th, 2019 in the amount of \$204,329.84, Open Period 2019 in the amount of \$903,573.52, January 9th, 2020 in the amount of \$542,601.67, and Payroll Expenses for Pay Period Ending December 25, 2019 in the amount of \$702,015.77. All in favor; motion carried.

PUBLIC COMMENTS:

No Public Comments.

COUNCIL COMMENTS:

Councilor Aslett discussed explained the term “open period” in regard to the Accounts Payable invoices—the open period is a chance for 2019 bills to be paid in 2020, so that the dollars are being deducted from the correct year in which they were spent.

MAYOR’S UPDATE:

No Mayor’s Update.

SPECIAL PRESENTATION:

Bill Henkel, Executive Director of Community Action of Skagit County—thanked Council for their support of Community Action, and discussed the services offered by Community Action. The issue of homelessness was discussed; Henkel described it as a complex issue.

PROCLAMATION:

No Proclamation.

OFFICER REPORTS:

Fire Chief Rob Toth discussed a recent car versus train accident, wherein Fire Department staff responded safely, and correctly.

Assistant Library Director Janice Burwash unveiled the Library’s new logo and rebranding.

COMMITTEE & BOARD REPORTS:

Councilor Aslett discussed the Audit & Finance Committee meeting, whereat discussion was held regarding the 2020 Budget, the upcoming challenges, the budget process, and audit report. **Aslett** asked that Councilmembers take the time to review the audit report and spend extra effort on the budget, as substantial decisions regarding the City’s future will need to be made.

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UNFINISHED BUSINESS:

2020 Council Committee Assignments and Recommendations

A motion was made by **Councilors Loving/Stavig** to appoint **Councilor Joe DeGloria** as Mayor Pro-Tempore. All in favor; motion carried.

A motion was made by **Councilors Loving/Stavig** to appoint **Councilor Aslett** to the Investment Committee. All in favor; motion carried.

A motion was made by **Councilors Loving/ R. DeGloria** to confirm all other Committee assignments. All in favor; motion carried.

NEW BUSINESS:

Revised 2020 Unified Fee Schedule

Interim City Administrator Greg Young discussed the revision of the unified fee schedule, appropriate fees, and fee adjustments. Discussion was held regarding the language used in Parks & Recreation rental cancellation fees; **Parks & Recreation Director Jennifer Berner** explained the intended meaning of the language. **Councilor Green** noted that pages 27 and 28 were duplicate pages.

A motion was made by **Councilors R. DeGloria/Aslett** to approve the revisions to the fee schedule. All in favor; motion carried.

Parks, Recreation, & Open Space Plan

Parks & Recreation Director Jennifer Berner and **Lisa, BERK Consulting Representative** discussed the PROS plan, the development of visions, goals, and objectives. Berner discussed how the phases of the PROS plan will fit with the City's Comprehensive Plan. Discussion was held on the inventory of the City's parks, gaps in parks/recreation areas, future possible uses, and how the City is not required to necessarily implement an idea because it's on the PROS plan. **Berner** explained how a PROS plan is necessary to obtain funding from Washington State Recreation and Conservation Office, and that this item will come before Council as a public hearing, and then again in the future for consideration for action. Discussion was held on the public hearing process, and ensuring the public has sufficient notice to attend.

Inter-Local Agreement with Skagit County to Provide Senior Services to Burlington Residents

Parks & Recreation Director Jennifer Berner described the services provided at the Senior Center, and the details of the annual agreement with Skagit County to provide such services.

A motion was made by **Councilors R. DeGloria/Aslett** to approve the attached one year inter-local agreement with Skagit County to provide senior services to the Burlington Senior Center and authorize the Mayor to sign. All in favor; motion carried.

Procurement of Pickup Truck for Parks Department

Parks & Recreation Director Jennifer Berner and Parks Supervisor Jim Rabenstein discussed the bid process, research of, and the need for a pickup truck to replace an aging pickup truck. **Councilor Stavig** spoke in opposition of purchasing the proposed

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vehicle, suggested using GSA—discussion was held on the City’s ability to utilize GSA, as it is a Federal purchasing program. Discussion was held on where and how the City is able to purchase a vehicle; **Councilors Aslett** and **Loving** discussed an RFP for a used vehicle. **City Attorney Leif Johnson** gave Council the option for this item will be re-noted to a future agenda; there was no opposition.

A motion was made by **Councilors Aslett/Stavig** to approve the ordinance amending the 2019 budget as presented by staff. All in favor; motion carried.

Custodial Supplies, Services, & Equipment Bid

Public Works Director Marv Pulst discussed the bid process for custodial supplies, services, and equipment. Pulst stated that some items which are less expensive elsewhere, such as paper towels at Costco—will continue to be purchased at Costco. **Pulst** also discussed some of the services offered by the bidder, Bay City Supply.

A motion was made by **Councilors Green/Stavig** to award bid and authorize procurement of custodial equipment, supplies, and services from Bay City Supply. All in favor; motion carried.

EXECUTIVE SESSION:

No Executive Session.

ADJOURNMENT:

Mayor Sexton adjourned the meeting at 8:46 p.m.

Joe Stewart
Finance Director

Steve Sexton
Mayor