

January 11, 2018

**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, Joe DeGloria, Rick DeGloria, Edie Edmundson, Chris Loving, Ted Montgomery, and James Stavig. Staff present: Jennifer Berner, Lawanda Hampton, Bryan Harrison, Brad Johnson, Leif Johnson, Michael Luvera, Kristen Morrison, Marv Pulst, Renee Sinclair, and Sarah Ward.

**MINUTES:**

A motion was made to approve the minutes of the December 28, 2017 council meeting by **Councilors Aslett/J. DeGloria**. 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 reviewed on January 11, 2018 in the amount of \$915, 814.79; and Payroll expenses for pay period ending December 25, 2017 in the amount of \$546,925.60. All in favor; motion carried.

**PUBLIC COMMENTS:**

No public comments.

**COUNCIL COMMENTS:**

**Councilor Edie Edmundson** discussed the Historical Preservation Board's event last Saturday at the Visitors Information Center, which featured guest speakers, and a new display on early medicine, doctors and nurses in Burlington, which will be available for viewing until late June/early July. **Councilor Edmundson** discussed the Historical Boards' becoming a certified local government, and the application for a grant, which allowed for a survey of 100 buildings and homes in Burlington to determine historical significance. Of the 100 surveyed building, 50 were deemed to have historical significance, and it was suggested by a representative from the Department of Architecture and History that the Carnegie Library be the first of the buildings to be further assessed. **Councilor Edmundson** discussed the upcoming series of historic, Skagit County-based storytelling and slideshows to be presented by Historical Board member Jesse Kennedy, beginning April 7<sup>th</sup> from 1:30-3:00 at the Burlington Public Library.

**Councilor Joe DeGloria** discussed the Audit & Finance committee meeting, during which members were presented with two loan amortization schedules for the requested Fire Department's Quint Aerial apparatus; both schedules include the same interest rate, but one schedule is with a 10 year payback, the other a 15 year payback. **Director of Budget & Accounting Renee Sinclair** stated that the amortization schedules would be placed in all council members boxes by next Thursday, and that the 10 year payback schedule is half of funds required, and the 15 year payback schedule would be all of the funds required. Discussion was held on additional information being distributed and presented by **Chief Levon Yengoyan**; **City Administrator Bryan Harrison** suggested a presentation at the Council Workshop on January 18<sup>th</sup>. **Councilor Bill Aslett** stated that this large expense requires much council discussion and consideration. **Sinclair** stated that on February 1<sup>st</sup>, the apparatus manufacturer would be increasing the price of the Quint by 3%, which equates to approximately \$35,000.00, and that a 90% of payment down at time of purchase would save an additional \$65,000.00. **Councilor Chris Loving** questioned the necessity of purchasing the new apparatus, and the potential costs associated with maintenance. Discussion was held on the necessity of the apparatus and the state of the existing ladder truck. **Mayor Sexton** stated that all of the concerns and questions would be discussed in-depth, and presented to council as a group, by **Chief Yengoyan**, prior to the January 25<sup>th</sup> council meeting.

**MAYOR'S UPDATE:**

No Mayor's Update.

**PROCLAMATION:**

No Proclamation.

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**SPECIAL PRESENTATION:**

No Special Presentation.

**OFFICER REPORTS:**

**City Administrator Bryan Harrison** reminded council of the monthly council workshops, the first of which is to take place on January 18<sup>th</sup>, from 6:00-8:00 p.m. **Administrator Harrison** discussed topics of discussion for the meetings, including economic forecasts, and preferred level of service. **Administrator Harrison** stated that the first meeting would involve discussions between council and staff in order to improve communication, and to give staff better understanding of council's priorities.

**UNFINISHED BUSINESS:**

No Unfinished Business.

**CONSENT AGENDA:**

No Consent Agenda

**NEW BUSINESS:**

**PHASE FIVE OF THE COMPREHENSIVE MUNICIPAL CODE UPDATE AND REORGANIZATION—FINAL ADOPTION OF CODE AND MAP UPDATES**

**Senior Planner Brad Johnson** discussed the Comprehensive Municipal Code update, and stated that all updates have been approved by the Planning Commission. **Councilor Stavig** questioned some of the language used in code enforcement; **City Attorney Leif Johnson** stated that there were not a lot of substantive changes to the code, mostly the adoption of a hearings examiner, and explained the wording choices regarding code enforcement corrective action. **Leif Johnson** also explained that the Municipal Code is a living document, and that council has the power to make future changes if the updates are found to be undesirable or ineffective. **Councilor Aslett** stated that he would like to see the redline copies, as well as the updated Code for comparison; **Leif Johnson** stated that much of that material was distributed in that fashion to council, but that the final recommendations from the Planning Commission were not. **Leif Johnson** stated that redline copies of all changes could be made available to council. **Councilor Aslett** discussed his preferences on large agenda packet formatting; **Administrator Harrison** stated that this issue will be addressed by staff. Further discussion was held on the Municipal Code changes. **Councilor Aslett** requested a future discussion regarding the Code as it pertains to HDTV antenna heights.

A motion was made by **Councilors J. DeGloria/Aslett** to approve Ordinance Number 1851 adopting the proposed changes to the Burlington Municipal Code and authorize the Mayor to sign the attached ordinances. All in favor; motion carried.

A motion was made by **Councilors J. DeGloria/Aslett** to approve Ordinance Number 1852 adopting the proposed changes to the Burlington Municipal Code and authorize the Mayor to sign the attached ordinances. All in favor; motion carried.

A motion was made by **Councilors J. DeGloria/Montgomery** to approve Ordinance Number 1853 adopting the proposed changes to the Burlington Municipal Code and authorize the Mayor to sign the attached ordinances. All in favor; motion carried.

A motion was made by **Councilors J. DeGloria/Aslett** to approve Ordinance Number 1854 adopting the proposed changes to the Burlington Municipal Code and authorize the Mayor to sign the attached ordinances. All in favor; motion carried.

A motion was made by **Councilors J. DeGloria/R. DeGloria** to approve Ordinance Number 1855 adopting the proposed changes to the Burlington Municipal Code and authorize the Mayor to sign the attached ordinances. All in favor; motion carried.

A motion was made by **Councilors J. DeGloria/Aslett** to approve Ordinance Number 1856 adopting the proposed changes to the Burlington Municipal Code and authorize the Mayor to sign the attached ordinances. All in favor; motion carried.

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A motion was made by **Councilors J. DeGloria/Aslett** to approve Ordinance Number 1857 adopting the proposed changes to the Burlington Municipal Code and authorize the Mayor to sign the attached ordinances. All in favor; motion carried.

#### **APPROVAL OF ORDINANCE ADOPTING CAPITAL IMPROVEMENT PLAN**

**Brad Johnson** discussed the Capital Improvement Plan, and the requirement of the annual update of such, which is done to reflect the changing budget and council priorities. **Councilor Aslett** discussed the CIP, and future budget concerns. **Administrator Harrison** stated that the CIP does not authorize expenditures of any kind, but functions as planning document.

A motion was made by **Councilors Montgomery/Aslett** to accept the Planning Commission's recommendation to adopt an updated CIP and authorize the Mayor to sign the ordinance. All in favor; motion carried.

#### **INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES WITH SKAGIT COUNTY**

**Administrator Harrison** discussed the agreement, and the historical use of such interlocal agreements with Skagit County for emergency management coordination services.

A motion was made by **Councilors Aslett/R. DeGloria** to approve the attached interlocal agreement and authorization the Mayor to sign the agreement, as well as authorizing the Mayor to select the City's administrative representative pertaining to this agreement, and the member advisory. All in favor; motion carried.

#### **PORTABLE RESTROOM SERVICES AGREEMENT**

**Parks & Recreation Director Jennifer Berner** discussed the portable restroom services agreement, the RFP process for these services, reviewed the submitted bids, and discussed the costs of the services.

A motion was made by **Councilors J. DeGloria/Montgomery** to award the portable restroom services bid to Baker Septic Pumping and approve the agreement and authorize the Mayor to sign. All in favor; motion carried.

#### **SUPPLEMENT AGREEMENT WITH REICHARDT & EBE**

**Public Works Director Marv Pulst** explained the need for the supplement agreement, and the reason for the extension of the agreement end date. Discussion was held regarding the grants, funding of the project, and the project time frame.

A motion was made by **Councilors Montgomery/Aslett** to authorize the Mayor to sign the supplement agreement. All in favor; motion carried.

#### **BID AND CONTRACT AWARD WITH BURLINGTON AUTOMOTIVE FOR VEHICLE MAINTENANCE**

**Administrator Harrison** discussed the Audit & Finance committee's directive to standardize the City's vehicle maintenance to fix costs, stated that any work that can be completed by City staff, will be, and that all maintenance shops in the city were given the opportunity to bid for this contract. Discussion was held on the contract terms and conditions.

A motion was made by **Councilors Aslett/J. DeGloria** to award bid and authorize the Mayor to sign agreement with Burlington Automotive for Vehicle Maintenance. All in favor; motion carried.

#### **RESOLUTION AMENDING RESOLUTION NO. 11-2017 WHICH ESTABLISHED 2018 WAGES FOR CITY EMPLOYEES AND ELECTED OFFICIALS**

**Director Sinclair** discussed the need to adopt the amended 2018 Salary Resolution so that it will include the table which shows the Burlington Police Employees' Guild labor agreement monthly

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and hourly salary ranges for those positions in 2018, which was mistakenly not included in the wage tables of the original 2018 Salary Resolution.

A motion was made by **Councilors Aslett/ R. DeGloria** to adopt the amended 2018 Salary Resolution correcting the wage table for the positions within the Burlington Police Employees' Guild and authorize the Mayor's signature. All in favor; motion carried.

**EXECUTIVE SESSION:**

No Executive Session was held.

**ADJOURNMENT:**

**Mayor Steve Sexton** adjourned the meeting at 8:10 p.m.

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Renee Sinclair  
Director of Budget & Accounting

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Steve Sexton  
Mayor