

February 08, 2018

**CALL TO ORDER:**

**Mayor Steve Sexton** called the meeting to order at 7:02 p.m. with the Pledge of Allegiance. Council members present: Bill Aslett, Rick DeGloria, Edie Edmundson, Chris Loving, Ted Montgomery, and James Stavig. Staff present: Jennifer Berner, Brian Dempsey, Lawanda Hampton, Bryan Harrison, Brittany Johnson, Leif Johnson, Michael Luvera, Kristen Morrison, Marv Pulst, Renee Sinclair, Rob Toth, and Levon Yengoyan.

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

**MINUTES:**

A motion was made to approve the minutes of the January 25, 2018 council meeting by **Councilors Loving/R. DeGloria**. All in favor; motion carried.

**AUDIT OF BILLS:**

A motion was made by **Councilors R. DeGloria/Aslett** to approve Accounts Payable invoices to be paid as reviewed on February 8, 2018 in the amount of \$1,113,522.67; and Payroll expenses for pay period ending January 25, 2018 in the amount of \$557,092.08. All in favor; motion carried.

**PUBLIC COMMENTS:**

No public comments

**COUNCIL COMMENTS:**

No council comments

**MAYOR'S UPDATE:**

No mayor's update

**PROCLAMATION:**

No Proclamation.

**SPECIAL PRESENTATION:**

No Special Presentation.

**OFFICER REPORTS:**

**Parks & Recreation Director Jennifer Berner** presented to council a slideshow exhibiting the Parks & Recreation department's Daddy & Daughter Sweetheart Dance which took place on Friday, February 2<sup>nd</sup>, and was a sold-out event with over 140 tickets sold. **Berner** also discussed idea of a new Parks & Recreation Pop Up program, which will be held in July and August on Tuesdays and Thursdays from 10 a.m. to 12 noon, as well as four times as evening events. The Pop Up program is one in which recreation is brought to people in places like neighborhoods and school grounds, including sports, music, education, games, family activities, and social

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services. **City Administrator Bryan Harrison** discussed bringing these services to the more densely populated areas of Burlington, where access to parks and other services can be limited.

**Information Technology Manager Geoff Hawes** discussed improvements made by the IT department, including the replacement of the Barracuda Spam appliance which blocks Malware, and was purchased as a re-built unit, costing roughly one third the price of new. **Hawes** also discussed the replacement of the telephone systems in the Finance, Police, and Legal departments, with new features including “my voice” which syncs to Outlook calendars and features caller identification. **Hawes** discussed the rewiring of the Public Safety building which includes new security cameras in critical areas, and the need to upgrade to Windows 10 programming by the year 2020-2021, at which point the system will no longer be supported. **Hawes** discussed fiber optics, stating that Walton Drive now has fiber, and there is a pump station and businesses utilizing it. **Hawes** praised the Streets Department crew for utilizing the existing right-of-way conduit, which runs under the railroad tracks in Burlington, and allowed for the running of the fiber to without having to incur a \$15,000 permit fee from Burlington Northern Sante Fe Railroad, and stated that the Public Works collaboration on the fiber project is going well. **Hawes** informed council of some issues with backup batteries at the Police Department, stating that on Saturday there was a “bump” on PSE AC lines, which took out systems in the Police Department, and that work needs to be done on the batteries for long-term use. **Councilor Aslett** asked about the possibility of looking into battery reconditioning; **Hawes** stated that that was a course of action he was indeed looking into. **Councilor Aslett** asked **Hawes** about the possibility of reformatting council packets, especially those with a large number of pages, so that they would be easier to use. **Administrator Harrison** stated that there was a meeting taking place on Monday to discuss this issue.

**Administrator Harrison** discussed the February 15<sup>th</sup> council workshop: it’s proposed agenda, the notes from the previous workshop, and the sample format of Board/Committee updates, which will be discussed at the workshop. **Administrator Harrison** discussed the approach to the next ten council workshops, and outlined a potential schedule, to include data discussions in the spring, presentations from staff regarding level of service demands in the summer, 2019 budget, specific needs and desires from council regarding information in the fall, and an accrual accounting “refresher” discussion, and information and reports in January of 2019.

**Councilor Aslett** discussed the importance of discussing at the council workshop the opportunities to increase revenue, other issues related to revenue, and being sure that council is equally informed. **Councilor Aslett** praised administration and staff for their efforts, discussed the budget, revenue sources, other government organization’s issues related to taxes and funds, making sure the council “gets a good grasp” on pressures for funds, and gaining better understanding of the 2018 budget, in relation to the new (accrual) system of accounting. **Administrator Harrison** discussed more data being offered to council in terms of revenue, revenue sources, and the effects of such on the budget. **Councilor Aslett** discussed the idea of council having conversations with citizens regarding the expected level of service, what citizens are willing to forgo, and what services citizens are willing to pay more for.

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**UNFINISHED BUSINESS:**

No Unfinished Business.

**CONSENT AGENDA:**

1. **Agreement Between Economic Development Alliance of Skagit County and City of Burlington**

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

**NEW BUSINESS:**

**INTERLOCAL AGREEMENT WITH SKAGIT CONSERVATION DISTRICT**

**Assistant Public Works Director Brian Dempsey** discussed the City's 10 year partnership with Skagit Conservation, and the City's municipal National Pollutant Discharge Elimination System (NPDES) permit requirements, which involve education activities pertaining to the prevention of pollution in storm water runoff. **Dempsey** stated that the interlocal agreement would allow the City to meet most NPDES municipal permit requirements for education.

A motion was made by **Councilors R. DeGloria/Montgomery** to authorize the Mayor to sign the interlocal agreement with Skagit Conservation District. All in favor; motion carried.

**AUTHORIZE PROCUREMENT OF VAN FROM STATE CONTRACT FOR BUILDINGS & GROUNDS DEPARTMENT**

**Public Works Director Marv Pulst** discussed the need for the requested new van, that it was originally in the budget to purchase a pickup truck, but that a van would serve the department better, and that the total cost of the purchase is \$28,287.60.

A motion was made by **Councilors Montgomery/ Stavig** to authorize procurement of utility van from State Contract for Buildings and Grounds Department. All in favor; motion carried.

**RECIPROCAL LENDING AGREEMENT FOR FIRE EQUIPMENT WITH THE CITIES OF ANACORTES AND MOUNT VERNON**

**Chief Levon Yengoyan** discussed the agreement and its purpose, which is to mutually enhance the capabilities and coordination of emergency services by providing a functional operating framework for the sharing of emergency responder resources between the cities of Anacortes, Burlington, and Mount Vernon.

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A motion was made by **Councilors R. DeGloria/Edmundson** to approve the proposed Reciprocal Lending Agreement for Fire Equipment with the Cities of Anacortes and Mount Vernon and authorize the Mayor to execute the agreement. All in favor; motion carried

**ASSISTANCE TO FIREFIGHTERS GRANT (AFG) APPLICATION 2017**

**Chief Levon Yengoyan** discussed the grant, which is an Operations and Safety Grant to upgrade the fire station with a Source Capture Exhaust System, which would capture hazardous diesel exhaust fumes in the apparatus bay. **Chief Yengoyan** stated that the City would be responsible for a 5% match in grant funding, making the Federal Share \$98,826.00, and the City's share \$4,941.30. **Councilor Loving** asked whether the current exhaust system was no longer working; **Chief Yengoyan** explained that it works marginally, and that the current safety standard is the Source Capture Exhaust System.

A motion was made by **Councilors Aslett/J. DeGloria** to approve the Burlington Fire Department's application for a 2017 AFG Grant for the acquisition of a Fire Station Apparatus Bay Source Capture Exhaust System. All in favor; motion carried.

**DEVELOPMENT AGREEMENT FOR COORDINATION OF LA QUINTA HOTEL CONSTRUCTION ON COSTCO DRIVE**

**Public Works Director Marv Pulst** discussed the proposed agreement for coordination of the La Quinta Hotel construction, which would grant safe and legal access to Burlington Boulevard from the site, and would allow for the coordination of the hotel's construction and the new road, which runs alongside the site, and which will connect Costco Drive and South Walnut Street. **Pulst** stated the hotel may have temporary access to Burlington Boulevard during the construction of the new street, but the access would be abandoned after the street is constructed. **Pulst** also stated that the agreement also grants the developer traffic impact fee credits in exchange for dedicating a portion of the land needed to construct the new City street.

A motion was made by **Councilors Aslett/R. DeGloria** to authorize the Mayor to sign the proposed development agreement. All in favor; motion carried.

**EXECUTIVE SESSION:**

**City Attorney Leif Johnson** stated that 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

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approximately twenty minutes and action is expected as a result of the executive session. Council and city staff adjourned for Executive Session at 8:11 p.m.

Council came out of Executive Session at 8:26 p.m. and the Mayor called the meeting to order.

A motion was made by **Councilors Loving/Aslett** to add agenda item number six to the agenda: Consideration of Settlement Agreement Between Skagit County Dike, Drainage, and Irrigation Improvement District 12, the City of Sedro Woolley, and the City of Burlington. All in favor; motion carried.

**Councilors R. DeGloria/Aslett** made a motion to approve settlement agreement and authorize the Mayor to sign. All in favor; motion carried.

**ADJOURNMENT:**

**Mayor Steve Sexton** adjourned the meeting at 8:27 p.m.

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Renee Sinclair  
Director of Budget & Accounting

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Steve Sexton  
Mayor