

February 22, 2018

**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, Rick DeGloria, Edie Edmundson, Ted Montgomery, and James Stavig. Staff present: Jennifer Berner, Don Erickson, Lawanda Hampton, Bryan Harrison, Leif Johnson, Michael Luvera, Kristen Morrison, Marv Pulst, Jim Rabenstein, Renee Sinclair, Sarah Ward, and Levon Yengoyan.

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

**MINUTES:**

A motion was made to approve the minutes of the February 8, 2018 council meeting by **Councilors R. DeGloria/Aslett**. 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 21, 2018 in the amount of \$589,519.73; and Payroll expenses for pay period ending February 10, 2018 in the amount of \$396,153.73. All in favor; motion carried.

**Councilor Loving** arrived at 7:02 p.m.

**PUBLIC COMMENTS:**

No public comments.

**COUNCIL COMMENTS:**

**Councilor Edie Edmundson** praised **Buildings & Grounds Supervisor Eric Peterson** for his and his crew's efforts in "shaping up" the exterior of the Carnegie Library Building.

**Councilor Aslett** discussed his attendance of the Skagit Transit (SKAT) and Skagit Council of Government (SCOG) meetings, stating that nothing "earth shattering" was on the agenda, but shared that SKAT would be tracking traffic accidents, especially those involving pedestrians, and also focusing on ensuring that all transportation projects which are funded with State money, are completed in the required timeframes. **Councilor Aslett** reviewed information from the Audit and Finance Committee meeting: the increased revenue from property tax through upcoming and proposed buildings, when it is that the revenue could be expected by the City, and stated that **City Administrator Bryan Harrison** would be able to distribute to council some literature regarding that information. **Councilor Aslett** discussed the recent County property tax increase, the need to be mindful of this when considering future revenue sources, and to be aware of the tax burden on the citizens of Burlington. **Councilor Aslett** also thanked the City staff members who were involved in the reformatting of the Council Agenda Packets.

**Councilor Stavig** discussed his attendance and completion of the CERT (Community Emergency Response Team) class which was presented by the Burlington Fire Department; the class is offered free of cost with the purpose of educating the public on disaster preparedness.

**Councilor Stavig** encouraged attendance of this class, and stated that additional CERT course will begin April 6<sup>th</sup> in Anacortes, and on April 12<sup>th</sup> in Sedro-Woolley.

**MAYOR'S UPDATE:**

**Mayor Sexton** recommended council members stop by the Buildings & Grounds shop, which due to the direction and efforts of **Supervisor Eric Peterson**, has greatly improved in functionality and appearance. Mayor Sexton thanked Councilor Aslett for his attendance of the SKAT and SCOG meeting in his place. **Mayor Sexton** discussed his attendance of the Mayor's Exchange in Olympia.

**PROCLAMATION:**

No Proclamation.

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**SPECIAL PRESENTATION:**

A special presentation was given by **Joan Penney**, Development Consultant for Community Action. **Penney** presented to Council the organization's plans for a new, which would be located in an existing building in Burlington, near the Cascade Mall, and explained the services the organization offers, including offering housing assistance, veterans assistance, education assistance, and laundry and shower facilities, as well as plans to add and expand services with the new facility. **Penney** asked Council to consider authorizing the City to give a \$50,000 donation to the organization, payable over the course of three years, which would go toward the renovation of the new facilities. Discussion was held on various aspects of the organization's services.

A special presentation was given by **Cindy Verge**, Executive Director of Skagit Valley Tulip Festival. **Verge** and Burlington resident, and Skagit Valley Tulip Festival Board Member, **Alice Collingwood**, discussed the Tulip Festival, it's economic impact, and positive impact of tulip sales as a fundraiser for organizations such as the Rotary Club, and presented Mayor Sexton with a framed print of the 2018 Tulip Festival Poster.

**OFFICER REPORTS:**

**City Administrator Bryan Harrison** discussed the Public Works Committee agenda, which was distributed to council. **Administrator Harrison** discussed the new Public Safety Academy, which is a cooperative effort between the Police and Fire Departments, and will take place from March 9<sup>th</sup> to May 7<sup>th</sup>, 2018. City Attorney Leif Johnson and **Administrator Harrison** discussed the recent activity in the Supreme Court, regarding religious facilities' rights to host homeless encampments. **Administrator Harrison** suggested that a Council workshop be held to discuss the rights of the City in terms of land use regulations.

**UNFINISHED BUSINESS:**

No Unfinished Business.

**CONSENT AGENDA:**

No Consent Agenda.

**NEW BUSINESS:**

**AGREEMENT WITH GRAY & OSBORNE FOR ENGINEERING SERVICES**

**Sewer Department Supervisor Don Erickson** discussed the failure of the sewer sipe on Sharon Avenue, which occurred in October of 2017, and explained the phases and costs of the installation of sewer piping and associated infrastructure modifications which would be long-term solutions to replace the outdated concrete sewer lines that exist in the City's sewer lines. **Erickson** discussed the Agreement with Gray & Osborne, which would produce a bid package for design, specifications, and cost analysis for the project.

A motion was made by **Councilors Aslett / R. DeGloria** to authorize the Mayor to sign the agreement with Gray & Osborne for engineering services. All in favor; motion carried.

**NEW MOWER AND COLLECTION SYSTEM**

**Parks & Recreation Director Jennifer Berner** discussed the purchase of the new parks mower and two collection systems, including information regarding the trade-in of two department mowers. **Parks Supervisor Jim Rabenstein** discussed the mowers being traded in, stating that they do not serve the purpose that the department requires, and they are seldom used.

A motion was made by **Councilors Loving/J. DeGloria** to authorize the Mayor to approve the purchase of a mower and collection systems for the Parks and Recreation Department. All in favor; motion carried

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**BORROWING AGREEMENT**

**Library Director Sarah Ward** discussed the Reciprocal Library Borrowing Agreement between the Burlington Public Library and the Central Skagit Sedro-Woolley Library: the Central Skagit and Sedro-Woolley libraries are merging to become one entity, and as the Burlington Public Library has an existing reciprocal borrowing agreement with the Sedro-Woolley Library, it is appropriate to enter into a reciprocal borrowing agreement with the new entity.

A motion was made by **Councilors Aslett/Loving** to authorize the Mayor's signature on the Central Skagit Sedro-Woolley Library reciprocal borrowing agreement. All in favor; motion carried.

**HEARING EXAMINER CONTRACT**

City Administrator Bryan Harrison discussed the recent Burlington Municipal Code update, which in part created a Hearing Examiner system, for which in November 2017, the City solicited proposals for qualified Hearing Examiners and received three responses, which were evaluated by a committee of representatives of the City's Planning, Administration, and Legal departments, and the Chair of the Planning Commission. The Committee recommended accepting a proposal from Sound Law, based on the firm's appropriate qualifications.

A motion was made by **Councilors Stavig/Montgomery** to authorize the Mayor to sign the attached contract with Sound Law to provide Hearing Examiner services. All in favor; motion carried.

**EXECUTIVE SESSION:**

No Executive Session.

**ADJOURNMENT:**

**Mayor Steve Sexton** adjourned the meeting at 8:17 p.m.

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Renee Sinclair  
Director of Budget & Accounting

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Steve Sexton  
Mayor