

April 12, 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, Joe DeGloria, Rick DeGloria, Edie Edmundson, Chris Loving, Ted Montgomery, and James Stavig. Staff present: Jennifer Berner, Brian Dempsey, Lawanda Hampton, Bryan Harrison, Leif Johnson, Michael Luvera, Kristen Morrison, Eric Peterson, Marv Pulst, Renee Sinclair, and Sarah Ward.

MINUTES:

A motion was made to approve the minutes of the March 22, 2018 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 invoices to be paid as reviewed on April 12, 2018 in the amount of \$338,454.32, and Payroll expenses for pay period ending March 25, 2018 in the amount of \$560,548.70. All in favor; motion carried.

PUBLIC COMMENTS:

No public comments.

COUNCIL COMMENTS:

Councilor Edie Edmundson discussed the Historical Preservation Advisory Committees' partnering with the Burlington Public Library to hold a historical event this past Saturday. **Councilor Edmundson** stated that the event had 43 attendees, and that another event would be held next quarter.

Councilor Aslett discussed the security system update on his City-issued tablet, stating that he has confirmed with the City's Information Technology Department that it was a legitimate update, not a virus, and wanted to make sure all Council members were aware of this.

Councilor Aslett discussed the Audit and Finance Committee meeting in which Director of Budget and Accounting Renee Sinclair shared that the Fixed Asset software is up and running, and is being processed as it should. **Councilor Aslett** also stated that there has been an update to the deposit procedure.

MAYOR'S UPDATE:

Mayor Sexton discussed the upcoming public hearing at the Skagit County Commissioner's office regarding the EMS Levy, which will be held on Monday, April 16th at 10:30 a.m. **Councilor Loving** asked **Mayor Sexton** how he felt about the EMS Levy; **Mayor Sexton** stated that he is disappointed that there has been no discussion as of yet, regarding an increased level of service, only an increase in funding; he would recommend maintaining the current levy for the next three years.

PROCLAMATION:

No Proclamation.

SPECIAL PRESENTATION:

A special presentation was given by **Public Defense Auditor Jennifer Rancourt** regarding the ongoing audit of the City of Burlington's public defense program. **Rancourt** discussed her work over the past year, the overall positive improvements seen in the program, the expansion of the conflict resolution council, which now includes three additional attorneys, and the new guidelines for professional face to face visitation at the Skagit County Jail. **Rancourt** introduced **Michael Laws**, of Mountain Law, who in-turn introduced his team of public defense attorneys who are contracted with the City of Burlington for public defense services. **Laws** discussed his team's efforts in public defense, and of complying with and improving because of the audit system. **City Administrator Bryan Harrison** praised the efforts of Mountain Law's legal team and the great working relationship.

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COMMITTEE & BOARD REPORTS:

Parks and Recreation Director Jennifer Berner introduced **Parks & Recreation Board Chair Keith Chaplin**, who updated Council on the actions, discussion topics/projects, challenges, and other issues, including the need for more board members, specifically a business representative. Chaplin also discussed the new software, Civic Rec, which is used for registration for the Parks & Recreation programs. **Director Berner** discussed the Parks, Recreation, and Open Space Plan (PROS Plan), that there are three qualified firms who were interviewed to provide consulting services for the updating of the City's current plan. **Director Berner** stated that she would make a decision Monday on which candidate to award the contract.

OFFICER REPORTS:

City Administrator Bryan Harrison discussed the upcoming State of the City presentation, which will be held Wednesday, April 18th at 11:30 a.m. at the Burlington Chamber of Commerce. **Administrator Harrison** reminded Council of the upcoming Council Workshop, which will be held on Thursday, April 19th, with a presentation to be given by Eric Swenson, Senior Economist State Of Washington Economic & Revenue Forecast Council.

Administrator Harrison discussed the cleanup process of the Sterling Motel, which was done in partnership with Skagit County Health Department, stating that a final report, which had to do with the proper cleanup of methamphetamine contamination, has determined the building is fit to be reconstructed to suit the needs of the business owners.

Public Works Director Marv Pulst updated Council on Public Works departments. **Director Pulst** discussed the ongoing project with Skagit County and the Skagit Housing Authority regarding the construction of a new farmworker housing unit in the Raspberry Ridge area, located on LaFayette Road; discussed the agreement with Skagit County, in which the County is to rebuild Lafayette Road, to install a new sewer connection line, and other aspects of the project including converting Lafayette Road into a three-lane road. **City Administrator Bryan Harrison** discussed that Raspberry Ridge is a Skagit County project, which is not being regulated or planned by the City, but that the City is regulating requirements for the sewer connection; **Administrator Harrison** also discussed improvements related to the road which will now feature a school bus pullout. **Administrator Harrison** discussed the design of the project which includes 9 feet of increased elevation by means of fill dirt; **Councilor Aslett** asked whether there were any concerns for this type of modification in relation to flooding; **Director Pulst** stated that geotechnical engineers were quite likely employed by the County to address any possible issues relating to this.

Director Pulst discussed an in-house engineering project: the paving program for the upcoming summer, for which the Transportation Improvement Board has contributed \$207,000, which required a \$37,000 match, in order to repave and repair a section of Anacortes Street. **Director Pulst** also discussed other paving projects on other City streets, and that Highway 20 is on Washington State Department of Transportation's list for repair in 2019. **Director Pulst** discussed recent contracted painting of the exteriors of the Fire Department, Public Safety Building, and Senior Center, as well as the trim on the exterior of the Carnegie Library. **Director Pulst** praised the staff of the Sewer Department for the sewer plant being awarded the Northwest Clean Air Agency Silver Award.

UNFINISHED BUSINESS:

No Unfinished Business.

CONSENT AGENDA:

No Consent Agenda.

NEW BUSINESS:

FIRE STATION GENERATOR BIDS

Buildings and Grounds Supervisor Eric Peterson discussed the bid process and the recommendation to award the bid to Cummings, Inc. for the procurement of a generator and 2 automatic transfer switches for future installation at the Fire Station. **Mayor Sexton** asked whether there would be a maintenance program in place for the new generator; **Peterson**

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stated that there is presently a maintenance program for the existing generator, and it would be implemented for the new generator as well.

A motion was made by **Councilors Aslett/R. DeGloria** to award bid and authorize procurement of generator for Fire Station. All in favor; motion carried.

BID AND CONTRACT AWARD—5-WAY INTERSECTION PROJECT

Public Works Director Marv Pulst discussed the low, responsive bid for the 5-way Intersection Project, which was submitted by Colacurcio Brothers. **Director Pulst** presented some of the features of the future stop-controlled, 4-way intersection, including a pedestrian plaza, lighted bollards, and sidewalks. **Director Pulst** discussed the project being over the original, allotted budget amount, but stated that the electrical portion of the contract will be reviewed, with the possibility of utilizing City staff to complete some of that work, thereby reducing the overall cost.

A motion was made by **Councilors Stavig /J. DeGloria** to award bid and authorize Mayor to sign agreement with Colacurcio Brothers for construction of 5-way intersection project. All in favor; motion carried.

STREET LIGHTING – BOLLARDS BID

Assistant Works Director Brian Dempsey discussed the supply bid for the street lighting (bollards) associated with the 5-way intersection, which was published separately to allow for direct purchase from the manufacturer, with the low, responsive bidder being Ameron Pole Products. **Councilor J.DeGloria** asked whether the amount requested to procure the bollards was in addition to the bid for the construction work of 5-way Intersection Project; **Dempsey** confirmed that it would be in addition to that cost. **Public Works Director Marv Pulst** discussed the possible defrayment of cost by utilizing City Staff to complete a portion of the electrical work, which could in turn drive down the cost of the overall project.

A motion was made by **Councilors Aslett/Montgomery** to award bid and authorize procurement of bollards for intersection project. All in favor; motion carried.

EXECUTIVE SESSION:

No Executive Session.

ADJOURNMENT:

Mayor Steve Sexton adjourned the meeting at 8:30 p.m.

Renee Sinclair
Director of Budget & Accounting

Steve Sexton
Mayor