

April 26, 2018

CALL TO ORDER:

Mayor Steve Sexton called the meeting to order at 7:05 p.m. with the Pledge of Allegiance. Council members present: Bill Aslett, Joe DeGloria, Edie Edmundson, Chris Loving, Ted Montgomery, and James Stavig. Staff present: Jennifer Berner, Kelly Blaine, Bryan Harrison, Leif Johnson, Michael Luvera, Clark McNees, Kristen Morrison, Marv Pulst, Renee Sinclair, and Levon Yengoyan.

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

MINUTES:

A motion was made to approve the minutes of the April 12, 2018 council meeting by **Councilors Edmundson/J. DeGloria**. All in favor; motion carried.

AUDIT OF BILLS:

A motion was made by **Councilors Aslett/J. DeGloria** to approve Accounts Payable invoices to be paid as reviewed on April 26, 2018 in the amount of \$244,710.93, and Payroll expenses for pay period ending April 10, 2018 in the amount of \$401,295.22. All in favor; motion carried.

PUBLIC COMMENTS:

No public comments.

COUNCIL COMMENTS:

Councilor Aslett discussed the Audit and Finance Committee meeting, during which the April 19th Council Budget workshop—a presentation by Eric Swenson Senior, Economist State off Washington Economic & Revenue Forecast Council—was discussed, as well as the conference recently attended by **Director of Budget and Finance Renee Sinclair**.

MAYOR'S UPDATE:

Mayor Sexton discussed an upcoming meeting with Port of Skagit County Commissioner Patsy Martin and Skagit County Commissioner Lisa Janicki. The meeting will be held on Monday, April 30th, to discuss the status of the “.09 Fund”, as the City has not yet received those funds, and has businesses who desire to integrate with the fiber network. **Mayor Sexton** stated that he would be reporting back with the outcome of the meeting.

PROCLAMATION:

Mayor Sexton read a proclamation declaring May 2018 as Building Safety Month in the City of Burlington. **Mayor Sexton** praised City staff members, including **Building Official Al Jongsma** and **Fire Marshall Kelly Blaine**, for their efforts in greatly improving building safety and inspection processes in the City of Burlington, as they recently held a training, which had to do with proper inspection of restaurant fire suppression systems.

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Fire Marshal Kelly Blaine discussed the attendance and content of the training, which was conducted by Badger Hoods.

SPECIAL PRESENTATION:

No special presentation.

COMMITTEE & BOARD REPORTS:

Burlington Public Library Board President Maria Magaña discussed the activities of the Library Board for the first quarter of 2018. **Magaña** reviewed library programs and activities: community partnerships with organizations including the Burlington Historical Preservation Advisory Board, and the Boys & Girls Clubs of Skagit County; STEM programs; the weekly programs, which include weekly tech support and monthly book clubs; the training of staff members who are now all CPR Certified; the upcoming summer events including Summer Reading, Quidditch Fest, and Luchadores; the upcoming one (possibly two) Board vacancies in the coming year, and the staff's preparing for a Strategic Planning process for the future of the Burlington Public Library. **Councilor Edmundson** discussed her personal experience regarding the usefulness of the Library's services, including technical support for devices.

Councilor Edmundson discussed the Public Safety Committee meeting, which is comprised of two parts: community outreach and operations. In regard to community outreach: **Fire Chief Levon Yengoyan and Police Chief Mike Luvera** served dinner at the Senior Center on St. Patrick's Day, which was appreciated by the attendees; the respective Chiefs continue their joint visits to Burlington businesses, are working with the Burlington Edison School District on their emergency response plans; are working with Councilor Aslett and organizations to discuss community outreach opportunities for youth, and the Fire Department is working with Skagit EMS to provide community CPR classes. In regard to operations: **Fire Chief Levon Yengoyan and Police Chief Mike Luvera** met with **City Administrator Bryan Harrison** and **Fire Marshal Kelly Blaine** to discuss emergency management; both Police and Fire Departments continue to work on a County-wide program to address violent incidents. **Councilor Edmundson** also discussed **Councilor James Stavig's** attendance of a day-long fire service educational program, which was conducted by the Washington State Council of Firefighters. **Councilor Edmundson** discussed the challenges faced by both Police and Fire Departments in finding adequate applicant pools for recruits.

OFFICER REPORTS:

Fire Chief Levon Yengoyan discussed **Firefighter Clark McNeas'** recent graduation from the Washington State Fire Training Academy, stating that **McNeas** is the first Burlington Firefighter to complete this course, and praised **McNeas'** efforts and performance at the academy. **Mayor Sexton** stated that this type of training is part of enhancing the level of service provided by the City of Burlington, and praised **McNeas** for his commitment.

Public Works Director Marv Pulst updated Council on the progress of the 5-way intersection project, and the efforts and modifications being made to decrease costs, including utilizing City

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staff to perform some portions of the project, including electrical and concrete work, which will potentially bring the project below the budgeted \$800,000. **Pulst** stated that the project is set to commence May 14th, and will be approximately 75 percent complete for the Berry Dairy Days event. Discussion was held regarding the continued use of City staff from other departments to complete projects “in-house” to complete projects in a more cost-efficient manner.

Director Pulst discussed his meeting with the Washington State Department of Transportation (WSDOT): the State Route 20 re-pavement project which was to be completed by WSDOT, and included sections of streets in the City, will be delayed to possibly 2023 due to lack of funds available.

City Administrator Bryan Harrison reminded Council of the upcoming Council workshop which will take place on Thursday, May 17th at 6:00 p.m., during which Anneliese Vance-Sherman, Regional Labor Economist for Washington State Employment Security Department will be presenting.

UNFINISHED BUSINESS:

No Unfinished Business.

CONSENT AGENDA:

No Consent Agenda.

NEW BUSINESS:

BUSINESS REPRESENTATIVE APPOINTMENT TO THE PARKS & RECREATION BOARD

Parks & Recreation Director Jennifer Berner discussed the recent recruitment for vacant positions on the Parks & Recreation Advisory Board, and qualifications of Adrian Santangelo for appointment to the position of Business Representative

A motion was made by **Councilors Loving/Aslett** to confirm the appointment of Adrian Santangelo, owner of Interpreting Technology to the position of Business Representative on the Parks & Recreation Advisory Board effective May 1, 2018. All in favor; motion carried.

AMENDMENT TO PARKING LEASE AGREEMENT DATED DECEMBER 8, 2016 BETWEEN THE CITY OF BURLINGTON AND CHINN MEI FONG

City Administrator Bryan Harrison discussed the current lease, and the parking lot’s being consistently used by multiple cars. Councilmembers discussed the use of the parking lot, and the possibilities regarding the City purchasing this parking lot in the future.

A motion was made by **Councilors J. DeGloria /Loving** to amend the parking lot lease agreement with Chinn Mei Fong in the amount of \$1,500 on a month-to-month basis, effective June 1st, 2018. All in favor; motion carried.

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FIRE MARSHAL VEHICLE PURCHASE

Fire Marshal Kelly Blaine discussed the bid process for the procurement of the new Fire Marshal vehicle, presented the current vehicle's storage inadequacies, discussed the bids which were submitted, and discussed the additional incidental costs which will include the striping/markings, canopy, tool rack, and radios and lighting reinstallation.

A motion was made by **Councilors Montgomery/J. DeGloria** to authorize the purchase of one 2017 Ford full size half ton Super Crew Cab pickup 4 door, 4WD in the amount of \$25,356 (tax included). All in favor; motion carried.

PARKS, RECREATION, AND OPEN SPACE PLAN

Parks & Recreation Director Jennifer Berner discussed the proposed contract with, and skills of BERK Consulting, as well as the need for and the process of an updated PROS plan which would have many benefits, including making the City more grant attractive.

A motion was made by **Councilors Edmundson/Aslett** to award the PROS Plan contract to BERK Consulting Firm and approve the agreement and authorize the Mayor to sign. All in favor; motion carried.

EXECUTIVE SESSION:

No Executive Session.

ADJOURNMENT:

Mayor Steve Sexton adjourned the meeting at 8:12 p.m.

Renee Sinclair
Director of Budget & Accounting

Steve Sexton
Mayor