

May 24, 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, Edie Edmundson, Chris Loving, Ted Montgomery, and James Stavig. Staff present: Jennifer Berner, Brian Dempsey, Bryan Harrison, Leif Johnson, Mike Luvera, Kristen Morrison, and Sarah Ward.

MINUTES:

A motion was made to approve the minutes of the May 10, 2018 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 May 24, 2018 in the amount of \$265,811.88, and Payroll expenses for pay period ending May 10, 2018 in the amount of \$312,901.51. All in favor; motion carried.

PUBLIC COMMENTS:

No public comments.

COUNCIL COMMENTS:

Councilor Stavig discussed the Skagit Bag BANd Wagon's May 10th Council special presentation and stated that Council should further consider the message and the idea of banning single use plastic bags. Councilor Aslett spoke of reducing use of single use plastic bags possibly through education versus mandating a ban. **Councilor Montgomery** discussed concerns over possible theft by those who could use reusable bags to shoplift. **City Administrator Bryan Harrison** discussed a meeting with members of the Skagit Bag BANd Wagon, wherein he directed them to the Burlington Chamber of Commerce as a means to work with local businesses on having the proposed ban discussed, to provide education of their cause, and then to hold a public forum to discuss the ban, which would be facilitated by the Burlington Chamber of Commerce.

MAYOR'S UPDATE:

No Mayor's update.

PROCLAMATION:

No proclamation.

SPECIAL PRESENTATION:

A special presentation was given by **Skagit County Emergency Medical Services Director Jeff Sargent** regarding the proposed EMS levy, wherein **Sargent** outlined the functions, growth, and the monetary needs of the organization. Discussion was held on the impact of new construction and growth in Skagit County and how it would affect the levy rates.

COMMITTEE & BOARD REPORTS:

Councilor Edmundson updated Council on the Public Safety Committees May 8th meeting, wherein there was discussion on the teamwork of City Departments, that a child's birthday party was held at the Fire Department, which was a fundraiser for the Skagit County Children's Museum; and that the Fire Marshal and Fire Department collaborated with the American Red Cross in "Sound the Alarm" wherein they installed smoke alarms in some homes in the City. **Councilor Edmundson** discussed the progress of the manufacturing of the Fire Department's Aerial Apparatus, stating that the final specifications have been approved, and that the delivery will be delayed by one week, but that everything is coming along well. The need for additional, qualified applicants for both Part Time firefighters and police officers was discussed.

Councilor Aslett updated Council on the Audit & Finance Committee, stating that the Finance department is looking to fill the Finance Technician II position, with interviews to be held next week. **Councilor Aslett** also discussed some technical support issues and other concerns with the Finance Department's accounting software, Springbrook. **Mayor Sexton** stated that this issue was recently discussed in a City Department Leadership meeting, and discussed the idea of putting funds aside in the ER&R Fund for replacement of this software if needed.

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OFFICER REPORTS:

Parks & Recreation Director Jennifer Berner discussed the Lucille Umbarger Elementary School students who participated in a beautification project at Maiben Park, and shared that the Cemetery grounds are prepared for Memorial Day. **Berner** also discussed the starting process of the PROS Plan, stating that inventory is being taken, tours of the parks given to the agency, and that the plan is moving forward.

City Administrator Bryan Harrison discussed the renegotiated terms of the Chinn Mei Fong Parking Lot lease wherein the contract will be for one year, at the fixed amount of \$1,500, and that there is still a severability clause, which allows for shorter termination notice in the event that the building were to sell. The lease will be added to the next regularly scheduled Council agenda.

PUBLIC COMMENT:

No Public Comments.

UNFINISHED BUSINESS:

No Unfinished Business.

CONSENT AGENDA:

No Consent Agenda.

NEW BUSINESS:

SIX MONTH MORATORIUM ON THE ESTABLISHMENT, LOCATION, OPERATION, LICENSING, OR MAINTENANCE OF A DAY CENTER HUMAN SERVICES FACILITIES

City Administrator Bryan Harrison discussed the proposed ordinance for a six month moratorium, stating it will allow Council to address a pressing issue, and allow for council to review information regarding a day center human services facility, which is not currently addressed in the City's land use regulations. Harrison further discussed that staff will be studying this issue as part of the ongoing comprehensive plan process and review of public comments, and then make a recommendation to Council regarding any permanent regulations that may be reasonable. Discussion was held on the specific aspects of the restrictions in the moratorium.

A motion was made by **Councilors Stavig/Loving** to approve an ordinance of the City of Burlington, Washington, establishing a six month moratorium on the establishment, location, operation, licensing, or maintenance of a day center human services facilities and authorize the Mayor's signature. All in favor; motion carried.

BID AND CONTRACT AWARD – 2018 OVERLAY PROJECT

Assistant Public Works Director Brian Dempsey discussed the bid process and bid, which was awarded to the low bidder, Lakeside Industries, for 2-inch pavement overlay on a section of Burlington Boulevard between Gilkey Road and Rio Vista Avenue and Anacortes Street between the Gilkey Road compact roundabout and Burlington Northern Sante Fe railroad tracks.

A motion was made by **Councilors Loving/Aslett** to award bid and authorize the Mayor to sign agreement with Lakeside Industries for Overlay Project. All in favor; motion carried.

STREET CLOSURES FOR 2018 BERRY DAIRY DAYS

Parks & Recreation Director Jennifer Berner discussed the street closures for the Berry Dairy Days events: Road Run, Grand Parade, and Berry Cool Car Show. Berner stated that the only major change is the earlier street closing—the 5:00 a.m. closing of the streets for the Grand Parade.

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A motion was made by **Councilors Aslett/R. DeGloria** to approve the street closures for the 2018 Berry Dairy Days event and authorize the Mayor's signature on appropriate documents. All in favor; motion carried.

NAMING PARKS AND PARKS FACILITIES POLICY

Parks & Recreation Director Jennifer Berner discussed and presented the purpose, process, and criteria of creating a policy that provides guidelines to naming of public lands and park facilities in the City of Burlington, including establishing a consistent standard and procedure, and its importance for public awareness, promotion, and emergency access.

A motion was made by **Councilors Aslett/Montgomery** to approve the Park and Park Facility Naming Policy. All in favor; motion carried.

CONTRACTS FOR INDIGENT DEFENSE CONFLICT COUNSEL

City Administrator Bryan Harrison discussed the proposed contracts with attorneys Alexandria Hohman and Melanie Stum to provide Indigent Defense Conflict Counsel services in Burlington and Mount Vernon Municipal Courts.

A motion was made by **Councilors Loving/Aslett** to approve the Mayor to approve the contracts for provision of indigent defense conflict counsel services with Alexandria Hohman and Melanie Stum, and authorize the Mayor to sign. All in favor; motion carried.

QUIDDITCH FEST MARKETING CONTRACT

Library Director Sarah Ward discussed the contract for the online marketing strategy for the Library's Quidditch Fest 2018, through the Seattle Times media solutions, and stated that the \$8,000 contract funding would be through a Lodging Tax Fund grant.

A motion was made by **Councilors Aslett/Montgomery** to authorize the Mayor's signature on the contract from the Seattle Times Media Solution. All in favor; motion carried.

LETTER OF UNDERSTANDING II WITH IAFF LOCAL 4111

City Administrator Bryan Harrison discussed the City of Burlington and IAFF Local 4111's identification of necessary updates to the Collective Bargaining Agreement (CBA), amending Article 18 of the pertaining to light duty assignments, where the light duty assignments shall usually not exceed six months, but can in certain circumstances be extended up to twelve months.

A motion was made by **Councilors Stavig/Montgomery** to motion to approve the proposed update to the Collective Bargaining Agreement with IAFF Local 4111 and authorize the Mayor to sign Letter of Understanding II. All in favor; motion carried.

REVISED SALARY RESOLUTION—CREATING THE POSITION OF POLICE COMMANDER WITHIN THE BURLINGTON POLICE DEPARTMENT

Police Chief Mike Luvera discussed the reorganization of current police staff positions, which he proposed would include a Commander position. Discussion was held by **Councilor Aslett** on concerns over making a department structural decision within the timeframe of one Council meeting, and that perhaps items such as this could require more than one Council meetings' timeframe in which to study. **Luvera** discussed his recommendation and stated that the position is not new but is new in title and a shift in responsibilities.

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A motion was made by **Councilors Montgomery/Stavig** to create a new position within the Burlington Police Department of an exempt, non-civil service commander and authorize the Mayor's signature on the revised 2018 Salary Resolution. All in favor; motion carried.

REVISED 2018 SALARY RESOLUTION – ADJUSTING THE SALARY FOR THE POSITION OF CIVIL SERVICE EXAMINER

Councilor J. DeGloria disclosed his personal familiarity with the individual employed in the position which will be discussed within this agenda item, stating that he has coached Carly Ruacho's son in soccer, but felt that he could make an objective decision. Discussion was held with Council's consensus that **Councilor J. DeGloria** does not need to recuse himself .

City Administrator Bryan Harrison discussed the Civil Service Examiner position's job description and the comparable salaries. Discussion was held by Councilmembers regarding making the salary adjustment retroactive, and that the annual increase should be that of other non-represented employees.

A motion was made by **Councilors Aslett/J. DeGloria** to adjust the salary of the Civil Service Examiner to reflect the current industry standards with an hourly wage of \$30.28, effective immediately, with annual cost of living increases to match that of other non-represented employees and authorize the Mayor's signature on the revised 2018 Salary Resolution

EXECUTIVE SESSION:

No Executive Session.

ADJOURNMENT:

Mayor Steve Sexton adjourned the meeting at 8:46p.m.

Renee Sinclair
Director of Budget & Accounting

Steve Sexton
Mayor