

September 13, 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, and Ted Montgomery. Staff present: Jennifer Berner, Bryan Harrison, Geoff Hawes, Brad Johnson, Brittany Johnson, Leif Johnson, Mike Luvera, Kristen Morrison, Marv Pulst, and Eddie Rogge.

A motion was made to excuse **Councilor James Stavig** by **Councilors Montgomery/Aslett**. All in favor; motion carried.

MINUTES:

A motion was made to approve the minutes of the August 23, 2018 council meeting by **Councilors Aslett/J. 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 September 13, 2018 in the amount of \$622, 976.58 and Payroll Expenses for pay period ending August 25 2018 in the amount of \$568,419.93. All in favor; motion carried.

PUBLIC COMMENTS:

Carol Sullivan, Skagit County resident discussed Council Agenda Item 10—Single Use Plastic Bag Ban Discussion, and asked that Council delay any discussion of the agenda item until further information could be presented to all Council members in the form of an educational workshop, which would take approximately one hour.

Cindy Lint, 843 Bella Vista Lane – spoke in support of a single-use plastic bag ban.

COUNCIL COMMENTS:

Councilor Aslett discussed his recent visit to the Burlington FedEx facility. **Aslett** stated he was surprised that the facility has around 120 employees, and including contracted independent delivery drivers, creates employment for around 200-250 individuals.

Councilor Loving thanked **Senior Planner Brad Johnson** for his work on the Community Action code interpretation.

MAYOR'S UPDATE:

Mayor Sexton discussed his visit at Tierra Nueva on Fairhaven Ave., where Phoenix recovery was operating their needle exchange program, and that the average number of needles exchanged in the program averages 25,000, highlighting how large the issue of drug use is. **Mayor Sexton** discussed the need for collaboration for a solution to the growing problem of drug use, and discussion was held on some logistics of needle exchanges. **Mayor Sexton** stated he will be attending a symposium: Solution to Addiction on September 26, 2018 and stated the information on the symposium would be distributed to Council.

PROCLAMATION:

Mayor Sexton read a proclamation designating September 2018 as Recovery Month.

SPECIAL PRESENTATION:

No special presentation.

COMMITTEE & BOARD REPORTS:

No committee & board reports.

OFFICER REPORTS:

City Administrator Bryan Harrison updated Council on the process of Community Action's submission of details and clarification of services provided for their proposed operations in relation to zoning regulations, and that hygiene services would be allowed, given that they are provided on an appointment basis, versus drop-in basis.

September 13, 2018

Harrison discussed the dedication of the clock, which has been donated by Burlington Rotary and placed at Fairhaven Ave. at the new intersection, and is now owned by the City.

Harrison discussed a meeting, to take place in the Council Chambers on Monday, September 24th, 2018 at 6:00 p.m., which will allow for a public discussion between neighboring businesses, citizens, and City officials to take place regarding the new methadone clinic located on Burlington Blvd.

IT Manager Geoff Hawes discussed a server failure, which occurred in late August, and took two days to repair. **Hawes** spoke of the cause of the failure, discussed logistics of procuring a new server in the future, and gave examples of costs of new servers, which cost approximately \$10,000. **Hawes** asked Council to consider increasing the credit limit on his card for emergency situations such as the need to purchase a new server, and to consider the possibility of needing to procure a backup server in the future. **City Administrator Bryan Harrison** stated that the policy change regarding credit card limit increases will be discussed during the upcoming budget meetings.

Public Works Director Marv Pulst updated Council on street paving projects, which were postponed due to an Operators Union strike, stating that the strike has now ended. **Pulst** stated that the stretch of Anacortes Street from the roundabout to the railroad tracks would be paved beginning the last week in September, and that the Burlington Blvd. paving project would begin the first week in October, with work potentially occurring on Saturdays in order to expedite the projects' completion.

Parks & Recreation Director Jennifer Berner discussed the opening of the Co-sponsorship process for 2019, and discussed the process of and requirements for applicants. **Berner** discussed the closure of the department's advertisement for an SOQ for a Skagit River Park irrigation system, to which 5 firms responded, 3 of which will be interviewed the first week of October. **Berner** invited Council to participate in the Veterans Day parade, which will be held on Saturday, November 11, 2018.

UNFINISHED BUSINESS:

No Unfinished Business.

CONSENT AGENDA:

No Consent Agenda.

NEW BUSINESS:

INDEPENDENT IMPACT FEE ASSESSMENT REQUEST, FREEWAY STORAGE LLC

Senior Planner Brad Johnson discussed the impact fees associated with new development, and the reason for the independent impact fee assessment request, which had to do with the Park impact fees not being applicable to the type of business Freeway Storage LLC operates. Discussion was held on whether this type of assessment would create a precedence for others to have independent assessments, and whether the process could be further refined; **Brad Johnson** stated that business type is unique in the City of Burlington, that this situation would likely only apply to another storage facility building, and that process of impact fees would be further refined in the future.

A motion was made by **Councilors J. DeGloria/Aslett** to accept the Planning Department's recommendation and refund the \$26,639 Park Impact Fee collected with building permit PR2017086. All in favor; motion carried.

INTERLOCAL AGREEMENT WITH SKAGIT COUNTY FOR EMS TRAINING STAFF

City Administrator Bryan Harrison discussed the interlocal agreement, wherein the City's Fire Department would be utilized by Basic Life Support (BLS) providers in Skagit County as a "training hub", ongoing training for Emergency Medical Technicians, delivery of CPR programs to local high schools, and the coordination of child passenger safety education would take place,

September 13, 2018

and allow for the Fire Department's Fire and Life Safety Educator to provide those duties for the County for 80 hours per month.

A motion was made by **Councilors Aslett/Aslett** to approve the proposed contract for EMS Training Staff and authorize the Mayor to sign the interlocal agreement with Skagit County. All in favor; motion carried.

REVISED SALARY RESOLUTION – ESTABLISHING THE POSITION OF FIRE & LIFE SAFETY EDUCATOR RESPONDING TO THE INTERLOCAL AGREEMENT WITH SKAGIT COUNTY FOR EMS TRAINING STAFF

City Administrator Bryan Harrison discussed the some of the duties of and the need to establish the Fire & Life Safety Educator position in response to the interlocal agreement with Skagit County for EMS Training Staff. **Harrison** discussed Skagit County paying for a large portion of the position's salary, and that the establishing of the position would not affect the City negatively monetarily.

A motion was made by **Councilors Loving/ Aslett** to approve the revised 2018 salary resolution creating the position of Fire and Life Safety Educator within the Fire Department; and to approve the salary for the position of Fire and Life Safety Educator to be retroactive to September 1, 2018 and authorize the Mayor's signature. All in favor; motion carried.

INTERLOCAL AGREEMENT WITH SKAGIT COUNTY FOR EMS TRAINING HUB

City Administrator Bryan Harrison discussed changes to Skagit County EMS and the Ongoing Training and Evaluation Program (OTEP) which is being provided to Emergency Medical Technicians, as well as community CPR and first aid classes, and that the new model would use the City as a training hub for neighboring districts.

A motion was made by **Councilors Loving/Montgomery** to approved the proposed contract for EMS Training Hub Services and authorize the Mayor to sign the interlocal agreement with Skagit County. All in favor; motion carried.

NON-REPRESENTED EMPLOYEE COMPENSATION SURVEY

City Administrator Bryan Harrison discussed the need for a non-represented employee compensation survey; the respondents of and responses submitted for the RFP that was sent out for the survey, wherein McGrath Human Resources Group presented a thorough proposal for the lowest cost. **Harrison** stated that such a survey has not taken place in nearly eleven years. **Human Resources Manager Brittany Johnson** discussed the levels of employment the types of employees to be included in the survey.

A motion was made by **Councilors Aslett/R. DeGloria** to award the 2018 Total Cost of Compensation Survey to McGrath Human Resources Group, and authorize the Mayor to negotiate and sign a contract to that effect. All in favor; motion carried.

INTERLOCAL AGREEMENT WITH SKAGIT COUNTY FOR EMERGENCY MANAGEMENT SERVICES

City Administrator Bryan Harrison discussed the contract with Skagit County (Department of Emergency Management), the scope of work, which supports the proposed regional coordination of DEM services, and the designation of Fire Marshall Kelly Blaine as the Burlington representative to the DEM Emergency Management Advisory Board.

A motion was made by **Councilors Montgomery/J. DeGloria** to approve the attached interlocal agreement and authorize the Mayor to sign and designate Kelly Blaine as the City of Burlington representative to the DEM Emergency Management Advisory Board. All in favor; motion carried.

September 13, 2018

POLICE DEPARTMENT TASER PURCHASE

Police Commander Eddie Rogge discussed the need for procuring new Tasers, and the quotes received to purchase 6 new Tasers to begin phasing out the Department's Tasers, which are in need of replacement.

A motion was made by **Councilors Aslett/ R. DeGloria** to allow the expenditure of \$11,487 for the purchase of (6) X2 Tasers, holsters, batteries, duty/training cartridges. All in favor; motion carried.

RIGHT-OF-WAY ACQUISITION CONTRACT FOR GEORGE HOPPER INTERCHANGE

Public Works Director Marv Pulst discussed a future project for improvements to the intersection of George Hopper Road and Interstate 5, which would require the purchase of approximately 2.85 acres of right-of-way in the northwest quadrant of the intersection. **Pulst** explained that the acquisition, which will utilize Federal funds, requires a specialized real estate firm which has experience in the very specific process. **Pulst** explained that through a Request for Qualifications, Universal Field Services has been selected to facilitate the acquisition.

A motion was made by **Councilors Aslett/J. DeGloria** to approve and award a contract to Universal Field Services for \$23,004. All in favor; motion carried.

AWARD BID – SHARON AVE SEWER IMPROVEMENTS

Public Works Director Marv Pulst discussed the bid by Razz Construction for the Sharon Avenue sewer improvements to include upgrading sewer piping within Sharon Avenue and Skagit Street, stating that the project had gone for rebid after modification of the design by staff and Gray & Osborne engineers.

A motion was made by **Councilors Loving/Montgomery** to award bid and authorize Mayor to sign agreement with Razz Construction for Sharon Ave Sewer improvements. All in favor; motion carried.

SINGLE USE PLASTIC BAG BAN DISCUSSION

City Administrator Bryan Harrison discussed previous information discussed regarding the possibility of a single use plastic bag ban, and asked Council how they would like to proceed. Discussion was held on having a workshop to gain additional knowledge on the subject of single use plastic bags; Councilor Aslett asked that in the interest of keeping prior commitments to the City's Budget Workshops, that such workshop take place after January 1, 2019.

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 approximately twenty minutes and no action is expected as a result of the executive session. Council and City staff adjourned for Executive Session at 8:28 p.m.

ADJOURNMENT:

Mayor Steve Sexton adjourned the meeting at 8:50 p.m.

Renee Sinclair
Director of Budget & Accounting

Steve Sexton
Mayor

September 13, 2018

and allow for the Fire Department's Fire and Life Safety Educator to provide those duties for the County for 80 hours per month.

A motion was made by **Councilors Aslett/Aslett** to approve the proposed contract for EMS Training Staff and authorize the Mayor to sign the interlocal agreement with Skagit County. All in favor; motion carried.

REVISED SALARY RESOLUTION – ESTABLISHING THE POSITION OF FIRE & LIFE SAFETY EDUCATOR RESPONDING TO THE INTERLOCAL AGREEMENT WITH SKAGIT COUNTY FOR EMS TRAINING STAFF

City Administrator Bryan Harrison discussed the some of the duties of and the need to establish the Fire & Life Safety Educator position in response to the interlocal agreement with Skagit County for EMS Training Staff. **Harrison** discussed Skagit County paying for a large portion of the position's salary, and that the establishing of the position would not affect the City negatively monetarily.

A motion was made by **Councilors Loving/ Aslett** to approve the revised 2018 salary resolution creating the position of Fire and Life Safety Educator within the Fire Department; and to approve the salary for the position of Fire and Life Safety Educator to be retroactive to September 1, 2018 and authorize the Mayor's signature. All in favor; motion carried.

INTERLOCAL AGREEMENT WITH SKAGIT COUNTY FOR EMS TRAINING HUB

City Administrator Bryan Harrison discussed changes to Skagit County EMS and the Ongoing Training and Evaluation Program (OTEP) which is being provided to Emergency Medical Technicians, as well as community CPR and first aid classes, and that the new model would use the City as a training hub for neighboring districts.

A motion was made by **Councilors Loving/Montgomery** to approved the proposed contract for EMS Training Hub Services and authorize the Mayor to sign the interlocal agreement with Skagit County. All in favor; motion carried.

NON-REPRESENTED EMPLOYEE COMPENSATION SURVEY

City Administrator Bryan Harrison discussed the need for a non-represented employee compensation survey; the respondents of and responses submitted for the RFP that was sent out for the survey, wherein McGrath Human Resources Group presented a thorough proposal for the lowest cost. **Harrison** stated that such a survey has not taken place in nearly eleven years. **Human Resources Manager Brittany Johnson** discussed the levels of employment the types of employees to be included in the survey.

A motion was made by **Councilors Aslett/R. DeGloria** to award the 2018 Total Cost of Compensation Survey to McGrath Human Resources Group, and authorize the Mayor to negotiate and sign a contract to that effect. All in favor; motion carried.

INTERLOCAL AGREEMENT WITH SKAGIT COUNTY FOR EMERGENCY MANAGEMENT SERVICES

City Administrator Bryan Harrison discussed the contract with Skagit County (Department of Emergency Management), the scope of work, which supports the proposed regional coordination of DEM services, and the designation of Fire Marshall Kelly Blaine as the Burlington representative to the DEM Emergency Management Advisory Board.

A motion was made by **Councilors Montgomery/J. DeGloria** to approve the attached interlocal agreement and authorize the Mayor to sign and designate Kelly Blaine as the City of Burlington representative to the DEM Emergency Management Advisory Board. All in favor; motion carried.

September 13, 2018

POLICE DEPARTMENT TASER PURCHASE

Police Commander Eddie Rogge discussed the need for procuring new Tasers, and the quotes received to purchase 6 new Tasers to begin phasing out the Department's Tasers, which are in need of replacement.

A motion was made by **Councilors Aslett/ R. DeGloria** to allow the expenditure of \$11,487 for the purchase of (6) X2 Tasers, holsters, batteries, duty/training cartridges. All in favor; motion carried.

RIGHT-OF-WAY ACQUISITION CONTRACT FOR GEORGE HOPPER INTERCHANGE

Public Works Director Marv Pulst discussed a future project for improvements to the intersection of George Hopper Road and Interstate 5, which would require the purchase of approximately 2.85 acres of right-of-way in the northwest quadrant of the intersection. **Pulst** explained that the acquisition, which will utilize Federal funds, requires a specialized real estate firm which has experience in the very specific process. **Pulst** explained that through a Request for Qualifications, Universal Field Services has been selected to facilitate the acquisition.

A motion was made by **Councilors Aslett/J. DeGloria** to approve and award a contract to Universal Field Services for \$23,004. All in favor; motion carried.

AWARD BID – SHARON AVE SEWER IMPROVEMENTS

Public Works Director Marv Pulst discussed the bid by Razz Construction for the Sharon Avenue sewer improvements to include upgrading sewer piping within Sharon Avenue and Skagit Street, stating that the project had gone for rebid after modification of the design by staff and Gray & Osborne engineers.

A motion was made by **Councilors Loving/Montgomery** to award bid and authorize Mayor to sign agreement with Razz Construction for Sharon Ave Sewer improvements. All in favor; motion carried.

SINGLE USE PLASTIC BAG BAN DISCUSSION

City Administrator Bryan Harrison discussed previous information discussed regarding the possibility of a single use plastic bag ban, and asked Council how they would like to proceed. Discussion was held on having a workshop to gain additional knowledge on the subject of single use plastic bags; Councilor Aslett asked that in the interest of keeping prior commitments to the City's Budget Workshops, that such workshop take place after January 1, 2019.

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 approximately twenty minutes and no action is expected as a result of the executive session. Council and City staff adjourned for Executive Session at 8:28 p.m.

ADJOURNMENT:

Mayor Steve Sexton adjourned the meeting at 8:50 p.m.

Renee Sinclair
Director of Budget & Accounting

Steve Sexton
Mayor