

October 11, 2018

CALL TO ORDER:

Mayor Steve Sexton called the meeting to order at 7:03 p.m. with the Pledge of Allegiance. Council members present: Bill Aslett, Joe DeGloria, Rick DeGloria, Edie Edmundson, Chris Loving, and James Stavig.

Staff present: Jennifer Berner, Don Erickson, Bryan Harrison, Marv Pulst, Jim Rabenstein, Renee Sinclair, Sarah Ward, and Levon Yengoyan.

MINUTES:

A motion was made to approve the minutes of the September 27, 2018 council meeting by **Councilors Loving/R. 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 October 11, 2018 in the amount of \$308,540.18 and Payroll Expenses for pay period ending September 25, 2018 in the amount of \$569,696.96. All in favor; motion carried.

PUBLIC COMMENTS:

Keith Palmer discussed his use of the Burlington Public Library computers, the City's budget process, and whether there was concern, or would be Council conversation regarding the loss of revenue from closed retail business.

Tom Jensen, Burlington resident, discussed concern for three issues: **Jensen** stated that the stop sign on Fairhaven at the new intersection seems unnecessary, that there ought to be a four-way stop at the intersection of Fairhaven Ave. and Spruce St., and that he frequently witnesses drivers running red lights at intersections. **Jensen** requested the City take action on these matters. **Mayor Sexton** stated that City staff has looked into options for the traffic light at Fairhaven and Spruce, and that once the City has adequate Police staffing, more emphasis can be placed on traffic control.

COUNCIL COMMENTS:

Councilor Stavig thanked Tom Jensen for speaking during the Council meeting.

MAYOR'S UPDATE:

Mayor Sexton praised the City's Sewer Department for their receiving of the State of Washington Department of Ecology Outstanding Wastewater Treatment Plant Award for the fifth consecutive year. **Mayor Sexton** invited all Sewer Department staff to come forward and thanked them for their efforts. **Sewer Department Supervisor Don Erickson** explained the achievement entailed in such an award and praised staff for their efforts. **Parks & Recreation Director Jennifer Berner** praised Sewer Department staff for their efforts in growing over 1200 zucchini for the Pumpkin Pitch and Harvest Festival. **Erickson** invited Council to attend the retirement party for Jhan Hughes, who has been employed with the City at the Sewer Department since 2000; the party will be held on October 30 from 11:30 a.m. to 1:00 p.m.

PROCLAMATION:

No proclamation.

SPECIAL PRESENTATION:

A special presentation was given by **Danica Sessions**, Skagit County Public Health Department Employee. Sessions detailed health effects of E-cigarettes, vaping, and the County's plans to create ordinances to stop the use of those products in public places.

COMMITTEE & BOARD REPORTS:

Councilor Bill Aslett discussed the Audit & Finance Committee's approval of the need for new payroll software, as will be discussed further during Agenda Item number two.

OFFICER REPORTS:

Parks & Recreation Director Jennifer Berner & Public Works Director Marv Pulst presented plans for renovation of the Parks & Recreation Building, and updated Council on the progress of

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that progress, stating that the modifications would be done in phases, as the estimated cost for completion is one million dollars. Discussion was held on whether ARC Architect's previously presented proposed assessment/renovation suggestions would be sufficient to move forward with the project.

Berner discussed the success of the annual Pumpkin Pitch & Harvest Festival, and thanked all departments for their efforts and participation.

Berner discussed the process for the Statement of Qualifications for the Skagit River Park irrigation project, and that the City is currently in negotiations with a firm, and a contract would likely be ready for Council approval in November.

City Administrator Bryan Harrison informed Council that the State Auditor's office currently has representatives auditing the City's 2017 financials, and that he has placed a form with an example of a disclosure of relationship with any entity that does business with the City.

Harrison discussed Flood Awareness Week, which takes place next week, with a "Meet and Greet", which is to be held next Wednesday, October 17 from 8:00- 10:30 a.m., and directed those interested in attending to contact Assistant Public Works Director Brian Dempsey.

Harrison discussed the upcoming Association of Washington Cities Regional Meeting, which will take place in Anacortes on November 13, and asked Council to inform staff if they would like to attend.

Fire Chief Levon Yengoyan introduced **Firefighter Jimmy Lyons**, who discussed the success of the long-running Pancake Feed. **Chief Yengoyan** thanked **Lyons** for his efforts in organizing the event.

Chief Yengoyan introduced **Lieutenant Firefighter Brandon Bond**, who discussed his and **Chief Yengoyan's** travelling to the Pierce factory in Appleton, Wisconsin, wherein they inspected the progress of the Aerial Apparatus, which is expected to be delivered to the City some time in January. **Chief Yengoyan** praised **Bond** for his efforts in researching the outfitting of the apparatus.

Chief Yengoyan discussed the Firefighter-Paramedic hiring process, and stated that Chief's interviews would take place next week.

UNFINISHED BUSINESS:

No Unfinished Business.

CONSENT AGENDA:

No Consent Agenda.

NEW BUSINESS:

PUBLIC DEFENSE AUDITOR'S 2ND BIENNIAL REPORT

City Administrator Bryan Harrison discussed the Public Defense Auditor's Report, which was completed by Jennifer Rancourt. Harrison discussed the overall positive report, and discussed three items that will need further attention: access of public defenders to defendants being held in custody, an overly-busy in-custody court calendar, and the timeliness of mental health evaluations and resources.

AGREEMENT WITH GRAY & OSBORNE FOR ENGINEERING SERVICES

Director of Budget & Finance Renee Sinclair discussed the need for a "stand alone" payroll/Human Resources/Timekeeping system, as there have been many errors with the current system, especially with Firefighter and Police payroll. **Councilor Stavig** asked whether the Human Resources portion of the software was required; **Sinclair** stated that is it required due to requirements of reporting health care coverage. **Sinclair** discussed the successful "test run" of the software, utilizing actual payroll data.

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A motion was made by **Councilors Stavig/Aslett** to authorize the Mayor to sign the agreement for Caselle, Inc. Payroll, Human Resources, Timekeeping, and Document Management and to make the deposit in the amount of \$9,792.50. All in favor; motion carried.

RECOMMENDED 2019 LODGING TAX AWARDS: HOLD FOR FUTURE ACTION (AWARD FUNDS AT TIME OF ADOPTION OF THE 2019 BUDGET AND AMENDMENT OF THE 2018 BUDGET

Councilor Aslett recused himself from discussion on this item. **City Administrator Bryan Harrison** discussed the Burlington Lodging Tax Advisory Committee's recommendations for 2019 Lodging Tax Awards, which includes funding for various City projects such as the Harvest Festival, and Skagit River Parks Events/Tournament support. **Harrison** also discussed the Committee's recommendation to award 2018 funds to the Children's Museum of Skagit County, in order for the museum to move to a new location.

LETTER OF UNDERSTANDING WITH IAFF 4111: ISSUES PERTAINING TO ADDITION OF FIREFIGHTER/PARAMEDIC POSITIONS

City Administrator Bryan Harrison discussed aspects of the Letter of Understanding with IAFF 4111, which pertains to the addition of Firefighter-Paramedic positions, and includes pays scale structure, probationary periods, leave, seniority, shift changes, education incentives and training; salary and deferred compensation; and overtime and call back pay.

A motion was made by **Councilors J. DeGloria/Stavig** to approve the attached Letter of Understanding with IAFF 4111 and authorize the Mayor to sign. All in favor; motion carried.

EXECUTIVE SESSION:

No Executive Session.

ADJOURNMENT:

Mayor Steve Sexton adjourned the meeting at 8:59 p.m.

Renee Sinclair
Director of Budget & Accounting

Steve Sexton
Mayor