

October 25, 2018

**CALL TO ORDER:**

**Mayor Pro-Tempore Bill Aslett** called the meeting to order at 7:12 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 October 11, 2018 council meeting by **Councilors R. DeGloria/Loving**. All in favor; motion carried.

**AUDIT OF BILLS:**

A motion was made by **Councilors J. DeGloria/ R. DeGloria** to approve Accounts Payable invoices to be paid as reviewed on October 25, 2018 in the amount of \$225,149.66 and Payroll Expenses for pay period ending October 10, 2018 in the amount of \$402,076.54. All in favor; motion carried.

**PUBLIC COMMENTS:**

**Bill Blake—Manager, Skagit Conservation District, 2021 E. College Way, Mount**

**Vernon**—Discussed Skagit Conservation District issues related to rates and charges analysis and impact to level of service; **Blake** asked that if Council has questions regarding this to contact him.

**Keith Palmer—Burlington Resident**—Asked whether Mayor Sexton’s name being included on the current voting ballot as running for being elected to the position of “Freeholder” would have any impact on his being able to continue his current position as Mayor. **City Administrator Bryan Harrison** stated that he has had a discussion with Mayor Sexton, wherein Mayor Sexton stated that he would both continue to be Mayor, and hold the position of Freeholder, should he be elected.

**COUNCIL COMMENTS:**

**Councilor Edmundson** invited all to attend a Historical Preservation Board-sponsored presentation on history J.D. Ross the building of Ross Dam, with the storytelling to be presented by Historical Preservation Board member Jesse Kennedy. **Edmundson** stated the presentation will take place at the Library on Saturday, November 3 at 1:30 p.m.

**Councilor Aslett** discussed his recent attendance of a presentation given by Western Washington University Alumni Association, regarding management and organizational philosophies, and increasing profitability.

**MAYOR’S UPDATE:**

No Mayor’s update.

**PROCLAMATION:**

No proclamation.

**SPECIAL PRESENTATION:**

No Special presentation.

**COMMITTEE & BOARD REPORTS:**

**Councilor Aslett** discussed Council having made a commitment to share committee reports, and the suggestion for next year’s budget’s departmental coversheets to have a deeper explanation of variances that are of significance in order to make significant issues and changes clearer and the budget process more streamlined.

**OFFICER REPORTS:**

**Parks & Recreation Director Jennifer Berner** discussed the upcoming PROS Plan open house, which will take place in the Council Chambers on Monday, November 5 at 6:00 p.m.

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**City Administrator Bryan Harrison** discussed the upcoming Association of Washington Cities Regional Meeting, which will take place November 13 at Anacortes City Hall. Harrison stated that three Councilmembers have registered or have indicated they would like to register for the meeting; therefore if additional Councilmembers would like to attend, a public meeting would need to be advertised. **Councilors Loving** and Stavig indicated that they would like to be registered to attend the meeting.

**UNFINISHED BUSINESS**

No Unfinished Business.

**CONSENT AGENDA:**

**VETERAN'S DAY STREET CLOSURE REQUEST**

A motion was made by **Councilors Loving/Stavig** to approve Consent Agenda item 1 and authorize the Mayor's signature on appropriate documents. All in favor; motion carried.

**NEW BUSINESS:**

**EMERGENCY MEDICAL SERVICES FEE RESOLUTION**

**Fire Chief Levon Yengoyan** discussed the proposed fee resolution, which is for ambulance transport fees, which will be implemented because of the recent change wherein the City of Burlington will be providing EMS ambulance transport services. **Yengoyan** discussed the fees, and clarified that fees for "non-residents" refer to fees for those who are not Skagit County residents.

A motion was made by **Councilors Stavig/J. DeGloria** to adopt the attached resolution adopting EMS ambulance transport service fees and authorize the Mayor to sign. All in favor; motion carried.

**INTERLOCAL AGREEMENT FOR BILLING PREPARATION SERVICES**

**Fire Chief Levon Yengoyan** discussed the process of billing for Ambulance Service Fees, wherein prehospital data must be processed prior to submitting billing information to billing agencies, which are submitted to Medicare, private insurance, or other applicable providers. **Yengoyan** discussed the request to enter the agreement with the City of Sedro Woolley, as the City of Sedro Woolley will employ the individual who was previously responsible for such billing for Central Valley Ambulance authority, and discussed the billing itself, which entails the City of Burlington being billed for the data processed for its own share of Ambulance Service Fees.

A motion was made by **Councilors Stavig/Montgomery** to approve the Interlocal Agreement for Billing Preparation Services with the City of Sedro Woolley and authorize the Mayor to sign. All in favor; motion carried.

**PROFESSIONAL SERVICES AND BUSINESS ASSOCIATES AGREEMENT WITH SYSTEMS DESIGN**

**Fire Chief Levon Yengoyan** discussed contract with Systems Design to provide EMS billing and collection services, as required in order to collect ambulance services fees once the City begins to provide both Basic Life Support and Advanced Life Support to County residents, as per the recently approved interlocal agreement.

A motion was made by Councilors Edmundson/R. De Gloria to approve the Professional Services Agreement and Business Associates Agreement with Systems Design and authorize the Mayor to sign. All in favor; motion carried.

**CONTRACT BETWEEN THE CITY OF BURLINGTON AND MCGRATH HUMAN RESOURCES GROUP FOR A TOTAL COMPENSATION STUDY—NON-REPRESENTED EMPLOYEES**

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**City Administrator Bryan Harrison** discussed the contract with McGrath Human Resources Group, wherein they would provide a Total Cost of Compensation Study for the City's non-represented employees. Discussion was held on the previous study, which took place eleven years ago, and the reasons for and need to perform the proposed study.

A motion was made by **Councilors Montgomery/R. DeGloria** to approve the proposed contract for the performance of a Total Cost of Compensation Study for Non-Represented employees with McGrath Human Resources Group in the amount of \$23,746 and approve the Mayor's signature. All in favor; motion carried.

**LETTER OF UNDERSTANDING WITH IAFF 4111: ISSUES PERTAINING TO YEARS OF SERVICE AND PAY STEPS FOR CVAA EMPLOYEES**

**City Administrator Bryan Harrison** requested Council add an additional agenda item: Letter of Understanding with IAFF 4111: Issues Pertaining to Years of Service and Pay Steps for CVAA Employees as agenda item number five.

A motion was made by **Councilors Edmundson/J. DeGloria** to add Letter of Understanding with IAFF 4111: Issues Pertaining to Years of Service and Pay Steps for CVAA Employees. All in favor; motion carried.

**City Administrator Bryan Harrison** discussed aspects of the Letter of Understanding with IAFF 4111, which pertains to years of service of service and pay steps for CVAA employees, and clarification of previous experience/seniority recognition related to the transition from Skagit EMS Commission to Central Valley Ambulance Authority in 2009.

**Councilor Aslett** asked more specific information regarding the language required in order to make a motion, and asked that it be written down. Agenda item number five is to be continued to the next regular Council meeting.

**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 action is expected as a result of the executive session. Council and city staff adjourned for Executive Session at 8:01 p.m.

**ADJOURNMENT:**

**Mayor Pro-Tempore Bill Aslett** adjourned the meeting at 8:27 p.m.

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Renee Sinclair  
Director of Budget & Accounting

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Steve Sexton  
Mayor