

October 28, 2021

Mayor Steve Sexton called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. Council members present: Bill Aslett, Keith Chaplin, Joe DeGloria, Scott Green, Chris Loving, and James Stavig. Staff present: Janice Burwash, Brian Dempsey, Don Erickson, Leif Johnson, Kristen Morrison, Marv Pulst, Travis Schwetz, Joe Stewart, Robert Toth, Sarah Ward, and Greg Young.

A motion to excuse Councilmember Rick DeGloria from the meeting was made by **Councilors Aslett/Green**; all in favor, motion carried.

MINUTES:

A motion was made by **Councilors Aslett/S. Green** to move the minutes of the October 14, 2021, City Council meeting forward as they were not included in the packet. All in favor; motion carried.

AUDIT OF BILLS:

A motion was made by **Councilors Loving/Chaplin** to approve Accounts Payable invoices to be paid as of October 28, 2021, in the amount of \$378,410.62 and Payroll Expenses for Pay Period ending October 15, 2021, in the amount of \$733,895.85. All in favor; motion carried.

PUBLIC COMMENTS:

City Attorney Leif Johnson stated that members of the public may submit comments or questions by mail to City Hall at 833 S. Spruce Street, Burlington WA 98233 ATTN: Greg Young, or by email to badministration@burlingtonwa.gov. Contact information for all the City Departments is available at www.burlingtonwa.gov.

COUNCIL COMMENTS:

Councilor Keith Chaplin attended the EDASC Housing Consortium on Oct. 19, 2021. City should expect a letter to the City addressing the idea of the Consortium. The Consortium is trying to make sure that cities across the County address the homelessness issue.

MAYOR'S UPDATE:

No Mayor's Update.

SPECIAL PRESENTATION:

No Special Presentations.

PROCLAMATION:

No Proclamation.

COMMITTEE & BOARD REPORTS:

Public Works Committee **Chair Councilor Chaplin** met on the 19th. IT Dept. is having some issues with fiber and some supply chain issues. The Sewer Comp. plan is moving along and the cost of George Hopper Safety Project for 2021 was delayed until 2022 due to the same supply chain issues. A homeless transition committee met on Tuesday. It

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was noted that the Skagit First Step Center has come to the end of the first 90-day period. There will be some residents who will leave and a new group is coming in to fill those vacancies. Staff is close to capacity by mid-November. Issues with some residents not being able to be reached due to not having phones, etc. There will be 10 more pallet shelters that are going to be installed very soon.

Mayor Sexton noted that when the first 20 residents that transitioned out, 13 went out on the hotel vouchers and 1 group went to a different shelter and 6 or so moved on elsewhere. Of note, since it was opened on 6-14-21 there have been 102 different times that the police have dropped off these individuals. Having the cabins in reserve for law enforcement is having a great effect. In November there will be a mobile crisis outreach center available 24-7. Skagit County is also hiring a nurse practitioner who will be able to administer prescriptions, which will help immensely. **Chief Luvera** said law enforcement around the County is using the shelter and it is working well. **Councilor Aslett** stated that we are doing a great job with communication with other jurisdictions to make this successful.

Councilor J DeGloria stated that downtown task force is back to their monthly meeting and the topic of discussion was the holiday season. Topic of lighting was brought up and they are looking for a theme in addition to the wrapping of the poles. The tree lighting at Alpha Park would be the kick-off event of the shopping season.

OFFICERS REPORTS:

Library Director Sarah Ward discussed recent hires. Library Page was hired. He is a bilingual employee and the Library is excited to have him as part of the team.

Finance Director Joseph Stewart discussed the revenues/expenses for the City through the end of September 2021. Only exception is for the First Step Center construction fund. There are some adjustments that will be made, but we made need to do a budget adjustment at the end of the year. The retail sales tax are up approximately 20% from the prior year at this same time frame. They are up approximately 22% from 2019. We have until 2024 to spend the AARPA dollars.

UNFINISHED BUSINESS:

No Unfinished Business.

CONSENT AGENDA

No Consent Agenda.

NEW BUSINESS:

Change of Council Meeting date for the first meeting in November due to Veterans Day.

City Administrator Greg Young stated that we need to move date because Veterans date falls a regular council meeting night so proposed change was from Thursday November 11th. to Tuesday, November 9th. A motion was made by **Councilors J. DeGloria**

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/Chaplin to change the meeting date of the Council meeting for the first meeting in November due to the Veteran's Day Holiday, all in favor; motion carried.

Change of Council Meeting date for the second meeting in November due to the Thanksgiving Holiday. Move the date from Thursday, November 25th to Tuesday, November 23rd. A motion was made by **Councilors Aslett/Chaplin** to change the meeting date of the Council meeting for the second meeting in November due to the Thanksgiving Holiday, all in favor; motion carried.

Councilor Green inquired as to moving the Finance Committee meeting to the same dates. **Finance Director J. Stewart** agreed that it could be the same dates.

Three-Year Renewal of Canton Parking Lot Lease. **City Administrator Young** gave follow up, and he engaged with owners and they have agreed to a 3-year lease beginning Nov. 2021 through 2024. 1st year the fee would be \$825, 2nd year \$850 and 3rd year \$875. The lease contains the same termination process. A motion was made by **Councilors J DeGloria/Aslett** to authorize the Three-Year Renewal of the Canton Parking Lot Lease, all in favor; motion carried.

Authorization to Solicit Bids for Police Department Parking Lot Security Fencing. **City Administrator Young** said the parking lot for the police is not secure, not only for equipment, but also for staff. Wishing to protect both material assets and our City Staff, we propose a fence that is secure as well as aesthetic. Bidding should be approximately \$100k which should include the fence as well as electronic components. **Chief Luvera** said it would be 3 vehicle and 3 man gates. This is not for protection of employee vehicles, but for all the City employed vehicles. **Councilor J. DeGloria** opposed this motion due to the expense and reasoning that the Police should be able to protect their equipment and employees. A motion was made by **Councilors Chaplin/Green** to authorize the solicitation of bids for Police Department parking lot security fencing. **Councilor J. DeGloria** opposed, **Councilors Aslett/Chaplin/Green/Loving/Stavig** in favor; motion carried.

Interlocal with Skagit County for Architectural Services for First Step Center Facility Design. **City Administrator Young** said this is for pre-design for the very old, metal clad building. The building is not designed to supply the types of services that are envisioned for the purpose planned for the First Steps Center. We are looking at removing the building and constructing a new building. We are looking at state/federal grants for this. The County said they would supply \$30k through an Interlocal Agreement towards these services. The City would expend the money and then be reimbursed the \$30k by the County. A motion was made by **Councilors Stavig/Chaplin** to authorize the interlocal agreement with Skagit County for Architectural Service for First Step Center Facility Design, all in favor; motion carried.

Amendment to the Interlocal Agreement with Skagit County for Prototype Cabins at the First Step Center. **City Administrator Young** stated the City is looking at Pallet providing new prototype units to the City. It appears they will begin with 2 units which will not cost the City any funds and then up to 8 (off grid) more as it ramps up. Skagit

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County has agreed to pay \$10k to make preparation for the new site for the new prototypes. **Mayor Sexton** said the next generation of the pallet is being used due to having a more fire resistive construction. This is in response to our **Fire Marshal Blaine** going through and breaking down the fire resistive nature of these units. It has worked very well for Pallet to partner with the City in trying these units in our City. A motion was made by **Councilors Green/Aslett** to amend the Interlocal Agreement with Skagit County for Prototype Cabins at the First Step Center; all in favor, motion carried.

Purchase of Prefabricated Bathroom for Dog Park at Jack and Helen Doyle Memorial Park. **City Administrator Young** stated that working in conjunction with the firm doing the design of the dog park, we felt the City will need to have some restroom facility. City staff would prepare the pad that the unit will be placed on, saving the City funds on that. We envision it to be in place by next spring. The approximate cost is approximately \$65k. They are extremely durable and well built. A motion was made by **Councilors Stavig/Chaplin** to authorize the purchase of a prefabricated bathroom for the dog park at Jack and Helen Doyle Memorial Park, all in favor; motion carried.

Interlocal with Skagit County for Library Allocation. **Library Director Ward** stated that this is an Interlocal with Skagit County in the amount of \$9,298 for an allocation of funds in recognition of the services that the Library provides for all residents of Skagit County. A motion was made by **Councilors Chaplin/J DeGloria** to authorize the interlocal agreement with Skagit County for Library allocation, all in favor; motion carried.

EXECUTIVE SESSION:

City Administrator Young stated there would be an executive session to discuss and approve the Collective Bargaining Unit for Support Staff at Police Department. **City Attorney Leif Johnson** recited the following: pursuant to RCW 4230110, an executive session will be in regard to **Collective** bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. **L. Johnson** stated that the session is expected to last about 30 minutes and conclude at approximately 8:50 p.m. Regular Session ended at 8:15 p.m., with executive session to begin at 8:20 p.m.

Regular session commenced at 8:20 p.m. A motion to continue until the Collective Bargaining Agreement for Burlington Police Employee's Guild Support Personnel to next council meeting by **Councilors Aslett/Stavig**, all in favor; motion carried.

ADJOURNMENT:

Mayor Sexton adjourned the meeting at 8:51 p.m.

Joe Stewart
Finance Director

Steve Sexton
Mayor