

March 25, 2021

## **MEETING HELD TELEPHONICALLY DUE TO THE COVID-19 PANDEMIC**

**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, J. DeGloria, R. DeGloria, Scott Green, Chris Loving and James Stavig. Staff present: Janice Burwash, Geoff Hawes, Leif Johnson, Sandy Kottke, Mike Luvera, Katie Olafson, Marv Pulst, Joe Stewart, Travis Schwetz, Sarah Ward, Greg Young and Mickey Zitkovich.

### **MINUTES:**

A motion was made to approve the minutes of the March 11, 2021 Council meeting by **Councilors Aslett/J.DeGloria**. All in favor; motion carried.

### **AUDIT OF BILLS:**

A motion was made by **Councilors Loving/Green** to approve Accounts Payable invoices to be paid as of March 25, 2021 in the amount of \$359,540.40 and Payroll Expenses for Pay Period ending March 15, 2021 in the amount of \$690,215.65. All in favor; motion carried.

### **PUBLIC COMMENTS:**

**City Attorney L. Johnson** stated that members of the public may submit comments or questions by mail to City Hall at 833 S. Spruce Street, ATTN: Greg Young or by email to [badministration@burlingtonwa.gov](mailto:badministration@burlingtonwa.gov), as the city still cannot by law, hold in-person meetings.

### **COUNCIL COMMENTS:**

**Councilor Keith Chaplin** and **Councilor Scott Green** asked when in person City Council meetings could resume. **City Attorney Leif Johnson** shared as of now there have been no changes to the guidelines that would allow for in person meetings to resume but shared that staff has been in talks of what returning to in person might look like. **Councilor Bill Aslett** shared to weigh on the side of caution when considering returning to in person meetings stating that returning too early could potentially cause further setbacks and shared hopes that summer weather may be helpful. **Mayor Sexton** shared his hopes for the city to be at a point to offer in person meetings again soon. **Mayor Sexton** further shared he is working with staff on how to bring everyone back as safely as possible and is watching what other cities are doing as well. **Councilor James Stavig** shared his support for keeping an option available for remote attendance in the future. **Mayor Sexton** shared discussions of having a hybrid option of in person and phone access available to councilmembers, staff and the public. **Mayor Sexton** spoke in support of offering access in as many ways as possible. **Councilor Scott Green** spoke in support of returning to in person meetings and shared missing the formality that face to

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face offers. **Johnson** spoke in support of councilmembers offering feedback for what they would like to see when the city is able to reopen.

**Councilor Bill Aslett** shared his thanks to all the volunteers helping at the COVID testing and vaccine site located at the fairgrounds and shared his amazement with how well the operations are running. **Mayor Sexton** spoke in agreement with **Aslett** sharing his thanks to all volunteers and shared people have been coming from other counties to help. **Commissioner Lisa Janicki** appreciated the comments from everyone waving the flag for the volunteers.

**MAYOR'S UPDATE:**

**Mayor Sexton** shared two manufacturing business will be coming to Burlington. The first being a solar panel company that will employ about 100 people and the second, Commercial Aircraft Interiors moving from Arlington. **Mayor Sexton** stated it is great to see these companies move to our community.

**Mayor Sexton** shared an update from the Skagit First Steps meeting he attended. Great conversations with business were had to address concerns about the project. **Mayor Sexton** further shared 20 cabins have been purchased and will be arriving April 26<sup>th</sup>. **Mayor Sexton** also shared conversations with the current business leasing the property at 465 Pease Road for the Skagit First Steps project had taken place and productions will be winding down as well as offering early access to the back lot in return for a discounted lease price for April. **Mayor Sexton** stated that gaining 14 extra days to start this project would be extremely beneficial. **Councilor Joe DeGloria** inquired as to the rushed timeline. **Mayor Sexton** shared being able to open sooner would have numerous benefits specifically sharing the eviction moratorium ending in late June 2021.

A motion was made by **Councilors Chaplin/Stavig** to add the approval of the discounted lease agreement to the agenda. All in favor; motion carried.

**SPECIAL PRESENTATION:**

No Special Presentation.

**PROCLAMATION:**

No Proclamation.

**COMMITTEE & BOARD REPORTS:**

No Committee & Board Reports.

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**OFFICERS REPORTS:**

**Public Works Director Marv Pulst** shared the county is accepting applications for an Economic Development Grant. Burlington has been a recipient of such grants in the past that have gone on to provide substantial development opportunities in the community. The deadline for application submissions is April 16<sup>th</sup>. **Pulst** shared he was appreciative of hearing possible development ideas from many councilmembers. **Councilor Keith Chaplin** suggested changing some streets to pedestrian access only creating a plaza feel for downtown. **Pulst** appreciated the creativity and looks forward to more feedback from Council.

**Finance Director Joe Stewart** updated council of February 2021 financial results. **Stewart** broke down revenues, expenditures and ending cash by fund for the month end. **Councilor Chris Loving** thanked **Stewart** for the report.

**UNFINISHED BUSINESS:**

**Resolution to Amend Cemetery Fees**

**Finance Director Joe Stewart** explained due to increasing costs, cemetery fees were recently evaluated by the Parks and Recreation Department. In February, an updated fee schedule for the cemetery was presented to Council. Cemetery fees are a component of the fee schedule that was formally approved in January of 2020. The resolution was updated to reflect the updated fees reviewed by council and now must be formally approved.

A motion was made by **Councilors Green/J. DeGloria** to approve the resolution to replace resolutions, amend fees and provide clarification of certain fees and rates. All in favor; motion carried.

**Interlocal Agreement with Skagit County for Capital Contribution to Skagit First Steps Center**

**City Attorney Leif Johnson** shared the interlocal agreement has been revised pursuant to Council's discussion at the March 18, 2021 special meeting. County staff has reviewed the changes, which include: Revision of number of units from 40 to 35, allowing for six-month startup period before occupancy levels are calculated and pushing the start date of the project to July 31, 2021 (rather than June 30, 2021) and adjusting the two-year contract period to match, to better accommodate the City's estimated timelines.

A motion was made by **Councilors Chaplin\Aslett** to approve the Interlocal Cooperative Funding Agreement for Burlington Shelter Project between Skagit County and The City of Burlington and authorize the Mayor to sign the Agreement. **Councilors Green/R. DeGloria/ Stavig** and **Loving** in favor; **Councilor J. DeGloria** opposed. Motion carried.

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**CONSENT AGENDA**

No Consent Agenda

**NEW BUSINESS:**

**Skagit County Telecommunications Franchise**

**IT & Fiber Director Geoff Hawes** explained the City of Burlington currently has some fiber in Skagit County for institutes use, specifically WWTP pump stations. We have had numerous requests for fiber installations from both customers and ISP's within Skagit County, but outside of the Burlington city limits. This franchise agreement would offer the ability to reach businesses within Burlington/Skagit County that is close to the existing fiber. **Councilor Joe DeGloria** asked if another business could offer this service. **Hawes** could not speak to other businesses that offer this service but mentioned the City of Anacortes has similar agreements. **Councilor James Stavig** thanked **Hawes** for taking this project on and spoke in support of the franchise sharing his excitement to see it keep moving forward.

**Security/Health Screener for Municipal Court**

**Court Administrator Mickey Zitkovich** shared due to the COVID-19 pandemic, the department needs to preform a health screen on all people entering the courtroom. Burlington Municipal Court is the only court in the county that does not have security during court sessions. Using Administrative Office of the Courts CARES funding available the department would hire Pacific Security, a company used by Anacortes and Mount Vernon, to preform COVID health screenings and act as security at the front doors. **Councilor James Stavig** asked if any other companies were considered. **Zitkovich** shared Pacific Security was selected since they work with neighboring cities and know the needs of the department. **Stavig** asked if the city will be reimbursed by the State. **Zitkovich** explained the city will pay for the services up front and then be reimbursed by the State. **Councilor Scott Green** asked if money will be paid prior to services starting. **Zitkovich** explained no funds will be distributed until services start. **Councilor Joe DeGloria** asked how long this program will continue. **Zitkovich** stated this program will stay as long as there is State funding available but will be asking for this service to be added to the 2022 budget.

A motion was made by **Councilors Stavig/R. DeGloria** to approve the contract with Pacific Security at \$35.00 per hour with a minimum of 4 hours per day at an estimated

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42 hours per month totalling approximately \$1,470.00 monthly. All in favor; motion carried.

**Purchase Sonetics COMHUB and Wireless Headsets**

**Streets Supervisor Travis Schwetz** explained the Streets Department recently became aware of new technology regarding hearing protection that improves hearing loss protection and enhances ability to communicate while in noisy situations. The adjustable hands-free headset will protect hearing, help with efficiency, provide better communications and enhance safety. **Councilor Stavig** shared concerns about the price of the equipment and asked if a grant could be used to help fund the purchase. **Schwetz** shared his agreement with the large price point but explained the benefits of this equipment will be extremely valuable to the City. **Councilor Keith Chaplin** spoke in support of the purchase sharing excitement for workflow efficiency and above all else safety.

A motion was made by **Councilor Chaplin/Green** to approve the purchase of the radios as quoted by Motorola Solutions. All in favor; motion carried.

**Reduction of Lease Payment for April at 465 Pease Road for Early Access to Property**

A motion was made by **Councilors Chaplin/Stavig** to reduce to lease payment at 465 Pease Road for early access to property. All in favor; motion carried.

**DISCUSSION**

No Discussion.

**EXECUTIVE SESSION:**

No Executive Session.

**ADJOURNMENT:**

**Mayor Sexton** adjourned the meeting at 8:26 p.m.

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Joe Stewart  
Finance Director

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Steve Sexton  
Mayor