

CITY OF BURLINGTON, WA

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April 13, 2023

**Mayor Steve Sexton** called the City Council Meeting to order at 7:02 p.m. with the Pledge of Allegiance. Councilmembers present: Keith Chaplin, Anna Chotzen, Joe DeGloria, Scott Green, James Stavig, and Jamie Weiss. Staff present: Brad Johnson, Leif Johnson, Mike Luvera, Jim Rabenstein, Travis Schwetz, Joe Stewart, Rob Toth, and Greg Young.

A motion was made by **Councilors Chaplin/DeGloria** to excuse **Councilor Bill Aslett** from the April 13, 2023 City Council Meeting. All in favor; motion carried.

**Mayor Sexton** announced some changes to the Agenda with the Library presentation paused until the next council meeting, tabling Discussion Item #2, and a walk-on Agenda Item for the Parks & Rec department.

A motion was made by **Councilors Chaplin/Green** to add the new parks proposal to the April 13, 2023 Council Meeting Agenda as Action Item #2. All in favor; motion carried.

**MINUTES:**

A motion was made by **Councilors Green/Chotzen** to approve the March 23, 2023 minutes. All in favor; motion carried.

**AUDIT OF BILLS:**

**Councilor Scott Green** updated Council regarding the Audit & Finance meeting with a few expenses of note: \$280K for purchase of new ambulance, \$53K for new vehicle for fire, \$165K to Tiger Construction as payment for fire station remodel.

A motion was made by **Councilors Green/Chotzen** to approve Accounts Payable invoices to be paid as of April 13, 2023, in the amount of \$902,855.44 and Utility Billing Refunds to be paid as of April 13, 2023, in the amount of \$596.53, and January 2023 Electronic AP in the amount of \$45,656.10 and February 2023 Electronic AP in the amount of \$33,103.14 and Payroll Expenses for Pay Period ending March 30, 2023 in the amount of \$593,991.00. All in favor; motion carried.

**PUBLIC COMMENTS:**

No Public Comments.

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). Contact information for all the City Departments is available at [www.burlingtonwa.gov](http://www.burlingtonwa.gov).

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**MAYOR'S UPDATE:**

No Mayor's Update.

**COUNCIL COMMENTS:**

**Councilor James Stavig** commented about Martha's Place looking for volunteer involvement.

**COMMITTEE & BOARD REPORTS:**

**Councilor Anna Chotzen** recapped the Public Safety meeting in which items discussed included: a new software technology that could help with officer training utilizing simulation. Video footage was shown at the meeting that demonstrated the value of the software. **Chotzen** shared that there are 5 vacancies on the Police force with 2 officers on light duty and new hires not being able to complete academy and start in the field until next April due to training backlog. **Chotzen** updated council on the Fire Department which is undergoing union negotiations, has experienced a 2.5% increase in call volume in the past year, and is currently living amidst a remodel which has an impact on morale.

**Councilor Jamie Weiss** gave an overview of Parks and Rec Advisory Board meeting with elections of two new chairs: Elizabeth Turman-Bryant and Marylynn Baker. There is a pickleball court redesign that would be a new addition, not to replace the existing courts, at Maiben Park. **Weiss** added that the local Tennis Association had expressed concern about the Pickleball emphasis and that the Dog Park was officially open with a grand opening launch on April 21, 2023. The P&R board had lots of discussion around bathrooms and related vandalism as well as the truck fleet and the need to purchase a new vehicle which had budget in the ER&R. Upcoming events include: lawn mower races for the Berry Dairy Days, kid's giant garage sale, Touch a Truck, and Berry Dairy Days.

**OFFICER'S REPORTS:**

**City Administrator Greg Young** reviewed the sales graphs included in the Council packets noting the sales tax revenue remaining strong, approximately \$100K above the 2022 figures. A brief discussion about ARPA funds followed with **Councilor Chaplin** asking about the limitation of those funds on projects like City Parks or otherwise.

**PROCLAMATION:**

No Proclamation.

**PRESENTATION:**

April 13, 2023

**Update on First Steps Center Operations**

**First Steps Center Executive Director, Jonathan Kline**, provided Council with an overview of the First Steps Center, which is under the umbrella of The Friendship House and provides: emergency & long term shelter, connects residents to community services and offers daily meals. The First Steps Center consists of 45 housing units, and in 2022 there was a recorded 300+ police drop offs to the shelter. **Kline** shared that 30 residents found housing after their stay at the center in 2022, and in Q1 of 2023 15 people had been housed upon leaving the First Steps Center. The success of the program is measured in multiple ways since there are many services including: medical check-ups, access to mental health services, career training, application assistance to housing, and ID and personal documentation replacement. Councilmembers asked several questions ranging from the source of transportation funding vouchers to the origin of the Friendship House to the detox services provided. **Jonathan Kline** shared that the center offers AA meetings at the Center and that as a low-barrier shelter sobriety it is not a requirement to gain entry but that there are daily security checks and anyone using substances on the premises is escorted off-site. In regards to budget, **Councilor DeGloria** inquired about the cost of the cafeteria and food, which **Kline** noted was central to the Friendship House with meals delivered to the First Steps Center, and **Councilor Stavig** asked about the high number of staff monitors, in which **Kline** shared majority were part-time employees. Councilmembers thanked Jonathan Kline for his time and asked for continued quarterly updates on the First Steps Center. **Mayor Sexton** expressed additional thanks and added that the Center is operating on a very lean operating budget, and that transitional housing is a key component of rehab programs and re-integration into the community. The **Mayor** proposed a meeting that would involve multiple City Councils throughout the county to meet and participate in case study breakout sessions that demonstrate the barriers to entry for people experiencing homelessness.

**CONSENT AGENDA:**

**Agreement with Gray & Osborne Inc.**

**Councilor Stavig** asked for items of significant budgetary impact to be included with the regular Action Item on Council Agendas with **Councilor Weiss** in agreement that this Consent Agenda would have been better presented as an Action Item.

A motion was made by **Councilors Chaplin/Green** to approve the Agreement with Gray and Osborne, Inc. and authorize the Mayor's signature. All in favor; motion carried.

**PUBLIC HEARING:**

April 13, 2023

**Comprehensive Plan Volume 1 & 2**

**Community Development Director Brad Johnson** introduced the components of the Comp plan update. **Mayor Sexton** opened the Public Hearing at 8:28 p.m. No public comments. **Councilors Green/Chaplin** made a motion to close the Public Hearing. All in favor; motion carried.

**Councilor Weiss** asked about an addendum of comments which **Brad Johnson** shared was included as an attached Memo. Additional discussion revolved around incremental and regular code updates, updated electronic (versus hand drawn) maps, the potential need for dam relicensing, the lack of other agencies provision of Capital Plans, major changes to SKAT, and the low grade of an F for State Route 20.

**INTRODUCTION/DISCUSSION:**

**Proposed City Code Changes**

**Community Development Director Brad Johnson** opened the dialogue for the Comprehensive Plan Update – Code Revisions Titles 12, 13, 14, 14A, 15, and 16 provided Council with a summary of changes made to each Title most of which were fairly minor text updates. **Councilor Green** inquired about code changes to “eyesores” and was advised to look for Title 17 at a future Council Meeting. **Councilor Weiss** shared his concerns about the enforceability of code and some of the contradictions that could exist and encouraged both City staff and Council to keep an ongoing review of code.

**ACTION ITEMS:**

**Renewal of Indigent Defense Contract with Mountain Law**

**City Administrator Greg Young** introduced the renewal of a Mountain Law contract that is an extension of a prior agreement adding that a consultant was hired to review the contract before renewing.

A motion was made by **Councilors Green/DeGloria** to approve the extension of the indigent defense contract with Mnt. Law and authorize the Mayor to sign the Agreement. All in favor; motion carried.

**Purchase Approval of Parks & Recreation Truck**

**Jim Rabenstein Parks Supervisor** shared with Council a proposal for a used work truck to add to the Parks & Recreation fleet. **Rabenstein** explained the market and the cost of repairs versus trade in value and to purchase a replacement.

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A motion was made by **Councilors Chotzen/Green** to let the Parks Department purchase the Bud Cleary Chevrolet dealership truck and authorize the Mayor to sign. All in favor; motion carried.

**ADJOURNMENT:**

**Mayor Sexton** adjourned the meeting at 9:06 p.m.

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Joseph Stewart  
Finance Director

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Steve Sexton  
Mayor