

CITY OF BURLINGTON, WA

May 11, 2023

Mayor Steve Sexton called the City Council Meeting to order at 7:00 p.m. with the Pledge of Allegiance.

Councilmembers present: Bill Aslett, Keith Chaplin, Anna Chotzen, Joe DeGloria, Scott Green, James Stavig, and Jamie Weiss.

Staff present: Don Erickson, Brad Johnson, Leif Johnson, Marv Pulst, Travis Schwetz, Steve Riggs, and Greg Young.

MINUTES:

A motion was made by **Councilors Aslett/DeGloria** to approve the April 27, 2023 minutes. All in favor; motion carried.

Councilor Anna Chotzen requested to be kept up to date on the Art Commission advertisement.

AUDIT OF BILLS:

Councilor Scott Green updated Council regarding the Audit & Finance meeting with some expenses of note including: \$49K for Ackermann Electric for a New Control Panel and \$55K for the Repair of 2015 Vactor Truck.

A motion was made by **Councilors Green/Aslett** to approve Accounts Payable invoices to be paid as of May 11, 2023, in the amount of \$361,176.38 and April 2023 Electronic AP in the amount of \$93,657.94 and Payroll Expenses for Pay Period ending April 30, 2023 in the amount of \$585,997.77. 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. Contact information for all the City Departments is available at www.burlingtonwa.gov.

MAYOR'S UPDATE:

Mayor Sexton distributed Thank You cards for Councilmembers to sign for two businesses that provided repairs pro bono for the First Steps Center. The **Mayor** extended an invite to Council and Staff sign up for a tour of the PSE power plant – interested parties can contact Admin. On June 13th is a North Star Project listening session that the **Mayor** reminded Council to RSVP for if planning to attend.

COUNCIL COMMENTS:

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Councilor Keith Chaplin shared that he had provided a QR code with a link to the Council Agenda Packets for any meeting attendees to reference and had received a constituent email about the Skagit County Waste Management contract. **Chaplin** asked someone from the City Staff to look into how that decision was made and was provided with a response from **Marv Pulst, Public Works Director**, wherein recent City attendance at a County led meeting discussed the County's evaluation process for the services with a greater amount of service delivery options from WM and only a small difference in rates as compared to the Republic bid. Additionally, **Pulst** shared that the WM contract with the City of Burlington was for a 10 year duration and up for renewal in July 2023.

Councilor Bill Aslett heard wind of a Fully Contained Communities discussion at a recent County meeting and was informed by **Community Development Director Brad Johnson** that there was not a formal agenda item on the docket only a brief housekeeping mention.

Councilor James Stavig announced to Burlington and Skagit County residents that the registration for local government positions had opened on the Skagit County website for anyone interested in running for local office.

COMMITTEE & BOARD REPORTS:

Councilor Jamie Weiss gave a report from the Parks & Rec Advisory Board meeting including 3 main topics: the Jason Boerner Park survey update and outreach plan; public park restroom options, of which Portland Loo is the primary option; and a discussion on the RFQ for Maiben Park specifically to include a pickleball court and natural playground. There was some continued discussion about the funding sources for future pickleball courts.

Councilor Anna Chotzen updated Council on the Public Safety Committee meeting reporting on similar level of call volumes as 2022, a Fire-Paramedic resignation, the fire station remodel is on track, and continued Fire & EMS union negotiations are underway. **Chotzen** shared the Chief of PD purchased AI training software and that there may be a cut in funding to the Drug Task Force from the Department of Commerce that could lead to dialogue about State versus City funding of this public service. Additional updates included: policy changes to pursuit laws at the State level and the launch of a new state funded Police Training Academy based out of Skagit Valley College. **Mayor Sexton** expanded on the Drug Task Force topic sharing some examples of the relevance of that work for local communities and public safety.

OFFICER'S REPORTS:

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City Administrator Greg Young drew Council attention to the 2022 year end financials and tax revenue data provided in Council packets and summarized the report noting underspending and higher revenues for the year with a very healthy overall ending place for the City of Burlington. **Young** reported Sales Tax through April being about \$100K above last year's numbers and a positive Q1 trend. **Streets and Facility Maintenance Supervisor Travis Schwetz** presented a map and street sweeping schedule to Council that was forecasted to have a soft launch then full implementation of the program on June 12th, with the schedule primarily being advertised on reader board signs, the City newsletter & website, and hopefully word of mouth in the community. Council had some questions about the schedule, conflicts with WM waste removal services, and if there might be an increase in City waste disposal budgets as a result of the debris collected. **Public Works Director Marv Pulst** updated council on the 2023 Streets Overlay paving project, outlining the bids received and referencing a map of the projected projects. The lowest bid received was approximately \$717K; \$617K of which will be reimbursed by the Transportation Improvement Board (TIB) with an additional \$50K for staff time and labor. The City of Burlington requests TIB funding annually and works with a rep to review the City submittal and determine the scope of funding. **Councilor Chaplin** had some questions regarding the paving of the roads and the possibility of using previous road mapping projects for the Overlay project. **Marv Pulst** shared that the annual pavement report informs work needed for the repaving and that majority of the 2023 Overlay project roads were paved approximately 10 years ago. Lastly, **Marv Pulst** announced an Outstanding Wastewater Treatment Plant Award issued by the Department of Ecology received by the City of Burlington. **Pulst** shared that the department has received the award for 9 consecutive years and emphasized the value of the plant to the City of Burlington. **Sewer Supervisor Don Erickson** introduced his staff, their years of service and roles within the department and highlighted the significance of receiving this award from the plant's regulatory agency.

PROCLAMATION:

No Proclamation.

PRESENTATION:

No Presentation.

CONSENT AGENDA:

Street Closure – Touch a Truck Burlington Parks & Rec

Street Closure – Burlington Lutheran Church – Wedding Reception

Street Closure – Burlington Eagles – Berry Dairy Days

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Street Closure – The Train Wreck – Berry Dairy Days

A motion was made by **Councilors DeGloria/Aslett** to approve Consent Agenda Item #1, #2, #3, and #4, and authorize the Mayor’s signature on appropriate documents. All in favor; motion carried.

PUBLIC HEARING:

No Public Hearing.

INTRODUCTION/DISCUSSION:

Path Forward on Renovation of the Park/Rec Building into a Community Center

City Administrator Greg Young opened the discussion with a brief timeline and stages of the redesign process that would include collection of an architectural design, predesign phase, bid collection and then construction. **Councilor Stavig** inquired on the price of a redesign, with **Young** responding that there is not an option to ask for price in the Request for Qualifications (RFQ) process. **Councilor Joe DeGloria** was more in support of low level building upgrades than a redesign and requested a plan for basic building upgrades. Conversation ensued wherein the challenges of temporary building updates, meeting the Parks & Rec building needs, and importance of an all-encompassing strategic vision were discussed. **Marv Pulst** advised on the value of some modest architectural support for the Engineering Department with a firm that has expertise in Community Recreation Facilities advising on materials and how to capitalize on the current space with minor structural changes that could guide the City of Burlington in the right direction. **Chotzen** suggested a focus on the next 5-10 year possibilities of the building, **Chaplin** proposed letting the building’s constraints guide the possible events or recreation programs, **Green** emphasized the quality of the space, such as proper air conditioning, and **Weiss** wanted to have a forward thinking approach with regards to things like energy sources or longevity of the updates, while **Aslett** hoped to weigh the “opportunity costs” and evaluate the price of upgrades versus a full remodel project. In summary, **City Administrator Grey Young**, responded to Council with the plan to introduce a predesign study that could incorporate the Council feedback and to build a “decision tree” flow chart for future review.

ACTION ITEMS:

Comprehensive Plan Update – Final Adoption

Community Development Director Brad Johnson introduced the Final Adoption of the Comprehensive Plan Update that had been presented to Council the previous two meetings. Additionally, **Brad Johnson** proposed a future workshop to be held with Council to receive

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feedback on the desired focus for the Comp Plan and for Council to adopt a formal plan for the update process. **B. Johnson** explained the annual process of establishing a work plan for the Planning Commission in which Council could supply a priority list of projects for review and added that the Planning Department usually has the capacity for two additional yearly projects. **Councilor Chaplin** emphasized the high priority of walkability & bike-ability for the City of Burlington per Council vote and extended a kudos to the Planning Department for their high quality work on the Comprehensive Plan Update document.

Councilors Green/ Stavig made a motion to adopt the updated Burlington Comprehensive Plan and Comprehensive Plan Maps and authorize the Mayor to sign the attached ordinance. All in favor; motion carried.

Ordinance Adopting Comprehensive Plan Code Updates

Community Development Director Brad Johnson shared the final City Code updates with corresponding amendments to the new Comp Plan.

Councilors Chaplin/Green made a motion to adopt the proposed code amendments and updated zoning map and authorize the Mayor to sign the attached ordinance. All in favor; motion carried. Clapping ensued.

Ordinance Adopting 2023 Non-Represented Salary Grid & Employee Placement

City Administrator Greg Young asked Council to defer this Agenda Item until the next Council meeting to allow for a spreadsheet edit. **Councilor Stavig** initiated a discussion on the topic and expressed opposition to the salary survey not including employee benefits. **Stavig** asked if Council received a full report, and was confirmed by **Greg Young** that the same report Council received was the one provided to City staff due to methodology of the salary survey reports being proprietary to the HR firms hired. **Councilor Green** cautioned on the inclusion of benefits to an evaluation of salary as that each employee utilizes the benefits differently. **Councilor DeGloria** expressed concerns with the potential for bias during the initial 2019 survey conducted and the employee input on their job descriptions during the survey evaluation process. **Councilor Aslett** noted that the 2019 survey was done in parallel with other cities, in a very thorough “apples to apples” process. **Councilors Stavig** and **DeGloria** both shared oppositions to the process of evaluation presented in the Salary Survey, some of the proposed salaries, and the lack of included benefits with **Stavig** also suggesting to form a Salary Evaluation Committee.

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A motion to close the discussion was made by **Councilors Aslett/Green**. All in favor; motion carried.

Wastewater Generator Bid Award – Pump Station #8

Sewer Supervisor Don Erickson requested approval from Council to purchase a new generator for pump station #8, located west of Peterson Rd near Avon Allen.

A motion was made by **Councilors Stavig/Aslett** to award the bid to NC Power Systems and authorize the Mayor's signature. All in favor; motion carried.

Authorization for RFQ Advertisement – Maiben Park Conceptual Plan

City Administrator Greg Young followed up with Council on the previously discussed RFQ advertisement for the Maiben Park Conceptual Plan with some highlighted changes proposed by Council. **Young** suggested advertising in the Seattle Daily Journal of Commerce and included a possible timeline of events. **Councilor DeGloria** was not originally in favor of advertising for the RFQ but was convinced to change opinions by fellow Councilmembers arguments in support of the process, however would have preferred to have the work done in-house by City staff. There was some discussion and minor edits to the timeline proposed by Council with a slight modification from **Councilor Weiss** to change the dates from May 31st to June 8th.

Councilors Weiss/Chotzen moved to authorize the advertisement of the Maiben Park RFQ with the adjustment to edit the submittal deadline from May 31st to June 8th. All in favor; motion carried.

ADJOURNMENT:

Mayor Sexton adjourned the meeting at 9:25 p.m.

Joseph Stewart
Finance Director

Steve Sexton
Mayor