

June 8, 2023

+**Mayor Steve Sexton** called the City Council Meeting to order at 7:02 p.m. with the Pledge of Allegiance. **Councilmembers present:** Bill Aslett, Keith Chaplin, Anna Chotzen (remotely), Scott Green, James Stavig, and Jamie Weiss. **Staff present:** Jenny Cole, Leif Johnson, Mike Luvera, Marv Pulst, Travis Schwetz, Steve Riggs, Joe Stewart, Sarah Ward, and Greg Young.

A motion was made by **Councilors Stavig/Chaplin** to excuse **Councilor Joe DeGloria** from the June 8, 2023 City Council Meeting. All in favor; motion carried.

**MINUTES:**

**Councilor Stavig** had a correction to make to the 2023-05-25 meeting minutes, noting an edit to be made under Old Business with a change in his supporting statement from Salary Commission to Salary Committee.

With that correction noted, a motion was made by **Councilors Aslett/Green** to approve the May 25, 2023 minutes. All in favor; motion carried.

**AUDIT OF BILLS:**

**Councilor Scott Green** updated Council on the Audit & Finance meeting wherein there was robust discussion led by **Finance Director Joe Stewart** regarding the City's current approach to budget management and budget amendments. There will likely be a budget discussion with Council every 2-3 months led by **Joe Stewart**. Expenses of note include: \$87K to Rain for Rent for a hydraulic pump, \$38K for virtual police training, \$25K for reflective traffic paint.

A motion was made by **Councilors Green/Aslett** to approve Accounts Payable invoices to be paid as of June 8, 2023, in the amount of \$386,301.79; May 2023 Electronic AP in the amount of \$29,769.38; and May 2023 Utility Billing Refunds in the amount of \$617.56; and Payroll Expenses for Pay Period ending May 31, 2023 in the amount of \$610,100.22. 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).

**MAYOR'S UPDATE:**

**Mayor Sexton** reminded Council of the upcoming June 13<sup>th</sup> meeting with the North Star Group, praised the hanging baskets on Fairhaven, and prompted Council to express voting responses with a show of hands in addition to verbal responses.

**COUNCIL COMMENTS:**

**Councilor Bill Aslett** reported on a King 5 evening special featuring Burlington and the Berry Dairy Days event and shared the regular activity and enthusiasm of visitors at the newly opened Dog Park. **Aslett** requested other Councilmembers to consider the possibilities for the Carnegie Library building and proposed project as presented at previous meetings to Council and give direction and input to City Administration or **Councilor Aslett**.

**Councilor Keith Chaplin** gave positive feedback for the City of Burlington Newsletter and reiterated a request for a joint City Council and Burlington-Edison School Board meeting.

**Councilor James Stavig** asked about electronic communication for the Newsletter.

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**COMMITTEE & BOARD REPORTS:**

No Committee & Board Reports.

**OFFICER'S REPORTS:**

**Parks & Library Director Sarah Ward** updated Council on the sourcing of Library and Senior Center tables at a better rate with an original bid of \$42K down to a purchase price of \$27K. **Sarah Ward** provided data on the printing and mailing costs of the Newsletter and suggested a quarterly printed version and monthly electronic version and shared some of the upcoming Berry Dairy Days events including the lawn mower races.

**Public Works Director Marv Pulst** presented railroad crossing solutions to Council including the challenges of the railroad crossings in the City for emergency responders, to awarded grants and timelines, along with additional government funding. **Councilor Weiss** inquired about under versus overcrossing possibilities. **Councilor Stavig** congratulated the Public Works department on the awarded funding, asking if this the project was essentially a feasibility study and asked about the overlap or impact with other studies. Dialogue continued covering topics from the joint E-W Connector and Sage Apartment Complex project, traffic congestion and possible traffic solutions. **Pulst** shared that 6 submittals had been received for the Maiben Park RFQ and would be reviewed with a presentation to Council at the June 27<sup>th</sup> meeting. Council had some questions about the review process, scoring matrix used, and expressed interest in having a Parks Board representative present. Lastly, **Pulst** updated Council on the Sewer plant boiler replacement that will cost approximately \$95K for the machine.

**City Administrator Greg Young** reviewed the Sales Tax Graphs included in the City Council Meeting packets observing the strong trend of sales tax collections to be surmised by people still coming to Burlington to spend their money. **Young** reminded Council of the June 15<sup>th</sup> workshop with Council and the Planning Commission requesting Council to bring specific ideas. Council suggested: walkability/bikeability, dedicated safety zones, and affordability of housing to be priority topics. Additional conversation followed with mention of zoning and planning commission structure and processes. **Councilor Chaplin** requested to view Planning Commission meeting minutes.

**PROCLAMATION:**

No Proclamation.

**PRESENTATION:**

No Presentations.

**CONSENT AGENDA:**

- 1) **Railroad Pub & Pizza close the adjacent City parking lot for an event with Skagit Speedway on June 21, 2023 from 3:00-9:00PM**
- 2) **Appointment of Orlando Macias to the Parks & Recreation Advisory Board**

**Councilors Aslett/Weiss** made a motion to approve Consent Agenda Item #1 and #2 and authorize the Mayor's signature on appropriate documents. All in favor; motion carried.

**Councilor Stavig** welcomed Orlando Macias to the Parks & Recreation Advisory Board.

**PUBLIC HEARING:**

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No Public Hearing.

**OLD BUSINESS:**

No Old Business.

**INTRODUCTION/DISCUSSION:**

**Provide Funding to the Skagit County Interlocal Drug Enforcement Unit**

**City Attorney Leif Johnson** and **Police Chief Mike Luvera** opened the discussion asking Council for input on the possibility of the City of Burlington providing funding for the Skagit County Interlocal Drug Enforcement Unit (SCIDEU) in lieu of a detective joining the unit since current staffing levels would not allow for this participation option. **Councilor Chaplin** asked what happened to the seized money from SCIDEU. **Councilor Weiss** was not in favor of giving money to SCIDEU preferring to prioritize the funding of the City of Burlington police force. **Councilor Chotzen** was supportive of the idea of funding SCIDEU but suggested a short-term commitment. **Mayor Sexton** reminded Council that the funding was a placeholder for not having a Burlington detective on the SCIDEU force and **Chief Luvera** shared the Burlington PD budgeted number of positions versus actual number of positions. **Councilor Green** asked what happens to unused personnel funding for the PD and was in favor of funding SCIDEU. **Councilor Aslett** expressed support of providing financial support to SCIDEU. **Councilor Stavig** appreciated hearing other Councilmembers opinions and observed that the unused funding under discussion had been allocated to Burlington PD and that SCIDEU helps the City of Burlington. Some discussion followed about an MOU with SCIDEU and the possibility of making that document available for Council viewing.

**Modification to the 2<sup>nd</sup> Children’s Librarian Proposal**

**Parks and Library Director Sarah Ward** updated Councilmembers on the new Children’s Librarian position that was approved sharing that the search for grant funding was unsuccessful. Rather than hiring a 2<sup>nd</sup> Children’s Librarian City staff proposed to Council to create and hire a different job classification, a Bilingual Children’s Services Associate. Discussion followed wherein it was determined that the Librarian position had already been approved for 2023, there was concern whether the position had long term funding, and there was an inquiry about overlap or interlocal agreements with School District Librarians.

**Planner I and Planner II Positions**

**City Administrator Greg Young** explained to Council the idea from the Community Development department to create a distinction of Planner I and Planner II job titles to add to the Non-Represented Wage Grid in order to open the approved Planner position to a wider pool of candidates. There were varying opinions of Councilmembers ranging from support by **Councilor Aslett** and **Councilor Chotzen** who encouraged a wider range of applicants to **Councilor Weiss** and **Councilor Stavig** who felt the different levels of job qualifications could be confusing to applicants.

**ACTION ITEMS:**

**Police Department & Misc. Fees Schedule**

**Police Chief Mike Luvera** introduced a new fee schedule created by the Legal and Police Department. **Councilor Weiss** noted that the math aligned with the cost of service of a freelance video editor. **City Attorney Leif Johnson** explained that Burlington PD participated in a survey to determine the fee schedule. **Councilor Chotzen** inquired on how the public could understand the redaction laws with **L. Johnson** sharing that the details depend on the Public Records Act.

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**Councilors Chaplin/Green** made a motion to adopt the revised City of Burlington 2023 Fee Schedule. All in favor; motion carried.

**Parks & Recreation Building Remodel Request for Qualifications (RFQ)**

**City Administrator Greg Young** presented a draft RFQ for architectural pre-design services for the Parks & Recreation building based on discussion and input from Council members at the previous Council meeting. **Councilor Weiss** was not in favor of the RFQ and shared the opinion that the money spent on the RFQ could be better utilized elsewhere.

**Councilors Aslett/Stavig** made a motion to allow staff to advertise for architectural pre-design services. **Councilors Chaplin, Chotzen, and Green** in favor; **Councilor Weiss** opposed. Motion carried.

**EXECUTIVE SESSION:**

**City Attorney Leif Johnson** recited the following: pursuant to RCW 42.30.110

(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public; and (i) 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.

**L. Johnson** stated that the closed session would last approximately 20 minutes, extended as necessary, and that there would be no expected outcome at the conclusion of the session. There was a 5-minute break and the session began at 9:20 p.m. Mayor Sexton called for additional time at 9:40 p.m. and 9:50 p.m. Session adjourned at 10:07 p.m.

**ADJOURNMENT:**

**Mayor Sexton** adjourned the meeting at 10:08 p.m.

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Joseph Stewart  
Finance Director

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Steve Sexton  
Mayor