

June 24, 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, Joe DeGloria, Rick DeGloria, Scott Green, James Stavig. Staff present: Janice Burwash, Brian Dempsey, Geoff Hawes, Leif Johnson, Sandra Kottke, Katie Olafson, Marv Pulst, Jim Rabenstein, Travis Schwetz, Joe Stewart, and Greg Young.

A motion was made by **Councilors Green/J. DeGloria** to excuse **Councilor Chris Loving** from the meeting. All in favor; motion carried.

Mayor Sexton requested a motion from Council to amend the agenda removing agenda item number 2 (two), a development briefing and agenda item number 11 (eleven), an Agreement with Carletti Architects for the Carnegie Library upgrades. These items will be brought back to Council at a future meeting.

A motion was made by **Councilors Chaplin/Aslett** to amend the agenda as requested. All in favor; motion carried.

MINUTES:

A motion was made by **Councilors Aslett/Green** to approve the minutes of the June 10, 2021, City Council meeting. All in favor; motion carried.

AUDIT OF BILLS:

A motion was made by **Councilors Green/Chaplin** to approve Accounts Payable invoices to be paid as of June 24, 2021, in the amount of \$293,768.08, and June 10, 2021, and Payroll Expenses for Pay Period ending June 15, 2021, in the amount of \$706,353.85. All in favor; motion carried. **Councilor Joe DeGloria** voiced several questions regarding funds being used for the Skagit First Steps Center. **Finance Director Joe Stewart** explained the city needed to front several of the initial costs but will be reimbursed for most of the expenses. **J. DeGloria** requested a current list of expenditures for the Skagit First Step Center. **Stewart** shared the Finance Department would present Council with an expenditure breakdown.

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, ATTN: Greg Young, or by email to badministration@burlingtonwa.gov.

COUNCIL COMMENTS:

Councilor Scott Green was excited to share he had received high praise for the staff at the Burlington Public Library from a customer at his place of business. **Councilor Keith Chaplin** also shared his enthusiasm for the library. **Councilor Bill Aslett** shared excitement for the upcoming soccer tournament saying it was great to see the fields getting used again. **Councilor Joe DeGloria** extended congratulations to the 2021 graduating class.

June 24, 2021

MAYOR'S UPDATE:

Mayor Sexton shared the Skagit County Commissioners have had discussions regarding implementing a county-wide one-tenth of 1% Homeless Sales Tax increase. Burlington contributes 35% of the sales tax revenue for the county. **Mayor Sexton** explained the benefits to the City of Burlington having control over the portion of revenues received from this tax. **Councilor Bill Aslett** expressed concerns and hoped the city would have a say in how the funds are used. **Councilor Scott Green** questioned the timing of this tax and spoke in favor of the city controlling the funds.

Mayor Sexton updated Council on the first week of the Skagit First Step Center. A meeting was held at the center with the Mayor and several city staff members including officers from the Burlington Police Department. Many residents expressed their appreciation for the center and for being given this opportunity for a helping hand. **Councilor Bill Aslett** shared the Skagit First Steps Center is a great resource for law enforcement.

SPECIAL PRESENTATION:

Finance Director Joe Stewart presented Council with a brief presentation regarding the 2020 year-end results and the May 2021 financial results including revenues, expenditures, and ending cash by fund. **Councilor Joe DeGloria** asked if the city has received any funds from the American Rescue Plan. **Stewart** explained the city will receive half of the American Rescue Plan funds this year and half next year. The city can expect to receive about \$1.2 million this year and an additional \$1.2 million in 2022. **J. DeGloria** also suggested reassessing the recent taxes implemented by the city. **Councilor Bill Aslett** advised moving forward on the side of caution as the city starts to open back up there may be higher expenditures. **Councilors Keith Chaplin** and **Scott Green** spoke in agreement with **Aslett**. **Councilor James Stavig** spoke in agreement with **J. DeGloria** sharing he appreciated the conversation and requested this topic be brought back to Council for further discussion.

COMMITTEE & BOARD REPORTS:

Councilor Keith Chaplin shared the Public Works Department was awarded \$200,000 from Skagit County Economic Development to improve Fairhaven West of the five-way intersection bringing the total funds available for this project to \$400,000. The Streets Department installed speed indicator signs on East Fairhaven Ave. The Parks and Recreation Department request for bids closed for the dog park. **Chaplin** shared his excitement for this project. **Councilor Bill Aslett** requested a feature installation for the Fairhaven development project including fountains or artwork sharing it would be a spectacular opportunity to see this space developed as a retail center that has some attractiveness. **Chaplin** also suggested offering more food trucks making Burlington a destination.

PROCLAMATION:

No Proclamation.

OFFICERS REPORTS:

June 24, 2021

IT & Fiber Director Geoff Hawes gave an update to Council about cybersecurity within the IT Community. Hawes hopes to bring this topic back to Council to share the effects of ransomware events. **Councilor Keith Chaplin** thanked **Hawes** for looking into ways to prevent these issues.

UNFINISHED BUSINESS:

No Unfinished Business.

CONSENT AGENDA

No Consent Agenda

NEW BUSINESS:

Resolution Regarding the Continued Rental of the Whitmarsh House

City Administrator Greg Young explained a recent discussion was held with Council regarding the rental of the Whitmarsh House. The house has been rented over the past few years and most recently to City employees. The consensus of the Council is to continue to rent the house to city employees with a rental rate falling at the lower end of the market for comparable properties. **Councilors James Stavig** spoke in favor of the city retaining the home as a rental property for city staff use. **Councilor Keith Chaplin** requested an inspection be scheduled as well as a cost breakdown of repairs the home has received. **Parks Supervisor Jim Rabenstien** shared a lengthy list of repairs performed and stated the house is in good condition.

A motion was made by **Councilors Stavig/J. DeGloria** to approve the Resolution and authorize the Mayor to sign. All in favor; motion carried.

Interlocal Agreement for Community Court

City Administrator Greg Young shared, on November 12, 2020, Judge Howson presented the Council with a proposal for a Community Court program. This program consists of services provided for three court dockets per month with up to fifteen individuals per docket. This program will connect individuals to needed services and support to prevent recidivism within the court system. The funding for the Community Court program is currently in the 2021 budget with an interlocal agreement. **Councilor Stavig** asked who decides if Community Court is the best option. **City Attorney Leif Johnson** explained the decision multi-layered amongst the Judge, the Defense, and the Prosecution and shared this pilot program has received positive feedback seeing interest on a weekly basis.

A motion was made by **Councilors Stavig/ R. DeGloria** to approve the interlocal agreement with Skagit County for Community Court Services in the Burlington Municipal Court for 2021 and 2022 at \$10,982.88 per year and authorize the Mayor to sign the contract. All in favor; motion carried.

Agreement with Allied Floors for New Carpeting at the Public Safety Building

June 24, 2021

Assistant Public Works Director Brian Dempsey explained, the Public Safety Building currently has the original carpet installed in 2001. The carpet is worn and due for replacement. With this project, new carpet squares and vinyl flooring will be installed along with epoxy to seal the existing concrete slab underlying the floors. Due to budgeting and staff resources needed to assist the contractor, the plan is to upgrade approximately 1/3 of the building floors. The remaining floors will be completed in 2022. The lowest quote was received from Allied Floors out of Burlington for the amount of \$39,485 plus taxes. Allied Floors will install the carpeting and prepare the existing concrete slab. **Councilor James Stavig** requested that all quotes received for projects be included in the council packet.

A motion was made by **Councilors Chaplin/Green** to authorize the Mayor to sign the agreement with Allied Floors for new flooring at the Public Safety building. All in favor; motion carried.

Fiber ISP provider NPINFO

IT and Fiber Director Geoff Hawes shared another IT/SP provider has approached the city to be able to provide internet and phone services to their IT-supported customers in Burlington. The support model included an end to end IT support and use our point-to-point 'dark fiber' connections vs simply providing internet services using PON and splitters. Additionally, this provider has partnered with the City of Mount Vernon and with the Port of Skagit. A brief discussion was held amongst the Council and staff regarding possibly limiting the number of ISP's available. **Councilors Bill Aslett** and **Joe DeGloria** spoke against a limitation of available ISP's. **Mayor Sexton** shared NPINFO came in far less than other providers and was a great option to keep costs affordable.

A motion was made by **Councilors Green/Chaplin** to authorize NPINFO as another ISP/fiber leaseholder on the City of Burlington fiber system and authorize the Mayor and staff to sign the agreement. All in favor; motion carried.

IT Surplus

IT & Fiber Director Geoff Hawes shared the IT Department has been accumulating surplus IT equipment for more than 5 years. Almost all the surplus equipment is the result of older technology becoming obsolete and the City's 5–10-year IT replacement schedule. This equipment is no longer valuable to the city and many items are broken and beyond repair. A brief discussion was held amongst the Council and staff about the possible idea of holding an auction for the equipment. **Councilor James Stavig** shared holding an auction could be a great opportunity for a community event. City **Administrator Greg Young** expressed his interest in this idea.

A motion was made by **Councilors Stavig/Chaplin** to authorize the approval to surplus all the current IT equipment. All in favor; motion carried.

Skagit River Park Irrigation – PUD Connection

Park Supervisor Jim Rabenstein explained there has been a temporary water connection to the Skagit PUD water system for irrigating the West playfields at Skagit River Park for many years. With new policies at PUD, they have requested this

June 24, 2021

connection to become permanent for a while. PUD denied staff a temporary hydrant meter for this summer, and now the city is being required to install a standard PUD water meter and associated equipment for a permanent connection to their water system. The installation cost is an estimated \$58,000. With any new connection to the PUD water system, a connection fee is required. The Connection fee or system development fee will cost \$50,575 and is a one-time expense. **Councilor Keith Chaplin** expressed his frustrations about alternative measures not being presented to Council. **City Administrator Greg Young** shared all possible alternatives would still require a permanent connection to PUD. **Public Works Director Marv Pulst** explained while the cost may be considered high this is a necessary expense for the city. **Councilor Scott Green** spoke in agreement with **Chaplin's** frustrations and thanked staff for all the work put into this project.

A motion was made by **Councilors Green/Aslett** to approve the agreement with PUD and authorize PUD crews to install a permanent water meter and connection to the PUD system for Irrigation purposes at Skagit River Park. All in favor; motion carried.

Revision to Council Rules of Procedure Allowing Remote Attendance

City Administrator Greg Young explained during the current COVID-19 Pandemic, alternative means of meeting were developed. This included the Burlington City Council meetings being held telephonically. As the return of in-person meetings is being discussed, it is the consensus of the Councilmembers that allowing for remote participation in certain circumstances is desirable. **Councilor Joe DeGloria** requested the language in the Council Rules of Procedures section 1.3 be changed to include Councilmembers to the contact list if a fellow Councilmember will be absent from a meeting. **Councilor Scott Green** spoke in favor of Council meetings returning in person as soon as possible and asked about more restrictive attendance rules. **City Attorney Leif Johnson** explained he would work to find more restrictive examples to present to Council.

A motion was made by **Councilors Chaplin/Aslett** to approve the revisions to the Council Rules of Procedure. All in favor; motion carried.

Bid and Contract Award – George Hopper Signal/Safety Project

Assistant Public Works Director Brian Dempsey explained the City of Burlington received grant funding for design and construction to traffic safety improvements along George Hooper Road from Burlington Boulevard to Costco Drive. The project will upgrade the traffic signal infrastructure. Along with pavement overlay of existing road, other items of work include but are not limited to pavement markings, traffic signal heads, street signs, signal poles, vehicle video detection, signal cabinet & controller, and ADA sidewalk ramps. This project will also invest in upgrading signal timing programs, so the two upgraded signals systems will be coordinated with other City-owned traffic signals. The lowest, responsive bid was received from SVR Construction of Anacortes for the amount of \$1,140,572.

June 24, 2021

A motion was made by **Councilors Aslett/Chaplin** to award a bid to SRV Construction for \$1,140,572 for George Hopper Signal Safety Project and authorize the Mayor to sign the contract. All in favor; motion carried.

Agreement with Trantech Engineering for Construction Management – George Hopper Signal/Safety Project

Assistant Public Works Director Brian Dempsey explained the City of Burlington received grant funding for design and construction to traffic safety improvements along George Hooper Road from Burlington Boulevard to Costco Drive. Through a competitive process, Trantech Engineering was selected to design this project, along with an option for managing the construction phase. It is common for the engineer of record to be retained for construction. Before the design phase, other consultant Statements of Qualifications were evaluated, and Trantech Engineering ranked the highest. Trantech Engineering fees for construction management are \$121,058.07 which will be added to the design agreement with the city making the updated maximum amount payable to Trantech Engineering \$226,080.68. **Councilor James Stavig** asked about software options that can automatically trigger lights and timing. **Dempsey** shared the system will work itself independently. **Councilor Scott Green** spoke in favor of adding a left turn option on George Hopper.

A motion was made by **Councilor Stavig/Green** to authorize the Mayor to sign a supplemental agreement with Trantech Engineering for George Hopper Signal Safety Project. All in favor; motion carried.

EXECUTIVE SESSION:

No Executive Session.

ADJOURNMENT:

Mayor Sexton adjourned the meeting at 9:37 p.m.

Joe Stewart, Finance Director

Steve Sexton, Mayor