

August 27, 2020

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, Mike Luvera, Kristen Morrison, Marv Pulst, Joe Stewart, Greg Young, Rob Toth, and Sarah Ward.

MINUTES:

A motion was made to approve the minutes of the August 13, 2020 Council meeting by **Councilors R. DeGloria/Green**. All in favor; motion carried.

AUDIT OF BILLS:

Councilor Aslett discussed the Audit and Finance Committee meeting, wherein bills were reviewed, and there was discussion regarding the contract for repair and maintenance of the vehicles within the City's fleet, for which an update is requested.

A motion was made by **Councilors Aslett/Green** to approve Accounts Payable invoices to be paid as of August 27, 2020 in the amount of \$267,351.11, and Payroll Expenses for Pay Period Ending August 15, 2020 in the amount of \$657,543.85. All in favor; motion carried.

PUBLIC COMMENTS:

No public comment.

COUNCIL COMMENTS:

Councilor Chaplin discussed the current COVID testing numbers, and reminded all that with the Labor Day Holiday upcoming, to be mindful of large gatherings.

MAYOR'S UPDATE:

Mayor Sexton discussed the improvement in the number of COVID positive tests in the County, and that the drive-in testing facility at Skagit Valley College is now only providing tests to those who live or work in the Skagit County. **Mayor Sexton** urged those who think they may need to get tested, to get tested.

Mayor Sexton discussed a meeting with Skagit County Mayors, as well as County officials, which was held due to there being projections for the County jail facility which show a future budget deficit. **Mayor Sexton** stated that another meeting will be held at the end of September, and that he will be inviting Council to attend.

SPECIAL PRESENTATION:

No Special Presentation.

PROCLAMATION:

No Proclamation.

COMMITTEE & BOARD REPORTS:

No Committee & Board Reports.

OFFICERS REPORTS:

City Administrator Greg Young updated Council on the COVID-related one-to-one match of City staff leave time, which was offered for a short time during the beginning of the pandemic. **Young** stated that 1,387 hours were matched, which averages out,

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based on number of employees, to approximately ten hours per employee. **Young** stated that it's difficult to determine the cost of the matched hours, due to multiple factors, including the City paying unemployment costs. **Councilor Stavig** discussed an interest in the dollar amount of the match program, and cautioned the administration about continuously adding on to the burden of the taxpayer. **Mayor Sexton** stated that the cost for the match program was approximately 43,000 dollars total, and reviewed the fund balance over the course of the year, versus the revenue loss, and the management of the City's costs.

IT Manager Geoff Hawes discussed the challenges of the IT environment and that there will be an increased cost of the City's antivirus protection through the City's current provider, effective in the year 2021. **Hawes** discussed the increases in costs of antivirus products as a whole, and the process in attempting to find a less expensive product.

UNFINISHED BUSINESS:

Canton Parking Lot Lease Renewal

City Administrator Greg Young discussed the circumstances surrounding the lease negotiations, and stated that the owner of the parking lot is willing to now lease the lot for \$800 per month. Discussion was held on the impacts of the closure of the parking lot on downtown businesses, and how business owners are in favor of the reopening of the lot to the public.

A motion was made by **Councilor Chaplin** to discontinue the lease and not renew. Motion failed for lack of second.

A motion was made by **Councilors J. DeGloria/Loving** to continue with the parking lot renewal, month to month, at the \$800 rate, for which the family has agreed to. **Councilor Stavig** questioned why the lease is not an annual lease; **Young** discussed the lease terms, which includes a cancellation clause. **Councilor J. DeGloria** amended his motion to continue the parking lot lease at the \$800 monthly rate, for which the family has agreed to. Discussion was held on the current patronage of downtown businesses, parking lot use, and the effects of the pandemic.

A motion was made by **Councilors J. DeGloria/Loving** to renew the Canton parking lot lease at \$800 per month, for a period of one year, beginning September 1, 2020. **Councilors J. DeGloria/Loving/R. DeGloria/Stavig/Green/Aslett** in favor, **Councilor Chaplin** opposed; motion carried.

NEW BUSINESS:

Washington State Military Department Public Assistance Grant Agreement (FEMA)

Finance Director Joe Stewart discussed the grant agreement, which is to do with the costs incurred by the City due to the pandemic. **Stewart** explained that this grant is a formality, to agree to the terms and conditions of the funding through FEMA as a result of the President's disaster declaration. **Stewart** stated that the City has incurred approximately \$50,000 in costs for which it will submit for reimbursement. **Stewart** explained the management of the COVID response, which has been managed by **Fire Marshal Kelly Blaine**.

A motion was made by **Councilors Aslett/Green** to approve grant number D20-251 between the Washington State Department of Commerce and the City of Burlington. All in favor; motion carried.

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Mayor Sexton described the efforts of **Fire Marshal Kelly Blaine** during the COVID pandemic, and the work that he and Shelley Acero have done to have an effective response. **Mayor Sexton** discussed the County purchasing hub formed by Blaine, and that Blaine will be formally recognized for his efforts in the future.

Discussion

No discussion.

EXECUTIVE SESSION:

City Administrator Greg Young discussed the need for an executive session to review three union agreements. Logistics of the call-in for an executive session were discussed, wherein the phone line will be monitored for privacy. Discussion was held on delaying a motion on the agreements due to not being able to state an exact time for a vote to occur publicly via telephone. **City Attorney Leif Johnson** discussed parameters regarding executive sessions. City Administrator Greg Young stated that the session will last twenty minutes, and no motion is to be had at the conclusion.

City Attorney Leif Johnson recited the following: pursuant to RCW 4230110 as well as RCW 4230140, an executive session will be in regard to (a) collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress. **L. Johnson** stated that the session is expected to conclude at approximately 8:15 p.m., and no action is expected at the conclusion.

ADJOURNMENT:

Mayor Sexton adjourned the meeting at 8:25 p.m.

Joe Stewart
Finance Director

Steve Sexton
Mayor