

CITY OF BURLINGTON, WA

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September 14, 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, Joe DeGloria, Scott Green, James Stavig, and Jamie Weiss. **Staff present:** Brian Dempsey, Don Erickson, Leif Johnson, Mike Luvera, Kristen Morrison, Marv Pulst, Travis Schwetz, Joe Stewart, and Rob Toth.

A motion was made by **Councilors Aslett/DeGloria** to excuse **Councilor Anna Chotzen** from the September 14, 2023 City Council meeting. All in favor; motion carried.

**MINUTES:**

A correction was reported by **Councilor Stavig** of an error in the August 24<sup>th</sup> meeting minutes stating that James Stavig asked a question that was in fact asked by Jamie Weiss pertaining to a discussion on finance and budget.

A motion was made by **Councilors Green/Aslett** to approve the August 24, 2023 minutes with edited corrections. All in favor; motion carried.

**AUDIT OF BILLS:**

**Councilor Scott Green** updated Council on the Audit & Finance meeting wherein the City expenses were reviewed and there were some budget items of note.

A motion was made by **Councilors Green/Aslett** to approve Accounts Payable invoices to be paid as of September 14, 2023, in the amount of \$971,441.60; August 2023 Electronic AP, in the amount of \$32,197.08; August – September 2023 Utility Billing Refunds, in the amount of \$1,590.92; and Payroll Expenses for Pay Period ending August 31, 2023 in the amount of \$624,352.41. All in favor; motion carried.

**PUBLIC COMMENTS:**

A City of Burlington resident, Kiera Wright, addressed Council regarding the proposed S. Pine Street development, expressing dissatisfaction with the 2 week notice response window and lack of prompt email response from City staff.

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:**

September 14, 2023

**Mayor Sexton** shared that the North Star Dinner Meeting day and time had been announced as November 29<sup>th</sup> from 5 p.m.-8 p.m. so that Councilmembers could reserve the date on their calendars.

**COUNCIL COMMENTS:**

No Council Comments.

**COMMITTEE & BOARD REPORTS:**

**Councilor Jamie Weiss** reported on the abbreviated Parks & Rec Board meeting wherein survey results from the Jason Boerner Park survey had been tallied into 4 top requests: covered basketball courts, covered patio, fitness station or walking pathway. On the Recreation report, **Weiss** shared upcoming community events and registration; and on the Parks report, **Weiss** updated Council on equipment maintenance, lodging tax, and soccer tournament plans, along with special acknowledgment to the great crew of seasonal staff this year.

**Councilor Scott Green** reported to Council on the Public Safety Committee meeting discussion that included a report of the Fire Hall remodel, 2 staff members at Academy, and a slight decrease in call volumes. For the Police Department, there is a new virtual training system being used by officers, one staff member started academy with an estimated January 2024 graduation date, 5 Officer positions remain open, and National Night Out held in August was a success.

**Councilor James Stavig** briefly shared about the recent Lodging Tax Advisory Committee meeting held to review Lodging Tax Grant Applications. **Stavig** stated that there was over \$800K in the budget to award and the sum of all the requests was under \$700K. **Councilor Chaplin**, former LT Committee member, noted that many of the same organizations ask each year and asked community members to spread the work about the grant funding opportunity. **Councilor Weiss** saw a Mount Vernon based non-profit and asked if organizations outside of Burlington were eligible. It was confirmed that any organization with an event that potentially brings overnight guests to Burlington qualifies and there is no impact of location on scoring.

**OFFICER'S REPORTS:**

**Public Works Director Marv Pulst** presented to Council a slideshow discussing a Department of Ecology grant for the design of pervious concrete shoulders for Pine Street wherein a map was provided and agreement between the Department of Ecology and City of Burlington with projected costs and timeline listed. **Councilor Weiss** was in support of transitioning to

September 14, 2023

impervious concrete and had questions about the process of selecting which projects to prioritize.

**PROCLAMATION:**

No Proclamation.

**PRESENTATION:**

**Finance Director Joe Stewart** explained the Budget Materials included in Council Packets including the process of City budget development and formulation. **Stewart** covered topics ranging from budget goals, revenues, personnel budgeting, the four budget buckets – requested, proposed, final and adopted, along with timelines of the budget season and formatting of the budget in Excel to accommodate changes. **Councilor Wiess** expressed support of considering budget development software if that would assist City staff with the budgeting process.

**First Steps Center Executive Director Jonathan Kline** updated on the First Steps Center including data from Q1 to present that included services provided, number of people housed, funding secured and overall financial health of the organization, upcoming offerings like winter shelter, and challenges such as staff turnover rates. **Kline** answered Council questions about waiting lists, types of beds, and staff pay increases.

**CONSENT AGENDA:**

No Consent Agenda.

**Councilors Chaplin/Weiss** made a motion to reorganize the agenda, moving Action Items #1, Arts Commission Amendment, and #2, Appointments to the Burlington Arts Commission, to be discussed prior to all other Agenda Items. All in favor; motion carried.

**ACTION ITEMS:**

**Arts Commission Amendment**

**City Attorney Leif Johnson** introduced the topic, noting changes that Council had discussed at the previous Council meeting on the same topic.

**Councilors Green/Chaplin** moved to approve the ordinance amending chapter 2.80.020 of the Burlington municipal code, regarding membership of the Burlington Arts Commission. All in favor; motion carried.

September 14, 2023

**Appointments to the Burlington Arts Commission**

**City Attorney Leif Johnson** presented packet materials wherein 4 qualified applications had been received by the City of Burlington. There was a resounding appreciation shared from the Council to the candidates for their interest in joining the Commission, and a special note of thanks to Councilor Chotzen as an instrumental part of founding a community Arts Commission.

**Councilors Stavig/Chaplin** moved to confirm the appointments of Pat Edwards, Kiera Wright, Elizabeth Turman-Bryant, and Marjorie Plewinski to the Burlington Arts Commission, effective September 14, 2023. All in favor; motion carried.

**INTRODUCTION/DISCUSSION:**

**Fire Hall Renovation Internal Financing**

**Finance Director Joe Stewart** shared with Council the financing strategy for funding the Fire Hall remodel. Chief Toth shared an update on the remodel status with Phase I looking to wrap up in October and Phase II to be complete by mid-November. There was some additional discussion about specific accounts and market interest rates.

**ACTION ITEMS:**

**Interlocal Agreement with Skagit County GIS**

**Mayor Steve Sexton** noted materials in Council Packets for the proposed interlocal agreement. **Councilor Weiss** had questions about the need for an interlocal agreement and requested to see more financials for the specific cost savings that the interlocal would provide.

**Councilors Aslett/DeGloira** made a motion to approve and authorize the Mayor to sign the attached interlocal agreement with Skagit County. All in favor; motion carried.

**Interlocal SWAT Agreement**

**Police Chief Mike Luvera** opened the discussion with Council about the proposed interlocal SWAT agreement. **Councilor Wiess** inquired about the costs associated with materials provided to officers joining SWAT, **Councilor Chaplin** asked for approximate amount of times the City of Burlington utilized SWAT services annually, and **Councilor Stavig** wondered who or how the need for a SWAT team was determined.

September 14, 2023

**Councilors DeGloria/Green** made a motion to approve the addendum of the interlocal agreement of the North Cascades Regional SWAT team and authorize the Mayor to sign. All in favor; motion carried.

**Interlocal Agreement with Skagit County for Expanded Source Control Inspection Program**

**Public Works Director Marv Pulst** presented an Interlocal Agreement with Skagit County for the services of a stormwater pollution prevention source control program service. **Councilor Weiss** inquired if the contract could be altered to increase inspections to go beyond minimum NPDES Municipal Stormwater Permit requirements. There were additional questions from Council about the percentage paid for the service, discussion about the compliance requirements, the number of businesses requiring monitoring, and other specific data and metric information. **Pulst** shared that more data could be requested to answer Council questions.

**Councilors Green/Stavig** moved to authorize the Mayor to sign the interlocal agreement with Skagit County. **Councilors Chaplin, Aslett, and DeGloria** in favor; **Councilor Weiss** opposed. Motion carried.

**EXECUTIVE SESSION:**

No Executive Session.

**ADJOURNMENT:**

**Mayor Sexton** adjourned the meeting at 9:03 p.m.

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Joseph Stewart  
Finance Director

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Steve Sexton  
Mayor