

April 25, 2019

CALL TO ORDER:

Mayor Sexton called the meeting to order at 7:02 p.m. with the Pledge of Allegiance. Council members present: Bill Aslett, J. DeGloria, Rick DeGloria, Edie Edmundson, Chris Loving, Ted Montgomery, and James Stavig. Staff present: Jennifer Berner, Brian Dempsey, Michael Ganz, Brad Johnson, Michael Luvera, Diane Marcotte, Brittany Nelson, and Sarah Ward.

MINUTES:

A motion was made to approve the minutes of the March 28, 2019 council meeting by **Councilors Aslett/R. DeGloria**. All in favor; motion carried.

AUDIT OF BILLS:

A motion was made by **Councilors J. DeGloria/Loving** to approve Accounts Payable invoices to be paid as reviewed on April 25, 2019 in the amount of \$323,246.30, and Payroll Expenses for pay period ending 04/10/19 in the amount of \$477,231.19. All in favor; motion carried.

SPECIAL PRESENTATION:

Mayor Sexton presented **Councilor Montgomery** with a plaque in recognition of over 20 years of being a city councilor. **Councilor Montgomery** is retiring effective April 30, 2019.

PUBLIC COMMENTS:

Mike Miller – 1375 E Fairhaven Avenue, Burlington WA

Mr. Miller stated that he is currently seeking approval from the City for his project on the corner of Burlington Boulevard and Fairhaven. Mr. Miller asked that the City consider updating the ramps on the sidewalks to make them ADA compliant.

Mayor Sexton stated that the Public Works Director is not in attendance, but he would discuss the project with him. **Sexton** stated that the City does do these kind of projects. Mr. Miller stated that he would be contacting **Public Works Director Marv Pulst**.

COUNCIL COMMENTS:

Councilor Stavig stated that he will miss **Councilor Montgomery** and thanked him for his service. **Stavig** informed council he went on a ride along with Officer Serna and encouraged others to participate. **Stavig** stated that he has been thinking about strategic planning and the council's role as visionaries for the City; he would like to start a "Burlington Beautification Bunch" to clean up Burlington on the weekends.

Councilor Loving thanked **Councilor Montgomery** for his service on council.

Councilor Aslett thanked **Councilor Montgomery** for quitting council the first time as that is how he became a council member. **Aslett** stated that he attended the Kidapalooza event at the Skagit County Fairgrounds; it was a great community event with many vendors and resources for families. **Councilor Aslett** stated he would really like to see this event held in Burlington in the future.

Councilor Edmundson stated she wouldn't be on council if it wasn't for **Councilor Montgomery**. **Edmundson** explained how she became a Burlington City Council Member as a result of encouragement from **Councilor Montgomery**.

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MAYOR'S UPDATE:

Mayor Sexton informed council that he would be working with staff to map out a calendar for the remainder of 2019 to assist in council planning, specifically related to the budget. **Mayor Sexton** informed council that Bryan's retirement party will be held the week of May 20th; more information will be provided at a later date. **Mayor Sexton** informed council that he has been in touch with Prothman regarding an interim City Administrator and that he met with the individual Prothman recommended. **Mayor Sexton** stated he would be bringing an agreement to council soon.

PROCLAMATION:

No proclamation.

COMMITTEE & BOARD REPORTS:

Councilor Edmundson updated on council on the Public Safety meeting which was held on April 9, 2019. **Edmundson** updated the council on the projects currently being worked on by the Fire Department & Police Department related to newly purchased equipment and staffing updates. **Edmundson** also stated that the Fire Department has partnered with the Children's Museum for an event at the outlet mall. **Edmundson** reported that **Police Chief Mike Luvera** called bingo at the senior center and it was enjoyed by all.

OFFICER REPORTS:

No Officer Reports.

UNFINISHED BUSINESS:

No unfinished business.

Mayor Sexton asked that council consider moving agenda items #7 and #9 as they are related to the Finance Department and **Interim Finance Director Diane Marcotte** has a long drive ahead of her after the meeting.

A motion was made to move agenda item #1 to agenda item #7 by **Councilor J. DeGloria**. Motion failed.

A motion was made to move agenda items #7 and #9 to item #2 and #3 by **Councilors J. DeGloria/R. DeGloria**. All in favor; motion carried.

NEW BUSINESS:

PUBLIC HEARING: ADOPTION OF UPDATED CAPITAL IMPROVEMENT PLAN

Community Development Director Brad Johnson explained that the City is required to maintain this document as a financing plan for facilities and equipment. **B. Johnson** explained the projects in further detail and clarified that this is a planning document and that not all the projects listed will be completed; council is under no obligation to fund all the projects. **B. Johnson** stated this is annually reviewed in order to be in sync with revenue projections and needs of the City.

Mayor Sexton opened the Public Hearing.

There were no public comments.

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A motion was made to close the Public Hearing by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

B. Johnson updated council on the timeline for the 2020 CIP and that the document will be presented to council well in advance of needing approval. **Councilor Aslett** stated that there was an issue with the online version and he appreciated the organized document that was received today. **Aslett** stated that he hopes the new Finance Director can better plan and project future revenues.

Discussion was held regarding planning for the CIP in the future and the role of council in planning and developing the CIP. **Councilor Aslett** requested a workshop to discuss the CIP and a discussion of revenue forecasts. **B. Johnson** stated that the City is late on the adoption and his preference be that the CIP in front of council tonight be adopted and that a workshop be scheduled to discuss the 2020 CIP. **Councilor J. DeGloria** stated that he agrees with **Aslett** that a workshop would be valuable on this topic.

Discussion followed regarding the adoption of the CIP, council requesting a workshop, and how the council can plan better in the future and when the workshop should be scheduled. **Councilor Loving** stated his displeasure with some of the projects in the CIP. **Mayor Sexton** stated a workshop would be planned to discuss the 2020 CIP. Discussion followed regarding the date of the workshop.

A motion was made to accept the Planning Commission's recommendation and authorize the Mayor's signature on the CIP ordinance by **Councilors Stavig/Montgomery**. All in favor; motion carried.

AGREEMENT WITH ACCOUNTEMPs FOR SALARIED PROFESSIONAL SERVICE

Interim Finance Director Diane Marcotte explained the need for additional staffing in the Finance Department and the type of work and projects this individual will be working on. **Marcotte** informed council of the individual's qualifications and background. **Marcotte** recommend that council consider entering into this agreement. **Councilor Aslett** stated his support for this agreement and echoed **Marcotte's** comments. **Councilor Stavig** expressed his concerns regarding the amount of additional funding that has been spent in the Finance Department this year; he stated that his experience is that if you hire a temporary staff member the ask then becomes asking for an additional staff member.

Discussion followed regarding the type of work that is necessary in the department, length of time of the temporary staff, and the agreement terms. Members of the Audit & Finance Committee stated their support for the temporary staffing and recognized there is a real need for temporary additional staffing. **Councilor Aslett** thanked the Finance Department staff for their hard work and stated his appreciation of their efforts. **Interim Finance Director Diane Marcotte** added that this individual has experience in local government and explained the projects this individual would be working on; these projects are additional work that is necessary to complete the financial statement that is due at the end of May.

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A motion was made to approve the agreement with Accountemps for additional staffing in the Finance Department and authorize the Mayor's signature on the agreement by **Councilors Loving/J. DeGloria. Councilors Aslett/R. DeGloria/Edmundson/Montgomery** in favor; **Councilor Stavig** opposed; motion carried.

REQUEST FOR CONFIRMATION OF CITY FINANCE DIRECTOR POSITION APPOINTMENT

Mayor Sexton reviewed the process for the selection of the Finance Director; three candidates were interviewed and members of the Audit & Finance Committee were involved in the interviews. **Mayor Sexton** stated he recommends the council to appoint Joe Stewart to the position of Finance Director.

A motion was made to enter Executive Session to discuss personnel by **Councilors J. DeGloria/Aslett**. All in favor; motion carried.

Mayor Sexton stated that an Executive Session will be held Per RCW 42.30.110 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. The executive session should take approximately fifteen minutes and action is expected as a result of the executive session. Council and city staff adjourned for Executive Session at 7:58 p.m. **Human Resources Manager Brittany Nelson** announced Executive Session would require an additional five minutes. Council and city staff returned from Executive Session at 8:18 p.m.

A motion was made to approve the Mayor's selection for the position of Finance Director and appoint Joe Stewart by **Councilors Loving/Aslett**. All in favor; motion carried.

EMS – MEDICAL GRADE OXYGEN CYLINDER EXCHANGE AGREEMENT BETWEEN THE CITY AND SKAGIT COUNTY FIRE DISTRICT #12

Interim Fire Chief Mike Ganz reviewed the agreement regarding the exchange of oxygen cylinders and the process that is involved; this agreement allows the City to exchange cylinders with Fire District #12 should their oxygen run out on scene.

Councilor Stavig stated this agreement makes sense; **Ganz** explained how and why this works.

A motion was made to approve the interlocal agreement between the City and Skagit County Fire District #12 and authorize the Mayor's signature by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

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EMS – MEDICAL GRADE OXYGEN CYLINDER EXCHANGE AGREEMENT BETWEEN THE CITY AND SKAGIT COUNTY FIRE DISTRICT #5

Interim Fire Chief Mike Ganz reviewed the agreement regarding the exchange of oxygen cylinders and the process that is involved; this agreement allows the City to exchange cylinders with Fire District #5 should there oxygen run out on scene.

A motion was made to approve the interlocal agreement between the City and Skagit County Fire District #5 and authorize the Mayor's signature by **Councilors Aslett/Stavig**. All in favor; motion carried.

EMS – INTERLOCAL AGREEMENT FOR PARAMEDIC INTUBATION TRAINING AND SKILL MAINTENANCE BETWEEN SKAGIT COUNTY PUBLIC HOSPITAL DISTRICT NO. 1 AND BELLINGHAM ANESTHESIA ASSOCIATES

Interim Fire Chief Mike Ganz explained that the City provides ALS services via its Fire Department. The paramedics require a certain amount of skills be done on an annual basis and only half of those intubation skills can be performed on a mannequin to meet the requirements of their paramedic certification. This agreement would allow more opportunities for the paramedics to reach their number of intubation skills required annually.

A motion was made to approve the agreement for paramedic intubation training and skill maintenance between the City, Skagit County Public Hospital District No. 1, Bellingham Anesthesia Associates and authorize the Mayor's signature by **Councilors Stavig/Montgomery**. All in favor; motion carried.

INTERLOCAL AGREEMENT WITH SKAGIT COUNTY FOR OVERLAY OF PETERSON ROAD

Assistant Public Works Director Brian Dempsey explained that the Washington State TIB funded the overlay of Peterson Road. Skagit County has requested that paving continue to Pulver Road; the interlocal agreement states that the County will compensate the City for 100% of the cost associated with paving the County segment of Peterson Road.

A motion was made to approve the interlocal agreement with Skagit County for the overlay of Peterson Road by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

PICTOMETRY SOFTWARE

Assistant Public Works Director Brian Dempsey explained that the software allows multiple City departments to access current aerials of the City and identifies parcels, buildings, and assessor data. Discussion was held regarding the difference between pictometry software and google maps.

A motion was made to approve the interlocal agreement with Skagit County for pictometry and authorize the Mayor's signature by **Councilors Montgomery/R. DeGloria**. All in favor; motion carried.

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CERTIFIED LOCAL GOVERNMENT GRANT

Parks & Recreation Director Jennifer Berner explained that the grant is for the Carnegie Library and there is no match required of the City. The grant is intended to develop a plan moving forward with the Carnegie Library; **Berner** reviewed the budget worksheet. **Councilor Edmundson** stated her support for this grant and the process moving forward. Discussion was held regarding the grant, the architectural review that was completed on the Carnegie Library last year, and the plan moving forward.

REVISED SALARY RESOLUTION ESTABLISHING THE POSITION OF HUMAN RESOURCES GENERALIST WITHIN THE CURRENT SALARY SCHEDULE

Human Resources Manager Brittany Nelson explained the history of the Human Resources Department, the need for additional staff to assist with the full implementation of centralized Human Resources throughout the City, and the duties and responsibilities of this position. **Councilors Stavig/Aslett/J. DeGloria** voiced their concerns for adding a position outside of the budget process; they stated there is not a need for additional staffing in Human Resources at this time. **Councilor Stavig** stated that he does not support giving additional funds to Human Resources; he feels the funds should be given to departments that make a difference, like sewer and streets. **Councilor Stavig** also stated that he feels the HR Manager is asking for an assistant so that she doesn't have to perform the duties she doesn't like. **Councilor J. DeGloria** stated he echoed **Councilor Stavig's** concerns and that he feels this is inappropriate timing; this should be discussed during the budget process. **Councilors Edmundson/Loving** stated their support for the position. **Councilor Aslett** stated he has concerns of a new position creation, would prefer to do during budget process. He would be more comfortable hiring a City Administrator and having that individual make this decision. **Councilor Aslett** stated he contacted other cities our size and an additional individual in HR is not necessary.

There was no motion made.

EXECUTIVE SESSION:

There was no Executive Session held.

ADJOURNMENT:

Mayor Sexton adjourned the meeting at 9:14 p.m.

Diane Marcotte
Interim Finance Director

Steve Sexton
Mayor

COUNCIL CHAMBERS

CITY HALL

BURLINGTON, WA

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