

February 11, 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, J. DeGloria, R. DeGloria, Scott Green, Chris Loving and James Stavig. Staff present: Kelly Blaine, Janice Burwash, Geoff Hawes, Brad Johnson, Leif Johnson, Sandy Kottke, Dan Laine, Mike Luvera, Kristen Morrison, Marv Pulst, Jim Rabenstein, Travis Schwetz, Joe Stewart, Rob Toth, Sarah Ward and Greg Young.

**MINUTES:**

A motion was made to approve the minutes of the January 28, 2021 Council meeting by **Councilors R. DeGloria/Green**. All in favor; motion carried.

**AUDIT OF BILLS:**

A motion was made by **Councilors Loving/Green** to approve Accounts Payable invoices to be paid as of February 11, 2021 in the amount of \$304,199.65, and Payroll Expenses for Pay Period ending January 31, 2021 in the amount of \$507,606.91. All in favor; motion carried.

**PUBLIC COMMENTS:**

**L. Johnson** stated that due to the technical limitations of the current meeting format, 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), as the City still cannot by law, hold in-person meetings.

**L. Johnson** stated that someone intended to submit a public comment this evening, however, City staff was not able to accommodate it at the late timeframe in which it was **submitted, but that the comment will be read at the next regular Council meeting**. **Councilor Aslett** stated that he spoke to the gentleman who submitted the comment, and that the gentleman had information that he wished Council to review prior to the meeting.

**COUNCIL COMMENTS:**

**Councilor Aslett** asked whether there is anything the Council needs to be aware of as there is snow forecasted. **Mayor Sexton** stated that the Street Department is well-prepared, and that **Fire Marshall Kelly Blaine** has worked in partnership with law enforcement to provide cold weather shelters for those who need it. **Street Supervisor Travis Schwetz** discussed the Department's being prepared adequately for snow.

**MAYOR'S UPDATE:**

**Mayor Sexton** discussed the County moving into Phase II, but that it's been three weeks in a row that the County Health Dept. has not had vaccines available for distribution.

**SPECIAL PRESENTATION:**

No Special Presentation.

**PROCLAMATION:**

No Proclamation.

**COMMITTEE & BOARD REPORTS:**

**Councilor J. DeGloria** discussed the Public Safety meeting, wherein discussion was held regarding Country Financial's grant donation, to be used for a new defibrillator; a vacant position, family disaster preparedness, and the purchase of a vehicle.

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**Councilor Chaplin** discussed the Parks & Recreation Board meeting wherein several subjects were discussed, including a proposed dog park, and potential locations thereof.

**OFFICERS REPORTS:**

**City Administrator Greg Young** discussed the potential dog park, and the proposed locations thereof. **Library & Recreation Director Sarah Ward** discussed the partnership between the Library and Recreation staff to create innovative ways to provide services to citizens. **Councilor Aslett** expressed appreciation for the work staff has done to remain engaged with the community.

**UNFINISHED BUSINESS:**

No Unfinished Business.

**CONSENT AGENDA**

No Consent Agenda

**NEW BUSINESS:**

**Changes to Title 15 of Burlington Municipal Code to Adopt Updated Uniform Fire & Building Codes**

**Community Development Director Brad Johnson** discussed the proposed changes to Title 15 of the Municipal Code, which would ensure the City is in compliance with State law, including clarification of the Fire Marshall responsibilities, administrative structure of the Community Development Dept., fire flow and access requirements for Burlington Hill; use of NFPA 13D sprinkler systems for new developments where there is not adequate fire flow and access, and the issues surround the posting of addresses other than those assigned by the City. Discussion was held on the water flow and access requirements for the existing streets/homes on Burlington Hill, requirements for future homes built on vacant land, and the use of automatic sprinkler systems. **B. Johnson** discussed the safety issues surrounding improperly/illegally created residential units, which have addresses other than those assigned by the City. Discussion was held on the pre-emptive nature of the changes to the code as related to the flow and access issues on Burlington Hill, as there have not been any fire flow issues to date. **Councilor Chaplin** discussed the nature of sprinkler systems, where they may be required, which have decreased in price significantly. **Fire Marshall Kelly Blaine** stated that the sprinkler systems are primarily used for life safety, but put the fire out the majority of the time.

**Mayor Sexton** opened the public hearing. **Mayor Sexton** stated that there is no one present in the Council Chambers to make a public hearing.

A motion to close the public hearing was made by **Councilor Chaplin/Aslett**. All in favor; motion carried.

A motion was made by **Councilors Chaplin/Green** to accept the Community Development Department's recommendation regarding changes to Title 15 of the Burlington Municipal Code and authorize the Mayor to sign the attached ordinance. All in favor; motion carried.

**Resolution Waiving Penalties Imposed Under B&O Tax Ordinance 1894**

**Finance Director Joe Stewart** discussed the issues surrounding the implementation of the B&O Tax, as outreach efforts for the new tax were widely believe to be a scam, or businesses were unaware of the obligation. Efforts to further notify businesses, including a press release and mailers were discussed. Discussion was held on the length of the reprieve of late penalties, as well as a potential of creating a dollar amount

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threshold to determine at what revenue amount a business would be required to file, versus the current practice of all businesses filing, regardless of their revenue. Discussion was held on the number of businesses who have already filed, and they time period in which they must file. **Councilor Aslett** requested that the issue of the revenue threshold amount be remanded to the Audit & Finance Committee.

A motion was made by **Councilors Aslett/Stavig** to approve the proposed resolution waiving all fees and penalties on the late B&O payments through March 31, 2021. All in favor; motion carried.

### **Comprehensive Plan Update – Development Regulation Amendments (RA-2 and MUR Zones)**

**Community Development Director Brad Johnson** explained the Planning Commission’s recommended changes to the land use and housing elements of the City’s comprehensive plan, as well as comprehensive plan map in order to comply with State Growth Management requirements, as well as ensuring adequate regulations to accommodate future employment and population growth. Discussion was held on the specific types of zones encompassed by RA-2 (Residential Attached) and MUR (Mixed Use Residential), and the incentivizing of in-fill development. **Councilor Loving** discussed the increase in density per acre, as well height restriction changes. **Loving** questioned whether there will be enough housing in the coming years, and whether the height restriction could be raised. **B. Johnson** explained the process of incentivizing in-fill in commercial zones, and current height limits in those areas, which can be modified based on the building and parcel configuration.

A motion was made by **Councilor Stavig/R. DeGloria** to accept the Planning Commission’s recommendation dated January 20, 2021 and authorize the Mayor to sign the attached resolution. All in favor; motion carried.

### **Development Briefing**

**Community Development Director Brad Johnson** presented a summary of a local development project: development plans by Tacos Tecalitlan to provide services in a permanent building versus the mobile truck from which they currently operate.

### **Acceptance of Country Financial Donation**

**City Administrator Greg Young** discussed the need for Council to formally accept the \$8,000 donation from Country Financial. **Young** explained that the donation would be used to purchase two speed limit boards and a defibrillator. **Councilor James Stavig** thanked Country Financial for their donation to the City.

A motion was made by **Councilors Chaplin/Aslett** to accept the Country Financial donation. Motion carried.

### **Procurement of Pickup Truck for Fire Department**

**Fire Chief Rob Toth** discussed the state and ages of the command vehicles used by the Fire Department, detailed the uses of the vehicle proposed for purchase, and discussed the process of procurement by initially looking at local options, and the reasons to

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purchase through the State bid, which was found to be the most economic and practical means of purchase. **Toth** also detailed the arrangements made on the ER&R fund, which moved the purchase cycle on the vehicle ahead by one year.

A motion was made by **Councilors Stavig/J. DeGloria** to approve the purchase of the 2021 Dodge Pickup truck from the State contract. All in favor; motion carried.

**2021 Senior Center Interlocal Agreement with Skagit County**

**City Administrator Greg Young** discussed the County's provision of services at the Senior Center. Discussion was held on the beneficial nature of the services provided at the Senior Center.

A motion was made by **Councilors J. DeGloria/Stavig** to approve the 2021 Senior Center Interlocal Agreement with Skagit County and Authorize the Mayor to sign. All in favor; motion carried.

**2021 Economic Development Alliance of Skagit County (EDASC) Agreement**

**City Administrator Greg Young** discussed the services provided by EDASC, and how the contained in the agreement is unchanged from that in the year 2020.

A motion was made by **Councilors Stavig/R. DeGloria** to approve the 2021 EDASC Agreement and authorize the Mayor to sign. All in favor; motion carried.

**ILA Purchasing Agreement to Piggyback on Snohomish Fire District #7/Bound Tree RFQ and Adoption Agreement**

**EMS Division Chief Dan Laine** discussed the Fire Department's purchasing of emergency medical supplies and equipment, following the procedures outlined in the City's Municipal Code. Laine discussed the desire to streamline the current process by entering into an interlocal agreement with Snohomish Regional Fire Authority, which would allow for increased efficiency and greater cost savings and bargaining power. Discussion was held on the terms of the agreement and whether if it proves to not to be beneficial, if the City has the option not to renew.

A motion was made by **Councilors Stavig/Aslett** to approve the Mayor's signature on the interlocal agreement with Snohomish Regional Fire Authority for "Cooperative Use" of awarded RFQ to Bound Tree Medical and the Adoption Agreement with Bound Tree Medical. All in favor; motion carried.

**DISCUSSION:**

**Councilor Aslett** complimented all Committees on their information presented during this meeting, the clarity it provide, and that he hopes to this continue throughout the year.

**Mayor Sexton** reminded Council of the Fiber meeting to be held next Thursday, February 18, at 6:00 p.m.

**EXECUTIVE SESSION:**

No Executive Session

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**ADJOURNMENT:**

**Mayor Sexton** adjourned the meeting at 8:37 p.m.

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Joe Stewart  
Finance Director

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Steve Sexton  
Mayor