

February 25, 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: Janice Burwash, Geoff Hawes, Brad Johnson, Leif Johnson, Sandy Kottke, Mike Luvera, Kristen Morrison, Katie Olafson, Marv Pulst, Jim Rabenstein, Joe Stewart, Travis Schwetz, Rob Toth, Sarah Ward and Greg Young.

**MINUTES:**

A motion was made to approve the minutes of the February 11, 2021 Council meeting by **Councilors R. DeGloria/Chaplin**. All in favor; motion carried.

**AUDIT OF BILLS:**

A motion was made by **Councilors Loving/Chaplin** to approve Accounts Payable invoices to be paid as of February 25, 2021 in the amount of \$236,261.22, and Payroll Expenses for Pay Period ending February 15, 2021 in the amount of \$695,284.42. All in favor; motion carried.

**PUBLIC COMMENTS:**

**City Attorney Leif Johnson** stated that one public comment had been submitted. **Steve Chambers** from 1600 E Fairhaven wrote a letter expressing concern about the Comcast Agreement that had been passed by Council in a previous meeting. **L. Johnson** shared that City staff have been in touch with **Chambers** since the submission of the letter.

**L. 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](mailto:badministration@burlingtonwa.gov), as the city still cannot by law, hold in-person meetings.

**COUNCIL COMMENTS:**

**Councilor Bill Aslett** shared weekly COVID totals are low due to citizens using good judgment and practicing social distancing. **Aslett** also stated that Pandemic protocols appear to be flattening flu exposures as well.

**Councilor Keith Chaplin** shared he and his wife attended a Technical Review meeting and was impressed to see how the City wants to help bring business to Burlington.

February 25, 2021

**MAYOR'S UPDATE:**

**Mayor Sexton** shared Skagit had received about 1,100 COVID vaccines this week after being shutout for 3 weeks in a row. The Department of Health shared that the vaccine site at the fair grounds has the capability to vaccinate about 3,000 doses a week.

**SPECIAL PRESENTATION:**

No Special Presentation.

**PROCLAMATION:**

No Proclamation.

**COMMITTEE & BOARD REPORTS:**

**Councilor Keith Chaplin** updated Council on the Homeless Transition meeting he attended. **Chaplin** shared he was excited to see the progress that is being made and looks forward to seeing this project into fruition. **Chaplin** also gave an update on the Public Works meeting that was held sharing **Public Works Director Marv Pulst** gave a presentation on how the City uses grants for infrastructure enhancements.

**Councilor James Stavig** also attended the Homeless Transition meeting and shared there is still a lot of work to be done and was excited to have input on this project.

**OFFICERS REPORTS:**

**Finance Director Joe Stewart** gave a presentation on the Year-End 2020 financial results and January 2021 financial results. A discussion was held amongst Council and staff about specifics of finances throughout City departments.

**City Administrator Greg Young** shared that 2021 sales tax for the City appears to be starting off strong.

**UNFINISHED BUSINESS:**

No Unfinished Business.

**CONSENT AGENDA**

No Consent Agenda

**NEW BUSINESS:**

**Resolution to Authorize Petty Cash, Change and Investigative Funds and Establish Cash Deposit**

**Finance Director Joe Stewart** explained from time to time it is necessary to evaluate petty cash/change fund amounts and limits. These amounts were last updated in 2013

February 25, 2021

with an adjustment to Parks and Rec only in 2018. Upon a reconciliation of authorized balances to amounts held at the departments, it was determined that the balance authorized for the library was not the amount maintained at the library. The amount at the library was reduced and returned to finance years ago but the authorized balance was never updated. This resolution re-establishes the authorized balances to the appropriate level and also adjusts some balances to ensure adequate amounts of petty cash and change funds to satisfy the needs of the departments. The petty cash and change funds in the Finance Department have been increased from \$300 to \$600, the change fund in the library was decreased from \$150 to \$100, and a change fund was established in the Parks and Rec Department to be used for during the seasonal All Comers Track Meet. **Councilor James Stavig** asked how often the petty cash drawers were being reconciled. **Stewart** shared reconciliation happen a few times a month.

A motion was made by **Councilors Stavig/J. DeGloria** to approve the Resolution to authorize petty cash, change and investigative funds and establishing timelines for city departments. All in favor; motion carried.

#### **Cemetery Fee Schedule Change**

**Parks Supervisor Jim Rabenstein** shared the City's Cemetery Fee Schedule has not been updated for many years. After reviewing the services we offer and the related fees and found that we are able to raise some of our fees to be in line with what other Skagit County Cemeteries charge. Additionally, some fees need to be raised due to the staff time it takes to complete the associated work. We feel these changes are more appropriate given the nature of the work, cost of materials, and labor. **Councilor Joe DeGloria** asked about the substantial increase presented in the Standard Concrete Liner. **Rabenstein** shared the City was charging less than what they were paying for the product and raising the price makes Burlington more comparable to surrounding cities.

A motion was made by **Councilors Stavig/Loving** to approve the suggested Cemetery Fee Schedule changes as presented. All in favor; motion carried.

#### **Police Department Vehicle Purchases**

**Police Chief Mike Luvera** shared the Police Department has a need to purchase two patrol vehicles and one Community Service Officer vehicle and provided a price breakdown for the Council. **Luvera** shared that emergency vehicles typically run about 4 years and then are passed on to other departments as administrative vehicles. **Councilor Scott Green** asked about thoughts on the department using hybrid vehicles.

February 25, 2021

**Luvera** shared that a lot of the larger agencies are switching over to hybrid and electric vehicles. **Green** explained the regular maintenance on hybrid vehicles are about the same but any sort of engine or mechanical repairs would be quite costly. **Councilor James Stavig** expressed concerns about the Community Service Officer vehicle and position. **Luvera** explained the importance of this position. **Councilor Joe DeGloria** express his gratitude for the department listening to Council and making changes where needed.

A motion was made by **Councilor Aslett/Chaplin** to approve the purchase and equipment for 2 patrol vehicles and 1 Community Service vehicle. **Councilors Green/R.DeGloria/Loving/J.DeGloria** in favor; **Councilor Stavig** opposed. Motion carried.

**Contract for Wastewater Treatment and Disposal between the City of Burlington and Samish Water District**

**Sewer Supervisor Don Erickson** shared The Samish Water District and the City first entered into an Agreement on December 13, 1974, to provide for the treatment and disposal of the District Wastewater in the City System. That Agreement was replaced in January 2001. The 2001 Agreement terminated on December 31, 2020. The District and the City has engaged in negotiations to enter into a contract for continuing sewer treatment services to be provided by the City to District. This contract shall be for the period of January 1, 2021 through December 31, 2040. **Councilor Scott Green** asked if the fee schedule was the same. **Erickson** explained the schedule adjusts at the same time as the city.

A motion was made by **Councilor Stavig/R. DeGloria** to approve the Agreement with Samish District and authorize the Mayor's signature. All in favor; motion carried.

**Card Lock Fuel and Bulk Fuel Delivery**

**Public Works Director Marv Pulst** explained the existing card lock fuel and bulk fuel delivery contracts for fueling City vehicles has expired. Typically the City fuel contracts are awarded for a three year period with two one year extensions. The current fuel supplier for card lock is Reisner Distributors (Anacortes, WA), and Associated Petroleum Products (Tacoma, WA) is the supplier of bulk fuel deliveries. An invitation for bids for fuel services was advertised and interest was shown from three suppliers. However,

February 25, 2021

only one bid was received which was from Reisner Distributors. An analysis of the bid showed that it was responsive to the 13 points of evaluation criteria prescribed in the invitation for bids and it offered competitive pricing.

A motion was made **Councilors Green/Stavig** by to approve the agreement with Reisner Distributors and authorize the Mayor to sign. All in favor; motion carried.

**DISCUSSION**

No Discussion.

**EXECUTIVE SESSION:**

**City Administrator Greg Young** explained the Executive Session will pertain to ongoing bargaining agreements. **City Attorney Leif Johnson** recited the following: pursuant to RCW 4230110 as well as RCW 4230140, an executive session will be in regard to **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 last about 30 minutes and conclude at approximately 9:41 p.m., and no action is expected at the conclusion.

**ADJOURNMENT:**

**Mayor Sexton** adjourned the meeting at 10:09 p.m.

---

Joe Stewart  
Finance Director

---

Steve Sexton  
Mayor