

April 22, 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: Keith Chaplin, Joe DeGloria, Rick DeGloria, Scott Green 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.

A motion was made by **Councilors Green/Chaplin** to excuse **Councilor Chris Loving** from the meeting. All in favor; motion carried.

MINUTES:

A motion was made by **Councilors Chaplin/Green** to approve the minutes of the April 08, 2021 Council meeting. All in favor; motion carried.

AUDIT OF BILLS:

A motion was made by **Councilors Green/Chaplin** to approve Accounts Payable invoices to be paid as of April 22, 2021 in the amount of \$310,204.09, and Payroll Expenses for Pay Period ending April 15, 2021 in the amount of \$703,457.93. All in favor; motion carried.

PUBLIC COMMENTS:

City Attorney Leif 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, as the city still cannot by law, hold in-person meetings.

COUNCIL COMMENTS:

Councilor Bill Aslett expressed his thanks to the Council for excusing his absence at the April 08, 2021 City Council meeting.

MAYOR'S UPDATE:

Mayor Sexton shared with council the high probability of the county being pushed back to phase two in the next coming week as the COVID-19 case count numbers continue to rise. **Mayor Sexton** also shared updates pertaining to the Skagit First Step Center. Pallet shelters will be arriving soon, and interior work will begin the following week. The opening date of the center will be pushed back to May 15, 2021 with an open house event scheduled for May 14, 2021 at 2pm.

SPECIAL PRESENTATION:

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No Special Presentation.

PROCLAMATION:

No Proclamation.

COMMITTEE & BOARD REPORTS:

Councilor Keith Chaplin shared an update from the Public Works Committee meeting about several upcoming projects happening and funding that was received to contribute to the projects. **Chaplin** also shared the Parks and Recreation Board discussing installing a bike pump track next to the current skate park as well as installing a dog park at Doyle Park. **Chaplin** also expressed a huge thank you to the City of Burlington Streets Department and all the hard work they are putting in at the Skagit First Step Center, saving the City hundreds of thousand of dollars. **Chaplin** also shared information from the Public Safety Committee meeting. The Fire Department has some surplus equipment and also spoke about a mutual aid agreement with DNR for opportunities to get equipment and mutual aid in case of forest fires. **Chaplin** further shared a discussion was held about the purchase of bodycams for the Police Department. **Councilor Joe DeGloria** shared the Police Department has hired 3 new officers bringing their total up to 26 of the 27 available positions filled. **Fire Chief Rob Toth** shared the Fire Department hired Steve Riggs who has 25 years of experience with Mount Vernon Fire Department.

OFFICERS REPORTS:

Public Works Director Marv Pulst shared a few updates with Council. Waste Management notified the City of a rate increase effective June 01, 2021 due to a disposal fee passed by Skagit County. The smallest can will see a rate increase of 5 (five) cents and the largest can will see a rate increase of 23 (twenty-three) cents a month. **Councilor Keith Chaplin** shared other neighboring cities haul their own garbage. **Councilor Bill Aslett** shared the City switching to Waste Management was a huge benefit that saved the City a lot of money. **Councilor James Stavig** spoke in opposition of the City hauling garbage and asked if there are other companies besides Waste Management that could be considered. **Pulst** also shared the department applied for a \$500,000.00 grant from the Economic Development Program that would afford an opportunity to enhance the Pedestrian Plaza on Fairhaven Ave. The Department was also a recipient of the Transportation Improvement Board grant for \$450,000.00 that will be put toward the paving program.

Finance Director Joe Stewart gave a brief presentation to Council on the Year-to-Date Revenues, Expenditures and Ending Cash by fund for the Month-End of March 31, 2021. **Councilor Bill Aslett** shared his thanks for the layout of the information presented and all the hard that has been put into the presentation.

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UNFINISHED BUSINESS:

No Unfinished Business.

CONSENT AGENDA

No Consent Agenda

NEW BUSINESS:

Skagit First Step Center Neighborhood Zone Ordinance

City Administrator Greg Young explain in anticipation of the opening of the Skagit First Step Center, Council had previously reviewed an ordinance adopted by the City of Bellingham establishing a zone within their City that restricted certain behaviors and activities in a specific area that was deemed to be detrimental to the public interest. The City of Burlington has crafted a similar ordinance which purpose is to limit certain adverse human behavior in the vicinity of the First Step Center. **Councilor Scott Green** asked if the parameters laid out in the ordinance could extend across the entire City as opposed to just the specific zone around the Center. **Young** explained that blanket prohibitions were not allowed, and this ordinance was written as narrowly tailored as possible. **City Attorney Leif Johnson** shared it was advantageous to address specific issues in the ordinance as opposed to trying to be proactive and address issues that may or may not come up. **Councilor Bill Aslett** spoke in agreement with **L. Johnson** and shared it would be best to pass this ordinance first and then adjust if needed for future issues that might arise. **Police Chief Mike Luvera** shared officers have been spreading the word about the Skagit First Step Center. **Councilor Joe DeGloria** asked what the response has been. **Luvera** shared there has been individuals who show great interest in the program and others that show very little. **Councilor James Stavig** asked if there could be a section within the center where individuals who were camping in parks could be directed to for just a one-night stay. **Mayor Sexton** spoke in agreement with this idea and explained the Center must be run in a certain way in accordance with the use of funding dollars but suggested possibly holding a certain number of units vacant for law enforcement to use for qualifying individuals on a night-to-night basis. **Councilor Aslett** shared this was a great first step to a much broader issue. **Councilors Keith Chaplin, Scott Green and James Stavig** spoke in support of the presented ordinance. **Mayor Sexton** shared having this ordinance in place will be very meaningful to surrounding business.

A motion was made by **Councilors Chaplin/Stavig** to approve the Skagit First Step Center Neighborhood Zone Ordinance. All in favor; motion carried.

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2021 Budget Amendment #1

Finance Director Joe Stewart explained Council had approved the funding agreement with the County and has commenced on the Skagit First Step Center project. Upon adoption, the 2021 budget did not include nor consider the activity related to the project. In order to house the activity, two new funds were created and approved by Council. The next step is to create the budget capacity and approve the transfer of REET and Affordable Housing dollars currently being receipted in fund 301. This update does not impact the budget revenues and expenditures but will impact the projected ending balances. These figures were already presented in a prior council meeting as part of the year-end summary but have not been formally amended.

A motion was made by **Councilors Green/Aslett** to approve the Ordinance amending the 2021 budget as presented by staff. All in favor; motion carried.

Interlocal Agreement with the City of Mount Vernon for Pallet Shelters for the Skagit First Center

City Administrator Greg Young explained the City of Mount Vernon will be using their dollars for the purchase of pallet shelters and will then be essentially lending them to the City of Burlington for use at the Skagit First Step Center. The term of the agreement is three (3) years with seven (7) one-year extensions. **Councilor Joe DeGloria** asked if this agreement would hold the City of Burlington responsible for upkeep and maintenance and if insurance would cover any damages. **Young** explained The Friendship House will be responsible for day-to-day upkeep and maintenance, however the shelters do come with a warranty that would be used if necessary and all other claims would go through insurance. **Councilor James Stavig** offered his thanks to the City of Mount Vernon for funding this purchase and shared thanks to the City of Sedro-Woolley for contributions they have made toward the center.

A motion was made by **Councilors Stavig/Chaplin** to approve the Interlocal Agreement between the City of Burlington and the City of Mount Vernon regarding the purchase and use of Pallet Shelters at the Skagit First Step Center. All in favor; motion carried.

American Rescue Plan Dollars to Burlington

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City Administrator Greg Young led a discussion about the American Rescue Plan Act that was signed into law on March 11, 2021. This act will provide many local government agencies with a new round of relief funds. The specifics as to what these monies can and cannot be spent on are still being developed and further guidance is anticipated in the coming months. Staff does not have specific expenditure recommendations but rather wanted to begin the discussion with Council. A discussion was held amongst Council. **Councilor Joe DeGloria** emphasized the importance of being strategic and focused with the use of these dollars making sure they go to where they will be most impactful.

Portable Restroom Services Agreement

Parks Supervisor Jim Rabenstein shared the Parks and Recreation Department's current contract with Baker Septic Tank Pumping has expired. Staff prepared a Request for Proposal for Portable Restroom Services inviting proposals from qualified contractors for the rental and servicing of portable restrooms to support various park facilities and recreation activities. Three (3) proposals were received with Baker Septic Tank Pumping providing a substantially lower bid to the City than the rest. **Councilor James Stavig** shared his thanks to **Rabenstein** in putting together such a detailed report and was happy to see the department going out to bid to get the best option.

A motion was made by **Councilors Stavig/Aslett** to approve the Portable Restroom Services Agreement with Baker Septic Tank Pumping and authorize the Mayor's signature. All in favor; motion carried.

City Right-of Way Procedures

Mayor Sexton asked Council to approve moving this item to the next Council meeting.

A motion was made by **Councilors Chaplin/R. DeGloria** to move the City Right-of-Way Procedures agenda item to the next scheduled City Council meeting. All in favor; motion carried.

DISCUSSION

No Discussion.

EXECUTIVE SESSION:

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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 60 minutes and conclude at approximately 10:38 p.m., action is expected at the conclusion.

A motion was made by **Councilors Green/Aslett** to approve the Collective Bargaining Agreements for the Teamsters Local 231 Clerical and Teamsters Local 231 Public Works units. All in favor; motion carried.

ADJOURNMENT:

Mayor Sexton adjourned the meeting at 10:40p.m.

Joe Stewart
Finance Director

Steve Sexton
Mayor