

**CITY COUNCIL AGENDA**  
**City Hall, 833 South Spruce Street**  
**7:00 p.m. February 14, 2019**

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**CALL TO ORDER:**

Mayor Sexton

Council Members: Aslett, J. DeGloria, R. DeGloria, Edmundson, Loving, Montgomery, and Stavig  
Staff: Berner, Blaine, Dempsey, Erickson, Hampton, Harrison, Hawes, Brad Johnson, Brittany Johnson, L. Johnson, Jongsma, Luvera, Marcotte, Morrison, Moser, Peterson, Pulst, Rabenstein, Schwetz, Toth, Ward, Yengoyan

**MINUTES:**

[City Council Meeting January 24, 2019](#)

**AUDIT OF BILLS:**

**PUBLIC COMMENTS:**

**COUNCIL COMMENTS:**

**MAYOR'S UPDATE:**

**PROCLAMATION:**

**SPECIAL PRESENTATION:**

**COMMITTEE & BOARD REPORTS:**

**OFFICERS REPORTS:** TBD

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**UNFINISHED BUSINESS:**

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**CONSENT AGENDA:**

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**NEW BUSINESS:**

- 1) [Administrative Correction of Stormwater Fees](#)
- 2) [Local Government Investment Pool Proposed Resolution](#)
- 3) [Training Hub Contract Amendment with Skagit County EMS](#)
- 4) [Prothman Contract for Interim Finance Director](#)
- 5) Appoint and Confirm New Planning Commission Member Keith Chaplin
- 6) [Procurement of Wide Area Mower—Parks Department](#)
- 7) [Procurement of Pick-Up Truck—Park Department](#)

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**FUTURE WORKSHOP:**

**INFORMATIONAL WORKSHOP**

Thursday **February 21, 2019** 6:00 p.m.  
Council Chambers, 833 S Spruce St

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**EXECUTIVE SESSION:**

- An Executive Session may be held to discuss Personnel, Litigation, and/or Land Acquisition.

**ADJOURNMENT:**

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**MEETINGS:**

- 1) **AUDIT & FINANCE COMMITTEE:** Thursday **February 14, 2019** 4:00 p.m.  
City Hall, 833 S Spruce Street
- 2) **PUBLIC WORKS COMMITTEE:** Tuesday **February 19, 2018** 4:00 p.m.  
City Hall, 833 S Spruce Street
- 3) **SKAT BOARD:** Wednesday **February 20, 2018** 1:00 p.m.  
Council Chambers, 833 S Spruce Street
- 4) **DOWNTOWN BURLINGTON ASSOCIATION:** Wednesday **February 27, 2018** 9:00 a.m.  
Chamber of Commerce, 520 E Fairhaven Ave
- 5) **AUDIT & FINANCE COMMITTEE:** Thursday **February 28, 2019** 4:00 p.m.  
City Hall, 833 S Spruce Street

# February 2019

February 2019							March 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Jan 27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Feb 1</b>	<b>2</b>
Jan 27 - Feb 2							
	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Feb 3 - 9			5:30pm Parks Board (Parks & Rec Dept) - Judy Sheahan 6:00pm Library Board (Library)				
	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
Feb 10 - 16			4:00pm CANCELLED: Public Safety Committee (Public Safety Building)		4:00pm Audit & Finance Committee (City Hall) 7:00pm Council Meeting		
	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
Feb 17 - 23			4:00pm Public Works Committee (Engineering Conf Room)	1:00pm SKAT Board (Burlington City Hall) 5:30pm 7:00pm Planning Commissio 7:00pm 9:00pm Planning Commissio	6:00pm 8:00pm Council Workshop (Council Chambers)		
	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>Mar 1</b>	<b>2</b>
Feb 24 - Mar 2				9:00am 10:00am Downtown Burlington Association (Visitor Information Center/Chamber of	4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting		

# March 2019

March 2019							April 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	7	1	2	3	4	5	6
10	11	12	13	14	8	9	14	8	9	10	11	12	13
17	18	19	20	21	15	16	21	15	16	17	18	19	20
24	25	26	27	28	22	23	28	22	23	24	25	26	27
31					29	30		29	30				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Feb 24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>Mar 1</b>	<b>2</b>
2/24 - 3/1							
	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
3/3 - 8		5:30pm Parks Board (Parks & Rec Dept) - Judy Sheahan	6:00pm Library Board (Library)				
	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
3/10 - 15			4:00pm Public Safety Committee (Public Safety Building)		4:00pm Audit & Finance Committee (City Hall) 7:00pm Council Meeting		
	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
3/17 - 22			4:00pm Public Works Committee (Engineering Conf Room)	1:00pm SKAT Board (Burlington City Hall) 5:30pm 7:00pm Planning Commissio 7:00pm 9:00pm Plannin			
	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
3/24 - 29				9:00am 10:00am Downtown Burlington Association (Visitor Information Center/	4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting		
	<b>31</b>	<b>Apr 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
3/31 - 4/5							



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS. \_\_\_\_\_

## AGENDA ITEM

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Council Date: February 14, 2019 Subject: [Administrative Correction of Stormwater Fees](#)  
Marv Pulst, Public Works Director

Attachments: Title 14.20 Stormwater Fees Public Hearing Required: YES ( ) NO ( X )  
Ordinance Adding Section 3.10 to BMC  
Resolution for Stormwater Rates

### SUMMARY

City staff is recommending an administrative change to the municipal code for assessing charges for the stormwater system serving the City. Rates remain unchanged. The BMC mandate for all properties to pay a fair share for maintenance of the stormwater system was inadvertently left out of the recent municipal code revisions. This was a scrivener's error, and not meant to be a repeal of the fees. City staff is proposing to correct this error and include an ordinance that directs fees be adopted by resolution. Adopting fees by resolution makes it more efficient for staff to be able to propose changes to rates when needed, without the time consuming and costly process of altering the municipal code.

### RECOMMENDATION

Motion to approve the attached documents which correct the municipal code, add a resolution prescribing the fees and authorizes the Mayor's signature.



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS.           

## AGENDA ITEM

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Council Date: February 14, 2019 Subject: [Local Government Investment Pool \(LGIP\) Resolution](#)  
Leif Johnson, City Attorney

Attachments: Proposed Resolution Outlining Investment of Public Hearing Required: YES ( ) NO ( **X** )  
City of Burlington Monies in the Local Government  
Investment Pool

### **SUMMARY**

The attached, proposed resolution is an update that removes a prior specific Finance Director and indicates that the Finance Director or Mayor's Designee may serve as the City Official for any contributions or withdrawals from the LGIP. The Resolution remains unchanged otherwise.

### **RECOMMENDATION**

Motion to approve Resolution, outlining investment of City of Burlington monies in the Local Government Investment Pool, and authorize Mayor's signature.



ITEM #: 3

CHECK ONE:

NEW BUS. X

OLD BUS. \_\_\_\_\_

## AGENDA ITEM

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Council Date: February 14, 2019 Subject: [Training Hub Contract Amendment with Skagit County EMS](#)  
Leif Johnson, City Attorney

Attachments: Training Hub Contract Amendment Public Hearing Required: YES ( ) NO ( X )  
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### SUMMARY

The Burlington Fire Department (BFD) is part of an Interlocal Agreement with Skagit County EMS to provide EMS training for Fire District's within its' Training Hub. New paramedics recently hired by the City have specific expertise and have historically provided CPR, First Aid, and "Stop the Bleed" training to the Skagit County Sheriff's Office (SCSO). Skagit County EMS would like to amend the Training Hub contract to provide for the continuation of this training to SCSO by BFD staff.

### RECOMMENDATION

I motion to approve the proposed Training Hub contract amendment with Skagit County and authorize the Mayor to sign.



ITEM #: 4

CHECK ONE:

NEW BUS. X

OLD BUS. \_\_\_\_\_

## AGENDA ITEM

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Council Date: February 14, 2019 Subject: [Prothman Contract for Interim Finance Director](#)  
Leif Johnson, City Attorney

Attachments: Proposed Prothman Contract Public Hearing Required: YES ( ) NO ( **X** )  
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### SUMMARY

Attached please find a proposed contract for Interim Finance Director with Prothman. This position is anticipated to only work 2-3 days a week or on call as needed while the City conducts hiring process for a full time Finance Director.

### RECOMMENDATION

Motion to approve attached contract and authorize the Mayor's Signature.



ITEM #: 5

CHECK ONE:

NEW BUS. X

OLD BUS. \_\_\_\_\_

## AGENDA ITEM

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Council Date: February 14, 2019

Subject: Appoint and confirm new Planning Commission member Keith Chaplin.

Brad Johnson, Senior Planner

Attachments:

Public Hearing Required: YES ( ) NO ( X )

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### SUMMARY

The Planning Commission has had a vacancy since May 2017. Keith Chaplin applied for the position and has been approved by the Mayor fill the vacant seat. Keith also serves on the Parks Board.

### RECOMMENDATION

Motion for the Mayor to appoint, and City Council to confirm Keith Chaplin as a new Planning Commission member.





ITEM #: 6

CHECK ONE:

NEW BUS. X

OLD BUS. \_\_\_\_\_

## AGENDA ITEM

Council Date: February 14, 2019 Subject: [Wide Area Mower](#)  
Jennifer Berner, Parks & Recreation  
Director

Attachments: John Deere 1600 Turbo Wide Area Mower Quote Public Hearing Required: YES ( ) NO ( **X** )

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### SUMMARY

The Parks and Recreation Department budgeted for the purchase of a Wide Area Mower in the 311-000 Parks & Rec Reserve fund for 2019. The Woods Tri-Deck Mower that performed this type of mowing is 22 years old and is in poor condition. Staff researched the best mower to meet the department's needs and demoed the John Deere Wide Area Mower to ensure it was the correct piece of equipment. By purchasing off the State Contract the department was able to save the City \$16,000.

New Equipment	List Price	State Contract Price
John Deere 1600 Turbo Series III Commercial Wide Area Mower	\$69,577.00	\$53,574.29 <small>(Saved \$16,000 w/State Contract)</small>
<b>Total with Sales Tax (\$4,553.81)</b>		<b>\$58,128.10</b>

The new Wide Area Mower will allow staff to accomplish job tasks more efficiently. Staff will jettison the old Woods mower that is well past its usable life. By ordering the equipment in February it will be delivered and ready for use prior to the busy spring mowing season.

### RECOMMENDATION

Motion to authorize the Mayor to approve the purchase of a Wide Area Mower for the Parks and Recreation Department.



ITEM #: 7

CHECK ONE:

NEW BUS. X

OLD BUS.           

## AGENDA ITEM

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Council Date: February 14, 2019 Subject: [Parks Truck](#)  
Jennifer Berner, Parks & Recreation  
Director

Attachments: 2019 Chevrolet Silverado 2500 Quote Public Hearing Required: YES ( ) NO ( **X** )

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### SUMMARY

The Parks and Recreation Department budgeted for the purchase of a new truck for park operations in the 311-000 Parks & Rec Reserve fund for 2019. The new truck is scheduled to replace a 17 year old, 2002 Parks pick-up truck that is in poor condition. Staff researched the different options that were available on the State Contract and determined the vehicle options that were needed in a new pick-up truck.

New Equipment	State Contract Price
2019 Chevrolet Silverado 2500 4WD	\$34,007.00
<b>Total with Sales Tax (\$2,856.59)</b>	<b>\$36,863.59</b>

Staff will discard the 2002 pick-up truck upon receipt of the new pick-up truck. By ordering the equipment in February it will be delivered and ready for use prior to the busy season.

### RECOMMENDATION

Motion to authorize the Mayor to approve the purchase of a 2019 Chevrolet Silverado pick-up truck for the Parks and Recreation Department.