

CITY COUNCIL AGENDA
7:00 p.m. September 24, 2020

MEETING TO BE HELD REMOTELY
VIA TELEPHONE: 1-774-777-4255
CONFERENCE ID No.: 589-8786

CALL TO ORDER:

Mayor Sexton

Council Members: Aslett, Chaplin, J. DeGloria, R. DeGloria, Green, Loving, and Stavig

Staff: Blaine, Burwash, Dempsey, Erickson, Hampton, Hawes, B. Johnson, L. Johnson, Jongsma,
Luvera, Morrison, Pulst, Rabenstein, Schwetz, Stewart, Toth, Ward, and Young.

MINUTES:

[City Council Meeting September 10, 2020](#)

AUDIT OF BILLS:

PUBLIC COMMENTS:

COUNCIL COMMENTS:

MAYOR'S UPDATE:

PROCLAMATION:

SPECIAL PRESENTATION:

COMMITTEE & BOARD REPORTS:

OFFICERS REPORTS: TBD

UNFINISHED BUSINESS:

CONSENT AGENDA:

NEW BUSINESS:

- 1) [Resolution and Agreement with NC Power Systems](#)
- 2) [Small Business CARES Act Grants](#)
- 3) [Portable Radio Replacement](#)

DISCUSSION:

FUTURE WORKSHOP:

Thursday **October 1, 2020** 6:00 p.m.

MEETING TO BE HELD REMOTELY

VIA TELEPHONE: 1-774-777-4255

CONFERENCE ID No.: 589-8786

EXECUTIVE SESSION:

ADJOURNMENT:

MEETINGS:

- 1) AUDIT & FINANCE COMMITTEE:

Thursday **October 8, 2020** 4:00 p.m.

MEETING TO BE HELD REMOTELY

VIA TELEPHONE: 1-774-777-4255

CONFERENCE ID No.: 589-8786

DUE TO THE COVID-19 PANDEMIC, AS OF MARCH 20, 2020, ALL OTHER COUNCIL COMMITTEE MEETINGS ARE SUSPENDED UNTIL EMERGENCY PROCLAMATION 2020-03 HAS BEEN RESCINDED, OR UNTIL FURTHER NOTICE

September 2020

September 2020							October 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	8	9	10	11	12	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1 5:30pm SUSPENDED: Parks Board (Parks & Rec Dept) 6:00pm SUSPENDED: Library Board (Library)	2	3	4	5
6	7	8 4:00pm SUSPENDED: Public Safety Committee (Public Safety Building)	9	10 4:00pm Audit & Finance Committee (Telephonic) 7:00pm Council Meeting (Telephonic)	11	12
13	14	15 4:00pm SUSPENDED: Public Works Committee (Engineering Conf Room)	16 1:00pm SUSPENDED: SKAT Board (Burlington City Hall) 5:30pm SUSPENDED: Planning Commission	17	18	19
20	21	22	23 9:00am SUSPENDED: Downtown Burlington Association (Visitor Information Center/Chamber of	24 4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting (Telephonic)	25	26
27	28	29	30	Oct 1	2	3

October 2020

October 2020							November 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1 6:00pm Council Workshop (Telephonic)	2	3
4	5	6 5:30pm SUSPENDED: Parks Board (Parks & Rec Dept) 6:00pm SUSPENDED: Library Board (Library)	7	8 4:00pm Audit & Finance Committee (Telephonic) 7:00pm Council Meeting (Telephonic)	9	10
11	12	13 2:00pm Historical Preservation Board (Parks & Recreation) 4:00pm SUSPENDED: Public Safety	14	15	16	17
18	19	20 4:00pm SUSPENDED: Public Works Committee (Engineering Conf Room)	21 1:00pm SUSPENDED: SKAT Board (Burlington City Hall) 5:30pm SUSPENDED: Planning Commission	22 4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting (Telephonic)	23	24
25	26	27	28 9:00am SUSPENDED: Downtown Burlington Association (Visitor Information Center/Chamber of	29	30	31



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: September 24, 2020

Subject: [Resolution and Agreement for NC Power Systems \(CAT\) to supply and install an electrical control panel for the Emergency Generator at the Wastewater Treatment Plant](#)

Submitted By: Marv Pulst, Public Works Director

Attachments: _____
Resolution
Public Works Agreement

Public Hearing Required: YES () NO (X)

HISTORY AND SUMMARY

This proposed Sole Source Resolution would authorize the purchase and installation of a control panel on the 550 Kw Generator located at the Wastewater Treatment Plant. The City needs to replace the 20 year old control panel before catastrophic failure occurs during a power outage leaving the Wastewater Treatment Plant without back-up power.

NC Power Systems (CAT) is the only supplier of this replacement panel. An equivalent product is not available from another manufacturer. The specified control panel will fit the existing generator and configuration without modification. CAT is a chosen brand name for City generators.

Staff is recommending NC Power Systems (CAT) to supply and install an electrical control panel since they are the only source capable of supplying and installing a new control panel for \$18,654.03.

ALTERNATIVES CONSIDERED

Sewer Supervisor and Electrician determined other control panel types will not be compatible with the existing 20-year old CAT generator.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The Sewer fund has adequate budget to cover this expense. This control panel replacement was not specifically budgeted for 2020; however, these types of actions are within the expected range of routine

maintenance activities for our Sewer Operation and we have adequate budget to cover this expense in line item 401 401 535 20 48 00, Sewer WWTP Repair & Maintenance.

LEGAL ASPECTS – LEGAL REVIEW

No legal issues identified.

STAFF RECOMMENDATION

Staff recommends approving Sole Source Resolution and agreement with NC Power Systems (CAT) to supply and install an electrical control panel for the Emergency Generator at the Wastewater Treatment Plant at cost not to exceed \$18,654.03.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to approve Resolution and Agreement with NC Power Systems (CAT) to supply and install an electrical control panel for the Emergency Generator at the Wastewater Treatment Plant and authorize the Mayor's signature.



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: September 24, 2020 Subject: [Small Business CARES Act Grants](#)

Submitted By: Greg Young – City Administrator

Attachments: Town of Concrete COVID-19 Business Grant Application Public Hearing Required: YES () NO (X)

HISTORY AND SUMMARY

In follow up to the decision at our last Council meeting and in light of the City receiving additional COVID-10 related CARES Act funding, administration would like to see if the Council has a desire to implement a small business grant process to possibly aid selected businesses in Burlington.

ALTERNATIVES CONSIDERED

The Council could choose to not offer this grant program and instead use the CARES Act funding to cover COVID-19 related costs that the City has incurred over the last six months.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The City has incurred sufficient COVID-19 related costs to use all of the two CARES Act funding allocations awarded to Burlington. If some of the new CARES Act funding is instead used for this grant program, the City would not be able to recoup these funds through application of the CARES Act funding to applicable costs.

LEGAL ASPECTS – LEGAL REVIEW

None identified

STAFF RECOMMENDATION

Staff does not have a recommendation on this matter but with the unexpected second allocation of CARES Act money feels that financially speaking, the allocation of some of these funds could be warranted.

SUGGESTED CONCIL MOTION LANGUAGE

If You Want to Approve:

“I move to allocate \$_____ dollars in total and a maximum of \$_____ per applicant in CARES Act money for grants to selected Burlington businesses following the application parameters we discussed tonight and direct the Mayor to work through EDASC to solicit applications.”

If you Do Not Want to Approve:

“I move to not allocate any of the CARES Act monies for grants to selected businesses in Burlington.”



ITEM #: 3

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: September 24, 2020 Subject: [Portable Radio Replacement](#)

Submitted By: Michael Luvera

Attachments: Quote from Motorola Solutions Public Hearing Required: YES () NO ()

HISTORY AND SUMMARY

Over the last couple of budget cycles, we have been phasing the replacement of our law enforcement radios. Skagit County emergency services is transitioning to a digital signal for 911 emergency communications. In preparation for this change, we have been replacing our older radios.

ALTERNATIVES CONSIDERED

The ability to communicate quickly and effectively is essential not only for the services we offer but for the safety of those that provide the service. There is not an effective alternative.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The 2020 budget initially had \$25,000 dollars for this radio replacement phase. Mid-year cuts dropped this line to \$20,000 dollars. A recent quote would allow us to purchase seven (7) portable radios for \$20,300 dollars. 2021 should be the final phase of current radio replacements, making us compatible for the digital signal.

LEGAL ASPECTS – LEGAL REVIEW

None

STAFF RECOMMENDATION

Our phased approach to radio replacement is working. With this purchase and budget support for next year, we should be fully compatible in 2021.

SUGGESTED COUNCIL MOTION LANGUAGE

“I move to approve the purchase of the radios as quoted by Motorola Solutions”