

January 10, 2008

**CALL TO ORDER:**

Mayor Brunz called the meeting to order at 7:02 p.m., with the Pledge of Allegiance. Council members present: Aslett, Bensen, Doyle, Edmundson, Montgomery and Valentine. Staff present: Aarstad, M. Anderson, Cavanaugh, Harmon, Lambert, Martin, Perkins, Sheahan and Thomas.

A motion was made by **Councilors Bensen/Aslett** to excuse **Councilor Loving** from tonight’s meeting. All agreed. Motion carried.

**APPROVAL OF MINUTES:**

**City Administrator Aarstad** noted that the minutes of the December 2007 meeting were not included in the agenda packets and would be considered at the next council meeting.

**AUDIT OF BILLS:**

**Councilor Montgomery** presented the bills. A motion was made by **Councilors Montgomery/Aslett** to approve vouchers 51341 - 51531 in the amount of \$648,934.83. All were in favor. Motion carried.

Current Expense	\$ 114,244.65
Current Expense Cumulative Reserve	6,870.92
Fire Equipment Cumulative Reserve	493.02
City Street	345,791.35
Hopper Construction Fund	1,662.99
Library	3,981.04
Library Permanent Book Fund	2,343.67
Parks & Recreation	16,064.56
Cemetery Fund	3,395.12
Stadium Fund	16,064.56
Local Capital Improvement Fund	39,785.90
Park & Recreation Reserve	20,136.56
Sewer Fund	43,129.96
Sewer Cumulative Reserve	27,680.43
Storm Drainage Utility	7,184.56
<b>Total</b>	<b>\$ 648,934.83</b>

**PUBLIC COMMENTS:**

Pat Nicholson, 1204 Montero Lane, stated that she’s concerned that her address is not on an emergency response list. **Fire Chief Anderson** confirmed that she’s on the address list for first responders (fire, police and ambulance). He explained that quite often it takes several months for a new street address to be included in internet maps and directories which are often used by delivery services. She also asked if there is an evacuation plan if there is a chemical spill in the City. **City Administrator Aarstad** noted that the Evacuation Plan (for any emergency) was included in the most recent issue of the Burlington Bulletin which was delivered with the Argus newspaper to every household in the City of Burlington.

Mr. Travis Holmes, BEHS girls wrestling coach introduced Ms. Annie Barnett, a high school senior team member. Ms. Barnett thanked Mayor Brunz for his support and training and assistance with the girl’s team. She presented him with a plaque that included a 2008 team photograph.

**OFFICER REPORTS:**

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**Parks & Recreation Director Cavanaugh** reported recent vandalism at Skagit River Park. He noted that cars are entering the park at the north entrance where there is not a gate or fence and jumping the curbs with their cars and are tearing up the fields and doing significant damage. He has requested a bid from Guyline Fencing Company for a short length of fence, a vehicle gate and a man gate. He expects the bid results tomorrow. He noted that the repair to recent damage will probably cost more than the expense for a gate. He noted that the south and east entrances already have locking gates. **City Administrator Aarstad** clarified that it is in the Mayor's budget and if the bid is under \$7,500 the two of them can discuss the bid and make a decision. The expense would come out of the Parks & Recreation Department miscellaneous capital expense budget.

**Library Director Perkins** reported on the usage totals at the library during 2007. There were 2,184 new library cards issued in 2007. The first Saturday afternoon movie was a success. There will be a Story Teller at the Library at 7:00 p.m. February 19, 2008. Interviews will be conducted January 17, 2008 for the Library Director position. She noted her last day will be February 1, 2008; she will return for a short period to train the new library director.

**Public Works Director/City Engineer Martin** noted that the FEMA maps are expected to be released mid February. He noted that a meeting of local elected officials has been called for January 23, 2008 with FEMA.

**Fire Chief Anderson** reported 1,178 calls in 2007. He reviewed the highest occurring times/days of the week, etc. In 2007 the training was enhanced for volunteers and full-time staff. The firefighters were divided into four groups and they rotated training segments each quarter.

**LODGING TAX ADDITIONAL FUNDING REQUEST:**

**City Administrator Aarstad** announced that the City has received two requests for funding. The first was from the Chamber of Commerce along with the Burlington hotels. They have requested \$10,000 (which would be matched by the Hotels) to fund an advertising campaign in British Columbia to attract overnight visitors to Burlington shopping. The second request was from the American Legion for \$3,000 to assist with publishing a Souvenir Media Guide for the NW Class "A" Regional Tournament which will be held August 13 – 17, 2008. A motion was made by **Councilors Bensen/Doyle** to approve the funding requests. All agreed. Motion carried. **City Administrator Aarstad** noted that if a budget amendment is needed, it will be brought to council at a later date.

**City Administrator Aarstad** discussed a recent meeting with several elected officials and United States Congressman Rick Larsen.

**City Administrator Aarstad** reminded Council that the EDASC Annual Economic Forecast Dinner is scheduled for February 21, 2008. He asked that those planning to attend let Judy know as soon as possible.

**City Administrator Aarstad** noted that County Auditor Youngquist has requested a place on City property for a permanent drop box for election ballots. He noted that Skagit County votes by mail for all elections. The drop box will be installed next Thursday in front of the old City Hall building at 900 E. Fairhaven.

**City Administrator Aarstad** read from RCW 29A.08 regarding election expenses. He noted that Skagit County has informed the City that they will begin charging \$1.90 per voter for election costs. This fee is based on the number of registered voters within the City limits which amounts to about \$6,000. He noted that this expense was not allocated in the budget for 2008.

**City Administrator Aarstad** announced an invitation to an installation to the Chamber Executive Directors Association dinner on January 17, 2008 put on by. More information is available on the invitation if anyone is interested.

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**City Administrator Aarstad** stated that Mayor Brunz has scheduled meetings with each department head to discuss 2008 department goals.

**Councilor Aslett** noted an upswing in the amount of graffiti in recent weeks. He hopes we are able to put pressure on to reduce the occurrence of graffiti.

**SPECIAL PRESENTATION - MCINTYRE HALL ENHANCEMENT PROPOSAL:**

Mr. Mark Estvold complemented the City on the lovely new City Hall building. Mr. Estvold, Executive Director of Skagit Regional Facilities District, which owns McIntyre Hall explained the guidelines for a public facilities district and amount of tax available. He also reviewed the history of the facilities district and McIntyre Hall through an interlocal agreement in December 2001. He noted that Mr. Mike Crawford, Chairman of the Board of Directors through the project is in the audience this evening. The proposal is to enhance McIntyre Hall by using some of their bonding leverage. Enhancements to McIntyre Hall will be additional ticketing booths and work space; additional storage space to north side of bldg (2 stories) for staging equipment; expansion the conference area to the west by 25'; and the kitchen area would be enhanced to provide a full-scale kitchen. They hope to begin sometime in fall of 2008 and expect completion in summer of 2009. The expected cost for these enhancements is about 3 million dollars. They will be issuing additional bonds to fund this enhancement and expansion (no funds will be required from the cities). Mr. Mike Crawford noted that there are many events already booked for 2008. **Councilor Valentine** suggested a "Coming Attractions" sign be installed near McIntyre Hall.

**CONSENT AGENDA:**

- 1) Skagit Symphony 2008 Agreement.

A motion was made by **Councilors Bensen/Valentine** to approve the consent agenda item #1 and authorize the Mayor to sign the appropriate documents. All agreed. Motion carried.

**UNFINISHED BUSINESS:**

There was no Unfinished Business.

**NEW BUSINESS:**

**ELECTION OF MAYOR PRO TEMPORE AND INVESTMENT COMMITTEE REPRESENTATIVE:**

**City Administrator Aarstad** stated that Council must elect the 2008 Mayor Pro Tempore and representative to the Investment Committee. **Councilor Bensen** nominated **Councilor Montgomery** for the position of Mayor Pro Tem. A motion was made by **Councilors Bensen/Aslett** to elect **Councilor Montgomery** as Mayor Pro Tem. All agreed. Motion carried.

**Councilor Montgomery** volunteered to serve as a member of the Investment Committee. A motion was made by **Councilors Bensen/Aslett** to appoint **Councilor Montgomery** to the Investment Committee. All agreed. Motion Carried.

**City Administrator Aarstad** noted one of the members of the Museum Board must also serve as a member of the Parks Committee. **Mayor Brunz** would like to appoint **Councilor Loving** (rather than **Councilor Edmundson** who is not on the Parks Committee). A motion was made by **Councilors Bensen/Doyle** to approve the replacement of **Councilor Edmundson** with **Councilor Loving** on the Museum Board. All agreed. Motion carried.

**RESOLUTION TO DECLARE CITY EQUIPMENT AND PROPERTY AS SURPLUS ITEMS:**

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**City Administrator Aarstad** stated that the police department has body armor and jumpsuit equipment that was used by a police officer who is no longer with the City. The size of the equipment is such that it is unlikely it could be used by another Burlington Police Officer. A Tribal police department would like to purchase the equipment. A motion was made by **Councilors Bensen/Valentine** to approve the resolution and authorize the Mayor to sign. All agreed. Motion carried.  
(Resolution #01-2008)

**RIGHT OF WAY ACQUISITION WITHIN PARCEL #38182 FOR THE IMPROVEMENTS OF NORTH BURLINGTON BOULEVARD:**

**Assistant Public Works Director/City Engineer Harmon** stated that acquisition is necessary to accommodate the proposed improvements to North Burlington Boulevard. The acquisition area is a 666 square foot strip along the frontage of the parcel where U.S. Bank is currently located. There will be no loss of parking or damages to the parcel. The property owner is agreeable to this purchase by the City in the amount of \$13,800.00 and has signed all necessary documents. A motion was made by **Councilors Aslett/Bensen** to approve the right-of-way acquisition within Parcel #38182. All agreed. Motion carried.

**RIGHT OF WAY ACQUISITION WITHIN PARCEL #38170 & 38172 FOR THE IMPROVEMENTS OF N. BURLINGTON BOULEVARD:**

**Assistant Public Works Director/City Engineer Harmon** stated that this acquisition is necessary to accommodate the proposed improvements to North Burlington Boulevard. The acquisition area is 4, 694 square feet in fee and 1,195 square feet of land in easement along the frontage of both parcels where the Orthodox Christian Reformed Church is currently located. There is \$9,900 of improvements and damages to the parcels owed by the City relating to landscaping and sign relocation. The property owner is agreeable to this settlement and purchase by the City and has signed all necessary documents. A motion was made by **Councilors Aslett/Valentine** to approve the right-of-way acquisition within Parcel #38170 & #38172. All agreed. Motion carried.

**ORDINANCE TO OBTAIN A LOAN AT BANNER BANK TO FINANCE NORTH BURLINGTON BOULEVARD STREET CONSTRUCTION, RAGNAR PROPERTY PURCHASE AND RAILROAD PARK PROPERTY PURCHASE:**

**Interim Finance Director Lambert** reviewed the details of the loan from Banner Bank. She noted that the interest rate will be 4%, with a \$500 Loan Fee and a 20-year term. The City's Bond Council, Ms. Nancy Merris of Prestin, Gates & Ellis, stated that there is an early pay off penalty if paid off during the first three years. After that date, there would be no early payment penalty. A motion was made by **Councilors Bensen/Montgomery** to approve the ordinance to obtain a loan at Banner Bank. All agreed. Motion carried.  
(Ordinance #1647)

**Councilor Aslett** noted that the goal is to pay this loan off within ten (10) years.

**INTERLOCAL AGREEMENT BETWEEN THE CITIES OF MOUNT VERNON, BURLINGTON, SEDRO-WOOLLEY, LYMAN, HAMILTON, CONCRETE, LACONNER, ANACORTES AND SKAGIT COUNTY FOR SOLID WASTE MANAGEMENT:**

**Public Works Director/City Engineer Martin** reviewed the interlocal agreement. He stated this is a meaningful agreement and a good agreement. **City Administrator Aarstad** noted the agreement has several restrictions which will allow the City to be partners. **City Attorney Thomas** noted that all the cities seem to understand it is a necessary step to take. The agreement will terminate September 15, 2013 which is the length of time we have to locate a new transfer station site if needed. Section 13 of the agreement also describes a new Board and weighted voting. **Councilor Bensen** noted that County Commissioner Dillon has been working on this for quite some time. He agrees that it is a good agreement. A motion was made by **Councilors Bensen/Valentine** to approve the interlocal agreement and authorize the Mayor to sign. All agreed. Motion carried.

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**A RESOLUTION REGARDING POLICE CERTIFICATION EXPENSE:**

**City Administrator Aarstad** stated that the request for this resolution came from Okanogan County Clerk. They've become aware of the fact that many smaller jurisdictions invest a large sum to hire and train new law enforcement officers. New officers must attend the basic law enforcement academy for four months. Too often, these officers stay with the jurisdiction only a short time before moving on to a larger city or county where they can transfer in as a "lateral hire". As a "lateral hire" there is no requirement to re-attend the academy. Thus smaller jurisdictions are routinely investing a large sum with little return. **Councilor Bensen** noted that the State has no money to fund this. The City of Burlington had this issue a few years ago and came to an agreement with new officers that they promised to stay with the City for two years following training and if they left sooner, would pay a pro-rated portion of the cost of training to the City. **Councilor Aslett** disagreed with the method suggested by Okanogan County. A motion was made by **Councilors Bensen/Aslett** to not approve the resolution. All agreed. Motion carried.

**EXECUTIVE SESSION:**

Mayor and Council members adjourned to Executive Session for the purpose of discussing litigation and acquisition 8:09 p.m. The Mayor and Council members returned from Executive Session at 8:37 p.m.

**ADJOURNMENT:**

The meeting was adjourned at 8:38 p.m. by **Mayor Brunz**.

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Marie I. Lambert  
Interim Finance Director / City Clerk

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Edward J. Brunz  
Mayor