

June 12, 2008

CALL TO ORDER:

Mayor Brunz called the meeting to order at 7:00 p.m., with the Pledge of Allegiance. Council members present: Aslett, Bensen, Doyle, Edmundson, Loving, and Montgomery. Staff present: Aarstad, M. Anderson, Cavanaugh, Harmon, Sheahan, Thomas, Thramer, and VanWieringen.

A motion was made by **Councilors Loving/Doyle** to excuse **Councilor Valentine** from tonight’s meeting. All approved. Motion carried.

APPROVAL OF MINUTES:

A motion was made by **Councilors Loving/Doyle** to approve the minutes of May 22, 2008 Council meeting. All agreed. Motion carried.

AUDIT OF BILLS:

Councilor Montgomery presented the bills. A motion was made by **Councilors Montgomery/Aslett** to approve vouchers 52652 – 52831 in the amount of \$1,244,644.83. All were in favor. Motion carried.

Current Expense	\$ 71,279.42
Current Expense Cumulative Reserve	19,946.54
Fire Equipment Cumulative Reserve	10,827.25
City Street	1,006,649.72
Library	5,316.93
Parks & Recreation	9,128.53
Cemetery Fund	317.12
Stadium Fund	7,883.36
Local Capital Improvement Fund	14,280.97
Park & Recreation Reserve Fund	6,815.38
Sewer Fund	64,183.14
Sewer Cumulative Reserve	3,163.11
Storm Drainage Utility	24,853.36
Total	\$ 1,244,644.83

PUBLIC COMMENTS:

Mr. John Ravnik, Ravnik & Associates, distributed information regarding a project he and his client have been working on that will be located at 1686 S. Burlington Boulevard. He requested to be on the next City Council agenda so that the City Council can discuss this project and decide if a Determination of Significance (DIS) needs to be done for this project. The City Engineering Department and the Planning Department are requesting that this be done, although Mr. Ravnik stated he does not think it should be required. **City Attorney Thomas** clarified the request being made by Mr. Ravnik. **Mayor Brunz** suggested that he and City staff could meet regarding this request and get back to Mr. Ravnik. **Assistant Public Works Director Harmon** spoke in favor of the requirement to provide a DIS. He stated that the project needs to be viewed as a regional issue and its impacts on the signal systems on Burlington Boulevard. A DIS will allow all parties affected to come together to review the proposed project and its impact on surrounding properties. **Councilor Loving** stated that this project has been discussed at Public Works Committee meetings so several Council members are aware of the problems and issues with this project. **Mayor Brunz** indicated that he will meet with City staff and get back to Mr. Ravnik regarding his request.

REQUEST FOR PERMIT FOR OFF-SITE AUTOMOTIVE SALE.

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Mr. Dave North (North Country Motors) asked City Council for a permit to hold an off-site automotive sale at the empty lot in front of K-Mart. He was told by the Planning Department that because it is less than 21 days until the event he must request approval by the City Council. A motion was made by **Councilors Bensen/Montgomery** to approve the request and issue the permit. Voting in favor were **Councilors Bensen, Aslett, Doyle, Edmundson** and **Montgomery**. Voting against was **Councilor Loving**. Motion carried.

Mayor Brunz welcomed County Commissioners Dillon and Dahlstedt to the meeting.

OFFICER REPORTS:

INTERLOCAL AGREEMENT WITH SKAGIT VALLEY COLLEGE FOR TRAINING POLICE OFFICERS ON THE USE OF A FIREARMS SIMULATOR.

Police Chief VanWieringen presented an interlocal agreement with Skagit Valley College for approval by City Council. He explained that the agreement is for two Burlington Police Officers to be trained on the use of the Firearms Simulator that is owned by Skagit Valley College. This will allow Burlington Police Department to use the simulator to train other department officers using the already trained/certified Burlington officers as instructors. The initial training and certification of the two officers will cost the City \$360.00. Future rental of the simulator will be about \$125.00 per two-day rental. Training can be provided to several officers during each rental period. In past years our previous insurance provider had a firearms simulator available to the City at no cost. In the fall of 2007 we changed insurance providers so this option is no longer available. He noted that he contacted other providers, but found the cost to be about \$1,200 per use for a simulator for training. The opportunity provided by Skagit Valley College is the most cost effective and convenient. A motion was made by **Councilors Bensen/Aslett** to authorize **Police Chief VanWieringen** to enter into the interlocal agreement with Skagit Valley College. All agreed. Motion carried.

Assistant Public Works Director/City Engineer Harmon updated the progress on the N. Burlington Boulevard project (between SR20 and Chuckanut Drive).

Fire Chief Anderson reported on the volume of calls during the month of May. He noted that following a nice article in the Argus, there has been more interest and applications for volunteer firefighter positions. The department recently hired three new volunteer fire fighters.

REQUEST FOR PERMIT TO HAVE A BEER GARDEN IN MAIBEN PARK DURING BERRY DAIRY DAYS CELEBRATION.

Parks & Recreation Director Cavanaugh reported that a permit needs to be issued to the Burlington Café to be able to have a beer garden in Maiben Park during the Berry Dairy Days celebration. A motion was made by **Councilors Bensen/Aslett** to issue a permit to the Burlington Café for a beer garden at Maiben Park during Berry Dairy Days. All agreed. Motion carried.

Finance Director Thrasher reported on the tax revenues for the City. He noted that revenue is down 4.2% from a year ago although he expects some improvement as citizens begin spending their IRS stimulus checks that were sent out by the Federal government in May and June. He reviewed statistics based on the City budget and some "what if" scenarios related to the slowing economy as well as the implementation of the SST on July 1, 2008. He anticipates revenues will improve in the next two months. **Councilor Aslett** asked if the expected SST impact was built into the 2008 budget. **City Administrator Aarstad** stated that the budget planning did take the SST into consideration.

City Administrator Aarstad stated that he would like to add two items to unfinished business. The first is a request from the Sutton family regarding construction of a fence across from the Library. The second is regarding the Council/Staff retreat planned for September.

Councilor Loving noted that he and Mayor Brunz met with Fire District 6 commissioners this afternoon to discuss the Cost per Call billing for 2008.

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PROCLAMATION.

Mayor Brunz read the proclamation proclaiming June 17 – 23, 2008 as Rotary International Week in the City of Burlington.

Mr. Dan Berentson, member of the Burlington Rotary, thanked **Mayor Brunz** for the proclamation. He announced that Ms. Joan Martin has been selected as “Citizen of the Year” by the members of the Burlington Rotary. Ms. Martin has just recently retired after 34 years as Director of the Skagit Preschool and Resource Center (SPARC). He presented Ms. Martin with a plaque and certificate of appreciation. Ms. Martin thanked everyone for the wonderful honor. She noted that she’s not going away and folks will see her around.

CONSENT AGENDA:

1. Agreement with Celtic Arts Foundation Highland Games for 2008 Lodging Tax Funds.
2. Right of Entry License for flood investigation in Concrete.

A motion was made by **Councilors Bensen/Doyle** to approve items 1 and 2 on the Consent Agenda and authorize **Mayor Brunz** to sign necessary documents. All agreed. Motion carried.

UNFINISHED BUSINESS:**CHANGING LEGAL PUBLISHER FOR 2008 FROM THE ARGUS TO THE SKAGIT VALLEY HERALD.**

City Administrator Aarstad stated that the Skagit Argus is no longer distributed to every household in the City of Burlington. It is being distributed to only those households that do not subscribe to the Skagit Valley Herald and is also being made available at various newspaper distribution locations throughout the County. In order to reach the most citizens in the City of Burlington, he recommended changing the legal publisher for City notices to the Skagit Valley Herald for the remainder of 2008. He noted that the rates will remain the same. A motion was made by **Councilors Bensen/Doyle** to approve the Resolution changing the legal publisher from the Argus to the Skagit Valley Herald for the remainder of 2008. All agreed. Motion carried.

(Resolution #06 - 2008)

REQUEST BY SUTTON FAMILY FOR A FENCE RATHER THAN A HEDGE LOCATED ACROSS FROM THE LIBRARY.

City Administrator Aarstad stated that the City had agreed to install a hedge at the edge of the Sutton property to shield their home from car headlights pulling into the angle parking stalls in front of their house (across from the Library). The Suttons have requested a fence rather than a hedge as a hedge would take up more space in their yard than a fence. **Councilor Doyle** stated that if the original agreement was for a hedge, then the City should install a hedge. Council members discussed various options. The Suttons understand that a fence might cost more than was budgeted for a hedge, but are willing to pay the difference to have a fence. A motion was made by **Councilors Montgomery/Bensen** to authorize a fence rather than a hedge and reimburse the Suttons following installation of the fence. The amount would be no greater than the amount budgeted for the hedge. Voting in favor were **Councilors Montgomery, Bensen, Loving, Aslett, and Edmundson**. Voting against was **Councilor Doyle**. Motion carried.

CITY COUNCIL/CITY STAFF RETREAT CHANGE OF DATE.

City Administrator Aarstad stated that the original date planned for the Council/Staff retreat is a conflict for several members. He suggested moving the retreat to Wednesday September 3, 2008. This retreat will be held during the day. He will hire a facilitator to guide the retreat meetings.

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NEW BUSINESS:**SENIOR NUTRITION PROGRAM PROPOSAL TO CONSTRUCT A WALK-IN COOLER AT THE BURLINGTON COMMUNITY CENTER.**

Parks and Recreation Director Cavanaugh stated that the Skagit County Senior Nutrition Program would like to construct a walk-in cooler for cold storage goods to meet the increasing high demand of hot meals in the county for our senior population. At this time they do not have refrigeration capacity for the volume of fresh food needed for the homemade meals they prepare in the commercial kitchen located in the Community Building at Maiben Park. The 12' x 14' x 8' cooler would be installed on top of a 14' x 16' sealed concrete slab and surrounded by fencing. It would be located on the east side of the Community Center, east of the current walk-in freezer and dry food storage structure. The proposal has been reviewed and approved by the Parks Board. Skagit County Senior Services has secured full funding for this project. A motion was made by **Councilors Aslett/Bensen** to approve the request. All agreed. Motion carried.

Ms. Jennifer Kinsley, Skagit County Senior Services Director, explained how the Meals on Wheels program operates in the county. She noted that home-made hot meals are prepared in the Burlington senior center kitchen and delivered five times per week to residents.

UPDATE, PUBLIC WORKS DEPARTMENT ENGINEERING BUDGETS; LARGE PROJECTS, SMALL PROJECTS AND CONSULTANT STUDIES.

Assistant Public Works Director/City Engineer Harmon reviewed the big projects for 2008: 1) North Burlington Boulevard; 2) Nevitt Road; 3) Hillcrest Drive; 4) George Hopper Interchange and 5) North Burlington Regional Drainage Project. To date these five projects are \$2,374,270 under budget. The eight small projects budgeted in the Drainage Utility Fund total \$472,000. He expects to be under budget within the Drainage Utility by at least \$150,000 (primarily due to less expenditure in the NPDES line item). Small Street Fund projects include overlay, sidewalk repair, handicap ramps, miscellaneous street repair and construction and storm drain, the Burlington Boulevard signal optimization study, Goldenrod Non-motorized Connection, Road Standards update, Pictometry, grant writing/project management support as well as the Burlington Boulevard wetland study, consultant support and the Transportation Comp Plan Update. These projects total \$687,000. The traffic impact fee studies and support of the traffic impact fee committee were not budgeted in 2008. By moving the Goldenrod/Burlington Boulevard non-motorized connection and Road Standards Update studies to 2009, the remaining small street projects and studies should come in at \$50,000 under budget.

DISCUSSION: SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM AND FEDERAL PROJECTS, 2009-2014.

Assistant Public Works Director/City Engineer Harmon reviewed the 20-year Project Candidate List which includes the 6-year program candidates. He stated that this list may change prior to the public hearing that is scheduled for June 26, 2008 due to input from the Planning Commission and additional input from the Traffic Impact Fee Committee. RCW 35.77.010 requires cities approve these lists prior to July 1st of each year. He noted that the list also includes other projects that could be added to the 20-year program following the public hearing. **Councilor Aslett** commented on alternative arterials for Burlington Boulevard; a suggestion is to use Anacortes Street in addition to Spruce Street. **Assistant Public Works Director/City Engineer Harmon** noted affordability is important when making construction plans. **Mayor Brunz** stated that he would like to see one major residential street project per year. **Councilor Doyle** indicated sidewalks are going to be used more due to rising fuel costs.

LEASE AGREEMENT WITH BURLINGTON-EDISON SCHOOL DISTRICT FOR USE OF THE BURLINGTON CARNEGIE LIBRARY.

Finance Director Thramer reviewed the draft agreement with Burlington-Edison School District for use of the Carnegie Library building. He stated he would like to set up a meeting with school district representatives to finalize the agreement. The suggested term of the agreement would be ten years with three options for five-year extensions. The fee is one

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dollar per year. The school district would be responsible for all utilities, maintenance and repairs of the building. The school district is aware that the building is on the historical register, and would agree not to make improvements that may disturb the historical nature of the structure without the City's prior written consent. He asked if Council members had any concerns or questions regarding the draft agreement. The council consensus was to move forward with the school district. **Councilor Doyle** asked if a ramp could be added to the building to accommodate access since the entrance is between floors and visitors must go up or down stairs. **Finance Director Thramer** noted a temporary chair lift could be added at the back door. If this is needed, the school district would finance the lift.

CONTRACT FOR PROFESSIONAL SERVICES WITH TIFFANY FINANCIAL MANAGEMENT FOR PAYROLL SERVICES.

Finance Director Thramer reviewed the contract for payroll services. He noted that the agreement can be terminated by either party with 90 days written notice. It is important that we have a written agreement with Mr. Tiffany as he is providing services to the City of Burlington. The cost to the City will be \$1,975 per month for payroll processing and \$60.00 per hour for additional work requested by the City; the overall cost is not to exceed \$25,000 per year. He noted that this is very cost effective when compared to the cost of hiring a part-time employee. (\$64,000 for fulltime employee salary, taxes, benefits). **Councilor Doyle** asked if he could also take care of the timesheets rather than current staff. **Finance Director Thramer** noted that if additional duties were to be added, Mr. Tiffany might request additional compensation. At this time the agreement is written with regard to current services provided by Mr. Tiffany. A motion was made by **Councilors Montgomery/Bensen** to approve the agreement with Tiffany Financial Management. All agreed. Motion carried.

EXECUTIVE SESSION:

Mayor and Council members adjourned to Executive Session to discuss litigation at 8:14 p.m. The Mayor and Council members returned from Executive Session at 8:28 p.m.

ADJOURNMENT:

The meeting was adjourned at 8:30 p.m. by **Mayor Brunz**

Greg Thramer
Finance Director / City Clerk

Edward J. Brunz
Mayor