

April 28, 2005

CALL TO ORDER: Mayor Tjeerdsma called the meeting to order at 7:00 p.m., with the Pledge of Allegiance. Council Members present: Bensen, Doyle, Loving, Aslett, Valentine, Straathof and Montgomery. Staff present: City Administrator Aarstad, Fire Chief Anderson, Public Works Director Garrett, Library Director Perkins, Administrative Assistant Sheahan, and City Attorney Thomas.

APPROVAL OF MINUTES:

A motion was made by **Councilors Valentine/Doyle** to approve the minutes of the April 14, 2005 Council meeting. All were in favor. Motion carried.

AUDIT OF BILLS:

Councilor Straathof presented the bills. She noted that a large portion of the bills were for taxes and utilities. A motion was made by **Councilors Straathof/Valentine** to approve vouchers 43312 - 43419 in the amount of \$210,095.30. All were in favor. Motion carried.

Current Expense	\$ 75,587.74
Current Expense Cumulative Reserve	7,387.77
Fire Equipment Cumulative Reserve	1,035.53
City Street	34,482.04
Library	236.48
Library Permanent Book	24.89
Parks & Recreation	14,898.33
Cemetery Fund	329.06
Stadium Fund	2,500.00
Park & Recreation Reserve	3,289.64
Sewer Fund	45,365.84
Sewer Cumulative Reserve	2,108.29
Storm Drainage Utility	22,849.69
Total	\$ 210,095.30

PUBLIC COMMENTS:

There were no public comments.

OFFICER REPORTS:

Library Director Perkins thanked council members **Straathof, Doyle** and **Aslett** for volunteering to serve on the Library building committee. The first committee meeting will be at 6 p.m. Tuesday May 10th in the Library Conference Room. She noted that Library staff has toured other new libraries to find out what works and what doesn't. They will share this information at the meeting.

Library Director Perkins asked if a Council member would like to volunteer for a Library "Fear Factor" event put on by the pre-teen RAD GAB group. This event will be from 4:30 – 5:30 p.m. Tuesday May 17 in the library conference room. The event is based on a book the group has been reading.

Library Director Perkins announced that a bi-lingual (English/Spanish) shadow puppet play "The Green Bird" will be presented on Thursday May 19th at 12:30 p.m. and 7:00 p.m. at the Burlington Community Center.

Library Director Perkins announced the Friends of the Library book sale will be at the Old Fire Hall/Chamber Offices from 2 p.m. to 6 p.m. Friday April 29th and 10 a.m. to 3 p.m. Saturday April 30th.

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Councilmember Doyle asked if the Library has a need for 30 years worth of National Geographic Magazines. **Library Director Perkins** will take a look at her collection to see if she has any issues that the library is missing.

Fire Chief Anderson reported the March 2005 Fire Department statistics. The department is 11% ahead of the same period in 2004.

Fire Chief Anderson reported he received 66 applications for the vacant firefighter position. Fifty-three took the written test. Twenty-five have been invited to complete the physical agility testing next week. The oral boards will be held the following day. Those who pass all portions of the testing will be placed in rank order on an eligibility list that will be used for one year to fill any firefighter vacancies in the Department.

Fire Chief Anderson reported that **Firefighter Laine Hogle** has accepted a position with South Kitsap Fire District in Port Orchard. Her last day with Burlington will be May 11, 2005.

Fire Chief Anderson announced a change in the way fire service is dispatched. The 911 dispatch center will now call out which apparatus should respond to a call based on the type and location of the call.

Fire Chief Anderson announced that beginning Monday May 2, 2005 EMS medic crews will be housed at the Burlington Fire Station. He looks forward to this opportunity for the firefighters to work side by side with the EMS medics. Having EMS medics in Burlington should reduce the response time for EMS calls within the city.

City Administrator Aarstad distributed drawings of potential parking plans for the new library site. These came out of a meeting with the **City Engineer Garrett**, Ross Jamieson (the architect) and **Planning Director Fleek**. He noted that the number of parking spaces could be increased by including available parallel parking along Washington Street east of Holly Street. **City Administrator Aarstad** shared several suggested options for parking on the area surrounding without considering the Baptist church site. **Library Director Perkins** noted that both the new library and the existing library/city hall building were taken into consideration when planning for parking requirements. **Councilor Straathof** asked if there would only be one door to the library. **City Administrator Aarstad** noted that there will be other doors (emergency exits and staff entrances) that are not shown on the drawing. He noted that he will let Ross Jamieson know that he should continue with these parking suggestions as council seems to like the proposals.

City Administrator Aarstad will pursue opportunities for medical insurance coverage if any of the elected officials are interested. The Chamber of Commerce has provided opportunities for insurance coverage to their members. He asked that elected officials should let him know if they would be interested in this opportunity.

City Administrator Aarstad announced that **Police Officer Brumm** along with two or three other Burlington Police Officers will be taking part in a fundraiser run from Blaine to Fort Lewis for Special Olympics. She has asked if the City would be willing to pay the registration fee. The funds raised from this event will benefit Special Olympics. **City Attorney Thomas** confirmed that this expenditure would be appropriate. A motion was made by **Councilors Valentine/Loving** to pay for the registration fee out of the Legislative Fund. All approved. Motion carried.

SPECIAL PRESENTATION:

Ms. Mary K. James, Executive Director of Friendship House introduced board members Linda Speck and Carl Young along with staff member Carol Kester. Ms. James gave a presentation regarding the function, history and mission of Friendship House. Friendship House is a short term housing facility for men and women that is supported by volunteers and community donations. Friendship House began in 1986 as a faith based organization to provide home shelter of 44 beds for men and women (in separate homes). They serve an average of 4,000 – 5,000 meals each month. They also provide some household goods and

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clothing to the residents. Friendship House provides shelter to persons from all over Skagit County, about 14% have come from Burlington. Friendship House helps clients get jobs, medical care, and encourages clients to save for the future and set goals to move out of the Friendship House. Much of this is done with the help of local social service agencies. **Councilor Straathof** asked how a count to determine the number of homeless people is done. Ms. James noted that homeless are counted on one day by many volunteers. The volunteers visit shelters and walk through the streets looking in places where the homeless usually hang out and/or sleep. The age of the homeless ranges from newborn to 80 years old. Friendship House only accepts adults 18 and over. A child would be accepted if accompanied by an adult. Single youth are directed to facilities such as the Oasis Teen Shelter.

UNFINISHED BUSINESS:**AGREEMENT WITH HDR ENGINEERING, INC. TO EVALUATE TREATMENT ALTERNATIVES FOR WASTEWATER REUSE.**

City Administrator Aarstad noted that HDR Engineering, Inc. has prepared a scope of work which is included in the agreement. **Councilor Doyle** asked where the city would store the treated water. **City Administrator Aarstad** noted that depending on the system utilized, we may be able to draw the needed water directly from the sewer treatment system and not have to store the treated water. If a storage tank is needed, we might obtain a surplus storage tank from National Frozen Foods. He noted it might be possible to sell excess reclaimed water for other users as well as using the water for other city sites such as Rotary Park. A motion was made by **Councilors Valentine/Doyle** to approve the contract with HDR Engineering to develop water re-use pre-design report and authorize the Mayor to sign the contract on behalf of the City of Burlington. All approved. Motion carried.

INTERLOCAL AGREEMENT WITH SKAGIT COUNTY EMS COMMISSION TO LOCATE A PARAMEDIC UNIT AT THE CITY OF BURLINGTON FIRE STATION.

City Administrator Aarstad reviewed the agreement. The EMS staff will begin responding to calls from the Burlington Fire Station on May 2, 2005. **City Administrator Aarstad** noted additions to item #3 – Base Rent will be \$200.00, plus repayment of facility improvements (\$1,672.45) at \$24.59 per month (\$24.92 first month); #3.2 - Prorated Utilities will be \$198.80 per month (includes gas, water, electricity, internet services & phones). This charge will be reviewed after the first six months and may be adjusted. #4.2 Use of space in Aparatus Bay will be designated by the Fire Chief. Page 7, #14 – Taxes and Assessments will be paid by EMS directly to Skagit County Treasurer. **City Administrator Aarstad** noted that the room designated “Mechanical Room” on second floor drawings has never been used as a mechanical room and will be used for the EMS sleeping room. **Councilor Doyle** asked if it will be a problem to not have a bathroom on the second floor. Ms. Jodi Monroe, EMS Executive Director, noted that the EMS staff is so excited about the move, they don't mind having bathrooms only on the first floor. **Councilor Doyle** also asked about drugs stored and used by EMS staff. **Fire Chief Anderson** explained that all drugs will be stored in the medical unit and secured by a double lock. **Councilor Straathof** suggested that prohibited use of alcohol be added to Code of Conduct (Exhibit E). **Councilor Loving** noted smoking and drinking alcohol on the Fire Station premises and parking lots is prohibited under Section 4.6 on page 4 of the agreement. **City Administrator Aarstad** stated that he was aware that some EMS staff use tobacco so it was determined it might be useful to restate no tobacco use in the Code of Conduct (Exhibit E). A motion was made by **Councilors Bensen/Aslett** to approve the agreement with Skagit County EMS Commission and authorize the Mayor to sign on behalf of the City of Burlington. All approved. Motion carried.

NEW BUSINESS:**DISCUSSION REGARDING CODE CITY STATUS.**

City Administrator Aarstad presented information to the council regarding Burlington changing from a Second Class City to Code City status. If council is in favor of this change, he and **City Attorney Thomas** will begin the process to develop a plan of action to accomplish this goal. If the council is not interested in changing from a Second Class City to

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a Code City, then he will not pursue changing Burlington's status. Being a Code City would allow Burlington to utilize laws of first class cities by implementing those laws into our municipal code. City Council could also restructure how the Council Wards are set up. For instance, we might have only three wards with two representatives from each plus an at-large. **Councilor Doyle** asked for clarification of Council/Mayor or Council/Manager forms of government. **City Administrator Aarstad** noted that if the city has a Council/Manager form of government, the Mayor is chosen by and from among the city's elected councilmembers. In a Council/Mayor form of government, the Mayor is a separate elected position (as is now in the City of Burlington). The only Code Cities in Skagit County are Mount Vernon and Anacortes. Within the state there are only 13 second class cities remaining. **Councilor Straathof** asked what would be a disadvantage to becoming a Code City. **Councilor Aslett** noted there are really no disadvantages. A Code City gains the advantages of first class cities. Councilmembers agreed that staff should move forward with pursuit of changing to a Code City. **City Administrator Aarstad** noted that the City Codes will be reviewed and revised with Code City status in mind.

REQUEST TO CLOSE VICTORIA AVENUE FROM CHERRY STREET TO CASCADE HIGHWAY FOR THE EAGLES ANNUAL MEEING.

Mayor Tjeerdsma requested that Victoria Avenue from Cherry Street to Cascade Highway be closed from Friday, May 13 through Sunday, May 15, 2005 for the Eagles annual meeting. The street will be used for RV parking by out of town members attending the meeting. Adjacent neighbors will be notified of the closure. A motion was made by **Councilors Loving/Bensen** to approve the street closure. All agreed. Motion carried.

EXECUTIVE SESSION:

The Mayor and City Council adjourned to Executive Session at 8:07 p.m. for the purpose of discussing litigation. The Mayor and City Council returned from Executive Session at 8:36 p.m.

ADJOURNMENT:

A motion was made by **Councilors Doyle/Straathof** to adjourn the meeting at 8:37 p.m. All were in favor. Motion carried.

Richard A. Patrick
Finance Director / City Clerk

Roger "Gus" Tjeerdsma
Mayor