



TOWN COUNCIL AGENDA

February 28, 2023

104 Commercial Street

Upper Maple Center

And by Zoom

Information is below and on the Town Website

Skagit County Washington

Incorporated 1890

www.townoflaconner.org

I. Call to Order

II. Pledge of Allegiance

III. Public Comments (Limit: 3 minutes per person)

IV. Presentations:

V. CONSENT AGENDA

A. Consent Agenda (Approved without objection 5/0)

1. Approval of the Minutes: Council Meeting February 14, 2023
Finance:
Approval of Accounts Payable
Approval of Payroll

VI. REPORTS

1. Administrator's Report
2. Mayor's Report
3. Council Committee Reports

VII. UNFINISHED BUSINESS:

1. Center Street Project – Discussion
2. Jenson Property – Discussion

VIII. NEW BUSINESS

1. Cabaret License – Ravens Cup Coffee & Art Gallery
2. Resolution – Identifying Potential Shelter Sites
3. **COUNCIL & PLANNING COMMISSION JOINT MEETING - DISCUSSIONS**

IX. MAYOR ROUNDTABLE

X. EXECUTIVE SESSION

There may be an executive session immediately preceding or following the meeting as allowed by RCW 42.30.110 and as announced by the presiding officer.

Join Zoom Meeting – This Meeting will be recorded

<https://us02web.zoom.us/j/88965011004?pwd=aDdUeitPdUFjZzNpeW5Kc0FrckpoUT09>

Meeting ID: 889 6501 1004

Passcode: HHT41Z

One tap mobile – 1-253-215-8782

Meeting ID: 889 6501 1004

Passcode: 856259

Find your local number: <https://us02web.zoom.us/j/kcq3UJeNAq>

Next Ordinance: 1225

Next Resolution: 619

Consent Agenda

- 1) Approval of Minutes**
- 2) Approval of Accounts Payable**
- 3) Approval of Payroll**

Town of La Conner
Town Council Meeting
February 14, 2023 – 6:00 p.m.

The meeting of the La Conner Town Council was called to order at 6:00 p.m. by Mayor Ramon Hayes.

Present: Councilmembers Taylor, Carlson, Dole, Chamberlain and Wohleb.

Also present: Administrator Thomas, Finance Director DeGoede, Public Works Director Lease, Planner Davolio, Fire Chief/Code Enforcement Officer Reinstra, WWTP Operator Wynn and Sgt. Montgomery of the Sheriff's Dept.

This was a hybrid meeting held in person and electronically on Zoom. Information to join was posted at Town Hall, the published Agenda in the La Conner Weekly News, and on the Town Website.

Public Comments:

Resident Jim Matthews suggested using the funds collected from In Lieu of Parking Fees, to purchase property for parking near Center Street.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the January 24, 2023 Council Meeting.

Accounts Payable:

	Checks 25756 - 25807	\$117,980.84
Electronic Payments:	#2018081 – Invoice Cloud	\$151.40
	#2018082 – US Bank Fees	\$54.34
	Total	\$118,186.58

Payroll of February 3, 2023	Checks	5675 - 5681	\$3,732.77
Electronic Payments:	#2018075	AWC Benefit Trust	\$14,004.22
	#2018076	Deferred Comp	\$2,241.00
	#2018077	PERS Retirement	\$10,300.48
	#2018078	Teamsters Benefit	\$6,972.80
	#2018079	Payroll Taxes	\$7,737.24
		<u>Payroll Auto Deposit</u>	<u>\$23,623.26</u>
		Total Payroll	\$68,611.77

Councilmember Taylor noted the date on the Agenda for the minutes to be approved should be January 24, 2023.

Councilmember Chamberlain moved to approve the Consent Agenda to include the January 24, 2023 Minutes. Motion seconded by Councilmember Taylor. Motion carried 5/0.

Department Head Reports:

Revenue and Expenditure Reports:

Mayor Hayes noted the January Sales Tax came in higher than the previous year, but Hotel Motel is down.

Administrator's Report:

Discussions included the new Legislature Bills, such as limitation on parking spaces jurisdictions can require for housing developments and parking limitations around public transit. This is the year for regulatory reform and streamlining the permit processes. There is also a bill from the Governor's Office allocating funds for construction of affordable housing.

Public Works has been working on removing the abandon and sinking boats. One has been removed and is ready to be demolished. Two others still need to be removed from the Channel and one an owner claimed and moved. Most of the boats are derelict and invoicing owners for reimbursement is usually unsuccessful.

Public Works:

Public Works Director Lease updated Council on the Salmon Slide repairs. The contractor he spoke with is busy with another project into March. He is interested in the project, but nothing has been set yet.

Planner's Report:

Planner Davolio gave an update on the recent Land Use Permits submitted. The Lime Dock Building has requested a change of use to residential for the second floor, Snap Dragon Hill has started applying for their building permits and the Historical Museum requested adding a car port for a new vehicle they purchased. He also noted last week's open house Planning Commission meeting went well and reminded everyone there will be a joint Council and Planning Commission meeting on February 28, 2023.

Fire Department/Code Enforcement:

Fire Chief Reinstra shared the Sheriff and the State Patrol used the La Conner Fire Department for their Trainings. He also addressed the letter in the La Conner Weekly News regarding the Fire Boat. He wanted to be sure everyone knew he has been working very closely with the Mayor and Administrator on moving forward with the purchase of the boat. It may seem like it is taking a long time, but they are being very frugal as there are a lot of other needs in the future and they want to do it right. He and the rest of the Fire Department appreciate all the support, but he wanted it clear the Town works really well in procuring all their needs.

Mayor Hayes stated he and Administrator Thomas met with the Port regarding the purchase of the new fire boat quite some time ago. They recognize it as a mutual interest as both the Town and Port are vulnerable. Also, Administrator Thomas is actively working on grants. The letter in the La Conner Weekly News did not have accurate information.

WWTP:

Administrator Thomas stated he did get an email from Department of Ecology regarding the grant for the Wastewater Treatment Plant Analysis. We should have an answer by the end of this month or early March.

Mayor's Report:

Mayor Hayes stated he, Administrator Thomas and Councilmember Dole will be lobbying in Olympia tomorrow on flood issues. We don't have a plan yet, but we are applying for a Comprehensive Flood Plan grant in March, for up to \$300,000 with a 25% match. The intention is to let our legislatures know we are working on a strategic plan and we will be back in a year or two advocating for funds. Another issue they will address the legislature on is changing the language for the new sales tax increase, specifically for additional police officers. In order for the Town and other jurisdictions contracting for policing services to benefit, the language needs to be modified to police services.

Councilmember Wohleb will be participating with the Skagit Valley Clean Energy Cooperative in a presentation to SCOG promoting Solarize Skagit. The goal is to get the information on the websites of all the County jurisdictions.

Council Committee Reports:

Arts Commission:

Councilmember Taylor reported they are brainstorming on increasing arts in the school, primarily for the K-5 grades. Ideas are mentorship and fundraisers for art supplies and field trips.

Emergency Management Commission:

Councilmember Dole noted an ad will be in the La Conner Weekly News to fill the positions on the Emergency Management Commission. The application has been posted on the Town Website with a due date of February 28th.

Communication Ad Hoc Committee:

Councilmember Chamberlain encouraged people to sign up for Notify Me on the Town website. Also, a draft of the Communication Plan will be posted on the Town website for public input.

Parks Commission:

Councilmember Wohleb shared Ajah has started the permitting for the Waterfront Park Pavilion.

Center Street Project:

Administrator Thomas stated we have received the final decision from the Hearing Examiner and it has been sent out to the parties of interest.

Jenson Property:

No updates, however the Mayor did discuss the Channel Cove Community and the five new homes that are currently being built.

Ordinance 1224 – Fire and Park Impact Fees:

Planner Davolio noted this will be a two-step process. The Ordinance establishes the new Fire and Park Impact Fees in our Unified Development Code and the following resolution sets the fees.

Councilmember Wohleb moved to approve Ordinance 1224 adopting the Fire and Park Impact fees in our Unified Development Code. Motion seconded by Councilmember Chamberlain. Motion carried 5/0.

Resolution 618 Fire and Park Impact Fees:

Councilmember Wohleb moved to approve Resolution 618 setting the Fire and Park Impact Fees. Motion seconded by Councilmember Dole. Motion carried 5/0.

Agreement – CLS Contracting:

Administrator Thomas explained this agreement is for the completion of the Fire Hall sleeper rooms. Not to exceed \$2,660.57.

Councilmember Chamberlain moved to approve the Mayor to sign the Agreement with CLS Contracting for the completion of the Fire Department sleeper rooms. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

DE Agreement – Snap Dragon Flats Infrastructure Improvements:

Public Works Director Lease explained this Agreement only relates to the infrastructure. This has nothing to do with a short plat, designs or building plans. There was further discussion on the stability of the Hill and liability falling on the GEO Engineer if any future issues occur.

Councilmember Dole moved to approve the Infrastructure Improvement DE Agreement with Snap Dragon Flats. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

Surplus of the 1994 Chevy Truck and the 1988 Backhoe:

Public Works Director Lease explained this is more of a formality. He is asking for a consensus of the Council to move forward with the surplus of the truck and backhoe.

It was the consensus of the Council to surplus the 1994 Chevy and the 1988 Backhoe.

Mayor Roundtable:

Councilmember Wohleb spoke on behalf of the Parks Commission's requesting beautification of the Town and planting street trees. There were trees removed and they would like to see them replaced. It was determined the Park Commission would work with Public Works on the placing of trees. Administrator Thomas stated if the Town plants the trees in the right of way, they will not be the Town's trees; they will belong to the adjacent property.

Councilmember Dole expressed his concerns of the Morris and Maple intersection. He witnessed two near accidents and would like to see a flashing sign to alert drivers oncoming traffic has the right of way. Public Works Director Lease stated he could change the sign, but cautioned on liability. There should be consistency throughout the Town. It was recommended to remove the last Chamber banner for better visibility.

Councilmember Carlson recommended hiring a grant writer for the Fire Department. It was suggested to find a grant writer to be paid through the grant if it is awarded. Mayor Hayes stated the Upper Skagit Tribe offered their grant writer services for flood related grants; maybe we could reach out to them for the Fire Boat.

There being no further business the meeting ended at 7:06 p.m.

Maria DeGoede, Finance Director

Ramon Hayes, Mayor



TOWN OF LA CONNER

CLAIMS CLEARING

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that the merchandise or services hereinafter specified for **February 28, 2023** have been received and that;

Checks Numbered:	25808 - 25846	\$202,603.58
Auto Payments:	2018083 – Excise Tax	\$7,320.92
	2018084 – WA Fed Bank	\$78.37
	Voided Checks 25231 & 25798	

Are approved for a total payment of \$210,002.87 this 28th day of February 2023.

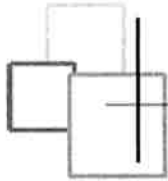


Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

Fiscal : 2023 - February
Council Date : 2023 - February - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Astound Business Solutions	25808	2023 - February - 2nd Council Meeting			
		Invoice - AstoundFeb2023-2			
		Internet & Phones			
		401-000-534-80-42-00		Communications	\$131.09
				PW 604 N. Third	
		409-000-535-80-42-00		Communications	\$20.63
				WWTP Marina Lift Station	
		Total Invoice - AstoundFeb2023-2			\$151.72
	Total 25808				\$151.72
Total Astound Business Solutions					\$151.72
Bayside Services	25809	2023 - February - 2nd Council Meeting			
		Invoice - 335044			
		33 Gal & 56 Gal Garbage Bags			
		005-000-543-50-48-04		Refuse Disposal	\$515.42
		Total Invoice - 335044			\$515.42
		Invoice - 335163			
		TP, Screens & Paper Towels			
		003-000-575-50-31-05		Public Restroom Supplies	\$833.87
		Total Invoice - 335163			\$833.87
		Invoice - 335165			
		TP, Paper Towels & Screens			
		003-000-575-50-31-05		Public Restroom Supplies	\$642.74
		Total Invoice - 335165			\$642.74
		Invoice - 335166			
		TP & Paper Towels			
		002-000-576-80-31-01		Restroom Supplies	\$419.51
		Total Invoice - 335166			\$419.51
		Invoice - 335167			
		Paper Towels & TP			
		001-000-518-30-48-01		Building Repair & Maintenance	\$387.48
		Total Invoice - 335167			\$387.48

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 335168			
			6 Pkgs Towels		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$440.81
		Total Invoice - 335168			\$440.81
	Total 25809				\$3,239.83
Total Bayside Services					\$3,239.83
Birch Equipment	25810	2023 - February - 2nd Council Meeting			
		Invoice - 265492-5			
			Generator w Trailor & Diesel Exhaust Fluid		
			403-000-531-38-35-01	Tools & Equipment Flood	\$4,350.40
		Total Invoice - 265492-5			\$4,350.40
		Invoice - 265493-5			
			6" Diesel Pump, Hose Discharge/Suction		
			403-000-531-38-35-01	Tools & Equipment Flood	\$3,857.50
		Total Invoice - 265493-5			\$3,857.50
		Invoice - 265881-5			
			Submersible Pump & Hose Discharge		
			403-000-531-38-35-01	Tools & Equipment Flood	\$1,793.37
		Total Invoice - 265881-5			\$1,793.37
	Total 25810				\$10,001.27
Total Birch Equipment					\$10,001.27
Canon Financial Services INC.	25811	2023 - February - 2nd Council Meeting			
		Invoice - 2/22/2023 1:24:14 PM			
			Copier Lease		
			001-000-591-31-70-00	Rents & Leases - Capital	\$132.14
			70%		
			401-000-591-31-70-00	Rents & Leases - Capital	\$28.31
			15%		
			409-000-591-31-70-00	Rents & Leases - Capital	\$28.31
			15%		
		Total Invoice - 2/22/2023 1:24:14 PM			\$188.76
	Total 25811				\$188.76
Total Canon Financial Services INC.					\$188.76
Cascade Natural Gas Corp	25812	2023 - February - 2nd Council Meeting			
		Invoice - CascadeNatGasFeb2023			
			Utility - Gas		
			001-000-518-30-47-00	Public Utility Services	\$366.95
			204 Douglas-Town Hall		
			001-000-522-20-47-00	Public Utility Services	\$353.73
			12142 Chilberg-Fire Hall		

Vendor	Number	Reference	Account Number	Description	Amount
			003-000-575-50-47-01	Public Utility Services-MH/MC	\$762.75
			108 Commercial-MH/MC		
			003-000-575-50-47-02	Public Utility Services-GC	\$237.67
			622 S 2nd Street-GC		
			401-000-534-80-47-00	Public Utility Services	\$534.87
			604 N 3rd Street - PW		
			409-000-535-80-47-00	Public Utility Services	\$490.77
			12154 Chilberg - WWTP		
			409-000-535-80-47-00	Public Utility Services	\$1,248.91
			12154 B Chilberg - Sewer		
			Total Invoice - CascadeNatGasFeb2023		\$3,995.65
					\$3,995.65
	Total 25812				\$3,995.65
Total Cascade Natural Gas Corp					\$3,995.65
City of Anacortes					
	25813		2023 - February - 2nd Council Meeting		
			Invoice - CityofAnacortesFeb2023		
			Jan 2023 Water Charges		
			401-000-534-80-33-00	Purchase of Wholesale Water	\$36,274.00
			Water sales		
			Total Invoice - CityofAnacortesFeb2023		\$36,274.00
					\$36,274.00
	Total 25813				\$36,274.00
Total City of Anacortes					\$36,274.00
CLS Contracting LLC					
	25814		2023 - February - 2nd Council Meeting		
			Invoice - Inv#4-2022		
			Fire Dept. Sleeper Room Work		
			001-000-522-20-48-01	Building Repair & Maintenance	\$2,280.38
			Total Invoice - Inv#4-2022		\$2,280.38
			Invoice - Inv#5-2022		
			Fire Dept. Sleeper Room Work		
			001-000-522-20-48-01	Building Repair & Maintenance	\$380.19
			Total Invoice - Inv#5-2022		\$380.19
					\$2,660.57
	Total 25814				\$2,660.57
Total CLS Contracting LLC					\$2,660.57
Copiers Northwest					
	25815		2023 - February - 2nd Council Meeting		
			Invoice - INV2606154		
			Copies		
			001-000-518-30-31-00	Office & Operating Supplies	\$49.62
			70		
			401-000-534-80-31-00	Office & Operating Supplies	\$10.63
			15		

Vendor	Number	Reference	Account Number	Description	Amount
			409-000-535-80-31-00	Office & Operating Supplies	\$10.63
			15		
		Total Invoice - INV2606154			\$70.88
	Total 25815				\$70.88
Total Copiers Northwest					\$70.88
David D. Lowell, Esq.					
25816					
				2023 - February - 2nd Council Meeting	
		Invoice - 501			
			Center Street Research/Review		
			001-000-558-60-41-05	Hearing Examiner Fees	\$2,187.50
		Total Invoice - 501			\$2,187.50
	Total 25816				\$2,187.50
Total David D. Lowell, Esq.					\$2,187.50
Edge Analytical					
25817					
				2023 - February - 2nd Council Meeting	
		Invoice - 23-02940			
			Effluent/Influent Testing		
			409-000-535-80-48-05	Materials/Testing	\$372.00
				Sewer Testing	
		Total Invoice - 23-02940			\$372.00
		Invoice - 23-03333			
			Heterotrophic Plate Count Testing		
			401-000-534-80-41-00	Professional Services	\$58.00
				Water Testing Samples	
		Total Invoice - 23-03333			\$58.00
		Invoice - 23-04175			
			Coliform Testing		
			401-000-534-80-41-00	Professional Services	\$24.00
				Water Testing Samples	
		Total Invoice - 23-04175			\$24.00
	Total 25817				\$454.00
Total Edge Analytical					\$454.00
Fastenal Company					
25818					
				2023 - February - 2nd Council Meeting	
		Invoice - WAANA146877			
			Battery		
			412-000-554-90-48-06	Compost Machinery/Equip	\$177.66
		Total Invoice - WAANA146877			\$177.66
	Total 25818				\$177.66
Total Fastenal Company					\$177.66

Vendor	Number	Reference	Account Number	Description	Amount
Frontline Cleaning Services					
	25819			2023 - February - 2nd Council Meeting	
		Invoice - 33751			
			Public Restroom Cleaning		
			003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$1,560.00
		Total Invoice - 33751			\$1,560.00
	Total 25819				\$1,560.00
Total Frontline Cleaning Services					\$1,560.00
Hayes, Ramon					
	25820			2023 - February - 2nd Council Meeting	
		Invoice - HayesReimbFeb2023			
			Reimb. Lodging/Travel for Olympia Action Days		
			001-000-513-10-43-01	Admin Travel	\$324.33
		Total Invoice - HayesReimbFeb2023			\$324.33
	Total 25820				\$324.33
Total Hayes, Ramon					\$324.33
Isomedia.com					
	25821			2023 - February - 2nd Council Meeting	
		Invoice - 22387-19733			
			WWTP DSL		
			409-000-535-80-42-00	Communications	\$65.94
		Total Invoice - 22387-19733			\$65.94
	Total 25821				\$65.94
Total Isomedia.com					\$65.94
John H. Hanks					
	25822			2023 - February - 2nd Council Meeting	
		Invoice - 7355			
			Council Computer Updates & Planning Computer setup		
			001-000-518-30-48-00	Computer/Server Maintenance	\$360.00
		Total Invoice - 7355			\$360.00
	Total 25822				\$360.00
Total John H. Hanks					\$360.00
L.N. Curtis & Sons					
	25823			2023 - February - 2nd Council Meeting	
		Invoice - INV667479			
			Fire Dept. - Thermal Liners		
			001-000-522-20-37-00	VFF Gear Allowance	\$2,825.14
		Total Invoice - INV667479			\$2,825.14
	Total 25823				\$2,825.14
Total L.N. Curtis & Sons					\$2,825.14

Vendor	Number	Reference	Account Number	Description	Amount
Margaret Hillard	25824	2023 - February - 2nd Council Meeting			
		Invoice - USChef2/11/23			
		Senior Center Supplies			
		001-000-575-50-30-00		Senior Center Supplies	\$105.07
		Total Invoice - USChef2/11/23			
					\$105.07
	Total 25824				\$105.07
Total Margaret Hillard					\$105.07
Merri C. Metcalfe	25825	2023 - February - 2nd Council Meeting			
		Invoice - MetcalfeGCCancel7/1/23			
		Garden Club Cancellation 7/1/23			
		003-000-575-50-45-73		Facilities Rental Cancellation	\$150.00
		Total Invoice - MetcalfeGCCancel7/1/23			
					\$150.00
	Total 25825				\$150.00
Total Merri C. Metcalfe					\$150.00
Napa Auto Parts	25826	2023 - February - 2nd Council Meeting			
		Invoice - 1438-528767			
		Coupling			
		412-000-554-90-48-06		Compost Machinery/Equip	\$8.64
		Total Invoice - 1438-528767			
					\$8.64
		Invoice - 1438-528788			
		Fuel & Oil Filters			
		005-000-543-10-48-02		Vehicle Repair & Maintenance	\$196.23
		Total Invoice - 1438-528788			
					\$196.23
		Invoice - 1438-528814			
		Fuel Filter for Sweeper			
		005-000-543-10-48-02		Vehicle Repair & Maintenance	\$34.77
		Total Invoice - 1438-528814			
					\$34.77
		Invoice - 1438-528816			
		Paint & T Clamps for Sweeper			
		005-000-543-10-48-00		Repair & Maintenance	\$40.05
		Total Invoice - 1438-528816			
					\$40.05
		Invoice - 1438-528989			
		SAE 5W-3 & Windshield Wash, Exact Blades, Gear Oil, Oil Filters & Misc.			
		401-000-534-80-48-02		Vehicle Repair & Maintenance	\$206.73
		Total Invoice - 1438-528989			
					\$206.73
		Invoice - 1438-529012			
		Mercon V ATF			
		401-000-534-80-48-02		Vehicle Repair & Maintenance	\$28.24
		Total Invoice - 1438-529012			
					\$28.24

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 1438-529013			
		DELO 400 15W40			
		005-000-543-10-48-02		Vehicle Repair & Maintenance	\$89.01
		Total Invoice - 1438-529013			\$89.01
		Invoice - 1438-529014			
		2.5 DEF & Antifreeze			
		412-000-554-90-48-06		Compost Machinery/Equip	\$72.48
		Total Invoice - 1438-529014			\$72.48
		Invoice - 1438-529025			
		Gear Oil			
		005-000-543-10-48-02		Vehicle Repair & Maintenance	\$97.83
		Total Invoice - 1438-529025			\$97.83
		Invoice - 1438-529055			
		Air Filter for the Sweeper			
		005-000-543-10-48-02		Vehicle Repair & Maintenance	\$121.78
		Total Invoice - 1438-529055			\$121.78
		Invoice - 1438-529131			
		Fuel & Oil Filter			
		005-000-543-10-48-02		Vehicle Repair & Maintenance	\$3.39
		Total Invoice - 1438-529131			\$3.39
		Invoice - 1438-529159			
		SAE 30			
		005-000-543-10-48-02		Vehicle Repair & Maintenance	\$8.13
		Total Invoice - 1438-529159			\$8.13
		Invoice - 1438-529167			
		DELO 400 15W40			
		005-000-543-10-48-02		Vehicle Repair & Maintenance	\$66.76
		Total Invoice - 1438-529167			\$66.76
		Invoice - 1438-529252			
		Spark Plugs			
		005-000-542-64-35-00		Small Tools & Equipment	\$14.34
		Total Invoice - 1438-529252			\$14.34
		Invoice - 1438-529274			
		Air, Oil, Fuel & Hydraulic Filters			
		401-000-534-80-48-02		Vehicle Repair & Maintenance	\$473.22
		Total Invoice - 1438-529274			\$473.22
	Total 25826				\$1,461.60
Total Napa Auto Parts					\$1,461.60

Vendor	Number	Reference	Account Number	Description	Amount
Nelson Petroleum					
	25827			2023 - February - 2nd Council Meeting	
		Invoice - 0823893-IN			
		WWTP Fuel			
		412-000-554-90-32-00		Fuel	\$3,354.39
		Total Invoice - 0823893-IN			\$3,354.39
	Total 25827				\$3,354.39
Total Nelson Petroleum					\$3,354.39
North Hills Resources					
	25828			2023 - February - 2nd Council Meeting	
		Invoice - 33803			
		Pile Grinding			
		412-000-554-90-41-07		Pile Grinding	\$10,968.60
		Total Invoice - 33803			\$10,968.60
	Total 25828				\$10,968.60
Total North Hills Resources					\$10,968.60
NorthWest Clean Air Agency					
	25829			2023 - February - 2nd Council Meeting	
		Invoice - 14053			
		Annual Emission Testing			
		412-000-554-90-41-00		Professional Services	\$1,141.10
				Emmission/Compost	
		Total Invoice - 14053			\$1,141.10
	Total 25829				\$1,141.10
Total NorthWest Clean Air Agency					\$1,141.10
Pape' Machinery Exchange					
	25830			2023 - February - 2nd Council Meeting	
		Invoice - 14190148			
		Cap, fuel Fille			
		005-000-543-10-48-02		Vehicle Repair & Maintenance	\$8.70
		Total Invoice - 14190148			\$8.70
		Invoice - 14208900			
		Filter, Element, Filter Kit, Generator & Stihl HP ULT			
		401-000-534-80-35-00		Small Tools & Equipment	\$1,480.52
		Total Invoice - 14208900			\$1,480.52
	Total 25830				\$1,489.22
Total Pape' Machinery Exchange					\$1,489.22

Vendor	Number	Reference	Account Number	Description	Amount
Pollardwater	25831	2023 - February - 2nd Council Meeting			
		Invoice - 0224178-1			
		Shovels			
			401-000-534-80-35-00	Small Tools & Equipment	\$92.10
		Total Invoice - 0224178-1			\$92.10
	Total 25831				\$92.10
Total Pollardwater					\$92.10
Puget Sound Energy	25832	2023 - February - 2nd Council Meeting			
		Invoice - PSEFeb2023-2			
		Utility - Electric			
			001-000-518-30-47-00	Public Utility Services	\$172.96
			204 Douglas St -Town Hall		
			001-000-522-20-47-00	Public Utility Services	\$378.00
			12142 Chilberg - Fire Dept		
			002-000-576-80-47-00	Public Utility Services	\$26.13
			100 Morris - Gilkey Square		
			002-000-576-80-47-00	Public Utility Services	\$113.62
			1339 Connor Way - Pioneer Park Gazebo		
			002-000-576-80-47-00	Public Utility Services	\$124.84
			100 Washington Ave Light- St End Park		
			002-000-576-80-47-00	Public Utility Services	\$54.17
			1339 Conner Way Lights - Pioneer Park Lights		
			003-000-575-50-47-01	Public Utility Services-MH/MC	\$10.85
			104 Commercial - Maple Hall		
			003-000-575-50-47-02	Public Utility Services-GC	\$48.28
			622 S 2nd Street - Garden Club		
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$149.81
			613 1st Street - Public Restroom		
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$136.68
			304 Morris St -Public Restroom		
			005-000-542-63-47-00	Public Utility Services	\$293.29
			Annual Bill/Credit on 1st Street Lights #220005384221		
			005-000-542-63-47-00	Public Utility Services	\$87.70
			Area Lights Acct #200011509383		
			005-000-542-63-47-00	Public Utility Services	\$789.26
			Street lights Acct #300000001705		
			005-000-542-63-47-00	Public Utility Services	\$69.94
			3rd & Douglas		
			005-000-542-63-47-00	Public Utility Services	\$18.36
			12100 Chilberg - Flag pole/Monument lights		
			005-000-542-63-47-00	Public Utility Services	\$544.60
			125 1st Street LC Post Office #300000002505		

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-534-80-47-00	Public Utility Services	\$320.18
			604 N 3rd Street - PW Shop-300000002695		
			401-000-534-80-47-00	Public Utility Services	\$13.66
			1200 S 4th St - Water Tank		
			403-000-531-38-47-00	Public Utility Service	\$172.74
			213 Caledonia - Drainage Pump		
			403-000-531-38-47-00	Public Utility Service	\$65.79
			102 S 6th St - Drainage Pump		
			403-000-531-38-47-00	Public Utility Service	\$11.62
			1340 Connor Way - Water Shack		
			409-000-535-80-47-00	Public Utility Services	\$32.66
			602 N 3rd Street - Pump		
			409-000-535-80-47-00	Public Utility Services	\$10.32
			12154 Chilberg - WWTP Fuel Station		
			409-000-535-80-47-00	Public Utility Services	\$52.76
			622 1st Street - Sewage Vault		
		Total Invoice - PSEFeb2023-2			\$3,698.22
	Total 25832				\$3,698.22
Total Puget Sound Energy					\$3,698.22
Rick Dole					
	25833			2023 - February - 2nd Council Meeting	
		Invoice - DoleFeb2023Reimb			
		Reimb. for Travel/Action Days in Olympia			
		001-000-511-60-43-00	Council Travel		\$166.37
		Total Invoice - DoleFeb2023Reimb			\$166.37
	Total 25833				\$166.37
Total Rick Dole					\$166.37
Ryan Close					
	25834			2023 - February - 2nd Council Meeting	
		Invoice - ClosePPDepRef7/10/22#2			
		Reimb Check 25231 Lost in the Mail. Reissued Dep Ref of 7/10/22			
		002-000-582-10-00-00	Park Deposit Refund		\$100.00
		Total Invoice - ClosePPDepRef7/10/22#2			\$100.00
	Total 25834				\$100.00
	VoidCk #25231			2023 - February - 2nd Council Meeting	
		Invoice - VOIDCk25231			
		Void Check #25231			
		002-000-582-10-00-00	Park Deposit Refund		(\$100.00)
		Total Invoice - VOIDCk25231			(\$100.00)
	Total VoidCk #25231				(\$100.00)
Total Ryan Close					\$0.00

Vendor	Number	Reference	Account Number	Description	Amount
Skagit County Sheriff Office	25835			2023 - February - 2nd Council Meeting	
		Invoice - 3499			
			Policing Services 1st Qtr. 2023		
			001-000-521-20-41-00	Professional Services	\$84,636.75
				Skagit Co Sheriff contract	
		Total Invoice - 3499			\$84,636.75
	Total 25835				\$84,636.75
Total Skagit County Sheriff Office					\$84,636.75
Skagit Valley Publishing	25836			2023 - February - 2nd Council Meeting	
		Invoice - 31030			
			Public Works Ad - Laborer		
			403-000-531-38-41-00	Professional Services	\$375.00
		Total Invoice - 31030			\$375.00
		Invoice - 31031			
			Public Works Ad - Mechanic Maint. Worker		
			401-000-534-80-41-00	Professional Services	\$375.00
		Total Invoice - 31031			\$375.00
	Total 25836				\$750.00
Total Skagit Valley Publishing					\$750.00
Skagit Valley Tulip Festival	25837			2023 - February - 2nd Council Meeting	
		Invoice - SkValTulipFestMHDepRef2/9/23			
			Skagit Valley Tulip Festival Maple Hall Dep Ref 2/9/23		
			003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$406.25
		Total Invoice - SkValTulipFestMHDepRef2/9/23			\$406.25
	Total 25837				\$406.25
Total Skagit Valley Tulip Festival					\$406.25
Stockton's Paint	25838			2023 - February - 2nd Council Meeting	
		Invoice - 330020607			
			Traffic Paint & Supplies		
			005-000-542-64-48-03	System Repair & Maintenance	\$617.17
		Total Invoice - 330020607			\$617.17
	Total 25838				\$617.17
Total Stockton's Paint					\$617.17

Vendor	Number	Reference	Account Number	Description	Amount
Tacoma Screw Products	25839			2023 - February - 2nd Council Meeting	
		Invoice - 260058082-00			
		Hole Saw Kit			
		403-000-531-38-35-00		Small Tools & Equipment	\$173.65
		Total Invoice - 260058082-00			\$173.65
	Total 25839				\$173.65
Total Tacoma Screw Products					\$173.65
Tillinghast Postal					
	Voided Ck#25798			2023 - February - 2nd Council Meeting	
		Invoice - VOIDCk25798			
		Voided Check #25798			
		002-000-576-80-48-01		Building Repair & Maintenance	(\$10.77)
		Total Invoice - VOIDCk25798			(\$10.77)
	Total Voided Ck#25798				(\$10.77)
Total Tillinghast Postal					(\$10.77)
Town of La Conner	25840			2023 - February - 2nd Council Meeting	
		Invoice - C 01-2023			
		Jan 2023 Sewer Service Charges			
		412-000-554-90-47-00		Sewer Service Charge	\$10,833.34
		Total Invoice - C 01-2023			\$10,833.34
		Invoice - S 01-2023			
		Jan 2023 Sludge Disposal Charges			
		409-000-535-80-47-02		Sludge Disposal	\$2,500.00
		Total Invoice - S 01-2023			\$2,500.00
	Total 25840				\$13,333.34
Total Town of La Conner					\$13,333.34
U.S. Bank	25841			2023 - February - 2nd Council Meeting	
		Invoice - Amazon0031466			
		Wall Clock			
		401-000-534-80-31-00		Office & Operating Supplies	\$89.04
		Total Invoice - Amazon0031466			\$89.04
		Invoice - Amazon0249859			
		Easel Pads for Communication Forum			
		001-000-511-60-31-00		Council Office & Operating Sup	\$55.36
		Total Invoice - Amazon0249859			\$55.36
		Invoice - Amazon1710661			
		Cable for Boat Lifts			
		403-000-531-38-48-03		System Repair & Maintenance	\$97.72
		Total Invoice - Amazon1710661			\$97.72

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - Amazon1797014			
		Sandbag Funnel			
		403-000-531-38-35-01		Tools & Equipment Flood	\$299.25
		Total Invoice - Amazon1797014			\$299.25
		Invoice - Amazon2049059			
		Pencil Led Refills			
		001-000-518-30-31-00		Office & Operating Supplies	\$6.90
		Total Invoice - Amazon2049059			\$6.90
		Invoice - Amazon2505022			
		Reflective Safety Tape, Shop Towels, Banding Tool & Ear Lokt Buckle			
		401-000-534-80-35-00		Small Tools & Equipment	\$435.10
		Total Invoice - Amazon2505022			\$435.10
		Invoice - Amazon2573850			
		Correction Tape & New Shredder,			
		001-000-518-30-31-00		Office & Operating Supplies	\$344.43
		Total Invoice - Amazon2573850			\$344.43
		Invoice - Amazon2617041			
		Copy Paper			
		001-000-518-30-31-00		Office & Operating Supplies	\$54.29
		Total Invoice - Amazon2617041			\$54.29
		Invoice - Amazon4478611			
		Shredder Lubricant Sheets			
		001-000-518-30-31-00		Office & Operating Supplies	\$7.48
		Total Invoice - Amazon4478611			\$7.48
		Invoice - Amazon4768260			
		2 Packages Legal Pads			
		001-000-518-30-31-00		Office & Operating Supplies	\$30.38
		Total Invoice - Amazon4768260			\$30.38
		Invoice - Amazon6660263			
		Disinfectant Spray & Screen Cleaner			
		001-000-518-30-31-00		Office & Operating Supplies	\$35.79
		Total Invoice - Amazon6660263			\$35.79
		Invoice - BestBuy2/1/23			
		Ink Cartridges			
		001-000-522-20-31-00		Office & Operating Supplies	\$127.04
		Total Invoice - BestBuy2/1/23			\$127.04
		Invoice - BIKUSA286386			
		Hang Tags			
		401-000-534-80-31-00		Office & Operating Supplies	\$42.41
		Total Invoice - BIKUSA286386			\$42.41
		Invoice - CrashPln1/20/23			
		Server Backup			
		001-000-518-30-48-00		Computer/Server Maintenance	\$54.20
				Server Backup	
		Total Invoice - CrashPln1/20/23			\$54.20

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - ECT1/10/23			
			New Tires for Vac Truck		
			403-000-531-38-48-00	Repair & Maintenance	\$981.67
			Total Invoice - ECT1/10/23		\$981.67
		Invoice - EngineerSply11275294			
			Range Stream Gauge		
			002-000-576-80-48-01	Building Repair & Maintenance	\$288.65
			Total Invoice - EngineerSply11275294		\$288.65
		Invoice - OffMax1/9/23			
			W2 Envelopes & Pencils		
			001-000-518-30-31-00	Office & Operating Supplies	\$48.17
			Total Invoice - OffMax1/9/23		\$48.17
		Invoice - PTA4015			
			Intro to Pumps Class - Park		
			401-000-534-80-49-02	Training & Meetings	\$100.00
			Total Invoice - PTA4015		\$100.00
		Invoice - RPM21248			
			2022 Ford-250 Line X Service, R&I Rack & Linex Over Rail		
			401-000-534-80-35-00	Small Tools & Equipment	\$682.92
			403-000-531-38-35-00	Small Tools & Equipment	\$682.92
			Total Invoice - RPM21248		\$1,365.84
		Invoice - Shell1/21/23			
			Propane		
			403-000-531-38-48-03	System Repair & Maintenance	\$43.64
			Total Invoice - Shell1/21/23		\$43.64
		Invoice - TillPost114291			
			Mailed Controller Back to Vender		
			002-000-576-80-48-01	Building Repair & Maintenance	\$10.77
			Total Invoice - TillPost114291		\$10.77
		Invoice - WFOA1/20/23			
			Occupational Fraud Class - DeGoede		
			001-000-514-23-49-02	Training & Meetings	\$40.00
			Total Invoice - WFOA1/20/23		\$40.00
		Invoice -INV185068367			
			Zoom Charges		
			001-000-518-30-31-00	Office & Operating Supplies	\$43.44
			Total Invoice -INV185068367		\$43.44
	Total 25841				\$4,601.57
Total U.S. Bank					\$4,601.57
USA Bluebook	25842				
		2023 - February - 2nd Council Meeting			
		Invoice - 265371			
			Wheel Kit & Trash Pump for Honda WT20		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$1,081.77

Vendor	Number	Reference	Account Number	Description	Amount
			412-000-554-90-48-06	Compost Machinery/Equip	\$1,081.77
			Total Invoice - 265371		\$2,163.54
			Invoice - 265450		
			Stir Bars		
			409-000-535-80-31-02	Lab Supplies	\$72.85
			Total Invoice - 265450		\$72.85
	Total 25842				\$2,236.39
Total USA Bluebook					\$2,236.39
Verizon Wireless					
	25843			2023 - February - 2nd Council Meeting	
			Invoice - 9927088044		
			Cell Phones		
			001-000-513-10-42-00	Mayor's Communications	\$52.99
			Mayor		
			001-000-521-70-42-00	Communications-Code Enf	\$46.50
			Code Enforcement		
			001-000-522-20-42-00	Communications	\$46.50
			Fire Dept.		
			001-000-575-50-42-00	Senior Center Communications	\$52.99
			Senior Center		
			401-000-534-80-42-00	Communications	\$538.30
			Public Works		
			Total Invoice - 9927088044		\$737.28
	Total 25843				\$737.28
Total Verizon Wireless					\$737.28
Vision Municipal Solutions, LLC					
	25844			2023 - February - 2nd Council Meeting	
			Invoice - 09-12360		
			Delinquency Notice Forms		
			401-000-534-80-41-00	Professional Services	\$158.36
			403-000-531-38-41-00	Professional Services	\$158.37
			409-000-535-80-41-00	Professional Services	\$158.36
			Total Invoice - 09-12360		\$475.09
			Invoice - 09-12363		
			Utility Billing Forms		
			401-000-534-80-41-00	Professional Services	\$214.36
			403-000-531-38-41-00	Professional Services	\$214.35
			409-000-535-80-41-00	Professional Services	\$214.35
			Total Invoice - 09-12363		\$643.06
	Total 25844				\$1,118.15
Total Vision Municipal Solutions, LLC					\$1,118.15

Vendor	Number	Reference	Account Number	Description	Amount
WA State DOR - Excise Tax	2018083			2023 - February - 2nd Council Meeting	
		Invoice - DORJan2023ExciseTax			
		Jan 2023 Excise Tax			
		401-000-534-80-49-03		Excise Taxes	\$3,921.02
		403-000-531-38-49-03		Excise Taxes	\$572.17
		409-000-535-80-49-01		Excise Taxes	\$988.63
		412-000-554-90-49-01		Compost Sales Tax	\$71.46
		412-000-554-90-49-02		Excise Taxes	\$1,767.64
		Total Invoice - DORJan2023ExciseTax			\$7,320.92
	Total 2018083				\$7,320.92
Total WA State DOR - Excise Tax					\$7,320.92
Washington Federal Bank	2018084			2023 - February - 2nd Council Meeting	
		Invoice - HarlandClk2/22/23			
		Bank Deposit Slips			
		001-000-518-30-31-00		Office & Operating Supplies	\$78.37
		Total Invoice - HarlandClk2/22/23			\$78.37
	Total 2018084				\$78.37
Total Washington Federal Bank					\$78.37
Waste Management of Skagit	25845			2023 - February - 2nd Council Meeting	
		Invoice - 2456075-0043-7			
		Bin for Flood Debris			
		403-000-531-38-35-01		Tools & Equipment Flood	\$3,539.88
		Total Invoice - 2456075-0043-7			\$3,539.88
	Total 25845				\$3,539.88
Total Waste Management of Skagit					\$3,539.88
Western Display Fireworks	25846			2023 - February - 2nd Council Meeting	
		Invoice - 23-7201			
		Deposit for 4th of July Firework Display			
		001-000-571-00-40-00		4th of July Fireworks/Event	\$3,300.00
		Total Invoice - 23-7201			\$3,300.00
	Total 25846				\$3,300.00
Total Western Display Fireworks					\$3,300.00
Grand Total		Vendor Count	42		\$210,002.87



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **February 1, 2023** through **February 15, 2023** are a just, due and unpaid obligation against the Town of La Conner, and that I am authorized to certify to said claim.



Maria De Goede, Finance Director

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that:

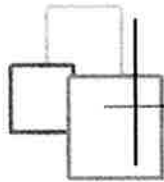
Payroll checks numbered 5682 through 5687	\$3,413.75
Auto Payroll Taxes #2018082	\$7,398.08
Payroll auto deposit	<u>\$22,145.17</u>
	\$32,957.00

are approved for a total payment of \$32,957.00 this 28th day of February 2023.

Councilmember – Finance Committee

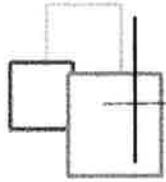
Councilmember – Finance Committee

Councilmember



Register

Number	Name	Fiscal Description	Cleared	Amount
<u>5682</u>	Dept of Labor & Industry	2023 - February - 2nd Council Meeting		\$2,487.97
<u>5683</u>	Employment Security	2023 - February - 2nd Council Meeting		\$94.26
<u>5684</u>	Employment Security Dept. Paid Family & Medical Leave	2023 - February - 2nd Council Meeting		\$182.92
<u>5685</u>	North Coast Credit Union	2023 - February - 2nd Council Meeting		\$50.00
<u>5686</u>	Teamsters Local No. 231	2023 - February - 2nd Council Meeting		\$128.50
<u>5687</u>	Washington State Support Registry	2023 - February - 2nd Council Meeting		\$470.10
<u>2018082</u>	Washington Federal	2023 - February - 2nd Council Meeting		\$7,398.08
<u>Direct Deposit Run -</u> <u>2/15/2023</u>	Payroll Vendor	2023 - February - 2nd Council Meeting		\$22,145.17
				\$32,957.00



Register Activity

Name	Reference	Posting Reference	Detail Amount
Direct Deposit Run - 2/15/2023	Payroll Vendor	2023 - February - 2nd Council Meeting	\$22,145.17
Eills, Ajah G	ACH Pay - 6286	Posting Run - 2/15/2023 9:49:59 AM	\$1,680.56
Hillard, Margaret A	ACH Pay - 6287	Posting Run - 2/15/2023 9:49:59 AM	\$563.81
Kerley-DeGoede, Maria A	ACH Pay - 6288	Posting Run - 2/15/2023 9:49:59 AM	\$2,254.34
Lease, Brian	ACH Pay - 6289	Posting Run - 2/15/2023 9:49:59 AM	\$2,912.19
Lovejoy, Lynne	ACH Pay - 6290	Posting Run - 2/15/2023 9:49:59 AM	\$761.33
Moore, Andrea L	ACH Pay - 6291	Posting Run - 2/15/2023 9:49:59 AM	\$1,749.82
Palaniuk, Kevin R	ACH Pay - 6292	Posting Run - 2/15/2023 9:49:59 AM	\$2,348.81
Park, Todd W	ACH Pay - 6293	Posting Run - 2/15/2023 9:49:59 AM	\$2,265.03
Pena-Ayon, Manuel A	ACH Pay - 6294	Posting Run - 2/15/2023 9:49:59 AM	\$1,054.48
Reinstra, Aaron M.	ACH Pay - 6295	Posting Run - 2/15/2023 9:49:59 AM	\$1,839.60
Sherman, Albert R	ACH Pay - 6296	Posting Run - 2/15/2023 9:49:59 AM	\$1,832.23
Thomas, Scott G	ACH Pay - 6297	Posting Run - 2/15/2023 9:49:59 AM	\$2,882.97
			\$22,145.17

New Business

- 1) Cabaret License – Ravens Cup Coffee & Art Gallery**
- 2) Resolution – Identifying Potential Shelter Sites**
- 3) Council & Planning Commission Joint Meeting**

**Cabaret License –
Ravens Cup Coffee & Art Gallery**



TOWN OF LA CONNER CABARET LICENSE APPLICATION

Ordinance 5.10.010 Definition

(1) "Cabaret" means any room, place or space whatsoever in the town of La Conner in which any music, singing, dancing or other similar entertainment is permitted in connection with any hotel, dance hall, restaurant, cafe, disco, tavern, eating place, directly or indirectly selling, serving, or providing the public with or without charge food or liquor. The words "music and entertainment" as used in this chapter shall not apply to radios.

Name of Business: RAVEN'S CUP CAFE + ART GALLERY UBI# 604 385 855
Street Address: 106 S 1st St Ste A La Conner, WA 98257

Business Owner(s):

Name GREG WHITING + JENALE WATTEN
Mailing Address 564 KLAMATH DR
City LA CONNER State WA Zip Code 98257
Phone 360 375 1809 Email greg@ravenscup.com

Property Owner:

Name RICHARD STACKHOUSE
Mailing Address PO BOX 908
City SUMMERLAND State CA Zip Code 93067

Please provide a detailed description of the nature of entertainment or exhibition to be conducted:

PLEASE SEE ATTACHMENT

The following information must be submitted with your application:

1. Hours of Operation
2. A copy of your current year Liquor License
3. Schedule of upcoming events throughout the year
4. Annual fee of \$25.00 - Please note license fees are non-refundable

Applicant Signature [Signature] Date 2/9/23

**Cabaret Licenses are subject to Town Council review and approval.
Failure to renew your license each calendar year will result in a delinquency charge.**

OFFICE USE ONLY	
Fee Paid <u>25.00</u>	Date <u>2/14/2023</u>
Approved by Town Council on this _____ day of _____, 20____	

Cabaret license application – description

Business: Raven's Cup Coffee & Art Gallery
106 S. 1st St, Ste. A, La Conner, WA 98257

1. Hours of operation
6 am – 10 pm, 7 days a week
Cabaret-style entertainment will only be relevant after 6 pm – see further notes below
2. Liquor license
Not applicable. We may apply for one at some point in the future.
3. Schedule of events
Our final schedule of events is to be determined and will change on a week-to-week basis as we learn what works and what doesn't.

We envision that the café will have entertainment options from as early as 6 pm to as late as 10 pm. Most of these events will not be of a nature for which a cabaret license will be required, but some of them will.

For example, we intend to host chess competitions on one or two nights a month, and occasional painting classes. These will not require a cabaret license.

However, we also envision open mic nights/karaoke, poetry readings, standup comedy and music concerts (all consistent with the size of the space, of course), which, as we understand it, will require this license.

Tentatively, we would expect that the cabaret-type events would run on Thursday, Friday and Saturday, but please consider this application to be a general application that will allow us the flexibility to operate them on any night. For instance, some acts may only be available in La Conner on other weekdays.

Call me at 360-375-1809
with any questions.

THANKS!



**Resolution –
Identifying Potential Shelter Sites**

Town of La Conner



RESOLUTION NO. ____

A RESOLUTION OF THE TOWN OF LA CONNER IDENTIFYING POTENTIAL SHELTER SITES

Whereas, the Town Council wishes to prepare for potential disasters through the identification of potential shelter sites; and

Whereas, in the event of a disaster the Town or an appropriate relief agency will contact those responsible for managing each potential site to arrange for the use of such sites as will be deemed to be appropriate at the time of the occurrence of any such disaster;

**NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LA CONNER
DOES HEREBY AMEND THE LA CONNER PERSONNEL POLICY AS FOLLOWS:**

That those facilities listed in the attached Exhibit "A" are hereby identified as potential shelter sites by the Town of La Conner.

Approved by vote of the La Conner Town Council this _____ day of February, 2023.

Ramon Hayes, Mayor

ATTEST:

Maria DeGoede, Town Clerk

Approved as to form:

Scott Thomas, Town Attorney

EMERGENCY EVACUATION LOCATIONS IN LA CONNER

FACILITY	LA CONNER ADDRESS	OCCUPANCY	DETAILS	CONTACT	PHONE
Civic Garden Club	622 S. Second	49	Kitchen, 2 restrooms generator	La Conner Town Hall	466-3125
Maple Hall/Maple Center	108 Commercial	300	Kitchen, 4 restrooms, NO back-up power	La Conner Town Hall	466-3125
Mossman Hall/Sacred Heart Church	410 Douglas	40	Kitchen, 2 restrooms ADA accessible	Lori Hansen	hm:466-2225 cell:540-2800
United Methodist Church	601 S. Second	50	Restrooms, ADA accessible	Bob Raymond -has key	360-421-3482 cell
Masonic Lodge	602 S. Third	100	Kitchen, ADA accessible Restrooms	Chuck Hedlund	hm: 466-2701
Gaches Mansion/Quilt Museum	703 S. Second	10	Stairs/NOT ADA accessible Restroom	Amy Green	wk:466-4288
Fire Station	12142 Chilberg		Kitchen	Aaron Reinstra	466-3125
La Conner Middle and Elementary School	404 N. Sixth St			Will Nelson Bobby Vaughn	360-466-3171
TOTAL		549			

Council & Planning Commission Joint Meeting



Town of La Conner

P.O. Box 400
La Conner, WA 98257

Staff Report

To: Town Council and Planning Commission
From: Michael Davolio, ACIP, Planning Director
Ajah Eills, Assistant Planner
Subject: February 8th Community Round Table
Date: February 28, 2023

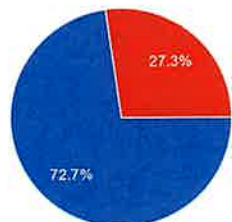
On February 7th 2023, the Town of La Conner held its first Community Round Table (CRT) to discuss improvements in our Public Participation Program for the Comprehensive Plan Update. This CRT consisted of a discussion to brainstorm engagement strategies, and a survey designed to evaluate current community interest. Full and complete discussion minutes will be available in the Planning Commission minutes from their 2/21/2023 meeting; here the survey results are presented and a list of potential engagement options that was generated from the CRT are presented. **The Planning Commission and Town Council are asked to recommended 3-4 of the presented engagement strategies for the Planning Department to focus on in March and April.**

Survey Results:

Please note that this survey was presented to a non-random selection of participants (those at the CRT) and so although it provides good anecdotal evidence and a starting point, statistical analysis will not be able to be performed on these results

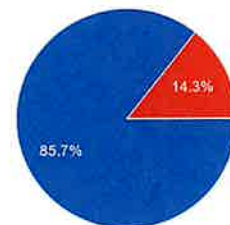
In all, we received 23 responses to the survey, although not all questions on all surveys were filled out entirely. The following charts provide the anonymized survey data.

La Conner Resident?
22 responses



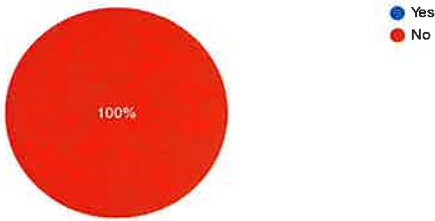
● Yes
● No

Live within the La Conner School District
21 responses



● Yes
● No

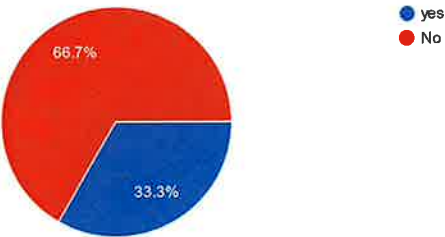
Member of Swinomish Tribe?
17 responses



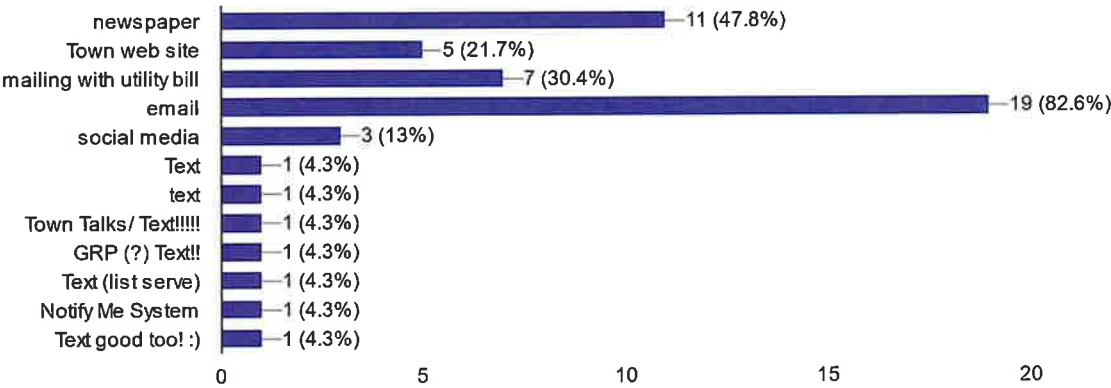
Are you interested in receiving email updates from the town about the comp plan?
22 responses



Weekend meetings be helpful?
21 responses

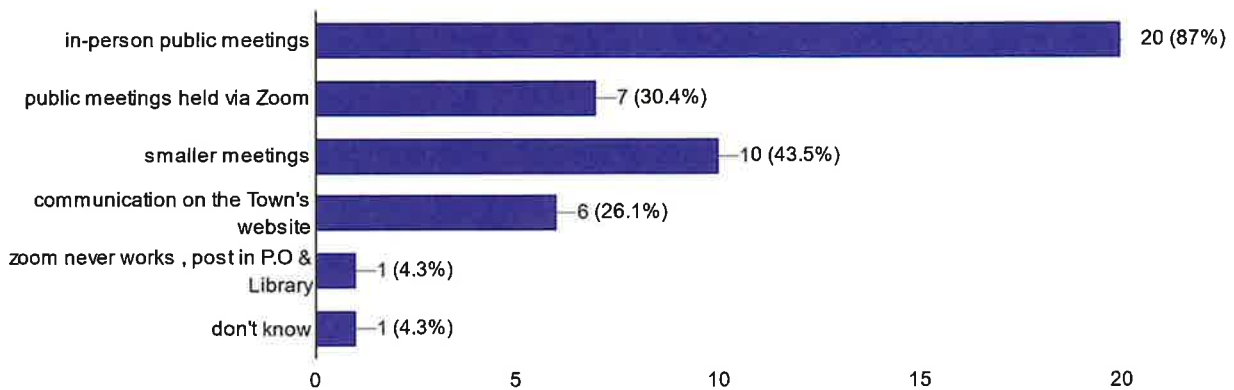


What is the best way to reach you with information?
23 responses



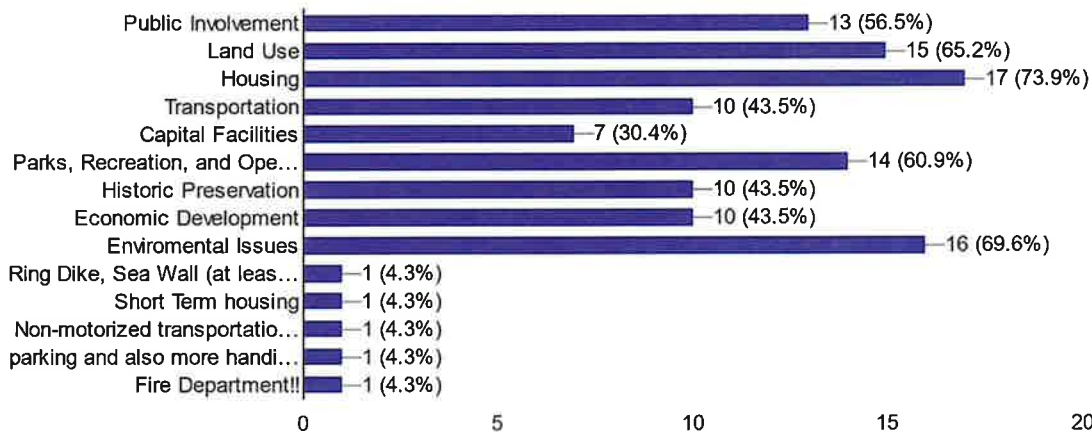
In what ways are you most likely to participate in public discussions?

23 responses



During the next two years, what issues are most important to you?

23 responses



A key takeaway is the above graph, which indicates that respondents were interested in the following topics, briefly summarized here:

1. **Housing:** La Conner will be doing an extensive inventory of existing housing and needed housing in La Conner, with the goal of increasing affordable housing in our community. Department of Commerce has released detailed guidelines about how to compete this inventory, and La Conner will be working with Skagit County on the allocation of the county-wide population and housing projections. We will know more about how this allocation will affect La Conner When the final guidelines from Department of Commerce and the final numbers from the 2020 census are released by the middle of March.

2. Environmental Issues: La Conner, like other coastal towns, must prepare for how the changing climate will impact the Town, particularly when it comes to sea level rise and high tide flooding. We will be looking at the 2022 Technical Sea Level Rise Report and accompanying Application Guide for the most recent scientist data and projections. The Planning Department is currently preparing a staff report related to sea level rise and high tide flooding, and hopes to present it at the combined Town Council/Planning Commission meeting.
3. Land Use: La Conner will continue to review its land use regulations to ensure all regulations are consistent with federal, state, and county guidelines, as well as internally consistent among the Comprehensive Plan, the Municipal Code, and the Shoreline Master Program. This also may include zoning reform designed to help accomplish our housing or other goals.
4. Parks: La Conner recently updated its Parks, Recreation, and Open Space element and we plan on reviewing the update for internal and external compliance, with special attention paid to balance of substantiable development with retention of open space in La Conner. La Conner also plans to review the Parks, Recreation, and Open Space elements for compliance with the Department of Justice ruling on Other Power Driven Mobility Devices (OPDMDs).
5. Public Involvement: La Conner is currently undergoing an evaluation and restructuring of our Public Participation Program. We are reaching out to all segments of our community to ensure that each citizen of La Conner, if they choose, has easy access or a clear means of obtaining access to Town information. As part of this effort, La Conner has begun Community Round Tables, informal sessions of the Planning Commission designed to help connect the Planning Department with the community. This staff report contains information gleaned from the first Community Round Table.

Data Discussion:

As can be seen, although the majority of respondents were in La Conner and the La Conner School District, not one person was a member of the Swinomish Tribe. We will continue our outreach efforts with the tribe. All respondents that answered were interested in receiving updates by email about the Comprehensive Plan. The majority of the respondents indicated that email and the newspaper would be good ways to reach them with information. In addition, people indicated that they would be most likely to participate in in-person public meetings, with about 1/3 of respondents indicating that an occasional weekend meeting would be helpful. Respondents were more varied on the issues that are important to them, with Housing, Environmental Issues, Land Use, Public Involvement, and Parks, Recreation, and Open Space each receiving over 50% of the vote (respondents could choose more than one issue).

Respondents also included the following notes in the surveys open response (punctuation and spelling are as they appear in the original response):

- How do we include the voice of the elderly and physically impaired?
- Pay Parking, public lots, public trains in/around town, smart meters EV – public trans – EV-Charging fast charge
- Pls give a report on in lieu of parking fund
- parking regulations need to be standardized and applied uniformly
- What is community vision of La Conner?
- channel cove – Thank you!
- Just some extras: No adult stores. No marijuana stores. No marijuana manufacturing. No gun stores. No Airbnb/Vrbo. No LED lighting.

Please note that the Port of Skagit is also currently undergoing its own community visioning process, in anticipation of their effort to review and update their commercially-zoned properties. Moving forward, we intend to increase lines of communication with the Port as we both develop a forward-looking community vision.

Using the survey results and the general community discussion, the Planning Department has developed a list of potential community engagement strategies. **The Town Council and Planning Commission are asked to recommend 3-4 community engagement options for the Planning Department to focus on in March and April.**

Staff Takeaways: Potential ideas Community Engagement

- Place information in Town kiosks
- Public notices in an “article-like” tone in paper
 - Public Notices
 - Informational articles
 - Editorials
 - Agenda/Public hearings in paragraph form instead of legal notice form
 - Explanatory articles on how to sign up for Notify Me
- Include informational mailers in water bills
 - Surveys
 - Comprehensive Plan Information
 - Community Meeting/CRT Information
 - Instructions to sign up for Notify Me
- Reach out to Swinomish Tribal Paper about publishing public hearings/information about Comprehensive Plan
- Reach out to the Port of Skagit to improve consistency among our Comprehensive Plan and the Port’s Community Vision.
- Have informational meetings at retirement homes and assisted living homes/communities
- Have an informational meeting with the Chamber of Commerce
- Have information available during Senior Center hours

- “Ask a Planner” booths at public events
- Meet with the school board to learn about how we could engage the student population
- Create a Comprehensive Plan Email list
- Make changes to the website
 - Re-publish the guide to the website
 - Make “hot topics” more available on website
 - Make a section that outlines the upcoming public hearings
 - Update the Comprehensive Plan Update page
 - Place a button on the homepage with a direct link to the Planning Section

The Planning Department recognizes that implementation of all of the above strategies would be ideal. **However, staff capacity is limited. We are asking the Town Council and Planning Commission to please recommend 3-4 engagement strategies for Planning Department staff to focus on in March and April.**

Thank you for your time. If anyone would like the raw survey data, I am happy to provide it.