



## **TOWN COUNCIL AGENDA**

April 11, 2023, 6PM

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](http://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 March 28, 2023

2. Finance:

Approval of Accounts Payable.

Approval Payroll

**B. Items Removed from the Consent Agenda**

**VI. REPORTS**

1. Chamber Report

2. Revenue /Expenditure Report

3. Department Head Reports

4. Mayor's Report

5. Council Committee Reports

**VII. UNFINISHED BUSINESS:**

1. Center Street Project - Discussion

2. Jenson Property – Discussion

3. Ordinance – Amendment to Ordinance 1221 Establishing the Emergency Management Commission

4. Resolution - Amendment to Resolution 620 Naming the Emergency Management Commissioners

**VIII. NEW BUSINESS:**

1. Ordinance – Amending Chapter 1.15 of the LMC (Hearing Examiner)

2. Fire Boat Surplus

**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://phaudowud-online.zoom.us/j/82329832030?pwd=MnlhNk9jQlhxTTM3emtHSWFLeXNBZz09>

Meeting ID: 823 2983 2030

Passcode: 7izgP2

**One tap mobile**

Phone Number: 1-253-215-8782

Meeting ID: 823 2983 2030

Passcode: 498961

Find your local number: <https://us02web.zoom.us/u/kdzUmlTtO0>

# **Consent Agenda**

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

## ***Town of La Conner***

Town Council Meeting

March 28, 2023 – 6:00 p.m.

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

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

Also present: Administrator Thomas and Finance Director DeGoede.

**This meeting was held in-person only.**

### **Public Comments:**

Resident Bill Stokes spoke against adding the sixth member to the Emergency Management Commission for voting purposes. All the Town's commissions have five members. With six, who would be the tie breaker?

Resident Linda Talman is against the possible upcoming approval of vacation rentals and/or short-term rentals. The Town is in need of more permanent housing.

Resident Sandy Stokes stated there were two burglaries in Town, one in their neighborhood and another in a resident's garage.

Resident Chip Hall discussed the DNR Leases and the ongoing battle between him and his neighbor for years.

### **Consent Agenda:**

Approval of Agenda

Approval of the Minutes of the March 14, 2023 Council Meeting

Accounts Payable:	Checks 25896 - 25931	\$112,282.13
	Electronic Pmts. 2018093 Excises Tax	\$7,494.10
	<b>Total Accounts Payable</b>	<b>\$119,776.23</b>
Payroll of March 20, 2023:	Checks 5695 - 5700	\$3,349.06
	Payroll Auto Tax Payment #2018092	\$7,360.85
	<b>Payroll Auto Deposit</b>	<b>\$22,039.14</b>
	<b>Total Payroll</b>	<b>\$32,749.05</b>

**Councilmember Taylor moved to approve the Consent Agenda as presented. Motion seconded by Councilmember Dole. Motion carried 5/0.**

### **Administrator's Report:**

Administrator Thomas discussed the ongoing selection of the facilitator for the Council Retreat. The survey for the retreat will soon be on the website for citizens to access. We now have access to our Zoom account and will hopefully be able to have the next Council Meeting hybrid. Administrator Thomas also noted there have been ongoing discussions on the fire boat.

### **Mayor's Report:**

Mayor Hayes discussed the library's need of funding for programs. We can contribute to specific programs, such as an afterschool program. He also explained the Shelter Bay Lease. There is a property reevaluation every ten years, and since 2013, the value has at least doubled. The current Lease charges the Shelter Bay residents 7% of the raw property value and expires in 2044.

### **Ordinance and Resolution Amendments for the Emergency Management Commission:**

It was the consensus of the Council to table the ordinance and resolution, to change the sixth member to an alternate, with voting duties in the absence of an established member. This would resolve the tie breaking issue and establish the new commission with five members, which has worked out well for the other Town Commissions.

**Surplus – Invitation to Bid for the WWTP Screener:**

Finance Director DeGoede explained this is just a formality for a Council consensus to surplus the WWTP Screener at a minimum bid of \$24,000. It was the consensus of the Council to move forward with the surplus of the screener.

**Mayor Round Table:**

Finance Director DeGoede discussed the Council computers meeting what they need. The current ones were meant for basic emails, and to view the packets and budgets. If they need more efficient ones, that could be done in the next budget. Also, the divider wall for the Planning Assistant's desk was too high. The company did take it back for resale, but we have to pay for the delivery and setup of the new one, which will be just over \$300.00.

**Executive Session:**

Mayor Hayes announced there will be an Executive Session for approximately 25 minutes to discuss real estate. No expected action to be made.

Executive Session began at 6:42 p.m.

Executive Session ended at 7:05 p.m.

No action taken.

**There being no further business the meeting ended at 7:05 p.m.**

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Maria DeGoede, Finance Director

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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 April 11, 2023 have been received and that;

Checks Numbered:	25932 - 25978	\$143,604.60
Auto Payments:	2018099 – Invoice Cloud	\$169.60
	2018100 – US Bank	\$176.03
	2018101 – Leasehold Taxes	\$1,976.96

Are approved for a total payment of \$145,927.19 this 11<sup>th</sup> day of April 2023.

Mark A. DeWolfe  
Finance Director

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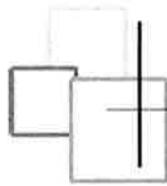
Councilmember – Finance Committee

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Councilmember – Finance Committee

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Councilmember



# Voucher Directory

Fiscal: : 2023 - April

Council Date: : 2023 - April - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Alpine Products Inc.	25932			2023 - April - 1st Council Meeting	
		Invoice - TM215221			
			Yellow & White Traffic Paint, Skid Optics & Hottape		
			005-000-542-64-48-03	System Repair & Maintenance	\$14,780.76
		Total Invoice - TM215221			\$14,780.76
	Total 25932				\$14,780.76
Total Alpine Products Inc.					\$14,780.76
Andrea's House Cleaning Services	25933			2023 - April - 1st Council Meeting	
		Invoice - 2022			
			Town Hall/Sheriff Cleaning		
			001-000-518-30-48-01	Building Repair & Maintenance	\$350.00
		Total Invoice - 2022			\$350.00
	Total 25933				\$350.00
Total Andrea's House Cleaning Services					\$350.00
Arne Svendsen Trucking, Inc.	25934			2023 - April - 1st Council Meeting	
		Invoice - 59289			
			1 1/4" x 0" Crushed Rock		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$727.22
		Total Invoice - 59289			\$727.22
	Total 25934				\$727.22
Total Arne Svendsen Trucking, Inc.					\$727.22
Badger Meter, Inc.	25935			2023 - April - 1st Council Meeting	
		Invoice - 4/5/2023 1:48:16 PM			
			Server Hosting		
			401-000-534-80-41-00	Professional Services	\$48.48
			Hosting Serv Unit		
		Total Invoice - 4/5/2023 1:48:16 PM			\$48.48
	Total 25935				\$48.48
Total Badger Meter, Inc.					\$48.48

Vendor	Number	Reference	Account Number	Description	Amount
Birch Equipment					
	25936			<b>2023 - April - 1st Council Meeting</b>	
		<b>Invoice - 264828C-5</b>			
		4" Pump - Flood			
		403-000-531-38-35-01		Tools & Equipment Flood	\$2,723.02
		<b>Total Invoice - 264828C-5</b>			<b>\$2,723.02</b>
		<b>Invoice - 265492B-5</b>			
		Generator - Flood			
		403-000-531-38-35-01		Tools & Equipment Flood	\$1,114.26
		<b>Total Invoice - 265492B-5</b>			<b>\$1,114.26</b>
		<b>Invoice - 265493A-5</b>			
		Forklift - Flood			
		403-000-531-38-35-01		Tools & Equipment Flood	\$3,741.96
		<b>Total Invoice - 265493A-5</b>			<b>\$3,741.96</b>
		<b>Invoice - 265493B-5</b>			
		6" Pump - Flood			
		403-000-531-38-35-01		Tools & Equipment Flood	\$1,860.74
		<b>Total Invoice - 265493B-5</b>			<b>\$1,860.74</b>
	<b>Total 25936</b>				<b>\$9,439.98</b>
<b>Total Birch Equipment</b>					<b>\$9,439.98</b>
Brandom Instrument Co.					
	25937			<b>2023 - April - 1st Council Meeting</b>	
		<b>Invoice - INV/2023/2875</b>			
		WWTP Flow Meter Testing			
		409-000-535-80-48-01		Plant Repair & Maintenance	\$2,443.50
		<b>Total Invoice - INV/2023/2875</b>			<b>\$2,443.50</b>
	<b>Total 25937</b>				<b>\$2,443.50</b>
<b>Total Brandom Instrument Co.</b>					<b>\$2,443.50</b>
Byrn, Roger					
	25938			<b>2023 - April - 1st Council Meeting</b>	
		<b>Invoice - 992014</b>			
		March Fire Hall Cleaning			
		001-000-522-20-48-01		Building Repair & Maintenance	\$250.00
		<b>Total Invoice - 992014</b>			<b>\$250.00</b>
	<b>Total 25938</b>				<b>\$250.00</b>
<b>Total Byrn, Roger</b>					<b>\$250.00</b>

Vendor	Number	Reference	Account Number	Description	Amount
Commercial Fire Protection Inc.	25939			2023 - April - 1st Council Meeting	
		Invoice - 70136			
		Backflow Testing			
		401-000-534-80-48-03		System Repair & Maintenance	\$720.00
		Total Invoice - 70136			\$720.00
					\$720.00
					\$720.00
		Total 25939			
Total Commercial Fire Protection Inc.					
Copiers Northwest	25940			2023 - April - 1st Council Meeting	
		Invoice - INV2620800			
		Copies			
		001-000-518-30-31-00		Office & Operating Supplies	\$37.96
		70			
		401-000-534-80-31-00		Office & Operating Supplies	\$8.13
		15			
		409-000-535-80-31-00		Office & Operating Supplies	\$8.13
		15			
		Total Invoice - INV2620800			\$54.22
					\$54.22
					\$54.22
		Total 25940			
Total Copiers Northwest					
Department of Ecology	25941			2023 - April - 1st Council Meeting	
		Invoice - 2023-BA0022446			
		Biosolids Permit			
		409-000-535-80-49-00		Dues & Subscriptions	\$1,229.01
		Total Invoice - 2023-BA0022446			\$1,229.01
		Invoice - LAU-WA-W455-23			
		Lab Accreditation Fees			
		409-000-535-80-49-02		Intergovernmental Permits	\$520.00
		Total Invoice - LAU-WA-W455-23			\$520.00
					\$1,749.01
					\$1,749.01
		Total 25941			
Total Department of Ecology					
Edge Analytical	25942			2023 - April - 1st Council Meeting	
		Invoice - 23-07322			
		Final Effluent Testing			
		409-000-535-80-48-05		Materials/Testing	\$46.50
		Sewer Testing			
		Total Invoice - 23-07322			\$46.50

Vendor	Number	Reference	Account Number	Description	Amount
		<b>Invoice - 23-07916</b>			
		Final Effluent Testing	409-000-535-80-48-05	Materials/Testing	\$46.50
		Sewer Testing			
		<b>Total Invoice - 23-07916</b>			<b>\$46.50</b>
		<b>Invoice - 23-08584</b>			
		Final Effluent Testing	409-000-535-80-48-05	Materials/Testing	\$46.50
		Sewer Testing			
		<b>Total Invoice - 23-08584</b>			<b>\$46.50</b>
		<b>Invoice - 23-09036</b>			
		Coliform Testing	401-000-534-80-41-00	Professional Services	\$24.00
		Water Testing Samples			
		<b>Total Invoice - 23-09036</b>			<b>\$24.00</b>
	<b>Total 25942</b>				<b>\$163.50</b>
<b>Total Edge Analytical</b>					<b>\$163.50</b>
<b>ESO Solutions Inc.</b>	<b>25943</b>				
		<b>2023 - April - 1st Council Meeting</b>			
		<b>Invoice - ESO-106941</b>			
		NFIRS	001-000-522-20-42-00	Communications	\$86.58
		<b>Total Invoice - ESO-106941</b>			<b>\$86.58</b>
	<b>Total 25943</b>				<b>\$86.58</b>
<b>Total ESO Solutions Inc.</b>					<b>\$86.58</b>
<b>Grainger</b>	<b>25944</b>				
		<b>2023 - April - 1st Council Meeting</b>			
		<b>Invoice - 9640745767</b>			
		BiMetal Therm 2-3/8 IN Dial	409-000-535-80-48-01	Plant Repair & Maintenance	\$384.64
		<b>Total Invoice - 9640745767</b>			<b>\$384.64</b>
	<b>Total 25944</b>				<b>\$384.64</b>
<b>Total Grainger</b>					<b>\$384.64</b>
<b>Greaves Company Inc</b>	<b>25945</b>				
		<b>2023 - April - 1st Council Meeting</b>			
		<b>Invoice - 176207</b>			
		Claval#CVC Flow Check Control	401-000-534-80-48-03	System Repair & Maintenance	\$1,036.04
		<b>Total Invoice - 176207</b>			<b>\$1,036.04</b>
	<b>Total 25945</b>				<b>\$1,036.04</b>
<b>Total Greaves Company Inc</b>					<b>\$1,036.04</b>

Vendor	Number	Reference	Account Number	Description	Amount
Grundfos CBS Inc.					
	25946			2023 - April - 1st Council Meeting	
		Invoice - 1900321769		Changed Check Valves on Reuse Water System	
			409-000-535-80-48-01	Plant Repair & Maintenance	\$2,193.72
		Total Invoice - 1900321769			\$2,193.72
	Total 25946				\$2,193.72
Total Grundfos CBS Inc.					\$2,193.72
Ideal Rent-All					
	25947			2023 - April - 1st Council Meeting	
		Invoice - 604118M-1		Moore Clark Fencing	
			005-000-543-10-48-00	Repair & Maintenance	\$78.34
				Moore Clark Fence Rental	
	Total 25947	Total Invoice - 604118M-1			\$78.34
Total Ideal Rent-All					\$78.34
					\$78.34
Invoice Cloud					
	2018099			2023 - April - 1st Council Meeting	
		Invoice - 1022-2023-3		Utility CC Processing Fees	
			001-000-514-23-41-03	Bank Service Charges	\$169.60
	Total 2018099	Total Invoice - 1022-2023-3			\$169.60
Total Invoice Cloud					\$169.60
					\$169.60
Isomedia.com					
	25948			2023 - April - 1st Council Meeting	
		Invoice - 13514-19779		PW DSL	
			401-000-534-80-42-00	Communications	\$23.00
	Total 25948	Total Invoice - 13514-19779			\$23.00
Total Isomedia.com					\$23.00
					\$23.00
Jen-Jay, Inc.					
	25949			2023 - April - 1st Council Meeting	
		Invoice - 4400		Sewer Outfall Pipe Inspection	
			409-000-535-80-48-03	Pipe Repair & Maintenance	\$3,996.25
	Total 25949	Total Invoice - 4400			\$3,996.25
Total Jen-Jay, Inc.					\$3,996.25
					\$3,996.25

Vendor	Number	Reference	Account Number	Description	Amount
La Conner School District	25950			2023 - April - 1st Council Meeting	
		Invoice - ImpFee2003		School Impact Fees	
			001-000-518-65-00-00	School Impact Fees	\$6,221.00
		Total Invoice - ImpFee2003			\$6,221.00
					\$6,221.00
		Total 25950			\$6,221.00
Total La Conner School District					\$6,221.00
La Conner Weekly News	25951			2023 - April - 1st Council Meeting	
		Invoice - 8514		Ad - Invitation to Bid (Screeener)	
			409-000-535-80-44-00	Advertising	\$49.50
		Total Invoice - 8514			\$49.50
					\$49.50
		Total 25951			\$49.50
Total La Conner Weekly News					\$49.50
Michael Davolio, AICP	25952			2023 - April - 1st Council Meeting	
		Invoice - #26-3/23		March 2023 Planning Charges	
			001-000-558-60-41-00	Professional Services - Planner	\$7,200.00
		Total Invoice - #26-3/23			\$7,200.00
					\$7,200.00
		Total 25952			\$7,200.00
Total Michael Davolio, AICP					\$7,200.00
North Central Laboratory	25953			2023 - April - 1st Council Meeting	
		Invoice - 484589		M-FC Broth & Bufferd Dil Water	
			409-000-535-80-31-02	Lab Supplies	\$1,066.54
		Total Invoice - 484589			\$1,066.54
					\$1,066.54
		Total 25953			\$1,066.54
Total North Central Laboratory					\$1,066.54
NorthWest Parking Equipment Co	25954			2023 - April - 1st Council Meeting	
		Invoice - NWPk2ndQtr2023		Payment Station Maint.	
			002-000-576-80-41-00	Professional Services	\$610.88
			Payment Stations 50%		
			005-000-542-65-48-00	Repair & Maintenance	\$610.87

Vendor	Number	Reference	Account Number	Description	Amount
				Payment Stations 50%	
				<b>Total Invoice - NWPk2ndQtr2023</b>	<b>\$1,221.75</b>
	<b>Total 25954</b>				<b>\$1,221.75</b>
<b>Total NorthWest Parking Equipment Co</b>					<b>\$1,221.75</b>
<b>NP Information Systems</b>					
<b>25955</b>				<b>2023 - April - 1st Council Meeting</b>	
		<b>Invoice - 181283</b>			
			<b>Phones</b>		
			001-000-518-30-42-00	Communications	\$296.80
			Town Hall 70%		
			001-000-522-20-42-00	Communications	\$42.40
			Fire Dept. 10%		
			401-000-534-80-42-00	Communications	\$42.40
			Public Works 10%		
			409-000-535-80-42-00	Communications	\$42.40
			WWTP 10%		
			<b>Total Invoice - 181283</b>		<b>\$424.00</b>
	<b>Total 25955</b>				<b>\$424.00</b>
<b>Total NP Information Systems</b>					<b>\$424.00</b>
<b>Owen Equipment</b>					
<b>25956</b>				<b>2023 - April - 1st Council Meeting</b>	
		<b>Invoice - 00109974</b>			
			<b>Wire Harness for Street Sweeper</b>		
			005-000-543-10-48-02	Vehicle Repair & Maintenance	\$647.49
			<b>Total Invoice - 00109974</b>		<b>\$647.49</b>
		<b>Invoice - 00110067</b>			
			<b>Cavity Plug, Terminal, Lock, Conduit &amp; Connectors for Street Sweeper</b>		
			005-000-543-10-48-02	Vehicle Repair & Maintenance	\$287.49
			<b>Total Invoice - 00110067</b>		<b>\$287.49</b>
	<b>Total 25956</b>				<b>\$934.98</b>
<b>Total Owen Equipment</b>					<b>\$934.98</b>

Vendor	Number	Reference	Account Number	Description	Amount
Pape' Machinery Exchange	25957			2023 - April - 1st Council Meeting	
		Invoice - 14286745			
		Transmission Fluid			
		412-000-554-90-48-06		Compost Machinery/Equip	\$137.46
		Total Invoice - 14286745			\$137.46
					\$137.46
					\$137.46
		Total 25957			
Total Pape' Machinery Exchange					
Port of Skagit Co.	25958			2023 - April - 1st Council Meeting	
		Invoice - POSApr2023FireBoat			
		April 2023 Fire Boat Moorage			
		001-000-522-20-47-00		Public Utility Services	\$8.00
		Total Invoice - POSApr2023FireBoat			\$8.00
					\$8.00
					\$8.00
		Total 25958			
Total Port of Skagit Co.					
Quality Services	25959			2023 - April - 1st Council Meeting	
		Invoice - QualSveMar2023			
		March 2023 Facility Cleaning Services			
		003-000-575-50-48-01		Building Repair & Maint-MH/MC	\$1,196.25
		Total Invoice - QualSveMar2023			\$1,196.25
					\$1,196.25
					\$1,196.25
		Total 25959			
Total Quality Services					
Reisner Distributor, Inc.	25960			2023 - April - 1st Council Meeting	
		Invoice - CL58080			
		Fire/Code Enf. Fuel			
		001-000-521-70-32-00		Fuel	\$60.70
		Code Enf.			
		001-000-522-20-32-00		Fuel	\$60.70
		Fire Dept.			
		Total Invoice - CL58080			\$121.40
		Invoice - CL58081			
		Public Works Fuel			
		401-000-534-80-32-00		Fuel	\$896.61
		Public Works			
		Total Invoice - CL58081			\$896.61
					\$1,018.01
		Total 25960			
Total Reisner Distributor, Inc.					

Vendor	Number	Reference	Account Number	Description	Amount
Roseann Kelley	25961			2023 - April - 1st Council Meeting	
		Invoice - KelleyGHDepRef4/1/23		Kelley Garden Club Dep Ref 4/1/23	
			003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$315.00
		Total Invoice - KelleyGHDepRef4/1/23			\$315.00
	Total 25961				\$315.00
Total Roseann Kelley					\$315.00
Sharon Robbins	25962			2023 - April - 1st Council Meeting	
		Invoice - RobbinsPPDepRef4/1/23		Robbins Pioneer Park Deposit Refund 4/1/23	
			002-000-582-10-00-00	Park Deposit Refund	\$200.00
		Total Invoice - RobbinsPPDepRef4/1/23			\$200.00
	Total 25962				\$200.00
Total Sharon Robbins					\$200.00
Skagit County Sheriff Office	25963			2023 - April - 1st Council Meeting	
		Invoice - SkCoMar2023JailTax		March 2023 County Jail Tax	
			631-000-589-40-00-00	Special Use Tax - County Jail	\$4,177.81
				Special Use Tax - County Jail	
		Total Invoice - SkCoMar2023JailTax			\$4,177.81
	Total 25963				\$4,177.81
Total Skagit County Sheriff Office					\$4,177.81
Stockon's Paint Mount Vernon	25964			2023 - April - 1st Council Meeting	
		Invoice - 330020881			
			Paint		
			003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$86.98
		Total Invoice - 330020881			\$86.98
	Total 25964				\$86.98
Total Stockon's Paint Mount Vernon					\$86.98
Tillinghast Postal	25965			2023 - April - 1st Council Meeting	
		Invoice - 115917			
			Return Payment Station Modem		
			002-000-576-80-48-01	Building Repair & Maintenance	\$12.01
		Total Invoice - 115917			\$12.01
	Total 25965				\$12.01
Total Tillinghast Postal					\$12.01

Vendor	Number	Reference	Account Number	Description	Amount
Town of La Conner	25966			2023 - April - 1st Council Meeting	
		Invoice - TOLMar2023Wtr			
			March 2023 Water Charges		
			001-000-518-30-47-00	Public Utility Services	\$191.74
			204 Douglas - Town Hall		
			001-000-522-20-47-00	Public Utility Services	\$165.79
			Fire Hall - 12142 Chilberg		
			002-000-576-80-47-00	Public Utility Services	\$70.85
			Washington Street Park		
			002-000-576-80-47-00	Public Utility Services	\$43.80
			Benton Street Stairs		
			002-000-576-80-47-00	Public Utility Services	\$97.90
			1st Street Merchant Park		
			002-000-576-80-47-00	Public Utility Services	\$70.85
			Skateboard Park - 528 6th Street		
			002-000-576-80-47-00	Public Utility Services	\$43.80
			Flag Pole/Monument		
			002-000-576-80-47-00	Public Utility Services	\$114.62
			Pioneer Park		
			002-000-576-80-48-01	Building Repair & Maintenance	\$44.30
			Waterfront Park Irrigation #2		
			002-000-576-80-48-01	Building Repair & Maintenance	\$44.92
			Waterfront Park Irrigation #1		
			003-000-575-50-47-01	Public Utility Services-MH/MC	\$295.26
			108 Commercial - Maple Hall		
			003-000-575-50-47-02	Public Utility Services-GC	\$112.81
			622 South 2nd St - GC		
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$267.99
			613 South First St Restroom		
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$210.77
			304 Morris St Restroom		
			401-000-534-80-47-00	Public Utility Services	\$102.59
			PW Washpad - 12142 Chilberg		
			401-000-534-80-47-00	Public Utility Services	\$115.03
			604 Third St N - PW Office		
			409-000-535-80-47-00	Public Utility Services	\$137.86
			WWTP - 12154 Chilberg Road		
			409-000-535-80-47-00	Public Utility Services	\$323.61
			WWTP Hydrant		
			409-000-535-80-47-00	Public Utility Services	\$784.28
			WWTP Belt Filter Press		
			409-000-535-80-47-00	Public Utility Services	\$70.85

Vendor	Number	Reference	Account Number	Description	Amount
				Dunlap Street Pump	
		Total Invoice - TOLMar2023Wtr			\$3,309.62
Total 25966					\$3,309.62
Total Town of La Conner					\$3,309.62
Town of La Conner	25967			2023 - April - 1st Council Meeting	
		Invoice - CompostTaxQtr1.2023			
		Qtr 1 2023 Compost Utility Tax			
		412-000-554-99-49-03		Utility business tax	\$20,945.44
		Total Invoice - CompostTaxQtr1.2023			\$20,945.44
Total 25967					\$20,945.44
Total Town of La Conner					\$20,945.44
Town of La Conner	25968			2023 - April - 1st Council Meeting	
		Invoice - C 03-2023			
		March 2023 Sewer Service Charges			
		412-000-554-90-47-00		Sewer Service Charge	\$10,833.34
		Total Invoice - C 03-2023			\$10,833.34
		Invoice - S 03-2023			
		March 2023 Sludge Disposal Costs			
		409-000-535-80-47-02		Sludge Disposal	\$2,500.00
		Total Invoice - S 03-2023			\$2,500.00
Total 25968					\$13,333.34
Total Town of La Conner					\$13,333.34
Trico Office Interiors	25969			2023 - April - 1st Council Meeting	
		Invoice - 5302			
		Delivery/Setup Charges for Planning Desk Divider			
		001-000-518-30-48-01		Building Repair & Maintenance	\$323.63
		Total Invoice - 5302			\$323.63
Total 25969					\$323.63
Total Trico Office Interiors					\$323.63

Vendor	Number	Reference	Account Number	Description	Amount
United Site Services	25970			2023 - April - 1st Council Meeting	
		Invoice - INV01556653			
		Port a Potty - 1200 Conner Way			
		002-000-576-80-41-00		Professional Services	\$213.25
		Total Invoice - INV01556653			\$213.25
	Total 25970				\$213.25
Total United Site Services					\$213.25
US Bank-Parking Meter Fees	2018100			2023 - April - 1st Council Meeting	
		Invoice - USBMar2023			
		March 2023 Payment Station Fees			
		002-000-576-80-41-00		Professional Services	\$88.01
		Moorage/Launch Processing Fees			
		005-000-542-65-48-00		Repair & Maintenance	\$88.02
		Parking Lot Processing Fees			
		Total Invoice - USBMar2023			\$176.03
	Total 2018100				\$176.03
Total US Bank-Parking Meter Fees					\$176.03
USA Bluebook	25971			2023 - April - 1st Council Meeting	
		Invoice - 303293			
		1413 Micro Pouches			
		401-000-534-80-48-03		System Repair & Maintenance	\$117.11
		Total Invoice - 303293			\$117.11
	Total 25971				\$117.11
Total USA Bluebook					\$117.11
Utilities Underground Locate	25972			2023 - April - 1st Council Meeting	
		Invoice - 3030723			
		Underground Locates			
		401-000-534-80-41-00		Professional Services	\$25.80
		Notifications			
		Total Invoice - 3030723			\$25.80
	Total 25972				\$25.80
Total Utilities Underground Locate					\$25.80
Ven Tek International	25973			2023 - April - 1st Council Meeting	
		Invoice - 137320			
		Mar 2023 Payment Station Maint.			
		002-000-576-80-41-00		Professional Services	\$203.63

Vendor	Number	Reference	Account Number	Description	Amount
			005-000-542-65-48-00	Repair & Maintenance	\$203.62
		<b>Total Invoice - 137320</b>			<b>\$407.25</b>
<b>Total 25973</b>					<b>\$407.25</b>
<b>Total Ven Tek International</b>					<b>\$407.25</b>
<b>WA State DOR - Leasehold Excise Tax</b>					
	2018101			<b>2023 - April - 1st Council Meeting</b>	
		<b>Invoice - LeaseTaxQtr12023</b>			
		<b>Qrt 1 Leasehold Tax</b>			
		002-000-576-80-49-05		Leashold Excise Taxes	\$1,976.96
				Leasehold Excise Tax	
		<b>Total Invoice - LeaseTaxQtr12023</b>			<b>\$1,976.96</b>
<b>Total 2018101</b>					<b>\$1,976.96</b>
<b>Total WA State DOR - Leasehold Excise Tax</b>					<b>\$1,976.96</b>
<b>Waste Management of Skagit</b>					
	25974			<b>2023 - April - 1st Council Meeting</b>	
		<b>Invoice - 2473012-0043-9</b>			
		<b>WWTP Garbage &amp; Recycle</b>			
		409-000-535-80-47-00		Public Utility Services	\$629.40
			WWTP		
		<b>Total Invoice - 2473012-0043-9</b>			<b>\$629.40</b>
		<b>Invoice - 2473194-0043-5</b>			
		<b>Town Hall/Sheriff Garbage &amp; Recycle</b>			
		001-000-518-30-47-00		Public Utility Services	\$423.40
			Town Hall/Sheriff		
		<b>Total Invoice - 2473194-0043-5</b>			<b>\$423.40</b>
		<b>Invoice - 2473880-0043-9</b>			
		<b>PW Garbage</b>			
		005-000-543-50-48-04		Refuse Disposal	\$701.65
		<b>Total Invoice - 2473880-0043-9</b>			<b>\$701.65</b>
		<b>Invoice - 2474265-0043-2</b>			
		<b>Fire Dept. Garbage</b>			
		001-000-522-20-47-00		Public Utility Services	\$48.75
			Fire Dept.		
		<b>Total Invoice - 2474265-0043-2</b>			<b>\$48.75</b>
<b>Total 25974</b>					<b>\$1,803.20</b>
<b>Total Waste Management of Skagit</b>					<b>\$1,803.20</b>

Vendor	Number	Reference	Account Number	Description	Amount
Water-Wasterwater Services					
	25975			2023 - April - 1st Council Meeting	
		Invoice - 56889			
			March 2023 WWTP Charges		
			409-000-535-80-41-03	Plant Operator	\$18,483.25
				Sewer Plant Operations	
			409-000-535-80-48-01	Plant Repair & Maintenance	\$134.80
				Reimbursables	
			412-000-554-90-41-05	Compost Operator	\$17,288.38
				Compost Operations	
			Total Invoice - 56889		\$35,906.43
			Total 25975		\$35,906.43
Total Water-Wasterwater Services					\$35,906.43
Western Display Fireworks					
	25976			2023 - April - 1st Council Meeting	
		Invoice - WDF442023			
			Pmt 2 - 2023 4th of July Fireworks Display		
			001-000-571-00-40-00	4th of July Fireworks/Event	\$3,300.00
			Total Invoice - WDF442023		\$3,300.00
			Total 25976		\$3,300.00
Total Western Display Fireworks					\$3,300.00
WMCA Treasurer					
	25977			2023 - April - 1st Council Meeting	
		Invoice - 04794			
			Annual Membership - Moore		
			001-000-514-23-49-00	Dues & Subscriptions	\$100.00
			Total Invoice - 04794		\$100.00
		Invoice - 04882			
			Annual Membership - DeGoede		
			001-000-514-23-49-00	Dues & Subscriptions	\$100.00
			Total Invoice - 04882		\$100.00
			Total 25977		\$200.00
Total WMCA Treasurer					\$200.00

Vendor	Number	Reference	Account Number	Description	Amount
WSU - Conference Management					
	25978			2023 - April - 1st Council Meeting	
		Invoice - WSU-NWClerks2023			
			PDIV Class (Clerk Certif) - Moore		
			001-000-514-23-49-02	Training & Meetings	\$925.00
		Total Invoice - WSU-NWClerks2023			\$925.00
	Total 25978				\$925.00
Total WSU - Conference Management					\$925.00
<b>Grand Total</b>		<b>Vendor Count</b>	<b>50</b>		<b>\$145,927.19</b>



# Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **March 16, 2023** through **March 31, 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  
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 5701 through 5707	\$3,676.07
Auto Payments:	
AWC Benefit Trust #2018094	\$14,004.22
Deferred Comp #2018095	\$2,241.00
PERS Retirement #2018096	\$10,226.71
Teamsters Benefit #2018097	\$6,972.80
Auto Payroll Taxes #2018098	\$8,600.43
Payroll auto deposit	\$27,967.24

are approved for a total payment of \$73,688.47 this 11<sup>th</sup> day of April, 2023.

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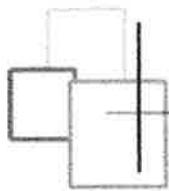
Councilmember – Finance Committee

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Councilmember – Finance Committee

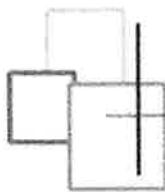
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Councilmember



# Register

Amount	Name	Fiscal Year	Category	Amount
<u>5701</u>	Dept of Labor & Industry	2023 - April - 1st Council Meeting		\$2,652.16
<u>5702</u>	Employment Security	2023 - April - 1st Council Meeting		\$94.36
<u>5703</u>	Employment Security Dept. Paid Family & Medical Leave	2023 - April - 1st Council Meeting		\$201.95
<u>5704</u>	Empower Annuity Ins. Co of America	2023 - April - 1st Council Meeting		\$75.00
<u>5705</u>	North Coast Credit Union	2023 - April - 1st Council Meeting		\$50.00
<u>5706</u>	Teamsters Local No. 231	2023 - April - 1st Council Meeting		\$132.50
<u>5707</u>	Washington State Support Registry	2023 - April - 1st Council Meeting		\$470.10
<u>2018094</u>	AWC Employee Benefit Trust	2023 - April - 1st Council Meeting		\$14,004.22
<u>2018095</u>	Dept of Retirement - Def Comp	2023 - April - 1st Council Meeting		\$2,241.00
<u>2018096</u>	Dept of Retirement Systems	2023 - April - 1st Council Meeting		\$10,226.71
<u>2018097</u>	WA Teamsters Welfare Trust	2023 - April - 1st Council Meeting		\$6,972.80
<u>2018098</u>	Washington Federal	2023 - April - 1st Council Meeting		\$8,600.43
<u>Direct Deposit Run - 4/3/2023</u>	Payroll Vendor	2023 - April - 1st Council Meeting		\$27,967.24
				<b>\$73,688.47</b>



# Register Activity

Direct Deposit Run - 4/3/2023	Payroll Vendor	Posting Date	Detail Amount
Avery, Adam W	ACH Pay - 6358	2023 - April - 1st Council Meeting	\$27,967.24
Avery, Annie L	ACH Pay - 6359	Posting Run - 4/3/2023 10:46:18 AM	\$422.61
Baker, Natalie J	ACH Pay - 6360	Posting Run - 4/3/2023 10:46:18 AM	\$286.28
Banaszak, Sam E	ACH Pay - 6361	Posting Run - 4/3/2023 10:46:18 AM	\$240.11
Carlson III, Ivan J	ACH Pay - 6362	Posting Run - 4/3/2023 10:46:18 AM	\$1,139.49
Carlson, Ivan J	ACH Pay - 6377	Posting Run - 4/3/2023 11:19:50 AM	\$101.58
Chamberlain, MaryLee S	ACH Pay - 6378	Posting Run - 4/3/2023 11:19:50 AM	\$137.38
Dole, Richard L	ACH Pay - 6379	Posting Run - 4/3/2023 11:19:50 AM	\$137.38
Eills, Ajah G	ACH Pay - 6380	Posting Run - 4/3/2023 11:19:50 AM	\$102.38
Finley, Spencer D	ACH Pay - 6363	Posting Run - 4/3/2023 10:46:18 AM	\$1,679.75
Hillard, Margaret A	ACH Pay - 6382	Posting Run - 4/3/2023 11:19:50 AM	\$64.64
James, Wilbert M	ACH Pay - 6364	Posting Run - 4/3/2023 10:46:18 AM	\$640.49
Jungquist, Kenneth	ACH Pay - 6365	Posting Run - 4/3/2023 10:46:18 AM	\$387.87
Kerley-DeGoede, Maria A	ACH Pay - 6383	Posting Run - 4/3/2023 10:46:18 AM	\$46.17
Lease, Brian	ACH Pay - 6384	Posting Run - 4/3/2023 11:19:50 AM	\$2,175.87
Lovejoy, Lynne	ACH Pay - 6385	Posting Run - 4/3/2023 11:19:50 AM	\$2,854.57
McKnight, Chris R	ACH Pay - 6366	Posting Run - 4/3/2023 10:46:18 AM	\$695.35
Mesman, Benjamin F	ACH Pay - 6367	Posting Run - 4/3/2023 10:46:18 AM	\$46.17
Mitchell, Anthony J	ACH Pay - 6368	Posting Run - 4/3/2023 11:19:50 AM	\$313.99
Mitchell, Clemens J.	ACH Pay - 6369	Posting Run - 4/3/2023 10:46:18 AM	\$18.47
Moore, Andrea L	ACH Pay - 6386	Posting Run - 4/3/2023 11:19:50 AM	\$784.97
Palaniuk, Kevin R	ACH Pay - 6387	Posting Run - 4/3/2023 11:19:50 AM	\$1,750.89
Park, Todd W	ACH Pay - 6396	Posting Run - 4/3/2023 11:19:50 AM	\$2,047.07
Pena-Ayon, Manuel A	ACH Pay - 6389	Posting Run - 4/3/2023 11:19:50 AM	\$2,351.65
Poulson, Peyton L	ACH Pay - 6370	Posting Run - 4/3/2023 10:46:18 AM	\$1,319.32
Reinstra, Aaron E.	ACH Pay - 6371	Posting Run - 4/3/2023 10:46:18 AM	\$55.41
Reinstra, Aaron M.	ACH Pay - 6390	Posting Run - 4/3/2023 11:19:50 AM	\$984.13
Schinman, Karl A	ACH Pay - 6372	Posting Run - 4/3/2023 10:46:18 AM	\$1,837.26
Schmidt, Hayden J	ACH Pay - 6373	Posting Run - 4/3/2023 10:46:18 AM	\$55.41
Sherman, Albert R	ACH Pay - 6391	Posting Run - 4/3/2023 11:19:50 AM	\$166.23
Silva, Jake A	ACH Pay - 6374	Posting Run - 4/3/2023 10:46:18 AM	\$1,681.41
Smith, Christopher L	ACH Pay - 6375	Posting Run - 4/3/2023 10:46:18 AM	\$9.23
Taylor, Anne M	ACH Pay - 6392	Posting Run - 4/3/2023 11:19:50 AM	\$73.88
Thomas, Scott G	ACH Pay - 6393	Posting Run - 4/3/2023 11:19:50 AM	\$137.38
Thulen, Wylie J	ACH Pay - 6376	Posting Run - 4/3/2023 10:46:18 AM	\$2,881.90
Wohleb, Mary M	ACH Pay - 6394	Posting Run - 4/3/2023 11:19:50 AM	\$203.17
			\$137.38
			<b>\$27,967.24</b>

# Reports

- 1) Revenue/Expenditure Report**
- 2) Department Head Reports**

**TOWN OF LA CONNER**  
**Treasurer's Report**  
**1st Quarter 2023 - Year to Date**

<b>Fund</b>	<b>Fund Name:</b>	<b>Budget</b>	<b>Revenues to Date</b>		<b>Expenditures to Date</b>		<b>% of Budget</b>
			<b>Date</b>	<b>% of Budget</b>	<b>Budget</b>	<b>Date</b>	
001	General Fund	1,166,705	212,741	18%	1,457,127	306,357	21%
002	Park & Port	208,703	80,105	38%	345,749	53,725	16%
003	Facilities	316,873	33,899	11%	368,651	53,164	14%
004	Public Art	3,121	556	18%	2,000	1,032	52%
005	Streets	227,100	75,640	33%	287,001	70,765	25%
123	Hotel Motel	133,190	28,893	22%	255,261	(340)	0%
214	Fire Hall Bond	49,232	11,835	24%	39,125		0%
303	Flood Control	65	146	224%	500		0%
304	REET 1	36,093	8,681	24%	80,500		0%
305	REET 2	36,093	8,690	24%	500		0%
401	Water	1,169,088	300,819	26%	1,234,554	268,935	22%
403	Storm Drainage	339,400	96,703	28%	802,892	154,451	19%
409	Sewer	785,158	213,774	27%	896,793	143,730	16%
412	Sewer Compost	1,090,598	299,221	27%	1,197,253	149,483	12%
<b>TOTALS</b>		<b>5,561,419</b>	<b>1,371,703</b>	<b>25%</b>	<b>6,967,906</b>	<b>1,201,302</b>	<b>17%</b>

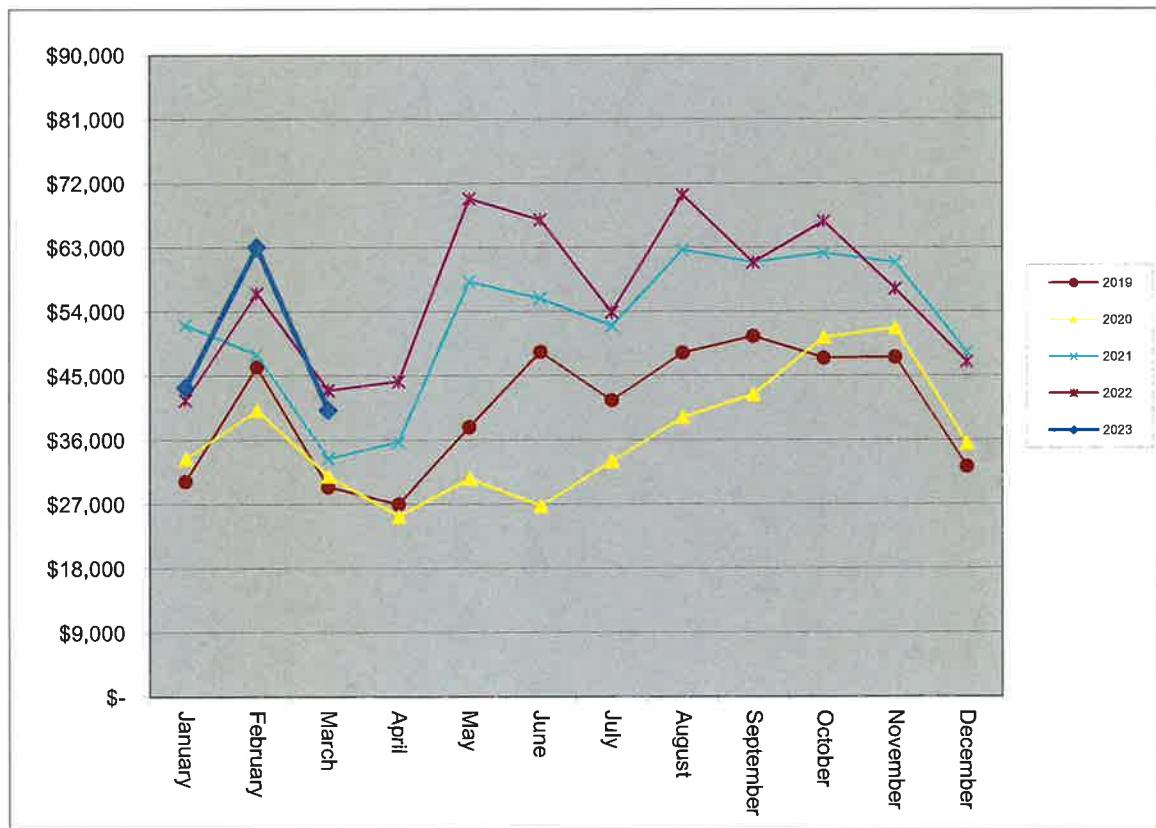
**Investments:**

TVI Bond - 912833-LQ1	242,972.50
Pacific Premier Bank CD	252,797.46
TVI Bond-912833LFS	246,383.00
Banner Bank CD	150,375.99
LGIP	60,182.91
	<hr/>
	952,711.86

## Town of La Conner

### Sales Tax Receipts

Month	2019	2020	2021	2022	2023
January	30,175.85	33,427.50	52,155.18	41,561.10	43,390.62
February	46,229.98	40,192.52	48,035.77	56,546.93	63,103.16
March	29,417.50	30,913.88	33,430.43	42,937.78	40,187.49
April	26,966.79	25,318.90	35,756.91	44,209.82	
May	37,794.49	30,598.74	58,286.79	69,865.79	
June	48,324.00	26,758.90	55,900.26	66,878.23	
July	41,577.04	33,062.15	52,061.10	53,917.06	
August	48,230.60	39,233.38	62,720.18	70,383.49	
September	50,535.10	42,409.55	60,971.61	60,899.83	
October	47,472.63	50,406.48	62,268.96	66,647.98	
November	47,582.86	51,733.86	60,911.19	57,164.48	
December	32,252.37	35,510.27	48,334.16	46,910.27	
<b>TOTAL</b>	<b>486,559.21</b>	<b>439,566.13</b>	<b>630,832.54</b>	<b>677,922.76</b>	<b>146,681.27</b>
Budgeted	512,194.00	469,860.00	328,202.00	492,303.00	609,181.00
Rec Year to Date	486,559.21	439,566.13	630,832.54	677,922.76	146,681.27
Annual Monthly Avg	40,546.60	36,630.51	52,569.38	56,493.56	12,223.44
Amount needed to meet budget:					24.08%
					462,499.73

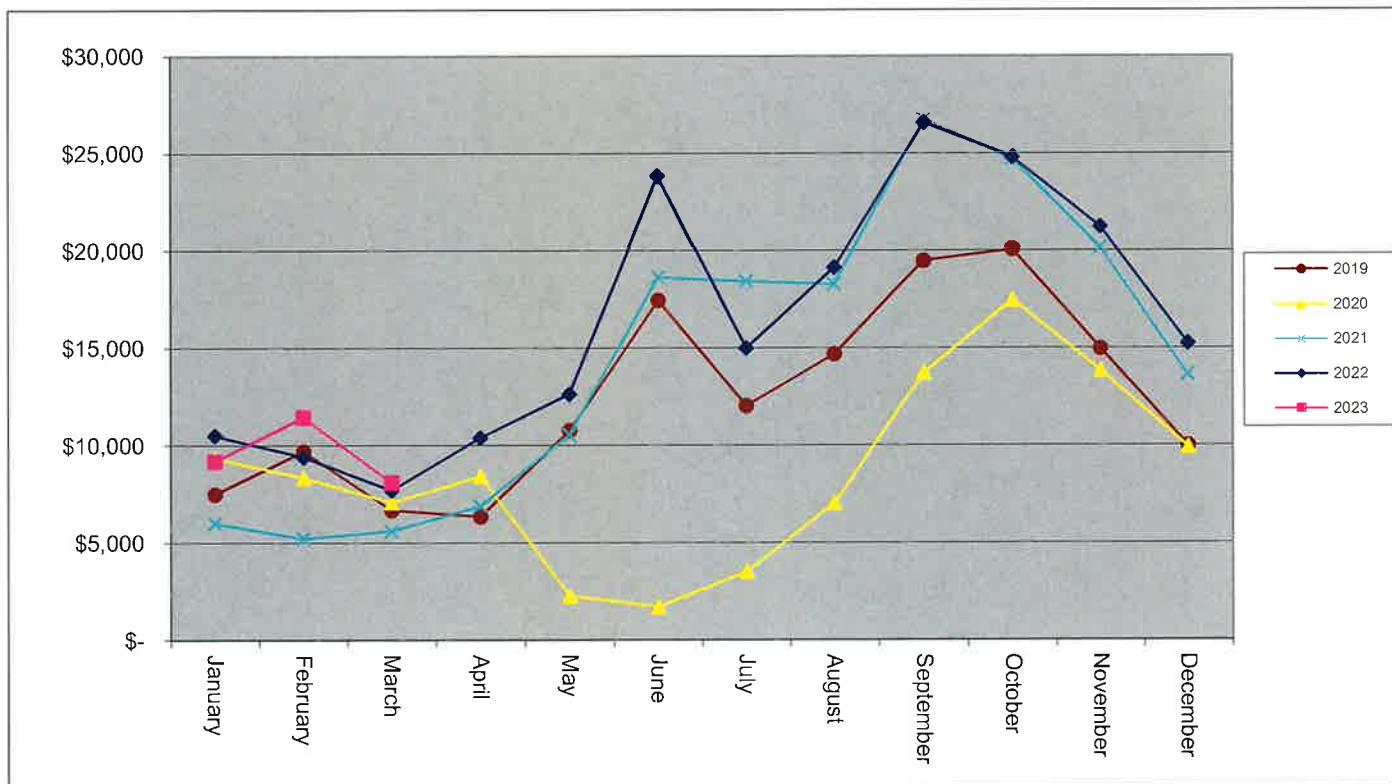


## **Town of La Conner**

### Annual Hotel/Motel Receipts

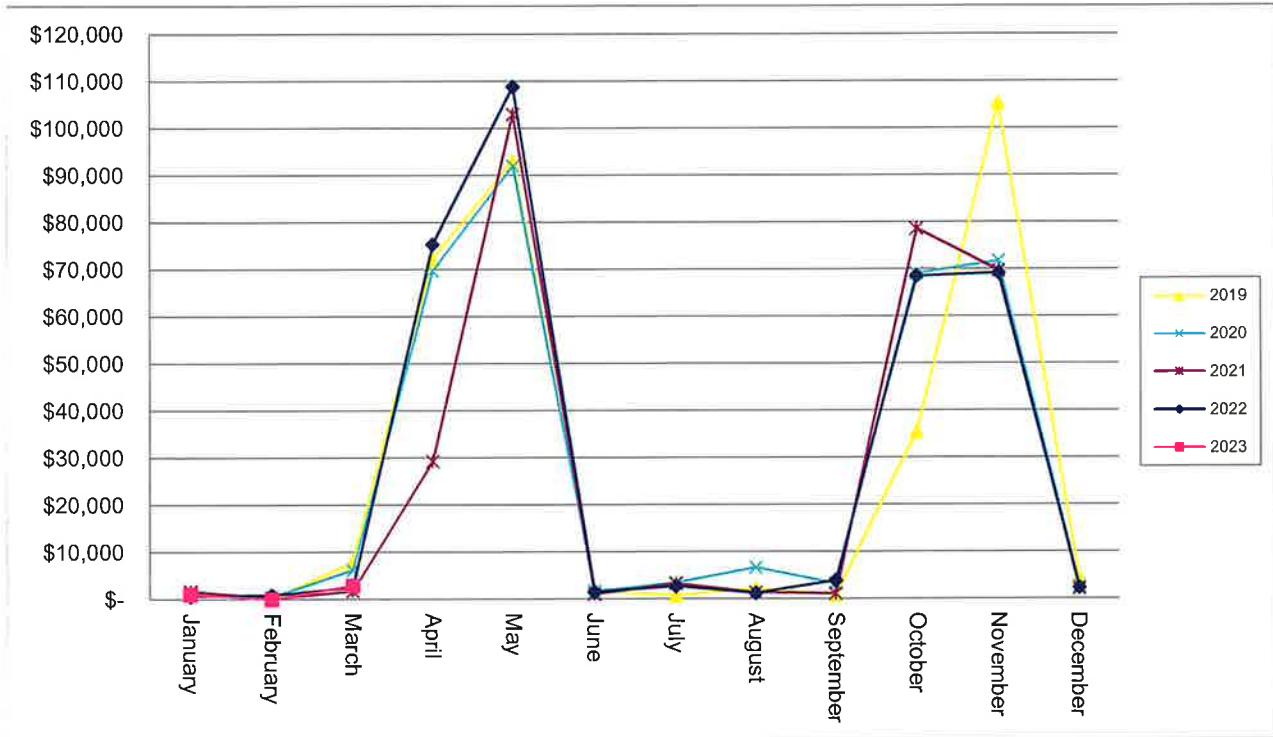
Month	2019	2020	2021	2022	2023
January	7,497.66	9,363.38	6,025.96	10,500.64	9,175.12
February	9,690.49	8,348.90	5,235.46	9,409.26	11,438.50
March	6,671.37	7,077.20	5,622.06	7,698.52	8,082.72
April	6,345.27	8,431.24	6,895.04	10,399.52	
May	10,750.73	2,279.94	10,542.90	12,633.28	
June	17,435.97	1,715.92	18,643.56	23,829.20	
July	12,029.36	3,518.70	18,439.86	14,988.76	
August	14,672.64	7,056.40	18,295.26	19,136.57	
September	19,470.30	13,732.36	26,730.28	26,545.62	
October	20,056.92	17,480.20	24,731.96	24,802.90	
November	14,956.14	13,844.66	20,184.16	21,228.28	
December	9,984.18	9,930.96	13,653.56	15,232.24	
<b>TOTAL</b>	<b>149,561.03</b>	<b>102,779.86</b>	<b>175,000.06</b>	<b>196,404.79</b>	<b>28,696.34</b>
Budgeted	126,000.00	126,000.00	88,200.00	132,300.00	133,040.00
Received Year to Date	149,561.03	102,779.86	175,000.06	196,404.79	28,696.34
Monthly Average	12,463.42	8,564.99	14,583.34	16,367.07	2,391.36
Amount needed to meet budget:					104,343.66

21.57%



**Town of La Conner**  
**Annual Property Taxes**

Month	2019	2020	2021	2022	2022
January	1,480.54	1,366.53	1,735.37	679.87	1,020.21
February	55.46	540.84	123.80	923.67	-
March	7,827.98	6,187.85	1,731.98	2,479.49	2,889.62
April	72,247.70	69,784.34	29,295.28	75,356.27	
May	93,081.57	92,047.43	102,991.26	108,828.88	
June	1,746.84	1,723.19	1,047.57	1,503.75	
July	801.22	3,510.19	3,275.00	2,725.34	
August	2,224.34	6,704.12	1,381.95	1,259.96	
September	821.35	3,314.93	1,100.00	3,887.71	
October	35,440.06	69,156.88	78,553.96	68,521.30	
November	105,448.19	71,812.11	69,666.72	69,178.91	
December	4,485.35	2,652.74	2,154.94	2,392.56	
<b>TOTAL</b>	<b>325,660.60</b>	<b>328,801.15</b>	<b>293,057.83</b>	<b>337,737.71</b>	<b>3,909.83</b>
Budgeted	308,000.00	328,840.00	330,004	336,612	352,971
Received Year to Date	325,660.60	328,801.15	293,057.83	337,737.71	3,909.83
Monthly Avg	27,138.38	27,400.10	24,421.49	28,144.81	325.82
<b>Amount needed to meet budget:</b>					<b>349,061.17</b>

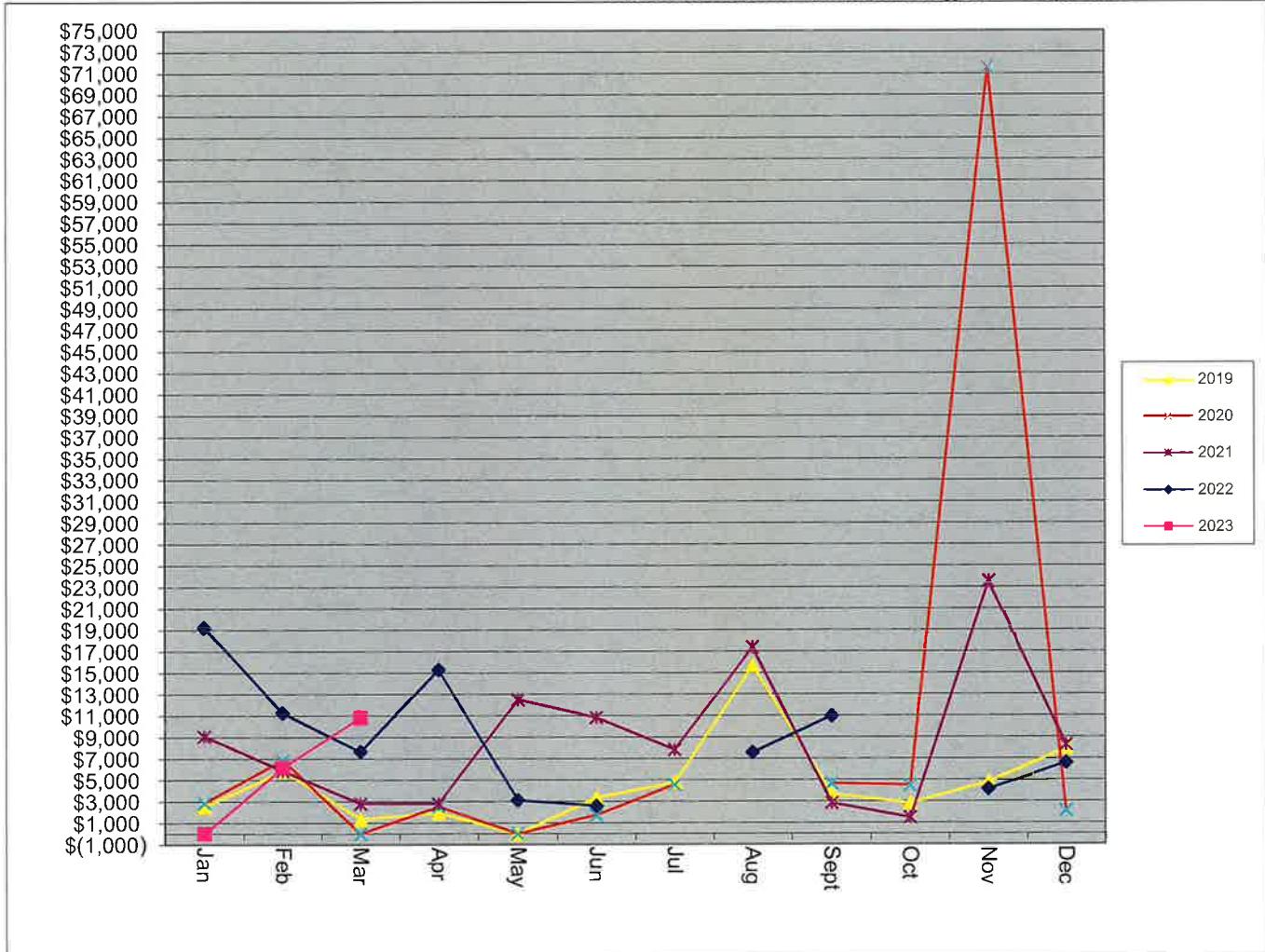


**Town of La Conner**  
**Annual REET**

Month	2019	2020	2021	2022	2023
Jan	2,549.26	2,887.09	9,078.30	19,230.75	-
Feb	5,915.25	6,878.02	5,860.80	11,263.69	6,179.19
Mar	1,373.67	-	2,796.75	7,672.50	10,820.70
Apr	1,980.00	2,538.11	2,796.75	15,300.45	
May	-	-	12,508.65	3,118.50	
Jun	3,388.27	1,757.25	10,815.74	2,598.75	
Jul	4,791.60	4,566.37	7,825.50		
Aug	15,688.02		17,362.12	7,548.75	
Sept	3,712.25	4,682.69	2,821.50	10,976.62	
Oct	2,846.25	4,497.07	1,480.05		
Nov	4,826.25	71,626.40	23,472.90	4,149.50	
Dec	7,969.68	2,128.50	8,256.60	6,599.50	
<b>TOTAL</b>	<b>55,040.50</b>	<b>101,561.50</b>	<b>105,075.66</b>	<b>88,459.01</b>	<b>16,999.89</b>

Budgeted	36,250.00	36,000.00	36,000.00	40,000.00	72,000.00
Received Year to Date	<b>55,040.50</b>	<b>101,561.50</b>	<b>105,075.66</b>	<b>88,459.01</b>	<b>16,999.89</b>
Monthly Average	4,586.71	8,463.46	8,756.31	7,371.58	1,416.66

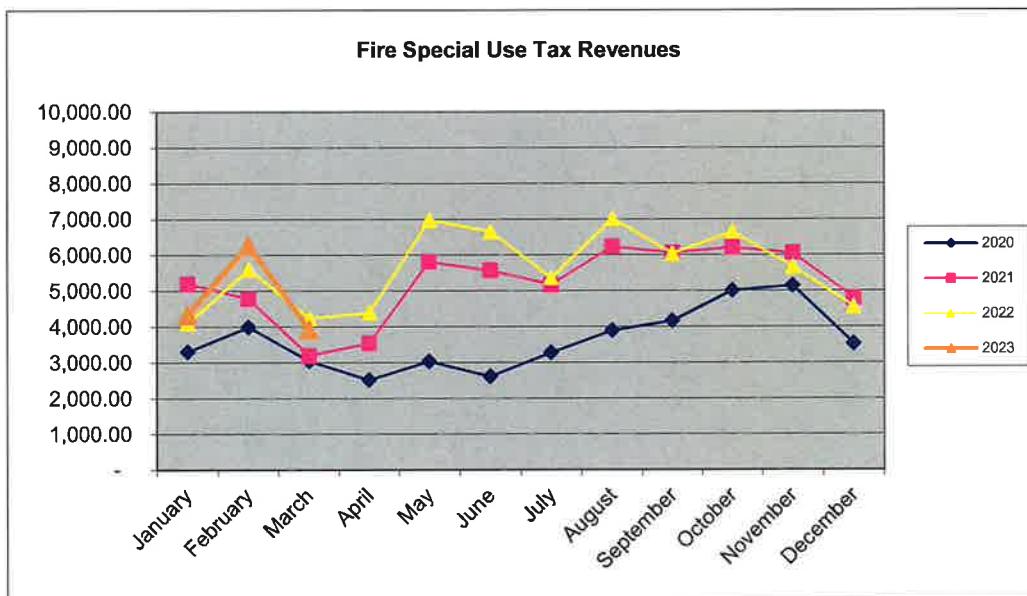
Amount needed to meet budget: **55,000.11**



**Town of La Conner**  
**Special Use Fire Tax Revenue**

Month	2020	2021	2022	2023
January	3,304.44	5,196.26	4,108.62	4,333.29
February	3,992.09	4,779.92	5,609.50	6,278.74
March	3,046.20	3,192.27	4,237.71	3,923.57
April	2,516.68	3,536.70	4,396.10	
May	3,036.90	5,807.88	6,984.88	
June	2,614.87	5,569.18	6,661.47	
July	3,278.86	5,170.83	5,364.02	
August	3,896.38	6,230.94	7,019.56	
September	4,163.65	6,055.85	6,041.25	
October	5,014.80	6,201.24	6,659.05	
November	5,146.63	6,052.29	5,673.70	
December	3,526.88	4,795.36	4,555.14	
<b>TOTAL</b>	<b>43,538.38</b>	<b>62,588.72</b>	<b>67,311.00</b>	<b>14,535.60</b>
Budgeted	43,334.00	30,334.00	45,501.00	50,000.00
Received Year to Date	43,538.38	62,588.72	67,311.00	14,535.60
Monthly Avg	3,628.20	5,215.73	5,609.25	1,211.30

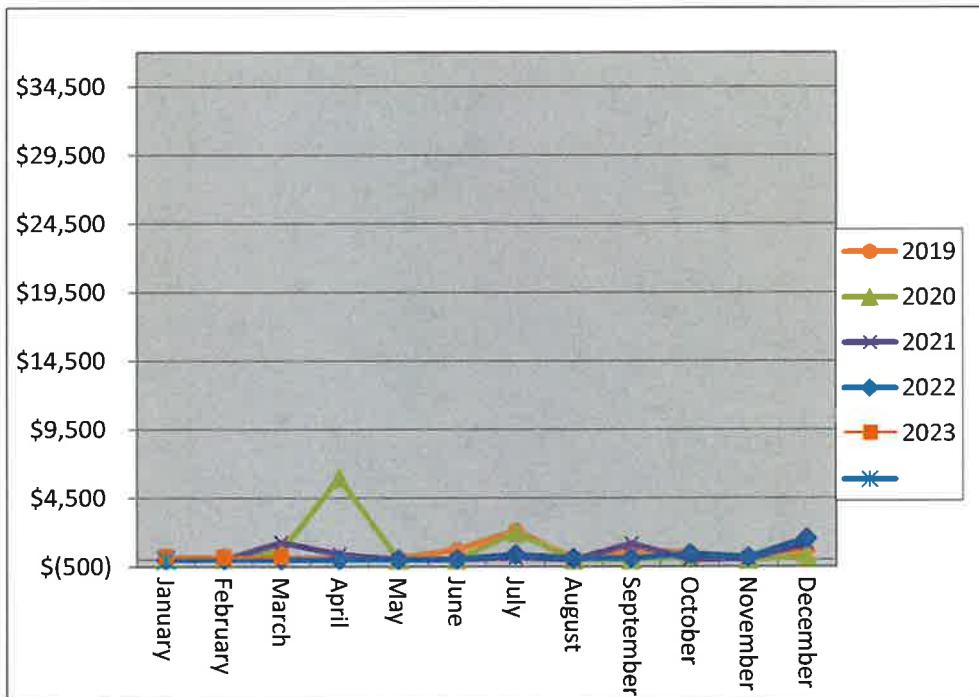
Amount needed to meet budget: **35,464.40**



## Town of La Conner

### Investment Interest Receipts

Month	2019	2020	2021	2022	2023	
January	120.16	85.01	53.53	4.52	222.14	
February	109.68	77.60	6.04	4.86	211.19	
March	122.14	654.91	1,256.42	11.21	242.20	
April	119.28	5,977.72	396.24	19.48		
May	121.31	24.67	3.80	35.04		
June	716.80	17.74	3.62	48.70		
July	2,117.37	2,000.42	141.11	382.44		
August	111.91	12.71	3.92	112.03		
September	702.78	9.88	1,169.94	123.87		
October	502.90	283.03	4.66	446.26		
November	87.05	7.74	59.37	182.53		
December	679.48	279.06	1,157.59	1,549.18		
<b>TOTAL</b>	<b>5,510.86</b>	<b>9,430.49</b>	<b>4,256.24</b>	<b>2,920.12</b>	<b>675.53</b>	13.30%
Budgeted	5,500.00	5,500.00	4,465.00	4,581.00	5,079.00	
Received Year to Date	<b>5,510.86</b>	<b>9,430.49</b>	<b>4,256.24</b>	<b>2,920.12</b>	<b>675.53</b>	
Monthly Average	459.24	785.87	354.69	243.34	56.29	
Amount needed to meet budget:						4,403.47





# **TOWN OF LA CONNER**

## **Monthly Planner's Report**

March 2023

### **NEW APPLICATIONS ACCEPTED:**

#### **Land Use**

- LU23-05RM 714 Maple Ave, Minor new construction of small storage shed
- LU23-06SX 319 N 1<sup>st</sup> St, Shoreline Exemption for solar panels

#### **Building Permit**

- BP23-05ROW 113 N 2<sup>nd</sup> St, Pole repair
- BP23-06WM 918 Park St, Water Meter permit
- BP23-07WM 916 B Park St, Water Meter permit
- BP23-08WM 916 A Park St, Water Meter permit
- BP23-09WM 914 Park St, Water Meter permit
- BP23-10WM 912 Park St, Water Meter permit
- BP23-11SS 703 S 4<sup>th</sup> St, Side sewer repair
- BP23-12SS 502 High St, Side sewer installation
- BP23-13SS 506 High St, Side sewer installation
- BP23-14SS 510 High St, Side sewer installation

#### **Misc. Permit**

- None

#### **Planning Commission:**

The Planning Commission met on March 21<sup>st</sup>, 2023. Staff presented a report on a Conditional Use permit for the Lime dock building at 109 N. 1<sup>st</sup> St. Due to ongoing questions related to the history of the building and stability of the structure, the approval was delayed and the review will be on-going for the next 30 days. Staff presented a report on Sea Level Rise in La Conner.

There was no other business before the Commission.

#### **Hearing Examiner:**

There was no business before the Hearing Examiner in March 2023.

#### **General Planning Activities:**

- The staff has received comment letters for the 2023 update for the municipal code, and is currently reviewing them internally.
- The staff continued the Comprehensive Plan Update, starting with public outreach and communication.
- Continuing review of development applications.
- Continuing review of permit applications.
- Continuing response to public inquiries regarding land use.
- Long term planning priorities:
  - Neighborhood plan for Commercial Transitional Zone.
  - 2023-2025 Comprehensive Plan Update
  - Public Participation and Communication

# Public Works

## Department Head Report

### March – 2023

#### **Water:**

- Rebuilt the six large Pressure Reducing Valves. These valves control the low pressure side of the water system including fire flow.
- Inspected Air Release Valves and replaced two meters setters.
- Water System Plan Update. The project is moving along slowly and is very time consuming..
- Asset Management program and implementation is on hold until time allows.

#### **Drainage:**

- Sixth Street Storm Pump Station; Still working on a few electrical and communication equipment system issues.
- Minor maintenance from heavy rain.

#### **Streets:**

- Annual yard waste pick up for the town's residents the week of March 20<sup>th</sup>.
- Traffic calming speed cushions have been delivered, currently planning locations with a schedule to be installed early May.
- Asphalt and gravel pothole repairs.

#### **Park and Port:**

- Removal of sandbags is underway that will be completed by the end of April.
- Installed a new bench by the boat ramp, purchased by the Corrigan family.
- John Hammer Park playground equipment annual inspection.
- The abandoned boats are staged at the south end of town. Demolish and haul out late April.
- Annual Boardwalk visual inspection of the structure. No concerns.
- The three Kiosks will be sent out to be refurbished and installed the first week in May.
- Pioneer Park tree assessment, the arborist completed the onsite assessment with a full report to be delivered mid-April.
- Salmon Slide; the contractors are now hesitant because of no guarantees it will last.
- I have recently received the waterfront survey that I'm currently behind schedule for reviewing.

#### **Facilities:**

- Fire Hall, working on bidding for new roof and new HVAC system. New energy codes will increase the cost and schedule.
- Security Cameras are on hold due to price increase from \$3,900 and now \$10,140.
- Maple Hall/Center, working on bidding for new HVAC system. New energy codes will increase the cost and schedule.
- Garden Club exterior paint will be postponed for 2024. Current bid is now \$50,000.

#### **Other:**

- Projects; 306 Center multifamily, 303 Center Replace Garage, Lime Dock Per-App Remodel, Snapdragon Flats Fill and Grade, BYK Snapdragon BP, Ellis project, Maple ball field, 747 Maple short plat, and Channel Cove 5 new residential units.

Brian Lease  
Public Works Director, Town of La Conner

# Fire Chief / Code Enforcement Report

## Mar-23

Alarms: 27 Emergency Calls Ave # Responders: 2.7

**Calendar:** 1-Mar Bussiness  
8-Mar Forward Lays/ Pump OPPS  
15-Mar Ladders/Ventilation  
22-Mar OTEP/Extracation  
29-Mar Inventory Restock 27-19

**Events:** Fireman Ball  
Pre-School Kids Walk Through  
Last of King Tides

**Enforcement Notes:** Parking on 1st  
Signage  
Fire Inspection

Aaron Reinstra  
Fire Chief/Code enforcement  
Town of La Conner



**Town of La Conner**

Honorable Mayor or and Town Council

Monthly Report of Wastewater Treatment Plant Operations & Maintenance

**Month:** March 2023

During the month of March, the plant met NPDES permit requirements.

*See attached spreadsheet for WWTP data.*

**Locates**

- There were twenty-two (22) locates in March with no issues.

**Call Outs-Emergencies**

- Power outage on March 11, 2023.

**System Maintenance**

- Grinded yard waste pile.
- Three new homes hooked up to collection system. All meters calibrated.
- Compost mixer down, needs a new hydraulic pump.

**Process Changes**

- Wasting with trash pump.
- Put Clarifier #1 back in service.

**Miscellaneous**

- Clarifier #1 needs upgrade.
- Radio remote control for the compost mixer has week signal.
- Both wasting pumps down.

**Compost Sales:**

**Wholesale**

0 yards were sold in March– 0 yards year to date.

**Retail Sales**

928 yards were sold in March– 1,922 yards year to date.

**In March 2023 the Town received in 918 yards of retail and wholesale compost for a total of \$8,41200.**

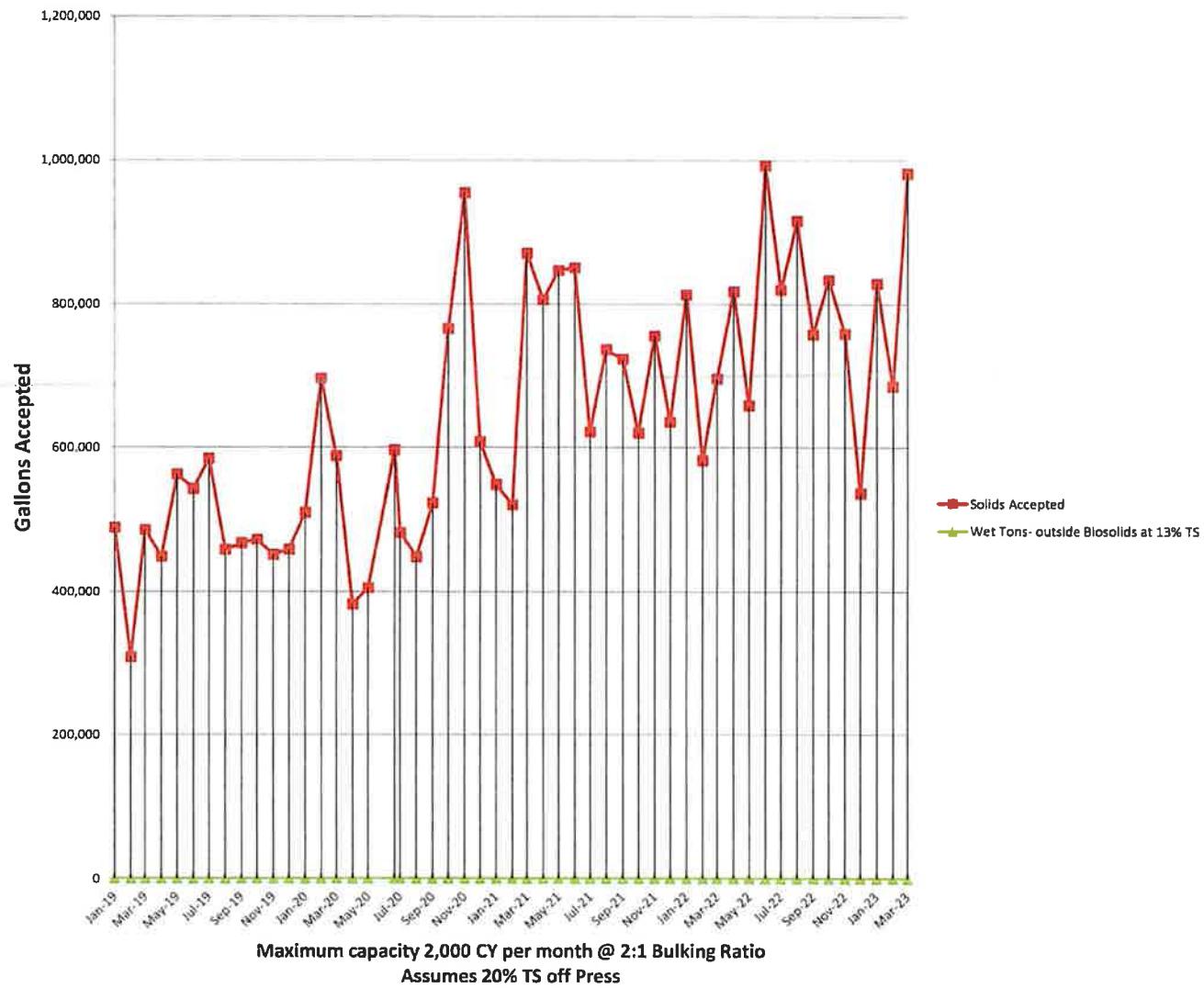
**Metered Flow:**

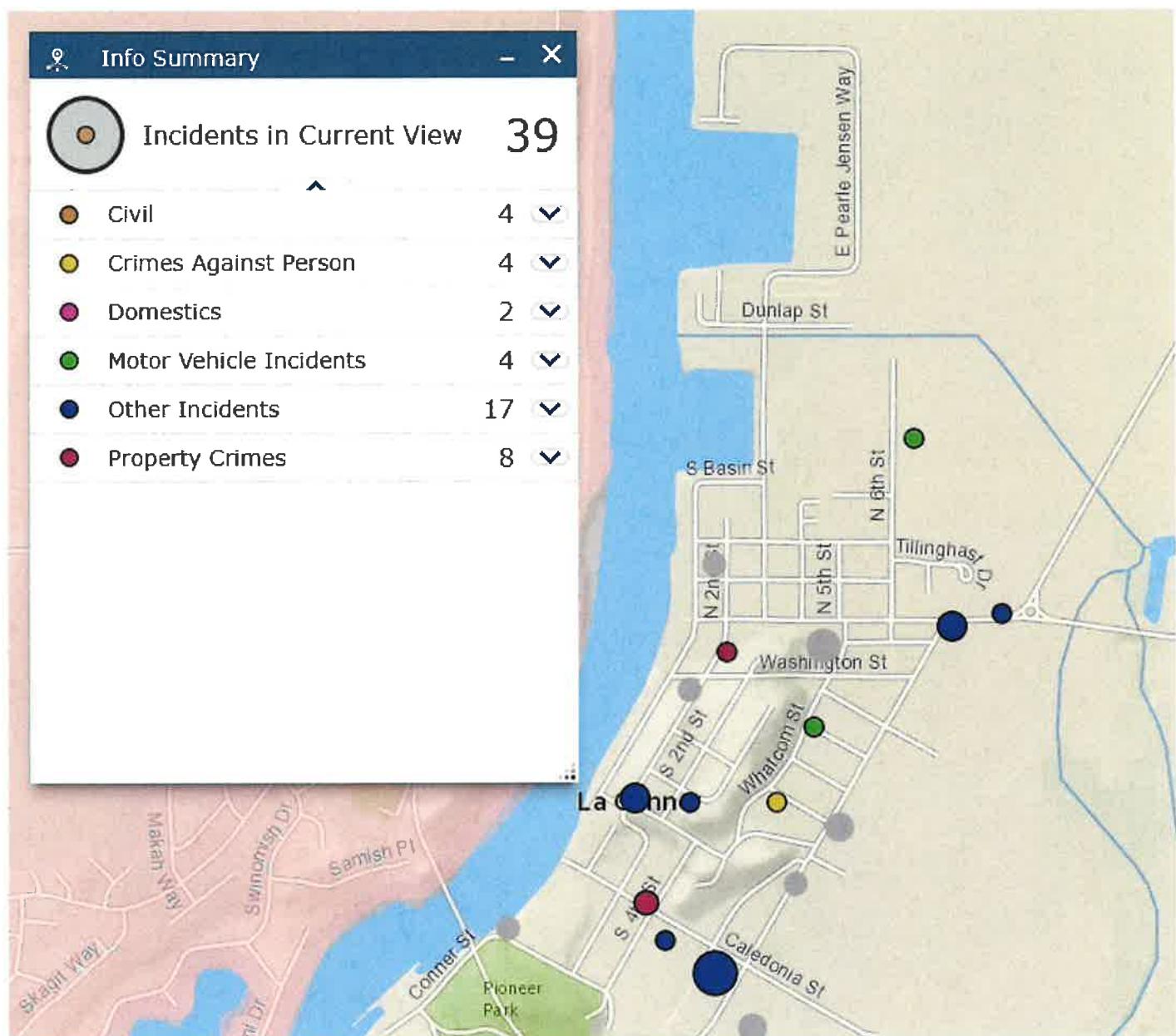
Influent:	<u>10,260,000 Gallons</u>
Tribal:	<u>2,863,364 Gallons</u>
Hydrant:	<u>1,060 Gallons</u>
Belt Press:	<u>1,243,831 Gallons</u>
Reuse Water:	<u>328,292 Gallons</u>

<b>LaConner Wastewater Treatment Plant</b> <b>Monthly Data 2023</b>										
Date	WWTP Total Flow Treated	WWTP Daily Avg Treated	WWTP Max Daily Treated	WWTP Flow Last Year	WWTP Flow up/down from LY	Gallons of Outside Waste Processed	Gallons of Outside Waste Processed Last year	Up/down from last year	Wet tons of 95% Biosolids Processed	Wet tons of <95% Biosolids Processed
Jan-23	11,013,000	359,000	555,000	13,780,000	21%	945,220	899,297	5%	0	0
Feb-23	8,850,000	316,000	626,000	13,780,000	36%	809,755	761,967	6%	0	0
Mar-23	10,260,000	331,000	433,000	10,290,000	1%	1,115,598	891,855	21%	0	0

means UP  
 means DOWN

### LaConner Wastewater Treatment Plant Monthly Data 2019- Present





Date/Time	Case Number	Nature/Description	Category
3/2/2023, 3:31 PM	23-02649	Welfare Check	Other Incidents
3/3/2023, 10:09 AM	23-02670	Trespassing Violation	Property Crimes
3/3/2023, 12:03 PM	23-02678	Traffic Enforcement	Motor Vehicle Incidents
3/3/2023, 2:04 PM	23-02687	Alarm	Other Incidents
3/3/2023, 3:01 PM	23-02691	Welfare Check	Other Incidents
3/3/2023, 6:00 PM	23-02698	Suspicious Circumstances	Other Incidents
3/4/2023, 6:12 PM	23-02731	Welfare Check	Other Incidents
3/5/2023, 12:39 AM	23-02741	Disorderly Conduct	Other Incidents
3/5/2023, 4:37 PM	23-02767	Malicious Mischief	Property Crimes
3/8/2023, 2:46 PM	23-02897	Traffic Hazard	Motor Vehicle Incidents
3/8/2023, 4:02 PM	23-02903	Animal Problem	Other Incidents
3/8/2023, 4:29 PM	23-02906	Harassment Of Person	Crimes Against Person
3/8/2023, 9:22 PM	23-02916	Property Theft	Property Crimes
3/11/2023, 2:49 AM	23-03013	Trespassing Violation	Property Crimes
3/12/2023, 5:51 PM	23-03071	Abandoned Vehicle	Motor Vehicle Incidents
3/13/2023, 1:16 AM	23-03083	Prowler	Crimes Against Person
3/13/2023, 11:58 AM	23-03098	Property Theft	Property Crimes
3/13/2023, 5:04 PM	23-03117	Property Theft	Property Crimes
3/13/2023, 7:02 PM	23-03126	Suspicious Circumstances	Other Incidents
3/14/2023, 1:13 AM	23-03134	Alarm	Other Incidents
3/14/2023, 9:04 AM	23-03143	Alarm	Other Incidents
3/14/2023, 4:06 PM	23-03162	Vehicle Accident	Motor Vehicle Incidents
3/15/2023, 1:40 PM	23-03198	Removal Of Person	Crimes Against Person
3/16/2023, 12:16 AM	23-03224	Civil Problem	Civil
3/16/2023, 1:46 PM	23-03245	911 Hangup Call	Other Incidents
3/19/2023, 9:02 AM	23-03374	Suspicious Circumstances	Other Incidents
3/19/2023, 6:44 PM	23-03387	Domestic Violence	Domestics
3/19/2023, 6:43 PM	23-03388	Welfare Check	Other Incidents
3/20/2023, 9:00 AM	23-03398	Suspicious Circumstances	Other Incidents
3/20/2023, 12:35 PM	23-03409	Removal Of Person	Crimes Against Person
3/21/2023, 5:14 AM	23-03436	Suspicious Circumstances	Other Incidents
3/23/2023, 7:45 AM	23-03540	Domestic Violence	Domestics
3/23/2023, 11:08 AM	23-03553	Civil Problem	Civil
3/23/2023, 8:20 PM	23-03583	Welfare Check	Other Incidents
3/26/2023, 11:28 AM	23-03683	Burglary	Property Crimes
3/26/2023, 4:57 PM	23-03695	Property Damage, Non Vandalism	Property Crimes
3/27/2023, 11:58 AM	23-03727	Agency Assistance	Other Incidents
3/27/2023, 5:41 PM	23-03752	Found Property	Civil
3/29/2023, 11:08 PM	23-03848	Citizen Assist	Civil

Total in Town hours: 128

Total in zone hours: 562

# Unfinished Business

- 1) **Center Street Project – No Insert**
- 2) **Jenson Property – No Insert**
- 3) **Ordinance – Amendment to Ordinance 1221  
Establishing the Emergency Management Commission**
- 3) **Resolution – Amendment to Resolution 620 Naming  
the Emergency Management Commissioners**

**Ordinance – Amendment to Ordinance 1221  
Establishing the Emergency Management Commission**

## TOWN OF LA CONNER



### Ordinance No.

### AN ORDINANCE REVISING CHAPTER 2.225 OF THE LA CONNER MUNICIPAL CODE

**WHEREAS**, The Town Council of the Town of La Conner desires to take steps to plan for potential future disasters, and update its procedures for responding to disasters;

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF LA CONNER:**

**Section 1.** That Section 2.225.010 of the La Conner Municipal Code is hereby amended, the revised section to read as follows:

#### **2.225.010 Created.**

A. An advisory emergency management commission is hereby created. The advisory commission shall consist of five voting members, plus two nonvoting councilmembers. At least three of the voting commission members shall be legal voters of the town of La Conner, and the remaining two members may be drawn from within the boundaries of the La Conner School District. A majority of the voting members shall form a quorum of the commission. The initial terms of office for three voting members shall be three years, a fourth member shall have an initial term of four years, and a fifth member an initial term of five years. After the initial term, the public members of the commission shall be appointed by the mayor with the consent of the town council to serve for a three-year term, or until their successors are appointed.

B. An additional alternate member may be appointed by the Mayor and confirmed by the council. The alternate member may attend all commission meetings, but shall not have a vote, except in circumstances in which a quorum of members is not present, in which case the alternate member shall be counted as a member and afforded a vote. The alternate member need not reside within the La Conner School District boundaries.

C. The mayor shall fill the vacancies of voting members and alternate members with the consent of the town council.

D. Nonvoting councilmembers shall be selected by the council as a whole.

E. Members shall be chosen based upon:

1. Desire to serve;

2. Expertise in a field related to flood control, environmental science, meteorology, civil or structural engineering, grant research and writing, emergency management, and associated topics beneficial to emergency planning; and

3. Organizational skills.

Adopted by a vote of the La Conner Town Council this \_\_\_\_\_ day of April, 2023.

---

Ramon Hayes, Mayor

ATTEST:

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Maria DeGoede, Town Clerk

APPROVED AS TO FORM:

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Scott G. Thomas, Town Attorney

**Resolution – Amendment to Resolution 620 Naming the  
Emergency Management Commissioners**

# ***Town of La Conner***



**RESOLUTION NO. \_\_\_\_\_**

## **A RESOLUTION CONSENTING TO THE MAYOR'S APPOINTMENTS TO THE LA CONNER EMERGENCY MANAGEMENT COMMISSION**

**WHEREAS**, LCMC 2.225.010 authorizes the Mayor to appoint citizens to serve on the La Conner Emergency Management Commission, and

**WHEREAS**, the Mayor has appointed Jamie Joy Throgmorton to the Commission as an alternate member for a term that expires on March 14, 2026, and

**WHEREAS**, the Town Council desires to consent and approve the appointments;

**NOW THEREFORE BE IT RESOLVED**, the Town Council of the Town of La Conner consents and approves of the appointment of Jamie Joy Throgmorton to the Emergency Management Commission for the Town of La Conner as an alternate member, consistent with the term of office defined above.

Approved by vote of the La Conner Town Council this \_\_\_\_\_ day of April, 2023.

**TOWN OF LA CONNER, WASHINGTON**

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Ramon Hayes, Mayor

**ATTEST:**

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Maria DeGoede, Finance Director

Approved as to form:

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Scott Thomas, Town Attorney

# New Business

- 1)    Ordinance – Amending Chapter 1.15 of the LMC  
(Hearing Examiner)**
- 2)    Fire Boat Surplus**

**Ordinance – Amending Chapter 1.15 of the LMC  
(Hearing Examiner)**

**TOWN OF LA CONNER**



**Ordinance No.**

**AN ORDINANCE AMENDING SECTION 7.05.060 OF THE LA CONNER MUNICIPAL CODE.**

**WHEREAS**, The Town Council of the Town of La Conner desires to,

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF LA CONNER:**

**Section 1.** That Section 1.15.010 of the La Conner Municipal Code is hereby revised and reenacted, the amended section to read as follows.

**1.15.010 Civil infractions.**

(1) This chapter applies to all civil infractions set forth in the LCMC or town ordinance. This chapter shall not apply to those matters set forth in Chapter 15.12 LCMC except as explicitly set forth in LCMC 15.135.330.

(2) A civil infraction is unlawful conduct made unlawful pursuant to the La Conner Municipal Code ("LCMC") for which civil penalties may be assessed for each violation or for each day or part of day that the violation continues. This chapter contains procedures for notice and hearing of civil infractions and imposition of civil penalties.

**Section 2.** That a new section of the La Conner Municipal Code is hereby adopted, to be known as Section 1.15.050, to read as follows.

**1.15.015 Definitions.**

In interpreting the words and phrases within this chapter, the following definitions shall apply:

(1) The words and phrases defined herein when used in this chapter shall have the meaning given to them within these definitions or this chapter, unless their context clearly indicates that they are to have some other meaning.

(2) A word or phrase not defined within this chapter but defined within some other section or portion of the town's land use control ordinances shall have the meaning or definition given in that town's land use control ordinances unless the context clearly indicates that it is to have some other meaning.

(a) "Town" means the town of La Conner, Washington.

- (b) "Council" means the La Conner town council.
- (c) "Decision" or "final decision," when used in this chapter or any ordinance or code section relating to the powers and responsibilities of the examiner, means the final action of the examiner.
- (d) "Examiner" or "hearing examiner" means the hearing examiner of the town of La Conner.
- (e) "Ex parte communication" means written or oral communications not included in the public record and made outside of a public hearing.
- (f) "Service" shall have the same meaning as RCW 4.28 – 4.28.090. Service by publication shall be allowed under the same circumstances and in the same manner as set forth in RCW 4.28.100.
- (g) "Staff" means employees of the departments of the town of La Conner, Washington.

**Section 3.** That Section 1.15.020 of the La Conner Municipal Code is hereby revised and reenacted, the amended section to read as follows.

**1.15.020 Notice of infraction – Issuance service, filing.**

(1) Notice of Civil Infraction. In addition to other civil remedies, a town official designated by the mayor ~~the mayor or his or her designated enforcement officer~~ may issue a notice of civil infraction to any person or entity that commits a civil infraction. The notice shall be filed with the hearing examiner ~~municipal court clerk~~ and served in the manner hereinafter provided. The notice shall state that a civil penalty has been or may be assessed against the person to whom the notice of civil infraction was directed and shall accrue for each violation or each and every day or portion thereof during which the violation continues, and shall notify the person or entity of its right to challenge the civil infraction ~~appeal~~. The amount of the penalty shall be, for each violation, as specified in LCMC 1.15.080. The notice, except for parking and moorage violations, shall be in substantially the following form:

**NOTICE OF CIVIL INFRACTION**

TO: \_\_\_\_\_ (Name and address of person or entity or unknown owner or occupant)

The Town of La Conner has determined that you have committed a civil infraction as follows:

[insert description of act or omission and date and time]

A civil infraction is a noncriminal offense for which imprisonment may not be imposed as a sanction. A civil penalty of \$\_\_\_\_\_ per day has been/will be assessed against you for each day the infraction continues from and after \_\_\_\_\_ [insert date].

You must respond to this notice within fifteen (15) DAYS OF THE DATE THIS NOTICE. You may respond to this notice in any one of the following ways:

- (a) If you do not contest the violation, complete the appropriate portion of the notice below and submit it to the Town in accordance with the instructions below, along with your payment for the penalty assessed;
- (b) If you do contest the violation, complete the appropriate portion of the notice below to request a hearing, and submit it to the Town in accordance with the instructions below; and
- (c) If you do not contest the violation, but believe that there are mitigating circumstances surrounding the infraction, complete the appropriate portion of the notice below to request a hearing on mitigating circumstances and submit it to the Town in accordance with the instructions below.

If you contest the violation at any hearing to determine if the violation occurred, the Town has the burden of proving, by a preponderance of the evidence, that the civil infraction was committed. You have the right to subpoena witnesses to the hearing, including the person who issued the notice of civil infraction.

If you do not contest the violation but believe that there are mitigating circumstances, you will have the burden to prove by a preponderance of the evidence that mitigating circumstances exist. By seeking mitigation, you will be deemed to have committed the offense, and you will not be entitled to subpoena witnesses.

A failure to respond to this notice or to appear at a hearing you have requested will result in a default being entered against you for the amount of the penalty set forth in this notice ~~and you will lose the right to any adjudication or appeal.~~

You are required to respond to this notice by signing it below and stating your response. Your failure to sign below is a default and will eliminate your right to any mitigation, or adjudication or appeal.

DATED: \_\_\_\_\_

---

ENFORCEMENT OFFICER

I am the party or entity to whom the Notice of Civil Infraction has been issued. My signature appears below. My response to the Notice of Civil Infraction is as follows (check appropriate line):

(a) I do not contest the violation, and my payment of the assessed penalty of \$\_\_\_\_ accompanies this response.

(b) I do contest the violation, and request a hearing before the Town Hearing Examiner in the Town Municipal Court. Notify me of the date and time of the hearing at the following address:

(c) I do not contest the violation, but there are mitigating circumstances, and I request consideration of those mitigating circumstances. Notify me of the date and time of the hearing at the following address:

DATED: \_\_\_\_\_

SIGNATURE

Return the duplicate of this Notice of Civil Infraction which you have signed and on which you have stated your response within fifteen (15) days after the date of the notice. You may return your response by mailing it to the Town, properly addressed and with proper postage, first class mail to the following address: Clerk, Town of La Conner, P.O. Box 400, La Conner, Washington 98257.

Alternatively, you may deliver your response to the Town by delivering it within the fifteen (15) day deadline to: Clerk, Town of La Conner, 204 Douglas Street, La Conner, Washington.

(2) A notice of parking or moorage violation shall be issued by a town official designated by the mayor or his or her designee and shall set forth the following: vehicle make, license number, state, location, and date, time and nature of violation; penalty amount and that notice of the violator's right to mitigation or appeal may be obtained at Town Hall. Such notice shall be signed by a town official.

(3) A civil infraction proceeding is initiated by the issuance, service, and filing of a notice of civil infraction.

(4) A notice of civil infraction may be issued by an enforcement officer when the civil infraction occurs in the officer's presence or there is substantial evidence and/or witness that such infraction occurred.

(5) Service of the notice of civil infraction issued under the above subsection (4) of this section shall be performed by a town official designated by the mayor or the enforcement officer at the direction of the mayor.

(6) A notice of civil infraction shall be filed with the town clerk within 48 hours of issuance, excluding Saturdays, Sundays, and holidays. (A notice not filed within the time limits prescribed in this section may be dismissed without prejudice.)

**Section 4.** That Section 1.15.040 of the La Conner Municipal Code is hereby revised and reenacted, the amended section to read as follows.

**1.15.040 Effect of notice – Determination final unless contested.**

- (1) A notice of civil infraction represents a determination that a civil infraction has been committed. The determination is final unless contested as provided in this chapter.
- (2) Any person who receives a notice of civil infraction shall respond to such notice as provided in this section within 15 days of the date of the notice.
- (3) If the person determined to have committed the civil infraction does not contest the determination, the person shall respond by completing the appropriate portion of the notice of civil infraction and submitting it, either by mail or in person, to the ~~deputy court town~~ clerk or his/her designee as specified on the notice. A check or money order in the amount of the penalty prescribed for the civil infraction must be submitted with the response. The ~~deputy court town~~ clerk or his/her designee may accept cash in payment for an infraction. When a response that does not contest the determination is received, an appropriate order shall be entered in town's records.
- (4) If the person determined to have committed the civil infraction wishes to contest the determination, the person shall respond by completing the portion of the notice of civil infraction requesting a hearing and submitting it, either by mail, or in person as specified on the notice. The ~~town clerk municipal court~~ shall notify the person in writing of the time, place and date of the hearing, and that date shall not be earlier than seven days nor more than 90 days from the date of the notice of hearing, except by agreement.
- (5) If the person determined to have committed the civil infraction does not contest the determination but wishes to explain mitigating circumstances surrounding the infraction, the person shall respond by completing the portion of the notice of civil infraction requesting a hearing for that purpose and submitting it, either by mail or in person, as specified on the notice. The ~~town clerk municipal court~~ shall notify the person in writing of the time, place, and date of the hearing, and that date shall not be earlier than seven days nor more than 90 days from the date of the notice of hearing, except by agreement.
- (6) The ~~town clerk municipal court~~ shall enter a default judgment assessing the monetary penalty prescribed for the civil infraction and may notify the town attorney of the failure to respond to the notice of civil infraction or to appear at a requested hearing if any person issued a notice of civil infraction:
  - (a) Fails to respond to the notice of civil infraction as provided in subsection (3) of this section; or
  - (b) Fails to appear at a hearing requested pursuant to subsections (4) and (5) of this section.

**Section 5.** That Section 1.15.050 of the La Conner Municipal Code is hereby revised and reenacted, the amended section to read as follows.

**1.15.050 Contested notices of civil infraction – Hearing examiner.**

If a notice of civil infraction is contested, it shall be heard by the hearing examiner ~~municipal court~~. The decision of the hearing examiner ~~municipal court~~ shall be final and conclusive with, in the case of a nondefault decision, right to challenge the decision in ~~of appeal to the~~ superior district court of Skagit County.; provided, that infractions issued pursuant to LCMC Title 15 shall be heard by the hearing examiner, with right of appeal to superior court as provided by state law.

**Section 6.** That Section 1.15.060 of the La Conner Municipal Code is hereby revised and reenacted, the amended section to read as follows.

**1.15.060 Response procedure (contested infraction).**

(1) A response shall be limited to the following:

- (a) The infraction did not occur;
- (b) The infraction did occur, but there were mitigating circumstances;
- (c) The town official issuing the citation enforcement officer misinterpreted the applicable town regulations, ordinance or other state law or regulation.

(2) Within 10 days following timely filing of a response regarding a hearing, notice of the date, time and place for the public hearing shall be mailed to the alleged violator, and any other parties of record.

(3) Accrual of Penalty Pending Appeal. The civil penalty for a continuing violation does not accrue during the pendency of a timely appeal; however, the ~~municipal court may impose a daily civil penalty from the date of service of the notice of civil infraction if the municipal court finds that the appeal is frivolous or is solely intended to delay compliance or if the response is not timely or if the party fails to appear at a contested hearing.~~

(4) A hearing shall be held in accordance with the notice for the purpose of contesting the determination that a civil infraction has been committed, or that there are mitigating circumstances. Any such hearing shall be conducted in accordance with the currently effective version of the *Infraction Rules for Courts of Limited Jurisdiction* as promulgated by the Washington Supreme Court.

(5) The hearing examiner ~~municipal court~~ may consider the notice of civil infraction and any other written report made under oath submitted by the town official enforcement officer who issued the notice or whose written statement was the basis for the issuance of the notice in lieu of the official's officer's personal appearance at the hearing. The person named in the notice may request witnesses and the official officer who issued the notice to be present at the hearing only if the infraction is contested. The person named in the notice has the right to present evidence and examine witnesses at the time of the hearing.

(6) The burden of proof is upon the town to establish the commission of the civil infraction by a preponderance of evidence. The burden is on the person alleged to have committed a violation to establish mitigating circumstances.

(7) After consideration of the evidence and argument, the hearing examiner municipal court shall determine whether the civil infraction was committed. Where it has not been established that the civil infraction was committed, an order dismissing the notice shall be entered into the town's records. Where it has been established that the civil infraction was committed, an appropriate order shall be entered into the town's records. If mitigating circumstances exist, the order shall address the mitigating circumstances. Such findings shall be prepared in writing by the hearing examiner municipal court and sent via U.S. mail to all parties within 15 working days from the hearing, excluding the day of the hearing.

(8) Any violation that is required by state law to be prosecuted as a criminal offense shall not be prosecuted as a civil infraction under this code.

(9) If the notice is not timely or correctly contested or if the contest by the contestor fails, the penalty shall be considered as a personal obligation of the owner to the town and shall be enforceable by the town in the same manner as other monetary claims.

**Section 7.** That Section 1.15.070 of the La Conner Municipal Code is hereby revised and reenacted, the amended section to read as follows.

#### **1.15.070 Judicial challenge appeal.**

(1) The decision of the hearing examiner municipal court shall be final and conclusive. Challenges to the hearing examiner's decision shall be brought in with right of appeal to the superior court of Skagit County in the case of a non-default decision only.

(2) Notice of the challenge appeal and any other required pleadings shall be filed with the court as required by law.

(3) The cost of transcribing and preparing all records ordered certified by the court or desired by either party the appellant for such challenge appeal shall be borne by the party appellant.

**Section 8.** That Section 1.15.080 of the La Conner Municipal Code is hereby revised and reenacted, the amended section to read as follows.

#### **1.15.080 Civil infraction penalties.**

The following penalties shall be assessed and imposed for the civil infractions set forth below. Such amounts shall be paid in contested and uncontested matters and may be adjusted by the municipal court or hearing examiner pursuant to a mitigation hearing. Any civil penalty not paid in a timely manner shall accrue interest at 12 percent per annum from the day after the date due, until paid in full.

<b>Violation</b>	<b>Penalty</b>
Chapter 5.05 LCMC (business licenses)	For each month of

	delinquency, or part thereof, 20 percent of license fee due
<u>Chapter 5.10 LCMC (cabaret license)</u>	<u>In accordance with LCMC</u> <u>5.10.080</u>
Chapter 5.20 LCMC (amusement devices)	\$25.00 per day/unlicensed
<u>Chapter 6.05 LCMC (animals)</u>	<u>In accordance with LCMC</u> <u>6.05.390</u>
<u>Chapter 7.05 LCMC (noise control)</u>	<u>In accordance with LCMC</u> <u>7.05.070</u>
Chapter 7.10 LCMC (nuisance)	\$100.00 per day of violation
Chapter 7.15 LCMC (litter)	<u>In accordance with RCW</u> <u>70A.200.060</u>
<u>Chapter 7.25 LCMC (fireworks)</u>	\$100.00 per violation
LCMC 7.35.050(3) (alarm systems)	\$250.00 for the first violation; \$500.00 for second violation within any six-month period; \$750.00 for the third violation in a 12-month period; \$1,000 for the fourth and subsequent violation(s) within a 12-month period.
<u>Chapter 7.40 LCMC (hunting)</u>	<u>In accordance with LCMC</u> <u>7.40.050</u>
<u>Chapter 7.45 LCMC (firearms)</u>	<u>In accordance with LCMC</u> <u>7.45.060</u>
Chapter 8.05 LCMC (smoking in town-owned buildings)	\$50.00
Chapter 9.10 LCMC (parking)	See <u>LCMC 9.10.050</u>

Chapter 9.15 LCMC (storage of recreational and commercial vehicles)	\$25.00 first violation; \$50.00 second violation; \$75.00 third and subsequent violations
Chapter 9.35 LCMC (parades)	\$250.00
LCMC 9.40.010(4) and (5) (loading/unloading zones)	\$10.00 per infraction
Chapter 9.45 LCMC (footscooters)	<u>In accordance with LCMC 7.45.020 – 030.</u>
Chapter 10.05 LCMC (port facilities)	\$75.00
Chapter 11.05 LCMC (street and building numbers)	\$10.00
Chapter 11.10 LCMC (street excavations)	\$100.00
Chapter 11.25 LCMC (sidewalk construction)	\$50.00
Chapter 12.15 LCMC (water systems)	\$100.00
Chapter 13.20 LCMC (chimney and fire flues)	\$100.00
Chapter 15.135 LCMC (UDC)	See LCMC <u>15.135.330</u>

**Section 9.** That Section 1.15.090 of the La Conner Municipal Code is hereby revised and reenacted, the amended section to read as follows.

**1.15.090 Collection of civil penalty.**

(1) The civil penalty constitutes a personal obligation of the person to whom the notice of civil infraction is directed. Any civil penalty assessed must be paid to the town clerk within 15 calendar days from the date of service of notice of civil infraction or, if the infraction is contested, within 15 calendar days of the decision of the hearing examiner municipal court. Any civil penalty not paid in a timely manner shall accrue interest at a rate of 12 percent per annum commencing the first day after the due date herein established.

(2) Payment of a civil penalty pursuant to this section does not relieve a person of the duty to conform to the requirements of the code.

(3) The town attorney, on behalf of the town, or any assignee of the civil penalty, is authorized to collect the civil penalty by using appropriate legal remedies, the seeking or granting of which shall neither stay nor terminate the accrual of additional civil penalties as long as the violation continues. The costs of such collection, including attorney fees, including those on appeal shall be added to the civil penalty and awarded to the town or its assignee.

(4) Other Remedies Preserved.

- (a) The provisions of this chapter are not exclusive of other rights and remedies of the town under other provisions of the La Conner Municipal Code.
- (b) In addition to the town's right to assess costs and penalties as provided in its ordinances, the town shall retain all rights of lien and other rights against property in question for costs that remain unpaid, in the manner and form provided by state law and town ordinances.
- (c) ~~Continuing Duty to Correct. Payment of a civil penalty pursuant to this chapter does not relieve a person of the duty to abate a nuisance that was ordered by the code enforcement officer.~~

Adopted by a vote of the La Conner Town Council this \_\_\_\_\_ day of April, 2023.

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Ramon Hayes, Mayor

ATTEST:

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Maria DeGoede, Town Clerk

APPROVED AS TO FORM:

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Town Attorney

**Fire Boat Surplus**



## *Town of La Conner*

Date: April 4, 2023

To: Mayor and Town Council

From: Scott G. Thomas, Town Administrator

Subject: Fire Boat Surplus

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As we are all aware, the Town has maintained its fire boat in a slip at the Port of Skagit for some time. The vessel was purchased in 2008 for \$123,746. The engine of the vessel has failed for reasons that are unknown, and the boat is currently inoperable. The Town is advised that because of the tight configuration of the engine compartment (see photo below), it will be necessary to remove the engine in order to diagnose the problem(s). We do not currently have maintenance records that would shed any light on the cause of the engine failure.



Fire Boat engine compartment.

The Port of Skagit has asked the Town to remove the fireboat at this time; I have assured the Port that the Town will comply by the end of April, and Chief Reinstra is currently

making arrangements to have that accomplished. Attached is a copy of the Port's request. La Conner Maritime Services, a full-service boatyard, is located at the Port and has estimated that the cost of towing the boat and having it removed will be \$1,300. Storing the boat at Maritime's yard will cost \$ 240/month. Although it would be possible to have Maritime load the boat on a flatbed trailer and store the boat at the fire station, we do not currently have the means of unloading the boat from a trailer without damaging the boat, and even then, we do not have the means of removing the engine from the boat.

Because we have already determined that the boat is inadequate for fire operations and will therefore be surplussed, we are recommending that we do that now. To do that, it will be necessary to have the boat removed from the water because potential bidders must be able to see the bottom of the vessel. The real question is whether the Town attempt to have the boat repaired prior to surplussing, in hopes of recouping additional value from the boat. However, because there appears to be a significant possibility that we would be unable to recover repair costs, and because the hours spent by Town staff to do so may be significant, we do not recommend having the boat repaired at this time. Instead, we recommend surplussing the vessel as it sits at Maritime Marine within a short period of time so as to minimize storage costs. Because the timeframe for having the boat removed from the Port's slip is short, we would appreciate a timely discussion and decision.

Please let me or Aaron Reinstra know if you have any questions.