



## **TOWN COUNCIL AGENDA**

August 8, 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 Meetings of July 24 & 25, 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. Tillinghast Dr. Trees – Discussion & Recommendation

4. Pioneer Park Hazzard Trees Bid Result – Discussion & Recommendation

5. Fire Hall Roof Repair Bid – Approval/Recommendation

**VIII. NEW BUSINESS:**

1. Ordinance – Heat Advisory - Utility Shutoffs

**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/84794458737?pwd=cnpZVHpKTEFHVTgvU0s3N2ZpZUVtUT09>

Meeting ID: 847 9445 8737

Passcode: 259940

**One tap mobile**

Phone Number: 1-253-215-8782

Meeting ID: 847 9445 8737

Passcode: 259940

Find your local number: <https://us02web.zoom.us/u/kdzUmITtO0>

# **Consent Agenda**

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

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

Town Council Special Meeting  
July 24, 2023, 9:30 a.m.  
Vaux Retreat Center  
3011 E. Fir Street  
Mount Vernon WA 98273  
In-Person Only

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

Also Present: Administrator Thomas, Finance Director DeGoede, Public Works Director Lease, Planner Davolio and Fire Chief/Code Enforcement Officer Reinstra.

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The meeting was called to order by Mayor Hayes for the purpose of a Council and staff retreat to focus on strategic future goals and plans for the Town of La Conner.

The meeting was facilitated by Brian Murphy and Julia Tesch of Berk Consulting, who compiled information from a citizen survey and the Council input at the July 11, 2023, Special Council Meeting.

Two items at the top of the list are the mandated WWTP upgrades, which is in the engineering phase and the Comprehensive Plan Updates that are due in 2025.

Other priorities included the following:

- 1<sup>st</sup> Street Access – the Town is in the process of condemning the Moore Clark building. This also ties into the flood protection on the South end of Town.
- The Phase II Waterline and Skagit Beach waterline upgrades
- New location for Public Works – Port will need the location for their future plans in the next five to seven years.
- Staff recruitment and training – in the next five years, several employees will retire out.
- New Fireboat and hire a grant writer for the Fire Department needs.

Burk Consulting will provide a complete strategic plan based on the input of the Council and staff.

There being no further business the meeting ended at 3:00 p.m.

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Maria DeGoede, Finance Director

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Ramon Hayes, Mayor

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

Town Council Meeting

July 25, 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, Finance Director DeGoede, and Public Works Director Lease.

**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:**

Gerald George resident and Commissioner on the Emergency Management Commission acknowledged Public Works Director Lease for his input during the Commission's tour of the North end of Town.

**Consent Agenda:**

Approval of Agenda

Approval of the Minutes of the July 11, 2023 Special Meeting and the Regular Council Meeting.

Accounts Payable:	Checks	26245 - 26279	\$133,923.13
	Electronic Pmts.	2018131 Excises Tax	\$9,301.78
		2018129 Leasehold Tax	\$1,561.85
		<b>Total Accounts Payable</b>	<b>\$144,786.76</b>
Payroll of July 20, 2023:	Checks 5748 - 5754		\$3,382.82
	Payroll Auto Tax Payment #2018130		\$7,860.03
	Payroll Auto Deposit		\$23,350.66
		<b>Total Payroll</b>	<b>\$34,593.51</b>

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

**Administrator's Report:**

Administrator Thomas gave a heads-up Skagit 911 is looking at a 41% increase of their fees.

**Mayor's Report:**

Mayor Hayes stated the Council Retreat was a success. Through the facilitated process, Council was able to prioritize the future needs of the Town.

**Council Committee Reports:**

Emergency Management Commission: Councilmember Dole reported the Commission had a Tour of the North end of Town guided by Public Works Director Lease, to plan for flood control. The Commission decided to have two meetings in August to discuss the funding and materials needed.

Parks Commission: Councilmember Wohleb stated after cost increases and decreases, the Waterfront Park pavilion will be close to the expected costs. Also, there should be a status report on the Fish Slide soon.

Mayor Hayes discussed highspeed charging stations and the Solarize Skagit project.

**Agreement – Nelson Lumber Construction:**

Administrator Thomas explained this is for the install of the sleeper rooms at the Fire Department.

**Councilmember Wohleb moved to approve the Mayor to sign the Agreement with Nelson Lumber Construction. Motion seconded by Councilmember Carlson. Motion carried 5/0.**

**Appreciation of UPS Driver Hector Soltero:**

Councilmember Dole presented Hector Soltero Town Resolution 623, passed on July 11, 2023, in appreciation of his service to the Town of La Conner for over a decade.

**Mayor Roundtable:**

Councilmember Taylor has been in contact with Cascadia Weekly in regards to removing their newspaper boxes. They are deciding on if they will still use them or remove them.

**There being no further business the meeting ended at 6:54 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 August 8, 2023 have been received and that;

Checks Numbered:	26280 - 26327	\$129,988.44
Auto Payments:	2018137 – US Bank Fees	\$496.82
	2018138 – Invoice Cloud	\$155.00

Are approved for a total payment of \$130,640.26 this 8<sup>th</sup> day of August 2023.

Mauri S DeLoode  
Finance Director

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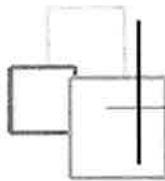
Councilmember – Finance Committee

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Councilmember – Finance Committee

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Councilmember



# Voucher Directory

Fiscal: : 2023 - August  
Council Date: : 2023 - August - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
<b>A-1 Mobile Lock &amp; Key</b>					
	26281			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - I13138</b>			
			<b>Maple Hall Door Repair</b>		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$2,688.94
		<b>Total Invoice - I13138</b>			\$2,688.94
	<b>Total 26281</b>				\$2,688.94
<b>Total A-1 Mobile Lock &amp; Key</b>					\$2,688.94
<b>Charles Duckworth</b>					
	26282			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - DuckworthPPDepRef7/23/23</b>			
			<b>Duckworth Pioneer Park Dep Ref 7/23/23</b>		
			002-000-582-10-00-00	Park Deposit Refund	\$100.00
		<b>Total Invoice - DuckworthPPDepRef7/23/23</b>			\$100.00
	<b>Total 26282</b>				\$100.00
<b>Total Charles Duckworth</b>					\$100.00
<b>Code Publishing</b>					
	26283			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - GC0011432</b>			
			<b>Code Updates</b>		
			001-000-518-30-49-08	Codification	\$223.90
		<b>Total Invoice - GC0011432</b>			\$223.90
	<b>Total 26283</b>				\$223.90
<b>Total Code Publishing</b>					\$223.90
<b>Commercial Alarm &amp; Detection, Inc.</b>					
	26284			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - 34002-2</b>			
			<b>Balance of Invoice 34002</b>		
			001-000-522-20-41-00	Professional Services	\$0.20
		<b>Total Invoice - 34002-2</b>			\$0.20

Vendor	Number	Reference	Account Number	Description	Amount
		<b>Invoice - 35532</b>	<b>Fire Hall Quarterly Monitoring</b> 001-000-522-20-41-00	Professional Services	\$175.93
		<b>Total Invoice - 35532</b>			\$175.93
	<b>Total 26284</b>				\$176.13
<b>Total Commercial Alarm &amp; Detection, Inc.</b>					\$176.13
<b>Commercial Fire Protection Inc.</b>					
	26285		<b>2023 - August - 1st Council Meeting</b>		
		<b>Invoice - 70993</b>	<b>Replaced Sprinkler Head in Fire Hall</b> 001-000-522-20-48-01	Building Repair & Maintenance	\$1,148.39
		<b>Total Invoice - 70993</b>			\$1,148.39
	<b>Total 26285</b>				\$1,148.39
<b>Total Commercial Fire Protection Inc.</b>					\$1,148.39
<b>Copiers Northwest</b>					
	26286		<b>2023 - August - 1st Council Meeting</b>		
		<b>Invoice - INV2679735</b>	<b>Copies</b> 001-000-518-30-31-00 70 401-000-534-80-31-00 15 409-000-535-80-31-00 15	Office & Operating Supplies	\$32.87
		<b>Total Invoice - INV2679735</b>			\$46.95
	<b>Total 26286</b>				\$46.95
<b>Total Copiers Northwest</b>					\$46.95
<b>Edge Analytical</b>					
	26287		<b>2023 - August - 1st Council Meeting</b>		
		<b>Invoice - 23-19567</b>	<b>Influent &amp; Effluent Testing</b> 409-000-535-80-48-05 Sewer Testing	Materials/Testing	\$372.00
		<b>Total Invoice - 23-19567</b>			\$372.00
		<b>Invoice - 23-20436</b>			
			<b>Influent &amp; Effluent Testing</b> 409-000-535-80-48-05 Sewer Testing	Materials/Testing	\$367.50
		<b>Total Invoice - 23-20436</b>			\$367.50
		<b>Invoice - 23-21477</b>			
			<b>Effluent Testing</b> 409-000-535-80-48-05	Materials/Testing	\$31.00

Vendor	Number	Reference	Account Number	Description	Amount
				Sewer Testing	
		<b>Total Invoice - 23-21477</b>			<b>\$31.00</b>
		<b>Invoice - 23-22276</b>			
		<b>Effluent Testing</b>			
		409-000-535-80-48-05		Materials/Testing	\$46.50
				Sewer Testing	
		<b>Total Invoice - 23-22276</b>			<b>\$46.50</b>
		<b>Invoice - 23-22917</b>			
		<b>Coliform Testing</b>			
		401-000-534-80-41-00		Professional Services	\$24.00
				Water Testing Samples	
		<b>Total Invoice - 23-22917</b>			<b>\$24.00</b>
	<b>Total 26287</b>				<b>\$841.00</b>
<b>Total Edge Analytical</b>					<b>\$841.00</b>
<b>ESO Solutions Inc.</b>					
	<b>26288</b>			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - ESO-116480</b>			
		<b>NFIRS</b>			
		001-000-522-20-42-00		Communications	\$86.58
		<b>Total Invoice - ESO-116480</b>			<b>\$86.58</b>
	<b>Total 26288</b>				<b>\$86.58</b>
<b>Total ESO Solutions Inc.</b>					<b>\$86.58</b>
<b>Farmers Equipment Company Inc</b>					
	<b>26289</b>			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - BUR-2007566</b>			
		<b>Repair Mixer Oil Leak</b>			
		412-000-554-90-48-06		Compost Machinery/Equip	\$480.16
		<b>Total Invoice - BUR-2007566</b>			<b>\$480.16</b>
	<b>Total 26289</b>				<b>\$480.16</b>
<b>Total Farmers Equipment Company Inc</b>					<b>\$480.16</b>
<b>Hayes, Ramon</b>					
	<b>26290</b>			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - PionMkt7/21/23</b>			
		<b>Flowers</b>			
		001-000-513-10-41-01		Mayor Professional Services	\$17.99
		<b>Total Invoice - PionMkt7/21/23</b>			<b>\$17.99</b>
	<b>Total 26290</b>				<b>\$17.99</b>
<b>Total Hayes, Ramon</b>					<b>\$17.99</b>

Vendor	Number	Reference	Account Number	Description	Amount
HD Supply Facilities Maint.					
	26291			2023 - August - 1st Council Meeting	
		Invoice - 9215632358			
			Insect Management		
			002-000-576-80-48-03	System Repair & Maintenance	\$74.94
		Total Invoice - 9215632358			\$74.94
					\$74.94
		Total 26291			\$74.94
Total HD Supply Facilities Maint.					\$74.94
Ideal Rent-All					
	26292			2023 - August - 1st Council Meeting	
		Invoice - 604118Q-1			
			Moore Clark Bldg. Fence		
			005-000-543-10-48-00	Repair & Maintenance	\$78.34
				Moore Clark Fence Rental	
		Total Invoice - 604118Q-1			\$78.34
					\$78.34
		Total 26292			\$78.34
Total Ideal Rent-All					\$78.34
Invoice Cloud					
	2018137			2023 - August - 1st Council Meeting	
		Invoice - 1022-2023-7			
			Utility CC Processing Fees		
			001-000-514-23-41-03	Bank Service Charges	\$155.00
		Total Invoice - 1022-2023-7			\$155.00
					\$155.00
		Total 2018137			\$155.00
Total Invoice Cloud					\$155.00
Isomedia.com					
	26293			2023 - August - 1st Council Meeting	
		Invoice - 13514-19901			
			Public Works DSL		
			401-000-534-80-42-00	Communications	\$23.00
		Total Invoice - 13514-19901			\$23.00
					\$23.00
		Total 26293			\$23.00
Total Isomedia.com					\$23.00
Joyce Johnson					
	26294			2023 - August - 1st Council Meeting	
		Invoice - JohnsonGCDepRef7/15/23			
			Johnson Garden Club Dep Ref 7/15/23		
			003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$215.00
		Total Invoice - JohnsonGCDepRef7/15/23			\$215.00
					\$215.00
		Total 26294			\$215.00
Total Joyce Johnson					\$215.00

Vendor	Number	Reference	Account Number	Description	Amount
<b>L.N. Curtis &amp; Sons</b>					
	26295			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - INV725751</b>			
			<b>Gas Detector</b>		
			001-000-522-20-35-00	Small Tools & Equipment	\$1,166.34
		<b>Total Invoice - INV725751</b>			\$1,166.34
	<b>Total 26295</b>				\$1,166.34
<b>Total L.N. Curtis &amp; Sons</b>					\$1,166.34
<b>La Conner Chamber of Commerce</b>					
	26296			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - LCC 1153</b>			
			<b>2023 Dues</b>		
			001-000-518-90-41-10	Dues & Memberships	\$300.00
		<b>Total Invoice - LCC 1153</b>			\$300.00
	<b>Total 26296</b>				\$300.00
<b>Total La Conner Chamber of Commerce</b>					\$300.00
<b>La Conner Maritime Service</b>					
	26297			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - 97813</b>			
			<b>Dry Boat Storage</b>		
			002-000-576-80-41-00	Professional Services	\$240.00
		<b>Total Invoice - 97813</b>			\$240.00
	<b>Total 26297</b>				\$240.00
<b>Total La Conner Maritime Service</b>					\$240.00
<b>La Conner Weekly News</b>					
	26298			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - 9181</b>			
			<b>Yard Waste Recycling Ad</b>		
			412-000-554-90-44-40	Advertising	\$153.00
		<b>Total Invoice - 9181</b>			\$153.00
	<b>Total 26298</b>				\$153.00
<b>Total La Conner Weekly News</b>					\$153.00
<b>Master Marine Boat Center Inc.</b>					
	26280			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - Ord-53362</b>			
			<b>Boat Trailor</b>		
			002-000-576-80-35-00	Small Tools & Equipment	\$1,773.19
			403-000-531-38-35-00	Small Tools & Equipment	\$1,773.19

Vendor	Number	Reference	Account Number	Description	Amount
			403-000-531-38-35-01	Tools & Equipment Flood	\$1,773.19
		Total Invoice - Ord-53362			\$5,319.57
Total 26280					\$5,319.57
Total Master Marine Boat Center Inc.					\$5,319.57
Michael Davolio, AICP	26299			2023 - August - 1st Council Meeting	
		Invoice - #30			
		July 2023 Planning Charges			
		001-000-558-60-41-00		Professional Services - Planner	\$6,660.00
Total 26299		Total Invoice - #30			\$6,660.00
Total Michael Davolio, AICP					\$6,660.00
Mid-American Research	26300			2023 - August - 1st Council Meeting	
		Invoice - 0796107-IN			
		De-Limer			
		409-000-535-80-48-01		Plant Repair & Maintenance	\$885.77
Total 26300		Total Invoice - 0796107-IN			\$885.77
Total Mid-American Research					\$885.77
Nelson Lumber Construction	26301			2023 - August - 1st Council Meeting	
		Invoice - 068-04262023			
		Fire Dept. Sleeper Rooms			
		001-000-594-22-64-01		Fire Station Sleepers	\$27,773.21
Total 26301		Total Invoice - 068-04262023			\$27,773.21
Total Nelson Lumber Construction					\$27,773.21
Nelson Petroleum	26302			2023 - August - 1st Council Meeting	
		Invoice - 0839943-IN			
		WWTP Fuel			
		412-000-554-90-32-00		Fuel	\$3,018.10
Total 26302		Total Invoice - 0839943-IN			\$3,018.10
Total Nelson Petroleum					\$3,018.10
					\$3,018.10

Vendor	Number	Reference	Account Number	Description	Amount
Northstar Chemical Inc.					
	26303			2023 - August - 1st Council Meeting	
		Invoice - 257737			
			Resin Compound		
			409-000-535-80-48-05	Materials/Testing	\$3,272.51
			412-000-554-90-48-05	Compost Testing/Materials	\$3,272.51
		Total Invoice - 257737			\$6,545.02
	Total 26303				\$6,545.02
Total Northstar Chemical Inc.					\$6,545.02
NP Information Systems					
	26304			2023 - August - 1st Council Meeting	
		Invoice - 183602			
			Phones		
			001-000-518-30-42-00	Communications	\$340.44
			Town Hall 70%		
			001-000-522-20-42-00	Communications	\$48.63
			Fire Dept. 10%		
			401-000-534-80-42-00	Communications	\$48.63
			Public Works 10%		
			409-000-535-80-42-00	Communications	\$48.63
			WWTP 10%		
		Total Invoice - 183602			\$486.33
	Total 26304				\$486.33
Total NP Information Systems					\$486.33
Pape' Machinery Exchange					
	26305			2023 - August - 1st Council Meeting	
		Invoice - 2429450			
			Replace Frontloader Harness		
			412-000-554-90-48-06	Compost Machinery/Equip	\$558.86
		Total Invoice - 2429450			\$558.86
	Total 26305				\$558.86
Total Pape' Machinery Exchange					\$558.86
Port of Skagit Co.					
	26306			2023 - August - 1st Council Meeting	
		Invoice - 47702A			
			Propane		
			005-000-543-10-48-00	Repair & Maintenance	\$21.11
		Total Invoice - 47702A			\$21.11
	Total 26306				\$21.11
Total Port of Skagit Co.					\$21.11

Vendor	Number	Reference	Account Number	Description	Amount
Powerscreen of Washington					
	26307			2023 - August - 1st Council Meeting	
		Invoice - PWO000053-1		2000 Hour Standard Maint. Svc.	
			412-000-554-90-48-06	Compost Machinery/Equip	\$12,052.51
		Total Invoice - PWO000053-1			\$12,052.51
	Total 26307				\$12,052.51
Total Powerscreen of Washington					\$12,052.51
Pye - Barker Fire & Safety					
	26308			2023 - August - 1st Council Meeting	
		Invoice - PSI1086513		Annual Range Guard/Nozzle/Signaling System Check	
			003-000-575-50-41-00	Professional Services	\$464.81
		Total Invoice - PSI1086513			\$464.81
	Total 26308				\$464.81
Total Pye - Barker Fire & Safety					\$464.81
Quality Services					
	26309			2023 - August - 1st Council Meeting	
		Invoice - QualSvcJuly2023		July 2023 Facility Cleaning	
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$497.50
		Total Invoice - QualSvcJuly2023			\$497.50
		Invoice - QualSvcJune2023		June 2023 Facility Cleaning	
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$907.50
		Total Invoice - QualSvcJune2023			\$907.50
	Total 26309				\$1,405.00
Total Quality Services					\$1,405.00
Reisner Distributor, Inc.					
	26310			2023 - August - 1st Council Meeting	
		Invoice - CL64525		Fire Dept./Code Enforcement Fuel	
			001-000-521-70-32-00	Fuel	\$66.19
			001-000-522-20-32-00	Fuel	\$245.77
			Fire Dept.		
		Total Invoice - CL64525			\$311.96
		Invoice - CL64526		Public Works Fuel	
			401-000-534-80-32-00	Fuel	\$1,133.75

Vendor	Number	Reference	Account Number	Description	Amount
			Public Works		
		<b>Total Invoice - CL64526</b>			<b>\$1,133.75</b>
<b>Total 26310</b>					<b>\$1,445.71</b>
<b>Total Reisner Distributor, Inc.</b>					<b>\$1,445.71</b>
<b>Ronald Becker</b>					
	<b>26311</b>			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - BeckerPPDepRef7/30/23</b>			
		<b>Nelson Pioneer Park Dep Ref 7/30/23</b>			
		002-000-582-10-00-00		Park Deposit Refund	\$100.00
		<b>Total Invoice - BeckerPPDepRef7/30/23</b>			<b>\$100.00</b>
<b>Total 26311</b>					<b>\$100.00</b>
<b>Total Ronald Becker</b>					<b>\$100.00</b>
<b>Simply Yards</b>					
	<b>26312</b>			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - 58054</b>			
		<b>Landscape Maint.</b>			
		002-000-576-80-48-03		System Repair & Maintenance	\$4,181.10
		<b>Total Invoice - 58054</b>			<b>\$4,181.10</b>
<b>Total 26312</b>					<b>\$4,181.10</b>
<b>Total Simply Yards</b>					<b>\$4,181.10</b>
<b>Skagit Council of Governments</b>					
	<b>26313</b>			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - 2447</b>			
		<b>Shared Costs</b>			
		001-000-518-90-41-10		Dues & Memberships	\$38.51
		<b>Total Invoice - 2447</b>			<b>\$38.51</b>
<b>Total 26313</b>					<b>\$38.51</b>
<b>Total Skagit Council of Governments</b>					<b>\$38.51</b>
<b>Skagit County Fire District 13</b>					
	<b>26314</b>			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - 276-2023</b>			
		<b>Shared Cost for Live Fire Training</b>			
		001-000-522-20-49-02		Training & Meetings	\$1,745.95
		<b>Total Invoice - 276-2023</b>			<b>\$1,745.95</b>
<b>Total 26314</b>					<b>\$1,745.95</b>
<b>Total Skagit County Fire District 13</b>					<b>\$1,745.95</b>

Vendor	Number	Reference	Account Number	Description	Amount
Skagit County Sheriff Office					
	26315			2023 - August - 1st Council Meeting	
		Invoice - SkCoJuly2023JailTax			
			July 2023 County Jail Tax		
			631-000-589-40-00-00	Special Use Tax - County Jail	\$5,470.84
				Special Use Tax - County Jail	
			Total Invoice - SkCoJuly2023JailTax		\$5,470.84
		Total 26315			\$5,470.84
Total Skagit County Sheriff Office					\$5,470.84
Skagit Valley Publishing					
	26316			2023 - August - 1st Council Meeting	
		Invoice - Ad#400502			
			Publish Council Agenda		
			001-000-514-23-44-00	Advertising	\$102.22
			Total Invoice - Ad#400502		\$102.22
		Total 26316			\$102.22
Total Skagit Valley Publishing					\$102.22
Stockon's Paint Mount Vernon					
	26317			2023 - August - 1st Council Meeting	
		Invoice - 330024467			
			5 Gal Lid Opener		
			005-000-542-64-35-00	Small Tools & Equipment	\$10.86
			Total Invoice - 330024467		\$10.86
		Total 26317			\$10.86
Total Stockon's Paint Mount Vernon					\$10.86
Tillinghast Postal					
	26318			2023 - August - 1st Council Meeting	
		Invoice - 119050			
			Printing of Park Brochures		
			002-000-576-80-41-00	Professional Services	\$18.95
			Total Invoice - 119050		\$18.95
		Total 26318			\$18.95
Total Tillinghast Postal					\$18.95
Town of La Conner					
	26319			2023 - August - 1st Council Meeting	
		Invoice - TOLJuly2023WtrChgs			
			July 2023 Water Charges		
			001-000-518-30-47-00	Public Utility Services	\$179.74
			204 Douglas - Town Hall		
			001-000-522-20-47-00	Public Utility Services	\$138.68
			Fire Hall - 12142 Chilberg		

Vendor	Number	Reference	Account Number	Description	Amount
			002-000-576-80-47-00	Public Utility Services Benton Street Stairs	\$43.80
			002-000-576-80-47-00	Public Utility Services 1st Street Merchant Park	\$97.90
			002-000-576-80-47-00	Public Utility Services Washington Street Park	\$124.05
			002-000-576-80-47-00	Public Utility Services Pioneer Park	\$135.66
			002-000-576-80-47-00	Public Utility Services Skateboard Park - 528 6th Street	\$71.04
			002-000-576-80-47-00	Public Utility Services Flag Pole/Monument	\$73.93
			002-000-576-80-48-01	Building Repair & Maintenance Waterfront Park Irrigation #2	\$44.11
			002-000-576-80-48-01	Building Repair & Maintenance Waterfront Park Irrigation #1	\$44.98
			003-000-575-50-47-01	Public Utility Services-MH/MC 108 Commercial - Maple Hall	\$261.46
			003-000-575-50-47-02	Public Utility Services-GC 622 South 2nd St - GC	\$111.31
			003-000-575-50-47-05	Public Utility Svcs-Restrooms 613 South First St Restroom	\$385.89
			003-000-575-50-47-05	Public Utility Svcs-Restrooms 304 Morris St Restroom	\$253.27
			401-000-534-80-47-00	Public Utility Services PW Washpad - 12142 Chilberg	\$122.36
			401-000-534-80-47-00	Public Utility Services 604 Third St N - PW Office	\$111.09
			409-000-535-80-47-00	Public Utility Services WWTP Belt Filter Press	\$585.19
			409-000-535-80-47-00	Public Utility Services Dunlap Street Pump	\$70.85
			409-000-535-80-47-00	Public Utility Services WWTP Hydrant	\$205.28
			409-000-535-80-47-00	Public Utility Services WWTP - 12154 Chilberg Road	\$238.54
			<b>Total Invoice - TOLJuly2023WtrChgs</b>		<b>\$3,299.13</b>
		<b>Total 26319</b>			<b>\$3,299.13</b>
		<b>Total Town of La Conner</b>			<b>\$3,299.13</b>

Vendor	Number	Reference	Account Number	Description	Amount
Traffic Logix Corp.	26320			2023 - August - 1st Council Meeting	
		Invoice - SIN21484			
		7" Plastic Shields for Speed Humps			
		005-000-543-10-48-00		Repair & Maintenance	\$152.04
		Total Invoice - SIN21484			\$152.04
Total 26320					\$152.04
Total Traffic Logix Corp.					\$152.04
United Site Services	26321			2023 - August - 1st Council Meeting	
		Invoice - INV-01897964			
		Port a Potty - Public Works			
		002-000-576-80-41-00		Professional Services	\$215.44
		Total Invoice - INV-01897964			\$215.44
		Invoice - INV-01898036			
		Port a Potty - John Hammer Park			
		002-000-576-80-41-00		Professional Services	\$201.75
		Total Invoice - INV-01898036			\$201.75
		Invoice - INV-01898181			
		Port a Potty - Waterfront Park			
		002-000-576-80-41-00		Professional Services	\$213.25
		Total Invoice - INV-01898181			\$213.25
Total 26321					\$630.44
Total United Site Services					\$630.44
US Bank-Parking Meter Fees	2018138			2023 - August - 1st Council Meeting	
		Invoice - USBnkJuly2023			
		Payment Station Processing Fees			
		002-000-576-80-41-00		Professional Services	\$248.41
		Moorage/Launch Processing Fees			
		005-000-542-65-48-00		Repair & Maintenance	\$248.41
		Parking Lot Processing Fees			
		Total Invoice - USBnkJuly2023			\$496.82
Total 2018138					\$496.82
Total US Bank-Parking Meter Fees					\$496.82
Utilities Underground Locate	26322			2023 - August - 1st Council Meeting	
		Invoice - 3070729			
		July 2023 Underground Locates			
		401-000-534-80-41-00		Professional Services	\$3.87

Vendor	Number	Reference	Account Number	Description	Amount
				Notifications	
				<b>Total Invoice - 3070729</b>	<b>\$3.87</b>
				<b>Total 26322</b>	<b>\$3.87</b>
				<b>Total Utilities Underground Locate</b>	<b>\$3.87</b>
<b>Ven Tek International</b>	<b>26323</b>			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - 139449</b>			
			<b>Payment Station Maint.</b>		
			002-000-576-80-41-00	Professional Services	\$203.63
			005-000-542-65-48-00	Repair & Maintenance	\$203.62
			<b>Total Invoice - 139449</b>		<b>\$407.25</b>
					<b>\$407.25</b>
					<b>\$407.25</b>
	<b>Total 26323</b>				
	<b>Total Ven Tek International</b>				
<b>Waste Management of Skagit</b>	<b>26324</b>			<b>2023 - August - 1st Council Meeting</b>	
		<b>Invoice - 2511520-0043-5</b>			
			<b>WWTP Garbage &amp; Recycle</b>		
			409-000-535-80-47-00	Public Utility Services	\$651.17
			WWTP		
			<b>Total Invoice - 2511520-0043-5</b>		<b>\$651.17</b>
		<b>Invoice - 2511700-0043-3</b>			
			<b>July 2023 Town Hall/Sheriff Recycle &amp; Garbage</b>		
			001-000-518-30-47-00	Public Utility Services	\$418.64
			Town Hall/Sheriff		
			<b>Total Invoice - 2511700-0043-3</b>		<b>\$418.64</b>
		<b>Invoice - 2512372-0043-0</b>			
			<b>July 2023 Public Works Garbage</b>		
			005-000-543-50-48-04	Refuse Disposal	\$707.84
			Public Works		
			<b>Total Invoice - 2512372-0043-0</b>		<b>\$707.84</b>
		<b>Invoice - 2512746-0043-5</b>			
			<b>July 2023 Fire Dept. Garbage</b>		
			001-000-522-20-47-00	Public Utility Services	\$48.97
			Fire Dept.		
			<b>Total Invoice - 2512746-0043-5</b>		<b>\$48.97</b>
	<b>Total 26324</b>				<b>\$1,826.62</b>
	<b>Total Waste Management of Skagit</b>				<b>\$1,826.62</b>

Vendor	Number	Reference	Account Number	Description	Amount
Water-Wasterwater Services				2023 - August - 1st Council Meeting	
	26325	Invoice - 57508	WWTP July 2023 Charges		
			409-000-535-80-41-03	Plant Operator	\$18,483.25
				Sewer Plant Operations	
			409-000-535-80-48-01	Plant Repair & Maintenance	\$69.05
				Reimbursables	
			412-000-554-90-41-05	Compost Operator	\$17,288.38
				Compost Operations	
		Total Invoice - 57508			\$35,840.68
		Total 26325			\$35,840.68
Total Water-Wasterwater Services					\$35,840.68
Whitney Equipment Co., Inc.					
	26326	Invoice - PS-INV105693	2023 - August - 1st Council Meeting		
			Repair Flygt Pump		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$1,363.32
		Total Invoice - PS-INV105693			\$1,363.32
		Total 26326			\$1,363.32
Total Whitney Equipment Co., Inc.					\$1,363.32
William Hamel					
	26327	Invoice - HamelPPDepRef7/22/23	2023 - August - 1st Council Meeting		
			Hamel Pioneer Park Dep Ref 7/22/23		
			002-000-582-10-00-00	Park Deposit Refund	\$100.00
		Total Invoice - HamelPPDepRef7/22/23			\$100.00
		Total 26327			\$100.00
Total William Hamel					\$100.00
Grand Total		Vendor Count	50		\$130,640.26



# Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **July 16, 2023** through **July 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 DeGoede  
Maria DeGoede, Finance Director

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

Payroll checks numbered 5755 through 5762	\$4,190.21
Auto Payments:	
AWC Benefit Trust #2018132	\$13,646.08
Deferred Comp #2018133	\$2,281.88
PERS Retirement #2018134	\$10,307.26
Teamsters Benefit #2018135	\$8,716.00
Auto Payroll Taxes #2018136	\$8,175.97
Payroll auto Deposit	\$24,706.42

are approved for a total payment of \$72,023.82 this 8<sup>th</sup> day of August, 2023.

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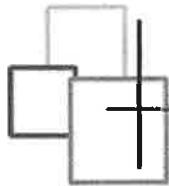
Councilmember – Finance Committee

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Councilmember – Finance Committee

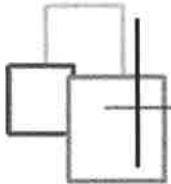
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Councilmember



# Register

Number	Name	Fiscal Description	Cleared	Amount
5755	Dept of Labor & Industry	2023 - August - 1st Council Meeting		\$2,916.62
5756	Employment Security	2023 - August - 1st Council Meeting		\$100.83
5757	Employment Security Dept. Paid Family & Medical Leave	2023 - August - 1st Council Meeting		\$201.17
5758	Empower Annuity Ins. Co of America	2023 - August - 1st Council Meeting		\$75.00
5759	North Coast Credit Union	2023 - August - 1st Council Meeting		\$150.00
5760	Teamsters Local No. 231	2023 - August - 1st Council Meeting		\$159.00
5761	Wa Cares Act LTC	2023 - August - 1st Council Meeting		\$117.49
5762	Washington State Support Registry	2023 - August - 1st Council Meeting		\$470.10
2018132	AWC Employee Benefit Trust	2023 - August - 1st Council Meeting		\$13,646.08
2018133	Dept of Retirement - Def Comp	2023 - August - 1st Council Meeting		\$2,281.88
2018134	Dept of Retirement Systems	2023 - August - 1st Council Meeting		\$10,307.26
2018135	WA Teamsters Welfare Trust	2023 - August - 1st Council Meeting		\$8,716.00
2018136	Washington Federal	2023 - August - 1st Council Meeting		\$8,175.97
<u>Direct Deposit Run -</u> <u>8/1/2023</u>		Payroll Vendor		\$24,706.42
				<b>\$72,023.82</b>



## Register Activity

Name	Reference	Posting Reference	Detail Amount
Direct Deposit Run - 8/1/2023	Payroll Vendor	2023 - August - 1st Council Meeting	\$24,706.42
Avery, Adam W	ACH Pay - 6535	Posting Run - 8/1/2023 10:24:26 AM	\$275.31
Avery, Annie L	ACH Pay - 6536	Posting Run - 8/1/2023 10:24:26 AM	\$183.54
Banaszak, Sam E	ACH Pay - 6537	Posting Run - 8/1/2023 10:24:26 AM	\$91.19
Carlson, Ivan J	ACH Pay - 6540	Posting Run - 8/1/2023 12:23:52 PM	\$136.51
Chamberlain, MaryLee S	ACH Pay - 6541	Posting Run - 8/1/2023 12:23:52 PM	\$136.51
Dole, Richard L	ACH Pay - 6542	Posting Run - 8/1/2023 12:23:52 PM	\$101.51
Ells, Ajah G	ACH Pay - 6543	Posting Run - 8/1/2023 12:23:52 PM	\$1,667.86
Hillard, Margaret A	ACH Pay - 6545	Posting Run - 8/1/2023 12:23:52 PM	\$575.41
Kerley-DeGoede, Maria A	ACH Pay - 6546	Posting Run - 8/1/2023 12:23:52 PM	\$2,177.34
Lease, Brian	ACH Pay - 6547	Posting Run - 8/1/2023 12:23:52 PM	\$2,846.84
Lovejoy, Lynne	ACH Pay - 6548	Posting Run - 8/1/2023 12:23:52 PM	\$691.05
Mesman, Benjamin F	ACH Pay - 6538	Posting Run - 8/1/2023 10:24:26 AM	\$183.54
Moore, Andrea L	ACH Pay - 6549	Posting Run - 8/1/2023 12:23:52 PM	\$1,735.71
Palaniuk, Kevin R	ACH Pay - 6550	Posting Run - 8/1/2023 12:23:52 PM	\$2,042.27
Park, Todd W	ACH Pay - 6551	Posting Run - 8/1/2023 12:23:52 PM	\$2,374.70
Pena-Ayon, Manuel A	ACH Pay - 6552	Posting Run - 8/1/2023 12:23:52 PM	\$1,282.05
Reinstra, Aaron E.	ACH Pay - 6539	Posting Run - 8/1/2023 10:24:26 AM	\$91.19
Reinstra, Aaron M.	ACH Pay - 6553	Posting Run - 8/1/2023 12:23:52 PM	\$1,832.07
Sherman, Albert R	ACH Pay - 6554	Posting Run - 8/1/2023 12:23:52 PM	\$1,797.66
Smith, Christopher	ACH Pay - 6555	Posting Run - 8/1/2023 12:23:52 PM	\$1,328.17
Taylor, Anne M	ACH Pay - 6556	Posting Run - 8/1/2023 12:23:52 PM	\$136.51
Thomas, Scott G	ACH Pay - 6557	Posting Run - 8/1/2023 12:23:52 PM	\$2,882.97
Wohleb, Mary M	ACH Pay - 6558	Posting Run - 8/1/2023 12:23:52 PM	\$136.51
			<b>\$24,706.42</b>

# Reports

**1) Revenue/Expenditure Report**

**2) Department Head Reports**

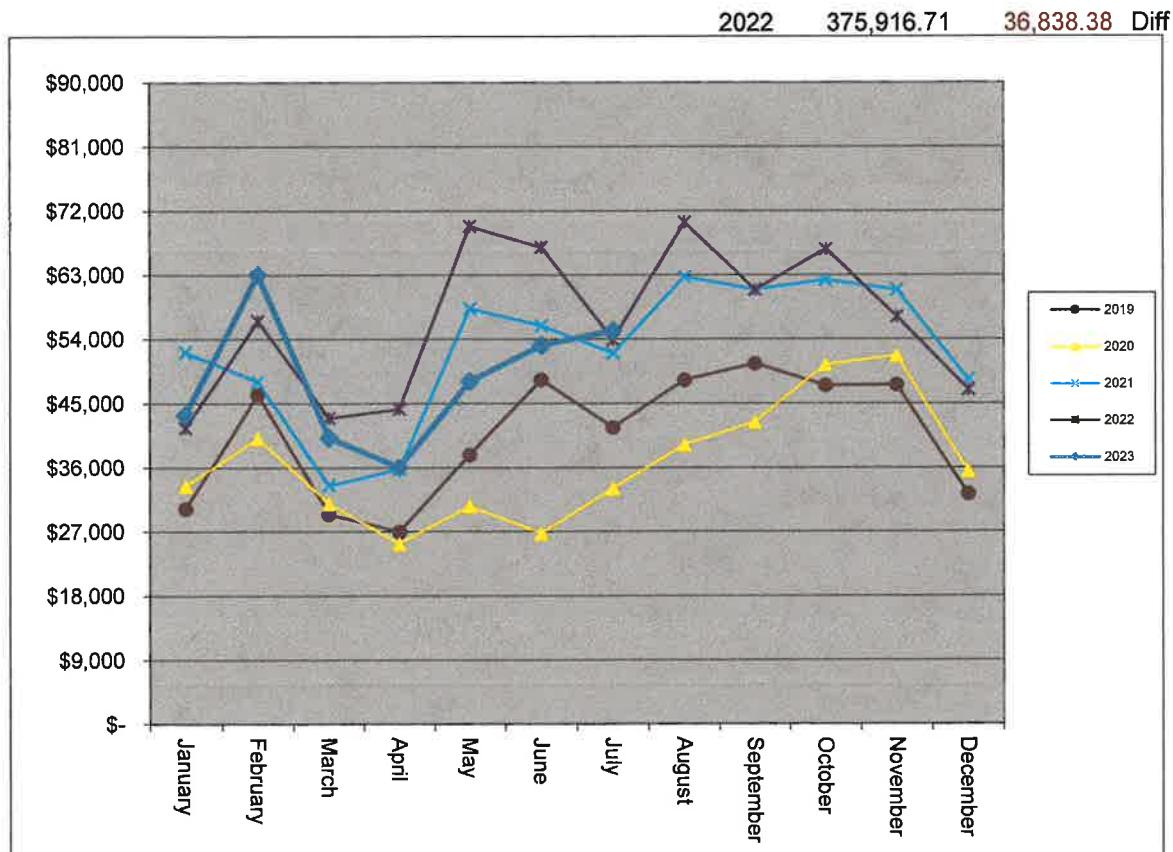
**TOWN OF LA CONNER**  
**Monthly Treasurer's Report**  
**July 2023 - Year to Date**

<b>Fund</b>	<b>Fund Name:</b>	<b>Budget</b>	<b>Revenues to Date</b>	<b>% of Budget</b>	<b>Budget</b>	<b>Expenditures to Date</b>	<b>% of Budget</b>
001	General Fund	1,166,705	710,889	61%	1,461,327	644,695	44%
002	Park & Port	208,703	175,857	84%	345,749	127,953	37%
003	Facilities	316,873	80,217	25%	376,211	118,070	31%
004	Public Art	3,121	1,534	49%	2,000	1,121	56%
005	Streets	227,100	169,589	75%	287,001	155,751	54%
123	Hotel Motel	133,190	92,770	70%	255,261	30,444	12%
214	Fire Hall Bond	49,232	27,555	56%	39,125	7,494	19%
303	Flood Control	65	411	633%	500	-	0%
304	REET 1	36,093	21,897	61%	80,500	-	0%
305	REET 2	36,093	21,924	61%	500	-	0%
401	Water	1,169,088	740,030	63%	1,234,554	697,029	56%
403	Storm Drainage	339,400	229,645	68%	802,892	244,545	30%
409	Sewer	948,061	530,899	56%	1,093,917	356,302	33%
412	Sewer Compost	1,090,598	742,746	68%	1,197,253	430,747	36%
<b>TOTALS</b>		<b>5,724,322</b>	<b>3,545,965</b>	<b>62%</b>	<b>7,176,790</b>	<b>2,814,151</b>	<b>39%</b>

## 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	36,015.58	
May	37,794.49	30,598.74	58,286.79	69,865.79	48,072.92	
June	48,324.00	26,758.90	55,900.26	66,878.23	53,129.86	
July	41,577.04	33,062.15	52,061.10	53,917.06	55,178.70	
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>339,078.33</b>	<b>55.66%</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	339,078.33	
Annual Monthly Avg	40,546.60	36,630.51	52,569.38	56,493.56	28,256.53	
Amount needed to meet budget:					270,102.67	

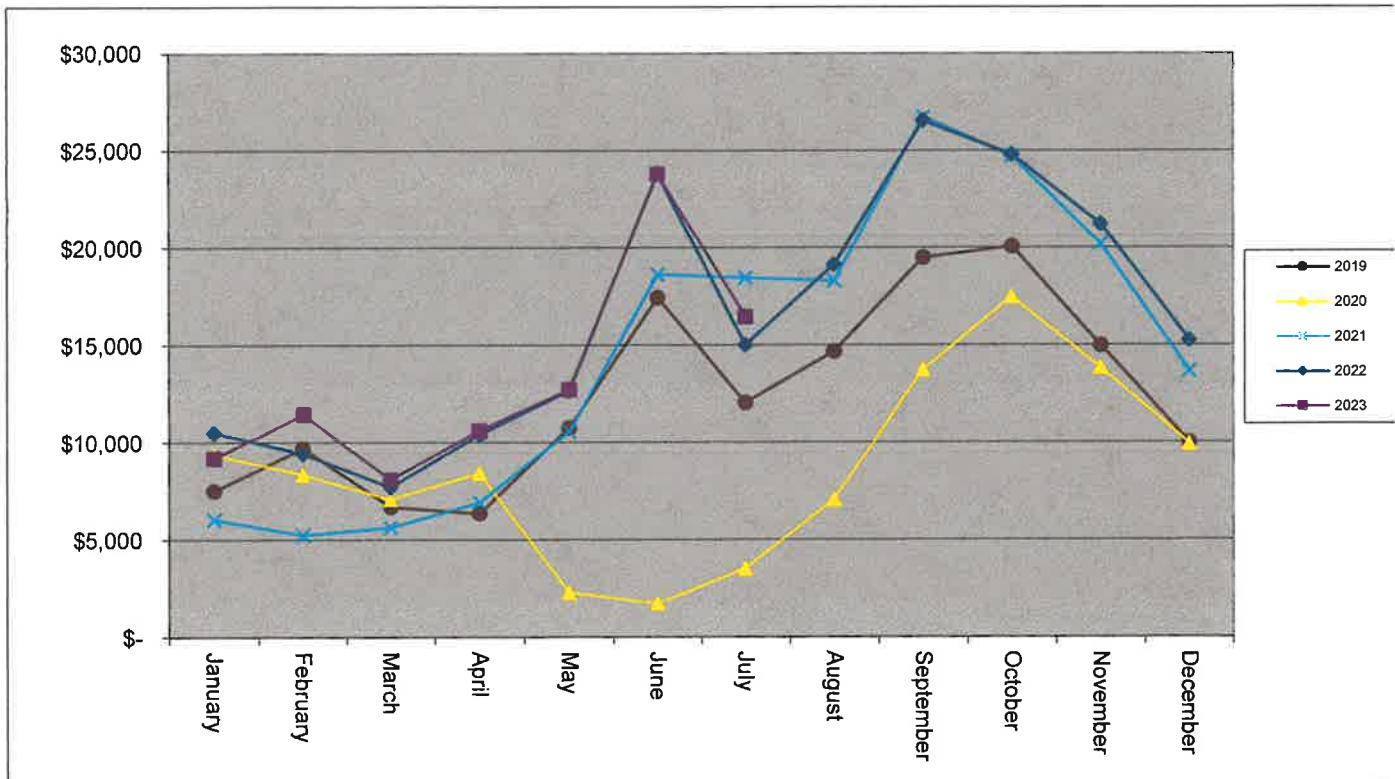


## Town of La Conner

### Annual Hotel/Motel Receipts

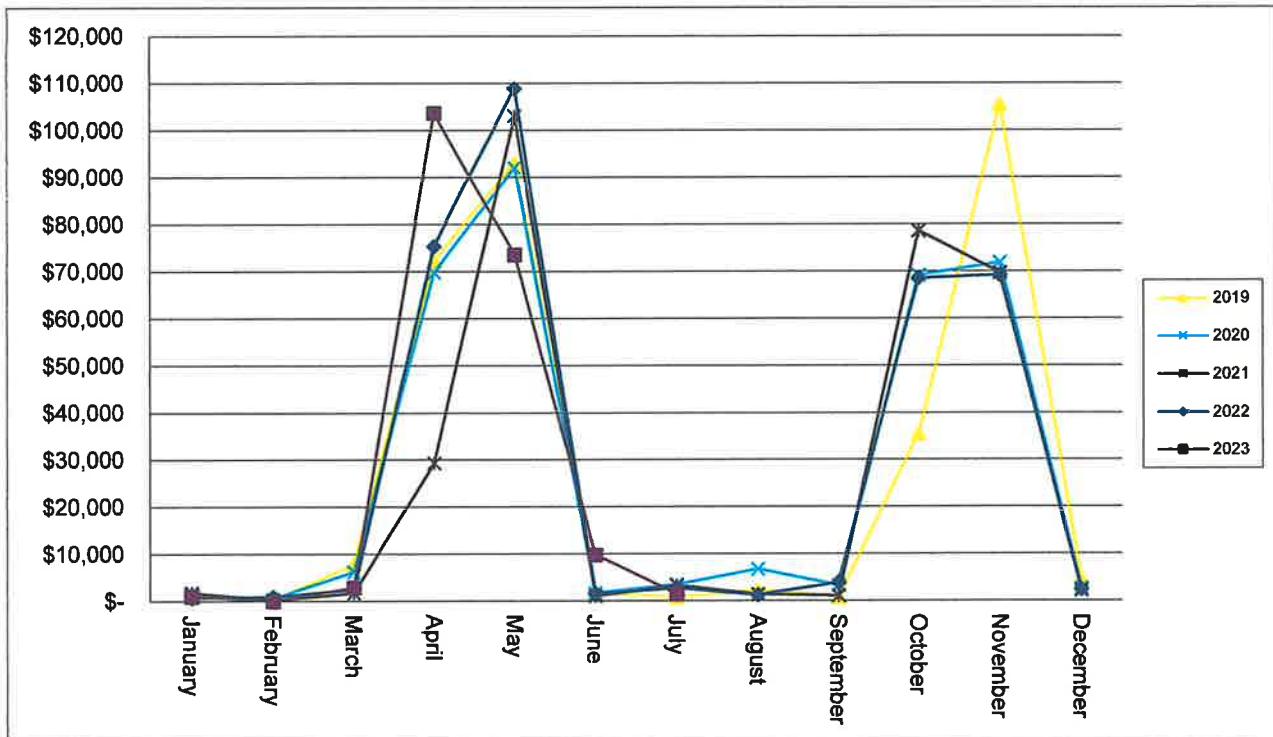
Month	2019	2020	2021	2022	2023
January	7,497.66	9,363.38	6,025.96	10,500.64	9,175.12
February	9,690.49	8,348.90	5,235.46	9,409.26	11,438.50
March	6,671.37	7,077.20	5,622.06	7,698.52	8,082.72
April	6,345.27	8,431.24	6,895.04	10,399.52	10,591.94
May	10,750.73	2,279.94	10,542.90	12,633.28	12,700.56
June	17,435.97	1,715.92	18,643.56	23,829.20	23,784.50
July	12,029.36	3,518.70	18,439.86	14,988.76	16,441.86
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>92,215.20</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	92,215.20
Monthly Average	12,463.42	8,564.99	14,583.34	16,367.07	7,684.60
Amount needed to meet budget:					40,824.80

69.31%



**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	103,626.12
May	93,081.57	92,047.43	102,991.26	108,828.88	73,546.50
June	1,746.84	1,723.19	1,047.57	1,503.75	9,809.06
July	801.22	3,510.19	3,275.00	2,725.34	1,412.30
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>192,303.81</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	192,303.81
Monthly Avg	27,138.38	27,400.10	24,421.49	28,144.81	16,025.32
Amount needed to meet budget:					160,667.19
54.48%					

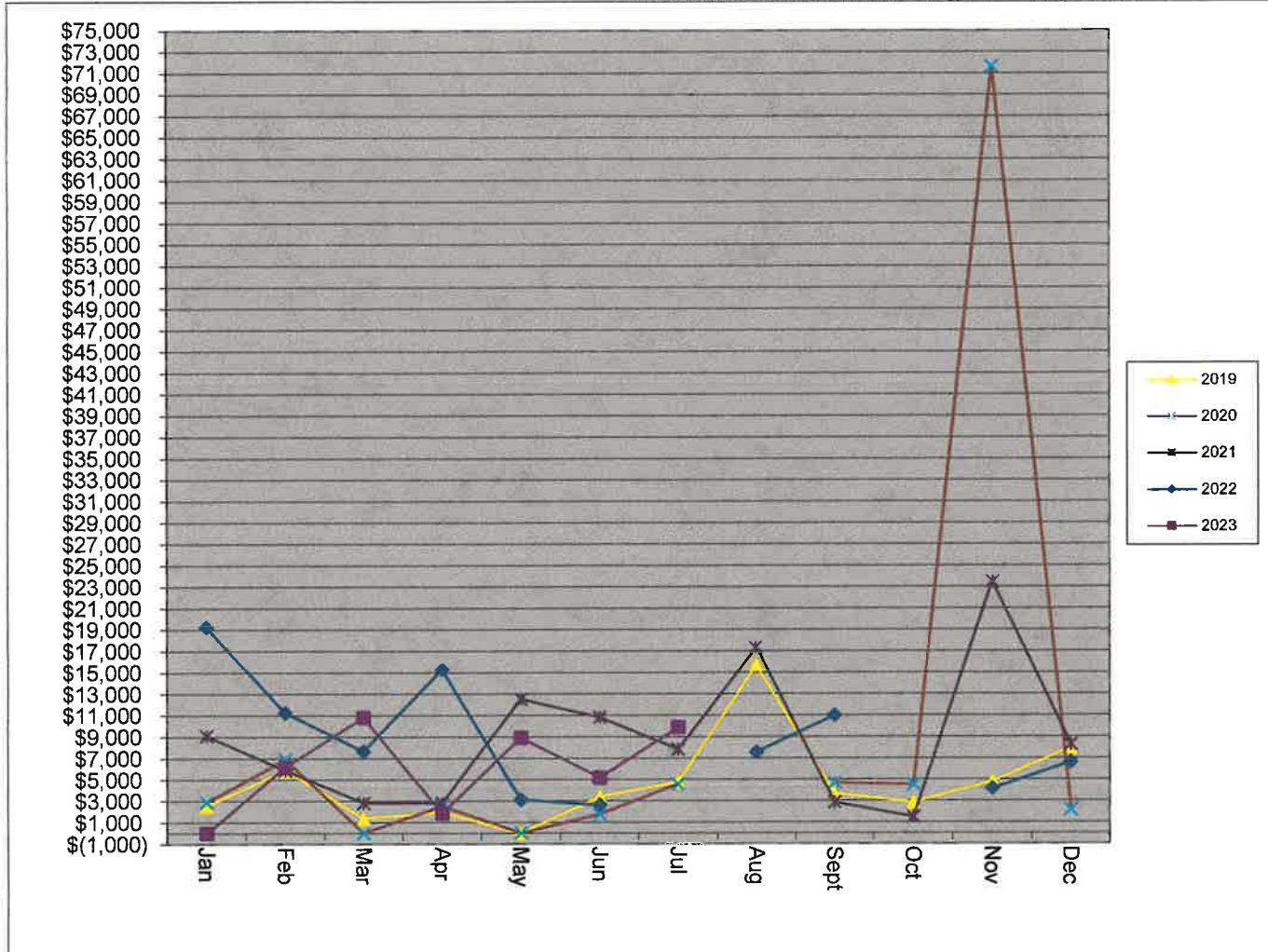


**Town of La Conner**  
**Annual REET**

<b>Month</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
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	1,825.00
May	-	-	12,508.65	3,118.50	8,910.00
Jun	3,388.27	1,757.25	10,815.74	2,598.75	5,164.50
Jul	4,791.60	4,566.37	7,825.50	-	9,874.25
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>42,773.64</b>

Budgeted	36,250.00	36,000.00	36,000.00	40,000.00	72,000.00
Received Year to Date	55,040.50	101,561.50	105,075.66	88,459.01	42,773.64
Monthly Average	4,586.71	8,463.46	8,756.31	7,371.58	3,564.47

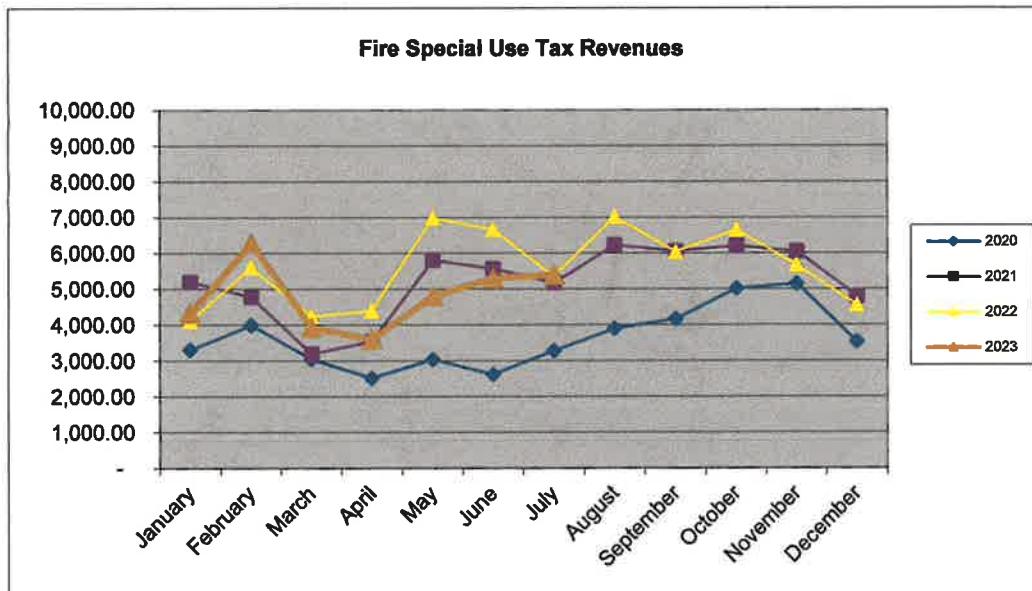
**Amount needed to meet budget:** 29,226.36



**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	3,593.96	
May	3,036.90	5,807.88	6,984.88	4,796.78	
June	2,614.87	5,569.18	6,661.47	5,297.25	
July	3,278.86	5,170.83	5,364.02	5,393.11	
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>33,616.70</b>	<b>67.23%</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	33,616.70	
Monthly Avg	3,628.20	5,215.73	5,609.25	2,801.39	

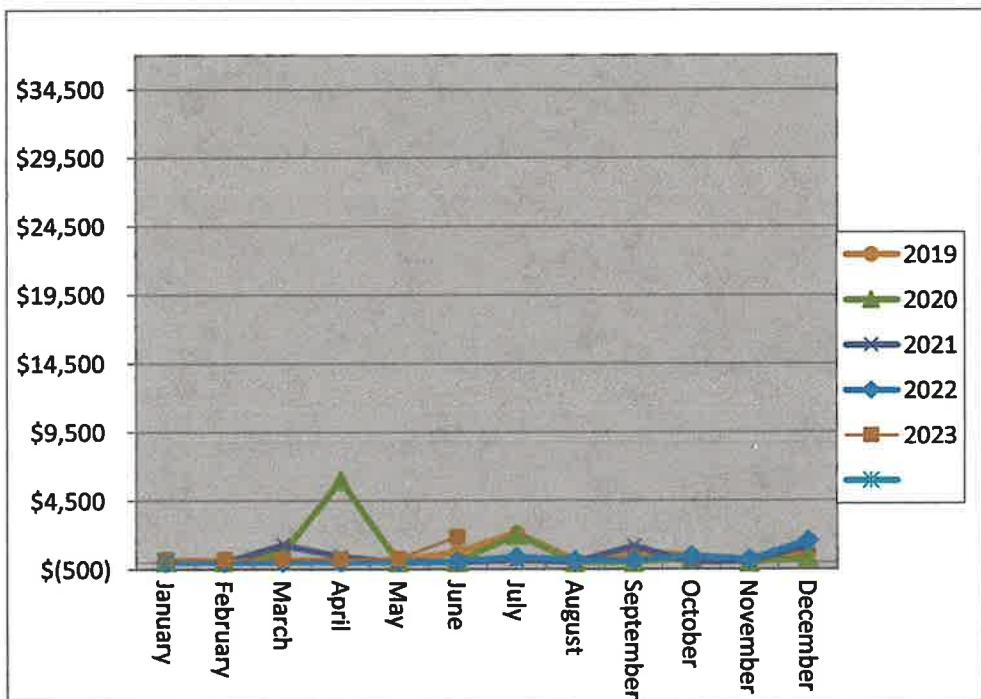
**Amount needed to meet budget:** **16,383.30**



## **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	243.73	
May	121.31	24.67	3.80	35.04	264.29	
June	716.80	17.74	3.62	48.70	1,847.72	
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>3,031.27</b>	<b>59.68%</b>
Budgeted	5,500.00	5,500.00	4,465.00	4,581.00	5,079.00	
Received Year to Date	5,510.86	9,430.49	4,256.24	2,920.12	3,031.27	
Monthly Average	459.24	785.87	354.69	243.34	252.61	
Amount needed to meet budget:						2,047.73





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MEMORANDUM

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TO: Mayor Hayes & Town Council Members

FROM: Scott Thomas, Town Administrator

SUBJECT: Administrator's Report

DATE: August 2, 2023

1. Retreat. Brian Murphy and Julia Tesch, our facilitators, are working on developing a draft strategic plan based on the Council's input given over the two retreat sessions. They hope to share that with us in the next several weeks, and I will forward to you for comment. Once the draft is completed, I hope to place it on the Council agenda for adoption.

2. Public Works Director Brian Lease has obtained the tide table for La Conner, which includes the tides between October, 2023 and March, 2024. The tables have been posted on the Town website. Mr. Lease advises that there are 93 days with expected tides greater than 10.5', in that timeframe, and 41 of those days are over 11.0'. The tide table for December 27, 2022 predicted a tide of 11.6', but with the storm surge and weather conditions the actual height was 14.1'.

3. Flood prevention. At the July 25<sup>th</sup> Emergency Management Commission meeting, the members were guided on a walking tour by Brian Lease, to observe and discuss proposed flood control measures on the north end of Town in the general vicinity of Gilkey Square. We anticipate that the Commission will discuss the outcome of that tour, and the proposed measures at their meeting before the August 8<sup>th</sup> Town Council meeting. On August 22<sup>nd</sup>, we anticipate presenting the recommendations to the Council. Once that has been accomplished, Town staff will begin to reach out to area business owners and property owners to explain and discuss the proposal. Finally, we hope to have a final recommendation before the Council at its September 26 meeting, which will allow the Town to take appropriate steps before the beginning of high tide season.

4. Housing. As we have discussed previously, La Conner is within the group of local governments that must update their respective comprehensive plans before June 30, 2025. The Planning Commission and staff are currently working on that update. At the same time, the Washington State Department of Commerce is currently updating the Growth Management Act administrative rules to reflect the significant statutory changes that were adopted by the legislature earlier this year. Planning for housing now requires an inclusive and equity-driven approach to meet the housing needs for all residents at all income levels. Commerce advises that rulemaking will reflect new statutory requirements for urban growth areas, residential infill, planning for a variety of housing types, and considerations of racially disparate impacts, displacement, and exclusion in local housing policies. Skagit County, and all of the cities and towns within the

county, must comply with these statutory requirements and administrative rules. At the same time, the county, cities and towns have established an oversight board responsible for, among other things, drafting planning policies that direct how the local government's comprehensive plans are to be coordinated (planning policies are also mandated by the GMA.) There is plenty of room within those policies to fine-tune how the GMA will be applied within our respective communities. And so, while there will be changes coming to the La Conner Comprehensive Plan, we are hopeful that those changes will enhance La Conner and preserve it as an inviting community.

5. Jenson Field. Recently, several residents and others have advocated for establishing a community garden on a portion of the property. While that is an option available to the community, I wanted to report back on an analysis of parking capacity that the Planning Department performed for Channel Cove. That analysis shows that Channel Cove has provided the minimum amount of parking allowed for the development. In other words, even if the Skagit Housing Trust were willing, there is no extra parking available for the Town to rent for use by visitors to a community garden or recreational facility. Channel Cove's parking has become evident as 5 newly-built dwellings are about to become occupied, and the Housing Trust has taken steps to prevent residents from parking on the internal fire lane (and blocking the fire lane to emergency responders.)

6. Water disconnections. Electric and water utilities are now prohibited from disconnecting water or electric service due to nonpayment from residential users during heat-related events under a new statute, ESHB 1329. Additionally, residential users who have had their electric and/or water utility service disconnected for lack of payment now may request that the utility reconnect service during heat-related events. A qualifying heat-related event is any specific day (or a period of days) for which the National Weather Service has issued or has announced that it intends to issue a heat-related alert — including such examples as an excessive heat warning, a heat advisory, an excessive heat watch, or a similar alert — for the area in which the residential user's address is located. When a utility issues a notice of disconnection to a customer due to non-payment, this notice must also inform the customer of the ability to reconnect electric or water services during heat-related events.

If you have any questions about any of these topics, please contact me.



# **TOWN OF LA CONNER**

## **Monthly Planner's Report**

July 2023

### **NEW APPLICATIONS ACCEPTED:**

#### **Land Use**

- LU23-23S, Sign permit for 319 N 1<sup>st</sup> St AirBnB
- LU23-24S, LU23-25RM, 720 Morris Street sign permit and bench placement
- LU23-26V-II, Snapdragon Flats variance for driveway
- LU23-27S, 603 Morris St, Sign permit

#### **Building Permit**

- BP23-26ROW, 204 N 1<sup>st</sup>, Crane work on roof
- BP23-28SS, 931 Maple Ave, side sewer capping
- BP23-29F, 931 Maple Ave, floodplain development permit

#### **Planning Commission:**

The Planning Commission met on July 18. The July 4 meeting of the Planning Commission was canceled due to the holiday. On July 18 staff presented potential High Density Housing regulations for discussion, and presented a report on legislative actions from the 2022-23 legislative session.

#### **Hearing Examiner:**

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

#### **Comprehensive Plan Update:**

This month, town staff took MRSC provided training focused on the housing section update in order to ensure compliance with all aspects of the GMA, and continued to review recently passed bills for impacts. Planner Davolio continued to review the transportation element for updates and compliance. Town staff reviewed comprehensive plan specific legislative actions and the potential impact on La Conner. Staff reviewed ways to plan for affordable housing units for all economic segments of the population and the recommendations from the MRSC.

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

- Staff made several site visits to ongoing construction occurring at 502 High Street and ensured the contractor followed all La Conner codes and conditions for approval.
- 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.
- Continuing review of development applications.
- Continuing review of permit applications.
- Continuing response to public inquiries regarding land use.
- Continuing issuance of permits.
- Long term planning priorities:
  - Neighborhood plan for Commercial Transitional Zone.
  - 2023-2025 Comprehensive Plan Update
  - Public Participation and Communication

# Public Works

## Department Head Report

### July – 2023

#### **Water:**

- Consumption for July was 3,459,289 CF (25,875,482 gal) with agricultural irrigation at 1,567,506 CF (11,724,945 gal) contributed to almost half of the total.
- We have started replacing old water meters. 120 meters are scheduled to be replaced this year.
- Water System Plan Update. The project is moving along slowly as time allows.

#### **Drainage:**

- Washington and Whatcom Storm Drain improvement project, design is 80% complete.
- Sixth Street Storm Pump Station; communication warranty replacement equipment recently replaced did not work. Patiently waiting for tech support to resolve.
- Annual storm drain inspection and cleaning of the collection system is completed. This task was very time consuming that occupied a majority of public works time for July.

#### **Streets:**

- Annual maintenance of pavement thermo-plastic markings; crosswalks, stop bars, arrows and sharrows completed.
- Morris Street asphalt; I'm currently consulting with an engineer of pavement condition concerns.
- Traffic calming speed cushions; Center Street is installed.
- Minor asphalt and gravel pothole repairs.

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

- Pioneer Park Hazard Trees. I have received only one bid in the amount of \$43,983. Prorated at \$6,750 per day.
- Salmon Slide; monitoring the new volunteer group for progress.
- Emergency Management Commission; North end flood defense and path have been defined.

#### **Facilities:**

- Fire Hall Roof Repairs; recently solicited bids from 10 contractors, three were submitted with low bid at \$19,421.84 including tax. Recommendation for bid acceptance will be at the council meeting.
- Maple Hall HVAC upgrades; design requirements have made AC upgrade not feasible due to cost but the heating unit is still in the plan to be replaced. Maple Center will include AC upgrade.
- Fire Hall HVAC upgrades; design nearing completion and will include AC.

#### **Other:**

- Projects; 213 Calhoun remodel, 931 Maple Improvements, 306 Center multifamily, 303 Center Garage, Lime Dock Remodel, Snapdragon Flats Project, BYK Snapdragon BP, Ellis project, 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

## Jul-23

Alarms:

42 Emergency Calls

Ave # Responders:

3

**Calendar:** 5-Jul-23 Bussiness

12-Jul SCBA Parts

19-Jul Ladders

26-Jul Hammer Head/ Hose

**Events:** July 4th Parade

Firework Show

Ragnar Race

**Enforcement Notes:** Mysterious Oil Leak on Waterfront

Possible Homeless Tent

Permit Status Check

Garbage Can Owner

Aaron Reinstra  
Fire Chief/Code enforcement  
Town of La Conner



## **Town of La Conner**

Honorable Mayor and Town Council

Monthly Report of Wastewater Treatment Plant Operations & Maintenance

**Month:** July 2023

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

*See attached spreadsheet for WWTP data.*

### **Locates**

- There were five (5) locates in July with no issues.

### **Call Outs-Emergencies**

- There were no call outs or emergencies during the month of July.

### **System Maintenance**

- Grinded yard waste pile.
- 1000 hour service on the new 544 loader.
- 2000 hour service on the Trummel.

### **Process Changes**

### **Miscellaneous**

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

### **Compost Sales:**

#### **Wholesale**

0 yards were sold in July— 87 yards year to date.

#### **Retail Sales**

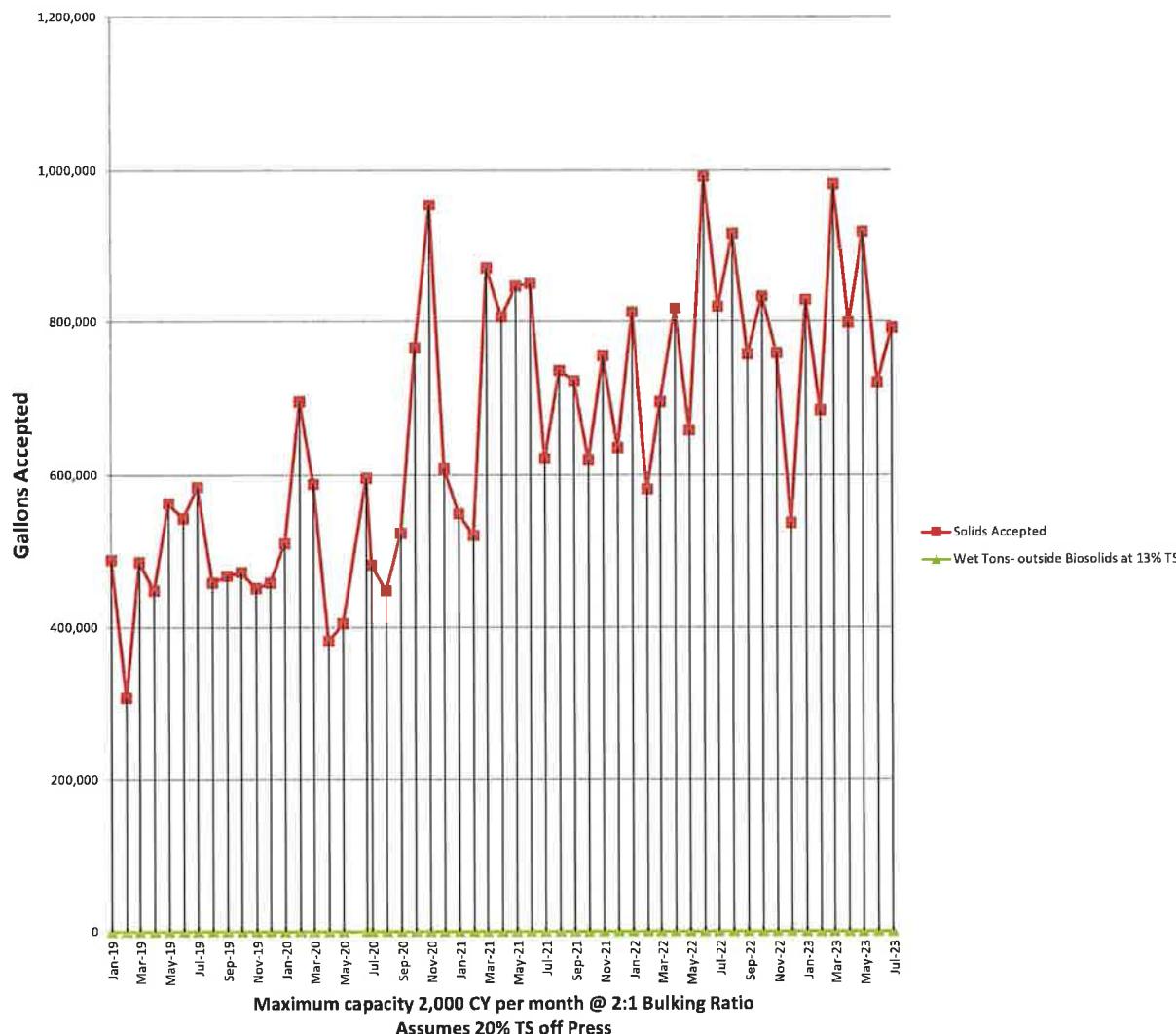
746 yards were sold in July— 5,215 yards year to date.

In July 2023, the Town received 746 yards of retail and wholesale compost for a total of \$6,711.00.

### **Metered Flow:**

Influent:	<u>8,190,000 Gallons</u>
Tribal:	<u>2,084,257 Gallons</u>
Hydrant:	<u>2,370 Gallons</u>
Belt Press:	<u>1,013,066 Gallons</u>
Reuse Water:	<u>364,267 Gallons</u>

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



<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
Apr-23	8,880,000	296,000	348,000	10,290,000	14%	972,540	1,014,712	5%	0	0
May-23	8,773,000	283,000	317,000	8,840,000	1%	1,124,169	904,807	20%	0	0
Jun-23	7,620,000	254,000	295,000	10,310,000	27%	912,242	1,188,452	24%	0	0
Jul-23	8,190,000	264,000	336,000	8,390,000	3%	1,004,992	1,028,684	3%	0	0

  means UP  
  means DOWN



Incide

Find address or place



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### Info Summary



Incidents in Current View

44

● Civil	6
● Crimes Against Person	4
● Domestics	3
● Drug/Alcohol	2
● Motor Vehicle Incidents	9
● Other Incidents	13
● Property Crimes	7

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TimeDate	CaseNumber	NatureDesc	Category
7/2/2023, 123-08666		Traffic Enforcement	Motor Vehicle Incidents
7/4/2023, 123-08810		Alcohol Problem	Drug/Alcohol
7/5/2023, 123-08867		Telephone Harassment	Crimes Against Person
7/5/2023, 123-08886		Noise Ordinance	Civil
7/6/2023, 123-08908		Alarm	Other Incidents
7/6/2023, 123-08922		Agency Assistance	Other Incidents
7/6/2023, 123-08928		Abandoned Vehicle	Motor Vehicle Incidents
7/6/2023, 123-08955		Suspicious Circumstances	Other Incidents
7/7/2023, 123-09001		Trespassing Violation	Property Crimes
7/7/2023, 123-09003		Traffic Enforcement	Motor Vehicle Incidents
7/7/2023, 123-09017		Traffic Enforcement	Motor Vehicle Incidents
7/10/2023, 23-09126		Boat Equipment Theft	Property Crimes
7/10/2023, 23-09141		Welfare Check	Other Incidents
7/10/2023, 23-09148		Traffic Hazard	Motor Vehicle Incidents
7/10/2023, 23-09154		Property Theft	Property Crimes
7/11/2023, 23-09200		Juvenile Problem	Other Incidents
7/12/2023, 23-09222		Vehicle Prowl	Property Crimes
7/13/2023, 23-09295		Vehicle Accident	Motor Vehicle Incidents
7/14/2023, 23-09366		Traffic Enforcement	Motor Vehicle Incidents
7/16/2023, 23-09458		Vagrancy	Other Incidents
7/16/2023, 23-09470		Prowler	Crimes Against Person
7/17/2023, 23-09516		Alcohol Problem	Drug/Alcohol
7/18/2023, 23-09603		Welfare Check	Other Incidents
7/19/2023, 23-09611		Domestic Violence	Domestics
7/20/2023, 23-09671		Suspicious Circumstances	Other Incidents
7/21/2023, 23-09735		Disorderly Conduct	Other Incidents
7/21/2023, 23-09746		Traffic Enforcement	Motor Vehicle Incidents
7/21/2023, 23-09780		Vagrancy	Other Incidents
7/22/2023, 23-09805		Violation Of Court Order	Crimes Against Person
7/23/2023, 23-09869		Lost Property	Civil
7/24/2023, 23-09887		Prowler	Crimes Against Person
7/25/2023, 23-09972		Juvenile Problem	Other Incidents
7/26/2023, 23-10014		Found Property	Civil
7/27/2023, 23-10082		Disorderly Conduct	Other Incidents
7/27/2023, 23-10083		Found Property	Civil
7/28/2023, 23-10107		Vehicle Accident	Motor Vehicle Incidents
7/28/2023, 23-10120		Burglary	Property Crimes
7/29/2023, 23-10150		Found Property	Civil
7/30/2023, 23-10220		Boat Theft	Property Crimes
7/30/2023, 23-10221		Lost Property	Civil
7/30/2023, 23-10226		Agency Assistance	Other Incidents
7/31/2023, 23-10258		Domestic Violence	Domestics
7/31/2023, 23-10286		Domestic Violence	Domestics

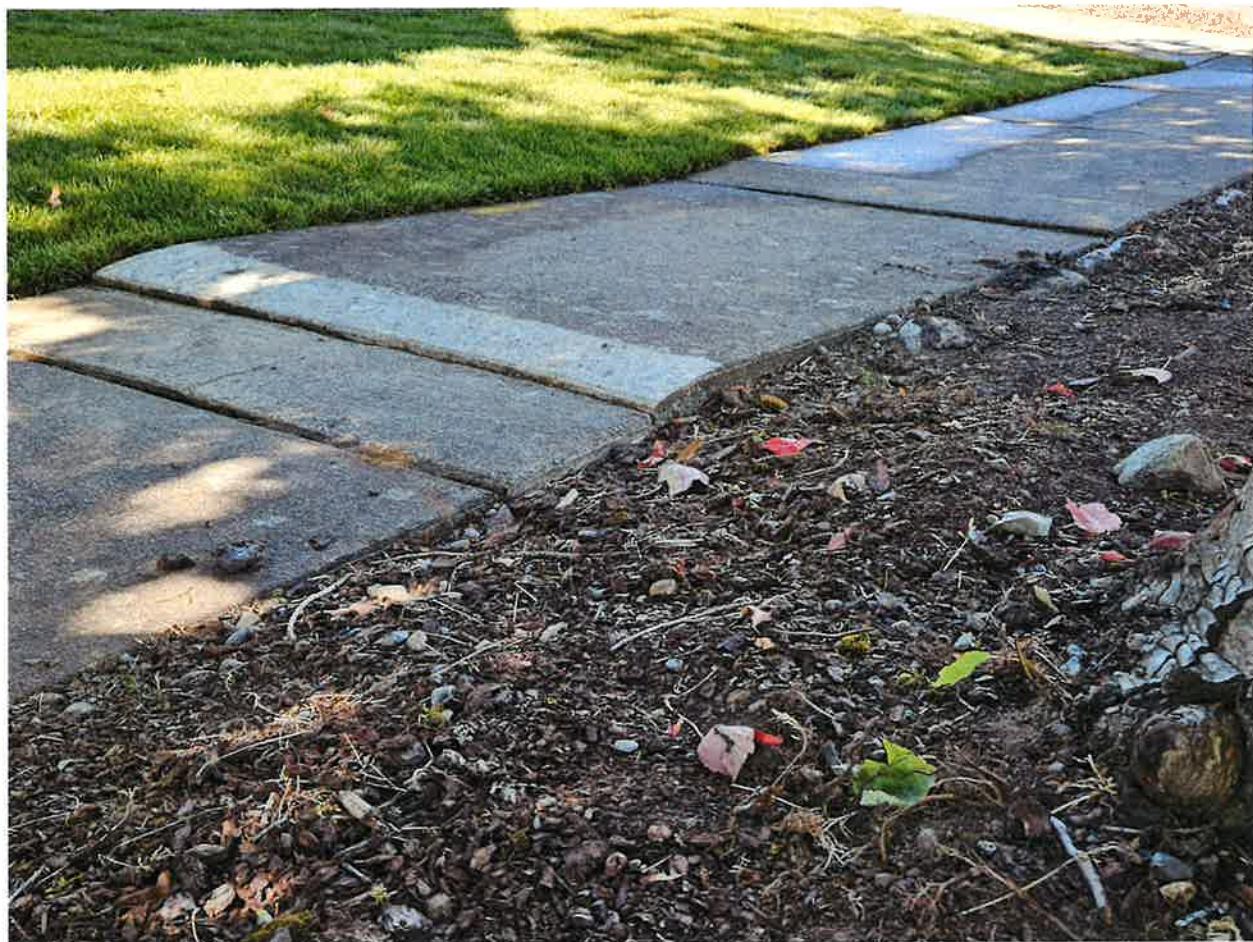
HOURS IN TOWN 118

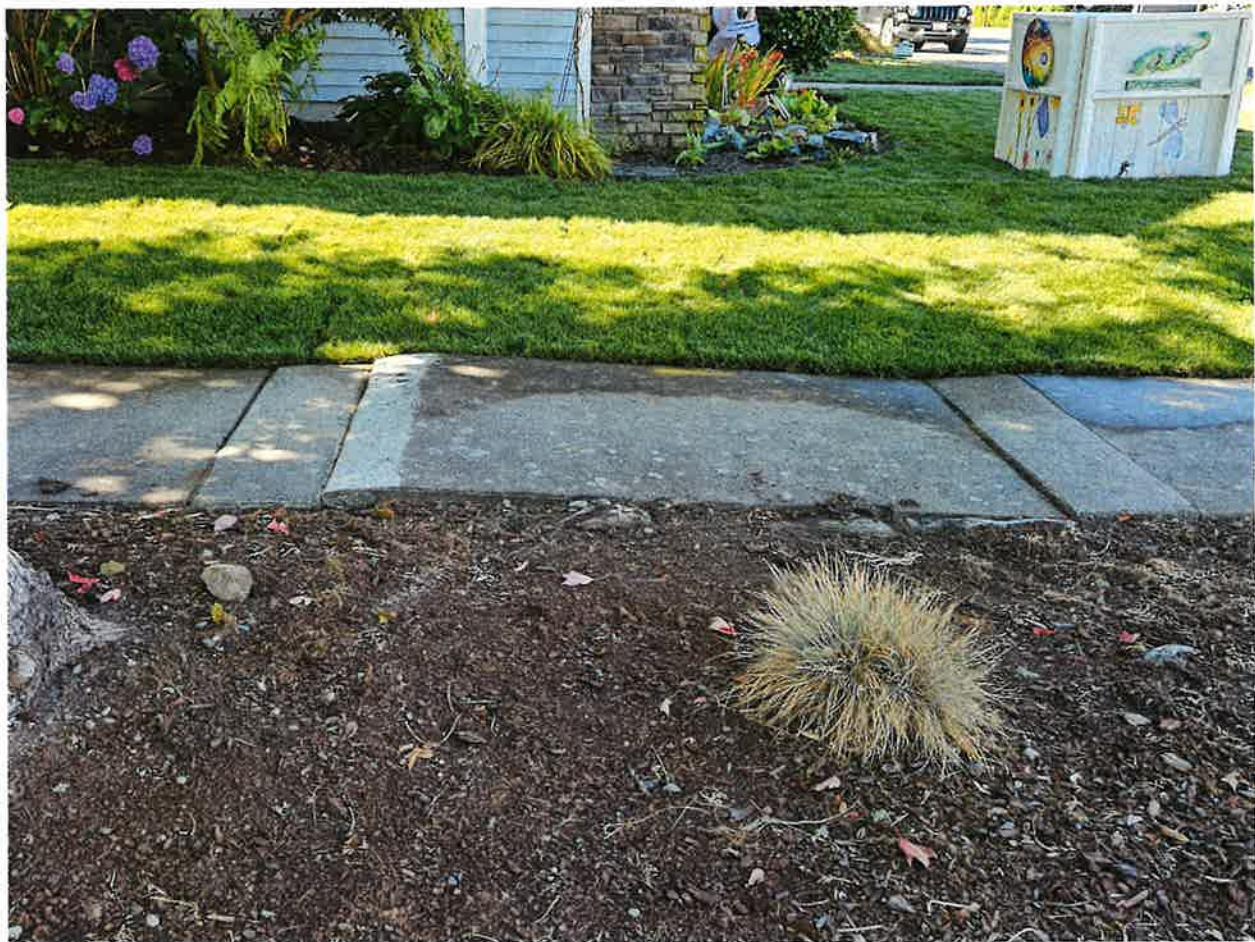
HOURS IN ZONE 599

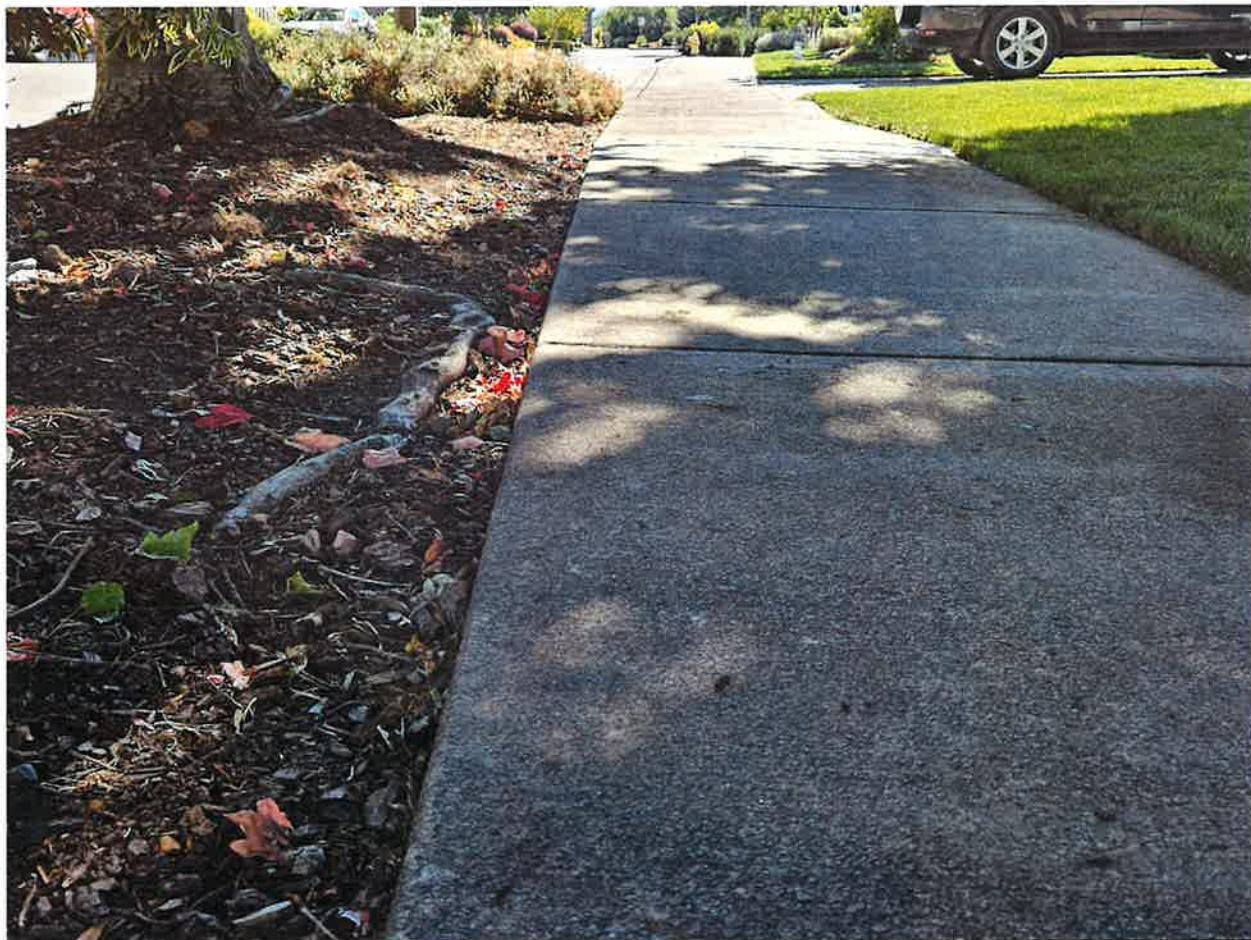
# Unfinished Business

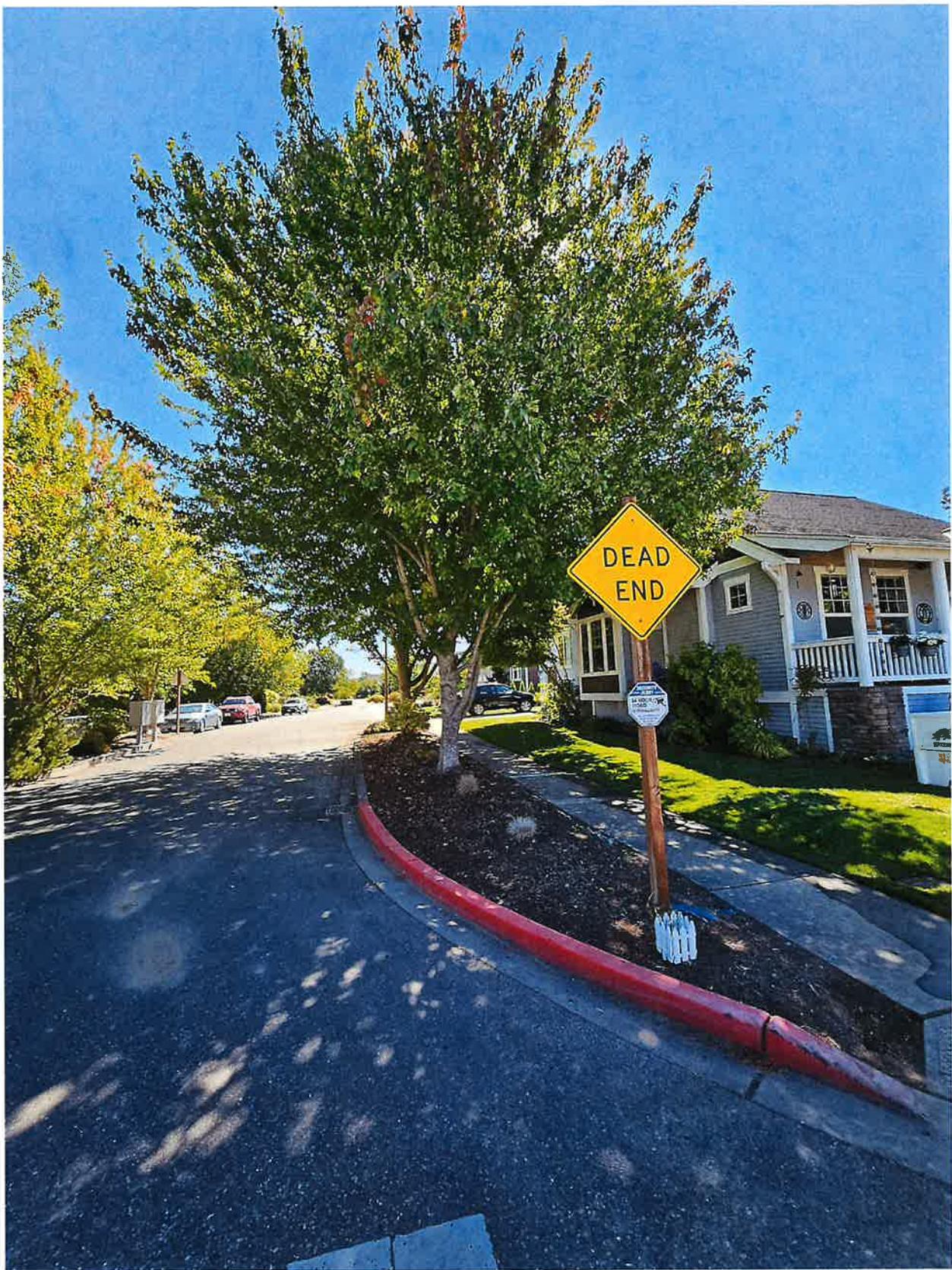
- 1) Center Street Project – Discussion – No Insert**
- 2) Jenson Property – Discussion – No Insert**
- 3) Tillinghast Dr. Trees – Discussion & Recommendation**
- 4) Pioneer Park Hazard Trees Bid Result – Discussion & Recommendation.**
- 5) Fire Hall Roof Repair Bid – Approval/Recommendation**

**Tillinghast Drive Trees –  
Discussion & Recommendation**









**Pioneer Park Hazard Trees Bid Result –  
Discussion & Recommendation**



# Eager Beaver Tree Services Inc.

Certified Arborists on Staff

20835 Travis Lane  
Burlington WA, 98233  
360-755-0806

Date: 7/20/2023 3:57 PM

Town of LaConner  
Brian Lease  
P.O.Box 400  
LaConner, Wa 98257  
Work: 360-840-3001 Brian Lease

Job Name: Town of LaConner 20230720

Work Site: Pioneer Park  
LaConner, WA 98257

Proposed By: Chris Longnecker

Customer Code: 103585

Thank you for the opportunity to look at your tree needs,  
Eager Beaver Tree Service



# Eager Beaver Tree Services Inc.

20835 Travis Lane  
Burlington WA, 98233  
360-755-0806

Certified Arborists on Staff

#	Item	Description	Qty	Cost
1		Take down tree	0	\$40,500.00

There are numerous trees throughout the park that were assessed by Urban Forestry Services which have various defects. The trees that were assessed as priorities, due to the hazards they pose, will be either cut down, trimmed for wind-sail, or left at a safe height as wildlife snags (this will depend on the recommendation given, condition of the tree, and if there are structures nearby). Brush and limbs will be chipped. The chips can be left onsite or hauled away.

Our arborist and Chris from public works identified some trees of concern, that are not on the Urban Forestry list, that should be addressed urgently as well.

The cost will be prorated @ \$6750/day (based on prevailing wages to be paid), with the work estimated to take between 4 and 6 days to complete. We will accommodate this project as a priority and will adjust our schedule accordingly to fit this in on the soonest possible dates at the beginning of August should you wish to schedule.

Notes:

Subtotal: \$40,500.00

Tax: \$3,483.00

Total: \$43,983.00

Customer Signature

Date

Thank you for the opportunity to look at your tree needs,  
Eager Beaver Tree Service

**Fire Hall Roof Repair Bid –  
Approval/Recommendation**

August 2, 2023

**Council – Town of La Conner**

**Subject:** Recommendation for Bid Award and authorize the Mayor to sign contract for Fire Hall Roof Repairs.

Council:

Nine contractors were invited to bid; only three submitted bids with one after the deadline;

- Commercial Industrial Roofing Inc. \$17,885. plus tax.
- James King Roofing LLC. \$59,904. plus tax.
- **Not Eligible**, V&R Roofing \$41,500. plus tax.

I recommend Bid Award and authorize the Mayor to sign contract with Commercial Industrial Roofing Inc, for the Fire Hall Roof Repairs in the amount of \$17,885. plus tax.

Sincerely,

Brian Lease  
Public Works Director  
Town of La conner

## Town of La Conner

Public Works  
604 N Third Street, PO Box 400  
La Conner, WA 98257  
(360) 466-3125

## Request for Quote - TBD

*This is not an order.*

**RFQ # TBD** - July, 17th 2023

---

**Description:** Metal Maintenance Overhaul of the La Conner Fire Station with an area of approximately 6,750 sq. ft. Project to include: Replacement of pipe boots and missing fasteners, coating penetrations and repairing other defects of existing roofing systems. Clean gutters and downspouts. Provide the Town with a 2 Year Workmanship Warranty. Contractor responsible for ensuring the building is completely leak free during installation. Contract completion date to be mutually determined at award of contract. **Work to be completed by October 30th 2023.** \$500 in Liquidated damages to be paid each day the project continues past this date.

Upon completion, clean all work related debris from site.

**Additional Documents:** Project Detail Set

**Contact Name:** Brian Lease, Public Works Director \_\_\_\_\_

**Phone:** (360) 466-3933 \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** [publicworks@townoflaconner.org](mailto:publicworks@townoflaconner.org) \_\_\_\_\_

---

### Vendor shall complete the area below:

The undersigned offers and agrees, if this offer is accepted within 30 calendar days from the date received, to furnish all items or services quoted, at the prices set forth in this quotation, within the time specified herein. In the event of a contract award pursuant to this request, performance by the vendor of any or all of the services, or delivery of any or all of the products defined herein, shall constitute acceptance of all terms, conditions and requirements of the resulting agreement. Pay Prevailing Wage.

Company Name: Commercial Industrial Roofing, Inc

Address: 3601 121st Street SW License #: \_\_\_\_\_

City: Lynnwood State: WA Zip: 98087

Email: [brandon@cir-roofing.com](mailto:brandon@cir-roofing.com) Phone: 425 423 0900 Fax: 425 423 0992

Print Name and Title: Brandon Olesen, Service Group Manager

No Bid [  ] Reason: \_\_\_\_\_

Public Works  
604 N Third Street, PO  
Box 400  
La Conner, WA 98257  
(360) 466-3125

## RFQ # TBD

### Bid Price Form:

Item	Description	Unit Price	Qty	Ext. Price
A	Roof maintenance according to scope of work.	\$17,885	1	\$17,885
B				
C				
D				
E				
	Applicable state sales tax (8.6%)			\$1,538.11
<b>Total Price --&gt;</b>				<b>\$19,421.84</b>

Company Name: Commercial Industrial Roofing, Inc  
Signature: PL Oleson  
Print Name and Title: Brandon Olesen, Service Group Manager  
Date: 07.28.2023



COMMERCIAL INDUSTRIAL ROOFING INC.

3601 121<sup>st</sup> Street SW, Lynnwood, WA 98087-1539

Phone: 425-423-0900 Fax: 425-423-0992

July 28, 2023

**Town of La Conner Public Works**

604 N Third Street,

La Conner, WA 98257

Attention: **Brian Lease | Public Works Director**

Regarding: La Conner Fire Department – Roof Maintenance Overhaul

*CIR will:*

1. Create and post a **Site-Specific Roofer Safety Plan** & post on site in advance of gaining access to the roof.
2. Pressure wash the roof concentrating at areas of penetrations, curbs, fasteners, and other areas where new coating may be required.
3. Replace all pipe and vent pipe flashings with new DekTite flashings and flash with reinforced CPR coating.
4. Reflash all curbs with reinforced CPR coating.
5. Replace any missing fasteners with new, and replace any loose fasteners with new oversized fastener.
6. Coat all exposed fasteners with CPR Seam Sealer Coating.
7. Clean, prep, apply Rust-Go primer, and paint with similar color at up to 200ft<sup>2</sup> of rusted areas in the field.
8. Clean all debris from the gutters.
9. Clean up and dispose of all roofing work debris offsite.
10. Demobilize and remove safety signage.

**Lump Sum Cost = \$17,885 + WSST**

**Exclusions/Stipulations:**

1. All work to take place in single continuous period with the days of work to occur between the hours of 7AM to 5PM, Monday – Thursday. Work may be accomplished at other times and at overtime rates with prior agreement between CIR representative and Client.
2. Price is valid for thirty (30) days.
3. All items or work not specifically included in this proposal are hereby excluded by reference.
4. Other exclusions include: Electrical Work, Framing, All Sheet-metal, HazMat abate, HVAC Work, Masonry Work, Plumbing, Interior Protection, Interior Insulation, Landscaping, Off hours work (Mon-Fri only), Overtime, Painting, Access Hatches, Access Ladders, Skylights/Smoke Hatches, Inclement Weather Work, Standby Time, Temp "tenting" over work area, TRADE DAMAGE REPAIRS, Fall Protection for Others, Temp Protection of new roof surface, EIFS, Waterproofing, Mockups, Venting of any type, Remediation of Interior Damage, Bonds and Permits.



# LA CONNER

WASHINGTON

# Roofing Detail Set: La Conner Fire Department



The Garland Company  
3800 E. 91<sup>st</sup> Street  
Cleveland OH 44105

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**DIMENSIONS  
TO BE VERIFIED**

La Conner Fire Department  
12142 Chilberg Rd  
La Conner, WA 98257

### Key

- A-1: Cover Page**
- A-2: Campus Map**
- A-3: Scope of Work**
- A-4: Details and Project Notes**



## Location Map



**Prepared By Marty McGarrigle  
The Garland Company  
206-550-5609  
MMcGarrigle@GarlandInd.com**

## Google Photos Link

[https://photos.app.goo.gl/  
kJUbK9Kg6exoKuNh9](https://photos.app.goo.gl/kJUbK9Kg6exoKuNh9)

SWEET TITLE

#### SWIFTING

A-1



**LA CONNER**  
WASHINGTON

## Fire Department Campus Map



The Garland Company  
3800 E. 91<sup>st</sup> Street  
Cleveland, OH 44105

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**DIMENSIONS  
TO BE VERIFIED**

La Conner Fire Department  
12142 Chilberg Rd  
La Conner, WA 98257

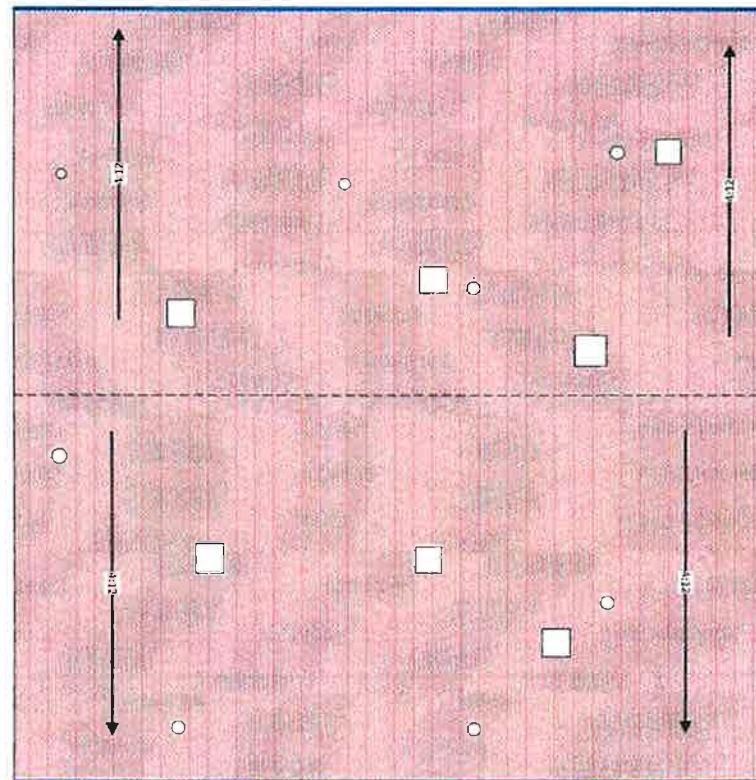
SHEET TITLE:

SHEET NO:

**A-2**

Gutter  
350 Ln. Ft.

Standing Seam Roof Section  
7,000 sq. ft.





**LA CONNER**  
WASHINGTON

# Summary of Work



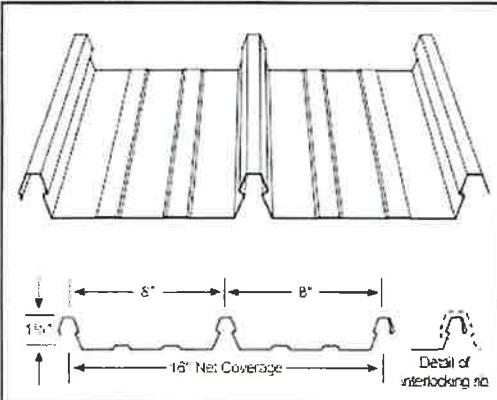
The Garland Company  
3800 E. 11th Street  
Cleveland, OH 44108

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## DIMENSIONS TO BE VERIFIED

La Conner Fire Department  
12142 Chilberg Rd  
La Conner, WA 98257

### TYPICAL ROOF CROSS SECTION



### GENERAL NOTES

#### NOTES:

1. STORE AND HANDLE ROOFING SHEETS IN A DRY, WELL-VENTILATED, WEATHER-TITE PLACE. STORE ROLLS OF FELT AND OTHER SHEET MATERIALS ON RAISED SURFACE. STAND ALL ROLL MATERIALS ON END. COVER ROLL GOODS WITH A CANVAS TARPANUL OR OTHER BREATHABLE MATERIAL (NOT POLYETHYLENE).
2. DO NOT LEAVE UNUSED MATERIALS ON THE ROOF WHEN ROOFING WORK IS NOT IN PROGRESS UNLESS PROTECTED FROM WEATHER AND OTHER MOISTURE SOURCES.
3. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO SECURE ALL MATERIAL AND EQUIPMENT ON THE JOB SITE. IF ANY MATERIAL OR EQUIPMENT IS STORED ON THE ROOF, THE CONTRACTOR MUST MAKE SURE THAT THE INTEGRITY OF THE DECK IS NOT COMPROMISED AT ANY TIME.
4. DO NOT APPLY ROOFING INSULATION OR MEMBRANE TO DAMP DECK SURFACE.
5. FULLY COMPLETE ALL MODIFIED BITUMINOUS MEMBRANE ROOFING FIELD ASSEMBLY WORK EACH DAY. PHASED CONSTRUCTION WILL NOT BE ACCEPTED.

#### CUSTOMER NOTE:

1. ALL OF GARLAND'S SHOP FABRICATED MATERIAL WILL BE MANUFACTURED TO THE DIMENSIONS SHOWN, UNLESS OTHERWISE NOTED.
2. IT IS ESSENTIAL THAT ANY NECESSARY CHANGES, NOTATIONS OR REQUESTED INFORMATION BE CLEARLY NOTED ON THE SHOP DRAWINGS.
3. NO MATERIAL WILL BE CONSIDERED RELEASED FOR FABRICATION UNTIL ALL PERTINENT INFORMATION (I.E. COLOR, DIMENSIONS, MATERIAL CONFIGURATION) HAS BEEN RECEIVED.

### SCOPE OF WORK NOTES

#### GENERAL NOTES:

1. IT IS THE ROOFING CONTRACTOR'S RESPONSIBILITY TO FAMILIARIZE THEMSELVES WITH ALL DETAILS INVOLVED IN THE ROOFING CONTRACT.
2. ALL DRAWINGS ARE GRAPHIC REPRESENTATION OF APPROXIMATE LOCATION OF EXISTING AND NEW MATERIALS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL EXISTING CONDITIONS PRIOR TO COMMENCEMENT OF WORK.
3. THE ROOFING CONTRACTOR TO PROTECT ALL ADJACENT SURFACES NOT SCHEDULED FOR WORK AND TO REPAIR ANY DAMAGED AREAS AS A RESULT OF CONTRACTOR WORK AT NO ADDITIONAL COST TO THE OWNER.
4. THE ROOFING CONTRACTOR SHALL BE RESPONSIBLE TO MAINTAIN WATER TIGHTNESS AND PROVIDE PROTECTION AT ANY/ALL OPENINGS IN THE ROOF LEFT AT THE END OF EACH CONSTRUCTION DAY.
5. THIS IS A PREVAILING WAGE PROJECT.
6. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS, CONDITIONS, AND QUANTITIES.

#### SCOPE OF WORK:

1. Inspect the roof and repair any defects outside of the scope below.
2. Replace all pipe boots set in sealant. Coat penetrations with CPR at 2 gallons/square.
3. Replace any sealants on the roofing system.
4. Peeling or rusting areas: Wash roof surface to remove all dirt, algae and moss. Scrub heavily soiled areas with a deck brush or wire brush to remove all rusted areas. Prime the area and paint with color matched metal paint.
5. Replace loose or missing fasteners using oversize fastener and neoprene washer. Coat all fasteners using Brush Grade (BG) CPR Seam Sealer.
6. Flash in curbs with CPR per the detail.
7. Clean and inspect gutters and downspouts.
8. Provide 2 year workmanship warranty on all repairs.

SHEET TITLE:

SHEET NO.



## Project Notes and Details



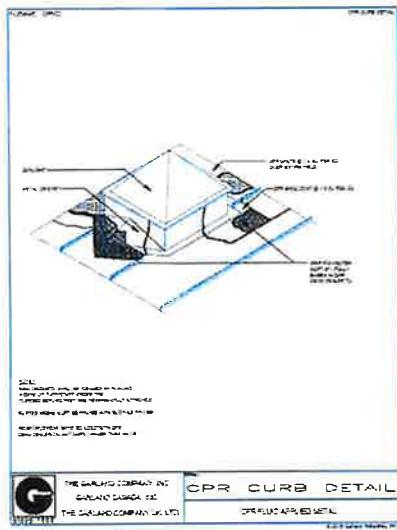
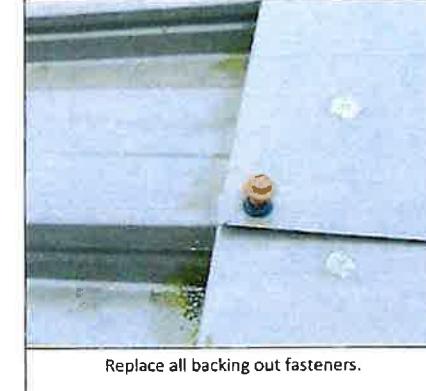
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**DIMENSIONS  
TO BE VERIFIED**

La Conner Fire Department  
12142 Chilberg Rd  
La Conner, WA 98257

**SHEET TITLE:**

**SHEET NO.:**



# New Business

## **1)     Ordinance – Heat Advisory – Utility Shutoffs**

## TOWN OF LA CONNER



Ordinance No. \_\_\_\_\_

### AN ORDINANCE AMENDING CHAPTER 12.15.070 OF THE LA CONNER MUNICIPAL CODE.

**WHEREAS**, Pursuant to ESHB 1329, passed by the Washington Legislature during the 2023 session, electric and water utilities are prohibited from disconnecting water or electric service due to nonpayment from residential users during heat-related events; and

**WHEREAS**, residential users who have had their electric and/or water utility service disconnected for lack of payment may request that the utility reconnect service during heat-related events with no reconnection fee charged; and

**WHEREAS**, it is necessary to amend the La Conner Municipal Code to comply with ESHB 1329; Now, Therefore,

#### BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF LA CONNER:

**Section 1.** That Section 12.15.070 of the La Conner Municipal Code is hereby revised and reenacted, the amended section to read as follows.

##### **12.15.070 Delinquency.**

All delinquent rates and charges under this chapter shall bear interest at the rate of eight percent per annum from the date of delinquency. Delinquency shall be determined as 45 days from date of billing.

(1) If the delinquent account remains unpaid for a period of 60 days from date of billing, then the public works director, at the direction of the administrator, shall shut off and padlock the water meter serving the premises. The public works director shall post on the door of the premises, 24 hours prior to shutting off service, a notice demanding payment be made at town hall of the total account balance, including accrued interest. The reconnection fee shall be \$75.00. Reconnection may be made by Town staff is authorized Monday through Friday, excluding holidays, from 8:00 a.m. to 2:30 p.m.

(2) A fee will be charged for returned checks in accordance with LCMC 3.60.003. The amount of the nonsufficient funds check plus the fee must be paid by cash or cashier's check. If the returned check was received as the result of a 24-hour disconnect notice, the payer will be notified that service will be disconnected if payment is not received by 2:30 p.m. that day. If

a disconnect notice was not issued the payer will have three days from the time of notice to pay in full or water service will be disconnected.

(3) Leaks. The detection and repair of any leak downstream (owner side) of the water meter is the responsibility of the property owner or tenant, as applicable. When a leak is detected by the property owner or tenant, the public works director must be notified and verify the leak. An owner or tenant desiring a billing adjustment must make a written request to the finance director requesting an adjustment. Adjustments may be made to billings for sanitary sewer services only, subject to the following criteria:

- (a) No bill shall be adjusted unless it exceeds the prior four months' average billings by 100 percent or more.
- (b) Billings will be not adjusted for more than three months prior to verification of the leak by the public works director.
- (c) No adjustment shall be made for leaks downstream (owner side) of the water meter, unless it is determined that the leak did not contribute to the sanitary sewer system.
- (d) No adjustment for future sewage system use shall be allowed after a leak has been verified by the public works director.

Upon approval by the finance director, the customer shall be charged the four-month average billing for water and sewer (exclusive of the drainage fee), plus 30 percent of the difference between the four-month average billing for water and the amount billed for water (no additional amount for sewer).

An aggrieved property owner or tenant may appeal the finance director's decision to the town council for review and final action.

(4) Disputed Meter Accuracy. If a property owner or tenant believes that the water meter is not working properly, then the property owner/tenant shall notify the administrator in writing and request that the meter be removed and checked. The public works director, at the direction of the administrator, shall remove the meter and have it tested. If the meter is found to be working properly, the property owner/tenant shall be billed for the actual cost of removal and testing.

(5) Notwithstanding any provision to the contrary, the provisions of subsection (1) of this section shall be suspended during such time that a public emergency has been declared to exist by the governor of the state of Washington, and a proclamation issued that would prevent that subsection, or any actions taken pursuant to that subsection, from being effectuated. In particular, no residential customer shall be disconnected and no late fees or other charges shall be imposed if prohibited by a proclamation or similar order issued by the governor of the state of Washington.

(6) Pursuant to Washington State Constitution Article VIII, Section 7, and RCW 35.92.020, the finance director is authorized to establish a repayment agreement with any low-income customer for the repayment of past due water accounts. For the purposes of this section, a "low-income customer" is defined as an individual who qualifies for a property tax exemption in accordance with RCW 84.36.383 et seq., or who is enrolled in the Supplemental Nutrition Assistance Program as maintained by the Washington State Department of Social and Health Services. Such repayment plans shall not require monthly payments in excess of 6% of the customer's monthly income

(7) Notwithstanding any provision of this section to the contrary, no disconnection of a residential user shall occur during a qualifying heat-related event. For the purpose of this section, a "qualifying heat-related event" is any specific day (or a period of days) for which the National Weather Service (NWS) has issued or has announced that it intends to issue a heat-related alert — including by example an excessive heat warning, a heat advisory, an excessive heat watch, or a similar alert — for the geographic area including the Town of LaConner. In the event a residential user has already been disconnected for non-payment when a heat-related alert is issued, the Town shall make a reasonable attempt to reconnect a residential user at no charge at the customer's request, and disconnect the user again when the heat-related event concludes. Any disconnection notice must contain clear and specific information about how the user may make such a request, including instruction on how to contact the Town of La Conner.

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

---

Ramon Hayes, Mayor

ATTEST:

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Maria DeGoede, Town Clerk

APPROVED AS TO FORM:

---

Town Attorney