



TOWN COUNCIL AGENDA

September 26, 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

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 September 12, 2023

Finance:

Approval of Accounts Payable

Approval of Payroll

VI. REPORTS

1. Administrator's Report

2. Mayor's Report

3. Council Committee Reports

VII. UNFINISHED BUSINESS:

1. Center Street Project – Discussion

2. Jenson Property – Discussion

3. Parking Solutions for First Street - Discussion

4. Ordinance – News Rack Regulations

5. Strategic Plan

6. Comprehensive Plan Amendment Request for Relief - Library

VIII. NEW BUSINESS

1. 2024 Hotel Motel Distributions

2. Bid Recommendation – WWTP Asphalt Project

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/85410251937?pwd=ZldJMmV2Y3lsQndQZURtdXdoaVd2UT09>

Meeting ID: 854 1025 1937

Passcode: 129260

One tap mobile

Meeting ID: 854 1025 1937

Passcode: 129260

Phone Number: 1-253-215-8782

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

September 12, 2023 – 6:00 p.m.

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

Present: Councilmembers Taylor, Dole and Wohleb.

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

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.

Councilmember Wohleb moved to excuse Councilmember Chamberlain. Motion seconded by Councilmember Dole. Motion carried 4/0.

Public Comments:

Resident Gary Nelson complained about people parking in his off-street spots. The right of way has been fenced off around the Center Street Project, which has reduced availability for parking. The parking issue has become a nuisance and a safety issue, as emergency vehicles do not have access to the area.

Resident Kathy Shiner brought drug paraphernalia she found at the park. Fire Chief Reinstra and Councilmember Dole advised she should call 911 to report a finding and never remove it from the site, as it is considered a crime scene and can be dangerous. Fire Chief Reinstra took her findings to report and for disposal.

Resident Linda Talman discussed her conversation with Planning Assistant Eills. She was told there are nine types of housing we have to have, which Talman noted the Town is not required to have all of them with a population under 25,000. Talman requested slowing down development as we have a long time to reach 25,000 in population.

Ken Stern of the La Conner Weekly News discussed the Ordinance Council will be approving later in the meeting on the News Rack regulations. He requested to change the contact information to just a phone number or email as the cost to order new contact labels is up to \$15.00 each. Also, he requested reviewing the appearance requirement. Councilmember Taylor noted his news boxes are used quite frequently; this is more directed to ones that are not.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the August 22, 2023 Meeting.

Accounts Payable:	Checks	26366 - 26412	\$103,494.90
	Electronic Pmts.	2018146 US Bank Fees	\$402.33
		2018147 Invoice Cloud Fees	\$157.40
		Total Accounts Payable	\$104,054.63

Payroll of September 5, 2023:	Checks 5770 - 5777		\$3,829.23
	AWC Benefit Trust	#2018141	\$13,646.08
	Deferred Comp	#2018142	\$2,429.21
	PERS Retirement	#2018143	\$10,262.06
	Teamsters Benefit	#2018144	\$8,716.00
	Auto Payroll Taxes	#2018145	\$8,081.61
	<u>Payroll Auto Deposit</u>		\$24,494.69
		Total Payroll	\$71,458.88

Councilmember Wohleb moved to approve the Consent Agenda as presented. Motion seconded by Councilmember Dole. Motion carried 4/0.

Administrator's Report:

Administrator Thomas discussed the following:

- The next Council meeting of September 26th will include a Special Meeting starting at 5:00 p.m. for the first 2024 Budget presentations from Public Works and the Fire/Code Enforcement.
- The Town and Fire District 13 had a meeting to discuss coordinating fire equipment. Both need a fire boat and a ladder truck. The next step is a possible Ad-hoc committee with members from both the Town and Fire District 13 to discuss future needs. Councilmember Carlson, Councilmember Dole and Administrator Thomas are interested in representing the Town on the committee. There has also been a meeting with the Port regarding their fire concerns.
- It was recommended to send a constituent representing the Town to the School Board Meetings. Mayor Hayes as agreed to attend.
- We need a policy to establish the publication of agendas and notices for Council and all the commissions. We are looking for other posting sites, such as in front of Maple Hall and at the Library. It was noted currently the agenda is available by notification to the public by text and email as well.

Planner's Report:

Planner Davolio stated the State's 60-day review for the Adult Businesses regulations has expired with no comments. Council will have an ordinance for approval the first meeting of October.

Fire Department/Code Enforcement:

Discussions involved parking issues and an encampment on Washington Street. Chief Reinstra stated people are getting creative in finding parking.

WWTP:

Administrator Thomas gave a brief overview of the timeline for the Plant upgrades. Currently we are in the engineering and planning stage at an estimated cost of \$200,000, covered by a grant of \$163,000 and the remainder balance to Sewer. He will be requesting two proposals, one with Shelter Bay included and the other without. We are hoping to have this done by the end of 2024, giving us the type of facility, we will need and the estimated cost range.

Council Committee Reports:

WAB:

Councilmember Taylor reported on the WAB meeting discussions. The agreement between the Tribe and the Town will need to be updated to accommodate the future upgrades. Also, a meter needs to be installed at the sewer cross connection on Morris to monitor capacity. Rates for next year are in review.

Arts:

Councilmember Taylor noted the Art Commission will resume their meetings after a summer break, and the Fish Art is back in place after repairs.

Communication Committee:

Councilmember Dole noted the Committee had an information table at the Welcome Braves Day. Also, it was suggested to have a sign on dedicated emergency shelters.

Emergency Management Commission: Councilmember Dole reported as follows:

- The Upper Skagit Tribe did approve the placement of ecology blocks on their property for flood control.
- We are working on a joint meeting with Council and the Swinomish Emergency Management Committee.
- The Great American Shake Out is coming up in October; brochures will be passed out for that.
- Public Works Director Lease has met with most of the property owners regarding the placement of ecology blocks and sandbags on their property and has received supportive responses. Administrator Thomas is working on the liability agreements, once signed, Public Works can begin the process of staging.

Strategic Plan:

Administrator Thomas stated Council could request changes in the Plan, but could also pass it tonight as is.

It was the Council consensus to table the Strategic Plan until Councilmember Chamberlain returned.

Town of La Conner WWTP Award:

Mayor Pro Tem Carlson read the award from the Department of Ecology for the 2022 Award for High Performance of a Treatment Facility.

Ordinance – Newspaper Boxes:

Discussions included required contact information on the boxes, removal of abandoned boxes, required locations of placement, and maintenance standards for appearance.

Resident Scott Price suggested requiring a permit or business license as they are doing business in La Conner.

It was the consensus of the Council to table the Ordinance for further discussions.

Approval for the Purchase of the Ecology Blocks:

Public Works Director Lease presented the estimate for the ecology blocks in the amount of \$15,710 for Council approval.

Councilmember Wohleb moved to approve the purchase of the Ecology Blocks. Motion seconded by Councilmember Taylor. Motion carried 4/0.

Approval for the Purchase of Sandbags:

Public works Director Lease requested Council approval for the purchase of filled Polly Sandbags in the amount of \$19,157.04. He intends to reuse these for two years.

Councilmember Dole approved the purchase of the Polly Filled Sandbags in the amount of \$19,157.04. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

Approval of Generator:

Public Works Director Lease explained there is a waiting list for the purchase of the pumps. His solution is to trade in his existing generator for a larger one from Birch Equipment, with a final cost of \$51,867, to keep the lift station going. It is approximately the same dollar amount as the purchase of the pumps.

Councilmember Taylor moved to approve the trade in and purchase for a larger generator in the amount of \$51,867. Motion seconded by Councilmember Dole. Motion carried 4/0.

Mayor Roundtable:

Council discussed the possibility of a moratorium on Short Term Rentals until our regulations have been adopted. Administrator Thomas will draft an Ordinance for the next meeting.

There being no further business the meeting ended at 6:55 p.m.

Maria DeGoede, Finance Director

Ramon Hayes, Mayor



TOWN OF LA CONNER

CLAIMS CLEARING

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that the merchandise or services hereinafter specified for September 26, 2023 have been received and that;

Checks Numbered:	26413 - 26449	\$119,160.68
Voided Checks:	24735 & 25310	
Auto Payments:	2018149 – Excise Tax	\$10,782.53

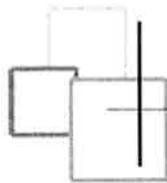
Are approved for a total payment of \$129,943.21 this 26th day of September 2023.

Mark S. DeSnoede
Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

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

Vendor	Number	Reference	Account Number	Description	Amount
Ajah Eills	26413			2023 - September - 2nd Council Meeting	
		Invoice - EillsTrReimb			
		Eills Travel Reimb - Planning Forum			
		001-000-558-60-43-00	Travel		\$49.65
		Total Invoice - EillsTrReimb			\$49.65
	Total 26413				\$49.65
Total Ajah Eills					\$49.65
Bay City Supply	26414			2023 - September - 2nd Council Meeting	
		Invoice - 346048			
		Paper Towels & TP			
		003-000-575-50-31-05	Public Restroom Supplies		\$653.83
		Total Invoice - 346048			\$653.83
		Invoice - 346049			
		Garbage Bags			
		003-000-575-50-31-05	Public Restroom Supplies		\$313.62
		Total Invoice - 346049			\$313.62
		Invoice - 346049A			
		Garbage Bags			
		003-000-575-50-31-05	Public Restroom Supplies		\$104.34
		Total Invoice - 346049A			\$104.34
	Total 26414				\$1,071.79
Total Bay City Supply					\$1,071.79
Berk Consulting	26415			2023 - September - 2nd Council Meeting	
		Invoice - 10808-08-23			
		August 2023 Strategic Plan - Project Execution			
		001-000-511-60-49-02	Council Training & Meetings		\$960.00
		Total Invoice - 10808-08-23			\$960.00
	Total 26415				\$960.00
Total Berk Consulting					\$960.00

Vendor	Number	Reference	Account Number	Description	Amount
Brock Ingman	26416			2023 - September - 2nd Council Meeting	
		Invoice - IngmanHydrantMtrDepRef2023		Ingman Hydrant Meter Dep Ref	
		401-000-582-10-00-00		Hydrant Meter Dep Refund	\$100.00
		Total Invoice - IngmanHydrantMtrDepRef2023			\$100.00
	Total 26416				\$100.00
Total Brock Ingman					\$100.00
Canon Financial Services INC.	26417			2023 - September - 2nd Council Meeting	
		Invoice - 31240759			
		Copier Lease			
		001-000-518-30-40-00		Lease Agreement Tax	\$10.47
		001-000-591-31-70-00		Rents & Leases - Capital	\$121.67
		70%			
		401-000-534-80-40-00		Lease Agreement Tax	\$2.24
		401-000-591-31-70-00		Rents & Leases - Capital	\$26.07
		15%			
		409-000-535-80-40-00		Lease Agreement Tax	\$2.24
		409-000-591-31-70-00		Rents & Leases - Capital	\$26.07
		15%			
		Total Invoice - 31240759			\$188.76
	Total 26417				\$188.76
Total Canon Financial Services INC.					\$188.76
Cascade Natural Gas Corp	26418			2023 - September - 2nd Council Meeting	
		Invoice - CasGasSept2023			
		Utility-Gas			
		001-000-518-30-47-00		Public Utility Services	\$40.89
		204 Douglas-Town Hall			
		001-000-522-20-47-00		Public Utility Services	\$48.62
		12142 Chilberg-Fire Hall			
		003-000-575-50-47-01		Public Utility Services-MH/MC	\$36.90
		108 Commercial-MH/MC			
		003-000-575-50-47-02		Public Utility Services-GC	\$60.85
		622 S 2nd Street-GC			
		401-000-534-80-47-00		Public Utility Services	\$27.56
		604 N 3rd Street - PW			
		409-000-535-80-47-00		Public Utility Services	\$111.50
		12154 Chilberg - WWTP			
		409-000-535-80-47-00		Public Utility Services	\$130.36

Vendor	Number	Reference	Account Number	Description	Amount
			12154 B Chilberg - Sewer		
		Total Invoice - CasGasSept2023			\$456.68
Total 26418					\$456.68
Total Cascade Natural Gas Corp					\$456.68
City of Anacortes					
	26419		2023 - September - 2nd Council Meeting		
		Invoice - CityofAnacortesAug2023			
		August 2023 Water Charges			
		401-000-534-80-33-00	Purchase of Wholesale Water		\$36,274.00
		Water sales			
		Total Invoice - CityofAnacortesAug2023			\$36,274.00
Total 26419					\$36,274.00
Total City of Anacortes					\$36,274.00
Crystal Springs					
	26420		2023 - September - 2nd Council Meeting		
		Invoice - 5383122 090623			
		Water/Distilled Water			
		001-000-518-30-47-00	Public Utility Services		\$102.85
		409-000-535-80-31-02	Lab Supplies		\$73.56
		WWTP Distilled Water			
		Total Invoice - 5383122 090623			\$176.41
Total 26420					\$176.41
Total Crystal Springs					\$176.41
Dalco Inc.					
	26421		2023 - September - 2nd Council Meeting		
		Invoice - 42706			
		Repair of Pressure Washer			
		002-000-576-80-48-01	Building Repair & Maintenance		\$1,022.67
		Total Invoice - 42706			\$1,022.67
Total 26421					\$1,022.67
Total Dalco Inc.					\$1,022.67
David Evans & Associates Inc.					
	26422		2023 - September - 2nd Council Meeting		
		Invoice - 544265			
		Talmon DE, Transportaion, Storm Drain & Sewer			
		005-000-543-10-41-00	Professional Services		\$265.05
		Transportation			

Vendor	Number	Reference	Account Number	Description	Amount
			005-000-552-30-41-02	DE Engineering Fees	\$44.00
			Talmon DE		
			401-000-534-80-41-02	DE Engineer Fees	\$44.00
			Talmon DE		
			403-000-531-38-41-04	Engineering	\$176.70
			Storm Drain		
			403-000-531-38-41-05	DE Engineering Fees	\$44.01
			Talmon DE		
			409-000-535-80-41-04	Engineering	\$441.75
			WWTP		
			409-000-535-80-41-08	DE Engineering Fees	\$44.01
			Talmon DE		
		Total Invoice - 544265			\$1,059.52
		Invoice - 544266			
			Water System Plan Update		
			401-000-594-34-64-02	Capital Projects	\$5,810.59
		Total Invoice - 544266			\$5,810.59
		Invoice - 544267			
			Snap Dragon Flats DE		
			005-000-552-30-41-02	DE Engineering Fees	\$98.23
			401-000-534-80-41-02	DE Engineer Fees	\$98.23
			403-000-531-38-41-05	DE Engineering Fees	\$98.22
			409-000-535-80-41-08	DE Engineering Fees	\$98.22
		Total Invoice - 544267			\$392.90
		Invoice - 544268			
			Talmon DE		
			005-000-552-30-41-02	DE Engineering Fees	\$31.85
			401-000-534-80-41-02	DE Engineer Fees	\$31.85
			403-000-531-38-41-05	DE Engineering Fees	\$31.86
			409-000-535-80-41-08	DE Engineering Fees	\$31.86
		Total Invoice - 544268			\$127.42
		Total 26422			\$7,390.43
		Total David Evans & Associates Inc.			\$7,390.43
Denise McDougall	26423			2023 - September - 2nd Council Meeting	
			Invoice - McDougallIPPDepRef9/16/23		
			Mcdougall Pioneer Park Dep Ref 9/16/23		
			002-000-582-10-00-00	Park Deposit Refund	\$100.00
			Total Invoice - McDougallIPPDepRef9/16/23		\$100.00
		Total 26423			\$100.00
		Total Denise McDougall			\$100.00

Vendor	Number	Reference	Account Number	Description	Amount
Edge Analytical	26424			2023 - September - 2nd Council Meeting	
		Invoice - 23-26316			
			Effluent Testing		
			409-000-535-80-48-05	Materials/Testing	\$46.50
			Sewer Testing		
		Total Invoice - 23-26316			\$46.50
		Invoice - 23-26756			
			Heterotrophic Plate Count		
			401-000-534-80-41-00	Professional Services	\$58.00
			Water Testing Samples		
		Total Invoice - 23-26756			\$58.00
		Invoice - 23-26827			
			Coliform Testing		
			401-000-534-80-41-00	Professional Services	\$24.00
			Water Testing Samples		
		Total Invoice - 23-26827			\$24.00
		Invoice - 23-27670			
			Coliform Testing		
			401-000-534-80-41-00	Professional Services	\$24.00
			Water Testing Samples		
		Total Invoice - 23-27670			\$24.00
	Total 26424				\$152.50
Total Edge Analytical					\$152.50
Farmers Equipment Company Inc	26425			2023 - September - 2nd Council Meeting	
		Invoice - BUR-2008001			
			Ford Tractor Repair		
			401-000-534-80-48-02	Vehicle Repair & Maintenance	\$2,766.44
		Total Invoice - BUR-2008001			\$2,766.44
	Total 26425				\$2,766.44
Total Farmers Equipment Company Inc					\$2,766.44
Fastenal Company	26426			2023 - September - 2nd Council Meeting	
		Invoice - WAANA151184			
			Batteries		
			409-000-535-80-31-02	Lab Supplies	\$13.51
			412-000-554-90-48-05	Compost Testing/Materials	\$13.52
		Total Invoice - WAANA151184			\$27.03
		Invoice - WAANA151243			
			Valve Lever		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$118.41
		Total Invoice - WAANA151243			\$118.41
	Total 26426				\$145.44

Vendor	Number	Reference	Account Number	Description	Amount
	24735-Void			2023 - September - 2nd Council Meeting	
		Invoice -24735-Voided			
		Voided Ck 24735			
		412-000-554-90-48-06		Compost Machinery/Equip	(\$217.85)
		Double Payment			
		Total Invoice -24735-Voided			(\$217.85)
	Total 24735-Void				(\$217.85)
Total Fastenal Company					(\$72.41)
Frontline Cleaning Services					
	26427			2023 - September - 2nd Council Meeting	
		Invoice - 35087			
		Public Restroom Cleaning			
		003-000-575-50-48-05		Public Restrooms - Repair & Maint.	\$2,440.00
		Total Invoice - 35087			\$2,440.00
	Total 26427				\$2,440.00
Total Frontline Cleaning Services					\$2,440.00
Hayton Farms Inc.					
	26428			2023 - September - 2nd Council Meeting	
		Invoice - HaytonHydrantDepRef			
		Hydrant Meter Dep Ref			
		401-000-582-10-00-00		Hydrant Meter Dep Refund	\$100.00
		Total Invoice - HaytonHydrantDepRef			\$100.00
	Total 26428				\$100.00
Total Hayton Farms Inc.					\$100.00
HD Supply Facilities Maint.					
	26429			2023 - September - 2nd Council Meeting	
		Invoice - 9218592907			
		Sprayer			
		002-000-576-80-48-01		Building Repair & Maintenance	\$39.50
		Total Invoice - 9218592907			\$39.50
	Total 26429				\$39.50
Total HD Supply Facilities Maint.					\$39.50
Iconix Waterworks (US) Inc.					
	26430			2023 - September - 2nd Council Meeting	
		Invoice - U2316039171			
		Jet Set Concrete Repair			
		403-000-531-38-48-03		System Repair & Maintenance	\$186.81
		Total Invoice - U2316039171			\$186.81
	Total 26430				\$186.81
Total Iconix Waterworks (US) Inc.					\$186.81

Vendor	Number	Reference	Account Number	Description	Amount
Isomedia.com	26431			2023 - September - 2nd Council Meeting	
		Invoice - 22387-19945			
		WWTP DSL			
		409-000-535-80-42-00		Communications	\$65.94
		Total Invoice - 22387-19945			\$65.94
	Total 26431				\$65.94
Total Isomedia.com					\$65.94
La Conner Chamber of Commerce	26432			2023 - September - 2nd Council Meeting	
		Invoice - LCChamberBrewFestCancel			
		Cancelation of the Brew Fest Reimb.			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$1,000.00
		Total Invoice - LCChamberBrewFestCancel			\$1,000.00
	Total 26432				\$1,000.00
Total La Conner Chamber of Commerce					\$1,000.00
Mister T's Trophies	25310-Void			2023 - September - 2nd Council Meeting	
		Invoice - 25310-Void			
		Voided Ck 25310			
		004-000-575-50-41-00		Professional Services	(\$27.15)
		Double Payment			
		Total Invoice - 25310-Void			(\$27.15)
	Total 25310-Void				(\$27.15)
Total Mister T's Trophies					(\$27.15)
Napa Auto Parts	26433			2023 - September - 2nd Council Meeting	
		Invoice - 1438-534062			
		Cap Screw, Lockwash & Hex Nut			
		401-000-534-80-48-03		System Repair & Maintenance	\$19.77
		Total Invoice - 1438-534062			\$19.77
		Invoice - 1438-534145			
		Fuel Filter			
		401-000-534-80-48-02		Vehicle Repair & Maintenance	\$12.27
		Total Invoice - 1438-534145			\$12.27
		Invoice - 1438-534256			
		Washer, Cap Screw & RAD Spc			
		401-000-534-80-48-03		System Repair & Maintenance	\$15.21
		Total Invoice - 1438-534256			\$15.21
		Invoice - 1438-534289			
		Grease & Defrost			
		412-000-554-90-48-06		Compost Machinery/Equip	\$130.78
		Total Invoice - 1438-534289			\$130.78

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 1438-534348			
		Car Wash			
		401-000-534-80-48-02		Vehicle Repair & Maintenance	\$7.71
		Total Invoice - 1438-534348			\$7.71
		Invoice - 1438-534505			
		Full Port Valve			
		403-000-531-38-48-03		System Repair & Maintenance	\$19.05
		Total Invoice - 1438-534505			\$19.05
	Total 26433				\$204.79
Total Napa Auto Parts					\$204.79
North Hills Resources					
	26434				
		2023 - September - 2nd Council Meeting			
		Invoice - 37518			
		Pile Grinding			
		412-000-554-90-41-07		Pile Grinding	\$10,968.60
		Total Invoice - 37518			\$10,968.60
	Total 26434				\$10,968.60
Total North Hills Resources					\$10,968.60
PNW Quilt & Fiber Art's Museum					
	26435				
		2023 - September - 2nd Council Meeting			
		Invoice - PNWMsmGCDepRef9/10/23			
		PNW Museum Garden Club Dep Ref 9/10/23			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$215.00
		Total Invoice - PNWMsmGCDepRef9/10/23			\$215.00
	Total 26435				\$215.00
Total PNW Quilt & Fiber Art's Museum					\$215.00
Puget Sound Energy					
	26436				
		2023 - September - 2nd Council Meeting			
		Invoice - PSESept2023			
		Utility - Electric			
		001-000-518-30-47-00		Public Utility Services	\$179.33
		204 Douglas St -Town Hall			
		001-000-522-20-47-00		Public Utility Services	\$332.68
		12142 Chilberg - Fire Dept			
		002-000-576-80-47-00		Public Utility Services	\$35.06
		1339 Connor Way - Pioneer Park Gazebo			
		002-000-576-80-47-00		Public Utility Services	\$19.32
		100 Morris - Gilkey Square			
		002-000-576-80-47-00		Public Utility Services	\$241.65
		100 Washington Ave Light- St End Park			
		002-000-576-80-47-00		Public Utility Services	\$42.08
		1339 Conner Way Lights - Pioneer Park Lights			

Vendor	Number	Reference	Account Number	Description	Amount
			003-000-575-50-47-01	Public Utility Services-MH/MC 104 Commercial - Maple Hall	\$10.85
			003-000-575-50-47-02	Public Utility Services-GC 622 S 2nd Street - Garden Club	\$19.57
			003-000-575-50-47-05	Public Utility Svcs-Restrooms 613 1st Street - Public Restroom	\$54.91
			003-000-575-50-47-05	Public Utility Svcs-Restrooms 304 Morris St -Public Restroom	\$35.90
			005-000-542-63-47-00	Public Utility Services 1st Street Lights #220005384221	\$298.45
			005-000-542-63-47-00	Public Utility Services Street lights Acct #300000001705	\$798.67
			005-000-542-63-47-00	Public Utility Services 3rd & Douglas	\$46.91
			005-000-542-63-47-00	Public Utility Services 125 1st Street LC Post Office #300000002505	\$556.99
			005-000-542-63-47-00	Public Utility Services 12100 Chilberg - Flag pole/Monument lights	\$16.24
			401-000-534-80-47-00	Public Utility Services 604 N 3rd Street - PW Shop-300000002695	\$254.40
			401-000-534-80-47-00	Public Utility Services 1200 S 4th St - Water Tank	\$14.01
			403-000-531-38-47-00	Public Utility Service 213 Caledonia - Drainage Pump	\$92.33
			403-000-531-38-47-00	Public Utility Service 102 S 6th St - Drainage Pump	\$54.09
			403-000-531-38-47-00	Public Utility Service 1340 Connor Way - Water Shack	\$10.97
			409-000-535-80-47-00	Public Utility Services 622 1st Street - Sewage Vault	\$31.90
			409-000-535-80-47-00	Public Utility Services 12154 Chilberg Rd WWTP	\$4,196.48
			409-000-535-80-47-00	Public Utility Services 12154 Chilberg - WWTP Fuel Station	\$10.32
			409-000-535-80-47-00	Public Utility Services 602 N 3rd Street - Pump	\$36.65
			Total Invoice - PSESept2023		\$7,389.76
		Total 26436			\$7,389.76
		Total Puget Sound Energy			\$7,389.76

Vendor	Number	Reference	Account Number	Description	Amount
Quality Services					
	26437			2023 - September - 2nd Council Meeting	
		Invoice - QualSvcAug2023			
		August 2023 Facility Cleaning			
		003-000-575-50-48-01		Building Repair & Maint-MH/MC	\$632.50
		Total Invoice - QualSvcAug2023			\$632.50
	Total 26437				\$632.50
Total Quality Services					\$632.50
Shelter Bay Community					
	26438			2023 - September - 2nd Council Meeting	
		Invoice - ShelterBayGCDepRef9/6/23			
		Shelter Bay Community Garden Club Dep Ref 9/6/23			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$215.00
		Total Invoice - ShelterBayGCDepRef9/6/23			\$215.00
	Total 26438				\$215.00
Total Shelter Bay Community					\$215.00
Skagit - 911					
	26439			2023 - September - 2nd Council Meeting	
		Invoice - 4047			
		4th Qtr. Fees			
		001-000-522-20-49-04		Skagit 911-Fire dispatch	\$557.00
				Qtrly Agency fee	
		Total Invoice - 4047			\$557.00
	Total 26439				\$557.00
Total Skagit - 911					\$557.00
Skagit Community Band					
	26440			2023 - September - 2nd Council Meeting	
		Invoice - SkComFndMHDepRef9/14/23			
		Skagit Community Foundation Maple Hall Dep Ref 9/14/23			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$897.50
		Total Invoice - SkComFndMHDepRef9/14/23			\$897.50
	Total 26440				\$897.50
Total Skagit Community Band					\$897.50
The Bag Lady, Inc.					
	26441			2023 - September - 2nd Council Meeting	
		Invoice - 36247-2023			
		Filled Polly Sand Bags			
		403-000-531-38-35-01		Tools & Equipment Flood	\$19,209.17
		Total Invoice - 36247-2023			\$19,209.17
	Total 26441				\$19,209.17
Total The Bag Lady, Inc.					\$19,209.17

Vendor	Number	Reference	Account Number	Description	Amount
Tillinghast Postal					
	26442			2023 - September - 2nd Council Meeting	
		Invoice - 120827			
			Return of Parts		
			002-000-576-80-48-01	Building Repair & Maintenance	\$15.74
		Total Invoice - 120827			\$15.74
	Total 26442				\$15.74
Total Tillinghast Postal					\$15.74
Town of La Conner					
	26443			2023 - September - 2nd Council Meeting	
		Invoice - C-09-2023			
			September 2023 Sewer Service Charges		
			412-000-554-90-47-00	Sewer Service Charge	\$10,833.34
		Total Invoice - C-09-2023			\$10,833.34
		Invoice - S 09-2023			
			September 2023 Sludge Disposal Charges		
			409-000-535-80-47-02	Sludge Disposal	\$2,500.00
		Total Invoice - S 09-2023			\$2,500.00
	Total 26443				\$13,333.34
Total Town of La Conner					\$13,333.34
U.S. Bank					
	26444			2023 - September - 2nd Council Meeting	
		Invoice - Amazon1970631			
			Faucet Replacement Parts		
			002-000-576-80-48-01	Building Repair & Maintenance	\$30.94
		Total Invoice - Amazon1970631			\$30.94
		Invoice - Amazon7118611			
			Paper Clips & Business Cards for Compost & Yard Waste Sales		
			001-000-518-30-31-00	Office & Operating Supplies	\$5.91
			412-000-554-90-41-00	Professional Services	\$36.90
		Total Invoice - Amazon7118611			\$42.81
		Invoice - Amazon8788243			
			Calculator Paper Rolls		
			001-000-518-30-31-00	Office & Operating Supplies	\$17.64
		Total Invoice - Amazon8788243			\$17.64
		Invoice - Coastal9/2/23			
			Boots - Smith		
			401-000-534-80-35-00	Small Tools & Equipment	\$113.14
		Total Invoice - Coastal9/2/23			\$113.14
		Invoice - CrashPln9/19/23			
			Server Backup		
			001-000-518-30-48-00	Computer/Server Maintenance	\$54.25
			Server Backup		
		Total Invoice - CrashPln9/19/23			\$54.25

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - HomDep8/22/23			
		Tube Cutter & Adapter			
		401-000-534-80-35-00		Small Tools & Equipment	\$25.04
		Total Invoice - HomDep8/22/23			\$25.04
		Invoice - HomDep8/22/23-2			
		Paint Rollers			
		005-000-543-10-48-00		Repair & Maintenance	\$19.45
		Total Invoice - HomDep8/22/23-2			\$19.45
		Invoice - INV218334240			
		Zoom Fees			
		001-000-518-30-31-00		Office & Operating Supplies	\$257.09
		Total Invoice - INV218334240			\$257.09
		Invoice - LOWES9/8/23			
		GFI Outlet for Bridge & Tire			
		002-000-576-80-48-03		System Repair & Maintenance	\$113.09
		Total Invoice - LOWES9/8/23			\$113.09
		Invoice - PrintEZ8/15/23			
		Bank Deposit Slips			
		001-000-518-30-31-00		Office & Operating Supplies	\$352.79
		Total Invoice - PrintEZ8/15/23			\$352.79
		Invoice - SkRegHealth8/15/23			
		DOT Physical			
		401-000-534-80-41-00		Professional Services	\$92.00
		Total Invoice - SkRegHealth8/15/23			\$92.00
		Invoice - SulVta8/9/23			
		AWC Conference Travel Meal-DeGoede			
		001-000-514-23-43-00		Travel	\$38.72
		Total Invoice - SulVta8/9/23			\$38.72
		Invoice - TillPost8/17/23			
		Parking Meter Parts - Return			
		005-000-542-65-48-00		Repair & Maintenance	\$26.97
		Total Invoice - TillPost8/17/23			\$26.97
		Invoice - VisIt8/10/23			
		AWC Conference Travel Meal-DeGoede			
		001-000-514-23-43-00		Travel	\$41.47
		Total Invoice - VisIt8/10/23			\$41.47
	Total 26444				\$1,225.40
Total U.S. Bank					\$1,225.40
ULINE	26445				
				2023 - September - 2nd Council Meeting	
		Invoice - 168184945			
		Dog Waste Bags			
		002-000-576-80-48-03		System Repair & Maintenance	\$270.60
		Total Invoice - 168184945			\$270.60

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 168541080			
			Sand Bags, Pallets, Stretch Wrap/Poly Sheeting & Pallet Covers		
			403-000-531-38-35-01	Tools & Equipment Flood	\$5,878.00
		Total Invoice - 168541080			\$5,878.00
	Total 26445				\$6,148.60
Total ULINE					\$6,148.60
USA Bluebook	26446			2023 - September - 2nd Council Meeting	
		Invoice - INV00117520			
			Wash Bottles		
			409-000-535-80-31-02	Lab Supplies	\$63.56
		Total Invoice - INV00117520			\$63.56
		Invoice - INV00122086			
			Membrane Kit		
			409-000-535-80-31-02	Lab Supplies	\$178.32
		Total Invoice - INV00122086			\$178.32
	Total 26446				\$241.88
Total USA Bluebook					\$241.88
Verizon Wireless	26447			2023 - September - 2nd Council Meeting	
		Invoice - 9943803749			
			Cell Phones		
			001-000-513-10-42-00	Mayor's Communications	\$53.05
			Mayor		
			001-000-521-70-42-00	Communications-Code Enf	\$26.53
			Code Enforcement/Split with Fire		
			001-000-522-20-42-00	Communications	\$66.54
			Fire Dept./Split w Code & 2nd Remote		
			001-000-575-50-42-00	Senior Center Communications	\$53.05
			Senior Center		
			401-000-534-80-42-00	Communications	\$493.68
			Public Works		
		Total Invoice - 9943803749			\$692.85
	Total 26447				\$692.85
Total Verizon Wireless					\$692.85

Vendor	Number	Reference	Account Number	Description	Amount
WA State Dept. of Ecology	26448			2023 - September - 2nd Council Meeting	
		Invoice - 24-WA0022446-1			
		Water Quality Program			
		409-000-535-80-49-00		Dues & Subscriptions	\$1,506.00
		Total Invoice - 24-WA0022446-1			\$1,506.00
					\$1,506.00
		Total 26448			\$1,506.00
WA State Dept. of Ecology					
WA State DOR - Excise Tax	2018149			2023 - September - 2nd Council Meeting	
		Invoice - DORAUG2023ExciseTax			
		Aug 2023 Excise Tax			
		401-000-534-80-49-03		Excise Taxes	\$6,631.38
		403-000-531-38-49-03		Excise Taxes	\$485.24
		409-000-535-80-49-01		Excise Taxes	\$1,281.89
		412-000-554-90-49-01		Compost Sales Tax	\$413.58
		412-000-554-90-49-02		Excise Taxes	\$1,970.44
		Total Invoice - DORAUG2023ExciseTax			\$10,782.53
					\$10,782.53
		Total 2018149			\$10,782.53
Total WA State DOR - Excise Tax					
Wave Broadband	26449			2023 - September - 2nd Council Meeting	
		Invoice - WaveSept2023			
		Internet & Phones			
		001-000-518-30-42-00		Communications	\$347.48
		TH Internet & phones			
		001-000-522-20-42-00		Communications	\$155.90
		Fire Dept			
		003-000-575-50-42-01		Communications-MH/MC	\$227.94
		MH/MC Internet & phones			
		401-000-534-80-42-00		Communications	\$327.81
		PW Office Internet & phones - 604 3rd N			
		409-000-535-80-42-00		Communications	\$185.77
		WWTP			
		409-000-535-80-42-00		Communications	\$20.63
		WWTP Marina Lift Station			
		Total Invoice - WaveSept2023			\$1,265.53
					\$1,265.53
		Total 26449			\$1,265.53
Total Wave Broadband					
Grand Total		Vendor Count	39		\$129,943.21



Town of La Conner

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



Maria De Goede, Finance Director

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

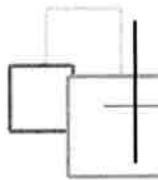
Payroll checks numbered 5778 through 5784	\$3,518.09
Auto Payroll Taxes #2018148	\$7,645.13
Payroll auto deposit	<u>\$22,714.89</u>
	\$33,878.11

are approved for a total payment of \$33,878.11 this 26th day of September 2023.

Councilmember – Finance Committee

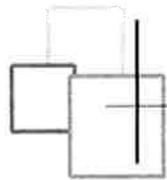
Councilmember – Finance Committee

Councilmember



Register

Number	Name	Fiscal Description	Cleared	Amount
5778	Dept of Labor & Industry	2023 - September - 2nd Council Meeting		\$2,349.85
5779	Employment Security	2023 - September - 2nd Council Meeting		\$97.70
5780	Employment Security Dept. Paid Family & Medical Leave	2023 - September - 2nd Council Meeting		\$189.60
5781	North Coast Credit Union	2023 - September - 2nd Council Meeting		\$150.00
5782	Teamsters Local No. 231	2023 - September - 2nd Council Meeting		\$159.00
5783	Wa Cares Act LTC	2023 - September - 2nd Council Meeting		\$101.84
5784	Washington State Support Registry	2023 - September - 2nd Council Meeting		\$470.10
2018148	Washington Federal	2023 - September - 2nd Council Meeting		\$7,645.13
<u>Direct Deposit Run -</u> 9/18/2023	Payroll Vendor	2023 - September - 2nd Council Meeting		\$22,714.89
				\$33,878.11



Register Activity

Name	Reference	Posting Reference	Detail Amount
Direct Deposit Run - 9/18/2023	Payroll Vendor	2023 - September - 2nd Council Meeting	\$22,714.89
Eills, Ajah G	ACH Pay - 6598	Posting Run - 9/18/2023 12:00:01 PM	\$1,669.06
Hillard, Margaret A	ACH Pay - 6599	Posting Run - 9/18/2023 12:00:01 PM	\$552.56
Kerley-DeGoede, Maria A	ACH Pay - 6600	Posting Run - 9/18/2023 12:00:01 PM	\$2,179.35
Lease, Brian	ACH Pay - 6601	Posting Run - 9/18/2023 12:00:01 PM	\$2,917.99
Lovejoy, Lynne	ACH Pay - 6602	Posting Run - 9/18/2023 12:00:01 PM	\$674.66
Moore, Andrea L	ACH Pay - 6603	Posting Run - 9/18/2023 12:00:01 PM	\$1,738.72
Palaniuk, Kevin R	ACH Pay - 6604	Posting Run - 9/18/2023 12:00:01 PM	\$2,143.46
Park, Todd W	ACH Pay - 6605	Posting Run - 9/18/2023 12:00:01 PM	\$2,459.22
Pena-Ayon, Manuel A	ACH Pay - 6606	Posting Run - 9/18/2023 12:00:01 PM	\$1,135.57
Reinstra, Aaron M.	ACH Pay - 6607	Posting Run - 9/18/2023 12:00:01 PM	\$1,850.80
Sherman, Albert R	ACH Pay - 6608	Posting Run - 9/18/2023 12:00:01 PM	\$1,817.00
Smith, Christopher	ACH Pay - 6609	Posting Run - 9/18/2023 12:00:01 PM	\$692.46
Thomas, Scott G	ACH Pay - 6610	Posting Run - 9/18/2023 12:00:01 PM	\$2,884.04
			\$22,714.89

Unfinished Business

- 1) Center Street Project – Discussion – No Insert**
- 2) Jenson Property – Discussion – No Insert**
- 3) Parking Solutions for First Street – Discussion – No Insert**
- 4) Ordinance – News Rack Regulations**
- 5) Strategic Plan**
- 6) Comprehensive Plan Amendment Request for Relief – Library**

Ordinance – News Rack Regulations

TOWN OF LA CONNER



Ordinance No.

AN ORDINANCE OF THE LA CONNER TOWN COUNCIL ADOPTING A NEW CHAPTER 11.70 OF THE LA CONNER MUNICIPAL CODE, CONCERNING NEWS BOXES.

WHEREAS, the uncontrolled placement and maintenance of news boxes in the public right-of-way can constitute a threat to public health, safety, and welfare by interfering with and obstructing the use of the public right-of-way and by offending community aesthetic sensibilities; and

WHEREAS, news boxes located so as to cause an inconvenience or danger to persons using public rights-of-way, and/or inadequately maintained news boxes located therein, constitute public nuisances; and

WHEREAS, Unused and/or unmaintained news boxes creates visual clutter and detracts from the appearance of streets, sidewalks, and adjacent businesses; and

WHEREAS, the foregoing conditions constitute an unreasonable interference with and obstruction of the use of public rights-of-way, are injurious to health, offensive to the senses, and constitute such an obstruction of the free use of property as to interfere in the comfortable enjoyment of life and property by the entire community; and

WHEREAS, the Council recognizes that the use of public rights-of-way is so historically associated with the sale and distribution of newspapers and publications that access to those areas for such purposes should not be unreasonably denied. The Council further finds that these strong and competing interests of providing for news boxes as a means to distribute information that is accessible to the public, and in a manner that is sensitive to the aesthetic attributes and pedestrian circulation require a reasonable accommodation, which can only be satisfactorily achieved through the means of this ordinance, which is designated to accommodate such interests; and

WHEREAS, the restrictions and limitations on the location of news boxes directly advance the Town's substantial interests in curbing visual blight because unused and/or dilapidated news boxes are apt to offend community aesthetic sensibilities. Also, the placement of news boxes in a way such that the pedestrians and vehicles are able to pass enhances safety. These restrictions are not based on content or viewpoint. By not banning all news boxes, a significant opportunity to communicate by other means is permitted which generally constitutes a First Amendment virtue rather than a vice.

WHEREAS, in creating these restrictions, the Town Council has considered their costs and benefits and drafted these regulations so that they are not substantially broader than necessary to protect the Town's interests in eliminating visual clutter, improving the community's aesthetics, and advancing public safety.

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

Section 1. That there is hereby adopted a new chapter to the La Conner Municipal Code, consisting of seven sections and to be known as Chapter 11.70 – News Boxes, which chapter shall read as follows:

Chapter 11.70 News Boxes

Sections

- 11.70.010 Legislative Findings.
- 11.70.020 Purpose.
- 11.70.030 Definitions.
- 11.70.040 News boxes permitted on right-of-way.
- 11.70.050 Limitations on News box Placement.
- 11.70.060 Maintenance Requirements.
- 11.70.070 Enforcement.

11.70.010 Legislative Findings.

The recitals set forth in this ordinance are adopted as the legislative findings of the Town Council of the Town of La Conner in support of adoption of this ordinance.

11.70.020 Purpose.

This chapter shall be interpreted and implemented to regulate the placement, construction, maintenance, and appearance of news boxes in the public interest in a manner to:

- A. Enable the public to acquire a variety of publications with a diversity of news, information, ideas, and opinions, at convenient locations in public places;
- B. Facilitate the distribution of publications in public places as contemplated by Article I, Section 5, of the Constitution of the State of Washington and the First Amendment to the United States Constitution;
- C. Maintain the use of Town streets for travel and transportation and incidental authorized purposes, and to retain the use of other public places for the purposes established;
- D. Consider the interests of owners and occupants of property adjacent to public places, while respecting the rights of all users thereof; and

E. Preserve the appearance of public places, and encourage aesthetic improvements to public places.

11.70.030 Definitions.

As used in this chapter, the following words shall have the following meanings:

“Abandoned news box” means a news box that has not been stocked with new materials for ninety (90) days or more. Whether a news box has not been stocked with new materials for ninety (90) days or more shall be determined beginning with the printed date of any remaining materials. In the case of news boxes containing undated materials, or empty news boxes, whether a news box has not been stocked with new materials for ninety (90) days or more shall be documented in the records of the Code Enforcement Officer.

“Distributor” means a person responsible for placing, installing, or maintaining a news box.

“News box” means a self-service box or coin-operated box, container, or other dispenser installed, used, or maintained on the sidewalk or planting strip for the sale or distribution of newspapers, periodicals, printed advertising materials, or other publications from that dispenser.

“Person” means an individual, firm, association, corporation, public or private utility, or organization of any kind.

“Planting strip” means that area from the back of curb and the front of sidewalk or the area in the raised median, used for grass or approved landscaping plants.

“Right-of-way” means property subject to public use for existing or future streets, curbs, planting strips, or sidewalks. Property subject to a right of way may be through an express, implied, or prescriptive easement granted to or controlled by the Town or other public entity or may be owned by the Town or other public entity in fee simple or other freehold interest.

“Sidewalk” means a facility made of concrete or other approved material for the conveyance of pedestrians usually adjacent to a street or between streets.

“Street” means a public right-of-way designed primarily for vehicular traffic.

11.70.040 News boxes permitted on right-of-way.

News boxes may be placed within the right-of-way in the Town of La Conner as permitted by this chapter.

11.70.050 Limitations on News box Placement.

- A. No news box shall be chained, tied, or otherwise fasten or affixed to any publicly-owned fixture, including but not limited to trees, traffic control devices, benches, signposts, utility poles, streetlights, or telephone poles.
- B. News boxes shall not be placed, installed, or maintained:
 - 1. Within the travelled portion of a street;
 - 2. Within a traffic island, median, or traffic circle;
 - 3. Within five (5) feet of any marked or unmarked crosswalk;
 - 4. Within five (5) feet of a fire hydrant;
 - 5. Within five (5) feet of the exterior fire department connection to any sprinkler or standpipe of any building;
 - 6. Where clear space for passage of pedestrians is reduced to less than five (5) feet;
 - 7. Within five (5) feet of any driveway, alley, truck loading zone, ADA ramp, or curb cut;
 - 8. On any grating or manhole cover;
 - 9. Where the news box may cause damage to or interfere with the use of any pipes, vault areas, telephone or electrical cables and wires;
 - 10. Where the news box may obscure any regulatory sign; or
 - 11. Where the news box would interfere with the loading or unloading of passengers from any legal street parking space, including interference with ramps and similar devices utilized to load and unload handicapped occupants of any vehicle from any parking space intended for use by handicapped individuals whether on public or private property.

11.70.060 Maintenance Requirements.

- A. A news box shall have permanently displayed the news box owner's or distributor's name contact information, including at least one of the following means of contacting the owner or distributor: telephone number, or email address. Such information shall be affixed to the news box in a location in which the information may be easily seen.
- B. A news box shall be sufficiently weighted to provide stability and safety, and prevent the news box from tipping over.
- C. A news box shall be maintained undamaged and in good operating order at all times.

- D. A news box shall be kept free of graffiti, litter, and other debris.
- E. A news box shall be kept reasonably free of chipped, faded, peeling, and cracked paint.
- F. No free-flying materials such as paper, windsocks, or balloons shall be attached to a news box.
- G. No news box shall use lights of any kind.
- H. A distributor shall stock the news box with new materials at least every thirty (30) days.

11.70.070 Enforcement.

It shall be unlawful to violate the provisions of this chapter.

A. Abandoned news boxes, as defined in this chapter, may be taken into possession of Town authorities in connection with the official performance of their duties pursuant to RCW 63.32.010, and may then be disposed of as specified in RCW Chapter 63.32.

B. Enforcement of all other provisions of this chapter shall be governed by LCMC 7.10.

Adopted by a vote of the La Conner Town Council this _____ day of September, 2023.

Ramon Hayes, Mayor

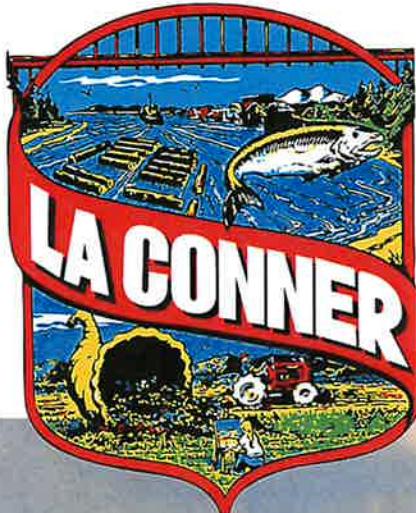
ATTEST:

Maria DeGoede, Town Clerk

APPROVED AS TO FORM:

Scott G. Thomas
Town Attorney

Strategic Plan



Town of La Conner

DRAFT Strategic Plan 2024 – 2028

Updated for 2024



BERK

Introduction and Purpose

Welcome to the Town of La Conner's Strategic Plan! Like many communities, La Conner is in a period of transition. Regional growth brings many short- and long-term opportunities and challenges, and as a small community, we recognize that we can't "do it all." Given these real-world constraints, this Strategic Plan describes our desired future and how we will focus our efforts over the coming five years, reflecting what we've heard from the community about what matters most.

The Implementation Framework described in this document will guide an ongoing conversation among Councilmembers, staff, and community members to ensure that decision-making throughout the next five years is grounded in the ideas identified in this Plan.

Our Desired Future

Our desired future for La Conner as a community and as a Town government emphasizes its current strengths as a welcoming, small community and expands the affordability and inclusivity of our town. We envision the future of La Conner as:

Welcoming and affordable to all ages. We seek to cultivate a community that is inviting, affordable, and safe for people at all stages of life, including children, young families, and older adults.

Safe and supportive. La Conner residents know their neighbors, and we seek to preserve a safe and supportive community for all residents and visitors.

Balanced. We welcome both newcomers and our long-term residents and seek a balance between growth and maintaining what we love about our community.

Vibrant and authentic. We aim to maintain our identity as a lively small town with a strong community feel. We strive to cultivate a community of neighborhoods that offer meaningful activities and uses for residents and visitors alike.

Engaged and collaborative. We seek to engage our community members in decision-making and volunteer opportunities, and we seek partnerships and opportunities to support our local businesses and industry.

Self-reliant. We strive to offer resources and amenities that serve the needs of our residents and visitors and offer safe, convenient transportation to our neighboring communities for resources not available in town. In the face of a changing climate, we aim to expand our energy-efficiency and our ability to generate our own renewable energy.

Our Focus Areas

Goals, First Steps, and Priorities

The following sections describe our five Focus Areas for this Strategic Plan:

- 1. A Robust, Affordable, and Inclusive Economy.** Offer an attainable cost-of-living and strong economy that support existing residents and invite new residents to call La Conner home.
- 2. Public Safety.** Cultivate a safe community and a sense of safety among community members.
- 3. Climate and Environmental Sustainability.** Strengthen our ability to respond to and address a changing climate.
- 4. Capital Projects and Utilities.** Ensure the Town's infrastructure supports our community.
- 5. An Effective Town Organization.** Support our desired future and the above goals through effective, efficient, and sustainable administration.

Each Focus Area includes multiple Goals that describe the primary efforts we will take in pursuit of our desired future. We have also identified a First Step we will take toward reaching each Goal. In recognition that we will not be able to advance all these Goals at once, we have noted which Goals we aim to advance in 2024, the next year of Strategic Plan implementation.

1. A Robust, Affordable, and Inclusive Economy

A. Facilitate increased housing diversity and affordability.

First Step: Develop and implement a Housing Strategy with a strong focus on partnerships.

B. Leverage City plans and regulations to facilitate development in line with community desires.

First Step **2024**: Update our Comprehensive Plan, including zoning and codes.

C. Support the regional agricultural industry.

First Step: Identify appropriate roles for the Town, potentially including hosting a farmers market.

D. Partner with the Port of Skagit to develop Port-owned properties.

First Step: Expand our engagement and partnership with Port Commissioners.

2. Public Safety

A. Make needed capital investments in fire protection and prevention.

First Step **2024**: Purchase a fire boat.

B. Strengthen our ability to respond to natural disasters and other emergencies.

First Step: Develop a Comprehensive Emergency Management Plan (CEMP).

C. Explore opportunities for staff and the public to contribute to public safety.

First Step **2025**: Consider opportunities for volunteers to support public safety efforts.

3. Climate and Environmental Sustainability

A. Develop and implement plans for climate resiliency.

First Step **2024**: Create a climate resiliency element of the Comprehensive Plan, including hydrology modeling.

B. Pursue opportunities for energy self-reliance by investing in sustainable and renewable energy.

First Step **2025**: Identify opportunities to invest in solar demonstration projects.

4. Capital Projects and Utilities

A. Improve mobility and safety for pedestrians, cyclists, and drivers, especially in our downtown district and on Maple Ave.

First Step **2024**: Identify engineering and grant opportunities for 1st St Right of Way projects.

B. Ensure the long-term sustainability of the Wastewater Treatment Plant.

First Step **2024**: Study next steps for needed improvements.

C. Determine the best future for our Public Works shop.

First Step **2024**: Evaluate opportunities for collaboration with the Port of Skagit or a potential merger of our Public Works departments. Identify a site for a shop, potentially collocated with a partner.

5. An Effective Town Organization

A. Enhance community engagement and communications.

First Step: Study other Towns' models of engagement. Consider listening sessions, social media engagement, engagement by existing channels, and enhanced opportunities for direct engagement with Councilmembers.

B. Recruit and retain highly skilled staff.

First Step **2024**: Engage consultant support to conduct a salary review and develop career paths.

C. Improve interdepartmental communications and cooperation.

First Step **2025**: Begin use of the asset management program.

D. Support Town financial sustainability.

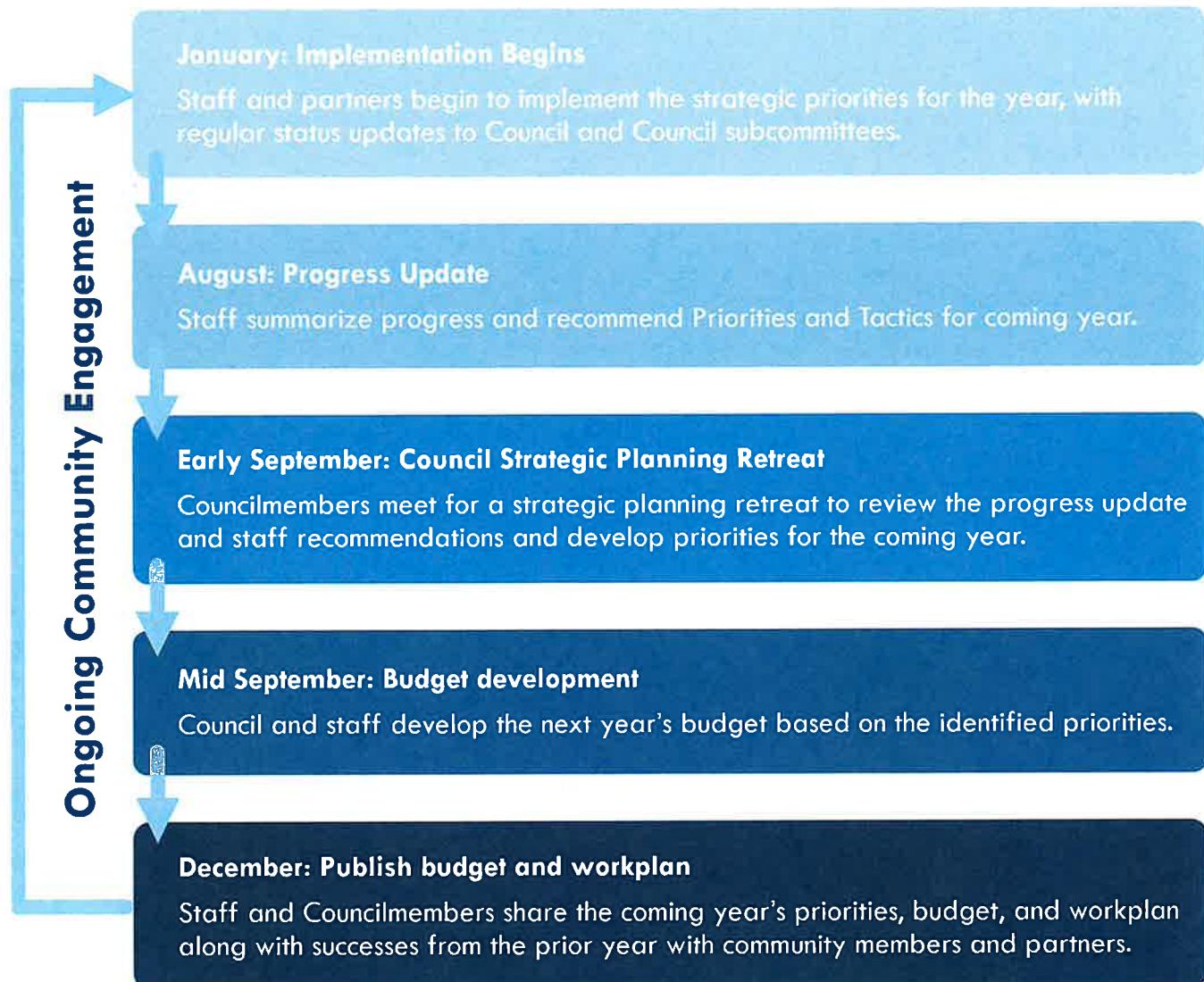
First Step: Engage a grant writer.

Implementation Framework

This Strategic Plan will serve as a reference to guide our efforts over the coming five years. Each year during the life of this Plan, we will develop a workplan to operationalize the ideas outlined in this document. The process outlined below describes this annual process.

Throughout the lifetime of this plan, we'll engage our partners and community members to ensure all stakeholders are aware of our priorities and opportunities to engage. And we will ensure other planning opportunities such as the 2025 update to our Comprehensive Plan will align with and draw from this strategic plan.

Annual Implementation Process



Source: BERK, 2023.



STRATEGY ■ ANALYSIS ■ COMMUNICATIONS

2200 Sixth Avenue, Suite 1000

Seattle, Washington 98121

P (206) 324-8760

www.berkconsulting.com

“Helping Communities and Organizations Create Their Best Futures”

Founded in 1988, we are an interdisciplinary strategy and analysis firm providing integrated, creative and analytically rigorous approaches to complex policy and planning decisions. Our team of strategic planners, policy and financial analysts, economists, cartographers, information designers and facilitators work together to bring new ideas, clarity, and robust frameworks to the development of analytically-based and action-oriented plans.

Project Team

Brian Murphy • Project Manager, Facilitator

Julia Tesch • Co-Facilitator

**Comprehensive Plan Amendment
Request for Relief – Library**

MEMORANDUM

TO: Town Council
FROM: Planning Staff
SUBJECT: Comprehensive Plan Amendment; Request for Fee Relief
DATE: September 20, 2023

Earlier this year, the staff received a request from the La Conner Swinomish Library to amend the Essential Public Facilities Element of the town's Comprehensive Plan, to add the library as an identified essential public facility. This proposed amendment would add six words to the plan, with no perceived impact to the town.

The staff anticipates that this proposal will be presented to the Planning Commission and the Town Council for action within the next 90 days. The staff anticipates spending little to no time in researching this issue.

Meanwhile, the library is asking for relief from the \$1,455.00 fee that is assessed for this application. At the Planning Commission meeting on September 19th, the Commission voted unanimously to recommend granting this relief. Given the nature of the requested amendment, that staff has no objection to this request.

New Business

- 1) 2024 Hotel Motel Distributions**
- 2) Bid Recommendation – WWTP Asphalt Project**

2024 Hotel Motel Distributions

Town of La Conner

Hotel/Motel Tax Requests 2024 Budget

Fund	Agency	2021 Actual	2022 HM Actual.	2023 Requests	2023 HM Actual	2024 Full Funding Req	2024 Partial Funding Req	2024 HM Committee Rec
123	Chamber of Commerce	47,500.00	80,000.00	83,000.00	83,000.00	100,000.00	90,000.00	90,000.00
123	Skagit Valley Tulip Festival	1,000.00	2,500.00	3,000.00	3,000.00	3,000.00	2,500.00	3,000.00
123	Skagit County Historical Museum	1,000.00	2,000.00	1,000.00	1,000.00	1,500.00	1,000.00	1,500.00
123	Pacific NW Quilt & Fiber Arts Museum		1,700.00	1,500.00	1,500.00			
123	Museum of NW Art	1,000.00	5,000.00	7,500.00	7,500.00	8,250.00		8,250.00
123	La Conner Art's Commission (Sculpture Walk)							
123	La Conner Art's Foundation - Art's Alive Event		1,000.00			8,000.00	7,500.00	8,000.00
123	TOL Public Restrooms & Visitor Landscape	51,000.00	50,200.00	53,856.00	53,856.00	63,995.00		63,995.00
123	TOL Maple Hall Security Cameras				6,000.00			
123	TOL Maple Hall HVAC/Toliet/ Audio Update				82,000.00			122,000.00
123	La Conner Live Expenditures		6,000.00	9,000.00	9,000.00	10,000.00	9,000.00	10,000.00
123	Skagit Artists Together		1,000.00	1,000.00	1,000.00	1,000.00		1,000.00
123	Lincoln Theater			5,000.00	5,000.00	5,000.00	1,000.00	1,000.00
123	Skagit Community Band			1,805.00	1,805.00	1,900.00	1,500.00	1,900.00
123	La Conner Interactive History Experience	1,500.00						
123	Love La Conner -Sculpture Advertising		21,800.00					
123	La Conner Advertising	12,000.00	12,000.00					
123	Maple Hall Elevator							
123	Audit/Advertising /Code Enf Wages 20K	250.00	250.00	600.00	600.00	600.00	600.00	20,600.00
Total		115,250.00	183,450.00	167,261.00	255,261.00	203,245.00	113,100.00	331,245.00

2022 Ending Fund Balance 286,832.15

2023 Projected Hotel Motel Revenues 133,040.00

2023 Hotel Motel Expenditures 173,261.00

2024 Projected Hotel Motel Revenues 140,400.00

2024 Projected Ending Fund Balance Limit 15,000.00

Total amount for remainder of distribution 372,011.15

Full Allocation Request 331,245.00

Est Balance 40,766.15

As of August 2023, we are at 84.23% of the budget estimate for revenues

Recommendation of 322,995 leaves a balance of 49,016.15 for 2024

Removed the 2023 Exp. of 82K for the Maple Hall HVAC for 2024 Rollover

122K includes 90K HVAC, 12K MH Toilets and 20K MH Audio Upgrade

**Bid Recommendation –
WWTP Asphalt Project**

Highline Pavement Maintenance

PO Box 606
 Mount Vernon, WA 98273 US
 360-424-0478
 office@highlineservices.com
 www.highlineservices.com

**Estimate**

ADDRESS
 Town of LaConnor
 Curtis McCauley
 P.O. Box 400
 LaConner, WA 98257

SHIP TO
 Town of LaConnor
 12154 Chilberg Rd
 LaConner, WA 98257

ESTIMATE #
 9467

DATE
 08/03/2023

SALES REP
 STH

DESCRIPTION	QTY	RATE	AMOUNT
Asphalt services Remove failed asphalt to base course, reestablish base with crushed surfacing top course as needed for a firm base. Apply css-1 tack to all contact surfaces, allow tack coat to cure before paving. Install 5" of 1/2" HMA hot-mix asphalt and roll to a smooth surface at the existing grade. area consists of three locations, 25x25 southern most tip of the entry road, 6x15, 40 yards to the west at failed asphalt joint, SW corner starting at concrete bunker south stopping about 40 ft short of fence (3,631 sq. ft.) total 4,346	4,346	12.35	53,673.10T
Customer to clean compost from surface, prevailing wage rates apply.			
SUBTOTAL			53,673.10
TAX			4,401.19
TOTAL			\$58,074.29

Accepted By:

Accepted Date:

A 25% nonrefundable deposit is required with signed proposal. Please sign and return to accept proposal with signed terms and conditions

OMWBE#M1M0023263 DBE# D1ZM0023263



Anacortes Division
lakesideindustries.com
P.O. Box 729 / Anacortes, WA 98221
ph: 360.293.2168 / fax: 360.293.9784
Washington Contractor License No. LAKESI#274JD
Oregon Contractor License No. CCB 108542
Equal Opportunity Employer

PROPOSAL CONTRACT AGREEMENT

To:	LaConner Waste Water Treatment Plant	Contact:	Curtis McCarley
Address:	12154 Chilberg Road LaConner, WA 98257	Phone:	360-466-4314
Project Name:	LaConner Sewer Treatment Plant / Asphalt Repairs	Fax:	
Project Location:	12154 Chilberg Road, LaConner, WA	Bid Number:	
Attachments: Lakeside Contract Provisions revised 09.02.2020.pdf		Bid Date:	8/8/2023

Item #	Item Description
01	Mobilization / Saw Cutting
02	Remove Existing Asphalt & Subgrade Up To A Depth Of 15" Including Haul Out / 6,472 S.F
03	Place Up To 11" Depth Of Crushed Surfacing Base Course
04	Place 5" Hot Mix Asphalt CL. 1/2" / 6,472 S.F Areas Of 120'x45,20'x30',20'x20', & 4'x18'

Bid Price Subtotal: \$103,800.00

Total WA Sales Tax 8.60%: \$8,926.80

Total Bid Price: \$112,726.80

Notes:

- Price Based on **1** Mobilization.
- Price Excludes: Permits; Erosion Control; Night or weekend work; Curbing, Concrete; excavation of unsuitable or contaminated materials; excavation of material beyond 15" depth; sweeping or cleaning before start of project.
- Subgrades must be firm and unyielding.
- all work areas to be cleared so lakeside can work areas at the same time.
- Working Hours to be Monday through Friday 7:00am - 6:00pm.
- Performance Bond not included in bid price. If required please add 1% to total cost of bid.
- Bid based on approved contract; This proposal & Lakeside Provisions to be a part of all contract documents.
- **Lakeside Industries** is not responsible for designed cross slopes of less than 1.5% that hold water after paving is complete.
- Price based on current petroleum cost. Price escalation to be linked to the WSDOT/ODOT asphalt binder index.
- **Lakeside Industries Inc.** proposed prices herein assume that **Lakeside Industries Inc.**'s work hereunder will be substantially complete on or before: 10/30/2023.
- Unless Contracting Party has signed and returned this Agreement with in thirty (30) days of the date first stated above, **LAKESIDE INDUSTRIES'** proposal shall be null and void.
- CONTRACTING PARTY'S SIGNATURE ON ONE COPY RETURNED TO **LAKESIDE INDUSTRIES INC.** WILL RENDER THIS A LEGAL CONTRACT FOR THE PERFORMANCE OF THE ABOVE WORK. CONTRACTING PARTY'S SIGNATURE ALSO ACKNOWLEDGES RECEIPT OF **LAKESIDE INDUSTRIES INC.** NOTICE TO CUSTOMER' STATEMENT ATTACHED HERETO.
- **Approximate Total (Plus sales tax where applicable)** Total price to be based on actual quantity or measured unless otherwise specified.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.	CONFIRMED: Lakeside Industries - Anacortes
Buyer: _____	
Signature: _____	Authorized Signature: _____
Date of Acceptance: _____	Estimator: Justin Blouin (360) 293-2168 Justin.Blouin@lakesideindustries.com