



TOWN COUNCIL AGENDA

Town Council/Planning Commission Joint Meeting

November 28, 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: Pay by Phone - First Street Paid Parking Options

V. CONSENT AGENDA

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

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

VI. REPORTS

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

VII. UNFINISHED BUSINESS:

1. Center Street Project – Discussion
2. Jenson Property – Discussion
3. 2024 Utility Rates - Discussion
4. Waiver of Application Fees for Comp Amendments & Code Amendment requests
5. 2024 Budget Discussions

VIII. NEW BUSINESS

1. Revisions to Chapter 10 of the Comprehensive Plan – Approval for Submittal to Department of Commerce
2. Ordinance – Mayor's Pay
3. Proclamation - Ross Chapin
4. Proclamation - Appreciation of the La Conner Retirement Inn
5. Resolution – Reappointment - Parks Commission – Ken Lee
6. Resolution – Reappointment - Arts Commission – Nick Fennel
7. Resolution – Reappointment – Arts Commission – Gary Giovane
8. Agreement – Skagit Couty Senior Center Funding

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/81252080237?pwd=aFkra1NJZ25Oc20vTlZd2djS3NoQT09>

Meeting ID: 812 5208 0237

Passcode: 773510

One tap mobile

Phone Number: 1-253-215-8782

Find your local number: <https://us02web.zoom.us/j/81252080237?pwd=aFkra1NJZ25Oc20vTlZd2djS3NoQT09>

November 16, 2023

Memo for Mayor, Council members, Administrator, and Finance Director

Re: Reconciliation of the 2022 water bill by Anacortes

Anacortes has not released the reconciliation for 2022 yet. Past reconciliations have failed to show the total water and the percentage of water volume consumed by each Regional customer. In addition, they should include Retail as well as water sold to Interdepartmental users, Contractors, and Farmers.

Enclosure 1 shows that La Conner owes Anacortes \$6,150.24 if Anacortes uses the same accounting as in the past.

Enclosure 2 shows the calculation that produced 86.2% as the Per Ser Allocation Factor, using the same accounting as in the past. It also reveals a number of errors in the calculation, resulting in a Per Ser Allocation Factor of 65.7%.

Anacortes made four errors in calculating the reconciliation:

1. Overhead (Pers) should be charged to Regional at 65.7% instead of 86.2%. There are five problems with personnel costs.
2. In accordance with the Gray & Osborne study (September, 2005), Customer Records should be allocated based on number of accounts, not volume. Mayor Gere, on October 1, 2018, stated that all allocations are to be made using that study.
3. Water Distribution Labor should not be charged 48.8% to Regional. The Water Supply Agreement says that Regional ends at Sharpe's Corner. Regional cannot be charged for labor performed in the City.
4. Revenue from Interdepartmental Sales, Contractors and Irrigation should be subtracted from the cost of Regional.

Enclosure 3 shows that, if the above corrections are made, La Conner is due a refund of \$16,737.47.

During 2022 water sales were \$12,496,790.10 and expenditures were \$8,252,073.46.

No presentation
Submitted for information


Dan O'Donnell

Anacortes Water Fund 401 O&M Reconciliation 2022 (according to Anacortes)

Based on 401 Expenditure Detail Report for 2022 dated 10/03/23

	Year	Total Usage	La Conner		
	2019	6,558,047,730	139,145,773		
	2020	6,480,264,348	135,904,763		
	2021	5,993,512,664	128,037,082		
	Average	6,343,941,581	134,362,539		
Billed per month		11,321.87			
Customer	Percentage	Total cost	Cost per year	Billed	Owing
La Conner	2.1180%	6,705,143.92	142,012.68	135,862.44	-6,150.24
Account	Title	Expend	Allocation	Regional	RCC
711.534.00	Admin overhead	1,594,765.01	86.1671%	1,374,162.76	
"	Taxes & assessments	88,052.77		88,052.77	88,052.77
712.534.00	Eng plans & services	369,076.63		369,076.63	369,076.63
730.534.10	Water treatment plant	4,009,855.23		4,009,855.23	4,009,855.23
730.534.20	Intake operations	226,880.98		226,880.98	226,880.98
730.534.30	Distribution reservoirs	193,331.58	retail		
740.534.13	Water maint admin	256,654.23	54.2%	139,106.59	
740.534.61	Water transmission	177,970.59		177,970.59	177,970.59
740.534.62	Water distribution labor	655,816.32	48.8%	320,038.36	
"	Water distribution other	263,496.56	retail		
740.534.63	In-City maintenance	364,676.87	retail		
740.534.64	Fire hydrants maint	51,496.69	retail		
O&M expenditures for 2022		8,252,073.46		6,705,143.92	4,871,836.20
		2022 Actual	Allocation	Expense Share	Rate per MG
Regional Expenses (RCC)		4,871,836.20	100.0%	4,871,836.20	767.95
Admin Overhead (Per Ser)		1,594,765.01	86.2%	1,374,162.76	216.61
Maintenance Admin (NPS)		256,654.23	54.2%	139,106.59	21.93
Distribution Labor (NPS1)		655,816.32	48.8%	320,038.36	50.45
Total cost of Regional O&M		7,379,071.76		6,705,143.92	1,056.94

Calculation of Overhead (Per Ser) Percentage 2022 according to Anacortes

Based on 401 Expenditure Detail Report for 2022 dated 10/03/23

Acct no.	Description	Wages+OT	Benefits	Total Pers	Alloc	Share
712.534.00	Eng plans & services	241,611.68	101,516.08	343,127.76	100%	343,127.76
730.534.10	Water treatment plant	1,192,214.65	477,063.93	1,669,278.58	100%	1,669,278.58
730.534.20	Intake operations	44,936.34	18,375.76	63,312.10	100%	63,312.10
740.534.13	Water maint admin	114,924.71	34,853.60	149,778.31	54.2%	81,179.84
740.534.61	Water transmission	105,083.92	30,187.73	135,271.65	100%	135,271.65
740.534.62	Water distribution labor	442,678.78	213,137.54	655,816.32	48.8%	320,038.36
740.534.63	In-City maintenance	81,619.63	15,341.49	96,961.12	100%	96,961.12
740.534.64	Fire hydrants maint	15,155.33	15,385.06	30,540.39	0%	
Personnel fixed operating costs				3,144,086.23		2,709,169.42
Percentage - Regional Share/Total Personnel						86.1671%

Calculation of Overhead (Per Ser) Percentage 2022 with corrections

Acct no.	Description	Wages+OT	Benefits	Total Pers	Alloc	Share
711.534.00	Admn Overhead	198,282.43	65,656.61	263,939.04	number of accounts	
711.553.10	Conservation	11,235.74	5,091.98	16,327.72	0%	
712.534.00	Eng plans & services	241,611.68	101,516.08	343,127.76	100%	343,127.76
730.534.10	Water treatment plant	1,192,214.65	477,063.93	1,669,278.58	100%	1,669,278.58
730.534.20	Intake operations	44,936.34	18,375.76	63,312.10	100%	63,312.10
730.534.30	Reservoirs	52,573.60	22,559.22	75,132.82	0%	
740.534.13	Water maint admin	114,924.71	34,853.60	149,778.31	54.2%	81,179.84
740.534.61	Water transmission	105,083.92	30,187.73	135,271.65	100%	135,271.65
740.534.62	Water distribution labor	442,678.78	213,137.54	655,816.32	0%	
740.534.63	In-City maintenance	81,619.63	15,341.49	96,961.12	0%	
740.534.64	Fire hydrants maint	15,155.33	6,080.63	21,235.96	0%	
Personnel fixed operating costs				3,490,181.38		2,292,169.93
Percentage - Regional Share/Total Personnel						65.6748%

Anacortes does not count Admin Overhead, Conservation, and Reservoirs as having any personnel.

Admin Overhead PERS should be allocated on number of accounts, not volume, Gray & Osborne, 2005, Appendix 1.

Reservoirs personnel expenditures are missing. Estimated personnel costs are \$75,132.82.

Water distribution labor is eliminated by the Water Supply Agreement. Regional ends at Sharpe's Corner.

Fire hydrants benefits are overstated. Should be adjusted downward to be consistent.

Anacortes water fund 401 O&M reconciliation - 2022 - Account for overhead, customer records, distribution labor, and interdepartmental and irrigation revenue.

Based on 401 Expenditure and Revenue Detail Reports for 2022 dated 10/03/23

Year	Total usage (gals)	Agricultural	Construction	Net Regional	La Conner
2019	6,558,047,730	119,980,243	1,973,433	6,436,094,054	139,145,773
2020	6,480,264,348	59,370,995	782,664	6,420,110,689	135,904,763
2021	5,993,512,664	69,786,803	808,861	5,922,917,000	128,037,082
Average				6,259,707,248	134,362,539
O&M billed per month	11,321.87				
Customer	Percentage	Total cost	Cost	Billed	Refund
La Conner	2.1465%	5,546,983.35	119,064.16	135,862.44	16,737.47
	Customer records		60.82		
	Total cost		119,124.97		
Account	Title	Expend	Allocation	Regional	RCC
711.534.00	Admin overhead	1,330,825.97	65.6748%	874,017.29	
"	Customer records	263,939.04	See below		
"	Taxes & assessments	88,052.77		88,052.77	88,052.77
712.534.00	Eng plans & services	369,076.63		369,076.63	369,076.63
730.534.10	Water treatment plant	4,009,855.23		4,009,855.23	4,009,855.23
730.534.20	Intake operations	226,880.98		226,880.98	226,880.98
730.534.30	Distribution reservoirs	193,331.58	retail		
740.534.13	Water maint admin	256,654.23	54.2%	139,106.59	
740.534.61	Water transmission	177,970.59		177,970.59	177,970.59
740.534.62	Water distribution labor	655,816.32	retail		
"	Water distribution other	263,496.56	retail		
740.534.63	In-City maintenance	364,676.87	retail		
740.534.64	Fire hydrants maint	51,496.69	retail		
O&M expenditures for 2022		8,252,073.46		5,884,960.09	4,871,836.20
		2022 Actual	Allocation	Expense Share	Rate per MG
Regional expenses (RCC)		4,871,836.20	100%	4,871,836.20	778.28
Admin overhead (Per Ser)		1,330,825.97	65.7%	874,017.29	139.63
Maintenance admin (NPS)		256,654.23	54.2%	139,106.59	22.22
Total cost of Regional O&M		6,459,316.40		5,884,960.09	940.13
Less interdepartmental and irrigation revenue		-473,921.46	71.3%	-337,976.74	
Net for Regional				5,546,983.35	
	No. of accounts in system	Cost/account	No. of Accts	Cost	
Customer records	8,680	30.41	2	60.82	

Consent Agenda

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

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

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

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

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

Due to technical issues, this was held in-person only.

Public Comments:

Resident Sandy Stokes was relieved to see the flood measures setup.

Resident Linda Talman discussed the speed bump on Center Street. It is a trip hazard in the dark and suggested reflective paint.

Consent Agenda:

Approval of Agenda

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

Accounts Payable:	Checks	26533 - 26583	\$219,392.89
	Electronic Pmts.	2018165 - US Bank Fees	\$132.96
		<u>2018166 – Invoice cloud Fees</u>	<u>\$159.40</u>
		Total Accounts Payable	\$219,685.25
Payroll of November 5, 2023:	Checks 5801 - 5808		\$4,313.06
	AWC Benefit Trust	#2018160	\$13,646.08
	Deferred Comp	#2018161	\$2,429.21
	PERS Retirement	#2018162	\$10,301.26
	Teamsters Benefit	#2018163	\$8,716.00
	Auto Payroll Taxes	#2018164	\$8,075.26
	<u>Payroll Auto Deposit</u>		<u>\$24,322.70</u>
		Total Payroll	\$71,803.57

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

Revenue & Expenditure Reports:

Mayor Hayes noted Sales Tax is at 86.6% and Hotel Motel, REET and the Fire Tax have exceeded the budget estimates.

Planner's Report:

Planner Davolio discussed waiving the \$1,455 application fees for requested Comp Plan amendments. Council tabled it for the next Council meeting.

Fire Department:

Fire Chief Reinstra discussed the Fire Department's plans on moving forward with refurbishing and installation of the old reader board. Plans are to install it at the Fire Station, but he still has to get the permits from the County. The school has agreed to pay half of the installation cost, that is estimated to be around \$10,000. They are hoping the Town will contribute the other half. The Fire Association stepped up and paid for the refurbishing costs.

WWTP:

WWTP Operator Wynn was going to join the meeting by Zoom, but because of technical difficulties he was unable to. On his behalf, Finance Director DeGoede explained they had to replace the bucket to the front loader as it was

no longer useable for the compost hauling. They had to go through Pape for the purchase as venders are limited on these items. The cost for the new bucket is \$14,498.10. No budget amendment will be needed, he will reallocate his costs due to the budgeted repairs to the auger will not be done this year.

It was the consensus of the Council to approve the purchase of the new bucket for the front loader.

Sheriff's Department:

Sgt. Holmes noted the patrolling emphasis has been targeted on North Sixth Street and Maple Avenue for speeding.

Public Works:

Public Works Director Lease stated flood measures are now in place. There have been no negative responses from businesses or residents.

Council Committee Reports:

Arts Commission:

Councilmember Taylor noted there was no meeting, but everyone was busy with Art's Alive. The power outage for the first half of Saturday did affect the sales and processing payments.

Parks Commission:

Councilmember Wohleb explained they are on the path to move forward with the Waterfront Park Pavilion.

Mayor Hayes noted he, Administrator Thomas and Marna Hanneman met with Senator Muzzall on funding of the Fire Boat.

Center Street Project:

Planner Davolio stated the building application has been submitted and is under review. There are several issues that need to be discussed with them at the upcoming meeting.

PUBLIC HEARING – The Formation of the Transportation Benefit District

Mayor Hayes Opened the Public Hearing at 6:41 p.m.

Public Comments:

Resident Sandy Stokes questioned why a Town our size would need this.

Resident Linda Talman asked if it included non- motorized needs.

Resident and Owner of La Conner Weekly News Ken Stern asked what the estimated revenue would be from the tax.

Resident William Smith asked who or how the board will be selected for the Transportation Benefit District.

Mayor Hayes closed the Public Hearing at 6:51 p.m.

Ordinance 1233 – Formation of the Transportation Benefit District:

Administrator Thomas recapped the process. This ordinance is the formation of the Transportation Benefit District. It will be a separate entity from the Town with separate meetings and Council as the board. There are two ways of collecting the tax, by vehicle tabs or sales taxes. Also, the board can vote on approving 1/10 of 1% tax, but above that would require a vote. 3/10 of 1% is the maximum taxation allowed. How it will be taxed and the percent will be decided later, but the plan is to collect it from sales tax and start with the one tenth of percent tax.

Councilmember Chamberlain moved to approve Ordinance 1233 for the Formation of the Transportation Benefit District. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

2024 Transportation Improvement Plan Updates:

Public Works Director Lease explained this is a 20-year plan with the priority projects of First Street – Commercial to Caledonia, Morris Street Mill/Overlay and S. First Street Reconfiguration with flood prevention.

PUBLIC HEARING – 2024 20-Year Transportation Improvement Plan Updates.

Mayor Hayes opened the Public Hearing at 6:57 p.m.

No Community Comments

Mayor Hayes closed the Public Hearing at 6:58 p.m.

Resolution 626 – 2024 20-Year Transportation Improvement Plan:

Councilmember Wohleb move to approve the 2024 20-Year Transportation Improvement Plan. Motion seconded by Councilmember Dole. Motion carried 5/0.

2024 Preliminary Budget:

Finance Director DeGoede explained the only changes made since the last meeting were minimal updates to medical insurance and other rates.

PUBLIC HEARING – 2024 Preliminary Budget:

Mayor Hayes opened the Public Hearing at 7:04 p.m.

Resident and Owner of the La Conner Weekly News, Ken Stern, asked for funding for the library to be included in the 2024 Budget. Mayor Hayes explained he has met with representatives of the Library on funding mechanisms for the Library, such as programs or possibly through Hotel Motel with a targeted tourist event.

Mayor Hayes closed the Public Hearing at 7:07 p.m.

Sacred Heart Church Tree Removal Fee Wavier:

Planning Director Davolio shared the Church is in the Historical District, however they did hire an arborist and plans on replacing the tree with one that won't affect the structure of the building.

Councilmember Carlson moved to deny Sacred Heart Church the wavier of fees for the tree removal. Motion seconded by Councilmember Taylor. Motion carried 5/0.

2024 Property Tax Revenue Source:

Finance Director DeGoede explained this is the annual 1% tax increase up for Council vote. The estimated increase for the Town if Council approved it would be \$3,536.

PUBLIC HEARING – 2024 Property Tax Revenue Source:

Mayor Hayes opened the Public Hearing at 7:21 p.m.

Resident Linda Talman questioned what the tax was.

Mayor Hayes closed the Public Hearing at 7:23 p.m.

Resolution 627 – 2024 Property Tax Revenue Source:

Councilmember Taylor moved to approve the 1% tax increase for the 2024 Property Tax Revenue Source. Motion seconded by Councilmember Carlson. Motion carried 5/0.

Ordinance 1234– 2023 Budget Amendment:

Finance Director DeGoede noted this reflects the closure of the Fire Truck Fund 212 with the balance to be transferred to the General Fund Fire Apparatus Reserve. Also, the General Fund is transferring the Street Impact Fees for 2023 to the Street Fund.

Councilmember Chamberlain moved to approve Ordinance 1234 amending the 2023 Budget. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

Agreement – Department of Commerce Solar Grant:

Councilmember Wohleb explained this is for the Feasibility Study for the Fire Hall Solar Project, in the amount of \$26,520. The Fire Hall qualified for the grant as it a Town emergency shelter.

Councilmember Dole moved to approve the Department of Commerce Solar Grant Agreement. Motion seconded by Councilmember Chamberlain. Motion carried 5/0.

Agreement – Swinomish Housing Authority Infrastructure Improvements for 931 Maple Avenue:

Public Works Director Lease explained this for a water main update and fire suppression.

Councilmember Dole moved to approve the Mayor to sign the Swinomish Housing Authority's Infrastructure Improvement Agreement for 931 Maple Avenue. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

2024 Utility Rates:

Administrator Thomas explained this is just up for discussion. Previously the Town implemented a 5% plus CPI annual increase. The Ordinance for the Rates will expire by the end of this year. There has been no rate analysis, but Council will need to decide to either build up reserve or assume more debt for upcoming utility projects. After discussion, it was decided to reach out for public input.

Mayor Roundtable:

Councilmember Wohleb encouraged the Emergency Management Commission to expand on strategies for power outages. Councilmember Dole noted the Commission completed the temporary flood plans and are now looking at earthquakes and other emergencies. Power outages will be a part of those.

There was the suggestion of harvesting tidal power from the Channel. Solar panels are not the only option. Also, there were concerns the Cell Tower went down during the power outage. Public Works Director Lease explained there is not enough room for all the Cell Towers to have a generator. The outage was not just centered in La Conner.

Executive Session:

Mayor Hayes explained this Executive Session is regarding Collective Bargaining and should last up to 20 minutes. There is no plan for Council discussion or decision after.

Executive Session began at 7:48 p.m.

Executive Session Ended at 8:08 p.m.

No further Council discussions.

There being no further business the meeting ended at 8:08 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 November 28, 2023 have been received and that;

Checks Numbered:	26584 - 26612	\$214,233.91
Auto Payments:	2018168 – Excise Tax	\$9,264.30

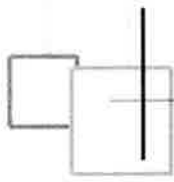
Are approved for a total payment of \$223,498.21 this 28th day of November 2023.


Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

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

Vendor	Number	Reference	Account Number	Description	Amount
A-1 Mobile Lock & Key					
	26584			2023 - November - 2nd Council Meeting	
		Invoice - 182616			
			Re-Key Maple Hall		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$798.21
		Total Invoice - 182616			\$798.21
	Total 26584				\$798.21
Total A-1 Mobile Lock & Key					\$798.21
Ackermann Electric Co.					
	26585			2023 - November - 2nd Council Meeting	
		Invoice - 1938			
			UV Lights Repair		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$425.65
		Total Invoice - 1938			\$425.65
	Total 26585				\$425.65
Total Ackermann Electric Co.					\$425.65
Adam Avery					
	26586			2023 - November - 2nd Council Meeting	
		Invoice - PacPwr-95605			
			Fire Dept - Vehicle Battery		
			001-000-522-20-48-02	Vehicle Repair & Maintenance	\$178.38
		Total Invoice - PacPwr-95605			\$178.38
	Total 26586				\$178.38
Total Adam Avery					\$178.38
Arne Svendsen Trucking, Inc.					
	26587			2023 - November - 2nd Council Meeting	
		Invoice - 60776			
			WWTP Crushed Rock		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$732.81
		Total Invoice - 60776			\$732.81
	Total 26587				\$732.81
Total Arne Svendsen Trucking, Inc.					\$732.81

Vendor	Number	Reference	Account Number	Description	Amount
Birch Equipment					
	26588			2023 - November - 2nd Council Meeting	
		Invoice - 280271-5			
		Generator Rental			
		403-000-531-38-48-03		System Repair & Maintenance	\$1,312.06
		Total Invoice - 280271-5			\$1,312.06
	Total 26588				\$1,312.06
Total Birch Equipment					\$1,312.06
Canon Financial Services INC.					
	26589			2023 - November - 2nd Council Meeting	
		Invoice - 31585200			
		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 - 31585200			\$188.76
	Total 26589				\$188.76
Total Canon Financial Services INC.					\$188.76
Cascade Natural Gas Corp					
	26590			2023 - November - 2nd Council Meeting	
		Invoice - CasNatGasNov2023			
		Utility - Gas			
		001-000-518-30-47-00		Public Utility Services	\$224.35
		204 Douglas-Town Hall			
		001-000-522-20-47-00		Public Utility Services	\$219.19
		12142 Chilberg-Fire Hall			
		003-000-575-50-47-01		Public Utility Services-MH/MC	\$377.61
		108 Commercial-MH/MC			
		003-000-575-50-47-02		Public Utility Services-GC	\$167.06
		622 S 2nd Street-GC			
		401-000-534-80-47-00		Public Utility Services	\$263.02
		604 N 3rd Street - PW			
		409-000-535-80-47-00		Public Utility Services	\$1,455.62
		12154 B Chilberg - Sewer			
		409-000-535-80-47-00		Public Utility Services	\$190.28

Voucher	Number	Reference	Account Number	Description	Amount
				12154 Chilberg - WWTP	
		Total Invoice - CasNatGasNov2023			\$2,897.13
	Total 26590				\$2,897.13
	Total Cascade Natural Gas Corp				\$2,897.13
City of Anacortes					
	26591			2023 - November - 2nd Council Meeting	
		Invoice - CityofAnacortesOct2023			
		Oct 2023 Water Charges			
		401-000-534-80-33-00		Purchase of Wholesale Water	\$36,718.00
				Water sales	
		Total Invoice - CityofAnacortesOct2023			\$36,718.00
	Total 26591				\$36,718.00
	Total City of Anacortes				\$36,718.00
D.K. SYSTEMS					
	26592			2023 - November - 2nd Council Meeting	
		Invoice - 31845			
		Repair to Fire Dept. Heater			
		001-000-522-20-48-01		Building Repair & Maintenance	\$1,252.52
		Total Invoice - 31845			\$1,252.52
	Total 26592				\$1,252.52
	Total D.K. SYSTEMS				\$1,252.52
David Evans & Associates Inc.					
	26593			2023 - November - 2nd Council Meeting	
		Invoice - 549219			
		Water System Plan/Sewer/Transportation & Flood Analysis			
		005-000-543-10-41-00		Professional Services	\$2,252.98
				Transportation	
		401-000-594-34-64-02		Capital Projects	\$471.55
				Water System Plan	
		403-000-594-31-60-02		Capital Projects	\$8,335.66
				Flood Analysis	
		409-000-535-80-41-04		Engineering	\$1,347.37
				Sewer	
		Total Invoice - 549219			\$12,407.56
		Invoice - 549220			
		Water System Plan			
		401-000-594-34-64-02		Capital Projects	\$2,072.26
		Total Invoice - 549220			\$2,072.26

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 549221			
			Snap Dragon Flats DE		
			005-000-552-30-41-02	DE Engineering Fees	\$93.11
			401-000-534-80-41-02	DE Engineer Fees	\$93.11
			403-000-531-38-41-05	DE Engineering Fees	\$93.11
			409-000-535-80-41-08	DE Engineering Fees	\$93.11
		Total Invoice - 549221			\$372.44
		Invoice - 549222			
			Talmon/306 Center St. DE		
			005-000-552-30-41-02	DE Engineering Fees	\$698.47
			401-000-534-80-41-02	DE Engineer Fees	\$698.47
			403-000-531-38-41-05	DE Engineering Fees	\$698.47
			409-000-535-80-41-08	DE Engineering Fees	\$698.47
		Total Invoice - 549222			\$2,793.88
	Total 26593				\$17,646.14
Total David Evans & Associates Inc.					\$17,646.14
Edge Analytical					
	26594			2023 - November - 2nd Council Meeting	
		Invoice - 23-32070			
			Effluent & Influent Testing		
			409-000-535-80-48-05	Materials/Testing	\$918.00
				Sewer Testing	
		Total Invoice - 23-32070			\$918.00
		Invoice - 23-33392			
			Heterotrophic Plate Count		
			401-000-534-80-41-00	Professional Services	\$58.00
				Water Testing Samples	
		Total Invoice - 23-33392			\$58.00
		Invoice - 23-33414			
			Effluent & Influent Testing		
			409-000-535-80-48-05	Materials/Testing	\$372.00
				Sewer Testing	
		Total Invoice - 23-33414			\$372.00
		Invoice - 23-33887			
			Coliform Testing		
			401-000-534-80-41-00	Professional Services	\$24.00
				Water Testing Samples	
		Total Invoice - 23-33887			\$24.00
	Total 26594				\$1,372.00
Total Edge Analytical					\$1,372.00

Voucher	Number	Reference	Account Number	Description	Amount
Frontline Cleaning Services					
	26595			2023 - November - 2nd Council Meeting	
		Invoice - 35423			
			Public Restroom Cleaning		
			003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$2,480.00
		Total Invoice - 35423			\$2,480.00
	Total 26595				\$2,480.00
Total Frontline Cleaning Services					\$2,480.00
Grainger					
	26596			2023 - November - 2nd Council Meeting	
		Invoice - 9894040410			
			Hose Wye, Brass 3/4"x3/4"		
			412-000-554-90-48-05	Compost Testing/Materials	\$37.96
		Total Invoice - 9894040410			\$37.96
		Invoice - 9899229943			
			Dust Remover		
			409-000-535-80-31-00	Office & Operating Supplies	\$12.71
		Total Invoice - 9899229943			\$12.71
	Total 26596				\$50.67
Total Grainger					\$50.67
Island County Fire District #1					
	26597			2023 - November - 2nd Council Meeting	
		Invoice - 1911			
			Repairs to Fire Truck #1 2711		
			001-000-522-20-48-02	Vehicle Repair & Maintenance	\$968.50
		Total Invoice - 1911			\$968.50
	Total 26597				\$968.50
Total Island County Fire District #1					\$968.50
Isomedia.com					
	26598			2023 - November - 2nd Council Meeting	
		Invoice - 22387-20006			
			WWTP DSL		
			409-000-535-80-42-00	Communications	\$65.94
		Total Invoice - 22387-20006			\$65.94
	Total 26598				\$65.94
Total Isomedia.com					\$65.94
Napa Auto Parts					
	26599			2023 - November - 2nd Council Meeting	
		Invoice - 1438-535585			
			Defrost		
			401-000-534-80-48-02	Vehicle Repair & Maintenance	\$16.28
		Total Invoice - 1438-535585			\$16.28

Invoice Number	Reference Number	Description	Amount
Invoice - 1438-535606			
	Battery		
	412-000-554-90-48-06	Compost Machinery/Equip	\$143.41
Total Invoice - 1438-535606			\$143.41
Invoice - 1438-535636			
	Scratch Brush		
	401-000-534-80-35-00	Small Tools & Equipment	\$8.38
Total Invoice - 1438-535636			\$8.38
Invoice - 1438-535644			
	Starter for Truck		
	005-000-543-10-48-02	Vehicle Repair & Maintenance	\$202.53
Total Invoice - 1438-535644			\$202.53
Invoice - 1438-535658 - Credit			
	Core Deposit Return		
	005-000-543-10-48-02	Vehicle Repair & Maintenance	(\$65.70)
Total Invoice - 1438-535658 - Credit			(\$65.70)
Invoice - 1438-535739			
	Defrost		
	412-000-554-90-48-06	Compost Machinery/Equip	\$48.84
Total Invoice - 1438-535739			\$48.84
Invoice - 1438-535888			
	Air Filters for Street Sweeper		
	403-000-531-38-48-03	System Repair & Maintenance	\$336.51
Total Invoice - 1438-535888			\$336.51
Invoice - 1438-535943			
	Tamper Resistant Folding		
	401-000-534-80-35-00	Small Tools & Equipment	\$8.15
Total Invoice - 1438-535943			\$8.15
Invoice - 1438-536040			
	Ultra Duty Grease		
	412-000-554-90-48-06	Compost Machinery/Equip	\$325.80
Total Invoice - 1438-536040			\$325.80
Invoice - 1438-536122			
	Floor Dry, Defrost & Air Chucs		
	412-000-554-90-48-06	Compost Machinery/Equip	\$112.12
Total Invoice - 1438-536122			\$112.12
Invoice - 1438-536218			
	Antifreeze		
	005-000-543-10-48-02	Vehicle Repair & Maintenance	\$18.21
Total Invoice - 1438-536218			\$18.21
Invoice - 1438-536243			
	CID V6 SOHC Valve & Battery		
	005-000-543-10-48-02	Vehicle Repair & Maintenance	\$136.15
Total Invoice - 1438-536243			\$136.15

Voucher Number	Reference	Account Number	Description	Amount
Invoice - 1438-536355				
		Screws and Flat Washers for Sweeper		
		005-000-543-10-48-02	Vehicle Repair & Maintenance	\$8.69
		Total Invoice - 1438-536355		\$8.69
Total 26599				\$1,299.37
Total Napa Auto Parts				\$1,299.37
North Hills Resources				
26600			2023 - November - 2nd Council Meeting	
		Invoice - 38174		
		Pile Grinding		
		412-000-554-90-41-07	Pile Grinding	\$10,968.60
		Total Invoice - 38174		\$10,968.60
		Invoice - 38387		
		Pile Grinding		
		412-000-554-90-41-07	Pile Grinding	\$10,968.60
		Total Invoice - 38387		\$10,968.60
Total 26600				\$21,937.20
Total North Hills Resources				\$21,937.20
Pape' Machinery Exchange				
26601			2023 - November - 2nd Council Meeting	
		Invoice - 2429980		
		544 Frontloader Hydraulic Leak Repair		
		412-000-554-90-48-06	Compost Machinery/Equip	\$1,441.77
		Total Invoice - 2429980		\$1,441.77
		Invoice - 325406 S		
		New Bucket for Frontloader		
		412-000-594-35-64-00	Machinery/Equip-Compost	\$14,498.10
		Total Invoice - 325406 S		\$14,498.10
Total 26601				\$15,939.87
Total Pape' Machinery Exchange				\$15,939.87
PLATT				
26602			2023 - November - 2nd Council Meeting	
		Invoice - 4002450		
		Light Bulb for Flag in Roundabout		
		002-000-576-80-48-01	Building Repair & Maintenance	\$93.43
		Total Invoice - 4002450		\$93.43
Total 26602				\$93.43
Total PLATT				\$93.43
Puget Sound Energy				

Order	Number	Reference	Account Number	Description	Amount
	26603			2023 - November - 2nd Council Meeting	
		Invoice - PSENov2023-2			
		Utility - Electric			
		001-000-518-30-47-00		Public Utility Services	\$184.42
			204 Douglas St -Town Hall		
		001-000-522-20-47-00		Public Utility Services	\$349.29
			12142 Chilberg - Fire Dept		
		002-000-576-80-47-00		Public Utility Services	\$27.38
			1339 Conner Way Lights - Pioneer Park Lights		
		002-000-576-80-47-00		Public Utility Services	\$19.88
			100 Morris - Gilkey Square		
		002-000-576-80-47-00		Public Utility Services	\$55.07
			1339 Connor Way - Pioneer Park Gazebo		
		002-000-576-80-47-00		Public Utility Services	\$137.37
			100 Washington Ave Light- St End Park		
		003-000-575-50-47-01		Public Utility Services-MH/MC	\$10.85
			104 Commercial - Maple Hall		
		003-000-575-50-47-02		Public Utility Services-GC	\$33.52
			622 S 2nd Street - Garden Club		
		003-000-575-50-47-05		Public Utility Svcs-Restrooms	\$58.69
			304 Morris St -Public Restroom		
		003-000-575-50-47-05		Public Utility Svcs-Restrooms	\$60.21
			613 1st Street - Public Restroom		
		005-000-542-63-47-00		Public Utility Services	\$302.69
			1st Street Lights #220005384221		
		005-000-542-63-47-00		Public Utility Services	\$27.41
			12100 Chilberg - Flag pole/Monument lights		
		005-000-542-63-47-00		Public Utility Services	\$805.92
			Street lights Acct #300000001705		
		005-000-542-63-47-00		Public Utility Services	\$61.71
			3rd & Douglas		
		005-000-542-63-47-00		Public Utility Services	\$565.00
			125 1st Street LC Post Office #300000002505		
		401-000-534-80-47-00		Public Utility Services	\$14.24
			1200 S 4th St - Water Tank		
		401-000-534-80-47-00		Public Utility Services	\$275.26
			604 N 3rd Street - PW Shop-300000002695		
		403-000-531-38-47-00		Public Utility Service	\$201.82
			213 Caledonia - Drainage Pump		
		403-000-531-38-47-00		Public Utility Service	\$77.44
			102 S 6th St - Drainage Pump		
		403-000-531-38-47-00		Public Utility Service	\$11.73
			1340 Connor Way - Water Shack		
		409-000-535-80-47-00		Public Utility Services	\$10.32
			12154 Chilberg - WWTP Fuel Station		

Vendor	Number	Reference	Account Number	Description	Amount
			409-000-535-80-47-00	Public Utility Services	\$36.91
			622 1st Street - Sewage Vault		
			409-000-535-80-47-00	Public Utility Services	\$32.84
			602 N 3rd Street - Pump		
		Total Invoice - PSENov2023-2			\$3,359.97
	Total 26603				\$3,359.97
Total Puget Sound Energy					\$3,359.97
Quality Services					
	26604			2023 - November - 2nd Council Meeting	
		Invoice - QualSvcOct2023			
		Oct 2023 Facility Cleaning Svcs.			
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$872.50
		Total Invoice - QualSvcOct2023			\$872.50
	Total 26604				\$872.50
Total Quality Services					\$872.50
Skagit County Public Health Dept					
	26605			2023 - November - 2nd Council Meeting	
		Invoice - 1358			
		3rd Qtr. Liquor Tax			
			001-000-566-00-41-16	Alcoholism	\$244.35
		Total Invoice - 1358			\$244.35
	Total 26605				\$244.35
Total Skagit County Public Health Dept					\$244.35
Skagit County Sheriff Office					
	26606			2023 - November - 2nd Council Meeting	
		Invoice - 3594			
		Policing Services			
			001-000-521-20-41-00	Professional Services	\$84,636.75
			Skagit Co Sheriff contract		
		Total Invoice - 3594			\$84,636.75
	Total 26606				\$84,636.75
Total Skagit County Sheriff Office					\$84,636.75
Town of La Conner					
	26607			2023 - November - 2nd Council Meeting	
		Invoice - C 11-2023			
		November 2023 Sewer Service Charges			
			412-000-554-90-47-00	Sewer Service Charge	\$10,833.34
		Total Invoice - C 11-2023			\$10,833.34

Voucher	Number	Reference	Account Number	Description	Amount
		Invoice - S 11-2023			
		Nov 2023 Sludge Disposal Charges			
		409-000-535-80-47-02		Sludge Disposal	\$2,500.00
		Total Invoice - S 11-2023			
					\$2,500.00
	Total 26607				\$13,333.34
	Total Town of La Conner				\$13,333.34
U.S. Bank	26608	2023 - November - 2nd Council Meeting			
		Invoice - ACE10/19/23			
		Light Bulbs			
		003-000-575-50-48-02		Building Repair & Maint-GC	\$19.66
		Total Invoice - ACE10/19/23			
					\$19.66
		Invoice - Amazon1071413			
		Camera for Planning Computer			
		001-000-518-30-31-00		Office & Operating Supplies	\$43.43
		Total Invoice - Amazon1071413			
					\$43.43
		Invoice - Amazon58226321			
		Park - Boots			
		401-000-534-80-35-00		Small Tools & Equipment	\$117.13
		Total Invoice - Amazon58226321			
					\$117.13
		Invoice - AmazonAnuFee2023			
		Annual Membership			
		001-000-518-90-41-10		Dues & Memberships	\$150.00
		401-000-534-80-49-00		Dues & Subscriptions	\$391.91
		Total Invoice - AmazonAnuFee2023			
					\$541.91
		Invoice - AWCElectOff10-13-23			
		AWC Electied Officials Training - Chamberlain/Wohleb			
		001-000-511-60-49-02		Council Training & Meetings	\$190.00
		Total Invoice - AWCElectOff10-13-23			
					\$190.00
		Invoice - BobsBgr10/12/23			
		Thomas - Meeting/M meal			
		001-000-513-10-49-02		Admin Training & Meetings	\$29.16
		Total Invoice - BobsBgr10/12/23			
					\$29.16
		Invoice - Coastal10/14/23			
		Sherman - Boots			
		401-000-534-80-35-00		Small Tools & Equipment	\$250.00
		Total Invoice - Coastal10/14/23			
					\$250.00
		Invoice - CrashPlan10/20/23			
		Server Backup			
		001-000-518-30-48-00		Computer/Server Maintenance	\$54.25
		Total Invoice - CrashPlan10/20/23			
					\$54.25

Order	Number	Reference	Account Number	Description	Amount
		Invoice - DavenportHt10/13/23			
		Eills - Planning Conf. Lodging			
		001-000-558-60-43-00	Travel		\$646.68
		Total Invoice - DavenportHt10/13/23			\$646.68
		Invoice - HmDepot10/29/23			
		Tools for PW New Hire			
		401-000-534-80-35-00	Small Tools & Equipment		\$650.51
		Total Invoice - HmDepot10/29/23			\$650.51
		Invoice - IMSA11/8/23			
		Membership Renewal			
		005-000-543-10-41-00	Professional Services		\$100.00
		Total Invoice - IMSA11/8/23			\$100.00
		Invoice - INV226680832			
		Zoom Fees			
		001-000-518-30-31-00	Office & Operating Supplies		\$257.09
		Total Invoice - INV226680832			\$257.09
		Invoice - MainMkt10/10/23			
		Ellis - Planing Conf. - Meal			
		001-000-558-60-43-00	Travel		\$13.70
		Total Invoice - MainMkt10/10/23			\$13.70
		Invoice - MRSCTraing10/13/23			
		MRSC - Community Outreach Training - Chamberlain			
		001-000-511-60-49-02	Council Training & Meetings		\$40.00
		Total Invoice - MRSCTraing10/13/23			\$40.00
		Invoice - MstMarine10/30/23			
		Balance for Boat Trailor Tabs			
		403-000-553-30-40-00	Professional Services Flood		\$7.75
		Total Invoice - MstMarine10/30/23			\$7.75
		Invoice - MyTags11/8/23			
		2024 Dog Tags			
		001-000-518-30-31-00	Office & Operating Supplies		\$86.35
		Total Invoice - MyTags11/8/23			\$86.35
		Invoice - NAPA10/13/23			
		Oil			
		001-000-522-20-48-03	Equip. Repair & Maintenance		\$13.12
		Total Invoice - NAPA10/13/23			\$13.12
		Invoice - NWWATrain10/20/23			
		Smith - Water Storage Workshop			
		401-000-534-80-49-02	Training & Meetings		\$140.00
		Total Invoice - NWWATrain10/20/23			\$140.00
		Invoice - SkCoPrmt10/20/23			
		Skagit County Permit - Waterfront Park Pavillion			
		002-000-594-76-63-01	Park Capital Projects		\$116.16
		Total Invoice - SkCoPrmt10/20/23			\$116.16

Number	Reference	Account Number	Description	Amount
	Invoice - Starbks10/13/23			
		Eills - Planning Conf. - Meal		
		001-000-558-60-43-00	Travel	\$14.32
	Total Invoice - Starbks10/13/23			\$14.32
	Invoice - Travolata10/12/23			
		Eills - Planning Conf. - Meal		
		001-000-558-60-43-00	Travel	\$36.56
	Total Invoice - Travolata10/12/23			\$36.56
	Invoice - Uber10/11/23			
		Eills - Planning Conf. - Transportation from Airport		
		001-000-558-60-43-00	Travel	\$33.91
	Total Invoice - Uber10/11/23			\$33.91
	Invoice - VillagePza10/19/23			
		Planning Trip to Langley - Meal		
		001-000-558-60-43-00	Travel	\$57.33
	Total Invoice - VillagePza10/19/23			\$57.33
	Invoice - VillagePza10/19/23-2			
		Planning - Trip to Langley Meal		
		001-000-558-60-43-00	Travel	\$16.32
	Total Invoice - VillagePza10/19/23-2			\$16.32
	Invoice - WayFind10/27/23			
		Reinstra - Fire Dept. Training - Meal		
		001-000-522-20-49-02	Training & Meetings	\$129.24
	Total Invoice - WayFind10/27/23			\$129.24
	Invoice - WSU11/06/23			
		Palaniuk - Pest Control Training		
		002-000-576-80-49-02	Training & Meetings	\$60.00
	Total Invoice - WSU11/06/23			\$60.00
Total 26608				\$3,664.58
Total U.S. Bank				\$3,664.58
USA Bluebook				
26609	2023 - November - 2nd Council Meeting			
	Invoice - INV00191979			
		Stirrer; Analog 4.75		
		409-000-535-80-31-02	Lab Supplies	\$242.55
	Total Invoice - INV00191979			\$242.55
Total 26609				\$242.55
Total USA Bluebook				\$242.55
Verizon Wireless				
26610	2023 - November - 2nd Council Meeting			
	Invoice - 9948664045			
		Cell Phones		
		001-000-513-10-42-00	Mayor's Communications	\$66.56
		Mayor		

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-521-70-42-00	Communications-Code Enf	\$53.14
				Code Enforcement/Split with Fire	
			001-000-522-20-42-00	Communications	\$66.56
				Fire Dept./Split w Code & 2nd Remote	
			001-000-575-50-42-00	Senior Center Communications	\$53.10
				Senior Center	
			401-000-534-80-42-00	Communications	\$439.60
				Public Works	
			Total Invoice - 9948664045		\$678.96
					\$678.96
	Total 26610				\$678.96
Total Verizon Wireless					\$678.96
WA State DOR - Excise Tax					
2018168					
			2023 - November - 2nd Council Meeting		
			Invoice - DORExciseTax10/23		
			Oct 2023 Excise Tax		
			401-000-534-80-49-03	Excise Taxes	\$5,642.92
			403-000-531-38-49-03	Excise Taxes	\$506.89
			409-000-535-80-49-01	Excise Taxes	\$1,181.22
			412-000-554-90-49-01	Compost Sales Tax	\$195.17
			412-000-554-90-49-02	ExciseTaxes	\$1,738.10
			Total Invoice - DORExciseTax10/23		\$9,264.30
					\$9,264.30
	Total 2018168				\$9,264.30
Total WA State DOR - Excise Tax					\$9,264.30
Wave Broadband					
26611			2023 - November - 2nd Council Meeting		
			Invoice - WAVENov2023		
			Internet & Phones		
			401-000-534-80-42-00	Communications	\$328.15
				PW Office Internet & phones - 604 3rd N	
			409-000-535-80-42-00	Communications	\$20.63
				WWTP Marina Lift Station	
			Total Invoice - WAVENov2023		\$348.78
					\$348.78
	Total 26611				\$348.78
Total Wave Broadband					\$348.78

Vendor	Number	Reference	Account Number	Description	Amount
Zumar Industries	26612			2023 - November - 2nd Council Meeting	
		Invoice - 45374			
			Street Marking Signs		
			005-000-542-64-48-04	Signage Repair & Maintenance	\$495.49
		Total Invoice - 45374			\$495.49
	Total 26612				\$495.49
Total Zumar Industries					\$495.49
Grand Total		Vendor Count	30		\$223,498.21



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **November 1, 2023** through **November 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 5809 through 5815	\$3,682.40
Auto Payroll Taxes #2018167	\$8,361.03
Payroll auto deposit	<u>\$24,708.42</u>
	\$36,751.85

are approved for a total payment of \$36,751.85 this 28th day of November 2023.

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember

Register

<u>5809</u>	Dept of Labor & Industry	2023 - November - 2nd Council Meeting	\$2,475.53
<u>5810</u>	Employment Security	2023 - November - 2nd Council Meeting	\$105.98
<u>5811</u>	North Coast Credit Union	2023 - November - 2nd Council Meeting	\$150.00
<u>5812</u>	Paid Family & Medical Leave	2023 - November - 2nd Council Meeting	\$205.65
<u>5813</u>	Teamsters Local No. 231	2023 - November - 2nd Council Meeting	\$159.00
<u>5814</u>	Wa Cares Fund	2023 - November - 2nd Council Meeting	\$116.14
<u>5815</u>	Washington State Support Registry	2023 - November - 2nd Council Meeting	\$470.10
<u>2018167</u>	Washington Federal	2023 - November - 2nd Council Meeting	\$8,361.03
<u>Direct Deposit Run -</u>	Payroll Vendor	2023 - November - 2nd Council Meeting	\$24,708.42
<u>11/15/2023</u>			\$36,751.85

Register Activity

Direct Deposit Run - 11/15/2023

Eills, Ajah G
Hillard, Margaret A
Kerley-DeGoede, Maria A
Lease, Brian
Lovejoy, Lynne
Moore, Andrea L
Palaniuk, Kevin R
Park, Todd W
Pena-Ayon, Manuel A
Reinstra, Aaron M.
Sherman, Albert R
Smith, Christopher
Thomas, Scott G

Payroll Vendor

ACH Pay - 6727
ACH Pay - 6728
ACH Pay - 6729
ACH Pay - 6730
ACH Pay - 6731
ACH Pay - 6732
ACH Pay - 6733
ACH Pay - 6734
ACH Pay - 6735
ACH Pay - 6736
ACH Pay - 6737
ACH Pay - 6738
ACH Pay - 6739

2023 - November - 2nd Council Meeting

Posting Run - 11/15/2023 11:05:27 AM
Posting Run - 11/15/2023 11:05:27 AM
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Posting Run - 11/15/2023 11:05:27 AM

\$24,708.42

\$1,668.66

\$628.69

\$2,177.41

\$2,916.06

\$643.26

\$1,740.00

\$2,348.91

\$2,907.72

\$1,338.93

\$1,841.44

\$1,698.60

\$1,914.70

\$2,884.04

\$24,708.42

Unfinished Business

- 1) Center Street Project – Discussion – No Insert**
- 2) Jenson Property – Discussion – No Insert**
- 3) 2024 Utility Rates - Discussion**
- 4) Waiver of Application Fees for Comp Amendments & Code Amendment Requests**
- 5) 2024 Budget Discussions – See Budget Book (No Changes from 11/14/2023 Council Meeting)**

2024 Utility Rates – Discussion



Town of La Conner

Date: November 22, 2023
To: Town Council
From: Scott G. Thomas, Town Administrator
Subject: Utility Rate Updates

I am following up on the utility rate discussion that occurred at the November 14th Council meeting. At the time, Council directed staff to provide several options. Attached hereto is a spreadsheet prepared by the Finance Director, that illustrates the impacts of various rate increase options. In 2023, utility rates were increased by 5% + CPI (except storm drainage utility charges were increased solely by the CPI to account for inflation.) The top section of the spreadsheet illustrates the impacts on rate payers at various percentage increases. The spreadsheet shows increases to the base rate only; usage fees is dependent on the amount of water consumed, and differs from customer to customer.

The bottom section of the spreadsheet depicts the additional revenue that would be realized from each percentage increase.

Please let me know if you have any questions.

Utiltiy Rate Increases Based on 600 Consumption

Year	Increase	Water Base	Sewer Base	Storm Dr. Base	Total Base Chg	Water Con 0.0620	Sewer Con 0.0792	Total	Difference
2023	8.9%/no StormDr Inc	43.80	29.08	27.05	99.93	37.20	47.52	184.65	
2024 Examples	3%	45.11	29.95	27.86	102.93	38.32	48.95	190.19	5.54
	4%	45.55	30.24	28.13	103.93	38.69	49.42	192.04	7.39
	5%	45.99	30.53	28.40	104.93	39.06	49.90	193.88	9.23
	6%	46.43	30.82	28.67	105.93	39.43	50.37	195.73	11.08
	7%	46.87	31.12	28.94	106.93	39.80	50.85	197.58	12.93
	8%	47.30	31.41	29.21	107.92	40.18	51.32	199.42	14.77
	9%	47.74	31.70	29.48	108.92	40.55	51.80	201.27	16.62
	10%	48.18	31.99	29.76	109.92	40.92	52.27	203.12	18.47

2024 Total Utility Sales Increases							2024 Budget Estimated Revenue based on 7% Increase		
Year	Water Sales	Water Increa	Sewer Sales	Sewer Increase	Storm Drain	Storm Drain Increas	2024 Total Water	2024 Total Sewer	2024 Total StormDr
2023 Estamate	1,150,249.80	347,222.08	517,584.83		347,222.08				
2024 Examples									
3%	1,184,757.29	34,507.49	533,112.37	15,527.54	357,638.74	10,416.66	1,242,027.29	832,461.37	367,382.74
4%	1,196,259.79	46,009.99	538,288.22	20,703.39	361,110.96	13,888.88			
5%	1,207,762.29	57,512.49	543,464.07	25,879.24	364,583.18	17,361.10	2024 Water Exp	2024 Sewer Exp	2024 Storm Dr Exp
6%	1,219,264.79	69,014.99	548,639.92	31,055.09	368,055.40	20,833.32	1,242,760.00	1,112,304.00	625,049.00
7%	1,230,767.29	80,517.49	553,815.77	36,230.94	371,527.63	24,305.55			
8%	1,242,269.78	92,019.98	558,991.62	41,406.79	374,999.85	27,777.77			
9%	1,253,772.28	103,522.48	564,167.46	46,582.63	378,472.07	31,249.99			
10%	1,265,274.78	115,024.98	569,343.31	51,758.48	381,944.29	34,722.21			

**Waiver of Application Fees for Comp
Amendments & Code Amendment Requests**

MEMORANDUM

TO: Town Council
FROM: Planning Staff
SUBJECT: Requested Amendments to La Conner Municipal Code
DATE: November 9, 2023

Earlier this year, the staff received several requests for proposed code amendments from six individuals within the community. According to the town's fee schedule, the application fee for such requests is \$1,455. None of the individuals who submitted these requests has submitted the required fee, or asked for a waiver of such fee.

The proposed code amendments, which are attached, will be brought up for consideration by the Planning Commission at an upcoming meeting. As you can see from the attached materials, the staff will spend a significant amount of time revising these requests to put them into the proper context suitable for inclusion into the municipal code.

The purpose of this memorandum is to ask whether the Town Council wishes to consider waiving or modifying the fees associated with these requests.

In addition to these submittals, several complaints have been raised about the time limits imposed by the town on the submittal of such requests. According to our municipal code, the time limit for such submittals is from December 1 to January 31. Our research has noted that some communities offer to allow for submittals without an application fee for a limited period, with fees imposed for applications received outside this period. We believe that this may be a reasonable solution to the concerns that have been raised.

REQUESTED CODE AMENDMENTS

Jim Matthews

The La Conner Municipal Code needs to be rewritten with very clear specificity as to what is allowed and what is not allowed for conditional use permits and building variances.

Exceptions shall not be allowed by administrative decision.

Municipal code must be rewritten to require all building permits and/or variances for new construction, to provide for one parking space, **on site**, for each bedroom.

Agricultural building setbacks need to be clearly stated in the La Conner Municipal Code at 25 feet, for the totality of the Town of La Conner, and the Port of Skagit County property at the La Conner Marina.

Remove from current municipal code all administrative decision making power to grant conditional use building permits, and construction variances for new construction, without La Conner Planning Commission and La Conner Town Council approval. This should encompass both La Conner town proper, and the Port of Skagit County property adjacent to the Town of La Conner.

Kathy Shiner

I'm all for affordable housing, and will reword my code consideration. By giving possible Affordable Housing projects less restrictive codes, I'm hoping that developers will be encouraged to take on these developments and still meet some of their "bottom line" profits. I know that Linda Talman has suggested having a comp plan/code written into our Uniform Development Code where parking requirements can be adjusted or state mandated to reduce parking code restrictions. We have few lots available in Town to develop into Affordable Housing and should be doing all the adjustments necessary to encourage that type of development. My recommendations are to discourage high profit developments that are using the 1200 sq ft size units to reduce their parking requirements and cram as many units as possible on their development for their "target market" and make the most profit as possible for their personal enrichment and not consider how it changes the character of existing neighborhoods. Below will be my reworded recommendation.

I would like to propose a revision to the La Conner Municipal Code under Title 15 Uniform Development Code. Revision to 15.90 Off Street Parking and Loading ...15.90.030 Minimum off-street parking requirements. Under (3) Commercial, (c) Adequate parking shall be provided as follows, (vii), revision.....Each residential unit, such as apartments or

condominiums, in commercial zones, shall have one and one-half spaces per one bedroom dwelling unit, two or more bedroom dwelling units shall have two and one-half spaces per dwelling unit. Approximately 25 percent of the required parking is intended to provide for guest parking, shall not be reserved for any individual unit and may be covered or uncovered all within the property boundaries. The guest parking shall only be for the use of tenants and their invited guests. The developer/applicant shall prepare and submit a parking management plan to the Town planner for review and approval. Said parking management plan shall be in place prior to the occupancy of the first residential unit. The plan must include a mechanism to clearly inform residents of the parking restrictions such as prohibiting storage of recreational vehicles and general storage within the designated parking spaces.

These parking restrictions do not apply to Affordable Housing projects that will be addressed as either a State mandated action or written into a separate code adopted by the Town that will address Affordable Housing project codes or conditional use permits.

Leslie Smith

NO TO SHORT TERM RENTAL OF RESIDENTIAL PROPERTIES. Any duration. This does NOT help address our housing crisis - it hurts it. It does not help our Hotels and B & B's - it hurts them. It does not help insure our neighborhood safety - it hurts it. It does not enhance the soul of our neighborhoods, it drains it. We are in a housing crisis and we are all responsible to help alleviate the pain being caused by the unavailability of housing. Do not support the monetization of housing while our family, friends, and employees struggle to find homes and our business struggle to maintain viability due to lack of housing for their employees. Our business are contracting as a result of no housing for employees. Our hospitality industry is struggling after COVID-19, do not make it harder for them. Our neighbors purchased their homes to be in community, not to have strangers in and out who have little regard for long term residents. THIS SHOULD BE A STRONG NO, for so many reasons, including considering current La Conner code for bed and breakfasts.

NO to allowing uncovered patios, porches or decks to be allowed to extend 15 feet into the 25-foot agricultural setback area. THIS SHOULD BE AN OBVIOUS NO for PUBLIC HEALTH AND SAFETY reasons. Buffer areas between homes and agricultural equipment and chemicals MUST be the priority. And, farmers and farming must retain the protections that have been in existence. And, NO further variances should be allowed.

Expanding from five to seven the number of zone classifications in town. Port Commercial and Port Industrial zones at the marina - DEFINITION IS REQUIRED FOR THE PUBLIC TO COMMENT - AS WELL AS EXTENDED PUBLIC COMMENT PERIOD BEFORE DECISION MADE - to allow for DISCUSSION OF UNINTENDED CONSEQUENCES. Height increase in the Port Industrial Zone SHOULD REQUIRE PLANNING COMMISSION review and the town's approval (including the fire chief) to assure safety and appropriateness.

I SUPPORT strong public communication and full transparency from the Town with timely publicizing of agendas, timelines, suggested code changes, public notices and comment periods, and adding items of substantive interest to the town residents to all meeting agendas until resolved. In the case of code changes now and in the future, please consider allowing more time for the citizenry to receive initial information, ask questions, and weigh in formally. Supporting our local paper with a notices section may be a great solution to any apparent disconnection between government and it's citizenry.

Linda Talman

Chapter 18.04

INNOVATIVE PERMANENTLY AFFORDABLE HOUSING PROJECTS

2

Sections:

- 18.04.010 Authority and purpose.
- 18.04.020 Affordable housing defined.
- 18.04.030 Project application requirements and incentives.
- 18.04.040 Procedures.
- 18.04.050 Reporting requirements.
- 18.04.060 Enforcement.

No more administrative permits. No more administrative conditional uses and no more administrative variance. These give too much power to the planner and too little oversight from the community.

The code should be:

15.10.043 Conditional use

Conditional use" means a use addressing a limited or specific need but, due to a potential adverse effect upon

permitted uses or public services and facilities, **is only allowed subject to the review AND APPROVAL OF**

the planning COMMISSION AND and the criteria in this code and advertised in the paper, the library,

the post office, and sent by request to people who sign up for notifications.

(b) Variances. The planning director shall have the authority to grant variances from the following development standards when the hardship has been demonstrated to have not been created by the applicant and only with the review and approval of the planning commission in a meeting that has been advertised in the paper, the Town Library and the post office and sent by request to people who sign up for notifications.

I would like to see a lodging chart on the town site that be constructed like this:

Type	Definition	Restrictions	All permitted examples in Town
------	------------	--------------	--------------------------------

-----=			
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Hotel &

Inns

Guest

Lodging

BnB

Note 1(ADU the definition and restrictions)

Note 2(VRBO, Air Bnb, Homes to Go are all advertising/marketing devices and not allowed unless they fall into one of the first three categories on the chart, are permitted, and pay the appropriate taxes.)

I would like the same chart placed into the code but without the examples.

I think this would be helpful to visitors and prospective buyers alike. And it would help businesses.

I would like to have review the ways that conditional uses in the code can be revised. I sent something from municipal research about this - with both good ideas and bad. We need to have fewer conditional use permits in general.

Maggie Wilder

Affordable Housing: The demographics of La Conner have been changing dramatically. We were once family friendly. I would like to see a code that is similar to Langley's in terms of affordable housing. **Multi-unit developments could be required to offer a percentage of affordable housing.** Otherwise our school enrollment will continue to go down and there will be a vanishing recruitment for emergency personnel.

I am very concerned, as most of you seemed to be also, that the development at 306 Center Street received a Conditional Use Permit without any conditions attached to mitigate adverse impacts on the surrounding neighborhood. Many letters were written to the town planner outlining concerns. I personally wrote to ask him to walk the neighborhood and imagine how the houses on 3rd, 4th and Center streets would be affected by a huge building in their midst. Our current planner commutes to La Conner from a larger city that bears little resemblance to our town, and he has exhibited very little empathy for what makes this place so special. I would like to propose that in searching for town planners and administrators in the future, we stipulate that **they must live in the Greater La Conner area.** It's important that these public servants have some familiarity and some "skin in the game", so to speak.

I would also like to suggest a possible solution for the common points of friction between commercial interests and the neighborhoods. Would it be possible to **limit the permitted square footage and height of a proposed development that abuts a residential zone to a percentage of the average square footage and/or height of the buildings that surround it?** It seems that this would do much to soften often harsh edges between residential and commercial zones.

And one last concern: As I watched the floodwaters overwhelm our town (water was gushing OUT of my neighbor's storm drain for over 24 hours), I wondered about our stated goals of density in the La Conner Comprehensive Plan. Surely most agree that density is preferable to sprawl, but how much growth are we prepared to absorb? It was clear to me that fateful day that we were not prepared to take on one more rooftop shedding rain or parking lot sending water into the storm drain. Our undeveloped areas aren't just "vacant" and useless. The undeveloped areas of La Conner absorb water, provide play areas for children and pets, and are important to hold for future use. Density is one solution to unwanted sprawl, but it seems to me that we also need to recognize that our town does have finite space and resources.

Stuart Welch

I would respectfully ask the Planning Commission to review the current policy on new sidewalks. These requirements appear to be somewhat arbitrary. I was recently told by the Town Planner, requirements such as the width of planter strips and frontage requirements are at the discretion of the Department of Public Works.

This policy has resulted in a varied application , recently most visible on the East side of Maple Ave. The Maple Fields development has no planter strip (perhaps to maximize the development} where as the other new developments do have 5 foot planter strips . In other areas of town planter strips vary from 2'3' to no planting strip. This policy has resulted in what I term "sidewalks to nowhere". It should be noted that a perfectly good ADA complainant sidewalk exists the length of Maple Ave. on the West side.

Part of the charm of La Conner is what citizens have done with landscaping their front yards that front the street. Fruit trees , flowers, and sculptures all add to the feeling of a small town. Imagine a 8'plus strip running through all those yards. This natural landscaping has significant environmental benefits as it acts as a sponge similar to a rain garden that helps to reduce oils brake dust and other toxic road debris from entering the storm water system.

The cost of these sidewalk requirements contribute to the cost of new homes, seemingly contrary to the goal of providing more affordable homes. Our personal situation has prompted me to bring this issue to your attention. The sidewalk requirements for our preliminary Plat Approval granted August 4th 2021 mandates 400 feet of sidewalk with a 5' planter strip. (see attachment). This requirement would necessitate the removal of the existing hedge on the Caledonia St. side and would put existing utility poles in the sidewalk area, and would require realignment of the storm drain on the 4th St. side. The curb requirement would also add additional flow to the storm water system. It should be noted that a ADA complaint sidewalk runs the length of Caledonia St. on the North side.

New Business

- 1) Revisions to Chapter 10 of the Comprehensive Plan – Approval for Submittal to Department of Commerce**
- 2) Ordinance – Mayor's Pay**
- 3) Proclamation – Ross Chapin**
- 4) Proclamation – Appreciation of the La Conner Retirement Inn**
- 5) Resolution – Reappointment – Parks Commission – Ken Lee**
- 6) Resolution – Reappointment – Arts Commission – Nick Fennel**
- 7) Resolution – Reappointment – Arts Commission – Gary Giovane**
- 8) Agreement – Skagit County Senior Center Funding**

**Revisions to Chapter 10 of the Comp Plan
– Approval for Submittal to DOC**

MEMORANDUM

TO: Town Council
FROM: Planning Staff
SUBJECT: Comprehensive Plan Chapter 10: Essential Public Facilities Element
DATE: November 21, 2023

Attached is the proposed update to Chapter 10 of the town's Comprehensive Plan. This will be the only chapter submitted for review by the state in 2023.

Currently, schools are the only facilities identified within the town as essential. The La Conner Swinomish Public Library has requested an amendment to this chapter, the Essential Public Facilities Element, which is intended to highlight the importance of a variety of facilities within the community. Their request was made in an effort to facilitate future grant funding for the library.

After review and discussion, the Planning Commission has recommended that we also include Town Hall and Maple Hall as proposed essential public facilities. Both of these buildings are historic in nature, and would be difficult to replace.

ATTACHMENT: Revised Chapter 10, Town of La Conner Comprehensive Plan

CHAPTER 10

ESSENTIAL PUBLIC FACILITIES ELEMENT

Introduction

The Growth Management Act (GMA) requires all local comprehensive plans include a process for identifying and siting essential public facilities, and prohibits local comprehensive plans or development regulations from precluding the siting of essential public facilities.

Essential Public Facilities are defined in the GMA, as follows:

Essential public facilities include those facilities that are typically difficult to site, such as airports, state education facilities and state or regional transportation facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, group homes and secure community transition facilities as defined in RCW 71.09.020. (RCW 36.70A.200)

In addition Skagit County and its Cities and Towns have agreed to Countywide Planning Policies that address the availability and provision of essential public facilities and services. Those policies include:

12.2 All communities within a region shall fairly share the burden of regional public facilities.

12.3 A process shall be developed for identifying and siting essential public facilities. The Comprehensive Plan may not preclude the siting of essential public facilities.

An essential public facility may include facilities owned by the government or a private entity. The La Conner Schools, **the La Conner Swinomish Library, Town Hall, and Maple Hall** are the only existing essential public facilities located within the Town of La Conner.

Given its location and land constraints, ~~it is likely that~~ the most likely essential public facilities that the Town would need to accommodate would be those related to housing at risk individuals. The La Conner Uniform Development Code contains an array of definitions relating to essential public facilities. These definitions include: adult family home; convalescent or nursing home; domiciliary care; housing for people with functional disabilities; people with functional disabilities; rest homes; nursing homes and homes for the elderly; retirement homes; retirement apartments; and supportive living arrangements. As a community, the Town recognizes the need to address problems or special needs generated within our community.

Housing for at risk people groups as described above can be placed into the following three categories:

- *Secure Community Transition Facility*: A residential facility for persons civilly committed and conditionally released to a less restrictive alternative under RCW 71.09. A Secure Transition Facility has supervision and security, and either provides or ensures the provision of sex offender treatment services. These facilities include, but are not limited to, the facilities established pursuant to RCW 71.90.250 and any community based facilities established under RCW 71.09 and operated by DSHS or under contract to DSHS.
- *Community Residential Facility*: Any dwelling licensed, certified or authorized by State, Federal or local authorities as a residence for children or adults with physical; developmental or mental disabilities; dependent children or elderly individuals in need of supervision, support and/or independent living training; domestic violence shelters, and rape relief shelters. Does not include halfway houses, or secure community transition facilities.
- *Community Treatment Facility*: Any dwelling or building licensed, certified or authorized by State, Federal or local authorities as a residence and treatment facility for children or adults with mental disabilities, alcoholism or drug abuse problems, needing a supervised living arrangement and rehabilitation services on a short-term or long-term basis. Does not include detoxification centers, halfway houses, crisis residential centers or secure community transition facilities.

A fourth category covers other typical essential public facilities that each community needs to include in order to function in an orderly manner.

- *Public Service Facility*: Any building or infrastructure essential to government services provided by the Town of La Conner to the public (i.e. schools, police and fire service). This does not include facilities within the public rights-of-way. **Specific public service facilities in La Conner are as follows:**

- **The La Conner Swinomish Library, which is a regional facility;**
- **The La Conner Town Hall, an historic structure which houses essential local government functions; and**
- **Maple Hall, an historic structure that serves several public uses such as the Senior Center. It is also a public meeting venue for the Town Council, Planning Commission, and Parks Commission, among others.**

GOALS AND POLICIES

GOAL A

To follow the process and siting criteria in Appendix 10-A and not prohibit or exclude the siting of essential public facilities.

Policies

- 10A-1 The Town recognizes the need to provide essential facilities in proportion to the needs of its citizens.

GOAL B

To ensure that the siting of essential public facilities includes and provides for extensive public processes.

Policies

- 10B-1 Public notice should be given to the Town and its residents when an essential public facility is being considered for La Conner.
- 10B-2 Consult with affected agencies and utilities in preparing recommendations and give them an opportunity for review and comment.
- 10B-3 Convene public meetings when sites are under consideration to:
- a. Inform the Town's residents of why the facility is needed, why in La Conner, and the timelines for selecting a site and receiving citizen input.
 - b. Inform citizens when specific sites have been selected and receive citizen input.

GOAL C

To ensure that land use and review processes provide adequate information needed to evaluate the siting of the proposed essential facilities.

Policies

- 10C-1 Establish permitting criteria using parameters established in Appendix 10-A.

GOAL D

To ensure that the siting of essential public facilities is in conformance with the following zoning regulations:

Policies

- 10D-1 Secure Community Transition Facilities may be permitted as a Conditional Use outside the Historic District in Commercial and Industrial Zones only.
- 10D- 2 Community Residential Facilities may be permitted as a Conditional Use in Residential and Commercial Zones only.
- 10D-3 Community Treatment Facilities may be permitted as a Conditional Use outside the Historic District in Commercial Zones only.
- 10D-4 Public Service Facilities may be a permitted use in a Public Zone and a Conditional Use in all other zones outside of the public right-of-ways.

APPENDIX 10-A

The following issues will serve as a basis to establish criteria for site selection of essential public facilities:

Specific facility requirements:

- Identify the characteristics of the facility that make it difficult to site.
- Identify security plans and mitigation needed to protect persons and neighbors
- Nature or conditions of the occupants should be defined with particular attention to the extent they pose a hazard
- Size of facility and number of occupants
- Minimum acreage needed
- Accessibility
- Transportation and service needs/requirements
- Supporting public service needs
- Health and safety
- Site design
- Zoning
- Availability of alternate sites

Impacts of the facility:

- Land use compatibility
- Land use and development in adjacent and surrounding areas
- Zoning in surrounding areas
- Present and proposed population density of surrounding areas
- Environmental impacts and opportunities to mitigate
- Effect on agricultural, forest or mineral lands, critical areas, and historic, archaeological and cultural sites
- Effect on the likelihood of associated development
- Effect on public costs, including operating and maintenance
- Existing Comprehensive Plan designations for the surrounding area

**Ordinance –
Mayor's Pay**

Town of La Conner



ORDINANCE NO.

AN ORDINANCE OF THE LA CONNER TOWN COUNCIL ADJUSTING THE SALARY OF THE MAYOR

The La Conner Town Council hereby makes the following findings:

Whereas, the Mayor is elected and serves as the chief administration officer for the Town of La Conner, attends and presides over council meetings, and oversees administration of all Town departments; and

Whereas, the Town provides medical benefits for the Mayor and Council of the Town of La Conner through the Association of Washington Cities, and AWC requires 100% coverage for vision. The current Mayor-elect of the Town of La Conner, the Honorable Marna Hanneman, has medical benefits and has expressed a willingness to decline the medical benefits provided by the Town; and

Whereas, the town's premium for the Mayor were she carried on the Town's medical insurance would be approximately \$900 per month; and

Whereas, Section 2 of Ordinance No. 1002 provided that, "Immediately upon the current mayor [the Hon. Ramon Hayes] leaving office, the salary of the Mayor of the Town of La Conner will revert back to \$150 per month and the Mayor's compensation shall then include payment of the premium required to include the Mayor on the Town's medical insurance policy; and

Whereas, the total Town expenditure for salary and medical insurance for the Mayor would total \$2,274 per month were the Mayor to be carried on the Town's medical insurance; and

Whereas, increasing the Mayor's salary in lieu of the Town paying to keep the Mayor on the Town's medical plan represents a savings to the Town of La Conner, making it reasonable to adjust the Mayor's salary; and

Whereas, the Washington State Constitution, Article 30, Section 1, states that:

the compensation of all elective and appointive state, county and municipal officers who do not fix their own compensation may be increased during their terms of office to the end that such officers shall each severally receive compensation for their services in accordance with the law in effect at the time the services are being rendered.

Whereas, Mayor-elect Hanneman will begin her term of office on January 1, 2024;
and

Whereas, in Attorney General opinion, AGO 1968, No. 36, issued on December 5, 1968, the Washington Attorney General stated that:

Where the salary of a mayor of a city is fixed by city ordinance, the mayor is an officer who fixes his own compensation within the meaning of H.J.R. No. 13, where he is a member of the city council or commission which enacts all city ordinances; however, he is not such an officer if he has only a veto power over ordinances passed by the city council. *Where the mayor is authorized to cast either an affirmative or negative vote on an ordinance in the event of a tie in the votes of the councilmen, he will be prevented by the constitution from receiving a pay raise during his term of office only where his own affirmative vote becomes necessary for the passage of an ordinance raising his salary.* (emphasis supplied)

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

Section 1.

Effective January 1, 2023, the salary for the Mayor of the Town of La Conner shall be adjusted to \$900 per month. The Mayor's compensation shall not include payment of medical or dental insurance provided by the Town.

Section 2.

Ordinance No. 1002 is hereby repealed in its entirety.

Section 3.

This ordinance shall take effect on the latter of January 1, 2024 or immediately upon publication.

ADOPTED BY VOTE of the La Conner Town Council this 28th day of November 2023.

Mayor

Attest:

Town Clerk

Approved as to form:

Town Attorney

**Proclamation –
Ross Chapin**



Proclamation

- Whereas, Ross Chapin, an architect based in Langley, Washington, is a leader in the architectural community having designed over 40 pocket neighborhoods; and
- Whereas, The La Conner Planning Commission recently conducted a day-long trip to Langley, Washington for the purpose of viewing different housing models built in that community, and designed by Mr. Chapin; and
- Whereas, Chapin spoke with the Planning Commission for over an hour and a half regarding community oriented affordable housing, answering questions from the Commission and providing much needed insight on this topic; and
- Whereas, The Langley trip was instrumental in allowing the Commission to understand the possibilities of community-oriented housing and how they can be applied in a small town; and
- Whereas, Given recent legislative directives, the Langley trip and the comments provided by Mr. Chapin was a big step forward for the conceptualization of how affordable housing could function in La Conner;

NOW, THEREFORE, I, Ramon Hayes, Mayor of La Conner, do hereby proclaim,

THE TOWN OF LA CONNER'S APPRECIATION FOR ROSS CHAPIN'S ASSISTANCE TO THE TOWN OF LA CONNER IN UNDERSTANDING ATTRACTIVE AFFORDABLE COMMUNITIES

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the Town of La Conner to be affixed hereto at Town Hall on this 28th day of November, 2023.

Mayor

**Proclamation – Appreciation of the
La Conner Retirement Inn**



Proclamation

- Whereas, The La Conner Retirement Inn is a senior living community in town, that offers independent and assisted living to its residents, including participation in community events; and
- Whereas, The La Conner Planning Commission recently conducted a day-long trip to Langley, Washington for the purpose of viewing different housing models built in that community; and
- Whereas, Upon the request of La Conner staff, the Retirement Inn provided, at no cost, both a comfortable vehicle for transportation to Langley and a driver for the full day, without which the trip would not have been possible, and
- Whereas, The Langley trip was instrumental in allowing the Commission to understand the possibilities of community-oriented housing and how they can be applied in a small town; and
- Whereas, Without the assistance provided by the La Conner Retirement Inn, it would not have been possible for the Planning Commission to reap the benefits of such a valuable educational opportunity; and

NOW, THEREFORE, I, Ramon Hayes, Mayor of La Conner, do hereby proclaim,

TOWN OF LA CONNER'S APPRECIATION FOR THE LA CONNER RETIREMENT INN'S COMMUNITY SPIRIT

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the Town of La Conner to be affixed hereto at Town Hall on this 28th day of November, 2023.

Mayor

**Resolution – Reappointment –
Parks Commission – Ken Lee**

Town of La Conner



RESOLUTION NO. _____

A RESOLUTION CONSENTING TO THE MAYOR'S APPOINTMENT TO THE LA CONNER PARK COMMISSION

WHEREAS, LCMC 2.45.010 authorizes the Mayor to appoint citizens of La Conner to serve on the La Conner Park Commission, and

WHEREAS, the Mayor has reappointed Ken Lee to fulfill a term on the Park Commission that expires December 31, 2023 and to extend the appointment for an additional 3-year term to expire on December 31, 2026, and

WHEREAS, the Town Council desires to consent and approve this appointment;

NOW THEREFORE BE IT RESOLVED, the Town of La Conner consents and approves of the reappointment of Ken Lee to the La Conner Park Commission, consistent with the terms of office defined above.

Approved by vote of the La Conner Town Council this 28th day of November, 2023.

TOWN OF LA CONNER, WASHINGTON

Ramon Hayes, Mayor

ATTEST:

Maria DeGoede, Finance Director

Approved as to form:

Scott Thomas, Town Attorney

**Resolution – Reappointment –
Arts Commission – Nick Fennel**

Town of La Conner



RESOLUTION NO. _____

A RESOLUTION CONSENTING TO THE MAYOR'S APPOINTMENT TO THE LA CONNER ARTS COMMISSION

WHEREAS, LCMC 2.47.020 authorizes the Mayor to appoint citizens who reside or work within the La Conner school district boundaries to serve on the Arts Commission, and

WHEREAS, the Mayor has reappointed Nick Fennel to fulfill a term on the Arts Commission that expires December 31, 2023 and to extend the appointment for an additional 3-year term to expire on December 31, 2026, and

WHEREAS, the Town Council desires to consent and approve this appointment;

NOW THEREFORE BE IT RESOLVED, the Town of La Conner consents and approves of the reappointment of Nick Fennel to Position #4 on the La Conner Arts Commission, consistent with the terms of office defined above.

Approved by vote of the La Conner Town Council this 28th day of November, 2023.

TOWN OF LA CONNER, WASHINGTON

Ramon Hayes, Mayor

ATTEST:

Maria DeGoede, Finance Director

Approved as to form:

Scott Thomas, Town Attorney

**Resolution – Reappointment –
Arts Commission – Gary Giovane**

Town of La Conner



RESOLUTION NO. _____

A RESOLUTION CONSENTING TO THE MAYOR'S APPOINTMENT TO THE LA CONNER ARTS COMMISSION

WHEREAS, Section 2.47.020 of the La Conner Municipal Code authorizes the Mayor to appoint citizens of La Conner to serve on the La Conner Arts Commission, and

WHEREAS, the Mayor has reappointed Gary Giovane to fulfill a term on the Arts Commission that expires December 31, 2023 and to extend the appointment for an additional 3-year term to expire on December 31, 2026, and

WHEREAS, the Town Council desires to consent and approve the appointment;

NOW THEREFORE BE IT RESOLVED, the Town of La Conner consents and approves of the reappointment of Gary Giovane to Position #5 on the La Conner Arts Commission, consistent with the terms of office defined above.

Approved by vote of the La Conner Town Council this 28th day of November, 2023.

TOWN OF LA CONNER, WASHINGTON

Ramon Hayes, Mayor

ATTEST:

Maria DeGoede, Finance Director

Approved as to form:

Scott Thomas, Town Attorney

**Agreement –
Skagit County Senior Center Funding**

INTERLOCAL COOPERATIVE AGREEMENT

BETWEEN

Skagit County

AND

The Town of La Conner

THIS AGREEMENT is made and entered into by and between The Town of La Conner ("Town") and Skagit County, Washington ("County") pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

1. **PURPOSE:** The County desires to provide funding to the Town to operate a Senior Services Program. For the purpose of this Agreement, a senior will be defined as any person 55 years of age or older.
2. **RESPONSIBILITIES:** It is agreed between the parties during the effective term of this Agreement, the County will provide funding for staffing and program supplies for the Town including senior service programs where older adults can conveniently access services and activities which support their independence, enhance their dignity, and encourage their involvement in and with their community. Programs may include discussion groups, educational classes, support groups, writing classes, yoga classes etc.
3. **TERM OF AGREEMENT:** The term of this Agreement shall be January 1, 2024 through December 31, 2024.
4. **MANNER OF FINANCING:** The County shall reimburse the Town a sum not to exceed **six thousand, nine hundred and sixty-six dollars (\$6,966.00)** for services, using the established GL Code 118-various, and any other GL code(s) necessary. Services including:
 1. Salaries and benefits for staff; and
 2. Office and program supplies incurred through the delivery of services in this agreement.
5. **ADMINISTRATION:** The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.
 - 5.1 The County's representative shall be the Senior Program Manager.
 - 5.2 Town's representative shall be Maria DeGoede.
6. **TREATMENT OF ASSETS AND PROPERTY:** No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.
7. **INDEMNIFICATION:** Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability

shall attach to the County by reason of entering into this contract except as expressly provided herein.

8. **TERMINATION:** Any party hereto may terminate this Agreement upon thirty (30) days notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

9. **CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS:** The Agreement may be changed, modified, amended or waived only by written agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

10. **SEVERABILITY:** In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

11. **ENTIRE AGREEMENT:** This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

Town of La Conner:

Ramon Hayes, Mayor

Date: _____

Print Name of Signatory

Mailing Address:
204 Douglas Street
P.O. Box 400
La Conner, WA 98257

DATED this _____ day of _____, 2023.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Ron Wesen, Chair

Lisa Janicki, Commissioner

Attest:

Peter Browning, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director

Mayor Roundtable

- 1) Memo from Kelly Wynn, Sewer Department**

Andrea - Deputy Clerk

From: Kelly Wynn <kellyw@wwsvc.com>
Sent: Wednesday, November 22, 2023 10:40 AM
To: Andrea - Deputy Clerk
Cc: Curtis McCauley
Subject: Budget 2023/2024

To: Honorable Mayor ,Town Council and Maria Clerk Treasure.

From: Kelly Wynn, Sewer Department

We have just recieved a cost estimate to do additional repaired work on our loader from Pape Equipment the Mfg. reprehensive for John Deere. The additional costs are for machine work and parts to complete the bucket and repair worn out parts on the tractor arms and joints. These repairs were not discovered until the work proceeded on the bucket . This work will cost an additional 39,000.00.

Iam requesting that we make these repairs and use the funds in Composting Capital 90 48 06 and 35 64 00, The funds from 35 64 00 was for work on the Composting Mixer which is no longer needed. The total for both bucket replacement and arm and joint replacement will be 53000.00 of which 14000.00 has already been spent on the bucket.

I would also like to request the approval of the cost estimate (see attached) for repair of the Compost Cover Posts . this repair was added to the 2024 budget at 200,000.00 , it turns out to be much less expensive and can be paid for from Compost Fund 35 62 00 in the 2023 budget.

I would suggest that the 200,00.00 from the 2024 budget be redirected to Solar Improvements.

Sent from Mail for Windows

SPANE BUILDINGS
1611 Buck Way
Mount Vernon, WA 98273
(360) 424-1505 Fax: (360) 424-1502
Contractor's License No. SPANEBI141JD

PROPOSAL submitted to: Town of LaConner Att. Curtis MaCauley November 7, 2023

Job Site Address: 12154 Chilberg Rd. LaConner WA

Phone: (360) 466-4314 **Email:** wwtp@townoflaconner.com

Page 1 of 2

Building Scope of Work below: This is a prevailing wage job:

Supply and install 8/12' and 1/14' 6" x 12" PT posts, sister new PT posts into existing posts and put on Simpson HHDQ14 Brackets.

****Permits are not included. Engineering is not included. Electrical work is not included. Grading or dirt removal is not included and is required in some areas. Any items not listed above are NOT included.**

Our price \$22,378.00

\$1,835.00 Sales Tax (8.2 %)

\$24,213.00 Total

Payment is to consist of a \$15,000.00 startup deposit, and the balance to be paid upon is due upon completion. All unpaid/outstanding balances are subject to a 1 1/2% financing fee per month. Credit cards are accepted, there will be a (3) percent surcharge added on all payments made by credit cards.

All Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All job changes and substitutions must be approved by the head office and submitted to the customer in writing for their endorsement. All agreements are contingent upon strikes, accidents, or delays beyond our control.

This proposal may be withdrawn by us if not accepted within thirty (30) days.

Authorized signature: _____



James O. (Jim) Spane, President

ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and are accepted. Spane Buildings, Inc. is authorized to do the work as specified. Payment will be made as outlined above.

Signature of Owner or Owner's Representative: _____

Date of acceptance: _____



This notice is sent in compliance with the laws of the State of Washington
R.C.W. 18.27.114

This contractor is registered with the State of Washington under registration number SPANEBI141JD and has posted with the state a bond or deposit of \$12,000 for the purpose of satisfying claims against the contractor for breach of contract including negligent or improper work in the conduct of the contractor's business. The expiration date of this contractor's registration is 04/01/2025.

THIS BOND OF DEPOSIT MIGHT NOT BE SUFFICIENT TO COVER A CLAIM THAT MIGHT ARISE FROM THE WORK DONE UNDER YOUR CONTRACT.

This bond or deposit is not for your exclusive use because it covers all work performed by this contractor. The bond or deposit is intended to pay valid claims up to \$12,000 that you and other customers, suppliers, subcontractors, or taxing authorities may have.

FOR GREATER PROTECTION YOU MAY WITHHOLD A PERCENTAGE OF YOUR CONTRACT

You may withhold a contractually defined percentage of your construction contract as retainage for a stated period of time to provide protection to you and help insure that your project will be completed as required by your contract.

YOUR PROPERTY MAY BE LIENED

If a supplier of materials used in your construction project or an employee or subcontractor of your contractor or subcontractors is not paid, your property may be lienied to force payment and you could pay twice for the same work.

FOR ADDITIONAL PROTECTION YOU MAY REQUEST THE CONTRACTOR TO PROVIDE YOU WITH ORIGINAL "LIEN RELEASE" DOCUMENTS FROM EACH SUPPLIER OR SUBCONTRACTOR AT YOUR PROJECT.

The contractor is required to provide you with further information about lien release documents if you request it. General information is also available from the state Department of Labor and Industries.

I acknowledge receipt of a copy of this document. The contractor has not yet commenced work on this project.

Customer

Date