



TOWN COUNCIL AGENDA

January 9, 2024, 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:

Oath of Office – Mayor, Council Position 1 and Council Position 5

V. CONSENT AGENDA

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

1. Approval of the Minutes: Council Meeting of December 12, 2023
2. Finance:

Approval of Accounts Payable December 2023 Closeout

Approval of Accounts Payable January 9, 2024

Approval Payroll

B. Items Removed from the Consent Agenda

VI. REPORTS

1. Chamber Report
2. Revenue /Expenditure Report
3. Department Head Reports
4. Mayor's Report
5. Council Committee Reports

VII. UNFINISHED BUSINESS:

1. Center Street Project - Discussion
2. Jenson Property – Discussion
3. Ordinance – Update Town Holidays
4. Resolution – Council Intent to Assume Duties of the Transportation Benefit District

NEW BUSINESS:

1. Agreement – Civic Plus - Website
2. Agreement – Frontline Cleaning
3. Bid Recommendation – Maple Hall HVAC (DK Systems)
4. Agreement – State of WA & La Conner Fire Dept. Cost Reimbursement
5. Ordinance – Elected Officials Pay

VIII. MAYOR ROUNDTABLE:

1. Ethics Discussion

IX. 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/85634135482?pwd=eXkzeUg0MTFVR0NCbWVPOXJibHRyUT09>

Meeting ID: 856 3413 5482

Passcode: 031441

One tap mobile

Meeting ID: 847 1930 6538

Passcode: 847562

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
December 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 Hayes.

Present: Councilmembers Taylor, Carlson, Dole and Chamberlain.

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.

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

Public Comments:

Resident Gary Nelson discussed the Center Street Project issues. According to him, there is not enough Town oversite on the project and requested designated parking for the project as his driveway was blocked by the construction crew's vehicles.

Planner Davolio explained the project has not started. The excavation work at this time is for the soil issues. As for the parking, anyone can park on the right of way, but can't block driveways. He will address this issue.

Resident William Smith agrees with Mr. Nelson, they are doing more than just dealing with the soil and he has not seen any Town employees on site.

Resident Debbie Aldrich is concerned about the Center Street Project and stated they need a watch dog on site.

Resident Marilyn Thostenson discussed her experience with the Snapdragon Hill project behind her house. She understands issues such as noise and parking, but we also have to understand it is private property for development.

Resident Linda Talman also agreed with Mr. Nelson and stated you have to walk through mud in the street as there are no sidewalks.

Keri Anderson of Pull and Be Damned Road would like to have an art piece located in the Waterfront Park in honor of Mayor Hayes.

Resident Bill Stokes thanked Mayor Hayes for his 16 years of service to the Town.

Resident Dan O'Donnell thanked Mayor Hayes for his years of service.

Executive Session: Mayor Hayes announced the executive Session will be regarding the Teamsters Agreement and should only last about 15 minutes.

6:20 p.m. Mayor Hayes opened the Executive Session

6:39 p.m. Mayor Hayes Closed the Executive Session

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the November 28, 2023 Council Meeting.

Accounts Payable:	Checks	26613 - 26658	\$192,646.66
	Electronic Pmts.	2018174 - US Bank Fees	\$68.18
		2018175 – Invoice Cloud Fees	\$160.60
		Total Accounts Payable	\$192,875.44

Payroll of December 5, 2023:	Checks 5816 - 5823		\$3,559.23
	AWC Benefit Trust	#2018169	\$13,646.08
	Deferred Comp	#2018170	\$2,440.23
	PERS Retirement	#2018171	\$10,674.39
	Teamsters Benefit	#2018172	\$8,716.00
	Auto Payroll Taxes	#2018173	\$8,029.93

<u>Payroll Auto Deposit</u>	\$24,296.49
Total Payroll	\$71,362.35

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

Revenue & Expenditure Reports:

Mayor Hayes explained even though our tax revenues have exceeded the estimated budget, revenues do not keep up with the pace of costs.

Fire Department:

Fire Chief Reinstra updated Council with the cost of the reader board. The Fire Association along with the School has paid for the refurbishing of the sign. The estimated balance for the install is unknown until the permitting from the County has been completed. He requested the remainder cost be included in the 2024 budget as he has not expended his full 2023 budget. The School has agreed to contribute to the costs of installation as well. The sign will be placed on the West side of the Fire Hall with the School information facing West and the Fire information facing East. It was the consensus of the Council to budget for the Fire Department Reader Board.

WWTP:

WWTP Operator Wynn discussed the need to increase sewer rates and possibly a surcharge tax to put away funds for the upcoming plant upgrades.

Council Committee Reports:

WAB Meeting:

Councilmember Taylor shared the Swinomish Tribe has decreased the building of homes than projected. Also, the need for sewer rate increases to meet the plant's future upgrades. Administrator Thomas added the Town has contracted Wilson Engineering for the plant analysis. The Tribe has also contracted an engineer to estimate the Tribal flow for their shared costs of the upgrades.

Emergency Management Commission:

Councilmember Dole stated the Commission has changed the regular meeting date to the first Tuesday of the month. The next meeting will be on January 2, 2024. They will be using the Anacortes Emergency Plan as a template to create the Town's. Also, it is looking like we will need permits for the ecology blocks we have staged for flooding.

Agreement – 2024 Teamsters Union Local No. 231:

Administrator Thomas stated the union members have already approved the agreement. For 2024, there will be a 10% wage increase, 2025 wage increase minimum of 4% and 2026/2027 a minimum CPI rate increase of 3.5%. There was also an increase for on-call shifts and clothing allowance.

Councilmember Carlson moved to approve the Mayor to sign the 2024 Teamsters Union Local No. 231 Agreement. Motion seconded by Councilmember Dole. Motion carried 4/0.

Ordinance No. 1235 – Repeal Section 2.65.005 of the La Conner Municipal Code (Salary Commission):

Administrator Thomas explained this was discussed at the last Council meeting. At that time, it was the consensus of the Council to eliminate the Salary Commission.

Councilmember Chamberlain moved to approve Ordinance No. 1235, repealing Chapter 2.65.005 of the La Conner Municipal Code, the Salary Commission. Motion seconded by Councilmember Dole. Motion carried 4/0.

Ordinance No. 1236 – 2023 Budget Amendment:

Finance Director DeGoede noted this amendment is for the transfer from the Flood Fund 303 to the Drainage Fund 403 for reimbursement of flood costs. The Flood Fund has been expended out except for a small balance of

reinvested interest, that will remail until next year when the fund will be closed out. The second increase of the Budget Amendment is for the Fire Chief wages that were miscalculated at the beginning of the year.

Councilmember Taylor moved to approve Ordinance No. 1236, the 2023 Budget Amendment. Motion seconded by Councilmember Carlson. Motion carried 4/0.

PUBLIC HEARING – 2024 Budget

Mayor Hayes Opened the Public Hearing at 7:05 p.m.

Resident Bill Stokes would like confirmation from the library that the program they proposed is active before they receive the funds.

Resident Debbie Aldrich Felt the Budget should include support of the library.

Resident Sandy Stokes noted the Public Restrooms should be fully funded by the Hotel Motel Funds.

Upcoming Mayor Elect Marna Hanneman commented on the budget process and getting so much done with very little.

Resident Molly Rice encouraged supporting the library.

Mayor Hayes Closed the Public Hearing at 7:09 p.m.

Budget Discussions:

Finance Director DeGoede stated the \$4,000 for the library is in the budget but can be removed if Council so chooses. Also, the budget reflects the Teamsters 10% increase in wages. The budget does not include the increase of costs for the Public Works Dump Truck or the Fire Department request for funds to install the reader board.

Council approved the additional following expenditures for the 2024 Budget:

- 1) Leave the \$4,000 to the library for an after-school tutoring program.
- 2) Include the additional expenditures for the Public Works dump truck: Parks \$1,950, Streets \$650, Water \$5,200 and Drainage \$5,200.
- 3) The Fire Department reader board installation of over \$8,110.00 to be split with the La Conner School.

Ordinance No. 1237 – 2024 Budget:

Councilmember Dole moved to approve Ordinance No. 1237 the 2024 Budget, to include the additional expenditures of the Library, the Public Works Dump Truck and the Fire Department reader board. Motion seconded by Councilmember Taylor. Motion carried 4/0.

Ordinance No. 1238 – 2024 Utility Rates:

Administrator Thomas presented the Ordinance reflecting the 2024 and 2025 Utility Rate increases. Sewer and Water rates were increased for 2024, but the Drainage rate was not.

Councilmember Chamberlain moved to approve Ordinance No. 1238, the 2024 Utility Rates with changes. Motion seconded by Councilmember Dole. Motion carried 4/0.

Resolution No. 631 – 2024 Fees:

Administrator Thomas noted there were no fee increases, but incorporated the impact fees and waiver of the application fees for the Comp Plan Amendments set for the month of January.

Councilmember Chamberlain moved to approve Resolution No. 631, the 2024 Fee Updates. Motion seconded by Councilmember Carlson. Motion carried 4/0.

Resolution No. 632 – Reappointment of Bucy to the Parks Commission:

Councilmember Dole move to approve the appointment of Michael Bucy to the Parks Commission. Motion seconded by Councilmember Taylor. Motion carried 4/0.

7:30 p.m. Councilmember Carlson step out of the meeting.

Agreement – EDASC:

Councilmember Dole moved to approved the Mayor to sign the annual EDASC Agreement. Motion seconded by Councilmember Taylor. Motion carried 3/0.

7:35 p.m. Councilmember Carlson returned to the meeting.

Agreement – Western Display (2024 4th of July Fireworks Display):

Administrator Thomas noted the cost for 2024 will be \$14,500.

Councilmember Chamberlain moved to approve the Mayor to sign the Western Display Agreement. Motion seconded by Councilmember Taylor. Motion carried 4/0.

Resolution No. 633 – EFT/ACH Policy:

Finance Director DeGoede explained this Resolution is a requirement from the last Audit.

Councilmember Chamberlain moved to approve Resolution No. 633, the EFT/ACH Policy. Motion seconded by Councilmember Dole. Motion carried 4/0.

Resolution No. 634 – Parking/Moorage/Car Charging Station Fees:

Administrator Thomas stated the only change was the increase to the car charging stations.

Councilmember Taylor moved to approve Resolution No. 634, Parking/Moorage/Car Charging Stations with the increase to the car charging stations. Motion seconded by Councilmember Carlson. Motion carried 4/0.

Resolution No. 635 – Appointment to the Planning Commission (Elliott):

Mayor Hayes read Resolution No. 635 appointing Cynthia Elliott to the Planning Commission.

Councilmember Chamberlain moved to approve the appointment of Cynthia Elliott to the Planning Commission. Motion seconded by Councilmeber Dole. Motion carried 4/0.

Assignment of Mayor Pro Tem – January 1, 2024 through June 2024 (Councilmember Taylor):

Councilmember Dole moved to assign Councilmember Taylor as Mayor Pro Tem for the term of January 2024 through June 2024. Motion seconded by Councilmember Carlson. Motion carried 4/0.

Cancelation of the December 26, 2023 Council Meeting:

Councilmember Chamberlain moved to cancel the December 26, 2023 Council meeting and approve the claims and payroll approval by the Finance Committee or acting Councilmember.

Upcoming Mayor Elect Hanneman expressed her appreciation of Mayor Hayes for his 16 years of service. There will be an appreciation dinner planned at the Waterfront Café in January,

There being no further business the meeting ended at 7:45 p.m.

Maria DeGoede, Finance Director

Marna Hanneman, 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 **the December 2023 Closeout** have been received and that;

Checks Numbered:	26705 - 26731	\$160,545.88
Voided Check:	26659	
Auto Payments:	2018183 – US Bank	\$56.80
	2018184 – Invoice Cloud	\$176.40

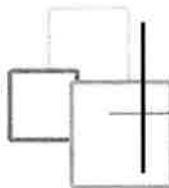
Are approved for a total payment of \$160,779.08 this 9th day of January 2024.


Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

Fiscal: : 2023 - December
Council Date: : 2023 - December - December Closeout

Vendor	Number	Reference	Account Number	Description	Amount
Ackermann Electric Co.	26705			2023 - December - December Closeout	
		Invoice - 2078			
			6th Street Pump Station Voltage Monitor Replacement		
			403-000-531-38-48-03	System Repair & Maintenance	\$252.01
		Total Invoice - 2078			\$252.01
	Total 26705				\$252.01
Total Ackermann Electric Co.					\$252.01
Bellingham Trenchless Solutions	26706			2023 - December - December Closeout	
		Invoice - 10408			
			Camera/Inspect of Pipes		
			409-000-535-80-48-03	Pipe Repair & Maintenance	\$18,901.03
		Total Invoice - 10408			\$18,901.03
	Total 26706				\$18,901.03
Total Bellingham Trenchless Solutions					\$18,901.03
Crystal Springs	26707			2023 - December - December Closeout	
		Invoice - 5383122 122723			
			Distilled Water/Water		
			001-000-518-30-47-00	Public Utility Services	\$63.90
			409-000-535-80-31-02	Lab Supplies	\$55.22
			WWTP Distilled Water		
		Total Invoice - 5383122 122723			\$119.12
	Total 26707				\$119.12
Total Crystal Springs					\$119.12
Eager Beaver Tree Service	26708			2023 - December - December Closeout	
		Invoice - 7191			
			Pioneer Park Hazardous Tree Removal		
			002-000-576-80-41-00	Professional Services	\$10,995.75
		Total Invoice - 7191			\$10,995.75
	Total 26708				\$10,995.75
Total Eager Beaver Tree Service					\$10,995.75

Vendor	Number	Reference	Account Number	Description	Amount
Edge Analytical					
	26709			2023 - December - December Closeout	
		Invoice - 23-36697			
		Effluent & Influent Testing			
		409-000-535-80-48-05		Materials/Testing	\$372.00
		Sewer Testing			
		Total Invoice - 23-36697			\$372.00
		Invoice - 23-37579			
		Effluent & Influent Testing			
		409-000-535-80-48-05		Materials/Testing	\$367.50
		Sewer Testing			
		Total Invoice - 23-37579			\$367.50
		Invoice - 23-38473			
		Effluent Testing			
		409-000-535-80-48-05		Materials/Testing	\$46.50
		Sewer Testing			
		Total Invoice - 23-38473			\$46.50
		Invoice - 23-38757			
		Effluent Testing			
		409-000-535-80-48-05		Materials/Testing	\$46.50
		Sewer Testing			
		Total Invoice - 23-38757			\$46.50
	Total 26709				\$832.50
Total Edge Analytical					\$832.50
Fastenal Company					
	26710			2023 - December - December Closeout	
		Invoice - WAANA152482			
		Dipper			
		412-000-554-90-48-05		Compost Testing/Materials	\$22.92
		Total Invoice - WAANA152482			\$22.92
		Invoice - WAANA152911			
		1/4 G30 Chain			
		412-000-554-90-48-05		Compost Testing/Materials	\$67.27
		Total Invoice - WAANA152911			\$67.27
	Total 26710				\$90.19
Total Fastenal Company					\$90.19
Grainger					
	26711			2023 - December - December Closeout	
		Invoice - 9940764088			
		Coin Battery			
		409-000-535-80-31-02		Lab Supplies	\$3.00
		Total Invoice - 9940764088			\$3.00

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 9941094857			
		Motor Grease & Pipe Thread Sealant			
		403-000-531-38-48-03		System Repair & Maintenance	\$41.44
		Total Invoice - 9941094857			\$41.44
		Invoice - 9941971013			
		Grease Gun			
		403-000-531-38-48-03		System Repair & Maintenance	\$35.10
		Total Invoice - 9941971013			\$35.10
		Invoice - 9945432962			
		Diesel Exhaust Fluid			
		412-000-554-90-48-06		Compost Machinery/Equip	\$60.11
		Total Invoice - 9945432962			\$60.11
	Total 26711				\$139.65
Total Grainger					\$139.65
HD Supply Facilities Maint.					
	26712				
		2023 - December - December Closeout			
		Invoice - 9221865495			
		LED Drum Fixture			
		003-000-575-50-48-05		Public Restrooms - Repair & Maint.	\$52.61
		Total Invoice - 9221865495			\$52.61
	Total 26712				\$52.61
Total HD Supply Facilities Maint.					\$52.61
Herron Valley, Inc					
	26713				
		2023 - December - December Closeout			
		Invoice - 1223424			
		Jetted Sewer Sector 1			
		409-000-535-80-48-03		Pipe Repair & Maintenance	\$10,221.14
		Total Invoice - 1223424			\$10,221.14
	Total 26713				\$10,221.14
Total Herron Valley, Inc					\$10,221.14
Invoice Cloud					
	2018184				
		2023 - December - December Closeout			
		Invoice - 1022-2023-12			
		Utility Billing Fees			
		001-000-514-23-41-03		Bank Service Charges	\$176.40
		Total Invoice - 1022-2023-12			\$176.40
	Total 2018184				\$176.40
Total Invoice Cloud					\$176.40

Vendor	Number	Reference	Account Number	Description	Amount
Jan Findlay	26714			2023 - December - December Closeout	
		Invoice - FindlayGCDepRef12/29/23		Findlay Garden Club Dep Ref 12/29/23	
			003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$215.00
		Total Invoice - FindlayGCDepRef12/29/23			\$215.00
	Total 26714				\$215.00
Total Jan Findlay					\$215.00
La Conner Chamber of Commerce	26715			2023 - December - December Closeout	
		Invoice - LCChamberHM3rdDis		2023 Final Hotel Motel Disbursement	
			123-000-573-90-30-01	Chamber of Commerce	\$21,472.81
		Total Invoice - LCChamberHM3rdDis			\$21,472.81
	Total 26715				\$21,472.81
Total La Conner Chamber of Commerce					\$21,472.81
La Conner Live	26716			2023 - December - December Closeout	
		Invoice - LaConnerLiveMHDepRef12/31/23		La Conner Live Maple Hall Dep Ref 12/31/23	
			003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$853.75
		Total Invoice - LaConnerLiveMHDepRef12/31/23			\$853.75
	Total 26716				\$853.75
Total La Conner Live					\$853.75
Les Schwab Tire Center	26717			2023 - December - December Closeout	
		Invoice - 43400116036		PW Truck Flat Tire Repair	
			401-000-534-80-48-02	Vehicle Repair & Maintenance	\$657.11
		Total Invoice - 43400116036			\$657.11
		Invoice - 43400116490		PW Truck Service	
			401-000-534-80-48-02	Vehicle Repair & Maintenance	\$962.49
		Total Invoice - 43400116490			\$962.49
	Total 26717				\$1,619.60
Total Les Schwab Tire Center					\$1,619.60

Vendor	Number	Reference	Account Number	Description	Amount
Michael Davolio, AICP	26718			2023 - December - December Closeout	
		Invoice - #36			
		Dec 2023 Planning Charges			
		001-000-558-60-41-00		Professional Services - Planner	\$6,840.00
		Total Invoice - #36			\$6,840.00
Total 26718					\$6,840.00
Total Michael Davolio, AICP					\$6,840.00
Nelson Petroleum	26719			2023 - December - December Closeout	
		Invoice - 0853107-IN			
		WWTP Fuel			
		412-000-554-90-32-00		Fuel	\$2,848.65
		Total Invoice - 0853107-IN			\$2,848.65
Total 26719					\$2,848.65
Total Nelson Petroleum					\$2,848.65
North Hills Resources	26720			2023 - December - December Closeout	
		Invoice - 38840			
		Wood Chips			
		412-000-554-90-48-05		Compost Testing/Materials	\$868.80
		Total Invoice - 38840			\$868.80
Total 26720					\$868.80
Total North Hills Resources					\$868.80
Pape' Machinery Exchange	26721			2023 - December - December Closeout	
		Invoice - 2430010			
		Frontloader Repair to Bushings & Dump Cylinder			
		412-000-554-90-48-06		Compost Machinery/Equip	\$29,633.55
		Total Invoice - 2430010			\$29,633.55
Total 26721					\$29,633.55
Total Pape' Machinery Exchange					\$29,633.55
Pitney Bowes Bank Inc Reserve Account	26722			2023 - December - December Closeout	
		Invoice - 1/4/2024 9:08:59 AM			
		Postage			
		001-000-518-30-42-02		Postage	\$507.47
		001-000-558-60-42-02		Postage	\$65.43
		401-000-534-80-42-02		Postage	\$757.47
		403-000-531-38-42-02		Postage	\$757.47

Vendor	Number	Reference	Account Number	Description	Amount
			409-000-535-80-42-02	Postage	\$757.47
		Total Invoice - 1/4/2024 9:08:59 AM			\$2,845.31
Total 26722					\$2,845.31
Total Pitney Bowes Bank Inc Reserve Account					\$2,845.31
Reisner Distributor, Inc.					
	26723			2023 - December - December Closeout	
		Invoice - CL-70942			
			PW Fuel		
			401-000-534-80-32-00	Fuel	\$946.37
				Public Works	
		Total Invoice - CL-70942			\$946.37
		Invoice - CL70941			
			Fire/Code Enforcement Fuel		
			001-000-521-70-32-00	Fuel	\$65.55
				Code Enf.	
			001-000-522-20-32-00	Fuel	\$343.89
				Fire Dept.	
		Total Invoice - CL70941			\$409.44
Total 26723					\$1,355.81
Total Reisner Distributor, Inc.					\$1,355.81
Skagit County DEM					
	26724			2023 - December - December Closeout	
		Invoice - 2023Q4-LaC			
			4th Qtr. Shared Costs		
			001-000-525-10-41-00	Prof Services -EMS	\$873.34
				EMS Services	
		Total Invoice - 2023Q4-LaC			\$873.34
Total 26724					\$873.34
Total Skagit County DEM					\$873.34
Smokey Point Concrete Inc.					
	26725			2023 - December - December Closeout	
		Invoice - 96176449			
			Cement Pour - Waterfront Park Gazebo		
			002-000-594-76-63-01	Park Capital Projects	\$1,173.56
		Total Invoice - 96176449			\$1,173.56
Total 26725					\$1,173.56
Total Smokey Point Concrete Inc.					\$1,173.56

Vendor	Number	Reference	Account Number	Description	Amount
Town of La Conner	26726			2023 - December - December Closeout	
Invoice - TOLDec2023WtrChgs					
Dec 2023 Water Charges					
			001-000-518-30-47-00	Public Utility Services	\$172.95
			204 Douglas - Town Hall		
			001-000-522-20-47-00	Public Utility Services	\$142.91
			Fire Hall - 12142 Chilberg		
			002-000-576-80-47-00	Public Utility Services	\$97.90
			1st Street Merchant Park		
			002-000-576-80-47-00	Public Utility Services	\$43.80
			Flag Pole/Monument		
			002-000-576-80-47-00	Public Utility Services	\$43.80
			Benton Street Stairs		
			002-000-576-80-47-00	Public Utility Services	\$71.59
			Washington Street Park		
			002-000-576-80-47-00	Public Utility Services	\$70.85
			Skateboard Park - 528 6th Street		
			002-000-576-80-47-00	Public Utility Services	\$139.89
			Pioneer Park		
			002-000-576-80-48-01	Building Repair & Maintenance	\$46.16
			Waterfront Park Irrigation #1		
			002-000-576-80-48-01	Building Repair & Maintenance	\$43.86
			Waterfront Park Irrigation #2		
			003-000-575-50-47-01	Public Utility Services-MH/MC	\$297.94
			108 Commercial - Maple Hall		
			003-000-575-50-47-02	Public Utility Services-GC	\$110.97
			622 South 2nd St - GC		
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$163.33
			304 Morris St Restroom		
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$251.89
			613 South First St Restroom		
			401-000-534-80-47-00	Public Utility Services	\$113.07
			604 Third St N - PW Office		
			401-000-534-80-47-00	Public Utility Services	\$106.83
			PW Washpad - 12142 Chilberg		
			409-000-535-80-47-00	Public Utility Services	\$70.85
			Dunlap Street Pump		
			409-000-535-80-47-00	Public Utility Services	\$133.48
			WWTP - 12154 Chilberg Road		
			409-000-535-80-47-00	Public Utility Services	\$772.80
			WWTP Hydrant		
			409-000-535-80-47-00	Public Utility Services	\$505.55

Vendor	Number	Reference	Account Number	Description	Amount
				WWTP Belt Filter Press	
		Total Invoice - TOLDec2023WtrChgs			\$3,400.42
Total 26726					\$3,400.42
Total Town of La Conner					\$3,400.42
TrojanUV	26727			2023 - December - December Closeout	
		Invoice - 200-17718		Lamp SLV Kit and Sleeve Replacement	
			409-000-535-80-31-05	U.V.	\$5,823.68
		Total Invoice - 200-17718			\$5,823.68
Total 26727					\$5,823.68
Total TrojanUV					\$5,823.68
United Site Services	26728			2023 - December - December Closeout	
		Invoice - INV-4080571		Port a Potty - John Hammer Park	
			002-000-576-80-41-00	Professional Services	\$201.75
		Total Invoice - INV-4080571			\$201.75
		Invoice - INV-4080572		Port a Potty - N. 6th & Morris	
			002-000-576-80-41-00	Professional Services	\$215.44
		Total Invoice - INV-4080572			\$215.44
		Invoice - INV-4081037		Port a Potty - Waterfront Park	
			002-000-576-80-41-00	Professional Services	\$213.25
		Total Invoice - INV-4081037			\$213.25
Total 26728					\$630.44
Total United Site Services					\$630.44
US Bank-Parking Meter Fees	2018183			2023 - December - December Closeout	
		Invoice - USBnkDec2023		Payment Station Fees	
			002-000-576-80-41-00	Professional Services	\$28.40
			Moorage/Launch Processing Fees		
			005-000-542-65-48-00	Repair & Maintenance	\$28.40

Vendor	Number	Reference	Account Number	Description	Amount
				Parking Lot Processing Fees	
		Total Invoice - USBnkDec2023			\$56.80
Total 2018183					\$56.80
Total US Bank-Parking Meter Fees					\$56.80
Waste Management of Skagit					
26729				2023 - December - December Closeout	
		Invoice - 2563682-0043-0			
		WWTP Recycle/Garbage			
		409-000-535-80-47-00		Public Utility Services	\$627.78
		WWTP			
		Total Invoice - 2563682-0043-0			\$627.78
		Invoice - 2563858-0043-6			
		Town Hall/Sheriff Recycle/Garbage			
		001-000-518-30-47-00		Public Utility Services	\$416.76
		Town Hall/Sheriff			
		Total Invoice - 2563858-0043-6			\$416.76
		Invoice - 2564522-0043-7			
		PW Garbage			
		005-000-543-50-48-04		Refuse Disposal	\$707.84
		Public Works			
		Total Invoice - 2564522-0043-7			\$707.84
		Invoice - 2564880-0043-9			
		Fire Dept. Garbage			
		001-000-522-20-47-00		Public Utility Services	\$48.97
		Fire Dept.			
		Total Invoice - 2564880-0043-9			\$48.97
Total 26729					\$1,801.35
Total Waste Management of Skagit					\$1,801.35
Water-Wasterwater Services					
26730				2023 - December - December Closeout	
		Invoice - 58272			
		WWTP Dec 2023 Charges			
		409-000-535-80-41-03		Plant Operator	\$18,483.25
		Sewer Plant Operations			
		409-000-535-80-48-01		Plant Repair & Maintenance	\$314.18
		Reimbursables			
		412-000-554-90-41-05		Compost Operator	\$17,288.38

Vendor	Number	Reference	Account Number	Description	Amount
				Compost Operations	
		Total Invoice - 58272			\$36,085.81
Total 26730					\$36,085.81
Total Water-Wasterwater Services					\$36,085.81
WMCA Treasurer					
26731				2023 - December - December Closeout	
		Invoice - 05236			
			WMCA Conf. - Moore		
			001-000-514-23-49-02	Training & Meetings	\$600.00
		Total Invoice - 05236			\$600.00
Total 26731					\$600.00
Total WMCA Treasurer					\$600.00
Grand Total		Vendor Count	29		\$160,779.08



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 **the January 9, 2024 Claims** have been received and that;

Checks Numbered: 26732 - 26742 \$254,914.18

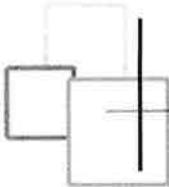
Are approved for a total payment of \$254,914.18 this 9th day of January 2024.

Mary S. DeLoach
Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

Fiscal: : 2024 - January
Council Date: : All

Vendor	Number	Reference	Account Number	Description	Amount
Association of WA Cities	26732			2024 - January - 1st Council Meeting	
		Invoice - 121402			
			Annual Membership		
			001-000-518-90-41-10	Dues & Memberships	\$599.00
					\$599.00
			Total Invoice - 121402		\$599.00
	Total 26732				\$599.00
Total Association of WA Cities					\$599.00
AWC Durg & Alcohol Testing Consortium	26733			2024 - January - 1st Council Meeting	
		Invoice - 122136			
			Drug & Alcohol Consortium Membership		
			401-000-534-80-49-00	Dues & Subscriptions	\$560.00
				Drug & Alcohol Testing	
			Total Invoice - 122136		\$560.00
	Total 26733				\$560.00
Total AWC Durg & Alcohol Testing Consortium					\$560.00
Board for Volunteer FF	26734			2024 - January - 1st Council Meeting	
		Invoice - BOVFF2024Remit			
			2024 Volunteer FF Pension/Disability		
			001-000-522-20-28-00	Firemen Retirement	\$1,710.00
					\$1,710.00
			Total Invoice - BOVFF2024Remit		\$1,710.00
	Total 26734				\$1,710.00
Total Board for Volunteer FF					\$1,710.00
Isomedia.com	26735			2024 - January - 1st Council Meeting	
		Invoice - 13514-20054			
			Public Works DSL		
			401-000-534-80-42-00	Communications	\$23.00
					\$23.00
			Total Invoice - 13514-20054		\$23.00
	Total 26735				\$23.00
Total Isomedia.com					\$23.00

Vendor	Number	Reference	Account Number	Description	Amount
NP Information Systems					
	26736			2024 - January - 1st Council Meeting	
		Invoice - 186410			
			Phones		
			001-000-518-30-42-00	Communications	\$342.79
			Town Hall 70%		
			001-000-522-20-42-00	Communications	\$48.97
			Fire Dept. 10%		
			401-000-534-80-42-00	Communications	\$48.97
			Public Works 10%		
			409-000-535-80-42-00	Communications	\$48.97
			WWTP 10%		
			Total Invoice - 186410		\$489.70
	Total 26736				\$489.70
Total NP Information Systems					\$489.70
Office Tracker					
	26737			2024 - January - 1st Council Meeting	
		Invoice - 49430			
			2024 Facility/Park Scheduling Calendar		
			001-000-514-23-48-00	Software Maintenance	\$204.34
			002-000-576-80-48-00	Software Maintenance	\$204.33
			003-000-575-50-48-00	Software Maintenance	\$204.33
			Total Invoice - 49430		\$613.00
	Total 26737				\$613.00
Total Office Tracker					\$613.00
Puget Sound Equipment					
	26738			2024 - January - 1st Council Meeting	
		Invoice - 2023-2762			
			6" Diesel Pump w Trailer, Discharge & Suction		
			403-000-531-38-35-00	Small Tools & Equipment	\$62,877.23
			Total Invoice - 2023-2762		\$62,877.23
	Total 26738				\$62,877.23
Total Puget Sound Equipment					\$62,877.23
Skagit - 911					
	26739			2024 - January - 1st Council Meeting	
		Invoice - 4150			
			2024 1st Billing User Fee/Radio Infrastructure		
			001-000-522-20-49-04	Skagit 911-Fire dispatch	\$198.00
			Radio Maint Fees		
			001-000-522-20-49-04	Skagit 911-Fire dispatch	\$369.00

Vendor	Number	Reference	Account Number	Description	Amount
				Qtrly Agency fee	
		Total Invoice - 4150			\$567.00
Total 26739					\$567.00
Total Skagit - 911					\$567.00
Ven Tek International					
26740				2024 - January - 1st Council Meeting	
		Invoice - 141821			
			Payment Stations Fees		
			002-000-576-80-41-00	Professional Services	\$203.62
			005-000-542-65-48-00	Repair & Maintenance	\$203.63
		Total Invoice - 141821			\$407.25
Total 26740					\$407.25
Total Ven Tek International					\$407.25
WCIA					
26741				2024 - January - 1st Council Meeting	
		Invoice - 1/3/2024 7:44:35 AM			
			Liability/Auto/Property Insurance		
			001-000-518-30-46-00	Insurance	\$35,387.00
			001-000-522-20-46-00	Insurance	\$9,492.20
			002-000-576-80-46-00	Insurance	\$18,871.40
			003-000-575-50-46-00	Insurance	\$12,261.80
			004-000-575-50-46-00	Insurance	\$500.00
			005-000-543-10-46-00	Insurance	\$11,011.40
			401-000-534-80-46-00	Insurance	\$33,618.00
			403-000-531-38-46-00	Insurance	\$8,125.00
			409-000-535-80-46-00	Insurance	\$43,266.60
			412-000-554-90-46-00	Insurance	\$10,909.60
		Total Invoice - 1/3/2024 7:44:35 AM			\$183,443.00
Total 26741					\$183,443.00
Total WCIA					\$183,443.00

Vendor	Number	Reference	Account Number	Description	Amount
Western Display Fireworks					
	26742			2024 - January - 1st Council Meeting	
		Invoice - 24-7448-1			
			1st Installment 4th of July Display		
			001-000-571-00-40-00	4th of July Fireworks/Event	\$3,625.00
		Total Invoice - 24-7448-1			\$3,625.00
	Total 26742				\$3,625.00
	Total Western Display Fireworks				\$3,625.00
Grand Total		Vendor Count	11		\$254,914.18



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **December 16, 2023** through **December 31, 2023** are a just, due and unpaid obligation against the Town of La Conner, and that I am authorized to certify to said claim.



Maria DeGoede, Finance Director

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

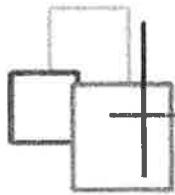
Payroll checks numbered 5831 through 5838	\$3,117.05
Auto Payments:	
AWC Benefit Trust #2018178	\$11,710.94
Deferred Comp #2018179	\$2,430.14
PERS Retirement #2018180	\$10,288.49
Teamsters Benefit #2018181	\$8,926.00
Auto Payroll Taxes #2018182	\$9,122.18
Payroll Auto Deposit	\$29,567.27

are approved for a total payment of \$75,162.07 this 9th day of January, 2024.

Councilmember – Finance Committee

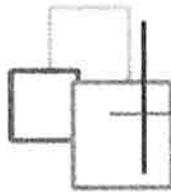
Councilmember – Finance Committee

Councilmember



Register

Number	Name	Fiscal Description	Cleared	Amount
5831	Dept of Labor & Industry	2024 - January - 1st Council Meeting		\$1,840.94
5832	Employment Security	2024 - January - 1st Council Meeting		\$98.34
5833	Empower Annuity Ins. Co of America	2024 - January - 1st Council Meeting		\$75.00
5834	North Coast Credit Union	2024 - January - 1st Council Meeting		\$150.00
5835	Paid Family & Medical Leave	2024 - January - 1st Council Meeting		\$216.52
5836	Teamsters Local No. 231	2024 - January - 1st Council Meeting		\$159.00
5837	Wa Cares Fund	2024 - January - 1st Council Meeting		\$107.15
5838	Washington State Support Registry	2024 - January - 1st Council Meeting		\$470.10
2018178	AWC Employee Benefit Trust	2024 - January - 1st Council Meeting		\$11,710.94
2018179	Dept of Retirement - Def Comp	2024 - January - 1st Council Meeting		\$2,430.14
2018180	Dept of Retirement Systems	2024 - January - 1st Council Meeting		\$10,288.49
2018181	WA Teamsters Welfare Trust	2024 - January - 1st Council Meeting		\$8,926.00
2018182	Washington Federal	2024 - January - 1st Council Meeting		\$9,122.18
<u>Direct Deposit Run -</u> 1/3/2024	Payroll Vendor	2024 - January - 1st Council Meeting		\$29,567.27
				\$75,162.07



Register Activity

Message	Reference	Post Date	Post Time	Detail	Amount
Direct Deposit Run - 1/3/2024	Payroll Vendor	2024 - January - 1st Council Meeting			\$29,567.27
Avery, Adam W	ACH Pay - 6796	Posting Run - 1/3/2024	11:24:19 AM		\$513.19
Avery, Annie L	ACH Pay - 6797	Posting Run - 1/3/2024	11:24:19 AM		\$387.87
Baker, Natalie J	ACH Pay - 6798	Posting Run - 1/3/2024	11:24:19 AM		\$332.46
Banaszak, Sam E	ACH Pay - 6799	Posting Run - 1/3/2024	11:24:19 AM		\$1,243.46
Carlson III, Ivan J	ACH Pay - 6813	Posting Run - 1/3/2024	11:24:19 AM		\$256.95
Carlson, Ivan J	ACH Pay - 6815	Posting Run - 1/3/2024	11:39:34 AM		\$136.51
Chamberlain, MaryLee S	ACH Pay - 6816	Posting Run - 1/3/2024	11:39:34 AM		\$136.51
Dole, Richard L	ACH Pay - 6817	Posting Run - 1/3/2024	11:39:34 AM		\$101.51
Eills, Ajah G	ACH Pay - 6818	Posting Run - 1/3/2024	11:39:34 AM		\$1,676.16
Finley, Spencer D	ACH Pay - 6800	Posting Run - 1/3/2024	11:24:19 AM		\$27.70
Hillard, Margaret A	ACH Pay - 6819	Posting Run - 1/3/2024	11:39:34 AM		\$560.19
James, Wilbert M	ACH Pay - 6801	Posting Run - 1/3/2024	11:24:19 AM		\$212.40
Jungquist, Kenneth	ACH Pay - 6802	Posting Run - 1/3/2024	11:24:19 AM		\$27.70
Kerley-DeGoede, Maria A	ACH Pay - 6820	Posting Run - 1/3/2024	11:39:34 AM		\$2,181.03
Lease, Brian	ACH Pay - 6821	Posting Run - 1/3/2024	11:39:34 AM		\$2,871.99
Lovejoy, Lynne	ACH Pay - 6822	Posting Run - 1/3/2024	11:39:34 AM		\$326.06
McKnight, Chris R	ACH Pay - 6803	Posting Run - 1/3/2024	11:24:19 AM		\$92.35
Mesman, Benjamin F	ACH Pay - 6804	Posting Run - 1/3/2024	11:24:19 AM		\$480.25
Mitchell, Anthony J	ACH Pay - 6805	Posting Run - 1/3/2024	11:24:19 AM		\$120.05
Moore, Andrea L	ACH Pay - 6823	Posting Run - 1/3/2024	11:39:34 AM		\$1,740.00
Palaniuk, Kevin R	ACH Pay - 6824	Posting Run - 1/3/2024	11:39:34 AM		\$2,096.23
Park, Todd W	ACH Pay - 6825	Posting Run - 1/3/2024	11:39:34 AM		\$2,234.12
Pena-Ayon, Manuel A	ACH Pay - 6826	Posting Run - 1/3/2024	11:39:34 AM		\$1,067.43
Poulson, Peyton L	ACH Pay - 6806	Posting Run - 1/3/2024	11:24:19 AM		\$36.94
Reinstra, Aaron E.	ACH Pay - 6807	Posting Run - 1/3/2024	11:24:19 AM		\$1,291.32
Reinstra, Aaron M.	ACH Pay - 6827	Posting Run - 1/3/2024	11:39:34 AM		\$1,869.54
Schinman, Karl A	ACH Pay - 6808	Posting Run - 1/3/2024	11:24:19 AM		\$138.52
Schmidt, Hayden J	ACH Pay - 6809	Posting Run - 1/3/2024	11:24:19 AM		\$129.29
Sherman, Albert R	ACH Pay - 6828	Posting Run - 1/3/2024	11:39:34 AM		\$1,842.79
Silva, Jake A	ACH Pay - 6810	Posting Run - 1/3/2024	11:24:19 AM		\$267.81
Smith, Christopher	ACH Pay - 6829	Posting Run - 1/3/2024	11:39:34 AM		\$1,416.69
Smith, Christopher L	ACH Pay - 6814	Posting Run - 1/3/2024	11:24:19 AM		\$357.89
Taylor, Anne M	ACH Pay - 6830	Posting Run - 1/3/2024	11:39:34 AM		\$136.51
Thomas, Scott G	ACH Pay - 6831	Posting Run - 1/3/2024	11:39:34 AM		\$2,890.47
Thulen, Wylie J	ACH Pay - 6811	Posting Run - 1/3/2024	11:24:19 AM		\$36.94
White, James M.	ACH Pay - 6812	Posting Run - 1/3/2024	11:24:19 AM		\$193.93

Name	Reference	Posting Reference	Detail Amount
Direct Deposit Run - 1/3/2024		2024 - January - 1st Council Meeting	\$29,567.27
Wohleb, Mary M	Payroll Vendor ACH Pay - 6832	Posting Run - 1/3/2024 11:39:34 AM	\$136.51
			\$29,567.27

Reports

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

TOWN OF LA CONNER
Monthly Treasurer's Report
4th Quarter 2023 - Year to Date

Fund	Fund Name:	Budget	Revenues to Date	% of Budget	Budget	Expenditures to Date	% of Budget
001	General Fund	1,175,130	1,277,501	109%	1,509,327	1,190,437	79%
002	Park & Port	208,703	236,827	113%	345,749	226,449	65%
003	Facilities	316,873	184,370	58%	376,211	202,407	54%
004	Public Art	3,121	2,567	82%	2,000	1,974	99%
005	Streets	275,100	322,495	117%	287,001	257,255	90%
123	Hotel Motel	133,190	196,783	148%	255,261	171,974	67%
212	Fire Truck Bond	-	10	#DIV/0!	8,425	8,425	100%
214	Fire Hall Bond	49,232	51,186	104%	39,125	39,125	100%
303	Flood Control	65	740	1139%	163,883	163,883	0%
304	REET 1	36,093	47,576	132%	80,500	39	0%
305	REET 2	36,093	47,624	132%	500	39	0%
401	Water	1,169,088	1,371,710	117%	1,234,554	1,127,945	91%
403	Storm Drainage	503,283	542,663	108%	802,892	467,041	58%
409	Sewer	948,061	854,977	90%	1,093,917	661,650	60%
412	Sewer Compost	1,090,598	1,205,730	111%	1,197,253	852,231	71%
TOTALS		5,944,630	6,342,758	107%	7,396,598	5,370,874	73%

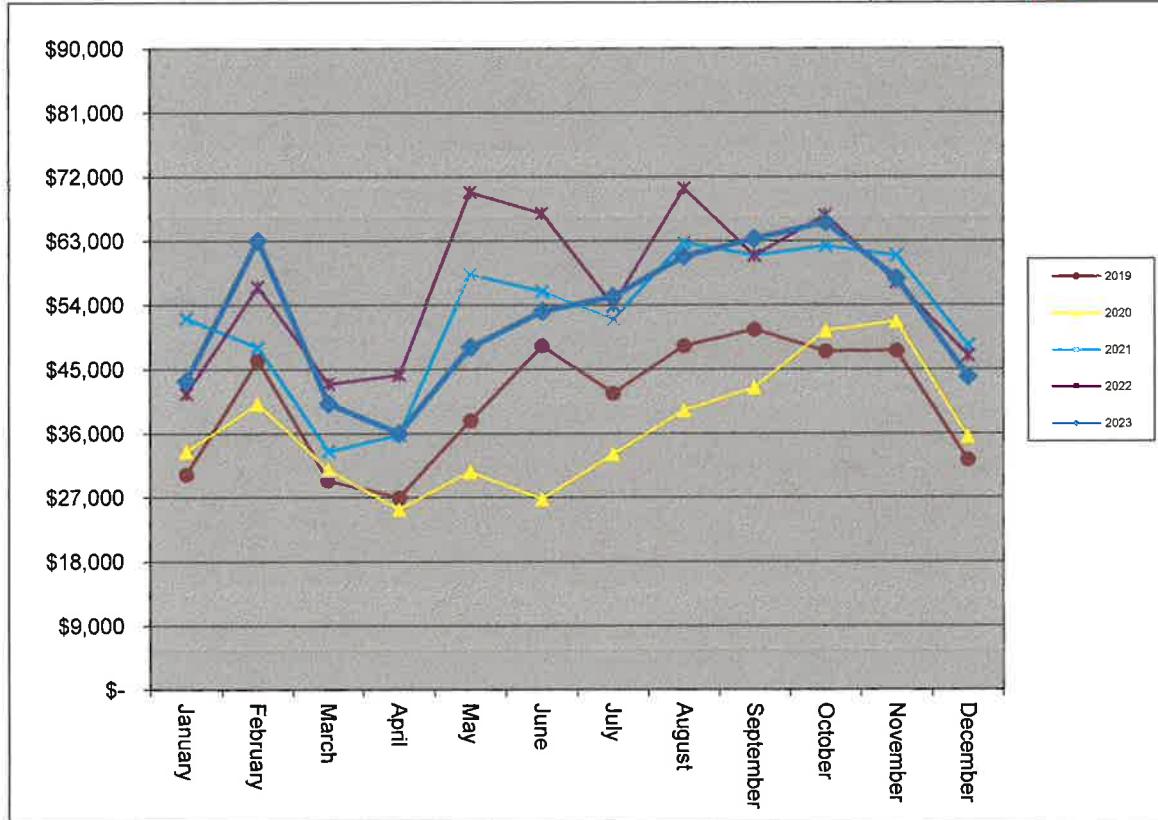
Investments	
Premier Bank CD #11654670	\$ 250,000.00
TVI Investments 912833LP3	\$ 248,000.00
TVI Investments 912833LQ-1	\$ 242,972.50
Banner Bank CD	\$ 150,000.00
LGIP	\$ 62,331.68
Total Investments	\$ 953,304.18

Town of La Conner

Sales Tax Receipts

Month	2019	2020	2021	2022	2023	
January	30,175.85	33,427.50	52,155.18	41,561.10	43,390.62	
February	46,229.98	40,192.52	48,035.77	56,546.93	63,103.16	
March	29,417.50	30,913.88	33,430.43	42,937.78	40,187.49	
April	26,966.79	25,318.90	35,756.91	44,209.82	36,015.58	
May	37,794.49	30,598.74	58,286.79	69,865.79	48,072.92	
June	48,324.00	26,758.90	55,900.26	66,878.23	53,129.86	
July	41,577.04	33,062.15	52,061.10	53,917.06	55,178.70	
August	48,230.60	39,233.38	62,720.18	70,383.49	60,820.03	
September	50,535.10	42,409.55	60,971.61	60,899.83	63,276.38	
October	47,472.63	50,406.48	62,268.96	66,647.98	65,602.87	
November	47,582.86	51,733.86	60,911.19	57,164.48	57,728.51	
December	32,252.37	35,510.27	48,334.16	46,910.27	43,947.09	
TOTAL	486,559.21	439,566.13	630,832.54	677,922.76	630,453.21	103.49%
Budgeted	512,194.00	469,860.00	328,202.00	492,303.00	609,181.00	
Rec Year to Date	486,559.21	439,566.13	630,832.54	677,922.76	630,453.21	
Annual Monthly Avg	40,546.60	36,630.51	52,569.38	56,493.56	52,537.77	
Amount needed to meet budget:						(21,272.21)

2022 677,922.76 47,469.55 Diff

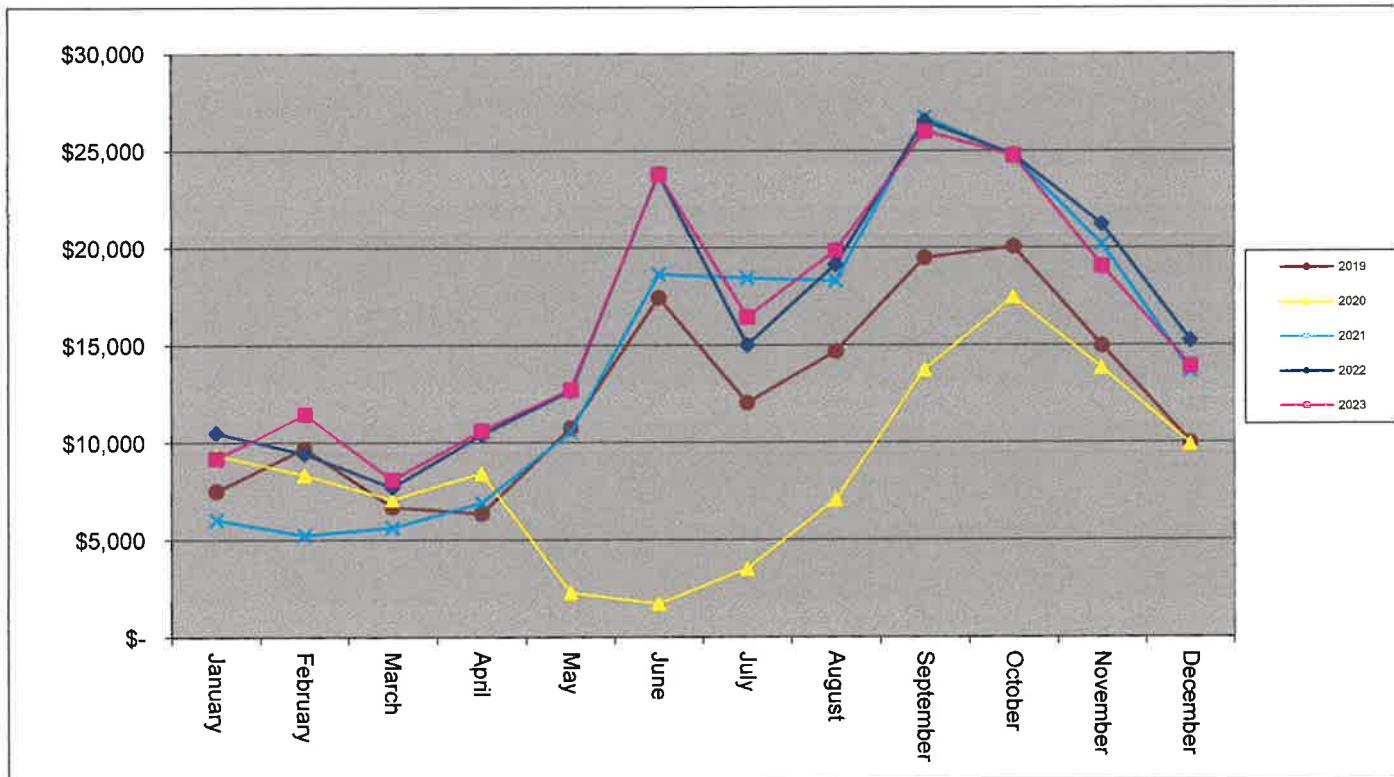


Town of La Conner

Annual Hotel/Motel Receipts

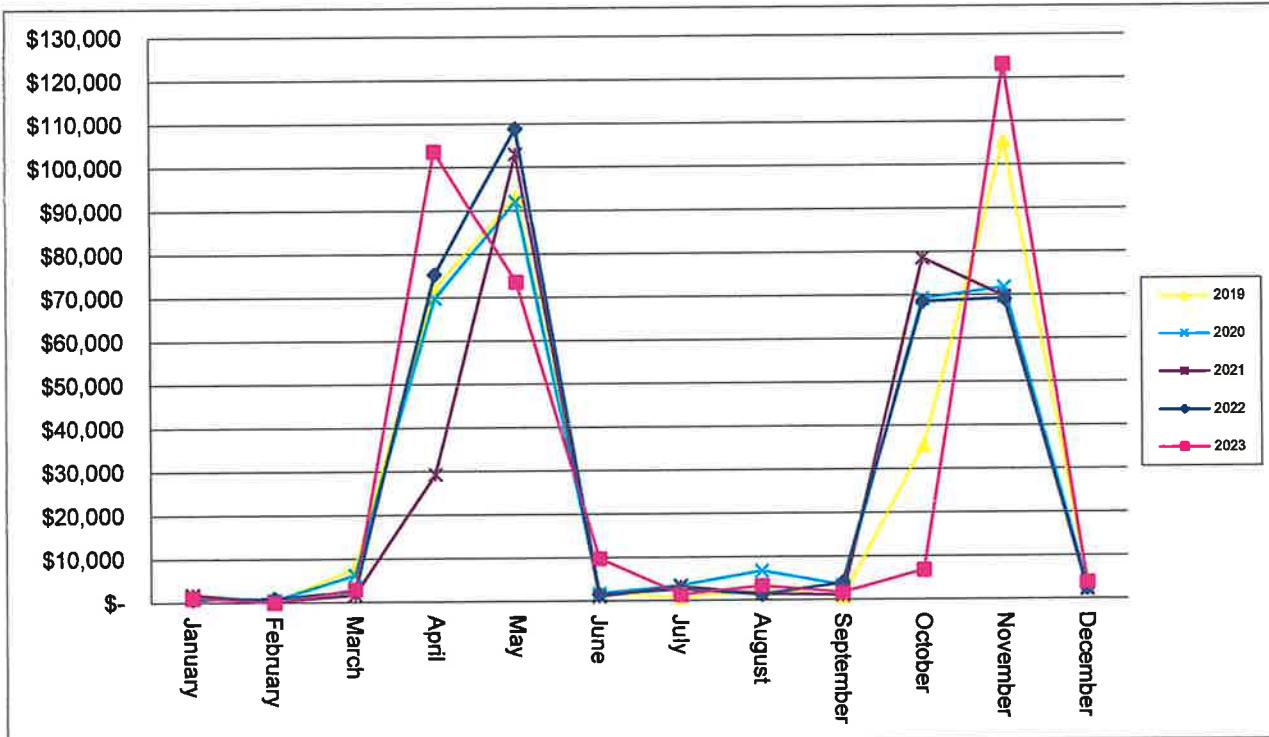
Month	2019	2020	2021	2022	2023
January	7,497.66	9,363.38	6,025.96	10,500.64	9,175.12
February	9,690.49	8,348.90	5,235.46	9,409.26	11,438.50
March	6,671.37	7,077.20	5,622.06	7,698.52	8,082.72
April	6,345.27	8,431.24	6,895.04	10,399.52	10,591.94
May	10,750.73	2,279.94	10,542.90	12,633.28	12,700.56
June	17,435.97	1,715.92	18,643.56	23,829.20	23,784.50
July	12,029.36	3,518.70	18,439.86	14,988.76	16,441.86
August	14,672.64	7,056.40	18,295.26	19,136.57	19,848.46
September	19,470.30	13,732.36	26,730.28	26,545.62	26,000.70
October	20,056.92	17,480.20	24,731.96	24,802.90	24,761.98
November	14,956.14	13,844.66	20,184.16	21,228.28	19,048.44
December	9,984.18	9,930.96	13,653.56	15,232.24	13,909.48
TOTAL	149,561.03	102,779.86	175,000.06	196,404.79	195,784.26
Budgeted	126,000.00	126,000.00	88,200.00	132,300.00	133,040.00
Received Year to Date	149,561.03	102,779.86	175,000.06	196,404.79	195,784.26
Monthly Average	12,463.42	8,564.99	14,583.34	16,367.07	16,315.36
Amount needed to meet budget:					(62,744.26)

147.16%



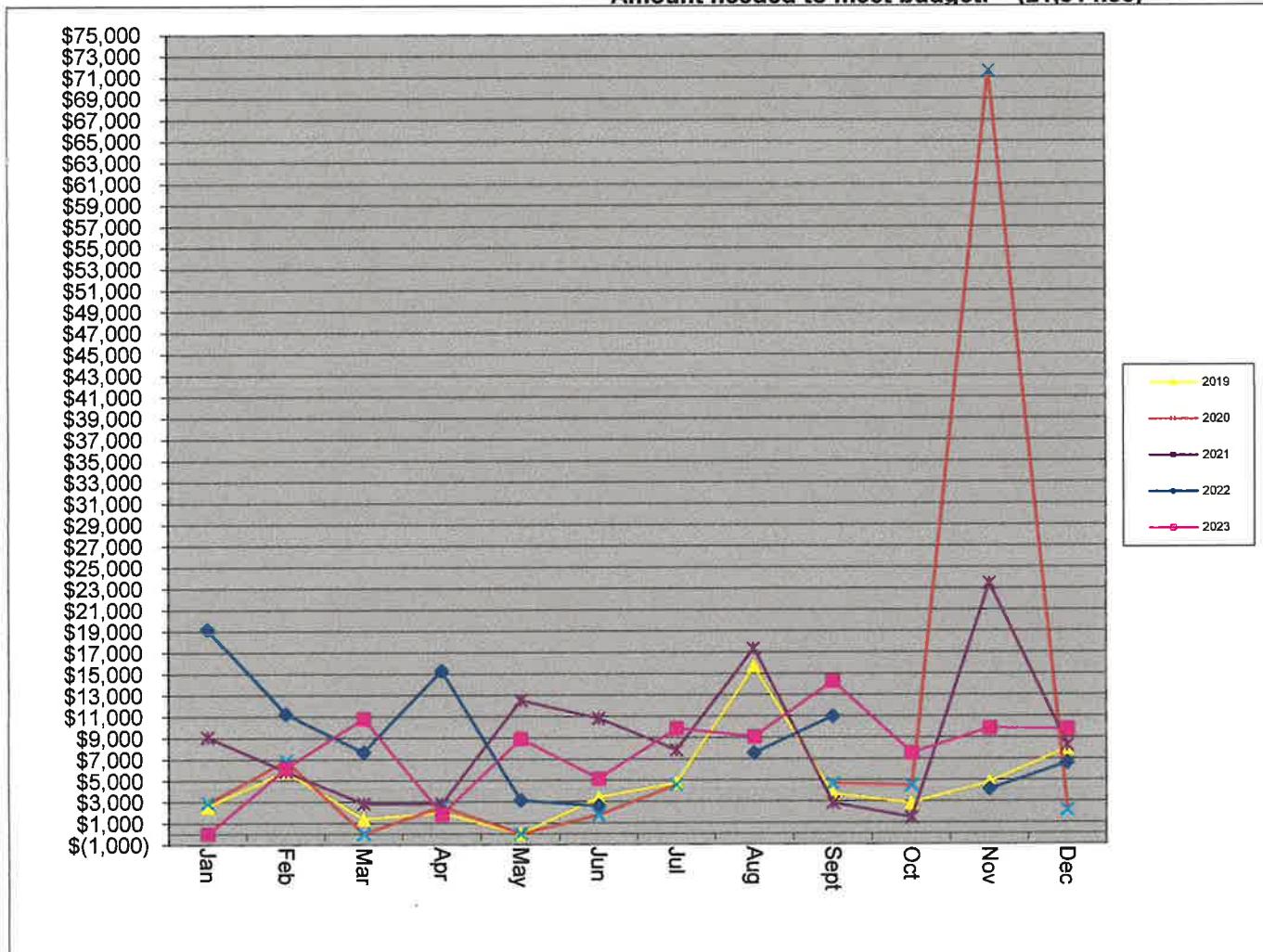
Town of La Conner
Annual Property Taxes

Month	2019	2020	2021	2022	2022
January	1,480.54	1,366.53	1,735.37	679.87	1,020.21
February	55.46	540.84	123.80	923.67	-
March	7,827.98	6,187.85	1,731.98	2,479.49	2,889.62
April	72,247.70	69,784.34	29,295.28	75,356.27	103,626.12
May	93,081.57	92,047.43	102,991.26	108,828.88	73,546.50
June	1,746.84	1,723.19	1,047.57	1,503.75	9,809.06
July	801.22	3,510.19	3,275.00	2,725.34	1,412.30
August	2,224.34	6,704.12	1,381.95	1,259.96	3,299.01
September	821.35	3,314.93	1,100.00	3,887.71	1,714.39
October	35,440.06	69,156.88	78,553.96	68,521.30	6,801.76
November	105,448.19	71,812.11	69,666.72	69,178.91	123,150.38
December	4,485.35	2,652.74	2,154.94	2,392.56	3,747.23
TOTAL	325,660.60	328,801.15	293,057.83	337,737.71	331,016.58
Budgeted	308,000.00	328,840.00	330,004	336,612	352,971
Received Year to Date	325,660.60	328,801.15	293,057.83	337,737.71	331,016.58
Monthly Avg	27,138.38	27,400.10	24,421.49	28,144.81	27,584.72
Amount needed to meet budget:					21,954.42
93.78%					



Town of La Conner
Annual REET

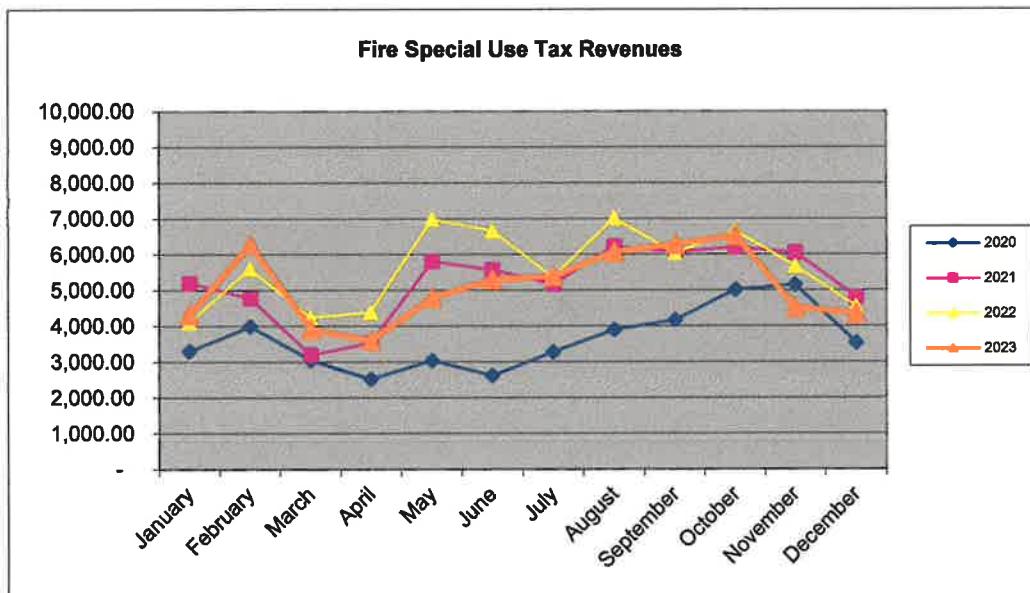
Month	2019	2020	2021	2022	2023
Jan	2,549.26	2,887.09	9,078.30	19,230.75	-
Feb	5,915.25	6,878.02	5,860.80	11,263.69	6,179.19
Mar	1,373.67	-	2,796.75	7,672.50	10,820.70
Apr	1,980.00	2,538.11	2,796.75	15,300.45	1,825.00
May	-	-	12,508.65	3,118.50	8,910.00
Jun	3,388.27	1,757.25	10,815.74	2,598.75	5,164.50
Jul	4,791.60	4,566.37	7,825.50	-	9,874.25
Aug	15,688.02	-	17,362.12	7,548.75	9,070.87
Sept	3,712.25	4,682.69	2,821.50	10,976.62	14,275.00
Oct	2,846.25	4,497.07	1,480.05	-	7,543.80
Nov	4,826.25	71,626.40	23,472.90	4,149.50	9,875.00
Dec	7,969.68	2,128.50	8,256.60	6,599.50	9,776.25
TOTAL	55,040.50	101,561.50	105,075.66	88,459.01	93,314.56
Budgeted	36,250.00	36,000.00	36,000.00	40,000.00	72,000.00
Received Year to Date	55,040.50	101,561.50	105,075.66	88,459.01	93,314.56
Monthly Average	4,586.71	8,463.46	8,756.31	7,371.58	7,776.21
					129.60%
					Amount needed to meet budget: (21,314.56)



Town of La Conner
Special Use Fire Tax Revenue

Month	2020	2021	2022	2023	
January	3,304.44	5,196.26	4,108.62	4,333.29	
February	3,992.09	4,779.92	5,609.50	6,278.74	
March	3,046.20	3,192.27	4,237.71	3,923.57	
April	2,516.68	3,536.70	4,396.10	3,593.96	
May	3,036.90	5,807.88	6,984.88	4,796.78	
June	2,614.87	5,569.18	6,661.47	5,297.25	
July	3,278.86	5,170.83	5,364.02	5,393.11	
August	3,896.38	6,230.94	7,019.56	6,063.58	
September	4,163.65	6,055.85	6,041.25	6,284.28	
October	5,014.80	6,201.24	6,659.05	6,524.47	
November	5,146.63	6,052.29	5,673.70	4,516.48	
December	3,526.88	4,795.36	4,555.14	4,344.70	
TOTAL	43,538.38	62,588.72	67,311.00	61,350.21	122.70%
Budgeted	43,334.00	30,334.00	45,501.00	50,000.00	
Received Year to Date	43,538.38	62,588.72	67,311.00	61,350.21	
Monthly Avg	3,628.20	5,215.73	5,609.25	5,112.52	

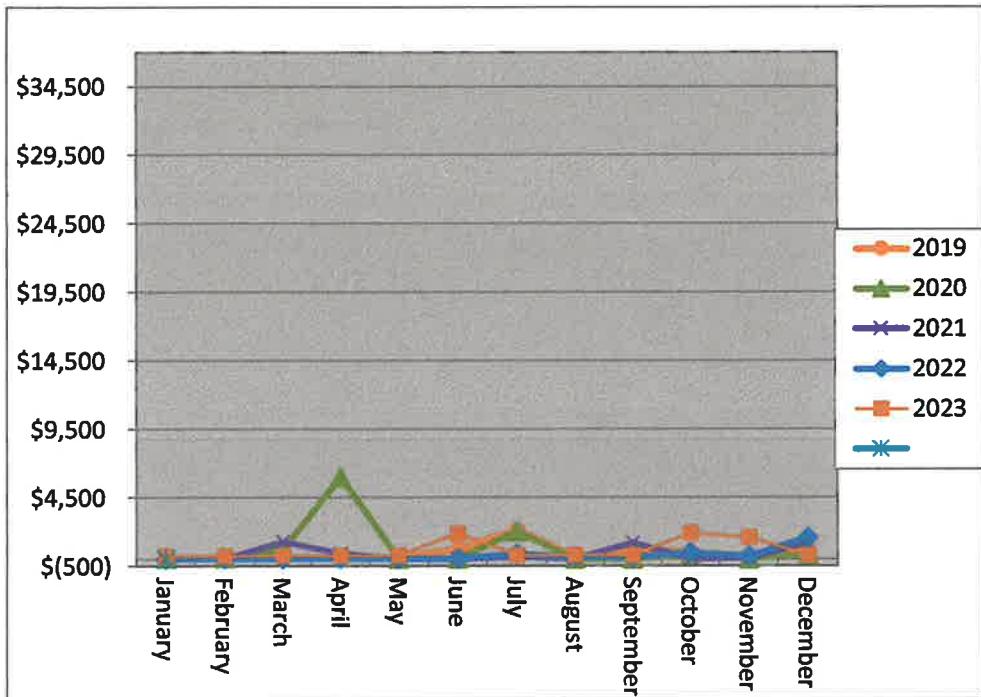
Amount needed to meet budget: **(11,350.21)**



Town of La Conner

Investment Interest Receipts

Month	2019	2020	2021	2022	2023	
January	120.16		85.01	53.53	4.52	222.14
February	109.68		77.60	6.04	4.86	211.19
March	122.14		654.91	1,256.42	11.21	242.20
April	119.28		5,977.72	396.24	19.48	243.73
May	121.31		24.67	3.80	35.04	264.29
June	716.80		17.74	3.62	48.70	1,847.72
July	2,117.37		2,000.42	141.11	382.44	271.13
August	111.91		12.71	3.92	112.03	277.67
September	702.78		9.88	1,169.94	123.87	272.22
October	502.90		283.03	4.66	446.26	1,881.45
November	87.05		7.74	59.37	182.53	1,550.19
December	679.48		279.06	1,157.59	1,549.18	287.42
TOTAL	5,510.86	9,430.49	4,256.24	2,920.12	7,571.35	149.07%
Budgeted	5,500.00	5,500.00	4,465.00	4,581.00	5,079.00	
Received Year to Date	5,510.86	9,430.49	4,256.24	2,920.12	7,571.35	
Monthly Average	459.24	785.87	354.69	243.34	630.95	
Amount needed to meet budget:						(2,492.35)





MEMORANDUM

TO: Mayor Hanneman & Town Council Members

FROM: Scott Thomas, Town Administrator

SUBJECT: Administrator's Report

DATE: January 5, 2024

1. Comp Plan- Growth Allocation. Under the agreement that the Town entered into with all other cities and towns and the county, periodic growth allocations (both population and employment) required by the Growth Management Act are developed collaboratively. Initial allocations to each jurisdiction are initially based on the most recently published official 20-year population projections for Skagit County from the Office of Financial Management. These initial allocations are used by the jurisdictions for at least one of the plan alternatives they evaluate for the GMA comp plan updates. Once the comprehensive plan updates of jurisdictions have identified a preferred comp plan with sufficient detail to determine if the population and employment allocation can be accommodated, the county GMA Steering Committee will review and, if necessary, recommend adjusting the population and employment growth allocations to be included in the County-wide Planning Policies. Ultimately, the projections will be recommended for adoption by the Skagit County Commissioners. The legislature has added a requirement for the next comp plan update, and now requires jurisdictions to plan for affordable housing in several income "bands." I have enclosed an initial report prepared by the Skagit Council of Government's consultant, CAI.

In the initial report, CAI projects a population growth for La Conner of 1% (2045 population of 1,191), and 124 net new housing units needed. Of these units, 92 are expected to be occupied by low to moderate income families. Interestingly enough, predicted employment growth is expected to be in the range of 4%, meaning that there is a disconnect between population growth and employment growth.

2. Pioneer Park Vandalism. Public Works Director Lease reports that someone unknown has vandalized Pioneer Park restroom door locks (see below). For the past few months someone has been using small rocks/debris to keep the timed restroom door from closing all the way and plugging the lock receiver so the doors will not lock. More recently the lock was damaged so that it will not automatically lock during pre-determined hours. The locks cost \$750/each, and were installed so that PW crew members or other volunteers were not required to travel to each restroom each day in order to unlock them (the restrooms serve as an unofficial shelter over night and are significantly damaged if left open.)

Over the New Year's Eve holiday, a fire was set on the boat launch dock that resulted in \$2,000+ to repair. And earlier last year, the rock wood stove at Pioneer Park sustained damage that will cost \$1,500+ to repair. It appears that this vandalism occurs after dark, and even though Sheriff's deputies and the Code Enforcement Officer routinely patrols the park, we have not yet learned who has caused the destruction. Although surveillance cameras have been installed at the Park, so far those have not proven helpful in identifying the perpetrators. We will be developing a plan for next steps, and discussing this matter with the Parks Commission.



3. Flooding/King Tides. On December 26, 2022, flood waters attributable in part to King Tides inundated several residences in La Conner. This year, King Tide waters threatened the Town on December 26, but did not rise to a height to cause significant flooding. As we know, Public Works placed sandbags and ecology blocks in low areas adjacent to the channel to provide additional protection. Several members of the crew mobilized (very) early on the morning of that day, and should be thanked.

4. Olympia. AWC City Action Days is coming up on February 7 and 8, and we are scheduling a trip to lobby our legislators on Town issues (we usually go down and back on a single day.) Please let me know if you would like to attend, and whether you would like to join a carpool.

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



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that are important to decision makers.*

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Project Manager:
Michaela Jellicoe

Analysts:
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INTERIM FINDINGS

Population Growth Allocation

Forecasted countywide population between 2022 and 2045 is based on the Office of Financial Management's (OFM) Medium population projection for the county. This forecast provides a balanced outlook, is consistent with the approach used for the 2015-2036 projections, and the OFM has expressed confidence in the forecast and methodology. This countywide projected population growth is allocated across UGAs using a growth rate derived from historical trends between 2012 and 2022. (Exhibit 1)

Exhibit 1. Population Growth Allocation, 2022-2045

UGA	2022	2025	2045 Population Targets	2022-2045 Population Growth	
	Population	Population		Amount	Pct Total Growth
Anacortes City	17,882	18,686	22,843	4,961	17%
Unincorporated	101	105	127	26	0%
Anacortes UGA	17,983	18,792	22,971	4,988	17%
Burlington City	9,823	10,429	13,711	3,888	13%
Unincorporated	2,288	2,433	3,219	931	3%
Burlington UGA	12,111	12,863	16,930	4,819	16%
Concrete Town	810	835	960	149	1%
Unincorporated	139	144	171	32	0%
Concrete UGA	949	979	1,130	181	1%
Hamilton Town	297	297	297	0	0%
Unincorporated	5	5	5	0	0%
Hamilton UGA	302	302	302	0	0%
La Conner Town	980	1,015	1,191	211	1%
Unincorporated	0	0	0	0	0%
La Conner UGA	980	1,015	1,191	211	1%
Lyman Town	425	425	425	0	0%
Unincorporated	0	0	0	0	0%
Lyman UGA	425	425	425	0	0%
Mount Vernon City	35,512	36,877	43,804	8,292	28%
Unincorporated	2,167	2,248	2,656	489	2%
Mount Vernon UGA	37,679	39,125	46,460	8,781	30%
Sedro-Woolley City	12,596	13,236	16,596	4,000	14%
Unincorporated	1,500	1,578	1,986	486	2%
Sedro-Woolley UGA	14,096	14,813	18,582	4,486	15%
Bayview Ridge UGA	1,694	1,694	1,694	0	0%
Swinomish UGA	2,565	2,600	2,764	199	1%
Rural	42,465	43,420	48,381	5,916	20%
County Total	131,250	136,028	160,830	29,580	100%

Sources: Office of Financial Management, 2023; Community Attributes, 2023.

Housing Growth Allocation

Future housing unit growth is derived from forecasted population growth and the Housing All Planning Tool (HAPT) developed by the Washington State Department of Commerce. The HAPT model provides two methods for allocating future housing unit needs. Method A distributes calculated countywide growth in housing units or **net new units needed** by UGA based on the allocation of future population growth and distributes housing need by income band based on the countywide distribution by income band. Method B distributes **total future housing units** needed by UGA based on the allocation of future population growth and distributes total future housing units by income band based on the countywide distribution. With Method B, net new housing units are calculated by UGA by subtracting existing housing units by income band from total future housing units by income band.

The Washington State Department of Commerce does not provide a recommendation on one approach for allocating net new housing need. The Skagit County Growth Management Technical Advisory Committee (GMATAC) members selected Method A with the following modifications as the preferred approach for Skagit County.

- Reduce housing unit allocation within the 0-50% AMI band in the Rural geography or outside of UGAs by 90%. Member feedback indicates that housing unit types are limited in rural areas. While some Accessory Dwelling Unit (ADU) development can be expected there are limitations to multifamily housing development. Additionally, land costs may be prohibitive for housing within the 0-50% AMI bracket.
- Rebalance the housing unit allocations to ensure that the total by UGA remains consistent with the HAPT Method A output by reallocating the calculated need from the greater than 120% AMI bracket from each UGA to the rural geography.

Exhibit 2 presents the draft net new housing unit needs by AMI.

Exhibit 2. Net New Housing Needed by AMI, 2020-2045

UGA	Net New Housing Need (2020 - 2045)						
	Total	0-30%	30-50%	50-80%	80-100%	100-120%	120%+
Anacortes City	2,927	919	589	420	225	200	574
Unincorporated	16	5	3	2	1	1	3
Anacortes UGA	2,943	924	592	422	226	201	577
Burlington City	2,294	720	462	329	176	156	450
Unincorporated	549	172	111	79	42	37	108
Burlington UGA	2,843	893	572	408	218	194	558
Concrete Town	88	28	18	13	7	6	17
Unincorporated	19	6	4	3	1	1	4
Concrete UGA	107	34	22	15	8	7	21
Hamilton Town	0	0	0	0	0	0	0
Unincorporated	0	0	0	0	0	0	0
Hamilton UGA	0	0	0	0	0	0	0
La Conner Town	124	39	25	18	10	8	24
Unincorporated	0	0	0	0	0	0	0
La Conner UGA	124	39	25	18	10	8	24
Lyman Town	0	0	0	0	0	0	0
Unincorporated	0	0	0	0	0	0	0
Lyman UGA	0	0	0	0	0	0	0
Mount Vernon City	4,892	1,536	985	702	376	334	960
Unincorporated	289	91	58	41	22	20	57
Mount Vernon UGA	5,181	1,627	1,043	743	398	353	1,016
Sedro-Woolley City	2,360	741	475	339	181	161	463
Unincorporated	287	90	58	41	22	20	56
Sedro-Woolley UGA	2,647	831	533	380	203	180	519
Bayview Ridge UGA	0	0	0	0	0	0	0
Swinomish UGA	117	37	24	17	9	8	23
Rural	3,490	89	57	501	268	238	2,337
County Total	17,452	4,474	2,868	2,504	1,340	1,190	5,076

Sources: Department of Commerce, 2023; Office of Financial Management, 2023; SCOG GMATAC Committee, 2023; Community Attributes, 2023.

Employment Growth Allocation

Countywide projections of total employment by sector between 2022 and 2045 are estimated using covered employment estimates from the Bureau of Labor Statistics (BLS) in combination with Nonemployer Statistics (NES) data from the U.S. Census Bureau. Projections use the industry projections for the Northwest Region from the Washington State Employment Security Department (ESD). The resultant allocation is captured in **Exhibit 3** below. The preferred UGA allocation method distributes employment growth based on a growth rate derived

from historical trends in the distribution of employment among UGAs and rural areas.

Exhibit 3. Employment Growth Allocation by UGA, 2022-2045

UGA	2022 Employment	2045 Employment Targets	2022-2045 Emp Growth	Pct Total Growth	CAGR
Anacortes UGA	9,503	12,648	3,145	15%	1.3%
Burlington UGA	11,640	17,410	5,770	28%	1.8%
Concrete UGA	391	506	115	1%	1.1%
Hamilton UGA	466	489	23	0%	0.2%
La Conner UGA	1,020	1,905	885	4%	2.8%
Lyman UGA	56	76	20	0%	1.3%
Mount Vernon UGA	18,781	23,559	4,778	23%	1.0%
Sedro-Woolley UGA	4,640	7,040	2,399	12%	1.8%
Bayview Ridge UGA	2,962	4,901	1,938	9%	2.2%
Swinomish UGA	1,140	1,579	439	2%	1.4%
Rural	8,972	9,987	1,015	5%	0.5%
County Total	59,573	80,099	20,526	100%	1.3%

Sources: Employment Security Department, 2023; Bureau of Labor Statistics, 2023; U.S. Census Bureau, 2023; Community Attributes, 2023.



TOWN OF LA CONNER

Monthly Planner's Report

December 2023

NEW APPLICATIONS ACCEPTED:

Land Use

- LU23-49SEPA Chapter 10 Comp Plan Update
- LU23-50HDR-ADMIN Food Cart at The Fork
- LU23-51HDR-ADMIN 306 Morris window repair and repaint
- LU23-52RM 306 Morris window repair and repaint

Building Permit

- BP23-51SS 303 Center Street side sewer permit
- BP23-52SS 931 Maple Ave side sewer capping

Planning Commission:

The Planning Commission met on December 5th and December 16th. On the December 5th meeting, staff introduced proposed changes to the LCMC designed to provide for affordable housing, develop internal consistency, and cover gaps in current regulations. On the December 16th meeting, discussions about the proposed changes continued, and staff presented Skagit Council of Governments population, housing, and employment projections for 2045.

Hearing Examiner:

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

Comprehensive Plan Update:

This month, staff started an extensive land use capacity analysis designed to assess the level of housing potential under La Conner's current code regulations. In addition, staff discussed collaborating with Swinomish Tribe on Chapter 3, La Conner Community Profile. Staff is hopeful that these conversations will continue into the new year.

General Planning Activities:

- Staff are reviewing the current files for record retention requirements.
- The staff continued the Comprehensive Plan Update.
- Continuing review of development applications.
- Continuing review of permit applications.
- Continuing response to public inquiries regarding land use.
- Continuing issuance of permits.
- Long term planning priorities:
 - Neighborhood plan for Commercial Transitional Zone.
 - 2023-2025 Comprehensive Plan Update
 - Public Participation and Communication

**Public Works
Department Head Report
December – 2023**

Water:

- Completed 2023 meter replacements.
- Water System Comprehensive Plan Update; is behind schedule, I will have to dedicate three full weeks by the end of February to get back on track with the update.

Drainage:

- Installed 145 FT of 6" storm pipe for improved drainage at the 900 block of South 3rd Street.
- Continuing storm system maintenance with heavy rains and debris.
- Bidding/purchasing for the new 6"pump and forklift.
- Flood; continuing communications with Emergency Management Commission. Temporary flood mitigation with sandbags and eco-blocks are 95% in place, the remaining 5% is staged to fill in the gaps when the potential of a storm surge during a 10.5' or higher tide. The crucial factor now is weather forecasting. Continuous monitoring.

Streets:

- Asphalt and gravel pothole repairs.

Park and Port:

- Recent vandalism to the boat ramp float, a fire burnt/melted 7 decking panels.
- Public Works is moving forward with the Gazebo project, concrete work completed. Currently receiving materials package quotes.
- Tide Gauge; this project is on hold due to Port Marina staffing.
- Salmon Slide; no progress to report.
- The Visionary sculpture at the bottom of Benton stairs, back lighting was installed to create a silhouette during the dark hours.

Facilities:

- Fire Hall Roof is currently out for bid. Five contractors showed for the bid walkthrough which is hopefully good news for competitive bids.
- Maple Hall HVAC and Fire Hall HVAC upgrade; five contractors were selected to bid through the MSRC Roster. Only one bid received; Maple Hall \$294,500 + tax and Fire Hall at \$163,900 + tax. The same contractor provided a bid last February; Maple Hall \$146,000 and Fire Hall at \$58,000. The budget for Maple Hall \$200,000 and Fire Hall at \$80,000.

Other:

- 2024 Public Works budget.
- Solar project; Fire Hall.
- Projects; 213 Calhoun remodel, 931 Maple Improvements, 306 Center, 303 Center Garage, Snapdragon Flats Project, BYK Snapdragon BP's.

Brian Lease,

Public Works Director, Town of La Conner

Fire Chief / Code Enforcement Report

Dec-23

Alarms:	32 Emergency Calls	Ave # Responders:	3
	23 EMS	2 Fire	
	6 False Alarms	1 Service	

Calendar:
6-Dec Bussiness
13-Dec EMS
20-Dec Holiday
27-Dec Holiday

Events:
Tree Lighting
Christmas
New Year
Flood Watch

Enforcement Notes: Work trucks parked in areas
Permit issues

Aaron Reinstra
Fire Chief/Code enforcement
Town of La Conner



Town of La Conner

Honorable Mayor and Town Council

Monthly Report of Wastewater Treatment Plant Operations & Maintenance

Month: December 2023

During the month of December, the plant met NPDES permit requirements.
See attached spreadsheet for WWTP data.

Locates

- There were three (3) locates in December with no issues.

Call Outs-Emergencies

- There was one power outages on the 9th during the month of December.

System Maintenance

- Grinded yard waste pile.
- Bayside jetting restaurant row and section 1 of town and de-gritting digesters 1and 2 and influent wet well Grundfos cleaned all pump stacks on the reuse pumps.
- Spane pole buildings replaced bad post on compost buildings
- The older 544 John Deere loader is back with new bucket and rebuilt Z ba r12/18

Process Changes

- 12/1 put Clarifier #1 back in service

Miscellaneous

- Clarifier #1 needs upgrade.
- Radio remote control for the compost mixer has week signal.
- Both wasting pumps down.
- Tribal meter needs replacing.
- Plant Tour with Wilson Engineering.

Compost Sales:

Wholesale

0 yards were sold in December— 135 yards year to date.

Retail Sales

277 yards were sold in December— 7,237 yards year to date.

In December 2023, the Town received in 289 yards of retail and wholesale compost for a total of \$2,158.00.

Metered Flow:

Influent:	<u>11,050,000 Gallons</u>
Tribal:	<u>2,729,262 Gallons</u>
Hydrant:	<u>276,386 Gallons</u>
Belt Press:	<u>845,701 Gallons</u>
Reuse Water:	<u>0 Gallons</u>

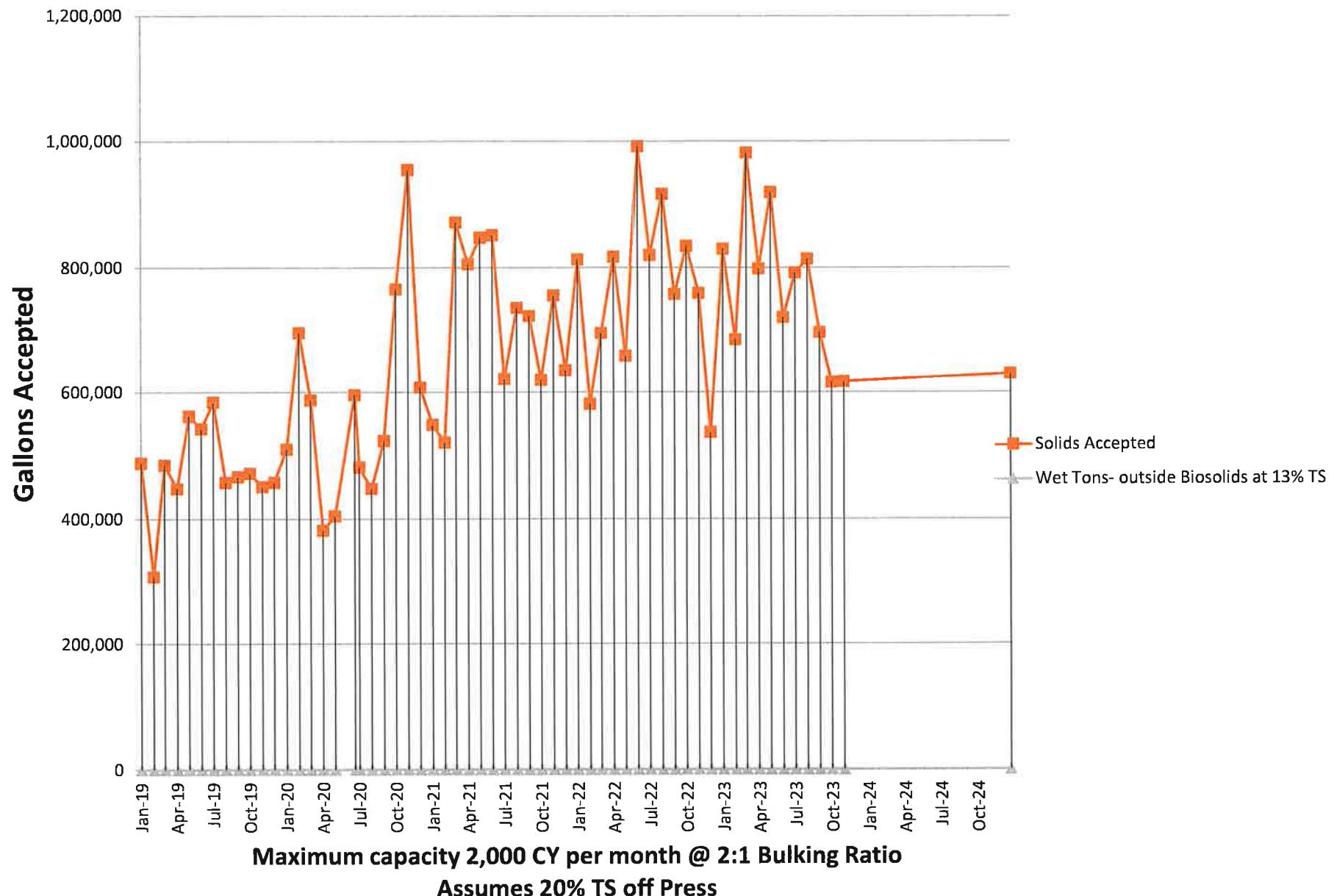
LaConner Wastewater Treatment Plant
Monthly Data 2023

Date	WWTP Total Flow	WWTP Daily Avg	WWTP Max Daily	WWTP Flow Last Year	WWTP Flow up/down from LY	Gallons of Outside Waste Processed	Gallons of Outside Waste Processed Last year	Up/down from last year	Wet tons of 95% Biosolids Processed	Wet tons of <95% Biosolids Processed
Jan-23	11,013,000	359,000	555,000	13,780,000	21%	945,220	899,297	5%	0	0
Feb-23	8,850,000	316,000	626,000	13,780,000	36%	809,755	761,967	6%	0	0
Mar-23	10,260,000	331,000	433,000	10,290,000	1%	1,115,598	891,855	21%	0	0
Apr-23	8,880,000	296,000	348,000	10,290,000	14%	972,540	1,014,712	5%	0	0
May-23	8,773,000	283,000	317,000	8,840,000	1%	1,124,169	904,807	20%	0	0
Jun-23	7,620,000	254,000	295,000	10,310,000	27%	912,242	1,188,452	24%	0	0
Jul-23	8,190,000	264,000	336,000	8,390,000	3%	1,004,992	1,028,684	3%	0	0
Aug-23	8,210,000	264,839	299,000	8,250,000	1%	1,013,297	1,143,904	12%	0	0
Sep-23	7,750,000	258,333	230,000	7,330,000	6%	845,286	933,329	10%	0	0
Oct-23	8,030,000	259,032	350,000	8,400,000	5%	809,269	1,020,668	21%	0	0
Nov-23	8,420,000	280,667	346,000	9,870,000	15%	801,228	852,952	7%	0	0
Dec-23	11,050,000	356,452	418,000	12,013,000	8%	629,318	647,509	3%	0	0



Increase
Decrease

LaConner Wastewater Treatment Plant Monthly Data 2019- Present



TimeDate	CaseNumber	NatureDesc	Category
12/1/2023, 11:26 AM	23-16058	Fraud Violation	Fraud
12/1/2023, 12:38 PM	23-16062	Traffic Enforcement	Motor Vehicle Incidents
12/2/2023, 10:42 PM	23-16140	Vehicle Accident	Motor Vehicle Incidents
12/4/2023, 7:13 AM	23-16173	Disorderly Conduct	Other Incidents
12/4/2023, 7:26 AM	23-16174	Traffic Hazard	Motor Vehicle Incidents
12/5/2023, 8:34 PM	23-16263	Welfare Check	Other Incidents
12/7/2023, 7:54 PM	23-16337	Welfare Check	Other Incidents
12/7/2023, 10:32 PM	23-16343	Noise Ordinance	Civil
12/8/2023, 12:02 AM	23-16344	Alarm	Other Incidents
12/8/2023, 4:33 PM	23-16379	Traffic Enforcement	Motor Vehicle Incidents
12/9/2023, 5:07 PM	23-16434	Traffic Hazard	Motor Vehicle Incidents
12/10/2023, 9:08 PM	23-16485	Animal Problem	Other Incidents
12/11/2023, 8:09 AM	23-16494	Traffic Enforcement	Motor Vehicle Incidents
12/12/2023, 11:08 AM	23-16548	Abandoned Vehicle	Motor Vehicle Incidents
12/13/2023, 3:51 AM	23-16597	Domestic Violence	Domestics
12/14/2023, 3:43 PM	23-16667	Property Theft	Property Crimes
12/16/2023, 4:02 PM	23-16770	Civil Problem	Civil
12/16/2023, 4:26 PM	23-16771	Vehicle Accident	Motor Vehicle Incidents
12/17/2023, 5:41 PM	23-16807	Traffic Enforcement	Motor Vehicle Incidents
12/19/2023, 1:24 PM	23-16890	Welfare Check	Other Incidents
12/19/2023, 5:12 PM	23-16900	Unsecure Premise	Other Incidents
12/20/2023, 9:55 AM	23-16917	Welfare Check	Other Incidents
12/20/2023, 11:16 AM	23-16920	Vehicle Accident	Motor Vehicle Incidents
12/21/2023, 11:07 PM	23-16996	Alarm	Other Incidents
12/23/2023, 12:25 PM	23-17057	Agency Assistance	Other Incidents
12/23/2023, 1:48 PM	23-17060	911 Hangup Call	Other Incidents
12/23/2023, 3:32 PM	23-17066	Burglary	Property Crimes
12/24/2023, 12:27 AM	23-17079	Traffic Enforcement	Motor Vehicle Incidents
12/24/2023, 9:40 PM	23-17108	Traffic Enforcement	Motor Vehicle Incidents
12/26/2023, 6:42 AM	23-17137	Alarm	Other Incidents
12/27/2023, 10:44 PM	23-17216	Vehicle Accident	Motor Vehicle Incidents
12/28/2023, 9:41 AM	23-17229	Agency Assistance	Other Incidents
12/28/2023, 12:17 PM	23-17240	Property Theft	Property Crimes
12/29/2023, 2:37 PM	23-17286	Traffic Enforcement	Motor Vehicle Incidents
12/31/2023, 8:11 PM	23-17372	Citizen Assist	Civil
1/1/2024, 8:11 AM	24-00006	Animal Problem	Other Incidents
1/2/2024, 9:20 AM	24-00045	Malicious Mischief	Property Crimes
1/2/2024, 9:25 AM	24-00048	Welfare Check	Other Incidents

TIME IN TOWN 91 HOURS

TIME IN ZONE 692 HOURS



Incide ▾

Find address or place



X



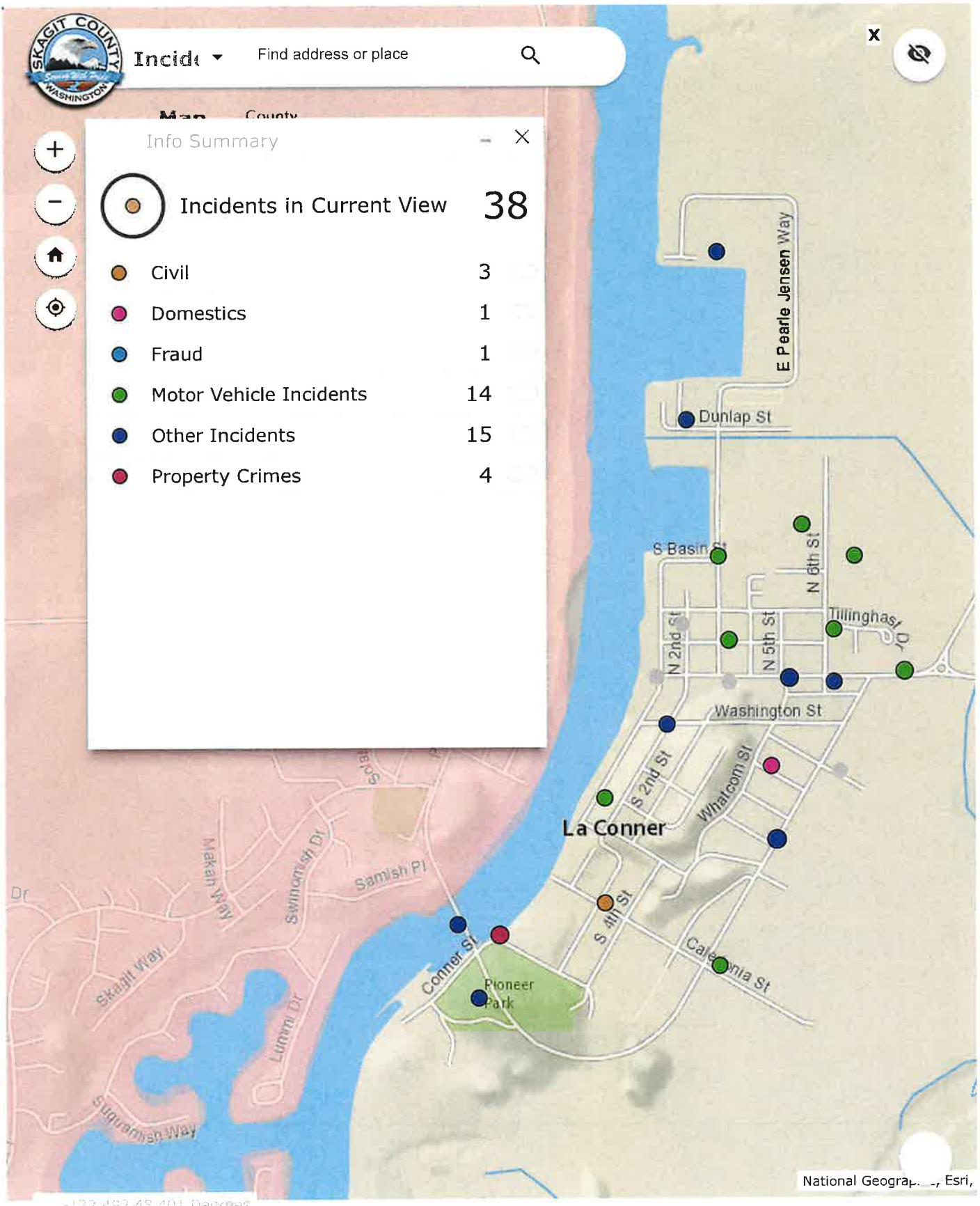
Map County



Info Summary

Incidents in Current View

- Civil 3
- Domestics 1
- Fraud 1
- Motor Vehicle Incidents 14
- Other Incidents 15
- Property Crimes 4

38

-122.492 48.401 Degrees

National Geographic, Esri,

1000ft



Unfinished Business

- 1) Center Street Project – Discussion – No Insert**
- 2) Jenson Property – Discussion – No Insert**
- 3) Ordinance – Update Town Holidays**
- 4) Resolution – Council Intent to Assume Duties of the Transportation Benefit District**

**Ordinance –
Update Town Holidays**

Town of La Conner



AN ORDINANCE OF THE LA CONNER TOWN COUNCIL ESTABLISHING TOWN HOLIDAYS

Whereas, THE Town Council wishes to amend the La Conner Municipal Code by establishing holidays observed within the Town, consistent with those holidays recognized by the State of Washington as set forth in RCW 1.16.050.

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

Section 1. That Section 2.100.010 of the La Conner Municipal Code is hereby amended, the revised section to read as follows:

2.100.010 Town holidays.

The following town holidays shall be observed:

Holiday	When Observed
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	First Monday in September
Native American Day	Fourth Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving Day

Christmas Day

December 25

Any holiday falling on a Saturday will be celebrated on the preceding Friday.

Any holiday falling on a Sunday will be celebrated on the following Monday.

ADOPTED BY VOTE of the La Conner Town Council this 9th day of January 2024.

Mayor

Attest:

Town Clerk

Approved as to form:

Town Attorney

**Resolution – Council Intent to Assume Duties of
the Transportation Benefit District**

Town of La Conner



RESOLUTION NO. ____

A RESOLUTION EXPRESSING THE LA CONNER TOWN COUNCIL'S INTENT TO ASSUME THE RIGHTS, POWERS, FUNCTIONS, AND DUTIES OF THE LA CONNER TRANSPORTATION BENEFIT DISTRICT, AND ESTABLISHING A DATE AND TIME FOR A PUBLIC HEARING.

Whereas, The La Conner Town Council adopted Ordinance No. 1233 creating the La Conner Transportation Benefit District with the same boundaries as the Town; and

Whereas, RCW 36.74.020 provides that, "The assumption of the rights, powers, functions, and obligations of a transportation benefit district may be initiated by the adoption of an ordinance or a resolution by the city or county legislative authority indicating its intention to conduct a hearing concerning the assumption of such rights, powers, functions, and obligations"; and

Whereas, the Town Council hereby expresses its intent to assume the rights, powers, functions, and obligations of the La Conner Transportation Benefit District; and

Whereas, the Town Council wishes to set a time and place for a public hearing on the proposed assumption, at which time all persons interested may appear and be heard.

NOW THEREFORE, BE IT RESOLVED,

That the Town Council of the Town of La Conner will hold a public hearing at the regular Town Council meeting to take place on February 13, 2024 at 6:00 p.m.

Approved by vote of the La Conner Town Council this _____ day of January, 2024.

Marna Hanneman, Mayor

ATTEST:

Maria DeGoede, Town Clerk

Approved as to form:

Scott Thomas, Town Attorney

New Business

- 1) Agreement – Civic Plus Website**
- 2) Agreement – Frontline Cleaning**
- 3) Bid Recommendation – Maple Hall HVAC (DK Systems)**
- 4) Agreement – State of WA & La Conner Fire Dept. Cost Reimbursement**
- 5) Ordinance – Elected Officials Pay**

**Agreement –
Civic Plus – Website**

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-51811-1

Date:

10/4/2023 12:01 PM

Customer:LA CONNER,
WASHINGTON

QTY	Product Name	DESCRIPTION
1.00	CivicPlus GCMS All-Inclusive	Website Annual Fees for Hosting and Support.
1.00	Recurring Redesign Annual Fee Renewal	Website Recurring Redesign Annual Fee Renewal
1.00	SSL Management – CP Provided Only Renewal	SSL Management – CP Provided Only 1 per domain (Annually Renews) - SSL for https://www.townoflaconner.org/
Annual Recurring Services - Initial Term		USD 6,346.51
Annual Recurring Services - (Subject to Uplift)		USD 6,346.51

1. This renewal Statement of Work ("SOW") is between Town of La Conner ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: www.civicplus.help/hc/p/legal-stuff (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").

2. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 2/22/2024 and running for twelve months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to an annual increase of 5% each Renewal Term.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

By:

Name:

Title:

Date:

CivicPlus

By:



Name:

Amy Vikander

Title:

Senior Vice President of Customer Success

Date:

**Agreement –
Frontline Cleaning**



Town of La Conner Services Agreement

THIS AGREEMENT is entered into by and between the Town of La Conner, a Washington municipal corporation, hereinafter referred to as the "Town", and **Frontline Cleaning Services Corp**, a Washington corporation, hereinafter referred to as the "Contractor".

The Town and Contractor mutually agree as follows:

I. Scope and Schedule of Work.

- A.** The Contractor agrees to perform those services described in Exhibit "A," and Exhibit "B" attached hereto and incorporated herein.
- B.** All obligations and services of the Contractor undertaken pursuant to this Agreement shall be performed diligently and completely in accordance with professional standards of conduct and performance.
- C.** The Contractor shall comply with all applicable provisions of Washington State's Prevailing Wage law, Chapter 39.12 RCW.

II. Compensation and Payment.

- A.** The Town shall pay the Contractor the sum of **\$33,175.00** for the services performed under this Contract. Such payment shall be the total compensation for all work performed under this Agreement, including but not limited to all labor, reimbursable expenses, and equipment expenses. The following supplies shall be provided by the Town.
- B.** The Contractor shall be eligible for payment on a monthly basis, in an amount proportionate to the total compensation to be paid under this agreement. The Contractor shall submit an original written invoice with necessary and appropriate documentation, for work completed during the previous month.
- C.** Payment shall be made through the Town's ordinary payment process and shall be considered timely if made within 30 days of receipt of a properly completed invoice.
- D.** All payments shall be subject to adjustment for any amounts determined upon audit to have been improperly invoiced.

- E. In the event the Contractor fails to pay any taxes, assessments, penalties, or fees imposed by any governmental body, including a court of law, then the Contractor authorizes the Town to deduct and withhold, or pay over to the appropriate governmental body, those unpaid amounts upon demand by the governmental body. Any such payments shall be deducted from the Contractor's total compensation.

III. Termination of Agreement.

- A. The Town may terminate this Agreement at any time, with or without cause, by giving thirty (30) days' notice to the Contractor in writing.
- B. Neither party shall be considered to be in default in the performance of this Agreement to the extent that performance is prevented or delayed by any cause which is beyond the reasonable control of the affected party.

IV. Contract Administration and Management.

- A. The Public Works Director for the Town shall have primary responsibility for administering and approving services to be performed by the Contractor and shall coordinate all communications between the Contractor and the Town.
- B. Any and all notices affecting, or relative to, this Agreement shall be effective if in writing and delivered or mailed, postage prepaid, to the respective party being notified at the address listed with the signature of this Agreement.
- D. The Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations.

V. Independent Contractor Status.

- A. The Contractor is and shall be, at all times during the term of this Agreement, an independent contractor and not an employee of the Town.
- B. The Contractor acknowledges that it is responsible for the payment of all charges and taxes applicable to the services performed under this Agreement, and the Contractor agrees to comply with all applicable laws regarding the reporting of income, maintenance of insurance and records, and all other requirements and obligations imposed as a result of the Contractor's status as an independent contractor. If the Town is assessed, liable, or responsible in any manner for those charges or taxes, the Contractor agrees to hold the Town harmless from those costs, including attorney's fees.

- C. The Contractor, at its sole expense, shall obtain and keep in force any and all necessary licenses and permits.

VI. Indemnification and Insurance.

- A. The Contractor shall indemnify, defend, and hold harmless the Town, its officials, officers, agents, employees, and volunteers from any and all claims, demands, damages, lawsuits, liabilities, losses, liens, and expenses and costs arising out of the subject matter of this Agreement; provided that this provision shall not apply to the extent that damage or injury results from the fault of the Town or its officers, agents, or employees. The term "fault" as used herein shall have the same meaning as set forth in RCW 4.22.015, as that statute may hereinafter be amended.
 - B. The Contractor specifically assumes potential liability for actions brought by the Contractor's own employees against the Town and, solely for the purpose of this indemnification and defense, the Contractor specifically waives any immunity under the State Industrial Insurance Law, RCW 51. **THE CONTRACTOR RECOGNIZES THAT THIS WAIVER WAS SPECIFICALLY ENTERED INTO PURSUANT TO THE PROVISIONS OF RCW 4.24.115 AND WAS THE SUBJECT OF MUTUAL NEGOTIATION.**
 - C. These indemnifications shall survive the termination of this Agreement.
 - D. Contractor shall maintain and keep in force the following insurance policies during the term of this Agreement:**
 - 1. **Commercial General Liability** Insurance, written on ISO occurrence form CG00 01, which shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The Town shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Town.
 - 2. **Auto Liability** covering all owned, non-owned, hired and leased vehicles. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 - 3. **Workers' Compensation** coverage as required by the Industrial Insurance laws of the State of Washington.
 - E. A waiver or failure by either party to enforce any provision of this Agreement shall not be construed as a continuing waiver of such provisions, nor shall the same constitute a waiver of any other provision of this Agreement.

VII. Conflict of Interest.

No officer, employee, or agent of the Town, nor any member of the immediate family of any such officer, employee, or agent, shall have any personal financial interest, direct or indirect, in this Agreement. The Contractor shall comply with all federal and state conflict of interest laws, statutes, and regulations. The Contractor further covenants that, in performance of this Agreement, no person having any such interest shall be employed.

VIII. Interpretation and Venue.

- A.** Washington law shall govern the interpretation of this Agreement. Skagit County shall be the venue of any arbitration or lawsuit arising out of this Agreement.
- B.** If one or more of the clauses of this Agreement is found to be unenforceable, illegal, or contrary to public policy, the Agreement will remain in full force and effect except for the clauses that are unenforceable, illegal, or contrary to public policy.
- C.** This Agreement constitutes the complete and final agreement of the parties and replaces and supersedes all oral and/or written proposals and agreements heretofore made on the subject matter and may be modified only by a writing signed by both parties.

IX. Changes to Agreement. The Town may, from time to time, require changes in the scope of the service to be performed hereunder. Such changes, including increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by the Town and the Contractor, shall be incorporated in written amendment to this agreement.

X. Notices: Any notices required to be given by the Town to the Contractor or by the Contractor to the Town shall be in writing and delivered to the parties at the following addresses:

Town Administrator
Town of La Conner
P.O. Box 400
La Conner, WA 98257

Contact: _____
Frontline Cleaning Services
PO Box 587
Burlington, WA 98233

IN WITNESS WHEREOF the Town and the Contractor have caused this Agreement to be executed on the dates written below.

APPROVED BY TOWN COUNCIL January-9-2024.

TOWN OF LA CONNER

Contractor

By: Mayor Marna Hanneman

By:

Date: _____

Date: _____

APPROVED AS TO FORM:

Scott G. Thomas
Town Attorney

EXHIBIT "A"

Professionally Clean/sanitize 4 public restrooms for public use at the locations of: 3RD and Morris Street (men's and women's); and 613 S First Street, (men's and women's).
2024 cleaning schedule attached as Exhibit "B."

Supplies provided by the Town of LaConner.



BID FOR: TOWN OF LACONNER

PUBLIC RESTROOM CLEANING FOR 2024 \$ 33,175.00

Clean 4 bathrooms per 2024 cleaning schedule.

Cleaning starts January 12th through December 31st.

375 regular cleanings with 10 holidays for a total of 385 cleanings.

Supplies provided by the Town of LaConner.

**This is a prevailing wage project. Prevailing wage will be paid and filed with the state. The cost to file an intent and affidavit will be added to the first and last invoice of \$40.00 each.

Town of LaConner _____ Date _____

Frontline _____ Date _____

JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6										1	2	3				1	2						
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	10	11	12	13	14	15		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
21	22	23	24	25	26	27	28	29	30	31				25	26	27	28	29	30	31								
28	29	30	31																									
MAY							JUNE							JULY							AUGUST							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
															1													
5	6	7	8	9	10	11	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
12	13	14	15	16	17	18	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
19	20	21	22	23	24	25	20	21	22	23	24	25	26	27	28	29	30	31										
26	27	28	29	30	31																							
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
															1	2	3	4	5		1	2						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
22	23	24	25	26	27	28	23	24	25	26	27	28	29	30	31													
29	30																											

Template © calendarlabs.com

Schedule: EXHIBIT "B"

Cleaning to begin January 12, 2024 and continue through December 31, 2024.

Contractor to perform 376 regular cleanings and 9 holidays, for a total of 385 cleanings.

**Bid Recommendation – Maple Hall
HVAC DK Systems**

BID FORM

TO: TOWN OF LA CONNER

A. Pursuant to and in compliance with your Advertisement for Bids and the other documents relating thereto, the undersigned Bidder, having familiarized himself with the terms of the project related to those items herein bid, being aware of the local conditions affecting the performance of a Contract covering the items bid, having familiarized himself with the Contract Documents, hereby proposes and agrees to perform the work and/or to furnish the equipment, and to furnish any and all of the labor, materials, tools, expendable equipment and all utility and transportation services necessary to perform a Contract covering any or all of those items herein bid and to complete in a workmanlike manner, all work covered by said Contract in connection with the Owner's **2024 HVAC Upgrades** project, for an amount computed upon the basis of the quantity of work actually performed at the following bid prices.

STATE ALL UNIT PRICES IN BOTH WORDS AND FIGURES, PER SECTION 00100

ITEM	QTY	DESCRIPTION	COST (BID)
1	1	Maple Hall/Maple Center Heating Unit Replacement and Maple Center Heat Pump Addition	\$ 294,500.00
(Per Lump Sum)		Two hundred ninety four thousand, five hundred dollars	
UNIT PRICE IN WORDS			
2	1	Fire Hall Heating Unit Replacement	\$ 163,900.00
(Per Lump Sum)		One hundred sixty three thousand, nine hundred dollars	
UNIT PRICE IN WORDS			
Basis of Award		Total Bid w/o Tax	\$ 458,400.00

B. The undersigned Bidder hereby proposes and agrees to commence work under this Contract, if awarded to him, on or before ten (10) consecutive work days after the issuance of the Owner's Notice to Proceed and agrees to complete the entire Contract within sixty (60) work days of specialty equipment arriving onsite. The agreed liquidated damage to the Owner shall be Five hundred dollars and 00/100ths (\$500.00) for each work day over and above the stated number required to complete the contract. There shall be no exceptions or revisions to the stated time schedules without written Notice from the Owner or as specifically provided in the contract documents.

C. The above stated bid includes all use, compensating and other taxes except applicable Washington State sales tax which will be added to the moneys actually due the Contractor as outlined in the Contract Documents.

D. The Owner reserves the right to delete all or any portion of the work.

E. It is understood that the Lump Sum amount bid for each respective bid item includes all necessary labor, equipment, materials and any related charges necessary to perform the work requested and shown on the plans, complete and fully operational.

K. Signatures

Date: 12-14-2023 D. K. Systems, Inc.
PROPER NAME OF BIDDER
By: 
(signature)
Don Underhill
D. K. Systems, Inc.
PO Box 886
Burlington, WA 98233
ADDRESS
Phone: 360-755-1555
Email: don@dksystemsinc.com
Federal Taxpayer ID Number: 75-3054397
Contractors License Number: DKSYSI*982L1
UBI Number: 602-204-164

*** END OF SECTION ***

**Agreement – State of WA & La Conner
Fire Dept. Cost Reimbursement**

FIRE MOBILIZATION INTERAGENCY AGREEMENT
BETWEEN
STATE OF WASHINGTON
WASHINGTON STATE PATROL
AND
LA CONNER FIRE DEPARTMENT

This Interagency Agreement (Agreement), pursuant to RCW 43.43.960 through RCW 43.43.964 (State Fire Service Mobilization) and Chapter 39.34 RCW (Interlocal Cooperation Act), is made and entered into by and between the Washington State Patrol, hereinafter referred to as "WSP," and **La Conner Fire Department**, a statutorily authorized fire agency within the State of Washington, hereinafter referred to as "Fire Agency."

The purpose of this Agreement is to provide for the reimbursement of allowable Fire Agency costs incurred while its assets are mobilized in accordance with RCW 43.43.960 through RCW 43.43.964 and the Washington State Fire Services Resource Mobilization Plan (Mobilization Plan). The Mobilization Plan and any subsequent versions adopted pursuant to RCW 43.43.962 are incorporated herein by this reference and can be found at: <https://www.wsp.wa.gov/all-risk-mobilization/>

Therefore, it is mutually agreed that:

1. **Mobilization Plan.** The Mobilization Plan provides a process to quickly notify, assemble and deploy fire service personnel and equipment to any local fire jurisdiction in Washington State that has expended all local and mutual aid resources in attempting to manage, mitigate and control an emergency incident or situation for the protection of life and property. If the Fire Agency responds with its available assets to an incident mobilization, both parties shall comply with the procedures detailed in the Mobilization Plan.
2. **Period of Performance.** The period of performance of this Agreement begins on 1/01/2024 and ends on 1/01/2029 unless terminated sooner as provided herein.
3. **Billing Procedures.** WSP shall reimburse the Fire Agency upon the receipt of properly executed claim forms submitted by the Fire Agency according to the Mobilization Plan. Claims for payment submitted by the Fire Agency to WSP for costs due and payable under this Agreement shall be paid by WSP if received by WSP within 45 days from the end of each respective fire mobilization. The Fire Agency is required to be registered as a Statewide Payee prior to submitting a request for payment under this Contract. The Washington State Office of Financial Management (OFM) maintains the Statewide Payee Registration System; to obtain registration materials go to <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>
4. **Compliance with Civil Rights Laws.** During the period of performance for this Agreement, both parties shall comply with all federal and state nondiscrimination laws.
5. **Records Maintenance.** Both parties shall maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. Both parties shall retain all books, records, documents, and other material relevant to this Agreement for six (6) years after expiration, and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.
6. **Agreement Management.** The work described herein shall be performed under the coordination of the parties' Contract Managers listed below, or their successors. They shall provide assistance and guidance to the other party necessary for the performance of this Agreement. The parties shall notify each other within ten (10) business days of a change in Contract Manager.

Contract Manager for LA CONNER FIRE DEPARTMENT:	Contract Manager for the WASHINGTON STATE PATROL:
Aaron Reinsta Chief 12142 Chilberg RD La Conner, WA 98257 (360) 333-1989 firechief@townoflaconner.org	Brian Briscoe State Deputy Fire Marshal PO Box 42642 Olympia WA 98504-2642 (360) 596-3925 Brian.Briscoe@wsp.wa.gov

7. Hold Harmless. Each party shall defend, protect and hold harmless the other party from and against all claims, suits and/or actions arising from any negligent or intentional act or omission of that party's employees, agents, and/or authorized subcontractor(s) while performing under this Agreement.

8. Agreement Alterations and Amendments. This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

9. Termination. Either party may terminate this Agreement upon thirty (30) calendar days' written notification to the other party. If this Agreement is so terminated, the terminating party shall be liable only for performance in accordance with the terms of this Agreement for performance prior to the effective date of termination.

10. Appeals of Denied Claims. In the event that WSP denies payment of claim(s) submitted by the Fire Agency under this Agreement, the Fire Agency may appeal the denial according to the Mobilization Plan. The process contained in the Mobilization Plan is the sole administrative recourse available to the Fire Agency for the appeal of denied claims.

11. Order of Precedence. In the event of any inconsistency in the terms of this Agreement, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal and state statutes and regulations;
2. Terms and Conditions contained in this Agreement
3. Any other provisions of the Agreement, whether incorporated by reference or otherwise.

12. All Writings Contained Herein. This Agreement contains all the terms and conditions agreed upon by the parties. 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.

IN WITNESS WHEREOF, the parties have executed this Agreement.

<i>La Conner Fire Department</i>	<i>WASHINGTON STATE PATROL</i>	
Signature	Date	Signature
Print Name and Title		For: John R. Batiste, Chief

APPROVED AS TO FORM BY THE OFFICE OF THE ATTORNEY GENERAL 2/5/2008

**Ordinance –
Elected Officials Pay**

Town of La Conner



AN ORDINANCE OF THE LA CONNER TOWN COUNCIL AMENDING SECTION 2.65 OF THE LA CONNER MUNICIPAL CODE

Whereas, the Mayor is elected and serves as the chief administrative 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 town staff and for the Mayor of the Town of La Conner through the Association of Washington Cities. The current Mayor-elect of the Town of La Conner, the Honorable Marna Hanneman, 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 \$1931.40 per month; and

Whereas, Section 2 of Ordinance No. 1043 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, 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 began 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.

Whereas, the mayor of a Washington town has no veto authority; and

Whereas, sections 2.65.030

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

Section 1. That Section 2.65.030 of the La Conner Municipal Code is hereby amended, the revised section to read as follows:

2.65.030 Travel reimbursements.

- (1) The town shall reimburse town employees/officials for business-related mileage at the rates set forth annually by the Internal Revenue Service. ~~This reimbursement will not apply to normal daily travel.~~
- (2) ~~Travel-related expenses shall be reimbursed in accordance with a policy adopted from time-to-time by the town council. The town shall reimburse town employees/officials for other travel related expenses including lodging, meals, and necessary supplies/expenses when evidenced by receipts.~~
- (3) The expenses claimed shall be directly related to the travel-related official business, shall only relate to expenses incurred by the employee/official, ~~and~~ shall not include any expenses related to other nonemployees/officials, ~~and shall not include any tips or gratuities.~~
- (4) The town administrator shall have authority to review and approve/disapprove of these reimbursements including the determination of the reasonableness and necessity of the claimed expenses.

Section 2. That Section 2.65.040 of the La Conner Municipal Code is hereby amended, the revised section to read as follows:

2.65.040 Town employee compensation salary ranges.

Exempt and hourly employees shall be hired by the mayor and employed by the town, ~~and compensated in an amount established by the town council, using the following salary ranges to establish initial salary levels; thereafter, salary ranges may be used to compensate exempt and hourly employees for exemplary service on behalf of the town; and the town shall review these salary ranges every four years to assure their continued appropriateness;~~

Position (Exempt)	Salary Range
Administrator	\$55,000 – \$70,000
Public Works Director	\$45,000 – \$60,000

Finance Director	\$45,000 – \$60,000
Planning Director	\$45,000 – \$60,000
-	-
Position (Hourly)	Salary Range
Deputy Clerk	\$35,000 – \$45,000
Planning Assistant (part-time)	\$14,000 – \$24,000
Staff Assistant (part-time)	\$14,000 – \$18,000
Code Enforcement Officer (part time)	\$6,000 – \$7,000

Section 3. That Section 2.65.050 of the La Conner Municipal Code is hereby amended, the revised section to read as follows:

2.65.050 Town employee compensation in the event of town closure.

In the event of the closure of town offices and/or the late opening due to severe weather conditions or other extraordinary events when employees are told to go home or not to come into work, the town administrator shall assess on a case-by-case basis if it is feasible for employees to perform all or some of their duties from home. In the event an employee is not able to work from home, then these official town closures will be considered paid time off. However, during times of inclement weather or natural disaster, it is essential that the town continue to provide vital public services such as police, fire services, certain public works services and wastewater treatment services. For services that must continue, the mayor or town administrator, working with the department head, will determine the level of staffing required and the process by which it is decided which employees can be released and which must remain on duty. Otherwise employees are expected to report to work as usual unless excused by the mayor or the administrator. Individual decisions not to report to work due to any of the above conditions will be viewed as leave without pay or vacation leave.

Further, in the event that the duration of the severe weather conditions or other extraordinary events is deemed significant by the mayor, the mayor may terminate his decision to pay some or all employees for time away from the office.

Section 4. That a new Section 2.65.060 of the La Conner Municipal Code is hereby adopted, which shall read as follows:

2.65.060 Council compensation.

All town council members shall be compensated for their service at the rate of \$150.00 per month. No other employee benefits shall be provided to council members except as permitted by law and provided for by town ordinance.

Section 5. That a new Section 2.65.070 of the La Conner Municipal Code is hereby adopted, which shall read as follows:

2.65.060 Mayor's compensation.

The annual salary of the mayor shall be \$10,800 which shall be paid in equal monthly installments of \$900.00. No other employee benefits shall be provided to the mayor except as permitted by law and provided for by town ordinance.

Section 6. This ordinance shall take effect immediately upon publication, and shall operate retroactively to January 1, 2024.

ADOPTED BY VOTE of the La Conner Town Council this 9th day of January 2024.

Mayor

Attest:

Town Clerk

Approved as to form:

Town Attorney

Mayor Roundtable

1) Ethics Discussion



Town of La Conner

Date: January 5, 2024

To: Mayor and Town Council

From: Scott G. Thomas, Town Administrator

Subject: Principles of Conduct

I have been asked to include on the January 9th agenda a discussion on the development of a common understanding of agreed principles in conducting the public's business. The development of such principles would be conducted by the Council, with review and comment provided by the Arts Commission, Emergency Management Commission, Parks Commission, and Planning Commission. La Conner has done something similar in the past, although it is not entirely clear how broad that effort was and whether or not it included the Town Council. Attached hereto is a copy of such a document previously provided to the Planning Commission. I have also included documents developed by other communities, which run the gamut from short to not-so-short, as well as the Washington State Senate's version. Literature on this topic suggest that the following elements are common:

- Demonstrate honesty and integrity in every action and statement;
- Inspire public confidence in our town government;
- Work for the common good, not personal interest;
- Respect the proper roles of elected officials and staff in ensuring open and effective government;
- Disagree agreeably and professionally (use appropriate language, tone, nonverbal gestures, etc.);
- Share information and avoid surprises;
- Approach the business of governing in a professional manner — conduct business in a way that brings honor to the institution of government;
- Praise in public, criticize in private;
- Work together as a body, modeling teamwork and civility for our community;
- Communicate through the mayor, manager, or administrator;
- Prepare in advance of council meetings, be familiar with issues on the agenda and ask questions of the city manager before the meetings so everyone can be fully prepared when the meeting occurs;
- Fully participate in council meetings and other public forums while demonstrating respect, consideration and courtesy to others;

- Participate in scheduled activities to increase council effectiveness;
- Share information with other council members about meetings attended;
- Work for win-win — strive for consensus and seek common ground; and
- Honor “discussion” before “decisions” — delay making formal motions until initial discussions have taken place.

Taken from Beyond Ethics: Rod Gould, ESTABLISHING A CODE OF CONDUCT TO GUIDE YOUR COUNCIL, League of California Cities, December 1, 2019.



As a TOWN Official of the Town of La Conner, I agree to these principles of conduct:

- We consistently demonstrate the principles of professionalism, respect and civility in working for the greater good of La Conner.
- We assure fair and equal treatment of all people.
- We conduct ourselves both personally and professionally in a manner that is above reproach.
- We refrain from abusive conduct, personal charges or verbal attacks on the character or motives of Council members, commissioners, the mayor, staff and the public.
- We take care to avoid personal comments that could offend others. We show no tolerance for intimidating behaviors.
- We listen courteously and attentively to all public discussions and treat all people the way we wish to be treated.
- We serve as a model of leadership and civility to the community. Our actions inspire public confidence in La Conner government.



CODE OF CONDUCT

PURPOSE

All members of the Washington State legislative community have the right to a legislative environment that is safe and respectful, free from unsolicited, unwelcome, and inappropriate comments or conduct. This Code of Conduct provides guidance that clarifies the standards of professional conduct and appropriate behavior, and is consistent with the respective policies of the House, Senate, and Legislative Agencies regarding workplace conduct. The legislative community is defined as the community of individuals who participate in the business of the House of Representatives, Senate, and Legislative Agencies to enact legislation through debate and collaboration. Members of the legislative community include but are not limited to:

- Legislators and other elected or appointed officials;
- Employees and interns of the House, Senate, and Legislative Agencies;
- Lobbyists;
- Employees of State agencies, Boards, and Commissions and others representing government entities;
- Members of the press; and
- Members of the public participating in the business of the legislature.

CODE OF CONDUCT

The Legislature is committed to maintaining a professional and respectful environment for all members of the legislative community. As stewards of the public trust, each member of the legislative community is expected to:

- *Conduct themselves with self-awareness, self-respect, and professionalism;*
- *Treat all others with respect, dignity, and civility, regardless of status or position; and*
- *Refrain from engaging in hostile, intimidating, offensive, or unlawful activities or behaviors that may amount to discrimination, harassment, sexual harassment, or bullying under the respectful workplace policies of the Senate.*

This Code of Conduct applies equally and at all times to all members of the legislative community, both on and off the capitol campus. *See also HCR 4401 (2019).*

VIOLATIONS

The Senate will address any complaints of violations in a manner that is apolitical, impartial, transparent, prompt, thorough, and respectful. Reported violations will be investigated in accordance with the rules, policies, and procedures instituted by the Senate. No person will be granted special privilege or immunity from consequences of violations on the basis of their status or position in the legislative community. Retaliation or threat of retaliation against any person who complains of or reports violations will not be tolerated. The Senate may take disciplinary action against a person who retaliates or threatens retaliatory action in accordance with its Policy on Appropriate Workplace Conduct.

ACKNOWLEDGMENT

I affirm that I have read the Senate Code of Conduct. I understand the conduct and behavior expected of me as a member of the legislative community.

Signature

Print Name

Date Signed



CITY OF KIRKLAND CODE OF CONDUCT FOR CITY COUNCIL AND BOARDS AND COMMISSIONS

The Code of Conduct is supplemental to the Kirkland Municipal Code and the Code of Ethics and applies to the City Council and all members of City advisory boards and commissions. The Code of Conduct describes how Kirkland officials treat each other and work together for the common good of the community. Conducting the City's business in an atmosphere of respect and civility is the underlying theme in this code. City Officials are responsible for holding themselves and each other accountable for displaying actions and behaviors that consistently model the ideals expressed in the code.

Implicit in the Code of Conduct is recognition of the worth of individual members and an appreciation for their individual talents, perspectives and contributions. The Code will ensure an atmosphere where individual members, staff and the public are free to express their ideas and work to their full potential.

As a City Official of the City of Kirkland, I agree to these principles of conduct:

We consistently demonstrate the principles of professionalism, respect and civility in working for the greater good of Kirkland.

We assure fair and equal treatment of all people.

We conduct ourselves both personally and professionally in a manner that is above reproach.

We refrain from abusive conduct, personal charges or verbal attacks on the character or motives of Council members, commissioners, staff and the public.

We take care to avoid personal comments that could offend others.

We show no tolerance for intimidating behaviors.

We listen courteously and attentively to all public discussions and treat all people the way we wish to be treated.

We serve as a model of leadership and civility to the community.

Our actions inspire public confidence in Kirkland government.

Keeping in mind the common good as the highest purpose, we will focus on holding efficient meetings that achieve constructive solutions for the public benefit.

We work as a team to solve problems and render decisions that are based on the merits and substance of the matter.

We respect differences and views of other people.

We adhere to the principles and laws governing the Council/Manager form of government and treat all staff with respect and cooperation.

We will refrain from interfering with the administrative functions and professional duties of staff.

We will not publicly criticize individual staff but will privately communicate with the City Manager any concerns about a Department or Department Director or staff person.

We will refrain from negotiating or making commitments without the involvement and knowledge of the City Manager.

We will work with staff in a manner that consistently demonstrates mutual respect.

We will not discuss personnel issues, undermine management direction, or give or imply direction to staff.

We will communicate directly with the City Manager, department directors or designated staff contacts when asking for information, assistance or follow up.

We will not knowingly blindside one another in public and will contact staff prior to a meeting with any questions or issues.

We will not attend City staff meetings unless requested by staff.

I acknowledge that I have received and read this Code of Conduct

Name

Date

CITY OF ENUMCLAW CODE OF ETHICS

The purpose of the City of Enumclaw Code of Ethics is to strengthen the quality of government through ethical principles which shall govern the conduct of the City's elected and appointed officials, and employees, who shall:

- 1. Be dedicated to the concepts of effective and democratic local government and respectful of the duties of each branch of government.**

Democratic Leadership. Officials and staff shall honor and respect the principles and spirit of representative democracy and set a positive example of good citizenship by scrupulously observing the letter and spirit of laws, rules and regulations.

- 2. Affirm the dignity and worth of the services rendered by government and maintain a deep sense of social responsibility as a trusted public servant.**
- 3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.**

Public Confidence. Officials and staff shall conduct themselves so as to maintain public confidence in city government and in the performance of the public trust.

Impression of Influence. Officials and staff shall conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.

- 4. Recognize that the chief function of local government at all times is to serve the best interests of all the people.**

Public Interest. Officials and staff shall treat their office as a public trust, only using the power and resources of public office to advance public interests, and not to attain personal benefit or pursue any other private interest incompatible with the public good.

5. Keep the community informed on municipal affairs; encourage communication between the citizens and all municipal officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Accountability. Officials and staff shall assure that government is conducted openly, efficiently, equitably and honorably in a manner that permits the citizenry to make informed judgments and hold city officials accountable.

Respectability. Officials and staff shall safeguard public confidence in the integrity of city government by being honest, fair, caring and respectful and by avoiding conduct creating the appearance of impropriety or which is otherwise unbefitting a public official.

6. Seek no favor; believe that personal benefit or profit secured by confidential information or by misuse of public time is dishonest.

Business Interests. Officials and staff shall have no beneficial interest in any contract which may be made by, through or under his or her supervision, or for the benefit of his or her office, or accept directly or indirectly, any compensation, gratuity or reward in connection with such contract unless allowed under State law.

Private Employment. Officials and staff shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests or conduct a private business when such employment, service or business creates a conflict with or impairs the proper discharge of their official duties.

Confidential Information. Officials and staff shall not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

Gifts. Officials and employees shall not directly or indirectly solicit any gift or accept or receive any gift whether it is money, services, loan, travel, entertainment, hospitality, promise, or any other form - under the following circumstances:

- (a) it could be reasonably inferred or expected that the gift was intended to influence the performance of official duties; or
- (b) the gift was intended to serve as a reward for any official action on the official's or employee's part.

Investments in Conflict with Official Duties. Officials and employees shall not invest or hold any investment, directly or indirectly, in any financial business, commercial or other private transaction that creates a conflict with their official duties.

Personal Relationships. Personal relationships shall be disclosed in any instance where there could be the appearance of a conflict of interest.

Business Relationships. Officials and staff shall not use staff time, equipment, or facilities for marketing or soliciting for private business activities.

7. Conduct business of the city in a manner which is not only fair in fact, but also in appearance.

Personal Relationships. In quasi-judicial proceedings elected officials shall abide by the directives of RCW 42.36 which requires full disclosure of contacts by proponents and opponents of land use projects which are before the City Council. Boards and Commissions are also subject to these fairness rules when they conduct quasi-judicial hearings.

Ex Parte Communication. During the pendency of any quasi-judicial proceeding, a councilmember shall not engage in ex parte communications with opponents or proponents with respect to the proposal which is the subject of the proceeding unless that person:

- (a) Places on the record the substance of any written or oral ex parte communications concerning the decision of action; and
- (b) Provides that a public announcement of the content of the communication and of the parties' rights to rebut the substance of the communication shall be made at each hearing where action is considered or taken on the subject to which the communication related. This prohibition does not preclude a councilmember from seeking in a public hearing specific information or data from such parties relative to the decision if both the request and the results are a part of the record. Nor does such prohibition preclude correspondence between a citizen and his or her elected official if any such correspondence is made a part of the record when it pertains to the subject matter of a quasi-judicial proceeding.

8. Not knowingly violate any Washington statutes, City ordinance or regulation in the course of performing their duties.