



TOWN COUNCIL AGENDA

February 27, 2024 6PM
104 Commercial Street
Upper Maple Center

Skagit County Washington
Incorporated 1890
www.townoflaconner.org

I. Call to Order

II. Pledge of Allegiance

III. Public Comments (Limit: 3 minutes per person)

IV. Presentations:

V. CONSENT AGENDA

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

1. Approval of the Minutes: Council Meeting February 13, 2024
Finance:
Approval of Accounts Payable
Approval of Payroll

VI. REPORTS

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

VII. UNFINISHED BUSINESS:

1. Center Street Project – Discussion
2. Jensen Property - Discussion
3. Resolution – Ethics & Code of Conduct
4. UDC Updates – Maple Ave.
5. Community Mingle Summary - Discussion

VIII. NEW BUSINESS

IX. MAYOR ROUNDTABLE

X. EXECUTIVE SESSION

There may be an executive session immediately preceding or following the meeting as allowed by RCW 42.30.110 and as announced by the presiding officer.

Consent Agenda

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

Town of La Conner

Town Council Meeting

February 13, 2024 – 6:00 p.m.

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

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

Also present: Administrator Thomas, Finance Director DeGoede, Public Works Director Lease, Planner Davolio, WWTP Operator Wynn, 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.

Mayor Hanneman stated there will be no Presentation tonight.

Public Comments:

Resident Debbie Aldrich shared Holly Graham passed away. She was a big part of La Conner participating in events through the years.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the January 23, 2024 Council Meeting.

Approval of the Minutes of the Special Meeting on January 26, 2024.

Accounts Payable:

Checks	26780 - 26828	\$185,115.04
Voided Check	26772	
Electronic Pmts.	2018194 – Invoice Cloud	\$163.00
	2018195 – US Bank Fees	\$24.79
	Total Accounts Payable	\$185,302.83

Payroll of February 5, 2024:

Checks 5846- 5854		\$3,022.95
AWC Benefit Trust	#2018189	\$11,710.94
Deferred Comp	#2018190	\$2,476.92
PERS Retirement	#2018191	\$11,937.07
Teamsters Benefit	#2018192	\$8,926.00
Auto Payroll Taxes	#2018193	\$10,410.36
Payroll Auto Deposit		\$29,392.18
	Total Payroll	\$77,876.42

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

Chamber Report:

Chamber Director Hulst stated the Birding Festival had a nice turnout. The upcoming March events are the Pet Parade on March 9th and the Murder Mystery on March 23rd. Calls are increasing for information on the upcoming Daffodil and Tulip Festivals. He is working on a grant that will include the replacement of trees on Morris Street and the hanging baskets. Also, Public Works will be hanging the new banners.

Revenue & Expenditure Reports:

Mayor Hanneman noted the sales tax had a good start in January.

Administrator Thomas addressed the article in the local paper, that gave an inaccurate picture of the Town having unspent funds. Last year's projects were put on hold due to doubled cost increases. Those projects rolled over to this year and are higher than estimated. This along with inflation, higher costs for repairs and material and increased wages are significant factors that will draw down the funds.

Planning Report:

Planner Davolio noted he had a very productive meeting with the Port and will have more information as time goes by.

Public Works Report:

Public Works Director Lease stated during the recent freezing weather, there were a lot of water leaks, mostly on private property. However, there was major break on Downey Road. Overall, there was only an 7% water loss. He is also working on a TIB Grant called Complete Streets. He is focusing it on a sidewalk on Washington between Whatcom and Maple, a sidewalk on Road Street between Sixth and Maple and crosswalk improvements of rapid flashing lights.

Fire Department Report:

Discussions were focused on two water related calls and the need for a fire boat. There were no available rescue boats to respond to the second incident, with Immigration responding about 30 minutes after they retrieved the body.

Councilmember Carlson, along with the Mayor and Administrator, went to Olympia to request funding for the fire boat, but was advised to come back for the next year's budget as this is the supplemental budget. He is frustrated, as that is the answer he has been getting from everyone. DNR is a possibility, but he is not optimistic on the outcome.

Sewer Report:

There were six reported outages last month, but WWTP Operator Wynn confirmed they were fine running on the generator.

Mayor's Report:

Mayor Hanneman has been busy attending the Solar meeting, going to Olympia to meet with the legislatures, toured through the Tribe's wellness center and participated in an Ignite Conference. The focus now is sticking with our strategic plan and the multitude of infrastructure needs that have to be done.

Council Committee Reports:

Arts Commission:

Councilmember Taylor reported they have a crew of volunteers cleaning up the art in Town before the tourist season and gearing up for a theme for the upcoming Art's Alive. Also, they are researching La Conner artists and creating a spinoff site from the Town website page. The Committee may be looking for funding to host a new site.

Emergency Management Commission:

Councilmember Dole noted there will be an Ordinance later in this meeting to change the Commission members from six to five, as well as set the terms and rotation. He and members of the Commission attended the Cascadia Solar presentation and have been working on the Comprehensive Emergency Plan using the State and County template guides. There will be an emergency call sheet included.

Communication Committee:

Councilmember Chamberlain noted they will have a mini version of the talk that was held at the library, at the Retirement Inn on March 5th.

Streets Committee:

Councilmember Chamberlain stated they are going into a deep dive on the First Street issues. Safety is becoming increasingly more concerning and there are Public Works upgrades to consider as well. Concerns and recommendations will be discussed later in the meeting.

Finance Committee Report:

Councilmember Wohleb stated they met to review the investment options for the bond that will expire on the 15th. It was decided to invest the \$250,000 in a two-year CD with Mountain Pacific Bank.

Center Street Project:

Planner Davolio shared he received new drawings from the applicants that indicates they found an elevator design that will meet the Town's 30-foot height restriction. They will need to resubmit all the drawings to include the new elevator shaft. They have also asked about changing some of the first-floor short-term rentals to long-term rentals, but will need to submit separate permits for that. Our Code allows 40% residential, but will require the public process and the hearing examiner review.

Jensen Property:

Planner Davolio noted some of the recommended revisions of the UDC are for possible use of the Jensen property, which will be discussed later in the meeting.

Administrator Thomas discussed the need for a 45-year projection on La Conner's population and employment as it could impact the decision for the property. Also, there will be a three-step public process for the selected use of the property. 1. Open House Mingle 2. Mayor's monthly meeting, and 3. Soliciting comments through the local paper. He noted we are happy to hear any other suggestions, but we want to start the process fairly soon, with a *tentative* date of April 25th for the Open House Mingle.

PUBLIC HEARING – Transportation Benefit District (Council assumes duties)

6:35 p.m. Mayor Hanneman opened the Public Hearing.

Administrator Thomas explained by passing this ordinance, the Town Councilmembers will assume all obligations, duties, rights and decision making as District members, or the governing board of the Transportation Benefit District. Planner Davolio stated once this has been adopted, it can be included in the Transportation Element of the Comprehensive Plan.

Resident William Smith requested a brief explanation of the responsibility of the district. Administrator Thomas stated the district collects funds, through sales tax or a vehicle licensing fee. Once that has been decided, the Council, acting as the district governing board will decide what projects to spend it on. Councilmember Chamberlain further explained in past discussions, the Council favored collecting the funds through sales tax for a wider avenue of taxing from use of our roads, rather than the local citizens' vehicle tax.

6:37 p.m. Mayor Hanneman closed the Public Hearing.

Ordinance 1241 – Council Assumes the Duties, Rights and Decisions of the La Conner Transportation District:

Councilmember Carlson moved to approve Ordinance 1241, Council assumes the Duties, Rights and Decisions of the Transportation Benefit District. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

PUBLIC HEARING – Chapter 10 of the La Conner Comprehensive Plan.

6:38 p.m. Mayor Hanneman opened the Public Hearing.

Planner Davolio explained this has gone through the State process and is ready for Council approval. This Ordinance will include the Library, Maple Hall, and the Town Hall as essential public facilities.

No Comments

6:41 p.m. Mayor Hanneman closed the Public Hearing.

Ordinance 1242 – Amending Chapter 10 of the La Conner Comprehensive Plan:

Councilmember Dole moved to approve Ordinance 1242, amending Chapter 10 of the La Conner Comprehensive Plan with the typo correction. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

PUBLIC HEARING – UDC Updates:

6:42 p.m. Mayor Hanneman opened the Public Hearing.

Planner Davolio stated Council does not have to make a decision tonight if they want more time. The first updates were to the definitions. The second change addressed medical facilities in residential zones such as Maple Avenue, which would be subject to a conditional use, as well as the public hearing and hearing examiner process. The third was to create a new format for the conditional use process in accordance to new state laws. Planning Commissions no longer have the same authority as they once had. To keep their participation in the process, the hearing examiner's public hearing will be on the same evening as the Planning Commission. The Commission will sit with the public, and have the chance to be heard as well. Other changes were to commercial zones, planned unit residential development and binding site plan regulations.

Resident William Smith is concerned of possible development of medical offices on Maple Avenue and that there should be some kind of limit. Planner Davolio will look into limiting offices in terms of distance between them. However, he did clarify that the medical offices will be subject to the conditional use process as described earlier. Councilmember Taylor noted the Town has an aging population and it would be nice to have facilities here and not have to drive to Anacortes or Mount Vernon for medical needs. Councilmember Carlson stated the existing medical building is about to close down, and didn't see the need for any more medical offices.

Resident Debbie Aldrich believes the reason why the care at the existing medical building has gone down is because it was bought out by a corporation and they are moving people to Anacortes.

Glen Johnson asked if a medical clinic could be in the old pharmacy. Planner's response was yes as it is in the commercial zone.

6:55 p.m. Mayor Hanneman closed the Public Hearing.

It was the consensus of the Council to table the decision to approve the UDC updates for further review.

Agreement – National Hose Testing:

Fire Chief Reinstra explained this is a two-year agreement for the annual hose testing of the firetrucks. The cost went up 75% since the last agreement.

Councilmember Chamberlain moved to approve the Mayor to sign the agreement with National Hose Testing. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

Bid Recommendation and Agreement – Fire Hall Roof:

Public Works Director Lease presented his recommendation for the Fire Hall Roof. He received three bids with Axiom Construction submitting the lowest bid of \$295,923.05.

Councilmember Wohleb moved to approve the Bid Recommendation and the Mayor to sign the Agreement with Axiom Construction for the installation of the Fire Hall Roof. Motion seconded by Councilmember Dole. Motion carried 5/0.

Resolution 637 – In recognition of Emergency Management Commissioner Bill Stokes:

Mayor Hanneman explained Bill Stokes was significant in the forming of the Emergency Management Commission, as well as his positions as a Councilmember and Planning Commissioner.

Councilmember Taylor moved to approve Resolution 637 in recognition of Bill Stokes. Motion seconded by Councilmember Carlson. Motion carried 5/0.

Ordinance 1243 – Revision of Chapter 2.225 Emergency Management Commission:

Administrator Thomas reviewed the changes, going from six members to five, establishing the terms and rotation, and appointing Jamie Joy Throgmorton from an alternate position to the fifth position.

Councilmember Wohleb moved to approve Ordinance 1243, amending Chapter 2.225 of the La Conner Municipal Code – Emergency Management Commission. Motion seconded by Councilmember Taylor. Motion carried 5/0.

Mayor Roundtable:

Zoom Meetings:

Discussions included the monthly costs, problems with Zoom bombing and how difficult it is for the Administrator to manage Zoom while participating in the meeting. It was the consensus of the Council to cancel Zoom for public meetings. Staff will look into alternative ways for Councilmembers and staff to join a meeting if they can't be there in person.

First Street Process:

Councilmember Chamberlain discussed her concerns on safety issues and the need to change First Street to one-way with angled parking on one side. The public process will begin on February 20th at the Community Mingle, with the topic as First Street. Council discussions included the following:

- Responders are challenged with getting their large vehicles down First Street and sometimes can't.
- Have First Street two-way just past the Post Office, then remainder one-way going south.
- Angled parking would actually increase parking spaces.
- The risk of the public coming from between cars to cross the street.
- Upcoming waterline replacements affecting the eastside.
- Future intent to complete the south end to flow to Caledonia
- Have a no left turn sign at Douglas Street to encourage flow of traffic south to the parking lot.
- Incorporate Flood measures.

Councilmember Wohleb stated the feasibility study for the solar on the Fire Department roof has been finalized. We will need to complete the quarterly reporting for reimbursement from the grant.

Finance Director DeGoede documented Yard Waste Card 2024-24 was purchased by accident instead of a compost card. We normally don't do reimbursements or trade cards in for another, but this is with the Swinomish Tribe grounds maintenance. The card will be returned unused for resale and they will purchase a compost card for at least \$40.00, cost of the Yard Waste Card, and pay the difference for the purchase of compost. It was the consensus of the Council to accept the trade off of cards this one time.

Councilmember Carlson spoke again on the need for financing of the fire boat but wants to do it this year. It was the consensus of the Council to have the Administrator check on bond rates.

Executive Session:

Mayor Hanneman stated there will be an Executive Session to discuss personnel. It shouldn't exceed ten minutes. No decisions are expected to be made.

7:39 p.m. Mayor Hanneman Opened the Executive Session.

7:44 p.m. Mayor Hanneman Closed the Executive Session.

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 February 27, 2024** Claims have been received and that;

Checks Numbered: 26829 - 26867 \$102,180.17
Voided Check 26817

Auto Payments: #2018197 – Excise Tax \$7,668.37
#2018198 – Leasehold Tax \$651.99

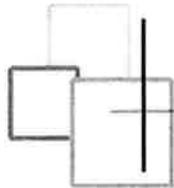
Are approved for a total payment of \$110,500.53 this 27th day of February 2024.

Maria A. De Losa
Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

Fiscal: : 2024 - February
Council Date: : 2024 - February - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Ackermann Electric Co.	26829			2024 - February - 2nd Council Meeting	
		Invoice - 2237			
			Repair Mixer Soft Start		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$97.38
			412-000-554-90-48-06	Compost Machinery/Equip	\$97.38
		Total Invoice - 2237			\$194.76
	Total 26829				\$194.76
Total Ackermann Electric Co.					\$194.76
Birch Equipment	26830			2024 - February - 2nd Council Meeting	
		Invoice - 277239C-5			
			Forklift Rental		
			403-000-553-30-35-00	Tools & Equipment Flood	\$2,768.80
		Total Invoice - 277239C-5			\$2,768.80
		Invoice - 277239D-5			
			Forklift Rental		
			403-000-553-30-35-00	Tools & Equipment Flood	\$2,768.80
		Total Invoice - 277239D-5			\$2,768.80
		Invoice - 277239E-5			
			Final Billing for the Forklift Rental		
			403-000-553-30-35-00	Tools & Equipment Flood	\$190.65
		Total Invoice - 277239E-5			\$190.65
		Invoice - 283048-5			
			Genie Access Training On Line		
			403-000-553-30-35-00	Tools & Equipment Flood	\$320.95
		Total Invoice - 283048-5			\$320.95
	Total 26830				\$6,049.20
Total Birch Equipment					\$6,049.20
Canon Financial Services INC.	26831			2024 - February - 2nd Council Meeting	
		Invoice - 32082781			
			Copier Lease		
			001-000-518-30-40-00	Lease Agreement Tax	\$10.47
			001-000-591-31-70-00	Rents & Leases - Capital	\$121.67
			70%		

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-534-80-40-00	Lease Agreement Tax	\$2.24
			401-000-591-31-70-00	Rents & Leases - Capital	\$26.07
			15%		
			409-000-535-80-40-00	Lease Agreement Tax	\$2.24
			409-000-591-31-70-00	Rents & Leases - Capital	\$26.07
			15%		
		Total Invoice - 32082781			\$188.76
	Total 26831				\$188.76
Total Canon Financial Services INC.					\$188.76
Cascade Natural Gas Corp					
26832					
				2024 - February - 2nd Council Meeting	
		Invoice - CascadeNatGasFeb24			
			Utility - Gas		
			001-000-518-30-47-00	Public Utility Services	\$372.43
			204 Douglas-Town Hall		
			001-000-522-20-47-00	Public Utility Services	\$416.81
			12142 Chilberg-Fire Hall		
			003-000-575-50-47-01	Public Utility Services-MH/MC	\$970.63
			108 Commercial-MH/MC		
			003-000-575-50-47-02	Public Utility Services-GC	\$385.52
			622 S 2nd Street-GC		
			401-000-534-80-47-00	Public Utility Services	\$532.12
			604 N 3rd Street - PW		
			409-000-535-80-47-00	Public Utility Services	\$1,247.86
			12154 B Chilberg - Sewer		
			409-000-535-80-47-00	Public Utility Services	\$521.76
			12154 Chilberg - WWTP		
		Total Invoice - CascadeNatGasFeb24			\$4,447.13
	Total 26832				\$4,447.13
Total Cascade Natural Gas Corp					\$4,447.13
Central Welding Supply					
26833					
			2024 - February - 2nd Council Meeting		
		Invoice - 1983673			
			Cyl Maint-Hydrotest/PSI Cylinders		
			001-000-522-20-48-03	Equip. Repair & Maintenance	\$100.65
		Total Invoice - 1983673			\$100.65
	Total 26833				\$100.65
Total Central Welding Supply					\$100.65

Vendor	Number	Reference	Account Number	Description	Amount
City of Anacortes					
	26834			2024 - February - 2nd Council Meeting	
		Invoice - CityofAnacortesJan2024			
		Jan 2024 Water Charges			
		401-000-534-80-33-00		Purchase of Wholesale Water	\$30,643.00
		Water sales			
		Total Invoice - CityofAnacortesJan2024			\$30,643.00
	Total 26834				\$30,643.00
Total City of Anacortes					\$30,643.00
Commercial Fire Protection Inc.					
	26835			2024 - February - 2nd Council Meeting	
		Invoice - 70331			
		Fire Hall Sprinkler Testing			
		001-000-522-20-48-01		Building Repair & Maintenance	\$1,976.33
		Total Invoice - 70331			\$1,976.33
	Total 26835				\$1,976.33
Total Commercial Fire Protection Inc.					\$1,976.33
Copiers Northwest					
	26836			2024 - February - 2nd Council Meeting	
		Invoice - INV2783417			
		Copies			
		001-000-518-30-31-00		Office & Operating Supplies	\$46.54
		70			
		401-000-534-80-31-00		Office & Operating Supplies	\$9.97
		15			
		409-000-535-80-31-00		Office & Operating Supplies	\$9.97
		15			
		Total Invoice - INV2783417			\$66.48
	Total 26836				\$66.48
Total Copiers Northwest					\$66.48
Edge Analytical					
	26837			2024 - February - 2nd Council Meeting	
		Invoice - 24-02514			
		Effluent Testing/Biosolids-Belt Press			
		409-000-535-80-48-05		Materials/Testing	\$718.00
		Sewer Testing			
		Total Invoice - 24-02514			\$718.00
		Invoice - 24-03090			
		Coliform Testing			
		401-000-534-80-41-00		Professional Services	\$25.00
		Water Testing Samples			
		Total Invoice - 24-03090			\$25.00

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 24-03766			
		Coliform Testing			
		401-000-534-80-41-00		Professional Services	\$25.00
				Water Testing Samples	
		Total Invoice - 24-03766			\$25.00
	Total 26837				\$768.00
Total Edge Analytical					\$768.00
Farmers Equipment Company Inc					
	26838			2024 - February - 2nd Council Meeting	
		Invoice - BUR-2010214			
		Repair Mixer Drive Line			
		412-000-554-90-48-06		Compost Machinery/Equip	\$1,283.97
		Total Invoice - BUR-2010214			\$1,283.97
	Total 26838				\$1,283.97
Total Farmers Equipment Company Inc					\$1,283.97
Fastenal Company					
	26839			2024 - February - 2nd Council Meeting	
		Invoice - WAANA153875			
		Wipers & Cable Ties			
		409-000-535-80-31-02		Lab Supplies	\$258.24
		Total Invoice - WAANA153875			\$258.24
	Total 26839				\$258.24
Total Fastenal Company					\$258.24
Frontline Cleaning Services					
	26840			2024 - February - 2nd Council Meeting	
		Invoice - 35922			
		Public Restroom Cleaning			
		003-000-575-50-48-05		Public Restrooms - Repair & Maint.	\$2,510.00
		Total Invoice - 35922			\$2,510.00
	Total 26840				\$2,510.00
Total Frontline Cleaning Services					\$2,510.00
Grainger					
	26841			2024 - February - 2nd Council Meeting	
		Invoice - 9006990585			
		Electric Heating Cable			
		409-000-535-80-48-01		Plant Repair & Maintenance	\$370.39
		Total Invoice - 9006990585			\$370.39

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 9011520609			
		0000			
		409-000-535-80-31-00		Office & Operating Supplies	\$80.89
		Total Invoice - 9011520609			\$80.89
	Total 26841				\$451.28
Total Grainger					\$451.28
H.D. Fowler Company					
	26842				
		2024 - February - 2nd Council Meeting			
		Invoice - 16618127			
		Wide Range Couplings			
		401-000-534-80-48-02		Vehicle Repair & Maintenance	\$473.84
		Total Invoice - 16618127			\$473.84
		Invoice - 16623928			
		6th Street Fire Hydrant Replacement Base, Pumper Nozzle, Adapter, Misc.			
		401-000-534-80-48-00		Repair & Maintenance	\$5,248.67
		Total Invoice - 16623928			\$5,248.67
		Invoice - 16623932			
		La Conner School Fire Hydrant Replacement Base, Adapter, Misc.			
		401-000-534-80-48-00		Repair & Maintenance	\$5,879.47
		Total Invoice - 16623932			\$5,879.47
	Total 26842				\$11,601.98
Total H.D. Fowler Company					\$11,601.98
John Crotty IV					
	26843				
		2024 - February - 2nd Council Meeting			
		Invoice - CrottyPPDepRef2/17/24			
		Crotty Pioneer Park Dep Ref 2/17/24			
		002-000-582-10-00-00		Park Deposit Refund	\$100.00
		Total Invoice - CrottyPPDepRef2/17/24			\$100.00
	Total 26843				\$100.00
Total John Crotty IV					\$100.00
Kevin Olney					
	26844				
		2024 - February - 2nd Council Meeting			
		Invoice - OlneyPPDepRef2/3/24			
		Olney Pioneer Park Dep Ref 2/3/24			
		002-000-582-10-00-00		Park Deposit Refund	\$100.00
		Total Invoice - OlneyPPDepRef2/3/24			\$100.00
	Total 26844				\$100.00
Total Kevin Olney					\$100.00

Vendor	Number	Reference	Account Number	Description	Amount
La Conner Chamber of Commerce					
	26845			2024 - February - 2nd Council Meeting	
		Invoice - LcChamerMapleHallDepRef2/3/24		La Conner Chamber Maple Hall Dep Ref 2/3/24	
			123-000-573-90-30-01	Chamber of Commerce	\$362.50
		Total Invoice - LcChamerMapleHallDepRef2/3/24			\$362.50
	Total 26845				\$362.50
Total La Conner Chamber of Commerce					\$362.50
LB# 1806, Lakeside Industries					
	26846			2024 - February - 2nd Council Meeting	
		Invoice - 259581		Street Asphalt	
			401-000-534-80-48-03	System Repair & Maintenance	\$901.45
		Total Invoice - 259581			\$901.45
	Total 26846				\$901.45
Total LB# 1806, Lakeside Industries					\$901.45
Nelson-Reisner					
	26847			2024 - February - 2nd Council Meeting	
		Invoice - 0856215-IN		WWTP Fuel	
			412-000-554-90-32-00	Fuel	\$1,987.74
		Total Invoice - 0856215-IN			\$1,987.74
	Total 26847				\$1,987.74
Total Nelson-Reisner					\$1,987.74
North Hills Resources					
	26848			2024 - February - 2nd Council Meeting	
		Invoice - 39190		Wood Chips	
			412-000-554-90-48-05	Compost Testing/Materials	\$488.70
		Total Invoice - 39190			\$488.70
	Total 26848				\$488.70
Total North Hills Resources					\$488.70
Northstar Chemical Inc.					
	26849			2024 - February - 2nd Council Meeting	
		Invoice - 274402		Resin Compound	
			409-000-535-80-48-05	Materials/Testing	\$3,272.51
			412-000-554-90-48-05	Compost Testing/Materials	\$3,272.51
		Total Invoice - 274402			\$6,545.02
	Total 26849				\$6,545.02
Total Northstar Chemical Inc.					\$6,545.02

Vendor	Number	Reference	Account Number	Description	Amount
NP Information Systems	26850			2024 - February - 2nd Council Meeting	
		Invoice - 187267			
			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 - 187267		\$489.70
Total 26850					\$489.70
Total NP Information Systems					\$489.70
Pape' Machinery Exchange	26851			2024 - February - 2nd Council Meeting	
		Invoice - 2430311			
			Loader 244L Repair to Sweeper		
			412-000-554-90-48-06	Compost Machinery/Equip	\$1,053.96
			Total Invoice - 2430311		\$1,053.96
Total 26851					\$1,053.96
Total Pape' Machinery Exchange					\$1,053.96
Puget Sound Energy	26852			2024 - February - 2nd Council Meeting	
		Invoice - PSEFeb2024			
			Utility - Electric		
			001-000-518-30-47-00	Public Utility Services	\$223.76
			204 Douglas St -Town Hall		
			001-000-522-20-47-00	Public Utility Services	\$465.99
			12142 Chilberg - Fire Dept		
			002-000-576-80-47-00	Public Utility Services	\$102.77
			100 Washington Ave Light- St End Park		
			002-000-576-80-47-00	Public Utility Services	\$28.34
			1339 Conner Way Lights - Pioneer Park Lights		
			002-000-576-80-47-00	Public Utility Services	\$122.72
			1339 Connor Way - Pioneer Park Gazebo		
			002-000-576-80-47-00	Public Utility Services	\$23.60
			100 Morris - Gilkey Square		
			003-000-575-50-47-01	Public Utility Services-MH/MC	\$10.85
			104 Commercial - Maple Hall		
			003-000-575-50-47-02	Public Utility Services-GC	\$50.04
			622 S 2nd Street - Garden Club		

Vendor	Number	Reference	Account Number	Description	Amount
			003-000-575-50-47-05	Public Utility Svcs-Restrooms 304 Morris St -Public Restroom	\$160.39
			003-000-575-50-47-05	Public Utility Svcs-Restrooms 613 1st Street - Public Restroom	\$110.50
			005-000-542-63-47-00	Public Utility Services Area Lights Acct #200011509383	\$100.48
			005-000-542-63-47-00	Public Utility Services 3rd & Douglas	\$76.20
			005-000-542-63-47-00	Public Utility Services 1st Street Lights #220005384221	\$315.87
			005-000-542-63-47-00	Public Utility Services 125 1st Street LC Post Office #300000002505	\$586.76
			005-000-542-63-47-00	Public Utility Services Street lights Acct #300000001705	\$825.03
			005-000-542-63-47-00	Public Utility Services 12100 Chilberg - Flag pole/Monument lights	\$70.04
			401-000-534-80-47-00	Public Utility Services 604 N 3rd Street - PW Shop-300000002695	\$350.59
			401-000-534-80-47-00	Public Utility Services 1200 S 4th St - Water Tank	\$15.87
			403-000-531-38-47-00	Public Utility Service 102 S 6th St - Drainage Pump	\$115.57
			403-000-531-38-47-00	Public Utility Service 213 Caledonia - Drainage Pump	\$391.34
			403-000-531-38-47-00	Public Utility Service 1340 Connor Way - Water Shack	\$13.02
			409-000-535-80-47-00	Public Utility Services 602 N 3rd Street - Pump	\$33.41
			409-000-535-80-47-00	Public Utility Services 12154 Chilberg - WWTP Fuel Station	\$10.33
			409-000-535-80-47-00	Public Utility Services 622 1st Street - Sewage Vault	\$57.36
		Total Invoice - PSEFeb2024			\$4,260.83
	Total 26852				\$4,260.83
	Total Puget Sound Energy				\$4,260.83
Skagit County DEM					
	26853				
				2024 - February - 2nd Council Meeting	
		Invoice - 2024Q1-LaC			
			Qtr 1 2024 Shared Costs		
			001-000-525-10-41-00	Prof Services -EMS	\$1,044.74
				EMS Services	
		Total Invoice - 2024Q1-LaC			\$1,044.74
	Total 26853				\$1,044.74
	Total Skagit County DEM				\$1,044.74

Vendor	Number	Reference	Account Number	Description	Amount
Skagit County Public Health Dept					
	26854			2024 - February - 2nd Council Meeting	
		Invoice - 1270			
			2023 4th Qtr Liquor Tax		
			001-000-566-00-41-16	Alcoholism	\$247.83
			Total Invoice - 1270		\$247.83
	Total 26854				\$247.83
Total Skagit County Public Health Dept					\$247.83
Skagit County Sheriff Office					
	26855			2024 - February - 2nd Council Meeting	
		Invoice - SCSheriffFeb2024JailTax			
			Feb 2024 Jail Tax		
			631-000-589-40-00-00	Special Use Tax - County Jail	\$4,703.41
				Special Use Tax - County Jail	
			Total Invoice - SCSheriffFeb2024JailTax		\$4,703.41
	Total 26855				\$4,703.41
	VoidCk26817			2024 - February - 2nd Council Meeting	
		Invoice - VoidCk26817			
			Voided CK 26817		
			631-000-589-40-00-00	Special Use Tax - County Jail	(\$4,703.41)
				Special Use Tax - County Jail	
			Total Invoice - VoidCk26817		(\$4,703.41)
	Total VoidCk26817				(\$4,703.41)
Total Skagit County Sheriff Office					\$0.00
Skagit County Treasurer					
	26856			2024 - February - 2nd Council Meeting	
		Invoice - 2024FrHallPropTax			
			2024 Fire Hall Property Tax		
			001-000-522-20-48-01	Building Repair & Maintenance	\$176.00
			Total Invoice - 2024FrHallPropTax		\$176.00
	Total 26856				\$176.00
Total Skagit County Treasurer					\$176.00
Skagit Valley Publishing					
	26857			2024 - February - 2nd Council Meeting	
		Invoice - 42291			
			Publishing of TBD Notice - Council Assumes Duties		
			001-000-514-23-44-00	Advertising	\$150.64
			Total Invoice - 42291		\$150.64
	Total 26857				\$150.64
Total Skagit Valley Publishing					\$150.64

Vendor	Number	Reference	Account Number	Description	Amount
Swinomish Tribal Community					
	26858			2024 - February - 2nd Council Meeting	
		Invoice - SwinTrb2023FairShare			
		2023 Fair Share Adj. Refund			
		409-000-535-80-47-01		Swinomish Tribe Fair Share Adj.	\$2,523.27
		Total Invoice - SwinTrb2023FairShare			\$2,523.27
	Total 26858				\$2,523.27
Total Swinomish Tribal Community					\$2,523.27
Tacoma Screw Products					
	26859			2024 - February - 2nd Council Meeting	
		Invoice - 260087845-00			
		Flat Washers & Hex Nuts			
		002-000-576-80-48-01		Building Repair & Maintenance	\$17.72
		Total Invoice - 260087845-00			\$17.72
	Total 26859				\$17.72
Total Tacoma Screw Products					\$17.72
Thrive Direct Health Care					
	26860			2024 - February - 2nd Council Meeting	
		Invoice - 009-2024			
		Firefighter Physical - Hiller			
		001-000-521-70-41-00		Professional Services	\$100.00
		Total Invoice - 009-2024			\$100.00
	Total 26860				\$100.00
Total Thrive Direct Health Care					\$100.00
U.S. Bank					
	26861			2024 - February - 2nd Council Meeting	
		Invoice - Amazon0539462			
		Air Filter Tuneup Kit, High Visibility Vests & Rain Bibs, Concrete Surface Grinder Kit & Grinding			
		Wheel/Tie Down Straps			
		005-000-542-64-35-00		Small Tools & Equipment	\$392.02
		005-000-542-64-35-00		Small Tools & Equipment	\$72.42
		005-000-542-64-35-00		Small Tools & Equipment	\$36.67
		403-000-531-38-35-00		Small Tools & Equipment	\$69.37
		Total Invoice - Amazon0539462			\$570.48
		Invoice - Amazon1094606			
		Work Jeans & Sweatshirts - PW Clothing Allowance			
		401-000-534-80-35-00		Small Tools & Equipment	\$201.65
		401-000-534-80-35-00		Small Tools & Equipment	\$117.93
		401-000-534-80-35-00		Small Tools & Equipment	\$84.02
		Total Invoice - Amazon1094606			\$403.60

Vendor	Number	Reference	Account Number	Description	Amount
Invoice - Amazon1836266					
			Dewalt Paper Bags for Dust Extractor		
			401-000-534-80-35-00	Small Tools & Equipment	\$28.07
Total Invoice - Amazon1836266					
Invoice - Amazon2465015					
			Poly Gas Can		
			403-000-531-38-35-00	Small Tools & Equipment	\$141.18
Total Invoice - Amazon2465015					
Invoice - Amazon6069811					
			Phone Charger & Case/Labor Law Poster		
			401-000-534-80-31-00	Office & Operating Supplies	\$32.53
			401-000-534-80-31-00	Office & Operating Supplies	\$37.99
Total Invoice - Amazon6069811					
Invoice - Amazon8199416					
			Stick Transfer Pump/Sharpe Highlighters/Batteries/Marking Flags/		
			401-000-534-80-31-00	Office & Operating Supplies	\$7.48
			401-000-534-80-35-00	Small Tools & Equipment	\$107.51
			401-000-534-80-35-00	Small Tools & Equipment	\$244.35
			401-000-534-80-35-00	Small Tools & Equipment	\$24.02
Total Invoice - Amazon8199416					
Invoice - Amazon8285852					
			John Deere Filter Kit		
			002-000-576-80-48-03	System Repair & Maintenance	\$247.44
Total Invoice - Amazon8285852					
Invoice - Amazon9330665					
			High Visibility Rain Gear Jacket		
			401-000-534-80-35-00	Small Tools & Equipment	\$135.74
Total Invoice - Amazon9330665					
Invoice - Coastal1/22/22					
			Work Boots - PW Clothing Allowance		
			002-000-576-80-35-00	Small Tools & Equipment	\$212.14
Total Invoice - Coastal1/22/22					
Invoice - GreenRiv2/2/24					
			Waterworks Exam Application - Smith		
			401-000-534-80-49-02	Training & Meetings	\$87.00
Total Invoice - GreenRiv2/2/24					
Invoice - HMDepot1/17/24					
			Battery Powered Chainsaw/Kit		
			002-000-576-80-48-03	System Repair & Maintenance	\$289.93
Total Invoice - HMDepot1/17/24					
Invoice - INV240147868					
			Monthly Zoom Fees		
			001-000-518-30-31-00	Office & Operating Supplies	\$257.09
Total Invoice - INV240147868					

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - OffDepot1/24/24			
		Public Records Req/Copies of House Plans - Barbara Duff			
		001-000-558-60-41-02	Professional Services		\$19.53
		Total Invoice - OffDepot1/24/24			\$19.53
		Invoice - OSHA2/8/24			
		Forklift Training - Park			
		002-000-576-80-49-02	Training & Meetings		\$49.00
		Total Invoice - OSHA2/8/24			\$49.00
		Invoice - Walmart			
		Work Pants - PW Clothing Allowance			
		002-000-576-80-35-00	Small Tools & Equipment		\$125.01
		Total Invoice - Walmart			\$125.01
		Invoice - WPTA2024Dues			
		Annual Dues			
		001-000-514-23-49-00	Dues & Subscriptions		\$50.00
		Total Invoice - WPTA2024Dues			\$50.00
		Invoice - CrashPln1/20/24			
		Server Backup			
		001-000-518-30-48-00	Computer/Server Maintenance		\$54.25
		Server Backup			
		Total Invoice - CrashPln1/20/24			\$54.25
	Total 26861				\$3,124.34
Total U.S. Bank					\$3,124.34
VacMasters	26862				
		2024 - February - 2nd Council Meeting			
		Invoice - 63138			
		Hose, Filter, Wand Pipe, Trigger Gun and Nozzle			
		403-000-531-38-48-00	Repair & Maintenance		\$1,525.51
		Total Invoice - 63138			\$1,525.51
	Total 26862				\$1,525.51
Total VacMasters					\$1,525.51
Ven Tek International	26863				
		2024 - February - 2nd Council Meeting			
		Invoice - 142257			
		Monthly Maint. Fees			
		002-000-576-80-41-00	Professional Services		\$203.62
		005-000-542-65-48-00	Repair & Maintenance		\$203.63
		Total Invoice - 142257			\$407.25
	Total 26863				\$407.25
Total Ven Tek International					\$407.25

Vendor	Number	Reference	Account Number	Description	Amount
Verizon Wireless					
	26864			2024 - February - 2nd Council Meeting	
		Invoice - 2/21/2024 2:08:24 PM			
		Cell Phones			
		001-000-513-10-42-00		Mayor's Communications	(\$46.55)
		Mayor			
		001-000-513-10-42-00		Mayor's Communications	\$37.50
		Mayor			
		001-000-521-70-42-00		Communications-Code Enf	\$26.55
		Code Enforcement/Split with Fire			
		001-000-522-20-42-00		Communications	\$66.56
		Fire Dept./Split w Code & 2nd Remote			
		001-000-575-50-42-00		Senior Center Communications	\$53.11
		Senior Center			
		401-000-534-80-42-00		Communications	\$479.75
		Public Works			
		Total Invoice - 2/21/2024 2:08:24 PM			\$616.92
	Total 26864				\$616.92
Total Verizon Wireless					\$616.92
WA Fire Chiefs					
	26865			2024 - February - 2nd Council Meeting	
		Invoice - 1719-2024			
		Member #854 Annual Dues -			
		001-000-522-20-49-00		Dues & Subscriptions	\$408.00
		Total Invoice - 1719-2024			\$408.00
	Total 26865				\$408.00
Total WA Fire Chiefs					\$408.00
WA State Auditor's Office					
	26866			2024 - February - 2nd Council Meeting	
		Invoice - L159241			
		Audit Fees for 2021 - 2022			
		001-000-514-23-41-01		Audit Fees	\$3,258.00
		002-000-576-80-40-00		Audit Fees	\$1,289.00
		003-000-575-50-41-01		Audit Fees	\$1,145.00
		004-000-575-50-41-01		Audit Fees	\$179.00
		005-000-542-30-41-01		Audit Fees	\$895.00
		123-000-514-23-41-01		Audit Fees	\$70.00
		303-000-514-23-41-01		Audit Fees	\$179.00
		304-000-514-23-41-01		Audit Fees	\$179.00
		305-000-514-23-41-01		Audit Fees	\$179.00
		401-000-534-80-41-01		Audit Fees	\$1,575.00
		403-000-531-38-41-01		Audit Fees	\$716.00
		409-000-535-80-41-06		Audit Fees	\$2,040.00

Vendor	Number	Reference	Account Number	Description	Amount
			412-000-554-90-41-01	Audit Fees	\$2,613.00
		Total Invoice - L159241			\$14,317.00
Total 26866					\$14,317.00
Total WA State Auditor's Office					\$14,317.00
WA State DOR - Excise Tax					
2018197					
		2024 - February - 2nd Council Meeting			
		Invoice - ExciseTaxJan2024			
		Jan 2024 Excise Tax			
		401-000-534-80-49-03	Excise Taxes		\$4,155.56
		403-000-531-38-49-03	Excise Taxes		\$508.24
		409-000-535-80-49-01	Excise Taxes		\$1,274.08
		412-000-554-90-49-01	Compost Sales Tax		\$87.71
		412-000-554-90-49-02	Excise Taxes		\$1,642.78
		Total Invoice - ExciseTaxJan2024			\$7,668.37
Total 2018197					\$7,668.37
Total WA State DOR - Excise Tax					\$7,668.37
WA State DOR - Leasehold Excise Tax					
2018198					
		2024 - February - 2nd Council Meeting			
		Invoice - Jan2024LeasholdTax			
		2020 & 2021 Adjusted Leasehold Tax Amendment			
		002-000-576-80-49-05	Leashold Excise Taxes		\$651.99
			Leashold Excise Tax		
		Total Invoice - Jan2024LeasholdTax			\$651.99
Total 2018198					\$651.99
Total WA State DOR - Leasehold Excise Tax					\$651.99
Wave Broadband					
26867					
		2024 - February - 2nd Council Meeting			
		Invoice - WaveFeb2024-2			
		Phones & Internet			
		001-000-518-30-42-00	Communications		\$0.00
			TH Internet & phones		
		001-000-522-20-42-00	Communications		\$155.90
			Fire Dept		
		003-000-575-50-42-01	Communications-MH/MC		\$0.00
			MH/MC Internet & phones		
		401-000-534-80-42-00	Communications		\$328.15
			PW Office Internet & phones - 604 3rd N		
		403-000-531-38-47-00	Public Utility Service		\$0.00
			102 S 6th Street Pump Station		

Vendor	Number	Reference	Account Number	Description	Amount
			409-000-535-80-42-00	Communications	\$186.59
			WWTP		
			409-000-535-80-42-00	Communications	\$20.63
			WWTP Marina Lift Station		
		Total Invoice - WaveFeb2024-2			\$691.27
Total 26867					\$691.27
Total Wave Broadband					\$691.27
Grand Total		Vendor Count	41		\$110,500.53



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **February 1, 2024** through **February 15, 2024** are a just, due and unpaid obligation against the Town of La Conner, and that I am authorized to certify to said claim.



Maria De Goede, Finance Director

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

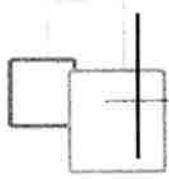
Payroll checks numbered 5855 through 5862	\$2,311.68
Voided Payroll check 5861	
Auto Payroll Taxes #2018196	\$8,825.65
Payroll auto deposit	<u>\$26,258.47</u>
	\$37,395.80

are approved for a total payment of **\$37,395.80** this 27th day of February 2024.

Councilmember – Finance Committee

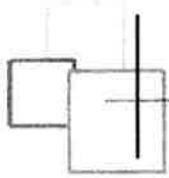
Councilmember – Finance Committee

Councilmember



Register

Number	Name	Fiscal Description	Cleared	Amount
5855	Dept of Labor & Industry	2024 - February - 2nd Council Meeting		\$1,141.37
5856	Employment Security	2024 - February - 2nd Council Meeting		\$74.18
5857	North Coast Credit Union	2024 - February - 2nd Council Meeting		\$150.00
5858	Paid Family & Medical Leave	2024 - February - 2nd Council Meeting		\$196.02
5859	Teamsters Local No. 231	2024 - February - 2nd Council Meeting		\$159.00
5860	Wa Cares Fund	2024 - February - 2nd Council Meeting		\$121.01
5861	Washington Federal	2024 - February - 2nd Council Meeting		\$0.00
5862	Washington State Support Registry	2024 - February - 2nd Council Meeting		\$470.10
2018196	Washington Federal	2024 - February - 2nd Council Meeting		\$8,825.65
<u>Direct Deposit Run -</u> <u>2/15/2024</u>	Payroll Vendor	2024 - February - 2nd Council Meeting		\$26,258.47
				\$37,395.80



Register Activity

Name	Reference	Posting Reference	Detail Amount
Direct Deposit Run - 2/15/2024	Payroll Vendor	2024 - February - 2nd Council Meeting	\$26,258.47
Ells, Ajah G	ACH Pay - 6873	Posting Run - 2/15/2024 12:21:27 PM	\$1,861.37
Hillard, Margaret A	ACH Pay - 6881	Posting Run - 2/15/2024 12:21:27 PM	\$618.16
Kerley-DeGoede, Maria A	ACH Pay - 6882	Posting Run - 2/15/2024 12:21:27 PM	\$2,289.30
Lease, Brian	ACH Pay - 6876	Posting Run - 2/15/2024 12:21:27 PM	\$3,084.37
Lovejoy, Lynne	ACH Pay - 6877	Posting Run - 2/15/2024 12:21:27 PM	\$1,129.19
Moore, Andrea L	ACH Pay - 6879	Posting Run - 2/15/2024 12:21:27 PM	\$1,873.50
Palaniuk, Kevin R	ACH Pay - 6884	Posting Run - 2/15/2024 12:21:27 PM	\$2,681.89
Park, Todd W	ACH Pay - 6872	Posting Run - 2/15/2024 12:21:27 PM	\$2,327.04
Pena-Ayon, Manuel A	ACH Pay - 6880	Posting Run - 2/15/2024 12:21:27 PM	\$1,472.57
Reinstra, Aaron M.	ACH Pay - 6883	Posting Run - 2/15/2024 12:21:27 PM	\$1,985.45
Sherman, Albert R	ACH Pay - 6878	Posting Run - 2/15/2024 12:21:27 PM	\$1,883.58
Smith, Christopher	ACH Pay - 6875	Posting Run - 2/15/2024 12:21:27 PM	\$2,000.81
Thomas, Scott G	ACH Pay - 6874	Posting Run - 2/15/2024 12:21:27 PM	\$3,051.24
			\$26,258.47

Unfinished Business

- 1) Center Street Project – Discussion – No Insert**
- 2) Jenson Property – Discussion – No Insert**
- 4) Resolution – Ethics & Code of Conduct**
- 5) UDC Updates – Maple Ave**
- 6) Community Mingle Summary – Discussion**

Resolution –
Ethics & Code of Conduct

Town of La Conner



RESOLUTION NO. ____

A RESOLUTION ADOPTING A CODE OF CONDUCT

Whereas, the La Conner Town Council wishes to recognize La Conner's the cherished principal of conducting the Town's business in an atmosphere of respect and civility; and

Whereas, the Council wishes to establish agreed norms that describe how La Conner officials treat each other and work together for the common good of the community; and

Whereas, the Council hereby adopts a Code of Ethics supplemental to the La Conner Municipal Code; and

Whereas, Town Officials are responsible for holding themselves and each other accountable for displaying actions and behaviors that consistently model the ideals expressed in the code; and

Whereas, 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.

NOW THEREFORE, BE IT RESOLVED,

That the Town Council of the Town of La Conner does hereby adopt the attached La Conner Code of Ethics.

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

Marna Hanneman, Mayor

ATTEST:

Maria DeGoede, Town Clerk

Approved as to form:

Scott Thomas, Town Attorney

Resolution No. _____

TOWN OF LA CONNER
CODE OF ETHICS

The purpose of the Town of La Conner Code of Ethics is to strengthen the quality of government through ethical principles which shall govern the conduct of the Town'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 Town 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 Town officials accountable.

Respectability. Officials and staff shall safeguard public confidence in the integrity of Town 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 Town 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 Town 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, Town ordinance or regulation in the course of performing their duties.

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

Name

Date

UDC Updates – Maple Ave

MEMORANDUM

TO: Planning Commission
FROM: Planning Staff
SUBJECT: Code Update
DATE: February 22, 2024

At your last meeting, where several proposed updates to the town's Municipal Code were reviewed, the Council requested the staff to research whether additional medical facilities on Maple Avenue could be limited. After a site visit and additional research, we suggest that the number of such future uses can be limited by creating distance between these potential uses. The revised language would look like this:

15.20.050 Conditional use permits.

The following uses and structures are permitted in an RD Zone by conditional use permit (Type IV permit):

(7) Along Maple Street only, existing medical and dental uses, provided that no medical or dental use may be located within 400 feet of another such use.

As always, we are available to answer any questions that you may have.

Community Mingle Summary

Community Event Summary: Community Mingle on Parking on First Street

On February 20, 2024, La Conner's Planning Department invited community members to engage in small group discussions regarding parking on South First Street. The goal of this event was for staff to listen to community viewpoints on parking, and for community members to engage with each other on the topic of parking. Roughly 50 people attended the Community Mingle.

Planning Director Michael Davolio introduced the topic of parking on South First Street. He reminded everyone present that the goal of parking regulations and traffic flow are "To establish reasonable parking needs that will strike a balance between the needs of downtown businesses and residents, shoppers and tourists, and members of the community."

Fire Chief Aaron Reinstra shared his concerns regarding safety for First Responders on South First Street. Currently, it is difficult to access emergency calls on that street due to two-way traffic flow combined with the size of emergency vehicles, and it is difficult to secure the scene properly. This leads to increased response times on South First Street, and increased danger for both citizens and First Responders. He shared his support for a one-way traffic flow.

After the introduction, the discussion began in small groups. Discussion at most tables was led by a member of the Planning Commission. After about an hour of small group discussion, each group shared a brief summary of their conversation.

Each of the following summaries represents the opinions of the community members that made up each group.

Group 1: Group 1 shared that their conversation focused around the options of keeping South First Street two-way, one-way, or "no way" i.e., closed to cars. The options discussed included keeping the street two-way, but with parking only on one side, and making the street one way, with parallel parking on both sides. Overall, they found the idea of back-in angle parking difficult, and were not in favor of it. They note that impacts on Second Street should be considered, and that signage to parking lots could be increased along with other traffic mitigation strategies. They also suggested that First or Second Streets be closed during times of especially high traffic, as well as a shuttle service for those parking in the lots. Regardless of the decision, they suggested that a pilot program may be useful in testing the solution.

Group 2: Group 2 shared that they discussed an option for a two-way South First Street with parallel parking on one side and methods to direct cars to the satellite parking lots instead of street parking. They also suggested working with the Port to develop fee-free parking on Port-owned parking lots. This group also discussed timed street parking on First Street. This group brought up making Second Street one-way heading south, or adding a "no left turn on Second Street" sign in the Commercial St/Second Street intersection, so that cars heading east on Commercial Street from 1st First Street would not be able to turn onto Second Street. Extending Second Street to Caledonia Street was also mentioned. These options were brought up with the intention of protecting Second Street from additional traffic. Finally, this group mentioned that additional parking enforcement taking the form of a "Good-to-Go" style system may help with parking enforcement and congestion.

Group 3: This group mentioned that their conversation was similar to other groups. They reported concern with increased traffic on Second Street if First Street became one-way, and were against angle parking on First Street. They noted that paid parking on First Street would require additional

enforcement, and brought up concerns about delivery truck access for businesses as well as safety concerns regarding traffic jams for emergency response vehicles and scene control during emergencies. They suggested that a parking garage could be built beyond Calico Cupboard. Drivers seeing parking availability in the form of a garage may help mitigate concerns about traffic flow.

Group 4: This group shared that they discussed the implementation of one-way south bound on First Street between Washington Ave and Commercial Street, while maintaining a two-way street on the north end of South First Street from Morris Street to Washington Ave so access to the post office is not impeded. They recommend removing parking from the west side of the north end of South First Street, and adding a “no left turn on Second Street” sign to the Commercial Street and Second Street intersection so traffic flows past the south town parking lot to Maple Ave. They would like to see increased use of parking lots, and suggested a “hop-on, hop-off” type of shuttle service to facilitate this. They are against paid parking on First Street, as they believe it is detrimental to tourists and businesses, there is no good enforcement option, and they are not convinced that it would make money.

Group 5: Group 5 shared that they would like to see code changes to discourage residents from parking long-term on South First Street, potentially with a yearly parking pass that allows residents to park in the town parking lot for free. They are against angled parking because of issues involving sidewalk encroachment and because it looks cluttered. They suggested a one-way First Street with parallel parking on both sides, with “drop off and pick up” locations for drivers to drop off visitors with mobility challenges along First Street before continuing to the parking lots. They noted that if the traffic flow on First Street was south to north, drivers would be routed by parking lots on their way into town. They do not support paid street parking, and are curious about the feasibility of local businesses giving out information regarding parking. They would like to see additional signage for parking.

Group 6: This group shared that they were in agreement that South First Street should be one-way with parallel parking on both sides. They support additional signage directing drivers to the three main town outlets, as well as additional signage to encourage parking options. They believed that paid parking could provide a good revenue source, and suggested a shuttle or jitney from the parking lots. They suggested that residents could have special passes allowing free parking in the parking lots so they could park and take the shuttle. They stated that the cost of the shuttle/jitney could be off-set by providing opportunities for advertising on the sides of the vehicle. They emphasized that a shuttle service in La Conner has been asked for repeatedly.

Group 7: Group 7 suggested that South First Street become pedestrian only from Washington Ave to Commercial Street. They mention this would need a shuttle/jitney to be effective. If not, this group supports one-way from Washington Ave to Commercial Street with parallel parking on both sides. They are against angled parking. They believe there should be no left turns allowed onto Second Street from Commercial Street, and mentioned that traffic should also not be directed to Third Street, and that the sharp curve at the top of Commercial Street could be dangerous. They would like the area directly around the post office to remain the same.

In addition to group summaries, there were also scattered comments made by community members which included the following:

- Creation of a “safe parking zone” for those who live in vehicles;

- Acknowledgement of the fact that the majority of the town is residential, and not only Second Street;
- The fact that the Benton Street Stairs direct people from Second Street down to First Street.

Moving forward, staff will use the feedback received from the community during this event to help inform choices regarding South First Street. We intend to bring this issue back before the Planning Commission in the near future, and then bring their comments and recommendations to the Town Council soon thereafter. Community members will get more opportunities to comment on South First Street at future times. We are actively seeking other methods to secure community input.

We encourage people to subscribe to “Notify Me” on the Town’s website for notifications about the upcoming agenda for Planning Commission meetings.