



## **TOWN COUNCIL AGENDA**

**July 23, 2024 6PM**  
Upper Maple Center  
204 Commercial Street

Skagit County Washington  
Incorporated 1890  
[www.townoflaconner.org](http://www.townoflaconner.org)

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**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 Retreat of June 24, 2024 and July 9, 2024 Council Meeting  
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. Bid Rejection – Pedestrian Improvement Project/SRV Construction
4. Fire Boat Funding - Discussions

**VIII. NEW BUSINESS**

1. Ordinance – Amending Section 3.60.100 of the La Conner Municipal Code (Garden Club)
2. Resolution – Amending Policy 414 (to include bereavement time off for death of dog or cat)

**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

July 9, 2024 – 6:00 p.m.

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

Present: Councilmembers Taylor, Carlson, Dole and Wohleb.

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

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

### **Public Comments:**

Mark Bistranim, owner of Seaside Gallery, discussed the effect on businesses near Guilkey Square during concerts. The music is so loud, they can't have a conversation with customers, subsequently no sales. He has accepted the Sunday concerts, but was very upset with the Saturday karaoke and requested no music on Saturdays. He also suggested to move the music events to other parks in Town. Mayor Hanneman advised he address the Parks Commission as well.

Emergency Management Commissioner Jerry George requested documenting the lessons learned from the recent fire in Town.

Resident Linda Talman complained about the loud music events in Town as well. Also, she is concerned about the toxic vinyl siding on the house that was destroyed by fire near her home. She requested speeding up the permitting process. Public Works Director Lease stated the Town has expedited the process and hopefully will have it approved for demolition tomorrow.

Resident Chip Hall distributed packets to Council containing a synopsis of the last four years of the Town's DNR Leases.

Resident William Smith requested a report on the cause of the recent fire. He was referred to the County Fire Marshall.

### **Consent Agenda:**

Approval of Agenda

Approval of the Minutes of the June 11, 2024 Council Meeting.

#### Accounts Payable:

Checks	27178 - 27213	\$271,914.44
Electronic Pmts.	2018241 – Invoice Cloud	\$165.80
	2018233 – US Bank	\$154.59
	<b>Total Accounts Payable</b>	<b>\$272,234.83</b>

#### Payroll of July 5, 2024:

Checks 5924- 5932	\$2,741.89	
AWC Benefit Trust	#2018236	\$9,777.42
Deferred Comp	#2018237	\$2,484.38
PERS Retirement	#2018238	\$10,818.06
Teamsters Benefit	#2018239	\$8,926.00
Auto Payroll Taxes	#2018240	\$10,287.79
<u>Payroll Auto Deposit</u>		\$31,700.37
	<b>Total Payroll</b>	<b>\$76,735.91</b>

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

**Revenue & Expenditure Reports:**

Mayor Hanneman noted both the Sales Tax and Hotel Motel Tax are down from last year. Property Tax is coming in as expected and Investments are higher than expected. Local merchants have noticed spending has gone down recently.

**Department Head Reports:**

**Fire Department:**

Fire Chief Reinstra distributed a quote for a fire boat hull and trailer. The plan is to purchase just the hull and trailer for \$150,000 and pay for outfitting it by funding from other sources. He truly believes the Fire Department can get enough funding to complete the boat with no additional cost to the Town. Councilman Carlson requested a commitment from Council on a dollar amount that the Town would pay and financing it through a bond. The current bond rates are at 3%. After discussions, it was decided it needed to go out for bid and Council requested some written commitments for funding from the other sources. The first \$150,000 would be paid primarily by the Fire Tax Reserve. There will need to be a budget amendment as well.

**Mayor's Report:**

Mayor Hanneman met with the new president of MONA and discussed working on La Conner becoming a Creative District for funding opportunities. She also attended the Economic Development Project meeting involving presentations for funding. She would like our Hotel Motel funding requests to be done the same way, as presentations to Council. Saturday with the Mayor meeting went well focusing on safety and the possibility offering classes on safety to the community. She also suggested looking to Peace Health for grant writers.

**Council Committee Reports:**

**Emergency Management Commission**

Councilmember Dole reported the last meeting involved broad discussions on the Fifth Street fire and the continuation of working with the Town and School coordinating in the Emergency Plan. The final edit on the Emergency Management Plan should be completed next month.

**Updated Strategic Plan:**

Administrator Thomas reviewed the additions and changes that Council worked on at the Council Retreat. It was the consensus of the Council to accept the updated strategic plan.

**Agreement – La Conner Library Funding:**

Administrator Thomas explained this is for the tutoring program the Library is initiating this year. The funding was approved by Council in the 2024 budget.

**Councilmember Wohleb moved to approve the Mayor to sign the Agreement for the La Conner Library Tutoring Program. Motion seconded by Councilmember Taylor. Motion carried 4/0.**

**Agreement – Maritime/Port of Skagit DE Agreement (David Evans & Associates):**

Public Works Director Lease explained is for the extension of the water main to the Port. It is strictly for utility.

**Councilmember Carlson moved to approve the DE Agreement with David Evans & Associates for the extension of the water main to the Port. Motion seconded by Councilmember Dole. Motion carried 4/0.**

**Mayor Roundtable:**

Discussions included people complaining they couldn't see the parade because of cars parked along both sides of the street, Paid parking on First Street and free use of facilities for the local youth sports organization.

**There being no further business the meeting ended at 7:02 p.m.**

***Town of La Conner***

Town Council Special Meeting  
June 24, 2024, 9:00 a.m.  
Located at 128 S. First Street, La Conner

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

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

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The meeting was called to order by Mayor Hanneman for the 2024 Strategic Plan.

Discussions included reviewing the status of projects from the existing Strategic Plan of 2023 and adding new tasks. Attached is the updated Task List.

There being no further business the meeting ended at 4:00 p.m.

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Maria DeGoede, Finance Director

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Marna Hanneman, Mayor

## **TASK LIST**

### **ADMIN**

#### **A. Support the regional agricultural industry.**

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

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

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

#### **C. Pursue opportunities for energy self-reliance by investing in sustainable and renewable energy.**

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

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

First Step **2025**: Identify engineering and grant opportunities for 1<sup>st</sup> St Right of Way projects.

#### **E. Ensure the long-term sustainability of the Wastewater Treatment Plant.**

First Step **2025**: Study next steps for needed improvements.

#### **F. Determine the best future for our Public Works shop.**

First Step **2025**: Evaluate opportunities for collaboration with the Port of Skagit or a potential merger of our Public Works departments. Identify a site for a shop, potentially collocated with a partner.

#### **G. Enhance community engagement and communications.**

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

#### **H. Recruit and retain highly skilled staff.**

First Step **2025**: Engage consultant support to conduct a salary review and develop career paths.

#### **I. Explore creation of a farmer's/artistic market.**

First Step **2025**: Identify potential partners and vendors.

#### **J. Explore the sale of Town Hall.**

First Step **2025**: Identify replacement needs.

**K. Explore the creation of a community event.**

First Step **2025**: street party/dance; food festival/heritage celebration; art on the boardwalk (and first); safety fair; community clean-up.

**L. Explore creation of a walking history tour.**

**M. Staff appreciation event.**

**N. Explore Shelter Bay day.**

**O. Revise personnel policies**

**P. Salary Survey**

**Q. Channel Drive waterline**

First Step **2025**: gather financing information

**FIRE**

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

First Step **2025**: Purchase a fire boat.

**B. Explore opportunities for staff and the public to contribute to public safety.**

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

**C. Replace the fire engine.**

First Step **2025**: determine what type of vehicle is appropriate (ladder/engine).

**D. Develop a CERT.**

First Step **2025**: Coordinate with Skagit DEM

**E. Coordinate emergency management plans with the schools.**

**PLANNING**

**A. Facilitate increased housing diversity and affordability.**

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

**B. Facilitate increased housing diversity and affordability.**

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

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

First Step **2025**: Update our Comprehensive Plan, including zoning and codes.

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

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

**E. Develop and implement plans for climate resiliency.**

First Step **2025**: Create a climate resiliency element of the Comprehensive Plan, including hydrology modeling.

**F. Enhance Economic Development**

First Step **2025**: Update our Comprehensive Plan Economic Development element.

**G. Develop an housing advisory group**

## **PUBLIC WORKS**

**A. Improve interdepartmental communications and cooperation.**

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

## **FINANCE**

**A. Create a town announcement page on facebook.**

First Step **2025**: determine public records requirements.

**B. Support Town financial sustainability.**

First Step: Engage a grant writer.



## **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 July 23<sup>rd</sup>, 2024 Claims have been received and that;

Checks Numbered:	27214 - 27242	\$142,277.14
Voided Check	27161	
Auto Payments:	#2018244 – Leasehold Tax	\$2,024.61
	#2018245 – Excise Tax	\$8,446.41

Are approved for a total payment of \$152,748.16 this 23<sup>rd</sup> day of July 2024.

Mark A. DeGale  
Finance Director

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Councilmember – Finance Committee

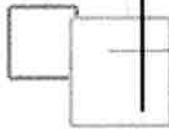
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Councilmember – Finance Committee

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Councilmember

# Voucher Directory



Fiscal: : 2024 - July

Council Date: : 2024 - July - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Active911 Inc.	27214			2024 - July - 2nd Council Meeting	
		Invoice - 571580			
		Alerting Subscription			
		001-000-522-20-49-00		Dues & Subscriptions	\$391.96
		Total Invoice - 571580			\$391.96
					\$391.96
					\$391.96
Total Active911 Inc.					
Amazon Capital Services	27215			2024 - July - 2nd Council Meeting	
		Invoice - 1HTG-VJPT-GKPN			
		Calculator			
		001-000-518-30-31-00		Office & Operating Supplies	\$7.59
		Total Invoice - 1HTG-VJPT-GKPN			\$7.59
					\$7.59
					\$7.59
Total 27215					
Total Amazon Capital Services					
CharterMachine Co.	27216			2024 - July - 2nd Council Meeting	
		Invoice - 0331464-IN			
		4 Way Lever Valve & Paddle Arm/Steering Switch			
		409-000-535-80-48-01		Plant Repair & Maintenance	\$1,475.90
		Total Invoice - 0331464-IN			\$1,475.90
					\$1,475.90
					\$1,475.90
Total 27216					
Total CharterMachine Co.					
City of Anacortes	27217			2024 - July - 2nd Council Meeting	
		Invoice - CityofAnacortesJune2024			
		June 2024 Water Charges			
		401-000-534-80-33-00		Purchase of Wholesale Water	\$30,643.00
		Water sales			
		Total Invoice - CityofAnacortesJune2024			\$30,643.00
					\$30,643.00
					\$30,643.00
Total 27217					
Total City of Anacortes					

Vendor Number	Reference	Account Number	Description	Amount
Commercial Alarm & Detection, Inc.				
27218			2024 - July - 2nd Council Meeting	
	Invoice - 38713			
		Fire Dept. Security Monitoring		
		001-000-522-20-41-00	Professional Services	\$175.93
	Total Invoice - 38713			\$175.93
				\$175.93
				\$175.93
Total 27218				
Total Commercial Alarm & Detection, Inc.				\$175.93
Commercial Fire Protection Inc.				
27219			2024 - July - 2nd Council Meeting	
	Invoice - 72654			
		PW Shop/Town Hall/Roundabout Prevention Assembly Inspection & Test		
		001-000-518-30-48-01	Building Repair & Maintenance	\$148.00
		005-000-543-10-48-00	Repair & Maintenance	\$148.00
		401-000-534-80-48-00	Repair & Maintenance	\$688.00
	Total Invoice - 72654			\$984.00
				\$984.00
				\$984.00
Total 27219				
Total Commercial Fire Protection Inc.				\$984.00
Crystal Springs				
27220			2024 - July - 2nd Council Meeting	
	Invoice - 5383122071024			
		Distilled Water		
		409-000-535-80-31-02	Lab Supplies	\$3.26
		WWTP Distilled Water		
	Total Invoice - 5383122071024			\$3.26
				\$3.26
				\$3.26
Total 27220				
Total Crystal Springs				\$3.26
David D. Lowell, Esq.				
27221			2024 - July - 2nd Council Meeting	
	Invoice - 599			
		Conditional Use Review Billings/Mennegar		
		001-000-582-10-00-00	Hearing Examiner Fees Reimb	\$625.00
	Total Invoice - 599			\$625.00
	Invoice - 600			
		Conditional Use Review Lathum		
		001-000-582-10-00-00	Hearing Examiner Fees Reimb	\$687.50
	Total Invoice - 600			\$687.50
				\$1,312.50
Total 27221				
Total David D. Lowell, Esq.				\$1,312.50

Vendor	Number	Reference	Account Number	Description	Amount
Department of Labor & Industries	27222			2024 - July - 2nd Council Meeting	
		Invoice - 373592		Boiler/Pressure Vessel Program	
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$378.40
		Total Invoice - 373592			\$378.40
	Total 27222				\$378.40
Total Department of Labor & Industries					\$378.40
Edge Analytical	27223			2024 - July - 2nd Council Meeting	
		Invoice - 24-18496		Compost Testing	
			412-000-554-90-48-05	Compost Testing/Materials	\$1,341.00
				Compost Testing Biosolids	
		Total Invoice - 24-18496			\$1,341.00
		Invoice - 24-18517		Effluent Testing	
			409-000-535-80-48-05	Materials/Testing	\$49.50
				Sewer Testing	
		Total Invoice - 24-18517			\$49.50
		Invoice - 24-19328		Coliform Testing	
			401-000-534-80-41-00	Professional Services	\$25.00
				Water Testing Samples	
		Total Invoice - 24-19328			\$25.00
		Invoice - 24-19375		Influent & Effluent Testing	
			409-000-535-80-48-05	Materials/Testing	\$591.00
				Sewer Testing	
		Total Invoice - 24-19375			\$591.00
		Invoice - 24-19769		Coliform Testing	
			401-000-534-80-41-00	Professional Services	\$25.00
				Water Testing Samples	
		Total Invoice - 24-19769			\$25.00
	Total 27223				\$2,031.50
Total Edge Analytical					\$2,031.50
Grainger	27224			2024 - July - 2nd Council Meeting	
		Invoice - 9139822507		Disinfectant Cleaner	
			409-000-535-80-31-00	Office & Operating Supplies	\$43.62
		Total Invoice - 9139822507			\$43.62

Vendor	Number	Reference	Account Number	Description	Amount
		<b>Invoice - 9147857107</b>			
		Clear 5/16 In PC	409-000-535-80-48-01	Plant Repair & Maintenance	\$31.60
		<b>Total Invoice - 9147857107</b>			<b>\$31.60</b>
		<b>Invoice - 9166339599</b>			
		Highlighters	409-000-535-80-31-00	Office & Operating Supplies	\$23.61
		<b>Total Invoice - 9166339599</b>			<b>\$23.61</b>
		<b>Invoice - 9170788369</b>			
		Diesel Exhaust Fluid	412-000-554-90-48-06	Compost Machinery/Equip	\$120.22
		<b>Total Invoice - 9170788369</b>			<b>\$120.22</b>
	<b>Total 27224</b>				<b>\$219.05</b>
<b>Total Grainger</b>					<b>\$219.05</b>
<b>Granich Engineered Products, Inc.</b>					
	<b>27225</b>			<b>2024 - July - 2nd Council Meeting</b>	
		<b>Invoice - BI-0371298</b>			
		Install Rotating Assembly	409-000-535-80-48-01	Plant Repair & Maintenance	\$4,378.85
		<b>Total Invoice - BI-0371298</b>			<b>\$4,378.85</b>
		<b>Invoice - BI-0371563</b>			
		Rebuild Rotating Assembly	409-000-535-80-48-01	Plant Repair & Maintenance	\$2,880.93
		<b>Total Invoice - BI-0371563</b>			<b>\$2,880.93</b>
	<b>Total 27225</b>				<b>\$7,259.78</b>
<b>Total Granich Engineered Products, Inc.</b>					<b>\$7,259.78</b>
<b>In-Situ Inc.</b>					
	<b>VoidCk27161</b>			<b>2024 - July - 2nd Council Meeting</b>	
		<b>Invoice - VoidCk27161</b>			
		Void Ck 27161 - Double Payment	403-000-553-30-35-00	Tools & Equipment Flood	(\$1,052.57)
		<b>Total Invoice - VoidCk27161</b>			<b>(\$1,052.57)</b>
	<b>Total VoidCk27161</b>				<b>(\$1,052.57)</b>
<b>Total In-Situ Inc.</b>					<b>(\$1,052.57)</b>
<b>La Conner Weekly News</b>					
	<b>27226</b>			<b>2024 - July - 2nd Council Meeting</b>	
		<b>Invoice - 10939-2024</b>			
		Legal Notice - Change of Use (Cram)	001-000-558-60-44-00	Advertising	\$79.00
		<b>Total Invoice - 10939-2024</b>			<b>\$79.00</b>

Vendor	Invoice Number	Description	Amount
	Invoice - 10982	Share of Graduation Recognition Ad 001-000-514-23-44-00	Advertising \$255.00
	Total Invoice - 10982		\$255.00
	Invoice - 10987	Publish Ord. 1247 - UDC Updates 001-000-558-60-44-00	Advertising \$40.00
	Total Invoice - 10987		\$40.00
Total 27226			\$374.00
Total La Conner Weekly News			\$374.00
Les Schwab Tire Center			
27227			
		2024 - July - 2nd Council Meeting	
	Invoice - 43400133637	Install New Tire Tube 412-000-554-90-48-06	Compost Machinery/Equip \$285.04
	Total Invoice - 43400133637		\$285.04
Total 27227			\$285.04
Total Les Schwab Tire Center			\$285.04
Napa Auto Parts			
27228			
		2024 - July - 2nd Council Meeting	
	Invoice - 541794	Pliers 409-000-535-80-48-01	Plant Repair & Maintenance \$26.02
	Total Invoice - 541794		\$26.02
	Invoice - 541960	Cap Screw 403-000-531-38-48-00	Repair & Maintenance \$2.33
	Total Invoice - 541960		\$2.33
	Invoice - 542062	Hose Fittings and Valve Port 403-000-531-38-48-03	System Repair & Maintenance \$319.54
	Total Invoice - 542062		\$319.54
	Invoice - 542184	Ultra Duty Grease 412-000-554-90-48-06	Compost Machinery/Equip \$162.90
	Total Invoice - 542184		\$162.90
	Invoice - 542404	Hydrolic Fluid 005-000-543-10-48-02	Vehicle Repair & Maintenance \$59.37
	Total Invoice - 542404		\$59.37
Total 27228			\$570.16
Total Napa Auto Parts			\$570.16

Vendor	Number	Reference	Account Number	Description	Amount
North Central Laboratory	27229			2024 - July - 2nd Council Meeting	
		Invoice - 505964		BOD Bottle and Buffered Dilution Water, Traceable Barometer	
			409-000-535-80-31-02	Lab Supplies	\$760.38
		Total Invoice - 505964			\$760.38
					\$760.38
					\$760.38
Total 27229					
Total North Central Laboratory					
Northstar Chemical Inc.	27230			2024 - July - 2nd Council Meeting	
		Invoice - 285862		Resin Compound	
			409-000-535-80-48-05	Materials/Testing	\$3,434.27
			412-000-554-90-48-05	Compost Testing/Materials	\$3,434.27
		Total Invoice - 285862			\$6,868.54
					\$6,868.54
					\$6,868.54
Total 27230					
Total Northstar Chemical Inc.					
NorthWest Parking Equipment Co	27231			2024 - July - 2nd Council Meeting	
		Invoice - NWPk7/1/24		3rd Qtr. Maintenance	
			002-000-576-80-41-00	Professional Services	\$610.88
			Payment Stations 50%		
			005-000-542-65-48-00	Repair & Maintenance	\$610.87
			Payment Stations 50%		
		Total Invoice - NWPk7/1/24			\$1,221.75
					\$1,221.75
					\$1,221.75
Total 27231					
Total NorthWest Parking Equipment Co					
Port of Skagit Co.	27232			2024 - July - 2nd Council Meeting	
		Invoice - POSJuly2024		Public Works Lease	
			002-000-576-80-45-00	Rents & Leases - Short Term	\$246.44
			10% PW Lease		
			003-000-575-50-48-06	Rents & Leases Short Term	\$246.44
			10% PW Lease		
			005-000-542-65-49-03	Rentals/Leases - Short Term	\$246.44
			10% PW Lease		
			401-000-534-80-45-00	Rents & Leases - Short Term	\$985.77
			40% PW Lease		
			403-000-531-38-45-00	Rents & Leases - Short Term	\$739.32

Vendor Name	Reference	Account Number	Description	Amount
			30% PW Lease	
Total 27232		Total Invoice - POSJuly2024		\$2,464.41
Total Port of Skagit Co.				\$2,464.41
				\$2,464.41
Puget Sound Energy				
27233			2024 - July - 2nd Council Meeting	
		Invoice - PSEJuly2024		
			Utility - Electric	
		001-000-518-30-47-00	Public Utility Services	\$225.38
		204 Douglas St -Town Hall		
		001-000-522-20-47-00	Public Utility Services	\$309.15
		12142 Chilberg - Fire Dept		
		002-000-576-80-47-00	Public Utility Services	\$30.83
		1339 Connor Way - Pioneer Park Gazebo		
		002-000-576-80-47-00	Public Utility Services	\$166.45
		100 Washington Ave Light- St End Park		
		002-000-576-80-47-00	Public Utility Services	\$20.43
		1339 Conner Way Lights - Pioneer Park Lights		
		002-000-576-80-47-00	Public Utility Services	\$18.48
		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	\$25.57
		622 S 2nd Street - Garden Club		
		003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$33.07
		304 Morris St -Public Restroom		
		003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$49.17
		613 1st Street - Public Restroom		
		005-000-542-63-47-00	Public Utility Services	\$47.36
		3rd & Douglas		
		005-000-542-63-47-00	Public Utility Services	\$42.86
		12100 Chilberg - Flag pole/Monument lights		
		005-000-542-63-47-00	Public Utility Services	\$319.34
		1st Street Lights #220005384221		
		005-000-542-63-47-00	Public Utility Services	\$823.05
		Street lights Acct #300000001705		
		005-000-542-63-47-00	Public Utility Services	\$21.68
		100 Sherman St		
		005-000-542-63-47-00	Public Utility Services	\$597.91
		125 1st Street LC Post Office #300000002505		

Number	Reference	Account Number	Description	Amount
		401-000-534-80-47-00	Public Utility Services 1200 S 4th St - Water Tank	\$14.04
		401-000-534-80-47-00	Public Utility Services 604 N 3rd Street - PW Shop-300000002695	\$257.96
		403-000-531-38-47-00	Public Utility Service 102 S 6th St - Drainage Pump	\$50.75
		403-000-531-38-47-00	Public Utility Service 1340 Connor Way - Water Shack	\$10.99
		403-000-531-38-47-00	Public Utility Service 213 Caledonia - Drainage Pump	\$91.15
		409-000-535-80-47-00	Public Utility Services 12154 Chilberg Rd WWTP	\$4,512.65
		409-000-535-80-47-00	Public Utility Services 622 1st Street - Sewage Vault	\$27.51
		409-000-535-80-47-00	Public Utility Services 12154 Chilberg - WWTP Fuel Station	\$10.34
		409-000-535-80-47-00	Public Utility Services 602 N 3rd Street - Pump	\$34.94
		<b>Total Invoice - PSEJuly2024</b>		
<b>Total 27233</b>				<b>\$7,751.91</b>
<b>Total Puget Sound Energy</b>				<b>\$7,751.91</b>
				<b>\$7,751.91</b>
<b>Quality Services</b>				
<b>27234</b>				
		<b>2024 - July - 2nd Council Meeting</b>		
		<b>Invoice - QualSvcJune2024</b>		
		<b>June 2024 Facility Cleaning</b>		
		003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$742.50
		<b>Total Invoice - QualSvcJune2024</b>		
<b>Total 27234</b>				<b>\$742.50</b>
<b>Total Quality Services</b>				<b>\$742.50</b>
				<b>\$742.50</b>
<b>Skagit County DEM</b>				
<b>27235</b>				
		<b>2024 - July - 2nd Council Meeting</b>		
		<b>Invoice - 2024Q3-LaC</b>		
		<b>3rd Qtr 2024 Shard Costs</b>		
		001-000-525-10-41-00	Prof Services -EMS	\$1,044.74
		EMS Services		
		<b>Total Invoice - 2024Q3-LaC</b>		
<b>Total 27235</b>				<b>\$1,044.74</b>
<b>Total Skagit County DEM</b>				<b>\$1,044.74</b>
				<b>\$1,044.74</b>

Tendor	Number	Reference	Account Number	Description	Amount
Starkenburg Shavings Inc.					
	27236			2024 - July - 2nd Council Meeting	
		Invoice - 153920			
			Wood Chips		
			412-000-554-90-48-05	Compost Testing/Materials	\$1,390.51
		Total Invoice - 153920			\$1,390.51
	Total 27236				\$1,390.51
Total Starkenburg Shavings Inc.					\$1,390.51
Town of La Conner					
	27237			2024 - July - 2nd Council Meeting	
		Invoice - TOLJune2024WtrChgs			
			June 2024 Water Charges		
			001-000-518-30-47-00	Public Utility Services	\$183.36
			204 Douglas - Town Hall		
			001-000-522-20-47-00	Public Utility Services	\$128.19
			Fire Hall - 12142 Chilberg		
			002-000-576-80-47-00	Public Utility Services	\$73.87
			Washington Street Park		
			002-000-576-80-47-00	Public Utility Services	\$100.92
			1st Street Merchant Park		
			002-000-576-80-47-00	Public Utility Services	\$129.03
			Pioneer Park		
			002-000-576-80-47-00	Public Utility Services	\$46.82
			Benton Street Stairs		
			002-000-576-80-47-00	Public Utility Services	\$74.01
			Skateboard Park - 528 6th Street		
			002-000-576-80-47-00	Public Utility Services	\$46.82
			Flag Pole/Monument		
			002-000-576-80-48-01	Building Repair & Maintenance	\$46.82
			Waterfront Park Irrigation #2		
			002-000-576-80-48-01	Building Repair & Maintenance	\$49.21
			Waterfront Park Irrigation #1		
			003-000-575-50-47-01	Public Utility Services-MH/MC	\$275.63
			108 Commercial - Maple Hall		
			003-000-575-50-47-02	Public Utility Services-GC	\$131.35
			622 South 2nd St - GC		
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$242.32
			304 Morris St Restroom		
			003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$354.29
			613 South First St Restroom		
			401-000-534-80-47-00	Public Utility Services	\$122.29
			604 Third St N - PW Office		
			401-000-534-80-47-00	Public Utility Services	\$163.49
			PW Washpad - 12142 Chilberg		

Number	Reference	Account Number	Description	Amount
		409-000-535-80-47-00	Public Utility Services	\$73.87
			Dunlap Street Pump	
		409-000-535-80-47-00	Public Utility Services	\$330.46
			WWTP - 12154 Chilberg Road	
		409-000-535-80-47-00	Public Utility Services	\$854.90
			WWTP Belt Filter Press	
		409-000-535-80-47-00	Public Utility Services	\$168.57
			WWTP Hydrant	
		<b>Total Invoice - TOLJune2024WtrChgs</b>		
<b>Total 27237</b>				<b>\$3,596.22</b>
<b>Total Town of La Conner</b>				<b>\$3,596.22</b>
				<b>\$3,596.22</b>
<b>Town of La Conner</b>				
<b>27238</b>				
		<b>2024 - July - 2nd Council Meeting</b>		
		<b>Invoice - 2024Qtr2CompostTax</b>		
		<b>2024 Qtr 2 Compost Tax</b>		
		412-000-554-99-49-03	Utility business tax	\$35,224.70
		<b>Total Invoice - 2024Qtr2CompostTax</b>		
<b>Total 27238</b>				<b>\$35,224.70</b>
<b>Total Town of La Conner</b>				<b>\$35,224.70</b>
				<b>\$35,224.70</b>
				<b>\$35,224.70</b>
<b>WA State DNR</b>				
<b>27239</b>				
		<b>2024 - July - 2nd Council Meeting</b>		
		<b>Invoice - 0100177846</b>		
		<b>DNR Lease C2200A02324</b>		
		002-000-576-80-49-03	DNR Harbor Leases	\$1,623.78
		<b>Total Invoice - 0100177846</b>		
<b>Total 27239</b>				<b>\$1,623.78</b>
<b>Total WA State DNR</b>				<b>\$1,623.78</b>
				<b>\$1,623.78</b>
				<b>\$1,623.78</b>
<b>WA State DOR - Excise Tax</b>				
<b>2018245</b>				
		<b>2024 - July - 2nd Council Meeting</b>		
		<b>Invoice - June2024ExciseTax</b>		
		<b>June 2024 Excise Tax</b>		
		401-000-534-80-49-03	Excise Taxes	\$4,357.03
		403-000-531-38-49-03	Excise Taxes	\$548.88
		409-000-535-80-49-01	Excise Taxes	\$1,764.14
		412-000-554-90-49-01	Compost Sales Tax	\$402.11
		412-000-554-90-49-02	Excise Taxes	\$1,374.25
		<b>Total Invoice - June2024ExciseTax</b>		
<b>Total 2018245</b>				<b>\$8,446.41</b>
<b>Total WA State DOR - Excise Tax</b>				<b>\$8,446.41</b>
				<b>\$8,446.41</b>

Vendor Number	Reference	Account Number	Description	Amount
WA State DOR - Leasehold Excise Tax				
2018244			2024 - July - 2nd Council Meeting	
	Invoice - 2024Qt2LeaseholdTax		2024 Qt 2 Leasehold Tax	
		002-000-576-80-49-05	Leashold Excise Taxes	\$2,024.61
			Leashold Excise Tax	
	Total Invoice - 2024Qt2LeaseholdTax			\$2,024.61
Total 2018244				\$2,024.61
Total WA State DOR - Leasehold Excise Tax				\$2,024.61
Wave Broadband				
27240			2024 - July - 2nd Council Meeting	
	Invoice - WaveJuly2024			
		Phones & Internet610		
		001-000-518-30-42-00	Communications	\$610.20
		TH Internet & phones		
		001-000-522-20-42-00	Communications	\$155.90
		Fire Dept		
		003-000-575-50-42-01	Communications-MH/MC	\$227.94
		MH/MC Internet & phones		
		409-000-535-80-42-00	Communications	\$186.97
		WWTP		
	Total Invoice - WaveJuly2024			\$1,181.01
Total 27240				\$1,181.01
Total Wave Broadband				\$1,181.01
Wycoff Insurance Agency, Inc.				
27241			2024 - July - 2nd Council Meeting	
	Invoice - 141538			
		Notary Bond - Herring		
		001-000-518-30-31-00	Office & Operating Supplies	\$115.58
	Total Invoice - 141538			\$115.58
Total 27241				\$115.58
Total Wycoff Insurance Agency, Inc.				\$115.58
Zumar Industries				
27242			2024 - July - 2nd Council Meeting	
	Invoice - 47872 - 6/13/24			
		TIB Project-Push Button Cross Walk Signage and Street Markings		
		005-000-595-65-61-05	Morris St. Mill/Overlay	\$33,231.61
	Total Invoice - 47872 - 6/13/24			\$33,231.61
Total 27242				\$33,231.61
Total Zumar Industries				\$33,231.61
Grand Total	Vendor Count	32		\$152,748.16



# Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **July 1, 2024** through **July 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 DeGoede, Finance Director

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

Payroll checks numbered 5934 through 5940	\$2,320.43
Payroll Tax	#2018243
Payroll Auto Deposit	\$8,746.78
Voided Check 5941	\$26,926.64

are approved for a total payment of **\$37,993.85** this 9<sup>th</sup> day of July, 2024.

7/5/2024 Payroll Checks 5932 & 5933  
Auto Pay Reject from closed account. Issued a checks.

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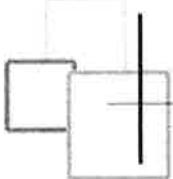
Councilmember – Finance Committee

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Councilmember – Finance Committee

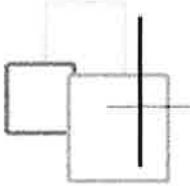
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Councilmember



# Register

Number	Name	Fiscal Description	Cleared	Amount
5934	Dept of Labor & Industry	2024 - July - 2nd Council Meeting		\$1,112.65
5935	Employment Security	2024 - July - 2nd Council Meeting		\$75.33
5936	North Coast Credit Union	2024 - July - 2nd Council Meeting		\$150.00
5937	Paid Family & Medical Leave	2024 - July - 2nd Council Meeting		\$199.04
5938	Teamsters Local No. 231	2024 - July - 2nd Council Meeting		\$186.50
5939	Wa Cares Fund	2024 - July - 2nd Council Meeting		\$126.81
5940	Washington State Support Registry	2024 - July - 2nd Council Meeting		\$470.10
2018243	Washington Federal	2024 - July - 2nd Council Meeting		\$8,746.78
<u>Direct Deposit Run -</u> <u>7/16/2024</u>	Payroll Vendor	2024 - July - 2nd Council Meeting		\$26,926.64
				<b>\$37,993.85</b>



# Register Activity

Name	Reference	Posting Reference	Detail Amount
Direct Deposit Run - 7/16/2024	Payroll Vendor	2024 - July - 2nd Council Meeting	\$26,926.64
Eills, Ajah G	ACH Pay - 7119	Posting Run - 7/16/2024 8:06:39 AM	\$1,864.92
Herring, Jennifer M	ACH Pay - 7120	Posting Run - 7/16/2024 8:06:39 AM	\$1,480.57
Hillard, Margaret A	ACH Pay - 7127	Posting Run - 7/16/2024 8:06:39 AM	\$701.96
Kerley-DeGoede, Maria A	ACH Pay - 7128	Posting Run - 7/16/2024 8:06:39 AM	\$2,290.66
Lease, Brian	ACH Pay - 7124	Posting Run - 7/16/2024 8:06:39 AM	\$3,092.42
Mesman, Benjamin	ACH Pay - 7122	Posting Run - 7/16/2024 8:06:39 AM	\$1,757.04
Palaniuk, Kevin R	ACH Pay - 7130	Posting Run - 7/16/2024 8:06:39 AM	\$2,368.35
Park, Todd W	ACH Pay - 7118	Posting Run - 7/16/2024 8:06:39 AM	\$2,328.18
Pena-Ayon, Manuel A	ACH Pay - 7126	Posting Run - 7/16/2024 8:06:39 AM	\$1,526.50
Reinstra, Aaron M.	ACH Pay - 7129	Posting Run - 7/16/2024 8:06:39 AM	\$1,989.00
Sherman, Albert R	ACH Pay - 7125	Posting Run - 7/16/2024 8:06:39 AM	\$2,061.47
Smith, Christopher	ACH Pay - 7123	Posting Run - 7/16/2024 8:06:39 AM	\$2,412.66
Thomas, Scott G	ACH Pay - 7121	Posting Run - 7/16/2024 8:06:39 AM	\$3,052.91
			\$26,926.64

# Reports

- 1) Administrator's Report - Verbal**
- 2) Planner's Report**



# ***TOWN OF LA CONNER***

## **Monthly Planner's Report**

June 2024

### **NEW APPLICATIONS ACCEPTED:**

#### **Land Use**

- LU24-27CGU, 413 Morris Street, Change of Use to Residential
- LU24-28CU-IV, 413 Morris Street, conditional use for residential in commercial zone

#### **Building Permit**

- BP24-24ROW 613 Whatcom Street, access for construction
- BP24-25SS, 607 S. 4<sup>th</sup> Street, sewer replacement
- BP24-26ROW, 607 S. 4<sup>th</sup> Street, access for sewer replacement
- BP24-27ROW 612 S. 1<sup>st</sup> Street, PSE service installation
- BP24-28ROW, 511 Morris Street, PSE pole replacement

Page | 1

#### **Planning Commission:**

The Planning Commission met on June 4, and June 18. On June 4, the commission reviewed updated text for the Housing Element and made comments. On June 18, the commission voted to approved the preliminary draft of the housing element with the intent to send it to neighboring jurisdictions, and discussed updates to the public notice process.

#### **Hearing Examiner:**

There were two Hearing Examiner hearings on June 4<sup>th</sup>, permit LU24-16CU-IV at 5:00 pm and permit LU24-17CU-IV immediately following. Both hearings were permit applications to allow for short-term rentals in the Commercial Zone. Permit LU24-16CU-IV applied for a short-term rental at 318 Morris Street. Permit LU24-17CU-IV applied for a short-term rental at 110 N. 1<sup>st</sup> Street. The Hearing Examiner approved LU24-16CU-IV with conditions including signed off street parking. The Hearing Examiner did not return a decision on LU24-17CU-IV during the month of June.

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

This month, staff presented initial text changes to the Housing Element of the Comprehensive Plan, which was approved for distribution for comment. Staff is working with Skagit County to install traffic counters on Second Street. Staff conducted interviews and performed site visits with consultants interested in developing a sub-area plan for the Commercial Transition Zone as part of an ongoing hiring process for a consultant. This sub-area plan will be included in the Comprehensive Plan Update.

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

- Staff are continuing to review the Public Participation Program currently in place and are testing new methods of public engagement, such as Community Mingles.
- Staff are continuing to engage in chapter-by-chapter review and rewrite of the Comprehensive Plan elements.
- Staff are continuing to engage in collaboration with La Conner's neighbors, including the Swinomish Tribe, the Port of Skagit, and the La Conner School District.
- Staff are reviewing the current files for record retention requirements.
- Continuing review of development and 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

# Unfinished Business

- 1) Center Street Project – Discussion – No Insert**
- 2) Jenson Property – Discussion – No Insert**
- 3) Bid Rejection – Pedestrian Improvement Project**
- 4) Fire Boat Funding – No Insert**

# MEMORANDUM



**DATE:** July 16, 2024

**TO:** Brian Lease, Public Works Director  
Town of La Conner

**FROM:** Zack Worley

**SUBJECT:** Bid Evaluation and Recommendation

**PROJECT:** TOLC0000-2014  
Washington St & Road St Pedestrian Improvements

**CC:**

Only one bid was received in response to an Invitation to Bid extended to nine contractors in accordance with the State of Washington Small Works Roster process. This bid by SRV Construction, Inc. is for completion of the Washington St & Road St Pedestrian Improvements project. Bids were due at 10:30 AM on July 11, 2024. The single bid was received by the deadline. The bid was reviewed in more detail following the bid opening. No errors in the bid amount were noted.

The engineer's estimate was \$239,000. The Town received a grant approval of \$240,000 through the State Transportation Improvement Board, Complete Streets Program. All project construction costs were anticipated to be funded by this grant. The bid received of \$410,125.00 (excluding sales tax) exceeds the Engineer's Estimate and grant funds available for the project. Additionally, the Small Works Roster contracting process limits the maximum estimated cost of the project to \$350,000. These values do not include sales tax.

After additional communication with the State Engineer overseeing the grant administration, additional funds may be available for the project, but not in time to complete the project this year (a condition of grant funding).

Our recommendation is as follows:

- Reject all bids received for the project at this time.

There is an opportunity to reapply for grant funding this year for Spring 2025 construction. If the Town elects to apply and grant funding is received, re-bidding the project in early 2025 may be considered further.

Please let me know if you have any questions.

**Attachments/Enclosures:** List Items

File Path: P:\T\TOLC00002014\0700BLD\Bidding\Notice of Rejection of All Bids\_07.16.2024.docx

# New Business

- 1) Ordinance – Amending Section 3.60.100 of the  
La Conner Municipal Code (Garden Club)**
  
- 2) Resolution – Amending Policy 414 Bereavement**

**Ordinance  
Amending Section 3.60.100**

## Town of La Conner



### ORDINANCE NO.

#### AN ORDINANCE OF THE TOWN OF LA CONNER, WASHINGTON, REVISING SECTION 3.60.100 OF THE LA CONNER MUNICIPAL CODE

3.60.100 Fee schedule.

<b><i>Garden Club Rental Fees</i></b>			
	<b>Rental Fee</b>		<b>Deposit</b>
	<b>Mon- Thurs</b>	<b>Fri/Sat/Sun</b>	
Resident/Government	\$25.00	\$150.00	\$250.00
Nonresident	\$125.00	\$300.00	\$250.00
Alcohol and/or Dancing			\$100.00

(a) Cancellations within 60 days of the event will result in forfeiture of 50 percent of the deposit. Cancellations within 30 days of the event will result in forfeiture of the full deposit.

(b) Reservations shall be made on a first come, first serve, written application basis only through Town Hall. The rental application, deposit, and proof of residency within La Conner School District boundaries (if applying for the resident rate) must be submitted, and 50 percent of the rental fee paid within 48 hours, to bind and hold the event date. The remaining balance of the rental fee and the deposit shall be due 60 days prior to the event.

(c) To qualify for the resident rate, the person signing the rental agreement must show proof of residency within the La Conner School District boundaries. Businesses or organizations applying for the resident rate must show proof that their business office is located within La Conner School District boundaries.

(d) Any event with alcohol and/or dancing will be required to provide an approved safety and security plan at the time of application. Safety and security plans must be approved by town staff and law enforcement.

(e) If damages exceed the amount of deposit, renter will be notified. Renter agrees to pay any damages that exceed the amount covered by the damage deposit.

(f) At the discretion of the mayor ~~and the La Conner town council facilities committee~~, the fee for use of the Garden Club may be reduced or waived upon written request if the request meets one or more of the following criteria:

(i) The event provides specific economic benefit to the town as a whole; and/or

(ii) The event has cultural or historic significance to the town; and/or

(iii) The event has educational benefit;

(iv) If the facility is not rented less than 48 hours from the date of the event for which the reduced or waived fee is requested.

No applicant will qualify for a reduced rate if a fee or donation is required for admission.

The user is responsible for payment of all deposits and cleaning fees.

**ADOPTED BY VOTE** of the La Conner Town Council this      day of July, 2024.

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Mayor

Attest:

---

Finance Director

Approved as to form:

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Town Attorney

**Resolution  
Amending Policy 414**

## **BEREAVEMENT AND JURY DUTY TIME OFF**

### **I. PURPOSE**

To provide a means for employees to secure limited time off when such time is needed for bereavement and jury duty.

### **II. SCOPE**

This policy applies to full-time and part-time (20 or more hours per week) employees hired into regular positions including those employees that fall within the six (6) month orientation period. This policy is not applicable to on-call/seasonal employees.

### **III. POLICY**

The employer grants to eligible employees paid time off for bereavement, jury and witness leave.

Bereavement. In the event of death in an employee's immediate family, the employer grants up to three working days, with pay, to handle family affairs and attend the funeral. Immediate family for this policy is defined as: current spouse, married or unmarried, children, parents, grandparents, brothers and sisters, mother-in-law or father-in-law or guardian of the employee. In the event of death in an employee's immediate family outside the state of Washington, the employer grants up to five working days, with pay, to handle family affairs and attend the funeral. If while on approved vacation time, an employee has a death in his/her immediate family requiring the employee to engage in activities typically covered by bereavement leave, the employee may make a written request to the Town Administrator to convert the bereavement leave connected time from vacation leave to bereavement leave. The Administrator will consider the facts involved and then approve or deny the request.

In addition, employees shall be granted an additional day of leave to take the employee's cat or dog to a veterinarian for end-of-life services, provided that in the Administrator's judgment there is adequate coverage of the employee's position so as not to unduly disrupt Town operations and obligations.

Employees requesting Bereavement Leave for the death of an individual not identified above may be granted bereavement leave at the discretion of the Mayor or her/his designee.

Jury Duty. An employee who is called for district, superior, or federal court jury duty will receive from the employer his/her regular rate of pay for the actual time he/she is required to be absent from work because of such jury duty, less any amount paid for such civil duty.

An employee who serves on Jury Duty on a scheduled day off during non-work hours is not entitled to receive his or her regular compensation for such service. Time spent on Jury Duty during non-work hours or days off does not count toward an hourly employee's overtime threshold.

All hours spent fulfilling jury duty, during regularly scheduled working hours, will be counted as hours worked for purposes of computing vacation and sick leave benefits.

When an employee is not selected to serve on a jury or when dismissal time is at least two hours from the end of the employee's normal work day, the employee will immediately notify their supervisor.

If an employee is summoned during a critical work period, the Town may ask the employee to request a waiver from duty.

**Witness Duty.** In general, witness duty leave is unpaid unless A) the employee is a witness at the direction of the Town of La Conner; or B) otherwise authorized by the Mayor or her/his designee.

#### IV. PROCEDURE

Upon completion of Jury Duty, employees are required to provide proof of jury service to their supervisor. To receive regular compensation for time served, employees must:

- a. Complete and turn in to Finance the Jury Duty service report form.
- b. Cash any check received from the court and turn in the total amount of money received to Finance, minus the amount designated as a transportation allowance.

Employees will continue to be covered under all insured benefit plans while they are on paid bereavement, jury or witness time off.