



TOWN COUNCIL AGENDA

September 24, 2024 6 PM

Upper Maple Center
204 Commercial Street

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: September 10, 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. Moore Clark Sub-Area Survey - Discussion
4. Hotel Motel 2025 Distributions

VIII. NEW BUSINESS

1. Public Works 2025 Budget Discussions
2. WWTP 2025 Budget Discussions
3. Resolution – Engagement Compensation Policy

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
September 10, 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, Public Works Director Lease, Planner Davolio, Fire Chief/Code Enforcement Officer Reinstra and Sgt. Holmes of the Sheriff's Department.

Public Comments:

Resident Jean Warten discussed the two year wait for the installation of her donated art to the Town due to ongoing contractor issues. The estimated cost for the installation is \$15,000, which she will pay. Public Works has agreed to do it.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the August 27th, 2024 Council Meeting.

Accounts Payable:

Checks	27355 - 27394	\$234,341.97
Electronic Pmts.	2018261 – Invoice Cloud	\$184.40
	2018262 – US Bank	\$470.19
	Total Accounts Payable	\$234,996.56

Payroll of August 5, 2024:

Checks 5957- 5964	\$2,679.87	
AWC Benefit Trust	#2018256	\$10,743.68
Deferred Comp	#2018257	\$2,496.89
PERS Retirement	#2018258	\$11,087.66
Teamsters Benefit	#2018259	\$8,926.00
Auto Payroll Taxes	#2018260	\$9,714.21
Payroll Auto Deposit	\$28,223.90	
	Total Payroll	\$73,872.21

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

Chamber Report:

Chamber Director Hurst shared the upcoming events such as the Brew on the Slew on October 12th, Ladies Night on November 22nd, the Christmas Tree Lighting on December 7th and the Lighted Boat Parade on December 14th. He is working on encouraging businesses to decorate their store fronts for the holidays and looking at other digital advertising.

Revenue & Expenditure Reports:

Mayor Hanneman noted the taxes have balanced out and look to be on target.

Department Head Reports:

Planning Department:

Planner Davolio explained 204 Maple Avenue does have a permit posted for the minor structural changes and because it is not in the historical district, the color chosen is not an issue. Also, he turned down a Conditional Use permit for 313 Morris Street. They requested a residential unit but they have no rear access to the building and there are parking issues.

Public Works Department:

Public Works Director Lease discussed the Water Comprehensive Plan. Currently the engineers are a year behind, however he has pushed them to get it done this year. He and Ajah Eills from Planning have initiated the purchase of the Asset Management Program, he has resubmitted his application for the TIB Pedestrian Grant for 2025 and

should know the outcome by November, the signage and beacons will be installed on Maple by the end of next week, preparation for the First Street one way change has started, the Fire Hall Roof is complete and he has turned in has 2025 budget to Finance, which will be before Council at the next meeting.

Sheriff's Department:

Sheriff Holmes responded to complaints to burglaries and response times. He recommended being cautious on where you get your information from and asked people to contact him for accurate information before complaining to Council. The incidents in question were responded in less than 20 minutes and that was including deputies looking for the vehicles that were identified before arriving to the home of the incident. Thefts were not in homes but from unlocked cars. There have been very few thefts in La Conner recently. Also, the County Sheriff has initiated a once a month “Coffee with a Cop” at different locations throughout the County. The first one will be on September 30th at the Stompin’ Grounds Coffee in La Conner from 10:00 am to 12:00 pm.

Fire Department:

Fire Chief Reinstra reported the Charity Golf event was well attended with 23 teams. He is currently working on the new specs for the next fire bid requests, which should be completed sometime next week for publishing.

Mayor's Report:

Mayor Hanneman shared the following.

- She and Administrator Thomas met with Skagit Beach Association to discuss the water main replacement.
- She along with Planning Assistant Eills and representatives of the Emergency Management Commission attended the Braves open house.
- Coffee with the Mayor was open mic covering whatever came up, including affordable housing.
- The Tribal sewer meter replacement has been put on hold waiting for parts.
- She and Administrator Thomas attended a lunch and meeting with the Tribe, we will be hosting one in January.
- Reminder October 9th First Street will change to one way.

Council Committee Reports:

Emergency Management Commission:

Councilmember Dole stated they are looking to fill two positions.

Agreement – Vision Professional Services Agreement:

Finance Director DeGoede explained we didn’t get this agreement in time for the packet. It is for training the new Deputy Clerk in the Utility Billing Program with a cost of \$2,860. It is scheduled for September 20, 2024.

Councilmember Wohleb moved to approve the Mayor to sign the Professional Services Agreement with Vision Municipal Solutions. Motion seconded by Councilmember Tayler. Motion carried 5/0.

Resolution No. 645 – Appointment of the Student Position for the Arts Commission:

Mayor Hanneman stated Josie Adams has been selected for the student position on the Art’s Commission.

Councilmember Dole moved to approve Resolution 645 appointing Josie Adams for the Student Position on the Art’s Commission. Motion seconded by Councilmember Tayler. Motion carried 5/0.

Mayor Roundtable:

Discussion included a safety concern of the two way stop at Washington and Second Street and changing it to a four way stop. Public Works Director explained that would have to go through a traffic engineering review which would take at least a year.

There being no further business the meeting ended at 7:00 p.m.



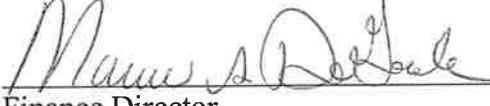
TOWN OF LA CONNER

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 September 24, 2024 Claims have been received and that;

Checks Numbered:	27395 - 27431	\$116,240.04
Auto Payments:	#2018264 – Excise Tax	\$9,608.72

Are approved for a total payment of \$125,848.76 this 24th day of September 2024.



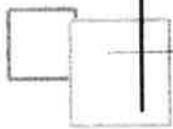
Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember

Voucher Directory



Fiscal: : 2024 - September

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

Andrea's House Cleaning Services

27395

Invoice - #515

Town Hall/Sheriff Cleaning

001-000-518-30-48-01

2024 - September - 2nd Council Meeting

Building Repair & Maintenance

\$350.00

\$350.00

\$350.00

\$350.00

Total Invoice - #515

Total 27395

Total Andrea's House Cleaning Services

Builders Alliance

27396

2024 - September - 2nd Council Meeting

Invoice - 1195037

24" Sono Tube

005-000-594-42-60-00

Machinery/Equip-Street Admin

\$527.28

\$527.28

Total Invoice - 1195037

Invoice - 1195038

Grade Rebar

005-000-594-42-60-00

Machinery/Equip-Street Admin

\$44.47

\$44.47

Total Invoice - 1195038

Total 27396

Total Builders Alliance

Canon Financial Services INC.

27397

2024 - September - 2nd Council Meeting

Invoice - 35175990

Copier Lease

001-000-518-30-40-00

Lease Agreement Tax

\$10.47

001-000-591-31-70-00

Rents & Leases - Longterm

\$121.67

70%

401-000-534-80-40-00

Lease Agreement Tax

\$2.24

401-000-591-31-70-00

Rents & Leases - Longterm

\$26.07

15%

409-000-535-80-40-00

Lease Agreement Tax

\$2.24

409-000-591-31-70-00

Rents & Leases - Longterm

\$26.07

15%

	Total Invoice - 35175990	\$188.76
Total 27397		\$188.76
Total Canon Financial Services INC.		\$188.76

Cascade Natural Gas Corp
27398

2024 - September - 2nd Council Meeting

Invoice - CascadeNatGasSept2024

Utility - Gas

001-000-518-30-47-00	Public Utility Services	\$20.63
204 Douglas-Town Hall		
001-000-522-20-47-00	Public Utility Services	\$32.38
12142 Chilberg-Fire Hall		
003-000-575-50-47-01	Public Utility Services-MH/MC	\$20.63
108 Commercial-MH/MC		
003-000-575-50-47-02	Public Utility Services-GC	\$60.38
622 S 2nd Street-GC		
401-000-534-80-47-00	Public Utility Services	\$13.78
604 N 3rd Street - PW		
409-000-535-80-47-00	Public Utility Services	\$51.81
12154 Chilberg - WWTP		

Total Invoice - CascadeNatGasSept2024

\$199.61

Total 27398

\$199.61

Total Cascade Natural Gas Corp

\$199.61

CharterMachine Co.
27399

2024 - September - 2nd Council Meeting

Invoice - 0331501-IN

M.B. 1200 MM x 21670 & 22990

409-000-535-80-48-01	Plant Repair & Maintenance	\$3,841.35
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Total Invoice - 0331501-IN

\$3,841.35

Total 27399
Total CharterMachine Co.

\$3,841.35

\$3,841.35

\$3,841.35

		Description	Amount
City of Anacortes	27400	2024 - September - 2nd Council Meeting	
		Invoice - CityofAnacortesAug2024	
		August 2024 Water Charges	
		401-000-534-80-33-00	
		Water sales	
		Total Invoice - CityofAnacortesAug2024	
			\$30,643.00
	Total 27400		\$30,643.00
Total City of Anacortes			\$30,643.00
Crystal Springs	27401	2024 - September - 2nd Council Meeting	
		Invoice - 5383122090424	
		Distilled Water	
		409-000-535-80-31-02	
		WWTP Distilled Water	
		Total Invoice - 5383122090424	
			\$79.68
	Total 27401		\$79.68
Total Crystal Springs			\$79.68
Edge Analytical	27402	2024 - September - 2nd Council Meeting	
		Invoice - 24-25637	
		Effluent Testing	
		409-000-535-80-48-05	
		Sewer Testing	
		Total Invoice - 24-25637	
			\$49.50
		Invoice - 24-26162	
		Coliform Testing	
		401-000-534-80-41-00	
		Water Testing	
		Total Invoice - 24-26162	
			\$25.00
		Invoice - 24-26344	
		Effluent & Influent Testing	
		409-000-535-80-48-05	
		Sewer Testing	
		Total Invoice - 24-26344	
			\$591.00
		Invoice - 24-27110	
		Effluent & Influent Testing	
		409-000-535-80-48-05	
		Sewer Testing	
		Total Invoice - 24-27110	
			\$388.50
		Invoice - 24-27238	
		Coliform Testing	
		401-000-534-80-41-00	
		Professional Services	
		Total Invoice - 24-27238	
			\$25.00

		Description	Amount
		Water Testing Samples	
	Total Invoice - 24-27238		\$25.00
Total 27402			\$1,079.00
Total Edge Analytical			\$1,079.00
Fastenal Company			
27403		2024 - September - 2nd Council Meeting	
	Invoice - WAANA157834		
	FW 3/4x1-3/4		
	409-000-535-80-48-03	Pipe Repair & Maintenance	\$65.60
	Total Invoice - WAANA157834		\$65.60
	Invoice - WAANA157852		
	HCS 3/4-10X8		
	409-000-535-80-48-01	Plant Repair & Maintenance	\$340.67
	Total Invoice - WAANA157852		\$340.67
	Invoice - WAANA157924		
	HCS 3/4-10x4 & K/W 3/4		
	409-000-535-80-48-01	Plant Repair & Maintenance	\$139.10
	Total Invoice - WAANA157924		\$139.10
	Invoice - WAANA157925		
	Paper Towels		
	409-000-535-80-31-02	Lab Supplies	\$52.67
	Total Invoice - WAANA157925		\$52.67
	Invoice - WANNA157327		
	1" FxF BB Viv w/Lvr		
	409-000-535-80-31-00	Office & Operating Supplies	\$118.41
	Total Invoice - WANNA157327		\$118.41
			\$716.45
Total 27403			\$716.45
Total Fastenal Company			
Frontline Cleaning Services			
27404		2024 - September - 2nd Council Meeting	
	Invoice - 37117		
	Public Restroom Cleaning		
	003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$2,635.00
	Total Invoice - 37117		\$2,635.00
Total 27404			\$2,635.00
Total Frontline Cleaning Services			\$2,635.00

		Supplier Number	Description	Amount
H.D. Fowler Company	27405		2024 - September - 2nd Council Meeting	
		Invoice - 16662286		
		Risers		
		403-000-531-38-48-03	System Repair & Maintenance	\$211.78
		Total Invoice - 16662286		\$211.78
		Invoice - 16745755		
		Iron Flg Gate Valve		
		401-000-534-80-48-03	System Repair & Maintenance	\$1,169.99
		Total Invoice - 16745755		\$1,169.99
		Invoice - 16823153		
		Couplings, Bolts, Adapters, Bushings, Primer & Weld On		
		401-000-534-80-48-00	Repair & Maintenance	\$2,493.70
		Total Invoice - 16823153		\$2,493.70
		Invoice - 16823160		
		Pressure Reduce Valves, Bimetal Holesaw & Gaskets		
		401-000-534-80-48-00	Repair & Maintenance	\$2,001.38
		Total Invoice - 16823160		\$2,001.38
	Total 27405			\$5,876.85
Total H.D. Fowler Company				\$5,876.85
Hostek	27406		2024 - September - 2nd Council Meeting	
		Invoice - 1588673		
		For La Conner.net		
		001-000-518-30-42-01	Webpage	\$95.33
			Web Hosting	
		Total Invoice - 1588673		\$95.33
	Total 27406			\$95.33
Total Hostek				\$95.33
Industrial Resources Inc	27407		2024 - September - 2nd Council Meeting	
		Invoice - 23670		
		Custom Angle Iron for the Clarifyer		
		409-000-535-80-48-01	Plant Repair & Maintenance	\$94.67
		Total Invoice - 23670		\$94.67
	Total 27407			\$94.67
Total Industrial Resources Inc				\$94.67

Jason Ulrich	27408	2024 - September - 2nd Council Meeting		
		Invoice - UlrichPPDepRef9/7/24		
		Ulrich Pioneer Park Dep Ref 9/7/24		
		002-000-582-10-00-00	Park Deposit Refund	\$100.00
		Total Invoice - UlrichPPDepRef9/7/24		\$100.00
	Total 27408			\$100.00
Total Jason Ulrich				\$100.00
Kara Stamback	27409	2024 - September - 2nd Council Meeting		
		Invoice - StambackGCDepRef8/29/24		
		Stamback Garden Club Dep Ref 8/29/24		
		003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$350.00
		Total Invoice - StambackGCDepRef8/29/24		\$350.00
	Total 27409			\$350.00
Total Kara Stamback				\$350.00
La Conner Weekly News	27410	2024 - September - 2nd Council Meeting		
		Invoice - 11297		
		Publishing of Ordinance 1250 Title 5		
		001-000-558-60-44-00	Advertising	\$56.00
		Total Invoice - 11297		\$56.00
		Invoice - 11303		
		Publishing Capital Facility Plan		
		001-000-558-60-44-00	Advertising	\$90.00
		Total Invoice - 11303		\$90.00
	Total 27410			\$146.00
Total La Conner Weekly News				\$146.00
Marna Hanneman	27411	2024 - September - 2nd Council Meeting		
		Invoice - HannemanReimb9/7/24		
		Coffee for Coffee with the Mayor		
		001-000-513-10-41-01	Mayor Professional Services	\$30.87
		Total Invoice - HannemanReimb9/7/24		\$30.87
	Total 27411			\$30.87
Total Marna Hanneman				\$30.87
Napa Auto Parts	27412	2024 - September - 2nd Council Meeting		
		Invoice - 1438-542654		
		Battery & Core Deposit		
		401-000-534-80-48-02	Vehicle Repair & Maintenance	\$227.00
		Total Invoice - 1438-542654		\$227.00

Invoice	Description	Amount
Invoice - 1438-542772		
Tool Kit Flaring		
401-000-534-80-48-02	Vehicle Repair & Maintenance	\$8.42
Total Invoice - 1438-542772		\$8.42
Invoice - 1438-543553		
15W40		
412-000-594-35-64-00	Machinery/Equip-Compost	\$89.40
Total Invoice - 1438-543553		\$89.40
Invoice - 1438-543614		
2 Cycle Oil		
002-000-576-80-48-03	System Repair & Maintenance	\$13.23
Total Invoice - 1438-543614		\$13.23
Invoice - CR542656		
Refund Inv 542062		
403-000-531-38-48-03	System Repair & Maintenance	(\$19.55)
Total Invoice - CR542656		(\$19.55)
Total 27412		\$318.50
Total Napa Auto Parts		\$318.50

Invoice	Description	Amount
2024 - September - 2nd Council Meeting		
Invoice - 502603-2		
Dig Remote BOD Therm, Digital Remote Oven Thermometer & 3M Steam Chemical Integ		
409-000-535-80-31-02	Lab Supplies	\$621.01
Total Invoice - 502603-2		\$621.01
Invoice - 507451		
M-FC Broth		
409-000-535-80-31-02	Lab Supplies	\$336.08
Total Invoice - 507451		\$336.08
Invoice - 509118		
Buffered Dil Water, Glass Fiber Filters & BOD Standard		
409-000-535-80-31-02	Lab Supplies	\$470.50
Total Invoice - 509118		\$470.50
Total 27413		\$1,427.59
Total North Central Laboratory		\$1,427.59

Invoice	Description	Amount
2024 - September - 2nd Council Meeting		
Invoice - 291188		
Resin Compound		
409-000-535-80-48-05	Materials/Testing	\$6,893.93
Total Invoice - 291188		\$6,893.93
Total 27414		\$6,893.93
Total Northstar Chemical Inc.		\$6,893.93

Parisa Sadeghi

27415

2024 - September - 2nd Council Meeting

Invoice - SedeghiPPDepRef9/14/24

Sadeghi Pioneer Park Dep Ref 9/14/24

002-000-582-10-00-00

Park Deposit Refund

\$200.00

Total Invoice - SedeghiPPDepRef9/14/24

\$200.00

Total 27415

Total Parisa Sadeghi

Port of Skagit Co.

27416

2024 - September - 2nd Council Meeting

Invoice - POS-Aug2024

Public Works Lease

002-000-576-80-45-00

Rents & Leases - Short Term

\$231.86

10% PW Lease

003-000-575-50-48-06

Rents & Leases Short Term

\$231.86

10% PW Lease

005-000-542-65-49-03

Rentals/Leases - Short Term

\$231.86

10% PW Lease

401-000-534-80-45-00

Rents & Leases - Short Term

\$927.47

40% PW Lease

403-000-531-38-45-00

Rents & Leases - Short Term

\$695.59

30% PW Lease

Total Invoice - POS-Aug2024

\$2,318.64

Total 27416

Total Port of Skagit Co.

Puget Sound Energy

27417

2024 - September - 2nd Council Meeting

Invoice - PSE=Sept2024

Utility - Electric

001-000-518-30-47-00

Public Utility Services

\$282.70

204 Douglas St -Town Hall

001-000-522-20-47-00

Public Utility Services

\$362.70

12142 Chilberg - Fire Dept

002-000-576-80-47-00

Public Utility Services

\$24.32

1339 Conner Way Lights - Pioneer Park Lights

002-000-576-80-47-00

Public Utility Services

\$21.12

100 Morris - Gilkey Square

002-000-576-80-47-00

Public Utility Services

\$224.75

100 Washington Ave Light- St End Park

002-000-576-80-47-00

Public Utility Services

\$42.34

1339 Connor Way - Pioneer Park Gazebo

002-000-576-80-47-00

Public Utility Services

\$12.24

1340 Conner Way

Account Number	Description	Amount
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	\$23.77
622 S 2nd Street - Garden Club		
003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$57.34
613 1st Street - Public Restroom		
003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$35.70
304 Morris St -Public Restroom		
005-000-542-63-47-00	Public Utility Services	\$823.05
Street lights Acct #300000001705		
005-000-542-63-47-00	Public Utility Services	\$26.12
100 Sherman St		
005-000-542-63-47-00	Public Utility Services	\$319.34
1st Street Lights #220005384221		
005-000-542-63-47-00	Public Utility Services	\$62.48
3rd & Douglas		
005-000-542-63-47-00	Public Utility Services	\$56.31
12100 Chilberg - Flag pole/Monument lights		
005-000-542-63-47-00	Public Utility Services	\$597.91
125 1st Street LC Post Office #300000002505		
401-000-534-80-47-00	Public Utility Services	\$14.74
1200 S 4th St - Water Tank		
401-000-534-80-47-00	Public Utility Services	\$268.79
604 N 3rd Street - PW Shop-300000002695		
403-000-531-38-47-00	Public Utility Service	\$107.12
102 S 6th St - Drainage Pump		
403-000-531-38-47-00	Public Utility Service	\$186.52
213 Caledonia - Drainage Pump		
409-000-535-80-47-00	Public Utility Services	\$37.02
602 N 3rd Street - Pump		
409-000-535-80-47-00	Public Utility Services	\$10.21
12154 Chilberg - WWTP Fuel Station		
409-000-535-80-47-00	Public Utility Services	\$4,391.07
12154 Chilberg Rd WWTP		
409-000-535-80-47-00	Public Utility Services	\$29.31
622 1st Street - Sewage Vault		
Total Invoice - PSE=Sept2024		\$8,027.82
Total 27417		\$8,027.82
Total Puget Sound Energy		\$8,027.82

		Description	Amount
Sheila Johnson	27418	2024 - September - 2nd Council Meeting	
		Invoice - JohnsonPPDepRef9/12/24	
		Johnson Pioneer Park Dep Ref 9/12/24	
		002-000-582-10-00-00	
		Park Deposit Refund	\$100.00
		Total Invoice - JohnsonPPDepRef9/12/24	\$100.00
	Total 27418		\$100.00
Total Sheila Johnson			\$100.00
Simply Yards	27419	2024 - September - 2nd Council Meeting	
		Invoice - 60618	
		Landscape Maint.	
		002-000-576-80-48-03	
		System Repair & Maintenance	\$4,061.64
		Total Invoice - 60618	\$4,061.64
	Total 27419		\$4,061.64
Total Simply Yards			\$4,061.64
Skagit - 911	27420	2024 - September - 2nd Council Meeting	
		Invoice - 4459-1	
		4th Qtr 2024 Fees	
		001-000-522-20-49-04	
		Skagit 911-Fire dispatch	\$567.00
		Qtrly Agency fee	
		Total Invoice - 4459-1	\$567.00
	Total 27420		\$567.00
Total Skagit - 911			\$567.00
Smokey Point Concrete Inc.	27421	2024 - September - 2nd Council Meeting	
		Invoice - 96474546	
		TIB Project 5SK7/8 AEA	
		005-000-595-65-61-05	
		Morris St. Mill/Overlay	\$826.45
		Total Invoice - 96474546	\$826.45
	Total 27421		\$826.45
Total Smokey Point Concrete Inc.			\$826.45
Tacoma Screw Products	27422	2024 - September - 2nd Council Meeting	
		Invoice - 260105291-00	
		Flat Washers, Hex Bolts, Lock Washers, Wedge Anchors Hammer Drill Bit	
		005-000-542-64-48-04	
		Signage Repair & Maintenance	\$1,117.93
		Total Invoice - 260105291-00	\$1,117.93
	Total 27422		\$1,117.93
Total Tacoma Screw Products			\$1,117.93

Town of La Conner

27423

2024 - September - 2nd Council Meeting

Invoice - TOLWtrChgsAug2024

Aug 2024 Utility Water Charges

001-000-518-30-47-00	Public Utility Services	\$193.33
204 Douglas - Town Hall		
001-000-522-20-47-00	Public Utility Services	\$145.21
Fire Hall - 12142 Chilberg		
002-000-576-80-47-00	Public Utility Services	\$100.92
1st Street Merchant Park		
002-000-576-80-47-00	Public Utility Services	\$73.87
Washington Street Park		
002-000-576-80-47-00	Public Utility Services	\$47.37
Benton Street Stairs		
002-000-576-80-47-00	Public Utility Services	\$46.82
Flag Pole/Monument		
002-000-576-80-47-00	Public Utility Services	\$74.14
Skateboard Park - 528 6th Street		
002-000-576-80-47-00	Public Utility Services	\$991.81
Pioneer Park		
002-000-576-80-48-01	Building Repair & Maintenance	\$49.01
Waterfront Park Irrigation #1		
002-000-576-80-48-01	Building Repair & Maintenance	\$46.82
Waterfront Park Irrigation #2		
003-000-575-50-47-01	Public Utility Services-MH/MC	\$295.84
108 Commercial - Maple Hall		
003-000-575-50-47-02	Public Utility Services-GC	\$120.98
622 South 2nd St - GC		
003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$415.61
613 South First St Restroom		
003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$257.81
304 Morris St Restroom		
401-000-534-80-47-00	Public Utility Services	\$96.65
PW Washpad - 12142 Chilberg		
401-000-534-80-47-00	Public Utility Services	\$124.89
604 Third St N - PW Office		
409-000-535-80-47-00	Public Utility Services	\$932.62
WWTP Belt Filter Press		
409-000-535-80-47-00	Public Utility Services	\$256.87
WWTP - 12154 Chilberg Road		
409-000-535-80-47-00	Public Utility Services	\$73.87
Dunlap Street Pump		
409-000-535-80-47-00	Public Utility Services	\$181.77

		Description	Amount
		WWTP Hydrant	
		Total Invoice - TOLWtrChgsAug2024	\$4,526.21
Total 27423			\$4,526.21
Total Town of La Conner			\$4,526.21
Town of La Conner			
27424		2024 - September - 2nd Council Meeting	
		Invoice - C 8-2024	
		August 2024 Sewer Service Charges	
		412-000-554-90-47-00	Compost Treatment Chgs - 409
			\$10,833.34
		Total Invoice - C 8-2024	\$10,833.34
		Invoice - S 8-2024	
		August 2024 Sludge Disposal Charges	
		409-000-535-80-47-02	Sludge Disposal - 412
			\$2,500.00
		Total Invoice - S 8-2024	\$2,500.00
Total 27424			\$13,333.34
Total Town of La Conner			\$13,333.34
U.S. Bank			
27425		2024 - September - 2nd Council Meeting	
		Invoice - Amazon7327401	
		Cell Phone Cases	
		401-000-534-80-31-00	Office & Operating Supplies
			\$44.50
		Total Invoice - Amazon7327401	\$44.50
		Invoice - Amazon3577032	
		TIB - Band-it 100 Foot Roll Steel Finish Band	
		005-000-595-65-61-05	Morris St. Mill/Overlay
			\$208.52
		Total Invoice - Amazon3577032	\$208.52
		Invoice - Amazon3577032-2	
		TIB - Band-it Stainless Street Flared Leg Single Bolt Bracket	
		005-000-595-65-61-05	Morris St. Mill/Overlay
			\$510.40
		Total Invoice - Amazon3577032-2	\$510.40
		Invoice - Amazon4616239	
		30 Piece 1/4" Drill Hole Silicone Rubber Grommets (5/16 & 3/16)	
		002-000-576-80-48-01	Building Repair & Maintenance
			\$76.95
		Total Invoice - Amazon4616239	\$76.95
		Invoice - Amazon5417046	
		5-Tab Binder Dividers	
		401-000-534-80-31-00	Office & Operating Supplies
			\$8.82
		Total Invoice - Amazon5417046	\$8.82

Reference Number	Description	Category	Amount
Invoice - Amazon5524252			
Step Ladder 001-000-518-30-31-00	Office & Operating Supplies		\$45.59
Total Invoice - Amazon5524252			
			\$45.59
Invoice - Amazon5803443			
5-Tab Binder Dividers 401-000-534-80-31-00	Office & Operating Supplies		\$4.66
Total Invoice - Amazon5803443			
			\$4.66
Invoice - Amazon7433805			
Copy Paper & Laminating Sheets 001-000-518-30-31-00	Office & Operating Supplies		\$187.24
Total Invoice - Amazon7433805			
			\$187.24
Invoice - Amazon8840259			
Single Hole Puncher, Sticky Notes, Keyboard and Mouse 001-000-518-30-31-00	Office & Operating Supplies		\$83.26
Total Invoice - Amazon8840259			
			\$83.26
Invoice - CrashPln8/20/24			
Server Backup 001-000-518-30-48-00	Computer/Server Maintenance		\$54.25
Server Backup			
Total Invoice - CrashPln8/20/24			
			\$54.25
Invoice - Hilton8/16/24			
WMCA Conference Lodging - Thomas 001-000-513-10-43-01	Admin Travel		\$382.90
Total Invoice - Hilton8/16/24			
			\$382.90
Invoice - INV272282632			
Zoom Fees 001-000-518-30-31-00	Office & Operating Supplies		\$278.80
Total Invoice - INV272282632			
			\$278.80
Invoice - MelCof8/16/24			
WMCA Conference Meal - Thomas 001-000-513-10-43-01	Admin Travel		\$16.14
Total Invoice - MelCof8/16/24			
			\$16.14
Invoice - MRSCWebCI10/30/24			
10/30/24 Public Records Webinar - Herring 001-000-518-30-41-00	Professional Services		\$140.00
Total Invoice - MRSCWebCI10/30/24			
			\$140.00
Invoice - PostPromo8/22/24			
Fire Dept. Supplies - Backpacks, Wrist Bands, Helmet Shields, Stickers, Pencils & Safety Trick or Treat Bags 001-000-522-20-49-02	Training & Meetings		\$931.17
Total Invoice - PostPromo8/22/24			
			\$931.17
Invoice - WSAFM9/5/24			
Fire Prevention Institute - Baker 001-000-522-20-49-02	Training & Meetings		\$650.00
Total Invoice - WSAFM9/5/24			
			\$650.00

	Description	Amount
Invoice - WSAFM9/5/24-2		
	Fire Prevention Institute - Bananzak	
001-000-522-20-49-02	Training & Meetings	\$650.00
Total Invoice - WSAFM9/5/24-2		\$650.00
Invoice - WSAFM9/5/24-3		
	Fire Prevention Institute - Fire Chief	
001-000-522-20-49-02	Training & Meetings	\$650.00
Total Invoice - WSAFM9/5/24-3		\$650.00
Total 27425		\$4,923.20
Total U.S. Bank		\$4,923.20
USA Bluebook		
27426	2024 - September - 2nd Council Meeting	
Invoice - INV00465439		
	Grounding Ring	
409-000-535-80-48-01	Plant Repair & Maintenance	\$412.22
Total Invoice - INV00465439		\$412.22
Total 27426		\$412.22
Total USA Bluebook		\$412.22
Verizon Wireless		
27427	2024 - September - 2nd Council Meeting	
Invoice - 9973265568		
	Cell Phones	
001-000-513-10-42-00	Mayor's Communications	\$51.16
Mayor		
001-000-521-70-42-00	Communications-Code Enf	\$26.57
Code Enforcement/Split with Fire		
001-000-522-20-42-00	Communications	\$66.58
Fire Dept./Split w Code & 2nd Remote		
401-000-534-80-42-00	Communications	\$40.01
Public Works		
Total Invoice - 9973265568		\$184.32
Total 27427		\$184.32
Total Verizon Wireless		\$184.32
WA State DOR - Excise Tax		
2018264	2024 - September - 2nd Council Meeting	
Invoice - DORExciseTax8/2024		
	Aug 2024 Excise Taxes	
401-000-534-80-49-03	Excise Taxes	\$6,131.02
403-000-531-38-49-03	Excise Taxes	\$403.18
409-000-535-80-49-01	Excise Taxes	\$1,629.66
412-000-554-90-49-01	Compost Sales Tax	\$218.86

		412-000-554-90-49-02	Excise Taxes	\$1,226.00
		Total Invoice - DORExciSeTax8/2024		\$9,608.72
Total 2018264				\$9,608.72
Total WA State DOR - Excise Tax				\$9,608.72
Ward & Kerry Weidenbach				
27428			2024 - September - 2nd Council Meeting	
		Invoice - WeidenbauchLatComReimb2024		
		Weidenbach Late Comers Reimbursement		
		401-000-582-30-00-00	Latecomers Reimb.	\$11,139.41
		Total Invoice - WeidenbauchLatComReimb2024		\$11,139.41
Total 27428				\$11,139.41
Total Ward & Kerry Weidenbach				\$11,139.41
Water-Wasterwater Services				
27429			2024 - September - 2nd Council Meeting	
		Invoice - WWTPGCDepRef9/6/24		
		WWTP Garden Club Dep Ref 9/6/24		
		003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$215.00
		Total Invoice - WWTPGCDepRef9/6/24		\$215.00
Total 27429				\$215.00
Total Water-Wasterwater Services				\$215.00
Wave Broadband				
27430			2024 - September - 2nd Council Meeting	
		Invoice - Wave-Sept2024		
		Internet & Phones		
		001-000-518-30-42-00	Communications	\$689.91
		TH Internet & phones		
		001-000-522-20-42-00	Communications	\$159.86
		Fire Dept		
		003-000-575-50-42-01	Communications-MH/MC	\$227.94
		MH/MC Internet & phones		
		409-000-535-80-42-00	Communications	\$205.93
		WWTP		
		Total Invoice - Wave-Sept2024		\$1,283.64
Total 27430				\$1,283.64
Total Wave Broadband				\$1,283.64

Vendor Name	Vendor Number	Description	Amount
Zumar Industries			
27431		2024 - September - 2nd Council Meeting	
	Invoice - 48981		
		Street Signage	
		005-000-542-64-48-03	
		System Repair & Maintenance	
			\$7,364.88
			\$7,364.88
			\$7,364.88
			\$7,364.88
Total 27431		Total Invoice - 48981	
Total Zumar Industries			
Grand Total	Vendor Count	38	\$125,848.76



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **September 1, 2024** through **September 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 5965 through 5971	\$2,191.60
Payroll Taxes #2018263	\$9,190.76
Payroll Auto Deposit	\$27,860.54

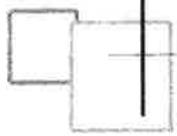
are approved for a total payment of **\$39,242.90** this 24th day of September, 2024.

Councilmember – Finance Committee

Councilmember – Finance Committee

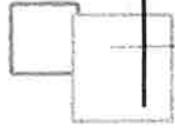
Councilmember

Register



Number	Vendor	Description	Amount
5965	Dept of Labor & Industry	2024 - September - 2nd Council Meeting	\$966.78
5966	Employment Security	2024 - September - 2nd Council Meeting	\$78.17
5967	North Coast Credit Union	2024 - September - 2nd Council Meeting	\$150.00
5968	Paid Family & Medical Leave	2024 - September - 2nd Council Meeting	\$206.58
5969	Teamsters Local No. 231	2024 - September - 2nd Council Meeting	\$186.50
5970	Wa Cares Fund	2024 - September - 2nd Council Meeting	\$133.47
5971	Washington State Support Registry	2024 - September - 2nd Council Meeting	\$470.10
2018263	Washington Federal	2024 - September - 2nd Council Meeting	\$9,190.76
<u>Direct Deposit Run -</u> <u>9/17/2024</u>		Payroll Vendor	\$27,860.54
			\$39,242.90

Register Activity



Direct Deposit Run - 9/17/2024

Eills, Ajah G
Herring, Jennifer M
Hillard, Margaret A
Kerley-DeGoede, Maria A
Lease, Brian
Mesman, Benjamin
Palaniuk, Kevin R
Park, Todd W
Pena-Ayon, Manuel A
Reinstra, Aaron M.
Sherman, Albert R
Smith, Christopher
Thomas, Scott G
Viola, Angela T

Payroll Vendor
ACH Pay - 7238
ACH Pay - 7239
ACH Pay - 7247
ACH Pay - 7248
ACH Pay - 7243
ACH Pay - 7241
ACH Pay - 7250
ACH Pay - 7237
ACH Pay - 7246
ACH Pay - 7249
ACH Pay - 7245
ACH Pay - 7242
ACH Pay - 7240
ACH Pay - 7244

Posting Date/Time	Deposit Amount
2024 - September - 2nd Council Meeting	\$27,860.54
Posting Run - 9/17/2024 2:11:35 PM	\$1,865.75
Posting Run - 9/17/2024 2:11:35 PM	\$1,481.09
Posting Run - 9/17/2024 2:11:35 PM	\$697.79
Posting Run - 9/17/2024 2:11:35 PM	\$2,291.28
Posting Run - 9/17/2024 2:11:35 PM	\$3,088.53
Posting Run - 9/17/2024 2:11:35 PM	\$718.71
Posting Run - 9/17/2024 2:11:35 PM	\$2,572.67
Posting Run - 9/17/2024 2:11:35 PM	\$2,555.40
Posting Run - 9/17/2024 2:11:35 PM	\$1,511.52
Posting Run - 9/17/2024 2:11:35 PM	\$1,992.54
Posting Run - 9/17/2024 2:11:35 PM	\$1,855.15
Posting Run - 9/17/2024 2:11:35 PM	\$2,313.19
Posting Run - 9/17/2024 2:11:35 PM	\$3,056.24
Posting Run - 9/17/2024 2:11:35 PM	\$1,860.68
	\$27,860.54

Reports

1) Administrator Report - Verbal

Unfinished Business

- 1) Center Street Project – Discussion – No Insert**
- 2) Jenson Property – Discussion – No Insert**
- 3) Moore Clark Subarea Survey – Discussion**
- 4) Hotel Motel 2025 Distributions**

Town of La Conner

Hotel/Motel Tax Requests 2025 Budget

Fund	Agency	2022 Actual	2023 HM Actual.	2024 Requests	2024 HM Actual	2025 Full Funding Req	2025 Partial Funding Req	9.17.24 Suggestions
123	Chamber of Commerce	80,000.00	83,000.00	100,000.00	90,000.00	100,000.00	95,000.00	95,000.00
123	Skagit Valley Tulip Festival	2,500.00	3,000.00	3,000.00	5,000.00	5,000.00	5,000.00	5,000.00
123	Skagit County Historical Museum	2,000.00	1,000.00	1,500.00	1,500.00	3,360.00	1,680.00	3,360.00
123	Pacific NW Quilt & Fiber Arts Museum	1,700.00	1,500.00					
123	Museum of NW Art	5,000.00	7,500.00	8,250.00	8,250.00	10,000.00	8,250.00	9,000.00
123	La Conner Art's Foundation - Art's Alive Event	1,000.00		8,000.00	8,000.00	8,000.00	7,500.00	7,500.00
123	TOL Public Restrooms	50,200.00	53,856.00	63,995.00	63,995.00	55,740.00	55,740.00	55,740.00
123	Maple Hall Table & Chairs					16,000.00	16,000.00	16,000.00
123	TOL Maple Hall Security Cameras		6,000.00					
123	TOL Maple Hall HVAC/Toliets/Audio/Elevator				132,866.00			
123	La Conner Live Concerts	6,000.00	9,000.00	10,000.00	10,000.00	12,000.00	10,000.00	6,000.00
123	Skagit Artists	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	750.00	1,000.00
123	Lincoln Theater		5,000.00	5,000.00	1,000.00	5,000.00	2,000.00	1,000.00
123	Skagit Community Band		1,805.00	1,900.00	1,900.00	2,080.00	1,800.00	2,080.00
123	Childrens Museum of Skagit County					2,500.00	1,000.00	
123	La Conner Downtown Association					131,900.00	106,900.00	
123	La Conner Thrives Association							
	Tourism Data Collection					2,000.00	1,000.00	
	La Conner Pet Parade					1,000.00	1,000.00	
	Renaissance/Shakespeare Festival					2,500.00	1,000.00	
	Fall Festival					7,500.00	5,000.00	5,000.00
	Pride Month					7,300.00	1,000.00	1,000.00
	A Dickens Christmas in La Conner					9,000.00	4,500.00	4,500.00
123	Love La Conner -Sculpture Advertising	21,800.00						
123	La Conner Advertising	12,000.00						
123	Audit/Advertising /Code Enf Wages 20K	250.00	600.00	600.00	20,600.00	600.00		
Total		183,450.00	173,261.00	203,245.00	344,111.00	382,480.00	325,120.00	212,180.00

2023 Ending Fund Balance	311,697.00	Balance from 9.17.24 Council
2024 Projected Hotel Motel Revenues	180,400.00	72,806.00
2024 Hotel Motel Expenditures	342,111.00	
2025 Projected Hotel Motel Revenues	150,000.00	
2025 Projected Ending Fund Balance Limit	15,000.00	
Total amount for remainder of distribution	284,986.00	
Full Allocation Request	382,480.00	
Fund Balance with Full Allocation	(97,494.00)	

As of August 2024, we are at 80.43% of the budget estimate for revenues/Added an estimated extra \$40K to this years budgeted revenues

New Business

- 1) Public Works 2025 Budget Discussion**
- 2) WWTP 2025 Budget Discussion**
- 3) Resolution – Engagement Compensation Policy**

Public Works
2025 Budget Discussions

PARK & PORT FUND

Account Number	Description	Budget	Actual	Budget	Actual	Budget	
		2023	2023	2024	2024		
PARK & PORT FUND							
General Operations							
002-576-80-10-01	Park & Port Salaries & Wages	\$88,576.00	\$63,971.03	\$101,295.00	\$40,262.56	\$111,347.00	
002-000-576-80-10-02	Overtime/Other Earnings	\$1,000.00	\$350.37	\$1,000.00	\$0.00	\$1,000.00	
002-576-80-21-00	Benefits	\$67,170.00	\$34,958.13	\$65,411.00	\$22,577.80	\$70,644.00	
002-571-09-41-00	Parks & Rec Programs	\$11,000.00	\$11,000.00	\$15,000.00	\$0.00	\$15,000.00	
002-576-80-31-00	Office & Operating Supplies	\$500.00	\$0.00	\$1,000.00	\$247.50	\$800.00	
002-576-80-31-01	Restroom Supplies	\$1,000.00	\$419.51	\$1,000.00	\$53.88	\$1,000.00	
002-576-80-35-00	Small Tools & Equipment	\$8,000.00	\$8,167.34	\$33,950.00	\$6,194.40	\$12,500.00	
002-576-80-40-00	Audit Fees	\$3,200.00	\$282.00	\$3,500.00	\$2,936.00	\$3,600.00	
002-576-80-41-00	Professional Services	\$39,860.00	\$30,787.48	\$39,461.00	\$6,916.40	\$48,200.00	
002-576-80-45-00	Rents & Leases - Short Term	\$2,640.00	\$2,850.87	\$2,885.00	\$1,493.62	\$0.00	
002-576-80-45-73	Park Rental Cancellation	\$300.00	\$100.00	\$300.00	\$100.00	\$300.00	
002-576-80-46-00	Insurance	\$12,783.00	\$14,737.00	\$15,630.00	\$18,871.40	\$19,852.00	
002-576-80-47-00	Public Utility Services	\$9,120.00	\$9,501.34	\$9,600.00	\$4,559.88	\$9,848.00	
002-576-80-48-00	Software Maintenance	\$800.00	\$704.79	\$800.00	\$939.82	\$1,015.00	
002-576-80-48-01	Building Repair & Maintenance	\$44,000.00	\$11,911.38	\$65,000.00	\$29,483.96	\$25,000.00	
002-576-80-48-03	System Repair & Maintenance	\$6,500.00	\$18,749.02	\$14,500.00	\$9,223.89	\$24,000.00	
002-576-80-49-02	Training & Meetings	\$300.00	\$261.50	\$300.00	\$49.00	\$300.00	
002-576-80-49-03	DNR Harbor Leases	\$4,500.00	\$5,114.89	\$5,200.00	\$0.00	\$6,124.00	
002-576-80-49-05	Leashold Excise Taxes	\$7,500.00	\$5,101.33	\$7,700.00	\$4,241.05	\$9,482.00	
Total General Operations		\$308,749.00	\$218,967.98	\$383,532.00	\$148,151.16	\$360,012.00	
Nonexpenditures							
002-582-10-00-00	Park Deposit Refund	\$2,000.00	\$3,264.66	\$2,000.00	\$1,100.00	\$2,000.00	
Total Nonexpenditures		\$2,000.00	\$3,264.66	\$2,000.00	\$1,100.00	\$2,000.00	
Capital Expenditures							
002-594-76-63-01	Park Capital Projects	\$35,000.00	\$4,216.00	\$5,000.00	\$7,032.18	\$430,000.00	
Total Capital Expenditures		\$35,000.00	\$4,216.00	\$5,000.00	\$7,032.18	\$430,000.00	
TOTAL PARK & PORT FUND		\$345,749.00	\$226,448.64	\$390,532.00	\$156,283.34	\$792,012.00	

PARK & PORT FUND Line Item Costs

002-576-80-35-00	UTV	\$5,500
	Miscellaneous	\$7,000
002-576-80-41-00	Landscape Maintenance	\$30,000
	Port-a-potties	\$8,200
	Pay Station Fees	\$10,000
002-576-80-48-03	Hazard tree	\$12,000
	Miscellaneous	\$12,000
002-576-80-48-01	Morris, 3rd St Stairs Design	\$15,000
	Miscellaneous	\$10,000
<u>002-594-76-63-01</u>	Maple Park	\$50,000
	Jordon St End	\$50,000
	Jensen Property	\$50,000
	Boat Ramp Replacement	\$280,000
002-576-80-10-01	Seasonal Staff \$30,000 20%	\$6,000

FACILITIES FUND

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual 2024	Budget
FACILITIES FUND						
General Operations						
003-575-50-10-01	Facilities Salaries & Wages	\$50,334.00	\$31,600.10	\$48,630.00	\$17,296.39	\$47,455.00
003-575-50-10-02	Overtime/Other Earnings	\$1,000.00	\$26.41	\$1,000.00	\$105.25	\$1,000.00
003-575-50-21-00	Benefits	\$30,880.00	\$19,610.69	\$32,265.00	\$8,967.92	\$34,846.00
003-575-50-31-00	Office & Operating Supplies	\$0.00	\$0.00	\$350.00	\$0.00	\$400.00
003-575-50-31-05	Public Restroom Supplies	\$8,000.00	\$5,513.83	\$4,000.00	\$5,949.26	\$8,000.00
003-575-50-41-00	Professional Services	\$6,120.00	\$6,873.31	\$7,000.00	\$1,288.06	\$7,000.00
003-575-50-41-01	Audit Fees	\$3,000.00	\$251.00	\$3,200.00	\$2,609.00	\$3,600.00
003-575-50-42-01	Communications-MH/MC	\$2,400.00	\$2,581.30	\$3,336.00	\$1,367.64	\$3,336.00
003-575-50-45-73	Facilities Rental Cancellation	\$2,000.00	\$1,850.00	\$2,000.00	\$300.00	\$2,000.00
003-575-50-46-00	Insurance	\$8,700.00	\$9,549.00	\$10,122.00	\$12,261.80	\$13,242.00
003-575-50-47-01	Public Utility Services-MH/MC	\$8,000.00	\$8,915.30	\$10,648.00	\$4,439.26	\$10,648.00
003-575-50-47-02	Public Utility Services-GC	\$3,672.00	\$3,916.71	\$4,300.00	\$2,493.26	\$5,389.00
003-575-50-47-05	Public Utility Svcs-Restrooms	\$8,845.00	\$8,370.78	\$9,500.00	\$4,162.45	\$9,500.00
003-575-50-48-00	Software Maintenance	\$800.00	\$704.79	\$800.00	\$939.82	\$1,015.00
003-575-50-48-01	Building Repair & Maint-MH/MC	\$22,860.00	\$33,513.87	\$55,866.00	\$16,136.13	\$36,530.00
003-575-50-48-02	Building Repair & Maint-GC	\$17,000.00	\$388.73	\$4,000.00	\$198.17	\$158,000.00
003-575-50-48-05	Public Restrooms - Repair & Maint.	\$28,000.00	\$33,985.34	\$39,900.00	\$18,494.59	\$39,000.00
003-575-50-48-06	Rents & Leases Short Term	\$2,600.00	\$2,850.88	\$2,885.00	\$1,493.62	\$0.00
Total General Operations		\$204,211.00	\$170,502.04	\$239,802.00	\$98,502.62	\$380,961.00
Nonexpenditures						
003-582-10-00-00	Maple Hall/Garden Club Depsit Ref	\$10,000.00	\$19,736.25	\$15,000.00	\$7,271.25	\$18,000.00
Total Nonexpenditures		\$10,000.00	\$19,736.25	\$15,000.00	\$7,271.25	\$18,000.00
Capital Expenditures						
003-594-75-64-01	Machinery/Equip-Maple Hall	\$162,000.00	\$12,168.63	\$320,000.00	\$213,571.40	\$0.00
Total Capital Expenditures		\$162,000.00	\$12,168.63	\$320,000.00	\$213,571.40	\$0.00
TOTAL FACILITIES FUND		\$376,211.00	\$202,406.92	\$574,802.00	\$319,345.27	\$398,961.00

FACILITIES FUND Line Item Costs

003-575-50-48-01	Maple Hall Chairs 100	\$12,000 HM Tax
	Maple Hall Tables	\$4,000 HM Tax
	Exterior Repairs	\$4,000
	Interior Repair	\$4,000
	MH Cleaning	\$11,520
003-575-50-48-02	GC Exterior Paint	\$55,000
	GC Exterior Repairs	\$100,000
	GC Miscellaneous	\$3,000
003-575-50-48-05	Restroom Cleaning	\$33,000 HM Tax
	Miscellaneous	\$6,000
NOTE	Town Hall Flag Pole	\$3,500

STREET FUND

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual 2024	Budget
STREET FUND						
Roadway						
005-542-30-10-01	Street Salaries & Wages	\$89,527.00	\$87,228.20	\$97,697.00	\$40,204.50	\$101,604.00
005-542-30-10-02	Overtime/Other Earnings	\$4,000.00	\$3,418.89	\$5,000.00	\$1,152.87	\$5,000.00
005-542-30-21-00	Benefits	\$59,164.00	\$50,763.29	\$59,589.00	\$19,249.62	\$64,356.00
005-542-30-41-01	Audit Fees	\$2,300.00	\$196.00	\$2,500.00	\$2,039.00	\$3,600.00
Total Roadway		\$154,991.00	\$141,606.38	\$164,786.00	\$62,645.99	\$174,560.00
Street Lighting						
005-542-63-47-00	Public Utility Services	\$23,200.00	\$21,257.37	\$23,200.00	\$11,515.92	\$24,873.00
Total Street Lighting		\$23,200.00	\$21,257.37	\$23,200.00	\$11,515.92	\$24,873.00
Traffic Control Devices						
005-542-64-35-00	Small Tools & Equipment	\$13,000.00	\$8,246.02	\$11,000.00	\$708.96	\$10,500.00
005-542-64-48-03	System Repair & Maintenance	\$12,000.00	\$15,816.43	\$16,000.00	\$7,345.87	\$12,000.00
005-542-64-48-04	Signage Repair & Maintenance	\$3,000.00	\$4,406.57	\$4,500.00	\$570.05	\$5,000.00
Total Traffic Control Devices		\$28,000.00	\$28,469.02	\$31,500.00	\$8,624.88	\$27,500.00
Road/Street General Operations						
005-542-65-31-00	Office & Operating Supplies	\$800.00	\$0.00	\$800.00	\$247.50	\$1,000.00
005-542-65-48-00	Repair & Maintenance	\$12,500.00	\$6,636.45	\$5,445.00	\$3,080.80	\$7,500.00
005-542-65-49-03	Rentals/Leases - Short Term	\$2,600.00	\$2,850.88	\$2,885.00	\$1,493.62	\$0.00
005-543-10-41-00	Professional Services	\$6,310.00	\$8,498.58	\$8,000.00	\$6,313.60	\$10,000.00
005-543-10-46-00	Insurance	\$8,600.00	\$8,566.00	\$9,080.00	\$11,011.40	\$11,900.00
005-543-10-48-00	Repair & Maintenance	\$33,500.00	\$19,531.71	\$40,000.00	\$1,921.56	\$100,000.00
005-543-10-48-02	Vehicle Repair & Maintenance	\$5,000.00	\$6,286.17	\$5,000.00	\$283.08	\$6,000.00
005-543-50-48-04	Refuse Disposal	\$8,000.00	\$9,698.30	\$9,000.00	\$3,539.20	\$9,000.00
Total Road/Street General Operations		\$77,310.00	\$62,068.09	\$80,210.00	\$27,890.76	\$145,400.00
Non Expenditure						
005-552-30-41-02	DE Engineering Fees	\$3,500.00	\$3,854.07	\$3,500.00	\$1,974.08	\$3,500.00
Total Non Expenditures		\$3,500.00	\$3,854.07	\$3,500.00	\$1,974.08	\$3,500.00

Capital Expenditures

005-594-42-60-00	Machinery/Equip-Street Admin	\$0.00	\$0.00	\$25,000.00	\$94.43	\$0.00
005-595-65-61-05	TIB Projects, Morris OL, Wash Ped	\$0.00	\$0.00	\$850,000.00	\$0.00	\$1,164,000.00
005-595-65-61-06	S. First Street Project	\$0.00	\$0.00	\$40,500.00	\$3,785.21	\$343,000.00
Total Capital Expenditures		\$0.00	\$0.00	\$915,500.00	\$3,879.64	\$1,507,000.00
TOTAL STREET FUND		\$287,001.00	\$257,254.93	\$1,218,696.00	\$116,531.27	\$1,882,833.00

STREET FUND Line Item Costs**TIP PROJECTS** **\$5,116,000**

005-542-64-35-00	UTV \$22,000 25%	\$5,500.00
	Miscellaneous	\$5,000.00

005-542-30-10-01	Seasonal Staff
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005-543-10-48-00	Road and Sidewalk Repairs	\$55,000
	Guardrail, Douglas and 3rd	\$15,000
	Washington, Post Office Parking	\$30,000

005-595-65-61-05	Morris Overlay	\$850,000 Total	\$700,000 TIB	\$150,000 Local
	Washinton, Road St Ped Impovement	\$314,000 Total	\$290,000 TIB	\$24,000 Local

005-595-65-61-06	South First St Design	\$86,000
	South First St Construction	\$257,000

WATER FUND

Account Number	Description	Budget	Actual	Budget	Actual	Budget	
		2023	2023	2024	2024	2024	
WATER FUND							
General Operations							
401-000-534-80-10-01	Water Salaries & Wages	\$186,529.00	\$186,528.02	\$208,972.00	\$113,563.25	\$229,331.00	
401-000-534-80-10-02	Overtime/Other Earnings	\$9,818.00	\$9,817.97	\$8,000.00	\$8,698.32	\$10,000.00	
401-000-534-80-21-00	Benefits	\$102,152.00	\$102,151.49	\$125,500.00	\$56,236.85	\$135,540.00	
401-000-534-80-31-00	Office & Operating Supplies	\$150.00	\$471.22	\$3,500.00	\$3,078.05	\$5,000.00	
401-000-534-80-32-00	Fuel	\$12,000.00	\$12,095.87	\$14,000.00	\$5,371.20	\$12,000.00	
401-000-534-80-33-00	Purchase of Wholesale Water	\$353,236.00	\$430,829.30	\$443,890.00	\$189,489.00	\$443,890.00	
401-000-534-80-35-00	Small Tools & Equipment	\$35,500.00	\$34,847.10	\$58,200.00	\$1,900.92	\$27,500.00	
401-000-534-80-40-00	Lease Agreement Tax	\$0.00	\$63.53	\$40.00	\$28.10	\$70.00	
401-000-534-80-41-00	Professional Services	\$25,965.00	\$7,412.81	\$25,582.00	\$5,616.09	\$30,000.00	
401-000-534-80-41-01	Audit Fees	\$3,850.00	\$345.00	\$4,000.00	\$3,688.00	\$9,000.00	
401-000-534-80-41-02	DE Engineer Fees	\$3,500.00	\$4,551.67	\$3,500.00	\$3,751.31	\$3,500.00	
401-000-534-80-42-00	Communications	\$8,500.00	\$10,052.15	\$11,500.00	\$6,725.50	\$11,500.00	
401-000-534-80-42-02	Postage	\$1,790.00	\$1,502.64	\$1,790.00	\$85.50	\$1,790.00	
401-000-534-80-44-00	Advertising	\$300.00	\$83.75	\$0.00	\$0.00	\$0.00	
401-000-534-80-45-00	Rents & Leases - Short Term	\$11,500.00	\$11,403.57	\$11,600.00	\$5,974.51	\$12,768.00	
401-000-534-80-46-00	Insurance	\$23,639.00	\$24,396.29	\$25,860.00	\$34,609.39	\$37,378.00	
401-000-534-80-47-00	Public Utility Services	\$9,500.00	\$9,088.59	\$9,800.00	\$5,131.83	\$11,085.00	
401-000-534-80-48-00	Repair & Maintenance	\$65,000.00	\$57,002.20	\$70,000.00	\$12,334.55	\$55,000.00	
401-000-534-80-48-01	Software Maintence	\$3,500.00	\$3,026.89	\$3,500.00	\$3,500.00	\$3,780.00	
401-000-534-80-48-02	Vehicle Repair & Maintenance	\$5,500.00	\$6,052.42	\$5,500.00	\$2,703.70	\$6,000.00	
401-000-534-80-48-03	System Repair & Maintenance	\$44,179.00	\$22,648.75	\$50,000.00	\$2,759.05	\$94,000.00	
401-000-534-80-49-00	Dues & Subscriptions	\$2,720.00	\$2,732.96	\$2,900.00	\$2,134.30	\$2,900.00	
401-000-534-80-49-02	Training & Meetings	\$2,000.00	\$1,115.00	\$2,000.00	\$1,788.44	\$2,000.00	
401-000-534-80-49-03	Excise Taxes	\$51,000.00	\$58,217.82	\$59,000.00	\$25,231.47	\$60,000.00	
Total General Operations		\$961,828.00	\$996,437.01	\$1,148,634.00	\$494,399.33	\$1,204,032.00	
Nonexpenditures							
401-000-582-10-00-00	Hydrant Meter Dep Refund	\$500.00	\$500.00	\$500.00	\$0.00	\$500.00	
Total Nonexpenditures		\$500.00	\$500.00	\$500.00	\$0.00	\$500.00	

Debt & Lease

401-000-591-31-70-00	Rents & Leases - Longterm	\$0.00	\$882.49	\$1,060.00	\$384.28	\$1,060.00
401-000-591-34-70-00	Water Main Phs 1 Principal	\$42,000.00	\$42,000.00	\$43,000.00	\$21,000.00	\$44,000.00
401-000-592-34-80-00	Water Main Phs 1 Interest	\$30,226.00	\$30,225.95	\$28,954.00	\$14,636.80	\$27,579.00
Total Debt & Lease		\$72,226.00	\$73,108.44	\$73,014.00	\$36,021.08	\$72,639.00

Capital Expenditures

401-000-594-34-64-02	Capital Projects	\$200,000.00	\$57,899.23	\$115,000.00	\$8,309.80	\$4,015,000.00
Total Capital Expenditures		\$200,000.00	\$57,899.23	\$115,000.00	\$8,309.80	\$4,015,000.00
TOTAL WATER FUND		\$1,234,554.00	\$1,127,944.68	\$1,337,148.00	\$538,730.21	\$5,292,171.00

WATER FUND Line Item Costs**CIP PROJECTS** **\$10,341,000**

401-000-534-80-10-01	Seasonal Staff \$30,000 40%	\$12,000
401-000-534-80-35-00	Equip Trailer \$20,000 50%	\$10,000
	Miscellaneous	\$12,000
	UTV \$22,000 25%	\$5,500
	Valve Operator \$100k, NOT in budget	
401-000-534-80-48-00	Meter Maintenance/replacement	\$40,000
	Miscellaneous	\$15,000
401-000-534-80-48-03	Water Tank Clean/inspection	\$5,000
	PRV Maintenance	\$28,000
	Pressure Monitor System	\$15,000
	Water Tank Security System	\$14,000
	Asset Management	\$20,000
	Miscellaneous	\$12,000
401-000-594-34-64-02	Channel Dr Water Main Design	\$491,000
	Channel Dr Water Main Construction	\$3,420,000
	Public Works Relocation Plan	\$15,000

DRAINAGE/FLOOD FUND

Account Number	Description	Budget	Actual	Budget	Actual	Budget	
		2023	2023	2024	2024		
DRAINAGE/FLOOD FUND							
Drainage General Operations							
403-000-531-38-10-01	Drainage Salaries & Wages	\$93,707.00	\$86,936.60	\$115,156.00	\$68,806.93	\$131,763.00	
403-000-531-38-10-02	Overtime/Other Earnings	\$7,766.00	\$7,765.38	\$4,500.00	\$4,207.48	\$6,000.00	
403-000-531-38-21-00	Benefits	\$57,157.00	\$54,219.74	\$67,915.00	\$28,644.02	\$73,349.00	
403-000-531-38-31-00	Office & Operating Supplies	\$800.00	\$521.26	\$700.00	\$247.50	\$1,000.00	
403-000-531-38-35-00	Small Tools & Equipment	\$27,800.00	\$21,947.89	\$111,700.00	\$63,652.83	\$21,500.00	
403-000-531-38-40-00	Lease Agreement Tax	\$0.00	\$36.65	\$60.00	\$14.66	\$100.00	
403-000-531-38-41-00	Professional Services	\$3,320.00	\$12,229.10	\$3,000.00	\$1,200.55	\$20,000.00	
403-000-531-38-41-01	Audit Fees	\$1,750.00	\$196.00	\$1,950.00	\$1,657.06	\$4,500.00	
403-000-531-38-41-04	Engineering	\$4,000.00	\$331.31	\$4,000.00	\$0.00	\$15,000.00	
403-000-531-38-41-05	DE Engineering Fees	\$3,500.00	\$4,551.67	\$3,500.00	\$3,751.29	\$3,500.00	
403-000-531-38-42-02	Postage	\$1,650.00	\$1,502.64	\$1,650.00	\$85.50	\$1,650.00	
403-000-531-38-45-00	Rents & Leases - Short Term	\$8,500.00	\$8,552.67	\$8,750.00	\$4,480.86	\$8,880.00	
403-000-531-38-46-00	Insurance	\$6,192.00	\$6,150.00	\$6,520.00	\$8,125.00	\$8,775.00	
403-000-531-38-47-00	Public Utility Service	\$4,000.00	\$2,931.13	\$4,100.00	\$2,695.71	\$4,100.00	
403-000-531-38-48-00	Repair & Maintenance	\$15,500.00	\$7,035.33	\$16,000.00	\$9,590.11	\$23,500.00	
403-000-531-38-48-01	Software Maintenance	\$3,500.00	\$1,773.72	\$3,000.00	\$3,000.00	\$3,240.00	
403-000-531-38-48-03	System Repair & Maintenance	\$67,000.00	\$34,602.67	\$26,000.00	\$5,084.28	\$20,000.00	
403-000-531-38-49-02	Training & Meetings	\$250.00	\$0.00	\$250.00	\$0.00	\$300.00	
403-000-531-38-49-03	Excise Taxes	\$6,500.00	\$6,542.90	\$6,850.00	\$6,166.80	\$8,880.00	
Total Drainage General Operations		\$312,892.00	\$257,826.66	\$385,601.00	\$211,410.58	\$356,037.00	
Flood Control General Operations							
403-000-553-30-35-00	Tools & Equipment Flood	\$0.00	\$146,545.18	\$70,000.00	\$55,065.22	\$8,000.00	
403-000-553-30-40-00	Professional Services Flood	\$0.00	\$19,563.65	\$3,000.00	\$0.00	\$4,000.00	
403-000-553-30-41-00	Repair & Maintenance Flood	\$0.00	\$0.00	\$1,000.00	\$0.00	\$3,000.00	
Total Flood Control General Operations		\$0.00	\$166,108.83	\$74,000.00	\$55,065.22	\$15,000.00	
Debt & Leases							
403-000-591-31-70-01	Rents & Leases - Longterm	\$0.00	\$569.65	\$1,455.00	\$227.86	\$1,455.00	
Total Debt & Leases		\$0.00	\$569.65	\$1,455.00	\$227.86	\$1,455.00	

Capital Expenditures						
403-000-594-31-60-02	Capital Projects	\$490,000.00	\$42,536.26	\$190,500.00	\$4,594.58	\$1,030,000.00
Total Capital Expenditures		\$490,000.00	\$42,536.26	\$190,500.00	\$4,594.58	\$1,030,000.00
TOTAL DRAINAGE FUND		\$802,892.00	\$467,041.40	\$651,556.00	\$271,298.24	\$1,402,492.00
DRAINAGE FUND Line Item Costs						
CIP PROJECTS	\$2,088,000					
403-000-531-38-10-02	Seasonal Staff \$30,000 40%		\$12,000			
403-000-531-38-35-00	Equip Trailer \$20,000 50%		\$10,000			
	Miscellaneous		\$6,000			
	UTV \$22,000 25%		\$5,500			
403-000-531-38-48-00	Miscellaneous		\$15,000			
	Sweeper Repairs		\$8,500			
403-000-531-38-48-03	Miscellaneous		\$15,000			
	Vac Truck Repairs		\$5,000			
403-000-531-38-48-03	Maple, Caledonia Slipline		\$880,000			
	6th St Pump Panel Replacement		\$150,000			

WWTP
2025 Budget Discussions

SEWER FUND

Account Number	Description	Budget	Actual	Budget	Actual	Budget	
		2023	2023	2024	2024	2025	
SEWER FUND							
General Operations							
409-000-535-80-10-01	Sewer Salaries & Wages	\$52,618.00	\$52,608.80	\$60,843.00	\$27,666.59	\$60,843.00	
409-000-535-80-21-00	Benefits	\$28,778.00	\$24,566.94	\$32,452.00	\$12,421.79	\$32,452.00	
409-000-535-80-31-00	Office & Operating Supplies	\$6,180.00	\$1,834.66	\$6,180.00	\$3,592.89	\$7,200.00	
409-000-535-80-31-02	Lab Supplies	\$21,006.00	\$18,325.93	\$23,404.00	\$5,603.46	\$23,000.00	
409-000-535-80-31-05	U.V.	\$7,000.00	\$5,823.68	\$7,000.00	\$0.00	\$7,000.00	
409-000-535-80-32-00	Fuel	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	
409-000-535-80-40-00	Lease Agreement Tax	\$0.00	\$63.53	\$60.00	\$28.10	\$100.00	
409-000-535-80-41-00	Professional Services	\$10,000.00	\$1,429.95	\$10,000.00	\$479.69	\$10,000.00	
409-000-535-80-41-01	Professional Services Contracted					\$30,000.00	
409-000-535-80-41-03	Plant Operator	\$221,249.00	\$221,799.00	\$232,002.00	\$96,667.40	\$240,122.00	
409-000-535-80-41-04	Engineering	\$5,000.00	\$8,660.46	\$5,230.00	\$6,313.29	\$13,000.00	
409-000-535-80-41-06	Audit Fees	\$4,987.00	\$447.00	\$5,187.00	\$4,648.00	\$9,000.00	
409-000-535-80-41-08	DE Engineering Fees	\$3,500.00	\$3,854.15	\$3,500.00	\$1,614.74	\$3,500.00	
409-000-535-80-42-00	Communications	\$4,040.00	\$3,655.83	\$4,040.00	\$1,565.78	\$4,040.00	
409-000-535-80-42-02	Postage	\$2,000.00	\$1,502.64	\$2,000.00	\$85.50	\$2,000.00	
409-000-535-80-44-00	Advertising	\$250.00	\$49.50	\$250.00	\$0.00	\$250.00	
409-000-535-80-45-00	Operating Rentals & Leases	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	
409-000-535-80-46-00	Insurance	\$32,982.00	\$31,398.00	\$33,282.00	\$43,266.60	\$46,728.00	
409-000-535-80-47-00	Public Utility Services	\$82,102.00	\$87,175.22	\$87,771.00	\$49,639.91	\$95,000.00	
409-000-535-80-47-01	Swinomish Tribe Fair Share Adj.	\$80,000.00	\$1,613.91	\$15,000.00	\$2,523.27	\$15,000.00	
409-000-535-80-47-02	Sludge Disposal - 412	\$30,000.00	\$30,000.00	\$30,000.00	\$12,500.00	\$30,000.00	
409-000-535-80-48-00	Software Maintenance	\$3,500.00	\$3,026.89	\$3,500.00	\$3,500.00	\$3,600.00	
409-000-535-80-48-01	Plant Repair & Maintenance	\$80,000.00	\$48,427.97	\$90,000.00	\$12,234.08	\$90,000.00	
409-000-535-80-48-03	Pipe Repair & Maintenance	\$50,000.00	\$49,599.00	\$50,000.00	\$16,500.51	\$50,000.00	
409-000-535-80-48-05	Materials/Testing	\$38,000.00	\$46,646.39	\$44,000.00	\$20,663.20	\$45,000.00	
409-000-535-80-49-00	Dues & Subscriptions	\$2,500.00	\$3,580.90	\$3,258.00	\$0.00	\$3,500.00	
409-000-535-80-49-01	Excise Taxes	\$13,822.00	\$14,157.08	\$15,000.00	\$7,241.22	\$15,000.00	
409-000-535-80-49-02	Intergovernmental Permits	\$500.00	\$520.00	\$1,000.00	\$2,249.49	\$2,300.00	

Total Sewer General Operations		\$781,014.00	\$660,767.43	\$765,959.00	\$331,005.51	\$839,635.00
Debt & Leases						
409-000-591-31-70-00	Rents & Leases - Longterm	\$0.00	\$882.49	\$610.00	\$384.28	\$700.00
Total Debt & Leases		\$0.00	\$882.49	\$610.00	\$384.28	\$700.00
Capital Expenditures						
409-000-594-35-62-01	Sewer Plant Improvements	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$60,000.00
409-000-594-35-62-02	Collection Rehab/Pipe-2016	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
409-000-594-35-64-00	Machinery/Equip-Sewer	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00
409-000-594-37-60-00	Sewer Plant Upgrade Project	\$162,903.00	\$0.00	\$200,000.00	\$1,367.35	\$229,065.00
Total Capital Expenditures		\$312,903.00	\$0.00	\$350,000.00	\$1,367.35	\$389,065.00
TOTAL SEWER FUND		\$1,093,917.00	\$661,649.92	\$1,116,569.00	\$332,757.14	\$1,229,400.00

409-000-594-35-62-01 \$20K Oxidation Ditch Probes/\$40K SCADA Programing
 409-000-594-35-62-02 I&I Projects Identified in the 2021 & 2023 Pipe Inspection Report
 409-000-594-35-64-00 Third Influent Pump

COMPOST FUND

Account Number	Description	Budget 2023	Actual 2023	Budget 2024	Actual 2024	Budget
COMPOST FUND						
General Operations						
412-000-554-90-10-01	Compost Salaries & Wages	\$29,961.00	\$29,317.73	\$34,627.00	\$15,302.62	\$34,627.00
412-000-554-90-21-01	Benefits	\$16,600.00	\$13,320.50	\$18,428.00	\$6,744.80	\$18,428.00
412-000-554-90-32-00	Fuel	\$40,062.00	\$38,234.41	\$41,905.00	\$13,139.13	\$27,000.00
412-000-554-90-41-00	Professional Services	\$1,500.00	\$1,178.00	\$1,500.00	\$36.86	\$1,500.00
412-000-554-90-41-01	Audit Fees	\$6,100.00	\$573.00	\$6,200.00	\$5,953.00	\$4,500.00
412-000-554-90-41-05	Compost Operator	\$206,946.00	\$207,460.56	\$217,004.00	\$90,418.25	\$224,599.00
412-000-554-90-41-07	Pile Grinding	\$150,000.00	\$76,780.20	\$150,000.00	\$51,769.62	\$150,000.00
412-000-554-90-44-40	Advertising	\$500.00	\$1,449.25	\$700.00	\$153.00	\$500.00
412-000-554-90-45-00	Rents & leases - Short Term	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
412-000-554-90-46-00	Insurance	\$7,984.00	\$7,917.00	\$8,392.00	\$10,909.60	\$11,782.00
412-000-554-90-47-00	Compost Treatment Chgs - 409	\$130,000.00	\$130,000.00	\$130,000.00	\$54,166.70	\$130,000.00
412-000-554-90-47-01	Waste disposal	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
412-000-554-90-48-01	Building Repair & Maintenance	\$45,000.00	\$5,217.33	\$45,000.00	\$0.00	\$45,000.00
412-000-554-90-48-03	Software Maintenance	\$3,500.00	\$1,773.71	\$3,500.00	\$3,500.00	\$3,600.00
412-000-554-90-48-05	Compost Testing/Materials	\$81,000.00	\$61,828.66	\$81,000.00	\$50,900.00	\$105,000.00
412-000-554-90-48-06	Compost Machinery/Equip	\$85,000.00	\$113,286.75	\$88,910.00	\$31,714.42	\$85,000.00
412-000-554-90-49-00	Dues & Subscriptions	\$300.00	\$630.00	\$650.00	\$648.90	\$650.00
412-000-554-90-49-01	Compost Sales Tax	\$4,500.00	\$3,740.00	\$4,500.00	\$1,978.88	\$4,500.00
412-000-554-90-49-02	Excise Taxes	\$18,800.00	\$20,949.19	\$22,336.00	\$10,474.94	\$22,336.00
412-000-554-99-49-03	Utility business tax	\$68,000.00	\$66,002.58	\$88,000.00	\$47,009.20	\$90,000.00
Total General Operations		\$897,253.00	\$779,658.87	\$944,152.00	\$394,819.92	\$960,522.00
Capital Expenditures						
412-000-594-35-62-00	Building Improvements	\$250,000.00	\$58,074.29	\$250,000.00	\$24,213.00	\$200,000.00
412-000-594-35-64-00	Machinery/Equip-Compost	\$50,000.00	\$14,498.10	\$50,000.00	\$0.00	\$50,000.00
Total Capital Expenditures		\$300,000.00	\$72,572.39	\$300,000.00	\$24,213.00	\$250,000.00
TOTAL COMPOST FUND		\$1,197,253.00	\$852,231.26	\$1,244,152.00	\$419,032.92	\$1,210,522.00
412-000-594-35-62-00	Roof Replacement and Compost Expansion					
412-000-594-35-64-00	Scen Ecology Blocks & Mixer Upgrade					

Resolution Engagement Compensation Policy

Town of La Conner



RESOLUTION NO. _____

A RESOLUTION ESTBALISHING A COMMUNITY EMGAGEMENT COMPENSATION POLICY

WHEREAS, La Conner has a duty to carry out fundamental purpose of the government, including engaging in land use planning and community development; and

WHEREAS, The La Conner Town Council finds it necessary to give community members an opportunity to become directly involved in local policy decisions; and

WHEREAS, The La Conner Town Council finds that unintended barriers to participation exist for some community members based on individual backgrounds; and

WHEREAS, The La Conner Town Council finds that many Washington jurisdictions have adopted a community engagement compensation policy to help mitigate unintended barriers, including the City of Monroe, King County, the City of Olympia, the City of Kirkland, and the City of Shoreline; and,

WHEREAS, The La Conner Town Council hereby determines that a policy needs to be adopted in order to provide community engagement compensation fairly under the law,

NOW THEREFORE BE IT RESOLVED, the Town of La Conner adopts the attached Community Engagement Compensation policy.

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

TOWN OF LA CONNER, WASHINGTON

Marna Hanneman, Mayor

ATTEST:

Maria DeGoede, Finance Director

Approved as to form:

Scott Thomas, Town Attorney

COMMUNITY ENGAGEMENT INCENTIVES – LA CONNER, WA

A. PURPOSE. Incentives are strategic inducements intended to motivate and encourage community members to participate, contribute, and promote community engagement activities. This policy is established for the purpose of adopting procedures and guidelines for financial incentives. Staff are responsible for ensuring that the Town's limited resources are expended to maximize public benefit.

B. STANDARDS:

Staff of La Conner must take care to avoid unnecessary or excessive expenditures and those not directly related to the conduct of Town business. All staff are required to adhere to the following standards:

- B.1 State Law:** The expenditure must be consistent with state law, and in particular prohibitions on the gifting of public funds and/or the improper use of public funds. State or federal funds shall not be used for financial community engagement incentives.
- B.2 Authorization:** the expenditure must be authorized either by this policy or by an exception granted by the Town Council of La Conner.
- B.3 Public Purpose:** The expenditure must be related to an articulated public purpose adopted or ratified by the Town Council.
- B.4 Documentation:** There must be thorough, original documentation (as required by the Internal Revenue Code) of the expenditure.
- B.5 Eligibility:** Financial incentives may not be awarded to Town employees; contractors or consultant with a contractual relationship with the Town; or the family members of employees or contractors or consultants. Under no circumstances may a Town employee involved in any stage of handling or transferring gift cards issue or use a gift card for himself or herself or a family member.
- B.6 Reasonable Person Test:** In considering the use of financial incentives to promote community engagement, staff are to ask: would the average La Conner resident agree that the expense was a legitimate use of their taxes?

C. PURPOSE AND SCOPE

To provide guidance to staff of the Town, the Town administrator must pre-approved all expenditures under \$500.00. Town Council approval is required for requests over \$500.00.

D. APPROVED EXPENSES:

D.1 De minimis food and non-alcoholic beverages for Town meetings that include required public attended and participation (such as a Community Mingle/Workshop).

D.2 Financial rewards (gift cards) of de minimis value (\$10.00) for public participation by all members of the public participating in the event.

D.3 Financial rewards (gift cards) of not more than \$250 randomly awarded to a single participant.

E. UNAPROVED EXPENSES

The Town will not reimburse expenses that do not fall under section "D" - Approved Expenses.

F. INTERNAL CONSISTENCY

In the case of contradiction between this policy and the personnel policy of the town of La Conner, the personnel policy shall govern.