



## ***TOWN COUNCIL AGENDA***

June 10, 2025, 6PM

Maple Hall.

204 Commercial Street

Skagit County Washington

Incorporated 1890

[www.townoflaconner.org](http://www.townoflaconner.org)

### **I. Call to Order**

### **II. Pledge of Allegiance**

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

### **IV. Presentations:**

### **V. CONSENT AGENDA**

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

1. Approval of the Minutes: Council Meeting of May 27, 2025
2. Finance:  
Approval of Accounts Payable  
Approval Payroll

#### **B. Items Removed from the Consent Agenda**

### **VI. REPORTS**

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

### **VII. UNFINISHED BUSINESS:**

1. Resolution – Town Policy for AI Use
2. Agreement – La Conner Regional Library (Wilder Art (Clyde) Acceptance
3. Agreement – Skagit Bond Collection
4. Ordinance – Emergency Drive-Through Facilities Moratorium
5. Bid Recommendation/Agreement – Maple Hall Floors (Great Floors)
6. Bid Recommendation/Agreement – Town Hall Carpet (Great Floors)
7. Change Order Approval – Washington & Road Street Pedestrian Upgrades (E&E Contracting)

### **VIII. NEW BUSINESS**

1. Resolution - Appointment to the Art's Commission (Crowell & Witte)
2. Resolution – Appointment to the Emergency Management Commission (Schwind)
3. Ordinance – Amending Chapter 7.25 of the La Conner Municipal Code - Fireworks
4. Banner Approval – The Queer Art Walk

### **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.

*Town Hall Meetings are available for viewing only on our live portal at [www.townoflaconner.com](http://www.townoflaconner.com) "technology permitting".*

# **Consent Agenda**

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

## ***Town of La Conner***

Town Council Meeting  
May 27, 2025 – 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, Chamberlain and Wohleb.

Also present: Administrator Thomas, Finance Director DeGoede, Public Works Director Lease and Planner Davolio.

### **Public Comments:**

Residents Jerry and Molly George thanked the Town for the card sent in acknowledgment of their son.

### **Consent Agenda:**

Approval of Agenda

Approval of the Minutes of the May 13, 2025 Council Meeting.

Finance Director DeGoede noted the minutes need a name correction for Marion Melville and the book store Seaport Books.

Accounts Payable:	Checks	28143 - 28176	\$182,988.35
	Electronic Pmts.	<u>2018342 – Excise Tax</u>	<u>\$8763.37</u>
		<b>Total Accounts Payable</b>	<b>\$191,751.72</b>

Payroll of May 20, 2025:	Checks 6094 - 6100	\$2,258.16
	Payroll Auto Tax Payment #2018341	\$9,918.94
	<u>Payroll Auto Deposit</u>	<u>\$29,483.92</u>
	<b>Total Payroll</b>	<b>\$41,661.02</b>

**Councilmember Dole moved to approve the Consent Agenda with the corrections noted. Motion seconded by Councilmember Carlson. Motion carried 5/0.**

### **Administrator's Report:**

Administrator Thomas discussed the following:

- Council Special Meeting for the 2026 Budget Planning and strategic plan recap is set for July 22<sup>nd</sup> at 5pm.
- Now is the time to start thinking about any changes for the 2026 4<sup>th</sup> of July display as it has to be set a year in advance.
- The Town public restrooms were vandalized for the last two weeks. Because of the mess, the contracted cleaning company won't clean them. Public Works Director Lease has decreased the hours for use from 9am to 5pm, but received complaints last weekend. After discussions, it was the consensus of the Town Council to reduce the Morris Street restroom hours from 11:00 am to 4:00pm and maintain the First Street and Pioneer Park restrooms at 9:00 am to 5:00 pm.

### **Mayor's Report:**

Mayor Hanneman discussed the following:

- The Mayor attended the Swinomish Tribe Blessing of the Fleet and was honored to receive a ceremonial blanket.
- Skagit Watershed is still under debate with the possibility of contracting with the County.
- Mayor Hanneman also attended the Tourist Summer Kickoff. She also visited Canada and felt very welcomed.

**Council Committee Reports:**

**Parks Commission:**

Councilmember Wohleb reported there has been a delay on the replacement of the Morris Street trees. They are still working on the payment setup with the bank. The refurbishing of the maps for the Log Park and the Prayer Wheel at Maple Hall are ongoing projects. Councilmember Wohleb also suggested a survey for the O'Leary's Landing property for public input.

**Gilkey Square Concerts:**

Administrator Thomas provided a list of locations for concerts in Town, with the only real possibilities at the Swinomish Yacht Club and the Port. The different locations either lacked available electricity and water, parking and restrooms. Also, the concert series has started for this year, so changing locations now would be difficult, especially having the time to put together agreements involving private properties. Mayor Hanneman is going to talk with the Port to see if they are interested.

**Agreement – E&E Construction Washington Street Parking:**

Public Works Director Lease explained he and his crew do not have the time to do the work needed to create the parking on Washington Street by the Post Office. E&E Construction is doing the Washington and Road Street Pedestrian project and he is requesting Council to approve the change order to include the parking by the Post Office. It is covered in the budget.

**Councilmember Wohleb moved to approve the Mayor to sign the Change Order with E&E Construction to include the Washington Street Parking near the Post Office. Motion seconded by Councilmember Taylor. Motion carried 5/0.**

**Art Donation – Maggie Wilders Art Work (Clyde):**

Cynthia Elliott of the Art's Commission presented the Maggie Wilder art "Clyde" gifted to the Town. The Town is working on creating a partnership with the Library to display it there.

**Councilmember Dole moved to accept the donation from Maggie Wilder for the art "Clyde". Motion seconded by Councilmember Wohleb. Motion carried 5/0.**

**Resolution – Town Policy for AI Use:**

It was decided to table it until the next meeting.

**Resolution No. 664 – Adopting the Town Policy for Outdoor Worker Heat Exposure:**

Administrator Thomas noted we are basically doing this, but need to have a policy in place. It is based on I&I requirements.

**Councilmember Wohleb moved to approve Resolution Number 664, adopting the Town Policy for Outdoor Worker Heat Exposure. Motion seconded by Councilmember Chamberlain. Motion carried 5/0.**

**Resolution No. 665 – Adopting the Town Policy for Outdoor Workers Smoke Exposure:**

Administrator Thomas explained this is also a policy based on L&I requirements.

**Councilmember Chamberlain moved to approve Resolution No. 665, adopting the Town Policy for Outdoor Workers Smoke Exposure. Motion seconded by Councilmember Dole. Motion carried 5/0.**

**Resolution No. 666 – Adopting the Town Board and Commission Appointment:**

Administrator Thomas stated this Policy will create a process for staff to follow for volunteer positions only.

**Councilmember Taylor moved to approve Resolution 666, adopting the Town Policy for the process of appointing board and commission volunteer positions. Motion seconded by Councilmember Wohleb. Motion carried 5/0.**

**Agreement – Spark Cleaning Services:**

Finance Director DeGoede explained this company has a team that can meet the cleaning needed for the facilities. They are about \$10.00 more an hour than the current cleaning services. Councilmember Chamberlain noted the Facility Committee met and recommends this for Council approval.

**Councilmember Taylor moved to approve the Mayor to sign the Agreement with Spark Cleaning Services. Motion seconded by Councilmember Carlson. Motion carried 5/0.**

**Agreement – Skagit Habitat for Humanity Infrastructure Agreement:**

Public Works Director Lease explained this is for the property on Caledonia Street. It involves three residential and three ADU's. This is the standard infrastructure agreement involving storm drain, water, sewer and sidewalks.

**Councilmember Chamberlain moved to approve the Mayor to sign the Infrastructure Agreement with Skagit Habitat for Humanity. Motion seconded by Councilmember Wohleb. Motion carried 5/0.**

**Mayor Roundtable:**

Mayor Hanneman confirmed the July 22<sup>nd</sup> Special Meeting at 5pm

**There being no further business the meeting ended at 6:48 p.m.**

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Maria DeGoede, Finance Director

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Marna Hanneman, Mayor



# TOWN OF LA CONNER

## CLAIMS CLEARING

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that the merchandise or services hereinafter specified for the **June 10, 2025 Claims** have been received and that;

Checks Numbered:	28177– 28230	\$357,511.08
Voided Checks	27042, 27317, 27346, 27349, 27385, 27548	
Auto Payments:		
US Bank Fees	#2018348	\$276.09
Invoice Cloud Fees	#2018349	\$283.60

Are approved for a total payment of \$358,070.77 this 10<sup>th</sup> day of June 2025.

Finance Director

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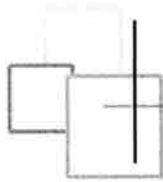
Councilmember – Finance Committee

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Councilmember – Finance Committee

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Councilmember



# Voucher Directory

Fiscal : 2025 - June  
Council Date : 2025 - June - First Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
<b>A-1 Mobile Lock &amp; Key</b>	<b>28177</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 200447</b>			
			<b>Programmed 6 Alarm Locks - Restrooms</b>		
			003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$217.40
		<b>Total Invoice - 200447</b>			<b>\$217.40</b>
	<b>Total 28177</b>				<b>\$217.40</b>
<b>Total A-1 Mobile Lock &amp; Key</b>					<b>\$217.40</b>
<b>Ackermann Electric Co.</b>	<b>28178</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice -3591</b>			
			<b>Install New Auto Dialer</b>		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$2,081.61
		<b>Total Invoice -3591</b>			<b>\$2,081.61</b>
	<b>Total 28178</b>				<b>\$2,081.61</b>
<b>Total Ackermann Electric Co.</b>					<b>\$2,081.61</b>
<b>Alexa Brandt</b>	<b>28179</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - BrandtGCDepRef5/30/25</b>			
			<b>Brandt Garden Club Dep Ref 5/30/25</b>		
			003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$315.00
		<b>Total Invoice - BrandtGCDepRef5/30/25</b>			<b>\$315.00</b>
	<b>Total 28179</b>				<b>\$315.00</b>
<b>Total Alexa Brandt</b>					<b>\$315.00</b>
<b>Badger Meter, Inc.</b>	<b>28180</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 80195239</b>			
			<b>Becan Hosting</b>		
			401-000-534-80-41-00	Professional Services	\$57.17
				Hosting Serv Unit	
		<b>Total Invoice - 80195239</b>			<b>\$57.17</b>
	<b>Total 28180</b>				<b>\$57.17</b>
<b>Total Badger Meter, Inc.</b>					<b>\$57.17</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>BDI</b>					
	<b>28181</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 9504365701</b>			
			<b>Dodge TXT625ET ETV Taper Bushed Redcr</b>		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$8,091.49
		<b>Total Invoice - 9504365701</b>			<b>\$8,091.49</b>
	<b>Total 28181</b>				<b>\$8,091.49</b>
<b>Total BDI</b>					<b>\$8,091.49</b>
<b>Birch Equipment</b>					
	<b>28182</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 304555-5</b>			
			<b>Rental of Roller Compactor</b>		
			005-000-543-10-48-00	Repair & Maintenance	\$680.89
		<b>Total Invoice - 304555-5</b>			<b>\$680.89</b>
	<b>Total 28182</b>				<b>\$680.89</b>
<b>Total Birch Equipment</b>					<b>\$680.89</b>
<b>Board for Volunteer FF</b>					
	<b>28183</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - Remit6/2025JM</b>			
			<b>Firefighter Medcal/Pension McGaughey</b>		
			001-000-522-20-28-00	Firemen Retirement	\$140.00
		<b>Total Invoice - Remit6/2025JM</b>			<b>\$140.00</b>
	<b>Total 28183</b>				<b>\$140.00</b>
<b>Total Board for Volunteer FF</b>					<b>\$140.00</b>
<b>Code Publishing</b>					
	<b>28184</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - GC10017592</b>			
			<b>Municipal Code Supplement</b>		
			001-000-518-30-49-08	Codification	\$302.58
		<b>Total Invoice - GC10017592</b>			<b>\$302.58</b>
	<b>Total 28184</b>				<b>\$302.58</b>
<b>Total Code Publishing</b>					<b>\$302.58</b>
<b>Commercial Fire Protection Inc.</b>					
	<b>28185</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 75674</b>			
			<b>Portable Irrigation Testing/PW</b>		
			401-000-534-80-48-03	System Repair & Maintenance	\$366.44
		<b>Total Invoice - 75674</b>			<b>\$366.44</b>
	<b>Total 28185</b>				<b>\$366.44</b>
<b>Total Commercial Fire Protection Inc.</b>					<b>\$366.44</b>



Vendor	Number	Reference	Account Number	Description	Amount
<b>Copiers Northwest</b>					
	<b>28186</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - INV3008337</b>			
		<b>Copies</b>			
			001-000-518-30-31-00	Office & Operating Supplies	\$77.30
			70		
			401-000-534-80-31-00	Office & Operating Supplies	\$16.56
			15		
			409-000-535-80-31-00	Office & Operating Supplies	\$16.56
			15		
		<b>Total Invoice - INV3008337</b>			<b>\$110.42</b>
	<b>Total 28186</b>				<b>\$110.42</b>
<b>Total Copiers Northwest</b>					<b>\$110.42</b>
<b>D.K. SYSTEMS</b>					
	<b>28187</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 1511</b>			
		<b>Maple Hall HVAC Maintenance</b>			
			003-000-575-50-41-00	Professional Services	\$1,058.74
		<b>Total Invoice - 1511</b>			<b>\$1,058.74</b>
	<b>Total 28187</b>				<b>\$1,058.74</b>
<b>Total D.K. SYSTEMS</b>					<b>\$1,058.74</b>
<b>David Evans &amp; Associates Inc.</b>					
	<b>28188</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 589386</b>			
		<b>WA &amp; Road Streets Pedestrian Improv. Project</b>			
			005-000-595-65-61-02	TIB Pedestrian Improvements	\$3,003.49
		<b>Total Invoice - 589386</b>			<b>\$3,003.49</b>
	<b>Total 28188</b>				<b>\$3,003.49</b>
<b>Total David Evans &amp; Associates Inc.</b>					<b>\$3,003.49</b>
<b>E &amp; E Contracting</b>					
	<b>28189</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - E&amp;EPmtReq1</b>			
		<b>WA &amp; Road Streets Pedestrian Upgrade Pmt Req 1</b>			
			005-000-595-65-61-02	TIB Pedestrian Improvements	\$30,022.55
		<b>Total Invoice - E&amp;EPmtReq1</b>			<b>\$30,022.55</b>
	<b>Total 28189</b>				<b>\$30,022.55</b>
<b>Total E &amp; E Contracting</b>					<b>\$30,022.55</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Eager Beaver Tree Service</b>					
	<b>28190</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 7572</b>			
			<b>Poplar Tree Removal</b>		
			005-000-543-10-48-00	Repair & Maintenance	\$11,005.88
		<b>Total Invoice - 7572</b>			<b>\$11,005.88</b>
	<b>Total 28190</b>				<b>\$11,005.88</b>
<b>Total Eager Beaver Tree Service</b>					<b>\$11,005.88</b>
<b>ESO Solutions Inc.</b>					
	<b>28191</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - ESO-169191</b>			
			<b>NFIRS</b>		
			001-000-522-20-41-00	Professional Services	\$91.77
		<b>Total Invoice - ESO-169191</b>			<b>\$91.77</b>
	<b>Total 28191</b>				<b>\$91.77</b>
<b>Total ESO Solutions Inc.</b>					<b>\$91.77</b>
<b>Eurofins Environment Testing NW</b>					
	<b>28192</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 25-14172</b>			
			<b>Influent &amp; Effluent Testing</b>		
			409-000-535-80-48-05	Materials/Testing	\$416.00
				Sewer Testing	
		<b>Total Invoice - 25-14172</b>			<b>\$416.00</b>
		<b>Invoice - 25-14976</b>			
			<b>Heterotrophic Plate Count</b>		
			401-000-534-80-41-00	Professional Services	\$64.00
				Water Testing	
		<b>Total Invoice - 25-14976</b>			<b>\$64.00</b>
	<b>Total 28192</b>				<b>\$480.00</b>
<b>Total Eurofins Environment Testing NW</b>					<b>\$480.00</b>
<b>Fastenal Company</b>					
	<b>28193</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - WAANA161812</b>			
			<b>Garbage Bags &amp; Bath Tissue</b>		
			003-000-575-50-31-05	Public Restroom Supplies	\$261.95
		<b>Total Invoice - WAANA161812</b>			<b>\$261.95</b>
		<b>Invoice - WAANA162210</b>			
			<b>Bath Tissue</b>		
			001-000-518-30-31-00	Office & Operating Supplies	\$102.76
		<b>Total Invoice - WAANA162210</b>			<b>\$102.76</b>

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - WAANA162283			
		Garbage Bags & Cleaning Supplies			
		003-000-575-50-31-05		Public Restroom Supplies	\$241.89
		Total Invoice - WAANA162283			\$241.89
		Invoice - WAANA162335			
		Smoke Test Kit			
		401-000-534-80-35-00		Small Tools & Equipment	\$105.62
		Total Invoice - WAANA162335			\$105.62
		Invoice - WAANA162354			
		Paper Towels			
		003-000-575-50-31-05		Public Restroom Supplies	\$108.90
		Total Invoice - WAANA162354			\$108.90
	Total 28193				\$821.12
Total Fastenal Company					\$821.12
Full Time Fabrications, LLC					
28194		2025 - June - First Council Meeting			
		Invoice - 1325			
		Payment #2 Fire Boat			
		001-000-594-22-64-00		Capital Mach/Equip-Fire	\$119,032.03
		Total Invoice - 1325			\$119,032.03
	Total 28194				\$119,032.03
Total Full Time Fabrications, LLC					\$119,032.03
Grainger					
28195		2025 - June - First Council Meeting			
		Invoice - 9481878255			
		Hand Pail & Piston			
		409-000-535-80-48-03		Pipe Repair & Maintenance	\$35.47
		Total Invoice - 9481878255			\$35.47
		Invoice - 9514591818			
		Engine Oil			
		409-000-535-80-48-01		Plant Repair & Maintenance	\$118.96
		Total Invoice - 9514591818			\$118.96
		Invoice - 9514756809			
		Engine Oil			
		409-000-535-80-48-01		Plant Repair & Maintenance	\$317.23
		Total Invoice - 9514756809			\$317.23
	Total 28195				\$471.66
Total Grainger					\$471.66

Vendor	Number	Reference	Account Number	Description	Amount
Grundfos CBS Inc.	28196			2025 - June - First Council Meeting	
		Invoice - 1900395209			
		Troubleshoot Hydro MPC			
		409-000-535-80-48-03		Pipe Repair & Maintenance	\$3,065.34
		Total Invoice - 1900395209			\$3,065.34
	Total 28196				\$3,065.34
Total Grundfos CBS Inc.					\$3,065.34
Guardian Security	28197			2025 - June - First Council Meeting	
		Invoice - 1614959			
		Security - Town Hall/Sheriff, Maple Hall & Public Works			
		001-000-518-30-48-01		Building Repair & Maintenance	\$435.67
				Town Hall & Sheriff Alarm Monitoring	
		003-000-575-50-41-00		Professional Services	\$616.48
				MH Alarm Monitoring	
		401-000-534-80-41-00		Professional Services	\$203.49
				PW Alarm Monitoring	
		Total Invoice - 1614959			\$1,255.64
	Total 28197				\$1,255.64
Total Guardian Security					\$1,255.64
H.D. Fowler Company	28198			2025 - June - First Council Meeting	
		Invoice - 17000757			
		17.40X1" Bronze Saddle w Straps			
		401-000-534-80-48-03		System Repair & Maintenance	\$594.17
		Total Invoice - 17000757			\$594.17
		Invoice - 17021624			
		42 PVC Pipes, Couplings, Caps & Manhole Couplings			
		403-000-531-38-48-03		System Repair & Maintenance	\$1,025.91
		Total Invoice - 17021624			\$1,025.91
		Invoice - 17021631			
		PVC Pipe, Coupling & Clean Out Adapter			
		403-000-531-38-48-03		System Repair & Maintenance	\$150.85
		Total Invoice - 17021631			\$150.85
	Total 28198				\$1,770.93
Total H.D. Fowler Company					\$1,770.93

Vendor	Number	Reference	Account Number	Description	Amount
HD Supply Facilities Maint.	28199			2025 - June - First Council Meeting	
		Invoice - 9237045740			
		Wet Floor Signs			
		003-000-575-50-48-05		Public Restrooms - Repair & Maint.	\$138.29
		Total Invoice - 9237045740			\$138.29
	Total 28199				\$138.29
Total HD Supply Facilities Maint.					\$138.29
Herron Valley, Inc	28200			2025 - June - First Council Meeting	
		Invoice - 0525314			
		Jetted Sewer from 1st to Morris Street & Cleaned Race Track			
		409-000-535-80-48-03		Pipe Repair & Maintenance	\$9,693.28
		Total Invoice - 0525314			\$9,693.28
		Invoice - 0525315			
		Cleaned Sludge from Tanks 1 & 2			
		409-000-535-80-48-01		Plant Repair & Maintenance	\$6,614.40
		Total Invoice - 0525315			\$6,614.40
		Invoice - 0525316			
		Cleaned & Jetted Storm Drain System & Influent Wet Well			
		409-000-535-80-48-03		Pipe Repair & Maintenance	\$4,452.62
		Total Invoice - 0525316			\$4,452.62
	Total 28200				\$20,760.30
Total Herron Valley, Inc					\$20,760.30
Invoice Cloud	2018349			2025 - June - First Council Meeting	
		Invoice - 1022-2025-5			
		Utility Bill Processing Fees			
		001-000-514-23-41-03		Bank Service Charges	\$283.60
		Total Invoice - 1022-2025-5			\$283.60
	Total 2018349				\$283.60
Total Invoice Cloud					\$283.60
Ivan Carlson	28201			2025 - June - First Council Meeting	
		Invoice - CarlsonGCDepRef5/24/25			
		Carlson Garden Club Dep Ref 5/24/25			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$315.00
		Total Invoice - CarlsonGCDepRef5/24/25			\$315.00
	Total 28201				\$315.00
Total Ivan Carlson					\$315.00

Vendor	Number	Reference	Account Number	Description	Amount
<b>Kara Stamback</b>					
	28202			2025 - June - First Council Meeting	
		Invoice - Stamback	GCDepRef8/20/24		
			Stamback Garden Club Dep Ref 2024 - Reissue		
			003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$315.00
		Total Invoice - Stamback	GCDepRef8/20/24		\$315.00
	Total 28202				\$315.00
	Void Ck 27317			2025 - June - First Council Meeting	
		Invoice - Void-Ck	27317		
			Void Ck 27317		
			003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	(\$315.00)
				Canceled Invoice	
		Total Invoice - Void-Ck	27317		(\$315.00)
	Total Void Ck 27317				(\$315.00)
<b>Total Kara Stamback</b>					<b>\$0.00</b>
<b>La Conner Fireman's Assoc.</b>					
	28203			2025 - June - First Council Meeting	
		Invoice - Conexwest	Reimb5/9/25		
			Reimb Fire Associaiton for Conexwest Containers Approved by Council		
			001-000-522-20-35-00	Small Tools & Equipment	\$4,690.00
		Total Invoice - Conexwest	Reimb5/9/25		\$4,690.00
		Invoice - Travel/Training	2024Reimb		
			Reimb. Lodging for Training - Reissue		
			001-000-522-20-49-02	Training & Meetings	\$1,039.90
		Total Invoice - Travel/Training	2024Reimb		\$1,039.90
	Total 28203				\$5,729.90
	Void Ck 27548			2025 - June - First Council Meeting	
		Invoice - Void-Ck	27548		
			Void Ck 27548		
			001-000-522-20-49-02	Training & Meetings	(\$1,039.90)
				Canceled Invoice	
		Total Invoice - Void-Ck	27548		(\$1,039.90)
	Total Void Ck 27548				(\$1,039.90)
<b>Total La Conner Fireman's Assoc.</b>					<b>\$4,690.00</b>
<b>LB# 1806, Lakeside Industries</b>					
	28204			2025 - June - First Council Meeting	
		Invoice - 316769			
			Asphalt		
			005-000-543-10-48-00	Repair & Maintenance	\$1,017.05
				Ticket 199780	
			005-000-543-10-48-00	Repair & Maintenance	\$729.21

Vendor	Number	Reference	Account Number	Description	Amount
				Ticket 199821	
		<b>Total Invoice - 316769</b>			<b>\$1,746.26</b>
	<b>Total 28204</b>				<b>\$1,746.26</b>
<b>Total LB# 1806, Lakeside Industries</b>					<b>\$1,746.26</b>
<b>Melanie Kooch</b>					
	<b>28205</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - KoochGCDepRef5/31/25</b>			
		<b>Kooch Garden Club Dep Ref 5/31/25</b>			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$215.00
		<b>Total Invoice - KoochGCDepRef5/31/25</b>			<b>\$215.00</b>
	<b>Total 28205</b>				<b>\$215.00</b>
<b>Total Melanie Kooch</b>					<b>\$215.00</b>
<b>Michael Davolio, AICP</b>					
	<b>28206</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - #51</b>			
		<b>May 2025 Planner Charges</b>			
		001-000-558-60-41-00		Professional Services - Planner	\$6,750.00
		<b>Total Invoice - #51</b>			<b>\$6,750.00</b>
	<b>Total 28206</b>				<b>\$6,750.00</b>
<b>Total Michael Davolio, AICP</b>					<b>\$6,750.00</b>
<b>Nelson-Reisner</b>					
	<b>28207</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 0891627-IN</b>			
		<b>WWTP Fuel</b>			
		412-000-554-90-32-00		Fuel	\$2,857.37
		<b>Total Invoice - 0891627-IN</b>			<b>\$2,857.37</b>
	<b>Total 28207</b>				<b>\$2,857.37</b>
<b>Total Nelson-Reisner</b>					<b>\$2,857.37</b>
<b>Nelson-Reisner</b>					
	<b>28208</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - CL91714</b>			
		<b>Code Enf/Fire Fuel</b>			
		001-000-521-70-32-00		Fuel	\$46.85
				Code Enf. 1/2 Maverick Truck	
		001-000-522-20-32-00		Fuel	\$46.84
				Fire Dept.	
		<b>Total Invoice - CL91714</b>			<b>\$93.69</b>

Vendor	Number	Reference	Account Number	Description	Amount
		<b>Invoice - CL91715</b>			
			<b>Public Works Fuel</b>		
			401-000-534-80-32-00	Fuel	\$975.26
			Public Works		
		<b>Total Invoice - CL91715</b>			<b>\$975.26</b>
	<b>Total 28208</b>				<b>\$1,068.95</b>
<b>Total Nelson-Reisner</b>					<b>\$1,068.95</b>
<b>North Central Laboratory</b>					
<b>28209</b>					
				<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 519980</b>			
			<b>Glass Cylinders</b>		
			409-000-535-80-31-02	Lab Supplies	\$103.89
		<b>Total Invoice - 519980</b>			<b>\$103.89</b>
	<b>Total 28209</b>				<b>\$103.89</b>
	<b>Voided-Ck27042</b>				
				<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - Voided-Ck27042</b>			
			<b>Voided Check 27042</b>		
			409-000-535-80-31-02	Lab Supplies	(\$621.01)
				Canceled Invoice	
			Check lost in the mail		
		<b>Total Invoice - Voided-Ck27042</b>			<b>(\$621.01)</b>
	<b>Total Voided-Ck27042</b>				<b>(\$621.01)</b>
<b>Total North Central Laboratory</b>					<b>(\$517.12)</b>
<b>North Hills Resources</b>					
<b>28210</b>					
				<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - #38</b>			
			<b>Pile Grinding</b>		
			412-000-554-90-41-07	Pile Grinding	\$15,381.05
		<b>Total Invoice - #38</b>			<b>\$15,381.05</b>
		<b>Invoice - 44925</b>			
			<b>Pile Grinding</b>		
			412-000-554-90-41-07	Pile Grinding	\$10,978.70
		<b>Total Invoice - 44925</b>			<b>\$10,978.70</b>
		<b>Invoice - 45682</b>			
			<b>Pile Grinding</b>		
			412-000-554-90-41-07	Pile Grinding	\$10,978.70
		<b>Total Invoice - 45682</b>			<b>\$10,978.70</b>
	<b>Total 28210</b>				<b>\$37,338.45</b>
<b>Total North Hills Resources</b>					<b>\$37,338.45</b>



Vendor	Number	Reference	Account Number	Description	Amount
<b>PLATT</b>					
	<b>28211</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 6H04762</b>			
			<b>LEV Rocker/Slide</b>		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$127.26
		<b>Total Invoice - 6H04762</b>			<b>\$127.26</b>
	<b>Total 28211</b>				<b>\$127.26</b>
<b>Total PLATT</b>					<b>\$127.26</b>
<b>Port of Skagit Co.</b>					
	<b>28212</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 75861A</b>			
			<b>Propane</b>		
			005-000-543-10-48-00	Repair & Maintenance	\$27.38
		<b>Total Invoice - 75861A</b>			<b>\$27.38</b>
	<b>Total 28212</b>				<b>\$27.38</b>
<b>Total Port of Skagit Co.</b>					<b>\$27.38</b>
<b>RJC Engineering, PLLC.</b>					
	<b>28213</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 407</b>			
			<b>Engineering for 6th Street Pump Install</b>		
			403-000-594-31-60-02	Capital Projects	\$4,357.50
		<b>Total Invoice - 407</b>			<b>\$4,357.50</b>
	<b>Total 28213</b>				<b>\$4,357.50</b>
<b>Total RJC Engineering, PLLC.</b>					<b>\$4,357.50</b>
<b>Simply Yards</b>					
	<b>28214</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 62238</b>			
			<b>Landscape Maintenance</b>		
			002-000-576-80-48-03	System Repair & Maintenance	\$4,353.77
		<b>Total Invoice - 62238</b>			<b>\$4,353.77</b>
	<b>Total 28214</b>				<b>\$4,353.77</b>
<b>Total Simply Yards</b>					<b>\$4,353.77</b>
<b>Skagit County Sheriff Office</b>					
	<b>28215</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - SkaCoSheriffMay2025JailTax</b>			
			<b>May 2025 County Jail Tax</b>		
			631-000-589-40-00-00	Special Use Tax - County Jail	\$5,160.15
				Special Use Tax - County Jail	
		<b>Total Invoice - SkaCoSheriffMay2025JailTax</b>			<b>\$5,160.15</b>
	<b>Total 28215</b>				<b>\$5,160.15</b>
<b>Total Skagit County Sheriff Office</b>					<b>\$5,160.15</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Skagit Valley Publishing</b>					
	28216			2025 - June - First Council Meeting	
		Invoice - 56934			
			Public Notice/Historical Design Review for 615 S First Street		
			001-000-558-60-44-00	Advertising	\$96.84
		Total Invoice - 56934			\$96.84
	Total 28216				\$96.84
	Voided-Ck27385			2025 - June - First Council Meeting	
		Invoice - Voided-Ck27385			
			Voided Ck 27385		
			001-000-514-23-44-00	Advertising	(\$375.00)
				Canceled Invoice	
				Double Payment	
		Total Invoice - Voided-Ck27385			(\$375.00)
	Total Voided-Ck27385				(\$375.00)
Total Skagit Valley Publishing					(\$278.16)
<b>Stockon's Paint Mount Vernon</b>					
	28217			2025 - June - First Council Meeting	
		Invoice - 330036093			
			White Paint		
			003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$90.24
		Total Invoice - 330036093			\$90.24
	Total 28217				\$90.24
Total Stockon's Paint Mount Vernon					\$90.24
<b>Stockton's Paint</b>					
	Voided-Ck27346			2025 - June - First Council Meeting	
		Invoice - Voided-CK27346			
			Voided Ck 27346		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	(\$70.65)
				Canceled Invoice	
				Double Payment	
		Total Invoice - Voided-CK27346			(\$70.65)
	Total Voided-Ck27346				(\$70.65)
Total Stockton's Paint					(\$70.65)
<b>TK Elevator Corporation</b>					
	28218			2025 - June - First Council Meeting	
		Invoice - 3008602736			
			Elevator Maintenance		
			003-000-575-50-41-00	Professional Services	\$1,071.17
		Total Invoice - 3008602736			\$1,071.17
	Total 28218				\$1,071.17
Total TK Elevator Corporation					\$1,071.17

Vendor	Number	Reference	Account Number	Description	Amount
<b>T-Mobile</b>	<b>28219</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - T-MobileJune2025</b>			
		<b>Cell Phones</b>			
		001-000-575-50-42-00		Senior Center Communications	\$40.45
				Senior Center-5440	
		401-000-534-80-42-00		Communications	\$423.48
				Public Works	
		<b>Total Invoice - T-MobileJune2025</b>			<b>\$463.93</b>
	<b>Total 28219</b>				<b>\$463.93</b>
<b>Total T-Mobile</b>					<b>\$463.93</b>
<b>Tom Robbins</b>	<b>Voided-Ck27349</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - Voided-Ck27349</b>			
		<b>Voided Ck 27349</b>			
		001-000-518-90-40-00		Miscellaneous	(\$875.00)
				Canceled Invoice	
				Check Lost	
		<b>Total Invoice - Voided-Ck27349</b>			<b>(\$875.00)</b>
	<b>Total Voided-Ck27349</b>				<b>(\$875.00)</b>
<b>Total Tom Robbins</b>					<b>(\$875.00)</b>
<b>Town of La Conner</b>	<b>28220</b>			<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - TOLMay2025WtrChges</b>			
		<b>May 2025 Water Charges</b>			
		001-000-518-30-47-00		Public Utility Services	\$202.18
				204 Douglas - Town Hall	
		001-000-522-20-47-00		Public Utility Services	\$220.14
				Fire Hall - 12142 Chilberg	
		002-000-576-80-47-00		Public Utility Services	\$50.57
				Flag Pole/Monument	
		002-000-576-80-47-00		Public Utility Services	\$142.84
				Pioneer Park	
		002-000-576-80-47-00		Public Utility Services	\$87.09
				Washington Street Park	
		002-000-576-80-47-00		Public Utility Services	\$108.99
				1st Street Merchant Park	
		002-000-576-80-47-00		Public Utility Services	\$50.57
				Benton Street Stairs	
		002-000-576-80-47-00		Public Utility Services	\$80.00
				Skateboard Park - 528 6th Street	
		002-000-576-80-48-01		Building Repair & Maintenance	\$50.57
				Waterfront Park Irrigation #2	



Vendor	Number	Reference	Account Number	Description	Amount
			005-000-543-10-48-00	Repair & Maintenance	\$663.19
		<b>Total Invoice - 246992593-001</b>			<b>\$1,989.58</b>
	<b>Total 28222</b>				<b>\$1,989.58</b>
<b>Total United Rentals (North America) Inc.</b>					<b>\$1,989.58</b>
<b>United Site Services</b>					
<b>28223</b>					
		<b>2025 - June - First Council Meeting</b>			
		<b>Invoice - INV-5361457</b>			
		<b>Port a Potty - Waterfront Park</b>			
		002-000-576-80-41-00	Professional Services		\$213.25
		<b>Total Invoice - INV-5361457</b>			<b>\$213.25</b>
		<b>Invoice - INV-5363811</b>			
		<b>Port a Potty - John Hammer Park</b>			
		002-000-576-80-41-00	Professional Services		\$201.75
		<b>Total Invoice - INV-5363811</b>			<b>\$201.75</b>
		<b>Invoice - INV-5364171</b>			
		<b>Port a Potty - 6th &amp; Morris</b>			
		002-000-576-80-41-00	Professional Services		\$215.44
		<b>Total Invoice - INV-5364171</b>			<b>\$215.44</b>
	<b>Total 28223</b>				<b>\$630.44</b>
<b>Total United Site Services</b>					<b>\$630.44</b>
<b>US Bank-Payment Station Fees</b>					
<b>2018348</b>					
		<b>2025 - June - First Council Meeting</b>			
		<b>Invoice - USBnkPmtStationFeesMay2025</b>			
		<b>May 2025 Payment Station Fees</b>			
		002-000-576-80-41-00	Professional Services		\$138.04
			Moorage/Launch Processing Fees		
		005-000-542-65-48-00	Repair & Maintenance		\$138.05
			Parking Lot Processing Fees		
		<b>Total Invoice - USBnkPmtStationFeesMay2025</b>			<b>\$276.09</b>
	<b>Total 2018348</b>				<b>\$276.09</b>
<b>Total US Bank-Payment Station Fees</b>					<b>\$276.09</b>
<b>US Postmaster</b>					
<b>28224</b>					
		<b>2025 - June - First Council Meeting</b>			
		<b>Invoice - USPostBox2025</b>			
		<b>Annual Post Office Box Fee</b>			
		001-000-518-30-42-02	Postage		\$90.00
		401-000-534-80-42-02	Postage		\$90.00
		403-000-531-38-42-02	Postage		\$90.00

Vendor	Number	Reference	Account Number	Description	Amount
			409-000-535-80-42-02	Postage	\$90.00
		Total Invoice - USPostBox2025			\$360.00
	Total 28224				\$360.00
Total US Postmaster					\$360.00
USA Bluebook	28225			2025 - June - First Council Meeting	
		Invoice - INV00716189			
		Nitrile Gloves			
		409-000-535-80-31-00		Office & Operating Supplies	\$103.65
		Total Invoice - INV00716189			\$103.65
	Total 28225				\$103.65
Total USA Bluebook					\$103.65
Utilities Underground Locates	28226			2025 - June - First Council Meeting	
		Invoice - 5050734			
		Underground Locates			
		401-000-534-80-41-00		Professional Services	\$39.15
				Notifications	
		Total Invoice - 5050734			\$39.15
	Total 28226				\$39.15
Total Utilities Underground Locates					\$39.15
Ven Tek International	28227			2025 - June - First Council Meeting	
		Invoice - 149692			
		Payment Station Maint. Fee			
		002-000-576-80-41-00		Professional Services	\$203.82
		005-000-542-65-48-00		Repair & Maintenance	\$203.81
		Total Invoice - 149692			\$407.63
	Total 28227				\$407.63
Total Ven Tek International					\$407.63
Waste Management of Skagit	28228			2025 - June - First Council Meeting	
		Invoice - 2731877-0043-3			
		WWTP Garbage & Recycle			
		409-000-535-80-47-00		Public Utility Services	\$790.92
				WWTP	
		Total Invoice - 2731877-0043-3			\$790.92

Vendor	Number	Reference	Account Number	Description	Amount
		<b>Invoice - 2732046-0043-4</b>			
		<b>Town Hall/Sheriff Garbage &amp; Recycle</b>			
		001-000-518-30-47-00		Public Utility Services	\$581.40
				Town Hall/Sheriff	
		<b>Total Invoice - 2732046-0043-4</b>			<b>\$581.40</b>
		<b>Invoice - 2732648-0043-7</b>			
		<b>Public Works Garbage</b>			
		005-000-543-50-48-04		Refuse Disposal	\$806.06
				Public Works	
		<b>Total Invoice - 2732648-0043-7</b>			<b>\$806.06</b>
		<b>Invoice - 2732967-0043-1</b>			
		<b>Fire Dept. Garbage</b>			
		001-000-522-20-47-00		Public Utility Services	\$52.74
				Fire Dept.	
		<b>Total Invoice - 2732967-0043-1</b>			<b>\$52.74</b>
	<b>Total 28228</b>				<b>\$2,231.12</b>
	<b>Total Waste Management of Skagit</b>				<b>\$2,231.12</b>
<b>Water-Wasterwater Services</b>					
<b>28229</b>					
				<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 61041.100</b>			
		<b>WWTP May 2025 Charges</b>			
		409-000-535-80-41-03		Plant Operator	\$20,362.80
				Sewer Plant Operations	
		409-000-535-80-48-01		Plant Repair & Maintenance	\$0.00
				Reimbursables	
		412-000-554-90-41-05		Compost Operator	\$18,947.62
				Compost Operations - 48.2%	
		<b>Total Invoice - 61041.100</b>			<b>\$39,310.42</b>
	<b>Total 28229</b>				<b>\$39,310.42</b>
	<b>Total Water-Wasterwater Services</b>				<b>\$39,310.42</b>
<b>Wilson Engineering</b>					
<b>28230</b>					
				<b>2025 - June - First Council Meeting</b>	
		<b>Invoice - 19708</b>			
		<b>WWTP Upgrade - Planning/Engineering</b>			
		409-000-594-37-60-00		Sewer Plant Upgrade Project	\$20,961.50
		<b>Total Invoice - 19708</b>			<b>\$20,961.50</b>
	<b>Total 28230</b>				<b>\$20,961.50</b>
	<b>Total Wilson Engineering</b>				<b>\$20,961.50</b>
<b>Grand Total</b>		<b>Vendor Count</b>	<b>58</b>		<b>\$358,070.77</b>



# Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **May 16, 2025** through **May 31, 2025** 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 6101 through 6108		\$2,446.69
Auto Payments:		
AWC Insurance	#2018343	\$11,474.56
Deferred Comp	#2018344	\$3,037.41
Dept of Retirement	#2018345	\$12,536.21
Teamsters Insurance	#2018346	\$9,265.50
Payroll Taxes	#2018347	\$10,736.81
Payroll Auto Deposit		\$30,101.96

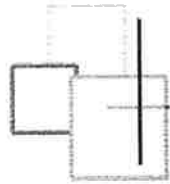
are approved for a total payment of **\$79,599.14** this 10<sup>th</sup> day of June, 2025.

\_\_\_\_\_  
Councilmember – Finance Committee

\_\_\_\_\_  
Councilmember – Finance Committee

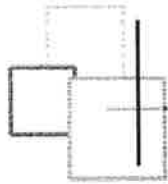
\_\_\_\_\_  
Councilmember





# Register

Number	Name	Fiscal Description	Cleared	Amount
<u>6101</u>	Dept of Labor & Industry	2025 - June - First Council Meeting		\$838.26
<u>6102</u>	Employment Security	2025 - June - First Council Meeting		\$81.03
<u>6103</u>	Empower Annuity Ins. Co of America	2025 - June - First Council Meeting		\$275.00
<u>6104</u>	North Coast Credit Union	2025 - June - First Council Meeting		\$200.00
<u>6105</u>	Paid Family & Medical Leave	2025 - June - First Council Meeting		\$285.71
<u>6106</u>	Teamsters Local No. 231	2025 - June - First Council Meeting		\$152.00
<u>6107</u>	Wa Cares Fund	2025 - June - First Council Meeting		\$144.59
<u>6108</u>	Washington State Support Registry	2025 - June - First Council Meeting		\$470.10
<u>2018343</u>	AWC Employee Benefit Trust	2025 - June - First Council Meeting		\$11,474.56
<u>2018344</u>	Dept of Retirement - Def Comp	2025 - June - First Council Meeting		\$3,037.41
<u>2018345</u>	Dept of Retirement Systems	2025 - June - First Council Meeting		\$12,536.21
<u>2018346</u>	WA Teamsters Welfare Trust	2025 - June - First Council Meeting		\$9,265.50
<u>2018347</u>	Washington Federal	2025 - June - First Council Meeting		\$10,736.81
<u>Direct Deposit Run -</u>	Payroll Vendor	2025 - June - First Council Meeting		\$30,101.96
<u>6/2/2025</u>				<b>\$79,599.14</b>



## Register Activity

Name	Reference	Posting Reference	Total Amount
<b>Direct Deposit Run - 6/2/2025</b>	<b>Payroll Vendor</b>	<b>2025 - June - First Council Meeting</b>	<b>\$30,101.96</b>
Avery, Adam W	ACH Pay - 7668	Posting Run - 6/2/2025 10:51:08 AM	\$273.34
Baker, Natalie J	ACH Pay - 7688	Posting Run - 6/2/2025 10:51:08 AM	\$182.22
Banaszak, Sam E	ACH Pay - 7681	Posting Run - 6/2/2025 10:51:08 AM	\$182.22
Bertash, Nikolay N	ACH Pay - 7690	Posting Run - 6/2/2025 10:51:08 AM	\$846.76
Carlson, Ivan J	ACH Pay - 7663	Posting Run - 6/2/2025 10:51:08 AM	\$182.02
Chamberlain, MaryLee S	ACH Pay - 7680	Posting Run - 6/2/2025 10:51:08 AM	\$182.02
Dole, Richard L	ACH Pay - 7683	Posting Run - 6/2/2025 10:51:08 AM	\$47.02
Eills, Ajah G	ACH Pay - 7664	Posting Run - 6/2/2025 10:51:08 AM	\$2,134.01
Hanneman, Marna E	ACH Pay - 7676	Posting Run - 6/2/2025 10:51:08 AM	\$415.44
Herring, Jennifer M	ACH Pay - 7665	Posting Run - 6/2/2025 10:51:08 AM	\$2,006.61
Johnson, Brittany	ACH Pay - 7687	Posting Run - 6/2/2025 10:51:08 AM	\$357.00
Kerley-DeGoede, Maria A	ACH Pay - 7677	Posting Run - 6/2/2025 10:51:08 AM	\$2,557.01
Lease, Brian	ACH Pay - 7671	Posting Run - 6/2/2025 10:51:08 AM	\$3,086.87
Mesman, Benjamin	ACH Pay - 7667	Posting Run - 6/2/2025 10:51:08 AM	\$561.19
Mesman, Benjamin F	ACH Pay - 7669	Posting Run - 6/2/2025 10:51:08 AM	\$91.11
Palaniuk, Kevin R	ACH Pay - 7685	Posting Run - 6/2/2025 10:51:08 AM	\$2,662.22
Pena-Ayon, Manuel A	ACH Pay - 7674	Posting Run - 6/2/2025 10:51:08 AM	\$1,453.21
Reinstra, Aaron E.	ACH Pay - 7679	Posting Run - 6/2/2025 10:51:08 AM	\$91.11
Reinstra, Aaron M.	ACH Pay - 7682	Posting Run - 6/2/2025 10:51:08 AM	\$2,215.17
Sherman, Albert R	ACH Pay - 7673	Posting Run - 6/2/2025 10:51:08 AM	\$2,424.59
Smith, Christopher	ACH Pay - 7670	Posting Run - 6/2/2025 10:51:08 AM	\$2,931.93
Taylor, Anne M	ACH Pay - 7684	Posting Run - 6/2/2025 10:51:08 AM	\$182.02
Thomas, Scott G	ACH Pay - 7666	Posting Run - 6/2/2025 10:51:08 AM	\$2,926.66
Viola, Angela T	ACH Pay - 7672	Posting Run - 6/2/2025 10:51:08 AM	\$1,928.19
Wohleb, Mary M	ACH Pay - 7686	Posting Run - 6/2/2025 10:51:08 AM	\$182.02
			<b>\$30,101.96</b>

# **Reports**

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

## **Revenue/Expenditure Report**

TOWN OF LA CONNER  
Monthly Treasurer's Report  
May 2025 - Year to Date

<b>Fund</b>	<b>Fund Name:</b>	<b>Budget</b>	<b>Revenues to Date</b>	<b>% of Budget</b>	<b>Budget</b>	<b>Expenditures to Date</b>	<b>% of Budget</b>
001	General Fund	1,544,149	684,237	44%	1,786,633	685,055	38%
002	Park & Port	257,105	105,053	41%	313,457	103,566	33%
003	Facilities	191,995	152,507	79%	250,184	252,315	101%
004	Public Art	2,560	1,107	43%	2,600	1,084	42%
005	Streets	637,828	148,831	23%	702,098	144,539	21%
123	Hotel Motel	161,300	54,305	34%	215,180	20,392	9%
214	Fire Hall Bond	52,693	20,738	39%	39,125	6,869	18%
304	REET 1	45,900	19,926	43%	24,500	-	0%
305	REET 2	45,900	19,955	43%	500	-	0%
401	Water	1,427,314	487,269	34%	1,345,686	454,694	34%
403	Storm Drainage	400,313	165,831	41%	572,646	121,826	21%
409	Sewer	1,088,009	359,142	33%	1,267,344	417,714	33%
412	Sewer Compost	1,257,280	500,541	40%	1,219,132	283,178	23%
<b>TOTALS</b>		<b>7,112,346</b>	<b>2,719,442</b>	<b>38%</b>	<b>7,739,085</b>	<b>2,491,232</b>	<b>32%</b>

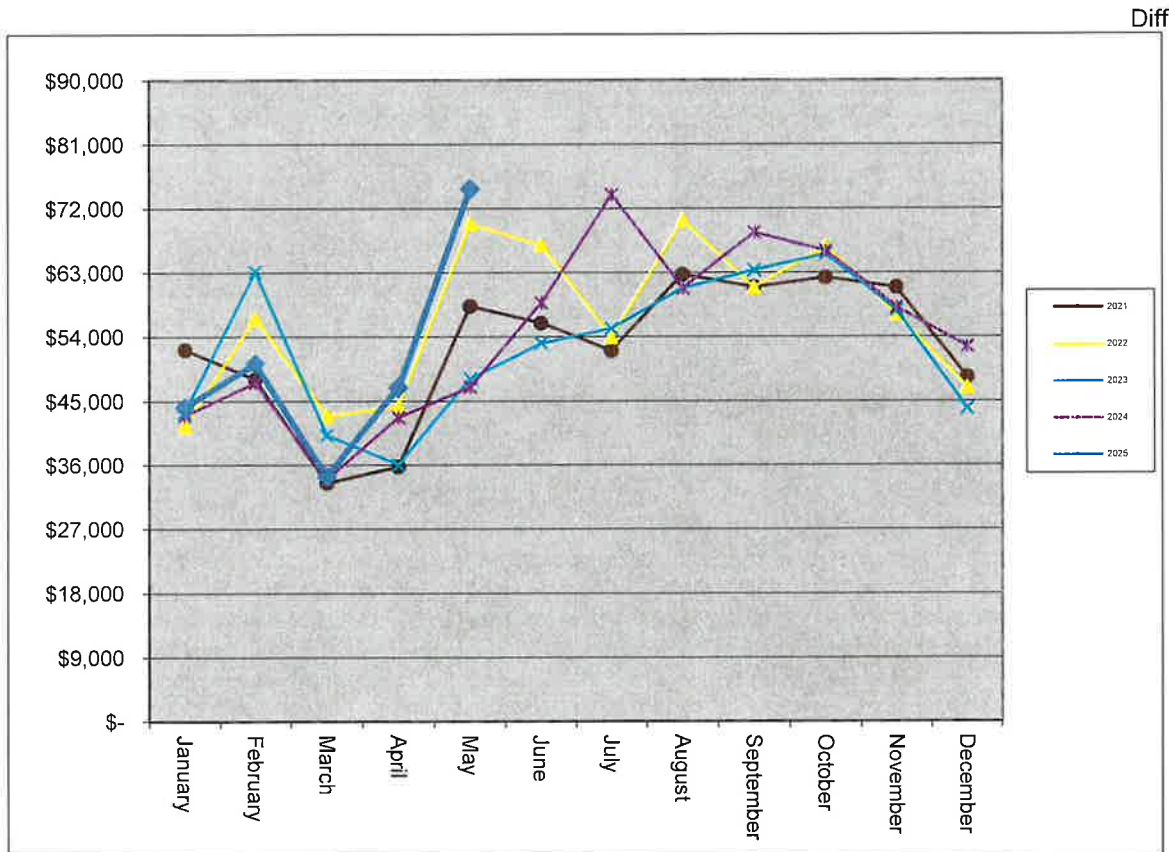
# Town of La Conner

## Sales Tax Receipts

Month	2021	2022	2023	2024	2025
January	52,155.18	41,561.10	43,390.62	42,874.71	44,087.60
February	48,035.77	56,546.93	63,103.16	47,549.13	50,199.92
March	33,430.43	42,937.78	40,187.49	33,929.53	34,312.23
April	35,756.91	44,209.82	36,015.58	42,670.99	46,864.59
May	58,286.79	69,865.79	48,072.92	46,949.42	74,693.75
June	55,900.26	66,878.23	53,129.86	58,778.05	
July	52,061.10	53,917.06	55,178.70	73,967.99	
August	62,720.18	70,383.49	60,820.03	60,799.96	
September	60,971.61	60,899.83	63,276.38	68,591.27	
October	62,268.96	66,647.98	65,602.87	65,989.67	
November	60,911.19	57,164.48	57,728.51	58,132.76	
December	48,334.16	46,910.27	43,947.09	52,594.83	
<b>TOTAL</b>	<b>630,832.54</b>	<b>677,922.76</b>	<b>630,453.21</b>	<b>652,828.31</b>	<b>250,158.09</b>

40.46%

Budgeted	328,202.00	492,303.00	609,181.00	609,181.00	618,293.00
Rec Year to Date	630,832.54	677,922.76	630,453.21	652,828.31	250,158.09
Annual Monthly Avg	52,569.38	56,493.56	52,537.77	54,402.36	20,846.51
Amount needed to meet budget:					368,134.91



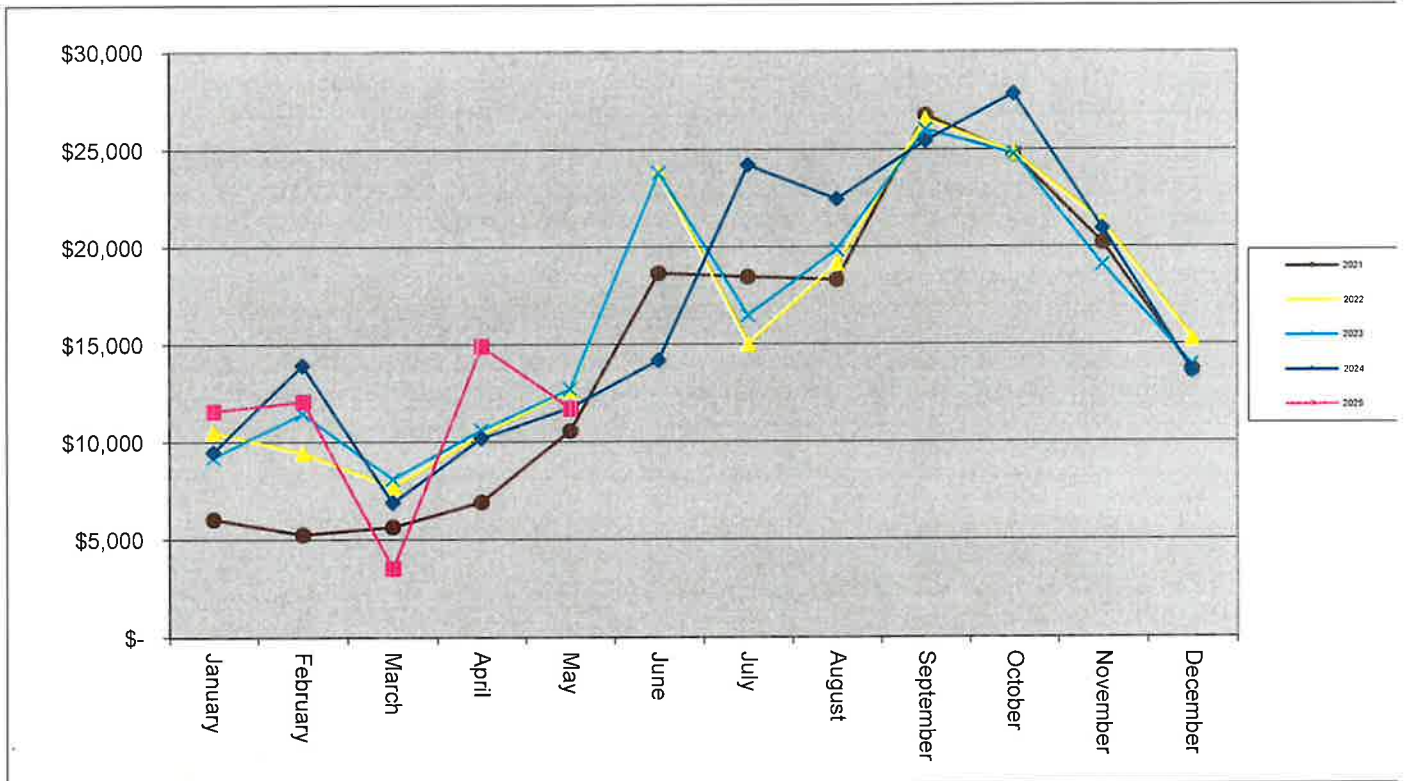
# Town of La Conner

## Annual Hotel/Motel Receipts

Month	2021	2022	2023	2024	2025
January	6,025.96	10,500.64	9,175.12	9,464.06	11,552.83
February	5,235.46	9,409.26	11,438.50	13,915.32	12,051.00
March	5,622.06	7,698.52	8,082.72	6,869.22	3,504.28
April	6,895.04	10,399.52	10,591.94	10,164.74	14,877.88
May	10,542.90	12,633.28	12,700.56	11,740.32	11,698.14
June	18,643.56	23,829.20	23,784.50	14,159.23	
July	18,439.86	14,988.76	16,441.86	24,180.12	
August	18,295.26	19,136.57	19,848.46	22,440.16	
September	26,730.28	26,545.62	26,000.70	25,422.40	
October	24,731.96	24,802.90	24,761.98	27,827.62	
November	20,184.16	21,228.28	19,048.44	20,918.58	
December	13,653.56	15,232.24	13,909.48	13,574.70	
<b>TOTAL</b>	<b>175,000.06</b>	<b>196,404.79</b>	<b>195,784.26</b>	<b>200,676.47</b>	<b>53,684.13</b>

33.47%

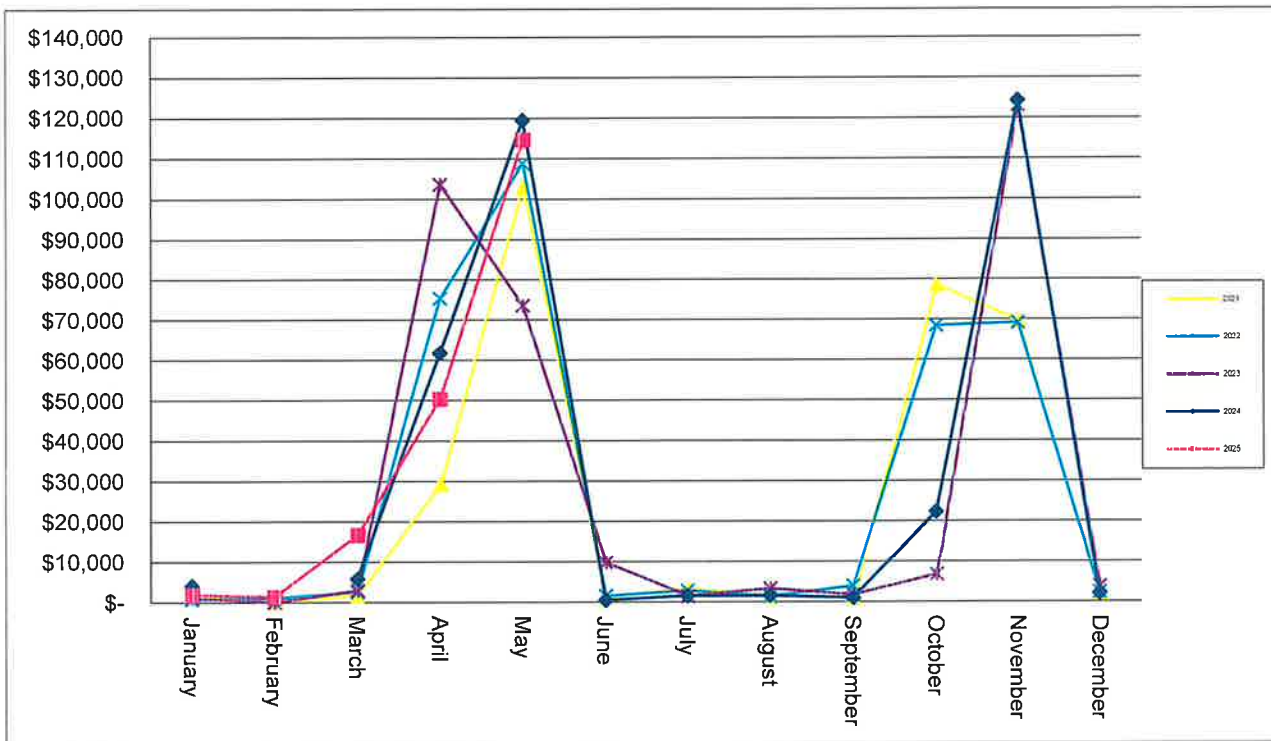
Budgeted	88,200.00	88,200.00	133,040.00	133,040.00	160,400.00
Received Year to Date	175,000.06	196,404.79	195,784.26	200,676.47	53,684.13
Monthly Average	14,583.34	16,367.07	16,315.36	16,723.04	4,473.68
Amount needed to meet budget:					106,715.87



## Town of La Conner Annual Property Taxes

Month	2021	2022	2023	2024	2025
January	1,735.37	679.87	1,020.21	4,001.34	1,900.21
February	123.80	923.67	-		1,278.89
March	1,731.98	2,479.49	2,889.62	5,655.39	16,627.22
April	29,295.28	75,356.27	103,626.12	61,738.45	50,401.69
May	102,991.26	108,828.88	73,546.50	119,446.31	114,681.94
June	1,047.57	1,503.75	9,809.06	443.60	
July	3,275.00	2,725.34	1,412.30	1,422.72	
August	1,381.95	1,259.96	3,299.01	1,529.68	
September	1,100.00	3,887.71	1,714.39	945.91	
October	78,553.96	68,521.30	6,801.76	22,305.55	
November	69,666.72	69,178.91	123,150.38	124,237.44	
December	2,154.94	2,392.56	3,747.23	1,957.85	
<b>TOTAL</b>	<b>293,057.83</b>	<b>337,737.71</b>	<b>331,016.58</b>	<b>343,684.24</b>	<b>184,889.95</b>
Budgeted	330,004.00	336,312.00	352,971	357,121	365,000
Received Year to Date	293,057.83	337,737.71	331,016.58	343,684.24	184,889.95
Monthly Avg	24,421.49	28,144.81	27,584.72	28,640.35	15,407.50
Amount needed to meet budget:					180,110.05

50.65%

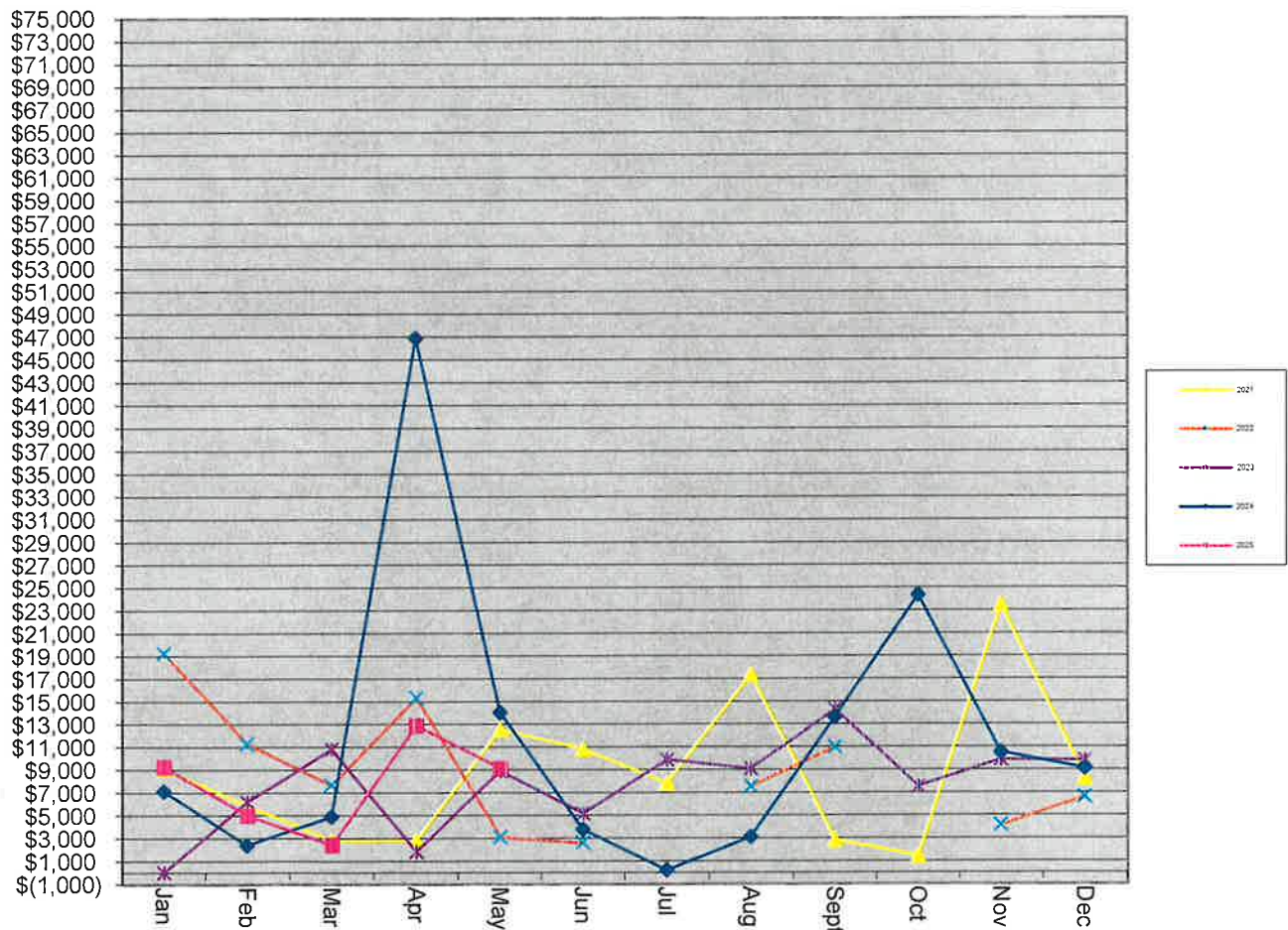




# Town of La Conner Annual REET

Month	2021	2022	2023	2024	2025
Jan	9,078.30	19,230.75	-	7,092.50	9,250.00
Feb	5,860.80	11,263.69	6,179.19	2,376.00	5,000.00
Mar	2,796.75	7,672.50	10,820.70	4,874.50	2,440.00
Apr	2,796.75	15,300.45	1,825.00	46,887.00	12,875.25
May	12,508.65	3,118.50	8,910.00	14,030.90	9,145.00
Jun	10,815.74	2,598.75	5,164.50	3,750.00	
Jul	7,825.50		9,874.25	176.50	
Aug	17,362.12	7,548.75	9,070.87	3,105.00	
Sept	2,821.50	10,976.62	14,275.00	13,600.00	
Oct	1,480.05		7,543.80	24,342.50	
Nov	23,472.90	4,149.50	9,875.00	10,500.00	
Dec	8,256.60	6,599.50	9,776.25	9,085.00	
<b>TOTAL</b>	<b>105,075.66</b>	<b>88,459.01</b>	<b>93,314.56</b>	<b>139,819.90</b>	<b>38,710.25</b>

Budgeted	<b>36,000.00</b>	<b>36,000.00</b>	<b>72,000.00</b>	<b>72,000.00</b>	<b>72,000.00</b>	
Received Year to Date	<b>105,075.66</b>	<b>88,459.01</b>	<b>93,314.56</b>	<b>139,819.90</b>	<b>38,710.25</b>	
Monthly Average	<b>8,756.31</b>	<b>7,371.58</b>	<b>7,776.21</b>	<b>11,651.66</b>	<b>3,225.85</b>	53.76%
<b>Amount needed to meet budget:</b>					<b>33,289.75</b>	



# Town of La Conner Special Use Fire Tax Revenue

Month	2022	2023	2024	2025
January	4,108.62	4,333.29	4,280.52	4,373.86
February	5,609.50	6,278.74	4,738.97	4,946.19
March	4,237.71	3,923.57	3,382.21	3,309.23
April	4,396.10	3,593.96	4,254.77	4,633.93
May	6,984.88	4,796.78	4,593.74	7,414.64
June	6,661.47	5,297.25	5,869.99	
July	5,364.02	5,393.11	7,301.60	
August	7,019.56	6,063.58	6,070.44	
September	6,041.25	6,284.28	6,798.06	
October	6,659.05	6,524.47	6,589.21	
November	5,673.70	4,516.48	5,798.19	
December	4,555.14	4,344.70	5,252.88	
<b>TOTAL</b>	<b>67,311.00</b>	<b>61,350.21</b>	<b>64,930.58</b>	<b>24,677.85</b>

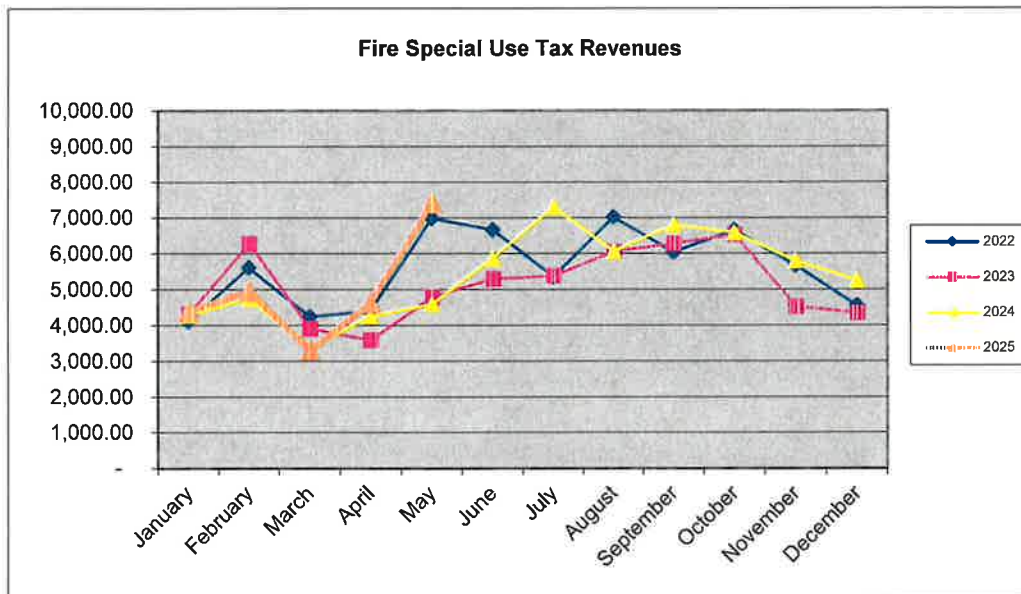
47.46%

Budgeted	45,501.00	50,000.00	50,000.00	52,000.00
Received Year to Date	67,311.00	61,350.21	64,930.58	24,677.85
Monthly Avg	5,609.25	5,112.52	5,410.88	2,056.49

Amount needed to meet budget:

27,322.15

Diff



# Town of La Conner

## Transportation Benefit District Tax Revenue

Month	2022	2023	2024	2025
January				
February				47.71
March				3,864.53
April				5,437.99
May				7,956.56
June				
July				
August				
September				
October				
November				
December				
<b>TOTAL</b>	-	-	-	<b>17,306.79</b>

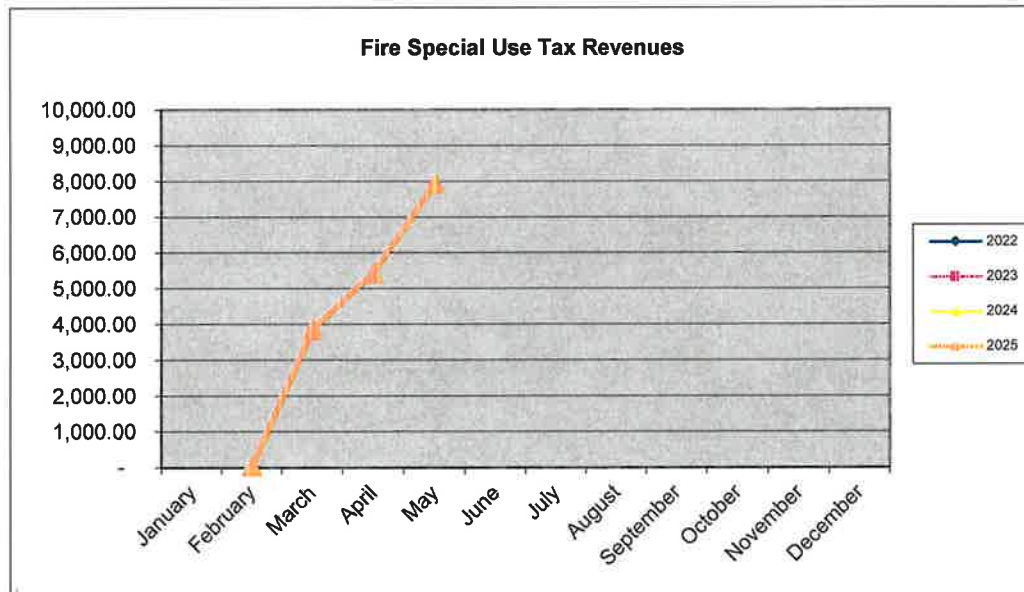
38.46%

Budgeted				45,000.00
Received Year to Date	-	-	-	17,306.79
Monthly Avg	-	-	#DIV/0!	1,442.23

Amount needed to meet budget:

27,693.21

Diff



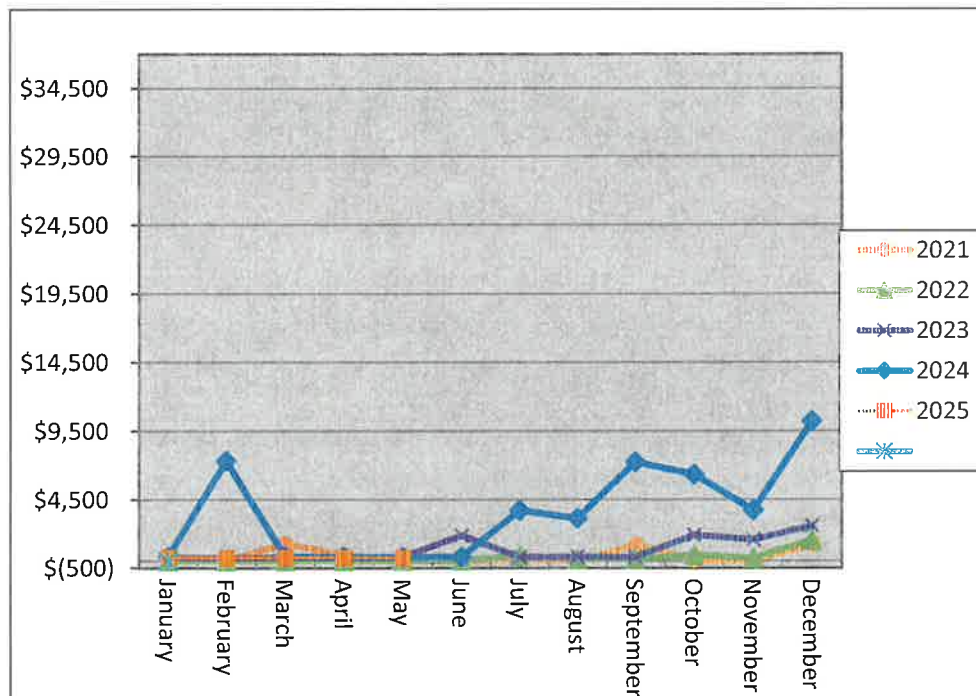
# Town of La Conner

## Investment Interest Receipts

Month	2021	2022	2023	2024	2025
January	53.53	4.52	222.14	288.36	249.41
February	6.04	4.86	211.19	7,298.06	224.96
March	1,256.42	11.21	242.20	290.11	248.31
April	396.24	19.48	243.73	281.56	240.86
May	3.80	35.04	264.29	292.30	248.66
June	3.62	48.70	1,847.72	284.46	
July	141.11	382.44	271.13	3,681.23	
August	3.92	112.03	277.67	3,094.00	
September	1,169.94	123.87	272.22	7,196.78	
October	4.66	446.26	1,881.45	6,307.42	
November	59.37	182.53	1,550.19	3,684.94	
December	1,157.59	1,549.18	2,546.09	10,188.19	
<b>TOTAL</b>	<b>4,256.24</b>	<b>2,920.12</b>	<b>9,830.02</b>	<b>42,887.41</b>	<b>1,212.20</b>

4.02%

Budgeted	4,465.00	4,581.00	5,079.00	7,645.00	30,169.00
Received Year to Date	4,256.24	2,920.12	9,830.02	42,887.41	1,212.20
Monthly Average	354.69	243.34	819.17	3,573.95	101.02
Amount needed to meet budget:					28,956.80



## **Department Head Reports**



# ***TOWN OF LA CONNER***

## **Monthly Planner's Report** May 2025

### **NEW APPLICATIONS ACCEPTED:**

#### **Land Use**

- LU25-24SH, 512 S. 1st Street, ADA ramp - WITHDRAWN
- LU25-25SEPA, TOLC, TOCL UDC update
- LU25-26LotConsol, 824 S. 4th Street, lot consolidation
- LU25-27S, 112 Morris Street, sign for winding down massage
- LU25-28LL, 516 Road Street, lot line adjustment
- LU25-29SX, 512 S. 1st Street, shoreline exemption – ADA Ramp
- LU25-30S, 607 Morris Street, NAPA new sign
- LU25-31HDR, 615 S. 4th Street, sliding door replacement
- LU25-32RM, 615 S. 4th Street, sliding door replacement

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#### **Building Permit**

- BP25-37ROW, 128 S. 1st Street, ROW for window replacement
- BP25-38ROW, Caledonia Street, ROW for utilities
- BP25-39EST, Caledonia Street, street excavation for site improvements
- BP25-40SS, 516 Road Street, side sewer capping
- BP25-41WM, 102 N. 1st Street, water meter permit
- BP25-42D-III, 923 Maple Ave, demo permit for garage

#### **Planning Commission:**

The Planning Commission met on May 6 and May 20. During the May 6 meeting, the Commission review copy of a new park sign, preformed reviewed draft Municipal Code updates. On May 20, the Commission continued to review draft Municipal Code updates.

#### **Hearing Examiner:**

There was no business before the Hearing Examiner during the month of May.

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

In May, the comprehensive plan underwent review by the Washington State Department of Commerce during the mandatory 60-day review period. Staff are waiting for comments back.

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

- Staff, along with the Arts Commission, agreed to submit an application for a Creative District.
- Staff are continuing to review the Public Participation Program currently in place and are testing new methods of public engagement, such as Community Mingles and Public Workshops.
- Staff are waiting for DOC chapter-by-chapter review 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 working with interns from Western Washington University to review the current files for record retention requirements and update property files.
- Continuing review of development and permit applications.
- Continuing response to public inquiries regarding land use.
- Continuing issuance of permits.
- Long term planning priorities:
  - 2023-2025 Comprehensive Plan Update
  - Public Participation and Communication

# **Public Works Department Head Report May – 2025**

## **Water:**

- Agricultural irrigation, I will be monitoring consumption closely this year due to the current demand for hydrant irrigation water meters.
- 2025 Water System Comprehensive Plan Update; down to the final few weeks of review by other agencies, then we have the approved plan.
- Asset Management; Public Works is fully operational with the system and will be making adjustments throughout the year. Phase II will start training in mid-June with permitting and citizen portal.
- Water tower exterior pressure wash and paint repairs by public works.
- Water tower interior coating repairs completed by divers on May 19th.

## **Drainage:**

- 6<sup>th</sup> St storm pump control panel replacement; completed reviewing the revised R1 shop drawing submittals.

## **Streets:**

- Washington Ave parking improvements by the post office is tentatively scheduled for late June. That will be constructed by E & E Contracting, PSE has removed the Street light.
- Hung the annual flower baskets.
- Fourth of July planning that includes traffic plan for no vehicles on First street for the parade.
- Red curb painting is behind schedule and will be completed by the end of June.
- TIB grant; Washington and Road St. pedestrian improvement project, Construction is under way.

## **Park and Port:**

- Pressure washed Benton stairs, 3<sup>rd</sup> Street stairs with minor repairs and painted the handrails.

## **Facilities:**

- Maple Hall new floor damage and possible refinish is needed.
- Town Hall planners' office repairs complete but waiting on carpet.

## **Other:**

- Ziply fiber project.
- No Bids received for both, truck and boat.
- Public Works new fulltime employee, Nik Bertash. (FAILED)
- Public Works WCIA audit on May 12, waiting for their audit comments.
- Public Works L&I audit May 13, received 25% of their audit comments and have been resolved.
- Stop Work Notice, 339 Maple, owner fill in the Bioswale. Waiting for plantings.
- Projects; Caledonia Habitat project, 824 S 4<sup>th</sup>, 205 N 5<sup>th</sup>, 516 Maple, 102 N 1<sup>st</sup> St, 613 Whatcom BP, La Conner Maritime utility extension DE, 212 State St, SP, 213 Calhoun remodel, 931 Maple Improvements, 306 Center project, BYK Snapdragon 511, 514, 519 BP's.

Brian Lease, Public Works Director, Town of La Conner



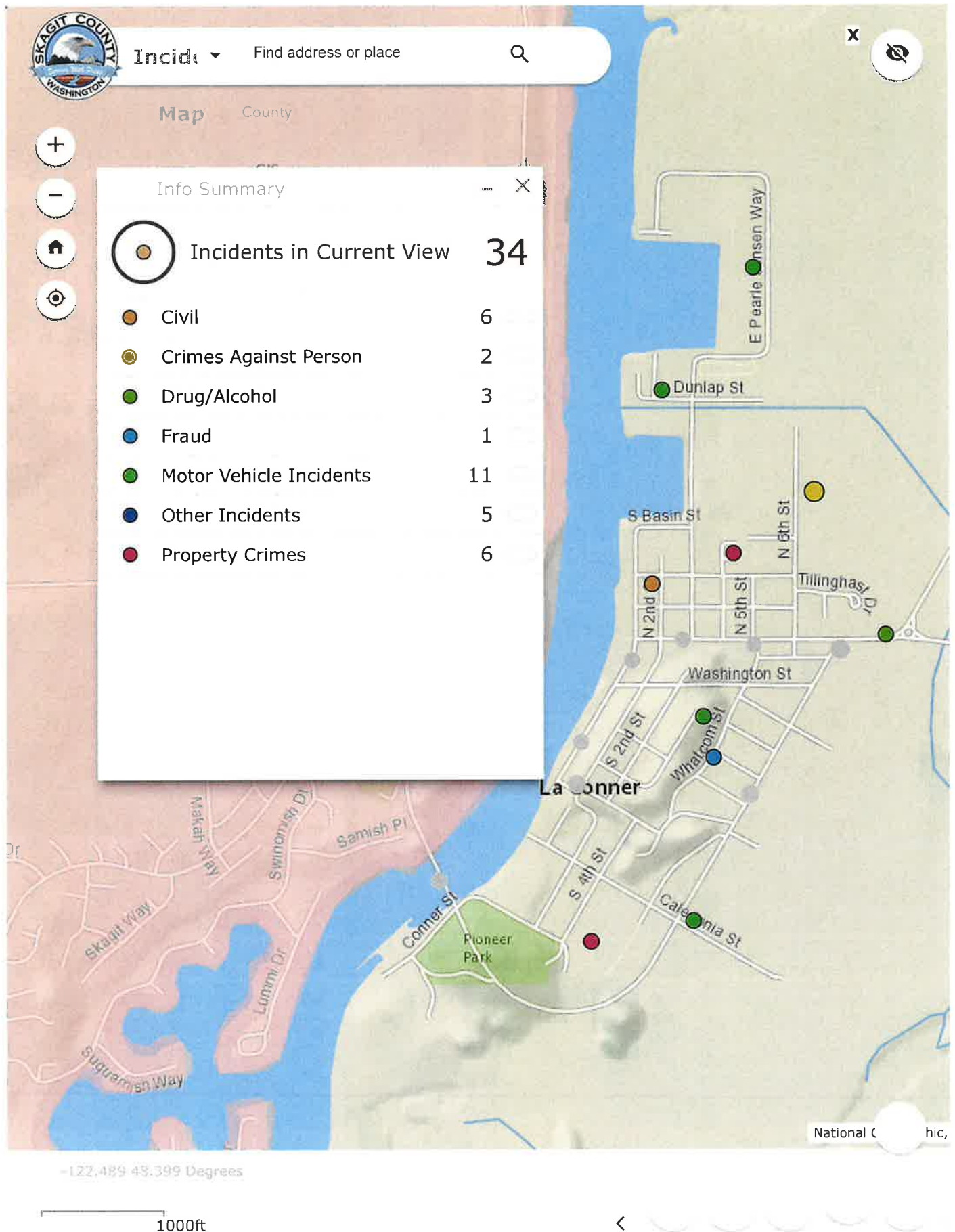
# Sheriff's Report for May

TimeDate	NatureDesc	Category
5/1/2025, 12:41 PM	Civil Problem	Civil
5/3/2025, 6:01 PM	Traffic Hazard	Motor Vehicle Incidents
5/4/2025, 12:12 PM	Traffic Enforcement	Motor Vehicle Incidents
5/5/2025, 5:00 PM	Traffic Hazard	Motor Vehicle Incidents
5/6/2025, 11:01 AM	Traffic Enforcement	Motor Vehicle Incidents
5/7/2025, 3:01 PM	Harassment Of Person	Crimes Against Person
5/11/2025, 5:35 PM	Found Property	Civil
5/12/2025, 5:52 PM	Citizen Assist	Civil
5/13/2025, 10:56 PM	Burglary	Property Crimes
5/16/2025, 8:19 AM	Vehicle Theft	Property Crimes
5/16/2025, 3:31 PM	Malicious Mischief	Property Crimes
5/16/2025, 7:25 PM	Assault	Crimes Against Person
5/16/2025, 7:40 PM	Suspicious Circumstances	Other Incidents
5/17/2025, 2:34 PM	Recovered Stolen Vehicle	Property Crimes
5/17/2025, 7:40 PM	Animal Problem	Other Incidents
5/18/2025, 3:09 PM	Traffic Enforcement	Motor Vehicle Incidents
5/19/2025, 4:14 PM	Alcohol Problem	Drug/Alcohol
5/19/2025, 6:24 PM	Property Theft	Property Crimes
5/19/2025, 11:28 PM	Vehicle Accident	Motor Vehicle Incidents
5/21/2025, 8:44 AM	Controlled Substance Problem	Drug/Alcohol
5/21/2025, 10:47 AM	Vehicle Accident	Motor Vehicle Incidents
5/21/2025, 12:31 PM	Traffic Enforcement	Motor Vehicle Incidents
5/22/2025, 3:56 PM	Animal Problem	Other Incidents
5/23/2025, 10:46 PM	Traffic Enforcement	Motor Vehicle Incidents
5/24/2025, 2:38 AM	Dui - Alcohol Or Drugs	Drug/Alcohol
5/24/2025, 10:30 PM	Noise Ordinance	Civil
5/25/2025, 12:51 AM	Malicious Mischief	Property Crimes
5/26/2025, 8:10 PM	Fraud Violation	Fraud
5/28/2025, 1:48 PM	Animal Problem	Other Incidents
5/28/2025, 4:02 PM	Traffic Hazard	Motor Vehicle Incidents
5/30/2025, 3:27 PM	Disorderly Conduct	Other Incidents
6/1/2025, 12:13 PM	Vehicle Accident	Motor Vehicle Incidents
6/1/2025, 4:50 PM	Citizen Dispute	Civil
6/1/2025, 7:43 PM	Found Property	Civil

HOURS IN TOWN = 83

HOURS IN ZONE = 604





# Fire Chief / Code Enforcement Report

## May-25

Alarms:	25	Emergency Calls	Ave # Responders:	3	
Fire-100	2	Med-300	19	Haz-400	2
Serv-500	1	Falarm	1		

**Calendar:**

- 7-May Business
- 14-May MCO / Table top
- 21-May MCO /ICS
- 28-May Water Rescue

**Events:**

- Mother's Day
- Cinco De mayo
- Memorial Day

**Enforcement Notes:**

- Vandalism bathrooms
- Loose Dogs
- Harassment on first St.

Aaron Reinstra  
Fire Chief/Code enforcement  
Town of La Conner



**La Conner Wastewater Plant**

Board of Commissioners

Monthly Report Management & Operation

Month: May 2025

**WWTP:**

Met all N.P.D.E.S permit requirements so far this month / waiting on final samples from Edge

**System Maintenance:**

5/5/2025 – Changed worm drive oil in clarifier #1

5/6/2025 – Cleaned U.V lights, greased the belt, greased the rotors on Oxidation ditch and the worm drives on both clarifiers.

5/8/2025 – Finished putting legs on dumpsters under screens, replaced sampler tubing on influent and effluent samplers.

5/9/2025 – Pressure washed both clarifiers and septage receiving pad.

5/12/2025 – Cleaned U.V lights

5/13/2025 – Cleaned out re-use tank

5/14/2025 – Greased worm drives on both clarifiers and rotors on oxidation ditch also greased belt press. Checked RAS pumps for clogging and visually inspected oil levels and checked for water in oil.

5/14/2025 – Put a new top belt on the belt press.

5/16/2025 – Pressure washed both clarifiers

5/16/2025 – Pulled re-use water check valves to check for clogging.

5/19/2025 – Cleaned U.V lights, greased worm drives on both clarifiers, greased the oxidation ditch rotors, greased the belt press, greased the valves for wasting and U.V gates.

5/27/2025 – Greased worm drives on both clarifiers, oxidation ditch rotors, wasting valves and U.V valves, also cleaned the U.V lights

**Call outs/Emergencies**

We did not have any call outs this month.

**Wastewater Plant Monitoring Report Summary:**

	Current Influent	Last Month Influent	% Diff
Avg. Daily Flow	257,000		
Total Flow	7,710,000	9,550,000	23%
Max Daily Flow	305,000		

**Locates: 27**

**Communications:**

**Significant Expenditures:**

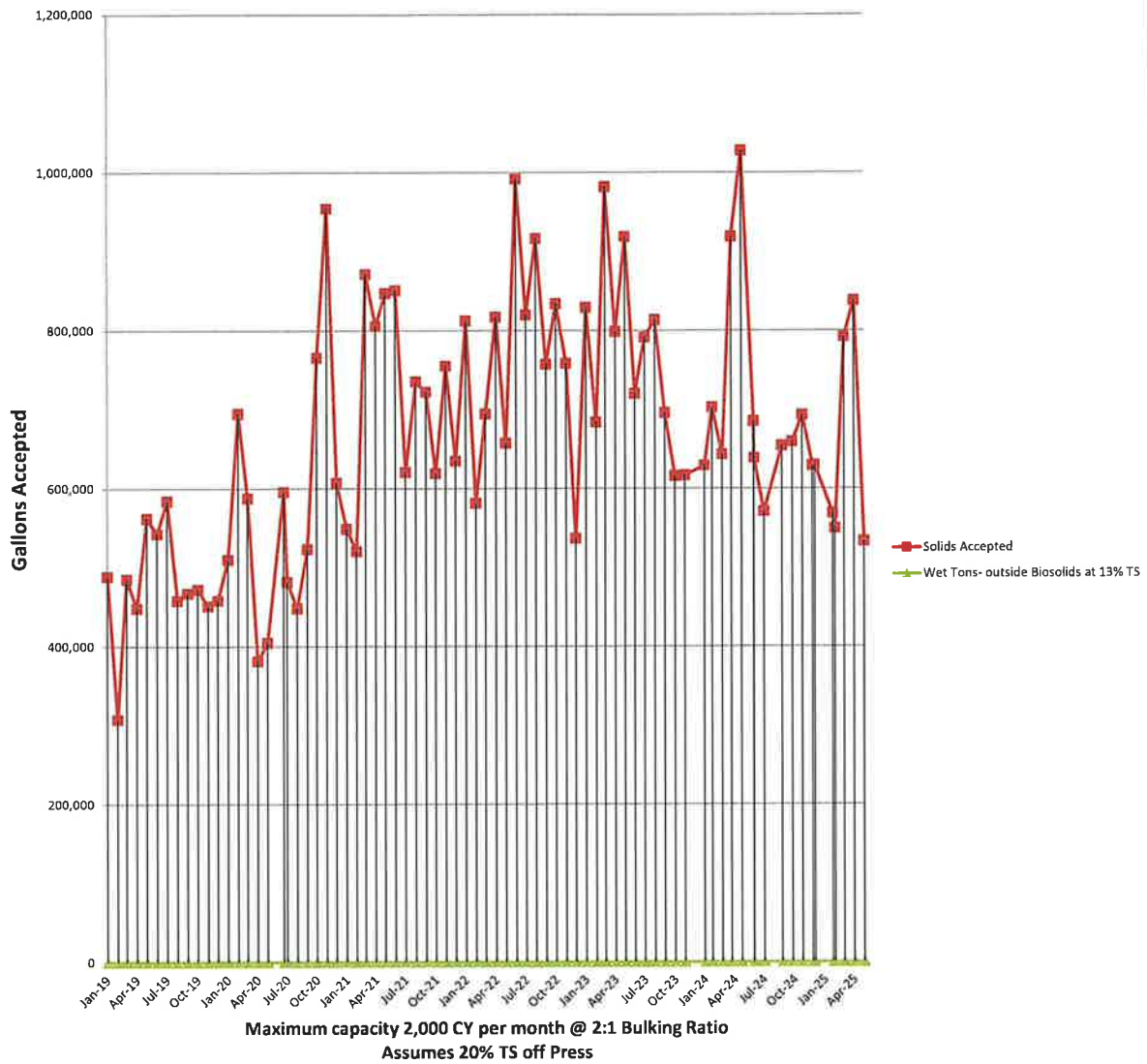
Bought a new gear box for Oxidation ditch #2  
 Bought new bearing and roller wheels for the compost screener.

**Ongoing Problems:**

No ongoing problems to report

LaConner Wastewater Treatment Plant										
Monthly Data 2024										
Date	WWTP Total Flow	WWTP Daily Avg	WWTP Max Daily	WWTP Flow Last Year	WWTP Flow up/down from LY	Gallons of Outside Waste Processed	Gallons of Outside Waste Processed Last year	Up/down from last year	Wet tons of 95% Biosolids Processed	Wet tons of <95% Biosolids Processed
Jan-25	9,040,000	29,161	357,000	12,480,000	-28%	568,829	705,942	-19%	0	33.88
Feb-25	8,370,000	299,000	409,000	9,840,000	-15%	549,397	643,131	-15%	0	6.44
Mar-25	7,320,000	398,000	533,000	11,600,000	-37%	792,331	919,034	-14%	0	51.22
Apr-25	9,550,000	318,000	430,000	9,040,000	6%	838,173	1,028,119	-18%	0	55.51
May-25	7,710,000	257,000	308,000	9,040,000	-15%	908,559	685,181	33%	0	38.53
Jun-25	0	0	0	9,260,000	-100%	0	638,796	-100%	0	0
Jul-25	0	0	0	8,210,000	-100.0%	0	571,171	-100%	0	0
Aug-25	0	0	0	8,970,000	-100.0%	0	654,239	-100%	0	0
Sep-25	0	0	0	7,840,000	-100.0%	0	659,393	-100%	0	0
Oct-25	0	0	0	9,550,000	-100%	0	693,239	-100%	0	0
Nov-25	0	0	0	11,420,000	-100%	0	629,149	-100%	0	0
Dec-25	0	0	0	11,300,000	-100%	0	629,742	-100%	0	0
	Increase									
	Decrease									

# LaConner Wastewater Treatment Plant Monthly Data 2019- Present



# **Unfinished Business**

- 1) Resolution – Town Policy for AI Use**
- 2) Agreement – La Conner Regional Library  
(Wilder Art (Clyde) Acceptance)**
- 3) Agreement – Skagit Bond Collection**
- 4) Ordinance – Emergency Drive-Through Facilities  
Moratorium**
- 5) Bid Recommendation/Agreement – Maple Hall Floors  
(Great Floors)**
- 6) Bid Recommendation/Agreement – Town Hall Carpet  
(Great Floors)**
- 7) Change Order Approval – Washington & Road Street  
Pedestrian Upgrades (E&E Contracting)**

**Resolution –  
Town Policy for AI Use**



# Town of La Conner



## Resolution No.

### **A RESOLUTION ADOPTING AN ARTIFICIAL INTELLIGENCE USAGE POLICY.**

**WHEREAS**, the United State Code defines “artificial intelligence” (AI) as “a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions influencing real or virtual environments.” (15 USC 9401(3); and

**WHEREAS**, AI can produce new opportunities to help solve challenges facing the Town of La Conner, improve services, and increase the Town’s responsiveness. At the same time, irresponsible use of this technology has the potential to exacerbate problems such as misinformation and bias, could lead to infringement of privacy, and allow harms such as fraud and discrimination to take place; and

**WHEREAS**, realizing the benefits of AI requires the Town to mitigate its substantial risks; and

**WHEREAS**, the Town Council wishes to adopt a policy guiding the use of AI by Town staff and volunteers;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LA CONNER:**

That the AI policy attached hereto is hereby adopted. This policy shall be in force and effect on and after July 1, 2025.

Adopted by a vote of the La Conner Town Council this \_\_\_\_th day of June, 2025.

\_\_\_\_\_  
Marna Hanneman, Mayor

ATTEST:

\_\_\_\_\_  
Maria DeGoede, Town Clerk

APPROVED AS TO FORM:

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Scott G. Thomas  
Town Attorney

**Town of La Conner**  
**Generative AI Policy**

**I. Preamble**

A. The Town of La Conner recognizes the profound and dynamic positive and negative impacts of artificial intelligence (AI) on societies, environment, ecosystems and human lives, in part because of the new ways in which its use influences human thinking, interaction and decision-making and affects education, human, social and natural sciences, culture, and communication and information.

B. The Town of La Conner concludes that AI technologies can be of great service to humanity, but also raises fundamental ethical concerns, including the biases that can be embedded and exacerbated, potentially resulting in discrimination, inequality, digital divides, exclusion and a threat to cultural and social diversity or economic divides; the need for transparency and understandability of the workings of algorithms and the data with which they have been trained; and AI's potential impact on fundamental freedoms, gender equality, democracy, social, economic, political and cultural processes, animal welfare, and the environment and ecosystems.

C. The Town of La Conner further recognizes that AI technologies have the potential to be beneficial to the environment and ecosystems, and in order for those benefits to be realized, potential harms to and negative impacts on the environment and ecosystems should not be ignored but instead addressed.

D. Environmental and ecosystem flourishing should be recognized, protected and promoted through the life cycle of AI systems. Furthermore, environment and ecosystems are the existential necessity for humanity and other living beings to be able to enjoy the benefits of advances in AI.

E. Respect, protection and promotion of diversity and inclusiveness should be ensured throughout the life cycle of AI systems. This may be done by promoting active participation of all individuals or groups regardless of race, color, descent, gender, age, language, religion, political opinion, national origin, ethnic origin, social origin, economic or social condition of birth, or disability and any other grounds.

F. Unwanted harms (safety risks), as well as vulnerabilities to attack (security risks) should be avoided and should be addressed, prevented and eliminated throughout the life cycle of AI systems.

G. Privacy, a right essential to the protection of human dignity and human autonomy, must be respected, protected and promoted throughout the life cycle of AI systems. Algorithmic systems require adequate privacy impact assessments, which also include societal and ethical considerations of their use and an innovative use of the privacy by design approach.

**II. Purpose.** This policy is designed to establish acceptable use and responsible stewardship of generative artificial intelligence technology when used to conduct town-authorized business.

The intent of this policy is to enable, but not require town staff and volunteers to use AI systems for the benefit of the community while safeguarding against potential harms. The Town of La Conner authorizes the use of generative AI consistent with this policy while users are conducting duties related to their jobs with the understanding that the output from these tools require human verification to detect and correct any flaws in the data or output that may result. All users of town computing and network resources must do so in an ethical, legal, and responsible manner.

### **III. Scope.**

- A. All AI systems deployed by the town or on the town's behalf; and
- B. All town employees, contractors, and volunteers in their use of generative AI technology to draft content or make decisions related to town business.

### **IV. Definitions**

- A. "AI" is a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.<sup>1</sup> AI systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.
- B. Supportive generative AI tools (Supportive) – AI tools capable of generating text, images, or other data from sources not-limited to town-generated content in response to employee-provided prompts.
- C. Responsive generative AI tools (Responsive) – AI tools that interact directly with community members and employees to provide information from the town's website or a similar discrete set of town-generated or town-curated content.

### **V. Policy**

- A. Town employees may, but will not be required to, use generative AI software and services. AI software that is purchased and/or installed on town equipment must undergo a security review. The use of new AI software that does not involve the purchase or installation of software must receive prior approval from the director of the department installing the software, with the assistance of the town's IT contractor. Except for embedded AI software included as part of software updates as described in paragraph "B" below, town employees must not use for town business any generative AI software and services that have not been approved.
- B. AI software and services should be used when it is the best and most efficient tool to accomplish the intended goal. Ordinary search engines should first be employed when they are suitable to the task at hand.
- C. If an application or software that is already in official use by town personnel incorporates AI capabilities, such as Microsoft Word, no additional approval is required. However, all aspects of this policy apply to the use of such capabilities.

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<sup>1</sup> See, 15 U.S.C. 9401(3).

D. There is no right to privacy in the use of town technology resources. By using the town's technology resources (computer, email, etc.) to interact with generative AI technology, an employee understands the town will monitor, record, and review the use of that technology at any time. Users of AI technology must consider the privacy implications of entering information into an AI system. Users of generative AI shall not upload confidential, sensitive, or personally identifiable information to any generative AI software or service.

E. All records generated, used, or stored in generative AI technology for town business are public records and may be disclosed upon request. In alignment with public records requirements, draft materials do not need to be retained and can be deleted. Each user of generative AI technology is responsible for maintaining and retrieving such records, not the town clerk.

F. Supportive generative AI work product must be verified by the user for accuracy, appropriateness, non-bias, and compliance with intellectual property, privacy laws and town policies.

G. Responsive generative AI work product must be audited by a designated employee to help ensure accuracy and appropriateness of the communication(s) on a regular schedule as determined by the relevant department.

H. All images, videos, text, or other data created by generative AI that is used substantively in a final work product must be attributed to the relevant AI system.

## **V. Prohibited Uses.**

A. Covert biometric identification.

B. Fully automated decisions that do not require any meaningful human oversight but substantially impact individuals.

**Agreement –  
La Conner Regional Library  
(Wilder Art (Clyde) Acceptance)**



## LOAN AGREEMENT

**Borrowers Name:** La Conner Swinomish Library – Jean Market  
**Contact:** Jean Market – Director or Sarah Christensen Board Trustee  
**Address:** 614 Morris St, La Conner, Wa 98257  
**Phone:** 360-549-3043      Email: Jmarket@lclib.lib.wa.us

**Purpose of Loan:** To showcase Pacific NW art in the library  
**Exhibit Location** La Conner Swinomish Library  
**Loaner(s)** Town of La Conner  
**Loanee** La Conner Swinomish Library  
**Loan Dates**

Description of Object(s) and Title:	Fair Market Value
Woodblock Print – “Clyde” by Maggie Wilder	\$5,050.00

**Insurance:** The loan of artwork will be insured by La Conner Swinomish Library up to \$10,000 per piece

### Transportation:

Unless otherwise specified all objects will be transported by owner

Person signing below is authorized to enter into this agreement on behalf of Borrower (La Conner Swinomish Library) and indicates they understand and accept the terms of this agreement.

**Borrower (Loanee):**

**Loaner:**

---

**Signature/Date:**

**Signature/Date:**

**Agreement –  
Skagit Bond Collection**



## **SKAGIT BONDED COLLECTORS TERMS OF SERVICES (PUBLIC ENTITIES)**

The following are the Terms of Service for all accounts listed by Town of LaConner ("Client") with Skagit Bonded Collectors, LLC ("Agency") for collection:

### **General**

Agency will perform all work and furnish all equipment, labor, and materials Agency deems necessary and reasonable to collect accounts.

Agency from time to time, at Agency's sole discretion, may take legal action to recover accounts. Client fully authorizes Agency to employ such legal process, and Client will undertake all reasonable efforts to assist Agency, including providing evidence and testimony in the legal process.

The Agency will maintain records of the accounts listed. Client may request information regarding the accounts. Also, Agency may request information from Client regarding the accounts.

Agency may forward any of Client's accounts to an agency in another area for assistance in collection, and such other collection agency shall have authority to exercise all ordinary and reasonable collection efforts as permitted by law.

Client confirms that, to the best of Client's knowledge, all accounts listed are valid and legally enforceable debts; that the names and amounts listed are correct; and that Client will, both before and after submitting said accounts, comply with all applicable federal, state and local laws with respect to said accounts.

Client will provide, whenever requested by Agency, a written verification of any of the listed accounts and/or a copy of any judgment entered on such accounts. Client will provide the name, address and all other appropriate information regarding the person or entity who originally incurred the debt.

Client will forward to Agency any payment it receives for an account within 3 business days of receiving the payment.

Client will notify Agency within 3 business days if it receives an insurance payment or adjustment, or other payment or adjustment that cannot be forwarded to Agency (collectively "Client Payment"), on any account. Client will be assessed collection fees for any Client Payments. At the end of each month, Agency will invoice Client for the collection fees due to Agency for any Client Payments, and Client will remit the funds received to Agency within 15 days of invoice from Agency. If Client will receive money from Agency in the month in which collection fees for a Client Payment are due to Agency, Agency may opt to have the money withheld from the payment to Client.

Client will promptly report any Bankruptcy Notices, Probate Notices, and any and all communications from the debtor, or any representative of such debtor, on any accounts.

Client agrees to return to Agency any money paid to it by Agency, when (1) Agency is required to reverse a payment and return funds in accordance with applicable laws, (2) a debtor files for Bankruptcy and Agency determines that a payment should be reversed and returned; or (3) the debtor's payment is returned by the debtors' bank due to insufficient funds, a stop payment, or otherwise. Client agrees to pay these funds to Agency within 15 days of invoice from Agency. Agency may opt to have any money owed to Agency by Client, withheld from the next payment owed to Client.

When Client lists accounts with Agency, the listing constitutes a permanent assignment of the accounts, and Agency will have full discretion in determining how to proceed with the collection process. Agency has the sole right to reassign the accounts to Client, at any time, should Agency determine it is in the Agency's best interests to do so.

Client grants Agency the authority to receive payment in cash, check, money order or other negotiable instruments, and to take possession of collateral, including real and personal property where applicable, on behalf of Client; and additionally, authorizes and appoints Agency as power of attorney to execute, authorize or endorse on behalf of Client.

### **Public Entities Authorized to Include Collection Costs Under RCW 19.16.500 Costs, Fees, and Duties**

To the extent permitted by RCW 19.16.500, a 35% collection fee will be added to accounts listed, and Agency will be entitled to that fee for services rendered (a pro-rata allocation will apply for partial payments on an account). In accordance with RCW 19.16.500(2), Client will mail pre-collect notice(s) at least 30 days prior to listing an account with Agency. Furthermore, Agency's fee is not contingent upon the validity or enforceability of these added collection costs authorized by RCW 19.16.500.

If Agency initiates legal action, Agency will advance the court costs, process server fees, attorney fees, and all other costs associated with the legal action. The Agency will be entitled to recover all of those costs from money collected from the debtor before any funds are remitted to Client.

### **Remittance**

At the beginning of each month, Agency will prepare a statement for Client and remit to Client the funds received on accounts submitted by Client, less the collection fees; the court costs, process server fees, attorney fees, and all other costs associated with the legal action advanced by Agency; and any other amounts due and owing from Client to Agency under the terms of this agreement. Agency will remit the net funds within 15 business days of the end of each calendar month. Client will remit any funds due to Agency within 15 days of the statement date.

### **Settlement**

Any settlement of a listed account for less than 90% of the balance in full shall be agreed upon by Agency and Client prior to acceptance by either party. Settlements equal to or in excess of that percentage of the balance can be accepted by Agency in its sole discretion.

### **Liability**

Agency agrees to be responsible for all of its actions, and Agency will defend, indemnify and hold Client, its directors, officers, management and employees harmless from and against any and all claims, demands, liabilities, damages, expenses (including attorneys' fees) for injury to persons or damage to property caused by or asserted to have been caused by the negligent or intentional acts of Agency, its employees, agents, or servants, if any. Also, Client will defend, indemnify and hold Agency, its managers, members, agents, servants and employees, if any, harmless from and against any and all claims, demands, liabilities, damages, expenses (including attorneys' fees) for injury to persons or damage to property caused by or asserted to have been caused by the negligent or intentional acts of Client, its directors, officers, agents, servants or employees.

**Binding Effect:** This agreement shall be binding on and inure to the benefit of the legal representatives, successors and assigns of the parties hereto.

**Governing Law:** It is agreed by and between the parties hereto that this agreement shall be governed by, construed and enforced in accordance with the laws of the State of Washington as they now exist or as may be hereafter amended. Both parties agree to the jurisdiction and venue of the Skagit County Superior Court, Skagit County, Washington.

**Severability:** In the event that a part of this agreement is declared void or against public policy, those provisions shall be deleted and the remaining provisions shall be given full force and effect in the same manner as though the deleted portions had never been included and, to the extent this agreement is severable.

**Construction:** This document has been submitted to the scrutiny of the parties and their respective attorneys, and shall be given a fair and reasonable interpretation in accordance with the provisions hereof, without weight or consideration being given to all or any portion of it having been drafted by any party hereto or by their counsel.

**Waiver:** The failure of either party to this agreement to insist upon the performance of any of the terms and conditions of this agreement, or the waiver of any breach of any of the terms and conditions of this agreement, shall not be construed as thereafter waiving any such terms and conditions, all of which shall continue and remain in force and effect as if no forbearance or waiver had occurred.

**Skagit Bonded Collectors LLC**

\_\_\_\_\_  
**Signature**

**Date** \_\_\_\_\_

**Town of LaConner**

\_\_\_\_\_  
**Signature/Title**

**Date** \_\_\_\_\_

**Ordinance -  
Emergency Drive-Through  
Facilities Moratorium**

**TOWN OF LA CONNER**



**ORDINANCE NO. \_\_\_\_**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LA CONNER, WASHINGTON, RELATING TO LAND USE AND ZONING, ADOPTING AN IMMEDIATE EMERGENCY MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR NEW DRIVE-THROUGH FACILITY DEVELOPMENT WITHIN THE TOWN LIMITS, UNTIL THE TOWN FINISHES THE PROCESS OF CODE REVIEW AND AMENDMENT RELATING TO DRIVE-THROUGHS, SUCH MORATORIUM TO BE EFFECTIVE IMMEDIATELY, DEFINING THE APPLICATIONS SUBJECT TO THE MORATORIUM, ESTABLISHING REQUIREMENTS FOR A PUBLIC HEARING ON THE MORATORIUM, ESTABLISHING SIX MONTHS AS THE TENTATIVE EFFECTIVE PERIOD UNTIL THE COUNCIL PUBLIC HEARING ON THE CONTINUED MAINTENANCE OF THE MORATORIUM.

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WHEREAS, Washington cities and towns have statutory authority to impose permit moratoria and interim zoning for specific purposes pursuant to RCW 35.63.200 and RCW 36.70A.390; and

WHEREAS, the town council may adopt an immediate moratorium for a period of up to six months prohibiting the acceptance of certain development permit applications as long as the Town Council holds a public hearing on the proposed moratorium within sixty days after adoption (RCW 36.70A.390); and

WHEREAS, to date the Town has not enacted any land use controls that address drive-through facilities; and

WHEREAS, the Town desires to impose an immediate six-month moratorium on the acceptance of development applications for any "development activity" or "development" as defined in La Conner Municipal Code Section 15.10.350, for any drive-through facilities as defined therein, on any property within the limits of the Town;

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

**Section 1. Definitions.** For the purpose of this Ordinance, the following definitions shall apply:

“Drive-through facility” is defined as a business establishment or a portion of a business establishment designed or intended to enable customers to receive goods or services while remaining in their vehicle. This includes, but is not limited to, drive-through windows for restaurants, banks, pharmacies, coffee shops, and similar uses, as well as associated vehicle stacking lanes and order station.

**Section 2. Purpose.** The purpose of this ordinance is to establish a temporary moratorium on the establishment of new drive-through facilities in the Town of La Conner. This measure will allow the town to evaluate the impacts of such facilities on traffic congestion, pedestrian safety, environmental sustainability, and the overall goals of the La Conner Comprehensive Plan

**Section 3. Moratorium Imposed.** The town council hereby imposes an immediate moratorium on the acceptance, processing, or approval of any applications for permits or land use approvals related to the establishment, construction, or operation of new drive-through facilities. This moratorium does not apply to:

1. Emergency services or facilities providing essential health services, such as drive-through COVID-19 testing or vaccination sites.
2. Maintenance, repair, or minor modifications to existing drive-through facilities, provided such modifications do not expand their footprint or increase their capacity.

**Section 4. Duration of Moratorium.** The moratorium imposed by this ordinance shall commence on the date of the adoption of this ordinance. As long as the Town holds a public hearing on the moratorium and adopts findings and conclusions in support of the moratorium (as contemplated by Section 5 herein), the moratorium shall not terminate until six (6) months after the date of adoption, or at the time all of the tasks described herein have been accomplished, whichever is sooner. The Council shall make the decision to terminate the moratorium by ordinance, and termination shall not otherwise be presumed to have occurred.

**Section 5. Public Hearing on Moratorium.** Pursuant to RCW 35.63.200 and RCW 36.70A.390, the town council shall hold a public hearing on this moratorium within sixty (60) days of its adoption, or before August 10, 2025. Notice of the public hearing shall be provided as required by law. Immediately after the public hearing, the town council shall adopt findings of fact on the subject of this moratorium and either justify its continued imposition or cancel the moratorium.

**Section 6. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 7. Publication.** This ordinance shall be published by an approved summary consisting of the title.

**Section 8. Effective Date.** This ordinance shall take effect and be in full force and effect immediately upon passage.

PASSED by the Council and approved by the Mayor of the Town of La Conner, this \_\_\_\_ day of June, 2025.

\_\_\_\_\_  
Marna Hanneman, Mayor

ATTEST:

\_\_\_\_\_  
Maria DeGoede, Finance Director

APPROVED AS TO FORM

\_\_\_\_\_  
Scott Thomas, Town Attorney

**Bid Recommendation/Agreement –  
Maple Hall Floors (Great Floors)**



# Great Floors

## COMMERCIAL SALES

346 W. Bakerview Road • Bellingham, WA 98226  
Phone: 360-738-3599 • Fax: 360-715-1901

Please accept this document as an informal bid on the project mentioned below. All terms, provisions and exclusions must be included when considering this proposal. Any items that are not listed on this document are not included in this bid proposal.

### BID PROPOSAL

<b>PROJECT</b>	Town of La Conner - Maple Hall	<b>Info:</b>	<b>PROJECT BID DATE:</b> 6/2/2025
<b>LOCATION</b>	La Conner, WA		<b>PLANS DATED:</b>
<b>ARCHITECT</b>	N/A		<b>PROJECT ESTIMATOR:</b> Andrew Birney
<b>NUMBER OF ADDENDUMS RECOGNIZED</b>	N/A		<b>PROPOSAL EXPIRES IN:</b> 30 Days

#### SCOPE OF WORK

#### TOTAL

Furnish and install the following per attached drawing.

#### BUFF AND COAT

At tape residue areas: Deep clean and mechanically/ chemically remove glue/residue from tape lines.

Entire Floor : lightly buff and re-coat existing floors. Buff will remove surface scratches only, large dents/dings will remain. Apply new coat of finish with custom sheen as needed

\$	1,000.00
\$	10,203.50

Subtotal	\$	11,203.50
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Shipping and / or Service & Handling		
Tax Rate	9.00%	\$ 1,008.32

<b>TOTAL</b>	<b>\$</b>	<b>12,211.82</b>
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#### EXCLUSIONS STANDARD: (Unless otherwise noted the following items are excluded)

Bonds, Taxes, Furniture Moving, Removal, Floor & Wall Prep (Other Than Minor), Cleaning, Waxing, Sealing, Material Protection, Concrete Sealers, Moisture Mitigation, Underlayments (Wood or Cement), Hoisting, Patching or Repairing, Overtime, Nights or Weekend Work Hours, Union Labor.

#### EXCLUSIONS JOB SPECIFIC:

Excludes Union labor, after hour and/or weekend labor, Major unforeseen floor prep (SUBFLOOR DAMAGE, WOOD ROT), moisture testing and mitigation.

Excludes toilet, furniture, and appliance R/R.

#### TERMS:

- 1.) This bid is conditioned upon using AIA subcontract A401 or other acceptable subcontract language mutually agreed upon by Great Floors.
- 2.) Bid based on Subcontractor being allowed to bill for both stored on and offsite materials during normal pay cycles.
- 3.) Customer will be required to complete a Great Floors Credit Application for credit information purposes only.

**ACKNOWLEDGEMENT AND AGREEMENT:** The undersigned hereby accepts, agrees and acknowledges to the forgoing proposal under all terms and conditions set forth therein.

Signature:

Respectfully Submitted By:

Printed Name:

Andrew Birney (425) 422-7486

Title:

Sales Representative - Great Floors Commercial Sales

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

WASHINGTON CONTRACTORS LICENSE # GREATF\*955D4 • ID PUBLIC WORKS # 19416-AA-4(09600, 09680, 09300)  
IDAHO CONTRACTORS LICENSE # RCE-4037 • OREGON GENERAL CONTRACTORS LICENSE # 170709

**Bid Recommendation/Agreement –  
Town Hall Carpet (Great Floors)**

# Great Floors

## COMMERCIAL SALES

346 W. Bakerview Road • Bellingham, WA 98226  
Phone: 360-738-3599 • Fax: 360-715-1901

Please accept this document as an informal bid on the project mentioned below. All terms, provisions and exclusions must be included when considering this proposal. Any items that are not listed on this document are not included in this bid proposal.

### BID PROPOSAL

**PROJECT** Town of La Conner - City Hall 2nd Floor  
**LOCATION** La Conner, WA  
**ARCHITECT** N/A  
**NUMBER OF ADDENDUMS RECOGNIZED** N/A

Info:

**PROJECT BID DATE:** 6/5/2025  
**PLANS DATED:**  
**PROJECT ESTIMATOR:** Andrew Birney  
**PROPOSAL EXPIRES IN:** 30 Days

#### SCOPE OF WORK

#### TOTAL

Furnish and install the following per attached drawing.

#### SECOND FLOOR

Shaw Gradient Broadloom Carpet with pad  
Demo and Disposal

\$ 11,850.00  
\$ 1,150.00

Subtotal \$ 13,000.00

Shipping and / or Service & Handling

Tax Rate 9.00% \$ 1,170.00

**TOTAL \$ 14,170.00**

#### EXCLUSIONS STANDARD: (Unless otherwise noted the following items are excluded)

Bonds, Taxes, Furniture Moving, Removal, Floor & Wall Prep (Other Than Minor), Cleaning, Waxing, Sealing, Material Protection, Concrete Sealers, Moisture Mitigation, Underlayments (Wood or Cement), Hoisting, Patching or Repairing, Overtime, Nights or Weekend Work Hours, Union Labor.

#### EXCLUSIONS JOB SPECIFIC:

Excludes Union labor, after hour and/or weekend labor, Major unforeseen floor prep (SUBFLOOR DAMAGE, WOOD ROT), moisture testing and mitigation.  
Excludes toilet, furniture, and appliance R/R.

#### TERMS:

- 1.) This bid is conditioned upon using AIA subcontract A401 or other acceptable subcontract language mutually agreed upon by Great Floors.
- 2.) Bid based on Subcontractor being allowed to bill for both stored on and offsite materials during normal pay cycles.
- 3.) Customer will be required to complete a Great Floors Credit Application for credit information purposes only.

**ACKNOWLEDGEMENT AND AGREEMENT:** The undersigned hereby accepts, agrees and acknowledges to the forgoing proposal under all terms and conditions set forth therein.

Signature:

Respectfully Submitted By:

Printed Name:

Andrew Birney (425) 422-7486

Title:

Sales Representative - Great Floors Commercial Sales

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

WASHINGTON CONTRACTORS LICENSE # GREATF\*955D4 • ID PUBLIC WORKS # 19416-AA-4(09600, 09680, 09300)  
IDAHO CONTRACTORS LICENSE # RCE-4037 • OREGON GENERAL CONTRACTORS LICENSE # 170709

**Change Order Approval –  
Washington & Road Street  
Pedestrian Upgrades  
(E&E Contracting)**



### CONTRACT CHANGE ORDER

Contractor: E&E Contracting Change Order Number: 1

Address: PO Box 125 Date: 6/5/2025

City/State/Zip: Sedro Woolley, WA 98284 Contract Number: TOLC00002014

Re: Washington Street Parking Expansion

This Change Order, when executed by the parties to the Contract, amends the Contract and, as so amended, all terms and conditions of the Contract remain unchanged and in full force and effect. Payment and any time extension provided in this Change Order are full and complete compensation to the Contractor for the change(s) to the work, deleted work, modified work, direct or indirect impact on the Contractor's schedule, and for any equitable adjustment or time extension to which the Contractor may be entitled, pursuant to the Contract between the Owner and Contractor on any other basis whatsoever.

Item No. (1)	Description of changes - quantities, units, unit prices, change in completion schedule, etc. (2)	Decrease in Contract Price (3)	Increase in Contract Price (4)
1	Addition of work to the contract - Expand parking along Washington St just east of 1 <sup>st</sup> St as proposed on by E&E Contracting May 14, 2025.	\$0.00	\$29,050.00
2	Addition of 14 calendar days for completion of the Washington St parking expansion and 1 calendar day for the installation of one yard inlet and approximately 8 LF of storm drain on Washington St. near structure S-4 utilizing existing pay items. Any increase in contract price for the yard inlet installation will be captured in a final quantities reconciliation change order at the end of the contract. Total calendar days added to the contract are 15.	\$0.00	\$0.00
	Total	\$0.00	\$29,050.00
	Net increase/decrease of contract price	\$0.00	\$29,050.00
The sum of <u>\$29,050.00</u> is hereby added to the total contract price and the total adjusted contract price to date is <u>\$ 240,890.00</u> .			
The new contract completion date is <u>September 1, 2025</u> .			

Approved Date: \_\_\_\_\_ Approved Date: \_\_\_\_\_

Owner: Town of La Conner Contractor: E&E Contracting

By: \_\_\_\_\_ By: \_\_\_\_\_

By: \_\_\_\_\_ Prepared By: David Evans and Associates, Inc.

By: \_\_\_\_\_ By: \_\_\_\_\_

Project: Washington Street and Road Street Pedestrian Improvements  
 Owner: Town of La Conner  
 Contractor: E&E Contracting  
 Period: May 1, 2025 - May 30, 2025



Bid Item No.	Bid Item Description	Unit	Bid Quantity	Unit Bid Price	Bid Amount	Quantity Complete To Date	TOTAL EARNED TO DATE
1.	Mobilization	LS	1	\$8,000.00	\$8,000.00	100%	\$8,000.00
2.	Temporary Erosion and Sediment Control	LS	1	\$2,500.00	\$2,500.00	10%	\$250.00
3.	Traffic Control	LS	1	\$35,000.00	\$35,000.00	0	\$3,500.00
4.	Shoring	LS	1	\$3,500.00	\$3,500.00	1	\$1,750.00
5.	8" CPP Storm Drain Pipe	LF	480	\$35.00	\$16,800.00	143	\$5,005.00
6.	Concrete Inlet	EA	3	\$1,300.00	\$3,900.00	2	\$1,950.00
7.	Type 1 Catch Basin	EA	3	\$1,400.00	\$4,200.00	2	\$2,100.00
8.	Connect to Existing Storm Structure	EA	3	\$550.00	\$1,650.00	2	\$1,100.00
9.	Crushed Rock	TN	520	\$35.00	\$18,200.00	182	\$6,367.55
10.	Asphalt Planing	SY	520	\$23.00	\$11,960.00	0	\$0.00
11.	HMA CL 1/2" PG 64-22	TN	80	\$200.00	\$16,000.00	0	\$0.00
12.	Concrete Sidewalk (4")	SY	220	\$85.00	\$18,700.00	0	\$0.00
13.	Pedestrian Curb	LF	50	\$70.00	\$3,500.00	0	\$0.00
14.	Detectable Warning Surface	EA	3	\$1,000.00	\$3,000.00	0	\$0.00
15.	Curb and Gutter	LF	780	\$36.00	\$28,080.00	0	\$0.00
16.	Concrete Driveway (6")	SY	160	\$95.00	\$15,200.00	0	\$0.00
17.	Pavement Striping	LF	2000	\$2.00	\$4,000.00	0	\$0.00
18.	Thermoplastic Crosswalk Marking	SF	90	\$55.00	\$4,950.00	0	\$0.00
19.	Thermoplastic Stop Line Marking	EA	2	\$1,800.00	\$3,600.00	0	\$0.00
20.	Landscape Restoration	LF	820	\$5.00	\$4,100.00	0	\$0.00
21.	Rectangular Rapid Flashing Beacon	EA	2	\$2,500.00	\$5,000.00	0.00	\$0.00

Change Orders

Original Contract

\$211,840.00

CO Amount

CO #1	Addition of work to the contract - Expand parking along Washington St just east of 1st St	LS	\$ 29,050.00	100%	0%	100%	\$0.00
CO #2		LS				0%	\$0.00
CO #3		LS				0%	\$0.00

Total Change Order Amount \$ 29,050.00

\$0.00

Total Revised Contract

\$240,890.00

TOTAL AMOUNT EARNED TO DATE

\$30,022.55

TOTAL AMOUNT DUE THIS ESTIMATE

\$30,022.55

REQUESTED: E&amp;E Contracting

## ESTIMATE CERTIFICATE #1

We hereby certify that, in accordance with the accompanying tabulation, the sum of \$30022.55 is due and payable to the Contractor, E&E Contracting. This payment will cover the period May 1, 2025 - May 30, 2025 and is designated as the Periodical Pay Estimate #1.

PREPARED: David Evans and Associates, Inc.

APPROVED: Town of La Conner

Project: Washington Street and Road Street Pedestrian Improvements  
Owner: Town of La Conner  
Contractor: E&E Contracting  
Period: May 1, 2025 - May 30, 2025



## CONTRACT SUMMARY

Original Contract Sum	\$211,840.00
Net Change by Change Order	\$29,050.00
Contract Sum to Date	\$240,890.00
Total Completed to Date	\$30,022.55
Sales Tax to Date	\$0.00
Less Previous Sales Tax	\$0.00
Sales Tax this Estimate	\$0.00
Retainage to Date	\$0.00
Less previous retainage	\$0.00
Retainage this estimate	\$0.00
Total Earned Plus Sales Tax, Minus Retainage	\$30,022.55
Less Previous Payments	\$0.00
CURRENT PAYMENT DUE	\$30,022.55

# **New Business**

- 1) Resolution – Appointment to the Art's Commission**
- 2) Resolution – Appointment to the Emergency  
Management Commission (Schwind)**
- 3) Ordinance - Amending Chapter 7.25 of the La Conner  
Municipal Code - Fireworks**
- 4) Banner Approval – The Queer Art Walk**



**Resolution –  
Appointment to the Art's  
Commission**

# ***Town of La Conner***



**RESOLUTION NO. \_\_\_\_\_**

## **A RESOLUTION CONSENTING TO THE MAYOR'S APPOINTMENTS TO THE LA CONNER ARTS COMMISSION**

**WHEREAS**, Section 2.47.020 of the La Conner Municipal Code authorizes the mayor to appoint members of the La Conner community to serve on the La Conner Arts Commission, with appointments to be confirmed by the town council, and

**WHEREAS**, the Mayor has appointed Nancy Crowell to Position 2 on the Arts Commission for a term that expires on December 31, 2026, and

**WHEREAS**, the Mayor has appointed Holly Witte to Position 6 on the Arts Commission for a term that expires on December 31, 2027, and

**WHEREAS**, the Town Council desires to consent and approve the appointments;

**NOW THEREFORE BE IT RESOLVED**, the Town Council of the Town of La Conner consents and approves of the appointments of Nancy Crowell and Holly Witte to the La Conner Arts Commission for terms as set forth above.

Approved by vote of the La Conner Town Council this \_\_\_\_\_ day of June, 2025.

By \_\_\_\_\_  
Mayor Marna Hanneman

Attest:

\_\_\_\_\_  
Maria DeGoede, Town Clerk

Approved as to form:

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Scott Thomas, Town Attorney

ATTEST:

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Maria DeGoede, Finance Director

Approved as to form:

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Scott Thomas, Town Attorney

**Resolution –  
Appointment to the Emergency  
Management Commission  
(Schwind)**

# ***Town of La Conner***



**RESOLUTION NO. \_\_\_\_\_**

## **A RESOLUTION CONSENTING TO THE MAYOR'S APPOINTMENT TO THE LA CONNER EMERGENCY MANAGEMENT COMMISSION**

**WHEREAS**, Section 2.225.010 of the La Conner Municipal Code authorizes the mayor to appoint members of the La Conner community to serve on the La Conner Emergency Management Commission, with appointments to be confirmed by the town council, and

**WHEREAS**, the Mayor has appointed Tobias Schwind to Position 5 of the Emergency Management Commission for a term that expires on December 31, 2028, and

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

**NOW THEREFORE BE IT RESOLVED**, the Town Council of the Town of La Conner consents and approves of the appointment of Mike Carlisle to the La Conner Emergency Management Commission for the term as set forth above.

Approved by vote of the La Conner Town Council this \_\_\_\_\_ day of June, 2025.

By \_\_\_\_\_  
Mayor Marna Hanneman

Attest:

\_\_\_\_\_  
Maria DeGoede, Town Clerk

Approved as to form:

\_\_\_\_\_  
Scott Thomas, Town Attorney

**Ordinance –  
Amending Chapter 7.25 of the  
La Conner Municipal Code -  
Fireworks**

**TOWN OF LA CONNER**



**ORDINANCE NO. \_\_\_\_**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LA CONNER, WASHINGTON, AMENDING CHAPTER 7.25 OF THE LA CONNER MUNICIPAL CODE TO UPDATE REGULATIONS CONCERNING FIREWORKS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Town Council desires to amend the La Conner Municipal Code to update its regulations governing the use of fireworks; and

WHEREAS, the Town Council desires to establish safety regulations associated with the use of legal consumer fireworks; and

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

**Section 1. Section 7.25.010 of the La Conner Municipal Code is hereby amended, the revised section to read as follows:**

**7.25.010 No commercial sales.**

There shall be no ~~commercial~~ sales of fireworks of any kind within the town of La Conner.

**Section 2. Section 7.25.020 of the La Conner Municipal Code is hereby amended, the revised section to read as follows**

**7.25.020 Penalty Misdemeanor.**

A violation of this chapter shall be a civil infraction for which a civil penalty may be imposed pursuant to the provisions of Chapter 1.15 LCMC except that it shall be a



misdemeanor to possess, ignite, or use any exploding or airborne fireworks within the town of La Conner.

**Section 3. Section 7.25.030 of the La Conner Municipal Code is hereby amended, the revised section to read as follows**

**7.25.030 Safe and sane fireworks.**

~~Sparklers, and other safe and sane fireworks are not prohibited under this chapter, and shall be allowed on July 4th of each year. The use of, transfer, discharge or sale of sky lanterns shall be prohibited within the town limits of La Conner. "Sky lantern" means any sky candles, fire balloons and other lanterns, airborne lantern made of paper or other combustible material with a frame containing a candle, fuel cell composed of waxy flammable material or other open flame which serves as a heat source to heat the air inside the device to cause it to lift into the air.~~

No person shall ignite or discharge any fireworks at any time, except as follows:

- a. Displays authorized by permit issued by the Town of La Conner pursuant to RCW 70.77.260(2) as now enacted or hereafter amended.
- b. Use by a group or individual for religious or other specific purposes on an approved date at an approved location pursuant to a permit issued pursuant to RCW 70.77.311(2)(c) now enacted or as hereafter amended.
- c. Use of trick and novelty devices as defined in WAC 212-17-030, as amended, and as hereafter amended and use of agricultural and wildlife fireworks as defined in WAC 212-17- 045 now enacted or as hereafter amended.
- d. Legal Consumer Fireworks, as defined by RCW 70.77.136 as now enacted or hereafter amended, are small devices designed to produce: (1) visible effects by combustion and which must comply with the construction, chemical composition, and labeling regulations of the United States Consumer Product Safety Commission; and (2) audible effects such as a whistling device, ground device containing 50 milligrams or less of explosive materials—provided that devices that are aerial, airborne, launched, or explode are prohibited.

**Section 4. A new Section 7.25.035 of the La Conner Municipal Code is hereby adopted, to read as follows:**

**7.25.035 Limitation on Use of Legal Consumer Fireworks.**

- a. It is unlawful for a person to ignite, discharge, or use any Legal Consumer Fireworks except between the hours of 9:00 a.m. and 11:00 p.m. on July 4th.

- b. It is unlawful for any person under the age of 16 years to possess, use, discharge, or transport any fireworks unless under the immediate supervision of an adult (18 years old or older). It is unlawful for any person or entity to give fireworks to anyone under the age of 16 years unless that youth is under the immediate supervision of an adult (18 years old or older).
- b. It is unlawful at any time to throw or toss any fireworks at any person, animal, vehicle, thing or object.
- c. It is unlawful to have in possession or to use, fire, or discharge any fireworks in any public park within the town, including vehicle parking areas within or adjacent to a park.
- d. It is unlawful for any person to discharge fireworks on the property of another without permission of the owner of such property.
- e. During periods of extreme fire danger, the fire chief may prohibit the discharge of all fireworks including those described in section 7.25.030(d) above.
- f. This section shall take precedence over and shall preempt any conflicting provision of the Revised Code of Washington or the Washington Administrative Code.

**Section 5.** **Section 7.25.040 of the La Conner Municipal Code is hereby repealed, the existing section currently reading as follows:**

**7.25.040 Violation—Civil penalty.**

~~A violation of this chapter shall be a civil infraction for which a civil penalty may be imposed pursuant to the provisions of Chapter 1.15 LCMC.~~

**Section 6. Corrections Authorized.** Upon approval of the town attorney, the town clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering.

**Section 7. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 8. Effective Date.** This ordinance or a summary thereof shall be published in the official newspaper of the town, and shall take effect and be in full force one year after passage and publication as provided by RCW 70.77.250 (4).

PASSED by the Council and approved by the Mayor of the Town of La Conner, this  
\_\_\_\_ day of June, 2025.

\_\_\_\_\_  
Marna Hanneman, Mayor

ATTEST:

\_\_\_\_\_  
Maria DeGoede, Finance Director

APPROVED AS TO FORM

\_\_\_\_\_  
Scott Thomas, Town Attorney

**Banner Approval –  
The Queer Art Walk**

## MEMORANDUM

TO: Town Council  
FROM: Planning Staff  
SUBJECT: Queer Art Walk Banner  
DATE: June 3, 2025

Robyn Burdick-Good-Rubenstein with La Conner Thrives and La Conner Pride has submitted a special events application for a Town event on June 21st called the "Queer Art Walk." This is an event designed to foster a positive sense of belonging and support within the La Conner queer community and their allies. As part of this special event, Burdick-Good-Rubenstein would like to place the below banner at Gilkey Square. The banner measures 2.5 feet by 6 feet, and the applicants would like it to be mounted to the stanchions in Gilkey Square. The applicants are requesting that the banner is up for the day of the event. Public Works will install the banner on Friday, June 20<sup>th</sup>. It will be removed following the event.

Here is what the banner looks like:



Here is an example of a previous banner mounted at Gilkey Square:



Under LCMC 15.115.070 (9), banners are only allowed when approved by Town Council. La Conner Planning Department is recommending approval of this banner.