



TOWN COUNCIL AGENDA

September 9, 2025, 6PM

Maple Hall.

204 Commercial Street

Skagit County Washington
Incorporated 1890
www.townoflaconner.org

I. Call to Order

II. Pledge of Allegiance

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

IV. Presentations:

V. CONSENT AGENDA

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

1. Approval of the Minutes: Council Meeting August 26, 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. Western Display Fireworks - Discussions
2. Agreement - Wilson Engineering – WWTP Grant Application
3. Small Action Against Nuclear Weapons

VIII. NEW BUSINESS

1. Cabaret License – Nomad La Conner/313 Morris Street
2. Resolution - Appointment to the Planning Commission (McCain)
3. Reconsideration Discussion – LU25-39HDR
4. Council Policies and Procedures – Discussion

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 "technology permitting".

Consent Agenda

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

Town of La Conner

Town Council Meeting
August 26, 2025 – 6:00 p.m.

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

Present: Councilmembers Taylor, Dole and Wohleb.

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

1. Public Comments: All comments addressed the 306 Center Project staging site.

Resident Kathy Shiner does not agree with the Planner's interpretation of the La Conner Municipal Code on mixed residential and structural uses. She asked Council to be sure to read her letter she provided.

Resident Don Pendleton supports Kathy Shiner's letter and asked Council to re-evaluate the permitted use granted. He feels the code does not allow a commercial staging site in residential zones.

Resident Molly Rice added this staging site will severely impact the neighborhood.

Resident Debbie Aldrich expressed her concerns as disruptive, disorderly and unsafe. She foresees drainage issues and a possible fire hazard. She also questioned if there was a Special Use Permit, which has a time limit of 30 days.

Resident Gary Nelson discussed the importance of a traffic control plan. There will be three Town blocks impacted by heavy loads, deliveries and forklifts affecting pedestrian safety.

Resident Michelle Laprise opposes the location of the staging site, that is two blocks from the development site. The impact from excavators, cranes, structural framing and other construction activities will heavily impact a quiet residential neighborhood. She also discussed pedestrian safety, noise and not qualifying for any Town permitting.

Resident Mit Harlan, owner of the property in discussion, stated he has not entered into an agreement with anyone as yet, but also resents people telling him what he can and can't do with his property under permitted use.

Resident David Alvord spoke in support of the property owner and also suggested a crossing guard for traffic and pedestrian safety.

Virginia Tucker representing the residents of the La Conner Retirement Inn discussed her concerns on the pedestrian safety of her seniors. They frequently use this path to walk through Town to the market and several have walkers and canes. She suggested utilizing the Port lot for the construction staging and parking of their employees.

Resident Pontus Niklasson emphasized his feeling of this as misreading of the code and it should not be allowed.

Resident Linda Talman informed Mit Harlan of all the things he can do, within the code, on his property. She also discussed families moving from Town and the potential loss of children in our school because we are making it miserable for them. As far as the code, there is no wiggle room, the commercial staging site is not a permittable use and does not belong in the residential zone.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the August 12, 2025 Council Meeting.

Accounts Payable:	Checks	28409 - 28444	\$277,646.75
	Voided Check 28232		
	Electronic Pmts.	2018370 – Excise Tax	\$10,624.74
		Total Accounts Payable	\$288,271.49

Payroll of August 20, 2025:	Checks 6141 - 6147	\$2,044.73
	Payroll Auto Tax Payment #2018369	\$9,977.85
	<u>Payroll Auto Deposit</u>	\$29,367.89
	Total Payroll	\$41,390.47

Councilmember Dole moved to approve the Consent Agenda as presented. Motion seconded by Councilmember Wohleb. Motion carried 3/0.

Mayor's Report:

- Mayor Hanneman reminded everyone of the Ice Cream Social this Thursday from 5:00 pm to 7:00 pm at Maple Hall. Rotary and Thrive are hosting the event to encourage citizens to meet non-profit organizations in Town.
- Hotel Motel presentations are on September 18, 2025 at 1:00 pm in the Garden Club.
- The Mayor encouraged everyone to read the write up on the SCOG Resolution in the La Conner Community News Paper.
- She acknowledged the residents from the La Conner Retirement Inn for attending the Community Mingle last week.
- Skagit Valley Tourism is having a seminar on October 1, 2025, at Maple Hall, to discuss ways to bring tourists to the Skagit Valley.
-

Tribal Meter Installation:

Administrator Thomas confirmed the meter was successfully installed by Trico

Council Committee Reports:

Art's Commission:

Mayor Hanneman shared Sarah Dalton is now our 5th Commissioner and Holly Witte is now the Chairperson. They did participate in the Town Art Walk with the representative of Art's Washington. The Art's Commission is now stepping back to decide when it would be a good time to apply for the Creative Art's District. They are looking at the Fall of 2026 and the beginning of 2027.

Parks Commission:

Councilmember Wohleb reported the Trees on Morris Street is moving forward. Donations can be made at WA Fed Bank and the Tree on Morris website. Costs are estimated at \$1000 for each installation, but they are still pricing them out. There are only four tree sites on Morris for tree replacement, but the project can include other locations in Town. Other items discussed were the Jordan Park on hold, the painting of the Fish Slide by Maggie Wilder and the renovation of the Prayer Wheel.

Washington and Road Street Pedestrian Improvement Project – Project Acceptance & TIB Closeout:

Public Works Director Lease asked Council to accept this project as complete. Also discussed was another handicap parking space near the Post Office.

Councilmember Wohleb moved to approve the Recommendation of Acceptance of the Washington and Road Street Pedestrian Improvement Project. Motion seconded by Councilmember Taylor. Motion carried 3/0.

Ordinance 1263 Amendment of 12.10.050 and 12.15.055 Utility Senior Rate Discounts:

Administrator Thomas stated this will make both the sewer and water Senior Rate Discounts consistent with each other. It will also remove the requirement of filing for the discount by April 1 of each year. We base our customers discount rate by the County's property tax exemption, which no longer requires the April 1 filing date.

Councilmember Wohleb moved to approve Ordinance 1263, amending 12.10.050 and 12.15.055 Utility Senior Rate Discounts. Motion seconded by Councilmember Dole. Motion carried 3/0.

Ordinance 1264 Amending 5.05.030 Business Licenses.

Administrator Thomas explained the State increased the minimum earning to charge for a business license. Currently there is no charge for up to \$2000, but effective January 1, 2026, it will be \$4000. This Ordinance will bring our code in compliance with the State requirements. The Town requires everyone to complete a business license application, but we don't charge up to the State minimum requirement.

Councilmember Taylor moved to approve Ordinance 1264 amending 5.05.030 in regards to business licenses. Motion seconded by Councilmember Wohleb. Motion carried 3/0.

Wilson Engineering (WWTP Grant Application):

Administrator Thomas explained this will have to be presented at the next meeting. He didn't receive the agreement from them before he went on vacation. This is for Wilson Engineering to apply for a State Grant on behalf of the Town for the design of the WWTP.

Agreement – Terminix Pest Control:

Public Works Director Lease stated the ants at Maple Hall, Town Hall and the Garden Club are more than Public Works can handle. He received five bids and Terminix came in at the lowest.

Councilmember Dole moved to approve the Mayor to sign the Agreement with Terminix Pest Control. Motion seconded by Councilmember Wohleb. Motion carried 3/0.

Agreement - DocuSign:

Finance Director DeGoede explained this is to streamline the invoicing between the departments, for payroll and other areas for efficiency and to decrease paper usage. It is used by many cities and has the benefit of a paper trail for auditing. This will not require a budget amendment.

Councilmember Wohleb moved to approve the Mayor to sign the Agreement with DocuSign. Motion seconded by Councilmember Taylor. Motion carried 3/0.

Mayor Roundtable:

Councilmember Taylor asked if there could be time restraints on parking involving vehicles for sell and left long term.

Councilmember Wohleb encouraged everyone to take time to walk around Town buildings to see all the photos.

Mayor Hanneman noted the Fire Boat will be delivered around the 29th of this month.

Finance Director DeGoede gave the Council a heads up that the Invoice for the fireboats third payment is due September 3rd, at the time of delivery. She will have to cut the check early, but it will be on the next claims report along with the final payment and the change order cost.

Maureen Harlan had family members visiting La Conner who commented on how friendly it was here. Debbie Aldrich was complemented on how the Town was not over developed.

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

Maria DeGoede, Finance Director

Marna Hanneman, Mayor



TOWN OF LA CONNER

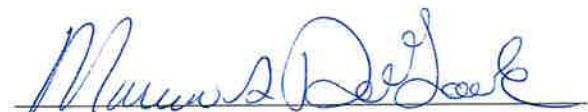
CLAIMS CLEARING

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that the merchandise or services hereinafter specified for the September 9, 2025 Claims have been received and that;

Checks Numbered: 28445– 28490 \$278,659.73

Auto Payments:
US Bank #2018376 \$417.60

Are approved for a total payment of \$279,077.33 this 9th day of September 2025.

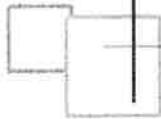

Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember

Voucher Directory



Fiscal: : 2025 - September
 Council Date: : All

Provider	Reference	Account Number	Description	Amount
Ackermann Electric Co.				
28447			2025 - September - First Council Meeting	
	Invoice - 3887		Troubleshoot Sampler Station Issues	
		409-000-535-80-48-01	Plant Repair & Maintenance	\$162.30
	Total Invoice - 3887			\$162.30
Total 28447				\$162.30
Total Ackermann Electric Co.				\$162.30
 Alumichem				
28448			2025 - September - First Council Meeting	
	Invoice - INV25772		Emulsion Polymer	
		409-000-535-80-48-05	Materials/Testing	\$7,375.30
	Total Invoice - INV25772			\$7,375.30
Total 28448				\$7,375.30
Total Alumichem				\$7,375.30
 Badger Meter, Inc.				
28449			2025 - September - First Council Meeting	
	Invoice - 80207243		Meter Hosting	
		401-000-534-80-41-00	Professional Services	\$57.17
			Hosting Serv Unit	
	Total Invoice - 80207243			\$57.17
Total 28449				\$57.17
Total Badger Meter, Inc.				\$57.17
 Birch Equipment				
28450			2025 - September - First Council Meeting	
	Invoice - 310713-5		Rental of Concrete Planer w Attachments	
		005-000-543-10-48-00	Repair & Maintenance	\$903.54
	Total Invoice - 310713-5			\$903.54
Total 28450				\$903.54
Total Birch Equipment				\$903.54

Number	Description	Account Number	Debit	Credit	Amount
Christ the King Community Church 28451					
	2025 - September - First Council Meeting				
	Invoice - ChKigChPPDepRef8/24/25				
	Chirst the King Church Pioneer Park Dep Ref 8/24/25				
	002-000-582-10-00-00	Park Deposit Refund			\$100.00
	Total Invoice - ChKigChPPDepRef8/24/25				\$100.00
Total 28451					\$100.00
Total Christ the King Community Church					\$100.00
Christie Houston 28452					
	2025 - September - First Council Meeting				
	Invoice - HoustonGCCancelation9/7/25				
	Houston Garden Club Cancelation 9/7/25				
	003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund			\$250.00
	Total Invoice - HoustonGCCancelation9/7/25				\$250.00
Total 28452					\$250.00
Total Christie Houston					\$250.00
Copiers Northwest 28453					
	2025 - September - First Council Meeting				
	Invoice - INV3052185				
	Copies				
	001-000-518-30-31-00	Office & Operating Supplies			\$50.89
	70				
	401-000-534-80-31-00	Office & Operating Supplies			\$10.90
	15				
	409-000-535-80-31-00	Office & Operating Supplies			\$10.90
	15				
	Total Invoice - INV3052185				\$72.69
Total 28453					\$72.69
Total Copiers Northwest					\$72.69
Docusign INC. Lockbox 28454					
	2025 - September - First Council Meeting				
	Invoice - 111100557263				
	Annual Fee				
	001-000-514-23-48-00	Software Maintenance			\$610.46
	401-000-534-80-48-01	Software Maintence			\$610.46
	403-000-531-38-48-01	Software Maintenance			\$610.46
	409-000-535-80-48-00	Software Maintenance			\$610.46
	412-000-554-90-48-03	Software Maintenance			\$610.46
	Total Invoice - 111100557263				\$3,052.30
Total 28454					\$3,052.30
Total Docusign INC. Lockbox					\$3,052.30

Vendor	Reference	Account Number	Description	Amount
ESO Solutions Inc.				
	28455		2025 - September - First Council Meeting	
		Invoice - ESO-176682		
		NFIRS		
		001-000-522-20-41-00	Professional Services	\$91.77
		Total Invoice - ESO-176682		\$91.77
	Total 28455			\$91.77
Total ESO Solutions Inc.				\$91.77
Eurofins Environment Testing NW				
	28456		2025 - September - First Council Meeting	
		Invoice - 1500000339		
		Coliform Testing		
		401-000-534-80-41-00	Professional Services	\$26.00
		Water Testing		
		Total Invoice - 1500000339		\$26.00
		Invoice - 1500000497		
		Heterotrophic Plate Count		
		401-000-534-80-41-00	Professional Services	\$65.00
		Water Testing		
		Total Invoice - 1500000497		\$65.00
	Total 28456			\$91.00
Total Eurofins Environment Testing NW				\$91.00
Farmers Equipment Company Inc				
	28457		2025 - September - First Council Meeting	
		Invoice - BUR-2013757		
		Conveyor Tension Repair		
		412-000-554-90-48-06	Compost Machinery/Equip	\$3,448.40
		Total Invoice - BUR-2013757		\$3,448.40
	Total 28457			\$3,448.40
Total Farmers Equipment Company Inc				\$3,448.40
Fastenal Company				
	28458		2025 - September - First Council Meeting	
		Invoice - WAANA163658		
		Garbage Bags & Water Marking Paint		
		401-000-534-80-48-03	System Repair & Maintenance	\$208.12
		Total Invoice - WAANA163658		\$208.12
		Invoice - WAANA163723		
		Nitrate Gloves & Contro. Bags		
		409-000-535-80-31-00	Office & Operating Supplies	\$197.01
		Total Invoice - WAANA163723		\$197.01

	Reference	Account Number	Description	Amount
	Invoice - WAANA163771			
	Garbage Bags			
	002-000-576-80-31-01		Restroom Supplies	\$148.26
	Total Invoice - WAANA163771			\$148.26
Total 28458				\$553.39
Total Fastenal Company				\$553.39
Full Time Fabrications, LLC				
28445			2025 - September - First Council Meeting	
	Invoice - 1336			
	Fire Boat Pmt 3 Request			
	001-000-594-22-64-00		Capital Mach/Equip-Fire	\$119,032.03
	Total Invoice - 1336			\$119,032.03
Total 28445				\$119,032.03
28459			2025 - September - First Council Meeting	
	Invoice - 1337			
	Fireboat Final Payment & Change Order			
	001-000-594-22-64-00		Capital Mach/Equip-Fire	\$2,131.10
	Change Order			
	001-000-594-22-64-00		Capital Mach/Equip-Fire	\$39,677.36
	Final Payment			
	Total Invoice - 1337			\$41,808.46
Total 28459				\$41,808.46
Total Full Time Fabrications, LLC				\$160,840.49
Grainger				
28460			2025 - September - First Council Meeting	
	Invoice - 9589586313			
	Concrete Repair			
	409-000-535-80-48-01		Plant Repair & Maintenance	\$127.05
	Total Invoice - 9589586313			\$127.05
	Invoice - 9597133066			
	Cold Patch			
	412-000-554-90-48-01		Building Repair & Maintenance	\$567.09
	Total Invoice - 9597133066			\$567.09
Total 28460				\$694.14
Total Grainger				\$694.14
Guardian Security				
28461			2025 - September - First Council Meeting	
	Invoice - 1645143			
	Town Hall/Sheriff, Public Works & Maple Hall Security			
	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			

		Description	Amount
	401-000-534-80-41-00	Professional Services	\$203.49
		PW Alarm Monitoring	
	Total Invoice - 1645143		\$1,255.64
Total 28461			\$1,255.64
Total Guardian Security			\$1,255.64
HamletMail Services			
28462		2025 - September - First Council Meeting	
	Invoice - 1023		
	Payroll Checks		
	001-000-518-30-31-00	Office & Operating Supplies	\$831.05
	Total Invoice - 1023		\$831.05
Total 28462			\$831.05
Total HamletMail Services			\$831.05
John H. Hanks			
28465		2025 - September - First Council Meeting	
	Invoice - 7854		
	New Server		
	001-000-518-30-31-00	Office & Operating Supplies	\$4,344.00
	Total Invoice - 7854		\$4,344.00
Total 28465			\$4,344.00
Total John H. Hanks			\$4,344.00
Kara Stamback			
28466		2025 - September - First Council Meeting	
	Invoice - StambackGCDepRef8/21/25		
	Stamback Garden Club Dep Ref 6/21/25		
	003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$250.00
	Total Invoice - StambackGCDepRef8/21/25		\$250.00
Total 28466			\$250.00
Total Kara Stamback			\$250.00
Land Title and Escrow Company			
28446		2025 - September - First Council Meeting	
	Invoice - LndTitle9/3/25		
	Escrow Costs for 321 N. First Street		
	001-000-558-60-41-02	Professional Services	\$3,467.31
	Total Invoice - LndTitle9/3/25		\$3,467.31
Total 28446			\$3,467.31
Total Land Title and Escrow Company			\$3,467.31

Customer	Number	Description	Amount
Maia Tekle	28469	2025 - September - First Council Meeting	
		Invoice - TekleGCCancelation10/25/25	
		Tekle Garden Club Cancelation 10/25/25	
		003-000-575-50-45-73	Facilities Rental Cancellation
			\$75.00
		Total Invoice - TekleGCCancelation10/25/25	\$75.00
			\$75.00
			\$75.00
			\$75.00
	Total 28469		
Total Maia Tekle			
Nelson-Reisner	28470	2025 - September - First Council Meeting	
		Invoice - 099034-IN	
		WWTP & Public Works Diesel Fuel	
		401-000-534-80-32-00	Fuel
			\$792.40
		412-000-554-90-32-00	Fuel
			\$2,809.40
		Total Invoice - 099034-IN	\$3,601.80
			\$3,601.80
			\$3,601.80
			\$3,601.80
	Total 28470		
Total Nelson-Reisner			
Nelson-Reisner	28471	2025 - September - First Council Meeting	
		Invoice - CL95360	
		Fire/Code Enf. Fuel	
		001-000-521-70-32-00	Fuel
			\$80.42
		Code Enf. 1/2 Maverick Truck	
		001-000-522-20-32-00	Fuel
			\$443.17
		Fire Dept.	
		Total Invoice - CL95360	\$523.59
		Invoice - CI95361	
		Public Works Fuel	
		401-000-534-80-32-00	Fuel
			\$1,098.29
		Public Works	
		Total Invoice - CI95361	\$1,098.29
			\$1,621.88
			\$1,621.88
	Total 28471		
Total Nelson-Reisner			
North Hills Resources	28472	2025 - September - First Council Meeting	
		Invoice - 49259	
		Pile Grinding	
		412-000-554-90-41-07	Pile Grinding
			\$10,978.70
		Total Invoice - 49259	\$10,978.70
			\$10,978.70
			\$10,978.70
			\$10,978.70
	Total 28472		
Total North Hills Resources			

		Description	Amount
ORCA Communication Systems 28473		2025 - September - First Council Meeting	
Invoice - 45470			
	Firefighter Background Checks - Hiros & Smith 001-000-522-20-41-00	Professional Services	\$85.00
Total Invoice - 45470			\$85.00
Total 28473			\$85.00
Total ORCA Communication Systems			\$85.00
Pape' Machinery Exchange 28474		2025 - September - First Council Meeting	
Invoice - 2432783			
	5000 Hour Service on Frontloader 244L 412-000-554-90-48-06	Compost Machinery/Equip	\$2,384.47
Total Invoice - 2432783			\$2,384.47
Invoice - 2432784			
	1000 Hour Service on Frontloader 544K 412-000-554-90-48-06	Compost Machinery/Equip	\$1,812.97
Total Invoice - 2432784			\$1,812.97
Total 28474			\$4,197.44
Total Pape' Machinery Exchange			\$4,197.44
PNW Quilt & Fiber Art's Museum 28475		2025 - September - First Council Meeting	
Invoice - PNWQltMuseumGCDepRef8/30/25			
	PNW Quilt Museum Garden Club Dep Ref 8/30/25 003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$250.00
Total Invoice - PNWQltMuseumGCDepRef8/30/25			\$250.00
Total 28475			\$250.00
Total PNW Quilt & Fiber Art's Museum			\$250.00
Powell, Maralyne 28476		2025 - September - First Council Meeting	
Invoice - PowellGCDepRef8/2/25			
	Powell Garden Club Dep Ref 8/2/25 003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$265.00
Total Invoice - PowellGCDepRef8/2/25			\$265.00
Total 28476			\$265.00
Total Powell, Maralyne			\$265.00

Account Number	Description	Amount
Simply Yards 28477	2025 - September - First Council Meeting	
	Invoice - 62925	
	Landscape Maint.	
	002-000-576-80-48-03	System Repair & Maintenance
		\$4,353.77
	Total Invoice - 62925	\$4,353.77
Total 28477		\$4,353.77
Total Simply Yards		\$4,353.77
Skagit County Sheriff Office 28478	2025 - September - First Council Meeting	
	Invoice - SkCoJailTaxAug2025	
	Aug 2025 Co. Jail Tax	
	631-000-589-40-00-00	Special Use Tax - County Jail
		\$5,484.52
	Special Use Tax - County Jail	
		\$5,484.52
	Total Invoice - SkCoJailTaxAug2025	\$5,484.52
Total 28478		\$5,484.52
Total Skagit County Sheriff Office		\$5,484.52
Skagit Valley Publishing 28479	2025 - September - First Council Meeting	
	Invoice - 59669	
	Notice of Application Historic Design Review - 514 Rd St.	
	001-000-558-60-44-00	Advertising
		\$102.22
	Total Invoice - 59669	\$102.22
	Invoice - 59800	
	Determinaton of Non-Sig - Park Street	
	001-000-558-60-44-00	Advertising
		\$156.02
	Total Invoice - 59800	\$156.02
	Invoice - 59878	
	Notice of Planning Commission Opening	
	001-000-558-60-44-00	Advertising
		\$53.80
	Total Invoice - 59878	\$53.80
Total 28479		\$312.04
Total Skagit Valley Publishing		\$312.04
South Island Pumping 28480	2025 - September - First Council Meeting	
	Invoice - 97160	
	Septic Pumping for Tribal Meter Replacement	
	409-000-535-80-48-03	Pipe Repair & Maintenance
		\$1,729.92
	Total Invoice - 97160	\$1,729.92
Total 28480		\$1,729.92
Total South Island Pumping		\$1,729.92

Customer	Invoice Number	Description	Amount
Sparks Cleaning Services			
28481		2025 - September - First Council Meeting	
	Invoice - SparksAug2025		
	Aug 2025 Facility Cleaning		
	003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$2,203.40
	Total Invoice - SparksAug2025		\$2,203.40
Total 28481			\$2,203.40
Total Sparks Cleaning Services			\$2,203.40
TK Elevator Corporation			
28482		2025 - September - First Council Meeting	
	Invoice - 3008833226		
	Elevator Monitoring & Maint.		
	003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$1,071.17
	Total Invoice - 3008833226		\$1,071.17
Total 28482			\$1,071.17
Total TK Elevator Corporation			\$1,071.17
T-Mobile			
28483		2025 - September - First Council Meeting	
	Invoice - T-MobileAug2025		
	Cell Phones		
	001-000-575-50-42-00	Senior Center Communications	\$41.02
	Senior Center-5440		
	401-000-534-80-42-00	Communications	\$428.47
	Public Works		
	Total Invoice - T-MobileAug2025		\$469.49
Total 28483			\$469.49
Total T-Mobile			\$469.49
Trico Companies LLC			
28484		2025 - September - First Council Meeting	
	Invoice - 4848-1		
	Tribal Meter Replacement		
	409-000-535-80-48-03	Pipe Repair & Maintenance	\$8,136.20
	Total Invoice - 4848-1		\$8,136.20
Total 28484			\$8,136.20
Total Trico Companies LLC			\$8,136.20
United Site Services			
28485		2025 - September - First Council Meeting	
	Invoice - INV-5565571		
	Waterfront Park - Port a Potty		
	002-000-576-80-41-00	Professional Services	\$213.25
	Total Invoice - INV-5565571		\$213.25

Account Number	Description	Amount
Invoice - Inv-5567765		
3rd & Morris - Port a Potty 002-000-576-80-41-00	Professional Services	\$201.75
Total Invoice - Inv-5567765		\$201.75
Invoice - INV-5568139		
N. 6th & Morris - Port a Potty 002-000-576-80-41-00	Professional Services	\$215.44
Total Invoice - INV-5568139		\$215.44
Total 28485		\$630.44
Total United Site Services		\$630.44
US Bank-Payment Station Fees		
2018376	2025 - September - First Council Meeting	
Invoice - USBnkAug2025		
Aug 2025 Payment Station Fees		
002-000-576-80-41-00	Professional Services	\$208.80
Moorage/Launch Processing Fees		
005-000-542-65-48-00	Repair & Maintenance	\$208.80
Parking Lot Processing Fees		
Total Invoice - USBnkAug2025		\$417.60
Total 2018376		\$417.60
Total US Bank-Payment Station Fees		\$417.60
USA Bluebook		
28486	2025 - September - First Council Meeting	
Invoice - INV00811637		
Ammonia Test Strips & Citranox Cleaner 409-000-535-80-31-02	Lab Supplies	\$191.04
Total Invoice - INV00811637		\$191.04
Total 28486		\$191.04
Total USA Bluebook		\$191.04
Ven Tek International		
28487	2025 - September - First Council Meeting	
Invoice - 15065		
Payment Stations Fees		
002-000-576-80-41-00	Professional Services	\$203.82
005-000-542-65-48-00	Repair & Maintenance	\$203.81
Total Invoice - 15065		\$407.63
Total 28487		\$407.63
Total Ven Tek International		\$407.63

Account Number	Description	Amount
Waste Management of Skagit 28488	2025 - September - First Council Meeting	
Invoice - 2760866-0043-0		
WWTP Recycle/Garbage 409-000-535-80-47-00 WWTP	Public Utility Services	\$792.48
Total Invoice - 2760866-0043-0		\$792.48
Invoice - 2761030-0043-2		
Town Hall/Sheriff Recycle/Garbage 001-000-518-30-47-00 Town Hall/Sheriff	Public Utility Services	\$584.88
Total Invoice - 2761030-0043-2		\$584.88
Invoice - 2761629-0043-1		
PW Garbage 005-000-543-50-48-04 Public Works	Refuse Disposal	\$806.06
Total Invoice - 2761629-0043-1		\$806.06
Invoice - 2761939-0043-4		
Fire Hall Garbage 001-000-522-20-47-00 Fire Dept.	Public Utility Services	\$52.74
Total Invoice - 2761939-0043-4		\$52.74
Total 28488		\$2,236.16
Total Waste Management of Skagit		\$2,236.16
Water-Wasterwater Services 28489	2025 - September - First Council Meeting	
Invoice - 1375		
Aug 2025 WWTP Charges		
409-000-535-80-41-03 Sewer Plant Operations	Plant Operator	\$20,362.80
409-000-535-80-48-01 Reimbursables	Plant Repair & Maintenance	\$2,638.78
412-000-554-90-41-05 Compost Operations - 48.2%	Compost Operator	\$18,947.62
Total Invoice - 1375		\$41,949.20
Invoice - WWTPGCDepRef8/7/25		
WWTP Garden Club Dep Ref 8/7/25 003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$182.50
Total Invoice - WWTPGCDepRef8/7/25		\$182.50
Total 28489		\$42,131.70
Total Water-Wasterwater Services		\$42,131.70

Account	Description	Amount
Wave Broadband 28490	2025 - September - First Council Meeting	
Invoice - WAVESept2025		
	Phones & Internet	
401-000-534-80-42-00	Communications	\$351.29
PW Office Internet & phones - 604 3rd N		
409-000-535-80-42-00	Communications	\$35.65
WWTP Marina Lift Station		
Total Invoice - WAVESept2025		\$386.94
Total 28490		\$386.94
Total Wave Broadband		\$386.94
Grand Total	Vendor Count	\$279,077.33
	42	



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **August 16, 2025** through **August 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
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 6148 through 6155	\$2,329.18	
Auto Payments:		
AWC Insurance	#2018371	\$11,474.56
Deferred Comp.	#2018372	\$3,029.16
Dept. of Retirement	#2018373	\$8,662.46
Teamsters Trust	#2018374	\$7,412.40
Payroll Taxes	#2018375	\$11,016.13
Payroll Auto Deposit		\$31,063.66

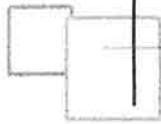
are approved for a total payment of \$74,987.55 this 9th day of September, 2025.

Councilmember – Finance Committee

Councilmember – Finance Committee

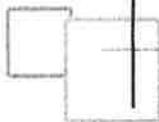
Councilmember

Register



Check Number	Name	Check Description	Cleared	Amount
6148	Dept of Labor & Industry	2025 - September - First Council Meeting		\$946.98
6149	Employment Security	2025 - September - First Council Meeting		\$82.19
6150	Empower Annuity Ins. Co of America	2025 - September - First Council Meeting		\$275.00
6151	North Coast Credit Union	2025 - September - First Council Meeting		\$200.00
6152	Paid Family & Medical Leave	2025 - September - First Council Meeting		\$289.55
6153	Teamsters Local No. 231	2025 - September - First Council Meeting		\$152.00
6154	Wa Cares Fund	2025 - September - First Council Meeting		\$148.41
6155	Washington State Support Registry	2025 - September - First Council Meeting		\$235.05
2018371	AWC Employee Benefit Trust	2025 - September - First Council Meeting		\$11,474.56
2018372	Dept of Retirement - Def Comp	2025 - September - First Council Meeting		\$3,029.16
2018373	Dept of Retirement Systems	2025 - September - First Council Meeting		\$8,662.46
2018374	WA Teamsters Welfare Trust	2025 - September - First Council Meeting		\$7,412.40
2018375	Washington Federal	2025 - September - First Council Meeting		\$11,016.13
<u>Direct Deposit Run -</u> <u>9/2/2025</u>	Payroll Vendor	2025 - September - First Council Meeting		\$31,063.66
				\$74,987.55

Register Activity



Direct Deposit Run - 9/2/2025

Avery, Adam W
Baker, Natalie J
Banaszak, Sam E
Carlson, Ivan J
Chamberlain, MaryLee S
Dole, Richard L
Eills, Ajah G
Hanneman, Marna E
Herring, Jennifer M
Johnson, Brittany
Kerley-DeGoede, Maria A
Lease, Brian
Mesman, Benjamin
Mesman, Benjamin F
Palaniuk, Kevin R
Pena-Ayon, Manuel A
Reinstra, Aaron Erick
Reinstra, Aaron E.
Reinstra, Aaron M.
Sherman, Albert R
Smith, Christopher
Taylor, Anne M
Thomas, Scott G
Viola, Angela T
Wohleb, Mary M

Payroll Vendor

ACH Pay - 7895
ACH Pay - 7915
ACH Pay - 7908
ACH Pay - 7890
ACH Pay - 7907
ACH Pay - 7910
ACH Pay - 7891
ACH Pay - 7904
ACH Pay - 7892
ACH Pay - 7914
ACH Pay - 7905
ACH Pay - 7898
ACH Pay - 7894
ACH Pay - 7896
ACH Pay - 7912
ACH Pay - 7902
ACH Pay - 7901
ACH Pay - 7906
ACH Pay - 7909
ACH Pay - 7900
ACH Pay - 7897
ACH Pay - 7911
ACH Pay - 7893
ACH Pay - 7899
ACH Pay - 7913

2025 - September - First Council Meeting

Posting Run - 9/2/2025 8:58:48 AM \$31,063.66
\$273.34
\$182.22
\$182.22
\$182.02
\$182.02
\$47.02
\$2,292.05
\$415.44
\$2,027.98
\$357.00
\$2,556.75
\$3,122.61
\$748.24
\$91.11
\$2,605.24
\$1,620.60
\$1,679.03
\$91.11
\$2,240.32
\$2,262.77
\$2,617.08
\$182.02
\$2,975.01
\$1,948.44
\$182.02

\$31,063.66

Reports

- 1) Chamber Report**
- 2) Revenue & Expenditure Report**
- 3) Department Head Reports**
- 4) Mayors' Report**
- 5) Council Committee Reports**

**Revenue / Expenditure
Report**

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

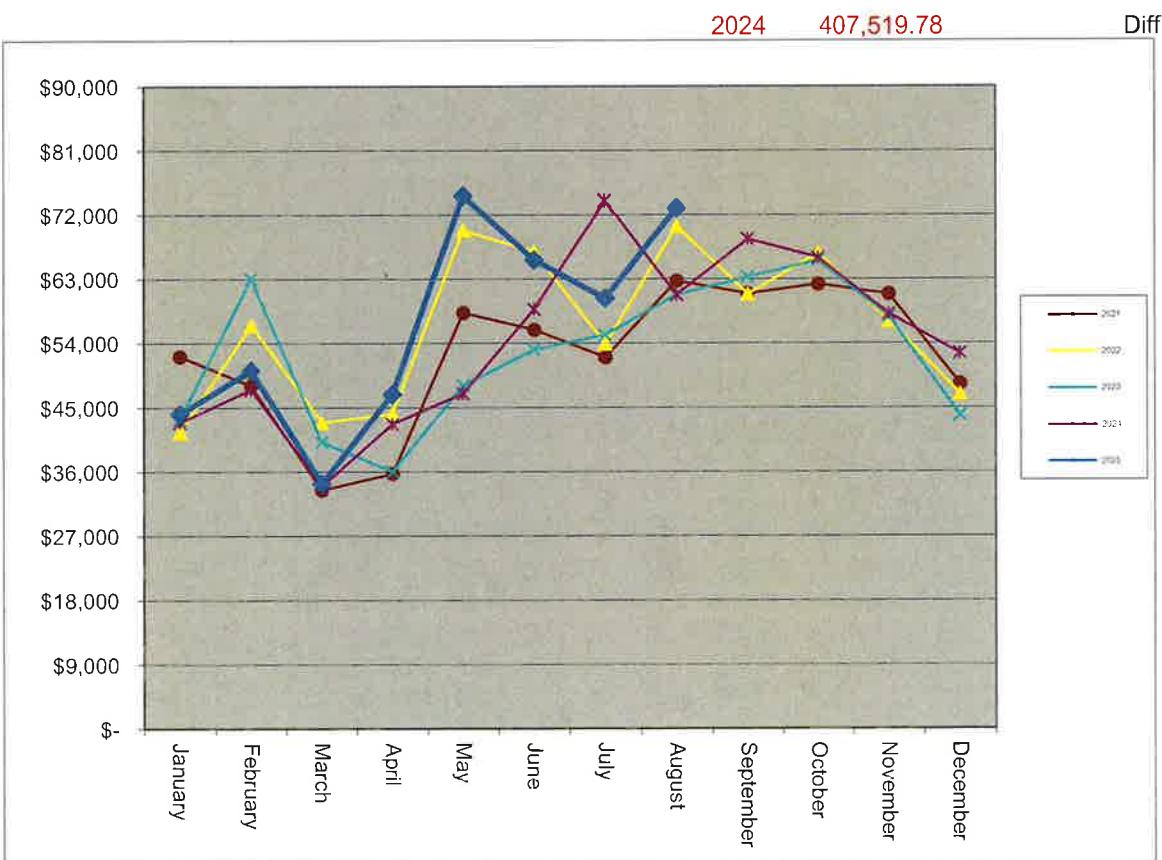
Fund	Fund Name:	Budget	Revenues to Date	% of Budget	Expenditures to Date	% of Budget
001	General Fund	1,544,149	1,084,194	70%	1,786,633	1,083,242
002	Park & Port	257,105	195,227	76%	313,457	155,879
003	Facilities	191,995	195,137	102%	250,184	298,993
004	Public Art	2,560	1,931	75%	2,600	1,084
005	Streets	637,828	276,912	43%	702,098	478,419
123	Hotel Motel	161,300	114,931	71%	215,180	20,522
214	Fire Hall Bond	52,693	37,115	70%	39,125	6,869
304	REET 1	45,900	23,290	51%	24,500	24,000
305	REET 2	45,900	23,340	51%	500	0%
401	Water	1,427,314	897,628	63%	1,345,686	711,961
403	Storm Drainage	400,313	258,205	65%	572,646	189,798
409	Sewer	1,088,009	683,082	63%	1,267,344	674,593
412	Sewer Compost	1,257,280	813,591	65%	1,219,132	523,819
TOTALS		7,112,346	4,604,582	65%	7,739,085	4,169,178
						54%

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	65,733.81
July	52,061.10	53,917.06	55,178.70	73,967.99	60,304.94
August	62,720.18	70,383.49	60,820.03	60,799.96	72,958.21
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	
TOTAL	630,832.54	677,922.76	630,453.21	652,828.31	449,155.05
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	449,155.05
Annual Monthly Avg	52,569.38	56,493.56	52,537.77	54,402.36	37,429.59
Amount needed to meet budget:					169,137.95

72.64%



Town of La Conner

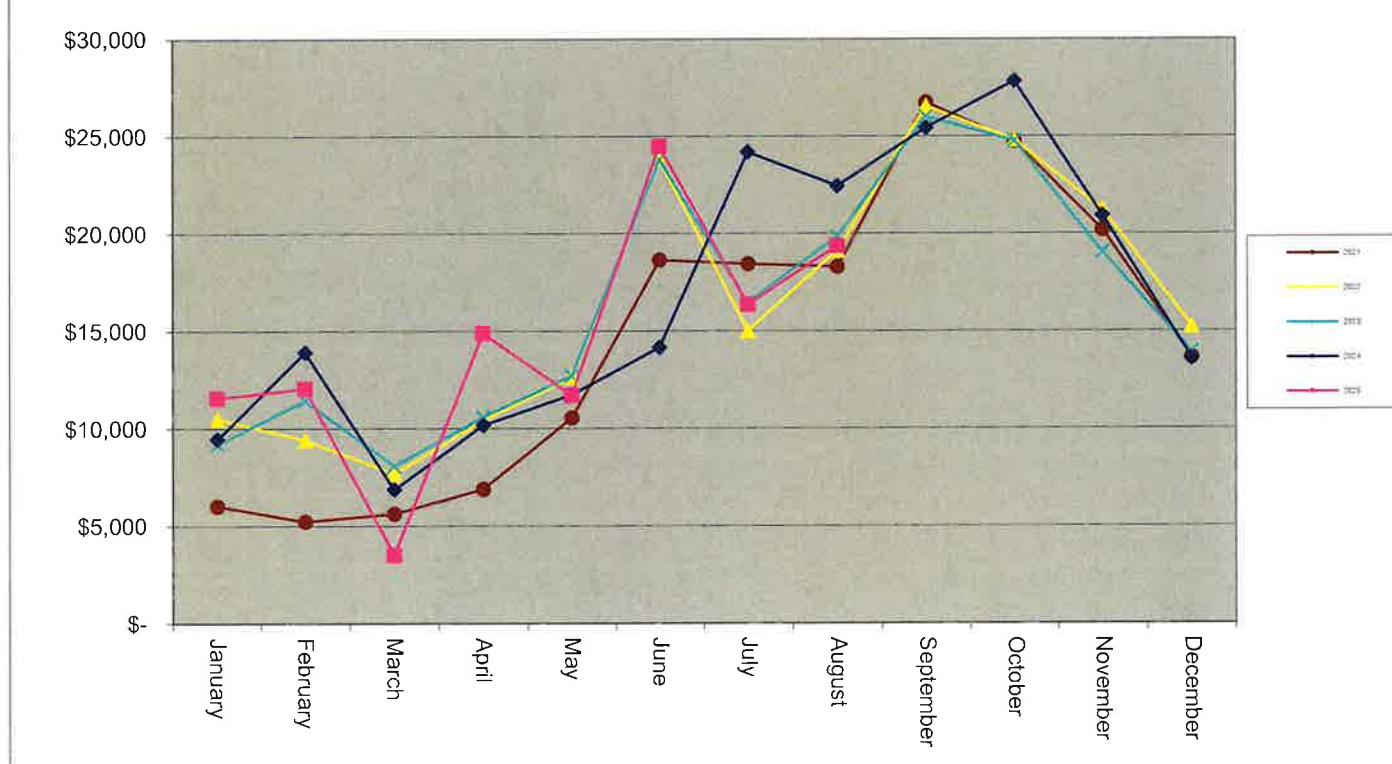
Annual Hotel/Motel Receipts

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	24,476.72
July	18,439.86	14,988.76	16,441.86	24,180.12	16,354.62
August	18,295.26	19,136.57	19,848.46	22,440.16	19,368.96
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	
TOTAL	175,000.06	196,404.79	195,784.26	200,676.47	113,884.43

71.00%

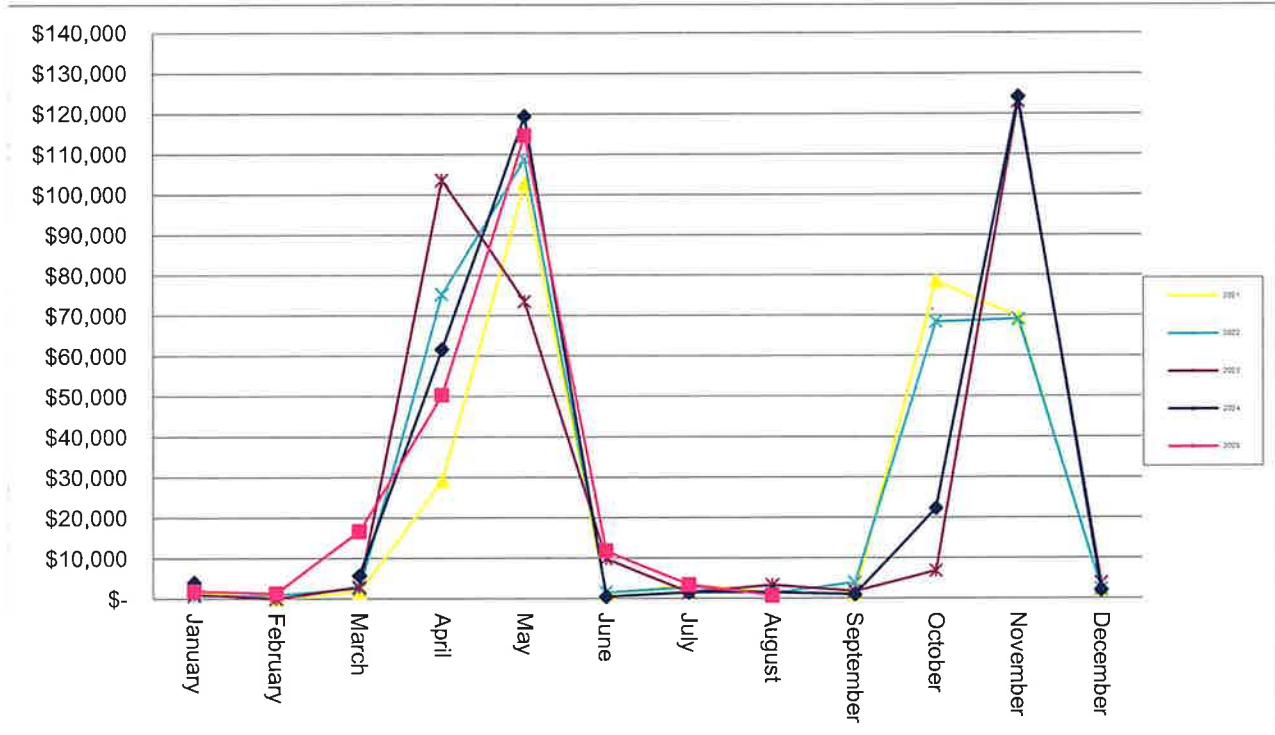
Budgeted	88,200.00	88,200.00	133,040.00	133,040.00	160,400.00
Received Year to Date	175,000.06	196,404.79	195,784.26	200,676.47	113,884.43
Monthly Average	14,583.34	16,367.07	16,315.36	16,723.04	9,490.37
Amount needed to meet budget:					46,515.57

2024 112,933.17



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	11,769.90	
July	3,275.00	2,725.34	1,412.30	1,422.72	3,382.89	
August	1,381.95	1,259.96	3,299.01	1,529.68	645.70	
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		
TOTAL	293,057.83	337,737.71	331,016.58	343,684.24	200,688.44	54.98%
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	200,688.44	
Monthly Avg	24,421.49	28,144.81	27,584.72	28,640.35	16,724.04	
Amount needed to meet budget:						164,311.56

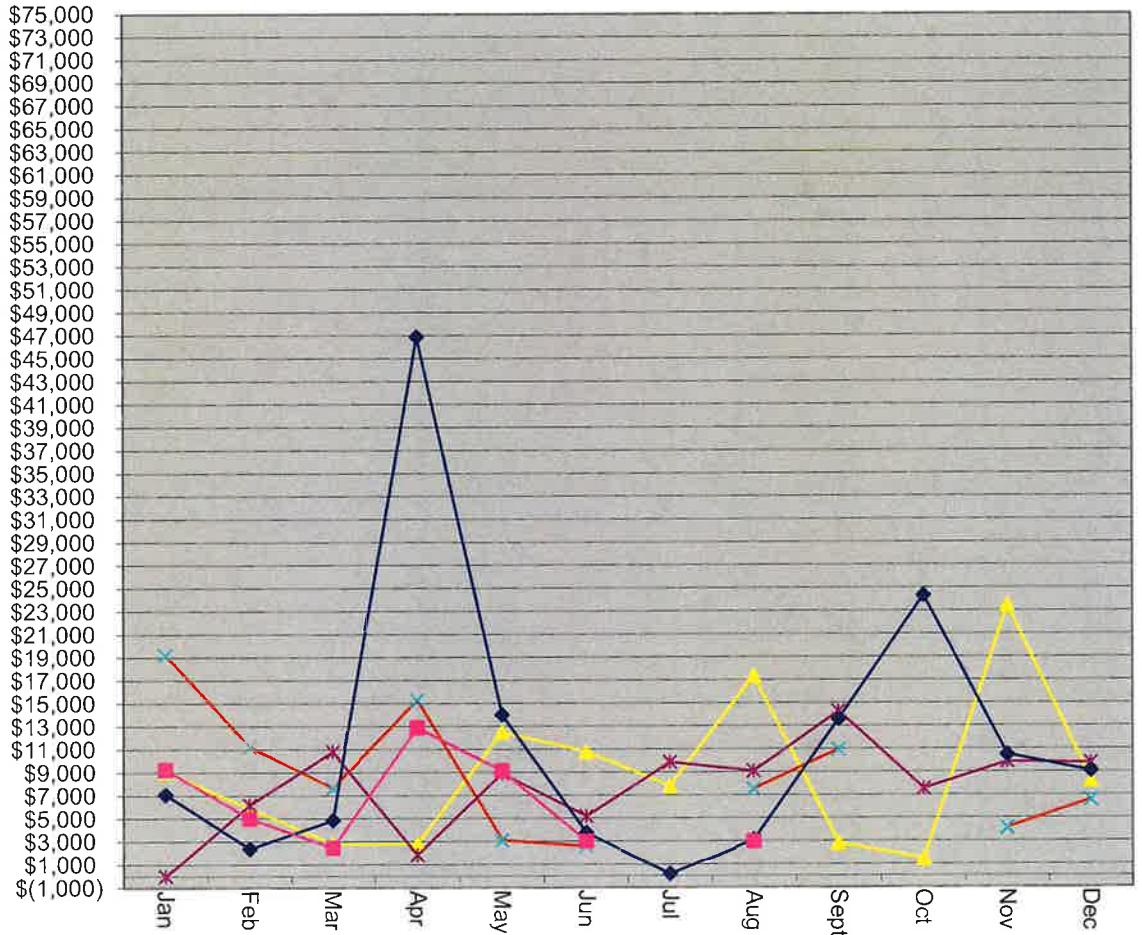


Town of La Conner
Annual REET

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	3,000.00
Jul	7,825.50		9,874.25	176.50	
Aug	17,362.12	7,548.75	9,070.87	3,105.00	2,945.00
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	
TOTAL	105,075.66	88,459.01	93,314.56	139,819.90	44,655.25

Budgeted	36,000.00	36,000.00	72,000.00	72,000.00	72,000.00
Received Year to Date	105,075.66	88,459.01	93,314.56	139,819.90	44,655.25
Monthly Average	8,756.31	7,371.58	7,776.21	11,651.66	3,721.27

Amount needed to meet budget: **27,344.75**

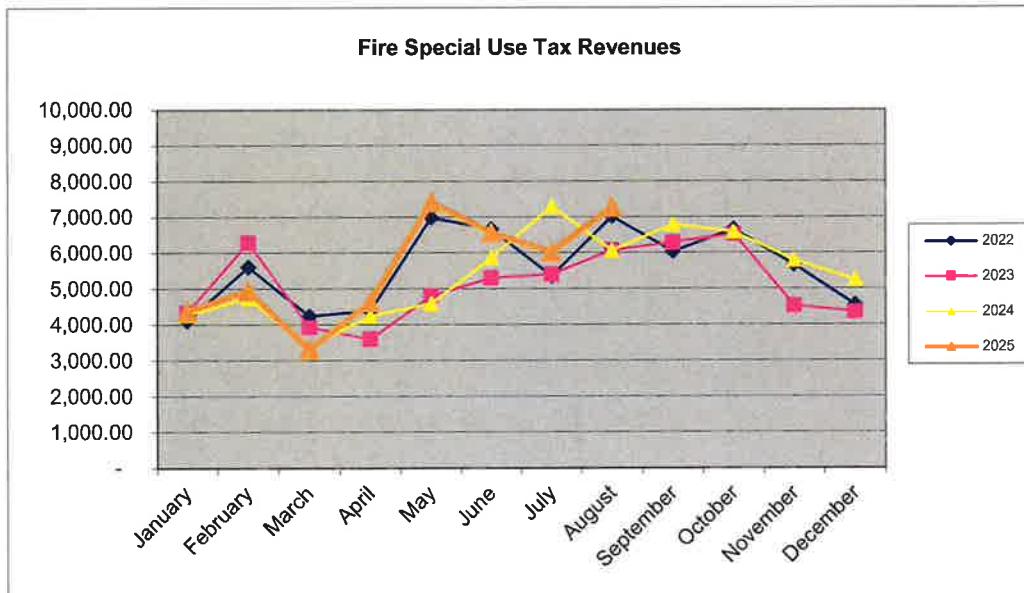


Town of La Conner
Special Use Fire Tax Revenue

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	6,566.69
July	5,364.02	5,393.11	7,301.60	6,034.71
August	7,019.56	6,063.58	6,070.44	7,274.13
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	
TOTAL	67,311.00	61,350.21	64,930.58	44,553.38
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	44,553.38
Monthly Avg	5,609.25	5,112.52	5,410.88	3,712.78

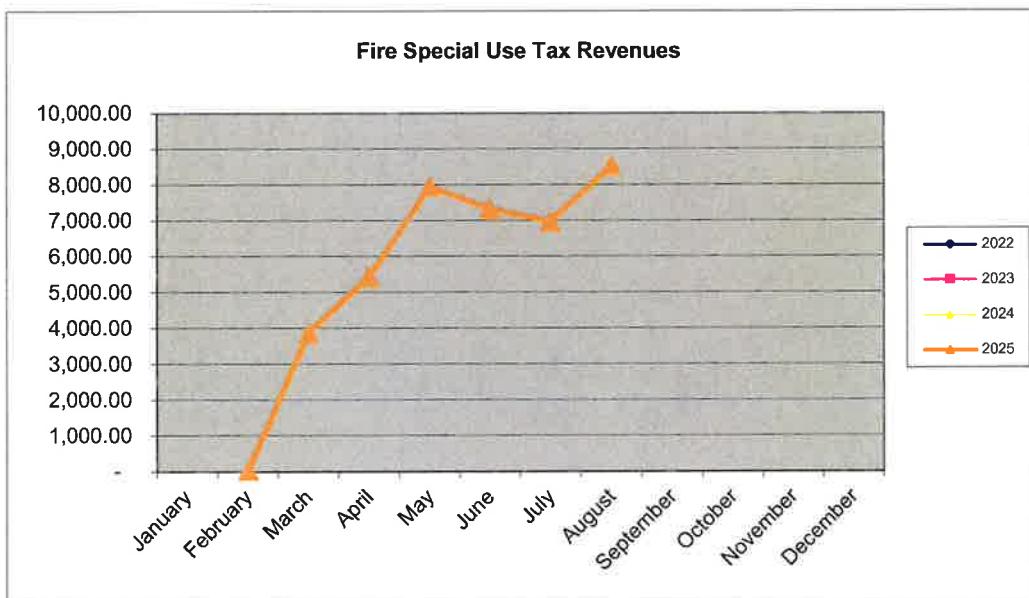
85.68%

Amount needed to meet budget: 7,446.62



Town of La Conner
Transportation Benefit District Tax Revenue

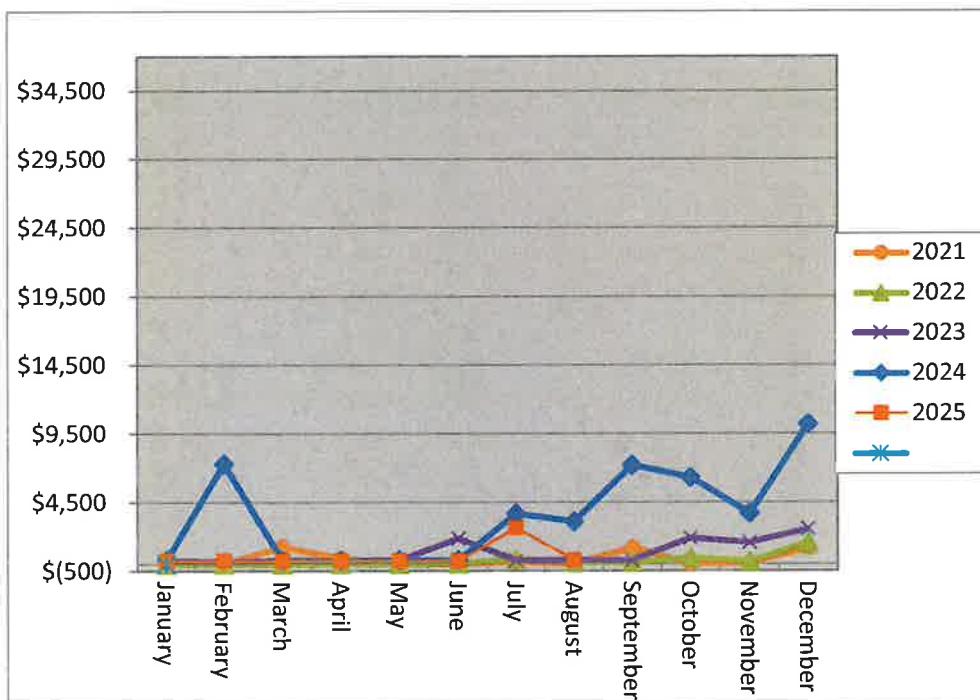
Month	2022	2023	2024	2025	
January					47.71
February					3,864.53
March					5,437.99
April					7,956.56
May					7,333.03
June					6,981.27
July					8,551.87
August					
September					
October					
November					
December					
TOTAL	-	-	-	40,172.96	89.27%
Budgeted				45,000.00	
Received Year to Date	-	-	-	40,172.96	
Monthly Avg	-	-	#DIV/0!	3,347.75	
Amount needed to meet budget:				4,827.04	
					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	242.07	
July	141.11	382.44	271.13	3,681.23	2,619.70	
August	3.92	112.03	277.67	3,094.00	251.90	
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		
TOTAL	4,256.24	2,920.12	9,830.02	42,887.41	4,325.87	14.34%
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	4,325.87	
Monthly Average	354.69	243.34	819.17	3,573.95	360.49	
Amount needed to meet budget:						25,843.13



**Department Head
Reports**



TOWN OF LA CONNER

Monthly Planner's Report

August 2025

NEW APPLICATIONS ACCEPTED:

Land Use

- LU25-46RM, 416 Morris Street, add EV chargers
- LU25-47S, APS Signs, 701 S. 1st Street, new sign
- LU25-48HDR-ADMIN, 501 S. 4th Street, like-for-like repair after car ran into it

Page | 1

Building Permit

- BP25-50ROW, 210 Center Street, Ziply pole change out
- BP25-51B, 514 Center Street, internal changes
- BP25-52BF, Solar power and BESS system
- BP25-53ROW, 403 Morris Street, storage container
- BP25-54ROW, 514 Myrtle Street, New conduit and cable

Planning Commission:

The Planning Commission met on August 5. There was a Community Mingle on August 19th, which Commissioners attended. During the August 5 meeting, Commissioners approved permit LU25-37HDR, relating to a window replacement on first street. During the August 19 Community Mingle, Commissioners and community members helped identify barriers to non-motorized transportation and ADA access.

Hearing Examiner:

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

General Planning Activities:

- Staff are developing new Town branding, which will include a new logo to be selected from designs submitted by the community.
- Staff are testing new methods of public engagement.
- 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 create a new Commercial Land Capacity Analysis (CLCA) and to 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:
 - Full review of La Conner Municipal Code Chapter 15: Uniform Development Code.
 - Public Participation and Communication

Public Works

Department Head Report

August – 2025

Water:

- 2025 Water System Comprehensive Plan Update; Approved by State DOH Office of Drinking Water on August 7th.
- Asset Management; progress has slowed due to staff workloads.
- Cellular water meter upgrade; the first batch of meters have been delivered and plan on installing in September.
- Replaced two meter setters.
- I have completed 3-year professional growth requirements for my WDM 4, CCS certifications.

Drainage:

- 6th St storm pump control panel replacement; The panel is scheduled to be delivered/installed late September.
- Public Works has completed Whatcom drainage improvements phase 1 and 2 of 5. phases 3-5 are scheduled for summer 2026.

Streets:

- Washington Ave parking improvements by the post office completed.
- Street fog lines and center lines repaint completed.
- I have completed 3-year Continuing Education Credit requirements for my International Municipal Signal Association (IMSA) Signs and Pavement Markings Tech II certification.
- Crosswalks and stop bars, thermoplastic torch down for repairs will continue to mid-September.
- TIB grant; Washington and Road St. pedestrian improvement project completed.

Park and Port:

- Salmon slide surface repairs completed, painting should be completed the first week of September.
- Pioneer Park, Pioneer Picnic preparation.

Facilities:

- Maple Hall floor Refinish; this has delayed per my request.
- Town Hall carpet 2nd floor. Small Works Contract executed, schedule TBD.

Other:

- Caledonia Habitat project has started with the utility improvements.
- 306 Center Street “Talmon” project, reviewing submittals, Right-of-Way permit, Traffic Plan, Excavation permit.
- 2026 Public Works Budget.
- Public Works L&I audit, Confined Space Program completed.
- Projects; 824 S 4th, 205 N 5th, 516 Maple, 102 N 1st St, 613 Whatcom BP, 931 Maple Improvements, BYK Snapdragon, 514,519 BPs.

Brian Lease
Public Works Director
Town of La Conner



La Conner Wastewater Plant

Board of Commissioners

Monthly Report Management & Operation

Month: August 2025

WWTP:

Still waiting on all samples for August from edge, have met all N.P.D.E.S permits so far.

System Maintenance:

8/4/25 Greased Oxidation ditch #2 rotors, also the belt press and clarifier #2 worm drive, cleaned the U.V lights

8/11/25 Cleaned U.V lights

Replaced CI2 line for the reuse water

Replaced broken bolt and secured oxidation #2 rotor motor and gear box

Pressure washed clarifier #2 and greased Oxidation ditch #2 rotors, clarifier #2 work drive and belt press

Replaced U.V bulb on bank B

8/14/25 Installed new effluent sampler

8/15/25 Pressure washed clarifier #2

8/18/25 Grease belt oxidation ditch #2, clarifier #2 worm drive and the compost mixer

Topped off oxidation ditch gear box on south side of oxidation ditch #2

Replaced inner tubing for the CI2 pump for reuse tank

Cleaned U.V lights

8/25/25 Grease oxidation ditch #2 rotors, clarifier #2 worm drive, belt press and the compost mixer. Also went down into Oxidation ditch #1 to clean, service and check for damage.

Cleaned U.V lights, fixed the valve to turn on/off influent screens and cleaned the reuse pit.

Call outs/Emergencies

8/19/25 we had a power failure, Monte came in to do the plant check, everything was running and back online, so he cleared the alarm and went home.

Wastewater Plant Monitoring Report Summary:

	Current Influent	Last Month Influent	% Diff
Avg. Daily Flow	251,000		
Total Flow	7,780,000	7,720,000	1%
Max Daily Flow	307,000		

Locates: 9

Communications:

No significant communications for August

Significant Expenditures:

Bought a new Effluent sampler

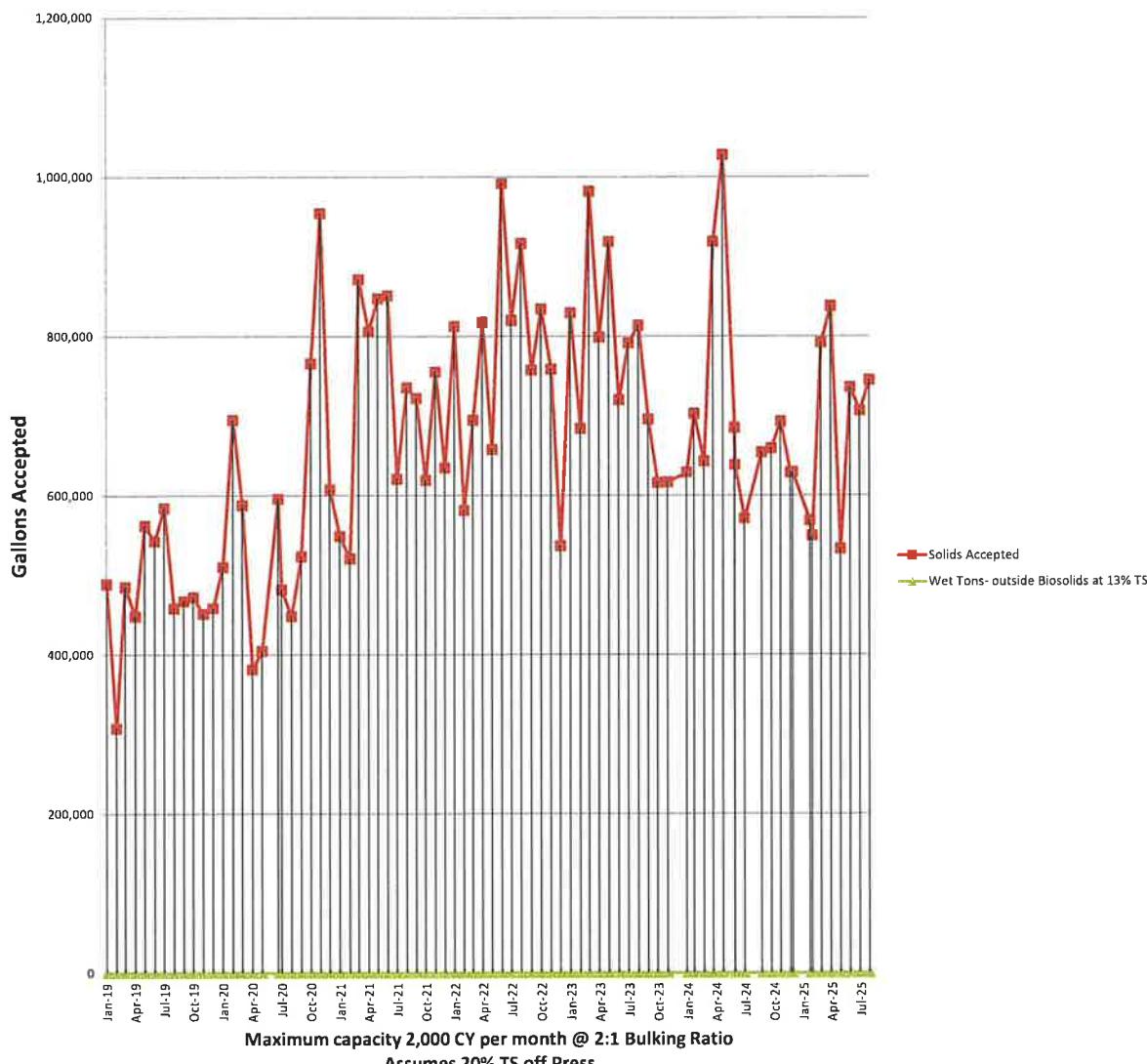
Ongoing Problems:

Need a new motor for our 544K loader.

LaConner Wastewater Treatment Plant

Monthly Data 2024

LaConner Wastewater Treatment Plant Monthly Data 2019- Present



Sheriff's Report - August

Time Date	CaseNumber	NatureDesc	Category
8/3/2025, 1:00 AM	25-09423	Traffic Enforcement	Motor Vehicle Incidents
8/3/2025, 4:33 AM	25-09429	Property Theft	Property Crimes
8/4/2025, 8:35 AM	25-09470	Vehicle Prowl	Property Crimes
8/4/2025, 1:37 PM	25-09489	Traffic Hazard	Motor Vehicle Incidents
8/5/2025, 10:23 PM	25-09559	Welfare Check	Other Incidents
8/6/2025, 11:30 AM	25-09583	Found Property	Civil
8/8/2025, 6:38 PM	25-09707	Traffic Enforcement	Motor Vehicle Incidents
8/9/2025, 11:25 AM	25-09733	Abandoned Vehicle	Motor Vehicle Incidents
8/10/2025, 3:25 PM	25-09789	Rescue Assignment - Water	Other Incidents
8/11/2025, 4:11 AM	25-09812	Alarm	Other Incidents
8/12/2025, 6:17 AM	25-09860	Welfare Check	Other Incidents
8/12/2025, 9:25 PM	25-09900	Traffic Hazard	Motor Vehicle Incidents
8/13/2025, 2:26 PM	25-09930	Vehicle Accident	Motor Vehicle Incidents
8/13/2025, 10:54 PM	25-09948	Suspicious Circumstances	Other Incidents
8/14/2025, 10:35 PM	25-09998	Alarm	Other Incidents
8/15/2025, 5:47 AM	25-10006	Citizen Assist	Civil
8/16/2025, 10:37 AM	25-10064	Burglary	Property Crimes
8/16/2025, 5:13 PM	25-10083	Animal Problem	Other Incidents
8/17/2025, 9:36 AM	25-10113	Traffic Hazard	Motor Vehicle Incidents
8/17/2025, 4:29 PM	25-10129	Disorderly Conduct	Other Incidents
8/17/2025, 6:46 PM	25-10132	Malicious Mischief	Property Crimes
8/18/2025, 3:45 PM	25-10182	Welfare Check	Other Incidents
8/19/2025, 9:48 AM	25-10204	Violation Of Court Order	Crimes Against Person
8/19/2025, 1:49 PM	25-10220	Burglary	Property Crimes
8/22/2025, 11:47 AM	25-10345	Agency Assistance	Other Incidents
8/22/2025, 9:24 PM	25-10378	Civil Problem	Civil
8/24/2025, 2:19 PM	25-10456	Animal Problem	Other Incidents
8/24/2025, 9:56 PM	25-10476	Vagrancy	Other Incidents
8/25/2025, 3:21 PM	25-10512	Property Theft	Property Crimes
8/25/2025, 6:46 PM	25-10520	Alarm	Other Incidents
8/26/2025, 1:58 AM	25-10539	Domestic Violence	Domestics
8/27/2025, 7:44 PM	25-10643	Lost Property	Civil
8/28/2025, 4:07 PM	25-10672	Traffic Enforcement	Motor Vehicle Incidents
8/29/2025, 8:13 PM	25-10734	Removal Of Person	Crimes Against Person
8/30/2025, 2:58 AM	25-10748	Domestic Violence	Domestics

In Town 125 hours

In Zone 692 hours



Incident ▾

Find address or place



X



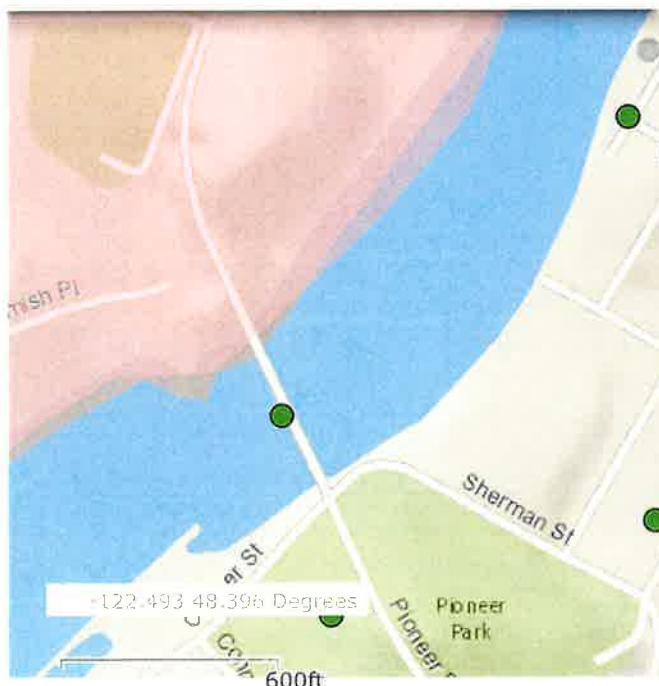
Map

County

Info Summary

34

- Civil 4
- Crimes Against Person 2
- Domestics 2
- Motor Vehicle Incidents 7
- Other Incidents 13
- Property Crimes 6



Fire Chief / Code Enforcement Report

Aug-25

Alarms:	25 Emergency Calls	Ave # Responders:	3.3
100-Fire	1	300-Med	18
500-Ser	1	600-Gint	1
			400-Haz
			700-Falarm
			3
			1

Calendar:
6-Aug Bussiness
13-Aug Drafting
20-Aug Building Constuction
27-Aug Forcable Entry

Events: Blood Drive

Enforcement Notes: Boats on docks Noise (Music and Vehicles)
Junk Cars
Parking

Aaron Reinstra
Fire Chief/Code enforcement
Town of La Conner

Unfinished Business

- 1) Western Display Fireworks - Discussion**
- 2) Agreement – Wilson Engineering – WWTP Grant Application**
- 3) Small Action Against Nuclear Weapons**

Western Display Fireworks Discussion

Maria DeGoede - La Conner Finance Director

To: Scott Thomas
Subject: RE: Message from the Owners of Western Display Fireworks

From: Kim Dodgion <kim@westerndisplay.com>
Sent: Wednesday, September 3, 2025 11:44 AM
To: administrator@townoflaconner.org
Subject: Message from the Owners of Western Display Fireworks
Importance: High

Good Morning Scott,

I hope you are enjoying these last beautiful days of summer! I wanted to share with you this message from the owners of Western Display that we are currently in the process of sending to all our current clients:

*Even though the 4th of July was just weeks ago, and we are still producing fireworks displays for your summer celebrations, we are also actively planning for next year. In addition to the normal need to order product months in advance **there are two major factors that will impact fireworks shows in 2026 that we want to discuss.***

*The first is the celebration of **250th Anniversary of the United States on July 4, 2026**, marking 250 years since the signing of the Declaration of Independence. A year-long celebration commencing on Memorial Day 2025 is planned to honor this milestone, culminating on Independence Day 2026. We are so excited to be a part of hundreds of celebrations that are planned across our region. We have already heard from many of our clients that they are planning bigger fireworks shows over extended dates and those that have never celebrated with fireworks that will be adding them in observance of this milestone anniversary. Our commitment, as always, is to take care of our current customers before contracting for new shows, however in this environment of greatly increased demand is going to necessitate the confirmation of shows and budgets earlier than ever before.*

Tariffs. We have all heard about them on the news. Although there is still a lot of uncertainty about exactly how it is all going to end, the one thing we know for certain is that **it will impact display fireworks and prices will go up substantially**. Over 95% of all fireworks used in shows in the United States are manufactured in China. There are simply no domestic options for purchase. Believe us we have tried everything! The fireworks for your 2026 show have already been ordered and are on the water to our facility. These fireworks are currently being imported with a tariff of 32.5%. As a result, we recommend a show budget increase for 2026 of 20-25% to maintain the show length and quality. As always, we will work with you to design a show specifically for your event and location and will do our best to make your show budget provide the best show possible.

To begin the process of providing a proposal and contract we will need your show budget and date(s), which allows us to design the show and reserve your product in our system. By receiving your signed contract, we can secure a licensed pyrotechnician and crew and you will ensure that the nearly 250-year tradition of illuminating the sky is kept alive in your community.

We are here to help in any way we can in the planning of your 2026 fireworks. We will be reaching out in the coming weeks to discuss the details of next year's display, but in the meantime, please don't hesitate to contact us if you have any questions.

We are incredibly grateful for your business and look forward to working with you again in 2026!

Sincerely,

*Tom Bates and Brent Pavlicek
Owners/Co-Presidents*



Kim Dodgion
Sales & Operations Coordinator
PO Box 932 Canby, OR 97013
503-656-1999 Office
503-348-3096 Cell
503-656-6628 Fax
www.westerndisplay.com

Agreement
Wilson Engineering
WWTP Grant Application

Town of La Conner WWTP FUNDING APPLICATION

SCOPE OF SERVICES

Our proposed Scope of Services for the Town of La Conner includes the following tasks:

- Task 1 - Project Management
- Task 2 - Funding Strategy and Research
- Task 3 - Funding Application Preparation

Project Understanding

Below is a general summary of the project goals:

The Town of La Conner is seeking to secure grant and loan funding through the Washington State Department of Ecology's Water Quality Program to support the design of WWTP upgrades. Wilson Engineering will provide the necessary technical and administrative support to prepare and submit a complete funding application, ensuring compliance with applicable Ecology funding guidelines and timelines.

General Assumptions

- 1. Ecology funding will be pursued through the Puget Sound Nutrient Reduction Grant Program and SRF Clean Water Program.
- 2. This work is limited to support of one funding cycle.

Task 1 - Project Management

This task covers the effort necessary to organize, lead, communicate with and coordinate all consultant team members (in-house and sub-consultants) and City staff needed to accomplish the work required by the Project. This task includes tracking time and budget, work elements accomplished, work items planned for the next period, manpower, scope changes, time and budget needed to complete this Scope of Services. This task includes general expenses for travel, reproduction, and misc. items. Task 1 includes the following subtasks:

Subtask 1.1 – Project Management

- a. Communicate regularly with City staff to track progress and obtain necessary information.
- b. Quality assurance / quality control (QA/QC) of all final documents.
 - Manage and execute quality control procedures for all deliverables.
 - Perform quality assurance review of all work products.
- c. Maintain project budget and schedule.
- d. Prepare and submit monthly invoices and progress reports with schedule and budget status.

Subtask 1.2 – Project Meetings and Site Visits

This task includes Project meetings and site visits: Prepare for, conduct, and document decisions and action items arising from meetings associated with the project.

a. **Provisional Meetings:** These provisional meetings are set aside for either final report review, milestone submittal review, when needed, or impromptu situations where consultant input is needed. An allowance of up to two (2) meetings, 1 hour each in duration, is included. These meetings are assumed to be virtual.

Assumptions:

1. Project duration: Application will be prepared and submitted before the deadline of September 3rd, 2025.

Deliverables:

1. Monthly invoices and progress reports for up to two (2).

Task 2 - Funding Strategy and Research

Subtask 2.1 – Research Funding Requirements

- Review Department of Ecology's latest funding guidelines
- Identify applicable grant and loan opportunities under the Water Quality Combined Funding Program
- Confirm eligibility and evaluation criteria.

Subtask 2.2– Develop Funding Strategy

- Develop a recommended funding approach, including selection of the most appropriate program(s).
- Provide estimated scoring summary and recommendations to improve competitiveness.

Task 3 - Funding Application Preparation

Subtask 3.1– Technical Assistance and Document Preparation

- Prepare and compile all required technical narratives, forms, tables, and supporting documentation.
- Coordinate with City staff to gather needed attachments.

Subtask 3.2– Application Review and Submittal

- Submit draft application for City review.
- Revise draft based on City input and finalize the application package.
- Submit application via Ecology's online system (EAGL).

Deliverables:

- Draft and final funding application in PDF format.
- Upload of all application materials into EAGL system.
- Copy of submitted application and confirmation of receipt.

Town of La Conner

Funding Application Support

Prepared by: Scott Wilson, PE, Wilson Engineering LLC
 Prepared for: Scott Thomas
 Proposal No.: P-8618

August 28, 2025

Task Description	Direct Expenses	Principal Engineer	Senior Engineer	Engineer IV	Engineer III	Engineer II	Engineer I	Senior CAD	Clerical	SUBTOTAL
Rate (\$/hr) =	L.S.	\$252	\$225	\$210	\$192	\$176	\$160	\$168	\$112	
Task 1: Project Management										
Subtask 1.1 - Project Management		3								\$ 756
Subtask 1.2 - Project Meetings and Site Visits		4				4				\$ 1,712
Sub-Total	\$ -	7	0	0	0	4	0	0	0	\$ 2,468
Task 2: Funding Strategy and Research										
Subtask 2.1 - Research Funding Requirements		2				2				\$ 856
Subtask 2.2 - Develop Funding Strategy		3				4				\$ 1,460
Sub-Total	\$ -	5	0	0	0	6	0	0	0	\$ 2,316
Task 3: Funding Application Preparation										
Subtask 3.1 - Technical Assistance and Document Preparation		2				7				\$ 1,736
Subtask 3.2 - Application Review and Submittal		3				10				\$ 2,516
Sub-Total	\$ -	5	0	0	0	17	0	0	0	\$ 4,252
Project Total	\$ -	17	-	-	-	27	-	-	-	\$ 9,036

P:\PROPOSAL FOLDER\2025 Proposals\P-8618 La Conner Funding Application\[La Conner Funding Application Budget.xlsx]Scope Budget

**Small Action Against
Nuclear Weapons**

4 September 2025

Dear Mayor Hanneman and Council Members Taylor, Carlson, Dole, Wohleb:

This August marked the 80th anniversaries of the U.S. atomic bombing Hiroshima and Nagasaki. And so I write to express deep appreciation to you and the La Conner Town Council for your leadership in standing against nuclear weapons by unanimously passing the powerful Resolution "Urging the United States Take Steps to Mitigate the Risk of Nuclear War" last April. Further, I write to urge you to once again take a public stance in support of nuclear abolition.

Resolution 661 called on the U.S. to embrace the policy solutions outlined in the *Back from the Brink* campaign. Your leadership serves as a model for cities and towns across Washington State and the U.S. In fact, the same resolution was presented to the Bellingham City Council three weeks ago.

The world order is changing rapidly and drastically. More nations may be planning to build their own nuclear weapons and arms treaties are falling apart. The Trump administration is planning to spend nearly \$1 trillion over the next 10 years on nuclear weapons, when public money should be funding essential critical programs that benefit society.

As an elected official, your voice and leadership matter. We need Congress to wake up and realize the dangers of nuclear weapons. Here's a simple way to help:

Sign This Back From the Brink Local & State Officials Statement in Support of H. Res 317 and S. Res. 323.

In April Representatives Jim McGovern (D-MA) and Jill Tokuda (D-HI) introduced H. Res. 317, and in July Senators Ed Markey (D-MA), Jeff Merkley (D-OR), Bernie Sanders (I-VT), Peter Welch (D-VT), and Chris Van Hollen (D-MD) introduced the Senate companion resolution, S. Res. 323 "Urging the United States to Lead the World Back from the Brink of Nuclear War and Halt and Reverse the Nuclear Arms Race."

These resolutions call for:

- Pursuing nuclear disarmament as a national security imperative
- Renouncing first use of nuclear weapons
- Ending sole presidential authority to launch nuclear weapons
- Canceling plans for new and enhanced nuclear weapons systems
- Maintaining the moratorium on nuclear testing
- Supporting a just economic transition for communities affected by nuclear weapons

These policy points serve as organizing tools calling for responsible, moral, and forward-thinking national nuclear policy. I urge you to sign on to this 2025 Local & State Officials Statement here: preventnuclearwar.org/local-state-congressional-resolutions-letter/. Many thanks to Council Member MaryLee Chamberlain who has already signed, as you may see on the BftB website here.

We have been lucky these last 80 years. How long will our global luck hold out? With your leadership, we will continue building momentum for a more just, peaceful, and livable world.

In appreciation,

Julia Hurd
Steering Committee, No More Bombs
www.nomorebombs.com

New Business

- 1) Cabaret License – Nomad La Conner / 313 Morris St.**
- 2) Resolution – Appointment to Planning Commission (McCain)**
- 3) Reconsideration Discussion – LU25-39HDR**
- 4) Council Policies & Procedures - Discussion**

Cabaret License
Nomad La Conner / 313 Morris St.

MEMORANDUM

TO: Town Council
FROM: Planning Staff
SUBJECT: Cabaret License, 313 Morris Street, Nomad.
DATE: September 4, 2025

The business Nomad La Conner, located at 313 Morris Street and owned by Marek Poremski, has applied for a cabaret license. The application is attached to this memo.

Nomad is asking for a cabaret license to allow for the following events:

- Bi-weekly ukulele practice sessions
- Monthly local music spotlights
- Group musical instrument lessons
- Art openings with live music
- Holiday events with live music (i.e. Halloween, Christmas)

The store hours are 11:00am – 6:00 pm Wednesday – Sunday and the music events would occur in the late afternoon/evening. Nomad noted on the application that they would not be selling food or liquor, but they are planning on selling pre-packages baked goods and sodas/waters.

Here is the code that governs the application review:

5.10.050 License – Application review and procedure.

(1) Submittal. Application for such license shall be submitted to the town clerk with the fee amount paid at that time.

(2) Council Action/Approval. After due consideration of such information, if the town council deems that the licensee and the premises comply with the provisions of this chapter, they shall so advise the town clerk who shall issue the license.

(3) Denial/Public Hearing. If it is determined by the town council that the license should not be granted, then the town council shall, upon at least seven days' notice to the applicant, hold a public hearing on the application, at which time the applicant shall be given an opportunity to prove that they are fully qualified for that license.

(4) Council Action/Final. If after such hearing, the town council finds that the license should not be granted, the application shall be denied. The action of the town council shall be final.

Here are the performance standards:

5.10.070 Performance standards.

(1) Closing Hours. It is unlawful to allow music or dancing in any cabaret beyond the hour of 1:30 a.m. of any given day, except New Years' morning, January 1st.

(2) *Maximum Noise Levels. All uses shall meet the requirements of the Maximum Environmental Noise Levels, Chapter 173-60 WAC and LCMC Title 15 and all other applicable federal and state regulatory agencies and shall not be loud enough to disturb a reasonable person in a properly zoned residence. The owner of the cabaret shall be strictly liable for all noise produced within the cabaret. Wherever possible, noise measurement for the purpose of enforcement shall be measured in dBa with a sound level meter with the point of measurement being at any point within the receiving property. [Ord. 573 § 7, 1989.]*

Something else that may be relevant for the Council in considering this application are the noise ordinances currently in place. The following is how we define public nuisance and disturbance noises:

7.05.010 Public nuisance and disturbance noises - Defined and designated.

"Public nuisance noise" means any sound which unreasonably either annoys, injures, interferes with, or endangers the comfort, repose, health or safety of three or more persons residing within separate residences in the same community or neighborhood, although the extent of damage may be unequal. The following sounds are determined to be public disturbance noises:

- (1) *The frequent, repetitive or continuous sounding of any horn or siren attached to a motor vehicle, except as a warning of danger, or as specifically permitted or required by law;*
- (2) *The repetitive or continuous barking of a dog;*
- (3) *The creation of repetitive or continuous sounds in connection with the starting, operation, repair, rebuilding, or testing of any motor vehicle, motorcycle, off-highway vehicle, heat pump, air conditioner, electric motor, or internal combustion engine within a rural or residential district, so as to unreasonably disturb or interfere with the peace, comfort and repose of property owners or possessors of real property;*
- (4) *The use of a sound amplifier or other device capable of producing or reproducing amplified sound upon public streets for the purpose of commercial advertising or sales or for attracting the attention of the public to any vehicle, structure, or property or the contents therein, except as permitted by law, and except that vendors whose sole method of selling is from a moving vehicle shall be exempt from this subsection;*
- (5) *The making of any loud and raucous sound within 1000 feet of any school, hospital, sanitarium, nursing or convalescent facility;*
- (6) *The creation by use of a musical instrument, whistle, sound amplifier, or other device capable of producing or reproducing sound, of loud and raucous sounds which emanate frequently, repetitively or continuously from any vehicle, building, structure or property located within a residential or commercial district, such as sounds originating from a band session or social gathering;*

(7) *Yelling, shouting, hooting, whistling, or singing, particularly between the hours of 9:00 p.m. and 7:00 a.m., the next morning, or at any time or place so as to annoy or disturb the quiet, comfort, or repose of persons in the vicinity.*

However, certain noises are exempt during daytime hours:

7.05.060 Noises exempt - During daytime hours.

The following noises shall be exempt from the provisions of this chapter between the hours of 8:00 a.m. and 7:00 p.m. on weekdays and 9:00 a.m. and 7:00 p.m. on weekends:

(1) *Noises created by powered equipment used in temporary or periodic maintenance, repair, or new construction of residential property, including but not limited to grounds and appurtenances, such as lawn mowers, powered hand tools, and composters;*

(2) *Noises emanating from commercial businesses and industries that meet state standards set forth in RCW 70A.20.030 and Chapter 173-60 WAC as those laws now exist or are hereafter amended.*

Here are the state standards set forth in Chapter 173-60 WAC:

(1) *No person shall cause or permit noise to intrude into the property of another person which noise exceeds the maximum permissible noise levels set forth below in this section.*

(2)(a) *The noise limitations established are as set forth in the following table after any applicable adjustments provided for herein are applied.*

<i>edna of noise source</i>	<i>edna of receiving property</i>		
	<i>Class A</i>	<i>Class B</i>	<i>Class C</i>
<i>class a</i>	<i>55 dBA</i>	<i>57 dBA</i>	<i>60 dBA</i>
<i>class b</i>	<i>57</i>	<i>60</i>	<i>65</i>
<i>class c</i>	<i>60</i>	<i>65</i>	<i>70</i>

(b) *Between the hours of 10:00 p.m. and 7:00 a.m. the noise limitations of the foregoing table shall be reduced by 10 dBA for receiving property within Class A EDNAs.*

(c) *At any hour of the day or night the applicable noise limitations in (a) and (b) above may be exceeded for any receiving property by no more than:*

(i) *5 dBA for a total of 15 minutes in any one-hour period; or*

(ii) *10 dBA for a total of 5 minutes in any one-hour period; or*

(iii) 15 dBA for a total of 1.5 minutes in any one-hour period.



TOWN OF LA CONNER CABARET LICENSE APPLICATION

Ordinance 5.10.010 Definition

(1) "Cabaret" means any room, place or space whatsoever in the town of La Conner in which any music, singing, dancing or other similar entertainment is permitted in connection with any hotel, dance hall, restaurant, cafe, disco, tavern, eating place, directly or indirectly selling, serving, or providing the public with or without charge food or liquor. The words "music and entertainment" as used in this chapter shall not apply to radios.

Name of Business: Nomad LaConner **UBI#** (205 807) 781
Street Address: 313 Morris St. Unit 4

Business Owner(s):

Name Marek Porembski
Mailing Address Po Box 1195 PMB 32
City LaConner State WA Zip Code 98257
Phone 808-635-1232 Email nomad.laconner@gmail.com

Property Owner:

Name Jason Lindeman
Mailing Address Po Box 397
City LaConner State WA Zip Code 98257

Please provide a detailed description of the nature of entertainment or exhibition to be conducted:

Ukulele group practices, live music performances by local artists - to set up and play acoustically with possible moderate amplification - to take place in our front courtyard area

The following information must be submitted with your application:

1. Hours of Operation
2. A copy of your current year Liquor License
3. Schedule of upcoming events throughout the year
4. Annual fee of \$25.00 - Please note license fees are non-refundable

Applicant Signature 

Date 8/27/25

*Cabaret Licenses are subject to Town Council review and approval.
Failure to renew your license each calendar year will result in a delinquency charge.*

OFFICE USE ONLY

Fee Paid \$25.00

Date 8/27/25

Approved by Town Council on this _____ day of _____, 20 ____

204 Douglas Street – P.O. Box 400, La Conner, WA 98257
Tel. (360) 466-3125 Fax: (360) 466-3901
www.townoflaconner.org

*To be
Received
in 8/28/25*

Nomad Music events 2025-2026

- Bi-weekly ukulele practice sessions
- monthly local music spotlight
- group musical instrument lessons
- art openings with live music
- holiday events with live music
(ie - Halloween, Christmas).

Store hours are 11am - 6pm Wed-Sun

music events will be scheduled

- in late afternoon/evenings
- live music to end by 9pm at the latest.

* we do not sell any food or liquor

**Resolution
Appointment to Planning Commission
(McCain)**

Town of La Conner



RESOLUTION NO. _____

A RESOLUTION CONSENTING TO THE MAYOR'S APPOINTMENT TO THE LA CONNER PLANNING COMMISSION

WHEREAS, LCMC 15.130.020 authorizes the Mayor to appoint citizens of La Conner to serve on the La Conner Planning Commission, and

WHEREAS, the Mayor has appointed Tracy McCain to the La Conner Planning Commission for the remainder of a term that expires on December 31, 2026, 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 Tracy McCain to the Planning Commission for the Town of La Conner, consistent with the term of office defined above.

Approved by vote of the La Conner Town Council this _____ day of September, 2025.

TOWN OF LA CONNER, WASHINGTON

Marna Hanneman, Mayor

ATTEST:

Maria DeGoede, Finance Director

Approved as to form:

Town Attorney

Reconsideration Discussion
LU25-39HDR

TOWN OF LA CONNER PLANNING COMMISSION MEETING MINUTES DRAFT September 2, 2025

The Planning Commission meeting was called to order at 6:00 p.m.

Commissioners present: Maya Ojalehto, Timothy Corey, Bruce Bradburn, and Sommer Holt

Staff: Ajah Eills, Jennifer Herring

ELECT PLANNING CHAIR: Commissioner Bradburn made a motion to elect Commissioner Sommer Holt as Planning Commission Chair. Commissioner Ojalehto seconded. **Motion to elect Commissioner Sommer Holt carried unanimously.**

PUBLIC COMMENT

Gerry George discussed the topic of building materials being staged on parcel P133450 and that he felt it did not make sense to do this.

Leslie Smith thanked the Planning Commission for their work. Also expressed that they believed there is a lack of Commissioners and Councilmembers attending each other's meetings. Commissioner Holt mentioned that council meetings and planning meetings are recorded and are available to be watched from home and that physical attendance does not mean the meetings are not watched.

Linda Talman expressed that they felt everyone should watch the videos. They wished the minutes were included in the packets of all the different commissions/councils. Commissioner Holt let Linda Talman know that the minutes for all meetings were available on the Town's website.

Planner Ajah Eills clarified that for the topic of P133450 that no permits have been issued and that no land use decisions have been made.

MINUTES:

Commissioner Corey moved to approve the minutes and seconded by Commissioner Bradburn. Commissioner Holt mentioned one typo correction from the August 19th, 2025 meeting. **Motion to approve the minutes with corrections carried unanimously.**

OLD BUSINESS:

Planner Eills reported that the ADA Community Mingle on August 19th, 2025 went really well. They plan to work with the Public Works Director Brian Lease on working on the actionable citizen suggestions. Examples of some actionable improvements included more hand rails and even painting steps in contrasting colors. Planner Eills will give the Planning Commission updates on the progress.

NEW BUSINESS:

Public hearing for LU25-39HDR was opened – Planner Eills explained that in the Municipal Code vertical siding is not allowed in the Historic District only horizontal. They went on to express that just because the code has not been applied before concerning this does not mean it should not be enforced moving forward. The owner of the property, Lynn Laurel, brought 15 photos that show examples of vertical siding in the Historic District including the Library and others. Commissioner Holt asked if all of the examples were commercial and if there were any residential. Lynn Laurel said one example was residential. Commissioner Holt opened up public comment on this permit. Mary Davis wondered where we get our definition of historical. Planner Eills explains the definitions come from the Town's Municipal Code Chapter 15.50.090 of the code which addressed vertical siding specifically. Linda Talman stated that they believed the variation in the commercial buildings was by design. Planner Eills clarified there were a few parts the code that Linda could be referencing. For example, the entryways of commercial facades. Commissioner Holt closed public comment on LU25-39HDR. Commissioners then debated the permit. Commissioner Ojalehto mentioned following the code. Commissioner Holt expressed seeing both sides but that this could be a slippery slope. They also asked owner Lynn Laurel if they were against horizontal siding, which the owner replied that they just liked it better. More debate followed. **Commissioner Bradburn made motion to approve LU25-39HDR and Commissioner Corey seconded.**
Motion passed unanimously.

Minutes not completed. This is a draft and has not been approved by the Planning Commission.

Council Policies & Procedures
Discussion



Town of La Conner

MEMORANDUM

TO: Mayor Hanneman
Town Council Members

FROM: Scott Thomas, Town Administrator

SUBJECT: Council Rules of Procedure

DATE: September 4, 2025

In 1998, The La Conner Town Council adopted Rules of Procedure. An update was proposed in 2005, although we can not determine if the update was ever adopted. In any event, it is the staff recommendation that the existing rules either be updated and enacted, or discarded altogether.

If the Council would prefer to update the rules, we would suggest that a Council member be designated to work with staff to update the rules; if more than one Council member is interested in working with staff, then an ad hoc committee may be formed for that purpose.

The advantage of having rules of procedure in place is that there would be a common rulebook that could be accessed by the Council, staff and the public at large for direction on different procedures as to how the Council wishes to carry out its duties and obligations. A copy of the 2005 draft rules, and some supporting materials, are enclosed herewith.

**RULES OF PROCEDURE FOR THE
LA CONNER TOWN COUNCIL POLICIES AND PROCEDURES**

PASSED BY UNANIMOUS VOTE OF THE TOWN COUNCIL ON NOVEMBER 24, 1998

Effective January 1, 1999
Revised April 12, 2005

TOWN COUNCIL

1.05.10 Council president – Mayor pro tempore

- (a) Every six months, the members of the Town Council shall elect, from their number, a Council President who shall hold office at the pleasure of the Council, for a term of six months.
- (b) In the absence of the Mayor, the Council President shall become the Mayor Pro Tempore.

1.05.20 Presiding Officer

- (a) All regular and special meetings of the Town Council shall be presided over by the Mayor, or in his or her absence, by the Mayor Pro Tempore. If neither the Mayor nor the Mayor Pro Tempore are present at a meeting, the presiding officer for that meeting shall be elected by a majority of the vote of those Councilmembers present, provided there is a quorum.
- (b) In the absence of the Clerk, or other qualified person appointed by the Clerk, the Mayor, Council, or Administrator may perform the duties of Clerk at such meeting.
- (c) The appointment of a Councilmember as Mayor Pro Tempore or Clerk Pro Tempore shall not in any way abridge his or her right to vote on matters coming before the Council at such meeting.
- (d) The presiding officer shall preserve strict order and decorum at all meetings of the council. The presiding officer shall state all questions coming before the Council, provide an opportunity for discussion from the floor, and announce the decision of the Council on all subjects. Procedural decisions made by the presiding officer may be overruled by a majority vote of the Council.

1.05.30 Council committees and representatives

- (a) There are established the following six standing committees of the Town Council that shall consist of two members each. The Council President shall appoint the membership of each committee ~~and the committee-chairperson~~ by the second regular meeting in January of each year. The committee ~~chairperson and representatives~~ shall ~~set the schedule of~~ meetings and cause notice to be provided at Town Hall ~~(in coordination with the Clerk), provided that committees shall meet at least monthly unless there exists no business to be discussed. The committee-chairperson~~ ~~A committee member or representative~~ shall set the agenda for the committee meetings. The standing committees shall consider, and may make policy and legislative recommendations to the Town Council on, items referred to the committee by the Council President, the Council, administrative ~~departments~~ ~~staff~~, boards or commissions, or the Mayor. The standing committees, their scope of authority and the supporting Town departments are as follows:
 - (1) Facilities Committee: shall consider matters related to all Town owned buildings including but not limited to, Town Hall, Maple Hall/Center, Garden Club building, ~~the Gaches Mansion~~, the Fire Hall, the Public Works building, the Sewer Plant structure,

~~the Police station~~ and restrooms, in coordination with ~~Public Works~~ and the ~~Administrator and appropriate department head~~.

(2) Finance & Labor Committee: shall consider matters related to the general fiscal and financial operations of the Town; budget and financial reports, policy matters related to personnel, including, but not limited to, the salary grade schedule, position classifications and salary changes in coordination with the Finance Director, the Mayor and the Administrator.

(3) Park & Preservation Committee: shall consider matters related to parks and park lands, recreation facilities and activities, and docks and floats, in coordination with the ~~Administrator, Planning and~~ Public Works Departments and the Parks Commission. ~~One M~~members of this committee shall also serve as ~~a~~ members of the Parks Commission.

(4) Streets & Safety Committee: shall consider matters related to transportation, transportation plans, traffic, transit, streets, sidewalks, parking, street lighting, signals, and street LID's, in coordination with the Public Works Department and Planning Department; and matters related to police and fire protection, emergency services and animal control, in coordination with the Skagit County Sheriff's office, Volunteer Fire Department, Administrator and Finance Director.

(5) Long Range Planning Committee: shall consider matters related to the planning of the physical, economic, aesthetic, cultural and social development of the Town ~~Zoning Code, Building Code SMP Shoreline Master Program, UDC Uniform Development Code~~, Comprehensive Plan, and annexation policies, in coordination with the ~~Administrator, Planning Department, Planning Commission, Town Attorney and Hearing Examiner~~.

(6) Utilities Committee: shall consider matters related to water, sewer, electric power, natural gas, telephone, cable television, storm drainage, and flood control measures, in coordination with the ~~Administrator, Public Works Department and Finance Director~~. One member of this committee shall also serve on the Wastewater Advisory Board.

(b) The Council may establish such ad hoc committees as may be appropriate to consider special matters that do not readily fit the standing committee structure or that require special approach or emphasis.

(c) Council committees shall consider all matters referred. The committee chairperson shall report to the Council the findings of the committee. Committees may refer items to the Council with no committee recommendation. Once items are referred to committee, the committee must report to the council within forty five days of the referral.

(d) The Committee ~~Chairperson~~—shall be responsible for preparing and causing to be distributed all agendas and ~~reporting the recommendations of committee meetings supporting documentation to all committee members~~. The ~~written~~ recommendations presented at regular Council meetings shall serve as the official minutes of committee meetings.

1.05.40 REPEALED

1.05.50 Council meeting staffing

(a) The Town Administrator shall attend all meetings of the Council unless excused. The Administrator may make recommendations to the Council and shall have the right to take part in the discussions of the Council, but shall have no vote.

(b) ~~Upon request~~ ~~T~~he Town Attorney shall attend all meetings of the Council ~~unless excused~~, and shall ~~upon request~~ be prepared to give an opinion, either written or oral, on legal questions. ~~The Town Attorney shall act as the Council's parliamentarian~~.

(c) The Finance Director, or designee, shall attend regular and special meetings of the Council, keep the official journal, minutes, and perform such other duties as may be needed for the orderly conduct of the meeting.

1.05.60 Agenda for regular Council meetings

All items to be included on the agenda for Council consideration must be submitted to the Finance Director, in full, by 10:00 a.m. on the Tuesday preceding each Council meeting. The Finance Director shall then prepare an agenda, with attachments, according to the order of business. The agenda shall be distributed to the Mayor, Councilmembers, Administrator, Town Attorney, and Department Heads no later than 12:00 noon on the Friday preceding the Council meeting. A copy of the agenda and subsequent documents shall be ~~posted on the bulletin board available at the front counter~~ at Town Hall. Minutes of previous Council meetings shall be available with the agenda package.

1.05.70 Agenda – Format

The format of the Town Council agenda shall generally be as follows:

- (I) OPENING CEREMONIES
 - (1) ~~Call to order~~ Roll call.
 - (2) ~~Flag salute~~ Call to order.
 - (3) Roll call ~~Flag salute~~.
 - (4) ~~Review and approval of agenda~~ Audience introductions.
 - (5) ~~Approval of minutes~~ Review and approval of agenda.
 - (6) ~~Approval of vouchers~~ minutes.
 - (7) ~~Citizen comments. To give the audience a chance to comment on items not listed on the agenda~~ Approval of accounts payable.
- (II) ~~LEGAL BUSINESS~~
 - (1) ~~Public Hearings~~
 - (A) ~~For public hearings required by the Town, State or Federal law, or as Council may direct.~~
 - (B) ~~The following procedures shall apply to public hearings:~~
 - (i) ~~The presiding officer may exercise a change in the procedures, but said decision may be overruled by a majority vote of the Council.~~
 - (ii) ~~The proponent spokesperson shall speak first and be allowed 15 minutes. Council may ask questions.~~
 - (iii) ~~The opponent spokesperson shall be allowed 15 minutes. Council may ask questions.~~
 - (iv) ~~Each side shall be allowed five minutes for rebuttal.~~
 - (v) ~~After the proponents and opponents have used their speaking time, Council may ask further questions of the speakers, who may respond.~~
 - (C) ~~At public hearings where a general audience is in attendance to present arguments for or against a public issue:~~
 - (i) ~~A person may speak for five (5) minutes after being recognized by the presiding officer. No one may speak for a second time until everyone wishing to speak has had an opportunity to speak.~~
 - (ii) ~~After the speaker has used the allotted time, Council may ask questions of the speaker and the speaker may respond, but may not engage in further debate.~~
 - (iii) ~~(i) The hearing will then be closed to public participation and open for Councilmanic discussion.~~

(III) REPORTS.

This section shall include special interest items from the Mayor, Councilmembers, Committees, Department Heads and Town Attorney. The following order shall apply:

(1) Community Comments. To give the audience an opportunity to comment on items not on the agenda.

- Limited to three (3) minutes per person.
- Speaker shall come forward to the microphone and state name and address for the record.
- All remarks shall be made to the council as a body and not to any individual member.

(12) Chamber of Commerce report (first meeting of the month only)

(23) Revenue/Expenditure report (first meeting of the month)

(34) Administrator/Department Head reports (Dept Heads report only on first meeting of the month and Administrator on the second meeting of the month)

(45) Mayor's report

(56) Council committee reports

(IV III) OLD BUSINESS.

This section of the agenda shall include items of a general nature, including resolutions and ordinances previously discussed at a Council meeting. The following procedure shall apply during this section of the agenda.

(a) The sponsor or designated spokesperson of each item will give a brief presentation.

(b) The council may then question the sponsor or spokesperson of the presented item.

(c) A motion at this time may be in order to dispense with each item in this section.

(V IV) NEW BUSINESS.

This section of the agenda shall include all items of a general nature, including resolutions and ordinances previously discussed at a committee meeting and put forward to the regular meeting. The procedures that apply during this section shall be the same as those under Old Business.

(VI V) MISCELLANEOUS

(VII VI) EXECUTIVE SESSION.

This section shall be included with a brief statement as follows, "*There may be an executive session immediately preceding or following the meeting to discuss potential litigation, (potential, pending or current), real estate acquisition or personnel.*"

(VIII) ADJOURNMENT.

Council meetings shall adjourn no later than 11:10:00 p.m. If Council desires to extend the meeting, a motion shall be required, with a majority plus one vote of the Councilmembers present. Items not acted upon by the 11:10:00 p.m. deadline shall be deferred to the next respective Council meeting as Old Business unless Council, by majority vote of members present, determines otherwise.

1.05.80 Miscellaneous agenda procedures.

(a) ~~The Town Council desires to provide adequate time for administration and staff analysis, fact-finding and preparation. Therefore, items to come before the Town Council should first be placed on the agenda of the appropriate committee for discussion before they are placed on the agenda of a regular meeting.~~

1.05.90 Speaking procedures for agenda items.

(a) Speaking procedure for agenda items under consideration is as follows:

(1)(a) Any person with the permission of the presiding officer may address the Council, but the presiding officer shall be required to give recognition in the following order:

(A)(1) To a person designated by the presiding officer to introduce the subject under discussion;

(B)(2) To those whose request to be heard is contained in the written agenda;

(C)(3) To those who ask recognition from the floor.

(2)(b) In addressing the Council, ~~each a recognized person from the floor shall stand come forward to the microphone and after recognition, give name and address (staff shall state name and position only), and unless given more time by the presiding officer, shall limit his her her address to five (5) minutes.~~ All remarks shall be made to the Council as a body and not to any individual member.

(3)(c) No person shall be permitted to enter into any discussion from the floor without first being recognized by the presiding officer.

(4)(d) Any person making personal, impertinent or slanderous remarks while addressing the Council shall be barred from further audience participation at that meeting by the presiding officer, unless permission to continue is granted by a majority vote of the Council.

(5)(e) A decorum of mutual respect within the council and between the Council and public shall be encouraged by the presiding officer.

1.05.100 Questions of parliamentary procedure.

Questions of parliamentary procedure not covered by this chapter shall be governed by Robert's Rules of Order, Newly Revised (latest edition).

1.05.110 Voting.

- (a) Silence of a councilmember during a voice vote shall be recorded as an affirmative vote except where such a Councilmember abstains because of a stated conflict of interest.
- (b) A roll call vote may be requested by the presiding officer or any member of the Council.
- (c) Town policies shall only be made as a result of a vote of the Council in which a majority voted for the proposed policy. The Town Council shall not make policy by consensus decision making.

1.05.120 Council relations with Town Staff.

- (a) There will be mutual respect from both the Town Staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism.
- (b) Staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge staff as administering the Council's policies.
- (c) ~~There shall be a free flow and exchange of ideas and communication between Councilmembers and Town Staff to discuss any issues related to Town policies is encouraged.~~
- (d) ~~Issues discussed with the Town Attorney by staff, the Mayor or individual members of the Council shall be shared with all members of the Council and Mayor.~~

1.05.130 Separation of Powers

~~In general, it is the council's role to adopt policies for the town and it is the mayor's role to administer or carry out those policies. The council, being legislative, has the power to enact laws and policies, consistent with state law, usually through the enactment of ordinances and resolutions.~~

~~Consistent with the doctrine of separation of powers, the council is not authorized to interfere with the mayor's administration of government. Councilmembers may not give orders to department heads or to other employees. The mayor must provide timely, useful information evenly and equally to all councilmembers – either directly or through subordinate officers and employees.~~

~~On the issue of communication between the council and town officers and employees, the mayor may not prevent councilmembers from gaining information although he or she could reasonably regulate the inquiry process. If councilmember inquiries unreasonably take staff away from their duties, the mayor may require those inquiries to be channeled through the mayor, Administrator or a department head, if it can be done without unduly encumbering council access to information.~~

See Attachment A.

LA CONNER TOWN COUNCIL POLICIES AND PROCEDURES
Roles of the Mayor and Council
(Attachment A)

Policy Making and Implementation

MAYOR AND/OR DESIGNEE	COUNCIL
Keep council informed on town affairs.	Listen to town residents - keep track of their concerns and wishes.
Propose policy.	Discuss, develop and adopt town policies governing most aspects of town operations.
Implement policy adopted by council.	
Report back to council regarding policy implementation and possible improvements.	

Personnel Matters

MAYOR AND/OR DESIGNEE	COUNCIL
Hire, fire, supervise and discipline all town employees (in some towns council confirmation of certain appointments can be required). Civil service rules and labor contracts must be followed, if applicable.	Adopt personnel policies, establish positions, set wages and benefits - council should not meddle in mayor's supervision of employees or interfere with work of employees.
Negotiate labor contracts (sometimes mayor is not member of negotiating team).	Establish bargaining parameters and approve final labor contract(s).

Town Budget

MAYOR AND/OR DESIGNEE	COUNCIL
Work with staff to develop preliminary budget.	Establish goals and priorities which provide framework for budget - discuss and adopt final budget - amend budget as needed.
Lead council in process of establishing goals and priorities for the town.	Set town tax rates, to the extent permitted by statutes.
Implement budget adopted by council, provide regular financial reports, and present alternatives when council has to deal with budget problems.	Set utility rates and other fees as required.

LA CONNER TOWN COUNCIL POLICIES AND PROCEDURES
Roles of the Mayor and Council
(Attachment A)

Council Meetings

MAYOR AND/OR DESIGNEE	COUNCIL
Prepare agenda, preside over meetings, report to council on matters involving town administration, propose policy initiatives or changes.	Adopt council rules of procedure.
Vote on measures to the extent allowed by the statutes (i.e. tie vote).	Participate in preparation of council meeting agenda as provided in council rules.
As presider, facilitate an orderly meeting process.	Discuss all policy matters and make decisions following the adopted rules.

Land Use and Planning

MAYOR AND/OR DESIGNEE	COUNCIL
Supervise planning staff, who make recommendations to the planning commission and council on a broad range of planning issues.	Adopt and amend zoning, development regulations, and comprehensive plan after receiving input from staff, residents, planning commission, and others.
Supervise staff who enforce building codes and other development regulations.	Act in quasi-judicial capacity to decide land use issues.
	Amend planning documents as necessary.

Town Expenditures, Contracts

MAYOR AND/OR DESIGNEE	COUNCIL
Sign contracts, supervise contract performance, enforce contracts.	Approve contracts and all town expenditures.

Relationships with Other Entities

MAYOR AND/OR DESIGNEE	COUNCIL
Represent town as official spokesperson, in accordance with views or goals set by council.	Decide whether town will participate in optional government organizations, provide guidance to mayor or other town representatives.
Act as official head of town for ceremonial events (ribbon cuttings, sister-city contacts, etc.).	May serve as town representative on certain intergovernmental bodies where mayor is not designated member.

Memo

Liza Bobe
293-1904

Vakta
172 mill galons
max

Date: 5/5/2000
To: Jack Collins, Administrator
Cc: Eron Berg, Mayor
From: Debby Malarchick, Clerk/Treasurer
RE: Council Rules of Procedure

Attached are the Rules of Procedure for the La Conner Town Council. These were discussed and, by unanimous vote, adopted on November 24, 1998. At the May 11, 1999 council meeting there was a unanimous vote to discontinue the Committee of the Whole meetings. There was no action taken to repeal the balance of these procedures. Therefore, it is my belief, these policies are still in effect.

WHO DOES COMM. RP¹ ?
COUNCIL about Chpt Hall

RULES OF PROCEDURE FOR THE LA CONNER TOWN COUNCIL

PASSED BY UNANIMOUS VOTE OF THE TOWN COUNCIL ON NOVEMBER 24, 1998

EFFECTIVE JANUARY 1, 1999

TOWN COUNCIL

1.05.010 Council president - Mayor pro tempore.

- (a) Every six months, the members of the Town Council shall elect, from their number, a Council President who shall hold office at the pleasure of the Council, for a term of six months.
- (b) In the absence of the Mayor, the Council President shall become the Mayor pro tempore.

1.05.020 Presiding officer.

- (a) All regular and special meetings of the Town Council shall be presided over by the Mayor, or in his or her absence, by the Mayor pro tempore. If neither the Mayor nor the Mayor pro tempore are present at a meeting, the presiding officer for that meeting shall be elected by a majority of the vote of those Councilmembers present, provided there is a quorum.
- (b) In the absence of the Clerk, or other qualified person appointed by the Clerk, the Mayor, Council, or administrator may perform the duties of Clerk at such meeting.
- (c) The appointment of a Councilmember as Mayor pro tempore or Clerk pro tempore shall not in any way abridge his or her right to vote on matters coming before the Council at such meeting.
- (d) The presiding officer shall preserve strict order and decorum at all meetings of the Council. The presiding officer shall state all questions coming before the Council, provide an opportunity for discussion from the floor, and announce the decision of the Council on all subjects. Procedural decisions made by the presiding officer may be overruled by a majority vote of the Council.

1.05.030 Council committees and representatives.

- (a) The Council shall sit as a Committee of the Whole on the first Tuesday of each month, generally at 5:30 P.M.
- (b) Meetings of the Committee of the Whole shall be held primarily for the purpose of considering current problems of the Town and coordinating the work of individual committees of the Town Council. The Committee of the Whole shall have no power to take official action other than to refer matters to committees or to a regular or special Council meeting.
 - (1) The department heads shall give their monthly reports to the Council at its Committee of the Whole meeting.
- (c) The Council shall meet as a Committee of the Whole with the Mayor in a planning retreat at the beginning of each year in order to plan their agenda and set goals for that year.
- (d) There are established the following six standing committees of the Town Council that shall consist of two members each. The Council President shall appoint the membership of each committee and the committee chairperson by the second regular meeting in January of each year. The committee chairperson shall set the schedule of meetings and cause notice to be provided at Town Hall (in coordination with the Clerk), provided that committees shall meet at least monthly unless there exists no business to be discussed. The committee chairperson shall set the agenda for the committee meetings. The standing committees shall consider, and may make policy and

legislative recommendations to the Town Council on, items referred to the committee by the Council President, the Council, administrative departments, boards or commissions, or the Mayor. The standing committees, their scope of authority and the supporting Town departments are as follows:

- (1) Building Committee, which shall consider matters related to all Town owned buildings including but not limited to, Town Hall, Maple Hall, Maple Center, the Fire Hall, the Public Works building, the Sewer Plant structure, the Police Station and the rest rooms, in coordination with Public Works and the Administrator. Members of this committee shall also serve as members of the Maple Center Advisory Committee.
- (2) Finance & Labor Committee, which shall consider matters related to the general fiscal and financial operations of the Town; budget and financial reports, policy matters related to personnel, including, but not limited to, the salary grade schedule, position classifications and salary changes in coordination with the Clerk/Treasurer, the Mayor and the Administrator.
- (3) Park & Preservation Committee, which shall consider matters related to parks and park lands, recreation facilities and activities, and docks and floats, in coordination with the Public Works Department and the Parks Commission. Members of this committee shall also serve as members of the Parks Commission.
- (4) Streets & Safety Committee, which shall consider matters related to transportation, transportation plans, traffic, transit, streets, sidewalks, parking, street lighting, signals, and street LID's, in coordination with the Public Works Department and Planning Department; and matters related to police and fire protection, the Municipal Court, emergency services and animal control, in coordination with the Police Department, Volunteer Fire Department, Civil Service Commission, Administrator, and Town Clerk.
- (5) Long Range Planning Committee, which shall consider matters related to the planning of the physical, economic, aesthetic, cultural and social development of the Town Zoning Code, Building Code, SMP, UDC, Comprehensive Plan, and annexation policies, in coordination with the Planning Department, Planning Commission, Board of Adjustment, Town Attorney and Hearings Examiner.
- (6) Utilities Committee, which shall consider matters related to water, sewer, electric power, natural gas, telephone, cable television, storm drainage, and flood control measures, in coordination with the Public Works Department. Members of this committee shall also serve as members of the Wastewater Advisory Board.

(e) The Council may establish such ad hoc committees as may be appropriate to consider special matters that do not readily fit the standing committee structure or that require special approach or emphasis.

(f) Council committees shall consider all matters referred. The committee chairperson shall report to the Council the findings of the committee. Committees may refer items to the Council with no committee recommendation. Once items are referred to committee, the committee must report to the Council within forty five days of the referral.

(g) The Committee Chairperson shall be responsible for preparing and causing to be distributed all agendas and reporting the recommendations of committee meetings. The recommendations presented at regular Council meetings shall serve as the official minutes of committee meetings.

1.05.040 Committee of the Whole Meetings.

(a) The Council shall sit as a committee on the first Tuesday of each month at 5:30 P.M. The Town Council shall meet at the Council Chambers, unless otherwise publicly announced.

(b) Meetings of the Committee of the Whole shall be held primarily for the purpose of considering current problems and future plans of the Town and coordinating the work of individual committees of the Council. The Committee of the Whole shall have no power to take any official action.

1.05.050 Council meeting staffing.

- (a) The Town Administrator shall attend all meetings of the Council unless excused. The Administrator may make recommendations to the Council and shall have the right to take part in the discussions of the Council, but shall have no vote.
- (b) The Town Attorney shall attend all meetings of the Council (except Meetings of the Committee of the Whole) unless excused, and shall, upon request be prepared to give an opinion, either written or oral, on legal questions. The Town Attorney shall act as the Council's parliamentarian.
- (c) The Town Clerk, or designee, shall attend Regular, Special and Committee of the Whole meetings of the Council, keep the official journal, minutes, and perform such other duties as may be needed for the orderly conduct of the meeting.

1.05.060 Agenda for regular Council meetings.

All items to be included on the agenda for Council consideration must be submitted to the Town Clerk, in full, by 10:00 A.M. on the Tuesday preceding each Council meeting. The Clerk shall then prepare an agenda, with attachments, according to the order of business. The agenda shall be distributed to the Mayor, Councilmembers, Town Attorney, and department heads no later than 12:00 noon on the Thursday preceding the Council meeting. A copy of the agenda and subsequent documents shall be posted on the bulletin board at Town Hall. Minutes of previous Council meetings, including meetings of the Committee as a Whole shall be available with the agenda package.

1.05.070 Agenda - Format.

The format of the Town Council agenda shall generally be as follows:

- (1) Call to order.
- (2) Flag Salute.
- (3) Roll call.
- (4) Review and approval of agenda.
- (5) Approval of Minutes
- (6) Approval of vouchers.
- (7) Citizen's comments. To give the audience a chance to comment on items not listed on the agenda.
- (8) Bid Awards. All competitive bid awards that require Council approval.
- (9) Public Hearings.
 - (A) For public hearings required by Town, State or Federal law, or as Council may direct.
 - (B) The following procedures shall apply to public hearings:
 - (i) The presiding officer may exercise a change in the procedures, but said decision may be overruled by a majority vote of the Council.
 - (ii) The proponent spokesperson shall speak first and be allowed 15 minutes. Council may ask questions.
 - (iii) The opponent spokesperson shall be allowed 15 minutes. Council may ask questions.
 - (iv) Each side shall then be allowed five minutes for rebuttal.

- (v) After the proponents and opponents have used their speaking time, Council may ask further questions of the speakers, who may respond.
- (C) At public hearings where a general audience is in attendance to present arguments for or against a public issue:
 - (i) A person may speak for five minutes after being recognized by the presiding officer. No one may speak for a second time until everyone wishing to speak has had an opportunity to speak.
 - (ii) After the speaker has used the allotted time, Council may ask questions of the speaker and the speaker may respond, but may not engage in further debate.
 - (iii) The hearing will then be closed to public participation and open for Councilmanic discussion.
- (10) Old Business. This section of the agenda shall include items of a general nature, including resolutions and ordinances previously discussed at a Council meeting. The following procedure shall apply during this section of the agenda.
 - (A) The sponsor or designated spokesperson of each item will give a brief presentation.
 - (B) The Council may then question the sponsor or spokesperson of the presented item.
 - (C) A motion at this time will be in order to dispense with each item in this section.
- (11) New Business. This section of the agenda shall include all items of a general nature, including resolutions and ordinances previously discussed at a committee meeting and put forward to the regular meeting. The procedures that apply during this section shall be the same as those under old business.
- (12) Reports. Reports on special interest items from the Mayor, Councilmembers, committees, department heads, and attorney.
- (13) Miscellaneous.
- (14) Adjournment. Council meetings shall adjourn no later than 11:00 P.M. If Council desires to extend the meeting, a motion shall be required of a majority plus one vote of Councilmembers present. Items not acted upon by the 11:00 P.M. deadline shall be deferred to the next respective Council meeting as old business unless Council, by majority vote of members present determines otherwise.

1.05.080 Miscellaneous agenda procedures.

- (a) The Town Council desires to provide adequate time for administration and staff analysis, fact-finding and preparation.
 - (1) Items to come before the Town Council should first be placed on the agenda of the appropriate committee for discussion before they are placed on the agenda of a regular meeting.

1.05.090 Speaking procedures.

- (a) Speaking procedure for agenda items under consideration is as follows:
 - (1) Any person with the permission of the presiding officer may address the Council, but the presiding officer shall be required to give recognition in the following order:
 - (A) To a person designated by the presiding officer to introduce the subject under discussion;
 - (B) To those whose request to be heard is contained in the written agenda;

(C) To those who ask recognition from the floor.

(2) In addressing the Council, each person shall stand and after recognition, give name and address, and unless given more time by the presiding officer, shall limit his or her address to five minutes. All remarks shall be made to the Council as a body and not to any individual member.

(3) No person shall be permitted to enter into any discussion from the floor without first being recognized by the presiding officer.

(4) Any person making personal, impudent or slanderous remarks while addressing the Council shall be barred from further audience participation at that meeting by the presiding officer, unless permission to continue is granted by a majority vote of the Council.

(5) A decorum of mutual respect within the Council and between the Council and public shall be encouraged by the presiding officer.

1.05.100 Questions of parliamentary procedure.

Questions of parliamentary procedure not covered by this chapter shall be governed by Robert's Rules of Order, Newly Revised (latest edition).

1.05.110 Voting.

(a) Silence of a Councilmember during a voice vote shall be recorded as an affirmative vote except where such a Councilmember abstains because of a stated conflict of interest.

(b) A roll call vote may be requested by the presiding officer or any member of the Council.

(c) Town policies shall only be made as a result of a vote of the Council in which a majority voted for the proposed policy. The Town Council shall not make policy by consensus decision making.

1.05.120 Council relations with Town Staff.

(a) There will be mutual respect from both the Town staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism.

(b) Staff will acknowledge the Council as policy makers, and the Councilmembers will acknowledge staff as administering the Council's policies.

(c) There shall be a free flow and exchange of ideas and communication between Councilmembers and Town staff to discuss any issues related to Town policies.

(d) Issues discussed with the Town Attorney by staff, the Mayor or individual members of the Council shall be shared with all members of the Council and Mayor.

COUNCIL CHAMBERS

1.10.010 Council Chambers.

(1) Council Chambers will be available for the use of the Council, Councilmembers, and Council Committees.

(2) At the first meeting in January following a Councilmember's election to the position, the Councilmember shall be provided with a key to Council Chambers.

(3) Councilmembers must return keys to the Town Clerk within five (5) days of resignation or expiration of their terms.



Municipal Research & Services Center of Washington

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Is it Policy or Administration?

MRSC, September 2000

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Introduction

"All government - indeed, every human benefit and enjoyment, every virtue and every prudent act - is founded on compromise and barter."

Edmund Burke

The goal of this section is to answer, through examples, the age-old question: is it policy or is it administration? The Municipal Research & Services Center (MRSC) has received numerous questions about this issue over the years. Lack of clarity or agreement about this issue is perhaps the most frequent source of conflict among local officials. There are no "black and white" answers. There will always be some overlap between policy and administration. That is why it is very important for executives, legislators, and key staff to develop ways to communicate and work together effectively.

Legislative bodies are most effective and successful when they focus on strategic activities to guide future development of their communities. These key policy-making activities include the development of a vision for the community, the adoption of community goals and objectives, the adoption of comprehensive plans, decisions about which programs and services will be provided by the local government, and the adoption of budgets and capital facilities plans. These are clearly policy matters.

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Policy Versus Administration - Examples

<http://www.mrsc.org/printfile.aspx?prntPath=%2fSubjects%2fGovernance%2fLegislative...> 2/15/2005

Councils and commissions have the powers to enact laws and policies consistent with state law, usually through the enactment of ordinances and resolutions. The chart below lists actions that city councils and commissions can take, followed by a brief description of the responsibility of the mayor, city manager or administrator. These also apply to county councils and commissions; however, counties have a number of independent elected officials whose functions and duties are defined by either the state constitution or state statutes.

Policy.	Administration.
Enact a budget.	Propose budget. Spend within budgetary limits.
Define the powers, functions and duties of officers and employees.	Fill positions consistent with local ordinances.
Fix the compensation of officers and employees.	Administer payroll consistent with budget and compensation plan adopted by council.
Establish the working conditions of officers and employees.	Insure that proper working conditions are provided.
Establish retirement and pension systems.	Administer pension and retirement plan.
Adopt ordinances regulating local affairs.	Implement and enforce ordinances.
Set fines and penalties for violation of ordinances.	Collect fines and enforce penalties.
Enter into contracts.	Propose contracts. Manage approved contracts. Enforce contracts.
Regulate the acquisition, sale, ownership, and other disposition of real property.	Negotiate terms of acquisition and sale of real property; carry out acquisition and sale.
Decide which governmental services will be provided. Adopt budgets for their provision.	Oversee the day to day operation of programs and services provided by the local government.
Establish public utilities.	Manage provision of utility services.
Grant franchise for the use of public ways.	Enforce terms of franchise agreement.
License, for the purpose of revenue and regulation, most any type of business.	Administer business licenses as provided by council.
Set tax rates and user fees consistent with state laws.	Collect taxes and user fees.
Approve claims against the city or county.	Bring lawsuits, with legislative approval. Propose settlement of claims. Pay approved claims.
Enter into agreements to accept grants and gifts.	Propose agreement. Carry out terms of the agreement.

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Administrative Functions

The mayor, city manager, or county executive is the chief executive and administrator in charge of carrying out the policies set by the council and enforcing local laws. They are basically in charge of the day-to-day operation of the city or county, including the supervision of all appointed officers and employees in the performance of their official functions. The chief executive is in charge of hiring and firing all appointive officers and employees, subject, where applicable, to laws regarding civil service. Councils of first class, second class, and code cities have some authority to require confirmation of the mayoral appointments of certain officials; councils may not, however, require confirmation of firings by the mayor. Town councils do not have this power.

For the most part public agencies are *administrative*; they must follow policies, laws, budgets, and other

rules. In order to prevent abuses of power and to provide predictability, administrative functions have limited flexibility or discretion. For example, the enforcement of building and land use codes are generally ministerial in nature. If applicants comply with requirements as set forth in the code, they get their permit. However, there are certain types of decisions, such as rezones, that must go to the legislative body.

On many matters, citizens will no doubt call councilmembers. In these situations, it is best to pass on the complaint (through the mayor or city manager), let staff deal with it, and report back to the councilmember on its disposition. Give the staff a chance to do their job. Treat citizen comments, complaints, or requests as feedback on basic service delivery systems. These are opportunities for service "tune-ups" as part of a continuous improvement effort.

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Separation of Powers

Consistent with the doctrine of separation of powers, the council is not authorized to interfere with the chief executive's administration of government. Councilmembers may not give orders to department heads or to other employees. In council-manager cities, this prohibition is established statutorily. The council must work through the city manager on matters of city administration, except that it may deal directly with officers and employees under the manager's direction "for the purpose of inquiry." To do its job, the council needs information on how the city or county is operating. The chief executive must provide timely, useful information evenly and equally to all councilmembers - either directly or through subordinate officers and employees.

On the issue of communication between the council and city officers and employees, the mayor may not prevent council members from gaining information although he or she could reasonably regulate the inquiry process. If councilmember inquiries unreasonably take staff away from their duties, the mayor may require those inquiries to be channeled through the mayor or a department head, if it can be done without unduly encumbering council access to information.

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Personnel Issues

One area that is a frequent source of conflict is personnel. The council may not like a mayor's appointment to a particular position, or it may be dissatisfied with the performance of certain officers or employees. An employee may complain to and seek relief from the council about some aspect of employment. On the other hand, the mayor may believe that certain personnel policies interfere with his or her supervision of employees and hiring and firing authority. The mayor may direct that all communications with city staff go through the mayor's office. The council, in response, may feel that the mayor is unlawfully restricting its access to city personnel for information purposes.

The remedy for some of these situations may be to review the respective roles of the mayor and the council and to understand the limitations of their respective authorities. For example, if the council is not happy with a mayoral appointment, there may be nothing the council can do directly within the bounds of its authority. However, if it has the authority to confirm a particular appointment, it can reject the appointee and force the mayor to choose another. If the council does not have confirmation authority, it can express its dissatisfaction to the mayor, but it can do nothing else with respect to that particular appointment. The council may, however, provide for a detailed personnel system establishing specific qualifications for positions, requiring publication and public posting of job opening announcements, and the like. Moreover, the mayor, at least in code cities, is required by statute to make appointments "on the basis of ability and training or experience."

Similarly, if the council feels that an officer or employee is performing poorly and should be disciplined or fired, it can say so to the mayor, but it has no power to do anything else. Although it controls the salaries paid to city officers and employees, it may not lower a salary with the purpose of causing the person holding that position to quit. A rule to follow is that the council (and the mayor) may not do indirectly what it cannot do directly.

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Finance and Budget Issues

Another area that often provides ground for conflict is finances and budgets. For example, the mayor may not take full advantage of the budget authorized by the council. The council may authorize a certain position at a certain salary, and the mayor may decide not to fill the position or may do so at half time and half salary. The mayor may cite financial difficulties, such as revenues falling short of projections, and may conclude that the city cannot afford someone filling this position full-time. The council, on the other hand, may not agree that the conditions warrant such action or may determine that a different cost-saving measure is appropriate and should be instituted.

Resolution of this type of issue may prove particularly tricky. Although the mayor may not pay an employee less than is authorized by the council in the budget or separate salary ordinance, under certain financial circumstances, the mayor may be able to partially fill a position, thus proportionately reducing the salary for the position. Legal authority, however, is hazy on such issues. The best strategy would be for the mayor and the council to work out a mutually agreeable accommodation.

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Resolving Conflicts

In situations where it is not clear whether the executive or the council has the authority to act, counsel of the city attorney or that of a MRSC consultant could be sought. Understanding roles is a necessary step in resolving many conflicts. When roles are not clearly defined, compromise may be in order. Statutes and case law may not provide a ready answer. All sides need flexibility to meet the challenges of effective local government that is responsive to public needs. Local government works best when local officials work well together and build relationships based on honesty and trust.



Municipal Research & Services Center of Washington

Resolving and Preventing Mayor-Council Conflict

**From *Councilmember's Handbook*
MRSC Report No. 48
January 2000**

It is essential for councilmembers to understand their role and how it relates to the roles of mayor or city manager and staff. Many conflicts in city governments are the result of confusion as to these roles and the consequent overstepping of the boundaries between the respective roles.

Although the boundaries are not always clear, the basic roles of the mayor and council are derived from the basic structure of city government, whether yours is the mayor-council or council-manager form. There are also some variation in the powers and duties of mayors and councils between classes of cities; you need to be aware of the specific rules applicable to your class of city.

Separation of Powers

Like the federal and state governments, a city government's powers are distributed among three separate branches: legislative, executive, and judicial. The city council is similar to the state legislature or the Congress; the mayor or manager, like the governor and the President, heads the executive branch; and the municipal court (or the district court by contract) exercises judicial functions, although in a much more limited way than the state or federal courts.

Under the "separation of powers doctrine," each of the three branches exercises certain defined powers, free from unreasonable interference by the others; yet all three branches interact with each other as part of a "checks and balances" system. The powers of these branches in city government are defined for the most part by state statute.

Council Powers

In general, it is the council's role to adopt policies for the city and it is the mayor's role to administer or carry out those policies. The council, being legislative, has the power to enact laws and policies, consistent with state law, usually through the enactment of ordinances and resolutions. The council also has specific authority to:

- Enact a city budget.
- Define the powers, functions, and duties of city officers and employees.
- Fix the compensation of officers and employees.
- Establish the working conditions of officers and employees.
- Maintain retirement and pension systems.
- Impose fines and penalties for violation of city ordinances.
- Enter into contracts.
- Regulate the acquisition, sale, ownership, and other disposition of real property.
- Provide governmental, recreational, educational, cultural, and social services.

- Impose taxes, if not prohibited by state law.
- Cause the city to own and operate utilities.
- Approve claims against the city.
- Grant franchises for the use of public ways.
- License, for the purpose of revenue and regulation, most any type of business.
- In addition, the council is authorized to enact rules governing its procedures, including for public meetings and hearings.

The Mayor or City Manager's Authority

As the chief executive and administrative officer of the city, the mayor is in charge of carrying out the policies set by the council and seeing that local laws are enforced. The mayor or city manager is basically in charge of the day-to-day operation of the city, including the supervision of all appointed officials and employees. The mayor or city manager is in charge of hiring and firing all appointed officers and employees, subject to civil laws, where applicable. Except for those in towns (fourth class municipalities), councils have some authority to require confirmation of the appointment of certain officials; councils may not, however, require confirmation of firings by the mayor or city manager.

In general, the mayor also has the authority to:

- Enforce contracts.
- Bring lawsuits, with council approval.
- Preside over council meetings and, in some classes of cities, exercise some tie-breaking authority with respect to council votes, and veto authority over ordinances.
- Call special meetings of the council.
- Prepare a proposed budget.
- Report to council on the financial and other affairs and needs of the city.
- Perform as ceremonial head of the city.
- Approve or disapprove all official bonds and contractor's bonds.

Consistent with the separation of powers doctrine, the council is not authorized to interfere with the mayor's administration of city government. Councilmembers may not give orders to department heads or to other city employees. To do its job, however, the council needs information on how the city is operating. The mayor, either directly or through other city staff, must provide that information and should do so in a timely and useful fashion.

The Blurred Line Between Policy and Administration

Of course, things do not always run smoothly between the council and the city administration, and the line between policy and administration in some situations is not very clear.

One frequent source of conflict is personnel matters. The council may not like a mayor's or manager's appointment to a particular position or it may be dissatisfied with the performance of certain officers or employees. An employee may complain to, and seek relief from the council about some aspect of employment. On the other hand, the executive may believe that certain personnel policies interfere with his or her supervision of employees and hiring and firing authority.

The mayor or city manager may direct that all communications with city staff go through his or her office. The council, in response, may feel that the mayor is unlawfully restricting its access to city personnel for information purposes.

Whose Role is It?

The remedy for some of these situations may be to review the respective roles of the mayor and the council and to understand the limitations of their respective authorities. For example, if the council is not happy with a executive's appointment, there may be nothing the council can do directly within the bounds of its authority. However, if it has the authority to confirm a particular appointment, it can reject the appointee and force the mayor or manager to choose another. If the council does not have confirmation authority, it can express its dissatisfaction to the mayor, but it can do nothing else with respect to that particular appointment.

The council may, however, provide for a detailed personnel system establishing specific qualifications for positions, requiring publication and public posting of job opening announcements, and the like. Moreover, the mayor or manager, at least in code cities, is required by statute to make appointments "on the basis of ability and training or experience."

Similarly, if the council feels that an officer or employee is performing poorly and should be disciplined or fired, it can say so to the mayor or manager, but it has no power to do anything else. Although it controls the salaries paid to city officers and employees, it may not lower a salary with the purpose of causing the person holding that position to quit.

Council and Staff Communication

On the issue of communication between the council and city employees, the mayor or manager may not prevent councilmembers from gaining information, although he or she could reasonably regulate the process by which requests are made. If councilmember inquiries of city employees are interpreted as harassing or unreasonable, the executive may choose not to take them away from their duties and may require those inquiries to be channeled through the appropriate staff office, if that can be done without unduly encumbering council access to information.

Conflict in the Finance Arena

Finance and budgets is another fertile area for conflict. For example, the mayor/city manager may decide not to take full advantage of the budget authorized by the council. The council may authorize a certain position at a certain salary, and the executive may decide either not to fill the position or may do so at half time and half salary. The mayor/manager may cite financial emergencies, such as revenues falling short of projections, and may conclude that the city cannot afford someone filling this position full-time. The council, on the other hand, may not agree that the conditions warrant such action or may determine that a different cost-saving measure is appropriate and should be instituted.

Resolution of this type of issue may prove particularly tricky. Although the mayor/manager may not pay an employee less than that authorized by the council in the budget or in a separate salary ordinance, he or she, under certain financial circumstances, may be able to partially fill a position, proportionately reducing the salary for the position. Legal authority, however, is hazy on such issues. The best strategy would be for the mayor/manager and the council to work out a mutually agreeable accommodation.

Resolving Conflicts

There are other issues that will likely arise (and that have arisen in other cities) where it is not clear who has the ultimate authority to act, the mayor/city manager or council. In these situations, the council and the city administration could draw their respective battle swords and charge; or, one or both sides could first analyze the issue, perhaps seeking counsel of the city attorney or the consultants at MRSC. Some cities have also brought in an outside facilitator to help them resolve their conflicts.

When the roles are not clearly defined in a particular situation, and the law is not clear, compromise may be in order. All sides need flexibility to meet the challenges of a well functioning city government. If the focus is on providing good government rather than on turf wars, councilmembers, mayors, city managers and staff can better fulfill their roles as public servants.

Conclusion

No matter what its classification is, or what form of government a city or town operates under, the job of a councilmember is to make policy for the governance of the city and its citizens. Policy-making is not a theoretical exercise that takes place high in an ivory tower, though. It involves practical, common-sense decisions and solutions for everyday problems. The principal forum for local government policy-making is the city or town council meeting, so our next subject is the city council meeting.