

## **CITY COUNCIL AGENDA**

**May 27, 2026**

**6:00 PM**

**Sedro-Woolley Municipal Building**

**Council Chambers**

**325 Metcalf Street**

- a. Call to Order**
- b. Pledge of Allegiance**
- c. Roll Call**
- d. Approval of Agenda**
- e. Consent Agenda**

Note: Items on the Consent Agenda are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the Regular Agenda will consider any item so removed after the Consent Agenda.

- 1. Minutes - Regular City Council Meeting - April 22, 2026
- 2. Minutes - Study Session City Council Meeting - May 6, 2026
- 3. Minutes - Regular City Council Meeting - May 13, 2026
- 4. Check Register - Regular
- 5. Grant Acceptance - AARP - SWFD Home KnoxBox Program

- f. Introduction of Special Guests and Presentation**

- g. City Administrator Report**

- 1. City of Sedro-Woolley Strategic Plan (Council Goals) Review

- h. Councilmember and Mayor's Report**

- i. Proclamation(s)**

- j. Public Comments**

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at [finance@sedro-woolley.gov](mailto:finance@sedro-woolley.gov) Attn: 'Public Comment' until 4:30pm the day before the meeting.

- k. Public Hearing(s)**

- l. Unfinished Business**

- 1. Ordinance 2117-26 - Repealing SWMC Chapter 2.44 "Arts Commission" and amending Chapter 2.92 "Gifts, Loans and Donations of Works of Art" - 2nd Read
- 2. Ordinance 2116-26 - Amending Chapter 12.36 "City Parks, Recreational Vehicle Facilities and Community Center" - Action Requested

3. Procurement Policy - Amendment to Chapter 15.1

**m. New Business**

1. Ordinance 2118-26 - Amendments to Title 15 and Chapters 12.32 and 17.100 SWMC to Add Address and Street Naming Standards - 1st Read
2. Professional Services Agreement Amendment No. 3 - WWTP Upgrade – Phase I Design
3. Candidate Review, Interview, and Appointment - Ward 2

**n. Information Only Items**

**o. Good of the Order**

**p. Executive Session**

**q. Adjournment**

Next Meeting - Regular City Council - June 10, 2026.

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

**Join Zoom Meeting:**

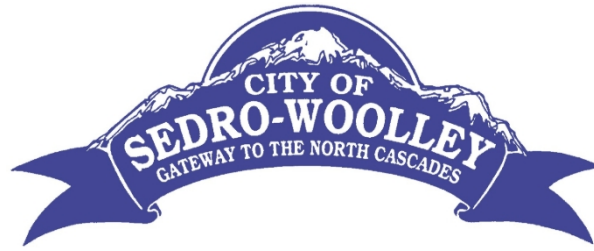
<https://zoom.us/j/91786850179?pwd=Vys0Y29XalZmQTRmemJBM2txVDIUQT09>

or dial by location at:

- +1 253 215 8782 US (Tacoma)
- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179

Passcode: 091845



**City Council Agenda Item**

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**Agenda Item No.:** e.1.

**Date:** May 27, 2026

**From:** Kelly Kohnken, Finance Director / City Clerk

**Subject:** Minutes - Regular City Council Meeting - April 22, 2026

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**RECOMMENDED ACTION:**

Motion to approve the City Council meeting minutes for the regular meeting held on April 22, 2026.

**BACKGROUND/SUMMARY INFORMATION:**

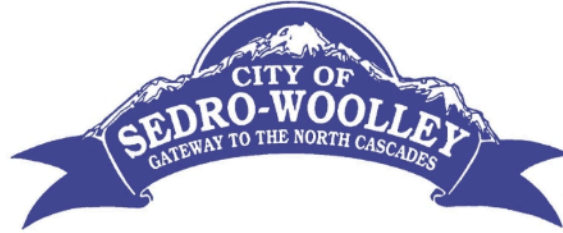
Minutes recorded from the regular City Council Meeting held on April 22, 2026.

**FISCAL IMPACT, IF APPROPRIATE:**

None

**ATTACHMENTS:**

1. 2026.04.22 City Council Meeting Minutes



Regular Meeting of the City Council  
April 22, 2026 - 6:00 PM Hybrid Meeting

**a. Call to Order**

Mayor JoEllen Kesti called the meeting to order at 6:00 P.M.

**b. Pledge of Allegiance**

**c. Roll Call**

Present: Mayor JoEllen Kesti, Councilmembers Paul Cocks, Kevin Loy, Nora Pederson, Allan Henderson, and Nick Lavacca. Councilmember Karl de Jong joined online.

**d. Approval of Agenda**

Motion made by Councilmember Lavacca and seconded by Councilmember Henderson to approve the agenda. Motion carried (6-0).

**e. Consent Agenda**

Note: Items on the Consent Agenda are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the Regular Agenda will consider any item so removed after the Consent Agenda.

Motion made by Councilmember Henderson and seconded by Councilmember Pederson to approve the consent agenda. Motion carried (6-0).

1. Minutes - Regular City Council Meeting - March 25, 2026
2. Minutes - Regular City Council Meeting - April 8, 2026
3. Minutes - Special City Council Meeting - April 14, 2026
4. Check Register - Regular & Off-Cycle

**f. Introduction of Special Guests and Presentation**

1. Skagit Climate Science Consortium (SC<sup>2</sup>) and Skagit River System Cooperative (SRSC) - Skagit River Modeling

Public Works Director Bill Bullock introduced Nora Kammer, Skagit River System Cooperative, Dr. Guillaume Mauger, University of Washington Climate Impacts Group, consultant to Skagit Climate Science Consortium, and Steve Moddemeyer, consultant to Skagit Climate Science Consortium a slide show was presented regarding Skagit River flood modeling and an upcoming grant opportunity for additional flood residence work.

**g. City Administrator Report**

1. Senior Services and Nutrition Update

City Administrator Charlie Bush shared updates on the Senior Services Nutrition Program.

**h. Councilmember and Mayor's Report**

Councilmember Loy has nothing to report.

Councilmember Henderson appreciates the police and fire for their professionalism and dedication while referring to a recent high-speed chase in Sedro-Woolley.

Councilmember Cocke attended the Hearing Examiner hearing regarding housing development in his ward and spoke about increased traffic from Fruitdale Rd to Olmsted Park, while suggesting possible rumble strips being installed to slow traffic down. He stated that the Wills Bridge at Olmsted Park is such a beautiful memorial.

Councilmember Cocke attended the Skat Board gas, oil and costs meeting along with Mayor Kesti.

Councilmember Pederson met with Mayor Kesti to discuss how they can best work together to meet the needs of the city and believes they can get a lot of good work done.

Councilmember Pederson attended a Housing Authority meeting providing stability with homes primarily for seniors, attended a training session held by the Association of Washington Cities Certificate Municipal Leadership Course, and she registered to attend a Housing Mini Academy, along with encouraging others to attend.

Councilmember Lavacca made a comment regarding a vehicle involved in an accident striking a retaining wall on Metcalf passing the stop sign, and suggested adding additional notice of the stop sign, making the stop sign more visible.

Councilmember Lavacca shared the anticipation and excitement of Olmsted Park opening up.

Councilmember de Jong extended his appreciation to the police and fire for their professionalism, and thanked them for the ride along over the last couple of weeks. He also thanked the parks and streets department for the overpass over on John Liner, and stated exciting times.

Councilmember de Jong promoted the Fishing Derby and encouraged everyone to join.

Mayor JoEllen Kesti thanked staff for the warm welcome and making her feel comfortable. She has been making rounds with employees and has connected with the boards she now serves on.

**i. Proclamation(s)**

**j. Public Comments**

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at [finance@sedro-woolley.gov](mailto:finance@sedro-woolley.gov) Attn: 'Public Comment' until 4:30pm the day before the meeting.

A public comment period was held.

Chester Allhouse, Philip Murray, Tina Champo and Joe Fattizzi made public comments.

**k. Public Hearing(s)**

1. Ordinance 2115-26 — 2025-2045 Comprehensive Plan Periodic Update — 2nd Reading

Community Development Director Tom Glover shared the Comprehensive Plan Periodic Update, Ordinance 2115-26.

Motion made by Councilmember Lavacca and seconded by Councilmember Henderson to have the cost of the climate element added into the climate element, what the city has spent so far to date, and includes that the city received a \$500,000 grant to develop that element. Motion failed (3-3). Councilmembers Pederson, Cocke and Loy opposed. Mayor JoEllen Kesti broke the tie in favor of including the cost of the climate element. Motion carried (4-3).

Motion made by Councilmember Lavacca and seconded by Councilmember Henderson for the current mayor to complete the mayoral message in the Comprehensive Plan. Motion carried (5-1). Councilmember Cocke opposed.

Motion made by Councilmember Cocke and seconded by Councilmember Henderson to approve Ordinance 2115-26 adopting the 2025-2045 Comprehensive Plan Periodic Update. Motion carried (6-0). It is understood by council that the approved Comprehensive Plan includes the revisions to include the cost of the climate element and the current mayor completing the mayoral message, as approved by motion. It was also understood by council that the approved Comprehensive Plan will include Councilmember Karl de Jong on the acknowledgment page.

**l. Unfinished Business**

**m. New Business**

1. Resolution 1182-26 - Master Salary Schedule - 1st Read

Finance Director Kelly Kohnken shared Resolution 1182-26, Master Salary Schedule.

Motion made by Councilmemeber Pederson and seconded by Councilmember Cocke to

approve Resolution 1182-26 the Master Salary Schedule. Motion failed (2-4). Councilmembers Loy, Lavacca, Henderson and de Jong opposed.

Motion made by Councilmember Henderson and seconded by Councilmember Lavacca to approve Resolution 1182-26 updating the 2026 Master Salary Schedule for AFSME and Non-Represented Staff and the associated 2026 Master Salary Schedule for Non-Represented Staff, with the Associate Planner position to remain deactivated and Assistant Planner remain activated. Motion carried (4-2). Councilmember Loy and Councilmember Cocke opposed.

2. Purchase - Police Dept Vehicles ERR - Action requested

Police Chief Dan Mcilraith shared information on the purchase of police department vehicles.

Motion made by Councilmember Henderson and seconded by Councilmember Cocke to approve the purchase of three new patrol cars for \$194,971.75 and the purchase of additional necessary equipment to outfit \$99,091.22. Total amount of \$294,062.97. Motion carried (6-0).

3. Development Agreement - Amendment for Bucko Plat

Public Works Director Bill Bullock shared the Development Agreement, and amendment to the Bucko Plat.

Motion made by Councilmember Pederson and seconded by Councilmember Lavacca to authorize the Mayor, or designee, to execute the attached development agreement amendment, with minor corrections as required between the City of Sedro-Woolley and Bucko Survivors Trust LLC to allow construction of the Brickyard Creek road crossing as part of the North Trail Road Arterial project. Motion carried (6-0).

4. Procedures - Filling Vacant Ward 2 Position

Finance Director Kelly Kohnken shared the procedures regarding filling the vacant Ward 2 council position.

Motion made by Councilmember Lavacca and seconded by Councilmember Henderson to approve the procedures for filling the vacant Sedro-Woolley Ward 2 position by removing the executive session from the application process. Motion carried (6-0).

**n. Information Only Items**

**o. Good of the Order**

**p. Executive Session**

1. Discussion with Legal Counsel About Current or Potential Litigation (RCW 42.30.110(1)(i))

At 8:54pm, Mayor Kesti announced the City Council, with City Attorney Dan Curtis and City Administrator Charlie Bush, would be in executive session to discuss with legal counsel about current or potential litigation (RCW 42.30.110(1)(i)) for 30 minutes to return at 9:24pm.

The executive session was extended by 4 minutes to return at 9:28pm.

At 9:28pm, the council returned. No action was taken.

**q. Adjournment**

Motion made by Councilmember Pederson and seconded by Councilmember Lavacca to adjourn the city council meeting at 9:29pm. Motion carried (6-0).

ATTEST:

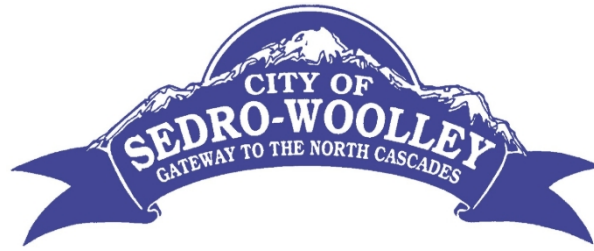
APPROVED:

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Kelly Kohnken, City Clerk

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JoEllen Kesti, Mayor



**City Council Agenda Item**

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**Agenda Item No.:** e.2.

**Date:** May 27, 2026

**From:** Kelly Kohnken, Finance Director / City Clerk

**Subject:** Minutes - Study Session City Council Meeting - May 6, 2026

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**RECOMMENDED ACTION:**

Motion to approve the City Council meeting minutes for the Study Session held on May 6, 2026.

**BACKGROUND/SUMMARY INFORMATION:**

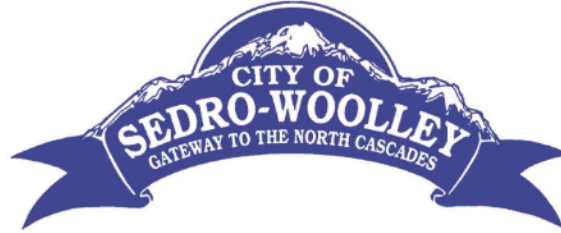
Minutes recorded from the City Council Study Session Meeting held on May 6, 2026.

**FISCAL IMPACT, IF APPROPRIATE:**

None.

**ATTACHMENTS:**

1. 2026.05.06 City Council Study Session Meeting Minutes



Regular Meeting of the City Council  
May 6, 2026 - 6:00 PM Hybrid Meeting

**a. Call to Order**

Mayor JoEllen Kesti called the meeting to order at 6:00 P.M.

**b. Pledge of Allegiance**

**c. Roll Call**

Present: Mayor JoEllen Kesti, Councilmembers Paul Cocks, Kevin Loy, Nora Pederson, Allan Henderson and Nick Lavacca. Councilmember Karl de Jong had an excused absence.

**d. Introduction of Special Guests and Presentation**

1. Recognition - David Davidson - 39 Years of Service to the City of Sedro-Woolley

Maintenance and Operations Division Supervisor Nathan Salseina recognized David Davidson for his 39 years of service, dedication and his hard work to the City of Sedro-Woolley.

**e. Unfinished Business**

1. City Council Strategic Goals

City Administrator Charlie Bush led a discussion regarding City Council Strategic Goals and sought direction and feedback to prepare a final draft of the City Council Strategic Goals for Council adoption.

City Council had a discussion regarding strategic goals and activities, drafting, coordinating and strengthening partnerships. All the city council agreed to remove activity 3.3. Implement prioritized improvements that do not fall under maintenance repairs. Emphasize completing gaps in pedestrian facilities, including both sidewalks and trails.

The City Council requested to strike out names of goal-setting activities 3.1–3.3 and change language to working with community partnerships on the strategic goals list.

On goal 3.2 Work with Port of Skagit. Innovation Center, Sedro-Woolley Chamber of Commerce, and EDASC to recruit two new businesses to locate at the SWIFT Center. The City Council has requested removing the word two, hoping to get more than two and not putting a cap on the number of businesses.

2. Central Skagit Library District

Finance Director Kelly Kohnken shared information related to the city's potential annexation into the library district. City staff requested a motion by council on which option to pursue.

Motion made by Councilmember Pederson and seconded by Councilmember Henderson for staff to move forward with option 2. The City of Sedro-Woolley will place an annexation on the November 2026 ballot to annex into the Library District in 2027 and reduce the levy by up to 474,115. Motion carried (4-1). Councilmember Loy opposed.

**f. New Business**

1. Skagit Transit Board Appointment Confirmation

Mayor JoEllen Kesti presented a mayoral message regarding the Skagit Transit Board Appointment Confirmation.

Motion made by Councilmember Henderson and seconded by Councilmember Lavacca to confirm the Mayor's appointment of Karl de Jong to serve as the City Council representative on the Skagit Transit Board of Directors at the pleasure of the Mayor pursuant to Section 2.1 of the Skagit PTBA bylaws as amended in March 2026. Motion carried (3-2). Councilmember Cocke and Councilmember Pederson opposed.

2. Flock License Plate Reader

Police Chief Dan McIlraith spoke with the City Council regarding the Flock Camera License Plate Reader.

Motion made by Councilmember Cocke and seconded by Councilmember Henderson to restore Flock Cameras for reading license plates and to heighten public safety. Motion carried (5-0).

**g. Public Comments**

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at [finance@sedro-woolley.gov](mailto:finance@sedro-woolley.gov) Attn: 'Public Comment' until 4:30pm the day before the meeting.

A public comment period was held.

Philip Murray, Chrissy Friberg, Chester Allhouse and Crystle Stidman made public comment.

**h. Adjournment**

Motion made by Councilmember Lavacca and seconded by Councilmember Henderson to adjourn City Council meeting at 8:45pm. Motion carried (5-0).

ATTEST:

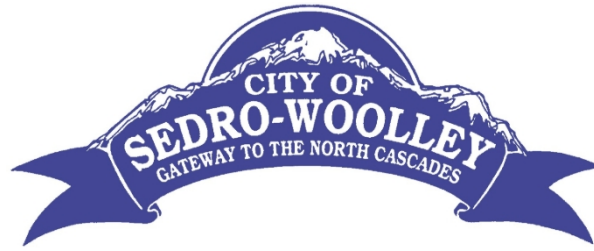
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Kelly Kohnken, City Clerk

APPROVED:

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JoEllen Kesti, Mayor



## City Council Agenda Item

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**Agenda Item No.:** e.3.

**Date:** May 27, 2026

**From:** Kelly Kohnken, Finance Director / City Clerk

**Subject:** Minutes - Regular City Council Meeting - May 13, 2026

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**RECOMMENDED ACTION:**

Motion to approve the City Council meeting minutes for the regular meeting held on May 13, 2026.

**BACKGROUND/SUMMARY INFORMATION:**

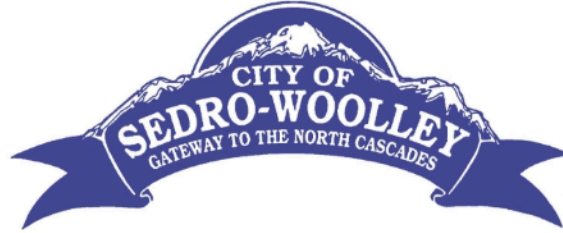
Minutes recorded from the Regular City Council Meeting held on May 13, 2026.

**FISCAL IMPACT, IF APPROPRIATE:**

None.

**ATTACHMENTS:**

1. 2026.05.13 City Council Meeting Minutes



Regular Meeting of the City Council  
May 13, 2026 - 6:00 PM Hybrid Meeting

**a. Call to Order**

Mayor JoEllen Kesti called the meeting to order at 6:00 P.M.

**b. Pledge of Allegiance**

**c. Roll Call**

Present: Mayor JoEllen Kesti, Councilmembers Paul Cocks, Kevin Loy, Nora Pederson, Allan Henderson, and Karl de Jong. Councilmember Nick Lavacca was absent.

**d. Approval of Agenda**

Motion made by Councilmember Henderson and seconded by Councilmember Loy to approve the agenda. Motion carried (5-0).

**e. Consent Agenda**

Note: Items on the Consent Agenda are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the Regular Agenda will consider any item so removed after the Consent Agenda.

Motion made by Councilmember Henderson and seconded by Councilmember Cocks to approve the consent agenda. Motion carried (5-0).

1. Check Register - Regular & Off-Cycle
2. 2026-278-IA - Washington State Administrative Office of the Courts - Internet Connection and Virtual Private Network (VPN) Router

**f. Introduction of Special Guests and Presentation**

1. Volunteer Recognition - Mike Pizzuto - Cemetery Gravestone Clean-Up

Mayor JoEllen Kesti presented Mike Pizzuto with recognition for his many volunteer hours of work cleaning gravestones and bases.

**g. City Administrator Report**

1. Status of Property Sale

Public Works Director Bill Bullock shared information with the City Council regarding the \$465,000.00 sale of 827 John Liner Rd.

2. Amendment to City Procurement Policy - Grant Applications

Public Works Director Bill Bullock shared information on the amendment to the City Procurement Policy regarding grant applications.

3. FIFA World Cup Grant

The Executive Director Monique Brigham of the Chamber of Commerce spoke to the City Council about the FIFA World Cup Grant.

**h. Councilmember and Mayor's Report**

Councilmember Loy had nothing to report.

Councilmember Henderson had received complaints from constituents, but they are present tonight for public comment.

Councilmember Pederson has been introducing herself to businesses in Ward 3, and was asked how to increase foot traffic and shared issues with parking.

Councilmember Pederson shared her interest in the SW Housing Authority Committee as a liaison, Arts Commission, Historic Preservation Commission, Parks and Recreation Advisory Board, Northstar Housing Task Force and the Skagit Housing Consortium. She hopes to be involved with AWC Legislative next year then said she will be attending the June 1st, 2026 Port and the County Joint Meeting.

Councilmember Cocke appreciates that public comment is placed on the agenda before any action items, so people can speak to them before any voting takes place by the council.

Councilmember Cocke shares his continued concern about e-bikes and safety concerns.

Councilmember de Jong spoke on the success of the 75th Anniversary Kids Fishing Derby, and said approximately 112,000 fish were placed in the pond and 360 kids were registered to participate in the event.

Mayor JoEllen Kesti shared information regarding misinformation that had been shared with the public on social media about the Arts Commission and the downtown Christmas decorations.

**i. Proclamation(s)**

1. Proclamation Recognizing Building Safety Month

Community Development Director Tom Glover and Building Inspector Lowell Ausmus shared information regarding Building Safety, then Mayor JoEllen Kesti read a portion of the Proclamation recognizing May as Building Safety Month.

**j. Public Comments**

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the

purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at [finance@sedro-woolley.gov](mailto:finance@sedro-woolley.gov) Attn: 'Public Comment' until 4:30pm the day before the meeting.

A public comment period was held.

Kathleen Roche-Zujko, Randy Collins, Kimberly Schlimmer, Damond Morris, Celeste Weaver, Sam Irons, and Peter Whited.

**k. Public Hearing(s)**

**l. Unfinished Business**

**m. New Business**

1. Ward 2 Vacancy - Interview Procedures

Finance Director Kelly Kohnken reviewed the Ward 2 vacancy and interview procedures with City Council. The City Council agreed to 14 questions as assigned to council members with one follow-up question each.

2. Grant Award - Department of Commerce - Northern State Historic Cemetery Improvements

Public Works Director Bill Bullock shared the grant award with the Department of Commerce for Northern State Historic Cemetery Improvements.

Motion made by Councilmember Henderson and seconded by Councilmember Pederson to authorize Mayor Kesti to sign the Department of Commerce Grant for the Northern State Historic Cemetery Improvements Project in the amount of \$169,750.00. Motion carried (5-0).

3. Authorization to Award - 2026 Pavement and Pedestrian Improvements Project

Public Works Director Bill Bullock shared information and requested authorization to award the 2026 pavement and pedestrian improvement project to TRICO Companies.

Motion made by Councilmember Pederson and seconded by Councilmember Cocke to award the 2026 pavement and pedestrian improvements project, contract 2026-PW-16, to TRICO Companies, LLC of Burlington, WA, in the amount of \$317,153.00 (including sales tax).

4. 2024-177-ILA - Skagit County - Amendment 1 Senior Services, Version 2

City Administrator Charlie Bush spoke with City Council about Skagit County, Amendment 1 Senior Services, Version 2.

Motion made by Councilmember Henderson and seconded by Councilmember Cocke to

authorize Mayor Kesti or her designee to execute 2024-177 ILA Amendment 1, Version 2, an interlocal agreement amendment with Skagit County for \$2,905.75 less than the original agreement. Motion carried (5-0).

5. Ordinance 2116-26 - Amending SWMC Chapter 12.36 "City Parks, Recreational Vehicle Facilities and Community Center" - 1st Read

City Attorney Dan Curtis spoke with the City Council regarding Ordinance 2116-26, Amending SWMC Chapter 12.36: City Parks, Recreational Vehicle Facilities and Community Center.

No action was taken.

6. Ordinance 2117-26 - Repealing SWMC Chapter 2.44 "Arts Commission" and amending Chapter 2.92 "Gifts, Loans and Donations of Works of Art" - 1st Read

City Attorney Dan Curtis spoke with City Council about Ordinance 2117-26, repealing SWMC Chapter 2.44 "Arts Commission" and amending Chapter 2.92 "Gifts, Loans and Donations of Works of Art."

No action was taken.

**n. Information Only Items**

1. Monthly Permit Report

**o. Good of the Order**

**p. Executive Session**

1. Discussion with Legal Counsel About Current or Potential Litigation (RCW 42.30.110(1)(i))

At 7:58pm, Mayor Kesti announced the City Council, with City Attorney Dan Curtis and City Administrator Charlie Bush, would be in executive session to discuss with legal counsel about current or potential litigation (RCW 42.30.110(1)(i)) for 15 minutes to return at 8:14pm.

At 8:14pm, the council returned. No action was taken.

**q. Adjournment**

Motion made by Councilmember de Jong and seconded by Councilmember Henderson to adjourn the city council meeting at 8:15pm. Motion carried (5-0).

ATTEST:

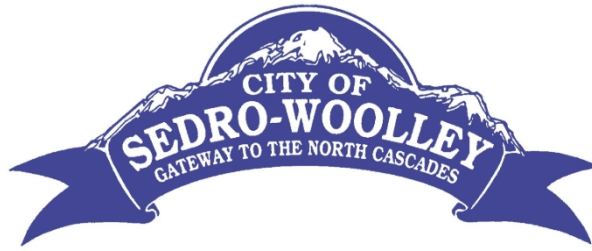
APPROVED:

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Kelly Kohnken, City Clerk

JoEllen Kesti, Mayor



**City Council Agenda Item**

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**Agenda Item No.:** e.4.

**Date:** May 27, 2026

**From:** Kelly Kohnken, Finance Director / City Clerk

**Subject:** Check Register - Regular

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**RECOMMENDED ACTION:**

Motion to approve check register, EFTs, and payroll as described.

**BACKGROUND/SUMMARY INFORMATION:**

Claims checks #206802 through #206888, plus EFTs. Payroll ACHs including associated benefit checks #61609 through #61616.

**FISCAL IMPACT, IF APPROPRIATE:**

Claims checks, plus EFTs, totaling \$377,728.47

Payroll totaling \$553,282.51

**ATTACHMENTS:**

1. 2026.05.27 Check Register

# CHECK REGISTER

City Of Sedro-Woolley

Time: 07:23:04 Date: 05/27/2026

05/27/2026 To: 05/27/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5322	05/27/2026	Claims	2	EFT	Cascade Natural Gas Corp	10.98	
					104 - 559 30 01 105 - Utility Payment on Redevelopn	10.98	
5323	05/27/2026	Claims	2	EFT	Comcast Holdings Corp	71.95	
					101 - 576 80 47 020 - Senior Center	71.95	
5324	05/27/2026	Claims	2	EFT	Comcast Holdings Corp	674.73	
					001 - 518 80 42 021 - Internet Services	674.73	
5325	05/27/2026	Claims	2	EFT	Pitney Bowes	1,200.00	
					001 - 512 50 42 010 - Postage	251.66	
					001 - 514 23 42 010 - Postage	530.12	
					001 - 521 20 42 010 - Postage	251.61	
					001 - 524 20 42 000 - Postage	1.48	
					425 - 531 50 42 010 - Postage	1.10	
					401 - 535 80 42 015 - Postage	14.39	
					102 - 536 20 42 010 - Postage	2.21	
					412 - 537 80 42 010 - Postage	6.64	
					001 - 558 60 42 010 - Postage	32.08	
					001 - 595 10 42 000 - Postage	108.71	
5326	05/27/2026	Claims	2	EFT	Skagit PUD	67.83	
					101 - 576 80 47 000 - Riverfront	67.83	
5327	05/27/2026	Claims	2	EFT	Skagit PUD	45.45	
					101 - 576 80 47 000 - Riverfront	45.45	
5328	05/27/2026	Claims	2	EFT	Skagit PUD	127.49	
					102 - 536 20 47 000 - Public Utilities	127.49	
5329	05/27/2026	Claims	2	EFT	Skagit PUD	45.45	
					101 - 576 80 47 000 - Riverfront	45.45	
5330	05/27/2026	Claims	2	EFT	Skagit PUD	390.20	
					101 - 576 80 47 000 - Riverfront	390.20	
5331	05/27/2026	Claims	2	EFT	Skagit PUD	75.69	
					412 - 537 80 47 000 - Public Utilities	75.69	
5332	05/27/2026	Claims	2	EFT	Skagit PUD	293.25	
					401 - 535 80 47 000 - Public Utilities	293.25	
5333	05/27/2026	Claims	2	EFT	Skagit PUD	457.32	
					101 - 576 80 47 070 - City Hall	457.32	
5334	05/27/2026	Claims	2	EFT	Skagit PUD	284.50	
					101 - 576 80 47 053 - Other Utilities	284.50	
5335	05/27/2026	Claims	2	EFT	Skagit PUD	224.84	
					101 - 576 80 47 051 - Bingham / Memorial	224.84	
5336	05/27/2026	Claims	2	EFT	Skagit PUD	45.45	
					101 - 576 80 47 040 - Train	45.45	
5337	05/27/2026	Claims	2	EFT	Skagit PUD	41.30	
					101 - 576 80 47 070 - City Hall	41.30	
5338	05/27/2026	Claims	2	EFT	Skagit PUD	195.00	
					101 - 576 80 47 050 - Hammer Square	195.00	
5339	05/27/2026	Claims	2	EFT	Skagit PUD	45.45	
					401 - 535 80 47 000 - Public Utilities	45.45	
5340	05/27/2026	Claims	2	EFT	Skagit PUD	45.45	
					001 - 521 20 47 000 - Public Utilities	45.45	
5341	05/27/2026	Claims	2	EFT	Skagit PUD	75.69	

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			401 - 535 80 47 000 - Public Utilities			75.69	
5342	05/27/2026	Claims	2	EFT	Skagit PUD	45.45	
			401 - 535 80 47 000 - Public Utilities			45.45	
5343	05/27/2026	Claims	2	EFT	Skagit PUD	217.69	
			101 - 576 80 47 010 - Community Center			217.69	
5344	05/27/2026	Claims	2	EFT	Skagit PUD	421.18	
			101 - 576 80 47 020 - Senior Center			421.18	
5345	05/27/2026	Claims	2	EFT	Skagit PUD	255.96	
			101 - 576 80 47 000 - Riverfront			255.96	
5346	05/27/2026	Claims	2	EFT	Skagit PUD	188.22	
			101 - 576 80 47 053 - Other Utilities			188.22	
5347	05/27/2026	Claims	2	EFT	Skagit PUD	668.17	
			401 - 535 80 47 000 - Public Utilities			668.17	
5348	05/27/2026	Claims	2	EFT	US Bank -- Purchase Cards	28,222.34	
			001 - 511 60 31 000 - Supplies			32.05	
			001 - 513 10 31 000 - Supplies			64.11	
			001 - 513 10 31 000 - Supplies			32.19	
			001 - 513 10 31 000 - Supplies			48.09	
			001 - 513 10 49 000 - Tuition/Registration			146.52	
			001 - 513 10 49 010 - Dues & Subscriptions			1,180.02	
			001 - 514 23 31 001 - Supplies - EMS Billing			70.80	
			001 - 514 23 31 001 - Supplies - EMS Billing			265.50	
			001 - 514 23 43 001 - Meals/Travel - EMS Billing			34.62	
			001 - 514 23 43 001 - Meals/Travel - EMS Billing			34.62	
			001 - 514 23 43 001 - Meals/Travel - EMS Billing			423.32	
			001 - 514 23 49 010 - Misc-Dues/Subscriptions			49.17	
			001 - 518 10 28 000 - Recruiting			367.15	
			001 - 518 10 28 000 - Recruiting			534.45	
			001 - 518 10 43 000 - Meals/Travel			336.49	
			001 - 521 20 26 000 - Uniforms/Accessories			203.09	
			001 - 521 20 26 000 - Uniforms/Accessories			-234.93	
			001 - 521 20 26 000 - Uniforms/Accessories			117.55	
			001 - 521 20 26 000 - Uniforms/Accessories			281.64	
			001 - 521 20 26 000 - Uniforms/Accessories			150.43	
			001 - 521 20 26 000 - Uniforms/Accessories			336.72	
			001 - 521 20 26 000 - Uniforms/Accessories			332.38	
			001 - 521 20 31 002 - Office/Operating Supplies			78.67	
			001 - 521 20 31 002 - Office/Operating Supplies			226.08	
			001 - 521 20 31 002 - Office/Operating Supplies			45.81	
			001 - 521 20 49 010 - Dues/Subscriptions			49.17	
			001 - 521 20 49 010 - Dues/Subscriptions			34.42	
			001 - 521 40 49 000 - Tuition/Registration			147.50	
			001 - 521 40 49 000 - Tuition/Registration			267.72	
			001 - 521 40 49 000 - Tuition/Registration			442.51	
			001 - 522 21 49 020 - Tuition & Registration			44.25	
			001 - 522 21 49 020 - Tuition & Registration			80.17	
			001 - 522 21 49 020 - Tuition & Registration			73.75	
			001 - 522 21 49 020 - Tuition & Registration			73.75	
			001 - 524 20 49 010 - Misc-Dues			155.37	
			425 - 531 50 48 000 - Repairs/Maintenance			1,490.67	
			425 - 531 50 48 000 - Repairs/Maintenance			2,524.11	
			401 - 535 80 35 010 - Safety Equipment			165.97	
			401 - 535 80 41 020 - Collection Services			90.70	
			401 - 535 80 49 030 - Misc-Tuition/Registration			15.19	
			412 - 537 80 41 020 - Collection Services			90.70	
			412 - 537 80 48 000 - Repair/Maintenance			2,346.51	
			103 - 542 30 31 000 - Operating Supplies			39.44	
			103 - 542 30 48 002 - Crushed Aggregate			355.27	

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			103 - 542 64 31 001		- Painting & Striping Supplies	5,698.99	
			103 - 542 64 31 001		- Painting & Striping Supplies	378.46	
			001 - 558 60 49 010		- Dues/Subscript/Membership	155.37	
			101 - 576 80 31 006		- Operating Sup - City Hall	1,951.98	
			001 - 591 80 70 517		- Leases + Subscription IT (SBITA)	4,146.28	
			501 - 594 42 64 000		- Equip & Vehicles - Streets	267.70	
			501 - 594 42 64 000		- Equip & Vehicles - Streets	637.18	
			501 - 594 42 64 000		- Equip & Vehicles - Streets	71.54	
			501 - 594 76 64 000		- Equip & Vehicles - Park	637.19	
			501 - 594 76 64 000		- Equip & Vehicles - Park	71.54	
			501 - 594 76 64 000		- Equip & Vehicles - Park	71.54	
			501 - 594 76 64 000		- Equip & Vehicles - Park	25.81	
			001 - 595 10 31 000		- Supplies	155.37	
			001 - 595 10 43 000		- Travel	398.62	
			001 - 595 10 43 000		- Travel	36.14	
			001 - 595 10 43 000		- Travel	-125.08	
5349	05/27/2026	Claims	2	EFT	United Parcel Service, Inc.	25.89	
					001 - 521 20 42 010 - Postage	25.89	
5350	05/27/2026	Claims	2	EFT	NW Fiber LLC, dba Ziplly Fiber	236.31	
					001 - 518 80 42 021 - Internet Services	236.31	
5351	05/27/2026	Claims	2	EFT	NW Fiber LLC, dba Ziplly Fiber	480.34	
					401 - 535 80 42 020 - Telephone	480.34	
5352	05/27/2026	Claims	2	EFT	NW Fiber LLC, dba Ziplly Fiber	897.63	
					001 - 512 50 42 020 - Telephone	53.86	
					001 - 513 10 42 020 - Telephone	80.79	
					001 - 514 23 42 020 - Telephone	80.79	
					001 - 515 31 42 001 - Telephone	35.91	
					001 - 518 80 42 020 - Telephone	26.93	
					001 - 521 20 42 020 - Telephone	269.29	
					001 - 522 20 42 020 - Telephone	98.74	
					001 - 524 20 42 020 - Telephone	26.93	
					401 - 535 80 42 020 - Telephone	71.79	
					412 - 537 80 42 020 - Telephone	35.91	
					103 - 542 30 42 020 - Telephone	8.98	
					001 - 558 60 42 020 - Telephone	26.93	
					101 - 576 80 42 020 - Telephone	17.95	
					001 - 595 10 42 020 - Telephone	62.83	
5353	05/27/2026	Claims	2	206802	A-1 Shredding	105.00	
					001 - 512 50 41 000 - Professional Services	60.00	
					001 - 524 20 41 000 - Professional Services	15.00	
					001 - 558 60 41 000 - Professional Services	15.00	
					001 - 595 10 41 000 - Professional Services	15.00	
5354	05/27/2026	Claims	2	206803	AWC - Employee Benefit Trust	4,228.40	
					001 - 521 20 27 000 - Retired Medical	4,228.40	
5355	05/27/2026	Claims	2	206804	Ackermann Electric Co.	999.96	
					401 - 535 50 48 020 - Maint Of Pumping Equip	999.96	
5356	05/27/2026	Claims	2	206805	Amazon Capital Svcs, Inc	2,428.54	
					001 - 512 50 31 000 - Supplies	21.73	
					001 - 518 80 35 000 - Small Tools/Minor Equip	43.25	
					001 - 521 20 31 002 - Office/Operating Supplies	15.99	
					001 - 521 20 31 002 - Office/Operating Supplies	24.56	
					001 - 521 20 31 002 - Office/Operating Supplies	68.46	
					001 - 521 20 31 002 - Office/Operating Supplies	504.97	
					001 - 521 20 31 002 - Office/Operating Supplies	11.62	
					001 - 522 20 35 000 - Small Tools & Minor Equip	59.48	
					001 - 524 20 31 000 - Off/Oper Supps & Books	40.22	
					001 - 524 20 31 000 - Off/Oper Supps & Books	31.88	

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			001 - 524 20 31 000 - Off/Oper Supps & Books			76.79	
			001 - 524 20 31 000 - Off/Oper Supps & Books			5.07	
			001 - 524 20 31 000 - Off/Oper Supps & Books			44.93	
			001 - 524 20 31 000 - Off/Oper Supps & Books			26.19	
			401 - 535 80 31 010 - Operating Supplies			336.39	
			401 - 535 80 31 010 - Operating Supplies			59.57	
			401 - 535 80 31 010 - Operating Supplies			51.09	
			103 - 542 30 35 000 - Small Tools/Minor Equip			216.31	
			001 - 558 60 31 000 - Supplies/Books			40.22	
			001 - 558 60 31 000 - Supplies/Books			31.88	
			001 - 558 60 31 000 - Supplies/Books			76.80	
			001 - 558 60 31 000 - Supplies/Books			5.07	
			001 - 558 60 31 000 - Supplies/Books			44.94	
			001 - 558 60 31 000 - Supplies/Books			26.20	
			101 - 576 80 31 100 - Fertilizer/Herbicide			89.84	
			101 - 576 80 48 016 - City Hall			250.00	
			001 - 595 10 31 000 - Supplies			40.22	
			001 - 595 10 31 000 - Supplies			31.88	
			001 - 595 10 31 000 - Supplies			76.80	
			001 - 595 10 31 000 - Supplies			5.07	
			001 - 595 10 31 000 - Supplies			44.93	
			001 - 595 10 31 000 - Supplies			26.19	
5357	05/27/2026	Claims	2	206806	Bay City Supply	908.75	
					401 - 535 80 31 000 - Office Supplies	449.99	
					101 - 576 80 31 005 - Operating Sup - Senior Ctr	130.79	
					101 - 576 80 31 005 - Operating Sup - Senior Ctr	98.09	
					101 - 576 80 31 005 - Operating Sup - Senior Ctr	229.88	
5358	05/27/2026	Claims	2	206807	Primo Brands BlueTriton Brands	68.97	
					103 - 542 30 31 000 - Operating Supplies	68.97	
5359	05/27/2026	Claims	2	206808	Buckwood LLC	17,970.76	
					314 - 345 85 00 314 - GMA Impact Fees (Transportati	-30,109.00	
					310 - 345 86 00 000 - SEPA Mitigation Fees	12,138.24	
5360	05/27/2026	Claims	2	206809	Carl's Mower and Saw Inc	121.96	
					101 - 576 80 48 021 - Equipment	121.96	
5361	05/27/2026	Claims	2	206810	Cities Insurance Assoc	3,114.14	
					001 - 514 23 46 000 - Insurance & Bonds	626.52	
					101 - 576 80 46 000 - Insurance	2,487.62	
5362	05/27/2026	Claims	2	206811	City of Burlington	89.00	
					001 - 512 50 41 000 - Professional Services	89.00	
5363	05/27/2026	Claims	2	206812	Databar, Inc	3,153.57	
					425 - 531 50 42 010 - Postage	126.14	
					401 - 535 80 42 015 - Postage	2,049.82	
					412 - 537 80 42 010 - Postage	977.61	
5364	05/27/2026	Claims	2	206813	Dobbs Heavy Duty Holdings, LLC	6,712.72	
					412 - 537 50 48 000 - Repairs/maint-equip	6,712.72	
5365	05/27/2026	Claims	2	206814	Donald Coggins	13.03	
					001 - 514 23 31 000 - Supplies	13.03	
5366	05/27/2026	Claims	2	206815	A. Dykstra, dba Dykstra Farms LLC	280.00	
					412 - 537 60 47 020 - Site Yard Waste Disposal	280.00	
5367	05/27/2026	Claims	2	206816	E & E Lumber, Inc.	590.99	
					102 - 536 20 48 030 - Repair/Maintenance-Land	193.04	
					412 - 537 80 31 000 - Operating Supplies	54.34	
					103 - 542 30 31 000 - Operating Supplies	56.31	

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			501 - 548 30 31 000		Operating Supplies	7.29	
			101 - 576 80 31 005		Operating Sup - Senior Ctr	58.82	
			101 - 576 80 31 009		Operating Sup - Bingham Park	4.48	
			101 - 576 80 31 009		Operating Sup - Bingham Park	56.50	
			101 - 576 80 35 000		Small Tools & Minor Equip	62.77	
			101 - 576 80 48 009		Hammer Square	15.51	
			101 - 576 80 48 009		Hammer Square	27.63	
			101 - 576 80 48 021		Equipment	54.30	
5368	05/27/2026	Claims	2	206817	Epic Land Solutions Inc	981.73	
			104 - 595 10 63 077		Eng-SR20 Cascade Trail Phase :	981.73	
5369	05/27/2026	Claims	2	206818	Exact Scientific Services, Inc.	100.00	
			401 - 535 80 41 000		Professional Services	100.00	
5370	05/27/2026	Claims	2	206819	Exele Information Systems Inc.	599.25	
			401 - 591 28 70 401		Leases + Subscription IT (SBITA)	599.25	
5371	05/27/2026	Claims	2	206820	Facet NW, Inc	12,476.50	
			001 - 558 60 41 000		Professional Services	12,476.50	
5372	05/27/2026	Claims	2	206821	Family Promise of Skagit Valley	3,519.34	
			116 - 551 00 00 116		Public Housing Services	2,750.00	
			117 - 551 00 00 117		Affordable Housing - Operatio	769.34	
5373	05/27/2026	Claims	2	206822	Ferguson Enterprises #3007	81.32	
			101 - 576 80 31 025		Operating Sup - Olmsted Park	61.85	
			101 - 576 80 31 025		Operating Sup - Olmsted Park	19.47	
5374	05/27/2026	Claims	2	206823	Flock Group dba Flock Safety	7,100.00	
			001 - 591 28 70 001		Lease + Subscription IT (SBITA)	7,100.00	
5375	05/27/2026	Claims	2	206824	Keira G. Foster-Lambright	811.27	
			001 - 521 40 43 000		Travel	811.27	
5376	05/27/2026	Claims	2	206825	Galls, LLC	125.14	
			001 - 522 20 26 000		Uniforms	125.15	
			001 - 522 20 26 000		Uniforms	237.53	
			001 - 522 20 26 000		Uniforms	-237.54	
5377	05/27/2026	Claims	2	206826	Glen Gardner	269.00	
			001 - 522 45 43 000		Travel & Meals	269.00	
5378	05/27/2026	Claims	2	206827	Genuine Parts Co. Inc	130.86	
			412 - 537 50 48 000		Repairs/maint-equip	8.13	
			412 - 537 80 31 000		Operating Supplies	16.75	
			103 - 542 30 48 010		Repair/Maintenance-Equip	13.39	
			103 - 542 30 48 010		Repair/Maintenance-Equip	28.84	
			501 - 548 30 31 000		Operating Supplies	63.75	
5379	05/27/2026	Claims	2	206828	Guardian Security Systems, Inc.	444.59	
			001 - 521 20 41 001		Professional Services	78.26	
			001 - 522 50 49 050		Fire/Theft Protection	45.65	
			401 - 535 50 48 000		Maintenance Contracts	56.52	
			101 - 576 80 41 010		Alarm Monitoring	264.16	
5380	05/27/2026	Claims	2	206829	Judy Hall	100.00	
			631 - 389 90 03 631		Unapplied Park and Facility Res	-100.00	
5381	05/27/2026	Claims	2	206830	Ideal Rent-All	516.62	
			103 - 542 30 45 000		Rental-Equipment	516.62	
5382	05/27/2026	Claims	2	206831	Insight Direct USA, Inc.	8,879.70	
			001 - 591 80 70 517		Leases + Subscription IT (SBITA)	8,879.70	
5383	05/27/2026	Claims	2	206832	Intoximeters Inc	88.05	
			001 - 521 20 31 002		Office/Operating Supplies	88.05	

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5384	05/27/2026	Claims	2	206833	Jennings Equipment, Inc.	15,117.38	
					501 - 594 76 64 000 - Equip & Vehicles - Park	15,117.38	
5385	05/27/2026	Claims	2	206834	Brandy Jensen	383.65	
					001 - 518 10 43 000 - Meals/Travel	383.65	
5386	05/27/2026	Claims	2	206835	Kelley Create	2,735.02	
					001 - 512 50 41 000 - Professional Services	266.25	
					001 - 591 80 70 517 - Leases + Subscription IT (SBITA	547.13	
					001 - 595 10 48 000 - Repair & Maintenance	1,921.64	
5387	05/27/2026	Claims	2	206836	L N Curtis & Sons	196.84	
					001 - 521 20 26 000 - Uniforms/Accessories	196.84	
5388	05/27/2026	Claims	2	206837	Language Exchange, Inc	1,115.97	
					001 - 512 50 41 040 - Language Interpreter	994.17	
					001 - 514 23 41 011 - Professional Services	38.85	
					001 - 521 20 41 001 - Professional Services	82.95	
5389	05/27/2026	Claims	2	206838	Lauts Inc	2,923.20	
					412 - 537 60 47 015 - Construction Demolition Land	1,584.85	
					412 - 537 60 47 015 - Construction Demolition Land	1,338.35	
5390	05/27/2026	Claims	2	206839	Les Schwab Tire Center	6,724.88	
					425 - 531 50 48 000 - Repairs/Maintenance	431.68	
					412 - 537 50 48 000 - Repairs/maint-equip	2,374.54	
					412 - 537 50 48 000 - Repairs/maint-equip	2,628.61	
					412 - 537 60 47 011 - Site Recycling Disposal	326.02	
					412 - 537 60 47 011 - Site Recycling Disposal	964.03	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	-174.41	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	174.41	
5391	05/27/2026	Claims	2	206840	Lithtex NW	232.21	
					001 - 514 23 31 000 - Supplies	232.21	
5392	05/27/2026	Claims	2	206841	Loggers & Contractors	249.06	
					412 - 537 50 48 000 - Repairs/maint-equip	91.78	
					412 - 537 50 48 000 - Repairs/maint-equip	157.28	
5393	05/27/2026	Claims	2	206842	Motorola Solutions	121.95	
					001 - 522 21 35 011 - EMS Minor Equipment	121.95	
5394	05/27/2026	Claims	2	206843	National Testing Network Inc	1,000.00	
					001 - 522 20 41 030 - Investigation	1,000.00	
5395	05/27/2026	Claims	2	206844	Nelson Dist, Inc. Nelson-Reisner	443.80	
					001 - 522 20 32 000 - Auto Fuel/Diesel	39.41	
					425 - 531 50 32 000 - Vehicle Fuel	36.15	
					412 - 537 80 32 000 - Auto Fuel/Diesel	358.19	
					103 - 542 30 32 000 - Auto Fuel/Diesel	10.05	
5396	05/27/2026	Claims	2	206845	Nordic Temperature Control	1,868.47	
					101 - 576 80 48 016 - City Hall	1,774.80	
					101 - 576 80 48 022 - Evidence Garage	93.67	
5397	05/27/2026	Claims	2	206846	North Hill Resources Inc	1,390.53	
					412 - 537 60 47 020 - Site Yard Waste Disposal	1,225.00	
					101 - 576 80 48 009 - Hammer Square	165.53	
5398	05/27/2026	Claims	2	206847	Northwest Cascade, Inc	747.14	
					101 - 576 80 47 090 - Portable Toilets	132.14	
					101 - 576 80 47 090 - Portable Toilets	615.00	
5399	05/27/2026	Claims	2	206848	Oliver-Hammer, Inc	266.05	
					103 - 542 30 35 010 - Safety Equipment	266.05	

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5400	05/27/2026	Claims	2	206849	Overton Safety Training, Inc	2,795.10	
					401 - 535 80 41 000 - Professional Services	2,795.10	
5401	05/27/2026	Claims	2	206850	PROCOM LLC	156.00	
					001 - 522 20 41 010 - Prof Service-Medical Exams	78.00	
					412 - 537 80 31 000 - Operating Supplies	78.00	
5402	05/27/2026	Claims	2	206851	Pacific Landscape Architecture LLC	165.00	
					101 - 576 80 41 000 - Professional Services	165.00	
5403	05/27/2026	Claims	2	206852	Pape' Group, dba Pape' Machinery Inc.	254.19	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	30.07	
					101 - 576 80 48 021 - Equipment	145.60	
					101 - 576 80 48 021 - Equipment	224.12	
					101 - 576 80 48 021 - Equipment	-145.60	
5404	05/27/2026	Claims	2	206853	Parker Corporate Svcs, Inc.	125.00	
					103 - 542 30 41 000 - Professional Services	125.00	
5405	05/27/2026	Claims	2	206854	LEPS-PSS PLLC dba Public Safety Psych	1,840.00	
					001 - 521 20 41 001 - Professional Services	840.00	
					001 - 521 20 41 001 - Professional Services	480.00	
					001 - 522 20 41 030 - Investigation	520.00	
5406	05/27/2026	Claims	2	206855	Anika Puhl	1,500.00	
					001 - 522 45 49 010 - Tuition/Registration	1,500.00	
5407	05/27/2026	Claims	2	206856	RH2 Engineering Inc	31,605.68	
					401 - 594 35 63 000 - Engineering Services	28,677.72	
					401 - 594 35 63 000 - Engineering Services	2,927.96	
5408	05/27/2026	Claims	2	206857	Reichhardt & Ebe	15,871.29	
					104 - 595 10 63 081 - Eng - John Line Rd. Bike/Ped	1,643.02	
					104 - 595 10 63 089 - Eng - John Liner Rd Arterial	3,396.19	
					104 - 595 30 63 083 - Const-SR 9-John Liner-McGaric	10,832.08	
5409	05/27/2026	Claims	2	206858	Ricoh USA, Inc	31.27	
					101 - 591 80 70 101 - Subscription IT (SBITA) - Parks	31.27	
5410	05/27/2026	Claims	2	206859	Heather Romano	1,071.00	
					001 - 521 20 41 001 - Professional Services	1,071.00	
5411	05/27/2026	Claims	2	206860	SWS Equipment, Inc.	13,996.91	
					412 - 537 50 48 000 - Repairs/maint-equip	13,996.91	
5412	05/27/2026	Claims	2	206861	Scholten's Equipment Inc.	25,750.21	
					501 - 594 42 64 000 - Equip & Vehicles - Streets	25,750.21	
5413	05/27/2026	Claims	2	206862	Sedro-Woolley Auto Parts Inc	757.70	
					001 - 521 20 31 002 - Office/Operating Supplies	78.45	
					412 - 537 80 31 000 - Operating Supplies	7.37	
					103 - 542 30 31 000 - Operating Supplies	239.36	
					101 - 576 80 48 021 - Equipment	271.82	
					101 - 576 80 48 021 - Equipment	11.42	
					101 - 576 80 48 021 - Equipment	85.21	
					101 - 576 80 48 021 - Equipment	64.07	
5414	05/27/2026	Claims	2	206863	Sedro-Woolley Automotive	285.46	
					001 - 521 20 48 010 - Repair & Maint - Auto	91.14	
					001 - 521 20 48 010 - Repair & Maint - Auto	95.59	
					001 - 521 20 48 010 - Repair & Maint - Auto	98.73	
5415	05/27/2026	Claims	2	206864	Sign Pro Of Sk Valley	343.81	

# CHECK REGISTER

City Of Sedro-Woolley

Time: 07:23:04 Date: 05/27/2026

05/27/2026 To: 05/27/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 576 80 48 021		Equipment	343.81	
5416	05/27/2026	Claims	2	206865	Skagit Cnty Public Works	89,459.79	
			412 - 537 60 47 000		Solid Waste Disposal	89,459.79	
5417	05/27/2026	Claims	2	206866	Skagit Cnty Treasurer	20.62	
			635 - 589 30 05 635		County Crime Victim Witness P	20.62	
5418	05/27/2026	Claims	2	206867	Skagit Farmers Supply	196.39	
			001 - 522 45 49 000		Training Facilities	175.65	
			103 - 542 30 31 010		Operating Supplies-Propane	20.74	
5419	05/27/2026	Claims	2	206868	PNG Media LLC, dba Skagit Publishing	887.70	
			001 - 558 60 41 010		Advertising	96.84	
			001 - 558 60 41 010		Advertising	166.78	
			104 - 595 62 63 085		Const - Sch A - 2026 Paving Pr	208.03	
			104 - 595 62 63 086		Const - Sch B - 2026 Paving Pr	208.03	
			104 - 595 62 63 087		Const - Sch C - 2026 Paving Pr	208.02	
5420	05/27/2026	Claims	2	206869	Smarsh Inc.	63.42	
			001 - 591 80 70 517		Leases + Subscription IT (SBITA	63.42	
5421	05/27/2026	Claims	2	206870	Kaytlynn Smith	100.00	
			631 - 389 90 03 631		Unapplied Park and Facility Res	-100.00	
5422	05/27/2026	Claims	2	206871	Stericycle	10.36	
			001 - 521 20 41 001		Professional Services	10.36	
5423	05/27/2026	Claims	2	206872	Sterling Vet Clinic	165.90	
			001 - 521 20 41 023		Canine	165.90	
5424	05/27/2026	Claims	2	206873	Xavier Swanson	100.00	
			631 - 389 90 03 631		Unapplied Park and Facility Res	-100.00	
5425	05/27/2026	Claims	2	206874	Systems Design West, LLC	4,151.26	
			001 - 522 21 41 000		EMS Professional Services-Sys I	4,151.26	
5426	05/27/2026	Claims	2	206875	Tacoma Screw Products Inc.	592.31	
			412 - 537 80 31 000		Operating Supplies	235.94	
			412 - 537 80 31 000		Operating Supplies	118.79	
			412 - 537 80 31 000		Operating Supplies	118.79	
			412 - 537 80 31 000		Operating Supplies	118.79	
5427	05/27/2026	Claims	2	206876	Town of La Conner	2,441.67	
			412 - 537 60 47 021		Curbside Yard Waste Disposal	2,441.67	
5428	05/27/2026	Claims	2	206877	Tri-Tec Communications Inc	173.92	
			001 - 518 80 31 001		Repair & Maintenance Sup	173.92	
5429	05/27/2026	Claims	2	206878	Truck Toys Inc	6,140.18	
			425 - 531 50 31 000		Operating Supplies	270.46	
			501 - 594 42 64 000		Equip & Vehicles - Streets	225.61	
			501 - 594 76 64 000		Equip & Vehicles - Park	5,555.73	
			501 - 594 76 64 000		Equip & Vehicles - Park	88.38	
5430	05/27/2026	Claims	2	206879	United General Dist #304	3,200.00	
			101 - 576 80 41 000		Professional Services	3,200.00	
5431	05/27/2026	Claims	2	206880	Cody Velthuizen	709.50	
			001 - 521 40 43 000		Travel	709.50	
5432	05/27/2026	Claims	2	206881	VendNovation LLC	73.51	
			001 - 522 21 35 011		EMS Minor Equipment	73.51	
5433	05/27/2026	Claims	2	206882	Vestis	22.19	
			401 - 535 80 49 000		Laundry	8.41	

# CHECK REGISTER

City Of Sedro-Woolley

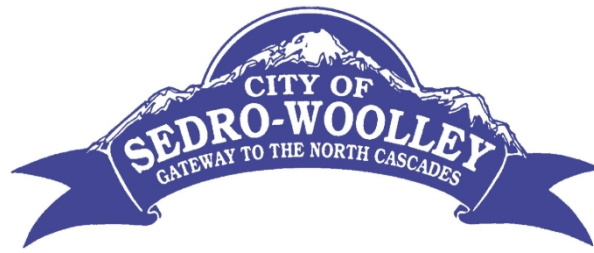
Time: 07:23:04 Date: 05/27/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			412 - 537 80 49 000 - Misc-Laundry			8.91	
			103 - 542 30 49 000 - Misc-Laundry			4.87	
5434	05/27/2026	Claims	2	206883	WA Assoc Of Building Off	73.00	
			001 - 524 20 49 030 - Misc-Tuition/Registration			73.00	
5435	05/27/2026	Claims	2	206884	WA St Dept of Ecology	7,806.00	
			425 - 531 50 41 020 - DOE NPDES Monitoring			7,806.00	
5436	05/27/2026	Claims	2	206885	WA St Off of Treasurer	1,695.74	
			635 - 586 30 00 635 - State Court Fees Remittance			1,695.74	
5437	05/27/2026	Claims	2	206886	WA St Patrol	24.00	
			001 - 521 20 41 040 - Intergov Svc-Gun Permits			24.00	
5438	05/27/2026	Claims	2	206887	Woods Logging	500.10	
			401 - 535 50 48 050 - Maint Of General Equip			77.35	
			102 - 536 20 32 000 - Auto Fuel/Diesel			69.53	
			412 - 537 50 48 000 - Repairs/maint-equip			353.22	
5439	05/27/2026	Claims	2	206888	World Kinect Energy Services	13,969.78	
			425 - 531 50 32 000 - Vehicle Fuel			118.15	
			425 - 531 50 32 000 - Vehicle Fuel			222.64	
			425 - 531 50 32 000 - Vehicle Fuel			958.48	
			425 - 531 50 32 000 - Vehicle Fuel			316.66	
			401 - 535 80 32 000 - Auto Fuel/Diesel			299.26	
			102 - 536 20 32 000 - Auto Fuel/Diesel			186.55	
			102 - 536 20 32 000 - Auto Fuel/Diesel			477.40	
			412 - 537 80 32 000 - Auto Fuel/Diesel			174.12	
			412 - 537 80 32 000 - Auto Fuel/Diesel			2,840.49	
			412 - 537 80 32 000 - Auto Fuel/Diesel			123.04	
			412 - 537 80 32 000 - Auto Fuel/Diesel			5,177.18	
			103 - 542 30 32 000 - Auto Fuel/Diesel			780.42	
			103 - 542 30 32 000 - Auto Fuel/Diesel			93.38	
			103 - 542 30 32 000 - Auto Fuel/Diesel			832.98	
			101 - 576 80 32 000 - Auto Fuel/Diesel			422.85	
			101 - 576 80 32 000 - Auto Fuel/Diesel			946.18	
			001 Current Expense Fund			67,135.85	
			101 Parks & Facilities Fund			17,502.83	
			102 Cemetery Fund			1,086.29	
			103 Street Fund			9,754.43	
			104 Arterial Street Fund			17,488.08	
			116 Affordable Housing - HB 1406			2,750.00	
			117 Housing and Related Services			769.34	
			310 Police Mitigation Reserve Fund			-12,138.24	
			314 Transportation Impact Fee Reserve Fund			30,109.00	
			401 Sewer Operations Fund			41,454.78	
			412 Solid Waste Operations Fund			136,906.66	
			425 Stormwater Operations			14,302.24	
			501 Equipment Replacement Fund			48,590.85	
			631 Suspense Fund			300.00	
			635 Custodial Fund			1,716.36	
						Claims:	377,728.47
			* Transaction Has Mixed Revenue And Expense Accounts			377,728.47	





## City Council Agenda Item

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**Agenda Item No.:** e.5.

**Date:** May 27, 2026

**From:** Jerry Gardner, Assistant Fire Chief

**Subject:** Grant Acceptance - AARP - SWFD Home KnoxBox Program

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### **RECOMMENDED ACTION:**

Request approval of Council to allow staff to accept the AARP Community Grant to purchase Knoxbox Units.

### **BACKGROUND/SUMMARY INFORMATION:**

Sedro-Woolley Fire Department requested grant funding to purchase additional residential Knox lock boxes for residences located within our boundaries to assist individuals identified as high-risk. The targeted residences house the elderly (who are at the highest risk of being a victim of slips, trips and falls) and nonambulatory adults.

SWFD has begun to obtain funding and donations to create a residential HomeBox Program. The first portion of the program was donated by the Sedro-Woolley Rotary Club. The frameworks for the KnoxBox Loaner program are complete, and distribution to our at-risk population that meets the program will start in late June-early July 2026.

The KnoxBox Emergency Access Key box provides access to emergency services personnel in emergency situations. The KnoxBox allows undelayed access for First Responders and will save the homeowner from unnecessary damage to their homes to gain access. The KnoxBox program has been around for decades in Sedro-Woolley, and is already in use in our schools, some public buildings and private businesses.

With the acceptance of the AARP Community Grant, SWFD will have a strong inventory of boxes to loan out to our at-risk population. Additionally, SWFD will begin to work with more partners (like Hospice, etc.) to distribute as many loaner boxes to more individuals.

### **FISCAL IMPACT, IF APPROPRIATE:**

Zero budgeted dollars to the City. Staff will be required to manage the purchase, distribution and reporting back to AARP Grant program the success of the program.

### **ATTACHMENTS:**

1. SWFD Emergency Keybox Loaner Program description
2. SWFD Residential Knoxbox Loaner Program Application Authorization

3. Knoxbox 1500 Specs
4. AARP Community Grant Agreement - WA\_City of Sedro-Woolle\_33327

## **Residential Emergency KnoxBox Loaner Program**

The KnoxBox Emergency Access Key box provides access to emergency services personnel in emergency situations. Once the Key box is in place, the keyholder places a key or door code inside the key box that only emergency personnel will have access to.

Whether you suffer a medical event and can't get to the door to unlock it or your fire alarm is going off while you're away; The KnoxBox allows undelayed access and will save your home from damage when 911 needs gain access to your home when minutes count. The KnoxBox program has been around for decades in Sedro-Woolley, and is already in use in our schools, some public buildings and private businesses.

### **Residential Knox Boxes**

Sedro-Woolley Fire Department is proud to be able to provide temporary key boxes to our residents\*.

#### **Who is this Loaner program for?**

This program is to provide short-term emergency access to homes for people who have an existing medical condition, disability or special need that is likely to result in 911 call.

#### **How are they attached?**

These temporary boxes have a steel door hanger hook, slipping over the top of your door like a wreath hanger.

#### **Who has Access?**

The KnoxBox program is run through the Sedro-Woolley Fire Department. The Sedro-Woolley Fire Department, Sedro-Woolley Poilce Department have key fobs that can access the KnoxBox. With the Knoxbox program, the Homeowners / Businesses do not have keys to the box. Someone from the Sedro-Woolley Fire department will lock your house key in the box for you.

#### **How do I apply for a Keybox?**

Fill out this form located on our website:

Residential Knoxbox Loaner Program Application

#### **What are the Costs?**

Thanks to generous donations from the Sedro-Woolley Rotary Club, the Sedro-Woolley Fire Department is able to cover all costs (provided the key box is returned in good working order, with normal wear and tear).

### **How Long can I Loan a Keybox?**

The Default time for a loaner is 6 months, and might be renewed for another 6 months upon review with the Fire Department staff. For periods longer than a year, we encourage you to purchase your own Key Box. Exceptions may also be made.

\* The Sedro-Woolley Fire Department will make every effort to provide this service. However, due to limited KnoxBox availability, there may be a waiting period before a loaner unit can be issued.

### **Purchase your Own:**

Residents may also purchase their own residential KnoxBox directly at: [www.knoxbox.com](http://www.knoxbox.com) and contact SWFD when KnoxBox is ready to be installed. (SWFD staff are required to activate and lock the box).



# SEDRO-WOOLLEY FIRE DEPARTMENT

## RESIDENTIAL KNOXBOX LOANER PROGRAM APPLICATION

Please complete and submit this Application to the Sedro-Woolley Fire Department at 325 Metcalf Street, Sedro-Woolley, WA 98284 or via email to [firemarshall@sedro-woolley.gov](mailto:firemarshall@sedro-woolley.gov).

### 1. Occupant Information

Occupant Full Legal Name	
Date of Birth	
Phone (Home/Cell)	
Date of Application	
Property Address for Installation	
Unit/Apartment Number (if applicable)	
Email Address	

### 2. Applicant Information (if different from occupant)

Applicant Full Legal Name	
Phone (Home/Cell)	
Email Address	

### 3. Dwelling Type

Please select one:

- Attached (Apartment, Condo, Townhome, etc.) or
- Detached (Single Family Home)

### 4. Property Owner Information (If different from occupant)

Owner Full Legal Name	
Phone (Home/Cell)	
Email Address	

**5. Alarm System Information**

A. Are there alarms within the home?

- Fire
- Medical
- Other: \_\_\_\_\_

B. Is the alarm monitored by an alarm company?

- No
- Yes

Alarm company name:	
Alarm Company Phone Number:	

**6. Eligibility Requirements**

A. To qualify for the Knox Box Loaner Program, the applicant must be a resident within the Sedro-Woolley Fire Department service area and meet at least one of the following criteria (*select one*):

- 62 years of age or older**
- Has a Disability**
- Needs assistance with one or more Major Life Activities**
- Is recommended for use by SWFD Staff**

B. Description of Need.

Please provide a brief explanation of why a KnoxBox is needed:

**7. Program Availability Notice**

The Sedro-Woolley Fire Department will make every effort to provide this service. However, due to limited KnoxBox availability, there may be a waiting period before a loaner unit can be issued. Residents may also purchase their own residential KnoxBox directly at: [www.knoxbox.com](http://www.knoxbox.com) and contact SWFD when KnoxBox is ready to be installed. (SWFD staff are required to activate and lock the box).



# SEDRO-WOOLLEY FIRE DEPARTMENT

## RESIDENTIAL KNOXBOX LOANER PROGRAM AGREEMENT (PERMIT TO ENTER AND KNOXBOX AUTHORIZATION)

Property Address ("Property"):

Street Address:		City:	
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### 1. Acknowledgment and Authorization

I, \_\_\_\_\_, am:

- the Occupant of the above Property, or
- an Authorized Representative with legal authority to act on behalf of the Occupant.

Specify relationship:	
-----------------------	--

By signing this agreement (Agreement), I confirm that I have the authority to authorize access to the Property and agree to the following:

- I agree to participate in the Sedro-Woolley Fire Department's (SWFD) Residential KnoxBox Loaner Program (Program) and comply with the Program terms and conditions.
- I authorize the SWFD to enter the Property to install a KnoxBox during the agreed-upon installation period.
- I authorize the SWFD's emergency personnel to access the interior of the Property structure during emergencies using the key(s) deposited in the KnoxBox.
- If I am not the Property owner, I affirm that the Property owner has consented to this installation of a KnoxBox.
- I may revoke this authorization with 10 days' written notice to the SWFD to be hand-delivered or sent to [firemarshall@sedro-woolley.gov](mailto:firemarshall@sedro-woolley.gov)
- This revocation does not affect the SWFD legal authority to enter the Property during emergencies as allowed by federal, state, or local law.

### 2. Knox Box Installation and Key Deposit

- The SWFD will contact me (or a designated representative) to schedule KnoxBox installation.
- I (or the designated representative) must be present during installation and must provide key(s) to be placed in the Knox Box that allows access to the Property structure immediately after installation is complete.
- Keys must allow access to all areas emergency personnel may need to enter.
- If locks are changed, I must notify the SWFD promptly and provide updated key(s) to the SWFD.

### **3. Knox Box Use and Responsibilities**

- Only authorized SWFD on-duty emergency personnel will have access to the contents of the KnoxBox to enter the Property during an emergency or authorized SWFD Personnel needing access to install and remove the KnoxBox from the Property.
- The KnoxBox remains the property of the SWFD and may be removed at its sole discretion at anytime.
- I agree that:
  - No one else may access, tamper with, or use the KnoxBox.
  - I am responsible for any damage, misuse, or unauthorized access to the KnoxBox, and may be charged reasonable costs for repair, service, or replacement by the SWFD.
  - I will respond within 30 days to any written requests from the SWFD related to my participation in the Program, including periodic checks to confirm continued use.

### **4. Indemnification and Hold Harmless**

I (and any agents, employees, or subcontractors) agree to indemnify, defend, and hold harmless the Sedro-Woolley Fire Department, its officers, employees, agents, and volunteers from any claims, demands, actions, damages, penalties, or expenses (including attorneys' fees) arising out of or related to the Program, the KnoxBox installation at the Property or its use, except when caused solely by the SWFD sole negligence or willful misconduct.

### **5. Termination of Use and Removal**

- If the KnoxBox is no longer needed, I will promptly contact the SWFD at (360) 855-2252 or [firemarshall@sedro-woolley.gov](mailto:firemarshall@sedro-woolley.gov) to schedule its removal.
- Either I or a designated representative must be present to retrieve the key(s) at the time of KnoxBox removal.
- The KnoxBox remains the property of the SWFD.

**By signing below, I confirm that I am the Occupant or an Authorized Representative with legal authority to act on behalf of the Occupant, and I agree to the terms and conditions of this Agreement. I understand that electronic signatures and email delivery of this Agreement are legally valid and enforceable.**

Printed Name:		Date:	
Signature:			

**Contact Information (Applicant Info)**

Name	
Email	
Phone (Home/Cell)	

**Occupant Information (If Different from Applicant Info)**

Name	
Email	
Phone (Home/Cell)	
Emergency Contact (Name & Phone)	

**Property Owner Information (if different from Occupant)**

Name	
Address	
Email	
Phone (Home/Cell)	

Special Instructions for Installation (if none, write "None"):

--

Knox HomeBox® provides homeowners with the same secure rapid access system that currently protects hundreds of thousands of government and commercial properties in over 15,000 fire jurisdictions across North America for over 40 years. When lives, safety and property matter, a Knox HomeBox can make all the difference.



## FEATURES

- ✓ Holds 1 key
- ✓ Weather-resistant

## BENEFITS

- ✓ Provides first responders with quick entry during medical emergencies
- ✓ Reduces forced entry damage and repair costs
- ✓ Resecuring a property is simple and fast
- ✓ Utilizes jurisdictional master key
- ✓ One-time purchase that requires no monthly monitoring fees
- ✓ Reduces risk of injury to responding personnel

## OPTIONS

- ✓ Color Available: Antique White
- ✓ Mounting Options: Wall Mount (with or without faceted backplate) or Door Hanger (standard or security doors)

## ORDERING SPECIFICATIONS

To insure procurement and delivery of the Knox HomeBox, it is suggested that the following specification paragraph be used:

**Dimensions:** 4.2"H x 2.37"W x 2.05"D

**Lock:** UL Listed. Double-action rotating tumblers and hardened steel pins accessed by only emergency responders.

**Finish:** Powder coated for weather resistance

**Color:** Antique White

**P/N:** HomeBox 1500 (mfr's cat. ID)

**Mfr's Name:** KNOX COMPANY

### WEIGHT:

Wall Mount (faceted backplate) - 3.90 lbs  
 Wall Mount (no backplate) - 3.20 lbs  
 Door Hanger (standard door) - 3.50 lbs  
 Door Hanger (security door) - 3.55 lbs

### DIMENSIONS:

4.2"H x 2.37"W x 2.05"D

## ABOUT KNOX COMPANY

Since 1975, the Knox Company has successfully developed innovative rapid access solutions for first responders with products that provide fast, safe, and secure entry into commercial, industrial, and residential properties, while minimizing damage and maximizing safety. Today, more than 15,000 fire, EMS, and law enforcement departments/agencies depend on Knox products to gain access into over one million buildings/properties.

May 8, 2026

### AARP Community Challenge Grant Agreement

This AARP Community Challenge Grant Agreement (“Agreement”) serves as an agreement between **AARP**, a social welfare organization located at 601 E Street NW, Washington, DC 20049, and **City of Sedro-Woolley Fire Department, part of the municipality**, located at **325 Metcalf Street, Sedro-Woolley, Washington 98284** (“Organization”).

Whereas, AARP wishes to grant Organization funding for the purposes set forth herein, and Organization wishes to perform the grant activities described herein. Therefore, in consideration of the mutual promises and advantages to the parties (the receipt and sufficiency of which are hereby acknowledged), the parties agree as follows.

1. **Funding.** AARP shall provide Organization with a one-time payment of grant funding in the amount of **\$6,500.00** (“Grant Funds”). Grant Funds will not be distributed under this Agreement until the Agreement is fully executed by both parties and AARP has received the signed Agreement from Organization.
2. **50+ Focus.** Organization will use the Grant Funds to improve the local community with a focus on the needs of people age 50+ by creating a range of housing options for older adults and all residents (with a focus on people age 50 and older) to safely live.
3. **Project Timeline.** Organization will perform the Grant Activities (defined below) between the date of execution of this Agreement and **December 15, 2026, at 11:59 p.m.** (“Grant Period”).
4. **Scope of Grant and Anticipated Activities to Be Funded.** Organization shall use the Grant Funds to undertake the following activities in Sedro-Woolley, Washington during the Grant Period and achieve the following deliverables (collectively “Grant Activities”):
  - a. Organization will use dispatch and response data to identify ten (10) households that could benefit from access to a residential lock box for emergency responders, with participation encouraged by individuals age 50 or older.
  - b. Organization will purchase and loan ten (10) residential lock boxes, including standard door-hanger units, to identified households as part of a lock-box loaner program.
  - c. Organization will collect, reassign, and redistribute residential lock boxes when units are no longer needed, making them available for use by additional eligible households.
  - d. In compliance with the Community Challenge Promotional Toolkit provided by AARP, which is incorporated herein by reference, Organization will include AARP-provided branding and language that indicates AARP’s support for the Grant Activities, as applicable:
    - i. Events and temporary demonstrations: Signs, banners, or similar signage associated with the activity will indicate that the event or activity was funded with support from AARP and, as applicable, third-party funders
    - ii. Permanent structures: Structures (benches, wayfinding signs, community gardens, tables, seating, shelters, art installations, murals, or similar structures) will include a permanent plaque or other sign that indicates support from AARP and, as applicable, third-party funders
    - iii. Printed digital resources or similar communications: Materials will include the AARP logo and mention of support from AARP and, as applicable, third-party funders
5. **Reporting Requirements.** Organization agrees to submit to AARP a completed financial and programmatic after-action report (“AAR”), the generic form of which will be provided by AARP and is incorporated herein by reference. The completed AAR will detail all progress or achievement of the Grant Activities described herein and must include a description of Grant Activity outputs and outcomes. It may include personal stories

from residents who have benefited from the community improvements, which AARP and its third-party funders may publicize and distribute without limitation. The AAR may also include an itemized listing of any and all expenditures and drawdowns of the Grant Funds made during the Grant Period. Organization will submit the AAR with visuals (photos and/or video) to AARP by **December 31, 2026** (“AAR Deadline”). Organization agrees that the submission of the AAR at the conclusion of the project is required by the AAR Deadline and failure to submit the AAR will result in the removal from the AARP website until the time of submission, and non-completion will disqualify an applicant from future AARP Community Challenge grant programs.

6. **Material License.** Organization grants to AARP the right and license to use, edit, reproduce, distribute, publicly display, publicly perform, and/or make derivative works of any content, media or other materials (collectively, “Material”) provided by Organization to AARP. Such Material may be used in whole or in part, alone or together with other content, media or other materials, and in any form or on any platform. The rights granted to AARP in this term shall be irrevocable, perpetual, royalty-free and worldwide. Organization will not have any right of approval or receive any compensation as a result of AARP’s use of the Material.
7. **Privacy.** Organization will obtain a signed release from each identifiable individual captured in any photo and/or video taken or otherwise acquired by Organization and will submit such releases to AARP upon request. If Grant Activities involve any other data collection (including surveys), Organization will inform participants that Organization is not collecting data on AARP’s behalf or sharing it with AARP. Further, as part of any data collection activities Organization engages in hereunder, Organization agrees not to ask participants whether they are a member of AARP or an individual interested in AARP.
8. **Documentation and Right to Audit.** Organization shall retain invoices, receipts, accounting records and other supporting documentation for at least five (5) years following the expiration of the Grant Period. Organization shall maintain books and records consistent with generally accepted accounting principles and good business practices. AARP retains the right to audit Organization’s books and records upon reasonable notice, for the limited purpose of confirming that Grant Funds are expended and drawn down solely to conduct Grant Activities and in accordance with the terms of this Agreement. The obligations and rights granted in this section shall survive the expiration and termination of the Agreement.
9. **Permissible Use of Grant Funds, Repayments, and Refunds.** Organization shall use the Grant Funds exclusively for the performance of Grant Activities. AARP retains the right to receive an immediate refund of all improperly expended or unearned funds, as determined in AARP’s sole and reasonable discretion, from Organization upon written demand. If Organization anticipates a change in the scope or direction of Grant Activities, it must procure prior written approval from AARP before expending Grant Funds for any activity not specifically detailed herein. Furthermore, upon the expiration of the Grant Period or if Organization fails to comply with any term of this Agreement, Organization agrees to promptly return any unexpended portion of the Grant Funds in Organization’s possession upon receipt of written demand from AARP.
10. **Term and Termination.** The effective date of this Agreement shall be the date of execution, and the Agreement shall automatically terminate on **December 31, 2026**. This Agreement may be terminated by AARP at any time and for any reason upon written notification to Organization. Upon such termination, Organization shall return all unexpended portions of the paid Grant Funds to AARP with receipts and other documentation to substantiate the returned amount within forty-five (45) days of written receipt of early termination from AARP, and AARP shall have no further obligation to provide Organization with any Grant Funds.
11. **No Implied Agency.** Nothing in this Agreement shall be deemed to create any partnership, joint venture, joint enterprise, or agency relationship among the parties, and no party shall have the right to enter into contracts on behalf of, to legally bind, to incur debt on behalf of, or to otherwise incur any liability or obligation on

behalf of, the other party hereto, in the absence of a separate writing, executed by an authorized representative of the other party. Each party shall be solely responsible for its employees and contractors used to provide the Agreement.

12. **No Commercial or Political Activity.** Both parties recognize that AARP is a nonprofit, non-partisan tax-exempt organization and agree that the Grant Funds will not be used to support or oppose political candidates or initiatives. Notwithstanding any specific deliverable herein, Grant Funds shall not be used to promote any commercial product or service or for-profit entity.
13. **No Collection of AARP Member Data.** At no time shall Organization collect or maintain any information from individuals involved in the Grant Activities that shall directly or indirectly identify such individuals as AARP members, member-prospects, or individuals interested in AARP.
14. **Indemnification.** To the extent allowable by applicable law, each party (the “Indemnifying Party”) shall defend, indemnify, and hold harmless the other party, its affiliates, and their respective partners, officers, employees, directors, agents, and representatives (each of whom is an “Indemnified Party”) against all liability, loss, suits, penalties, claims or actions, including any costs, damages, expenses (including attorneys’ fees and court costs), arising out of or resulting from (a) the negligent, reckless, or willful acts or omissions of Indemnifying Party, its officers, directors, employees, independent contractors, or agents, (b) the Indemnifying Party’s breach of applicable law or regulation; (c) the Indemnifying Party’s breach of this Agreement, including failure to comply with its obligations as set forth herein; and (d) any claim that the content, media, materials, activities, services, or work product of the Indemnifying Party infringe or violate the intellectual property or other rights of third parties, except to the extent caused by the Indemnified Party. The parties acknowledge and agree that the indemnity specified herein will include, without limitation, indemnification for settlements or compromises of matters covered by this indemnity. The Indemnifying Party shall not settle any such suit or claim without the Indemnified Party’s prior written consent if such settlement would be adverse to the Indemnified Party’s interest. The Indemnified Party may, at its option, conduct the defense in any third-party action arising as described above and the Indemnifying Party agrees fully to cooperate with such defense. The obligations and rights granted in this section shall survive the expiration and termination of the Agreement.
15. **Insurance.** Organization is responsible for all Grant Activities performed under this Agreement. Organization will maintain insurance coverage sufficient to cover the activities, risks, and potential omissions of the Grant Activities in accordance with generally accepted industry standards and as required by law. Organization will also ensure contractors, agents, subcontractors, and providers of services maintain insurance coverage consistent with this section.
16. **Acknowledgment and Trademark Licenses.** Organization shall acknowledge AARP’s support and, as applicable, third-party funding support, in all press releases, public announcements, and publicly released documents related to the Grant Activities detailed herein. To that end, AARP grants Organization a royalty-free non-exclusive, revocable license to use its name and corporate logo and, as applicable and where directed by AARP, the name and or logo of third-party funders, solely for that purpose and in compliance with the Community Challenge Promotional Toolkit provided by AARP. In addition, Organization grants AARP a non-exclusive, royalty-free, world-wide, license to use Organization’s corporate trademark, including its name and/or logo, for the limited purpose of communications regarding the grant between AARP and Organization to AARP members, the 50+ and the general public in promotion of AARP in all media and mediums, including without limitations, broadcast, print, online, and AARP membership materials until the expiration or termination of this Agreement. All trademark licenses granted under this section are non-transferable and Organization shall not create any new use of the AARP trademark upon expiration or termination of this Agreement.

- 17. **Warranties.** Each party hereby represents and warrants that: (a) it has full power and authority to enter into this Agreement and perform its obligations hereunder; (b) it is duly organized, validly existing, and in good standing under the laws of the jurisdiction of its origin; (c) it has not entered into, and during the Term will not enter into, any agreement that would prevent it from complying with this Agreement; (d) it will comply with all applicable laws and regulations in its performance of this Agreement; and (e) the content, media and other materials (including Material as defined in Section 6) used or provided as part of the Agreement will comply with all applicable laws and regulations and will not contain any matter which is defamatory, unlawful, or which in any way infringes, invades, or violates any right of any person or entity, including privacy, publicity, copyright, and trademark. If necessary, Organization shall enter into written agreements and obtain written releases from third parties in order to ensure that any materials produced by the Organization hereunder can be used by AARP as contemplated herein.
- 18. **Confidentiality.** Both parties agree to take commercially reasonable measures to protect information obtained from the other, provided information is marked “confidential” or is of such a nature that the recipient party has reason to believe it is confidential.
- 19. **Additional Terms.** Organization shall not assign or otherwise transfer the Agreement, including by change of control, to any party without the prior written consent of AARP. This Agreement represents the entire agreement between the parties and replaces any prior agreement or proposed variation. Should there be any conflict between any forms or documents exchanged by the parties, the terms and conditions of this Agreement shall govern. This Agreement shall be amended only by mutual written agreement executed by all parties or their respective designees. The parties agree that this Agreement will be governed by the Laws of the District of Columbia without regard to District of Columbia conflict of laws statutes/rules. If any portion of this Agreement shall be declared illegal, void or otherwise unenforceable, the remaining provisions will not be affected, but will remain in full force and effect.
- 20. **Notice.** For purposes of this Agreement, the following individuals shall serve as points of contact for both AARP and the Organization:

**AARP**  
 Mike Watson  
 Director, Livable Communities  
 601 E Street NW  
 Washington, DC 20049

**City of Sedro-Woolley Fire Department**  
 Jerry Gardner  
 Assistant Fire Chief  
 325 Metcalf Street  
 Sedro-Woolley, Washington 98284

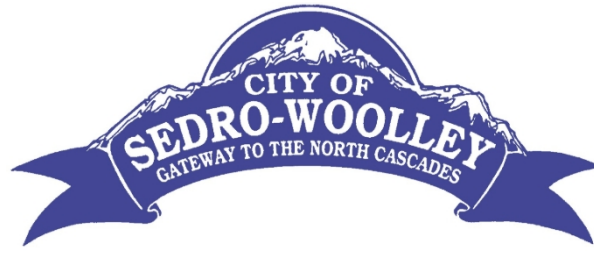
**ACCEPTED AND AGREED TO BY:**

**AARP**

**City of Sedro-Woolley Fire Department**

By: \_\_\_\_\_  
 Printed Name: Mike Watson  
 Title: Director, Livable Communities  
 Date: \_\_\_\_\_

By: \_\_\_\_\_  
 Printed Name: Jerry Gardner  
 Title: Assistant Fire Chief  
 Date: \_\_\_\_\_



## City Council Agenda Item

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**Agenda Item No.:** g.1.

**Date:** May 27, 2026

**From:** Charlie Bush, City Administrator

**Subject:** City of Sedro-Woolley Strategic Plan (Council Goals) Review

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**RECOMMENDED ACTION:**

N/A

**BACKGROUND/SUMMARY INFORMATION:**

Attached is the next iteration of the City's draft 2027-2028 strategic plan. The document reflects the previous conversation as well as Council member de Jong's feedback and contributions. Amongst those contributions are a variety of additional strategies. Before staff adds action items to those strategies, we wanted to check with Council to make sure that the Council wants to include them in the plan. After this conversation, we anticipate 1–2 additional touches with the City Council before final adoption. We are aiming for final adoption by the end of June to be able to incorporate the strategic plan into the City's 2027-2028 budget. An additional format change was to bring the activities under the appropriate strategies for easier reading.

**FISCAL IMPACT, IF APPROPRIATE:**

N/A

**ATTACHMENTS:**

1. 2027-2028 City Council Goals May 27 2026 Draft

# City of Sedro-Woolley Strategic Plan: 2027-2028

## Goal 1: Increase parks and recreation usage by residents and tourists.

### Strategies:

1. Enhance outreach and program/event coordination, including through a parks and recreation-focused website upgrade.
  - 1.1 Modernize/update parks webpage content, including additional training for staff on conducting website updates.
  - 1.2 Make parks more visible on the City's main page
  - 1.3 Provide interactive content specific to parks (future)
  - 1.4 Utilize QR Codes to link content
  - 1.5 Conduct additional outreach, including working with the School District and other partners to share information, and/or co-sponsor events at City parks.
  - 1.6 Hire a website professional, on staff or by contract, to implement website enhancements.
  - 1.7 Invest in additional local information sources such as a downtown kiosk, reader boards, banners, etc. to promote restaurants, green spaces, parks, events, and other City amenities.
  
2. Explore traditional and non-traditional funding opportunities that support parks improvements.
  - 2.1 Advance concept to sell non-strategic properties to help fund parks capital facilities.
  - 2.2 Continue to pursue traditional grant opportunities (federal, state, non-profit, and/or community organizations). Utilize grants first and then city funds.

2.3 Explore revenue generating opportunities in City parks in town, including more outdoor eating options that do not take away from existing businesses and consider additional user fees.

3. ~~Continue to develop and refine~~**Complete** the Parks, Recreation, Open Space Plan (PROS) to advance strategic improvement needs, including adding additional ballfields whenever possible.

3.1 Adopt the PROS Plan into the Comprehensive Plan and incorporate implementing tasks and activities into an annual work plan, including developing a plan for a pump track for mountain biking in Sedro-Woolley.

3.2 Develop planning/design for funding improvements to Reed Street Park

3.3 Implement a plan to relocate the Riverfront Park baseball fields to remove them from the flood plain, with a focus on Northern State Recreation Area as the first option. Where possible, seek mitigation funding for this project.

3.4 Build Olmsted Park Phase III (playground equipment or other possible improvements), after seeking funding for playground.

3.5 Coordinate with WDFW to improve facilities at Riverfront Park Boat Launch.

3.6 Hire a Parks and Recreation Manager (staff) to actively manage events and programs. This position would be separate from parks maintenance.

4. Outdoor Recreation Gateway - Position Sedro-Woolley as a gateway to the North Cascades by strengthening parks, trails, outdoor recreation, youth recreation, river access, events, visitor wayfinding, and connections to the Central Business District.

**Goal 2: Improve the City's multimodal transportation network.**

## Strategies:

1. Enhance transportation related outreach.
  - 1.1 Modernize/update Public Works website content
  - 1.2 Enhance notification content
  - 1.3 Provide additional interactive content for specific projects
  - 1.4 Utilize QR codes to link content. Distribute QR codes with utility bills and through other distribution methods. Place QR codes around the community.
  
2. Coordinate with partner jurisdictions (i.e. Skagit Count and WSDOT) to support and advance projects impactful to the city and the region. This includes data collection and building relationships to support the community vision.
  - 2.1 Work with the County and WSDOT to improve the SR20/Minkler intersection.
  - 2.2 Develop project planning for the Minkler/Railroad/ Jameson Multi-modal Corridor (southern connection).
  
3. Develop a ~~small projects program~~ [Small Works Priorities Plan](#) (updated annually) to prioritize and resolve deficiencies that fall between maintenance and the TIP. Use a data-based, strategic approach.
  - 3.1 Develop a Small Works Priorities Plan that identifies small scale impactful projects not typically eligible for grant funding. Plan capital project categories will include transportation, parks, facilities, stormwater, sidewalks, and other infrastructure, and then reframe those projects and seek funding, where appropriate.
  - 3.2 Identify eligible funding program remnants, excess general fund reserves, or other sources. Consider Local Improvement Districts to fund projects.
  - 3.3 Implement prioritized improvements that do not fall under maintenance repairs. Emphasize completing gaps in pedestrian facilities, including both sidewalks and trails.

3.4 Develop a report regarding repair/replacement and estimated project costs for the City's concrete streets. Maintain a focus on school safety as improvements are made.

4. ~~Continue the progress in implementing~~ major transportation projects identified in the Comprehensive Plan, and in the TIP (updated annually); maximizing available federal, state, and local sources. Coordinate with partners to develop multimodal improvements to concrete streets and consider adding those improvements to the TIP.

4.1 Continue to design projects with a Complete Streets focus. Consider dedicated bike lanes.

4.2 Address deferred maintenance to sidewalks/local roads utilizing an updated Pavement Condition Program and a Complete Streets model.

4.3 Continue to develop the Jones/John Liner Transportation Corridor.

4.4 Develop a plan for the Jameson/Railroad/Minkler Transportation Corridor. Continue work on the Cascade Trail to support commuters and other users.

4.5 Adjust/update Federal Functional Classifications to identify current transportation connectivity.

4.6 Continue completion of the Jones/Jones Liner/Trail Road Corridor projects to support city growth and alleviate congestion on Highway 20.

4.7 Provide funding, as available, for maintenance of local streets, sidewalks and bike paths.

4.8 Implement LRTP/TIP, including the Cascade Trail improvements/extension, and the Jones/John Liner corridor project. This should be in the multimodal streets section.

5. Safe Routes and Daily Mobility - Build a daily-mobility network that prioritizes safe routes to school, sidewalk gaps, crossings, trail connections, transit access, bike access where practical, freight movement, and emergency response.

**Goal 3: Provide accountable leadership that is fair, accessible, and transparent, both in reality and perception. Maintain high fiscal responsibility.**

Strategies:

1. Recapture our fair share of state and federal funds
  - 1.1 Strengthen the City’s ER&R program to ensure stability, avoid tax increases, and to maximize the use of state and federal funding.
  - 1.2 Develop a grant writer partnership where the City would partner with area agencies to share the costs of a full-time grant writer. The grant writer would be shared between each partner agency on an as-needed basis. A steering committee would oversee the grant writer and monitor equity of the partnership.
2. Prioritize public safety, emergency management/response, and code enforcement
  - 2.1 Update IT policies to bolster cybersecurity. Update/create policies to safeguard the use of new tools
  - 2.2 Hire a communications staff person (to include parks & recreation, general public outreach for the city)
3. Work with the City’s partners to ensure community needs are met – including services to youth and seniors.
  - 3.1 Ensure a smooth transition of Senior Center programming, including Meals on Wheels/congregate meals and Senior Center Coordinator role.
4. Engage in practices that lead to a fair allocation of resources

- 4.1 Conduct a community budget survey prior to City Council goal setting for the 2029-2030 budget cycle. The survey would be scientifically valid and would occur in late 2028 or early 2029.
- 4.2 Using the City's communication staff person and the City's facilitation team, further engage the whole community, including the City's underserved communities, in the budget process.

5. Fiscal Resilience - Strengthen fiscal resilience by aligning goals with long-term operating costs, maintenance obligations, reserves, debt capacity, grant match requirements, and future replacement costs.

6. Technology and Data Governance - Adopt a citywide technology and data-governance approach that supports cybersecurity, privacy, public records compliance, responsible use of artificial intelligence, public safety technology, financial systems, and resident-facing digital services.

7. Local Voice in Regional Systems - Ensure Sedro-Woolley has an active, prepared, and accountable voice in regional systems that affect City residents, including transit, library service, flood planning, housing, behavioral health, economic development, emergency management, and transportation funding.

**Goal 4: Support smart, stable growth that benefits all who call Sedro-Woolley home. Enhance the local economy, public safety, and overall well-being of the city of Sedro-Woolley.**

Strategies:

1. Implement the goals and policies of the City's Comprehensive Plan.
  - 1.1 Enter the Comprehensive Plan into Envisio

- 1.2 Add deadlines to the various activities in the Plan
  - 1.3 Develop annual work plans to support completion of the activities, along with a funding scheduled for each.
  - 1.4 Provide monthly reports (through Envisio) regarding Plan implementation progress. Include a quarterly City Council update with reports also distributed via social media.
  - 1.5 Provide an annual Comprehensive Plan update presentation to the City Council
2. Develop approaches to encourage affordable housing in Sedro-Woolley. Work with area private-sector developers and housing providers to address the housing crisis from all angles until Sedro-Woolley has viable options for every budget.
    - 2.1 Review and update the City's permitting and zoning and consider changes to foster more affordable housing in the city.
    - 2.2 Update the City's development regulations.
3. Encourage economic development, including fostering new businesses and job creation. Support partnerships with local and regional business and economic development organizations to promote economic development that puts people first, supporting local jobs, entrepreneurs and small businesses. Promote and enhance small businesses in Sedro-Woolley.
    - 3.1 Assist the Port of Skagit in accomplishing restoration of the Hub building at Northern State.
    - 3.2 Work with ~~Port of Skagit, Innovation Center, Sedro-Woolley Chamber of Commerce, and EDAS~~economic development partners to recruit new businesses to locate at the SWIFT Center.
    - 3.3 Maintain the City's support for Job Corps at the SWIFT Center, an important training facility for disadvantaged young people.

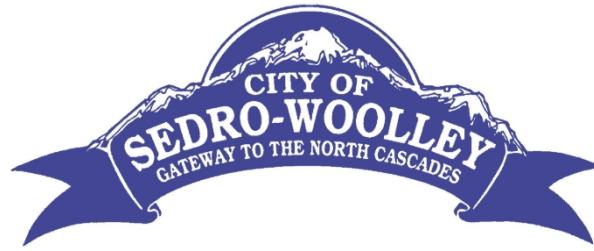
- 3.4 Collaborate with ~~the Sedro-Woolley Chamber of Commerce, Port of Skagit and EDAS~~economic development partners to showcase the city as a great place to open a small business, including participating in annual business education events and updating and clarifying information on the City's website.
- 3.5 Work with ~~the Chamber of Commerce~~economic development partners to support downtown businesses, and the historic welcoming nature of the downtown. Support could include additional community development grant funding, public works projects, grant funding secured by the city, educational events for businesses, or special events.
- 3.6 Secure grant funding for additional economic development projects downtown.
- 3.7 Update and implement the SWIFT Center Subarea Plan. Review the SWIFT Center Subarea Plan of the City's Comprehensive Plan for opportunities to enhance business and economic development opportunities there, including enhancing outdoor recreation resources, supporting education and job/skills training facilities, small-scale art production facilities, and to pursue on-campus housing development initiatives that support these activities.
- 3.8 Implement the City portions of the Comprehensive Economic Development Strategy (CEDS) and the Sedro-Woolley Economic Development Action Plan, which is now incorporated into the Economic Element of the City's Comprehensive Plan. Provide timely updates.

4. Enhance public safety and health.

- 4.1 Place a Police School Resource officer in the high school/middle school.
- 4.2 Study the pros and cons of a regional fire district.
- 4.3 Study future needs regarding staffing, training and fire marshal duties.
- 4.4 Purchase land for a new Police Department, begin the design process, and develop a funding plan.

- 4.5 Assess the need for additional police staffing and develop a strategy for how to fund those positions in future budgets.
  - 4.6 Implement additional technology that would assist overall public safety by reducing/solving crime activity or improving traffic safety. Examples include more cameras, speed warning signage areas and drones.
5. Invest in future-ready, accessible infrastructure to keep pace with growth.
- 5.1 Harden wastewater treatment plant against Skagit River flooding.
  - 5.2 Increase collaboration with county regarding river flooding and other disaster/emergency responses to advocate for the best interests of the city.
  - 5.3 Update the capital facilities plan annually
  - 5.4 Approve and implement the Stormwater Plan, including hiring stormwater staff
6. Celebrate the livability and diversity of our city - ~~t~~Tidy, community-centered, walkable/rollable city, with vibrant historical center, fun community events, thriving arts community, access to our beautiful, peaceful, regional environment.
- 6.1 Support ~~and enhance~~ local events utilizing the City's new communications staff person and enhanced partnerships.

7. Recognizable Growth - Sedro-Woolley should grow in a way that keeps the city recognizable to the people who already call it home while creating practical housing, transportation, parks, public safety, and economic opportunities for the people who will call it home in the future.
8. Central Business District First - Prioritize the Central Business District as Sedro-Woolley's civic, commercial, historic, and small-business core.
9. Housing for Life Stages - Create a housing-for-life-stages strategy that supports starter homes, ADUs, duplexes, triplexes, apartments near services, senior-friendly housing, workforce housing, and ownership opportunities where practical.
10. City Edge and Urban Growth Area Discipline - Establish a city-edge and Urban Growth Area strategy that directs urban growth where urban services can be provided, protects rural and resource lands from accidental urbanization, and coordinates City and County decisions on roads, utilities, stormwater, housing, and emergency response.
11. SWIFT and Northern State Generational Opportunity - Treat the SWIFT Center and Northern State area as a generational opportunity for jobs, workforce training, adaptive reuse, outdoor recreation, historic preservation, compatible housing, and regional economic development.



## City Council Agenda Item

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**Agenda Item No.:** 1.1.

**Date:** May 27, 2026

**From:** JoEllen Kesti, Mayor, Charlie Bush, City Administrator, Dan Curtis, City Attorney

**Subject:** Ordinance 2117-26 - Repealing SWMC Chapter 2.44 “Arts Commission” and amending Chapter 2.92 “Gifts, Loans and Donations of Works of Art” - 2nd Read

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### **RECOMMENDED ACTION:**

Motion to approve Ordinance 2117-26 Repealing SWMC Chapter 2.44 "Arts Commission" and amendment Chapter 2.92 "Gifts, Loans, and Donations of Works of Art."

### **BACKGROUND/SUMMARY INFORMATION:**

SWMC Chapter 2.44 “Arts Commission” codifies the establishment and existence of a commission for the purpose of administering an arts fund and making decisions regarding the allocation and disposition of works of art to beautify the community, and support the vitality of local artists in the visual, literary, and performing arts.

Chapter 2.92 “Gifts, Loans and Donations of Works of Art” addresses donations for and of works of art and the handling of the same.

As part of a comprehensive review by the Mayor, it has been determined that, due to the infrequency of action taken by the commission and the requisite staff time and city resources expended thereon, the intended purpose of the arts commission can be more efficiently fulfilled by maintaining an arts fund by moving the arts fund code provision under Chapter 2.92 and giving control over the allocation and disposition of public art, receipt of donations, etc. to the City Council. With the arts fund intact and art policy discretion given to council, the arts commission can then be disbanded and the code section repealed. The purpose and intent is to save staff time and city resources while maintaining the ability to take donations for and to make decisions about public art and public support for the arts.

From the same perspective, Mayor Kesti is reviewing the Parks and Recreation Advisory Board and Parking Commission. Action items for rescinding these portions of the code will be brought forward for City Council consideration at future meetings.

This item received a first read at the May 13, 2026 City Council meeting.

### **FISCAL IMPACT, IF APPROPRIATE:**

N/A

**ATTACHMENTS:**

1. 04899Sedro - Ordinance No. 2117-26 Repealing Ch. 2.44 Arts Commission

ORDINANCE NO. 2117-26  
AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, REPEALING  
CHAPTER 2.44 “ARTS COMMISSION” AND AMENDING CHAPTER 2.92 “GIFTS,  
LOANS AND DONATIONS OF WORKS OF ART” OF THE SEDRO-WOOLLEY  
MUNICIPAL CODE (SWMC)

WHEREAS, SWMC Chapter 2.44 “Arts Commission” was last modified in 2023 to refine the structure and duties of the Arts Commission; and,

WHEREAS, as part of a comprehensive review of commissions within the Sedro-Woolley Municipal Code, the City Council has reviewed the Arts Commission’s activities, membership, workload, and budgetary impacts and has determined that the Art Commission’s functions are no longer being fulfilled in a manner consistent with the City’s current priorities and resources; and,

WHEREAS, the City Council further finds that the Arts Commission’s statutory and advisory responsibilities can be more effectively performed through alternative means, including direct City Council oversight, assignment to an existing City Department, or through ad hoc task forces or contractual partnerships with community organizations; and,

WHEREAS, the City Council has considered the fiscal impacts of maintaining the Arts Commission, including staff time, training, and administrative support, and finds that disbanding the Arts Commission will allow the City to reallocate limited resources to higher priority services and programs; and,

WHEREAS, the City Council has solicited and considered input from Arts Commission members, City staff, and members of the public; and,

WHEREAS, the City Council finds that disbanding the Arts Commission as part of a comprehensive review of the performance of codified commissions is consistent with the City’s comprehensive plan, budgetary policies, and the public interest in efficient municipal governance; and,

WHEREAS, the City Council intends that any ongoing projects, funds, or obligations previously managed by the Arts Commission be transferred, reassigned, or concluded in an orderly manner to ensure continuity of services and proper stewardship of public funds; and,

WHEREAS, the City Council directs City staff to prepare an inventory of Arts Commission assets, outstanding obligations, and active projects and to present a plan for disposition or reassignment to the City Council within a specified timeframe; and,

WHEREAS, the City finds it necessary to maintain the Municipal Arts Fund, the authority for which will be transferred to Chapter 2.93 “Gifts, Loans and Donations of Works of Art” of the SWMC;

NOW, THEREFORE, the City Council of the City of Sedro-Woolley do ordain as follows:

**Section One.** Chapter 2.44 “Arts Commission” of the Sedro-Woolley Municipal Code, last modified by Ord. 2045-23 § 2 in 2023, is hereby repealed in its entirety.

**Section Two.** Chapter 2.92 “Gifts, Loans and Donations of Works of Art” of the Sedro-Woolley Municipal Code, last modified by Ord. 1169 in 1192, is hereby amended to read as follows:

**2.92.010 Policy.**

Proposed gifts, loans or donations of works of art to the city for commissioning or placement in any city facility or on city property shall be reviewed by the city council.

**2.92.020 Review process.**

In the acceptance, selection, acquisition, display and/or maintenance of works of art, whether acquired by gift, loan, donation or acquisition, the city council shall review the proposal on specific criteria that include but shall not be limited to the following:

- A. Public safety;
- B. Minimize public liability;
- C. Maintenance at a reasonable cost;
- D. Resistance to vandalism;
- E. Durability;
- F. Aesthetics;
- G. Suitability of the work and its compatibility with the suggested site;
- H. Professional credentials of the artist;
- I. Donor’s conditions, if any;
- J. The quality of the work;
- K. Installation issues;
- L. Availability of an appropriate site;
- M. Integration with formal city plans or private sector projects;
- N. Historical value and consistency with city theme.

**2.92.030 Creation of municipal arts fund.**

There will be established a special fund entitled “the municipal arts fund” into which all funds will be deposited that are appropriated by or received by the city from whatever source for the purpose of acquisition of or otherwise providing for the advancement of visual, literary and performing arts within the city, including federal, state, and municipal funds, or funds from private individuals or agencies or any other funds which the city may receive or come into possession of from time to time.

**Section Three. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

**Section Four. Authority to Make Necessary Corrections.** The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

**Section Five. Effective Date.** This Ordinance shall be in full force and effect five days after publication.

PASSED AND ADOPTED by the City Council of the City of Sedro-Woolley, Washington, on this \_\_\_\_ day of \_\_\_\_\_, 2026.

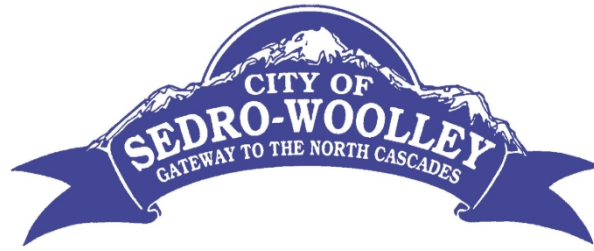
\_\_\_\_\_  
JoEllen Kesti, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Kohnken, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Dan Curtis, City Attorney



## City Council Agenda Item

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**Agenda Item No.:** 1.2.

**Date:** May 27, 2026

**From:** Dan Curtis, City Attorney

**Subject:** Ordinance 2116-26 - Amending Chapter 12.36 "City Parks, Recreational Vehicle Facilities and Community Center" - Action Requested

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### **RECOMMENDED ACTION:**

Motion to approve Ordinance 2116-26 amending Chapter 12.36 "City Parks, Recreational Vehicles Facilities and Community Center" of the Sedro-Woolley Municipal Code.

### **BACKGROUND/SUMMARY INFORMATION:**

SWMC Chapter 12.36 "City Parks, Recreational Vehicle Facilities and Community Center" addresses park and facility use within the City, as well as the exclusion of citizens therefrom due to violations of City code provisions while on the premises. Pursuant to existing code, the mayor had promulgated a policy document relating to procedures for excluding persons from park premises. Following the policy, SWPD adopted the use of a Notice Form for such Exclusion.

It has come to the attention of staff that there were insufficient references in the code to the procedure for due process and to the promulgated policy. There were also some minor inconsistencies between the code and the policy document. This comprehensive update to the code section and the associated Policy and Notice documents is intended to explicate the procedure for due process and ensure consistency and continuity of all reference to park exclusion by the City.

The intent of the policy document is for publication and posting in a manner calculated to give notice to members of the public, on the city website or on location at the discretion of staff. The intent of the notice document is to be issued by City departmental directors or their designees or any SWPD officer to any violators for the purpose of notifying them of the pertinent code section, penalty, and due process associated with exclusion from the premises.

### **FISCAL IMPACT, IF APPROPRIATE:**

### **ATTACHMENTS:**

1. Ordinance No. 2116-26 Amending Ch. 12.36 City Parks
2. Procedures For Exclusion From City Property

3. Notice of Exclusion

ORDINANCE NO. 2116-26  
AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, AMENDING  
CHAPTER 12.36 “CITY PARKS, RECREATIONAL VEHICLE FACILITIES AND  
COMMUNITY CENTER” OF THE SEDRO-WOOLLEY MUNICIPAL CODE (SWMC)

WHEREAS, the City of Sedro-Woolley owns, operates, and maintains public parks, recreational vehicle facilities, and the community center for the benefit, enjoyment, and safety of residents and visitors; and,

WHEREAS, the City Council finds that clear, consistently applied rules governing conduct within City parks and recreational facilities are essential to ensuring that these public spaces remain safe, welcoming, and accessible to all members of the community; and,

WHEREAS, SWMC Chapter 12.36 “City Parks, Recreational Vehicle Facilities and Community Center” currently establishes regulations for the use of City parks and related facilities, but does not expressly provide a comprehensive or uniform process for excluding individuals who engage in conduct that threatens public safety, disrupts lawful use of park property, or violates park rules; and,

WHEREAS, the City has experienced instances of behavior within public parks that endanger park users, damage public property, or otherwise interfere with the intended public use of these facilities, demonstrating the need for a clear and legally sound exclusion procedure; and,

WHEREAS, Washington courts recognize that municipalities may impose reasonable time, place, and manner restrictions on the use of public property, including temporary or long-term exclusions, provided such restrictions are content-neutral, narrowly tailored, and include adequate procedural safeguards; and,

WHEREAS, the City Council desires to amend SWMC Chapter 12.36 to establish a transparent, fair, and constitutionally compliant process for issuing park exclusions, including notice requirements, defined exclusion periods, and an opportunity for administrative and judicial appeal; and,

WHEREAS, providing explicit authority and procedures for park exclusions will assist police officers, City staff, and the public by ensuring consistent application of rules and by protecting both public safety and individual rights; and,

WHEREAS, the City Council finds that these amendments are in the best interest of the public health, safety, and welfare of the community;

NOW, THEREFORE, the City Council of the City of Sedro-Woolley do ordain as follows:

**Section One.** Section 12.36.010 “City parks and facilities—General regulations” of the Sedro-Woolley Municipal Code, last modified by Ord. 2095-25 § 1 in 2025, is hereby amended to read as follows:

The following regulations shall apply to the use of city parks and facilities (“premises”):

A. No person shall possess, display or consume any alcoholic beverages or intoxicating liquors while in any city park unless with a valid liquor permit.

B. No person shall possess, display or consume any cannabis product or intoxicating inhalant while in any city park.

B.C. No person shall throw, drop, deposit, discard or otherwise dispose of litter in any city park except in a designated litter container.

C.D. No person shall permit an animal in a city park except when contained by a leash, and animal waste must be picked up and properly disposed; provided, that the leash requirement in this subsection does not apply to dogs within the fenced perimeter of the S-W Bark Park when the dog is attended and under the control of the owner or of an authorized person over twelve years of age.

The mayor is authorized to promulgate rules and regulations for the use of the S-W Bark Park; the same shall be posted at the S-W Bark Park.

D.E. No person shall enter the Skagit River from Riverfront Park, except when launching boats from the boat ramp, nor otherwise cross over the fence at the Riverfront Park.

E.F. No person shall remove or relocate any tables, garbage cans, or other equipment in any city park.

F.G. No person shall operate or park a vehicle in any city park except in designated traffic and parking areas, and in conformance with posted traffic regulations.

G.H. No person shall use city park facilities without prior payment when such payment is required by ordinance.

H.I. No person shall commit any felony while on the premises.

I.J. No person shall commit any violation of the Sedro-Woolley Municipal Code while on the premises.

J.K. All persons shall comply with any departmental rule or regulation for use of the premises.

K.L. No person shall use profane and/or inappropriate language that is likely to offend, intimidate, harass, discriminate against or inflame others.

L.M. No person shall conduct himself/herself in a manner that unreasonably interferes with the use and enjoyment of the premises by other members of the public or the work environment of city staff.

M.N. No person shall either cause damage to or act in a manner likely to cause damage to city property or the property of any other person.

N.O. Foreign objects, including but not limited to ramps and rails, are not allowed in the skate park and will be removed and discarded without notice.

O.P. Bicycles are prohibited in the skate park at all times and are subject to impound for a period of time not to exceed thirty days.

P.Q. The skate park is closed to any and all users from ten p.m. to eight a.m. from June 1st to October 15th and Fridays and Saturdays all year round. From October 16th to May 31st, the skate park is closed from eight p.m. to eight a.m., Sunday through Thursday. There is no trespassing allowed during these hours.

**Section Two.** Section 12.36.040 “Penalties” of the Sedro-Woolley Municipal Code, last modified by Ord. 2095-25 § 1 in 2025, is hereby amended to read as follows:

Any person convicted of a violation of Section 12.36.010 shall be punished by a fine not to exceed the amount listed in the master fee schedule adopted by resolution of the city council, or by imprisonment for a period not to exceed ninety days, or by both such fine and imprisonment.

In addition to any other applicable penalty, any person suspected by a law enforcement officer to have violated of any provision of section of 12.36.010 or any provision of the SWMC or committed any felony or violated specific park rules which have been promulgated and are conspicuously posted shall be subject to the following, at the discretion of the responding code enforcement officer or mayor’s designee.

For first offenses not involving imminent danger to persons or city property, persons may be issued a verbal warning and excluded from the park for a maximum of one hundred eighty (180) days.

For second offenses and any behavior which creates imminent danger to persons or harm to city property, persons will be excluded for a maximum of one hundred eighty (180) days without further warning.

**Section Three.** Section 12.36.070 “Conditions of use for city parks and facilities (“premises”)” of the Sedro-Woolley Municipal Code, last modified by Ord. 2095-25 § 1 in 2025, is hereby amended to read as follows:

In addition to the general regulations adopted in Section 12.36.010, the mayor is authorized to establish conditions of use for and grounds for exclusion from city premises and shall post those conditions on the city website, and as special rules for facilities or certain areas therein, or on prominent signage on location or in a any other manner calculated to give notice to members of the public.

**Section Four.** Section 12.36.080 “Orders of exclusion” of the Sedro-Woolley Municipal Code, last modified by Ord. 2095-25 § 1 in 2025, is hereby repealed in its entirety and replaced with a new Section 12.36.080 “Procedures for Exclusion from City Property” to read as follows:

A. Exclusion

1. Any police officer may exclude from the premises anyone who violates the Conditions of Use for a maximum of one hundred eighty (180) days.
2. The offender may be notified by delivery of an exclusion notice in person to the offender or by first class mail and certified mail to the offender at the offender's last known address.
3. The offender need not be charged, tried, or convicted of any crime or infraction in order for an exclusion notice to be issued or be effective.
4. The exclusion may be based upon observation by city employees or upon civilian reports that would ordinarily be relied upon by police officers in the determination of probable cause.
5. The exclusion notice will be in writing, contain the date of issuance, specify the length and places of exclusion, and be signed by the issuing individual. Warning of the consequences for failure to comply will be prominently displayed on the notice.

B. Trespass

1. Any person who has been served with an exclusion notice is subject to arrest for Criminal Trespass under SWMC Section 9A.52.005 and RCW 9A.52.070-080 if he or she either refuses to leave the property or enters onto the property during the exclusion period.

C. Rescinding/Modifying a Notice of Exclusion – Hearings

1. Any person receiving a notice of exclusion may, within fourteen (14) days of service of the notice, request an administrative hearing to have the exclusion notice rescinded or modified.
2. Any person who wishes to appeal the findings of an administrative hearing on the issue of exclusion from city property may, within fourteen (14) days of the final administrative decision, request a judicial hearing.
3. A notice of exclusion should only be rescinded or modified following a hearing as described herein.

4. Administrative hearings shall be conducted at City Hall before the Parks and Recreation Supervisor and shall be scheduled within fourteen (14) days of the city's receipt of a request for administrative appeal.

5. Judicial hearings shall be in the Sedro-Woolley Municipal Court before an elected or pro tempore Sedro-Woolley Municipal Court judge and shall be scheduled within fourteen (14) days of the Court's receipt of request for judicial appeal.

6. The request for an administrative hearing must be delivered to the Parks and Recreation department or postmarked no later than fourteen (14) days after the issuance date of the exclusion notice. The request for hearing must be in writing and must be accompanied by a copy of the exclusion notice on which the hearing is sought.

7. Immediately upon receipt of a hearing request, department staff will forward the information directly to the Parks and Recreation Supervisor, who will cause the scheduling of the hearing and take reasonable steps to notify the offender of the date, time, and place of the hearing.

8. The decision following a hearing is final. An offender seeking judicial review of exclusion must file an application for appeal in the Sedro-Woolley Municipal Court. If a park exclusion is reduced, rescinded or otherwise amended upon administrative or judicial appeal, notice of such change shall be immediately delivered to the Chief of Police.

9. No determination of facts made by a person conducting a hearing under this section shall have any collateral estoppel effect on a subsequent criminal prosecution or civil proceeding and shall not preclude litigation of those same facts in a subsequent criminal prosecution or civil proceeding.

10. The notice of exclusion remains in effect during the period of any administrative or judicial proceeding.

**Section Five. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

**Section Six. Authority to Make Necessary Corrections.** The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

**Section Seven. Effective Date.** This Ordinance shall be in full force and effect five days after publication.

PASSED AND ADOPTED by the City Council of the City of Sedro-Woolley, Washington, on this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
JoEllen Kesti, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Kohnken, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Dan Curtis, City Attorney

# **CITY OF SEDRO-WOOLLEY PROCEDURES FOR EXCLUSION FROM CITY PROPERTY**

## **A. Conditions of Use of City Premises**

1. A person is subject to exclusion from City premises if he or she has violated a state or city law or regulation or any departmental rule.
2. A person may be excluded from City premises (“the premises”) in any of the following circumstances:
  - The person commits any felony while on the premises
  - The person commits any violation of the Sedro-Woolley Municipal Code while on the premises
  - The person fails to comply with any departmental rule or regulation for use of the premises
  - The person uses profane and/or inappropriate language that is likely to offend, intimidate, harass, discriminate or inflame others
  - The person conducts himself/herself in a manner that unreasonably interferes with the use and enjoyment of the premises by other members of the public or the work environment of City staff
  - The person either causes damage to or acts in a manner likely to cause damage to City property or the property of any other person

## **B. Notification**

1. Conditions of Use of City Premises (“Conditions of Use”) will be posted in a manner calculated to give notice to members of the public.
2. A person violating any Conditions of Use will be advised of the violation and warned that continued violation will result in exclusion from the premises. There will be immediate exclusion without warning if the person’s behavior creates imminent danger of harm to persons or property.

### **C. Exclusion**

1. City departmental directors or their designees or any SWPD officer may exclude from the premises anyone who violates the Conditions of Use for a maximum of one hundred eighty (180) days.
2. The offender may be notified by delivery of an exclusion notice in person to the offender or by first class mail and certified mail to the offender at the offender's last known address.
3. The offender need not be charged, tried, or convicted of any crime or infraction in order for an exclusion notice to be issued or be effective.
4. The exclusion may be based upon observation by City employees or upon civilian reports that would ordinarily be relied upon by police officers in the determination of probable cause.
5. The exclusion notice will be in writing, contain the date of issuance, specify the length and places of exclusion, and be signed by the issuing individual. Warning of the consequences for failure to comply will be prominently displayed on the notice.

### **D. Trespass**

1. Any person who has been served with an exclusion notice is subject to arrest for Criminal Trespass under SWMC 9A.52.005 and RCW 9A.52.070-080 if he or she either refuses to leave the property or enters onto the property during the exclusion period.

### **E. Rescinding/Modifying a Notice of Exclusion - Hearings**

1. Any person receiving a notice of exclusion may, within fourteen (14) days of service of the notice, request an administrative hearing to have the exclusion notice rescinded or modified.
2. Any person who wishes to appeal the findings of an administrative hearing on the issue of exclusion from city property may, within 14 days of the final administrative decision, request an adjudicative hearing.
3. A notice of exclusion should only be rescinded or modified following a hearing as described herein.
4. Administrative hearings shall be conducted at City Hall before the Parks and Recreation Supervisor and shall be scheduled within 14 days of the city's receipt of a request for administrative appeal.
5. Judicial hearings shall be in the Sedro-Woolley Municipal Court before an elected or pro tempore Sedro-Woolley Municipal Court judge and shall be scheduled within 14 days of the Court's receipt of request for judicial appeal

6. The request for an administrative hearing must be delivered to the issuing department or postmarked no later than fourteen (14) days after the issuance date of the exclusion notice. The request for hearing must be in writing and must be accompanied by a copy of the exclusion notice on which the hearing is sought.
7. Immediately upon receipt of a notice of hearing, department staff will forward the information directly to the Director of Parks, who will cause the scheduling of the hearing and take reasonable steps to notify the offender of the date, time, and place of the hearing.
8. The decision following a hearing is final. An offender seeking judicial review of exclusion must file an application for appeal in the Sedro-Woolley municipal court. If a park exclusion is reduced, rescinded or otherwise amended upon administrative appeal, notice of such change shall be immediately delivered to the Sedro-Woolley Chief of Police.
9. No determination of facts made by a person conducting a hearing under this section shall have any collateral estoppel effect on a subsequent criminal prosecution or civil proceeding and shall not preclude litigation of those same facts in a subsequent criminal prosecution or civil proceeding.
10. The notice of exclusion remains in effect during the period of any administrative or judicial proceeding.

**F. Entry of Notice of Exclusion into the City of Sedro-Woolley Police Records Management System**

1. Routing of notices of exclusion shall be as follows: Original to the Police Department, copy to the person who is the subject of the order. Routing should be as soon as practicable after issuance of the order.
2. The Police Department will enter information from the order into a database on City network. This will be the only way for police to confirm the existence of an order until the order is entered into police records (see below).
3. When the period for requesting a hearing has passed, the Police Department will enter it into police records. Officers will at that point be able to confirm the existence of an order via mobile data terminals.

**G. Miscellaneous Provisions**

1. Any notice of exclusion that is turned in to the Police Department will be complete and on the standard notice of exclusion form.
2. These procedures apply when a person is actually on departmental premises and not when a person is in front of or adjoining city property.

Reviewed and approved this \_\_\_\_ day of \_\_\_\_\_, 2026.

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JoEllen Kesti, Mayor

**CITY OF SEDRO-WOOLLEY NOTICE OF EXCLUSION**

**1. ISSUED TO:**

Last name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ AKA \_\_\_\_\_

Street address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

D.O.B \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Eyes \_\_\_\_\_ Hair \_\_\_\_\_

Other Descriptors: \_\_\_\_\_

**2. ISSUED BY:**

Last name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Position \_\_\_\_\_

City Dept. \_\_\_\_\_ Dept. Event # \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE OF ISSUANCE

**3. LOCATION(S) OF EXCLUSION:**

\_\_\_\_\_  
\_\_\_\_\_

**4. REASON(S) FOR EXCLUSION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. EXCLUSION PERIOD**

*IF THE PERSON TO WHOM THIS NOTICE IS ISSUED HAS BEEN THE SUBJECT OF AN EXCLUSION NOTICE WITHIN ONE YEAR PRIOR TO THE CURRENT VIOLATION, THE EXPIRATION DATE INDICATED AT THE BOTTOM OF THIS FORM WILL BE 180 DAYS FROM THE DATE OF THIS NOTICE. OTHERWISE, THE EXPIRATION DATE WILL BE AS WRITTEN BELOW.*

**6. APPEAL:**

Recipient of this notice may appeal their exclusion in accordance with SWMC 12.36.080 Procedures For Exclusion From City Property and the CITY OF SEDRO-WOOLLEY PROCEDURES FOR EXCLUSION FROM CITY PROPERTY attached hereto.

**7. TRESPASS WARNING:**

**WARNING**

***YOU ARE NO LONGER LICENSED, INVITED OR OTHERWISE PRIVILEGED TO ENTER OR REMAIN UPON THE LOCATION(S) LISTED IN #3, UNTIL THE EXPIRATION DATE BELOW. YOU MUST LEAVE NOW & MAY NOT RETURN TO THE LOCATION(S) IN #3 FROM THE DATE OF THIS NOTICE UNTIL THE EXPIRATION DATE BELOW OR YOU WILL BE SUBJECT TO ARREST FOR CRIMINAL TRESPASS. THIS NOTICE COVERS BUILDINGS & PREMISES, INCLUDING BUT NOT LIMITED TO REAL PROPERTY, PARKS, DRIVEWAYS, PARKING LOTS, BUS SHELTERS, BUS ZONES, BUSES & BUS ROUTES.***

I understand that I must leave now and may not return to the location(s) described in #3 until the expiration date of this notice, below, or unless this notice is canceled following a hearing. I understand that I must deliver to the department issuing this notice a request for a hearing, in writing, within fourteen (14) days of the date of this notice. I have read or have had read to me the warning contained within this document and I understand the warning.

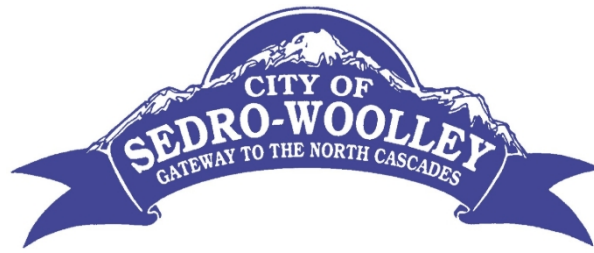
\_\_\_\_\_  
SUSPECT'S SIGNATURE

\_\_\_\_\_  
EXPIRATION DATE

**This notice issued by**

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SEDRO-WOLLEY POLICE OFFICER



## City Council Agenda Item

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**Agenda Item No.:** 1.3.

**Date:** May 27, 2026

**From:** Bill Bullock, Public Works Director

**Subject:** Procurement Policy - Amendment to Chapter 15.1

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### **RECOMMENDED ACTION:**

Motion to authorize the Mayor, or designee, to sign Resolution No 1183-26, amending chapter 15.1 of the City Procurement Policy to allow staff to apply for project grant opportunities on their own reconnaissance and engage council approval for acceptance before entering into grant agreements or contracts.

### **BACKGROUND/SUMMARY INFORMATION:**

The Sedro-Woolley Procurement Policy adopted in 2022 was largely modeled on the Bainbridge Island Procurement Policy. Chapter 15.1 which requires city staff to obtain council permission before applying for grants with a \$50,000 or greater match. This current policy section can add 2-3 weeks of lead time to grant applications and limits the ability for staff to react quickly to a number of grant opportunities.

This proposed change would allow staff to apply for grants without prior council approval and require council approval only for successfully awarded grants for acceptance and specific approval to execute grant contracts with a match of over \$50,000. This will allow staff to take advantage of grant opportunities with short lead times in the future. The proposed changes also correct the references of "City Supervisor" to "City Administrator".

### **FISCAL IMPACT, IF APPROPRIATE:**

None

### **ATTACHMENTS:**

1. Resolution 1183-26 Procurement Policy Chapter 15.1
2. Edits to Chapter 15.1 - Procurement Policy

## **RESOLUTION NO. 1183-26**

**A RESOLUTION** of the City Council to amend Chapter 15.1 of the City of Sedro-Woolley Purchasing Policy.

**WHEREAS**, on December 12, 2019, the City Council adopted the Procurement Policy & Procedures by Ordinance 1947-19; and

**WHEREAS**, as part of SWMC 3.76.010, the “substantive changes” to the Procurement Policies and Procedures can be may by a resolution of the City Council; and

**WHEREAS**, the City’ s Procurement Manual serves as a guide for the community and the City’ s staff and officers; and

**WHEREAS**, in order to provide staff with more flexibility in pursuing grant opportunities, it is proposed to no longer require council approval prior to application; and

**WHEREAS**, City staff will be required to request council approval for execution of all successful grant agreements or contract which require more than a \$50,000 match of material City funds; and

**WHEREAS**, change all references of “City Supervisor” to “City Administrator”; and

**THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:**

**Section1.** Chapter 15.1 of the Sedro-Woolley Procurement Policies and Procedures shall be amended to make the changes outlined in Exhibit A.

**PASSED** by majority vote of the members of the Sedro-Woolley City Council this \_\_\_\_ day of \_\_\_\_\_, 2026, and signed in authentication of its passage this 23<sup>rd</sup> day of May, 2026.

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MAYOR JOELLAN KESTI

ATTEST:

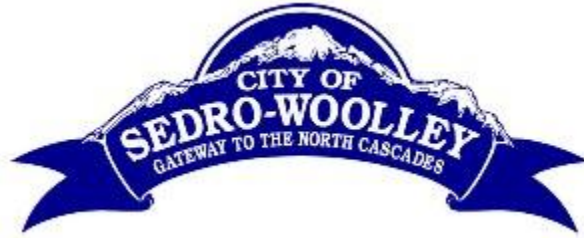
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CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY DAN CURTIS



# **PROCUREMENT POLICY & PROCEDURES**

Effective Date: December 12, 2019

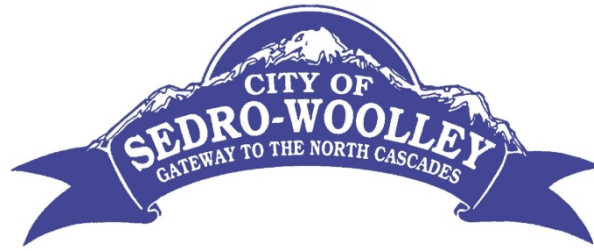
Adopted by Ordinance No. 1947-19

## 15.1 Grants

If a grant would require the City to contribute more than \$50,000 in material matching dollars, then City Council approval is required prior ~~to applying to executing grant~~ [agreements/contracts](#). The City Council may also initiate the process of pursuing a grant. If other entities, such as non-profit organizations or community interest groups, wish to apply for a grant on behalf of the City, the group must first obtain the approval of City Council.

The City ~~Supervisor~~[Administrator](#), or designee, is authorized to execute all required agreements and documents with a grant-issuing agency to effectuate any grant approved or accepted by the City Council.

Amendments to grants that simply extend the term of the grant may be approved by the City ~~Supervisor~~[Administrator](#).



## City Council Agenda Item

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**Agenda Item No.:** m.1.

**Date:** May 27, 2026

**From:** Ashton Sandoval Oaks, Assistant Planner

**Subject:** Ordinance 2118-26 - Amendments to Title 15 and Chapters 12.32 and 17.100 SWMC to Add Address and Street Naming Standards - 1st Read

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### **RECOMMENDED ACTION:**

First read, discussion only.

### **BACKGROUND/SUMMARY INFORMATION:**

The attached Planning Commission recommended amendments (**Attachment 1**) propose to create address and street name regulations in Sedro-Woolley. These amendments also incorporate a change to the address grid to accommodate future growth in a logical, sequential pattern of addresses (Current Address Grid included herein as **Attachment 2**; Recommended Address Grid included herein as **Attachment 3**). The amendments were written by the Sedro-Woolley Address Authority and reviewed by the Sedro-Woolley Police, Fire, Building, Engineering, Planning, and Streets Departments, as well as the Skagit County 9-1-1 Center and Skagit County Address Authority. A draft ordinance implementing these amendments is included as **Attachment 4**. This ordinance will be updated once the Washington State Department of Commerce approves or denies expedited review (15 days) for the recommended amendments.

The amendments relocate Section 15.04.047 SWMC (Mandatory Address Signs) to the new Chapter 15.24 SWMC (Addressing Structures and Naming Streets). Chapter 15.24 expands on these policies and establishes the procedure for acquiring an address, naming street, and altering existing addresses. The ordinance also rectifies an error in the current address grid to limit future non-conformities to the system. Without this change to the address grid, some future annexations will not be able to follow the City's addressing system.

#### Fire Department Review

Provided correction to minor scrivener errors, primarily fixing all references to "Fire Marshal" to correctly state "Fire Chief."

#### Skagit County 9-1-1 Center & Address Management

Strongly recommended a code update to give the City "more teeth" in enforcing addressing standards. Current process is largely based on Planning Staff's discretion. Provided minor clarifying edits (refer to **Attachment 1**).

Public Works & Engineering

Recommended removing street name sign display standards and incorporating a reference to the Public Works Department Standards. Public Works will enforce the display of street name signs in accordance with City, State, and Federal standards. Public Works staff also reviewed the recommended amendments for consistency with the Public Works Department Standards.

Building Division

No changes requested by the Building Division.

Police Department

No changes requested by the Police Department.

Finance Department

Planning staff reviewed the recommended amendments with the Finance Department and discussed the process of amending the Master Fee Schedule. Planning staff were directed to draft the proposed changes to the Master Fee Schedule and present the revisions to the Planning Commission for review. Once approved, the proposed fees will be shared with the City Council at their first read. After any alterations from the City Council are included, the Finance Department will draft a separate *resolution* for City Council adoption that amends the Master Fee Schedule. Action from the City Council on this separate resolution will be requested immediately after the City Council passes the *ordinance* adopting these recommended code amendments.

Currently, permit applicants are charged for the cost of materials and labor for an address sign. Skagit County Public Works is the City’s contracted address sign manufacturer. For standard-size address signs, the City is charged \$30.00 per sign. For larger signs, the City is charged the cost of materials and labor, and fees are assessed on a case-by-case basis. This is the only address-related fee that is included in the current Master Fee Schedule.

The following table depicts the proposed fees to be included in the Master Fee Schedule. The aforementioned address sign fee will be superseded by the fees in the following table:

Fee Type	Fee Amount
Standard Address Sign (12” x 6”)	\$30.00 / sign
Oversize Address Sign (Larger than 12” x 6”)	Actual Cost of Materials and Labor as invoiced by Manufacturer. Prepayment fees taken at time of application.
Oversize Address Sign (Larger than 12” x 6”) – Prepayment of Fees	\$30.00 / sign
Street Name Petition – Planning Review	\$60.00/hour; minimum ½ hour
Street Name Petition – Fire Review	\$60.00/hour; minimum ½ hour
Street Name Petition – Engineering Review	\$60.00/hour; minimum ½ hour
Street Name Petition – Replacement of Street Name Signage	Actual Cost of Materials and Labor to order and install replacement signage as invoiced by the City of Sedro-Woolley. Prepayment fees taken at time of petition.

Street Name Petition – Replacement of Street Name Signage – Prepayment of Fees	\$250.00
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**FISCAL IMPACT, IF APPROPRIATE:**

See proposed change to Master Fee Schedule above. Separate Resolution to be presented at Second Read.

**ATTACHMENTS:**

- 1. Draft Amendments 3
- 2. Current Address Grid Map
- 3. Proposed Address Grid Map
- 4. Draft 1 - Ordinance 2118-26

Title 12  
STREETS, SIDEWALKS AND PUBLIC PLACES\*

Chapters:

[12.08 Excavation for Gas Distribution and Transmission Systems](#)

[12.12 Repealed](#)

[12.20 Street Vacation](#)

[12.28 Streets, Sidewalks, and Public Places](#)

[12.32 ~~Street Names~~Repealed](#)

[12.36 City Parks, Recreational Vehicle Facilities and Community Center](#)

[12.40 Tree Standards](#)

[12.44 Special Events](#)

[...]

## Chapter 12.32 STREET NAMES

Sections:

[12.32.010 ~~Posting~~Repealed](#)

### **12.32.010 ~~Posting~~Repealed**

~~It shall be the duty of the police chief under the direction of the street committee of the city council, to post the names of the respective streets in a conspicuous place on each street crossing within the city limits. The letters composing the names of the respective streets shall be painted in such size as the street committee shall determine, and shall be posted without unnecessary delay. (Ord. 156 § 1, 1915)~~

**Title 15**  
**BUILDINGS AND CONSTRUCTION**

**Chapters:**

[15.04 Building Code](#)

[15.15 \(RESERVED\)](#)

[15.24 Addressing Structures and Naming Streets](#)

[15.40 Public Works Construction Standards](#)

[15.44 Design Review](#)

[15.48 Development Impact Mitigation](#)

[15.52 Latecomers' Agreements](#)

[15.56 Concurrency Management System](#)

[15.60 Impact Fees for Planned Facilities](#)

[15.64 Impact Fees for School Facilities](#)

# Chapter 15.04

## BUILDING CODE\*

Sections:

[15.04.010 Title.](#)

[15.04.020 Codes adopted.](#)

[15.04.030 Amendments generally.](#)

[15.04.035 Specific amendments and additions to International Building Code and International Residential Code.](#)

[15.04.038 Specific amendments to International Fire Code.](#)

[15.04.039 Repealed.](#)

[15.04.040 Fees—Building permit and plan review fees.](#)

[15.04.042 Building valuation data.](#)

[15.04.043 Administration and enforcement.](#)

[15.04.044 Certification of plans by architects and engineers.](#)

[15.04.045 Repealed.](#)

[15.04.047 ~~Mandatory street address signs~~ \*Repealed.\*](#)

[15.04.050 Prohibitions.](#)

[15.04.055 Repealed.](#)

[15.04.060 Violations—Penalties.](#)

\* Prior ordinance history: Ords. 1025 and 1078.

[...]

### **~~15.04.047 Mandatory street address signs~~ *Repealed.***

~~A.—Every lot for which a permit is issued under this chapter for any purpose shall have an assigned street number affixed as prescribed by this section. The number shall be posted within thirty days of issuance of the permit or prior to issuance of a certificate of occupancy, whichever is sooner, unless a later date is prescribed in writing by the building official. Compliance with this section shall be the responsibility of both the building owner and the permit applicant.~~

~~B.—For structures situated fifty feet or less from the street, the address shall be conspicuously placed immediately above, upon, or at the side of the proper door of each building so that the number can be seen plainly from the street. If the main entrance is on the side or does not face the street, the address shall be conspicuously placed on the side of the building facing the street.~~

~~C.—For structures situated more than fifty feet from the street, or when the view of the building is blocked, the number shall be conspicuously placed on a post, gate, fence, tree, etc. This placement must be somewhere in an arc within thirty feet from where the center of the driveway or access meets the street. It will be posted in such a way so that the address placard~~

~~is parallel with the main street or visible when accessing from either direction. It shall be at a height of between four and six feet from the level of the street. On streets which may be accessed from only one direction, the placard may be posted perpendicular to the main street in such a way that it is clearly visible when being approached by emergency responders. If more than one address is on one driveway and the buildings or entities are further than fifty feet from the street, then the addresses shall be posted at the street and also on the buildings or addressable entities. The address shall also be posted at any confusing intersection within the private drives.~~

~~D.—Addressable entities other than buildings, such as recreational lots, play fields, or standalone utility sites, shall display the address at the access or driveway in the same manner as a building located more than fifty feet from a street. On a corner lot, the building number shall face the street named in the address.~~

~~E.—Building addresses shall be set on a white background which is approximately twelve inches by six inches in size. Building addresses shall be blue reflective numbers a minimum of five inches in height that are easily visible at night.~~

~~F.—The fire chief is authorized to obtain and sell address placards which comply with this section at cost and expense as part of a safety awareness program; provided, that nothing in this section shall prohibit any owner from acquiring a conforming sign from a private vendor.~~

~~G.—A certificate of occupancy or inspection may be withheld for violation of this section. In addition, violation of this section is punishable as set forth in Section 15.04.060. (Ord. 1975-21 § 1, 2021; Ord. 1851-16 § 1 (part), 2016; Ord. 1776-13 § 1 (part), 2013; Ord. 1680-10 § 1, 2010; Ord. 1516-05 § 1, 2005)~~

# Chapter 15.24

## ADDRESSING STRUCTURES AND NAMING STREETS

Sections:

- 15.24.005 Establishment of uniform policy.**
- 15.24.010 Definitions.**
- 15.24.015 Address authority—responsibilities**
- 15.24.020 Baselines for addressing policy.**
- 15.24.025 Method of assigning addresses.**
- 15.24.030 Display of address.**
- 15.24.035 Existing legal non-conforming addresses.**
- 15.24.040 Street naming.**
- 15.24.045 Street name change—community petition.**
- 15.24.050 Street name change—administrative determination.**
- 15.24.055 Display of proper street signage.**
- 15.24.100 Enforcement.**
- 15.24.105 Fees.**
- 15.24.110 Severability.**

### **15.24.005 Establishment of uniform policy.**

A. There is hereby established a uniform system of addressing entities fronting on all public streets and private streets within incorporated Sedro-Woolley, Washington, as permitted by SCC 15.24.040 (9). All addressable entities as defined in SWMC 15.24.010 shall be addressed in accordance with the provisions of this Chapter.

1. Requirements for addressing tracts reserved for future development shall be determined at the discretion of the Sedro-Woolley Address Authority as defined in SWMC 15.24.015.

B. For the purposes of this Chapter, the City of Sedro-Woolley shall be the determining body in instances where the predominant direction, beginning, end, etc. of any street within incorporated Sedro-Woolley, Washington is not readily apparent or consistent.

### **15.24.010 Definitions.**

“Addressable entities” means any structure, building, lot, dwelling unit, business establishment, meeting hall, recreational lot, standalone utility site, bridge, highway mile marker, peripheral outbuildings, and notable landmark within the incorporated limits of the City of Sedro-Woolley.

“City, the” means the City of Sedro-Woolley, Washington.

“County, the” means Skagit County, Washington.

"GPS" means global positioning system.

"SCC" means the Skagit County Code.

"SLS&E" means Seattle, Lake Shore, and Eastern.

"SWMC" means the Sedro-Woolley Municipal Code.

"SWPWDS" means the Sedro-Woolley Public Works Department Standards.

"W.M." means Willamette Meridian.

### **15.24.015 Address authority—responsibilities.**

A. The Community Development Director or their designee shall serve as, or appoint, the Sedro-Woolley Address Authority.

B. The Sedro-Woolley Address Authority shall:

1. Maintain an accurate address grid map, periodically updating the geospatial information with current data provided by the Skagit County Assessor. The address grid map shall display the address baselines as described in SWMC 15.24.020. Provide this address grid map upon request to the public or other government or utility agencies;
2. Receive, process, administer, and otherwise coordinate requests to create, eliminate, append, or change addresses, sub-addresses, street names, directional designators, and street suffixes within the City;
3. Review and approve or deny requests to create, eliminate, append, or change addresses, sub-addresses, street names, directional designators, and street suffixes, in accordance with the standards of this Chapter;
4. Distribute documentation to the Sedro-Woolley Fire Chief, or their designee, and the Skagit County 9-1-1 Center Address Authority, or their designee, for review and approval or denial of requests to create, eliminate, append, or change addresses, sub-addresses, street names, directional designators, and street suffixes. Such a request shall not be considered approved until the Sedro-Woolley Address Authority has received approval in writing from the Sedro-Woolley Fire Chief and the Skagit County 9-1-1 Center Address Authority;
5. Distribute documentation to the following parties, or their designees, after a request to create, eliminate, append, or change addresses, sub-addresses, street names, directional designators, and/or street suffixes has been approved in accordance with the standards of this Chapter:

- a. Sedro-Woolley Utility Billing Department;
- b. Sedro-Woolley Fire Department;
- c. Sedro-Woolley Police Department;
- d. Sedro-Woolley Community Development Department;
- e. Sedro-Woolley United States Post Office branch;
- f. Skagit County 9-1-1 Center;
- g. Skagit County Assessor;
- h. Skagit County Public Utility District No. 1;
- i. Ziplly Fiber 9-1-1 Address Database;
- j. Puget Sound Energy;
- k. [GPS-based navigation systems](#)~~Google Maps~~; and
- l. Other notable agencies as determined by the Sedro-Woolley Address Authority (examples: Skagit County Address Authority, Cascade Natural Gas, Verizon Wireless, Open Streets, etc.).

6. Maintain an accurate and current database of street names and addresses under the jurisdiction of the City.

- a. Names of streets in the jurisdiction of the City shall remain as listed on said database unless officially changed in accordance with the standards of this Chapter.

### **15.24.020 Baselines for addressing policy.**

A. The west and east baseline for addressing purposes is as follows:

Commencing at the north shore of the Skagit River; thence north along the centerline of the former SLS&E railroad right-of-way, to a point on the east boundary of the west half of the west half of Section 13, Township 35 North, Range 4 East, W.M., thence continuing north along said boundary and continuing along the east boundary of the west half of the west half of Section 12, Township 35 North, Range 4 East, W.M., thence continuing north.

More generally, it is: The centerline of the north-south railroad right-of-way, then to the north along the western border of the Ankney Heights subdivision, and then continuing to the north.

B. The north and south baseline for addressing purposes is as follows:

Commencing at the northwest corner of Section 22, Township 35 North, Range 4 East, W.M.; thence east along the centerline of Ratchford Road; thence east along the northern boundary of Section 23, Township 35 North, Range 4 East, W.M., to the point of intersection with the centerline of F & S Grade Road (formerly Fairhaven & Southern railroad right-of-way); thence southeast along said centerline, to the point of intersection with the centerline of Washington State Route 20; thence north and east along the centerline of Washington State Route 20 to the point of intersection with the northern boundary of Section 19, Township 35 North, Range 4 East, W.M.; thence east towards the centerline of Burmaster Road and continuing east.

More generally, it is: The centerline of Ratchford Road, then to the east along the centerline of F & S Grade Road, then to the north and east along the centerline of Washington State Route 20, then to the east along the centerline of Burmaster Road, and then continuing to the east.

C. Address numbers increase sequentially away from the baselines sited above.

D. The City of Sedro-Woolley shall determine the direction of diagonal and/or meandering streets if it is unclear whether the street is classified as a north-south or an east-west running street.

### **15.24.025 Method of assigning addresses.**

A. The City shall be considered to be overlaid with a grid of blocks for addressing purposes. A current map of this address grid shall be maintained by the Address Authority and kept on-file with the Community Development Department. Addresses shall be assigned in relation to this grid system.

1. The addressing grid shall follow the pattern of existing streets, and is not comprised of perfect squares of equal size. Blocks shall begin and end at the intersections of streets, for the purpose of improved emergency response, unless determined unfeasible by the Sedro-Woolley Address Authority.

B. All addressing shall begin at the baselines referenced in SWMC 15.24.020 (A) and (B) and increase as distance from the baseline increases. One hundred unique address numbers shall be available to be assigned per block of each street, thus permitting fifty numbers for each side of the street within one block.

C. Odd address numbers shall be assigned to the south and east sides of streets. Even address numbers shall be assigned to the north and west sides of streets. The Sedro-Woolley

Address Authority shall determine the direction of meandering streets with an unclear direction.

D. Streets that are not capable of being addressed to fit within the address grid (examples: circular streets, looped streets, etc.) will be addressed in a manner as to keep as much of the road within the grid as possible. Streets are encouraged to be designed in a manner to minimize address non-conformities, through street naming, extending the existing grid system, or a similar mechanism.

E. Primary address numbers shall contain at least three digits of Arabic numerals (0, 1, 2, 3, 4, 5, 6, 7, 8, and 9). Primary address numbers shall not contain two or fewer Arabic numerals. Primary address numbers shall not contain characters of the Latin alphabet (A, B, C, D, E, etc.) or any other character (!, ?, Б, Д, Ж, Δ, 犬, etc.).

F. Sub-address numbers shall designate the unit type (Unit, Suite, Building, Space, etc.) and be sequentially ordered. Sub-addresses shall only be designated with Arabic numerals, characters of the Latin alphabet, or an alphanumeric combination.

G. Structures shall be addressed in reference to the location of the site's primary access for emergency response.

1. The address numbers of sites with multiple primary access points shall be determined by the Sedro-Woolley Address Authority.

H. Addresses are assigned with public safety as a first priority. If City addresses are assigned to the same street as Skagit County addresses, the City may, at the discretion of the County, utilize the City's numbering scheme for addressable entities located outside of the incorporated limits of the City. This may occur when a street begins within the City and terminates within the County, or vice versa. Such streets shall not have a connecting street or secondary points of egress and shall not be more than one half mile in length.

I. There may be more than one address assigned to a legal parcel of land. Additional addresses may also be assigned to peripheral buildings or internal building units located on a single, legal parcel of land when at least one of the following characteristics exist:

1. The building/unit is habitable or tenantable for residential, commercial, or business purposes;
2. The building/unit is serviced by power, water, sewer, gas, solid waste, or telecommunication utilities;
3. The building/unit is located more than one-hundred feet away from the primary structure;

4. The building/unit is not visible or accessible from the primary structure; or
5. The building/unit is one-thousand square feet or larger.

J. Each address shall be assigned a true and correct GPS location value in reference to the latitude and longitude of the address per the geographic coordinate system. Unless determined unfeasible by the Sedro-Woolley Address Authority, Fire Chief, Skagit County 9-1-1 Center Address Authority, or their designees, GPS location value shall comply with the following requirements:

1. The value shall refer to the precise location of the main entrance to each addressable entity and be notated on any Notice of Official Address.
2. The latitude value shall be a minimum of seven significant figures (Example: 48.12345)
3. The longitude value shall be a minimum of eight significant figures (Example: - 122.12345)

## **15.24.030 Display of address.**

- A. All addressable entities, excluding highway mile markers and bridges, shall display an address sign in compliance with this Chapter.
- B. The assigned address number for any new addressable entity shall be posted prior to final inspection required by a development permit. Temporary address signs during construction are allowed, but shall comply with the standards of this Chapter prior to final inspection by the City.
- C. For structures situated fifty feet or less from the street, the address shall be conspicuously placed immediately above, upon, or at the side of the proper door of each building so that the number can be seen plainly from the street. If the main entrance is on the side or does not face the street, the address shall be conspicuously placed on the side of the building facing the street.
- D. For structures situated more than fifty feet from the street, or when the view of the building is blocked, the number shall be conspicuously placed on a post, gate, fence, tree, etc. This placement must be somewhere in an arc within thirty feet from where the center of the driveway or access meets the street. It will be posted in such a way so that the address placard is parallel with the main street or visible when accessing from either direction. It shall be at a height of between four and six feet from the level of the street. On streets which may be accessed from only one direction, the placard may be posted perpendicular to the main street in such a way that it is clearly visible when being approached by emergency responders. If more than one address is on one driveway and the buildings or entities are farther than fifty feet from the street, then the addresses shall be posted at the street and also on the buildings or

addressable entities. The address shall also be posted at any confusing intersection within the private drives.

- E. On a corner lot, the address number shall face the street named in the address.
- F. Addressable entities other than structures, such as recreational lots, play fields, or standalone utility sites, shall display the address at the access or driveway in the same manner as a building located more than fifty feet from a street.
- G. The Sedro-Woolley Address Authority, Sedro-Woolley Fire Chief, or their designees may require a building owner or permit applicant to obtain more than one address sign on a case-by-case basis at their discretion.
- H. Addresses shall be set on a white background which is approximately twelve inches by six inches in size. Building addresses shall be blue reflective numbers a minimum of five inches in height that are easily visible at night.
- I. The City of Sedro-Woolley is authorized to obtain and sell address placards which comply with this section at cost and expense as part of a safety awareness program; provided, that nothing in this section shall prohibit any owner from acquiring a conforming sign from a private vendor.

### **15.24.035 Existing legal non-conforming addresses.**

- A. Existing legal non-conforming addresses shall not be changed, except during the following events:
  - 1. It is determined necessary for public safety purposes by the Sedro-Woolley Address Authority, Sedro-Woolley Fire Chief, Skagit County 9-1-1 Center Address Authority, or their designees.
  - 2. The building owner or land owner wishes to change the address voluntarily, and such change will have no impact on surrounding properties and their respective address numbers.
  - 3. The underlying real property is legally developed or subdivided. Existing legal non-conforming addresses may continue to be used if no substantial alteration occurs on the structure with the existing legal non-conforming address number and public safety is not compromised (example: two-lot subdivision for two existing structures).
- B. Existing non-conforming addresses that have no legal basis (examples: address is not established on a notice of official address, deed, plat, replat, easement, or similar recorded or binding device), shall be changed so as to conform with the standards of this Chapter.

## 15.24.040 Street naming.

A. The City of Sedro-Woolley values street names that highlight the City's colorful history and unique development. The City encourages street names that express the following themes:

1. The history and culture of the Town of Woolley, Town of Sedro, and other nearby historic logging communities.
2. The history and culture of the Upper Skagit Indian Tribe and other nearby Native American communities.
3. The surrounding natural environment, including but not limited to the Cascade Mountain Range, Skagit River, Brickyard Creek, Mount Baker, and Skagit Valley.
4. Individuals of historic significance in the region, such as Mortimer Cook, David Batey, Darius Kinsey, Susie Wahwetkin, Edith Bedal, and Susie Osterman Alverson.

B. Street names currently in use shall not be altered unless approved in accordance with sections SWMC 15.24.045 or 15.24.050.

C. New and renamed streets shall conform to the standards established in this Chapter.

D. New and renamed streets shall be approved by the Sedro-Woolley Address Authority, Sedro-Woolley Fire Chief, Sedro-Woolley City Engineer, and Skagit County 9-1-1 Center Address Authority, or their designees.

E. New and renamed street names shall comply with the following requirements:

1. Street names shall not be duplicative of, or significantly similar to, another existing street name located anywhere in Skagit County, including other incorporated cities, or anywhere located in Whatcom County that is also served by the Sedro-Woolley Post Office.
2. Street names shall be pleasant sounding and appropriate for the community at-large.
3. Street names shall not carry any negative connotations, whether explicit or inferred.
4. Street names shall not reference the cardinal directions (north, east, south, west, etc.) except for directional designation as permitted by 15.24.040 (G) SWMC.
5. Street names shall be easily read, spelled, and pronounced, especially by young children in an emergency. Satisfaction of this requirement shall be determined by the Sedro-Woolley Address Authority.

6. Street names shall comply with the pattern of names established by existing streets in the vicinity. (Examples: a new street parallel to 11<sup>th</sup> Street shall be named 12<sup>th</sup> Street, streets within the SWIFT Center shall reference the history or geography of the location in the street name, etc.)
  7. Short lanes, and cul-de-sacs shall not be named unless it provides primary access to at least five lots or at least nine individual units.
- F. A new street shall not receive an address range until such street has been officially named.
- G. If an extension of an existing street is proposed, the existing street name shall be continued. An extension of an existing street that crosses North Township Street is exempt from this requirement.
- H. Directional designators shall not be used unless the street crosses the cited lines referenced in SWMC 15.24.020 (A) and (B) above, in which case only the directional designators "North" and "West" shall be used.
- I. Standard street suffixes shall be assigned as follows:
1. "Street (St)" indicates a roadway that travels north-south.
  2. "Avenue (Ave)" indicates a roadway that travels east-west.
  3. "Lane (Ln)" and "Court (Ct)" indicate a short, private roadway that dead-ends and is not feasible to connect to a secondary roadway in the future.
  4. "Place (Pl)" and "Plaza (Plz)" indicate a short, public roadway that dead-ends and is not feasible to connect to a secondary roadway in the future.
  5. "Boulevard (Blvd)" indicates a public roadway with a vegetated median. A "boulevard" need not travel in a specific direction.
  6. "Circle (Cir)" and "Loop (Lp)" indicate a public or private roadway that travels in three or more cardinal directions and connects (or is planned to connect) to the same roadway at either end.
  7. "Drive (Dr)" and "Way (Wy)" indicate a non-standard thoroughfare. A "drive" or "way" possesses multiple ingress and egress points.
  8. The following non-standard street suffixes may be used in the City on a case-by-case basis. Both the proponent of the street name and the Address Authority shall document their findings and describe why the use of a non-standard street suffix is appropriate. Use of these street suffixes shall be approved in accordance with the standards of this

Chapter, including approval from the Sedro-Woolley Fire Chief, Skagit 9-1-1 Center Address Authority, or their designees:

- a. "Alley (Aly)"
- b. "Bend (Bnd)"
- c. "Bridge (Brg)"
- d. "Commons (Cmns)"
- e. "Corner (Cor)"
- f. "Crest (Crst)"
- g. "Crossing (Xing)"
- h. "Expressway (Expy)"
- i. "Heights (Hts)"
- j. "Highway (Hwy)"
- k. "Junction (Jct)"
- l. "Landing (Lndg)"
- m. "Mall (Mall)"
- n. "Parkway (Pkwy)"
- o. "Point (Pt)"
- p. "Promenade (Prom)"
- q. "Ridge (Rdg)"
- r. "Route (Rte)"
- s. "Run (Run)"
- t. "Spur (Spur)"
- u. "Square (Sq)"

- v. "State Route (SR)"
- w. "Station (Sta)"
- x. "Stravenue (Stra)"
- y. "Terrace (Ter)"
- z. "Throughway (Trwy)"
- aa. "Trail (Trl)"
- ab. "View (Vw)"
- ac. "Vista (Vis)"

J. North-south running streets located south of State Street and east of the SLS&E railroad right-of-way, shall be ordinal (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.) and named in relation to the sequence of the address grid. This requirement does not apply to Walley, Metcalf, and Township Streets. No other streets shall be ordinal.

K. No street name shall contain two or fewer characters or contain seventeen or more characters, excluding the directional designator and street suffix.

### **15.24.045 Street name change—community petition.**

A. A street name change may be initiated by a petition signed by at least seventy-five percent of the property owners adjoining the street. Each owner shall have one vote regardless of how many parcels or addresses are owned or assigned. The petition shall list three street names in order of preference. The petition shall be submitted to the Sedro-Woolley Address Authority with the appropriate fees for processing and review of the street name change.

1. A petition for a street name change shall not change the name for a portion of an existing street. A petition for a street name change shall include the entirety of the street within the incorporated limits of the City.

B. Within fourteen calendar days of receipt of the petition, the Sedro-Woolley Address Authority shall determine whether the petition is valid by confirming that sufficient valid signatures have been submitted. Petitions with insufficient signatures shall be denied.

C. Within sixty calendar days of validation of the petition, the proposed street names shall be reviewed in accordance with the standards of this Chapter. If the petition does not propose an acceptable name, the Sedro-Woolley Address Authority shall request alternative street names.

A petition shall be denied if alternative street names are not provided within sixty calendar days of the request.

D. If one or more of the proposed street names complies with the standards of the Chapter, the Address Authority shall draft and distribute an Official Notice of Street Name Change for signature and review. An Official Notice of Street Name Change approved via community petition shall be signed and approved by the lead petitioner, Sedro-Woolley Address Authority, Sedro-Woolley Fire Chief, Skagit County 9-1-1 Center Address Authority, and Sedro-Woolley City Engineer, or their respective designees, and distributed to the agencies listed in SWMC 15.24.015 (B)(5).

### **15.24.050 Street name change—administrative determination.**

A. The Sedro-Woolley Address Authority, Skagit County 9-1-1 Address Authority, Sedro-Woolley City Engineer, Sedro-Woolley Fire Chief, or their designees, may elect to administratively change an existing street name for one of the following reasons:

1. The street name is duplicative of, or significantly similar to, another existing street name located anywhere in Skagit County, including other incorporated cities.
2. The street name is duplicative of, or significantly similar to, another existing street name located anywhere in Whatcom County that is also serviced by the Sedro-Woolley Post Office.
3. To assign the correct directional designator or street suffix.
4. Substantial redevelopment in the area has caused the use of the existing street name to be misleading, moot, or otherwise cause delay in emergency response.

B. The new street name shall be approved in accordance with the standards of this Chapter.

C. Upon approval of the new street name, all property owners, building owners, residents, tenants, and agencies listed in SWMC 15.24.015 (B) (5) shall be notified in writing of the change. Such notice shall contain the following information:

1. The streets affected by the name change.
2. The previous address, the new address, and the Skagit County Assessor's Parcel Number for each addressable structure.
3. The date the street name change shall go into effect. This date shall be at least thirty calendar days after the date the notice is sent in writing.
4. A reference to any applicable section of the Sedro-Woolley Municipal Code.

5. Contact information for the Sedro-Woolley Address Authority for any party to dispute the notice or seek additional information.
  6. The recipients of said notice.
  7. Any additional information deemed necessary for the interpretation of the notice.
- D. If a question arises as to whether the street name change conforms to the standards of this Chapter, the burden of proof shall be on the individual disputing said conformity.

### **15.24.055 Display of proper street signage.**

- A. Street name signage shall comply with the most recent edition of the SWPWDS.
- B. Private ways that are not officially named roads by the City or County (such as private drives), shall not display personal names in the formats described in this Section.
- C. Street name signage shall be provided by the developer of any new street.

### **15.24.100 Enforcement.**

- A. It shall be the responsibility of the owner of the addressable entity to procure the correct number(s) for the addressable entity from the Sedro-Woolley Community Development Department and to display the assigned number(s) in accordance with the standards of this Chapter. No building permit shall be issued until the owner of the building has procured address number(s) approved in accordance with this Chapter from the Sedro-Woolley Community Development Department.
- B. No addressable entity for which a final inspection is required shall pass said final inspection until permanent and correct address number(s) are displayed in accordance with the standards of this Chapter.
- C. Whenever the irregularity of plats, the changing of direction of the public or private rights-of-way, the interruption of continuity of public rights-of-way, or any other condition causes doubt or difference of opinion as to the correct address of any piece of property or any structure thereon, the address shall be determined by the City of Sedro-Woolley. Sedro-Woolley shall be regulated by the specific provisions of this Chapter and the current version of regulatory standards to the Sedro-Woolley Address System, as adopted by the City Council and included in this Chapter, so far as they are applicable.
- D. Should the Sedro-Woolley Address Authority be notified by the Sedro-Woolley Fire Department, Skagit County 9-1-1 Center, or other concerned person in writing that any addressable entity does not have an address as required herein, or is not correctly addressed,

or said address is not displayed as required herein, the Sedro-Woolley Address Authority shall conduct a visual inspection to ascertain compliance with the standards of this Chapter.

1. After conducting a visual inspection, should the Sedro-Woolley Address Authority determine that any structure or piece of property is not in compliance with the standards of this Chapter, the owner or permit applicant of the non-compliant structure or property shall be notified in writing within seven calendar days and required to place said property in accordance with this Chapter within thirty calendar days of the date of visual inspection.

2. In the event the owner or permit applicant of the non-compliant structure refuses to comply with the terms of this Chapter within the required timeframe, the owner or permit applicant shall be in violation of this Chapter and subject to the requirements and procedures of Title 18 SWMC. In addition, a certificate of occupancy may be withheld for violation of this Chapter.

### **15.24.105 Fees.**

All fees associated with the administration, regulation, and enforcement of this Chapter shall be assessed as designated in the current City of Sedro-Woolley Master Fee Schedule, as adopted by resolution of the City Council and on file with the City Clerk.

### **15.24.110 Severability.**

If any section, subsection, clause, phrase or word in this Chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section or portion shall be deemed a separate provision of this Chapter and such holding shall not affect the validity of the remaining portion of this Chapter.

## Title 17 ZONING

### Chapters:

- [17.04 Administrative Provisions](#)
- [17.06 Residential 1 Environmentally Constrained \(R-1\) Zone](#)
- [17.08 Residential 5 \(R-5\) Zone](#)
- [17.12 Residential 7 \(R-7\) Zone](#)
- [17.16 Residential 15 \(R-15\) Zone](#)
- [17.20 Mixed Commercial \(MC\) Zone](#)
- [17.21 Urban Village Mixed-Use \(UVMU\) Overlay](#)
- [17.22 Transitional Mixed Commercial Overlay](#)
- [17.24 Central Business District \(CBD\) Zone](#)
- [17.28 Industrial \(I\) Zone](#)
- [17.32 Public \(P\) Zone](#)
- [17.34 Open Space \(OS\) Zone](#)
- [17.36 Off-street Parking and Loading](#)
- [17.38 Residential Recreation Areas](#)
- [17.40 Signs](#)
- [17.43 Planned Residential Development \(PRD\)](#)
- [17.44 General Regulations for All Zones](#)
- [17.48 Mobile Home Parks](#)
- [17.50 Landscaping](#)
- [17.51 Murals](#)
- [17.52 \*Repealed\*](#)
- [17.56 Conditional Use Permits](#)
- [17.60 Variances and Zoning Waivers](#)
- [17.64 Temporary Permits](#)
- [17.65 Regulations for Critical Areas](#)
- [17.66 Flood Damage Prevention](#)
- [17.68 Home Occupation Permits](#)
- [17.72 \*Repealed\*](#)
- [17.76 \*Repealed\*](#)
- [17.80 Enforcement](#)
- [17.84 Adult Entertainment Establishments](#)
- [17.88 Essential Public Facilities](#)
- [17.90 Collective Gardens](#)
- [17.92 Recreational Marijuana Producers, Processors and Retailers](#)
- [17.96 City of Sedro-Woolley Shoreline Master Program](#)
- [17.98 Model Homes](#)
- [17.100 Accessory Dwelling Units \(ADUs\)](#)
- [17.110 Homeless Encampments at Religious Organizations](#)

[...]

# Chapter 17.100

## ACCESSORY DWELLING UNITS (ADUS)

Sections:

[17.100.010 Purpose and intent.](#)

[17.100.020 Permit required.](#)

[17.100.030 Standards and criteria.](#)

[...]

### 17.100.030 Standards and criteria.

Accessory dwelling units shall meet the following criteria:

[...]

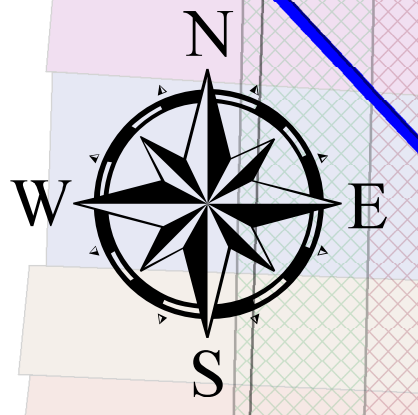
Q. The address of the ADU(s) shall ~~be the same as the main house with an "A" added to the end of the address number for the first ADU and a "B" added to the end of the address number for a second ADU. The address of the primary residence shall remain the same.~~ comply with 15.24 SWMC.

[...]

(Ord. 2083-24 § 1, 2025; Ord. [2096-25](#) § 1, 2025; Ord. [2043-23](#) § 1 (Exh. A), 2023; Ord. [1954-20](#) § 1 (Exh. A)(part), 2020)

# Sedro-Woolley Addressing

N 2700



0 1,100 2,200 4,400 Feet

**Legend**

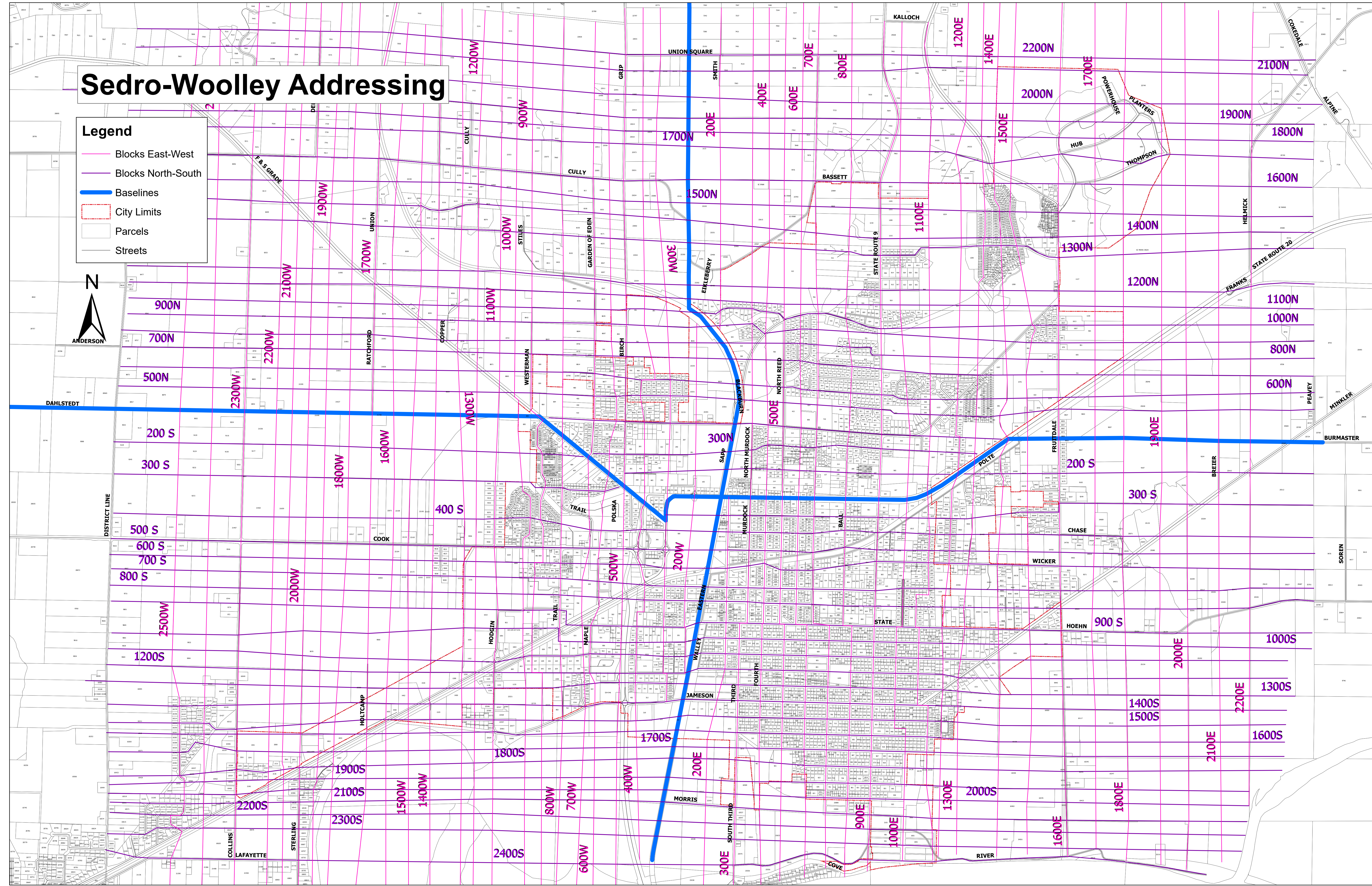
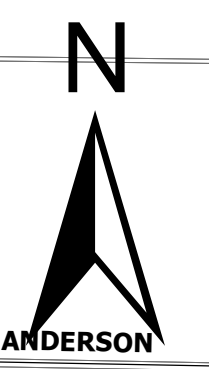
- Streets
- Dividers
- ▭ Parcels
- ⊕ Sedro-Woolley City Limits

Printed August 2024  
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The maker of this map  
utilized the best information  
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# Sedro-Woolley Addressing

**Legend**

- Blocks East-West
- Blocks North-South
- Baselines
- City Limits
- Parcels
- Streets



## ORDINANCE NO. 2118-26

### AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTING AMENDMENTS TO TITLE 15 AND CHAPTERS 12.32 AND 17.100 SWMC TO ADD ADDRESS AND STREET NAME STANDARDS

WHEREAS, currently, addressing and street name standards are located in the Sedro-Woolley Public Works Department Standards (SWPWDS) and Chapter 12.32 Sedro-Woolley Municipal Code (SWMC); and

WHEREAS, Chapter 15.04 SWMC currently regulates the display of address placards, which has been relocated to the policies herein; and

WHEREAS, current policy is outdated and overly reliant on Community Development Department staff discretion; and

WHEREAS, staff from the City of Sedro-Woolley and Skagit County have recommended establishing clear regulations regarding the assignment of building addresses and procedures for naming streets within city limits; and

WHEREAS, to align these policies herein with neighboring jurisdictions, the format and content of these policies is similar to Skagit County; and

WHEREAS, to prioritize public safety and emergency response, the policies herein strengthen the authority of the Sedro-Woolley Fire Department, Sedro-Woolley Community Development Department, and the Skagit County 9-1-1 Center to regulate and administer building address and street name assignment; and

WHEREAS, to ensure the policies herein are holistic and represent best practices, these policies were written by the current Sedro-Woolley Address Authority and reviewed by the Sedro-Woolley Police Department, Fire Department, Building Division, Engineering Division, Planning Division, Operations Division, legal staff, and Planning Commission. In addition, the policies herein were reviewed by the Skagit County 9-1-1 Center and Skagit County Address Authority; and

WHEREAS, in accordance with the Sedro-Woolley Consolidated Planning Procedures, the Planning Commission held public meetings and reviewed the draft amendments at the January 20, 2026; February 17, 2026; and March 17, 2026, Planning Commission meetings; and

WHEREAS, the Planning Commission held a public hearing on this matter during the March 17, 2026, meeting. At the meeting, the Commission reviewed the draft amendments, and, following a public hearing, passed a motion to recommend approval of the draft amendments presented at the March 17, 2026, Planning Commission meeting to City Council. The motion to recommend approval carried 4 – 0; and

WHEREAS, pursuant to RCW 36.70A.106, a notice of intent to adopt amendments to the city development regulations was sent to the Washington State Department of Commerce on May 7, 2026. A 15-day expedited review was requested and granted by Commerce. The comment period ended May 22, 2026; and

Ordinance No. 2118-26 Amending Title 15, Chs. 12.32 & 17.100 SWMC to Add Addressing & Street Naming Standards

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WHEREAS, Community Development Department Staff did not receive public comment(s) regarding the proposed amendments; and

WHEREAS, the proposed changes are supported by and implement the 2016 Comprehensive Plan; and

WHEREAS, environmental review of the amendments has been completed and a Determination of Non-Significance was issued April 17, 2026; and

WHEREAS, the proposed ordinance is in the best interest of City of Sedro-Woolley citizens and promotes the health, safety, and welfare of the citizens of the City of Sedro-Woolley; and

WHEREAS, the City Council adopts the foregoing as its findings of fact justifying its adoption of this Ordinance; now, therefore,

THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DO HEREBY ORDAIN AS FOLLOWS:

**Section 1.** Chapter 12.32 “Street Names” of the Sedro-Woolley Municipal Code, last modified by Ordinance 156 § 1 in 1915, is hereby repealed in its entirety.

**Section 2.** Section 15.04.047 “Mandatory street address signs” of the Sedro-Woolley Municipal Code, last modified by Ordinance 1975-21 § 1 in 2021, is hereby repealed in its entirety.

**Section 3.** A new chapter shall be added to Title 15 of the Sedro-Woolley Municipal Code, denoted as Chapter 15.24, as follows:

**Title 15  
BUILDINGS AND CONSTRUCTION**

Chapters:

- 15.04 Building Code**
- 15.24 Addressing Structures and Naming Streets**
- 15.40 Public Works Construction Standards**
- 15.44 Design Review**
- 15.48 Development Impact Mitigation**
- 15.52 Latecomers’ Agreements**
- 15.56 Concurrency Management System**
- 15.60 Impact Fees for Planned Facilities**
- 15.64 Impact Fees for School Facilities**

[...]

**Chapter 15.24  
ADDRESSING STRUCTURES AND NAMING STREETS**

Sections:

- 15.24.005 Establishment of uniform policy.**
- 15.24.010 Definitions.**
- 15.24.015 Address authority—responsibilities**

Ordinance No. 2118-26 Amending Title 15, Chs. 12.32 & 17.100 SWMC to Add Addressing & Street Naming Standards

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- 15.24.020 Baselines for addressing policy.**
- 15.24.025 Method of assigning addresses.**
- 15.24.030 Display of address.**
- 15.24.035 Existing legal non-conforming addresses.**
- 15.24.040 Street naming.**
- 15.24.045 Street name change—community petition.**
- 15.24.050 Street name change—administrative determination.**
- 15.24.055 Display of proper street signage.**
- 15.24.100 Enforcement.**
- 15.24.105 Fees.**
- 15.24.110 Severability.**

**15.24.005 Establishment of uniform policy.**

A. There is hereby established a uniform system of addressing entities fronting on all public streets and private streets within incorporated Sedro-Woolley, Washington, as permitted by SCC 15.24.040 (9). All addressable entities as defined in SWMC 15.24.010 shall be addressed in accordance with the provisions of this Chapter.

1. Requirements for addressing tracts reserved for future development shall be determined at the discretion of the Sedro-Woolley Address Authority as defined in SWMC 15.24.015.

B. For the purposes of this Chapter, the City of Sedro-Woolley shall be the determining body in instances where the predominant direction, beginning, end, etc. of any street within incorporated Sedro-Woolley, Washington is not readily apparent or consistent.

**15.24.010 Definitions.**

“Addressable entities” means any structure, building, lot, dwelling unit, business establishment, meeting hall, recreational lot, standalone utility site, bridge, highway mile marker, peripheral outbuildings, and notable landmark within the incorporated limits of the City of Sedro-Woolley.

“City, the” means the City of Sedro-Woolley, Washington.

“County, the” means Skagit County, Washington.

“GPS” means global positioning system.

“SCC” means the Skagit County Code.

“SLS&E” means Seattle, Lake Shore, and Eastern.

“SWMC” means the Sedro-Woolley Municipal Code.

“SWPWDS” means the Sedro-Woolley Public Works Department Standards.

“W.M.” means Willamette Meridian.

**15.24.015 Address authority—responsibilities.**

A. The Community Development Director or their designee shall serve as, or appoint, the Sedro-Woolley Address Authority.

B. The Sedro-Woolley Address Authority shall:

1. Maintain an accurate address grid map, periodically updating the geospatial information with current data provided by the Skagit County Assessor. The address grid map shall display the address baselines as described in SWMC 15.24.020. Provide this address grid map upon request to the public or other government or utility agencies;
2. Receive, process, administer, and otherwise coordinate requests to create, eliminate, append, or change addresses, sub-addresses, street names, directional designators, and street suffixes within the City;
3. Review and approve or deny requests to create, eliminate, append, or change addresses, sub-addresses, street names, directional designators, and street suffixes, in accordance with the standards of this Chapter;

4. Distribute documentation to the Sedro-Woolley Fire Chief, or their designee, and the Skagit County 9-1-1 Center Address Authority, or their designee, for review and approval or denial of requests to create, eliminate, append, or change addresses, sub-addresses, street names, directional designators, and street suffixes. Such a request shall not be considered approved until the Sedro-Woolley Address Authority has received approval in writing from the Sedro-Woolley Fire Chief and the Skagit County 9-1-1 Center Address Authority;
5. Distribute documentation to the following parties, or their designees, after a request to create, eliminate, append, or change addresses, sub-addresses, street names, directional designators, and/or street suffixes has been approved in accordance with the standards of this Chapter:
  - a. Sedro-Woolley Utility Billing Department;
  - b. Sedro-Woolley Fire Department;
  - c. Sedro-Woolley Police Department;
  - d. Sedro-Woolley Community Development Department;
  - e. Sedro-Woolley United States Post Office branch;
  - f. Skagit County 9-1-1 Center;
  - g. Skagit County Assessor;
  - h. Skagit County Public Utility District No. 1;
  - i. Zply Fiber 9-1-1 Address Database;
  - j. Puget Sound Energy;
  - k. GPS-based navigation systems Google Maps; and
  - l. Other notable agencies as determined by the Sedro-Woolley Address Authority (examples: Skagit County Address Authority, Cascade Natural Gas, Verizon Wireless, Open Streets, etc.).
6. Maintain an accurate and current database of street names and addresses under the jurisdiction of the City.
  - a. Names of streets in the jurisdiction of the City shall remain as listed on said database unless officially changed in accordance with the standards of this Chapter.

**15.24.020 Baselines for addressing policy.**

- A. The west and east baseline for addressing purposes is as follows:  
Commencing at the north shore of the Skagit River; thence north along the centerline of the former SLS&E railroad right-of-way, to a point on the east boundary of the west half of the west half of Section 13, Township 35 North, Range 4 East, W.M., thence continuing north along said boundary and continuing along the east boundary of the west half of the west half of Section 12, Township 35 North, Range 4 East, W.M., thence continuing north.  
More generally, it is: The centerline of the north-south railroad right-of-way, then to the north along the western border of the Ankey Heights subdivision, and then continuing to the north.
- B. The north and south baseline for addressing purposes is as follows:  
Commencing at the northwest corner of Section 22, Township 35 North, Range 4 East, W.M.; thence east along the centerline of Ratchford Road; thence east along the northern boundary of Section 23, Township 35 North, Range 4 East, W.M., to the point of intersection with the centerline of F & S Grade Road (formerly Fairhaven & Southern railroad right-of-way); thence southeast along said centerline, to the point of intersection with the centerline of Washington State Route 20; thence north and east along the centerline of Washington State Route 20 to the point of intersection with the northern boundary of Section 19, Township 35 North, Range 4 East, W.M.; thence east towards the centerline of Burmaster Road and continuing east.  
More generally, it is: The centerline of Ratchford Road, then to the east along the centerline of F & S Grade Road, then to the north and east along the centerline of Washington State Route 20, then to the east along the centerline of Burmaster Road, and then continuing to the east.
- C. Address numbers increase sequentially away from the baselines sited above.

D. The City of Sedro-Woolley shall determine the direction of diagonal and/or meandering streets if it is unclear whether the street is classified as a north-south or an east-west running street.

**15.24.025 Method of assigning addresses.**

A. The City shall be considered to be overlaid with a grid of blocks for addressing purposes. A current map of this address grid shall be maintained by the Address Authority and kept on-file with the Community Development Department. Addresses shall be assigned in relation to this grid system.

1. The addressing grid shall follow the pattern of existing streets, and is not comprised of perfect squares of equal size. Blocks shall begin and end at the intersections of streets, for the purpose of improved emergency response, unless determined unfeasible by the Sedro-Woolley Address Authority.

B. All addressing shall begin at the baselines referenced in SWMC 15.24.020 (A) and (B) and increase as distance from the baseline increases. One hundred unique address numbers shall be available to be assigned per block of each street, thus permitting fifty numbers for each side of the street within one block.

C. Odd address numbers shall be assigned to the south and east sides of streets. Even address numbers shall be assigned to the north and west sides of streets. The Sedro-Woolley Address Authority shall determine the direction of meandering streets with an unclear direction.

D. Streets that are not capable of being addressed to fit within the address grid (examples: circular streets, looped streets, etc.) will be addressed in a manner as to keep as much of the road within the grid as possible. Streets are encouraged to be designed in a manner to minimize address non-conformities, through street naming, extending the existing grid system, or a similar mechanism.

E. Primary address numbers shall contain at least three digits of Arabic numerals (0, 1, 2, 3, 4, 5, 6, 7, 8, and 9). Primary address numbers shall not contain two or fewer Arabic numerals. Primary address numbers shall not contain characters of the Latin alphabet (A, B, C, D, E, etc.) or any other character (!, ?, Б, Д, Ж, Δ, 大, etc.).

F. Sub-address numbers shall designate the unit type (Unit, Suite, Building, Space, etc.) and be sequentially ordered. Sub-addresses shall only be designated with Arabic numerals, characters of the Latin alphabet, or an alphanumeric combination.

G. Structures shall be addressed in reference to the location of the site's primary access for emergency response.

1. The address numbers of sites with multiple primary access points shall be determined by the Sedro-Woolley Address Authority.

H. Addresses are assigned with public safety as a first priority. If City addresses are assigned to the same street as Skagit County addresses, the City may, at the discretion of the County, utilize the City's numbering scheme for addressable entities located outside of the incorporated limits of the City. This may occur when a street begins within the City and terminates within the County, or vice versa. Such streets shall not have a connecting street or secondary points of egress and shall not be more than one half mile in length.

I. There may be more than one address assigned to a legal parcel of land. Additional addresses may also be assigned to peripheral buildings or internal building units located on a single, legal parcel of land when at least one of the following characteristics exist:

1. The building/unit is habitable or tenantable for residential, commercial, or business purposes;
2. The building/unit is serviced by power, water, sewer, gas, solid waste, or telecommunication utilities;
3. The building/unit is located more than one-hundred feet away from the primary structure;
4. The building/unit is not visible or accessible from the primary structure; or
5. The building/unit is one-thousand square feet or larger.

J. Each address shall be assigned a true and correct GPS location value in reference to the latitude and longitude of the address per the geographic coordinate system. Unless determined unfeasible by the

Ordinance No. 2118-26 Amending Title 15, Chs. 12.32 & 17.100 SWMC to Add Addressing & Street Naming Standards

Sedro-Woolley Address Authority, Fire Chief, Skagit County 9-1-1 Center Address Authority, or their designees, GPS location value shall comply with the following requirements:

1. The value shall refer to the precise location of the main entrance to each addressable entity and be notated on any Notice of Official Address.
2. The latitude value shall be a minimum of seven significant figures (Example: 48.12345)
3. The longitude value shall be a minimum of eight significant figures (Example: -122.12345)

#### **15.24.030 Display of address.**

- A. All addressable entities, excluding highway mile markers and bridges, shall display an address sign in compliance with this Chapter.
- B. The assigned address number for any new addressable entity shall be posted prior to final inspection required by a development permit. Temporary address signs during construction are allowed, but shall comply with the standards of this Chapter prior to final inspection by the City.
- C. For structures situated fifty feet or less from the street, the address shall be conspicuously placed immediately above, upon, or at the side of the proper door of each building so that the number can be seen plainly from the street. If the main entrance is on the side or does not face the street, the address shall be conspicuously placed on the side of the building facing the street.
- D. For structures situated more than fifty feet from the street, or when the view of the building is blocked, the number shall be conspicuously placed on a post, gate, fence, tree, etc. This placement must be somewhere in an arc within thirty feet from where the center of the driveway or access meets the street. It will be posted in such a way so that the address placard is parallel with the main street or visible when accessing from either direction. It shall be at a height of between four and six feet from the level of the street. On streets which may be accessed from only one direction, the placard may be posted perpendicular to the main street in such a way that it is clearly visible when being approached by emergency responders. If more than one address is on one driveway and the buildings or entities are farther than fifty feet from the street, then the addresses shall be posted at the street and also on the buildings or addressable entities. The address shall also be posted at any confusing intersection within the private drives.
- E. On a corner lot, the address number shall face the street named in the address.
- F. Addressable entities other than structures, such as recreational lots, play fields, or standalone utility sites, shall display the address at the access or driveway in the same manner as a building located more than fifty feet from a street.
- G. The Sedro-Woolley Address Authority, Sedro-Woolley Fire Chief, or their designees may require a building owner or permit applicant to obtain more than one address sign on a case-by-case basis at their discretion.
- H. Addresses shall be set on a white background which is approximately twelve inches by six inches in size. Building addresses shall be blue reflective numbers a minimum of five inches in height that are easily visible at night.
- I. The City of Sedro-Woolley is authorized to obtain and sell address placards which comply with this section at cost and expense as part of a safety awareness program; provided, that nothing in this section shall prohibit any owner from acquiring a conforming sign from a private vendor.

#### **15.24.035 Existing legal non-conforming addresses.**

- A. Existing legal non-conforming addresses shall not be changed, except during the following events:
  1. It is determined necessary for public safety purposes by the Sedro-Woolley Address Authority, Sedro-Woolley Fire Chief, Skagit County 9-1-1 Center Address Authority, or their designees.
  2. The building owner or land owner wishes to change the address voluntarily, and such change will have no impact on surrounding properties and their respective address numbers.

3. The underlying real property is legally developed or subdivided. Existing legal non-conforming addresses may continue to be used if no substantial alteration occurs on the structure with the existing legal non-conforming address number and public safety is not compromised (example: two-lot subdivision for two existing structures).
- B. Existing non-conforming addresses that have no legal basis (examples: address is not established on a notice of official address, deed, plat, replat, easement, or similar recorded or binding device), shall be changed so as to conform with the standards of this Chapter.

**15.24.040 Street naming.**

A. The City of Sedro-Woolley values street names that highlight the City’s colorful history and unique development. The City encourages street names that express the following themes:

1. The history and culture of the Town of Woolley, Town of Sedro, and other nearby historic logging communities.
2. The history and culture of the Upper Skagit Indian Tribe and other nearby Native American communities.
3. The surrounding natural environment, including but not limited to the Cascade Mountain Range, Skagit River, Brickyard Creek, Mount Baker, and Skagit Valley.
4. Individuals of historic significance in the region, such as Mortimer Cook, David Batey, Darius Kinsey, Susie Wahwetkin, Edith Bedal, and Susie Osterman Alverson.

B. Street names currently in use shall not be altered unless approved in accordance with sections SWMC 15.24.045 or 15.24.050.

C. New and renamed streets shall conform to the standards established in this Chapter.

D. New and renamed streets shall be approved by the Sedro-Woolley Address Authority, Sedro-Woolley Fire Chief, Sedro-Woolley City Engineer, and Skagit County 9-1-1 Center Address Authority, or their designees.

E. New and renamed street names shall comply with the following requirements:

1. Street names shall not be duplicative of, or significantly similar to, another existing street name located anywhere in Skagit County, including other incorporated cities, or anywhere located in Whatcom County that is also served by the Sedro-Woolley Post Office.
2. Street names shall be pleasant sounding and appropriate for the community at-large.
3. Street names shall not carry any negative connotations, whether explicit or inferred.
4. Street names shall not reference the cardinal directions (north, east, south, west, etc.) except for directional designation as permitted by 15.24.040 (G) SWMC.
5. Street names shall be easily read, spelled, and pronounced, especially by young children in an emergency. Satisfaction of this requirement shall be determined by the Sedro-Woolley Address Authority.
6. Street names shall comply with the pattern of names established by existing streets in the vicinity. (Examples: a new street parallel to 11th Street shall be named 12th Street, streets within the SWIFT Center shall reference the history or geography of the location in the street name, etc.)
7. Short lanes, and cul-de-sacs shall not be named unless it provides primary access to at least five lots or at least nine individual units.

F. A new street shall not receive an address range until such street has been officially named.

G. If an extension of an existing street is proposed, the existing street name shall be continued. An extension of an existing street that crosses North Township Street is exempt from this requirement.

H. Directional designators shall not be used unless the street crosses the cited lines referenced in SWMC 15.24.020 (A) and (B) above, in which case only the directional designators “North” and “West” shall be used.

I. Standard street suffixes shall be assigned as follows:

1. “Street (St)” indicates a roadway that travels north-south.
2. “Avenue (Ave)” indicates a roadway that travels east-west.

3. "Lane (Ln)" and "Court (Ct)" indicate a short, private roadway that dead-ends and is not feasible to connect to a secondary roadway in the future.
4. "Place (Pl)" and "Plaza (Plz)" indicate a short, public roadway that dead-ends and is not feasible to connect to a secondary roadway in the future.
5. "Boulevard (Blvd)" indicates a public roadway with a vegetated median. A "boulevard" need not travel in a specific direction.
6. "Circle (Cir)" and "Loop (Lp)" indicate a public or private roadway that travels in three or more cardinal directions and connects (or is planned to connect) to the same roadway at either end.
7. "Drive (Dr)" and "Way (Wy)" indicate a non-standard thoroughfare. A "drive" or "way" possesses multiple ingress and egress points.
8. The following non-standard street suffixes may be used in the City on a case-by-case basis. Both the proponent of the street name and the Address Authority shall document their findings and describe why the use of a non-standard street suffix is appropriate. Use of these street suffixes shall be approved in accordance with the standards of this Chapter, including approval from the Sedro-Woolley Fire Chief, Skagit 9-1-1 Center Address Authority, or their designees:
  - a. "Alley (Aly)"
  - b. "Bend (Bnd)"
  - c. "Bridge (Brg)"
  - d. "Commons (Cmns)"
  - e. "Corner (Cor)"
  - f. "Crest (Crst)"
  - g. "Crossing (Xing)"
  - h. "Expressway (Expy)"
  - i. "Heights (Hts)"
  - j. "Highway (Hwy)"
  - k. "Junction (Jct)"
  - l. "Landing (Lndg)"
  - m. "Mall (Mall)"
  - n. "Parkway (Pkwy)"
  - o. "Point (Pt)"
  - p. "Promenade (Prom)"
  - q. "Ridge (Rdg)"
  - r. "Route (Rte)"
  - s. "Run (Run)"
  - t. "Spur (Spur)"
  - u. "Square (Sq)"
  - v. "State Route (SR)"
  - w. "Station (Sta)"
  - x. "Stravenue (Stra)"
  - y. "Terrace (Ter)"
  - z. "Throughway (Trwy)"
  - aa. "Trail (Trl)"
  - bb. "View (Vw)"
  - cc. "Vista (Vis)"

J. North-south running streets located south of State Street and east of the SLS&E railroad right-of-way, shall be ordinal (1st, 2nd, 3rd, etc.) and named in relation to the sequence of the address grid. This requirement does not apply to Walley, Metcalf, and Township Streets. No other streets shall be ordinal.

K. No street name shall contain two or fewer characters or contain seventeen or more characters, excluding the directional designator and street suffix.

**15.24.045 Street name change—community petition.**

A. A street name change may be initiated by a petition signed by at least seventy-five percent of the property owners adjoining the street. Each owner shall have one vote regardless of how many parcels or addresses are owned or assigned. The petition shall list three street names in order of preference. The petition shall be submitted to the Sedro-Woolley Address Authority with the appropriate fees for processing and review of the street name change.

1. A petition for a street name change shall not change the name for a portion of an existing street. A petition for a street name change shall include the entirety of the street within the incorporated limits of the City.

B. Within fourteen calendar days of receipt of the petition, the Sedro-Woolley Address Authority shall determine whether the petition is valid by confirming that sufficient valid signatures have been submitted. Petitions with insufficient signatures shall be denied.

C. Within sixty calendar days of validation of the petition, the proposed street names shall be reviewed in accordance with the standards of this Chapter. If the petition does not propose an acceptable name, the Sedro-Woolley Address Authority shall request alternative street names. A petition shall be denied if alternative street names are not provided within sixty calendar days of the request.

D. If one or more of the proposed street names complies with the standards of the Chapter, the Address Authority shall draft and distribute an Official Notice of Street Name Change for signature and review. An Official Notice of Street Name Change approved via community petition shall be signed and approved by the lead petitioner, Sedro-Woolley Address Authority, Sedro-Woolley Fire Chief, Skagit County 9-1-1 Center Address Authority, and Sedro-Woolley City Engineer, or their respective designees, and distributed to the agencies listed in SWMC 15.24.015 (B)(5).

**15.24.050 Street name change—administrative determination.**

A. The Sedro-Woolley Address Authority, Skagit County 9-1-1 Address Authority, Sedro-Woolley City Engineer, Sedro-Woolley Fire Chief, or their designees, may elect to administratively change an existing street name for one of the following reasons:

1. The street name is duplicative of, or significantly similar to, another existing street name located anywhere in Skagit County, including other incorporated cities.
2. The street name is duplicative of, or significantly similar to, another existing street name located anywhere in Whatcom County that is also serviced by the Sedro-Woolley Post Office.
3. To assign the correct directional designator or street suffix.
4. Substantial redevelopment in the area has caused the use of the existing street name to be misleading, moot, or otherwise cause delay in emergency response.

B. The new street name shall be approved in accordance with the standards of this Chapter.

C. Upon approval of the new street name, all property owners, building owners, residents, tenants, and agencies listed in SWMC 15.24.015 (B) (5) shall be notified in writing of the change. Such notice shall contain the following information:

1. The streets affected by the name change.
2. The previous address, the new address, and the Skagit County Assessor's Parcel Number for each addressable structure.
3. The date the street name change shall go into effect. This date shall be at least thirty calendar days after the date the notice is sent in writing.
4. A reference to any applicable section of the Sedro-Woolley Municipal Code.
5. Contact information for the Sedro-Woolley Address Authority for any party to dispute the notice or seek additional information.
6. The recipients of said notice.
7. Any additional information deemed necessary for the interpretation of the notice.

D. If a question arises as to whether the street name change conforms to the standards of this Chapter, the burden of proof shall be on the individual disputing said conformity.

**15.24.055 Display of proper street signage.**

- A. Street name signage shall comply with the most recent edition of the SWPWDS.
- B. Private ways that are not officially named roads by the City or County (such as private drives), shall not display personal names in the formats described in this Section.
- C. Street name signage shall be provided by the developer of any new street.

**15.24.100 Enforcement.**

- A. It shall be the responsibility of the owner of the addressable entity to procure the correct number(s) for the addressable entity from the Sedro-Woolley Community Development Department and to display the assigned number(s) in accordance with the standards of this Chapter. No building permit shall be issued until the owner of the building has procured address number(s) approved in accordance with this Chapter from the Sedro-Woolley Community Development Department.
- B. No addressable entity for which a final inspection is required shall pass said final inspection until permanent and correct address number(s) are displayed in accordance with the standards of this Chapter.
- C. Whenever the irregularity of plats, the changing of direction of the public or private rights-of-way, the interruption of continuity of public rights-of-way, or any other condition causes doubt or difference of opinion as to the correct address of any piece of property or any structure thereon, the address shall be determined by the City of Sedro-Woolley. Sedro-Woolley shall be regulated by the specific provisions of this Chapter and the current version of regulatory standards to the Sedro-Woolley Address System, as adopted by the City Council and included in this Chapter, so far as they are applicable.
- D. Should the Sedro-Woolley Address Authority be notified by the Sedro-Woolley Fire Department, Skagit County 9-1-1 Center, or other concerned person in writing that any addressable entity does not have an address as required herein, or is not correctly addressed, or said address is not displayed as required herein, the Sedro-Woolley Address Authority shall conduct a visual inspection to ascertain compliance with the standards of this Chapter.
  - 1. After conducting a visual inspection, should the Sedro-Woolley Address Authority determine that any structure or piece of property is not in compliance with the standards of this Chapter, the owner or permit applicant of the non-compliant structure or property shall be notified in writing within seven calendar days and required to place said property in accordance with this Chapter within thirty calendar days of the date of visual inspection.
  - 2. In the event the owner or permit applicant of the non-compliant structure refuses to comply with the terms of this Chapter within the required timeframe, the owner or permit applicant shall be in violation of this Chapter and subject to the requirements and procedures of Title 18 SWMC. In addition, a certificate of occupancy may be withheld for violation of this Chapter.

**15.24.105 Fees.**

All fees associated with the administration, regulation, and enforcement of this Chapter shall be assessed as designated in the current City of Sedro-Woolley Master Fee Schedule, as adopted by resolution of the City Council and on file with the City Clerk.

**15.24.110 Severability.**

If any section, subsection, clause, phrase or word in this Chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such section or portion shall be deemed a separate provision of this Chapter and such holding shall not affect the validity of the remaining portion of this Chapter.

**Section 4.** Chapter 17.100 “Accessory Dwelling Units (ADUs)” of the Sedro-Woolley Municipal Code, last modified by 2083-24 § 1 in 2025, is hereby amended as follows:

**Title 17**  
**ZONING**

Chapters:

- 17.04 Administrative Provisions**
- 17.06 Residential 1 Environmentally Constrained (R-1) Zone**
- 17.08 Residential 5 (R-5) Zone**
- 17.12 Residential 7 (R-7) Zone**
- 17.16 Residential 15 (R-15) Zone**
- 17.20 Mixed Commercial (MC) Zone**
- 17.21 Urban Village Mixed-Use (UVMU) Overlay**
- 17.22 Transitional Mixed Commercial Overlay**
- 17.24 Central Business District (CBD) Zone**
- 17.28 Industrial (I) Zone**
- 17.32 Public (P) Zone**
- 17.34 Open Space (OS) Zone**
- 17.36 Off-street Parking and Loading**
- 17.38 Residential Recreation Areas**
- 17.40 Signs**
- 17.43 Planned Residential Development (PRD)**
- 17.44 General Regulations for All Zones**
- 17.48 Mobile Home Parks**
- 17.50 Landscaping**
- 17.51 Murals**
- 17.52 Repealed**
- 17.56 Conditional Use Permits**
- 17.60 Variances and Zoning Waivers**
- 17.64 Temporary Permits**
- 17.65 Regulations for Critical Areas**
- 17.66 Flood Damage Prevention**
- 17.68 Home Occupation Permits**
- 17.72 Repealed**
- 17.76 Repealed**
- 17.80 Enforcement**
- 17.84 Adult Entertainment Establishments**
- 17.88 Essential Public Facilities**
- 17.90 Collective Gardens**
- 17.92 Recreational Marijuana Producers, Processors and Retailers**
- 17.96 City of Sedro-Woolley Shoreline Master Program**
- 17.98 Model Homes**
- 17.100 Accessory Dwelling Units (ADUs)**
- 17.110 Homeless Encampments at Religious Organizations**

[...]

**Chapter 17.100**  
**ACCESSORY DWELLING UNITS (ADUS)**

Ordinance No. 2118-26 Amending Title 15, Chs. 12.32 & 17.100 SWMC to Add Addressing & Street Naming Standards

Page 11 of 12

Sections:

**17.100.010 Purpose and intent.**

**17.100.020 Permit required.**

**17.100.030 Standards and criteria.**

[...]

**17.100.030 Standards and criteria.**

Accessory dwelling units shall meet the following criteria:

[...]

Q. The address of the ADU(s) ~~shall be the same as the main house with an “A” added to the end of the address number for the first ADU and a “B” added to the end of the address number for a second ADU. The address of the primary residence shall remain the same. comply with 15.24 SWMC.~~

[...]

**Section 5.** This ordinance shall be in force and take effect five (5) days after its publication according to law.

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

**PASSED** by majority vote of the members of the Sedro-Woolley City Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and signed in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

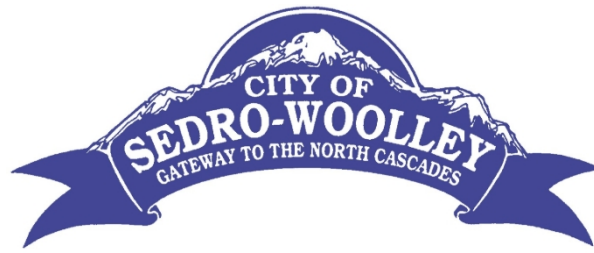
By: \_\_\_\_\_  
JOELLEN KESTI, Mayor

Attest: \_\_\_\_\_  
KELLY KOHNKEN, Finance Director

Approved as to form:

\_\_\_\_\_  
DAN CURTIS, City Attorney

**Published:**



## City Council Agenda Item

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**Agenda Item No.:** m.2.

**Date:** May 27, 2026

**From:** Bill Bullock, Public Works Director

**Subject:** Professional Services Agreement Amendment No. 3 - WWTP Upgrade – Phase I Design

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### **RECOMMENDED ACTION:**

Motion to approve authorization for Public Works to execute contract Amendment No. 3 with RH2 Engineering Inc for professional services required move into the first design phase of the Wastewater Treatment Plant (WWTP) Upgrade project for an amount not to exceed \$559,938.00 increasing the total contract amount not to exceed \$1,241,638.

### **BACKGROUND/SUMMARY INFORMATION:**

The existing WWTP has been well maintained for its age and the City has maximized the useful life of the facility and its components. Significant portions of the WWTP are nearing the end of their intended life. The Facility Plan thoroughly evaluated several options for which systems require either complete replacement, rehabilitation, or continued use to improve the facility's reliability and redundancy. These improvements will also approximately double the WWTP flow capacity. Addressing these needs also provides the opportunity to proactively improve effluent water quality and enable the City to more readily adapt to future wastewater discharge regulations.

The Facility Plan is nearly finalized (the first required design step) and will now be moving into the full design effort. The design effort is broken into three phases primarily for funding purposes. The Facility Plan was funded through the Department of Ecology (\$500,000) and the design effort was funded through the Public Works Board (PWB) (\$750,000). This Amendment utilizes the first \$750,000 of funding. The PWB design funding program is on a quarterly cycle and is limited to \$1,000,000 per application, funding large design projects are allowed to be done in phased applications. The full cost of the WWTP design will require between \$2.2 and \$2.5 million dollars. City staff has coordinated a \$1,000,000 Phase II design application with PWB for October 2026 and possibly another smaller phase application in July 2027. The target for a bid ready design is February 2028 for potential construction start in the second quarter of 2028.

RH2 Engineers has developed a scope of work in concert with City staff (attached) for Amendment No.

3. This first phase of the design will take seven months to complete for an amount not to exceed \$559,938.

**FISCAL IMPACT, IF APPROPRIATE:**

The contract amendment cost is for an amount not to exceed \$559,938 for a total contract amount not to exceed \$1,241,638. This total contract amount is funded through grant and low interest loans from DOE and PWB totaling \$1,250,000.

**ATTACHMENTS:**

1. Contract\_A-3\_Exhibits A-B\_WWTP Facility Plan - Preliminary Design\_Reviewed by RH2(DJM)\_20260401
2. 2024-PS-09 Amend 3 - RH2 Deign Ph 1

**EXHIBIT A-3**  
Scope of Work  
Amendment No. 3  
City of Sedro-Woolley  
WWTP Improvements  
Preliminary Design  
April 2026

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## Background

On behalf of the City of Sedro-Woolley (City), RH2 Engineering, Inc., (RH2) is currently nearing completion of the Wastewater Treatment Plant (WWTP) Facility Plan (Plan). The Plan will recommend major improvements to the WWTP. This amendment provides services to advance the preliminary design of those improvements, which are expected to generally include a new grit removal system, aeration basins, two secondary clarifiers, and associated items, such that the City can procure funding to complete the final design in 2027. This Scope of Work also includes a task for analysis of the current and future Skagit River flood elevations at the WWTP for use in the facility master planning and design of future facility improvements.

RH2 also completed pre-procurement bid documents for a new dewatering screw press to be installed at the City's WWTP utilizing the Amendment No. 1 Management Reserve task. This Scope of Work provides the engineering design, bidding, and construction support services for the installation and startup of this equipment.

## General Assumptions

The following assumptions were made when preparing this Scope of Work:

- *RH2 will rely upon the accuracy and completeness of information, data, and materials generated or produced by the City or others in relation to this Scope of Work. Information is assumed to be provided by or with written authorization from the owner of the information.*
- *Deliverables will be submitted in electronic format (PDF) unless otherwise noted.*
- *No environmental, local, or other permitting will be required for this Scope of Work.*
- *No subconsultants will be needed to complete this Scope of Work.*
- *The services described herein will be performed to the level of effort identified in the attached Fee Estimate. If additional effort is needed, that extra work will be mutually determined by the City and RH2.*
- *RH2 is not responsible for site safety, or for determining means and methods or directing any contractor in their work.*

## Task 1 – WWTP Project – Preliminary Design Project Management

Objective: Manage preliminary design work elements, maintain City communications via phone calls and emails, and provide periodic budget and schedule updates to the City.

Approach:

- 1.1 Coordinate with the RH2 project team. Organize, manage, and coordinate engineering disciplines.
- 1.2 Prepare and provide monthly invoices, budget status summaries, and updated progress reports to the City. Provide progress and schedule updates to the City.
- 1.3 Document and retain information generated during the execution of the project.
- 1.4 Prepare and execute subconsultant contracts.

Assumptions:

- *Project records will be maintained and filed electronically only.*

RH2 Deliverables:

- Monthly invoices documenting progress of work completed and earned value compared to contract value.
- Anticipated project schedule.
- Coordination of project team and execution of subconsultant agreements.

## Task 2 – WWTP Project – Preliminary Design

Objective: Prepare preliminary design of the improvements recommended in the Plan.

Approach:

- 2.1 Complete a design-level topographic survey for the area of proposed improvements. *A subconsultant will be utilized for this subtask. One (1) site visit by two (2) RH2 staff members is assumed for this subtask.*
- 2.2 Perform initial hydraulic calculations for sizing major pipelines, pumps, splitters, and other components based on flow rates and pipe configurations from the Plan.
- 2.3 Develop 3D CAD models of major structural and mechanical components.
- 2.4 Prepare overall process design criteria, process flow diagram, and hydraulic profile showing major structures, water surfaces, and associated critical elevations.
- 2.5 Prepare preliminary process and instrumentation diagrams (P&ID).
- 2.6 Coordinate with manufacturers to solicit and review initial equipment proposals. Prepare a list of the major equipment and suitable manufacturers.
- 2.7 Establish major structural design criteria. *A subconsultant may be utilized for this subtask.*

- 2.8 Prepare initial electrical one-line diagram and electrical site plan.
- 2.9 Prepare demolition and phasing plans.
- 2.10 Prepare preliminary plans, including initial civil, structural, and mechanical plan views. Prepare oblique views of major components in 3D CAD models. *One (1) site visit by two (2) RH2 staff members is assumed for this subtask.*
- 2.11 Prepare preliminary Engineer's opinion of probable construction cost (OPCC).
- 2.12 Provide internal quality assurance and quality control (QA/QC) review of the preliminary design. Update the preliminary design based on any review comments.
- 2.13 Compile and provide the preliminary design documents for the City's review. Attend one (1) meeting with the City to discuss review comments. *An in-person meeting with three (3) RH2 staff members is assumed.*
- 2.14 Incorporate City review comments and complete the preliminary design documents.

Assumptions:

- *No geotechnical analyses are required for preliminary design.*

Provided by City:

- Access to WWTP.
- Review comments on preliminary design documents.
- Attendance at one (1) design review meeting.

RH2 Deliverables:

- Initial preliminary design documents for City review.
- Attendance at one (1) design review meeting.
- Completed preliminary design documents.

### Task 3 – Flood Elevation Analyses

Objective: Coordinate with Northwest Hydraulic Consultants Inc. (NHC) as a subconsultant to RH2 to estimate current and future Skagit River flood elevations at the WWTP and document scenarios under various conditions.

Approach:

- 3.1 Prepare and execute subconsultant agreement with NHC.
- 3.2 Review predicted flood elevations at the WWTP under current and future conditions.
- 3.3 Review NHC technical memorandum with the City and provide suggestions for any necessary edits. Attend one (1) conference call with the City to discuss the technical memorandum.

Provided by City:

- Review of NHC technical memorandum.

RH2 Deliverables:

- Draft and final technical memorandum from NHC.
- Suggested edits for NHC technical memorandum.

## Task 4 – Dewatering System – Design

Objective: Complete plans, specifications, and construction contract documents for the installation of the pre-procured dewatering equipment.

Approach:

- 4.1 Perform one (1) site visit to collect applicable information for the installation and connection of the pre-procured dewatering equipment into the existing facility.
- 4.2 Prepare general plan sheets, notes, and detail sheets.
- 4.3 Prepare demolition and phasing plan.
- 4.4 Prepare mechanical plans, sections, and details.
- 4.5 Prepare structural plans, sections, and details.
- 4.6 Prepare electrical and control system design, including general notes, details, schedules, panel schematics, as needed, and control logic diagrams.
- 4.7 Prepare front-end non-technical bid documents and technical specifications using RH2's standard documents.
- 4.8 Prepare an Engineer's OPCC.
- 4.9 Provide internal QA/QC review of the design documents. Update the design documents based on any review comments.
- 4.10 Provide the 95-percent documents for the City to review. Attend one (1) virtual meeting with the City to discuss review comments. Incorporate any comments into the documents and prepare bid-ready documents.

Assumptions:

- *This Task assumes that the existing belt filter press, polymer system for dewatering, and associated control panels will be removed. The existing digested sludge pumps will remain and the existing conveyor will be evaluated for reuse and will be replaced if deemed necessary. The sump in the building will be filled to provide a level concrete floor for mounting the new dewatering equipment. Electrical improvements will include updates to provide electrical power and local control for the new screw press system. No other major modifications are assumed for the installation of the new equipment.*

Provided by City:

- Attendance at site visit and design review meeting.
- Compiled review comments on 95-percent design documents.

RH2 Deliverables:

- Attendance at site visit and design review meeting.
- 95-percent design plans, front-end bid documents, technical specifications, and OPCC.
- Bid-ready design plans, front-end bid documents, technical specifications, and OPCC.

## Task 5 – Dewatering System – Services During Bidding

Objective: Assist the City through the bidding process.

Approach:

- 5.1 Post the bid documents online with QuestCDN and manage during bidding.
- 5.2 Respond to questions during bidding and prepare up to three (3) addenda.
- 5.3 Prepare the bid tabulation. *It is assumed that the City will administer the bid opening and that RH2 will not need to attend.*
- 5.4 Review low bids and prepare recommendation of award and notice of award letters for City use.

Assumptions:

- *The City will coordinate the advertisement of the project and pay any applicable fees.*
- *Bid documents will be distributed electronically and not mass produced in hard copy. Additional plan sets or copies of bid documents may be requested at cost plus materials.*
- *The City is responsible for construction contract execution.*

Provided by City:

- Submit and pay for the newspaper advertisements.
- Host and administer the bid opening.
- Construction contract execution.

RH2 Deliverables:

- Post plans and specifications with QuestCDN for online bidding.
- Up to three (3) addenda.
- Bid tabulation, recommendation of award letter, and notice of award letter.

## Task 6 – Dewatering System – Construction Contract Administration and Technical Support

Objective: Provide on-call construction contract administrative support.

Approach:

- 6.1 Revise and update the bid plans and technical specifications to reflect addenda issued during the bidding phase. Issue conformed for construction documents.
- 6.2 Attend one (1) pre-construction meeting. Assist the City in preparing the meeting agenda and minutes. *It is assumed that the meeting will be held at the WWTP.*
- 6.3 Review and provide responses for up to ten (10) material submittals and resubmittal packages.
- 6.4 Review and respond up to five (5) requests for information (RFIs) and/or construction change orders (CO). This includes the preparation of drawing revisions as required for RFI responses and/or construction COs.
- 6.5 Consult with the City on construction costs, scheduling, and constructability issues. *Up to twenty (20) hours of RH2 staff time are anticipated for this subtask.*
- 6.6 Attend on-site final project walkthrough. Provide project punchlist and assist with project closeout.
- 6.7 Review the contractor's as-constructed markups. Prepare construction record drawings.

Assumptions:

- *On-site construction work is anticipated to occur over approximately a two (2) month period during the first quarter of 2027.*

Provided by City:

- Attendance at the pre-construction conference and final project walkthrough.
- Full-time inspector.
- General coordination on construction document review and issue resolution.
- Site access.

RH2 Deliverables:

- Conformed for construction documents.
- Attendance at the pre-construction meeting and project walkthrough.
- Meeting agenda and minutes.
- Responses to submittals, RFIs, and COs.
- Punchlist items.

- Construction record drawings.

## Task 7 – Dewatering System – Construction Observation Services

Objective: Provide periodic, strategic observations during construction.

Approach:

- 7.1 Attend up to three (3) on-site construction progress meetings. *It is assumed that these meetings will be held at the WWTP.*
- 7.2 Provide periodic special observations and assistance related to the mechanical and electrical equipment testing and startup. This subtask includes preparing construction observation reports. *An allowance of forty (40) hours, which is assumed to be five (5) site visits, is provided to assist the City.*

Provided by City:

- Site access and attendance at progress meetings.

RH2 Deliverables:

- Attendance at progress meetings.
- Periodic site visits and construction observation reports.

## Project Schedule

RH2 is prepared to commence with the work outlined herein upon written authorization to proceed from the City. It is anticipated that services related to the WWTP Project preliminary design will be completed within 8 months from Notice to Proceed. Services related to the flood elevation analyses are anticipated to be completed within 3 months from Notice to Proceed. Services related to the dewatering system will be completed within 12 months from Notice to Proceed.

**EXHIBIT B-3**

Fee Estimate

Amendment No. 3

City of Sedro-Woolley

WWTP Improvements

Preliminary Design

Apr-26

Description	Total Hours	Total RH2 Labor	Total Subconsultant	Total Expense	Total Cost
Task 1 WWTP Project - Preliminary Design Project Management	57	\$ 14,431	\$ -	\$ 430	\$ 14,861
Task 2 WWTP Project - Preliminary Design	1170	\$ 257,894	\$ 69,000	\$ 24,493	\$ 351,387
Task 3 Flood Elevation Analyses	13	\$ 3,872	\$ 31,326	\$ 149	\$ 35,347
Task 4 Dewatering System - Design	396	\$ 87,405	\$ -	\$ 7,391	\$ 94,796
Task 5 Dewatering System - Services During Bidding	31	\$ 6,709	\$ -	\$ 540	\$ 7,249
Task 6 Dewatering System - Construction Contract Administration and Technical Support	140	\$ 30,846	\$ -	\$ 3,172	\$ 34,018
Task 7 Dewatering System - Construction Observation Services	88	\$ 19,304	\$ -	\$ 2,976	\$ 22,280
<b>PROJECT TOTAL</b>	<b>1895</b>	<b>\$ 420,461</b>	<b>\$ 100,326</b>	<b>\$ 39,151</b>	<b>\$ 559,938</b>



**AMENDMENT NO. 3**

To the PROFESSIONAL SERVICES AGREEMENT No. 2024-PS-09  
Dated May 27, 2026  
Between The City of Sedro-Woolley, Washington  
And RH2 Engineering Inc.

This Amendment revises the above contract as follows:

**ARTICLE I. SCOPE OF SERVICES**

The Scope of Services is hereto amended as follows in Exhibit “A-3” (attached) and incorporated herein by this reference (“Scope of Services”). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant’s profession.

**ARTICLE II. OBLIGATIONS OF THE CITY**

**II.1 PAYMENTS.**

a. The Consultant shall be paid by the City for services rendered under this Amendment No. 3 to the original agreement for additional design services as described in the Scope of Services Exhibit A-3. In no event shall the compensation paid to the Consultant under this Amendment No. 3 exceed **\$559,938.00** (Five Hundred Fifty-Nine Thousand Nine Hundred Thirty-Eight dollars and no/100) for a new total contract, not to exceed, of **\$1,241,638** (One Million Two Hundred Forty-One Thousand Six Hundred Thirty-Eight dollars and no/00) without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work per the Fee Schedule Exhibit B-3. In the event the City elects to expand the scope of services from that set forth in Exhibit A-3, the City shall pay Consultant a mutually agreed amount.

All other terms and conditions remain as per the original agreement.

DATED this 27th day of May, 2026.

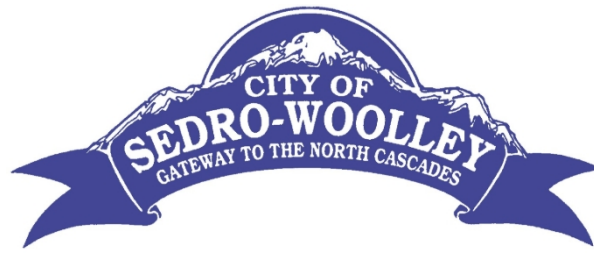
CITY OF SEDRO-WOOLLEY  
A Washington municipal corporation

By: \_\_\_\_\_  
William Bullock, PE – Public Works Director

CONTRACTOR:

RH 2 Engineering Inc.

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



## City Council Agenda Item

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**Agenda Item No.:** m.3.

**Date:** May 27, 2026

**From:** Kelly Kohnken, Finance Director / City Clerk

**Subject:** Candidate Review, Interview, and Appointment - Ward 2

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### **RECOMMENDED ACTION:**

### **BACKGROUND/SUMMARY INFORMATION:**

Councilmember JoEllen Kesti was appointed Sedro-Woolley Mayor on April 8, 2026, vacating the Ward 2 council seat.

On April 22, 2026, City Council reviewed and approved the procedures for filling the vacancy.

For the May 27, 2026, council meeting, the council will review and discuss all eligible applicants, select applicants to interview, interview candidates, and select a candidate for appointment to Ward 2.

### **Candidates:**

- James Cox
- Katya Matsko
- Andrew Shamp

**Select Candidates for Interview:** After review of applications, the selection for interviews will be by nomination and second. A vote will be taken and candidates receiving three or more votes will be interviewed.

**Interviews:** Candidates will be interviewed in alphabetical order of last name. During the interview, each council member and the mayor may ask each candidate up to three questions. Follow-up questions are to be counted as one of the three questions. Based on questions provided by council and the mayor, the city clerk has prepared 14 questions. Council members will be assigned two questions each and may ask one follow-up question.

**Nomination:** Council members may nominate a candidate to fill the vacancy. A second is required. Once the nominations are given, the mayor will close the nominations and council will proceed to vote.

**Voting:** The vacancy can only be filled when a majority of the whole City Council affirmatively votes for the applicant, or in the case of a 3-3 tie, the mayor shall break the tie.

**Seating of New City Council Member:** The mayor shall administer the oath of office, and the new council member will be officially seated as a city council member.

**FISCAL IMPACT, IF APPROPRIATE:**

None.

**ATTACHMENTS:**

1. City Council Position No. 2 - Vacancy
2. Excerpt from Governance Handbook\_Council Vacancy
3. Position Vacancy - Interview Questions
4. Cox, James\_Ward 2\_Application
5. Cox, James\_Ward 2\_Letter of Interest
6. Matsko, Katya\_Ward 2\_Application
7. Matsko, Katya\_Ward 2\_Letter of Interest
8. Shamp, Andrew\_Ward 2\_Application
9. Shamp, Andrew\_Ward 2\_Letter of Interest



**CITY OF SEDRO-WOOLLEY**

Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1661

Kelly Kohnken  
Finance Director / City Clerk

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## **City Council Position No. 2 – Vacancy**

Councilmember JoEllen Kesti was appointed Sedro-Woolley Mayor of April 8, 2026, vacating the Ward 2 seat. City Council is seeking applications to fill this vacant position.

### **Minimum Qualifications**

Per RCW 35A.12.030, applicants:

- Must have continuously resided within Sedro-Woolley city limits for a minimum of one year prior to appointment with the Council; and
- Must be a registered voter in Skagit County, City of Sedro-Woolley.

Additionally, applicants must:

- At time of application and length of term, reside in Sedro-Woolley Ward 2.

### **Length of Term**

Appointed applicant will serve through the certification of the November 2027 general election. If elected in November 2027, the term will end December 31, 2029.

### **Application Requirements**

Please submit the following to the City Clerk by 4:00pm on May 20, 2026.

- A completed application. Applications can be found on the City website under Governing, City Council, and Vacant Council Position.
- Letter of interest.

The letter of interest should include some or all of the following:

- Why are you interested in serving as a Sedro-Woolley City Councilmember.
- The strengths you would bring to the Council.
- The highest priorities and/or issues you believe the City needs to address, and how you would address them.
- Your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how that contributed to the Sedro-Woolley community. Address its relevance to the position of Sedro-Woolley City Councilmember.
- What you wish to accomplish during this appointed term as a Sedro-Woolley City Councilmember.
- Your vision for our city and community.

At your option, you may also include additional pertinent information and material.

Please Note:

- Once a council member application packet is received by the city, it is a public record, subject to the Public Records Act.
- The application packets received from applicants who meet the minimum requirements of State law will be posted on the City of Sedro-Woolley’s website as part of the Council’s meeting packet.
- If you are appointed to fill the vacant council position, you will be required by State law to file financial disclosure statements with Washington Public Disclosure Commission. See [www.pdc.wa.gov](http://www.pdc.wa.gov) for more information.

Application packets (including application, letters of interest, and other materials) and any correspondence should be addressed to:

Mail: Kelly Kohnken, Finance Director / City Clerk  
RE: Councilmember Recruitment  
City of Sedro-Woolley  
325 Metcalf Street  
Sedro-Woolley, WA 98284

In-Person Kelly Kohnken, Finance Director / City Clerk  
RE: Councilmember Recruitment  
Finance Department  
325 Metcalf Street  
Sedro-Woolley, WA 98284

Email: [cityclerk@sedro-woolley.gov](mailto:cityclerk@sedro-woolley.gov)

**Application Deadline – May 20, 2026, at 4:00pm.**

Application packets (including application, letters of interest, and other materials) must be received by May 20, 2026, at 4:00pm.

- After this date and time, applications will NOT be accepted, including post-marked applications.
- Additional written information after this date and time will NOT be accepted, unless requested by the City Council.

Application packets received by the closing date and time will be circulated by the City Clerk to the Mayor and City Council.

**Timeline**

The timeline for filling the Council vacancy is as follows:

April 8, 2026	Ward 2 seat became vacant.
---------------	----------------------------

April 22, 2026	Council reviews procedures for filling vacant Council position.
April 23, 2026	City Clerk will publish vacancy announcement on social media, the City website and the local newspaper.
April 23 – May 6, 2026	Council to submit potential interview questions to the City Clerk.
May 13, 2026	Council to review procedures for the interviews, review submitted list of interview questions, and make adjustments as necessary.  City Clerk will post finalized list of questions on website and provide to all candidates who apply.
May 20, 2026	Deadline for the City Clerk to receive applications, no later than 4:00pm.
May 27, 2026	Council to review and discuss all applications. Selection of applicants to interview will be by nomination and second.  Council will meet in open session to interview a selection of candidates. Each interview will be a maximum of 30 minutes.  Council will meet in open discussion to vote on a candidate to fill the vacant position.  Upon selection of the new Councilmember, that person will be sworn in by the City Clerk and take their seat at the dais.
July 7, 2026	90-day deadline for City Council to fill the vacant position (RCW 42.12.070(4)).

**City Council Duties and Compensation**

The City of Sedro-Woolley operates under a Mayor – Council form of government. The Sedro-Woolley City Council is a seven-member Council serving as the legislative body of the City.

Their legislative powers include the enactment of ordinances and resolutions. The City Council also has the authority to impose taxes, enact the biennial budget, enter into contracts including grant agreements, approve expenditures, approve claims against the City, and regulate the acquisition, sale, ownership and disposition of property. Councilmembers also define the powers, functions and duties of City officers and employees and fix compensation for all employees.

The City Council hears recommendations made by the Planning Commission and makes final decisions regarding subdivisions, short plats, comprehensive planning and zoning issues.

On an annual basis, members of the City Council appoint one of the Councilmembers to serve in the Mayor’s absence, as Mayor Pro Tempore.

The duties of Councilmember will likely involve an average commitment of 10-20 hours per month for preparation, participation and attendance at various meetings and community activities.

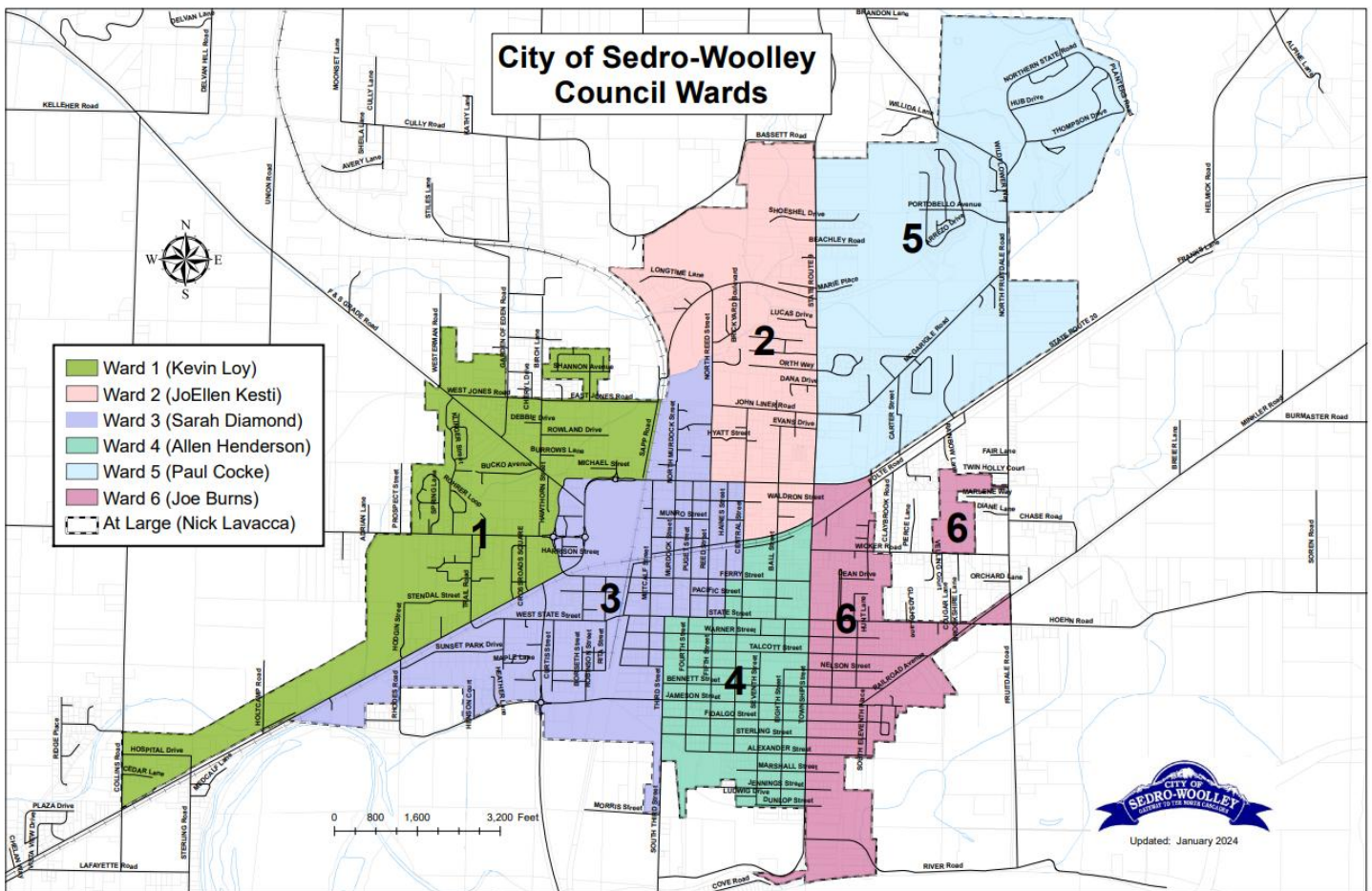
Attendance is required at regular City Council meetings which are held on the second and fourth Wednesday of each month. Meetings begin at 6:00pm. Attendance is also required at study sessions which are held on the first Wednesday of each month, with the exception of June, July, and August. From time to time, the Council or Mayor may call special Council meetings to handle City business.

The monthly Council member salary is \$500 per month.

### Map of Council Wards

The map of Council wards can be found on the City website under Governing, City Council, and Other Information

([https://cms5.revize.com/revize/cityofsedrowoolley/Governing%20Bodies/Council/Sedro-Woolley\\_Council\\_Wards.pdf](https://cms5.revize.com/revize/cityofsedrowoolley/Governing%20Bodies/Council/Sedro-Woolley_Council_Wards.pdf)).



## A. Election of Officers and Selection/Operation of Council Committees

### **1. Election of Officers**

Procedures for electing officers are as follows: annually, at the first meeting of the new Council, the members thereof shall appoint a Mayor-pro-tempore. In addition to the powers conferred upon him/her as Mayor-pro-tem, he/she shall continue to have all the rights, privileges and immunities of a member of the Council.

## B. Filling Council Vacancies or Extended Absences

### **1. Filling a Vacancy**

If a vacancy occurs on the City Council, the Council shall follow the procedures outlined in RCW 35A.12.050<sup>13</sup> and Council's adopted procedure in compliance with RCW 35A.12.050<sup>14</sup>, as well as RCW 42.12.070. The timeline may vary depending on when the process begins. The City Council has within 90 days of the vacancy to appoint a qualified person to the vacant position. If this timeframe is not met, the City's authority in this matter would cease and the Skagit County Board of Commissioners would appoint a qualified person to fill the vacancy. Public comment will not be taken during this entire process.

### **2. Procedures for Filling a Council Vacancy**

Timeline/Procedure (any of the meetings, dates and times, may be adjusted and/or combined as determined by the Council):

*a) Publication*

The City Clerk will publish the vacancy announcement inviting citizens of the City who are interested and qualified to sit as a Councilmember, to apply by submitting a letter of interest. Qualifications to sit as a Councilmember are set forth in RCW 35A.12.030. If possible, the vacancy announcement will be published for two consecutive weeks.

*b) Deadline for the City Clerk to receive applications shall be no later than 4:00 p.m.*

*c) Special Meeting, Executive Session, set for . [RCW 42.30.110(1)(h)]*

6:00 p.m. Council will meet and adjourn to executive session to review and discuss all of the applications. After the review and discussion, Council will return to Council Chambers and the Special Meeting will be adjourned.

*d) Regular Meeting, same evening as above Special Meeting. [RCW 42.30.110(1)(h)]*

7:00 p.m. Council will meet in open session and part of this agenda will include selection of applicants to interview. Selection will be by nomination and second. A vote will be taken and candidates receiving three or more votes will be interviewed. Immediately after this Council meeting or as soon as practicable, the Clerk will send a list of potential questions to all those to be interviewed.

*e) Regular or Special Meeting, . [RCW 42.30.110(1)(h)]*

The interviews will be conducted during an open Council meeting. Each interview will be a maximum of 30 minutes.

*f) Executive Session set for [RCW 42.30.110(1)(h)]*

Council will meet and adjourn to executive session (closed session) to discuss qualifications of the applicants. After the discussion.

*g) Regular or Special Meeting, same evening as above [RCW 42.30.110(1)(h)]*

Council will meet in open session and the agenda will include a vote to fill the vacancy. Upon selection of the new Councilmember, that person will be sworn in by the City Clerk, and take their seat at the dais.

### **3. Interview Questions/Process:**

During the interview, each Councilmember and the Mayor may ask each candidate up to three questions. Follow-up questions are to be counted as one of the three questions.2. Candidates will be interviewed in alphabetical order of last name.

#### 4. Nomination and Voting Process:

##### a) *NOMINATION PROCESS.*

Councilmembers may nominate an applicant to fill the vacancy. A second is required. If no second is received, that applicant shall not be considered further unless no applicant receives a second, in which case all applicants who were nominated may be considered again. Once the nominations are given, **the Mayor will close the nominations and Council will proceed to vote.**

##### b) *Voting Process*

RCW 42.12.070 states that where one position is vacant, **the remaining members** of the governing body shall **appoint** a qualified person to fill the vacant position. By adoption of this policy, Council has chosen the following process for making such appointment:  
A vote for an applicant shall be by voice or raised hand.

The vacancy can only be filled when **a majority of the whole City Council affirmatively votes** for the applicant or in the case of a 3-3 tie, the mayor breaks the tie (See RCW 35A.12.100), i.e. if five City Councilmembers are present, this would require at least four City Councilmembers voting for an applicant. If subsequent rounds of voting are needed, each round of voting follows the same process. The Mayor may ask for Council discussion between voting rounds.

##### Round One Vote:

The applicant receiving the majority of votes will be the new Councilmember.

If no applicant receives a majority of votes from the City Council, then the three applicants receiving the most affirmative votes would be considered in a second round.

##### Round Two Vote:

Round Two shall proceed the same as Round One. If one of the three applicants still fails to receive a majority of affirmative votes, then the two applicants of the three who received the most affirmative votes would then be considered in a third round; or if there are only two applicants and they receive tie votes, a third round will be taken. Councilmembers may change their vote between rounds.

##### Round Three Vote:

Round Three shall proceed the same as Rounds One and Two. If after this round, the vote of the two applicants results in a tie, then the City Supervisor, with concurrence of Council, shall flip a coin to determine who shall fill the vacancy, with the applicant whose last name is closest to the letter "A" being assigned "heads" and the other person assigned "tails." In the rare circumstance where both applicants have the same last name, the applicant whose entire last name is closest to the letter "A" will be assigned "heads" and the other person assigned "tails."

##### c) *Seating of New City Councilmember:*

Once an applicant either has received a majority of votes or wins the coin flip, if the appointed applicant is at the meeting, the Mayor shall administer the oath of office, and the new Councilmember will be officially seated as a City Councilmember.

#### **B-1. Filling a Vacancy in the office of Mayor**



## **CITY OF SEDRO-WOOLLEY**

Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1661

Kelly Kohnken  
Finance Director / City Clerk

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## **Interview Questions – City Council Position No. 2**

The interview for the vacant City Council Position No. 2 will be conducted during an open Council meeting, scheduled for Wednesday, May 27, 2026. The meeting starts at 6:00pm, interviews will take place as the last item on the agenda. Each interview will be a maximum of 30 minutes.

Each candidate selected for an interview should come to the interview prepared to speak to the following questions:

1. Why are you interested in the appointment to City Council and what motivated you to apply for the Ward 2 vacancy?
2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?
3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, housing, human services, public utilities, fiscal management, parks and open spaces, etc.)
4. Have you ever attended a City Council meeting?
5. What do you understand the role of a City Council member to be in Sedro-Woolley's mayor-council form of government, and how would you work effectively with staff without overstepping into administration?
6. City resources and staff capacity are limited. Name one City priority you believe deserves more attention, and one worthy priority you would be willing to delay if funding or staff capacity required it.
7. Sometimes Councilmembers must make decisions based only on the official record and applicable legal standards, not public pressure or personal preference. How would you handle that responsibility if neighbors urged you to take a position before a hearing?
8. How would you handle a situation where you disagree with the Mayor, City Administrator, staff recommendation, or Council majority?
9. How should Council balance housing growth, economic opportunity, infrastructure capacity, public safety, traffic, and neighborhood character?
10. Tell us about a time you had to make or support a difficult decision where reasonable people disagreed. What facts did you rely on, how did you communicate the decision, and what did you learn from it?
11. What steps will you take to ensure transparency and accountability in Council decisions?

12. This appointment runs only until the November 2027 election certification. Are you looking to only fill the remainder of this term or to continue serving into a future elected position?
13. What are one or two realistic contributions you would hope to make during the appointed term?
14. Is there anything else that you may wish to add?

Each council member may ask an additional follow-up question of each candidate(s) during the interview.

During the interview, each Councilmember and the Mayor may ask each candidate up to three questions. Follow-up questions are to be counted as one of the three questions. Candidates will be interviewed in alphabetical order of last name.



**CITY OF SEDRO-WOOLLEY**  
 Sedro-Woolley Municipal Building  
 325 Metcalf Street  
 Sedro-Woolley, WA 98284  
 Phone (360) 855-1661

Kelly Kohnken  
 Finance Director / City Clerk

## City Council Position No. 2 – Application

Name			
Residence Address			
Mailing Address (if different)			
Phone Number			
E-mail Address			
Date of Residency			
Have you continuously lived in Sedro- Woolley city limits for one year prior to appointment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you a registered voter in Skagit County, City of Sedro-Woolley?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you reside in Sedro-Woolley Ward 2?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### Experience

Please provide relevant work or service experience.

Name of Institution			
Address of Institution			
Dates of Service			
Job Function			

Name of Institution			
Address of Institution			
Dates of Service			
Job Function			

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Name of Institution	
Address of Institution	
Dates of Service	
Job Function	

Name of Institution	
Address of Institution	
Dates of Service	
Job Function	

**Education**

Please provide relevant education.

Name of Institution	
Degree Earned or Description of Subjects Studied	
Dates of Attendance	

Name of Institution	
Degree Earned or Description of Subjects Studied	
Dates of Attendance	

Name of Institution	
Degree Earned or Description of Subjects Studied	

Dates of Attendance	
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**Related Skills and Accomplishments**

Please provide other relevant skills and accomplishments.


**Other Information**

Application packets, including application, letters of interest, and other materials must be received by May 20, 2026, at 4:00pm. After this date and time, applications will NOT be accepted, including post-marked applications.

Please note: Once a councilmember application packet is received by the city, it is a public record, subject to the Public Records Act.

Application packets (including application, letters of interest, and other materials) and any correspondence should be addressed to:

Mail: Kelly Kohnken, Finance Director / City Clerk  
 RE: Councilmember Recruitment  
 City of Sedro-Woolley  
 325 Metcalf Street  
 Sedro-Woolley, WA 98284

In-Person Kelly Kohnken, Finance Director / City Clerk  
 RE: Councilmember Recruitment  
 Finance Department  
 325 Metcalf Street  
 Sedro-Woolley, WA 98284

Email: [cityclerk@sedro-woolley.gov](mailto:cityclerk@sedro-woolley.gov)

# James Cox

318 Longtime Lane, Sedro Woolley, WA 98284 • (360) 770-4415 • rundown20@outlook.com

MAY 4, 2026

Kelly Kohnken, Finance Director / City Clerk  
RE: Councilmember Recruitment Finance Department  
325 Metcalf Street Sedro-Woolley, WA 98284

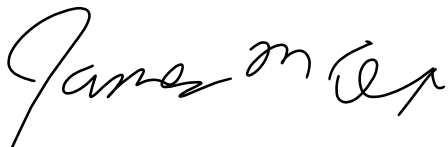
## Dear Kelly Kohnken,

I'm reaching out to express my interest in the open position for Council Member, Ward 2. I believe my experience in business, finance, budgeting, hiring, improvement projects and other areas would be a benefit to the city. My family has deep roots in Skagit Valley and more specifically in Sedro Woolley. My family currently owns and operates Happiest Tees on Earth. We have been involved with community projects with our church, and I currently serve on the SWHC board.

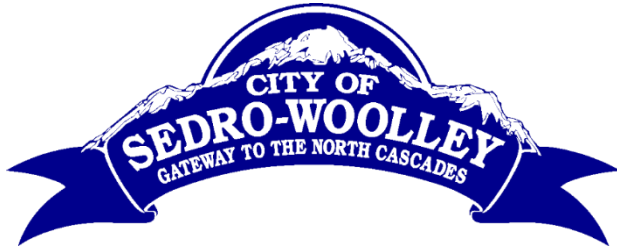
Sedro Woolley has such a rich and historic history. I hope to have an opportunity to work alongside the current council as they continue to improve, maintain, and keep Sedro Woolley a great place to live, shop, and work. As our town experiences population growth, we will need to work together to ensure we achieve our goals.

I look forward to hearing back from you. If there is anything I can do or questions I can answer, do not hesitate to reach out.

Best regards,

A handwritten signature in black ink that reads "James Cox". The signature is written in a cursive, flowing style.

James Cox



**CITY OF SEDRO-WOOLLEY**  
 Sedro-Woolley Municipal Building  
 325 Metcalf Street  
 Sedro-Woolley, WA 98284  
 Phone (360) 855-1661

Kelly Kohnken  
 Finance Director / City Clerk

## City Council Position No. 2 – Application

Name			
Residence Address			
Mailing Address (if different)			
Phone Number			
E-mail Address			
Date of Residency			
Have you continuously lived in Sedro- Woolley city limits for one year prior to appointment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you a registered voter in Skagit County, City of Sedro-Woolley?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you reside in Sedro-Woolley Ward 2?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

### Experience

Please provide relevant work or service experience.

Name of Institution			
Address of Institution			
Dates of Service			
Job Function			

Name of Institution			
Address of Institution			
Dates of Service			
Job Function			

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Name of Institution	
Address of Institution	
Dates of Service	
Job Function	

Name of Institution	
Address of Institution	
Dates of Service	
Job Function	

**Education**

Please provide relevant education.

Name of Institution	
Degree Earned or Description of Subjects Studied	
Dates of Attendance	

Name of Institution	
Degree Earned or Description of Subjects Studied	
Dates of Attendance	

Name of Institution	
Degree Earned or Description of Subjects Studied	

Dates of Attendance	
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**Related Skills and Accomplishments**

Please provide other relevant skills and accomplishments.


**Other Information**

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 325 Metcalf Street  
 Sedro-Woolley, WA 98284

In-Person Kelly Kohnken, Finance Director / City Clerk  
 RE: Councilmember Recruitment  
 Finance Department  
 325 Metcalf Street  
 Sedro-Woolley, WA 98284

Email: [cityclerk@sedro-woolley.gov](mailto:cityclerk@sedro-woolley.gov)

**Ekaterina (Katya) Matsko**  
700 N Reed St Unit 53  
Sedro-Woolley, WA 98284  
360-399-9155  
ekaterinamatsko0@gmail.com

May 11, 2026

Kelly Kohnken, Finance Director / City Clerk

**RE: Councilmember Recruitment**

City of Sedro-Woolley  
325 Metcalf Street  
Sedro-Woolley, WA 98284

Dear Mayor, Councilmembers, and Selection Committee,

I am writing to express my interest in being appointed to the vacant Ward 2 City Council position for the City of Sedro-Woolley. Sedro-Woolley is the community that shaped who I am and taught me the value of hard work, service, and strong local leadership. I would be honored to give back to the community that has given me so much by serving on the City Council.

I immigrated to the United States from Russia with my family and am proud to be an American citizen now. Growing up in a low-income household gave me firsthand experience with financial hardship and the importance of strong community support systems. Those experiences shaped my values and gave me a deep appreciation for inclusion, opportunity, and making sure people feel heard and respected.

I believe local leadership should reflect the full community, including younger voices, working families, seniors, and vulnerable populations. As a younger resident, I believe I can bring a fresh perspective while helping encourage more civic engagement in Sedro-Woolley. I currently work as a special education paraeducator with the Sedro-Woolley School District and worked all throughout college, including four years in fundraising and alumni engagement at the University of Washington, where I supported outreach efforts that generated more than \$1 million for university programs and scholarships.

Outside of work, I remain actively involved in our community. I am a volunteer with Community Action of Skagit County's Senior and Disabled Services programs, a participant in the CREAT Policy Committee, an incoming Client Sector Board Member, and involved with Skagit Rotary.

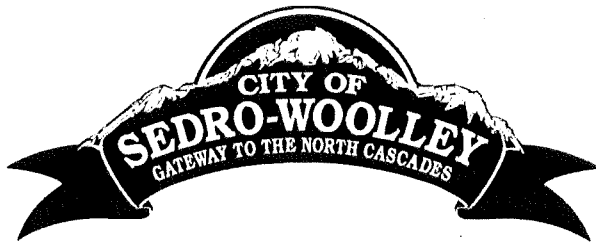
I want to serve on the City Council because I care deeply about the future of Sedro-Woolley and want to help build a city where people feel supported, included, and heard. If appointed, I would approach this role with professionalism, compassion, and a strong willingness to listen and learn.

Thank you for your consideration and for your service to our community. I would be truly honored for the opportunity to serve the residents of Sedro-Woolley.

Cordially,

*Katya Matsko*

Katya Matsko



**CITY OF SEDRO-WOOLLEY**

Sedro-Woolley Municipal Building  
 325 Metcalf Street  
 Sedro-Woolley, WA 98284  
 Phone (360) 855-1661

Kelly Kohnken  
 Finance Director / City Clerk

**City Council Position No. 2 – Application**

Name	Andrew Peter Shamp		
Residence Address	819 Lucas Dr		
Mailing Address (if different)	Po Box 1, Sedro Woolley		
Phone Number	360 325 3670		
E-mail Address	Apshamp@hotmail.com		
Date of Residency	current address since 2022		
Have you continuously lived in Sedro- Woolley city limits for one year prior to appointment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you a registered voter in Skagit County, City of Sedro-Woolley?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you reside in Sedro-Woolley Ward 2?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

**Experience**

Please provide relevant work or service experience.

Name of Institution	Self employed, Shamp Equipment Service
Address of Institution	819 Lucas Dr
Dates of Service	2019 current
Job Function	I have a mobile service truck and repair heavy diesel equipment on site. My main focus on farming and agriculture.

Name of Institution	Self employed, real estate
Address of Institution	402 & 420 state st, 123 Jameson St
Dates of Service	2014 current
Job Function	I own, manage, and maintain multiple commercial properties in the city.

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Name of Institution	Farmers Equipment Co
Address of Institution	17893 Hwy 20, Burlington Wa 98233
Dates of Service	2011 2019
Job Function	Heavy equipment Agriculture Mechanic,

Name of Institution	United States Marine Corps
Address of Institution	
Dates of Service	2005 2009
Job Function	Infantry Assaultman, Honorably discharged, deployed to the 31st MEU in the pacific, and Afghanistan in 2008.

**Education**

Please provide relevant education.

Name of Institution	Skagit Valley College
Degree Earned or Description of Subjects Studied	Associate in Technical Arts degree, Diesel Power Technology, with honors.
Dates of Attendance	2009 2011

Name of Institution	Sedro woolley k through 12
Degree Earned or Description of Subjects Studied	HS diploma
Dates of Attendance	class of 2005

Name of Institution	
Degree Earned or Description of Subjects Studied	

Dates of Attendance	
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**Related Skills and Accomplishments**

Please provide other relevant skills and accomplishments.

Refer to Letter of interest

**Other Information**

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 RE: Councilmember Recruitment  
 Finance Department  
 325 Metcalf Street  
 Sedro-Woolley, WA 98284

Email: [cityclerk@sedro-woolley.gov](mailto:cityclerk@sedro-woolley.gov)

## Letter of Interest/Introduction

I'm writing this letter to express my interest in filling the ward 2 vacancy on the city council. I would like to give a brief description and background of who I am, my beliefs and what I stand for. Whether you agree with my train of thought or not, I think it is important to also consider and respect the decision of who the residents of ward 2 voted for originally. The beliefs of whomever fills this vacancy should align, to an extent, that of Mayor Kesti; as it was her core values that earned the vote of the people of ward 2 more than once. I would also like to openly challenge the council to go off script, and ask me questions pertaining to me as a person. That is ultimately who you are electing, not any rehearsed statements I may come up with. Anyone promising to accomplish projects X, Y, and Z, has already fundamentally misunderstood how our system of governance works. A voter should never place their vote on promises. The only factor that should be considered in a candidate, is a person's ideals, integrity, and past accomplishments to back it up.

## S-W Background and Residency

My family moved to Sedro-Woolley in 1988 from Alaska when I was two years old. I spent my entire childhood in Sedro Woolley and attended literally every school in the city. I caught fish at the northern state pond, my first job was delivering for the Courier Times at age 11. I spent time with my father who was building homes, and restoring downtown throughout the 90's. I still have my Sedro-Woolley bicentennial commemorative Mountain Dew can. I swam the flooded banks of the Skagit in 2003, and I met my wife here. I left in 2005 when I joined the Marine Corps Infantry. After four years of traveling the world and going to war, I made the choice to come back and stay in Sedro-Woolley. I have not always lived within city limits, but this has always been my home. My family is here, my church is here, and my investments are here.

## Why do I want to be on the council.

If I could sum up what I believe is best for S-W in one sentence I would say it like this, I will never let Sedro become Seattle. City council members are just as responsible as a mayor or governor for the demise of a city. When I visit Seattle, I leave disgusted. When I visit Lynden, I leave thinking "If I were to move, I think I'd move here". When people visit Sedro-Woolley and leave, I want them to have the same attitude I have when I visit Lynden. My wife and I are raising our 5 children in this city. I want to finish raising them here. More importantly, I want them to want to STAY here once they have a choice to leave. Why do I want to be on the council? A part of me doesn't. It's going to make my life more difficult. I'm

not retired. It will take my time from projects that could be benefiting me as an individual. In spite of that, I've been considering it long before the recent vacancy. As I get older, and I find myself less concerned about my finances, and more concerned about what comes next. With any council vacancy, there is always a risk of lack of interest resulting poor-quality applicants. And nobody wants to choose between bad, worse and worst. This is why I am submitting my application for the position, so you have at least one good option.

### What Strengths do I bring

The primary strengths I would bring to the council would be that I am a decisive person, persuasive, and have a high aptitude for solving problems. When I don't know how to do something, I figure it out, I don't hire it out. You asked for strengths so I'm sure you want some weakness. While I can be persuasive with my logic, I can be very blunt and to the point. I have a low tolerance for wasting time and incompetence. Facts don't care about your feelings, and that personality type generally doesn't do well with first impressions, but I will often leave you resenting that I'm right (just ask my wife). If making friends is your main priority, you are most certainly willing to sacrifice principal so you can get along with the crowd and get a few likes. Back to my core strength of problem solving. My life is constantly dealing with other people's problems. I have a mobile heavy equipment repair business and I have multiple rental properties with a dozen tenants. I am also developing additional properties for myself. Every day I have to prioritize my own projects, my customer's needs, and my tenants needs, based on whose problem has more urgency. I may have started my day on one project, then just as I am getting started, I have to completely shift my focus on a new problem because it is more important at the moment.

### Biggest problems/vision

Before interstate 5 was built, S-W was far more relevant and important to the Skagit valley. With practically every railroad and highway converging here, we were basically the capital of the valley even if the courthouse was in Mt.Vernon. Times change and the world moves on. The possibility of our economy being supported by the same level of tax revenue that I-5 adjacent land provides is unlikely. It doesn't take too many bulldozers and excavators at N/C Machinery to match an entire years' worth of retail sales in our central business district. While the last decade has drastically improved our local and surrounding manufacturing base, items for resale and national defense do not generate sales tax. Spec homes are a massive boost of cash for this city. All the materials and subcontracted labor is taxable. The impact fees are sizable. Monthly utilities fees are forever. But the current

housing boom will not last forever. And the cities spending should not get too accustomed to that influx of money. Construction is a cycle of feast and famine. You might want to put some leftovers in the freezer instead of getting fat and stuffing your face every night. Another big issue is that Sedro is a bottleneck and a pass through for traffic. We can charge all the traffic impact fees we want in our city, but we still have to deal with the traffic that every home built in Concrete and Acme creates, and adding more roundabouts won't make the traffic better.

In my first "I can't" statement, I do have some ideas, but I can't give a definitive answer of how to stabilize the cities financial future. Doing that would require me to have a deeper understanding than I currently have of the city's total income, percentages of where it comes from, where it goes, and how plausible it is to increase or shift those numbers. However, referring to my previous statement of "you don't vote for promises, you vote on the person." I believe when spending other people's money, you treat it as though it was your own. When I order parts for my customers machinery, I don't just make a call to the local OEM dealer and get it coming no matter the cost. I analyze the situation. I consult the customer about their short and long term needs. Will you have this tractor for the next 30 years, or does it just need to survive the season? Is there an aftermarket or used solution? Is overnight freight necessary or can it get here next week for free? If I buy the cheap Chinese part on Amazon for 25% of the price, will it cause additional damage if it fails prematurely? That is classic risk reward analysis that I don't need a college course to understand. Fiscal responsibly is the key to any organization's success. The private sector has consequences to being irresponsible. In the government it's simply, "Oops, we did it again". Now how can we make up our budget shortfall by taxing people more in a way that they don't notice too much.

### Community involvement

I know what you want to hear me say. You want to hear that I work at a soup kitchen every Saturday. You want to hear that I coach T ball every Wednesday, and that I have adopted a highway for litter control. I don't bake cookies for the PTA, and I am not out there shaking hands and kissing babies. What I am doing is working. I'm out there working and producing more than the average person. I'm providing rental spaces to live and work in without gouging people on rent. I don't charge \$3.50 a square foot for someone to live in a hole in the wall and tell them its luxury because it has a/c and a stainless-steel microwave. I keep my buildings and properties clean, tidy and maintained. I'm not waiting for a grant to paint my building that should have been painted a decade ago. I bought, cleaned up, and subdivided the old sawmill property by the high school. Eighteen acres total in the city

limits that was abandoned, overgrown, a liability, and an attraction for vagrants. Something that more experienced developers haven't been able to do in 26 years since the mill closed. My efforts increase property tax value and the cities general curb appeal. And that brings in far more than a batch of Rice Krispy treats brings in so 3<sup>rd</sup> graders can get the Yo-Yo man to come do an assembly. As far as my charitable contributions of time and money to organizations and individuals is concerned, that is none of your business. My actions in that regard are not of public record and are between that individual, myself, and God. I will not bullet point a list of good deeds so I can get your kudos or praise. You may consider that as a lazy cop out. But bragging about generosity that you perform privately, in order to gain recognition, is both unbiblical and extremely tacky.

Thank you for your consideration. Thank you for reading my letter of interest that ended up turning into more of a mini manifesto. If you think you can take my sarcasm, bluntness, and get along with me for a minimum of 1.5 years, then I look forward to challenging you.

Sincerely,

Andrew Shamp