

CITY COUNCIL AGENDA

June 10, 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 - May 27, 2026
- 2. Check Register - Regular
- 3. Professional Services Agreement Amendment No. 3 - WWTP Upgrade – Phase I Design - Revision

- f. Introduction of Special Guests and Presentation**
- g. City Administrator Report**
- 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 Attn: 'Public Comment' until 4:30pm the day before the meeting.

- k. Public Hearing(s)**
- l. Unfinished Business**
- m. New Business**

- 1. City Strategic Plan (City Council Goals)
- 1. Ordinance 2119-26 - Amending Chapters. 10.92 and 10.96 Regarding E-Bikes - Action Requested
- 2. Policy Direction Regarding Senior Center Operations
- 3. Ordinance 2121-26 - Repealing Chapter 2.50 “Parking Commission” of the Municipal

Code - 1st Read

4. Ordinance 2120-26 - Repealing Chapter 2.50 Park and Recreation Advisory Board - 1st Read
5. Adoption of 2027-2032 Six-Year Transportation Improvement Program – 1st Read

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))

q. Adjournment

Next Meeting - Regular - City Council - June 24, 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:

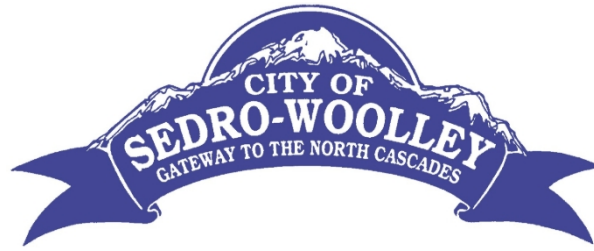
<https://zoom.us/j/91786850179?pwd=Vys0Y29XalZmQTRmemJBM2txVDIUQT09>

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

Agenda Item No.: e.1.

Date: June 10, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - Regular City Council Meeting - May 27, 2026

RECOMMENDED ACTION:

Motion to approve the City Council meeting minutes for the regular meeting held on May 27, 2026.

BACKGROUND/SUMMARY INFORMATION:

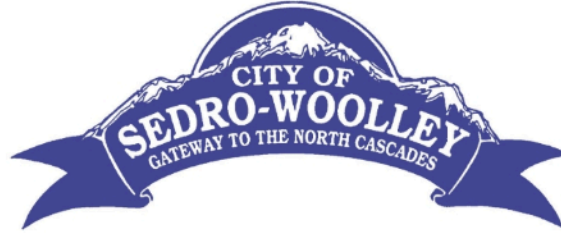
Minutes recorded from the Regular City Council Meeting held on May 27, 2026.

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. 2026.05.27 City Council Meeting Minutes



Regular Meeting of the City Council
May 27, 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 Cocke, Kevin Loy, Nora Pederson, Allan Henderson, Karl de Jong and Nick Lavacca.

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 de Jong and seconded by Councilmember Henderson to approve the consent agenda with a minor revision to the April 22nd, 2026 Regular City Council minutes. Motion carried (6-0).

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

City Administrator Charlie Bush shared the next iteration of the City's draft regarding the 2027-2028 Strategic Plan Council Goals and then requested feedback from the City Council.

h. Councilmember and Mayor's Report

Councilmember Cocke attended the NorthStar Symposium and shared information regarding addiction and homelessness with the Council. He also attended a breakout session with Skagit County Housing Authority, Chris Collier, who dug into some census data. He shared that in 2024, almost 8000 households qualified for housing assistance, but there was not enough funds to help all of them.

Councilmember Loy mentioned to the City Council when the Pawn Shop was given an extension to change its colors on the outside of the building. He complimented the council and said it looks good.

Councilmember Henderson attended the Memorial Day Ceremony and said the speakers were fantastic. He said he was invited by the American Legion to help set up flags and said it was very organized and has been throughout the years, and it looked great!

Councilmember Lavacca mentioned the collision with the city's ambulance. He also spoke about the Olmsted Park activities and gave a compliment to the SWIFT Center. He spoke about some upcoming activities: the 250th anniversary of the Blast from the Past, Log Jam, Skateboard Competition and other county events.

Councilmember de Jong attended and participated in the Memorial Day Ceremony at Union Cemetery and said he was moved by Mayor Kesti and State Senator Wagoner's speeches. He also shared that he attended the shoot, no-shoot exercises with our fellow Police Officers. He attended and participated in the Skagit Transit Board Meeting and shared updates with the City Council, and mentioned that the Friends of Central Skagit Library have volunteer opportunities available from June 4th through June 7th, 2026.

Councilmember Pederson attended a housing mini-academy hosted by the Puget Sound Regional Council and the purpose was to educate elected leaders on innovative approaches to addressing the housing gaps, and also attended the NorthStar Symposium.

Councilmember Pederson said she has received several questions from constituents regarding the Arts Commission and why it is being written out of the code and was hoping to gain some clarity this evening so she can relay the message back to residents.

Mayor JoEllen Kesti shared the Veterans of America George Baldrige post 43, placed flags on every Veterans Headstone in honor of Memorial Day, and they organized a beautiful ceremony to remember those who gave the ultimate sacrifice. Mayor Kesti thanked Councilmember Henderson for volunteering alongside her and others who helped place the flags.

Mayor Kesti said it was truly an honor to speak alongside State Senator Wagoner, who gave a beautiful and heartfelt speech. She was honored to have the gold-star family of Nathan Nakis, a fellow Sedro-Woolley High School graduate, attend the ceremony.

Mayor Kesti announced Sedro-Woolley High School's graduation is next Friday and congratulated all the SWHS class of 2026 and wished them all the best in their future endeavors.o

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 Attn: 'Public Comment' until 4:30pm the day before the meeting.

A public comment period was held.

Andrew Shamp, Randy Collins, Jane Zillig, Beverley Laudermilk, Mary Adtkins, Dave Jellison, Chester Allhouse, Sally Carlson, Germaine Kornegay and Joe Kunzler made public comments.

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

City Administrator Charlie Bush and City Attorney Dan Curtis spoke about Ordinance 2117-26, repealing SWMC Chapter 2.44" Arts Commission" and amending Chapter 2.92 "gifts, loans and donations of works of art.

Motion made by Councilmember Lavacca and seconded by Councilmember Henderson to approve Ordinance 2117-26 repealing SWMC Chapter 2.44" Arts Commission" and amending Chapter 2.92" gifts, loans and donations of works of art. Motion carried (4-2). Councilmember Cocke and Pederson opposed.

2. Ordinance 2116-26 - Amending Chapter 12.36 "City Parks, Recreational Vehicle Facilities and Community Center" - Action Requested

City Attorney Dan Curtis and Police Chief Dan McIlraith spoke about Ordinance 2116-26, amending Chapter 12.36:" City parks, recreational vehicle facilities and Community Center.

Motion made by Councilmember de Jong and seconded by Councilmember Lavacca to approve Ordinance 2116-26 amending Chapter 12.36" City Parks, Recreational Vehicles Facilities and Community Center" of the Sedro-Woolley Municipal Code with the two mentioned changes regarding language correction from code enforcement to law enforcement. Motion carried (6-0).

3. Procurement Policy - Amendment to Chapter 15.1

Public Works Director Bill Bullock spoke about the Procurement Policy, an amendment to Chapter 15.1.

Motion made by Councilmember Lavacca and seconded by Councilmember Cocke to authorize the Mayor, or designee, to sign Resolution 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, Motion carried (6-0).

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

Community Development Director and Assistant Ashton Sandoval Oaks spoke about Ordinance 2118-26, amendments to Title 15 and Chapters 12.32 and 17.100 SWMC to add address and street naming standards.

No action was taken.

2. Professional Services Agreement Amendment No. 3 - WWTP Upgrade – Phase I Design

Public Works Director Bill Bullock shared the professional agreement amendment No. 3, Waste Water Treatment Plant Upgrade, and phase 1 design, with council.

Motion made by Councilmember Cocke and seconded by Councilmember de Jong to approve authorization for public works to execute contract amendment No. 3 with RH2 Engineering Inc for professional services required to move into the first design phase of the Wastewater Treatment Plant (WWTP) upgrade project for an amount not to exceed \$559,938.00 increasing total contract amount not to exceed \$1,241,638.00. Motion carried (6-0).

3. Candidate Review, Interview, and Appointment - Ward 2

Finance Director Kelly Kohnken shared a quick summary of the procedures for the interview and appointment of the Ward 2 Councilmember. It was the consensus of the council that all 3 candidates would be interviewed.

Interviews took place live within the council chambers.

Motion made by Councilmember Pederson and seconded by Councilmember de Jong to nominate James Cox as the new Ward 2 City Councilmember. Motion carried (5-1). Councilmember Loy opposed.

Mayor JoEllen Kesti swore James Cox in as the Ward 2 Councilmember.

n. Information Only Items

o. Good of the Order

p. Executive Session

q. Adjournment

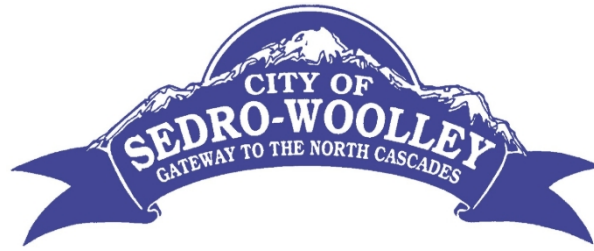
Motion made by Councilmember de Jong to adjourn the City Council Meeting at 7:59pm.
Motion carried (7-0).

ATTEST:

APPROVED:

Kelly Kohnken, City Clerk

JoEllen Kesti, Mayor



City Council Agenda Item

Agenda Item No.: e.2.

Date: June 10, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Regular

RECOMMENDED ACTION:

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

BACKGROUND/SUMMARY INFORMATION:

Claims checks #206889 through #206959, plus EFTs. Additional surcharges not included on the check register. Payroll ACHs including associated benefit checks #61617 through #61627.

FISCAL IMPACT, IF APPROPRIATE:

Claims checks, plus EFTs, totaling \$416,161.13

Payroll totaling \$713,825.56

ATTACHMENTS:

1. 2026.06.10 Check Register

CHECK REGISTER

City Of Sedro-Woolley

Time: 12:40:29 Date: 06/10/2026

06/10/2026 To: 06/10/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5714	06/10/2026	Claims	2	EFT	City of Sedro-Woolley	15.65	
					101 - 576 80 47 053 - Other Utilities	15.65	
5715	06/10/2026	Claims	2	EFT	City of Sedro-Woolley	15.65	
					104 - 595 20 63 082 - RW Trail Road Extension	15.65	
5716	06/10/2026	Claims	2	EFT	City of Sedro-Woolley	15.65	
					104 - 595 20 63 082 - RW Trail Road Extension	15.65	
5717	06/10/2026	Claims	2	EFT	City of Sedro-Woolley	101.92	
					101 - 576 80 47 025 - Olmsted Park	101.92	
5718	06/10/2026	Claims	2	EFT	City of Sedro-Woolley	42.43	
					001 - 558 60 49 041 - Miscellaneous - Planning And	42.43	
5719	06/10/2026	Claims	2	EFT	Pitney Bowes Global Fin Svcs	942.97	
					001 - 591 10 70 520 - Leases + Subscription IT (SBITA)	78.58	
					001 - 591 20 70 522 - Leases + Subscription IT (SBITA)	235.74	
					001 - 591 20 70 524 - Leases + Subscription IT (SBITA)	78.58	
					001 - 591 23 70 001 - Lease + Subscription IT (SBITA)	235.74	
					001 - 591 28 70 001 - Lease + Subscription IT (SBITA)	235.74	
					001 - 591 60 70 519 - Leases + Subscription IT (SBITA)	78.59	
5720	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	423.60	
					103 - 542 63 47 000 - Public Utilities	423.60	
5721	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	27,500.05	
					103 - 542 63 47 000 - Public Utilities	27,500.05	
5722	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	53.29	
					103 - 542 63 47 000 - Public Utilities	53.29	
5723	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	331.77	
					001 - 521 20 47 000 - Public Utilities	331.77	
5724	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	87.46	
					401 - 535 80 47 000 - Public Utilities	87.46	
5725	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	26.38	
					101 - 576 80 47 053 - Other Utilities	26.38	
5726	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	396.18	
					101 - 576 80 47 000 - Riverfront	396.18	
5727	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	158.29	
					101 - 576 80 47 000 - Riverfront	158.29	
5728	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	10.87	
					101 - 576 80 47 000 - Riverfront	10.87	
5729	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	95.34	
					103 - 542 63 47 000 - Public Utilities	95.34	
5730	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	294.09	
					101 - 576 80 47 052 - Bingham Caretaker	294.09	
5731	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	424.96	
					101 - 576 80 47 010 - Community Center	424.96	
5732	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	46.56	
					103 - 542 63 47 000 - Public Utilities	46.56	
5733	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	78.58	
					102 - 536 20 47 000 - Public Utilities	78.58	
5734	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	100.51	
					103 - 542 63 47 000 - Public Utilities	100.51	

CHECK REGISTER

City Of Sedro-Woolley

Time: 12:40:29 Date: 06/10/2026

06/10/2026 To: 06/10/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5735	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	102.58	
					103 - 542 63 47 000 - Public Utilities	102.58	
5736	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	200.48	
					401 - 535 80 47 000 - Public Utilities	200.48	
5737	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	10.87	
					101 - 576 80 47 053 - Other Utilities	10.87	
5738	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	31.14	
					425 - 531 50 47 000 - Public Utilities	31.14	
5739	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	17.48	
					101 - 576 80 47 040 - Train	17.48	
5740	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	183.93	
					412 - 537 80 47 000 - Public Utilities	183.93	
5741	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	18,686.46	
					401 - 535 80 47 000 - Public Utilities	18,686.46	
5742	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	13.97	
					101 - 576 80 47 000 - Riverfront	13.97	
5743	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	209.61	
					401 - 535 80 47 000 - Public Utilities	209.61	
5744	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	559.08	
					401 - 535 80 47 000 - Public Utilities	559.08	
5745	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	136.11	
					425 - 531 50 47 000 - Public Utilities	136.11	
5746	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	42.94	
					101 - 576 80 47 030 - Museum Apartments	42.94	
5747	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	10.77	
					101 - 576 80 47 030 - Museum Apartments	10.77	
5748	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	168.42	
					401 - 535 80 47 000 - Public Utilities	168.42	
5749	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	35.82	
					101 - 576 80 47 030 - Museum Apartments	35.82	
5750	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	165.11	
					101 - 576 80 47 050 - Hammer Square	165.11	
5751	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	4,217.90	
					101 - 576 80 47 070 - City Hall	4,217.90	
5752	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	109.40	
					401 - 535 80 47 000 - Public Utilities	109.40	
5753	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	657.02	
					101 - 576 80 47 020 - Senior Center	657.02	
5754	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	318.31	
					401 - 535 80 47 000 - Public Utilities	318.31	
5755	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	238.38	
					401 - 535 80 47 000 - Public Utilities	238.38	
5756	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	331.82	
					401 - 535 80 47 000 - Public Utilities	331.82	
5757	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	44.20	

CHECK REGISTER

City Of Sedro-Woolley

Time: 12:40:29 Date: 06/10/2026

06/10/2026 To: 06/10/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 521 20 47 000 - Public Utilities			44.20	
5758	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	913.75	
			001 - 522 50 47 000 - Public Utilities			913.75	
5759	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	142.95	
			101 - 576 80 47 051 - Bingham / Memorial			142.95	
5760	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	25.40	
			104 - 559 30 01 105 - Utility Payment on Redevelopn			25.40	
5761	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	1,079.39	
			401 - 535 80 47 000 - Public Utilities			1,079.39	
5762	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	183.34	
			101 - 576 80 47 053 - Other Utilities			183.34	
5763	06/10/2026	Claims	2	EFT	Puget Sound Energy, Inc.	113.55	
			101 - 576 80 47 051 - Bingham / Memorial			113.55	
5764	06/10/2026	Claims	2	EFT	Skagit PUD	91.63	
			101 - 576 80 47 053 - Other Utilities			91.63	
5765	06/10/2026	Claims	2	EFT	Skagit PUD	105.37	
			104 - 559 30 01 105 - Utility Payment on Redevelopn			105.37	
5766	06/10/2026	Claims	2	EFT	Skagit PUD	190.14	
			001 - 522 50 47 000 - Public Utilities			190.14	
5767	06/10/2026	Claims	2	EFT	Skagit PUD	91.63	
			001 - 522 50 47 000 - Public Utilities			91.63	
5768	06/10/2026	Claims	2	EFT	Skagit PUD	82.60	
			001 - 522 50 47 000 - Public Utilities			82.60	
5769	06/10/2026	Claims	2	EFT	Skagit PUD	91.63	
			401 - 535 80 47 000 - Public Utilities			91.63	
5770	06/10/2026	Claims	2	EFT	Skagit PUD	91.63	
			401 - 535 80 47 000 - Public Utilities			91.63	
5771	06/10/2026	Claims	2	EFT	Cellco Partnershp dba Verizon Wireless	4,690.00	
			001 - 513 10 42 020 - Telephone			242.49	
			001 - 514 23 42 020 - Telephone			138.24	
			001 - 518 80 42 020 - Telephone			138.24	
			001 - 521 20 42 020 - Telephone			2,001.62	
			001 - 524 20 42 020 - Telephone			99.01	
			401 - 535 80 42 030 - Cell Phones			483.24	
			102 - 536 20 42 020 - Telephone			139.02	
			412 - 537 80 42 025 - Cell Phones			452.08	
			103 - 542 30 42 020 - Telephone			281.72	
			001 - 558 60 42 020 - Telephone			99.01	
			101 - 576 80 42 020 - Telephone			359.40	
			001 - 595 10 42 025 - Cell Phones			255.93	
5772	06/10/2026	Claims	2	EFT	Cellco Partnershp dba Verizon Wireless	560.20	
			001 - 521 20 42 020 - Telephone			440.17	
			001 - 522 20 42 020 - Telephone			40.01	
			101 - 576 80 42 020 - Telephone			40.01	
			001 - 595 10 42 025 - Cell Phones			40.01	
5773	06/10/2026	Claims	2	EFT	WEX Bank	17,572.11	
			001 - 518 20 32 000 - Auto Fuel			160.02	
			001 - 521 20 32 000 - Auto Fuel			8,903.96	
			001 - 522 20 32 000 - Auto Fuel/Diesel			4,990.37	

CHECK REGISTER

City Of Sedro-Woolley

Time: 12:40:29 Date: 06/10/2026

06/10/2026 To: 06/10/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			425 - 531 50 32 000		Vehicle Fuel	129.75	
			401 - 535 80 32 000		Auto Fuel/Diesel	453.16	
			102 - 536 20 32 000		Auto Fuel/Diesel	115.89	
			102 - 536 20 32 001		Propane	279.97	
			412 - 537 80 32 000		Auto Fuel/Diesel	298.20	
			103 - 542 30 32 000		Auto Fuel/Diesel	717.32	
			101 - 576 80 32 000		Auto Fuel/Diesel	1,523.47	
5774	06/10/2026	Claims	2	EFT	NW Fiber LLC, dba Ziplly Fiber	236.31	
			001 - 518 80 42 021		Internet Services	236.31	
5775	06/10/2026	Claims	2	EFT	NW Fiber LLC, dba Ziplly Fiber	480.34	
			401 - 535 80 42 020		Telephone	480.34	
5776	06/10/2026	Claims	2	206889	Amazon Capital Svcs, Inc	2,242.56	
			001 - 512 50 31 000		Supplies	376.22	
			001 - 514 23 31 000		Supplies	17.34	
			001 - 514 23 31 000		Supplies	47.27	
			001 - 514 23 31 000		Supplies	13.03	
			001 - 514 23 31 000		Supplies	413.05	
			001 - 514 23 31 000		Supplies	74.44	
			001 - 521 20 31 002		Office/Operating Supplies	44.56	
			001 - 521 20 31 002		Office/Operating Supplies	185.75	
			001 - 521 20 31 002		Office/Operating Supplies	108.68	
			001 - 521 20 31 002		Office/Operating Supplies	123.24	
			001 - 521 20 41 023		Canine	56.98	
			001 - 522 20 48 000		Repairs/Maint-Equip	21.63	
			001 - 522 21 31 010		Office Supplies	68.52	
			001 - 522 21 35 011		EMS Minor Equipment	46.74	
			001 - 522 50 48 010		Repairs/Maint-Dorm	35.51	
			401 - 535 50 48 010		Maintenance Of Lines	130.42	
			401 - 535 80 35 010		Safety Equipment	207.92	
			101 - 576 80 48 005		Senior Center	271.26	
5777	06/10/2026	Claims	2	206890	Barnhart Crane & Rigging LLC	1,169.52	
			401 - 535 50 48 050		Maint Of General Equip	1,169.52	
5778	06/10/2026	Claims	2	206891	Bay City Supply	8.17	
			101 - 576 80 31 006		Operating Sup - City Hall	8.17	
5779	06/10/2026	Claims	2	206892	Birch Equipment Rental & Sales	247.15	
			101 - 576 80 45 001		Equipment Rental	247.15	
5780	06/10/2026	Claims	2	206893	Boulder Park Inc	23,356.20	
			401 - 535 80 35 020		Solids Handling	23,356.20	
5781	06/10/2026	Claims	2	206894	C.Hlth130, dba Cardinal Health 112 LLC	279.47	
			001 - 522 21 31 000		Operating Supplies - Medical	155.78	
			001 - 522 21 31 000		Operating Supplies - Medical	123.69	
5782	06/10/2026	Claims	2	206895	Central Welding Supply	110.64	
			001 - 522 21 31 000		Operating Supplies - Medical	110.64	
5783	06/10/2026	Claims	2	206896	DXP Enterprises, Inc.	14,962.74	
			401 - 594 35 64 401		Machinery & Equip	14,962.74	
5784	06/10/2026	Claims	2	206897	David Evans & Assoc Inc	43,359.37	
			104 - 595 10 63 078		Eng - Jones/John Liner BNSF U	40,352.28	
			104 - 595 20 63 086		RW - Jones/John Liner BNSF U	3,007.09	
5785	06/10/2026	Claims	2	206898	Gregory Dixon	1,110.00	
			001 - 515 93 41 001		Indigent Defense Conflict Cour	1,110.00	
5786	06/10/2026	Claims	2	206899	E & E Lumber, Inc.	620.72	
			001 - 522 50 48 010		Repairs/Maint-Dorm	58.42	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			412 - 537 50 48 010		Repairs/Maint-Building	108.70	
			103 - 542 30 31 000		Operating Supplies	21.73	
			103 - 542 30 35 000		Small Tools/Minor Equip	22.95	
			101 - 576 80 31 001		Operating Sup - Riverfront	61.89	
			101 - 576 80 31 007		Operating Sup - Library	18.98	
			101 - 576 80 31 007		Operating Sup - Library	5.66	
			101 - 576 80 31 007		Operating Sup - Library	8.69	
			101 - 576 80 31 008		Operating Sup - Memorial	39.66	
			101 - 576 80 31 009		Operating Sup - Bingham Park	26.53	
			101 - 576 80 31 012		Operating Sup - Hammer	30.98	
			101 - 576 80 31 012		Operating Sup - Hammer	6.84	
			101 - 576 80 31 012		Operating Sup - Hammer	31.28	
			101 - 576 80 31 025		Operating Sup - Olmsted Park	35.58	
			101 - 576 80 35 000		Small Tools & Minor Equip	27.31	
			101 - 576 80 35 000		Small Tools & Minor Equip	27.12	
			101 - 576 80 35 000		Small Tools & Minor Equip	20.64	
			101 - 576 80 48 003		Bingham Caretaker	59.42	
			101 - 576 80 48 007		Bingham Park	8.34	
5787	06/10/2026	Claims	2	206900	Exact Scientific Services, Inc.	114.00	
					401 - 535 80 41 000 - Professional Services	57.00	
					401 - 535 80 41 000 - Professional Services	57.00	
5788	06/10/2026	Claims	2	206901	Excavation West Inc	85,423.59	
					101 - 594 76 63 025 - Olmsted Park	85,423.59	
5789	06/10/2026	Claims	2	206902	FirstNET/AT&T Mobility	825.33	
					001 - 522 20 41 020 - Central Dispatch	758.47	
					401 - 535 80 41 000 - Professional Services	66.86	
5790	06/10/2026	Claims	2	206903	Fremarek, Inc dba	823.51	
					401 - 535 50 48 050 - Maint Of General Equip	823.51	
5791	06/10/2026	Claims	2	206904	Galls, LLC	928.32	
					001 - 522 20 26 000 - Uniforms	-219.92	
					001 - 522 20 26 000 - Uniforms	545.13	
					001 - 522 20 26 000 - Uniforms	237.77	
					001 - 522 20 26 000 - Uniforms	237.77	
					001 - 522 20 26 000 - Uniforms	118.88	
					001 - 522 20 26 000 - Uniforms	8.69	
5792	06/10/2026	Claims	2	206905	Generator Services NW, LLC	2,388.14	
					001 - 521 20 48 000 - Repairs & Maintenance	170.58	
					001 - 522 50 48 030 - Repair/Maint-Station	170.58	
					425 - 531 50 48 000 - Repairs/Maintenance	170.58	
					401 - 535 50 48 000 - Maintenance Contracts	1,705.82	
					101 - 576 80 48 016 - City Hall	170.58	
5793	06/10/2026	Claims	2	206906	Genuine Parts Co. Inc	137.43	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	137.43	
5794	06/10/2026	Claims	2	206907	Good to Go!	20.00	
					001 - 521 40 43 000 - Travel	20.00	
5795	06/10/2026	Claims	2	206908	Gordon Truck Centers, Inc	53.81	
					412 - 537 50 48 000 - Repairs/maint-equip	53.81	
5796	06/10/2026	Claims	2	206909	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	
5797	06/10/2026	Claims	2	206910	Halo Protection Services LLC	716.76	
					001 - 512 50 41 050 - Security Services	716.76	

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5798	06/10/2026	Claims	2	206911	Heston Door Service, Inc.	2,030.40	
					001 - 522 50 48 020 - Repair/Maint-Garage	2,030.40	
5799	06/10/2026	Claims	2	206912	Home Depot Credit Services	886.67	
					101 - 576 80 35 000 - Small Tools & Minor Equip	736.41	
					101 - 576 80 48 025 - Olmsted Park	150.26	
5800	06/10/2026	Claims	2	206913	Hughes Fire Equip Inc	4,634.21	
					001 - 522 20 48 000 - Repairs/Maint-Equip	4,634.21	
5801	06/10/2026	Claims	2	206914	Intrepid Networks LLC	365.23	
					001 - 591 28 70 001 - Lease + Subscription IT (SBITA)	365.23	
5802	06/10/2026	Claims	2	206915	Ronald John	186.20	
					001 - 521 20 27 000 - Retired Medical	186.20	
5803	06/10/2026	Claims	2	206916	L N Curtis & Sons	701.99	
					001 - 521 20 26 000 - Uniforms/Accessories	567.39	
					001 - 521 20 26 000 - Uniforms/Accessories	134.60	
5804	06/10/2026	Claims	2	206917	Lemley Chapel Inc	367.43	
					425 - 343 10 00 000 - Stormwater Fees	-81.24	
					401 - 343 50 00 000 - Sewer Service Charges	-111.98	
					412 - 343 70 00 000 - Garbage/Solid Waste Fees	-174.21	
5805	06/10/2026	Claims	2	206918	Les Schwab Tire Center	171.66	
					412 - 537 50 48 000 - Repairs/maint-equip	171.66	
5806	06/10/2026	Claims	2	206919	Life Assist Inc.	965.25	
					001 - 522 21 31 000 - Operating Supplies - Medical	308.71	
					001 - 522 21 31 000 - Operating Supplies - Medical	250.34	
					001 - 522 21 31 000 - Operating Supplies - Medical	406.20	
5807	06/10/2026	Claims	2	206920	Nordic Temperature Control	1,993.76	
					001 - 522 20 48 000 - Repairs/Maint-Equip	192.47	
					401 - 535 50 48 000 - Maintenance Contracts	493.50	
					101 - 576 80 48 000 - Repairs/Maintenance	493.50	
					101 - 576 80 48 001 - Riverfront	93.77	
					101 - 576 80 48 003 - Bingham Caretaker	93.77	
					101 - 576 80 48 004 - Community Center	187.53	
					101 - 576 80 48 005 - Senior Center	345.45	
					101 - 576 80 48 009 - Hammer Square	93.77	
5808	06/10/2026	Claims	2	206921	North County Public Defense	23,394.28	
					001 - 515 93 41 000 - Indigent Defender	23,394.28	
5809	06/10/2026	Claims	2	206922	Oliver-Hammer, Inc	105.28	
					103 - 542 30 35 010 - Safety Equipment	105.28	
5810	06/10/2026	Claims	2	206923	Pape' Group, dba Pape' Machinery Inc.	1,283.89	
					401 - 535 50 48 050 - Maint Of General Equip	1,124.66	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	-30.07	
					103 - 542 30 35 000 - Small Tools/Minor Equip	132.97	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	56.33	
5811	06/10/2026	Claims	2	206924	Peters Towing LLC	553.20	
					001 - 521 20 41 001 - Professional Services	276.60	
					001 - 521 20 41 001 - Professional Services	276.60	
5812	06/10/2026	Claims	2	206925	Marquay Peterson	50.00	Replacing Check #206697
					001 - 342 60 00 000 - Fire Transport Fees	-50.00	
5813	06/10/2026	Claims	2	206926	Precision Concrete Cutting Inc	26,513.27	
					103 - 542 61 48 000 - Repair/Maint Sidewalk (REET)	26,513.27	

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5814	06/10/2026	Claims	2	206927	Red's Mobile 24-Hour Truck & Equip Repai	219.87	
					412 - 537 50 48 000 - Repairs/maint-equip	219.87	
5815	06/10/2026	Claims	2	206928	Ricoh USA, Inc	318.87	
					101 - 576 80 48 010 - Office Equip	261.58	
					101 - 576 80 48 010 - Office Equip	57.29	
5816	06/10/2026	Claims	2	206929	Kevin Rogerson	300.00	
					001 - 512 50 41 000 - Professional Services	100.00	
					001 - 512 50 41 000 - Professional Services	200.00	
5817	06/10/2026	Claims	2	206930	Heather Romano	330.75	
					001 - 521 20 41 001 - Professional Services	330.75	
5818	06/10/2026	Claims	2	206931	SBA Structures, LLC	671.74	
					001 - 591 28 70 001 - Lease + Subscription IT (SBITA)	335.87	
					401 - 591 28 70 401 - Leases + Subscription IT (SBITA)	335.87	
5819	06/10/2026	Claims	2	206932	SWS Equipment, Inc.	776.13	
					412 - 537 50 48 000 - Repairs/maint-equip	776.13	
5820	06/10/2026	Claims	2	206933	Sedro-Woolley Auto Parts Inc	514.63	
					401 - 535 50 48 040 - Maintenance Of Vehicles	354.16	
					401 - 535 50 48 040 - Maintenance Of Vehicles	2.79	
					401 - 535 50 48 040 - Maintenance Of Vehicles	-102.92	
					401 - 535 50 48 050 - Maint Of General Equip	26.99	
					401 - 535 50 48 050 - Maint Of General Equip	66.20	
					412 - 537 50 48 000 - Repairs/maint-equip	19.95	
					412 - 537 50 48 000 - Repairs/maint-equip	17.02	
					412 - 537 50 48 000 - Repairs/maint-equip	47.25	
					412 - 537 50 48 000 - Repairs/maint-equip	12.16	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	51.06	
					101 - 576 80 48 021 - Equipment	19.97	
5821	06/10/2026	Claims	2	206934	Sedro-Woolley Automotive	2,606.89	
					001 - 521 20 48 010 - Repair & Maint - Auto	2,606.89	
5822	06/10/2026	Claims	2	206935	Skagit Cnty Public Health	938.19	
					001 - 566 00 41 000 - Skagit Co Public Health-2% Liq	938.19	
5823	06/10/2026	Claims	2	206936	Skagit Conservation District	533.51	
					425 - 531 50 41 002 - Contracted Services	533.51	
5824	06/10/2026	Claims	2	206937	Skagit Farmers Supply	215.11	
					401 - 535 50 48 010 - Maintenance Of Lines	103.24	
					101 - 576 80 31 025 - Operating Sup - Olmsted Park	72.12	
					101 - 576 80 48 003 - Bingham Caretaker	15.85	
					101 - 576 80 48 025 - Olmsted Park	23.90	
5825	06/10/2026	Claims	2	206938	PNG Media LLC, dba Skagit Publishing	1,291.20	
					001 - 511 60 31 001 - Legal Publications	204.44	
					001 - 511 60 31 001 - Legal Publications	172.16	
					001 - 511 60 31 001 - Legal Publications	69.94	
					001 - 558 60 41 011 - Advertising Reimbuseable	317.42	
					001 - 558 60 41 011 - Advertising Reimbuseable	527.24	
5826	06/10/2026	Claims	2	206939	Acct #600000958 Skagit Regional Health	1,440.00	
					001 - 522 20 41 010 - Prof Service-Medical Exams	720.00	
					001 - 522 20 41 010 - Prof Service-Medical Exams	720.00	
5827	06/10/2026	Claims	2	206940	Smith & Loveless, Inc.	761.56	
					401 - 535 50 48 020 - Maint Of Pumping Equip	761.56	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5828	06/10/2026	Claims	2	206941	Snohomish County Public Def Association	1,231.00	
					001 - 515 93 41 000 - Indigent Defender	1,231.00	
5829	06/10/2026	Claims	2	206942	Stericycle	65.75	
					001 - 521 20 41 001 - Professional Services	65.75	
5830	06/10/2026	Claims	2	206943	TK Elevator Corporation	4,748.02	
					101 - 576 80 48 016 - City Hall	1,187.01	
					101 - 576 80 48 016 - City Hall	1,187.00	
					101 - 576 80 48 016 - City Hall	1,187.00	
					101 - 576 80 48 016 - City Hall	1,187.01	
5831	06/10/2026	Claims	2	206944	Tacoma Screw Products Inc.	297.58	
					103 - 542 30 31 000 - Operating Supplies	297.58	
5832	06/10/2026	Claims	2	206945	Taylor Made TDS Inc.	5,500.11	
					401 - 535 50 48 010 - Maintenance Of Lines	5,500.11	
5833	06/10/2026	Claims	2	206946	Transportation Solutions, Inc.	807.50	
					104 - 544 40 41 000 - Transportation Plan Update	807.50	
5834	06/10/2026	Claims	2	206947	Tri-Tec Communications Inc	500.02	
					001 - 518 80 31 001 - Repair & Maintenance Sup	500.02	
5835	06/10/2026	Claims	2	206948	Utilities Underground Location Ctr.	149.96	
					401 - 535 80 31 010 - Operating Supplies	149.96	
5836	06/10/2026	Claims	2	206949	Vestis	66.57	
					401 - 535 80 49 000 - Laundry	8.41	
					401 - 535 80 49 000 - Laundry	8.41	
					401 - 535 80 49 000 - Laundry	8.41	
					412 - 537 80 49 000 - Misc-Laundry	8.93	
					412 - 537 80 49 000 - Misc-Laundry	8.91	
					412 - 537 80 49 000 - Misc-Laundry	8.91	
					103 - 542 30 49 000 - Misc-Laundry	4.85	
					103 - 542 30 49 000 - Misc-Laundry	4.87	
					103 - 542 30 49 000 - Misc-Laundry	4.87	
5837	06/10/2026	Claims	2	206950	WA St Patrol	82.00	
					001 - 521 20 41 040 - Intergov Svc-Gun Permits	60.00	
					001 - 521 20 41 040 - Intergov Svc-Gun Permits	22.00	
5838	06/10/2026	Claims	2	206951	WAFD Insurance Group	1,189.00	
					001 - 514 23 46 000 - Insurance & Bonds	1,189.00	
5839	06/10/2026	Claims	2	206952	WSI Polygraph Service	272.75	
					001 - 521 20 41 001 - Professional Services	272.75	
5840	06/10/2026	Claims	2	206953	Frank Wagner	396.04	
					001 - 522 45 43 000 - Travel & Meals	396.04	
5841	06/10/2026	Claims	2	206954	Whitney Equipment Co.	13,526.13	
					425 - 594 31 63 000 - Collection System	13,526.13	
5842	06/10/2026	Claims	2	206955	Katie Wilson	514.36	
					001 - 521 40 43 000 - Travel	514.36	
5843	06/10/2026	Claims	2	206956	Winslow Brothers Fencing LLC	31,599.09	
					101 - 525 80 48 101 - Disaster Recovery - Parks and F	15,970.75	
					101 - 525 80 48 522 - Disaster Recovery - Fire Faciliti	15,628.34	
5844	06/10/2026	Claims	2	206957	Woods Logging	264.32	
					412 - 537 50 48 000 - Repairs/maint-equip	11.08	
					103 - 542 30 35 000 - Small Tools/Minor Equip	253.24	

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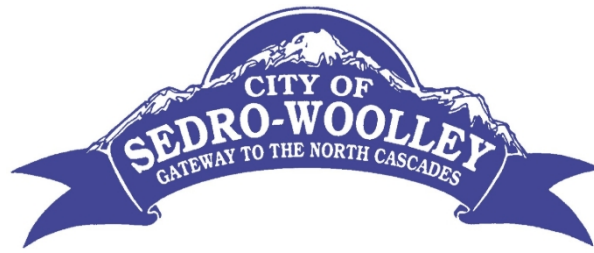
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
5845	06/10/2026	Claims	2	206958	World Kinect Energy Services	6,516.77	
		425 - 531 50 32 000 - Vehicle Fuel				392.45	
		425 - 531 50 32 000 - Vehicle Fuel				211.14	
		412 - 537 80 32 000 - Auto Fuel/Diesel				2,652.09	
		412 - 537 80 32 000 - Auto Fuel/Diesel				3,042.19	
		103 - 542 30 32 000 - Auto Fuel/Diesel				158.58	
		103 - 542 30 32 000 - Auto Fuel/Diesel				60.32	
5846	06/10/2026	Claims	2	206959	Zachor, Stock & Krepps, Inc PS	9,575.00	
		001 - 515 41 41 001 - Ext Legal-Prosecutor				9,575.00	
		001 Current Expense Fund				80,647.04	
		101 Parks & Facilities Fund				134,840.68	
		102 Cemetery Fund				720.82	
		103 Street Fund				57,008.87	
		104 Arterial Street Fund				44,328.94	
		401 Sewer Operations Fund				75,135.65	
		412 Solid Waste Operations Fund				8,267.08	
		425 Stormwater Operations				15,212.05	
						416,161.13	Claims: 416,161.13
		* Transaction Has Mixed Revenue And Expense Accounts				416,161.13	

CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Sedro Woolley, and that I am authorized to authenticate and certify to said claim.

_____	_____
Finance Director	Date
_____	_____
Finance Committee Member	Date
_____	_____
Finance Committee Member	Date
_____	_____
Finance Committee Member	Date



City Council Agenda Item

Agenda Item No.: e.3.

Date: June 10, 2026

From: Bill Bullock, Public Works Director

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

RECOMMENDED ACTION:

Motion to approve authorization for Public Works to execute a revision to 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 \$1,316,896.

BACKGROUND/SUMMARY INFORMATION:

The original contract with RH2 was approved on July 24, 2024 in the amount of \$75,258 for an initial effort to assist the City in applying for the current project funding. Staff brought Amendment No. 3 with RH2 Engineering Inc to continue professional design services for the WWTP Upgrade project for a total design cost of \$1,241,638. However, staff inadvertently did not add the original \$75,258 contract amount into the total contract not to exceed calculation for total project effort (\$1,316,896).

Making this correction does not change the budgeted revenue for the project as the pre-design planning (\$75,258) was funded directly from Fund 401 Sewer revenues in 2024. Staff is asking Council to approve this revision to accurately reflex the total contract amount.

FISCAL IMPACT, IF APPROPRIATE:

The contract Amendment No. 3 cost is for an amount not to exceed \$559,938 for a total contract amount not to exceed \$1,316,896. The design portion of this contract amount is still \$1,241,638 funded through grant and low interest loans from DOE and PWB totaling \$1,250,000.

ATTACHMENTS:

1. 2024-PS-09 Amend 3 - RH2 Design Ph 1
2. Contract_A-3_Exhibits A-B_WWTP Facility Plan - Preliminary Design_Reviewed by RH2(DJM)_20260401



AMENDMENT NO. 3

To the PROFESSIONAL SERVICES AGREEMENT No. 2024-PS-09
Orig Date: August 1, 2024
Between 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, not to 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 **\$1,316,896** (One Million Three Hundred Sixteen Thousand Eight Hundred Ninety-Six 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 11th day of June, 2026.

CITY OF SEDRO-WOOLLEY
A Washington municipal corporation

By: _____
William Bullock, PE – Public Works Director

CONTRACTOR:

RH 2 Engineering Inc.

By: _____

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

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

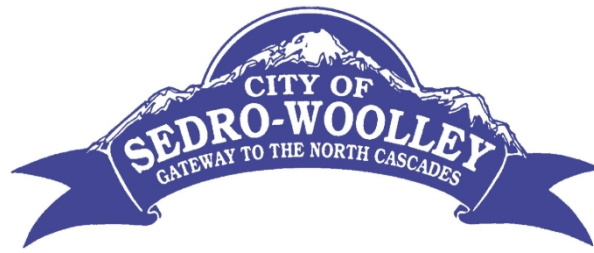
City of Sedro-Woolley

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
PROJECT TOTAL	1895	\$ 420,461	\$ 100,326	\$ 39,151	\$ 559,938



City Council Agenda Item

Agenda Item No.: 1.1.

Date: June 10, 2026

From: Charlie Bush, City Administrator

Subject: City Strategic Plan (City Council Goals)

RECOMMENDED ACTION:

Staff is seeking feedback regarding this draft from the City Council.

BACKGROUND/SUMMARY INFORMATION:

The City Council last reviewed the plan at the May 27, 2026, City Council meeting, adding several new strategies to the plan. Staff have since added some action items to those strategies and is seeking feedback regarding the additions. An update of the plan is attached. Formatting will once again be improved, and edits acceptable to the Council added, for a clean version for the next meeting where it is discussed.

The plan is slated for implementation in 2027 and 2028, with the City's 2027-2028 budget. Although staff may get a head start on some of them, the items included are not intended for study or action until that time. This is a standard strategic planning process that the City conducts every other year in advance of the development of its biannual budget. This process began in December, 2025. Strategic planning processes are always future oriented, focused upon where we want to be, not where we are currently.

Gateway to the North Cascades vs. Basecamp to the North Cascades

I made a suggestion at the last meeting regarding Councilmember de Jong's added strategy 4 under goal 1, to consider inserting basecamp over gateway in his strategy. This suggestion was based upon content in the City Council's 2024 Economic Development Action Plan (EDAP, more background is below). Such a change might have led to a future rebranding discussion of the City Council, or might not have led to one. It would have depended upon the language and action items agreed upon by the City Council. Council member de Jong's original submittal was the following:

"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."

After receiving a significant amount of public comments on social media opposed to the idea, or to the word "basecamp," I rescinded this suggestion in this draft. Council member de Jong's original strategy

remains unchanged. It was heartening to see the deep passion and commitment the community retains for the Gateway to the North Cascades slogan. Our new Comprehensive Plan has many strategies that are synergistic with this passion. I hope that this is the moment that we can double down on it with renewed energy and realize more of its vision.

Under this strategy area presented by Council member de Jong, staff added additional reference to the City's Comprehensive Plan's Economic Element. Goal E3 has 17 policies and reads:

"Realize Sedro-Woolley's image as the "Gateway to the North Cascades."

The policies reinforce many of the same general goals as the EDAP, much of which was incorporated into the Comprehensive Plan's Economic Element. The EDAP is being overridden for progress tracking, and essentially replaced, now by the Comprehensive Plan's Economic Element, now that the latter exists.

In addition, staff moved an action item from Action 3.6 to make it Action 4.2, and to fit it under this strategy. It reads:

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

Basecamp to the North Cascades Background

The concept of Sedro-Woolley as a basecamp has been circulating in the community since at least the early 2020s. From 2022 to 2024, the City Council's Planning and Business Development Committee worked with the City Council to adopt an Economic Development Action Plan. During a series of meetings to develop the plan, a community member brought the concept forward and it was incorporated into the adopted plan as, "Become the Basecamp of the North Cascades, leveraging outdoor recreation." On November 13, 2024, Council member Cocke motioned to approve the plan, Council member Burns seconded his motion and the Council approved the plan by a unanimous vote. Mayor Johnson was serving as Mayor during the development of the plan and supported its implementation after City Council adoption.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. 2027-2028 City Council Goals June 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. 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.

~~4.1 Goal E3 of the City's new Comprehensive Plan: Realize Sedro-Woolley's image as the "Gateway to the North Cascades" and begin implementation of Goal E3's 17 policies.~~

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

4.

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

Accomplishing meaningful improvements to the transportation network that focus on safety and mobility such as: safe routes to schools and other trip generators, closing sidewalk gaps, crossings, trail connections, transit access, bike access, freight movement, and emergency response.

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 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. Implement 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.

5.1 Update the City's financial and purchasing policies to meet the most recent statutory requirements.

5.2 Strengthen the ERR Program (equipment replacement) by adding additional appropriate assets and improving management strategies.

5.3 Update the City's purchasing policy.

5.4 Further analyze the City's maintenance costs and consider adopting metrics to guide staffing levels based on balancing span of control and workload management to ensure resources are being utilized effectively and achieve the values of a High Performance Organization.-

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.

6.1 I.T. will gather up the existing policies and work with a group of individuals to ensure we are meeting all the points listed above. After which we can present to council for input before adopting implementing. Some of these may be different policies that we can combine into one for easier tracking

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.

7.1 The Executive Department will work with the Mayor and Council to maintain a complete list of regional assignments and opportunities.

7.2 The Mayor will make timely regional assignments, aiming to fill any eligible vacancies in 3 months or less.

7.3 Staff will develop an intergovernmental agenda for City Council consideration that includes regional issues.

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 an annual work plans to support ~~completion~~ implementation of the goals and policies of the Plan, to include funding if applicable. ~~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~~

~~1.45 Per State requirement, provide a five-year report of progress made toward implementation of the Comprehensive Plan.~~

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 development code and consider changes~~ to foster more affordable housing in the city.

~~2.2 Complete proposed code amendments stated prior to the adoption of the Comprehensive Plan that support the City's effort to encourage the development of affordable housing.~~

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~~ completing the restoration of the Hub building at Northern State.
 - 3.2 Work with 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 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 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, and enhance efforts regarding law enforcement personnel retention and wellness.

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 - 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 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.

7.1 [Work with Skagit County and the City of Burlington to clearly establish a defined buffer between the cities of Sedro-Woolley and Burlington, either through the establishment of a green belt or open space area, or some other mechanism.](#)

8. Central Business District First - Prioritize the Central Business District as Sedro-Woolley's civic, commercial, historic, and small-business core.

8.1 [Building on previous actions, work with the community to develop a downtown activation plan to detail legislative, programmatic, and place-making efforts to foster economic development, increase living wage job opportunities, and provide a more vibrant downtown hub for residents, workers, and visitors.](#)

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.

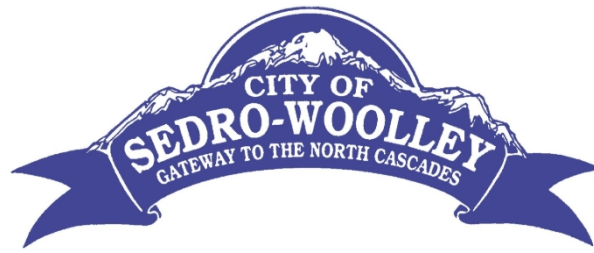
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10. 9.1 Explore a targeted inclusionary zoning program and associated development regulations for the mixed-use and multifamily zones aimed at very low-income households.

11.10. 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.

10.1 Coordinate with the County to establish and maintain an urban growth area (UGA) of sufficient size to accommodate 20-year population and employment projections and to include existing and future urban land uses.

12. ~~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. This is duplicative of Strategy 3.7, above.~~



City Council Agenda Item

Agenda Item No.: m.1.

Date: June 10, 2026

From: Dan Curtis, City Attorney, Dan McIlraith, Police Chief

Subject: Ordinance 2119-26 - Amending Chapters. 10.92 and 10.96 Regarding E-Bikes -
Action Requested

RECOMMENDED ACTION:

Motion to approve Ordinance 2119-26 amending chapter 10.92 “toy vehicles” and chapter 10.96 “on or off-road vehicles” of the sedro-woolley municipal code

BACKGROUND/SUMMARY INFORMATION:

The City has long prohibited bicycles in the Central Business District under SWMC Chapter 10.92 to protect pedestrian safety and preserve the function of downtown public spaces. As e-bikes have become more common, many riders already use them in downtown areas, and their speed and operating characteristics have created similar concerns in high-pedestrian spaces, including sidewalks, crosswalks, and storefront zones. The proposed amendments would extend the existing downtown prohibition to e-bikes, update SWMC Chapter 10.96 to replace the older reference to bicycles with “pusher motors” with the current term electric-assisted bicycles, and clarify enforcement provisions. The City already has an impoundment provision in code, and the amendment would expand that authority to allow impoundment in lieu of fines for minors while also clarifying due process for both infractions and impoundments for adults and minors.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Ordinance No. 2119-26 Amending Ch. 10.92 and 10.96 Regarding E-Bikes
2. Notice of Impoundment

ORDINANCE NO. 2119-26
AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, AMENDING
CHAPTER 10.92 “TOY VEHICLES” AND CHAPTER 10.96 “ON OR OFF ROAD
VEHICLES” OF THE SEDRO-WOOLLEY MUNICIPAL CODE (SWMC)

WHEREAS, the City of Sedro-Woolley has long regulated the use of bicycles and other wheeled conveyances within its Central Business District to protect pedestrian safety, maintain orderly public spaces, and preserve the character and function of the downtown core; and,

WHEREAS, the City currently prohibits the operation of bicycles within the Central Business District through SWMC Chapter 10.92; and,

WHEREAS, advances in personal mobility have increased the prevalence of electric-assisted bicycles commonly known as e-bikes, which present similar or greater speed and operational characteristics compared to traditional bicycles; and,

WHEREAS, RCW 46.61.715 authorizes local government to regulate the use of e-scooters, including those in shared programs, and to adopt/assess penalties for moving/parking violations involving them; and,

WHEREAS, RCW 46.61.710 authorizes local government to regulate all classes of e-bikes including setting age restrictions, access to trails/sidewalks/parking, or use of helmets; and,

WHEREAS, the regulatory authority belonging to local government under RCW 46.61.710 is such that local ordinances are not preempted by the RCW 46.61.710 provisions dictating where e-bikes and e-scooters can be ridden within the city; and,

WHEREAS, explicitly adopting the restriction in RCW 46.61.710 except where otherwise specified in the SWMC allows citizens and code enforcement officers to more easily refer to the Sedro-Woolley municipal code as a primary source when determining and enforcing e-bike regulations; and,

WHEREAS, adding e-bikes to the City’s existing helmet requirements will increase safety for riders and consistency within the SWMC which will assist in effective code compliance and enforcement; and,

WHEREAS, the Washington State Legislature has defined electric-assisted bicycles in RCW 46.04.169, providing a clear statutory definition for local governments and the public; and,

WHEREAS, adding e-bikes to the City’s existing prohibition will align local regulations with contemporary vehicle types and reduce ambiguity for enforcement officers, residents, visitors, and businesses; and,

WHEREAS, the presence of e-bikes in high-pedestrian areas increases the potential for conflicts, collisions, and injuries to pedestrians, particularly in narrow sidewalks, crosswalks, and crowded storefront zones; and,

WHEREAS, the City has a compelling interest in protecting public safety, minimizing noise and congestion in the Central Business District, and ensuring safe, accessible pedestrian circulation for people of all ages and abilities; and,

WHEREAS, the amendment will provide clear notice to the public and visitors about permitted and prohibited modes of travel in the Central Business District and will support consistent enforcement of the municipal code; and,

WHEREAS, the City Council finds that amending SWMC Chapter 10.92 to expressly include e-bikes within the existing prohibition in the Central Business District is necessary for the protection of the public health, safety, and welfare; and,

WHEREAS, the City Council finds that amending SWMC Chapter 10.96 to change reference to “bicycles with ‘pusher motors’” to electric-assisted bicycles is necessary for consistency within the SWMC; and,

WHEREAS, the City intends that the term electric-assisted bicycle in the amended code shall have the same meaning as set forth in RCW 46.04.169 to ensure consistency with state law and to avoid regulatory uncertainty;

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

Section One. Section 10.92.010 “Definitions” of the Sedro-Woolley Municipal Code, last modified by Ord. 1473-04 § 1 in 2004, is hereby amended to read as follows:

The following words and phrases when used in this chapter shall, for the purposes of this chapter, have the meanings respectively ascribed to them in this section:

A. “Skateboard” means a foot board mounted upon wheels and is usually propelled by the user who sometimes stands, sits, kneels or lays upon the device while it is in motion.

B. “Roller skate” means a pair of shoes, mounted upon wheels and is most often propelled by the user in an upright, standing position or kneeling.

C. “Coaster” means a foot board mounted upon two or more wheels and controlled by an upright steering handle. This device is propelled by the user in usually an upright position.

D. “Bicycle” means a two-wheeled cycle propelled by pedals.

~~D.E.~~ “Electric-assisted bicycle” shall be defined by RCW 46.04.169 and other laws of the state as the same now exist or as they may hereafter be amended and shall be synonymous with the term “e-bike”;

E.F. “Tricycle” means a three-wheeled cycle propelled by pedals or otherwise.

F.G. “To operate in a negligent manner” means the operation of one or more of the above-described device toy vehicles in such a manner as to endanger or be likely to endanger any person or property. Examples of operating in a negligent manner include, but are not limited to, failure to obey all traffic control devices and failure to yield right-of-way to pedestrians and/or vehicular traffic.

G.H. “Central business district,” for purpose of this chapter, means that portion of the city, (including the sidewalks and public right-of-way on both sides of the following boundary streets and the entire area within the boundaries so described,) described as follows: starting at the intersection of Eastern Avenue and State Street, thence north and east on Eastern Avenue to Metcalf Street, thence south on Metcalf Street South to Ferry Street, thence east on Ferry Street to Murdock Street, thence south on Murdock Street to State Street, thence west on State Street to Third Street, thence South on Third Street South to Warner Street, thence west on Warner Street to First Street, thence north on First Street North to State Street, thence west on State Street to Eastern Avenue. This area is depicted upon the map annexed to the ordinance codified in this chapter, as Exhibit “A.”

I. “Motorized foot scooter” means a device with no more than two ten-inch or smaller diameter wheels that has handlebars, is designed to be stood or sat upon by the operator, and is powered by an internal combustion engine or electric motor that is capable of propelling the device with or without human propulsion.

J. “Toy vehicle” is a phrase meant to encompass a broad spectrum of non-highway conveyances to be regulated in this chapter and includes all and anything analogous to the following noncomprehensive list of examples: Bicycles, Electric-assisted bicycles, tricycles, skateboards, scooters, rollerblades, skates or any such conveyance propelled by human energy, gravity, natural forces, or aided by any motor either electric or internal combustion.

Section Two. Section 10.92.020 “Bicycles prohibited on central business districts sidewalks” of the Sedro-Woolley Municipal Code, last modified by Ord. 1287-97 § 1 (part) in 1997, is hereby amended to read as follows:

10.92.020 Bicycles and electric-assisted bicycles prohibited on central business districts sidewalks.

It is unlawful for any person to use, ride, operate, play with or propel a bicycle or electric-assisted bicycle upon or over any sidewalk in the central business district of the city.

Section Three. A new Section 10.92.015 entitled “State law adopted unless otherwise specified” is hereby added to Chapter 10.92 “Toy Vehicles”, to read as follows:

10.92.015 State law adopted unless otherwise specified.

Except in the Central Business District or any area to be hereinafter specified, the City adopts RCW 46.61.710 and other laws of the state as the same now exist or as they may hereafter be amended, which covers operation of electric-assisted bicycles and motorized foot scooters, including where they can be ridden.

Section Four. Section 10.92.055 “Helmet required—Defined” of the Sedro-Woolley Municipal Code, last modified by Ord. 1473-04 § 3 in 2004, is hereby amended to read as follows:

- A. Any person operating a motorized foot scooter or electric-assisted bicycle or riding as a passenger upon a motorized foot scooter or electric-assisted bicycle on any public area in the city of Sedro-Woolley shall wear an approved helmet designed for safety and shall have either the neck or chin strap of the helmet fastened securely while the motorized scooter or electric-assisted bicycle is in motion.
- B. “Helmet” means a protective covering for the head consisting of a hard outer shell, padding adjacent to and inside the outer shell, and a neck or chin strap type retention system, with a label required by the Federal Consumer Products Safety Commission as adopted by the Code of Federal Regulations 16CFR1203.

Section Five. Section 10.92.070 “Violation—Penalty” of the Sedro-Woolley Municipal Code, last modified by Ord. 1287-97 § 1 (part) in 1997, is hereby amended to read as follows:

- A. Any person violating any provision of this chapter shall be guilty of an infraction and shall be punished by the imposition of a monetary penalty of not more than two hundred fifty dollars. Further, the device toy vehicle ridden at the time of violation shall be subject to impound. ~~for a period of ten days.~~
- B. In lieu of the penalty described above, or in addition thereto, any Sedro-Woolley Police Officer may utilize the following penalty provision for a person less than 18 years of age found operating any toy vehicle:
 - 1. The officer may take custody of the toy vehicle. If the officer does not impound the toy vehicle, he or she may release it to an adult with supervision of the person less than 18 years of age.
 - 2. The officer must provide the violator with a written notice setting forth the procedure for reclaiming the toy vehicle.
 - 3. The procedure for reclaiming the toy vehicle shall be promulgated by the Chief of Police, and shall provide notice of the opportunity for a hearing, if requested, pursuant to SWMC 18.25.010 Notice of Infraction.
 - 4. Only the parent or legal guardian of a minor violator or an adult owner can reclaim a toy vehicle.

Section Six. A new Section 10.92.075 entitled “Forfeiture of a toy vehicle” is hereby added to Chapter 10.92 “Toy Vehicles”, to read as follows:

10.92.075 Forfeiture of a toy vehicle.

As authorized by WAC 308-330-565 and Chapter 63.32 RCW and other laws of the state as the same now exist or as they may hereafter be amended, an impounded toy vehicle may be forfeited to the Sedro-Wooley Police Department if unclaimed within 60 days of the impound.

Section Seven. Section 10.96.010 “Definitions” of the Sedro-Woolley Municipal Code, last modified by Ord. 1937-19 § 1 in 2019, is hereby amended to read as follows:

“Off-highway vehicle” means any self-propelled vehicle when used for recreation travel on trails and nonhighway roads or for recreation cross-county travel on any one of the following or a combination thereof: land, water, snow, ice, marsh, swampland, and other natural terrain. Such vehicles shall include but are not limited to two-, three- or four-wheel drive vehicles, motorcycles, dirt bikes, ~~trail bikes~~, go-carts, dune buggies, snowmobiles, amphibious vehicles, ground effects or air cushion vehicles, and any other means of land transportation deriving motive power from any source other than muscle or wind.

“Off-highway vehicle” does not include:

- A. Any vehicle designed primarily for travel on, over or in the water;
- B. Any military vehicles, farm tractors or farm implements;
- C. Riding lawnmowers used to mow lawns;
- D. ~~Bicycles with “pusher motors”;~~ “Electric-assisted bicycle” as defined by RCW 46.04.169 and other laws of the state as the same now exist or as they may hereafter be amended;
- E. Vehicles deriving motive power solely from muscle or wind, such as bicycles;
- F. Vehicles owned and operated by the city of Sedro-Woolley.

Section Eight. 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 Nine. 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 Ten. 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 IMPOUNDMENT NOTICE

1. ISSUED TO:

Last name _____ First _____ MI ____ AKA _____

Street address _____

City/State/ZIP _____

TOY VEHICLE: Type _____ Make/Brand _____ Model _____ Color _____

Other Descriptors/Identifiers: _____

2. ISSUED BY:

Last name _____ First _____ MI ____ Position _____ Date _____

3. LOCATION(S) OF IMPOUNDMENT:

4. REASON(S) FOR IMPOUNDMENT:

5. APPEAL:

Recipient of this notice may appeal their infraction, including the impoundment and associated fine in the manner specified for such infractions pursuant to Chapter 7.80 RCW as described in SWMC 18.25.010. The Notice of Impoundment remains in effect during the time of any appeal or until it expires, whichever occurs first.

18.25.010 Notice of infraction.

A. Authority—Issuance.

1. If, after investigation, the director has reasonable cause that a civil code violation has occurred or is occurring, the director may issue a notice of infraction to the person responsible for the code violation and into the Sedro-Woolley municipal court.

2. The director may issue a notice of infraction without having attempted to secure a voluntary compliance agreement as provided in Chapter 18.20. The director should consider the following circumstances in deciding whether or not to seek a voluntary compliance agreement:

- a. When an emergency exists; or
- b. When a repeat violation occurs; or
- c. When the violation creates a situation or condition that cannot be corrected; or
- d. When the person knows or reasonably should have known that the action is in violation of a city regulation; or
- e. The person cannot be contacted or refuses to communicate or cooperate with the city in correcting the violation.

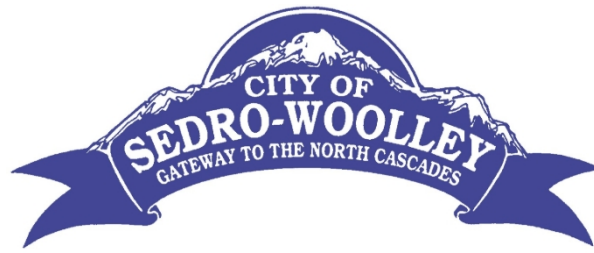
3. Civil infraction citations will be issued and processed in accordance with Chapter 7.80 RCW as now or hereafter amended and which is incorporated herein by reference. The Sedro-Woolley municipal court shall have jurisdiction over all civil infraction citations issued under this chapter.

B. Right of Appeal—Timeliness. Civil infractions may be contested in the manner specified for such infractions pursuant to Chapter 7.80 RCW. (Ord. 1670-10 § 1 (part), 2010).

RIDER'S SIGNATURE

EXPIRATION DATE

SEDRO-WOOLLEY POLICE OFFICER SIGNATURE



City Council Agenda Item

Agenda Item No.: m.2.

Date: June 10, 2026

From: Charlie Bush, City Administrator

Subject: Policy Direction Regarding Senior Center Operations

RECOMMENDED ACTION:

When the Council is ready to consider action, staff recommends option 2 below.

BACKGROUND/SUMMARY INFORMATION:

The City of Sedro-Woolley receives senior center services from Skagit County through a long-standing partnership. Starting July 1, the County will no longer be providing senior meal services. The City of Sedro-Woolley recently revised its interlocal agreement with Skagit County to reflect that the County is only providing senior center services as of July 1, 2026. That contract ends at the end of the year. This termination leaves a policy question for the City Council. Should the City:

- 1) Renew a contract with Skagit County
- 2) Provide senior services directly. The City would hire a Senior Center Coordinator to be housed in the Parks/Facilities Division of the Public Works Department. Pay for this position would be slightly higher than the County's pay range, at grade 120. This position would be included in the City's 2027-2028 budget, if not sooner with warranting circumstances.
- 3) Consider other providers. Currently, there are no apparent City partners but there might be nonprofit partners now or in the future.

Skagit County's Senior Center Coordinator Retirement

Skagit County's Senior Center Coordinator for Sedro-Woolley's Senior Center is retiring at the end of July. Indications are that the County does not plan to hire a replacement and instead to staff the center for the rest of the year with a variety of part-time staff and volunteers. The City Administrator and Mayor are meeting with County staff after the publication of this packet and will have more information on this topic at the City Council meeting. They will request that the County proceed with a hiring process for a full-time position to replace the current Senior Center Coordinator. The request will be to involve the City if the City becomes clear, through City Council action, that the City wants to become the service provider after January 1, 2027. If proceeding is not an option the County is willing to entertain, through additional City Council discussion the City may want to entertain a termination of the agreement earlier than the end of 2026. With that said, funding is critical. The County has a budget

through the end of 2026 for the Sedro-Woolley Senior Center and staff would request that the County provide a similar funding contract to the one referenced below, for the rest of 2026.

Skagit County Funding Agreement

Skagit County's offer of a funding agreement to support 2027 and beyond remains on the table. Staff have reached out to the other impacted cities to see if a joint meeting can occur to perhaps consider a joint funding agreement with the County. There is the possibility that working together will result in a better deal for the cities involved. Staff have also reached out to County staff on this topic to see if the County will call a meeting. Given that budget season is fast approaching, staff are close to just having a direct meeting with the County to work out a deal. Once completed, that draft agreement would then come to the City Council for consideration. Based upon prior conversation, staff are seeking a multi-year agreement from the County with an inflation escalator.

Please note, the letter from Skagit County was added to the packet on June 9, 2026, see attached.

FISCAL IMPACT, IF APPROPRIATE:

The amount of Skagit County funding to be provided through an agreement remains unknown. The option floated by the County of the County providing the City the equivalent of its funding for the Senior Center Coordinator position was the best option provided for the City financially. Regardless, the County has offered to provide a funding contract to the City, with the amount to be determined. This amount is likely to be the same regardless of whether the City operates the Senior Center, another provider operates it, or the County operates it.

The current total cost to operate the Senior Center is \$189,193. The City's share is 40%, or \$75,241. This amount is in the current budget. If the County funded an FTE equivalent, the estimated City share would be \$71,498, a \$3,743 savings.

ATTACHMENTS:

1. Senior Center Budget Analysis
2. 06-08-2026 - Letter to Mayor Kesti RE Senior Services Funding Models

Skagit County Policy Proposals

Option 1: Equal Cost-Share Model

County and City Each Fund 50% of Total Operating Costs

			New Expend.	Orig. 2026 Expend.	Diff.
Total Operating Costs			189,193	189,193	
Sedro-Woolley Share			94,597	75,241	-19,356
County Share			94,597	113,952	19,356

Option 2: County Funded FTE Model (1 FTE Per City)

			New Expend.	Orig. 2026 Expend.	Diff.	Notes
FTE Value (2026)			117,695			
Sedro-Woolley Share			71,498	75,241	3,743	Benefits est., likely a little bit high

Option 3: Per Capita Funding Model

		% of County Pop.	New Expend.	Orig. 2026 Expend.	Diff.	Notes
Sedro-Woolley		17%	75,963	75,241	-722	County's numbers weren't exact, slight variances here

Option 4: City or Non-Profit Operation, County Funding

Could use various cost allocation models

Option 5: Couty Phases Out of Senior Center Operations

Gradual funding reduction

2026 Skagit County SW Senior Center Budget

Expenditures

Salaries and Wages	
Center Salaries and Wages	85,247
Center Part Time Salaries	<u>6,930</u>
Total Salaries and Wages	92,177
Personnel Benefits	
Social Security	7,050
Retirement	4,757
Labor & Industries	279
Medical	19,200
Unemployment Compensation	<u>1,162</u>
Total Personnel Benefits	32,448
Services and Pass Thru Payments	
Telephone	950
Total of All County Expenditures	125,575
City of Sedro-Woolley Contribution (senior services)	-11,623
Revised Total - County Net Cost to Operate (total Expenditures minus SW contribution)	113,952
City of Sedro-Woolley Facility Costs	
Expenditures	
Operating Supplies	3,273
Repairs and Maintenance	6,560
Utilities	15,945
Heavy Duty Cleaning	2,500
Building Insurance (Est.)	7,000
Janitorial Labor (Est.)	23,431
Maintenance Labor (Est.)	4,909
Total Expenditures	63,618

Grand Total Cost (Total County Expenditures plus Total City Expenditures)		189,193
Current City Share	75,241	40%
Current County Share	<u>113,952</u>	60%
	189,193	

2026 Skagit County SW Senior Center Budget

Expenditures

Salaries and Wages

Center Salaries and Wages	85,247
Center Part Time Salaries	<u>6,930</u>

Total Salaries and Wages	92,177
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Personnel Benefits

Social Security	7,050
Retirement	4,757
Labor & Industries	279
Medical	19,200
Unemployment Compensation	<u>1,162</u>

Total Personnel Benefits	32,448
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Services and Pass Thru Payments

Telephone	950
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Total of All County Expenditures	125,575
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Sedro-Woolley ILA Contribution

Total for 2026 23,246

Meals Program 11,623

Senior Services 11,623

City of Sedro-Woolley Senior Center Facility Costs

Expenditures

				Notes
	Operating Supplies		3,273	
	Repairs and Maintenance		6,560	
	Utilities		15,945	About \$6,000 of the total amount (\$21,945) is the PUD water cost to operate the splash pad. The pad and senior center share a water meter, so no way to separate the cost. \$6,000 reduced from expense line
	Heavy Duty Cleaning		2,500	
	Building Insurance (Est.)		7,000	Amount requested from Finance
	Janitorial Labor (Est.)		23,431	520 hours per year
	Maintenance Labor (Est.)		4,909	80 hours per year
Total Expenditures			63,618	

OFM Population Split

		%
Unincorporated	53,380	40%
Incorporated	<u>81,220</u>	60%
Total	134,600	

Meals Program Analysis

		<u>Notes</u>
Sedro-Woolley Contribution	11,623	Current
County 2025 Contribution	800,000	Total for the County
Reduced Program	600,000	Rough guess
Split Evenly Between Cities	150,000	



Skagit County Board of Commissioners

Ron Wesen, First District
Peter Browning, Second District
Joe Burns, Third District

June 8, 2026

Mayor JoEllen Kesti
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284

Re: Skagit County Senior Services Funding Models

Dear Mayor Kesti,

We thank the City of Sedro-Woolley for meeting with us this spring to discuss senior center services and the future of senior programming in our communities. We appreciated the opportunity to better understand your city's perspectives, priorities, and level of interest in potential service delivery models, including whether cities may wish to assume a greater operational role in providing senior center services.

As discussed during our meetings, Skagit County is currently facing a significant structural budget imbalance. Current projections indicate a General Fund deficit of approximately \$10 million in 2027, requiring the County to carefully evaluate all programs and services as part of the upcoming budget process. Like many local governments, we are navigating increasing costs, limited revenue growth, and growing demands for essential services.

Because of these financial challenges, the County will be evaluating the level of funding available for senior center operations as part of the 2027 budget development process. While we understand that cities would benefit from earlier funding commitments to support your own budget planning and decision-making, the County is not in a position to make funding commitments in advance of our formal budget deliberations. Our budget process will occur throughout the fall, with a preliminary budget expected to be released in November and final budget adoption occurring in December.

We recognize that this timing creates uncertainty, and we appreciate your patience and understanding as we work through a very challenging budget environment. It is important that any funding decisions be made within the context of the County's overall fiscal picture and in accordance with our annual budget process.

In parallel with these discussions, County staff are working to develop a draft funding framework that could be used to allocate County funding (as available) in support of senior services among communities throughout the county. Our goal is to establish a model that is transparent, sustainable, equitable and reflective of community needs while recognizing the varying operational and facility arrangements that exist today.

As we move into the budget deliberation process this fall, we intend to reconnect with each of you to discuss the County's financial outlook, the status of senior center funding considerations, and any potential opportunities for partnership moving forward. We remain committed to working collaboratively with our municipal partners to support services that benefit older adults throughout Skagit County.

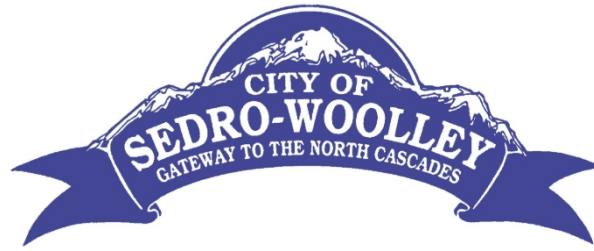
Thank you again for your engagement, partnership, and commitment to serving our senior residents. We look forward to continuing these important conversations in the months ahead.

Sincerely,

Ron Wesen, Chair

Peter Browning, Commissioner

Joe Burns, Commissioner



City Council Agenda Item

Agenda Item No.: m.3.

Date: June 10, 2026

From: Dan Curtis, City Attorney

Subject: Ordinance 2121-26 - Repealing Chapter 2.50 "Parking Commission" of the Municipal Code - 1st Read

RECOMMENDED ACTION:

First read, no action requested.

BACKGROUND/SUMMARY INFORMATION:

Ordinance No. 2121-26 repeals Chapter 2.50 of the Sedro-Woolley Municipal Code, which established the Parking Commission. The proposed repeal reflects the City Council's determination that parking commission functions can be carried out more effectively through existing departments and direct Council oversight, while continuing to provide opportunities for public participation through other mechanisms.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. Ordinance No. 2121-26 Repealing Chapter 2.50 Parking Commission

ORDINANCE NO. 2121-26
AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, REPEALING
CHAPTER 2.50 “PARKING COMMISSION” OF THE SEDRO-WOOLLEY MUNICIPAL
CODE (SWMC)

WHEREAS, Chapter 2.50 of the Sedro-Woolley Municipal Code (SWMC) established the Parking Commission to advise the City Council and staff on parking policy, regulation, and related matters; and,

WHEREAS, the Mayor and City Council have reviewed the role, responsibilities, and effectiveness of the Parking Commission and determined that the advisory and administrative functions performed by the Commission can be more effectively and efficiently carried out through existing city departments and direct Council oversight; and,

WHEREAS, the City Council finds that consolidating parking policy and operational responsibilities within city staff and appropriate departments will improve coordination, reduce administrative duplication, and better align policy development with day to day management; and,

WHEREAS, the City Council finds that the continued maintenance of SWMC Chapter 2.50 is no longer necessary to serve the public interest and that repeal of the chapter will promote efficient municipal governance; and,

WHEREAS, the City Council intends to preserve meaningful public participation on parking matters through public hearings, stakeholder outreach, ad hoc advisory committees, and other appropriate mechanisms; and,

WHEREAS, the City Council has provided notice and opportunity for public comment in accordance with applicable law prior to taking action to repeal SWMC Chapter 2.50; and,

WHEREAS, the City Council intends that the repeal of SWMC Chapter 2.50 shall not impair or discharge any contractual obligations of the City nor affect any rights or liabilities that accrued prior to the effective date of repeal; and,

WHEREAS, the City Council finds that the repeal of SWMC Chapter 2.50 is consistent with the City’s budgetary, administrative, and policy objectives and will not adversely affect the delivery of parking related services to the community;

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

Section One. Chapter 2.50 “Parking Commission” of the Sedro-Woolley Municipal Code, last modified by Ord. 841 in 1977, is hereby repealed in its entirety.

Section Two. 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 Three. 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 Four. 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.

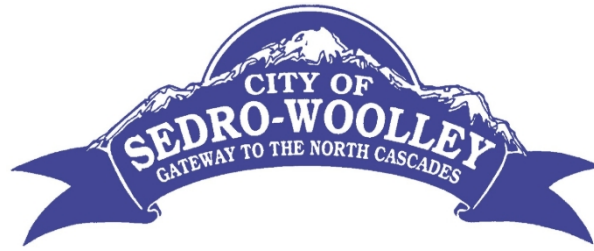
JoEllen Kesti, Mayor

ATTEST:

Kelly Kohnken, City Clerk

APPROVED AS TO FORM:

Dan Curtis, City Attorney



City Council Agenda Item

Agenda Item No.: m.4.

Date: June 10, 2026

From: Dan Curtis, City Attorney

Subject: Ordinance 2120-26 - Repealing Chapter 2.50 Park and Recreation Advisory Board
- 1st Read

RECOMMENDED ACTION:

First read

BACKGROUND/SUMMARY INFORMATION:

Ordinance No. 2120-26 repeals Chapter 2.42 of the Sedro-Woolley Municipal Code, which established the Park and Recreation Advisory Board. The proposed repeal reflects the City Council's determination that parks and recreation advisory functions can be carried out more effectively through existing departments and direct Council oversight, while continuing to provide opportunities for public participation through other mechanisms.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. 04899 Ordinance No. 2120-26 Repealing Ch. 2.42 Park and Recreation Advisory Board

ORDINANCE NO. 2120-26
AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, REPEALING
CHAPTER 2.42 “PARK AND RECREATION ADVISORY BOARD” OF THE SEDRO-
WOOLLEY MUNICIPAL CODE (SWMC)

WHEREAS, Chapter 2.42 of the Sedro-Woolley Municipal Code (SWMC) established the Park and Recreation Advisory Board to advise the City Council and staff on parks and recreation matters, and,

WHEREAS, the Mayor and City Council have reviewed the current structure, duties, and effectiveness of the Park and Recreation Advisory Board and determined that the advisory functions previously performed by the board can be more effectively and efficiently carried out through alternative means; and,

WHEREAS, the City Council finds that consolidating parks and recreation advisory responsibilities within existing city departments and through direct Council oversight will improve coordination of services, reduce administrative duplication, and better align policy development with operational management; and,

WHEREAS, the City Council finds that the continued maintenance of SWMC Chapter 2.42 is no longer necessary to serve the public interest and that repeal of the chapter will promote efficient municipal governance; and,

WHEREAS, the City Council has considered the public interest, including the value of community input on parks and recreation matters, and intends to preserve opportunities for public participation through public hearings, stakeholder meetings, ad hoc advisory committees, and other appropriate mechanisms; and,

WHEREAS, the City Council has provided notice and opportunity for public comment in accordance with applicable law prior to taking action to repeal SWMC Chapter 2.42; and,

WHEREAS, the City Council finds it is necessary to provide for an orderly transition of responsibilities, records, assets, and any ongoing projects or contracts previously overseen by the Park and Recreation Advisory Board, and;

WHEREAS, the City Council intends that the repeal of SWMC Chapter 2.42 shall not impair or discharge any contractual obligations of the City, nor shall it affect any rights or liabilities that accrued prior to the effective date of repeal; and,

WHEREAS, the City Council finds that the repeal of SWMC Chapter 2.42 is consistent with the City’s budgetary, administrative, and policy objectives and will not adversely affect the delivery of parks and recreation services to the community;

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

Section One. Chapter 2.42 “Park and Recreation Advisory Board” of the Sedro-Woolley Municipal Code, last modified by Ord. 1990-21 § 1 in 2021, is hereby repealed in its entirety.

Section Two. 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 Three. 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 Four. 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.

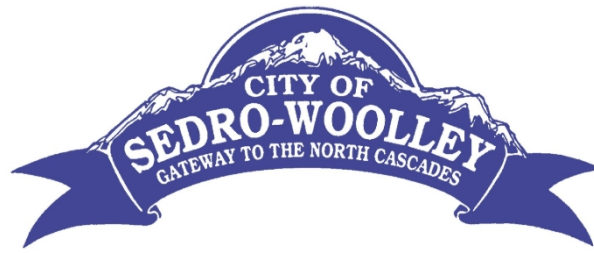
JoEllen Kesti, Mayor

ATTEST:

Kelly Kohnken, City Clerk

APPROVED AS TO FORM:

Dan Curtis, City Attorney



City Council Agenda Item

Agenda Item No.: m.5.

Date: June 10, 2026

From: Bill Bullock, Public Works Director

Subject: Adoption of 2027-2032 Six-Year Transportation Improvement Program – 1st Read

RECOMMENDED ACTION:

None at this time.

BACKGROUND/SUMMARY INFORMATION:

State law, RCW 35.77.010, requires that each year the City adopt a six-year Transportation Improvement Program (TIP). The TIP is designed to identify the schedule, costs, and financial plan associated with projects the City is forecasting to pursue over a six-year planning period. The adopted financial plan must demonstrate that funding for the TIP is feasible, although it may include projections of local funds, grants, loans or other potential sources that are not yet in hand. In preparing the proposed 2027-2032 TIP, the following factors were considered:

- The current status of active transportation improvement projects.
- Strategic priorities of the City - consistent with the City Comprehensive Plan.
- Physical condition, operations, and public safety consideration of the street system.
- Funding availability.

FISCAL IMPACT, IF APPROPRIATE:

The proposed TIP identifies \$44,500,000 in planned projects throughout the City. Primary revenue sources consist of grants, REET, Transportation Impact Fees, Transportation Benefit District Funding, and development mitigation contributions. The TIP is an important tool for local, state, and federally funded projects, and is utilized by governmental and planning organizations at all levels. Projects are typically required to be identified on the TIP to be eligible for funding from Federal and State sources.

ATTACHMENTS:

1. Resolution 1184-26 -Six-Year TIP
2. SW 6-Year TIP 2027-2032

3. Sedro 2027-32 TIP Map
4. TIP Project List

CITY OF SEDRO-WOOLLEY, WASHINGTON

RESOLUTION NO. 1184-26

A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTING THE 2027-2032 SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE DEVELOPMENT OF THE CITY'S TRANSPORTATION SYSTEM.

WHEREAS, the City of Sedro-Woolley has the responsibility to maintain and operate the street network located within the City rights-of-way; and

WHEREAS the City of Sedro-Woolley Public Works Department is responsible for developing a Transportation Improvement Program (TIP) annually that identifies necessary improvements to the transportation system as required by RCW 35.77.010; and

WHEREAS, a public hearing was called by the City Council for the purpose of adopting said Six-Year TIP on June 24, 2026, at approximately 6:00 p.m., at the Sedro-Woolley City Hall, 325 Metcalf Street, Sedro-Woolley, Washington.

NOW, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, AS FOLLOWS:

Section 1. Acceptance. The 2027-2032 Six-Year Transportation Improvement Program project list is hereby accepted and adopted and shall be the guide for the planning and construction of necessary transportation improvements in the City of Sedro-Woolley. The 2027-2032 Six-Year Transportation Improvement Program is incorporated by this reference, Exhibit A, as fully set forth herein and has been filed with the City Clerk and identified with Clerk's Receiving No. _____.

PASSED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, AT A REGULAR MEETING THEREOF THIS 24TH DAY OF JUNE 2026.

JoEllen Kesti, Mayor

ATTEST:

Kelly Kohnken, Finance Director

APPROVED AS TO FORM:

Dan Curtis, City Attorney

City of Sedro-Woolley 2027-2032 Six-Year Transportation Improvement Program

Project Priority	Project No.	Project	Length (ft)	2027			2028			2029			2030			2031			2032			Project Total
				PE	ROW	Constr	PE	ROW	Constr	PE	ROW	Constr	PE	ROW	Constr	PE	ROW	Constr	PE	ROW	Constr	
1	SW25-01	City Wide - Local Street Improvements	N/A			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000	\$6,000
2	SW25-02	City Wide - Multimodal Gap/Rehab Program	N/A			\$45			\$45			\$45			\$45			\$45			\$45	\$270
3	SW25-03	City Wide - Safety/ADA Enhancements	N/A			\$25			\$25			\$25			\$25			\$25			\$25	\$150
4	SW25-04	City Wide - Minor Construction	N/A			\$50			\$50			\$50			\$50			\$50			\$50	\$300
5	SW25-05	City Wide - Storm Retrofits (transportation)	N/A			\$25			\$25			\$25			\$25			\$25			\$25	\$150
6	SW04-01	Jones/John Liner RR Undercrossing (Reed St to Sapp Rd)	1300			\$4,400																\$4,400
7	SW25-06	Sapp Road RR Undercrossing Closure	800			\$40																\$40
8	SW26-01	Metcalf Street Sidewalk Improvements (Warner St to Nelson St)	610			\$400																\$400
9	SW04-02	SR20/ Cascade Trail West Phase 2A (Hodgin Rd to Holtcamp Rd)	2600		\$70				\$750													\$820
10	SW04-03	John Liner Arterial Improvements (SR 9 to Reed St)	2030	\$357	\$200				\$2,500													\$3,057
11	SW04-04	John Liner Bike/Ped Improvements (SR 9 to Reed St)	2030	\$58	\$68				\$580													\$706
12	SW04-05	SR20/ Cascade Trail West Phase 2B (Holtcamp Rd to Collins Rd)	3600	\$100			\$40	\$120				\$725										\$985
13	SW04-13	SR 20/Reed Street Intersection Improvements	n/a	\$200			\$200	\$20				\$1,000										\$1,420
14	SW04-11	Trail Rd/Cook Rd Intersection Improvements	n/a				\$400	\$50				\$1,300										\$1,750
15	SW04-06	F&S Grade Road Improvements Phase 1 (Edward Murrow to 700' N of Garden of Eden)	1350				\$375	\$50				\$2,100										\$2,525
16	SW04-07	Cascade Trail East Extension (Metcalf St to 400' E of Township St)	4400						\$120	\$120				\$400								\$640
17	SW25-07	Jones Road/Brickyard Creek Culvert	300						\$500	\$90				\$900								\$1,490
18	SW20-01	Garden of Eden Road Improvements (F&S Grade Rd to Jones Rd)	1300						\$360	\$100				\$1,950								\$2,410
19	SW04-09	F&S Grade Road Improvements Phase 2 (700' N of Garden of Eden to Jones Rd)	1450										\$400	\$50						\$2,130		\$2,580
20	SW04-08	Jones Road Improvements Phase 1 (Sapp Rd to Cambridge St)	1300										\$410	\$100						\$2,100		\$2,610
21	SW20-03	Patrick Street Improvements (Brickyard Creek to Jones Rd)	2200										\$700							\$1,800		\$2,500
22	SW04-10	Jones Road Improvements Phase 2 (Cambridge St to Trail Rd)	1600												\$420	\$100					\$2,600	\$3,120
23	SW20-02	Railroad/Jameson St Intersection Improvement	n/a												\$250						\$800	\$1,050
24	SW20-04	Trail Road Improvements Phase 1 (F&S Grade Road to Bucko Connection)	740																\$50		\$500	\$550
25	SW04-12	Jones Road Improvements Phase 3 (Trail Road to F&S Grade Road)	1100															\$270	\$100	\$1,800		\$2,170
26	SW25-08	Birch Lane Improvements (Jones Rd to Apple Lane)	500															\$400	\$200	\$1,800		\$2,400

PE = Preliminary Engineering

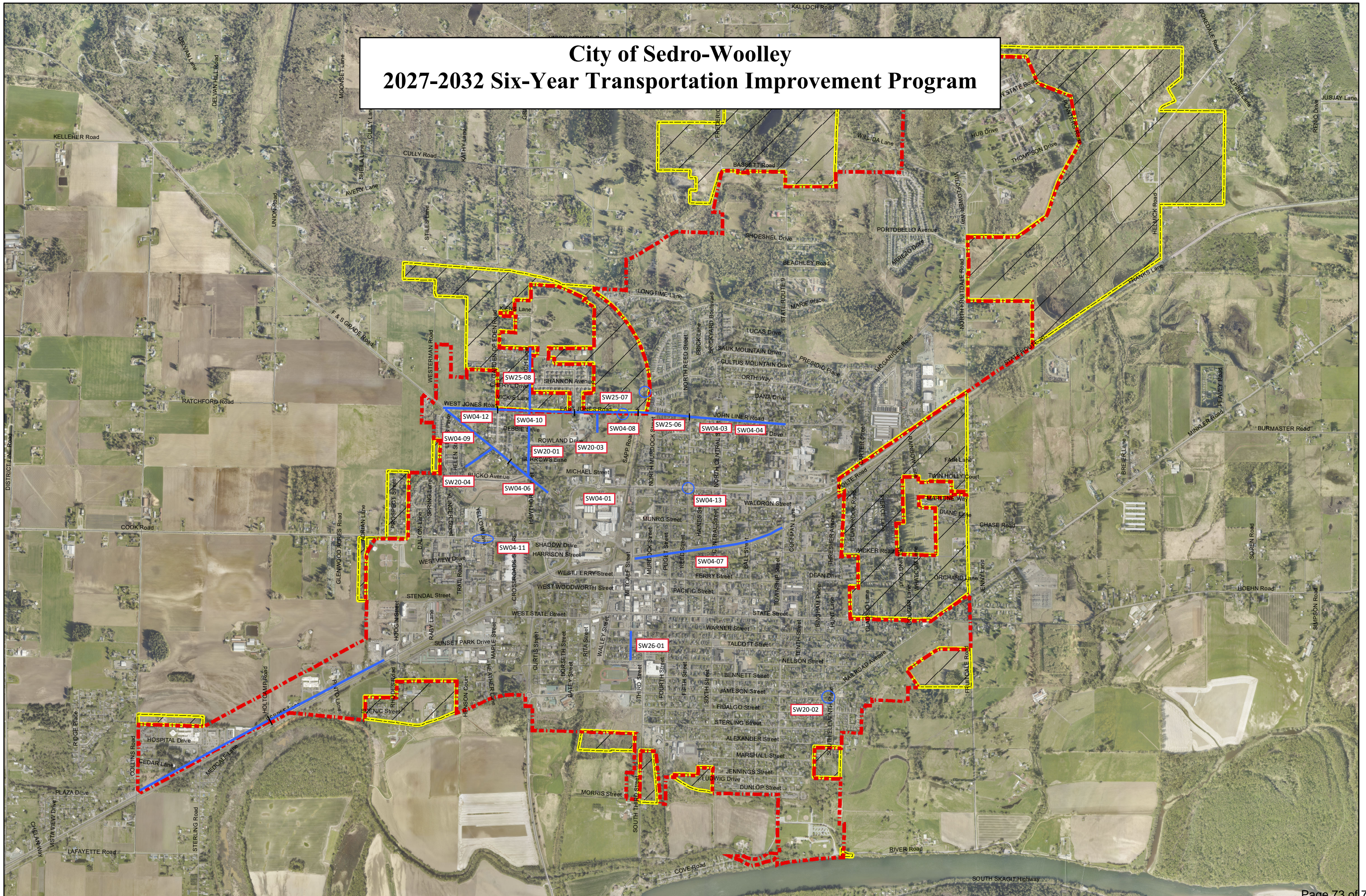
ROW= Right of Way

Constr = Construction

Subtotals	\$715	\$338	\$5,985	\$1,015	\$240	\$4,975	\$980	\$310	\$6,270	\$1,510	\$150	\$4,395	\$670	\$100	\$7,175	\$720	\$300	\$8,645			\$44,493
Totals			\$7,038			\$6,230			\$7,560			\$6,055			\$7,945			\$9,665			

(rounded) **Program Total** \$44,500

City of Sedro-Woolley 2027-2032 Six-Year Transportation Improvement Program



City of Sedro-Woolley
2026-2031 Six-Year Transportation Improvement Program
Project List

1. **City Wide Local Street Improvements**
2. **City Wide Multi-modal Gap/Rehab Program**
3. **City Wide Safety/ADA Enhancements**
4. **City Wide Minor Construction**
5. **City Wide Storm Retrofits (transportation)**
6. **Jones/John Liner RR Undercrossing** (Reed St to Sapp Rd)
7. **Sapp Rd RR Undercrossing Closure**
8. **SR 9/ Cascade Trail West Phase 2A** (Hodgin Rd to Holtcamp Rd)
9. **John Liner Arterial Improvements** (SR 9 to Reed St)
10. **John Liner Bike/Ped Improvements** (SR 9 to Reed St)
11. **SR 9/ Cascade Trail West Phase 2B** (Holtcamp Rd to Colins Rd)
12. **Jones Road/Brickyard Creek Culvert** (replacement)
13. **F&S Grade Road Improvements Phase 1** (Edward Murrow to 700' N of Garden of Eden)
14. **Cascade Trail East Extension** (Metcalf St to 400' E of Township St)
15. **Garden of Eden Road Improvements** (F&S Grade Rd to Jones Rd)
16. **Railroad/Jameson St Intersection Improvement**
17. **Jones Road Improvements Phase 1** (Sapp Rd to Cambridge St)
18. **SR 20/Reed Street Intersection Improvements**
19. **Patrick Street Improvements** (Brickyard Creek to Jones Rd)
20. **F&S Grade Road Improvements Phase 2** (700' N of Garden of Eden to Jones Rd)
21. **Jones Road Improvements Phase 2** (Cambridge St to Trail Rd)
22. **Trail Road Improvements Phase 1** (F&S Grade Road to Bucko Connection)
23. **Trail Rd/Cook Rd Intersection Improvements**
24. **Jones Road Improvements Phase 3** (Trail Road to F&S Grade Road)
25. **Birch Lane Improvements** (Jones Rd to Apple Lane)