Next Ord:2096-25
Next Res:1160-25

CITY COUNCIL AGENDA
February 26, 2025
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 - February 5, 2025
2. Check Register - Off-Cycle
3. Check Register - Regular
4. 2025 Sidewalk Trip Hazard Removal Project and Sole Source - Resolution 1159-25
5. Award Project - 2025 City Shops Storage Building
6. Subscription Agreement - iWorQ Systems - Assets Tracking Software

f. Introduction of Special Guests and Presentation

1. Project Manager for Skagit County Public Works Devin Willard - Cook Road I-5 Ramps Improvements
2. Director of Operations Rick Schoentrup - Dispute Resolution Center of Snohomish, Island and Skagit County, Volunteers of America

g. City Administrator Report

1. Presentation of Council Materials - Council Feedback

h. Councilmember and Mayor's Report

i. Proclamation(s)

j. Public Hearing(s)

k. 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.

l. Unfinished Business

m. New Business

1. Award Project - 2025 Olmsted Park Site Improvements and Structures
2. Draft Interlocal Agreement - Indigent Defense - Cities of Sedro-Woolley, Burlington, Mount Vernon, and Anacortes

n. Information Only Items

1. Building Report for January 2025

o. Executive Session

p. Adjournment

Next Meeting(s) City Council Study Session - March 5,2025

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.

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+1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179
Passcode: 091845

City Council Agenda Item

Agenda Item No.: e.1.

Date: February 26, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - Regular City Council Meeting - February 5, 2025

RECOMMENDED ACTION:

Motion to approve City Council meeting minutes for the regular meeting held on February 5, 2025.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Minutes recorded for the Regular City Council Meeting, held on February 5, 2025.

FISCAL IMPACT, IF APPROPRIATE:

None

ATTACHMENTS:

1. February 5, 2025 Regular City Council minutes

Regular Meeting of the City Council
February 5, 2025 - 6:00 PM Hybrid Meeting

a. Call to Order

Mayor Julia Johnson called the meeting to order at 6:09 P.M.

b. Pledge of Allegiance

c. Roll Call

Present: Mayor Julia Johnson, Councilmembers JoEllen Kesti, Paul Cocke, Kevin Loy, Joe Burns, Sarah Diamond, Allan Henderson, and Nick Lavacca.

Planning Commission Members Present: Danielle Freiberger, Commissioners Joe Franett, Cassandra Sexson, Pat Huggins and Jessica Jasper were absent.

Planning Commissioners Matt Desvoigne and Joe Fatizzi joined via zoom.

d. Introduction of Special Guests and Presentation

1. MFTE Program Manager Katherine Mitchell - Multifamily Housing Tax Exemption

Multifamily Housing Tax Exemption (MFTE) Program Manager, Katherine Mitchell gave a presentation and slide show regarding the MFTE program.

e. Unfinished Business

f. New Business

1. Land Capacity Analysis (LCA) - Draft

Senior Planner Matt Covert from FACET presented a PowerPoint about land capacity analysis (LCA).

No action was taken.

2. 2025 Comprehensive Plan Vision Statement Recommendations

Landscape Architect Marina French presented a PowerPoint regarding the 2025 comprehension plan vision statement recommendations.

No action was taken.

g. Public Comments

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

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

A public comment period was held.

h. Adjournment

The meeting adjourned at 9:23P.M.

ATTEST:

____

Kelly Kohnken, City Clerk

APPROVED:

____

Julia Johnson, Mayor

City Council Agenda Item

Agenda Item No.: e.2.
Date: February 26, 2025
From: Kelly Kohnken, Finance Director / City Clerk
Subject: Check Register - Off-Cycle

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

ISSUE:

BACKGROUND/SUMMARY INFORMATION:
Claims checks #203857 through #203898, plus EFTs.

FISCAL IMPACT, IF APPROPRIATE:
Claims checks, plus EFTs, totaling $23,750.56

ATTACHMENTS:
1. 2025-02-07 Check Register

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
1321	**02/07/2025**	**Claims**	**2**	**203857**	**AWC - Employee Benefit Trust**		**3,424.40**	
		001 - 521 20 27 000 - Retired Medical				3,424.40		
1322	**02/07/2025**	**Claims**	**2**	**203858**	**Karen Allison**		**100.00**	
		101 - 582 10 01 101 - Community Center Deposit Ref				100.00		
1323	**02/07/2025**	**Claims**	**2**	**203859**	**Amazon Capital Svcs, Inc**		**27.36**	
		001 - 521 20 31 002 - Office/Operating Supplies				27.36		
1324	**02/07/2025**	**Claims**	**2**	**203860**	**Anacortes Municipal Court**		**559.00**	
		631 - 389 90 01 631 - Unapplied Cash - Suspense				-559.00		
1325	**02/07/2025**	**Claims**	**2**	**203861**	**Raechelle Brady**		**11.74**	
		001 - 512 50 49 020 - Jury/Witness Fees				11.74		
1326	**02/07/2025**	**Claims**	**2**	**203862**	**Burlington Municipal Court**		**145.00**	
		631 - 389 90 01 631 - Unapplied Cash - Suspense				-145.00		
1327	**02/07/2025**	**Claims**	**2**	**203863**	**Carroll Coplin**		**11.14**	
		001 - 512 50 49 020 - Jury/Witness Fees				11.14		
1328	**02/07/2025**	**Claims**	**2**	**203864**	**DS Services of America, Inc.**		**8.68**	
		103 - 542 30 31 000 - Operating Supplies				8.68		
1329	**02/07/2025**	**Claims**	**2**	**203865**	**Erika Danielson**		**11.01**	
		001 - 512 50 49 020 - Jury/Witness Fees				11.01		
1330	**02/07/2025**	**Claims**	**2**	**203866**	**Edward Donnel**		**36.80**	
		001 - 512 50 49 020 - Jury/Witness Fees				36.80		
1331	**02/07/2025**	**Claims**	**2**	**203867**	**E & E Lumber, Inc.**		**79.71**	
		001 - 521 20 31 002 - Office/Operating Supplies				9.37		
		101 - 576 80 35 000 - Small Tools & Minor Equip				26.05		
		101 - 576 80 48 012 - Harry Osborne				44.29		
1332	**02/07/2025**	**Claims**	**2**	**203868**	**Lance Ford**		**23.40**	
		001 - 512 50 49 020 - Jury/Witness Fees				23.40		
1333	**02/07/2025**	**Claims**	**2**	**203869**	**Lee Ann Fulford**		**26.75**	
		001 - 512 50 49 020 - Jury/Witness Fees				26.75		
1334	**02/07/2025**	**Claims**	**2**	**203870**	**Glen Gardner dba Gardner Electronics**		**3,258.00**	
		001 - 521 20 41 023 - Canine				3,258.00		
1335	**02/07/2025**	**Claims**	**2**	**203871**	**Marcia Graber**		**12.68**	
		001 - 512 50 49 020 - Jury/Witness Fees				12.68		
1336	**02/07/2025**	**Claims**	**2**	**203872**	**Barry Hopcroft**		**14.02**	
		001 - 512 50 49 020 - Jury/Witness Fees				14.02		
1337	**02/07/2025**	**Claims**	**2**	**203873**	**James Hume**		**20.05**	
		001 - 512 50 49 020 - Jury/Witness Fees				20.05		
1338	**02/07/2025**	**Claims**	**2**	**203874**	**Koral Ivy**		**36.80**	
		001 - 512 50 49 000 - Tuition/Registration				36.80		
1339	**02/07/2025**	**Claims**	**2**	**203875**	**Ronald John**		**2,096.40**	
		001 - 521 20 27 000 - Retired Medical				2,096.40		
1340	**02/07/2025**	**Claims**	**2**	**203876**	**Joseph Elliott Kester**		**24.74**	
		001 - 512 50 49 020 - Jury/Witness Fees				24.74		
1341	**02/07/2025**	**Claims**	**2**	**203877**	**Kerry Kron**		**26.08**	
		001 - 512 50 49 020 - Jury/Witness Fees				26.08		
1342	**02/07/2025**	**Claims**	**2**	**203878**	**Mechel Lawton-Bell**		**20.05**	

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
		001 - 512 50 49 000 - Tuition/Registration				20.05		
1343	**02/07/2025**	**Claims**	**2**	**203879**	**Brandy Lynn Lee**		**16.30**	
		001 - 512 50 49 020 - Jury/Witness Fees				16.30		
1344	**02/07/2025**	**Claims**	**2**	**203880**	**Kathleen Leiske**		**24.07**	
		001 - 512 50 49 020 - Jury/Witness Fees				24.07		
1345	**02/07/2025**	**Claims**	**2**	**203881**	**Ranulfo Lopez**		**425.00**	
		101 - 362 40 00 000 - Community Center Rental				-425.00		
1346	**02/07/2025**	**Claims**	**2**	**203882**	**Margaret MIller**		**12.01**	
		001 - 512 50 49 020 - Jury/Witness Fees				12.01		
1347	**02/07/2025**	**Claims**	**2**	**203883**	**Leroy Markee**		**11.34**	
		001 - 512 50 49 020 - Jury/Witness Fees				11.34		
1348	**02/07/2025**	**Claims**	**2**	**203884**	**Ann Melder**		**10.67**	
		001 - 512 50 49 020 - Jury/Witness Fees				10.67		
1349	**02/07/2025**	**Claims**	**2**	**203885**	**Joy Moritz**		**13.35**	
		001 - 512 50 49 020 - Jury/Witness Fees				13.35		
1350	**02/07/2025**	**Claims**	**2**	**203886**	**Cody Nation**		**23.40**	
		001 - 512 50 49 020 - Jury/Witness Fees				23.40		
1351	**02/07/2025**	**Claims**	**2**	**203887**	**Nicholas Parke**		**23.40**	
		001 - 512 50 49 020 - Jury/Witness Fees				23.40		
1352	**02/07/2025**	**Claims**	**2**	**203888**	**Alyssa Regan**		**11.74**	
		001 - 512 50 49 020 - Jury/Witness Fees				11.74		
1353	**02/07/2025**	**Claims**	**2**	**203889**	**Ralph Rigdon**		**13.62**	
		001 - 512 50 49 020 - Jury/Witness Fees				13.62		
1354	**02/07/2025**	**Claims**	**2**	**203890**	**Stephen Robinson**		**11.34**	
		001 - 512 50 49 020 - Jury/Witness Fees				11.34		
1355	**02/07/2025**	**Claims**	**2**	**203891**	**Melanie Sahnow**		**22.06**	
		001 - 512 50 49 020 - Jury/Witness Fees				22.06		
1356	**02/07/2025**	**Claims**	**2**	**203892**	**Skagit Cnty District Court**		**876.00**	
		631 - 389 90 01 631 - Unapplied Cash - Suspense				-876.00		
1357	**02/07/2025**	**Claims**	**2**	**203893**	**Skagit Farmers Supply**		**60.79**	
		001 - 521 20 31 002 - Office/Operating Supplies				60.79		
1358	**02/07/2025**	**Claims**	**2**	**203894**	**The Boyd Group US Inc**		**2,573.47**	
		001 - 521 20 42 020 - Telephone				2,573.47		
1359	**02/07/2025**	**Claims**	**2**	**203895**	**Damian Vines**		**14.69**	
		001 - 512 50 49 020 - Jury/Witness Fees				14.69		
1360	**02/07/2025**	**Claims**	**2**	**203896**	**WA St Patrol**		**48.00**	
		001 - 521 20 41 040 - Intergov Svc-Gun Permits				48.00		
1361	**02/07/2025**	**Claims**	**2**	**203897**	**WEX Bank**		**9,564.78**	
		001 - 518 20 32 000 - Auto Fuel				113.31		
		001 - 521 20 32 000 - Auto Fuel				5,292.70		
		001 - 522 20 32 000 - Auto Fuel/Diesel				2,990.34		
		425 - 531 50 32 000 - Vehicle Fuel				97.89		
		401 - 535 80 32 000 - Auto Fuel/Diesel				112.44		
		102 - 536 20 32 000 - Auto Fuel/Diesel				94.92		
		412 - 537 80 32 000 - Auto Fuel/Diesel				203.18	Unit 514	
		103 - 542 30 32 000 - Auto Fuel/Diesel				365.23		
		101 - 576 80 32 000 - Auto Fuel/Diesel				294.77		
1362	**02/07/2025**	**Claims**	**2**	**203898**	**Michele Walker**		**20.72**	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo

001 - 512 50 49 020 - Jury/Witness Fees 20.72

001 Current Expense Fund	20,398.11		
101 Parks & Facilities Fund	890.11		
102 Cemetery Fund	94.92		
103 Street Fund	373.91		
401 Sewer Operations Fund	112.44		
412 Solid Waste Operations Fund	203.18		
425 Stormwater Operations	97.89		
631 Suspense Fund	1,580.00		
		Claims:	23,750.56
* Transaction Has Mixed Revenue And Expense Accounts	23,750.56		

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.

APPROVED

By Kelly Kohnken at 11:50 am, Feb 07, 2025

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: February 26, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Regular

RECOMMENDED ACTION:

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

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Claims checks #203899 through #203983, plus EFTs. Payroll ACHs including associated benefit checks #61342 through #61346.

FISCAL IMPACT, IF APPROPRIATE:

Claims checks, plus EFTs, totaling $243,717.02
Payroll totaling $397,002.79

ATTACHMENTS:

1. 2025-02-26 Check Register

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
1653	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**144.74**	
		101 - 576 80 47 052 - Bingham Caretaker				144.74		
1654	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**813.71**	
		001 - 522 50 47 000 - Public Utilities				813.71		
1655	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**61.43**	
		104 - 559 30 01 105 - Utility Payments on Redevelopı				61.43		
1656	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**655.66**	
		412 - 537 80 47 000 - Public Utilities				655.66		
1657	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**21.81**	
		401 - 535 80 47 000 - Public Utilities				21.81		
1658	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**852.98**	
		103 - 542 63 47 000 - Public Utilities				852.98		
1659	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**152.74**	
		101 - 576 80 47 050 - Hammer Square				152.74		
1660	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**876.44**	
		101 - 576 80 47 020 - Senior Center				876.44		
1661	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**1,852.03**	
		101 - 576 80 47 070 - City Hall				1,852.03		
1662	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**127.18**	
		001 - 521 20 47 000 - Public Utilities				127.18		
1663	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**20.21**	
		401 - 535 80 47 000 - Public Utilities				20.21		
1664	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**299.69**	
		101 - 576 80 47 053 - Other Utilities				299.69		
1665	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**400.21**	
		101 - 576 80 47 010 - Community Center				400.21		
1666	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**2,005.12**	
		101 - 576 80 47 070 - City Hall				2,005.12		
1667	**02/26/2025**	**Claims**	**2**	**EFT**	**Cascade Natural Gas Corp**		**1,278.48**	
		401 - 535 80 47 000 - Public Utilities				1,278.48		
1668	**02/26/2025**	**Claims**	**2**	**EFT**	**City of Sedro-Woolley**		**14.91**	
		101 - 576 80 47 053 - Other Utilities				14.91		
1669	**02/26/2025**	**Claims**	**2**	**EFT**	**City of Sedro-Woolley**		**4.00**	
		104 - 559 30 01 104 - Utility Payments on Redevelopı				4.00		
1670	**02/26/2025**	**Claims**	**2**	**EFT**	**City of Sedro-Woolley**		**14.91**	
		104 - 595 20 63 082 - RW Trail Road Extension				14.91		
1671	**02/26/2025**	**Claims**	**2**	**EFT**	**City of Sedro-Woolley**		**14.91**	
		104 - 595 20 63 082 - RW Trail Road Extension				14.91		
1672	**02/26/2025**	**Claims**	**2**	**EFT**	**City of Sedro-Woolley**		**165.90**	
		104 - 559 30 01 105 - Utility Payments on Redevelopı				165.90		
1673	**02/26/2025**	**Claims**	**2**	**EFT**	**City of Sedro-Woolley**		**98.82**	
		101 - 576 80 47 025 - Olmsted Park				98.82		
1674	**02/26/2025**	**Claims**	**2**	**EFT**	**City of Sedro-Woolley**		**41.27**	
		001 - 558 60 49 041 - Miscellaneous - Planning And				41.27		
1675	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**43.29**	

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
		401 - 535 80 47 000 - Public Utilities				43.29		
1676	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**87.26**	
		101 - 576 80 47 053 - Other Utilities				87.26		
1677	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**87.26**	
		104 - 559 30 01 105 - Utility Payments on Redevelop				87.26		
1678	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**224.02**	
		001 - 522 50 47 000 - Public Utilities				224.02		
1679	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**87.26**	
		001 - 522 50 47 000 - Public Utilities				87.26		
1680	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**78.66**	
		001 - 522 50 47 000 - Public Utilities				78.66		
1681	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**50.39**	
		101 - 576 80 47 000 - Riverfront				50.39		
1682	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**57.49**	
		102 - 536 20 47 000 - Public Utilities				57.49		
1683	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**57.49**	
		101 - 576 80 47 000 - Riverfront				57.49		
1684	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**293.48**	
		101 - 576 80 47 000 - Riverfront				293.48		
1685	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**72.08**	
		412 - 537 80 47 000 - Public Utilities				72.08		
1686	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**250.87**	
		401 - 535 80 47 000 - Public Utilities				250.87		
1687	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**385.80**	
		101 - 576 80 47 070 - City Hall				385.80		
1688	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**199.91**	
		101 - 576 80 47 053 - Other Utilities				199.91		
1689	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**135.99**	
		101 - 576 80 47 051 - Bingham / Memorial				135.99		
1690	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**43.29**	
		101 - 576 80 47 040 - Train				43.29		
1691	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**39.33**	
		101 - 576 80 47 070 - City Hall				39.33		
1692	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**185.71**	
		101 - 576 80 47 050 - Hammer Square				185.71		
1693	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**43.29**	
		401 - 535 80 47 000 - Public Utilities				43.29		
1694	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**43.29**	
		001 - 521 20 47 000 - Public Utilities				43.29		
1695	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**72.08**	
		401 - 535 80 47 000 - Public Utilities				72.08		
1696	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**299.57**	
		101 - 576 80 47 000 - Riverfront				299.57		
1697	**02/26/2025**	**Claims**	**2**	**EFT**	**Cnty of Skagit Public Utility**		**473.00**	
		401 - 535 80 47 000 - Public Utilities				473.00		

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1698	**02/26/2025**	**Claims**	**2**	**EFT**	**Comcast Holdings Corp**		**71.95**	
		101 - 576 80 47 020 - Senior Center				71.95		
1699	**02/26/2025**	**Claims**	**2**	**EFT**	**Pitney Bowes**		**1,200.00**	
		001 - 512 50 42 010 - Postage				138.90		
		001 - 514 23 42 010 - Postage				129.51		
		001 - 521 20 42 010 - Postage				54.71		
		001 - 522 20 42 010 - Postage				0.37		
		001 - 522 20 42 010 - Postage				8.45		
		401 - 535 80 42 015 - Postage				9.52		
		102 - 536 20 42 010 - Postage				2.53		
		001 - 558 60 42 010 - Postage				856.01		
1700	**02/26/2025**	**Claims**	**2**	**EFT**	**WA St Dept of Prof Licen**		**414.00**	
		001 - 521 20 41 040 - Intergov Svc-Gun Permits				414.00		
1701	**02/26/2025**	**Claims**	**2**	**EFT**	**NW Fiber LLC, dba Ziply Fiber**		**885.30**	
		001 - 512 50 42 020 - Telephone				53.12		
		001 - 513 10 42 020 - Telephone				79.68		
		001 - 514 23 42 020 - Telephone				79.68		
		001 - 515 31 42 001 - Telephone				35.41		
		001 - 518 80 42 020 - Telephone				26.56		
		001 - 521 20 42 020 - Telephone				265.59		
		001 - 522 20 42 020 - Telephone				97.38		
		001 - 524 20 42 020 - Telephone				26.56		
		401 - 535 80 42 020 - Telephone				70.82		
		412 - 537 80 42 020 - Telephone				35.41		
		103 - 542 30 42 020 - Telephone				8.85		
		001 - 558 60 42 020 - Telephone				26.56		
		101 - 576 80 42 020 - Telephone				17.71		
		001 - 595 10 42 020 - Telephone				61.97		
1702	**02/26/2025**	**Claims**	**2**	**203899**	**A-1 Mobile Lock & Key**		**271.50**	
		101 - 576 80 48 016 - City Hall				271.50		
1703	**02/26/2025**	**Claims**	**2**	**203900**	**AWC - Employee Benefit Trust**		**3,424.40**	
		001 - 521 20 27 000 - Retired Medical				3,424.40		
1704	**02/26/2025**	**Claims**	**2**	**203901**	**AWC**		**1,990.00**	
		001 - 514 23 49 040 - AWC Dues				1,990.00		
1705	**02/26/2025**	**Claims**	**2**	**203902**	**Amazon Capital Svcs, Inc**		**125.74**	
		001 - 512 50 31 000 - Supplies				155.23		
		001 - 518 80 31 001 - Repair & Maintenance Sup				-231.31		
		001 - 521 20 31 002 - Office/Operating Supplies				61.20		
		001 - 522 20 48 000 - Repairs/Maint-Equip				26.81		
		001 - 522 21 31 000 - Operating Supplies - Medical				31.38		
		001 - 524 20 31 000 - Off/Oper Supps & Books				18.01		
		401 - 535 80 35 000 - Small Tools & Minor Equip				-18.34		
		103 - 542 30 31 000 - Operating Supplies				36.22		
		001 - 558 60 31 000 - Supplies/Books				18.01		
		401 - 594 35 64 001 - Portable Equipment				10.52		
		001 - 595 10 31 000 - Supplies				18.01		
1706	**02/26/2025**	**Claims**	**2**	**203903**	**Angel Armor LLC**		**1,356.11**	
		001 - 521 20 26 020 - Balistic Vests				1,356.11		
1707	**02/26/2025**	**Claims**	**2**	**203904**	**R. Lowell Ausmus**		**240.00**	
		001 - 524 20 49 030 - Misc-Tuition/Registration				240.00		
1708	**02/26/2025**	**Claims**	**2**	**203905**	**Axon Enterprise, Inc.**		**2,606.40**	
		001 - 591 28 70 001 - Lease + Subscription IT (SBITA)				2,606.40		
1709	**02/26/2025**	**Claims**	**2**	**203906**	**Beecher Emission Solns Tech.**		**10,855.66**	
		501 - 594 22 64 501 - Vehicles - Fire				10,855.66		

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1710	**02/26/2025**	**Claims**	**2**	**203907**	**Birch Equipment Co Inc**		**908.32**	
		001 - 522 20 48 000 - Repairs/Maint-Equip				908.32		
1711	**02/26/2025**	**Claims**	**2**	**203908**	**Amanda Boome**		**100.00**	
		101 - 582 10 01 101 - Community Center Deposit Ref				100.00		
1712	**02/26/2025**	**Claims**	**2**	**203909**	**Branom Operating Co LLC, dba**		**1,329.26**	
		401 - 535 50 48 050 - Maint Of General Equip				1,329.26		
1713	**02/26/2025**	**Claims**	**2**	**203910**	**C.Hlth130, dba Cardinal Health 112 LLC**		**195.33**	
		001 - 522 21 31 000 - Operating Supplies - Medical				195.33		
1714	**02/26/2025**	**Claims**	**2**	**203911**	**Carletti Architects Ps**		**11,473.30**	
		001 - 521 20 41 001 - Professional Services				810.00		
		505 - 594 48 60 020 - Eng - PW Veh Storage Bldg				10,663.30		
1715	**02/26/2025**	**Claims**	**2**	**203912**	**Cascade Chrysler, Inc.**		**5,290.22**	
		001 - 522 20 48 000 - Repairs/Maint-Equip				5,290.22		
1716	**02/26/2025**	**Claims**	**2**	**203913**	**Cory Starkovich, dba**		**152.04**	
		501 - 594 21 64 501 - Equip & Vehicles - Police				152.04		
1717	**02/26/2025**	**Claims**	**2**	**203914**	**Databar, Inc**		**2,933.29**	
		425 - 531 50 42 010 - Postage				117.33		
		401 - 535 80 42 015 - Postage				1,906.64		
		412 - 537 80 42 010 - Postage				909.32		
1718	**02/26/2025**	**Claims**	**2**	**203915**	**DogSport Gear USA**		**314.30**	
		001 - 521 20 41 023 - Canine				314.30		
1719	**02/26/2025**	**Claims**	**2**	**203916**	**E & E Lumber, Inc.**		**484.55**	
		401 - 535 50 48 010 - Maintenance Of Lines				6.24		
		401 - 535 80 35 000 - Small Tools & Minor Equip				8.85		
		412 - 537 80 31 000 - Operating Supplies				36.91		
		412 - 537 80 31 000 - Operating Supplies				5.20		
		103 - 542 30 31 000 - Operating Supplies				79.40		
		101 - 576 80 31 003 - Operating Sup - Parks Shop				14.66		
		101 - 576 80 31 008 - Operating Sup - Memorial				28.32		
		101 - 576 80 31 013 - Operating Sup - Flowers-Holid				241.03		
		101 - 576 80 48 001 - Riverfront				35.41		
		101 - 576 80 48 008 - North Township				28.53		
1720	**02/26/2025**	**Claims**	**2**	**203917**	**Eurofins Enviro Testing**		**66.00**	
		401 - 535 80 41 000 - Professional Services				66.00		
1721	**02/26/2025**	**Claims**	**2**	**203918**	**Family Promise of Skagit Valley**		**11,629.87**	
		117 - 551 00 00 117 - Affordable Housing - Operatio				11,629.87		
1722	**02/26/2025**	**Claims**	**2**	**203919**	**GPS Vehicle Tracking Solns LLC**		**2,606.40**	
		001 - 591 28 70 001 - Lease + Subscription IT (SBITA)				2,606.40		
1723	**02/26/2025**	**Claims**	**2**	**203920**	**Galls Parent Holdings, LLC**		**310.43**	
		001 - 522 20 26 000 - Uniforms				205.04		
		001 - 522 20 26 000 - Uniforms				105.39		
1724	**02/26/2025**	**Claims**	**2**	**203921**	**Richard Lance George**		**2,096.40**	
		001 - 521 20 27 000 - Retired Medical				2,096.40		
1725	**02/26/2025**	**Claims**	**2**	**203922**	**Gray & Osborne Inc**		**2,393.51**	
		425 - 531 50 41 000 - Professional Services				2,393.51		
1726	**02/26/2025**	**Claims**	**2**	**203923**	**Guardian Security Systems, Inc.**		**392.05**	
		001 - 521 20 41 001 - Professional Services				35.84		
		001 - 522 50 49 050 - Fire/Theft Protection				48.87		
		401 - 535 50 48 000 - Maintenance Contracts				10.86		

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		101 - 576 80 41 010 - Alarm Monitoring				296.48		
1727	**02/26/2025**	**Claims**	**2**	**203924**	**HID Global Corporation**		**1,534.52**	
		001 - 521 20 41 001 - Professional Services				1,534.52		
1728	**02/26/2025**	**Claims**	**2**	**203925**	**Humane Society Of Skagit**		**712.00**	
		001 - 521 20 41 021 - Humane Society				712.00		
1729	**02/26/2025**	**Claims**	**2**	**203926**	**Tiana Jackson**		**100.00**	
		101 - 582 10 01 101 - Community Center Deposit Ref				100.00		
1730	**02/26/2025**	**Claims**	**2**	**203927**	**K Engineers, Inc**		**234.00**	
		101 - 594 76 63 025 - Olmsted Park				234.00		
1731	**02/26/2025**	**Claims**	**2**	**203928**	**Knox Associates**		**2,985.42**	
		001 - 591 20 70 522 - Leases + Subscription IT (SBITA				1,533.11		
		001 - 591 28 70 001 - Lease + Subscription IT (SBITA)				1,452.31		
1732	**02/26/2025**	**Claims**	**2**	**203929**	**L N Curtis & Sons**		**568.86**	
		001 - 521 20 26 000 - Uniforms/Accessories				43.43		
		001 - 521 20 26 000 - Uniforms/Accessories				106.81		
		001 - 521 20 26 000 - Uniforms/Accessories				92.53		
		001 - 521 20 26 000 - Uniforms/Accessories				326.09		
1733	**02/26/2025**	**Claims**	**2**	**203930**	**LTI, Inc.**		**6,684.43**	
		103 - 542 66 31 000 - Operating Supplies				6,684.43		
1734	**02/26/2025**	**Claims**	**2**	**203931**	**Lauts Inc dba Lautenbach Industries**		**1,744.20**	
		412 - 537 60 47 015 - Construction Demolition Land				808.65		720 Murdock
		412 - 537 60 47 015 - Construction Demolition Land				476.55		Parkland Loop
		412 - 537 60 47 015 - Construction Demolition Land				338.85		Faber, Fireside
		412 - 537 60 47 015 - Construction Demolition Land				120.15		Dogwood.
1735	**02/26/2025**	**Claims**	**2**	**203932**	**Les Schwab Tire Center**		**305.58**	
		412 - 537 50 48 000 - Repairs/maint-equip				305.58		Unit 526 tires
1736	**02/26/2025**	**Claims**	**2**	**203933**	**Nancy Leuchten**		**15.53**	
		001 - 342 60 00 000 - Fire Transport Fees				-15.53		
1737	**02/26/2025**	**Claims**	**2**	**203934**	**Life Assist Inc.**		**859.32**	
		001 - 522 21 31 000 - Operating Supplies - Medical				183.26		
		001 - 522 21 31 000 - Operating Supplies - Medical				676.06		
1738	**02/26/2025**	**Claims**	**2**	**203935**	**Motorola Solutions**		**2,424.73**	
		501 - 594 22 64 501 - Vehicles - Fire				2,424.73		
1739	**02/26/2025**	**Claims**	**2**	**203936**	**Nelson Dist, Inc. dba Nelson-Reisner**		**285.62**	
		425 - 531 50 32 000 - Vehicle Fuel				21.92		
		412 - 537 80 32 000 - Auto Fuel/Diesel				263.70		
1740	**02/26/2025**	**Claims**	**2**	**203937**	**NCL of WI, dba North Central Labs**		**134.15**	
		401 - 535 80 31 010 - Operating Supplies				134.15		
1741	**02/26/2025**	**Claims**	**2**	**203938**	**Northwest Propane LLC**		**44.95**	
		412 - 537 60 47 011 - Site Recycling Disposal				44.95		Site recycle propane tanks
1742	**02/26/2025**	**Claims**	**2**	**203939**	**Oliver-Hammer, Inc**		**1,520.09**	
		401 - 535 80 35 010 - Safety Equipment				1,243.23		
		401 - 535 80 35 010 - Safety Equipment				276.86		
1743	**02/26/2025**	**Claims**	**2**	**203940**	**Ott To Print Green Inc**		**219.00**	
		001 - 518 80 31 001 - Repair & Maintenance Sup				219.00		

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1744	**02/26/2025**	**Claims**	**2**	**203941**	**PROCOM LLC**		**666.00**	
		001 - 512 50 41 000 - Professional Services				78.00		
		001 - 521 20 41 001 - Professional Services				50.00		
		001 - 521 20 41 001 - Professional Services				78.00		
		001 - 522 20 41 010 - Prof Service-Medical Exams				304.00		
		401 - 535 80 41 000 - Professional Services				156.00		
1745	**02/26/2025**	**Claims**	**2**	**203942**	**Station Automtn Inc dba PSTrax**		**1,041.00**	
		001 - 591 20 70 522 - Leases + Subscription IT (SBITA				1,041.00		
1746	**02/26/2025**	**Claims**	**2**	**203943**	**Parker Corporate Svcs, Inc.**		**125.00**	
		101 - 576 80 41 000 - Professional Services				125.00		
1747	**02/26/2025**	**Claims**	**2**	**203944**	**Quiring Monuments Inc**		**375.00**	
		102 - 536 20 34 000 - Liners				375.00		
1748	**02/26/2025**	**Claims**	**2**	**203945**	**Red's Mobile 24-Hour Truck & Equip Repai**		**2,456.07**	
		412 - 537 50 48 000 - Repairs/maint-equip				184.62		Unit 527
		412 - 537 50 48 000 - Repairs/maint-equip				940.82		Unit 522
		412 - 537 50 48 000 - Repairs/maint-equip				1,330.63		Unit 527
1749	**02/26/2025**	**Claims**	**2**	**203946**	**Reichhardt & Ebe**		**3,622.20**	
		104 - 595 10 63 081 - Eng - John Line Rd. Bike/Ped				3,622.20		
1750	**02/26/2025**	**Claims**	**2**	**203947**	**Revize LLC**		**1,900.00**	
		001 - 591 80 70 517 - Leases + Subscription IT (SBITA				1,900.00		
1751	**02/26/2025**	**Claims**	**2**	**203948**	**Ricoh USA, Inc**		**232.63**	
		001 - 524 20 31 000 - Off/Oper Supps & Books				72.07		
		001 - 558 60 31 000 - Supplies/Books				72.07		
		103 - 591 30 70 103 - Subscription IT (SBITA) - Streets				16.41		
		001 - 595 10 31 000 - Supplies				72.08		
1752	**02/26/2025**	**Claims**	**2**	**203949**	**Ricoh USA, Inc**		**576.69**	
		001 - 514 23 45 000 - Operating Rentals/Leases				114.53		
		001 - 514 23 45 000 - Operating Rentals/Leases				231.08		
		001 - 591 10 70 520 - Leases + Subscription IT (SBITA				77.03		
		001 - 591 20 70 524 - Leases + Subscription IT (SBITA				77.02		
		001 - 591 60 70 519 - Leases + Subscription IT (SBITA				77.03		
1753	**02/26/2025**	**Claims**	**2**	**203950**	**Rodda Paint Co**		**2,641.41**	
		103 - 542 64 31 001 - Painting & Striping Supplies				2,641.41		
1754	**02/26/2025**	**Claims**	**2**	**203951**	**Heather Romano**		**1,496.25**	
		001 - 521 20 41 001 - Professional Services				1,039.50		
		001 - 521 20 41 001 - Professional Services				456.75		
1755	**02/26/2025**	**Claims**	**2**	**203952**	**Jackie Rundle**		**250.00**	
		001 - 342 60 00 000 - Fire Transport Fees				-250.00		
1756	**02/26/2025**	**Claims**	**2**	**203953**	**Sedro-Woolley Auto Parts Inc**		**197.30**	
		103 - 542 30 31 000 - Operating Supplies				50.15		
		101 - 576 80 48 016 - City Hall				140.31		
		101 - 576 80 48 021 - Equipment				6.84		
1757	**02/26/2025**	**Claims**	**2**	**203954**	**Alicia Shapiro**		**462.45**	**Master Fee Schedule does not require building permit fee for solar panels**
		001 - 322 10 03 000 - Building Permits				-462.45		
1758	**02/26/2025**	**Claims**	**2**	**203955**	**Skagit Cnty Public Health**		**906.09**	
		001 - 566 00 41 000 - Skagit Co Public Health-2% Liq				906.09		
1759	**02/26/2025**	**Claims**	**2**	**203956**	**Skagit Cnty Public Works**		**84,966.07**	
		412 - 537 60 47 000 - Solid Waste Disposal				84,477.97		

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		103 - 542 64 31 000 - Operating Supplies				79.53		
		001 - 595 10 31 001 - Address & Street Signs-Reimb				85.72		
		001 - 595 10 31 001 - Address & Street Signs-Reimb				322.85		
1760	**02/26/2025**	**Claims**	**2**	**203957**	**Skagit Cnty Treasurer**		**42.73**	
		635 - 589 30 05 635 - County Crime Victim Witness P				42.73		
1761	**02/26/2025**	**Claims**	**2**	**203958**	**Skagit Farmers Supply**		**3.46**	
		401 - 535 50 48 010 - Maintenance Of Lines				3.46		
1762	**02/26/2025**	**Claims**	**2**	**203959**	**PNG Media LLC, dba Skagit Publishing**		**471.84**	
		001 - 558 60 41 010 - Advertising				96.84		
		101 - 576 80 41 001 - Advertising				375.00		
1763	**02/26/2025**	**Claims**	**2**	**203960**	**Skagit Regional Health**		**110.00**	
		103 - 542 30 49 040 - CDL Endorcement Fees				110.00		
1764	**02/26/2025**	**Claims**	**2**	**203961**	**Skagit River Steel**		**182.94**	
		101 - 576 80 48 001 - Riverfront				182.94		
1765	**02/26/2025**	**Claims**	**2**	**203962**	**Smarsh Inc.**		**240.56**	
		001 - 591 80 70 517 - Leases + Subscription IT (SBITA				240.56		
1766	**02/26/2025**	**Claims**	**2**	**203963**	**Stiles & Lehr Law Inc., PS**		**4,530.50**	
		001 - 512 50 41 010 - Municipal Court Judge				4,530.50		
1767	**02/26/2025**	**Claims**	**2**	**203964**	**Suburban Propane, LP**		**48.87**	
		102 - 536 20 32 001 - Propane				48.87		
1768	**02/26/2025**	**Claims**	**2**	**203965**	**Systems Design West, LLC**		**4,062.19**	
		001 - 522 21 41 000 - EMS Professional Services-Sys I				4,062.19		
1769	**02/26/2025**	**Claims**	**2**	**203966**	**Teleflex LLC**		**1,330.00**	
		001 - 522 21 31 000 - Operating Supplies - Medical				1,330.00		
1770	**02/26/2025**	**Claims**	**2**	**203967**	**Thompson, Guildner & Assoc, Inc P.S.**		**18,174.40**	
		001 - 515 41 41 000 - Ext Legal-City Attorney				11,983.20		
		001 - 515 45 41 000 - Legal - Litigation				6,191.20		
1771	**02/26/2025**	**Claims**	**2**	**203968**	**Town of La Conner**		**2,441.67**	
		412 - 537 60 47 021 - Curbside Yard Waste Disposal				2,441.67		Curbside YW
1772	**02/26/2025**	**Claims**	**2**	**203969**	**United Parcel Service, Inc.**		**22.82**	
		001 - 522 20 42 010 - Postage				22.82		
1773	**02/26/2025**	**Claims**	**2**	**203970**	**Valvoline Instnt Oil Chg**		**124.11**	
		001 - 521 20 48 010 - Repair & Maint - Auto				49.84		
		001 - 521 20 48 010 - Repair & Maint - Auto				74.27		
1774	**02/26/2025**	**Claims**	**2**	**203971**	**Nick VanJaarsveld**		**100.00**	
		101 - 582 10 01 101 - Community Center Deposit Ref				100.00		
1775	**02/26/2025**	**Claims**	**2**	**203972**	**Varney, Parley & Elizabeth**		**23.42**	
		001 - 342 60 00 000 - Fire Transport Fees				-23.42		
1776	**02/26/2025**	**Claims**	**2**	**203973**	**Vestis Group, Inc**		**43.92**	
		401 - 535 80 49 000 - Laundry				8.20		
		401 - 535 80 49 000 - Laundry				8.20		
		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				4.85		
1777	**02/26/2025**	**Claims**	**2**	**203974**	**WA St Assoc of Fire Chiefs**		**625.00**	
		001 - 522 45 49 010 - Tuition/Registration				625.00		

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1778	**02/26/2025**	**Claims**	**2**	**203975**	**WA St Dept of Enterprise Svcs.**		**400.00**	
		001 - 591 28 70 001 - Lease + Subscription IT (SBITA)				400.00		
1779	**02/26/2025**	**Claims**	**2**	**203976**	**WA St Dept of Labor & Indus**		**174.30**	
		101 - 576 80 48 016 - City Hall				174.30		
1780	**02/26/2025**	**Claims**	**2**	**203977**	**WA St Off of Treasurer**		**2,969.07**	
		635 - 586 30 00 635 - State Court Fees Remittance				2,969.07		
1781	**02/26/2025**	**Claims**	**2**	**203978**	**WW Grainger Inc**		**1,181.83**	
		401 - 535 50 48 020 - Maint Of Pumping Equip				939.31		
		401 - 535 80 35 010 - Safety Equipment				242.52		
1782	**02/26/2025**	**Claims**	**2**	**203979**	**Alice Willis**		**275.00**	
		101 - 362 40 00 000 - Community Center Rental				-275.00		
1783	**02/26/2025**	**Claims**	**2**	**203980**	**Witmer Public Safety Group Inc.**		**563.45**	
		501 - 594 22 64 501 - Vehicles - Fire				354.73		
		501 - 594 22 64 501 - Vehicles - Fire				208.72		
1784	**02/26/2025**	**Claims**	**2**	**203981**	**Woods Acquisition Corp**		**190.01**	
		001 - 522 20 48 000 - Repairs/Maint-Equip				87.96		
		103 - 542 30 35 010 - Safety Equipment				102.05		
1785	**02/26/2025**	**Claims**	**2**	**203982**	**World Kinect Energy Services, dba**		**3,613.86**	
		001 - 518 20 32 000 - Auto Fuel				-45.33		
		425 - 531 50 32 000 - Vehicle Fuel				268.80		
		425 - 531 50 32 000 - Vehicle Fuel				110.76		
		102 - 536 20 32 000 - Auto Fuel/Diesel				39.38		
		412 - 537 80 32 000 - Auto Fuel/Diesel				1,442.69		
		412 - 537 80 32 000 - Auto Fuel/Diesel				70.31		
		412 - 537 80 32 000 - Auto Fuel/Diesel				1,376.10		
		103 - 542 30 32 000 - Auto Fuel/Diesel				77.25		
		103 - 542 30 32 000 - Auto Fuel/Diesel				217.77		
		103 - 542 30 32 000 - Auto Fuel/Diesel				34.42		
		101 - 576 80 32 000 - Auto Fuel/Diesel				21.71		
1786	**02/26/2025**	**Claims**	**2**	**203983**	**Zoll Medical Corporation**		**140.22**	
		001 - 522 21 31 000 - Operating Supplies - Medical				140.22		

Fund	Amount		
001 Current Expense Fund	70,574.82		
101 Parks & Facilities Fund	10,463.61		
102 Cemetery Fund	523.27		
103 Street Fund	11,000.57		
104 Arterial Street Fund	3,970.61		
117 Housing and Related Services	11,629.87		
401 Sewer Operations Fund	8,615.33		
412 Solid Waste Operations Fund	96,355.64		
425 Stormwater Operations	2,912.32		
501 Equipment Replacement Fund	13,995.88		
505 Public Works Facility Fund	10,663.30		
635 Custodial Fund	3,011.80		
		Claims:	243,717.02
* Transaction Has Mixed Revenue And Expense Accounts	243,717.02		

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo

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.4.

Date: February 26, 2025

From: Nathan Salseina , Maintenance Operations Supervisor

Subject: 2025 Sidewalk Trip Hazard Removal Project and Sole Source - Resolution 1159-25

RECOMMENDED ACTION:

Motion to approve Resolution - 1159-25 waiving competitive bidding requirements, due to sole source criteria, for the purchase of sidewalk trip hazard removal services provided by Precision Concrete Cutting Inc of Provo Utah.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

In accordance with the city's goal to provide the city with safe sidewalks, staff has identified a contractor named Precision Concrete Cutting which utilizes a unique method of cutting and removing sidewalk tripping hazards. Their method utilizes patented tools and techniques to efficiently remove sidewalk trip hazards of up to 2" inches in height. A similar project was performed on various streets in 2024 to test the technology, and staff is very pleased with the results. Having this contractor available to staff to efficiently remove hazards will be an excellent resource for staff. Staff has a project planned for the spring of 2025 that will remove potential sidewalk hazards in the downtown area, and on sidewalks and adjacent to Ferry Street and the remainder of the Loggerodeo parade route where we have a lot of pedestrian traffic. Future projects will focus on sidewalks adjacent to arterial streets, and around school zones.

FISCAL IMPACT, IF APPROPRIATE:

Funding to support this project is budgeted in the 2025 Budget in the city street fund 103

ATTACHMENTS:

1. Resolution 1159-25 - Sole Source Precision
2. Sole Source
3. WA13092BC- City of Sedro-Woolley 2025

RESOLUTION NO 1159-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDRO WOOLLEY FINDING THAT THERE IS A SOLE SOURCE FOR A PARTICULAR METHOD FOR SIDEWALK CUTTING TO MAKE SAFE DEFLECTIONS IN SIDEWALKS AND WAIVING COMPETITIVE BIDDING REQUIREMENTS

WHEREAS, the Revised Code of Washington (RCW) Chapter 39.04.280(1)(a) authorizes waiver of competitive bidding where clearly and legitimately the source is limited to a single source; and

WHEREAS, the City of Sedro Woolley has damaged and deflected sidewalks that are in need of immediate repair to provide safe walkways; and

WHEREAS, Precision Concrete Cutting uses a method that relies upon specialized equipment and technology that has received 9 patents from the US Patent and Trademark office; and

WHEREAS, Precision Concrete Cutting has a unique and proprietary method for sidewalk leveling to make sidewalks safe that is a clear and legitimate limited single source.

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

SECTION 1

Pursuant to RCW 39.04.280(1)(a) Precision Concrete Cutting is clearly and legitimately the single source for sidewalk cutting with a proprietary method and therefore the requirements of competitive bidding and public notice are hereby waived with reference to any contract relating to the City's contracting for sidewalk grinding to repair deflected sidewalks in the City.

APPROVED AND ADOPTED this 26th day of February, 2025.

APPROVED:

____
Julia Johnson, Mayor

APPROVED AS TO FORM:

____
Nikki Thompson, City Attorney

ATTEST:

____
Kelly Kohnken, City Clerk

PRECISION CONCRETE CUTTING
Trip Hazard Removal Specialists

3191 N. Canyon Road Provo, UT 84604
P: (801) 224-0025 F: (801) 224-0062
www.SafeSidewalks.com

May 1, 2023

Sedro-Woolley

RE: Patent information

To Whom It May Concern:

Due to the nature of our business and our patented equipment and methods, frequently we have been asked to provide a letter stating that our technology relies upon patents that have been issued by the US Patent and Trademark office. In total we've received 9 total patents regarding trip hazard removal services, ranging from techniques / methods, dust abatement, to measuring tools and methods.

Precision Concrete Cutting is the only company authorized to use the patented equipment and method for removing sidewalk trip hazards as described by the following patent numbers:

Previous Patents
U.S. Pat. No. 6,827,074
U.S. Pat. No. 7,000,606
U.S. Pat. No. 7,143,760
U.S. Pat. No. 7,201,644
U.S. Pat. No. 7,402,095

Current & Pending Patents
U.S. Pat. No. 6,896,604
U.S. Pat. No. 9,759,559
U.S. Pat. No. 9,494,407
U.S. Application Pat. No. 16/670,737

If you have any questions or comments, please feel free to give me a call.

Kind Regards,

Aaron Ollivier, CEO
Precision Concrete Cutting
3191 N. Canyon Rd
Provo, Utah 84604
(801) 373-6060

BID

WA13092BC

January 30, 2025

City of Sedro-Woolley
Nathan Salseina
325 Metcalf Street
Sedro-Woolley WA, 98284
(360) 856-0151
nsalseina@Sedro-Woolley.gov

Hi Nathan,

The following is an estimate for trip hazard removal work for City of Sedro-Woolley.

Subtotal Estimate Amount	**$25,000.00**

Cost Savings Analysis:

The average cost per square foot is $2.63. On average using Precision Concrete Cutting is approximately 87% less expensive then removal and replacement of the sidewalk.

Detail on work that would be completed:

No. of repairable trip hazards	**183**
Total lineal feet cut	**1,226**
Total inch feet cut	**343**
Subtotal estimate amount	**$25,000.00**

Please contact us with any questions. We appreciate the opportunity to provide an estimate for City of Sedro-Woolley.

Sincerely,

Brandy Clark
Precision Concrete Cutting
206-265-9363
Brandy@safesidewalks.com

January 30, 2025
Surveyed By: Gage
Bid #: WA13092BC

City of Sedro-Woolley
Nathan Salseina
325 Metcalf Street
Sedro-Woolley WA, 98284
(360) 856-0151
nsalseina@Sedro-Woolley.gov

City of Sedro-Woolley 2025

Precision Concrete Cutting
3191 North Canyon Road
Provo, Utah 84604
(801) 224-0025 - phone
(801) 855-7150 - fax
Federal ID #: 04-3800739

			Total Ln. Ft.		**Total In. Ft.**
			1,226.3		343.47
PRECISION CONCRETE CUTTING					
No.	**Size**	**Size**	**Lineal Feet**	**Location**	**Inch Feet**
1	0.375	0.000	2.3	S walk of State Route. Cut to Asphalt. Near Street Lights.	0.42
2	0.250	0.000	8.0	S walk of Ferry St Near Borseth St. near Lamppost and spped limit sign.	1.00
3	0.375	0.000	7.8	S walk of Ferry St Near Borseth St. Near Lamppost and across from Harry Osburne Memorial Park.	1.45
4	0.500	0.000	8.0	S walk of Ferry St Near Borseth St. Near Lamppost and across from Harry Osburne Memorial Park. X Cut.	2.00
5	0.375	0.000	5.0	S walk of Ferry St Near Borseth St. Near Lamppost and across from Chevron. X Cut. Cut on ADA Ramp	0.94
6	0.500	0.250	5.3	S walk of Ferry St Near Borseth St. Near Skagit County Transit sign and BLDG 229	1.97
7	0.250	0.000	4.5	S walk of Ferry St Near Borseth St. Near Skagit County Transit sign and BLDG 229	0.56
8	0.500	0.000	7.3	S walk of Ferry St Near Borseth St. Near Skagit County Transit sign and BLDG 229. X Cut. T Junction Cut.	1.81
9	0.375	0.250	5.0	S walk of Ferry St Near Borseth St. Near Skagit County Transit sign and BLDG 229. ut.	1.56
10	0.250	0.000	5.0	S walk of Ferry St Near Borseth St. Near Skagit County Transit sign and BLDG 229. X Cut.	0.63
11	0.625	0.000	5.0	S walk of Ferry St Near Borseth St. Near Skagit County Transit sign and BLDG 229. X Cut.	1.56

12	1.250	0.375	5.0	S walk of Ferry St Near Borseth St. Near Skagit County Transit sign and BLDG 229.	4.06
13	0.250	0.125	5.0	S walk of Ferry St Near Borseth St. Near Skagit County Transit sign and BLDG 229.	0.94
14	0.500	0.000	5.0	S walk of Ferry St Near Borseth St. Near Skagit County Transit sign and BLDG 229. X Cut.	1.25
15	0.250	0.125	5.0	S walk of Ferry St Near Borseth St. Near Skagit County Transit sign and BLDG 229.	0.94
16	0.750	0.250	5.0	S walk of Ferry St Near Rita St Near BLDG 209	2.50
17	0.250	0.000	2.5	S walk of Ferry St Near Rita St Near BLDG 209	0.31
18	0.625	0.000	4.0	S walk of Ferry St Near Rita St Near BLDG 209	1.25
19	0.625	0.000	5.0	S walk of Ferry St Near Rita St Near BLDG 209. X Cut.	1.56
20	0.625	0.000	5.0	S walk of Ferry St Near Rita St Near BLDG 209. X Cut.	1.56
21	1.000	0.000	5.0	S walk of Ferry St Near Rita St Near BLDG 209.	2.50
22	0.250	0.000	5.0	S walk of Ferry St Near Rita St Near BLDG 209.	0.63
23	0.375	0.000	5.0	S walk of Ferry St Near Rita St Near BLDG 209. X Cut.	0.94
24	0.250	0.000	5.0	S walk of Ferry St Near Rita St Near BLDG 209. X Cut.	0.63
25	0.375	0.000	5.0	S walk of Ferry St Near Rita St Near BLDG 209. X Cut.	0.94
26	0.500	0.375	5.0	S walk of Ferry St Near Rita St Near BLDG 201. X Cut.	2.19
27	0.375	0.250	5.0	S walk of Ferry St Near Rita St Near BLDG 201.	1.56

28	0.250	0.000	4.8	S walk of Ferry St Near Rita St Near BLDG 201. X Cut. Cut on ADA Ramp.	0.59
29	0.375	0.250	5.0	S walk of Ferry St Near Rita St Near lamppost and electrical pylons.	1.56
30	0.500	0.000	5.0	S walk of Ferry St Near Rita St Near lamppost and electrical pylons.	1.25
31	0.250	0.000	5.0	S walk of Ferry St Near Rita St Near Crosswalk Sign. and electrical pylons.	0.63
32	0.375	0.000	3.3	S walk of Ferry St Near Rita St Near Crosswalk Sign. and electrical pylons.	0.61
33	0.250	0.000	5.0	S walk of Ferry St Near Eastern St Near alighpost holder and electrical pylons. X Cut	0.63
34	0.500	0.375	5.0	S walk of Ferry St Near Eastern St Near alighpost holder and electrical pylons.	2.19
35	0.250	0.000	4.3	S walk of Ferry St Near Eastern St Near alighpost holder and electrical pylons.	0.53
36	0.250	0.000	5.0	S walk of Ferry St Near Eastern St Near Telephone pole and electrical pylons. X Cut	0.63
37	0.500	0.000	5.0	S walk of Ferry St Near Eastern St Near Telephone pole and electrical pylons. X Cut	1.25
38	0.375	0.000	4.3	S walk of Ferry St Near Eastern St Near Telephone pole and electrical pylons.	0.80
39	0.375	0.000	5.0	S walk of Ferry St Near Eastern St Near Telephone pole and Cinder Block in ground. . X Cut	0.94
40	0.500	0.000	2.8	S walk of Ferry St Near Eastern St Near Telephone pole and Cinder Block in ground. .	0.69
41	0.375	0.000	5.0	S walk of Ferry St Near Eastern St Near Telephone pole and Cinder Block in ground. Cut to ADA Ramp. X Cut.	0.94
42	0.500	0.000	3.5	S walk of ferry st near Eastern St across from antiques store.	0.88
43	1.000	0.125	6.0	S walk of ferry st near Eastern St across from antiques store.	3.38

44	0.375	0.000	4.8	S walk of ferry st near Eastern St across from antiques store. L Cut. X Cut	0.89
45	0.375	0.000	10.8	S walk of ferry st near bus stop and The Flow. L Cut. Extended Cut. X Cut	2.02
46	0.625	0.000	5.5	S walk of ferry st near bus stop and The Flow. L Cut. X Cut	1.72
47	0.500	0.000	10.0	S walk of ferry st near bus stop and The Flow. L Cut. Cut 1 of 2	2.50
48	0.250	0.000	1.8	S walk of ferry st near bus stop and The Flow. L Cut. Cut 2 of 2	0.22
49	0.500	0.000	8.5	S walk of ferry st near The Flow. L Cut X Cut	2.13
50	0.625	0.250	5.0	S walk of ferry st near The Flow.	2.19
51	0.250	0.000	10.0	S walk of ferry st near The Flow. Cut 1 of 2. X Cut.	1.25
52	0.250	0.000	2.0	S walk of ferry st near The Flow. Cut 2 of 2.	0.25
53	0.250	0.000	9.5	S walk of ferry st near The Flow parking. X Cut b	1.19
54	0.500	0.000	11.3	S walk of ferry st near The Flow parking. X Cut	2.81
55	0.375	0.000	7.5	S walk of ferry st near The Flow parking. X Cut	1.41
56	0.625	0.000	10.0	S walk of ferry st near The Flow parking. Cut 1 of 2 X Cut	3.13
57	0.625	0.000	10.3	S walk of ferry st near The Flow parking. Cut 2 of 2 X Cut	3.20
58	0.375	0.000	9.3	S walk of ferry st near The Flow parking. X Cut	1.73
59	0.375	0.000	4.3	S walk of ferry st near lavish nails and Spa	0.80

60	0.500	0.000	5.5	S walk of ferry st near lavish nails and Spa	1.38
61	0.500	0.000	10.0	S walk of ferry st near lavish nails and Spa. Cut 1 of 2. X Cut	2.50
62	0.625	0.375	2.0	S walk of ferry st near lavish nails and Spa. Cut 2 of 2.	1.00
63	0.250	0.000	11.0	S walk of ferry st near lavish nails and Spa. L	1.38
64	0.625	0.000	11.3	S walk of ferry st near lavish nails and Spa. X Cut.	3.52
65	0.500	0.000	10.0	S walk of ferry st near lavish nails and Spa. Cut 1 of 6 X Cut.	2.50
66	0.500	0.000	10.0	S walk of ferry st near lavish nails and Spa. Cut 2 of 6 X Cut.	2.50
67	0.375	0.000	10.0	S walk of ferry st near lavish nails and Spa. Cut 3 of 6 X Cut.	1.88
68	0.375	0.000	10.0	S walk of ferry st near lavish nails and Spa. Cut 4 of 6 X Cut.	1.88
69	0.625	0.000	10.0	S walk of ferry st near lavish nails and Spa. Cut 5 of 6 X Cut. L Cut	3.13
70	0.375	0.000	3.3	S walk of ferry st near lavish nails and Spa. Cut 6 of 6 X Cut.	0.61
71	0.250	0.000	7.8	S walk of ferry st near lavish nails and Spa. X Cut.	0.97
72	0.625	0.000	8.0	S walk of ferry st near lavish nails and Spa. L Cut. T junction	2.50
73	0.375	0.000	1.5	S walk of ferry st near lavish nails and Spa. X Cut.	0.28
74	0.250	0.000	10.0	S walk of ferry st near lavish nails and Spa. Cut 1 of 4. X Cut.	1.25
75	0.500	0.000	10.0	S walk of ferry st near lavish nails and Spa. Cut 2 of 4. L Cut X Cut.	2.50

76	0.250	0.000	10.0	S walk of ferry st near lavish nails and Spa. Cut 3 of 4. X Cut.	1.25
77	0.375	0.000	9.5	S walk of ferry st near lavish nails and Spa. Cut 4 of 4. X Cut.	1.78
78	0.625	0.000	10.3	S walk of ferry st near lavish nails and Spa. Recut	3.20
79	0.625	0.000	9.0	S walk of ferry st near lavish nails and Spa. X Cut cut on and to ada ramp	2.81
80	0.375	0.125	10.0	N walk of Ferry St near The Antique bussiness. Cut 1 of 2	2.50
81	0.250	0.000	1.8	N walk of Ferry St near The Antique bussiness. Cut 2 of 2. X Cut	0.22
82	0.250	0.000	9.3	N walk of Ferry St near The Antique bussiness. X Cut	1.16
83	0.375	0.000	10.0	N walk of Ferry St near The Antique bussiness. X Cut cut 1 of 2	1.88
84	0.250	0.000	1.5	N walk of Ferry St near The Antique bussiness. X Cut cut 2 of 2	0.19
85	0.250	0.000	11.3	N walk of Ferry St near The Antique bussiness.	1.41
86	0.375	0.000	10.5	N walk of Ferry St near The Antique bussiness. X Cut.	1.97
87	0.375	0.000	2.5	N walk of Ferry St near The Antique bussiness.	0.47
88	0.625	0.250	4.5	N walk of Ferry St near The Antique bussiness. L cut	1.97
89	0.875	0.250	10.0	N walk of Ferry St near The Antique bussiness. Cut 1 of 2	5.63
90	0.375	0.250	1.5	N walk of Ferry St near The Antique bussiness. Cut 2 of 2	0.47
91	1.125	0.250	6.0	N walk of Ferry St near The Antique bussiness. L Cut	4.13

92	0.875	0.250	6.0	N walk of Ferry St near The Antique bussiness. L Cut	3.38
93	0.500	0.000	10.0	N walk of Ferry St near The Antique bussiness. Cut 1 of 2	2.50
94	0.250	0.125	1.5	N walk of Ferry St near The Antique bussiness. Cut 1 of 2	0.28
95	1.125	0.000	9.8	N walk of Ferry St near The Dominos. X Cut.	5.48
96	0.375	0.000	7.8	N walk of Ferry St near The Hammer heritage Square	1.45
97	0.375	0.000	6.5	N walk of Ferry St near The Hammer heritage Square. X Cut. Cut on and To ADA Ramp	1.22
98	0.375	0.250	9.8	S walk of Ferry St near The Ball Pen and wooden wolf statue	3.05
99	0.250	0.000	10.0	S walk of Ferry St near The Ball Pen and wooden wolf statue. Cut 1 of 4 X Cut	1.25
100	0.625	0.250	10.0	S walk of Ferry St near The Ball Pen and wooden wolf statue. Cut 2 of 4	4.38
101	0.750	0.375	10.0	S walk of Ferry St near The Ball Pen and wooden wolf statue. Cut 3 of 4	5.63
102	0.375	0.000	9.8	S walk of Ferry St near The Ball Pen and wooden wolf statue. Cut 4 of 4. X Cut. L Cut	1.83
103	0.250	0.000	10.0	S walk of Ferry St near The Ball Pen and wooden wolf statue. Cut 1 of 4.	1.25
104	0.250	0.250	10.0	S walk of Ferry St near The Ball Pen and wooden wolf statue. Cut 2 of 4.	2.50
105	0.250	0.250	10.0	S walk of Ferry St near The Ball Pen and wooden wolf statue. Cut 3 of 4.	2.50
106	0.625	0.000	4.5	S walk of Ferry St near The Ball Pen and wooden wolf statue. Cut 4 of 4 L Cut. X Cut	1.41
107	0.375	0.000	9.5	S walk of Ferry St near The Ball Pen and wooden wolf statue. L Cut.	1.78

108	1.000	0.250	10.0	S walk of Ferry St near The Ball Pen and wooden wolf statue. Cut 1 of 2	6.25
109	0.250	0.000	1.5	S walk of Ferry St near The Ball Pen and wooden wolf statue. Cut 2 of 2	0.19
110	1.000	0.375	10.0	S walk of Ferry St near The Ball Pen and wooden wolf statue. Cut 1 of 2	6.88
111	1.250	0.000	10.5	S walk of Ferry St near The Ball Pen and wooden wolf statue. Cut 2 of 2. L Cut. Cut to electrical covers.	6.56
112	0.625	0.000	4.5	S walk of Ferry St near The Ball Pen and wooden wolf statue. L Cut.	1.41
113	0.625	0.000	9.0	S walk of Ferry St near The Ball Pen and wooden wolf statue.	2.81
114	0.750	0.000	4.5	S walk of Ferry St near The Ball Pen and wooden wolf statue. L Cut	1.69
115	0.500	0.000	8.5	S walk of Ferry St near The Ball Pen and wooden wolf statue. L Cut. X Cut.	2.13
116	0.500	0.000	10.0	S walk of Ferry St near BLDG 205. Cut 1 of 2.	2.50
117	0.375	0.250	0.8	S walk of Ferry St near BLDG 205. Cut 2 of 2.	0.23
118	0.250	0.250	10.0	S walk of Ferry St near BLDG 205. Cut 1 of 2.	2.50
119	0.375	0.000	2.8	S walk of Ferry St near BLDG 205. Cut 2 of 2.	0.52
120	0.625	0.000	5.3	S walk of Ferry St near the PNTA BLDG. X Cut	1.64
121	0.250	0.125	10.0	S walk of Ferry St near the PNTA BLDG. Cut 1 of 5	1.88
122	0.375	0.000	10.0	S walk of Ferry St near the PNTA BLDG. Cut 2 of 5 X Cut	1.88
123	0.750	0.000	10.0	S walk of Ferry St near the PNTA BLDG. Cut 3 of 5 X Cut	3.75

124	0.375	0.000	10.0	S walk of Ferry St near the PNTA BLDG. Cut 4 of 5 X Cut	1.88
125	0.500	0.000	3.5	S walk of Ferry St near the PNTA BLDG. Cut 5 of 5 X Cut	0.88
126	0.375	0.000	9.0	S walk of Ferry St near the PNTA BLDG.	1.69
127	0.375	0.000	1.0	S walk of Ferry St near the PNTA BLDG. near stairs	0.19
128	0.375	0.000	3.5	S walk of Ferry St near the PNTA BLDG. near stairs. X Cut.	0.66
129	0.500	0.125	3.8	S walk of Ferry St near the PNTA BLDG.	1.17
130	0.500	0.000	3.8	S walk of Ferry St near the PNTA BLDG.	0.94
131	0.750	0.375	10.0	S walk of Ferry St near the PNTA BLDG. cut 1 of 2.	5.63
132	0.500	0.000	9.8	S walk of Ferry St near the PNTA BLDG. cut 2 of 2. X Cut.	2.44
133	0.375	0.000	10.0	S walk of Ferry St near the PNTA BLDG. cut 1 of 2. X Cut.	1.88
134	0.750	0.000	10.8	S walk of Ferry St near the PNTA BLDG. cut 2 of 2. X Cut.	4.03
135	0.500	0.375	2.8	S walk of Ferry St near the PNTA BLDG.	1.20
136	0.250	0.000	5.5	S walk of Ferry St near the Skagit center for healing.	0.69
137	0.375	0.000	10.8	S walk of Ferry St near the Skagit center for healing. Cut 1 of 2. X Cut. L Cut.	2.02
138	0.375	0.000	1.5	S walk of Ferry St near the Skagit center for healing. Cut 2 of 2. X Cut. L Cut.	0.28
139	0.750	0.375	4.0	S walk of Ferry St near the Skagit center for healing.	2.25

140	0.500	0.000	4.0	S walk of Ferry St near the Skagit center for healing. X Cut.	1.00
141	0.375	0.000	8.0	S walk of Ferry St near the Skagit center for healing.	1.50
142	0.375	0.000	8.0	S walk of Ferry St near the Skagit center for healing. X Cut L Cut.	1.50
143	0.250	0.250	3.8	S walk of Ferry St near the Skagit center for healing.	0.94
144	0.250	0.000	6.8	S walk of Ferry St near the Skagit center for healing.	0.84
145	0.375	0.125	10.0	S walk of Ferry St near the Skagit center for healing. Cut 1 of 3	2.50
146	0.500	0.000	4.5	S walk of Ferry St near the Skagit center for healing. Cut 2 of 3. X Cut.	1.13
147	0.375	0.000	8.0	S walk of Ferry St near the Skagit center for healing. Cut 3 of 3. X Cut. L Cut	1.50
148	0.625	0.000	9.0	S walk of Ferry St near the Skagit center for healing.	2.81
149	0.375	0.000	4.5	S walk of Ferry St near the Skagit center for healing.	0.84
150	0.250	0.000	10.0	S walk of Ferry St near the Skagit center for healing. Cut 1 of 3	1.25
151	0.375	0.250	10.0	S walk of Ferry St near the Skagit center for healing. Cut 2 of 3	3.13
152	0.500	0.000	10.0	S walk of Ferry St near the Skagit center for healing. Cut 3 of 3	2.50
153	0.875	0.000	3.5	S walk of Ferry St near the Skagit center for healing. X Cut.	1.53
154	0.500	0.000	10.3	S walk of Ferry St near the Skagit center for healing. L Cut.	2.56
155	0.500	0.000	4.0	S walk of Ferry St near the Skagit center for healing.	1.00

156	0.375	0.000	5.3	S walk of Ferry St near the Skagit center for healing.	0.98
157	0.500	0.250	6.3	S walk of Ferry St near the Skagit center for healing.	2.34
158	1.375	0.000	11.8	S walk of Ferry St near the Skagit center for healing. L Cut. X Cut.	8.08
159	0.375	0.000	10.0	S walk of Ferry St near the Skagit center for healing. Cut 1 of 4	1.88
160	0.625	0.000	10.0	S walk of Ferry St near the Skagit center for healing. Cut 2 of 4 X Cut	3.13
161	0.625	0.000	10.0	S walk of Ferry St near the Skagit center for healing. Cut 3 of 4 X Cut	3.13
162	1.125	0.000	7.0	S walk of Ferry St near the Skagit center for healing. Cut 4 of 4 X Cut	3.94
163	0.375	0.250	4.0	S walk of Ferry St near the Skagit center for healing.	1.25
164	0.250	0.000	2.3	S walk of Ferry St near the Skagit center for healing.	0.28
165	1.000	0.250	3.8	S walk of Ferry St near the Skagit center for healing.	2.34
166	0.500	0.250	1.3	S walk of Ferry St near the Skagit center for healing.	0.47
167	1.000	0.000	8.3	S walk of Ferry St near the Skagit center for healing. X Cut.	4.13
168	1.375	0.000	10.0	S walk of Ferry St near the Skagit center for healing. Near disabled parking.	6.88
169	0.375	0.000	7.5	N walk of Ferry St near the JC Speede and Wooden Bear statue. X Cut.	1.41
170	0.625	0.000	10.8	N walk of Ferry St near the mongolia comfort food. L Cut	3.36
171	0.750	0.000	6.3	N walk of Ferry St near the mongolia comfort food. L Cut	2.34

172	0.375	0.000	3.3	N walk of Ferry St near the mongolia comfort food X Cut.	0.61
173	0.750	0.000	10.0	N walk of Ferry St near the mongolia comfort food Cut 1 of 2. X Cut. L Cut.	3.75
174	0.500	0.250	2.5	N walk of Ferry St near the mongolia comfort food. Cut 2 of 2.	0.94
175	0.500	0.000	4.5	N walk of Ferry St near the mongolia comfort food.	1.13
176	0.500	0.000	7.0	N walk of Ferry St near the mongolia comfort food.	1.75
177	0.375	0.000	10.0	N walk of Ferry St near the mongolia comfort food. Cut 1 of 2. L Cut	1.88
178	0.250	0.000	1.8	N walk of Ferry St near the mongolia comfort food. Cut 2 of 2.	0.22
179	0.500	0.000	5.8	N walk of Ferry St near the mongolia comfort food.	1.44
180	0.375	0.000	2.5	N walk of Ferry St near the mongolia comfort food.	0.47
181	0.250	0.000	1.5	N walk of Ferry St near the mongolia comfort food.	0.19
182	0.250	0.000	4.5	N walk of Ferry St near the mongolia comfort food.	0.56
183	0.625	0.125	11.5	N walk of Ferry St near The Janicki industries. Recut.	4.31
		Totals:	**1226.3**		**343.47**
				Subtotal:	**$25,000.00**

**All Bids and Proposals from Precision Concrete Cutting are valid for 90 days. After 90 days the scope or pricing may need to be adjusted, please contact your sales rep for a new bid with current pricing.*

*Bids are proprietary to Precision Concrete Cutting & should not be shared with other contractors without permission

***Precision Concrete Cutting will identify panels that need to be replaced but we do not do replacements**

Precision Concrete Cutting (PCC) repairs only those uneven sidewalks specifically requested by the client and therefore makes no guarantee that the property is free of uneven sidewalk hazards (trip hazards). After the project is completed, sidewalks will continue to shift due to tree roots, water, settling, and other natural and man-made causes outside of PCC's control. PCC is not liable for any related claims, losses, or damages related to future trip hazards or hazards that were not addressed by this project.

At the time of completion, PCC warranties that the trip hazard repairs are ADA Compliant, specifically with regard to the ADA Change in Level standard. Upon completion you agree to inspect the work, payment of your invoice is indication that you have inspected the property and the work has been done to your satisfaction.

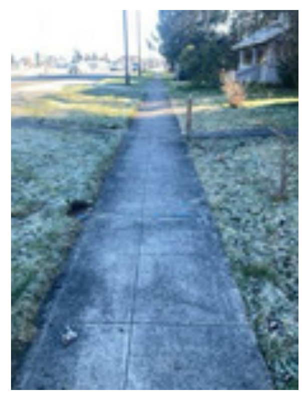
If any repair locations are inaccessible during our repair process, and an additional trip is needed, a $250 mobilization fee will be added to the invoice. Invoice is due upon receipt, if not paid in full within 30 days of the invoice date a 5% late fee will be assessed every 15 days until it is paid.

*If credit card payment is used, 3% service fee will apply.








Murdock St
Northern Ave
Cascade Trail
Richard K. Schafer, MPT
Mestizo Mexican Family Restaurant
Sedro10 Entertainment
Eastern St
Hammer Heritage Square
Ferry St Antique Mall
Bnsf Sedro Woolley
Metcalf St
The Bull Pen Sports Bar and Grill
Woodworth St
Integrity Stonework
Carquest Auto Parts - SEDRO WOOLLEY...
Joy's Sedro Woolley Bakery
Coconut Kenny's Sedro-Woolley
The Flow
Car Wash
Barley & Brew TapRoom
SW Vehicle and Vessel Licensing
Bonnie Jo's
United States Postal Service
Pioneer Marketplace
Eastern Ave
Ronk Brothers Heating, Cooling, and Electrical
Rita St
W Ferry St
Rita Street Appliance Recycling
W Woodworth St
Napa Auto Parts
Graceland Portable Buildings...
Borseth St
Harrison St
Walgreens
Harry Osborne Park and Caboose
A.R.E. Realty, Inc

PRECISION CONCRETE CUTTING • AUTHORIZATION TO PROCEED

Billing Information:

Business/Client Name: ______________________________

Address: ____________________________

City__________ State: __________ Zip____________________

Phone #______ Email: ____

Bid #: ___ PO # (if applicable): ____________________________

Option Approved: _________ Amount: ______

Start Date: ___

Signature of Authorized Purchaser:

____ Date: ____________

Project Details:

____

Precision Concrete Cutting (PCC) repairs only those uneven sidewalks specifically requested by the client and therefore makes no guarantee that the property is free of uneven sidewalk hazards (trip hazards). After the project is completed, sidewalks will continue to shift due to tree roots, water, settling, and other natural and man-made causes outside of PCC's control. PCC is not liable for any related claims, losses, or damages related to future trip hazards or hazards that were not addressed by this project.

At the time of completion, PCC warranties that the trip hazard repairs are ADA Compliant, specifically with regard to the ADA Change in Level standard. Upon completion you agree to inspect the work, payment of your invoice is indication that you have inspected the property and the work has been done to your satisfaction.

If any repair locations are inaccessible during our repair process, and an additional trip is needed, a $250 mobilization fee will be added to the invoice. Invoice is due upon receipt, if not paid in full within 30 days of the invoice date a 5% late fee will be assessed every 15 days until it is paid.

*If credit card payment is used, 3% service fee will apply.

**All Bids and Proposals from Precision Concrete Cutting are valid for 90 days. After 90 days the scope or pricing may need to be adjusted. Please contact your sales rep for a new bid with current pricing.*

PRECISION CONCRETE CUTTING
Trip Hazard Removal Specialists

City Council Agenda Item

Agenda Item No.: e.5.

Date: February 26, 2025

From: Kyle Anderson, Assistant Engineer

Subject: Award Project - 2025 City Shops Storage Building

RECOMMENDED ACTION:

Motion to award the 2025 City Shops Storage Building project, contract 2025-PW-01, to Western Refinery Services, Inc. of Ferndale, WA, in the amount of $877,655.24 (including sales tax).

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

As of January 22, 2025, the City finalized the grant agreement with the Dept. of Commerce through the Local and Community Projects Program in the amount of $485,000.00 with the Council's consent.

Bids closed on February 11, 2025, with eight bids received. The bid tabulation is attached. The apparent low bid was from Summit Construction Group, Inc. Due to Summit Construction Group's bid being determined nonresponsive, the second low bid was from Western Refinery Services, Inc. of Ferndale, WA, in the amount of $877,655.24. The low bid was 9.3% under the $784,092.00 engineer's estimate. The second low bid was 11.9% over the $784,092.00 engineer's estimate for this project. The third bid was 19.1% over the engineer's estimate.

The City of Sedro-Woolley is proposing to construct a maintenance and vehicle storage building for the Sedro-Woolley Public Works department. In 2022, the City funded and partially completed a new Public Works facility including utility stub-ins for a future maintenance and vehicle storage building, this project will complete the next major phase of the facility.

Project activities will include construction of a 75-foot by 70-foot maintenance and vehicle storage building on the previously paved and graded site. No right-of-way acquisition will be required and no buildings or structures will be impacted by the project. When completed the project will provide storage and increased security and longevity for the maintenance tools and vehicles of the Sedro-Woolley Public Works department.

In 2022, the City funded and partially completed a new Public Works facility including utility stub-ins for a future maintenance and vehicle storage building. The current site conditions are dominated by the new WWTP Building/Public Works Operations facility and surrounding paved parking areas. The location of the maintenance and vehicle storage building was previously graded, excavated, and had placement of borrow fill to the anticipated foundation depth.

Design work for this contract was completed by Carletti Architects P.S. Construction management will be performed by the Sedro-Woolley Engineering Department, with the Assistant City Engineer acting as Project Manager. Kyle Anderson and Lowell Ausmus will provide construction inspection and support.

<u>FISCAL IMPACT, IF APPROPRIATE:</u>

Funding Proposed	
Department of Commerce Grant	$ 485,000
Fund 505 2024 BFB	$ 392,655.24
TOTAL	**$ 877,655.24**

Local funding is made up of remaining Fund 505 Public Works Facility funding as discussed and approved at the August 23, 2023, council meeting. At that time, Construction costs were estimated to be $741,500 with Department of Commerce Grant funds at $485,000.00 and local City funds at $256,500.00. After the bid opening, the estimated costs for construction are $877,655.24 with Department of Commerce Grant funds at $485,000.00 and local City funds at $ 392,655.24.

There are sufficient local funds available to award the project.

<u>ATTACHMENTS:</u>

1. city_shops_storage_building_preliminary_bid_results

2025 CITY SHOPS STORAGE BUILDING 2025-PW-01

Prepared by: Kyle Anderson, Assistant City Engineer

Bid Date: February 11, 2025 at 10:00am

Preliminary Bid Results

Bid Tabulation

				Engineer's Opinion of Probable Construction Cost		Summit Construction Group, Inc.		Western Refinery Services, Inc.		TRICO Companies, LLC		Janicki General Contracting		4K Contractors, Inc.		PNW Civil, Inc.		Tiger Construction LTD.		Valdez Construction, Inc.	
ITEM NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	Base Bid	LS	1	$784,000.00	$722,000.00	$655,000.00	$655,000.00	$808,154.00	$808,154.00	$925,500.00	$925,500.00	$860,120.00	$860,120.00	$980,645.00	$980,645.00	$929,258.00	$929,258.00	$950,000.00	$950,000.00	$926,000.00	$926,000.00
				Sales Tax @ 8.6%	$62,092.00	Sales Tax @ 8.6%	$56,330.00	Sales Tax @ 8.6%	$69,501.24	Sales Tax @ 8.6%	$79,593.00	Sales Tax @ 8.6%	$73,970.32	Sales Tax @ 8.6%	$84,335.47	Sales Tax @ 8.6%	$79,916.19	Sales Tax @ 8.6%	$81,700.00	Sales Tax @ 8.6%	$79,636.00
TOTAL					**$784,092.00**		**$711,330.00**		**$877,655.24**		**$1,005,093.00**		**$934,090.32**		**$1,064,980.47**		**$1,009,174.19**		**$1,031,700.00**		**$1,005,636.00**

City Council Agenda Item

Agenda Item No.: e.6.

Date: February 26, 2025

From: Bill Bullock, Public Works Director

Subject: Subscription Agreement - iWorQ Systems - Assets Tracking Software

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RECOMMENDED ACTION:

Motion to execute a three-year application (software) and service agreement with iWorQ Systems Inc. for continued database services and two additional asset modules for an annual subscription fee of $8,225 per year plus a $500 setup fee. totaling $25,175.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The City has contracted with iWorQ systems for the past several years to manage the following database services using the iWorQ platform for tracking (Public Works) Work Management, Sign Management, and Pavement Management. This service agreement will add Sewer Management (collections) and Stormwater Management to the database tool and fully integrate with GIS. One of the department goals is to consolidate capital asset tracking to a single system rather than multiple incompatible systems/methods.

FISCAL IMPACT, IF APPROPRIATE:

Current annual iWorQ subscription cost is $7,100 per year. This new subscription, which includes the two new modules, will increase to $8,225 per year.

These annual costs (to Public Works) will be shared between the following funds: Parks 101, Streets 103, Sewer 401, Storm 412.

ATTACHMENTS:

1. Sedro Woolley, WA iWorQ Infrastructure Agreement

IWORQ SERVICE(S) AGREEMENT

For iWorQ application(s) and service(s)

Sedro-Woolley, WA hereafter known as ("Customer"), enters into THIS SERVICE(S) AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorize website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation.

iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation document upon request.

iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

4. CUSTOMER DATA:

Customer data will be stored on AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage Customer data. iWorQ does backups twice per week and offsite backups twice per week.

Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management service(s), onsite backups, application(s) and other service(s).

Data upload and storage is provided to every Customer. This includes uploading files up to 25MB and 100GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customer can upload and store images with personal information like driver's license, and more. This Data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the Sensitive Data Upload section of the iWorQ software for access and security purposes.

iWorQ is not responsible: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizens over the web, and (4) For backup data sent to the Customer by iWorQ.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support request is typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoice by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing.

7. TERMINATION:

Prior to the expiration of the initial 3-YEAR TERM (the "Initial Term"), either party may terminate this Agreement, by providing the other party with a Sixty (60) days' written notice prior to the effective date of the expiration. Should Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically renew for successive one (1) year terms unless either party provide notice of termination or non-renewal no less that sixty (60) days prior to expiration of the then-current term.

Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than $2500 per copy. Please note, if Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms, and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MISCELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Any legal action or proceeding related to this Agreement must be brought and determined in the State of Utah and may not be brought or determined in any other forum or Jurisdiction.

Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.

10. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact William Bullock Title Public Works Director

Office Phone (360) 855-9933 Cell (360) 913-0706 Email bbullock@sedro-woolley.gov

Secondary Implementation Contact Nathan Salseina Title Operations Supervisor

Office Phone (360) 855-0151 Cell Email nsalseina@sedro-woolley.gov

11. CUSTOMER BILLING INFORMATION:

Billing Contact Julie Rosario Title Administrative Analyst

Office Phone (360) 855-0771 Cell Email ap@sedro-woolley.gov

PO# 2025-PO-09 (if required) Tax Exempt ID # 91-6001276

12. ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representative of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature ______________________ Effective Date: 2/11/2025

Printed Name William Bullock

Title Public Works Director

Office Number (360) 855-9933

Cell Number ______________________

iWorQ Service(s) Agreement
APPENDIX A

iWorQ Cost Proposal

Sedro-Woolley, WA	**Population- 12940**
325 Metcalf Street **Sedro-Woolley, WA 38284**	**Prepared by: Matthew Hansen**

Annual Subscription Fees

Application(s) and Service(s)	Package Price	Billing
Public Works Package (Asset) Sewer Package includes: * Work Management * Sign Management * Pavement Management * Sewer Management - Track and manage work by location using OpenStreetMap - Work order scheduling and templates - Track labor, inventory, parts, and material - Track work completed and maintenance history - Set maintenance, inspection, and work order schedules - Track sign location, MUTCD, condition, reflectivity, work orders etc. - Remaining service life (RSL), next treatment, 5-year budget etc. - Road layer on OpenStreetMap with color by lookup - Sign layer displayed on OpenStreetMap - Sewer Asset layers on OpenStreetMap (Lines, Manholes, Pumps etc.) (up to 5 asset types) * Available on any computer, tablet, or mobile device using Chrome browser * OpenStreetMap – Ability to track point and line layers * Quarterly GIS Updates * Configurable dashboard, fields, and reports	~~**$10,536.00**~~ **$5,975.00**	Annual
Capital Asset - Stormwater Management - Available on any computer, tablet, or mobile device using Chrome browser - Track up to 5 asset types - Track maintenance history for MS4 compliance - OpenStreetMap with point and line layers - Track conditions and descriptions - Configurable dashboard, fields, and reports	~~**$8,615.00**~~ **$2,250.00**	Annual
Subscription Fee Total (This amount will be invoiced each year)	**$8,225.00**	

One-Time Setup, GIS integration, and Data Conversion Fees

Service(s)	Full Price Cost	Package Price	Billing
One-Time Setup Total (This amount will be added year 1)	~~**$5,000.00**~~	**$500.00**	**Year One**

NOTES SERVICE(S) DESCRIPTION

I.

Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out 2 weeks after signature and Effective Date

II. This subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days

III. This cost proposal cannot be disclosed or used to compete with other companies.

City Council Agenda Item

Agenda Item No.: f.1.

Date: February 26, 2025

From: Julia Johnson, Mayor

Subject: Project Manager for Skagit County Public Works Devin Willard - Cook Road I-5 Ramps Improvements

RECOMMENDED ACTION:

Presentation from Project Manager for Skagit County Public Works Devin Willard regarding the Cook Road I-5 ramps improvements.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The Cook Road / I-5 Interchange Vicinity Improvements Project focuses on alleviating congestion and improving safety at the junctions of Cook Road with the I-5 on/off ramps, Old Highway 99, and the BNSF railroad crossing. These intersections currently face significant delays, particularly during peak hours, due to high volumes of traffic traveling to and from I-5 compounded by train-related disruptions. The congestion often spills onto the I-5 mainline, creating further traffic safety concerns. With future traffic growth expected, the project seeks to design a short-term solution while identifying a long-term solution to improve mobility in this critical area.

The proposed short-term solution includes converting the Cook Road / I-5 ramp intersections to signalized crossings, along with modifications to lane configurations to increase capacity. This includes adding a right turn lane and an eastbound through lane at the I-5 northbound ramp / Cook Road intersection and revising the signal and adding lanes at the Cook Road/Old Highway 99 intersection to improve traffic flow. These changes are designed to address immediate congestion issues and improve overall intersection performance.

In the long term, the team envisions a grade separation at the railroad crossing, which could tie into the Cascadia High-Speed Rail project. With a target opening year of 2028 and a design year of 2045 for the short-term solution, the Cook Road Intersection Improvement Project aims to enhance traffic safety, reduce congestion, and support regional growth by addressing both current and future transportation challenges.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. CookRd_SWPresentation_Handout

Cook Road / I-5 Interchange Vicinity Improvements

Project Update

Devin Willard, EIT
Project Manager
Skagit County Public Works
2/26/2025

1

Existing Conditions

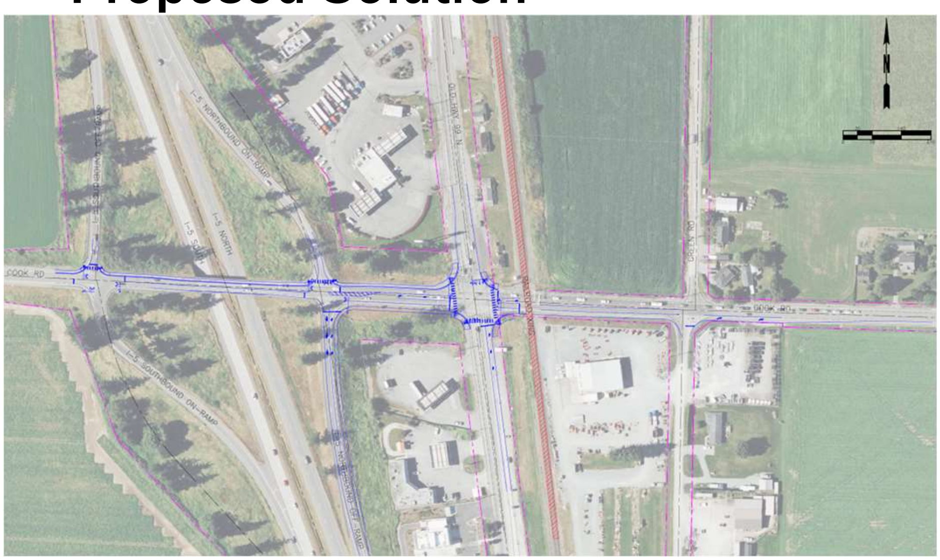
2

Project History

8/1/18	WSDOT Basis of Estimate
6/8/22	NHFP Funding awarded to County
11/1/22	Kick-Off meeting with WSDOT
5/23/23	Design consultant selected
8/1/23	STBG(R) funding awarded to County
8/14/23	ICE sent to WSDOT
6/3/24	ICE approved by WSDOT
7/19/24	BOD/PFA sent to WSDOT
10/29/24	PEA sent to BNSF

3

Proposed Solution



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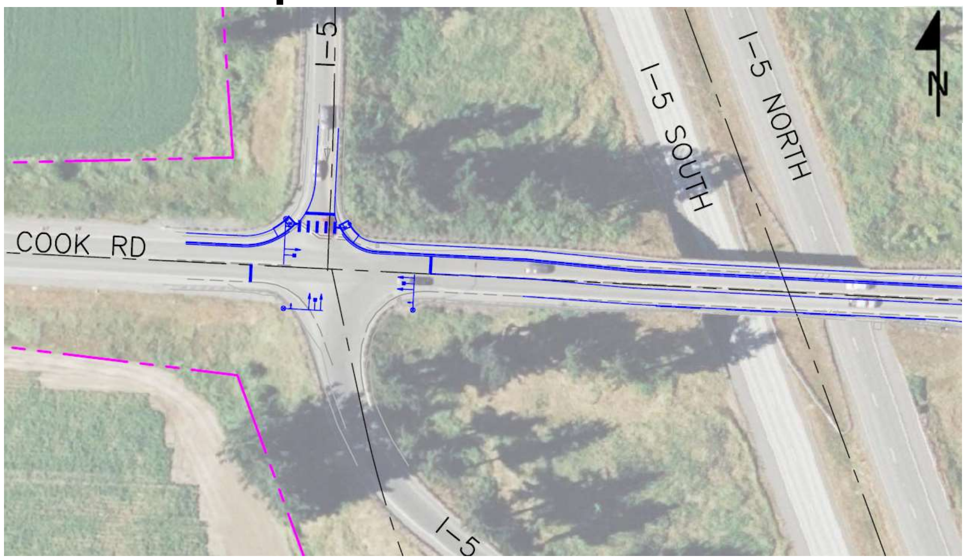
SB Ramps



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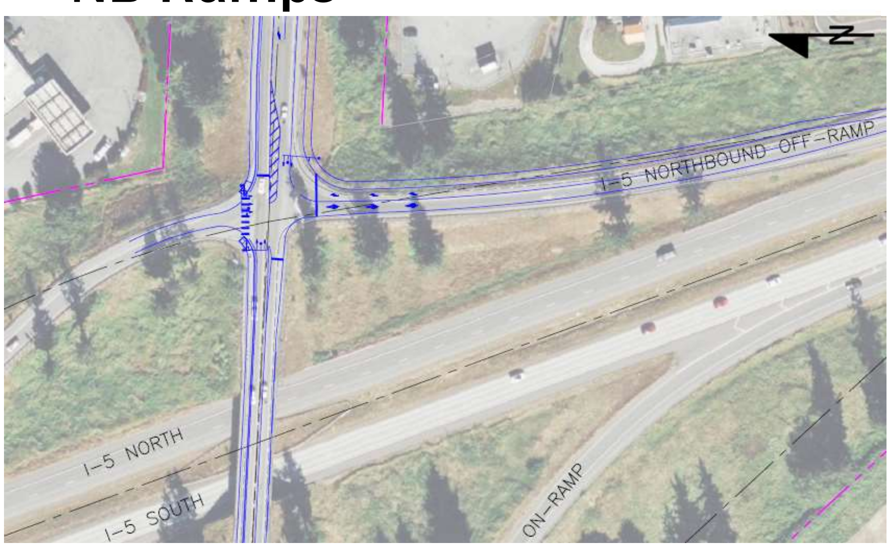
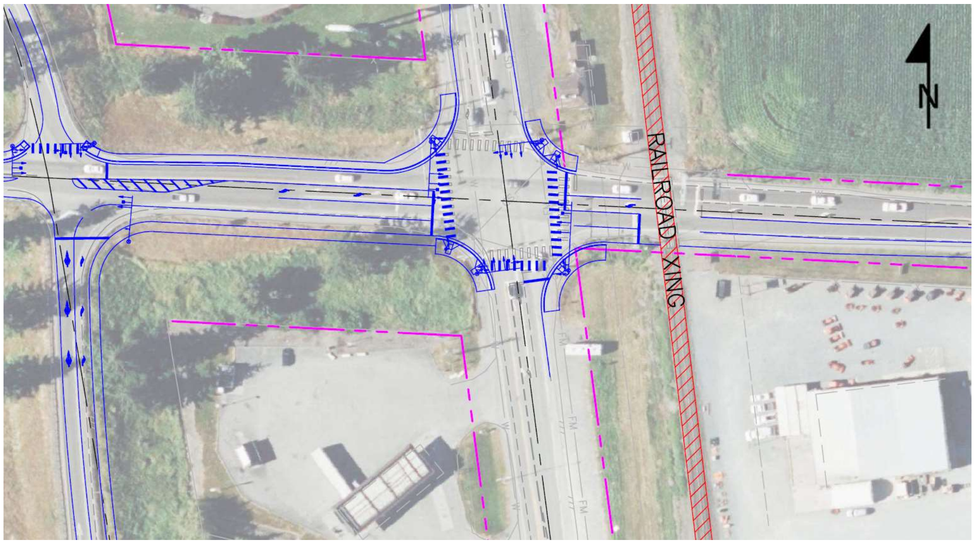
NB Ramps



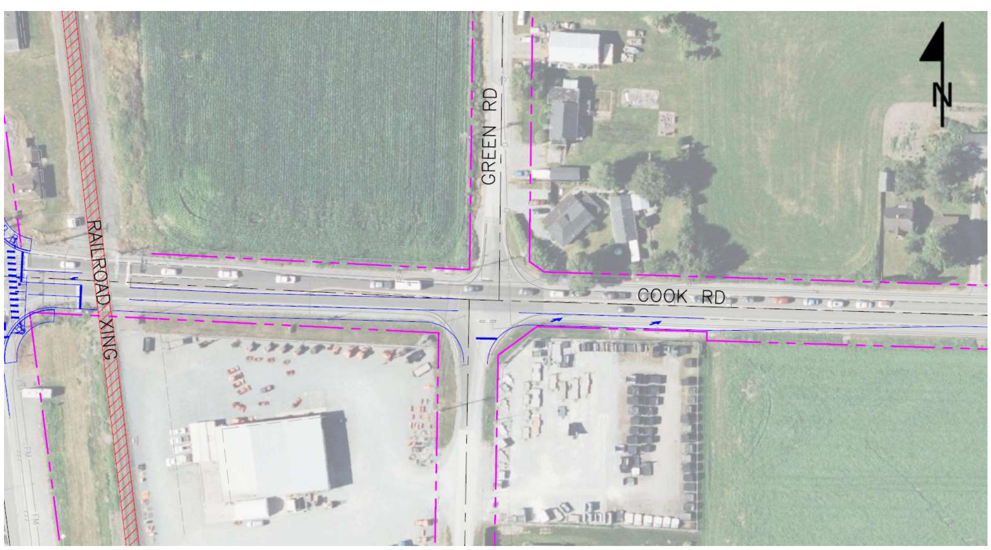
6

Cook Rd @ Old Hwy 99 N



7

Cook Rd Eastbound to Green Rd



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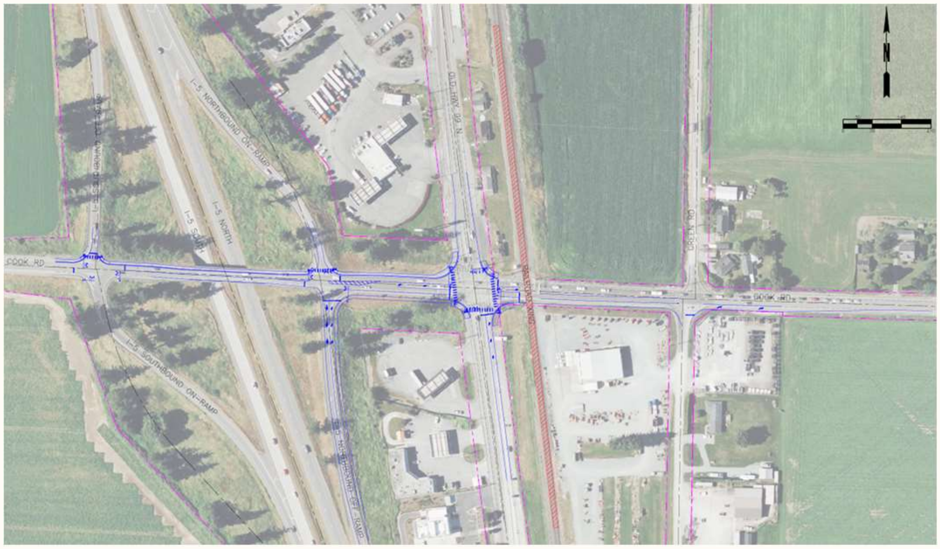
Proposed Solution



9

WSDOT Coordination

- Communication breakdown between State and County
- After several discussions, everyone is back on the same page
- Changes resulted in increased costs and delays
- PFA is approved/BOD is in review

10

Railroad Coordination

- County Legal and BNSF Legal must come to agreeable contract terms

PEA → Design Review → Crossing Agreement → Construction

11

Next Steps

- 3 triggers to complete design:
  - WSDOT BOD approval
  - BNSF Contracts signed
  - County match funds available
    - 13.5% or $223,086 (design + ROW)
    - 13.5% or $1.32M (total)
- Look-ahead schedule
  - Complete design in Q2 2026
  - Construction in Q2 2027

12

Any questions?

- Project contacts:
  - Devin Willard, EIT, Project Manager, dwillard@co.skagit.wa.us, (360) 416-1439
  - David Walde, Design/Construction Section Manager, davidw@co.skagit.wa.us
  - Tom Weller, P.E., Acting County Engineer/Eng. Division Manager, tweller@co.skagit.wa.us

13

City Council Agenda Item

Agenda Item No.: f.2.

Date: February 26, 2025

From: Julia Johnson, Mayor

Subject: Director of Operations Rick Schoentrup - Dispute Resolution Center of Snohomish, Island and Skagit County, Volunteers of America

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RECOMMENDED ACTION:

Introduction to services provided at the VOAWW Dispute Resolution Center.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. Sedro Woolley City Council Presentation - February 2025

DISPUTE RESOLUTION CENTER

Sedro Woolley City Council Presentation

Richard Schoentrup, Director of Operations

Ambralee Faisy, Restorative Practices Supervisor

Alicia Berk-Sohn, Program Coordinator

Who Are We?

DISPUTE RESOLUTION CENTER

The **Volunteers of America Western Washington Dispute Resolution Center (DRC) of Snohomish, Island, and Skagit Counties** serves as a trusted resource for alternative dispute resolution. We specialize in **mediation, restorative practices,** as well as a **wide array of trainings and facilitation services**, helping individuals and organizations navigate disputes effectively.

Each year, we assist thousands of people in resolving conflicts at home, in the workplace, and within the community.

DRC Program Offerings

DISPUTE
RESOLUTION
CENTER

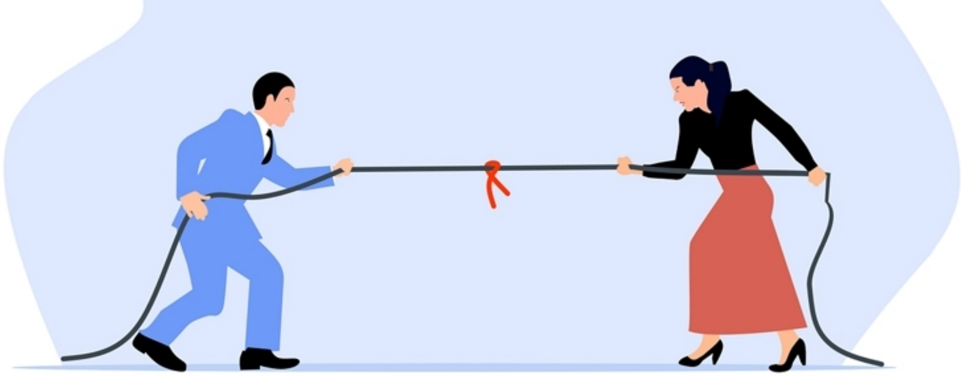
We provide a wide range of professional and affordable conflict resolution services that include:

- **Mediation & Mediation Services**
- **Restorative Practices**
- **Workplace Services & Large Group Facilitation**
- **Housing Services**
- **Trainings**

Mediation

Alicia Berk-Sohn, Program Coordinator

Mediation Services



We offer **confidential, impartial mediation services** to help individuals and groups resolve disputes constructively. Our services include:

- **Small Claims Court Mediation**
- **Family Mediation**
- **Housing Mediation**
- **Workplace Mediation**
- **Parent-Teen Mediation**

Restorative Practices

Ambralee Faisy, Restorative Practices Supervisor

Restorative Practices: A Community-Centered Approach

Restorative Practices provide a **healing approach** to addressing conflict by focusing on **repairing relationships** rather than imposing punitive consequences. Rooted in cultural traditions, this philosophy emphasizes **open communication, accountability, and compassion** to strengthen relationships and build a more connected community.

By ensuring that **everyone feels heard, valued, and understood**, Restorative Practices help mend harm, promote personal responsibility, and foster a sense of **healing and reconciliation** within communities.

Victim Offender Impact Competency Education (VOICE) Class

The **VOICE class** is a Restorative Practices course that guides participants through the process of **reflection, accountability, and repair**. It introduces the concept of restorative conferencing, encouraging individuals to recognize the harm they have caused and take **personal responsibility** for their actions.

Conflict Resolution and Communication (CRC) Class

The **CRC class** equips students with the skills to **understand, navigate, and resolve conflicts** in a productive and respectful way. Through this course, individuals learn to identify the **root causes of conflict**, express their needs effectively, and actively listen to others.

Parent-Teen Communication Class

The **Parent-Teen Communication class** provides a **foundation for understanding interpersonal conflict** and strengthening family relationships. Through this course, parents and teens develop **effective communication skills** that foster healthy, productive, and resolution-focused conversations.

Restorative Conferencing

Restorative Conferencing is a **facilitated conversation** that brings together those who have been harmed and those responsible for causing harm. This process provides a **structured and supportive space** for open dialogue, accountability, and healing.

Parent-Teen Mediation

Parent-Teen Mediation provides a **structured and supportive space** for families to navigate conflicts with the help of **impartial mediators**. This process encourages **open, respectful, and productive conversations**, allowing both parents and teens to express their perspectives and work toward solutions.

Free if initiated by a teen!

Circles

Circles provide a **safe and supportive space** for individuals to share their thoughts, experiences, and perspectives. Rooted in Indigenous traditions, Circles encourage **active listening, mutual respect, and open dialogue** to promote healing and connection.

Peer Mediation Program

The **Peer Mediation Program** is a **peer-led mediation program** where trained students help their classmates **resolve conflicts in a constructive and respectful way**. With guidance from advisors, students use an **8-stage mediation process** to facilitate open communication, understanding, and mutually agreeable solutions.

This **student-centered approach** addresses issues like bullying, disagreements, and misunderstandings, fostering a **positive school climate** while building essential conflict resolution and social skills.

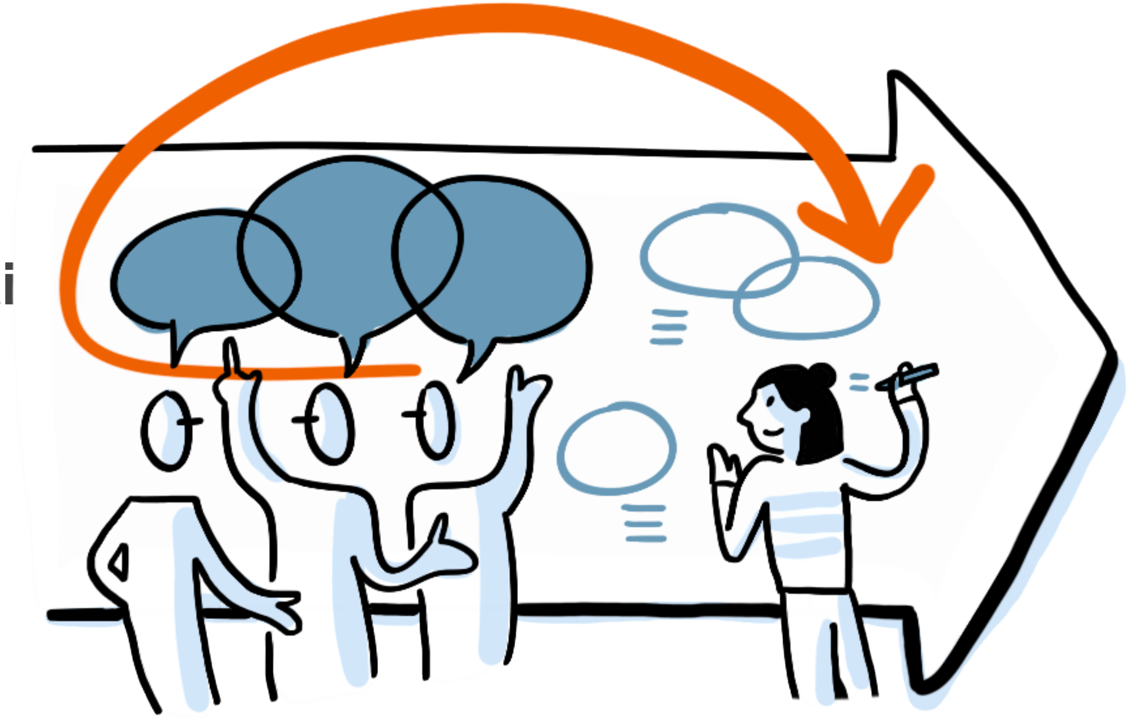
Workplace Services & Large Group Facilitation

Alicia Berk-Sohn, Program Coordinator

Workplace Services & Large Group Facilitation

We support workplaces in handling conflict swiftly and in a constructive manner, leading to improved relationships, a better work culture, increased trust, and an improved bottom-line.

- **Conflict Coaching**
- **Facilitation**
- **In-Person or Online Workplace Mediati**



Housing

Rick Schoentrup, Director of Operations

Housing Services

We provide **mediation, education, and counseling services** to support both renters and landlords in navigating housing-related challenges. Our services include:

- **Rental Housing Mediation Services (RHMS)**
- **Renter's Certification Training**
- **Landlord-Tenant & Fair Housing Counseling**

Training

Rick Schoentrup, Director of Operations

Mediation Trainings

We offer comprehensive training programs designed to develop **effective mediation skills** for a variety of conflict situations:

- **Basic Mediation Training (BMT)** – 40-Hour Course
- **Family Mediation Training (FMT)** – 24-Hour Course
- **Mediation Practicum** – Complements the **BMT** and **FMT** by providing **hands-on experience** in real mediation cases. This supervised practicum concludes with **Mediation Certification.**

Workplace Training Programs

We offer interactive and skills-based trainings to help organizations foster **effective communication, conflict resolution, and supportive workplace environments**. Our current offerings include:

- **De-Escalation Training**
- **Trauma-Informed Training**
- **Professionalism in Customer Service**
- **Leading with Emotional Intelligence**
- **Resolving Conflict in the Workplace**
- **Developing Trust in the Workplace**
- **Development Strategies for Understanding Trauma**
- **Communication Skills for Effective Leaders**
- **Customizable Workshops**

Contacting the DRC

SKAGIT DRC
117 N First St, Ste 30
Mount Vernon, WA 98273
Phone | (360) 542-8487
Fax | (360) 428-8675

MEDIATION SERVICES
Mediation@voaww.org
Phone | (425) 212-2930

LANDLORD-TENANT AND FAIR HOUSING
LtInfo@voaww.org
Phone | (425) 315-3286

DIRECTOR OF OPERATIONS
Rick Schoentrup
rschoentrup@voaww.org
Phone | (360) 722-1596

TRAINING SERVICES
drctraining@voaww.org
Phone | (425) 293-4497

RESTORATIVE PRACTICES
skagitrp@voaww.org
Phone | (360) 419-4462

What are your questions?

DISPUTE
RESOLUTION
CENTER

voaww.org/drc

City Council Agenda Item

Agenda Item No.: g.1.

Date: February 26, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Presentation of Council Materials - Council Feedback

RECOMMENDED ACTION:

Provide feedback to staff regarding changes to how the council packets are provided to council.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The Finance Department is responsible for finalizing and distributing the council packet. The department has made a few changes in the new year and would like council's feedback.

- Once the council packet is finalized, the Deputy Clerk sends a message through the city's agenda software, CivicClerk, with a PDF link to the agenda and council packet. We have also added links to the public view of the meeting materials.
- Along with the meeting agenda, we have also added print-outs of the staff reports (cover page for each council item including recommended action, background/summary information, and fiscal impact) for all public hearings, new business, and unfinished business items.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

None

City Council Agenda Item

Agenda Item No.: m.1.

Date: February 26, 2025

From: Kyle Anderson, Assistant Engineer

Subject: Award Project - 2025 Olmsted Park Site Improvements and Structures

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RECOMMENDED ACTION:

Motion to award the 2025 Olmsted Park Site Improvements and Structures Base Bid, contract 2024-PW-04, to Excavation West, Inc. of Sedro-Woolley, WA, in the amount of $2,437,616.79 (including sales tax).

Motion to award the 2025 Olmsted Park Site Improvements and Structures Alternate Bid-1, contract 2024-PW-04, to Excavation West, Inc. of Sedro-Woolley, WA, in the amount of $336,308.45 (including sales tax).

Motion to award the 2025 Olmsted Park Site Improvements and Structures Alternate Bid-2, contract 2024-PW-04, to Excavation West, Inc. of Sedro-Woolley, WA, in the amount of $237,974.62 (including sales tax).

Motion to fund (Bid 1 and/or Bid 2), totaling ($336,308.45 or $237,974.62 or $574,283.07) with funding from (Special Project Fund $xxx,xxx, Council Strategic Reserve $xxx,xxx, and General Fund Reserve $xxx,xxx).

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

On 4/7/2021, the City submitted a Community Projects Funding application through Congressman Rick Larsen's office requesting $500,000.00 to support the Olmsted Park Site Development Project. Other funding for the project had been previously awarded through the Resource Conservation Office for $600,000.00. Additional Special Projects funds in the amount of $239,000.00 are also available for funding this project. The Port of Skagit provided $400,000.00 for the project as well. Local funds include $486,000.00 from Fund 311 Park Impact Fee Fund, $143,000.00 from Fund 401 Sewer, and there will be additional funds required in the amount of $69,616.79 from Fund 311Park Impact Fee Fund to complete the balance of the project.

The project was advertised for bidders to include a base bid, as well as two alternate bids. The base bid includes building the parking lot, pedestrian trails, Caretaker's residence, public bathroom, trash enclosure, kiosk, and sign.

Alternate Bid-1 includes construction of the 22’ x 22’ pavilions. Alternate Bid-2 includes construction of the 16’ x 16’ pavilions.

Currently, there is ample funding available to award the base bid. If any or both alternate bid work are to be included, Council will have to determine where these funds are to be sourced.

Design work for this contract was completed by Mark Christ, Architect, Pacific Landscape Architecture, and Wilson Engineering. Construction management will be performed by the Sedro-Woolley Engineering Department, with the Assistant City Engineer acting as Project Manager. Kyle Anderson and Lowell Ausmus will provide construction inspection and support.

FISCAL IMPACT, IF APPROPRIATE:

Funding Proposed for Base Bid	
Special Project Fund	$ 239,000.00
RCO LWCF Grant	$ 600,000.00
Port of Skagit	$ 400,000.00
HUD Community Projects Funding	$ 500,000.00
Sewer 401 Fund	$ 143,000.00
Park Impact Fee Fund 311	$ 486,000.00
Additional Park Impact Fee Fund 311	$ 69,616.79
TOTAL	**$ 2,437,616.79**
Funding Proposed for Alternate Bid-1	
Local Fund to be determined	$ 336,308.45
TOTAL	**$ 336,308.45**
Funding Proposed for Alternate Bid-2	
Local Fund to be determined	$ 237,974.62
TOTAL	**$ 237,974.62**
TOTAL Alternal Bid 1 and 2	**$ 574,283.07**

There are sufficient local funds available to award the project’s base bid. To fund either or both alternate bids, a determination by Council will need to be made regarding the local funding sources.

- Special Projects Fund: The fund has allocated $615,000 to Olmsted Park, $239,000 is earmarked above and $38,000 was spent in 2024, resulting in a remaining $338,000 available.
- Council Strategic Reserve: The current available funds in this reserve are $201,651.
- General Fund Reserves: The City's financial stability policy is to maintain a reserve balance of 12% of annual expenditures in the General Fund. At the end of 2024, the General Fund's tentative reserve balance is 33.9% of 2025 annual expenditures. The city could use General Fund cash reserves to fund all or a portion of the alternative bids. This would decrease the reserve balance to 30% of 2025 annual expenditure, well above the city's policy goal.

ATTACHMENTS:

1. olmsted_park_site_improvements_and_structures_preliminary_bid_results

2025 OLMSTED PARK SITE IMPROVEMENTS AND STRUCTURES **2024-PW-04**

Prepared by: Kyle Anderson, Assistant City Engineer

Bid Date: February 11, 2025 at 2:00Pm

Preliminary Bid Results

Bid Tabulation

ITEM NO.	ITEM	UNIT	QUANTITY	Engineer's Opinion of Probable Construction Cost		Fisher Construction Group, Inc.		Excavation West, Inc.		SRV Construction, Inc.		Dawson Contruction, LLC	
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	Base Bid - Site Utilities, Grading, Landscape Plan, Residence, Restroom, Storage,Trash, Signs	LS	1	$2,543,000.00	$2,543,000.00	2,778,156.58	2,778,156.58	2,244,582.68	2,244,582.68	3,057,203.00	3,057,203.00	2,785,000.00	2,785,000.00
2	Sales Tax (8.6%)				$218,698.00		$238,921.47		$193,034.11		$262,919.46		$239,510.00
	TOTAL BASE BID AMOUNT				**$2,761,698.00**		**$3,017,078.05**		**$2,437,616.79**		**$3,320,122.46**		**$3,024,510.00**
3	Alternate 1-22'x22' Pavilions	LS	1	$340,650.00	$340,650.00	309,676.29	309,676.29	305,000.00	305,000.00	814,580.00	814,580.00	295,000.00	295,000.00
4	Sales Tax (8.6%)				$29,295.90		$26,632.16		$26,230.00		$70,053.88		$25,370.00
	TOTAL ALT 1 BID AMOUNT				**$369,945.90**		**$336,308.45**		**$331,230.00**		**$884,633.88**		**$320,370.00**
5	Alternate 2-16'x16' Pavilions	LS	1	$290,000.00	$290,000.00	219,129.48	219,129.48	331,230.00	331,230.00	694,350.00	694,350.00	170,000.00	170,000.00
6	Sales Tax (8.6%)				$24,940.00		$18,845.14		$28,485.78		$59,714.10		$14,620.00
	TOTAL ALT 2 BID AMOUNT				**$314,940.00**		**$237,974.62**		**$359,715.78**		**$754,064.10**		**$184,620.00**
	COMBINED TOTAL				**$3,446,583.90**		**$3,591,361.11**		**$3,128,562.57**		**$4,958,820.44**		**$3,529,500.00**

ITEM NO.	ITEM	TRICO Companies, LLC		Highline Construction		Colacurcio Bros, Inc.		Tiger Construction Ltd.	
		UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	Base Bid - Site Utilities, Grading, Landscape Plan, Residence, Restroom, Storage,Trash, Signs	2,404,896.00	2,404,896.00	2,827,154.00	2,827,154.00	2,850,000.00	2,850,000.00	3,141,149.00	3,141,149.00
2	Sales Tax (8.6%)		$206,821.06		$243,135.24		$245,100.00		$270,138.81
	TOTAL BASE BID AMOUNT		**$2,611,717.06**		**$3,070,289.24**		**$3,095,100.00**		**$3,411,287.81**
3	Alternate 1-22'x22' Pavilions	325,610.00	325,610.00	368,172.00	368,172.00	340,000.00	340,000.00	348,796.00	348,796.00
4	Sales Tax (8.6%)		$28,002.46		$31,662.79		$29,240.00		$29,996.46
	TOTAL ALT 1 BID AMOUNT		**$353,612.46**		**$399,834.79**		**$369,240.00**		**$378,792.46**
5	Alternate 2-16'x16' Pavilions	213,555.00	213,555.00	279,873.00	279,873.00	215,000.00	215,000.00	275,386.00	275,386.00
6	Sales Tax (8.6%)		$18,365.73		$24,069.08		$18,490.00		$23,683.20
	TOTAL ALT 2 BID AMOUNT		**$231,920.73**		**$303,942.08**		**$233,490.00**		**$299,069.20**
	COMBINED TOTAL		**$3,197,250.25**		**$3,774,066.11**		**$3,697,830.00**		**$4,089,149.47**

City Council Agenda Item

Agenda Item No.: m.2.

Date: February 26, 2025

From: Charlie Bush, City Administrator

Subject: Draft Interlocal Agreement - Indigent Defense - Cities of Sedro-Woolley, Burlington, Mount Vernon, and Anacortes

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RECOMMENDED ACTION:

No action is requested at this point as the ILA remains in draft form. Council feedback would be appreciated.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

The City of Sedro-Woolley is required by law to provide indigent defense (public defense) services for its municipal court. The City currently contracts with Mountain Law, a contract that the City Council extended through the end of June 2025. Mountain Law received $99,168 in 2024 for providing this service. Mount Vernon and Burlington also use Mountain Law and, along with Anacortes, are looking to produce a joint request for proposals and to consolidate this service among the four cities into one contract. A draft interlocal agreement is attached. This partnership has the potential to save all four cities money.

An additional factor related to indigent defense services is the pending Washington Supreme Court decision regarding the Washington Bar Association's recommended revised indigent defense services. As they are currently written, staff anticipates that they would triple the city's expenses by further restricting case loads for indigent defense attorneys and setting a higher amount of minimum payment for them. This higher amount is reflected in the City's budgets starting with the second half of 2025. The Supreme Court decision is expected over the next few months and the RFP would go out after the new standards are clarified. The new standards are set to go into effect on July 1, 2025.

FISCAL IMPACT, IF APPROPRIATE:

Unknown at this point, but this partnership is likely to save all the cities money in the long-run over what each would have been paid otherwise doing their own contract. There would be some additional administrative expenses over what we currently do in the areas of auditing and legal advice. While auditing can be helpful, the cost of auditing is estimated at $24,000 per year and the City is likely better served doing self-auditing or finding another auditor. Mount Vernon and Burlington are required to audit based upon the *Wilbur vs. Mount Vernon* case from over a decade ago. Sedro-Woolley taff have been pushing for a more equitable cost split of the auditing function or an opt out provision. The opt out provision is the most likely outcome. Some of the partners feel strongly that legal advice may be needed due to a conflict with the Mount Vernon and Burlington City Attorneys overseeing prosecution contracts, while also advising on indigent defense. Besides volume pricing, there will also be administrative time savings by consolidating the work of the four cities.

ATTACHMENTS:

1. Public Defense ILA DRAFT

INTERLOCAL AGREEMENT BETWEEN THE CITIES OF BURLINGTON, MOUNT VERNON, ANACORTES, AND SEDRO WOOLLEY

This Interlocal Agreement ("Agreement") is entered between the City of Burlington, the City of Mount Vernon, the City of Anacortes, and the City of Sedro Woolley, all of which are Washington municipal corporations, hereinafter referred to by their City name, generically as "City" or "Party" and collectively as "The Parties", pursuant to the authority granted by Chapter 39.34 RCW.

WHEREAS, each City operates a municipal court and provides public defense services as required by law; and

WHEREAS, these services have historically been delivered following the adoption of Indigent Defense Standards ("Standards") and through either contracting with an outside law firm or internally through an Office of Public Defense or equivalent; and

WHEREAS, the Parties desire to now provide these services in a coordinated fashion by collectively contracting for outside indigent defense services.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

Purpose.
The purpose of this Interlocal is for the Parties to collectively, under one Indigent Defense Contract with a qualified law firm, provide for the provision of certain public defense services for indigent defense representation in each of the City's municipal courts, to detail the methodology for the proportional payment of services between the Parties, establish Indigent Defense Screening protocols, provide for the assignment of Conflict Counsel, the processing of Appeals, provisions for Outside Legal Counsel, and Public Defense Auditor services. Collectively, these elements are referred to as the Public Defense System.

Duration.
This Agreement shall become effective on the date it is signed by the Parties and shall expire on April 30, 2028, unless extended through mutual agreement.

Scope and Payment of Indigent Defense System Costs.
The Parties do hereby agree to allocate the cost of the combined Public Defense System as follows:

1. Indigent Cases Before the Municipal Courts – The Parties agree that they shall each pay a portion of the monthly compensation to the contracted Indigent Defense firm ("Total Compensation") based on a prorated share of annual cases ("caseloads") for each City.

The initial 2025 prorated monthly apportionment is as follows, based upon 2024 case totals

a. City of Burlington 22%
b. City of Mount Vernon 43%
c. City of Anacortes 21%
d. City of Sedro Woolley 14%

In the first week of October of each year, the Parties shall meet to review each City's current year caseloads which shall form the basis for any modification to a City's monthly prorated share of the Total Compensation. Any adjustment to these percentages shall take effect as of January 1st of the subsequent year.

2. Indigent Defense Screening – Each City shall be responsible for in-court Indigent Defense Screening ("In-Court Screening") to determine if defendants qualify for a public defender. The cost of such In-Court Screening shall be the responsibility of each City. Any Party to this Agreement can work with any other Party to arrange for the shared cost of In-Court Screening.

3. Out-Of-Court Indigent Defense Screening and Assignment of Conflict Counsel – Burlington shall hire or independently contract for out-of-court indigent defense screening ("Out-Of-Court Screening") and assignment of Conflict Counsel ("Conflict Counsel") with a qualified individual or firm with experience in Out-Of-Court Screening and Conflict Counsel work ("collectively referred to as Adjunct Services"). The Parties agree to pay their prorated share of this Adjunct Service monthly using the same percentages as those used for Total Compensation.

4. Appeals – The Adjunct Services provider shall also be responsible for assignment of Counsel in the case of Appeals. Any Appeal-based legal counsel representation costs shall be the responsibility of the City who had jurisdiction over the underlying charge(s) and shall be directly billed by Burlington monthly.

5. Parties Outside Legal Representation – Due to the periodic need to engage outside legal representation to assist and advise the Parties regarding the Indigent Defense provider, and the inability of any City's prosecuting attorney to provide such service, the Parties agree to use the services of an Outside Counsel to fulfill this need. To affect this service, the Parties agree to work together to enter into an Engagement Letter with a qualified law firm. Each City shall be billed a one fourth (1/4) share of the billings. Any billable hours shall only be paid if Outside Counsel is providing legal services collectively to the Parties. Any individual City's separate use of the Outside Counsel shall be the responsibility of the initiating City.

6. Public Defense Auditor – To assist the Parties with indigent defense quality assurance, on-going assessment of the Public Defense System, monitoring of case load limitations, compliance with Public Defense Standards, review and approval of Conflict referrals, recommendation of any necessary remedial actions, training, and other actions

Commented [DS1]: Is this the correct methodology?

Commented [GY2R1]: This is based on the city's 2024 case counts

Commented [SS3R1]: Greg is correct. I got 468 as the total case count for Anacortes for 2024. That brings the total (non conflict counsel) case counts for the four cities up to 2,185. I did change a small rounding error for MTV and Anacortes.

Commented [SS4R1]: If that count for Anacortes is inaccurate, please let me know.

Commented [DS5]: Interested in the thought process behind having Burlington take responsibility for this? Also, will we still have conflict counsel or will it all be through Burlington?

Commented [ES6R5]: The City of Anacortes currently contracts with Skagit County's Office of Assigned Counsel for indigent defense screening for both in custody and out of custody clients. We would like to continue to this approach. I suggest that we re-write this section.

Commented [GY7R5]: This is the arrangement Burlington and MV current have - this person also assigns Conflict counsel - for screening, Anacortes could keep the current attangement

Commented [SS8R5]: We may want to look at this as well for potential savings.

Commented [DS9]: Is Burlington taking the lead on making payments to the defense firm? If so, this should probably be spelled out more explicitly in the agreement.

Commented [GY10R9]: Currently Burlington makes the full payment and then bills MV for their share

Commented [DS11]: Are the parties engaging counsel at the outset or only if there is an issue?

Commented [GY12R11]: We would need a new Engagement Letter for outside counsel but we only use them when needed or if there are issues appropriate to maintenance of the shared Public Defense System, the Parties do hereby agree to engage the services of a Public Defense Auditor whose cost shall be shared equally amongst the Cities. Parties may choose to opt out of this provision at points prior to the renewal of the Public Defense Auditor contract. A party opting out must notify the other Parties in writing.

Termination.

Any Party may terminate this Agreement by giving ninety (90) day's advance notice to the other Parties. Notice shall be given by certified mail, return receipt requested, and shall be deemed to be effective on the date deposited into the U.S. mail and addressed to the representative of the City.

Administration.

The following individuals are designated as representatives of the Parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

The City of Burlington representative shall be the City Administrator.
The City of Mount Vernon representative shall be the Special Projects Manager.
The City of Anacortes representative shall be the Mayor, or their designee.
The City of Sedro Woolley representative shall be the City Administrator.

Applicable Law and Venue.

This Agreement is made pursuant to and shall be construed in accordance with the laws of the State of Washington and the Parties hereby agree that venue of any action relating to this Agreement shall be in Skagit County, Washington.

Indemnification.

Each City, to the extent of its comparative liability, agrees to indemnify, defend, and hold harmless the other Cities and their elected and appointed officials, employees, contractors, agents, and volunteers, from and against any and all claims, damages, losses, and expenses (including, but not limited to court costs but not attorney's fees) which are alleged or proven to be caused by the City or its elected and appointed officials, employees, contractors, agents, or volunteers' acts or omissions. If such claims, damages, losses, and expenses are caused by two or more City's concurrent acts or omission, each such City shall pay its proportionate share.

Dispute Resolution.

If the Parties have any dispute or disagreement or any other claim arising from this Agreement, they shall first attempt to settle the dispute or disagreement between themselves. If they cannot do so, the complaining City shall put its complaint in writing, supported by exhibits as needed, and forward it to the other Parties to the dispute. The respondent Parties may submit written responses supported by exhibits as needed within 30 calendar days of receiving the written complaint to the Outside Legal Counsel for review. The Parties to the

Commented [CB13]: Should this also be according to the percentages listed earlier in the agreement?

Commented [SS14R13]: The scope of work for the Auditor is not based upon case counts, so Burl. And MTV split it equally. This should be optional for each city, and the cost shared by those that want to join. Currently, the two cities pay $3,000 each per month.

Commented [CB15R13]: At this point at least, we would elect the option to opt out. I've updated the contract language to allow that as an option.

Commented [DS16]: How do the parties plan to make decisions about administration of this agreement. By majority? Unanimously? E.g., if there are issues that require outside counsel, how will client decisions be made.

Commented [GY17R16]: We current have Teams meetings with the outside counsel and move forward based on consensus dispute shall be allowed to explain their position to the Outside Legal Counsel who will issue a ruling after receiving and considering all complaints, responses, explanations, and statements within 30 calendar days of receipt of the materials. If a Party is not satisfied with the decision of the Outside Legal Counsel, they may bring their dispute to Superior Court.

Neutral Authorship.

This Agreement shall be construed as if all Cities jointly prepared it, and any uncertainty or ambiguity in the Agreement shall not be interpreted against any Party.

Agreement Modification.

The Agreement may be changed, modified, amended, or waived only by written agreement executed by the Parties. Refraining from enforcing a breach of any term or condition of this Agreement does not waive any prior or subsequent breach.

Severability.

The Parties agree that this Agreement's provisions are severable. If any portion of this Agreement is adjudicated to be invalid, unenforceable, or void for any reason whatsoever, each such portion shall be deemed modified or limited to the extent necessary to render it valid and enforceable, without further action by the Parties. If it cannot be made valid and enforceable, it shall be severed from the remaining portions of this Agreement and shall not affect the validity or enforceability of any remaining portions.

Waiver.

A City waiving any breach or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. This Agreement's terms or conditions shall not be held to be waived, modified, or deleted except by an instrument that the Parties execute.

Integration.

This Agreement contains all the terms and conditions agreed upon by the Parties and is a single, integrated, written Agreement expressing the Parties entire agreement. Subject to this Agreement's other provisions, this Agreement supersedes all other agreements between the Parties. Any modification made before or after the Effective Date shall be invalid unless it is made in writing and signed by the Parties.

Headings.

The section headings in this Agreement are solely for the Parties convenience and are not an aid in this Agreement's interpretation.

Counterparts.

This Agreement may be executed in any number of counterparts and with facsimile or electronic

signatures and all such counterparts shall be construed together and constitute a single form of this Agreement.
DATED this _____ day of _______________, 2025.

APPROVED:

CITY OF BURLINGTON, WASHINGTON

____
Mayor

Attest:

____
City Clerk/Finance Director

DATED this _____ day of _______________, 2025.

APPROVED:

CITY OF MOUNT VERNON, WASHINGTON

____
Mayor

Attest:

____
City Clerk/Finance Director

DATED this _____ day of _______________, 2024.

APPROVED:

CITY OF ANACORTES, WASHINGTON

____
Mayor

Attest:

____
City Clerk/Finance Director

DATED this _____ day of _______________, 2025.

APPROVED:

CITY OF SEDRO-WOOLLEY, WASHINGTON

____
Mayor

Attest:

____
City Clerk/Finance Director

City Council Agenda Item

Agenda Item No.: n.1.

Date: February 26, 2025

From: Thomas Glover, Community Development Director

Subject: Building Report for January 2025

RECOMMENDED ACTION:

No action requested/required.

ISSUE:

BACKGROUND/SUMMARY INFORMATION:

Monthly report for January 2025.

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. January 2025 report

Permit Report

01/01/2025 - 01/31/2025

Permit #	Permit Date	Issued Date	Type of Application	Permit Type	Site Address	Parcel #	Status
2024278	7/26/2024	1/2/2025	Building-Commercial	Building-Commercial	215 Moore Street	P77551	Issued
2024372	10/28/2024	1/16/2025	Public Facility-Remodel	Building-Commercial	811 N Township st	P39371	Finaled
2024429	12/26/2024	1/29/2025	Building-Commercial	Building-Commercial	616 Sunset park drive	P76957	Issued
2024369	10/23/2024	1/6/2025	Single Family-New	Building-Residential	803 Parkland Loop	P136714	Issued
2024370	10/28/2024	1/6/2025	Single Family-New	Building-Residential	815 Parkland Loop	P136735	Issued
2024319	11/26/2024	1/8/2025	Facade Sign	Sign	820 Trail Rd Suite 1200	P37194	Finaled