

Next Ord: 2102-25
Next Res: 1166-25

CITY COUNCIL AGENDA

July 9, 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 - June 25, 2025
- 2. Check Register - Regular
- 3. Check Register - Off-Cycle
- 4. Interlocal Agreements - Skagit County Economic Development Funding (Public Works)
- 5. Property Surplus of SR9 and John Liner Rd/McGarigle Rd - Resolution 1164-25

- f. Introduction of Special Guests and Presentation**

- 1. Maximizing the Impact of Lodging Tax - Skagit Tourism Bureau CEO Kristen Keltz

- g. City Administrator Report**

- 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**

- 1. Business License Endorsement Municipal Code Update - Ordinance 2100-25 - 2nd Read
- 2. Grant Acceptance - Skagit County - Economic Development Funding (Affordable

Housing and Boys & Girls Club)

m. New Business

1. Water Service Contract - Skagit Public Utility District - Denny Engberg Memorial Field

n. Information Only Items

1. Updated House Bill 1590 and 1406 Spending Report

o. Executive Session

p. Adjournment

Next Meeting City Council - July 23, 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.

Join Zoom Meeting:

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

or dial by location at:

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

Meeting ID: 917 8685 0179

Passcode: 091845



City Council Agenda Item

Agenda Item No.: e.1.

Date: July 9, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - Regular City Council Meeting - June 25, 2025

RECOMMENDED ACTION:

Motion to approve City Council meeting minutes for the regular meeting, held on June 25, 2025.

BACKGROUND/SUMMARY INFORMATION:

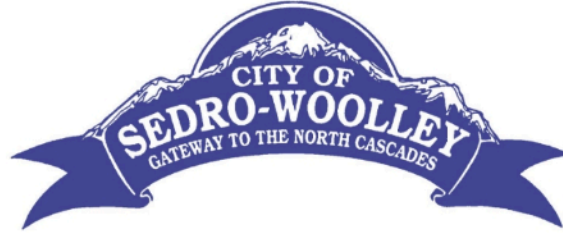
Minutes recorded from the Regular City Council Meeting, held on June 25, 2025

FISCAL IMPACT, IF APPROPRIATE:

None

ATTACHMENTS:

1. June 25, 2025 Regular City Council Minutes.



Regular Meeting of the City Council
June 25, 2025 - 6:00 PM Hybrid Meeting

a. Call to Order

Mayor Julia Johnson called the meeting to order at 6:00 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.

d. Approval of Agenda

Motion made by Councilmember Henderson and seconded by Councilmember Lavacca to approve the agenda. Motion carried (7-0).

e. Consent Agenda

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

Motion made by Councilmember Henderson and seconded by Councilmember Cocke to approve the consent agenda minus item 4, additional discussion requested. Motion carried (7-0).

Motion made by Councilmember Henderson and seconded by Councilmember Burns to approve item 4 on the consent agenda following discussion. Motion carried (7-0).

1. Minutes - Regular City Council Meeting - June 11, 2025
2. Declaratory Judgment - FLOCK Data
3. Check Register - Regular
4. Ordinance 2096-25 - Amending Title 17 SWMC for Off-Street Parking and Loading
5. Requesting Authorization to Apply for an Indigent Defense Services Reimbursement Grant from the State of Washington

f. Introduction of Special Guests and Presentation

g. City Administrator Report

City Administrator Charlie Bush had nothing to report.

h. Councilmember and Mayor's Report

Councilmember Loy shared updates regarding the Public Safety Committee Meeting, and spoke about the Skateboard Challenge Meeting scheduled for August 16, 2025.

Councilmember Kesti had nothing to report.

Councilmember Diamond had nothing to report.

Councilmember Henderson spoke about the 4th of July activities coming up and thanked the Police and Fire for their efforts to keep everyone safe.

Councilmember Cocke spoke about the 4th of July activities coming up. He encouraged everyone to be careful with the fireworks and thanked the Police and Fire for always doing their best to keep everyone safe, and then mentioned the progress at Olmsted Park was nice to see.

Councilmember Burns encouraged people to get their applications in for the Loggerodeo Parade and wished everyone a happy 4th of July.

Councilmember Lavacca shared the public works side of Loggerodeo and spoke about the importance of the funding to bring people together, then mentioned his excitement about seeing Olmsted Park coming together.

Mayor Julia Johnson spoke about Skagit Transit hiring a contractor in hopes of making their routes more efficient and economical.

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.

A public comment period was held; the following individuals made public comment: Sally Carlson and Philip Murray.

l. Unfinished Business

1. 2026-2031 Six-Year Transportation Improvement Program - Resolution 1165-25 – 2nd Read

Public Works Director Bill Bullock presented the 2026-2031 Six-Year Transportation Improvement Program and summarized the major projects and gave updates.

Motion made by Councilmember Lavacca and seconded by Councilmember Henderson to approve Resolution 1165-25 adopting the 2026-2031 Six-Year Transportation Improvement Program. Motion carried (7-0).

m. New Business

1. Comprehensive Plan Update - Economic Development Element

Community Development Director Tom Glover and Donna Keeler from FACET presented the Comprehensive Plan Update for the Economic Development Element.

No action taken.

n. Information Only Items

1. Helping Hands Food Bank House Bill 1590 Operating Grant Report

o. Executive Session

1. Discussion to Consider the Minimum Price at Which Real Estate will be Offered for Sale or Lease (RCW 42.30.110(1)(c))

At 6:46pm, Mayor Julia Johnson announced the City Council, along with City Attorney Nikki Thompson, would be in executive session to discuss the minimum price at which real estate will be offered for sale or lease (RCW 42.30.110(1)(c)) for ten minutes to return at 6:56.

At 6:57pm, the council returned. No action was taken.

p. Adjournment

The meeting adjourned at 6:58pm.

ATTEST:

APPROVED:

Kelly Kohnken, City Clerk

Julia Johnson, Mayor



City Council Agenda Item

Agenda Item No.: e.2.

Date: July 9, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Regular

RECOMMENDED ACTION:

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

BACKGROUND/SUMMARY INFORMATION:

Claims checks #204703 through #204783, plus EFTs. Additional surcharges not included on the check register. Payroll ACHs including associated benefit checks #61418 through #61424.

FISCAL IMPACT, IF APPROPRIATE:

Claims checks, plus EFTs, totaling \$546,229.57

Surcharges totaling \$146,926.77

Payroll totaling \$554,633.53

ATTACHMENTS:

1. 2025-07-09 Check Register
2. 2025_06_June_SerCharge

CHECK REGISTER

City Of Sedro-Woolley

Time: 11:41:56 Date: 07/01/2025

07/09/2025 To: 07/09/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6532	07/09/2025	Claims	2	EFT	Comcast Holdings Corp	674.38	
					001 - 518 80 42 021 - Internet Services	674.38	
6533	07/09/2025	Claims	2	EFT	Cellco Partnership dba Verizon Wireless	3,965.91	
					001 - 513 10 42 020 - Telephone	225.70	
					001 - 514 23 42 020 - Telephone	113.46	
					001 - 518 80 42 020 - Telephone	113.46	
					001 - 521 20 42 020 - Telephone	1,340.61	
					001 - 524 20 42 020 - Telephone	153.47	
					401 - 535 80 42 030 - Cell Phones	511.97	
					102 - 536 20 42 020 - Telephone	111.22	
					412 - 537 80 42 025 - Cell Phones	451.46	
					103 - 542 30 42 020 - Telephone	262.95	
					001 - 558 60 42 020 - Telephone	71.21	
					101 - 576 80 42 020 - Telephone	372.43	
					001 - 595 10 42 025 - Cell Phones	237.97	
6534	07/09/2025	Claims	2	EFT	Cellco Partnership dba Verizon Wireless	952.78	
					001 - 521 20 42 020 - Telephone	752.71	
					001 - 522 20 42 020 - Telephone	120.03	
					101 - 576 80 42 020 - Telephone	40.01	
					001 - 595 10 42 025 - Cell Phones	40.03	
6535	07/09/2025	Claims	2	204703	Amazon Capital Svcs, Inc	1,016.66	
					001 - 514 23 31 000 - Supplies	24.83	
					001 - 514 23 31 000 - Supplies	223.72	
					001 - 521 20 26 000 - Uniforms/Accessories	12.46	
					001 - 521 20 26 000 - Uniforms/Accessories	45.54	
					001 - 521 20 26 000 - Uniforms/Accessories	106.42	
					001 - 521 20 31 002 - Office/Operating Supplies	58.27	
					001 - 524 20 31 000 - Off/Oper Supps & Books	25.51	
					401 - 535 50 48 010 - Maintenance Of Lines	68.41	
					401 - 535 80 31 000 - Office Supplies	54.29	
					102 - 536 20 49 020 - Miscellaneous	346.20	
					001 - 558 60 31 000 - Supplies/Books	25.50	
					001 - 595 10 31 000 - Supplies	25.51	
6536	07/09/2025	Claims	2	204704	Angel Armor LLC	2,731.13	
					001 - 521 20 26 020 - Ballistic Vests	2,731.13	
6537	07/09/2025	Claims	2	204705	Birch Equipment Co Inc	132.63	
					101 - 576 80 45 001 - Equipment Rental	132.63	
6538	07/09/2025	Claims	2	204706	Boulder Park Inc	21,187.02	
					401 - 535 80 35 020 - Solids Handling	21,187.02	
6539	07/09/2025	Claims	2	204707	Bill Bullock	527.86	
					001 - 595 10 43 000 - Travel	527.86	
6540	07/09/2025	Claims	2	204708	Carl's Towing & Muffler	1,290.16	
					001 - 521 20 41 001 - Professional Services	322.54	
					001 - 521 20 41 001 - Professional Services	322.54	
					001 - 521 20 41 001 - Professional Services	322.54	
					001 - 521 20 41 001 - Professional Services	322.54	
6541	07/09/2025	Claims	2	204709	Carletti Architects Ps	1,802.00	
					505 - 594 48 60 021 - Const - PW Veh Storage Bldg	1,802.00	
6542	07/09/2025	Claims	2	204710	Central Welding Supply	145.97	
					001 - 522 21 31 000 - Operating Supplies - Medical	145.97	
6543	07/09/2025	Claims	2	204711	Consolidated Electrical Dist., Inc.	377.45	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 576 80 48 006		Memorial Park	377.45	
6544	07/09/2025	Claims	2	204712	Consumer Rental, LLC	337.28	
			103 - 542 61 48 000		Repair/Maint Sidewalk (REET)	337.28	
6545	07/09/2025	Claims	2	204713	Costco Membership	130.00	
			001 - 514 23 49 010		Misc-Dues/Subscriptions	43.34	
			001 - 521 20 49 010		Dues/Subscriptions	43.33	
			001 - 522 20 49 010		Misc-Dues	43.33	
6546	07/09/2025	Claims	2	204714	DS Services of America, Inc.	875.96	
			412 - 537 80 31 000		Operating Supplies	875.96	
6547	07/09/2025	Claims	2	204715	Fredy Delgado	1,000.00	
			101 - 582 10 01 101		Community Center Deposit Ref	1,000.00	
6548	07/09/2025	Claims	2	204716	Dick's Towing	171.36	
			001 - 521 20 41 001		Professional Services	171.36	
6549	07/09/2025	Claims	2	204717	Dobbs Heavy Duty Holdings, LLC	1,546.95	
			412 - 537 50 48 000		Repairs/maint-equip	1,308.83	Unit 511
			412 - 537 50 48 000		Repairs/maint-equip	46.13	Unit 511
			412 - 537 50 48 000		Repairs/maint-equip	191.99	Unit 526
6550	07/09/2025	Claims	2	204718	E & E Lumber, Inc.	1,106.32	
			001 - 522 50 48 030		Repair/Maint-Station	8.68	
			102 - 536 20 31 010		Operating Supplies	26.54	
			103 - 542 30 31 000		Operating Supplies	28.13	
			103 - 542 30 31 000		Operating Supplies	74.56	
			101 - 576 80 35 000		Small Tools & Minor Equip	22.40	
			101 - 576 80 48 007		Bingham Park	4.16	
			101 - 576 80 48 012		Harry Osborne	44.00	
			101 - 576 80 48 012		Harry Osborne	6.01	
			101 - 576 80 48 013		Tesarik Park	239.70	
			101 - 576 80 48 013		Tesarik Park	55.02	
			101 - 594 76 31 000		Buildings & Structures	597.12	
6551	07/09/2025	Claims	2	204719	Eurofins Enviro Testing	888.00	
			401 - 535 80 41 000		Professional Services	69.00	
			401 - 535 80 41 000		Professional Services	819.00	
6552	07/09/2025	Claims	2	204720	Ewing Irrigation Prod Inc.	391.40	
			101 - 576 80 49 090		Special Events Support	391.40	
6553	07/09/2025	Claims	2	204721	Facet NW, Inc	46,697.88	
			001 - 558 60 41 000		Professional Services	46,697.88	
6554	07/09/2025	Claims	2	204722	Fastenal Company	589.88	
			412 - 537 80 31 000		Operating Supplies	575.41	
			103 - 542 30 35 010		Safety Equipment	14.47	
6555	07/09/2025	Claims	2	204723	Fisher Construction Group, Inc.	19,464.80	
			425 - 531 50 48 000		Repairs/Maintenance	19,464.80	
6556	07/09/2025	Claims	2	204724	Galls Parent Holdings, LLC	438.14	
			001 - 522 20 26 000		Uniforms	106.87	
			001 - 522 20 26 000		Uniforms	331.27	
6557	07/09/2025	Claims	2	204725	Glen Gardner dba Gardner Electronics	2,307.75	
			501 - 594 21 64 501		Equip & Vehicles - Police	2,307.75	
6558	07/09/2025	Claims	2	204726	Genuine Parts Co. Inc	113.55	
			001 - 522 20 48 000		Repairs/Maint-Equip	113.55	
6559	07/09/2025	Claims	2	204727	Gordon Truck Centers, Inc	476.71	

CHECK REGISTER

City Of Sedro-Woolley

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			412 - 537 50 48 000 - Repairs/maint-equip			20.40	
			412 - 537 50 48 000 - Repairs/maint-equip			-20.40	Credit
			412 - 537 50 48 000 - Repairs/maint-equip			318.36	Unit 521
			412 - 537 50 48 000 - Repairs/maint-equip			158.35	Unit 521
6560	07/09/2025	Claims	2	204728	Gray & Osborne Inc	478.71	
			425 - 531 50 41 000 - Professional Services			478.71	
6561	07/09/2025	Claims	2	204729	Courtney & Jean Paul Holcomb	6,600.00	
			104 - 595 20 63 083 - RW-SR 9-John Liner-McGarigle			6,600.00	
6562	07/09/2025	Claims	2	204730	Hose Shop Inc (the)	27.04	
			425 - 531 50 48 000 - Repairs/Maintenance			27.04	Unit 603
6563	07/09/2025	Claims	2	204731	How-Mac Mfg Inc	9,309.99	
			001 - 558 70 00 513 - Economic Development			9,309.99	
6564	07/09/2025	Claims	2	204732	Rachael Humberg	400.00	
			001 - 521 40 43 000 - Travel			400.00	
6565	07/09/2025	Claims	2	204733	Industrial Software Solns	1,189.17	
			401 - 591 28 70 401 - Leases + Subscription IT (SBITA			1,189.17	
6566	07/09/2025	Claims	2	204734	Johnathan Kohlman	480.00	
			001 - 512 50 41 050 - Security Services			480.00	
6567	07/09/2025	Claims	2	204735	L N Curtis & Sons	562.97	
			001 - 521 20 26 000 - Uniforms/Accessories			169.10	
			001 - 521 20 26 000 - Uniforms/Accessories			277.72	
			001 - 521 20 26 000 - Uniforms/Accessories			116.15	
6568	07/09/2025	Claims	2	204736	Peter Lane	128.00	
			001 - 595 10 49 000 - Dues/Memberships			128.00	
6569	07/09/2025	Claims	2	204737	The Language Exchange, Inc	180.95	
			001 - 524 20 41 000 - Professional Services			180.95	
6570	07/09/2025	Claims	2	204738	Lauts Inc dba Lautenbach Industries	815.40	
			412 - 537 60 47 015 - Construction Demolition Land I			815.40	CDI Disposal BYK Bucko
6571	07/09/2025	Claims	2	204739	Les Schwab Tire Center	995.98	
			001 - 522 20 48 000 - Repairs/Maint-Equip			160.57	
			102 - 536 20 48 040 - Repair/Maint-Equip & Bldg			653.52	Unit 201
			412 - 537 60 47 011 - Site Recycling Disposal			140.64	Site recycle tires'
			103 - 542 30 48 010 - Repair/Maintenance-Equip			41.25	
6572	07/09/2025	Claims	2	204740	Life Assist Inc.	567.03	
			001 - 522 21 31 000 - Operating Supplies - Medical			205.25	
			001 - 522 21 31 000 - Operating Supplies - Medical			361.78	
6573	07/09/2025	Claims	2	204741	Loggers & Contractors	484.87	
			103 - 542 30 31 000 - Operating Supplies			82.56	
			103 - 542 30 31 000 - Operating Supplies			169.04	
			101 - 576 80 49 090 - Special Events Support			233.27	
6574	07/09/2025	Claims	2	204742	MPH Industries, Inc	1,812.88	
			501 - 594 21 64 501 - Equip & Vehicles - Police			1,812.88	
6575	07/09/2025	Claims	2	204743	Austin McCombs	287.00	
			001 - 521 40 43 000 - Travel			287.00	
6576	07/09/2025	Claims	2	204744	Walter E Nelson Co. of N. WA	2,207.46	
			401 - 535 50 48 060 - Maintenance Of Buildings			302.96	
			101 - 576 80 31 004 - Operating Sup - Comm Center			1,904.50	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6577	07/09/2025	Claims	2	204745	NCL of WI, dba North Central Labs	105.57	
					401 - 535 80 31 010 - Operating Supplies	105.57	
6578	07/09/2025	Claims	2	204746	North Coast Electric Co	6,588.54	
					103 - 542 63 48 000 - Repairs/Maintenance	4,439.57	Murdock Street Light Proj
					401 - 591 28 70 401 - Leases + Subscription IT (SBITA	2,148.97	
6579	07/09/2025	Claims	2	204747	North County Public Defense	31,498.95	
					001 - 515 93 41 000 - Indigent Defender	31,498.95	
6580	07/09/2025	Claims	2	204748	North Hill Resources Inc	339.05	
					401 - 535 50 48 010 - Maintenance Of Lines	217.92	
					412 - 537 60 47 011 - Site Recycling Disposal	121.13	Site Recycle Concrete
6581	07/09/2025	Claims	2	204749	Northwest Propane LLC	79.90	
					412 - 537 60 47 011 - Site Recycling Disposal	79.90	
6582	07/09/2025	Claims	2	204750	Oliver-Hammer, Inc	812.89	
					412 - 537 80 31 000 - Operating Supplies	255.04	
					412 - 537 80 31 000 - Operating Supplies	171.41	Travis Boots
					412 - 537 80 31 000 - Operating Supplies	130.19	John Boots'
					101 - 576 80 35 010 - Safety Equipment	130.30	
					101 - 576 80 35 010 - Safety Equipment	125.95	
6583	07/09/2025	Claims	2	204751	Pape' Group, dba Pape' Machinery Inc.	86.24	
					401 - 535 50 48 040 - Maintenance Of Vehicles	8.00	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	-190.57	Unit 336
					103 - 542 30 48 010 - Repair/Maintenance-Equip	44.28	Unit 336
					101 - 576 80 48 021 - Equipment	224.53	Unit 153
6584	07/09/2025	Claims	2	204752	LEPS-PSS PLLC dba Public Safety Psych	2,400.00	
					001 - 521 20 41 001 - Professional Services	640.00	
					001 - 521 20 41 001 - Professional Services	1,760.00	
6585	07/09/2025	Claims	2	204753	Puget Sound Energy, Inc.	45,548.13	
					001 - 521 20 47 000 - Public Utilities	218.95	
					001 - 521 20 47 000 - Public Utilities	26.82	
					001 - 522 50 47 000 - Public Utilities	746.38	
					425 - 531 50 47 000 - Public Utilities	30.47	
					425 - 531 50 47 000 - Public Utilities	113.26	
					401 - 535 80 47 000 - Public Utilities	79.51	
					401 - 535 80 47 000 - Public Utilities	177.91	
					401 - 535 80 47 000 - Public Utilities	29,971.01	
					401 - 535 80 47 000 - Public Utilities	132.92	
					401 - 535 80 47 000 - Public Utilities	393.88	
					401 - 535 80 47 000 - Public Utilities	176.28	
					401 - 535 80 47 000 - Public Utilities	72.80	
					401 - 535 80 47 000 - Public Utilities	275.32	
					401 - 535 80 47 000 - Public Utilities	271.70	
					401 - 535 80 47 000 - Public Utilities	753.10	
					401 - 535 80 47 000 - Public Utilities	182.27	
					102 - 536 20 47 000 - Public Utilities	44.96	
					412 - 537 80 47 000 - Public Utilities	98.65	
					103 - 542 63 47 000 - Public Utilities	5,470.66	
					103 - 542 63 47 000 - Public Utilities	73.85	
					103 - 542 63 47 000 - Public Utilities	24.91	
					103 - 542 63 47 000 - Public Utilities	74.67	
					103 - 542 63 47 000 - Public Utilities	99.20	
					104 - 559 30 01 105 - Utility Payments on Redevelop	53.28	
					101 - 576 80 47 000 - Riverfront	453.44	
					101 - 576 80 47 000 - Riverfront	193.88	

CHECK REGISTER

City Of Sedro-Woolley

Time: 11:41:56 Date: 07/01/2025

07/09/2025 To: 07/09/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 576 80 47 000 - Riverfront			10.87	
			101 - 576 80 47 000 - Riverfront			16.23	
			101 - 576 80 47 010 - Community Center			346.73	
			101 - 576 80 47 020 - Senior Center			444.09	
			101 - 576 80 47 030 - Museum Apartments			26.99	
			101 - 576 80 47 030 - Museum Apartments			10.24	
			101 - 576 80 47 030 - Museum Apartments			25.68	
			101 - 576 80 47 040 - Train			16.23	
			101 - 576 80 47 050 - Hammer Square			142.53	
			101 - 576 80 47 051 - Bingham / Memorial			140.69	
			101 - 576 80 47 051 - Bingham / Memorial			145.38	
			101 - 576 80 47 052 - Bingham Caretaker			189.21	
			101 - 576 80 47 053 - Other Utilities			52.51	
			101 - 576 80 47 053 - Other Utilities			10.87	
			101 - 576 80 47 070 - City Hall			3,759.80	
6586	07/09/2025	Claims	2	204754	RH2 Engineering Inc	25,818.00	
			401 - 594 35 63 000 - Engineering Services			25,818.00	
6587	07/09/2025	Claims	2	204755	RealVNC Ltd	394.23	
			001 - 591 80 70 517 - Leases + Subscription IT (SBITA)			394.23	
6588	07/09/2025	Claims	2	204756	Rick's Refrigeration Inc	558.00	
			412 - 537 60 47 011 - Site Recycling Disposal			558.00	Site recycle fridges
6589	07/09/2025	Claims	2	204757	Ricoh USA, Inc	57.24	
			101 - 591 80 70 101 - Subscription It (SBITA) - Parks &			57.24	
6590	07/09/2025	Claims	2	204758	Heather Romano	1,165.50	
			001 - 521 20 41 001 - Professional Services			1,165.50	
6591	07/09/2025	Claims	2	204759	Sedro-Woolley Auto Parts Inc	360.51	
			425 - 531 50 48 000 - Repairs/Maintenance			17.12	Unit 603
			401 - 535 50 48 040 - Maintenance Of Vehicles			129.48	Unit 405
			401 - 535 50 48 040 - Maintenance Of Vehicles			20.96	Unit 405
			401 - 535 50 48 040 - Maintenance Of Vehicles			18.07	Unit 405
			401 - 535 50 48 040 - Maintenance Of Vehicles			16.58	Unit 405
			401 - 535 80 35 000 - Small Tools & Minor Equip			78.18	
			412 - 537 50 48 000 - Repairs/maint-equip			71.31	Unit 521
			412 - 537 80 31 000 - Operating Supplies			4.88	
			101 - 576 80 48 021 - Equipment			3.93	Unit 156
6592	07/09/2025	Claims	2	204760	Sedro-Woolley Chamber of Commerce	3,006.02	
			001 - 558 70 00 513 - Economic Development			3,006.02	
6593	07/09/2025	Claims	2	204761	Sedro-Woolley Youth Football	304.29	
			001 - 558 70 00 513 - Economic Development			304.29	
6594	07/09/2025	Claims	2	204762	Sirchie Acquisition Co LLC	154.42	
			001 - 521 20 31 002 - Office/Operating Supplies			154.42	
6595	07/09/2025	Claims	2	204763	Skagit Cnty Treasurer	70,865.67	
			114 - 523 60 41 022 - Jail Sales Tax Pass Through 2/11			70,865.67	
6596	07/09/2025	Claims	2	204764	Skagit Conservation District	1,004.56	
			425 - 531 50 41 000 - Professional Services			1,004.56	
6597	07/09/2025	Claims	2	204765	Skagit Farmers Supply	109.14	
			101 - 576 80 31 100 - Fertilizer/Herbicide			61.88	
			101 - 576 80 48 013 - Tesarik Park			47.26	
6598	07/09/2025	Claims	2	204766	PNG Media LLC, dba Skagit Publishing	344.32	
			001 - 511 60 31 001 - Legal Publications			59.18	

CHECK REGISTER

City Of Sedro-Woolley

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 558 60 41 010 - Advertising			59.18	
			001 - 558 60 41 010 - Advertising			107.60	
			001 - 558 60 41 011 - Advertising Reimbuseable			118.36	
6599	07/09/2025	Claims	2	204767	Skagit River Steel & Recycling	183.28	
			401 - 535 50 48 050 - Maint Of General Equip			183.28	
6600	07/09/2025	Claims	2	204768	Skagit Valley Family YMCA	7,700.00	
			117 - 551 00 00 117 - Affordable Housing - Operatio			7,700.00	
6601	07/09/2025	Claims	2	204769	CPC Mat'ls Inc dba Smokey Pt Concrete	1,824.48	
			101 - 594 76 31 000 - Buildings & Structures			1,824.48	
6602	07/09/2025	Claims	2	204770	Stericycle	10.36	
			001 - 521 20 41 001 - Professional Services			10.36	
6603	07/09/2025	Claims	2	204771	Thermo Fluids Inc.	192.58	
			412 - 537 60 47 011 - Site Recycling Disposal			192.58	Site recycle oil
6604	07/09/2025	Claims	2	204772	Transportation Solutions, Inc.	11,229.75	
			104 - 544 40 41 000 - Transportation Plan Update			11,229.75	
6605	07/09/2025	Claims	2	204773	Vestis Group, Inc	78.12	
			401 - 535 80 49 000 - Laundry			8.20	
			401 - 535 80 49 000 - Laundry			7.82	
			401 - 535 80 49 000 - Laundry			7.82	
			412 - 537 80 49 000 - Misc-Laundry			8.53	Sanitation
			412 - 537 80 49 000 - Misc-Laundry			8.53	
			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	Streets
			103 - 542 30 49 000 - Misc-Laundry			4.85	
			103 - 542 30 49 000 - Misc-Laundry			4.85	
			103 - 542 30 49 000 - Misc-Laundry			4.85	
6606	07/09/2025	Claims	2	204774	WA Assoc Of Building Off	135.00	
			001 - 524 20 49 030 - Misc-Tuition/Registration			135.00	
6607	07/09/2025	Claims	2	204775	WA City/County Mgmt Assoc.	400.00	
			001 - 513 10 49 000 - Tuition/Registration			400.00	
6608	07/09/2025	Claims	2	204776	WA St Dept of Transport	1,528.82	
			104 - 595 10 63 083 - Eng-SR 9-John Liner-McGarigle			1,528.82	
6609	07/09/2025	Claims	2	204777	WAFD Insurance Group	50.00	
			001 - 595 10 49 000 - Dues/Memberships			50.00	
6610	07/09/2025	Claims	2	204778	Western Refinery Services Inc	174,536.00	
			505 - 594 48 60 021 - Const - PW Veh Storage Bldg			174,536.00	
6611	07/09/2025	Claims	2	204779	Wilbur Ellis Holdings Inc.	180.00	
			102 - 536 20 31 010 - Operating Supplies			180.00	
6612	07/09/2025	Claims	2	204780	Woods Acquisition Corp	232.33	
			103 - 542 30 31 000 - Operating Supplies			75.96	
			101 - 576 80 35 000 - Small Tools & Minor Equip			156.37	
6613	07/09/2025	Claims	2	204781	World Kinect Energy Services, dba	6,352.46	
			425 - 531 50 32 000 - Vehicle Fuel			451.76	
			425 - 531 50 32 000 - Vehicle Fuel			188.34	
			425 - 531 50 32 000 - Vehicle Fuel			180.35	
			412 - 537 80 32 000 - Auto Fuel/Diesel			84.81	
			412 - 537 80 32 000 - Auto Fuel/Diesel			2,201.40	
			412 - 537 80 32 000 - Auto Fuel/Diesel			2,803.96	

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			103 - 542 30 32 000 - Auto Fuel/Diesel			244.20	
			103 - 542 30 32 000 - Auto Fuel/Diesel			110.27	
			101 - 576 80 32 000 - Auto Fuel/Diesel			87.37	
6614	07/09/2025	Claims	2	204782	Zachor, Stock & Krepps, Inc PS	9,575.00	
			001 - 515 41 41 001 - Ext Legal-Prosecutor			9,575.00	
6615	07/09/2025	Claims	2	204783	Zoll Medical Corporation	2,552.84	
			001 - 522 21 35 000 - Small Tools & Minor Equipmen			2,552.84	
			001 Current Expense Fund			121,705.11	
			101 Parks & Facilities Fund			14,124.78	
			102 Cemetery Fund			1,362.44	
			103 Street Fund			11,496.64	
			104 Arterial Street Fund			19,411.85	
			114 Law Enforcement Sales Tax			70,865.67	
			117 Housing and Related Services			7,700.00	
			401 Sewer Operations Fund			85,457.37	
			412 Solid Waste Operations Fund			11,690.67	
			425 Stormwater Operations			21,956.41	
			501 Equipment Replacement Fund			4,120.63	
			505 Public Works Facility Fund			176,338.00	
							Claims: 546,229.57
						546,229.57	

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

TRANSACTION JOURNAL

City Of Sedro-Woolley

Time: 09:01:02 Date: 07/03/2025

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
5425	06/02/2025	06/30/2025	2		Ser Chge		Banner Bank	66,566.42	Commercial Loan Payment, interest only
		592 72 81 105 Interest On 2019 LTG		105	Library Fund			66,566.42	
5470	06/02/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	10.50	CIVICREC RESERVATION SERVICE FEE - ITEM TRACE#- 091000013093237
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			10.50	
5471	06/02/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	3.00	CIVICREC SERVICE FEE - ITEM TRACE#- 091000013409976
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			3.00	
5472	06/02/2025	06/30/2025	1		Ser Chge		Banner Bank	0.26	JUNE 2025 PRIOR MONTH EXCESS CURR/COIN FEE
		514 23 41 010 Bank Fees		001	Current Expense Fund			0.26	
5473	06/02/2025	06/30/2025	1		Ser Chge		US Bank -- Merchant Fees	290.22	JUNE 2025 US BANK MERCHANT FEES#1
		535 80 41 020 Collection Services		401	Sewer Operations Fund			145.10	
		514 23 41 010 Bank Fees		001	Current Expense Fund			72.56	
		537 80 41 020 Collection Services		412	Solid Waste Operations Fund			72.56	
5474	06/02/2025	06/30/2025	1		Ser Chge		US Bank -- Merchant Fees	77.99	JUNE 2025 US BANK MERCHANT FEES#2
		535 80 41 020 Collection Services		401	Sewer Operations Fund			38.99	
		514 23 41 010 Bank Fees		001	Current Expense Fund			19.50	
		537 80 41 020 Collection Services		412	Solid Waste Operations Fund			19.50	
5484	06/02/2025	06/30/2025	1		Ser Chge		WA St Off of Treasurer	71,625.00	Public Works Facility debt interest payment. Local Bond LP_2021C(WASCOP21C)
		592 48 00 505 Bond Issuance Costs		505	Public Works Facility Fund			71,625.00	
5761	06/03/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	12.75	CIVICREC SERVICE FEE FOR RESERVATION \$425.00 - ITEM TRACE#- 091000010806518
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			12.75	
5762	06/03/2025	06/30/2025	1		Ser Chge		Medical Insurance	35.00	ISTREAM NSF SERVICE FEE FROM MAY 2025 NSF
		342 60 00 000 Fire Transport Fees		001	Current Expense Fund			-35.00	
5763	06/03/2025	06/30/2025	1		Ser Chge		Payment Tech -- Service Charge	3,635.84	JUNE 2025 PAYMENTECH SXSERVICE CHARGE - GERNERAL ACCOUNT
		535 80 41 020 Collection Services		401	Sewer Operations Fund			1,817.92	
		514 23 41 010 Bank Fees		001	Current Expense Fund			908.96	

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		537 80 41 020 Collection Services		412	Solid Waste Operations Fund		908.96	
5764	06/03/2025	06/30/2025	1		Ser Chge	Payment Tech -- Service Charge	87.06	JUNE 2025 PAYMENTECH SERVICE CHARGE - GENERAL ACCOUNT 2 NON-UTILITY
		514 23 41 010 Bank Fees		001	Current Expense Fund		87.06	
5765	06/03/2025	06/30/2025	1		Ser Chge	Payment Tech -- Service Charge	30.55	JUNE 2025 PAYMENTECH SERVICE CHARGE - RIVERFRONT
		576 80 41 000 Professional Services		101	Parks & Facilities Fund		30.55	
5766	06/03/2025	06/30/2025	1		Ser Chge	Payment Tech -- Service Charge	30.44	JUNE 2025 PAYMENTECH SERVICE CHARGE - BINGHAM
		576 80 41 000 Professional Services		101	Parks & Facilities Fund		30.44	
5768	06/03/2025	06/30/2025	1		Ser Chge	Authorize.Net	8.66	JUNE 2025 BANK FEE FOR AUTHORIZE.NET PROCESSOR FOR GOVQA PAYMENTS
		514 23 41 010 Bank Fees		001	Current Expense Fund		8.66	
5773	06/04/2025	06/30/2025	1		Ser Chge	Fiserv., dba Cardpointe	22.73	CIVICREC SERVICE FEE FOR RESERVATION \$757.51 - ITEM TRACE#- 091000013178686
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund		22.73	
5839	06/05/2025	06/30/2025	1		Ser Chge	Fiserv., dba Cardpointe	15.75	CIVICREC SERVICE FEE FOR RESERVATION \$525.00 - ITEM TRACE#- 091000013727275
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund		15.75	
5846	06/06/2025	06/30/2025	1		Ser Chge	Fiserv., dba Cardpointe	19.80	CIVICREC SERVICE FEE FOR RESERVATION \$660.00 - ITEM TRACE#- 091000017953240
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund		19.80	
5850	06/06/2025	06/30/2025	1		Ser Chge	Xpress Bill Pay - Service Fees	2,544.58	JUNE 2025 XPRESS BILL PAY SERVICE CHARGE
		535 80 41 020 Collection Services		401	Sewer Operations Fund		1,272.28	
		537 80 41 020 Collection Services		412	Solid Waste Operations Fund		636.15	
		514 23 41 010 Bank Fees		001	Current Expense Fund		636.15	
5855	06/09/2025	06/30/2025	1		Ser Chge	Fiserv., dba Cardpointe	5.39	CIVICREC SERVICE FEE FOR RESERVATION \$179.78 - ITEM TRACE#- 091000011084095
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund		5.39	

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
5856	06/09/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	4.15	CIVICREC SERVICE FEE FOR RESERVATION \$138.39 - ITEM TRACE#- 091000011056674
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			4.15	
5873	06/10/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	15.15	CIVICREC SERVICE FEE - ITEM TRACE#- 091000014425909
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			15.15	
5899	06/11/2025	06/30/2025	1		Ser Chge		Banner Bank	270.19	BANNER BANK ACH HARLAND CLARKE CHK ORDER PPD 311400000628
		514 23 41 010 Bank Fees		001	Current Expense Fund			270.19	
5901	06/11/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	1.05	CIVICREC SERVICE FEE FOR RESERVATION \$35.00 - ITEM TRACE#- 091000019777371
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			1.05	
5926	06/12/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	2.25	CIVICREC SERVICE FEE FOR RESERVATION \$75.00 - ITEM TRACE#- 091000011852575
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			2.25	
5945	06/13/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	20.40	CIVICREC SERVICE FEE FOR RESERVATION \$20.40 - ITEM TRACE#- 091000010338040
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			20.40	
5949	06/13/2025	06/30/2025	1		Ser Chge		US Bank -- Analysis Fees	1,474.19	JUNE 2025 US BANK ANALYSIS FEES
		535 80 41 020 Collection Services		401	Sewer Operations Fund			708.59	
		514 23 41 010 Bank Fees		001	Current Expense Fund			382.80	
		537 80 41 020 Collection Services		412	Solid Waste Operations Fund			382.80	
5978	06/16/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	15.75	CIVICREC SERVICE FEE FOR RESERVATION \$525.00 - ITEM TRACE#- 091000012646763
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			15.75	
6295	06/18/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	3.60	CIVICREC SERVICE FEE FOR RESERVATION \$120.00 - ITEM TRACE#- 091000013139913
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			3.60	
6372	06/20/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	14.25	CIVICREC SERVICE FEE FOR \$425.00 - ITEM TRACE#- 091000016076552

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City Of Sedro-Woolley

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		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			14.25	
6373	06/20/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	3.75	CIVICREC SERVICE FEE FOR \$125.00 - ITEM TRACE#- 091000012105380
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			3.75	
6378	06/23/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	20.55	CIVICREC SERVICE FEE FOR \$685.00 - ITEM TRACE#- 091000012887840
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			20.55	
6379	06/23/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	4.50	CIVICREC SERVICE FEE FOR \$150.00 - ITEM TRACE#- 091000012799451
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			4.50	
6400	06/24/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	0.75	CIVICREC SERVICE FEE - ITEM TRACE#- 091000013216716
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			0.75	
6426	06/25/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	42.00	CIVICREC SERVICE FEE FOR \$1400.00 - ITEM TRACE#- 091000019894809
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			42.00	
6455	06/26/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	3.75	CIVICREC SERVICE FEE FOR \$125.00 - ITEM TRACE#- 091000011417266
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			3.75	
6493	06/27/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	3.75	CIVICREC SERVICE FEE FOR \$125.00 - ITEM TRACE#- 091000015889606
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			3.75	
6521	06/30/2025	06/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	4.80	CIVICREC SERVICE FEE FOR \$160.00 - ITEM TRACE#- 091000016653603
		514 23 41 008 Bank Fees - Park and F		001	Current Expense Fund			4.80	
Records Printed: 37									
Adjustments:								0.00	
Beginning Balance:								0.00	
Revenues:								0.00	
Warrant Expenditures:								0.00	
Non Warrant Expenditures:								146,926.77	
Interfund Transfers:								0.00	
Redemptions:								0.00	
Deposits:								0.00	
Withdrawals:								0.00	
Stop Payments:								0.00	

Fund	Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
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City Of Sedro-Woolley

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Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt #		Amount	Memo				
						InterFund #	Vendor						
Fund						Adjustments	Beg Bal	Revenues	War Exp	N War Exp	IT In	IT Out	Stop Pmts
001 Current Expense Fund						0.00	0.00	0.00	0.00	2,601.51	0.00	0.00	0.00
101 Parks & Facilities Fund						0.00	0.00	0.00	0.00	60.99	0.00	0.00	0.00
105 Library Fund						0.00	0.00	0.00	0.00	66,566.42	0.00	0.00	0.00
401 Sewer Operations Fund						0.00	0.00	0.00	0.00	3,982.88	0.00	0.00	0.00
412 Solid Waste Operations Fund						0.00	0.00	0.00	0.00	2,019.97	0.00	0.00	0.00
505 Public Works Facility Fund						0.00	0.00	0.00	0.00	71,625.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	146,856.77	0.00	0.00	0.00



City Council Agenda Item

Agenda Item No.: e.3.

Date: July 9, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Off-Cycle

RECOMMENDED ACTION:

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

BACKGROUND/SUMMARY INFORMATION:

Claims checks #204701 through #204702

FISCAL IMPACT, IF APPROPRIATE:

Claims checks, plus EFTs, totaling \$95,238.40

ATTACHMENTS:

1. 2025-06-26 Check Register

CHECK REGISTER

City Of Sedro-Woolley

Time: 16:44:19 Date: 00/00/0000

06/26/2025 To: 06/26/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6418	06/26/2025	Claims	2	204701	Guardian NW Title & Escrow	95,138.40	
			104 - 595 20 63 083 - RW-SR 9-John Liner-McGarigle		95,138.40		
6419	06/26/2025	Claims	2	204702	McKenzie Saxton	100.00	
			101 - 582 10 01 101 - Community Center Deposit Ref		100.00		
			101 Parks & Facilities Fund		100.00		
			104 Arterial Street Fund		95,138.40		
					95,238.40	Claims:	95,238.40

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 5:39 pm, Jun 25, 2025

Finance Committee Member

Date

Finance Committee Member

Date

Finance Committee Member

Date



City Council Agenda Item

Agenda Item No.: e.4.

Date: July 9, 2025

From: Bill Bullock, Public Works Director

Subject: Interlocal Agreements - Skagit County Economic Development Funding (Public Works)

RECOMMENDED ACTION:

Authorize the Mayor, or designee, to execute Interlocal Cooperative Agreements to distribute economic development funds pursuant to RCW 81.14.370 for two projects: Jones/John Liner Railroad Undercrossing (\$750,000) and SR9/Township Street & John Liner/McGarigle Road Intersection Project (\$500,000).

BACKGROUND/SUMMARY INFORMATION:

Public Works staff submitted applications for Skagit County Economic Development Funding earlier this year to help meet project match requirements (grant funding) for two key city projects:

- Jones/John Liner RR Undercrossing Project - \$750,000
- SR9/Township Street & John Liner/McGarigle Road Intersection Project - \$500,000

Public Works will utilize these funds to assist in meeting 20% local matching obligations to the larger Transportation Improvement Board project funding on both projects.

FISCAL IMPACT, IF APPROPRIATE:

There is no match required for this funding source. These funds are used primarily to supplement (in lieu of REET, TBD, TIF) local funding sources to meet the matching requirements of primary funding sources.

ATTACHMENTS:

1. City of Sedro-Woolley - Jones-John Liner Railroad Undercrossing
2. City of Sedro-Woolley - SR9-Township St & John Liner-McGarigle Rd Intersection Project

**INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN
SKAGIT COUNTY AND CITY OF SEDRO-WOOLLEY
JONES/JOHN LINER RAILROAD UNDERCROSSING**

THIS INTERLOCAL AGREEMENT is entered into this _____ day of _____, 2025 between Skagit County, Washington (the "County") and City of Sedro-Woolley (the "Recipient") pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT, and in consideration of the mutual benefits do hereby agree as follows:

1. Purpose: The purpose of the contract is to distribute economic development funds pursuant to RCW 82.14.370.
2. Scope of Work: Recipient will only use the funds distributed under this agreement as allowed by RCW 82.14.370 and only for the Public Facility Project described in Recipient's Economic Development Application, which is attached to this document as Exhibit "A".
3. Payment: County will compensate Recipient a maximum of \$750,000 chargeable to GL expenditure code # 342 58502524109. Recipient shall submit an invoice describing the use of funds to be distributed by the County and the County upon receipt of appropriate documentation shall distribute a portion of the awarded funding as determined by the County Contract Representative described in Paragraph 6.1 of this Contract. However, such payments shall not occur more often than monthly, through the County voucher system. The County Contract Representative has the sole discretion of determining what appropriate documentation is required in order for Recipient to receive a distribution of funds under this Agreement.
4. Recipient agrees to return any and all funds provided under this agreement, including any penalties and interest, if the Recipient uses the funds outside the limitations set forth in Paragraph 2.
 - 4.1. Use of funds outside the limitations in Paragraph include (A) any finding, by the county or other state or federal agency, that the funds distributed pursuant to this agreement violate any state or federal laws or regulations, and (B) Recipient using the funds for a purpose other than what was originally described in its application of funds.
 - 4.2 If there is a finding as described in Paragraph 4.1(A), Recipient agrees to hold County harmless and indemnify County for any losses arising from the County distributing such funds to the Recipient contrary to state or federal law.
5. The parties agree that Recipient is an independent contractor and not an employee, or agent of Skagit County. Recipient hereby agrees not to make any representations to any third party or to allow such third party to remain under the misimpression that Recipient is

an employee, independent contractor, or agent of Skagit County. All payments made hereunder and all services performed shall be made and performed pursuant to this Agreement. Recipient will defend, indemnify and hold harmless the County, its officers, agents or employees from any loss or expense, including but not limited to settlements, judgments, setoffs, attorneys' fees or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph. Further the Recipient represents that all employees and sub-contractors are covered under Industrial Insurance in compliance with R.C.W. Title 51.

6. Administration: The following individuals are designated as representatives of the respective 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 in writing.

6.1 The County's representative shall be the Budget and Finance Director:
Trisha Logue
1800 Continental Place, Suite 100
Mount Vernon, WA 98273

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325 Metcalf Street
Sedro-Woolley, WA 98284

All notices and payments mailed by regular post (including first class) shall be deemed to have been given on the second business day following the date of mailing, if properly mailed and addressed. Notices and payments sent by certified or registered mail shall be deemed to have been given on the day next following the date of mailing, if properly mailed and addressed. For all types of mail, the postmark affixed by the United States Postal Service shall be conclusive evidence of the date of mailing.

7. Defense & Indemnity Agreement: The Recipient agrees to defend, indemnify and save harmless the County, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Recipient, its subcontractors, its elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein. Recipient insurance shall be primary. Any insurance or self-insurance maintained by the County, its officers, officials,

employees or volunteers shall be excess of Recipient's insurance and shall not contribute to it.

8. This Agreement shall become effective upon execution per Resolution No. R20250137. Work on the project shall be substantially complete and contract shall expire November 30, 2026. For the purposes of this paragraph, the term "substantially complete" shall mean "when the contract work has progressed to the extent that the Recipient has full use and benefit of the facilities, both from the operational and safety standpoint, and only minor incidental work, replacement of temporary substitute facilities, or correction or repair remains to physically complete the total contract." Upon termination of this Agreement, all property acquired by the Recipient shall remain the Recipient's property, with no obligation to pay the County therefore.

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13. Prevailing Wages: If Prevailing Wages are applicable to the work provided under the Agreement then Recipient shall submit a "Statement of Intent to Pay Prevailing Wages" prior to submitting first application for payment. Each statement of intent to pay prevailing wages must be approved by the Industrial Statistician of the Department of Labor and Industries before it is submitted to the County. Unless otherwise authorized by the Department of Labor

and Industries, each voucher claim submitted by a Recipient for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the pre-filed statement or statements of Intent to Pay Prevailing Wages on file with the public agency.

14. Nondiscrimination: During the performance of this contract, the Recipient shall comply with all federal and state nondiscrimination statutes and regulations. These requirements include, but are not limited to:

a. Nondiscrimination in Employment: The Recipient shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veterans status, or the presence of any sensory, mental, or physical handicap. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment selection for training, including apprenticeships and volunteers. This requirement does not apply, however, to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution or society of its activities.

15. Compliance with Applicable Law: The Recipient and all subcontractors of Recipient shall comply with, and the Department is not responsible for determining compliance with, any and all applicable federal, state, and local laws, regulations, and/or policies. This obligation includes, but is not limited to, nondiscrimination laws and/or policies; the Americans with Disabilities Act (ADA); Ethics in Public Service (RCW 42.52); Covenant Against Contingent Fees (48 C.F.R. Sec. 52.203-5); safety and health regulations. In the event of the Recipient's or a subcontractor's noncompliance or refusal to comply with any law or policy, the Department may rescind, cancel, or terminate the contract in whole or in part. The Recipient is responsible for any and all costs or liability arising from the Recipient's failure to so comply with applicable law.

16. Venue and Choice of Law: In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the Superior Court of the State of Washington in and for the County of Skagit. This Agreement shall be governed by the laws of the State of Washington.

17. No Separate Legal Entity: It is understood and agreed that this Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of the Agreement.

18. Termination of Contract for Cause

a. If, through any cause, the Recipient shall fail to fulfill in a timely and proper manner its obligations under this contract or if the Recipient shall violate any of its covenants, agreements, or stipulations of this contract, the County shall thereupon have the right to terminate this contract and withhold the remaining allocation if such default or

violation is not corrected within thirty (30) days after submitting written notice to the Recipient describing such default or violation. Further, in the event Recipient fails to expend funds under this contract in accordance with State or Federal laws and/or the provisions of the agreement, the County reserves the right to recapture funds expended to Recipient in an amount equal to the extent of the noncompliance.

b. The County may unilaterally terminate all or part of this contract, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this contract.

19. Termination for Public Convenience: The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the best interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Recipient shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County. If sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the County will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. No penalty or expense shall accrue to the County in the event this provision applies.

20. Nonassignability: Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the Recipient.

21. Taxes: All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Recipient or its staff shall be the sole responsibility of the Recipient.

City of Sedro-Woolley

Signature

(Date _____)

Print Name

Title

Mailing Address:

325 Metcalf Street
Sedro-Woolley, WA 98284

Telephone No. _____

Fed. Tax ID # _____

Contractor Lic. #. _____

DATED this ____ day of _____, 2025.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Lisa Janicki, Chair

Ron Wesen, Commissioner

Attest:

Peter Browning, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director



Economic Development Public Facility Project Application

Board of County Commissioners · 1800 Continental Place · Mount Vernon WA 98273

voice 360-416-1300 · www.skagitcounty.net

Part 1 Applicant Information

Organization	City of Sedro-Woolley		State	WA	Zip	98284
Address	325 Metcalf Street		Phone	360-855-0771		
Primary Contact	Bill Bullock					
E-mail Address	bbullock@Sedro-Woolley.gov					

Part 2 Project Information

Funding is available for (1) public facilities serving economic development purposes, (2) construction of affordable workforce housing infrastructure and facilities, and (3) personnel in economic development offices. RCW 82.14.370 (4) defines "public facilities" as bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroad, electricity, natural gas, buildings, structures, telecommunications infrastructure, transportation infrastructure, commercial infrastructure, and port facilities in the state of Washington.

Project Name	Jones/John Liner Railroad Undercrossing	Location	Jones Rd / John Liner Rd between N Reed St and Sapp Rd
Project Type	Public Facilities – New Road	Start Date	6/1/2026
Description	Construction of new road connecting Jones Rd and John Liner Rd between N Reed St and Sapp Rd. Includes approximately 1,100 feet of new arterial road, sidewalk, shared use path with a railroad undercrossing.		
Use of funds	Describe the specifics of what funds will be spent on (e.g., labor, equipment, material, etc.): Provide matching funds for construction that is partially funded by Transportation Improvement Board (TIB) grant.		

Part 3 Required Resources

Provide a budget that shows a breakdown of project costs. Please also provide a breakdown of awarded/committed and pending funding that clearly illustrates the total funding required for the project listed by individual funding source, including any money from the Public Facilities fund. Specify any conditions attached to any funding sources.

Budget	Total funding requested from Distressed/Rural County Sales and Use Tax to fund public facilities projects in Skagit County (not to exceed \$750,000 for economic development projects and \$1,000,000 for workforce housing projects)	\$	750,000
	Amount primary sponsor/organization is contributing to the project	\$	393,300
Other Funding Source:	Existing Transportation Improvement Board UAP Grant	\$	2,149,055
Other Funding Source:	Future potential Transportation Improvement Board UAP Grant	\$	1,646,276
Other Funding Source:	Click here to enter text.	\$	text
Other Funding Source:	Click here to enter text.	\$	text
Other Funding Source:	Click here to enter text.	\$	text
Total Project Cost		\$	4,938,631

Comments Describe impact to project if not fully funded:

Proposed funding will provide the required matching funds for a Transportation Improvement Board Urban Arterial Program grant that will provide design, right of way and construction phase funding for the project. City funds will be used for match funds for the design and right of way phases. Economic Development funds will be used for construction phase matching funds.

Current growth within the city, planned improvements on the rest of the Jones/John Liner/Trail Road Corridor will continue to drive congestion and delay at the SR9/Township & John Liner Rd intersection as well as the SR20 corridor.

Part 4 Unsuccessful Funding Requests

Other Sources Provide other income/funding (sponsorship, grants, donations) applied for but not awarded.

Other Funding Source:	2023 RAISE Grant (complete corridor)	\$	23,706,100
Other Funding Source:	2024 RAISE Grant (complete corridor)	\$	24,355,000
Other Funding Source:		\$	text

Part 5 Public Facilities (N/A for affordable housing projects or personnel in economic development offices)

Planning Per RCW 82.14.370(3)(b), the public facility must be listed as an item in the County's adopted overall economic development plan, or the economic development section of the County's comprehensive plan, or your city or town's comprehensive plan. Under which plan is the proposed project contained? (Please attach a resolution or ordinance documenting that the appropriate authority has included the project in one of the above plans.)

Project in Comprehensive Plan, project C1B, passed as ordinance 2014-22.

Project location Incorporated Area

Zoning: Industrial, Residential 7, Residential 15

Part 6	Value Proposition												
Business	Is this project supportive of a specific business? If so, how many? Please provide names of businesses if known. Sedron Industries continues to expand its corporate headquarters in Sedro-Woolley, recently purchasing the 35-acre Skagit Industrial Park. Janicki Industries is an engineering and manufacturing company that specializes in composite fabrication and precision machining. Currently, Janicki operates a 24-acre facility in the northeast corner of Sedro-Woolley, just north of SR 20. Only 13 miles east on SR 20, in Hamilton, Janicki has a 100-acre site with another new 188,000 square foot aerospace manufacturing facility under construction. Job growth from Sedron Industries alone is expected to add 150 jobs over the next three years and over 250 jobs over the next four years. Another commercial/industrial developer has purchased a site just to the north of Janicki's new site in Sedro-Woolley, with plans to create a business park. The city is working with the new developer on the Patrick Street extension. The developer will be responsible for dedicating right-of-way for Patrick Street and for building the roadway up to Brickyard Creek. The City will complete the creek crossing and the roadway connection with Jones Road as an additional component of the Corridor Project. The Port of Skagit is working to redevelop and repurpose the former Northern States Hospital Campus as the SWIFT technology center. This facility would also provide space for new commercial and light industrial businesses.												
Jobs	Describe, in specific detail, how this project will create jobs and/or allow for the retention of current jobs. The Jones/John Liner Road Corridor Project will reduce traffic on SR 20 and provide a safe alternative route for local traffic and non-motorized travel. This alternate local route opens up capacity on SR 20 to serve the additional commuter and freight traffic demand that will follow the development of the Janicki site, Sedron Industries, Patrick Street development and Port of Skagit and the other upcoming commercial/industrial facilities. The total number of probable jobs from all of these development opportunities has not been calculated but will likely be over 1,000. These jobs will in turn drive housing development and other industries such as retail, service, and healthcare. The city is taking advantage of every development opportunity to bring in partnership and funding for the development of public infrastructure to serve current and future needs.												
Job Detail	Provide information on the following: (a) the average wage, including benefits, and the number of new jobs/FTEs; and (b) the average wage, including benefits, as the result of the project. Please be specific as possible. <i>Generic information may not be scored. Do not include any construction-related jobs.</i> <table><tr><td></td><td>Jobs/FTEs Retained</td><td>Jobs/FTEs Created 1-3 Years</td><td>Jobs/FTEs Created 4 Years</td></tr><tr><td>Number of Jobs/FTEs</td><td>text</td><td>150</td><td>250</td></tr><tr><td>Average Wage/FTE</td><td></td><td>\$83,000</td><td>\$83,000</td></tr></table>		Jobs/FTEs Retained	Jobs/FTEs Created 1-3 Years	Jobs/FTEs Created 4 Years	Number of Jobs/FTEs	text	150	250	Average Wage/FTE		\$83,000	\$83,000
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Part 7	Project Timeline
Timeline	Provide a timeline for the project. Please include specific deadlines for segments or phases of the project, including total project begin date and completion date. Design started 4/10/2025. Construction scheduled 2026 with the BNSF bridge being fully constructed in 2025/2026.
Phasing	If this is a phased project, for which phase are you applying for funding? Funding under this grant would be utilized for the construction phase of the project scheduled for 2026.
Completion	By what date will the project (or this phase) be complete? Funds will lapse and may not be spent after this date. Construction to be complete by November 2026.
Efforts So Far	Summarize efforts taken to date regarding the project. What planning has taken place? Have engineering reports and feasibility studies been prepared? If so, describe them. The SR9/Township St. & John Liner/McGarigle Intersection Improvements Project was included in the \$225,000 Jones/John Liner/Trail Road Corridor Scoping Study that was completed in January 2020. Design on the railroad undercrossing has started in April 2025 and is funded by a TIB grant with a local City match. Design is anticipated to be complete late 2025. This project funding will allow this phase to continue to construction and complete the link between John Line Road to Jones Road. Funding totaling \$850,000 was secured during the 2020 Washington State Legislative session for construction of the critical Jones/John Liner BNSF Railway Undercrossing that will connect Jones and John Liner Roads, and make the overall Corridor possible. BNSF has completed design for the undercrossing and bridge foundations have been constructed in 2024. Bridge construction is scheduled for 2025/2026. The City also has secured \$1,657,904 in federal funding for two projects on John Liner Road between Reed Street and the SR9 & John Liner/McGarigle Intersection for arterial improvements and pedestrian facilities. Design for this project started in 2025. Other components of the corridor include: North Trail Road from Cook Road to the north Bucko property line is in construction and will be completed in 2025. Right of Way acquisitions for the Cook Road/North Trail Road and North Trail Road Bucko to F&S Grade Road are completed. North Trail Road from F&S Grade Road completed by developer in 2022.

Part 8	Action Plan
What quantifiable measures are you going to track to measure the success of the project? This project completes the key piece that allows an East-West alternate travel route with SR20. While other arterial corridor improvements are required, this project will allow traffic to travel from John Liner Rd to Jones Rd. Traffic counts and level of service analyses on both the new corridor and SR20 will be conducted to measure the success.	

Part 9**Miscellaneous**

Include information related to the project, if any, that would assist the Economic Development Advisory Committee and the Board of County Commissioners in evaluating the funding request, such as emergency declarations, bird-in-hand industry, volunteer efforts, links to other priority projects, etc.

This project completes the key piece that allows an East-West alternate travel route with SR20 as identified in the City's Comprehensive Plan, Transportation Improvements Program and the SWIFT Center EIS. Completion of the railroad undercrossing will provide the link between John Liner Rd and Jones Rd. With the commitment of funding for other portions of the corridor, the time for this project has come.

Part 10**Presentation**

Names(s) of presenter(s) for the project

Bill Bullock, Public Works Director

Part 11**Applicant Certification**

The applicant here certifies and affirms (1) that it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, creed, place of birth, or degree of handicap; (2) that it will abide by all relevant local, state and federal laws and regulations; and (3) that it has read and understood the provisions and restrictions in each part above and will comply with all provisions thereof.

Signature

DocuSigned by:

Julia Johnson

EBB2DA0D1582408...

Date

4/23/2025

Printed Name

Julia Johnson

Title

Mayor

**INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN
SKAGIT COUNTY AND CITY OF SEDRO-WOOLLEY
SR9/TOWNSHIP STREET & JOHN LINER/MCGARIGLE ROAD
INTERSECTION PROJECT**

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12. Acknowledgement of Funding: All books, informational pamphlets, press releases, research reports, articles, requests for information, signs or other public notices developed for or referring to the activities or programs funded by this agreement shall include the statement, "This project received funding from Skagit County," or similar language acknowledging Skagit County's funding contribution. Further, Recipient shall notify the County (or Administrative Services) no later than two weeks before a dedication ceremony or public event for any activities or programs funded by this agreement. Recipient shall also make efforts to verbally acknowledge the County's contributions to the Recipient at all dedication ceremonies or other public events relating to any programs or projects funded by this agreement.

13. Prevailing Wages: If Prevailing Wages are applicable to the work provided under the Agreement then Recipient shall submit a "Statement of Intent to Pay Prevailing Wages" prior to submitting first application for payment. Each statement of intent to pay prevailing wages

must be approved by the Industrial Statistician of the Department of Labor and Industries before it is submitted to the County. Unless otherwise authorized by the Department of Labor and Industries, each voucher claim submitted by a Recipient for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the pre-filed statement or statements of Intent to Pay Prevailing Wages on file with the public agency.

14. Nondiscrimination: During the performance of this contract, the Recipient shall comply with all federal and state nondiscrimination statutes and regulations. These requirements include, but are not limited to:

a. Nondiscrimination in Employment: The Recipient shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veterans status, or the presence of any sensory, mental, or physical handicap. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment selection for training, including apprenticeships and volunteers. This requirement does not apply, however, to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution or society of its activities.

15. Compliance with Applicable Law: The Recipient and all subcontractors of Recipient shall comply with, and the Department is not responsible for determining compliance with, any and all applicable federal, state, and local laws, regulations, and/or policies. This obligation includes, but is not limited to, nondiscrimination laws and/or policies; the Americans with Disabilities Act (ADA); Ethics in Public Service (RCW 42.52); Covenant Against Contingent Fees (48 C.F.R. Sec. 52.203-5); safety and health regulations. In the event of the Recipient's or a subcontractor's noncompliance or refusal to comply with any law or policy, the Department may rescind, cancel, or terminate the contract in whole or in part. The Recipient is responsible for any and all costs or liability arising from the Recipient's failure to so comply with applicable law.

16. Venue and Choice of Law: In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the Superior Court of the State of Washington in and for the County of Skagit. This Agreement shall be governed by the laws of the State of Washington.

17. No Separate Legal Entity: It is understood and agreed that this Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of the Agreement.

18. Termination of Contract for Cause

a. If, through any cause, the Recipient shall fail to fulfill in a timely and proper manner its obligations under this contract or if the Recipient shall violate any of its covenants, agreements, or stipulations of this contract, the County shall thereupon have the right to terminate this contract and withhold the remaining allocation if such default or violation is not corrected within thirty (30) days after submitting written notice to the Recipient describing such default or violation. Further, in the event Recipient fails to expend funds under this contract in accordance with State or Federal laws and/or the provisions of the agreement, the County reserves the right to recapture funds expended to Recipient in an amount equal to the extent of the noncompliance.

b. The County may unilaterally terminate all or part of this contract, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this contract.

19. Termination for Public Convenience: The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the best interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Recipient shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County. If sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the County will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. No penalty or expense shall accrue to the County in the event this provision applies.

20. Nonassignability: Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the Recipient.

21. Taxes: All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Recipient or its staff shall be the sole responsibility of the Recipient.

City of Sedro-Woolley

Signature

(Date _____)

Print Name

Title

Mailing Address:

325 Metcalf Street
Sedro-Woolley, WA 98284

Telephone No. _____

Fed. Tax ID # _____

Contractor Lic. #. _____

DATED this ____ day of _____, 2025.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Lisa Janicki, Chair

Ron Wesen, Commissioner

Attest:

Peter Browning, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director



Economic Development Public Facility Project Application

Board of County Commissioners · 1800 Continental Place · Mount Vernon WA 98273

voice 360-416-1300 · www.skagitcounty.net

Part 1		Applicant Information	
Organization	City of Sedro-Woolley		
Address	325 Metcalf Street		
Primary Contact	Bill Bullock		
E-mail Address	bbullock@Sedro-Woolley.gov		
State	WA	Zip	98284
Phone	360-855-0771		



Part 2		Project Information	
Funding is available for (1) public facilities serving economic development purposes, (2) construction of affordable workforce housing infrastructure and facilities, and (3) personnel in economic development offices. RCW 82.14.370 (4) defines "public facilities" as bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroad, electricity, natural gas, buildings, structures, telecommunications infrastructure, transportation infrastructure, commercial infrastructure, and port facilities in the state of Washington.			
Project Name	SR9/Township St. & John Liner/McGarigle Rd. Intersection Project	Location	SR9/Township St. & John Liner/McGarigle Rd. Intersection Project
Project Type	Public Facilities - Intersection roundabout	Start Date	6/1/2025
Description	Construction of a roundabout at the intersection of SR9 and John-Liner/McGarigle, including demolition, grading, curb, gutter, sidewalk, storm drainage, HMA pavement, striping, temporary traffic control, installing new street lights and other minor work.		
Use of funds	Describe the specifics of what funds will be spent on (e.g., labor, equipment, material, etc.): Provide matching funds for construction that is being funded by an approved Transportation Improvement Board (TIB) grant.		

Part 3		Required Resources	
Provide a budget that shows a breakdown of project costs. Please also provide a breakdown of awarded/committed and pending funding that clearly illustrates the total funding required for the project listed by individual funding source, including any money from the Public Facilities fund. Specify any conditions attached to any funding sources.			
Budget	Total funding requested from Distressed/Rural County Sales and Use Tax to fund public facilities projects in Skagit County (not to exceed \$750,000 for economic development projects and \$1,000,000 for workforce housing projects)		
		\$	500,000
	Amount primary sponsor/organization is contributing to the project	\$	539,599
Other Funding Source:	2021 Economic Development Grant Award	\$	250,000
Other Funding Source:	Transportation Improvement Board UAP Grant	\$	3,404,134
Other Funding Source:	Click here to enter text.	\$	text
Other Funding Source:	Click here to enter text.	\$	text
Other Funding Source:	Click here to enter text.	\$	text
Total Project Cost		\$	4,693,733

Comments Describe impact to project if not fully funded:

Proposed funding will provide the required matching funds for a Transportation Improvement Board Urban Arterial Program grant that will provide design, right of way and construction phase funding for the project. City funds will be used for match funds for the design and right of way phases. Economic Development funds will be used for construction phase matching funds.

Current growth within the city, planned improvements on the rest of the Jones/John Liner/Trail Road Corridor will continue to drive congestion and delay at the SR9/Township & John Liner Rd intersection as well as the SR20 corridor.

Part 4		Unsuccessful Funding Requests	
Other Sources	Provide other income/funding (sponsorship, grants, donations) applied for but not awarded.		
	Other Funding Source:	2020 Economic Development Grant Award	\$ 450,000
	Other Funding Source:	2023 RAISE Grant (complete corridor)	\$ 23,706,100
	Other Funding Source:	2024 RAISE Grant (complete corridor)	\$ 24,355,000
Part 5		Public Facilities (N/A for affordable housing projects or personnel in economic development offices)	
Planning	Per RCW 82.14.370(3)(b), the public facility must be listed as an item in the County’s adopted overall economic development plan, or the economic development section of the County’s comprehensive plan, or your city or town’s comprehensive plan. Under which plan is the proposed project contained? (Please attach a resolution or ordinance documenting that the appropriate authority has included the project in one of the above plans.)		
	Project in Comprehensive Plan, project S17, passed as ordinance 2014-22.		
Project location	Incorporated Area	Zoning:	Residential 5 and Residential 7

Part 6	Value Proposition												
Business	Is this project supportive of a specific business? If so, how many? Please provide names of businesses if known. Sedron Industries continues to expand its corporate headquarters in Sedro-Woolley, recently purchasing the 35-acre Skagit Industrial Park. Janicki Industries is an engineering and manufacturing company that specializes in composite fabrication and precision machining. Currently, Janicki operates a 24-acre facility in the northeast corner of Sedro-Woolley, just north of SR 20. Only 13 miles east on SR 20, in Hamilton, Janicki has a 100-acre site with another new 188,000 square foot aerospace manufacturing facility under construction. Job growth from Sedron Industries alone is expected to add 150 jobs over the next three years and over 250 jobs over the next four years. Another commercial/industrial developer has purchased a site just to the north of Janicki's new site in Sedro-Woolley, with plans to create a business park. The city is working with the new developer on the Patrick Street extension. The developer will be responsible for dedicating right-of-way for Patrick Street and for building the roadway up to Brickyard Creek. The City will complete the creek crossing and the roadway connection with Jones Road as an additional component of the Corridor Project. The Port of Skagit is working to redevelop and repurpose the former Northern States Hospital Campus as the SWIFT technology center. This facility would also provide space for new commercial and light industrial businesses.												
Jobs	Describe, in specific detail, how this project will create jobs and/or allow for the retention of current jobs. The Jones/John Liner Road Corridor Project will reduce traffic on SR 20 and provide a safe alternative route for local traffic and non-motorized travel. This alternate local route opens up capacity on SR 20 to serve the additional commuter and freight traffic demand that will follow the development of the Janicki site, Sedron Industries, Patrick Street development and Port of Skagit and the other upcoming commercial/industrial facilities. The total number of probable jobs from all of these development opportunities has not been calculated but will likely be over 1,000. These jobs will in turn drive housing development and other industries such as retail, service, and healthcare. The city is taking advantage of every development opportunity to bring in partnership and funding for the development of public infrastructure to serve current and future needs.												
Job Detail	Provide information on the following: (a) the average wage, including benefits, and the number of new jobs/FTEs; and (b) the average wage, including benefits, as the result of the project. Please be specific as possible. <i>Generic information may not be scored. Do not include any construction-related jobs.</i> <table border="1"><thead><tr><th></th><th>Jobs/FTEs Retained</th><th>Jobs/FTEs Created 1-3 Years</th><th>Jobs/FTEs Created 4 Years</th></tr></thead><tbody><tr><td>Number of Jobs/FTEs</td><td>text</td><td>150</td><td>250</td></tr><tr><td>Average Wage/FTE</td><td></td><td>\$83,000</td><td>\$83,000</td></tr></tbody></table>		Jobs/FTEs Retained	Jobs/FTEs Created 1-3 Years	Jobs/FTEs Created 4 Years	Number of Jobs/FTEs	text	150	250	Average Wage/FTE		\$83,000	\$83,000
	Jobs/FTEs Retained	Jobs/FTEs Created 1-3 Years	Jobs/FTEs Created 4 Years										
Number of Jobs/FTEs	text	150	250										
Average Wage/FTE		\$83,000	\$83,000										

Part 7	Project Timeline
Timeline	Provide a timeline for the project. Please include specific deadlines for segments or phases of the project, including total project begin date and completion date. Design completed April 2025. Construction start scheduled for June 2025 with substantial completion September 2025 and final completion scheduled for November 2025.
Phasing	If this is a phased project, for which phase are you applying for funding? Funding under this grant would be utilized for the construction phase of the project scheduled for 2025.
Completion	By what date will the project (or this phase) be complete? Funds will lapse and may not be spent after this date. Construction start scheduled for June 2025 with substantial completion September 2025 and final completion scheduled for November 2025
Efforts So Far	Summarize efforts taken to date regarding the project. What planning has taken place? Have engineering reports and feasibility studies been prepared? If so, describe them. The SR9/Township St. & John Liner/McGarigle Intersection Improvements Project was included in the \$225,000 Jones/John Liner/Trail Road Corridor Scoping Study that was completed in January 2020. The Corridor Study included a traffic analysis to support the project, preliminary geotechnical work, topographic survey for the Township (SR9) & John Liner / McGarigle Road intersection, preliminary layout of the signalization improvements, right of way needs and a detailed preliminary cost estimate. A subsequent Intersection Control Evaluation (ICE) was completed in 2023 and recommended a single lane roundabout. Funding totaling \$850,000 was secured during the 2020 Washington State Legislative session for construction of the critical Jones/John Liner BNSF Railway Undercrossing that will connect Jones and John Liner Roads, and make the overall Corridor possible. BNSF has completed design for the undercrossing and bridge foundations have been constructed in 2024. Bridge construction is scheduled for 2025/2026. The City also has secured \$1,657,904 in federal funding for two projects on John Liner Road between Reed Street and the SR9 & John Liner/McGarigle Intersection for arterial improvements and pedestrian facilities. Design for this project started in 2025. Other components of the corridor include: North Trail Road from Cook Road to the north Bucko property line is in construction and will be completed in 2025. Right of Way acquisitions for the Cook Road/North Trail Road and North Trail Road Bucko to F&S Grade Road are completed. North Trail Road from F&S Grade Road to Jones Road completed by developer in 2022.
Part 8	Action Plan
What quantifiable measures are you going to track to measure the success of the project? There is an existing Level of Service (LOS) C for the intersection. By 2036 with growth, the intersection will be at LOS F (below the minimum standard of D). Completion of the roundabout will result in a LOS of A in 2036. Safety will also be monitored through crash data. There have been no fatalities and only one injury crash. The existing intersection has a fatal and all injury crash rate of 0.39 crashes per year. The roundabout will result in a 3x lower rate of 0.13 crashes per year, key to the pedestrian traffic traveling to the elementary and middle school.	

Part 9	Miscellaneous
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Include information related to the project, if any, that would assist the Economic Development Advisory Committee and the Board of County Commissioners in evaluating the funding request, such as emergency declarations, bird-in-hand industry, volunteer efforts, links to other priority projects, etc.

The SR9/Township & John Liner/McGarigle Intersection Improvements Project is a key element of the Jones/John Liner/Trail Road Corridor as identified in the City's Comprehensive Plan, Transportation Improvements Program and the SWIFT Center EIS. Completion of the intersection improvements will provide the eastern terminus of the Corridor, and provide a vital element of the Corridor plan. With the commitment of funding for other portions of the corridor, the time for this project has come.

Part 10	Presentation
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Names(s) of presenter(s) for the project

William Bullock, Public Works Director

Part 11	Applicant Certification
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The applicant here certifies and affirms (1) that it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, creed, place of birth, or degree of handicap; (2) that it will abide by all relevant local, state and federal laws and regulations; and (3) that it has read and understood the provisions and restrictions in each part above and will comply with all provisions thereof.

Signature	DocuSigned by: <i>Julia Johnson</i> EBB2DA0D1582408...	Date	4/23/2025
Printed Name	Julia Johnson	Title	Mayor



City Council Agenda Item

Agenda Item No.: e.5.

Date: July 9, 2025

From: Bill Bullock, Public Works Director

Subject: Property Surplus of SR9 and John Liner Rd/McGarigle Rd - Resolution 1164-25

RECOMMENDED ACTION:

Motion to approve Resolution No. 1164-25 declaring certain City-owned properties as surplus and directing the conveyance (sale) of these properties to generate funding for current and future arterial projects.

BACKGROUND/SUMMARY INFORMATION:

The City purchased two whole properties for the construction of the roundabout. The attached Right of Way plan shows the location of the properties.

827 John Liner Road, P76320, on southwest corner of intersection.

This home was previously owned by Emily and Kenneth Jr Fann. The purchase was completed on 6/20/2024.

This home is a single-story house with 3 bedrooms, 2 baths, 2-car garage, RV parking, a 16'x12' powered shed, a garden shed and a greenhouse. The 1,302 sq. ft. home was built in 2000 on a 10,726 sq. ft. lot. The home's remodel includes air conditioning, a gas fireplace and newer appliances. The appliances include a refrigerator, dishwasher, stove with range, microwave and a washer and dryer. The home has vinyl flooring.

The City will be decreasing the size of the lot to allow construction of the roundabout as well as adding a sight distance easement. The sight distance easement prevents anything higher than 2 feet from being constructed.

The existing house will need to be modified to meet the sight distance easement. This will involve modifying or removing the garage and changing the driveway from John Liner Road to SR 9.

City staff recommend selling this house this summer with a condition on the sale to modify the house as the purchaser sees fit to meet the sight distance easement.

900 McGarigle Road, P39302, on northeast corner of intersection.

This home was previously owned by Feba Totino. Jeanette Bray, who is the property owner's daughter, has lived in the house since 1978. The purchase was completed 5/23/2024.

This is a 1,014 sq. ft. 3-bedroom / 1-bath home that includes a 1-car carport and shed. The house is old (built in 1971) and in need of upgrades but appears to be decent, safe and sanitary. The home contains a living area, 3 bedrooms, 1 bathroom, and kitchen with an eat-in dining area. The flooring is a mixture of carpet and vinyl, and the kitchen appliances include an oven, refrigerator, and dishwasher. The bathroom contains a washer and dryer.

The carport is being used for storage, and the shed located in the backyard is unusable.

The City will be decreasing the size of the lot to allow construction of the roundabout as well as adding a sight distance easement. The sight distance easement prevents anything higher than 2 feet from being constructed.

City staff plan to demolish the house to use as contractor laydown for the roundabout construction. The driveway will need to be moved from McGarigle Road to SR 9.

City staff recommend selling this parcel as a vacant lot with utilities after construction is complete.

FISCAL IMPACT, IF APPROPRIATE:

The sale of the property will generate funding that can be used to cover costs of the roundabout. The City will not need to reimburse the Transportation Improvement Board (TIB) for the ROW funding that was used to purchase the properties. The City will need to pay for the selling costs.

ATTACHMENTS:

1. Resolution 1164-25 - Real Property Surplus
2. 22009 ROW PLAN (09.15.23)

CITY OF SEDRO WOOLLEY
Sedro Woolley, Washington

RESOLUTION NO. 1164-25

A RESOLUTION OF THE CITY OF SEDRO WOOLLEY, WASHINGTON, DECLARING CERTAIN CITY-OWNED REAL PROPERTY SURPLUS TO THE NEEDS OF THE CITY AND DIRECTING THE CONVEYANCE THEREOF.

WHEREAS, the City is the owner of the following described real property known as 900 McGarigle Road, P39302 Property:

Abbreviated Legal Description: GOVT LOT 4, SEC 18, T35N, R5E, W.M.
Skagit County Parcel Number: P39302
(See **Exhibit A** for legal description);

and,

WHEREAS, the City is the owner of the following described real property known as 827 John Liner Road:

Abbreviated Legal Description: LT. 1, CASCADE PARK ADDN, BEING PTN NE 1/4 SEC 24-35-4E, W.M.
Skagit County Parcel Number: P76320
(See **Exhibit B** for legal description);

and,

WHEREAS, in May of 2024, the City purchased 900 McGarigle Road with the intent to use the property as the site of a future roundabout; and,

WHEREAS, in June of 2024, the City purchased 827 John Liner Road with the intent to use the property as the site of a future roundabout; and

WHEREAS, the City will decrease the size of the lot of the 900 McGarigle Road Property to allow construction of the roundabout, add a sight distance easement, demolish the existing house, and relocate the driveway for the property from McGarigle Road to SR 9; and

WHEREAS, the City will decrease the size of the lot of the 827 John Liner Road Property to allow construction of the roundabout, add a sight distance easement, and relocating the driveway from John Liner Road to SR 9; and

WHEREAS, the City has determined in the case of the 900 McGarigle Road Property that the highest and best use of the property after the necessary modification of the property and construction of the roundabout would be to sell the property as a vacant lot with utilities; and,

WHEREAS the City has determined in the case of the 827 John Liner Road Property is that the highest and best use of the property after the necessary modification of the property and house for sight distance and construction of the roundabout would be to sell the property.

WHEREAS, RCW 35A.11.010 authorizes cities to convey or otherwise dispose of real property for the common benefit; and,

WHEREAS, the City Council has determined that other than the construction of the roundabout, the City will no longer need the 900 McGarigle Road Property or the 827 John Liner Road Property for present or future municipal uses; and,

WHEREAS, the City has determined that sale of these properties will generate funding that can be used for the construction costs of the roundabout or for future arterial projects.

WHEREAS, the City Council deems it to be in the public interest to sell or convey real property where the property is no longer useful to the City;

NOW, THEREFORE, THE SEDRO WOOLLEY CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Surplus of Real Property. The City Council hereby authorizes the surplus at fair market value of the properties identified in Exhibit A and Exhibit B and authorizes issuance of a request for proposals seeking the services of a qualified real estate agent.

Section 2. Effective Date. This resolution shall become effective upon passage.

PASSED AND APPROVED by the City Council of the City of Sedro Woolley this 9th day of July, 2025.

CITY OF SEDRO WOOLLEY

By: _____
Julia Johnson, Mayor

APPROVED AS TO FORM

By: _____
Nikki Thompson, City Attorney

ATTEST:

By _____
Kelly Kohnken, City Clerk

Exhibit A

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN IN THE COUNTY OF SKAGIT, STATE OF WASHINGTON, AND IS DESCRIBED BELOW AS FOLLOWS:

THAT PORTION OF GOVERNMENT LOT 4, SECTION 18, TOWNSHIP 35 NORTH, RANGE 5 EAST, W.M., DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF GOVERNMENT LOT 4;
THENCE NORTH 1°44'33" WEST ALONG THE WEST LINE OF SAID GOVERNMENT LOT 4, 135.04 FEET;

THENCE SOUTH 89°51'11" EAST 110.02 FEET;

THENCE SOUTH 1°44'33" EAST 135.04 FEET TO THE NORTH RIGHT OF WAY MARGAIN OF MCGARIGLE ROAD;

THENCE NORTH 89°51'11" WEST ALONG THE NORTH RIGHT OF WAY MARGAIN OF MCGARIGLE ROAD 110.02 FEET TO THE POINT OF BEGINNING,

EXCEPT THE SOUTH 5 FEET THEREOF,

EXCEPT THE WEST 30 FEET THEREOF FOR ROAD PURPOSES.

SITUATE IN SKAGIT COUNTY WASHINGTON

Exhibit B

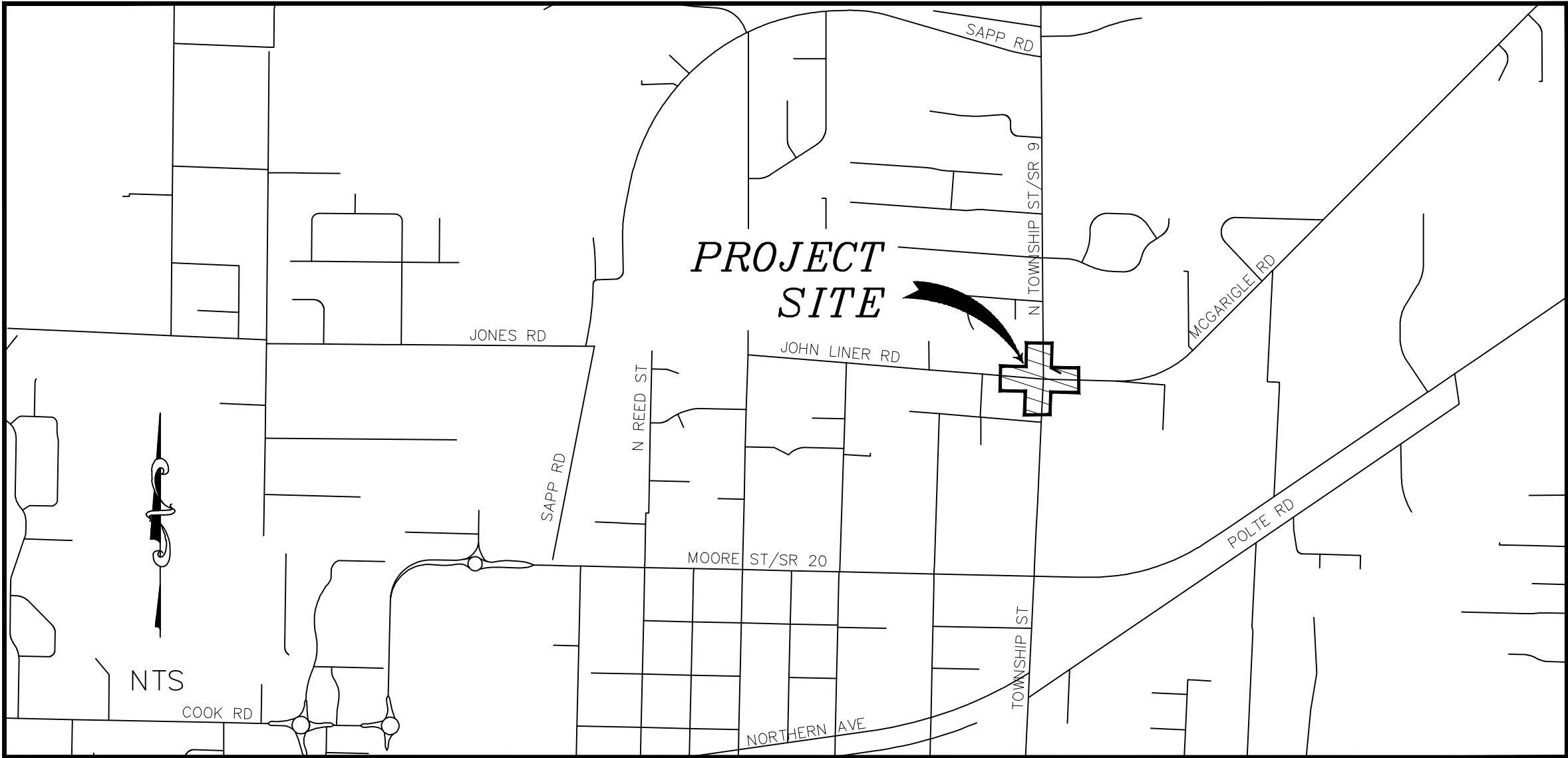
The land in the County of Skagit, State of Washington, described as follows:

LOT 1, PLAT OF CASCADE PARK ADDITION, ACCORDING TO THE PLAT THEREOF
RECORDED IN VOLUME 7 OF
PLATS, PAGE 56, RECORDS OF SKAGIT COUNTY, WASHINGTON; BEING A PORTION
OF THE NORTHEAST
QUARTER OF SECTION 24, TOWNSHIP 35 NORTH, RANGE 4 EAST OF THE
WILLAMETTE MERIDIAN.
SITUATE IN THE COUNTY OF SKAGIT, STATE OF WASHINGTON

SR 9, JOHN LINER RD/MCGARIGLE RD
INTERSECTION IMPROVEMENTS
SEDRO-WOOLLEY, WA
ROW PLAN
CITY PROJECT NO. 2022-PS-09
TIB PROJECT NO. 8-2-126(013)-1

VICINITY MAP

PROJECT LOCATED IN SECTION 13, TOWNSHIP 35, RANGE 04, W.M.,
SECTION 18, TOWNSHIP 35, RANGE 05, W.M., SECTION 19, TOWNSHIP 35, RANGE 05, W.M.,
& SECTION 24, TOWNSHIP 35, RANGE 04, W.M.,



ROW LEGEND

EXISTING	
--- TB --- TB ---	= EXISTING TOP OF BANK
--- BB --- BB ---	= EXISTING BOTTOM OF BANK
--- ---	= EXISTING DITCH
--- ---	= EXISTING GRADE BREAK
--- ---	= EXISTING GUARDRAIL
--- X --- X ---	= EXISTING FENCE
--- ---	= EXISTING GRAVEL
--- ---	= EXISTING ROCK WALL
--- ---	= EXISTING WALL
--- ---	= EXISTING BUILDING
--- ---	= EXISTING PROPERTY BOUNDARY
--- ---	= EXISTING RIGHT OF WAY
--- ---	= EXISTING RIGHT OF WAY
--- ---	= EXISTING EASEMENT
--- ---	= EXISTING ROAD
--- ---	= EXISTING WETLANDS BOUNDARY
--- ---	= EXISTING TRAFFIC STRIPING
--- ---	= EXISTING EDGE OF PAVEMENT
--- ---	= EXISTING FLOWLINE
--- ---	= EXISTING TOP BACK OF CURB
--- ---	= EXISTING SIDEWALK
--- ---	= EXISTING RR TRACKS
--- ---	= EXISTING CULVERT
--- ---	= EXISTING TREE LINE
--- ---	= EXISTING CONCRETE
--- ---	= EXISTING TREE STUMP
--- ---	= EXISTING SHRUB
--- ---	= EXISTING TREE
PROPOSED	
--- ---	= PROPOSED RIGHT OF WAY
--- TCE --- TCE ---	= PROPOSED TEMPORARY CONSTRUCTION EASEMENT
--- ---	= PROPOSED EASEMENT
--- SE --- SE ---	= PROPOSED SLOPE EASEMENT

BASIS OF BEARINGS

NAD 83/91
THIS SURVEY HELD THE COORDINATE VALUES OF THE NORTH QUARTER CORNER OF SECTION 24, TOWNSHIP 35 NORTH, RANGE 4 EAST ACCORDING TO THE RECORD OF SURVEY FOR THE CITY OF SEDRO WOOLLEY, RECORDED UNDER AUDITOR'S FILE NUMBER 200407270083 AND THE CALCULATED BEARING TO THE EAST QUARTER CORNER OF SECTION 13, TOWNSHIP 35 NORTH, RANGE 4 EAST.

BEING: N 48°50'28" E.

DATUM

NAVD 88
THIS SURVEY HELD THE ELEVATION OF 64.51 FEET ON THE NORTHEAST CORNER OF SECTION 24, TOWNSHIP 35 NORTH, RANGE 4 EAST AS PUBLISHED ON THE ABOVE REFERENCED RECORD OF SURVEY FOR THE CITY OF SEDRO WOOLLEY.

SURVEY PROCEDURE

FIELD TRAVERSE USING A GEOMAX CR2+ 2 SECOND ROBOTIC TOTAL STATION AND A CLOSED DIFFERENTIAL LEVEL LOOP USING A LEICA DIGITAL LEVEL.
PROCEDURES USED IN THIS SURVEY MEET OR EXCEED STANDARDS SET FORTH BY WAC 332-130-090.

SHEET SERIES INDEX

SHEET	DESCRIPTION
1	COVER
2	SITE PLAN
3	PARCELS 1, 2, 3, AND 7
4	PARCELS 4, 5, AND 6

ROW PLAN

DESIGNED BY
OAM
DRAWN BY
OAM/JJN
CHECKED BY
NUJZ



Reichhardt & Ebe
ENGINEERING INC
P.O. Box 978 | 423 Front Street
Lynden, WA 98264 (360) 354-3687

NO.	DATE	DESCRIPTION	BY

CITY OF SEDRO-WOOLLEY
325 METCALF STREET
SEDRO-WOOLLEY WA 98264

SR 9, JOHN LINER RD/MCGARIGLE RD
INTERSECTION IMPROVEMENTS
COVER

DWG 22009 COVER

JOB#

22009

SCALE

H: N/A

V: N/A

DATE

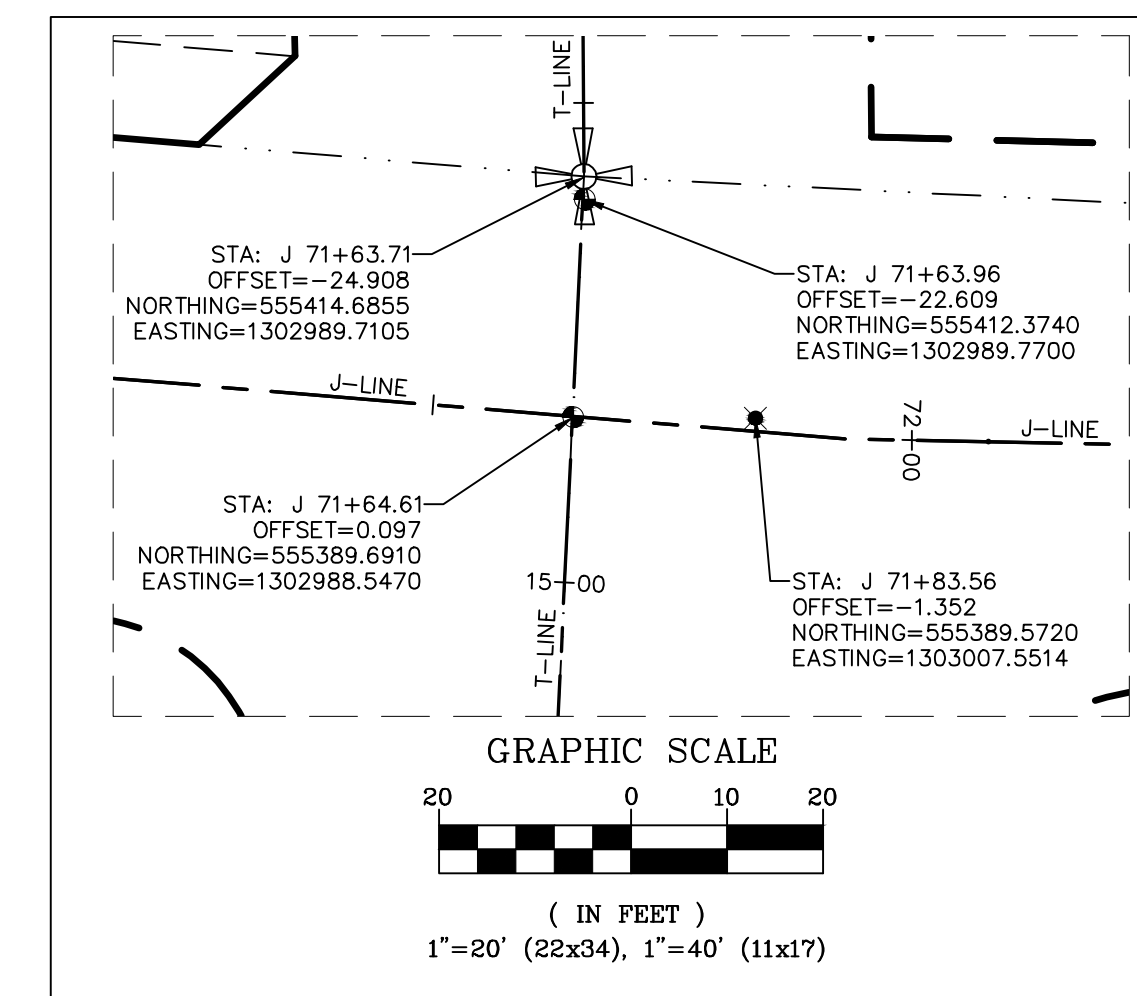
09/15/2023

SHEET

1
of 4



T35N, R5E, SEC.18, WM.



- ### **PSE EASEMENT**
- | | |
|---|---|
| 1 | 10' PSE EASEMENT
A.F. #2015122990064 |
| 2 | 10' PSE EASEMENT
A.F. #2015122300079 |
| 3 | 10' PSE EASEMENT
A.F. #2015122300087 |
| 4 | 10' PSE EASEMENT
A.F. #201512170058 |
| 5 | 10' PSE EASEMENT
A.F. #2015122990059 |
| 6 | 10' PSE EASEMENT
A.F. #2015121700060 |
| 7 | 10' PSE EASEMENT
A.F. #2015122300082 |

T35N, R5E, SEC.19, WM.



R&E **Reichhardt & Ebe**
ENGINEERING INC
P.O. Box 978 | 423 Front Street
Lynden, WA 98264 (360) 354-3687

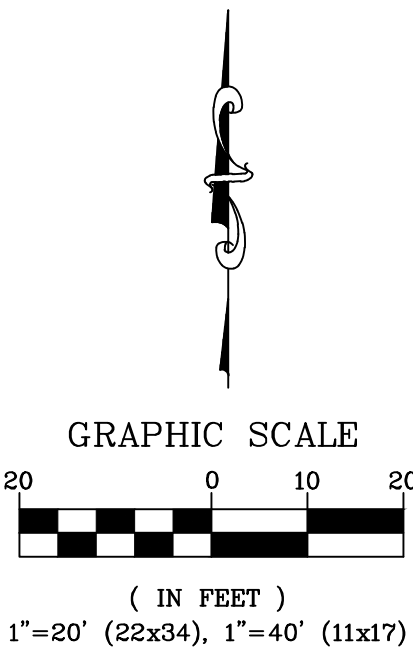
NO.	DATE	DESCRIPTION	BY

SR 9, JOHN LINER RD/MCGARIGLE RD
INTERSECTION IMPROVEMENTS
SITE PLAN

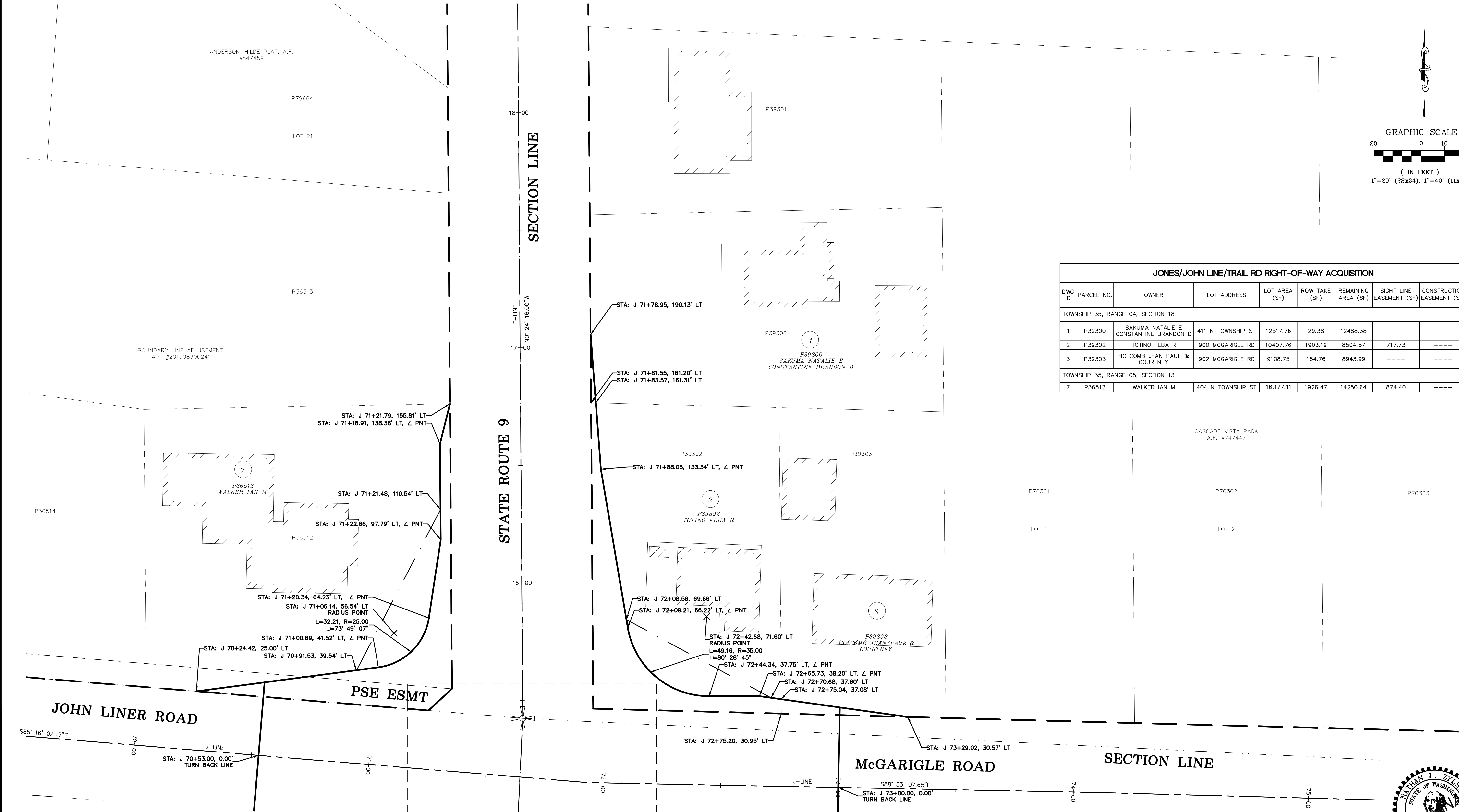
DWG 22009 ROW PLAN		DATE 09/15/2023
JOB# 22009	SCALE H: 1"=50' V: N/A	SHEET 2 of 4

T35N, R4E, SEC.13, WM.

T35N, R5E, SEC.18, WM.



JONES/JOHN LINE/TRAIL RD RIGHT-OF-WAY ACQUISITION								
DWG ID	PARCEL NO.	OWNER	LOT ADDRESS	LOT AREA (SF)	ROW TAKE (SF)	REMAINING AREA (SF)	SIGHT LINE EASEMENT (SF)	CONSTRUCTION EASEMENT (SF)
TOWNSHIP 35, RANGE 04, SECTION 18								
1	P39300	SAKUMA NATALIE E CONSTANTINE BRANDON D	411 N TOWNSHIP ST	12517.76	29.38	12488.38	----	----
2	P39302	TOTINO FEBA R	900 MCGARIGLE RD	10407.76	1903.19	8504.57	717.73	----
3	P39303	HOLCOMB JEAN PAUL & COURTNEY	902 MCGARIGLE RD	9108.75	164.76	8943.99	----	----
TOWNSHIP 35, RANGE 05, SECTION 13								
7	P36512	WALKER IAN M	404 N TOWNSHIP ST	16,177.11	1926.47	14250.64	874.40	----

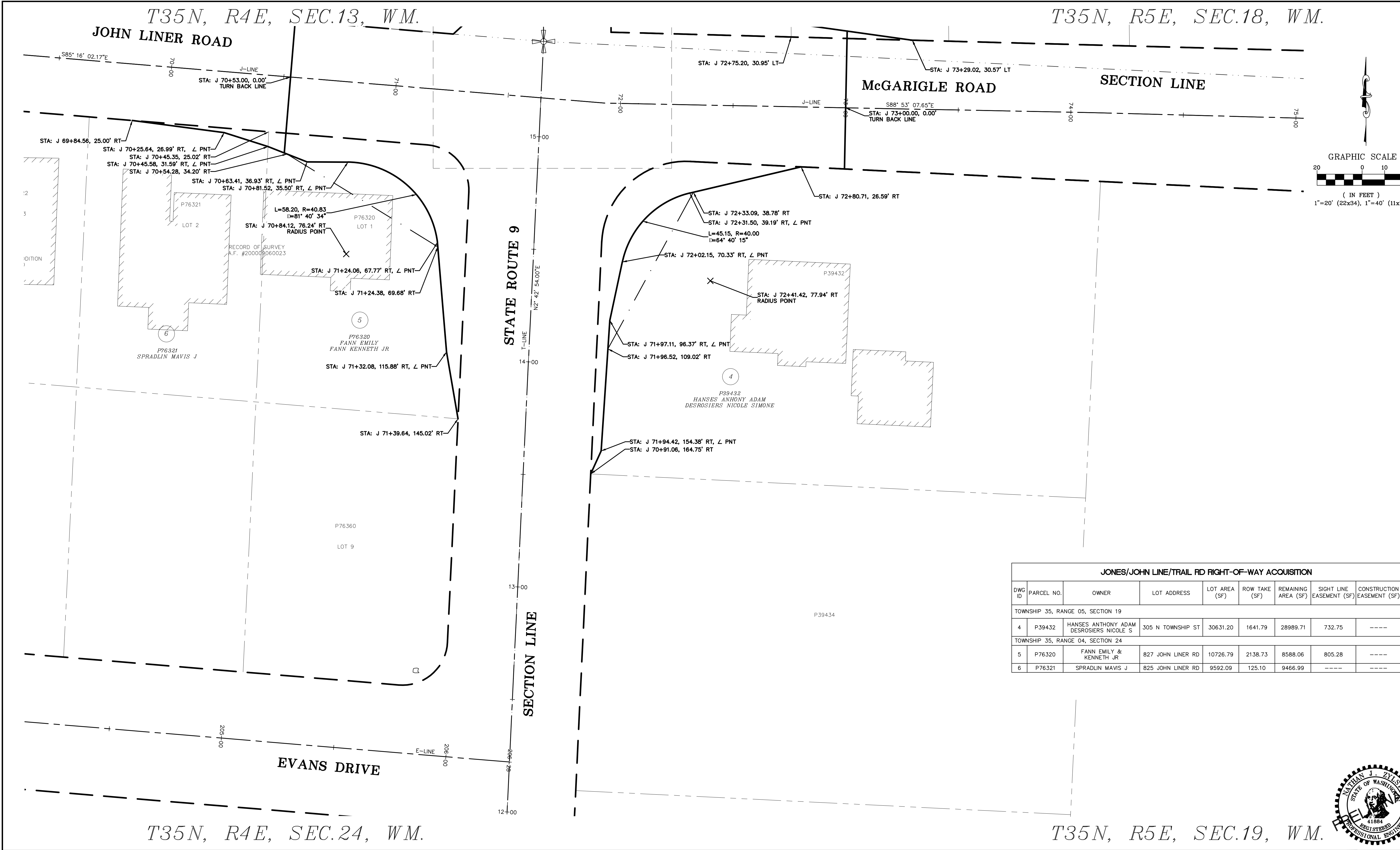


T35N, R4E, SEC.24, WM.

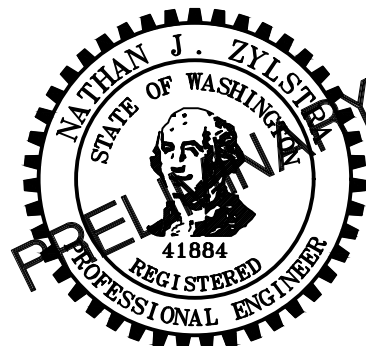
T35N, R5E, SEC.19, WM.



ROW PLAN	DESIGNED BY OAM	R&E Reichhardt & Ebe ENGINEERING INC P.O. Box 978 423 Front Street Lynden, WA 98264 (360) 354-3687									DWG 22009 ROW PLAN		DATE 09/15/2023	
	DRAWN BY OAM/JJN											JOB# 22009	SCALE H: 1"=20' V: N/A	SHEET 3 of 4
	CHECKED BY NUJZ		NO.	DATE	DESCRIPTION	BY	CITY OF SEDRO-WOOLLEY 325 METCALF STREET SEDRO-WOOLLEY WA 98284	SR 9, JOHN LINER RD/MCGARIGLE RD INTERSECTION IMPROVEMENTS PARCELS 1, 2, 3 AND 7						



JONES/JOHN LINE/TRAIL RD RIGHT-OF-WAY ACQUISITION								
DWG ID	PARCEL NO.	OWNER	LOT ADDRESS	LOT AREA (SF)	ROW TAKE (SF)	REMAINING AREA (SF)	SIGHT LINE EASEMENT (SF)	CONSTRUCTION EASEMENT (SF)
TOWNSHIP 35, RANGE 05, SECTION 19								
4	P39432	HANSES ANTHONY ADAM DESROSIER'S NICOLE S	305 N TOWNSHIP ST	30631.20	1641.79	28989.71	732.75	----
TOWNSHIP 35, RANGE 04, SECTION 24								
5	P76320	FANN EMILY & KENNETH JR	827 JOHN LINER RD	10726.79	2138.73	8588.06	805.28	----
6	P76321	SPRADLIN MAVIS J	825 JOHN LINER RD	9592.09	125.10	9466.99	----	----



ROW PLAN	DESIGNED BY OAM	R&E Reichhardt & Ebe ENGINEERING INC P.O. Box 978 423 Front Street Lynden, WA 98264 (360) 354-3687					CITY OF SEDRO-WOOLLEY 325 METCALF STREET SEDRO-WOOLLEY WA 98284	SR 9, JOHN LINER RD/MCGARIGLE RD INTERSECTION IMPROVEMENTS PARCELS 4, 5 AND 6	DWG 22009 ROW PLAN		DATE 09/15/2023
	DRAWN BY OAM/JJN								JOB# 22009	SCALE H: 1"=20' V: N/A	SHEET 4 of
	CHECKED BY NJZ		NO.	DATE	DESCRIPTION	BY					



City Council Agenda Item

Agenda Item No.: f.1.

Date: July 9, 2025

From: Julia Johnson, Mayor

Subject: Maximizing the Impact of Lodging Tax - Skagit Tourism Bureau CEO Kristen Keltz

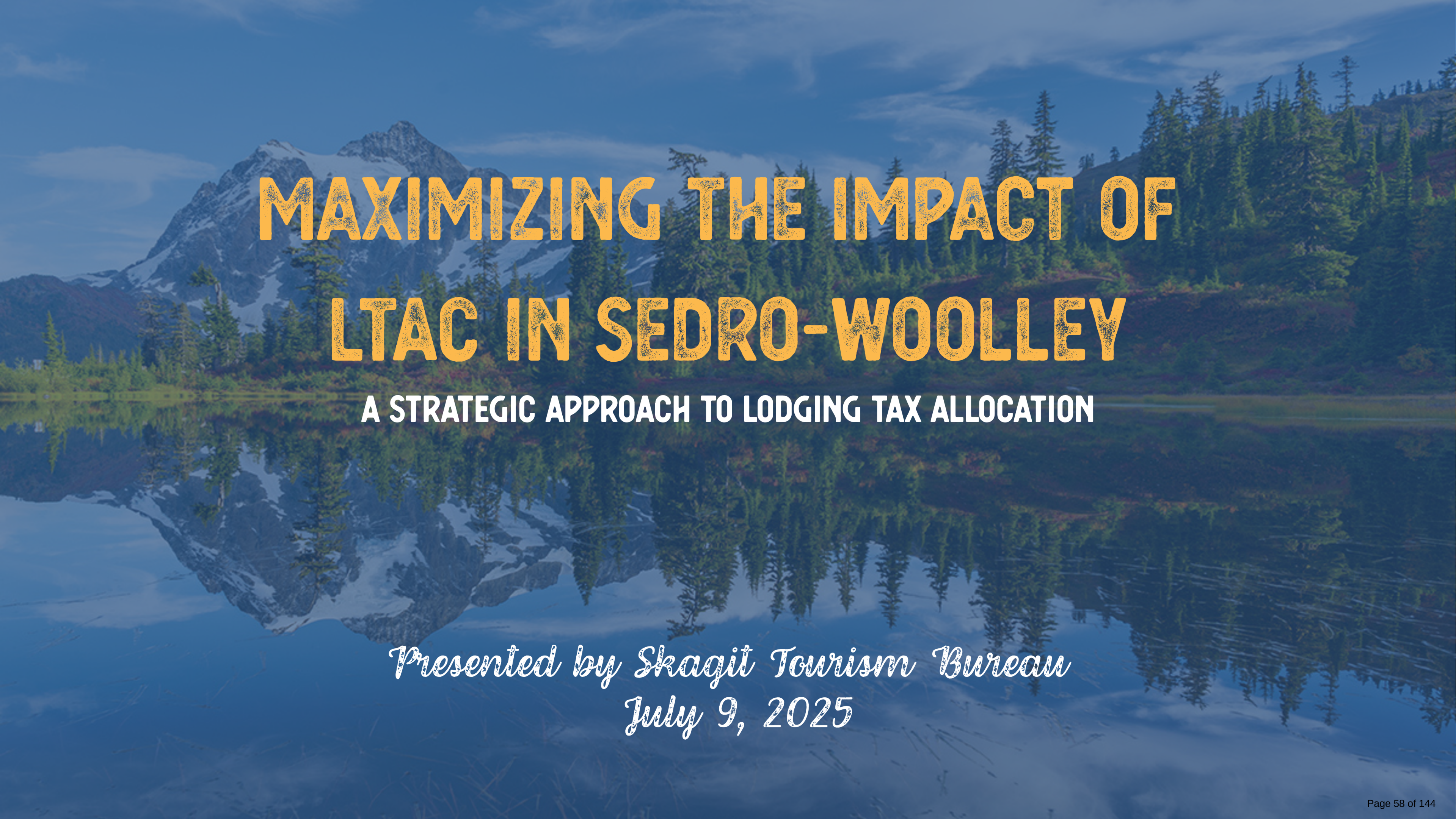
RECOMMENDED ACTION:

BACKGROUND/SUMMARY INFORMATION:

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. LTAC Presentation



MAXIMIZING THE IMPACT OF LTAC IN SEDRO-WOOLLEY

A STRATEGIC APPROACH TO LODGING TAX ALLOCATION

*Presented by Skagit Tourism Bureau
July 9, 2025*

WHAT IS LTAC?

- LTAC stands for Lodging Tax Advisory Committee, as established under RCW 67.28
- Consisting of tourism and hospitality experts, LTAC's advise their municipalities (cities/counties) on responsible use of lodging tax funds
- Funded through local lodging taxes paid by visitors staying in hotels, motels, short-term rentals, RV's etc.
- **Purpose: Promote tourism, visitor facing events, and tourism-related facilities**



WHY LTAC MATTERS

- Lodging taxes are public investments returned through:
 - Increased visitor spending
 - Local business growth
 - Enhanced community identity and pride
- In 2024, Skagit County visitors generated \$386.7 Million in spending with \$106.1 million of that in Lodging. Tourism also provides approximately 3800 jobs to Skagit Valley.
- **LTAC ensures funds are used effectively and transparently.**



HOW THE LTAC COMMITTEE WORKS

- Composition: For Cities with 5000 or more populations
 - Equal representation of lodging businesses & fund recipients
 - Chaired by one elected official from the city council
- Role:
 - Review applications for LTAC funding
 - Make recommendations to the council
 - Ensure funds align with legal and strategic priorities
 - Council approves with thumbs up or thumbs down

APPROPRIATE USE OF LTAC FUNDS

GUIDANCE BASED ON RCW 67.28 AND BEST PRACTICES

ELIGIBLE FOR LTAC FUNDING | NOT ELIGIBLE FOR LTAC FUNDING

Yes – Permitted Uses

- Tourism marketing & promotion
- Operations of tourism-related facilities owned by nonprofits or municipalities
- Event advertising & promotion that targets overnight visitors
- Visitor research & data collection (STR, geo-location, sentiment studies)
- Wayfinding signage, visitor kiosks
- Website and digital content that promotes visitor experiences
- Collaborative tourism campaigns (regional or themed travel itineraries)

No – Prohibited Uses

- General government services (e.g. fire, police, admin salaries)
- Road repair, paving projects, or basic infrastructure maintenance
- Events marketed only to local residents with no tourism impact
- Purchase of capital equipment unrelated to tourism (e.g. fire trucks, city vehicles)
- City festivals that lack overnight draw or a measurable tourism audience
- Parks maintenance not tied to tourism assets
- Emergency response costs, police overtime, or general public safety expenses



BEST PRACTICES FOR LTAC ALLOCATION

- Align funding with destination branding strategy
- Prioritize:
 - Scalable events
 - Collaborative projects
 - Off-season tourism drivers
- Use data-driven evaluations: hotel occupancy and rates, event attendance, media reach, demographics of attendees or media attribution metrics
- Encourage matching investments from grantees



LTAC IN ACTION- EXAMPLES

Events: The Right Approach

- Marketed outside the region\n
 - Designed to attract overnight visitors\n
 - Able to report on attendance, origin of visitors, and overnight impact
-
- **Sedro-Woolley Loggerodeo:** Could qualify with strong tourism metrics and marketing plan
 - **Skagit Valley Tulip Festival:** With countywide reach brining guests from more than 50 miles away and beyond
 - **Sedro-Woolley Chamber:** Plays a vital role in managing the Visitor Center, your front door to the community and delivering targeted marketing that drives visitation and spending in Sedro-Woolley along with annual events drawing people in—making it a key recipient for strategic LTAC investment.



RECOMMENDATIONS FOR SEDRO- WOOLLEY

1. **Measurement**-Apply the Skagit Tourism Bureau's funding rubric to evaluate applicants, ensuring alignment with key data-driven criteria.
2. **Accountability**- Set annual goals: Overnight stays, seasonal balance, economic spread.
3. **Engagement**-Host an applicant workshop to build stronger proposals and create cohesive vision for tourism in Sedro-Woolley



ACTION

- LTAC is Sedro-Woolley's key tool to shape its local tourism future.
- Thoughtful allocation = more visitors, more dollars, more vibrancy and a larger LTAC fund to support crucial events and projects.
- Let's work together to ensure smart, high-impact investment through LTAC.



City Council Agenda Item

Agenda Item No.: 1.1.

Date: July 9, 2025

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Business License Endorsement Municipal Code Update - Ordinance 2100-25 - 2nd Read

RECOMMENDED ACTION:

Motion to approve Ordinance 2100-25 rewriting the business license endorsement section of the municipal code.

BACKGROUND/SUMMARY INFORMATION:

The Finance and IT Committee began discussing a re-write to the Business License section of the municipal code in 2024. On February 26, 2025, and May 28, 2025, it was further discussed with the current committee. A first read of this ordinance was brought to council on June 11, 2025.

Change from the first read:

- As recommended by the Department of Revenue's Business License Service (DOR BLS), the fee exemption threshold beginning January 1, 2026 is \$4,000.00 and will increase every four years.

Follow-up from the first read:

- Council requested additional information on how other cities handle business licenses for residential house rentals. The cities of Burlington, Mount Vernon, Stanwood, Blaine, and Ferndale all have similar requirements for rental properties and have no exemptions related to residential rentals.

FISCAL IMPACT, IF APPROPRIATE:

This ordinance has no impact to the Master Fee Schedule which sets the rates for business license endorsements. It does narrow the definition of mobile vendors, which will result in fewer businesses being categorized as mobile vendors and therefore no longer being required to pay the mobile vendor additional fee.

ATTACHMENTS:

1. Ordinance No. 2100-25 Repealing and Replacing SWMC Ch. 5.04 Business Licenses DRAFT

2. Current Code

ORDINANCE NO. 2100-25
AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, REPEALING
AND REPLACING CHAPTER 5.04 “BUSINESS LICENSES” OF THE SEDRO-WOOLLEY
MUNICIPAL CODE (SWMC)

WHEREAS, Sedro-Woolley Municipal Code Chapter 5.04 “Business Licenses” was last updated in 2022, with many sections last updated in 1993; and,

WHEREAS, at the February 26, 2025 Finance and IT Committee Meeting, the updates needed to this code chapter were introduced; and,

WHEREAS, notable items that were updated from the previous code chapter include the definition and stipulations for mobile vendors and for nonprofit organizations;

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

Section One. Chapter 5.04 “Business Licenses” of the Sedro-Woolley Municipal Code, last modified by Ord. 2023-22 § 1 in 2022, is hereby repealed in its entirety.

Section Two. A new Chapter 5.04 entitled “Business Licenses” is hereby added to Title 5 “Business Licenses and Regulations”, to read as follows:

Sections:

- 5.04.010 Applicability.
- 5.04.020 Definitions – Generally.
- 5.04.021 Purposes.
- 5.04.030 Definition – “Engaging in Business.”
- 5.04.040 Business License – When Required.
- 5.04.041 Mobile Vendor.
- 5.04.042 Pawnbroker.
- 5.04.043 Taxicab.
- 5.04.044 Nonprofits.
- 5.04.050 Application and renewal.
- 5.04.060 Licensing fees.
- 5.04.070 Review of application – Approval or denial.
- 5.04.080 License expiration.
- 5.04.090 Penalty for late application or renewal.
- 5.04.100 License suspension or revocation.
- 5.04.110 Appeals.
- 5.04.120 Penalty for violation.
- 5.04.130 Examinations of business premises.
- 5.04.140 Fire inspection certificates.

5.04.010 Applicability.

This chapter applies to:

- A. Persons engaging in business within the city of Sedro-Woolley; and
- B. Business license endorsements issued by the city of Sedro-Woolley, including those issued through the state Master License Service.

5.04.020 Definitions – Generally.

“Clerk” means the city clerk or such city employee or agent as the city administrator may designate to administer this title.

“Engaging in business” has the meaning found in SWMC 5.04.030.

“Person” includes the terms “company,” “corporation,” “individual,” “owner,” “partnership,” “proprietorship” and “sole proprietorship” and shall mean any individual, receiver, administrator, executor, assignee, trustee in bankruptcy, trust, estate, firm, joint venture, club, business trust, association, society, or group of individuals acting as a unit, whether mutual, cooperative, fraternal, religious, profit, nonprofit, or otherwise.

5.04.021 Purposes.

- A. To provide revenue for municipal planning, policing, and regulatory purpose and to provide revenue to pay for the necessary expense required to issue the endorsement for and to regulate the businesses licensed.
- B. The endorsement fees levied by this chapter shall be independent and separate from any permit fees now or hereafter required of any person to engage in any business by any ordinance of the city, regulating any business herein required to be endorsed, and all such businesses shall remain subject to the regulatory provisions of any such ordinance or ordinances now or hereafter in effect, and the person engaged in all such businesses shall be liable for the payment of any endorsement fees for which provision has been made herein.
- C. The levy or collection of an endorsement fee upon any business shall not be construed to be a license or permit of the city to the person engaged therein, in the event such business shall be unlawful, illegal, or prohibited by the ordinances of the city or the laws of the state or the United States.

5.04.030 Definition – “Engaging in Business.”

- A. The term “engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

B. This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to pay a business license endorsement fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of “engaging in business” in subsection A of this section. If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.

C. Without being all-inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

1. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city. This includes but is not limited to hotels, motels, storage facilities, bed and breakfast, equipment rental, renting apartments, mobile home parks, and renting residence.
2. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the city.
3. Soliciting sales, including door-to-door sales.
4. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
5. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
6. Installing, constructing, or supervising installation or construction of, real or tangible personal property.
7. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
8. Collecting current or delinquent accounts.
9. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
10. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural

services, security system services, surveying, and real estate services including the listing of homes and managing real property.

11. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

12. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.

13. Investigating, resolving, or otherwise assisting in resolving customer complaints.

14. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

15. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person selling the goods, or another acting on its behalf. For example, a furniture business delivering a piece of furniture in the business truck, to a residence in city limits.

16. Common carriers delivering goods within city limits, for example UPS, Amazon, and FedEx.

D. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license endorsement:

1. Meeting with suppliers of goods and services as a customer;

2. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing function;

3. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf.

4. Renting tangible or intangible property as a customer when the property is not used in the city;

5. Attending, but not participating in, a "trade show" or "multiple vendor events." Persons participating at a trade show;

6. Conducting advertising through the mail;
 7. Soliciting sales by phone from a location outside the city;
 8. Soliciting service sales by phone or internet, from a location outside the city, and solely providing the service remotely. For example, virtual therapy.
- E. A seller located outside the city merely delivering goods into the city by means of common carrier, for example USPS, UPS, Amazon, or FedEx, is not required to register and obtain a business license endorsement; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection D of this section.
- F. Government agencies operating or providing services within city limits do not require a city of Sedro-Woolley business license endorsement.
- G. The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the endorsement fee under the law and the Constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

5.04.040 Business License Endorsement – When Required.

- A. All entities “engaging in business” as defined in SWMC 5.04.030 within the city of Sedro-Woolley require a city business license endorsement.
1. A subcontractor engaging in business within the city of Sedro-Woolley must obtain a city business license endorsement. The license of a general contractor does not satisfy the licensing requirements for a subcontractor.
 2. If business is transacted by one person at two or more separate locations within the city, each business location requires a separate endorsement.
 3. If more than one business is conducted or operated on a single premises, a separate endorsement is required for each business.
- B. *Exemption for Businesses Located Outside the City.*
1. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the city is exempt from the general business license endorsement requirements and fees in this chapter.
 2. Such a business is not exempt from the regulatory special permits requirements of this title.

C. The following are exempt from the requirement to obtain a city business license endorsement:

1. Garage sales, lawn sales, rummage sales, or any other similar casual sale of tangible personal property conducted on an infrequent basis not to exceed three times per each calendar year and not to exceed two consecutive days at one time;
2. Running an estate sale (estate sales by a professional company would be considered engaging in business);
3. Persons selling personal property or providing a service pursuant to an order or process of a court of competent jurisdiction;
4. Persons acting in accordance with their powers and duties as public officials;
5. A farmer, gardener, or other person, who sells, delivers, or peddles any fruits, vegetables, berries, butter, eggs, fish, milk, poultry, meats, or any farm produce or edibles raised, caught, produced, or manufactured by such person;
6. Working from home as a remote employee;
7. Conducting advertising through social media;
8. Minor engaged in babysitting, newspaper delivery, lemonade stands, lawn mowing, and similar activities;
9. Vendors in a temporary bazaar or community fair, including mobile vendors, for which a special event permit has been given to the sponsor thereof, provided the necessary fire inspection and health/food safety inspections have occurred.

D. A business license endorsement is not transferable.

1. No licensee may allow another person to operate a business under or display the license issued to their business, nor may another person operate under or display the license issued to another business.
2. A person who acquires an existing business must apply for a city business license endorsement before commencing business within the city with that business.
3. A licensee must report a change of location of the business to the state Master License Service, in coordination with the city clerk.

4. A change of the location of a business requires approval by the city before business may commence at the new location, and may require submitting a new master application and payment of fees.

E. A city business license endorsement does not convey the city's permission to conduct a prohibited activity or other violation. The city may not be held liable for the actions of any licensed business by virtue of having issued a endorsement to conduct business.

F. An applicant or licensee must permit reasonable inspections of the business premises by governmental authorities for the purpose of enforcing the provisions of this chapter.

5.04.041 Mobile Vendor.

A. "Mobile vending" or "mobile vendor" means any person whether owner, agent, consignee, or employee, whether a resident of the city or not, who both solicits sales and provides the good(s) or service(s) outside of a permanent structure affixed to real property and who conducts business from a vehicle or other conveyance or temporary stand upon privately or publicly owned property. A person so engaged shall not be relived from complying with the provisions of this chapter merely by reason of associating temporarily with a local dealer, trader, merchant or auctioneer, or by conducting such temporary business in connection with, as part of, or in the name of any local dealer, trader, merchant or auctioneer.

The following are considered mobile vending:

1. Food truck
2. Ice cream truck
3. Coffee cart
4. Street vendor selling food, beverages, or other items
5. Mobile vendors on private property
6. Open air vending not attached to a business with a fixed location

B. The below do not require mobile vendor endorsements.

1. Vendors in a temporary bazaar, community fair that have been approved through the special events process, including mobile vendors, for which a master business license endorsement has been given to the sponsor thereof, provided the necessary fire inspection and health/food safety inspections have occurred;

2. Delivery businesses, such as Amazon, UPS, FedEx, and delivery vehicles restocking food and drink to other businesses (that engage in no or minimal supplementary sales from the delivery vehicle).
 3. Businesses with vehicles that pick-up items to be serviced elsewhere, such as laundering.
 4. Businesses with sales solicited over the phone or internet, and the goods or service are delivered or provided from a mobile vehicle to a location within city limits. For example, a locksmith or tow truck.
- C. Mobile vendors on public streets must meet the following conditions:
1. The vehicle must be legally parked and cannot use more than a single designated parking space;
 2. The vehicle or cart may not obstruct any street or sidewalk for the passage of other vehicles or pedestrian or result in noncompliance with the Americans with Disabilities Act as Amended (ADAAA);
 3. The vehicle must not operate in a single location for more than ten minutes at a time. For the purposes of this section, one location is defined as one city block (for example, the ice cream truck selling ice cream and frozen novelties from block to block).
- D. Subsection 5.04.41 C 1 and 3 does not apply to mobile vendors as part of a temporary bazaar or community fair as approved through the special events process. It also does not apply to the Sedro-Woolley Farmers Market.
- E. Mobile vending is allowed on private property when invited by the property owner. If the mobile vendor serves food, it must not be located within one hundred feet of an existing restaurant without the restaurant owner's consent.
- F. Nothing in this section shall relieve any person who is operating as a mobile vendor from compliance with all other requirements of the Sedro-Woolley Municipal Code, including, but not limited to, for example, zoning, sewer, and mandatory solid waste service requirements.

5.04.042 Pawnbroker.

No person shall be issued an endorsement to operate as a pawnbroker unless they possess the following qualifications:

- A. Is at least twenty-one years of age;
- B. Is a resident of the state of Washington for at least six months prior to filing application;

C. Has not been convicted of any offense involving moral turpitude or intent to defraud or any property crime, within three years prior to the time of application;

1. When an application for an endorsement to operate as a pawnbroker, duly signed and notarized, and accompanied by required information, has been received by the police chief, they shall investigate the statement contained therein and may obtain such other information concerning the applicant's character, integrity, personal habits, past conduct and general suitability to maintain a pawnshop within the city.

2. Each application for a pawnbroker's endorsement shall be accompanied by a complete set of fingerprints of the applicant, utilizing a fingerprint form provided by the city police department.

3. All applications shall become null and void after sixty days from the date of filing if the application for any reason is denied or is not obtained by the applicant.

5.04.043. Taxicab.

A. No taxicab endorsement or driver's permit shall be issued to any person who:

1. Has been convicted of an offense of such a nature to indicate that he or she is unfit to hold an endorsement or a permit;

2. Is guilty of committing two or more offenses for which mandatory revocation of driver's license is provided by law;

3. Has been convicted of manslaughter resulting from the operation of a motor vehicle or convicted of negligent homicide;

4. Is intemperate or addicted to the use of narcotics.

B. Any endorsement or permit issued may be revoked if the holder is found guilty of the above-mentioned disabilities or physically or mentally unfit upon complaint of the police chief or a committee of the city council designated for that purpose by the council as a whole, at which hearing the holder or licensee may appear and be heard on his own behalf.

C. No person may be issued a taxicab endorsement or driver's permit within one year after his conviction in any local, state, or federal court or authority, of the violation of any ordinance or law pertaining to the sale or possession of alcoholic beverages, and any license or permit issued shall be revoked for one year upon the conviction of the holder of a violation of local, state, or federal ordinances, laws, or regulations pertaining to the sale or possession of alcoholic beverages.

D. The payment of such endorsement fee shall permit the owner or operator to operate as many taxicabs under one endorsement as he may desire.

E. Nothing herein contained shall prevent the operator of a taxicab endorsed to operate in another city or town or within this or other county, from entering and leaving the city for picking up or depositing passengers in the usual course of business.

5.04.044. Nonprofits.

A. Nonprofit Business License Endorsement. Businesses and organizations which have IRS 501(c)(3) nonprofit tax status, for activities within the scope of their IRS 501(c)(3) purpose, are exempted from any fees in this chapter; however, they are not exempted from registering with the city of Sedro-Woolley; provided, that:

1. The organization shall provide proof of IRS 501(c)(3) status;
2. The activity shall not include the sale of food, beverages, cigarettes or gambling; and
3. The owner of property used for this exempt purpose shall obtain a fire inspection certificate if required by this chapter.

B. The endorsement required by this chapter shall have a term as established by the state of Washington Business Licensing Service, in cooperation with the city.

C. Each branch establishment or separate location of a business conducted by any person shall, for the purpose thereof, be a separate business and subject to the license therefor provided for herein.

D. If any person be engaged in operating or carrying on in the city more than one business, then such person shall pay the endorsement herein prescribed for as many of said businesses as are carried on by such person.

E. A change of physical location of a business inside the city will require approval by the city before business may commence at the new location, and may require the filing of a new master business application.

5.04.050 Application and renewal.

An application for a city business license endorsement or renewal must be filed via a master application through the State Department of Licensing's Master License Service.

A. An application may only be for a single city business license endorsement. Each endorsement requires a separate application.

B. The applicant must pay the filing fee as listed in the master fee schedule adopted by resolution of the city council and any State Master License Service's handling fees.

5.04.060 Licensing fees.

A. General Business License Endorsement. All persons engaged in business in the city shall pay an annual basic license fee as listed in the master fee schedule adopted by resolution of the city council.

B. Regulatory Business License Endorsement. Each person engaged in the following businesses in the city shall pay an additional annual endorsement fee, as listed in the master fee schedule adopted by resolution of the city council, as indicated below:

1. Businesses, clubs or societies selling or serving beer, wine and/or spirits, or selling cannabis, operating under license or authority of the Washington State Liquor and Cannabis Board;
2. Mobile vendors;
3. Pawnbrokers;
4. Taxicabs;
5. Nonprofits.

C. For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than two thousand dollars (\$2,000.00) and who does not maintain a place of business within the city, is exempt from city business licensing fees. The exemption does not apply to regulatory endorsements or activities that require a specialized permit.

€. Beginning January 1, 2026, the threshold amount is four thousand dollars (\$4,000). The threshold amount will be adjusted every forty-eight (48) months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each twelve (12) month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June of each prior year, and rounded to the nearest one hundred dollars (\$100). However, if any of the annual CPI increases are more than five percent (5%), a five percent (5%) increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight-month period, a zero percent (0%) increase will be used in computing the annual basis

5.04.070 Review of application – Approval or denial.

- A. The clerk must, when appropriate, refer applications to the community development department, the police department, fire department or other governmental agencies for their review.
- B. The clerk must approve an application for a business license endorsement that complies with this chapter and other provisions of the Sedro-Woolley Municipal Code.
- C. If the clerk denies an application, the clerk must notice to the applicant of the denial of their endorsement.

5.04.080 Endorsement expiration.

Each city business endorsement must include an expiration date as determined by the Master License Service in coordination with the city.

5.04.090 Penalty for late application or renewal.

- A. Endorsements must be renewed annually on or before the expiration date, or expiration of any prorated period. Failure to renew a business license endorsement by the endorsement expiration date may result in the assessment of a late renewal penalty (outlined in the city's master fee schedule adopted by resolution of the city council), and may lead to the revocation of the city endorsement.
- B. Revocation of a endorsement due to nonrenewal requires reapplication for the city endorsement, and approval by the city before the revoked business may continue operation within the city.

5.04.100 Endorsement suspension or revocation.

- A. The clerk may suspend or revoke a business license endorsement when the licensee or any of its officers, directors, agents, owners, or employees fails or have failed to:
 - 1. Maintain the endorsed premises or business activity in compliance with applicable health, building, fire, zoning (including legal nonconforming uses) or safety laws, ordinances, or regulations;
 - 2. Comply with the requirements of this chapter. Any suspension shall remain in effect until the conditions causing the suspension are cured and reasonable measures are taken to ensure that those conditions will not recur; or
 - 3. Renew a business license endorsement within 120 days after the expiration date of the endorsement.
- B. The clerk must give notice to the license-holder of the suspension or revocation of their endorsement.

5.04.110 Appeals.

A. The applicant or license-holder may appeal the clerk's decision to the city hearing examiner by:

1. Filing written notice of appeal to the clerk within seven calendar days; and
2. Paying the appropriate fee.

B. The hearing examiner may overturn or modify the clerk's decision if it is clearly erroneous, and must issue its decision within 30 days of the date the appeal is received. The hearing examiner's review of the appeal is not subject to a hearings proceeding.

5.04.120 Penalty for violation.

Violation of any requirement of this chapter not otherwise specified is a class 1 civil infraction and may also be enforced pursuant to SWMC Title 18.

5.04.130 Examinations of business premises.

City officials shall have the authority to investigate and examine all places of business licensed or subject to endorsement under this chapter at any reasonable time for the purpose of determining whether such place of business is complying with the provisions of this chapter.

5.04.140 Fire inspection certificates.

A. The owner of nonresidential, commercial, industrial, or multifamily residential structures on real property shall obtain a fire inspection certificate for each property from the Sedro-Woolley fire department.

B. For purposes of this chapter, multifamily residential rental property shall be defined as a building containing three or more dwelling units or a single dwelling unit in a building used primarily for nonresidential purposes. Hotel, motel, and "bed and breakfast" facilities shall be considered commercial facilities.

C. The owner of the real property shall be primarily responsible for obtaining the fire inspection certificate; however, the tenant or lessee may obtain the fire inspection certificate for the owner, as the owner's agent.

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

Section Four. Authority to Make Necessary Corrections. The City Clerk and the codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not

limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

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

PASSED AND ADOPTED by the City Council of the City of Sedro-Woolley, Washington, on this ~~25th~~9th day of ~~July~~ne, 2025.

Julia Johnson, Mayor

ATTEST:

Kelly Kohnken, City Clerk

APPROVED AS TO FORM:

Nikki Thompson, City Attorney

Chapter 5.04

BUSINESS LICENSES*

Sections:

5.04.010 Definitions.

5.04.020 Purposes.

5.04.030 License fees.

5.04.035 Fee exemption.

5.04.040 Procedure for obtaining license.

5.04.050 Examinations of business premises.

5.04.055 Fire inspection certificates.

5.04.060 Penalties.

5.04.070 Additional remedies.

5.04.080 License—Compliance—Revocation.

5.04.090 License—Needed for defense.

5.04.100 Home occupation business.

5.04.320 Repealed.

5.04.330 Unpaid license fee.

5.04.360 Exemptions.

5.04.380 Publishers.

5.04.420 Duties of the city clerk.

* Prior ordinance history: 373, 376, 391, 403, 509, 595, 598, 605, 865, 880, 948, 949, 950, 960, 966, 972 and 978.

5.04.010 Definitions.

The following terms when used in this chapter shall have the meanings designated below:

A. “Person” means all individuals, partnerships, domestic and foreign corporations, associations, syndicates, joint ventures, and societies transacting and carrying on any business in the city of Sedro-Woolley, Washington.

B. Engaging in Business.

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1. The term “engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
2. This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of “engaging in business” in subsection (B)(1) of this section. If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.
3. Without being all-inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf, constitutes engaging in business and requires a person to register and obtain a business license:
 - a. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.
 - b. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the city.
 - c. Soliciting sales.
 - d. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
 - e. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
 - f. Installing, constructing, or supervising installation or construction of, real or tangible personal property.
 - g. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
 - h. Collecting current or delinquent accounts.
 - i. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
 - j. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system

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services, surveying, and real estate services including the listing of homes and managing real property.

k. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

l. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

m. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.

n. Investigating, resolving, or otherwise assisting in resolving customer complaints.

o. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

p. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

4. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license:

a. Meeting with suppliers of goods and services as a customer.

b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

c. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

d. Renting tangible or intangible property as a customer when the property is not used in the city.

e. Attending, but not participating in, a trade show or multiple vendor events. Persons participating at a trade show shall review the city's trade show or multiple vendor event ordinances.

f. Conducting advertising through the mail.

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g. Soliciting sales by phone from a location outside the city.

5. A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection (B)(4) of this section.

The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the Constitutions of the United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

6. Engaging in business does not include:

a. Vendors in a temporary bazaar or community fair, including mobile vendors, for which a master license has been given to the sponsor thereof.

b. Rental or lease of real property by an owner; provided, that the owner of any structure on real property shall obtain a fire inspection certificate for each property from the Sedro-Woolley fire department if required by this chapter; and provided, that any business on the property shall, if otherwise required by Section [5.40.030](#), obtain a business license. Rentals with added services, including but not limited to hotels, motels, storage facilities, and bed and breakfasts, shall obtain a business license.

c. Minors engaged in babysitting, newspaper delivery, lemonade stands, lawn mowing, and similar activities.

d. Farmers selling their own produce.

C. “Mobile vending” or “mobile vendors” means sales of services and/or merchandise including food that occurs at or in a mobile vehicle, cart, trailer or similar vehicle that can be moved from location to location, but not including, however, the following:

1. Mobile vending that occurs during and as a part of community events, which include Founders’ Day, Blast from the Past, Loggerodeo, 4th of July, Thanksgiving, City of Lights Festival, and such other events as the city council may from time to time designate.

2. Mobile vending on private property when invited by the property owner for the limited purpose of serving the business and employees of the business on private property (for example, the mobile food vendor being invited to serve a manufacturing company’s employees).

3. Mobile vending on public streets provided the following conditions are met: (a) the vehicle must be legally parked and cannot use more than a single designated parking space; (b) the vehicle or cart may not obstruct any street or sidewalk for the passage of other vehicles or pedestrians or result in noncompliance with the Americans with Disabilities Act as Amended

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(ADAAA); (c) the vehicle must not operate in a single location for more than ten minutes at a time. For purposes of this section, one location is defined as one city block (for example, the ice cream truck selling ice cream and frozen novelties from block to block).

4. “Open air vending,” which means the sales of services and/or merchandise including food that occurs at a table or other temporary location that is an integral extension of an already existing permanently sheltered business. Open air vending does not include garage sales.

5. Mobile vending which occurs as part of a special event as defined in Chapter [12.44](#).

D. The agent or agents of a nonresident proprietor engaged in a business for which a license is required by this chapter shall be liable for the payment of the fee thereon as herein provided and for the penalties for failure to pay the same or to comply with the provisions of this chapter to the extent and with like effect as if such agent or agents were themselves proprietors.

E. “Extension vending” means sales of services and/or merchandise including food that occurs at or in a mobile vehicle, cart, trailer or similar vehicle that can be moved from location to location but is licensed to vend in a single, fixed location that provides access for employees and customers to plumbed restroom facilities and tables and chairs.

F. “Director” means the finance director of the city of Sedro-Woolley. (Ord. [1904-18](#) §§ 1, 2, 2018; Ord. [1882-17](#) § 1, 2017; Ord. [1726-11](#) § 1, 2011; Ord. [1721-11](#) § 1 (part), 2011: Ord. [1422-02](#) § 1, 2002: Ord. [1192](#) § 1 (part), 1993)

5.04.020 Purposes.

A. To provide revenue for municipal planning, policing, and regulatory purposes and to provide revenue to pay for the necessary expense required to issue the license for and to regulate the businesses licensed.

B. The license fees levied by this chapter shall be independent and separate from any permit fees now or hereafter required of any person to engage in any business by any ordinance of the city, regulating any business herein required to be licensed, and all such businesses shall remain subject to the regulatory provisions of any such ordinances or ordinances now or hereinafter in effect, and the persons engaged in all such businesses shall be liable for the payment of any license fees for which provision has been made herein.

C. The levy or collection of a license fee upon any business shall not be construed to be a license or permit of the city to the person engaged therein to engage therein, in the event such business shall be unlawful, illegal, or prohibited by the ordinances of the city or the laws of the state or the United States. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.030 License fees.

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A. No person shall engage in business in the city without first having applied for, paid for and obtained the license therefor for the current year, as provided herein, and without having first complied with any and all applicable provisions of this chapter.

B. Regulatory Business License. Each person engaged in the following businesses in the city shall pay an annual basic license fee as indicated below:

1. Businesses, clubs or societies selling or serving beer, wine and/or spirits, operating under license or authority of the Washington State Liquor and Cannabis Board, an annual license fee as listed in the master fee schedule adopted by resolution of the city council.

2. Pawnbrokers. An annual license fee as listed in the master fee schedule adopted by resolution of the city council and no person shall be issued a license to operate as a pawnbroker unless he or she possesses the following qualifications:

a. Is at least twenty-one years of age;

b. Is a resident of the state of Washington for at least six months prior to filing application;

c. Has not been convicted of any offense involving moral turpitude or intent to defraud or any property crime, within three years prior to the time of application.

i. When an application for a license to operate as a pawnbroker, duly signed and notarized, and accompanied by required information, has been received by the police chief, he shall investigate the statements contained therein and may obtain such other information concerning the applicant's character, integrity, personal habits, past conduct and general suitability to maintain a pawnshop within the city.

ii. Each application for a pawnbroker's license shall be accompanied by a complete set of fingerprints of the applicant, utilizing a fingerprint form provided by the city police department.

iii. All applications shall become null and void after sixty days from the date of filing if the application for any reason is denied or is not obtained by the applicant.

3. Mobile Vendors. An annual license fee as listed in the master fee schedule adopted by resolution of the city council and compliance with the following requirements:

a. Mobile vending is allowed on private property when invited by the property owner. If the mobile vendor serves food, it must not be located within one hundred feet of an existing restaurant without the restaurant owner's consent; and

b. Mobile vending is allowed on public streets provided the following conditions are met: (i) the vehicle must be legally parked and cannot use more than a single designated parking space; (ii) the vehicle or cart may not obstruct any street or sidewalk for the passage of other vehicles or pedestrians or result in noncompliance with the Americans with Disabilities Act, as amended

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(ADA); (iii) the vehicle must not operate in a single location for more than ten minutes at a time. For purposes of this section, one location is defined as one city block; and

c. Nothing in this section shall relieve any person who is operating as a mobile vendor from compliance with all other requirements of the Sedro-Woolley Municipal Code, including, but not limited to, for example, zoning, sewer, and mandatory solid waste service requirements.

4. Taxicabs.

a. An annual license fee as listed in the master fee schedule adopted by resolution of the city council and no taxicab license or driver's permit shall be issued to any person who:

i. Has been convicted of an offense of such a nature to indicate that he or she is unfit to hold a license or a permit;

ii. Is guilty of committing two or more offenses for which mandatory revocation of driver's license is provided by law;

iii. Has been convicted of manslaughter resulting from the operation of a motor vehicle or convicted of negligent homicide;

iv. Is intemperate or addicted to the use of narcotics.

b. Any license or permit issued may be revoked if the holder is found guilty of the above-mentioned disabilities or physically or mentally unfit upon complaint of the police chief or a committee of the city council designated for that purpose by the council as a whole, at which hearing the holder or licensee may appear and be heard on his own behalf.

c. No person may be issued a taxicab license or driver's permit within one year after his conviction in any local, state, or federal court or authority, of the violation of any ordinance or law pertaining to the sale or possession of alcoholic beverages, and any license or permit issued shall be revoked for one year upon the conviction of the holder of a violation of local, state, or federal ordinances, laws, or regulations pertaining to the sale or possession of alcoholic beverages.

d. The payment of such license fee shall permit the owner or operator to operate as many taxicabs under one license as he may desire.

e. Nothing herein contained shall prevent the operator of a taxicab licensed to operate in another city or town or within this or other county, from entering and leaving the city for picking up or depositing passengers in the usual course of business.

5. Extension Vendors. An annual license fee as listed in the master fee schedule adopted by resolution of the city council per location and compliance with the following requirements:

a. Extension vending is allowed only on private property when invited by the property owner; and

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b. Nothing in this section shall relieve any person who is operating as an extension vendor from compliance with all other requirements of this code, including, but not limited to, for example, zoning, sewer, and mandatory solid waste service requirements.

6. Businesses growing, processing or selling marijuana operating under license or authority of the Washington State Liquor and Cannabis Board, an annual license fee as listed in the master fee schedule adopted by resolution of the city council.

C. General Business License. All persons engaged in business in the city not included in regulatory or nonprofit business license sections shall pay an annual basic license fee as listed in the master fee schedule adopted by resolution of the city council.

D. Nonprofit Business License. Businesses and organizations which have IRS 501(c)(3) nonprofit tax status, for activities within the scope of their IRS 501(c)(3) purpose, are exempted from any fees in this chapter; however, they are not exempted from registering with the city of Sedro-Woolley; provided, that:

1. The organization shall provide proof of IRS 501(c)(3) status;
2. The activity shall not include the sale of food, beverages, cigarettes or gambling; and
3. The owner of property used for this exempt purpose shall obtain a fire inspection certificate if required by this chapter.

E. The license required by this chapter shall have a term as established by the state of Washington BLS, in cooperation with the city.

F. Each branch establishment or separate location of a business conducted by any person shall, for the purpose thereof, be a separate business and subject to the license therefor provided for herein.

G. If any person be engaged in operating or carrying on in the city more than one business, then such person shall pay the license herein prescribed for as many of said businesses as are carried on by such person.

H. A change of physical location of a business inside the city will require approval by the city before business may commence at the new location, and may require the filing of a new master business application. (Ord. [2023-22](#) § 1, 2022; Ord. [2013-22](#) § 10, 2022; Ord. [1904-18](#) § 4, 2018; Ord. [1882-17](#) § 2, 2017; Ord. [1721-11](#) § 1 (part), 2011; Ord. [1422-02](#) § 2, 2002; Ord. [1408-01](#) § 1, 2001; Ord. [1192](#) § 1 (part), 1993)

5.04.035 Fee exemption.

For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than two thousand dollars and who does not maintain a place of business within the city, shall

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submit a business license registration to the director or designee. The threshold does not apply to regulatory license requirements or activities that require a specialized permit. (Ord. [1904-18](#) § 3, 2018)

5.04.040 Procedure for obtaining license.

- A. All licenses shall be issued and renewed by the State of Washington Department of Revenue Business Licensing Service (BLS). Building and fire inspections and approvals must be issued before an initial business license is issued. All licenses and permits are subject to revocation at any time by the council for cause.
- B. Application for the business license shall be made by submitting a completed master business application, and any appropriate addenda forms to the BLS, in cooperation with the city. Said application shall be accompanied by payment of all respective license fees due for that application and the BLS application handling fee.
- C. No license issued to do business within the limits of the city shall be transferable. Only the individuals to whom the license is issued shall be eligible to operate on that license.
- D. All persons operating on or doing business under license issued by the Business Licensing Service shall, at all times, keep such license either on their person or properly displayed while so operating within the city limits.
- E. Issuance of a business license shall not relieve the applicant from the need to comply with all other applicable city ordinances. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.050 Examinations of business premises.

City officials shall have the authority to investigate and examine all places of business licensed or subject to license under this chapter at any reasonable time for the purpose of determining whether such place of business is complying with the provisions of this chapter. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.055 Fire inspection certificates.

- A. The owner of nonresidential, commercial, industrial, or multifamily residential structures on real property shall obtain a fire inspection certificate for each property from the Sedro-Woolley fire department.
- B. For purposes of this chapter, multifamily residential rental property shall be defined as a building containing three or more dwelling units or a single dwelling unit in a building used primarily for nonresidential purposes. Hotel, motel, and “bed and breakfast” facilities shall be considered commercial facilities.

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C. The owner of the real property shall be primarily responsible for obtaining the fire inspection certificate; however, the tenant or lessee may obtain the fire inspection certificate for the owner, as the owner's agent. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1422-02](#) § 3, 2002)

5.04.060 Penalties.

A. Failure to renew the license on or before the expiration date established by the Business Licensing Service may result in the charge of a delinquent renewal penalty or the cancellation of the license. If a license is cancelled, filing of a new master business application, payment of all appropriate fees and reapproval by the city may be required in order to continue conducting business in the city.

B. Nothing herein contained shall be taken or construed as vesting any right in any license as a contract obligation on the part of the city as to the amount of the fee hereunder. Other or additional taxes or fees and the fees herein provided for may be increased or decreased and additional or other fees provided for and levied in any and all instances at any time by the city.

C. The conviction of any person for violation of any of the provisions of this chapter shall not operate to relieve such person from paying any fee or penalty thereupon for which such person shall be liable, nor shall the payment of any such fee be a bar to or prevent prosecution in the city court of any complaint for the violation of any of the provisions of this chapter.

D. All persons, firms and corporations who perform labor, services and construction within the city (as provided in Rule II, WAC [458-20-145](#)), shall report the city "Location Code Number 2908" on their sales/excise tax returns to the state of Washington Department of Revenue. On any violation hereof, the amount of local sales and use taxes due the city shall be paid to the city by the violator, together with a penalty of one hundred percent in addition to all other penalties, fines and remedies provided in this chapter. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1670-10](#) § 2, 2010; Ord. [1192](#) § 1 (part), 1993)

5.04.070 Additional remedies.

A. In addition to the penalties provided in this chapter and as separate and distinct remedies, the city may sue in any court of competent jurisdiction to obtain a judgment and enforce collection thereof by execution for any license fee or tax due under this chapter.

B. The city may seek an injunction prohibiting a person from engaging in any unlicensed business.

C. In any action or suit authorized by this section, the city, if it prevails, shall recover a reasonable attorney's fee to be set by the court, in addition to its costs and disbursements. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.080 License—Compliance—Revocation.

Every license shall be taken and held subject to all of the ordinances and police regulations of the city existing at the time of the issuance thereof, and also subject to revocation by the city council at their discretion at any time upon refunding the price paid, proportionately for the unexpired term of such license; and upon conviction of any license for the violation of any ordinance regulating the licensed business, the city council shall have power to revoke the license without notice and without repayment of the unearned portion of the license fee, whereupon the license shall be forfeited. The conditions contained in this section shall constitute a part of each license issued by the city. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.090 License—Needed for defense.

Upon the trial of any action brought for the violation of any license ordinance of the city, the defendant shall be deemed not to have procured or have in force the required license unless he produces such license in court and proves that the same has been properly issued and the fee therefor paid, and in any such action the fact that the defendant has represented himself as engaging in any business or calling for which a license is required shall be conclusive evidence of the liability of the defendant to pay for such license and procure the issuance thereof. (Ord. [1721-11](#) § 1 (part), 2011: Ord. [1192](#) § 1 (part), 1993)

5.04.100 Home occupation business.

A business owner intending to conduct business from a residence located within the city must provide proof of residency within the city and obtain approval per Chapter [17.68](#). The proof of residency and home occupation permit application must be filed directly with the city separate from the master business application submitted to the Business Licensing Service, and must be received and approved by the city before the business license application can be approved. (Ord. [1721-11](#) § 1 (part), 2011)

5.04.320 Public utilities.

Repealed by Ord. [1721-11](#). (Ord. [1192](#) § 1 (part), 1993)

5.04.330 Unpaid license fee.

Any license fee or tax which shall become due and owing to the city, whether imposed by this chapter or any other license ordinance, shall constitute and remain an indebtedness due and owing to the city until paid and the same may be collected in any civil action. (Ord. [1192](#) § 1 (part), 1993)

5.04.360 Exemptions.

Any person paying a business and occupation tax to the city under the terms of Ordinance No. 382, or under the terms of future ordinances of the city shall be exempt from the payment of any license or tax under this chapter during the year or years covered by such other ordinances. (Ord. [1192](#) § 1 (part), 1993)

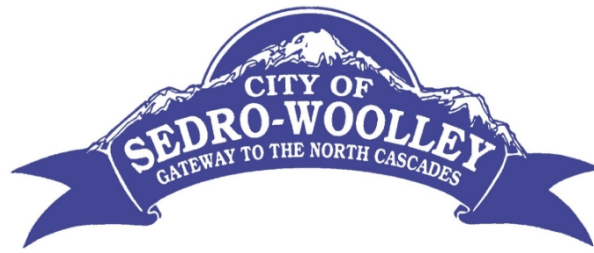
5.04.380 Publishers.

Publishers of newspapers, periodicals or any other publications, may, in lieu of procuring any license provided for in this chapter, pay to the city a sum of money equal in amount of the appropriate license fee set forth in Section [5.04.030](#), and upon payment thereof, shall be exempt from the requirements of this chapter, such exemption to apply for one calendar year, and to be renewable from year to year upon additional payment of the sum. (Ord. [1367-00](#) § 1, 2000: Ord. [1192](#) § 1 (part), 1993)

5.04.420 Duties of the city clerk.

The city clerk shall keep full and accurate records of all funds received under the provisions of this chapter. Upon receipt of any license fee or penalties collected under the provisions of this chapter, he shall deposit the same with the city treasurer to the credit of the current expense fund.

It shall be the duty of the city clerk to require all parties engaging in any business activity to procure such license, and should there be any license fee not paid by any person, it shall be the duty of the city clerk to enforce collection thereof in the manner provided in this chapter. (Ord. [1192](#) § 1 (part), 1993)



City Council Agenda Item

Agenda Item No.: 1.2.

Date: July 9, 2025

From: Thomas Glover, Community Development Director

Subject: Grant Acceptance - Skagit County - Economic Development Funding (Affordable Housing and Boys & Girls Club)

RECOMMENDED ACTION:

Motion to accept the Skagit County Economic Development Public Facility award, and request that Mayor Johnson sign the attached Interlocal Agreement.

BACKGROUND/SUMMARY INFORMATION:

Earlier this year, the County Commissioners of Skagit County issued a call for applications for projects to be considered for funding through the County's Economic Development Public Facility grant program. The City was approached by The RJ Group to submit an application for funding to be used for the construction of infrastructure that would support a project that combines multiple purposes: construction of affordable housing, and the creation of a new Boys & Girls Club facility. This is consistent with Skagit County's Comprehensive Economic Development Strategy (CEDS) to, among other things, offer incentives for providing on-site childcare in new mixed-use or multifamily developments. The new Boys & Girls Club facility will occupy most of the first floor commercial space of the development.

FISCAL IMPACT, IF APPROPRIATE:

There is no local match requirement, other than the cost of administration of the grant management and reporting. This will operate like a pass-through funding.

ATTACHMENTS:

1. EDI Grant Award 070225 TG
2. EDI Grant Award - Interlocal Agreement 070225 TG
3. Skagit County EDI 2025 Presentation - The RJ Group - July 9 City Council Meeting

Tom E. Glover

From: Vicky Gonzalez <vickyg@co.skagit.wa.us>
Sent: Tuesday, June 17, 2025 2:36 PM
To: Bill Bullock; Tom E. Glover
Subject: 2025 Economic Development Funding Agreements with the City of Sedro-Woolley
Attachments: City of Sedro-Woolley - Jones-John Liner Railroad Undercrossing.pdf; City of Sedro-Woolley - SR9-Township St & John Liner-McGarigle Rd Intersection Project.pdf; City of Sedro-Woolley - Batey Square Development.pdf

CAUTION: This email originated from outside of the City of Sedro-Woolley mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

I am pleased to inform you that your request for 2025 Economic Development/Public Facilities Projects grant funds was approved by the Board of Skagit County Commissioners on June 16, 2025, per Resolution R20250137 and R20250142.

Attached is your Funding Agreements for:

- Jones/John Liner Railroad Undercrossing for \$250,000 and re-award for \$500,000 for a total of \$750,000
- SR9/Township Street & John Liner/McGarigle Road Intersection for \$500,000
- Batey Square Development for \$750,000

PLEASE REVIEW AND COMPLETE THE SIGNATURE PAGES (6) and RETURN by regular mail to:

Attn: Vicky Gonzalez
Skagit County Commissioners' Office
1800 Continental Place, Suite 100
Mount Vernon, Washington 98273

or scan and email to: vickyg@co.skagit.wa.us

Thank you,

Vicky Gonzalez, Finance Assistant II
Skagit County Commissioners' Office
1800 Continental Place, Suite 100
Mount Vernon, WA 98273
360 416 1308 / vickyg@co.skagit.wa.us

Office Hours: Monday – Thursday 5:30am–4pm

Tom E. Glover

From: Google Calendar <calendar-notification@google.com> on behalf of Garrett Michael <me@gwmichael.com>
Sent: Wednesday, May 7, 2025 2:14 PM
To: Tom E. Glover
Subject: Accepted: 2025 Economic Development Project Presentations @ Fri May 30, 2025 1pm - 1:30pm (PDT) (Tom E. Glover)
Attachments: invite.ics

CAUTION: This email originated from outside of the City of Sedro-Woolley mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Garrett Michael has accepted this invitation.

Good Morning,

Thank you for your recent grant application to Skagit County for consideration for an award of Economic Development funding.

The Board of County Commissioners **invites you to give a brief presentation on your** project(s) on Friday, May 30th at 1pm. The presentations this year will be in the County Commissioners' hearing room though there will be a hybrid (Zoom) option for those who would like to attend virtually, please inform me if you will be attending via zoom. You are receiving this because your contact information is on the grant application. Please feel free to forward this to someone else if necessary.

We received 18 applications requesting over \$11 million and have approximately \$4 million for economic development projects and \$3 million for affordable workforce housing projects.

You will have up to 5 minutes to present your project and answer questions from the County Commissioners and Advisory Committee. The platform we will use, is Zoom and you will be able to share your screen so others can see you and/or any other visuals you have (Power Point, maps, etc.) Please send me your presentation as soon as possible, via email so we can preload onto the presentation computer.

Log in information:

Join Zoom Meeting Room Information:

<https://us06web.zoom.us/j/87180001980?pwd=eEVGUGkxZ3NkQkhYSnhBMEo2RTQrdz09> or
call: 1 (253) 215-8782, Meeting ID: 871 8000 1980 Passcode: 143573.

A separate Advisory Committee meeting will take place shortly after the presentations to discuss the grant requests. A resolution awarding funding is expected to be considered by the Board of County Commissioners by mid-July.

Please don't hesitate to contact Trisha at 360-416-1305 should you have any questions regarding the process.

Vicky Gonzalez, Finance Assistant II
Skagit County Commissioners' Office
1800 Continental Place, Suite 100
Mount Vernon, WA 98273
360 416 1308 / vickyg@co.skagit.wa.us

When

Friday May 30, 2025 · 1pm – 1:30pm (Pacific Time - Los Angeles)

Location

SKC Commissioners' Hearing Room, 1800 Continental Place, Suite 100, Mount Vernon

[View map](#)

Guests

Tom E. Glover - organizer
Garrett Michael - creator
Rob Janicki
cbush@sedro-woolley.gov - optional
Nicole McGowan - optional
Peter Lane - optional

[View all guest info](#)

Invitation from [Google Calendar](#)

You are receiving this email because you are an attendee on the event.

Forwarding this invitation could allow any recipient to send a response to the organizer, be added to the guest list, invite others regardless of their own invitation status, or modify your RSVP. [Learn more](#)



Economic Development Public Facility Project Application

Board of County Commissioners · 1800 Continental Place · Mount Vernon WA 98273

voice 360-416-1300 · www.skagitcounty.net

Part 1	Applicant Information			
Organization	City of Sedro-Woolley			
Address	325 Metcalf St.	State	WA	Zip 98284
Primary Contact	Thomas Glover		Phone	360-855-9930
E-mail Address	tglover@ci.sedro-woolley.gov			



Part 2	Project Information	
Funding is available for (1) public facilities serving economic development purposes, (2) construction of affordable workforce housing infrastructure and facilities, and (3) personnel in economic development offices. RCW 82.14.370 (4) defines "public facilities" as bridges, roads, domestic and industrial water facilities, sanitary sewer facilities, earth stabilization, storm sewer facilities, railroad, electricity, natural gas, buildings, structures, telecommunications infrastructure, transportation infrastructure, commercial infrastructure, and port facilities in the state of Washington.		
Project Name	Batey Square Development	Location 1010 Hodgkin Street. Parcels: P37331; P37206
Project Type	Mixed-use development including non-profit commercial space	Start Date 7/1/2025
Description	Batey Square development consists of one five-story mixed-use building with 138 residential units and approximately 15,199 square feet of commercial space. Boys and Girls Clubs of Skagit County will occupy majority of the ground floor retail space with approximately 7,145 SF of interior space and 1,887 SF of exterior fenced space. This development will include a second phase for-sale component consisting of 7 four-unit buildings for a total of 28 carriage homes, and 10 four-unit buildings for a total of 40 town homes.	
Use of funds	Describe the specifics of what funds will be spent on (e.g., labor, equipment, material, etc.): Construction of housing infrastructure consisting of new frontage improvements to include street widening, sidewalks, curb, gutter, stormwater vault and improvements, sewer and water utilities, and safe pedestrian access along the west side of Hodgkin Street supporting this development project.	

Part 3	Required Resources	
Provide a budget that shows a breakdown of project costs. Please also provide a breakdown of awarded/committed and pending funding that clearly illustrates the total funding required for the project listed by individual funding source, including any money from the Public Facilities fund. Specify any conditions attached to any funding sources.		
Budget	Total funding requested from Distressed/Rural County Sales and Use Tax to fund public facilities projects in Skagit County (not to exceed \$750,000 for economic development projects and \$1,000,000 for workforce housing projects) Amount primary sponsor/organization is contributing to the project Other Funding Source: Construction Bank Financing Other Funding Source: Click here to enter text. Other Funding Source: Click here to enter text. Other Funding Source: Click here to enter text. Other Funding Source: Click here to enter text. Total Project Cost	
	\$	\$750,000
	\$	\$9,250,000
	\$	\$41,000,000
	\$	text
	\$	text
	\$	text
	\$	text
	\$	\$51,000,000

Comments Describe impact to project if not fully funded:

Due to project financing limitations and the high cost of buildout, funding support is critical to ensure the completion of essential public infrastructure and tenant improvements for the Boys and Girls Clubs of Skagit County. A significant contribution from the developer is being committed toward the buildout costs, substantially offsetting expenses and demonstrating strong public-private partnership. This support, combined with additional funding, will greatly reduce the nonprofit's upfront capital burden and ongoing operating expenses, enabling them to focus resources on delivering vital programs and services to local youth in a safe, purpose-built space.

Part 4 Unsuccessful Funding Requests

Other Sources Provide other income/funding (sponsorship, grants, donations) applied for but not awarded.

Other Funding Source:	N/A	\$	text
Other Funding Source:	N/A	\$	text
Other Funding Source:	N/A	\$	text

Part 5 Public Facilities (N/A for affordable housing projects or personnel in economic development offices)

Planning Per RCW 82.14.370(3)(b), the public facility must be listed as an item in the County's adopted overall economic development plan, or the economic development section of the County's comprehensive plan, or your city or town's comprehensive plan. Under which plan is the proposed project contained? (Please attach a resolution or ordinance documenting that the appropriate authority has included the project in one of the above plans.)

The Skagit Comprehensive Economic Development Strategy (CEDS), December 2024 states housing affordability and availability as a "foundational need for residents in Skagit County," and identifies lack of accessible childcare as a major cause of "work disruptions, missed career opportunities, and greater employee turnover" (27). One of the strategies (4.1.3) identified in Skagit CEDS to meet goal 4; to "Preserve and enhance Skagit's... quality of life, and appeal to businesses, residents, workers and visitors" is to "Advocate for Skagit County's local jurisdictions to offer incentives for providing on-site childcare in new mixed-use or multifamily developments" (48). Strategy 4.3 also recognizes "housing supply and affordability challenges as central to economic prosperity throughout Skagit County" and encourages the "support of significant expansion of both market-rate and affordable housing across the county as part of CEDS on-going governance and evaluation" (49). Key performance measures to indicate success in this goal include housing units built, housing stock volume, housing prices, and childcare slots needed versus available" (64). This project will support these goals by increasing affordable daycare options through the Boys & Girls Club who will be occupying a large portion of the commercial space on the ground floor of the 5-story mixed use multifamily building. This project also supports housing policies and objectives in Sedro-Woolley's Comprehensive plan, including the Policy H2.5 to "encourage development of housing for low income and first-time homebuyers" and "encourage public, private and non-profit associations efforts... within the below and moderate-income housing market" (124), as well as the objective to "Explore strategies to prompt the development of non-assisted affordable housing in the private sector" (127).

Project location Incorporated Area

Zoning: Mixed commercial with urban village mixed-use (UVMU) overlay

Part 6 Value Proposition

Business Is this project supportive of a specific business? If so, how many? Please provide names of businesses if known.

Yes. The Batey Square development supports both non-profit and private sector employers in Sedro-Woolley. Boys & Girls Clubs of Skagit County, led by President & CEO Ron McHenry, will occupy most of the ground floor commercial space of the Batey Square development. The space will house a new youth services facility and daycare center, including indoor and outdoor areas for programming.

Janicki Industries, one of the largest private employers in Sedro-Woolley, currently employs 1,653 full-time workers. CEO Peter Janicki has stated plans to double that number over the next five years, but notes that lack of available housing poses a major hinderance to this goal.

Jobs Describe, in specific detail, how this project will create jobs and/or allow for the retention of current jobs.

The Batey Square project will directly contribute to both job creation and job retention by:

Creating new positions in childcare and youth programming through the expansion of the Boys & Girls Clubs of Skagit County. These include full-time roles in early childhood education, youth services, and facility operations, supporting local working families and enabling more parents to participate in the workforce.

Supporting job retention and expansion at Janicki Industries by increasing the supply of workforce-oriented housing in Sedro-Woolley. With plans to add over 1,600 new full-time positions in the next 5 years, Janicki Industries requires new housing development to retain and attract employees. The current housing shortage threatens the company's ability to meet its workforce expansion goals, and Batey Square helps address this infrastructure need.

By integrating community-serving facilities with attainable housing, the Batey Square development acts as a critical public infrastructure investment that directly supports Skagit County's goal of retaining and creating family-wage jobs.

Job Detail Provide information on the following: (a) the average wage, including benefits, and the number of new jobs/FTEs; and (b) the average wage, including benefits, as the result of the project. Please be specific as possible. *Generic information may not be scored. Do not include any construction-related jobs.*

	Jobs/FTEs Retained	Jobs/FTEs Created 1-3 Years	Jobs/FTEs Created 4 Years
Number of Jobs/FTEs	138	400	500
	According to Peter Janicki and as shown in his letter, the average salary at his company is \$100,000 with many of their top employees making over \$200,000 annually.	Assuming 3% salary inflation, this average salary range after 3 years should increase to a range of \$109,273 to \$218,545.	Assuming 3% salary inflation, this average salary range after 4 years should increase to a range of \$112,551 to \$225,102.
Average Wage/FTE			

Part 7	Project Timeline
Timeline	Provide a timeline for the project. Please include specific deadlines for segments or phases of the project, including total project begin date and completion date. Batey Square (phase I) development is nearing building permit issuance and is anticipated to break ground in August 2025. Infrastructure and vertical construction are expected to take 19-21 months, with first move-ins anticipated in month 20. Building Permit RTI: June 1, 2025 Site Construction Start: August 1, 2025 ROW (Right-of-Way) and Frontage Improvements Start (funding being applied for): September 1, 2025 ROW Improvements Complete (minus finished landscaping): January 1, 2026 Building Construction Start: December 1, 2025 Construction Complete / Certificate of Occupancy (CO): May 1, 2027 Phase II Creekside Commons townhomes and carriage homes Complete Pre-application: February 19, 2025 Preliminary BSP Submittal: May 16, 2025 Batey BLA Submittal: June 1, 2025 Clear & Grade Submittal: June 15, 2025 PUD Submittal: June 15, 2025 Construction Stormwater Permit Application: July 1, 2025 SEPA Determination: July 15, 2025 Preliminary BSP Approval: August 1, 2025 Building Permit Submittals: August 15, 2025 Batey BLA Approval: September 1, 2025 Construction Stormwater Permit Approval: September 15, 2025 Clear & Grade RTI: October 1, 2025 Dirt Work Start: October 1, 2025 Final BSP Recorded: November 1, 2025 Building Permit RTI (assumes 3rd party review): November 15, 2025 Vertical Construction Start: January 15, 2026 Construction Complete: July 15, 2026 First Certificate of Occupancy (CO): September 15, 2026
Phasing	If this is a phased project, for which phase are you applying for funding? Funding is being requested for Batey Square Phase I, with a significant focus on the public facility improvements essential to supporting the development. These include new frontage improvements along Hodgin Street, street widening, installation of sidewalks, curbs, and gutters, a stormwater vault and related stormwater management systems, as well as the extension and enhancement of sewer and water utilities. Additionally, safe pedestrian access will be developed along the west side of Hodgin Street. These infrastructure upgrades are critical to enabling the successful construction of 138 apartment units, approximately 15,199 square feet of commercial space, and the tenant improvements for the Boys and Girls Clubs of Skagit County.
Completion	By what date will the project (or this phase) be complete? Funds will lapse and may not be spent after this date. May 1, 2027

Efforts So Far Summarize efforts taken to date regarding the project. What planning has taken place? Have engineering reports and feasibility studies been prepared? If so, describe them.

Significant planning and predevelopment work has already been completed for Phase I of the Batey Square development, which includes both on- and off-site civil infrastructure, as well as vertical construction for 138 residential units and associated ground-floor commercial space. Building permits are currently in final review.

Key efforts to date include:

Site Planning & Design: Full architectural, civil, and landscape design work has been completed for Phase I, creating an integrated, mixed-use development that blends residential units with community-serving commercial space.

Engineering Reports: Comprehensive geotechnical, civil, and structural engineering reports have been prepared and submitted as part of the permitting process, addressing all critical site and building considerations.

Based on feedback from the Boys and Girls Clubs of Skagit County, we have revised the Clear & Grade (civil) permit to accommodate the site changes required for their operations, which will enhance the overall usability of the exterior dedicated space to include a fenced outdoor play area. We have completed preliminary designs of the buildout and received estimated budgeting from Exxel Pacific on the shell and tenant improvements costs. An amended civil permit is due to be submitted in May to accommodate these changes for the exterior play area.

Feasibility and Financial Modeling: The development team has conducted detailed market analysis and financial feasibility modeling to support the long-term viability of the project, including strategies to secure the necessary grant funding for construction.

Permitting Progress: The project has completed initial rounds of plan review and is now in the final stage of building permit approval, with full permits anticipated by June 2025. Additionally, the City has motioned for approval of the development agreement related to the off-site storm detention facilities, further supporting the project's infrastructure readiness.

Contractor Engagement: Exxel Pacific, a contractor with a strong presence throughout the county, has been actively engaged since the project's early stages and is now approaching completion of the GMP (Guaranteed Maximum Price) budget. Simultaneously, Janicki General is finalizing pricing for the civil scope of work.

Part 8**Action Plan**

What quantifiable measures are you going to track to measure the success of the project?

The success of the Batey Square development will be tracked using a combination of housing, economic, and infrastructure benchmarks, including:

1. Housing Units Delivered - 138 residential units completed and ready for occupancy by project closeout.
 2. Job Creation & Retention - Number of permanent jobs created within the Boys & Girls Club childcare and youth programming facility (anticipated 30–40 FTEs). Ongoing tracking of employment growth at Janicki in correlation with housing delivery (targeting 1,600+ new jobs over five years).
 3. Commercial Space Activated - Square footage of commercial space leased and operational in addition to the Boys and Girls Clubs of Skagit County occupancy (expected occupancy of 8,123 sq. ft. by additional community-serving tenants). Track community usage metrics (e.g., childcare enrollments, youth program participation).
 4. Permit Milestones and Construction Progress - Monitor achievement of permitting deadlines, groundbreaking, and construction benchmarks in accordance with the project timeline.
 5. Infrastructure Improvements Completed - Completion of on-site and off-site infrastructure, including storm detention facilities and public utility connections and record bonding agreement with city.
 6. Occupancy & Lease-Up Rates - Residential occupancy absorption target of 25 units per month until project stabilization at 95% or higher.
 7. Community Impact Metrics - Number of families served by the Boys & Girls Club and childcare program within the first year of operations.
-

Part 9**Miscellaneous**

Include information related to the project, if any, that would assist the Economic Development Advisory Committee and the Board of County Commissioners in evaluating the funding request, such as emergency declarations, bird-in-hand industry, volunteer efforts, links to other priority projects, etc.

The Batey Square development is uniquely positioned to advance Skagit County's economic and workforce development goals through the creation of housing and community infrastructure that directly supports family-wage job retention and creation. Several key factors make this project especially compelling for EDI investment:

1. Strong Industry and Community Support ("Bird-in-Hand" Employers)

Janicki Industries, currently employing 1,653 full-time employees with plans to double its workforce in the next five years, has identified the lack of workforce housing as a major barrier to growth. In his letter of support, President John Janicki states that they plan to invest \$400 million in facilities over the next several years and emphasizes that "any new units will be quickly bought up" by employees seeking local housing.

The development also supports the expansion of the Boys & Girls Clubs of Skagit County, a trusted nonprofit employer, through dedicated commercial space for a childcare and youth facility — critical for supporting Sedro-Woolley's working families.

2. Shovel-Ready and Time-Sensitive

The project is nearing building permit issuance, with Boys and Girls Clubs of Skagit County tenant improvements fully designed for its community-serving uses, including a daycare with outdoor space. The City of Sedro-Woolley has also motioned for approval of the development agreement related to off-site stormwater facilities, further reinforcing the project's readiness and alignment with local planning priorities.

3. Volunteer and Collaborative Engagement

The project benefits from close collaboration among private developers and builders, nonprofit organizations, and local government and ties seamlessly into the Janicki Fields development with pass through walkways that are protected from the city ROW.

Letters of support have been submitted from:

Home Trust of Skagit
Volunteers of America Western Washington
Boys & Girls Clubs of Skagit County
Janicki Industries

These letters reflect a broad coalition of local stakeholders who see Batey Square as a strategic investment in Sedro-Woolley's future ensuring local workers, families, and employers have access to the housing and community services they need to thrive.

Part 10**Presentation**

Names(s) of presenter(s) for the project

Rob Janicki, Garrett Michael

Part 11**Applicant Certification**

The applicant here certifies and affirms (1) that it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of age, race, color, ethnicity, sex, religion, creed, place of birth, or degree of handicap; (2) that it will abide by all relevant local, state and federal laws and regulations; and (3) that it has read and understood the provisions and restrictions in each part above and will comply with all provisions thereof.

Signature

DocuSigned by:

Julia Johnson

EBB2DA0D1582408...

Date 4/24/2025

Printed Name Julia Johnson

Title Mayor

April 23, 2025

To Whom It May Concern:

I am Felicia Minto, current Executive Director of Home Trust of Skagit, and I am writing this letter to express our support for The RJ Group's utilization of Sedro-Woolley's EDI funding for affordable housing in the Batey Square Development.

Home Trust of Skagit is a registered 501c3 Nonprofit Organization dedicated to providing affordable housing for qualified applicants at or below 80% AMI in Skagit County. As a Community Land Trust, we retain ownership of the land which allows the sale of homes with a fixed-rate resale formula to remain in the affordable market upon resale. We maintain an application process for new buyers and also administer a 99-year ground lease for the properties.

Home Trust of Skagit acquires homes in its portfolio in a number of ways, the most traditional way is we purchase the land, and contract with a builder. We also can acquire "fair market" homes through traditional purchase, and also through the donation of the land/home. Another way in which we add homes to our portfolio is through partnerships with for-profit developers, as such in this particular case for the proposed Batey Square Development in Sedro-Woolley.

Home Trust of Skagit is supportive of The RJ Group's development model for Batey Square. It is our understanding and agreement with The RJ Group that we will be able to offer some of the homes in the Batey Square development at 80% AMI or less. This is an important opportunity to make long-term affordable home ownership a real possibility for the local workforce in Sedro-Woolley.

The EDI funds are absolutely crucial in our partnerships' ability to offer these homes at an affordable rate to the local workforce. It is Home Trust of Skagit's perspective, that in order to provide long-term affordable homes to the local workforce, we have to utilize *all* available funding opportunities, as well as leveraging innovative partnerships with a shared vision. We are committed to a productive and positive partnership with The RJ Group, and any future developments allocating long-term affordable housing provided to the local workforce. Please receive this letter as Home Trust of Skagit's official and strong support in the utilization of Sedro-Woolley's EDI funding toward The RJ Group's Batey Square Development.

Sincerely,



Felicia Minto
Executive Director, Home Trust of Skagit
director@htskagit.org





VOLUNTEERS OF AMERICA WESTERN WASHINGTON

To Whom It May Concern:

I am Brian Smith, CEO at Volunteers of America Western Washington (VOAWW), and I am writing this letter to express our support for The RJ Group's proposed use of Sedro-Woolley's EDI funding for the development of affordable housing at Batey Square.

VOAWW is a 501(c)(3) nonprofit dedicated to supporting vulnerable individuals and families across five counties through housing, behavioral health, early childhood education, food security, and crisis response. Housing stability is central to our mission, grounded in equity, dignity, and opportunity for all.

We operate permanent supportive and affordable housing programs that serve those experiencing housing instability and homelessness. We recognize that safe, stable housing is essential to wellbeing and actively pursue partnerships that expand access across our region.

We believe the Batey Square Development represents a vital investment in long-term housing affordability and aligns with our vision of ensuring that low- and moderate-income families have access to safe, attainable homes. It is our understanding that this development will provide homeownership opportunities for individuals at or below 80% of the Area Median Income (AMI)—a demographic we often serve and advocate for.

The EDI funds are critical to making these homes truly affordable for the local workforce and ensuring the long-term viability of inclusive community development in Sedro-Woolley. In our view, effective affordable housing solutions depend on collaboration between nonprofit, government, and private-sector partners—exactly the kind of innovation this project represents.

Please accept this letter as VOAWW's strong support for The RJ Group's utilization of Sedro-Woolley's EDI funding to help bring the Batey Square Development to life. We look forward to seeing the positive impact this project will have for families in our region.

Sincerely,

Brian Smith
President/CEO



3302 Cedardale Rd. STE A-100 • Mount Vernon, WA 98274 • 360-419-3723 (phone/fax)
www.SkagitClubs.org

April 24, 2025

To Whom It May Concern,

At Boys & Girls Clubs of Skagit County, we don't believe zip code should define opportunity.

That's why we're proud to offer our **unequivocal support** for the Economic Development Public Facility application for the **Batey Square Development** in Sedro-Woolley. We're not just interested participants in this project—we're key partners, and we're all-in.

What We're Bringing to the Table

Pending approval and construction, **we will occupy nearly all available ground floor space** in the Batey Square development—more than 7,000 square feet of interior space and nearly 2,000 square feet of fenced outdoor play area. This facility will house up to **92 licensed childcare slots**, filling a critical regional need and becoming a cornerstone for families navigating the pressures of modern work-life balance.

It's a bold move. And it's the right one.

While we could pursue a standalone facility elsewhere with less complexity and fewer variables, we are choosing to do the harder thing—for the better reason. **We believe in this neighborhood. We believe in this project.** And we know that putting children and families at the heart of a new mixed-use development isn't just good design—it's good community-building.

What This Means for Skagit

Batey Square isn't just about square footage or units built. It's about lives changed. It aligns directly with our **Strategic Direction through 2030**, including:

- **Expanding access to early childhood services** in underserved communities.
- **Serving working families** with comprehensive, full-day, year-round programs.
- **Promoting healthy lifestyles**, including scratch-cooked, nutritionally balanced meals from our new on-site commercial kitchen.
- **Embedding equity and access** at the heart of community development.

This is the first time in our organization's history that we will offer childcare services for children **ages 0–5** in Sedro-Woolley, in addition to expanded capacity for school-age youth. These services will allow more parents



BOYS & GIRLS CLUBS
OF SKAGIT COUNTY

3302 Cedardale Rd. STE A-100 • Mount Vernon, WA 98274 • 360-419-3723 (phone/fax)
www.SkagitClubs.org

to **re-enter or remain in the workforce**, contribute to the economy, and build the futures they envision for their families.

The Bigger Picture

We know what happens when laughter echoes from playgrounds, when parents greet each other at drop-off, when kids grow together across ages and backgrounds. It builds community. It builds resilience. It builds futures.

We are proud to be that anchor tenant for Batey Square and provide the quality services our community has come to expect from us at the Dr. Georgiana Batey Discovery Center & Early Learning Community. And we're proud to stand with The RJ Group and our other community partners in building something bigger than any one of us could do alone.

Let's get this done—for the kids, the families, and the future of Sedro-Woolley.

Yours in service,

Ron McHenry

President & CEO

Boys & Girls Clubs of Skagit County

509-301-3920 | rmchenry@skagitclubs.org



719 Metcalf Street
Sedro-Woolley, WA 98284

360-856-5143 phone
888-856-5143 toll free
www.janicki.com

April 3, 2025

Ms. Mollie Janicki

RE: Work Force House

Dear Mollie,

Janicki Industries has been in a fast growth mode for the last 5 years. Because of our successful execution on several large defense and space projects we are planning on doubling our FTE's again in the next 5 years.

We are currently at 1653 employees. With an average wage of over \$100,000/year. Many of our top new employees make over \$200,000/year.

Work force housing is a major concern in our area. From the low end to the high end. Having been involved in housing development for many years I know personally how hard it is to get all the approvals in place to start building even if the market is there.

Many of our employees have grown up with us and thus are ready to move up in their housing. Any new units will be quickly bought up.

We have a plan to invest around \$400M in facilities in the next few years. Hopefully we will have additional housing to support this growth.

Sincerely,

John Janicki
President

**INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN
SKAGIT COUNTY AND CITY OF SEDRO-WOOLLEY
BATEY SQUARE DEVELOPMENT**

THIS INTERLOCAL AGREEMENT is entered into this _____ day of _____, 2025 between Skagit County, Washington (the "County") and City of Sedro-Woolley (the "Recipient") pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT, and in consideration of the mutual benefits do hereby agree as follows:

1. Purpose: The purpose of the contract is to distribute economic development funds pursuant to RCW 82.14.370.
2. Scope of Work: Recipient will only use the funds distributed under this agreement as allowed by RCW 82.14.370 and only for the Public Facility Project described in Recipient's Economic Development Application, which is attached to this document as Exhibit "A".
3. Payment: County will compensate Recipient a maximum of \$750,000 chargeable to GL expenditure code # 342 58502544109. Recipient shall submit an invoice describing the use of funds to be distributed by the County and the County upon receipt of appropriate documentation shall distribute a portion of the awarded funding as determined by the County Contract Representative described in Paragraph 6.1 of this Contract. However, such payments shall not occur more often than monthly, through the County voucher system. The County Contract Representative has the sole discretion of determining what appropriate documentation is required in order for Recipient to receive a distribution of funds under this Agreement.
4. Recipient agrees to return any and all funds provided under this agreement, including any penalties and interest, if the Recipient uses the funds outside the limitations set forth in Paragraph 2.
 - 4.1. Use of funds outside the limitations in Paragraph include (A) any finding, by the county or other state or federal agency, that the funds distributed pursuant to this agreement violate any state or federal laws or regulations, and (B) Recipient using the funds for a purpose other than what was originally described in its application of funds.
 - 4.2 If there is a finding as described in Paragraph 4.1(A), Recipient agrees to hold County harmless and indemnify County for any losses arising from the County distributing such funds to the Recipient contrary to state or federal law.

5. The parties agree that Recipient is an independent contractor and not an employee, or agent of Skagit County. Recipient hereby agrees not to make any representations to any third party or to allow such third party to remain under the misimpression that Recipient is an employee, independent contractor, or agent of Skagit County. All payments made hereunder and all services performed shall be made and performed pursuant to this Agreement. Recipient will defend, indemnify and hold harmless the County, its officers, agents or employees from any loss or expense, including but not limited to settlements, judgments, setoffs, attorneys' fees or costs incurred by reason of claims or demands because of breach of the provisions of this paragraph. Further the Recipient represents that all employees and sub-contractors are covered under Industrial Insurance in compliance with R.C.W. Title 51.

6. Administration: The following individuals are designated as representatives of the respective 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 in writing.

6.1 The County's representative shall be the Budget and Finance Director:
Trisha Logue
1800 Continental Place, Suite 100
Mount Vernon, WA 98273

6.2 Recipient's representative shall be Community Development Director:
Thomas Glover
325 Metcalf Street
Sedro-Woolley, WA 98284

All notices and payments mailed by regular post (including first class) shall be deemed to have been given on the second business day following the date of mailing, if properly mailed and addressed. Notices and payments sent by certified or registered mail shall be deemed to have been given on the day next following the date of mailing, if properly mailed and addressed. For all types of mail, the postmark affixed by the United States Postal Service shall be conclusive evidence of the date of mailing.

7. Defense & Indemnity Agreement: The Recipient agrees to defend, indemnify and save harmless the County, its appointed and elective officers and employees, from and against all loss or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Recipient, its subcontractors, its elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of

entering into this contract, except as expressly provided herein. Recipient insurance shall be primary. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of Recipient's insurance and shall not contribute to it.

8. This Agreement shall become effective upon execution per Resolution No. R20250142. Work on the project shall be substantially complete and contract shall expire May 1, 2027. For the purposes of this paragraph, the term "substantially complete" shall mean "when the contract work has progressed to the extent that the Recipient has full use and benefit of the facilities, both from the operational and safety standpoint, and only minor incidental work, replacement of temporary substitute facilities, or correction or repair remains to physically complete the total contract." Upon termination of this Agreement, all property acquired by the Recipient shall remain the Recipient's property, with no obligation to pay the County therefore.

9. The Recipient shall not assign any interest in this Contract and shall not transfer any interest in same without prior written County consent.

10. The Recipient will secure, at his own expense, all personnel required in performing said services under this Contract. Recipient shall be personally liable for applicable payroll, Labor and Industries premiums, and all taxes, and shall hold the County harmless from any claims related thereto.

11. Right to Review: This contract is subject to review by the State Auditor's office. The County or its designee shall have the right to review and monitor the financial components of this project. Such review may include, but is not limited to, on-site inspection by County agents or employees, and inspection of all records of other materials, which the County deems pertinent to the Agreement and its performance. Recipient shall preserve and maintain all financial records and records relating to this project under this Agreement for 3 years after contract termination, and shall make them available for such review, within Skagit County, State of Washington, upon request.

12. Acknowledgement of Funding: All books, informational pamphlets, press releases, research reports, articles, requests for information, signs or other public notices developed for or referring to the activities or programs funded by this agreement shall include the statement, "This project received funding from Skagit County," or similar language acknowledging Skagit County's funding contribution. Further, Recipient shall notify the County (or Administrative Services) no later than two weeks before a dedication ceremony or public event for any activities or programs funded by this agreement. Recipient shall also make efforts to verbally acknowledge the County's contributions to the Recipient at all dedication ceremonies or other public events relating to any programs or projects funded by this agreement.

13. Prevailing Wages: If Prevailing Wages are applicable to the work provided under the Agreement then Recipient shall submit a "Statement of Intent to Pay Prevailing Wages" prior to submitting first application for payment. Each statement of intent to pay prevailing wages

must be approved by the Industrial Statistician of the Department of Labor and Industries before it is submitted to the County. Unless otherwise authorized by the Department of Labor and Industries, each voucher claim submitted by a Recipient for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the pre-filed statement or statements of Intent to Pay Prevailing Wages on file with the public agency.

14. Nondiscrimination: During the performance of this contract, the Recipient shall comply with all federal and state nondiscrimination statutes and regulations. These requirements include, but are not limited to:

a. Nondiscrimination in Employment: The Recipient shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veterans status, or the presence of any sensory, mental, or physical handicap. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment selection for training, including apprenticeships and volunteers. This requirement does not apply, however, to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution or society of its activities.

15. Compliance with Applicable Law: The Recipient and all subcontractors of Recipient shall comply with, and the Department is not responsible for determining compliance with, any and all applicable federal, state, and local laws, regulations, and/or policies. This obligation includes, but is not limited to, nondiscrimination laws and/or policies; the Americans with Disabilities Act (ADA); Ethics in Public Service (RCW 42.52); Covenant Against Contingent Fees (48 C.F.R. Sec. 52.203-5); safety and health regulations. In the event of the Recipient's or a subcontractor's noncompliance or refusal to comply with any law or policy, the Department may rescind, cancel, or terminate the contract in whole or in part. The Recipient is responsible for any and all costs or liability arising from the Recipient's failure to so comply with applicable law.

16. Venue and Choice of Law: In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the Superior Court of the State of Washington in and for the County of Skagit. This Agreement shall be governed by the laws of the State of Washington.

17. No Separate Legal Entity: It is understood and agreed that this Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of the Agreement.

18. Termination of Contract for Cause

a. If, through any cause, the Recipient shall fail to fulfill in a timely and proper manner its obligations under this contract or if the Recipient shall violate any of its

covenants, agreements, or stipulations of this contract, the County shall thereupon have the right to terminate this contract and withhold the remaining allocation if such default or violation is not corrected within thirty (30) days after submitting written notice to the Recipient describing such default or violation. Further, in the event Recipient fails to expend funds under this contract in accordance with State or Federal laws and/or the provisions of the agreement, the County reserves to right to recapture funds expended to Recipient in an amount equal to the extent of the noncompliance.

b. The County may unilaterally terminate all or part of this contract, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this contract.

19. Termination for Public Convenience: The County may terminate the contract in whole or in part whenever the County determines, in its sole discretion, that such termination is in the best interests of the County. Whenever the contract is terminated in accordance with this paragraph, the Recipient shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the County at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the County. If sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the County will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. No penalty or expense shall accrue to the County in the event this provision applies.

20. Nonassignability: Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the Recipient.

21. Taxes: All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Recipient or its staff shall be the sole responsibility of the Recipient.

City of Sedro-Woolley

Signature

(Date _____)

Print Name

Title

Mailing Address:

325 Metcalf Street
Sedro-Woolley, WA 98284

Telephone No. _____

Fed. Tax ID # _____

Contractor Lic. #. _____

DATED this _____ day of _____, 2025.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Lisa Janicki, Chair

Ron Wesen, Commissioner

Attest:

Peter Browning, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director



THE **RJ** GROUP

Batey Square & Creekside Commons

*Building Community
Through Workforce Housing*

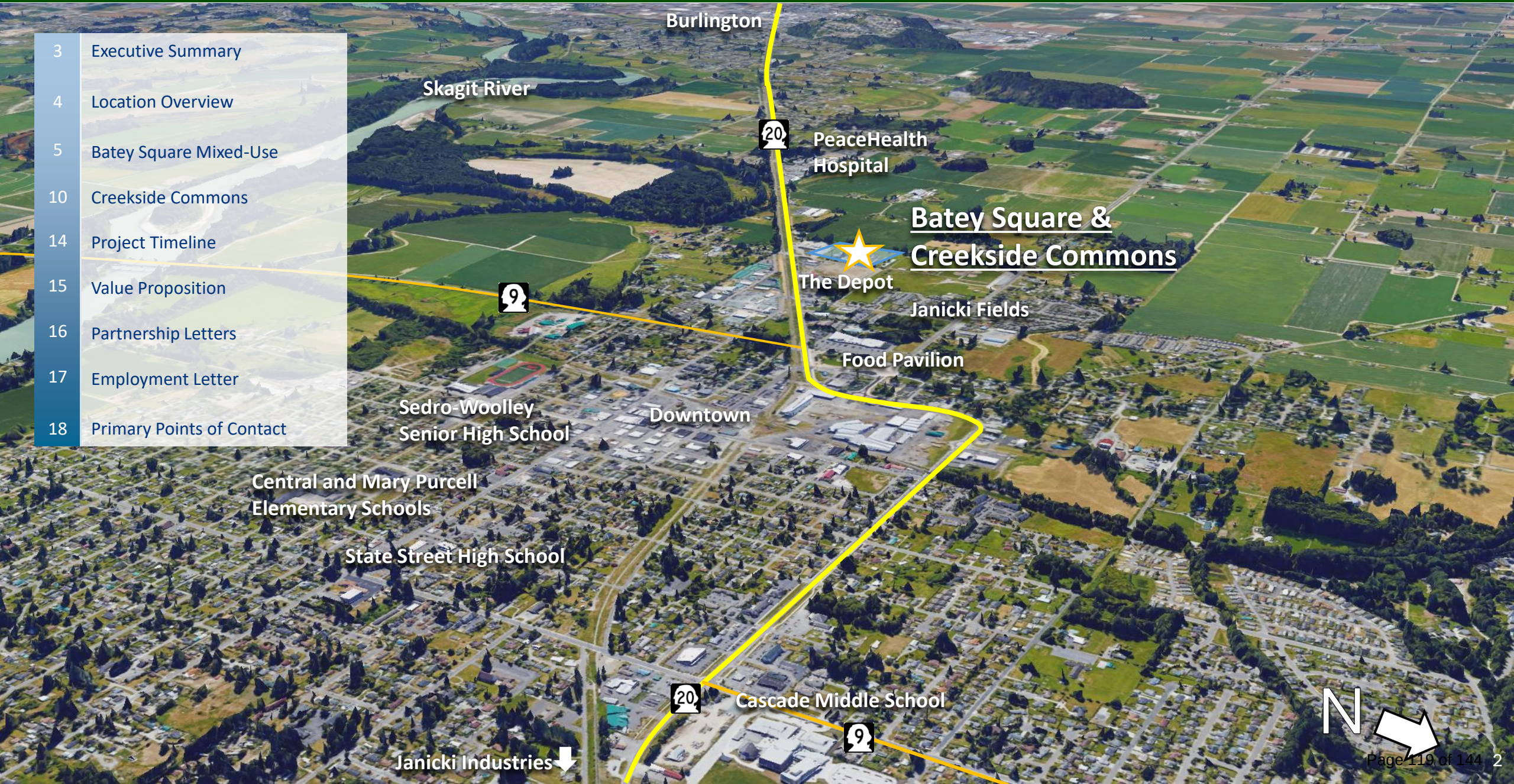
In Partnership with

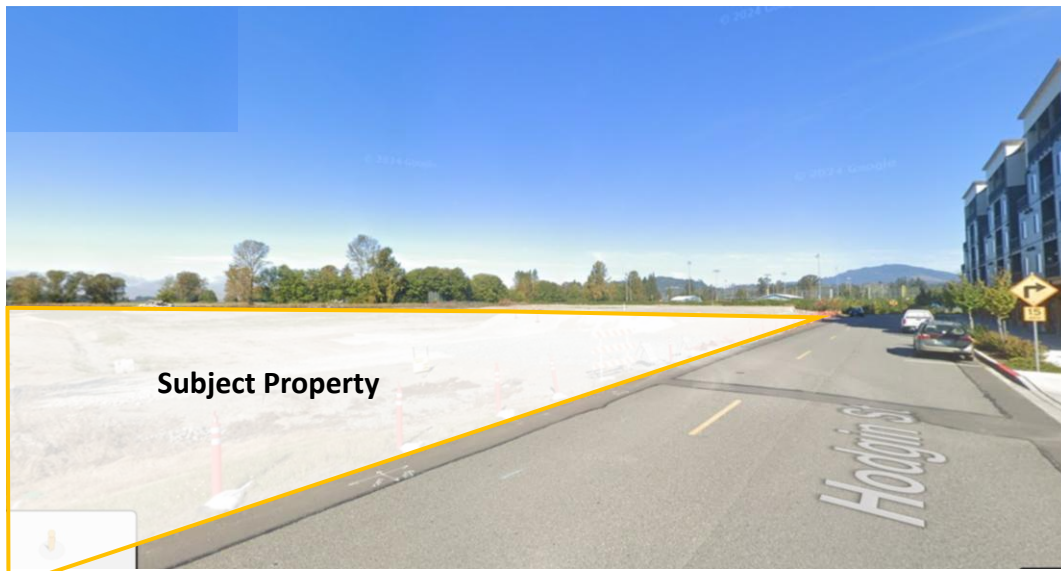


BOYS & GIRLS CLUBS
OF SKAGIT COUNTY



3	Executive Summary
4	Location Overview
5	Batey Square Mixed-Use
10	Creekside Commons
14	Project Timeline
15	Value Proposition
16	Partnership Letters
17	Employment Letter
18	Primary Points of Contact





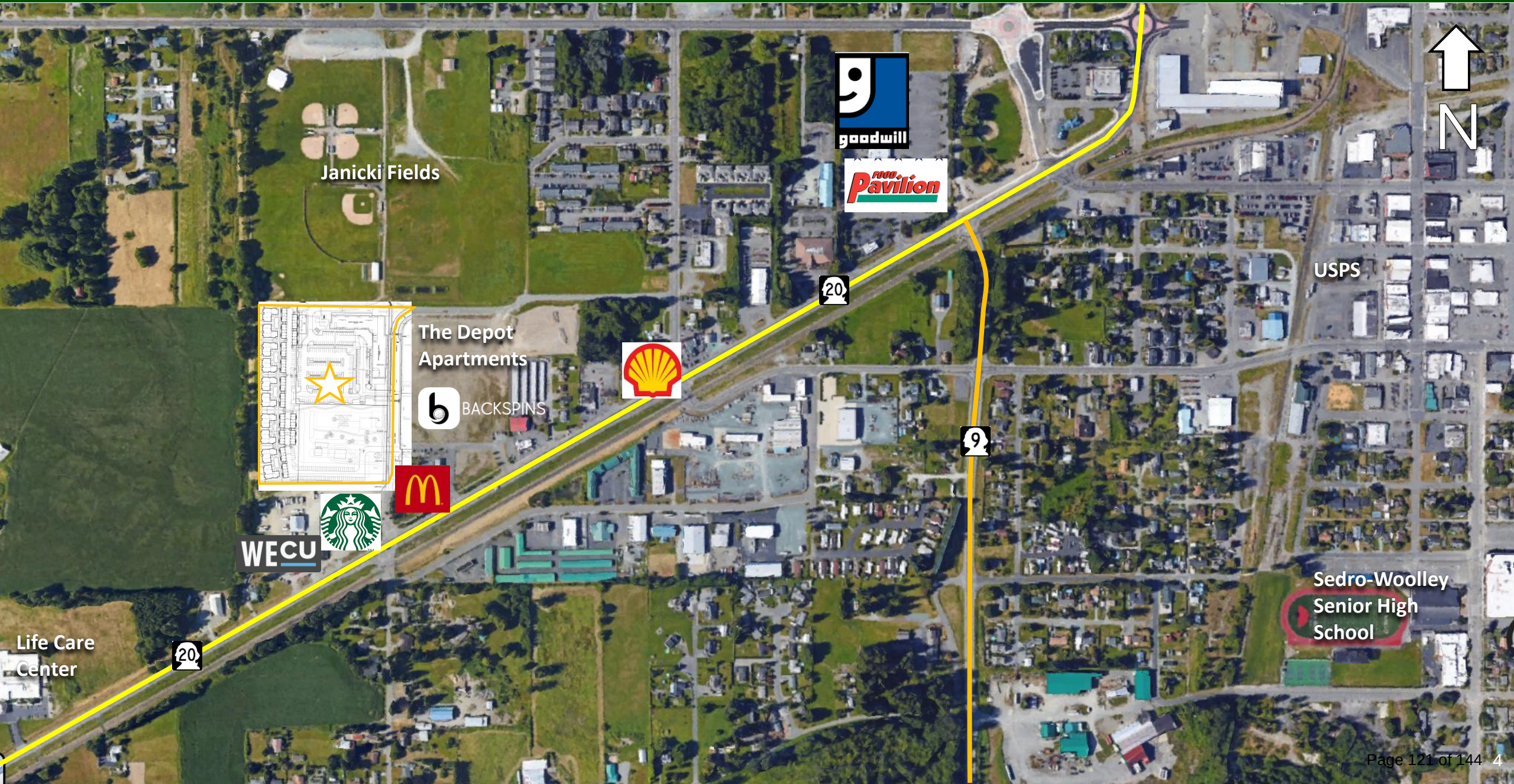
The RJ Group, in partnership with the **City of Sedro-Woolley**, **Boys and Girls Clubs of Skagit County**, **Volunteers of America**, and **Home Trust of Skagit**, is pleased to present **Batey Square** and **Creekside Commons** as recipients of the **Skagit County Economic Development Grant** funding. We are requesting approval from the City of Sedro-Woolley to enter into a development agreement for use of the County approved funds as outlined below.

Funding has been awarded for the public facility improvements essential to supporting this development, with a focus on safe pedestrian access to existing public infrastructure. These include new frontage improvements along Hodgins Street, street widening, installation of sidewalks, curbs, and gutters, a stormwater vault and related stormwater management systems, as well as the extension and enhancement of sewer and water utilities. Additionally, safe pedestrian access will be developed along the west side of Hodgins Street. These public facility improvements will be dedicated to the City of Sedro-Woolley upon completion.

These infrastructure upgrades are critical for safe ingress & egress access to both the for-sale workforce townhomes and the for-rent apartments, in addition to the tenant improvement buildout for the Boys & Girls Clubs of Skagit County.

Key Merits for EDI Funding

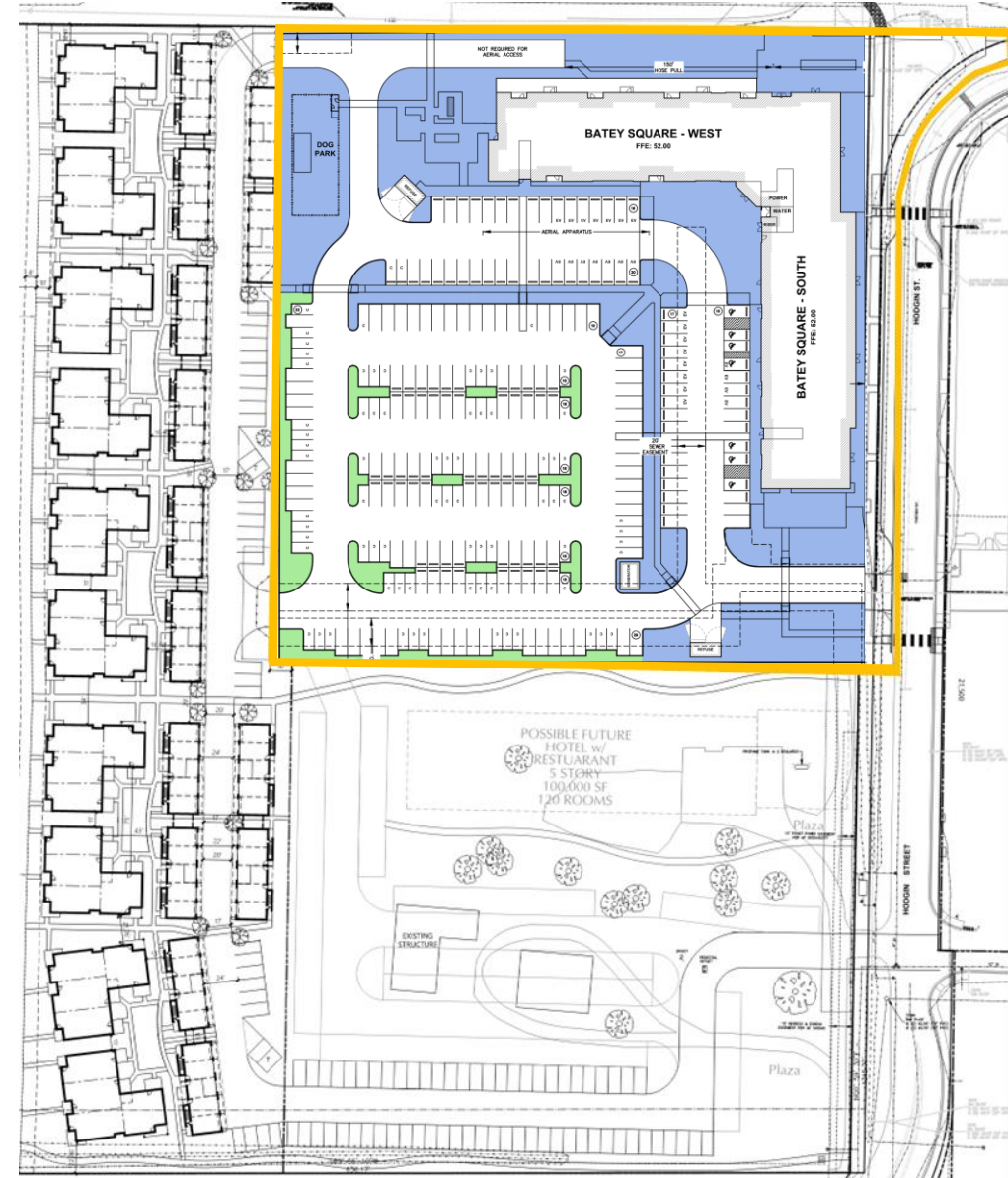
- ☐ Partnership with key stakeholders to provide much needed workforce housing and commercial childcare and youth facility
- ☐ This development meets the city's housing/affordability goals without impacting city budget
- ☐ Working with our partners, VOAWW and Home Trust of Skagit to set aside affordable workforce for-sale housing units to those whose income is no more than 80% AMI.
- ☐ This development acts as a critical public infrastructure investment that directly supports Skagit County's goal of retaining and creating family-wage jobs, especially in Sedro-Woolley
- ☐ Well-located in-fill product located near downtown Sedro-Woolley, institutional employers and services, medical services, and Janicki Fields.
- ☐ Creating safe pedestrian access to support local businesses and existing public infrastructure
- ☐ Walkable neighborhood with shopping, restaurants, and direct access to frequent local and rapid public transit
- ☐ August 2025 construction start
- ☐ Batey Square estimated cost \$51M, Creekside Commons estimated cost \$27M

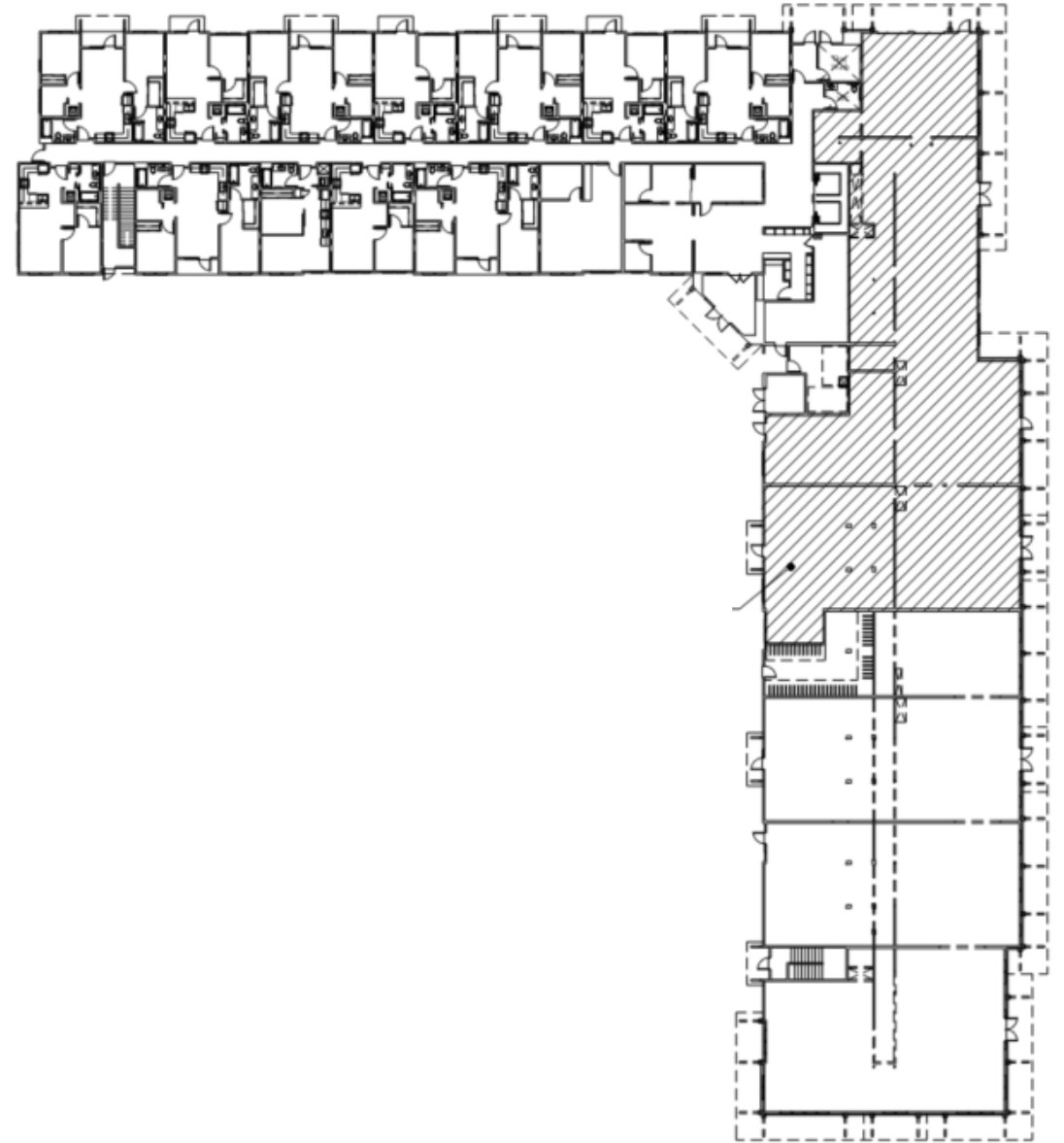


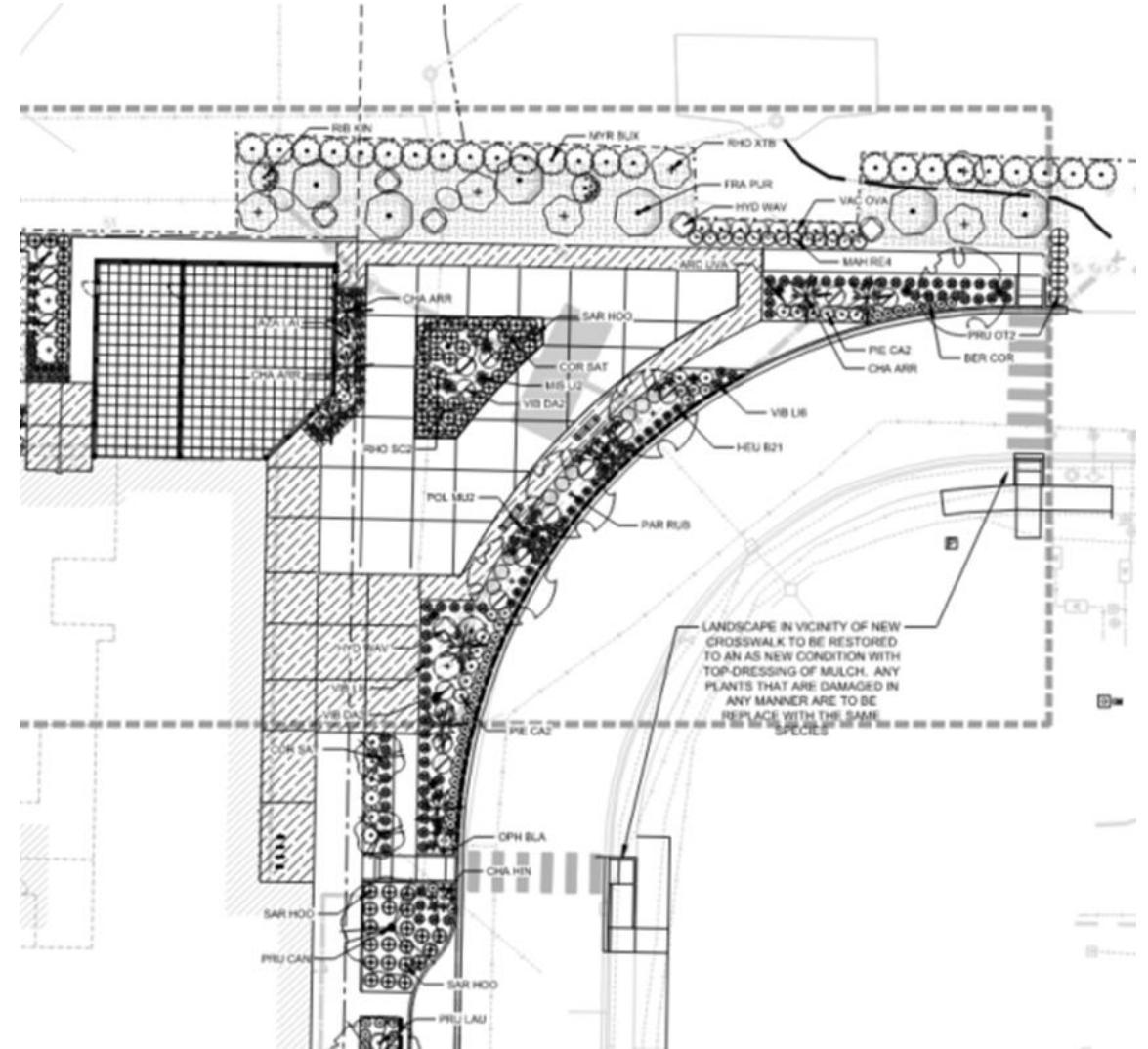
Batey Square: Mixed-use Multifamily w/ Boys & Girls Clubs of Skagit County

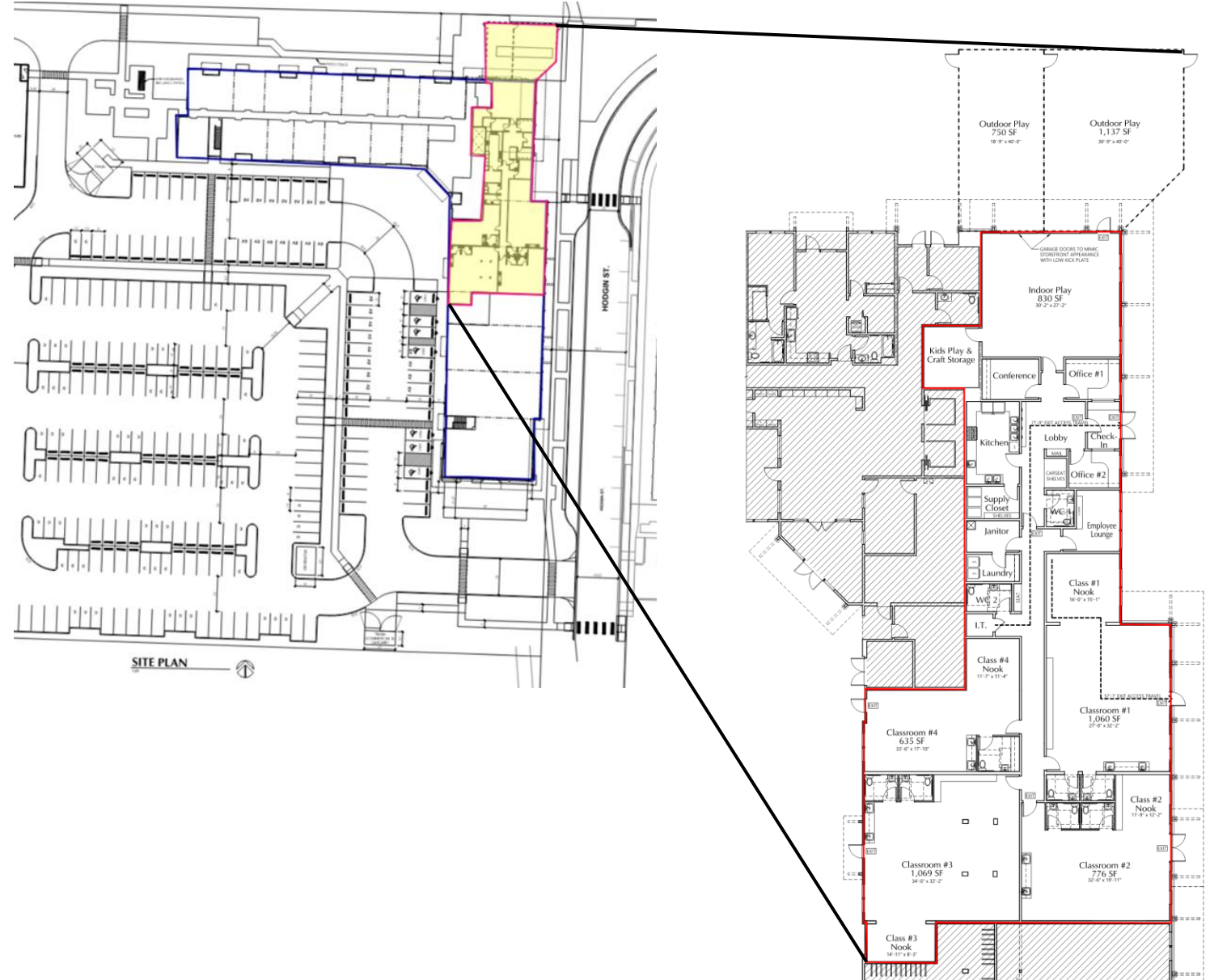


- **Parcel Number:** P37331
- **Zoning:** Urban Village Mixed-Use (UVMU)
- **Residential Units:** 138
 - 33 studios
 - 39 one bed / one bath
 - 66 two bed / two bath
- **Commercial:** 15,199 Square Feet
 - Boys & Girls Clubs of Skagit County: approx. 7,145 interior SF, 1,887 exterior SF
- **Amenities:** Bike Room, Shared Dog Park, Shared Walking Paths, Leasing Office, Community Lounge, Study Rooms, Dance Studio
- Right-of-Way Plaza & Street Improvements

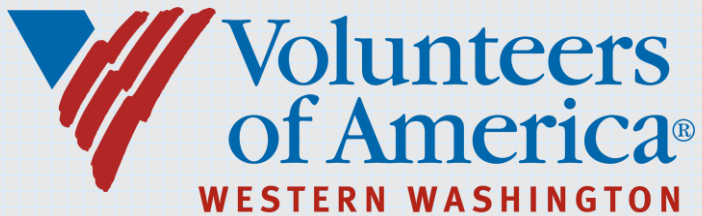




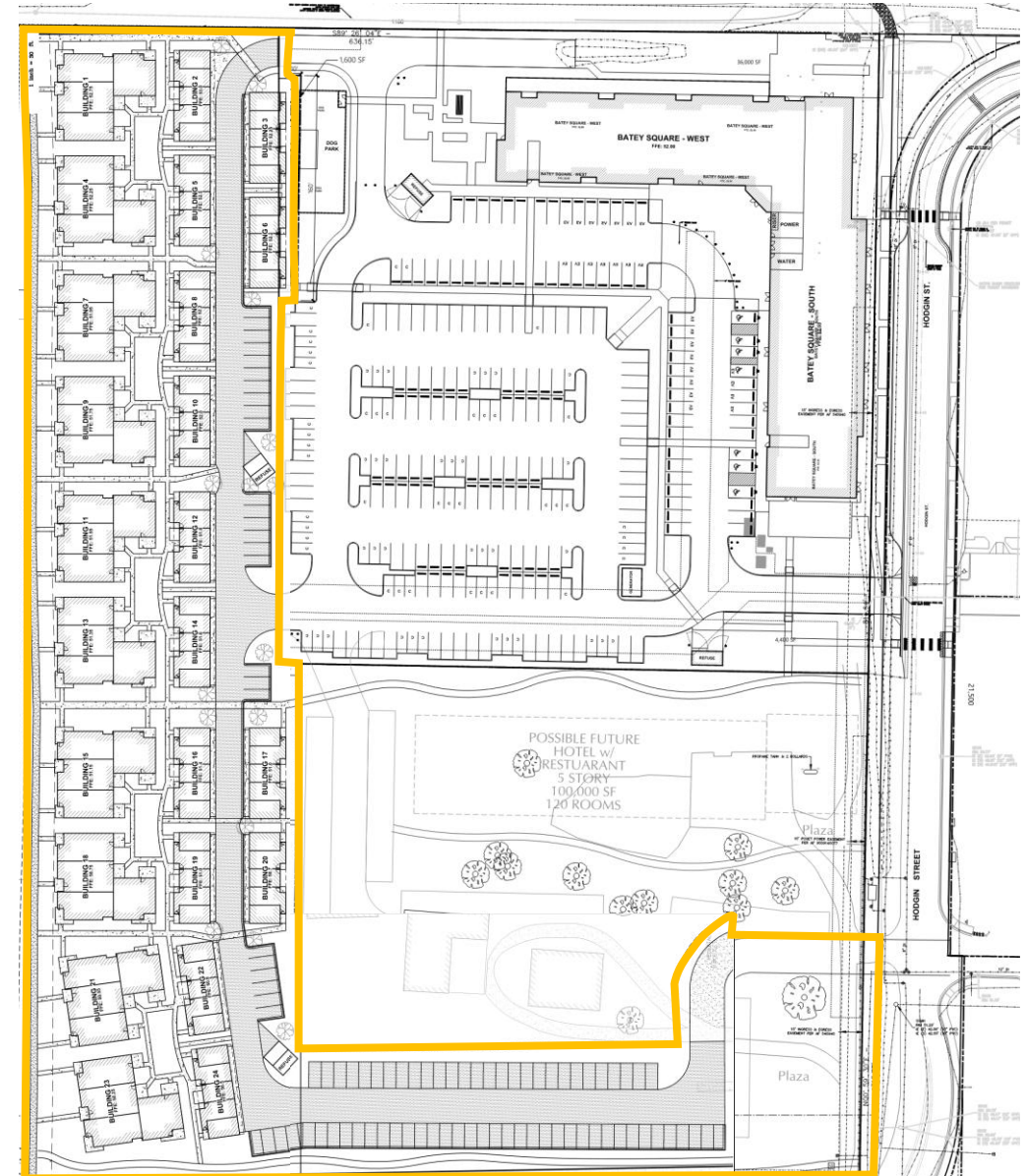




Creekside Commons: Workforce Housing

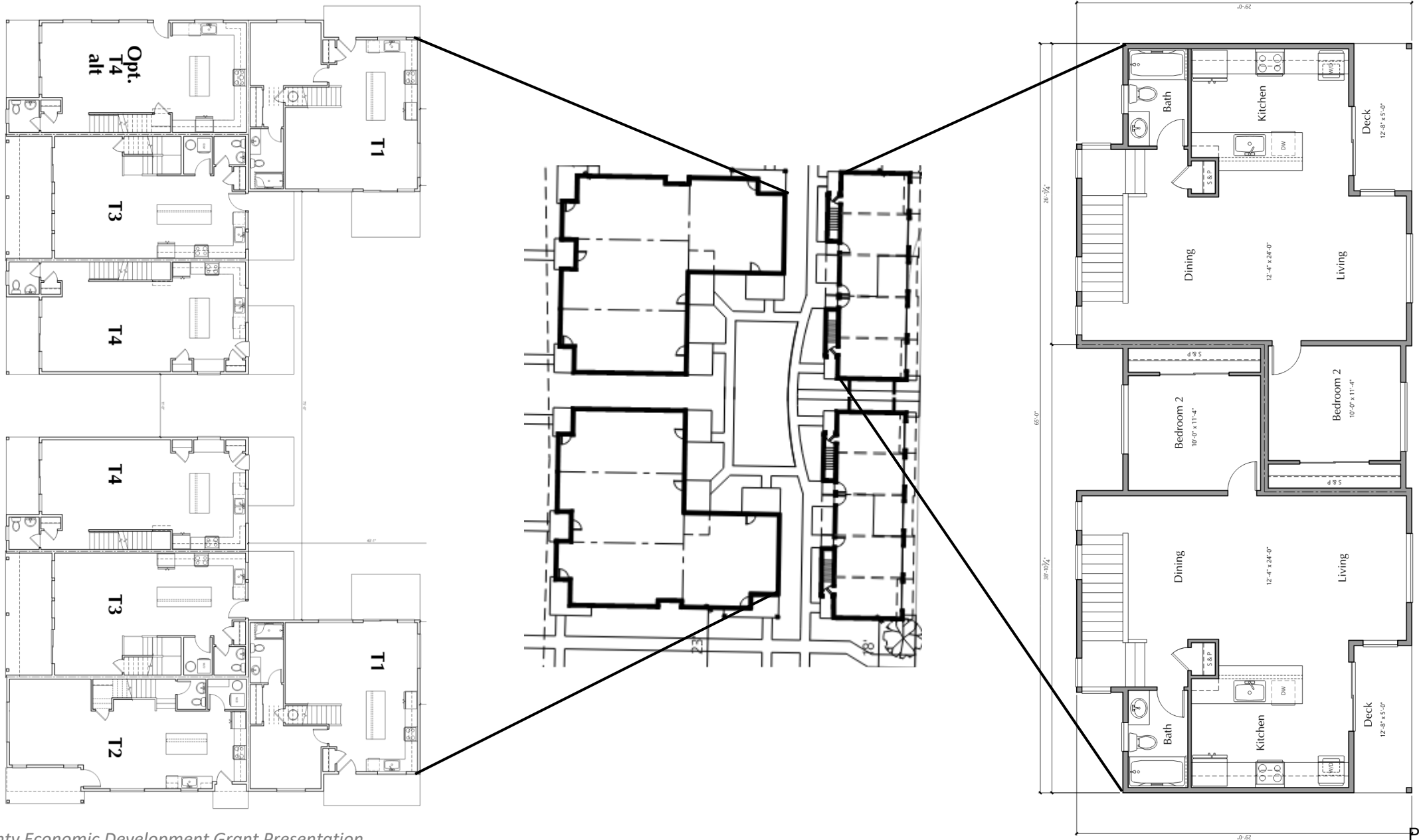


- **Parcel Number:** P37206
- **Zoning:** Urban Village Mixed-Use (UVMU)
- **Townhome & Apartment Units: 68**
 - 10 four-unit townhome buildings
 - 14 two-unit apartment buildings
- **Amenities:** Garages, Shared Dog Park, Walking Paths
- Street and Sidewalk Improvements

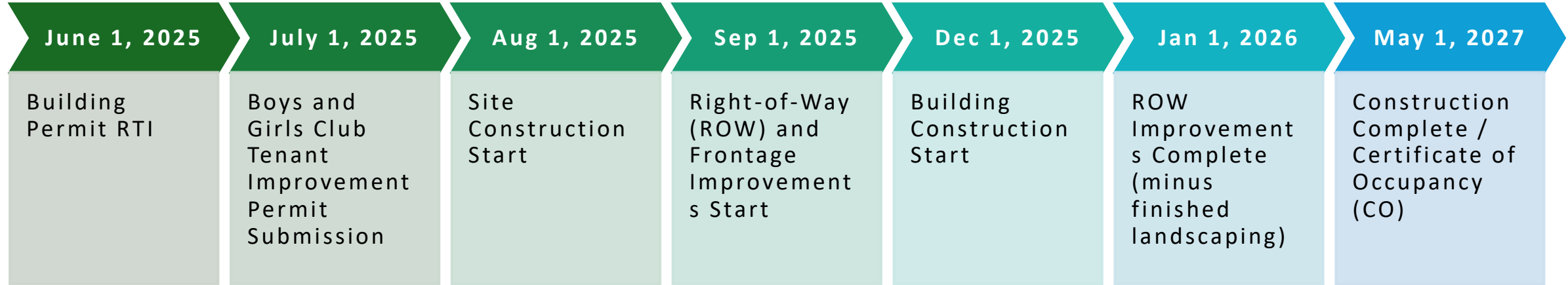




Courtyard Cluster



Batey Square Mixed-Use



Creekside Commons



	Jobs Retained	Jobs Created in 1-3 Yrs	Jobs Created 4 Yrs
Number of Full Time Employees	138	Janicki Industries and other private sectors: 400 Boys & Girls Clubs of Skagit County: 30-40	Janicki Industries and other private sectors: 500 Boys & Girls Clubs of Skagit County: 40
Average Wage	Janicki Industries: \$100,000 with many top employees making over \$200,000 annually	Janicki Industries: \$109,273 to \$218,545 Boys & Girls Clubs of Skagit County: \$58,640	Janicki Industries: \$112,551 to \$225,102 Boys & Girls Clubs of Skagit County: \$64,375

This development will directly **contribute to both job creation and job retention** by:

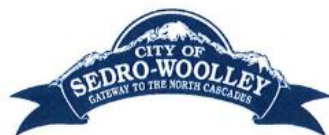
Creating new positions in childcare and youth programming through the expansion of the Boys & Girls Clubs of Skagit County, which would allow for 30-40 additional full-time employees. These include full-time roles in early childhood education, youth services, and facility operations, supporting local working families and enabling more parents to participate in the workforce.

Supporting job retention and expansion at Janicki Industries by increasing the supply of workforce-oriented housing in Sedro-Woolley. With plans to add over 1,600 new full-time positions in the next 5 years, Janicki Industries requires new housing development to retain and attract employees. The current housing shortage threatens the company's ability to meet its workforce expansion goals, and this development address these infrastructure needs.

By integrating community-serving facilities with attainable housing, this development acts as a critical public infrastructure investment that directly supports Skagit County's goal of retaining and creating family-wage jobs.

This development will directly **contribute to affordable workforce housing** by:

In partnership with Home Trust of Skagit and Volunteers of America Western Washington, two leading nonprofit providers championing affordable housing, The RJ Group will work in tandem to **provide much-needed affordable workforce housing in Skagit County by setting aside homes for individuals and families earning at or below 80% of the Area Median Income (AMI).** Similar to **North Star Skagit**, this development offers a **public-private partnership** uniting community leaders, non-profits, and government leaders to ensure affordable workforce housing is available for community members in Sedro Woolley.



CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
Sedro-Woolley, WA 98284
Phone (360) 855-1661
Fax (360) 855-0707

April 23, 2025

RE: LETTER OF SUPPORT FOR BATEY SQUARE AFFORDABLE/WORKFORCE HOUSING PROJECT AND THE BOYS & GIRLS CLUB CHILDCARE CENTER

To Whom It May Concern:

It is my pleasure to write this letter in support of the application to the Skagit County Economic Development Grant Program to secure funding that will establish much-needed affordable workforce housing in our community. As well, this project is partnership with the Boys & Girls Club of Skagit County to establish a new club house in Sedro-Woolley.

This project will allow renters who earn too much to qualify for government-based subsidies, but not enough to afford market-rate housing, to secure good, well-built housing in our community. This housing will help fill the gap between free-market and government housing systems to offer lower- to middle-income workers a nice place to live and add stability to our city. Many of our local workers are forced to commute long distances to their jobs due to the lack of affordable housing in our community. This project will help correct the current imbalance between jobs and housing.

It is our understanding that this application is requesting a funding range of \$950k to \$999k. We are aware the maximum request is \$1M. It is anticipated that if successful, the funds granted by this application will offset a portion of the costs for the city street and hardscape construction required for the improvements to the Hodgins Road right-of-way, including street widening, sidewalks, sewer, water, storm, storm vault, and pedestrian access.

The Batey Square project checks the box well for all application components, including locational attributes, priority of needs, start date of construction (this summer), and partnership opportunities to secure additional funding, and extending more than one much-needed service to our community.

Please support this project. Your favorable decision and leadership are critically important in this matter. If you require additional information, please contact me.

Sincerely,


Julia Johnson, Mayor



VOLUNTEERS OF AMERICA WESTERN WASHINGTON

To Whom It May Concern:

I am Brian Smith, CEO at Volunteers of America Western Washington (VOAWW), and I am writing this letter to express our support for The RJ Group's proposed use of Sedro-Woolley's EDI funding for the development of affordable housing at Batey Square.

VOAWW is a 501(c)(3) nonprofit dedicated to supporting vulnerable individuals and families across five counties through housing, behavioral health, early childhood education, food security, and crisis response. Housing stability is central to our mission, grounded in equity, dignity, and opportunity for all.

We operate permanent supportive and affordable housing programs that serve those experiencing housing instability and homelessness. We recognize that safe, stable housing is essential to wellbeing and actively pursue partnerships that expand access across our region.

We believe the Batey Square Development represents a vital investment in long-term housing affordability and aligns with our vision of ensuring that low- and moderate-income families have access to safe, attainable homes. It is our understanding that this development will provide homeownership opportunities for individuals at or below 80% of the Area Median Income (AMI)—a demographic we often serve and advocate for.

The EDI funds are critical to making these homes truly affordable for the local workforce and ensuring the long-term viability of inclusive community development in Sedro-Woolley. In our view, effective affordable housing solutions depend on collaboration between nonprofit, government, and private-sector partners—exactly the kind of innovation this project represents.

Please accept this letter as VOAWW's strong support for The RJ Group's utilization of Sedro-Woolley's EDI funding to help bring the Batey Square Development to life. We look forward to seeing the positive impact this project will have for families in our region.

Sincerely,


Brian Smith
President/CEO



April 23, 2025

To Whom It May Concern:

I am Felicia Minto, current Executive Director of Home Trust of Skagit, and I am writing this letter to express our support for The RJ Group's utilization of Sedro-Woolley's EDI funding for affordable housing in the Batey Square Development.

Home Trust of Skagit is a registered 501c3 Nonprofit Organization dedicated to providing affordable housing for qualified applicants at or below 80% AMI in Skagit County. As a Community Land Trust, we retain ownership of the land which allows the sale of homes with a fixed-rate resale formula to remain in the affordable market upon resale. We maintain an application process for new buyers and also administer a 99-year ground lease for the properties.

Home Trust of Skagit acquires homes in its portfolio in a number of ways, the most traditional way is we purchase the land, and contract with a builder. We also can acquire "fair market" homes through traditional purchase, and also through the donation of the land/home. Another way in which we add homes to our portfolio is through partnerships with for-profit developers, as such in this particular case for the proposed Batey Square Development in Sedro-Woolley.

Home Trust of Skagit is supportive of The RJ Group's development model for Batey Square. It is our understanding and agreement with The RJ Group that we will be able to offer some of the homes in the Batey Square development at 80% AMI or less. This is an important opportunity to make long-term affordable home ownership a real possibility for the local workforce in Sedro-Woolley.

The EDI funds are absolutely crucial in our partnerships' ability to offer these homes at an affordable rate to the local workforce. It is Home Trust of Skagit's perspective, that in order to provide long-term affordable homes to the local workforce, we have to utilize *all* available funding opportunities, as well as leveraging innovative partnerships with a shared vision. We are committed to a productive and positive partnership with The RJ Group, and any future developments allocating long-term affordable housing provided to the local workforce. Please receive this letter as Home Trust of Skagit's official and strong support in the utilization of Sedro-Woolley's EDI funding toward The RJ Group's Batey Square Development.

Sincerely,

Felicia Minto
Executive Director, Home Trust of Skagit
director@htskagit.org



3302 Cedardale Rd. STE A-100 • Mount Vernon, WA 98274 • 360-419-3723 (phone/fax)
www.SkagitClubs.org

April 24, 2025

To Whom It May Concern,

At Boys & Girls Clubs of Skagit County, we don't believe zip code should define opportunity.

That's why we're proud to offer our **unequivocal support** for the Economic Development Public Facility application for the **Batey Square Development** in Sedro-Woolley. We're not just interested participants in this project—we're key partners, and we're all-in.

What We're Bringing to the Table

Pending approval and construction, **we will occupy nearly all available ground floor space** in the Batey Square development—more than 7,000 square feet of interior space and nearly 2,000 square feet of fenced outdoor play area. This facility will house up to **92 licensed childcare slots**, filling a critical regional need and becoming a cornerstone for families navigating the pressures of modern work-life balance.

It's a bold move. And it's the right one.

While we could pursue a standalone facility elsewhere with less complexity and fewer variables, we are choosing to do the harder thing—for the better reason. **We believe in this neighborhood. We believe in this project.** And we know that putting children and families at the heart of a new mixed-use development isn't just good design—it's good community-building.

What This Means for Skagit

Batey Square isn't just about square footage or units built. It's about lives changed. It aligns directly with our **Strategic Direction through 2030**, including:

- **Expanding access to early childhood services** in underserved communities.
- **Serving working families** with comprehensive, full-day, year-round programs.
- **Promoting healthy lifestyles**, including scratch-cooked, nutritionally balanced meals from our new on-site commercial kitchen.
- **Embedding equity and access** at the heart of community development.

This is the first time in our organization's history that we will offer childcare services for children **ages 0–5** in Sedro-Woolley, in addition to expanded capacity for school-age youth. These services will allow more parents to **re-enter or remain in the workforce**, contribute to the economy, and build the futures they envision for their families.

The Bigger Picture

We know what happens when laughter echoes from playgrounds, when parents greet each other at drop-off, when kids grow together across ages and backgrounds. It builds community. It builds resilience. It builds futures.

We are proud to be that anchor tenant for Batey Square and provide the quality services our community has come to expect from us at the Dr. Georgiana Batey Discovery Center & Early Learning Community. And we're proud to stand with The RJ Group and our other community partners in building something bigger than any one of us could do alone.

Let's get this done—for the kids, the families, and the future of Sedro-Woolley.

Yours in service,

Ron McHenry
President & CEO
Boys & Girls Clubs of Skagit County
509-301-3920 | rmchenry@skagitclubs.org



719 Metcalf Street
Sedro-Woolley, WA 98284

360-856-5143 phone
888-856-5143 toll free
www.janicki.com

April 3, 2025

Ms. Mollie Janicki

RE: Work Force House

Dear Mollie,

Janicki Industries has been in a fast growth mode for the last 5 years. Because of our successful execution on several large defense and space projects we are planning on doubling our FTE's again in the next 5 years.

We are currently at 1653 employees. With an average wage of over \$100,000/year. Many of our top new employees make over \$200,000/year.

Work force housing is a major concern in our area. From the low end to the high end. Having been involved in housing development for many years I know personally how hard it is to get all the approvals in place to start building even if the market is there.

Many of our employees have grown up with us and thus are ready to move up in their housing. Any new units will be quickly bought up.

We have a plan to invest around \$400M in facilities in the next few years. Hopefully we will have additional housing to support this growth.

Sincerely,

A handwritten signature in blue ink that reads 'John Janicki'.

John Janicki
President



Thank you!

ROB JANICKI

RJANICKI@THERJGROUP.COM

360-770-4960

GARRETT MICHAEL

ME@GWMICHAEL.COM

425-765-9268



City Council Agenda Item

Agenda Item No.: m.1.

Date: July 9, 2025

From: Bill Bullock, Public Works Director

Subject: Water Service Contract - Skagit Public Utility District - Denny Engberg Memorial Field

RECOMMENDED ACTION:

A motion to execute Water Service Contract with Skagit PUD to provide potable water at 1555 Chuck Hornbeck Lane, Denny Enberg Memorial Field, and authorize Skagit PUD to install the metering infrastructure required to establish the service.

BACKGROUND/SUMMARY INFORMATION:

The City owns a parcel, approximately 5.3 acres, on Chuck Hornbeck Lane that is part of the Union Cemetery, known as Denny Enberg Memorial Field. This space is leased by the Sedro-Woolley Football and Cheer as a sports field. The field has used a fire hydrant meter to irrigate the field to maintain the grass/turf in the past. Skagit PUD is discontinuing long-term usage of hydrant meters throughout the county service area. This requires the City to establish a permanent water service for this property. The irrigation water will be accessible through a lockable hose bib.

Sedro-Woolley Football and Cheer provides all of the maintenance and upkeep of the facilities and grounds, pays for utility billing during spring and summer as part of their lease agreement.

FISCAL IMPACT, IF APPROPRIATE:

The City has an existing System Development Fee (SDF) (connection fee) credit from a previously relocated meter on Wicker Road (\$49,960). Skagit PUD is applying this credit to the required SDF (\$49,960) for the Chuck Hornbeck property for a no net cost to the project.

The meter installation and check valve vault is estimated to cost approximately \$15,000 which will be paid out of the Fund 101 Parks Impact Fees.

ATTACHMENTS:

1. Water Service CONTRACT _2-inch_Meter_ Chuck_Hornbeck_Lane
2. Project Auth - 2-inch Meter Connection

Please Return To:
Public Utility District No. 1 of Skagit County
1415 Freeway Drive
Mount Vernon, WA 98273

WATER SERVICE CONTRACT

This Contract is entered into this _____ day of _____, 2025, between Public Utility District No. 1 of Skagit County, hereinafter referred to as the “District” and the City of Sedro Woolley or its successor or assigns, hereinafter referred to as the “Applicant”.

The Applicant is entering into this Contract to secure a water service(s) for the property located at 1555 Chuck Hornbeck Lane, Sedro Woolley, Washington. The parcel is located in the SW 1/4 of Section 19, Township 35 N, Range 05 E, under Assessor’s Tax Number 350519-0-092-0002, Parcel Number P39538. The District owns and operates a water distribution system at the location of the proposed service(s) and is willing to supply water to the Applicant under the following terms and conditions:

- 1. The District’s Water Policy Manual, Section 4.2 (or its successor) requires a Water Service Contract for all new water meters serving a property, when the summed weighting factor of the meter(s) is 8 or more. Said Water Policy Manual also requires the Applicant’s projected capacities [flow rate(s) and usage] be listed herein (a copy of the current Water Policy Manual, Section 4.2, has been provided to the Applicant and its terms and conditions are incorporated herein by this reference).
- 2. Meter installation costs. The Applicant shall be responsible for paying all costs associated with installing water services to the District system as required by the District Water Policy Manual, Appendix A, Table A-8.
- 3. System Development Fee (SDF): The District and the Applicant agree that the Applicant has the following meter(s) that all serve this property:

Meter size & type	Weighting Factor (*)	Projected Maximum Continuous & Intermittent Flow Rates	Projected maximum daily, monthly & annual usage	SDF
2-inch Recordall	8	80 gpm continuous 160 gpm intermittent	Maximum day demand: 40,000 gallons. Peak month (July-August) demand: 800,000 gallons Maximum annual usage: 2,522,880 gallons.	\$45,960.00

(*) = from District Water Policy Manual Section 4.2

Based on the cumulative weighting factor(s) or meter size(s) and the projected capacities identified above, the Applicant agrees to pay a SDF of \$45,960.00; PUD will apply the existing SDF credit of \$45,960 available from the relocated meter at Wicker Road.

The District may review usage history as needed. If any projected capacity is not put to beneficial use within any 36-month period after contract execution, Applicant agrees that the District has the right to reduce authorized capacity(ies) to the maximum during that three-year period plus ten percent (10%). District will notify Applicant within 90 days of capacity changes, and will record the notification as an amendment to this Contract in accordance with item # 11 below. The District will automatically review usage history every three years for the same.

If Applicant desires an increase in any of the capacities listed in this Contract, as amended, Applicant agrees to contact the District, no less than 120 days before added capacity is needed, to request District approval, and if approved, shall be documented in accordance with item # 11 below.

Per Water Policy Manual Section 4.2, if the Applicant’s use through any contract meter exceeds any listed capacity, the District reserves the right to require the Applicant to modify the use to those listed in the Water Contract. If the Applicant has not modified the use through that meter(s) to those listed in the Water Contract within 120 days of the notice requesting the modification of use, the Contract will be amended in writing, in accordance with item # 11 of this contract, and the Applicant will be responsible for any mitigation deemed necessary. Mitigation shall be determined by the District, and may include, but is not limited to, additional charges and/or water system improvements including all associated costs. In consideration for approval of the initial service and as a condition of continued service, Applicant

specifically agrees, covenants and contracts to pay any additional charges and/or water system improvement costs when charged. In the event Applicant fails to pay the additional charges and/or water system improvement costs as set forth herein when due, the District shall terminate service under this Contract.

4. Each meter serving other than a single family residence shall be selected: (1) based on the sizing requirements of the most recently adopted IAPMO Uniform Plumbing Code, (2) to have an annual usage of not more than fifty percent (50%) of the safe maximum operating capacity of the meter per year, and (3) if the proposed use generally has a pattern of continuous flow (a relatively consistent flow for six hours or more), to flow not more than 50% of the safe maximum operating capacity of the meter during such periods of continuous flow. The safe maximum operating capacity rating shall be per American Water Works Association (AWWA) Standards for each type and size of meter. If an AWWA Standard does not exist for a certain type and size of meter, the District shall determine the rating.

5. The cost of water shall be at the current water rate schedule at the time of each billing.

6. The District shall not be liable to the Applicant or the Applicant's agent(s) for damages, breach of Contract, or for interruption of service or curtailment of supply for any cause. The Applicant shall hold the District harmless from any claim for damages by third parties, to the extent that the claim arises out of Applicant's negligence.

7. The Applicant agrees that if problems arise related to water system source capacity or hydraulics, water for irrigation or other non-domestic demands can be limited or discontinued. Water for irrigation is recommended during, and may be limited to, "off peak" hours of 10:00 PM to 5:00 AM each day, or such hours as the District may prescribe. The Applicant agrees to adhere to such limitations or recommendations as a condition of service.

8. The Applicant recognizes that all water will contain chlorinous compounds which are dangerous to aquatic life. Depending on hydraulic flows within the distribution system, pH levels may exceed 10. The Applicant shall pursue, with reasonable diligence, the protection of aquatic life onsite and offsite of the Applicant's property and, upon failure to do so, shall hold the District harmless from any damages arising therefrom.

9. Water quality may vary in the future due to the result(s) of the Federal Safe Drinking Water Act or other requirements.

10. The Applicant agrees to install and to maintain a backflow prevention assembly approved for installation in Washington State on all irrigation service(s) and on such other water service(s) as may be required by the District and State/federal health authorities. The type and model of assembly(ies) necessary must be approved by the District.

11. Compliance with this Contract shall be a condition of service through this meter(s) and shall be binding upon Applicant's successors or assigns. Increases in water volumes, meter sizes, meter quantities, and other material changes in water demand or ownership data shall be documented in a written amendment(s) to, or rewriting of, this Contract.

12. Applicant non-compliance with this Contract shall result in cancellation of service.

13. All or part of this Contract may be superseded, deleted, or enhanced by future District regulations.

This Contract and all disputes arising hereunder shall be governed by Washington State Law. Venue shall be in the Superior Court of the State of Washington for Skagit County. In any action hereon the prevailing party, in addition to other remedies, shall be entitled to actual costs and attorney fees.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract effective the day and year first above written.

APPLICANT:
CITY OF SEDRO WOOLLEY

PUBLIC UTILITY DISTRICT NO.
OF SKAGIT COUNTY

William Bullock, P.E., MPA
Public Works Director

George Sidhu, P.E.
General Manager

STATE OF WASHINGTON
COUNTY OF SKAGIT

I certify that I know or have satisfactory evidence that **William Bullock, P.E., MPA**, is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath, stated that he was authorized to execute the instrument, and acknowledged it as the **Public Works Director** of the **City of Sedro Woolley** to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Date: _____

(Signature)
Notary Public in and for the State of Washington

(Printed Name)
My appointment expires: _____

STATE OF WASHINGTON
COUNTY OF SKAGIT

I certify that I know or have satisfactory evidence that **George Sidhu, P.E.** is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated he was authorized to execute the instrument and acknowledged it as the **General Manager** of **Public Utility District No. 1 of Skagit County** to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Date: _____

(Signature)
Notary Public in and for the State of Washington

(Printed Name)
My appointment expires: _____

**PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY
PROJECT AUTHORIZATION**

Job ID: CP57271

Job Order No. _____

Within PTBA (SKAT) ☒ YES ☐ NO

PROJECT NAME:

Sedro Football Club 2-inch Meter Chuck Hornbeck Road

Description of work to be done:

PUD to relocate the existing meter from parcel P39816 Wicker Road to parcel P39538 (1555 Chuck Hornbeck Lane). The new 2-inch meter will be placed at the end of the existing 4-inch DI waterline CO3704 at the west end of Twin Holly Court. The City Parks Department will install a 2-inch DCVA after the meter is installed. PUD will apply the existing SDF credit available from the relocated meter.

Project Estimated Cost: \$ **11,000.00**

Customer Name: **City of Sedro Woolley Attn: William Bullock, P.E.**

Address: **325 Metcalf Street**

Sedro Woolley, WA 98284

Telephone #: **360-855-1661**

Upon receipt and in consideration of the projects estimated cost of \$ **11,000.00**. Customer hereby authorizes Public Utility District No. 1 of Skagit County to schedule and perform the above-described work.

Customer agrees that if any damage, impact, or imminent impairment to District property is caused by Customer, customer's employees, independent contractors, subcontractors or any other person acting as customer's agent during the construction of this project, Customer will pay for any necessary repairs or replacement of property so damaged.

Customer understands that all project tasks and costs herein are estimated only. Customer also understands that the final actual project cost may be lower or higher than the District estimate. After final accounting of the work, Customer understands that any additional costs incurred will be billed or any unused funds previously received as consideration will be returned to the Customer.

If it is necessary for the District to bill the Customer, Customer agrees to pay in accordance with the District's billing policy. Customer also agrees to pay any additional fees that the District may incur should the collection process be necessary. Customer agrees water may be terminated for non-payment.

DATE

SIGNATURE OF OWNER OR DEVELOPER

PRINTED NAME OF OWNER OR DEVELOPER

TITLE



City Council Agenda Item

Agenda Item No.: n.1.

Date: July 9, 2025

From: Charlie Bush, City Administrator

Subject: Updated House Bill 1590 and 1406 Spending Report

RECOMMENDED ACTION:

N/A

BACKGROUND/SUMMARY INFORMATION:

This is an updated report providing our historical spending and up to date balances for funding originating from House Bills 1590 and 1406 funding.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. Fund116_HB1406
2. Fund117_HB1590

House Bill 1406 Funding Summary

Fund 116

Revenues		Expenditures	
Year	Amount	Family Promise	Unallocated Cumulative
2020	3,902.07		3,902.07
2021	18,572.95		22,475.02
2022	14,380.92		36,855.94
2023	14,078.85	10,389	40,545.79
2024	15,460.63	24,979	31,027.81
2025 YTD	2,655.98	6,161	27,522.79
2025 June to December Estimate	12,967.36		40,490.15
Totals	82,018.76	41,528.61	40,490.15

House Bill 1590 Funding Summary

Updated 6.30.2025
551.00.00.117

Revenues		
Year	Month	Amount
2022	March - December	226,236.15
2023	January - June	125,324.95
2023	July - December	137,743.99
2024	January - June	138,257.27
2024	July - October	103,886.93
2024	Nov - December	51,896.40
2025	January - May	129,263.62
2025	June	25,852.72
Total		938,462.03

Revenues	Amount
YTD Revenue (as of June 30, 2025)	938,462.03
40% Operational	375,384.81
60% Bricks and Mortar	563,077.22
Estimated Revenue (through June 2025)	938,462.03
40% Operational	375,384.81
60% Brick and Mortar	563,077.22

40% Operational					
Organization	Authorized	2024 Expenditures	2025 YTD Expenditures	Total Expenditures	Remaining
Skagit County NOFA	97,210	97,211		97,211	(1)
Family Promise	104,800		52,989	52,989	51,811
Helping Hands Food Bank	40,000		38,917	38,917	1,083
Skagit Valley Family YMCA	100,000	7,700	30,800	38,500	61,500
Total	342,010	104,911	122,706	227,617	114,393
Estimated Revenue through June 2025 minus Authorized	33,374.93				

60% Brick and Mortar					
Organization	Authorized	2024 Expenditures	2025 YTD Expenditures	Total Expenditures	Remaining
				-	-
				-	-
				-	-
				-	-
Total	-	-	-	-	-
Estimated Revenue through June 2025 minus Authorized	563,077.22				
Current Cash (as of 6.30.2025)	710,844.85				