Next Ord:2111-26
Next Res:1178-26

CITY COUNCIL AGENDA
January 14, 2026
6:00 PM
Sedro-Woolley Municipal Building
Council Chambers
325 Metcalf Street

a. Call to Order

b. Pledge of Allegiance

c. Roll Call

d. Approval of Agenda

e. Consent Agenda

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

1. Minutes - City Council Study Session Meeting - December 3, 2025
2. Minutes - Regular City Council Meeting - December 17, 2025
3. Check Register - Off-Cycle
4. Check Register - Off-Cycle
5. Check Register - Regular
6. Out-of-State Travel - Officer Fortuna
7. Out-of-State Travel - Charlie Bush
8. Purchase - Microsoft Enterprise Licensing Renewal
9. Purchase - 2026 Maintenance & Operations Division Utility Truck
10. Purchase - 2026 Waste Water Division Utility Trucks
11. Purchase - 2027 Ambulance
12. Easement - Puget Sound Energy - Power Utility at Olmsted Park
13. Final Acceptance - Contract 2025-PW-02 - 2025 Pavement and Pedestrian Improvements Project
14. Contract Reinstatement and Amendment No. 1 – Quality Controls Corp - SCADA System City Network Isolation
15. Resolution 1174-26 - Sole Source Purchase of Turf Renovator Machine
16. Resolution 1175-26 - Ratifying the Mayor's Emergency Declaration and Ending the Emergency Declaration
17. Resolution 1173-26 - Updating Indigent Defense Standards
18. Resolution 1177-26 - Fire Departement Equipment Surplus

19. Resolution 1176-26 - City Council Governance Handbook

f. Introduction of Special Guests and Presentation

1. Swearing In - Officer James Deakins

g. City Administrator Report

1. December 2025 Winter Storm Report - Flood, Wind, and Rain

h. Councilmember and Mayor's Report

i. Proclamation(s)

j. Public Comments

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

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

k. Public Hearing(s)

l. Unfinished Business

1. 2025-224-ILA - Skagit County - STAR Center Startup Funding - 2nd Read
2. 2025-219-ILA - Skagit County, Anacortes, Mount Vernon, and Burlington - North Star Collaborative - 2nd Read

m. New Business

n. Information Only Items

o. Good of the Order

Last call for council members and staff to present items for discussion or for council members to make a motion to add an item to a future council agenda.

p. Executive Session

q. Adjournment

Next Meeting - Regular City Council and Strategic Planning Committee - January 28th, 2026

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

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

Join Zoom Meeting:
https://zoom.us/j/91786850179?pwd=Vys0Y29XalZmQTRmemJBM2txVDlUQT09
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: January 14, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - City Council Study Session Meeting - December 3, 2025

RECOMMENDED ACTION:

Motion to approve City Council meeting minutes for the study session held on December 3, 2025

BACKGROUND/SUMMARY INFORMATION:

Minutes recorded for the City Council Study Session held on December 3, 2025.

FISCAL IMPACT, IF APPROPRIATE:

None

ATTACHMENTS:

1. 2025.12.03 City Council Study Session Minutes

Study Session Meeting of the City Council
December 3, 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, Joe Burns, Sarah Diamond and Nick Lavacca. Councilmember Loy and Councilmember Henderson joined online.

d. Introduction of Special Guests and Presentation

e. Unfinished Business

1. Comprehensive Plan - Chapter 3 - Housing Element Strategies

Community Development Director Tom Glover, Planner Nicole McGowan and Assistant Planner Ashton Sandoval Oaks presented and summarized the workshop they attended with the Planning Commission, then summarized the housing forum element strategies and vision statement.

No action was taken.

f. New Business

g. Public Comments

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

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

A public comment period was held.

Philip Murray made public comment.

h. Adjournment

The meeting adjourned at 7:09pm.

ATTEST:

_____
Kelly Kohnken, City Clerk

APPROVED:

_____
Julia Johnson, Mayor

City Council Agenda Item

Agenda Item No.: e.2.

Date: January 14, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - Regular City Council Meeting - December 17, 2025

RECOMMENDED ACTION:

Motion to approve City Council meeting minutes for the regular meeting held on December 17, 2025

BACKGROUND/SUMMARY INFORMATION:

Minutes recorded from the regular City Council meeting held on December 17, 2025.

FISCAL IMPACT, IF APPROPRIATE:

None

ATTACHMENTS:

1. 2025.12.17 Regular City Council Meeting Minutes

Regular Meeting of the City Council
December 17, 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 Lavacca and seconded by Councilmember Diamond 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 Lavacca to approve the consent agenda. Motion carried (7-0). Councimember Kesti recused herself from the consent agenda item #7.

1. Minutes - Regular City Council Meeting - November 25, 2025
2. Check Register - Regular
3. Out-of-State Training - Sergeant Lowe
4. Out-of-State Training - Sergeant McCombs
5. 2022-PS-05 - Mark Christ, Architect - Amendment No. 8
6. Appointment to Arts Commission - JoAnn Lazaron and Kim Schlimmer
7. 2026 Lodging Tax Grant Recommendations
8. Interlocal Agreement - Skagit County - Source Control Inspections
9. Interlocal Agreement - Skagit Conservation District - Public Outreach
10. Professional Service Agreement - Paulsen Realty LLC - Real Estate
11. Contract Supplements - Semrau Engineering & Surveying, Epic Land Solutions Inc

and DKG Inc - Cascade Trail 2A

12. Resolution 1172-25 - 2026 Non-Represented Staff Salary Schedule
13. P-W-126(P06)-1 - Transportation Improvement Board - Cascade Trail West Extension Phase 2A
14. Contract Supplement No. 5 - Reichhardt & Ebe Engineering - Township Street (SR 9) and John Liner Rd/McGarigle Rd Intersection Improvements
15. Renewing Planning Commission Terms - Joe Fattizzi & Patrick Huggins

f. Introduction of Special Guests and Presentation

g. City Administrator Report

1. City Council Goal Setting for 2027-2028

City Administrator Charlie Bush introduced the City Council goal setting for 2027-2028, and asked for input and timelines from the City Council.

h. Councilmember and Mayor's Report

Councilmember Loy announced it's good to be back.

Councilmember Kesti gave recognition to Sarah Diamond for her service on the City Council and showed appreciation for working alongside her.

Councilmember Diamond thanked the community members that have stood strong during the flooding. She also thanked the crew that put up the Christmas Tree.

Councilmember Diamond had complaints from constituents about city hall being closed for two days during flooding when not on the flood plain, and continues to receive complaints about the phone tree, especially when someone may be in crisis. She also announced Sedro-Woolley Little League sign-ups beginning in January 2026.

Councilmember Henderson offered words of encouragement to our neighboring cities; Concrete, Lyman, Hamilton and Burlington, regarding the flooding and damage they sustained. He also requested better info and terminology next time regarding the 100-year flood plain. He attended a town hall meeting in Burlington that was focused on concerns and complaints and suggested maybe Sedro-Woolley should offer a town hall meeting as well, so that our residents can voice their concerns and complaints as well.

Councilmember Henderson gave a huge thanks to our first responders and the National Guard for coming out to help with boots on the ground and thanked Councilmember Diamond for her service on the City Council.

Councilmember Cocke thanked Councilmember Diamond for her service on the City Council. He gave kudos to Public Works Director Bill Bullock. He was responsible for some of the work on the flood wall in Mount Vernon, and it held and then thanked the first

responders and the National Guard for their assistance and keeping people safe and assisting with emergencies.

Councilmember Cocke says that Skagit County flood maps are 40 years old and should be updated and mentioned houses were built where they should not have been built. He attended the North Star Steering Committee.

Councilmember Burns thanked city staff for their response during the flood. He was able to see it firsthand, everyone working together to keep people safe and how organized they were. He was grateful to the first responders and the National Guard for all their support during this crisis. He mentioned the Christmas parade was fantastic and complimented Monique Brigham for all her hard work putting it together. He shared a concern with Trail Rd and Cook Rd regarding garbage cans being placed where you cannot see around them to safely enter the roadway.

Councilmember Lavacca mentioned the Christmas Parade and how wonderful it was, and thanked city employees, first responders and the National Guard. He also stated the flooding was very serious and said releasing the map was very helpful. Councilmember Lavacca thanked Councilmember Diamond for her service on the City Council and announced that the upcoming 4th of July parade will be the 250th Anniversary.

Mayor Julia Johnson thanked Monique Brigham for the wonderful Christmas Parade and all the volunteers. Mayor Julia Johnson asked Public Works Director Bill Bullock for an update on Hwy 20 and Hwy 9 closure. At this time, no update from BNSF was given, and then she read a flood statement of compassion to those that were affected and of her appreciation of the Emergency Operations Center (EOC) staff. Mayor Julia Johnson thanked Sarah Diamond for her service on the City Council.

i. Proclamation(s)

j. Public Comments

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

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

A public comment period was held.

Philip Murray made a public comment.

k. Public Hearing(s)

1. Ordinance 2110-25 - 2025 Budget Amendment No. 4

Finance Director Kelly Kohnken shared updates of Ordinance 2110-25 - 2025, Budget Amendment No. 4.

Motion to approve Ordinance 2110-25, approving 2025 Budget Amendment No. 4 made by Councilmember Burns and seconded by Councilmember Henderson. Motion carried (7-0).

l. Unfinished Business

1. Ordinance 2083-25 - Amending SWMC Chapter 17.100 Accessory Dwelling Units

Community Development Director Tom Glover gave updates on Ordinance 2083-25, Amending SWMC Chapter 17.100 Accessory Dwelling Units.

Motion to amend Sedro-Woolley Municipal Code 17.100 Accessory Dwelling Units to allow no more than two accessory dwelling units (ADU) per lot in all zones where single-family homes are permitted was made by Councilmember Henderson and seconded by Councilmember Diamond. Motion carried (7-0).

m. New Business

1. Funding Acceptance - Department of Ecology - WWTP Facility Plan

Public Works Director Bill Bullock shared information about the Funding Acceptance, Department of Ecology, and the WWTP Facility Plan.

Motion made by Councilmember Cocke and seconded by Councilmember Diamond to authorize Mayor Julia Johnson, or designee, to execute the funding contract with the Department of Ecology (DOE) for a State Revolving Fund (SRF) loan accepting an award of $500,000 for the WWTP Facility Plan (Engineering Report). Motion carried (7-0).

n. Information Only Items

1. Economic Development Action Strategy Annual Update

o. Oath of Office

1. Oath of Office - City Council - JoEllen Kesti, Joe Burns, Nick Lavacca, and Nora Pederson

Mayor Julia Johnson swore in the Oath of Office for Councilmembers JoEllen Kesti, Joe Burns, Nick Lavacca and Nora Pederson.

p. Executive Session

q. Adjournment

The meeting adjourned at 7:15pm.

ATTEST: APPROVED:

Kelly Kohnken, City Clerk

Julia Johnson, Mayor

City Council Agenda Item

Agenda Item No.: e.3.

Date: January 14, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Off-Cycle

RECOMMENDED ACTION:

Motion to approve 12/24/2025 check register, EFTs, and payroll (dated 12/19/2025) as described.

BACKGROUND/SUMMARY INFORMATION:

Claims checks #205750 through #205841, plus EFTs. Payroll ACHs including associated benefit checks #61513 through #61518.

FISCAL IMPACT, IF APPROPRIATE:

Claims checks, plus EFTs, totaling $833,344.14
Payroll totaling $408,839.84

ATTACHMENTS:

1. 2025.12.24 Check Register_Redacted

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
12844	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		97.56	
		101 - 576 80 47 052 - Bingham Caretaker				97.56		
12845	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		382.59	
		001 - 522 50 47 000 - Public Utilities				382.59		
12846	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		56.82	
		104 - 559 30 01 105 - Utility Payments on Redevelop				56.82		
12847	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		276.85	
		412 - 537 80 47 000 - Public Utilities				276.85		
12848	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		29.29	
		401 - 535 80 47 000 - Public Utilities				29.29		
12849	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		381.32	
		103 - 542 63 47 000 - Public Utilities				381.32		
12850	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		74.90	
		101 - 576 80 47 050 - Hammer Square				74.90		
12851	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		383.90	
		101 - 576 80 47 020 - Senior Center				383.90		
12852	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		678.27	
		101 - 576 80 47 070 - City Hall				678.27		
12853	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		64.11	
		001 - 521 20 47 000 - Public Utilities				64.11		
12854	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		23.93	
		401 - 535 80 47 000 - Public Utilities				23.93		
12855	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		406.14	
		101 - 576 80 47 053 - Other Utilities				406.14		
12856	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		132.34	
		101 - 576 80 47 010 - Community Center				132.34		
12857	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		899.05	
		101 - 576 80 47 070 - City Hall				899.05		
12858	12/24/2025	Claims	2	EFT	Cascade Natural Gas Corp		299.60	
		401 - 535 80 47 000 - Public Utilities				299.60		
12859	12/24/2025	Claims	2	EFT	City of Sedro-Woolley		15.01	
		101 - 576 80 47 053 - Other Utilities				15.01		
12860	12/24/2025	Claims	2	EFT	City of Sedro-Woolley		15.57	
		104 - 559 30 01 104 - Utility Payments on Redevelop				15.57		
12861	12/24/2025	Claims	2	EFT	City of Sedro-Woolley		15.01	
		104 - 595 20 63 082 - RW Trail Road Extension				15.01		
12862	12/24/2025	Claims	2	EFT	City of Sedro-Woolley		15.01	
		104 - 595 20 63 082 - RW Trail Road Extension				15.01		
12863	12/24/2025	Claims	2	EFT	City of Sedro-Woolley		99.48	
		104 - 559 30 01 105 - Utility Payments on Redevelop				99.48		
12864	12/24/2025	Claims	2	EFT	City of Sedro-Woolley		99.48	
		101 - 576 80 47 025 - Olmsted Park				99.48		
12865	12/24/2025	Claims	2	EFT	City of Sedro-Woolley		41.55	
		001 - 558 60 49 041 - Miscellaneous - Planning And				41.55		
12866	12/24/2025	Claims	2	EFT	Comcast Holdings Corp		83.95	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		101 - 576 80 47 020 - Senior Center				83.95	
12867	12/24/2025	Claims	2	EFT	Pitney Bowes	1,200.00	
		001 - 512 50 42 010 - Postage				385.79	
		001 - 514 23 42 010 - Postage				551.68	
		001 - 521 20 42 010 - Postage				172.85	
		001 - 522 20 42 010 - Postage				5.13	
		001 - 524 20 42 000 - Postage				8.06	
		425 - 531 50 42 010 - Postage				1.16	
		401 - 535 80 42 015 - Postage				15.09	
		102 - 536 20 42 010 - Postage				10.13	
		412 - 537 80 42 010 - Postage				6.96	
		001 - 558 60 42 010 - Postage				25.44	
		001 - 595 10 42 000 - Postage				17.71	
12868	12/24/2025	Claims	2	EFT	Puget Sound Energy, Inc.	12,906.75	
		101 - 594 76 63 025 - Olmsted Park				12,906.75	
12869	12/24/2025	Claims	2	EFT	Skagit PUD	50.39	
		101 - 576 80 47 000 - Riverfront				50.39	
12870	12/24/2025	Claims	2	EFT	Skagit PUD	43.29	
		101 - 576 80 47 000 - Riverfront				43.29	
12871	12/24/2025	Claims	2	EFT	Skagit PUD	64.59	
		102 - 536 20 47 000 - Public Utilities				64.59	
12872	12/24/2025	Claims	2	EFT	Skagit PUD	43.29	
		101 - 576 80 47 000 - Riverfront				43.29	
12873	12/24/2025	Claims	2	EFT	Skagit PUD	286.38	
		101 - 576 80 47 000 - Riverfront				286.38	
12874	12/24/2025	Claims	2	EFT	Skagit PUD	79.19	
		412 - 537 80 47 000 - Public Utilities				79.19	
12875	12/24/2025	Claims	2	EFT	Skagit PUD	257.98	
		401 - 535 80 47 000 - Public Utilities				257.98	
12876	12/24/2025	Claims	2	EFT	Skagit PUD	378.69	
		101 - 576 80 47 070 - City Hall				378.69	
12877	12/24/2025	Claims	2	EFT	Skagit PUD	228.31	
		101 - 576 80 47 053 - Other Utilities				228.31	
12878	12/24/2025	Claims	2	EFT	Skagit PUD	150.19	
		101 - 576 80 47 051 - Bingham / Memorial				150.19	
12879	12/24/2025	Claims	2	EFT	Skagit PUD	43.29	
		101 - 576 80 47 040 - Train				43.29	
12880	12/24/2025	Claims	2	EFT	Skagit PUD	39.33	
		101 - 576 80 47 070 - City Hall				39.33	
12881	12/24/2025	Claims	2	EFT	Skagit PUD	420.05	
		101 - 576 80 47 050 - Hammer Square				420.05	
12882	12/24/2025	Claims	2	EFT	Skagit PUD	43.29	
		401 - 535 80 47 000 - Public Utilities				43.29	
12883	12/24/2025	Claims	2	EFT	Skagit PUD	43.29	
		001 - 521 20 47 000 - Public Utilities				43.29	
12884	12/24/2025	Claims	2	EFT	Skagit PUD	72.08	
		401 - 535 80 47 000 - Public Utilities				72.08	
12885	12/24/2025	Claims	2	EFT	Skagit PUD	43.29	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		401 - 535 80 47 000 - Public Utilities				43.29	
12886	12/24/2025	Claims	2	EFT	Skagit PUD	286.38	
		101 - 576 80 47 000 - Riverfront				286.38	
12887	12/24/2025	Claims	2	EFT	Skagit PUD	555.63	
		101 - 576 80 47 053 - Other Utilities				555.63	
12888	12/24/2025	Claims	2	EFT	Skagit PUD	522.70	
		401 - 535 80 47 000 - Public Utilities				522.70	
12889	12/24/2025	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	155.31	
		101 - 576 80 47 070 - City Hall				155.31	
12890	12/24/2025	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	898.63	
		001 - 512 50 42 020 - Telephone				53.92	
		001 - 513 10 42 020 - Telephone				80.88	
		001 - 514 23 42 020 - Telephone				80.88	
		001 - 515 31 42 001 - Telephone				35.95	
		001 - 518 80 42 020 - Telephone				26.96	
		001 - 521 20 42 020 - Telephone				269.59	
		001 - 522 20 42 020 - Telephone				98.85	
		001 - 524 20 42 020 - Telephone				26.96	
		401 - 535 80 42 020 - Telephone				71.87	
		412 - 537 80 42 020 - Telephone				35.95	
		103 - 542 30 42 020 - Telephone				8.99	
		001 - 558 60 42 020 - Telephone				26.96	
		101 - 576 80 42 020 - Telephone				17.97	
		001 - 595 10 42 020 - Telephone				62.90	
12891	12/24/2025	Claims	2	205750	5 Star Services Inc	21,720.00	
		101 - 594 76 31 000 - Buildings & Structures				21,720.00	
12892	12/24/2025	Claims	2	205751	911 Circuits LLC	1,868.50	
		501 - 594 21 64 501 - Equip & Vehicles - Police				1,868.50	
12893	12/24/2025	Claims	2	205752	A-1 Safety Tree Service	7,602.00	
		401 - 535 80 41 000 - Professional Services				7,602.00	
12894	12/24/2025	Claims	2	205753	A-1 Shredding	645.00	
		001 - 512 50 31 000 - Supplies				60.00	
		001 - 514 23 31 000 - Supplies				420.00	
		001 - 521 20 41 001 - Professional Services				120.00	
		001 - 524 20 31 000 - Off/Oper Supps & Books				15.00	
		001 - 558 60 31 000 - Supplies/Books				15.00	
		001 - 595 10 31 000 - Supplies				15.00	
12895	12/24/2025	Claims	2	205754	Aardvark	4,001.91	
		001 - 521 20 41 023 - Canine				4,001.91	
12896	12/24/2025	Claims	2	[redacted]		8.95	
		001 - 342 60 00 000 - Fire Transport Fees				-8.95	
12897	12/24/2025	Claims	2	205756	Amazon Capital Svcs, Inc	19,930.92	
		001 - 513 10 31 000 - Supplies				360.12	
		001 - 514 23 31 000 - Supplies				19.84	
		001 - 514 23 31 000 - Supplies				20.66	
		001 - 514 23 31 000 - Supplies				-79.60	
		001 - 514 23 31 000 - Supplies				-79.60	
		001 - 521 20 26 000 - Uniforms/Accessories				474.52	
		001 - 521 20 26 000 - Uniforms/Accessories				255.16	
		001 - 521 20 26 000 - Uniforms/Accessories				29.32	
		001 - 521 20 26 000 - Uniforms/Accessories				747.95	
		001 - 521 20 31 002 - Office/Operating Supplies				21.19	
		001 - 521 20 31 002 - Office/Operating Supplies				21.44	
		001 - 521 20 31 002 - Office/Operating Supplies				14.65	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 521 20 31 002 - Office/Operating Supplies				111.84	
		001 - 521 20 31 002 - Office/Operating Supplies				694.72	
		001 - 521 20 31 002 - Office/Operating Supplies				26.37	
		001 - 521 20 31 002 - Office/Operating Supplies				148.20	
		001 - 521 20 31 002 - Office/Operating Supplies				107.51	
		001 - 521 20 31 002 - Office/Operating Supplies				535.83	
		001 - 522 20 31 010 - Office Supplies				1,650.60	
		001 - 522 20 35 000 - Small Tools & Minor Equip				95.76	
		001 - 522 20 35 011 - EMS Minor Equipment				7,489.59	
		001 - 522 20 41 030 - Investigation				5,400.00	
		001 - 522 21 31 010 - Office Supplies				1,118.40	
		001 - 522 21 31 010 - Office Supplies				226.88	
		001 - 522 21 35 000 - Small Tools & Minor Equipmer				84.68	
		001 - 522 21 35 000 - Small Tools & Minor Equipmer				21.71	
		001 - 524 20 31 000 - Off/Oper Supps & Books				5.37	
		001 - 525 20 41 000 - Disaster Response - Other Expe				156.62	
		401 - 535 80 31 000 - Office Supplies				18.97	
		401 - 535 80 31 010 - Operating Supplies				221.46	
		001 - 558 60 31 000 - Supplies/Books				5.38	
		001 - 595 10 31 000 - Supplies				5.38	
12898	12/24/2025	Claims	2	205757	Axon Enterprise, Inc.		5,655.71
		001 - 591 28 70 002 - Lease - Police Tasers				5,655.71	
12899	12/24/2025	Claims	2	205758	Barnhart Crane & Rigging LLC		1,200.00
		101 - 576 80 45 001 - Equipment Rental				1,200.00	
12900	12/24/2025	Claims	2	205759	Birch Equipment Co Inc		1,067.70
		101 - 576 80 45 001 - Equipment Rental				1,067.70	
12901	12/24/2025	Claims	2	205760	Board For Volunteer Firefighters		3,640.00
		001 - 522 23 23 002 - Pension-Volunteer Firefighter				3,640.00	
12902	12/24/2025	Claims	2	205761	Bonner Electrical Contracting LLC		523.45
		101 - 576 80 48 016 - City Hall				523.45	
12903	12/24/2025	Claims	2	205762	C.HIth130, dba Cardinal Health 112 LLC		22.06
		001 - 522 21 31 000 - Operating Supplies - Medical				22.06	
12904	12/24/2025	Claims	2	205763	Carl's Towing & Muffler		322.54
		001 - 521 20 41 001 - Professional Services				322.54	
12905	12/24/2025	Claims	2	205764	Central Skagit Library District		121,236.25
		105 - 572 20 41 105 - Library Joint Operation Service				121,236.25	
12906	12/24/2025	Claims	2	205765	Central Welding Supply		117.69
		001 - 522 21 35 011 - EMS Minor Equipment				117.69	
12907	12/24/2025	Claims	2	205766	Cities Insurance Assoc		3,560.50
		001 - 521 20 46 000 - Insurance				2.56	
		001 - 522 50 46 000 - Insurance				255.21	
		001 - 524 20 46 000 - Insurance				19.62	
		425 - 531 50 46 000 - Insurance				118.30	
		401 - 535 80 46 000 - Insurance				1,807.66	
		102 - 536 20 46 000 - Insurance				129.40	
		412 - 537 80 46 000 - Insurance				84.35	
		103 - 543 30 46 000 - Insurance				501.50	
		101 - 576 80 46 000 - Insurance				641.90	
12908	12/24/2025	Claims	2	205767	Covert Armor Interntl, LLC		1,718.77
		001 - 522 20 31 000 - Operating Supplies				1,718.77	
12909	12/24/2025	Claims	2	205768	DS Services of America, Inc.		90.15

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		103 - 542 30 31 000 - Operating Supplies				90.15	
12910	12/24/2025	Claims	2	205769	Databar, Inc	3,110.15	
		425 - 531 50 42 010 - Postage				124.40	
		401 - 535 80 42 015 - Postage				2,021.60	
		412 - 537 80 42 010 - Postage				964.15	
12911	12/24/2025	Claims	2	205770	David Evans & Assoc Inc	19,569.81	
		104 - 595 10 63 078 - Eng - Jones/John Liner BNSF U				19,569.81	
12912	12/24/2025	Claims	2	205771	Dell Marketing LP	411.51	
		001 - 514 23 31 000 - Supplies				411.51	
12913	12/24/2025	Claims	2	205772	Judges' Association District and Municipal Court	330.00	
		001 - 512 50 49 010 - Dues/Subscriptions				330.00	
12914	12/24/2025	Claims	2	205773	E & E Lumber, Inc.	298.27	
		425 - 531 50 48 000 - Repairs/Maintenance				56.45	
		102 - 536 20 48 010 - Repair/maint-Office Equip				60.75	
		103 - 542 30 31 000 - Operating Supplies				4.68	
		103 - 542 30 31 000 - Operating Supplies				7.98	
		103 - 542 30 31 000 - Operating Supplies				7.58	
		101 - 576 80 48 000 - Repairs/Maintenance				2.28	
		101 - 576 80 48 000 - Repairs/Maintenance				34.69	
		101 - 576 80 48 013 - Tesarik Park				123.86	
12915	12/24/2025	Claims	2	205774	Eurofins Enviro Testing	1,118.00	
		401 - 535 80 41 000 - Professional Services				201.00	
		401 - 535 80 41 000 - Professional Services				273.00	
		401 - 535 80 41 000 - Professional Services				224.00	
		401 - 535 80 41 000 - Professional Services				70.00	
		401 - 535 80 41 000 - Professional Services				70.00	
		401 - 535 80 41 000 - Professional Services				70.00	
		401 - 535 80 41 000 - Professional Services				70.00	
		401 - 535 80 41 000 - Professional Services				70.00	
		401 - 535 80 41 000 - Professional Services				70.00	
12916	12/24/2025	Claims	2	205775	Facet NW, Inc	160.25	
		001 - 558 60 41 001 - Professional Svcs-Reimb				160.25	
12917	12/24/2025	Claims	2	205776	FireWise Consulting Ltd.	6,539.00	
		001 - 522 45 49 010 - Tuition/Registration				6,539.00	
12918	12/24/2025	Claims	2	205777	Galls, LLC	2,451.88	
		001 - 522 20 26 000 - Uniforms				239.25	
		001 - 522 20 26 000 - Uniforms				113.34	
		001 - 522 20 26 000 - Uniforms				1,852.23	
		001 - 522 20 26 000 - Uniforms				238.38	
		001 - 522 20 42 010 - Postage				8.68	
12919	12/24/2025	Claims	2	205778	General Code	269.50	
		001 - 511 60 31 001 - Legal Publications				269.50	
12920	12/24/2025	Claims	2	205779	Good to Go!	5.00	
		001 - 521 40 43 000 - Travel				5.00	
12921	12/24/2025	Claims	2	205780	Gordon Truck Centers, Inc	15.76	
		401 - 535 50 48 040 - Maintenance Of Vehicles				15.76	
12922	12/24/2025	Claims	2	205781	Gray & Osborne Inc	1,819.83	
		425 - 531 50 41 000 - Professional Services				1,819.83	
12923	12/24/2025	Claims	2	205782	Guardian Alliance Technologies, Inc.	110.00	
		001 - 521 20 41 001 - Professional Services				110.00	

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12925	12/24/2025	Claims	2	205784	Humane Society Of Skagit	345.00	
		001 - 521 20 41 021 - Humane Society				345.00	
12926	12/24/2025	Claims	2	205785	Language Exchange, Inc	1,484.43	
		001 - 512 50 41 040 - Language Interpreter				1,346.49	
		001 - 521 20 41 001 - Professional Services				137.94	
12927	12/24/2025	Claims	2	205786	Lauts Inc	2,488.05	
		412 - 537 60 47 015 - Construction Demolition Land				2,488.05	
12928	12/24/2025	Claims	2	205787	Les Schwab Tire Center	3,040.19	
		412 - 537 50 48 000 - Repairs/maint-equip				79.27	
		412 - 537 50 48 000 - Repairs/maint-equip				2,960.92	
12929	12/24/2025	Claims	2	205788	Life Assist Inc.	476.04	
		001 - 522 21 31 000 - Operating Supplies - Medical				213.01	
		001 - 522 21 31 000 - Operating Supplies - Medical				263.03	
12930	12/24/2025	Claims	2	205789	Mark Christ, Architect	4,200.00	
		101 - 594 76 63 025 - Olmsted Park				2,250.00	
		101 - 594 76 63 025 - Olmsted Park				1,950.00	
12931	12/24/2025	Claims	2	205790	Motorola Solutions	3,205.64	
		001 - 522 20 35 000 - Small Tools & Minor Equip				2,411.27	
		001 - 522 21 31 010 - Office Supplies				794.37	
12932	12/24/2025	Claims	2	205791	Nordic Temperature Control	225.86	
		104 - 559 30 00 105 - Redevelopment of Property for				225.86	
12933	12/24/2025	Claims	2	205792	North Hill Resources Inc	350.00	
		412 - 537 60 47 020 - Site Yard Waste Disposal				350.00	
12934	12/24/2025	Claims	2	205793	Northwest Cascade, Inc	80.00	
		001 - 522 45 49 000 - Training Facilities				80.00	
12935	12/24/2025	Claims	2	205794	Pacific Landscape Architecture LLC	7,795.00	
		102 - 594 36 61 050 - Northern State Cemetery Capit				3,895.00	
		102 - 594 36 61 050 - Northern State Cemetery Capit				3,900.00	
12936	12/24/2025	Claims	2	205795	Parker Corporate Svcs, Inc.	125.00	
		101 - 576 80 49 000 - Misc-Tuition/Registration				125.00	
12937	12/24/2025	Claims	2	205796	RH2 Engineering Inc	52,303.63	
		401 - 594 35 63 000 - Engineering Services				8,059.20	
		401 - 594 35 63 000 - Engineering Services				44,244.43	
12938	12/24/2025	Claims	2	205797	Ramaker & Associates, Inc	2,231.25	
		102 - 591 20 70 102 - Subscription IT (SBITA) - Cemet				2,231.25	
12939	12/24/2025	Claims	2	205798	Reichhardt & Ebe	50,566.15	
		104 - 595 10 63 081 - Eng - John Line Rd. Bike/Ped				810.91	
		104 - 595 10 63 089 - Eng - John Liner Rd Arterial				1,292.50	
		104 - 595 20 63 083 - RW-SR 9-John Liner-McGarigle				10,750.67	
		104 - 595 30 63 083 - Const-SR 9-John Liner-McGarig				37,712.07	
12940	12/24/2025	Claims	2	205799	Rexel USA, Inc	7,710.90	
		401 - 535 50 48 020 - Maint Of Pumping Equip				612.75	
		412 - 537 50 48 010 - Repairs/Maint-Building				90.34	
		412 - 537 50 48 010 - Repairs/Maint-Building				5,091.71	
		412 - 537 50 48 010 - Repairs/Maint-Building				1,018.81	
		412 - 537 50 48 010 - Repairs/Maint-Building				94.56	
		412 - 537 50 48 010 - Repairs/Maint-Building				694.05	
		412 - 537 50 48 010 - Repairs/Maint-Building				108.68	
12941	12/24/2025	Claims	2	205800	Ricoh USA, Inc	1,169.26	

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		001 - 514 23 31 000 - Supplies				79.44	
		001 - 522 20 45 000 - Equipment Lease				764.84	
		001 - 524 20 31 000 - Off/Oper Supps & Books				57.61	
		401 - 535 80 31 000 - Office Supplies				109.73	
		001 - 558 60 31 000 - Supplies/Books				57.61	
		102 - 591 20 70 102 - Subscription IT (SBITA) - Ceme				42.42	
		001 - 595 10 31 000 - Supplies				57.61	
12942	12/24/2025	Claims	2	205801	Kevin Rogerson	500.00	
		001 - 512 50 41 000 - Professional Services				200.00	
		001 - 512 50 41 000 - Professional Services				300.00	
12943	12/24/2025	Claims	2	205802	Heather Romano	346.50	
		001 - 521 20 41 001 - Professional Services				346.50	
12944	12/24/2025	Claims	2	205803	SIRENNET.COM	5,874.54	
		001 - 522 20 35 000 - Small Tools & Minor Equip				5,874.54	
12945	12/24/2025	Claims	2	205804	SRV Construction Inc	93,591.96	
		104 - 595 30 63 083 - Const-SR 9-John Liner-McGari				93,591.96	
12946	12/24/2025	Claims	2	205805	Sedro-Woolley Auto Parts Inc	475.54	
		001 - 522 20 48 000 - Repairs/Maint-Equip				8.70	
		401 - 535 50 48 040 - Maintenance Of Vehicles				257.64	
		401 - 535 50 48 040 - Maintenance Of Vehicles				15.25	
		103 - 542 30 31 000 - Operating Supplies				21.71	
		103 - 542 30 31 000 - Operating Supplies				172.24	
12947	12/24/2025	Claims	2	205806	Sedro-Woolley Automotive	675.48	
		001 - 521 20 48 010 - Repair & Maint - Auto				97.89	
		101 - 576 80 48 021 - Equipment				577.59	
12948	12/24/2025	Claims	2	205807	Sedro-Woolley Chamber of Commerce	2,945.00	
		001 - 513 10 49 010 - Dues & Subscriptions				2,945.00	
12949	12/24/2025	Claims	2	205808	Skagit Cnty Dist. Probation	5,650.00	
		001 - 512 50 41 020 - Municipal Court Prob.				3,700.00	
		001 - 512 50 41 030 - Community Court Agreement				1,950.00	
12950	12/24/2025	Claims	2	205809	Skagit Cnty Environmental	115.00	
		101 - 576 80 49 030 - Misc-Permits & Licenses				115.00	
12951	12/24/2025	Claims	2	205810	Skagit Cnty Public Works	182,879.65	
		425 - 531 50 41 005 - Vactor Waste Disposal				1,291.52	
		401 - 535 50 48 010 - Maintenance Of Lines				3,362.90	
		412 - 537 60 47 000 - Solid Waste Disposal				78,142.63	
		412 - 537 60 47 000 - Solid Waste Disposal				100,082.60	
12952	12/24/2025	Claims	2	205811	Skagit Cnty Treasurer	28.49	
		635 - 589 30 05 635 - County Crime Victim Witness P				28.49	
12953	12/24/2025	Claims	2	205812	PNG Media LLC, dba Skagit Publishing	1,187.38	
		001 - 511 60 31 001 - Legal Publications				398.12	
		001 - 511 60 31 001 - Legal Publications				69.94	
		001 - 511 60 31 001 - Legal Publications				182.92	
		001 - 511 60 31 001 - Legal Publications				161.40	
		001 - 518 10 27 000 - Publication				375.00	
12954	12/24/2025	Claims	2	205813	Skagit Valley Family YMCA	7,700.00	
		117 - 551 00 00 117 - Affordable Housing - Operatio				7,700.00	
12955	12/24/2025	Claims	2	205814	Smarsh Inc.	497.71	
		001 - 591 80 70 517 - Leases + Subscription IT (SBITA				497.71	
12956	12/24/2025	Claims	2	205815	Smith Mechanical	928.31	

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		101 - 576 80 48 004 - Community Center				260.64	
		101 - 576 80 48 004 - Community Center				667.67	
12957	12/24/2025	Claims	2	205816	Station Automation, Inc.	6,039.14	
		001 - 591 20 70 522 - Leases + Subscription IT (SBITA				6,039.14	
12958	12/24/2025	Claims	2	205817	Stiles & Lehr Law Inc., PS	4,530.50	
		001 - 512 50 41 010 - Municipal Court Judge				4,530.50	
12959	12/24/2025	Claims	2	205818	Systems Design West, LLC	2,826.98	
		001 - 522 21 41 000 - EMS Professional Services-Sys I				2,826.98	
12960	12/24/2025	Claims	2	205819	Taylor Made TDS Inc.	10,734.80	
		103 - 542 30 49 040 - CDL Endorcement Fees				2,683.70	
		501 - 548 30 31 000 - Operating Supplies				5,367.40	
		101 - 576 80 49 020 - Misc-Dues/CDL/Background				2,683.70	
12961	12/24/2025	Claims	2	205820	Paul Taylor	382.00	
		001 - 521 20 27 000 - Retired Medical				382.00	
12962	12/24/2025	Claims	2	205821	The Hose Shop, Inc.	382.30	
		401 - 535 50 48 050 - Maint Of General Equip				382.30	
12963	12/24/2025	Claims	2	205822	Thompson, Guildner & Assoc, Inc P.S.	13,368.63	
		001 - 515 41 41 000 - Ext Legal-City Attorney				10,884.40	
		001 - 515 45 41 000 - Legal - Litigation				2,484.23	
12964	12/24/2025	Claims	2	205823	Tri-Tec Communications Inc	1,487.08	
		001 - 514 23 31 000 - Supplies				1,487.08	
12965	12/24/2025	Claims	2	205824	Truck Toys Inc	2,406.29	
		101 - 576 80 35 000 - Small Tools & Minor Equip				2,406.29	
12966	12/24/2025	Claims	2	205825	US Bank -- Purchase Cards	11,298.40	
		001 - 511 60 49 000 - Training				103.27	
		001 - 511 60 49 000 - Training				103.27	
		001 - 513 10 31 000 - Supplies				1,275.56	
		001 - 513 10 31 000 - Supplies				26.70	
		001 - 513 10 43 000 - Meals/Travel				21.00	
		001 - 513 10 49 000 - Tuition/Registration				32.58	
		001 - 521 20 26 000 - Uniforms/Accessories				172.00	
		001 - 521 20 26 000 - Uniforms/Accessories				300.68	
		001 - 521 20 26 000 - Uniforms/Accessories				96.64	
		001 - 521 20 26 000 - Uniforms/Accessories				58.96	
		001 - 521 20 26 000 - Uniforms/Accessories				124.02	
		001 - 521 20 26 000 - Uniforms/Accessories				216.88	
		001 - 521 20 26 000 - Uniforms/Accessories				53.95	
		001 - 521 20 26 000 - Uniforms/Accessories				68.89	
		001 - 521 20 31 002 - Office/Operating Supplies				46.94	
		001 - 521 20 31 002 - Office/Operating Supplies				89.98	
		001 - 521 20 31 002 - Office/Operating Supplies				138.99	
		001 - 521 30 31 010 - Public Education Supplies				355.12	
		001 - 521 40 43 000 - Travel				300.05	
		001 - 521 40 43 000 - Travel				153.90	
		001 - 521 40 49 000 - Tuition/Registration				795.00	
		001 - 521 40 49 000 - Tuition/Registration				399.00	
		001 - 522 20 31 010 - Office Supplies				358.27	
		001 - 522 21 31 010 - Office Supplies				117.94	
		001 - 522 45 41 000 - Advertising-Fire Prevent				946.56	
		001 - 522 45 43 000 - Travel & Meals				157.34	
		001 - 524 20 43 000 - Travel/Meals				290.42	
		401 - 535 80 41 020 - Collection Services				19.00	
		401 - 535 80 41 020 - Collection Services				73.80	
		401 - 535 80 49 010 - Misc-Dues/Subscriptions				825.60	

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		401 - 535 80 49 030 - Misc-Tuition/Registration				106.00		
		412 - 537 80 41 020 - Collection Services				19.00		
		412 - 537 80 41 020 - Collection Services				73.79		
		103 - 542 30 49 030 - Misc-Tuition/Registration				51.50		
		103 - 542 30 49 030 - Misc-Tuition/Registration				103.00		
		001 - 558 60 31 000 - Supplies/Books				40.02		
		001 - 558 60 31 000 - Supplies/Books				37.99		
		001 - 558 60 49 041 - Miscellaneous - Planning And				56.01		
		104 - 559 30 00 104 - Redevelopment of Property for				629.29		
		104 - 559 30 00 104 - Redevelopment of Property for				11.12		
		104 - 559 30 00 105 - Redevelopment of Property for				108.83		
		104 - 559 30 00 105 - Redevelopment of Property for				629.29		
		104 - 559 30 00 105 - Redevelopment of Property for				11.13		
		101 - 576 80 35 000 - Small Tools & Minor Equip				268.24		
		101 - 576 80 48 016 - City Hall				104.10		
		101 - 576 80 48 021 - Equipment				46.20		
		001 - 591 80 70 517 - Leases + Subscription IT (SBITA				210.92		
		001 - 591 80 70 517 - Leases + Subscription IT (SBITA				955.68		
		001 - 595 10 31 000 - Supplies				101.00		
		104 - 595 10 63 078 - Eng - Jones/John Liner BNSF U				12.98		
12967	12/24/2025	Claims	2	205826	United Laboratories, Inc.		438.26	
		401 - 535 80 31 010 - Operating Supplies				438.26		
12968	12/24/2025	Claims	2	205827	Util Underground Loc Ctr		68.80	
		401 - 535 80 31 010 - Operating Supplies				68.80		
12969	12/24/2025	Claims	2	205828	Vestis		65.92	
		401 - 535 80 49 000 - Laundry				22.17		
		401 - 535 80 49 000 - Laundry				22.17		
		401 - 535 80 49 000 - Laundry				8.20		
		412 - 537 80 49 000 - Misc-Laundry				8.53		
		103 - 542 30 49 000 - Misc-Laundry				4.85		
12970	12/24/2025	Claims	2	205829	WA Assoc Of Building Off		744.00	
		001 - 524 20 49 030 - Misc-Tuition/Registration				372.00		
		001 - 524 20 49 030 - Misc-Tuition/Registration				124.00		
		001 - 558 60 49 030 - Tuition/Registration				124.00		
		001 - 595 10 49 010 - Tuition/Registration				124.00		
12971	12/24/2025	Claims	2	205830	WA St Dept of Transport		1,466.52	
		104 - 595 10 63 083 - Eng-SR 9-John Liner-McGarigle				1,466.52		
12972	12/24/2025	Claims	2	205831	WA St Firefighters Assoc		150.00	
		001 - 522 20 49 010 - Misc-Dues				150.00		
12973	12/24/2025	Claims	2	205832	WA St Health Care Authority		12,931.55	
		001 - 522 21 49 010 - Misc - GEMT IGT				12,931.55		
12974	12/24/2025	Claims	2	205833	WA St Off of Treasurer		2,097.57	
		635 - 586 30 00 635 - State Court Fees Remittance				2,097.57		
12975	12/24/2025	Claims	2	205834	WA St Off-Minority & Women's Business		690.74	
		001 - 595 10 49 000 - Dues/Memberships				690.74		
12976	12/24/2025	Claims	2	205835	WW Grainger Inc		308.00	
		401 - 535 80 31 010 - Operating Supplies				190.94		
		101 - 576 80 48 000 - Repairs/Maintenance				117.06		
12977	12/24/2025	Claims	2	205836	Waste Management of WA Inc.		19,070.94	
		412 - 537 60 47 010 - Curbside Recycling Disposal				19,070.94		
12978	12/24/2025	Claims	2	205837	Wastequip, LLC		36,603.50	
		412 - 537 80 34 000 - Containers - Garbage				17,842.38		
		412 - 537 80 34 000 - Containers - Garbage				16,000.00		

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		412 - 537 80 34 002 - Containers -Yard Waste				2,761.12		
12979	12/24/2025	Claims	2	205838	Witmer Public Safety Group Inc.		4,861.37	
		001 - 522 20 35 000 - Small Tools & Minor Equip				2,496.33		
		001 - 522 21 35 011 - EMS Minor Equipment				2,030.59		
		001 - 522 45 49 010 - Tuition/Registration				334.45		
12980	12/24/2025	Claims	2	205839	Woods Logging		280.87	
		001 - 522 20 31 000 - Operating Supplies				126.89		
		001 - 522 20 48 000 - Repairs/Maint-Equip				112.08		
		103 - 542 30 48 010 - Repair/Maintenance-Equip				26.68		
		101 - 576 80 48 021 - Equipment				15.22		
12981	12/24/2025	Claims	2	205840	World Kinect Energy Services		3,984.46	
		425 - 531 50 32 000 - Vehicle Fuel				83.70		
		425 - 531 50 32 000 - Vehicle Fuel				231.99		
		412 - 537 80 32 000 - Auto Fuel/Diesel				2,063.53		
		412 - 537 80 32 000 - Auto Fuel/Diesel				1,509.29		
		103 - 542 30 32 000 - Auto Fuel/Diesel				95.95		
12982	12/24/2025	Claims	2	205841	Zoll Medical Corporation		408.45	
		001 - 522 21 31 010 - Office Supplies				103.44		
		001 - 522 21 31 010 - Office Supplies				98.13		
		001 - 522 21 35 011 - EMS Minor Equipment				206.88		

001 Current Expense Fund	129,420.58		
101 Parks & Facilities Fund	55,376.44		
102 Cemetery Fund	10,333.54		
103 Street Fund	4,161.83		
104 Arterial Street Fund	167,024.83		
105 Library Fund	121,236.25		
117 Housing and Related Services	7,700.00		
401 Sewer Operations Fund	73,003.71		
412 Solid Waste Operations Fund	251,997.65		
425 Stormwater Operations	3,727.35		
501 Equipment Replacement Fund	7,235.90		
635 Custodial Fund	2,126.06		
		Claims:	833,344.14
* Transaction Has Mixed Revenue And Expense Accounts	833,344.14		

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo

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

_____ _____
Finance Director Date

_____ _____
Finance Committee Member Date

_____ _____
Finance Committee Member Date

_____ _____
Finance Committee Member Date

City Council Agenda Item

Agenda Item No.: e.4.

Date: January 14, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Off-Cycle

RECOMMENDED ACTION:
Motion to approve the 12/31/2025 check register, EFTs, and payroll (12/30/2025) as described.

BACKGROUND/SUMMARY INFORMATION:
Claims checks #205842 through #205928, plus EFTs. Payroll ACHs related to police contract retro-active payment.

FISCAL IMPACT, IF APPROPRIATE:
Claims checks, plus EFTs, totaling $598,370.74
Payroll totaling $335,475.46

ATTACHMENTS:
1. 2025.12.31 Check Register

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
13233	12/31/2025	Claims	2	EFT	City of Sedro-Woolley		14.91	
		104 - 559 30 01 104 - Utility Payments on Redevelop				14.91		
13234	12/31/2025	Claims	2	EFT	City of Sedro-Woolley		14.91	
		104 - 595 20 63 082 - RW Trail Road Extension				14.91		
13235	12/31/2025	Claims	2	EFT	City of Sedro-Woolley		14.91	
		104 - 595 20 63 082 - RW Trail Road Extension				14.91		
13236	12/31/2025	Claims	2	EFT	City of Sedro-Woolley		98.82	
		104 - 559 30 01 105 - Utility Payments on Redevelop				98.82		
13237	12/31/2025	Claims	2	EFT	City of Sedro-Woolley		98.82	
		101 - 576 80 47 025 - Olmsted Park				98.82		
13238	12/31/2025	Claims	2	EFT	City of Sedro-Woolley		41.27	
		001 - 558 60 49 041 - Miscellaneous - Planning And				41.27		
13239	12/31/2025	Claims	2	EFT	City of Sedro-Woolley		14.91	
		101 - 576 80 47 053 - Other Utilities				14.91		
13240	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		16,718.40	
		103 - 542 63 47 000 - Public Utilities				16,718.40		
13241	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		10.87	
		103 - 542 63 47 000 - Public Utilities				10.87		
13242	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		15.43	
		103 - 542 63 47 000 - Public Utilities				15.43		
13243	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		195.92	
		001 - 521 20 47 000 - Public Utilities				195.92		
13244	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		89.36	
		401 - 535 80 47 000 - Public Utilities				89.36		
13245	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		51.98	
		101 - 576 80 47 053 - Other Utilities				51.98		
13246	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		372.10	
		101 - 576 80 47 000 - Riverfront				372.10		
13247	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		394.20	
		101 - 576 80 47 000 - Riverfront				394.20		
13248	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		10.87	
		101 - 576 80 47 000 - Riverfront				10.87		
13249	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		101.44	
		103 - 542 63 47 000 - Public Utilities				101.44		
13250	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		212.83	
		101 - 576 80 47 052 - Bingham Caretaker				212.83		
13251	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		509.09	
		101 - 576 80 47 010 - Community Center				509.09		
13252	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		24.06	
		103 - 542 63 47 000 - Public Utilities				24.06		
13253	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		127.23	
		102 - 536 20 47 000 - Public Utilities				127.23		
13254	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		303.57	
		103 - 542 63 47 000 - Public Utilities				303.57		
13255	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.		499.13	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		103 - 542 63 47 000 - Public Utilities				499.13	
13256	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	173.87	
		401 - 535 80 47 000 - Public Utilities				173.87	
13257	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	10.87	
		101 - 576 80 47 053 - Other Utilities				10.87	
13258	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	57.87	
		425 - 531 50 47 000 - Public Utilities				57.87	
13259	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	63.69	
		101 - 576 80 47 040 - Train				63.69	
13260	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	190.62	
		412 - 537 80 47 000 - Public Utilities				190.62	
13261	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	16,725.13	
		401 - 535 80 47 000 - Public Utilities				16,725.13	
13262	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	13.36	
		101 - 576 80 47 000 - Riverfront				13.36	
13263	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	169.26	
		401 - 535 80 47 000 - Public Utilities				169.26	
13264	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	530.47	
		401 - 535 80 47 000 - Public Utilities				530.47	
13265	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	177.98	
		425 - 531 50 47 000 - Public Utilities				177.98	
13266	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	98.05	
		101 - 576 80 47 030 - Museum Apartments				98.05	
13267	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	10.50	
		101 - 576 80 47 030 - Museum Apartments				10.50	
13268	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	150.19	
		401 - 535 80 47 000 - Public Utilities				150.19	
13269	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	36.34	
		101 - 576 80 47 030 - Museum Apartments				36.34	
13270	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	255.88	
		101 - 576 80 47 050 - Hammer Square				255.88	
13271	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	3,901.76	
		101 - 576 80 47 070 - City Hall				3,901.76	
13272	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	91.85	
		401 - 535 80 47 000 - Public Utilities				91.85	
13273	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	540.08	
		101 - 576 80 47 020 - Senior Center				540.08	
13274	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	410.18	
		401 - 535 80 47 000 - Public Utilities				410.18	
13275	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	222.10	
		401 - 535 80 47 000 - Public Utilities				222.10	
13276	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	331.20	
		401 - 535 80 47 000 - Public Utilities				331.20	
13277	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	65.49	
		001 - 521 20 47 000 - Public Utilities				65.49	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
13278	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	860.37	
		001 - 522 50 47 000 - Public Utilities				860.37	
13279	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	101.62	
		101 - 576 80 47 051 - Bingham / Memorial				101.62	
13280	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	74.68	
		104 - 559 30 01 105 - Utility Payments on Redevelop				74.68	
13281	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	1,145.07	
		401 - 535 80 47 000 - Public Utilities				1,145.07	
13282	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	527.60	
		101 - 576 80 47 051 - Bingham / Memorial				527.60	
13283	12/31/2025	Claims	2	EFT	Puget Sound Energy, Inc.	1,875.20	
		103 - 542 63 47 000 - Public Utilities				1,875.20	
13284	12/31/2025	Claims	2	EFT	Skagit PUD	147.02	
		101 - 576 80 47 053 - Other Utilities				147.02	
13285	12/31/2025	Claims	2	EFT	Skagit PUD	477.04	
		101 - 576 80 47 053 - Other Utilities				477.04	
13286	12/31/2025	Claims	2	EFT	United Parcel Service, Inc.	32.96	
		001 - 521 20 42 010 - Postage				32.96	
13287	12/31/2025	Claims	2	EFT	United Parcel Service, Inc.	42.86	
		001 - 521 20 41 001 - Professional Services				42.86	
13288	12/31/2025	Claims	2	EFT	United Parcel Service, Inc.	4.32	
		001 - 521 20 41 001 - Professional Services				4.32	
13289	12/31/2025	Claims	2	EFT	United Parcel Service, Inc.	26.37	
		001 - 522 20 42 010 - Postage				26.37	
13290	12/31/2025	Claims	2	EFT	United Parcel Service, Inc.	35.58	
		001 - 521 20 41 001 - Professional Services				35.58	
13291	12/31/2025	Claims	2	EFT	Cellco Partnershp dba Verizon Wireless	4,276.33	
		001 - 513 10 42 020 - Telephone				211.69	
		001 - 514 23 42 020 - Telephone				107.44	
		001 - 518 80 42 020 - Telephone				107.44	
		001 - 521 20 42 020 - Telephone				1,891.72	
		001 - 524 20 42 020 - Telephone				107.44	
		401 - 535 80 42 030 - Cell Phones				487.91	
		102 - 536 20 42 020 - Telephone				108.21	
		412 - 537 80 42 025 - Cell Phones				355.78	
		103 - 542 30 42 020 - Telephone				250.93	
		001 - 558 60 42 020 - Telephone				68.20	
		101 - 576 80 42 020 - Telephone				354.41	
		001 - 595 10 42 025 - Cell Phones				225.16	
13292	12/31/2025	Claims	2	EFT	Cellco Partnershp dba Verizon Wireless	520.31	
		001 - 521 20 42 020 - Telephone				440.29	
		101 - 576 80 42 020 - Telephone				40.01	
		001 - 595 10 42 025 - Cell Phones				40.01	
13293	12/31/2025	Claims	2	EFT	WA St Dept of Revenue	25,167.93	
		001 - 514 23 41 010 - Bank Fees				25,167.93	
13294	12/31/2025	Claims	2	EFT	WA St Dept of Revenue	24,116.55	
		425 - 531 50 44 000 - Taxes & Assessments				1,555.65	
		401 - 535 80 44 010 - Taxes & Assessments				9,208.21	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		102 - 536 20 44 010 - Taxes And Assessments				33.69	
		106 - 536 30 44 010 - Taxes and Assessments				1.75	
		412 - 537 80 44 001 - Taxes & Assessments				13,293.62	
		101 - 576 80 44 010 - Taxes And Assessments				23.63	
13295	12/31/2025	Claims	2	EFT	WEX Bank	12,734.17	
		001 - 518 20 32 000 - Auto Fuel				191.56	
		001 - 521 20 32 000 - Auto Fuel				6,782.84	
		001 - 522 20 32 000 - Auto Fuel/Diesel				4,152.47	
		425 - 531 50 32 000 - Vehicle Fuel				100.94	
		401 - 535 80 32 000 - Auto Fuel/Diesel				380.43	
		102 - 536 20 32 000 - Auto Fuel/Diesel				101.88	
		102 - 536 20 32 001 - Propane				60.31	
		412 - 537 80 32 000 - Auto Fuel/Diesel				177.63	
		103 - 542 30 32 000 - Auto Fuel/Diesel				512.84	
		101 - 576 80 32 000 - Auto Fuel/Diesel				273.27	
13296	12/31/2025	Claims	2	205842	Aardvark	4,001.91	
		001 - 521 20 41 023 - Canine				4,001.91	
13297	12/31/2025	Claims	2	205843	Ackermann Electric Co.	299.49	
		401 - 535 80 41 000 - Professional Services				299.49	
13298	12/31/2025	Claims	2	205844	Amazon Capital Svcs, Inc	253.35	
		001 - 514 23 31 000 - Supplies				-19.84	
		001 - 517 90 43 001 - Employee Recognition				25.78	
		001 - 518 80 35 000 - Small Tools/Minor Equip				66.00	
		001 - 521 20 26 000 - Uniforms/Accessories				65.12	
		001 - 521 20 26 000 - Uniforms/Accessories				-474.52	
		001 - 521 20 31 002 - Office/Operating Supplies				107.13	
		001 - 521 20 31 002 - Office/Operating Supplies				60.28	
		001 - 521 20 41 023 - Canine				56.31	
		001 - 522 20 31 010 - Office Supplies				145.51	
		001 - 524 20 31 000 - Off/Oper Supps & Books				51.86	
		401 - 535 80 31 010 - Operating Supplies				53.20	
		001 - 558 60 31 000 - Supplies/Books				51.86	
		101 - 576 80 48 005 - Senior Center				12.80	
		001 - 595 10 31 000 - Supplies				51.86	
13299	12/31/2025	Claims	2	205845	Beaver Lake Quarry	2,720.39	
		001 - 525 30 41 000 - Disaster Recovery - Other Expe				2,720.39	
13300	12/31/2025	Claims	2	205846	Bonner Electrical Contracting LLC	5,639.66	
		412 - 537 50 48 010 - Repairs/Maint-Building				5,639.66	
13301	12/31/2025	Claims	2	205847	Boulder Park Inc	14,423.22	
		401 - 535 80 35 020 - Solids Handling				14,423.22	
13302	12/31/2025	Claims	2	205848	Bound Tree Medical LLC	6,639.43	
		001 - 522 45 49 000 - Training Facilities				6,639.43	
13303	12/31/2025	Claims	2	205849	Jana R. Bouzek	408.75	
		001 - 521 20 41 001 - Professional Services				408.75	
13304	12/31/2025	Claims	2	205850	C.Hlth130, dba Cardinal Health 112 LLC	233.02	
		001 - 522 21 31 000 - Operating Supplies - Medical				195.90	
		001 - 522 21 31 000 - Operating Supplies - Medical				37.12	
13305	12/31/2025	Claims	2	205851	Carl's Towing & Muffler	867.71	
		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				222.63	
13306	12/31/2025	Claims	2	205852	Central Welding Supply	232.75	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 - 522 21 31 000 - Operating Supplies - Medical				232.75	
13307	12/31/2025	Claims	2	205853	Clarion Events Inc	12,702.94	
		001 - 522 45 31 000 - Supplies & Books				3,650.00	
		001 - 522 45 49 010 - Tuition/Registration				2,852.94	
		001 - 591 20 70 522 - Leases + Subscription IT (SBITA				6,200.00	
13308	12/31/2025	Claims	2	205854	Databar, Inc	4,771.74	
		425 - 531 50 42 010 - Postage				190.86	
		401 - 535 80 42 015 - Postage				3,101.64	
		412 - 537 80 42 010 - Postage				1,479.24	
13309	12/31/2025	Claims	2	205855	Gregory Dixon	150.00	
		001 - 515 93 41 001 - Indigent Defense Conflict Cour				150.00	
13310	12/31/2025	Claims	2	205856	E & E Lumber, Inc.	2,041.94	
		412 - 537 50 48 010 - Repairs/Maint-Building				1,153.17	
		101 - 576 80 31 001 - Operating Sup - Riverfront				10.41	
		101 - 576 80 31 008 - Operating Sup - Memorial				627.63	
		101 - 576 80 31 008 - Operating Sup - Memorial				139.57	
		101 - 576 80 48 005 - Senior Center				188.90	
		101 - 576 80 48 005 - Senior Center				-171.53	
		101 - 576 80 48 016 - City Hall				74.05	
		101 - 576 80 48 016 - City Hall				19.74	
13311	12/31/2025	Claims	2	205857	Eurofins Enviro Testing	69.00	
		401 - 535 80 41 000 - Professional Services				69.00	
13312	12/31/2025	Claims	2	205858	Family Promise of Skagit Valley	8,399.13	
		117 - 551 00 00 117 - Affordable Housing - Operatio				6,446.18	
		117 - 551 00 00 117 - Affordable Housing - Operatio				1,952.95	
13313	12/31/2025	Claims	2	205859	Fastenal Company	14.11	
		103 - 542 30 31 000 - Operating Supplies				14.11	
13314	12/31/2025	Claims	2	205860	FirstNET/AT&T Mobility	825.47	
		001 - 522 20 42 020 - Telephone				758.62	
		401 - 535 80 41 000 - Professional Services				66.85	
13315	12/31/2025	Claims	2	205861	Fisher Construction Group, Inc.	100,521.35	
		401 - 535 50 48 050 - Maint Of General Equip				28,239.91	
		104 - 595 30 63 083 - Const-SR 9-John Liner-McGari				72,281.44	
13316	12/31/2025	Claims	2	205862	Galls, LLC	490.35	
		001 - 522 20 26 000 - Uniforms				113.34	
		001 - 522 20 26 000 - Uniforms				125.04	
		001 - 522 20 26 000 - Uniforms				125.04	
		001 - 522 20 26 000 - Uniforms				126.93	
13317	12/31/2025	Claims	2	205863	Generator Services NW, LLC	7,713.13	
		001 - 521 20 48 000 - Repairs & Maintenance				151.47	
		001 - 521 20 48 000 - Repairs & Maintenance				362.73	
		001 - 522 50 48 030 - Repair/Maint-Station				151.47	
		001 - 522 50 48 030 - Repair/Maint-Station				362.73	
		425 - 531 50 48 000 - Repairs/Maintenance				151.47	
		425 - 531 50 48 000 - Repairs/Maintenance				362.73	
		401 - 535 50 48 000 - Maintenance Contracts				1,514.76	
		401 - 535 50 48 000 - Maintenance Contracts				3,627.37	
		101 - 576 80 48 016 - City Hall				151.47	
		101 - 576 80 48 016 - City Hall				362.73	
		101 - 576 80 48 026 - CS Library				151.47	
		101 - 576 80 48 026 - CS Library				362.73	
13318	12/31/2025	Claims	2	205864	Good to Go!	11.25	
		001 - 521 40 43 000 - Travel				11.25	

Trans	Date	Type	Acct #	Chk #	Claimant		Amount	Memo
13319	12/31/2025	Claims	2	205865	Hepburn Superior		1,854.64	
		102 - 536 20 34 000 - Liners				1,854.64		
13320	12/31/2025	Claims	2	205866	Leanne Hickman		5,442.84	
		001 - 517 90 43 001 - Employee Recognition				5,442.84		
13321	12/31/2025	Claims	2	205867	Hughes Fire Equip Inc		6,063.60	
		001 - 522 20 48 000 - Repairs/Maint-Equip				686.46		
		001 - 522 20 48 000 - Repairs/Maint-Equip				4,314.90		
		001 - 522 20 48 000 - Repairs/Maint-Equip				1,062.24		
13322	12/31/2025	Claims	2	205868	ICONIX Waterworks (US) Inc		187.28	
		401 - 535 50 48 010 - Maintenance Of Lines				187.28		
13323	12/31/2025	Claims	2	205869	Intrepid Networks LLC		364.90	
		001 - 591 28 70 001 - Lease + Subscription IT (SBITA)				364.90		
13324	12/31/2025	Claims	2	205870	Mike & Janet Joy		2,280.60	
		001 - 517 90 43 001 - Employee Recognition				2,280.60		
13325	12/31/2025	Claims	2	205871	Kelley Create		428.88	
		001 - 591 80 70 517 - Leases + Subscription IT (SBITA				428.88		
13326	12/31/2025	Claims	2	205872	Dusty Kindred		275.00	
		001 - 521 20 41 001 - Professional Services				275.00		
13327	12/31/2025	Claims	2	205873	Johnathan Kohlman		347.52	
		001 - 521 20 41 001 - Professional Services				347.52		
13328	12/31/2025	Claims	2	205874	Language Exchange, Inc		242.00	
		001 - 514 23 41 011 - Professional Services				36.30		
		001 - 521 20 41 001 - Professional Services				205.70		
13329	12/31/2025	Claims	2	205875	Lauts Inc		1,857.60	
		412 - 537 60 47 015 - Construction Demolition Land				1,159.65		
		412 - 537 60 47 015 - Construction Demolition Land				697.95		
13330	12/31/2025	Claims	2	205876	Les Schwab Tire Center		4,426.02	
		001 - 521 20 48 010 - Repair & Maint - Auto				279.04		
		001 - 521 20 48 010 - Repair & Maint - Auto				279.09		
		001 - 522 20 48 000 - Repairs/Maint-Equip				1,234.13		
		102 - 536 20 35 000 - Small Tools/Minor Equip				97.74		
		412 - 537 50 48 000 - Repairs/maint-equip				190.05		
		412 - 537 50 48 000 - Repairs/maint-equip				2,345.97		
13331	12/31/2025	Claims	2	205877	Life Assist Inc.		21,661.03	
		001 - 522 21 31 000 - Operating Supplies - Medical				259.12		
		001 - 522 21 31 000 - Operating Supplies - Medical				4,187.94		
		001 - 522 21 31 000 - Operating Supplies - Medical				14,424.86		
		001 - 522 21 31 000 - Operating Supplies - Medical				-867.99		
		001 - 522 21 31 000 - Operating Supplies - Medical				293.76		
		001 - 522 21 49 020 - Tuition & Registration				4,012.77		
		001 - 522 45 49 000 - Training Facilities				-649.43		
13332	12/31/2025	Claims	2	205878	Loggers & Contractors		2,684.52	
		103 - 542 30 31 000 - Operating Supplies				197.32		
		103 - 542 30 31 000 - Operating Supplies				297.30		
		103 - 542 30 31 000 - Operating Supplies				515.29		
		103 - 542 30 31 000 - Operating Supplies				627.98		
		103 - 542 64 31 001 - Painting & Striping Supplies				1,046.63		
13333	12/31/2025	Claims	2	205879	Lyndale Glass		2,120.96	
		101 - 576 80 48 016 - City Hall				2,120.96		
13334	12/31/2025	Claims	2	205880	Mark Christ, Architect		4,168.00	
		101 - 594 76 63 025 - Olmsted Park				4,168.00		

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
13335	12/31/2025	Claims	2	205881	Miles Sand & Gravel Co.	601.70	
		103 - 542 30 48 002 - Crushed Aggregate				601.70	
13336	12/31/2025	Claims	2	205882	Motorola Solutions	539.14	
		001 - 594 21 64 000 - Machinery & Equipment				539.14	
13337	12/31/2025	Claims	2	205883	North County Public Defense	21,173.32	
		001 - 515 93 41 000 - Indigent Defender				21,173.32	
13338	12/31/2025	Claims	2	205884	Ogden, Murphy Wallace PLLC	1,103.60	
		001 - 515 41 41 000 - Ext Legal-City Attorney				1,103.60	
13339	12/31/2025	Claims	2	205885	Oliver-Hammer, Inc	325.93	
		103 - 542 30 35 010 - Safety Equipment				-86.75	
		101 - 576 80 35 010 - Safety Equipment				412.68	
13340	12/31/2025	Claims	2	205886	Pacific Style Lawn Maint. Inc.	162.90	
		101 - 576 80 48 006 - Memorial Park				162.90	
13341	12/31/2025	Claims	2	205887	Peters Towing LLC	326.10	
		001 - 521 20 41 001 - Professional Services				163.05	
		001 - 521 20 41 001 - Professional Services				163.05	
13342	12/31/2025	Claims	2	205888	LEPS-PSS PLLC dba Public Safety Psych	1,325.00	
		001 - 521 20 41 001 - Professional Services				960.00	
		001 - 521 20 41 001 - Professional Services				226.00	
		001 - 522 20 41 000 - Professional Services				139.00	
13343	12/31/2025	Claims	2	205889	Public Safety Testing, Inc	2,790.00	
		001 - 521 20 41 001 - Professional Services				2,790.00	
13344	12/31/2025	Claims	2	205890	Anika Puhl	1,500.00	
		001 - 522 45 49 010 - Tuition/Registration				1,500.00	
13345	12/31/2025	Claims	2	205891	RWC Interntl Ltd, dba RWC Group	2,134.51	
		103 - 542 30 48 010 - Repair/Maintenance-Equip				2,134.51	
13346	12/31/2025	Claims	2	205892	Red's Mobile 24-Hour Truck & Equip Repai	1,933.08	
		412 - 537 50 48 000 - Repairs/maint-equip				1,933.08	
13347	12/31/2025	Claims	2	205893	Reichhardt & Ebe	13,962.15	
		104 - 595 10 63 081 - Eng - John Line Rd. Bike/Ped				2,499.93	
		104 - 595 10 63 089 - Eng - John Liner Rd Arterial				2,643.72	
		104 - 595 30 63 083 - Const-SR 9-John Liner-McGari(				8,818.50	
13348	12/31/2025	Claims	2	205894	Rexel USA, Inc	2,895.06	
		101 - 576 80 48 016 - City Hall				2,895.06	
13349	12/31/2025	Claims	2	205895	Rick's Refrigeration Inc	738.00	
		412 - 537 60 47 011 - Site Recycling Disposal				738.00	
13350	12/31/2025	Claims	2	205896	Ricoh USA, Inc	1,102.42	
		103 - 542 30 31 000 - Operating Supplies				-57.24	
		001 - 591 10 70 520 - Leases + Subscription IT (SBITA				77.03	
		001 - 591 10 70 520 - Leases + Subscription IT (SBITA				77.74	
		001 - 591 20 70 524 - Leases + Subscription IT (SBITA				77.02	
		001 - 591 20 70 524 - Leases + Subscription IT (SBITA				77.73	
		001 - 591 23 70 001 - Lease + Subscription IT (SBITA)				233.21	
		001 - 591 23 70 001 - Lease + Subscription IT (SBITA)				231.08	
		001 - 591 23 70 001 - Lease + Subscription IT (SBITA)				231.08	
		001 - 591 60 70 519 - Leases + Subscription IT (SBITA				77.03	
		001 - 591 60 70 519 - Leases + Subscription IT (SBITA				77.74	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
13351	12/31/2025	Claims	2	205897	Heather Romano	472.50	
		001 - 521 20 41 001 - Professional Services				472.50	
13352	12/31/2025	Claims	2	205898	SWS Equipment, Inc.	3,396.62	
		412 - 537 50 48 000 - Repairs/maint-equip				3,396.62	
13353	12/31/2025	Claims	2	205899	Sea-Western, Inc.	20,777.33	
		001 - 522 20 26 000 - Uniforms				15,650.00	
		001 - 522 20 31 000 - Operating Supplies				5,127.33	
13354	12/31/2025	Claims	2	205900	Sedro-Woolley Auto Parts Inc	383.83	
		401 - 535 50 48 050 - Maint Of General Equip				180.27	
		412 - 537 50 48 000 - Repairs/maint-equip				203.56	
13355	12/31/2025	Claims	2	205901	Sedro-Woolley Automotive	1,378.24	
		001 - 521 20 48 010 - Repair & Maint - Auto				1,096.50	
		001 - 521 20 48 010 - Repair & Maint - Auto				281.74	
13356	12/31/2025	Claims	2	205902	Sedro-Woolley Chamber of Commerce	12,200.00	
		108 - 557 30 41 011 - Chamber Of Commerce				5,000.00	
		108 - 557 30 41 011 - Chamber Of Commerce				7,200.00	
13357	12/31/2025	Claims	2	205903	Sedro-Woolley Farmers Mkt	3,000.00	
		108 - 557 30 41 014 - S-W Farmers Market				3,000.00	
13358	12/31/2025	Claims	2	205904	Sirchie Acquisition Co LLC	19.81	
		001 - 521 20 31 002 - Office/Operating Supplies				19.81	
13359	12/31/2025	Claims	2	205905	Skagit Cnty Treasurer	69,017.80	
		114 - 523 60 41 022 - Jail Sales Tax Pass Through 2/1				69,017.80	
13360	12/31/2025	Claims	2	205906	Skagit Farmers Supply	123.72	
		401 - 535 50 48 010 - Maintenance Of Lines				19.53	
		401 - 535 50 48 050 - Maint Of General Equip				104.19	
13361	12/31/2025	Claims	2	205907	Skagit PUD	210.00	
		001 - 322 10 02 000 - Engineering Permits				-210.00	
13362	12/31/2025	Claims	2	205908	PNG Media LLC, dba Skagit Publishing	59.18	
		001 - 511 60 31 001 - Legal Publications				59.18	
13363	12/31/2025	Claims	2	205909	Skagit River Steel & Recycling	38.43	
		101 - 576 80 48 004 - Community Center				38.43	
13364	12/31/2025	Claims	2	205910	Skagit Sign Co	793.19	
		101 - 576 80 31 025 - Operating Sup - Olmsted Park				190.54	
		101 - 576 80 31 025 - Operating Sup - Olmsted Park				602.65	
13365	12/31/2025	Claims	2	205911	Smith Mechanical	2,119.44	
		101 - 576 80 48 004 - Community Center				2,119.44	
13366	12/31/2025	Claims	2	205912	Stericycle	76.11	
		001 - 521 20 41 001 - Professional Services				65.75	
		001 - 521 20 41 001 - Professional Services				10.36	
13367	12/31/2025	Claims	2	205913	Sterling Vet Clinic	325.02	
		001 - 521 20 41 023 - Canine				-211.86	
		001 - 521 20 41 023 - Canine				250.14	
		001 - 521 20 41 023 - Canine				30.47	
		001 - 521 20 41 023 - Canine				256.27	
13368	12/31/2025	Claims	2	205914	The Hose Shop, Inc.	83.44	
		401 - 535 50 48 050 - Maint Of General Equip				83.44	
13369	12/31/2025	Claims	2	205915	Thermo Fluids Inc.	466.05	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		412 - 537 60 47 011 - Site Recycling Disposal				466.05	
13370	12/31/2025	Claims	2	205916	Thompson, Guildner & Assoc, Inc P.S.	13,118.73	
		001 - 515 41 41 000 - Ext Legal-City Attorney				250.80	
		001 - 515 41 41 000 - Ext Legal-City Attorney				11,151.40	
		001 - 515 45 41 000 - Legal - Litigation				1,716.53	
13371	12/31/2025	Claims	2	205917	Town of La Conner	2,441.67	
		412 - 537 60 47 021 - Curbside Yard Waste Disposal				2,441.67	
13372	12/31/2025	Claims	2	205918	Transportation Solutions, Inc.	9,952.50	
		104 - 544 40 41 000 - Transportation Plan Update				9,952.50	
13373	12/31/2025	Claims	2	205919	Tri-Tec Communications Inc	162.90	
		001 - 518 80 35 000 - Small Tools/Minor Equip				162.90	
13374	12/31/2025	Claims	2	205920	HD Supply Inc, dba USA BlueBook	485.87	
		401 - 535 50 48 050 - Maint Of General Equip				485.87	
13375	12/31/2025	Claims	2	205921	Vestis	44.34	
		401 - 535 80 49 000 - Laundry				22.17	
		401 - 535 80 49 000 - Laundry				22.17	
13376	12/31/2025	Claims	2	205922	WA St Patrol	60.00	
		001 - 521 20 41 040 - Intergov Svc-Gun Permits				60.00	
13377	12/31/2025	Claims	2	205923	Waste Management of WA Inc.	16,554.92	
		412 - 537 60 47 010 - Curbside Recycling Disposal				16,554.92	
13378	12/31/2025	Claims	2	205924	Witmer Public Safety Group Inc.	6,542.78	
		001 - 522 20 31 000 - Operating Supplies				5,169.26	
		001 - 522 45 49 000 - Training Facilities				1,373.52	
13379	12/31/2025	Claims	2	205925	Woods Logging	134.67	
		103 - 542 30 35 000 - Small Tools/Minor Equip				70.58	
		101 - 576 80 48 004 - Community Center				44.13	
		101 - 576 80 48 021 - Equipment				19.96	
13380	12/31/2025	Claims	2	205926	World Kinect Energy Services	5,241.26	
		425 - 531 50 32 000 - Vehicle Fuel				257.28	
		401 - 535 80 32 000 - Auto Fuel/Diesel				128.35	
		401 - 535 80 32 000 - Auto Fuel/Diesel				79.62	
		412 - 537 80 32 000 - Auto Fuel/Diesel				1,541.76	
		412 - 537 80 32 000 - Auto Fuel/Diesel				65.97	
		412 - 537 80 32 000 - Auto Fuel/Diesel				1,444.90	
		412 - 537 80 32 000 - Auto Fuel/Diesel				1,181.95	
		103 - 542 30 32 000 - Auto Fuel/Diesel				232.55	
		103 - 542 30 32 000 - Auto Fuel/Diesel				137.86	
		103 - 542 30 32 000 - Auto Fuel/Diesel				171.02	
13381	12/31/2025	Claims	2	205927	Zachor, Stock & Krepps, Inc PS	9,575.00	
		001 - 515 41 41 001 - Ext Legal-Prosecutor				9,575.00	
13382	12/31/2025	Claims	2	205928	Zoll Medical Corporation	22,339.25	
		001 - 522 20 31 000 - Operating Supplies				22,025.90	
		001 - 522 21 31 010 - Office Supplies				142.30	
		001 - 522 45 41 000 - Advertising-Fire Prevent				171.05	

001 Current Expense Fund	215,164.50
101 Parks & Facilities Fund	23,244.65
102 Cemetery Fund	2,383.70
103 Street Fund	26,214.73
104 Arterial Street Fund	96,414.32
106 Cemetery Endowment Fund	1.75

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo	
		108 Lodging Tax Fund				15,200.00		
		114 Law Enforcement Sales Tax				69,017.80		
		117 Housing and Related Services				8,399.13		
		401 Sewer Operations Fund				82,823.56		
		412 Solid Waste Operations Fund				56,651.82		
		425 Stormwater Operations				2,854.78		
							Claims:	598,370.74
		* Transaction Has Mixed Revenue And Expense Accounts				598,370.74		

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

_____ _____
Finance Director Date

_____ _____
Finance Committee Member Date

_____ _____
Finance Committee Member Date

_____ _____
Finance Committee Member Date

City Council Agenda Item

Agenda Item No.: e.5.

Date: January 14, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Regular

RECOMMENDED ACTION:

Motion to approve the 1/14/2026 check register, EFTs, and payroll (1/05/2026) as described.

BACKGROUND/SUMMARY INFORMATION:

Claims checks #205929 through #205938, plus EFTs. Additional surcharges not included on the check register. Payroll ACHs including associated benefit checks #61519 through #61528.

FISCAL IMPACT, IF APPROPRIATE:

Claims checks, plus EFTs, totaling $180,113.57
November surcharges totaling $32,593.33
December surcharges totaling $502,123.24
Payroll totaling $707,030.73

ATTACHMENTS:

1. 2026.01.14 Check Register
2. 2025_11_November_SerCharge
3. 2025_12_December_SerCharge

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
238	01/14/2026	Claims	2	EFT	Comcast Holdings Corp	71.95	
		101 - 576 80 47 020 - Senior Center				71.95	
239	01/14/2026	Claims	2	EFT	Comcast Holdings Corp	675.10	
		001 - 518 80 42 021 - Internet Services				675.10	
240	01/14/2026	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	236.30	
		001 - 518 80 42 021 - Internet Services				236.30	
241	01/14/2026	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	897.87	
		001 - 512 50 42 020 - Telephone				53.87	
		001 - 513 10 42 020 - Telephone				80.81	
		001 - 514 23 42 020 - Telephone				80.81	
		001 - 515 31 42 001 - Telephone				35.91	
		001 - 518 80 42 020 - Telephone				26.94	
		001 - 521 20 42 020 - Telephone				269.36	
		001 - 522 20 42 020 - Telephone				98.77	
		001 - 524 20 42 020 - Telephone				26.94	
		401 - 535 80 42 020 - Telephone				71.82	
		412 - 537 80 42 020 - Telephone				35.91	
		103 - 542 30 42 020 - Telephone				8.98	
		001 - 558 60 42 020 - Telephone				26.94	
		101 - 576 80 42 020 - Telephone				17.96	
		001 - 595 10 42 020 - Telephone				62.85	
242	01/14/2026	Claims	2	EFT	NW Fiber LLC, dba Ziply Fiber	482.21	
		401 - 535 80 42 020 - Telephone				482.21	
243	01/14/2026	Claims	2	205929	AWC - Employee Benefit Trust	4,228.40	
		001 - 521 20 27 000 - Retired Medical				1,057.10	
		001 - 521 20 27 000 - Retired Medical				1,057.10	
		001 - 521 20 27 000 - Retired Medical				1,057.10	
		001 - 521 20 27 000 - Retired Medical				1,057.10	
244	01/14/2026	Claims	2	205930	Axon Enterprise, Inc.	46,271.86	
		001 - 591 28 70 001 - Lease + Subscription IT (SBITA)				46,271.86	
245	01/14/2026	Claims	2	205931	Berg Vault Company	3,198.72	
		102 - 536 20 34 000 - Liners				3,198.72	
246	01/14/2026	Claims	2	205932	Connectwise LLC	9,411.06	
		001 - 591 80 70 517 - Leases + Subscription IT (SBITA				9,411.06	
247	01/14/2026	Claims	2	205933	IWorQ Systems Inc.	5,700.00	
		001 - 591 10 70 520 - Leases + Subscription IT (SBITA				1,900.00	
		001 - 591 20 70 524 - Leases + Subscription IT (SBITA				1,900.00	
		001 - 591 60 70 519 - Leases + Subscription IT (SBITA				1,900.00	
248	01/14/2026	Claims	2	205934	Lexipol, LLC	12,428.17	
		001 - 591 28 70 001 - Lease + Subscription IT (SBITA)				12,428.17	
249	01/14/2026	Claims	2	205935	SBA Structures, LLC	671.74	
		001 - 591 28 70 001 - Lease + Subscription IT (SBITA)				335.87	
		401 - 591 28 70 401 - Leases + Subscription IT (SBITA				335.87	
250	01/14/2026	Claims	2	205936	Sedro-Woolley Auto Parts Inc	72.53	
		412 - 537 80 31 000 - Operating Supplies				9.76	
		101 - 576 80 48 021 - Equipment				62.77	
251	01/14/2026	Claims	2	205937	Skagit 911	84,170.66	
		001 - 521 20 41 055 - 911 Contracted Services				79,864.54	
		001 - 522 20 41 020 - Central Dispatch				4,306.12	
252	01/14/2026	Claims	2	205938	Skagit Council Of Governments	11,597.00	
		001 - 558 60 41 050 - SCOG				11,597.00	

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		001 Current Expense Fund				175,817.62	
		101 Parks & Facilities Fund				152.68	
		102 Cemetery Fund				3,198.72	
		103 Street Fund				8.98	
		401 Sewer Operations Fund				889.90	
		412 Solid Waste Operations Fund				45.67	
						Claims:	180,113.57
						180,113.57	

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: 14:28:08 Date: 01/08/2026

11/01/2025 To: 11/30/2025

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
11191	11/03/2025	11/30/2025	1		Ser Chge		US Bank -- Merchant Fees	273.76	NOVEMBER 2025 US BANK MERCHANT FEES #1
	535 80 41 020 Collection Services			401 Sewer Operations Fund				136.88	
	514 23 41 010 Bank Fees			001 Current Expense Fund				68.44	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				68.44	
11192	11/03/2025	11/30/2025	1		Ser Chge		US Bank -- Merchant Fees	77.99	
	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	
11194	11/03/2025	11/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	1.31	CIVICREC SERVICE FEE - ITEM TRACE#- 091000018156662
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				1.31	
11195	11/03/2025	11/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	0.70	CIVICREC SERVICE FEE - ITEM TRACE#- 091000019713304
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				0.70	
11230	11/04/2025	11/30/2025	1		Ser Chge		Payment Tech -- Service Charge	5,000.08	NOVEMBER 2025 PAYMENT TECH SERVICE CHARGE - GENERAL
	535 80 41 020 Collection Services			401 Sewer Operations Fund				2,500.04	
	514 23 41 010 Bank Fees			001 Current Expense Fund				1,250.02	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				1,250.02	
11231	11/04/2025	11/30/2025	1		Ser Chge		Payment Tech -- Service Charge	226.11	NOVEMBER 2025 PAYMENT TECH SERVICE CHARGE - GENERAL NON-UTILITY
	514 23 41 010 Bank Fees			001 Current Expense Fund				226.11	
11232	11/04/2025	11/30/2025	1		Ser Chge		Payment Tech -- Service Charge	38.71	NOVEMBER 2025 PAYMENT TECH SERVICE CHARGE - BINGHAM
	576 80 41 000 Professional Services			101 Parks & Facilities Fund				38.71	
11233	11/04/2025	11/30/2025	1		Ser Chge		Payment Tech -- Service Charge	35.08	NOVEMBER 2025 PAYMENT TECH SERVICE CHARGE - RIVERFRONT
	576 80 41 000 Professional Services			101 Parks & Facilities Fund				35.08	
11234	11/04/2025	11/30/2025	1		Ser Chge		Authorize.Net	8.66	NOVEMBER 2025 BANK FEE FOR AUTHORIZE.NET PROCESSOR FOR GOVQA PAYMENTS
	514 23 41 010 Bank Fees			001 Current Expense Fund				8.66	
11255	11/05/2025	11/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	12.77	CIVICREC FEE FOR $412.00 - ITEM TRACE#- 091000013660446
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				12.77	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
11422	11/07/2025	11/30/2025	1		Ser Chge		Xpress Bill Pay - Service Fees	2,642.22	NOVEMBER 2025 XPRESS BILL PAY SERVICE CHARGE
	535 80 41 020 Collection Services			401 Sewer Operations Fund				1,321.10	
	537 80 41 020 Collection Services			412 Solid Waste Operations Fund				660.56	
	514 23 41 010 Bank Fees			001 Current Expense Fund				660.56	
11536	11/14/2025	11/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	5.59	CIVICREC SERVICE FEE FOR $180.25 - ITEM TRACE#- 091000012442003
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				5.59	
11560	11/17/2025	11/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	0.95	CIVICREC SERVICE FEE FOR $30.65 - ITEM TRACE#- 091000014241193
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				0.95	
11735	11/19/2025	11/30/2025	1		Ser Chge		Fiserv., dba Cardpointe	50.45	CIVICREC SERVICE FEE FOR $1627.40 - ITEM TRACE#- 091000010872060
	514 23 41 008 Bank Fees - Park and F			001 Current Expense Fund				50.45	
11931	11/20/2025	11/30/2025	1		Ser Chge		Brown, Mario & Jodee	151.66	Check #266 returned Uncollected Funds
	343 50 00 000 Sewer Service Charges			401 Sewer Operations Fund				-75.94	
	343 50 00 010 Utility Tax Collected			401 Sewer Operations Fund				-7.97	
	343 70 00 000 Garbage/Solid Waste F			412 Solid Waste Operations Fund				-36.45	
	343 75 00 000 Fuel Surcharge			412 Solid Waste Operations Fund				-2.09	
	343 73 00 000 Curbside Recycling Fee			412 Solid Waste Operations Fund				-9.28	
	343 70 00 010 Utility Tax Collected			412 Solid Waste Operations Fund				-5.02	
	343 10 00 000 Stormwater Fees			425 Stormwater Operations				-13.49	
	343 10 00 010 Utility Tax Collected			425 Stormwater Operations				-1.42	
12052	11/28/2025	11/30/2025	2		Ser Chge		Ubiquiti Inc	14,408.13	Paid throughbank ACH.
	594 18 64 001 Network Hardware			001 Current Expense Fund				14,408.13	
12153	11/28/2025	11/30/2025	1		Ser Chge		Riley, William		Duplicate entry
12154	11/28/2025	11/30/2025	1		Ser Chge		Riley, William	128.70	
	343 50 00 000 Sewer Service Charges			401 Sewer Operations Fund				-75.94	
	343 50 00 010 Utility Tax Collected			401 Sewer Operations Fund				-7.97	
	343 70 00 000 Garbage/Solid Waste F			412 Solid Waste Operations Fund				-15.67	
	343 75 00 000 Fuel Surcharge			412 Solid Waste Operations Fund				-2.09	
	343 73 00 000 Curbside Recycling Fee			412 Solid Waste Operations Fund				-9.28	
	343 70 00 010 Utility Tax Collected			412 Solid Waste Operations Fund				-2.84	
	343 10 00 000 Stormwater Fees			425 Stormwater Operations				-13.49	
	343 10 00 010 Utility Tax Collected			425 Stormwater Operations				-1.42	
12530	11/30/2025		99		Ser Chge		Municipal Court	9,530.46	November 2025, total court disbursements.
	586 00 01 635 Court Disbursements			635 Custodial Fund				9,530.46	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo

Records Printed: 19

Adjustments:	0.00
Beginning Balance:	0.00
Revenues:	0.00
Warrant Expenditures:	0.00
Non Warrant Expenditures:	32,593.33
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
001 Current Expense Fund	0.00	0.00	0.00	0.00	16,713.19	0.00	0.00	0.00
101 Parks & Facilities Fund	0.00	0.00	0.00	0.00	73.79	0.00	0.00	0.00
401 Sewer Operations Fund	0.00	0.00	0.00	0.00	3,829.19	0.00	0.00	0.00
412 Solid Waste Operations Fund	0.00	0.00	0.00	0.00	1,915.80	0.00	0.00	0.00
425 Stormwater Operations	0.00	0.00	0.00	0.00	-29.82	0.00	0.00	0.00
635 Custodial Fund	0.00	0.00	0.00	0.00	9,530.46	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	32,032.61	0.00	0.00	0.00

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
12106	12/01/2025	12/31/2025	2		Ser Chge		Ser charge as placeholder, transaction r		Ser charge as placeholder, transaction run through AP.
12159	12/01/2025	12/31/2025	1		Ser Chge		US Bank -- Merchant Fees	210.21	DECEMBER 2025 US BANK MERCHANT FEES - #1
	535 80 41 020 Collection Services		401 Sewer Operations Fund					105.11	
	514 23 41 010 Bank Fees		001 Current Expense Fund					52.55	
	537 80 41 020 Collection Services		412 Solid Waste Operations Fund					52.55	
12161	12/01/2025	12/31/2025	1		Ser Chge		US Bank -- Merchant Fees	77.99	DECEMBER 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	
12164	12/01/2025	12/31/2025	1		Ser Chge		WA St Off of Treasurer	181,625.00	Public Works facility loan payment.
	591 00 00 505 LOCAL Redemption of		505 Public Works Facility Fund					110,000.00	
	592 48 00 505 Bond Issuance Costs		505 Public Works Facility Fund					71,625.00	
12166	12/02/2025	12/31/2025	1		Ser Chge		Authorize.Net	8.66	BANK FEE FOR AUTHORIZE.NET PROCESSOR FOR GOVQA PAYMENTS
	514 23 41 010 Bank Fees		001 Current Expense Fund					8.66	
12311	12/03/2025	12/31/2025	1		Ser Chge		Payment Tech -- Service Charge	4,955.82	DECEMBER 2025 PAYMENT TECH SERVICE CHARGE - GENERAL
	535 80 41 020 Collection Services		401 Sewer Operations Fund					2,477.90	
	514 23 41 010 Bank Fees		001 Current Expense Fund					1,238.96	
	537 80 41 020 Collection Services		412 Solid Waste Operations Fund					1,238.96	
12312	12/03/2025	12/31/2025	1		Ser Chge		Payment Tech -- Service Charge	293.10	DECEMBER 2025 PAYMENT TECH SERVICE CHARGE - GENERAL NON-UTILITY
	514 23 41 010 Bank Fees		001 Current Expense Fund					293.10	
12313	12/03/2025	12/31/2025	1		Ser Chge		Payment Tech -- Service Charge	30.45	DECEMBER 2025 PAYMENT TECH SERVICE CHARGE - RIVERFRONT
	576 80 41 000 Professional Services		101 Parks & Facilities Fund					30.45	
12314	12/03/2025	12/31/2025	1		Ser Chge		Payment Tech -- Service Charge	30.31	DECEMBER 2025 PAYMENT TECH SERVICE CHARGE - BINGHAM
	576 80 41 000 Professional Services		101 Parks & Facilities Fund					30.31	
12317	12/03/2025	12/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	0.60	CIVICREC SERVICE FEE - ITEM TRACE#-091000016787191
	514 23 41 008 Bank Fees - Park and F		001 Current Expense Fund					0.60	
12479	12/01/2025	12/31/2025	2	EFT	Ser Chge		WA St Dept of Prof Licen	240.00	CPL Remittance

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
	521 20 41 040 Intergov Svc-Gun Pern		001 Current Expense Fund					240.00	
12511	12/04/2025	12/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	6.39	CIVICREC SERVICE FEE FOR $206.00 - ITEM TRACE#- 091000014699562
	514 23 41 008 Bank Fees - Park and F		001 Current Expense Fund					6.39	
12522	12/08/2025	12/31/2025	2		Ser Chge		Banner Bank	286,312.39	Loan payment on library
	591 72 71 105 Principal On 2019 LTG(		105 Library Fund					219,708.00	
	592 72 81 105 Interest On 2019 LTG(		105 Library Fund					66,604.39	
12542	12/05/2025	12/31/2025	1		Ser Chge		Xpress Bill Pay - Service Fees	2,455.43	DECEMBER 2025 XPRESS BILL PAY SERVICE CHARGE
	535 80 41 020 Collection Services		401 Sewer Operations Fund					1,227.71	
	537 80 41 020 Collection Services		412 Solid Waste Operations Fund					613.86	
	514 23 41 010 Bank Fees		001 Current Expense Fund					613.86	
12573	12/08/2025	12/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	3.17	CIVICREC SERVICE FEE FOR $102.18 - ITEM TRACE#- 091000013021254
	514 23 41 008 Bank Fees - Park and F		001 Current Expense Fund					3.17	
12637	12/10/2025	12/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	27.14	CIVICREC RESERVATION FEE - ITEM TRACE#- 091000012328642
	514 23 41 008 Bank Fees - Park and F		001 Current Expense Fund					27.14	
13039	12/22/2025	12/31/2025	1		Ser Chge		Fiserv., dba Cardpointe	2.50	CIVICREC SERVICE FEE FOR $82.72 - ITEM TRACE#- 091000011556352
	514 23 41 008 Bank Fees - Park and F		001 Current Expense Fund					2.50	
13097	12/24/2025	12/31/2025	2	EFT	Ser Chge		Cascade Natural Gas Corp	-0.10	Transaction entered into springbrook as $74.90 instead of $74.80 input into CNG.com
	576 80 47 050 Hammer Square		101 Parks & Facilities Fund					-0.10	
13100	12/19/2025	12/31/2025	2		Ser Chge		WA St Dept of Retirement	-160.00	Deferred compensation payment taken out of 12.19.2025 pay check but unable to pay to DRS until 1.20.2025. We do another entry on that date to reverse. Seth Bass $100 and Tucker Johnson $60.00.
	521 20 23 001 PERS Retirement		001 Current Expense Fund					-100.00	
	542 30 23 001 PERS Retirement		103 Street Fund					-60.00	
13141	12/29/2025	12/31/2025	2	EFT	Ser Chge		WA St Dept of Revenue	25,167.93	
	576 80 44 010 Taxes And Assessment		101 Parks & Facilities Fund					18.03	
	536 20 44 010 Taxes And Assessment		102 Cemetery Fund					142.83	
	589 30 11 102 DO NOT USE - Sales Ta		102 Cemetery Fund					73.10	
	536 30 44 010 Taxes and Assessment		106 Cemetery Endowment Fund					5.25	

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo
			535 80 44 010 Taxes & Assessments	401 Sewer Operations Fund				8,593.57	
			537 80 44 001 Taxes & Assessments	412 Solid Waste Operations Fund				12,715.58	
			531 50 44 000 Taxes & Assessments	425 Stormwater Operations				1,541.48	
			514 23 41 010 Bank Fees	001 Current Expense Fund				2,078.09	
13212	12/30/2025	12/31/2025	1		Ser Chge		Hales, Douglas	140.09	Returned EFT payment - Insufficient Funds
			343 50 00 000 Sewer Service Charges	401 Sewer Operations Fund				-75.94	
			343 50 00 010 Utility Tax Collected	401 Sewer Operations Fund				-7.97	
			343 70 00 000 Garbage/Solid Waste F	412 Solid Waste Operations Fund				-25.98	
			343 75 00 000 Fuel Surcharge	412 Solid Waste Operations Fund				-2.09	
			343 73 00 000 Curbside Recycling Fee	412 Solid Waste Operations Fund				-9.28	
			343 70 00 010 Utility Tax Collected	412 Solid Waste Operations Fund				-3.92	
			343 10 00 000 Stormwater Fees	425 Stormwater Operations				-13.49	
			343 10 00 010 Utility Tax Collected	425 Stormwater Operations				-1.42	
13213	12/29/2025	12/31/2025	1		Ser Chge		Bresnan, Lynn & Lori	176.16	Returned EFT payment - Insufficient Funds
			343 72 00 001 Curbside Yard Waste F	412 Solid Waste Operations Fund				-12.89	
			343 70 00 010 Utility Tax Collected	412 Solid Waste Operations Fund				-7.35	
			343 50 00 000 Sewer Service Charges	401 Sewer Operations Fund				-75.94	
			343 50 00 010 Utility Tax Collected	401 Sewer Operations Fund				-7.97	
			343 70 00 000 Garbage/Solid Waste F	412 Solid Waste Operations Fund				-36.45	
			343 75 00 000 Fuel Surcharge	412 Solid Waste Operations Fund				-2.09	
			343 73 00 000 Curbside Recycling Fee	412 Solid Waste Operations Fund				-18.56	
			343 10 00 000 Stormwater Fees	425 Stormwater Operations				-13.49	
			343 10 00 010 Utility Tax Collected	425 Stormwater Operations				-1.42	
13229	12/31/2025	01/31/2026	2	EFT	Ser Chge		WA St Dept of Prof Licen	380.00	CPL Remittance for December 2025
			521 20 41 040 Intergov Svc-Gun Perm	001 Current Expense Fund				380.00	
13395	12/31/2025		99		Ser Chge		December 2025, total court disburseme	140.00	December 2025, total court disbursements.
			586 00 01 635 Court Disbursements	635 Custodial Fund				140.00	

Records Printed:	24	Adjustments:	0.00
		Beginning Balance:	0.00
		Revenues:	0.00
		Warrant Expenditures:	0.00
		Non Warrant Expenditures:	502,123.24
		Interfund Transfers:	0.00
		Redemptions:	0.00
		Deposits:	0.00
		Withdrawals:	0.00
		Stop Payments:	0.00

Trans	Date	Redeemed	Acct #	Chk #	Type	Receipt # InterFund #	Vendor	Amount	Memo

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	4,864.52	0.00	0.00	0.00
101 Parks & Facilities Fund	0.00	0.00	0.00	0.00	78.69	0.00	0.00	0.00
102 Cemetery Fund	0.00	0.00	0.00	0.00	215.93	0.00	0.00	0.00
103 Street Fund	0.00	0.00	0.00	0.00	-60.00	0.00	0.00	0.00
105 Library Fund	0.00	0.00	0.00	0.00	286,312.39	0.00	0.00	0.00
106 Cemetery Endowment Fund	0.00	0.00	0.00	0.00	5.25	0.00	0.00	0.00
401 Sewer Operations Fund	0.00	0.00	0.00	0.00	12,275.46	0.00	0.00	0.00
412 Solid Waste Operations Fund	0.00	0.00	0.00	0.00	14,521.84	0.00	0.00	0.00
425 Stormwater Operations	0.00	0.00	0.00	0.00	1,511.66	0.00	0.00	0.00
505 Public Works Facility Fund	0.00	0.00	0.00	0.00	181,625.00	0.00	0.00	0.00
635 Custodial Fund	0.00	0.00	0.00	0.00	140.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	501,490.74	0.00	0.00	0.00

City Council Agenda Item

Agenda Item No.: e.6.

Date: January 14, 2026

From: Dan McIlraith, Police Chief

Subject: Out-of-State Travel - Officer Fortuna

RECOMMENDED ACTION:

Motion to approve out-of-state travel for Officer Fortuna to law enforcement Jui Jitsu collective training.

BACKGROUND/SUMMARY INFORMATION:

Invictus Law Enforcement Jiu Jitsu Collective Training
https://invictusleo.com/tahoe-camp-2026

Why: Invictus is a respected leader in law enforcement defensive tactic training with an emphasis on jiu-jitsu. Jiu-Jitsu has become the dominant philosophy in law enforcement defensive tactics, and from academy to retirement, officers are exposed to, taught, and expected to have a working knowledge of these tactics.

This training is only offered to high-level practitioners of jiu-jitsu, and as our lead DT instructor has invested his own time and money to obtain the rank of purple belt, finding trainers and opponents to mentor and train him is always a challenge. Traditional gyms may offer straight jiu-jitsu with an emphasis on competition or self-defense, but lack the ability to interpret those techniques into law enforcement applications where the stakes are high, and the end goal is to effect a safe arrest. Sedro-Woolley has found that Invictus is one of those training courses that bridges the gap and makes our training pedagogy better. He then returns and provides that training to other officers.

The City was able to offer this training last year, and it was a point of pride for the Department to showcase to the very small defensive tactic community and other agencies in the area that our city and department were committed to quality training for our officers.

Where: Caesars Republic Resort and Hotel, Tahoe NV
When: June 8- 10th 2026,

Training includes:

"This event will feature some of the best LEO black belt instructors in the game today. Each one will bring years of experience both on the mats and on the job. The event will have instructors teaching various combative and sport-related Jiu-Jitsu techniques."

- Takedowns and Throws

- Weapon Retention
- Arrests and Troubleshooting
- Sport BJJ
- Team Tactics
- Instructor Development
- Q&A Black Belt roundtable
- Open Mat
- **POST** APPROVED TRAINING HOURS (20+ hours) and CERTIFICATE OF ATTENDANCE will be provided on Day 3.

FISCAL IMPACT, IF APPROPRIATE:

Cost Breakdown:

Training Fee Early Bird Discount: $400.00
Per Diem Meals: $355.50
Hotel Discounted Rate: $758.48 for 4 nights
Rental Car: $250.00
Flights Round Trip: $467.00

Estimated Total: $2230.98

ATTACHMENTS:

1. 20251217160901238

The Official Website of Invictus Law Enforcement Jiu Jitsu Collective

OFFICIAL INVICTUS WEBSITE

EARLY BIRD PRICE: $400



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ACCEPT: FEED COOKIES!



READ THIS PAGE IN ITS ENTIRETY.

IMPORTANT INFORMATION

By purchasing ticket(s) to the 2026 Invictus LAKE TAHOE Camp Event, you have agreed that you have *read this page* in its entirety and acknowledge and agree to the terms that follow. Please read each section carefully as it will answer all questions. The buyer is responsible for cost for their travel and hotel stay.

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ACCEPT: FEED COOKIES!

5. **NON-REFUNDABLE REGISTRATION:** I/We understand that the registration is not refundable but transferable. You are responsible to sell/trade/give your ticket should you be unable to come to the camp.

Early Bird Price: $400 (Up until Dec 15 2025
Regular Price: $500 (Dec 16 2025 to May 1 2026)
Late Price: $550 (After May 1 2026)

LIMITED SPOTS AVAILABLE!

Tickets include admission into the training facility and all unlimited training time. Information about social gathering coming soon

Let's get to it!

CLICK BLUE BUTTON BELOW!!!

PURCHASE INVICTUS TAHOE CAMP TICKET

WHERE IS IT HELD? HOTEL BOOKING:

Location: Caesars Republic Resort and Hotel
South Lake Tahoe, Nevada

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CLICK BLUE BUTTON BELOW!!!

Invictus is excited to announce it will be back in Lake Tahoe Nevada for the 3rd annual Invictus Camp from JUNE 8, 9, 10 2026 (Monday/Tuesday/Wednesday). What's included?

- Some of the World's Top LEO Jiu Jitsu Instructors
- 3 full day event. Make sure to arrive the day before on Sunday June 7 2026.
- 5000 sq foot of mat space
- LIMITED tickets available. Don't want on this! (150 tickets)
- Raffles, giveaways and merch for sale
- **Invictus 2025 Camp T Shirt (INCLUDED)**
- Partial Proceeds to Charity: **C.O.P.S (Concerns of Police Survivors) Northern Nevada Chapter.**
- Schedule will be released soon

BOOK A ROOM

WHY SHOULD I COME?

INVICTUS has held numerous of events since its launch in 2019, each one bigger and better than its last. Invictus Leo has become the premiere organization that pushes Law Enforcement training by cops for cops.

Value: compared to other events, the Invictus Camp is 50% cheaper but 200%

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ACCEPT: FEED COOKIES!

- Weapon Retention
- Arrests and Trouble Shooting
- Sport BJJ
- Team Tactics
- Instructor Development
- Q&A Black Belt roundtable
- Open Mat
- **POST** APPROVED TRAINING HOURS (20+ hours) and CERTIFICATE OF ATTENDANCE will be provided on Day 3.

WHO CAN COME TO THIS?

Our events are open to Law Enforcement Officers, first responders, and **anyone** (civilians) who support our mission of getting Law Enforcement to

train Jiu Jitsu. The minimum age to participate is 18 years of age. Please note that the subject matter could be mature in its presentation.

WHAT TO BRING? WHAT TO WEAR?

THIS YEAR, YOU WILL NEED:

- NOGI attire (a few sets)
- 2-3 Sets of Gis
- Wrestling shoes (Optional)

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We currently have enslaved the Cookie Monster to eat your cookies when you visit. We think he uses these to analyze info somehow. By Accepting, you help feed the monster and his Cookie obsession.

ACCEPT: FEED COOKIES!

THE 2026 CADRE LIST WILL BE POSTED HERE

EMAIL US IF YOU HAVE QUESTIONS

EMAIL US

TAHOE 2026 CADRE

City Council Agenda Item

Agenda Item No.: e.7.

Date: January 14, 2026

From: Charlie Bush, City Administrator

Subject: Out-of-State Travel - Charlie Bush

RECOMMENDED ACTION:

Motion to approve out of state travel for Charlie Bush to attend the 2026 Northwest Regional Managers Conference in Sitka, Alaska.

BACKGROUND/SUMMARY INFORMATION:

Each year, the Washington City/County Management Association (WCMA) sponsors two conferences. The summer conference is typically in August and is in-state. The Northwest Regional Managers Conference is held in early spring in either Washington, Oregon, or Alaska. This year's conference is in southeast Alaska, specifically in Sitka. I aim to attend at least one WCMA conference per year and do not plan to attend the summer conference this year. Attending these conferences supports the 40 hours of professional development that I must complete each year to retain my ICMA (International City/County Management Association) Credentialed Manager certification. The conferences held jointly with Oregon and Alaska offer a unique opportunity to learn about different approaches to the challenges we face in each state (often common issues with different solutions/approaches). The online agenda was not friendly for attaching to this agenda item but I copied and pasted it into a Word document, which is attached.

FISCAL IMPACT, IF APPROPRIATE:

Attending this conference is funded by the City's 2026 budget. It is slightly more expansive than a conference would be if it were in Washington. The main reason for the increased cost is airfare vs. what would be incurred in mileage in-state. The hotel cost, at a base rate of $150 per night, is actually lower than most in-state conferences. Here is the anticipated cost breakdown for attendance:

- Registration $300
- Airfare $486
- Hotel (3 nights) $522
- Meals (per diem) $135
- Ground Transportation and Incidentals $50

Total Cost: $1,493

ATTACHMENTS:

1. NW Regional Managers Conference Agenda

Agenda

Monday, March 30

6-9 PM Reception & Registration Harrigan Centennial Hall

Tuesday, March 31

All Day Conference Registration *(opens at 7:00am)*

8:00 AM Breakfast

8:30 AM Opening Session

Moderated by Aimee Williams, AMMA President & John Leach, AMMA Past President

- Color Guard
- Indigenous Land Acknowledgement
- Welcome – Mayor

9:00 AM Leadership in the Full-Service Era
(Redefining what it means to lead when your municipality is expected to do it all)

- **John Williams,** City Manager, West Linn
- **John Leach,** City Manager, City & Borough of Sitka
- **Adam Brown,** City Manager, City of Keizer

10:15 AM Alaska Congressional Delegation – *(invited)*

10:30 AM Break

10:45 AM Smart Cities – Mapping the Future with GIS -Kat is confirming GIS person

Moderated by Kat Sorenson, City Manager, City of Homer

12:00 PM Lunch

- **Vendor Spotlight**

1:15 PM AI Governance: Establishing Frameworks for Responsible Use

2:30 PM Break

2:45 PM Balancing Tourism Growth and Local Needs: A Municipal Perspective

4:00 PM A City Leader Guide to Organizational Culture Change

5:15 PM Break

6-9 PM Reception on the Water

Wednesday, April 1

All Day Conference Registration

8:00 AM Breakfast

8:30 AM Welcome

Moderated by AMMA President

- OOCMA President
- WCMA President

8:45 AM Managing HR Strategy: What Municipal Managers should be asking their HR Staff

- **Mila Cosgrove**

10:00 AM Break

10:30 AM ICMA Spotlight

11:30 AM Lunch – HR Anonymous Hotlines

- **Jeff Yates**, S3

1:00 PM Emergency Management – Response & Preparation

Moderated by Dan Nelson, Katmai Solutions

- **Eric Swanson,** City Manager, Phoenix OR (Alameda fire)
- **Ketchikan** (PIO landslide)
- **Katie Koester,** City & Borough of Juneau, (GLOF Mitigation)

2:30 PM Break

3:00 PM NW Managers' Women's Leadership Academy Panel

Moderated by Sara Singer-Wilson (invited)

- **Stephanie Lucash, Kenmore Washington**

4:00 PM Blowing up your zoning code to encourage more housing

- **Rob Doumuchel**, City & Borough of Juneau
- **Abigail Elder,** City Manager, Hood River

5:00 PM Adjourn Day 3

5:30 PM Explore Sitka (Dinner on your own)

Thursday, April 2

8:00 AM Breakfast

8:30 am Opening Remarks

Moderated by AMMA President

8:45 AM The Mindful Leader: Enhancing Performance and Wellbeing

- **Josh Branthoover,** Assistant Administrator, City & Borough of Sitka

9:45 AM Conference Ends – lunch on your own (shuttle to airport)

12:00 PM Post – Conference Activities

- **Raptor Center**
- **Tiny Home Tour**

City Council Agenda Item

Agenda Item No.: e.8.

Date: January 14, 2026

From: Woody Tovar Cano, IT Director

Subject: Purchase - Microsoft Enterprise Licensing Renewal

RECOMMENDED ACTION:

Purchase — Authorize Mayor Johnson to sign P.O. # SWIT26-010501 issued to Insight Public Sector for the purchase of Microsoft Enterprise Licensing in the amount of $71,215.22.

BACKGROUND/SUMMARY INFORMATION:

In 2025, the city renewed the enterprise agreement with Microsoft for Exchange licensing (Microsoft 365 G3,G5, Online Plan 2), Microsoft Visio, Planner & Projects P3, and licensing for our servers. That agreement is for 3 years to be paid in 3 installments; one for each year. This is the 2nd payment installment, which includes an additional 30 G3 and G5 licenses (these were month-to-month contracts that were consolidated into this contract).

FISCAL IMPACT, IF APPROPRIATE:

This purchase has already been budgeted into the 2026 budget cycle.

ATTACHMENTS:

1. PO-insight_EARenewal-2026

City of Sedro-Woolley

325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661 Fax (360) 855-0707

The following number must appear on all related correspondence, shipping papers, and invoices:

P.O. NUMBER: SWIT26-010501

PURCHASE ORDER

VENDOR:
Insight Public Sector
ATTN: Derek Racki
2701 E Insight Way
Chandler, AZ 85286-1930
Tel: (505)318-3191
derek.racki@insight.com

SHIP TO:
Woody Tovar
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284
Tel: (360) 855-9924
Fax: (360) 855-9923

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
1/5/2026	Woody Tovar			

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
30	Each	M365 G5 IP & Governance GCC Sub Add-on (8QL-00005-ESA3)	$64.07	$1,922.10
30	Each	M365 G3 Unified FUSL GCC Sub Per User (AAD-34704-ESA3)	$387.38	$11,621.40
30	Each	Teams AC with Dial Out US/CA GCC Sub Add-on (NYH-00001-ESA3)	$0.00	$0.00
20	Each	Exchange Online P2 GCC Sub Per User (3NS-00003-ESA3)	$73.12	$1,462.40
1	Each	Planner & Project P3 GCC Sub Per User (7MS-00001-ESA3)	$274.40	$274.40
101	Each	M365 G5 IP & Governance GCC Sub Add-on (8QL-00005-ESA3)	$64.07	$6,471.07
4	Each	Win Server DC Core ALng SASU 16L Win Server Std (9EA-00274-ESA3)	$2,199.90	$8,799.60
4	Each	Win Server Standard Core ALng SA 16L 9EM-00267-ESA3 (9EM-00267-ESA3)	$169.48	$677.92
87	Each	M365 G3 Unified FSA Renewal GCC Sub Per User (AAD-34700-ESA3)	$329.30	$28,649.10
14	Each	M365 G3 Unified FUSL GCC Sub Per User (AAD-34704-ESA3)	$387.38	$5,423.32
101	Each	Teams AC with Dial Out US/CA GCC Sub Add-on (NYH-00001-ESA3)	$0.00	$0.00
2	Each	Visio P2 GCC Sub Per User (P3U-00001-ESA3)	$137.20	$274.40
			SUBTOTAL	$65,575.21
			SALES TAX	$5,639.51
			SHIPPING & HANDLING	$0.00
			OTHER	
			TOTAL	$71,215.22

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:

Accounts Payable
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284
(360) 855-1661 ap@sedro-woolley.gov

591.80.70.517 71,215.22

Authorized by Date

INSIGHT PUBLIC SECTOR, INC.
2701 E INSIGHT WAY
CHANDLER AZ 85286-1930
Tel: 800-467-4448

Account name: 11120249

CITY OF SEDRO-WOOLLEY
325 METCALF ST
SEDRO WOOLLEY WA 98284-1007

SHIP-TO

CITY OF SEDRO-WOOLLEY
325 METCALF ST
SEDRO WOOLLEY WA 98284-1007

Quotation

Quotation Number	:	0228957094
Document Date	:	08-NOV-2025
PO Number	:	
PO Release	:	
Sales Rep	:	Derek Racki
Email	:	DEREK.RACKI@INSIGHT.COM
Phone	:	+15053183191

We deliver according to the following terms:

Payment Terms	:	Net 30 days
Ship Via	:	Electronic Delivery
Terms of Delivery	:	FOB ORIGIN
Currency	:	USD

Insight's statewide vendor registration number SWV0015559

Material	Material Description	Quantity	Unit Price	Extended Price
8QL-00005-ESA3	Microsoft 365 G5 IP and Governance AddOn - subscription license - 1 license STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03) Coverage period: 2/1/2026 - 1/31/2027 LICENSE : 55269452 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 2/1/2026	30	64.07	1,922.10
AAD-34704-ESA3	Microsoft 365 G3 - subscription license - 1 user STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03) Coverage period: 2/1/2026 - 1/31/2027 LICENSE : 55269452 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 2/1/2026	30	387.38	11,621.40
NYH-00001-ESA3	Microsoft Audio Conferencing Select Dial Out - subscription license - 1 license STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03) Coverage period: 2/1/2026 - 1/31/2027 LICENSE : 55269452 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 2/1/2026	30	0.00	0.00
3NS-00003-ESA3	Microsoft Exchange Online Plan 2G - subscription license - 1 user STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03) Coverage period: 2/1/2026 - 1/31/2027 LICENSE : 55269452 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 2/1/2026	20	73.12	1,462.40
7MS-00001-ESA3	Microsoft Planner & Project P3 GCC Sub Per User STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03) Coverage period: 2/1/2026 - 1/31/2027	1	274.40	274.40

Material	Material Description	Quantity	Unit Price	Extended Price
	LICENSE : 55269452 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 2/1/2026			
8QL-00005-ESA3	Microsoft 365 G5 IP and Governance AddOn - subscription license - 1 license STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03) Coverage period: 2/1/2026 - 1/31/2027 LICENSE : 55269452 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 2/1/2026	101	64.07	6,471.07
9EA-00274-ESA3	Microsoft Windows Server Datacenter Edition - step-up license & software assurance - 16 cores Coverage Dates: 01-FEB-2026 - 31-JAN-2027 STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03) Coverage period: 2/1/2026 - 1/31/2027 LICENSE : 55269452 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 2/1/2026 DEPLOY DATE : 01-FEB-2026	4	2,199.90	8,799.60
9EM-00267-ESA3	Microsoft Windows Server Standard Edition - software assurance - 16 cores Coverage Dates: 01-FEB-2026 - 31-JAN-2027 STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03) Coverage period: 2/1/2026 - 1/31/2027 LICENSE : 55269452 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 2/1/2026 DEPLOY DATE : 01-FEB-2026	4	169.48	677.92
AAD-34700-ESA3	Microsoft 365 G3 - subscription license - 1 user STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03) Coverage period: 2/1/2026 - 1/31/2027 LICENSE : 55269452 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 2/1/2026	87	329.30	28,649.10
AAD-34704-ESA3	Microsoft 365 G3 - subscription license - 1 user STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03) Coverage period: 2/1/2026 - 1/31/2027 LICENSE : 55269452 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 2/1/2026	14	387.38	5,423.32
NYH-00001-ESA3	Microsoft Audio Conferencing Select Dial Out - subscription license - 1 license STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(# CTR060025 / 14922-03) Coverage period: 2/1/2026 - 1/31/2027 LICENSE : 55269452 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 2/1/2026	101	0.00	0.00
P3U-00001-ESA3	Microsoft Visio P2 - Subscription license - 1 user - Government Community Cloud STATE OF WASHINGTON NASPO VALUEPOINT SOFTWARE VAR(#	2	137.20	274.40

Material	Material Description	Quantity	Unit Price	Extended Price
	CTR060025 / 14922-03) Coverage period: 2/1/2026 - 1/31/2027 LICENSE : 55269452 AUTHORIZATION NUMBER : ANNUAL BILLING DUE 2/1/2026			

Product Subtotal	65,575.71
TAX	5,639.51
Total	71,215.22

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Derek Racki
+15053183191
DEREK.RACKI@INSIGHT.COM

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight’s online Terms of Sale unless you are purchasing under an Insight Public Sector, Inc. contract vehicle, in which case, that agreement will govern.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings (“Software and Cloud Offerings”), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the “terms-and-policies” link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

Insight’s online Terms of Sale can be found at the “terms-and-policies” link below.

https://www.insight.com/terms-and-policies

City Council Agenda Item

Agenda Item No.: e.9.

Date: January 14, 2026

From: Nathan Salseina, Maintenance Operations Supervisor

Subject: Purchase - 2026 Maintenance & Operations Division Utility Truck

RECOMMENDED ACTION:

Motion to authorize the Public Works Director to issue purchase orders for the purchase of four (4) utility trucks in the following NTE amounts.

1. 2026 Nissan Frontier, 2WD, $36,463.71
2. 2026 Ford F-250, 2WD, $46,303.06
3. 2026 Ford F-250, 4WD, $55,483.46
4. 2026 Ford F-250, 2WD, $46,212.00

BACKGROUND/SUMMARY INFORMATION:

The 2026 Equipment Replacement Fund budget includes funding for the replacement of four utility pickup trucks within the Maintenance and Operations Division. Two of the vehicles are designated for the Parks and Facilities Maintenance Team, and two are designated for the Streets and Stormwater Maintenance Team. Staff solicited quotes through the Washington State Department of Enterprise Services medium-duty vehicle contract. The quoted prices include the base vehicle cost and delivery to the City of Sedro-Woolley. Additional costs not included in the bid prices will be incurred for vehicle upfitting, including installation of city radios, safety equipment, emergency lighting, bed liners, and other necessary accessories.

These items will be handled separately. The vehicles that these trucks are replacing include a 1997 GMC, 1999 Dodge, 2005 F-250, and 2008 Ford F-150. The 2008 F-150 will be retained as a Park Caretaker vehicle for Olmsted Park. The older units will be surplus and sold by public surplus auction. New vehicle delivery times are currently running 5 to 7 months from time of order.

FISCAL IMPACT, IF APPROPRIATE:

All four vehicle purchases and upfitting are within the approved budgeted funding for 2026 ERR fund.

Available budget ACCT 594.42.64.000.501 Equipment & Vehicles-Streets $173,200.00
Available budget ACCT 594.76.64.000.501 Equipment & Vehicles-Parks $126,000.00

ATTACHMENTS:
None

City Council Agenda Item

Agenda Item No.: e.10.

Date: January 14, 2026

From: Ralph Kennedy, Wastewater Supervisor

Subject: Purchase - 2026 Waste Water Division Utility Trucks

RECOMMENDED ACTION:

Motion to authorize the Public Works Director to issue purchase orders for the purchase of two (2) utility trucks in the following NTE Amounts.

1. 2025 Chevrolet 1500, 4WD, $57,990.40
2. 2025 Chevrolet 1500, 4WD, $57,990.40

BACKGROUND/SUMMARY INFORMATION:

The 2026 Equipment Replacement Fund budget includes funding for the replacement of two trucks within the wastewater division. Staff solicited quotes through the Washington State Department of Enterprise Services medium-duty motor vehicle contract. The quoted prices include the base vehicle cost and delivery to the City of Sedro-Woolley.

Additional costs not included in the bid prices will be incurred for vehicle upfitting, including installation of city radios, safety equipment, emergency lighting, and other necessary accessories. These items will be handled separately.

The vehicles that these trucks will be replacing include a 2006 Ford Ranger and a 2006 F-250. Both of which will be retained and utilized here in the wastewater division.

FISCAL IMPACT, IF APPROPRIATE:

Both vehicle purchases and uplifting are within the approved budgeted funding for the 2026 ERR fund.

Available budget ACCT 594.35.64.501 Equipment & Vehicles — Sewer $170,000.00

ATTACHMENTS:

None

City Council Agenda Item

Agenda Item No.: e.11.

Date: January 14, 2026

From: Frank Wagner, Fire Chief

Subject: Purchase - 2027 Ambulance

RECOMMENDED ACTION:

Motion to approve the contract for purchase of the ambulance.

BACKGROUND/SUMMARY INFORMATION:

This is a replacement purchase under our current ERR approved budgeted cycle. As part of our fleet management and ERR plan, this will replace an ambulance that was built in 2020 and is due for replacement in 2027. The current build schedule is 500 to 530 days, which will allow for a delivery in late summer of 2027 if there are no delays. Which would allow for an in-service date prior to the end of 2027.

FISCAL IMPACT, IF APPROPRIATE:

The total cost of $314,909 is currently budgeted within our ERR allocated purchase schedule with funds to also equip the ambulance with necessary items to respond and function as an in-service ambulance. To save an additional $4,000 off of the current quote, we would also like to accept the chassis payment option within the agreement.

ATTACHMENTS:

1. Sedro Woolley FD_SAVVIK Prop Option_8-6-25

BRAUN NW inc.

150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

SAVVIK PROPOSAL

August 6, 2025

Sedro Woolley Fire Department
Attn: Glen Gardner
325 Metcalf Street
Sedro-Woolley, WA 98284
ggardner@sedro-woolley.gov

RE: One (1) 2026 North Star 167-1 Ambulance

Braun Northwest is pleased to offer the following proposal which is based upon PSAI contract CA08:

One (1) 2026 North Star 167-1 Ambulance on a 2026 Ram 4500 4x4 ambulance prep gas chassis based upon NS vehicle #3581-1 "Approval" specifications dated 3/8/2024 and drawings dated 2/21/2023 with the following changes:

- **Utilize a 2026 Ram 4500 4x4 ambulance prep gas chassis, including current standard model year options, including Rear Slider (GFD), Rear Back-up Camera (XAC), Dual Alternators (XJB) and Splash Guards (MKM)**
- **Utilize star punched 0.125" diamond plate running boards in place of specified full-length diamond plate with integrated splash guards**
- **Utilize OEM slider in place of specified sliding polycarbonate window as described in section 1.03.02**
- **Utilize two (2) Federal Signal DynaMax 100-watt speakers with mounting brackets in place of specified two (2) Cast Products 100-watt aluminum speakers**

Base PSAI CA08 price …….. $244,557.00
Published/Unpublished options taken ……..$ 69,852.00
PSAI Fee……...$ 500.00
Total F.O.B. Chehalis, WA …..……..$314,909.00***

Sales tax not included

F.O.B.: **Chehalis, Washington**

Delivery: **Approximately 500 – 530 days, based upon current manufacturing plan and receipt of chassis.**

Terms: **Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.**

***Note:** Above pricing includes a chassis flooring fee. You will be notified as soon as the chassis arrives at Braun Northwest. If chassis is paid in full within 30-days of arrival a credit will be issued (See Options Page).*

****In the event of chassis price increases due to the potentially implemented tariffs, which are out of Braun NW's control, customer will be notified of the cost change associated with the chassis, and adjustments will be made via a change order.*

BRAUN NW inc.

150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

******The above pricing is based upon the availability of the current model year. Should the model year no longer be available at the time the order is placed, a newer model year will be offered with an adjustment in price.***

(Note: This bid is contingent on use of customer's Government RAM Fleet Account Number.) Failure to secure a FAN will increase the price by the amount of the chassis discount.

Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.

Respectfully Submitted by:
Braun Northwest, Inc.

Tami McCallum
Tami McCallum, V.P. of Sales

Date: 8/6/25

We agree to accept the above proposal:
Sedro Woolley Fire Department

Signature **Date**

Printed Name **Title**

TM
cc NW/DZ
Enclosures: Options page, specifications, drawings.

NORTH STAR EMERGENCY VEHICLES

OPTIONS
FOR
Sedro Woolley Fire Department
Sedro-Woolley, Washington

Please indicate if you want the following options by initialing in the space provided and checking the appropriate "yes" or "no" box, then sign where indicated below. After completion, please return this original form to our office along with the original proposal.

Thank you!

1. Pay for chassis in full within 30-days of receipt of chassis at Braun Northwest.
   DEDUCT ..... PER UNIT <$4,000.00>
   Do you want this option? ☐Yes ☐No _____initials

(NOTE: THIS PRICING DOES NOT INCLUDE SALES TAX.)

APPROVED BY: *(Please initial above choice (s) & sign below)*

_____	_____	_____	_____
(Signature)	(Date)	(Printed Name)	(Title)

City Council Agenda Item

Agenda Item No.: e.12.

Date: January 14, 2026

From: Kyle Anderson, Assistant Engineer

Subject: Easement - Puget Sound Energy - Power Utility at Olmsted Park

RECOMMENDED ACTION:

Motion to authorize the Mayor to sign an easement granting Puget Sound Energy (PSE) to place power utility hand hole at Olmsted Park, specifically for Olmsted Park Structures.

BACKGROUND/SUMMARY INFORMATION:

Prior to construction of Olmsted Park, electrical conduit was stubbed into Olmsted Park for the planned future connection. At that time, the conduit was stubbed into a City vault that controls the adjacent street lighting at the round-a-bout adjacent to Olmsted Park.

Due to PSE standards not allowing additional agencies to have their utilities located in the same vault, a new vault is to be installed. The City will own and maintain the conduit between the new vault and the meter. This has been common practice in several locations throughout the City.

This easement will allow PSE to install and maintain their power utility between the utility pole directly west up to the new vault. This process will be necessary for all the structures at Olmsted Park to receive power.

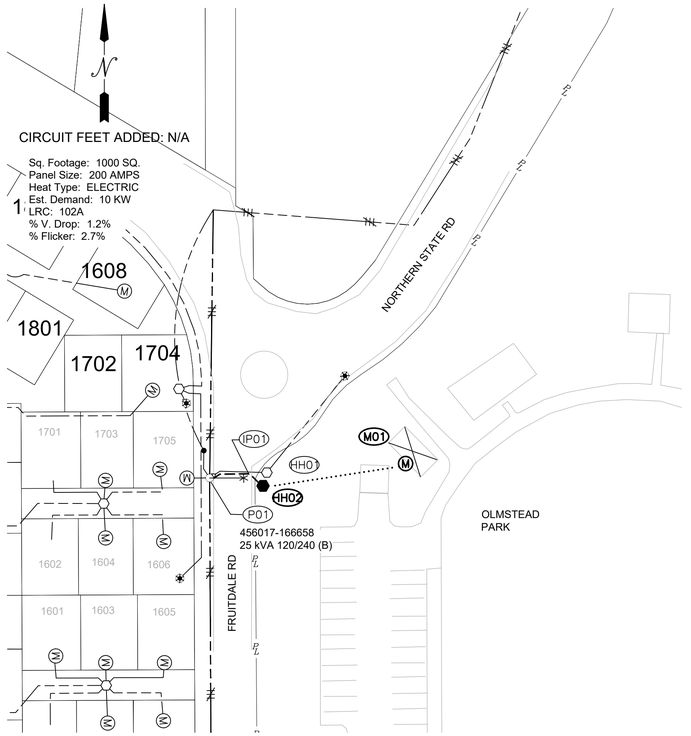
FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. APPROVED Design 105108993-1451 N FRUITDALE RD, SEDRO WOOLLEY
2. RW-180621 City of SW easement

Docusign Envelope ID: B0F8FC31-D459-4393-882B-0AF63636A280



SITE PLAN
SCALE: 1" = 50'

SITE SPECIFIC NOTES

P01: 456017-166658
EXIST 50' 2019 CLH1 POLE W/25 kVA 120/240 OH XFMR
BUILD REMAINDER OF EXIST 3" SEC RISER ON EXIST S/O BRACKETS, (ACTUAL=____') 6042.1000 INCL IN 3-6

HH01:
EXIST HANDHOLE TO REMAIN

HH02:
INST 13"x 24" SEC HH PE W/#10-350 (4) POS CONN BARS (HH14350) 6050.2000 105108993 / 3-22 x 1
CONNECT & TAG (1) RUN 3/0 CUSTOMER CONDUCTOR 104373579

IP01:
CUSTOMER TO EXPOSE EMPTY 3" CONDUIT AS IT ENTERS HH01

IP01 - HH02:
IN CUSTOMER PROVIDED TRENCH:
PSE PROVIDED 3" DB120 CONDUIT +/- 15' (ACTUAL=_____') (IP01-HH02) INCL IN 3-6
COUPLE TO EXISTING CONDUIT & MAKE CONTINUOUS

P01 - HH02
INST 350 UG TPLX, +/- 70' (ACTUAL=_____') (P01 - HH02) 105108993 / 3-6 x 1

M01: 200A PANEL
PSE METER DEPT TO SET METER 3003351751
PHENOLIC ADDRESS LABEL REQUIRED: **1451 N FRUITDALE**

***CUSTOMER NOTE:
-ALL TRENCHING TO BE KEPT FREE OF WATER AND DEBRIS.
-CUSTOMER TO BACKFILL EXCAVATION AND WORK
PIT AREAS AFTER INSTALLATION **WHILE CREW IS ON SITE** TO ENERGIZE.***

FAULT CURRENT TABLE

1Ø TRANSFORMERS (240/120V)						
			120V WINDINGS		240V WINDINGS	
LOCATION	SIZE	R/X	MIN. %Z	FAULT CURRENT	MIN. %Z	FAULT CURRENT
P01	25kVA	0.8	2.23	9,300	1.7	6,100 A

POWER GENERAL NOTES - COMMERCIAL PROJECT

1. All materials to be installed in accordance with Puget Sound Energy's (PSE) standards. Any deviation from this work sketch must be AUTHORIZED by PSE's Project Manager and NOTED on the Foremans' Copy.
2. All switching arrangements and/or outage arrangements are to be made with the Project Manager at least three (3) working days in advance.
3. Contact the Utilities Underground Location Center (1-800-424-5555) at least 48 hours prior to commencing work to get the underground facilities located.
4. STAKING: The customer will provide all staking (transformer, handhole, trench, grade, lot, pole, sidewalk, etc.). See sketch and details for locations. Equipment locations must be approved by the Project Manager.
5. SITE PREPARATION: The work area will be at or near finished grade, clear of trench spoils or construction materials which would restrict construction and/or equipment access, before work can begin.
6. Roads shall be paved or have a compacted , crushed rock base in place.
7. CLEARANCES: Transformers require a minimum of 6 feet from fire fighting equipment, 10 feet from combustible walls, overhangs, doors, and windows, and a minimum of 5 feet from the back of curb (or guard posts will be required per PSE standards). All conduits and vaults are to be at least 5 feet away from water, storm and sewer lines when paralleling them in the right of way, and at least 1 foot when crossing them.
8. All work is to be done in accordance with local municipal and county permit requirements as applicable.
9. Customer/Developer is responsible to provide, install and maintain all secondary service cables, conduits and crossings from the individual unit's meter base to the designated connection point.
10. Inclement weather conditions may cause delays in construction times and dates.
11. EXCAVATION: The customer is to provide all trenching, backfill, vault excavations, compaction and restoration per this sketch and per PSE standards. A minimum protective cover of 36" is required over PSE's primary voltage equipment and 24" is required of PSE's secondary voltage equipment. The customer will provide any and all shoring or they will side slope the trench to 1:1.

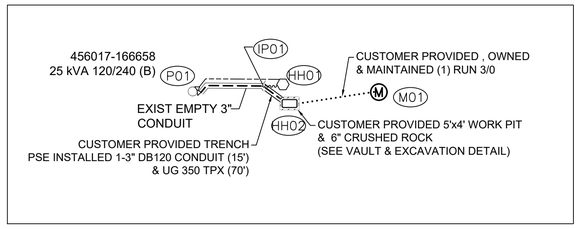
CIRCUIT LOADING TABLE

CIRCUIT: NLM-15
AS OF NOV 2025

	A PHASE	B PHASE	C PHASE
EXIST. PEAK LOAD	179	154	91
EST. NEW LOAD	0	1	0
TOTAL	179	155	91

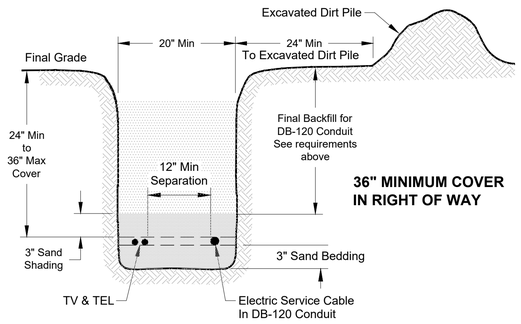
EROSION & SEDIMENT CONTROL REQUIREMENTS

EROSION & SEDIMENT CONTROL SHALL BE PER PSE STANDARD PRACTICE 0150.3200 TECHNIQUES FOR TEMPORARY EROSION & SEDIMENT CONTROL & ANY ADDITIONAL LOCAL JURISDICTION REQUIREMENTS.
(LOCAL JURISDICTIONS MAY HAVE ADDITIONAL REQUIREMENTS INCLUDING NOTES DETAILING WHERE EROSION OR SEDIMENT CONTROL STRUCTURES ARE TO BE INSTALLED, CROSS SECTION DETAILS OF THE TYPICAL EROSION STRUCTURES, & SPECIAL REQUIREMENTS FOR WORK IN SENSITIVE AREAS.)

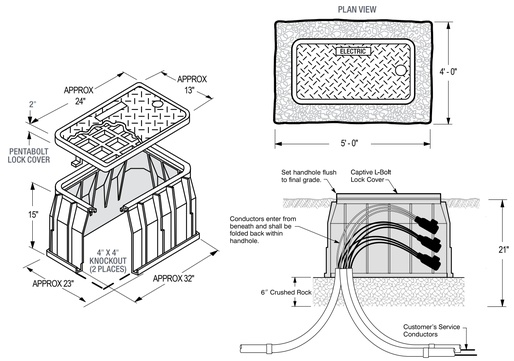


CUSTOMER CONSTRUCTION DIAGRAM
NO SCALE

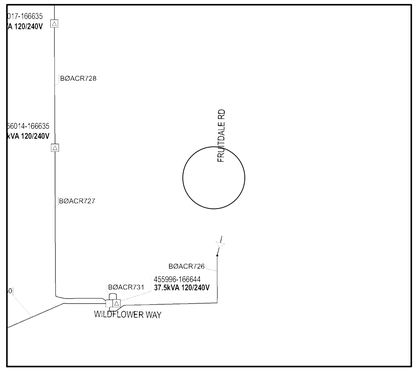
Final Backfill for DB-120 Conduit - The backfill layer above the sand shading shall be soil that is free from rocks larger than 8" in diameter, construction debris, glass, sharp rocks, and frozen clods with standard shading depth per trench figures shown below.



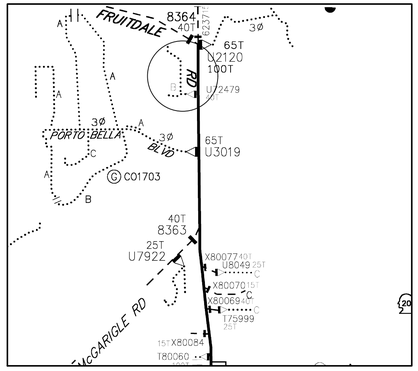
JOINT TRENCH DETAIL (IP1 TO HH02)
Electric Service Cable In DB-120 Conduit



SINGLE PHASE SECONDARY HANDHOLE (HH02)
Not to scale 6050.2000



UNDERGROUND CIRCUIT MAP
SCALE: NONE



OVERHEAD CIRCUIT MAP
SCALE: NONE

FOREMAN (CHECK BOX WHEN COMPLETED)

- ☐ PSE Equipment LOCKED/SECURED & Work Area left in CLEAN/SAFE Condition.
- ☐ Grid, Cable, and Switch numbers INSTALLED & VERIFIED.
- ☐ Field Changes RED-LINED on As-built.
- ☐ Material VERIFIED and CHANGES noted on Paperwork.
- ☐ Total PRIMARY Cable noted on As-built.
- ☐ Company ID#'s RECORDED in correct location on As-built.
- ☐ Indicate correct FUSE SIZE on As-built & VERIFY proper PHASE.
- ☐ Deviations noted on the As-built and their reason.

☐ I certify that the work performed meets PSE's standards and procedures and that all quality requirements are met.

Foreman's Signature _____

Print Name _____ Date _____

PROJECT PHASE	NOTIF#	ORDER#
PWR Superior	516625740	105108993
Perm. Service	516625740	104373579
Metering		3003351751

Project Manager Contact Information:

Manager: Bret Murdock
Cell Phone: 360-322-0526
E-Mail: bret.murdock@pse.com

* NO OUTAGES - ST LTS ONLY

	Developer		Yes		PSE
"Locates Required"		No		No	X
"Outages Required"		Yes		No	X *
"Flagging Required"		Yes	X	No	

Vicinity Map
48.52639829511605, -122.21033620061475



Owner / Developer Contact Info

CITY OF SEDRO-WOOLLEY
325 METCALF ST
SEDRO-WOOLLEY, WA 98284
ATTN: KYLE ANDERSON 564-516-2158 office

For contacts below dial 1-888-CALL PSE (225-5773)

CALL 811 TWO BUSINESS DAYS BEFORE YOU DIG

THIS SKETCH NOT TO BE RELIED UPON FOR EXACT LOCATION OF EXISTING FACILITIES

REAL ESTATE/EASEMENT	PERMIT
RW-180621	CITY OF SEDRO-WOOLLEY

REV#	DATE	BY	DESCRIPTION
3		N/A	N/A
2		N/A	N/A
1		N/A	N/A

COUNTY	Emer Sect	Gas Wk Ctr	POWER WK CTR
Skagit	N/A	N/A	CSPSEPM
1/4 SEC	OP MAP		PLAT MAP
T35 R05E S18	N/A		N/A
U-MAP NO (POWER)	OH CKT MAP	UG CKT MAP	CIRCUIT NO
3505E072	3505E084	3505E069	NLM-15

FUNCTION	CONTACT	PHONE NO	DATE
PROJECT MGR	BRET MURDOCK	360-322-0526	11/18/25
ENGR - POWER	KARIN KERSTETER	360-319-3337	11/18/2025
ENGR - GAS			
DRAWN BY	KARIN KERSTETER	360-319-3337	11/18/2025
CHECKED BY	BRET MURDOCK	360-322-0526	11/21/2025
APPROVED BY	Marcus Bailey	253-259-4494	12/01/25
FOREMAN #1			
FOREMAN #2			
MAPPING			

JOINT FACILITIES ARRANGEMENTS

UTILITIES	PSE ROW DEPT	N/A	N/A	N/A
CONTACT	ELIM YOON	N/A	N/A	N/A
PHONE#	N/A360-766-5489	N/A	N/A	N/A

PUGET SOUND ENERGY

Olmstead Park
Install secondary handhole
1451 N Fruitdale Rd, Sedro-Woolley 98284

INCIDENT	MAOP
N/A	N/A
Gas Order	Elect Order
N/A	105108993
SCALE	PAGE
As Noted	1/1

105108993

Dec 01, 2025 – 4:43pm Z:\Electric_Northern\#SKAGIT\Bret Murdock\Karin for Murdock\#Commercial Work\516625740 – 1451 N Fruitdale Rd, Sedro Woolley\CAD\ UPDATED Design_105108993.dwg

RETURN ADDRESS:
Puget Sound Energy, Inc.
Attn: ROW Department / Mary Morrison
1660 Park Lane
Burlington, WA 98233

PUGET SOUND ENERGY

EASEMENT

REFERENCE #:
GRANTOR (Owner): **CITY OF SEDRO WOOLLEY**
GRANTEE (PSE): **PUGET SOUND ENERGY, INC.**
SHORT LEGAL: **TR B OF MASTER BSP AFN 201809050072 (PTN NW NW18-35N-05E)**
ASSESSOR'S PROPERTY TAX PARCEL**: P134450 / 8099-999-002-0018**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF SEDRO WOOLLEY, a municipal corporation** ("Owner"), hereby grants and conveys to **PUGET SOUND ENERGY, INC.,** a Washington corporation ("PSE"), for the purposes hereafter set forth, a nonexclusive perpetual easement over, under, along, across and through the following described real property (the "Property" herein) in Skagit County, State of Washington:

TRACT B OF MASTER BINDING SITE PLAN, RECORDED SEPTEMBER 5, 2018, RECORDS OF SKAGIT COUNTY, WASHINGTON, BEING A PORTION OF NORTHEAST QUARTER OF THE NORTHEAST QUARTER, SECTION 18, TOWNSHIP 35 NORTH, RANGE 5 EAST.

SITUATE IN THE COUNTY OF SKAGIT, STATE OF WASHINGTON.

Except as may be otherwise set forth herein PSE's rights shall be exercised upon that portion of the Property ("Easement Area" herein) described as follows:

AN EASEMENT AREA TEN (10) FEET IN WIDTH HAVING FIVE (5) FEET OF SUCH WIDTH ON EACH SIDE OF THE CENTERLINE OF PSE'S FACILITIES AS NOW CONSTRUCTED OR TO BE CONSTRUCTED, EXTENDED OR RELOCATED LYING WITHIN THE ABOVE DESCRIBED PROPERTY.

1. Purpose. PSE shall have the right to use the Easement Area to construct, operate, maintain, repair, replace, improve, remove, upgrade and extend one or more utility systems for purposes of transmission, distribution and sale of electricity. Such systems may include, but are not limited to:

Underground facilities. Conduits, lines, cables, vaults, switches and transformers for electricity; fiber optic cable and other lines, cables and facilities for communications; semi-buried or ground-mounted facilities and pads, manholes, meters, fixtures, attachments and any and all other facilities or appurtenances necessary or convenient to any or all of the foregoing.

Following the initial construction of all or a portion of its systems, PSE may, from time to time, construct such additional facilities as it may require for such systems.

2. Access. PSE shall have a reasonable right of access to the Easement Area over and across the Property to enable PSE to exercise its rights granted in this easement.

3. Easement Area Clearing and Maintenance. PSE shall have the right to cut, remove and dispose of any and all brush, trees or other vegetation in the Easement Area. PSE shall also have the right to control, on a continuing

basis and by any prudent and reasonable means, the establishment and growth of brush, trees or other vegetation in the Easement Area.

4. Trees Outside Easement Area. PSE shall have the right to cut, trim remove and dispose of any trees located on the Property outside the Easement Area that could, in PSE's reasonable judgment cause damage to PSE's systems and/or present a hazard to the general public health, safety or welfare as defined in RCW 64.12.035. PSE shall, except in the event of an emergency, prior to the exercise of such right, identify such trees and make a reasonable effort to give Owner prior notice that such trees will be cut, trimmed, removed or disposed. Owner shall be entitled to compensation for the actual market value of merchantable timber (if any) cut and removed from the Property by PSE.

5. Restoration. Following the initial installation, repair or extension of its facilities, PSE shall, to the extent reasonably practicable, restore landscaping and surfaces and portions of the Property affected by PSE's work to the condition existing immediately prior to such work. PSE shall use good faith efforts to perform its restoration obligations under this paragraph as soon as reasonably possible after the completion of PSE's work.

6. Owner's Use of Easement Area. Owner reserves the right to use the Easement Area for any purpose not inconsistent with the rights herein granted, provided, however, Owner shall not perform the following activities without PSE's prior written consent: (1) excavate within or otherwise change the grade of the Easement Area; (2) construct or maintain any buildings, structures or other objects on the Easement Area; and/or (3) conduct any blasting within 300 feet of PSE's facilities.

7. Indemnity. PSE agrees to indemnify Owner from and against liability incurred by Owner as a result of PSE's negligence, or the negligence of PSE's employees, agents or contractors in the exercise of the rights herein granted to PSE, but nothing herein shall require PSE to indemnify Owner for that portion of any such liability attributable to the negligence of Owner, its employees, agents or contractors or the negligence of third parties.

8. Attorneys' Fees. The prevailing party in any lawsuit brought to enforce or interpret the terms of this Easement shall be entitled to recover its reasonable attorneys' fees and costs incurred in said suit, including on appeal.

9. Successors and Assigns. This Easement is binding upon and will inure to the benefit of the successors and permitted assigns. PSE may not assign or otherwise transfer any of its rights, obligations or interest under this Easement without the prior written consent of Owner, which consent may not be unreasonably withheld. Notwithstanding the foregoing, PSE may assign or apportion this Easement or rights hereunder to an affiliate or in connection with a merger, acquisition, corporate reorganization, pledge of assets as collateral, sale of assets or other change in control, joint venture, tenancy-in-common or sale of business lines.

10. Complete Agreement; Amendment; Counterparts. This Easement contains the entire agreement of the parties with respect to this subject matter and supersedes all prior writings or discussions relating to the Easement. This Easement may not be amended except by a written document executed by the authorized representatives of Owner and PSE. This Easement may be executed in counterparts, each of which shall be treated as an original for all purposes and all executed counterparts shall constitute one agreement.

11. Warranty and Representation of Authority. The parties each represent to the other that the person or persons executing this Easement have authority to do so and to bind the parties hereunder. All consents, permissions and approvals related to this Easement, and the obligations hereunder, have been obtained. Owner further warrants to PSE that it has the necessary right, title and interests in the Property to grant the easement rights set forth herein.

12. Severability. Invalidation of any of the provisions contained in this Easement, or of the application thereof to any person, by judgment or court order, shall in no way affect any of the other provisions thereof or the application thereof to any other person and the same shall remain in full force and effect. If a provision is found to be unenforceable or invalid, that provision shall be modified or partially enforced to the maximum extent permitted by law to effectuate the purpose of this agreement.

13. Non-Waiver. The failure of any party to insist upon strict performance of any of the terms, covenants or conditions hereof shall not be deemed a waiver of any rights or remedies which that party may have hereunder or at law or equity and shall not be deemed a waiver of any subsequent breach or default in any of such terms, covenants or conditions.

DATED this _____ day of _____, 20_____.

OWNER: **CITY OF SEDRO WOOLLEY, a municipal corporation**

By: _____
(name)

Its: _____
(title)

STATE OF WASHINGTON)
) SS
COUNTY OF SKAGIT)

On this _____ day of _____, 20_____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, to me known to be the person(s) who signed as _____, of **CITY OF SEDRO WOOLLEY, a municipal corporation** , the a municipal corporation that executed the within and foregoing instrument, and acknowledged said instrument to be his free and voluntary act and deed and the free and voluntary act and deed of said a municipal corporation for the uses and purposes therein mentioned; and on oath stated that he was authorized to execute the said instrument on behalf of said a municipal corporation.

IN WITNESS WHEREOF I have hereunto set my hand and official seal the day and year first above written.

_____
(Signature of Notary)

_____
(Print or stamp name of Notary)

NOTARY PUBLIC in and for the State of Washington, residing at _____

My Appointment Expires: _____

Notary seal, text and all notations must be inside 1” margins

City Council Agenda Item

Agenda Item No.: e.13.

Date: January 14, 2026

From: Kyle Anderson, Assistant Engineer

Subject: Final Acceptance - Contract 2025-PW-02 - 2025 Pavement and Pedestrian Improvements Project

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RECOMMENDED ACTION:

Move to approve final acceptance of the **2025 Pavement and Pedestrian Improvements Project** contract 2025-PW-02 as constructed by Excavation West of Sedro-Woolley, WA, in the amount of $1,025,501.38 (including sales tax).

BACKGROUND/SUMMARY INFORMATION:

This project provided a full width overlay of State Street between Maple Street and Rita Street, a full width overlay of Township Street between SR 20 and State Street, sidewalk installation on Bingham Place, and a full asphalt replacement of Warner Street between Metcalf Street and 3rd Street.

The construction contract for the project with Excavation West Inc. of Sedro-Woolley, WA was executed on May 29, 2025. The work started on July 7, 2025 with substantial completion on October 15, 2025 and physical completion on December 30, 2025.

Design work for this contract was completed by the Sedro-Woolley Engineering Department. Construction management was performed by the Sedro-Woolley Engineering Department. Materials testing was contracted separately using our on-call professional services contracts.

The original construction contract for this project totaled $1,067,101.82 for work on State Street, Township Street, Warner Street, and Bingham Place. One change order was added that increased the contract amount to $1,103,375.64. The final construction cost for the project is $1,025,501.38, which is 7% under the new contract amount **($41,600.44 under Contract Bid).**

When all affidavits are filed and approved by Labor & Industries, the City will then file its Notice of Completion documents with Washington State Department of Labor & Industries, Department of Revenue and Employment Security. Once clearance is received from these agencies, the retention will be released.
For funding purposes, the project work was divided into multiple schedules.

- Schedule A: TIB Funds – State Street, Maple Street to Rita Street
- Schedule B: TIB Funds – Township Street, SR 20 to State Street

- Schedule C Local Street Funds – Bingham Place
- Schedule D Local Street Funds – Warner Street, Metcalf Street to 3rd Street

FISCAL IMPACT, IF APPROPRIATE:

Funding per Awards 5/20/2025

Schedule A: TIB Funds – State Street, Maple Street to Rita Street	
TIB UAP Grant (85%)	$ 347,905.67
City match (15%) from Fund 304 TBD	$ 61,395.60
Sub-Total	**$ 409,301.27**
Schedule B: TIB Funds – Township Street, SR 20 to State Street	
Remaining TIB UAP Grant (85%)	$ 330,591.33
City match balance (15%) from Fund 304 TBD	$ 103,207.48
Sub-Total	**$ 360,163.49**
Schedule C Local Street Funds – Bingham Place	
Local funding from Fund 304 TBD $ 115,020.78	
Sub-Total	**$ 115,020.78**
Schedule D Local Street Funds – Warner Street, Metcalf Street to 3rd Street	
Local funding from Fund 304 TBD $ 67,380.52	
Sub-Total	**$ 67,380.52**
TOTAL	**$1,025,501.38**

ATTACHMENTS:

1. Pay Estimate #4 - Final
2. Pay Estimate #4 -Backup

City of Sedro-Woolley

2025 PAVEMENT & PEDESTRIAN IMPROVEMENTS PROJECT

11/21/2025

Prepared by: Kyle Anderson

Summary PE # 4 FINAL

Period: 9/26/2025 to 11/18/2025

Bid Date: May 13, 2025
Project No.: 2025-PW-02

Start Date 7/7/2025
Completion Date 11/18/2025

Contractor: **Excavation West, Inc. 8465 Harrison Road. Sedro-Woolley, WA 98284**

	PAY ESTIMATE SUMMARY	Previous Amount	Present Amount	Total To Date
a	Total of Contract Bid Items (incl CO's)	$1,024,217.38	$1,284.00	$1,025,501.38
b	Materials on Hand	$0.00	$0.00	$0.00
c	Materials Used	$0.00	$0.00	$0.00
d	Subtotal (a:c)	$1,024,217.38	$1,284.00	$1,025,501.38
e	Less Retainage **ESCROW ACCOUNT**	$0.00	$0.00	$0.00
f	Sales Tax	$0.00	$0.00	$0.00
g	Total	$1,024,217.38	$1,284.00	$1,025,501.38
h	**Total Due to Contractor**		**$ 1,284.00**	

Contractor's Certification

By signing below, I, the Contractor's authorized representative, hereby certify that all work for which payment is requested is in full conformance with the Contract Documents, and that all Federal and State labor standards have been complied with and that the attached final estimate is a true and correct statement showing all the monies due me from the City of Sedro-Woolley for work performed and material furnished under this contract; that I have carefully examined said final estimate and understand the same and that I hereby release the City of Sedro-Woolley from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.

X Nick Wylie Digitally signed by Nick Wylie DN: C=US, E=nick@excavationwest.com, O=Excavation West, OU=Project Manager, CN=Nick Wylie Date: 2025.11.24 11:21:01-07'00'

Contractor Authorized Signature Required — Date

Engineer's Certification

I certify that the attached Progress Estimate Summary is based on actual field measurements, and is true and correct.

X FOR ICA — 11/24/25

Project Engineer — Date

Owner's Cerification

X — 11/24/25

Owner's Representative — Date

PAY ESTIMATE #4 -

CITY OF SEDRO-WOOLLEY

PROJECT NAME: 2025 Pavement and Pedestrian Improvements Project TIB 3-W-126(011)-1

PROJECT NO: 2025-PW-02

CONTRACTOR: **Excavation West, Inc.**

PAY ESTIMATE PERIOD: 9/26/2025 - 11/18/2025

DATE: November 21, 2025

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL BID COST	PREVIOUS					CURRENT					TO DATE				
						SCH A QTY	SCH B QTY	SCH C QTY	SCH D QTY	TOTAL COST	SCH A QTY	SCH B QTY	SCH C QTY	SCH D QTY	TOTAL COST	TOTAL QTY	SCH A TOTAL COST	SCH B TOTAL COST	SCH C TOTAL COST	SCH D TOTAL COST
	SCHEDULE A STATE ST. - Maple St. to SR 9, SR 9 to Rita St.																			
A-1	Spill Prevention, Control and Countermeasures (SPCC) Plan	LS	1	$220.00	$220.00	1.00	-	-	-	220.00					-	1.00	220.00	-	-	-
A-2	Mobilization	LS	1	$34,726.00	$34,726.00	1.00	-	-	-	34,726.00					-	1.00	34,726.00	-	-	-
A-3	Project Temporary Traffic Control	LS	1	$70,897.00	$70,897.00	1.00	-	-	-	70,897.00					-	1.00	70,897.00	-	-	-
A-4	Removal of Structures and Obstructions	LS	1	$3,007.00	$3,007.00	1.00	-	-	-	3,007.00					-	1.00	3,007.00	-	-	-
A-5	Removal of Asphalt/Conc Pavement	SY	375	$53.73	$20,148.75	260.70	-	-	-	14,007.41					-	260.70	14,007.41	-	-	-
A-6	Removal of Conc. Sidewalk and Ramps	SY	125	$14.84	$1,855.00	154.04	-	-	-	2,285.95					-	154.04	2,285.95	-	-	-
A-7	Removal of Conc. Curb and Gutter	LF	275	$13.24	$3,641.00	277.50	-	-	-	3,674.10					-	277.50	3,674.10	-	-	-
A-8	Remove Pavement Markings	LS	1	$306.83	$306.83	1.00	-	-	-	306.83					-	1.00	306.83	-	-	-
A-9	Planing Bituminous Pavement	SY	3,300	$5.23	$17,259.00	3,292.00	-	-	-	17,217.16					-	3,292.00	17,217.16	-	-	-
A-10	Adjust Existing Structures	EA	35	$698.00	$24,430.00	54.00	-	-	-	37,692.00	1.00				698.00	55.00	38,390.00	-	-	-
A-11	Inlet Protection	EA	18	$40.00	$720.00	19.00	-	-	-	760.00					-	19.00	760.00	-	-	-
A-12	HMA CL 1/2-In. PG 58-22	TON	800	$150.31	$120,248.00	704.54	-	-	-	105,899.41					-	704.54	105,899.41	-	-	-
A-13	Ductile Iron Storm Sewer Pipe, 6-Inch	LF	46	$236.60	$10,883.60	46.00	-	-	-	10,883.60					-	46.00	10,883.60	-	-	-
A-14	Catch Basin, Inlet	EA	1	$1,208.00	$1,208.00	1.00	-	-	-	1,208.00					-	1.00	1,208.00	-	-	-
A-15	Catch Basin, Type 1	EA	1	$3,283.00	$3,283.00	1.00	-	-	-	3,283.00					-	1.00	3,283.00	-	-	-
A-16	Cement Conc. Traffic Curb and Gutter	LF	275	$56.90	$15,647.50	273.50	-	-	-	15,562.15					-	273.50	15,562.15	-	-	-
A-17	Cement Conc. Sidewalk	SY	125	$124.14	$15,517.50	55.40	-	-	-	6,877.36					-	55.40	6,877.36	-	-	-
A-18	Sidewalk Ramp – New	EA	6	$2,485.40	$14,912.40	7.00	-	-	-	17,397.80					-	7.00	17,397.80	-	-	-
A-19	Pedestrian Curb	LF	125	$58.60	$7,325.00	139.50	-	-	-	8,174.70	10.00				586.00	149.50	8,760.70	-	-	-
A-20	Paint Line	LF	2,300	$0.64	$1,472.00	2,062.00	-	-	-	1,319.68					-	2,062.00	1,319.68	-	-	-
A-21	Plastic Stop Line	LF	32	$12.78	$408.96	39.00	-	-	-	498.42					-	39.00	498.42	-	-	-
A-22	Plastic Crosswalk Line	SF	600	$9.59	$5,754.00	496.00	-	-	-	4,756.64					-	496.00	4,756.64	-	-	-
A-23	Temporary Pavement Markings	LF	1,900	$1.64	$3,116.00	1,683.00	-	-	-	2,760.12					-	1,683.00	2,760.12	-	-	-
A-24	Force Account – Unanticipated Conflicts	EST	EST	$5,000.00	$5,000.00	1.00				8,329.12						1.00	8,329.12			
Co 01	Prelevel Asphalt	EST	226.26	$140.00	$36,273.82	1.00				$36,273.82						1.00	36,273.82			
	TOTAL SCHEDULE A				**$418,260.36**					**408,017.27**					**1,284.00**		**409,301.27**			

PAY ESTIMATE #4 -

CITY OF SEDRO-WOOLLEY

PROJECT NAME: 2025 Pavement and Pedestrian Improvements Project TIB 3-W-126(011)-1

PROJECT NO: 2025-PW-02

CONTRACTOR: **Excavation West, Inc.**

PAY ESTIMATE PERIOD: 9/26/2025 - 11/18/2025

DATE: November 21, 2025

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL BID COST	PREVIOUS					CURRENT					TO DATE				
						SCH A QTY	SCH B QTY	SCH C QTY	SCH D QTY	TOTAL COST	SCH A QTY	SCH B QTY	SCH C QTY	SCH D QTY	TOTAL COST	TOTAL QTY	SCH A TOTAL COST	SCH B TOTAL COST	SCH C TOTAL COST	SCH D TOTAL COST
	SCHEDULE B TOWNSHIP ST. - SR 20 to State St.																			
B-1	Spill Prevention, Control and Countermeasures (SPCC) Plan	LS	1	$220.00	$220.00	-	1.00			220.00	-		-	-	-	1.00	-	220.00	-	-
B-2	Mobilization	LS	1	$35,362.00	$35,362.00	-	1.00			35,362.00	-		-	-	-	1.00	-	35,362.00	-	-
B-3	Project Temporary Traffic Control	LS	1	$45,652.00	$45,652.00	-	1.00			45,652.00	-		-	-	-	1.00	-	45,652.00	-	-
B-4	Removal of Asphalt/Conc Pavement	SY	770	$38.07	$29,313.90	-	1,236.95			47,090.69	-		-	-	-	1,236.95	-	47,090.69	-	-
B-5	Removal of Conc. Sidewalk and Ramps	SY	70	$8.38	$586.60	-	80.89			677.86	-		-	-	-	80.89	-	677.86	-	-
B-6	Removal of Conc. Curb and Gutter	LF	105	$11.77	$1,235.85	-	118.50			1,394.75	-		-	-	-	118.50	-	1,394.75	-	-
B-7	Remove Pavement Markings	LS	1	$1,150.00	$1,150.00	-	1.00			1,150.00	-		-	-	-	1.00	-	1,150.00	-	-
B-8	Planing Bituminous Pavement	SY	4000	$3.98	$15,920.00	-	4,087.90			16,269.84	-		-	-	-	4,087.90	-	16,269.84	-	-
B-9	Adjust Existing Structures	EA	45	$769.00	$34,605.00	-	54.00			41,526.00	-		-	-	-	54.00	-	41,526.00	-	-
B-10	Inlet Protection	EA	18	$40.00	$720.00	-	15.00			600.00	-		-	-	-	15.00	-	600.00	-	-
B-11	HMA CL 1/2-In. PG 58-22	TON	1300	$136.73	$177,749.00	-	1,434.93			196,197.98	-		-	-	-	1,434.93	-	196,197.98	-	-
B-12	Cement Conc. Traffic Curb and Gutter	LF	110	$61.63	$6,779.30	-	122.50			7,549.68	-		-	-	-	122.50	-	7,549.68	-	-
B-13	Cement Conc. Sidewalk	SY	70	$128.47	$8,992.90	-	37.01			4,754.67	-		-	-	-	37.01	-	4,754.67	-	-
B-14	Sidewalk Ramp – New	EA	3	$3,296.00	$9,888.00	-	3.00			9,888.00	-		-	-	-	3.00	-	9,888.00	-	-
B-15	Pedestrian Curb	LF	36	$68.58	$2,468.88	-	37.00			2,537.46	-		-	-	-	37.00	-	2,537.46	-	-
B-16	Paint Line – Centerline	LF	2300	$0.65	$1,495.00	-	2,528.00			1,643.20	-		-	-	-	2,528.00	-	1,643.20	-	-
B-17	Plastic Stop Line	LF	100	$13.15	$1,315.00	-	93.00			1,222.95	-		-	-	-	93.00	-	1,222.95	-	-
B-18	Plastic Crosswalk Line	SF	580	$9.59	$5,562.20	-	816.00			7,825.44	-		-	-	-	816.00	-	7,825.44	-	-
B-19	Temporary Pavement Markings	LF	2300	$2.16	$4,968.00	-	2,300.00			4,968.00	-		-	-	-	2,300.00	-	4,968.00	-	-
B-20	Force Account – Unanticipated Conflicts	EST	EST	$5,000.00	$5,000.00	-	1.00			7,268.30	-		-	-	-	1.00	-	7,268.30	-	-
	TOTAL SCHEDULE B				**$388,983.63**					**$433,798.81**					**$0.00**			**$433,798.81**		
	SCHEDULE C - Bingham Place																			
C-1	Spill Prevention, Control and Countermeasures (SPCC) Plan	LS	1	$220.00	$220.00	-	-	1.00	-	220.00	-	-			-	1.00	-	-	220.00	-
C-2	Mobilization	LS	1	$20,000.00	$20,000.00	-	-	1.00	-	20,000.00	-	-			-	1.00	-	-	20,000.00	-
C-3	Project Temporary Traffic Control	LS	1	$14,427.00	$14,427.00	-	-	1.00	-	14,427.00	-	-			-	1.00	-	-	14,427.00	-
C-4	Removal of Asphalt/Conc Pavement	SY	1050	$31.12	$32,676.00	-	-	90.70	-	2,822.58	-	-			-	90.70	-	-	2,822.58	-
C-5	Removal of Conc. Sidewalk and Ramps	SY	225	$10.94	$2,461.50	-	-	207.93	-	2,274.75	-	-			-	207.93	-	-	2,274.75	-
C-6	Removal of Conc. Curb and Gutter	LF	250	$10.09	$2,522.50	-	-	236.00	-	2,381.24	-	-			-	236.00	-	-	2,381.24	-
C-7	Planing Bituminous Pavement	SY	800	$13.97	$11,176.00	-	-		-	-	-	-			-	-	-	-	-	-
C-8	HMA CL 1/2 In. PG 58-22	TON	450	$187.27	$84,271.50	-	-	20.75	-	3,885.85	-	-			-	20.75	-	-	3,885.85	-
C-9	Adjust Existing Structures	EA	10	$702.00	$7,020.00	-	-	2.00	-	1,404.00	-	-			-	2.00	-	-	1,404.00	-
C-10	Inlet Protection	EA	9	$40.00	$360.00	-	-	8.00	-	320.00	-	-			-	8.00	-	-	320.00	-
C-11	Cement Conc. Traffic Curb and Gutter	LF	250	$55.43	$13,857.50	-	-	259.50	-	14,384.09	-	-			-	259.50	-	-	14,384.09	-
C-12	Cement Conc. Sidewalk	SY	225	$105.36	$23,706.00	-	-	202.75	-	21,361.74	-	-			-	202.75	-	-	21,361.74	-
C-13	Sidewalk Ramp - New	EA	3	$3,212.33	$9,636.99	-	-	3.00	-	9,636.99	-	-			-	3.00	-	-	9,636.99	-
C-14	Pedestrian Curb	LF	44	$70.39	$3,097.16	-	-	54.00	-	3,801.06	-	-			-	54.00	-	-	3,801.06	-
C-15	Plastic Stop Line	LF	13	$17.60	$228.80	-	-	12.00	-	211.20	-	-			-	12.00	-	-	211.20	-
C-16	Plastic Crosswalk Line	SF	190	$9.59	$1,822.10	-	-	304.00	-	2,915.36	-	-			-	304.00	-	-	2,915.36	-
C-17	Force Account – Unanticipated Conflicts	EST	EST	$5,000.00	$5,000.00	-	-	1.00	-	14,974.91	-	-				1.00	-	-	14,974.91	-
										-										
	TOTAL SCHEDULE C				**$232,483.05**					**$115,020.78**					**-**				**$115,020.78**	

PAY ESTIMATE #4 -

CITY OF SEDRO-WOOLLEY

PROJECT NAME: 2025 Pavement and Pedestrian Improvements Project TIB 3-W-126(011)-1

PROJECT NO: 2025-PW-02

CONTRACTOR: **Excavation West, Inc.**

PAY ESTIMATE PERIOD: 9/26/2025 - 11/18/2025

DATE: November 21, 2025

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL BID COST	PREVIOUS					CURRENT					TO DATE				
						SCH A QTY	SCH B QTY	SCH C QTY	SCH D QTY	TOTAL COST	SCH A QTY	SCH B QTY	SCH C QTY	SCH D QTY	TOTAL COST	TOTAL QTY	SCH A TOTAL COST	SCH B TOTAL COST	SCH C TOTAL COST	SCH D TOTAL COST
	SCHEDULE D WARNER ST. - 3rd St. to 4th St.																			
D-1	Spill Prevention, Control and Countermeasures (SPCC) Plan	LS	1	$220.00	$220.00	-	-	-	1.00	220.00	-	-	-		-	1.00	-		1.00	220.00
D-2	Mobilization	LS	1	$3,100.00	$3,100.00	-	-	-	1.00	3,100.00	-	-	-		-	1.00	-		1.00	3,100.00
D-3	Project Temporary Traffic Control	LS	1	$7,570.00	$7,570.00	-	-	-	1.00	7,570.00	-	-	-		-	1.00	-		1.00	7,570.00
D-4	Removal of Asphalt/Conc Pavement	SY	880	$6.27	$5,517.60	-	-	-	887.77	5,566.32	-	-	-		-	887.77	-		887.77	5,566.32
D-5	HMA CL 1/2 In. PG 58-22	TON	200	$208.22	$41,644.00	-	-	-	220.80	45,974.98	-	-	-		-	220.80	-		220.80	45,974.98
D-6	Paint Line - Centerline	LF	200	$1.67	$334.00	-	-	-	171.00	285.57	-	-	-		-	171.00	-		171.00	285.57
D-7	Plastic Stop Line	LF	20	$13.15	$263.00	-	-	-	18.00	236.70	-	-	-		-	18.00	-		18.00	236.70
D-8	Force Account – Unanticipated Conflicts	EST	EST	$5,000.00	$5,000.00	-	-	-	1.00	4,426.96	-	-	-		-	1.00	-		1.00	4,426.96
	TOTAL SCHEDULE D				**$63,648.60**					**$67,380.52**					**$0.00**					**$67,380.52**
	TOTAL SCHEDULE A+B+C+D				**$1,103,375.64**					**$1,024,217.38**					**$1,284.00**		**$409,301.27**	**$433,798.81**	**$115,020.78**	**$67,380.52**

Project Total Costs **$1,025,501.38**

City Council Agenda Item

Agenda Item No.: e.14.

Date: January 14, 2026

From: Bill Bullock, Public Works Director

Subject: Contract Reinstatement and Amendment No. 1 – Quality Controls Corp - SCADA System City Network Isolation

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RECOMMENDED ACTION:

A motion to execute the Ratification, Reinstatement, and Amendment No. 1 to the professional services agreement between the City of Sedro-Woolley and Quality Controls Corporation (QCC) for the SCADA System City Network Isolation project. This amendment is limited to an extension of contract time.

BACKGROUND/SUMMARY INFORMATION:

QCC was hired in 2025 to develop and implement a more robust and secure remote access solution for the SCADA alarm/alert software. At that time, it was contemplated that this work would be completed by June 30, 2025. However, additional adjustments to the cellular gateway component within the scope of the original contract/budget were required after the end of the contract term.

FISCAL IMPACT, IF APPROPRIATE:

No change to the contract amount of $17,500; current final billing is ($2,047.80).

ATTACHMENTS:

1. 2025-PS-04 - Sedro-Woolley Contract Reinstatement
2. 2025-PS-04 QCC Professional Services Agreement AMD 1

RATIFICATION, REINSTATEMENT, AND AMENDMENT NO. 1
TO THE AGREEMENT
BETWEEN THE CITY OF SEDRO-WOOLLEY AND
QCC QUALITY CONTROLS CORPORATION FOR THE SCADA SYSTEM
CITY NETWORK ISOLATION

This contract reinstatement is made and entered into on the 15th day of January 2026, between the CITY OF SEDRO-WOOLLEY, hereinafter called "SEDRO-WOOLLEY" and **QCC Quality Controls Corporation**, hereinafter called the "CONSULTANT."

WHEREAS, the parties hereto have previously entered into a Professional Services Agreement for the implementation of the SCADA System City Network Isolation at the WWTP.

WHEREAS, the Agreement expired June 30, 2025;

NOW THEREFORE, the Agreement is hereby amended as follows:

1. **Reinstatement of the Agreement.** The Agreement between SEDRO-WOOLLEY and the CONSULTANT expired on June 30, 2025. This Amendment reinstates all of the terms of the original Agreement and nullifies the June 30, 2025, expiration date of the original Agreement, as modified by Amendment 1 to the original contract.

2. **Ratification of Actions taken since June 30, 2025.** Any actions approved by SEDRO-WOOLLEY and the CONSULTANT that fall under the terms of the original Agreement or any performance of the Agreement that took place between June 30, 2025, and the execution of this Amendment (dated below) are hereby ratified by this Amendment and shall be subject to the terms of the original Agreement. The terms of the original Agreement apply to all actions or performance taken during this period.

3. **Extension of the Agreement**. SEDRO-WOOLLEY and the CONSULTANT agree that the original Agreement shall be extended to February 27, 2026**.** SEDRO-WOOLLEY and the CONSULTANT may agree to extend the Agreement further by additional written Amendment.

4. **Severability.**

   a) If a court of competent jurisdiction holds any part, term, or provision of this Amendment to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Amendment did not contain the particular provision held to be invalid.

   b) If any provision of this Amendment is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

IN WITNESS THEREOF, QCC Quality Controls Corporation, has caused this Amendment to the Agreement dated January 15, 2026, to be executed by its Owner, and SEDRO-WOOLLEY has caused this Amendment to be executed by its City Administrator, each of whom have authority to bind their respective entities.

CITY OF SEDRO-WOOLLEY

_____

Charlie Bush Date
City Administrator

QCC QUALITY CONTROLS CORPORATION

_____

James Cross Date
Vice President

Approved as to form:

_____

Nikki Thompson, City Attorney

AMENDMENT NO. 1

To: PROFESSIONAL SERVICES AGREEMENT No. 2025-PS-04
Dated: January 15, 2026
Between: The City of Sedro-Woolley, Washington and QCC Quality Controls Corporation

This Amendment revises the above contract as follows:

.1 TERM. The term of this Agreement shall be from date at which both parties have completed execution and shall terminate at midnight **February 27, 2026**. The parties may extend the term of this Agreement by written mutual agreement.

DATED this15th day of January 2026.

City of Sedro-Woolley
A Washington Municipal Corporation

By: _____
William Bullock, PE, MPA
Public Works Director

Consultant:
QCC Quality Controls Corporation
A Washington Corporation

By: _____
James Cross
Vice President

2025-PS-04 SUMMARY OF AMENDMENTS 12/14/2023

	Amount	Total	Notes
Base Agreement 2023-PS-04	$19,005	$19,005	Base Agreement
Amendment 1 – Time Extension to 12/31/2025	$0	$19,005	Time Extension

City Council Agenda Item

Agenda Item No.: e.15.

Date: January 14, 2026

From: Nathan Salseina, Maintenance Operations Supervisor

Subject: Resolution 1174-26 - Sole Source Purchase of Turf Renovator Machine

RECOMMENDED ACTION:

Motion for approval of the attached sole source Resolution 1174-26 and authorizes the Public Works Director to issue Purchase Order 2026-PO-02 for the purchase of one (1) 60" Power Turf Renovator Machine in the amount of $20,040.00.

BACKGROUND/SUMMARY INFORMATION:

The Operations Division currently has limited turf care equipment. Staff is currently receiving complaints from the public about uneven turf and poor turf quality. Staff has identified a piece of equipment that essentially does the job of 3 machines. It does aerification, thatching and leveling with one pass. This unit will greatly improve turf areas and playing field surfaces in our city parks. One company manufactures and sells this machine, so I am proposing a sole source solution for the purchase. The unit is a long-life piece of equipment that should serve the city's needs for at least 20 years.

FISCAL IMPACT, IF APPROPRIATE:

The 60" Power Turf Renovator is $20,040.00 plus state use tax. Funding to support this purchase is included in the 2026 Parks & Facilities Budget under Small Tools & Minor Equipment Line Item.

ATTACHMENTS:

1. 1174-26 Sole Source Resolution Quality Turf Renovation
2. Quality Turf Renovation Sole Source Letter
3. 2026-PO-02 Quality Turf Renovation Purchase Order

RESOLUTION NO 1174-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDRO WOOLLEY AUTHORIZING THE SOLE SOURCE PURCHASE OF ONE 60" POWER TURF RENOVATION SPORTS TURF RESURFACING MACHINE AND WAIVING COMPETITIVE BIDDING REQUIREMENTS

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

WHEREAS, the City of Sedro Woolley desires to enhance turf quality and playability of its sports fields and turfgrass within city parks; and

WHEREAS, City staff recommends purchasing one 60" Sports Turf Resurfacing Machine to improve work efficiency; and

WHEREAS, Quality Turf Renovation is the sole source Manufacturer and Provider of the Power Renovation Turf Resurfacing Machine;

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

SECTION 1

Pursuant to RCW 39.04.280 Quality Turf Renovation Inc is clearly and legitimately the single source manufacturer and supplier of this model of turf renovation machine, and therefore the requirements of competitive bidding are hereby waived with reference to any contract and the contract and factual basis for the exception is hereby recorded and open to public inspection.

APPROVED AND ADOPTED this _____day of January, 2026.

APPROVED:

_____
Julia Johnson, Mayor

APPROVED AS TO FORM:

_____
Nikki Thompson, City Attorney

ATTEST:

_____
Kelly Kohnken, City Clerk

Quality Turf Renovation
22339 W. Dale Ln.
Wittmann, AZ 85361
www.qualityturfrenovation.com
Email: steve@qualityturfrenovation.com

Sole Source Letter

To Whom it May Concern:

This letter serves as a sole source document for original equipment manufacturer (OEM) products manufactured by Quality Turf Renovation, LLC. Quality Turf Renovation LLC and its associated components are proprietary and single source products, engineered, designed, manufactured, sold, distributed and warrantied only by Quality Turf Renovation, LLC.

Replacement parts, alterations or refurbishment of Quality Turf Renovation, LLC, equipment by unauthorized suppliers or contractors is not recommended and may result in voiding of expressed warranties, premature failure of equipment and safety hazards to operators.

Quality Turf Renovation, LLC, builds these machines in Wittmann, AZ; we do not have any competitors. We are the sole source for this piece of equipment in Washington state.

We are the sole manufacturer and distributor of the sports turf renovation machine. The City of Sedro-Wooley, WA is receiving the lowest possible pricing for the PTO-60 Sports turf renovation machine.

Steve Klopping, Owner

Quality Turf Renovation, LLC

623-262-7775

City of Sedro-Woolley

325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771 Fax (360) 855-0707

The following number must appear on all related correspondence, shipping papers, and invoices:

P.O. NUMBER: 2026-PO-02

PURCHASE ORDER

VENDOR:
Quality Turf Renovation
Attn: Steve Klopping
22339 W. Dale Ln.
Wittmann, AZ 85361
Tel: 623-262-7775
Email: steve@qualityturfrenovation.com

SHIP TO:
City of Sedro-Woolley
Attn: Nathan Salseina
501 Alexander Street
Sedro-Woolley, WA 98284
Tel: (360) 856-0151
Email: nsalseina@sedro-woolley.gov

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
1/15/2025	Nathan Salseina			NET 30

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	EA	Power Turf Renovation Turf 60" Sports Turf Resurfacing Machine Blade Change Kit Cutting Blades (set of 100) Per Quotation, dated November 25, 2025 (Attached for Reference) Pursuant to RCW 39.04.280(1) Quality Turf Renovation is the sole manufacture of this machine and has no dealers or distributors. All orders are taken on a factory direct basis. Per City of Sedro-Woolley Sole Source Resolution 1174-26.	$17,995.00 $550.00 $495.00	$17,995.00 $550.00 $495.00
			SUBTOTAL	$19,040.00
			DISCOUNT	Included
			SHIPPING & HANDLING	$1,000.00
			SALES TAX	0.00
			OTHER	N/A
			TOTAL	**$20,040.00**

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:

Accounts Payable
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661 Fax (360) 855-0707
Email: ap@ci.sedro-woolley.wa.us

576.80.35.000.101 $20,040.00
Small Tools & Minor Equipment – Parks & Facilities Fund

Authorized by Date

Quality Turf Renovation

22339 W. Dale Ln.
Wittmann, AZ 85361
Phone 623-262-7775
www.qualityturfrenovation.com
steve@qualityturfrenovation.com

November 25, 2025
City of Sedro-Wooley, WA
Attn:Nathan Salseina

Here is a current price quotation on our Quality Turf Renovation 60” Sports Turf Resurfacing Machine, your quote is as follows:
1 EA. Power Turf Renovation Turf 60” Sports Turf Resurfacing Machine Net $17,995.00
1 EA. Blade Change Kit Net $550.00
1 EA. Cutting Blades, set of 100EA @$495.00 per set Net $495.00
Freight $1,000.00
Sub-Total $20,040.00
Sales Tax $0
Total $20,040.00
Machines include PTO shaft, safety clutch, blade changing tool and they are serviced and ready for operation at time of delivery. Payment terms, Net 30 days. All machines carry a one-year unconditional warranty. Warranty does not include consumables such as blades, blade retainer bolts, or bearings. This quotation is good through January 31, 2026. Delivery is usually 30 days or less. Machines are manufactured in Wittmann, AZ.
We are the manufacturer of this machine and we have no dealers or distributors. All orders are taken on a factory direct basis. I am not aware of any product on the market that is similar in the results produced.

Thank you, Steve Klopping.

City Council Agenda Item

Agenda Item No.: e.16.

Date: January 14, 2026

From: Charlie Bush, City Administrator

Subject: Resolution 1175-26 - Ratifying the Mayor's Emergency Declaration and Ending the Emergency Declaration

RECOMMENDED ACTION:

Motion to ratify the Mayor's Emergency Declaration and to End the Emergency Declaration.

BACKGROUND/SUMMARY INFORMATION:

On December 8, 2025, Mayor Johnson declared a state of civil emergency to allow the City to efficiently and effectively respond to an impending winter storm featuring heavy rain, a flood, and later wind and landslides. Amongst other things, the declaration (also known as a proclamation) allowed city staff to suspend purchasing requirements to act quickly, to help the community prepare and to respond to the impacts of the storm. The declaration must be ratified by the City Council to be effective and also must be ended by the City Council at some point. A copy of the Mayor's signed declaration is attached.

The action for tonight's agenda is to approve a resolution, which is also attached. By doing so, the Council would both ratify the declaration and end the declaration as preparation and response actions for the storm are no longer necessary. The community is now in the damage assessment and recovery phase of this disaster.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. SW Resolution Ratify Flood Emergency 2026
2. December 2025 Disaster Proclamation

RESOLUTION NO 1175-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY RATIFYING AND AFFIRMING A DECLARATION OF EMERGENCY BY THE MAYOR OF THE CITY RELATING TO THE FLOODING EVENT OF DECEMBER 2025 AND WAIVING COMPETITIVE BIDDING REQUIREMENTS

WHEREAS, the Revised Code of Washington (RCW) Chapter 38.52 authorizes the Mayor to exercise emergency powers; and

WHEREAS, during the days including and preceding December 8, 2025, the City of Sedro-Woolley and all of Skagit County received unprecedented rainfall, which resulted in widespread flooding of the Sedro-Woolley area; and

WHEREAS, on December 8, 2025, the Mayor, in exercise of her powers, declared an emergency and staff proceeded to prepare the community for flooding and then responded to the storm; and

WHEREAS, the health, safety, and welfare of City residents, businesses, visitors, and staff is of utmost importance to the City and additional future measures may be needed to protect the community; and

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

SECTION 1

In order to promptly address emergency repairs and purchase of necessary flood related items, pursuant to RCW 36.40.180, RCW 38.52.070(2), and RCW 39.04.280(3), and the Mayor's Declaration of December 8, 2025, which is hereby ratified and confirmed, an emergency existed, and the requirements of competitive bidding and public notice are hereby waived with reference to any contract relating to repairs or purchases required to address the flood event. Each designated department was hereby authorized to exercise the powers vested in the Declaration and prior actions of staff are hereby ratified and affirmed.

SECTION 2

Furthermore, the emergent situation is no longer present and the Declaration is terminated effective as of the date of adoption of this Resolution.

APPROVED AND ADOPTED this ___day of January, 2026.

APPROVED:

_____
Julia Johnson, Mayor

APPROVED AS TO FORM:

_____
Nikki Thompson, City Attorney

ATTEST:

_____
Kelly Kohnken, Finance Director/City Clerk

Docusign Envelope ID: 0CD6E983-20F8-4764-B47C-4C946DF22B89

OFFICE OF THE MAYOR OF SEDRO-WOOLLEY, WASHINGTON

EMERGENCY DECLARATION

WHEREAS, the Revised Code of Washington (RCW) Chapter 38.52 authorizes the Mayor to exercise emergency powers; and

WHEREAS, during the days including and preceding December 8, 2025, the City of Sedro-Woolley and all of Skagit County received heavy rainfall and such conditions are expected to continue through at least December 12th; and

WHEREAS, flooding is anticipated within the City of Sedro-Woolley; and

WHEREAS, emergency procurements may be made to ensure continuation of services; and

WHEREAS, the health, safety and welfare of City residents, businesses, visitors and staff is of utmost importance to the City; and

WHEREAS these conditions warrant the declaration of an emergency, as defined by Revised Code of Washington (RCW) Section 38.52.010; and

WHEREAS, RCW 36.40.180, RCW 38.52.070(2), and RCW 39.04.280(3), authorize the waiver of the requirements of competitive bidding and public notice with reference to any contract relating to the City's lease or purchase of supplies, equipment, personal services, or public works as defined by RCW 39.04.010, or to any contract for the selection and award of professional and/or technical consultant contracts in emergency situations; and

WHEREAS, there is an emergency anticipated which necessitates the utilization of emergency powers granted pursuant to chapter 38.52 RCW, and other relevant provisions of state and federal law; and

NOW THEREFORE, BE IT DECLARED BY MAYOR JULIA JOHNSON FOR THE CITY OF SEDRO-WOOLLEY:

SECTION 1

It is hereby declared under RCW 38.52.020(1)(b) that a State of Emergency has arisen concerning widespread flooding, which affects the life and health of our residents, and the economy of the City of Sedro-Woolley.

SECTION 2

I hereby direct designated City departments under this proclamation to take actions deemed necessary to otherwise mitigate and prevent impacts and potential impacts upon private property and publicly owned infrastructure related to the flooding, including any necessary actions needed to obtain emergency permitting and funding through municipal, county, state or federal agencies.

SECTION 3

Docusign Envelope ID: 0CD6E983-20F8-4764-B47C-4C946DF22B89

In order to prepare for, prevent, and continue to respond to this emergency, pursuant to RCW 36.40.180, RCW 38.52.070(2), and RCW 39.04.280(3), the requirements of competitive bidding and public notice are hereby waived with reference to any contract relating to the City's necessary responses to the flooding event and purchase of supplies, equipment, personal services or public works as defined by RCW 39.04.010, or to any contract for the selection and award of professional and/or technical consultant contracts related to flood event. Each designated department is hereby authorized to exercise the powers vested in this declaration in light of the flooding and the emergency created.

SECTION 4

A copy of this declaration, to the extent practicable, shall be posted at the City's regular locations for official notices and shall be made available to members of the local news media and the general public.

DATED this 8th day of December, 2025.

MAYOR OF THE CITY OF SEDRO-WOOLLEY

DocuSigned by:
Julia Johnson
E8B2DA0D1582408...
Julia Johnson

City Council Agenda Item

Agenda Item No.: e.17.

Date: January 14, 2026

From: Nikki Thompson, City Attorney

Subject: Resolution 1173-26 - Updating Indigent Defense Standards

RECOMMENDED ACTION:

Motion to Adopt Resolution 1173-26 Updating Indigent Defense Standards

BACKGROUND/SUMMARY INFORMATION:

The Washington State Supreme Court has updated standards related to indigent defense, which necessitates a change in the City's standards. Specifically, the City's set caseload limit of 400 misdemeanor or gross misdemeanor cases per year must be decreased by 10% annually over the next ten years until the limit reaches 120 in the year 2036. The attached updated Standards reflect the required annual decrease.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. 04899Sedro - Resolution Adopting Indigent Defense Standards 2026

RESOLUTION NO. 1173-26

A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON ADOPTING UPDATED STANDARDS FOR THE DELIVERY OF PUBLIC DEFENDER SERVICES PURSUANT TO RCW 10.101.030

WHEREAS, RCW 10.101.030 requires the City of Sedro-Woolley ("City") to adopt standards for the delivery of Public Defense Services; and

WHEREAS, the City has previously adopted standards for the delivery of public defender services; and

WHEREAS, the Washington Supreme Court by Order No. 25700-A-1644 has updated case load standards for indigent defense; and

WHEREAS, the City Council of Sedro-Woolley deems it to be in the public interest to proceed with the adoption and implementation of the standards as provided herein.

NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, HEREBY RESOLVES as follows:

Section 1. The Indigent Defense Standards of the City of Sedro-Woolley, Washington, ("the Standards") are hereby approved adopted, to become effective January ____, 2026.

Section 2. The Standards shall be deemed incorporated into each contract for indigent defense services between the City and an attorney or law firm and each appointment by court of an attorney appointed to represent an indigent defendant charged with violating the criminal ordinances of the City.

Section 3. The City Clerk is directed to provide a certified copy of the Standards to the Presiding Judge of the Sedro-Woolley Municipal Court.

PASSED by the City Council of the City of Sedro-Woolley, Washington, this ___ day of January, 2026.

_____

Julia Johnson, Mayor

ATTEST:

_____
Kelly Kohnken, City Clerk

APPROVED AS TO FORM:

_____
Nikki Thompson, City Attorney

INDIGENT DEFENSE STANDARDS OF THE CITY SEDRO-WOOLLEY, WASHINGTON

The City Council of the City of Sedro-Woolley, Washington, hereby establishes these Indigent Defense Standards, including the statements of Purpose, Applicability, Other Applicable Standards and Interpretation, as the Indigent Defense Standards of the City of Sedro-Woolley, Washington.

A. PURPOSE

These Indigent Defense Standards ("Standards") are adopted to comply with RCW 10.101.030:

> **RCW 10.101.030**
> **Standards.**
> Each county or city under this chapter shall adopt standards for the delivery of public defense services, whether those services are provided by contract, assigned counsel, or a public defender office. Standards shall include the following: Compensation of counsel, duties and responsibilities of counsel, case load limits and types of cases, responsibility for expert witness fees and other costs associated with representation, administrative expenses, support services, reports of attorney activity and vouchers, training, supervision, monitoring and evaluation of attorneys, substitution of attorneys or assignment of contracts, limitations on private practice of contract attorneys, qualifications of attorneys, disposition of client complaints, cause for termination of contract or removal of attorney, and nondiscrimination. The standards endorsed by the Washington state bar association for the provision of public defense services should serve as guidelines to local legislative authorities in adopting standards.

B. APPLICABILITY

These standards are incorporated into each professional services agreement for public defense services ("Services") to which the City of Sedro-Woolley is a party and are applicable to each individual assignment of counsel for an indigent defendant made by the Sedro-Woolley Municipal Court.

C. OTHER APPLICABLE STANDARDS

The Rules of Professional Conduct as promulgated and amended from time to time by the Washington State Supreme Court apply to all attorneys licensed to practice in the State of Washington.

The Standards for Indigent Defense as established by Order dated June 15, 2012, as amended from time to time, apply to all attorneys contracted or appointed to provide indigent defense services in the State of Washington.

Violation of other applicable standards is a violation of these Standards.

D. INTERPRETATION

Where uncertainty exists in the application of the Standards, they shall be interpreted in the manner most likely to comply with the Sixth Amendment to the United States Constitution to fulfill the requirements of *Gideon v. Wainwright*, 372 US 335 (1963), and the requirements of the Memorandum Decision dated December 4, 2012, in *Wilbur v. Mount Vernon*, United States District Court for the Western District of Washington No. C11-1100RSL.

"Indigent defense" has the same meaning as "public defense" and applies to attorneys contracted to provide public defender services to eligible persons charged in the Sedro-Woolley Municipal Court the as well to any attorney appointed by the Sedro-Woolley Municipal Court to defend an indigent person in a particular case. "Public defender" also includes "appointed counsel."

E. THE STANDARDS

Standard One. Qualifications of attorneys.

1.1 All attorneys providing Services in Sedro-Woolley cases shall at all times be licensed attorneys in good standing with the Washington State Bar Association.

1.2 In a firm providing Services, one attorney shall be designated as the lead attorney.

1.3 The designated public defender or the designated lead attorney in a firm providing Services by contract shall have a minimum of five years of experience in a practice emphasizing criminal defense.

1.4 Other attorneys in a firm providing Services should have the required knowledge, experience and skill for the cases assigned. The most complex cases should be assigned to the most experienced attorneys. Less experienced attorneys may be assigned cases for which they have the required knowledge and skill, subject to supervision by the lead attorney.

1.5 No attorney in a firm providing Services shall be assigned sole or primary responsibility for a case unless the lead attorney determines that attorney has the required training, experience, knowledge and skill.

1.6 Rule 9 interns working under the immediate supervision of a licensed attorney may assist on a case in any manner permitted by Rule 9.

1.7 A lawyer assigned to represent a client shall continue representation of that client notwithstanding the expiration of the professional services contract between the lawyer and the City unless permitted to withdraw by order of court.

Standard Two. Training, supervision, monitoring and evaluation of attorneys.

2.1 All attorneys providing Services shall participate in a minimum of seven hours of continuing legal education per year in areas relating to criminal defense law and practice.

2.2 The designated lead attorney in a firm providing Services shall be responsible for the training, supervision, monitoring, and evaluation of all attorneys in the firm providing Services, and shall maintain a record of all training activities, including date, topic and names of the attorneys participating. If as a result of supervision, monitoring and evaluation, the lead attorney determines that another attorney's performance falls below these standards, the lead attorney shall require additional applicable training for that attorney, including additional CLE training. If the lead attorney determines that, after receiving appropriate additional training, another attorney's performance persistently falls below these standards, the lead attorney shall not assign that attorney to City of Sedro-Woolley cases.

2.3 In addition to required continuing legal education (CLE) training, in firms in which three or more attorneys provide Services to the City of Sedro-Woolley, the lead attorney should provide for in-house training, including training relating to professional responsibility, developments in the law, trial advocacy, rules and procedures in the Sedro-Woolley Municipal Court, and other appropriate topics for professional development.

Standard Three. Types of cases.

Representation shall be provided for eligible defendants for all cases filed in the Sedro-Woolley Municipal Court for offenses defined as misdemeanors or gross misdemeanors by the ordinances of the City of Sedro-Woolley in which there is a possibility of incarceration upon conviction, and appeals therefrom.

Standard Four. Duties and responsibilities of counsel.

4.1 Services shall be provided to all clients whose eligibility has been determined by the City of Sedro-Woolley through an established screening process in a professional, skilled manner consistent with the minimum standards set forth by the American Bar Association, the Washington State Bar Association, the Rules of Professional Conduct, case law and applicable court rules and decisions defining the duties of counsel and the rights of defendants in criminal cases. The Public Defender's

primary and most fundamental responsibility is to promote and protect the interests of the client.

4.2 Services to be provided to clients shall include, at a minimum, conferring with the client promptly after appointment, investigation of the facts of the case, legal research as required, and motions, trial or plea negotiation as may be appropriate in the case, with due regard for the desires of the client.

4.3 All Public Defenders providing services by contract shall certify their compliance with the standards for indigent defense by filing a Certification of Compliance quarterly, as required by CrR 3.1, CrRLJ 3.1, and JuCR 9.2. Such forms shall be filed with the Sedro-Woolley Municipal Court. Copies of each Public Defender's certification shall be provided to the City.

Standard Five. Compensation of counsel.

5.1 The City of Sedro-Woolley has a constitutional obligation to provide Services that ensure that public defense attorneys and staff are compensated at a rate commensurate with their training and experience. For conflict and other assigned counsel, reasonable compensation shall also be provided. Compensation shall reflect the time and labor required to be spent by the attorney and the degree of professional experience demanded by the assigned caseload. Contracted and assigned counsel shall be compensated for reasonable out of pocket expenses.

5.2 The Public Defender may move the court to fix additional compensation in the event that a particular case requires an extraordinary amount of time and preparation, or to approve adjustment of the caseload counting for that case pursuant to Standard 8.8.

5.3 Attorneys with a conflict of interest shall not be required to compensate the new, substituted attorney under the contract.

Standard Six. Administrative costs and support services.

6.1 All attorneys providing Services shall be provided reasonable compensation for adequate administrative expenses and support services, including providing for adequate office space, staffing and other costs associated with the day-to-day management of a law office. Administrative expenses include travel, telephones, law library including electronic legal research, financial accounting, case management systems, computers and software, office space and supplies, and training. Support services include clerical staff, paralegals, and access to translators, social workers, mental health professionals, and immigration law advisors, as appropriate.

6.2 All attorneys providing Services shall make adequate provision for administrative costs and support services. Private offices and/or conference rooms shall

be available which are convenient to defendants charged in the Sedro-Woolley Municipal Court and allow the maintenance of confidentiality. Public Defenders shall maintain a telephone system, Internet access and postal address to enable convenient confidential attorney-client communications.

Standard Seven. Responsibility for expert witness fees and other costs associated with representation.

7.1 The expenses of expert witnesses and investigative costs engaged by the Public Defender shall when justified be borne by the City.

7.2 The services of expert witnesses will be paid directly by the City when approved by the Court through ex parte motion.

7.3 Investigative services shall be employed as appropriate. The investigator shall have demonstrated training and experience in the area of criminal defense and investigations relating to criminal matters. Contracts for Services may include investigative services as a part of reimbursed overhead included in the contract compensation for investigators employed by a firm.

Standard Eight. Caseload limits.

8.1 The City of Sedro-Woolley adopts an unweighted case counting system. A "case" means the filing of a citation or complaint naming a person as defendant and alleging that person has violated an ordinance of the City of Sedro-Woolley defining a misdemeanor or gross misdemeanor crime in which there is a possibility of incarceration upon conviction.

Beginning January 1, 2026, the annual case load limit shall be 400 case credits per attorney.

Beginning January 1, 2027, the annual case load limit shall be 372 case credits per attorney.

Beginning January 1, 2028, the annual case load limit shall be 344 case credits per attorney.

Beginning January 1, 2029, the annual case load limit shall be 316 case credits per attorney.

Beginning January 1, 2030, the annual case load limit shall be 288 case credits per attorney.

Beginning January 1, 2031, the annual case load limit shall be 260 case credits per attorney.

Beginning January 1, 2032, the annual case load limit shall be 232 case credits per attorney.

Beginning January 1, 2033, the annual case load limit shall be 204 case credits per attorney.

Beginning January 1, 2034, the annual case load limit shall be 176 case credits per attorney.

Beginning January 1, 2035, the annual case load limit shall be 148 case credits per attorney

Beginning January 1, 2036, the annual case load limit shall be 120 case credits per attorney.

8.2 A criminal matter shall be defined as one (1) case credit for caseload limit purposes no matter how many charges are filed against the individual, so long as all the charges arise out of the same incident. Each case assigned to the Public Defender shall only be counted once, irrespective of the number of hearings either prior to disposition or post disposition. Any additional charges filed against the same defendant, arising out of a separate incident, shall be counted by the Public Defender as a new case.

8.3 Each case is counted at the time of initial appointment, regardless of any subsequent proceedings resulting from a client's failure to appear.

8.4 The caseload of a full-time public defender or assigned counsel shall not the annual limits identified in Section 8.1.

8.5 The caseload of a public defender or assigned counsel who also maintains a private practice shall not exceed the number of cases resulting from multiplying the current annual limit of cases by the percentage of his or her time the public defender devotes to providing public defense services. For example, if 40% of the attorney's practice is devoted to public defense services and the current limit is 372 cases, then the caseload shall not exceed 148 cases per year.

8.6 The Public Defender will receive no credit for a misdemeanor case when the court dismisses the case upon the motion of the prosecuting attorney before any legal service has been performed. Any case in which the Public Defender's duty is limited to explaining to the individual defendant the implication of any action by the City Prosecutor to reduce a criminal matter to a civil infraction, bail forfeiture or dismissal, shall not be counted as a case assignment to the Public Defender's office. The Public Defender shall receive no work for credit on cases which are substantively identified as conflicts, with the exception of cases in which, after performing a conflicts check, receiving discovery and having a confidential conference with the client, the client obtains a new attorney at his own expense or through a request to the court, or for other extraordinary circumstances approved by the City, including but not limited to,

information or evidence which the Public Defender could not have reasonably known or discovered at the time of the initial conflicts check.

8.7 A RALJ appeal to which the Public Defender is assigned shall not count as a case credit if dismissed prior to briefing.

8.8 The standards provided herein for caseloads may be adjusted upward depending upon the complexity of a particular case. A Public Defender may request to have the weighting for an unusually complex case not addressed adequately by these standards to be increased depending upon the complexity and requirements of the case. The maximum caseload for a particular attorney shall be adjusted downward when the mix of case assignments becomes weighted toward an unanticipated number of more serious offenses or case types that demand more investigation, legal research and writing, use of experts, and/or social workers or other expenditure of time and resources.

Standard Nine. Reports of attorney activity and vouchers.

9.1 Public defenders or firms providing Services shall maintain a case reporting system and information management system. The Public defender or firm providing Services shall provide monthly reports to the City regarding the caseloads generated under the contract for each attorney and intern providing services under the contract,

9.2 The monthly caseload reports to be provided by the Public Defender shall identify the number of cases assigned, the case count year-to-date, and records of the time expended on each case. The monthly caseload report shall also include information relating to calculation of caseload under public defense contracts with other jurisdictions and private practice caseload to permit the City to monitor and evaluate compliance with these Standards. The City may require supplementation of reports if the information provided does not allow evaluation of the Public Defender's compliance with caseload limits.

9.3 The Public Defender shall keep track of the amount of time spent on each case assigned to it. All client consultations, investigations, witness interviews, legal research, and any other time spent on an appointed client will be tracked. An exception to the time tracking rules above is for the amount of time the attorney spends with each individual client while at a pretrial or confirmation hearing. The amount of time an attorney or attorneys spent assisting clients at those hearings may be calculated as a whole. That time need not be broken down into individual minutes spent per individual case in court. If a motion hearing or trials, hourly time spent will be attributed to the individual client's case.

9.4 Requests for payment shall be made by voucher on a form approved by the City Administrator and supported by the monthly caseload report.

Standard Ten. Limitations on private practice of contract attorneys.

Subject to the provisions of Standard Eight on Caseload Limits, there is no prohibition on a public defender engaging in private practice, provided, such private practice does not interfere with performance of Services and complies with all requirements of the Rules of Professional Conduct.

Standard Eleven. Substitution of attorneys or assignment of contracts.

11.1 The contract for Services shall not be assignable without the express written consent of the City.

11.2 In the event of conflict or removal of the Public Defender, Conflict Counsel shall be assigned, either by separate contract with Conflict Counsel or by court appointment. In the event that alternative or Conflict Counsel is required to be assigned, the Public Defender shall bear no part of the costs associated with the appointment of an alternative or Conflict Counsel.

11.3 Conflict Counsel shall adhere to the standards established by this resolution, including but not limited to, an evaluation of the overall case count annually by Conflict Counsel under the procedures set forth in this agreement.

Standard Twelve. Disposition of client complaints.

12.1 Attorneys providing Services shall provide forms and procedures for complaints regarding the provision of Services to any client indicating a desire to make a complaint.

12.2 Attorneys providing Services shall discuss any complaints received with the client and attempt to resolve such complaint.

12.3 Complaints remaining unresolved after a meeting between the attorney and client, or any complaint regarding a violation of any of these Standards, shall be forwarded to the City Administrator, provided, however, that any complaint regarding trial strategy or any other matter which could breach confidentiality shall be referred to the Washington State Bar Association or the presiding judge of the Sedro-Woolley Municipal Court. Nothing in this section or in these standards should be interpreted to require the Public Defender or any indigent defendant to breach any duty of confidentiality, including, but not limited to trial strategy.

Standard Thirteen. Termination of contract or removal of attorney.

13.1 The City may terminate the contract for Public Defense Services either "for cause," after such notice and opportunity to cure as is warranted in the circumstances, or "for convenience," on 90 days' notice of termination.

13.2 Removal by the Court of counsel from representation normally should not occur over the objection of the attorney and the client.

Standard Fourteen. Non-discrimination.

The Public Defender shall comply with all federal, state and local non-discrimination laws or ordinances. The duty of nondiscrimination relates not only to the provision of services by the Public Defender to the clients, but also with respect to the hiring and employment practices of the Public Defender Contractor.

City Council Agenda Item

Agenda Item No.: e.18.

Date: January 14, 2026

From: Frank Wagner, Fire Chief

Subject: Resolution 1177-26 - Fire Departement Equipment Surplus

RECOMMENDED ACTION:

Recommend council approve Resolution 1177-26 to authorize staff to dispose of items via auction, sale, through lawful means.

BACKGROUND/SUMMARY INFORMATION:

These are items that have are no longer being utilized by the department either due to them being replaced by newer functional equipment, or are no longer needed.

FISCAL IMPACT, IF APPROPRIATE:

Fiscal impact would include any items that are purchased via auction or sale would result in revenut to the general fund.

ATTACHMENTS:

None

RESOLUTION NO. 1177-26

A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY REGARDING DECLARING CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION

WHEREAS, the equipment identified and listed below has been determined by the Fire Chief to no longer be critical to the City of Sedro-Woolley's needs or operational use, and

WHEREAS, the City Council of the City of Sedro-Woolley has determined that it is in the best interest of City to declare as surplus the equipment, and

WHEREAS, The City Council is authorized to declare as surplus those items no longer deemed to be necessary to the City's service requirements under RCW 35.22.280 (B), and

WHEREAS, the City Council delegates to the Fire Chief the authority to dispose of the property by auction, private sale, sealed bid, through a broker or agent, or other lawful means.

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

PASSED by majority vote of the members of the Sedro-Woolley City Council this 14th day of JANUARY 2026.

_____
Julia Johnson, Mayor

Attest:

_____
Kelly Kohnken, Finance Director

Approved as to form:

_____
Nikki Thompson, City Attorney

	2GBHG31K1N4120081	CHEVROLET	1992 VANBUS
	120840449	STRYKER	MANUAL X-SERIES COT
	040540201	STRYKER	MANUAL X-SERIES COT
	040540202	STRYKER	MANUAL X-SERIES COT
EX42	EX42	Rescue 42	Stabilizers Truck Kit
003203	4050NCT02308	Holmatro	Hydraulic Cutters
003202	433100186	Holmatro	Hydraulic Ram
003201	424000138	Holmatro	Hydraulic Spreader
003204	DPV3100932	Holmatro	Hydraulic Pump
9112222	9112222	Amkus rescue systems	Amkus B104-SLH Honda Simo Pump
92101250-4R	92101250-4R	Amkus Rescue Systems	Hydraulic Ram
92052115/S	92052115/S	Amkus Rescue Sytems	M30 CX Spreaders
920632321c	92063232/c	Amkus	M25B Hydraulic Cutters
05031032	05031032	Amkus	AMK-C15 Combination spreader cutter
05062039	05062039	Amkus	GH2S-XL Honda Simo pump
FN103		Unifire	PPV Honda
FN104	GCAFT-2467316	Unifire	Honda
D181469		Super Vac Ventilating system	Negative Pressure Fan
FN 102		Tempest	Positive Pressure Fan
FN 100	84B721	Super Vac Ventilating Systems	Electric Exhaust Fan
1	R1870A3111200082	Relm	Portable Radio/Pager
2	R1870A3120300024	Relm	Portable Radio/Pager
3	R1870A3120300025	Relm	Protable Radio/Pager
4	R1870A3120300023	Relm	Portable radio/Pager
5	R1870A3120300022	Relm	Portable radio/Pager
7	R1870A3120300027	Relm	Radio/Pager
8	187013050000341	Relm	
9	187013050000342	Relm	
10	187013050000343	Relm	
11	187013050000344	Relm	
12	187013050000345	Relm	
13	187013050000346	Relm	
14	749TQL3520	Motorola	HT1250
14	187015080000100	Relm	
15	749TQL3827	Motorola	HT1250
16	749TQL3761	Motorola	HT1250
17	749TQL3762	MOTOROLA	HT1250
17	187015080000096	Relm	

18	187015080000097	RELM	
C200803.00534	C200803.00534	Swissphone	Pager
19	187015080000099	RELM	
0613	C20174400613	Swissphone	S quad
0614	C201744.00614	Swissphone	S.Quad
0615	C20174400615	Swissphone	S quad
0953	C20175.00953	Swissphone	SQuad
2056	C201519.02056	Swissphone	Squad Voice
61100096	61100096	Kenwood	TK-5710 MOBILE
90200200	90200200	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200201	90200201	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200202	90200202	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200280	90200280	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200283	90200283	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200285	90200285	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200286	90200286	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200287	90200287	Kenwood	TK-5210 Portabler Radio with Lapel Mic and Charger
90200288	90200288	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200289	90200289	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200390	90200390	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200392	90200392	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200393	90200393	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200394	90200394	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200395	90200395	Kenwood	TK 5210 Portable Radio with Lapel Mic and Charger
90200396	90200396	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200397	90200397	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
90200399	90200399	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
018THE6672	018THE6672	Motorola	CP200
018THE6687	018THE6687	Motorola	CP200
422HBUG112	422HBUG112	Motorola	CT250
422HBUG113	422HBUG113	Motorola	CT250
422HBUG117	422HBUG117	Motorola	CT250
422HBUG118	422HBUG118	Motorola	CT250
620CDN1929	620CDN1929	Motorola	XTS 3000 Portable Radio with Lapel Mic and Charger
672TBPC293	672TBPC293	Motorola	HT750
B0200140	B0200140	Kenwood	TK-5210 Portable Radio with Lapel Mic and Charger
C200803.00497	C200803.00497	Swissphone	Pager
C200803.00498	C200803.00498	Swissphone	Pager
C200803.00499	C200803.00499	Swissphone	Pager

C200803.00500	C200803.00500	Swissphone	Pager
749HFAG705	749HFAG705		HT1250
C200803.00501	C200803.00501	Swissphone	Pager
c200803.00502	c200803.00502		Pager
C200803.00503	C200803.00503	Swissphone	Pager
C200803.00504	C200803.00504	Swissphone	Pager
C200803.00505	C200803.00505	Swissphone	Pager
C200803.00506	C200803.00506	Swissphone	Pager
C200803.00507	C200803.00507	Swissphone	Pager
C200803.00508	C200803.00508	Swissphone	Pager
C200803.00509	C200803.00509	Swissphone	Pager
C200803.00510	C200803.00510	Swissphone	Pager
C200803.00512	C200803.00512	Swissphone	Pager
C200803.00513	C200803.00513	Swissphone	Pager
C200803.00514	C200803.00514	Swissphone	Pager
C200803.00515	C200803.00515	Swissphone	Pager
C200803.00516	C200803.00516	Swissphone	Pager
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C200803.00523	C200803.00523	Swissphone	Pager
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C200803.00526	C200803.00526	Swissphone	Pager
C200803.00527	C200803.00527	Swissphone	Pager
C200803.00528	C200803.00528	Swissphone	Pager
C200803.00530	C200803.00530	Swissphone	Pager
C200803.00531	C200803.00531	Swissphone	Pager
C200803.00532	C200803.00532	Swissphone	Pager
C200803.00535	C200803.00535	Swissphone	Pager
C201635.00361	C20163500361	SwissPhone	pager
C201717.00100	C20171700100	SWISSPHONE	Pager
C201717.00101	C20171700101	SWISSPHONE	Pager
C201717.00110	C20171700110	SWISSPHONE	Pager
C201717.00111	C20171700111	SWISSPHONE	Pager

City Council Agenda Item

Agenda Item No.: e.19.

Date: January 14, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Resolution 1176-26 - City Council Governance Handbook

RECOMMENDED ACTION:
Motion to approve Resolution 1176-26 updating the City Council Governance Handbook.

BACKGROUND/SUMMARY INFORMATION:
At the January 7, 2026, City Council Study Session, the council discussed council committees.

The attached resolution updates the City Council Governance Handbook to remove council committees. The handbook already included a Good of the Order agenda section that has not been included on council agenda since May of 2023.

As part of the Good of the Order agenda section, at any point during the meeting, a council member may make a motion to bring an item or discussion topic to a future council agenda. The item will then be discussed with the council as a whole.

FISCAL IMPACT, IF APPROPRIATE:
None

ATTACHMENTS:
1. Resolution 1176-26_Governance Handbook_2026.01.08
2. DRAFT_City Council Governance Hanbook_2026.01.08

RESOLUTION NO. 1176-26

A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY REVISING THE CITY COUNCIL GOVERNANCE HANDBOOK

WHEREAS, the City Council adopted Resolution 546 on May 23, 1994, which established City Council meeting procedures, and

WHEREAS, the City Council repealed and replaced their original meeting procedures with the Governance Handbook through Resolution 972-17 on September 13, 2017, and

WHEREAS, the City Council made further revisions through Resolution 978-18, 980-18, 1023-19, 1087-22, and 1109-22, and further updated by action on September 27, 2023, and

WHEREAS, the City Council desires to make additional changes.

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

The City Council Governance Handbook will be updated to remove Council Committees, maintain the Good of the Order regular meeting council item, and other minor updates.

PASSED by majority vote of the members of the Sedro-Woolley City Council this 14th day of JANUARY 2026.

_____
Julia Johnson, Mayor

Attest:

_____
Kelly Kohnken, Finance Director

Approved as to form:

_____
Nikki Thompson, City Attorney

City Council Governance Handbook

Adopted by Resolution 972-17
A Comprehensive Collection of Rules and Procedures for the City Council

Adopted September 13, 2017
Updated September 27, 2023
Updated January 14, 2026

Resolution 546 adopted 5-23-1994, repealed and replaced by Resolution 972-17 adopted 9-13-2017, amended by Resolutions 978-18, 980-18, 1023-19, 1087-22, and 1109-22

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CHAPTER 1 - Council Meetings



A. General

1. Council Meetings - Time and Location

Unless otherwise specified in a meeting notice, regular meetings of the City Council shall be held at the Sedro-Woolley Municipal Building, Council Chambers on the second and fourth Wednesdays beginning at 6:00 p.m. The City Council also meets on the first Wednesday at the Sedro-Woolley Fire Department Training Room beginning at 6:00 p.m. for a study session meeting. There are no regularly scheduled study session meetings in the months of June, July and August. Pursuant to RCW 42.30.070, Open Public Meetings Act, "if at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day." SWMC 2.04.010 provides more detail on meetings in November and December as follows, "The city council shall hold regular meetings at six p.m. on the first, second and fourth Wednesday of each month throughout the year, but whenever a regular meeting falls on a legal holiday now or hereafter designated as such by the laws of the state of Washington, such meeting shall be held at six p.m. of the first day following which is not itself a legal holiday; and provided, that the meeting immediately before the Thanksgiving holiday each year shall be held on the Tuesday before Thanksgiving rather than the fourth Wednesday; and provided further, that no meeting is scheduled for the fourth Wednesday in December."

2. Council Meetings - Open to the Public

All meetings of the City Council shall be open to the public, except as provided for in RCW 42.30.110[1] (Executive Sessions), or RCW 42.30.140 [2] (Open Public Meetings Act). Councilmembers will notify appropriate staff of Councilmember's plans to attend any of the various outside public meetings hosted by other organizations or agencies, or City meetings hosted by various City Departments, so that notice may be published concerning such attendance in order not to risk any real or perceived violation of the Open Public Meetings Act.

3. Presiding Officer

The Mayor shall preside at meetings of the Council. In case of the Mayor's absence or temporary disability, the Mayor Pro Tempore shall act as Mayor during the continuance of the absence. In case of the absence or temporary inability of the Mayor and Mayor Pro Tempore, an acting Mayor Pro Tempore selected by majority vote of the remaining members of the Council, shall act as Mayor during the continuance of the absences [RCW 35A.13.035[3]]. The Mayor, Mayor Pro Tempore (in the Mayor's absence) or acting Mayor Pro Tem are referred to as "Presiding Officer" from time to time in these Rules of Procedure.

B. Types of Meetings

1. Regular Meeting

The city council shall hold regular meetings at six p.m. on the first, second and fourth Wednesday of each month throughout the year, but whenever a regular meeting falls on a legal holiday now or hereafter designated as such by the laws of the state of Washington, such meeting shall be held at sixp.m. of the first day following which is not itself a legal holiday; and provided, that the meeting immediately before the Thanksgiving holiday each year shall be held on the fourth Tuesday of November rather than the fourth Wednesday; and provided further, that fourth Wednesday meeting in December is cancelled as detailed in SWMC 2.04.010.

a) ***Formal Format***

1. Normally held 2nd and 4th Wednesdays. The City Administrator, in consultation with the Mayor, shall arrange a list of proposed matters according to the order of business and prepare an agenda for the Council. On or before close of business on a Friday preceding a Wednesday Council meeting, or at the close of business at least 24 hours preceding a special Council meeting, a copy of the agenda and supporting materials shall be prepared for Councilmembers, appropriate staff, and the media who have filed a notification request. Agendas may be amended as required, and expeditiously distributed to Council and appropriate staff.

2. Requests from outside entities or individuals for presentations to be scheduled on any Council agenda imply that the presentation is the official business of the City, and such requests should be submitted to the City Administrator at least ten days prior to the appropriate Council meeting. The City Administrator and the Mayor will make a determination of whether the matter is an administrative issue, and whether it should be placed on an upcoming Council agenda.

3. Forms of Address. Everyone in attendance at a formal format meeting, including all members of Council, are to address the Mayor as "Mayor (surname)." The Mayor Pro Tempore, when acting in that capacity, shall be addressed as "Mayor Pro Tempore (surname)." Everyone in attendance at a formal format meeting, including Members of the Council as they address each other, shall be addressed as "Councilmember (surname)."

4. Order of Business**.** The business of all regular formal meetings of the Council shall be transacted as follows, provided, however, that the Presiding Officer may, during a Council meeting, rearrange items on the agenda to conduct Council business more expeditiously, without the necessity of a formal action or motion. However, adding or removing items from the agenda once a meeting has been called to order requires Council to make a motion and vote on approving the "amended agenda."

i. *Call to Order by the Presiding Officer*.

ii. *Pledge of Allegiance*.

iii. *Roll Call*. (See Chapter 1, C3 [page 13] for procedure to excuse an absence)

iv. *Approval of Agenda*.

In case of an emergency or an extremely time-sensitive issue which neither the administration nor the entire Council was aware of prior to the distribution of the agenda and accompanying materials, a new item may be introduced by the Presiding Officer, by a concurrence of at least three Councilmembers, or by the City Administrator and suggested as an amended agenda item for the present meeting. If a new item(s) is added, Council will then consider a motion to approve the amended agenda. ("Three-Touch Principle" should be followed whenever possible.)

v. *Consent Agenda*

Items which may be placed on the Consent Agenda are those which: (1) have been previously discussed by the Council; (2) based on the information delivered to members of the Council by administration can be reviewed by a Councilmember without further explanation; (3) are so routine, technical or non-substantive in nature that passage without discussion is likely; or (4) otherwise deemed in the best interest of the City.

The proper Council motion on the Consent Agenda is: "I move approval of the Consent Agenda." This motion will have the effect of moving to approve all items on the Consent Agenda. Since approval of any item on the Consent Agenda implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Agenda. Therefore, prior to the vote on the motion to approve the Consent Agenda, the Presiding Officer shall inquire if any Councilmember wishes an item to be withdrawn from the Consent Agenda. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for the current or a future meeting, including addressing the issue immediately after passage of the remaining items on the Consent Agenda.

vi. Introduction of Special Guests and Presentations.

~~*vi.*~~*vii.* City Administrator Report

~~*vii. Staff Reports.*~~

viii. Councilmember and Mayor's Reports. Council or government-related activities (e.g. synopsis of committee, commission, task force or other board meetings). These verbal reports are intended to be brief, city work-related reports of significance in keeping the Council informed of pertinent policy issues or events stemming from their representation of the City on a regional board, committee, task force or commission, whether as a formal member or as a liaison. Extended reports shall be placed as future agenda items for presentation or submitted in writing as an informational memo.

~~*viii.*~~*ix. Proclamation(s).*

~~*ix.*~~*x. Public Comments*

An opportunity for public comments on subjects not on the agenda for action (as well as comments connected with action items) are limited to three minutes each unless modified by the Presiding Officer. Although the City Council desires to allow the opportunity for public comment, the business of the City must proceed in an orderly, timely manner. At any time, the Presiding Officer, in the Presiding Officer's sole discretion, may set such reasonable limits as are necessary to prevent disruption or undue delay of other necessary business.

1. Subjects Not on the Current Agenda**.** Although it is not necessary for members of the public to sign in to speak, the Presiding Officer may invoke a sign-in procedure for speakers. Any member of the public may request time to address the Council. Speakers shall state their name and address, and the subject of their comments, and spell their last name for the record. The Presiding Officer may allow the verbal comments subject to such time limitations as the Presiding Officer deems necessary. Following such verbal comments, the Presiding Officer may place the matter on a future agenda or refer the matter to administration for investigation and/or report. The Presiding Officer may ask Council or Staff to address factual issues raised by public comments, if appropriate.
2. Subjects on the Current Agenda, "1st Reading"**.** Any member of the public who wishes to verbally address the Council on an item on the current

agenda listed as a "1st reading", shall proceed to the podium at the time when comments from the public are invited during the agenda item discussion. The Council may hear such comments before or after initial Council discussion. The Presiding Officer may also invoke a sign-in procedure. If necessary, the Presiding Officer in consultation with the City Attorney shall rule on the appropriateness of verbal public comments as the agenda item is reached. The Presiding Officer may change the order of speakers so that comment is heard in the most logical groupings.

3. Comment shall be made from the podium microphone or via video conference, by first giving name, city of residence and subject. No comments shall be made from any other location, and anyone making "out of order" comments shall be subject to removal from the meeting. The public shall be reminded that a Council meeting is a business meeting of the city and is not intended as a public forum and this is not an opportunity for dialogue or questions and answers, but public comment. When appropriate, staff will research issues and report back to those making the comment as well as to Council. Verbal public comments are opportunities for speakers to briefly address Council, and those speaking are to address members of Council and not the audience. Since this is an opportunity for verbal public comment, in the interest of time and keeping in mind all documents submitted during Council meetings become the property of the City, graphs, charts, posterboards, PowerPoint presentations, or other display materials will not be allowed, although written comments and written materials including photographs and petitions, may be submitted to Council via the City Clerk.
4. Demonstration, applause or other audience participation before, during or at the conclusion of anyone's presentation is prohibited. Any disruptive behavior, as determined by the Presiding Officer, shall be cause for removal from the meeting room.
5. Any ruling by the Presiding Officer relative to the subsections 1 and 2 above may be overruled by a vote of a majority of Councilmembers present.
6. Council shall not permit public comments if they relate to any matter upon which a quasi-judicial hearing has been required, scheduled, or held. (See Chapter 4 for procedure for taking public comment on legislative matters.) Unless solicited and scheduled, comments shall not be permitted relative to any future or possible/probable future ballot issue. (See Chapter 2, E Ballot Measures for further direction concerning ballot measures.)
7. Public comments will not typically be allowed for items on the consent agenda and items on the agenda for a "2nd reading".
8. Consistent with RCW 42.17A.555, no public comments will be allowed regarding support for or opposition to political campaigns, candidates or elections other than for Ballot Measures as addressed in Chapter

Written Public Comments. Citizens have the option of submitting written views, opinions, comments, data, and arguments to Council on any topic and at any time, not just prior to or during public Council meetings. Unless the citizen reads their own prepared written comments, such comments will not be read aloud during regular or special Council meetings although they will be included as part of the public record on the topic and if appropriate, may be publicly

acknowledged. Any written comments submitted to Council via the City Clerk will be distributed to Council by placing copies at each Councilmember's seat at the dais; or in the case of e-mailed or other electronic comments, will be forwarded to Council via e-mail. If individual Councilmembers receive written (including electronic) public comments or materials for the purpose of reading/sharing those materials during Council meetings, those materials should be submitted to the City Clerk prior to the Council meeting so the Clerk can make copies for later distribution to members of Council. (See No. 6 above and Chapter 2, Ballot Measures; see also Public Hearings section regarding public comments.) Written comments should clearly state that they are intended for the full council to ensure inclusion in a council packet.

Councilmembers will avoid accessing any electronic message during Council meetings. Accessing such communication could be construed as receiving public comment without the benefit of having the citizen in person to address their concerns.

~~x.~~xi. *Public Hearings*. (See Chapter 4 for procedural details)

~~xi.~~xii. *Unfinished Business* [includes matters that were pending when a previous meeting adjourned or matters specifically postponed to the present meeting.]

~~xii.~~xiii. *New Business*. [Action items are designated as New Business]

~~xiii.~~xiv. *Information Only Items*. These items will generally not be discussed or reported.

~~xiv.~~xv. *Good of the Order*. Last call from Council and Staff for items to be discussed.

~~xv.~~xvi. *Executive Session (as required)*. (See Chapter 1, section B1c below)

~~xvi.~~xvii. *Adjournment*. No Council meeting should be permitted to continue beyond approximately 9:00 p.m. without approval of a majority of the Councilmembers present. A new time limit shall be established before taking a Council vote to extend the meeting.

When a motion is made to adjourn into Executive Session for a specified period of time, no additional motion is needed to extend the meeting beyond 9:00 p.m. since that is implied as part of the motion to adjourn into Executive Session.

In the event that a meeting has not been closed or continued by Council as herein specified, the items not acted on shall be deferred to the next regular formal Council meeting, unless the Council by a majority vote of members present determines otherwise.

b) Study Session Format

1. Normally held the 1st Wednesday. The purpose of the study session format is to allow Councilmembers to be made aware of impending business, including first readings of agenda items, and allow informal discussion of issues that might be acted on at a future meeting. Council preference is that action items should not be included on a study session agenda, but there may be times when, due to deadlines or other pertinent issues, action items must be included. Study sessions shall be in a less formal setting than regular formal meetings. Council may be seated other than at the dais, but shall not discourage public observation. Unless there are designated action items which permit public comment, there will be no public comment at study sessions although the Council may request staff or other participation in the same manner as a regular formal Council meeting. The City Administrator, under the direction of the Mayor, shall arrange a Council study session agenda for the meeting. For each item, the agenda shall contain the discussion subject, the discussion leader, the activity and the discussion goal. A copy of the agenda and accompanying background materials shall be prepared for Councilmembers, appropriate staff and the press, on or before 4:30 p.m., one day before the meeting. Councilmembers have the option of accessing their Council packet via the

City's website. During a Council meeting, the Presiding Officer may rearrange items on the agenda to conduct Council business more expeditiously without the necessity of a formal action or motion. However, adding or removing items from the agenda once a meeting has been called to order requires Council to make a motion and vote on approving the "amended agenda."

Voting.

i. Action Items on the Agenda. Although action items may occasionally be included on a study session agenda, it is the practice of Council to keep those instances to a minimum. Because a study session is a recognized meeting according to the "Open Public Meetings Act," it is permissible for Council to take final action during these meetings.

ii. Non-action Items on the Agenda. Because study sessions are usually understood by the public and media as referring to meetings at which Council will only consider and discuss items and not take final action or vote, voting or making a motion when neither is included on an agenda does not violate state law, but for consistency sake and to avoid any surprises to the public and media, the practice is discouraged.

2. Discussion Leader's Role. During the Council study session, the discussion leader should introduce the subject and give background information, identify the discussion goal, act as facilitator to keep the discussion focused toward the goal, and alert the Presiding Officer when it is appropriate, to schedule the topic for a motion or official direction of the Council.
3. The role of the Presiding Officer is to facilitate Councilmembers engaged in free flowing discussion without the necessity of each Councilmember being recognized by the Presiding Officer. The Presiding Officer retains the option of assuming the function of the discussion leader at any time in order to maintain decorum and ensure all Councilmembers have the opportunity to be heard, and to keep the discussion properly focused.
4. Requests from outside entities or individuals for presentations to be scheduled on any Council agenda imply that the presentation is the official business of the City, and such requests should be submitted to the City Clerk at least ten days prior to the appropriate Council meeting. The City Clerk will consult with the City Administrator and the Mayor for a determination of whether the matter is an administrative issue, and whether it should be placed on an upcoming Council agenda.
5. Council Comments. The purpose of this agenda item is to allow Councilmembers an opportunity to report on an activity or key issue which either just arose, needs immediate or imminent action, or to simply report on something in connection with their role as a Councilmember that transpired since the last Council meeting. It is also an opportunity for Councilmembers to bring up topics for clarification, or to address other upcoming concerns. Pre-scheduled materials Council wishes to share as part of the Council packet, could also be included on study session agendas under "Council Comments."
6. City Administrator Comments. The purpose of this agenda item is to allow the City Administrator the opportunity to brief Council on an activity or issue which either just arose, needs immediate or imminent action, or to simply inform Council of items that transpired since the last Council meeting.
7. Forms of Address**.** Councilmembers and staff have the option of addressing each other on a first name basis during the study session format meetings.

c) Executive Sessions

1. If Council holds an executive session, it will be held in accordance with the Open Public Meetings Act, RCW Chapter 42.30. The Council may hold an executive session during a

regular or special meeting. Before convening in executive session, the Presiding Officer shall publicly announce the purpose for adjourning into executive session; the approximate length of time for the executive session; and the likelihood of Council taking action at the close of the executive session and return to open session.

i. At the close of the executive session and upon Council's return to chambers, the Presiding Officer will declare Council out of executive session, and will ask for the appropriate motion (i.e. an action motion or a motion to adjourn).

ii. To protect the best interests of the City, Councilmembers shall keep confidential all verbal and written information provided during executive sessions. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered exempt from disclosure under the Code of Ethics for Municipal Officers (RCW 42.524) and/or the Public Records Act (RCW 42.565). See also, Washington AGO 2017-5 (councilmembers have an affirmative duty to maintain the confidentiality of topics discussed in executive session).

2. RCW 42.30.110 explains the purpose for holding an executive session, some of which include:

i. RCW 42.30.110(1)(b). To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (pending land acquisition);

ii. RCW 42.30.110(1)(g). To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4) (*labor negotiations*), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public; [note that stating that an executive session is to discuss a "personnel matter" is not sufficient because only certain types of personnel matters are appropriate for discussion in an executive session.] *(review qualifications of a public employee*)

iii. RCW 42.30.110(1)(h). To evaluate the qualifications of a candidate for appointment to elective office. However, any interview of such candidate and final action appointing a candidate to elective office shall be in a meeting open to the public (*review qualifications of an elected official*)

iv. RCW 42.30.110(1)(i). To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency *litigation or potential litigation* to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

For purposes of this subsection (1)(i), "potential/pending litigation" means matters protected by Rules of Professional Conduct (RPC) 1.6 or RCW 5.60.060(2)(a) concerning:

1. Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;

2. Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or
3. Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.

3. Council may adjourn into executive session even if it is not listed on the meeting agenda. There is a requirement in RCW 35A.12.1606 that the public be made aware of the preliminary agendas of meetings in advance of the meeting, but that does not mean that an item that arises after the agenda has been posted cannot be discussed at the meeting, even in executive session. Since final action on the matter would not be taken at the executive session, it would not violate any provision in state law to hold an executive session at a regular Council meeting even if the executive session was not listed on the agenda. [per MRSC Index-General Government-Executive sessions.] Although amending the agenda is not required in order to adjourn into executive session, it is a good practice for the Mayor to announce at the beginning of the meeting, that Council will be adjourning into an executive session at the end of the regular meeting.
4. Attendance at Executive Sessions. The City Attorney will be present at executive sessions and is required to attend executive sessions which address litigation or potential litigation. The question of who may attend an executive session other than the Council is determined by the Mayor and City Administrator in consultation with the City Attorney.

2. Special Meetings

Meetings set at days, times, and places other than Wednesdays at 6:00 p.m. in the Sedro-Woolley City Council Chambers or Fire Training Room shall be deemed "special meetings," such as joint meetings with other jurisdictions or entities (Board of County Commissioners, Planning Commissioners), and Council workshops or retreats.

A special meeting may be called by the Mayor or any three members of the Council. (RCW 35A.13.170[7], 35A.12.110[8]). The notice shall contain information about the meeting, including date, time, place, and business to be transacted and shall be posted on the City's website and displayed at the main entrance of the meeting location (RCW 42.30.080). The notice shall be delivered to each member of Council at least 24 hours before the time specified for the proposed meeting (RCW 35A.12.110[9]).

The notices provided in this section may be dispensed within the circumstances provided by RCW 42.30.080[10], that is: (a) As to any member who, at or prior to the time the meeting convenes, files with the City Clerk a written waiver of notice, (b) As to any member who was actually present at the meeting at the time it convenes, and (c) In the event a special meeting is called to deal with an emergency involving injury or damage to persons
or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage; or as otherwise provided by law.

The processes and rules for agenda content apply to regular formal, study session format, as well as special meetings.

3. Placing Items on an Agenda:

Routine Council Business: Through the normal course of business, Council may move items forward to a future agenda by consensus.

New Item Council Business: Any Councilmember may request the addition of an item to a future Council agenda for initial consideration by making a motion. The item will be placed on a future agenda upon receipt of a second. This initial consideration of the item will not involve staff time and shall occur at the next council meeting or as soon thereafter as practical. The purpose of the initial consideration is to allow the maker of the motion to briefly present the item to the Council for discussion. Once briefly presented, a simple majority vote will be of taken by Council to decide whether to add the item to a future agenda for full consideration

Staff: except for routine items such as those found on most Consent Agendas, requests for items to come before Council shall be routed through the Mayor or City Administrator or come directly from the Mayor or City Administrator as part of the normal course of business.

C. Meeting Rules and Procedures

1. Council Rules of Order

The City Attorney shall serve as the official parliamentarian for all Council meetings, and will keep a copy of the most current "*Robert's Rules of Order*" (RONR) in Council Chambers during Council meetings. The Council will generally follow RONR, however, the Mayor is the chairperson of the meeting and may depart from strict adherence to RONR as he or she deems appropriate. The Council, by a majority vote, can require strict adherence to RONR.

2. Quorum

At all regular and special meetings of the Council, a majority of the Councilmembers who hold office shall constitute a quorum for the transaction of business.

3. Attendance, Excused Absences

RCW 35A.12.060[11] provides that a Councilmember shall forfeit his/her office by failing to attend three consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Mayor, City Clerk, or City Administrator prior to the meeting and state the reason for his/her inability to attend the meeting. Following roll call, the Presiding Officer shall inform the Council of the member's absence, and inquire if there is a motion to excuse the member. This motion shall be nondebatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the City Clerk will make an appropriate notation in the minutes.

4. Respect and Decorum

It is the duty of the Mayor and each Councilmember to maintain dignity and respect for their offices, City staff and the public. While the Council is in session, Councilmembers shall preserve order and decorum and a Councilmember shall neither by conversation or otherwise, delay or interrupt the proceedings of the Council, nor disrupt or disparage any Councilmember while speaking. Councilmembers and the public shall comply with the directives of the Presiding Officer. Any person making disruptive, disparaging or impertinent remarks or unreasonably disturbing the business of the Council, either while addressing the Council or attending its proceedings, shall be asked to cease such disruption, or may be asked to leave, or be removed from the meeting. At any time during any Council meeting, any Councilmember may object to personal affront or other inappropriate comments, by calling for a "point of order." After the Councilmember is recognized by the Presiding Officer and the Councilmember explains their point concerning respect and decorum, or lack thereof, the Presiding Officer shall rule on the remark and may ask the person making the disturbance to cease or leave the room. Continued disruptions may result in a recess or adjournment as set forth in #8 below.

5. Seating Arrangement

Councilmembers shall occupy the respective seats in the Council Chamber assigned to them by the Mayor.

6. Dissents and Protests

Any Councilmember shall have the right to express dissent from or protest verbally or in writing**,** against any motion, ordinance or resolution of the Council and have the reason therefore entered or retained in the minutes.

7. Councilmember Meeting Participation by Telephone/Video Conference

Telephone/video conference participation by Councilmembers may be allowed on a case-by-case basis. Under circumstances identified in RCW 42.30.070 and RCW 42.30.230, the City Council may meet as a body by video conference without a physical meeting location.

8. Internet Use

Use of the City's network systems implies Council is aware of and understands that the system is provided to assist in the performance of their roles as Councilmembers, and as such, Councilmembers are obligated to use, conserve and protect electronic information and information technology resources and to preserve and enhance the integrity of those resources which belong to the citizens of Sedro-Woolley.

a) As noted on page 8, Councilmembers will avoid accessing any electronic message during Council meetings. Accessing such communication could be construed as receiving public comment without the benefit of having the citizen in person to address their concerns. Likewise, Councilmembers will avoid doing any browsing of the Internet of non-City business during Council meetings in order that Council's full attention can be given to the topic at hand.

b) Information technology resources are provided for the purpose of conducting official City business. The use of any of the City's information technology resources for campaign or political use, unless such use has been determined not a violation of RCW 42.17A.555 by the City Attorney, Washington State Attorney General, or Washington Public Disclosure Commission, or as otherwise authorized by law, is absolutely prohibited.

c) Confidential material shall not be sent via e-mail.

d) All letters, memoranda, and interactive computer communication (e-mail) involving Councilmembers, the subject of which relates to the conduct of government or the performance of any governmental function, with specific exceptions stated in the Public Records Act (RCW 42.56) are public records. Copies of such letters, memoranda and interactive computer communication shall not be provided to the public or news media without filing of a public disclosure request with the City Clerk.

e) E-mail communications that are intended to be distributed among all Councilmembers, whether concurrently or serially, shall be considered in light of the Open Public Meetings Act. If the intended purpose of an e-mail is to have a discussion that should be held at an open meeting, the electronic discussion should not occur, and Council discussion should wait until everyone has had ample opportunity to view the message before including such topic(s) on an upcoming agenda.

9. Adjournment Due to Emergency or Disruption

In the event of an emergency such as a fire or other natural or catastrophic disaster, threatened violence, or inability to regain good order, the Presiding Officer shall forthwith declare a recess, adjourn, or continue the meeting, and the City Council as well as everyone in the room shall immediately leave the meeting room. The Presiding Officer may reconvene the meeting when it has been determined by the appropriate safety officials that it is safe to do so.

10. Permission Required to Address the Council

Persons other than Councilmembers and staff shall be permitted to address the Council upon recognition and/or introduction by the Presiding Officer or City Administrator.

11. Approaching the Dais

Once a Council meeting has been called to order, stepping between the podium and the dais will not be allowed, and stepping behind any part of the dais, including those parts occupied by staff is also not permitted. This includes, but is not limited to, video recording, still photography, tape recording, and distributing written handouts. Council reserves the right to invite anyone forward to the podium to be addressed by Council.

12. Out of Order Requests

Occasionally a member of the public may wish to speak on an agenda item but cannot remain until the item is reached on the agenda. During "Open Comments From the Public," such person may request permission to speak by explaining the circumstances. The Presiding Officer in his/her sole discretion shall rule on allowing or disallowing the out of order request.

13. Photographs, Motion Pictures or Video Tape Requiring Artificial Illumination

Prior permission required**.** No overhead projection, photographs, motion pictures, or video tapes that require the use of floodlights, or similar artificial illumination shall be used by the public at City Council meetings without the prior consent of the Presiding Officer.

14. Voting

The votes during all meetings of the Council shall be transacted as follows:

a) The Presiding Officer shall first call for a vote from those in favor of the motion, followed by a call for those opposed to the motion, and afterwards shall state whether the motion passed or failed. Unless otherwise provided by statute, ordinance, or resolution, all votes shall be taken by voice. At the request of any Councilmember or the City Clerk, a roll call vote shall be taken by the City Clerk. The order of the roll call vote shall be determined by the City Clerk.

b) In case of a tie vote on any proposal, the motion shall be considered lost (Note that in some instances the Mayor is authorized to break a tie vote, see RCW 35A.12.100 which allows the Mayor to cast a tie-breaking vote with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money).

c) Every member who was present when the question was called, shall give his/her vote. If any Councilmember refuses to vote "aye" or "nay," their vote shall be counted as an "aye" vote unless the Councilmember has abstained or recused themself due to actual or perceived appearance of a conflict of interest, which shall be so stated prior to the vote at hand.

d) The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money and any approval of warrants, shall require the affirmative vote of at least a majority of the whole membership of the Council1. Except as provided in "e" below, all other motions or resolutions shall require an affirmative vote of at least a majority of the quorum present.

e) Majority Plus One: The passage of any public emergency ordinance (an ordinance that takes effect immediately), expenditures for any calamity, violence of nature, riot, insurrection, or war; and provisions for a lesser emergency, such as a budget amendment (RCW 35A.33.090), shall require the affirmative vote of at least a majority plus one of the whole membership of the Council. (RCW 35A.13.19012).

15. Motions and Discussion

a) Order of Procedure:

1. Staff makes their presentation
   Mayor asks Council if there are any questions for staff.
   Member of Council makes a motion by stating: "**I move . .** ."
   The motion is seconded.
2. If public comments are allowed on the item, the Mayor invites public comments. Public comments should be limited to one comment per person per topic and limited to three minutes. Mayor reminds the public this is time for comments and not discussion; and if the public has questions, those questions will be addressed by staff at another time outside the meeting.
3. Mayor opens the floor to Council for discussion.
   The maker of the motion normally begins the discussion.

The discussion must have bearing on whether the pending motion should be adopted (RONR §43); and can be prefaced by a few words of explanation, but must not become a speech (RONR §4).

All Council remarks should be addressed through the Mayor.

4. When discussion has ended, the Mayor re-states the motion or asks the Clerk to re-state the motion. Once the motion is re-stated, the Mayor calls for the vote, which is normally taken by voice. The Mayor then states whether the motion passed or failed.

b) In General:

1. Except in rare circumstances, Council motions shall be in the form of an affirmative motion. Affirmative motions are preferred to prevent "approval by default" of a failed negative motion.
2. Agenda items scheduled for Council action shall require a motion by a Councilmember before discussion unless the Council suspends the requirement by majority vote. Upon failure of either a prior motion or rule suspension, the agenda item shall be passed over and may not be reintroduced until the next regular meeting. (Mayoral appointments excepted. See Committees for further discussion.)
3. Councilmembers should direct questions to the City Administrator or the designated presenter.
4. Main motions are made when no other motion is pending (see chart below). They are debatable and subject to amendment. Since seconding a motion means "let's discuss it," if there is no second but discussion ensues, the matter of having a second to proceed is moot and the motion can proceed. However, if there is no second and no discussion, the motion does not progress. Note that the motion does not "die for a lack of a second" but it merely does not progress.
5. The maker of a motion can withdraw their motion without the consent of the seconder, and if the mover modifies the motion, the seconder can withdraw the second. The person making the motion is entitled to speak first to the motion. A maker of the motion can vote against the motion but cannot speak against their own motion.
6. No one should be permitted to speak twice to the same issue until everyone else wishing to speak has spoken. All remarks must be directed to the Presiding Officer and must be courteous in language and deportment (Robert's Rules of Order Newly Revised, Article VII, Section 43, Decorum in Debate), keeping in mind it is not the Councilmember, but the measure that is the subject of debate.
7. When an amended motion is on the floor, the vote is taken on whether to adopt the amendment. If adopted, the next vote is on the fully amended motion.
8. Motions should be reserved for items marked on the agenda for action, so as to avoid any surprises for Council, staff and the public.

Parliamentary Procedure at a Glance

Roberts Rules of Order §	IF YOU WANT TO	YOU SAY	INTERRUPT ?	NEED 2ND?	Can be Debat	Can be Amended ?	VOTE
11	Postpone indefinitely (the purpose is to prevent action or kill an issue.)	I move to postpone . . . . (an affirmative vote can be reconsidered; a negative vote cannot.)	No	Yes	Yes	No	Majority
12	Modify wording of motion	I move to amend the motion by . . .	No	Yes	Yes	Yes**	Majority
14	Postpone to a certain time	Ex: I move to postpone the motion to the next Council meeting.	No	Yes	Yes	Yes	Majority
16	Close debate	I move the previous question, or I call for the question	No	Yes	No	No	Majority*
17	To Table a motion	I move to lay on the table, the motion to . . .	No	Yes	No	No	Majority
19	Complain about noise, room temperatures	Point of Privilege	Yes	Yes	Yes	Yes	Chair decision
20	Take break	I move to recess for .	No	Yes	No	Yes	Majority
21	Adjourn meeting	I move to adjourn	No	Yes	No	No	Majority
23	Object to procedure or personal affront	Point of Order	Yes	No	No	No	Chair decision
25	Suspend rules	I move to suspend the rules and . . .	No	Yes	No	No	Majority*
34	Take matter from table	I move to take from the table the motion to . .	No	Yes	No	No	Majority
35	Reconsider something already disposed of	I move we reconsider action on . . .	No	Yes	Yes	Yes	Majority

It should be noted that the purpose of tabling a motion is not to simply postpone an issue or a vote. If the intended purpose is to postpone, then the motion to postpone should be used. If more information is needed or desired in order to make the most informed vote possible, then an option would be for the maker of the motion to simply withdraw the motion. The consent of the seconder is not needed to withdraw a motion. While a motion is still on the table, no other motion on the same subject is in order. **The motion to table enables the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen. The motion to "Lay on the Table" is out of order if the evident intent is to kill or avoid dealing with a measure. (Robert's Rules of Order Newly**

Revised, 10th Edition) *(Robert's Rules of Order Newly Revised states 2/3 vote required. Council direction is to base vote on majority except on matters where 2/3 (or majority plus one) is required by state statute.

** If the main motion to amend can be amended.

Call for the Question: if it is felt that debate on a motion on the floor has dragged on longer than warranted, a member of Council may "call the question." The "call for the question" is a motion to end debate and vote immediately. If this "call for the question" motion is passed by a majority vote, then the vote must be taken on the original debated motion on the floor.

16. Ordinances

Prior to final passage of all ordinances such documents shall be designated as drafts. In addition: Ordinances shall normally have readings at two separate Council meetings.

a) The provision requiring two separate readings of an ordinance may be waived at any meeting of the Council by a majority vote of all members present. (This would require a successful motion to suspend the rules and pass the ordinance on a first reading.)
b) If a motion to pass an ordinance to a second reading fails, the ordinance shall be considered lost, unless a subsequent motion directs its revision and resubmission to first reading.
c) Any ordinance repealing any portion of the Sedro-Woolley Municipal Code shall also repeal the respective portions of the underlying ordinance(s). Ordinances repealing earlier ordinances shall not apply to acts, incidents, transactions or decisions occurring before such repeal.

17. Resolutions

A resolution may be approved on the same day it is introduced. Council may invoke the two reading procedures described above for ordinances to facilitate public understanding and/or comment on the resolution.

18. Reconsideration

The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote. Any action of the Council, including final action on applications for legislative changes in land use status, shall be subject to a motion to reconsider except:

a) any action previously reconsidered;
b) motions to adjourn or motions to suspend the rules;
c) an affirmative vote to lay an item on, or take an item from, the table;
d) a previously passed motion to suspend the rules; or
e) a vote electing to office one who is present and does not decline.

Such motion for reconsideration:

a) must be reconsidered within the two following Council meetings;
b) must be called up when no business is pending (no action is pending);
c) if action is pending, the Mayor asks the Clerk to note that the motion to reconsider has been made and is to be taken up when a member calls the motion to reconsider the vote when no other business (action) is pending;
d) must be made by a member who voted on the prevailing side on the original motion.
e) This means a reconsideration can be moved only by one who voted aye if the motion involved was adopted, or no if the motion was lost. It is permissible for a Councilmember who cannot make such a motion, but believes there are valid reasons for one, to try to persuade someone who voted on the prevailing side, to make such a motion.
f) a member who makes this motion should state that he or she voted on the prevailing side;
g) needs a second, and can be seconded by any member;

h) is debatable if the type of motion it reconsiders is debatable; and
i) 8. is not amendable and requires a majority vote to adopt.

Step 1: A Councilmember who voted on the prevailing side makes the motion, such as "I move to reconsider the vote on the resolution relating to holidays. I vote for [or against] the resolution." This motion needs a second and can be seconded by any Councilmember. If the motion for reconsideration is adopted, the original motion is then placed before Council as if that motion had not been voted on previously; and **Council again takes that motion under discussion, followed by a new vote.**

Any motion for reconsideration of a matter which was the subject of a required public hearing or which is a quasi-judicial matter, may not be discussed or acted upon unless and until the parties or their attorneys and the persons testifying have been given at least five days advance notice of such discussion and/or action.

19. Council Materials

a) Council Material

Councilmembers and staff should read the agenda material and ask clarifying questions of the City Administrator or other appropriate staff prior to the Council meeting when possible. Council recognizes there are times when Councilmembers may wish to bring additional documentation to a meeting on a specific subject, whether that subject is on the agenda or not, in order to share with Council and staff. When possible, the materials should be distributed to Councilmembers and staff prior to the Council meeting, or if distributed during a meeting, Councilmembers should indicate the materials are for future reading, since except in an emergency, Councilmembers would normally not take time at the dais to read material just received. Pre-scheduled materials Council wishes to share as part of the Council packet could also be included on study session agendas under “Council Comments.” [See also page 10]

b) Council Packets

Councilmembers shall personally download their Council packet via the City’s website on their City provided tablet device.

c) Packet Materials

Council memos: This is a cover memo used by staff to introduce an agenda item. It includes the background on the topic and options for Council consideration as well as a staff recommended action or motion. The options and recommended action or motion should be viewed as aids to Council in making a motion or taking action, but should not be thought of as obligatory, as Council always has the option of making a motion different from what is included on the memo. Generally, by the time an item is ready for a motion, Council has already read, heard, and/or discussed the item at least three times (as an informational item, an administrative report, and lastly as an action item), and the wording of a motion would not normally be controversial, although it is important to state the motion as a motion, such as “I move to” or “I move that” or other similar language.

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CHAPTER 2 – Legislative Process



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

1. Election of Officers

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

~~2. Council Committees~~

~~*a) Appointments*~~

~~At the first meeting of every even year, the Mayor shall appoint two councilmembers and a council chairperson to each standing committee of the Council, subject to confirmation by the city council. In making the appointments, the Mayor shall consider councilmembers' expressed interests and shall attempt to match councilmembers to their committees of choice.~~

~~*b) Standing Committees*~~

~~**Public Safety**: To consider policy issues and make policy recommendations to the full Council related to the police department, fire department, municipal court, and emergency management.~~

~~**Finance and Information Technology**: To consider policy issues and make policy recommendations to the full Council related to financial management policies, financial reports, personnel issues including personnel policies, and information technology issues.~~

~~**Strategic Planning:** To consider policy issues and make policy recommendations to the full Council related to development and implementation of the City's strategic plan.~~

~~**Public Works:** To consider policy issues and make policy recommendations to the full Council related to the City's utilities, parks, streets, and other public works related issues.~~

~~**Planning and Business Development:** To consider policy issues and make policy recommendations to the full Council related to long-term planning and growth in the City. In addition, considering policy issues and making policy recommendations related to the attraction of new businesses and the retention of existing businesses within the City.~~

~~*c) The Role of City Council Committees*~~

1. ~~City Council Committees are intended to enhance communication between the Legislative Branch and the Executive Branch in the development of significant public policy action items.~~
2. ~~These Committees will enable City administration to obtain feedback from representative members of the City Council on issues affecting public policy prior to their presentation, as necessary, to the full City Council.~~
3. ~~City Council Committee members develop and maintain a deeper level of knowledge on matters of a technical nature which might affect public policy in order to increase the positive exchange of information and discussions between City Council members, City staff, and the public.~~
4. ~~When appropriate, items may be considered by a City Council Committee before a final recommendation from the appropriate City Board or Commission (i.e., Planning Commission, Parks Board).~~
5. ~~City Council Committees do not replace the City Council as final decision makers on behalf of the full City Council. Council Committees make no staff direction on administrative matters, specific assignments, or work tasks. If Committee members seek additional information from an outside party or consultant resulting in additional~~

cost to the City, approval to incur such cost must be approved by the full City Council. City Council committees may take action on policy items in the form of recommendations to the full City Council that the City Council may consider as a first read. When appropriate by meeting the criteria for the consent agenda, these items may appear on the Council's consent agenda for action.

6. Any discussion or feedback expressed or received at a Committee meeting should not be construed or understood to be a decision by or for the City Council. Further, any recommendation the Committee may make to the City Council is based on information possessed by the Committee at the time the recommendation is made and may be revised or amended upon receipt by the Committee of additional or newer information.

d) Operational Guidelines and Functional Structure

1. City Council Committees consist of three Council members, with the exception of one committee that will have two Council members. One Council member will serve as the committee chair. The Mayor may attend and participate in all Committee meetings.
2. No member of the City Council may serve on more than three Committees.
3. Council Committees will meet at least quarterly. The intent of the Council committee structure is to have all Council Committees hold their meetings prior to City Council meetings, with occasional exceptions. One committee meeting would occur prior to each City Council meeting and work session.
4. Council Committees have no delegated authority from the City Council and shall not take testimony from the public.
5. The Staff Liaison will coordinate with the Mayor and City Administrator on the preparation of the agenda to determine whether items will be presented to a Committee or placed on the Council's agenda to be considered by the full City Council. Any item may be recommended to the full Council by the Committee considering that item.
6. The full City Council, by majority vote, may refer any item on its agenda to an appropriate Committee for further review and recommendation.
7. Committee meetings are intended to allow regular attendance by City Council Committee members, as well as the Staff Liaison, staff, the Mayor and the City Administrator, as necessary. In order to prevent inadvertent violations of the Open Public Meetings Act, attendance by non-member Council members that will result in a quorum of the full City Council is prohibited.
8. The regular Council meeting agenda shall include an opportunity for Committee reports at which time any appointed Committee member may report to the Mayor and City Council on pertinent and timely issues before a Committee.

e) E. City Liaison Role

1. The City Administrator serves as an advisor to each City Council Committee; however, each Committee has an identified staff liaison at the Director-level. The responsibilities of the Staff Liaison are as follows:
    i. Attend all meetings of the City Council Committee. Research information and prepare reports and correspondence as required for the Committee.
    ii. Provide administrative support to the Committee, including distribution of documents to the Committee as required.
    iii. Coordinate with the Committee chair to prepare agendas.
    iv. Schedule meetings.
    v. Prepare Committee minutes within three weeks of the meeting and submit to the City Clerk for posting and distribution to the full City Council.
    vi. Serve as the communication link between the Committee and City administration, City departments, and Council as appropriate.

B. Filling Council Vacancies or Extended Absences

1. Filling a Vacancy

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

2. Procedures for Filling a Council Vacancy

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

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

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

c) *Special Meeting, Executive Session, set for . [RCW 42.30.110(1)(h)]*
6:00 p.m. Council will meet and adjourn to executive session to review and discuss all of the applications. After the review and discussion, Council will return to Council Chambers and the Special Meeting will be adjourned.

d) *Regular Meeting, same evening as above Special Meeting. [RCW 42.30.110(1)(h)]*
7:00 p.m. Council will meet in open session and part of this agenda will include selection of applicants to interview. Selection will be by nomination and second. A vote will be taken and candidates receiving three or more votes will be interviewed. Immediately after this Council meeting or as soon as practicable, the Clerk will send a list of potential questions to all those to be interviewed.

e) *Regular or Special Meeting, . [RCW 42.30.110(1)(h)]*
The interviews will be conducted during an open Council meeting. Each interview will be a maximum of 30 minutes.

f) *Executive Session set for [RCW 42.30.110(1)(h)]*
Council will meet and adjourn to executive session (closed session) to discuss qualifications of the applicants. After the discussion.

g) *Regular or Special Meeting, same evening as above[RCW 42.30.110(1)(h)]*
Council will meet in open session and the agenda will include a vote to fill the vacancy. Upon selection of the new Councilmember, that person will be sworn in by the City Clerk, and take their seat at the dais.

3. Interview Questions/Process:

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

4. Nomination and Voting Process:

a) *NOMINATION PROCESS.*
Councilmembers may nominate an applicant to fill the vacancy. A second is required. If no second is received, that applicant shall not be considered further unless no applicant receives a second, in which case all applicants who were nominated may be considered again. Once the

nominations are given, **the Mayor will close the nominations and Council will proceed to vote**.

b) *Voting Process*

RCW 42.12.070 states that where one position is vacant, **the remaining members** of the governing body shall **appoint** a qualified person to fill the vacant position. By adoption of this policy, Council has chosen the following process for making such appointment:

A vote for an applicant shall be by voice or raised hand.

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

Round One Vote:
The applicant receiving the majority of votes will be the new Councilmember.
If no applicant receives a majority of votes from the City Council, then the three applicants receiving
the most affirmative votes would be considered in a second round.

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

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

c) *Seating of New City Councilmember:*

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

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

I. Filling a Vacancy

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

PROCEDURE FOR FILLING A MAYORAL VACANCY

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

1. Candidates
The City Council will appoint a new mayor from among the members of the City Council.

2. Special Meeting, Executive Session, set for _____. [RCW 42.30.110(1)(h)]
At 6:00 p.m. prior to the next regularly scheduled Council meeting, the Council will meet to solicit interest from councilmembers and adjourn to executive session to review and discuss all of the councilmembers interested in serving as mayor. After the review and discussion, Council will return to Council Chambers and the Special Meeting will be adjourned.

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

6:00 p.m. Council will meet in open session and part of this agenda will include the appointment of a new mayor. The nomination and voting process is detailed at Section A, below.

A. Nomination and Voting Process:

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

2. VOTING PROCESS. By adoption of this policy, Council has chosen the following process for making such appointment:

a. A vote for an applicant shall be by voice or raised hand.

b. The vacancy can only be filled when **a majority of the whole City Council affirmatively votes** for the applicant, i.e. if five City Councilmembers are present, this would require at least four City Councilmembers voting for an applicant. If subsequent rounds of voting are needed, each round of voting follows the same process. The Mayor-Pro-Tem may ask for Council discussion between voting rounds.

Round One Vote:
The applicant receiving the majority of votes will be the new Mayor.
If no applicant receives a majority of votes from the City Council, then the three applicants receiving
the most affirmative votes would be considered in a second round.

Round Two Vote:
Round Two shall proceed the same as Round One. If one of the three applicants still fails to receive a majority of affirmative votes, then the two applicants of the three who received the most affirmative votes would then be considered in a third round; or if there are only two

applicants and they receive tie votes, a third round will be taken. Councilmembers may change their vote between rounds.

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

D. Seating of the New Mayor:

1. Once an applicant either has received a majority of votes or wins the coin flip, the City Clerk shall administer the oath of office, and the new Mayor will be officially seated as Mayor.

1. Legislative Agenda

Councilmembers work each year (or sometimes every two years) to draft a "legislative agenda" to address Council ideas, suggestions and specific legislative programs in terms of upcoming or pending legislative activity in Olympia that would or could have an effect on our City. Additionally, Councilmembers have the option of creating a similar legislative agenda to address concerns on a national level.

2. Ballot Measures:

a) State Law

RCW 42.17A 555. State law has enacted statutory prohibitions (with limited exceptions) against the use of public facilities to support or oppose ballot propositions:

"*No elective official nor any employee of his or her office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. However, this does not apply to the following activities:*

(1) Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view.

(2) A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;

(3) Activities which are part of the normal and regular conduct of the office or agency." [emphasis added]

b) City's Implementation of RCW 42.17A.555:

In the City's implementation of RCW 42.17A.555, the City Council shall not, during any part of any Council meeting, consider requests from outside agencies for Council to support or oppose ballot measures; nor will Council permit any public comment on any proposed or pending ballot issue, whether or not such comments seek endorsement or are just to inform Council of upcoming or proposed ballot issues; nor shall Councilmembers disseminate ballot-related information.

c) Providing Informative Materials to Council

The requestor has the option of mailing materials to individual Councilmembers via the United States Postal Office. Because even the use of e-mail for ballot purposes could be construed as use of public facilities and could be interpreted as being in violation of RCW 42.17A.555, materials should be sent via regular mail through the United States Postal Office. Information shall be objective only and not soliciting a pro or con position.

d) Public Comment.

Council has chosen not to support or oppose ballot issues as those are left to the will of the people voting. The use of any of the City's facilities including the use of the Council chambers and/or broadcast system would likely be construed as being in violation of RCW 42.17A.555 and therefore, general public comment on ballot issues, or proposed ballot issues will not be permitted.

CHAPTER 3 – Council Contacts



A. Citizen Contact/Interactions Outside of a Council Meeting

Per state law, all documents, files, communications and messages created, reviewed or altered that are related to the conduct of City business, regardless of format, are property of the City. As a result, these documents, files, communications and messages are not private or confidential unless otherwise noted in the Revised Code of Washington. The City reserves the right to request, access, monitor, and disclose the contents of electronic messages and any record, regardless of format, related to the conduct of City business on City-issued or personal devices that Council members use. Council members should have no expectation of privacy in either sending or receiving electronic messages, or other information on the Internet, City network or other electronic media related to City Business whether done on their own personal device or on a City issued device. The City may review the public records for legal exemption or redaction pursuant to the Public Records Act RCW 42.56 or other applicable state or federal laws and may provide third party notice providing affected parties the opportunity to file for a court order to prevent or limit disclosure.

1. Concerns, Complaints and Suggestions to Council

When citizen concerns, complaints or suggestions are brought to any, some, or all Councilmembers, the Mayor shall, in consultation with the City Administrator, first determine whether the issue is legislative or administrative in nature and then:

If legislative, and a concern or complaint is about the language or intent of legislative acts or suggestions for changes to such acts, and if such complaint suggests a change to an ordinance or resolution of the City, the Mayor and City Supervisor may refer the matter to a future Council agenda for Council's recommendation in forwarding the matter to a committee, administration, or to the Council for study and recommendation.

If administrative, and a concern or complaint regards administrative staff performance, execution of legislative policy or administrative policy within the authority of the Executive Branch, the complaint is referred directly to the Mayor and/or City Administrator for review, if said complaint has not been so reviewed. The City Council may direct that the Mayor/City Administrator brief the Council when the response is made.

2. Administrative Complaints Made Directly to Individual Councilmembers

When administrative policy or administrative performance complaints are made directly to individual Councilmembers, the Councilmember shall then refer the matter directly to the Mayor or City Administrator for review and/or action. The individual Councilmember may request to be informed of the action or response made to the complaint.

Although citizens' direct access to elected officials is to be encouraged to help develop public policy, City Councilmembers should not develop a "personal intervention" pattern in minor calls for service or administrative appeals which may actually delay a timely customer service response. The best policy is to get the citizen into direct contact with customer service unless an unsatisfactory result has occurred in the past. In that case, refer to the paragraph above.

3. Social Media

Councilmembers shall not use their personal social media platforms as a mechanism for conducting official City business. Personal social media accounts should be identified by the Councilmember as such and a disclaimer added that indicates the views expressed are those of the individual member, not those of the City. Examples of what may not be communicated through the use of personal social media platforms include making policy decisions, official public noticing, and discussing items of legal or fiscal significance to the City. Social media accounts created specifically for the purpose of communicating with constituents must be retained as public records using SMARSH. As with telephone and e-mails,

communication between and among Councilmembers via social media could constitute a "meeting" under the Open Public Meetings Act, and for this reason, Councilmembers are strongly discouraged from "friending" other Councilmembers.

4. Text Messages

Text Messages generated or received by individual Councilmembers for conducting City business on any personal device whether issued by the City or not, are subject to public disclosure laws and records retention schedules. Text messages must be retained and archived according to City and State retention schedules. Councilmembers are responsible for preserving all City business records on their personal devices, systems and servers.

B. Staff Contacts and Interactions

1. Role of the City Administrator

The City Administrator is the chief appointed officer of the City of Sedro-Woolley. The City Administrator reports to the Mayor and is directly accountable to the Mayor and City Council for the execution of the City Council's policy directives, and for the administration and management of all City departments.

2. City Staff Attendance at Meetings

The City Administrator or his/her designee shall attend all meetings of the City Council, unless excused by the Mayor or Council.

3. City Clerk – Minutes

The City Clerk, or in the Clerk's absence the Deputy City Clerk, shall keep minutes as required by law, and shall perform such other duties in the meeting as may be required by the Council or Mayor. In the absence of the City Clerk and the Deputy City Clerk, the City Clerk shall appoint a replacement to act as Clerk during the Council meeting. The Clerk shall keep minutes which identifies the general discussion of the issue and complete detail of the official action or agreement reached, if any. As a rule and when possible and practical, regular meetings, or those Council meetings held at 6 p.m. on Wednesdays, (includes only formal format meetings) shall be both audio and video-recorded. Executive Sessions shall not be video or audio recorded.

Original, signed and approved minutes shall be kept on file in the City Clerk's office and archived according to State Record Retention Schedules. Copies of the approved minutes shall also be posted on the City's website as soon as practical after such minutes are approved and signed. Whenever possible, video recordings of Council meetings shall be posted on the City's website.

4. Administrative Interference by Councilmembers

Neither the Council nor any of its committees or members shall direct or request the appointment of any person to, or his/her removal from, any office by the Mayor or any of his/her subordinates. Except for the purpose of inquiry, the Council and its members shall deal with the administrative branch solely through the Mayor and/or City Administrator and neither the Council nor any committee or member thereof shall give any directives, tasks, or orders to any subordinate of the Mayor, either publicly or privately; provided, however, that nothing herein shall be construed to prohibit the Council, while in open session, from fully and freely discussing with the Mayor and/or City Administrator anything pertaining to appointments and removals of City officers and employees and City affairs.

5. Informal Communications Encouraged

Members of the Council are encouraged to interact informally and casually with City staff for the purpose of gathering information, obtaining explanations of policies and programs or providing incidental information to staff relevant to their assignment. Such informal contacts can serve to promote better understanding of specific City functions and problems. However, Councilmembers must be careful in such interaction to avoid giving direction or advice to members of City staff. While maintaining open lines of communication, City staff responding to information requests from Councilmembers will inform their supervisor of such contact and provide the supervisor with the same information shared with the Councilmember.

CHAPTER 4 – Hearings



A. General Public Hearings

1. Purpose

Legislative public hearings are hearings held to obtain public input on legislative decisions on matters of policy. Legislative public hearings are required by state law when a city or county addresses matters such as comprehensive land use plans, or the annual budget. They are generally less formal than quasi-judicial public hearings. They do not involve the legal rights of specific, private parties in a contested setting, but rather affect a wider range of citizens or perhaps the entire jurisdiction. The wisdom of legislative decisions reached as a result of such hearings is not second-guessed by the courts; if challenged, they are reviewed only to determine if they are constitutional or violate state law. For example, a court will not review whether the basic budgetary decisions made by a city were correctly made.

2. Legislative Public Hearings

State statutes do not specify how public hearings should be conducted. Because legislative hearings are generally informal, the main concern is to provide an opportunity for all attending members of the public to speak if they so desire. Time limits should be placed on individual comments if many people are intending to speak, and the public should be advised that comments must relate to the matter at hand. The "ground rules" for the conduct of the hearing may be stated by the Presiding Officer at the beginning of the hearing:

a) All public comments shall be made from the speaker's podium, shall be directed to the Mayor and Council, and any individual making comments shall first give their name and city of residence. This is required because an official recorded transcript of the public hearing is being made.
b) No comments shall be made from any other location, and anyone making "out of order" comments shall be subject to removal from the meeting.
c) Unless otherwise determined by the Presiding Officer, all comments by the public shall be limited to three minutes per speaker.
d) There will be no demonstrations, applause or other audience participation, before, during or at the conclusion of anyone's presentation. Such expressions are disruptive and take time away from the speakers.
e) Unless read and/or handed in by the individual speaker during the public hearing, previously received written public comments will be read by the City Clerk at the pleasure of the Mayor. In the interest of time, the Mayor may limit the reading of such comments, to the Clerk reading whom the letter or written material is from, and if easily discernible, whether that person is for or against the issue at hand. All written comments become an official part of the record.
f) These rules are intended to promote an orderly system of holding a public hearing, to give persons an opportunity to be heard, and to ensure that individuals are not embarrassed by exercising their right of free speech.

The Presiding officer declares the public hearing on _____(topic) open, notes the time for such opening, and asks staff to make their presentation.

After staff presentations, the Presiding Officer calls for public comments.

The Presiding Officer asks if any members of Council have questions of any of the speakers or staff. If any Councilmember has questions, the appropriate individual will be recalled to the podium.

The Presiding Officer declares the public hearing closed and notes the time for such closing.

B. Quasi-Judicial Hearings

1. Purpose

Quasi-judicial public hearings involve the legal rights of specific parties, and the decisions made as a result of such hearings must be based upon and supported by the "record" developed at the hearing. Quasi-judicial hearings are subject to stricter procedural requirements than legislative hearings. Most quasi-judicial hearings held by local government bodies involve land use matters, including site specific rezones, preliminary plats, variances, and conditional uses. (*MRSC Public Hearings When and How to Hold Them by Bob Meinig, MRSC Legal Consultant August 1998)*

2. Specific Statutory Provisions

a) Candidates for the City Council may express their opinions about pending or proposed quasi-judicial actions while campaigning, per RCW 42.36.04015, except that sitting Councilmembers shall not express their opinions on any such matter which is or may come before the Council.

b) Ex-parte communications should be avoided whenever possible. During the pendency of any quasi-judicial proceeding, no Councilmember may engage in ex parte communications with proponents or opponents about a proposal involved in the pending proceeding unless the Councilmember: (1) places on the record the substance of such verbal or written communications; and (2) provides that a public announcement of the content of the communication and of the parties' rights to rebut the substance of the communication shall be made at each hearing where action is taken or considered on the subject. This does not prohibit correspondence between a citizen and his or her elected official if the correspondence is made a part of the record, when it pertains to the subject matter of a quasi-judicial proceeding. (RCW 42.36.06016)

c) Procedure On Application. Any person making application for any action leading to a quasi-judicial hearing before the Planning Commission and/or City Council shall be provided with a document containing the following information: (1) the names and address of all members of the City Council, and the Planning Commission, (2) a statement that public disclosure information is available for public inspection regarding all such Councilmembers, and (3) a statement that if the applicant intends to raise any appearance of fairness issue, the applicant should do so at least two weeks prior to any public hearing, if the grounds for such issue are then known and in all cases, no later than before the opening of the public hearing. The applicant shall sign a receipt for such document.

3. Appearance of Fairness Doctrine

a) "The test of whether the Appearance of Fairness Doctrine has been violated is ... as follows: Would a disinterested person, having been apprised of the totality of a board member's personal interest in a matter being acted upon, be reasonably justified in thinking that partiality may exist? If answered in the affirmative, such deliberations, and any course of conduct reached thereon, should be voided." Swift vs. Island County, 87 Wn.2d 348 (1976); Smith vs. Skagit County, 75 Wn.2d 715 (1969).

b) Types of Hearings to Which the Doctrine Applies. The Appearance of Fairness Doctrine shall apply only to those actions of the Council which are quasi-judicial in nature. Quasi-judicial actions are defined as actions of the City Council which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested proceeding. Quasi-judicial actions do not include the legislative actions adopting, amending, or revising comprehensive, community, or neighborhood plans or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide (versus site-specific) significance (RCW 42.36.01017). Street vacations are typically legislative actions, unless clearly tied to, and integrated into, a site-specific development proposal which is quasi-judicial in nature.

c) Obligations of Councilmembers - Procedure.

1. Immediate self-disclosure of interests that may appear to constitute a conflict of interest is hereby encouraged. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Councilmember or a Councilmember's business associate, or a member of the Councilmember's immediate family. It could involve ex parte (outside the hearing) communications, ownership of property in the vicinity, business dealings with the proponents or opponents before or after the hearing, business dealings of the Councilmember's employer with the proponents or opponents, announced predisposition, and the like. Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If the answer is in the affirmative, no matter how remote, the Councilmember should disclose such facts to the Mayor who will seek the opinion of the City Attorney as to whether a potential violation of the Appearance of Fairness Doctrine exists. The Mayor and/or City Attorney shall communicate such opinion to the Councilmember.
2. Anyone seeking to disqualify a Councilmember from participating in a decision on the basis of a violation of the Appearance of Fairness Doctrine must raise the challenge as soon as the basis for disqualification is made known, or reasonably should have been made known, prior to the issuance of the decision. Upon failure to do so, the doctrine may not be relied upon to invalidate the decision consistent with state law. The party seeking to disqualify the Councilmember shall state with specificity the basis for disqualification; for example: demonstrated bias or prejudice for or against a party to the proceedings, a monetary interest in outcome of the proceedings, prejudgment of the issue prior to hearing the facts on the record, or ex parte contact. Should such challenge be made prior to the hearing, the City Attorney shall interview the Councilmember and render an opinion as to the likelihood that an Appearance of Fairness Doctrine violation would be sustained in Superior Court. Should such challenge be made in the course of a quasi-judicial hearing, the Councilmember shall either recuse him/herself or the Mayor shall call a recess to permit the City Attorney to make such interview and render such opinion.
3. The Mayor shall have authority to request a Councilmember to excuse him/herself on the basis of an Appearance of Fairness Doctrine violation. Further, if two or more Councilmembers believe that an Appearance of Fairness Doctrine violation exists, such individuals may move to request a Councilmember to excuse him/herself on the basis of an Appearance of Fairness Doctrine violation. In arriving at this decision, the Mayor or other Councilmembers shall give due regard to the opinion of the City Attorney.

d) When Council conducts a hearing to which the Appearance of Fairness Doctrine applies, the Mayor (or in the case of a potential violation by that individual, the Mayor Pro Tem) will ask if any Councilmember knows of any reason which would require such member to excuse themselves pursuant to the Appearance of Fairness Doctrine. The form of the announcement is as follows:

All Councilmembers should now give consideration as to whether they have:

1. A demonstrated bias or prejudice for or against any party to the proceedings;
2. A direct or indirect monetary interest in the outcome of the proceedings;
3. A prejudgment of the issue prior to hearing the facts on the record; or
4. Had ex parte contact with any individual, excluding administrative staff, with regard to an issue prior to the hearing. If any Councilmember should answer in the affirmative, then the Councilmembers should state the reason for his/her answer at this time, so that the Chair may inquire of administration as to whether a violation of the Appearance of Fairness Doctrine exists.

CHAPTER 5 - Disclaimer



A. Disclaimers

1. Purpose

These City Council Rules of Procedure are designed to provide guidance for the City Council. They are not to be considered restrictions or expansions of City Council authority. These rules have been prepared from review of many statutes, ordinances, court cases and other sources but they are not intended to be an amendment or substitute for those statutes, ordinances, court decisions or other authority.

2. Use

No action taken by a Councilmember or by the Council which is not in compliance with these rules, but which is otherwise lawful, shall invalidate such Councilmember's or Council action or be deemed a violation of oath of office, misfeasance or malfeasance. No authority other than the City Council may enforce these rules or rely on these rules. Failure of the City Council to follow any of these rules shall be considered a Council decision to waive such rule. No notice of such waiver need be given.

3. Reliance

Public Use or Reliance Not Intended. Because these rules are designed to assist the City Council and not to provide substantive rules affecting constituents, it is expressly stated that these rules do not constitute land use regulations, official controls, "appearance of fairness rules," public hearing rules, or other substantive rules binding upon or to be used by or relied upon by members of the public. These rules do not amend statutory or other regulatory (such as ordinance) requirements.

Appendix

Appendix A: Definitions

Action: All transactions of a governing body's business, including receipt of public testimony, deliberations, discussions, considerations, reviews, and evaluations, as well as "final" action. [RCW 42.30.010[18], 42.30.020(3)[19]].

Codified: The process of forming a legal code (i.e., a codex or book of laws) by collecting and including the laws of a jurisdiction or municipality.

Consensus: A collective judgment or belief; solidarity of opinion: *"The consensus of the group was that they should meet twice a month.* General agreement or harmony. [*Random House Webster's College Dictionary*, April 2001] [Wikipedia: explains it as a group decision making process; not necessarily the agreement. In other words, the question to the group is: "Is this something you can live with?" or, Does anyone object?] It is not unanimity, but more a process for deciding what is best overall. Members of the group reach a decision to which they **consent** because they know it is the best one overall. It differs from voting which is a procedure for tallying preferences. Sometimes knowing there will be an up-down vote at the end often polarizes the discussion. It does not require each member of the group to justify their feelings. [Taken from: *Consensus Is Not Unanimity: Making Decisions Cooperatively, by Randy Schutt."]* Similar to a type of verbal "show of hands" on who feels particularly strong on this?" Sometimes thought of as preliminary approval without taking final "action." A show of hands is not an action that has any legal effect. ["Voting and Taking Action in Closed Sessions" by Frayda Bulestein.]

Ex-parte: from a one-sided or partisan point of view; on the application of one party alone. An ex-parte judicial proceeding is conducted for the benefit of only one party. Ex-parte may also describe contact with a person represented by an attorney, outside the presence of the attorney.

Motion: An enacted motion is a form of action taken by the Council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law, and where such motion is not in conflict with existing state or federal statutes, City ordinances or resolutions.

Ordinance: An enacted ordinance is a law passed [enacted] by a municipal organization legislatively prescribing specific rules of organization or conduct relating to the corporate affairs of the municipality and those citizens and businesses therein. Council action shall be taken by ordinance when required by law, or where prescribed conduct may be enforced by penalty. Special ordinances such as adopting the budget, vacating a street, amending the Comprehensive Plan and/or Map, and placing a matter on an election ballot, including general obligation bonds, are not codified into the City's municipal code.

Resolution: An enacted resolution is an administrative act which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

Regular Meeting: Any Council meeting that meets in the Sedro-Woolley City Council Chambers or the Fire Department Training Room on the First, Second and Fourth Wednesdays at 7:00 p.m. shall be deemed a "regular meeting."

Social Media: A term used to define the various activities that integrate technology, social interaction and content creation. Through social media, individuals or collaborations of individuals create on-line web content, organize content, edit or comment on content, combine content, and share content. Social media uses many technologies and forms including syndicated web feeds, weblogs (blogs), wiki, photo-sharing, video-sharing, podcasts, and social networking. (From MRSC, and Social Media and Web2.0 in Government, WebContent.gov)

Appendix B: Frequently Used Acronyms

ADA - Americans with Disabilities Act

ADT - Average Daily Traffic

ATF - Bureau of Alcohol, Tobacco & Firearms

AWC - Association of Washington Cities

BOCC - Board of County Commissioners

CAFR - Comprehensive Annual Financial Report

CDBG - Community Development Block Grant

CIAW - Cities Insurance Authority of Washington

CIP - Capital Improvement Plan

CTED - Community, Trade, & Economic Development (now Department of Commerce)

CUP - Conditional Use Permit

DEIS - Draft Environmental Impact Statement

DEM - Department of Emergency Management

DNR - Department of Natural Resources

DNS - Declaration of Non-Significance

DOE - Department of Ecology; Department of Energy

DOT - Department of Transportation

E911 - Enhanced 911

EA - Environment Assessment

EDASC - Economic Development Alliance of Skagit County

EEO/AA - Equal Employment Opportunity/Affirmative Action

EEOC - Equal Employment Opportunity Commission

EIS - Environmental Impact Statement

EOE - Equal Opportunity Employer

EPA - Environmental Protection Agency

ERU - Equivalent Residential Unit (for measuring sewer capacity and demand)

F & WS - Federal Fish & Wildlife Service

FAA - Federal Aviation Administration

FCC - Federal Communications Commission

FEIS - Final Environmental Impact Statement

FEMA - Federal Emergency Management Agency

FICA - Federal Insurance Contribution Act

FIRM - Flood Insurance Rate Maps
FLSA - Fair Labor Standards Act**FMLA** - Family Medical Leave Act

GAAP - Generally Accepted Accounting Principles

GASB - Governmental Accounting Standards Board

GIS - Geographic Information System

GMA - Growth Management Act

GPM - Gallons Per Minute

HOV - High-Occupancy Vehicle

HR - Human Resources

HUD - Housing & Urban Development (Department of)

ICMA - International City/County Management Association

L & I - Labor & Industries (Department of)

LID - Local Improvement District

MGD - Million Gallons per Day

MOA - Memorandum of Agreement

MOU - Memorandum of Understanding

MPO - Metropolitan Planning Organization

MRSC - Municipal Research Services Center

NEPA - National Environment Policy Act

NIMBY - Not In My Backyard

NPDES - National Pollutant Discharge Elimination System

PE - Preliminary Engineering; Professional Engineer

PERC - Public Employment Relations Commission

PMS - Pavement Management System

PPE - Personal Protective Equipment

PPM - Parts Per Million; Policy & Procedure Manual

PUD - Public Utility District

PW - Public Works

QA - Quality Assurance

RCW - Revised Code of Washington

REET - Real Estate Excise Tax

RONR - *Robert's Rules of Order Newly Revised*

ROW - Right of Way

SAO - State Auditor's Office

SBA - Small Business Administration

SEPA - State Environmental Policy Act
SMA - Shorelines Management Act**SWAC** - Solid Waste Advisory Committee

TIB - Transportation Improvement Board

TIP - Transportation Improvement Program

TMDL - Total Maximum Daily Load

UBC - Uniform Building Code

UFC - Uniform Fire Code

UGA - Urban Growth Area

WAC - Washington Administrative Code

WACO - Washington Association of County Officials

WCMA - Washington City/County Management Association

WSDOT - Washington State Department of Transportation

WSP - Washington State Patrol

WUTC - Washington Utilities & Transportation Commission

WWTP - Wastewater Treatment Plant

Endnotes:

[1] RCW 42.30.110 – Open Public Meeting Act, Executive Sessions

[2] RCW 42.30.140- Open Public Meeting Act,

[3] RCW 35A.13.035- Optional Municipal Code (35A) – Council-manager plan of government

[4] RCW 42.52 – Ethics in Public Service

[5] RCW 42.56 – Public Records Act

[6] RCW 35A.12.160 Optional Municipal Code (35A) – Council manager plan of government; public notice of hearings and meeting agendas

[7] RCW 35A.13.170 – Optional Municipal Code (35A) – Council manager plan of government; council meetings – quorum, rules - voting

[8] RCW 35A.12.110 – Council meetings, shall meet regularly, at least once a month.

[9] RCW 35A.12.110 – ibid.

[10] RCW 42.30.080 - Open Public Meetings Act, Special Meetings, procedures for calling Special Meetings

[11] RCW 35A.12.060 – A council position shall become vacant if the councilmember fails to attend three consecutive regular meetings of the council without being excused by the council.

[12] RCW 35A.13.190 – Ordinances, emergencies, may be effective upon adoption if passed by a majority plus one of the whole membership of the council and have the ordinance designated as a public emergency; but such ordinance may not levy taxes, grant, renew or extend a franchise, or authorize the borrowing of money.

[13] RCW 35A.12.050 – Vacancies

[14] RCW 35A.12.050 – ibid.

[15] RCW 42.36.040 – Appearance of Fairness – public discussion by candidate for public office

[16] RCW 42.36.060 – Quasi-judicial proceedings, ex-parte communications prohibited, exceptions.

[17] RCW 42.36.010 Appearance of fairness doctrine – local land use decisions.

[18] RCW 42.30.010 - Open Public Meetings Act; legislative declaration. It is the intent of this chapter that their actions be taken openly and that their deliberations be conducted openly.

[19] RCW 42.30.020(3) – Definitions – defines “action”

City Council Agenda Item

Agenda Item No.: f.1.

Date: January 14, 2026

From: Dan McIlraith, Police Chief

Subject: Swearing In - Officer James Deakins

RECOMMENDED ACTION:
Officer James Deakins being sworn in.

BACKGROUND/SUMMARY INFORMATION:
Graduated from the Basic Law Enforcement Academy on December 17th and is now on patrol shift in field training.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:
None

City Council Agenda Item

Agenda Item No.: g.1.

Date: January 14, 2026

From: Julia Johnson, Mayor, Frank Wagner, Fire Chief, Charlie Bush, City Administrator, Bill Bullock, Public Works Director

Subject: December 2025 Winter Storm Report - Flood, Wind, and Rain

RECOMMENDED ACTION:

N/A

BACKGROUND/SUMMARY INFORMATION:

This will be a briefing regarding the City's storm response and planned future actions from lessons learned.

The City's Emergency Operations Center (EOC), operated in accordance with the City's adopted Comprehensive Emergency Management Plan, activated for the first time since 2021's flood event. That was a short activation, at Level 2 in our emergency plan (lower level activation) lasting a few days with minimum staffing. Given the ominous flood forecast with this storm of floodwaters potentially at 40 to 50 feet at the Mount Vernon gauge, which would have exceeded the 100-year flood level, this activation was significantly longer. It began on Monday, December 8 with a Level 2 activation and a Flood Emergency Proclamation by Mayor Johnson. The EOC went to Level 1,with a full in-person 24-hour activation, in the morning on Wednesday, December 10. It remained at Level 1 through the middle of the morning on Friday, December 12th, when it went back to Level 2. The EOC remained at a Level 2 activation until the morning of Wednesday, December 17th. Staff left the EOC set up and in place, to allow for a hot start should the forecast worsen, until the morning of Friday, December 19th. The EOC served as a hub for community communication, evacuations, sheltering, storm response, planning, and initial disaster recovery, coordinated with the County's larger scale response. Some actions coordinated by the EOC included evacuation of several vulnerable population facilities (and then moving one back when danger had passed), extensive public information, active coordination with local partners, support for sheltering and donation management, active flood monitoring with contingency plans developed and in place, logistical support for sandbagging operations, close coordination with United General to support the hospital remaining open with floodwaters nearby, and evacuation support. The EOC ran two 12 hour shifts during 24 hour operations.

City staff began working to improve emergency response capabilities earlier in 2025 and, while not as prepared as everyone would have preferred, performed well. The City's team included a mix of experienced emergency response professionals and some staff experiencing their first career disaster response. The experience realized through this response made our team stronger and provided a list of

items where we will continue to improve. Our debrief revealed the following themes:

Went Well

- Internal and Community Partner Communication
- External Communication
- Wastewater Treatment Plant Monitoring
- Drone Footage
- Evacuations/Relocation of Vulnerable Populations
- Staff Performance

Opportunities for Improvement

In the Sedro-Woolley EOC

- Communications
- Staff deployment and development
- Additional policies needed
- Resource lists needed
- Additional personal preparedness training

Communication/Coordination with the County Department of Emergency Management

- Lack of organization/structure for periods of the response by the County
- Need a clear point of origin for providing resource requests, in general points of contact were confusing
- Some information put out by the County was too complex, or too simple, creating issues locally
- Business-related communication from the County and Red Cross was intermittent
- A more coordinated plan is needed for sand and sand bags
- It would be helpful for the County to restore the Public Information Officer (PIO) network

Shelters and Donation Management (both County and City)

- Better plan for donations and volunteers, particularly in kind and large volume - determine how to move perishable foods
- Inventory donations and shelters
- Shelter fragmentation
- Animal sheltering (and volunteers to run them)
- Have our shelters in one place, and animals in shelters, determine a location
- Possibly the fairgrounds could be a location for animals, or the rodeo grounds could be used

Other Items

- Better traffic control for congested areas (ex. Collins and Cook with State Route 20 closure) - County and City
- Monitor future conditions for Gages Slough if Burlington or Dike District 12 begin to make improvements - City

How the Council can help:

- Generator for City Hall, Police, and Fire - At the time that City Hall was constructed, the City removed a generator for the building from the project. Police and Fire have a limited generator that is at the end of its useful life. For a building that is essential for emergency response, this creates an operational barrier. Had the power gone out during EOC operations, we could have had to leave the building and go to Fire Station 2, which would have delayed our ability to serve the public and our partners by several hours. At Station 2, we would be operating out of the fire bays or in an unheated storage building. We've been talking about this issue internally throughout 2025 and have developed a project that would provide a sufficient generator to serve Police, Fire, and City Hall.

- Skagit County Department of Emergency Management (DEM) Interlocal Agreement - Revisions are being negotiated to the current agreement. Once complete, it will be brought before the City Council for consideration.

- Comprehensive Emergency Management Plan (CEMP) Revisions - We will be bringing forward a revised plan for Council review during the first half of 2026. We are working to capture lessons from this disaster and to reflect them in our plan, where needed.

- Hazard Mitigation Plan Annex Update - We are an annex within the County's Hazard Mitigation Plan. We recently drafted an update that is under review and will be coming to Council for final action.

- Policy Support - Some of the policies that we are developing for emergency response may need to come before City Council. We would appreciate your support on them.

- EOC Software - We have been considering some options to help our EOC run more efficiently. Ideally we would share a system with the County. Depending upon the scale of the system needed, this item may come before Council.

- EOC Facility Improvements - We are likely to have some small scale projects to include in the budget that will improve how the EOC functions.

- EOC Technology Upgrades - We have plans to eventually upgrade the City Council Chambers and to move equipment from there to the EOC. As we get to the point of bringing investments before Council, we would appreciate your support.

- Emergency Management Staffing - Chief Wagner proposed an Emergency Management Coordinator/Fire Marshall position in the 2025-2026 budget. We unfortunately could not afford it at the time. At some point in the future, we anticipate revisiting this request and your support would greatly assist our capabilities in this area.

- Public Safety Drones - We have been developing our concepts for deploying drones for public safety purposes. Drones would be helpful for regular operations, but the same drones would also be highly effective for emergency management uses.

- Wastewater Plant Upgrade Flood Protection - Additional flood protection will be designed into the plant upgrade. Council support for those improvements will be critical to supporting the plant's ability to weather future floods.

FISCAL IMPACT, IF APPROPRIATE:

The City's preliminary damage assessment of this incident concluded that the City suffered at total of $225,944 in damage from this disaster. This breaks down to the following areas:

- $60,944 for protective measures - costs incurred to protect lives and property
- $165,000 for parks and other damages - mainly Riverfront Park damage and the Fire Training Center

The City dedicated 1,169 hours of staff time, representing $104,636 in pay, to this disaster response. Much of this expense was already in the budget to pay employees, but some overtime was incurred. Of the $104,636, $86,774 was straight time (not overtime or other higher pay time). The remainder, totaling $17,862, can potentially be reimbursed as a part of this disaster. That number is reflected in protective measures above.

ATTACHMENTS:
None

City Council Agenda Item

Agenda Item No.: 1.1.

Date: January 14, 2026

From: Charlie Bush, City Administrator

Subject: 2025-224-ILA - Skagit County - STAR Center Startup Funding - 2nd Read

RECOMMENDED ACTION:

Motion to authorize Mayor Johnson to execute Interlocal Agreement 2025-224-ILA, a STAR Center opioid funding contract with Skagit County allocating 80% of the City's current opioid funding balance.

BACKGROUND/SUMMARY INFORMATION:

An agreement that provides funding directly to the STAR Center would take the form of an interlocal agreement between Skagit County, the contract manager for STAR Center service delivery, and the City of Sedro-Woolley. Sedro-Woolley staff drafted the contract, which County staff have reviewed. The agreement, if approved, would provide approximately 80% (about $80,000) of the City's current opiod funds going to the STAR Center to help cover start-up costs.

FISCAL IMPACT, IF APPROPRIATE:

80% of the City's current opioid funding balance.

ATTACHMENTS:

1. 2025 Contract Sedro Woolley STAR Center Services Final

INTERLOCAL COOPERATIVE AGREEMENT

BETWEEN

SKAGIT COUNTY

AND

CITY OF SEDRO WOOLLEY

THIS AGREEMENT is made and entered into by and between the City of Sedro Woolley ("City") and Skagit County, Washington ("County") pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

1. PURPOSE: The purpose of this interlocal agreement is to formalize the relationship of the City and the County regarding the provision of STAR Center services to the City. Skagit County is developing the STAR Center, a crisis stabilization center in Sedro-Woolley. The STAR Center has a funding shortfall to cover its opening expenses. It is in the best interest of Skagit County, neighboring cities, and the City of Sedro-Woolley to close this funding gap and ensure the successful opening and operation of the STAR Center to better serve area residents.

2. RESPONSIBILITIES: The County shall deliver the following STAR Center services to the City:

> Responsibly steward the funding provided by the City for STAR Center opening expenses, charging no overhead for administration of said funds and realizing a successful opening of the STAR Center and a successful first year of operation.

3. TERM OF AGREEMENT: The term of this Agreement shall be from January 14, 2026 through December 31, 2026.

4. MANNER OF FINANCING: The City shall compensate the County eighty (80) percent of its current fund balance of opioid settlement funds. Payment by the City will be made within thirty days from date of billing notice.

5. 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.

5.1 The County's representative shall be Skagit County Public Health Division Manager, George Kosovich.

5.2 The City's representative shall be City Administrator, Charlie Bush.

6. TREATMENT OF ASSETS AND PROPERTY: No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

7. INDEMNIFICATION: 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. Each party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, or those of its officers, agents, elected officials, volunteers or employees to the fullest extent required by the law, and agrees to save, indemnify, defend, and hold the other party harmless from any such liability. In the case of negligence of both the City and Skagit County, damages allowed shall be levied in proportion to the percentage of negligence attributable to each party, and each party shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to the other party. This indemnification clause shall also apply to any and all causes of action arising out of the performance of work activities under this Agreement.

8. TERMINATION: Any party hereto may terminate this Agreement upon thirty (30) days notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

9. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS: The Agreement may be changed, modified, amended or waived only by written agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

10. SEVERABILITY: In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

11. ENTIRE AGREEMENT: This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by

reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

FOR CITY OF SEDRO-WOOLLEY:

_____
Julia Johnson, Mayor
(Date _____)

_____
Kelly Kohnken, Finance Director

Mailing Address:
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley WA 98284

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

City Council Agenda Item

Agenda Item No.: 1.2.

Date: January 14, 2026

From: Julia Johnson, Mayor, Charlie Bush, City Administrator, Paul Cocke, Council Member

Subject: 2025-219-ILA - Skagit County, Anacortes, Mount Vernon, and Burlington - North Star Collaborative - 2nd Read

RECOMMENDED ACTION:

Motion to authorize Mayor Johnson to execute Interlocal Agreement 2025-219-ILA - Skagit County Anacortes, Mount Vernon, and Burlington - North Star Collaborative for $0.

BACKGROUND/SUMMARY INFORMATION:

This item is now a finalized draft. All other jurisdictions that are a party to the agreement have approved it:

- Anacortes- December 1st
- Burlington - December 1st
- Skagit County- December 2nd
- Mount Vernon - December 17th

Council member Cocke served on the North Star regional committee that developed this interlocal agreement.

Mayor Johnson serves on the North Star Leadership Team.

Six Sedro-Woolley City Council members and the Mayor attended a joint meeting between the North Star members (Skagit County, Sedro-Woolley, Burlington, Mount Vernon, and Anacortes) on September 30th where this interlocal agreement was discussed.

The goal of the interlocal agreement is to further finalize the North Star collaborative. It solidifies the commitment of the partners to collaborate but does not bind any of them to particular commitments beyond discussion. Benefits of this interlocal agreement include creating a framework for collaboration and a formal partnership that can help to leverage funds and other resources. It also creates a framework that may enable strategic investment, holistic thinking, and delivering outcomes to challenges that are considered "wicked problems," such as homelessness, the opioid crisis, and the housing crisis. Wicked problems are complex issues with multiple factors that impact them and no obvious direct solutions. The most effective ways, and sometimes the only ways, to solve a wicked problem are through partnerships

like North Star.

The City Council discussed this item as a first read on October 22, 2025. Revisions to the agreement were made after that date and are reflected in the attached document.

Staff received an amended contract, with amendments proposed by the City of Anacortes, on November 12th. This latest version of the agreement is attached for your review.

FISCAL IMPACT, IF APPROPRIATE:
There is no fiscal impact to this agreement.

ATTACHMENTS:
1. 2025 DRAFT North Star-Interlocal w legal edits 11.12.25

INTERLOCAL AGREEMENT BETWEEN THE CITY OF MOUNT VERNON, THE CITY OF ANACORTES, THE CITY OF BURLINGTON, THE CITY OF SEDRO-WOOLLEY AND SKAGIT COUNTY FORMALIZING THE NORTH STAR COLLABORATIVE

This Agreement is made and entered into pursuant to the authority provided to each party by state law including but not limited to Chapter 39.34 RCW (Interlocal Cooperation Act), between the City of Mount Vernon, a municipal corporation of the State of Washington; the City of Anacortes, a municipal corporation of the State of Washington ; the City of Burlington, a municipal corporation of the State of Washington; the City of Sedro-Woolley, a municipal corporation of the State of Washington; and Skagit County, a political subdivision of the State of Washington; collectively referred to as "the Parties".

RECITALS

WHEREAS homelessness, housing instability, and behavioral health challenges have long impacted Skagit County; and

WHEREAS in July 2022, the Skagit County Commissioners and the Mayors of Anacortes, Burlington, Mount Vernon, and Sedro-Woolley signed the "*Skagit County North Star Project Call to Action*" (Exhibit A), committing to a collaborative public-private partnership to evaluate and improve systems of care; and

WHEREAS since July 2022, these elected officials have worked together informally as the North Star Leadership Team, and in partnership with City Councils, acting on behalf of all Skagit County residents; and

WHEREAS the North Star Leadership Team adopted the "*Vital Conditions for Health and Well-Being*" as a shared planning framework and committed to using data-driven strategies to improve outcomes for residents; and

WHEREAS the North Star Leadership Team is committed to working together to develop strategies and gather information to help inform their legislative authorities and support coordinated, data-informed decisions that reflect the needs of the people they serve; and

WHEREAS RCW 39.34.030(4) allows for the creation of joint boards to administer collaborative efforts, provided that all participating public agencies are represented and no separate legal entity is formed; and

WHEREAS the Parties recognize that a joint and cooperative undertaking to coordinate services, pool resources, and connect fragmented systems across jurisdictions improves the delivery of services, enhances outcomes, and has more impact; and

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WHEREAS, formalizing the Parties' participation as North Star will enhance our ability to collectively address homelessness, housing instability, and behavioral health challenges – complex issues that affect all our communities;

NOW, THEREFORE, the Parties agree as follows:

I. PURPOSE: The purpose of this Agreement is to establish a strategic framework for regional collaboration among the Parties to address homelessness, housing instability, and behavioral health challenges, including mental health and substance use disorders. This framework supports a coordinated, systems-level approach focused on measurable outcomes, transparent reporting, shared data, aligned policy, and coordinated investments.

The Parties acknowledge that solving homelessness, housing instability, and behavioral health issues in our communities requires strong, engaged ***leadership*** from all levels of government.

II. VISION:

We envision a Skagit County where:

1. No one in our communities has to live in their car or on the street, and everyone has access to safe, stable housing.
2. Everyone has access to timely, effective, and coordinated behavioral health services, including prevention, crisis outreach, response, intervention, treatment, and long-term recovery support services.
3. Key partners and the community know about North Star and are engaged in fulfilling the vision.

III. OBJECTIVES:

To achieve this vision, the Parties will implement the following objectives:

1. Reduce unsheltered and chronic homelessness by facilitating affordable housing and using evidence-based solutions.
2. Improve coordination across jurisdictions between housing and behavioral health systems.
3. Prioritize prevention alongside urgent services, such as crisis response and stabilization.
4. Coordinate inter-jurisdictional work to ensure crises are addressed effectively, humanely, and with dignity.
5. Build a recovery-oriented community that balances urgent needs with early, cost-effective prevention, long-term support and strong community connection.
6. Coordinate local policies and resources to maximize collective impact.
7. Strengthen joint legislative advocacy at the state and federal levels.
8. Use data to track progress, ensure ongoing improvement and promote transparency.
9. Include the voices of people with lived experience in program development, implementation, and evaluation.

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IV. COMMITMENT AND SCOPE OF WORK:

The Parties agree to:

1. Align strategies, local policies, funding priorities, and resources across systems and agencies to support common interests and maximize impact whenever practical and feasible.
2. Collaborate on regional strategies, policy recommendations, legislative asks, funding requests and advocacy whenever practical and feasible.
3. Coordinate planning and service delivery across areas such as housing, land use regulations, comprehensive plans, co-response programs, and recovery support services.
4. Promote a recovery-oriented system of care that supports long-term recovery beyond acute treatment, addressing the needs of all age groups, including youth, young adults, families and older adults.
5. Coordinate investments in prevention and long-term support where the investments make the most impact and lead to meaningful outcomes. Ensure a balance between prevention, urgent services, early support, and transition services.
6. Implement shared data systems, common measures, and public dashboards to support informed decision-making, accountability, and ongoing improvement.
7. Promote transparency through inclusive decision-making and regular reporting. Develop an annual report that highlights accomplishments, challenges, and future priorities, and acknowledges the Parties' opt-out provisions.

V. GOVERNANCE STRUCTURE

The governance shall be through the Leadership Team ~~is the primary coordinating body~~, providing strategic direction and collaborative oversight for this initiative. The Leadership Team is composed of the mayors of the four cities and the county commissioners (one County Commissioner will be appointed to serve).

1. Each ~~Party~~ voting member of the Leadership Team will appoint one ~~voting member and one A~~alternate . Alternates may vote only in the ~~absence of the voting member~~ in the event of the voting members ~~.~~unavailability.
2. The Leadership Team may establish workgroups or advisory bodies to ensure that individuals, professionals, people with lived experience, or entities with relevant subject matter expertise contribute knowledge and ideas.
3. Recommendations will be made by consensus. If, after good faith efforts, a consensus cannot be reached on a decision, any Party may formally object, thereby exercising its right to veto the proposed action. If a Party is absent with notice, a minimum of three members must be present to proceed.
4. The Leadership Team may adopt bylaws to guide its operations.

VI. NON-DELEGATON:

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This Agreement does not create a separate legal entity or delegate any decision-making authority of the Parties. The North Star Collaborative is purely advisory. **All funding, policy, and contractual decisions remain solely with each party's legislative authority.**

VII. TERM & TERMINATION:

This Agreement takes effect upon the last Party's signature and remains in effect until terminated by written agreement of three or more Parties, or automatically after three years of inactivity. Any Party may withdraw with 30 days' written notice.

VIII. TREATMENT OF ASSETS AND PROPERTY:

No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement. There is no financing provided for the operation of the Leadership Team and no budget provided by this Agreement.

IX. INDEMNIFICATION:

Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to any party by reason of entering into this Agreement except as expressly provided herein.

X. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS:

The Agreement may be changed, modified, amended or waived only by written agreement executed by the Parties. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

XI. SEVERABILITY:

In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

XII. ENTIRE AGREEMENT:

This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XIII. COUNTERPARTS:

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This Agreement may be executed in counterparts, and in such event, the counterpart signatures shall be assembled and shall together constitute a complete agreement.

XIV. MISCELLANEOUS:

1. This Agreement shall be deemed to be made and construed in accordance with the laws of the State of Washington jurisdiction and venue for any action arising out of this Agreement shall be in Skagit County, Washington.

2. The captions in this Agreement are for convenience only and do not in any way limit or amplify the provisions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed by each party on the date set forth on each signature page.

DRAFT

Dated: this ____ day of _____, 2025

APPROVED:

CITY OF ANACORTES

_____
Matthew Miller, Mayor

Approved as to Form:

_____
_____, City Attorney

Attest:

_____
_____, City Clerk

DRAFT

Dated: this ____ day of _____, 2025

APPROVED:

CITY OF BURLINGTON

_____
Bill Aslett, Mayor

Approved as to Form:

_____
_____, City Attorney

Attest:

_____
_____, City Clerk

DRAFT

Dated: this ____ day of _____, 2025

APPROVED:

CITY OF MOUNT VERNON

_____
Peter Donovan, Mayor

Approved as to Form:

_____
_____, City Attorney

Attest:

_____
_____, City Clerk

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Dated: this ____ day of _____, 2025

APPROVED:

CITY OF SEDRO-WOOLLEY

_____
Julia Johnson, Mayor

Approved as to Form:

_____
Nikki Thompson, City Attorney

Attest:

_____
Kelly Kohnken, City Clerk

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DATED this _____ day of _____, 2025

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON

_____
Lisa Janicki, Chair

_____
Ron Wesen, Commissioner

_____
Peter Browning, Commissioner

Attest:

_____
Clerk of the Board

_____
County Administrator

Approved as to form:

_____
Civil Deputy Prosecuting Attorney

Approved as to indemnification:

_____
Risk Manager

Approved as to budget:

_____
Budget & Finance Director

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