



Next Ord:2113-26
Next Res:1181-26

CITY COUNCIL AGENDA

March 11, 2026

6:00 PM

Sedro-Woolley Municipal Building

Council Chambers

325 Metcalf Street

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

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

- 1. Minutes - Regular City Council Meeting - February 25, 2026
- 2. Check Register - Regular
- 3. Out-of-State Training - Negotiator Team
- 4. Lease Agreement - Sedro-Woolley Youth Football & Cheer
- 5. Contract Renewal - Smarsh Professional Archiving
- 6. Purchase - City Hall Fleet Vehicle
- 7. Purchase- 12-Lead ECG Cardiac Monitor/Defibrillators
- 8. 2024-177-ILA - Skagit County - Amendment 1 Senior Services - 2nd Read

- f. Introduction of Special Guests and Presentation**

- 1. Helping Hands Food Bank

- g. City Administrator Report**

- 1. Draft 2027-2028 Strategic Plan (Council Goals) - 1st Read

- h. Councilmember and Mayor's Report**

- i. Proclamation(s)**

- j. Public Comments**

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

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

- k. Public Hearing(s)**

- l. Unfinished Business**

m. New Business

1. Review Applicants - Ward 6 Vacancy

n. Information Only Items

o. Good of the Order

p. Executive Session

q. Adjournment

Next Meeting - Regular City Council - March 25, 2026

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

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

Join Zoom Meeting:

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

or dial by location at:

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

Meeting ID: 917 8685 0179

Passcode: 091845



City Council Agenda Item

Agenda Item No.: e.1.

Date: March 11, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - Regular City Council Meeting - February 25, 2026

RECOMMENDED ACTION:

Motion to approve City Council meeting minutes for the regular meeting held on February 25, 2026.

BACKGROUND/SUMMARY INFORMATION:

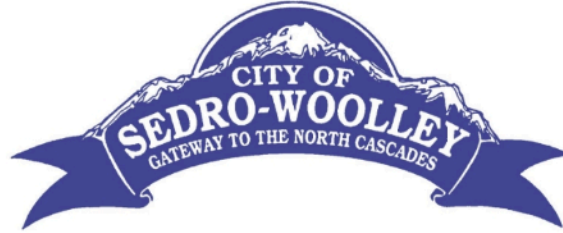
Minutes recorded from the Regular City Council Meeting held on February 25, 2026.

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. 2026.02.25 City Council Meeting Minutes



Regular Meeting of the City Council
February 25, 2026 - 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, Nora Pederson, Allan Henderson, and Nick Lavacca.

d. Approval of Agenda

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

e. Consent Agenda

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

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

1. Minutes - City Council Study Session - February 4, 2026
2. Minutes - Regular City Council Meeting - February 11, 2026
3. Check Register - Regular
4. Resolution 1180-26 - IT Equipment Surplus

f. Introduction of Special Guests and Presentation

1. NW Innovation Resource Center Executive Director Diane Kamionka

Northwest Innovation Resource Center Executive Director Diane Kamionka and Andiamo Start-Up Founder Brendan McGoffin presented a PowerPoint that shared a brief background of partnership relationships with government and industry, with post-secondary education, and they spoke about the 2026 Events at IRC Lab-Swift and shared a summary of the Andiamo program about mobility with meaning.

g. City Administrator Report

City Administrator Charlie Bush had nothing to report.

h. Councilmember and Mayor's Report

Councilmember Henderson shared that the Sedro-Woolley Basketball Team was just shy of making it to State but wanted to say they did a great job! He mentioned researching funding for our Police and Fire Departments and potentially having their own drones for footage for services.

Councilmember Kesti had nothing to report.

Councilmember Pederson attended the Sedro-Woolley Housing Authority's first meeting of the year and also attended the walk and roll.

Councilmember Cocke spoke about the Skagit Valley Herald using drones to study the flooding.

Councilmember Cocke said when he worked at the University of Washington, they did not have programs such as NorthStar or other types of programs to help with mental illness, and the UW was not equipped for that.

Councilmember Loy shared that he will begin to work on the skateboard challenge next week for 2026 competitions to get the work out in Seattle and surrounding areas.

Councilmember Lavacca shared positive feedback regarding switching the baseball and basketball fields and spoke about an incident in the roundabout where a semi was driving too fast and hit a yield sign and almost hit a pedestrian. He wants people to be very careful and aware it can be dangerous, watch your surroundings.

Mayor Julia Johnson encouraged City Councilmembers to attend the Olmsted Park and the Star Center ribbon cutting along with a ceremony scheduled for March 20, 2026. Mayor Julia Johnson thanked Councilmember Pederson and Assistant Planner Ashton Sandoval Oaks for attending the walk and roll event and said it was quite successful.

Mayor Julia Johnson shared that the bus stop located on Borseth and Ferry St has a dangerous dip in the grass that could be a tripping hazard and wanted to make Public Works Director Bill Bullock aware, so that it can be dealt with.

Mayor Julia Johnson reminded the City Council that Community Development Director Tom Glover had requested changes and comments regarding the comprehensive plan iodate and the comments and requests are due today, February 25, 2026.

Mayor Julia Johnson announced the City of Sedro-Woolley received the AWC wellness award and said the Department of Emergency is located upstairs in our training room to help with applications and assistance to those affected by flooding.

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.

Ed Bishop, Chester Allhouse, Karl deJong and Brendan McGoffin all made public comments.

k. Public Hearing(s)

l. Unfinished Business

1. Offer Acceptance - 900 McGarigle Road

Public Works Director Bill Bullock shared the offer acceptance for the city's property at 900 McGargile Rd.

Motion by Councilmember Lavacca and seconded by Councilmember Henderson to authorize the Mayor, or designee, to negotiate sales agreements, accept offers and execute all documents necessary to close the transaction to sell 900 McGargile Road and 827 John Liner Road at the best value to the city, with a minimum sales price no less than the current listing price. Motion carried (6-0).

m. New Business

1. Climate Planning Grant Award

Community Development Director Tom Glover shared information and updates regarding the Climate Planning Award Grant.

Motion made by Councilmember Cocke and seconded by Councilmember Pederson to authorize Mayor Julia Johnson to sign the contract with the Department of Commerce. Motion carried (6-0).

2. Contract Services Agreement - Amendment No. 3 - Facet

Community Development Director Tom Glover shared updates to the contract services agreement, amendment No. 3, with Facet.

Motion made by Councilmember Lavacca and seconded by Councilmember Pederson to continue working with Facet moving forward. Motion carried (6-0).

3. 2024-177-ILA - Skagit County - Amendment 1 Senior Services - 1st Read

City Administrator Charlie Bush and Sarah Himnam from Skagit County presented the changes and amendment proposed regarding senior services.

No action was taken.

n. Information Only Items

o. Good of the Order

Councilmember Henderson would like to discuss the purchase of drones for our Police and Fire Department at a future meeting.

p. Executive Session

q. Adjournment

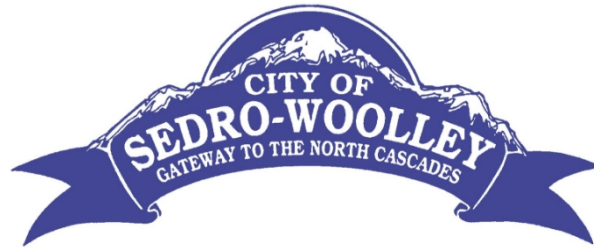
The meeting adjourned at 7:11pm.

ATTEST:

APPROVED:

Kelly Kohnken, City Clerk

Julia Johnson, Mayor



City Council Agenda Item

Agenda Item No.: e.2.

Date: March 11, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Regular

RECOMMENDED ACTION:

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

BACKGROUND/SUMMARY INFORMATION:

Claims checks #206212 through #206273, plus EFTs. Payroll ACHs including associated benefit checks #61555 through #61564.

FISCAL IMPACT, IF APPROPRIATE:

Claims checks, plus EFTs, totaling \$202,338.79

Payroll totaling \$592,873.74

ATTACHMENTS:

1. 2026.03.11 Check Register

CHECK REGISTER

City Of Sedro-Woolley

Time: 14:26:13 Date: 03/11/2026

03/11/2026 To: 03/11/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2240	03/11/2026	Claims	2	EFT	City of Sedro-Woolley	15.65	
					101 - 576 80 47 053 - Other Utilities	15.65	
2241	03/11/2026	Claims	2	EFT	City of Sedro-Woolley	15.65	
					104 - 559 30 01 104 - Utility Payments on Redevelop	15.65	
2242	03/11/2026	Claims	2	EFT	City of Sedro-Woolley	15.65	
					104 - 595 20 63 082 - RW Trail Road Extension	15.65	
2243	03/11/2026	Claims	2	EFT	City of Sedro-Woolley	15.65	
					104 - 595 20 63 082 - RW Trail Road Extension	15.65	
2244	03/11/2026	Claims	2	EFT	City of Sedro-Woolley	101.92	
					104 - 559 30 01 105 - Utility Payment on Redevelopn	101.92	
2245	03/11/2026	Claims	2	EFT	City of Sedro-Woolley	101.92	
					101 - 576 80 47 025 - Olmsted Park	101.92	
2246	03/11/2026	Claims	2	EFT	City of Sedro-Woolley	42.43	
					001 - 558 60 49 041 - Miscellaneous - Planning And	42.43	
2247	03/11/2026	Claims	2	EFT	Comcast Holdings Corp	71.95	
					101 - 576 80 47 020 - Senior Center	71.95	
2248	03/11/2026	Claims	2	EFT	Comcast Holdings Corp	674.72	
					001 - 518 80 42 021 - Internet Services	674.72	
2249	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	77.77	
					103 - 542 63 47 000 - Public Utilities	77.77	
2250	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	250.67	
					001 - 521 20 47 000 - Public Utilities	250.67	
2251	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	128.29	
					401 - 535 80 47 000 - Public Utilities	128.29	
2252	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	74.10	
					101 - 576 80 47 053 - Other Utilities	74.10	
2253	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	758.16	
					101 - 576 80 47 000 - Riverfront	758.16	
2254	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	487.87	
					101 - 576 80 47 000 - Riverfront	487.87	
2255	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	10.87	
					101 - 576 80 47 000 - Riverfront	10.87	
2256	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	123.19	
					103 - 542 63 47 000 - Public Utilities	123.19	
2257	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	290.98	
					101 - 576 80 47 052 - Bingham Caretaker	290.98	
2258	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	845.67	
					101 - 576 80 47 010 - Community Center	845.67	
2259	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	32.23	
					103 - 542 63 47 000 - Public Utilities	32.23	
2260	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	185.19	
					102 - 536 20 47 000 - Public Utilities	185.19	
2261	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	202.79	
					103 - 542 63 47 000 - Public Utilities	202.79	
2262	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	198.71	

CHECK REGISTER

City Of Sedro-Woolley

Time: 14:26:13 Date: 03/11/2026

03/11/2026 To: 03/11/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			103 - 542 63 47 000 - Public Utilities			198.71	
2263	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	234.06	
			401 - 535 80 47 000 - Public Utilities			234.06	
2264	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	10.87	
			101 - 576 80 47 053 - Other Utilities			10.87	
2265	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	32.32	
			425 - 531 50 47 000 - Public Utilities			32.32	
2266	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	22.11	
			101 - 576 80 47 040 - Train			22.11	
2267	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	272.74	
			412 - 537 80 47 000 - Public Utilities			272.74	
2268	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	21,597.70	
			401 - 535 80 47 000 - Public Utilities			21,597.70	
2269	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	13.93	
			101 - 576 80 47 000 - Riverfront			13.93	
2270	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	207.88	
			401 - 535 80 47 000 - Public Utilities			207.88	
2271	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	620.78	
			401 - 535 80 47 000 - Public Utilities			620.78	
2272	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	204.20	
			425 - 531 50 47 000 - Public Utilities			204.20	
2273	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	122.17	
			101 - 576 80 47 030 - Museum Apartments			122.17	
2274	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	11.83	
			101 - 576 80 47 030 - Museum Apartments			11.83	
2275	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	196.65	
			401 - 535 80 47 000 - Public Utilities			196.65	
2276	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	45.12	
			101 - 576 80 47 030 - Museum Apartments			45.12	
2277	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	247.19	
			101 - 576 80 47 050 - Hammer Square			247.19	
2278	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	4,838.91	
			101 - 576 80 47 070 - City Hall			4,838.91	
2279	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	112.53	
			401 - 535 80 47 000 - Public Utilities			112.53	
2280	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	747.84	
			101 - 576 80 47 020 - Senior Center			747.84	
2281	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	410.03	
			401 - 535 80 47 000 - Public Utilities			410.03	
2282	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	303.84	
			401 - 535 80 47 000 - Public Utilities			303.84	
2283	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	439.91	
			401 - 535 80 47 000 - Public Utilities			439.91	
2284	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	70.00	
			001 - 521 20 47 000 - Public Utilities			70.00	

CHECK REGISTER

City Of Sedro-Woolley

Time: 14:26:13 Date: 03/11/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2285	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	1,173.44	
					001 - 522 50 47 000 - Public Utilities	1,173.44	
2286	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	197.06	
					101 - 576 80 47 051 - Bingham / Memorial	197.06	
2287	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	54.61	
					104 - 559 30 01 105 - Utility Payment on Redevelopm	54.61	
2288	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	121.99	
					101 - 576 80 47 053 - Other Utilities	121.99	
2289	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	573.34	
					101 - 576 80 47 051 - Bingham / Memorial	573.34	
2290	03/11/2026	Claims	2	EFT	Puget Sound Energy, Inc.	2,058.73	
					101 - 594 76 63 025 - Olmsted Park	2,058.73	
2291	03/11/2026	Claims	2	EFT	Cellco Partnership dba Verizon Wireless	4,891.21	
					001 - 513 10 42 020 - Telephone	257.46	
					001 - 514 23 42 020 - Telephone	153.21	
					001 - 518 80 42 020 - Telephone	153.21	
					001 - 521 20 42 020 - Telephone	1,937.55	
					001 - 524 20 42 020 - Telephone	153.21	
					401 - 535 80 42 030 - Cell Phones	494.44	
					102 - 536 20 42 020 - Telephone	153.98	
					412 - 537 80 42 025 - Cell Phones	467.13	
					103 - 542 30 42 020 - Telephone	335.94	
					001 - 558 60 42 020 - Telephone	113.97	
					101 - 576 80 42 020 - Telephone	400.18	
					001 - 595 10 42 025 - Cell Phones	270.93	
2292	03/11/2026	Claims	2	EFT	Cellco Partnership dba Verizon Wireless	560.16	
					001 - 521 20 42 020 - Telephone	440.13	
					001 - 522 20 42 020 - Telephone	40.01	
					101 - 576 80 42 020 - Telephone	40.01	
					001 - 595 10 42 025 - Cell Phones	40.01	
2293	03/11/2026	Claims	2	EFT	WEX Bank	9,126.60	
					001 - 518 20 32 000 - Auto Fuel	37.24	
					001 - 521 20 32 000 - Auto Fuel	4,630.09	
					001 - 522 20 32 000 - Auto Fuel/Diesel	3,003.94	
					425 - 531 50 32 000 - Vehicle Fuel	108.60	
					401 - 535 80 32 000 - Auto Fuel/Diesel	330.57	
					102 - 536 20 32 001 - Propane	69.03	
					412 - 537 80 32 000 - Auto Fuel/Diesel	188.09	
					103 - 542 30 32 000 - Auto Fuel/Diesel	228.43	
					101 - 576 80 32 000 - Auto Fuel/Diesel	530.61	
2294	03/11/2026	Claims	2	EFT	NW Fiber LLC, dba Ziplly Fiber	155.08	
					101 - 576 80 47 070 - City Hall	155.08	
2295	03/11/2026	Claims	2	EFT	NW Fiber LLC, dba Ziplly Fiber	236.30	
					001 - 518 80 42 021 - Internet Services	236.30	
2296	03/11/2026	Claims	2	EFT	NW Fiber LLC, dba Ziplly 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	

CHECK REGISTER

City Of Sedro-Woolley

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 524 20 42 020 - Telephone			26.94	
			401 - 535 80 42 020 - Telephone			71.83	
			412 - 537 80 42 020 - Telephone			35.91	
			103 - 542 30 42 020 - Telephone			8.97	
			001 - 558 60 42 020 - Telephone			26.94	
			101 - 576 80 42 020 - Telephone			17.96	
			001 - 595 10 42 020 - Telephone			62.85	
2297	03/11/2026	Claims	2	EFT	NW Fiber LLC, dba Ziplly Fiber	481.22	
			401 - 535 80 42 020 - Telephone			481.22	
2298	03/11/2026	Claims	2	206212	A-1 Mobile Lock & Key	260.64	
			103 - 542 30 31 000 - Operating Supplies			260.64	
2299	03/11/2026	Claims	2	206213	Amazon Capital Svcs, Inc	2,041.26	
			001 - 512 50 31 000 - Supplies			39.97	
			001 - 514 23 31 000 - Supplies			17.22	
			001 - 514 23 31 000 - Supplies			39.06	
			001 - 514 23 31 000 - Supplies			30.40	
			001 - 518 80 31 000 - Office/Operating Supplies			53.96	
			001 - 518 80 35 000 - Small Tools/Minor Equip			238.48	
			001 - 521 20 26 000 - Uniforms/Accessories			897.54	
			001 - 521 20 26 000 - Uniforms/Accessories			224.78	
			001 - 521 20 31 002 - Office/Operating Supplies			54.29	
			001 - 521 20 31 002 - Office/Operating Supplies			143.49	
			001 - 521 20 31 002 - Office/Operating Supplies			8.68	
			001 - 521 20 31 002 - Office/Operating Supplies			15.89	
			001 - 521 20 41 023 - Canine			57.87	
			001 - 522 20 31 010 - Office Supplies			67.90	
			401 - 535 80 31 010 - Operating Supplies			50.54	
			101 - 576 80 48 016 - City Hall			24.89	
			101 - 576 80 48 016 - City Hall			30.60	
			101 - 576 80 48 016 - City Hall			45.70	
2300	03/11/2026	Claims	2	206214	Beaver Lake Quarry	3,581.25	
			103 - 542 30 48 002 - Crushed Aggregate			3,581.25	
2301	03/11/2026	Claims	2	206215	Berg Vault Company	1,566.72	
			103 - 542 65 48 000 - Repair Parking			1,566.72	
2302	03/11/2026	Claims	2	206216	Boulder Park Inc	25,896.08	
			401 - 535 80 35 020 - Solids Handling			25,896.08	
2303	03/11/2026	Claims	2	206217	Branom Operating Co LLC, dba	1,329.26	
			401 - 535 50 48 050 - Maint Of General Equip			1,329.26	
2304	03/11/2026	Claims	2	206218	CWT, LLC	461.55	
			425 - 531 50 31 000 - Operating Supplies			461.55	
2305	03/11/2026	Claims	2	206219	C.Hlth130, dba Cardinal Health 112 LLC	890.13	
			001 - 522 21 31 000 - Operating Supplies - Medical			453.98	
			001 - 522 21 31 000 - Operating Supplies - Medical			241.29	
			001 - 522 21 31 000 - Operating Supplies - Medical			194.86	
2306	03/11/2026	Claims	2	206220	Central Welding Supply	171.56	
			001 - 522 21 31 000 - Operating Supplies - Medical			171.56	
2307	03/11/2026	Claims	2	206221	Code Publishing LLC	539.00	
			001 - 511 60 31 001 - Legal Publications			539.00	
2308	03/11/2026	Claims	2	206222	Dimensional Communications	418.11	
			001 - 518 80 31 001 - Repair & Maintenance Sup			418.11	
2309	03/11/2026	Claims	2	206223	Dobbs Heavy Duty Holdings, LLC	624.63	

CHECK REGISTER

City Of Sedro-Woolley

Time: 14:26:13 Date: 03/11/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			412 - 537 50 48 000		Repairs/maint-equip	624.63	
2310	03/11/2026	Claims	2	206224	E & E Lumber, Inc.	483.85	
			001 - 521 20 31 002		Office/Operating Supplies	22.93	
			001 - 522 20 48 000		Repairs/Maint-Equip	21.87	
			401 - 535 50 48 050		Maint Of General Equip	16.64	
			103 - 542 30 31 000		Operating Supplies	55.61	
			103 - 542 30 31 000		Operating Supplies	16.67	
			103 - 542 30 31 000		Operating Supplies	30.40	
			103 - 542 30 35 000		Small Tools/Minor Equip	57.33	
			103 - 542 30 35 000		Small Tools/Minor Equip	70.88	
			101 - 576 80 31 005		Operating Sup - Senior Ctr	72.43	
			101 - 576 80 35 000		Small Tools & Minor Equip	44.82	
			101 - 576 80 48 003		Bingham Caretaker	32.58	
			101 - 576 80 48 003		Bingham Caretaker	1.03	
			101 - 576 80 48 006		Memorial Park	20.08	
			101 - 594 76 63 025		Olmsted Park	20.58	
2311	03/11/2026	Claims	2	206225	Exact Scientific Services, Inc.	483.00	
			401 - 535 80 41 000		Professional Services	57.00	
			401 - 535 80 41 000		Professional Services	57.00	
			401 - 535 80 41 000		Professional Services	213.00	
			401 - 535 80 41 000		Professional Services	156.00	
2312	03/11/2026	Claims	2	206226	Facet NW, Inc	5,634.75	
			001 - 558 60 41 000		Professional Services	5,634.75	
2313	03/11/2026	Claims	2	206227	Fastenal Company	619.64	
			401 - 535 50 48 050		Maint Of General Equip	61.51	
			103 - 542 30 35 010		Safety Equipment	558.13	
2314	03/11/2026	Claims	2	206228	FirstNET/AT&T Mobility	66.85	
			401 - 535 80 41 000		Professional Services	66.85	
2315	03/11/2026	Claims	2	206229	Freeman & Freeman-Albert	1,675.25	
			001 - 515 93 41 001		Indigent Defense Conflict Cour	1,675.25	
2316	03/11/2026	Claims	2	206230	Galls, LLC	218.04	
			001 - 522 20 26 000		Uniforms	218.04	
2317	03/11/2026	Claims	2	206231	Generator Services NW, LLC	10,130.21	
			001 - 521 20 48 000		Repairs & Maintenance	633.14	
			001 - 522 50 48 030		Repair/Maint-Station	633.14	
			425 - 531 50 48 000		Repairs/Maintenance	633.14	
			401 - 535 50 48 000		Maintenance Contracts	6,964.51	
			101 - 576 80 48 016		City Hall	633.14	
			101 - 576 80 48 026		CS Library	633.14	
2318	03/11/2026	Claims	2	206232	Gilbert & Gilbert Lawyers, Inc.	100.00	
			001 - 512 50 41 000		Professional Services	100.00	
2319	03/11/2026	Claims	2	206233	Guardian Security Systems, Inc.	4,312.30	
			001 - 522 50 49 050		Fire/Theft Protection	659.95	
			401 - 535 50 48 000		Maintenance Contracts	808.07	
			101 - 576 80 48 000		Repairs/Maintenance	648.72	
			101 - 576 80 48 004		Community Center	771.12	
			101 - 576 80 48 016		City Hall	1,424.44	
2320	03/11/2026	Claims	2	206234	Judy Hall	100.00	
			631 - 389 90 03 631		Unapplied Park and Facility Res	-100.00	
2321	03/11/2026	Claims	2	206235	Home Depot Credit Services	586.61	
			001 - 522 50 48 010		Repairs/Maint-Dorm	266.09	
			001 - 522 50 48 010		Repairs/Maint-Dorm	114.04	
			101 - 576 80 31 025		Operating Sup - Olmsted Park	206.48	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2322	03/11/2026	Claims	2	206236	Kelley Create	1,058.17	
					001 - 512 50 31 000 - Supplies	401.76	
					001 - 591 80 70 517 - Leases + Subscription IT (SBITA)	656.41	
2323	03/11/2026	Claims	2	206237	Lauts Inc dba Lautenbach Industries	391.50	
					412 - 537 60 47 015 - Construction Demolition Land	391.50	
2324	03/11/2026	Claims	2	206238	Les Schwab Tire Center	2,948.22	
					001 - 521 20 48 010 - Repair & Maint - Auto	145.49	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	98.76	
					412 - 537 50 48 000 - Repairs/maint-equip	79.27	
					412 - 537 50 48 000 - Repairs/maint-equip	29.32	
					412 - 537 50 48 000 - Repairs/maint-equip	2,595.38	
2325	03/11/2026	Claims	2	206239	Life Assist Inc.	444.37	
					001 - 522 21 31 000 - Operating Supplies - Medical	323.63	
					001 - 522 21 31 000 - Operating Supplies - Medical	120.74	
2326	03/11/2026	Claims	2	206240	MES Service Company LLC	1,642.58	
					001 - 522 20 35 000 - Small Tools & Minor Equip	845.28	
					001 - 522 20 35 000 - Small Tools & Minor Equip	797.30	
2327	03/11/2026	Claims	2	206241	MES Service Company LLC	244.36	
					001 - 522 20 35 000 - Small Tools & Minor Equip	244.36	
2328	03/11/2026	Claims	2	206242	Tyler Manke	102.00	
					412 - 537 80 31 000 - Operating Supplies	102.00	
2329	03/11/2026	Claims	2	206243	Walter E Nelson Co. of N. WA	1,130.81	
					401 - 535 80 31 000 - Office Supplies	151.56	
					101 - 576 80 31 004 - Operating Sup - Comm Center	789.74	
					101 - 576 80 48 021 - Equipment	189.51	
2330	03/11/2026	Claims	2	206244	NC Machinery Co.	2,292.92	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	2,292.92	
2331	03/11/2026	Claims	2	206245	NCL of Wisconsin, Inc.	608.15	
					401 - 594 35 64 001 - Portable Equipment	608.15	
2332	03/11/2026	Claims	2	206246	Nelson Dist, Inc. Nelson-Reisner	2,378.77	
					401 - 535 80 31 010 - Operating Supplies	2,378.77	
2333	03/11/2026	Claims	2	206247	North County Public Defense	23,394.28	
					001 - 515 93 41 000 - Indigent Defender	23,394.28	
2334	03/11/2026	Claims	2	206248	North Hill Resources Inc	320.08	
					103 - 542 30 48 002 - Crushed Aggregate	320.08	
2335	03/11/2026	Claims	2	206249	Ogden, Murphy Wallace PLLC	409.20	
					001 - 515 41 41 000 - Ext Legal-City Attorney	409.20	
2336	03/11/2026	Claims	2	206250	Pacific Power Batteries	438.25	
					401 - 535 50 48 050 - Maint Of General Equip	438.25	
2337	03/11/2026	Claims	2	206251	LEPS-PSS PLLC dba Public Safety Psych	480.00	
					001 - 521 20 41 001 - Professional Services	480.00	
2338	03/11/2026	Claims	2	206252	Revize LLC	1,900.00	
					001 - 591 80 70 517 - Leases + Subscription IT (SBITA)	1,900.00	
2339	03/11/2026	Claims	2	206253	Rick's Refrigeration Inc	486.00	
					412 - 537 60 47 011 - Site Recycling Disposal	486.00	
2340	03/11/2026	Claims	2	206254	Ricoh USA, Inc	57.24	
					101 - 591 80 70 101 - Subscription IT (SBITA) - Parks	57.24	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2341	03/11/2026	Claims	2	206255	Heather Romano	754.43	
		001 - 521 20 41 001 - Professional Services				362.25	
		001 - 521 20 41 001 - Professional Services				392.18	
2342	03/11/2026	Claims	2	206256	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	
2343	03/11/2026	Claims	2	206257	Sedro-Woolley Auto Parts Inc	207.78	
		001 - 522 20 48 000 - Repairs/Maint-Equip				8.20	
		001 - 522 20 48 000 - Repairs/Maint-Equip				8.12	
		401 - 535 50 48 040 - Maintenance Of Vehicles				53.95	
		401 - 535 50 48 040 - Maintenance Of Vehicles				94.21	
		501 - 548 30 31 000 - Operating Supplies				43.30	
2344	03/11/2026	Claims	2	206258	Sedro-Woolley Farmers Mkt	100.00	
		101 - 382 10 02 101 - Senior Center Deposits				-100.00	
2345	03/11/2026	Claims	2	206259	Skagit 911	978.55	
		001 - 591 20 70 522 - Leases + Subscription IT (SBITA)				978.55	
2346	03/11/2026	Claims	2	206260	Skagit Farmers Supply	404.39	
		001 - 521 20 31 002 - Office/Operating Supplies				18.45	
		401 - 535 50 48 050 - Maint Of General Equip				34.18	
		103 - 542 30 31 000 - Operating Supplies				210.59	
		103 - 542 30 35 000 - Small Tools/Minor Equip				141.17	
2347	03/11/2026	Claims	2	206261	PNG Media LLC, dba Skagit Publishing	64.56	
		001 - 511 60 31 001 - Legal Publications				64.56	
2348	03/11/2026	Claims	2	206262	Acct #600000958 Skagit Regional Health	220.00	
		103 - 542 30 49 040 - CDL Endorcement Fees				220.00	
2349	03/11/2026	Claims	2	206263	Stericycle	10.36	
		001 - 521 20 41 001 - Professional Services				10.36	
2350	03/11/2026	Claims	2	206264	Thompson, Guildner & Assoc, Inc P.S.	18,126.60	
		001 - 515 41 41 000 - Ext Legal-City Attorney				16,917.00	
		001 - 515 45 41 000 - Legal - Litigation				1,209.60	
2351	03/11/2026	Claims	2	206265	Traffic Safety Supply Co, Inc	3,511.34	
		103 - 542 64 31 004 - Street Sign Materials				3,511.34	
2352	03/11/2026	Claims	2	206266	Vestis	22.17	
		401 - 535 80 49 000 - Laundry				8.41	
		412 - 537 80 49 000 - Misc-Laundry				8.91	
		103 - 542 30 49 000 - Misc-Laundry				4.85	
2353	03/11/2026	Claims	2	206267	WA Assoc Of Building Off	920.85	
		001 - 524 20 49 030 - Misc-Tuition/Registration				801.85	
		001 - 524 20 49 030 - Misc-Tuition/Registration				119.00	
2354	03/11/2026	Claims	2	206268	WA St Patrol	108.00	
		001 - 521 20 41 040 - Intergov Svc-Gun Permits				108.00	
2355	03/11/2026	Claims	2	206269	WAFD Insurance Group	99.08	
		001 - 521 20 31 002 - Office/Operating Supplies				99.08	
2356	03/11/2026	Claims	2	206270	Woods Logging	173.30	
		401 - 535 50 48 050 - Maint Of General Equip				60.36	
		101 - 576 80 32 000 - Auto Fuel/Diesel				112.94	
2357	03/11/2026	Claims	2	206271	World Kinect Energy Services	3,789.82	

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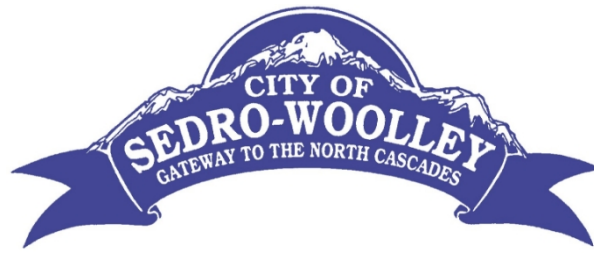
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			425 - 531 50 32 000		- Vehicle Fuel	191.57	
			425 - 531 50 32 000		- Vehicle Fuel	93.59	
			412 - 537 80 32 000		- Auto Fuel/Diesel	2,194.39	
			412 - 537 80 32 000		- Auto Fuel/Diesel	1,208.17	
			103 - 542 30 32 000		- Auto Fuel/Diesel	102.10	
2358	03/11/2026	Claims	2	206272	Zachor, Stock & Krepps, Inc PS	9,575.00	
			001 - 515 41 41 001		- Ext Legal-Prosecutor	9,575.00	
2359	03/11/2026	Claims	2	206273	Zoll Medical Corporation	3,670.98	
			001 - 522 21 35 011		- EMS Minor Equipment	3,670.98	
			001 Current Expense Fund			92,726.75	
			101 Parks & Facilities Fund			18,671.28	
			102 Cemetery Fund			506.96	
			103 Street Fund			14,208.71	
			104 Arterial Street Fund			203.48	
			401 Sewer Operations Fund			65,469.90	
			412 Solid Waste Operations Fund			8,683.44	
			425 Stormwater Operations			1,724.97	
			501 Equipment Replacement Fund			43.30	
			631 Suspense Fund			100.00	
						202,338.79	Claims:
						202,338.79	

* Transaction Has Mixed Revenue And Expense Accounts

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

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



City Council Agenda Item

Agenda Item No.: e.3.

Date: March 11, 2026

From: Dan McIlraith, Police Chief

Subject: Out-of-State Training - Negotiator Team

RECOMMENDED ACTION:

Motion to approve out-of-state negotiator team training and conference for Sgt McCombs and Det Wilson.

BACKGROUND/SUMMARY INFORMATION:

Team Training is in Chandler, Arizona. The dates are October 25-29, 2026. The majority of the multi-agency regional negotiator team will be attending the training and conference. The team is going to compete in the NTOA Negotiations Competition and attend the training conference.

Sergeant McCombs is the Assistant Team Leader and Det Wilson is a team member. Skagit CNT is a multi-agency team of Crisis Negotiators from Skagit County, whose goal is to peacefully resolve highly dangerous, escalated, and/or tactical situations through the use of dialogue and communication with individuals in crisis, hostage takers, and armed/barricaded subjects. The team's mission to seek peaceful, negotiated surrender of suspects benefits the City in multiple ways, including decreasing potential civil liability in the event of a use of force or property damage, as well as potential physical liability in lessening danger to responding Officers during an arrest. CNT serves all Skagit agencies, and has assisted and benefitted the City of Sedro-Woolley on numerous prior occasions.

Skagit CNT trains together monthly, and team training and cohesion are vital to the success of our mission. Negotiation skills are perishable, and the field of crisis negotiation, like all Police work, is consistently evolving and innovating. The NTOA conference will include opportunities to attend seminars and keynote speaker sessions from respected and industry-leading negotiators from around the US and the World. The conference also features negotiation equipment and technology vendors on-site, so attendees can experience the latest innovations in the field.

Furthermore, Skagit CNT is planning to compete in the Crisis Negotiation Challenge, in which teams from across the Country are judged on how they negotiate, document, and coordinate a crisis scenario. The competition presents additional learning opportunities in the form of feedback from judges, as well as lessons learned from teams from other jurisdictions.

FISCAL IMPACT, IF APPROPRIATE:

Cost Breakdown total (includes anticipated combined costs for both attendees): That will include travel, airfare, rental car, stay, airport parking, training/conference registration, per diem meals, fuel. The estimated cost breakdown on the low end is \$2,664.50, and \$3,150.50 on the high end.

Competition Fee: \$90 per team member, \$180 for SWPD's two attendees.

Conference Fee: \$324 per person, \$648 total.

Flights from Seattle to Phoenix, Round Trip: \$414-794 (combined price for both attendees) depending on a variety of factors. This particular booking would fly out 10-24 and fly back 10-29.

Accommodations: One team member has offered their time share, expected cost \$1100 total, split between all attending agencies, likely divided between SCSO, MVPD, APD, BPD, and SWPD, about \$220-\$275 expected cost to the City. This is an enormous savings over what a hotel would cost.

Per Diem: \$459.25 per attendee, \$918.50 total.

Rental car: Assuming approximately 7 to 10 team members attend, we would need to rent either a van, or multiple smaller cars to meet transportation needs between 10-24 and 10-29. I was able to price out a few options:

Smaller car: ~\$334 times 2 vehicles needed, \$668 total.

One large van or minivan: ~\$620-680.

Assuming the rental car costs were split between four to five agencies, I have developed expected maximum and minimum expected split costs.

Car and Flight Bundle Savings: We may be able save by bundling flight and rental car through an online booking, such as Priceline. This would mean a combined cost of ~\$690-750 per person, round trip flight plus rental car. If we bundle the rental car, we could pro-rate out the split cost of the rental car and work on getting reimbursement from other agencies who were also attending and had use of the vehicle.

Gasoline: ~\$30-50 depending on mileage, distances driven, fuel prices, etc.

Vehicle Parking at Airport: ~\$130.

ATTACHMENTS:

1. 2026 NTOA Competition Proposal McCombs Wilson



SEDRO-WOOLLEY POLICE DEPARTMENT

325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0111
Fax (360) 855-0196
Dan McIlraith
Chief

TO: Chief McIlraith, Sedro-Woolley City Council
FROM: Sgt Austin McCombs
DATE: 02-23-2026
REGARDING: NTOA Crisis Negotiation Conference and Competition Proposal (2026)

Dear Chief McIlraith and Esteemed Council Members:

I write to respectfully request approval for Det Wilson and myself to attend the National Tactical Officers' Association (NTOA) Training Conference and Competition in Chandler, Arizona, between the dates of October 24, 2026, and October 29, 2026. Det Wilson and I are tenured members of the Skagit County Crisis Negotiation Team (CNT), and I currently serve as the Assistant Team Leader. Skagit CNT is a multi-agency team of Crisis Negotiators from Skagit County, whose goal is to peacefully resolve highly dangerous, escalated, and/or tactical situations through the use of dialogue and communication with individuals in crisis, hostage takers, and armed/barricaded subjects. The team's mission to seek peaceful, negotiated surrender of suspects benefits the City in multiple ways, including decreasing potential civil liability in the event of a use of force or property damage, as well as potential physical liability in lessening danger to responding Officers during an arrest. CNT serves all Skagit agencies, and has assisted and benefitted the City of Sedro-Woolley on numerous prior occasions, including a recent City of Sedro-Woolley Search Warrant related to the occupants of a residence who were selling controlled substances, as well as a recent incident which took place just outside of town, to which SWPD Patrol Officers also responded to assist. During that incident, an armed individual fired off a gunshot in the presence of SCSO Deputies, and CNT (including both SWPD team members) were ultimately able to secure the peaceful surrender of that individual.

Skagit CNT trains together monthly, and team training and cohesion are vital to the success of our mission. Negotiation skills are perishable, and the field of crisis negotiation, like all Police work, is consistently evolving and innovating. The NTOA conference will include opportunities to attend seminars and keynote speaker sessions from respected and industry-leading negotiators from around the US and the World. The conference also features negotiation equipment and technology vendors on-site, so attendees can experience the latest innovations in the field.

Furthermore, Skagit CNT is planning to compete in the Crisis Negotiation Challenge, in which teams from across the Country are judged on how they negotiate, document, and coordinate a crisis scenario. The competition presents additional learning opportunities in the form of feedback from judges, as well as lessons learned from teams from other jurisdictions.

Other Skagit CNT members previously attended this conference, and found it to be a very professional event, with excellent learning and networking opportunities.

The anticipated costs are as follows:

Competition Fee: \$90 per team member, \$180 for SWPD's two attendees.

Conference Fee: \$324 per person, \$648 total.

Flights from Seattle to Phoenix, Round Trip: \$414-794 (combined price for both attendees) depending on a variety of factors. This particular booking would fly out 10-24 and fly back 10-29.

Accommodations: One team member has offered their time share, expected cost \$1100 total, split between all attending agencies, likely divided between SCSO, MYPD, APD, BPD, and SWPD, about \$220-\$275 expected cost to the City. This is an enormous savings over what a hotel would cost.

Per Diem: \$459.25 per attendee, \$918.50 total.

Rental car: Assuming approximately 7 to 10 team members attend, we would need to rent either a van, or multiple smaller cars to meet transportation needs between 10-24 and 10-29. I was able to price out a few options:

Smaller car: ~\$334 times 2 vehicles needed, \$668 total.

One large van or minivan: ~\$620-680.

Assuming the rental car costs were split between four to five agencies, I have developed expected maximum and minimum expected split costs.

Car and Flight Bundle Savings: We may be able save by bundling flight and rental car through an online booking, such as Priceline. This would mean a combined cost of ~\$690-750 per person, round trip flight plus rental car. If we bundle the rental car, we could pro-rate out the split cost of the rental car and work on getting reimbursement from other agencies who were also attending and had use of the vehicle.

Gasoline: ~\$30-50 depending on mileage, distances driven, fuel prices, etc.

Vehicle Parking at Airport: ~\$130.

Cost Breakdown total (includes anticipated combined costs for both attendees):

Air and Car Separate			Air and Car Bundled		
Item	Min Cost	Max Cost	Item	Min Cost	Max Cost
Competition Fee	\$ 180.00	\$ 180.00	Competition Fee	\$ 180.00	\$ 180.00
Conference Fee	\$ 648.00	\$ 648.00	Conference Fee	\$ 648.00	\$ 648.00
Round Trip Flights for 2	\$ 414.00	\$ 794.00	Round Trip Flights Plus Rental Car	\$ 690.00	\$ 750.00
Timeshare	\$ 220.00	\$ 275.00	Timeshare	\$ 220.00	\$ 275.00
Per Diem	\$ 918.50	\$ 918.50	Per Diem	\$ 918.50	\$ 918.50
Rental Vehicles	\$ 124.00	\$ 155.00	Gasoline	\$ 30.00	\$ 50.00
Gasoline	\$ 30.00	\$ 50.00	Vehicle/Airport Parking	\$ 130.00	\$ 130.00
Vehicle/Airport Parking	\$ 130.00	\$ 130.00	Minus Rental Car Pro Rate	(\$130)	(\$140)
Total	\$2,664.50	\$3,150.50	Total	\$2,686.50	\$2,811.50

The estimated cost breakdown on the low end is \$2,664.50, and \$3,150.50 on the high end.

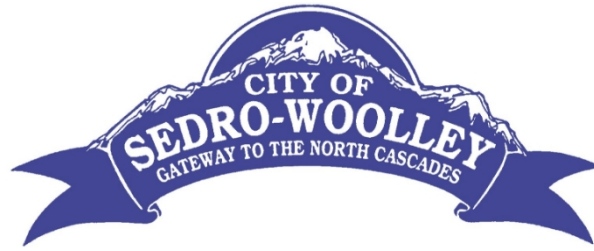
Mt Vernon Police are working very hard to make sure their team members can attend, and Anacortes PD is also looking into sending their team member. I also expect Burlington PD and SCSO to send team members, as well.

This training and competition present an excellent opportunity for Skagit CNT to continue building our negotiation skills, as well as opportunities for networking, getting hands-on experience with new technology in the field, and learning from subject-matter experts. The City of Sedro-Woolley, and Skagit County Law Enforcement as a whole, will benefit from this training opportunity. I humbly submit this proposal for your consideration.

Respectfully submitted,

/s/ Sgt A McCombs SW136 SWPD

Sgt Austin McCombs, Sedro-Woolley Police, Skagit CNT Assistant Team Leader



City Council Agenda Item

Agenda Item No.: e.4.

Date: March 11, 2026

From: Nathan Salseina, Maintenance Operations Supervisor

Subject: Lease Agreement - Sedro-Woolley Youth Football & Cheer

RECOMMENDED ACTION:

Motion to approve the attached 5-year lease agreement with Sedro-Woolley Youth Football & Cheer.

BACKGROUND/SUMMARY INFORMATION:

Sedro-Woolley Youth Football & Cheer has leased a portion of the Union Cemetery Property located off Fruitdale Rd since 2011. With approval of the council, the group developed at their own expense what has become known as Denny Engberg Memorial Field. The group has maintained the field at their own expense since then. The original 5-year lease was extended by the City Council in 2016, again in 2021, and is now set to expire on April 30th of this year. As open space for outdoor recreation becomes limited, Engberg Field has become an asset to the community, and is used by several hundred kids from throughout the Sedro-Woolley School District for youth programs.

FISCAL IMPACT, IF APPROPRIATE:

None, this is a no cost lease for the city.

ATTACHMENTS:

1. 04899Sedro - lease agreement youth football dc
2. Engberg Parcel Map

LEASE AGREEMENT

This lease of the below described real property known as Denny Engberg Field and hereinafter referred to as "the Field" is made and entered into this ____ day of _____, 2026 by and between the CITY OF SEDRO-WOOLLEY, a Washington municipal corporation, hereinafter referred to as "Lessor", and Sedro-Woolley Youth Football & Cheer, a nonprofit corporation, hereinafter referred to as "Lessee".

Whereas, Lessor owns certain real property described below and located within the city limits of the City of Sedro-Woolley, Washington; and

Whereas, Lessee is a nonprofit organization that operates a youth football and cheer program that provides and maintains facilities, equipment, uniforms, etc., for use by participating boys and girls, from public schools and the general public; and

Whereas, Lessor has the power and authority to (i) own and lease real property for municipal purposes under the provisions of RCW 35.23.440 (20) and RCW 35.23.452, and (ii) to provide and improve public parks under the provisions of RCW 35.23.440(43), and (iii) to provide for the general welfare under the provisions of RCW 35.23.440 (3); and

Whereas, Lessee desires to lease from Lessor the Field described below for the purpose of providing additional facilities for the benefit of its programs and the general public; and

Whereas, Lessor has future plans to use the Field for expansion of the City's cemetery but has no current use for the Field and desires Lessee to provide said community youth and recreational opportunities and facilities under Lessor's municipal authority and to fulfill its duty to provide the same.

NOW, THEREFORE, based upon the mutual benefits derived and to be derived herefrom, the parties agree as follows:

1. DESCRIPTION OF PROPERTY. Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following described real property, situated in Sedro-Woolley, Skagit County, Washington, to wit:

Legal description and map attached as Exhibit A

SUBJECT TO: Restrictions, easements, and reservations of record, if any, as of the date of signing of the lease.

RESERVING: A non-exclusive easement over and across the premises to provide ingress and egress to any and all such buildings and areas and other adjacent properties owned by Lessor.

2. CONDITION OF PREMISES. Lessee accepts the premises in their present condition and is not relying upon any covenants, warranties or representations of Lessor as to its condition or usability, except Lessor's right to grant a lease of the premises.

3. TERM. The lease shall be for a period of five (5) years beginning on the 1st day of May, 2021 and ending on the 30th day of April, 2026. This lease may be terminated by either party upon written notice of one hundred eighty (180) days to the other party.

4. CONSIDERATION. The Parties agree and recognize that there is a public benefit created by this Agreement. In consideration for the use of the Field at a discounted rate, Lessee provides athletic opportunities for youth within the City that the City itself is unable to provide and hereby agrees to keep the premises in mowed and maintained condition during the period of this lease.

5. RENTAL. In addition to the above valuable consideration, Lessee agrees to pay Lessor the discounted sum of one dollar and 00/100 cents (\$1.00) per year for the leased premises, plus leasehold tax, if any, payable on or before the fifteenth day of April of each year this lease is in effect.

6. HOLD HARMLESS PROVISIONS. LIABILITY AND INDEMNITY. The Lessor, its officers, employees and agents, shall not be liable for any injury (including death) or damage to any persons or to any property sustained or alleged to have been sustained by the Lessee or by others as a result of any condition (including existing or future defects in the premises), or occurrence whatsoever related in any way to the premises or related in any way to the Lessee's use of the premises or Lessee's performance under this lease, except to the extent of such damage caused by negligence of the Lessor. Lessee agrees to defend and hold harmless the Lessor, its officers, employees and agents from any and all liability or expense (including expense of litigation) in connection with any such items of actual or alleged injury or damage. In addition, the Lessee shall, at its own expense, maintain throughout the term of this lease, proper liability insurance with a reputable insurance company or companies satisfactory to the Lessor in the minimum of \$2,000,000.00 each occurrence, \$2,000,000.00 general aggregate (and hereafter in such increased amounts to be comparable and consistent with the going or standard coverage in the area for comparable recreational activities), to indemnify both the Lessor and Lessee against any such liability or expense. The Lessor shall be named as one of the insured and shall be furnished a copy of such policy or policies of insurance or certificate of such insurance coverage or both, by the Lessee, at the Lessor's election. Each certificate of insurance shall provide that the insurance policy or policies are not subject to cancellation without at least thirty (30) days advance written notice of such cancellation having been first given to the Lessor.

7. USE AND TYPE OF ACTIVITY. It is understood and agreed that lessee intends to use the premises for the purpose of youth football and activities incidental and related thereto. It is further understood that the above activities are the only types of activity to be conducted upon the premises by the Lessee. Failure to perform the above type of activities or cessation of such activities or carrying on of other activities without first obtaining a lease modification with Lessor's written approval of such other activities shall constitute a default by Lessee of this lease.

The leased premises shall be open and available for use by the general public in a manner and at such times that are consistent with the use contemplated herein by Lessee. Use of the leased premises by Lessee and the general public shall comply with all the ordinances, rules and regulations of the City of Sedro-Woolley.

8. CONSTRUCTION OF IMPROVEMENTS. Lessee will not construct any improvements upon the premises without the prior consent of the Lessor. Lessor consents to re-grading and planting of the Field and the addition of goal posts.

9. DISPOSITION OF IMPROVEMENTS AT END OF LEASE. Lessee shall have the right to remove all equipment, personal property and improvements which may have been placed upon the premises by Lessee during the period of this lease, provided that the same are removed upon conclusion of the lease and that the lease is in good standing. Any such equipment, personal property and improvements not removed from the premises by the conclusion of the lease shall be removed and stored at Lessee's expense and Lessor shall recover any costs and expenses from the Lessee resulting from the removal. Lessor, at Lessor's discretion, may retain such property as a means of recovering expenses, in whole or in part, associated with its holdover at the Field. Following removal of said property, the Field shall then be restored by Lessee to its condition existing at the commencement of the lease or to a condition satisfactory to Lessor, prior to termination of the lease. Normal depreciation, loss by unavoidable fire or unavoidable casualty excepted.

10. LESSEE WILL OBTAIN PERMITS. Lessee agrees to obtain and comply with all necessary permits for the operation and conduct of Lessee's business. If Lessee fails to obtain and comply with such permits, then Lessee accepts full responsibility for any and all costs incurred by the City of Sedro-Woolley, including actual attorney's fees, occasioned by Lessee failing to obtain and/or comply with such permits. Lessee agrees to hold the Lessor harmless from any liability and to fully reimburse expenses of the Lessor for Lessee's failure to obtain and/or fully comply with any necessary permit.

11. MAINTENANCE OF FACILITIES. Lessee shall be responsible for all maintenance and/or repair of the leased premises and all improvements thereon. The premises shall be maintained in such condition so as not to create a hazard nor be unsightly and shall at all times conform to existing laws.

12. UTILITIES. Lessee agrees to pay for all public utilities which shall be used in or charged against the premises, and to hold the Lessor harmless from such charges. This includes Skagit PUD water service charges applicable to the premises.

13. ADVERTISING AND SIGNS. No signs or other advertising matter, symbols, canopies or awnings shall be installed, attached to or painted on the premises without the prior consent of the Lessor.

14. LIENS AND INSOLVENCY. Lessee shall keep the leased premises free from any liens arising out of work performed, materials furnished, or obligations incurred by Lessee. In the event Lessee becomes insolvent, voluntarily or involuntarily bankrupt, or if a receiver, assignee or other liquidating officer is appointed for the business of the Lessee, then the Lessor may cancel this lease at Lessor's option.

15. TAXES. Lessee shall be liable for, and shall pay throughout the term of this lease, all license fees and excise taxes payable for, or on account of, the activities conducted on the premises and all taxes on the property of Lessee on the premises and any taxes on the

premises and/or on the leasehold interest created by this lease and/or any taxes levied in lieu of a tax on said leasehold interest and/or any taxes levied on, or measured by, the rental payable hereunder, whether imposed on Lessee or on the Lessor. With respect to any such taxes payable by the Lessor which are on or measured by the rent payments hereunder, Lessee shall pay to the Lessor with each rent payment an amount equal to the tax on, or measured by, that particular payment. All other tax amounts for which the Lessor is or will be entitled to reimbursement from Lessee shall be payable by Lessee to the Lessor at least fifteen (15) days prior to the due dates of the respective tax amounts involved; provided, that Lessee shall be entitled to a minimum of ten (10) days written notice of the amounts payable by it.

16. **LAWS AND REGULATIONS.** The Lessee agrees to conform to and abide by all lawful rules, codes, laws and regulations of the United States, the State of Washington, and any municipality or agency of any of said entities, including rules and regulations of Lessor, where applicable to the Lessee's use and operation of said premises, including the construction of any improvements thereon, and not to permit said premises to be used in violation of any said rules, codes, laws or regulations. Lessee specifically agrees to abide by any and all athletic safety protocols put in place by any league or parent organization of which it is a member. This includes, but is not limited to, concussion protocols.

17. **ALTERATIONS.** Lessee shall not make alterations to the Field without first obtaining the consent of the Lessor.

18. **COMMIT NO WASTE.** Lessee agrees not to allow conditions of waste and refuse to exist on the premises and to keep the premises in a neat, clean, and orderly condition and to be responsible for all damages caused upon the premises by Lessee, its agents or any third party.

19. **COSTS AND ATTORNEYS' FEES.** In the event it is necessary for either party herein to bring an action to enforce the terms, conditions or covenants of this lease, then each party shall be responsible for its own attorney fees.

20. **EQUAL OPPORTUNITY.** Lessee agrees that in the conduct of activities on the premises it will be an equal opportunity employer in accordance with Titles 6 and 9 of the 1964 Civil Rights Act, as amended.

21. **NON-DISCRIMINATION.** Lessee agrees to conduct activities in such a manner as not to discriminate against participants, parents, volunteers, employees, or applicants for employment, on the basis of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap, or any other status protected by State or Federal law.

22. **BACKGROUND CHECKS.** Lessee agrees that all of its employees and volunteers shall be subject to, and will undergo, a background check pursuant to RCW 43.43.830 prior to commencing contact with youth participants.

23. **TERMINATION.** Upon termination of this lease or any extension thereof, whether by expiration of the stated term or sooner termination thereon as herein provided, Lessee shall surrender to Lessor said premises peaceably and quietly and in the condition required under paragraph 10 herein.

24. **DEFAULT AND RE-ENTRY.** Time is of the essence of this agreement. (i) If (a) any rent or other consideration due from Lessee hereunder remains unpaid for more than ten (10) days after the date it is due; (b) Lessee files a voluntary petition in bankruptcy or makes a general assignment to the benefit of, or a general arrangement with, creditors; (c) there is an involuntary bankruptcy filed against Lessee that has not been dismissed within thirty (30) days of filing; (d) Lessee becomes insolvent; or (e) a receiver, trustee, or liquidating officer is appointed for Lessee's business; or (ii) If Lessee violates or breaches any of the other covenants, agreements, stipulations or conditions herein, and such violation of breach shall continue for a period of thirty (30) days after written notice of such violation or breach is sent to Lessee, then Lessor may at its option, declare this lease forfeited and the term hereof ended, or without terminating this lease elect to re-enter and attempt to relet, in which event Lessee authorizes Lessor to relet the premises or any part thereof for such term or terms (which may be for a term extending beyond the term of this lease) and at such rental or rentals and upon such other terms and conditions as Lessor in its sole discretion deems advisable. Upon each such reletting, all rents received by Lessor from such reletting shall be applied, first, to the payment of any amounts other than rent due hereunder from Lessee to Lessor; second, to the payment of any costs and expenses of such reletting and renovation, including brokerage fees and attorneys' fees; third, to the payment of rent due and unpaid hereunder, and the residue, if any shall be held by Lessor and applied to payment of future rent as the same may become due and payable hereunder. If rental received from such reletting during any month are less than that to be paid during that month by Lessee hereunder, Lessee shall pay any such deficiency to Lessor, and Lessee covenants and agrees to pay Lessor for all other expenses resulting from its default, including, but not limited to, brokerage commissions, attorneys fees and the reasonable cost of converting the premises for the benefit of the next Lessee. Delinquent rental and other payments shall bear interest at the rate of twelve percent (12%) per annum from the date due until paid. In the event of any default hereunder and entry in, or taking possession of, the premises, Lessor shall have the right, but not the obligation, to remove from the premises all personal property located therein, and may store the same in any place selected by Lessor, including but not limited to a public warehouse, at the expense and risk of the owners thereof, with the right to sell or retain such stored property, without notice to Lessee, after it has been stored for a period of thirty (30) days or more, with the proceeds of such sale or value of property retained to be applied to the cost of such sale and to the payment of charges for storage, and to the payment of any other sums of money which may then be due from Lessee to Lessor under any of the terms hereof.

25. **ASSIGNMENT AND SUBLEASE.** Lessee shall not, by operation of law or otherwise, assign or sublet any portion of the lease premises.

26. **LESSOR'S RIGHT TO ENTER PREMISES.** Lessor and/or its authorized representatives shall have the right to enter the premises at all reasonable times for any of the following purposes:

- a. To determine whether or not the premises are in good condition or whether the Lessee is complying with its obligations under this lease;
- b. To do any necessary maintenance and to make any restoration to the premises that the Lessor has the right or obligation to perform;
- c. To post "For Rent" or "For Lease" signs during any period that the Lessee is in default;

- d. To repair, maintain or improve the premises; and
- e. To do any other act or thing necessary for the safety or preservation of the premises.

Lessor shall not be liable in any manner for any inconvenience, disturbance, loss of business, nuisance, or other damage arising out of the Lessor's entry onto the premises as provided in this paragraph. Lessor shall conduct its activities on the premises as provided herein in a manner that will cause the least inconvenience, annoyance or disturbance to the Lessee.

27. **RIGHT OF QUIET ENJOYMENT.** Lessor acknowledges that it has ownership of the premises heretofore described and that it has the legal authority to lease said premises unto Lessee. Lessor covenants that Lessee's right of occupancy shall not be disturbed during the term of this lease so long as the terms are complied with by Lessee and subject to the provisions of paragraph 23.

28. **TIME IS OF THE ESSENCE.** It is mutually agreed and understood that time is of the essence of this lease and that a waiver of any default of Lessee shall not be construed as a waiver of any subsequent default, and that any notice required to be given under this lease may be given by United States Mail addressed to the party identified in paragraph 30 of this lease.

29. **WAIVER OF SUBROGATION.** Lessor hereby releases Lessee from any and all right, claim and demand that Lessor may hereafter have against Lessee, or Lessee's successors or assigns, arising out of or in connection with any loss or losses occasioned by fire and such items as are included under the normal extended coverage clauses of fire insurance policies, and does hereby waive all rights of subrogation in favor of insurance carriers against Lessee arising out of any losses occasioned by fire and such items as are included under the normal extended coverage clauses of fire insurance policies and sustained by Lessor in or around the premises. Lessee hereby releases Lessor from any and all right, claim and demand that Lessee may hereafter have against Lessor or Lessor's successors or assigns, arising out of or in connection with any loss or losses occasioned by fire and such items as are included under the normal extended coverage clauses of fire insurance policies. The waivers provided for in this paragraph shall be applicable and effective only in the event such waivers are obtained from the insurance carriers concerned.

30. **NOTICES.** All notices or payment hereunder may be delivered or mailed. If mailed, they should be sent to the following respective addresses:

LESSOR:

City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284

LESSEE:

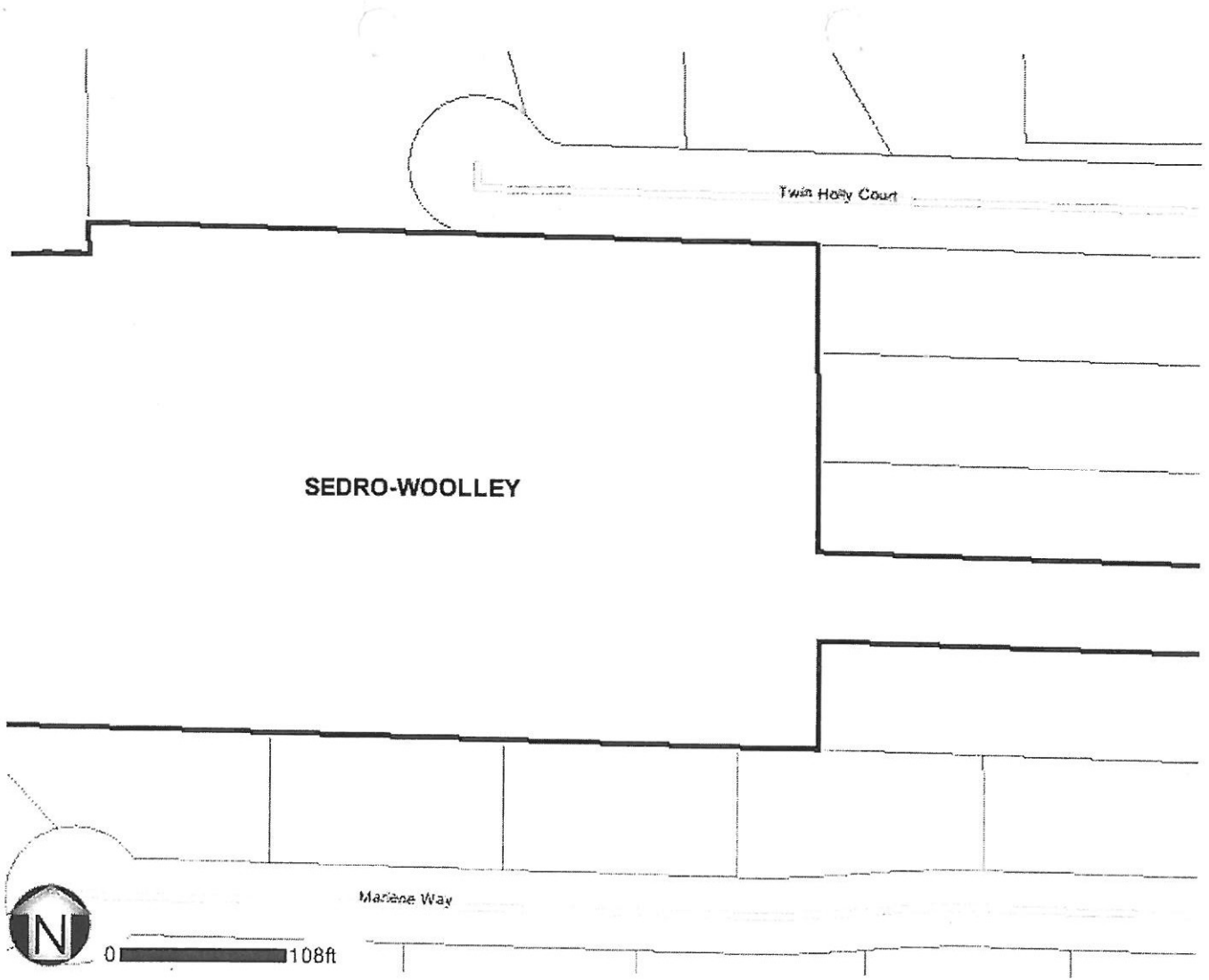
Sedro-Woolley Youth Football & Cheer
826 Metcalf St PMB #43
Sedro-Woolley, WA 98284

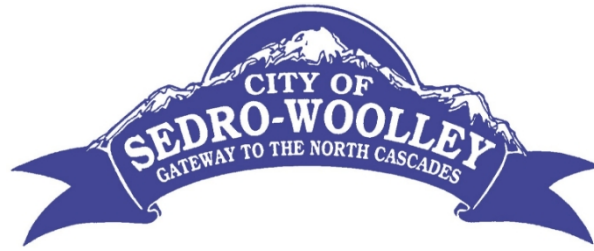
31. **LESSEE'S FIRE INSURANCE COVERAGE.** Lessee shall at Lessee's expense

the _____ of the City of Sedro-Woolley described herein, and who executed the within and foregoing instrument on behalf of said municipal corporation, and acknowledged that they signed the same as the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned.

Given under my hand and official seal this _____ day of _____, 2026.

Notary Public in and for the State of
Washington, residing at _____
My Commission Expires: _____
Print Name: _____





City Council Agenda Item

Agenda Item No.: e.5.

Date: March 11, 2026

From: Woody Tovar Cano, IT Director

Subject: Contract Renewal - Smarsh Professional Archiving

RECOMMENDED ACTION:

Motion to authorize Mayor Johnson to sign the Smarsh contract renewal for the purchase of professional archiving services in the amount of \$41,524.09.

BACKGROUND/SUMMARY INFORMATION:

Smarsh is the professional archiving services the city uses for Facebook, LinkedIn, Instagram, email, Microsoft Teams, AT&T, Verizon, and website archiving. This years renewal has increased by \$11,391.81 due to the addition of 5 AT&T lines, 48 Verizon lines, 28 additional inboxes, and access to training resources.

FISCAL IMPACT, IF APPROPRIATE:

This software renewal has been accounted for in the 2026 budget.

ATTACHMENTS:

1. Smarsh Order Form - City of Sedro Woolley, WA 37163 2026-02-24

Renewal - City of Sedro Woolley, WA

Account Rep Email	Bethany Cloutier bethany.cloutier@smarsh.com	Customer Service Address	City of Sedro Woolley, WA 325 Metcalf St Sedro Woolley, Washington 98257
Company	Smarsh Inc.	Billing Contact	Accounts Payable
Prepared on	24-Feb-2026	Contact Phone	360-855-1661
Valid until	20-Mar-2026	Contact Email	ap@ci.sedro-woolley.wa.us
Start Date	01-Mar-2026	Technical Contact	Woody Tovar Cano
Renewal Date	01-Mar-2027		
Billing Frequency	Annual		
Order Type	Renewal		

Services	Unit Price	Minimum Quantity	Minimum Commitment
Unified			
Platform - Professional Archive - SMG	\$869.29	1	\$869.29
AT&T Mobile Message - Professional Archive Capture	\$118.80	5	\$594.00
Email - Professional Archive Capture	\$126.88	127	\$16,113.84
Facebook - Professional Archive Capture	\$126.88	3	\$380.64
Instagram - Professional Archive Capture	\$126.88	3	\$380.64
LinkedIn - Professional Archive Capture	\$159.84	1	\$159.84
Microsoft Teams - Professional Archive Cloud Capture	\$126.88	107	\$13,576.22
Verizon - Professional Archive Capture	\$60.00	75	\$4,500.00
Platform - Web Archive		1	
Web Archive - Domain	\$1,224.55	1	\$1,224.55
Web Archive - Page	\$7.20	350	\$2,521.12
Smarsh Support			
Professional Support - Basic		1	
Smarsh University			
Smarsh U - SMB - Full Access	\$1,203.95	1	\$1,203.95
Annual Recurring Service Fees Subtotal			\$41,524.09
One-Time Fees Subtotal			\$0.00
Contract Total			\$41,524.09

Notes All prices quoted are before tax. Applicable taxes will be added at time of invoicing. If you are tax exempt, please send a current copy of your tax-exempt certificate to accounting@smarsh.com

Terms & Conditions

The Services are subject to the terms and conditions of this Order Form and (i) the Smarsh Service Agreement available at www.smarsh.com/legal/ServiceAgreement (ii) the Service Specific Terms referenced in or attached to this Order Form, and (iii) any exhibits or attachments to this Order Form that may amend, supersede, or append the terms referenced herein (collectively "Agreement"):

SERVICE SPECIFIC TERMS

- The Professional Archive Service Specific Terms available at <https://www.smarsh.com/legal/SSTProfessionalCloud>;
- Mobile Channels Service Specific Terms available at <https://www.smarsh.com/legal/SSTMobileChannels>;
- Web Archive Services Specific Terms available at: <https://www.smarsh.com/legal/SSTWebArchive>;
- Smarsh U Service Specific Terms available at: <https://www.smarsh.com/legal/SSTSmarshUniversity>;

TERM

The Term of the Services will begin on the Start Date set forth the on the first page of this Order Form, or if no Start Date is stated, the execution date of this Order Form, and will continue for the Subscription Term specified on the first page of this Order Form. For Services added during Client's existing Term, the Term of the Services will sync to and co-terminate upon Client's Renewal Date set forth above. Renewal of the Services is subject to the terms of the Agreement.

INVOICING

The Recurring Service Fees and One-Time Fees ("Fees") will be invoiced at the billing frequency set forth on the first page of this Order Form. For usage overages, Smarsh will invoice Client for any usage over the minimum quantities at the same per unit rate as indicated in the first page of this Order Form on a regular basis in arrears. Client agrees that the Recurring Services Fees set forth in this Order Form are Client's minimum commitment for the Term.

DATA MANAGEMENT FEES – PROFESSIONAL ARCHIVE

If not priced above or set forth on a separate Order Form between Smarsh and the Client for the applicable data management services requested by the Client, the following standard data import, conversion (if applicable), and storage Fees for data imports Client's Professional Archive shall apply to data imports during the Client's term:

Data Imports - One-time Fee (25 GB Minimum)	\$10.00/GB
Import Data Conversion Fee (25 GB Minimum)	\$3.00/GB
Data Storage – Annual	\$2.50/GB

Amendment to the Smarsh Service Agreement

This Amendment (“**Amendment**”) amends the Smarsh Service Agreement located at <https://www.smarsh.com/legal/ServiceAgreement> between Smarsh Inc. (“Smarsh”) and City of Sedro Woolley, WA (“Client”) (“Agreement”). This Amendment is effective as of the date last signed below, or on the date (i) the Client signs the Order Form to which this Amendment is attached. Capitalized terms not defined in this Amendment have the meaning provided in the Agreement.

WHEREAS, Client has requested certain modifications to the Agreement, and Smarsh has agreed to such modifications as set forth below;

THEREFORE, Client and Smarsh agree as follows:

- 1) **Conflict.** In the event of a conflict between this Amendment and the Agreement, the terms of this Amendment shall control with respect to the clauses and language modified by this Amendment.
- 2) Section 6.3 of the Agreement is hereby deleted and replaced with the following language:

6.3. Renewals & Non-Renewal – Limited Term. The Services that are provided on a recurring basis will not renew automatically for an additional, successive 12-month service term. The Services may be renewed by Client for an additional, successive 12-month Service Term (each a "Renewal Term") upon the execution of a renewal Order Form prior to the expiration of the then current Service Term. Smarsh may elect not to renew a Service by providing no less than 30 days written notice to the Client prior to the end of the then current Service Term.

- 3) Section 7.7 of the Agreement is hereby deleted and replaced with the following language:

7.7 Taxes. All Fees payable by Client under this Agreement are exclusive of taxes and similar assessments. Client is responsible for all sales, service, use and excise taxes, utility user's fees, VAT, 911 taxes, or universal service fund fees or taxes, taxes assessed on the use of software or any other similar taxes, duties and charges of any kind imposed by any federal, state or local governmental or regulatory authority on any amounts payable hereunder, other than any taxes imposed on Smarsh's income. If Client is tax-exempt, Client is responsible to provide a copy of their current tax-exempt certificate upon execution.

- 4) Section 8.2 of the Agreement is hereby deleted and replaced with the following language:

8.2. Obligations with Respect to Confidential Information. Each party agrees: (a) that it will not disclose to any third party, or use for the benefit of any third party, any Confidential Information disclosed to it by the other party except as expressly permitted by this Agreement; and (b) that it will use reasonable measures to maintain the confidentiality of Confidential Information of the other party in its possession or control but no less than the measures it uses to protect its own confidential information. Either party may disclose Confidential Information of the other party: (i) pursuant to the order or requirement of a court, administrative or regulatory agency, or other governmental body, provided that the receiving party, if feasible and legally permitted to do so, gives reasonable notice to the disclosing party to allow the disclosing party to contest such order or requirement; (ii) to the parties' agents, representatives, subcontractors or service providers who have a need to know such information provided that such party shall be under obligations of confidentiality at least as restrictive as those contained in this Agreement (“Agents”); or (iii) pursuant to a public records request under those laws applicable to the Client, provided that the Client gives notice to Smarsh in a reasonable amount of time to allow Smarsh the opportunity to seek a protective order preventing such disclosure. Each party will promptly notify the other party in writing upon becoming aware of any unauthorized use or disclosure of the other party's Confidential Information.

- 5) Section 11.1 of the Agreement is hereby deleted and replaced with the following language:

11.1. Client Indemnification. To the extent permitted by those laws applicable to the Client, and without in any manner waiving its rights to sovereign immunity or increasing the limits of liability thereunder, Client will defend and indemnify Smarsh, its officers, directors, employees, and agents, from and against all third party claims, losses, damages, liabilities, demands, and expenses (including fines, penalties, and reasonable attorneys' fees), arising from or related to (i) Client Data and Client's use of Client Data, (ii) Smarsh's use of Client Data in accordance with this Agreement, and (iii) Client's use of the Services in violation of this Agreement or applicable laws, rules, and regulations. Smarsh will (a) provide Client with prompt written notice upon becoming aware of any such claim; except that Client will not be relieved of its obligation for indemnification if Smarsh fails to provide such notice unless Client is actually prejudiced in defending a claim due to Smarsh's failure to provide notice in accordance with this Section ; (b) allow Client sole and exclusive control over the defense and settlement of any such claim; and (c) if requested by Client, and at Client's expense, reasonably cooperate with the defense of such claim.

6) Section 13.5 of the Agreement is hereby deleted and replaced with the following language:

13.5. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Washington , without regard to conflict/choice of law principles.

7) Section 13.11 of the Agreement is hereby deleted and replaced with the following language:

13.11. Amendments. This Agreement may only be modified, or any rights under it waived, by a written document executed by both parties.

8) The following language is added to the Agreement as Section 14 – SLED Additional Terms.

14.1. Insurance. Smarsh shall, on a primary basis and at its sole expense, maintain in full force and effect at all times during the life of this Agreement, insurance coverage and limits, including endorsements, necessary and appropriate to provide the Services under this Agreement. Smarsh agrees to provide, once every 12 months and upon written request by the Client, a summary of Smarsh's insurance coverage for review by the Client. In addition, Smarsh agrees to use commercially reasonable efforts to provide at least 30 days prior written notice of any material adverse changes to Smarsh's insurance coverage.

9) Except as otherwise set forth in this Amendment, the Agreement will remain unchanged and in full force and effect. This Amendment, together with the Agreement is the entire agreement between the parties, and supersedes all prior agreements between them, whether written or oral in nature

Purchase Order Information

Client to Complete:

Is a Purchase Order (PO) required for the purchase of the Services on this Order Form?

No

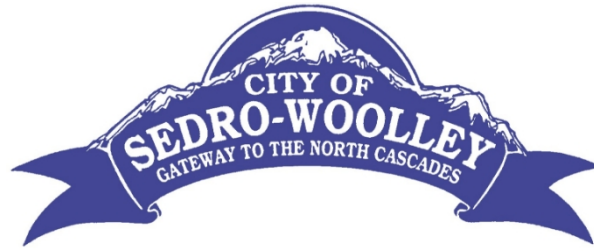
Yes – Please complete below

Upon signature by Client and submission to Company, this Order Form shall become legally binding unless Company rejects this Order Form for any of the following reasons: (i) changes have been made to this Order Form (other than completion of the purchase order information and the signature block); or (ii) the requested purchase order information or signature is incomplete; or (iii) the signatory does not have authority to bind Client to this Order Form.

Client authorized signature

By _____ Name: _____

Date: _____ Title: _____



City Council Agenda Item

Agenda Item No.: e.6.

Date: March 11, 2026

From: Nathan Salseina, Maintenance Operations Supervisor

Subject: Purchase - City Hall Fleet Vehicle

RECOMMENDED ACTION:

Motion to authorize the Public Works Director to issue purchase orders for the purchase of two (2) Mazda CX-5 Sport Utility Vehicles in the not to exceed amount of \$65,936.28 total for both units.

BACKGROUND/SUMMARY INFORMATION:

Multiple departments at City Hall share two older vehicles which are in need of replacement. Both are experiencing ongoing significant mechanical problems. The vehicles to be replaced are a 1999 Ford Taurus and a 2008 Ford Escape. The vehicles are primarily used by Finance and Information Technology, and occasionally by the Executive Department, but are available for use by all city staff. Staff solicited quotes for the two new vehicles through the Washington State Department of Enterprise utility vehicle contract. The quoted prices for two (2) new Mazda CX-5 Suv's include the base vehicle cost and delivery to Sedro-Woolley. There will be some additional costs for city logos and vehicle licensing. The older units will be placed on surplus and sold by public surplus auction. Proceeds from the sales will be deposited back in to the ERR fund to replenish the fund.

FISCAL IMPACT, IF APPROPRIATE:

ERR Funds are available to support this purchase, but are not included in the approved 2026 expenditure budget. A future budget amendment will be required to capture the expense. ERR funds were budgeted for the replacement of both vehicles several years ago but staff at the time, facing rapid inflation on prices for vehicles and recognizing other city vehicle purchase priorities, made the decision to continue operating them until they got closer to the end of their life cycle.

ATTACHMENTS:

1. Mazda CX5 Quotes
2. Mazda Photo

Nathan Salseina

From: NOREPLY@des.wa.gov
Sent: Wednesday, March 4, 2026 11:08 AM
To: Nathan Salseina
Cc: descarsystem@des.wa.gov
Subject: Vehicle Quote - 2026-3-77 - SEDRO WOOLLEY, CITY OF - 22908

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

Vehicle Quote Number: 2026-3-77 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 28423
Dealer: Alan Webb Mazda (W59283)
Dealer Contact: George Zumwalt
Dealer Phone: (360) 892-9004

Organization Information

Organization: SEDRO WOOLLEY, CITY OF - 22908
Email: nsalseina@sedro-woolley.gov
Quote Notes:
Vehicle Location: SEDRO WOOLLEY

Color Options & Qty

RHODIUM WHITE METALLIC \$595 - 2

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2025-03078-0001	2025 MAZDA CX-5 2.5 S AWD	2	\$29,276.00	\$58,552.00
2025-03078-0004	1 EXTRA KEY	2	\$425.00	\$850.00
2025-03078-0006	ALL WEATHER MATS	2	\$195.00	\$390.00
2025-03078-0016	DELIVERY FEE	2	\$350.00	\$700.00

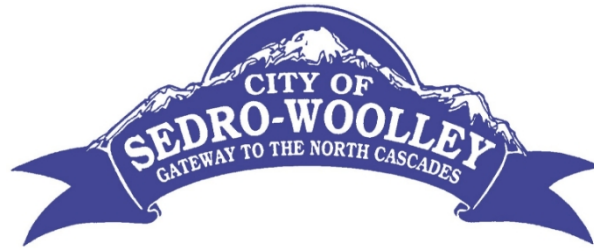
Catalytic Converter Marking

Our organization declines catalytic converter marking

Quote Totals

Total Vehicles: 2
Sub Total: \$60,492.00
9.0 % Sales Tax: \$5,444.28
Quote Total: \$65,936.28





City Council Agenda Item

Agenda Item No.: e.7.

Date: March 11, 2026

From: Frank Wagner, Fire Chief

Subject: Purchase- 12-Lead ECG Cardiac Monitor/Defibrillators

RECOMMENDED ACTION:

Motion to approve staff to accept purchase agreement for the replacement of our 12 Lead ECG Monitors/Defibrillators.

BACKGROUND/SUMMARY INFORMATION:

Our current Zoll X-Series Monitors that our Paramedics utilize for 12 leads, Pacing, Pulse Oximetry and defibrillation were due for replacement on our ERR schedule this past year. Due to previous service and preventative maintenance agreements we chose to push this purchase back an extra year to further our investment. It is now time to complete this purchase to replace these critical assets. These units provide all our necessary functions, as well as, real-time automatic feedback during CPR calls. These units will monitor compression rates and depth, with visual and audio prompts; ensuring high quality CPR. They will also offer our Advanced Life Support providers to analyze cardiac rhythm without stopping or interfering with ongoing chest compressions, thus maximizing outcomes. The new version will also automatically differentiate necessary energy levels and parameters of an adult vs pediatric patient.

FISCAL IMPACT, IF APPROPRIATE:

The purchase of these units is part of our ongoing ERR fund balance, however, there was an increase of almost \$40,000 since our last quote, and it is important that we order these before the upcoming 2026 pricing adjustments that are anticipated. The increase has already been accounted for and will be part of this next budget amendment with future allocations already adjusted for.

ATTACHMENTS:

1. Sedro-woolley Fire Dept - Q-134751 - ZOLL



ZOLL Medical Corporation

269 Mill Road
 Chelmsford, MA 01824-4105
 Federal ID# 04-2711626

Phone: (800) 348-9011
 Fax: (978) 421-0015
 Email: esales@zoll.com

Quote No: Q-134751 Version: 1

Sedro-woolley Fire Dept
 325 Metcalf Street
 Sedro Woolley, WA 98284

ZOLL Customer No: 156622

Glen Gardner
 (360) 855-2252
 ggardner@sedro-woolley.gov

Quote No: Q-134751
 Version: 1

Issued Date: February 13, 2026
 Expiration Date: March 31, 2026

Terms: Net due in 30 days

FOB: Destination
 Freight: Free Freight

Prepared by: Amy Turley
 EMS Territory Manager
 aturley@zoll.com
 +1 2538205490

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
1	CH-11644	8116-11-41-23111-10-USA	<p>Zenix Monitor/Defibrillator, EMS, Fire + Temp Configuration</p> <p>12-lead, Pacing, SpO2, SpCO, EtCO2, NIBP, Temp, Real BVM Help, Real CPR Help - Includes: SurePower 4 Battery, Zenix Power Cord (NA), Zenix MFC Cable, Zenix 12-lead ECG Cable (AAMI), Masimo RD Rainbow SET Patient Cable (4 ft, EMS), Zenix AC-DC External Power Supply, Zenix Accuvent Z-Link Cable, Zenix Temperature Z-Link Cable, Zenix NIBP Patient Hose, Zenix NIBP Cuff (Reusable, Adult Plus), Zenix Z-Fold Paper, Zenix MFC Self Test Plug Kit, and One (1)-year EMS warranty.</p> <p>Parameter Details: Real CPR Help - Dashboard display of CPR Depth and Rate for Adult and Pediatric patients, Visual and audio prompts to coach CPR depth (Adult patient only), Release bar to ensure adequate release off the chest, Metronome to coach rate for Adult and Pediatric patients. See-Thru® CPR artifact filtering • ZOLL Noninvasive Pacing Technology • Real BVM Help: Dashboard provides real-time ventilation feedback on both volume and rate for intubated and non-intubated patients. AccuVent Z-Link Cable included. (Accuvent disposable sensors sold separately) • SunTech NIBP technology. 10 foot single lumen hose and SunTech Reusable Adult Plus Cuff included • Masimo SpO2 & SpCO with Signal Extraction Technology (SET), Rainbow SET® • Two Temperature monitoring channels with digital displays. One Temperature Z-Link cable included. Temperature probes sold separately •</p>	4	\$67,250.00	\$57,145.00	\$228,580.00
2	CH-11644	8016-000860-01	Zenix Carry Case, Large	4	\$490.00	\$430.00	\$1,720.00



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 Email: esales@zoll.com

Sedro-woolley Fire Dept
 Quote No: Q-134751 Version: 1

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
3		8778-890055-WF-ZNX	Zenix Worry-Free Service Plan - 5 Years - On-Site - At Time of Sale Includes: Annual preventive maintenance, battery charger repairs per ZOLL Limited Product Warranty, SurePower 4 Battery replacement upon verified failure, accidental damage coverage, on-site service, and pod replacement upon verified failure. Shipping and use of a Service Loaner upon request, during device service, no charge shipping. Service Plan is a continuation of ZOLL Limited Product Warranty. Battery replacement and accidental damage guidelines can be found in the ExpertCare Service Plan Terms and Conditions on the ZOLL website.	4	\$12,190.00	\$10,971.00	\$43,884.00
4		6008-9901-61	ZOLL X Series Trade In Allowance (EMS Group) See Trade Unit Considerations.	3		(\$5,500.00)	(\$16,500.00)

Subtotal: \$257,684.00

Total: \$257,684.00

Contract Reference	Description
CH-11644	Reflects GPO NPP; Cont PS20200 (EXT3) - Contract No. PS20200 EXT3 contract pricing. Notwithstanding anything to the contrary herein, the terms and conditions set forth in NPP 2020 - Contract No. PS20200 EXT3 shall apply to the customer's purchase of the products set forth on this quote.

Trade Unit Considerations
Trade-In values valid through March 31, 2026 if all equipment purchased is in good operational and cosmetic condition and includes all standard accessories. Trade-In values are dependent on the quantity and configuration of the ZOLL devices listed on this quotation. Customer assumes responsibility for shipping trade-in equipment at the quantities listed on the trade line items in this quotation to ZOLL's Chelmsford Headquarters within 60 days of receipt of new equipment. Customer agrees to pay cash value for trade-in equipment not shipped to ZOLL on a timely basis.

Additional Language
ZOLL will upgrade 4 of the above devices to audio recording at no additional charge if and when the functionality becomes commercially available.

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <https://www.zoll.com/terms-and-conditions-of-sale>, for software products can be found at <https://www.zoll.com/software-legal>, and for ExpertCare Service Plans can be found at <https://www.zoll.com/ExpertCare-Service-Terms>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. Delivery will be made upon availability.
2. This Quote expires on March 31, 2026. Pricing is subject to change after this date.
3. Applicable tax, shipping & handling will be added at the time of invoicing.
4. All purchase orders are subject to credit approval before being accepted by ZOLL.
5. To place an order, please forward the purchase order with a copy of this quotation to esales@zoll.com or via fax to 978-421-0015.
6. All discounts from list price are contingent upon payment within the agreed upon terms.
7. Place your future accessory orders online by visiting the ZOLL web store.



ZOLL Medical Corporation

269 Mill Road
Chelmsford, MA 01824-4105
Federal ID# 04-2711626

Phone: (800) 348-9011
Fax: (978) 421-0015
Email: esales@zoll.com

Sedro-woolley Fire Dept
Quote No: Q-134751 Version: 1

Order Information (to be completed by the customer)

Tax Exempt Entity (Tax Exempt Certificate must be provided to ZOLL)

Taxable Entity (Applicable tax will be applied at time of invoice)

BILL TO ADDRESS	SHIP TO ADDRESS
Name/Department:	Name/Department:
Address:	Address:
City / State / Zip Code:	City / State / Zip Code:

Is a Purchase Order (PO) required for the purchase and/or payment of the products listed on this quotation?

Yes PO Number: _____ PO Amount: _____
(A copy of the Purchase Order must be included with this Quote when returned to ZOLL)

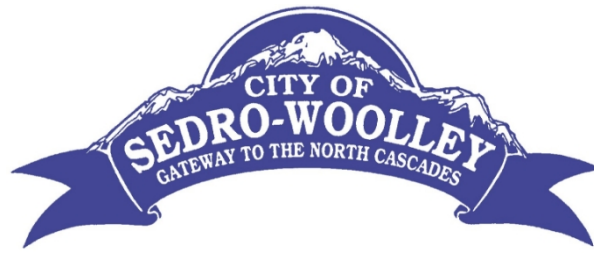
No (Please complete the below section when submitting this order)

For organizations that do not require a PO, ZOLL requires written execution of this order. The person signing below represents and warrants that she or he has the authority to bind the party for which he or she is signing to the terms and prices in this quotation.

Sedro-woolley Fire Dept

Authorized Signature:

Name: _____
Title: _____
Date: _____



City Council Agenda Item

Agenda Item No.: e.8.

Date: March 11, 2026

From: Charlie Bush, City Administrator

Subject: 2024-177-ILA - Skagit County - Amendment 1 Senior Services - 2nd Read

RECOMMENDED ACTION:

Motion to authorize the Mayor or her designee to execute amendment 1 to 2024-177-ILA, an interlocal agreement with Skagit County.

BACKGROUND/SUMMARY INFORMATION:

Skagit County, due to a significant budget shortfall, proposed an amendment (attached) to its interlocal agreement with the City of Sedro-Woolley (attached) through which it provides comprehensive senior services at the City's Senior Center building (715 Pacific). The amendment would terminate the agreement, effective June 30, 2026. It is important to note that the agreement has a termination clause of 30 days and it is likely that the County will unilaterally terminate the agreement using this clause if this amendment is not approved.

Through the current interlocal agreement, the City agreed to pay the County \$23,246 in 2026 for the provision of comprehensive senior services. This amount is in the City's 2026 budget. The attached proposed amendment would reduce the City's obligation to one-half of the amount, or \$11,623, as the County would only be contractually obligated to provide services for the first half of 2026. According to County staff, the County is open to a contract that would provide senior services for the second half of the year, minus the meals program (50% of the total amount). City and County staff are currently working to draft this 6-month agreement, which will come before the Council as soon as it is completed.

The contract for the meals program is awaiting bid award. The County is working with the Northwest Regional Council (NWRC) and NWRC representatives reached out to Mayor Johnson regarding funding availability to help support a contract that would start on July 1, 2026. Funding in the current City budget would be available to help support this contract. Funding in the City budget is also available to support a County contract for the second half of the year to ensure there is no disruption of services.

This item received a first read by the City Council on February 25, 2026.

FISCAL IMPACT, IF APPROPRIATE:

If approved, the amendment would reduce the City's financial obligation to the County for 2026 by \$11,623. Staff recommends continuing senior services support through new contracts for the remainder of 2026 while the parties involved determine a new service delivery model for providing services in

2027 and beyond.

ATTACHMENTS:

1. SW Senior Services 25 27 ILA Amd 1
2. 2024-177-ILA - Sedro-Woolley and SC Agmt - Senior Services

**AMENDMENT #1
ORIGINAL AGREEMENT # C20240714**

City of Sedro-Woolley, hereinafter called "City", and Skagit County, hereinafter called "County", agree to amend Agreement #C20240714 as set forth below under "Terms of Amendment".

TERMS OF AMENDMENT:

1) Page 2, Term of Agreement, item 3, shall be amended as follows:

The term of this agreement shall be from January 1st, 2025 through ~~December 31st, 2026,~~
June 30th, 2026.

2) Page 2, Item 4, Matter of Financing, shall be amended as follows:

MANNER OF FINANCING: **For the fiscal year 2025,** the City shall pay for the services provided in this Agreement the sum of **twenty-two thousand, seven hundred and ninety-one dollars (\$22,791.00).** **For the fiscal year 2026,** the City shall pay for the services provided in this Agreement the sum of ~~twenty-three thousand, two hundred and forty-six dollars (\$23,246.00)~~ **\$11,623.00.**

All other terms and conditions of the original contract shall remain in effect.

City of Sedro-Woolley

Julia Johnson, Mayor

Date _____

Mailing Address:

City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284

Date: _____, 2026.

DATED this ____ day of _____, 2026.

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

Ron Wesen, Chair

Peter Browning, Commissioner

Attest:

Joe Burns, 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

INTERLOCAL COOPERATIVE AGREEMENT

BETWEEN

SKAGIT COUNTY

Contract # C20240714

Skagit County

Page 1 of 4

AND

The City of Sedro-Woolley

THIS AGREEMENT is made and entered into by and between 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 County operates a Senior Services Program, within the Skagit County Public Health Department, and employs a staff of qualified and professional personnel to develop, direct and coordinate a comprehensive system for the delivery of services to seniors. For the purpose of this Agreement, a senior will be defined as any person 55 years of age or older. As a result of other contractual Agreements, some services may be limited to those over 60 years of age.

The City desires to enter into an Agreement whereby the County will provide to the City certain administrative and professional services and the City will pay for the services so performed. This Agreement is general in nature and reflects the broad responsibilities the County has for the provision of services to seniors.

2. RESPONSIBILITIES: It is agreed between the parties during the effective term of this Agreement, the County will provide administrative and professional services to the City; said services to consist primarily of the following Program Services for seniors:

A. Nutritional Services

- 1. Congregate meals: Hot, nutritionally balanced noon-time meals are served at the Senior Center.
- 2. Home-delivered meals: Individuals over the age of 60 who are homebound and unable to prepare meals for themselves or attend a Senior Center congregate meal service may have meals delivered to their homes. Volunteers deliver hot and frozen meals to homebound seniors on weekdays. Meal delivery can be a temporary or an on-going service especially helpful to individuals with disabilities or individuals recovering from illnesses. Staff members from the Skagit Nutrition Program make initial home visits to assess the extent of the need for home-delivered meal service, along with providing nutrition intervention when applicable. Meal delivery can be a temporary or on-going service, based on individual client needs. Annual assessments are conducted to re-evaluate eligibility.
- 3. Liquid Meal Supplement: The Skagit Nutrition Program has Ensure Plus available at the Skagit County Senior Centers available to older adults. Ensure Plus is a high-calorie liquid food for use when extra calories and nutrients, but a normal concentration of protein, are needed. A prescription or written statement of need from a physician, registered nurse, or registered dietitian is required. Prescriptions will be kept on file with the nutrition program and must be renewed every 6 months.

B. Senior Center Program Services

1. The County provides comprehensive Senior Service programs at community focal points where older adults can conveniently access services and activities which support their independence, enhance their dignity, and encourage their involvement in and with their community. As part of a comprehensive community strategy to meet the needs of older persons, coordinated Senior Services programs will take place within and emanate from this facility. The Coordinator shall utilize local Senior Advisory Boards to assess needs and interests of local senior citizens in the formulation of programs.

C. Senior Center Operating Hours: 8:00 a.m. - 4:00 p.m. (Monday - Friday)

3. **TERM OF AGREEMENT:** The term of this Agreement shall be from January 1st, 2025 through December 31st, 2026.

4. **MANNER OF FINANCING:** For the fiscal year 2025, the City shall pay for the services provided in this Agreement the sum of **twenty-two thousand, seven hundred and ninety-one dollars (\$22,791.00)**. For the fiscal year 2026, the City shall pay for the services provided in this Agreement the sum of **twenty-three thousand, two hundred and forty-six dollars (\$23,246.00)**. The County has established the following GL code(s) 118-various, and any other GL codes necessary, which shall be included on all billings or correspondence in connection therewith. One-fourth of the amount shall be due at the end of each quarter, that being March 31, June 30, September 30, December 31, and payable after submission of a voucher and processing in the manner provided by the City for processing voucher and issuing warrants thereon. The total amount may be paid at the first quarter as desired by the City.

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 the Senior Program Manager.
- 5.2 City's representative shall be 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:** 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 the County by reason of entering into this contract except as expressly provided herein.

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.

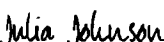
10. **SEVERABILITY:** In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or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

12. **OTHER PROVISIONS:**

- A. **REPORTS:** County reports will be provided to the City on a quarterly basis. These reports will contain statistical information regarding the participation levels in senior service programs.
- B. **AUDITS:** The City may audit the records to assure that it will receive full value in services for the consideration of services recited herein.

City of Sedro-Woolley:

DocuSigned by:


 Julia Johnson, Mayor

Date November 26th, 2024

Julia Johnson

 Print Name

Mailing Address:

City of Sedro-Woolley
 325 Metcalf Street
 Sedro-Woolley, WA 98284

DATED this 26th day of November, 2024.

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



Peter Browning, Chair

ABSENT

Lisa Janicki, Commissioner



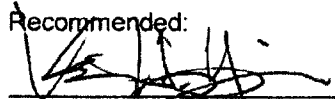
Ron Wesen, Commissioner

Attest:




Linda Hammar
Clerk of the Board

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

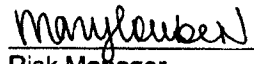
Recommended:


Department Head

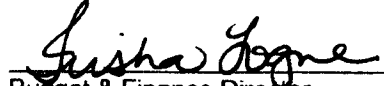
County Administrator

Approved as to form:


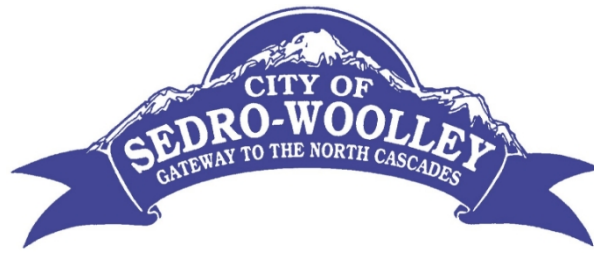
Civil Deputy Prosecuting Attorney

Approved as to indemnification:


Risk Manager

Approved as to budget:


Budget & Finance Director



City Council Agenda Item

Agenda Item No.: g.1.

Date: March 11, 2026

From: Charlie Bush, City Administrator

Subject: Draft 2027-2028 Strategic Plan (Council Goals) - 1st Read

RECOMMENDED ACTION:

No action is requested at this time. Council feedback on the draft would be appreciated.

BACKGROUND/SUMMARY INFORMATION:

The City Council held a Special Meeting on January 28, 2026 to review City Council goals submitted by individual City Council members. At the meeting, the City Council organized 6 submitted goals into 4 goals. Since the meeting, City staff further organized the strategies and action items submitted by Council members under the 4 goals prioritized by the City Council. A draft of this document is attached. Staff made edits to action items and occasionally to the strategies to develop a draft plan that was actionable during the planning horizon (by the end of 2028). Some editing of the goals, with an intent not to change their meaning, was required during the process of combining some of them. Deadlines and staff assignments, to allow for progress tracking and to enhance staff's focus on these items, will be applied to each of the action items as they are inserted into the City's strategic planning software, Envisio. Items have also been drafted to be ready for insertion into Envisio, with a three-level approach of goals, strategies, and action items that are aligned. The process of entry into Envisio is planned for late in 2026 so the new plan is ready for action on January 1, 2027 and we can begin tracking progress. Here are the next steps to move towards adoption and implementation of a new strategic plan:

- 1) Council feedback in the form of direction from a majority of the City Council is needed to make changes to the plan. If there are a lot of edits, we could use a process similar to that used with the Comprehensive Plan, where we could collect proposed edits from City Council members over the next week or two, organize them, and bring those back for discussion. Alternatively, if there are not a lot of requested changes, a simple discussion of the City Council with a motion on each item, is requested. This discussion could occur this evening.
- 2) Staff will make any Council-approved changes and bring the plan back for final action.
- 3) Where possible, staff will then work the action items included in the plan into the proposed 2027-2028 budget, which the Council will receive in the fall.
- 4) Staff will enter the plan into Envisio during the fall.

5) Tracking on the plan will begin on January 1, 2027.

FISCAL IMPACT, IF APPROPRIATE:

N/A

ATTACHMENTS:

1. 2027-2028 City Council Goals

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

Strategies:

1. Enhance outreach and program/event coordination, including through a parks-focused website upgrade.
2. Explore traditional and non-traditional funding opportunities that support parks facility improvements.
3. Continue to develop and refine the Parks, Recreation, Open Space Plan (PROS) to advance strategic improvement needs, including adding additional ballfields whenever possible.

Activities:

- 1.1 Modernize/update parks webpage content, including additional training for staff on conducting website updates.
- 1.2 Make parks more visible on the City's main page
- 1.3 Provide interactive content specific to parks (future)
- 1.4 Utilize QR Codes to link content
- 1.5 Conduct additional outreach, including working with the School District to share information, and/or co-sponsor events at City parks.
- 1.6 Hire a website professional, on staff or by contract, to implement website enhancements.
- 1.7 Invest in additional local information sources such as a downtown kiosk, reader boards, banners, etc. to promote restaurants, green spaces, parks, events, and other City amenities.

- 2.1 Advance concept to sell non-strategic properties to help fund parks capital facilities.
- 2.2 Continue to pursue traditional grant opportunities (federal, state, non-profit, and/or community organizations).
- 2.3 Explore revenue generating opportunities in City parks, such as developing food truck pads.

- 3.1 Adopt the PROS Plan into the Comprehensive Plan and incorporate implementing tasks and activities into an annual work plan.
- 3.2 Develop planning/design for Reed Street Park.
- 3.3 Implement a plan to relocate the Riverfront Park baseball fields to remove them from the flood plain.
- 3.4 Build Olmsted Park Phase III (playground equipment or other possible improvements).
- 3.5 Coordinate with WDFW to improve facilities at Riverfront Park Boat Launch.
- 3.6 Hire a Parks and Recreation Manager (staff) to actively manage events and programs. This position would be separate from parks maintenance.

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

Strategies:

1. Enhance transportation related outreach.
2. Coordinate with partner jurisdictions (i.e. Skagit Count and WSDOT) to support and advance projects impactful to the city and the region.
3. Develop a small projects program (updated annually) to prioritize and resolve deficiencies that fall between maintenance and the TIP.
4. Continue the progress in implementing major transportation projects identified on the TIP (updated annually); maximizing available federal, state, and local sources.

Activities:

- 1.1 Modernize/update Public Works website content

- 1.2 Enhance notification content
 - 1.3 Provide additional interactive content for specific projects
 - 1.4 Utilize QR codes to link content. Distribute QR codes with utility bills and through other distribution methods. Place QR codes around the community.
-
- 2.1 Work with the County and WSDOT to improve the SR20/Minkler intersection.
 - 2.2 Develop project planning for the Minkler/Railroad/ Jameson Multi-modal Corridor (southern connection).
-
- 3.1 Develop a Small Works Priorities Plan that identifies small scale impactful projects not typically eligible for grant funding. Plan capital project categories will include transportation, parks, facilities, stormwater, sidewalks, and other infrastructure.
 - 3.2 Identify eligible funding program remnants, excess general fund reserves, or other sources. Consider Local Improvement Districts to fund projects that fall under a special purpose district category.
 - 3.3 Implement prioritized improvements that do not fall under maintenance repairs. Emphasize completing gaps in pedestrian facilities, including both sidewalks and trails. (Examples: Metcalf from Warner to Nelson and Bennet St from Township to 100 feet west).
 - 3.4 Develop a report regarding repair/replacement and estimated project costs for the City's concrete streets.
-
- 4.1 Continue to design projects with a Complete Streets focus. Consider dedicated bike lanes.
 - 4.2 Continue to develop the Jones/John Liner Transportation Corridor.
 - 4.3 Develop a plan for the Jameson/Railroad/Minkler Transportation Corridor.
 - 4.4 Adjust/update Federal Functional Classifications to identify current transportation connectivity.

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

Strategies:

1. Recapture our fair share of state and federal funds
2. Prioritize public safety, emergency management/response, and code enforcement
3. Work with the City's partners to ensure community needs are met – including services to youth and seniors.
4. Fair allocation of resources

Activities:

- 1.1 Strengthen the ER&R approach to ensure stability, avoid tax increases, and maximize use of state and federal funding. Consider adding staffing, since we're already doing this in practice with the funds from the FD levy. Clarify?? (Woody)
Hiring a dedicated person whom main role is searching for grants/funding and working with department heads to fill needs.
- 1.2 Develop a grant writer partnership.

- 2.1 Update IT policies to bolster cybersecurity. Update/create policies to safeguard the use of new tools
- 2.2 Hire a communications staff person (to include parks & recreation, general public outreach for the city)

- 3.1 Ensure a smooth transition of Senior Center programming, including Meals on Wheels/congregate meals and Senior Center Coordinator role.

- 3.2 Work with Sedro-Woolley Housing Authority, North Star, and community partners to improve housing options for the community's most vulnerable populations.
- 3.3 Strengthen the North Star partnership to address the opioid crisis
- 4.1 Conduct a community budget survey
- 4.2 Using the City's communication staff person and the City's facilitation team, further engage the whole community, including the City's underserved communities, in the budget process.

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

Strategies:

- 1. Implement the goals and policies of the City's Comprehensive Plan.
- 2. Develop approaches to encourage affordable housing in Sedro-Woolley. Tackle the housing crisis from all angles until Sedro-Woolley has viable options for every budget.
- 3. Encourage economic development, including fostering new businesses and job creation. Promote economic development that puts people first, supporting local jobs and small businesses. Promote and enhance small businesses in Sedro-Woolley.
- 4. Enhance public safety and health.
- 5. Invest in future-ready, accessible infrastructure to keep pace with growth.
- 6. Celebrate the livability and diversity of our city - Tidy, community-centered, walkable/rollable city, with vibrant historical center, fun community events, thriving arts community, access to our beautiful, peaceful, regional environment.

Activities:

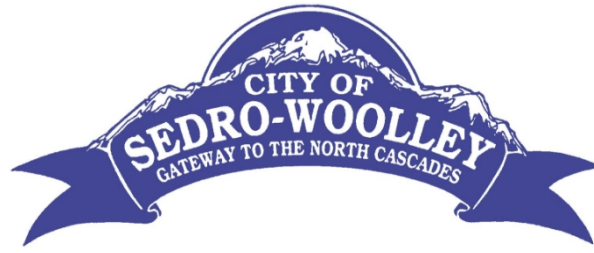
- 1.1 Enter the Comprehensive Plan into Envisio
 - 1.2 Add deadlines to the various activities in the Plan
 - 1.3 Develop annual work plans to support completion of the activities.
 - 1.4 Provide monthly reports (through Envisio) regarding Plan implementation progress.
 - 1.5 Provide an annual Plan update presentation to the City Council
-
- 2.1 Review permitting and zoning and consider changes to foster more affordable housing in the city.
 - 2.2 Update the City's development regulations.
-
- 3.1 Accomplish restoration of the Hub building at Northern State
 - 3.2 Work with Port of Skagit, Innovation Center, Sedro-Woolley Chamber of Commerce, and EDASC to recruit two new businesses to locate at the SWIFT Center.
 - 3.3 Maintain the City's support for Job Corps at the SWIFT Center, an important training facility for disadvantaged young people.
 - 3.4 Collaborate with the Sedro-Woolley Chamber of Commerce, Port of Skagit and EDASC to showcase the city as a great place to open a small business, including participating in annual business education events and updating and clarifying information on the City's website.

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

- 4.1 Place a Police School Resource officer in the high school/middle school.
- 4.2 Study the pros and cons of a regional fire district.
- 4.3 Study future needs regarding staffing, training and fire marshal duties.
- 4.3 Purchase land for a new Police Department, begin the design process, and develop a funding plan.
- 4.4 Assess the need for additional police staffing and develop a strategy for how to fund those positions in future budgets.
- 4.5 Implement additional technology that would assist overall public safety by reducing/solving crime activity or improving traffic safety. Examples include more cameras, speed warning signage areas and drones.

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

- 5.2 Provide funding, as available, for maintenance of local streets, sidewalks and bike paths.
 - 5.3 Harden wastewater treatment plant against Skagit River flooding.
 - 5.4 Increase collaboration with county regarding river flooding and other disaster/emergency response.
 - 5.5 Update the capital facilities plan annually
 - 5.6 Implement LRTP/TIP, including the Cascade Trail improvements/extension and Jones/John Liner collector project.
 - 5.7 Address deferred maintenance to sidewalks/local roads utilizing an updated Pavement Condition Program and a Complete Streets model
 - 5.8 Approve and implement the Stormwater Plan, including hiring stormwater staff
-
- 6.1 Support and enhance local events utilizing the City's new communications staff person and an enhanced partnership with the Sedro-Woolley Chamber of Commerce.



City Council Agenda Item

Agenda Item No.: m.1.

Date: March 11, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Review Applicants - Ward 6 Vacancy

RECOMMENDED ACTION:

See summary below.

BACKGROUND/SUMMARY INFORMATION:

The City Council is seeking to fill the vacant Ward 6 council position.

The application deadline for the position was March 2, 2026, at 4:00p.m. The applicants below applied within the application deadline.

- Karl de Jong
- Elizabeth Anne Laue
- Elysia Stout

Applications, letters of interest and resumes are attached.

Council will review and select applicants to be interviewed. Selection will be by nomination and second. A vote will be taken and candidates receiving three or more votes will be interviewed.

Below is a summary of the remaining timeline.

March 16, 2026	City Clerk will send a list of potential questions to all those to be interviewed.
March 25, 2026	Council will meet in open session to interview a selection of candidates. Each interview will be a maximum of 30 minutes.
March 25, 2026	If necessary, Council may adjourn to executive session to discuss qualifications, under RCW 42.30.110(1)(h).
March 25, 2026	Council will meet in open discussion to vote on a candidate to fill the vacant position. Upon selection of the new Councilmember, that person will be sworn in

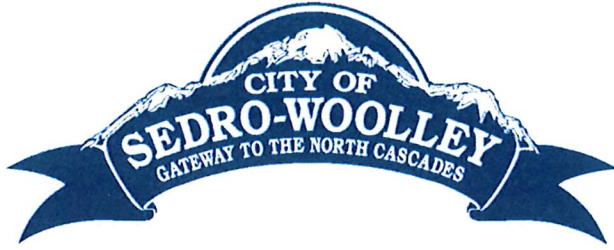
	by the City Clerk and take their seat at the dais.
April 15, 2026	90-day deadline for City Council to fill the vacant position (RCW 42.12.070(4)).

FISCAL IMPACT, IF APPROPRIATE:

None

ATTACHMENTS:

1. de Jong_Application and Letter of Interest
2. Laue_Application and Letter of Interest
3. Stout_Application, Letter of Interest and Resume



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

Kelly Kohnken
 Finance Director / City Clerk

City Council Position No. 6 – Application

Name	Karl deJong		
Residence Address	1101 FIDALGO ST		
Mailing Address (if different)			
Phone Number	(206) 409-2050		
E-mail Address	dejongsw6@outlook.com		
Date of Residency	2014		
Have you continuously lived in Sedro- Woolley city limits for one year prior to appointment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you a registered voter in Skagit County, City of Sedro-Woolley?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you reside in Sedro-Woolley Ward 6?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Experience

Please provide relevant work or service experience.

Name of Institution	CITY OF SEDRO-WOOLLEY		
Address of Institution	325 METCALF ST, S.W., WA 98284		
Dates of Service	2018-2022		
Job Function	Council member, Ward Six		

Name of Institution			
Address of Institution			
Dates of Service			
Job Function			

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Name of Institution	
Address of Institution	
Dates of Service	
Job Function	

Name of Institution	
Address of Institution	
Dates of Service	
Job Function	

Education

Please provide relevant education.

Name of Institution	Association of Washington Cities (AWC)
Degree Earned or Description of Subjects Studied	Elected Officials Essentials; Open Public Meetings Act (OPMA); Public Records Act; welcome to AWC webinar series; Council meetings; city budgets, roles, and land use.
Dates of Attendance	DECEMBER 2017

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

Name of Institution	
Degree Earned or Description of Subjects Studied	

Dates of Attendance	
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Related Skills and Accomplishments

Please provide other relevant skills and accomplishments.

VOLUNTEER: SEDRO-WOOLLEY SENIOR CENTER; SEDRO-WOOLLEY CHAMBER of Commerce; SEDRO-WOOLLEY
RISE ANNUAL SKATEBOARD CHALLENGE; FRATERNAL ORDER OF EAGLES OF SEDRO-WOOLLEY;
SEDRO-WOOLLEY ROTARY CLUB; and many more

Other Information

Application packets, including application, letters of interest, and other materials must be received by March 2, 2026, at 4:00pm. After this date and time, applications will NOT be accepted, including post-marked applications.

Please note: Once a councilmember application packet is received by the city, it is a public record, subject to the Public Records Act.

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 City of Sedro-Woolley
 325 Metcalf Street
 Sedro-Woolley, WA 98284

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 RE: Councilmember Recruitment
 Finance Department
 325 Metcalf Street
 Sedro-Woolley, WA 98284

Email: cityclerk@sedro-woolley.gov

2026 JAN 30

City of Sedro-Woolley
Attn: City Clerk and City Council
325 Metcalf Street
Sedro-Woolley, WA 98284

Re: Application for Appointment, Ward 6 City Council Vacancy (Position 6)

Mayor and Councilmembers,

I am writing to apply for appointment to the Ward 6 City Council vacancy.

I served as the Ward 6 councilmember from 2018 through 2022. I know the workload, the meeting rhythm, and what it takes to stay prepared and work respectfully with staff and colleagues. I am ready to step in right away and help the Council keep moving.

Why I am interested

I care about how the City makes decisions and how we follow through. This appointment matters because it affects day to day services and the public's trust in the process. I want to contribute steady work, clear judgment, and a practical focus on what the Council can actually deliver.

Strengths I would bring

I come prepared. I read the packet, I ask questions early, and I stay focused on the Council's responsibilities, including policy, budgets, contracts, and land use decisions. I work well with people who disagree and I try to keep discussions calm, fair, and grounded in the record. I also take responsiveness seriously. Residents deserve a real answer and a reasonable timeline.

Priorities if appointed

If appointed, I will focus on:

1. Public safety and core services: supporting reliable service delivery and sound planning for staffing, equipment, and facilities.
2. Financial stewardship: disciplined budgeting, clear explanations of tradeoffs, and careful attention to ongoing costs.

3. Infrastructure and maintenance: staying ahead of streets, utilities, and facilities so small problems do not turn into expensive emergencies.

4. Housing and growth that fit Sedro-Woolley: practical options that respect neighborhoods and match City capacity.

5. Trust in process: clearer public communication on major decisions and consistent, predictable practices for how the Council conducts its work.

Community involvement

I live in Ward 6 and I stay engaged in the community. I understand what residents experience day to day and I value the relationships in this town. If appointed, I will show up, do the homework, and be accessible.

What I hope to accomplish

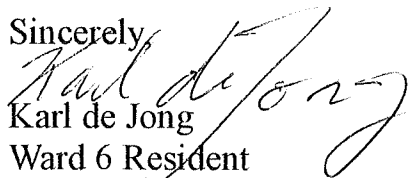
My goal is to be a dependable working member of the Council from day one. That means being prepared, being fair, and helping the Council reach decisions that are clear and defensible. It also means focusing on follow-through so residents can see progress on the basics.

My vision for Ward 6 and the City

My vision is a Sedro-Woolley that keeps what people love about this town while staying realistic about growth pressures and costs. We can plan for the future without losing our character. We can also maintain a Council culture where disagreement stays respectful and the public can understand how decisions are made.

I meet the eligibility requirements for this appointment and I can commit the time required, including regular meetings and study sessions. Thank you for considering my application. I appreciate the opportunity to interview.

Sincerely,



Karl de Jong

Ward 6 Resident

1101 Fidalgo St, Sedro-Woolley, WA 98284-1816

February 19, 2026

To Whom it May Concern:

This is my letter of interest in applying for the open Ward 6 position for the Sedro-Woolley City Councilmember. Enclosed is the application and my resume. Thank you for your consideration.

Sincerely,



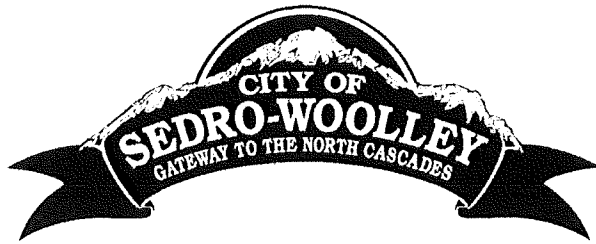
(Elizabeth) Anne Laue

CITY OF SEDRO-WOOLLEY
RECEIVED ON

FEB 19 2026

TIME: 10:40 am

INITIALS: SL



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

Kelly Kohnken
 Finance Director / City Clerk

City Council Position No. 6 – Application

Name	Elizabeth Anne Laue		
Residence Address	1405/24348 Jameson St.		
Mailing Address (if different)			
Phone Number	360.755.3205		
E-mail Address	annelaue@gmail.com		
Date of Residency	June 9, 2001		
Have you continuously lived in Sedro- Woolley city limits for one year prior to appointment?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you a registered voter in Skagit County, City of Sedro-Woolley?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you reside in Sedro-Woolley Ward 6?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Experience

Please provide relevant work or service experience.

Name of Institution	Sedro-Woolley School District #101
Address of Institution	801 Trail Rd. Sedro-Woolley, Wa 98284
Dates of Service	September 1990-July 2020
Job Function	Elementary School Teacher

Name of Institution	SWEA
Address of Institution	201 N. Township Sedro-Woolley, WA
Dates of Service	June 2017-June 2020
Job Function	Treasurer

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Name of Institution	Country Cabinets and Millwork, Inc/Laue's Christmas Tree Farm
Address of Institution	24348 Jameson St. Sedro-Woolley, WA
Dates of Service	July 2007-Present
Job Function	Bookkeeper

Name of Institution	Variety of Restaurants
Address of Institution	Grinnell, IA; Colorado Springs, CO; Seattle, WA; Skagit County, WA
Dates of Service	September 1971-October 1990
Job Function	Waitress and Banquet Waitress

Education

Please provide relevant education.

Name of Institution	Lesley College
Degree Earned or Description of Subjects Studied	Masters in Education Multiple Intelligence/Integrating Creative Arts in the Classroom
Dates of Attendance	September 1995-May 1997

Name of Institution	WWU
Degree Earned or Description of Subjects Studied	Teacher Certification Elementary Education K-8 with endorsements in English and Psychology
Dates of Attendance	September 1988-June 1990

Name of Institution	Grinnell College
Degree Earned or Description of Subjects Studied	BA in English with a minor in Psychology

Dates of Attendance	September 1971-June 1975
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Related Skills and Accomplishments

Please provide other relevant skills and accomplishments.

See Resume

Other Information

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 RE: Councilmember Recruitment
 Finance Department
 325 Metcalf Street
 Sedro-Woolley, WA 98284

Email: cityclerk@sedro-woolley.gov

Resume for Elizabeth Anne Laue

Biography:

Born in Denver, CO on June 15, 1953; Lived in Greeley, CO from 1953-1970; Moved to a suburb of Chicago in March of 1970; Attended college in Iowa from 1971-1975; Moved to Colorado Springs in 1975; Married and moved to Seattle, WA in the fall of 1977; Moved to Sedro-Woolley, WA in 1982; Mother of two sons; Separated in 1992; Divorced in 1993; Remarried to Michael Laue in 2001 and moved to 1405 Jameson St.; Began planting a Christmas tree farm in 2014; Retired from teaching in 2020; Opened Christmas tree farm in 2021.

Education:

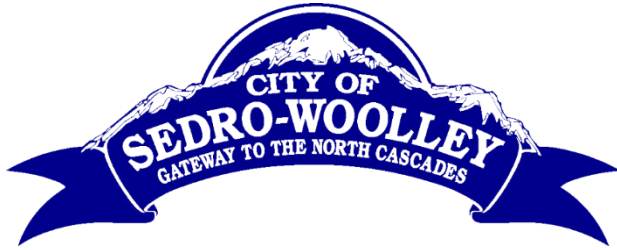
- Graduated high school from Lemont Township High School, Lemont, Illinois; 1971
- Graduated from Grinnell College in Grinnell, Iowa with a BA in English and a minor in Psychology; 1975
- Earned K-8 teacher certification from WWU in Elementary Education with endorsements in English and Psychology; 1990
- Earned a Masters Degree in Education from Lesley College in Cambridge, MA in Multiple Intelligence and integrating the Creative Arts into education; 1996
- Participated in many assorted teacher trainings, etc amounting to approximately 200 credits; 1990-2020

Employment:

- Worked in various restaurant waitress jobs; 1970-1990
- Taught as an Elementary School teacher with SWSD #101; 1990-2020
- Served as Treasurer for SWEA; 2017-2020
- Bookkeeper for Country Cabinets and Millwork, Inc. and Laue's Christmas Tree Farm; 2007-Present

Volunteer:

- Involved with Skagit Co-op Preschool; 1985-1988—Served as President 1987-88
- Participated in many assorted activities and events at school, both as parent and teacher; on-going committee work as a teacher in the schools 1985-2020
- Cub Scouts—Began Pack 76 with two other parents for the Samish Elementary neighborhood—Served as den leader and Committee Chair; 1989-1992
- Boy Scouts—Leader in Troop 67 from 1995-1999; Established an Explorer Troop (Co-ed) with another leader and served as advisor; 1998-99
- Served as secretary for Cub Hoop (High School Basketball parent group); 1997-1999
- Served as board member to begin the Sedro-Woolley Youth Symphony Orchestra; 1999-2002
- Served as Senior Class Parents Co-President; 2000-2001
- Started and organized a weekly after school Art Club at Evergreen with another teacher that served 40 children; 2015-2016
- Organized and oversaw the Evergreen Art Fair; 2017-2019
- Drive a weekly route as a Food Bank mobile delivery driver; 2022-Present



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

Kelly Kohnken
 Finance Director / City Clerk

City Council Position No. 6 – Application

Name			
Residence Address			
Mailing Address (if different)			
Phone Number			
E-mail Address			
Date of Residency			
Have you continuously lived in Sedro- Woolley city limits for one year prior to appointment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you a registered voter in Skagit County, City of Sedro-Woolley?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you reside in Sedro-Woolley Ward 6?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Experience

Please provide relevant work or service experience.

Name of Institution			
Address of Institution			
Dates of Service			
Job Function			

Name of Institution			
Address of Institution			
Dates of Service			
Job Function			

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Name of Institution	
Address of Institution	
Dates of Service	
Job Function	

Name of Institution	
Address of Institution	
Dates of Service	
Job Function	

Education

Please provide relevant education.

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

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

Name of Institution	
Degree Earned or Description of Subjects Studied	

Dates of Attendance	
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Related Skills and Accomplishments

Please provide other relevant skills and accomplishments.

Other Information

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 Finance Department
 325 Metcalf Street
 Sedro-Woolley, WA 98284

Email: cityclerk@sedro-woolley.gov

Elysia Stout
1925 Township St
Sedro-Woolley, WA 98284
360-306-2201 elysia.dennis@gmail.com

To: Sedro-Woolley City Clerk & City Council
Re: Letter of Interest – City Council Ward 6 Vacancy

Dear City Clerk and Members of the City Council,

Please accept this letter as my formal expression of interest in the Ward 6 City Council vacancy. I am a resident of Township Street, a parent of a freshman and a 4th grader, and a member of the American Legion. My husband is a 20-year retired veteran who was born and raised here, and we chose Sedro-Woolley as our forever home because we value this community.

I'll be straight with you: I'm not a polished politician. I don't have a political agenda, I don't "dress the part," and I'm not running for the status. I am applying out of a morbid curiosity to understand how our city works and to see if the frustrations I hear from my neighbors are justified.

When people are upset on social media, it's usually because they don't feel heard or understood. They feel like they don't matter to the people behind the desk. I want to bridge that gap. I am not here to push for specific projects; I am here to be the person who looks at the facts, asks the "why" behind a decision, and explains it to my neighbors in plain English.

While I might show up in jeans and a hoodie, I have the professional background to do the work:

- I hold a Master's in Public Administration (MPA) and have an HR background. I know how to read a budget, I understand labor contracts, and I know how to navigate a bureaucracy.
- As the Committee Chair for Scouting America (Troop and Pack 4070), I deal with the real issues facing our families every week. I know how to lead a small unit with zero fluff and total transparency.
- I am not "polished," and I think that's an advantage. I represent the blue-collar, straight-shooting side of Sedro-Woolley that doesn't always feel represented at City Hall.

My goal is focused entirely on Transparency and Communication. When only 30 people

show up to a major event like the superintendent search, it's a sign that the "system" isn't connecting with the people. I want to find out why that is. I want to help the public understand how they can actually get involved and make a difference, rather than just venting out of frustration.

I'm not here to fit into a specific political mold; I'm here because I care about the truth and I care about my neighbors. I am ready to look at the receipts, ask the questions that actually matter to working families, and provide the honest communication this ward deserves. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'E' followed by a long, sweeping horizontal line that curves slightly upwards at the end.

Elysia Stout

ELYSIA STOUT

Sedro-Woolley, WA | 360.306.2201 | elysia.dennis@gmail.com

STRATEGIC OPERATIONS LEADER | MPA CANDIDATE | U.S. AIR FORCE VETERAN

Program Management • Regulatory Compliance • Public Sector Governance • Labor Relations

PROFESSIONAL SUMMARY

Dedicated Operations Leader and USAF Veteran with 10+ years of experience in project management, resource allocation, and organizational governance. Currently pursuing a Master of Public Administration (MPA), specializing in bridging high-level policy with boots-on-the-ground execution. Proven track record of managing complex stakeholder environments, from federal agencies (NPS) and military installations to labor organizations. Expert in optimizing workflows, ensuring regulatory compliance, and leading high-stakes emergency response initiatives.

CORE COMPETENCIES

- Strategic Planning & Oversight | Labor Relations & Collective Bargaining
- Program Management | Resource Allocation & Budgetary Reporting
- Compliance & Risk Management | Emergency Response & Safety Protocols
- Public Sector Leadership | Data-Driven Decision Support & Process Engineering

PROFESSIONAL EXPERIENCE

UA LOCAL 26 | LABOR RELATIONS & OPERATIONS COORDINATOR | Burlington, WA

Nov 2024 – Present

- **Governance & Compliance:** Facilitate grievance processes and maintain confidential collective bargaining documentation, safeguarding labor relations integrity for 1,000+ members.
- **Operational Oversight:** Streamlined member certification and apprenticeship tracking with 100% accuracy, ensuring adherence to strict training and certification requirements.
- **Financial Administration:** Direct accounts payable and financial reporting to support transparent board-level oversight and leadership decision-making.
- **Workflow Optimization:** Modernized office records management systems, reducing administrative processing delays by 20%.

NATIONAL PARK SERVICE | PROGRAM & ADMINISTRATIVE COORDINATOR | Sedro-Woolley, WA

Sep 2023 – Nov 2024

- **Project Leadership:** Led a resource management team to a 95% on-time completion rate for complex federal projects through strategic timeline and resource management.
- **Management Support:** Directed personnel actions, travel, and payroll operations for a 50-person team, increasing overall operational efficiency by 25%.
- **Stakeholder Engagement:** Acted as primary liaison between federal employees, vendors, and government partners, maintaining a 98% stakeholder satisfaction rate.

PORT SUSAN CAMPING CLUB | SAFETY & SECURITY OPERATIONS MANAGER | Port Susan, WA

Apr 2023 – Sep 2023

- Crisis Management: Directed on-site emergency response, providing First Aid/CPR and coordinating with local emergency services during critical incidents.
- Regulatory Enforcement: Oversaw compliance with park rules and state regulations, implementing accident prevention measures based on comprehensive safety audits.
- Incident Documentation: Managed the recording and reporting of all significant emergencies to ensure accurate legal documentation and follow-up actions.

MARINE CORPS COMMUNITY SERVICES | OPERATIONS & TRAINING LEAD | Iwakuni, Japan

Jan 2021 – Mar 2023

- Process Engineering: Developed and standardized SOPs for executive leadership, saving 60+ man-hours monthly and reducing departmental errors.
- Emergency Planning: Designed departmental emergency management procedures, improving readiness and safety for military service members and their families.
- Professional Development: Mentored and trained a staff of 30+, advancing team performance metrics through structured coaching and skill-building seminars.

MILITARY EXPERIENCE

UNITED STATES AIR FORCE | SECURITY FORCES

Leadership in high-stakes security environments; specialized in tactical response, resource protection, and regulatory enforcement.

EDUCATION

- Master of Public Administration (MPA) | Purdue Global | Expected 2025
- B.S. in Human Resource Management | Colorado State University
- A.S. in Paralegal Studies | Cerro Coso Community College

TECHNICAL COMPETENCIES

- Strategic Systems: Federal Payroll & Travel Systems, Labor Management & Dues Tracking Software.
- Project Management: Trello (Task Tracking), Microsoft 365 Expert (Excel/PowerPoint), Google Workspace.
- Compliance: Incident Reporting Systems, Emergency Management Protocols, SOP Development.