

You are invited to attend the scheduled Zoom meeting.

Topic: Sedro-Woolley City Council Meeting, September 23, 2020 at 4:00 PM

Join Zoom Meeting:

<https://zoom.us/j/96573913655?pwd=Ylk0RHpwZkp3SzdININwZi9pdjU1dz09>

Meeting ID: 965 7391 3655

Passcode: 832123

One tap mobile

+12532158782,,96573913655#,,,,,0#,,832123# US (Tacoma)

+16699006833,,96573913655#,,,,,0#,,832123# US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

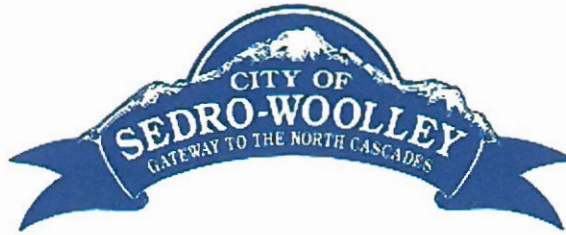
+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 965 7391 3655

Passcode: 832123

Find your local number: <https://zoom.us/j/96573913655?pwd=Ylk0RHpwZkp3SzdININwZi9pdjU1dz09>



Next Ord: 1963-20  
Next Res: 1058-20

VISION STATEMENT

SEDRO-WOOLLEY IS A FRIENDLY CITY THAT IS CHARACTERIZED BY CITY GOVERNMENT AND CITIZENS WORKING TOGETHER TO ACHIEVE A PROSPEROUS, VIBRANT AND SAFE COMMUNITY

MISSION STATEMENT

TO PROVIDE SERVICES AND OPPORTUNITIES WHICH CREATE A COMMUNITY WHERE PEOPLE CHOOSE TO LIVE, WORK AND PLAY

**CITY COUNCIL AGENDA**

**September 23, 2020**

**4:00 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**.....8-25
  - 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 from Previous Meeting
  - 2. Finance
    - Claim Checks #193814 to #193902 plus EFT's in the amount of \$1,388,458.61
    - Payroll Checks #60160 to #60170 plus EFT's in the amount of \$319,593.13
  - 3. Grant Amendment A: CARES COVID-19 Grant
- f. **Introduction of Special Guests and Presentations** (*none scheduled as of the date of this agenda*)
- g. **Staff Reports**
- h. **Councilmember and Mayor's Reports**
- i. **Proclamation(s)** (*none scheduled as of the date of this agenda*)
- j. **Public Comments**.....26
  - The public comment period will be closed. However, you may provide written questions or comments via email, or by letter. We are currently exploring options to host meetings remotely.*
- k. **Public Hearing(s)**
  - 1. 2021-2022 Biennial Budget - Revenues (*1<sup>st</sup> reading*).....27-60
- l. **Unfinished Business**
  - 1. Review of 2021-2022 City Council Goals and Objectives.....61-64
- m. **New Business**
  - 1. Proposed Annexation – Hanson Family Properties and Adjacent Properties to the South...  
.....65-89

<b>n. Information Only Items</b>	
1. Library Project Cost Summary.....	90
2. SWDA Update.....	91-93
<b>o. Good of the Order</b>	
<b>p. Executive Session - Real Estate under RCW 42.30.110(1)b) (no action) .....</b>	<b>94</b>
<b>q. Adjournment</b>	

*There may be an Executive Session during or following the meeting.*

**Next Meeting(s)**

<b>October 7, 2020</b>	<b>Joint Council &amp; PC Study Session</b>	<b>4:00 PM</b>	<b>Public Safety Training Room</b>
<b>October 14, 2020</b>	<b>Council Meeting</b>	<b>4:00 PM</b>	<b>Council Chambers</b>

**COMMITTEE ASSIGNMENTS  
2020**

<b>Public Safety</b>	Chuck Owen, Chair Karl de Jong Brendan McGoffin <i>Staff liaison: Chief Tucker &amp; Chief Klinger</i>
<b>Utilities</b>	Karl de Jong, Chair Brenda Kinzer Jared Couch <i>Staff liaison: Mark Freiburger</i>
<b>Finance &amp; Personnel</b>	Glenn Allen, Chair Chuck Owen JoEllen Kesti <i>Staff liaison: Jill Scott</i>
<b>Parks &amp; Recreation</b>	Brenda Kinzer, Chair JoEllen Kesti Jared Couch <i>Staff liaison: Nathan Salseina</i>
<b>Planning</b>	JoEllen Kesti, Chair Glenn Allen Chuck Owen <i>Staff liaison: John Coleman</i>
<b>Business Development</b>	Jared Couch, Chair Glenn Allen Brendan McGoffin <i>Staff liaison: Doug Merriman</i>
<b>Technology</b>	Brendan McGoffin, Chair Karl de Jong Brenda Kinzer <i>Staff liaison: Bill Chambers</i>
<b>Mayor Pro-tem</b>	Jared Couch



## COUNCIL COMMITTEE ASSIGNMENTS

### II. Council Committees

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

#### B. Standing Committees

1. **Public Safety:** To consider issues and make recommendations to the full Council related to the police department, fire department, municipal court and public policies relevant to those departments.

2. **Utilities:** To consider issues and make recommendations to the full Council related to the City's sewer, storm water and solid waste utilities including operational policies, rates and related policies.

3. **Finance & Personnel:** To consider issues and make recommendations to the full Council related to financial management policies, financial reports and personnel issues including personnel policies.

4. **Parks & Recreation:** To consider issues and make recommendations to the full Council related to the parks department and the provisioning of parks and recreation programming in the City.

5. **Business Development:** To consider issues and make recommendations to the full Council related to the attraction of new businesses and the retention of existing businesses within the City.

6. **Planning:** To consider issues and make recommendations to the full Council related to long-term planning and growth in the City.

#### C. The Role of City Council Committees

1. City Council Committees are intended to enhance communication between the Legislative Branch and the Executive Branch at the early phase of the development of significant items affecting public policy questions.

2. These Committees will enable City administration to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation, as necessary, to the full City Council.

3. City Council Committee members develop and maintain a deeper level of knowledge on matters of a technical nature which might affect public policy in order to increase the positive

exchange of information and discussions between City Council members, City staff, and the public.

4. When appropriate, items may be considered by a City Council Committee before a final recommendation from the appropriate City Board or Commission (i.e., Planning Commission, Parks Board).

5. City Council Committees do not replace the City Council as final decision makers on behalf of the full City Council. Council Committees make no staff direction on administrative matters, specific assignments, or work tasks. If Committee members seek additional information from an outside party or consultant resulting in additional cost to the City, approval to incur such cost must be approved by the full City Council.

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

#### D. Operational Guidelines and Functional Structure

1. City Council Committees consist of three Council members one of whom is the committee chair. The Mayor may attend and participate in all Committee meetings.

2. No member of the City Council may serve on more than three Committees.

3. Council Committees will meet at least quarterly.

4. Council Committees have no delegated authority from the City Council and shall not take testimony from the public.

5. The Staff Liaison will coordinate with the Mayor and City Supervisor on the preparation of the agenda to determine whether items will be presented to a Committee or placed on the Council's regular agenda to be considered by the full City Council. Any item may be referred to the full Council by the Committee considering that item.

6. The full City Council by majority vote may refer any item on its agenda to an appropriate Committee for further review and recommendation.

7. Committee meetings are intended to allow regular attendance by City Council Committee members, as well as the Staff Liaison, staff, the Mayor and the City Supervisor, as necessary. In order to prevent inadvertent violations of the Open Public Meetings Act, attendance by non-member Council members that will result in a quorum of the full City Council is prohibited.

8. The regular Council meeting agenda shall include an opportunity for Committee reports at which time any appointed Committee member may report to the Mayor and City Council on pertinent and timely issues before a Committee.

E. City Liaison Role

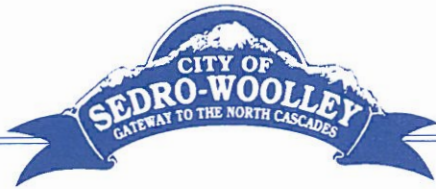
1. The City Supervisor serves as an advisor to each City Council Committee; however, each Committee has an identified staff liaison at the Director-level. The responsibilities of the Staff Liaison are as follows:

- a. Attend all meetings of the City Council Committee.
- b. Research information and prepare reports and correspondence as required for the Committee.
- c. Provide administrative support to the Committee, including distribution of documents to the Committee as required.
- d. Coordinate with the Committee chair to prepare agendas.
- e. Schedule meetings.
- f. Prepare Committee minutes within one week of the meeting and submit to the City Clerk for posting and distribution to the full City Council.
- g. Serve as the communication link between the Committee and City administration, City departments, and Council as appropriate.



SEP 23 2020

:00 P.M. COUNCIL CHAMBER  
AGENDA NO. 2-2



DATE: September 23, 2020

TO: Mayor and City Council

FROM: Jill Scott, Finance Manager

SUBJECT: a) CALL TO ORDER; b) PLEDGE OF ALLEGIANCE; c) ROLL CALL;  
d) APPROVAL OF AGENDA; e) CONSENT AGENDA;

- a. CALL TO ORDER - The Mayor will call the September 23, 2020 Meeting to Order
- b. PLEDGE OF ALLEGIANCE - The Mayor will lead the City Council and citizens in the Pledge of Allegiance to the United States of America.
- c. ROLL CALL - The Recorder will note those in attendance and those absent.

_____ Ward 1	Councilmember Brendan McGoffin
_____ Ward 2	Councilmember JoEllen Kesti
_____ Ward 3	Councilmember Brenda Kinzer
_____ Ward 4	Councilmember Glenn Allen
_____ Ward 5	Councilmember Chuck Owen
_____ Ward 6	Councilmember Karl de Jong
_____ At-Large	Councilmember Jared Couch

d. APPROVAL OF AGENDA

e. CONSENT AGENDA - Mayor will ask for Council approval of Consent Agenda items.

SEP 23 2020

:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. e-1

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CITY OF SEDRO-WOOLLEY  
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Regular Meeting of the City Council  
September 9, 2020– 4:00 P.M. – Via ZOOM

**Call to Order**

Mayor Julia Johnson called the meeting to order at 4:00 P.M.

**Pledge of Allegiance**

**ROLL CALL:** Present: Mayor Julia Johnson, Councilmembers: Brenda Kinzer, JoEllen Kesti, Chuck Owen, Brendan McGoffin (4:17 P.M.), Karl de Jong, Jared Couch and Glenn Allen. Staff: Recorder Brue, Finance Manager Scott, City Supervisor/Finance Director Merriman, IT Director Chambers, Planning Director Coleman, Public Works Director Freiburger, Fire Chief Klinger and City Attorney Thompson.

Mayor Johnson announced Public Works Director Freiburger requested the removal of New Business Item 2 Possible adoption of the 2019 General Sewer System Plan Update.

**Approval of Agenda**

Councilmember Kinzer moved to approve the agenda with the exception of the Sewer Plan. Seconded by Councilmember Couch. Motion carried (6-0).

**Consent Calendar**

- Minutes from Previous Meeting (Including September 2, 2020 Study Session)
- Finance
  - Claim Checks #193739 to #193813 in the amount of \$287,705.14
  - Payroll Checks #60145 to #60159 plus EFT's in the amount of \$457,018.24
- 2019 Annual Financial Report

Councilmember Allen moved to approve the consent calendar items 1 thru 3. Seconded by Councilmember Owen. Motion carried (6-0).

**Introduction of Special Guests and Presentations**

Helping Hands Food Bank with Rebecca Larsen, Executive Director

Mayor Johnson introduced Becky Larsen, Executive Director of the Helping Hands Food Bank. Larsen presented a brief history of the Food Bank, various programs provided, distribution counts and their mission. She noted the food bank is run as a grocery store model. Since COVID, they have been providing off site drive through services and the need has increased. The food bank has also been able to support Anacortes, Marblemount, Hamilton, Mt. Vernon High School and Alger. She spoke of the support received from the National Guard noting what

has been accomplished could not have been done without them or the other number of volunteers. Plans for Phase 3 and Phase 4 were reviewed along with the need for a temporary access road to support a drive thru distribution. Larsen reported in 2019 the Food Bank helped 160,000 individuals and as of August, they have helped 300,000 since March.

Mayor Johnson acknowledged Councilmember McGoffin's arrival at 4:17 P.M.

### **Staff Reports**

Fire Chief Klinger – gave a brief COVID update.

Councilmember de Jong asked about the city's burn policy in relationship to burning of garbage. Fire Chief Klinger answered there is no burning of garbage.

Public Works Director Freiburger – reported on the Hwy 20 Lane Widening project, the completion of the Jameson overlay and budget.

Mayor Johnson noted she has received a number of compliments on the Jameson overlay and the ADA ramps and sidewalks.

Councilmember de Jong inquired about the traffic-calming device at Dunlop and Township.

Planning Director Coleman – announced the upcoming Planning Commission meeting Tuesday, September 15. They will be discussing a rezone request at the NE end of the golf course. Coleman noted the public comment period is currently open for the rezone request. He also noted the Planning Commission would be reviewing downtown parking requirement. Other items being worked on is the budget and CARES act reporting.

Finance Manager Scott – reported she is working on closing the financial reports for August and budgeting. She reported the city has received notification of additional CARES funding available and a deadline extension.

IT Director Chambers – reported he has been busy working on the email migration and working with Wastewater Treatment Plant as well as Finance BIAS Cloud and the CARES act. He also gave an update on the Council Chambers AV Upgrade.

City Attorney Thompson – reported she continues to be busy behind the scenes.

City Supervisor/Finance Director Merriman – presented an update on the Library project noting it is 93% complete and is currently under budget. He has also been busy working on the budget with the first draft to be presented at the October study session.

### **Councilmember and Mayor's Reports**

Councilmember Couch – thanked Becky Larsen for her presentation and for all the work being done by the Food Bank.



Councilmember Owen – noted he has met with the Solid Waste and Street Department employees. He commented on their great attitudes and stated he believes them to be the heart of the city. He acknowledged he is proud to be part of the City.

Public Works Director Freiburger – thanked Councilmember Owen for his comments and stated he will pass it on to the crews.

Councilmember Kinzer – also thanked the Helping Hands Food Bank for all that they do and have done during COVID. She also announced a Parks Committee meeting to be held September 10 at 6:00 P.M. via Zoom.

Councilmember Kesti – concurred with others regarding the Food Bank presentation and reported the Museum will be reopening on Friday.

Councilmember McGoffin – reported he has received many calls and comments regarding the Food Bank item that will be discussed at the meeting.

Councilmember Allen – Thanked It Director Chambers and Glenn Gardner for their training on connecting to Zoom. He also requested while the weather is still nice Council hold the next meeting at Riverfront Park.

Councilmember de Jong – expressed thanks to the Food Bank. He noted he is currently serving as Vice President of the Food Bank Board and will be recusing himself from the driveway improvement discussion and vote due to a conflict of interest. He also expressed concern to those fighting the fires currently burning.

Mayor Johnson – reported on the CARES act. She noted the first amount designated to Sedro-Woolley was \$350,000, with notification of an additional \$175,000 to be received. She also reported at a recent elected officials meeting the recommendation was made for no Halloween festivities be held. Guidelines are also being reviewed for opening City Hall. No date has been set at this time.

Proclamation(s)

### **Public Comments**

Public Hearings

Unfinished Business

## **New Business**

### Request for Driveway Improvement – Helping Hands Food Bank

City Attorney Thompson reviewed a request from Helping Hands Food Bank for an additional access road. She highlighted the agreement that stated no improvements could be made without the approval from the city council.

Council discussion ensued noting the request is for a temporary road only due to COVID, support from the citizens, concerns on ingress/egress, property ownership, and benefit to the property, county requirements and the longer-term effect.

Councilmember McGoffin moved to approve the HHFB request. Councilmember Allen seconded. Motion carried (6-0-1, Councilmember de Jong recused).

### Possible Adoption of the 2019 General Sewer System Plan Update -- *Pulled from agenda.*

## **Information Only Items**

Fire Department Monthly Incident Data – August 2020

Good of the Order

## **Public Records Act Training**

The council watched a training video on the Public Records Act provided by the Washington State Attorney General's Office. The video is a required training and lasted approximately 30 minutes.

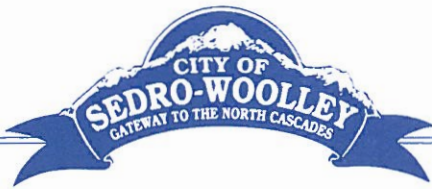
Executive Session

## **Adjournment**

The meeting was adjourned at 5:27 P.M.

SEP 23 2020

:00 P.M. COUNCIL CHAMBER  
AGENDA NO. 2-2



DATE: September 23, 2020  
TO: Mayor and City Council  
FROM: Jill Scott, Finance Manager  
SUBJECT: FINANCE - CLAIMS

Attached you will find the Claim Checks register proposed for payment for the period ending September 23, 2020.

Motion to approve Claim Checks #193814 to #193902 plus EFT's in the amount of \$1,388,458.61.

Motion to approve Payroll Checks #60160 to #60170 plus EFT's in the amount of \$319,593.13.

If you have any comments, questions or concerns, please contact me for information during the working day at 360-855-1661. This will allow me to look up the invoices that are stored in our office.



# CHECK REGISTER

City Of Sedro-Woolley

Time: 09:20:51 Date: 09/18/2020

MCAG #: 0647

09/23/2020 To: 09/23/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
7437	09/23/2020	Claims	2	EFT	US Bank -- Purchase Cards	7,372.57	
					001 - 513 10 31 000 - Supplies	320.08	
					001 - 513 10 31 000 - Supplies	45.53	
					001 - 515 31 41 000 - Legal - Professional Services	65.10	
					001 - 517 90 49 003 - Employee Wellness (supplies)	274.20	
					001 - 518 80 41 000 - Professional Services	59.66	
					001 - 518 80 41 000 - Professional Services	9.96	
					001 - 518 80 41 000 - Professional Services	26.60	
					001 - 518 80 41 000 - Professional Services	2.03	
					001 - 518 80 42 021 - Internet Services	64.57	
					001 - 518 80 49 000 - Software Maint & Support	107.42	
					001 - 518 80 49 000 - Software Maint & Support	36.00	
					001 - 521 20 26 000 - Uniforms/Accessories	129.07	
					001 - 521 20 26 000 - Uniforms/Accessories	195.30	
					001 - 521 20 26 000 - Uniforms/Accessories	187.69	
					001 - 521 20 31 002 - Office/Operating Supplies	13.65	
					001 - 521 20 31 002 - Office/Operating Supplies	43.39	
					001 - 521 20 31 002 - Office/Operating Supplies	32.51	
					001 - 521 20 31 002 - Office/Operating Supplies	44.46	
					001 - 521 20 31 002 - Office/Operating Supplies	43.39	
					001 - 521 20 31 002 - Office/Operating Supplies	16.72	
					001 - 521 20 31 002 - Office/Operating Supplies	31.89	
					001 - 521 20 31 002 - Office/Operating Supplies	6.08	
					001 - 521 20 31 002 - Office/Operating Supplies	29.80	
					001 - 521 20 31 002 - Office/Operating Supplies	6.05	
					001 - 521 20 31 002 - Office/Operating Supplies	18.15	
					001 - 521 20 31 002 - Office/Operating Supplies	11.38	
					001 - 521 20 31 002 - Office/Operating Supplies	6.50	
					001 - 521 20 31 002 - Office/Operating Supplies	54.27	
					001 - 521 20 31 002 - Office/Operating Supplies	48.63	
					001 - 521 20 31 002 - Office/Operating Supplies	49.10	
					001 - 521 20 31 002 - Office/Operating Supplies	40.08	
					001 - 521 20 31 002 - Office/Operating Supplies	9.74	
					001 - 521 20 31 002 - Office/Operating Supplies	19.50	
					001 - 522 20 31 000 - Operating Supplies	25.76	
					001 - 522 20 31 000 - Operating Supplies	270.10	
					001 - 522 20 48 000 - Repairs/Maint-Equip	150.82	
					001 - 522 20 48 000 - Repairs/Maint-Equip	164.69	
					401 - 535 50 48 050 - Maint Of General Equip	1,698.03	
					401 - 535 80 31 010 - Operating Supplies	150.77	
					401 - 535 80 31 010 - Operating Supplies	8.13	
					103 - 542 30 31 000 - Operating Supplies	150.77	
					103 - 542 30 31 010 - Operating Supplies-Propane	28.81	
					101 - 576 80 48 014 - Winnie Houser Park	43.73	
					101 - 576 80 48 016 - City Hall	541.98	
					101 - 576 80 49 030 - Misc-Permits & Licenses	64.00	
					001 - 594 18 64 001 - Network Hardware	840.82	
					001 - 594 18 64 001 - Network Hardware	88.15	
					001 - 594 18 64 001 - Network Hardware	39.05	
					001 - 594 24 64 000 - Office Equipment	325.48	
					501 - 594 31 64 501 - Equip & Vehicles - Storm	576.25	
					101 - 594 76 61 002 - Houser Park	98.28	
					001 - 595 10 31 000 - Supplies	58.45	
7438	09/23/2020	Claims	2	EFT	WA State Dept Of Revenue	15,519.78	
					001 - 518 80 49 000 - Software Maint & Support	10.96	
					001 - 521 20 31 010 - Printing/Publications	3.12	
					401 - 535 80 44 010 - Taxes & Assessments	6,461.62	
					102 - 536 20 44 010 - Taxes And Assessments	180.97	
					412 - 537 80 44 001 - Taxes & Assessments	8,805.23	
					101 - 576 80 44 010 - Taxes And Assessments	24.06	

# CHECK REGISTER

City Of Sedro-Woolley

Time: 09:20:51 Date: 09/18/2020

MCAG #: 0647

09/23/2020 To: 09/23/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			401 - 594 35 64 001		- Portable Equipment	33.82	
7439	09/23/2020	Claims	2	193814	A WorkSAFE Service, Inc.	220.00	
			001 - 522 20 41 010		- Prof Service-Medical Exams	165.00	
			412 - 537 80 41 000		- Professional Services	55.00	
7440	09/23/2020	Claims	2	193815	ATV Sign	466.55	
			412 - 537 80 31 000		- Operating Supplies	260.40	
			001 - 595 10 31 001		- Address & Street Signs-Reiml	206.15	
7441	09/23/2020	Claims	2	193816	Allied Construction Associates Inc.	253,536.52	
			104 - 595 30 63 052		- Const-SR20 W Lane Widenin	253,536.52	
7442	09/23/2020	Claims	2	193817	Aramark Uniform Services	27.97	
			401 - 535 80 49 000		- Laundry	14.17	
			102 - 536 20 49 030		- Misc-laundry	1.04	
			412 - 537 80 49 000		- Misc-Laundry	3.97	
			103 - 542 30 49 000		- Misc-Laundry	8.79	
7443	09/23/2020	Claims	2	193818	Assoc Of Wash Cities	4,455.00	
			001 - 521 20 27 000		- Retired Medical	4,455.00	
7444	09/23/2020	Claims	2	193819	Assoc Petroleum Products	4,494.62	
			001 - 521 20 32 000		- Auto Fuel	1,410.71	
			001 - 522 20 32 000		- Auto Fuel/Diesel	931.85	
			401 - 535 80 32 000		- Auto Fuel/Diesel	99.84	
			102 - 536 20 32 000		- Auto Fuel/Diesel	147.06	
			412 - 537 80 32 000		- Auto Fuel/Diesel	96.66	
			412 - 537 80 32 000		- Auto Fuel/Diesel	1,220.22	
			103 - 542 30 32 000		- Auto Fuel/Diesel	114.74	
			101 - 576 80 32 000		- Auto Fuel/Diesel	473.54	
7445	09/23/2020	Claims	2	193820	Baker Septic Tank Pumping Inc.	92.50	
			101 - 576 80 47 090		- Portable Toilets	92.50	
7446	09/23/2020	Claims	2	193821	Bay City Supply	41.99	
			101 - 576 80 48 021		- Equipment	41.99	
7447	09/23/2020	Claims	2	193822	Beaver Lake Quarry	835.70	
			101 - 594 76 61 002		- Houser Park	835.70	
7448	09/23/2020	Claims	2	193823	Berg Vault Company	1,883.56	
			101 - 594 76 61 002		- Houser Park	1,883.56	
7449	09/23/2020	Claims	2	193824	Bound Tree Medical LLC	2,459.87	
			001 - 522 21 31 000		- Operating Supplies - Medical	1,107.88	
			001 - 522 21 31 000		- Operating Supplies - Medical	1,351.99	
7450	09/23/2020	Claims	2	193825	Carletti Architects Ps	14,056.70	
			401 - 594 35 63 000		- Engineering Services	14,056.70	
7451	09/23/2020	Claims	2	193826	Cascade Natural Gas Corp	464.20	
			001 - 521 20 47 000		- Public Utilities	13.83	
			001 - 522 50 47 000		- Public Utilities	37.52	
			401 - 535 80 47 000		- Public Utilities	59.72	
			412 - 537 80 47 000		- Public Utilities	16.57	
			103 - 542 63 47 000		- Public Utilities	13.83	
			103 - 542 63 47 000		- Public Utilities	4.15	
			101 - 576 80 47 010		- Community Center	13.83	
			101 - 576 80 47 020		- Senior Center	42.07	
			101 - 576 80 47 050		- Hammer Square	16.57	
			101 - 576 80 47 052		- Bingham Caretaker	26.59	
			101 - 576 80 47 052		- Bingham Caretaker	9.68	



# CHECK REGISTER

City Of Sedro-Woolley

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MCAG #: 0647

09/23/2020 To: 09/23/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					101 - 576 80 47 070 - City Hall	209.84	
7452	09/23/2020	Claims	2	193827	Central Welding Supply	102.39	
					001 - 522 21 31 000 - Operating Supplies - Medical	102.39	
7453	09/23/2020	Claims	2	193828	City of Sedro-Woolley	208.30	
					305 - 572 20 47 305 - Libraries - Utility Services	97.70	
					305 - 572 20 47 305 - Libraries - Utility Services	110.60	
7454	09/23/2020	Claims	2	193829	Columbia Ford	31,421.91	
					501 - 594 31 64 501 - Equip & Vehicles - Storm	31,421.91	
7455	09/23/2020	Claims	2	193830	Comcast	69.95	
					101 - 576 80 47 020 - Senior Center	69.95	
7456	09/23/2020	Claims	2	193831	Communications Northwest	780.34	
					425 - 531 50 48 000 - Repairs/Maintenance	780.34	
7457	09/23/2020	Claims	2	193832	Concrete Herald	200.00	
					001 - 513 10 42 000 - Communication	200.00	
7458	09/23/2020	Claims	2	193833	Databar	2,446.88	
					425 - 531 50 42 010 - Postage	97.88	
					401 - 535 80 42 015 - Postage	1,590.50	
					412 - 537 80 42 010 - Postage	758.50	
7459	09/23/2020	Claims	2	193834	Karl De Jong	174.50	
					101 - 362 40 20 000 - Space/Facility Rent-Riverfron	-175.00	
					001 - 514 23 31 000 - Supplies	-0.50	
7460	09/23/2020	Claims	2	193835	E & E Lumber	756.66	
					001 - 521 20 31 002 - Office/Operating Supplies	6.76	
					425 - 531 50 31 000 - Operating Supplies	73.74	
					425 - 531 50 31 000 - Operating Supplies	58.57	
					425 - 531 50 31 000 - Operating Supplies	66.89	
					401 - 535 50 48 010 - Maintenance Of Lines	127.03	
					401 - 535 80 31 010 - Operating Supplies	71.50	
					401 - 535 80 31 010 - Operating Supplies	185.34	
					102 - 536 20 31 010 - Operating Supplies	32.44	
					412 - 537 80 31 000 - Operating Supplies	3.84	
					412 - 537 80 31 000 - Operating Supplies	31.20	
					412 - 537 80 31 000 - Operating Supplies	6.72	
					101 - 576 80 31 006 - Operating Sup - City Hall	32.25	
					101 - 576 80 31 009 - Operating Sup - Bingham Par	7.16	
					101 - 576 80 48 001 - Riverfront	7.28	
					101 - 576 80 48 007 - Bingham Park	9.55	
					101 - 594 76 61 002 - Houser Park	7.27	
					101 - 594 76 61 002 - Houser Park	29.12	
7461	09/23/2020	Claims	2	193836	ESRI	2,170.00	
					401 - 535 50 48 000 - Maintenance Contracts	1,012.66	
					001 - 558 60 31 000 - Supplies/Books	253.17	
					001 - 595 10 49 020 - Software Licenses/Support	904.17	
7462	09/23/2020	Claims	2	193837	Edge Analytical Inc	201.00	
					401 - 535 80 41 000 - Professional Services	149.00	
					401 - 535 80 41 000 - Professional Services	52.00	
7463	09/23/2020	Claims	2	193838	Emergency Medical Products Inc	141.48	
					001 - 521 20 31 002 - Office/Operating Supplies	141.48	
7464	09/23/2020	Claims	2	193839	Enterprise Office Systems	101.31	
					001 - 512 50 31 000 - Supplies	101.31	



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7465	09/23/2020	Claims	2	193840	Ewing Burlington	27.23	
					101 - 576 80 48 014 - Winnie Houser Park	27.23	
7466	09/23/2020	Claims	2	193841	Fastenal Company	259.39	
					401 - 535 80 31 010 - Operating Supplies	46.48	
					412 - 537 80 31 000 - Operating Supplies	51.53	
					412 - 537 80 31 000 - Operating Supplies	161.38	
7467	09/23/2020	Claims	2	193842	Fisher Construction Group LLC	270,001.69	
					104 - 595 30 63 042 - Const - Jameson Art Overlay	270,001.69	
7468	09/23/2020	Claims	2	193843	Frontier Building Supply	90.38	
					101 - 594 76 61 002 - Houser Park	90.38	
7469	09/23/2020	Claims	2	193844	Furrow Pump	1,526.00	
					401 - 535 80 31 010 - Operating Supplies	1,526.00	
7470	09/23/2020	Claims	2	193845	Geotest Services Inc	336.80	
					305 - 594 72 63 003 - Capital Expenditures/Expense	336.80	
7471	09/23/2020	Claims	2	193846	Peter Gilbert	4,000.00	
					001 - 515 31 41 001 - Prosecuting Attorney	4,000.00	
7472	09/23/2020	Claims	2	193847	Hach Company	36.67	
					401 - 535 80 31 010 - Operating Supplies	36.67	
7473	09/23/2020	Claims	2	193848	Glenn Hoff	300.00	
					001 - 512 50 41 000 - Professional Services	300.00	
7474	09/23/2020	Claims	2	193849	Hose Shop Inc (the)	269.32	
					401 - 535 50 48 050 - Maint Of General Equip	269.32	
7475	09/23/2020	Claims	2	193850	Howard Consulting LLC	5,423.00	
					305 - 594 72 63 002 - Capital Expenditures/Expense	5,423.00	
7476	09/23/2020	Claims	2	193851	Image 360	1,104.78	
					001 - 558 60 41 011 - Advertising Reimbuseable	1,104.78	
7477	09/23/2020	Claims	2	193852	Insight Public Sector, Inc.	2,465.03	
					001 - 595 10 49 020 - Software Licenses/Support	2,465.03	
7478	09/23/2020	Claims	2	193853	Katy Isaksen Associates	4,440.00	
					401 - 535 80 41 000 - Professional Services	4,440.00	
7479	09/23/2020	Claims	2	193854	L N Curtis & Sons	1,852.53	
					001 - 521 20 26 000 - Uniforms/Accessories	267.81	
					001 - 521 20 26 000 - Uniforms/Accessories	229.34	
					001 - 521 20 26 020 - Ballistic Vests	1,355.38	
7480	09/23/2020	Claims	2	193855	L.C. Lee & Associates, Inc.	1,032.20	
					001 - 558 60 41 001 - Professional Svcs-Reimb	1,032.20	
7481	09/23/2020	Claims	2	193856	Language Exch Inc (The)	330.00	
					001 - 512 50 41 040 - Language Interpreter	330.00	
7482	09/23/2020	Claims	2	193857	Les Schwab Tire Center	1,415.95	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	68.34	
					412 - 537 50 48 000 - Repairs/maint-equip	177.93	
					412 - 537 50 48 000 - Repairs/maint-equip	59.66	
					412 - 537 50 48 000 - Repairs/maint-equip	81.35	
					412 - 537 50 48 000 - Repairs/maint-equip	1,028.67	
7483	09/23/2020	Claims	2	193858	Loggers And Contractors	268.86	
					401 - 535 80 31 010 - Operating Supplies	268.86	

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7484	09/23/2020	Claims	2	193859	Mattison Martinoli Inc.	6,613.08	
					101 - 594 76 61 002 - Houser Park	6,613.08	
7485	09/23/2020	Claims	2	193860	William R McCann	4,370.00	
					001 - 515 93 41 000 - Indigent Defender	3,500.00	
					001 - 515 93 41 000 - Indigent Defender	870.00	
7486	09/23/2020	Claims	2	193861	Michael Mejia	130.00	
					001 - 522 20 26 000 - Uniforms	130.00	
7487	09/23/2020	Claims	2	193862	Monera Technologies Corp.	1,150.00	
					401 - 535 50 48 010 - Maintenance Of Lines	1,150.00	
7488	09/23/2020	Claims	2	193863	North Central Laboratories	4,150.73	
					401 - 535 80 31 010 - Operating Supplies	2,214.85	
					401 - 535 80 31 010 - Operating Supplies	1,658.92	
					401 - 535 80 31 010 - Operating Supplies	276.96	
7489	09/23/2020	Claims	2	193864	North Hill Resources Inc	407.40	
					102 - 536 20 48 030 - Repair/Maintenance-Land	82.46	
					412 - 537 60 47 011 - Site Recycling Disposal	180.63	
					101 - 576 80 31 001 - Operating Sup - Riverfront	144.31	
7490	09/23/2020	Claims	2	193865	Office Depot Inc.	268.46	
					001 - 524 20 31 000 - Off/Oper Supps & Books	7.28	
					001 - 524 20 31 000 - Off/Oper Supps & Books	17.11	
					001 - 524 20 31 000 - Off/Oper Supps & Books	6.72	
					001 - 524 20 31 000 - Off/Oper Supps & Books	17.88	
					001 - 524 20 31 000 - Off/Oper Supps & Books	34.21	
					001 - 524 20 31 000 - Off/Oper Supps & Books	6.30	
					001 - 558 60 31 000 - Supplies/Books	7.28	
					001 - 558 60 31 000 - Supplies/Books	17.10	
					001 - 558 60 31 000 - Supplies/Books	6.72	
					001 - 558 60 31 000 - Supplies/Books	17.88	
					001 - 558 60 31 000 - Supplies/Books	34.20	
					001 - 558 60 31 000 - Supplies/Books	6.30	
					001 - 595 10 31 000 - Supplies	7.27	
					001 - 595 10 31 000 - Supplies	17.10	
					001 - 595 10 31 000 - Supplies	6.72	
					001 - 595 10 31 000 - Supplies	17.88	
					001 - 595 10 31 000 - Supplies	34.21	
					001 - 595 10 31 000 - Supplies	6.30	
7491	09/23/2020	Claims	2	193866	Oliver-Hammer Clothes	1,008.69	
					102 - 536 20 35 010 - Safety Equipment	314.61	
					103 - 542 30 35 010 - Safety Equipment	358.03	
					103 - 542 30 35 010 - Safety Equipment	205.98	
					101 - 576 80 35 010 - Safety Equipment	130.07	
7492	09/23/2020	Claims	2	193867	Pitney Bowes	1,169.85	
					001 - 514 23 45 000 - Operating Rentals/Leases	292.46	
					001 - 521 20 42 010 - Postage	292.46	
					001 - 522 20 42 010 - Postage	292.46	
					001 - 524 20 42 000 - Postage	97.49	
					001 - 558 60 42 010 - Postage	97.49	
					001 - 595 10 42 000 - Postage	97.49	
7493	09/23/2020	Claims	2	193868	Protech Automotive	150.25	
					001 - 521 20 48 010 - Repair & Maint - Auto	67.28	
					001 - 522 20 48 000 - Repairs/Maint-Equip	82.97	
7494	09/23/2020	Claims	2	193869	Public Utility Dis No1	3,538.68	
					001 - 521 20 47 000 - Public Utilities	33.91	
					001 - 522 50 47 000 - Public Utilities	339.15	



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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					401 - 535 80 47 000 - Public Utilities	73.17	
					401 - 535 80 47 000 - Public Utilities	382.35	
					102 - 536 20 47 000 - Public Utilities	156.27	
					103 - 542 63 47 000 - Public Utilities	67.61	
					101 - 576 80 47 000 - Riverfront	797.43	
					101 - 576 80 47 010 - Community Center	112.32	
					101 - 576 80 47 020 - Senior Center	264.16	
					101 - 576 80 47 050 - Hammer Square	73.17	
					101 - 576 80 47 051 - Bingham / Memorial	251.15	
					101 - 576 80 47 053 - Other Utilities	217.78	
					101 - 576 80 47 070 - City Hall	770.21	
7495	09/23/2020	Claims	2	193870	Red's Mobile 24-Hour Truck & Equip Repai	6,687.64	
					412 - 537 50 48 000 - Repairs/maint-equip	6,687.64	
7496	09/23/2020	Claims	2	193871	Ricoh USA Inc	493.95	
					001 - 522 20 48 000 - Repairs/Maint-Equip	493.95	
7497	09/23/2020	Claims	2	193872	Ricoh USA Inc	4,514.69	
					401 - 594 35 64 401 - Machinery & Equip	4,514.69	
7498	09/23/2020	Claims	2	193873	Sedro-Woolley Auto Parts	304.84	
					401 - 535 50 48 040 - Maintenance Of Vehicles	7.37	
					401 - 535 50 48 040 - Maintenance Of Vehicles	27.09	
					412 - 537 50 48 000 - Repairs/maint-equip	7.23	
					412 - 537 80 31 000 - Operating Supplies	1.53	
					412 - 537 80 31 000 - Operating Supplies	97.64	
					412 - 537 80 31 000 - Operating Supplies	13.17	
					412 - 537 80 31 000 - Operating Supplies	20.07	
					412 - 537 80 31 000 - Operating Supplies	11.91	
					412 - 537 80 31 000 - Operating Supplies	-16.49	
					412 - 537 80 31 000 - Operating Supplies	101.05	
					412 - 537 80 31 000 - Operating Supplies	16.34	
					412 - 537 80 31 000 - Operating Supplies	-5.93	
					412 - 537 80 31 000 - Operating Supplies	23.86	
7499	09/23/2020	Claims	2	193874	Skagit CD	512.31	
					425 - 531 50 41 002 - Contracted Services	512.31	
7500	09/23/2020	Claims	2	193875	Skagit Co Public Works	127,722.88	
					412 - 537 60 47 000 - Solid Waste Disposal	63,861.44	
					412 - 537 60 47 000 - Solid Waste Disposal	63,861.44	
7501	09/23/2020	Claims	2	193876	Skagit Co Public Works	53.50	
					401 - 535 80 41 050 - Skagit Co Solid Waste	53.50	
7502	09/23/2020	Claims	2	193877	Skagit Farmers Supply	90.29	
					401 - 535 80 31 010 - Operating Supplies	32.54	
					103 - 542 30 31 010 - Operating Supplies-Propane	30.66	
					101 - 576 80 48 001 - Riverfront	11.92	
					101 - 576 80 48 001 - Riverfront	15.17	
7503	09/23/2020	Claims	2	193878	Skagit Publishing	1,917.54	
					001 - 511 60 31 001 - Legal Publications	75.32	
					001 - 511 60 31 001 - Legal Publications	59.18	
					001 - 558 60 41 001 - Professional Svcs-Reimb	91.46	
					001 - 558 60 41 010 - Advertising	107.60	
					001 - 558 60 41 010 - Advertising	156.02	
					001 - 558 60 41 011 - Advertising Reimbuseable	172.16	
					001 - 558 60 41 011 - Advertising Reimbuseable	145.26	
					001 - 558 60 41 011 - Advertising Reimbuseable	258.24	
					001 - 558 60 41 011 - Advertising Reimbuseable	247.48	
					001 - 558 60 41 011 - Advertising Reimbuseable	346.58	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					001 - 558 60 41 011 - Advertising Reimbuseable	258.24	
7504	09/23/2020	Claims	2	193879	Skagit Shooting Sports Inc.	108.50	
					001 - 521 20 31 002 - Office/Operating Supplies	108.50	
7505	09/23/2020	Claims	2	193880	Skagit Soils	2,567.91	
					412 - 537 60 47 021 - Curbside Yard Waste Dispos	2,567.91	
7506	09/23/2020	Claims	2	193881	Smarsh Inc.	99.53	
					001 - 518 80 41 000 - Professional Services	99.53	
7507	09/23/2020	Claims	2	193882	Smiley's Inc	902.29	
					401 - 535 50 48 050 - Maint Of General Equip	902.29	
7508	09/23/2020	Claims	2	193883	Staples Business Credit	1,940.57	
					001 - 514 23 31 000 - Supplies	42.21	
					001 - 514 23 31 000 - Supplies	950.95	
					001 - 514 23 31 000 - Supplies	160.79	
					001 - 524 20 31 000 - Off/Oper Supps & Books	16.10	
					001 - 524 20 31 000 - Off/Oper Supps & Books	9.33	
					401 - 535 80 31 000 - Office Supplies	42.71	
					401 - 535 80 31 000 - Office Supplies	648.59	
					412 - 537 80 31 010 - Office Supplies	19.01	
					001 - 558 60 31 000 - Supplies/Books	16.10	
					001 - 558 60 31 000 - Supplies/Books	9.34	
					001 - 595 10 31 000 - Supplies	16.10	
					001 - 595 10 31 000 - Supplies	9.34	
7509	09/23/2020	Claims	2	193884	State Auditor's Office	475.02	
					001 - 514 23 41 000 - State Auditing	475.02	
7510	09/23/2020	Claims	2	193885	Stiles Law Inc., PS	3,378.50	
					001 - 512 50 41 010 - Municipal Court Judge	3,378.50	
7511	09/23/2020	Claims	2	193886	Systems Design	3,213.25	
					001 - 522 21 41 000 - EMS Professional Services-S	3,213.25	
7512	09/23/2020	Claims	2	193887	Thompson's Greenhouse	49.91	
					101 - 576 80 31 001 - Operating Sup - Riverfront	49.91	
7513	09/23/2020	Claims	2	193888	US Mower	458.68	
					425 - 531 50 48 000 - Repairs/Maintenance	458.68	
7514	09/23/2020	Claims	2	193889	Uline	442.55	
					001 - 522 20 31 000 - Operating Supplies	238.30	
					412 - 537 80 31 000 - Operating Supplies	204.25	
7515	09/23/2020	Claims	2	193890	Ultimate Dumpsters	159.78	
					412 - 343 70 00 000 - Garbage/Solid Waste Fees	68.17	
					412 - 343 70 00 010 - Utility Tax Collected	41.83	
					412 - 343 73 01 001 - Rolloff Haul Fees	220.52	
					412 - 343 73 01 002 - Rolloff Dump Fees	102.72	
					412 - 343 74 00 000 - Equipment Rental	-593.02	
7516	09/23/2020	Claims	2	193891	UniFirst Corp.	213.53	
					001 - 522 20 26 000 - Uniforms	37.97	
					001 - 522 20 26 000 - Uniforms	175.56	
7517	09/23/2020	Claims	2	193892	Util Underground Loc Ctr	83.16	
					401 - 535 80 31 010 - Operating Supplies	83.16	
7518	09/23/2020	Claims	2	193893	Valdez Construction Inc.	531,068.85	
					305 - 594 72 63 001 - Capital Expenditures/Expense	531,068.85	
7519	09/23/2020	Claims	2	193894	WA St Off Of Treasurer	5,512.88	
					109 - 589 30 21 109 - 10% Net Proceeds Forteited F	999.93	



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			109 - 589 30 21	109 - 10%	Net Proceeds Forfeited F	1,076.30	
			109 - 589 30 21	109 - 10%	Net Proceeds Forfeited F	1,024.60	
			109 - 589 30 21	109 - 10%	Net Proceeds Forfeited F	1,267.15	
			109 - 589 30 21	109 - 10%	Net Proceeds Forfeited F	760.00	
			109 - 589 30 21	109 - 10%	Net Proceeds Forfeited F	384.90	
7520	09/23/2020	Claims	2	193895	Washington State Patrol	11.00	
			401 - 535 80 41 000	- Professional Services		11.00	
7521	09/23/2020	Claims	2	193896	Washington Tractor	2,024.00	
			101 - 576 80 48 021	- Equipment		35.21	
			101 - 576 80 48 021	- Equipment		1,988.79	
7522	09/23/2020	Claims	2	193897	Waste Management Of Skgt	22,986.34	
			412 - 537 60 47 010	- Curbside Recycling Disposal		15,151.40	
			412 - 537 60 47 010	- Curbside Recycling Disposal		7,834.94	
7523	09/23/2020	Claims	2	193898	Weed, Graafstra & Assoc. Inc. PS	5,040.00	
			001 - 515 41 41 000	- Prof Services-External/Claims		5,040.00	
7524	09/23/2020	Claims	2	193899	Whatcom Electric Co. Inc.	176.53	
			412 - 537 60 47 011	- Site Recycling Disposal		393.53	
			412 - 537 60 47 011	- Site Recycling Disposal		-20.00	
			412 - 537 60 47 011	- Site Recycling Disposal		-12.00	
			412 - 537 60 47 011	- Site Recycling Disposal		-110.00	
			412 - 537 60 47 011	- Site Recycling Disposal		-75.00	
7525	09/23/2020	Claims	2	193900	Woods Acquisition Corp	461.21	
			001 - 522 20 48 000	- Repairs/Maint-Equip		9.77	
			412 - 537 50 48 000	- Repairs/maint-equip		116.90	
			412 - 537 80 31 000	- Operating Supplies		63.99	
			101 - 594 76 61 002	- Houser Park		23.00	
			101 - 594 76 61 002	- Houser Park		247.55	
7526	09/23/2020	Claims	2	193901	Ziply Fiber	1,433.91	
			001 - 512 50 42 020	- Telephone		49.68	
			001 - 513 10 42 020	- Telephone		74.52	
			001 - 514 23 42 020	- Telephone		74.52	
			001 - 515 31 42 001	- Telephone		33.12	
			001 - 518 80 42 020	- Telephone		24.84	
			001 - 521 20 42 020	- Telephone		248.72	
			001 - 521 20 42 020	- Telephone		73.20	
			001 - 521 20 42 020	- Telephone		73.38	
			001 - 522 20 42 020	- Telephone		91.08	
			001 - 524 20 42 020	- Telephone		24.84	
			401 - 535 80 42 020	- Telephone		66.24	
			401 - 535 80 42 020	- Telephone		225.98	
			102 - 536 20 42 020	- Telephone		86.64	
			412 - 537 80 42 020	- Telephone		33.12	
			103 - 542 30 42 020	- Telephone		8.28	
			001 - 558 60 42 020	- Telephone		24.84	
			101 - 576 80 42 020	- Telephone		16.56	
			101 - 576 80 47 070	- City Hall		146.39	
			001 - 595 10 42 020	- Telephone		57.96	
7527	09/23/2020	Claims	2	193902	Zoll Medical Corporation	513.85	
			001 - 522 21 31 000	- Operating Supplies - Medical		513.85	
			001	Current Expense Fund		50,743.47	
			101	Parks & Facilities Fund		16,781.29	
			102	Cemetery Fund		1,069.83	
			103	Street Fund		991.65	

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			104 Arterial Street Fund			523,538.21	
			109 Special Investigation Fund			5,512.88	
			305 Library Construction Fund			537,036.95	
			401 Sewer Operations Fund			44,729.57	
			412 Solid Waste Operations Fund			174,008.19	
			425 Stormwater Operations			2,048.41	
			501 Equipment Replacement Fund			31,998.16	
							Claims: 1,388,458.61
			* Transaction Has Mixed Revenue And Expense Accounts			1,388,458.61	

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

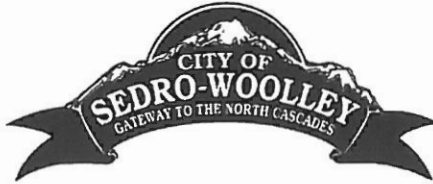
\_\_\_\_\_  
Finance Committee Member

\_\_\_\_\_  
Date



CITY COUNCIL AGENDA  
REGULAR MEETING

SEP 23 2020



:00 P.M. COUNCIL CHAMBER, CITY OF SEDRO-WOOLLEY  
AGENDA NO. e-3 Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-9922  
Fax (360) 855-9923

Doug Merriman, Ph.D.  
City Supervisor

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MEMO TO: City Council  
FROM: Doug Merriman, PhD, City Supervisor  
RE: Grant Amendment A: CARES COVID-19 Grant  
DATE: September 23, 2020

CONSENT AGENDA

ISSUE: Should the city sign an agreement with the Washington State Department of Commerce for additional COVID-19 related cost reimbursements?

BACKGROUND: Initially, Federal funding has been made available to the City of Sedro-Woolley through the CARES Act, in the amount of \$350,700. In a subsequent round of available grant funding offerings, the City has been awarded an \$175,350 in additional funding. In addition the amendment provides an additional 30 days for the City to collect and remit expense reimbursement requests. The Department of Commerce is the managing the grant program.

FISCAL ANALYSIS: With the additional funds of \$175,350 being added to the original \$350,700, the total fiscal impact is \$526,050 in possible reimbursement funding.

RECOMMENDATION: Authorize staff to sign Amendment A to CARES Grant Contract No. 20-6541C-315.

# Amendment

Contract Number: 20-6541C-315

Amendment Number: A

## Washington State Department of Commerce Local Government Division Community Capital Facilities Unit Coronavirus Relief Fund for Local Governments

<b>1. Contractor</b> City of Sedro-Woolley 325 Metcalf Street SEDRO WOOLLEY, Washington 98284		<b>2. Contractor Doing Business As (optional)</b>	
<b>3. Contractor Representative (only if updated)</b> Douglas Merriman City Supervisor (360) 855-9921 dmerriman@ci.sedro-woolley.wa.us		<b>4. COMMERCE Representative (only if updated)</b> Tryg Hoff Project Manager (360) 725-2779 Fax 360-586-5880 tryg.hoff@commerce.wa.gov PO Box 42525 1011 Plum St SE Olympia, WA 98504-2525	
<b>5. Original Contract Amount</b> (and any previous amendments) \$350,700.00	<b>6. Amendment Amount</b> \$175,350.00	<b>7. New Contract Amount</b> \$526,050.00	
<b>8. Amendment Funding Source</b> Federal: X State: Other: N/A:		<b>9. Amendment Start Date</b> Date of Execution	<b>10. Amendment End Date</b> November 30, 2020
<b>11. Federal Funds (as applicable):</b> \$526,050.00	<b>Federal Agency:</b> US Dept. of the Treasury	<b>CFDA Number:</b> 21.019	
<b>12. Amendment Purpose:</b> To provide additional funding for costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru November 30, 2020. Final invoices must be received by December 15, 2020.			

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget & Invoicing, Attachment "C" – A-19 Certification, Attachment "D" – A-19 Activity Report. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".

<b>FOR CONTRACTOR</b>  _____ Douglas Merriman, City Supervisor  _____ Date	<b>FOR COMMERCE</b>  _____ Mark K. Barkley, Assistant Director, Local Government Div  _____ Date  <b>APPROVED AS TO FORM ONLY</b>  _____ Sandra Adix Assistant Attorney General _____ 3/20/2014 Date
--	---

## **Amendment**

This Contract is **amended** as follows:

**Contract amount has been increased by \$175,350.00.**

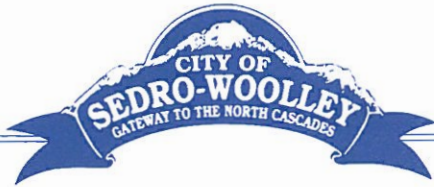
**Contract end date has been extended from October 31, 2020 to November 30, 2020.**

**Final reimbursement request must be received by December 15, 2020.**

**ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.**

SEP 23 2020

:00 P.M. COUNCIL CHAMBER  
AGENDA NO.   J  



SUBJECT: PUBLIC COMMENTS

Name:  
Address:  
Narrative:

Name:  
Address:  
Narrative:

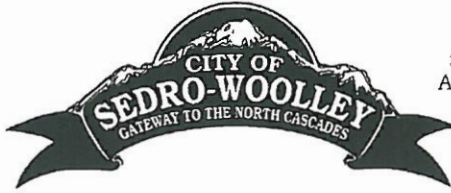
Name:  
Address:  
Narrative:

Name:  
Address:  
Narrative:

Name:  
Address:  
Narrative:

CITY COUNCIL AGENDA  
REGULAR MEETING

SEP 23 2020



:00 P.M. COUNCIL CHAMBER  
AGENDA NO. K-1

**CITY OF SEDRO-WOOLLEY**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-9922

Douglas A. Merriman, Ph.D  
Finance Director

---

MEMO TO: City Council  
FROM: Doug Merriman, Ph.D, City Supervisor  
RE: 1<sup>st</sup> Public Hearing on 2021-2022 Biennial Budget - Revenues  
DATE: September 23, 2020

ISSUE: An update on current status of 2020 revenues and projected revenues for 2021-2022.

**Summary Statement –1<sup>st</sup> Public Hearing on 2021-2022 Biennial Budget - Revenues**

A presentation will be given on the current status of 2020 finances, with a follow-on discussion of 2021-2022 projected revenues. Presentation documents will be provided at the September 23, 2020 City Council meeting.

**AUTHORIZATION**

The annual fiscal period for cities and towns is January 1 to December 31. Annual budget requirements are provided in:

- Chapter 35A.33 RCW (code cities)

**RECOMMENDED ACTION**

- 1) Hold 1<sup>st</sup> Public Hearing on 2021-2022 Biennial Budget - Revenues



# City of Sedro-Woolley

## Revenue Projections

### Biennial Budget 2021-2022





## **2021-2022 Budget Schedule/Targets**

- 1<sup>st</sup> Public hearing: Revenue projections to begin budget process.
- Month of October: Review of departmental requests with goal of compiling Preliminary Budget by 10/28/2020.
- 2<sup>nd</sup> Public Hearing: Presentation of Preliminary Budget/Property Tax
  - – 10/28/2020
- 3<sup>rd</sup> Public Hearing: Presentation of Final Budget 11/12/2020
- Final read on budget Ordinance and adoption – 11/24/2020

## 2021-2022 Budget Revenue Projections

- 1) Revenue projections to begin budget development process.
- 2) Projections may be adjusted as departments submit budget requests.

### Examples:

- Any financing/debt requirements
- Any operating transfers for funding reimbursements
- Projects funded through grant proceeds.
- Any updates from the state on shared revenues.

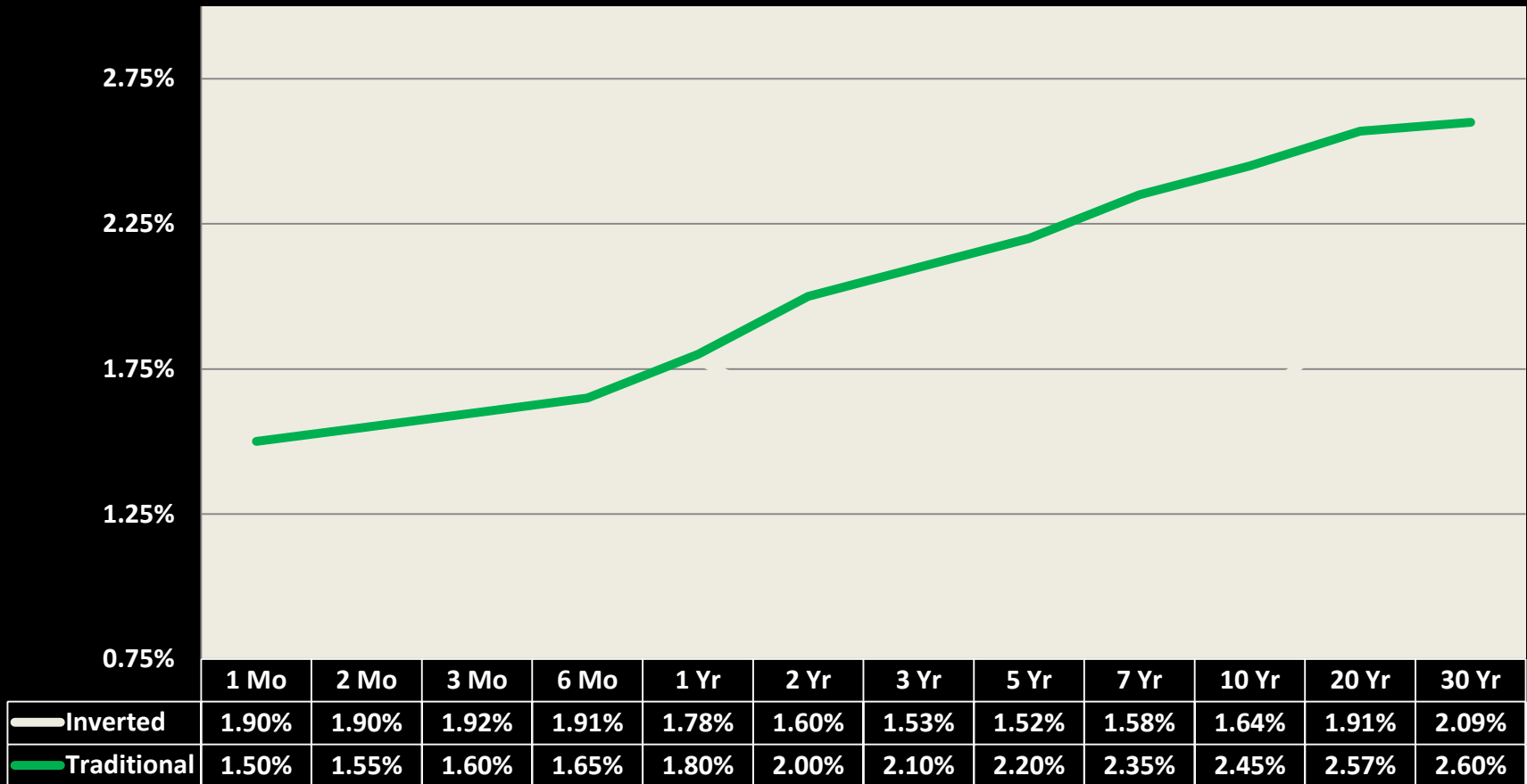
- 3) Projections may be adjusted as plans for business activities are confirmed.



- What is happening in our economic environment that influences our budget:
  - CPI –U: Jan = 2.5% June = 0.9% Aug = 1.6%
  - Yield Curve: Upward slope
  - Negative Gross Domestic Product (GDP); Q2 -37.1%
  - Other factors: COVID-19, Election year, political unrest

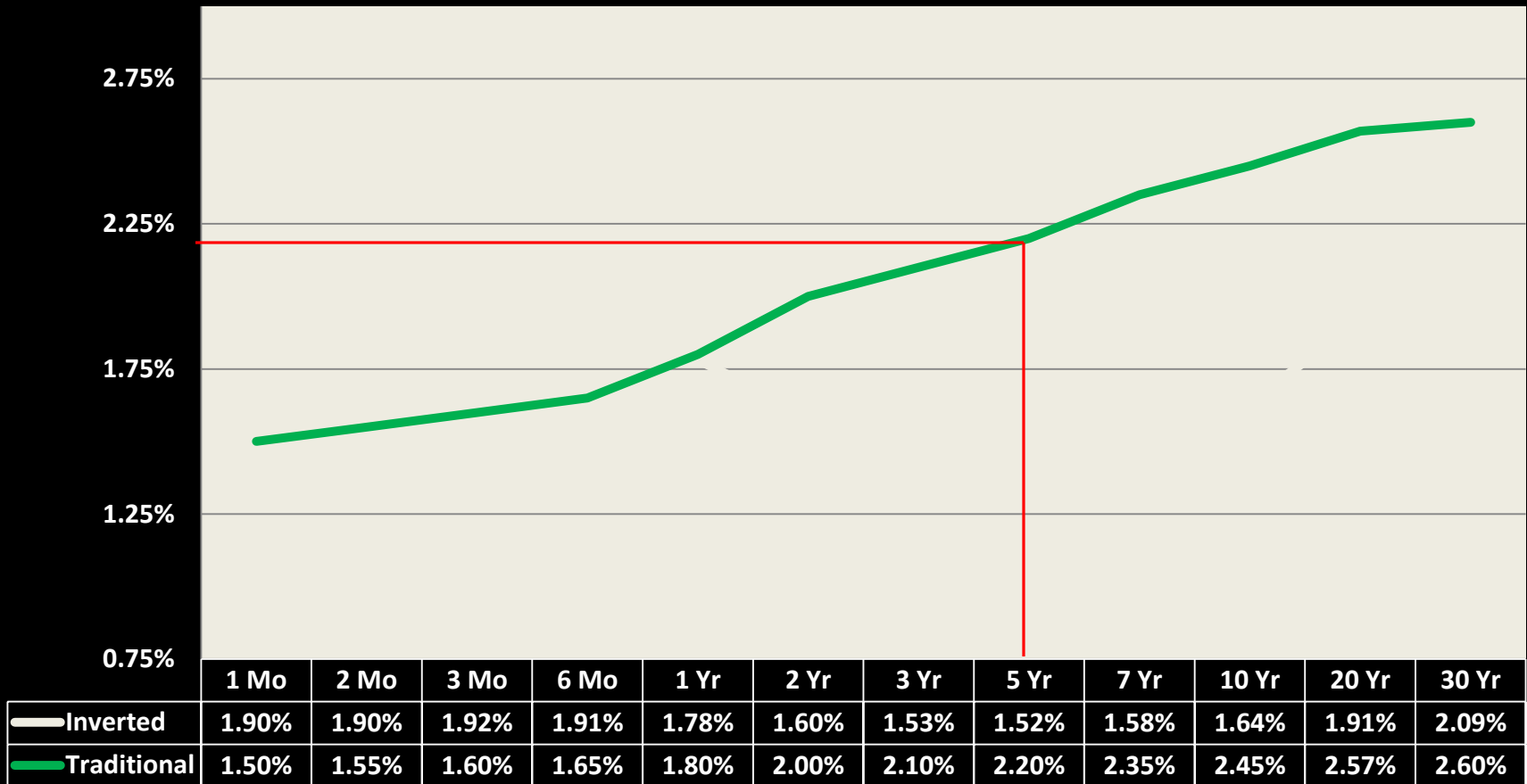


## Yield Curve - Traditional



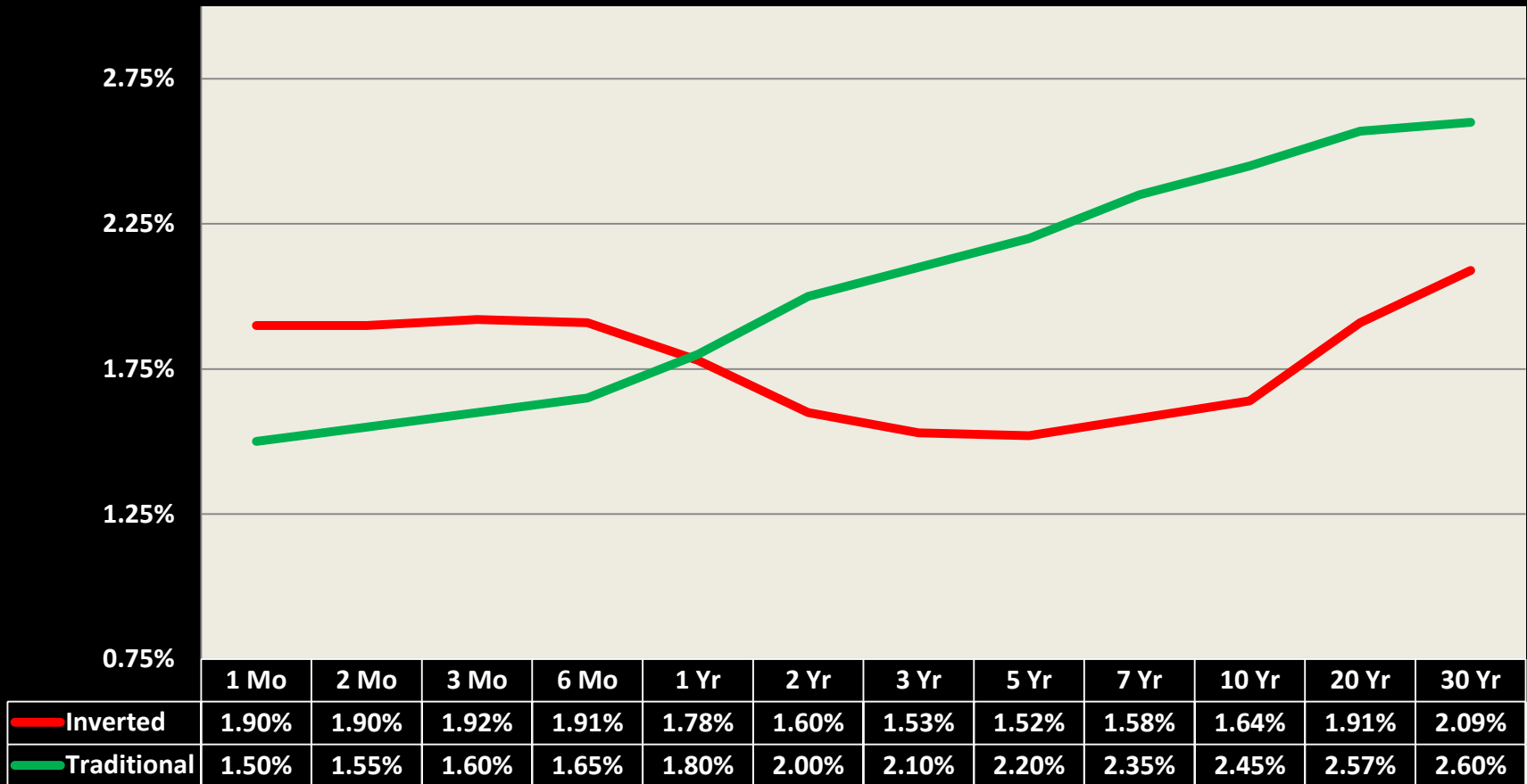
- The further out in time, rates tend to increase
- Each point along the green line represents the intersect of time and interest rate

## Yield Curve - Traditional



- The further out in time, rates tend to increase

## Yield Curve - as of 9/24/2019



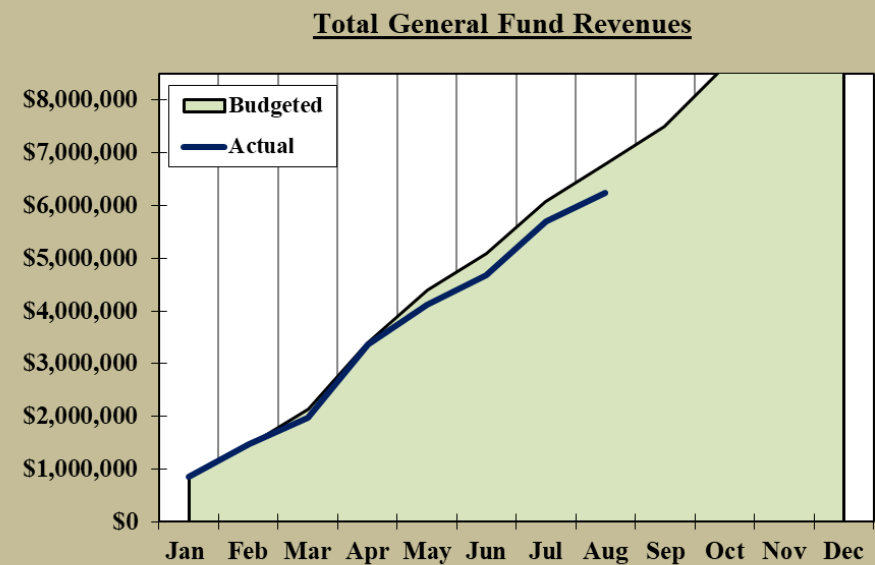
- Yield curve today is upward sloping
- Important as a rough predictor of recovery



# 2020 Revenues

# 2020 Total General Fund Revenues

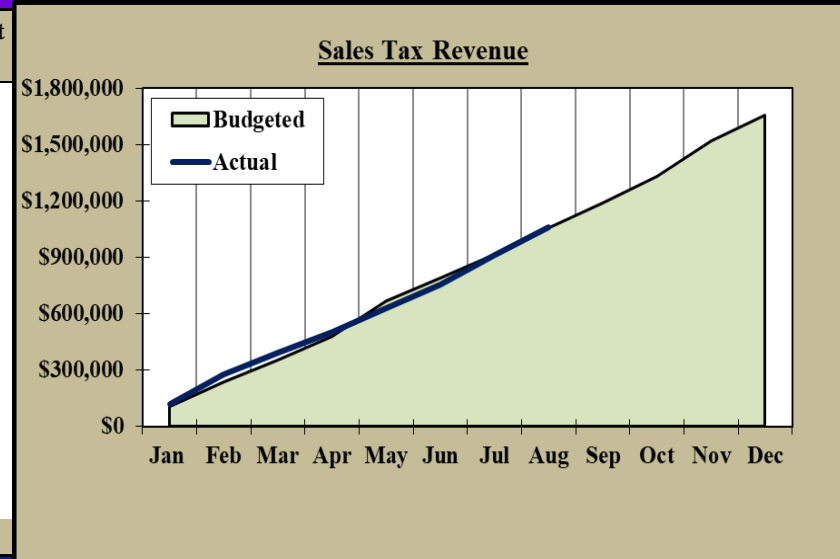
	Monthly Budgeted	Monthly Received	YTD Budgeted	YTD Received	% of Budget Received
Jan	\$866,489	\$840,971	\$866,489	\$840,971	8.33%
Feb	564,089	624,885	1,430,578	1,465,857	14.51%
Mar	710,234	506,739	2,140,812	1,972,596	19.53%
Apr	1,251,479	1,383,900	3,392,291	3,356,496	33.23%
May	1,009,956	757,617	4,402,246	4,114,112	40.74%
Jun	692,763	558,689	5,095,009	4,672,802	46.27%
Jul	973,038	1,031,775	6,068,047	5,704,577	56.48%
Aug	733,549	529,394	6,801,596	6,233,971	61.73%
Sep	714,128	0	7,515,723		
Oct	1,126,689	0	8,642,412		
Nov	957,976	0	9,600,388		
Dec	499,012	0	10,099,400		
<b>Total</b>	<b>\$10,099,400</b>	<b>\$6,233,971</b>	<b>\$10,099,400</b>	<b>\$0</b>	



- At August 31 we should @ 66% of budget. Currently 61.73%

# 2020 Sales Tax Revenue

	Monthly Budgeted	Monthly Received	YTD Budgeted	YTD Received	% of Budget Received
Jan	\$106,175	\$121,223	\$106,175	\$121,223	7.31%
Feb	132,766	154,831	238,942	276,054	16.64%
Mar	114,662	119,446	353,604	395,500	23.84%
Apr	126,831	108,150	480,435	503,650	30.35%
May	186,435	126,980	666,869	630,630	38.01%
Jun	121,255	125,940	788,124	756,570	45.60%
Jul	128,497	158,633	916,621	915,203	55.16%
Aug	143,306	147,041	1,059,928	1,062,244	64.02%
Sep	131,635		1,191,563		
Oct	137,108		1,328,670		
Nov	189,454		1,518,125		
Dec	141,162		1,659,287		
<b>Total</b>	<b>\$1,659,287</b>	<b>\$1,062,244</b>	<b>\$1,659,287</b>		

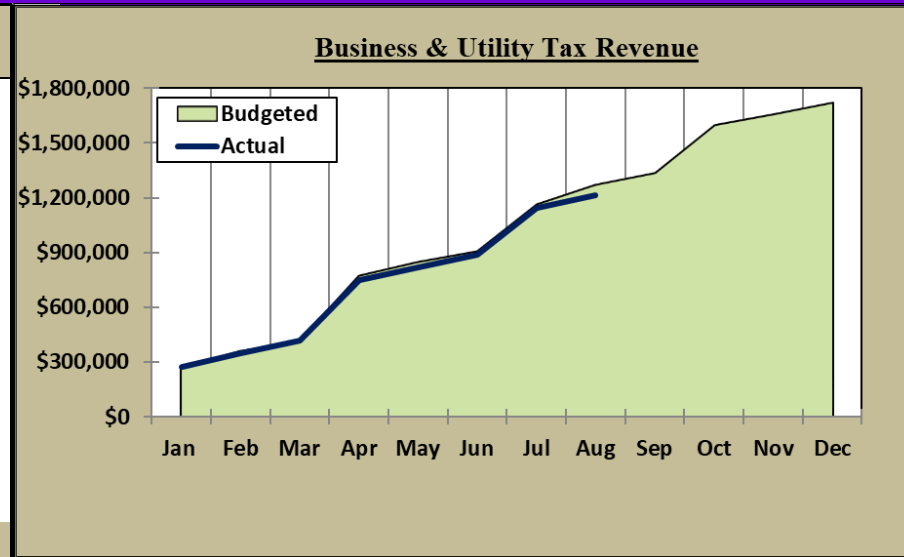


- Currently 64.02%
- Shift from brick and mortar stores to online purchasing
- Sales tax on construction is filling the gap.
- Secondary COVID impacts: supply chain tightening
  - Stores are open but costs of inventory are climbing
  - Example: Lumber prices impacting construction



# 2020 Business and Utility Taxes

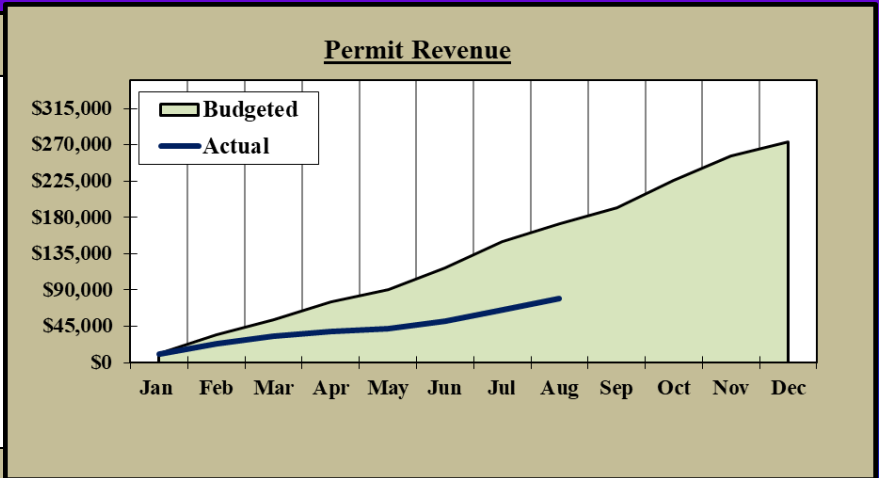
	Monthly Budgeted	Monthly Received	YTD Budgeted	YTD Received	% of Budget Received
Jan	\$272,883	\$275,331	\$272,883	\$275,331	16.00%
Feb	89,166	72,135	362,049	347,466	20.20%
Mar	56,510	70,749	418,559	418,215	25.20%
Apr	357,768	329,368	776,327	747,583	45.05%
May	73,106	70,903	849,433	818,486	49.33%
Jun	59,789	69,172	909,222	887,658	53.50%
Jul	254,332	257,914	1,163,555	1,145,572	69.04%
Aug	111,237	70,381	1,274,792	1,215,953	73.28%
Sep	59,216		1,334,008		
Oct	262,730		1,596,738		
Nov	61,149		1,657,887		
Dec	62,479		1,720,366		
<b>Total</b>	<b>\$1,720,366</b>	<b>\$1,215,953</b>	<b>\$1,720,366</b>		



- Currently 73.28% for the year, but about 5% below budget
- Some payments are quarterly. September is a better picture
- Includes new utility tax for public works building
- Will be budgeting somewhat lower in 2021-2022

# 2020 Permit Revenue

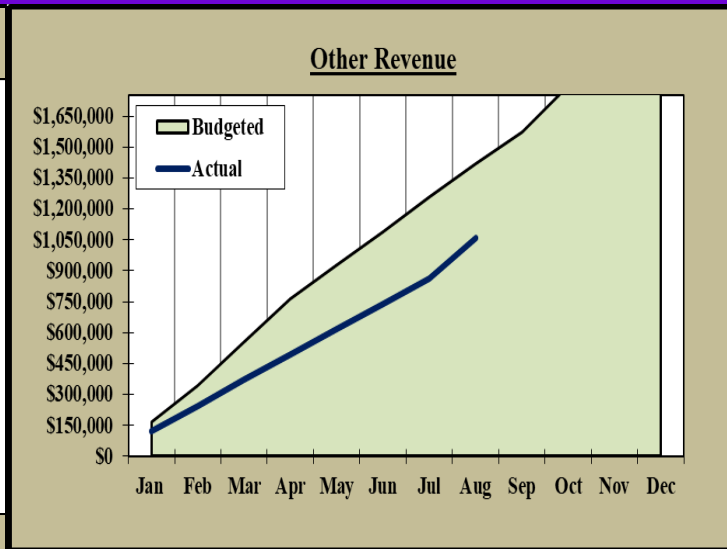
	Monthly Budgeted	Monthly Received	YTD Budgeted	YTD Received	% of Budget Received
Jan	\$10,978	\$10,863	\$10,978	\$10,863	3.97%
Feb	23,562	12,795	34,540	23,658	8.65%
Mar	18,259	9,168	52,799	32,826	12.00%
Apr	22,274	6,010	75,073	38,836	14.20%
May	15,208	3,022	90,281	41,858	15.31%
Jun	27,195	9,665	117,476	51,523	18.84%
Jul	32,722	13,561	150,198	65,084	23.80%
Aug	21,885	14,621	172,083	79,705	29.15%
Sep	20,396		192,480		
Oct	33,728		226,207		
Nov	29,964		256,172		
Dec	17,278		273,450		
<b>Total</b>	<b>\$273,450</b>	<b>\$79,705</b>	<b>\$273,450</b>		



- Currently 29.15%
- Projected payment uptick in 2020 that has not materialized...yet
- Projects “in the pipeline” but fee payments may come later
- Will probably be low by @ \$100,000 by end of year

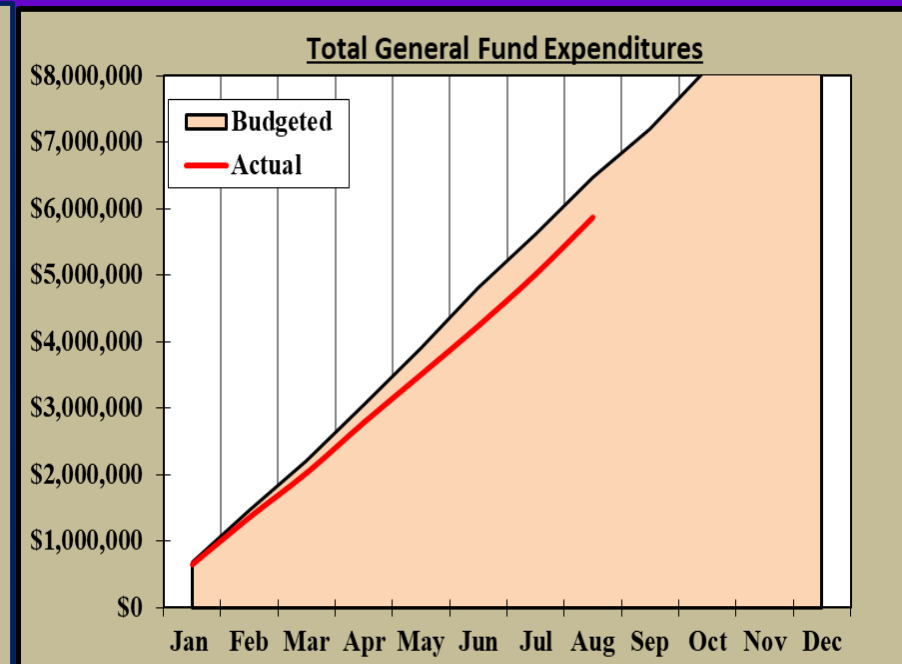
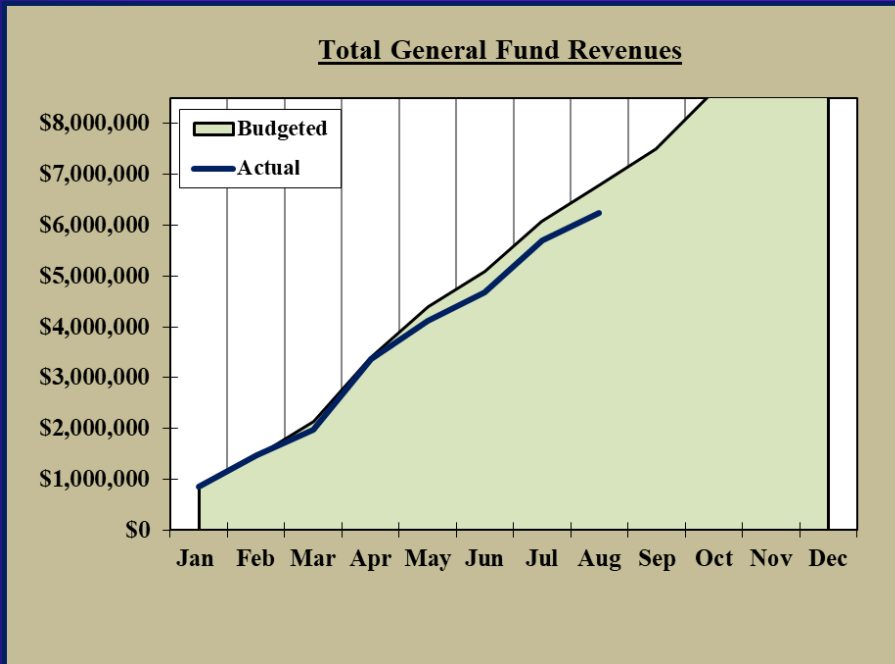
## 2020 Other Revenue

	Monthly Budgeted	Monthly Received	YTD Budgeted	YTD Received	% of Budget Received
Jan	\$165,887	\$123,376	\$165,887	\$123,376	6.61%
Feb	176,511	123,619	342,398	246,995	13.22%
Mar	212,331	124,513	554,729	371,508	19.89%
Apr	206,850	123,012	761,579	494,520	26.48%
May	166,726	122,965	928,306	617,486	33.06%
Jun	160,475	124,398	1,088,780	741,883	39.72%
Jul	170,439	122,509	1,259,219	864,392	46.28%
Aug	158,212	192,985	1,417,432	1,057,377	56.61%
Sep	157,647		1,575,078		
Oct	220,074		1,795,152		
Nov	141,540		1,936,692		
Dec	(69,007)		1,867,685		
<b>Total</b>	<b>\$1,867,685</b>	<b>\$1,057,377</b>	<b>\$1,867,685</b>		



- Currently 56.61%
- Most is self-imposed. Holding off on an interfund transfer - REET
- This is offset by an equal reduction in expenses – Murdock building

# 2020 Revenues vs Expenditures

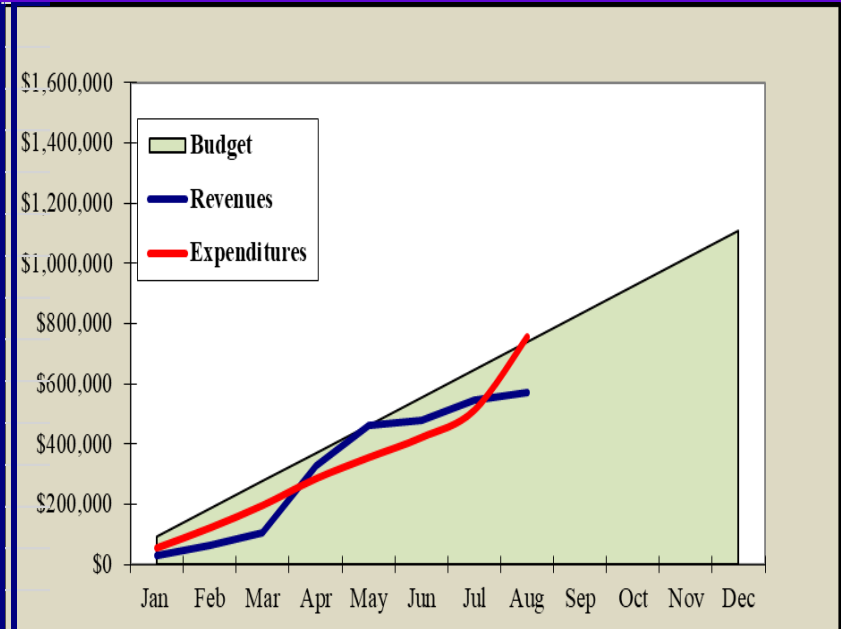


- 8/31/20: Revenues down 4.93%    Expenditures reduced 9.87%
- As long as expenditure cuts/deferrals offset revenue loss
- Recurring vs one-time reductions: 2021-2022. If things remain this way a long time more stringent measures will be needed
- Remember that this pertains to items in the budget – be cautious about new things not in the budget.



# Parks Fund - 2020

	Monthly Revenues	Monthly Expenditures	YTD Revenues	YTD Expenditures	Budget
					\$1,108,518
Jan	\$30,177	\$53,020	\$30,177	\$53,020	4.78%
Feb	32,920	66,729	63,097	119,749	10.80%
Mar	44,328	75,434	107,425	195,184	17.61%
Apr	218,388	88,442	325,813	283,625	25.59%
May	136,869	70,912	462,681	354,537	31.98%
Jun	14,624	67,012	477,306	421,549	38.03%
Jul	70,346	90,931	547,652	512,480	46.23%
Aug	23,554	244,719	571,206	757,199	68.31%
Sep					
Oct					
Nov					
Dec					
Total	\$571,206	\$757,199			



Expenditures on track with budget – 68.31%

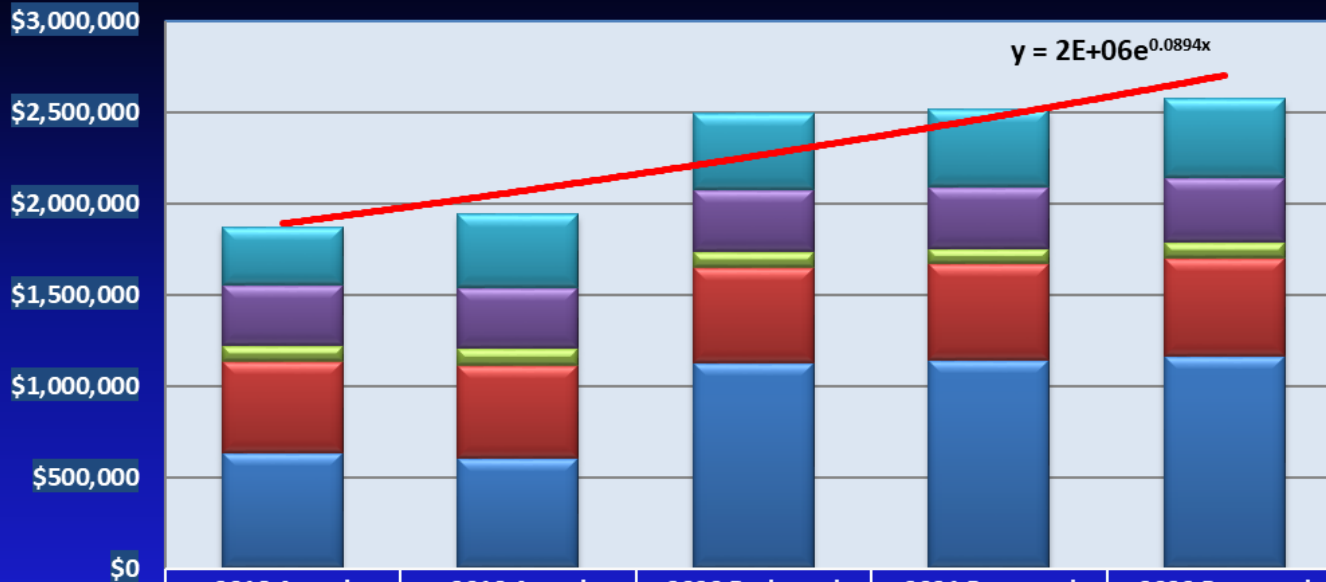
Revenues are short due to evaporation of rental fee income – 51.52%

Parks Fund has limited reserves – subsidized by General Fund if gap is wide

Important to know that one fund can put constraints on another fund.

# Looking Ahead to 2021-2022

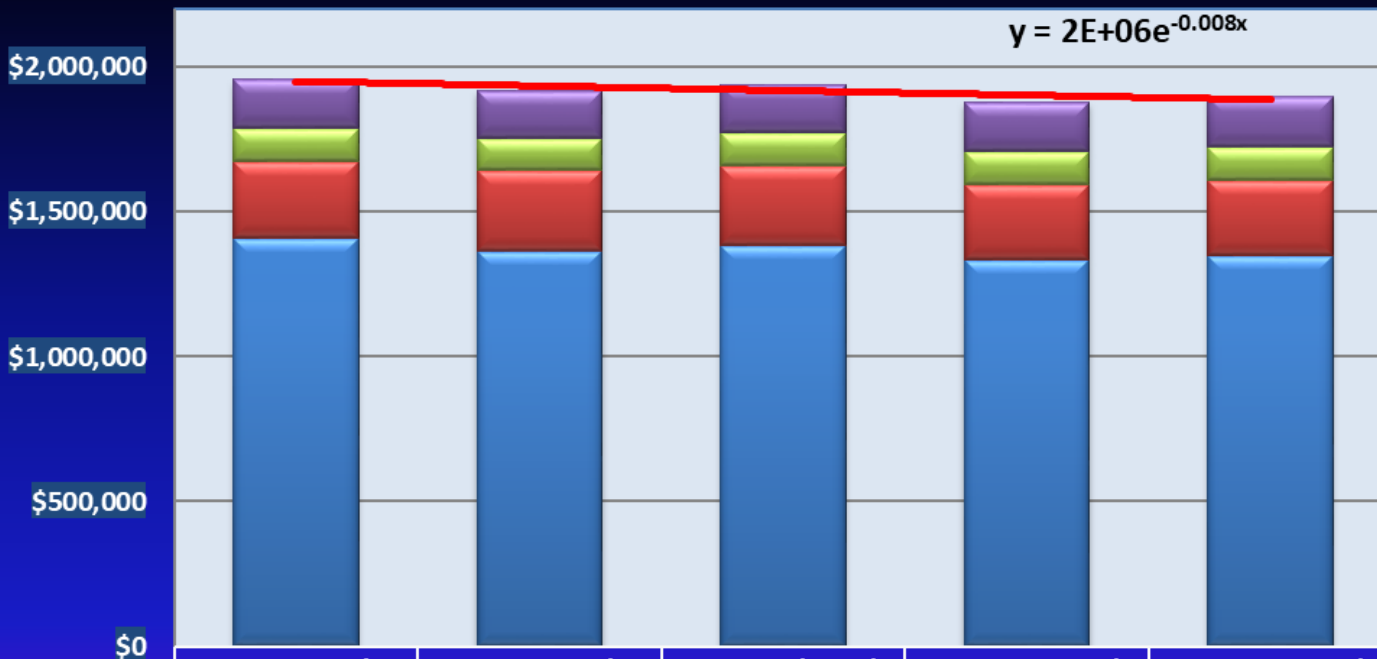
## Property Taxes



	2018 Actual	2019 Actual	2020 Budgeted	2021 Proposed	2022 Proposed
Library Fund	\$320,685	\$402,055	\$421,079	\$421,079	\$433,806
Streets Fund	\$332,028	\$335,114	\$342,718	\$342,718	\$353,077
Cemetery Fund	\$82,492	\$90,923	\$83,086	\$83,086	\$85,597
Parks Fund	\$504,229	\$512,047	\$523,668	\$523,668	\$539,496
General Fund	\$633,638	\$602,573	\$1,128,227	\$1,145,150	\$1,162,327
Total	\$1,873,072	\$1,942,712	\$2,498,778	\$2,515,701	\$2,574,303

- 5-year summary shows steady growth and partitioning.
- History shows 1.43% increase: 1% levy plus new construction.
- Trend formula skewed by Prop 1 increase in 2020

# Sales Taxes

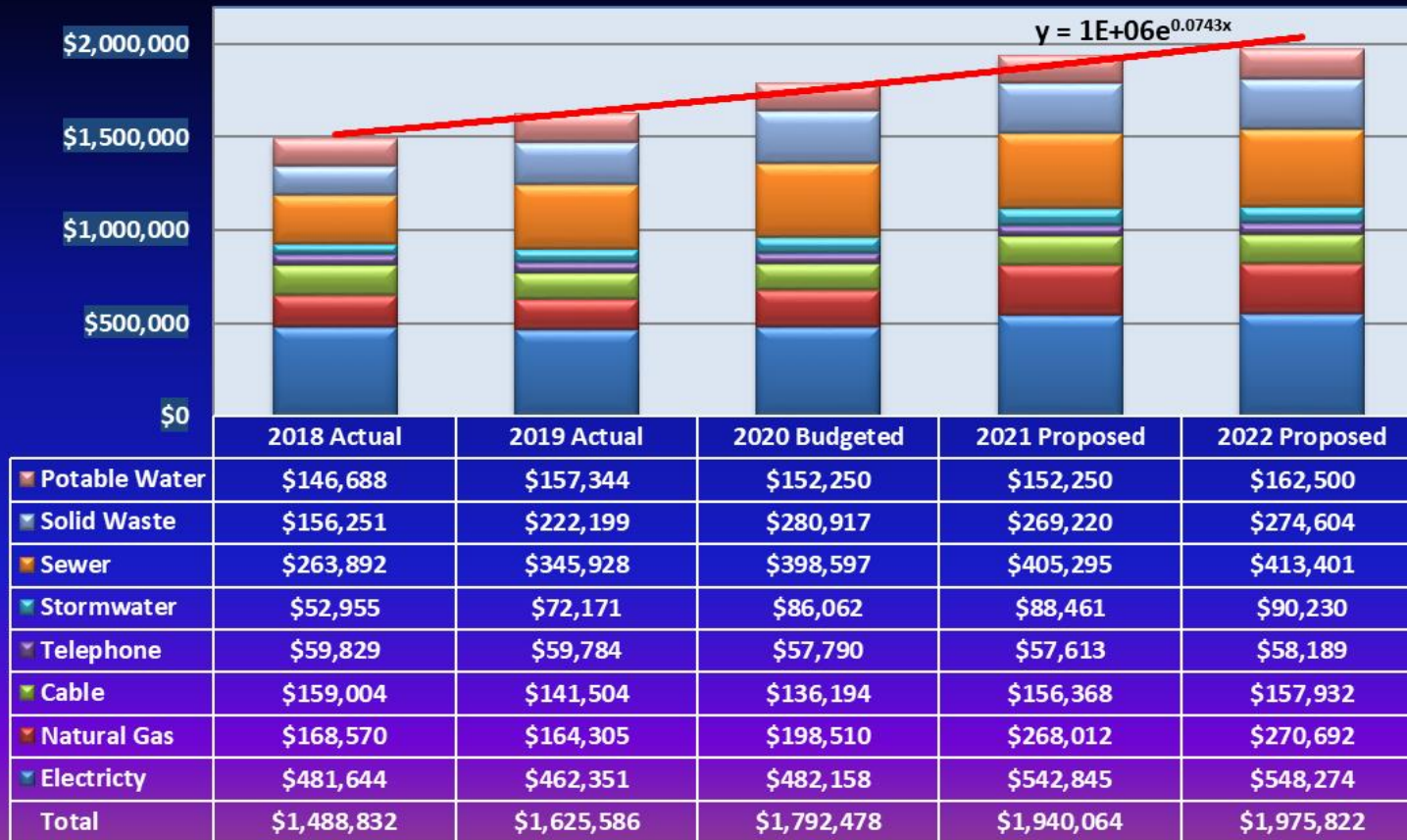


	2018 Actual	2019 Actual	2020 Budgeted	2021 Proposed	2022 Proposed
Street Fund	\$170,259	\$165,341	\$167,475	\$169,987	\$172,537
Parks/Bldg Fund	\$115,255	\$111,926	\$113,460	\$115,162	\$116,889
General Fund Crim Just	\$265,844	\$275,142	\$274,280	\$258,896	\$261,182
General Fund	\$1,406,925	\$1,366,286	\$1,385,007	\$1,334,769	\$1,348,117
Total	\$1,958,284	\$1,918,695	\$1,940,222	\$1,878,814	\$1,898,725

- Reflects a current trend of -.008%. Budgeting flat.
- Construction sales tax filling in the gap
- COVID primary and secondary impacts – supply chain impacts

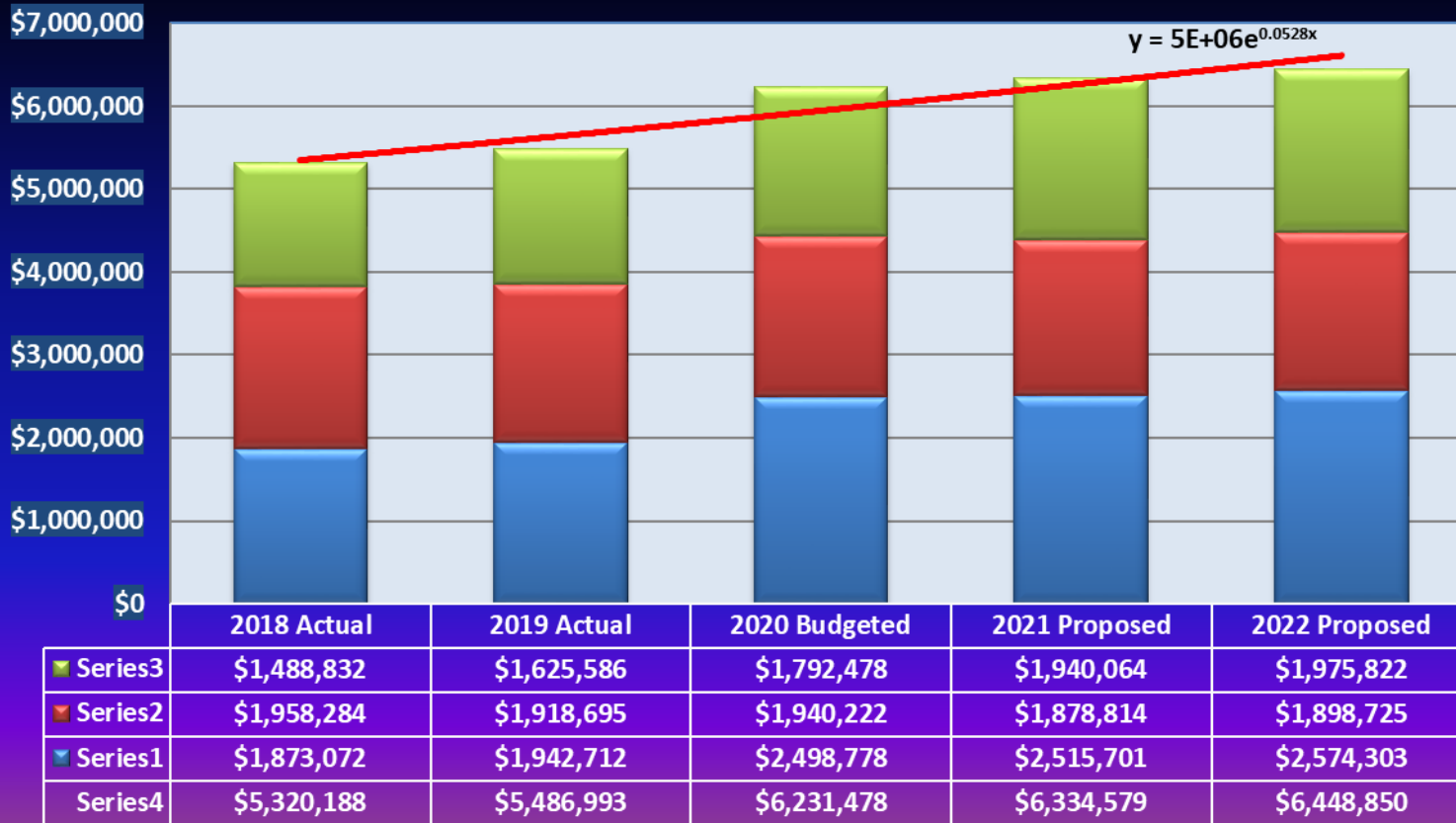


## Utility Taxes



- Core utility tax revenues projected to increase at 1.5% over 2020
- Reviewing non-City utility tax streams for possible revenue enhancement (audit)
- Utility taxes from City-owned utilities have driven the trend due to increase to fund public works facility.

## All Taxes



### Combination of Property, Sales, & Utility Taxes

- Total General Fund Taxes growth rate 2020-to 2022 = 1.172%
- Trend includes committed increases in utility tax
- Trend includes committed Proposition 1 proceeds

## Licenses/Permits

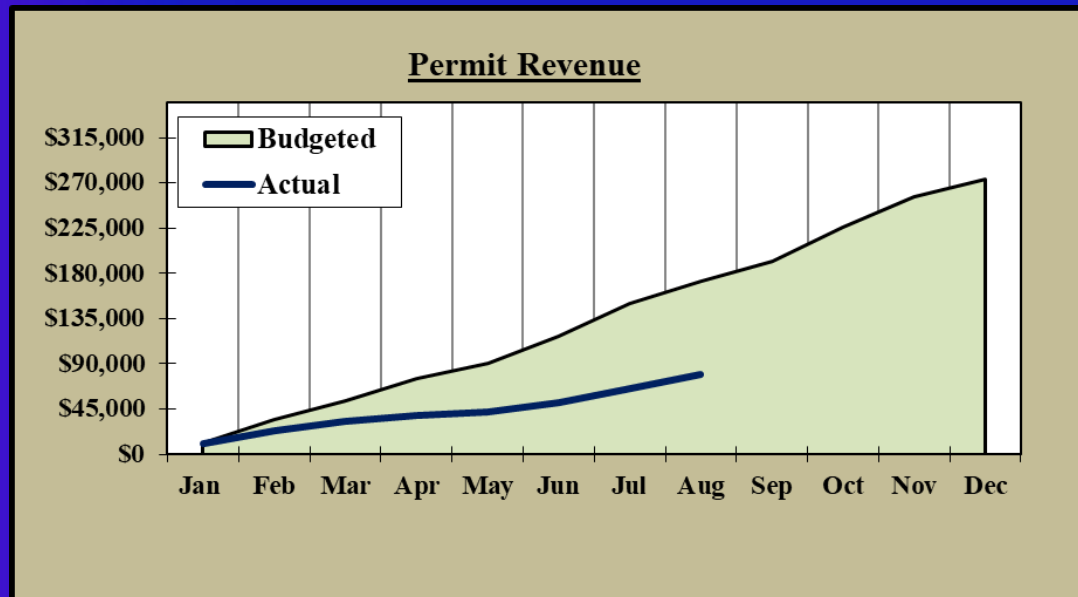


Primarily building permits, planning permits, and franchise fees

- 2020 revenues significantly lower than budget

	Monthly Budgeted	Monthly Received	YTD Budgeted	YTD Received	% of Budget Received
Jan	\$10,978	\$10,863	\$10,978	\$10,863	3.97%
Feb	23,562	12,795	34,540	23,658	8.65%
Mar	18,259	9,168	52,799	32,826	12.00%
Apr	22,274	6,010	75,073	38,836	14.20%
May	15,208	3,022	90,281	41,858	15.31%
Jun	27,195	9,665	117,476	51,523	18.84%
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Total	\$273,450	\$79,705	\$273,450		

## 2020 Permit Revenue

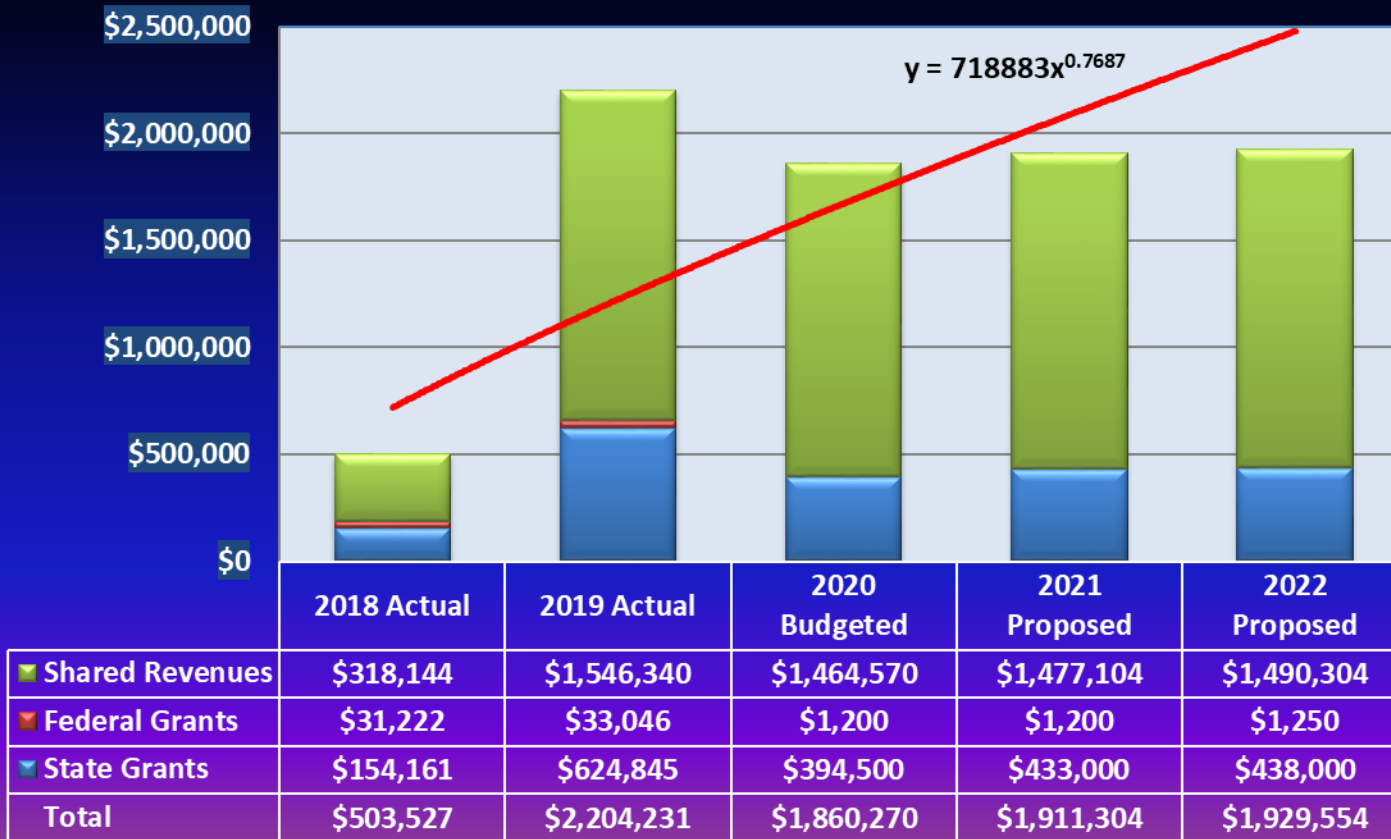


Primarily building permits, planning permits, and franchise fees

- 2020 revenues significantly lower than budget
- Many projects projected, not to point of permit collection



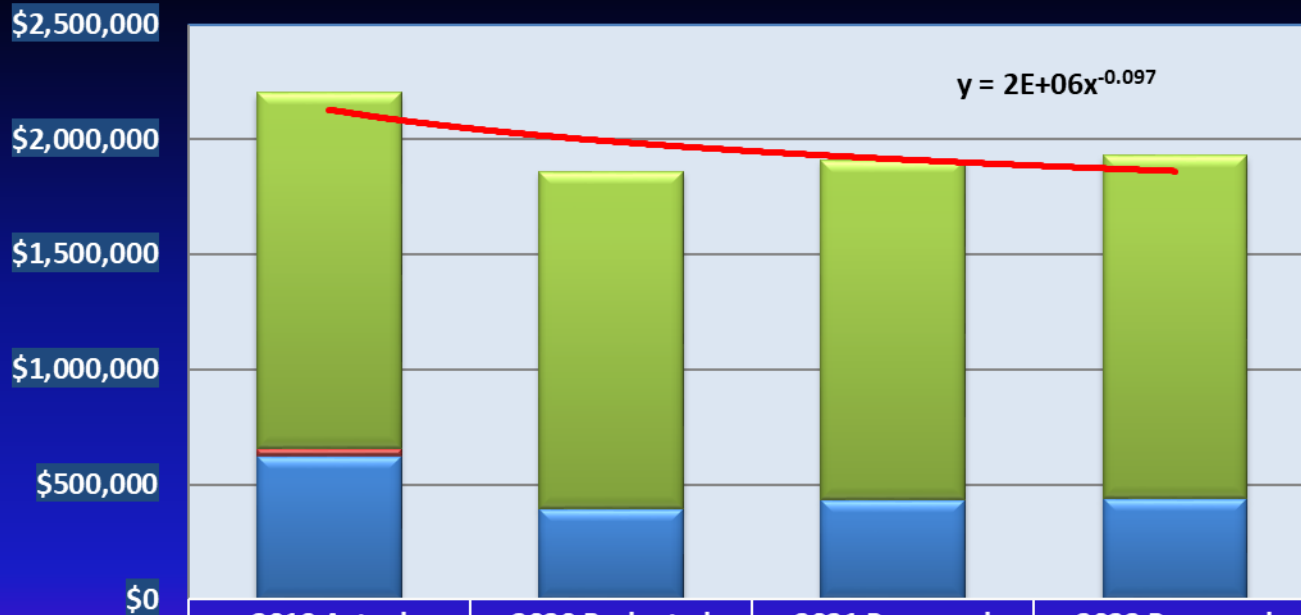
## Intergovernmental Revenues



## Intergovernmental Revenues

- Includes Liquor Tax & Profits, Marijuana revenues, grants
- New programs: Skagit County levy money for ambulance
- Skagit County levy is offset by cost of ambulance program

## Intergovernmental Revenues

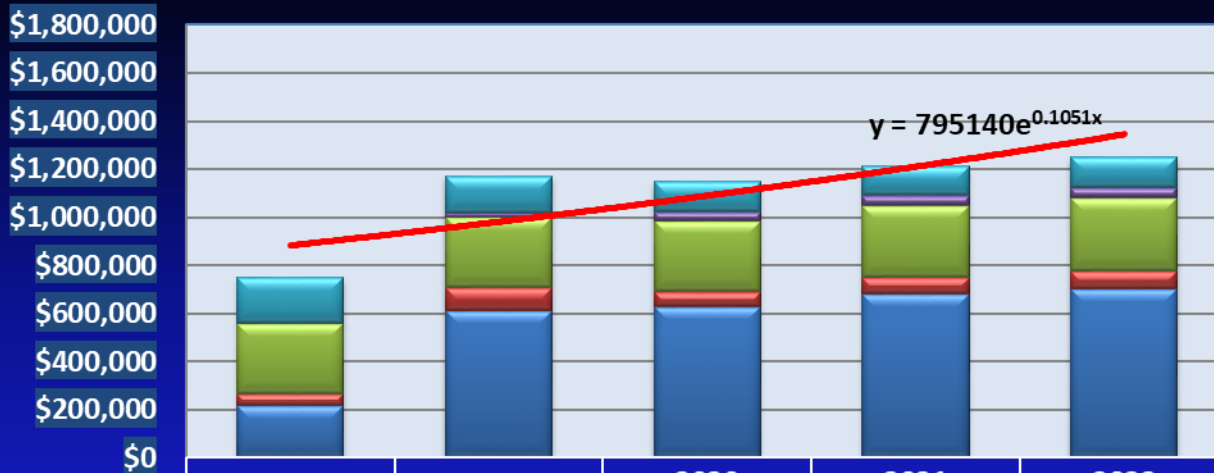


	2019 Actual	2020 Budgeted	2021 Proposed	2022 Proposed
Shared Revenues	\$1,546,340	\$1,464,570	\$1,477,104	\$1,490,304
Federal Grants	\$33,046	\$1,200	\$1,200	\$1,250
State Grants	\$624,845	\$394,500	\$433,000	\$438,000
Total	\$2,204,231	\$1,860,270	\$1,911,304	\$1,929,554

## Intergovernmental Revenues

- Eliminate 2018 to get an accurate trend line
- Trend line slightly down due to changes in state grants

## Charges for Services



	2018 Actual	2019 Actual	2020 Budgeted	2021 Proposed	2022 Proposed
Other Fees & Charges	\$191,529	\$153,278	\$125,700	\$120,850	\$129,500
Transport Billing Fees	\$0	\$18,838	\$38,000	\$41,000	\$42,000
Fire Protection FD#8	\$294,372	\$291,512	\$295,000	\$300,000	\$305,000
Building Review Fees	\$50,436	\$98,171	\$60,000	\$70,000	\$75,000
Fire Transport Fees	\$216,325	\$610,068	\$630,000	\$680,000	\$700,000
<b>Total</b>	<b>\$752,662</b>	<b>\$1,171,867</b>	<b>\$1,148,700</b>	<b>\$1,211,850</b>	<b>\$1,251,500</b>

- Includes ambulance transport revenues, FD 8 agreement, building fees.
- Reflects higher growth trend due to implementation of transports.
- Effects of the EMS project with Skagit County will be available as the budget is completed.

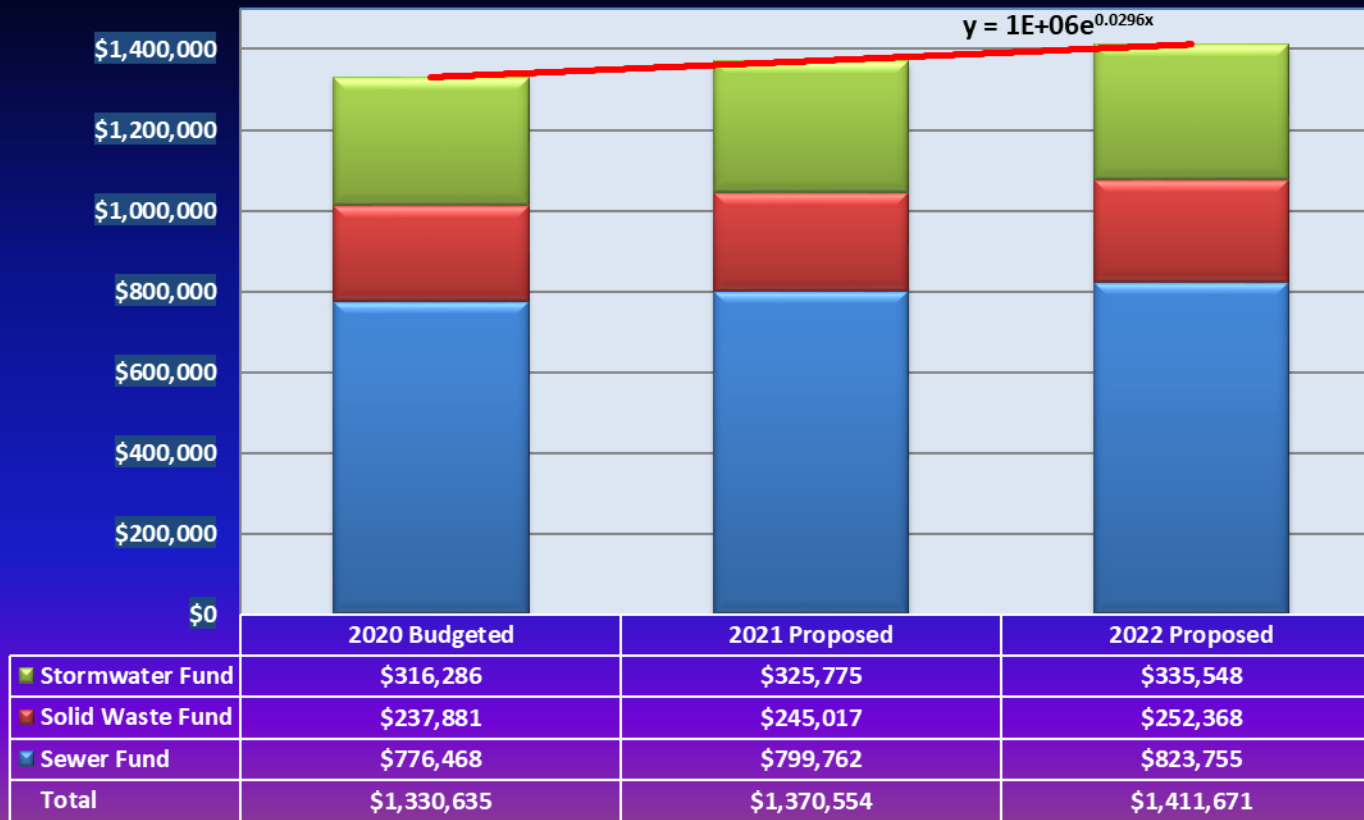
## Fines, Interest, & "Non-Revenues"



- Fines & penalties may vary year to year; driven by activity
- Revenues peaked in 2018
- Projecting \$168,250 for 2021; \$174,350 for 2022

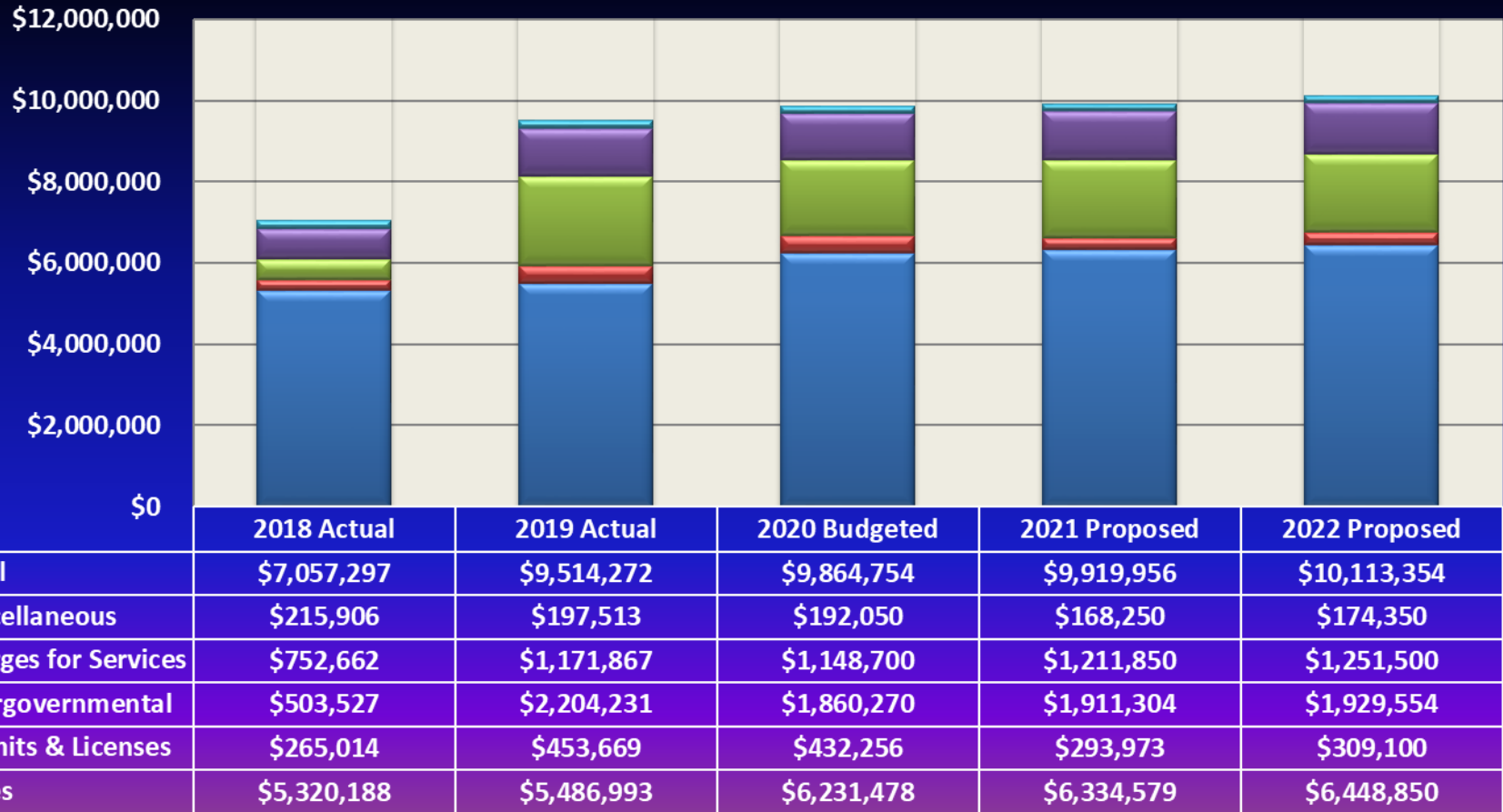


## Allocation of Overhead - Reimbursements



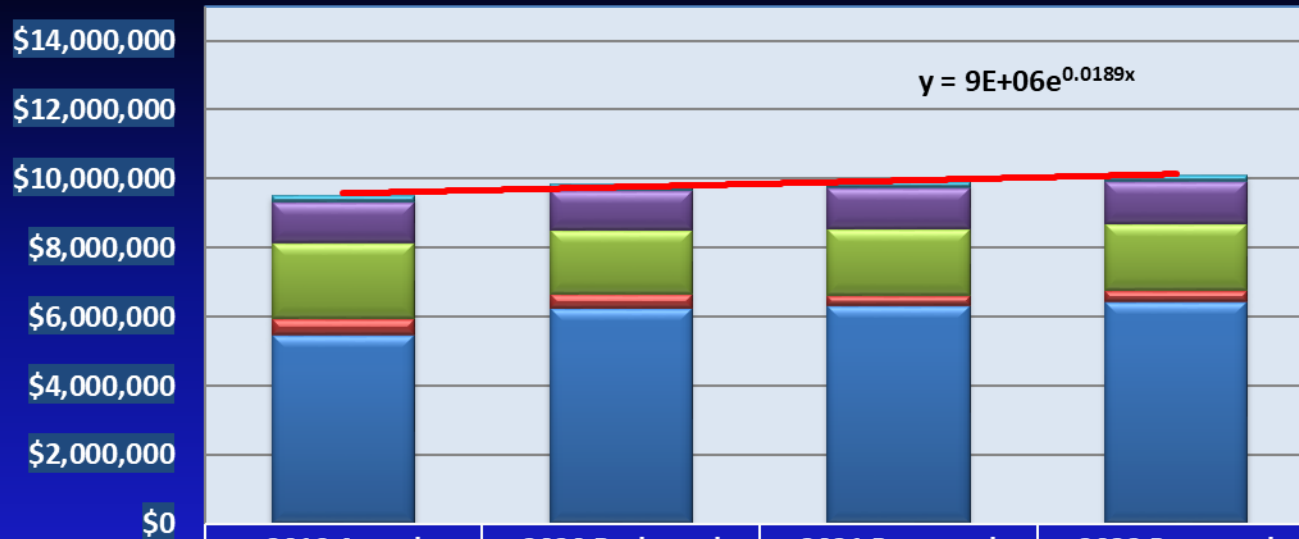
- Indirect Cost Allocation – Reimbursements for share of overhead
- Adjusted accounting methodology in 2020 for compliance

## Total Revenue - General Fund



- Overall budgeted revenues are comparatively flat.
- As budget process moves forward we will be matching this to anticipated costs.

## Total Revenue - General Fund 2019 through 2022



	2019 Actual	2020 Budgeted	2021 Proposed	2022 Proposed
☑ Miscellaneous	\$197,513	\$192,050	\$168,250	\$174,350
☑ Charges for Services	\$1,171,867	\$1,148,700	\$1,211,850	\$1,251,500
☑ Intergovernmental	\$2,204,231	\$1,860,270	\$1,911,304	\$1,929,554
☑ Permits & Licenses	\$453,669	\$432,256	\$293,973	\$309,100
☑ Taxes	\$5,486,993	\$6,231,478	\$6,334,579	\$6,448,850
<b>Total</b>	<b>\$9,514,272</b>	<b>\$9,864,754</b>	<b>\$9,919,956</b>	<b>\$10,113,354</b>

- Estimated trend revenues = 1.89%
- As budget process moves forward we will be matching this to costs

# Enterprise Funds:

- Sewer
- Solid Waste
- Storm drain



- 1) 2020 revenues are on target in all utilities
- 2) Working on developing list of projects
- 3) Public hearing on utility rates late October
- 4) Continued planning of long term projects

# Looking Over the Horizon

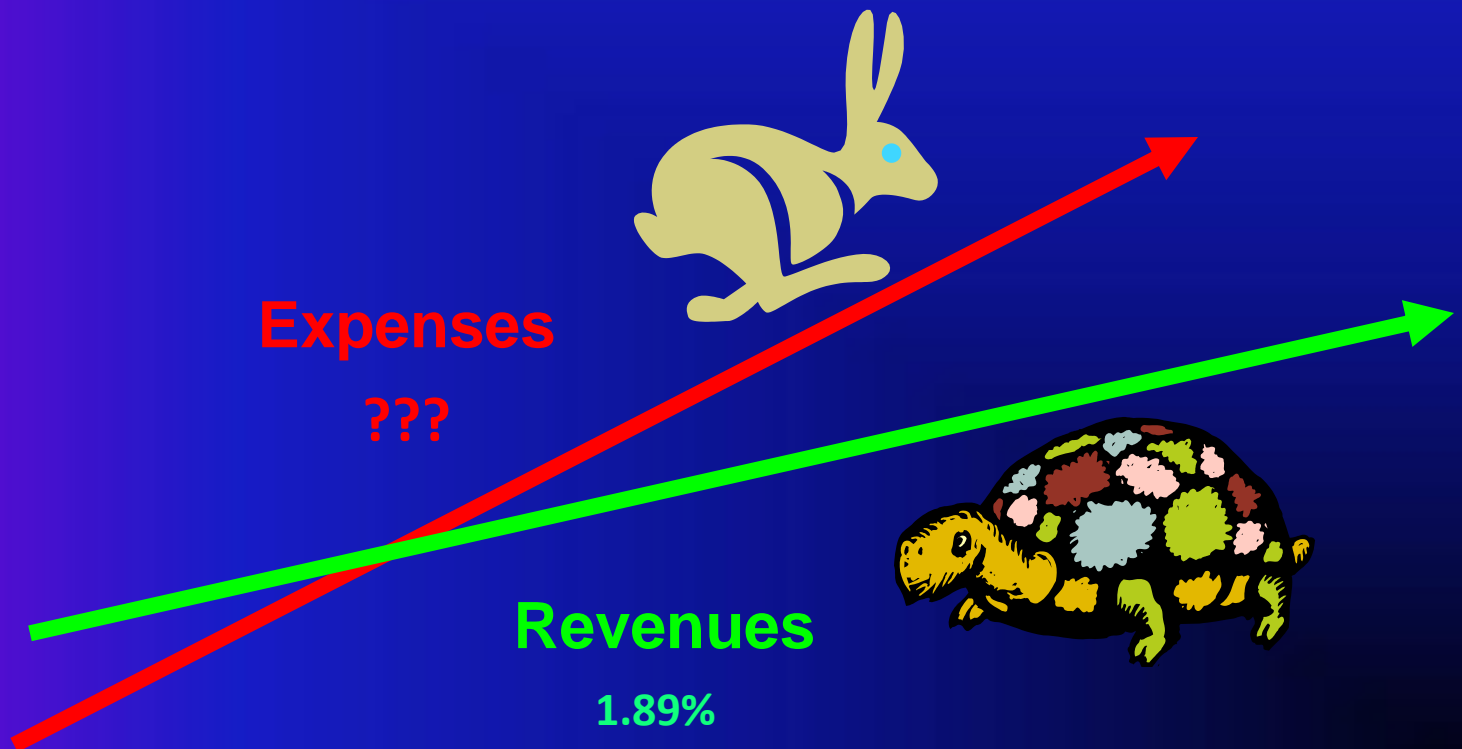


- 1) Sales tax trends – COVID and other impacts
- 2) Loss of transportation benefit district funds – future discussion?
- 3) Trends in development activity
- 4) Continuing to cultivate grant revenues if match is available



# Key dynamic in municipal budgeting

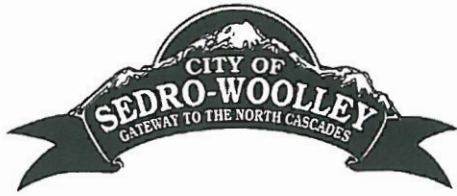
Difference in growth rates





**Any Discussion?**

**No other action needed today**



**CITY COUNCIL AGENDA  
REGULAR MEETING**

**SEP 23 2020**

**:00 P.M. COUNCIL CHAMBER  
AGENDA NO. 1-1**

**CITY OF SEDRO-WOOLLEY**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1661  
Fax (360) 855-9923

Julia Johnson  
Mayor

---

**MEMO TO:** City Council  
**FROM:** Julia Johnson, Mayor  
**RE:** Review of 2021-2022 City Council Goals and Objectives  
**DATE:** September 23, 2020

**ISSUE:** An opportunity for City Council to review the edited goals and objectives from our previous discussion. Please review the attached draft for comment and adoption.

**RECOMMENDED ACTION:**

- 1) Further discussion, if needed, on the 2021-2022 City Council Goals and Objectives
- 2) A motion to approve the 2021-2022 City Council Goals and Objectives.

### **Vision Statement:**

Sedro-Woolley is a friendly City that is characterized by City Government and Citizens working together to achieve a prosperous, vibrant and safe Community.

### **Mission Statement:**

To provide services and opportunities which create a Community where people choose to live, work and play.

### **Goals & Objectives**

#### **Goal 1: Expand public safety services in and around Sedro-Woolley**

The council decided to expand the Sedro-Woolley fire department in 2018 by adding eight new paramedic/firefighter positions. In 2019 the public approved Prop 1, allowing for increase in hiring and purchase vehicles and equipment for the Police Department. This expansion has increased the level of service in and around Sedro-Woolley and requires additional effort to fully integrate. Providing a safe community is the city council's top goal.

#### **ACTION STEPS:**

1. Development of a Strategic Plan for the Sedro-Woolley Police Department.
2. Participate in the Washington Association of Sheriffs and Police Chiefs' (WASPC) Loaned Executive Management Assistance Program (LEMAP) to obtain a peer review of the department's current structure.
3. Participate in training regarding effective staffing models and implement the best staffing deployment model for the department.
4. Partner with the Sedro-Woolley School District to share the costs of a SRO.
5. Support the fire department with adequate funding for staff and equipment.
6. Develop a succession plan for leadership in the police and fire departments.

#### **Goal 2: Promote economic development**

Sedro-Woolley has invested significant resources in infrastructure to support growth and development. The city's time has now come and growth is happening everywhere from downtown to highway mixed

commercial to residential areas, including newly annexed and annexing areas. As the city grows residentially, the council believes that it is vitally important for family-wage jobs and businesses that provide an adequate tax base also locate in Sedro-Woolley.

**ACTION STEPS:**

1. Conduct community meetings with residents and businesses about growth and a shared vision for a future Sedro-Woolley.
2. Partner with the Economic Development Alliance of Skagit County (EDASC) to provide economic development support including business recruitment.
3. Help the Sedro-Woolley Downtown Association (SWDA) obtain state accreditation as a Main Streets program and then provide tax-credit eligible funding to support the revitalization of the city's historic downtown.
4. Continue publishing City Scene magazine and include more focused articles relevant to economic development.

**Goal 3: Improve city infrastructure**

Sedro-Woolley has been very successful at obtaining state and federal funding for major infrastructure projects and the community has benefitted from safer, more efficient vehicle and pedestrian mobility through and around the city. Local streets, sidewalks and parks have been more challenging to fund and the general feeling in the city is that the city is falling behind on local access infrastructure (i.e., neighborhood streets and sidewalks and Memorial Park). The council believes that safe, accessible and modern infrastructure is critical to achieving the city's mission.

**ACTION STEPS:**

1. Assess street and sidewalk condition and scope of need.
2. Consider local improvement districts (LID) as a possible funding mechanism for certain high-priority projects.
3. Promote the city's sidewalk partnership program.
4. Partner with YMCA to develop a Recreation Center.
5. Complete the design for a new public works facility in preparation for construction in 2020.
6. Build the new Central Skagit Sedro-Woolley Library.
7. Complete the capacity study of the waste water treatment plant. 8. Seek funding for the Jones/John Liner/Trail Road corridor project.



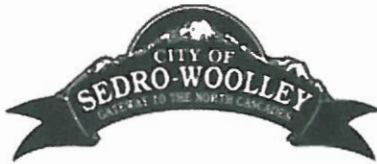
- 8, Seek funding for Jones/John Liner/Trail Road Corridor Project.
9. Completing ADA Transition Plan and formulating an ADA Advisory Committee.
10. Consider options for replacing the Transportation Benefit Funding. (Loss of funding due to I-976.

#### **Goal 4: Enhance the city's parks and provide recreational opportunities**

The city is fortunate to have a number of high quality parks and many opportunities to expand and enhance outdoor and recreational experiences. The city council believes that public parks and recreation opportunities are essential for the Sedro-Woolley community.

##### **ACTION STEPS:**

1. Working with the Parks Commission and the public, develop a parks plan that identifies specific projects within each park and prioritizes those projects, including eradication of invasive species.
2. Develop a community clean-up day in the parks.
3. If funded by the state, complete improvements to Houser Field.
4. Complete phase one improvements to Olmsted Park in partnership with the Port of Skagit; complete design work for phase two.
5. Develop a partnership with another entity such as the YMCA to deliver recreational opportunities within and around the city.
6. Plan funding for development of current City Parks and acquisition of land for future Parks.
7. Consideration of increased Park Fees on housing developments – (currently at \$1500-).
8. Provide safe crossings near City Parks that are located on or near heavily traveled roads or highways.



CITY COUNCIL AGENDA  
REGULAR MEETING

SEP 23 2020

:00 P.M. COUNCIL CHAMBER  
AGENDA NO. m-1

**Planning Department**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0771  
Fax (360) 855-0733

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## MEMO:

**To:** City Council  
Mayor Johnson

**From:** John Coleman, AICP  
Planning Director

**Date:** September 23, 2020

**Subject:** Proposed Annexation – Hanson Family Properties and Adjacent Properties to the South

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## ISSUES

1. Should the City accept a petition to annex several properties near city limits and requiring the city to sign petitions on behalf of six additional properties adjacent to the City limits?
  - A. If the petition to annex is accepted, should the City accept, reject, or geographically modify the proposed annexation?
  - B. If the Council determines the City shall accept a petition to annex, should the City require the simultaneous adoption of a proposed zoning regulation?
  - C. If the Council determines the City shall accept a petition to annex, should the City require the assumption of all or of any portion of existing city indebtedness by the area to be annexed?
  - D. Should the City Council authorize the Mayor to sign an annexation petition on behalf of six properties adjacent to the City limits as authorized by Agreement Regarding Annexation and ULID/LID Waiver of Protests for Development within the UGA of the City of Sedro-Woolley?

## DESCRIPTION

Laura Hanson, has requested to begin the annexation process for six parcels she owns in the urban growth area (UGA). The Hanson request to initiate the annexation process is attached. The Hanson parcels, totaling approximately 42.75 acres, are located north of city limits, east of Garden of Eden Road and west of the railroad tracks. See the attached map; the Hanson property is outlined by a blue line.

The Hanson parcels are in the UGA but are not adjacent to city limits. The property south of the Hanson property would also need to be included in an annexation in order for the Hanson property to be eligible for annexation. According to an Agreement Regarding Annexation and ULID/LID Waiver of Protests for Development within the UGA of the City of Sedro-Woolley (Agreement) recorded in 2003, the city has the authority to sign an annexation petition on behalf of several additional parcels that are located in between the proposed area annexation and the city limits; the

attached map shows these parcels. The city has the authority to sign an annexation petition because the owners of those parcels, James (Rick) and Debora Mumford, signed and recorded the Agreement under AF# 200304240148 (attached). By signing that Agreement, the owner agreed to future annexation and authorized the city to sign an annexation petition for those parcels.

Six of those parcels are definitely subject to the Agreement; those are outlined in red on the map. The representative of Ms. Hanson, Pat Hayden, believes that the agreement applies to three additional parcels owned Mumford; those additional parcels are adjacent to the east and west side of the other six parcels. The additional three parcels are outlined in green on the attached map.

The six parcels in red total 2.13 acres, the additional three parcels outlined in green equal 7.57 acres. All nine of the Mumford parcels total approximately 9.7 acres. All or some of the Mumford parcels need to be included in any annexation request by the Hanson, otherwise the Hanson properties are not contiguous with the city limits.

The Council should consider if they are interested in signing the petition on behalf of the Mumfords. If the Council decides to do so, does the Council intend to include just the six parcels within the blue line, or does the Council intend to include all or some of the parcels within the green line as well?

## **PROCEDURE**

Per RCW 35A.14.120, the City Council shall meet with the initiators of the annexation proposal “to determine whether the code city will accept, reject, or geographically modify the proposed annexation, whether it shall require the simultaneous adoption of a proposed zoning regulation, if such a proposal has been prepared and filed for the area to be annexed as provided for in RCW 35A.14.330 and 35A.14.340, and whether it shall require the assumption of all or of any portion of existing city indebtedness by the area to be annexed. If the legislative body requires the assumption of all or of any portion of indebtedness and/or the adoption of a proposed zoning regulation, it shall record this action in its minutes and the petition for annexation shall be so drawn as to clearly indicate these facts. Approval by the legislative body shall be a condition precedent to circulation of the petition.”

If the City Council determines that they are willing to accept an annexation request, then the Mumford property will need to be included in the annexation petition. As mentioned above, the city may sign the petition on behalf of the Mumfords. If the Council chooses to include the Mumford property in the annexation, Council will also need to make a motion to authorize the mayor to sign on behalf of the city the annexation petition for the Mumford parcels.

## **STAFF RECOMMENDATIONS**

*A. Should the City accept, reject, or geographically modify the proposed annexation?*

If the Council intends to allow the annexation petition to proceed, staff recommends that the City geographically modify the proposed annexation. The six Mumford parcels to the south of the Hanson parcels need to be included in the annexation in order for the Hanson properties to be eligible for annexation. Ms. Hanson requested that the city include the Mumford parcels in the annexation and exercise its authority to sign an annexation petition on behalf of the Mumfords. Ms. Hanson also notified Mr. or Mrs. Mumford of the requested annexation (see letter include with Attachment A). Staff contacted the Mumfords to make sure they are aware of the proposed annexation. They have been invited to today's Council meeting.

The Mumford property is adjacent to the north of the Plat of Jones Estates subdivision. A small local road – Derry Street – has been stubbed to the north to connect to the Mumford property in anticipation that the Mumford property will eventually be annexed. There are also sewer and water utilities in that road. Derry Street is not designed to provide primary access to any large subdivisions in the annexation area, but it may serve as secondary access. Future development of the Hanson property – if annexed – will require primary access from Garden of Eden Road. Birch Lane also serves the area, however it is a substandard County local road, so it is not suitable as an arterial road. It may not be used as primary access to future development in its current condition. Future Development will also require sewer to be constructed to the Hanson property. The nearest sewer is in Derry Street, but there is no utility easement across the Mumford property, so additional sewer may need to be constructed in Garden of Eden Road or Birch Lane to serve the Hanson property.

If the Council intends to allow the annexation petition to proceed, staff recommends the following motions. The first is a motion for the city to sign an annexation petition on behalf of the Mumfords for only the six parcels outlined in red. The second is a motion for the city to sign an annexation petition on behalf of the Mumfords for all nine of the Mumford's parcels outlined in green.

**Make a motion to continue the proposed annexation process requested by Laura Hanson and exercise the city's authority to sign an annexation petition for six parcels as authorized by the Agreement Regarding Annexation and ULID/LID Waiver of Protests for Development within the UGA of the City of Sedro-Woolley filed under Auditor File #200304240148.**

or...

**Make a motion to continue the proposed annexation process requested by Laura Hanson and exercise the city's authority to sign an annexation petition for all nine Mumford parcels as authorized by the Agreement Regarding Annexation and ULID/LID Waiver of Protests for Development within the UGA of the City of Sedro-Woolley filed under Auditor File #200304240148.**

*B. If the Council determines the proposed annexation process may continue, should the City require the simultaneous adoption of a proposed zoning regulation?*

Yes, staff recommends that the City require the simultaneous adoption of a proposed zoning regulation. As part of the process of designating the UGA, the city carefully studied the potential future zoning classifications for the area; those designations were adopted and are shown on the Comprehensive Land Use Map in the Sedro-Woolley Comprehensive Plan. If the area is to be annexed, the zoning designations shown on the Comprehensive Land Use Map for the area should be adopted. The Comprehensive Plan zoning designation for both the Hanson and the Mumford properties is Residential 5.

**Make a motion that the City require the simultaneous adoption of a proposed zoning regulation.**

*C. If the Council determines the proposed annexation process may continue, should the City require the assumption of all or of any portion of existing city indebtedness by the area to be annexed?*

Yes. It has been Sedro-Woolley's practice, as with most cities, to require that newly annexed properties "buy in" to the benefits that current property owners have had to pay for.

**Make a motion that the City require the assumption of all or of any portion of existing city indebtedness by the area to be annexed.**

*D. If the Council determines the proposed annexation process may continue, does the Council authorize the mayor to sign on behalf of the city the annexation petition for the parcels subject the Agreement Regarding Annexation and ULID/LID Waiver of Protests for Development within the UGA of the City of Sedro-Woolley (Auditor File # 200304240148)?*

Yes. It has been Sedro-Woolley's practice, as with most cities, to require that newly annexed properties "buy in" to the benefits that current property owners have had to pay for.

**Make a motion to authorize the mayor to have signatory power on any annexation petition for the parcels subject the Agreement Regarding Annexation and ULID/LID Waiver of Protests for Development within the UGA of the City of Sedro-Woolley filed under Auditor File # 200304240148.**

### **ATTACHMENTS**

Attachment A – "Notice of intention to commence annexation proceeding," a cover letter to that notice, Notice of Intent letter sent to James (Rick) and Debora Mumford from Laura Hanson and a letter from Laura Hanson's representative asking for a meeting with Council in September.

Attachment B – Agreement Regarding Annexation and ULID/LID Waiver of Protests for Development within the UGA of the City of Sedro-Woolley filed under Auditor File # 200304240148.

Attachment C – Map showing annexation proposal – approximately 44.88 total acres.



**NOTICE OF INTENT TO COMMENCE ANNEXATION PROCEEDINGS**

**To:** THE CITY COUNCIL OF THE CITY SEDRO-WOOLLEY  
SEDRO-WOOLLEY, WASHINGTON

**Exhibit A**

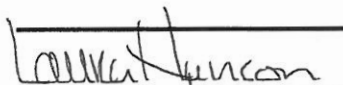
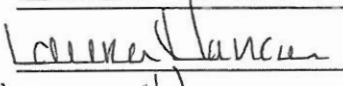
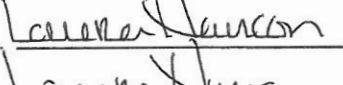
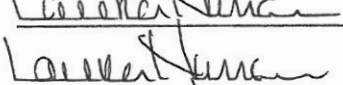
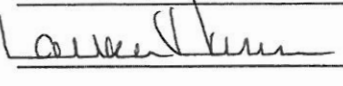

**to September 23, 2020  
Council Memo**

COUNCILMEMBERS:

The undersigned hereby advise the City Council that it is their desire to commence annexation proceedings for the property described below and depicted on the Petition, and certify that they collectively own at least 10% of the acreage of described property according to the assessed valuation for general purposes.

It is therefore requested that the City Council set a date no later than sixty days (60) after the filing of this request for a meeting with the undersigned to determine:

1. Whether the City Council will accept, reject or geographically modify the proposed annexation, and;
2. Whether the City Council will require the simultaneous adoption of a proposed zoning regulation; and
3. Whether the City Council will require the assumption of all or of any portion of existing city indebtedness by the area to be annexed.

OWNER'S SIGNATURE	PRINTED NAME	ADDRESS & TAX PARCEL / LEGAL DESC.	DATE SIGNED
	Laura Hanson	P127101	6-16-20
	Laura Hanson	P127102	6-16-20
	Laura Hanson	P127103	6-16-20
	Laura Hanson	P36482 8637/41 Birch Ln	6-16-20
	Laura Hanson	P36639	6-16-20
	Laura Hanson	P36653 8759 Garden of Eden	6-16-20
	Laura Hanson 18662 Milltown Rd Mount Vernon, WA. 98273		

# Details for Parcel: P127101



**Jurisdiction:** SKAGIT COUNTY in the SEDRO WOOLLEY UGA

**Zoning Designation:** Skagit County - [Urban Reserve Residential](#)

Parcel Number	XrefID	Quarter	Section	Township	Range
P127101	350413-3-008-0100	SW	13	35	04

Owner Information	Site Address(es) _	Map Links
HANSON ERROL & HANSON LAURA 18662 MILLTOWN RD MOUNT VERNON, WA 98273		<a href="#">Open in iMap</a> Assessor's Parcel Map: <a href="#">PDF</a>   <a href="#">DWE</a>

## Current Legal Description [Abbreviation Definitions](#)

(5.3000 ac) LOT 1 OF SKAGIT COUNTY SHORT PLAT PL-04-0761 RECORDED [AF#200802040080](#), LOCATED IN THE SW 1/4 OF SECTION 13, TOWNSHIP 35 NORTH, RANGE 4 EAST, W.M.

2019 Values for 2020 Taxes*	Sale Information	2020 Property Tax Summary
Building Market Value \$0.00	Deed Type	2020 Taxable Value \$119,400.00
Land Market Value +\$119,400.00	Sale Date	General Taxes \$1,342.26
Total Market Value \$119,400.00	Sale Price \$0.00	Special Assessments/Fees +\$15.00
Assessed Value \$119,400.00	Sale requires NRL disclosure ( <a href="#">more info</a> )	<b>Total Taxes</b> \$1,357.26
Taxable Value \$119,400.00		<a href="#">Pay Property Taxes Online</a>

\* Effective date of value is January 1 of the assessment year (2019)

## Legal Description at time of Assessment

*Land Use	(910) UNIMPROVED LAND (Outside city)	WAC 458-53-030
Neighborhood	(20SWHWY9) SEDRO WOOLLEY RESIDENTIAL HWY 9	
Levy Code	1335	Fire District F08
School District	SD101	Exemptions
Utilities		Acres 5.30

## Improvement 1 Attributes Summary

Building Style	SINGLE FAMILY RESIDENCE	
Year Built		Foundation
Above Grade Living Area		Exterior Walls
Finished Basement		Roof Covering
*Total Living Area		Heat/Air Conditioning
Unfinished Basement		Fireplace
*Total Garage Area		Bedrooms
Bathrooms		

*For additional information on individual segments see Improvements tab*

\* Land Use codes are for assessment administration purposes and do not represent jurisdictional zoning. Please contact the appropriate planning department in your jurisdiction for land use questions.

\* Total living area includes above grade living area and finished basement area.

\* Garage square footage includes all garage areas; basement garages, attached garages, detached garages, etc.

**Assessment data for improvements is based on exterior inspections. Please contact the Assessor's office if the information does not accurately reflect the interior characteristics.**



# Details for Parcel: P127102



**Jurisdiction:** SKAGIT COUNTY in the SEDRO WOOLLEY UGA

**Zoning Designation:** Skagit County - [Urban Reserve Residential](#)

Parcel Number	XrefID	Quarter	Section	Township	Range
P127102	350413-3-008-0200	SW	13	35	04

Owner Information	Site Address(es) _	Map Links
HANSON ERROL & HANSON LAURA 18662 MILLTOWN RD MOUNT VERNON, WA 98273		<a href="#">Open in iMap</a> Assessor's Parcel Map: <a href="#">PDF</a>   <a href="#">DWF</a>

## Current Legal Description [Abbreviation Definitions](#)

(5.0700 ac) LOT 2 OF SKAGIT COUNTY SHORT PLAT PL-04-0761 RECORDED [AF#200802040080](#), LOCATED IN THE SW 1/4 OF SECTION 13, TOWNSHIP 35 NORTH, RANGE 4 EAST, W.M.

## 2019 Values for 2020 Taxes\*

Building Market Value	\$0.00
Land Market Value	+\$118,300.00
Total Market Value	\$118,300.00
Assessed Value	\$118,300.00
Taxable Value	\$118,300.00

## Sale Information

Deed Type	
Sale Date	
Sale Price	\$0.00
Sale requires NRL disclosure	<a href="#">(more info)</a>

## 2020 Property Tax Summary

2020 Taxable Value	\$118,300.00
General Taxes	\$1,329.91
Special Assessments/Fees	+\$15.00
<b>Total Taxes</b>	<b>\$1,344.91</b>

[Pay Property Taxes Online](#)

\* Effective date of value is January 1 of the assessment year (2019)

## Legal Description at time of Assessment

*Land Use	(910) UNIMPROVED LAND (Outside city)		WAC 458-53-030
Neighborhood	(20SWHWY9) SEDRO WOOLLEY RESIDENTIAL HWY 9		
Levy Code	1335	Fire District	F08
School District	SD101	Exemptions	
Utilities		Acres	5.07

## Improvement 1 Attributes Summary

Building Style	SINGLE FAMILY RESIDENCE		
Year Built		Foundation	
Above Grade Living Area		Exterior Walls	
Finished Basement		Roof Covering	
*Total Living Area		Heat/Air Conditioning	
Unfinished Basement		Fireplace	
*Total Garage Area		Bedrooms	
Bathrooms			

**For additional information on individual segments see Improvements tab**

\* Land Use codes are for assessment administration purposes and do not represent jurisdictional zoning. Please contact the appropriate planning department in your jurisdiction for land use questions.

\* Total living area includes above grade living area and finished basement area.

\* Garage square footage includes all garage areas; basement garages, attached garages, detached garages, etc.

**Assessment data for improvements is based on exterior inspections. Please contact the Assessor's office if the information does not accurately reflect the interior characteristics.**

# Details for Parcel: P127103



**Jurisdiction:** SKAGIT COUNTY in the SEDRO WOOLLEY UGA

**Zoning Designation:** Skagit County - [Urban Reserve Residential](#)

Parcel Number	XrefID	Quarter	Section	Township	Range
P127103	350413-3-008-0300	SW	13	35	04
<b>Owner Information</b>		<b>Site Address(es) _</b>		<b>Map Links</b>	
HANSON ERROL & HANSON LAURA				<a href="#">Open in iMap</a>	
18662 MILLTOWN RD				Assessor's Parcel Map:	
MOUNT VERNON, WA 98273				<a href="#">PDF</a>   <a href="#">DWE</a>	

## Current Legal Description [Abbreviation Definitions](#)

(5.1700 ac) LOT 3 OF SKAGIT COUNTY SHORT PLAT PL-04-0761 RECORDED [AF#200802040080](#), LOCATED IN THE SW 1/4 OF SECTION 13, TOWNSHIP 35 NORTH, RANGE 4 EAST, W.M.

## 2019 Values for 2020 Taxes\*

Building Market Value	\$ .00
Land Market Value	+\$118,800.00
Total Market Value	\$118,800.00
Assessed Value	\$118,800.00
Taxable Value	\$118,800.00

## Sale Information

Deed Type	
Sale Date	
Sale Price	\$ .00
Sale requires NRL disclosure	<a href="#">(more info)</a>

## 2020 Property Tax Summary

2020 Taxable Value	\$118,800.00
General Taxes	\$1,335.52
Special Assessments/Fees	+\$15.00
<b>Total Taxes</b>	<b>\$1,350.52</b>

[Pay Property Taxes Online](#)

\* Effective date of value is January 1 of the assessment year (2019)

## Legal Description at time of Assessment

*Land Use	(910) UNIMPROVED LAND (Outside city)	<a href="#">WAC 458-53-030</a>
Neighborhood	(20SWHWY9) SEDRO WOOLLEY RESIDENTIAL HWY 9	
Levy Code	1335	Fire District
School District	SD101	F08
Utilities		Exemptions
		Acres
		5.17

## Improvement 1 Attributes Summary

Building Style	SINGLE FAMILY RESIDENCE		
Year Built		Foundation	
Above Grade Living Area		Exterior Walls	
Finished Basement		Roof Covering	
*Total Living Area		Heat/Air Conditioning	
Unfinished Basement		Fireplace	
*Total Garage Area		Bedrooms	
Bathrooms			

*For additional information on individual segments see Improvements tab*

\* Land Use codes are for assessment administration purposes and do not represent jurisdictional zoning. Please contact the appropriate planning department in your jurisdiction for land use questions.

\* Total living area includes above grade living area and finished basement area.

\* Garage square footage includes all garage areas; basement garages, attached garages, detached garages, etc.

**Assessment data for improvements is based on exterior inspections. Please contact the Assessor's office if the information does not accurately reflect the interior characteristics.**



# Details for Parcel: P36482



**Jurisdiction:** SKAGIT COUNTY in the SEDRO WOOLLEY UGA

**Zoning Designation:** Skagit County - [Urban Reserve Residential](#)

[Recorded Documents](#) Documents scanned and recorded by the Auditor's office

[Septic System](#) Septic system information

Parcel Number	XrefID	Quarter	Section	Township	Range
P36482	350413-3-008-0006	SW	13	35	04

Owner Information	Site Address(es)	Map Links
HANSON ERROL & HANSON LAURA	8637 BIRCH LANE	<a href="#">Open in iMap</a>
18662 MILLTOWN RD	[Old Address: 856 BIRCH LN]	Assessor's Parcel Map:
MOUNT VERNON, WA 98273	8641 BIRCH LANE	<a href="#">PDF</a>   <a href="#">DWF</a>
	[Old Address: 858 BIRCH LN]	
	Skagit County, WA (Jurisdiction, State)	
	<a href="#">Zip Code Lookup</a>   <a href="#">Site Address Information</a>	

## Current Legal Description Abbreviation Definitions

(19.4400 ac) PORTION OF LOT 4 OF SKAGIT COUNTY SHORT PLAT PL-04-0761 RECORDED [AF#200802040080](#), LOCATED IN THE SW 1/4 OF SECTION 13, TOWNSHIP 35 NORTH, RANGE 4 EAST, W.M.

2019 Values for 2020 Taxes*	Sale Information	2020 Property Tax Summary
Building Market Value \$36,500.00	Deed Type	2020 Taxable Value \$234,500.00
Land Market Value +\$198,000.00	Sale Date	General Taxes \$2,636.20
Total Market Value \$234,500.00	Sale Price \$ .00	Special Assessments/Fees +\$118.00
Assessed Value \$234,500.00	Sale requires NRL disclosure ( <a href="#">more info</a> )	<b>Total Taxes</b> \$2,754.20
<b>Taxable Value</b> \$234,500.00		<a href="#">Pay Property Taxes Online</a>

\* Effective date of value is January 1 of the assessment year (2019)

[Legal Description at time of Assessment](#)

*Land Use	(110) HOUSEHOLD SFR OUTSIDE CITY		<a href="#">WAC 458-53-030</a>
Neighborhood	(20SWHWY9) SEDRO WOOLLEY RESIDENTIAL HWY 9		
Levy Code	1335	Fire District	F08
School District	SD101	Exemptions	
Utilities	*SEP, PWR, WTR-W	Acres	19.44

## Improvement 1 Attributes Summary

Building Style	ONE STORY	Foundation	CONCRETE
Year Built	1930	Exterior Walls	SIDING
Above Grade Living Area	996 Square Feet	Roof Covering	COMP
Finished Basement		Heat/Air Conditioning	BASEBOARD ELECTRIC
*Total Living Area	996 Square Feet	Fireplace	SINGLE 1 STORY
Unfinished Basement		Bedrooms	2
*Total Garage Area			
Bathrooms	FULL BATH		

For additional information on individual segments see Improvements tab

\* Land Use codes are for assessment administration purposes and do not represent jurisdictional zoning. Please contact the appropriate planning department in your jurisdiction for land use questions.

\* Total living area includes above grade living area and finished basement area.

\* Garage square footage includes all garage areas; basement garages, attached garages, detached garages, etc.

Assessment data for improvements is based on exterior inspections. Please contact the Assessor's office if the information does not accurately reflect the interior characteristics.



# Details for Parcel: P36639



**Jurisdiction:** SKAGIT COUNTY in the SEDRO WOOLLEY UGA

**Zoning Designation:** Skagit County - Urban Reserve Residential

Recorded Documents Documents scanned and recorded by the Auditor's office

Parcel Number	XrefID	Quarter	Section	Township	Range
P36639	350414-4-002-0108	SE	14	35	04

Owner Information	Site Address(es) _	Map Links
HANSON ERROL & HANSON LAURA 18662 MILLTOWN RD MOUNT VERNON, WA 98273		<a href="#">Open in iMap</a> Assessor's Parcel Map: <a href="#">PDF</a>   <a href="#">DWE</a>

## **Current Legal Description** Abbreviation Definitions

(2.8900 ac) PORTION OF LOT 4 OF SKAGIT COUNTY SHORT PLAT NO. PL-04-0761 RECORDED AF#200802040080, BEING LOCATED IN SECTION 14, TOWNSHIP 35 NORTH, RANGE 4 EAST, W.M.

2019 Values for 2020 Taxes*	Sale Information	2020 Property Tax Summary
Building Market Value \$0.00	Deed Type	2020 Taxable Value \$105,300.00
Land Market Value +\$105,300.00	Sale Date	General Taxes \$1,183.77
Total Market Value \$105,300.00	<b>Sale Price</b> \$0.00	Special Assessments/Fees +\$15.00
Assessed Value \$105,300.00	Sale requires NRL disclosure ( <a href="#">more info</a> )	<b>Total Taxes</b> \$1,198.77
<b>Taxable Value</b> \$105,300.00		<a href="#">Pay Property Taxes Online</a>

\* Effective date of value is January 1 of the assessment year (2019)

## **Legal Description at time of Assessment**

*Land Use	(910) UNIMPROVED LAND (Outside city)	WAC 458-53-030
Neighborhood	(20SWHWY9) SEDRO WOOLLEY RESIDENTIAL HWY 9	
Levy Code	1335	Fire District F08
School District	SD101	Exemptions
Utilities		Acres 2.89

## **Improvement 1 Attributes Summary**

Building Style	SINGLE FAMILY RESIDENCE	Foundation	
Year Built		Exterior Walls	
Above Grade Living Area		Roof Covering	
Finished Basement		Heat/Air Conditioning	
*Total Living Area		Fireplace	
Unfinished Basement		Bedrooms	
*Total Garage Area			
Bathrooms			

For additional information on individual segments see Improvements tab

\* Land Use codes are for assessment administration purposes and do not represent jurisdictional zoning. Please contact the appropriate planning department in your jurisdiction for land use questions.

\* Total living area includes above grade living area and finished basement area.

\* Garage square footage includes all garage areas; basement garages, attached garages, detached garages, etc.

**Assessment data for improvements is based on exterior inspections. Please contact the Assessor's office if the information does not accurately reflect the interior characteristics.**

# Details for Parcel: P36653



**Jurisdiction:** SKAGIT COUNTY in the SEDRO WOOLLEY UGA

**Zoning Designation:** Skagit County - Urban Reserve Residential

Septic System *Septic system information*

Parcel Number	XrefID	Quarter	Section	Township	Range
P36653	350414-4-011-0008	SE	14	35	04
Owner Information		Site Address(es)		Map Links	
HANSON ERROL & HANSON LAURA		8759 GARDEN OF EDEN ROAD		<a href="#">Open in iMap</a>	
18662 MILLTOWN RD		[Old Address: 866 GARDEN OF EDEN RD]		Assessor's Parcel Map:	
MOUNT VERNON, WA 98273		Skagit County, WA (Jurisdiction, State)		<a href="#">PDF</a>   <a href="#">DWE</a>	
		<a href="#">Zip Code Lookup</a>   <a href="#">Site Address Information</a>			

## **Current Legal Description** [Abbreviation Definitions](#)

(4.8900 ac) S1/2 SE1/4 NE1/4 SE1/4, SECTION 14, TOWNSHIP 35 NORTH, RANGE 4 EAST, W.M., LESS RD

2019 Values for 2020 Taxes*		Sale Information		2020 Property Tax Summary	
Building Market Value	\$220,000.00	Deed Type	QUIT CLAIM DEED	2020 Taxable Value	\$352,500.00
Land Market Value	+\$132,500.00	Sale Date	1993-10-12	General Taxes	\$3,962.70
Total Market Value	\$352,500.00	Sale Price	\$ .00	Special Assessments/Fees	+\$118.00
Assessed Value	\$352,500.00	Sale requires NRL disclosure ( <a href="#">more info</a> )		<b>Total Taxes</b>	\$4,080.70
<b>Taxable Value</b>	\$352,500.00			<a href="#">Pay Property Taxes Online</a>	

\* Effective date of value is January 1 of the assessment year (2019)

## **Legal Description at time of Assessment**

<b>*Land Use</b>	(110) HOUSEHOLD SFR OUTSIDE CITY	WAC 458-53-030	
<b>Neighborhood</b>	(20SWHWY9) SEDRO WOOLLEY RESIDENTIAL HWY 9		
<b>Levy Code</b>	1335	<b>Fire District</b>	F08
<b>School District</b>	SD101	<b>Exemptions</b>	
<b>Utilities</b>	*SEP, PWR, WTR-W	<b>Acres</b>	4.89

## **Improvement 1 Attributes Summary**

<b>Building Style</b>	1 & 1/2 STORY	<b>Foundation</b>	CONCRETE
<b>Year Built</b>	1920	<b>Exterior Walls</b>	SIDING
<b>Above Grade Living Area</b>	2,146 Square Feet	<b>Roof Covering</b>	SHAKE
<b>Finished Basement</b>		<b>Heat/Air Conditioning</b>	FORCED AIR
<b>*Total Living Area</b>	2,146 Square Feet	<b>Fireplace</b>	DIRECT VENT
<b>Unfinished Basement</b>		<b>Bedrooms</b>	3
<b>*Total Garage Area</b>	620 Square Feet		
<b>Bathrooms</b>	2 FULL BATHS, HALF BATH		

*For additional information on individual segments see Improvements tab*

\* Land Use codes are for assessment administration purposes and do not represent jurisdictional zoning. Please contact the appropriate planning department in your jurisdiction for land use questions.

\* Total living area includes above grade living area and finished basement area.

\* Garage square footage includes all garage areas; basement garages, attached garages, detached garages, etc.

**Assessment data for improvements is based on exterior inspections. Please contact the Assessor's office if the information does not accurately reflect the interior characteristics.**



Laura Hanson  
18662 Milltown Road  
Mount Vernon, WA. 98273  
Telephone (360) 708-5767

June 23, 2020

Sedro-Woolley Planning Director  
City of Sedro-Woolley  
325 Metcalf Street  
Sedro-Woolley, WA. 98284



Re: Notice of Intent to Commence Annexation Proceedings

Dear Sir:

I am enclosing a *Notice of Intent to Commence Annexation Proceedings*, together with supporting documents: County Assessor evaluations, County Assessor maps, copy of Skagit County S/P No. PL00-0167 and concurrent agreement by that plat applicant waiving the right to protest annexation.

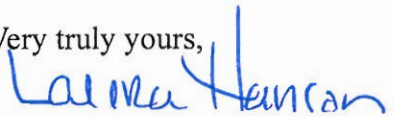
My property consists of 35+ acres North of Sedro-Woolley city limits, South of the BN tracks, and East of Garden of Eden Road, illustrated in yellow on the attached map. My property is not adjacent to the city limits. However, in 2003 James (Rick) and Debora Mumford subdivided a portion of their property, which sits between my property and the city limits, into lots of less than one acre in area. In exchange for the privilege to do so, the Mumfords signed an agreement, binding on themselves and their successors in interest, in which they a) agreed to sign any annexation petitions requested by the City for the annexation of this property (and any adjacent property which they owned); b) agreed to waive the right to protest annexation; and c) gave the City the right to execute the annexation petition on their behalf.

In order for my property to be eligible to come into the City, the City will have to sign the annexation petition for the Mumfords if they chose to not sign it themselves. I and my late husband did not object to their development, with the understanding that they would not object to our development. I cannot develop my property without being annexed into the City. It is within the UGA, and is well situated for phased development of higher priced homes.

Please advise me whether the City Council will support this annexation or a more inclusive configuration, and whether the City will exercise the rights given to the City by the Mumfords.

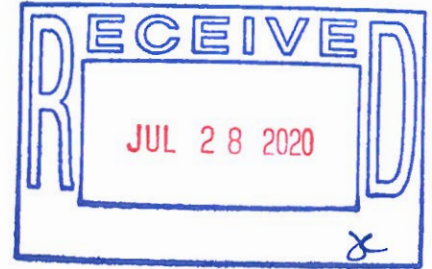
Thank you for your courtesy.

Very truly yours,



Laura Hanson

Laura Hanson  
18662 Milltown Road  
Mount Vernon, WA. 98273  
Telephone (360) 708-5767



COPY

July 3, 2020

James R. Mumford  
Debora Mumford  
23093 E. Apple Lane  
Sedro-Woolley, WA. 98284

Re: Notice of Intent to Commence Annexation Proceedings

Dear Mr. and Mrs. Mumford:

I am enclosing a copy of my *Notice of Intent to Commence Annexation Proceedings* for my property, which is adjacent to your property on Apple Lane. My property consists of 35+ acres North of Sedro-Woolley, South of the BN tracks, and East of Garden of Eden Road. It is my intention to annex and develop my property over the next ten years.

I invite you to join in this annexation process. Please let me know if you would like to do so.

Thank you for your courtesy.

Very truly yours,

Laura Hanson

Cc: City Planner

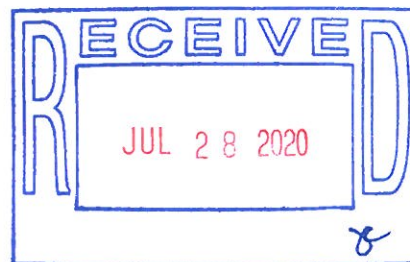


To view information on a property, click the Parcel Link at the left of each item

Results View: ☒ Site Address ☐ Includes Owner Address

12 properties found searching by Owner Name beginning with a value of 'mumford'

Parcel	Owner	Site Address
<a href="#">P80754</a>	MUMFORD AIDA B	
<a href="#">P82876</a>	MUMFORD GEORGE N	
<a href="#">P39282</a>	MUMFORD JAMES R II	
<a href="#">P120258</a>	MUMFORD JAMES R II	23051 EAST APPLE LANE, Skagit County
<a href="#">P120257</a>	MUMFORD JAMES R II	23057 EAST APPLE LANE, Skagit County
<a href="#">P103826</a>	MUMFORD JAMES R II	23062 EAST APPLE LANE, Skagit County
<a href="#">P36477</a>	MUMFORD JAMES R II	23081 EAST APPLE LANE, Skagit County
<a href="#">P120256</a>	MUMFORD JAMES R II	23090 EAST APPLE LANE, Skagit County
<a href="#">P36477</a>	MUMFORD JAMES R II	23093 EAST APPLE LANE, Skagit County
<a href="#">P36478</a>	MUMFORD JAMES R II	8775 BIRCH LANE, Skagit County
<a href="#">P103825</a>	MUMFORD JAMES R II	8785 BIRCH LANE, Skagit County
<a href="#">P40995</a>	MUMFORD MATT	33741 STATE ROUTE 20, Skagit County
<a href="#">P130421</a>	MUMFORD RICK MUMFORD DEBORA	



**Patrick M. Hayden**  
Lawyer  
109 Warner Street / PO Box 454  
Sedro-Woolley, WA 98284-0454  
Phone (360) 855-1811  
pmhayden@gmail.com



August 4, 2020

John Coleman  
Planning Director  
City of Sedro-Woolley  
325 Metcalf Street  
Sedro-Woolley, WA. 98284

Re: Hanson Annexation

Dear Mr. Coleman:

This letter confirms my phone request that you not place Laura Hanson's annexation request on the City Council agenda for August 12. I am not available for the intervening period, and have not confirmed with my client. I would like an opportunity to address your request for information concerning annexation of adjoining property in light of the annexation agreement. I would request that you schedule the initial council meeting for September. I will confirm that my client is available for one of those meetings.

Thank you.

Very truly yours,

*Patrick M. Hayden*

Patrick M. Hayden

Cc: client by email



200304240148

Skagit County Auditor

4/24/2003 Page 1 of 8 2:36PM

## Exhibit B

to September 23, 2020  
Council Memo

RETURN TO:

Attn: Erin Klinger  
City of Sedro-Woolley  
720 Murdock Street  
Sedro-Woolley, WA 98284

DOCUMENT TITLE(S) (or transactions contained herein):

**AGREEMENT REGARDING ANNEXATION AND ULID/LID WAIVER OF PROTESTS  
FOR DEVELOPMENT WITHIN THE UGA OF THE CITY OF SEDRO-WOOLLEY**

REFERENCE NUMBER(S) OF DOCUMENTS ASSIGNED OR RELEASED:

GRANTOR(S) (Last name, first name and initials):

1. Mumford James R II
2. Mumford Debora R.

GRANTEE(S) (Last name, first name and initials):

1. City of Sedro-Woolley
- 2.

LEGAL DESCRIPTION (Abbreviated: i.e., lot, block, plat or quarter, quarter, section, township and range).

Lot 3 of short Plat 93-006

ASSESSOR'S PARCEL/TAX I.D. NUMBER:

P 103826

350413-3-005-0300

**AGREEMENT REGARDING ANNEXATION AND ULID/LID WAIVER OF PROTESTS  
FOR DEVELOPMENT WITHIN THE UGA OF THE CITY OF SEDRO-WOOLLEY**

(Must be recorded with the Skagit County Auditor)

THE UNDERSIGNED hereby agree as follows:

**1. Parties.** The parties to this agreement are:

- a. the City of Sedro-Woolley, (hereinafter "City"); and
- b. Rich & Debbie Mumford husband and wife, owners, of certain real property situated in Skagit County, Washington, (hereinafter "Owner").

**2. Requested Approval.** The Owner has applied to the City of Sedro-Woolley, Washington, for:

- ☐ City sewer service
- ☒ Approval of a short plat / subdivision / BSP / PUD
- ☐ Variance
- ☐ Other: \_\_\_\_\_

**3. Real Property.** This agreement concerns the following described real property:

- ☒ legally described on the attached "Exhibit A", incorporated herein by reference
- ☐ legally described as follows: \_\_\_\_\_

**4. Utility Service.** The City agrees that the Owner may connect to City sanitary sewer service in such manner as approved by the City Engineer. The Owner agrees to do so as a condition of approval of its application when sanitary sewer service is available, and will pay when due all connection charges, facility improvement charges, service fees, future local improvement district assessments, and any and all other charges and fees required by law to be paid for the service applied for, in the amount provided by statute, ordinance or regulation.

**5. Future Improvements.** As a condition of approval of the Owner's application, any future construction, plats, subdivisions, land use actions, development, alterations, additions or repairs, shall conform to any and all then applicable development, construction and zoning codes, including public works construction standards, subdivision ordinances, storm water management and maintenance ordinances of the City, as if the property was located in the City of Sedro-Woolley. The City shall have the right at reasonable times to inspect the property described above, and improvements thereon, during the construction process.

**6. Annexation.**

**a. Petition.** The Owner further agrees that he will sign any and all notices, petition and any other documents requested at any time by the City and necessary under applicable state statutes, including consent to assumption of pro-rated share of municipal indebtedness, for annexation to the City of Sedro-Woolley of the property affected by this agreement and for any for this or adjoining property of Owner, and the Owner waives any right to protest of such annexation.



200304240148  
Skagit County Auditor



**b. Special Power of Attorney.** The Owner hereby grants and conveys to the City Clerk of the City of Sedro-Woolley, or his successor in interest or designee, an irrevocable Special Power of Attorney to exercise any and all rights of the Owner, including any purchasers, mortgage holders, lien holders or other persons who may claim an interest in the property described hereinabove through Owner, to accomplish the following: at such time as a petition to annex is proposed that would cause the above-described real property to be incorporated into the City of Sedro-Woolley, to execute a Petition on behalf of the Owner for such annexation. This Special Power of Attorney is granted in consideration of the City executing this agreement, and shall be a power coupled with an interest which may not be terminated. This Special Power of Attorney shall not be affected by the death or disability of the Owner.

## **7. LID/ULID Districts.**

**a.** The Owner hereby waives all rights to protest against future Local Improvement District (LID) or Utility Local Improvement District (ULID) proceedings for the construction of municipal improvements for: *(Check if applicable)*

- ☒ Sanitary sewer system improvements
- ☐ Water system improvements
- ☐ Streets, sidewalks, and ROW improvements
- ☐ Drainage facilities / storm sewer system improvements
- ☐ Other: street light improvements

For purposes of this agreement, "rights of protest" shall mean only those formal rights to protest contained within LID or ULID statutes, except, however, nothing herein shall constitute a waiver of Owner of the Owner's heirs, assign or successors in interest, of the right to object to the Owner's individual assessment amount or to appeal to the Superior Court the decisions of the Council affirming the final assessment roll, which rights are specifically preserved.

**b.** The Owner hereby grants and conveys to the City Engineer at City of Sedro Woolley, or his successor in interest or designee, a Special Power of Attorney to exercise any and all rights of the Owner, including any purchasers, mortgage holders, lien holders or other person who may claim an interest in the property described herein, to accomplish the following: At such time as a Local Improvements District or Utility Local Improvements District is proposed that would cause said improvements to be made available to the Owner's property described hereinabove, to execute a Petition on behalf of the Owner for the creation of such LID or ULID. This Special Power of Attorney is granted in consideration of the City executing this Instrument, and shall be a power coupled with an interest which may not be terminated. This Special Power of Attorney shall not be affected by the disability of the Owner.

**c.** The Owner hereby declares that she/he is/are the sole owner(s) of the property described herein and has/have full power to commit said property to this Agreement, Waiver of Protest and Special Power of Attorney.

**d.** For purposes of compliance with RCW 35.43.182, the effective term of this Section (LID/ULID Districts) shall be a period of ten (10) years from the date hereof.



200304240148



**8. Enforcement.** If the Owner fails to perform in good faith in accordance with this instrument, it is agreed that the City may, after giving 20 days notice thereof and an opportunity for hearing thereon, pursue any remedy, legal or equitable, including specific performance. The obligations set forth herein are in addition to any other obligations and conditions or annexation, and sewer service, and not in lieu or satisfaction thereof. The Owner agrees that the City may, at its option, deny building or development approvals if the Owner is in default of any part of this agreement, after twenty (20) days written notice of said default.

**9. Ownership.** The undersigned Owner(s) hereby declares that he/they is/are the sole owner(s) of the property described herein and has/have full power to commit said property to this Agreement, Waiver of Protest and Special Power of Attorney.

**10. Successors in Interest.** This Agreement, and the promises made herein, do constitute a covenant running with the land described above and shall be binding on the Owner, his heirs, assigns and successors in interest to such property, and that this Agreement shall be filed for record in the office of the Sedro-Woolley Auditor.

**11. Non-Merger.** The obligations set forth in this document are in addition to any other conditions of approval, obligations, and duties imposed by law, statute, ordinance, administrative approval, or otherwise, including those required by the City Planner, hearing body, or shown on the face of the recorded plat or subdivision document, and are not in lieu thereof.

DATED this 10<sup>th</sup> day of October, 2002.

OWNER(S):

James A. Mumford  
Deborah K. Mumford

CITY OF SEDRO-WOOLLEY  
A Washington Municipal Corporation

By

Jeroldine Halberg  
City Planner

Approved:

[Signature]  
City Attorney

Approved:

[Signature]  
City Engineer



200304240148

Skagit County Auditor

4/24/2003 Page

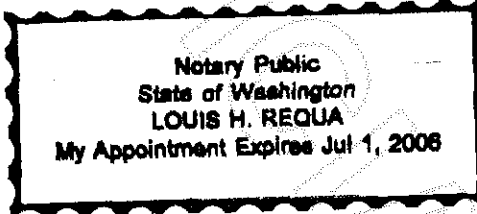
4 of

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STATE OF WASHINGTON )  
 ) SS.  
COUNTY OF SKAGIT )

On this day personally appeared before me JAMES R. Mumford II and Debra R. Mumford, to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this 10<sup>th</sup> day of October, 2001.



Louis H. Regua  
Notary Public in and for the State of  
Washington, residing at Sedro-Woolley  
My Commission Expires: July 1, 2006  
Print Name Louis H. Regua

(City)

STATE OF WASHINGTON )  
 ) SS.  
COUNTY OF SKAGIT )

I, the undersigned Notary Public, in and for the State and County, do hereby certify that on this day personal appeared before me \_\_\_\_\_, to me know to be the \_\_\_\_\_ of the City of Sedro-Woolley, who executed the within instrument and acknowledged that they signed and sealed the same as the free and voluntary act and deed of said City for the uses and purposes therein mentioned.

GIVEN UNDER my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 2001.

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



200304240148

Skagit County Auditor

4/24/2003 Page

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8 2:36PM

DESCRIPTION:

EXHIBIT "A"

PARCEL "A":

Lot 3, Short Plat No. 93-006, approved May 13, 1993, recorded May 19, 1993 in Volume 10 of Short Plats, page 193, under Auditor's File No. 9305190015, and being a portion of the West ¼ of the Southwest ¼ of Section 13, Township 35 North, Range 4 East, W.M.

EXCEPT that portion lying between the Southerly extension of the Westerly and Easterly lines of Lot 1 of said Short Plat No. 93-006 and Northerly of the following described line:

Beginning at the Southeast corner of Lot 1 of said Short Plat No. 93-006;

thence South 00°29'49" West a distance of 10.00 feet to the Southeast corner of said Tract 1 as modified by boundary line adjustment recorded January 26, 2000, under Auditor's File No. 200001260012 and the TRUE POINT OF BEGINNING of this line description;

thence Northwesterly along a curve to the right having a radius of 477.00 feet and a chord bearing of North 86°29'43" West through a central angle of 06°07'10" and an arc length of 50.95 feet;

thence North 83°26'08" West, a distance of 69.54 feet to the West line of said modified Lot 1 and the terminus of this line description.

TOGETHER WITH a non-exclusive easement for utilities over, under and through a strip of land 10 feet wide lying North of, adjacent to and contiguous with the above described line.

ALSO, EXCEPT that portion described as follows:

Beginning at the Northeast corner of said Lot 3;

thence South 00°29'49" West along the East line thereof, a distance of 155.00 feet to an angle point in said East line;

thence South 48°37'23" West along said East line, a distance of 42.10 feet;

thence North 00°29'49" East, a distance of 183.07 feet to the North line of said Lot 3;

thence South 89°33'18" East along said North line, a distance of 31.35 feet to the point of beginning.

Situate in the County of Skagit, State of Washington.

PARCEL "B":

The East 11.55 feet of Lot 2, Short Plat No. 93-006, approved May 13, 1993, recorded May 19, 1993 in Volume 10 of Short Plats, page 193, under Auditor's File No. 9305190015, and being a portion of the West ¼ of the Southwest ¼ of Section 13, Township 35 North, Range 4 East, W.M.

Situate in the County of Skagit, State of Washington.



## DESCRIPTION CONTINUED:

PARCEL "C":

That portion of Lot 4, Short Plat No. 93-006, approved May 13, 1993, recorded May 19, 1993 in Volume 10 of Short Plats, page 193, under Auditor's File No. 9305190015, and being a portion of the West  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 13, Township 35 North, Range 4 East, W.M., described as follows:

Beginning at the Southwest corner of said Lot 4;  
thence North  $00^{\circ}29'49''$  East along the West line thereof, a distance of 116.30 feet to an angle point in said West line;  
thence North  $48^{\circ}37'23''$  East along said West line, a distance of 47.88 feet;  
thence South  $00^{\circ}29'49''$  West, a distance of 31.92 feet;  
thence South  $89^{\circ}33'18''$  East, a distance of 116.80 feet;  
thence South  $00^{\circ}29'49''$  West, a distance of 116.30 feet to the South line of said Lot 4;  
thence North  $89^{\circ}33'18''$  West along said South line, a distance of 152.45 to the point of beginning.

Situate in the County of Skagit, State of Washington.

PARCEL "D":

A non-exclusive easement for ingress, egress and utilities over, under and through the South 50 feet of the following described portion of Lot 4 of said Short Plat No. 93-006 as modified by boundary line adjustment s riled in Auditor's File Nos. 200001260010 and 200001260013, records of Skagit County, Washington:

Beginning at the Southwest corner of said Lot 4 as originally configured;  
thence North  $00^{\circ}29'49''$  East along the West line thereof, a distance of 116.30 feet to an angle point in said West line;  
thence North  $48^{\circ}37'23''$  East along said West line, a distance of 47.88 feet to the point of beginning of this description;  
thence South  $00^{\circ}29'49''$  West, a distance of 31.92 feet;  
thence South  $89^{\circ}33'18''$  East, a distance of 116.80 feet;  
thence North  $00^{\circ}29'49''$  East, a distance of 60.00 feet;  
thence North  $89^{\circ}33'18''$  West, a distance of 76.80 feet;  
thence North  $00^{\circ}29'49''$  East, a distance of 25.00 feet;  
thence North  $89^{\circ}33'18''$  West, a distance of 15.00 feet;  
thence South  $00^{\circ}29'49''$  West, a distance of 25.00 feet;  
thence North  $89^{\circ}33'18''$  West, a distance of 25.00 feet;  
thence South  $00^{\circ}29'49''$  West, a distance of 28.07 feet to the point of beginning of this description.

ALSO, TOGETHER WITH a non-exclusive easement for utilities over, under and through that portion of the above described parcel lying North of the North line of the South 50 feet thereof.

- Continued -



Schedule "A-1"

G 1578-33482  
S-92253

DESCRIPTION CONTINUED:

PARCEL "D" Continued:

ALSO, TOGETHER WITH a non-exclusive easement for installation, maintenance and operation of drainage facilities and utilities over, under and through the North 15 feet of Lot 2 of said Short Plat No. 93-006, as modified by boundary line adjustment recorded January 26, 2000, under Auditor's File No. 200001260010.

Situate in the County of Skagit, State of Washington



200304240148  
Skagit County Auditor

4/24/2003 Page 8 of 8 2:36PM



# Hanson Annexation Request

Hanson Requested Annexation  
42.75 Acres  
Within Blue Line

Mumford Property  
subject to Annexation Agreement  
2.127 Acres - six parcels  
Within Red Line

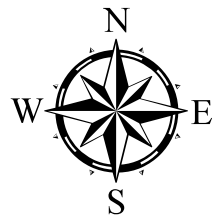
Mumford Property also possibly  
subject to Annexation Agreement  
7.57 Acres - thee parcels  
Within Green Line  
(not including Red parcels)

**Legend**

- Urban Growth Area 2018
- City Limits
- Streets
- Railroads
- Streams
- Parcels

**Zones**

- Central Business District
- Industrial
- Mixed Commercial
- Open Space
- Public
- Residential 15
- Residential 7
- Residential 5
- R1 Env Sensitive
- Urban Village Mixed Use Overlay
- Transitional Mixed Commercial Overlay



Map Inset Area

Vicinity  
Map

**Exhibit C**  
to September 23, 2020  
Council Memo

City of Sedro-Woolley  
Zoning Map  
Adopted: 7/24/2019  
Effective: 8/13/2019

0 162.5 325 650 Feet

SEP 23 2020

:00 P.M. COUNCIL CHAMBER  
AGENDA NO. 11-1

PROJECT REVENUES

CITY OF SEDRO-WOLLEY REVENUES	Original Budget	Adjustments	Adjusted Budget	Transfers	Final Budget	Actual Receipts	Revenues Remaining	Percent Remaining
COMMERCE GRANT	\$ 1,455,000.00	\$ 970,000.00	\$ 2,425,000.00	\$ -	\$ 2,425,000.00	\$ 2,425,000.00	\$ -	0.00%
GO BOND ISSUE	5,150,000.00	0.00	5,150,000.00	0.00	5,150,000.00	2,685,500.00	2,464,500.00	47.85%
CONSTRUCTION RESERVE	720,000.00	(90,000.00)	630,000.00	0.00	630,000.00	630,000.00	0.00	0.00%
CITY-IRON SKILLET CONTRIBUTION	226,033.35	0.00	226,033.35	0.00	226,033.35	0.00	226,033.35	100.00%
SALE OF FIXED ASSETS/RENT	7,700.00	0.00	7,700.00	0.00	7,700.00	7,700.11	(0.11)	0.00%
Subtotal: New revenues	7,558,733.35	880,000.00	8,438,733.35	0.00	8,438,733.35	5,748,200.11	2,690,533.24	31.88%
District reimb-Iron Skillet	325,219.51	0.00	325,219.51	0.00	325,219.51	316,562.87	8,656.64	2.66%
District reimb - FFE	146,940.00	41,850.00	188,790.00	0.00	188,790.00	12,213.11	176,576.89	93.53%
District reimb IT/AV, Design	13,000.00	15,000.00	28,000.00	0.00	28,000.00	0.00	28,000.00	100.00%
Subtotal: Reimbursement revenues	485,159.51	56,850.00	542,009.51	0.00	542,009.51	328,775.98	213,233.53	39.34%
TOTAL CITY OF SEDRO-WOLLEY REVENUES	8,043,892.86	936,850.00	8,980,742.86	0.00	8,980,742.86	6,076,976.09	2,903,766.77	32.33%
LIBRARY DISTRICT REVENUES	Original Budget	Adjustments	Adjusted Budget	Transfers	Final Budget	Actual Receipts	Revenues Remaining	Percent Remaining
Library Reserve	1,500,000.00	0.00	1,500,000.00	0.00	1,500,000.00	0.00	1,500,000.00	100.00%
TOTAL LIBRARY DISTRICT REVENUES	1,500,000.00	0.00	1,500,000.00	0.00	1,500,000.00	0.00	1,500,000.00	100.00%
LESS: LIBRARY DISTRICT RIMB TO CITY	(485,159.51)	(56,850.00)	(542,009.51)	0.00	(542,009.51)	(328,775.98)	(213,233.53)	39.34%
TOTAL PROJECT REVENUES	9,058,733.35	880,000.00	9,938,733.35	0.00	9,938,733.35	5,748,200.11	4,190,533.24	42.16%

PROJECT EXPENSE BUDGETS

CITY PROJECT EXPENSE BUDGET	Original Budget	Adjustments	Adjusted Budget	Transfers	Final Budget	Actual Expenses	Budget Remaining	Percent Remaining
SITE ACQUISITION	\$ 821,500.00	\$ 20,500.00	\$ 842,000.00	\$ (10,108.26)	\$ 831,891.74	\$ 831,891.74	\$ -	0.00%
ARCHITECTURAL & ENGINEERING	\$ 693,900.00	\$ 196,133.00	\$ 875,284.00	\$ 18,000.00	\$ 893,284.00	\$ 781,085.74	\$ 108,947.26	12.20%
CONSTRUCTION	\$ 5,946,886.95	\$ -	\$ 5,946,886.95	\$ -	\$ 5,946,886.95	\$ 4,410,192.71	\$ 1,536,694.24	25.84%
CONSTRUCTION MANAGEMENT	\$ 325,923.50	\$ 16,449.01	\$ 342,372.51	\$ -	\$ 342,372.51	\$ 21,486.47	\$ 320,886.04	93.72%
OTHER	\$ 335,829.12	\$ 604,000.00	\$ 939,829.12	\$ (7,891.74)	\$ 931,937.38	\$ 664,311.27	\$ 267,626.11	28.72%
TOTAL CITY PROJECT EXPENSE BUDGET	\$ 8,124,039.57	\$ 837,082.01	\$ 8,946,372.58	\$ 0.00	\$ 8,946,372.58	\$ 6,708,967.93	\$ 2,234,153.65	24.97%
LIBRARY DISTRICT PROJECT BUDGET	Original Budget	Adjustments	Adjusted Budget	Transfers	Final Budget	Actual Expenses	Budget Remaining	Percent Remaining
LIBRARY DISTRICT COSTS - DIRECT	\$ 960,000.00	\$ (5,565.98)	\$ 954,434.02	\$ -	\$ 954,434.02	\$ -	\$ 954,434.02	100.00%
LIBRARY DISTRICT COSTS - REIMB TO CITY	\$ 338,219.51	\$ 207,346.47	\$ 545,565.98	\$ -	\$ 545,565.98	\$ 328,775.98	\$ 216,790.00	39.74%
TOTAL LIBRARY DISTRICT PROJECT EXPENSE BUDGET	\$ 1,298,219.51	\$ 201,780.49	\$ 1,500,000.00	\$ -	\$ 1,500,000.00	\$ 328,775.98	\$ 1,171,224.02	78.08%
LESS: LIBRARY DISTRICT REIMBURSED TO THE CITY	(338,219.51)	(207,346.47)	(545,565.98)	-	(545,565.98)	(328,775.98)	(216,790.00)	39.74%
TOTAL COMBINED PROJECT EXPENSE BUDGETS	\$ 9,084,039.57	\$ 831,516.03	\$ 9,900,806.60	\$ 0.00	\$ 9,900,806.60	\$ 6,708,967.93	\$ 3,188,587.67	32.21%
PROJECT REVENUES LESS PROJECT EXPENSES	\$ (25,306.22)	\$ 48,483.97	\$ 37,926.75	\$ (0.00)	\$ 37,926.75	\$ (960,767.82)	\$ 1,001,945.57	N/A

Construction Contingency Tracking	
Original = 10% MACC	\$501,847.00
Change Order #1	113,010.14
Change Order #2	31,516.61
Change Order #3	61,634.53
Change Order #4	18,871.73
Change Order #5	35,904.58
Change Order #6	33,729.28
Change Order #7	8,490.54
Change Order #8	25,822.85
Subtotal	328,980.26
Sales Tax	27,963.32
Contingency drawdown	356,943.58
Remaining Contingency	\$144,903.42



## Christine Salseina

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**From:** Mayor Julia Johnson  
**Sent:** Friday, September 18, 2020 10:38 AM  
**To:** Christine Salseina; Bill Chambers  
**Cc:** Doug Merriman  
**Subject:** SWDA

CITY COUNCIL AGENDA  
REGULAR MEETING

SEP 23 2020

:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 11-2

Christine and Bill,

If possible, please include the following emails communicated between I and Ian Larsen, former Director of the Sedro-Woolley Association, under the Informational section of the Agenda.

I will be addressing this with the City Council at the next Council meeting on Wednesday, and would like for them to be able to have it in their packet.

Thank you,

Julia Johnson, Mayor  
City of Sedro-Woolley  
360-854-8020

Begin forwarded message:

**From:** Mayor Julia Johnson <jjohnson@ci.sedro-woolley.wa.us>  
**Date:** September 18, 2020 at 10:30:55 AM PDT  
**To:** Ian Larsen <ian.larsen.1976@gmail.com>  
**Cc:** Doug Merriman <dmerriman@ci.sedro-woolley.wa.us>  
**Subject:** Re: SWDA

Good Morning Ian,

I appreciate you getting back to me and returning my request for a status report regarding the Sedro-Woolley Downtown Association.

I am saddened to receive this news of your resignation and a decision by the Board to pause spending, and what appears to be a suspension of the SWDA for now.

Based upon what you have shared in your email I understand how and why you came to this decision.

In all transparency I do wish you had shared your resignation letter with I and the City Council. I have connected with Michael McIver and he did share the SWDA Board has struggled to maintain members. So I can appreciate your frustration.

Thank you for getting back to me Ian.

I am making assumption that there will be no movement forward with the SWDA, unless I here from you or one of the Board members. In your opinion would that be a fair conclusion?

Thank you, Ian, for all you have done these passed two years- your energy, dedication and commitment to the City, community and the Sedro-Woolley Downtown Association.

If there is any more information you may be able to offer, that would be appreciated.

On behalf of myself, City Council and city of Sedro-Woolley, extending the very best to you and your future endeavors.  
Again, Thank You Ian!

Sincerely,

Julia Johnson, Mayor  
City of Sedro-Woolley  
360-854-8020

On Sep 18, 2020, at 7:48 AM, Ian Larsen <ian.larsen.1976@gmail.com> wrote:

Mayor Johnson,

As requested, here is the update on the SWDA.

In February I resigned as the Executive Director. The decision came about because I felt that we would not be able to achieve our goal of becoming a Main Street Community in 2020, which is what that the city tasked us to do.

With that, the board decided to pause any spending and efforts.

There were several other reasons. The application requires a full time ED and although I was working full time in the project, I couldn't continue to volunteer (or nearly) my time as I needed to find a job after we sold the restaurant.

We did try and collaborate with other local organizations over and over, but for some reason weren't able to get anywhere.

We attempted to get board members that could help bridge the gap and give us guidance, but they either never responded, or never showed up to our meetings.

The other board members were all taking on other responsibilities, baby, job, etc...

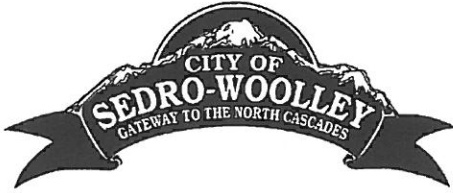
We did all agree that we would not spend the allocated funds unless absolutely necessary, I don't anticipate needing this.

I hope this clarifies what you may have heard.

Respectfully,

Ian Larsen





CITY COUNCIL AGENDA  
REGULAR MEETING

SEP 23 2020

:00 P.M. COUNCIL CHAMBER  
AGENDA NO. 7

**CITY OF SEDRO-WOOLLEY**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-9922  
Fax (360) 855-9923

Doug Merriman, Ph.D  
City Supervisor

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MEMO TO: City Council  
FROM: Doug Merriman, PhD, City Supervisor  
RE: Executive Session  
DATE: September 23, 2020

ISSUE: The City Council is scheduling an Executive Session to discuss “the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price” (RCW 42.30.110 (1)b).

RECOMMENDED ACTION:

- 1) No action will be taken during executive session.