

Topic: Sedro-Woolley City Council Study Session
Time: 6:00 PM to 8:00 PM

Join Zoom Meeting

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

Meeting ID: 917 8685 0179
Passcode: 091845

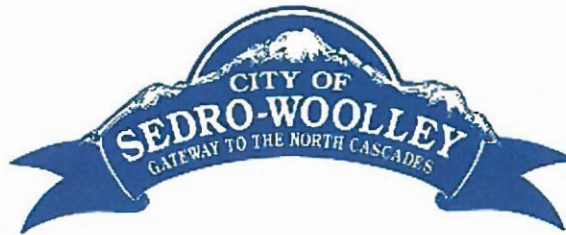
OR One tap mobile

+12532158782,,91786850179#,,,,,0#,,091845# US (Tacoma)
+16699006833,,91786850179#,,,,,0#,,091845# US (San Jose)

OR Dial by your location

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

Meeting ID: 917 8685 0179
Passcode: 091845



Next Ord: 1975-21
Next Res: 1061-21

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

January 13, 2021

6:00 PM Via Zoom

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.....4-42

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 #194356 to #194455 plus EFT's in the amount of \$719,213.92
 - Claim Checks #194456 to #194540 in the amount of \$746,404.06
 - Payroll Checks #60240 to #60250 plus EFT's in the amount of \$314,854.42
 - Payroll Checks #60251 to #60265 plus EFT's in the amount of \$548,166.30
- 3. Peace Health United General Clinical Contract - Amendment
- 4. Final Acceptance of the 2020 SR20 West Lane Widening & Safety Improvement Project - Contract No. 2020-PW-01
- 5. Purchase Order Approval - 2020-PO-28
- 6. Recommendation from the Lodging Tax Advisory Committee for the 2021 Lodging Tax Grant Program
- f. Introduction of Special Guests and Presentations
 - 1. Swearing in of new Police Officers
 - Ruben J. Fortuna
 - Keira G. Foster
 - Harrison A. McGaughey
 - Cody T. Velthuisen
 - Deion C. Whitt
 - 2. Possible Future Code Amendment: Hearing Examiner Presentation with Nikki Thompson, City Attorney

- g. **Staff Reports**
- h. **Councilmember and Mayor's Reports**
- i. Proclamation(s) *(none scheduled as of the date of this agenda)*
- j. **Public Comments**.....43
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) *(none scheduled as of the date of this agenda)*
- l. Unfinished Business *(none scheduled as of the date of this agenda)*
- m. **New Business**
 - 1. 2021 Athletic Field & RV Park Fee Ordinance *(1st reading)*44-55
 - 2. Proposed revisions to SWMC 15.04, local amendments to adopted state building codes
(1st reading - action requested - Ordinance).....56-67
 - 3. Amendment 4: 2018-PS-12.....68-83
- n. **Information Only Items**
 - 1. Department of Ecology Outstanding Wastewater Treatment Plant Award for 2019..84-85
 - 2. Fire Department Monthly Incident Data - December 2020.....86
- o. **Good of the Order**
- p. Executive Session *(none scheduled as of the date of this agenda)*
- q. **Adjournment**

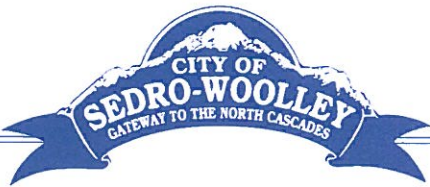
There may be an Executive Session during or following the meeting.

Next Meeting(s)

January 27, 2021	Council Meeting	6:00 PM	Council Chambers Via Zoom
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JAN 13 2021

5:00 P.M. COUNCIL CHAMBER
AGENDA NO. a-e



DATE: January 13, 2021
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 January 13, 2021 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 Kevin Loy

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

JAN 13 2021

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

CITY OF SEDRO-WOOLLEY

Regular Meeting of the City Council
December 9, 2020– 6:00 P.M. – Via ZOOM

Call to Order

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

Pledge of Allegiance

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

Approval of Agenda

Mayor Johnson requested New Business Item 3 – Appeal of Hearing Examiner’s decision on ZV-2020-052 & SP-2020-053 – Iverson Holdings Short Plat and Variance be moved up on the agenda to be heard after public comments.

Councilmember de Jong moved to approve the agenda with the change to move the appeal hearing examiner decision to right after public comments. Seconded by Councilmember McGoffin. Motion carried (6-0).

Consent Calendar

- Minutes from Previous Meeting
- Finance
 - Counter Check #5013 in the amount of \$100.00
 - Claim Check #194289 in the amount of \$500.00
 - Claim Checks #194290 in the amount of \$238,813.80
 - Claim Checks #194291 to #194355 in the amount of \$238,813.81
 - Payroll Checks #60225 to #60239 plus EFT’s in the amount of \$421,257.62
- Amendment #1 to Agreement for Legal Services with Gilbert & Gilbert Lawyers, Inc. P.S.
- Amendment #1 to 2018-2020 Agreement with AFSCME Local #176-SW
- Planning commissioner Reappointment – Joe Franett
- Grant Approval: TIB APP – Wicker Road

Councilmember de Jong moved to approve the consent agenda items 1 thru 6. Councilmember Allen seconded. Motion carried (6-0).

Councilmember de Jong commented on Item 5 – Planning Commissioner Reappointment – Joe Franett. Planning Director Coleman provided a brief background of Mr. Franett.

Introduction of Special Guests and Presentations

Mayor Johnson presented a plaque to acknowledge the retirement of Cheryl Brue and her 23 years of service to the City. Mayor Johnson reviewed some of Brue's contributions over the years.

Cheryl Brue expressed her thanks for being acknowledged and for the privilege of working for the city.

Staff Reports

Fire Chief Klinger – gave a Covid update noting the numbers are still high. He spoke of the expected FDA approval of the vaccine and reported on going live with ProQA which is an aid to the dispatch center.

Police Chief Tucker – reported they are swamped with calls regarding the status of the Diamond Plaza Pawn Shop. He also spoke of reports of Covid violations and presented a personnel update.

Mayor Johnson extended her thank you for the education on Covid regulations that the Police are doing.

Public Works Director Freiburger – reported they are mostly in design mode working on the ADA Transition Plan, SR20/SR9/Township Intersection and Cascade Trail Phase 2A. He spoke of the TIB funding for the Wicker Road overlay project, WWTP Ops Building, Public Works building, Fire Station 1.5, and fencing at Memorial Park, Winnie Houser Park and the NW Corner of the new Library. Freiburger noted the need of a utility meeting in January.

Planning Director Coleman – reported the December Planning Commission meeting has been cancelled.

IT Director Chambers – stated the email migration is completed. They are busy with outfitting police vehicles and working on renewal of the annual Microsoft licensing agreement.

Finance Manager Scott – addressed the CARES funding, noting the grand total came to \$526,050. She also addressed the retirement of Cheryl Brue and announced that the automatic bill pay system is now in working order.

City Supervisor/Finance Director Merriman – reported on the Finance Director position with 12 applications received. He gave an update on the Library noting it is on budget and almost complete. He suggested a Council tour sometime in the near future. Merriman also addressed the lodging tax and 2019 audit noting an exit conference for the 2019 audit will be scheduled for January. Merriman thanked Cheryl Brue for her work at the City.

City Attorney Thompson – stated she continues to work behind the scenes with code enforcement issues, public records requests and other miscellaneous items.

Councilmember and Mayor's Reports

Councilmember Allen – thanked Cheryl Brue and wished her well on her retirement.

Councilmember de Jong – expressed good luck on retirement to Cheryl Brue. He wished everyone happy holidays, however it is celebrated. de Jong addressed the Council at Large vacancy and discussion of the budget. He suggested holding a special meeting to make the Council selection in order to have full representation for the budget discussion.

Discussion ensued regarding Councilmember de Jong's suggestion with the final consensus being to leave the schedule as is.

Councilmember Kesti – expressed congratulations to Cheryl Brue. She then reported on the Council Planning meeting and their discussion on electronic reader boards within certain areas of the Central Business District.

Planning Director Coleman provided some background information on the subject.

Councilmember Kesti moved to put before the Planning Commission a review of the reader boards. Seconded by Councilmember Kinzer. Motion carried (6-0).

Councilmember Kinzer – apologized for her zoom issues. She thanked Nathan and crew for their cleanup efforts at the Northern State Hospital Cemetery and wished the best to Cheryl Brue.

Councilmember McGoffin – expressed his best for Cheryl Brue and thanked those that worked setting up the Christmas tree and Christmas decorations downtown. He noted the festive feel it provides.

Councilmember Owen – also expressed his appreciation and best wishes to Cheryl Brue.

Mayor Johnson – reported writing letters to legislatures regarding funding for Social Workers for law enforcement. She announced the Council at Large Council position closes on December 18 at 4:30. She addressed a communication from Jim Taylor of the Skagit Trail Builders Association regarding the need for back up volunteers.

Councilmember Kinzer thanked the Mayor for her letter writing and spoke of the need of Social Workers.

Proclamation(s)

Public Comments

Mayor Johnson opened the public comment period at 6:43 P.M.

City Attorney Thompson spoke regarding public comment at the appeal hearing, which is a closed record hearing in order to provide clarification.

Mayor Johnson closed the public comment period at 6:45 P.M.

Appeal of Hearing Examiner's Decision on ZV-2020-052 & SP-2020-053 – Ivarson Holdings Short Plat and Variance

City Attorney Thompson provided questions to Council for the appearance of fairness act.

Planning Director Coleman provided a brief presentation of the project showing a map with the proposed layout and lot size. The closed record hearing was turned over to the Council for discussion and deliberation.

Councilmember Kinzer moved to approve Zoning Variance #2020-052 and Short Plat #2020-053 subject to the following conditions: 1) Provide a maintenance agreement for the shared driveway that serves lots 2 and 3 to be reviewed and approved with final plat. 2) Construct parking spaces that meet Sedro-Woolley development regulations on proposed lots 1 and 2 before final short plat approval. Councilmember Allen seconded. Motion carried (6-0).

Public Hearings

Ordinance No. 1970-20 – 2021-2022 Biennial Budget

Mayor Johnson opened the public hearing for the 2021 – 2022 Biennial Budget at 7:00 P.M.

No comments received.

Mayor Johnson closed the public hearing at 7:01 P.M.

Councilmember Owen addressed the amount budgeted for the Public Works Building.

City Supervisor/Finance Director Merriman presented an overview of the 2021-2022 Biennial Budget. He noted this is the first biennial budget for the city and reviewed the steps taken for final adoption of the budget. He highlighted items in the budget to include Community Court, additional police officers, Park Master Plan, ADA Transition Plan, Memorial Park Renovations, Streets and Arterials Maintenance, Sewer System Infrastructure Updates and EDASC. Also reviewed were budgeted revenues and 2021 Expenditures. Merriman addressed the effects of Covid with the budget in areas of Parks rentals and addressed the need to have a six-year Capital Facilities Plan.

Councilmember Allen moved to approve Ordinance No. 1970-20 An Ordinance, Adopting the Biennial Budget for the City of Sedro-Woolley, Washington for the years 2021 and 2022, setting forth the estimated appropriations. Seconded by Councilmember McGoffin. Motion carried (6-0).

Unfinished Business

Ordinance No. 1971-20 – Salary Ordinance

City Supervisor/Finance Director Merriman reviewed the 2021 Salary Ordinance for non-represented staff. He said the adjustment includes a 2% increase.

Council discussion ensued regarding the 2016 Salary Survey, update schedule intervals for non-represented,

Councilmember McGoffin requested the city pursue a salary survey for non-represented staff sometime within the biennial budget period.

Councilmember Kinzer moved to approve Ordinance No. 1971-20 An Ordinance Establishing the Salaries and Wages for Elected Officials and Employees of the City of Sedro-Woolley, Washington for the Fiscal Year Beginning January 1, 2021, striking title of City Attorney under the City Supervisor position. Councilmember Owen seconded.

Further discussion ensued regarding the Mayor's salary.

Motion carried (6-0).

New Business

Ordinance No. 1972-20 Amendment to 2020 Annual Budget

City Supervisor/Finance Director Merriman reviewed the budget amendment noting most are housekeeping items.

Debbie Velacich – Grip Road addressed the cost of living raise for the City Council.

City Attorney Thompson addressed the legalities for City Council salaries and raises.

Councilmember Kinzer noted that there are no City Council raises addressed within the budget or salary ordinance.

Councilmember de Jong moved to approve Ordinance No. 1972-20 An Ordinance Amending Ordinance No. 1972-20 Amending the Annual Budget for the City of Sedro Woolley, Washington for the fiscal year ending December 31, 2020. Seconded by Councilmember McGoffin. Motion carried (6-0).

2020 Comprehensive Plan Docket Amendments

Planning Director Coleman introduced the 2020 Comprehensive Plan Docket Amendments, which includes an update to the Sewer Comprehensive Plan and rezone requests.

Council discussion ensued regarding removing portions of the Comprehensive Plan, identification of the Gateway Golf Course piece, procedural issue should something be excluded, requested information on discussion and approval of Planning Commission, process for development with critical areas ordinance, wetlands taken into consideration and Brickyard Creek location.

Councilmember de Jong moved to extend the meeting by 30 minutes. Seconded by Councilmember McGoffin. Motion carried (6-0).

Discussion continued with concerns of Evergreen School being over capacity, Planning Commission decision and considerations, attendance at Planning Commission meeting where decision was made and verbiage for ordinance excluding property.

Councilmember Kinzer moved adopt ordinance No. 1973-20 amending the Sedro Woolley comprehensive plan, which includes an amendment to exclude the Ruby Rezone file #RZ-2020-012 from said ordinance. Councilmember Owen seconded. Motion carried (6-0).

Councilmember Kinzer requested the topic be remanded to the Planning Commission with Councilmember McGoffin requesting a decision by the full Planning Commission.

Councilmember de Jong moved to adopt Ordinance No. 19740-20 amending the zoning map for Sedro Woolley excluding the Ruby Rezone #RZ-2020-012. Seconded Councilmember McGoffin. Motion carried (6-0).

Appeal of Hearing Examiner's decision on ZV-2020-052 & SP – 2020 – 053 – Ivarson Holdings Short Plat and Variance

(Item moved to the beginning of the agenda)

Mayor Johnson made note the Rotary Club may not proceed with the joint renovations on the Community Center this year due to a focus on other causes.

Councilmember de Jong addressed Covid numbers and questioned if it was possible to get numbers for Sedro Woolley only.

Information Only Items

- Joint Rotary Club and City Community Center Restroom Renovation Project
- Fire Department Monthly Incident Data – November 2020

Good of the Order

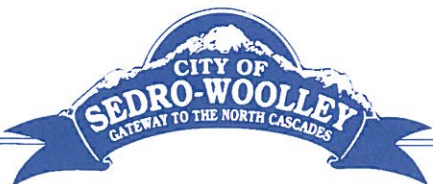
Executive Session

Adjournment

The meeting adjourned at 8:17 P.M.

JAN 13 2021

5:00 P.M. COUNCIL CHAMBER
AGENDA NO. E-2



DATE: January 13, 2021
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 January 13, 2021.

Motion to approve Claim Checks #194356 to #194455 plus EFT's in the amount of \$719,213.92.

Motion to approve Claim Checks #194456 to #194540 in the amount of \$746,404.06.

Motion to approve Payroll Checks #60240 to #60250 plus EFT's in the amount of \$314,854.42.

Motion to approve Payroll Checks #60251 to #60265 plus EFT's in the amount of \$548,166.30.

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

MCAG #: 0647

12/23/2020 To: 12/23/2020

Time: 08:29:40 Date: 12/23/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
10195	12/23/2020	Claims	2	EFT	US Bank -- Purchase Cards	5,998.52	
					001 - 512 50 48 000 - Repair/Maintenance	476.03	
					001 - 514 23 49 030 - Misc-Tuition/Registration	50.00	
					001 - 515 31 41 000 - Legal - Professional Services	65.10	
					001 - 517 90 49 003 - Employee Wellness (supplies)	33.05	
					001 - 517 90 49 003 - Employee Wellness (supplies)	195.20	
					001 - 518 80 35 000 - Small Tools/Minor Equip	14.85	
					001 - 518 80 41 000 - Professional Services	59.67	
					001 - 518 80 41 000 - Professional Services	2.03	
					001 - 518 80 41 000 - Professional Services	850.73	
					001 - 518 80 49 000 - Software Maint & Support	69.98	
					001 - 521 20 26 000 - Uniforms/Accessories	62.90	
					001 - 521 20 26 000 - Uniforms/Accessories	30.37	
					001 - 521 20 26 000 - Uniforms/Accessories	319.82	
					001 - 521 20 26 000 - Uniforms/Accessories	39.05	
					001 - 521 20 26 000 - Uniforms/Accessories	56.18	
					001 - 521 20 26 000 - Uniforms/Accessories	117.84	
					001 - 521 20 31 002 - Office/Operating Supplies	43.39	
					001 - 521 20 31 002 - Office/Operating Supplies	84.31	
					001 - 521 20 31 002 - Office/Operating Supplies	7.43	
					001 - 521 20 31 002 - Office/Operating Supplies	37.20	
					001 - 521 20 31 002 - Office/Operating Supplies	46.64	
					001 - 521 20 31 002 - Office/Operating Supplies	25.98	
					001 - 521 20 31 002 - Office/Operating Supplies	21.69	
					001 - 521 20 31 002 - Office/Operating Supplies	22.09	
					001 - 521 20 31 002 - Office/Operating Supplies	60.20	
					001 - 521 20 31 002 - Office/Operating Supplies	63.42	
					001 - 521 20 31 002 - Office/Operating Supplies	43.32	
					001 - 521 20 41 001 - Professional Services	11.00	
					001 - 521 20 48 010 - Repair & Maint - Auto	15.18	
					001 - 521 40 43 000 - Travel	687.10	
					001 - 521 40 43 000 - Travel	995.00	
					001 - 522 20 35 000 - Small Tools & Minor Equip	120.86	
					001 - 522 20 35 000 - Small Tools & Minor Equip	353.00	
					001 - 522 20 41 030 - Investigation	22.00	
					412 - 537 80 31 000 - Operating Supplies	279.80	
					412 - 537 80 31 000 - Operating Supplies	107.42	
					001 - 594 18 64 001 - Network Hardware	-477.35	
					001 - 594 18 64 001 - Network Hardware	379.60	
					001 - 594 18 64 001 - Network Hardware	59.66	
					001 - 594 18 64 001 - Network Hardware	423.12	
					001 - 594 58 64 000 - Office Equipment	59.66	
					001 - 597 00 13 001 - Equipment Replacement Func	64.00	
10196	12/23/2020	Claims	2	EFT	WA State Dept Of Revenue	27,395.40	
					631 - 389 90 01 621 - Unapplied Cash - Suspense	-27,395.40	
10197	12/23/2020	Claims	2	194356	A WorkSAFE Service, Inc.	55.00	
					001 - 514 23 41 011 - Professional Services	55.00	
10198	12/23/2020	Claims	2	194357	AWC Employee Benefit Trust	3,712.50	
					001 - 521 20 27 000 - Retired Medical	3,712.50	
10199	12/23/2020	Claims	2	194358	Agendease	1,192.00	
					001 - 514 23 41 011 - Professional Services	1,192.00	
10200	12/23/2020	Claims	2	194359	All-Phase Electric	143.87	
					101 - 576 80 48 016 - City Hall	143.87	
10201	12/23/2020	Claims	2	194360	Assoc Petroleum Products	2,122.67	
					001 - 518 20 32 000 - Auto Fuel	54.63	
					001 - 521 20 32 000 - Auto Fuel	304.26	
					001 - 522 20 32 000 - Auto Fuel/Diesel	107.82	

CHECK REGISTER

City Of Sedro-Woolley
MCAG #: 0647

12/23/2020 To: 12/23/2020

Time: 08:29:40 Date: 12/23/2020

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			425 - 531 50 32 000 - Vehicle Fuel			157.28	
			412 - 537 80 32 000 - Auto Fuel/Diesel			36.05	
			412 - 537 80 32 000 - Auto Fuel/Diesel			68.60	
			412 - 537 80 32 000 - Auto Fuel/Diesel			1,163.49	
			103 - 542 30 32 000 - Auto Fuel/Diesel			80.60	
			101 - 576 80 32 000 - Auto Fuel/Diesel			103.39	
			101 - 576 80 32 000 - Auto Fuel/Diesel			46.55	
10202	12/23/2020	Claims	2	194361	Bay City Supply	164.14	
			101 - 576 80 31 005 - Operating Sup - Senior Ctr			164.14	
10203	12/23/2020	Claims	2	194362	Bio Bug Pest Management	238.71	
			101 - 576 80 48 001 - Riverfront			168.18	
			101 - 576 80 48 001 - Riverfront			70.53	
10204	12/23/2020	Claims	2	194363	Birch Equipment Co Inc	776.75	
			101 - 576 80 45 001 - Equipment Rental			776.75	
10205	12/23/2020	Claims	2	194364	Blythe Plumbing & Heating Inc	11,919.81	
			101 - 594 76 31 000 - Buildings & Structures			11,919.81	
10206	12/23/2020	Claims	2	194365	Bound Tree Medical LLC	104.49	
			001 - 522 21 31 000 - Operating Supplies - Medical			104.49	
10207	12/23/2020	Claims	2	194366	Cardinal Health 112 LLC	2,325.32	
			001 - 522 21 31 000 - Operating Supplies - Medical			261.14	
			001 - 522 21 31 000 - Operating Supplies - Medical			117.96	
			001 - 522 21 31 000 - Operating Supplies - Medical			488.16	
			001 - 522 21 31 000 - Operating Supplies - Medical			1,458.06	
10208	12/23/2020	Claims	2	194367	Carletti Architects Ps	832.00	
			401 - 594 35 63 000 - Engineering Services			832.00	
10209	12/23/2020	Claims	2	194368	Cascade Natural Gas Corp	3,942.11	
			001 - 521 20 47 000 - Public Utilities			56.09	
			001 - 522 50 47 000 - Public Utilities			234.96	
			401 - 535 80 47 000 - Public Utilities			311.19	
			412 - 537 80 47 000 - Public Utilities			562.16	
			103 - 542 63 47 000 - Public Utilities			21.02	
			103 - 542 63 47 000 - Public Utilities			4.15	
			101 - 576 80 47 010 - Community Center			126.21	
			101 - 576 80 47 020 - Senior Center			349.10	
			101 - 576 80 47 050 - Hammer Square			36.32	
			101 - 576 80 47 052 - Bingham Caretaker			9.68	
			101 - 576 80 47 052 - Bingham Caretaker			69.56	
			101 - 576 80 47 070 - City Hall			2,161.67	
10210	12/23/2020	Claims	2	194369	Central Welding Supply	116.72	
			001 - 522 21 31 000 - Operating Supplies - Medical			116.72	
10211	12/23/2020	Claims	2	194370	Cities Insurance Assoc	304,562.81	
			631 - 389 90 01 621 - Unapplied Cash - Suspense			-304,562.81	2020-2021 CIAW Renewal
10212	12/23/2020	Claims	2	194371	City of Sedro-Woolley	583.52	
			305 - 572 20 47 305 - Libraries - Utility Services			583.52	
10213	12/23/2020	Claims	2	194372	Columbia Ford	45,816.34	
			001 - 597 00 13 001 - Equipment Replacement Func			45,816.34	
10214	12/23/2020	Claims	2	194373	Comcast	473.24	
			001 - 518 80 42 021 - Internet Services			393.29	
			101 - 576 80 47 020 - Senior Center			79.95	
10215	12/23/2020	Claims	2	194374	Databar	184.12	
			001 - 513 10 42 000 - Communication			184.12	

CHECK REGISTER

City Of Sedro-Woolley
MCAG #: 0647

12/23/2020 To: 12/23/2020

Time: 08:29:40 Date: 12/23/2020

Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
10216	12/23/2020	Claims	2	194375	Dobbs Peterbuilt (Marysville WA)	2.38	
					412 - 537 50 48 000 - Repairs/maint-equip	2.38	
10217	12/23/2020	Claims	2	194376	E & E Lumber	55.28	
					103 - 542 30 31 000 - Operating Supplies	22.68	
					101 - 576 80 48 016 - City Hall	32.60	
10218	12/23/2020	Claims	2	194377	EDASC	2,500.00	
					001 - 558 70 41 000 - EDASC	2,500.00	
10219	12/23/2020	Claims	2	194378	Edge Analytical Inc	728.00	
					401 - 535 80 41 000 - Professional Services	213.00	
					401 - 535 80 41 000 - Professional Services	165.00	
					401 - 535 80 41 000 - Professional Services	149.00	
					401 - 535 80 41 000 - Professional Services	149.00	
					401 - 535 80 41 000 - Professional Services	52.00	
10220	12/23/2020	Claims	2	194379	Enterprise Office Systems	125.49	
					001 - 514 23 31 000 - Supplies	77.86	
					101 - 576 80 48 010 - Office Equip	47.63	
10221	12/23/2020	Claims	2	194380	Fastenal Company	393.58	
					412 - 537 80 31 000 - Operating Supplies	139.75	
					412 - 537 80 31 000 - Operating Supplies	143.86	
					103 - 542 30 31 000 - Operating Supplies	86.66	
					401 - 594 35 63 010 - Other Improvements	23.31	
10222	12/23/2020	Claims	2	194381	Brent Frisbee	360.00	
					412 - 537 80 31 000 - Operating Supplies	360.00	
10223	12/23/2020	Claims	2	194382	Gall's LLC	383.39	
					001 - 522 20 26 000 - Uniforms	97.65	
					001 - 522 20 26 000 - Uniforms	285.74	
10224	12/23/2020	Claims	2	194383	Peter Gilbert	4,000.00	
					001 - 515 31 41 001 - Prosecuting Attorney	4,000.00	
10225	12/23/2020	Claims	2	194384	Glenn Hoff	102.00	
					001 - 515 93 41 001 - Indigent Defense Conflict Coi	34.00	SC72312/SC72282
					001 - 515 93 41 001 - Indigent Defense Conflict Coi	25.50	SC72382&9Z1071591
					001 - 515 93 41 001 - Indigent Defense Conflict Coi	17.00	SC72116&XZ0007375
					001 - 515 93 41 001 - Indigent Defense Conflict Coi	25.50	SC72248&SC72255
10226	12/23/2020	Claims	2	194385	Home Depot Credit Services	410.03	
					101 - 576 80 48 005 - Senior Center	65.03	
					101 - 576 80 48 005 - Senior Center	-312.48	
					101 - 576 80 48 005 - Senior Center	312.48	
					101 - 576 80 48 006 - Memorial Park	334.18	
					101 - 576 80 48 016 - City Hall	10.82	
10227	12/23/2020	Claims	2	194386	Howard Consulting LLC	4,488.00	
					305 - 594 72 63 002 - Capital Expenditures/Expense	4,488.00	
10228	12/23/2020	Claims	2	194387	Hutch's Polygraph Services	1,000.00	
					001 - 521 20 41 001 - Professional Services	1,000.00	
10229	12/23/2020	Claims	2	194388	KarMart USA Superstores	1,749.51	
					001 - 522 20 48 000 - Repairs/Maint-Equip	1,749.51	
10230	12/23/2020	Claims	2	194389	Language Exch Inc (The)	801.26	
					001 - 512 50 41 040 - Language Interpreter	766.26	
					001 - 521 20 41 001 - Professional Services	35.00	
10231	12/23/2020	Claims	2	194390	Les Schwab Tire Center	1,065.30	

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			001 - 521 20 48 010		- Repair & Maint - Auto	577.05	
			412 - 537 60 47 011		- Site Recycling Disposal	141.05	
			412 - 537 60 47 011		- Site Recycling Disposal	75.95	
			412 - 537 60 47 011		- Site Recycling Disposal	119.35	
			412 - 537 60 47 011		- Site Recycling Disposal	151.90	
10232	12/23/2020	Claims	2	194391	Loggers And Contractors	431.85	
			101 - 576 80 48 010		- Office Equip	431.85	
10233	12/23/2020	Claims	2	194392	Lou's Gloves Inc.	286.00	
			401 - 535 80 35 010		- Safety Equipment	286.00	
10234	12/23/2020	Claims	2	194393	Louis Auto Glass	356.54	
			412 - 537 50 48 000		- Repairs/maint-equip	356.54	
10235	12/23/2020	Claims	2	194394	William R McCann	3,500.00	
			001 - 515 93 41 000		- Indigent Defender	3,500.00	
10236	12/23/2020	Claims	2	194395	McKesson Medical Surgical	775.92	
			001 - 522 21 31 000		- Operating Supplies - Medical	125.74	
			001 - 522 21 31 000		- Operating Supplies - Medical	555.64	
			001 - 522 21 31 000		- Operating Supplies - Medical	94.54	
10237	12/23/2020	Claims	2	194396	McLoughlin & Eardley Corp	112.84	
			501 - 594 21 64 501		- Vehicles - Police	112.84	
10238	12/23/2020	Claims	2	194397	Mid-American Research Chem	276.08	
			401 - 535 80 31 010		- Operating Supplies	153.09	
			103 - 542 30 31 000		- Operating Supplies	122.99	
10239	12/23/2020	Claims	2	194398	Monera Technologies Corp.	1,150.00	
			401 - 535 50 48 010		- Maintenance Of Lines	1,150.00	
10240	12/23/2020	Claims	2	194399	NC Machinery	2,397.24	
			103 - 542 30 48 010		- Repair/Maintenance-Equip	145.35	
			103 - 542 30 48 010		- Repair/Maintenance-Equip	73.89	
			103 - 542 30 48 010		- Repair/Maintenance-Equip	24.14	
			103 - 542 30 48 010		- Repair/Maintenance-Equip	359.94	
			103 - 542 30 48 010		- Repair/Maintenance-Equip	80.09	
			103 - 542 30 48 010		- Repair/Maintenance-Equip	576.88	
			103 - 542 30 48 010		- Repair/Maintenance-Equip	523.50	
			103 - 542 30 48 010		- Repair/Maintenance-Equip	154.35	
			103 - 542 30 48 010		- Repair/Maintenance-Equip	99.16	
			103 - 542 30 48 010		- Repair/Maintenance-Equip	359.94	
10241	12/23/2020	Claims	2	194400	North Central Laboratories	589.14	
			401 - 535 80 31 010		- Operating Supplies	385.38	
			401 - 535 80 31 010		- Operating Supplies	203.76	
10242	12/23/2020	Claims	2	194401	North Hill Resources Inc	2,470.00	
			412 - 537 60 47 020		- Site Yard Waste Disposal	2,470.00	
10243	12/23/2020	Claims	2	194402	Northwind Fence Company	5,644.86	
			425 - 531 50 48 000		- Repairs/Maintenance	1,557.57	
			103 - 542 30 48 000		- Repair/Maint-Streets	1,517.30	
			101 - 576 80 48 001		- Riverfront	2,569.99	
10244	12/23/2020	Claims	2	194403	Office Depot Inc.	106.68	
			001 - 524 20 31 000		- Off/Oper Supps & Books	35.56	
			001 - 558 60 31 000		- Supplies/Books	35.56	
			001 - 595 10 31 000		- Supplies	35.56	
10245	12/23/2020	Claims	2	194404	Oliver-Hammer Clothes	222.38	
			401 - 535 80 35 010		- Safety Equipment	222.38	
10246	12/23/2020	Claims	2	194405	Pacific Style Lawn Maint. Inc.	542.50	

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			101 - 576 80 48 014 - Winnie Houser Park			542.50	
10247	12/23/2020	Claims	2	194406	Pape Machinery	33.74	
			101 - 576 80 48 021 - Equipment			33.74	
10248	12/23/2020	Claims	2	194407	Pitney Bowes Inc	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	
10249	12/23/2020	Claims	2	194408	Protech Automotive	454.50	
			001 - 521 20 48 010 - Repair & Maint - Auto			384.24	
			001 - 521 20 48 010 - Repair & Maint - Auto			70.26	
10250	12/23/2020	Claims	2	194409	Public Safety Psychological Svc	500.00	
			001 - 521 20 41 001 - Professional Services			500.00	
10251	12/23/2020	Claims	2	194410	Public Safety Selection, PC	400.00	
			001 - 521 20 41 001 - Professional Services			400.00	
10252	12/23/2020	Claims	2	194411	Public Utility Dis No1	1,976.53	
			001 - 521 20 47 000 - Public Utilities			33.91	
			401 - 535 80 47 000 - Public Utilities			360.11	
			102 - 536 20 47 000 - Public Utilities			206.33	
			412 - 537 80 47 000 - Public Utilities			84.30	
			103 - 542 63 47 000 - Public Utilities			67.61	
			101 - 576 80 47 000 - Riverfront			443.69	
			101 - 576 80 47 050 - Hammer Square			117.66	
			101 - 576 80 47 051 - Bingham / Memorial			89.86	
			101 - 576 80 47 053 - Other Utilities			228.90	
			101 - 576 80 47 070 - City Hall			344.16	
10253	12/23/2020	Claims	2	194412	Puget Sound Energy	627.91	
			103 - 542 63 47 000 - Public Utilities			68.22	
			305 - 594 72 63 003 - Capital Expenditures/Expense			559.69	
10254	12/23/2020	Claims	2	194413	Quiring Monuments Inc	150.00	
			102 - 536 20 34 000 - Liners			150.00	
10255	12/23/2020	Claims	2	194414	Red's Mobile 24-Hour Truck & Equip Repai	652.09	
			425 - 531 50 48 000 - Repairs/Maintenance			652.09	
10256	12/23/2020	Claims	2	194415	Rene's World	59.68	
			001 - 522 20 26 000 - Uniforms			32.55	
			401 - 535 80 35 010 - Safety Equipment			27.13	
10257	12/23/2020	Claims	2	194416	Ricoh USA Inc	505.21	
			001 - 521 20 48 000 - Repairs & Maintenance			202.96	
			001 - 522 20 48 000 - Repairs/Maint-Equip			202.96	
			401 - 535 50 48 000 - Maintenance Contracts			99.29	
10258	12/23/2020	Claims	2	194417	SW Country Store #6	280.54	
			401 - 535 80 31 010 - Operating Supplies			18.42	
			103 - 542 30 31 010 - Operating Supplies-Propane			30.16	
			103 - 542 30 31 010 - Operating Supplies-Propane			45.13	
			101 - 576 80 31 000 - Operating Sup - Tesarik Park			9.21	
			101 - 576 80 31 001 - Operating Sup - Riverfront			6.50	
			101 - 576 80 31 008 - Operating Sup - Memorial			83.26	
			101 - 576 80 35 000 - Small Tools & Minor Equip			26.03	
			101 - 576 80 48 009 - Hammer Square			61.83	

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10259	12/23/2020	Claims	2	194418	Nathan Salseina	30.00	
					101 - 576 80 49 000 - Misc-Tuition/Registration	30.00	
10260	12/23/2020	Claims	2	194419	Sedro-Woolley Auto Parts	352.33	
					001 - 522 20 48 000 - Repairs/Maint-Equip	10.72	
					401 - 535 50 48 040 - Maintenance Of Vehicles	33.84	
					401 - 535 50 48 040 - Maintenance Of Vehicles	44.34	
					401 - 535 50 48 040 - Maintenance Of Vehicles	23.37	
					401 - 535 50 48 040 - Maintenance Of Vehicles	13.81	
					401 - 535 50 48 040 - Maintenance Of Vehicles	54.56	
					412 - 537 80 31 000 - Operating Supplies	11.44	
					103 - 542 30 31 000 - Operating Supplies	12.79	
					103 - 542 30 31 000 - Operating Supplies	28.22	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	88.01	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	31.23	
10261	12/23/2020	Claims	2	194420	Skagit Co District Court	1,300.00	
					001 - 512 50 41 020 - Municipal Court Prob.	1,300.00	
10262	12/23/2020	Claims	2	194421	Skagit Co Public Works	58,383.64	
					412 - 537 60 47 000 - Solid Waste Disposal	58,383.64	
10263	12/23/2020	Claims	2	194422	Skagit Conservation District	456.73	
					425 - 531 50 41 002 - Contracted Services	456.73	
10264	12/23/2020	Claims	2	194423	Skagit Publishing	387.36	
					001 - 511 60 31 001 - Legal Publications	43.04	
					001 - 511 60 31 001 - Legal Publications	96.84	
					001 - 511 60 31 001 - Legal Publications	80.70	
					108 - 557 30 41 000 - Advertising	53.80	
					001 - 558 60 41 010 - Advertising	112.98	
10265	12/23/2020	Claims	2	194424	Skagit Regional Health	190.00	
					001 - 521 20 41 001 - Professional Services	98.00	
					101 - 576 80 49 020 - Misc-Dues/CDL/Background	92.00	
10266	12/23/2020	Claims	2	194425	Skagit Valley Herald	72.85	
					001 - 524 20 31 000 - Off/Oper Supps & Books	24.28	
					001 - 558 60 31 000 - Supplies/Books	24.29	
					001 - 595 10 31 000 - Supplies	24.28	
10267	12/23/2020	Claims	2	194426	Smarsh Inc.	33.58	
					001 - 518 80 41 000 - Professional Services	57.91	
					001 - 518 80 41 000 - Professional Services	-24.33	
10268	12/23/2020	Claims	2	194427	Solid Waste Systems Inc	453.11	
					412 - 537 50 48 000 - Repairs/maint-equip	453.11	
10269	12/23/2020	Claims	2	194428	Sound Law Center	1,312.50	
					001 - 515 41 41 000 - Prof Services-External/Claims	1,312.50	
10270	12/23/2020	Claims	2	194429	Gary Sprague	102.00	
					401 - 535 80 49 010 - Misc-Dues/Subscriptions	102.00	
10271	12/23/2020	Claims	2	194430	Staples Business Credit	246.86	
					001 - 511 60 31 000 - Supplies	122.45	
					001 - 514 23 31 000 - Supplies	13.11	
					001 - 514 23 31 000 - Supplies	14.04	
					001 - 514 23 31 000 - Supplies	97.26	
10272	12/23/2020	Claims	2	194431	State Auditor's Office	3,291.21	
					001 - 514 23 41 000 - State Auditing	3,291.21	
10273	12/23/2020	Claims	2	194432	Stiles Law Inc., PS	3,378.50	
					001 - 512 50 41 010 - Municipal Court Judge	3,378.50	

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10274	12/23/2020	Claims	2	194433	Stowes	193.63	
					001 - 521 20 26 000 - Uniforms/Accessories	193.63	
10275	12/23/2020	Claims	2	194434	Streuli Public Affairs	2,000.00	
					001 - 513 10 41 000 - Negotiations	2,000.00	
10276	12/23/2020	Claims	2	194435	Stryker Sales Corp.	275.03	
					001 - 522 21 35 000 - Small Tools & Minor Equipm	275.03	
10277	12/23/2020	Claims	2	194436	Systems Design	3,006.25	
					001 - 522 21 41 000 - EMS Professional Services-S	3,006.25	
10278	12/23/2020	Claims	2	194437	Tacoma Screw Products Inc.	115.12	
					401 - 594 35 63 010 - Other Improvements	115.12	
10279	12/23/2020	Claims	2	194438	Tint Shack	86.80	
					001 - 521 20 48 010 - Repair & Maint - Auto	86.80	
10280	12/23/2020	Claims	2	194439	TriVan Truck Body	206.53	
					001 - 521 20 48 010 - Repair & Maint - Auto	206.53	
10281	12/23/2020	Claims	2	194440	Trimline Design	2,307.11	
					501 - 594 21 64 501 - Vehicles - Police	2,084.88	
					501 - 594 21 64 501 - Vehicles - Police	222.23	
10282	12/23/2020	Claims	2	194441	Truckvault Inc	603.26	
					001 - 521 20 48 010 - Repair & Maint - Auto	603.26	
10283	12/23/2020	Claims	2	194442	UniFirst Corp.	401.68	
					001 - 522 20 26 000 - Uniforms	202.73	
					001 - 522 20 26 000 - Uniforms	198.95	
10284	12/23/2020	Claims	2	194443	Union Local 176 SW	482.15	
					001 - 517 90 43 001 - Employee Recognition	482.15	
10285	12/23/2020	Claims	2	194444	Util Underground Loc Ctr	64.68	
					401 - 535 80 31 010 - Operating Supplies	64.68	
10286	12/23/2020	Claims	2	194445	Valdez Construction Inc.	170,339.41	
					305 - 594 72 63 001 - Capital Expenditures/Expense	170,339.41	
10287	12/23/2020	Claims	2	194446	WA St Dept Of Agriculture	99.00	
					102 - 536 20 49 010 - Misc-Tuition/Registration	33.00	
					103 - 542 30 49 030 - Misc-Tuition/Registration	33.00	
					103 - 542 30 49 030 - Misc-Tuition/Registration	33.00	
10288	12/23/2020	Claims	2	194447	WA St Dept Of Trans	229.18	
					104 - 595 10 63 076 - Eng-SR20/SR9-Township Int	229.18	
10289	12/23/2020	Claims	2	194448	WA State Dept Of Ecology	98.00	
					401 - 535 80 49 010 - Misc-Dues/Subscriptions	98.00	
10290	12/23/2020	Claims	2	194449	Washington Tractor	1,017.64	
					101 - 576 80 48 021 - Equipment	413.46	
					101 - 576 80 48 021 - Equipment	604.18	
10291	12/23/2020	Claims	2	194450	Waterclear Co Inc (the)	3,873.45	
					401 - 535 80 35 020 - Solids Handling	3,873.45	
10292	12/23/2020	Claims	2	194451	Weed, Graafstra & Assoc. Inc.	4,915.00	
					PS		
					001 - 515 41 41 000 - Prof Services-External/Claims	180.00	
					001 - 515 41 41 000 - Prof Services-External/Claims	4,735.00	
10293	12/23/2020	Claims	2	194452	Whatcom Electric Co. Inc.	1,005.89	
					412 - 537 50 48 000 - Repairs/maint-equip	89.46	

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					412 - 537 60 47 011 - Site Recycling Disposal	1,056.57	
					412 - 537 60 47 011 - Site Recycling Disposal	-6.50	
					412 - 537 60 47 011 - Site Recycling Disposal	-22.50	
					412 - 537 60 47 011 - Site Recycling Disposal	-110.00	
					412 - 537 60 47 011 - Site Recycling Disposal	55.00	
					412 - 537 60 47 011 - Site Recycling Disposal	-56.14	
10294	12/23/2020	Claims	2	194453	Witmer Public Safety Group Inc.	372.97	
					001 - 522 20 35 000 - Small Tools & Minor Equip	372.97	
10295	12/23/2020	Claims	2	194454	Woods Acquisition Corp	191.68	
					001 - 522 20 48 000 - Repairs/Maint-Equip	4.33	
					103 - 542 30 31 000 - Operating Supplies	69.44	
					103 - 542 30 48 000 - Repair/Maint-Streets	117.91	
10296	12/23/2020	Claims	2	194455	Ziply Fiber	842.45	
					001 - 512 50 42 020 - Telephone	50.52	
					001 - 513 10 42 020 - Telephone	75.78	
					001 - 514 23 42 020 - Telephone	75.78	
					001 - 515 31 42 001 - Telephone	33.68	
					001 - 518 80 42 020 - Telephone	25.26	
					001 - 521 20 42 020 - Telephone	253.05	
					001 - 522 20 42 020 - Telephone	92.62	
					001 - 524 20 42 020 - Telephone	25.26	
					401 - 535 80 42 020 - Telephone	67.36	
					412 - 537 80 42 020 - Telephone	33.68	
					103 - 542 30 42 020 - Telephone	8.42	
					001 - 558 60 42 020 - Telephone	25.26	
					101 - 576 80 42 020 - Telephone	16.84	
					001 - 595 10 42 020 - Telephone	58.94	
					001 Current Expense Fund	102,180.80	
					101 Parks & Facilities Fund	22,861.63	
					102 Cemetery Fund	389.33	
					103 Street Fund	4,885.78	
					104 Arterial Street Fund	229.18	
					108 Lodging Tax Fund	53.80	
					305 Library Construction Fund	175,970.62	
					401 Sewer Operations Fund	9,290.59	
					412 Solid Waste Operations Fund	66,150.36	
					425 Stormwater Operations	2,823.67	
					501 Equipment Replacement Fund	2,419.95	
					631 Suspense Fund	331,958.21	
							Claims:
						719,213.92	719,213.92
					* Transaction Has Mixed Revenue And Expense Accounts	719,213.92	

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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
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_____ Finance Committee Member	_____ Date
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_____ Finance Committee Member	_____ Date
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_____ Finance Committee Member	_____ Date
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10454	12/30/2020	Claims	2	194456	A-1 Mobile Lock & Key	65.00	
					101 - 576 80 48 016 - City Hall	65.00	
10455	12/30/2020	Claims	2	194457	ATV Sign	162.75	
					412 - 537 80 31 000 - Operating Supplies	162.75	
10456	12/30/2020	Claims	2	194458	Allelujah Business Systems	52.44	
					401 - 535 50 48 020 - Maint Of Pumping Equip	52.44	TE Measure
10457	12/30/2020	Claims	2	194459	Amsterdam Printing & Lith	113.37	
					001 - 514 23 31 000 - Supplies	113.37	
10458	12/30/2020	Claims	2	194460	Assoc Petroleum Products	3,519.89	
					001 - 521 20 32 000 - Auto Fuel	78.19	
					001 - 522 20 32 000 - Auto Fuel/Diesel	65.55	
					412 - 537 80 32 000 - Auto Fuel/Diesel	219.78	
					412 - 537 80 32 000 - Auto Fuel/Diesel	975.50	
					412 - 537 80 32 000 - Auto Fuel/Diesel	1,003.98	
					412 - 537 80 32 000 - Auto Fuel/Diesel	1,176.89	
10459	12/30/2020	Claims	2	194461	Bay City Supply	581.29	
					401 - 535 80 31 010 - Operating Supplies	20.93	
					101 - 576 80 31 005 - Operating Sup - Senior Ctr	73.56	
					101 - 576 80 31 005 - Operating Sup - Senior Ctr	486.80	
10460	12/30/2020	Claims	2	194462	Beaver Lake Quarry	586.28	
					103 - 542 30 48 003 - Asphalt Materials	586.28	
10461	12/30/2020	Claims	2	194463	Boulder Park Inc	11,005.79	
					401 - 535 80 35 020 - Solids Handling	11,005.79	
10462	12/30/2020	Claims	2	194464	Brown & Caldwell	4,244.37	
					401 - 594 35 63 000 - Engineering Services	4,244.37	
10463	12/30/2020	Claims	2	194465	Carl's Towing Inc	531.65	
					412 - 537 80 41 000 - Professional Services	531.65	
10464	12/30/2020	Claims	2	194466	Laura Carr	43.39	
					001 - 521 20 26 000 - Uniforms/Accessories	43.39	
10465	12/30/2020	Claims	2	194467	Cascade Natural Gas Corp	27.66	
					103 - 542 63 47 000 - Public Utilities	19.36	
					103 - 542 63 47 000 - Public Utilities	8.30	
10466	12/30/2020	Claims	2	194468	ChemsearchFE	493.89	
					412 - 537 80 31 000 - Operating Supplies	298.64	
					412 - 537 80 31 000 - Operating Supplies	195.25	
10467	12/30/2020	Claims	2	194469	Cities Insurance Assoc	2,559.21	
					631 - 389 90 01 621 - Unapplied Cash - Suspense	-1,249.10	
					631 - 389 90 01 621 - Unapplied Cash - Suspense	-1,310.11	
10468	12/30/2020	Claims	2	194470	Columbia Ford	105,255.90	
					501 - 594 21 64 501 - Vehicles - Police	45,816.34	
					501 - 594 35 64 501 - Equip & Vehicles - Sewer	59,439.56	Unit 147
10469	12/30/2020	Claims	2	194471	Dobbs Peterbuilt (Marysville WA)	183.42	
					412 - 537 50 48 000 - Repairs/maint-equip	183.42	
10470	12/30/2020	Claims	2	194472	Dykstra Farms LLC	240.00	
					412 - 537 60 47 020 - Site Yard Waste Disposal	240.00	
10471	12/30/2020	Claims	2	194473	E & E Lumber	566.30	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	60.83	

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					103 - 542 30 31 000 - Operating Supplies	20.17	
					103 - 542 30 31 000 - Operating Supplies	17.18	
					103 - 542 30 31 000 - Operating Supplies	59.86	
					101 - 576 80 31 001 - Operating Sup - Riverfront	275.04	
					101 - 576 80 31 001 - Operating Sup - Riverfront	21.98	
					101 - 576 80 35 010 - Safety Equipment	31.24	
					101 - 576 80 48 003 - Bingham Caretaker	49.73	
					101 - 576 80 48 007 - Bingham Park	4.47	
					101 - 576 80 48 016 - City Hall	25.80	
10472	12/30/2020	Claims	2	194474	Edge Analytical Inc	758.00	
					401 - 535 80 41 000 - Professional Services	52.00	
					401 - 535 80 41 000 - Professional Services	24.00	
					401 - 535 80 41 000 - Professional Services	630.00	
					401 - 535 80 41 000 - Professional Services	52.00	
10473	12/30/2020	Claims	2	194475	Enterprise Office Systems	233.29	
					001 - 514 23 31 000 - Supplies	233.29	
10474	12/30/2020	Claims	2	194476	Fastenal Company	1,217.56	
					401 - 535 80 31 010 - Operating Supplies	92.73	
					401 - 535 80 31 010 - Operating Supplies	201.39	
					412 - 537 80 31 000 - Operating Supplies	95.51	
					103 - 542 30 35 000 - Small Tools/Minor Equip	654.34	
					103 - 542 30 35 000 - Small Tools/Minor Equip	173.59	
10475	12/30/2020	Claims	2	194477	Ferguson Enterprises #3007	343.74	
					401 - 535 50 48 050 - Maint Of General Equip	246.26	
					401 - 535 50 48 050 - Maint Of General Equip	97.48	
10476	12/30/2020	Claims	2	194478	Fox Labs International, Inc.	222.91	
					001 - 521 20 26 000 - Uniforms/Accessories	222.91	
10477	12/30/2020	Claims	2	194479	Freightliner Northwest Mt. Vernon	11,268.01	
					412 - 537 50 48 000 - Repairs/maint-equip	11,251.42	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	16.59	
10478	12/30/2020	Claims	2	194480	Gall's LLC	536.00	
					001 - 522 20 26 000 - Uniforms	97.65	
					001 - 522 20 26 000 - Uniforms	285.74	
					001 - 522 20 26 000 - Uniforms	152.61	
10479	12/30/2020	Claims	2	194481	Groeneveld	55.94	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	55.94	
10480	12/30/2020	Claims	2	194482	Guardian Security	1,001.60	
					001 - 521 20 41 001 - Professional Services	-544.99	
					001 - 522 50 49 050 - Fire/Theft Protection	385.00	
					401 - 535 80 31 010 - Operating Supplies	-544.99	
					101 - 576 80 41 010 - Alarm Monitoring	-856.42	
					101 - 576 80 48 004 - Community Center	385.00	
					101 - 576 80 48 005 - Senior Center	385.00	
					101 - 576 80 48 015 - Library	385.00	
					101 - 576 80 48 016 - City Hall	1,408.00	
10481	12/30/2020	Claims	2	194483	HB Jaeger Co LLC	1,451.98	
					401 - 535 50 48 010 - Maintenance Of Lines	735.44	
					101 - 576 80 48 001 - Riverfront	222.84	
					101 - 576 80 48 001 - Riverfront	493.70	
10482	12/30/2020	Claims	2	194484	Hach Company	1,844.51	
					401 - 594 35 63 010 - Other Improvements	1,844.51	
10483	12/30/2020	Claims	2	194485	Holaday-Parks, Inc.	147.56	

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			401 - 535 50 48 000 - Maintenance Contracts			147.56	
10484	12/30/2020	Claims	2	194486	Howard Consulting LLC	4,207.50	
			305 - 594 72 63 002 - Capital Expenditures/Expense			4,207.50	
10485	12/30/2020	Claims	2	194487	Humane Society Of Skagit	502.00	
			001 - 521 20 41 021 - Humane Society			502.00	
10486	12/30/2020	Claims	2	194488	Hutch's Polygraph Services	200.00	
			001 - 521 20 41 001 - Professional Services			200.00	
10487	12/30/2020	Claims	2	194489	J & J Hanson Consulting Inc.	1,150.00	
			001 - 513 10 42 000 - Communication			1,150.00	
10488	12/30/2020	Claims	2	194490	JTI Commercial Services LLC	23,074.05	
			105 - 594 72 64 010 - Land Improvements - Fencing			6,963.95	
			101 - 594 76 61 002 - Houser Park			9,095.56	
			101 - 594 76 63 014 - Memorial Park			7,014.54	
10489	12/30/2020	Claims	2	194491	Keithly Barber Associates	5,582.05	
			305 - 594 72 63 003 - Capital Expenditures/Expense			5,582.05	
10490	12/30/2020	Claims	2	194492	LN Curtis & Sons	419.72	
			001 - 521 20 26 000 - Uniforms/Accessories			379.01	
			001 - 521 20 26 000 - Uniforms/Accessories			40.71	
10491	12/30/2020	Claims	2	194493	Life Assist Inc.	1,574.81	
			001 - 522 21 31 000 - Operating Supplies - Medical			1,574.81	
10492	12/30/2020	Claims	2	194494	William R McCann	400.00	
			001 - 515 93 41 000 - Indigent Defender			400.00	20 rightings each: 12-2-20 & 12-9-20
10493	12/30/2020	Claims	2	194495	McKesson Medical Surgical	640.13	
			001 - 522 21 31 000 - Operating Supplies - Medical			177.63	
			001 - 522 21 31 000 - Operating Supplies - Medical			114.94	
			001 - 522 21 31 000 - Operating Supplies - Medical			146.28	
			001 - 522 21 31 000 - Operating Supplies - Medical			201.28	
10494	12/30/2020	Claims	2	194496	Mid-American Research Chem	198.11	
			412 - 537 80 31 000 - Operating Supplies			198.11	
10495	12/30/2020	Claims	2	194497	Motor Trucks	782.77	
			412 - 537 50 48 000 - Repairs/maint-equip			782.77	
10496	12/30/2020	Claims	2	194498	N C Machinery Co	791.08	
			412 - 537 50 48 000 - Repairs/maint-equip			36.57	
			412 - 537 50 48 000 - Repairs/maint-equip			496.09	
			412 - 537 50 48 000 - Repairs/maint-equip			2.39	
			412 - 537 50 48 000 - Repairs/maint-equip			256.03	
10497	12/30/2020	Claims	2	194499	Nelson Petroleum	193.65	
			001 - 522 20 32 000 - Auto Fuel/Diesel			193.65	
10498	12/30/2020	Claims	2	194500	Tony Niskanen	200.00	
			001 - 524 20 49 030 - Misc-Tuition/Registration			200.00	
10499	12/30/2020	Claims	2	194501	North Central Laboratories	1,426.62	
			401 - 535 80 31 010 - Operating Supplies			486.73	
			401 - 535 80 31 010 - Operating Supplies			939.89	
10500	12/30/2020	Claims	2	194502	North Hill Resources Inc	1,871.73	
			412 - 537 60 47 020 - Site Yard Waste Disposal			1,045.00	
			412 - 537 60 47 020 - Site Yard Waste Disposal			760.00	
			101 - 576 80 48 006 - Memorial Park			66.73	

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10501	12/30/2020	Claims	2	194503	OSW / Northend Truck Equipment Inc	167,995.10	
					103 - 542 30 35 000 - Small Tools/Minor Equip	4,000.00	
					103 - 542 66 31 000 - Operating Supplies	3,185.41	
					501 - 594 42 64 000 - Equip & Vehicles - Streets	153,005.83	
					103 - 594 42 64 103 - Equipment	7,803.86	
10502	12/30/2020	Claims	2	194504	Pace Engineers, Inc	331.50	
					401 - 594 35 63 000 - Engineering Services	331.50	
10503	12/30/2020	Claims	2	194505	Pitney Bowes	1,200.00	
					001 - 512 50 42 010 - Postage	169.00	
					001 - 513 10 42 000 - Communication	101.10	
					001 - 514 23 42 010 - Postage	485.88	
					001 - 515 31 42 000 - Postage	5.27	
					001 - 521 20 42 010 - Postage	255.88	
					001 - 522 20 42 010 - Postage	8.30	
					001 - 524 20 42 000 - Postage	21.17	
					425 - 531 50 31 000 - Operating Supplies	0.97	
					401 - 535 80 42 015 - Postage	12.57	
					102 - 536 20 42 010 - Postage	8.95	
					412 - 537 80 42 010 - Postage	5.80	
					001 - 558 60 42 010 - Postage	124.61	
					001 - 595 10 42 000 - Postage	0.50	
10504	12/30/2020	Claims	2	194506	Propane Northwet	1.09	
					001 - 522 45 49 000 - Training Facilities	1.09	
10505	12/30/2020	Claims	2	194507	Protech Automotive	935.04	
					001 - 521 20 48 010 - Repair & Maint - Auto	710.22	#254
					001 - 521 20 48 010 - Repair & Maint - Auto	84.25	
					001 - 522 20 48 000 - Repairs/Maint-Equip	62.61	
					001 - 522 20 48 000 - Repairs/Maint-Equip	77.96	
10506	12/30/2020	Claims	2	194508	Public Safety Testing	325.00	
					001 - 521 20 41 001 - Professional Services	200.00	
					001 - 522 20 41 000 - Professional Services	125.00	
10507	12/30/2020	Claims	2	194509	Puget Sound Energy	19,315.56	
					001 - 521 20 47 000 - Public Utilities	52.60	200013518168
					001 - 521 20 47 000 - Public Utilities	101.59	220007235439
					001 - 522 50 47 000 - Public Utilities	134.48	200013518432
					425 - 531 50 47 000 - Public Utilities	141.11	220003164351
					425 - 531 50 47 000 - Public Utilities	29.18	220003164351
					401 - 535 80 47 000 - Public Utilities	124.50	200014463372
					401 - 535 80 47 000 - Public Utilities	297.36	200008746691
					401 - 535 80 47 000 - Public Utilities	276.30	200019417621
					401 - 535 80 47 000 - Public Utilities	122.28	200013517665
					401 - 535 80 47 000 - Public Utilities	84.85	200013516899
					401 - 535 80 47 000 - Public Utilities	69.08	200003741432
					401 - 535 80 47 000 - Public Utilities	106.78	200013516519
					401 - 535 80 47 000 - Public Utilities	69.08	200013517467
					401 - 535 80 47 000 - Public Utilities	11,350.35	200005466277
					102 - 536 20 47 000 - Public Utilities	61.59	200022461707
					412 - 537 80 47 000 - Public Utilities	182.10	200017956166
					103 - 542 63 47 000 - Public Utilities	8.18	200013540717
					103 - 542 63 47 000 - Public Utilities	198.68	200013959735
					103 - 542 63 47 000 - Public Utilities	419.95	200017792900
					103 - 542 63 47 000 - Public Utilities	222.69	200011791866
					103 - 542 63 47 000 - Public Utilities	156.74	200000351037
					103 - 542 63 47 000 - Public Utilities	73.55	200010118541

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					101 - 576 80 47 000 - Riverfront	14.94	200020795635
					101 - 576 80 47 000 - Riverfront	336.14	200003784937
					101 - 576 80 47 000 - Riverfront	192.32	200013235722
					101 - 576 80 47 000 - Riverfront	11.05	200022556092
					101 - 576 80 47 010 - Community Center	294.73	200013050337
					101 - 576 80 47 020 - Senior Center	276.30	200024547487
					101 - 576 80 47 030 - Museum Apartments	7.97	220010286759
					101 - 576 80 47 030 - Museum Apartments	34.10	220010286734
					101 - 576 80 47 030 - Museum Apartments	13.97	220010286957
					101 - 576 80 47 040 - Train	26.56	200005065087
					101 - 576 80 47 050 - Hammer Square	209.18	200013517111
					101 - 576 80 47 051 - Bingham / Memorial	49.84	200003379282
					101 - 576 80 47 051 - Bingham / Memorial	51.93	220019778681
					101 - 576 80 47 052 - Bingham Caretaker	151.88	200004377236
					101 - 576 80 47 052 - Bingham Caretaker	19.08	200013540717
					101 - 576 80 47 053 - Other Utilities	13.50	220022668572
					101 - 576 80 47 053 - Other Utilities	11.05	200017004116
					101 - 576 80 47 070 - City Hall	2,415.66	200013517293
					305 - 594 72 63 003 - Capital Expenditures/Expense	902.34	220024082582
10508	12/30/2020	Claims	2	194510	Red's Mobile 24-Hour Truck & Equip Repai	6,587.32	
					412 - 537 50 48 000 - Repairs/maint-equip	461.94	
					412 - 537 50 48 000 - Repairs/maint-equip	327.85	
					412 - 537 50 48 000 - Repairs/maint-equip	70.53	
					412 - 537 50 48 000 - Repairs/maint-equip	70.53	
					412 - 537 50 48 000 - Repairs/maint-equip	1,690.97	
					412 - 537 80 34 000 - Containers - Garbage	1,982.75	
					412 - 537 80 34 000 - Containers - Garbage	1,982.75	
10509	12/30/2020	Claims	2	194511	Ronk Brothers Inc	568.35	
					101 - 576 80 48 004 - Community Center	489.49	
					101 - 576 80 48 016 - City Hall	78.86	
10510	12/30/2020	Claims	2	194512	SHKS Architects	38,196.78	
					305 - 594 72 62 001 - Capital Expenditures/Expense	38,196.78	
10511	12/30/2020	Claims	2	194513	SW Country Store #6	123.75	
					001 - 521 20 31 002 - Office/Operating Supplies	3.24	
					103 - 542 30 31 000 - Operating Supplies	100.46	
					101 - 576 80 48 014 - Winnie Houser Park	20.05	
10512	12/30/2020	Claims	2	194514	Sedro-Woolley Auto Parts	1,380.01	
					425 - 531 50 48 000 - Repairs/Maintenance	27.96	#604
					401 - 535 50 48 010 - Maintenance Of Lines	12.24	John Liner Pump Maint
					401 - 535 50 48 020 - Maint Of Pumping Equip	3.06	
					401 - 535 50 48 040 - Maintenance Of Vehicles	3.68	
					401 - 535 50 48 040 - Maintenance Of Vehicles	38.15	
					401 - 535 50 48 040 - Maintenance Of Vehicles	23.92	
					401 - 535 50 48 040 - Maintenance Of Vehicles	43.93	
					401 - 535 50 48 040 - Maintenance Of Vehicles	61.02	
					401 - 535 80 31 010 - Operating Supplies	156.55	
					401 - 535 80 31 010 - Operating Supplies	-32.55	
					401 - 535 80 35 000 - Small Tools & Minor Equip	96.65	Small Tools
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	24.30	
					412 - 537 50 48 000 - Repairs/maint-equip	1.48	
					412 - 537 50 48 000 - Repairs/maint-equip	194.65	
					412 - 537 50 48 000 - Repairs/maint-equip	1.95	
					412 - 537 50 48 000 - Repairs/maint-equip	-29.46	
					412 - 537 50 48 000 - Repairs/maint-equip	90.87	
					412 - 537 80 31 000 - Operating Supplies	46.86	

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			412 - 537 80 31 000 - Operating Supplies			62.20	
			412 - 537 80 31 000 - Operating Supplies			71.59	
			412 - 537 80 31 000 - Operating Supplies			132.41	
			412 - 537 80 31 000 - Operating Supplies			25.80	
			412 - 537 80 31 000 - Operating Supplies			35.88	
			412 - 537 80 35 000 - Small Tools & Minor Equip			56.41	
			103 - 542 30 31 000 - Operating Supplies			43.61	
			103 - 542 30 31 000 - Operating Supplies			15.30	
			103 - 542 30 48 010 - Repair/Maintenance-Equip			2.60	
			103 - 542 30 48 010 - Repair/Maintenance-Equip			25.06	
			103 - 542 30 48 010 - Repair/Maintenance-Equip			43.93	
			103 - 542 30 48 010 - Repair/Maintenance-Equip			61.02	
			103 - 542 30 48 010 - Repair/Maintenance-Equip			2.60	#319
			103 - 542 30 48 010 - Repair/Maintenance-Equip			8.38	
			103 - 542 30 48 010 - Repair/Maintenance-Equip			27.96	
10513	12/30/2020	Claims	2	194515	Sedro-Woolley Volunteer	14,890.00	
			001 - 522 20 11 010 - Salaries-Volunteers			14,890.00	
10514	12/30/2020	Claims	2	194516	Shred IT USA	218.16	
			001 - 512 50 31 000 - Supplies			22.39	
			001 - 512 50 31 000 - Supplies			22.39	
			001 - 514 23 31 000 - Supplies			22.39	
			001 - 514 23 31 000 - Supplies			22.39	
			001 - 521 20 31 002 - Office/Operating Supplies			44.78	
			001 - 521 20 31 002 - Office/Operating Supplies			44.78	
			001 - 524 20 31 000 - Off/Oper Supps & Books			6.51	
			001 - 524 20 31 000 - Off/Oper Supps & Books			6.51	
			001 - 558 60 31 000 - Supplies/Books			6.51	
			001 - 558 60 31 000 - Supplies/Books			6.51	
			001 - 595 10 31 000 - Supplies			6.50	
			001 - 595 10 31 000 - Supplies			6.50	
10515	12/30/2020	Claims	2	194517	Skagit Co District Court	4,086.75	
			001 - 512 50 41 001 - District Court Surcharge			4,086.75	
10516	12/30/2020	Claims	2	194518	Skagit Co Public Works	6,650.64	
			103 - 542 30 41 000 - Professional Services			1,104.14	
			425 - 594 31 63 000 - Collection System			5,546.50	
10517	12/30/2020	Claims	2	194519	Skagit County Treasurer	192.54	
			001 - 589 30 00 001 - Crime Victim & Witness			98.10	
			001 - 589 30 00 001 - Crime Victim & Witness			94.44	
10518	12/30/2020	Claims	2	194520	Skagit Publishing	129.12	
			001 - 511 60 31 001 - Legal Publications			129.12	
10519	12/30/2020	Claims	2	194521	Skagit Soils	2,290.86	
			412 - 537 60 47 021 - Curbside Yard Waste Dispos			2,290.86	
10520	12/30/2020	Claims	2	194522	Solid Waste Systems Inc	7,416.48	
			412 - 537 50 48 000 - Repairs/maint-equip			598.52	
			412 - 537 50 48 000 - Repairs/maint-equip			6,817.96	Unit 516
10521	12/30/2020	Claims	2	194523	Straight on Construction	7,782.78	
			425 - 594 31 63 000 - Collection System			7,782.78	
10522	12/30/2020	Claims	2	194524	Streuli Public Affairs	2,000.00	
			001 - 513 10 41 000 - Negotiations			2,000.00	
10523	12/30/2020	Claims	2	194525	Paul Taylor	195.99	
			001 - 521 20 27 000 - Retired Medical			195.99	
10524	12/30/2020	Claims	2	194526	Thomas & Associates	20,000.00	

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			631 - 389 90 01 621 -		Unapplied Cash - Suspense	-20,000.00	2020-2021 CIAW Renewal
10525	12/30/2020	Claims	2	194527	Tint Shack	108.50	
			501 - 594 21 64 501 -		Vehicles - Police	108.50	
10526	12/30/2020	Claims	2	194528	Uline	949.53	
			001 - 522 20 31 000 -		Operating Supplies	397.47	
			001 - 522 20 31 000 -		Operating Supplies	552.06	
10527	12/30/2020	Claims	2	194529	UniFirst Corp.	423.48	
			001 - 522 20 26 000 -		Uniforms	208.67	
			001 - 522 20 26 000 -		Uniforms	214.81	
10528	12/30/2020	Claims	2	194530	Util Underground Loc Ctr	78.54	
			401 - 535 80 41 000 -		Professional Services	78.54	
10529	12/30/2020	Claims	2	194531	Valdez Construction Inc.	205,707.38	
			305 - 594 72 63 001 -		Capital Expenditures/Expense	205,707.38	
10530	12/30/2020	Claims	2	194532	Valley Auto Supply	27.86	
			412 - 537 80 31 000 -		Operating Supplies	7.69	
			412 - 537 80 31 000 -		Operating Supplies	20.17	
10531	12/30/2020	Claims	2	194533	Verizon Wireless	4,985.90	
			001 - 511 60 31 000 -		Supplies	83.82	
			001 - 513 10 42 020 -		Telephone	123.83	
			001 - 514 23 42 020 -		Telephone	81.92	
			001 - 518 80 42 020 -		Telephone	81.92	
			001 - 521 20 42 020 -		Telephone	1,155.45	
			001 - 521 20 42 020 -		Telephone	1,419.67	
			001 - 522 20 42 020 -		Telephone	39.90	
			001 - 522 20 42 020 -		Telephone	81.92	
			001 - 522 20 42 020 -		Telephone	400.61	
			001 - 524 20 42 020 -		Telephone	9.96	
			001 - 524 20 42 020 -		Telephone	81.92	
			401 - 535 80 42 030 -		Cell Phones	70.02	
			401 - 535 80 42 030 -		Cell Phones	376.86	
			102 - 536 20 42 020 -		Telephone	9.96	
			102 - 536 20 42 020 -		Telephone	41.91	
			412 - 537 80 42 025 -		Cell Phones	293.37	
			103 - 542 30 42 020 -		Telephone	249.56	
			001 - 558 60 42 020 -		Telephone	81.92	
			101 - 576 80 42 020 -		Telephone	49.92	
			101 - 576 80 42 020 -		Telephone	167.64	
			001 - 595 10 42 025 -		Cell Phones	83.82	
10532	12/30/2020	Claims	2	194534	WA St Dept Of Agriculture	33.00	
			103 - 542 30 49 030 -		Misc-Tuition/Registration	33.00	J Worline
10533	12/30/2020	Claims	2	194535	WA St Dept Of Trans	162.15	
			104 - 595 10 63 076 -		Eng-SR20/SR9-Township Int	162.15	
10534	12/30/2020	Claims	2	194536	WA St Off Of Treasurer	10,935.81	
			001 - 586 00 00 000 -		State Court Fees Remittance	5,572.19	
			001 - 586 00 00 000 -		State Court Fees Remittance	5,363.62	
10535	12/30/2020	Claims	2	194537	Washington State Patrol	22.00	
			001 - 514 23 41 011 -		Professional Services	22.00	
10536	12/30/2020	Claims	2	194538	Waste Management Of Skgt	24,051.49	
			412 - 537 60 47 010 -		Curbside Recycling Disposal	24,051.49	
10537	12/30/2020	Claims	2	194539	Woods Acquisition Corp	36.24	
			412 - 537 50 48 000 -		Repairs/maint-equip	36.24	

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12/30/2020 To: 12/30/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
10538	12/30/2020	Claims	2	194540	Zoll Medical Corporation	3,541.44	
		001 - 522 21 31 000 - Operating Supplies - Medical			2,903.46		
		001 - 522 21 31 000 - Operating Supplies - Medical			637.98		
		001 Current Expense Fund				50,449.25	
		101 Parks & Facilities Fund				24,569.73	
		102 Cemetery Fund				207.54	
		103 Street Fund				19,398.29	
		104 Arterial Street Fund				162.15	
		105 Library Fund				6,963.95	
		305 Library Construction Fund				254,596.05	
		401 Sewer Operations Fund				34,105.25	
		412 Solid Waste Operations Fund				61,493.91	
		425 Stormwater Operations				13,528.50	
		501 Equipment Replacement Fund				258,370.23	
		631 Suspense Fund				22,559.21	
							Claims: 746,404.06
		* Transaction Has Mixed Revenue And Expense Accounts				746,404.06	

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 of Sedro-Woolley Fire Department

Frank Wagner, Assistant Chief
325 Metcalf Street
Sedro-Woolley, WA 98284

Office (360) 855-3162 * Fax (360) 855-0196 * Email fwagner@ci.sedro-woolley.wa.us

CITY COUNCIL AGENDA REGULAR MEETING

JAN 13 2021

6:00 P.M. COUNCIL CHAMBER
AGENDA NO. e-3

MEMO TO: City Council

FROM: Frank Wagner, Assistant Chief

DATE: December 29, 2020

RE: Peace Health United General Clinical Contract- Amendment

ISSUES: Should the Council approve the attached Amendment to the agreement with Peace Health United General Hospital that allows Fire Department Emergency Medical Technicians to complete their clinical training.

BACKGROUND: The city entered in this contract in November 2017 and Peace Health is requesting an amendment to address their current procedures for students and staff during the Covid-19 Pandemic. This contract allows our employees to utilize Peace Health as a site to maintain clinical experiences when needed for their certifications.

RECOMMENDATION: Motion to approve the amendment to our current clinical experience agreement with Peace Health to allow current and future EMT's to maintain necessary training.

FIRST AMENDMENT TO
EMERGENCY MEDICAL TECHNICIAN
CLINICAL EXPERIENCE AGREEMENT
Between
SEDRO WOOLLEY FIRE DEPARTMENT
and
PEACEHEALTH

The Clinical Experience Agreement between the Sedro Woolley Fire Department, a municipal government entity ("Fire Department") and PeaceHealth United General Medical Center, an operating division of PeaceHealth, a Washington nonprofit corporation ("PeaceHealth") dated December 20, 2017 ("Agreement") is amended as follows:

1. A new section II.K is added as follows:

- II.K.a Fire Department hereby acknowledges, and agrees that EMTs sent to PeaceHealth for Clinical Experience may be subjected to the terms of the attestation attached hereto as Exhibit B and incorporated herein by reference.
- II.K.b The Fire Department agrees to have any EMT who participates in Clinical Experience at PeaceHealth complete and sign the attestation on Exhibit B. Such attestation shall be signed prior to EMT beginning said Clinical Experience, or if the EMT has already begun the Clinical Experience, within five (5) days of the Fire Department signing this Amendment.
- II.K.c Fire Department shall maintain the completed and signed EMT attestation for the duration of the EMT's Clinical Experience at PeaceHealth and for two (2) years thereafter. Upon request, Fire Department shall provide a copy of said attestation to PeaceHealth.
- II.K.d Fire Department will not send a EMT to, or will remove a EMT from (for those EMTs who have started a Clinical Experience), a PeaceHealth Clinical Experience who does not agree with the requirements set forth in Exhibit B of this Amendment.

2. The term at Section IV.B is extended through December 19, 2021.

All other terms and conditions remain as set forth in the Agreement.

This First Amendment is executed as of the date of the last party to sign below.

PEACEHEALTH

SEDRO WOOLLEY FIRE DEPARTMENT

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

EXHIBIT B
EMT COVID-19 & FLU ATTESTATION

_____ (“EMT”) is or will be receiving a Clinical Experience at a PeaceHealth site (including hospitals, clinics and hospice and palliative care homes, if applicable) or activity (e.g., community event). EMT understands that this attestation must be signed by the EMT in order for the EMT to start or continue said Clinical Experience. Therefore, EMT attests as follows:

1. EMT will wear a mask and other personal protective equipment (PPE) required by PeaceHealth when entering and while in any PeaceHealth site or while at a PeaceHealth activity, until such time that it is determined by PeaceHealth’s Infection Prevention Department that such PPE is no longer required to be worn.
2. EMT agrees to be screened with questions and temperature taken each time they enter a PeaceHealth location or begin service at a PeaceHealth activity, except if EMT is working in a hospice, palliative care or other setting that is not on a PeaceHealth owned or controlled property. In such case, EMT agrees to self-screen in accordance with PeaceHealth policies before reporting to their Clinical Experience.
3. EMT will stay at home and notify PeaceHealth’s EMT Placement Coordinator if they have any COVID-19 or flu-like symptoms, including but not limited to fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and/or diarrhea. In addition, EMT will stay at home and notify PeaceHealth’s EMT Placement Coordinator if they have tested positive for COVID-19 or been exposed to someone who has tested positive for COVID-19. EMT agrees that PeaceHealth may share information about EMT’s COVID-19 test results or exposures with state or local health authorities for contact tracing purposes and other purposes as determined by the health authority.
4. EMT will follow PeaceHealth’s Physical Distancing Policy when such policy is in effect during their Clinical Experience. The policy requires the EMT to, among other things, maintain a minimum of 6 feet physical distance with other individuals when possible and hold meetings virtually if possible.
5. If EMT travels to a red and/or orange risk zone as identified by the Harvard Global Health Institute, an organization that assesses COVID-19 risk levels for locations around the world, EMT will notify PeaceHealth’s EMT Placement Coordinator and self-quarantine for 14 days prior to returning to a PeaceHealth location for the Clinical Experience if requested by PeaceHealth.
6. EMT will disinfect his/her workspace frequently (at least at the beginning of or at shift change), except frequently touched surfaces will be disinfected more often.

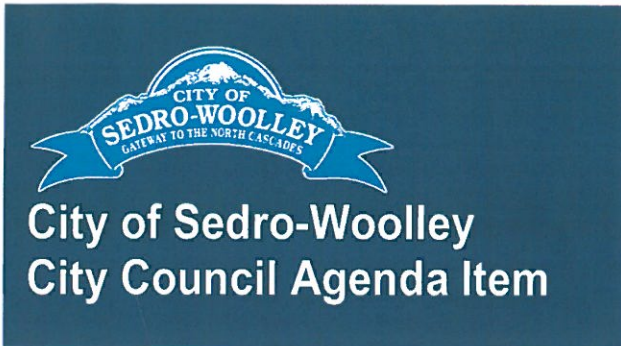
7. EMT understands that working in a healthcare setting may increase the risk of exposure to COVID-19 and that by participating in a Clinical Experience with PeaceHealth, the EMT accepts such risk.
8. When at a PeaceHealth site or activity, EMT will comply with other policies and procedures PeaceHealth puts in place to address the spread of COVID-19. Such policies may include obtaining a COVID-19 vaccination or submitting a medical exemption form – a process similar to the process for influenza vaccinations described below.
9. During the Clinical Experience, EMT agrees to obtain a flu vaccination annually or submit a Medical Exemption Form for Influenza Vaccination in accordance with PeaceHealth's Influenza Vaccination for Healthcare Workers Policy. Proof of vaccination must be provided to PeaceHealth's EMT Placement Coordinator upon request. If an exemption is granted, EMT agrees to follow the measures outlined in PeaceHealth's Influenza Vaccination for Healthcare Workers Policy.

EMT

Name: _____

Title: _____

Date: _____



Agenda Item No. e-4

Date: January 13, 2021

Subject: Final Acceptance of the 2020 SR20 West
Lane Widening & Safety Improv Project
Contract No. 2020-PW-01

Consent Calendar

FROM:

David Lee, PE, City Engineer

RECOMMENDED ACTION:

Move to approve final acceptance the 2020 SR20 West Lane Widening and Safety Improvements Project contract 2020-PW-01 as constructed by Allied Construction Associates, Inc. of Everett, WA, in the amount of \$808,069.54 (including sales tax)?

BACKGROUND / SUMMARY INFORMATION:

This project widened approximately 1,700 feet of SR 20 between Holtcamp and Rhodes Roads to accommodate the installation of a two-way left turn lane to provide a safer turning refuge for the Life Care Center and the new Skagit County facility under construction just east of the Life Care Center. Another safety element of the project was the installation of guardrail along the creek and, in the widening section, guardrail along the south side between the traffic and the power poles. Another key element of the project was the construction of an access to the new Skagit County facility. This included the installation of an aluminum bottomless box culvert over the creek. In order to meet pavement thickness requirements from WSDOT, approximately 2,100 feet of SR 20 received a full width overlay.

The construction contract for the project with Allied Construction Associates of Everett, WA was executed on June 11, 2020. The work started on July 20, 2020 with substantial completion on October 5, 2020 and physical completion on December 10, 2020.

Design work for this contract was completed by the Sedro-Woolley Engineering Department. Design phase surveying, environmental permitting and geotechnical investigation were contracted separately. Construction management was performed by the Sedro-Woolley Engineering Department, with the City Engineer acting as Project Manager. Wally Hoyt provided construction inspection and support. Construction surveying, environmental permitting and materials testing were contracted separately.

The original construction contract for this project totaled \$842,491.00. The final construction cost for the project is \$808,069.54 which is 4.3% under the original amount. Final design and construction engineering, city staff plus consultants, costs are 13.5% of the final construction cost.

When all affidavits are filed and approved by Labor & Industries, the City will then file its Notice of Completion documents with Washington State Department of Labor & Industries, Department of Revenue and Employment Security.

FISCAL IMPACT, IF APPROPRIATE:

Funding Available

TIB UAP Grant	\$ 280,012
Skagit County ED Grant	\$ 500,000
Skagit County Interlocal Agreement	\$ 285,000
Account 104 Ending Fund Balance (Staff reimbursement held)	\$ 10,000
PSE Agreement (Guardrail installation)	\$ 38,540
TOTAL	\$1,113,552

Expenditures

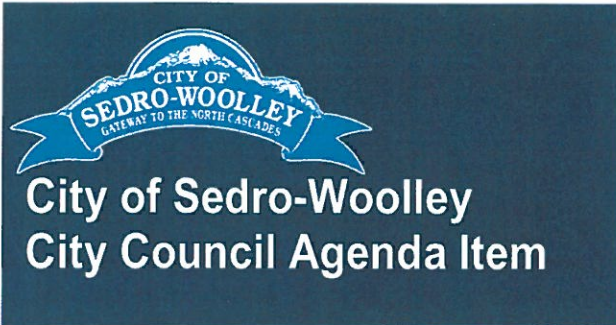
Design (Sedro-Woolley Engineering)	\$ 31,062
Design Consultants (WSDOT, survey, environ, geotech)	\$ 25,910
Construction Contract	\$ 808,070
Construction Management (including WSDOT & consultants)	\$ 52,256
Brickyard Creek Buffer Mitigation (Wetland Bank)	\$ 7,560
TOTAL	\$ 924,858

ANALYSIS

Funding from the TIB grant totaled \$280,012 at the time the contract was awarded. Skagit County is providing \$785,000 of the local funding through a \$500,000 Economic Development grant, plus \$285,000 in additional funding through an Interlocal agreement. The city provided \$10,000 for design phase services.

On June 1, 2020, the City entered into a reimbursement agreement with PSE for the cost associated with the installation of the guardrail on the south side of SR 20. On October 7, 2020 the City received payment from PSE in the amount of \$38,540.00 for the installation.

Unused project funding will reduce the Skagit County Interlocal Agreement cost to \$96,306.



Agenda Item No. e-5

Date: January 13, 2021

Subject: Purchase Order Approval:
2020-PO-28

Consent Calendar

FROM: Mark A. Freiburger, PE, Director of Public Works

RECOMMENDED ACTION:

Approve Director of Public Works Mark Freiburger issuance of Purchase Order 2020-PO-28 for a 2008 Capacity TJ5000 DOT Yard Spotter Truck.

ISSUE:

2020 Budget approved equipment purchase.

BACKGROUND / SUMMARY INFORMATION:

Unit 421, a 1986 Yard Goat (yard spotter truck) was purchased used in 2014 to provide for moving of loaded and unloaded Biosolids trailers as part of the Biosolids handling process at the wastewater treatment plant. Unit 421 is essentially worn out and no longer safe to use. It is also somewhat undersized when moving loaded trailers. Replacement was budgeted in 2020. Staff has searched the market for a used unit to replace 421, and obtained quotes on three likely units as per the Purchase Policy. The least cost unit is also the one that is in the best condition and with the lowest hours on the unit.

FISCAL IMPACT, IF APPROPRIATE:

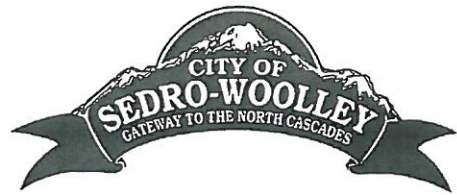
The 2020 Budget for Fund 401 Sewer includes \$90,000 under BIAS Fund 401 code 594.35.64.000.401 for purchase of a replacement of the existing Unit 421 Yard Goat. Assuming delivery by January 14, 2021, this will be recorded as a 2020 expense.

ATTACHMENTS:

1. Purchase Order 2020-PO-28
2. Leavitt Machinery Quote EQU014788 dated December 3, 2020
3. Price Quote comparison dated December 10, 2020

City of Sedro-Woolley

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



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

P.O. NUMBER: 2020-PO-28

PURCHASE ORDER

VENDOR:

Jay Kenner
Leavitt Machinery
3737 112th St Southwest
Lakewood, WA 98946-0309
Tel: 877-850-6499

SHIP TO:

Kevin Wynn
City of Sedro-Woolley
401 Alexander Street
Sedro-Woolley, WA 98284
Tel: (360) 661-6473

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
1/14/2021	Wally Hoyt	Drop Ship		COD

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	Each	Capacity TJ5000 DOT Yard Spotter Per attached Quote EQU014788 dated December 3, 2020	\$30,000.25	\$30,000.25
SUBTOTAL				\$30,000.25
DOCUMENTATION FEE				0.00
FRIEIGHT				Included
8.5% SALES TAX				Included
TITLE FEES				Included
TOTAL				\$30,000.25

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

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

594.35.64.000.401 - \$30,000.25
Machinery & Equipment – Sewer

Authorized by _____

Date _____



EQUIPMENT SPECIFICATIONS

Stock Number	EQU014788
Make	CAPACITY
Model	TJ5000 DOT
Serial Number	4LMBF21158L019906
Year	2008
Hour Meter	13354
Fuel	Diesel
Engine Make	Cummins
Engine Model	ISB-07
HP	200.00
Wheelbase	116" (Standard)
Transmission Make	Allison
Transmission Model	3500
DOT Certified	Yes
Axle Type	Single
Front Axle Make	Eaton
Front Axle Model	1322I
Hydr. System Lift Height	17"
Rear Axle Make	Eaton
Rear Axle Model	S23-170

Comments

Operational Condition

FOB - City of Sedro Woolley

Taxes Included

The performance characteristics of the machine are largely dependent on the condition as well as the operating environment. It is recommended to discuss thoroughly with your sales/rentals specialist all the details of your application to ensure that your performance expectations are met. Please note that the hour meter reading on each equipment quote does not imply original frame hours. For confirmation on whether a unit has original hours, please consult with your sales representative.

JAY KENNER

Prepared this quote on December 3, 2020
which is valid for 30 days

Price

\$ 30,000.25



Sales Service Parts Rentals Training

Toll Free Canada: 1-877-850-6499

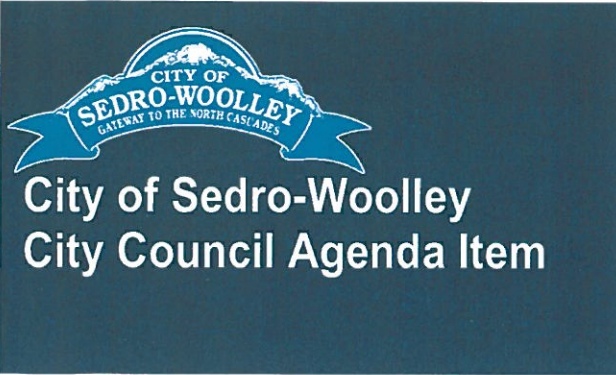
Toll Free USA: 1-866-658-2808



CITY OF SEDRO-WOOLLEY
Sedro-Woolley WWTP Yard Spotter Truck Replacement
Price Quote : 12/10/2020

By: W. Hoyt

				Leavitt Machinery Tukwilla, WA		Chambers Motor Company Boring, OR		TCI Los Angeles, CA	
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
1	Yard Spotter Truck	1.00	LS	27,650.00	27,650.00	26,650.00	26,650.00	39,900.00	39,900.00
	Shipping Including 8.7% Tax (Budget Towwing)				Free		1,630.50		815.25
					-		-		-
					-		-		-
	SUBTOTAL				27,650.00		28,280.50		40,715.25
	WASHINGTON STATE SALES TAX AT 8.5%				2,350.25		2,403.84		3,460.80
	TOTAL				30,000.25		30,684.34		44,176.05



Agenda Item No. e-6

Date: 1/13/2021

Subject: Recommendation from the Lodging Tax Advisory Committee for the 2021 Lodging Tax Grant Program

FROM: Doug Merriman, PhD, City Supervisor

RECOMMENDED ACTION:

A motion to approve the recommendations of the Lodging Tax Advisory Committee for the use of lodging tax revenues to fund the 2021 Lodging Tax Grant Program.

ISSUE:

Should the city approve recommendations made by the Lodging Tax Advisory Committee (LTAC) for change in the use of lodging tax revenues for the 2021 grant award program?.

BACKGROUND / SUMMARY INFORMATION:

The lodging tax, also referred to as the hotel-motel tax, is a consumer tax on lodging charges for periods of less than 30 consecutive days for hotels, motels, rooming houses, private campgrounds, RV parks, and similar facilities. The guiding principle for the use of lodging taxes is that they must be used for activities, operations and expenditures designed to increase tourism.

Historically, the City offers annual lodging tax grant funding to applicants wishing to sponsor or run events which accomplish one or more of these functions. Funding is given to successful applicants on a reimbursement basis. Due to this grant program being offered annually, and with funding amounts varying from year to year, the use of lodging tax revenues in this manner is considered a "change in use" of the City's tax proceeds.

RCW 67.28.1817 requires that any proposal to change the use of the tax proceeds must be submitted to the lodging tax advisory committee for review and comment. This submission must occur at least 45 days before final action will be taken on the governing body's proposal, including any action on recommendations made to Council by the Lodging Tax Advisory Committee. The City Council of the City of Sedro-Woolley took action to refer the proposed "change in use" to the LTAC on July 24, 2019. Accordingly, the 45-day requirement has been met.

The purpose of this proposed action is to approve the LTAC recommendations for 2021 grant funding. The following recommended grant awards were approved by the LTAC at their December 2, 2020 meeting:

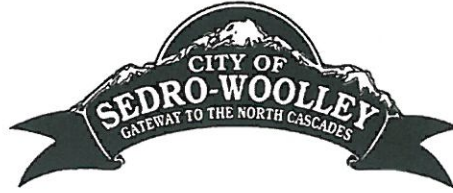
<u>Organization</u>	<u>Requested</u>	<u>Awarded</u>
City of Sedro-Woolley Restroom Maintenance	\$7,000.00	\$0.00
Loggerodeo	10,000.00	7,000.00
Sedro-Woolley Chamber of Commerce	12,500.00	11,500.00
Sedro-Woolley Farmers Market	2,500.00	2,250.00
Sedro-Woolley Museum	3,000.00	2,500.00
Sedro-Woolley Rotary	5,000.00	4,500.00
Skagit Festival	100.00	100.00
Sedro-Woolley Riding Club	5,000.00	2,500.00
	<u>\$45,100.00</u>	<u>\$30,350.00</u>

FISCAL IMPACT, IF APPROPRIATE:

The total of awards for 2021 equals \$30,350

ATTACHMENTS:

1. Agenda: December 2, 2020 Lodging Tax Advisory Committee
2. Minutes: December 2, 2020 Lodging Tax Advisory Committee



CITY OF SEDRO-WOOLLEY
Lodging Tax Advisory Committee Agenda

December 2, 2020

3:00 PM

Members: Mayor Julia Johnson, Chair
Doug Wood, Committee Member, Sedro-Woolley Riding Club
Dottie Chandler, Committee Member, Loggerodeo
Nancy Lopez, Committee Member, Three Rivers Inn
Doug Merriman, Finance Director, Staff Liaison
Angela Yun or Designee, Skagit Motel

1) Call to Order

2) Review & Discuss Applications

3) Develop Recommendations of the following awards of lodging tax revenues for 2021:

<u>Organization</u>	<u>Requested</u>
City of Sedro-Woolley: Restroom Maintenance	\$7,000.00
Loggerodeo	10,000.00
Sedro-Woolley Chamber of Commerce	12,500.00
Sedro-Woolley Farmers Market	2,500.00
Sedro-Woolley Museum	3,000.00
Sedro-Woolley Rotary	5,000.00
Skagit Festival	100.00
Sedro-Woolley Riding Club	5,000.00
	<u>\$45,100.00</u>

4) Adjournment

CITY OF SEDRO-WOOLLEY
Lodging Tax Advisory Committee

Meeting Minutes

December 2, 2020 3:00 PM.

Members Present: Mayor Julia Johnson, Chair,
Doug Wood, Committee Member, Sedro-Woolley Riding Club
Dottie Chandler, Committee Member, Loggerodeo
Doug Merriman, Finance Director, Staff Liaison

Members Absent: Kris Dodge, Committee Member, Three Rivers Inn
Angela Yun, Skagit Motel

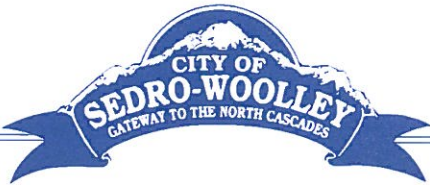
- 1) Meeting called to order by Mayor Johnson at 3:00 PM.
- 2) Reviewed packets, discussed budgets, application requests, and applicability of applications to lodging tax goals and regulations.
- 3) Committee developed recommendation of the following awards of lodging tax revenues for 2021:

<u>Organization</u>	<u>Requested</u>	<u>Awarded</u>
City of Sedro-Woolley: Restroom Maintenance	\$7,000.00	\$0.00
Loggerodeo	10,000.00	7,000
Sedro-Woolley Chamber of Commerce	12,500.00	11,500.00
Sedro-Woolley Farmers Market	2,500.00	2,250.00
Sedro-Woolley Museum	3,000.00	2,500.00
Sedro-Woolley Rotary	5,000.00	4,500.00
Skagit Festival	100.00	100.00
Sedro-Woolley Riding Club	<u>5,000.00</u>	<u>2,500.00</u>
	<u>\$45,100.00</u>	<u>\$30,350.00</u>

- 4) Meeting adjourned at 3:22 PM

JAN 13 2021

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



SUBJECT: PUBLIC COMMENTS

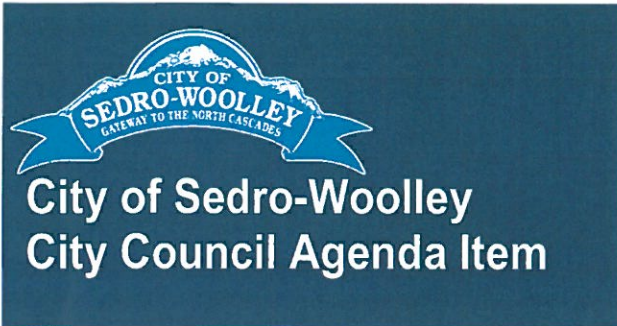
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Address:
Narrative:



Agenda Item No. m-1

Date: January 13, 2021

Subject: First Reading:
2021 Athletic Field & RV Park
Fee Ordinance
New Business

FROM: Nathan Salseina, Public Works Operations Division Supervisor

RECOMMENDED ACTION:

1. Motion to authorize approval of the 2021 User fee ordinance for Athletic Fields and R.V. Parks.

ISSUE:

First reading with possible action at the January 27, 2021 Council meeting: Shall the council approve the 2021 User fee ordinance for Athletic Fields and R.V. Parks?

BACKGROUND / SUMMARY INFORMATION:

Staff has been working with user groups for the past few months on a policy that would enable the city to begin to charge user groups for using city owned athletic fields. The city has not previously charged these types of fees in the past. The new user fees will cover use at Riverfront Park, Winnie Houser Park, and Tesarik Field. These new fees will help with offsetting the routine and ongoing maintenance costs of operating these facilities. The fees, and attached policy will enable the city and user groups to work together collaboratively on issues relating to our limited field space. Additionally, staff has performed a survey of local RV facilities and found that our current pricing for city owned RV parks was under market. The proposed ordinance will bring the fees closer to market rate. Staff is also proposing in the ordinance to eliminate tent camping at the RV Parks and limit the length of stay at both of the RV Parks to 5 nights. Tent camping has proved to be an issue for staff, as the parks do not have adequate shower facilities to support it resulting in unsanitary conditions.

FISCAL IMPACT, IF APPROPRIATE:

Staff estimates the new fees will bring in around \$15,000 new dollars which will enable the city to hire an additional 4 month seasonal employee to assist with field maintenance duties.

ATTACHMENTS:

1. 2021 User fee ordinance for Athletic Fields and R.V. Parks – tracked changes
2. 2021 User fee ordinance for Athletic Fields and R.V. Parks – final
3. Athletic Field Usage Policy

ORDINANCE NO. -210

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AN ORDINANCE AMENDING SWMC 12.36.020

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AN ORDINANCE AMENDING SWMC 12.36.020 TO ADDRESS FEES FOR ATHLETIC FIELD USAGE AT RIVERFRONT PARK AND WINNIE HOUSER PARK. AND TO ADDRESS FEES FOR RV USAGE AT RIVERFRONT PARK AND BINGHAM PARK

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Whereas, SWMC 12.36.020 sets fees for use of the City's Recreational Vehicle Park and covered areas, and open spaces;

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Whereas, the Council desires to create a fee schedule for RV parking that more closely reflects the market value,

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Whereas, the City of Sedro-Woolley has experienced an increase in demand for athletic field space, and has recently acquired and developed new athletic fields at Riverfront Park, and Winnie Houser Park;

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Whereas, the Council desires to create a fee schedule for field usage to enable the city to adequately maintain these fields, now therefore,

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NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. SWMC 12.36.020 is amended as follows:

12.36.020 Recreational vehicle facilities, and covered areas and athletic fields.

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In addition to the rules that shall apply to the use of city parks, the following regulations shall apply to the use of recreational vehicle facilities and covered areas and shelters, and athletic fields:

A. Length of Stay. No person shall use the Riverfront Park recreational vehicle facility more than five fourteen consecutive days. No person shall use the Bingham Park recreational vehicle facility more than five consecutive days. No person shall leave a recreational vehicle unattended for longer than forty-eight hours. Extension of time limit is subject to availability. The city reserves the right to remove unattended vehicles during times of flood or other natural disaster at the owner's expense. The city reserves the right to deny usage to any person. The Riverfront Park recreational vehicle facility is closed seasonally to minimize risk during flood season. Closure dates are established by the Public Works Operations Division Supervisor annually.

B. Recreational Vehicle Park Fees.

1. A fee of ~~thirty-five \$35.00~~ twenty-five dollars per night shall be charged in advance for each space rented that does not have full sewer hook-ups.

2. A fee of ~~forty \$40.00~~ thirty dollars per night shall be charged in advance for each space rented that has full sewer hook-ups.

3. A fee of ten dollars per night shall be charged in advance for each tent site.

C. Athletic Field User Fees - Reservations:

FACILITY	WEEKLY RATE	DAILY RATE
RIVERFRONT 1 - East	90	25
RIVERFRONT 2 - West	90	25
RIVERFRONT - Rockie - South	50	15
RIVERFRONT - T-Ball - North	50	15
TESARKE	90	25
WINNIE Houser	200	60
DENNY ENGBERG	150	45

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D. Reservations

1. For purposes of this section, "resident" and "all others" are defined in Section 12.36.030(C)(2) and (3).

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2. Reservations for the Riverfront Park recreational vehicle facility may be made up to one year in advance at City Hall. Ten spaces will be designated available for reservation. These spaces may be reserved by paying a nonrefundable administrative fee of fifteen dollars plus the daily fee established in subsection B of this section for the period being reserved at the time the reservation is made.

3. The large covered eating area at the Riverfront Park may be reserved by paying a fee at the time the reservation is made as follows: for residents, one hundred seventy-five dollars; and for all others, two hundred fifty dollars.

4. The small covered eating area at the Riverfront Park may be reserved by paying a fee at the time the reservation is made as follows: for residents, one hundred twenty-five dollars; and for all others, two hundred dollars.

5. The Memorial Park shelter may be reserved by paying a fee at the time the reservation is made as follows: for residents, one hundred dollars; and for all others, one hundred fifty dollars.

6. The Bingham Park shelter may be reserved by paying a fee at the time the reservation is made as follows: for residents, one hundred dollars; and for all others, one hundred fifty dollars.

7. The Hammer Heritage Square may be reserved by paying a fee at the time the reservation is made as follows: for residents, one hundred dollars; and for all others, two hundred dollars, except, that the city council may authorize the use of this facility free of charge to the Sedro-Woolley Farmers Market on an annual basis.

8. If the reservation for park facilities is not canceled at least sixty days before the reservation date, it will not be refunded without approval of the mayor, or his/her designee. If the covered eating area is not reserved, it is available to the public without charge on a first-come, first-served basis. Reservations may be made at the city clerk's office. (Ord. 1857-16 § 1, 2016; Ord. 1796-14 §§ 1, 2, 2014; Ord. 1643-09 § 1, 2009; Ord. 1596-07 §§ 1, 2, 2007; Ord. 1566-07 § 1, 2007; Ord. 1403-01 § 1, 2001; Ord. 1396-00 § 1, 2000; Ord. 1347-99 § 1, 1999; Ord. 1258-96 § 1, 1996; Ord. 1202 § 1, 1994; Ord. 1126 § 2, 1993;

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Section 3. This ordinance shall be effective five (5) days after passage and publication as provided by law.

Section 4. The provisions of this ordinance are declared to be severable, and if any section, sentence, clause or phrase of this ordinance shall for any reason be held invalid or unconstitutional or if the application of this ordinance to any person or circumstances shall be held invalid or unconstitutional, such decisions shall not affect the validity of the remaining sections, sentences, clause or phrases of this ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this ____ day of _____, 2021st, and signed in authentication of its passage this ____ day of _____, 2021st.

Julia Johnson, Mayor

Attest:

Douglas Merriman, Finance Director

Approved as to form:

Nikki Thompson, City Attorney

Published:

AN ORDINANCE AMENDING SWMC 12.36.020 TO ADDRESS FEES FOR ATHLETIC FIELD USAGE AT RIVERFRONT PARK AND WINNIE HOUSER PARK. AND TO ADDRESS FEES FOR RV USAGE AT RIVERFRONT PARK AND BINGHAM PARK

Whereas, SWMC 12.36.020 sets fees for use of the City's Recreational Vehicle Park and covered areas, and open spaces;

Whereas, the Council desires to create a fee schedule for RV parking that more closely reflects the market value,

Whereas, the City of Sedro-Woolley has experienced an increase in demand for athletic field space, and has recently acquired and developed new athletic fields at Riverfront Park, and Winnie Houser Park;

Whereas, the Council desires to create a fee schedule for field usage to enable the city to adequately maintain these fields.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. SWMC 12.36.020 is amended as follows:

12.36.020 Recreational vehicle facilities, covered areas and athletic fields

In addition to the rules that shall apply to the use of city parks, the following regulations shall apply to the use of recreational vehicle facilities and covered areas and shelters, and athletic fields

A. Length of Stay. No person shall use the Riverfront Park recreational vehicle facility more than five consecutive days. No person shall use the Bingham Park recreational vehicle facility more than five consecutive days. No person shall leave a recreational vehicle unattended for longer than forty-eight hours. Extension of time limit is subject to availability. The city reserves the right to remove unattended vehicles during times of flood or other natural disaster at the owner's expense. The city reserves the right to deny usage to any person. The Riverfront Park recreational vehicle facility is closed seasonally to minimize risk during flood season. Closure dates are established by the Public Works Operations Division Supervisor annually.

B. Recreational Vehicle Park Fees.

1. A fee of thirty-five \$35.00 dollars per night shall be charged in advance for each space rented that does not have full sewer hook-ups.

2. A fee of forty \$40.00 dollars per night shall be charged in advance for each space rented that has full sewer hook-ups.

C. Athletic Field User Fees

FACILITY	WEEKLY RATE	DAILY RATE
RIVERFRONT 1 – East	\$90.00	\$25.00
RIVERFRONT 2 – West	\$90.00	\$25.00
RIVERFRONT - Rookie - South	\$50.00	\$15.00
RIVERFRONT - T-Ball – North	\$50.00	\$15.00
TESARIK	\$90.00	\$25.00
WINNIE HOUSER	\$200.00	\$60.00
DENNY ENGBERG	\$150.00	\$45.00

D. Reservations

1. For purposes of this section, “resident” and “all others” are defined in Section 12.36.030(C)(2) and (3).
2. Reservations for the Riverfront Park recreational vehicle facility may be made up to one year in advance at City Hall. Ten spaces will be designated available for reservation. These spaces may be reserved by paying a nonrefundable administrative fee of fifteen dollars plus the daily fee established in subsection B of this section for the period being reserved at the time the reservation is made.
3. The large covered eating area at the Riverfront Park may be reserved by paying a fee at the time the reservation is made as follows: for residents, one hundred seventy-five dollars; and for all others, two hundred fifty dollars.
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8. If the reservation for park facilities is not canceled at least sixty days before the reservation date, it will not be refunded without approval of the mayor, or his/her designee. If the covered eating area is not reserved, it is available to the public without charge on a first-come, first-served basis. Reservations may be made at the city clerk's office. (Ord. 1857-16 § 1, 2016; Ord. 1796-14 §§ 1, 2, 2014; Ord. 1643-09 § 1, 2009; Ord. 1596-07 §§ 1, 2, 2007; Ord. 1566-07 § 1, 2007; Ord. 1403-01 § 1, 2001; Ord. 1396-00 § 1, 2000; Ord. 1347-99 § 1, 1999; Ord. 1258-96 § 1, 1996; Ord. 1202 § 1, 1994; Ord. 1126 § 2, 1993)

Section 3. This ordinance shall be effective five (5) days after passage and publication as provided by law.

Section 4. The provisions of this ordinance are declared to be severable, and if any section, sentence, clause or phrase of this ordinance shall for any reason be held invalid or unconstitutional or if the application of this ordinance to any person or circumstances shall be held invalid or unconstitutional, such decisions shall not affect the validity of the remaining sections, sentences, clause or phrases of this ordinance.

PASSED by majority vote of the members of the Sedro-Woolley City Council this ____ day of _____, 2021, and signed in authentication of its passage this ____ day of _____, 2021.

Julia Johnson, Mayor

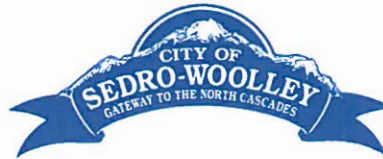
Attest:

Douglas Merriman, Finance Director

Approved as to form:

Nikki Thompson, City Attorney

Published:



ATHLETIC FIELD USAGE POLICY

I. INTRODUCTION:

The City of Sedro-Woolley coordinates the rentals of athletic fields within city parks. The purpose of this policy is to outline procedures and allocation priorities for the permitted use of the City athletic fields. The City has long standing partnerships with youth sports organizations and is committed to maintaining those relationships. The city is dedicated to providing well maintained and safe sports fields for youth sports organizations and the general public. This policy will provide a guide for the equitable allocation, responsible use, and proper care of sports fields. The City may charge to recover costs to operate and maintain the use of athletic fields in City parks. The costs of providing sports services (for field preparation and field maintenance equipment, and staff time) must be shared with the sport user groups that utilize these services.

II. PRIORITY GROUP CLASSIFICATIONS:

There are three group classifications that determine field usage priority. PARTNER GROUPS, and SCHOOL DISTRICT SPONSORED GROUPS, AND 3RD PARTY RENTAL GROUPS. An organization's priority classification determines its priority for field allocations.

1. **Partner Groups** will have first priority for field allocations. The following requirements must be met for an organization to be considered for Partner status:
 - Partner groups must have an affiliation with a state or national sports governing body. Those state and national bodies must have governance over the Partner. This includes all requirements for training (per each league's manual), equipment safety, playing technique safety, financial oversight, and background checks. Background checks must meet the standards of the State - Department of Justice (DOJ) and the National - Federal Bureau of Investigation (FBI) with Live Scan finger printing for coaches, managers, team parents, umpires, board members and anyone in contact with the players. Background checks without fingerprinting are insufficient. Photo ID cards are encouraged for coaches at all interactions with athletes.
 - Partner groups must be a Washington tax-exempt, non-profit 501(c)(3) youth sports organization. The following documents are required to show proof: • A copy of the organization's Articles of Incorporation and Bylaws. • Board of Directors' names, addresses, and phone numbers,
 - An organization must operate entirely on a volunteer basis. No person affiliated with the operation of the organization may be compensated. This includes, but is not limited to, Board members, administrators, and coaches.
2. **School District Sponsored** groups will have second priority for field allocation.
3. **3rd Priority Rental Groups** will have third priority for field allocation. 3rd Priority Rental groups do not meet the standards listed above for Partner and School District groups. These groups get third priority for field allocation. These groups are generally limited to monthly-issued field permits.

III. APPLICATION PROCESS:

Leagues must submit a new application to the city with all required documentation at least (3) months prior to the estimated starting date of the league. Submittal of an application does not guarantee that an organization will be allocated fields. Applications are to be submitted to the City of Sedro-Woolley Finance Department at City Hall, 325 Metcalf Street, Sedro-Woolley, (360-855-1661) A request for field use does not constitute approval.

COMPLETED APPLICATION CONSISTS OF THE FOLLOWING:

- Completed Field Request Form
- Insurance Certificate
- Hold Harmless & Indemnity Agreement
- Copy of group bylaws (partner groups only)
- Proof of Tax Exempt Status (partner groups only)
- List of Leagues Board of Directors (partner groups only)

IV. FIELD ALLOCATION PROCESS:

- Fields will be allocated initially to Partner groups the same as the previous year. For example, the new spring season permit will be equal to previous spring season permit (at the end of season).
- Seasonal priority will be given to traditional primary season sports over secondary season sports. Spring season is primary for t-ball, baseball, softball, and lacrosse. Fall season is primary for football and soccer. Fields used for games will be given priority over fields used for practice. Off-season play (between seasons) will be reviewed after allocations are granted for all other Partner primary season requests.
- When there is a conflict for field space, the groups will be given the opportunity to resolve the conflict. If an agreement cannot be reached, fields will be allocated by city staff.
- Partner groups will receive first priority. School District sponsored groups will receive second priority. 3rd party user groups will be allocated fields after Partner groups are fully allocated. Seasonal priority rules will also apply.
- Rental groups may reserve a field complex for a maximum of sixteen (16) consecutive weeks, with the exception that the city may approve additional week(s) if it determines that there is field availability and the additional week(s).

V. FEES:

All rental fees must be paid in full when the reservation is made. Weekly rate is for 7 days.

FACILITY	WEEKLY RATE	DAILY RATE
RIVERFRONT 1 – East	\$90.00	\$25.00
RIVERFRONT 2 – West	\$90.00	\$25.00
RIVERFRONT - Rookie - South	\$50.00	\$15.00
RIVERFRONT - T-Ball - North	\$50.00	\$15.00
TESARIK	\$90.00	\$25.00
WINNIE HOUSER	\$200.00	\$60.00
DENNY ENBGERG	\$150.00	\$45.00

VI. REFUNDS:

Reservations canceled by the City may be re-scheduled as available or fees paid will be credited to the organization's account or refunded in full.

VII. FIELD MAINTENANCE:

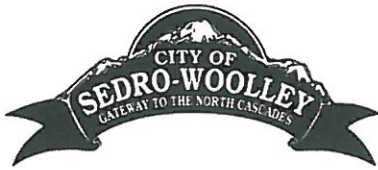
- City maintenance includes turf maintenance, infield dirt care, maintenance of backstops, fencing and dugouts trash pickup and all associated utilities.
- City does not provide field lining, this is the responsibility of the user groups.
- City does not provide bases, or pitchers mounds, and is not responsible for set up before games.
- City does not provide Public Address systems or scoreboards. These are the responsibility of user groups.
- City does not provide portable toilets.
- City does not provide soccer or football goals.
- User groups are expected to clean up after their games and deposit trash in city provided dumpster.
- Any long-term storage is not permitted unless approved in writing by the City.
- User groups are not allowed to alter or change locks on any City facilities.
- No permanent structures or equipment shall be erected on City facilities unless approved in writing by the City.
- Burning lines of fields is prohibited.
- Requests to modify, resize, or make improvements to a City field shall be submitted with conceptual drawings to the City (Parks and Recreation Department) and will be reviewed and approved by the appropriate and corresponding departments.
- All equipment must be removed or locked up at the end of each day.
- No vehicles are allowed on City fields, other than parking lots, without written permission.
- Report hazards and immediate emergencies (broken water lines, leaking sprinkler heads, etc.) to Public Works at 360-855-0771. When calling, identify yourself, your location (park), and the specific nature of the situation so that staff can bring the appropriate repair equipment. After hours, call the Police Department at 911 dispatch. The on-call staff will respond to the emergency.

VIII. GENERAL FIELD RULES

- User groups are expected to leave the premises in the same condition in which they were found or better. Ensure that individual teams clean up the facility after each use, including dugouts, athletic field, and surrounding area.
- It is unlawful for any person to use threatening, abusive, insulting or indecent language in the public parks of the City or to create any nuisance or offense, or to scratch, cut, injure or deface any of the buildings, fences, structures, trees or shrubbery, or to destroy any other improvements.
- No alcoholic beverages, which include beer or liquor, shall be sold or consumed on City park premises or any grounds or parking lots used in conjunction with said facilities. The tournament/activity will be cancelled if this becomes a problem for the City of Sedro-Woolley.
- Smoking, vaping, or use of tobacco products/controlled substances is prohibited on City athletic fields.
- Pets are not allowed on any City athletic fields. They are allowed on leash within City Parks. Postings are at park entrances.

X. OTHER INFORMATION:

- Vendors and Concessions Groups operating concessions are considered first party vendors. A city mobile vendor business license is not required for first party vendors; however, food sales must meet Skagit County Health Department codes and requirement.
- Traffic and Parking. When traffic and/or parking are an issue, or during post-season tournament play, the group or organization must provide volunteers to direct participants and spectators to designated parking areas.
- It is the group's responsibility to alleviate traffic and parking issues. No vehicles are allowed on City fields or property, other than parking lots, without written permission noted on the use permit issued by the City.
- Banners/Signage/Advertisements. A sports partner group can have sponsorship banners from supporting businesses to defray the costs of running the league. The advertisement shall be directed toward the sports viewing audience and not to the passersby on roadways. Banners are generally removed after the playing season is over. Requests for exceptions to this rule can be considered by the Mayor or their designee.
- Users are responsible for any and all damage to facilities that occur in association with their event.
- Portable soccer goal policy: (All soccer groups intending to use portable soccer goals must have them approved prior to use.)



CITY COUNCIL AGENDA
REGULAR MEETING

JAN 13 2021

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

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

MEMO:

To: City Council
Mayor Johnson

From: John Coleman, AICP
Planning Director and Building Official

Date: January 13, 2021

Subject: Proposed revisions to SWMC 15.04, local amendments to adopted state building codes
– **1st Read - Action Requested**

ISSUE

Should the Council approve an ordinance to acknowledge the State adoption of the 2018 editions of the building codes and enact certain local amendments?

DESCRIPTION

Washington State requires that each jurisdiction adopt the 2018 International Building Code and Uniform Plumbing Code, with Washington State amendments. The State requires that those codes go into effect February 1, 2021. The updates necessary to adopt the required documents are in sections 15.04.020 SWMC and 15.04.035 SWMC. Besides updating the references to the building code from the 2015 version to the 2018 version, no changes to the SWMC are proposed.

Details of the changes are as follows:

- | | |
|------------------|---|
| 15.04.020 | Updated references to reflect the 2018 editions of the codes as well as the appendices adopted by Washington State |
| 15.04.035 | Updated references to reflect the 2018 editions of the codes as well as the appendices adopted by Washington State. |

EXHIBIT

Included with this memo is an ordinance to adopt revised Chapter 15.04 SWMC

RECOMMENDED ACTIONS

Make motion to adopt ordinance _____-21 to revise Chapter 15.04 SWMC to reflect State adoption of 2018 building codes.

ORDINANCE NO. ____-21

AN ORDINANCE AMENDING SWMC 15.04 REGARDING ADOPTION OF 2018
STATE BUILDING CODES WITH LOCAL AMENDMENTS

WHEREAS, the City Building Official reviewed the codes adopted and enacted by Washington State effective February 1, 2021; and

WHEREAS, the City Building Official recommended certain modifications and adoption of certain appendices; and

WHEREAS, the City Council reviewed the Building Official's recommendations; and

WHEREAS, the City Council desires to revise SWMC 15.04 regarding adoption of the 2015 State Building Code with certain local amendments;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY
DOES ORDAIN AS FOLLOWS:**

Section 1. SWMC 15.04 is amended to read as follows:

Chapter 15.04

BUILDING CODE

Sections:

- 15.04.010 Title.
- 15.04.020 Codes adopted.
- 15.04.030 Amendments generally.
- 15.04.035 Specific amendments and additions to International Building Code.
- 15.04.038 Specific amendments to International Fire Code.
- 15.04.039 Amendments.
- 15.04.040 Fees—Building permit and plan review fees.
- 15.04.042 Building valuation data.
- 15.04.043 Administration and enforcement.
- 15.04.044 Certification of plans by architects and engineers.
- 15.04.045 Plan check fees for identical plans.
- 15.04.047 Mandatory street address signs.
- 15.04.050 Prohibitions.
- 15.04.055 Repealed.
- 15.04.060 Violations—Penalties.

15.04.010 Title.

This chapter shall be known as the building code of the city of Sedro-Woolley.

15.04.020 Codes adopted.

The following codes are hereby adopted by reference, subject to modifications and/or amendments hereinafter set forth in this chapter:

A. International Building Code, ~~2015~~ 2018 Edition, published by the International Code Council, together with all supplements thereto, subject to the modifications set forth by the state of Washington in Chapter 51-50 WAC; ICC A117.1-2009 accessibility code (ANSI); and Appendix E (WA State amendments);

B. International Residential Code, ~~2015~~ 2018 Edition, except Chapters 11 and 25 through 43, published by the International Code Council, together with all supplements thereto, and Appendices F, ~~and~~ Q and U (WA State amendments); and subject to the modifications set forth by the state of Washington in Chapter 51-51 WAC;

C. International Mechanical Code, ~~2015~~ 2018 Edition, published by the International Code Council, together with all supplements thereto, and subject to the modifications set forth by the state of Washington in Chapter 51-52 WAC;

D. Uniform Plumbing Code, ~~2015~~ 2018 Edition, published by the International Association of Plumbing and Mechanical Officials, together with all supplements thereto, and subject to the modifications set forth by the state of Washington in Chapters 51-56 and 51-57 WAC; and Appendices A, B and I; provided that Chapters 12 and ~~15~~ 14 are not adopted. Provided further, that those requirements of the Uniform Plumbing Code relating to venting and combustion air of fuel fired appliances as found in Chapter 5 and those portions of the code addressing building sewers are not adopted (WA State amendments);

E. International Fire Code, ~~2015~~ 2018 Edition, published by the International Code Council, and all supplements thereto; mandated state amendments, Chapter 51-54A WAC; and Appendices Chapter B, Chapter C, Chapter E and Chapter F;

F. International Fuel Gas Code, ~~2015~~ 2018, published by the International Code Council, together with standards 2018 NFPA 58 and 2017 NFPA 54, together with all supplements thereto, and subject to the modifications set forth by the state of Washington in Chapter 51-52 WAC;

G. International Existing Building Code, ~~2015~~ 2018 Edition, including Appendix A;

H. The International Energy Conservation Code, ~~2015~~ 2018 Edition, for residential and commercial, published by the International Code Council, and mandated State amendments, per Chapter 51-11R and Chapter 51-11C WAC;

~~I. The Washington State Ventilation and Indoor Air Quality Code, 2015 Edition, as set forth in Chapter 51-13 WAC;~~

I J. Installation of factory built housing and commercial structures, RCW 43.22.460, together with WAC 296-150C-0540, 296-150F-0540 and the installation of manufactured and mobile homes, RCW 43.22.440 and WAC 296-150M-0650;

J K. The International Property Maintenance Code, ~~2015~~ 2018 Edition, published by the International Code Council, together with all supplements thereto. Insert (6") into Section 302.4.

In case of conflict among the codes numerated in subsections A through J K of this section, the first named code shall govern over those following.

15.04.030 Amendments generally.

Pursuant to authority granted by the Revised Code of the state of Washington under the State Building Code Act, amendments to the codes adopted in Section 15.04.020, when adopted by the state of Washington and Building Code Council, are hereby adopted and incorporated by reference, and apply within this jurisdiction.

15.04.035 Specific amendments and additions to International Building Code and International Residential Code.

A. Sections 104.8 of the International Building Code and the International Residential Code, ~~2015~~ 2018 Editions, are hereby amended to include the additional paragraphs as follows:

This code shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building or structure for any damages to persons or property caused by defects, nor shall the code enforcement agency or its parent jurisdiction be held as assuming any such liability by reasons of the inspections authorized by this code or any certificates of occupancy issued under this code. Enforcement of this code shall not be construed to be for the particular benefit of any individual person or group of persons, other than the general public. In the event of a conflict between the intent of this section and any other section or subsection herein, this subsection shall govern insofar as applicable.

B. Section 105.2 of the International Building Code, ~~2015~~ 2018 Edition, Building exemption one, shall read as follows: One-story detached accessory structures used as sheds, playhouses and similar uses, provided that the floor area does not exceed 200 square feet.

C. Section 105.2 of the International Residential Code, ~~2015~~ 2018 Edition, Building exemption ten, shall read as follows: Uncovered decks not more than 30 inches above grade.

D. Section 105.2 of the International Building Code, ~~2015~~ 2018 Edition, is amended to add a Building exemption "14"; and Section 105.2 of the International Residential Code, ~~2015~~ 2018 Edition, is amended to add a Building exemption "11", as follows: Pursuant to WAC 51-50-007 Exceptions, Permits will not be required for the installation or relocation of framed membrane structures or tent type structures as defined in the International Building Code Chapter 31, provided that:

- (1) The structure is used exclusively for the protection or propagation of plants; and
- (2) The structure is located a minimum of 20 feet from any property line or other structure.

E. Section 105.2 of the International Building Code, ~~2015~~ 2018 Edition, is amended to add a Building exemption "15"; and Section 105.2 of the International Residential Code, ~~2015~~ 2018 Edition, is amended to add a Building exemption "12," as follows: Any project that has a valuation of less than \$2,000 as calculated using the method currently adopted by the City.

F. Section 112.1 of the International Building Code and the International Residential Code, ~~2015~~ 2018 Editions, are hereby amended to read as follows:

112.1 - General

In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be

and is hereby created a Board of Appeals consisting of members who are qualified by experience and training to rule upon matters pertaining to building construction and who are not employees of the City of Sedro-Woolley.

The building official and fire chief shall be ex officio members of said Board but shall have no vote on any matter before the Board. The Board of Appeals shall be appointed by the mayor and shall hold office at the mayor's pleasure. The Board shall render all decisions and findings in writing to the appellant with a duplicate copy to the building official.

G. Section 3304.1 of the International Building Code, ~~2015~~ 2018 Edition, is amended to read as follows:

3304.1 - Excavation and fill

All stumps and roots shall be removed from the soil to a depth of at least twelve inches (12") below the surface of the ground in the area to be occupied by the building.

All wood forms which have been used in placing concrete, if within the ground or between foundation sills and the ground, shall be removed before a building is occupied or used for any purpose. Before completion, loose or casual wood shall be removed from direct contact with the ground under the building.

The finished grade and elevation under the building shall be above the ground drainage flow of the land around the building to prevent surface or subsurface water from draining to the space under the building, provided that alternates may be used if shown on the building plans and approved by the building official, such as drain tile, or exterior drainage of the building, or an approved sump pump system. At least two percent (2%) gradient toward approved drainage facilities is required from building walls unless waived by the building official for non-hill terrain. Approved sump pump systems shall in no case be connected to the sanitary sewer system. Tight-lined downspout and perimeter building drains may be connected together at a point no closer than 10 feet from a building.

H. Whenever the word "shall" is used in the referenced adopted Codes, it is defined to have the following meanings:

1. With respect to the functions and powers of the chief code official, building official, or any agents and employees of the city and any board authorized hereunder, a direction and authorization to act in the exercise of sound discretion and in good faith;
2. With respect to the obligation upon owners and occupants of premises and their agents, a mandatory requirement to act in compliance with the provisions of the code at the risk of civil and/or criminal liability upon failure.

I. Appendix E of the International Residential Code, ~~2015~~ 2018 Edition, is amended to add the following section to read as follows:

Section AE607 - Local Requirements

1. Mobile homes: before any mobile home or manufactured housing unit is located or placed upon a lot or parcel, the person desiring to locate or place the mobile home/unit must obtain a building permit from the building department. Thereafter the building department shall ascertain if the mobile home/unit meets the requirements of the city zoning code, that the wheels and tongue have been removed and the proper support is provided.
2. All applicable zoning requirements must be adhered to. No mobile home/unit shall be located or placed until permits and approvals have been obtained.

3. Mobile homes and manufactured housing not located within a sale lot nor within an approved mobile home park shall:
 - a. Consist of at least two fully enclosed parallel sections of each of not less than twelve feet wide by thirty-six feet long;
 - b. Be placed on a poured or permanent concrete block perimeter foundation similar to that required for site-built residential construction;
 - c. Have a roof which was originally constructed, pitched with a slope no less than 3 inches of rise to 12 inches of run, is constructed as an integral part of the home, and is made of either composition, shakes or shingles;
 - d. Have exterior siding similar in appearance to siding materials commonly used on conventional site-built (per the International Residential Code) single-family residences;
 - e. Have the tongue removed if designed to allow removal;
 - f. Have a minimum of eighteen inches crawl space;
 - g. Have permanent steps affixed to all exits; and
 - h. Be approved by and bear the insignia of the U.S. Department of Housing and Urban Development.
4. Mobile homes and manufactured housing within approved mobile home parks shall:
 - a. Be placed on a permanent foundation or footings and piers and meet all manufacturer's specifications for support;
 - b. Be securely tied down in accordance with the manufacturer's specifications or those of a licensed architect or engineer;
 - c. Have the tongue removed;
 - d. Maintain a minimum of eighteen inches crawl space under the entire mobile home;
 - e. Have permanent steps affixed to all exits;
 - f. Be approved by and bear the insignia of the U.S. Department of Housing and Urban Development;
 - g. Have a securely attached exterior skirting material consisting of concrete, masonry, or pressure treated wood, or vinyl siding that extends around the entire mobile home between the ground and the outer bottom portion of the dwelling;
 - h. Have a finished exterior consisting of a composition roof and wood or wood-type siding;
 - i. Have a minimum floor area of 500 square feet; and
 - j. Have a minimum width of not less than 14 feet.

15.04.038 Specific amendments to International Fire Code.

Pursuant to authority granted by the Revised Code of the State of Washington under the State Building Code Act, the following amendments to the International Fire Code are hereby adopted and apply within this jurisdiction.

A. Appeals, to read as follows:

In order to determine the suitability of alternate materials and type of construction and to provide for reasonable interpretations of the provisions of this code, there shall be and hereby is created a Board of Appeals. This Board shall consist of the same membership as the Building Code Board of Appeals. The Fire Chief and Building Official shall be Ex-Officio members. The Board shall adopt reasonable rules and regulations for conducting

its investigations and shall render all decisions and findings in writing to the Fire Chief and Building Official with a duplicate copy to the applicant.

B. Authority for Inspection and Enforcement, to read as follows:

The Fire Chief is authorized to administer this code. Under the Fire Chief's direction, the Fire Department is authorized to enforce all ordinances of the jurisdiction pertaining to:

- (i) The prevention of fires.
- (ii) The storage, use and handling of hazardous materials.
- (iii) The installation and maintenance of automatic, manual and other private fire alarm systems and fire extinguishing equipment.
- (iv) The maintenance and regulation of fire escapes.
- (v) The maintenance of exists.
- (vi) The investigation of the cause, origin and circumstances of fires which are of unknown suspicious of incendiary origin.

C. Definitions and Abbreviations, to read as follows:

Chief—the terms “Chief”, or “Chief of the Bureau of Fire Protection”, or “Fire Chief” shall mean the Sedro-Woolley Fire Chief, when used in the International Fire Code.

Jurisdiction—Jurisdiction shall mean City of Sedro-Woolley.

Municipality—Municipality shall be added to this section to mean City of Sedro-Woolley.

D. Fire Department Access, to read as follows:

Required Access. Fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction when the facility is in excess of one hundred fifty feet (150') from fire apparatus access.

1. Driveways. Roads serving one (1) or two (2) Residential lots.

a. Driveways where building is less than one-hundred fifty feet (150') from approved access road have no specific requirements.

b. Driveway over one-hundred fifty feet (150') long serving one (1) or two (2) residential lots.

i. Width—twelve foot (12') driving surface with turnouts located every three-hundred feet (300') when required by the Fire Marshal. To create a turnout, the road shall be widened to twenty feet (20') in the direction of travel for a distance of not less than thirty feet (30') to allow vehicles to pull over and allow emergency vehicles to proceed.

ii. Vertical clearance—thirteen foot (13') six inches (6") unobstructed head clearance.

iii. Surface—short plat standard—six inches (6") of gravel.

iv. Turning radius for turns along the length of driveway—fifty feet (50') outside radius. (Note: This is not a cul-de-sac standard.)

v. An acceptable means of turning around a fire apparatus must be provided. This does not necessarily require a cul-de-sac for a driveway serving one or two residential lots:

Means of turning apparatus must be acceptable to the Fire Marshal.

vi. Bridges—must meet Sedro-Woolley Public Works Standards as approved by the City Engineer.

vii. Grade—land division standard—twelve percent (12%) gravel or fourteen percent (14%) paved.

2. Fire Department Vehicle Access Roads. Roads serving other than one or two single family residential lots.

- a. Width—twenty foot (20') driving surface.
 - b. Vertical clearance—thirteen foot (13') six inches (6") unobstructed overhead clearance.
 - c. Surface—short plat standard—six inches (6") of gravel.
 - d. Turning radius—fifty feet (50') outside radius.
 - e. Turnarounds—seventy foot (70') cul-de-sac or as approved by Fire Marshal.
 - f. Bridges—must meet Sedro-Woolley Public Works Standards. (See Public Works).
 - g. Grade—land division standard—twelve percent (12%) gravel or fourteen percent (14%) paved.
3. These standards apply to all building permits and are minimum for building permit purposes. City zoning, development, and public works construction standards may exceed these standards, and these standards are in no way intended to eliminate the need for full compliance with land division, zoning and public works construction standards requirements.
4. The Fire Chief may make modifications in these standards if the road is not buildable because of topography, waterways, non-negotiable grades, or similar conditions. These modifications are based on:
- a. The building being protected by NFPA 13D Automatic Sprinkler Systems.
 - b. Additional fire protection as required by the Fire Chief.
 - c. Exceptions may be made for minor additions or small accessory buildings to existing dwellings when in the opinion of the Fire Marshal the addition or accessory building will not create significantly more dangerous situations.
5. For roads accepted or platted or short platted roads by Skagit County prior to June 11, 1990 and subsequently annexed into the City, these standards may be modified by the Fire Marshal provided that, in his opinion, fire fighting or rescue operations would still be possible.
- E. Regulations Applicable to Existing Buildings, Life Safety Requirements for Existing Buildings Other Than High Rise; to read as follows:
1. General. The purpose of this appendix as amended is to provide a reasonable degree of safety to persons occupying existing buildings that do not conform with the minimum requirements of this code by providing for alterations to such buildings which are identified to the Sedro-Woolley Fire Chief by either investigation by the Fire Chief or by a signed complaint from any member of the general public stating specifically why they believe a building does not provide such a reasonable degree of safety.
- F. Fire Flow Requirements for Buildings.
1. Section 3—Modifications.
- Section 3.1 Decreases. Fire flow requirements may be modified downward by the Sedro-Woolley Fire Chief for isolated buildings or a group of buildings in rural areas or small communities where development of full fire flow requirements is impractical. The Fire Chief may be guided by written procedures entitled "Sedro-Woolley Fire Department Procedures Concerning Fire Flow and Placement of Fire Hydrants" in making this determination.
- Section 3.3 Buildings That May Not Require Fire Flow. When in the opinion of the Fire Chief a proposed building meets the criteria stated in the "Skagit County Fire Marshal Procedures Concerning Fire Flow and Placement of Fire Hydrants" a permit may be issued without meeting the requirements for fire flow for the following:

- (i) Agricultural buildings.
- (ii) Buildings exempt by Board of Appeals Precedent.
- G. Fire Hydrant Locations and Distributions. Footnote 3 shall be amended to read as follows:

“Where new water mains are upgraded or extended along streets or roads where hydrants are not otherwise required, hydrants shall be installed for filling tanker trucks at major roadway intersections wherever possible, and the distance between hydrants shall not exceed one mile.”

15.04.039 Amendments.

Repealed by Ord. 1680-10.

15.04.040 Fees—Building permit and plan review fees.

- A. General. Fees shall be assessed in accordance with the provisions of this section.
- B. Fees shall be assessed as designated in the current city of Sedro-Woolley building, planning and engineering fee schedule, as adopted by resolution of the city council and on file with the city clerk.
- C. Plan Review Fees. The applicant shall pay the plan review fee at time of submitting a building permit application.
- D. Building Permit Fees. The applicant shall pay the building permit fee prior to the building department issuing the building permit.
- E. A building permit is required before any mobile home can be placed in the city.
- F. Payment of Permit Fees. Upon notification by the city that a permit application has been approved, the applicant shall submit payment to the city for all permit fees for which approval has been received prior to permit application expiration. All permit applications shall expire six months from date application was submitted. Notification shall be given by any means reasonably calculated by the city to provide the applicant with notice that the applicant's permit may be issued, and may include notice by telephone, facsimile, or through the U.S. mail. The applicant shall promptly advise the city of any changes that would limit or otherwise hinder the city in contacting the applicant.
- G. Repealed by Ord. 1651-09.
- H. Repealed by Ord. 1651-09.
- I. Investigation Fees—Work without a Permit.
 - 1. Investigation. Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made by the building official before a permit may be issued for such work.
 - 2. An investigation fee, in addition to the permit fee and plan review fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be assessed as designated in the current city of Sedro-Woolley building, planning and engineering fee schedule, as adopted by resolution of the city council and on file with the city clerk. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.
- J. Fee Refunds. The building official may authorize refunding any fee paid hereunder which was erroneously paid or collected. The building official may authorize refunding not more than eighty percent of the permit fee paid when no work has been done under a

permit issued in accordance with this code. The building official shall not authorize the refunding of any fee paid except upon the written application filed by the original permittee not later than one hundred eighty days after the date of fee payment. Plan review fees are not refundable.

15.04.042 Building valuation data.

For the purposes of determining valuation for issuance of building permits and charging building permit fees, the current building valuation data published in the Building Safety Magazine by International Code Council shall be utilized.

15.04.043 Administration and enforcement.

The building code of the city shall be administered and enforced by the building official of the city.

15.04.044 Certification of plans by architects and engineers.

The original set of any plans, computations or specifications submitted as part of or in conjunction with any application for a building permit which has been required by the building official to be prepared by an engineer or architect licensed by the state shall be submitted with a stamp or seal and original signature of such engineer or architect on each page thereof. No application for which such plans, computations or specifications have been required shall be deemed complete until such stamp or seal and original signature have been affixed.

15.04.045 Plan check fees for identical plans.

Repealed by Ordinance 1916-18

15.04.047 Mandatory street address signs.

A. Every lot for which a permit is issued under this chapter for any purpose shall have an assigned street number affixed as prescribed by this section. The number shall be posted within thirty days of issuance of the permit or prior to issuance of a certificate of occupancy, whichever is sooner, unless a later date is prescribed in writing by the building official. Compliance with this section shall be the responsibility of both the building owner and the permit applicant.

B. For structures situated fifty feet or less from the street, the address shall be conspicuously placed immediately above, upon, or at the side of the proper door of each building so that the number can be seen plainly from the street. If the main entrance is on the side or does not face the street, the address shall be conspicuously placed on the side of the building facing the street.

C. For structures situated more than fifty feet from the street, or when the view of the building is blocked, the number shall be conspicuously placed on a post, gate, fence, tree, etc. This placement must be somewhere in an arc within thirty feet from where the center of the driveway or access meets the street. It will be posted in such a way so that the address placard is parallel with the main street or visible when accessing from either direction. It shall be at a height of between four and six feet from the level of the street. On streets which may be accessed from only one direction, the placard may be posted perpendicular to the main street in such a way that it is clearly visible when being

approached by emergency responders. If more than one address is on one driveway and the buildings or entities are further than fifty feet from the street, then the addresses shall be posted at the street and also on the buildings or addressable entities. The address shall also be posted at any confusing intersection within the private drives.

D. Addressable entities other than buildings, such as recreational lots, play fields, or stand alone utility sites, shall display the address at the access or driveway in the same manner as a building located more than fifty feet from a street. On a corner lot, the building number shall face the street named in the address.

E. Building addresses shall be set on a white background which is approximately twelve inches by six inches in size. Building addresses shall be blue reflective numbers a minimum of five inches in height that are easily visible at night.

F. The fire chief is authorized to obtain and sell address placards which comply with this section at cost and expense as part of a safety awareness program, provided that nothing in this section shall prohibit any owner from acquiring a conforming sign from a private vendor.

G. A certificate of occupancy or inspection may be withheld for violation of this section. In addition, violation of this section is punishable as set forth in Section 15.04.060 of this chapter.

15.04.050 Prohibitions.

It is unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, occupy, or maintain any building or structure in the city, or cause the same to be done, contrary to or in violation of any of the provisions of this chapter and the codes adopted by reference.

15.04.055 Enforcement—Civil suits.

Repealed by Ord. 1670-10.

15.04.060 Violations—Penalties.

Any person violating or failing to comply with any of the provisions contained in this chapter shall be subject to the enforcement provisions contained in Title 18, Code Enforcement.

Section 2. EFFECTIVE DATE. This ordinance shall take effect February 1, 2021.

Section 3. SEVERABILITY. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provision to other persons or circumstances is not affected.

PASSED by majority vote of the members of the Sedro-Woolley City Council
this _____ day of January, 2021, and signed in authentication of its passage
this _____ day of January, 2021.

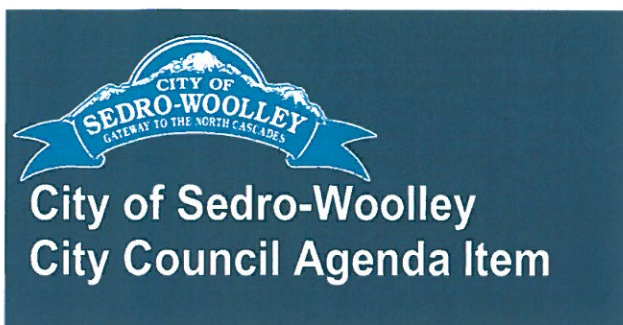
By: _____
JULIA JOHNSON, Mayor

Attest: _____
DOUG MERRIMAN, Finance Director

Approved as to form:

NIKKI THOMPSON, City Attorney

Published: _____



Agenda Item No. M-3

Date: January 13, 2021

Subject: Amendment 4:
2018-PS-12

New Business

FROM: Mark A. Freiburger, PE, Director of Public Works

RECOMMENDED ACTION:

Authorize the Director of Public Works to execute Amendment 4 to Professional Services Agreement 2018-PS-12 with Carletti Architects P.S. of Mount Vernon, WA to add final design work and construction phase services for the Solid Waste/Fleet and Public Works Operations Building at a cost not to exceed \$192,075.

ISSUE:

Should the city move forward with final design of the planned Solid Waste/Fleet and Public Works Operations Facility for possible bidding and construction in 2021 in conjunction with the planned Wastewater Treatment Facility Laboratory/Operations Building project?

BACKGROUND / SUMMARY INFORMATION:

Carletti Architects of Mount Vernon, WA was selected to prepare a Facility Plan for the proposed Solid Waste/Fleet and Public Works Operations Facility (hereinafter referred to as "Facility"). Contract 2018-PS-12 was issued on March 1, 2018 for the work. The scope of services includes the provision to add final design work for the facility if the city chooses to do so. Previous addenda added the final design work for the related WWTP Laboratory/ Operations Building relocation currently nearing completion and planned for construction in 2021.

The Facility Plan developed a site and building plan for a new facility to replace the existing Solid Waste and Public Works Operations Department offices and yards, and to provide for a modern mechanic's shop for maintenance of our growing equipment fleet. The reasons for the new facility are as follows:

1. The planned 2021 relocation of the WWTP Laboratory/Office Building will require demolition of the existing former Parks Dept. building and adjacent equipment storage structure. It will also require modifications to the existing PW Operations building to install six overhead doors facing east. The replacement storage area and building modifications will be at the expense of the WWTP project, estimated at \$335,000. The overall cost of the WWTP Lab/Ops project is estimated at \$1.35 million, or \$1.68 million with the building replacement.
2. The anticipated 2027 expansion of the Wastewater Treatment Plant (WWTP) will require use of much of the existing Public Works Operations yard for proposed new structures to expand the

WWTP. Replacement of these three structures and related yard area are included in the future WWTP project, currently scheduled to construct in 2026-2027.

3. The existing Solid Waste/Fleet Maintenance building, which was constructed before 1937 as part of the original Sedro-Woolley Wastewater Facility is well beyond its design life, with the maintenance bays inadequate in height and depth to service the city's solid waste and Vactor equipment. This results in the need to service this equipment in the yard without weather protection.
4. The city anticipates expanding the Fleet Maintenance operation to provide repairs and maintenance of the city's growing Police and Fire fleets. The existing maintenance building is also too small to service much of the fire apparatus.
5. The Facility Plan includes covered storage for the city's Solid Waste and Public Works Operations fleet. With the complex electronics and general expense of the new equipment, it is no longer acceptable to store much of the fleet out in the weather as is presently the practice.
6. The Facility Plan will also require demolition of an existing structure on the site currently used by the Police department for evidence storage. This use was originally to be replaced by construction of a new Fire Station 1.5 Annex on Murdock Street across from the Fire Hall. This is presently on hold due to preliminary Architectural estimates for the new building far exceeding the planned 2020 budget of \$250,000 for the project. Alternatives are being considered to add storage space at Fire Station 2 within the original budget.

Previous Council Action to fund the Solid Waste/Fleet and Public Works Operations Facility

Council has approved an overall budget of \$4,000,000 for the new Solid Waste/Fleet and Public Works Operations Facility (PW Facility). The source of funds is from a combination of Fund 401 Sewer, 412 Solid Waste, Account 425 Storm rate revenue, and Account 101 Parks/Street General Fund revenue. The annual contributions amount to approximately \$290,000 per year. Funds have been accumulating in Account 505 since 2019, with a current fund balance of \$402,997. These funds are meant to provide debt service for an anticipated low interest loan for construction of the facility. The proposed source of loan funding is the Office of the State Treasurer's Local Program, with 20 year loans at approximately 3.35% (determined the time of bond sale), and with three application cycles per year (next cycle applications due April with funds available in June). Local Program funding counts against the City's General Obligation (non-voted) tax limits.

A **preliminary site plan** was completed in late 2018 (copy attached). This plan called for a 75' x 205' (15,375 sf) combined office/equipment maintenance and equipment storage structure, plus various outbuildings for equipment and materials storage, yard improvements for container and material storage, and a future Vactor decant structure.

The Facility Plan scope of services included preparation of a cost estimate for the site plan and building improvements. The initial estimate for the full site plan was submitted to the city on 3/28/2019 totaled \$8.391 million, well over the funding available. Staff worked with the consultant to simplify the site plan, while still providing the desired building improvements. The revised estimate was received from the consultant on 12/10/2019 with an updated cost of \$6.587 million, still well over the budget.

Subsequently staff worked with the Solid Waste and Operations Superintendents to develop a phased approach to the site improvements that took advantage of the proposed WWTP Laboratory/Operations Building layout planned for construction in 2021. The current plan (attached) proposes to construct the PW Facility in up to four phases as follows:

The **Phase 1** building at 80' x 82' (6,628 sf) will include an office wing and three 16' wide by 50' deep mechanic's service bays and two 16' wide 50' deep vehicle storage bays, plus site improvements and drainage. This structure would be located where the initial plan proposed to replace the old Parks

facility with a new storage building extending the Operations structure. The revised plan will take advantage of the site work for the Lab/Ops building, sharing some utilities and reducing the cost of the overall project while allowing for early completion of the Phase 1 core facilities.

The order of magnitude estimate for the Phase 1 improvements is \$2.93 to \$3.53 million. This estimate is very preliminary and includes sales tax and a 20% contingency. This will leave approximately \$1.4 to \$0.8 million for completion of portions of the Phase 2 site improvements (excluding the building).

Phase 2 of the plan includes site work for a future scaled down 75' x 135' (10,222 sf) 8 bay Equipment Storage Building and related structures. Estimate unknown at this point.

Phase 3 will be for construction of the Equipment Storage Building itself, estimated at \$2.8 to \$3.5 million. The Phase 2 and 3 design will allow for future expansion of the building by two additional bays when needed. Timeline unknown at this point.

Phase 4 would include equipment bunker and pole buildings for equipment storage for the PW Operations Dept buildings and yard area to be displaced by the future WWTP expansion, estimated at \$0.62 million. Phase 4 would be funded as part of the planned 2027 WWTP Expansion.

COVID-19 Concerns

It should be noted that building costs have been highly variable in the past year due to COVID-19 impacts on the materials supply chain. This is reflected in the Architect's conservative order of magnitude estimate. This situation may continue or improve by the time the design work is complete and the bid estimate is prepared. On the other hand, combining the WWTP Lab/Ops Building and the PW Building as one contract will reduce mobilization costs, allow for shared utilities and efficiency in construction.

The design phase budget proposed under Amendment 4 is adequate to complete the Phase 2 site work design. Critical Phase 2 elements would include the site drainage system, utility stubs and site grading and parking lot paving. Phase 2 site improvements would be included in the bid as a separate schedule. If Phase 1 bids are favorable and the Phase 2 site improvements substantially completed, the main expense for the future Phase 2 would be the Equipment Storage building. A future Phase 4 to add the smaller equipment storage structures would not need to be constructed until the WWTP expansion takes place, and would be paid for by WWTP funding at the time of the plant expansion.

Amendment 4 Detail. Carletti's "not to exceed" estimate of \$192,075 includes Phase 1 PW Facility final design, Phase 2 site improvements final design, and construction phase support for Phase 1 (and Phase 2 if awarded). The proposed structure is 6,628 sf or \$28.98/sf for the design of the building and site improvements. This represents approximately 5.5% - 7% of the preliminary estimate for the Phase 1 work.

For comparison purposes, Amendment 3 of this agreement for the WWTP Laboratory/Operations building totals \$136,950 for 3,715 sf (\$36.86/SF). This represents 10.3% of the estimated total cost of \$1.3 million.

FISCAL IMPACT, IF APPROPRIATE:

Design Phase Only (Amendment 4)

Estimated cost	\$192,075
Fund 505 Balance	\$402,997
Balance Fund 505 after Design Phase	\$210,922

Construction Phase (Estimated July-Dec 2021)

The combined project estimated cost is as follows:

WWTP Lab/Ops Building	\$1.35 million
Solid Waste/Fleet and Public Works Operations Building	\$2.93 to \$3.53 million
Total combined project	\$4.28 to \$4.88 million

The source of funds for the combined project is as follows:

Fund 401 Other Projects (2021 Budget)	\$1.68 million
Fund 505 Public Works Building	\$4.00 million.
Total Funds Available	\$5.68 million

Estimated Contingency for Phase 2 **\$1.40 to \$0.80 million**

Phase 1 Funds Availability

The 2021 and 2022 Budgets for Fund 505 do not presently account for 2021 final design and construction of the Phase 1 PW Building. Sufficient funding is in place in Account 505 to pay for the final design work under Amendment 4. Sufficient funding is being generated in Account 505 to support future debt payments for an OST Local Program loan for construction phase of the PW Building facility. Once the 90% plans are complete and a final estimate is in place, the city can apply for the OST Local Program loan in April 2021 for funds available in June 2021 for the construction phase.

A 2021 Budget amendment will be required for the design phase work. An additional budget amendment will be required for the construction phase.

All funds are in place for the WWTP Lab/Operations Building work and are budgeted for 2021 under Fund 401 Other Projects.

Future Phase Funding

The city will also pursue grant funding for the future Phase 3 Storage Building. No grant funding sources are presently known. We have approached our Legislative delegation about a Legislative set aside to fund the facility and will continue to pursue this option. The Phase 4 improvements will be included in the cost of the WWTP Expansion planned for 2027 or later.

SCHEDULING:

Assuming approval of Amendment 4 on January 13, Carletti has committed to having 90% plans and the Engineer's Estimate complete by March 31, 2021, and final bid documents completed for an April/May 2021 bid advertisement. Funding will need to be secured prior to advertisement for bids.

Assuming 90% plan and Engineer's Estimate completion by April, an OST Local Program loan application can be submitted in April for June funds availability. If market conditions continue to be volatile, we can delay the bid until later in 2021 or to early 2022. The next Local Program opportunity

would be September 2021 with funds available in October 2021. This would be too late for a 2021 construction start. This would then delay the construction of the Lab/Ops Building and PW Building to 2022.

RECOMMENDATION:

Staff recommends approval of Amendment 4 to add the final design work for the Solid Waste/Fleet and Public Works Operations Facility Phase 1. The city retains the flexibility to delay bidding of the construction phase to later in 2021 if market conditions warrant.

ATTACHMENTS:

1. Amendment 4 to Agreement 2018-PS-12
2. Drawing A1.0 - 2019 Preliminary Site Plan for complete site improvements
3. Aerial View with proposed improvements
4. Drawing A1.1 Updated Overall Site Plan for WWTP Lab/Ops Facility and Phases 1 and 2 of the PW Facility
5. Drawing A1.2 Close-up Site Plan

AMENDMENT NO. 4

To the PROFESSIONAL SERVICES AGREEMENT No. 2018-PS-12
Dated March 1, 2018
Between The City of Sedro-Woolley, Washington
And Carletti Architects P.S.

This Amendment revises the above contract as follows:

Section 1. Scope of Services.

The Contractor agrees to perform in a satisfactory and proper manner, as determined by the City, as design phase services for the Solid Waste/Equipment Maintenance /Street Facility Project as defined in **Exhibit A – Facility Plan, Exhibit B – Wastewater Treatment Facility Laboratory/Operations Building Final Design and Exhibit C – Solid Waste, Fleet and Operations Building Phase 1 Final Design** attached hereto that are requested by the City of Sedro-Woolley.

Section 6. Compensation and Schedule of Payments.

City shall pay the Contractor its hourly rates pursuant to the schedule set forth in Exhibit A (2018 Rates), Exhibit A-1 (2019 and 2020 rates).

The contractor shall be paid monthly on the basis of invoices for compensation earned by the Contractor during the billing period, as agreed by the parties. Payment shall be made within ten (10) days after approval of the voucher by the City council.

Cost not to exceed **\$67,170 for the Exhibit A Solid Waste/Equipment Maintenance/Street Facility Project Facility Plan, \$136,950 for the Exhibit B Wastewater Treatment Plant Laboratory/Operations Building Final Design and \$192,075 for the Exhibit C Solid Waste, Fleet and Operations Building Phase 1 Final Design** for a total cost not to exceed **\$396,195** without prior approval of the Director of Public Works or City Engineer.

All other terms and conditions remain as per the original agreement.

DATED this 14th day of January 2021.

CITY OF SEDRO-WOOLLEY
A Washington municipal corporation

By: _____
Director of Public Works

CONTRACTOR:

Carletti Architects P.S.

By: _____

December 18, 2020

Mark A. Freiburger PE, Director of Public Works
City of Sedro-Woolley
325 Metcalf Street
Sedro Woolley, WA 98284

Reference: City of Sedro-Woolley
Solid Waste, Fleet and Operations Building Phase 1
EXHIBIT C: Scope of Work and Fee Proposal

Dear Mark:

It was a pleasure to meet with you and your staff to finalizing a conceptual floor plan for the new location of the Public works Operations Building Phase 1.

It is our understanding the City desires to move forward on designing and have it bid by spring of 2021. Construction of the facility will begin early summer of 2021. This project will be part of the overall construction of the Wastewater Laboratory/ Operations Building Relocation.

Please find listed below a project description, scope of work, tasks and fees.

Project Description:

The Client, City of Sedro Woolley, Washington, desires to design and construct a new 2-story 9,300 square foot building to house Offices, Maintenance Bays and large Vehicle Storage. This building will be part of an overall phased site development plan and is the first Phase for Public Works. The program consists of 3 Offices, Large Breakroom, Restrooms, Mechanics Office, 3 Mechanic Work Bays, 2 Large Vehicle Storage Bays and associated supporting spaces. There will be a second floor over the office that will be unfinished for future development.

The building will be traditional wood frame construction with pre-fab wood trusses. A mixture of brick veneer and metal siding will be used for a contemporary maintenance free design. The design will mimic the Waste Water Treatment Facility. Standard electrical and mechanical systems will be used for a small office type building. The larger open vehicle bays will have radiant heat, vehicle exhaust systems, vehicle lifts and CO2 monitoring system. A 3-hour rated fire barrier wall will be constructed between the office area and Vehicle storage area.

The site south of the building will include a generator and a fueling station. There will be a 20' concrete apron in front of the Vehicle Bays. There will be minor asphalt around the building. Basic utility stubs will be placed to the east for a future phase 2 development of the site. New gates, fencing, and driveway improvements along Alexander Street will also be constructed which will serve the future Public Works facility.

This proposal is based off a complete Design, bid, and build type project. This fee also includes all permitting coordination and specifications.

Scope of Work:

Task One – Architectural Schematic Design

- Refinement and changes to existing schematic floor plan based upon Client/ Code input.
- Preliminary elevations based on floor plan. (2) Concepts
- Refinement and changes to site plan based upon Client input.
- Preparation of rough building section to understand heights
- Preliminary exterior elevations
- Assume 1 meeting with client

Task Two – Architectural Design Development

- Refinement and changes to floor plan based upon Client input.
- Refinement and changes to site plan based upon Client input.
- Adjustments to building sections, based upon Client input.
- Adjustments and refinement to building elevations, based upon Client input.
- In depth code research and refinement based on findings.
- Coordination with Owner equipment needs.
- Coordination with sub-consultants.
- Assume 2 meetings with client

Task Three – Architectural Construction Documents

- Cover sheet, general notes and code research.
- Architectural site plan.
- Architectural site details.
- Proposed floor plan with notes dimensions and call-outs.
- Equipment Schedule/ coordination.
- Door, window and finish schedule.
- Reflected ceiling plan.
- Roof plan.
- Exterior building elevations.
- Building sections.
- Building wall sections.
- Details.
- Technical specifications per CSI format.
- Coordination with sub-consultants and Owner.
- Permit submittal to City of Sedro Woolley.
- Response to Sedro Woolley review comments.

Task Four – Architectural Bidding & Negotiation

- Attendance at pre-bid meeting onsite.
- Issuance of Addendum.
- Answering Contractor's questions during Addendum.
- Opening of bids.
- Review of bids and recommendation to Client of Contractor.

Task Five – Architectural Construction Administration

- Four (4) additional site visits. Assumed building will be built with WWTP and attendance of these job meetings see Exhibit B.
- Review of shop drawings and submittals.
- Response to contractor's RFI's.
- Issuance of clarification sketches.

Task Six – Civil Engineering

- Drainage report.
- Basic fencing adjustments as needed around new facility
- Additional motorized gates, fencing and driveway improvements along Alexander Street for Public works building.
- Proposed grading and utilities plan including water, sewer system, storm water, power and telephone.
- Final construction documents including details.
- Permit submittal to Sedro Woolley.
- Response to review comments.
- Assistance during bidding and negotiation.
- Review of shop drawings and submittals.
- Response to Contractor's RFI's.
- Issuance of clarifications sketches.
- Final record drawings.
- Two (2) site visits during construction.

Task Seven – Structural Engineering

- Stamped gravity and lateral calculations.
- Foundation plan.
- Foundation details.
- Shear wall framing plan.
- Shear wall details.
- Roof framing plan.
- Structural details.
- Response to Review Authority comments.
- Assistance during bidding and negotiation.
- Review of shop drawings and submittals.
- Response to contractor RFI's.
- Issuance of clarifications sketches.
- One (1) site visit during construction.

Task Eight – Mechanical Engineering

- Construction documents and technical specifications for all HVAC and Plumbing requirements.

- Final construction drawings.
- Response to Review Authority comments.
- Assistance during bidding and negotiation.
- One (1) site visit during construction.
- Response to Contractor's RFI's.
- Issuance of Clarification Sketches.
- Review of shop drawings and submittals.

Task Nine – Electrical Engineering

- Design and construction drawings for electrical including power, telephone, data/ fiber optic, secondary power, specialty lab equipment, security system and fire alarm system.
- Assistance during bidding and negotiation.
- One (1) site visit during construction.
- Response to Contractor RFI's.
- Review of shop drawings and submittals.
- Issuance of Clarification Sketches.

Task Ten – Landscape Architect

- Additional Frontage improvements and landscaping around building.
- Response to Contractor's RFI's.

Task Eleven – Cost Estimate

- CSI cost estimate of project at 50% completion and reevaluation and completion of cost estimate at 75% completion.

Proposed Schedule of Deliverables:

60% Design Development Set February 2020

90% Construction set Review March of 2020

Permit submittal March of 2020

Bid Documents Complete April 2021

Task	Description	Fee
1	Schematic Design - Architectural	\$ 15,000
2	Design Development - Architectural	\$ 16,000
3	Construction Documents - Architectural	\$ 30,000
4	Bidding Negotiation - Architectural	\$ 2,500
5	Construction Administration - Architectural	\$ 10,500
6	Civil Engineering	\$ 23,000
7	Structural Engineering	\$ 20,075

Mark A. Freiburger, PE, City of Sedro-Woolley
EXHIBIT C- Solid Waste, Fleet and Operations Building Phase 1 Fee
December 18 , 2020

8	Mechanical Engineering	\$	37,500
9	Electrical Engineering	\$	30,000
10	Landscape Architect	\$	1,500
11	Cost Estimate	\$	2,500
SUBTOTAL		\$	188,575
Reimbursable Allowance		\$	3,500
TOTAL		\$	192,075

Exclusions:

SEPA and conditional use permit applications, Topographic survey and existing conditions map, wetlands delineation/critical areas report
Reimbursable (See below)

Reimbursable:

Mileage	\$.59 per mile
Large Format Copies	\$ 1.50 each
Postage and Delivery	Cost + 10%
Sub-consultants	Cost + 10%

If this proposal is acceptable to you, we will then prepare a professional services agreement for your review and approval or we can attach this as Exhibit C in a contract the City issues.

We are excited about this opportunity of continuing our working relationship with the City.

Sincerely,

Quentin Sutter
Carletti Architects, P.S.

BILLING RATES

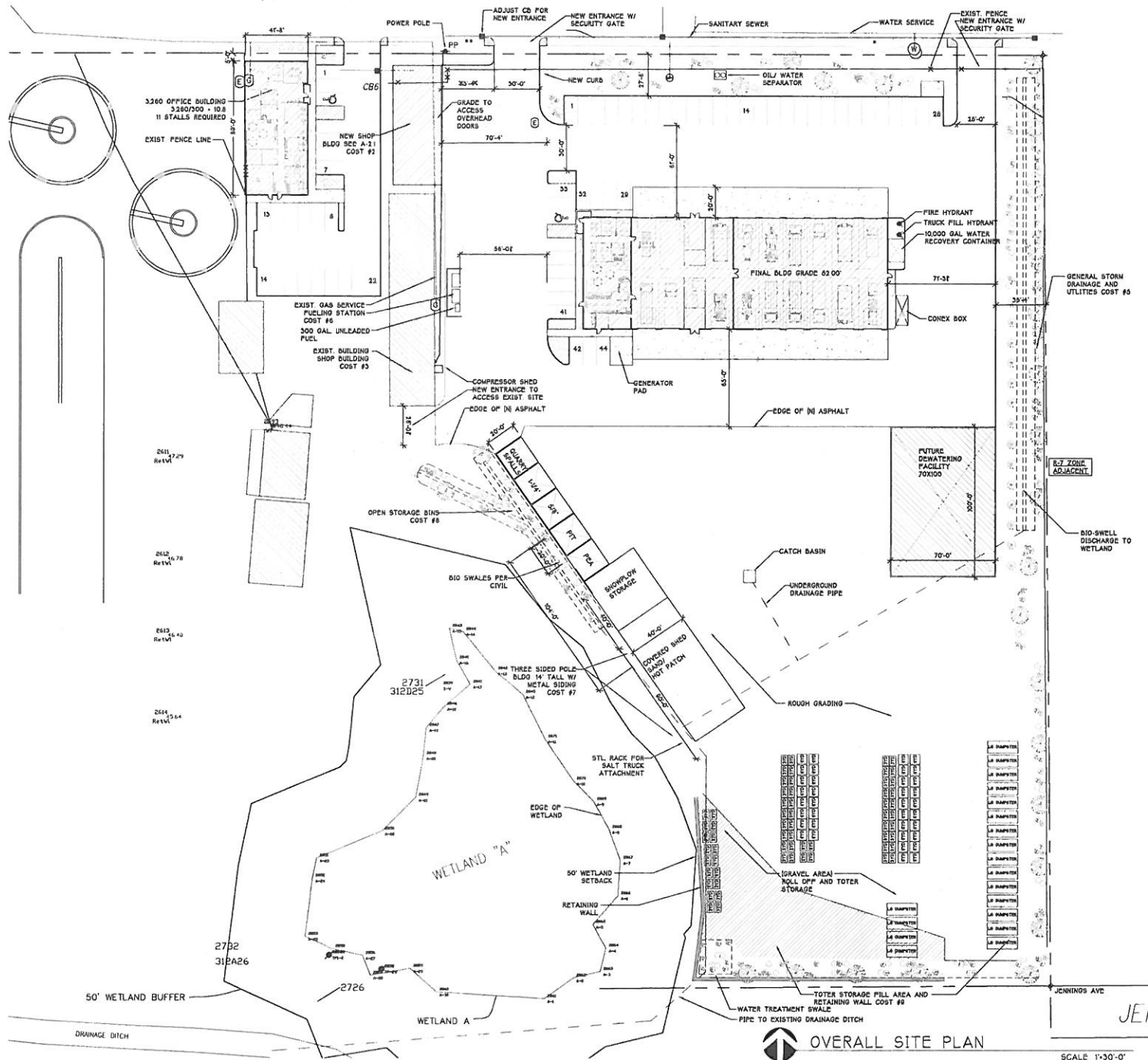
Carletti Architects, P.S.
116 East Fir Street, Suite A
Mount Vernon, WA 98273

RATES (effective until 12/31/21)

	\$155/HR	Principal
Level I	\$135/HR	Project Architect
Level II	\$125/HR	Project Manager I
Level III	\$125/HR	Project Designer I
Level IV	\$125/HR	Project Manager II
Level V	\$125/HR	Project Designer II
Level VI	\$110/HR	Space Planner
Level VIII	\$125/HR	Computer Modeling
Level IV	\$45/HR	Administration/Clerical

Peter Carletti	Principal
Quentin Sutter	Project Architect
Tim Goodman	Project Manager I/Project Designer I
David Wilson	Project Manager I/Project Designer I
Jennifer Pearson	Space Planner
Maureen Johnson	Clerical

WVTP
LAB/OPS
EXIST.



CARLETTI ARCHITECTS P.
interior • planning • site design

116 EAST FIR STREET
SUITE A
MOUNT VERNON, WA 98273

Phone (360) 424-0394
Fax (360) 424-5726

A NEW BUILDING FOR
CITY OF SEDRO-WOOLLEY
CITY SHOPS BLDG
409 ALEXANDER STREET
SEDRO WOOLLEY WA
98284

CONTACT:
MARK A. FREIBERGER
(360) 855-9933

18-215
PROJECT NUMBER _____

REVISIONS	
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10-30-10	REV PRIC

SHEET TITLE

OVERALL SITE PLAN

QUINTIN SUTTER
PROJECT ARCHITECT

QUENTIN SUTTER
DRAWN BY

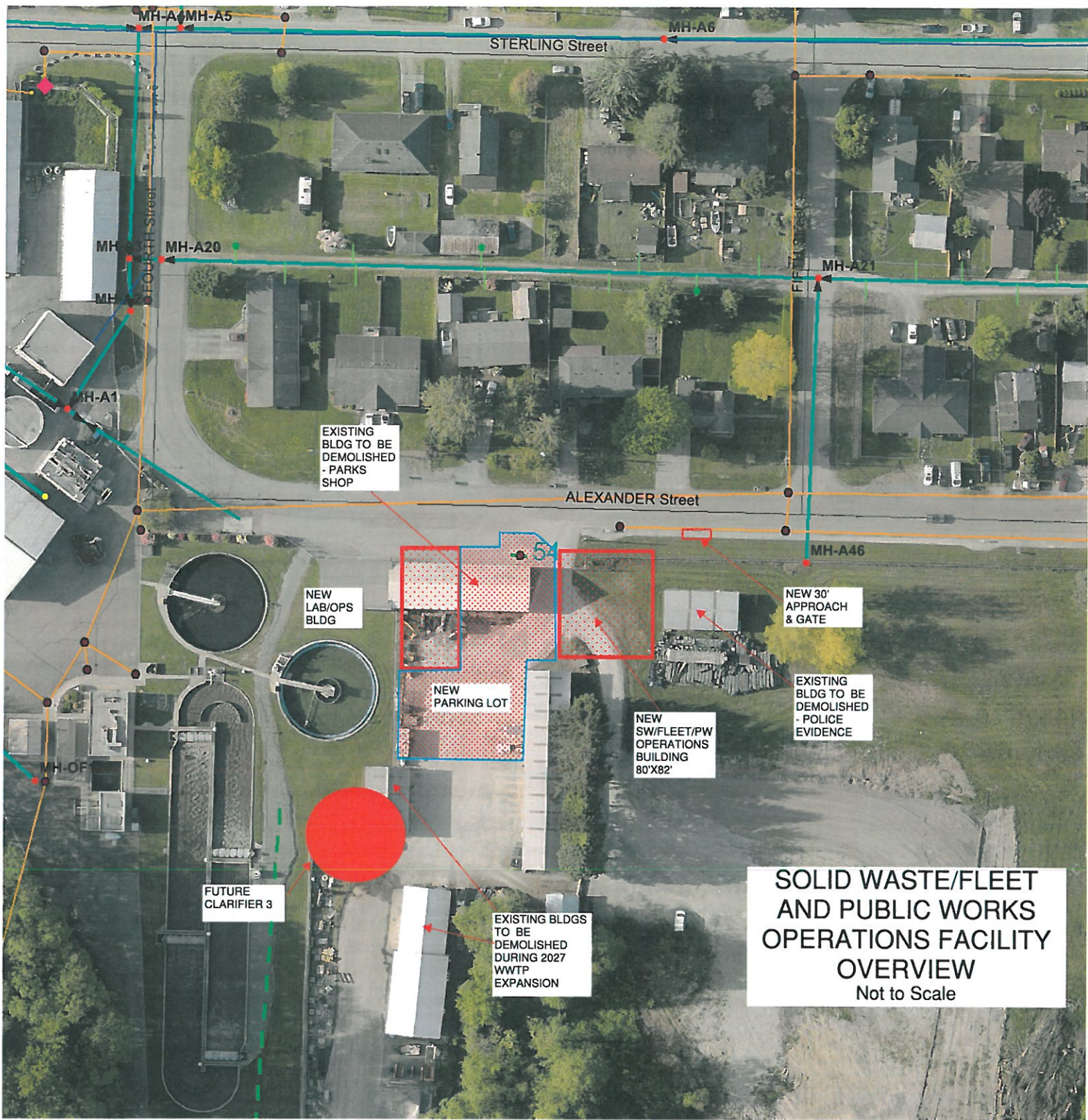
PETER CARLETTI
CHECKED BY

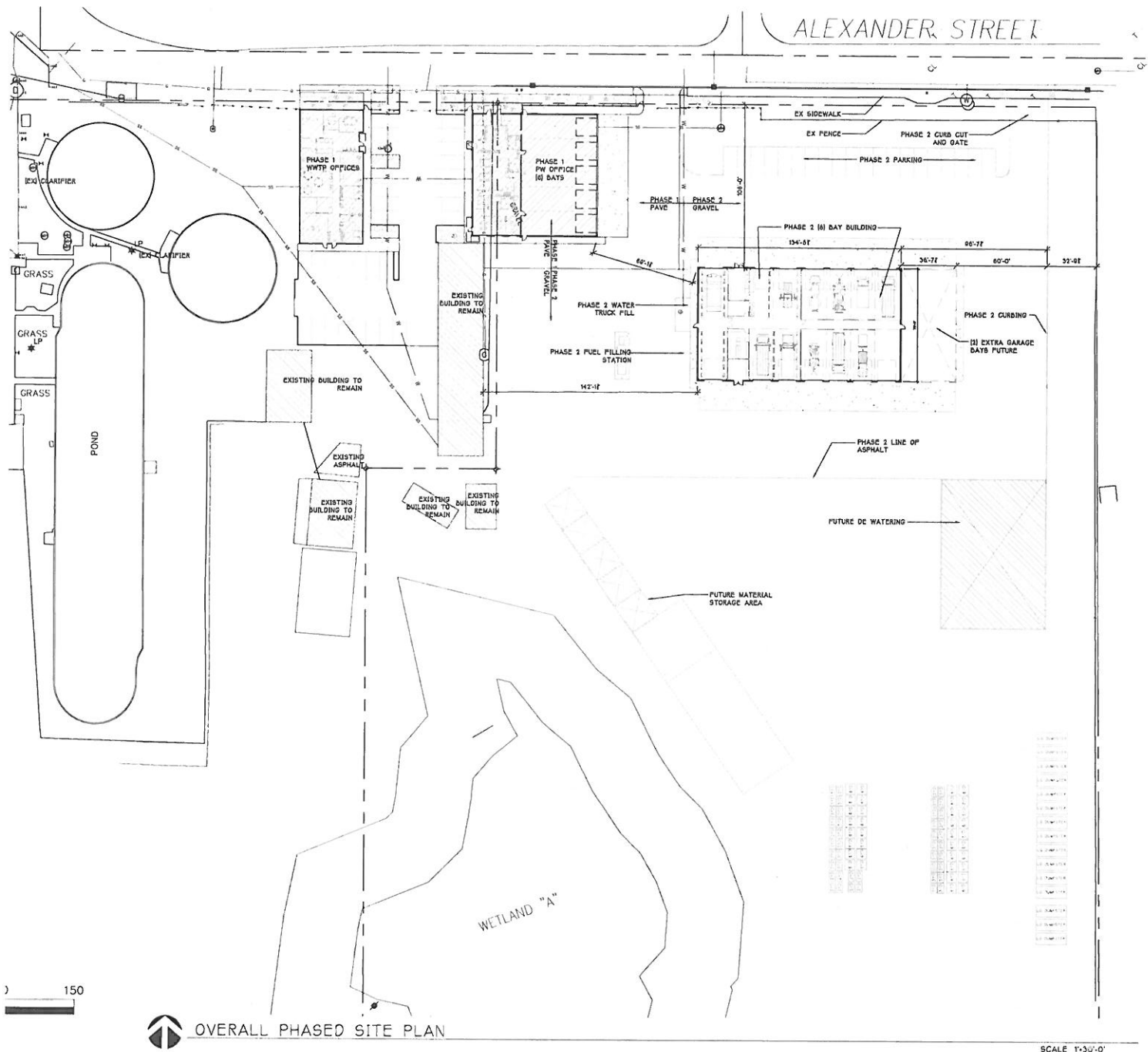
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CARLETTI ARCHITECTS P.C.
 116 EAST FIR STREET
 SUITE A
 MOUNT VERNON WA 98273
 Phone (360) 424-0384
 Fax (360) 424-5776

A NEW BUILDING FOR
 CITY OF SEDRO-WOOLLEY
 OFFICE/ SHOPS BLDG
 401 ALEXANDER STREET
 SEDRO WOOLLEY WA
 98284
 CONTACT
 MARK A FREIBERGER
 (360) 855-9033

20-412
 PROJECT NUMBER

REVISIONS
 11-5-20 PRE-LIM

SHEET TITLE

OVERALL SITE PLAN

QUENTIN SUTTER
 PROJECT ARCHITECT
 QUENTIN SUTTER
 DRAWN BY
 PETER CARLETTI
 CHECKED BY
 FEBRUARY 19, 2020
 DATE
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116 EAST FIR STREET
SUITE A
MOUNT VERNON WA 98273

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Fax (360) 424-5726

A NEW BUILDING FOR
CITY OF SEDRO-WOOLLEY
OFFICE/ SHOPS BLDG
401 ALEXANDER STREET
SEDRO WOOLLEY WA
98284

CONTACT
MARK A FREIBERGER
(360) 855-9933

20-412
PROJECT NUMBER

REVISIONS
11-5-20 PRE-LIM

SHEET TITLE

PHASE 1 SITE PLAN

QUINTIN SUTTER
PROJECT ARCHITECT

QUINTIN SUTTER
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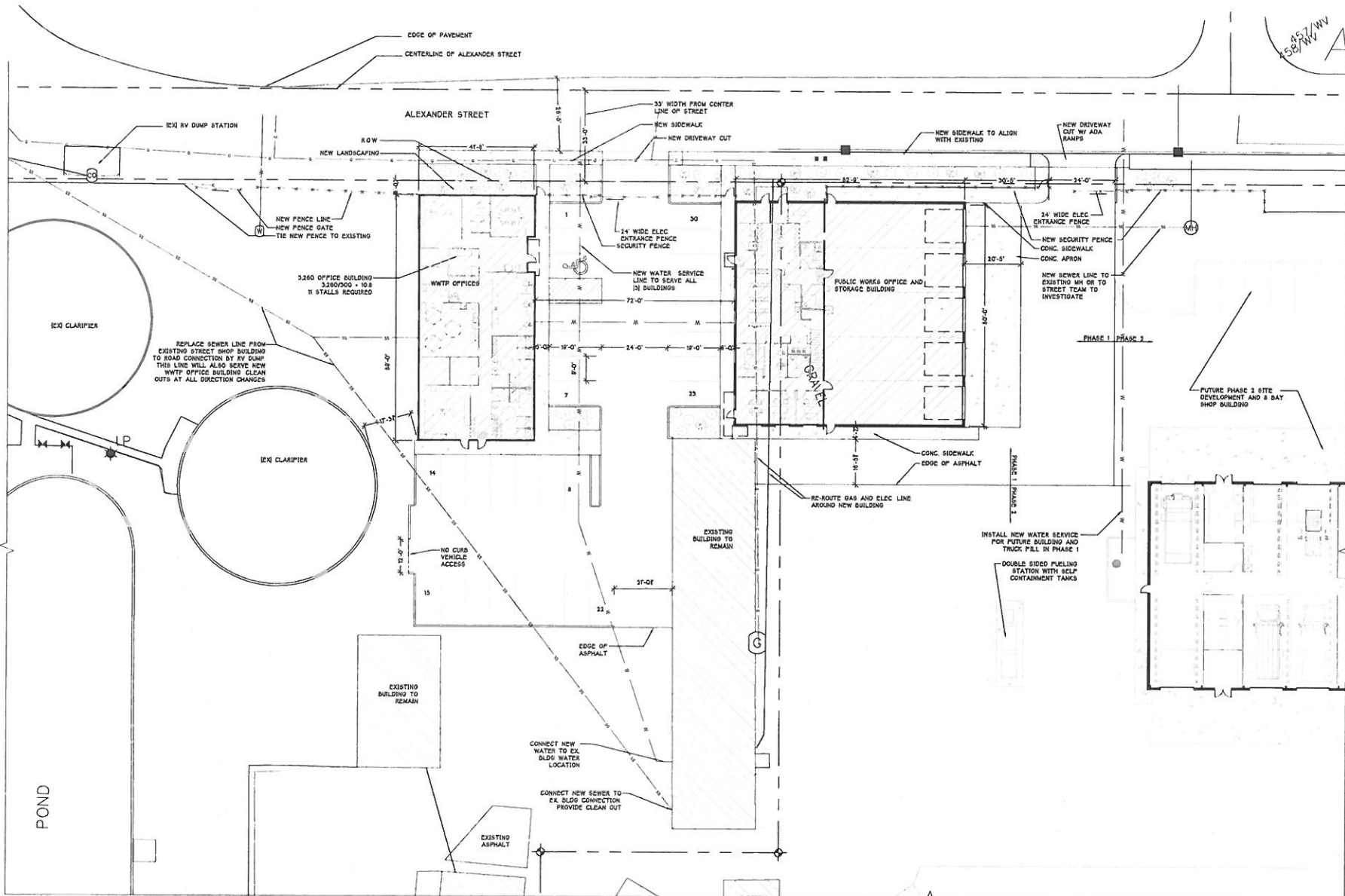
PETER CARLETTI
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FEBRUARY 10, 2020
DATE

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PROPOSED PHASE 1 SITE PLAN

SCALE 1/16"=1'-0"



JAN 13 2021

:00 P.M. COUNCIL CHAMBER
AGENDA NO. 17-1

STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

*Northwest Regional Office • 3190 160th Avenue SE • Bellevue, Washington 98008-5452 • (425) 649-7000
711 for Washington Relay Service • Persons with a speech disability can call (877) 833-6341*

December 10, 2020

The Honorable Julia Johnson, Mayor
City of Sedro-Woolley
325 Metcalf St.
Sedro-Woolley, WA 98284

Re: Outstanding Wastewater Treatment Plant Award for the Sedro-Woolley Wastewater Treatment Plant under National Pollutant Discharge Elimination System (NPDES) Permit #WA0023752

Dear Mayor Johnson:

The Department of Ecology's (Ecology) Northwest Regional Office would like to congratulate the City of Sedro-Woolley on receiving the 2019 Wastewater Treatment Plant Outstanding Performance Award for the continued high performance of your facility.

The Sedro-Woolley Wastewater Treatment Plant has an exceptional record as one of the top municipal wastewater treatment plants in Washington based on effluent limits, submittals, and overall plant compliance.

The team for the Sedro-Woolley Wastewater Treatment Plant should be commended for their perseverance, dedication, and award-winning efforts. It takes pronounced effort to operate and maintain a wastewater treatment plant in top-running order 24-hours a day, 365-days a year.

We appreciate the hard work and commitment that goes into continued compliance. Operations and maintenance, engineering, administrative support, and management all contribute to fulfill the terms and conditions of your NPDES permit.

Ecology and the State of Washington are grateful for your community's contribution to safeguarding the prized environmental, social, and economic benefits of Washington State's waters. We look forward to continuing excellence in the years to come.

Please present the enclosed plaque to the operating staff of the Sedro-Woolley Wastewater Treatment Plant.

Thank you for working with us to protect Washington State's water quality.

Sincerely,

Rachel McCrea
Water Quality Section Manager
Northwest Regional Office

Enclosure: 2019 Wastewater Treatment Plant Outstanding Performance Award Plaque

ecc: Debra Allen, Wastewater Treatment Division Supervisor
Mark Freiburger, P.E., Public Works Director
Laura Fricke, Ecology, Municipal Unit Supervisor
Tonya Lane, Ecology, Permit Manager
Greg Lipnickey, QEP, Ecology, Compliance Specialist
Central Files: Sedro-Woolley Wastewater Treatment Plant; Permit No. WA0023752; WQ 7.1

City of Sedro-Woolley Fire Department

Monthly Incident Data

DECEMBER 2020

CITY COUNCIL AGENDA
REGULAR MEETING

JAN 13 2021

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

EMERGENCY RESPONSES	TOTALS
FALSE ALARM (FALSE CALLS)	11
FIRE	4
GOOD INTENT CALLS	24
HAZARDOUS CONDITIONS (NO FIRE)	5
RESCUE & EMERGENCY MEDICAL INCIDENTS	186
SERVICE CALLS	10
SPECIAL INCIDENT TYPE	5
TOTAL	245
TOTAL RESPONSES 2020	3439
	7.0% up
TRANSPORTS FOR THE MONTH	TOTALS
ISLAND HOSPITAL	0
PEACEHEALTH UNITED GENERAL MEDICAL CENTER	74
SKAGIT VALLEY HOSPITAL	29
St Josephs Bellingham	0
AIRLIFT NW/LIFEFLIGHT	0
Total Month	103
Total Transports for 2020	1550
	1.0 % up
LOCATION / ZONE # INCIDENTS	TOTALS
Anacortes-City of Anacortes	0
Burlington- City of Burlington	4
Town of Concrete	2
Darrington	0
Fire District 2- McLean	0
Fire District 3- Conway/Cedardale	0
Fire District 4- Clear Lake	8
Fire District 5- Allen/Edison/Bow	1
Fire District 6- Bayridge	5
Fire District 7- Lake McMurray	0
Fire District 8E- Outside of City Limits East D8	7
Fire District 8N- Outside of City Limits North D8	13
Fire District 8S- Outside of City Limits South D8	53
Fire District 9- Big Lake	0
Fire District 10- Birdsvew	5
Fire District 11- Mt Erie	0
Fire District 12-Bayview	0
Fire District 13- Hope Island	1
Fire District 14- Alger	3
Fire District 15- Lake Cavanaugh	0
Fire District 16- Day Creek	8
Fire District 19- Marblemount	1
Hamilton- Town of Hamilton	4
LaConner- Town of	0
MV- City of Mount Vernon	2
Newhalem	0
SW- Inside the City of Limits of Sedro-Woolley	128
MONTHLY TOTAL:	245
MUTUAL AID	TOTALS
Given	1
Received	0