

Next Ord: 1606-08

Next Res: 764-08

MISSION STATEMENT

The mission of the Sedro-Woolley City government is to provide selected services that are not traditionally offered by the private sector. This will be achieved through providing the highest quality services we can within the resources with which we're provided; involving residents in all aspects of planning and operations; serving as a clearinghouse for public information; and operating facilities which meet the legitimate, identified concerns of the residents of and visitors to our community.

We believe in being community-centered, consistently contributing to the quality of life in our area and as fully deserving of the public's trust through the consistent expression of positive values and acceptance of accountability for producing meaningful results.

CITY COUNCIL AGENDA

February 27, 2008

7:00 PM

Sedro-Woolley Community Center
703 Pacific Street

1. Call to Order
2. Pledge of Allegiance
3. Consent Calendar

NOTE: Agenda items on the Consent Calendar 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 Calendar.

- a. Minutes from Previous Meeting
 - b. Finance
 - Claim Vouchers #62688 to #62788 for \$149,639.27
 - Payroll Warrants #41975 to #42070 for \$168,032.28
 - c. Award of Bid - Library re-roof
 - d. Resolution - Delegating authority to PW Director to manage SR20 sewer project
 - e. Request for Out of State Travel - Legal
 - f. Request for Out of State Travel - Police
 - g. Possible surplus of muffle furnace from Wastewater Treatment
4. Special Recognition - Boy Scouts
 5. Public Comment (Please limit your comments to 3-5 minutes)

PUBLIC HEARING

UNFINISHED BUSINESS

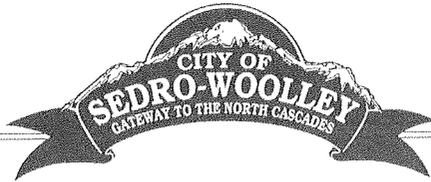
6. City Hall Update (*action requested*)

NEW BUSINESS

7. Approval of flag pole donation at Riverfront Park
8. 2008 Budget Amendment #1
9. Hearing Examiner Ordinance

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

EXECUTIVE SESSION/YES



DATE: February 27, 2008

TO: Mayor Anderson and City Council

FROM: Patsy Nelson, Clerk-Treasurer

SUBJECT: 1) CALL TO ORDER; 2) PLEDGE OF ALLEGIANCE; 3) CONSENT CALENDAR

1. CALL TO ORDER - The Mayor will call the February 27, 2008 Regular Meeting to Order. The Clerk-Treasurer will note those in attendance and those absent.

 ___ Ward 1 Councilmember Ted Meamber
 ___ Ward 2 Councilmember Tony Splane
 ___ Ward 3 Councilmember Louie Regua
 ___ Ward 4 Councilmember Pat Colgan
 ___ Ward 5 Councilmember Hugh Galbraith
 ___ Ward 6 Councilmember Rick Lemley
 ___ At-Large Councilmember Dennis London

2. PLEDGE OF ALLEGIANCE - The Mayor will lead the City Council and citizens in the Pledge of Allegiance to the United States of America.

3. CONSENT CALENDAR - Mayor will ask for Council approval of Consent Calendar items.

CITY OF SEDRO-WOOLLEY

Regular Meeting of the City Council
February 13, 2008 – 7:00 P.M. – Community Center

The Meeting was called to order at 7:00 P.M.

ROLL CALL: Mayor Mike Anderson, Councilmembers: Ted Meamber, Tony Splane, Louis Requa, Pat Colgan, Hugh Galbraith, Rick Lemley and Dennis London. Staff: Clerk/Treasurer Nelson, City Attorney/Supervisor Berg, Engineer Freiburger, Planner Moore, Lt. Tucker and Fire Chief Klinger.

Consent Calendar

- Minutes from Previous Meeting (Including February 5, 2008 Worksession)
- Finance
 - Claim Vouchers #62519 to #62687 for \$527,029.12
 - Payroll Warrants #41879 to #41974 for \$232,622.97
- Interlocal Agreement – Joint Purchasing with Douglas County Fire District No. 4
- Street Closure Request – North Cascade Ford – Ferry Street – April 20, 2008

Councilmember Lemley noted a change in the date on the request of North Cascade Ford to April 13, 2008 due to a conflict with another car show.

Councilmember Colgan moved to approve the consent calendar with noted changes. Seconded by Councilmember Lemley. Motion carried (7-0).

Public Comment

No Public Comment

PUBLIC HEARING

Removal of Planning Commission Member

City Attorney/Supervisor Berg reviewed background information regarding the potential removal of a Planning Commission member due to multiple absences. He noted that staff has made efforts to contact the member and the Mayor wrote a letter requesting the intentions of his membership. Berg stated, to dated, the member has not contacted any City staff to indicate his wishes. Berg stated it was a functionality issue with the Commission being only 7 members with one member having numerous absences. Several community members have expressed interest in serving on the Commission. Berg stated the code allows a Planning Commissioner to be removed by the Mayor with the consent of the Council following a public hearing. Berg then reviewed the process.

Council discussion ensued regarding communication on the feeling of other Planning Commission members regarding the absences and how the letter was sent (i.e. certified).

Mayor Anderson opened the public hearing at 7:07 P.M.

No public comment received.

Mayor Anderson closed the public hearing at 7:07 P.M.

Councilmember London moved to table the issue to the next Council meeting and directed the Mayor to send a certified letter to Kevin Loy for notification. Seconded by Councilmember Meamber. Motion carried (7-0).

UNFINISHED BUSINESS

Mayor Anderson reversed the order of unfinished business to accommodate County Commissioner Munks and Chief Civil Deputy Will Honea's schedules.

Interlocal – Solid Waste (3rd reading)

City Attorney/Supervisor Berg noted this was the 3rd reading of the proposed Interlocal – Solid Waste agreement and introduced County Commissioner Munks and Chief Civil Deputy Will Honea to the Council. Berg acknowledged the County for taking the lead role in trying to put together an agreement which included the cities. He noted the Council's concerns are not intended to be negative towards the County but is a reflection of concern of some of the details of the draft, not the concept. Berg reviewed the Council documents within the packets and reminded Council that the agreement addressed the overall governance of a County-wide solid waste system, does not address any specific sites or any specific proposals and has no relationship to the pending land use application for Deluxe Recycling.

County Commissioner Munks addressed the Council regarding their concerns on the proposed Interlocal – Solid Waste agreement. He noted the County has been trying for years to make changes to the Solid Waste system and always seemed to come up against the Municipalities committee which is an advisory committee made up of local Mayor's. The agreement is meant to approach the future of solid waste in Skagit County in a different manner by bringing the cities, towns and county together as partners to discuss issues affecting the future of solid waste, including the facility. Munks also addressed a consultant's report, limitations regarding current contracts and the future of waste stream.

Council discussion ensued with Commissioner Munks and the Council to include liability of landfills, the current system and costs, the future of solid waste.

Will Honea, Chief Civil Prosecutor for County addressed the Council's questions regarding the issues of liability noting the liability within the agreement is no different

that the current Interlocal agreement with the cities. He reviewed specific parts of the agreement which addressing liability.

More discussion was held regarding amendments to Solid Waste Comprehensive Plan, commission representation and veto power.

Honea addressed the veto power within the agreement stating that state law requires the County to run a system keeping, it financially viable and operational forever. He addressed the long-term viability of the system beyond the horizon of which the cities no longer have to participate by contract and spoke of the processes in place prior to any veto vote.

Some discussion was held regarding the budgeting, income and expenses, new agreement vs. current agreement, privatization, history of the current resolution on record, other expiration dates of agreements, profits from waste products and the scheduling of a county-wide meeting.

Councilmember London moved to table the Solid Waste Interlocal to the first meeting in March. Councilmember Splane seconded. Motion carried (7-0).

City Hall Update

City Attorney/Supervisor Berg presented information on late materials given to the Council which included the recent bid results for moving services and an elevator service agreement.

Councilmember Galbraith moved to authorize the Mayor to sign a moving agreement with Central Moving & Storage in the amount of \$8,950.00. Councilmember Meamber seconded. Motion carried (7-0).

Councilmember Meamber moved to enter into a “Gold” maintenance agreement with ThyssenKrupp Elevator with modifications by the City Attorney. Seconded by Councilmember Galbraith.

Discussion ensued regarding term length and cost of repairs. Motion carried (7-0).

NEW BUSINESS

COMMITTEE REPORTS AND REPORTS FROM OFFICERS

Lt. Tucker – reported on some recent “tagging” of the Public Safety Building and the graffiti abatement group.

Mayor Anderson noted he has received positive comments regarding the work of the abatement group under the leadership of Bob Parks.

Lt. Tucker also reported on a recent shipment of tazers to outfit all officers with tazers. He noted Officer Sorsdahl is at the academy and is on schedule to graduate in May and announced Sergeant Salyer's last night on patrol is tonight and he will officially retire at the end of the month.

Fire Chief Klinger – reported on the practice burn of the house on River Road. He noted they got a full 8 hours of training from the burn and things went very well with volunteer Captain Josh Carpenter overseeing the burn. Klinger also reported on a request of the Mount Vernon Fire Chief to the Mount Vernon City Council to provide ambulance services. He noted the letter that was sent out to the Mount Vernon City Council leaves the impression that all County Fire Chiefs have discussed and are in accordance with the request. The proposal is not endorsed by the remainder County Fire Chiefs.

Engineer Frieberger – noted he has been tasked with a review of the rate study and analysis that was done by Katy Isaksen which will be brought forward to Council at the March worksession. He reviewed a proposed agreement with Katy Isaksen & Associates to assist the City with updating the 6 Year Sewer Financial outlook that was presented to Council in November. He also spoke of the opportunity to possibly refinance the sewer bonds for a potential cost savings of \$25,000 per year. The proposed agreement would provide the necessary independent review of the sewer financial outlook that would support refinancing those bonds.

Councilmember Colgan moved to authorize the Mayor to execute the attached Amendment 1 to the Agreement for Professional Services with Katy Isaksen & Associates of Seattle, WA for update of the six year sewer financial outlook and workshop assistance in the amount of \$4,100. Councilmember Requa seconded. Motion seconded (6-1 Councilmember Meamber opposed).

Frieberger then reviewed the periodic report on projects from the Public Works and Engineering departments and specifically hi-lighted the SR20 Sewer project with some minor changes with the existing utilities locate and the SR20/F&S Grade Road project and the round-a-bout studies as well as recent meetings with WSDOT regarding the project.

Discussion ensued regarding the McGargile Road Improvement open house. Frieberger noted it was a well attended meeting with some positive comments from the public and property owners. He noted the information gathered will be assembled and passed onto the County.

Frieberger reported on the joint efforts with the School District to submit a "Safe Routes to School" grant application sponsored by WSDOT, the outcome of a recent meeting with the Brickyard Creek Sub-Flood committee and the status of the Township Street Sewer Extension from Polte to McGargile.

Mayor Anderson commented on the success of the McGargile Open House.

City Attorney/Supervisor Berg – reported on the Skagit County Economic Development Grant Committee meeting with the committee recommending \$500,000 for the SR20/F&S Grade Road project and \$400,000 to the Jameson/Hwy 9 project. Berg encouraged Councilmembers contact the County Commissioners regarding the importance of these projects. He also reported on the issuance of a “Notice to Proceed” for the police evidence/parks buildings. Berg requested Council authorize the Assistant Fire Chief to, at no cost to the City travel to Canada for some training. Berg then proposed ideas for a 3-D lighted sign to direct people to the Police/Fire departments and was directed to work through the Public Safety Committee.

Clerk/Treasurer Nelson – addressed refinancing sewer revenue bonds and the possible savings of \$25,000 per year to the City. She requested permission to work with the Finance Committee for preliminary research. She also reported on a letter from Skagit County Auditor Jeanne Youngquist regarding voter registration fees and requested direction from Council on the billing and appropriate response.

Attorney/Supervisor Berg reviewed further background information regarding the change in calculation and recommended the bill be put aside until November and review the budget and either pay or review consequences at that time. Berg noted the unfairness of being billed for something post budget without any notification.

Nelson reported on the status of other Cities actions or planned action.

Council consensus was to review the billing and budget and send a letter to the Auditor regarding the decision.

Councilmember London – questioned the status of abatement action on 1211 Batey noting more action needs to be taken. London also addressed scotch broom growing on railroad property near his home which is a hazard and requested the railroad be contacted for care. Lt. Tucker stated there are numerous issues with the property and the Police Officers patrol it heavily.

Berg noted all concerns will be check out.

Councilmember Galbraith – stated he had been contacted regarding junk vehicles on Waldron Street and requested to review the current ordinance in order to make it more stringent.

Councilmember Colgan – commended the Police and Fire Departments on the recent practice burn.

Councilmember Splane – reported on a large fabrication (103 Ft. Long, 12 ½ Ft. Wide, 40 tons) coming out of the Skagit Industrial Plant next week. Splane thought it might behoove the City to watch the process for possible future access plans.

Councilmember Meamber – reported graffiti on the backside of the Museum building and also questioned the status of continuance of the sewer line on Jones Road.

Berg reported the sewer line was a developer driven installation and the time frame is unknown.

EXECUTIVE SESSION

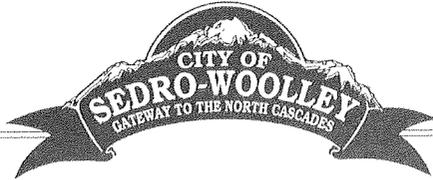
The meeting adjourned to executive session at 9:25 P.M. for a period of 30 minutes for the purpose of potential litigation and personnel with a possible decision.

The meeting reconvened at 9:45 P.M.

Councilmember Meamber moved to enter into an agreement between Rick Hanson and the City of Sedro-Woolley. Seconded by Councilmember Galbraith. Motion carried (7-0).

Councilmember Colgan moved to adjourn. Seconded by Councilmember Galbraith. Motion carried (7-0).

The meeting adjourned at 9:46 P.M.



DATE: February 27, 2008
TO: Mayor Anderson and City Council
FROM: Patsy Nelson, Clerk-Treasurer
SUBJECT: FINANCE - VOUCHERS

Attached you will find the Claim Vouchers proposed for payment for the period ending February 27, 2008.

Motion to approve Claim Vouchers #62688 to #62788 in the amount of \$149,639.27.

Motion to approve Payroll Warrants #41975 to #42070 in the amount of \$168,032.28.

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

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
62688	ALL-PHASE ELECTRIC	REPAIRS & MAINTENANCE	PD	52.92-
		REPAIRS/MAINT-EQUIP	FD	52.92-
		REPAIRS/MAINT-EQUIP	FD	185.50
		OPERATING SUPPLIES	ST	483.88
		WARRANT TOTAL		563.54
62689	ALPINE FIRE & SAFETY	OPERATING SUPPLIES	FD	108.37
		WARRANT TOTAL		108.37
62690	AMERICAN SECURITY CABINETS, INC.	EQUIPMENT	CH	857.00
		WARRANT TOTAL		857.00
62691	ANDERSON, MIKE	MEALS/TRAVEL	EEX	28.00
		WARRANT TOTAL		28.00
62692	ARAMARK UNIFORM SERVICES	LAUNDRY	CS	35.52
		OPERATING SUPPLIES	RV	16.19-
		LAUNDRY	PK	55.41
		LAUNDRY	PK	18.38
		MISC-LAUNDRY	CEM	21.20
		MISC-LAUNDRY	ST	24.86
		MISC-LAUNDRY	ST	21.28
		LAUNDRY	SWR	21.93-
		LAUNDRY	SWR	42.08
		LAUNDRY	SWR	24.17
		WARRANT TOTAL		204.78
62693	ASSOCIATION OF WA CITIES	RETIRED MEDICAL	PD	8,394.80
		WARRANT TOTAL		8,394.80
62694	ASSOC PETROLEUM PRODUCTS	AUTO FUEL	CS	45.45
		AUTO FUEL/DIESEL	FD	863.59
		MAINT OF GENERAL EQUIP	SWR	70.03
		AUTO FUEL/DIESEL	SWR	199.58
		WARRANT TOTAL		1,178.65
62695	BAS BLUE	BOOKS, PERIOD, RECORDS	LIB	301.75
		WARRANT TOTAL		301.75
62696	BAY CITY SUPPLY	OPERATING SUPPLIES	FD	23.85
		WARRANT TOTAL		23.85
62697	BEITLER, HAROLD	PROFESSIONAL SERVICES	SWR	35.00
		WARRANT TOTAL		35.00
62698	BIGGAR, ROB DBA	PROFESSIONAL SERVICES	SWR	660.00
		WARRANT TOTAL		660.00
62699	BLUMENTHAL UNIFORM & EQUIP	UNIFORMS/ACCESSORIES	PD	178.01
		WARRANT TOTAL		178.01
62700	BOULDER PARK, INC	SOLIDS HANDLING	SWR	6,306.08

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		WARRANT TOTAL		6,306.08
62701	BOUWENS, JENNIFER A.	PROSECUTING ATTY	JUD	2,500.00
		WARRANT TOTAL		2,500.00
62702	BROWN & COLE STORES	TRAVEL/MEALS	FD	30.72
		WARRANT TOTAL		30.72
62703	C & S CONSTRUCTION	PROFESSIONAL SERVICES	SAN	1,890.00
		WARRANT TOTAL		1,890.00
62704	CARDIAC SCIENCE CORP.	OPERATING SUPPLIES	FD	156.55
		WARRANT TOTAL		156.55
62705	CASCADE NATURAL GAS CORP.	PUBLIC UTILITIES	CS	3,743.04
		UTILITIES-COMMUNITY CTR	PK	265.56
		UTILITIES-SENIOR CENTER	PK	910.87
		UTILITIES-HAMMER SQUARE	PK	162.74
		UTILITIES - SHOP	PK	545.72
		PUBLIC UTILITIES	ST	177.42
		PUBLIC UTILITIES	LIB	364.19
		PUBLIC UTILITIES	SWR	366.52
		PUBLIC UTILITIES	SAN	646.45
		WARRANT TOTAL		7,182.51
62706	CENTRAL WELDING SUPPLY	SMALL TOOLS & MINOR EQUIP	SAN	176.84
		WARRANT TOTAL		176.84
62707	COLLINS OFFICE SUPPLY, INC	SUPPLIES	JUD	24.79
		SUPPLIES	FIN	41.28
		SUPPLIES	FIN	32.27
		SUPPLIES/BOOKS	PLN	56.43
		OFFICE EQUIPMENT	PLN	747.36
		SUPPLIES	ENG	19.72
		OFFICE EQUIPMENT	ENG	747.36
		OFFICE SUPPLIES	FD	60.36
		OFFICE SUPPLIES	FD	11.87
		OFF/OPER SUPPS & BOOKS	INSP	18.93
		OFFICE EQUIPMENT	INSP	747.36
		WARRANT TOTAL		2,443.19
62708	COMCAST	COMPUTER NETWORK	CS	68.40
		TELEPHONE	PD	13.30
		TELEPHONE	FD	13.30
		WARRANT TOTAL		95.00
62709	COOK PAGING (WA)	TELEPHONE	FD	6.37
		WARRANT TOTAL		6.37
62710	SKAGIT WEEKLY NEWS GROUP	OPERATING SUPPLIES	CS	115.56
		MISC-DUES/SUBSCRIPTIONS	PK	115.56
		WARRANT TOTAL		231.12

CITY OF SEDRO-WOOLLEY
 SORTED TRANSACTION WARRANT REGISTER
 02/27/2008 (Printed 02/22/2008 10:40)

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
62711	CREELMAN & SHILLING (DRS	MISC-PERMITS & LICENSES	PK	179.00
		WARRANT TOTAL		179.00
62712	CRYSTAL SPRINGS	SUPPLIES	LGS	47.94
		OPERATING SUPPLIES	CS	35.03
		OPERATING SUPPLIES	FD	62.00
		OPERATING SUP - PARKS SHOP	PK	18.07
		OPERATING SUPPLIES	CEM	10.08
		OPERATING SUPPLIES	ST	16.57
		OPERATING SUPPLIES	SWR	25.08
		WARRANT TOTAL		214.77
62713	DALCO, INC	OPERATING SUPPLIES	SAN	234.80
		WARRANT TOTAL		234.80
62714	DATA BASE RECORDS DESTRUCTION LLC	PROFESSIONAL SERVICES	JUD	76.00
		SUPPLIES	FIN	266.00
		OFFICE/OPERATING SUPPLIES	PD	114.00
		WARRANT TOTAL		456.00
62715	DAVID EVANS & ASSOC INC	ENGINEERING-SKAGIT LIGHT	AST	12,145.67
		WARRANT TOTAL		12,145.67
62716	DESTINATION WIRELESS	REPAIRS/MAINT-EQUIP	FD	43.19
		WARRANT TOTAL		43.19
62717	DISPLAY SALES	OPERATING SUPPLIES	CEM	401.00
		WARRANT TOTAL		401.00
62718	DOUGHER, MELISSA	HEALTH CLUB	PD	180.00
		WARRANT TOTAL		180.00
62719	E & E LUMBER	OPERATING SUPPLIES	ST	22.24
		OPERATING SUPPLIES	ST	2.79
		OPERATING SUPPLIES	ST	7.34
		OPERATING SUPPLIES	ST	16.15
		OPERATING SUPPLIES	SWR	34.75
		OPERATING SUPPLIES	SWR	8.89
		OPERATING SUPPLIES	SWR	8.19
		OPERATING SUPPLIES	SWR	17.54
		WARRANT TOTAL		117.89
62720	EVERSON, DAVID	UNIFORMS/ACCESSORIES	PD	153.72
		WARRANT TOTAL		153.72
62721	FASTENAL COMPANY	OPERATING SUPPLIES	ST	38.55
		WARRANT TOTAL		38.55
62722	FEI-SEATTLE WW #1539	MAINTENANCE OF LINES	SWR	1,019.53
		WARRANT TOTAL		1,019.53
62723	GRAINGER PARTS	SAFETY EQUIPMENT	SWR	400.00

WARRANT	VENDOR NAME	DESCRIPTION	AMOUNT
		WARRANT TOTAL	400.00
62724	HEPBURN SUPERIOR	LINERS CEM	616.35
		WARRANT TOTAL	616.35
62725	HEWLETT PACKARD CO.	COMPUTER NETWORK CS	726.84
		COMPUTER NETWORK CS	137.16
		WARRANT TOTAL	864.00
62726	HONEY BUCKET	OPERATING SUP - MEMORIAL PARK	72.70
		OPERATING SUP - GOLF PK	103.34
		WARRANT TOTAL	176.04
62727	HOWSON, JENNIFER	ASSOCIATE'S FEES JUD	150.00
		WARRANT TOTAL	150.00
62728	HSCB BUSINESS SOLUTIONS	REPAIR & MAINTENANCE CS	60.00
		REPAIR/MT-SMALL TOOLS EQUIP PK	60.00
		REPAIR/MAINT-EQUIP & BLDG CEM	60.00
		REPAIR/MAINTENANCE-EQUIP ST	60.00
		MAINTENANCE OF VEHICLES SWR	60.00
		REPAIRS/MAINT-EQUIP SAN	892.21
		REPAIRS/MAINT-BUILDING SAN	521.10
		WARRANT TOTAL	1,713.31
62729	INGRAM LIBRARY SERVICES	BOOKS, PERIOD, RECORDS LIB	53.37
		BOOKS, PERIOD, RECORDS LIB	39.53
		BOOKS, PERIOD, RECORDS LIB	20.44
		BOOKS, PERIOD, RECORDS LIB	18.81
		BOOKS, PERIOD, RECORDS LIB	157.87
		BOOKS, PERIOD, RECORDS LIB	78.22
		BOOKS, PERIOD, RECORDS LIB	27.72
		WARRANT TOTAL	395.96
62730	ISOMEDIA.COM	TELEPHONE FIN	8.74
		TELEPHONE FIN	8.74
		TELEPHONE PLN	8.73
		TELEPHONE ENG	8.74
		TELEPHONE LIB	39.95
		WARRANT TOTAL	74.90
62731	JOHN, RONALD	RETIRED MEDICAL PD	1,049.00
		WARRANT TOTAL	1,049.00
62732	L N CURTIS & SONS	OPERATING SUPPLIES FD	962.33
		WARRANT TOTAL	962.33
62733	LABCORP	PROF SERVICES CS	53.00
		WARRANT TOTAL	53.00
62734	LIFE TEK, INC	SUPPLIES & BOOKS FD	195.12
		WARRANT TOTAL	195.12

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
62735	LYNN PEAVEY COMPANY	OFFICE/OPERATING SUPPLIES	PD	83.70
		WARRANT TOTAL		83.70
62736	MARK E. CHRIST, ARCHITECT	BINGHAM PARK BLDG	PK	8,000.00
		WARRANT TOTAL		8,000.00
62737	MCCANN, WILLIAM R.	INDIGENT DEFEND CONTR	JUD	2,557.50
		WARRANT TOTAL		2,557.50
62738	LEXISNEXIS MATTHEW BENDER	DUES/SUBSCRIPTIONS	JUD	39.76
		WARRANT TOTAL		39.76
62739	MARTIN MARIETTA MATERIALS	REPAIR/MAINT-STREETS	ST	899.53
		WARRANT TOTAL		899.53
62740	MID-AMERICAN RESEARCH CHEM.	MAINT OF GENERAL EQUIP	SWR	111.00
		WARRANT TOTAL		111.00
62741	MOTOR TRUCKS, INC.	REPAIRS/MAINT-EQUIP	SAN	116.73
		WARRANT TOTAL		116.73
62742	N C MACHINERY CO.	REPAIR/MAINTENANCE-EQUIP	ST	6.31
		REPAIR/MAINTENANCE-EQUIP	ST	50.64
		REPAIR/MAINTENANCE-EQUIP	ST	7.51
		WARRANT TOTAL		64.46
62743	NORTHWEST INFORMATION SERVICES	EQUIPMENT	CH	3,185.29
		WARRANT TOTAL		3,185.29
62744	OASYS	OFFICE/OPERATING SUPPLIES	PD	90.72
		REPAIRS & MAINTENANCE	PD	308.67
		OFFICE SUPPLIES	FD	90.71
		REPAIRS/MAINT-EQUIP	FD	308.67
		WARRANT TOTAL		798.77
62745	OFFICE DEPOT	SUPPLIES	FIN	158.96
		SUPPLIES	FIN	102.56
		SUPPLIES	FIN	31.91
		SUPPLIES	FIN	99.84
		COMPUTER NETWORK	CS	72.95
		OFFICE/OPERATING SUPPLIES	PD	15.56
		OFFICE/OPERATING SUPPLIES	PD	190.56
		OFFICE/OPERATING SUPPLIES	PD	148.59
		OFFICE SUPPLIES	FD	56.92
		OFFICE SUPPLIES	FD	30.08
		OFFICE SUPPLIES	FD	51.92
		OPERATING SUP - GOLF	PK	74.44
		MACHINERY/EQUIP-OFFICE	LIB	544.49
		OFFICE SUPPLIES	SWR	251.62
		OPERATING SUPPLIES	SWR	32.02
		WARRANT TOTAL		1,862.42

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
62746	OLIVER-HAMMER CLOTHES	CLOTHING	ST	156.58
		CLOTHING	SAN	140.92
		WARRANT TOTAL		297.50
62747	OUTWEST UNLIMITED	REPAIR/MT-BINGHAM PARK	PK	315.00
		WARRANT TOTAL		315.00
62748	PACIFIC POWER	REPAIR/MAINTENANCE-EQUIP	ST	325.49
		WARRANT TOTAL		325.49
62749	PHOTO RENDERINGS	ENGINEERING FRUITDALE LIGHT	A	1,020.00
		WARRANT TOTAL		1,020.00
62750	PITNEY BOWES	POSTAGE	PD	169.50
		POSTAGE	FD	169.50
		WARRANT TOTAL		339.00
62751	PUGET SOUND ENERGY	PUBLIC UTILITIES	ST	53.43
		WARRANT TOTAL		53.43
62752	PURCHASE POWER	POSTAGE	JUD	288.79
		POSTAGE	FIN	395.70
		POSTAGE	LGL	1.63
		POSTAGE	PLN	266.56
		POSTAGE	ENG	52.38
		POSTAGE	INSP	7.11
		POSTAGE	CEM	9.39
		POSTAGE	SWR	96.72
		POSTAGE	SAN	96.72
		WARRANT TOTAL		1,215.00
62753	QUIRING MONUMENTS, INC.	LINERS	CEM	86.00
		WARRANT TOTAL		86.00
62754	REICHHARDT & EBE ENG, INC	PROFESSIONAL SERVICES	ENG	619.49
		PROFESSIONAL SERVICES	ENG	834.54
		PROFESSIONAL SERVICES	ENG	234.20
		PROFES. SVCS. REIMBURSE	ENG	182.91
		CONSTRUCTION-TOWNSHIP LINE	PWT	1,236.63
		ENGINEERING - SR20 LINE	PWT	6,799.55
		ENGINEERING - METCALF LINE	PWT	1,155.41
		ENGINEERING-TOWNSHIP LINE	PWT	3,383.52
		ENGINEERING-TOWNSHIP LINE	PWT	3,860.71
		PROF SVS-ENGINEERING	SWR	754.00
		WARRANT TOTAL		19,060.96
62755	RELIABLE (OFFICE SUPPLY)	OFFICE/OPERATING SUPPLIES	PD	123.05-
		OFFICE/OPERATING SUPPLIES	PD	55.42
		OFFICE/OPERATING SUPPLIES	PD	55.42-
		OFFICE/OPERATING SUPPLIES	PD	54.96
		OFFICE/OPERATING SUPPLIES	PD	55.42-
		OFFICE/OPERATING SUPPLIES	PD	131.64-

WARRANT	VENDOR NAME	DESCRIPTION	AMOUNT
		OFFICE/OPERATING SUPPLIES PD	291.83
		OFFICE/OPERATING SUPPLIES PD	131.64
		OFFICE/OPERATING SUPPLIES PD	110.50
		WARRANT TOTAL	278.82
62756	SEDGWICK CMS	INDUSTRIAL INSURANCE LGS	1.73
		INDUSTRIAL INSURANCE JUD	2.99
		INDUSTRIAL INSURANCE EXE	5.58
		INDUSTRIAL INSURANCE FIN	4.84
		INDUSTRIAL INSURANCE LGL	1.15
		INDUSTRIAL INSURANCE PLN	54.41
		INDUSTRIAL INSURANCE ENG	46.35
		INDUSTRIAL INSURANCE PD	353.52
		INDUSTRIAL INSURANCE PD	14.51
		INDUSTRIAL INSURANCE PD	9.79
		INDUSTRIAL INSURANCE FD	81.18
		INDUSTRIAL INSURANCE INSP	14.39
		INDUSTRIAL INSURANCE PK	134.27
		INDUSTRIAL INSURANCE CEM	40.30
		INDUSTRIAL INSURANCE ST	97.88
		INDUSTRIAL INSURANCE ST	.92
		INDUSTRIAL INSURANCE LIB	19.58
		INDUSTRIAL INSURANCE SWR	204.97
		INDUSTRIAL INSURANCE SAN	107.21
		INDUSTRIAL INSURANCE SWTR	50.95
		INDUSTRIAL INSURANCE ERR	16.12
		WARRANT TOTAL	1,262.64
62757	SEDRO-WOLLEY AUTO PARTS	OPERATING SUPPLIES CEM	.65
		OPERATING SUPPLIES CEM	6.30
		REPAIR/MAINTENANCE-EQUIP ST	5.95
		REPAIR/MAINTENANCE-EQUIP ST	8.95
		WARRANT TOTAL	21.85
62758	SHELTON INN MOTEL	TRAVEL PD	53.90
		WARRANT TOTAL	53.90
62759	SIRCHIE FINGER PRINT	OFFICE/OPERATING SUPPLIES PD	76.01
		WARRANT TOTAL	76.01
62760	SKAGIT COUNTY GOVERNMENT	COMPUTER NETWORK CS	589.36-
		OPERATING LEASE-COMPUTER PD	5.46-
		CONTRACT SVS-CNTRL DISPATCH FD	.21-
		PROFESSIONAL SERVICES SWR	106.71
		PROFESSIONAL SERVICES SAN	945.11
		WARRANT TOTAL	456.79
62761	SKAGIT CO HEALTH DEPT	MISC-PERMITS & LICENSES PK	135.00
		WARRANT TOTAL	135.00
62762	SKAGIT FARMERS SUPPLY	OPERATING SUPPLIES-PROPANE ST	11.33
		WARRANT TOTAL	11.33

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
62763	SKAGIT SURVEYORS &	ENGINEERING - SR20 LINE	PWT	545.00
		WARRANT TOTAL		545.00
62764	SKAGIT VALLEY HERALD	MISC-PRINTING & BINDING	PLN	123.00
		WARRANT TOTAL		123.00
62765	SKAGIT VALLEY PUBLISHING	LEGAL PUBLICATIONS	LGS	28.51
		LEGAL PUBLICATIONS	LGS	28.51
		LEGAL PUBLICATIONS	LGS	34.84
		LEGAL PUBLICATIONS	LGS	28.51
		LEGAL PUBLICATIONS	LGS	28.51
		LEGAL PUBLICATIONS	LGS	31.68
		LEGAL PUBLICATIONS	LGS	34.84
		ADVERTISING	PK	79.42
		ADVERTISING	PK	69.49
		MISCELLANEOUS	CH	25.34
		WARRANT TOTAL		389.65
62766	SPARKLE SHOP LAUNDRIES	MISC-LAUNDRY	FD	29.38
		WARRANT TOTAL		29.38
62767	STILES & STILES	MUNICIPAL COURT JUDGE	JUD	2,728.00
		WARRANT TOTAL		2,728.00
62768	TASER INTERNATIONAL	MACHINERY & EQUIPMENT	PD	9,998.88
		WARRANT TOTAL		9,998.88
62769	TUMBLEWEED PRESS, INC.	REPAIR/MAINT-COMPUTER	LIB	400.00
		WARRANT TOTAL		400.00
62770	TRUE VALUE	OPERATING SUPPLIES	FD	5.17
		OPERATING SUPPLIES	FD	28.11
		OPERATING SUP - DRIVING RANGE		38.84
		OPERATING SUP - DRIVING RANGE		101.51
		REPAIRS/MT-RV PARK	PK	17.27
		REPAIR/MT-SENIOR CENTER	PK	18.45
		OPERATING SUPPLIES	CEM	4.63
		OPERATING SUPPLIES	CEM	9.77
		OPERATING SUPPLIES	CEM	3.18
		OPERATING SUPPLIES	ST	71.28
		OPERATING SUPPLIES	SWR	4.63
		OPERATING SUPPLIES	SWR	10.69
		OPERATING SUPPLIES	SWR	62.62
		OPERATING SUPPLIES	SWR	5.49
		OPERATING SUPPLIES	SWR	49.65
		OPERATING SUPPLIES	SWR	.86
		OPERATING SUPPLIES	SAN	45.33
		WARRANT TOTAL		477.48
62771	TUCKER, WILLIAM L.	OFFICE/OPERATING SUPPLIES	PD	11.55
		WARRANT TOTAL		11.55

CITY OF SEDRO-WOOLLEY
 SORTED TRANSACTION WARRANT REGISTER
 02/27/2008 (Printed 02/22/2008 10:40)

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
62772	USBORNE BOOKS	EARLY LITERACY	LIB	232.35
		WARRANT TOTAL		232.35
62773	UNIVAR USA INC	OP SUPPLIES-CHEMICALS	SWR	636.52
		OP SUPPLIES-CHEMICALS	SWR	1,564.25
		OP SUPPLIES-CHEMICALS	SWR	116.44
		WARRANT TOTAL		2,084.33
62774	USA BLUE BOOK	OPERATING SUPPLIES	SWR	161.11
		WARRANT TOTAL		161.11
62775	VALLEY AUTO SUPPLY	REPAIRS/MAINT-EQUIP	SAN	140.38
		WARRANT TOTAL		140.38
62776	VERIZON NORTHWEST	TELEPHONE	JUD	194.58
		TELEPHONE	FIN	486.45
		TELEPHONE	FIN	103.91
		TELEPHONE	PLN	97.28
		TELEPHONE	PLN	36.53
		TELEPHONE	ENG	97.28
		TELEPHONE	ENG	36.54
		TELEPHONE	PD	258.63
		TELEPHONE	PD	1,081.00
		TELEPHONE	INSP	97.29
		TELEPHONE	INSP	36.53
		TELEPHONE - RIVERFRONT		117.91
		TELEPHONE	SWR	49.42
		WARRANT TOTAL		2,693.35
62777	VISTEN, LESLIE	RETIRED MEDICAL	PD	113.00
		WARRANT TOTAL		113.00
62778	WA CITY/COUNTY MGMT ASSOC.	TUITION/REGISTRATION	EXE	113.00
		WARRANT TOTAL		113.00
62779	WASHINGTON FIRE CHIEFS	MISC-DUES	FD	660.00
		WARRANT TOTAL		660.00
62780	WA ST DEPT OF LICENSING	DUES/SUBSCRIPTIONS	ENG	100.00
		WARRANT TOTAL		100.00
62781	WA STATE DEPT OF REVENUE	TAXES AND ASSESSMENTS	PK	30.41
		TAXES AND ASSESSMENTS	CEM	202.17
		TAXES AND ASSESSMENTS	LIB	6.60
		BOOKS, PERIOD, RECORDS	LIB	.56
		TAXES AND ASSESSMENTS	SWR	4,118.86
		TAXES & ASSESSMENTS	SAN	4,958.97
		WARRANT TOTAL		9,317.57
62782	WA ST FIRE FIGHTERS ASSOC	TUITION/REGISTRATION	FD	390.00
		WARRANT TOTAL		390.00

CITY OF SEDRO-WOOLLEY
SORTED TRANSACTION WARRANT REGISTER
02/27/2008 (Printed 02/22/2008 10:40)

PAGE 10

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
62783	WASHINGTON STATE PATROL	INTERGOV SVC-GUN PERMITS	PD	38.50
		WARRANT TOTAL		38.50
62784	WA ST DEPT OF INFORMATION	COMPUTER NETWORK	CS	20,199.13
		WARRANT TOTAL		20,199.13
62785	WA ST ASSOC OF PERMIT TECH	MISC-TUITION/REGISTRATION	PLN	35.00
		WARRANT TOTAL		35.00
62786	WEST PAYMENT CTR	WESTLAW SERVICES	LGL	271.68
		WARRANT TOTAL		271.68
62787	WELCH, DAVID	HEALTH CLUB	PD	180.00
		WARRANT TOTAL		180.00
62788	WOOD'S LOGGING SUPPLY INC	SAFETY EQUIPMENT	ST	92.79
		WARRANT TOTAL		92.79
		RUN TOTAL		149,639.27

CITY OF SEDRO-WOOLLEY
SORTED TRANSACTION WARRANT REGISTER
02/27/2008 (Printed 02/22/2008 10:40)

PAGE 11

FUND	TITLE	AMOUNT
001	CURRENT EXPENSE FUND	69,025.81
101	PARK FUND	11,623.17
102	CEMETERY FUND	1,471.02
103	STREET FUND	2,659.67
104	ARTERIAL STREET FUND	13,165.67
105	LIBRARY FUND	2,305.43
331	CITY HALL CONST FUND	4,067.63
332	PWTF SEWER CONSTRUCTION FUND	16,980.82
401	SEWER FUND	17,360.21
412	SOLID WASTE FUND	10,912.77
425	STORMWATER	50.95
501	EQUIPMENT REPLACEMENT FUND	16.12
TOTAL		149,639.27

DEPARTMENT	AMOUNT
001 000 011	265.07
001 000 012	8,562.41
001 000 013	146.58
001 000 014	1,676.66
001 000 015	274.46
001 000 018	24,702.72
001 000 019	1,425.30
001 000 020	2,979.51
001 000 021	23,499.86
001 000 022	4,571.63
001 000 024	921.61
FUND CURRENT EXPENSE FUND	69,025.81
101 000 076	11,623.17
FUND PARK FUND	11,623.17
102 000 036	1,471.02
FUND CEMETERY FUND	1,471.02
103 000 042	2,659.67
FUND STREET FUND	2,659.67
104 000 042	13,165.67
FUND ARTERIAL STREET FUND	13,165.67
105 000 072	2,305.43
FUND LIBRARY FUND	2,305.43
331 000 012	4,067.63
FUND CITY HALL CONST FUND	4,067.63
332 000 082	16,980.82
FUND PWTF SEWER CONSTRUCTION FUND	16,980.82
401 000 035	17,360.21
FUND SEWER FUND	17,360.21
412 000 037	10,912.77
FUND SOLID WASTE FUND	10,912.77
425 000 039	50.95
FUND STORMWATER	50.95
501 000 047	16.12
FUND EQUIPMENT REPLACEMENT FUND	16.12
TOTAL	149,639.27

CITY OF SEDRO-WOOLLEY

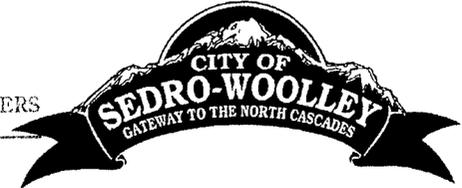
720 Murdock Street, Sedro-Woolley, WA 98284 (360) 855-1661

CITY COUNCIL AGENDA
REGULAR MEETING

Memorandum

FEB 27 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. _____



To: Mayor Anderson, City Council
From: Shane Walley, Parks & Recreation Director/Supervisor
Date: 2/11/2008
Re: Library Roofing

ISSUE: Should the council approve the attached contract for the reroof of the library building.

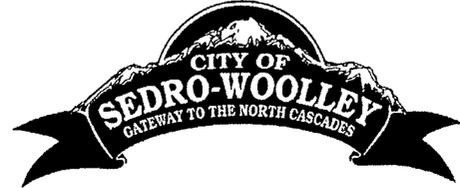
BACKGROUND: The current condition of the library roof has been determined to warrant a new roof. The 2008 budget includes an expenditure item of up to \$35,000.00 for the cost of a new roof in the form of an interfund loan from the sewer reserve. A total of four bids were received the low bidder coming in at \$13,640,00 well below the \$35,000.00 that had been budgeted. The total price for the contract including sales tax is \$14,731.20

RECOMENDATION: Council motion to authorize the Mayor to enter into a contract with Mount Baker Roofing Company Inc. for replacement of the Library roof in the amount of \$14,731.20

CITY OF SEDRO-WOOLLEY

720 Murdock Street, Sedro-Woolley, WA 98284 (360) 855-1661

Memorandum



To: Eron Berg, Shane Walley, Debra Peterson
From: Nathan Salseina Parks/Facilities Lead
Date: 2/11/2008
Re: Library Roofing

Below are the bid numbers and scope of work for the Library roofing project

Option #1 Complete Tear off and recover of existing roof.

CASCADE ROOFING	\$21,650.00 Plus sales tax
ESARY ROOFING	\$34,975.00 Plus sales tax
MT. BAKER ROOFING	\$18,115.00 Plus sales tax

Option #2 Overlay Existing layer of composition roofing.

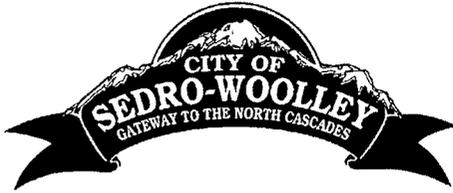
CASCADE ROOFING	\$16,300.00 Plus sales tax
ESARY ROOFING	\$23,050.00 Plus sales tax
MT. BAKER ROOFING	\$13,640.00 Plus sales tax

I recommend awarding the bid to the low bidder Mt. Baker Roofing and going with option #2. As previously discussed, building codes currently allow up to 2 layers of composition to be installed on a roof; therefore I recommend covering over the existing layer of composition which will save an additional \$4475.00 bringing the price for the contract down to \$13,640.00 plus tax.

Thank You,

A handwritten signature in black ink, appearing to read "Nathan Salseina", written over a horizontal line.

Nathan Salseina
Parks/Facilities Lead



CITY COUNCIL AGENDA
REGULAR MEETING

FEB-27 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. _____

CITY OF SEDRO-WOOLLEY

Sedro-Woolley Municipal Building
720 Murdock Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661
Fax (360) 855-0707

Eron M. Berg
City Supervisor/City Attorney

MEMO TO: City Council
RE: SR 20 sewer resolution
FROM: Eron Berg
DATE: February 21, 2008

ISSUE: Should the Council approve the attached resolution delegating authority to the Public Works Director to accept modifications and execute change orders for the SR 20 sewer project?

BACKGROUND: Much like our City Hall project, these larger public works projects include changing needs, newly discovered site conditions, engineering adjustments and other modifications that necessitate changes during the daily management of the project. The attached resolution authorizes Mark to manage the project and accept change order amendments to the contract in certain dollar amounts up to the budgeted contingency for the project. This authority minimizes potential delays and allows him to best manage the project.

REQUEST FOR ACTION:

Motion to approve Resolution No. _____-08 delegating authority to the Public Works Director to manage the SR 20 sewer project.

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON,
AUTHORIZING THE PUBLIC WORKS DIRECTOR TO MANAGE THE SR 20 SEWER IMPROVEMENT
PROJECT AND DELEGATING AUTHORITY TO APPROVE CHANGE ORDERS**

WHEREAS, the City Council awarded the bid to construct Phase 2 of the SR 20 sanitary sewer improvements; and

WHEREAS, the contractor has mobilized and the project is currently under construction; and

WHEREAS, the City's Public Works Director/City Engineer is the project engineer and manager for the project; and

WHEREAS, the City desires the construction of that project with a process that both includes the City Council in critical decision-making and allows for rapid decision-making when required by site conditions and project circumstances; and

**THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY DOES HEREBY
RESOLVE AS FOLLOWS:**

Section 1: The Public Works Director/City Engineer is hereby authorized to enter into Change Orders with the Contractor provided that the following conditions are met:

- A. Any individual Change Order does not exceed the amount of twenty five thousand Dollars (\$25,000.00).
- B. The aggregate total of all Change Orders approved under this Resolution shall not exceed the project's contingency budget.
- C. Following the approval of any Change Order under this Resolution, the Public Works Director shall provide an information report to the Council with the details.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS
27th DAY OF FEBRUARY, 2008.

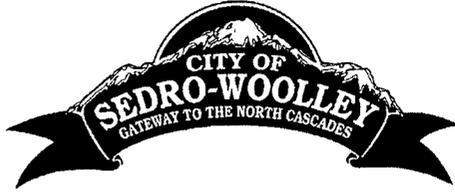
MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY



CITY COUNCIL AGENDA
REGULAR MEETING

FEB 27 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. _____

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

Eron M. Berg
City Supervisor/City Attorney

MEMO TO: City Council
FROM: Eron Berg
RE: Out of State Travel Request
DATE: February 27, 2008

The Washington State Association of Municipal Attorneys meets twice per year for their conference and legal education seminars. I have attended these meetings in the past. This year's spring meeting is scheduled to occur in British Columbia at the Fairmont Chateau Whistler. Room rates are \$150 per night which is consistent with hotel rates in other venues in Washington.

I am requesting approval for me to attend the WSAMA conference from April 30th to May 2nd.

SEDRO-WOOLLEY POLICE DEPARTMENT

Memo

CITY COUNCIL AGENDA
REGULAR MEETING

FEB 27 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. _____

To: City Council
From: Lt. William Tucker
Date: 2/22/2008
Re: Out of State Training

I am submitting a request for out of state travel for Officer Bill Storie to attend EVOC Instructor Update Course in Portland, Oregon. A copy of the flyer is enclosed for your review. I consider this to be a valuable training resource. The total cost of the seminar, including the registration, gas, meals and hotel room are approximately \$1,200.00. I am asking the council to review this information and approve the request for out of state travel and training for Officer Bill Storie.

Recommended Action:

Allow the Mayor to authorize out of state travel and training for Officer Bill Storie to attend the EVOC Instructor Update Course in Portland, Oregon.



Southwest Regional EVOC



This is a follow up letter to all officers attending the EVOC Instructor Update Course sponsored by Vancouver Police Department, and Clark County Sheriff's Office on March 10-13, 2008 at the Portland International Raceway.

Because of the type of driving involved in this training, we are asking that all officers prepare their vehicles and equipment as follows:

VEHICLES:

- FUEL at the beginning of class should be full. If you need to fill up during the class, there are gas stations (UNION 76, CHEVRON) nearby. Bring a credit card or cash to use.
- TIRES should have good driving tread and should be maintained at 40 lbs. *cold* tire pressure for driving. There should be **NO STUDDER TIRES** on the vehicle. Please check the vehicle's spare tire and have at least one available for your vehicle.
- The vehicles should be serviced by your maintenance/shops prior to arrival to ensure the optimum driving condition and safety for you.
- WINDSHIELD WIPERS should be in good working condition, especially since we cannot predict the weather for that date.
- SEAT BELTS will be required on at least the track and autocross courses. The belts in the vehicle should not have any damage or be tangled and should function properly for both front seat occupants.
- BRAKES should be at least 80% "good" for the vehicle. There will be significant braking done during the track and autocross courses.
- RADIO COMMUNICATION from the vehicles should, at best, include LERN or the STATE SEARCH & RESCUE frequency. We will be communicating throughout the day with officers on the courses, and those frequencies will be the most available to all agencies attending.

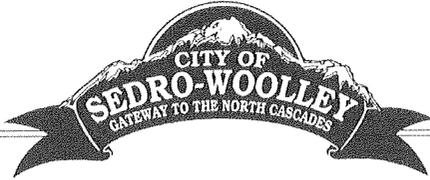
****NOTE:** If you have more than one officer attending this training, **IT IS REQUIRED** that each officer have a vehicle to drive. The class will be broken into groups for the different courses, and the officers may be separated and unable to drive only one vehicle.

PERSONAL EQUIPMENT:

- HELMETS are required for the track and autocross courses. Please bring one for each officer attending. We will have a limited number of helmets available during the training. Helmets should be ANSI or DOT approved.
- Dress comfortably and appropriately for the weather; bring rain gear, gloves, jumpsuits, or other clothing that can get dirty should you need to do some minor maintenance on your vehicle.

If you have any questions prior to the class, please contact Kit Abernathy (360) 487-7558 kit.abernathy@ci.vancouver.wa.us, or Teri Kenning (360) 487-7555 teri.kenning@ci.vancouver.wa.us. We look forward to seeing you.

Respectfully,
Kit Abernathy
Training Coordinator
Vancouver Police Department



CITY OF SEDRO-WOOLLEY

CITY COUNCIL AGENDA
REGULAR MEETING

FEB. 27 2008

Wastewater Treatment Plant
720 Murdock Street
Sedro-Woolley, WA 98284
Phone (360) 856-1100
Fax (360) 856-5269

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. _____

Memorandum

Date: February 13, 2008
To: Mayor Anderson and City Council Members
From: Debbie Allen, Wastewater Treatment Supervisor 
Subject: Possible Surplus of Muffle Furnace

Issue:

Should council declare the Fisher Scientific Model 550-58 Furnace as surplus and place it for sale on the AWC exchange website with a minimum bid of \$1400.00 and a six month warranty?

Background Information:

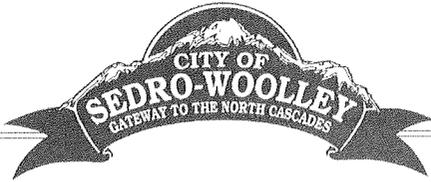
When the Wastewater Treatment was upgraded in 1998-99, the contract included supplying new laboratory equipment, including a laboratory furnace. The specified furnace was purchased but was too large to work with the specified laboratory hood. A change order was issued to the contractor to supply a smaller unit. The equipment supplier would not allow a return, so the furnace was put in storage and a smaller unit purchased. The unit has been in storage since that time.

We recently had a local Wastewater Treatment Plant show interest in purchasing this equipment, so I called our laboratory equipment supplier for pricing. They feel 50% of the current price, with a warranty, would be a very good deal. By offering a warranty, we assume expenses for repairs made during the warranty period, but the supplier felt our risk was low. The current list price is \$2860.00.

I would like to see the furnace declared as surplus and then have permission to sell this equipment for the highest responsible bid. It has been suggested we place it for sale on the AWC exchange website.

Recommended Action:

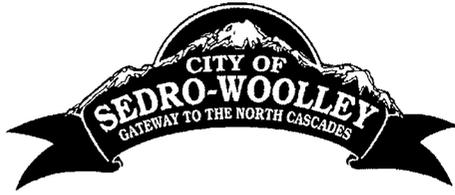
Authorize Mayor Anderson to declare the furnace as surplus and place it for sale on the AWC exchange website with a minimum bid of \$1400.00 and a six month warranty.



SUBJECT: PUBLIC COMMENT

Name:
Address:
Narrative:

UNFINISHED
BUSINESS



CITY COUNCIL AGENDA CITY OF SEDRO-WOOLLEY
REGULAR MEETING Sedro-Woolley Municipal Building
720 Murdock Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661
Fax (360) 855-0707

FEB 27 2008

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 6

Eron M. Berg
City Supervisor/City Attorney

MEMO TO: City Council
FROM: Eron Berg
RE: City Hall Update
DATE: February 27, 2008

PROJECT STATUS: Paving is nearly complete; flooring and casework is nearing completion, elevator is ready for inspection and we are steadily planning for ever-nearing the move weekend.

ISSUES: 1. Should the Council approve Change Order 2 with Dimensional Communications for adjustments in the phone and data system (will report on issue verbally)?
2. Should the Council authorize the Mayor to sign a contract with Guardian Security for alarm monitoring at the new building?

PENDING ISSUES:

1. Generators. Status unchanged.
2. Movers. Boxes should be on-site this week with the move proceeding according to schedule.

MODIFICATION PROPOSAL REQUESTS:

Preliminarily Approved Under Resolution/Pending Approval by Change Order:

12-27-2007	17R	Flagpole/lights/steps on Metcalf	\$ 2,165.14
11-15-2007	20R	Addition of built-in desk/casework for offices	\$12,364.23
12-27-2007	22	Addition of cash drawers for clerks counters	\$ 1,585.50
11-15-2007	23RR	Power pole relocation site work/electrical	\$19,284.84
(also approved by Council on November 14, 2007)			
12-27-2007	27R	Metal siding at courtyard	\$ 4,875.44
(also approved by Council on November 14, 2007)			

12-27-2007	31	Added audio boxes at Bailiff area is approved.	\$ 1,409.94
1-10-2008	32	Added curbing on south side landscape areas is in process.	\$ 6,213.36
12-27-2007	34R	Electric roll up door @ police reception.	\$ 2,034.29
12-27-2007	35	A/V switch/controller in courtroom is approved.	\$ 2,452.12
2-7-2008	37	Light switch/outlet relocations/ plug mold rm#117,123,136 per owner is in process.	\$ 1,076.94
2-7-2008	38	Fill issues for PSE relocate at room #139 is in process.	\$ 3,363.41
1-24-2008	40	Additional building signage	\$ 745.40
1-2008	41	A/V changes	no cost
2-21-2008	42	Bailiff Box modifications	\$ 651.95
2-21-2008	43	Additional tile in lobby	\$ 1,207.42
2-21-2008	44	Delays resulting from MPR 23RR (31 days)	no cost

Under Council action on June 13, 2007:

6-13-2007	n/a	Addition to Carletti contract	up to \$30,000.00
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Under Council action on August 8, 2007 (CHANGE ORDER 1):

5-29-2007	1R	Cascade Gas delays	\$ 9,270.37
5-29-2007	2	Costs related to electrical conflict under the elevator	\$ 1,660.19
5-29-2007	3	Re-routing conduit as a result of site conditions	\$ 615.79
6-28-2007	4	Additional work required following response to RFI 8 (AR's 8 & 12): additional beam	\$ 1,104.69
7-25-2007	5R	Authorization to revise floor plan to redesign building, planning and engineering (also approved by Council on May 23, 2007)	\$18,968.51

7-25-2007	6R	Addition of operable windows	\$10,597.78
8-23-2007	9	Electrical revision following MPR 5R	\$ 2,532.34
		(also approved by Council on May 23, 2007)	

Under Council action on September 27, 2007 (CHANGE ORDER 2):

8-23-2007	7	Electric door strikes	\$ 1,494.77
8-23-2007	8	Electric keypad entrance	\$ 841.01
9-12-2007	10	Re-roofing existing structure	\$18,761.85
		(also approved by Council on September 12, 2007)	
9-19-2007	11R	Addition of wires/boxes to Room 202	\$ 3,789.06
8-23-2007	12	Deletion of guard rail on staircase	(\$1173.74)
8-8-2007	13	Modification of tile trim	\$ 371.31

Under Council action on November 14, 2007 (CHANGE ORDER 3):

9-19-2007	14	Wiring for three flat panel monitors (EOC)	\$ 1,203.00
10-2-207	15R	Munro/Murdock drain line	\$ 5,057.19
11-1-2007	16RR	Prep. work for two decorative lights in sidewalk on Metcalf	\$ 3,703.69
9-26-2007	21	Added cost for City engineer's plan revisions (04-07)	\$ 6,643.13
		(also approved by Council on September 26, 2007)	
10-18-2007	24	Additional telecom cabling in finance office	\$ 460.40
11-1-2007	25R	Conduit and switching gear for future generator	\$ 4,579.76
11-1-2007	26	Relocation of existing bullet proof glass to court clerk	\$ 233.14

Pending consideration of the City & pricing from Contractor:

n/a	39	Door hardware/keying changes	pending
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REQUEST FOR ACTION:

1. Motion to authorize the Mayor to sign Change Order 2 with Dimensional Communications in an amount not to exceed \$8,000.00.

2. Motion to authorize the Mayor to sign the attached agreement with Guardian Security.

NEW
BUSINESS

Eron Berg

From: mark christ [mark@markchrist.com]
Sent: Tuesday, February 19, 2008 11:23 AM
To: Eron Berg
Cc: Carl Garrison
Subject: riverfront park flagpole
Attachments: flagploee elevations (1).pdf; flagpole site (1).pdf

Hi Eron,

Carl Garrison has offered to construct a 10'x10' raised planter / base with a flagpole at Riverside Park. Carl's thinking is that a salute to the flag is appropriate before many of the functions that may occur at the amphitheater. The funding would be through the Janice Garrison Memorial Fund. Carl has offered to purchase a 40' pole to be located at the Ferry Street entrance to town and he would take the existing 30' pole and use it at Riverside Park.

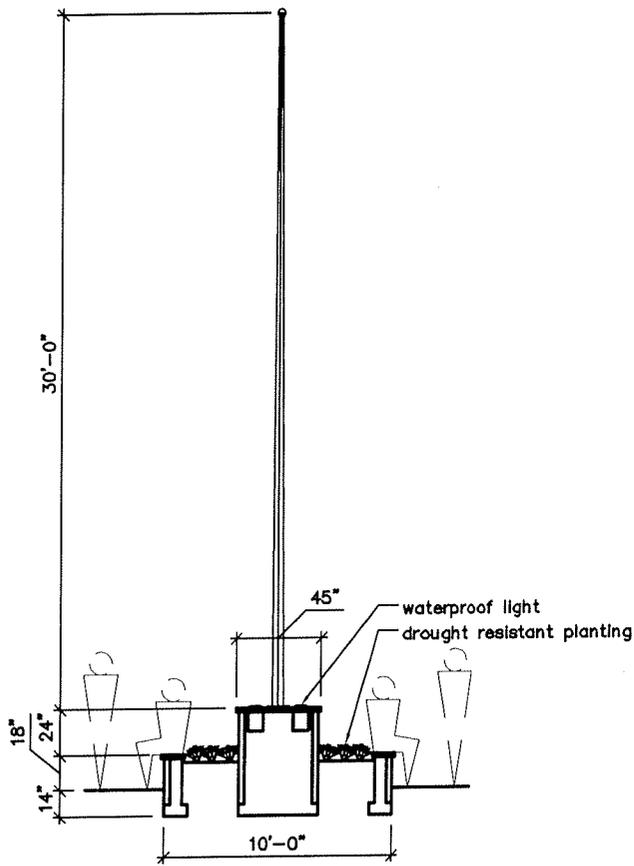
I assume that this needs to be in keeping with the vision for the Park and I assume we would need approval from either the Planning Commission or City Council.

I have attached PRELIMINARY site plan, section, elevations for your reference.

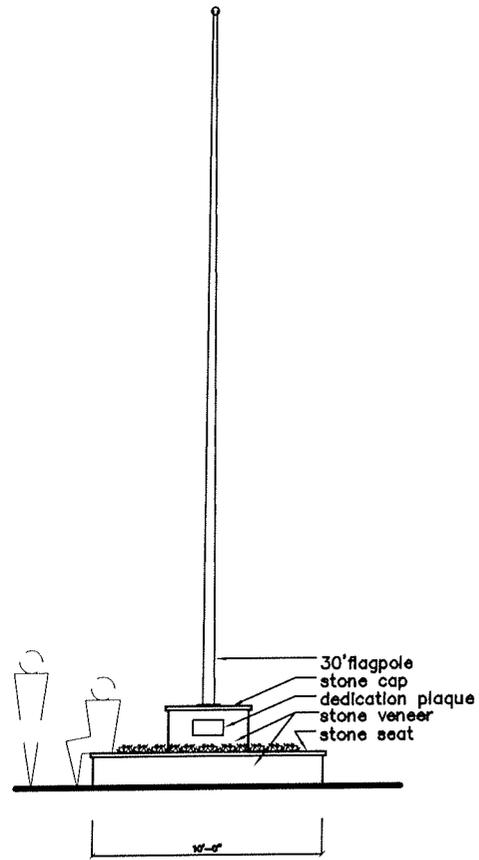
At your convenience I would like to discuss this with you.

Sincerely,

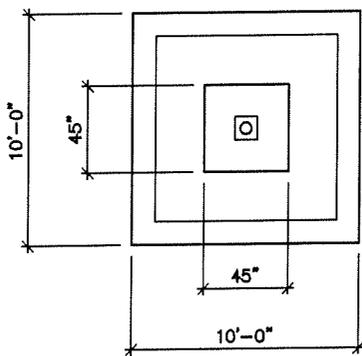
Mark Christ



section



elevation



plan

Riverfront Park Flagpole
PRELIMINARY 2/19/08

Memorandum

CITY COUNCIL AGENDA
REGULAR MEETING

FEB 27 2008

To: Mayor Anderson and City Council

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 8

From: Patsy Nelson *Patsy*

Date: 2/21/2008

Re: 2008 Budget Amendment #1

Issue: Should the Council adopt the attached ordinance which amends the 2008 budget?

Background information: The proposed changes to the 2008 Budget are results of the sale of City Hall, 2007 year end events, and receipts of an Early Learning Grant. Explanations are detailed below:

	<u>Revenue</u>	<u>Expenditures</u>
<u>Parks Fund</u>		
<i>(As the Bingham Parks Building was not completed in 2007, the cost of construction needs to be added to the 2008 budget.)</i>		
101.000.000.397.79.00.00 Impact Fee Transfer	66,349	
101.000.000.397.00.00.00 Transfer from REET	159,651	
101.000.076.594.76.00.00 Bingham Park Bldg		226,000
<u>Library Fund</u>		
<i>(LSTA grant project was not completed in 2007 and a Department of Early Learning Grant was received in 2008)</i>		
105.000.000.338.72.00.00 Intergovernmental Services	24,965	
105.000.072.572.20.49.35 Early Literacy		24,965
<u>LID 1991-1 Debt Service Fund</u>		
<i>(Final payment was received late in 2007 and the fund zeroed with 2007 budget amendment #5)</i>		
204.000.000.308.00.00.00 Beginning Cash	-19,273	
204.000.099.508.00.00.00 Ending Cash		-19,273

Revenue Expenditures

Reserve Current Expense Fund

(Proceeds from the sale of City Hall and transfer to the City Hall Construction Fund. See separate sheet for detail on closing estimate.)

302.000.000.395.10.00.00 City Hall sale	472,965	
302.000.000.597.10.00.00 Transfer to construction fund		267,008
302.000.099.508.00.00.00 Ending Cash		205,957
<i>(Transfer REET 2 to Park Fund for the Bingham Park building)</i>		
302.000.000.597.20.00.00 Transfer to Parks		159,651
302.000.099.508.00.00.00 Ending Cash		-159,651

Parks Reserve Fund

(Transfer of impact fees from reserve fund to Parks Fund)

311.000.000.308.00.00.00 Beginning Cash	66,349	
311.000.000.597.79.00.00 Transfer to Parks		66,349

City Hall Construction Fund

(Transfer proceeds from sale of City Hall Bldg)

331.000.000.387.10.00.00 Transfer from Fund 302	267,008	
331.000.000.596.35.62.10 Construction		267,008

Recommendation: Approve Ordinance # -08, an Ordinance amending Ordinance No. 1591-07 entitled, “An Ordinance adopting the Annual Budget for the City of Sedro-Woolley for the fiscal year ending December 31, 2008.”

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE 1591-07 ADOPTING THE ANNUAL BUDGET FOR THE CITY OF SEDRO-WOOLLEY, WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2008.

WHEREAS, the Sedro-Woolley City Council has determined that it is in the best interest of the City of amend the 2008 Budget

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

Section 1. The 2008 Budget, adopted by Ordinance 1591-07, and passed by the City Council on November 28, 2007 and is hereby amended a set forth in this Ordinance.

Section 2. Estimated resources, including fund balances or working capital from each separate fund of the City of Sedro-Woolley, and aggregate totals for all such funds combined, for the year 2008 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2008 as set forth below:

FUND:	AMOUNT:
001 GENERAL FUND	5,367,785
101 PARKS FUND	898,493
102 CEMETERY FUND	187,193
103 STREET FUND	863,693
104 ARTERIAL STREET FUND	3,419,769
105 LIBRARY FUND	376,596
106 CEMETERY ENDOWMENT FUND	123,696
107 CUM RESERVE FOR CITY PARKS FUND	9,069
108 STADIUM FUND	37,733
109 SPECIAL INVESTIGATIONS FUND	4,213
113 PATHS AND TRAILS FUND	40,955
204 LID 1991-1 DEBT SERVICE FUND	0
230 G/O BOND REDEMPTION FUND	272,621
302 CUM RES FOR C/E CAP OUT FUND	2,566,674
310 MITIGATION RES FOR POLICE FUND	140,577
311 MITIGATION RES FOR PARKS FUND	245,198
312 MITIGATION RES FOR FIRE FUND	134,924
331 CITY HALL CONSTRUCTION FUND	5,469,508
332 PWTF SEWER CONSTRUCTION FUND	6,300,940
401 SEWER FUND	3,579,499
402 CUM RES FOR SEWER OPERATIONS FUND	230,000
407 98 SEWER REV BOND FUND	702,226

410 CUM RES FOR SEWER FACILITES FUND	4,511,025
411 98 SEWER REV BOND RESERVE FUND	519,239
412 SOLID WASTE FUND	1,789,706
425 STORMWATER FUND	243,030
501 EQUIPMENT REPLACEMENT FUND	643,022
 TOTAL ALL FUNDS	 38,677,384

Section 3. This ordinance shall be in force and take effect five (5) days after its publication according to law.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 27TH DAY OF FEBRUARY, 2008.

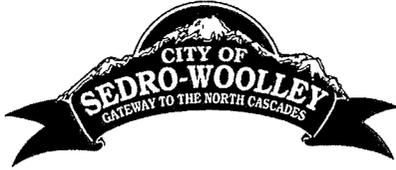
Mike Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

Clerk-Treasurer

City Attorney



CITY COUNCIL AGENDA
REGULAR MEETING

FEB 27 2008

Planning Department
Sedro-Woolley Municipal Building
720 Murdock Street
Sedro Woolley, WA 98284
Phone (360) 855-0771
Fax (360) 855-0733

7:00 P.M. COUNCIL CHAMBERS
AGENDA NO. 9

MEMO:

To: City Council
Mayor Anderson

From: Jack Moore,
Planning Director & Building Official

Date: February 21, 2008

Subject: Hearing Examiner

ISSUE

Should the Council approve the attached ordinance to address conflicts in our development code and to bring us into compliance with state law for code cities by establishing a hearing examiner?

PROJECT DESCRIPTION / HISTORY

Sedro Woolley is now a Code City pursuant to the Optional Municipal Code of the State of Washington, RCW 35A.02.

This RCW states that all code cities must have either a board of adjustment or a hearing examiner and specifically prohibits the planning commission from hearing certain applications, proposals, appeals, etc.

Our current code is defective because it is internally inconsistent and appears to be noncompliant with state law.

RECOMMENDED ACTION

Motion to approve attached ordinance number _____ establishing a hearing examiner and modifying the procedures in our development code.

ORDINANCE NO. _____

AN ORDINANCE ADDING A NEW CHAPTER TO TITLE 2 ESTABLISHING A HEARING EXAMINER; AND MODIFYING THE PROCEDURES OF THE DEVELOPMENT CODE TO INCLUDE A HEARING EXAMINER

WHEREAS, the City Council has adopted the classification of Noncharter Code City pursuant to the Optional Municipal Code of the State of Washington, 35A RCW; and

WHEREAS, the Optional Municipal Code requires a different procedure for making land use decisions than currently exists in the Sedro-Woolley Municipal Code (SWMC); and

WHEREAS, the City Council and Planning Commission held a joint meeting on November 14, 2007 and directed staff to revise development standards and processes; and which process is undergoing and is anticipated to be completed within 12 months from the date of this ordinance; and

WHEREAS, the City Council desires to create the position of hearing examiner and utilize that office in the land use decision making of the City;

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

Section 1. A new chapter is added to Title 2 SWMC establishing the position of Hearing Examiner and shall read as follows:

2. ___ Hearing examiner established

There is created the office of the Sedro-Woolley Hearing Examiner. The hearing examiner shall interpret, review and implement land use regulations as provided by ordinance and may perform other quasi-judicial functions as are delegated by ordinance. Unless the context requires otherwise, the term "examiner" or "hearing examiner" as used in this chapter shall include examiners pro-tem.

2. ___ Appointment.

The mayor shall appoint a hearing examiner and hearing examiners pro-tem, as needed. The mayor is authorized to execute professional service contracts with examiners, in a form approved by the city attorney, provided that such contract conforms with this Chapter of the SWMC as exists or is hereafter amended. An examiner pro-tem shall serve in the event of the absence or disqualification of the examiner.

2. ___ Qualifications.

Examiners shall be appointed solely with regard to their qualifications for the duties of their office and will have such training and experience as will qualify them to conduct administrative or quasijudicial hearings and to discharge other delegated functions. The hearing examiner shall comply with the canons of judicial conduct as promulgated by the Washington Supreme Court.

2. ___ Removal.

Examiners may be removed from office for cause by the mayor, subject to confirmation of a majority vote of the city council.

2. ___ Freedom from improper influence.

No person, including city officials, elected or appointed, shall attempt to influence an examiner in any matter pending before him or her, except at a public hearing duly called for such purpose, or to interfere with an examiner in the performance of his or her duties in any other way; provided, that this section shall not be read as prohibiting the city staff from making such reports and recommendations as are required in the exercise of their duties; and provided, further, this section shall not prohibit the city attorney from rendering legal service to the examiner upon request.

2. ___ Conflict of interest.

The examiner shall be subject to the same code of ethics as other appointed public officers in code cities, as set forth in RCW 35A.42.020 and Chapter 42.23 RCW, as the same now exists or may hereafter be amended.

2. ___ Rules.

The examiner shall have the power to prescribe rules, consistent with city ordinances, for the scheduling and conduct of hearings and other procedural matters related to the duties of the office.

2. ___ Duties.

The hearing examiner is vested with the duty and authority to hold public hearings, render decisions and exercise the following powers:

- A. Receive and examine available information;
- B. Hold and conduct public hearings in accordance with SWMC Chapter 2.90, RCW Chapter 42.32, and all other applicable law, and to prepare a record thereof;
- C. Make recommendations and decisions on all applications, permits or approvals as described in SWMC Chapter 2.90;
- D. Hear and make final decisions on appeals made pursuant to SWMC Chapter 2.90;
- E. Administer oaths and affirmations;
- F. Issue subpoenas and examine witnesses; provided, that no person shall be compelled to divulge information which he or she could not be compelled to divulge in a court of law;
- G. Regulate the course of hearings;
- H. Make and enter written findings of fact and conclusions to support his or her decisions;
- I. At the examiner's discretion, hold conferences for the settlement or simplification of the issues;
- J. Conduct discovery;
- K. Dispose of procedural requests of similar matters;
- L. Take official notice of matters of law or material facts;
- M. Issue summary orders in supplementary proceedings; and
- N. Take any other action authorized by or necessary to carry out this chapter and those matters within the jurisdiction of the examiner.

2. ___ Authority of hearing examiner to hear impact fee appeals.

- A. Pursuant to RCW 82.02.070(5), the hearing examiner shall have authority to hear and determine impact fee appeals as set forth in Section 8 of the Impact

Fee Ordinance, Chapter 15.60 of the Sedro-Woolley Municipal Code. For this section, decisions of the hearing examiner are subject to review by the city council.

B. Pursuant to RCW 82.02.070(5), the hearing examiner shall have authority to hear and determine impact fee appeals as set forth in Section 8 of the Sedro-Woolley School District No. 101 Impact Fee Ordinance, Chapter 15.64 of the Sedro-Woolley Municipal Code. For this section, decisions of the hearing examiner are subject to review by the city council.

2.____.____ Conflicting code procedures and rules of procedure.

Any and all provisions of this code, and any and all provisions of the rules of procedure adopted by the examiner, which are in conflict with this chapter are superseded.

Section 2. SWMC Section 2.88.170 B is amended to read as follows:

An appeal must be filed in writing with the responsible official within 14 calendar days of the decision. The appeal shall identify the decision, contain a summary of the grounds for the appeal and be accompanied by an appeal fee in an amount established by resolution of the city council. Following the receipt of the appeal and fee, the responsible official shall transmit a copy of the appeal to the hearing examiner for an open record hearing pursuant to SWMC 2.90. Any party with standing may file an appeal of the decision of the hearing examiner's decision with the Superior Court per the Land Use Petition Act RCW 36.70 C.

Section 3. SWMC Chapter 2.90 is amended as noted in each subsection below; all other sections of SWMC 2.90 to remain unchanged.

A. SWMC Section 2.90.010.C.2. is amended as follows:

Type II: Hearing examiner final decision with open record hearing.
SEPA (mitigated) determination of non-significance, if administrative decision is appealed;
Impact fees, if contested;
Shoreline permit;
Variances and de novo hearings under SWMC Chapter 17.66;
Conditional Uses;
Variances.

B. SWMC Section 2.90.010 C.3 is amended as follows:

Type III: Decision by city council following hearing examiner open record public hearing and recommendation.

Preliminary Subdivision (Long Plat) approval;
Planned Residential Development;
Binding Site Plan;
Site specific rezone;

C. SWMC Section 2.90.010 C.5 is amended as follows:

Type V: Legislative decision by city council following planning commission open record public hearing and recommendation.

- Comprehensive Plan amendment;
- Land use code amendment;
- Area-wide zoning map amendment.

D. SWMC Section 2.90.010.D.3 is amended as follows:

Type II procedures apply to matters requiring a public hearing and final decision before the hearing examiner. Closed record appeals are before the city council. No closed record appeal is provided for decisions of the hearing examiner that were appeals of an administrative decision.

E. SWMC Section 2.90.010.D.4 is amended as follows:

Type III procedures apply to matters requiring a decision by the city council upon a recommendation of the hearing examiner. The open record hearing is conducted by the hearing examiner. No closed record appeal is provided.

Section 4. SWMC section 2.48.040 is repealed in its entirety.

Section 5. SWMC Title 15 is amended as noted; all other portions of the respective chapter and section to remain unchanged.

A. SWMC Section 15.60.150 is amended as follows:

- A. A developer may appeal the amount of an impact fee determined by the director to the hearing examiner as provided in SWMC Title 2.90.
- B. In order to appeal, the developer must pay the fee or post a bond or other acceptable security for the fee. Notice of appeal must be filed within fourteen days of issuance of a building permit or other land use approval or decision for which the fee was required.
- C. The developer shall bear the burden of proving:
 - 1. That the director committed error in calculating the developer's proportionate share, as determined by an individual fee calculation or, if relevant, as set forth in the fee schedule, or in granting credit for the benefit factors; or
 - 2. That the director based his determination upon incorrect data.
- D. The hearing examiner shall affirm the decision of the director, modify the decision of the director and recalculate the fee or credit, or remand the matter back to the director for additional findings and recomputation of the fee or credit.

B. SWMC Section 15.64.080 is amended as follows:

- A. Any fee payer may pay the impact fees imposed by this chapter under protest in order to obtain the development approval and/or a building permit. Appeals regarding the impact fees imposed on any development activity may only be taken by the fee payer of the property where such development activity will occur. No appeals shall be permitted unless and until the impact fees at issue have

been paid. SWMC Chapter 2.90 shall govern the appeal process, to the extent applicable.

B. The responsible official's determinations with respect to the applicability of the impact fees to a given development approval and/or building permit, the availability of an exemption, the availability or value of a credit, or the responsible official's decision concerning the independent fee calculation which is authorized in Section 15.64.150, or the impact fees imposed by the responsible official pursuant to Section 15.64.150, or any other determination which the responsible official is authorized to make pursuant to this chapter, can be appealed to the hearing examiner.

C. If the director makes a determination on an adjustment, credit, exemption or independent fee calculation contrary to or inconsistent with the determination or analysis prepared by District No. 101, the district may appeal the responsible official's determination to the hearing examiner.

D. Appeals shall be taken within fourteen working days of the responsible official's issuance of a written determination by filing with the hearing examiner a notice of appeal specifying the grounds thereof, and depositing an administrative fee in the amount of three hundred dollars. The responsible official shall transmit to the hearing examiner all papers constituting the record for the determination, including where appropriate, the independent fee calculation.

E. The responsible official shall fix a time for the hearing of the appeal, give notice to the parties in interest, and decide the same. At the hearing, any party may appear in person or by agent or attorney. If the matter which is the subject of the appeal requires development approval which also requires a hearing before the hearing examiner, both the appeal and the development approval hearing may be combined in a single hearing.

F. The hearing examiner is authorized to make findings of fact regarding the applicability of the impact fees to a given development activity, the availability or amount of the credit, or the accuracy or applicability of an independent fee calculation. The decision of the hearing examiner shall be final, except as provided in this section.

G. The hearing examiner may, so long as such action is in conformance with the provisions of this chapter, reverse or affirm, in whole or in part, or may modify the determinations of the responsible official with respect to the amount of the impact fees imposed or the credit awarded upon a determination that it is proper to do so based on principles of fairness, and may make such order, requirements, decision or determination as ought to be made, and to that end shall have the powers which have been granted to the responsible official by this chapter.

H. District No. 101 or any fee payer who believes that the decision of the hearing examiner is based on erroneous procedures, errors of law or fact, error in judgment, or has discovered new evidence which could not be reasonably available at the prior hearing, may make a written request for reconsideration by the hearing examiner within fourteen working days of the date the decision is rendered. Such fee payer is the appellant for the purposes of this section. This request shall set forth the specific errors or new information relied upon by such appellant, and the

planning commission may, after review of the record, take further action as it deems proper.

I. The filing of a request for reconsideration shall effectively stay the appeal period until the hearing examiner takes further action.

J. Where the hearing examiner determines that there is a flaw in the impact fee program or that a specific exemption or credit should be awarded on a consistent basis or that the principles of fairness require amendments to this chapter, the hearing examiner may advise the city council as to any question or questions that the hearing examiner believes should be reviewed as part of the council's annual or other periodic review of the impact fee schedules as mandated by Section 15.64.120.

K. District No. 101 or any fee payer aggrieved by any decision of the hearing examiner may submit an appeal of the decision in writing to the city council within fourteen working days from the date the decision of the hearing examiner is rendered, requesting a review of such decision. Such appeals shall be upon the record, established and made at the hearing held by the hearing examiner, provided that new evidence which was not available at the time of hearing held by the hearing examiner may be included in such appeal. The term "new evidence" means only evidence discovered after the hearing held by the hearing examiner and shall not include evidence which was available or which could reasonably have been available and was simply not presented at the hearing for whatever reason.

L. Upon such written notice of appeal being filed within the time period allotted, a hearing shall be held by the city council. Such hearing shall be held in accordance with SWMC Chapter 2.90 and the following appeal procedures:

1. The responsible official or other designee (the "respondent(s)") shall present a summary of the findings, conclusions and decision, as well as the alleged errors forming the basis of the appeal.

2. The appellant(s) and the respondent(s) to the appeal shall have the opportunity to present oral arguments before the council; provided that, the appellants may reserve a portion of their time for rebuttal. Such oral argument shall be confined to the record and to any alleged errors therein or to any allegation of irregularities in procedure before the hearing examiner. The council may request additional information from any staff member or party, or any factual information from members of the audience at its discretion. Such additional information shall be part of the record.

3. If the council finds that:

a. The hearing examiner's findings or decision contains substantial error;

b. The hearing examiner's proceedings were materially affected by irregularities in procedure;

c. The hearing examiner's decision was unsupported by substantial evidence in view of the entire record as submitted; or

d. The hearing examiner's decision is in conflict with the city's adopted plans, policies and ordinances, it may remand for further hearing before the hearing examiner or may reserve the hearing examiner's decision. In addition, the council may choose to modify the hearing examiner's decision based on the above criteria. Furthermore, any matter may be continued to a time certain for additional city staff

analysis desired by the council, before a final determination by the council. If the council requests additional staff analysis the appellant shall be provided a copy and afforded reasonable time to review the analysis and respond to the council before final determination by the council.

4. If the council determines that there is no basis for the alleged errors set forth in the appeal, it may adopt the findings of the hearing examiner and accept the decision of the hearing examiner.

M. This procedure is the only method for appealing alleged errors or irregularities in procedure which may have occurred before the hearing examiner. All objections are deemed waived if no appeal is taken from the action by the hearing examiner.

N. Any matter requiring action by the council shall be taken by the adoption of a motion by the council. When taking any such final action, the council shall make and enter findings of fact from the record and conclusions thereof which support its action. The council may adopt all or portions of the hearing examiner's findings and conclusions.

O. The action of the council approving, modifying or rejecting a decision of the hearing examiner shall be final and conclusive, unless within twenty-one calendar days from the date of the council action District No. 101 or any fee payer applies for a writ of certiorari or writ of review to the Superior Court of Washington for Skagit County, for purpose of review of the action taken.

C. SWMC Section 15.64.150.E is amended as follows:

Determinations made by the director pursuant to this section may be appealed to the hearing examiner subject to the procedures set forth in Section 15.64.080.

Section 6. SWMC Title 16 is amended as follows; all other portions of the respective chapter and section to remain unchanged.

A. SWMC Section 16.12.055 is amended as follows:

Any party that wishes to appeal the planning director's decision regarding standards and improvement requirements of SWMC Section 16.12.030(C), may petition for an open record hearing before the hearing examiner. Notice of the petition for hearing shall be provided to all parties entitled to notice under SWMC Chapter 2.90. The hearing examiner shall have the powers and duties of the director, and may approve the short plat and/or variance, approve with conditions, or deny the short plat application.

B. SWMC Section 16.12.080 is amended as follows:

Upon final approval of a short plat application by the director or hearing examiner, the short plat shall be approved on its face by the planning director, city engineer, and clerk-treasurer, and filed for record with the Skagit County auditor. No short plat or short subdivision granted approval by the planning director shall be deemed to have final approval until filed.

Section 7. SWMC Title 17 is amended as follows; all other portions of the respective chapter and section to remain unchanged.

A. SWMC Section 17.04.040 is amended as follows:

Responsibility for administration and interpretation of this title shall rest with the planning director or designee. Any interpretation or action of the planning director may be appealed to the hearing examiner by submittal in writing to the planning director within fourteen (14) calendar days of the decision. Appeals shall be heard by the hearing examiner within thirty (30) days from the date the appeal is filed and the applicable fee is paid. Also, the planning director may at any time defer to the hearing examiner or the city council where uncertainty exists as to interpretations.

B. SWMC Section 17.43.070.D is amended as follows:

Public Hearing. A PRD is a Type III land use application under Ch. 2.90. The hearing examiner shall hold a public hearing on the proposed PRD.

C. SWMC Section 17.43.070.E is amended as follows:

Hearing Examiner Recommendation. Following the public hearing, the hearing examiner shall make a report of findings and recommendations with respect to the proposed PRD, and shall forward the report to the city council. Such report shall include, but need not be limited to, the following items:

1. Suitability of the site area for the proposed development;
2. Requirements of the subdivision code for the proposed development;
3. Reasons for density bonuses;
4. Time limitations for the entire development and specified stages;
5. Development in accordance with the Sedro-Woolley comprehensive plan;
6. Public purposes have been served by the proposed development;
7. Compliance with the design standards and guidelines.

D. SWMC Section 17.43.070.F is amended as follows:

City Council Decision. After receipt of the hearing examiner's findings and recommendations, the city council shall hold a public hearing on the proposed PRD. The city council shall give approval, approval with modifications or disapproval to the proposed PRD. The city council's decision may be appealed to Skagit County Superior Court as allowed in SWMC 2.90.

E. SWMC Section 17.52.030 is amended as follows:

The procedure for a rezone application shall be as set forth in Section 2.90.010 C.3 for consolidated permit processing, and also includes the following:

A. The applicant is encouraged to consult with the planning director prior to application.

B. The applicant completes and submits to the planning director a rezone application form, environmental checklist and fee. The application form will establish the necessary information.

C. The planning director schedules a public hearing before the hearing examiner the soonest meeting for which time exists to meet advertising and notice requirements.

D. Planning director mails a notice of public hearing to the owners of all property within three hundred feet and causes same to be published in a newspaper of general circulation. Date of mailing and publication must be at least fifteen days before the public hearing.

E. The hearing examiner holds public hearing and makes recommendation to the city council.

F. The planning director schedules a closed record hearing before the city council at it's soonest meeting for which time exists to meet advertising requirements.

G. The city council holds closed record hearing.

I. The city council considers the hearing examiner's recommendation and other factors as it deems appropriate. Council may affirm, modify or disaffirm the recommendation of the hearing examiner.

F. SWMC Section 17.56.030 is amended as follows:

The procedure for a conditional use permit shall be as set forth in Section 2.90.010 D.3 for consolidated permit processing, and also includes the following:

A. The applicant is encouraged to consult with the planning director prior to application.

B. The applicant completes and submits to the planning director a conditional use permit application form together with fee. The application form will establish the necessary information.

C. The planning director schedules a public hearing before the hearing examiner the soonest meeting for which time exists to meet advertising and notice requirements.

D. The planning director mails a notice of public hearing to the owners of all property within three hundred feet and causes same to be published in a newspaper of general circulation. Date of mailing and publication must be at least fifteen days before the public hearing.

E. The hearing examiner holds a public hearing and issues a decision. The hearing examiner is delegated authority for conditional use permits but in the case of developments which the hearing examiner considers major, it may instead make recommendation to the council, which may affirm, modify or disaffirm the recommendation of the hearing examiner.

F. Unless the hearing examiner chooses to recommend, the decision may be appealed to the city council if submitted in writing to the planning director within fourteen (14) calendar days.

G. SWMC Section 17.56.050 is amended as follows:

Conditional use permits shall become void if substantial progress toward construction of improvements is not made within two years or if the use has not commenced within five years, which periods may be extended by the hearing examiner for good cause.

H. SWMC Section 17.60.040 is amended as follows:

Variations and zoning waivers shall become void if substantial progress is not made toward construction of improvements within two years, or if construction has not been completed within five years, which periods may be extended by the hearing examiner for good cause.

I. SWMC Section 17.64.030 is amended as follows:

The procedure for a temporary permit application shall be as follows:

A. Applicant completes and submits to the planning department a temporary permit application form together with fee. The application form will establish the necessary information requirements.

B. The planning director judges whether the criteria established in Section 17.64.010 will be met and grants or denies accordingly, with time limitations and other conditions as necessary.

C. The decision of the planning director may be appealed to the hearing examiner pursuant to the procedures set forth in Chapter 2.90 of the municipal code.

J. SWMC Section 17.66.130 is re-titled and amended as follows:

The hearing examiner shall hear and decide appeals de novo when it is alleged there is an error in any requirement, decision, or determination made by the building official in the enforcement or administration of the ordinance codified in this chapter. Procedure for such appeals is per SWMC Chapter 2.90.

K. SWMC Section 17.68.030 is amended as follows:

The procedure for a home occupation permit application shall be as follows:

A. The applicant completes and submits to the city planning department a home occupation permit application form together with fee. The application form will establish the necessary information.

B. The planning director judges whether the application will conform to the definition of home occupation and grants or denies accordingly, with conditions as necessary.

C. The decision of the planning director may be appealed to the hearing examiner pursuant to the procedures set forth in Chapter 2.90 of the municipal code.

Section 8. CONFLICTS SUPERCEDED. In case of conflicts with other chapters and sections of the SWMC concerning development regulations and the procedures to administer said regulations, the provisions of this ordinance shall prevail.

Section 9. EFFECTIVE DATE. This ordinance shall take effect five (5) days after the approval by the City Council and publication as provided by law.

Section 10. 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 February, 2008, and signed in authentication of its passage this ____ day
of February, 2008.

Mike Anderson, Mayor

Attest:

Patsy Nelson, Clerk/Treasurer

Approved as to form:

Eron Berg, City Attorney

Published _____

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