

Next Ord: 1814-15  
Next Res: 911-15

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**

**February 25, 2015**

**7:00 PM**

**Sedro-Woolley Municipal Building**

**Council Chambers**

**325 Metcalf Street**

1. Call to Order
2. Pledge of Allegiance
3. Consent Calendar..... 3-45

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. Approval of Agenda
- b. Minutes from Previous Meeting
- c. Finance
  - Claim Checks #180987 to #181073 plus EFT's in the amount of \$153,319.40
  - Payroll Checks #58461 to #58473 plus EFT's in the amount of \$178,560.49
- d. Possible Bid Award – Fire Station No. 1 Garage Door Replacement – Crawford Garage Doors Inc.
- e. Professional Services Agreement No. 2015-PS-12 Utility Financial Planning, Rate Studies, Fees & Connection Charges
- f. Possible Bid Award – 2014 Wheeled Carts – Toter Inc., North Carolina
- g. Possible Bid Award – 40 Cubic Yard Structural Roll-Off Containers – Enterprise Sales Inc., Ontario, OR
- h. Possible Bid Award – Plastic Commercial Frontload Containers – Rehrig Pacific Company, Los Angeles, CA
- i. Resolution 910-15 – Declaring certain property as surplus and authorizing its disposition
- j. Possible Contract Award – 3 CY Self-contained Slip-in Type Asphalt Patch Unit – J & K Associates

4. Public Comment..... 46

**PUBLIC HEARING**

**UNFINISHED BUSINESS**

- 5. Proposed Comprehensive Plan Amendments – 2015 Docket (2<sup>nd</sup> reading).....47
- 6. SWPD Repeater Project/Skagit 911 Agreement .....48-52

**NEW BUSINESS**

- 7. Public Messaging Regarding Nuisances.....53-56

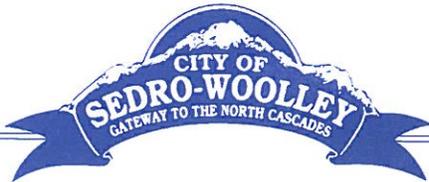
**COMMITTEE REPORTS AND REPORTS FROM OFFICERS**

**EXECUTIVE SESSION**

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

FEB 25 2015

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 1-3



DATE: February 25, 2015  
TO: Mayor Anderson and City Council  
FROM: Patsy Nelson, Finance Director  
SUBJECT: 1) CALL TO ORDER; 2) PLEDGE OF ALLEGIANCE; 3) CONSENT CALENDAR

1. CALL TO ORDER - The Mayor will call the February 25, 2015 Regular Meeting to Order. The Finance Director will note those in attendance and those absent.  
  
    \_\_\_ Ward 1      Councilmember Kevin Loy  
    \_\_\_ Ward 2      Councilmember Germaine Kornegay  
    \_\_\_ Ward 3      Councilmember Brenda Kinzer  
    \_\_\_ Ward 4      Councilmember Keith Wagoner  
    \_\_\_ Ward 5      Councilmember Hugh Galbraith  
    \_\_\_ Ward 6      Councilmember Rick Lemley  
    \_\_\_ At-Large    Councilmember Brett Sandström
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.

FEB 25 2015

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 30

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CITY OF SEDRO-WOOLLEY  
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Regular Meeting of the City Council  
February 11, 2015 – 7:00 P.M. – Council Chambers

ROLL CALL: Present: Mayor Mike Anderson, Councilmembers: Kevin Loy, Germaine Kornegay (Late), Brenda Kinzer, Keith Wagoner, Hugh Galbraith, Rick Lemley and Brett Sandström. Staff: Recorder Brue, Finance Director Nelson, City Supervisor/Attorney Berg, Public Works Director Freiburger, Planning Director Coleman, Fire Chief Klinger and Police Chief Tucker.

The meeting was called to order at 7:00 P.M. by Mayor Mike Anderson.

Pledge of Allegiance

Consent Calendar

- Approval of Agenda
- Minutes from Previous Meeting (Including February 4, 2015 Worksession)
- Finance
  - Claim Checks #180902 to #180986 in the amount of \$150,543.14
  - Payroll Checks #58442 to #58460 plus EFT's in the amount of \$2254,125.46
- Resolution 909-15 – Skagit County Natural Hazards Mitigation Plan
- Possible Bid Award – Purchase Order No. 2015-PO-04 Sodium Hypochlorite, 12.5% Solution – Bulk Delivery
- Misc. Annual Contracts/Agreements

Councilmember Galbraith moved to approve the consent calendar A through F. Seconded by Councilmember Kinzer Motion carried (6-0)

Skagit Watershed Council – Richard Brocksmith

Richard Brocksmith, Executive Director of Skagit Watershed Council presented a brief update on the mission of the Skagit Watershed Council and encouraged City participation by membership. He addressed the growth of the organization, updating procedures, fish enhancement and entertained questions from Council to include fish restoration goals and timelines, tribal representation and the value of membership.

Councilmember Kornegay arrived at 7:04 P.M.

Public Comment

Corrienne Jensen – Vice President of the Arts Council of Sedro-Woolley announced a public meeting to discuss current and future art in Sedro-Woolley to be held on Tuesday, February 24<sup>th</sup>.

## **PUBLIC HEARINGS**

## **UNFINISHED BUSINESS**

## **NEW BUSINESS**

### SWPD Update

Police Chief Tucker discussed Council participation with the training simulator. This opportunity gives them an idea of the type of training and day to day decisions officers face. He also reported on the Civil Service Commission's acceptance of Records Clerk David Welch's retirement and replacement.

Sergeant Dan McIlraith – updated the Council on the lengthy and arduous the process of hiring officer candidates. He noted there are several agencies also looking for new officers which makes it more difficult as they are all competing from the same pool of applicants. He also reported that currently we have 3 candidates awaiting academy dates and reviewed the timeline for officers which includes 4 1/2 months in the academy and 3 months of field training before they are able to be on their own. Sgt. McIlraith stated that each officer commits to a three year contract and all are solid candidates.

Sergeant Jason Harris reviewed the results of the 2014 drug related operations and 2014 gang related issues. He stated it is important to keep on top of this type of activity and noted that seven independent dealers were taken out of the cycle and arrested in 2014. Sgt. Harris also introduced a student from Sedro-Woolley High School who is doing his senior project through the department and recently participated in an underage beer buy scam. This event netted two unlawful purchases out of 15 establishments.

Discussion was held on gang activity to include two arrests and the combined effort of local law enforcement agencies. Questions from the Council were also answered to include drug dogs, seizure of guns, marijuana, juveniles and graffiti.

Police Chief Tucker reviewed several code enforcement efforts to clean up neighborhoods noting it was an ongoing process. Improvements are being made and they are making good results by taking a proactive approach with different avenues to fix problems.

## **COMMITTEE REPORTS AND REPORTS FROM OFFICERS**

Report of Contracts Approved Under SWMC 2.104.060

Public Works Director Frieberger – highlighted items within his report to Council to include the final completion of the Hwy 20 project. He also reported on the new stormwater permit requirement to review municipal code and standards on low impact design for stormwater facilities. He informed Council of a Webinar designed to inform officials on the process on March 24<sup>th</sup>.

City Supervisor/Attorney Berg – presented a late materials item regarding an ongoing jail medical issue. He briefly reviewed the Release and Settlement Agreement between the City and Skagit County.

Councilmember Wagoner moved to enter into a release and settlement agreement between the City and the County. Seconded by Councilmember Kornegay. Motion carried (7-0).

City Supervisor/Attorney Berg – Addressed another late materials item on a Declaration of Civil Emergency regarding a blocked sewer line in the alley between Talcott and Nelson Streets. He requested confirmation on the execution of a contract with the contractor on scene.

Councilmember Sandström moved to confirm the Declaration of Civil Emergency. Seconded by Councilmember Kornegay.

Some discussion was held regarding the cause of the emergency.

Motion carried (7-0).

City Supervisor/Attorney Berg – discussed the Northern State Project which has become active and fast moving due to the development of Peter and Susan Janicki's formation of a new company called Janicki Bio-Energy which is backed by the Bill and Melinda Gates Foundation and has developed the Omniprocessor. Berg reported on the interest of the company to locate in Sedro-Woolley or Utah. The preferred Sedro-Woolley site is the Northern State site. He noted there is a joint effort in the legislature regarding the leasing authority of the site. Berg also addressed annexation, master planning of the site to ensure the historical Olmstead Village. He reported that the Port of Skagit County has authorized \$100,000 to help fund the process, the County is expected to fund \$50-75,000 and Berg proposed the City put in \$25,000 to be used to continue the master planning effort and site planning. He also spoke of the availability of grant funds through the Department of Commerce.

City Supervisor/Attorney Berg addressed the impact to the Planning Department of one and announced an upcoming joint meeting with the City Councilmembers, Port of Skagit County and Skagit County Commissioners on February 27<sup>th</sup> at 10:30 at the Port to bring the partners into alignment and to specifically make request to the Department of Enterprise Services on what we want to accomplish on this site. Berg requested to bring on a consultant to provide economic development coordinator services.

Council discussion ensued to include funding for the city share and the consultant fees, pitfalls that could arise to not have the Sedro-Woolley site chosen, annexation and local control redevelopment, family respect of the area and being primed for action.

Councilmember Galbraith moved to approve Professional Services Agreement No. 2015-PS-15. Seconded by Councilmember Sandström.

Councilmember Wagoner addressed the already time taxing job for the Planning Department of the buildable lands study that needs to be completed and expressed support for the professional services contract.

Motion carried (7-0).

Councilmember Sandström moved to fund the partnership with \$25,000. Seconded by Councilmember Wagoner. Motion carried (7-0).

City Supervisor/Attorney Berg spoke of past negative comments he has made towards the Port and Skagit County and noted this development has been a complete 180 degree turn since the beginning of the year. The port has spent a lot of money in our area and is willing to contribute and likewise with the County. We are fully aligned with the project. He stated it is refreshing and fun to see the governments come together for something positive.

Councilmember Kornegay – questioned Police Chief Tucker about feral cats and how to get rid of them. She also presented Chief Tucker a thank you poster from the Boys and Girls Club kids for his help with their recent fundraiser.

Councilmember Kinzer – Thanked Police Chief Tucker for arranging for the police training simulator and the opportunity to see how officers are trained.

Councilmember Wagoner – announced the upcoming regional wrestling match and noted that the SWHS Boys Basketball team is doing well. He also congratulated audience members Stacy & Cecil Penno, on their son Randy's decision to join the Marines.

Councilmember Galbraith -- announced Sedro-Woolley basketball team will be playing Lynden on Friday.

Councilmember Sandström – requested a Business Development Committee meeting be scheduled.

City Supervisor/Attorney Berg – updated Council on Senate Bill 5887 scheduled for hearing on Monday at 10 A.M. and House Bill 2035 which is the companion bill with the hearing to be held on Tuesday at 3:30 P.M.

## **EXECUTIVE SESSION**

The meeting adjourned to executive session for the purpose of litigation under RCW 42.30.110.1(i) for approximately 10 minutes with possible action at 8:26 P.M.

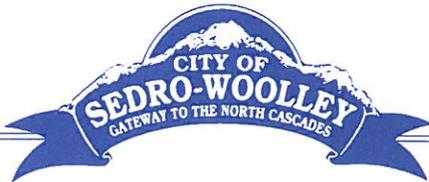
The meeting reconvened at 8:47 P.M.

Councilmember Lemley moved to adjourn. Seconded by Councilmember Galbraith.

The meeting adjourned at 8:48 P.M.

FEB 25 2015

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 30



DATE: February 25, 2015  
TO: Mayor Anderson and City Council  
FROM: Patsy Nelson, Finance Director  
SUBJECT: FINANCE - CLAIMS

Attached you will find the Claim Checks register proposed for payment for the period ending February 25, 2015.

Motion to approve Claim Checks #180987 to #181073 plus EFT's in the amount of \$153,319.40.

Motion to approve Payroll Checks #58461 to #58473 plus EFT's in the amount of \$178,560.49.

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.

# CHECK REGISTER

City Of Sedro-Woolley  
MCAG #: 0647

02/12/2015 To: 02/25/2015

Time: 09:05:01 Date: 02/20/2015  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
<b>1011</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>EFT</b>	<b>US Bank -- Purchase Cards</b>	<b>2,959.08</b>	
					001 - 515 30 49 000 - Dues & Subscriptions	100.00	
					001 - 517 90 49 003 - Employee Wellness (supplies)	102.19	
					001 - 518 20 31 000 - Operating Supplies	63.99	
					001 - 518 80 35 000 - Small Tools/Minor Equip	6.98	
					001 - 521 10 41 000 - Professional Services	200.67	
					001 - 521 20 26 000 - Uniforms/Accessories	131.39	
					001 - 522 20 31 000 - Operating Supplies	54.22	
					001 - 522 20 31 000 - Operating Supplies	43.39	
					001 - 522 20 41 030 - Investigation	30.00	
					001 - 522 45 31 000 - Supplies & Books	221.15	
					001 - 523 20 31 000 - Office/Operating Supplies	184.40	
					001 - 524 20 31 000 - Off/Oper Supps & Books	64.03	
					001 - 524 20 49 030 - Misc-Tuition/Registration	300.00	
					425 - 531 50 31 000 - Operating Supplies	24.99	
					412 - 537 80 32 000 - Auto Fuel/Diesel	35.50	
					412 - 537 80 43 000 - Meals/Travel	388.23	
					105 - 572 20 31 010 - Supplies	46.64	
					105 - 572 20 41 000 - Professional Services	75.00	
					105 - 572 20 43 000 - Travel	28.00	
					105 - 572 20 49 000 - Subscriptions	220.00	
					105 - 572 20 49 010 - Tuition/registration	150.00	
					001 - 594 21 64 000 - Machinery & Equipment	96.65	
					001 - 594 21 64 000 - Machinery & Equipment	213.89	
					105 - 594 72 64 000 - Books & Materials	99.00	
					105 - 594 72 64 001 - Books - Skagit County	78.77	
<b>1012</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>EFT</b>	<b>WA State Dept Of Revenue</b>	<b>11,330.55</b>	
					001 - 522 20 31 000 - Operating Supplies	38.34	
					001 - 522 20 48 000 - Repairs/Maint-Equip	4.26	
					401 - 535 50 48 000 - Maintenance Contracts	146.63	
					401 - 535 80 31 000 - Office Supplies	48.70	
					401 - 535 80 44 010 - Taxes & Assessments	5,059.26	
					102 - 536 20 44 010 - Taxes And Assessments	355.22	
					412 - 537 80 44 001 - Taxes & Assessments	5,639.43	
					105 - 572 20 44 010 - Taxes & Assessments	9.38	
					101 - 576 80 44 010 - Taxes And Assessments	29.33	
<b>1013</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180987</b>	<b>A-1 Mobile Lock &amp; Key</b>	<b>1,763.17</b>	
					101 - 594 76 31 000 - Buildings & Structures	1,763.17	
<b>1014</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180988</b>	<b>ATV Signs</b>	<b>52.08</b>	
					001 - 595 10 31 001 - Address & Street Signs-Reiml	52.08	
<b>1015</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180989</b>	<b>All-Phase Electric</b>	<b>23.05</b>	
					103 - 542 30 31 000 - Operating Supplies	23.05	
<b>1016</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180990</b>	<b>Andgar</b>	<b>467.01</b>	
					101 - 576 80 48 016 - City Hall	467.01	
<b>1017</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180991</b>	<b>Aramark Uniform Services</b>	<b>24.86</b>	
					401 - 535 80 49 000 - Laundry	7.82	
					401 - 535 80 49 000 - Laundry	7.82	
					103 - 542 30 49 000 - Misc-Laundry	4.61	
					103 - 542 30 49 000 - Misc-Laundry	4.61	
<b>1018</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180992</b>	<b>Assoc Petroleum Products</b>	<b>2,668.55</b>	
					001 - 518 20 32 000 - Auto Fuel	102.37	
					001 - 521 20 32 000 - Auto Fuel	1,047.14	
					001 - 522 20 32 000 - Auto Fuel/Diesel	532.84	
					401 - 535 80 32 000 - Auto Fuel/Diesel	132.77	
					401 - 535 80 32 000 - Auto Fuel/Diesel	55.67	
					412 - 537 80 32 000 - Auto Fuel/Diesel	107.82	

# CHECK REGISTER

City Of Sedro-Woolley  
MCAG #: 0647

02/12/2015 To: 02/25/2015

Time: 09:05:01 Date: 02/20/2015  
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			412 - 537 80 32 000		- Auto Fuel/Diesel	181.46	
			103 - 542 30 32 000		- Auto Fuel/Diesel	249.92	
			103 - 542 30 32 000		- Auto Fuel/Diesel	47.88	
			101 - 576 80 32 000		- Auto Fuel/Diesel	210.68	
<b>1019</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180993</b>	<b>Association Of WA Cities</b>	<b>3,091.98</b>	
			001 - 521 20 27 000		- Retired Medical	3,091.98	
<b>1020</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180994</b>	<b>Bay City Supply</b>	<b>69.35</b>	
			101 - 576 80 31 006		- Operating Sup - City Hall	69.35	
<b>1021</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180995</b>	<b>Bioscience Inc</b>	<b>1,150.00</b>	
			401 - 535 50 48 010		- Maintenance Of Lines	1,150.00	
<b>1022</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180996</b>	<b>Blumenthal Uniform &amp; Equip</b>	<b>176.28</b>	
			001 - 521 20 26 000		- Uniforms/Accessories	24.39	
			001 - 522 20 26 000		- Uniforms	151.89	
<b>1023</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180997</b>	<b>Cascade Natural Gas Corp</b>	<b>2,729.99</b>	
			001 - 521 20 47 000		- Public Utilities	56.12	
			001 - 522 50 47 000		- Public Utilities	389.85	
			401 - 535 80 47 000		- Public Utilities	27.27	
			101 - 576 80 47 052		- Bingham Caretaker	71.29	
			101 - 576 80 47 070		- City Hall	2,185.46	
<b>1024</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180998</b>	<b>Chemsearch</b>	<b>209.54</b>	
			412 - 537 80 31 000		- Operating Supplies	209.54	
<b>1025</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>180999</b>	<b>Collins Office Supply Inc</b>	<b>111.59</b>	
			001 - 514 23 31 000		- Supplies	111.59	
<b>1026</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181000</b>	<b>Crystal Springs</b>	<b>56.92</b>	
			401 - 535 80 31 010		- Operating Supplies	56.92	
<b>1027</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181001</b>	<b>Cues</b>	<b>612.03</b>	
			401 - 535 50 48 010		- Maintenance Of Lines	402.03	
			401 - 535 50 48 010		- Maintenance Of Lines	210.00	
<b>1028</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181002</b>	<b>ATTN: Bonnie Woodrow DMCMA</b>	<b>25.00</b>	
			001 - 512 50 49 000		- Tuition/Registration	25.00	
<b>1029</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181003</b>	<b>Dalco Inc</b>	<b>518.85</b>	
			412 - 537 50 48 000		- Repairs/maint-equip	518.85	
<b>1030</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181004</b>	<b>Databar</b>	<b>2,253.89</b>	
			425 - 531 50 42 010		- Postage	90.15	
			401 - 535 80 42 015		- Postage	1,465.03	
			412 - 537 80 42 010		- Postage	698.71	
<b>1031</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181005</b>	<b>Dwayne Lane's North Cascade Ford</b>	<b>1,336.29</b>	
			001 - 521 20 48 010		- Repair & Maint - Auto	593.89	
			001 - 521 20 48 010		- Repair & Maint - Auto	742.40	
<b>1032</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181006</b>	<b>Dykstra Farms LLC</b>	<b>120.00</b>	
			412 - 537 60 47 020		- Recycling - Yard Waste	120.00	
<b>1033</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181007</b>	<b>E &amp; E Lumber</b>	<b>163.57</b>	
			103 - 542 30 31 000		- Operating Supplies	18.71	
			103 - 542 30 31 000		- Operating Supplies	21.45	
			103 - 542 30 31 000		- Operating Supplies	11.21	
			103 - 542 30 31 000		- Operating Supplies	38.75	
			101 - 576 80 48 001		- Riverfront	40.89	
			101 - 576 80 48 001		- Riverfront	20.34	

# CHECK REGISTER

City Of Sedro-Woolley  
MCAG #: 0647

02/12/2015 To: 02/25/2015

Time: 09:05:01 Date: 02/20/2015  
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			101 - 576 80 48 001 - Riverfront			12.22	
1034	02/25/2015	Claims	2	181008	Edge Analytical Inc	82.00	
			401 - 535 80 41 000 - Professional Services			47.00	
			401 - 535 80 41 000 - Professional Services			35.00	
1035	02/25/2015	Claims	2	181009	Emedco Inc.	358.03	
			103 - 542 30 35 010 - Safety Equipment			154.09	
			101 - 576 80 31 006 - Operating Sup - City Hall			101.50	
			101 - 576 80 31 007 - Operating Sup - Library			102.44	
1036	02/25/2015	Claims	2	181010	Enterprise Office Systems	257.65	
			001 - 512 50 31 000 - Supplies			135.60	
			001 - 512 50 31 000 - Supplies			122.05	
1037	02/25/2015	Claims	2	181011	Federal Certified Hearing	20.00	
			401 - 535 80 41 000 - Professional Services			20.00	
1038	02/25/2015	Claims	2	181012	Frontier	925.25	
			001 - 512 50 42 020 - Telephone			38.46	
			001 - 513 10 42 020 - Telephone			57.69	
			001 - 514 23 42 020 - Telephone			57.69	
			001 - 515 30 42 001 - Telephone			25.64	
			001 - 518 80 42 020 - Telephone			19.23	
			001 - 521 20 42 020 - Telephone			192.13	
			001 - 522 20 42 020 - Telephone			70.51	
			001 - 522 20 42 020 - Telephone			152.26	
			001 - 524 20 42 020 - Telephone			19.23	
			401 - 535 80 42 020 - Telephone			51.28	
			412 - 537 80 42 020 - Telephone			25.64	
			103 - 542 30 42 020 - Telephone			6.41	
			001 - 558 60 42 020 - Telephone			19.23	
			105 - 572 20 42 020 - Telephone			32.08	
			101 - 576 80 42 020 - Telephone			12.82	
			101 - 576 80 47 010 - Community Center			100.08	
			001 - 595 10 42 020 - Telephone			44.87	
1039	02/25/2015	Claims	2	181013	Glenn Gardner	195.29	
			501 - 594 18 64 501 - Vehicles - Admin			97.64	
			501 - 594 42 64 000 - Equip & Vehicles - Streets			97.65	
1040	02/25/2015	Claims	2	181014	Guardian NW Title & Escrow	325.50	
			425 - 531 50 41 000 - Professional Services			325.50	
1041	02/25/2015	Claims	2	181015	Patrick Hayden	2,500.00	
			001 - 515 30 41 001 - Prosecuting Attorney			2,500.00	
1042	02/25/2015	Claims	2	181016	Hepburn Superior	175.12	
			102 - 536 20 34 000 - Liners			175.12	
1043	02/25/2015	Claims	2	181017	Honey Bucket	75.00	
			101 - 576 80 47 090 - Portable Toilets			75.00	
1044	02/25/2015	Claims	2	181018	Humane Society Of Skagit	638.00	
			001 - 521 20 41 021 - Humane Society			638.00	
1045	02/25/2015	Claims	2	181019	Ingram Library Services	891.28	
			105 - 594 72 64 000 - Books & Materials			6.04	
			105 - 594 72 64 000 - Books & Materials			79.42	
			105 - 594 72 64 000 - Books & Materials			6.04	
			105 - 594 72 64 000 - Books & Materials			799.78	
1046	02/25/2015	Claims	2	181020	Janicki Logging Co	211.58	
			001 - 522 20 48 000 - Repairs/Maint-Equip			211.58	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1047	02/25/2015	Claims	2	181021	Kroesen's Inc	311.28	
					001 - 522 20 26 000 - Uniforms	311.28	
1048	02/25/2015	Claims	2	181022	Language Exch Inc (The)	330.00	
					001 - 512 50 41 040 - Language Interpreter	330.00	
1049	02/25/2015	Claims	2	181023	Lithtex NW	187.81	
					102 - 536 20 31 010 - Operating Supplies	187.81	
1050	02/25/2015	Claims	2	181024	Lochner	1,793.77	
					104 - 595 10 63 040 - Eng-SR9 Jameson	1,793.77	
1051	02/25/2015	Claims	2	181025	Loggers And Contractors	281.98	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	281.98	
1052	02/25/2015	Claims	2	181026	Lou's Gloves Inc.	356.00	
					401 - 535 80 31 010 - Operating Supplies	356.00	
1053	02/25/2015	Claims	2	181027	Martin Marietta Materials	690.19	
					103 - 542 30 48 000 - Repair/Maint-Streets	690.19	
1054	02/25/2015	Claims	2	181028	William R McCann	3,000.00	
					001 - 515 93 41 000 - Indigent Defender	3,000.00	
1055	02/25/2015	Claims	2	181029	McNeill Polygraph & Inves	175.00	
					001 - 521 20 41 001 - Professional Services	175.00	
1056	02/25/2015	Claims	2	181030	Mid-American Research Chem	404.16	
					401 - 535 80 31 010 - Operating Supplies	404.16	
1057	02/25/2015	Claims	2	181031	Motor Trucks Inc	162.05	
					001 - 522 20 48 000 - Repairs/Maint-Equip	12.44	
					412 - 537 80 31 000 - Operating Supplies	149.61	
1058	02/25/2015	Claims	2	181032	Patsy Nelson	230.00	
					001 - 514 23 49 010 - Misc-Dues/Subscriptions	230.00	
1059	02/25/2015	Claims	2	181033	Neofunds By Newpost	1,200.00	
					001 - 512 50 42 010 - Postage	167.66	
					001 - 514 23 42 010 - Postage	505.44	
					001 - 515 30 42 000 - Postage	1.09	
					001 - 521 20 42 010 - Postage	181.12	
					001 - 522 20 42 010 - Postage	5.64	
					001 - 522 20 42 010 - Postage	5.47	
					001 - 524 20 42 000 - Postage	16.51	
					425 - 531 50 31 000 - Operating Supplies	12.22	
					401 - 535 80 42 015 - Postage	158.86	
					102 - 536 20 42 010 - Postage	10.40	
					412 - 537 80 42 010 - Postage	73.32	
					001 - 558 60 42 010 - Postage	4.59	
					001 - 595 10 42 000 - Postage	57.68	
1060	02/25/2015	Claims	2	181034	Neopost Northwest	286.42	
					001 - 514 23 31 000 - Supplies	286.42	
1061	02/25/2015	Claims	2	181035	Newman Signs Inc	855.86	
					103 - 542 64 31 004 - Street Sign Materials	855.86	
1062	02/25/2015	Claims	2	181036	North Central Laboratories	1,349.50	
					401 - 535 80 31 010 - Operating Supplies	961.99	
					401 - 535 80 31 010 - Operating Supplies	387.51	
1063	02/25/2015	Claims	2	181037	Office Depot	245.33	
					001 - 524 20 31 000 - Off/Oper Supps & Books	25.59	
					001 - 524 20 31 000 - Off/Oper Supps & Books	8.71	

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			425 - 531 50 31 000		- Operating Supplies	37.96	
			425 - 531 50 31 000		- Operating Supplies	20.43	
			425 - 531 50 31 000		- Operating Supplies	22.86	
			425 - 531 50 31 000		- Operating Supplies	-19.72	
			001 - 558 60 31 000		- Supplies/Books	25.59	
			001 - 558 60 31 000		- Supplies/Books	8.71	
			001 - 595 10 31 000		- Supplies	43.76	
			001 - 595 10 31 000		- Supplies	30.19	
			001 - 595 10 31 000		- Supplies	-19.72	
			001 - 595 10 31 000		- Supplies	60.97	
<b>1064</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181038</b>	<b>Orca Pacific Inc</b>		<b>650.73</b>
					401 - 535 80 31 020 - Op Supplies-Chemicals	650.73	
<b>1065</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181039</b>	<b>Owen Equipment Company</b>		<b>3,830.20</b>
					425 - 531 50 48 000 - Repairs/Maintenance	3,830.20	
<b>1066</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181040</b>	<b>Pat Rimmer Tire Ctr Inc</b>		<b>225.68</b>
					412 - 537 50 48 000 - Repairs/maint-equip	225.68	
<b>1067</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181041</b>	<b>Petty Cash-Debra Peterson</b>		<b>55.09</b>
					105 - 572 20 31 010 - Supplies	40.09	
					105 - 572 20 41 000 - Professional Services	15.00	
<b>1068</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181042</b>	<b>Harold Pittman</b>		<b>1,258.80</b>
					001 - 521 20 27 000 - Retired Medical	1,258.80	
<b>1069</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181043</b>	<b>Protech Automotive</b>		<b>165.95</b>
					401 - 535 50 48 050 - Maint Of General Equip	165.95	
<b>1070</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181044</b>	<b>Public Utility Dis No1</b>		<b>1,237.59</b>
					001 - 521 20 47 000 - Public Utilities	23.35	
					401 - 535 80 47 000 - Public Utilities	233.58	
					102 - 536 20 47 000 - Public Utilities	57.85	
					412 - 537 80 47 000 - Public Utilities	49.62	
					103 - 542 63 47 000 - Public Utilities	49.62	
					105 - 572 20 47 000 - Public Utilities	31.02	
					101 - 576 80 47 000 - Riverfront	180.35	
					101 - 576 80 47 040 - Train	23.35	
					101 - 576 80 47 050 - Hammer Square	87.96	
					101 - 576 80 47 051 - Bingham / Memorial	237.46	
					101 - 576 80 47 053 - Other Utilities	45.78	
					101 - 576 80 47 070 - City Hall	217.65	
<b>1071</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181045</b>	<b>Puget Sound Energy</b>		<b>12,263.26</b>
					103 - 542 63 47 000 - Public Utilities	12,263.26	
<b>1072</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181046</b>	<b>Sedro-Woolley Auto Parts</b>		<b>426.90</b>
					401 - 535 50 48 040 - Maintenance Of Vehicles	3.81	
					102 - 536 20 31 010 - Operating Supplies	5.38	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	31.66	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	43.09	
					102 - 536 20 48 040 - Repair/Maint-Equip & Bldg	33.98	
					412 - 537 80 31 000 - Operating Supplies	93.54	
					412 - 537 80 31 000 - Operating Supplies	34.49	
					412 - 537 80 31 000 - Operating Supplies	5.41	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	9.20	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	10.62	
					103 - 542 30 48 010 - Repair/Maintenance-Equip	127.59	
					101 - 576 80 48 021 - Equipment	28.13	
<b>1073</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181047</b>	<b>Seven Sisters Inc</b>		<b>719.59</b>
					412 - 537 50 48 010 - Repairs/Maint-Building	719.59	
<b>1074</b>	<b>02/25/2015</b>	<b>Claims</b>	<b>2</b>	<b>181048</b>	<b>Sirchie Finger Print</b>		<b>139.45</b>

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			001 - 521 20 31 002 - Office/Operating Supplies			139.45	
1075	02/25/2015	Claims	2	181049	Sjostrom Law Office	6,964.91	
			425 - 531 50 31 000 - Operating Supplies			278.60	
			401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp			4,527.19	
			412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp			2,159.12	
1076	02/25/2015	Claims	2	181050	Skagit CD	629.01	
			425 - 531 50 41 002 - Contracted Services			629.01	
1077	02/25/2015	Claims	2	181051	Skagit Co Public Works	43,689.36	
			412 - 537 60 47 000 - Solid Waste Disposal			43,689.36	
1078	02/25/2015	Claims	2	181052	Skagit Co. Dept of Public Health	576.44	
			001 - 566 00 51 000 - Sk Cty Substance Abuse			576.44	
1079	02/25/2015	Claims	2	181053	Skagit Co. Historical Museum	37.01	
			105 - 594 72 64 000 - Books & Materials			37.01	
1080	02/25/2015	Claims	2	181054	Skagit County Government	3,998.82	
			001 - 521 20 51 020 - Spillman System			3,998.82	
1081	02/25/2015	Claims	2	181055	Skagit Farmers Supply	28.20	
			111 - 521 20 31 111 - Supplies - Kennel			28.20	
1082	02/25/2015	Claims	2	181056	Skagit Law Group, PLLC	4,279.00	
			425 - 531 50 31 000 - Operating Supplies			41.96	
			425 - 531 50 31 000 - Operating Supplies			55.81	
			425 - 531 50 31 000 - Operating Supplies			10.20	
			425 - 531 50 31 000 - Operating Supplies			16.00	
			425 - 531 50 31 000 - Operating Supplies			27.97	
			425 - 531 50 31 000 - Operating Supplies			19.20	
			401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp			681.85	
			401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp			907.08	
			401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp			165.75	
			401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp			260.00	
			401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp			454.68	
			401 - 535 80 49 040 - Misc-Filing Fees/Lien Exp			312.00	
			412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp			325.19	
			412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp			432.61	
			412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp			79.05	
			412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp			124.00	
			412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp			216.85	
			412 - 537 80 49 020 - Misc-Filing Fees/Lien Exp			148.80	
1083	02/25/2015	Claims	2	181057	Skagit Publishing	131.88	
			001 - 558 60 41 010 - Advertising			84.40	
			501 - 594 42 64 000 - Equip & Vehicles - Streets			47.48	
1084	02/25/2015	Claims	2	181058	Skagit River Steel	975.31	
			425 - 531 50 48 000 - Repairs/Maintenance			122.43	
			412 - 537 80 31 000 - Operating Supplies			21.70	
			412 - 537 80 31 000 - Operating Supplies			697.57	
			412 - 537 80 34 000 - Containers			133.61	
1085	02/25/2015	Claims	2	181059	Solid Waste Systems Inc	3,363.43	
			412 - 537 50 48 000 - Repairs/maint-equip			1,936.53	
			412 - 537 50 48 000 - Repairs/maint-equip			684.42	
			412 - 537 80 34 000 - Containers			742.48	
1086	02/25/2015	Claims	2	181060	Heather Sorsdal-Hirotaka	8.67	
			001 - 521 20 31 002 - Office/Operating Supplies			8.67	
1087	02/25/2015	Claims	2	181061	Staples Business Advantage	298.97	

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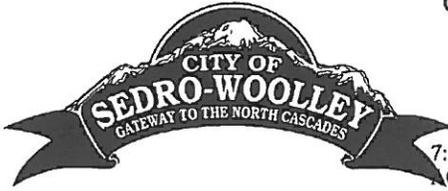
City Of Sedro-Woolley  
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			001 - 514 23 31 000		Supplies	121.95	
			001 - 521 20 31 002		Office/Operating Supplies	102.06	
			001 - 521 20 31 002		Office/Operating Supplies	74.96	
1088	02/25/2015	Claims	2	181062	Stiles & Stiles	2,950.00	
			001 - 512 50 41 010		Municipal Court Judge	2,950.00	
1089	02/25/2015	Claims	2	181063	Thompson's Greenhouse	34.72	
			101 - 594 76 64 001		Holiday Displays	34.72	
1090	02/25/2015	Claims	2	181064	Payment Center Thomson Reuters -- West	257.08	
			001 - 515 30 41 002		Westlaw Services	257.08	
1091	02/25/2015	Claims	2	181065	Truck Toys Inc	694.40	
			412 - 537 80 31 000		Operating Supplies	694.40	
1092	02/25/2015	Claims	2	181066	True Value	427.23	
			001 - 522 20 31 000		Operating Supplies	23.86	
			001 - 522 20 31 000		Operating Supplies	3.78	
			001 - 522 20 31 000		Operating Supplies	17.35	
			001 - 523 20 31 000		Office/Operating Supplies	7.04	
			001 - 523 20 31 000		Office/Operating Supplies	4.11	
			401 - 535 80 31 000		Office Supplies	11.91	
			401 - 535 80 31 010		Operating Supplies	16.26	
			412 - 537 80 31 000		Operating Supplies	3.88	
			412 - 537 80 31 000		Operating Supplies	13.19	
			412 - 537 80 31 000		Operating Supplies	5.83	
			412 - 537 80 31 000		Operating Supplies	265.74	
			103 - 542 30 31 000		Operating Supplies	36.33	
			103 - 542 30 31 000		Operating Supplies	2.47	
			101 - 576 80 31 006		Operating Sup - City Hall	5.20	
			101 - 576 80 31 006		Operating Sup - City Hall	2.70	
			001 - 594 21 64 000		Machinery & Equipment	7.58	
1093	02/25/2015	Claims	2	181067	Util Underground Loc Ctr	60.06	
			401 - 535 80 31 000		Office Supplies	60.06	
1094	02/25/2015	Claims	2	181068	WA St Dept Of Prof Licen	396.00	
			001 - 521 20 51 000		Intergov Svc-Gun Permits	396.00	
1095	02/25/2015	Claims	2	181069	WA State Criminal Justice	75.00	
			001 - 521 40 49 000		Tuition/Registration	75.00	
1096	02/25/2015	Claims	2	181070	Washington State Patrol	224.50	
			001 - 521 20 51 000		Intergov Svc-Gun Permits	214.50	
			401 - 535 80 41 000		Professional Services	10.00	
1097	02/25/2015	Claims	2	181071	Washington Tractor	185.42	
			101 - 576 80 48 021		Equipment	48.89	
			101 - 576 80 48 021		Equipment	136.53	
1098	02/25/2015	Claims	2	181072	Waste Management Of Skgt	11,420.00	
			412 - 537 60 47 010		Recycling - Household	11,420.00	
1099	02/25/2015	Claims	2	181073	Wood's Logging Supply Inc	213.06	
			102 - 536 20 31 010		Operating Supplies	9.50	
			412 - 537 50 48 000		Repairs/maint-equip	74.79	
			412 - 537 50 48 000		Repairs/maint-equip	65.23	
			103 - 542 30 31 000		Operating Supplies	2.78	
			103 - 542 30 48 010		Repair/Maintenance-Equip	60.76	
						28,900.60	
						6,310.30	





CITY COUNCIL AGENDA  
REGULAR MEETING

FEB 25 2015

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 32

CITY OF SEDRO-WOOLLEY

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

Nathan Salseina,  
Public Works Operations Supervisor

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MEMO TO: City Council and Mayor Anderson

FROM: Mark A. Freiberger, Director of Public Works

RE: **Possible Bid Award  
Fire Station No. 1 Garage Door Replacement  
Crawford Garage Doors Inc.**

DATE: February 10, 2015 (for Council action February 25, 2015)

**ISSUE:** Shall council move to award and authorize Mayor Anderson to sign a contract for replacement of six overhead doors and openers for Fire Station No. 1 with Crawford Garage Doors Inc. of Mount Vernon, WA in the amount \$32,387.25?

**BACKGROUND/DISCUSSION:** Fire Station No. 1 was constructed in 1998 with an estimated design life of 20 years. Maintenance problems have been frequent for the overhead doors, most notably the 22' 2" wide by 14' height doors. The existing doors are heavy, and the existing openers marginally sized to operate them. The existing overhead mounted openers do not include manual override capability (chain operation).

The city on January 13, 2015 solicited bids to replace the five 22' 2" wide doors and one 12' 2" wide door with lighter weight doors including lights and new wall-mounted openers. The bids included as base price replacement of the existing doors but reuse of the existing openers. Item 3 was optional replacement of the openers with wall mounted units. Four bids were received as shown on the attached Bid Summary. The low bid for base or base plus the option is from Crawford Garage Doors Inc. of Mount Vernon, with a base bid of \$29,164.80, or a base plus option bid of \$37,692.90.

The low bid with the Item 3 Option is over the \$35,000 limit for contracts not requiring bonding. In order to stay under the \$35,000 limit, Public Works proposes to award the work to Crawford Door for Items 1 and 2 only. We have also added as an alternative to the replacement of the automatic openers the addition of manual Chain Hoists for each of the six doors at \$495/each, total \$3,222.45. The total for the proposed contract including the chain hoists is \$32,387.25, which remains under the \$35,000 contract limit.

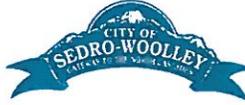
**FINANCIAL:** The 2015 Account 101 Projects budget includes \$24,000 for replacement of the doors. The low bid as adjusted at \$32,387.25 is \$8,387.25 over the budgeted amount. If awarded, a budget amendment will be required to fund the additional cost. Additional funding for this purpose is available from Account 303 facilities Maintenance Reserve Fund. The current balance for this fund is projected at \$81,500 after 2015 budgeted expenditures.

**MOTION:**

***Move to award and authorize Mayor Anderson to sign a contract for replacement of six overhead doors with chain hoists for Fire Station No. 1 with Crawford Garage Doors Inc. of Mount Vernon, WA in the amount \$32,387.25.***



FIRE STATION NO. 1 GARAGE DOOR REPLACEMENT FINAL BID COMPARISON														
		Alternate Spec				Alternate Spec								
Bid Date: FEBRUARY 3, 2015, 2:00PM		Crawford Garage Doors Inc.		McClellan Garage Doors, LLC		Overhead Door of Bellingham Inc.		McClellan Garage Doors, LLC		Specialty Door Service, Inc.		Specialty Door Service, Inc.		
By: Mark Freiberger, PE, Director of Public Works		Mount Vernon, WA		Ferndale, WA		Bellingham, WA		Ferndale, WA		Mount Lake Terrace, WA		Mount Lake Terrace, WA		
QUANT	UNIT	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	
<b>BASE BID</b>														
Item 1: 22' 2" Wide Doors 14' in Height	5.00	EA	4,950.00	24,750.00	5,980.61	29,903.05	7,300.00	36,500.00	6,314.61	31,573.05	7,768.00	38,840.00	9,877.00	49,385.00
Item 2: 12' 2" Wide Doors 14' in Height	1.00	EA	2,130.00	2,130.00	3,765.50	3,765.50	4,038.00	4,038.00	3,935.60	3,935.60	5,258.00	5,258.00	5,877.00	5,877.00
<b>SUBTOTAL</b>				26,880.00		33,668.55		40,538.00		35,508.65		44,098.00		55,262.00
<b>TAX 8.5%</b>				2,284.80		2,861.83		3,445.73		3,018.24		3,748.33		4,697.27
<b>TOTAL BID</b>				29,164.80		36,530.38		43,983.73		38,526.89		47,846.33		59,959.27
<b>OPTION</b>														
Item 3: Garage Door Openers	6.00	EA	1,310.00	7,860.00	2,028.29	12,169.74	2,084.33	12,505.98	3,380.23	20,281.38	1,989.00	11,934.00	1,885.00	11,310.00
<b>SUBTOTAL</b>				7,860.00		12,169.74		12,505.98		20,281.38		11,934.00		11,310.00
<b>TAX 8.5%</b>				668.10		1,034.43		1,063.01		1,723.92		1,014.39		961.35
<b>TOTAL BID</b>				8,528.10		13,204.17		13,568.99		22,005.30		12,948.39		12,271.35
<b>TOTAL BASE PLUS OPTION INCL SALES TAX</b>				37,692.90		49,734.54		57,552.72		60,532.18		60,794.72		72,230.62
<b>NOTES:</b>														
1. MRSC			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2. CORRECTIONS			No	No	No	No	No	No	No	No	No	No	No	No



## PUBLIC WORKS AGREEMENT 2015-PW-05

### Project Name: Fire Station No. 1 Garage Door Replacement Project

The City of Sedro-Woolley, a municipal corporation of the State of Washington (hereinafter the "City"); and Crawford Garage Doors Inc., 331 #A East Blackburn Road, Mount Vernon, WA 98273, (hereinafter the "Contractor") hereby agree as follows:

**I. THE PROJECT:** The Contractor agrees to complete the following project, utilizing the best available materials and labor, and in accordance with bid specifications and contractor's proposal (if any), project plans and technical specifications:

Project description: **Furnish and install garage doors and openers per proposal dated 1/30/2015.**

**II. GENERAL CONDITIONS:** The General Conditions of this agreement are the Standard Specifications for Road, Bridge and Municipal Construction, Current Edition, issued by the State of Washington and the APWA, modified as follows:

#### A. Definitions and Terms:

1. Whenever the terms "Washington State Transportation Commission", "State Department of Transportation", or variations of same are used in the Standard specifications, they shall be construed to mean "City of Sedro-Woolley" or "Owner".

2. Where references are made to the "State Treasurer", the term shall be construed to mean the City's "Finance Director".

3. Where the term "Secretary of Transportation" or "District Administrator" are used, the terms shall be construed to mean the duly authorized representative of the City.

**B. Project Manager:** The term "engineer" is understood to be the City's Project Manager, who is the City's representative to the Contractor for all purposes under this agreement. The City designates **Nathan Salseina (360-661-6492)** as its Project Manager. Contractor designates \_\_\_\_\_ as its Project Manager.

**C. Business License:** A City Business License is required, and Contractor and Sub-Contractors are responsible for payment of the taxes imposed thereunder.

**D. Taxes:** Contractor is responsible for payment of all applicable taxes, including state sales tax on those projects subject to it. Taxes are deemed to be included in the amounts invoiced to the City.

**E. Bonding Requirements:** The City requires the following bonds; combination documents, cash deposits, or assigned savings accounts are acceptable alternatives:

1. Bid Bond: 5%, if the work is subject to bid procedures;

2. Contract bond in the form made a part of this agreement. In lieu thereof for projects of \$35,000 or less, at the contractor's option, retainage of 50% will be held until releasable under RCW 39.08.010.

**F. Insurance:** The Contractor shall provide proof to the City that it is insured under **automobile and vehicle liability insurance** covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles, and general **comprehensive**

liability insurance covering the work within the scope of this agreement, in such form and with policy limits in such amounts (\$1 Million minimum) as are acceptable to the City.

The Contractor agrees to name the City as an **additional insured** when obtaining liability insurance and to provide a **Certificate of Insurance** to this effect.

G. **Traffic Control:** The Contractor shall furnish all flagging and maintain all temporary traffic control signs and devices necessary to control traffic during construction operations at all locations. Traffic control plans and traffic control signs and devices shall conform to the Manual on Uniform Traffic Control Devices as adopted by the State of Washington, and shall be approved in advance by the City. Unless provided for specifically in the contract, no additional compensation will be made for traffic control.

### III. PAYMENT

A. The maximum payable hereunder is **\$32,387.25**. Payment will be made as per **Exhibit A, Fire Station No. 1 Garage Door Replacement Project Proposal (Addendum No. 1) from Crawford Garage Doors Inc. dated 1/30/2015 (as updated 2/6/2015) attached hereto.**

B. The Contractor will be paid on the basis of invoices for work satisfactorily completed. Invoices are submitted to the Project Manager for approval prior to payment. No final payment shall be made until the project is accepted by the City.

C. Prior to any payment hereunder, contractor is responsible for complying with applicable Department of Labor and Industries and Department of Revenue requirements and procedures. (General conditions section 1-07.9. If Federal Funds, Davis-Bacon Act and U. S. Department of Labor requirements.) This includes obtaining and timely filing of Intent to Pay Prevailing Wages, Affidavit of Wages paid, Notice of Completion of Public Works Contract, and any other required documents.

D. Retainage will be administered in accordance with RCW 60.28.010(1).

### IV. SCOPE OF PROJECT, TECHNICAL SPECIFICATIONS AND CONDITIONS OF WORK:

A. Term of contract: contractor shall begin work as soon as is practicable and will complete work on or before **June 30, 2015**.

B. To the extent not inconsistent with this agreement, this contract includes the Invitation to Bid and Proposal, and contract plans and specifications, all incorporated herein by this reference.

C. Scope of project: **Furnish and install garage doors and openers per proposal dated 1/30/2015, as updated 2/6/2015.**

D. Joinder in Arbitration Proceedings. If the City and any third party agree to binding arbitration as the method of dispute resolution between them and their claims or any of them arise out of or are related to Contractor's services, Contractor agrees to be joined in such arbitration proceeding as a party and that the Arbitrator(s) decision therein shall be final and binding on Contractor and judgment may be entered upon it in any court having jurisdiction thereof.

E. Indemnification.

1. Contractor shall indemnify, defend, and hold the City harmless from and against any claim, damages, losses, liability or expense arising out of its breach of contract or negligence.

2. Contractor's duty to indemnify City shall not apply to liability for damages arising out of bodily injury to persons or damage caused to property caused by or resulting from the sole negligence of City or City's agents or employees.

3. Contractor's duty to indemnify City for liability for damages arising out of

bodily injury or damage to property caused by or resulting from the concurrent negligence of (a) City or City's agents or employees, (b) Contractor and Contractor's agents or employees, or (c) any third parties shall apply only to the extent of negligence of Contractor or Contractor's agents or employees.

4. Contractor specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this AGREEMENT shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party under workers' compensation acts, disability benefit acts, or other employee benefit acts; provided Contractor's waiver of immunity by the provisions of this paragraph extends only to claims against Contractor by City, and not include, or extend to, any claims by Contractor's employees directly against Contractor.

5. Contractor's duty to defend, indemnify, and hold City harmless shall include, as to all claims, demands, losses, and liabilities to which it applies City's personnel-related costs, attorneys' fees, and all other costs whether or not taxable by statute or court rule.

F. Attorneys Fees. The prevailing party in any litigation of any dispute arising out of this agreement shall be entitled to its actual attorneys fees incurred and all costs of such litigation (including expert witness fees) in addition to any costs otherwise taxable by statute or court rule.

G. MRSC Roster Registration. If required, the Contractor shall register or maintain registration on the MRSC Small Works Contractor Roster.

H. Washington State Department of Retirement Systems. Have you retired under the 2008 early retirement factors? Yes No N/A

I. Debarment. Contractor represents and agrees that it is not listed on any state or federal debarment list and further agrees that none of its sub-contractors are listed on any state or federal debarment list.

EXECUTED, this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, for the Contractor, **Crawford Garage Doors Inc.**

\_\_\_\_\_  
, Contractor

EXECUTED, this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, for the CITY OF SEDRO-WOOLLEY:

\_\_\_\_\_  
Mike Anderson, Mayor

Attest:

\_\_\_\_\_  
Finance Director

Approved as to form:

\_\_\_\_\_  
City Attorney

**RETAINAGE INVESTMENT OPTION**

CONTRACTOR: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Pursuant to Chapter 60.28 RCW, you may choose how your retainage under this contract will be held and invested. Please complete and sign this form indicating your preference. If you fail to do so, the City of Sedro-Woolley (City) will hold your retainage as described in "Current Expense", option 1 below.

- \_\_\_\_\_ 1. Current Expense: The City will retain your money in its Current Expense Fund Account until thirty days following final acceptance of the improvement or work as completed. You will not receive interest earned on this money.
- \_\_\_\_\_ 2. Interest Bearing Account: The City will deposit retainage checks in an interest-bearing account in a bank, mutual savings bank, or savings and loan association, not subject to withdrawal until after the final acceptance of the improvement or work as completed or until agreed to by both parties. Interest on the account will be paid to you.
- \_\_\_\_\_ 3. Escrow / Investments: The City will place the retainage checks in escrow with a bank or trust company until thirty days following the final acceptance of the improvement or work as completed. When the monies reserved are to be placed in escrow, the City will issue a check representing the sum of the monies reserve payable to the bank or trust company and you jointly. This check will be converted into bonds and securities chosen by you and approved by the City and these bonds and securities will be held in escrow. Interest on these bonds and securities will be paid to you as interest accrues. Selection of this option requires an escrow agreement to be completed by the contractor. The City of Sedro-Woolley will provide the form for use by the contractor. If the contractor elects to use the Escrow Investment option, please complete attached Escrow Agreement.

**BONDS AND SECURITIES ACCEPTABLE BY THE CITY OF SEDRO-WOOLLEY:**

- 1. Bills, certificates, notes or bonds of the United States.
- 2. Other obligations of the United States or its agencies.
- 3. Indebtedness of the Federal national Mortgage Association.
- 4. Time Deposits in commercial banks.

Designate below the type of investment selected:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Bond-in-Lieu: With the consent of the City, the contractor may submit a bond for all or any portion of the amount of funds retained by the City in a form acceptable to the City and from a bonding company meeting standards established by the City, if any. Unless otherwise indicated, the contractor elects to submit a bond for the entire 5% retainage amount. Such bond and any proceeds there from shall be made subject to all claims and liens and in the same manner and priority as set forth for retained percentages in Chapter 60.28 RCW. Whenever the City accepts a bond-in-lieu of retained funds from a contractor, the contractor shall accept like bonds from any subcontractors or suppliers from which the contractor has retained funds. The contractor shall then release the funds retained from the subcontractor or supplier, to the subcontractor or supplier, within thirty days of the contractor's receipt of the retained funds from the City.

Retainage is normally released 30 - 45 days after final acceptance of work by the City, or following receipt of Labor and Industries / Department of Revenue clearance, whichever takes longer.

---

(Contractor's Signature)

Date

---

Title

RETAINAGE ACCOUNT \_\_\_\_\_

CITY \_\_\_\_\_

## ESCROW AGREEMENT / INTEREST BEARING ACCOUNT

TO: \_\_\_\_\_

Bank or Trust Company

\_\_\_\_\_  
Branch

\_\_\_\_\_  
Attn:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

The undersigned \_\_\_\_\_ hereinafter referred to as the Contractor, has directed the City of Sedro-Woolley, hereinafter referred to as the City, to deliver to you its warrants or checks which shall be payable to you and the Contractor jointly. Such warrants or checks are to be held and disposed of by you in accordance with the following instructions and upon the terms and conditions hereinafter set forth.

### INSTRUCTIONS

1. The City shall deliver to you from time to time warrants or checks payable jointly to you and the Contractor. You are hereby authorized by the Contractor to endorse in the Contractor's name any such warrant or check so that you may receive the proceeds thereof and invest the same. The power of endorsement hereby granted to you by the Contractor shall be deemed a power coupled with an interest and shall be irrevocable during the term of this escrow / interest bearing account. Although you may be a payee named in such warrants or checks as shall be delivered to you, your duties and responsibilities with respect to the same shall be only those duties and responsibilities which a depository bank would have pursuant to Article 4 of the Uniform Commercial Code of the State of Washington for an item deposited with it for collection as of the date such warrant or check shall be delivered to you. The proceeds from collections shall be used by you to purchase, as directed by the Contractor, bonds or other securities chosen by the Contractor and approved by you, and the City. For the purpose of each such purchase, you may follow the last written direction received by you from the Contractor, provided such direction otherwise conforms with the restrictions on investments recited herein. A list of such bonds, or other securities approved by the City are indicated on the Retainage Investment Option form. No further approval is necessary if any of these bonds or securities are selected by the Contractor. Other bonds or securities, except stocks, may be selected by the Contractor, subject to express written approval of you and the City. Purchase of such bonds or other securities shall be in a form which shall allow you alone to reconvert such bonds or other securities into money if you are required to do so by the City as provided in Paragraph 4 of the Escrow Agreement.

The investments selected by the Contractor, approved by the City and purchased by you must mature on or prior to the date set for the completion of the contract, including extensions thereof or thirty days following the final acceptance of said improvement or work.

2. When and as interest on the securities held by you pursuant to this agreement accrues and is paid, you shall collect such interest and forward it to the Contractor at its address designated below unless with your written consent you are otherwise directed in writing by the Contractor.

3. You are not authorized to deliver to the Contractor all or any part of the securities held by you pursuant to this agreement (or any monies derived from the sale of such securities, or the negotiation of the City's warrants or checks) except in accordance with written instructions from the City. The City shall inform you and keep you informed in writing of the name of the person or persons with authority to give you such written instructions. Compliance with such instruction shall relieve you of any further liability related thereto. The estimated completion date on the contract underlying this Escrow / Interest Bearing Account Agreement is \_\_\_\_\_. Upon request by you, the City shall advise you in writing of any change in the estimated completion date. If the estimated completion date is changed, you are authorized to reinvest the monies held hereunder in accordance with the new estimated completion date.

4. In the event the City orders you to do so in writing, and notwithstanding any other provisions of this agreement you shall, within thirty-five (35) days of receipt of such order, reconvert into money the securities held by you pursuant to this agreement and return such money together with any other monies, including accrued interest on such securities, held by you hereunder, to the City.

5. The Contractor agrees to pay you as compensation for your services hereunder as follows:

---

Payment of all fees shall be the sole responsibility of the Contractor and shall not be deducted from any property placed with you pursuant to this agreement until and unless the City directs the release to the Contractor of the securities and monies held hereunder whereupon you shall be granted a first lien upon such property released and shall be entitled to reimburse yourself from such property for the entire amount of your fees and any amounts which might be owing as provided for herein. In the event that you are made a party to any litigation with respect to the property held by you hereunder, or in the event that the conditions of this escrow are not promptly fulfilled or that you are required to render any services not provided for in these instructions, or that there is any assignment of the interest of this escrow or any modifications hereof, you shall be entitled to reasonable compensation for such extraordinary services from the Contractor and reimbursement from the Contractor for all costs and expenses, including attorney fees occasioned by such default, delay, controversy or litigations.

6. Should you at any time and for any reason desire to be relieved of your obligations as escrow or interest bearing account holder hereunder, you shall give written notice to the City and Contractor. The City and Contractor shall, within 20 days of the receipt of such notice, jointly appoint a successor escrow holder and instruct you to deliver all securities and funds held hereunder to said successor. If you are not notified of the appointment of the successor escrow holder within 20 days, you may return the subject matter hereof to the City and upon doing, it absolves you from all further charges and obligations in connection with this escrow or interest bearing account.

7. This agreement shall not be binding until executed by the Contractor and City and accepted by you.

8. This instrument contains the entire agreement between you, the Contractor and the City with respect to this escrow and you are not a party to nor bound by any instrument or agreement other than this; you shall not be required to take notice if any default or any other matter, not bound by nor required to give notice or demand, nor required to take any action whatever except as herein expressly provided; you shall not be liable for any loss or damage not caused by your own negligence or willful misconduct.

9. The foregoing provisions shall be binding upon the assigns, successors, personal representatives and heirs of the parties hereto.

The undersigned have read and hereby approve the instructions as given above governing the administration of this escrow or interest bearing account and do hereby execute this agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Contractor

BY: \_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

ATTESTED BY:

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney

The above escrow instructions received and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Bank or Trust Company

By: \_\_\_\_\_

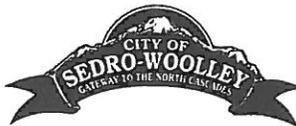
**CITY OF SEDRO-WOOLLEY**

\_\_\_\_\_  
City

BY: \_\_\_\_\_  
Authorized Signature & Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip



**PUBLIC WORKS PAYMENT BOND**  
to City of Sedro-Woolley, WA

Bond No. \_\_\_\_\_

The City of Sedro-Woolley, Washington, (City)] has awarded to \_\_\_\_\_ (Principal), a contract for the construction of the project designated as \_\_\_\_\_, Project No. \_\_\_\_\_ in Sedro-Woolley, Washington (Contract), and said Principal is required under the terms of that Contract to furnish a payment bond in accord with Title 39.08 Revised Code of Washington (RCW) and (where applicable) 60.28 RCW.

The Principal, and \_\_\_\_\_ (Surety), a corporation organized under the laws of the State of \_\_\_\_\_ and licensed to do business in the State of Washington as surety and named in the current list of "Surety Companies Acceptable in Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Dept., are jointly and severally held and firmly bound to the City, in the sum of \_\_\_\_\_ US Dollars (\$ \_\_\_\_\_) Total Contract Amount, subject to the provisions herein.

This statutory payment bond shall become null and void, if and when the Principal, its heirs, executors, administrators, successors, or assigns shall pay all persons in accordance with RCW Titles 39.08 and 39.12 including all workers, laborers, mechanics, subcontractors, and material suppliers, and all persons who shall supply such contractor or subcontractor with provisions and supplies for the carrying on of such work; and if such payment obligations have not been fulfilled, this bond shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation.

This bond may be executed in two (2) original counterparts, and shall be signed by the parties' duly authorized officers. This bond will only be accepted if it is accompanied by a fully executed and original power of attorney for the officer executing on behalf of the surety.

**PRINCIPAL**

**SURETY**

\_\_\_\_\_  
Principal Signature

Date

\_\_\_\_\_  
Surety Signature

Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

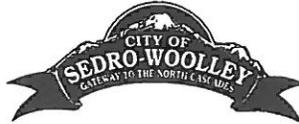
\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Name, address, and telephone of local office/agent of Surety Company is:

Approved as to form:

\_\_\_\_\_  
Signature Title Date



**PERFORMANCE BOND  
to City of Sedro-Woolley, WA**

Bond No. \_\_\_\_\_

The City of Sedro-Woolley, Washington, (City) has awarded to \_\_\_\_\_ (Principal), a contract for the construction of the project designated as \_\_\_\_\_ Project No. \_\_\_\_\_, in Sedro-Woolley, Washington (Contract), and said Principal is required to furnish a bond for performance of all obligations under the Contract.

The Principal, and \_\_\_\_\_ (Surety), a corporation organized under the laws of the State of \_\_\_\_\_ and licensed to do business in the State of Washington as surety and named in the current list of "Surety Companies Acceptable in Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Dept., are jointly and severally held and firmly bound to the City, in the sum of \_\_\_\_\_ US Dollars (\$ \_\_\_\_\_) Total Contract Amount, subject to the provisions herein.

This statutory performance bond shall become null and void, if and when the Principal, its heirs, executors, administrators, successors, or assigns shall well and faithfully perform all of the Principal's obligations under the Contract and fulfill all the terms and conditions of all duly authorized modifications, additions, and changes to said Contract that may hereafter be made, at the time and in the manner therein specified; and if such performance obligations have not been fulfilled, this bond shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation.

This bond may be executed in two (2) original counterparts, and shall be signed by the parties' duly authorized officers. This bond will only be accepted if it is accompanied by a fully executed and original power of attorney for the officer executing on behalf of the surety.

**PRINCIPAL**

**SURETY**

\_\_\_\_\_  
Principal Signature

Date

\_\_\_\_\_  
Surety Signature

Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

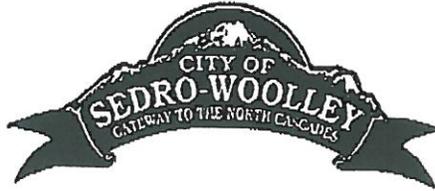
Name, address, and telephone of local office/agent of Surety Company is:

Approved as to form:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Fire Station No. 1 Garage Door Replacement Project  
PROPOSAL (Addendum No. 1)**

**Proposals due by Tuesday, 2 pm February 3, 2015**

Bids may be submitted in person or by U.S. Mail, facsimile or email to: City of Sedro-Woolley, 325 Metcalf Street, Sedro-Woolley, WA 98284, (360) 855-0771, facsimile 360-855-0733, email [jrosario@ci.sedro-woolley.wa.us](mailto:jrosario@ci.sedro-woolley.wa.us).

We, the undersigned, hereby agree to bid the following per the "Request for Proposals", F.O.B. City of Sedro-Woolley Fire Station No. 1 - Fire Station No. 1 Garage Door Replacement Project

**Garage Door Replacement – Unit Price:**

	UNIT PRICE	TOTAL
ITEM 1: 22'2" wide doors 14' in height 5 EA	\$ 4,950	\$ 24,750.00
ITEM 2: 12' 2" wide door 14' in height 1 EA	\$ 2,130	\$ 2,130.00
Subtotal:		\$ 26,880.00
Sales Tax 8.5%:		\$ 2,284.80
<b>TOTAL:</b>		<b>\$ 29,164.80</b>

**Optional – Unit Price:**

ITEM 3: <del>CHAIN HOIST ADDITION</del> CHAIN HOIST ADDITION 6 EA	\$ 495	\$ 2,970.00
Sales Tax 8.5%:		\$ 252.45
<b>TOTAL OPTION 1:</b>		<b>\$ 3,222.45</b>

Prices shall include freight, labor and materials, obtaining necessary licenses and permits (local and/or state), fees and etc. not otherwise specifically mentioned.

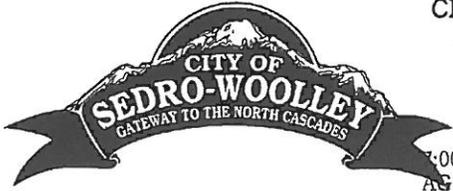
BIDDER NAME: CRAWFORD GARAGE DOORS INC.  
 ADDRESS: 331 #A EAST BLACKBURN ROAD  
MOUNT VERNON WA. 98273  
 TELEPHONE: 360-336-5046  
 EMAIL: CGDOORSALES@GMAIL.COM  
 UBI NO. 601 445 383  
 CONTACT: STEVE LECKENBY

29,164.80 +  
3,222.45 +  
32,387.25 \*

Bidder Checklist:  X  
 MRSC Small Works Roster (registered):  X  
 Statement of Bidders Qualification (included with bid)  X

Addendum No. 1 FS1 Garage Door Bid Form

1/22/2015



CITY COUNCIL AGENDA  
REGULAR MEETING

FEB 25 2015

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 3e

CITY OF SEDRO-WOOLLEY  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0771  
Fax (360) 855-0733

Mark A. Freiberger, PE  
Director of Public Works

---

MEMO TO: City Council and Mayor Mike Anderson  
FROM: Mark A. Freiberger, PE  
RE: **Professional Services Agreement No. 2015-PS-12 Utility Financial Planning, Rate Studies, Fees & Connection Charges**  
DATE: February 13, 2015 (for Council action February 25, 2015)

**ISSUE**

Should Mayor Anderson execute the attached Amendment No. 1 to Professional Services Agreement No. 2015-PS-12 to increase the maximum cost to \$20,000?

**BACKGROUND/DISCUSSION**

On January 1, 2015, the city executed Professional Services Agreement 2015-PS-12 with Katy Isaksen & Associates in the amount not to exceed \$10,000 for an anticipated Six-Year Sewer Rate Outlook and Connection Fee update, as anticipated in the 2015 Budget. Administration has requested expansion of this scope to include preparation of a Volume Based Rate Scenario. Katy Isaksen & Associates has provided their scope and budget for this work as attached. This Amendment will increase the contract budget from \$10,000 to \$20,000 to cover the estimated work and allow for any additional services council may request after the analysis is presented. Staff anticipates a council workshop presentation in the middle of the year, so that any revisions to rates or methodology can be implemented in time for 2016.

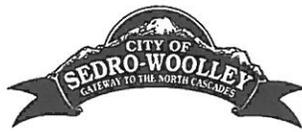
**FINANCE**

This work will be covered by Account 401 Professional Services

535.80.41.000.401 Professional Services - Sewer Fund \$ 46,000 (\$5,000 budgeted for Rate Outlook)  
594.35.63.000 Engineering Services \$50,000 (\$15,000 budgeted for Projects may be available)

**MOTION:**

***Move to authorize Public Works Director Mark Freiberger to execute Amendment No. 1 to Professional Services Agreement No. 2015-PS-12 to increase the maximum cost to \$20,000, and to issue Task Order 1 to Professional Services Agreement 2015-PS-12 for the 2015 Six-Year Sewer Rate Outlook, Review of Connection Charges, and Volume Based Rate Scenario analysis in the amount not to exceed \$14,700.***



**AMENDMENT NO. 1**

To the PROFESSIONAL SERVICES AGREEMENT No. 2015-PS-12  
Dated January 1, 2015  
Between The City of Sedro-Woolley, Washington  
And Katy Isaksen & Associates

This Amendment revises the above contract as follows:

**Section 6 Compensation and Schedule of Payments** is revised as follows:  
Cost not to exceed \$20,000.00 without prior approval of the Director of Public Works.

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

DATED this **26th** day of **February, 2015**.

CITY OF SEDRO-WOOLLEY  
A Washington municipal corporation

By: \_\_\_\_\_  
Mark A. Freiburger, P.E., Director of Public Works

CONTRACTOR:

Katy Isaksen & Associates

By: \_\_\_\_\_



**February 16, 2015**

**Mark Freiberger, P.E.**  
**City of Sedro-Woolley**  
**325 Metcalf Street**  
**Sedro-Woolley, WA 98284**

**Re: Sewer Volume-Based Rate Study**

Dear Mark,

Per our conversation, I am pleased to submit this letter scope to assist the City with a volume-based sewer rate study. The purpose is to first update the six-year sewer rate outlook and then to evaluate alternative residential volume-based rate structures to fit the usage patterns for the City of Sedro-Woolley. The alternatives will be presented to the Utilities Committee and Council for their consideration in mid-year. The preferred alternative will be refined as necessary into a rate proposal for 2016 implementation.

**Background**

The City of Sedro-Woolley provides sewer service and the Skagit PUD provides the water service within the City. The current residential rate for sewer is a flat rate per unit and does not vary based on water consumption. The current non-residential rate includes a base rate + a volume rate (per 100 cubic feet) for all volume of discharge in excess of 750 cubic feet per month. The volume of discharge is not measured for the residential class, however the water usage is metered by the PUD. In the past, the City's utility billing system could not communicate well with the water usage records from the PUD. Now that the City has an updated billing system, the Council is interested in revisiting the options for a volume-based sewer rate for residential customers.

**Proposed Scope of Work**

**Task 1: Six-Year Sewer Rate Outlook** –The existing spreadsheet model will be updated and rolled forward to provide the sewer rate outlook for the period 2016-2022 with financial data provided by the City. This rate outlook will provide the base line impact on monthly rates if no changes to the rate structure are made. The financial data from the City will include budget, financial reports, capital improvements, outstanding debt and fund balances. The model will also be updated with actual data for 2013-2014 and budget 2015. Assumes reviewing with staff at one in-person meeting plus telephone meetings, and preparing a summary report.

**Task 2: Review Connection Charges** – Review recent connection history and the anticipated connections for the study period. Update the connection charge calculation with the planned capital improvement project costs. Review with staff and include in a summary report.

**Task 3: Volume-Based Rate Scenarios** – Using the base line impact on rates from Task 1, develop two alternative volume-based rate scenarios for residential customers.

- a. Analyze residential water consumption patterns in the past three years
- b. Compare regional volume-based rate structures and other comparable cities that do not provide water service.
- c. Develop up to three alternatives to the existing residential flat rate that meet the six-year outlook, including base + volume rate and base including some volume + volume rate (similar to existing commercial rates).
- d. Compare impact on sample customers.
- e. Refine the preferred alternative based on Council workshop input.
- f. Summarize in a memo/report.



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**Task 4: Presentation at one Council Workshop**

**Proposed Reserve Tasks** – These potential tasks are identified for the City's consideration.

- a. Additional Council/Committee meeting, as requested.
- b. Implementation Assistance, as requested

**Deliverable**

An updated six-year sewer rate outlook with connection charges, and residential volume-based rate alternatives presented at a Council Workshop.

**Fee**

The total effort is estimated to be up to 122 hours at an hourly rate of \$118.00 for an amount not to exceed \$14,700, as shown in the attached Exhibit 1. This includes the base scope of 106 hours plus a 16 hour reserve to be used on an as-requested basis.

This contract will be billed at time and materials for direct expenses incurred for the project. Invoices will be prepared monthly or bi-monthly for services provided. Meetings are detailed in the scope and may include in-person or by telephone. Presentations will be made in-person.

**Schedule**

The Council workshop presentation is anticipated to be in mid-year (June) or as fits into the Council's agenda schedule.

I respectfully submit this proposal and look forward to the opportunity of working with the City of Sedro-Woolley. If this meets your approval, please sign below to accept.

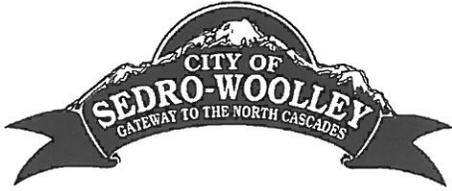
\_\_\_\_\_  
Katy Isaksen  
Date:

\_\_\_\_\_  
Approved: City of Sedro-Woolley  
Date:



**Exhibit 1**

<b>City of Sedro-Woolley                      Sewer Volume-Based Rate Study                      Proposed Scope and Estimate                      Prepared by Katy Isaksen &amp; Associates                      February 13, 2015</b>		
Task Description	Estimated Hours	\$118.00
		Amount
1. Six-Year Outlook - Impact on Monthly Rates	30	\$3,540
2. Review Connection Charges	8	\$944
3. Volume-Based Rate Scenarios	60	\$7,080
4. Presentation at one Council Workshop.	8	\$944
Subtotal Labor	106	\$12,508
Direct Expenses		\$260
<b>KI&amp;A Base Estimate</b>	<b>106</b>	<b>\$12,768</b>
<b>Proposed Reserve:</b>		
a. Additional Council Workshop/Meeting/Hearing	8	\$944
b. Implementation Assistance	8	\$944
<b>KI&amp;A Estimated Budget</b>	<b>122</b>	<b>\$14,656</b>
<b>Not to Exceed (Rounded)</b>		<b>\$14,700</b>



CITY COUNCIL AGENDA  
REGULAR MEETING

FEB 25 2015

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 37

Solid Waste & Fleet Division  
315 Sterling Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1884  
Fax (360) 855-9024  
E-Mail ljacobs@ci.sedro-woolley.wa.us

Leo Jacobs,  
Solid Waste & Fleet Supervisor

---

MEMO TO: City Council and Mayor Anderson  
FROM: Leo Jacobs, Solid Waste & Fleet Supervisor  
RE: **Possible Bid Award  
2014 Wheeled Carts  
Toter Inc., North Carolina**  
DATE: February 18, 2015 (for Council action February 25, 2015)

**ISSUE:**

Shall council move to award and authorize the Public Works Director to issue a purchase order for **Wheeled Carts** with Toter Inc., of North Carolina for the purchase of solid waste wheeled carts in the amount not to exceed \$8,183.07?

**BACKGROUND/DISCUSSION:**

Solid Waste budgets and purchases a variety of its Wheel Carts every year to replace the broken and un-repairable ones. Based on expected replacement needs, bid specifications were prepared and advertised on December 16, 2014. The Specifications noted that different classifications of carts could be bid and may be awarded separately based on price and performance. Bids closed for our Wheeled Carts on January 6, 2015. Bid results are attached. Bids received were compared based on expected replacement needs. The bid from Toter Inc. was the low bid for the majority of our solid waste wheeled carts. The bid from Stellar Manufacturing was the only one that bid on our solid waste (195 gallon) wheeled carts.

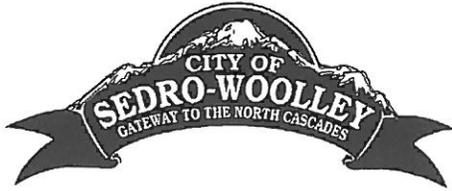
**FINANCIAL:**

The 2015 Solid Waste Budget under Account 537.80.34.000.412 includes \$50,000 for purchase of replacement containers. Separate awards for 40 CY Roll Off Containers and for Plastic Commercial Frontload Containers total \$47,171.46, for an anticipated total container order of \$55,354.53. The \$5,354.53 balance will be taken from other line items in the Solid Waste budget.

**MOTION:**

***Move to award and authorize the Public Works Director to sign and issue a purchase order for Wheeled Carts, with Toter Inc., of North Carolina for the purchase of solid waste wheeled carts in the amount not to exceed \$8,183.07.***





CITY COUNCIL AGENDA  
REGULAR MEETING

FEB 25 2015

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 39

Solid Waste & Fleet Division  
315 Sterling Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1884  
Fax (360) 855-9024  
E-Mail ljacobs@ci.sedro-woolley.wa.us

Leo Jacobs,  
Solid Waste & Fleet Supervisor

---

MEMO TO: City Council and Mayor Anderson  
FROM: Leo Jacobs, Solid Waste & Fleet Supervisor  
RE: **Possible Bid Award**  
**40 Cubic Yard Structural Roll-Off Containers**  
**Enterprise Sales Inc., Ontario, OR**  
DATE: February 18, 2015 (for Council action February 25, 2015)

**ISSUE:**

Shall council move to award and authorize the Public Works Director to issue purchase orders for **Roll-Off Containers** with Enterprises Sales Inc. of Ontario, OR, for the purchase of solid waste 40 yard roll-off containers in the amount not to exceed \$16,136.12?

**BACKGROUND/DISCUSSION:**

Solid Waste budgets and purchases a variety of its Roll-Off Containers every year to replace the broken and un-repairable ones. Based on expected replacement needs, bid specifications were prepared and advertised on December 16, 2014. The Specifications noted that different classifications of containers could be bid and may be awarded separately based on price and performance. Bids closed for our 40 Cubic Yard Structural Roll-Off Containers purchase on January 6, 2015. Bid results are attached. Four unit price bids were received and compared based on expected replacement needs. The bid from Enterprise Sales Inc. was the low bid for the roll-off containers. This award will also include two lid kits not included in the original bid.

**FINANCIAL:**

The 2015 Solid Waste Budget under Account 537.80.34.000.412 includes \$50,000 for purchase of replacement containers. Separate awards for Plastic Commercial Frontload Containers and for Wheeled Carts total \$39,218.41, for an anticipated total container order of \$55,354.53. The \$5,354.53 balance will be taken from other line items in the Solid Waste budget.

**MOTION:**

***Move to award and authorize the Public Works Director to sign and issue a purchase order to Enterprise Sales Inc., of Ontario, OR for the purchase of 40 Cubic Yard Structural Roll-Off Containers in the amount not to exceed \$16,136.12.***

**City of Sedro-Woolley**

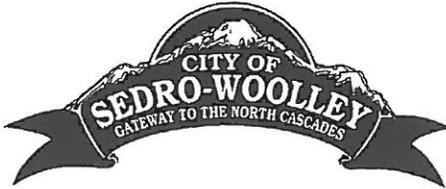
Roll Off Containers

**Bid Tabulation - FINAL**

Bid Date: January 6, 2015, 2:00 PM



By: Leo Jacobs		Enterprise Sales Inc. Ontario, OR				Capital Industries Inc. Seattle, WA				Wastequip Mfg. Co. LLC Statesville, NC				Rule Steel Containers Caldwell, ID			
Type	Quantity	Base Unit Price	Quantity Discount	Price Per Unit with Qty Discount	Total	Base Unit Price	Quantity Discount	Price Per Unit with Qty Discount	Total	Base Unit Price	Quantity Discount	Price Per Unit with Qty Discount	Total	Base Unit Price	Quantity Discount	Price Per Unit with Qty Discount	Total
40 yard Container	4	5980.00		5980.00	\$ 23,920.00	6345.00	4.00	6030.00	\$ 24,120.00	6800.00	2.00	6225.00	\$ 24,900.00	6819.23	4.00	6412.35	\$ 25,649.40
SUBTOTAL					\$ 23,920.00				\$ 24,120.00				\$ 24,900.00				\$ 25,649.40
WSST AT 8.5%					\$ 2,033.20				\$ 2,050.20				\$ 2,116.50				\$ 2,180.20
<b>TOTAL</b>					\$ 25,953.20				\$ 26,170.20				\$ 27,016.50				\$ 27,829.60



CITY COUNCIL AGENDA  
REGULAR MEETING

FEB 25 2015

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 3b

Solid Waste & Fleet Division  
315 Sterling Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-1884  
Fax (360) 855-9024  
E-Mail ljacobs@ci.sedro-woolley.wa.us

Leo Jacobs,  
Solid Waste & Fleet Supervisor

---

MEMO TO: City Council and Mayor Anderson  
FROM: Leo Jacobs, Solid Waste & Fleet Supervisor  
RE: **Possible Bid Award  
Plastic Commercial Frontload Containers  
Rehrig Pacific Company, Los Angeles, CA**  
DATE: February 18, 2015 (for Council action February 25, 2015)

**ISSUE:**

Shall council move to award and authorize the Public Works Director to issue purchase orders for **Plastic Commercial Frontload Containers** with Rehrig Pacific Company, of Los Angeles, CA for the purchase of solid waste plastic commercial front load containers in the amount not to exceed \$31,035.34?

**BACKGROUND/DISCUSSION:**

Solid Waste budgets and purchases a variety of Commercial Frontload Containers every year to replace the broken and un-repairable ones. Based on expected replacement needs, bid specifications were prepared and advertised on December 16, 2014. The Specifications noted that different classifications of dumpsters could be bid and may be awarded separately based on price and performance. Bids closed for our 2014 Commercial Frontload Containers on January 6, 2015. Bid results are attached. Three unit price bids were received and compared based on expected replacement needs. The bid from Rehrig Pacific Company was the low bid for the solid waste plastic commercial frontload containers.

**FINANCIAL:**

The 2015 Solid Waste Budget under Account 537.80.34.000.412 includes \$50,000 for purchase of replacement containers. Separate awards for 40 CY Roll Off Containers and for Wheeled Carts total \$24,319.19, for an anticipated total container order of \$55,354.53. The \$5,354.53 balance will be taken from other line items in the Solid Waste budget.

**MOTION:**

***Move to award and authorize the Public Works Director to sign and issue a purchase order to Rehrig Pacific Company, of Los Angeles, CA for the purchase of Plastic Commercial Frontload Containers in the amount not to exceed \$31,035.34.***

City of Sedro-Woolley													
Commercial Front Load Dumpsters													
Bid Tabulation - FINAL													
Bid Date: January 6, 2015, 2:00 PM													
By: Leo Jacobs		Rehrig Pacific Company Los Angeles, California				OTTO Enviromental North Carolina				Toter Inc. North Carolina			
Type	Quantity	Base Unit Price	Quantity Discount	Price Per Unit with Qty Discount	Total	Base Unit Price	Quantity Discount	Price Per Unit with Qty Discount	Total	Base Unit Price	Quantity Discount	Price Per Unit with Qty Discount	Total
<b>BASE BID, PLASTIC</b>													
2 Yard Dumpster - Plastic	30	922.25	30.00	613.00	\$ 18,390.00	529.00		529.00	\$ 15,870.00	649.48		649.48	\$ 19,484.40
3 Yard Dumpster - Plastic	6	1014.50	6.00	716.10	\$ 4,296.60	910.00		910.00	\$ 5,460.00	729.48		729.48	\$ 4,376.88
4 Yard Dumpster - Plastic	6	1139.00	6.00	803.00	\$ 4,818.00	985.00		985.00	\$ 5,910.00	889.48		889.48	\$ 5,336.88
6 Yard Dumpster - Plastic	2	4079.00	2.00	2317.00	\$ 4,634.00	1170.00		1170.00	\$ 2,340.00	No Bid		No Bid	-
8 Yard Dumpster - Plastic	2	4188.00	2.00	2425.00	\$ 4,850.00	1300.00		1300.00	\$ 2,600.00	No Bid		No Bid	-
<b>SUBTOTAL</b>					\$ 36,988.60			\$ 32,180.00					\$ 29,198.16
<b>WSST AT 8.5%</b>					\$ 3,144.03			\$ 2,735.30					\$ 2,481.84
<b>TOTAL</b>					\$ 40,132.63			\$ 34,915.30					\$ 31,680.00

FEB 25 2015

RESOLUTION NO. \_\_\_\_\_-15

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 31

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

**WHEREAS**, the City has purchased the property and/or equipment identified herein; and

**WHEREAS**, the property and/or equipment identified is surplus to the needs of the City; now, therefore,

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

**Section 1.** The City Council does hereby declare the following to be surplus:

**POLICE DEPARTMENT:**

Equipment:

MPH Z-25-Handheld Radar	HHS569000155
MPH K-15-Handheld Radar	K15115000139

Vehicles:

<u>YEAR</u>	1999
<u>MAKE</u>	FORD
<u>MODEL</u>	CROWN VIC
<u>CHASSIS VIN #</u>	2FAFP71W5XX161396

<u>YEAR</u>	1999
<u>MAKE</u>	FORD
<u>MODEL</u>	CROWN VIC
<u>CHASSIS VIN #</u>	2FAFP71W7XX161397

<u>YEAR</u>	1996
<u>MAKE</u>	CHEVROLET
<u>MODEL</u>	CAPRICE
<u>CHASSIS VIN #</u>	2FALP71W3TX126286

<u>YEAR</u>	1994
<u>MAKE</u>	CHEVROLET
<u>MODEL</u>	CAPRICE
<u>CHASSIS VIN #</u>	1G1BL52P6RR168069

**STREET DEPARTMENT:**

Equipment:

Old snow plow (no markings/ID)

**Section 2.** The Mayor is directed to sell or trade-in the surplus property for additional property or for the best available price in any manner he determines to be in the best interest of the City and execute any necessary paperwork to effectuate the transfer. For surplus property with little or no value, the Mayor is authorized to recycle or dispose of the property in an environmentally responsible manner with the least cost to the City.

**PASSED** by majority vote of the members of the Sedro-Woolley City Council this \_\_\_ day of February 25, 2015.

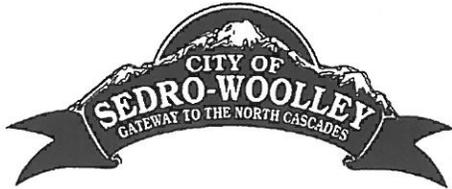
\_\_\_\_\_  
Mike Anderson, Mayor

Attest:

\_\_\_\_\_  
Christine Salseina, Deputy Clerk

Approved as to form:

\_\_\_\_\_  
Eron Berg, City Attorney



CITY COUNCIL AGENDA  
REGULAR MEETING

FEB 25 2015

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 33

CITY OF SEDRO-WOOLLEY  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0771  
Fax (360) 855-0733

Mark A. Freiberger, PE  
Director of Public Works

MEMO TO: City Council and Mayor Anderson

FROM: Mark A. Freiberger, PE

RE: **Possible Contract Award**  
**3 CY Self-contained Slip-In Type Asphalt Patch Unit**  
**J & K Associates**

DATE: February 18, 2015 (for Council action February 25, 2015)

**ISSUE:** Shall council move to award and authorize Public Works Director Mark Freiberger to sign Purchase Order 2015-PO-05 for one each 3 CY Self-Contained Slip-In Type Asphalt Patch Unit from J&K Associates of Snohomish, WA in the amount \$79,942.80, including sales tax and delivery?

**BACKGROUND/DISCUSSION:** The 2015 ERR includes purchase of a Slip-In Type Asphalt Patch Unit to replace Unit 314 Hot Patch Truck. Unit 314 is built on a 1985 Ford truck and has well exceeded its design life, and has become a maintenance issue. This truck is on the Equipment Replacement Fund for replacement in 2015 (30 year replacement cycle from original in service date), at a budgeted amount of \$75,000, based on budget quotations obtained from suppliers in 2014. The new unit will slip in to the box of our existing fleet dump trucks for field use.

Bids closed on February 17, 2015 for the patch unit. One bid was received from J&K Associates at a price including sales tax of \$79,942.80.

**FINANCIAL:**

**REVENUE – to December 2014**

Account 501 ERR estimated Fund balance at 12/31/14	\$419,581
Additional Deposits planned for to June 2015 (\$51,447/mo)	\$308,680
<b>Subtotal Revenue - through June 2015</b>	<b>\$728,261</b>

**ESTIMATED EXPENDITURES – to June 2015**

Fleet Maintenance (\$4,340/mo)	\$ 26,040
This Acquisition	\$ 79,943
Other planned purchases (Street, Police)	\$427,642
<b>Subtotal 2015 Expenditures through June 2015</b>	<b>\$533,625</b>

**Expected Ending Fund Balance through June 2015** **\$194,636**

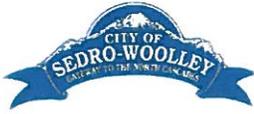
## **ANALYSIS:**

Sufficient funds are currently available from the ERR for this acquisition. We anticipate additional scheduled deposits of \$308,680 for the period January – June 2015, leaving an expected fund balance of \$194,636 at the end of June 2015 after the proposed acquisition and other scheduled acquisitions and operations costs.

This purchase is included in the 2015 Budget at \$75,000. We anticipate reducing the remaining Public Works Operations/Streets budgeted purchase (3 Ton Asphalt Roller budgeted at \$20,000, yet to be advertised for bids) by \$4,943 to account for the difference.

## **MOTION:**

***Move to award and authorize Public Works Director Mark Freiberger to sign Purchase Order 2015-PO-05 for one each Patching Unit Model BC-3-SM 3 CY Self-Contained Slip-In Type Asphalt Patch Unit from J&K Associates of Snohomish, WA in the amount \$79,942.80, including sales tax and delivery.***



# PURCHASE ORDER CITY OF SEDRO-WOOLLEY

Purchase Order No. 2015-PO-05

Product Patching Unit Model BC-3-SM 3 CY Self-Contained Slip-In Type Asphalt Patch Unit

Vendor Name J&K Associates

Vendor Address 323 2<sup>nd</sup> Ave, Snohomish, WA 98290

Vendor Contact Jim Sauers Phone 206-940-6924 Email jimsauers@hotmail.com

Ship To 315 Sterling Street, Sedro-Woolley, WA 98284

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

City Contact Leo Jacobs Phone 360-855-1884 Email ljacobs@ci.sedro-woolley.wa.us  
Solid Waste/Fleet

City Department Supervisor Budget (BARS) No. 594.42.64.000.501

## DESCRIPTION OF PRODUCT

Patching Unit Model BC-3-SM 3 CY Self-Contained Slip-In Type Asphalt Patch Unit as per City of Sedro-Woolley Request for Proposals dated February 3, 2015

## COMPENSATION

Compensation for the product will be lump sum including 8.5% sales tax, **\$79,942.80**

**SCHEDULE** The Vendor shall deliver the product and services as described above:

By ASAP

In accordance with the attached schedule.

## APPROVED

CITY OF SEDRO-WOOLLEY

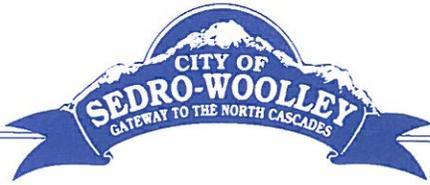
By: Mark A. Freiberger, PE, Director of Public Works

Signature \_\_\_\_\_

Date \_\_\_\_\_

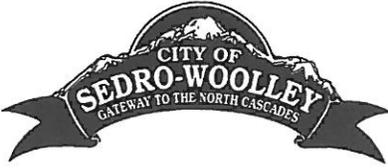
FEB 25 2015

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 4



SUBJECT: PUBLIC COMMENT

Name:  
Address:  
Narrative:



CITY COUNCIL AGENDA  
REGULAR MEETING

FEB 25 2015

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 5

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

---

**MEMO:**

**To:** Sedro-Woolley City Council  
Mayor Anderson

**2<sup>ND</sup> READING  
OLD BUSINESS**

**From:** John Coleman  
Planning Director

**Date:** February 25, 2015

**Subject:** Proposed Comprehensive Plan Amendments – 2015 Docket

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**ISSUE**

Setting the Docket for the 2015 Comprehensive Plan update.

**PROJECT DESCRIPTION/ HISTORY**

Per the Growth Management Act (Chapter 36.70A RCW), changes to the Sedro-Woolley Comprehensive Plan may be considered no more than once per year. All proposed amendments to the Comprehensive Plan must be considered at one time; this list of proposed amendments is termed the "Docket." The City Council determines what items are included on the Docket.

The entire Comprehensive Plan must be updated by June 2016. There are two elements that still need to be updated: the Land Use Element and Transportation Element. The critical areas ordinance (CAO) must also be reviewed (and updated if necessary) and the size of the urban growth area (UGA) must be reviewed and adjusted to assure that it is sized appropriately for the expected population and job growth over the next 20 years. It is also expected that Washington State, as the owner of the Northern State Hospital property, will request that the city annex the roughly 250 acre property. Comprehensive Plan and associated development regulation amendments, such as a Sub-area plan, will likely be necessary to address the conditions of the annexation. The City Council held a joint worksession with the Planning Commission on February 4, 2015 and discussed the proposed items for the 2105 Docket.

The proposed 2015 Docket includes the following items:

- 1) Review and update the Land Use Element of the Sedro-Woolley Comprehensive Plan.
- 2) Review and update the Transportation Element of the Sedro-Woolley Comprehensive Plan.
- 3) Review the critical areas ordinance and best available science and update as necessary.
- 4) Review and make recommendations to adjust the UGA as necessary.
- 5) Planned Action and/or Sub Area Plan and associated development regulations as related to the anticipated annexation proposal for the Northern State Hospital portion of the UGA. Sub Area Plan to be adopted into the Comprehensive Plan.

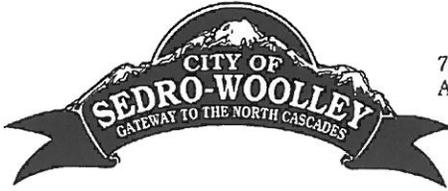
**RECOMMENDED ACTION**

Make a motion to approve the above items 1 through 5 for inclusion on the 2015 Docket.

CITY COUNCIL AGENDA  
REGULAR MEETING

FEB 25 2015

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



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

Eron M. Berg  
City Supervisor/City Attorney

---

MEMO TO: City Council  
FROM: Eron Berg  
RE: SWPD Repeater project/Skagit 911 agreement  
FOR MEETING: February 25, 2015

ISSUE: Should the Council authorize the mayor to sign an agreement with Skagit 911 to allow Skagit 911 to purchase equipment and provide project management for the SWPD repeater project?

BACKGROUND: The amount of this contract exceeds our authority to sign without council approval with an estimated contract amount of \$25,066.00. Mike Voss, the technical services director for Skagit 911 has been instrumental in the development of the bid specifications and is needed to provide project management as well as the actual installation of certain pieces of equipment and programming to tie it all back to the dispatch center. Attached is his proposed scope of work and estimate of costs.

Skagit 911 confirmed that this is the normal course for them and that others who have used their services pay an additional fee beyond our dispatch fees. We need to get this project done and approval of an agreement to authorize this work will move us one step closer to completion.

RECOMMENDATION: Motion to authorize the mayor to sign an agreement, in a form to be approved by the city attorney, with Skagit 911 to allow the attached scope of work to proceed on the SWPD repeater project.

**Skagit 911**  
 2911 E College Way

# Quote

Mount Vernon, WA, 98273

**Quote No:** 125

**Date:** 02/18/2015

**Phone:**

**Fax:**

**Quote To:**

Sedro-Woolley, City of  
 325 Metcalf Street  
 Sedro-Woolley, WA 9828

Attn: Eron Berg

Item	Qty / Hours	Description	Rate	Tax	Amount
Labor	60.00	Project Management	75.00		4500.00
Labor	40.00	Site electronic Build	75.00		3000.00
Materials	1.00	Rack, 19" 45 RU	150.00		150.00
Materials	1.00	Rack, Insulator	60.00		60.00
Materials	1.00	Rack, Ground Bar	48.00		48.00
Materials	1.00	GPS Clock	6700.00		6700.00
Materials	1.00	Power Supply, -48VDC	7000.00		7000.00
Materials	4.00	Batteries, Back-up 79Ah AGM	225.00		900.00
Materials	1.00	Battery Tray	150.00		150.00
Materials	1.00	Power Strip	58.00		58.00
Materials	1.00	Miscellaneous Parts, Wire, Connectors, Screws, Wire ties, rack standoffs.	2500.00		2500.00
<b>Sub Total</b>					\$25,066.00
<b>Tax (7.00%)</b>					\$0.00
<b>Total</b>					\$25,066.00

# **Sedro-Woolley Police Department Law Enforcement Communications System Scope of Work**



**February 18<sup>th</sup>, 2015**

Plan Prepared by:

Mike Voss – Skagit 911

## Project Description

This project builds a new radio site for Sedro-Woolley Police Department at the Duke's Hill SBA tower site. The project involves:

- the installation of a foundation for a 9 x 16 concrete communications shelter
- a 4 x 9 foundation for the generator
- the installation of a back-up generator and automatic transfer switch
- the installation of an ice bridge from the shelter to the tower
- installation of a single coax run and antenna at the top of the tower
- Installation of a Motorola R56 grounding system for the shelter/generator
- Installation and configuration of the radio equipment

## Scope of Work

The following is the scope of work to be performed by Skagit 911 personnel for this project:

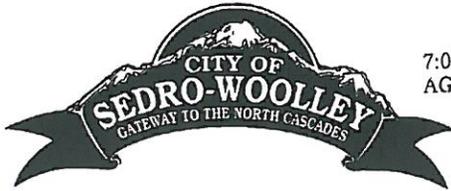
1. Assist the City Sedro-Woolley in developing RFP specifications for the shelter installation and tower work.
2. Assist the City of Sedro-Woolley in evaluating RFP responses and choosing the best contractor.
3. Assist the City of Sedro-Woolley with FCC licensing.
4. Oversee the construction of the radio site on behalf of the City of Sedro-Woolley
5. Coordinate all contractor work to include but not limited to:
  - a. Site construction
  - b. Electrical work
  - c. Crane lifts
  - d. Tower work
  - e. Inspections
  - f. Phone line installation
  - g. PSE hook-up
  - h. Verification of all work completed
  - i. SBA NTP requirements
6. Coordinate any needed change orders with the City of Sedro-Woolley
7. Acquire, install, and configure new radio equipment
8. Coordinate HLS purchase of radio, duplexer, and antenna.
9. Complete a project financial closeout report
10. Other work as needed for the successful completion of the project.

## **Project Timeline**

It is estimated that the project will take 120 days to complete from the time the project goes to bid until the radio system is complete and accepted by the City of Sedro-Woolley.

CITY COUNCIL AGENDA  
REGULAR MEETING

FEB 25 2015



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

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

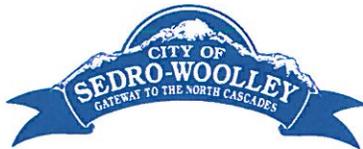
Eron M. Berg  
City Supervisor/City Attorney

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MEMO TO: City Council  
FROM: Eron Berg  
RE: Public messaging regarding nuisances  
FOR MEETING: February 25, 2015

ISSUE: What messages would the council like to see in the 2015 public communications program to clean up our city?

BACKGROUND: We budgeted funds in 2015 to communicate with our residents about quality of life issues as part of the city council's priority to clean up the city. The plan is to design and print 4,000 inserts into our monthly utility bills from April to December, with the possibility of deferring one or more months in 2015 and picking it up in 2016, depending on the response. The cost for each insert including design, printing, stuffing and mailing is \$711.50. Our preliminary design includes a single message on one side such as:



## Quality of Life

The City Council has heard from the community and is taking action to improve the quality of life for our residents. In 2014, the Sedro-Woolley Police Department added a code enforcement officer and in 2015, the City Council prioritized code enforcement to address quality of life issues such as loose dogs, cars parking on sidewalks, broken down cars in front yards, and garbage cans left out all week. These seemingly small violations of the city's code add up to a big difference in how our city looks and feels. We all need to work together to improve the quality of life for Sedro-Woolley residents. To report a code violation, please call Code Enforcement at 855-3211.

A different message will be featured on the other side that changes each month. The following ideas have been discussed for messages:

1. What is a noise violation?
2. Is my dog a good citizen?
3. Can my guest live in an RV on my property?
4. Can I rent out my garage apartment?

5. Can I park my expired vehicle on the street?
6. When is my garbage can allowed to be out for pick up?
7. Is burning allowed in the city?
8. Can I park my car on the grass in front of my house?
9. Can I store my travel trailer or boat trailer on the street?
10. Why does my dog need a license?
11. Can I store building materials/scrap metal on my property?
12. What is a “nuisance tree”?
13. Grass clippings disposal. This is an ongoing issue for us in right of way and drainage facilities.
14. Building fences or other improvements on city right of way (unauthorized encroachments).
15. Trash disposal on city property
16. Maintenance of mow strips abutting city streets
17. Maintenance of street trees and plantings

One possible example might be:

## What’s wrong with this picture?



Blocking sidewalks with parked cars is a violation of RCW 46.61.570 which comes with a fine of \$38. Blocking sidewalks is unsafe for all pedestrians, particularly for little kids, people with mobility challenges, families with strollers, and our seniors. It is also a violation of the Americans with Disabilities Act.

To report a violation, call Code Enforcement at 855-3211.

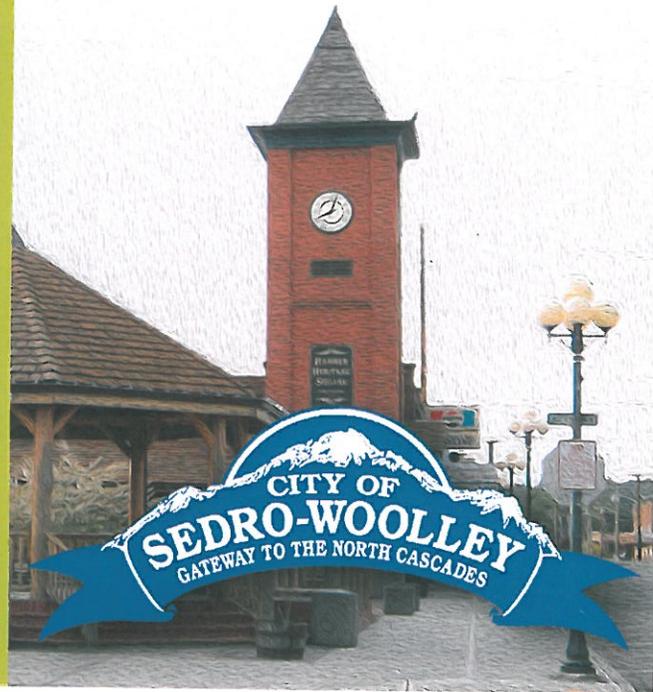
REQUEST: Provide direction on the project, including the message about quality of life as a city council priority and identify your top ten “nuisance” issues to highlight in 2015.

# Quality of Life

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## Blocking Sidewalks

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