



# Monroe BUSINESS NEWSLETTER

City of Monroe, Washington

## August 2025



## WASHINGTON

## Secretary of State

### Remember to File Your State Annual Report!

Annual Reports May Be Filed Up to 180 Days Early! Every year businesses are required to file an annual report to keep their UBI active and remain in good standing. The Annual Report is due by the last day of the month in which the business was originally formed. The summer months can lead to forgetting about your Annual Report.

Have you looked to see when your expiration date is?

To keep your business running smoothly, it's important to file your annual report promptly. Doing so helps you avoid delinquency fees and ensures your business remains in good standing. You can file your report up to 180 days before the due date.

We recommend setting a calendar reminder each year to submit your report well before the expiration date, reducing the risk of delinquency or losing your business status.

Please note: Filing early does not change your business's expiration date. The expiration date always remains on the last day of the month when your business was originally registered.

**[What is an Annual Report? Is your Annual Report due?](#)**



## Small Business Energy Assessment Program

Are you a small business in the Puget Sound Energy Service area? Get a Puget Sound Energy small business energy assessment, and they'll install no-cost and low-cost upgrades that start saving you money immediately without disrupting your operations.

Here's what you get:

- Lower energy bills with upgrades like LED lighting and water-saving aerators
- Expert insights on additional energy-saving improvements
- Rebates to cut costs even further
- A better business environment for your customers
- Questions? Email [caroline.kim@pse.com](mailto:caroline.kim@pse.com)

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**Show  
your  
Monroe  
spirit  
with  
COMMUNITY  
BRAND  
BADGES.**



Learn how to request use of a badge at [MonroeWA.gov/brand](http://MonroeWA.gov/brand)

## Community Brand Badges Available for Monroe Businesses

Monroe's new community brand badges are now available for residents, neighborhoods, businesses, and community organizations to enhance Monroe's new brand! Inspired by our City's [vision statement](#), these nine badges feature Monroe's best attributes and are a unique way to celebrate and connect with our Monroe community.

- Imagine Monroe
- Belong Monroe
- Made in Monroe
- Gather Monroe
- Natural Monroe
- Lively Monroe
- Friendly Monroe
- Local Monroe
- Connect Monroe

Whether featured on your business brochure, restaurant menu, company website, or neighborhood social media page, these badges are a creative way to show your involvement in and support for our community. Learn more at [Monroewa.gov/brand](http://Monroewa.gov/brand) and submit a usage [request form](#). To learn more, contact Liam McKorkle, Executive Department, at [lmckorkle@monroewa.gov](mailto:lmckorkle@monroewa.gov) or 360-794-7400.

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### Small Business Guide

The [Small Business Guide](#) is broken into six sections, based on your stage of business. Whether you're launching a new business, managing an existing one, or looking to expand, you'll discover valuable information and resources here. The guide offers essential details, links to important resources, and a clear outline of the steps needed to start and run a business in Washington State. The guide is available in multiple languages.





## Grants for Small Businesses

**Amber Grant for Women** awards \$10,000 **monthly** to women entrepreneurs, with an additional \$25,000 annual grant to one of the monthly winners. [Application](#)

**The Freed Fellowship** awards \$500 **monthly** to small business owners, with the potential for more funding. [Application](#)

**The Awesome Foundation** awards \$1,000 grants **each month** to individuals and groups looking to fund various projects, including startups and small businesses. [Application](#)

**Wish Local Empowerment Program** offers **on-going** grants ranging from \$500 to \$2,000 to support Black-owned businesses in growing their operations. [Application](#)

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## Wealth of Small Business Resources Available

### **NEW**

**Revenue-Based Financing Fund (RBF)**. It's a Pay-As-You-Earn loan that works with the reality of running a small business. Instead of fixed monthly payments, businesses repay based on what they actually make. The Revenue-Based Financing Fund is an alternative to a traditional bank loan, with **repayments that are customized to a business's needs and tailored to the business's net income**. It's especially helpful for seasonal businesses, such as event venues, florists, caterers and tourism-focused enterprise. [Learn](#)

[more.](#)

### **Small Business Flex Fund 2.**

Are you a small business owner with fewer than 50 employees and an annual revenue of less than \$5 million? Are you looking to take your business to the next level? We may have a great solution for you — The Small Business Flex Fund 2. [Learn more.](#)

### **Food Biz Academy**

Through the Food Biz Academy, [Washington's Small Business Training & Education Center](#) offers you a competitive advantage. It's FREE, and available **online and on-demand** 24/7! Food Biz Academy just might help you whip up a recipe for success. [Learn more.](#)

### **Web Academy**

Your 24/7 Storefront: Build Lasting Customer Connections Online! A website is like having a second storefront, one that is open 24/7. With a well-designed online presence, you can build deeper relationships with your customers. Check out the listing of **FREE online on-demand training**, including **Web Academy**.

### **Partners In Exporting 2025 Series**

The Export Finance Assistance Center of Washington (EFACW) provides tailored export training programs developed through strategic partnerships, led by nationally recognized experts in export and international trade. [Learn more.](#)

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**WA Small Business Development Center FREE Training Events for Small Business Owners**

## LIVE

- **Small Business Cyber-Security, Session 1: Protection.** Aug. 7, 11am - 12:30pm
- **Intellectual Property 101.** Aug. 12, 1pm - 2pm
- **Setting Yourself Up to Make a Profit: Costing and Break-Even Analysis.** Aug. 14, 1pm - 2pm
- **Small Business Cyber-Security, Session 2: Limiting Access.** Aug. 14, 11am - 12:30pm
- **Small Business Cyber-Security, Session 3: Securing Systems.** Aug. 21, 11am - 12:30pm
- **Small Business Cyber-Security, Session 4: Incident Response.** Aug. 28, 11am - 12:30pm

## **NUMEROUS ON-DEMAND SESSIONS**

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### **Evergreen BizLink Resource Navigator**

The Evergreen BizLink Resource Navigator will connect you and your business with nonprofit resources in your area to help you **grow and thrive**. Use the search tool on their website to search for **customized resources** by location, area of assistance, business stage, business type, industry, demographics, and key words.

For more information or to get started, check out: **[EvergreenBizLink.com](https://www.EvergreenBizLink.com)**

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## **FREE training Sessions on Expanding Your Business through Exporting**

The Greater Seattle Export Accelerator (GSEA), a program from Greater Seattle Partners in collaboration with community, state and federal trade organizations, provides complimentary export assistance to small and medium-sized businesses in King, Pierce and Snohomish counties. GSEA offers advanced export training, expert advising and access to international markets.

By equipping businesses to grow their exports, GSEA helps increase profits, reduce risk and support job creation across the region.

**[Apply now.](#)**

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## Adopt-a-Planter on Main Street

Join other adopters and sponsor a planter on Main Street to ensure flowers, greenery, and seasonal color in our Historic Downtown Monroe. Thanks go out to the following "early adopters":

- A Different Path
- Better Built Masonry
- SugarBelle Photography
- Garden In Situ
- Monroe Chevron
- Monroe Laundry
- Fairway Mortgage
- EC Gardens
- Dianne and Richard Forth
- Tualco Grange
- Indigo Law PLLC
- Cheri Hurst
- Adkinson Estates Adult Family Home
- Ink It Your Way
- In Memory of Barbara "Grandma B" Rose
- Consolidated Services, Inc.
- In Memory of Kathleen Sather
- EvergreenHealth Monroe
- Route 2 Taproom

- In Memory of Lucille, Carol, and Gayle Hurst
- Mayor Geoffrey Thomas

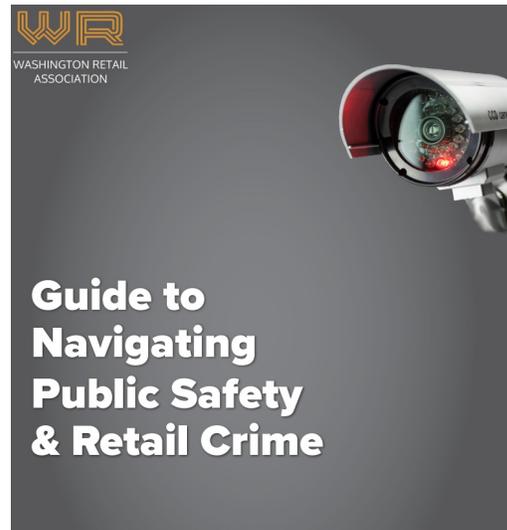
Sign up soon - **there are 8 planters left for "adoption"!** To sponsor, send a check for \$100 to: City of Monroe, Parks & Rec. Dept., ATTN: Shelley Rowe, 806 W. Main St, Monroe 98272. Questions? Email Economic Development Coordinator Patrick Doherty at [pdoherty@monroewa.gov](mailto:pdoherty@monroewa.gov)

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## Useful Guide for Dealing with Retail Crime and Safety

The Washington Retail Association has compiled a useful *Guide to Navigating Public Safety & Retail Crime*.

**[Peruse the Guide!](#)**



## ***Main Street America Offers Small Business Digital Strategies to Grow Your Business***

Numerous on-demand training sessions are available on topics related to digital presence, marketing, online sales, analytics, website, and much more. **[Visit Main Street America's digital training webpage.](#)**

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# Monthly Business Profiles

## - Fryelands District -



### Northwest Sign & Design

Located at 17201 Beaton Rd SE, Northwest Sign & Design is a family-owned, Monroe-based business specializing in design, fabrication, installation, and repair of custom business signage, architectural signs, and visual arts – with an emphasis on dynamic and creative design.

Under the ownership and leadership of Jeremy Blake, 21 dedicated employees provide a full range of services, with a turn-key design, fabrication and installation process. They collaborate with your design team to craft engaging and dynamic signage that is different from other sign companies.

Western Washington is



### Ink It Your Way

Nearby, Ink It Your Way is located nearby at 17631 147th St SE, Unit 7.

Also family-owned and operated, this one-stop shop for printed promotional products and business gifts was started in Lake Stevens by Rich and Tammy LeMieux in 2006, along with their son Brandon, whose wife Tammy joined the business over five years ago. And just at the beginning of this year the family moved the shop to Monroe, seeking a better, larger space in a welcoming community.

Ink It Your Way produces screen prints, embroidered apparel, signs, banners, and a whole variety of drinkware, head ware, bags and other fun items. Their customers range from commercial to teams

their main business base, but customers from around the country have also been served.

Admitting a “passion for the community,” Jeremy has been involved in the local community, having served the City of Monroe as a former member of the Economic Development Advisory Board, and currently is a member of VFW Post 7511.

Stop by or visit their [website](#).

to individuals and families. Their motto is: “If it can be printed we do it here”!

The LeMieux family is actively involved in the local community as members of the Chamber of Commerce, as well as sponsoring youth football and the local Boys & Girls Club.

They’re always welcoming visitors to see their impressive print shop, and you can peruse their wide range of products [online](#).



No matter what phase your business is in -- from starting up or growing, to down-sizing -- the [Small Business Guide](#), created by the State Commerce Department, is an invaluable resource for your business.

The [Guide](#) covers:

- [Planning -- Start-Up](#)
- [Payroll -- Opening](#)
- [Management -- Growth](#)
- [Closure -- Loan Programs](#)
- [And more](#)

The State also offers an array of knowledgeable [Small Business Liaisons](#) who can help you with specialized



Owning a business is both exciting and intimidating.

If you’re looking for local resources, free business templates, e-guides, check-lists, and other helpful resources for [starting or growing](#) your enterprise, SCORE Greater Seattle is your destination. SCORE's mentors can assist in putting your ideas into action.

[Tools and resources to](#)

resources and information.

Plus, **FREE workshops** are available, providing essential information and resources to help start and grow your business.

[help your small business grow - SCORE](#)



Membership in the Chamber brings many advantages for member business. It may include networking opportunities, member benefits and discounts, business support and advice, and the chance to have your views represented at county, state, and national levels through the Chamber's on-going lobbying activity. [Learn more.](#)

### Upcoming Events

**Monday Morning Mingle** - Last Monday of each month, 8:30am - 9:30am, August 25, Monroe Coffee Company, 408 W. Main St.

**National Night Out.** August 5, 5:30pm - 8:30pm, Lake Tye Park.

**Fair Days Parade & Market.** August 23, 11am - 1pm.

**Evergreen State Fair 2025.** August 21 - September 1.

**Monroe Farmers Market** - Wednesday afternoons through September, 3pm - 7pm.

*And more...*

[More information and events here](#)

## Monroe Listens Report Your Issue!



The City offers a direct and easy way to send your questions, concerns, requests, and compliments directly to the City staff person who can help you. Potholes, graffiti, fallen tree limbs, drainage problems, etc. Please let us know at [Monroe Listens](#).

### MAYOR



Geoffrey Thomas

Have a question or comment for Mayor Thomas?  
Contact him at [GThomas@MonroeWA.gov](mailto:GThomas@MonroeWA.gov)



Councilmember  
Kevin Hanford



Councilmember  
Jacob Walker



Councilmember  
Jason Gamble



Councilmember  
Kirk Scarboro



Councilmember  
Heather Fulcher



Councilmember  
Tami Beaumont



Councilmember  
Kyle Fisher

Have a question or comment for your Councilmembers?  
Contact them at [Councilmembers@MonroeWA.gov](mailto:Councilmembers@MonroeWA.gov)

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Agendas/Minutes](#)



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