

TOWN OF LA CONNER

Council Packet

February 25, 2025



TOWN COUNCIL AGENDA

February 25, 2025 6 PM

Upper Maple Center
204 Commercial Street

Skagit County Washington
Incorporated 1890
www.townoflaconner.org

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Public Comments (Limit: 3 minutes per person)**

IV. Presentations:

V. CONSENT AGENDA
A. Consent Agenda (Approved without objection 5/0)

1. Approval of the Minutes: February 11, 2025 Council Meeting
Finance:
Approval of Accounts Payable
Approval of Payroll

VI. REPORTS

1. Administrator's Report
2. Mayor's Report
3. Council Committee Reports

VII. UNFINISHED BUSINESS:

1. Bid Recommendation - Washington & Road St. Pedestrian Improvement Project
2. Agreement – RJC Engineering (Electrical for the 6th Street Pump Control Panel)
3. PUBLIC HEARING – 2025 Water System Comprehensive Plan
4. Resolution – 2025 Water System Comprehensive Plan

VIII. NEW BUSINESS

1. Resolution – Recognition of Arts Commissioners

IX. MAYOR ROUNDTABLE

X. EXECUTIVE SESSION

There may be an executive session immediately preceding or following the meeting as allowed by RCW 42.30.110 and as announced by the presiding officer.

Town Hall Meetings are available for viewing only on our live portal at www.townoflaconner.com "technology permitting".

Consent Agenda

- 1) Approval of Minutes**
- 2) Approval of Accounts Payable**
- 3) Approval of Payroll**

Minutes from 2/11/2025

Town of La Conner

Town Council Meeting

February 11, 2025 – 6:00 p.m.

The meeting of the La Conner Town Council was called to order at 6:00 p.m. by Mayor Hanneman.

Present: Councilmembers Taylor, Carlson and Dole.

Also present: Administrator Thomas, Finance Director DeGoede, Public Works Director Lease, Planner Davolio, Fire Chief and Code Enforcement Officer Reinstra and Sgt. Holmes of the Sheriff's Department.

Councilmember Dole moved to excuse Councilmembers Chamberlain and Wohleb. Motion seconded by Councilmember Taylor. Motion carried 3/0.

Public Comments:

Resident Dorothy Downs clarified the Subara Plan Presentation for this meeting establishes a vision and is only a foundation that is not binding.

Resident Amy McFeely requested Council to preserve the integrity of La Conner as a Costal Village for families, and encouraged bringing in artists.

Resident Jean Wharton discussed the fence she donated to the Town. It has been four years and meeting with 13 contractors in her efforts to get it placed in the Butterfly Garden. Now she has been told it would require a GEO Engineering report, a construction engineering evaluation and an arborist review. She is very frustrated.

Resident Linda Talman discussed the zoning of the location of the subarea plan and feels we don't need any zoning changes; we have what we need.

Resident Debbie Aldrich shared a small Town like La Conner started building condos and it completely changed everything. It became too expensive to live there. This subarea plan has 250 condos that would house approximately 400 people.

Resident Brita Malcolm is concerned about public safety. The fencing around the Moore Clark building has a hole in it and the structure is dangerous. What is the Town doing about it, is it a liability, are we condemning it or fining the owners?

Presentations:

Beckwith Consulting:

Tom Beckwith of Beckwith Consulting discussed the Subara Plan for the Moore Clark property. The report is available to the public on the Town Website. His presentation included the following:

- Flood Plan Requirements.
- Storm Drainage.
- Shoreline Restoration.
- Utilities for Development Connections.
- Traffic and Parking Capacity.
- Previous Plans and Projects.
- Public Outreach through mingles, a survey and interviews.
- Creating a Public Development Authority for the use of the facility.
- Housing, trails and open space.
- Costs and Grants.

Planner Davolio explained this plan still has to go before the Planning Commission, the State and back to Council for final approval.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the January 28, 2025 Council Meeting.

Accounts Payable:

Checks	27795-27837	\$177,216.52
Electronic Pmts.	2018309 – Invoice Cloud	\$169.00
	2018310 – US Bank	\$107.97
	2018301 – Leasehold Tax	<u>\$1,016.55</u>
	Total January 14, 2025 Accounts Payable	\$177,493.49
<u>Payroll of February 5, 2025:</u>		
Checks 6041 - 6048		\$2,489.89
AWC Benefit Trust	#2018304	\$11,474.56
Deferred Comp	#2018305	\$3,032.77
PERS Retirement	#2018306	\$12,143.76
Teamsters Benefit	#2018307	\$7,412.40
Auto Payroll Taxes	#2018308	\$10,378.57
Payroll Auto Deposit		\$29,152.79
	Total Payroll	\$76,084.74

Councilmember Carlson moved to approve the Consent Agenda as presented. Motion seconded by Councilmember Dole. Motion carried 3/0.

Mayor Hanneman moved up the Resolution acknowledging the volunteers, under Unfinished Business, to before Reports.

Resolution 654 – Acknowledgment of Volunteers Work in Pioneer Park:

Mayor Hannaman and Park Commissioner Ollie Iversen presented the Resolution in appreciation of Steve Phillips and all the volunteers that removed the ivy from Pioneer Park.

Councilmember Carlson moved to approve Resolution 654 acknowledging the volunteers work in removing the ivy from Pioneer Park. Motion seconded by Councilmember Taylor. Motion carried 3/0.

Chamber Report:

Chamber Director Hurst reported nearly 750 people attended the Birding Festival. Next year it will be a week earlier to tie into other events. La Conner Rocks is this weekend, tickets are available on line for the murder mystery and they are already receiving calls for information on the Daffodil and Tulip Festivals.

Revenue & Expenditure Reports:

Mayor Hanneman noted taxes look good, but cautioned it is only the beginning of the year.

Department Head Reports:

Fire Department:

Councilmember Dole noticed boxes on some buildings in Town. Fire Chief Reinstro explained the boxes all have the same key for the Fire Department to access the building in an emergency situation. The boxes can be obtained through the Fire Department. Chief Reinstro also thanked the community for their support of the Chili and Chowder Feed. Santos Coyote won best chili and the Fire Department won best chowder. They raised approximately \$11,000.

Public Works:

It was noted the Maple Park fence is complete and looks good. Also, the flag pole in front of Town Hall has been replaced. The lighting still needs to be installed.

Sheriff's Department:

Sgt. Holmes stated since First Street was changed to one way, there have been no reported collisions and fewer complaints. Parking is and always will be an issue.

Mayor's Report:

Mayor Hanneman announced Tom Robbins passed away and asked the community to respect their privacy. The family has asked to remember him by the parade held in his honor last year. The Town will have a resolution recognizing him at the next Council meeting.

Council Committee Reports:

WAB Meeting:

Councilmember Taylor reported the meeting discussions, to include the delayed meter replacement, the estimated Tribal billing due to the out of order meter and the 2025 rates.

Maple Hall Floors:

Councilmember Carlson stated both he and Councilmember Chamberlain agreed the floors in Maple Hall should be replaced with wood flooring.

Public Works Director Lease noted there are samples of chairs in the Fireside Room to help Council choose the new Maple Hall chairs. It was decided to schedule a Facility Committee Meeting for selecting a chair.

Emergency Management Commission:

Councilmember Dole shared they had their first community emergency preparedness class at the library. He and Mayor Hanneman encouraged everyone to get the word out. There were 19 that attended and ten were Town representatives.

Center Street Project:

Planner Davolio requested the Center Street Project be removed from the agenda now that the application has been approved by the Town and the project is in the County permitting process. It was the consensus of the Council to remove Center Street Project from the agendas.

Resolution 653 – Maple Hall Bid Waiver:

Finance Director DeGoede noted the Council had numbered the Resolution but there was not a resolution in the packet. She put this in the packet for Council to see the final. No action is needed by Council.

Bid Recommendation and Agreement – Simply Yards Maintenance:

Public Works Director Lease put the grounds maintenance out to bid and Simply Yards came in the lowest. They have been working for the Town for the last few years and do a great job. He is requesting Council to approve his recommendation for Simply Yards Maintenance and approve the Mayor to sign the agreement.

Councilmember Taylor moved to approve the bid recommendation and the Mayor to sign the Agreement with Simply Yards Maintenance. Motion seconded by Councilmember Carlson. Motion carried 3/0.

Resolution 655 Appointment to the Emergency Management Commission - Carlisle:

Mayor Hannaman has appointed Mike Carlisle for the last vacant position on the Emergency Management Commission.

Councilmember Dole moved to approve Resolution 655 for the appointment of Mike Carlisle to the Emergency Management Commission. Motion seconded by Councilmember Tayler. Motion carried 3/0.

Resolution 656 – Social Media Policy:

Administrator Thomas explained this policy addresses the use of social media such as Facebook and Twitter for the purpose of getting information to the public. It will be one way only with settings that block comments. It was suggested to also post the Town information on another Facebook page that many La Conner citizens follow. Administrator Thomas will look into it. Council found a misspelling and a correction to the Resolution Exhibit A.

Councilmember Carlson moved to approve Resolution 656, the adoption of the Social Media Policy with the requested changes. Motion seconded by Councilmember Dole. Motion carried 3/0.

Invitation to Bid – Surplus of the 1994 Chevrolet Pickup:

Public Works Director Lease explained the publishing dates may change because of publishing at the Skagit Valley Hearld. The La Conner Weekly News is no longer available.

Councilmember Taylor moved to approve the Invitation to Bid of the 1994 Chevrolet Pickup. Motion seconded by Councilmember Carlson. Motion carried 3/0.

Mayor Roundtable:

There was discussion on a public comment referring to the North and South residents. After discussions it was decided it was misunderstood.

There being no further business the meeting ended at 7:55 p.m.

Maria DeGoede, Finance Director

Marna Hanneman, Mayor

Accounts Payable



TOWN OF LA CONNER

CLAIMS CLEARING

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that the merchandise or services hereinafter specified for **the February 25, 2025** **Claims** have been received and that;

Checks Numbered:	27838 - 27879	\$213,660.84
Auto Payments:		
Excise Tax	#2018312	\$8,071.39

Are approved for a total payment of \$221,732.23 this 25th day of February 2025.



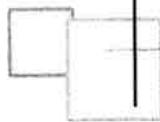
Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember

Voucher Directory



Fiscal: : 2025 - February

Council Date: : 2025 - February - Second Council Meeting

Ackermann Electric Co.
27838

2025 - February - Second Council Meeting

Invoice - 3258

Replaced VFD for Blower #3 & Repair Clarifier #1 Switch		
409-000-535-80-48-01	Plant Repair & Maintenance	\$9,296.92
Total Invoice - 3258		\$9,296.92
Total 27838		\$9,296.92
Total Ackermann Electric Co.		\$9,296.92

Amazon Capital Services
27839

2025 - February - Second Council Meeting

Invoice - AEWZFVC4G3N18

Binder Clips, Sharpie Markers & Tape Dispenser		
001-000-518-30-31-00	Office & Operating Supplies	\$93.57
Total Invoice - AEWZFVC4G3N18		\$93.57
Total 27839		\$93.57
Total Amazon Capital Services		\$93.57

Andrea's House Cleaning Services
27840

2025 - February - Second Council Meeting

Invoice - 0025

Town Hall & Sheriff's Cleaning		
001-000-518-30-48-01	Building Repair & Maintenance	\$350.00
Total Invoice - 0025		\$350.00
Total 27840		\$350.00
Total Andrea's House Cleaning Services		\$350.00

Arne Svendsen Trucking, Inc.
27841

2025 - February - Second Council Meeting

Invoice - 63436

Utility Sand		
005-000-543-10-48-00	Repair & Maintenance	\$963.63
Total Invoice - 63436		\$963.63
Total 27841		\$963.63
Total Arne Svendsen Trucking, Inc.		\$963.63

Axiom Construction & Consulting
27842

2025 - February - Second Council Meeting

Invoice - 23168-RET

Final Payment - Fire Hall Roof Retainage		
001-000-594-22-64-00	Capital Mach/Equip-Fire	\$13,828.12
Total Invoice - 23168-RET		\$13,828.12
Total 27842		\$13,828.12
Total Axiom Construction & Consulting		\$13,828.12

Birch Equipment

27843

2025 - February - Second Council Meeting

Invoice - 300702-5

Dehumidifier Rental		
003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$67.25
Total Invoice - 300702-5		\$67.25

Invoice - 300758-5

Electric 8' Blower & Duct Rental		
003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$100.22
Total Invoice - 300758-5		\$100.22
Total 27843		\$167.47
Total Birch Equipment		\$167.47

Canon Financial Services INC.
27844

2025 - February - Second Council Meeting

Invoice - 38383736

Copier Lease		
001-000-518-30-40-00	Lease Agreement Tax	\$10.58
001-000-591-31-70-00	Rents & Leases - Longterm	\$121.67
70%		
401-000-534-80-40-00	Lease Agreement Tax	\$2.27
401-000-591-31-70-00	Rents & Leases - Longterm	\$26.07
15%		
409-000-535-80-40-00	Lease Agreement Tax	\$2.27
409-000-591-31-70-00	Rents & Leases - Longterm	\$26.07
15%		
Total Invoice - 38383736		\$188.93

Total 27844

Total Canon Financial Services INC.

Cascade Natural Gas Corp
27845

2025 - February - Second Council Meeting

Invoice - CasNatGas2/2025

Utility - Gas

001-000-518-30-47-00	Public Utility Services	\$492.62
204 Douglas-Town Hall		

	001-000-522-20-47-00	Public Utility Services	\$855.04
	12142 Chilberg-Fire Hall		
	003-000-575-50-47-01	Public Utility Services-MH/MC	\$424.21
	108 Commercial-MH/MC		
	003-000-575-50-47-02	Public Utility Services-GC	\$548.31
	622 S 2nd Street-GC		
	401-000-534-80-47-00	Public Utility Services	\$680.34
	604 N 3rd Street - PW		
	409-000-535-80-47-00	Public Utility Services	\$775.29
	12154 Chilberg - WWTP		
	409-000-535-80-47-00	Public Utility Services	\$1,427.13
	12154 B Chilberg - Sewer		
	Total Invoice - CasNatGas2/2025		\$5,202.94
Total 27845			\$5,202.94
Total Cascade Natural Gas Corp			\$5,202.94
 Central Welding Supply			
27846			
	2025 - February - Second Council Meeting		
	Invoice - 0002296429		
	Oxygen		
	401-000-534-80-48-03	System Repair & Maintenance	\$46.44
	Total Invoice - 0002296429		\$46.44
Total 27846			\$46.44
Total Central Welding Supply			\$46.44
 CharterMachine Co.			
27847			
	2025 - February - Second Council Meeting		
	Invoice - 0332054-IN		
	Sludge Guide Seal		
	409-000-535-80-48-01	Plant Repair & Maintenance	\$305.00
	Total Invoice - 0332054-IN		\$305.00
Total 27847			\$305.00
Total CharterMachine Co.			\$305.00
 Crawford Garage Doors			
27848			
	2025 - February - Second Council Meeting		
	Invoice - 17755		
	Repair to Public Works Door		
	401-000-534-80-48-00	Repair & Maintenance	\$1,058.85
	Total Invoice - 17755		\$1,058.85
Total 27848			\$1,058.85
Total Crawford Garage Doors			\$1,058.85

D.K. SYSTEMS			
27849			
2025 - February - Second Council Meeting			
Invoice - DKS2.14.25			
	Maple Hall HVAC Final Payment/Retainage		
	003-000-594-75-64-01	Machinery/Equip-Maple Hall	\$14,788.35
	Total Invoice - DKS2.14.25		\$14,788.35
Total 27849			\$14,788.35
Total D.K. SYSTEMS			\$14,788.35
Deborah Nicol			
27850			
2025 - February - Second Council Meeting			
Invoice - NicolGCDepRef1/25/25			
	Nicol Garden Club Dep Ref 1/25/25		
	003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$215.00
	Total Invoice - NicolGCDepRef1/25/25		\$215.00
Total 27850			\$215.00
Total Deborah Nicol			\$215.00
Eurofins Environment Testing NW			
27851			
2025 - February - Second Council Meeting			
Invoice - 24-32486(Edge)			
	Effluent Testing		
	409-000-535-80-48-05	Materials/Testing	\$49.50
	Sewer Testing		
	Total Invoice - 24-32486(Edge)		\$49.50
Invoice - 24-37643			
	Effluent Testing		
	409-000-535-80-48-05	Materials/Testing	\$49.50
	Sewer Testing		
	Total Invoice - 24-37643		\$49.50
Invoice - 25-02612			
	Compost Testing		
	412-000-554-90-48-05	Compost Testing/Materials	\$937.00
	Compost Testing		
	Total Invoice - 25-02612		\$937.00
Invoice - 25-02742			
	Effluent Testing		
	409-000-535-80-48-05	Materials/Testing	\$52.50
	Sewer Testing		
	Total Invoice - 25-02742		\$52.50
Invoice - 25-02758			
	Effluent/Biosolids Testing		
	409-000-535-80-48-05	Materials/Testing	\$724.00
	Sewer Testing		
	Total Invoice - 25-02758		\$724.00

Invoice - 25-03209			
Coliform Testing			
401-000-534-80-41-00	Professional Services		\$26.00
Water Testing			
Total Invoice - 25-03209			\$26.00
Invoice - 25-03365			
Effluent & Influent Testing			
409-000-535-80-48-05	Materials/Testing		\$624.00
Sewer Testing			
Total Invoice - 25-03365			\$624.00
Invoice - 25-03856			
Coliform Testing			
401-000-534-80-41-00	Professional Services		\$26.00
Water Testing			
Total Invoice - 25-03856			\$26.00
Invoice - MFB0003(Edge)			
Compliance HPC			
401-000-534-80-41-00	Professional Services		\$68.00
Water Testing			
Total Invoice - MFB0003(Edge)			\$68.00
Total 27851			\$2,556.50
Total Eurofins Environment Testing NW			\$2,556.50
 Fastenal Company			
27852	2025 - February - Second Council Meeting		
 Invoice - WAANA160084			
3/4' H10512RD-600R Hs			
412-000-554-90-48-05	Compost Testing/Materials		\$1,476.93
Total Invoice - WAANA160084			\$1,476.93
Invoice - WAANA160383			
Valve w Lever			
409-000-535-80-48-01	Plant Repair & Maintenance		\$113.96
Total Invoice - WAANA160383			\$113.96
Invoice - WAANA160441			
Garbage Bags, Gloves & TP			
003-000-575-50-31-05	Public Restroom Supplies		\$286.86
Total Invoice - WAANA160441			\$286.86
Total 27852			\$1,877.75
Total Fastenal Company			\$1,877.75

Frontline Cleaning Services
27853

2025 - February - Second Council Meeting

Invoice - 37854

Public Restroom Cleaning		
003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$2,832.00
Total Invoice - 37854		\$2,832.00
Total 27853		\$2,832.00
Total Frontline Cleaning Services		\$2,832.00

H.D. Fowler Company
27854

2025 - February - Second Council Meeting

Invoice - 16928945

Ice Melt		
005-000-543-10-48-00	Repair & Maintenance	\$2,040.85
Total Invoice - 16928945		\$2,040.85

Invoice - 16930280

4" PSM Elbow Gasketed for Drains		
403-000-531-38-48-03	System Repair & Maintenance	\$136.17
Total Invoice - 16930280		\$136.17

Invoice - 16931732

Hose Nozzle Cap Gasket for All M&H		
401-000-534-80-48-03	System Repair & Maintenance	\$150.01
Total Invoice - 16931732		\$150.01
Total 27854		\$2,327.03
Total H.D. Fowler Company		\$2,327.03

Instrument Technologies
27855

2025 - February - Second Council Meeting

Invoice - ITI-1795

Balance Calibration Unit		
409-000-535-80-48-01	Plant Repair & Maintenance	\$260.00
Total Invoice - ITI-1795		\$260.00
Total 27855		\$260.00
Total Instrument Technologies		\$260.00

La Conner Community News
27856

2025 - February - Second Council Meeting

Invoice - LcComNewsMHDepRef2/5/25

La Conner Com. News Maple Hall Dep Ref 2/5/25		
003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$450.00
Total Invoice - LcComNewsMHDepRef2/5/25		\$450.00
Total 27856		\$450.00
Total La Conner Community News		\$450.00

Les Schwab Tire Center
27857

2025 - February - Second Council Meeting

Invoice - 43400151329

Tire Replacement & Disposal

412-000-554-90-48-06

Compost Machinery/Equip

\$7,030.83

Total Invoice - 43400151329

\$7,030.83

\$7,030.83

\$7,030.83

\$7,030.83

Total 27857
Total Les Schwab Tire Center

Manuel Pena-Ayon
27858

2025 - February - Second Council Meeting

Invoice - PenaReimb2/10/25

Reimb. for Purchase at Home Depot for Flex Seal & Sand

001-000-518-30-48-01

Building Repair & Maintenance

\$61.54

Total Invoice - PenaReimb2/10/25

\$61.54

\$61.54

\$61.54

\$61.54

Total 27858
Total Manuel Pena-Ayon

Marna Hanneman
27859

2025 - February - Second Council Meeting

Invoice - StompGrds2/8/25

Mayor Reimb. Coffee for Meeting

001-000-513-10-41-01

Mayor Professional Services

\$31.22

Total Invoice - StompGrds2/8/25

\$31.22

\$31.22

\$31.22

\$31.22

Total 27859
Total Marna Hanneman

Nelson-Reisner
27860

2025 - February - Second Council Meeting

Invoice - 0883718-IN

WWTP Diesel

412-000-554-90-32-00

Fuel

\$2,558.13

Total Invoice - 0883718-IN

\$2,558.13

\$2,558.13

\$2,558.13

Total 27860
Total Nelson-Reisner

North Central Laboratory
27861

2025 - February - Second Council Meeting

Invoice - 515265

3M Comply Steam Chemical Integ.

409-000-535-80-31-02

Lab Supplies

\$29.80

Total Invoice - 515265

\$29.80

\$29.80

\$29.80

Total 27861
Total North Central Laboratory

Northstar Chemical Inc.
27862

2025 - February - Second Council Meeting

Invoice - 301868

Resin Compound			
409-000-535-80-48-05	Materials/Testing		\$6,900.28
Total Invoice - 301868			\$6,900.28
Total 27862			\$6,900.28
Total Northstar Chemical Inc.			\$6,900.28

NP Information Systems
27863

2025 - February - Second Council Meeting

Invoice - 2209

Phones			
001-000-518-30-42-00	Communications		\$377.49
Town Hall 70%			
001-000-522-20-42-00	Communications		\$53.93
Fire Dept. 10%			
401-000-534-80-42-00	Communications		\$53.93
Public Works 10%			
409-000-535-80-42-00	Communications		\$53.93
WWTP 10%			
Total Invoice - 2209			\$539.28

Total 27863
Total NP Information Systems

Port of Skagit Co.
27864

2025 - February - Second Council Meeting

Invoice - 71088A

Propane			
005-000-543-10-48-00	Repair & Maintenance		\$45.20
Total Invoice - 71088A			\$45.20
Total 27864			\$45.20
Total Port of Skagit Co.			\$45.20

Puget Sound Energy
27865

2025 - February - Second Council Meeting

Invoice - PSEFeb2025

Utility - Electric			
001-000-518-30-47-00	Public Utility Services		\$317.86
204 Douglas St -Town Hall			
001-000-522-20-47-00	Public Utility Services		\$598.40
12142 Chilberg - Fire Dept			
002-000-576-80-47-00	Public Utility Services		\$168.54
1339 Connor Way - Pioneer Park Gazebo			
002-000-576-80-47-00	Public Utility Services		\$30.54
1339 Conner Way Lights - Pioneer Park Lights			

002-000-576-80-47-00	Public Utility Services 100 Washington Ave Light- St End Park	\$175.52
002-000-576-80-47-00	Public Utility Services 100 Morris - Gilkey Square	\$23.84
002-000-576-80-47-00	Public Utility Services 1340 Conner Way	\$11.29
003-000-575-50-47-01	Public Utility Services-MH/MC 104 Commercial - Maple Hall	\$740.20
003-000-575-50-47-02	Public Utility Services-GC 622 S 2nd Street - Garden Club	\$60.00
003-000-575-50-47-05	Public Utility Svcs-Restrooms 613 1st Street - Public Restroom	\$129.30
003-000-575-50-47-05	Public Utility Svcs-Restrooms 304 Morris St -Public Restroom	\$223.68
005-000-542-63-47-00	Public Utility Services Area Lights Acct #200011509383	\$105.66
005-000-542-63-47-00	Public Utility Services 3rd & Douglas	\$84.37
005-000-542-63-47-00	Public Utility Services Street lights Acct #300000001705	\$810.55
005-000-542-63-47-00	Public Utility Services 125 1st Street LC Post Office #300000002505	\$613.70
005-000-542-63-47-00	Public Utility Services 1st Street Lights #220005384221	\$313.71
005-000-542-63-47-00	Public Utility Services 100 Sherman St	\$33.30
005-000-542-63-47-00	Public Utility Services 12100 Chilberg - Flag pole/Monument lights	\$75.26
401-000-534-80-47-00	Public Utility Services 604 N 3rd Street - PW Shop-300000002695	\$375.93
401-000-534-80-47-00	Public Utility Services 1200 S 4th St - Water Tank	\$14.50
403-000-531-38-47-00	Public Utility Service 213 Caledonia - Drainage Pump	\$418.51
403-000-531-38-47-00	Public Utility Service 102 S 6th St - Drainage Pump	\$74.98
409-000-535-80-47-00	Public Utility Services 12154 Chilberg - WWTP Fuel Station	\$10.35
409-000-535-80-47-00	Public Utility Services 602 N 3rd Street - Pump	\$34.15
409-000-535-80-47-00	Public Utility Services 12154 Chilberg Rd WWTP	\$4,385.16
409-000-535-80-47-00	Public Utility Services 622 1st Street - Sewage Vault	\$67.89
Total 27865	Total Invoice - PSEFeb2025	\$9,897.19
		\$9,897.19

			Amount
Total Puget Sound Energy			\$9,897.19
Quality Services			
27866		2025 - February - Second Council Meeting	
	Invoice - Jan2025FacCleaning		
	Jan 2025 Facility Cleaning		
	003-000-575-50-48-01		
	Building Repair & Maint-MH/MC		\$597.50
	Total Invoice - Jan2025FacCleaning		\$597.50
Total 27866			\$597.50
Total Quality Services			\$597.50
Skagit County Public Health Dept			
27867		2025 - February - Second Council Meeting	
	Invoice - 8985		
	4th Qtr. 2024 Liquor Tax		
	001-000-566-00-41-16		
	Alcoholism		\$241.99
	Total Invoice - 8985		\$241.99
Total 27867			\$241.99
Total Skagit County Public Health Dept			\$241.99
Skagit County Sheriff Office			
27868		2025 - February - Second Council Meeting	
	Invoice - 3818		
	Policing Services Qtr. 1		
	001-000-521-20-41-00		
	Professional Services		\$98,508.75
	Skagit Co Sheriff contract		
	Total Invoice - 3818		\$98,508.75
Total 27868			\$98,508.75
Total Skagit County Sheriff Office			\$98,508.75
Skagit County Treasurer			
27869		2025 - February - Second Council Meeting	
	Invoice - FirHall2025Proptax		
	2025 Fire Hall Property Tax		
	001-000-522-20-48-01		
	Building Repair & Maintenance		\$176.00
	Total Invoice - FirHall2025Proptax		\$176.00
Total 27869			\$176.00
Total Skagit County Treasurer			\$176.00
Skagit Valley Publishing			
27870		2025 - February - Second Council Meeting	
	Invoice - 52990		
	Notice - Wa & Road Street Pedestrian Bid		
	005-000-595-65-61-02		
	TIB Pedestrian Improvements		\$225.96
	Total Invoice - 52990		\$225.96

Invoice - 53267	Notice - Deter.Nonsig Water System Comp Plan Update 401-000-534-80-44-00	Advertising	\$134.50
Total Invoice - 53267			\$134.50
Invoice - 53271	Notice - Design Review for Skagit County Historical Museum 001-000-558-60-44-00	Advertising	\$102.22
Total Invoice - 53271			\$102.22
Total 27870			\$462.68
Total Skagit Valley Publishing			\$462.68
Skagit Valley Tulip Festival 27871	2025 - February - Second Council Meeting		
Invoice - SkValTulpFestMHDepRef2/12/25	Skagit Valley Tulip Fest Dep Ref 2/12/25 003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$500.00
Total Invoice - SkValTulpFestMHDepRef2/12/25			\$500.00
Total 27871			\$500.00
Total Skagit Valley Tulip Festival			\$500.00
Tacoma Screw Products 27872	2025 - February - Second Council Meeting		
Invoice - 260117180-00	3/8" Windlass Chain & Screw Pin Anchor Shackle 005-000-543-10-48-00	Repair & Maintenance	\$524.84
Total Invoice - 260117180-00			\$524.84
Total 27872			\$524.84
Total Tacoma Screw Products			\$524.84
Town of La Conner 27873	2025 - February - Second Council Meeting		
Invoice - C-02-2025	February 2025 Sewer Service Charge 412-000-554-90-47-00	Compost Treatment Chgs - 409	\$10,833.34
Total Invoice - C-02-2025			\$10,833.34
Invoice - S 02-2025	February 2025 Sludge Disposal 409-000-535-80-47-02	Sludge Disposal - 412	\$2,500.00
Total Invoice - S 02-2025			\$2,500.00
Total 27873			\$13,333.34
Total Town of La Conner			\$13,333.34

Trojan Technologies
27874

2025 - February - Second Council Meeting

Invoice - 31919

Lamp P, SLV Kit & Lamp Driver		
409-000-535-80-48-01	Plant Repair & Maintenance	\$7,629.93
Total Invoice - 31919		\$7,629.93
		\$7,629.93
		\$7,629.93
		\$7,629.93

Total 27874
Total Trojan Technologies

U.S. Bank

27875

2025 - February - Second Council Meeting

Invoice - AllStNotary75116024

Notary Stamp - DeGoede		
001-000-518-30-31-00	Office & Operating Supplies	\$75.97
Total Invoice - AllStNotary75116024		\$75.97

Invoice - Amazon0262612

Spark Plug Fuel Filter for Backpack Blower		
005-000-543-10-48-02	Vehicle Repair & Maintenance	\$20.66
Total Invoice - Amazon0262612		\$20.66

Invoice - Amazon0877035

Trash Grabbers		
005-000-543-10-48-00	Repair & Maintenance	\$82.60
Total Invoice - Amazon0877035		\$82.60

Invoice - Amazon1/27/25

Switch Panel/Box, LED Light Bar, Night Vision View Camera w Monitor& LED Truck Work Lights		
401-000-534-80-48-03	System Repair & Maintenance	\$195.15
Total Invoice - Amazon1/27/25		\$195.15

Invoice - Amazon1473034

12V Replacement Battery		
403-000-531-38-48-03	System Repair & Maintenance	\$25.82
Total Invoice - Amazon1473034		\$25.82

Invoice - Amazon2333803

LED Fluorescent Tube Light Bulbs		
003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$175.76
Total Invoice - Amazon2333803		\$175.76

Invoice - Amazon3212255

Jackets/Overalls, Rain Pants		
401-000-534-80-48-02	Vehicle Repair & Maintenance	\$557.44
Total Invoice - Amazon3212255		\$557.44

Invoice - Amazon4021860

Carburetor Kit		
005-000-543-10-48-02	Vehicle Repair & Maintenance	\$44.31
Total Invoice - Amazon4021860		\$44.31

Invoice - Amazon5303443			
Wireless Mouse, USB, Battery, Monitor Desk Mount, Calculator, Office Chair & New Monitor			
401-000-534-80-31-00	Office & Operating Supplies		\$597.55
Total Invoice - Amazon5303443			\$597.55
Invoice - Amazon5985042			
Valve Actuator Replacement			
005-000-543-10-48-02	Vehicle Repair & Maintenance		\$116.69
Total Invoice - Amazon5985042			\$116.69
Invoice - Amazon6008241			
File Folder Labels			
001-000-518-30-31-00	Office & Operating Supplies		\$31.48
Total Invoice - Amazon6008241			\$31.48
Invoice - Amazon8865060			
UPS Battery Backup/Surge Protector & ACP UPS Battery Replacement			
403-000-531-38-48-03	System Repair & Maintenance		\$410.20
Total Invoice - Amazon8865060			\$410.20
Invoice - Amazon8890624			
Broom, Squeegee & Wiper for Floor Tiles			
003-000-575-50-48-05	Public Restrooms - Repair & Maint.		\$43.02
Total Invoice - Amazon8890624			\$43.02
Invoice - Amazon9036237			
LED Fluorescent Tube Light Bulbs			
003-000-575-50-48-01	Building Repair & Maint-MH/MC		\$41.30
Total Invoice - Amazon9036237			\$41.30
Invoice - Amazon9742641			
Throttle Cable for Leaf Blower			
002-000-576-80-35-00	Small Tools & Equipment		\$17.38
Total Invoice - Amazon9742641			\$17.38
Invoice - CalicoCup2/13/25			
Lunch Meeting with Tribe			
001-000-513-10-49-00	Mayor Training & Meetings		\$279.05
Total Invoice - CalicoCup2/13/25			\$279.05
Invoice - CPRSource723955			
AED Refresh Pack			
003-000-575-50-48-01	Building Repair & Maint-MH/MC		\$291.32
Total Invoice - CPRSource723955			\$291.32
Invoice - CrasPln1831-277321			
Server Backup			
001-000-518-30-48-00	Computer/Server Maintenance		\$54.25
	Server Backup		
Total Invoice - CrasPln1831-277321			\$54.25
Invoice - FredMyr1/17/25			
New Vacuum Cleaner - Fire Dept.			
001-000-522-20-31-00	Office & Operating Supplies		\$184.78
Total Invoice - FredMyr1/17/25			\$184.78

Invoice - GreenRiv1/28/25			
Water Certification Renewal - Smith			
401-000-534-80-49-00	Dues & Subscriptions		\$77.00
Total Invoice - GreenRiv1/28/25			\$77.00
Invoice - Hals1/14/25			
Fire Dept. Boat Meeting			
001-000-522-20-49-02	Training & Meetings		\$35.55
Total Invoice - Hals1/14/25			\$35.55
Invoice - INV292294738			
Monthly Zoom Fee			
001-000-518-30-31-00	Office & Operating Supplies		\$279.02
Total Invoice - INV292294738			\$279.02
Invoice - MRSCWebinar1/29/25			
Annual Financial Reporting Webinar - DeGoede			
001-000-514-23-49-02	Training & Meetings		\$140.00
Total Invoice - MRSCWebinar1/29/25			\$140.00
Invoice - MRSCWebinar1/29/25-2			
Fundamentals of Budgeting Webinar - DeGoede			
001-000-514-23-49-02	Training & Meetings		\$150.00
Total Invoice - MRSCWebinar1/29/25-2			\$150.00
Invoice - MRSCWebinar2/4/25			
Planning Design Review Webinar - Eils			
001-000-558-60-49-02	Training & Meetings		\$40.00
Total Invoice - MRSCWebinar2/4/25			\$40.00
Invoice - NWWtrWks1/27/25			
PNW American Water Works - Emergency Preparedness Workshop - Lease			
401-000-534-80-49-02	Training & Meetings		\$240.00
Total Invoice - NWWtrWks1/27/25			\$240.00
Invoice - NWWtrWks1/29/25			
PNW American Water Works - Pump Station O&M Workshop - Lease			
401-000-534-80-49-02	Training & Meetings		\$220.00
Total Invoice - NWWtrWks1/29/25			\$220.00
Invoice - OfficeMax1/14/25			
1099 Forms w Envelopes & W2 Envelopes			
001-000-518-30-31-00	Office & Operating Supplies		\$81.98
Total Invoice - OfficeMax1/14/25			\$81.98
Invoice - OfficeMax1/22/25			
Printer Ink Cartridges			
001-000-522-20-31-00	Office & Operating Supplies		\$89.75
Total Invoice - OfficeMax1/22/25			\$89.75
Invoice - WPTA2025			
Annual Memebership Dues - DeGoede			
001-000-514-23-49-00	Dues & Subscriptions		\$50.00
Total Invoice - WPTA2025			\$50.00

	Invoice - WSBA1/14/25		
	Annual License - Thomas		
	001-000-513-10-49-01	Admin Dues & Subscriptions	\$495.30
	Total Invoice - WSBA1/14/25		\$495.30
	Invoice -WSBASvcFee		
	WSBA Service Fee		
	001-000-513-10-49-01	Admin Dues & Subscriptions	\$12.38
	Total Invoice -WSBASvcFee		\$12.38
Total 27875			\$5,155.71
Total U.S. Bank			\$5,155.71
USA Bluebook		2025 - February - Second Council Meeting	
27876	Invoice - INV00607327		
	Hach BOD Nutrient Buffer Pillows		
	409-000-535-80-31-02	Lab Supplies	\$150.80
	Total Invoice - INV00607327		\$150.80
	Invoice - INV00609610		
	Pipet Bulbs, Hach Ammonia & Nitrite Test Strips		
	409-000-535-80-31-02	Lab Supplies	\$218.83
	Total Invoice - INV00609610		\$218.83
Total 27876			\$369.63
Total USA Bluebook			\$369.63
Verizon Wireless		2025 - February - Second Council Meeting	
27877	Invoice - 6105423035		
	Cell Phones		
	001-000-513-10-42-00	Mayor's Communications	\$47.76
	Mayor		
	001-000-521-70-42-00	Communications-Code Enf	\$26.58
	Code Enforcement/Split with Fire		
	001-000-522-20-42-00	Communications	\$66.59
	Fire Dept./Split w Code & 2nd Remote		
	Total Invoice - 6105423035		\$140.93
Total 27877			\$140.93
Total Verizon Wireless			\$140.93
WA State DOR - Excise Tax		2025 - February - Second Council Meeting	
2018312	Invoice - DORJan2025ExciseTax		
	Jan 2025 Excise Tax		
	401-000-534-80-49-03	Excise Taxes	\$4,196.57
	403-000-531-38-49-03	Excise Taxes	\$500.31
	409-000-535-80-49-01	Excise Taxes	\$1,799.77
	412-000-554-90-49-01	Compost Sales Tax	\$145.61

	412-000-554-90-49-02	ExciseTaxes	\$1,429.13
	Total Invoice - DORJan2025ExciseTax		\$8,071.39
Total 2018312			\$8,071.39
Total WA State DOR - Excise Tax			\$8,071.39
 Wave Broadband			
27878		2025 - February - Second Council Meeting	
	Invoice - WaveFeb2025		
	Internet & Phones		
	001-000-518-30-42-00	Communications	\$690.07
	TH Internet & phones		
	001-000-522-20-42-00	Communications	\$159.88
	Fire Dept		
	003-000-575-50-42-01	Communications-MH/MC	\$228.02
	MH/MC Internet & phones		
	401-000-534-80-42-00	Communications	\$332.36
	PW Office Internet & phones - 604 3rd N		
	409-000-535-80-42-00	Communications	\$191.15
	WWTP		
	409-000-535-80-42-00	Communications	\$21.09
	WWTP Marina Lift Station		
	Total Invoice - WaveFeb2025		\$1,622.57
Total 27878			\$1,622.57
Total Wave Broadband			\$1,622.57
 WMCA Treasurer			
27879		2025 - February - Second Council Meeting	
	Invoice - WMCA2025		
	WMCA Conference - Viola		
	001-000-514-23-49-02	Training & Meetings	\$495.00
	Total Invoice - WMCA2025		\$495.00
Total 27879			\$495.00
Total WMCA Treasurer			\$495.00
 Grand Total	Vendor Count	43	\$221,732.23

Payroll



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **February 1, 2025** through **February 15, 2025** are a just, due and unpaid obligation against the Town of La Conner, and that I am authorized to certify to said claim.



Maria DeGoede, Finance Director

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that:

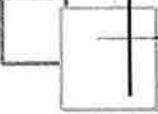
Payroll checks numbered 6049 through 6055	\$2,083.67	
Auto Payments:		
Payroll Taxes	#2018311	\$9,283.07
Payroll Auto Deposit		\$27,069.21

are approved for a total payment of **38,435.95** this 25th day of February, 2025.

Councilmember – Finance Committee

Councilmember – Finance Committee

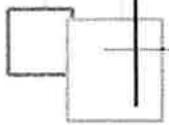
Councilmember



Register

Number	Name	Fiscal Description	Clearad	Amount
6049	Dept of Labor & Industry	2025 - February - Second Council Meeting		\$863.20
6050	Employment Security	2025 - February - Second Council Meeting		\$77.32
6051	North Coast Credit Union	2025 - February - Second Council Meeting		\$150.00
6052	Paid Family & Medical Leave	2025 - February - Second Council Meeting		\$254.43
6053	Teamsters Local No. 231	2025 - February - Second Council Meeting		\$145.50
6054	Wa Cares Fund	2025 - February - Second Council Meeting		\$123.12
6055	Washington State Support Registry	2025 - February - Second Council Meeting		\$470.10
2018311	Washington Federal	2025 - February - Second Council Meeting		\$9,283.07
<u>Direct Deposit Run -</u> <u>2/18/2025</u>	Payroll Vendor	2025 - February - Second Council Meeting		\$27,069.21
				\$38,435.95

Register Activity



Name	Reference	Posting Reference	Detail Amount
Direct Deposit Run - 2/18/2025	Payroll Vendor	2025 - February - Second Council Meeting	\$27,069.21
Eills, Ajah G	ACH Pay - 7483	Posting Run - 2/18/2025 9:22:16 AM	\$2,133.50
Herring, Jennifer M	ACH Pay - 7484	Posting Run - 2/18/2025 9:22:16 AM	\$2,005.59
Johnson, Brittany	ACH Pay - 7495	Posting Run - 2/18/2025 9:22:16 AM	\$515.67
Kerley-DeGoede, Maria A	ACH Pay - 7492	Posting Run - 2/18/2025 9:22:16 AM	\$2,606.50
Lease, Brian	ACH Pay - 7488	Posting Run - 2/18/2025 9:22:16 AM	\$3,327.70
Mesman, Benjamin	ACH Pay - 7486	Posting Run - 2/18/2025 9:22:16 AM	\$748.24
Palaniuk, Kevin R	ACH Pay - 7494	Posting Run - 2/18/2025 9:22:16 AM	\$2,715.07
Pena-Ayon, Manuel A	ACH Pay - 7491	Posting Run - 2/18/2025 9:22:16 AM	\$1,424.88
Reinstra, Aaron M.	ACH Pay - 7493	Posting Run - 2/18/2025 9:22:16 AM	\$2,215.17
Sherman, Albert R	ACH Pay - 7490	Posting Run - 2/18/2025 9:22:16 AM	\$2,121.71
Smith, Christopher	ACH Pay - 7487	Posting Run - 2/18/2025 9:22:16 AM	\$2,400.02
Thomas, Scott G	ACH Pay - 7485	Posting Run - 2/18/2025 9:22:16 AM	\$2,927.48
Viola, Angela T	ACH Pay - 7489	Posting Run - 2/18/2025 9:22:16 AM	\$1,927.68
			\$27,069.21

Reports

- 1) Administrator's Report – No Insert**
- 2) Planning Report**
- 3) Mayor's Report**
- 4) Council Committee Reports**

Planning Report



TOWN OF LA CONNER

Monthly Planner's Report

January 2025

NEW APPLICATIONS ACCEPTED:

Land Use

- LU25-01S, 109 Commercial Street, new sign
- LU25-02RM 205 N. 1st Street, internal remodel
- LU25-03HDR-ADMIN, 402 Morris Street, smoker for firehall
- LU25-04HDR, 512 S. 1st Street, external changes to the building
- LU25-05HDR-ADMIN, 709 S. 2nd Street, re-gravel driveway
- LU25-06SEPA, Town wide, changes to code for ADA updates
- LU25-07HDR, 513 S. 4th Street, replace windows and siding
- LU25-08LCMC, town-wide, requested change to fee schedule

Page | 1

Building Permit

- BP25-01ROW, Pioneer Park, changes to the utility Tower
- BP25-02B, 515 High Street, new single-family home
- BP25-03B, 519 High Street, new single-family home
- BP25-04ROW, 205 N. 1st Street, holding pole
- BP25-05ROW, PSE 612 S. 3rd Street, new utilities
- BP25-6BF, 205 N. 5th Street, house rebuild
- BP25-07ROW, 603 S. 3rd Street, utility repair
- BP25-08SS, 603 S. 3rd Street, utility repair

Planning Commission:

The Planning Commission met on January 7 and January 21. On January 7, the Planning Commission reviewed the 6-month work plan for the Comprehensive Plan Update. On January 21, the Planning Commission reviewed and approved the Economic Element and Utility Element of the Comprehensive Plan. During January, Commissioners also reviewed youth advisor applications.

Hearing Examiner:

There was no business before the Hearing Examiner during the month of January.

Comprehensive Plan Update:

This month, staff continued to work with the hired consultant to develop the sub-area plan for the Commercial-Transition Zone, with a focus on developing draft documents. In addition, staff finalized two additional elements of the Comprehensive Plan, and completed final drafts of three other elements.

General Planning Activities:

- Staff are continuing to review the Public Participation Program currently in place and are testing new methods of public engagement, such as Community Mingles and Public Workshops.
- Staff are continuing to engage in chapter-by-chapter review and rewrite of the Comprehensive Plan elements.
- Staff are developing internal processes to ensure consistency between departments.
- Staff are continuing to engage in collaboration with La Conner's neighbors, including the Swinomish Tribe, the Port of Skagit, and the La Conner School District.
- Staff are reviewing the current files for record retention requirements.
- Staff are continuing to update property files.
- Continuing review of development and permit applications.
- Continuing response to public inquiries regarding land use.
- Continuing issuance of permits.



TOWN OF LA CONNER

Monthly Planner's Report

January 2025

- Long term planning priorities:
 - Neighborhood plan for Commercial Transitional Zone.
 - 2023-2025 Comprehensive Plan Update
 - Public Participation and Communication

Unfinished Business

- 1) Bid Recommendation – Washington & Road Streets Pedestrian Improvement Project**
- 2) Agreement – RJC Engineering (Electrical for the 6th Street Pump Control Panel**
- 3) PUBLIC HEARING – 2025 Water Systems Comprehensive Plan**
- 4) Resolution - 2025 Water Systems Comprehensive Plan**

**Bid Recommendation –
Washington & Road Street Pedestrian
Improvement Project**

MEMORANDUM



DATE: February 19, 2025

TO: Brian Lease, Public Works Director
Town of La Conner

FROM: Zack Worley

SUBJECT: Bid and Award Recommendation

PROJECT: TOLC0000-2014
Washington and Road Street Pedestrian Improvements

CC:

A total of thirteen bids were received in response to an Advertisement for Bid published on Builders Exchange of Washington and in the Seattle DJC on February 1, 2025. These bids are for completion of the Washington and Road Street Pedestrian Improvements project. Bids were due at 10:30 AM on February 18th, 2025. All thirteen bids were received by the deadline. The Town opened each bid following the bid deadline, in the order as they were submitted. The total amount bid for each was read aloud for all bid opening attendees.

The bids were reviewed in more detail following the bid opening. All bids were tabulated to confirm the unit price extensions and totals (see attached). The second lowest bid, Reaper Construction, failed to include the bid unit cost in writing.

The three lowest bids were as follows, with notes about irregularities:

E&E Contracting	\$211,840.00	None
Reaper Construction	\$229,380.00	Did not put unit cost in writing
Interwest Construction	\$245,542.00	None

The engineer's estimate was \$289,800.00. The average of all bids was \$289,179.28.

There were ten other bids ranging from \$261,832.00 to \$386,760.00, excluding sales tax. We have completed a review of the lowest bid and conclude that they are responsive to the project solicitation. Among the other bidders, Blackfish Civil Infrastructure, had an irregularity for bid item No. 9, Crushed Rock, where the submitted total cost, \$57,720.60, was corrected to \$55,582.80, and ultimately reduced their total bid to \$327,605.98. While this irregularity affected their total ranking for lowest bid, they would still not fall to the lowest three bidders. Other errors submitted by the bidders include the Fisher Construction Group, Inc., where for bid item No. 7, the bidder listed a total item cost of \$9,708, but we calculated a total cost of \$9,798. Despite this error, the total bid cost matched our calculations and their total cost. Similarly, bidder SRV Construction LLC miscalculated their total bid item cost for bid item No. 21, as \$4,650, whereas our calculations found the total bid item cost to be \$9,300. Despite this irregularity, the bidder and our calculated total bid cost matches. TRICO Companies, LLC. had a marginally small irregularity between our calculated total bid and their proposed total bid, where their total bid was \$3 higher than our calculations. This irregularity did



DATE: February 19th, 2025

FROM: Zack Worley

TO: Brian Lease, Public Works Director

SUBJECT: Washington and Road Street
Pedestrian Improvements

not affect their ranking for the lowest bid.

The bid documents include mandatory bidder responsibility requirements. These criteria are the basis for determining if a bidder is a "responsive" or "responsible bidder". The bids must include the information necessary to confirm compliance with the mandatory bidder responsibility criteria. The two low bids were reviewed to confirm that all mandatory bidder responsibility criteria were met. Reaper Construction failed to provide in writing the unit cost per bid item, but there were no errors in the bid totals that would suggest any degree of uncertainty, and since no issues were found with E&E Contracting's bid, we recommend that the Town waive this informality.

Therefore, it is our conclusion that E&E Contracting is the lowest responsible bidder.

Our recommendation is as follows:

- Town award the subject contract to E&E Contracting, in the bid amount of \$211,840.00 when it is ready including completed bond and insurance.

Please let me know if you have any questions.

Attachments/Enclosures: TOLC_Wash_Road Street Ped Improvements Bid Tab

File Path: "P:\T\TOLC00002014\0700BLD\Bidding\TOLC_Bid & Award Rec Memo_Wash_Road Ped Improvements.docx"

"P:\T\TOLC00002014\0700BLD\Bidding\TOLC_Wash_Road St Ped Improvements Bid Tab.xlsx"

Agreement –
RJC Engineering
(Electrical for the 6th Street Pump Control Panel)



Town of La Conner

Professional Service Agreement

THIS AGREEMENT is entered into by and between the Town of La Conner, a municipal corporation under the laws of the State of Washington, hereinafter referred to as the "Town", and RJC Engineering, PLLC., a Washington State Corporation, hereinafter referred to as the "Contractor".

WHEREAS, the Town is interested in obtaining electrical engineering services for the 6th Street pump station control panel replacement ; and

WHEREAS, the Town wishes to facilitate certain services and projects but does not have available staff or expertise to provide certain services to the citizens of La Conner, and

WHEREAS, the Town's needs can be met by persons with professional electrical engineering expertise; and

WHEREAS, the Contractor represents and warrants that it is available, experienced and qualified with specific expertise to provide the following services:

NOW, THEREFORE, the Town and Contractor mutually agree as follows:

Section 1. Scope of Work: The Project is described in this agreement and in the scope of work attached hereto as Attachment A, incorporated herein by this reference. Consultant shall perform all work, and only the work, described in Attachment A, as initiated by the prior written authorization from the Town.

Section 2. Term of Work: This Agreement shall commence on February 26, 2025 and shall terminate on December 31, 2025, unless extended or terminated in writing as provided herein.

Section 3. Independent Contractors: The Contractor shall at all times be an independent contractor and not an employee of the Town and shall not be entitled to compensation or benefits of any kind except as specifically provided herein. The contractor shall be subject to the Town's control and direction as to results to be accomplished, but not as the details and means by which the results are accomplished. The Contractor shall not be covered by any Town benefit programs, such as health and welfare, benefit plans, social security, workers compensation or unemployment compensation, and shall not be treated as an employee for federal tax purposes or any other purpose. The contractor shall be responsible for paying all taxes related to payments the Town makes to the Contractor, including federal income taxes, self-employment (social security and Medicaid) taxes and state business and occupation taxes, and the Town is not responsible for withholding for or paying any of those taxes.

Section 4. Payment Disbursement Schedule: Payments to the Contractor shall be disbursed in accordance with Attachment B. The Contractor shall submit invoices per line items in Attachment B. Upon completion of this agreement the payments shall not to exceed \$14,700.00. The Town, upon receipt of a completed invoice, agrees to make payments to the Consultant within thirty (30) days of receipt of a Consultant's invoice. If the Town objects to all or any portion of any invoice, it shall so notify the Consultant of the same within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

Section 5. Indemnification/Hold Harmless: The Contractor shall indemnify and hold the Town its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Town.

Section 6. Insurance: Prior to and during the performance of the work covered by this Agreement, Contractor shall provide the Town of La Conner with evidence that it has obtained and maintains in full force and effect during the term of this Agreement a policy of professional liability insurance, providing coverage of at least \$1,000,000.00 in connection with the work to be performed by Contractor under this Agreement. Contractor shall obtain insurance of the types described below:

A. Minimum Scope of Insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

B. Commercial General Liability Insurance shall be written on ISO occurrence form CG00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The Town shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Town.

C. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

D. Professional Liability insurance appropriate to the Consultant's profession.

Section 7. Reports and Information: Contractor, at such times and in such forms as the Town may require, shall furnish the Town such reasonable periodic reports and documents as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement. Contractor will maintain accounting records in accordance with generally accepted accounting principles and practices to substantiate all invoiced amounts.

Section 8. Notices: Any notices required to be given by the Town to the Contractor or by the Contractor to the Town shall be in writing and delivered to the parties at the following addresses:

Scott Thomas, Administrator
Town of La Conner
P.O. Box 400
La Conner, WA 98257

Robert J. Casne, P.E.
RCJ ENGINEERING, PLLC
437 Tillicum Way
Camano Island, WA 98282

Section 9. Authority: The Contractor does not have, and shall not hold itself out as having, authority to create any contract or obligation that is binding on the Town unless the Town otherwise consents in writing.

Section 10. Assignability: The Contractor shall not assign any interest in its agreement and shall not transfer any interest in the same.

Section 11. Discrimination Prohibited. The Contractor shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor to be provided under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

Section 12. Wage in Hours Law Compliance: The Contractor shall comply with all applicable provisions of the Fair Labor Standards Act and any other laws affecting its employees, if any, and the rules and regulations issued there under insofar as applicable to its employees and shall at all times indemnify, defend and save the Town free, clear and harmless, from and against any and all actions, claims, demands, expenses arising out of said Act or laws and rules and regulations that are or may be promulgated in conjunction herewith.

Section 13. Changes to Agreement: The Town may, from time to time, require changes in the scope of the service to be performed hereunder. Such changes, including increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by the Town and the Contractor, shall be incorporated in written amendment to this agreement.

Section 14. Contents and Understanding: This agreement contains a complete integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiations whether oral or written not set forth herein or in any written amendments hereto duly executed by both parties.

Section 15. Termination: The Town may terminate this agreement at any time, with or without cause, by giving written notice to the Contractor of such termination and specifying the effective date. If the agreement is terminated by the Town as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually performed bears to the total services of the Contractor covered by this agreement, less payment for compensation previously made. Notwithstanding the above, the Contractor shall not be relieved of liability to the Town for damages sustained by the Town, its officers, employees and agents by virtue of any breach of this agreement by the Contractor for the purpose of set off until such time as the exact amount of damages due the Town for the Contractor is determined.

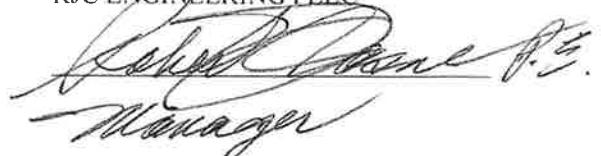
Section 16. Severability: If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated as a result of such decision.

IN WITNESS THEREOF, the Town and the Contractor have caused this Agreement to be executed on the dates written below.

APPROVED BY TOWN COUNCIL: _____

TOWN OF LA CONNER

RJC ENGINEERING PLLC


Robert J. Conner, P.E.
Manager

By:

Date: _____

APPROVED AS TO FORM:

Scott Thomas
Town Administrator

By: *ROBERT J CASNE, P.E.*
MANAGER

Date: *FEBRUARY 19, 2025*

Attachment A

Scope of Work

February 18, 2025

Attn: Brian Lease
Public Works Director
Town of LaConner
604 N Third Street, PO Box 400
LaConner, WA 98257

Subject: Proposal for Engineering Services for:
6th St. Stormwater Pump Station,
Replacement of Control Panel.

Dear Brian,

Thank you for the opportunity to present a proposal for the subject project. In accordance with our discussions, I propose to provide the following scope of electrical engineering services:

1. Review QCC submittal drawings and catalog cut information.
2. Observe factory tests of panel at QCC factory prior to shipment.
3. Observe site installation periodically, at owners request.
4. Observe startup and testing.
5. Review final O & M documentation and record drawings.
6. Be available for any contingencies at your discretion.

Terms:

I propose to work on this project in accordance with the terms and conditions of the Town of LaConner standard contracts for Engineering Services for Public Work. I propose to work on an hourly basis at the rate of \$175.00 per hour. I will send invoices monthly for hours worked on the project. My estimate for this scope of work is as indicated on the attached fee estimate worksheet. I will not exceed this amount without prior authorization from you.

If you have any questions or need any additional information please give me a call.
Sincerely,

RJC ENGINEERING, PLLC
Robert J Casne, P.E., Manager

Attachment B

Fee Estimate

Resolution –
2025 Water System Comprehensive Plan

TOWN OF LA CONNER



Resolution No.

A RESOLUTION ADOPTING THE 2025 LA CONNER COMPREHENSIVE WATER SYSTEM PLAN UPDATE

WHEREAS, the Town of La Conner developed a Comprehensive Water System Plan for the purpose of establishing and maintaining a Water Utility around 1930; and

WHEREAS, the La Conner Comprehensive Water System Plan has undergone SEPA review under WAC 197-11-340(2) and a Determination of Non-Significance (DNS) issued on February 3, 2025; and

WHEREAS, Water Utility, facilities and capacities are described in the La Conner Comprehensive Plan with respect to Goals, Policies and Level of Service; and

WHEREAS, the Comprehensive Water System Plan identifies and prioritizes the capital facilities projects for inclusion in the 6-Year Capital Facilities Plan; and

WHEREAS, the Town of La Conner considers it in the best public interest to maintain and implement the 2025 La Conner Comprehensive Water System Plan, linked as Exhibit A; <https://www.townoflaconner.org/DocumentCenter/View/2015/Final-Draft-2025-Comprehensive-Water-System-Plan-Update-PDF>

NOW, THEREFORE, BE IT RESOLVED, that:

The Town of La Conner adopts the 2025 update to the La Conner Comprehensive Water System Plan as presented and approved the Town Engineer, Public Works Director and Planning Director.

ADOPTED BY VOTE of the La Conner Town Council this 25th day of February, 2025.

Marna Hanneman, Mayor

Attestation:

Maria DeGoede, Finance Director

Approved as to form:

Scott Thomas, Town Attorney

New Business

1) Resolution – Recognition of Arts Commissioners

Resolution –
Recognition of Arts Commissioners

Town of La Conner



RESOLUTION NO. _____

A RESOLUTION HONORING MEMBERS OF THE LA CONNER ARTS COMMISSION

WHEREAS, the town council created the La Conner Arts Commission in 2001, in order to foster excellence, vitality, diversity, and accessibility to the arts as a fundamental resource for the quality of life in the community, and

WHEREAS, La Conner photographer Craig Barber was appointed to the Arts Commission in August, 2017. Mr. Barber has had numerous exhibitions around the world and taught workshops in the U.S., Europe, and Latin America. Mr. Barber has shared his talents with the Commission, and has exhibited his work during the Arts Alive! Celebration; and

WHEREAS, gallery owner Sylvia Strong was appointed to the Arts Commission in March, 2019. Ms. Strong possesses a wide knowledge of La Conner's artistic heritage, and shared her gifts through the development of La Conner's Arts Alive! celebration, and

WHEREAS, Sheila Johnson was appointed to the Arts Commission in March 2019. Ms. Johnson served as the chair of the Commission, and devoted a significant amount of time to enhancing the community's appreciation of the arts, and to La Conner's Arts Alive! Celebration. Ms. Johnson is a co-founder of the La Conner Arts Foundation; and

WHEREAS, La Conner artist Gary Giovanni was appointed to the Arts Commission in January, 2020. Mr. Giovanni retired from a career as an educator, and has displayed his work in exhibitions throughout the northwest. He worked tirelessly on the Commission to advance education in the arts to La Conner school students; and

WHEREAS, the Town Council desires to recognize the contributions of these commissioners;

NOW THEREFORE BE IT RESOLVED, the Town Council of the Town of La Conner recognizes the significant contributions to La Conner's artistic traditions made by La Conner Arts Commissioners Craig Barber, Syvia Strong, Sheila Johnson, and Gary Giovanni.

BE IT RESOLVED, the Town Council expresses the Town's gratitude for the valuable contributions made by these volunteers in the service of the community.



(l to r: Sheila Johnson, Gary Giovanni, Sylvia Strong and Craig Barber)

Approved by vote of the La Conner Town Council this _____ day of February, 2025.

By _____
Mayor Marna Hanneman

Attest:

Maria DeGoede, Town Clerk

Approved as to form:

Scott Thomas, Town Attorney