



Town of Coupeville

4 NE Seventh ▪ PO Box 725 ▪ Coupeville WA 98239

360.678.4461 ▪ 360.678.3299 Fax ▪ www.townofcoupeville.org

TOWN COUNCIL MEETING AGENDA

Island County Hearing Room
March 22, 2016
6:30 pm

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

Regular Meeting of March 08, 2016

MAYOR'S REPORT

AUDIENCE INPUT - See NOTE

PRESENTATION

State of Ebey's Reserve, Kristin Griffin

PUBLIC HEARING

Variance, V010-16, Lori Taylor and Jim Colton, 603 NE 6th Street

NEW BUSINESS

1. **Approval of Resolution 16-01 Regarding V010-16, seeking a variance to eliminate a side yard setback for an accessory structure.** – *Staff recommends approval Resolution 16-01 Regarding V010-16, seeking a variance to eliminate a side yard setback for an accessory structure.*
2. **Approval of 2016 Contract with Sound Water Stewards of Island County** – *Staff recommends a motion to authorize the Mayor to approve contract for services with Sound Water Stewards of Island County for 2016.*
3. **Approval of 2016 Contract with Island County Senior Services for Coupeville Senior Hub** – *Staff recommends a motion to authorize the Mayor to approve contract for services with Island County Senior Services for Coupeville Hub for 2016.*
4. **Approval of Grant Agreement with State of Washington Transportation Improvement Board for streetlight conversion** – *Staff recommends a motion to authorize the Mayor to the grant agreement between the State of Washington Transportation Improvement Board and the Town of Coupeville for LED streetlight conversion.*
5. **Approval of Lease Agreement with Oasys for Copy Machine** – *Staff recommends approval of the Lease Agreement with Oasys for Copy Machine, not to exceed \$85.00/mo. with a \$0.007 per page fee for supplies, and applicable taxes, for a period to last no longer than 60 months.*
6. **Approval of February 2016 Payroll an March 2016 A/P transactions and warrants-** *Staff recommends approval of the February 2016 payroll warrants #31435 to #31441 for a total of \$70,463.27; and the March 2016 A/P transactions and warrants #31442 to #31497 for a total of \$291,295.42.*

STAFF REPORTS

COUNCIL REPORTS

AUDIENCE INPUT - See NOTE

ADJOURN

NOTE: Audience Input - This is time set aside for members of the public to speak to the Council about subjects of concern or interest, or items not already set aside for a public hearing. Questions presented may not be answered immediately if all information is not available, but will be responded to as soon as possible. To ensure your comments are recorded properly, you need to state your name and address clearly into the microphone. Please limit your comments to 5 minutes. Input requiring more lengthy comment is best submitted in writing.

NOTE: Persons with disabilities requiring elevator access to the Hearing Room, please call twenty-four (24) hours prior to the scheduled event to Clerk-Treasurer (360) 678-4461, ext 7.

COUPEVILLE TOWN COUNCIL PUBLIC HEARING FORMAT

1. The Mayor opens the Public Hearing.
2. The Mayor asks if there are any possible conflict of interest or appearance of fairness problems.
3. Staff makes their report and recommendations.
4. The Applicant makes their presentation.
5. **The public is invited to comment.**
6. Comment letters are acknowledged for the record.
7. The Applicant is provided an opportunity to respond to the public comment.
8. Town Council asks questions of the applicant, staff or public to clarify the proposal or acquire more facts.
9. The Mayor closes the Public Hearing -- **no public comment is permitted once the hearing is closed.**
10. A motion is made regarding the application or proposal.
11. Discussion by the Town Council.
12. Vote.
13. Adoption of findings, when required.

YOU ARE ENCOURAGED TO PARTICIPATE IN PUBLIC HEARINGS

The purpose of public hearings is to provide the public with an opportunity to make comments about proposals being considered by the Town Council.

If you wish to make a comment during a public hearing please indicate so by raising your hand during the comment period. When you are recognized by the Mayor, rise and clearly state your name and address before giving your comments. This will help the Town Clerk make an accurate record of the hearing.

Please direct your comments to the Mayor and not to the applicant or other members of the public.

**Town of Coupeville
Regular Council Meeting
March 08, 2016
6:30 p.m.**

PRESENT: Mayor Molly Hughes, Councilmembers Dianne Binder, Pat Powell, Catherine Ballay, Dianne Binder and Lisa Bernhardt.

STAFF PRESENT: Clerk Treasurer Kelly Beech

CHANGES AND APPROVAL OF THE AGENDA

Mayor Hughes informed the Council that the presentation scheduled for tonight would need to be postponed and requested adding an Executive Session to the Agenda to review the performance of public employees.

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Catherine Ballay, to approve the Agenda as amended. The motion passed unanimously.

APPROVAL OF MINUTES

The minutes of the Regular Meeting of February 23, 2016 were approved with the following changes:

Under **COUNCIL REPORTS** the following changes were made to the fourth paragraph:

Councilmember Binder also spoke briefly about Tourism in our area and a project the Tourism Board of Island County is working on *with the help of the Economic Development Council* to determine where our visitors are coming from.

MAYOR'S REPORT

- Mayor Hughes informed the Council that the Town's vactor truck is in Kent for repairs. The pump may need to be rebuilt or possibly replaced which could cost anywhere from \$7,000 to \$20,000.
- Mayor Hughes added that the BOD incubator at the wastewater treatment plant is also needing repair.
- Mayor Hughes updated Council on the Front Street fence installation.
- Finally, Mayor Hughes spoke briefly about new hire Amanda Aspey, who started March first as the Town's new Utility Clerk.

AUDIENCE INPUT

A local resident shared her concern about the fence along the pedestrian path on Front Street.

EXECUTIVE SESSION

The Mayor stopped the regular Meeting at 6:50pm for a five minute break before entering into Executive Session to review the performance of public employees. The Council returned from Executive Session at 7:30pm and the Regular Meeting Resumed. No action was taken.

ADJOURNMENT: 7:30 pm

Respectfully Submitted:

MAYOR:

Kelly Beech, Clerk Treasurer

Molly Hughes

A complete audio recording of this meeting is available upon request from the Clerk-Treasurer.



TOWN OF COUPEVILLE
From the Desk of Molly Hughes, Mayor

MEMORANDUM

March 18, 2016

TO: Town Council
FROM: Molly Hughes *MH*
RE: Agreement with Sound Water Stewards

Attached is the agreement between the town of Coupeville and Sound Water Stewards (SWS) of Island County for 2016. SWS is the new nonprofit group formally known as Beachwatchers which operated under WSU Extension.

In exchange for a financial payment of \$3,000 and use of the Rec Hall for meetings and classes, SWS will provide the town and our residents with education and training on water quality, stormwater management, and water conservation. SWS will continue to provide extensive training to new volunteers in these areas. These volunteers monitor our beaches, monitor marine life, distribute information at community events, and develop education programs with the schools and library. SWS is also developing and will install the educational display at the Wharf that will draw both tourists and locals to town.

The money for this agreement was approved in the 2016 budget. I recommend we carry out our commitment to this group in 2016 and help support their efforts to become a new nonprofit and continue their good works for our community and the County.

Recommendation

Motion to authorize the Mayor to approve contract for services with Sound Water Stewards of Island County for 2016.

**Agreement
Between
Sound Water Stewards of Island County
and
Town of Coupeville**

Parties:

This agreement is entered into pursuant to the _____ wherein the Town of has authority to develop local action plans to address water resource issues.

Grantor: Town of Coupeville
Coupeville, WA 98239

Grantee: Sound Water Stewards of Island County (SWS)
PO Box 1620
Freeland, WA 98249

Project Title: Town of Coupeville Water Quality Education Project

Project Description:

Sound Water Stewards of Island County will implement a public information and education program for the Town of Coupeville dealing with the water and natural resources of Central Whidbey. The efforts listed below will be carried out through the use of Sound Water Stewards of Island County volunteers. Sound Water Stewards of Island County is governed by a Board of Directors, and will be the lead group.

- 1) Water Quality and Stormwater Education
 - Educational outreach programs and presentations (slide shows/talks for community groups) focusing on fresh and marine water quality, property management practices, pet waste management and stormwater management related to water quality
 - Incorporation of water quality and stormwater management in educational outreach including Stormwater and "Don't Dump on the Bluff" displays at community events
 - Distribution of educational materials regarding water quality, including "Don't Dump on the Bluff" and Stormwater brochures
 - Collaboration with Coupeville Schools to provide educational programs about water quality and marine life in Penn Cove and on the western waters off Whidbey Island
 - Collaboration with the Coupeville Library to provide educational programs about water quality and marine life in Penn Cove and the western waters off Whidbey Island
- 2) Marine Educational Displays and Activities
 - Outreach programs, including Sound Waters University, for the community including information about fresh and marine water quality for Whidbey Island,

Penn Cove and waters adjacent to the Town of Coupeville, and personal practices to enhance water quality

- Design, update, and maintain (with permission from the Port of Coupeville) an educational display at the Coupeville Wharf addressing the topics of this agreement as interpretation of marine life of Penn Cove and addressing the marine mammal skeletons on display at the Wharf
- Educational booths at the Penn Cove Water Festival and other festivals and events within the Town of Coupeville highlighting the topics of this agreement
- Training for new volunteers and educational programs for existing volunteers
- Annual intertidal monitoring of the shoreline of the Town of Coupeville by program volunteers to collect baseline information about current marine life conditions

3) Publications and Publicity

- Identify existing materials, develop and print new materials, and distribute educational publications on water quality and conservation, the Sound Water Stewards of Island County program, storm water, etc.

4) Provide information on island beaches and intertidal life for residents and visitors at Fort Casey State Park, Town of Coupeville, Town Visitor Information Center

Project Budget and Finance:

Lighthouse Environmental Programs (LEP) is the fiscal sponsor for SWS until SWS receives its 501(c)(3) status. As fiscal sponsor, LEP receives, disperses, and accounts for funds for the benefit of SWS.

The Town of Coupeville shall pay to SWS up to \$3,000 per year for the project described. Each party shall arrange its own internal budgeting and financing of this project. LEP will receive and provide its own internal budgeting and financing for SWS until SWS receives its 501(c)(3). At the time SWS receives its 501(c)(3) status, all transactions will be between the Town of Coupeville and Sound Water Stewards of Island County.

The Town of Coupeville shall permit Sound Water Stewards of Island County to reserve and use town public facilities (Coupeville Recreation Hall, etc.), using the normal reservation process, without charge.

Project Reporting:

An annual report will be submitted by October 31 of each year by the Sound Water Stewards of Island County outlining the work carried out through the entire year and recommending areas where work should continue.

Billings:

Sound Water Stewards of Island County will submit to the Town of Coupeville an annual billing by October 31 each year with the report of the year's activities and supporting documentation requested by the Town of Coupeville. During the time SWS has LEP as its fiscal sponsor, billing will be submitted by LEP.

The Town of Coupeville will remit to Sound Water Stewards of Island County in a timely fashion (not to exceed 45 days) a check made out to LEP for the benefit of Sound Water Stewards of Island County and correct routing for payment. Once the LEP fiscal sponsorship has ended, payments will be made directly to SWS.

Project Termination:

This agreement will continue on a year-to-year basis dependent on the ability of the Town to fund the project. Either party may unilaterally terminate the contract by written notice of termination to the other party at least 30 days prior to the date of termination. Work completed through the effective date of termination shall be reported by Sound Water Stewards of Island County and the Town of Coupeville will consider a prorated amount for the year's effort prior to termination as it is able to pay.

No Real or Personal Property:

No real or personal property will be obtained by Sound Water Stewards of Island County in this project.

Administrative Entity:

No separate legal or administrative entity is created by this agreement. This agreement shall be administered by the parties.

Allocation of Risk:

Each party shall assume the risk of, be liable for, and pay all damages, loss, cost, and expense of its officers, officials, and employees arising out of any duty performed, while acting in good faith within the scope of this agreement.

Effective Date:

This Agreement shall be effective as of January 1, 2016 and all services required by this agreement will be completed by December 31 of each year.

Approved and Accepted by Sound Water Stewards of Island County (SWS):

Signature _____ Date _____
Name Linda Ade Ridder
Title SWS Board President
Address PO Box 1620, Freeland, WA 98249

Signature _____ Date _____
Name Robert Gentz
Title SWS Board Secretary
Address PO Box 1620, Freeland, WA 98249

Approved and Accepted by Town of Coupeville:

Signature _____ Date _____
Name _____
Title Mayor
Address Town of Coupeville, Coupeville, WA 98239

Approved and Accepted by Lighthouse Environmental Programs (LEP):

Signature _____ Date _____
Name Rick Blank
Title LEP Board President
Address PO Box 565, Coupeville, WA 98239-0565

Signature _____ Date _____
Name Wendy Visconty
Title LEP Treasurer
Address PO Box 565, Coupeville, WA 98239-0565



TOWN OF COUPEVILLE
From the Desk of Molly Hughes, Mayor

MEMORANDUM

March 18, 2016

TO: Town Council
FROM: Molly Hughes *MH*
RE: Agreement with Island County Senior Services

Attached is an agreement with Island County Senior Services to provide the Coupeville HUB for Seniors program for 2016.

The format of the program is the same as in past years and the funds have been approved in the 2016 budget.

Recommendation

Motion to authorize the Mayor to approve agreement with Island County Senior Services for the Coupeville HUB program for 2016.

Agreement Between
Senior Services of Island County
and the
Town of Coupeville

Project Title: Coupeville HUB for Seniors

Project Description: Senior Services of Island County will develop and implement a weekly program for Seniors in Coupeville. This program will be held at the Coupeville United Methodist Church. Weekly sessions will consist of a hot lunch and program. Weekly programs may be educational such as injury prevention, dermatology screening, eye care, and estate planning; or entertaining such as bingo, crafts, and music. Additional exercise classes may be added as instructors and space are available.

Participants: Seniors living in Coupeville/Central Whidbey are welcome to attend the HUB for Seniors regardless of income.

Expenses/Budget: The Town of Coupeville will reimburse Senior Services of Island County for expenses required to implement the Coupeville HUB for Seniors. Expenses may include, but are not limited to; personnel, rent and/or utilities for program space, printing costs, speaker fees, supplies, and entertainment fees. The Town of Coupeville will provide up to \$12,000 in 2016 for the project and expenses described. Senior Services of Island County will submit expenses for reimbursement to the Town of Coupeville on a quarterly basis.

Project Reporting: Senior Services of Island County will submit an annual report to the Coupeville Town Council. This report will include participation levels, activities and expenses.

Effective Date: This agreement shall be effective as of January 1, 2016 and all services named by this agreement will be completed by December 31, 2016.

Cheryn Weiser, Executive Director Island County Senior Services

Molly Hughes, Mayor Town of Coupeville



TOWN OF COUPEVILLE
From the Desk of Molly Hughes, Mayor

MEMORANDUM

March 18, 2016

TO: Town Council
FROM: Molly Hughes *MH*
RE: Grant Agreement with WA State Transportation Improvement Board

Attached is a grant agreement between the Town of Coupeville and the Washington State Transportation Improvement Board (TIB). This agreement is the first step of the project to replace our current high pressure sodium street lights with energy efficient LED fixtures.

- Benefits of this project include reduction of energy use and cost (average 25%-30% savings), longer fixture life resulting in lower maintenance costs, and light color that affords better nighttime visibility.
- 'Relight Washington' is a partnership between TIB and PSE. The conversion is paid for with a grant from TIB and the labor and material is provided by PSE. There should be no additional cost to the Town.
- Once we sign the initial agreement indicating our intent to participate PSE will finalize our lighting inventory and assess final costs and will require final approval. PSE then gets final costs approved by the TIB. Materials are ordered, installation scheduled and then installation. Total time for all steps will be approximately five months.

Recommendation

Motion to authorize the Mayor to approve the grant agreement between the State of Washington Transportation Improvement Board and the Town of Coupeville for LED streetlight conversion.



Town of Coupeville
S-W-827(001)-1
LED Street Conversion

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
Town of Coupeville
GRANT AGREEMENT

THIS GRANT AGREEMENT ("Agreement") is made and entered into between the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD ("TIB") and the Town of Coupeville, a Washington state municipal corporation ("RECIPIENT").

WHEREAS, the TIB has developed a grant program, Relight Washington, to provide for the conversion of standard streetlights to LED lighting ("Project") for eligible cities and towns to reduce municipal electrical costs, and

WHEREAS, the above-identified city/town is eligible to receive a Project grant and attests that it has the legal authority to receive such grant and to perform the Project pursuant to the terms of this grant,

NOW, THEREFORE, pursuant to chapter 47.26 RCW and chapter 479 WAC, the above recitals that are incorporated herein as if fully set forth below, and in consideration of the terms, conditions, and performances contained herein, and the attached Exhibits, if any, which are made a part hereof,

IT IS MUTUALLY AGREED AS FOLLOWS:

1. GRANT

TIB agrees to grant funds in the amount of Ten Thousand Three Hundred Fifty AND NO/100 dollars (\$10,350) for the Project pursuant to terms contained herein, and the RECIPIENT agrees to accept such grant funds and agrees to perform and be subject to the terms and conditions of this Agreement.

2. USE OF TIB GRANT FUNDS

TIB grant funds may come from Motor Vehicle Fuel Tax revenue. Any use of these funds for anything other than for highway or street Project improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9.

3. PROJECT AND BUDGET

The Project shall provide for the conversion of identified streetlights within RECIPIENT's city limits. The RECIPIENT agrees to enter into an agreement with or otherwise provide for a service provider to perform the actual conversion work. The RECIPIENT further agrees that it shall be solely responsible for and shall pay its service provider's invoices for costs of the work. The Project and Budget may be amended by the Parties, pursuant to Section 6.



4. PROJECT DOCUMENTATION

The RECIPIENT agrees to and shall make reasonable progress and submit timely Project documentation, as applicable, throughout the term of this Agreement and Project.

Required documents include, but are not limited to the following:

- a) Documentation to support all costs expended for the Project.
- b) Project Closeout Form.

5. BILLING AND PAYMENT

The RECIPIENT may submit progress payment requests to the TIB as necessary. If billable amounts are greater than \$50,000, RECIPIENT shall submit requests for payments on a quarterly basis. If progress payments are not regularly requested, reimbursements may be delayed or scheduled in a to be determined payment plan.

6. RECORDS MAINTENANCE

6.1 The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the Project work described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no cost to TIB, these records shall be provided when requested, including materials generated under the Agreement, and shall be subject at all reasonable times to inspection, review or audit by TIB personnel, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

6.2 If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

7. INCREASE OR DECREASE IN TIB GRANT FUNDS

RECIPIENT may request an increase in the TIB grant funds for the Project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. An increase in grant funds shall be by amendment pursuant to Section 14. If an increase is denied, the recipient shall be solely liable for costs incurred in excess of the Agreement grant amount.

8. TERM OF AGREEMENT

This Agreement shall be effective upon execution by the Parties and shall continue through closeout of the grant amount, or modification thereof, or unless terminated as provided herein. In no event shall the Agreement term exceed two years, unless extended by Agreement amendment pursuant to Section 14.

9. DEFAULT AND TERMINATION



9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) RECIPIENT shall provide a written response within ten (10) business days of receipt of TIB's notice of non-compliance, which shall include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details. An agreement to amend the Project must be pursuant to Section 14.
- c) RECIPIENT shall have thirty (30) days in which to make reasonable progress toward compliance pursuant to its plan to correct or implement an amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold reimbursement payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation, TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project progress payments until the requested corrections have been made or if the Agreement is terminated.

9.3 TERMINATION

- a) In the event of default as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which may be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such actions necessary as may be directed by TIB.
- b) In the event of default and/or termination, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in this Agreement are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION OR SUSPENSION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate or suspend this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for Project work performed or costs incurred prior to the effective date of termination.



10. DISPUTE RESOLUTION

- a) The Parties shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this Agreement. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this Agreement.
- b) Informal Resolution. The Parties shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the Parties are unable to resolve the dispute, the Parties shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The Parties shall share equally in the cost of the mediator.
- d) Each Party agrees to participate to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The Parties agree that they shall have no right to seek relief in a court of law in accordance with Section 11 until and unless the Dispute Resolution process has been exhausted.

11. GOVERNANCE, VENUE, AND ATTORNEYS FEES

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County. The Parties agree that each Party shall be responsible for its own attorneys' fees and costs.

12. INDEMNIFICATION, HOLD HARMLESS, AND WAIVER

12.1 Each Party, shall protect, defend, indemnify, and save harmless the other Party, its officers, officials, employees, and authorized agents, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and/or property), arising out of, or in any way resulting from, a Party's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No Party will be required to indemnify, defend, or save harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the sole negligence of the other Party. Where such claims, suits, or actions result from the concurrent negligence of the Parties, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a Party's own negligence.

12.2 Each Party agrees that its obligations under this section extends to any claim, demand and/or cause of action brought by, or on behalf of, any of its officers, officials, employees or authorized agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Party only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW.

12.3 The obligations of this indemnification and waiver Section shall survive termination of this Agreement.

13. ASSIGNMENT



The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

14. AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

15. INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

16. ENTIRE AGREEMENT

This Agreement, together with the Exhibits, if any, the provisions of chapter 47.26 RCW, chapter 479 WAC, and TIB Policies, constitute the entire Agreement between the Parties and supersedes all previous written or oral agreements between the Parties.

RECIPIENT

Transportation Improvement Board

Chief Executive Officer

Date

Executive Director

Date

Print Name

Print Name

Approved as to Form

By: SIGNATURE ON FILE

ANN E. SALAY

Senior Assistant Attorney General

NOTE: Any changes to the terms of this Agreement shall require further approval of the Office of the Attorney General



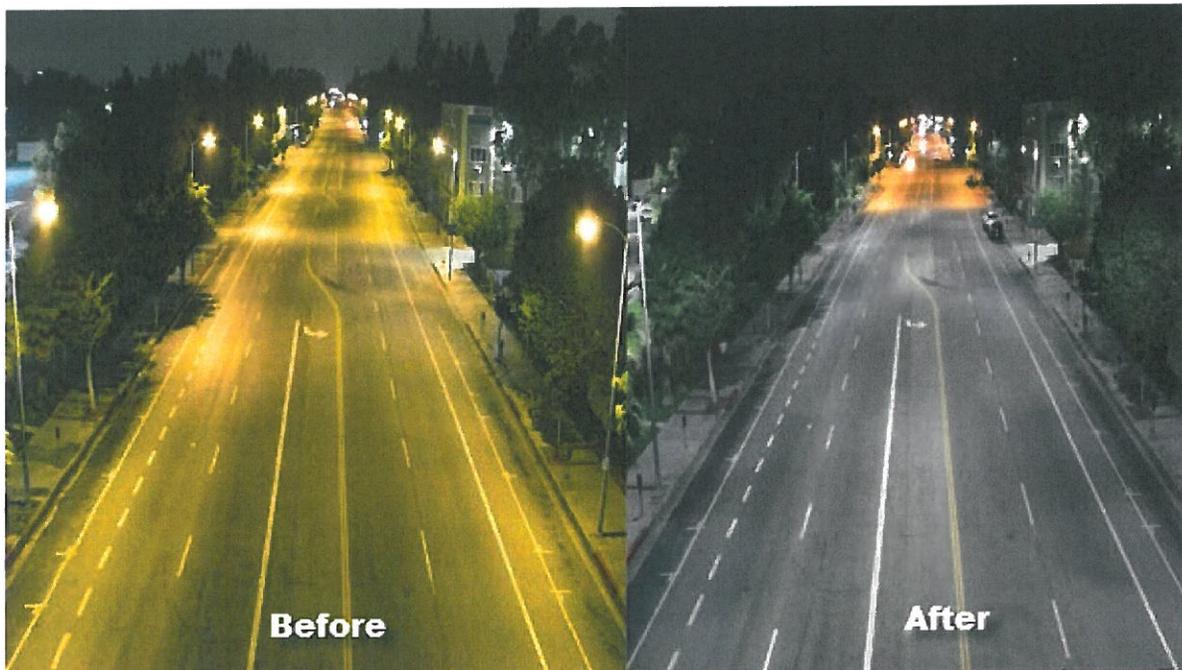
Street Light Conversion to LED FAQ

1. What are LED streetlights?

Light Emitting Diode (LED) technology has been used in solid state lighting for decades. More recently, LED technology has advanced to streetlight applications. LED streetlights are extremely energy efficient, have long life spans, and produce better color and light quality than typical high pressure sodium (HPS) streetlights.

2. What differences will I notice with LED streetlights?

The main difference that the public will notice is the color of the light that is produced with the LEDs. LEDs produce a whiter light that is comparable with moonlight. The advantage of whiter light is that it is easier for the human eye to distinguish details and colors. This is one of the reason auto dealerships use white light – they want you to see the true colors and all the details.





3. Why is the city doing an LED streetlight conversion project now?

The city was awarded the funds from the Washington State Transportation Improvement Board to update street lighting in small to medium sized cities to energy efficient LED fixtures. Additionally, PSE is offering rebates on the new LED fixtures. These incentives will offset the cost of the project and will not be available at this level in the future.

4. What are the benefits of the LED streetlight fixture project?

The main benefits of LED lighting include:

- Reduced energy use, which results in cost savings and reduced greenhouse gas emissions.
- Longer fixture life, resulting in lower maintenance costs.
- Light color that is better for nighttime visibility.

9. How long will the project last?

Fixture replacement work is scheduled to begin in the coming near-term. If you are reading these FAQ, your City is close to having the street lights upgraded. The length of the project will depend on how many street lights your City has. Update crews are able to change up to 100 lights per day.

10. What will the construction impact be?

Crews with bucket trucks will remove the old streetlight and install the new LED fixtures. Each streetlight conversion takes 10-15 minutes to complete. Residents may see short term lane closures or other traffic control in place during the work. There are a few locations where new lights will be added to an existing utility pole. These installations will take slightly longer to complete.

11. What will happen to the streetlights that are removed?

Newer fixtures will be salvaged for reuse, and older fixtures will be recycled.

12. What if I have a streetlight outage in my neighborhood before the new LED fixtures are installed?

Streetlight outages will be addressed in the normal manner. They can be reported online at <http://intolight.com/lightsout.html>



STAFF REPORT

DATE: March 18, 2016
TO: Mayor and Town Council
FROM: Clerk Treasurer Kelly Beech
RE: Town Hall Copier Lease
ATTACHMENTS: Oasys Proposal for Equipment and Maintenance

On March 31, 2016 our existing lease with Konica Minolta for our BizHub 363 Copy Machine will expire. Our previous government contract was negotiated by Oasys Office Automation Systems (Oasys) and included maintenance and supplies (toner and staples) for the machine. The cost of our current lease is **\$79.45/mo.** with a **\$0.007** per page fee for supplies. Our experience in getting maintenance, repairs and toner for our current copier has been wonderful. To get supplies and service under our current lease we call a 1-800 number at Konica Minolta, and they in turn mail our supplies, or dispatch out a tech from Oasys.

Attached is a proposal from Oasys for a new copier lease that will be negotiated through the current government contract holder, KCDA (King County Directors' Association). The proposed lease includes a **\$78.00/mo.** fee with an additional **\$0.007** per page fee for supplies. I would like to increase the monthly fee to **\$85.00/mo.** to include a high-capacity drawer. Under the proposed lease we will call Oasys directly for all of our maintenance and supply needs.

Recommendation: Approval of Lease Agreement with Oasys for Copy Machine, not to exceed \$85.00/mo. with a \$0.007 per page fee for supplies, and applicable taxes, for a period to last no longer than 60 months.



OASYS, Inc.
1575 Port Drive
Burlington, WA 98233
360.755.0309 Phone
360.757.1489 Fax
www.oasysinc.com

Friday, March 11, 2016

Town of Coupeville
4 NE 7th Street
Coupeville, WA 98239

Equipment Proposed

<u>QTY</u>	<u>Model</u>	<u>Description</u>
1	Konica Minolta	Bizhub 364e Color MFP (36 PPM) DF-624; Reversing Automatic Document Feeder DK-510; 2-500 Sheet Paper Trays FS-534; Stapling Unit PC-410; 2,500 Sheet Large Capacity Tray (Add \$7.00/Mo) DF-701; Single Pass Automatic Document Feeder (Add \$7.00/Mo)

Equipment	Lease Payment	Lease Term
BH 364e(36 ppm)	\$78.00	60 Mo. FMV

Maintenance and Supplies

Maintenance agreement is provided for \$0.007 per B/W image. This agreement includes parts, labor, image drums, toner, staples and consumable supplies (excluding paper).

Thank you for the opportunity to submit a proposal. Please contact us if you have any questions or need any additional information at (360) 770-4424.

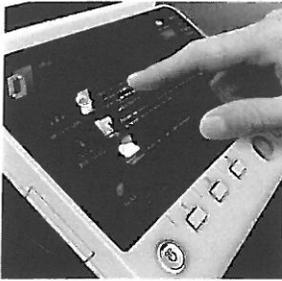
Sincerely,

Craig Volkman
OASYS, Inc.

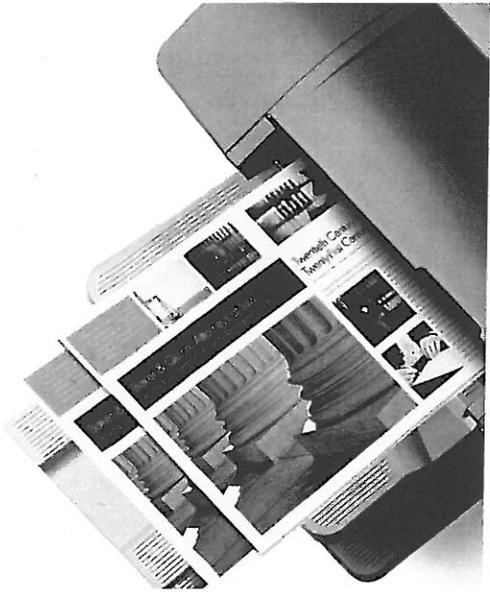


KONICA MINOLTA

Konica Minolta's bizhub 364e drives your workflow with powerful functions that are easy to use – as simple as a familiar tablet. Effortless print, copy, scan and fax capabilities help you move more quickly on new business opportunities. Seamless software integration gives you solutions as close as your bizhub, with 36 ppm output to get every job done faster – and optional dual scanning at up to 160 originals per minute to capture information for rapid distribution. Optional Super G3 fax, multiple i-Options, security enhancements and finishing capabilities let you customize a system that's right for your workflow – and high-volume reliability helps maximize your uptime for a greater return on investment.



FASTER WORKFLOW AS CLOSE AS YOUR BIZHUB TOUCHSCREEN



bizhub 364e

MONOCHROME PRINTER/COPIER/SCANNER/FAX

- UP TO 36 PPM PRINT/COPY OUTPUT TO KEEP PACE WITH RISING DEMANDS
- OPTIONAL DUAL SCANNING AT UP TO 160 ORIGINALS PER MINUTE
- LARGE 9" COLOR DISPLAY WITH QUICK TABLET-LIKE INTERFACE
- TOUCHSCREEN FOR SIMPLE CONTROL AND 3RD-PARTY SOFTWARE INTEGRATION
- BUILT-IN EMPERON® PRINT SYSTEM, UNIVERSAL PRINTER DRIVERS
- SIMITRI® POLYMERIZED TONER FOR HIGH-RESOLUTION IMAGING
- STANDARD 250 GB HDD FOR ON-BOARD DOCUMENT STORAGE
- MEETS ISO 15408 AND IEEE 2600.1 SECURITY STANDARDS*
- NEW POWER-SAVING DESIGN WITH QUICK RECOVERY FROM SLEEP MODE
- 3,650-SHEET MAXIMUM CAPACITY, TAB PRINTING SUPPORT, CARBON-COPY PRINTING
- PAGESCOPE® ENTERPRISE SUITE v3 FOR ADVANCED AUTHENTICATION, SECURE PRINT RELEASE AND REMOTE FIRMWARE UPDATES
- FINISHING OPTIONS FOR 80-PAGE BOOKLET-MAKING
- 50-SHEET STAPLING, 2/3-HOLE PUNCH, TRI-FOLD AND MORE
- DOWNLOADABLE APPS** TO HELP YOU WORK FASTER AND SMARTER
- NEW I-OPTIONS TO ADD FUNCTIONS FOR WORKING MORE EFFICIENTLY
- EPEAT GOLD-CERTIFIED, LOW POWER CONSUMPTION TO CUT COSTS

* Anticipated availability spring 2014.

** Not available at time of launch. Options required.

COUNT
ON
KONICA MINOLTA

bizhub 364e

MONOCHROME PRINTER/COPIER/SCANNER/FAX



SPECIFICATIONS	
Type / Toner System / Print Method	Printer/Copier/Scanner with Stationary Platen / Simitri HD Toner with Biomass / Tandem Process
Monthly Duty Cycle (pages)	150,000
Print / Copy Speed (Letter, portrait)	36ppm
• DF-701 Dual Scanner Document Feeder	Full Color/B&W Duplex Speed: 160 opm, Full Color/B&W Simplex Speed: 80 opm, Paper Capacity: 100 Sheets, Paper Size: 5.5" x 8.5" to 11" x 17"
• DF-624 Single Rev. Scanner Document Feeder	Full Color/B&W Duplex Speed: 37 opm, Full Color/B&W Simplex Speed: 80 opm, Paper Capacity: 100 Sheets, Paper Size: 5.5" x 8.5" to 11" x 17"
Power Requirements / Consumption	120V 12A (60 Hz) / 1500W or less
Dimensions / Weight	24.2"(W) x 27" (D) x 36.3" (H) / 168.7 lbs
COPY	
Warm-up Time / First Copy Time	Less than 20 seconds / 5.3 seconds or less
Copy Resolution / Quantity	600 x 600 dpi / 1-9,999
Magnification	Zoom range: 25% - 400%, 0.1% increments, Preset reduction: 78.5%, 73.3%, 64.7%, 50.0%, Preset enlargement: 121.4%, 129.4%, 154.5%, 200%
Copy Exposure Modes	Text (legible text), Text/Photo (clear text and halftones), Photo (optimized for gradations), Map (fine edges and legible text), Dot Matrix (dot matrix or pencil originals), Copied Paper
PRINT: Emperon Print System with bizhub Extended Solution Technology	
Processor / Memory / Hard Disk Drive	800 MHz / 2GB / 250GB (Shared with the copier)
Print Resolution	600 x 600 dpi (1800 equivalent x 600 dpi) or 1200 x 1200 dpi / Grayscale Gradations: 256 shades per pixel
Page Description Language / Fonts	PCL5e/c, PCL6 (XL v.3.0) Emulation, PS3 (v.3016) Emulation, XPS v. 1.0 (XML Paper Specification) / PCL: 80 Roman fonts, PostScript 3 Emulation: 137 Roman fonts
Operating System Compatibility	PCL6/PS3: Windows XP Home (SP1), Windows XP Professional (x32, x64), Windows Vista (x32, x64), Windows 7 (x32, x64), Windows 8 (x32, x64), Windows Server 2003 Standard/Enterprise (x32, x64), Windows Server 2003 Standard/Enterprise R2 (x32, x64), Windows Server 2008 Standard/Enterprise (x32, x64), Windows Server 2008 Standard/Enterprise R2, Windows Server 2012 (Datacenter/Standard), XPS: Windows Vista (x32, x64), Windows 7 (x32, x64), Windows 8 (x32, x64), Windows Server 2008 Standard/Enterprise (x32, x64), Windows Server 2008 Standard/Enterprise R2, Windows Server 2012 Datacenter/Standard; Mac (PS-PPD): OS 9.2 or later, OS X 10.2 or later, OS X 10.4 (Intel) or later / Linux: Red Hat Enterprise
Interface	10 Base-T/100 Base-TX/1000 Base-T, USB 1.1, USB 2.0, USB Host
Network Protocols	TCP/IP (IPv4/IPv6), BOOTP, ARP, ICMP, DHCP, DHCP v6, AutoIP, SLP, SNMP, FTP, LPR/LPD, RAW Socket, SMB, IPP, HTTP, POP, SMTP, LDAP, NTP, SSL, IPX, AppleTalk, Bonjour, NetBEUI, WebDAV, DPWS, S/MIME, IPSec, DNS, DynamicDNS, LLNMR, LLTD, SSDP, SOAP
COPY / PRINT FUNCTIONS	
Features	Account Track (1,000 accounts), Administration Mode, Auto Duplex, Auto Tray Switching, Card Shot, Copy Guard, Encrypted Network Password Printing, Energy Save Mode, Enlarge Display, Erase (Border, Frame, Edge) Mode, Finishing (Group, Sort, Staple, Punch, Half-Fold, Tri-Fold, Center Staple and Fold), Form Overlay, Glossy Mode, Image Adjustments, Image Preview (Job Finishing Image Display, Engine Configuration Display), Interrupt, Job List, Job Reserve, Job Skip, Mixplex, Mix-Media, MyTab, Non-Image Area Erase, OHP Interleaving, Password Copy, Program/Recall Jobs, Print from USB, Proof Copy, Secure Printing, Separate Scan, Tab Printing, Text Enhancement, User Authentication (Up to 20 Authentication Servers) (Synchronize w/Account Track), HDD Encryption, HDD Job Overwrite, HDD Sanitizing, User Box Function, Utility (Meter Count, Environment Settings, Default Settings, One-Touch Settings, Check Consumable Life), Watermark, Zoom Selection
SCAN	
Scan Resolutions	200 dpi, 300 dpi, 400 dpi, 600 dpi
Scan File Formats / Color Modes	TIFF, PDF, Compact PDF, JPEG, XPS, Compact XPS, PPTX / Auto Color, Full Color, Black & White, 2-Color, Single Color
Scan Functions	Scan-to-Email, Scan-to-FTP, Scan-to-HDD (Scan-to-User Box), Scan-to-Me/Scan-to-Home, Scan-to-SMB (Scan-to-Desktop), Scan-to-USB, Scan-to-WebDAV, Distributed Scan Management, Network TWAIN, WS-Scan, Color Internet Fax
• FK-508 / FK-511 FAX KIT (OPTIONAL)	
Compatibility / Compression	Super G3 compatibility, 33.6 Kbps modem speed / MH, MR, MMR, JBIG data compression
Fax Transmission Speed / Fax Memory	Less than 3 seconds per page (JBIG standard resolution) / 2 GB (shared print, copy, scan, fax memory)
Fax Line Mode / Fax Exposure Mode	PSTN, PBX, G3 / Text, Text/Photo, Photo, Dot Matrix
Fax Functions	Autodialing (2,000 addresses), Auto Memory Reception, Broadcasting (maximum 600 locations), Duplex Transmission/Reception, F-Code Support, Group Dialing (up to 500 addresses per group / up to 100 groups), Password Transmission/Reception, PC-Fax, IP Address Fax, Polling Transmission/Reception, Program Dialing (400 programs), Timer Transmission, TSI Routing
• Fax Options	Spare TX-Marker Stamp 2, SP-501 Fax Stamp Unit
PAPER HANDLING	
Original Size	Up to 11" x 17" (scanning/copying), Up to 11" x 17" full bleed on 12" x 18" paper (printing)
Paper Trays	Tray 1: 500-sheet (universal cassette) / 5.5" x 8.5" to 11" x 17" / 14 lb. bond to 140 lb. index, Tray 2: 500-sheet (universal cassette) / 5.5" x 8.5" to 12" x 18" / 14 lb. bond to 140 lb. index, Bypass Tray: 150-sheet bypass / 4" x 6" to 12" x 18" / 8" x 13" / Banner Paper / 16 lb. bond to 100 lb. cover up to 300 gsm
• PC-110 Paper Feed Cabinet	500-sheets / 8.5" x 11", 8.5" x 14", 11" x 17" / 14 lb. bond to 140 lb. index / Foolscap: 8.5" x 13.5", 220mm x 330mm, 8.5" x 13", 8.25" x 13", 8.12" x 13.25", 8" x 13"
• PC-210 Paper Feed Cabinet	500-sheets (x2) / 8.5" x 11", 8.5" x 14", 11" x 17" / 14 lb. bond to 140 lb. index / Foolscap: 8.5" x 13.5", 220mm x 330mm, 8.5" x 13", 8.25" x 13", 8.12" x 13.25", 8" x 13"
• PC-410 Paper Feed Cabinet	2,500-sheets / 8.5" x 11" / 14 lb. bond to 140 lb. index
Maximum Paper Capacity	3,650-sheets (total with options)
APPLICATIONS	
Network & Device Management	PageScope Data Administrator, Driver Packaging Utility, HDD Back-Up Utility, Download Manager, Log Management Utility
User Tools	PageScope Web Connection, PageScope Direct Print, PageScope Box Operator, PageScope Print Status Notifier, Copy Protect Utility, Print Utility for Unix
Management Tools	bizhub vCare support
• PageScope Enterprise Suite	PageScope Account Manager, PageScope Authentication Manager, PageScope MyPrint Manager, PageScope MyPanel Manager, PageScope Net Care Device Manager (standard)
• ADDITIONAL OPTIONS	
• Authentication / Security Options	AU-102 Biometric Authentication Unit, AU-201H HID Proximity Card Authentication Unit, AU-202H HID iClass Card Authentication Unit, AU-204H Magnetic Stripe Card Reader, AU-205H IC Card Reader, AU-211P CAC/PIV Solution, SC-508 Copy Guard Kit, WT-506 Working Table to support Authentication Devices, MK-735 Internal Mount Kit
• External Keyboard	KH-102 Keyboard Mount Kit, KP-101 10-Key Pad, EK-606 USB Interface for External Keyboard and Voice Guidance, EK-607 USB Interface for External Keyboard, Bluetooth Support and Voice Guidance
• I-Option	LK-101 v3 I-Option, LK-102 v3 I-Option, LK-104 v3 I-Option, LK-105 v3 I-Option, LK-106 I-Option, LK-107 I-Option, LK-108 I-Option, LK-110 I-Option, LK-111 I-Option, UK-204 I-Option Memory Upgrade Kit
• Finishing	FS-534 50-Sheet Staple Finisher, PK-520 Punch Kit (FS-534), FS-534 + SD-511 50-Sheet Staple Finisher + Saddle Stitcher Kit, FS-533 50-Sheet Inner Staple Finisher, PK-519 Punch Kit (FS-533), JS-506 Job Separator
• Others	DK-510 Copy Desk, MK-730 Banner Paper Guide, OC-511 Original Cover

• OPTIONAL • STANDARD

*Anticipated availability Winter 2014.



KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive
Ramsey, NJ 07446

www.CountOnKonicaMinolta.com
www.kmbs.konicaminolta.us

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Item #: 364ESS
11/13

February 2016 Payroll	
Name	Amount
FEBRUARY 2016 REGULAR	
Abney, Bonnie M.	\$644.37
Baraconi, Tammy S	\$4,867.99
Beech, Kelly	\$3,917.66
Cane, Gregory R.	\$226.83
LaRue, William	\$2,940.86
Lynn, Jesse	\$2,048.42
Maier, Shelly R	\$2,484.04
McMann, James M	\$1,719.22
Riepma, Kelly R.	\$2,415.08
Vinsant, Paul	\$3,486.51
Wadlington, Jimmy R.	\$1,626.80
White, Ellen Morley	\$147.02
FEBRUARY DRAW	
LaRue, William	\$1,889.33
Lynn, Jesse	\$1,300.00
McMann, James M	\$1,150.00
Riepma, Kelly R.	\$1,600.00
Wadlington, Jimmy R.	\$1,400.00
February 2016 Payroll Vendors	
Number	Amount
Total 31435	\$250.14
Total 31436	\$2,423.65
Total 31437	\$9,078.37
Total 31438	\$1,432.30
Total 31439	\$620.00
Total 31440	\$8,509.12
Total 31441	\$220.00
Total EFTPS Feb 2016	\$14,065.56
Feb 2016 Payroll Total	\$70,463.27

March 2016 A/P

Number	Amount
Total 31442	\$46.45
Total 31443	\$409.00
Total 31444	\$210.46
Total 31445	\$653.59
Total 31446	\$22,185.27
Total 31447	\$143.87
Total 31448	\$3,224.21
Total 31450	\$200.00
Total 31451	\$9,959.35
Total 31452	\$561.20
Total 31453	\$200.00
Total 31454	\$81.06
Total 31455	\$24.98
Total 31456	\$875.90
Total 31457	\$170.92
Total 31458	\$93.77
Total 31459	\$1,791.93
Total 31460	\$9,224.35
Total 31461	\$74.76
Total 31462	\$43.48
Total 31463	\$348.91
Total 31464	\$879.64
Total 31465	\$41.45
Total 31466	\$31,532.75
Total 31467	\$2,866.04
Total 31468	\$725.67
Total 31469	\$73.30
Total 31470	\$331.45
Total 31471	\$197.00
Total 31472	\$330.83
Total 31473	\$19.57
Total 31474	\$1,152.22
Total 31475	\$716.04
Total 31476	\$482.00
Total 31477	\$70,472.06
Total 31478	\$112,704.25
Total 31479	\$2,529.50
Total 31480	\$86.74
Total 31481	\$347.64
Total 31482	\$653.09
Total 31483	\$143.75
Total 31484	\$202.73
Total 31485	\$71.70
Total 31486	\$902.21
Total 31487	\$557.76
Total 31488	\$3,698.56
Total 31489	\$650.00
Total 31490	\$1,089.24
Total 31491	\$59.79
Total 31492	\$1,680.00
Total 31493	\$12.90
Total 31494	\$2,450.00
Total 31495	\$2,983.75
Total 31496	\$27.13
Total 31497	\$58.70
Total EFT Payment Bank Fees	\$42.50
Total	\$291,295.42

Vendor	Number	Reference	Account Number	Description	Amount
		1600517-IN			
		Testing			
		401-000-000-535-80-41-00		Professional Services - Sewer	\$59.00
		Total 1600517-IN			\$59.00
		1600545-IN			
		Testing			
		401-000-000-535-80-41-00		Professional Services - Sewer	\$170.00
		Total 1600545-IN			\$170.00
		1600607-IN			
		Testing			
		401-000-000-534-80-41-00		Professional Services - Water	\$108.00
		Total 1600607-IN			\$108.00
		Total 31443			\$409.00
		31471		2016 - March - March A/P	
		1600770-IN			
		Testing			
		401-000-000-535-80-41-00		Professional Services - Sewer	\$125.00
		Total 1600770-IN			\$125.00
		1600801-IN			
		Testing			
		401-000-000-534-80-41-00		Professional Services - Water	\$72.00
		Total 1600801-IN			\$72.00
		Total 31471			\$197.00
		Total Avocet Environmental Test			\$606.00
		Coastwide Laboratories			
		31444		2016 - March - March Manuals	
		NW-2851116-1			
		Supplies			
		001-000-000-575-50-31-00		Office & Operating Com Ctr	\$210.46
		Total NW-2851116-1			\$210.46
		Total 31444			\$210.46
		31472		2016 - March - March A/P	
		GW2858583			
		Supplies			
		001-000-000-576-80-31-00		Office & Operating Parks	\$77.85
		Total GW2858583			\$77.85
		NW2854976			
		Supplies			
		001-000-000-575-50-31-00		Office & Operating Com Ctr	\$234.77
		Total NW2854976			\$234.77

Vendor Number Reference Account Number Description Amount

NW2858583
 Supplies
 001-000-000-576-80-31-00 Office & Operating Parks \$18.21
 Total NW2858583 \$18.21
 \$330.83
 \$541.29

Total 31472
 Total Coastwide Laboratories
 COMCAST 31445
 8498300220155812 - MAR 2016 2016 - March - March Manuals
 Town Hall Internet & Phones
 001-000-000-518-00-42-00 Communication - CS \$260.78
 Total 8498300220155812 - MAR 2016 \$260.78
 8498300220156562 - MAR 2016

Shop Internet & Phones
 001-000-000-518-00-42-00 Communication - CS \$142.90
 Total 8498300220156562 - MAR 2016 \$142.90
 8498300220156752 - MAR 2016
 WWTP Internet & Phones
 401-000-000-534-80-42-00 Communication - Water \$124.96
 401-000-000-535-80-42-00 Communications - Sewer \$124.95
 Total 8498300220156752 - MAR 2016 \$249.91
 \$653.59
 \$653.59

Total 31445
 Total COMCAST
 Custom Engraving 31473
 16-133 2016 - March - March A/P
 Name Tags
 001-000-000-511-60-31-00 Office & Operating Council \$19.57
 Total 16-133 \$19.57
 \$19.57

Total 31473
 Total Custom Engraving
 CWA Consultants, P.S. 31446
 15-270b 2016 - March - March Manuals
 WGH Plan Review
 001-000-000-558-00-41-00 Prof Services - Planning \$22,185.27
 Total 15-270b \$22,185.27
 \$22,185.27
 \$22,185.27

Total 31446
 Total CWA Consultants, P.S.

Vendor Number	Reference	Account Number	Description	Amount
Diamond Rentals, Inc. 31474				
	1-534831	2016 - March - March A/P		
		Front Street Fence		
		101-000-000-542-61-48-00	Repair & Maintenance -Sidewalk	\$1,152.22
				\$1,152.22
				\$1,152.22
				\$1,152.22
Total 31474				
Total Diamond Rentals, Inc. Frontier				
31447				
	360-678-1389-022608-5	2016 - March - March Manuals		
		Front St. Lift Station		
		401-000-000-535-80-42-00	Communications - Sewer	\$48.73
				\$48.73
Total 360-678-1389-022608-5				
360-678-3705-120115-5				
		Vine St. Lift Station		
		401-000-000-535-80-42-00	Communications - Sewer	\$95.14
				\$95.14
Total 360-678-3705-120115-5				\$143.87
				\$143.87
Total 31447				
Total Frontier Frontier Building Supply				
31448				
	1513	2016 - March - March Manuals		
		Supplies		
		401-000-000-534-80-31-00	Office & Operating - Water	\$16.13
				\$16.13
Total 1513				
1644				
		Supplies		
		401-000-000-535-80-31-00	Office & Operating - Sewer	\$13.32
				\$13.32
Total 1644				
1749				
		Supplies		
		001-000-000-576-80-31-00	Office & Operating Parks	\$23.24
				\$23.24
Total 1749				
1754				
		Supplies		
		401-000-000-534-80-31-00	Office & Operating - Water	\$12.94
				\$12.94
Total 1754				
1755				
		Supplies		
		401-000-000-534-80-31-00	Office & Operating - Water	\$8.45
				\$8.45
Total 1755				

Vendor	Number	Reference	Account Number	Description	Amount
Heritage Bank		EFT Payment 3/14/2016 5:49:17 PM - 1	2016 - March - March Manuals		
		957004104- FEB 2016			
		Service Charges			
		001-000-000-514-00-41-00	Professional Services	Adm	\$42.50
		Total 957004104- FEB 2016			\$42.50
Total Heritage Bank		Total EFT Payment 3/14/2016 5:49:17 PM - 1			\$42.50
I Can See Clearly Now	31450		2016 - March - March Manuals		
		31303T0205A			
		Window Cleaning			
		001-000-000-518-00-41-00	Professional Services	CS	\$200.00
		Total 31303T0205A			\$200.00
Total 31450					\$200.00
Total I Can See Clearly Now					\$200.00
I-COM 911	31451		2016 - March - March Manuals		
		001000000521005102			
		I-COM Q2 Payment			
		001-000-000-521-00-51-02	I-Com Dispatch -	Police	\$9,959.35
		Total 001000000521005102			\$9,959.35
Total 31451					\$9,959.35
Total I-COM 911					\$9,959.35
Island County E R & R Fund	31452		2016 - March - March Manuals		
		16-00008			
		JAN 2016 Fuel			
		001-000-000-576-80-32-00	Fuel -	Parks	\$119.23
		101-000-000-542-71-32-00	Fuel - Roadside		\$53.94
		401-000-000-534-80-32-00	Fuel - Water		\$258.56
		401-000-000-535-80-32-00	Fuel - Sewer		\$113.21
		401-000-000-538-30-32-00	Fuel - Stormwater		\$16.26
		Total 16-00008			\$561.20
Total 31452					\$561.20
Total Island County E R & R Fund					\$561.20
Island County Historical Society	31453		2016 - March - March Manuals		
		03/01/16			
		Annual Membership			
		001-000-000-518-00-49-00	Miscellaneous -	CS	\$200.00
		Total 03/01/16			\$200.00
Total 31453					\$200.00
Total Island County Historical Society					\$200.00

Vendor	Number	Reference	Account Number	Description	Amount
Island County Planning & Community Development	31477				
		CPV-009-16		2016 - March - March A/P	
				Permit Processing & Inspections	\$70,472.06
				001-000-000-559-60-41-00	\$70,472.06
				Professional Services - Bldg	\$70,472.06
				Total CPV-009-16	\$70,472.06
Total 31477					
Total Island County Planning & Community Development	31478				
Island County Sheriff					
		2016-02		2016 - March - March A/P	
				Q2 ICSO Contract	\$112,704.25
				001-000-000-521-00-41-00	\$112,704.25
				Prof Services - Police	\$112,704.25
				Total 2016-02	\$112,704.25
Total 31478					
Total Island County Sheriff	31479				
Island County Solid Waste					
		3586		2016 - March - March A/P	
				Biosolid & Solid Waste Disposal	\$2,467.00
				401-000-000-535-80-47-02	\$62.50
				Biosolids Disposal - Sewer	\$2,529.50
				401-000-000-535-80-47-03	\$2,529.50
				Solid Waste Disposal - Sewer	\$2,529.50
				Total 3586	\$2,529.50
Total 31479					
Total Island County Solid Waste	31454				
KCDA Purchasing Cooperative					
		300004541		2016 - March - March Manuals	
				Copy Paper	\$81.06
				001-000-000-518-00-31-00	\$81.06
				Office & Operating	\$81.06
				CS	\$81.06
				Total 300004541	\$81.06
Total 31454					
Total KCDA Purchasing Cooperative	31480				
Konica Minolta Business Solutions					
		238463061		2016 - March - March A/P	
				Copier Lease	\$86.74
				001-000-000-518-00-45-00	\$86.74
				Rentals & Leases -	\$86.74
				CS	\$86.74
				Total 238463061	\$86.74
Total 31480					
Total Konica Minolta Business Solutions					

Vendor Number	Reference	Account Number	Description	Amount
Mailliard's Landing Nursery Inc 31455	0002040-110840	2016 - March - March Manuals		
		Supplies		
		001-000-000-575-50-31-00	Office & Operating Com Ctr	\$24.98
				\$24.98
				\$24.98
				\$24.98
Total 31455	Total 0002040-110840			
Total Mailliard's Landing Nursery Inc Municipal Code Corp. 31456	00266778	2016 - March - March Manuals		
		Code Supplement		
		001-000-000-511-60-41-00	Professional Services Council	\$875.90
				\$875.90
				\$875.90
				\$875.90
Total 31456	Total 00266778			
Total Municipal Code Corp. NCL Of Wisconsin, Inc. 31481	369567	2016 - March - March A/P		
		Supplies		
		401-000-000-535-80-31-00	Office & Operating - Sewer	\$347.64
				\$347.64
				\$347.64
				\$347.64
Total 31481	Total 369567			
Total NCL Of Wisconsin, Inc. Oak Harbor Auto Center/Auto Plus 31482	001-265756	2016 - March - March A/P		
		V-29 Parts		
		001-000-000-576-80-31-00	Office & Operating Parks	\$19.98
		401-000-000-534-80-31-00	Office & Operating - Water	\$10.00
		401-000-000-535-80-31-00	Office & Operating - Sewer	\$10.00
				\$39.98
				\$6.04
				\$54.34
				\$142.64
				\$203.02
Total 001-265756	Total 001-266112			
001-266112		V-28 Parts & Other Supplies		
		401-000-000-534-80-31-00	Office & Operating - Water	\$6.04
		V-28		
		401-000-000-535-80-31-00	Office & Operating - Sewer	\$54.34
		V-28		
		401-000-000-535-80-31-00	Office & Operating - Sewer	\$142.64
				\$203.02
Total 001-266112	Total 001-266955			
001-266955		V-18 Parts & Supplies		
		001-000-000-576-80-31-00	Office & Operating Parks	\$32.49
		101-000-000-542-71-31-00	Office & Operating - Roadside	\$32.49

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-000-538-30-31-00	Office & Operating	\$64.99
		Total 001-266955			\$129.97
		001-266956			
			V-33 Parts		
			001-000-000-576-80-31-00	Office & Operating Parks	\$5.09
			101-000-000-542-71-31-00	Office & Operating - Roadside	\$5.09
			401-000-000-538-30-31-00	Office & Operating	\$10.16
		Total 001-266956			\$20.34
		001-266960			
			V-33 Parts & Supplies		
			001-000-000-576-80-31-00	Office & Operating Parks	\$19.81
			101-000-000-542-71-31-00	Office & Operating - Roadside	\$19.81
			401-000-000-538-30-31-00	Office & Operating	\$39.62
		Total 001-266960			\$79.24
		001-266962			
			V-18 Oil Credit		
			001-000-000-576-80-31-00	Office & Operating Parks	(\$17.70)
			101-000-000-542-71-31-00	Office & Operating - Roadside	(\$17.70)
			401-000-000-538-30-31-00	Office & Operating	(\$35.39)
		Total 001-266962			(\$70.79)
		001-266963			
			V-18 Supplies		
			001-000-000-576-80-31-00	Office & Operating Parks	\$15.28
			101-000-000-542-71-31-00	Office & Operating - Roadside	\$15.28
			401-000-000-538-30-31-00	Office & Operating	\$30.54
		Total 001-266963			\$61.10
		001-267043			
			V-1 Parts		
			401-000-000-534-80-31-00	Office & Operating - Water	\$122.29
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$122.29
		Total 001-267043			\$244.58
		001-267044			
			V-1 Core Return Credit		
			401-000-000-534-80-31-00	Office & Operating - Water	(\$27.17)
			401-000-000-535-80-31-00	Office & Operating - Sewer	(\$27.18)
		Total 001-267044			(\$54.35)
					\$653.09
					\$653.09
		Total 31482			
		Total Oak Harbor Auto Center/Auto Plus			

Vendor	Number	Reference	Account Number	Description	Amount
Prairie Center Red Apple	31458				
		001000360807-00114	2016 - March - March Manuals		
		Supplies			
		001-000-000-511-60-31-00	Office & Operating	Council	\$25.18
		Total 001000360807-00114			\$25.18
		003002191159-00106			
		Supplies			
		401-000-000-535-80-31-00	Office & Operating - Sewer		\$68.59
		Total 003002191159-00106			\$68.59
Total 31458					\$93.77
31485			2016 - March - March A/P		
		120a			
		Total 120a			\$71.70
Total 31485					\$71.70
Total Prairie Center Red Apple					\$71.70
Puget Sound Energy	31459				\$165.47
		200011387319 - MAR 2016	2016 - March - March Manuals		
		Street Lighting			
		101-000-000-542-63-47-00	Utilities - Street Lighting		\$1,791.93
		Total 200011387319 - MAR 2016			\$1,791.93
Total 31459					\$1,791.93
31486			2016 - March - March A/P		
		200006097865			
		Rec Hall			
		001-000-000-575-50-47-00	Utilities -	Com Ctr	\$213.27
		Total 200006097865			\$213.27
		200009098936			
		Town Park			
		001-000-000-576-80-47-00	Utilities -	Parks	\$41.73
		Total 200009098936			\$41.73
		200011418114			
		Pavilion			
		001-000-000-576-80-47-00	Utilities -	Parks	\$10.84
		Total 200011418114			\$10.84
		200016476455			
		Town Restroom			
		001-000-000-576-80-47-00	Utilities -	Parks	\$48.89
		Total 200016476455			\$48.89

Vendor	Number	Reference	Account Number	Description	Amount
		200017824224			
			Well 1-06 & S Main Lift Station		
			401-000-000-534-80-47-00	Utilities - Water	\$17.96
			401-000-000-535-80-47-00	Utilities - Sewer	\$341.28
					\$359.24
		Total 200017824224			
		200020235921			
			Front St. Lift Station		
			401-000-000-535-80-47-00	Utilities - Sewer	\$228.24
					\$228.24
		Total 200020235921			\$902.21
					\$2,694.14
		Total 31486			
Total Puget Sound Energy					
R&H Mechanical, Inc.	31487		2016 - March - March A/P		
		2160480			
			Equipment Repair		
			401-000-000-535-80-41-00	Professional Services - Sewer	\$557.76
					\$557.76
		Total 2160480			\$557.76
		Total 31487			
Total R&H Mechanical, Inc.					
Reichhardt & Ebe	31460		2016 - March - March Manuals		
		26174			
			Madrona Phase II- Engineering		
			101-000-000-595-30-63-03	Madrona Way ST Improvements	\$1,852.08
					\$1,852.08
		Total 26174			
		26175			
			WGH Expansion- Engineering Services		
			001-000-000-539-00-41-00	Prof Services - PW	\$65.45
			001-000-000-539-00-41-01	Prof Services - Special Project	\$3,337.73
					\$3,403.18
		Total 26175			
		26176			
			WGH Expansion- Inspections		
			001-000-000-559-60-41-01	Special Project - Bldg	\$3,969.09
					\$3,969.09
		Total 26176			\$9,224.35
		Payment Req. #5			
			2016 - March - March A/P		
		Total 31460			
		31488			
			Madrona Phase II		
			101-000-000-595-30-63-03	Madrona Way ST Improvements	\$3,698.56
					\$3,698.56
		Total 31488			\$3,698.56
Total Reichhardt & Ebe					\$12,922.91

Vendor Number	Reference	Account Number	Description	Amount
Renaie's Videography and Cleaning 31489				
	031416		2016 - March - March A/P	
			Council Mtg. Recordings & Cleaning	
		001-000-000-511-60-41-00	Professional Services Council	\$250.00
		001-000-000-518-00-41-00	Professional Services CS	\$400.00
				\$650.00
				\$650.00
				\$650.00
Total 31489				
Total Renaie's Videography and Cleaning				
Sound Publishing Inc				
31461				
			2016 - March - March Manuals	
	WEX682917			
			PH Notice - V010-16	
		001-000-000-558-00-44-00	Advertising Plan	\$74.76
				\$74.76
				\$74.76
Total 31461				
31490				
			2016 - March - March A/P	
	7668303			
			001-000-000-511-60-44-00	
			Advertising Council	\$245.50
			Commission/Board Ads Council	\$194.50
			Advertising Council	\$549.56
			Council Agendas Adm	\$549.56
			Seasonal Position Post	\$989.56
Total 7668303				
WEX686778				
			NOA C&G015-16	
		001-000-000-558-00-44-00	Advertising Plan	\$99.68
				\$99.68
Total WEX686778				\$1,089.24
Total 31490				\$1,164.00
Total Sound Publishing Inc				
Surety Pest Control				
31462				
			2016 - March - March Manuals	
	1095497			
			Pest Control	
		401-000-000-534-80-41-00	Professional Services - Water	\$43.48
				\$43.48
Total 1095497				\$43.48
Total 31462				

Vendor	Number	Reference	Account Number	Description	Amount
	31491		2016 - March - March A/P		
		1099000			
			Ft. Casey WTP Pest Control		\$59.79
			401-000-000-534-80-41-00	Professional Services - Water	\$59.79
		Total 1099000			\$103.27
Total Surety Pest Control	Total 31491				
Tjoelker Enterprises, Inc.	31492		2016 - March - March A/P		
		041934-FEB 2016			
			Biosolid Disposal		\$1,680.00
			401-000-000-535-80-47-02	Biosolids Disposal - Sewer	\$1,680.00
		Total 041934-FEB 2016			\$1,680.00
Total Tjoelker Enterprises, Inc.	Total 31492				
Town Of Coupeville	31466		2016 - March - March Manuals		
		02182016			
			2015 Final Utility Tax Payment		\$18,564.44
			401-000-000-534-80-54-00	Utility Taxes - Water	\$12,968.31
			401-000-000-535-80-54-00	Utility Taxes - Sewer	\$31,532.75
		Total 02182016			\$31,532.75
Total Town Of Coupeville	Total 31466				
USA Blue Book	31463		2016 - March - March Manuals		
		871428			
			Supplies		\$209.85
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$209.85
		Total 871428			
		872779			
			Supplies		\$139.06
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$139.06
		Total 872779			\$348.91
Total USA Blue Book	Total 31463				
Utilities Underground Location Center	31493		2016 - March - March A/P		
		6020689			
			FEB 2016 Locates		\$6.45
			401-000-000-534-80-41-00	Professional Services - Water	\$6.45

Vendor	Number	Reference	Account Number	Description	Amount
		Total 6020689	401-000-000-535-80-41-00	Professional Services - Sewer	\$6.45
Total 31493					\$12.90
Total Utilities Underground Location Center					\$12.90
Vac-Tank/Western Services					\$12.90
31494					
		INV. 3234		2016 - March - March A/P	
		Total INV. 3234	401-000-000-535-80-47-01	Biosolids Shipping - Sewer	\$2,450.00
Total 31494					\$2,450.00
Total Vac-Tank/Western Services					\$2,450.00
VISA					\$2,450.00
31464				2016 - March - March Manuals	
		Full Source- 7604			
		Supplies			
			001-000-000-576-80-31-00	Office & Operating Parks	\$38.85
			401-000-000-534-80-31-00	Office & Operating - Water	\$38.86
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$38.85
			401-000-000-538-30-31-00	Office & Operating	\$38.85
		Total Full Source- 7604			\$155.41
		Home Depot- 7604			
		Supplies			
			001-000-000-576-80-31-00	Office & Operating Parks	\$123.62
		Total Home Depot- 7604			\$123.62
		Register.com- 4277			
		Domain Registration			
			001-000-000-518-00-41-00	Professional Services CS	\$148.00
		Total Register.com- 4277			\$148.00
		Roadtrafficsigns.com- 7604			
			001-000-000-518-00-31-00	Office & Operating CS	\$106.83
			101-000-000-542-61-48-00	Repair & Maintenance -Sidewalk	\$291.15
		Total Roadtrafficsigns.com- 7604			\$397.98
		USPSa- 5914			
		Postage			
			001-000-000-518-00-42-00	Communication - CS	\$35.45
		Total USPSa- 5914			\$35.45

Vendor Number Reference Account Number Description Amount

USPSb- 5914 HPC Postage \$19.18
 001-000-000-558-00-42-00
 Total USPSb- 5914 \$19.18
 Total 31464 \$879.64
 Total VISA
 WA ST Treasurer's Office
 31467

2016 - March - March Manuals
 WA ST Court Assessment Distribution
 Court 4th QTR 2015
 001-000-000-386-89-09-00 Dui-DP Wsp Highway Acct (\$3.66)
 001-000-000-386-89-14-00 Highway Safety Acct (\$0.99)
 001-000-000-386-89-15-00 Dui-DP Death Inv Acct (\$0.62)
 001-000-000-586-83-31-00 W.s.- Auto Theft Prevention \$416.58
 001-000-000-586-83-32-00 W.s.- Traumatic Brain Injury \$82.25
 001-000-000-586-91-00-00 W.s.-Segregation (psea) \$987.83
 001-000-000-586-92-00-00 W.s.-Segregated (30% Psea) \$692.55
 001-000-000-586-93-00-00 W.s. Segregated (psea 3) \$8.42
 001-000-000-586-96-00-00 W.s.-Crime Lab Analysis \$0.90
 001-000-000-586-97-00-00 W.s.-Judicial Info System \$1.74
 001-000-000-586-99-00-00 W.s.-School Zone Safety Acct \$649.54
 001-000-000-589-10-00-00 Non-Expenditure - Bldg Permit \$31.50
 Total WA ST Court Assessment Distribution \$2,866.04
 \$2,866.04
 \$2,866.04

Total 31467
 Total WA ST Treasurer's Office
 Weed, Graafstra & Associates, Inc., P.S.
 31495
 110- FEB 2016 2016 - March - March A/P
 Legal Fees
 001-000-000-515-00-41-00 Professional Services Legal
 Total 110- FEB 2016 \$2,983.75
 Total 31495 \$2,983.75
 Total Weed, Graafstra & Associates, Inc., P.S.
 Whidbey Auto Parts
 31496 2016 - March - March A/P
 1520 \$2,983.75

Total 31496
 Total Whidbey Auto Parts
 31496
 Supplies
 401-000-000-534-80-31-00 Office & Operating - Water \$27.13
 Total 1520 \$27.13
 Total 31496 \$27.13
 Total Whidbey Auto Parts \$27.13

Vendor	Number	Reference	Account Number	Description	Amount
Whidbey Telecom	31465	3961926		2016 - March - March Manuals	
			Web Hosting		
			001-000-000-518-00-41-00	Professional Services CS	\$41.45
					\$41.45
					\$41.45
Total Whidbey Telecom	Total 31465	Total 3961926			
Zumar Industries, Inc.	31497	0180945		2016 - March - March A/P	
			Arts & Crafts Signs		
			101-000-000-542-64-31-01	Signs - Cfa 2012 Grant (2,500)	\$58.70
					\$58.70
					\$58.70
Total Zumar Industries, Inc.	Total 31497	Total 0180945			
Grand Total		Vendor Count	47		\$291,295.42



TOWN OF COUPEVILLE
From the Desk of Molly Hughes, Mayor

MEMORANDUM

March 18, 2016

TO: Town Council
FROM: Molly Hughes *mt*
RE: Resolution No. 16-02 Support of MRSC

Attached is Resolution No. 16-02 requesting Washington State Senate to continue full funding of the Municipal Research and Services Center.

Every member of the Town's management team; the Mayor, Clerk/Treasurer, Planning Director, and Utility and Public Works Superintendent's use the services of MRSC on a regular basis. We access information on their website, call specialists for consultations, attend training sessions and refer to publications provided by MRSC.

The Town Council and Planning Commission members have also attended trainings and been provided reference materials published by MRSC. Examples would be "Mayor & Councilmember's Handbook", "Open Public Meeting Act", "Public Records Act for WA Cities", "Small Works Roster: A Guide for Washington's Local Governments".

The comprehensive guidance on complex issues to local governments, especially to small governments like Coupeville, is critical. MRSC saves our staff time, improves the quality of our work, and saves the Town expensive legal fees.

Recommendation

Motion to authorize the Mayor to sign Resolution 16-02 expressing support for full State funding of the Municipal Research and Services Center.

RESOLUTION NO. 16-02

**A RESOLUTION OF THE TOWN COUNCIL OF COUPEVILLE, WA
EXPRESSING SUPPORT FOR FULL STATE FUNDING OF THE MUNICIPAL
RESEARCH AND SERVICES CENTER WITH NO CONDITIONS.**

WHEREAS, for over 80 years, the Municipal Research and Services Center (MRSC) has provided comprehensive and objective guidance on complex legal and policy issues to local governments in Washington, including the Town of Coupeville, and

WHEREAS, MRSC has been a trusted and dedicated provider to the Town of Coupeville of guidance, analysis, answers, and assistance on a wide variety of issues such as public records, purchasing and contracting, governmental operations, statutory information and updates, financial management and reporting, through public works roster and publications, and

WHEREAS, the Town of Coupeville relies on MRSC for substantive advice, research, opinions and information through direct contact with MRSC staff and through MRSC's website, and

WHEREAS, MRSC efficiently provides information and resources to all cities and counties, and thus saves public funds statewide, as well as local funds for small communities such as Coupeville, and

WHEREAS, the current senate budget proposes conditions for state funding of MRSC as it investigates whether contracts for such services should continue or be modified or terminated which would deprive the Town of Coupeville and many other cities and counties of important, useful, and valuable services;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF COUPEVILLE,
ISLAND COUNTY, WASHINGTON, AS FOLLOWS:**

Section 1. The Town of Coupeville supports the full funding of MRSC from the state budget with no conditions now and in the future.

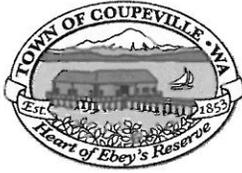
PASSED by the Town Council of the Town of Coupeville and APPROVED by the Mayor this _____ day of _____, 2016.

TOWN OF COUPEVILLE

By _____
Molly Hughes, Mayor

ATTEST:

By _____
Kelly Beech, Clerk-Treasurer



STAFF REPORT

DATE: March 22, 2016
TO: Mayor Molly Hughes and Members of the Town Council
FROM: Planning Director Tammy Baraconi
RE: Monthly Planning, Historic Preservation and Building Report

Planning:

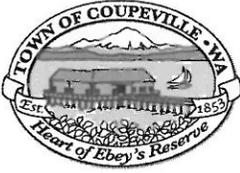
- Staff is working on two land use permits.
- The Coupeville School District has submitted an application for the renovation of the track located behind the elementary school. Public notice has been sent to adjacent property owners and placed in the paper. The SEPA is currently being routed for comments. The comment period ends March 24th. No further action can be taken until a SEPA decision is made.
- Staff is working with various property owners in the preliminary pre-application stage for building work on historic structures, tree maintenance, garages and additions.
- Staff continues to clean and review files from previous planners, moving important historical documents to archives for safe keeping.
- Staff is available to assist members of the public that come in with questions pertaining to building maintenance and various land use issues.

Historic Preservation:

- 2 certificate of appropriateness's were approved by the Historic Preservation Commission. One was for a historic home and the second is within 100 feet of a historic home.
- Staff is in preliminary conversations with a property owner regarding proposed work on a historic home.

Building:

- 4 new single family home permits have been issued.
- 1 permit has been issued for an addition to an historic home.
- 6 Heating and Ventilation Permits have been issued. Of note:
 - Island County is replacing and upgrading the HVAC system with a smoke suppression system to the Island County Jail.
- 2 roofing permits were issued.
- 1 sign permit.
- A temporary certificate of occupancy for the PennCove Taproom to allow for a soft opening. The applicant has complied with 99% of the work but has agreed to a last minute condition to add site obscuring material to the mechanical section located outside and at the rear of the structure. The grand opening was very well received by the community.
- Whidbey General Hospital has submitted the final set of deferred submittal plans for building plan review. These include items such as door hardware and a fire suppression system.



STAFF REPORT

DATE: March 15, 2016
TO: Mayor Molly Hughes and Members of the Town Council
FROM: Kelly Riepma, Public Works Superintendent
RE: Monthly Public Works Report

Last month I reported that we were planning on sewer jetting our mains. We were able to clean the lines that need routine maintenance but were not able to complete additional lines with the Vactor needing to be brought in for unforeseen repairs. Those repairs are near completion and we hope to be able to do more sewer jetting when mowing stops in the fall.

Since we had a break from sewer jetting because of repairs, we were able to install a new fence for pedestrian safety on Front Street. The new fence helps to identify a safe walking area for pedestrians and has been well received by those that live on Front Street.

The mowing season is upon us. We have been prepping our mowers to start this year's mowing season very soon. With all the rain we've received, many areas are still very wet. This will make the mowing and trimming cycle slower than in years past. As always, we will try our hardest to stay ahead of the mowing.

Our first large festival of the season was this month with the Mussel fest. Public Works set up no parking signs and barricades for the event. We look forward to the next special event.

The weather this month hasn't been very cooperative. We've had several signs down, trees across the road and difficult working conditions. We have just finished doing the majority of the storm cleanup and will finish this month with street sweeping to get the roads clean.

We're in the process of doing a small remodel at Town Hall to make the space we currently have more user friendly for staff and customers. Some of the work will be done by Public Works and some will be contracted. We hope to have the project complete within 2 months.

This month marked 2 years of employment with the Town for Jimmy Wadlington. He is a Maintenance Worker I for Public Works and has been a great addition to the Public Works Department.

