

**Town of Coupeville
Regular Council Meeting
Tuesday, January 27, 2009
6:30 p.m.**

PRESENT: Mayor Nancy Conard, Councilmembers Dianne Binder, Bob Clay, Ann Dannhauer, Molly Hughes, and Jim Phay.

STAFF PRESENT: Public Works Director Malcolm Bishop, Town Marshal Dave Penrod, Clerk Treasurer Judy Thomas

APPROVAL OF AGENDA:

Council Action: A motion was made by Councilmember Clay, second by Councilmember Hughes, to approve the agenda as submitted. Motion passed 5-0.

APPROVAL OF MINUTES

Regular Meeting of January 13, 2009 and Council Workshop of January 16, 2009

The minutes of the Regular Meeting of January 13, 2009 were approved with the following three corrections: Page 3, first paragraph, last sentence, change to read, 'There were no further comments...'; Page 3, fourth paragraph, first sentence, change to read, '...they preferred a location for the Human Resources Services Department that...'; Page 7, first paragraph, last sentence should read, '...to prepare a letter to the Washington State Ferries ~~in support of Plan B~~ as described in the draft letter...'. The minutes of the Council Workshop of January 16, 2009, were approved, with one addition by Councilmember Dannhauer: Page 1, first paragraph, that begins with 'Larry Kwarsick explained...', add the following as the last sentence of the paragraph, to read, 'Part of the proposal may be to have one review body, or a joint review body, and that whether a project went before the review body might depend on the magnitude of the project and/or whether it adhered to the design manual guidelines/standards.'

MAYOR'S REPORT

- Mayor Conard reported that she will attend the Council of Governments meeting tomorrow and there will be presentations by: The Sustainable Whidbey Coalition on developing a more formal organization; Puget Sound Energy on home energy audits; and Cathy d'Almeida will do a presentation on energy savings contracting in Washington State, for tax supported agencies in Island County.
- As was suggested at a Town meeting last year, she will meet with a representative from WSU Master Gardeners to organize a pea patch program in town, to make a community garden available. Councilmember Phay suggested a lot that may be available behind his house, for a community garden.
- The Tree Committee met last week and will meet again on February 5th.
- She submitted the letter to Washington State Ferries that was recommended by Council members at the last meeting, on January 13th.
- She attended Fire Chief Joe Biller's retirement party last week, recognizing his 20 years with the department and 30 years as a firefighter.

- She attended the third film in the Sustainable Living Film Series on January 22nd. This film was about Cuba's response to peak oil; and how the government dealt with survival with the embargos in place; with sustainability through necessity.
- This year's Spring Cleanup will be on Saturday, April 4th. There will be one change this year; they will take anything that won't fit in your garbage can, but they won't take bags of garbage. More information will be in the newsletter, on the reverse side of your utility bill.
- She has been working with Community Trade and Economic Development (CTED) to schedule a 3-hour workshop/training on planning, and CTED needs some dates that will work for the Council. In addition to attendance by members of the Town Council and Planning Commission, she would like to invite elected officials from the cities of Oak Harbor and Langley, and Island County. Council suggested some dates and she will get back to them.

NEW BUSINESS

Approval of January 27, 2009 Claims Vouchers - Staff recommends approval of the January 27, 2009 claims vouchers/warrants #21568 through #21634 for a total of \$75,344.74.

Several questions were asked and answered, and no changes were suggested.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to approve the January 27, 2009 claims vouchers/warrants #21568 through #21634 for a total of \$75,344.74. The motion passed 5-0.

STAFF REPORTS

Ms. Thomas provided a written report and added that the exit conference with the State Auditor's office has been scheduled for February 11, 2009; and Councilmembers Binder and Dannhauer will be attending that meeting.

Marshal Penrod provided a written report. Councilmember Hughes questioned the totals at the bottom of the Complaint Summary and he responded that he will fix it and provide a revised final 2008 report. He explained about 'Agency Assists' (on the Complaint Summary) that includes, only assists with other law enforcement agencies. Councilmember Phay asked about the hit and run accident at Main and Highway 20 and Marshal Penrod said he will get back to him.

Mr. Bishop explained that January has been a busy month. He has been working on telemetry and completing 2008 reports: including the EPA report for the Waste Water Treatment Plant; the 2008 Annual Biosolids Report to Department of Ecology; and the I & I report on sanitary sewer. He has scheduled a utility tour for Council and Staff, on February 2nd.

COUNCIL REPORTS

Councilmember Hughes reported that she attended the League of Women Voters meeting on January 10th, and Joe Biller's retirement party. The Ebey's Trust Board is interviewing for a half-time position to assist with education and outreach. Also, the Trust Board is very excited about the work Larry Kwarsick is doing on the design review guidelines. Just a reminder that the 'Sound Waters' program is scheduled for Saturday, February 7th at the Coupeville High School. She is working with the Neighborhood Emergency Team (NET) as the shelter manager; they are planning a 'mock' emergency drill for March 10th. Their goal for the shelter is to have enough

food to feed 50 people, three meals a day for five days. She mentioned that the Lions Annual Scholarship Auction is February 28th. The Penn Cove Water Festival is scheduled for May 16th. She noted that the annual evening meeting of the Central Whidbey Chamber of Commerce (scheduled for January 29th) has been cancelled.

Councilmember Binder reported on the Municipal Parking Lot meeting that the County may get a grant for \$400,000 for low impact development; they are waiting for input from all groups that use the area and what space is needed for the different events. It will probably be another month or two for the engineer to provide initial drawings. The Joint Tourism Committee is working to promote tourism with TV and radio ads, for 15 and 30 second spots; and they did one on KOMO radio for New Year's. They will be working on the spring push. Mayor Conard added that the Mussel Festival is scheduled for the first weekend in March (March 7th and 8th).

Councilmember Clay reported that Island Transit met this month and they are working on end of the year items. He has been re-appointed as chair of the Island Transit Board, for the third year. He has also been reappointed, as Island Transit's representative, to the RTPO Board. He noted that ridership on Island Transit is up by 14.7 percent from 2007, with total bus miles traveled at over 2.6 million. The director is working to secure federal funding, to increase our economy with jobs or infrastructure, but having trouble getting funding. Last Wednesday he testified in Olympia, in favor of 'flag stops' for buses. In Washington State, it is illegal for buses to stop if someone flags down a bus; the buses are only allowed to stop (legally) at designated bus stops; except for school buses; but all transit buses do this and no statistics have been presented that state that this is unsafe practice. He and others testified to the committee and the bill has been passed it on to the House. He will testify to the House to legalize this common practice. January 22nd the Tree Committee met and each was given a copy of the Town of Coupeville Tree Inventory Report and Community Forestry Plan from 1999. They will meet next week with a representative from the Department of Natural Resources (DNR). The tree committee will prepare a draft document for review by the Planning Commission. He explained that the Coupeville Boys & Girls Club will hold a fund raiser on March 14th; and noted that this is an organization that is totally supported by donations.

Councilmember Dannhauer asked if DNR had confirmed the February 5th date to attend the tree committee meeting and Councilmember Clay responded that they had not. She has been attending the library building meetings and they are on track, and are discussing colors for the building. She attended the municipal parking lot committee meeting; they discussed access and the proposed bioswale adjacent to the west side of the library. The Parks and Recreation Commission meeting was cancelled. The tree ordinance committee discussed some of the areas that it may cover, such as trees on private and public land, and how small a lot (the minimum lot size) that could be affected.

ADJOURNMENT: 7:44 p.m.

Respectfully Submitted:

MAYOR:

Judy A. Thomas, Clerk Treasurer

Nancy Conard, Mayor

TOWN OF COUPEVILLE

From the Desk of Nancy Conard, Mayor

MEMORANDUM

February 5, 2009

TO: Town Council

FROM: Nancy Conard *NC*

RE: Support for Central Whidbey Chamber of Commerce

Please review the attached memo from Councilmember Hughes and the proposal from the Central Whidbey Chamber of Commerce.

In this depressed economy, it is critically important for us to encourage folks to shop locally...to ensure the health of our local businesses and to keep tax dollars here at home. I applaud the effort the Chamber is putting in to a program to promote shopping locally. Obviously, this is not a good time for them to ask for additional financial support from their members for this program, thus their request to the Town. As a result, the Chamber is prepared to make this program available to all businesses in the Central Whidbey area, regardless of Chamber membership.

The satellite visitor information centers will help to address the needs of the visitors to the Front Street area. I have heard from a number of businesses in the waterfront area that visitors ask lots of questions and need assistance. A presence at the museum will certainly address this concern, and information at the wharf for boaters will also be useful.

Business owners have also made me aware of a need for training and education. Again, it is in the Town's best interests to have our businesses be successful.

Although there is not a line item for this support in the current 2009 budget, we are closing the books for 2008 with a larger cash balance than we budgeted. If you approve this request for funding, we will include it in the budget revision we bring you later this year.

Recommendation

Motion to award \$5,000 to CWCC for the work plan outlined in their Feb. 2, 2009 application.

February 5, 2009

To: Town Council
From: Molly Hughes
Subject: Support of the Chamber

As the Town Council's rep to the Chamber, their President, Sue Cunningham and the Executive Director, Lynda Eccles have approached me about possible financial support. In this tight economic year, they are looking for a partner to help them reach some of their goals in 2009. I feel the Town is in a position to help with the three programs they have outlined on the attached proposal.

It makes sense for the Town to help support small businesses and consequently raise sales tax revenue.

Please notice that the "Think Local First" campaign will be open to all business, not just Chamber members. The \$3,200 they are requesting will supplement the money the Chamber is planning to spend on this campaign. This is the program the Chamber plans to spend the most energy and resources on in 2009. The demographic data obtained through this promotion will be very valuable and is information our businesses will be able to use in the future when planning marketing and advertising strategies.

The educational opportunities the Chamber wants to offer our business owners could have long lasting, positive results, beyond this year. Several small business owners have been looking for this kind of help.

The VIC satellite stations will bring Chamber information to the north side of town and be more readily available to boaters and tourists who do not visit the office on South Main. The part time staffed center will also bring potential visitors to the Museum, another organization that is struggling financially this year. Because these racks will be primarily used to provide tourists with information, we can consider using 2% money for this portion of their request.

Town money - \$4,000
2% money - \$1,000

The Chamber knows this is a special contribution to their organization and is not a continuous yearly obligation on the Town's part. I hope you will consider investing in our Chamber and supporting our small businesses.

Central Whidbey Chamber of Commerce
"Actively promoting local business in our unique community."

Town of Coupeville Project Funding Request

Application Date: February 2, 2009
Contact: Lynda Eccles, Executive Director
Address: PO 152, Coupeville, WA 98239
Phone: (360) 678-5434
E-Mail: director@centralwhidbeychamber.com

Project Descriptions

Think Local First

- The purpose of this campaign is to promote and support locally owned businesses. The campaign will be open to all Central Whidbey merchants, service businesses and non-profits, and will encourage residents and visitors to choose local. Monthly prizes will be given to drive repeat business, focused advertising will reinforce local business offerings, and demographic data will be obtained for future marketing efforts.
- Town money will be applied towards monthly prizes, printing and advertising.
- Request: \$3,200

VIC Satellites

- CWCC plans to increase visitor information visibility in the Front Street area by providing two satellite stations. The card rack at the Wharf will be replaced, for self-service only. A second satellite will be placed in the Museum, with 3 new card racks and part time volunteer staffing. CWCC will provide year over year visitor count data for both the VIC and the staffed satellite station.
- Town money will be used to replace the existing card rack at the Wharf and to purchase three new card racks to use in the Museum.
- Request: \$1,000

Business Workshops

- CWCC plans to increase the educational opportunities that are available to local businesses. Speakers, workshops and other educational materials will be made available to all businesses. Actual schedule and participation numbers will be provided to the Town as available.
- Town money will be used to provide CWCC speakers, workshops and educational materials.
- Request: \$800