

**Town of Coupeville
Regular Council Meeting
Tuesday, November 27, 2007
6:30 pm**

COUNCIL MEMBERS PRESENT: Mayor Nancy Conard, Councilmembers Marshall Bronson, Bob Clay, Molly Hughes, and Jim Phay.

A motion was made by Councilmember Hughes, second by Councilmember Bronson, to excuse Councilmember Dianne Binder. The motion passed 4-0.

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

APPROVAL OF MINUTES

The minutes of the regular meeting of October 23, 2007 and the Council workshop of October 30, 2007 were approved as submitted.

ADDITIONS TO THE AGENDA

Mayor Conard asked that two items be added to the agenda with the first being a presentation by Rick Castellano on the logo for the Coupeville Historic Waterfront District (CHWC); the second item is approval of an Interlocal Agreement with Whidbey General Hospital for snow plow and sanding services of the hospital parking lot and driveways.

MAYOR'S REPORT

- Mayor Conard noted that Island County Public Health will have a meeting in Oak Harbor on December 7, 2007 about walkability, and to share some of the accomplishments in the community to build a walkable county. The meeting will be from 8:30 am to 11:30 am at the Oak Harbor School District office and Councilmember Jim Phay volunteered to attend.
- She received an update letter from Puget Sound Energy (PSE) on reliability of service on Whidbey Island. They provided a list of what they are doing like cutting trees away from the lines. They are considering the possibility of bringing an underwater power line from Everett to South Whidbey. In the last 10 to 15 years they have had parallel lines on the island making it possible to switch from one to the other if needed. After receiving criticism from last year's windstorms and power outages, they are letting the community know what they are doing.
- She suggested an item to discuss at future meetings was how to appoint persons to boards and commissions. However, in the meanwhile we have a vacancy on the three-member Civil Service Commission. Interested persons should contact her.
- Washington State Department of Transportation (WSDOT) has installed the UPS (uninterrupted power source) for the traffic light at the intersection of Highway 20 and Main Street. The UPS will provide power to the light for up to five hours. There will also be a connection for a generator.
- The Greening of Coupeville is this Saturday, December 1, and Front Street businesses will be open Saturday night. These businesses will also be open on Thursday nights until 7:00 p.m. for December 6th, 13th, and 20th.
- The Neighborhood Emergency Team (NET) will meet this Thursday, November 29th. Six members of the team have attended the CERT training. Eve Parrish has assumed the leadership position to guide the group.

- She attended the Ebey's Trust Board Partner's meeting in which they discussed goals for 2008. She added that the board and reserve manager are really excited about plans for the Reserve.
- She discussed a grant application that is being prepared, that will provide consultants to write town code for low impact development.
- Larry Kwarsick met with Betty Renkor of the Department of Ecology regarding the revised draft Shoreline Master Plan, and as soon as we get it back from her we will have it available to the public for at least a month prior to holding a public hearing.
- She and Councilmember Hughes attended the National League of Cities conference in New Orleans earlier this month. There was lots of information on disaster and emergency preparedness and climate protection.
- The ad hoc committee is working on soliciting donations for the acquisition of the Front Street property and as of today, has received about 18 donations for a total \$3,815.
- She noted that the complete agenda packet for this Town Council meeting was posted on the Town's website.
- She discussed the closure of the Keystone/Port Townsend ferry service on Tuesday, November 20th and that a passenger-only ferry began service on November 25th. WSDOT is working with Island Transit and Jefferson County transit services to match the ferry schedule with the transit schedules. Nichols Brothers has a design for a ferry that could work on this route and it might be possible to build two of those in a year. Senator Haugen is working to get something to the legislature by January 1st. She explained that WSDOT has been working toward getting a car ferry that fits in the Keystone Harbor. She was confident that we will not permanently lose ferry service between Keystone and Port Townsend.

AUDIRENCE INPUT

Will Jones, Coupeville, stated that members of the Civil service commission can not be of the same political party according to the RCW. He asked Councilmember Phay why he voted against Resolution 07-01 supporting clean air, stating that he did not think global warming was caused by people; but voted in favor of the budget amendment that included \$42,100 for climate protection. Councilmember Phay responded that he believes in conservation and we should conserve as much as possible and he will support conservation efforts.

Peggy Burton, Coupeville, expressed concerns she'd heard from several residents of Olympic View Mobile Home Park, and asked if the owner is planning to sell and redevelop the property to a multi-family development. She stated that she and Larry Kwarsick have met with concerned residents of Olympic View, and expressed support for maintaining the park. Mayor Conard responded that we have not received an application; and she added that there may be funding vehicles and possibilities for the owners of the mobile homes to buy the property and develop a home owners association.

Buell Neidlinger, Coupeville, gave the final numbers and percentages from the November 6, 2007 election, which was certified today. He asked if money is earmarked for one year and is not spent, where does it go? What are the plans for demolition of the Johnson building? He asked about the \$40,000 in the 2008 budget for public restrooms and where they will be located. Is there was any money designated to keep Town Hall open on Fridays? Why does the police department need a garage for their vehicles?

Mayor Conard responded to his questions, as follows: If money is budgeted for a project that does not get done that year, it is carried over to the next year. Regarding the Johnson building

property, we are not sure whether that property will be made into a parking lot or extension of the park. \$40,000 has been budgeted for restrooms but there is no site set. She noted that there is no proposal to open Town Hall on Fridays and she has not received a single complaint from the community about being closed on Fridays.

Gordon Burton handed out some excerpts from an historic plan that was prepared by Mimi Sheridan. He discussed some of the language and that this plan was in place when the application for Miriam's was approved. Mayor Conard explained that this exact language was included in the processing of the application for Miriam's.

PRESENTATION

Presentation by Coupeville Historic Waterfront Association of new logo

Rick Castellano, representing the Coupeville Historic Waterfront Association (CHWA), explained that earlier this year businesses in the historic waterfront district formed an association with the National Main Street Association. He explained how the CHWA promotion committee put together a branding image (logo) for the association by developing a list of what the logo should communicate. It should be clear, understandable, not too busy or too confusing. They tried to create a logo that would communicate a trigger for people to pull off the highway and come to Coupeville. They wanted something new but something that looks like it has been here for 150 years. He showed the proposed Coupeville Waterfront sign which included a graphic with a couple blades of wheat grass, to represent the agriculture of the area, the sign read Coupeville Waterfront. He explained how the sign could be changed to accommodate events such as the Mussel Festival or the Wharf Fest. Council liked the sign and applauded their efforts. Mr. Castellano responded to the comment about copyrighting the logo, that the CHWA will register the trademark.

PUBLIC HEARING

2008 Revenue Sources – 2008 Property Tax – 2008 Budget – *Staff recommends a motion to adopt Ordinance No. 667 – 2008 User Fees; Ordinance No. 668 – 2008 Property Tax Collection; Ordinance No. 669 – the 2008 Budget & Salary Schedule*

Mayor Conard explained the public hearing process and declared the public hearing open at 7:32 p.m.

Mayor Conard explained the 2008 budget calendar and that Council had gone through the entire budget at a workshop on October 30th. The fiscal clerk's hours for 2008 have been increased by one hour per day and a new position has been added for an additional maintenance worker. The budget is built based on a population of 1,855. We have been able to maintain a status quo budget with a 2% salary increase plus increasing the employee plus program by \$50 per month to \$250.

Councilmember Clay discussed the new streamlined sales tax (SST) and explained how sales tax will be collected. Sales tax will be collected based on the location where the merchandise is delivered. This change is mostly due to growing internet sales, in which sales tax is not charged. Mayor Conard agreed with his concern and noted that it could have an impact on Coupeville's sales tax revenue.

John Kohlmann, 603 NW Krueger Street, asked about shifting maintenance workers to work on capital projects and what types of projects that would be. Mayor Conard responded that would be for water and sewer systems work to repair and replace lines. It is a better use of Town

resources, as our maintenance workers have the knowledge of the infrastructure. Mr. Kohlmann discussed the 2% salary increase and felt it would be more appropriate to talk about the total cost per employee for benefits, which have increased considerably. He talked about the total cost of personnel; and that is a problem throughout industry. He noted that on page 13, it shows a full-time planner, but you don't have a full-time planner. He compared the revenue versus expenditures for the Planning and Building Departments and felt the developers should be paying for these expenses. Mayor Conard explained that we will be reviewing the fee schedule in 2008. Mr. Kohlmann noted that Island County has increased their fees. He asked about the purchase of the 209 Broadway which is not shown in the 2006 Actual column. He did not think the Town should be in the rental business and suggested the property be sold as soon as possible.

Marylou McFadyen, Coupeville, asked if the municipal parking lot was part of the parks department; and if there was a plan for lighting in the parking lot. Mayor Conard replied that it is part of the Street Fund and we will be looking at installing adequate lighting; and using the parking lot for a low impact demonstration site.

Will Jones, Coupeville, discussed overhead and how private industry tries to increase profits; and their budgets are reluctant to increase overhead unless they can increase profits. He expects that costs would go up somewhat, but thought the Town should hold the Council and Administration costs level. He did not feel the 2008 budget was a conservative approach to increase overhead without increasing revenue. He compared the 2006 actual figures with the 2008 budget figures for Council, Administration, Central Services, Public Works and Planning. He spoke about the 2007 budget and that only two of the six projects were completed and suggested hiring a project manager as a way to get these done. Mayor Conard asked that Mr. Jones provide paper copies rather than an overhead projection presentation, as it is hard for everyone to see.

Mayor Conard declared the public hearing closed at 8:22 p.m.

Council Action: A motion was made by Councilmember Bronson, second by Councilmember Clay, to adopt Ordinance No. 667 – 2008 User Fees; Ordinance No. 668 – 2008 Property Tax Collection; Ordinance No. 669 – the 2008 Budget & Salary Schedule. The motion passed 4-0.

ORDINANCE NO. 667

An Ordinance of the Town of Coupeville, Washington, setting various user fees and charges for 2008 for permits, services, and procedures administered by the Town staff.

ORDINANCE NO. 668

An Ordinance of the Town of Coupeville, Washington, setting the property tax levy for 2008 at the amount of \$321,489, which is an increase of 1% more than the 2007 levy.

ORDINANCE NO. 669

An Ordinance of the Town of Coupeville, Washington, adopting the operating budget and salary schedule for the fiscal year ending December 31, 2008, and appropriating the total expenditures for each of the Town's separate funds.

Mayor Conard called for a short recess at 8:24 p.m. and reconvened to regular session at 8:32 p.m.

NEW BUSINESS

Approval of Black Road Waterline Extension Project as complete and authorizing release of retainage to Lee Johnson & Son Construction - *Staff recommends approval of project and release of retainage to Lee Johnson & Son Construction.*

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Bronson, to approve the Black Road Waterline Extension Project as complete and authorize release of retainage to Lee Johnson & Son Construction. The motion passed 4-0.

Acceptance of Deed and Dedication of Street Right of Way and Utility Easement for a portion of South Main Street and a portion of Terry Road - *Staff recommends accepting the deed for road right-of-way and utility easement and authorizes the Mayor to sign and record the deed.*

Councilmember Phay asked if the issue about the island on South Main had been fixed. Mayor Conard explained that some of the signs had been moved and a traffic engineer will be coming to review the situation.

Council Action: A motion was made by Councilmember Bronson, second by Councilmember Clay, to accept the deed and dedication of Street Right of Way and Utility Easement for a portion of South Main Street and a portion of Terry Road and utility easement and authorize the Mayor to sign and record the deed. The motion passed 4-0.

Approval of November Claims Vouchers and October Payroll - *Staff recommends approval of claims vouchers/warrants #20270 through #20370 for \$206,081.31; and October payroll warrants #11740 through #11775 for \$78,557.77.*

Council asked several questions that were answered by Councilmember Bronson and staff.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Phay, to approve claims vouchers/warrants #20270 through #20370 for \$206,081.31; and October payroll warrants #11740 through #11775 for \$78,557.77. The motion passed 4-0.

Approval of Interlocal Agreement with Whidbey General Hospital for snow plow and sanding services of the hospital parking lot and driveways

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Bronson, to approve the interlocal agreement with Whidbey General Hospital for snow plow and sanding services of the hospital parking lot and driveways. The motion passed 4-0.

STAFF REPORTS

Ms. Thomas submitted a written report and offered to answer questions.

Marshal Penrod submitted a written report. They are doing well in the department with the next public safety testing in early December and he hopes to get someone hired in December. He is having monthly staff meetings with in-service training. Deputy Mirabal is scheduled to get some EMT training. Councilmember Phay asked how the new car was working and Marshal Penrod said that it is working out very well and he hasn't had any complaints.

Mr. Bishop explained that we sent out bid documents for the Keystone Hill Well project, which will be bid from the small works roster, with the bid opening on December 11th. He added that they are gearing up for rehabilitation of the well at the Lion's Park. The Front Street Lift Station project and surrounding street should be cleaned up for the Greening Festival parade, and the

restrooms open by Saturday. The pedestrian path on the south side of Terry Road is complete. He added that Rick Widdison is doing the repair work on the Front Street Boardwalk and a utility pole has been removed.

COUNCIL REPORTS

Councilmember Hughes explained that the National League of Cities Conference in New Orleans was excellent, with great sessions and presentations by Michael Bloomberg, Terry McAuliffe, and Kenneth Mehlman. The focus of the conference was on sustainability and building green, and emergency preparedness. She was pleased to report that the Food Bank did not run out of food for Thanksgiving and fed 101 households for the holiday. They had a huge food drive last month.

Councilmember Bronson spoke about tourism and the scenic byway; and identifying the three entrances to the Island with Scenic Byway signs along the highway for every 5 to 10 miles. The Ebey's Trust Board met with the four original signers of the Reserve and they plan to meet twice per year. The 30th anniversary of the Reserve will be held on November 7th and 8th 2008. It is a very good time for the board, which has been renewed. They have received funding from the county. The National Park Service is very happy and the place is energized; and Mark Preiss is involved in lots of project.

Councilmember Clay explained that he served as mayor pro tem and attended the meeting in Oak Harbor, and met the new commander of NAS Whidbey. The focus of the meeting was disaster preparedness, population shift, and Island Transit. There were lots of elected officials, mostly from Oak Harbor. They will have another community meeting in five months. He explained that Governor Gregoire will be hosting a state-wide meeting on December 5th, in Seattle, on a new emergency communication system for public agencies that will enable them to communicate during an emergency. He added that Island Transit has agreed to purchase the equipment to get the basic software that is compatible, to enable them to communicate during a disaster or emergency. He attended the Island Transit open house earlier today on Camano Island with Mary Margaret Haugen, Rick Larson and all three Island County Commissioners. There were about 70 people who attended the event. He was not so optimistic about the Keystone Ferry situation.

Mayor Conard added that there is a Council of Governments meeting, tomorrow, November 28th, to discuss what is happening here with the communication system and the presenter is the engineer who helped develop it.

Councilmember Phay asked if we had a map of the Town's trails.

ADJOURNMENT – 9:48 p.m.

Respectfully Submitted:

MAYOR:

Judy A. Thomas, Clerk Treasurer

Nancy Conard, Mayor