

**Town of Coupeville
Regular Council Meeting
Tuesday, April 22, 2008
6:30 p.m.**

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

A motion was made by Councilmember Binder, second by Councilmember Phay, to excuse Bob Clay. The motion passed 4-0.

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

Mayor Conard introduced Ranae Mulholland and explained that she was video taping this meeting for possible viewing on Channel 10. Ms. Mulholland is the volunteer who posts updates to Channel 10.

APPROVAL OF MINUTES

The minutes of the regular meeting of April 8, 2008 were approved as submitted.

MAYOR'S REPORT

- Mayor Conard discussed the Washington State Ferries (WSF) agreement to have a concession stand located at the Keystone Ferry Terminal; and they have asked that Coupeville be involved in the selection of a vendor. Requests for Proposal are due from vendors by May 15th and Coupeville will be involved in making a recommendation to WSF. WSF is setting a date for the new reservation system to begin on May 31st.
- She was pleasantly surprised to receive a call from the Department of Ecology (DOE) Centennial Clean Water Program, that the Town's grant application for the Coupeville Stormwater Activities Project has been approved. The total cost of the project is \$99,000 and the grant is for \$66,000. *(This study will be to assess stormwater water quality, create a resulting mitigation implementation plan and pre-design report for the purpose of protecting Penn Cove.)* This project and the Reclaimed Water Feasibility Assessment Project will work nicely together and we've sent out an addendum to the RFP to get the same engineers for both projects.
- Whidbey Island Conservation District (WICD) has scheduled a Low Impact Development (LID) workshop for April 29th at the Coupeville Rec Hall, with another on June 3rd for rain gardens. Also, there will be a LID workshop in Bayview regarding pervious concrete. Those who take the class for the LID certification program will become certified installers. The difficulty is that there is not enough work at this time, so we are working with the WICD to get the installers certified to get a clearing house for pervious surface installations.
- She provided copies of the Council meeting reviews/reports from the League of Women Voters (LWV) on the Council meetings they have been evaluating over the past few months. She added that this was helpful information and thanked them for their input.
- She explained that Joe Black, Town Maintenance Supervisor, has submitted his letter of retirement, effective September 1, 2008; and noted that he has been a great asset to the Town.

AUDIENCE INPUT

Peggy Burton, Coupeville, thanked the Mayor and Council for removing the barriers between Council and audience.

NEW BUSINESS

Approval of the Special Event Permit Application for the Tour de Whidbey Bike Ride scheduled for September 27, 2008 - *This item was tabled at the April 8th Council meeting.*

Council Action: A motion was made by Councilmember Binder, second by Councilmember Phay, to remove from the table and approve the Special Event Permit Application for the Tour de Whidbey Bike Ride for September 27, 2008.

Laura Blankenship, Executive Director for Whidbey General Hospital Foundation, explained that this is the 7th year for the Tour de Whidbey and Cook's Corner Park has been used every year. She has never heard about any problems with using this park and assured Council that the riders do come completely off the road and like to lay their bikes on the soft grass. This is not a race and so bike riders will not be traveling in mass or large groups. She responded to Mayor Conard's question that there are no vehicles traveling with the riders so there won't be vehicle traffic either. Ms. Blankenship explained that they like to have the central location that focus's on this area of Coupeville. She added that there will be portable toilets placed in the park. She said that she will be checking this rest station this year, and asking volunteers at the station how it is going to ensure that there are no problems.

Peggy Burton, Coupeville, stated that she lives next to the park and has never seen a problem with the riders using this park.

The motion passed 4-0.

Proclamation declaring the week of May 18, 2008 as Whidbey Reads Week

Mayor Conard read the proclamation aloud.

Council Action: A motion was made by Councilmember Binder, second by Councilmember Hughes, to approve the Proclamation declaring the week of May 18, 2008 as Whidbey Reads Week. The motion passed 4-0.

Resolution No. 08-03 requesting the establishment of the Coupeville Library Capital Facility Area to finance Library Capital Facilities and thereby expand Library Service

Mayor Conard explained that the concerns previously discussed have been the election costs and how much the Town would pay, which will be half of the election costs (the maximum cost would be less than \$8,000. The current facility was originally built on donated land and was funded through a grant and a USDA loan; and the agreement allows for the Town to reclaim the

property/building in the event that Sno-Isle Libraries do not continue having a library inside the Town limits.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Phay, to approve Resolution No. 08-03, requesting the establishment of the Coupeville Library Capital Facility Area to finance Library Capital Facilities and thereby expand Library Service.

Discussion: Councilmember Hughes noted that there is no mention in the documents about the sale price of the facility.

Jonalyn Woolf-Ivory explained that once the bond passes, the attorneys will prepare the sale agreement. Mayor Conard added that this resolution is to get approval from the voters to establish the Capital Facility Area and the bond.

Councilmember Dannhauer asked who would own the land and Mayor Conard explained that it would be owned by the Library District.

The motion passed 4-0.

RESOLUTION NO. 08-03

A RESOLUTION of the Town Council of the Town of Coupeville, Island County, Washington, requesting the establishment of the Coupeville Library Capital Facility Area to finance Library Capital Facilities and thereby expand Library Service

Change to audience input procedure - *Councilmember Dannhauer recommends increasing time limit for public comment to 10 minutes; and allowing use of overhead projectors.*

Council Action: A motion was made by Councilmember Dannhauer, second by Councilmember Hughes, to increase the time limit for public comment to 10 minutes per person and allow the use of overhead projectors.

Councilmember Dannhauer added that she thinks the use of overhead projectors should be allowed to make presentations.

Councilmember Binder suggested that if the time limit was increased that there only be one opportunity at a council meeting for Audience Input, rather than two. Councilmember Dannhauer did not agree with one opportunity per meeting because sometimes things come up during the meeting that the audience wants to discuss. Councilmember Binder responded that it could be once, at the end of the meeting.

Councilmember Phay was comfortable with the current five minute time limit and does not have a problem with the overhead projector as long as they can see what is being projected; and he favors comments in writing if they are longer than five minutes. He feels that five minutes per person is sufficient.

Mayor Conard noted that Councilmembers Hughes and Binder are working on the Council procedures and these are issues that will be included in the rules.

Councilmember Hughes explained that all other meetings she attends only have one opportunity per meeting for audience input and she likes that we have two times per meeting. She was not in favor of allowing overhead projectors because she has never been able to see it clearly and there was nothing provided to Council (no hard copies) at the end of the presentation.

Mayor Conard discussed overhead projector presentations and that hard copies should be provided to Council and hopes this is incorporated into the Council rules.

The motion failed 1-3 (Hughes, Binder, Phay).

Approval of April Claims and March Payroll Vouchers - *Staff recommends approval of the April 22, 2008 claims vouchers/warrants #20741 through #20828 for a total of \$100,808.19; and March payroll warrants #11915 through #11949 for a total of \$83,053.02.*

Several questions were asked and answered by Council with no changes to what was submitted.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to approve the April 22, 2008 claims vouchers/warrants #20741 through #20828 for a total of \$100,808.19; and March payroll warrants #11915 through #11949 for a total of \$83,053.02. The motion passed 4-0.

Mayor Conard called for a short recess at 7:51 p.m. and reconvened at 8:00 p.m.

STAFF REPORTS

Ms. Thomas provided a written report and added that Councilmember Binder has been very helpful with the Review of the 2007 Annual Financial Report. The review process has been an excellent tool to ensure an accurate report will be provided to the State Auditor's Office (SAO); and it will expedite the audit process by the SAO, later this year. The report is nearly complete and she expects to mail it to the SAO, early next week.

Marshal Penrod provided a written report and stated that there will be memorial service for former Deputy Town Marshal Charles Charleton, on April 26th at 2:00 p.m. at the Coupeville High School. The Civil Service Commission met and certified the list of deputy marshal applicants and he will be doing interviews next week. The Coupeville Liquor Store was burglarized and Deputy Covert collected evidence that is being processed. A 28 ft. sailboat, that was anchored about 150 ft. off the Coupeville Wharf, sank last weekend; there was no one on board. Monthly staff meetings are going very well, and he's had a couple guest speakers, one was a retired police officer, who did some training on report writing. Mayor Conard added that she was pleased about the staff meetings and has heard lots of positive remarks.

Mr. Bishop explained that a new position was added in the maintenance department in the 2008 budget and Jack Robinson requested a change to that position. We advertised for a utility worker, and hired William LaRue, who worked for the city of Anacortes for several years, and he will begin April 28th. He explained that Joe Black will retire September 1, 2008, and Larry Smith

will move into that position; so we will be advertising for another maintenance worker. He noted that Jack Robinson will serve as back up for the utilities department. Today he had the pre-construction meeting on the Lauren's Woods 20-lot plat and they will break ground tomorrow; beginning with erosion control measures.

COUNCIL REPORTS

Councilmember Hughes explained that the Lions scholarship auction was held Saturday and they did very well with donations. She is on the Ferry mitigation committee and they are working on the mitigation plan for use of the mitigation funds. She spoke about the Central Whidbey Chamber of Commerce Local Affairs Committee and their purpose is to have representation from all agencies in town for coordination of information. She enjoyed serving on the Oral Board, and was very pleased with the candidates they'd interviewed.

Councilmember Binder explained that the Joint Tourism Committee is continuing to work on the website which will be ready in May. She was happy to complete the review of the 2007 Annual Financial Report.

Councilmember Dannhauer noted that the Library kick-off event will be held at the Farmer's Market on May 3rd. She added that the Parks & Recreation Committee has not met since she volunteered to serve on the committee.

DISCUSSION

Traffic Engineer's Recommendation for School District Crossings

Mayor Conard provided a copy of Bill Haro's traffic engineer report and explained that we have not acted on it yet. She discussed the narrow roadway on South Main that we could move the signs out and will need to check with the Coupeville School District. She discussed signage and the use of flashing lights at the crossings at each of the three school district crossings. Coupeville School District is working to get a grant to pay for the flashing lights at the crosswalks. Mr. Bishop explained that the flashing lights are programmable and can be set to specific days and times to flash, and not to flash when school is out for the summer. Mayor Conard explained that she will get back to the Council after the Coupeville School District has had a chance to review the report.

Dates and Topics for Community meeting

Mayor Conard explained that she was trying to find a date for a community meeting that would work for all Council members, and suggested that the regular Council meeting for June 10th be cancelled and to schedule a community meeting for June 10th at the Rec Hall; Councilmembers Binder, Dannhauer, Hughes, and Phay agreed that would work for them. She will bring topics for the community meeting to the next Council meeting.

Council Procedures

Mayor Conard explained that Councilmembers Hughes and Binder are working on council procedures. She suggested they look on the MRSC website to get ideas and see what other cities are doing. She suggested Councilmembers email suggestions to Councilmember Hughes, and we will discuss at future meetings.

Mayor Conard met with Hank Florence, historical architect with the National Park Service, about the exterior siding of Town Hall, which has metal siding on three sides. He suggests removing the old metal siding and making it right by putting wood siding the same as the original siding. Also, the two front windows are not correct. She will try to get some idea what it will cost and if we choose to proceed, the cost could be included in the budget revision. She explained that at the historical conference she attended she learned that it is possible that there is something underneath the metal siding that might be usable. She will come back to Council with more information.

Councilmember Hughes reminded Council and staff that May 17th is the Water Festival, and Council will be serving dinner to the Indians. She will be unable to attend but asked who would be attending. She will get with Mayor Conard to get the food ordered. She noted that next year's Water Festival will be held on May 16, 2009.

ADJOURNMENT – 8:34 p.m.

Respectfully Submitted:

MAYOR:

Judy A. Thomas, Clerk Treasurer

Nancy Conard, Mayor