

**Town of Coupeville
Regular Council Meeting
Tuesday, July 22, 2008
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 David Penrod, Clerk Treasurer Judy Thomas

APPROVAL OF MINUTES

The minutes of the regular meeting of July 8, 2008 were approved, with one amendment. Councilmember Dannhauer asked that the following comment be included in the minutes, as follows: Page 7, second paragraph, beginning with “Councilmember Clay explained that by the time...” add sentence to end of the paragraph to read, “Councilmember Dannhauer stated that it was consistent with some policies of the existing SMP ordinance but inconsistent with others, such as the conservation element.” Mayor Conard responded to Councilmember Clay’s question that the purpose of the minutes is to report the action taken of the meeting and reflect the tenor of the conversations and discussion; except in a public hearing, then it is important to get the comments from the public.

MAYOR’S REPORT

- Mayor Conard noted that the main topic at the Council of Governments meeting on July 23rd will be a follow-up on the affordable housing summit which was held on July 10th. Planners from each of the cities and Island County attended and discussed what we can do to implement affordable housing in our communities for low and middle income households. Another topic on the agenda is to schedule a community summit of elected officials to meet with representatives of PSE and the Public Utility District.
- July 15th was the due date for applications for volunteers to Boards and Commissions. We received applications for each of the boards, except the Design Review Board and the Civil Service Commission. She will schedule interviews in the next couple weeks to meet with the applicants; and mayor pro-tem Clay will sit in on the interviews. She noted that the incumbents are interested in continuing in those positions.
- As mentioned at the last Council meeting, WSU hired Cathy d’Almeida to serve as staff person who will provide support to implement the Town’s climate action plan and sustainable community activities. She, Ms. d’Almeida and three representatives from WSU had a good planning session last week. Ms. d’Almeida and a PSE representative plan are scheduled to conduct an energy audit of the Town-owned facilities on July 25th. She’s reviewing energy and fuel consumption records to see what we can do to reduce our energy and fuel consumption. Mayor Conard will include information in the newsletter (on the reverse side of the utility bills) at the end of this month, about the ‘climate stewards’ program that is being introduced by Northwest Clean Air Agency and WSU Beachwatchers. The next newsletter (with September 30th utility bills) will include an insert that is just about climate protection and sustainable community activities; and what people can do in their own households.

- Governor Christine Gregoire visited Coupeville yesterday, July 21st and spoke on the state's economy and answered questions from the audience. The event was held at the High School Commons and was attended by elected officials and interested parties from around the Island.
- Mayor Conard explained that she'd received some emails expressing concerns about political signs and the Town's sign code regulations. According to the code, a property owner is allowed to have a cumulative total of eight square feet of signage per property; and the sign in question exceeds that total; and the property owners have been contacted about the violation.

PUBLIC HEARING

Resolution 08-04 adopting the Six-Year Transportation Improvement Program – Staff recommends conducting the public hearing and approval of Resolution No. 08-04, adopting the Six-year Transportation Improvement Program for the years 2009 through 2014.

Mayor Conard explained that adoption of the six-year transportation program (TIP) is an annual requirement; it is fairly similar to the TIP program adopted last year. The purpose of the TIP is to identify and prioritize street projects that need to be done. As a requirement to receive grant funding for street projects, the projects must first be identified in the annual TIP. Also, if a developer comes in with an application we have the opportunity to mitigate their impact by making improvements that are designated in the TIP. As noted in the staff report, projects one through six are scheduled with the first three years; and all projects rely on external funding support. She explained that Council has the opportunity to re-prioritize or make any changes.

Councilmember Dannhauer asked where this is identified in the comprehensive plan; she couldn't find the Fourth Street (NW) Extension. Mayor Conard responded that it is included in the transportation element of the comprehensive plan, as the connection between North Main Street and Broadway, and the Town has purchased property on Broadway, and coordinated with developing activity as to where Fourth Street will go through. Councilmember Dannhauer asked if the Fourth Street extension would affect the Joseph Libbey House. Mayor Conard explained that would depend on what the developer plans to do but there is room for the street to come through; also, there is the potential for the house to be re-located on the property.

Councilmember Dannhauer asked if the sidewalks include permeable pavement. Mayor Conard explained that she was not sure if permeable surface could work on the Grace Street sidewalk; and we are looking at what projects could include permeable surfacing.

Councilmember Hughes asked about the route of the Pennington Hill Pedestrian Way. Mayor Conard explained that it could come down Pennington Hill, through the field to the north side of Highway 20, or along the back side of the Lauren's Woods development; a portion of which will be constructed as part of Lauren's Woods.

Councilmember Clay asked about eliminating gravel roads in town and suggested that be discussed at the Council Workshop.

Mayor Conard declared the public hearing open at 6:57 p.m. She noted that there were two people in the audience, a reporter and a representative from the League of Women Voters. There was no public comment and the public hearing was closed.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Phay, to approve Resolution 08-04 to adopt the Six-year Transportation Improvement Program for the years 2009 through 2014.

Council Discussion: Councilmember Hughes was familiar with the process and was comfortable with approving the 6-year TIP as recommended by staff. Councilmember Clay explained that this was discussed in Council workshops and it looks good to him. Councilmember Dannhauer commented that before approving it, she wanted to make sure the Libbey House would not be impacted, with the Fourth Street extension, and wants to make sure there is a clear plan for exactly where the street will go; and she wants a more clear policy for permeable pavement, rather than an option; she would like a written policy for permeable pavement. Councilmember Clay explained that we are developing a low-impact development policy and that is where the permeable pavement policy would be included; rather than in the TIP. As far as the Fourth Street extension, the TIP only identifies it as a future project, and we have a map of ‘approximately’ where it will go; we are not sure exactly where it will come out on North Main Street. Mayor Conard appreciated her concerns about the Libbey House, and the street will probably come through that general vicinity; however the Town does not own it and does not have control of where the house is located. Regarding permeable surface, Mayor Conard supports it but in addition to the TIP we have standards for construction of streets identified in the code; which is being revised through the grant we received to get technical assistance on low impact development, and we are within a year of having that formalized. Councilmember Hughes added that the 6-year TIP is a plan for prioritizing street projects and does not include construction specifications.

The motion passed 4-1 (Dannhauer).

RESOLUTION NO. 08-04

A RESOLUTION of the Town Council of the Town of Coupeville, Island County, Washington, adopting the six-year Transportation Improvement Program (TIP) for the years 2009 through 2014.

NEW BUSINESS

Consider Town Membership in Saratoga Community Housing - Mayor recommends authorizing membership in Saratoga Community Housing with a contribution to be determined by Council.

Mayor Conard explained that Council discussed membership at the July 8th Council meeting but agreed to wait until after the affordable housing summit on July 10th to determine an amount to contribute; and that amount would be included in the budget revision.

Councilmember Hughes recommended a contribution at the visionary level of \$1,500, but that would not commit the Town to that amount every year; and Councilmembers Binder and Clay agreed with that amount.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to authorize membership in Saratoga Community Housing with a contribution of \$1,500.00. The motion passed 5-0.

Set public hearing date for August 26, 2008 for 2008 Budget Revision

Council Action: A motion was made by Councilmember Clay, second by Councilmember Hughes, to set a public hearing date of August 26, 2008 for the 2008 Budget Revision. The motion passed 5-0.

Approval of July Claims and June Payroll Vouchers - *Staff recommends approval of July 22, 2008 claims vouchers/warrants #20992 through #21076 for a total of \$178,929.32; and June payroll warrants #12021 through #12057 for a total of \$90,656.57.*

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 July 22, 2008 claims vouchers/warrants #20992 through #21076 for a total of \$178,929.32; and June payroll warrants #12021 through #12057 for a total of \$90,656.57. The motion passed 5-0.

STAFF REPORTS

Ms. Thomas provided a written report and reported on the upcoming special events that include the Ragnar Relay, a 200-mile running relay from Blaine to Langley on July 26th; the Ride for Crohns and Colitis, a three-day bicycle ride that will come through Coupeville on August 1st; and the Annual Coupeville Arts and Crafts Festival on August 8th to 10th. Councilmember Clay asked about sales taxes, which are down for Island Transit and Island County and Ms. Thomas responded that she would look it up and let him know. Mayor Conard discussed the potential impact to small communities as a result of the loss of sales tax from the streamlined sales tax, which went into effect on July 1st of this year. *(After the meeting Ms. Thomas looked up the sales revenue to date and as of June 30th, we have received \$152,284.33, which is 50.76% of what was budgeted for 2008. However, in 2007 sales tax revenue was at \$231,001.12 at June 30th; and in 2006 sales tax revenue was at \$170,515.97 at June 30th.)*

Marshal Penrod provided a written report and reported on the recent Motor Vehicle Investigation Class that was hosted in Coupeville. He is looking at hosting a Field Sobriety Testing Class in Coupeville, sometime in the next few months. Some of the officers have been participating in a DUI emphasis and the Town will be reimbursed from a State grant, for the overtime they were paid to participate. The candidate for the deputy marshal position is in the final screening and testing and he hopes to get him in the August Police Academy. We had an uneventful 4th of July with no reports of violations or injuries. The new hands-free cell phone law went into effect on July 1st and the department has made no stops for cell phone use; but noted that it is a secondary violation. Although law enforcement is exempt from this law, his officers are pulling off the road to speak on the cell phone.

Mr. Bishop reported that he's hired Kelly Riepma for the maintenance worker position. July 16th he attended a three-hour class by WCIA, called Public Works Risk Management 101, and he learned some ways to reduce risk; what is or is not an emergency, and other useful information. July 21st, while preparing to pave NE 4th Street, he received word that Tesoro has halted all production of asphalt; they have quit producing the oil that is used for making asphalt. There is only one other asphalt producer in the state, and they are located in Tacoma. We were piggy-backed with Island County on their asphalt projects but we are currently on hold; and not sure when the 4th Street project will get done. Councilmember Dannhauer asked if concrete could be used instead of asphalt. Mr. Bishop responded that he was not sure if concrete could be used but in talking with Island County, they are optimistic to find something to complete the contracts.

Mayor Conard called for a short recess at 7:54 p.m. and reconvened at 8:02 p.m.

COUNCIL REPORTS

Councilmember Hughes attended the affordable housing summit on July 10th; and the Governor's lunch on July 21st and noted that it was well attended and a good event. She spoke

about the Coupeville food bank and noted that July is 'Freedom from Hunger' month. During the summer months food donations usually go down and clients increase but there are other organizations that contribute such as Living Hope Church, and Prairie Center, and Whidbey General Hospital's month-long food drive. They also accept cash donations. The Farmers Market is donating fresh vegetables that are left over from the Saturday market.

Councilmember Binder spoke about the July 20th Concert of the Cove which had about 300 attendees. The I-Corp Military Band from Fort Lewis performed and it was a wonderful concert.

Councilmember Phay noted that he has received a lot of positive feedback about the televised council meetings.

Councilmember Clay attended the farm forum that was held at the Ausable Institute, to get farmers together from Skagit and Island Counties about their agriculture program. The Law and Justice Council met on June 25th and they learned about an alcohol monitoring system that can be used for persons convicted of alcohol related crimes; and discussed some of the functions of the monitors. He attended the DOE public hearing on the Shoreline Master Program on June 25th. He attended the National Park Service program on rehabilitating older homes and historic structures in the Northwest; and replacing the roof on the blockhouse, which is next to the museum that is being done by volunteers. He spoke about ridership with Island Transit since 1999, and they have had a dramatic increase between 2005 and 2008. He attended the Island Transit audit by State Auditor's Office (SAO) and noted that elected officials need to review the audit report; and discussed our (council members) responsibilities as elected officials, in the audit process. On July 31st he will attend the Kitsap Regional Transportation summit. He noted that when he attends these meetings, he travels with his own vehicle, on his time and his gas.

Councilmember Dannhauer attended the Parks and Rec meeting on July 9th and they discussed plans to upgrade the Rec Hall kitchen and appliances; mapping of trails through town; and minutes of the meetings. Mayor Conard added that they are getting prices and specifications together for the upgrade; and the upgrades will include a commercial kitchen. She attended the affordable housing summit.

DISCUSSION

Mayor Conard explained that we will be using staff for the initial schematic drawing for the municipal parking lot, and possibly for a demo site for a rain garden and pervious surfacing of the lot. She would like to get a steering committee together, with a couple representatives from each of the following: the Coupeville Waterfront Historic Association; Town Council, Parks and Rec Board to work together to develop a proposal. The proposal should include a parking area with lighting (that does not light the night sky) and possibly plan for a restroom. Council was supportive of starting that process and putting together a proposal of what to do with the Johnson building, should it be a park or parking lot. Councilmember Dannhauer agreed to be the Council representative on the steering committee.

ADJOURNMENT: 8:35 p.m.

Respectfully Submitted:

MAYOR:

Judy A. Thomas, Clerk Treasurer

Nancy Conard, Mayor