

**Town of Coupeville
Regular Council Meeting
Tuesday, September 23, 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 August 26, 2008 were approved, as submitted.

MAYOR'S REPORT

- The Parks and Recreation Commission (PRC) met last week and continued discussion on the remodel of the Rec Hall kitchen. They called in Val Hillers who will finish the layout for the kitchen and she will get estimates for appliances and revise the drawings according to the sizes of the appliances. The Coupeville Lions are interested in participating in the remodel work and possibly some funding towards the project. They expect to have the plans ready by the November meeting. The PRC is working on a revised brochure to explain about the Community Commemorative Fund, a fund that collects donations to commemorate, celebrate or memorialize persons. The brochure will provide information about how the fund works. In addition, the PRC is starting to work on a map of trails and open spaces that are accessible to the public. The PRC will be meeting every other month.
- Regarding Climate Protection and Sustainable Communities, Cathy D'Almeida will provide tips on how to protect the climate and sustainable practices, that will be included in a newsletter that will be mailed with the utility bills next week. This and other information will be available through a link from the Town's website.
- Mayor Conard will be attending a climate steward training on September 24th; and they will discuss how other communities are participating in this process.
- She will not be able to attend the Council of Governments (COG) meeting tomorrow, but it is on the agenda to adopt the COG Resolution on sustainable communities.
- She will attend a meeting at the Central Whidbey Fire and Rescue on September 25th regarding the selection of a new fire chief, as Joe Biller will be retiring at the end of the year.
- Ebey's Reserve is preparing a mailing about the Ebey's Forever Conference celebrating the Reserve's 30th anniversary on November 7th and 8th. Information about the conference will be mailed to every address within the reserve. The conference will be a great opportunity for people to renew their interest in the Reserve. She noted that Whidbey Island Bank is the primary sponsor of the event.
- Also in the Town's dealing with the Reserve, the first annual meeting of the Central Whidbey farmers is scheduled for Saturday, September 27th at the Smith Farm.
- On the Stormwater and Reclaimed Water grant, the engineers are working with the Whidbey Island Conservation District (WICD), and they will be meeting with WICD and the farmers on November 13th. At 2:00 p.m. there will be a community meeting to talk about the project and what has happened so far.

- Last week, she attended a staff session with the Island County Commissioners in which they met with each of their departments heads. Jeff Tate brought up the letter from the Town, inviting them to participate with the Town's design review process and they have agreed to participate with the Town, and Larry Kwarsick will proceed with that project. The idea is that the Town is revising the design review guidelines and the thought was that the Island County Historic Reserve Commission could benefit from enhanced regulations; and if they liked what was produced they could adopt it into their code; and Island County has agreed to participate with the Town.
- She made contact with a landscaping firm to provide a proposal for landscaping of South Main and hopes to have a proposal in the next couple weeks.
- On September 7th, the Town sponsored concert in the park was held in conjunction with the Lion's Salmon Barbecue. They had a good turnout, with great weather and it was a nice community activity.
- She spoke with Larry Kwarsick about dates for workshops (preferably Tuesdays) to review the comprehensive plan revisions. She will bring some dates to Council at the next meeting.
- She received information on the Farmers Market that the total sales for the week of July 12th were \$13,173; and they have exceeded \$200,000 in gross sales. She will have more information at end of the year.
- She noted that Saratoga Community Housing sent a thank you to the Town, thanking the Town for the donation and support.
- She received a letter from the NW Tulip Trekkers about the 2008 Volksfest which was held the first weekend in September. They had 344 participants with 94% from off island. The participants stayed an average of 2.7 days and an average 319 miles was traveled to attend. They figured about \$81,000 was spent in Coupeville during the weekend. It is a great event that attracts tourists. The Pleine Air festival was held the same weekend.

PRESENTATION

Update from Island County Joint Tourism Committee

Councilmember Binder introduced Island County Joint Tourism Committee representatives, Roseann Alspektor and Chet Ross.

Mr. Ross explained how Coupeville's contribution of room taxes (from Hotel/Motel taxes) paid to Island County Joint Tourism Committee (ICJTC) benefits Coupeville. He explained the six points, as follows:

1. ICJTC has served as Island County's liaison to tourism alliances with: Washington State Governor's Office; Olympia Chamber of Commerce; Washington State Tourism Commission; Washington Association of Convention Visitor Bureaus member of Tourism Committee; NW Strategic Marketing Alliance (Snohomish, San Juan, Skagit, Whatcom and Island Counties); Cascade Loop Marketing Alliance with Whidbey Scenic Isle Way; 2008 Skate America pre-Olympic Event in Everett; 2010 SnoGold Snohomish County Marketing Initiative. They have also supported Kenmore Air Marketing with funding and in-kind contributions.
2. ICJTC hosts: key travel writers to tour Coupeville as the home of Penn Cove Mussels and the first National Historic Reserve; film crews; Washington State tourism visitors.

3. Provided Coupeville with 18,000 plus leads in response to ICJTC print advertising since 2005, and mailed visitor guides to all. Leads come from Canada, Washington, Oregon, and the entire USA and international. Ads in major travel trade publications.
4. Branding focus has been Island County towns; Whidbey and Camano tourism islands; the shortest distance to far away; All-season one-tank getaways. New website focus on storytelling and chambers.
5. Produced TV commercials, maps, collateral and new storyline downloads for travel media.
6. Strategy moving forward: Continue regional initiatives to drive attention to our local chambers and visitor centers; especially international visitors.

He added that the grand kick-off of the ICJTC website will be on October 15th at Greenbank Farms and they are inviting Mayors, Councilmembers, Port Commissioners, Island County Commissioners, persons from B & B's and lodging establishments.

Mayor Conard explained that Councilmember Binder, who serves on the committee, has been giving us updates on the ICJTC. Ms. Alspektor gave a copy of 100 Destinations and latest issue of Sunset magazine, as both publications had articles about Coupeville.

NEW BUSINESS

2009 Budget Policies - *Staff recommends a motion to adopt the 2009 Budget Policies as a guideline to prepare the 2009 budget.*

Mayor Conard explained the budget calendar for the 2009 budget, and the 2009 budget policies. The only changes to the policies were one change to the year, from 2008 to 2009; and two changes to the admin transfer from the Utility Fund to the General Fund, which is reflected in the staff report. The policies have been developed over time and there are no significant changes this year.

Council Action: A motion was made by Councilmember Clay, second by Councilmember Binder, to adopt the 2009 Budget Policies as a guideline to prepare the 2009 Budget.

Discussion: Councilmember Dannhauer asked about the time study that was done for the administrative transfer. Mayor Conard explained how the time study is prepared and averaged over a five-year period, dropping the oldest study and adding the newest study.

The motion passed 5-0.

Approve appointments to Boards & Commissions

Mayor Conard advertised in the Whidbey Examiner, and by e-mail, for applicants to submit applications for the volunteer positions on the various boards and commissions. She received several applications and Councilmember Clay and she interviewed all applicants. She recommended Lisa Bernhardt and Margaret Storer to fill the two vacancies on the Parks and Recreation Commission. She suggested re-appointing Barbara Cope and David Day to the Planning Commission, as they are experienced and it is beneficial to the Planning Commission to have that experience. There were no new applications for the Library Board and Doris Randall wished to be reappointed. Ebey's Reserve Trust Board had one resignation of Marshall Bronson and she recommended Molly Hughes to serve on the board. She also recommended re-appointment of Jan Pickard to the Ebey's Reserve Trust Board, who serves as the chair to the board. She talked with, or left messages to all applicants, and those who were not selected. We will keep the applications on file in the event of resignations.

Council Action: A motion was made by Councilmember Binder, second by Councilmember Clay, to confirm the appointments as recommended by Mayor Conard as follows: Parks and

Recreation Commission - Lisa Bernhardt and Margaret Storer; Planning Commission - Barbara Cope and David Day; Library Board - Doris Randall; Ebey's Reserve Trust Board - Molly Hughes and Jan Pickard.

Discussion: Councilmember Binder approved of all the recommendations and thanked Molly and David and the selections that were made. Councilmember Clay spoke about the procedural process and that they received a number of applicants; he felt it was a great selection process. Councilmember Dannhauer explained that she could not make a good choice because she did not have access to the interviews and did not know who all the applicants were. Mayor Conard was not sure that she should provide all the applicants names but just the ones recommended. Councilmember Hughes explained that this is the process that Council agreed to fill positions on boards and commissions. Councilmember Dannhauer added that she was not aware that a councilmember participated in the interviews. The motion passed 4-1 (Dannhauer).

Schedule Council Workshops

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binders, to set the council budget workshop for Tuesday, October 28, 2008, at 5:30 pm to 6:30 pm and continue the workshop after adjournment of the regular meeting. The motion passed 5-0.

Cancel Town Council Meeting of November 11, 2008

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Clay, to cancel the meeting of November 11, 2008 due to the Veterans Day holiday. The motion passed 5-0.

Approval of September Claims and August Payroll Vouchers - Staff recommends approval of September 23, 2008 claims vouchers/warrants #21173 through #21248 for a total of \$157,928.30; and August payroll warrants #12095 through #12139 for a total of \$109,055.88.

Several questions were asked and answered by Council with no changes to what was submitted. Mr. Bishop explained a question asked about CDF; that CDF is the abbreviation for 'controlled density fill', which is a material that is used in street repair when the pavement is cut and removed for repairs under the pavement. Then before it is paved over, CDF is put in the hole, to prevent the pavement from sagging.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to approve the September 23, 2008 claims vouchers/warrants #21173 through #21248 for a total of \$157,928.30; and August payroll warrants #12095 through #12139 for a total of \$109,055.88. The motion passed 5-0.

STAFF REPORTS

Ms. Thomas included a written report in the agenda packet and offered to answer questions. She responded to the question about whether she was ready for the audit that she has easy access to all the records and would be ready when they arrive. She and Marshal Penrod attended training in Burlington today on 'New Issues Surrounding Public Records Requests' with a focus on law enforcement records. It was a good class and she received helpful information about police records.

Marshal Penrod reviewed his written report and agreed with Ms. Thomas that today's training was excellent. He reported that he's received a couple progress reports on Adrian Kuschnereit

and he is doing well at the Police Academy. This weekend is the annual Oyster Run and Anacortes expects to have about 15,000 to 20,000 motorcycles in town. A couple of Coupeville officers will be involved with a speed emphasis program this weekend. Saturday he will be attending an Arts and Crafts post-festival meeting. Councilmember Hughes asked about agency assists on his report and he said that he will have to check those numbers and get back to her. Councilmember Clay asked about the number of traffic stops and Marshal Penrod explained that there were a lot more written warnings than before.

Mr. Bishop explained about sidewalk work that is being done with the new sidewalk on the south side of Coveland Street, between Grace and Main streets; and fixing a bad spot on the sidewalk between the Post Office and the gas station. The paving of Fourth Street, between Faris and North Main Street will be done next week. The old hot dog stand on the north side of Front Street is almost all gone and a building permit and shoreline permit is being reviewed for that property. Douglas Fir and Western Red Cedar trees are being planted along the 50 ft. conservation easement of Lauren's Woods; the trees are about six to seven feet tall and the person putting the trees in is doing a good job. He and Larry Smith attended a two-day workshop on bio-retention and soil management, in Bellingham a couple weeks ago, that was put on by Puget Sound Partnership and WSU Extension of Pierce County. There will be two more low impact development workshops: October 1-2, 2008, on clearing, grading and site planning; and October 22-23, 2008 on pervious surfaces. Councilmember Dannhauer asked if pervious surface material could be used on the sidewalks and he said that pervious material would not work for this application; it could not be used just anywhere.

COUNCIL REPORTS

Councilmember Hughes is working with Ebey's Reserve on the 30th anniversary activities to celebrate the reserve, history and people who made it what it is. They are applying for special events permits and preparing for the conference activities. She attended the Chamber of Commerce Local Affairs Committee meeting. The Lions Salmon Barbecue was well attended and a lot of fun. The last day of the Farmers Market and the Harvest Fest will be on October 11th. At the Harvest Fest, Peg Tennant is starting a new program this year for a fund raising relay race, with teams of four or five people; and all donations will be given to the food bank. Members of the Council expressed interest in having a 'Town Council Team'. She spoke about the Chamber's scarecrow contest and that you can get information from the Chamber of Commerce office.

Councilmember Binder noted that she has been out of town but she attended the Council of Governments meeting about forming a Public Utility District or staying with Puget Sound Energy, on Whidbey Island; and they provided good information.

Councilmember Phay has received a lot of positive feedback on the filming of the Town Council meetings and felt it was a great idea to broadcast the meetings on Channel 10.

Councilmember Clay reported on a Law & Justice Council meeting in which they had a presentation by a Navy Intelligence Service agent who explained what they do. They are not a part of the Navy; they are a separate branch that reports to the secretary of the Navy; they investigate Naval items as well as terrorism items. The Law & Justice Council will meet tomorrow to discuss budget items and how much courts have to fund their operations next year. The Regional Transportation Commission met last month and the Whidbey Island scenic byway signs are going to start going up in various places along Highway 20. The signs are about 2'x 2'

in size with a depiction of Ebey's Landing. They discussed highway projects being done by the Department of Transportation, including a roundabout at Sharps Corner and the widening of Highway 20, off the island (between Deception Pass and Sharps Corner). He commended Mayor Conard on talking to the County Commissioners about getting involved and offering to do the work to bring together the Island County Historic Reserve, the Town of Coupeville and Ebey's Reserve to work together on the design review process. He felt that she stuck her neck out and he was proud of what she's accomplished.

Councilmember Dannhauer noted that she had been out of town but attended the HRC and PUD meetings. She is still planning to map out the trails, with Parks and Recreation. She added that some constituents have asked that the Council Agenda Packet be posted on the Town's website earlier than Monday. Ms. Thomas responded that she will work with our website administrator to get it posted by Saturday afternoon, prior to the Council meeting.

AUDIENCE INPUT

David Day thanked the Council for the opportunity to continue to work with the Planning Commission.

Mayor Conard called for a short recess at 8:25 p.m.

EXECUTIVE SESSION - Potential Property Acquisition, Personnel

Mayor Conard called for executive session to discuss a personnel matter and potential property acquisition. Mayor Conard, Councilmembers Binder, Clay, Dannhauer, Hughes and Phay recessed to executive session at 8:35 p.m. At 9:25 pm, prior to discussion of potential property acquisition, Councilmember Hughes recused herself and left the building. At 10:00 p.m. Mayor Conard, Councilmembers Binder, Clay, Dannhauer and Phay reconvened to regular session. No action was taken.

ADJOURNMENT: 10:00 p.m.

Respectfully Submitted:

MAYOR:

Judy A. Thomas, Clerk Treasurer

Nancy Conard, Mayor