

**Town of Coupeville
Regular Council Meeting
Tuesday, September 22, 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 Binder, to approve the amended agenda (Amended 9/21/09) as provided. The motion passed 5-0.

APPROVAL OF MINUTES

Regular Meeting September 8, 2009

The minutes of the Regular Meeting of September 8, 2009 were approved, as submitted.

MAYOR'S REPORT

- Mayor Conard explained that the AWC Regional meeting in Mount Vernon has been scheduled for Tuesday, October 20th, and asked Council if they wished to change the 2010 budget workshop to Monday, October 19th so they could attend the AWC meeting on October 20th. The Council agreed to change the budget workshop to October 19, 2009, at 3:00 pm. She asked Councilmembers to contact Ms. Thomas as soon as possible if they wish to attend.

Council Action: A motion was made by Councilmember Clay, second by Councilmember Binder, to change the budget workshop from October 20, 2009 to October 19, 2009, at 3:00 pm. The motion passed 5-0.

- She will be attending the following meetings tomorrow, September 23rd: Sustainable Whidbey Coalition at 7:30 am; Council of Governments (COG) at 9:00 am; the RTPO at 10:00 am. Other upcoming meetings and events include the Farm Tour on Saturday, October 3rd; Whidbey Camano Land Trust 25th Anniversary on Saturday, October 3rd.
- She will give the 'State of the Town' address at the Central Whidbey Chamber of Commerce meeting on Thursday, October 8th.
- Saturday, October 10th is the last day of the Farmers Market and it will be the Harvest Festival, with the pumpkin contest, relay races, and other activities. Councilmember Hughes suggested the Mayor and Council have a 'Town Tent' from 10:00 to 2:00. Mayor Conard asked for a volunteer from the Council to be the team captain for Team Coupeville for the events of the day. Councilmember Hughes noted that this is a fund raiser with all proceeds going to the food bank. Mayor Conard encouraged others to form teams to participate in the events.
- November 6th and 7th is the Ebey's Forever Conference.
- Saturday, September 26th will be the first 'Apple Rescue' hosted by the Whidbey Examiner, and more information can be obtained from the Examiner.
- The Civil Service Commission met this morning and approved the eligibility list for lateral entry applicants for the Deputy Marshal position. The Oral Board is scheduled to

interview entry level applicants on September 29th, and the Civil Service Commission will meet on September 30th to certify the entry level eligibility list.

- Earlier today, she had the first meeting with the Deputy Marshal's Association to begin salary negotiations for 2010.
- She and Malcolm met with Lou Licht, of Ecolotree to discuss the phytoremediation study.
- The steering committee meetings on the municipal parking lot will resume in November. We did not get the grant for that project but the committee will develop a concept so that areas can be developed incrementally.
- September 10th, she, Rex Porter and Jill Wood attended a meeting with Department of Ecology (DOE), in Bellevue, about the Aquifer Storage and Retrieval grant. This grant is for a feasibility study and development of a project; and DOE suggested a review at an early point in the study to reevaluate whether to continue in that direction; with an opportunity for possibly restructuring the grant as initial information is obtained.
- The City of Langley challenged the Town of Coupeville to a game of baseball on September 11th and we tied, with a final score of 5 to 5. The game was followed by a hot dog barbecue, and visiting; and was great fun.
- September 13th was the last Concert on the Cove for the season; hosted by the Town and included the Lions Club Salmon Barbecue; it was a very nice day and was well attended.

AUDIENCE INPUT

Gary Piazzon, Coupeville, thanked Councilmember Dannhauer for having Dan Burden here for his presentation on walkability; and wished more councilmembers and town staff could have attended. He spoke about the many benefits of aerobic exercise and physical fitness. He distributed a couple of articles, one on *Fitness and Your Brain*, and the other on *The Benefits of Exercise*.

PRESENTATION

Sustainability Update - Cathy d'Almeida

Cathy d'Almeida distributed a hand-out on the 'Town of Coupeville Climate Protection Results and Future Plan.' The plan has a target of reducing CO2 emissions 20% below the 2000 emissions levels, by 2020. To achieve this target, Coupeville must reduce annual emissions by 11,049 by 2020; and we have had lots of success this year. Island transit ridership has increased since 2000. There are several key factors present in our community which made it possible to achieve our results to date, and will be critical to achieve our final goal, which are as follows: 1) Good leadership from Mayor Conard and support from Mayor and Council; 2) Ability to work closely with Puget Sound Energy to bring services to the community with a result of developing localized outreach programs and increasing effectiveness of existing programs; 3) Strong working relationships and partnerships with other local governments (cities of Langley and Oak Harbor) and lots of support from Sustainable Whidbey Coalition; which are key to the success of the plan. She discussed the results of projects implemented from July 2008 through July 2009, and project plans for the second half of 2009, which include: Porch Light Campaign; Multi-Family Conservation Program; Whidbey Island Green Power Challenge; Coupeville Schools Project; Energy Performance Contracting with potential HVAC and lighting projects at Coupeville schools; Commercial Programs & Outreach – this is linking with local businesses to educate businesses on how they can save energy; Home Print Program; Opportunity Council Home Weatherization Program; Reusable bags program to promote reusable bags at local grocery store; Reusable Coffee Mugs partnered with local coffee shops. Vehicle Fleet measures

included purchase of two Gators to replace the use of light trucks for maintenance and operations. She discussed the lessons learned, and reducing CO2 emissions below 2000 levels, by 2020, is a significant challenge. Other critical success factors include: 1) A multi-year program of at least three years is critical. As of one year, we are only at 15% of our plan. 2) There has to be a focus on transportation to achieve results, and the need to increase Island Transit ridership. 3) Green Power Purchasing is easy and can make a significant reduction in CO2 emissions, but at a net cost. Energy efficiency projects are a little more difficult but result in larger monetary savings to the community. A balance of both programs is important in a CO2 reduction plan.

She is working on small business lighting and water conservation efforts which includes purchase of faucet aerators for showers and kitchens; more information will be provided in the *Building A Sustainable Community Newsletter*, included with the September 30th utility bills. Councilmember Dannhauer suggested a film for the film series called "Food Incorporated" and Ms. d'Almeida responded that she would look into getting the film. Mayor Conard pointed out the importance of the energy audits program and educating people in residences and businesses on energy conservation efforts.

NEW BUSINESS

Set public hearing date for October 13, 2009 for 2009 Budget Revision

Council Action: A motion was made by Councilmember Binder, second by Councilmember Hughes, to set a public hearing date for October 13, 2009 for the 2009 Budget Revision. The motion passed 5-0.

Confirm reappointments to the Design Review Board and the Parks and Recreation

Commission - *Mayor recommends confirmation of reappointments to the Design Review Board and the Parks and Recreation Commission*

Mayor Conard explained that four terms of the Design Review Board expired on July 10, 2009. The development of the joint process for Ebey's Design Review will eliminate this board and create a new one board. Three of the board members have agreed to continue until the new commission is created. Earlier this year we advertised for appointments to boards and commissions and received no applications, however the three Parks and Recreation Commissioners would like to continue in those positions. Therefore, she recommends the reappointments to the Design Review Board and the Parks and Recreation Commission, as follows.

Council Action: A motion was made by Councilmember Binder, second by Councilmember Clay, to confirm the reappointment of Chuck Poust to the Design Review Board, Position 2, for the term ending July 10, 2013. The motion passed 5-0.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Phay, to confirm the reappointment of Lynda Richards to the Design Review Board, Position 4, for the term ending July 10, 2013. The motion passed 5-0.

Council Action: A motion was made by Councilmember Clay, second by Councilmember Hughes, to confirm the reappointment of Jill Usher to the Design Review Board, Position 7, for the term ending July 10, 2013. The motion passed 5-0.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to confirm the reappointment of Lisa Bernhardt to the Parks and Recreation Commission, Position 1, for the term ending April 9, 2012. The motion passed 5-0.

Council Action: A motion was made by Councilmember Binder, second by Councilmember Clay, to confirm the reappointment of Rowena Williamson to the Parks and Recreation Commission, Position 3, for the term ending April 9, 2012. The motion passed 5-0.

Council Action: A motion was made by Councilmember Clay, second by Councilmember Hughes, to confirm the reappointment of Lisa Snover to the Parks and Recreation Commission, Position 7, for the term ending April 9, 2012. The motion passed 5-0.

2010 Budget Policies - *Staff recommends a motion to adopt the 2010 Budget Policies as a guideline to prepare the 2010 budget.*

Mayor Conard explained the 2010 budget policies, including the 2010 Budget Calendar, and copies of the time study that was done this year; which includes time allocation information from the Mayor and Town Planner.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Phay, to approve the 2010 Budget Policies as a guideline to prepare the 2010 budget.

Discussion: Councilmember Binder asked about allocation policies on the third page of the staff report, #3 regarding law enforcement level of staffing for 24-hour coverage and questioned whether we are required to provide 24-hour coverage. Mayor Conard explained that the policies are guidelines, and not a requirement. After further discussion it was suggested to change the language to include 'will attempt' to provide 24-hour coverage.

Council Action: A motion to amend the previous motion was made by Councilmember Binder, second by Councilmember Clay, to change the language on the second page, under Allocation Policies, 3) the sentence should read, "...for law enforcement purposes, the police department budget will attempt to provide a level of staffing that allows for 24 hours/day coverage." The amendment to the motion passed 5-0. The main motion passed, as amended, 5-0.

Approval of September Claims Vouchers and August Payroll - *Staff recommends approval of September 22, 2009 claims vouchers/warrants #22242 through #22326 for \$250,908.59; and August payroll warrants #12570 through #12610 for \$95,818.30.*

Several questions were asked and answered and no changes were made to what was submitted.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to approve the September 22, 2009 claims vouchers/warrants #22242 through #22326 for \$250,908.59; and August payroll warrants #12570 through #12610 for \$95,818.30. The motion passed 5-0.

Mayor Conard called for a short recess at 8:02 pm and reconvened to regular session at 8:09 pm.

STAFF REPORTS

Mr. Bishop explained about the telemetry project that is underway and showed pictures of the units that have been set up in the Town Hall conference room; today, they did a complete test of the system. He described the telemetry system and how it works and what the different components do. The project is scheduled to be complete on October 14, 2009. Mayor Conard added that the resurfacing of Front Street was completed last week. The Johnson Building Demolition project progresses daily. Councilmember Clay suggested the Arts & Crafts Festival use a more temporary paint, or chalk, on the street in the future.

Ms. Thomas provided a written report and offered to answer questions. Mayor Conard thanked Ms. Thomas for all the financial information provided in her monthly staff reports.

Town Marshal Penrod spoke about a couple of trainings his department had this month. September 10th was a six-hour training at the gun range, and Island County provided two range

masters. They had another training with John Martin on a data base for tracking guns, gang and other criminal activities within a five state area. He attended the Arts and Crafts Festival Association board meeting and they were very happy with some of the small changes they had made this year. He clarified (from the September 8, 2009 Council meeting) that the five new radios, will be provided by Island County, from a grant they received.

COUNCIL REPORTS

Councilmember Hughes attended the NET (Neighborhood Emergency Team) meeting last month and they toured the area of the old water treatment plant where the NET supplies are stored. September 5th was the Coupeville School District cleanup day and about 60 people attended to help with weeding and trimming. The school district is starting an 'adopt a planting area' to keep those areas nice for the 'first day of school' and graduation day.

Councilmember Binder reported on tourism that they've started the fall promotion with ads on Comcast cable network, broadcasting ads on the Travel and CNN channels. There is a familiarization tour from the United Kingdom coming to Whidbey in October. She talked about agri-tourism, which is becoming a big thing for the state, and Whidbey Island is included in the Cascade Loop level. October 16th and 17th is the Northwest Writers Conference in Portland, Oregon. On October 20th there will be a media blitz in Los Angeles, an opportunity to set up a table to promote and advertise your area.

Councilmember Phay reported on the mailbox project which will provide mail delivery to almost all addresses in town. Previously, mail delivery was not provided if your address was within a half-mile radius of the post office. Those who did not have mail delivery available can now choose to have their mail delivered to their homes. For more information you can contact the Post Office at 678-5353.

Councilmember Clay attended the Island Transit Board meeting last week and they are in the budget process. This year they will spend extra time clarifying where the money is spent; and he noted that they will not begin receiving the additional sales tax until January 2010. Ridership is down 4% and paratransit is up slightly; and they believe it is because people have lost their jobs. He tried to attend all the public hearings and meetings on the Design Review guidelines. A lot of work has gone into the development of these guidelines and it will be a good process when it is complete. The continuation of the joint Planning Commissions public hearing may be on October 13th. (*This date was changed to October 20, 2009*). Mayor Conard added that after the Joint Planning Commissions make their recommendations, the Town and County will hold additional informational meetings.

Councilmember Dannhauer explained that she has been on vacation; and the Parks and Recreation Commission will meet in October.

AUDIENCE INPUT

Jerome Rosen, Coupeville, thanked Malcolm Bishop for his good citizen efforts in finding and returning the lost horse to its owner. He reported he had trouble opening the agenda packet for this meeting on the Town's website. He discussed and made suggestions to the appointment process for boards and commissions. Councilmember Dannhauer noted that she would like to have more information on the candidates and suggested a member of the board be included in the interview with the applicant. Mayor Conard responded that she has provided information on the applicants; and noted that the majority of the Council has not been opposed to the process she is using; and it is the same process used by the County. Mr. Rosen asked if Council thought it was a function of town government to promote health to its citizens. Councilmember Clay responded

that the town has had a community wellness program but we are not the experts, and he was not sure it was a function of a city to disseminate information, but we can have pamphlets available at Town Hall.

Gary Piazzon, Coupeville, continued his previous discussion on the benefits of exercise. The Tour de Whidbey is this weekend, Saturday, September 26th with bicycle routes for a 10 mile ride, 25 mile ride, 40 mile ride and a 100 mile ride; and profits will go to Whidbey General Hospital for the promotion of health and well being. He commented on one of the Town's maintenance crew was using a drill that was connected to an inverter on a truck; and suggested using a battery operated drill. He asked for an update on the tree planting program. Mayor Conard responded that parts of the tree program are included in the code amendments and there will be a public hearing on October 13, 2009; also the Parks and Recreation Commission is identifying some places for planting and/or replanting of trees.

DISCUSSION

Draft 2009 Budget Revision

Mayor Conard discussed the draft 2009 budget revision and went line per line with the suggestions in the proposed revisions to the general fund. She asked for any suggestions. Councilmember Dannhauer asked about funding for bike racks. Mayor Conard suggested she provide some cost information at the public hearing and changes can be included at the meeting.

2010 Budget Preliminary Information

Mayor Conard explained a few things that will affect the 2010 budget. We will try to maintain the current level of service. To get an idea of how the administrative transfer for 2010 would be affected she estimated the 2010 admin transfer (General Fund revenue) would be reduced by about \$24,000 (using the recent time study percentages and the 2009 Budget numbers). We have been notified of a 10% increase in medical insurance and 5% increase in dental insurance for 2010. Also, WCIA anticipates a 10% increase in liability insurance. There are few things we may be able to trim and she will provide some tax information at the next meeting. She emphasized shopping locally to support our local economy.

EXECUTIVE SESSION - Potential property acquisition and disposition

Mayor Conard called for executive session to discuss potential property acquisition and disposition. Mayor Conard, Councilmembers Binder, Clay, Dannhauer, Hughes and Phay recessed to executive session at 9:45 pm. for approximately 20 minutes; and reconvened to regular session at 10:10 pm. No action was taken.

ADJOURNMENT: 10:10 pm.

Respectfully Submitted:

MAYOR:

Judy A. Thomas, Clerk Treasurer

Nancy Conard, Mayor