

**Town of Coupeville
Regular Council Meeting
Tuesday, March 23, 2010
6:30 p.m.**

PRESENT: Mayor Nancy Conard, Councilmembers Dianne Binder, Bob Clay, Ann Dannhauer, Molly Hughes, and Tom Tack.

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

CHANGES AND APPROVAL OF THE AGENDA

Council Action: A motion was made by Councilmember Binder, second by Councilmember Clay, to amend the Agenda to: Remove the March 30th Joint meeting date from #4 (to set two joint meetings instead of three); Remove from the agenda #5 Confirm Appointments to Boards and Commissions (defer to April 13, 2010); Remove the Discussion item of I-COM Debt Reduction. The motion passed 5-0.

APPROVAL OF MINUTES

Regular Meeting of February 23, 2010; Council Workshop of February 18th; and Joint Workshops of February 23rd and March 10th

The minutes of the Regular Meeting of February 23, 2010, Council Workshop of February 18th, Joint Workshop of February 23rd, and Joint Workshop of March 10th, were approved as submitted.

MAYOR'S REPORT

- Mayor Conard explained that there is still some work to be done on the final Reclaimed Water Project study and the update from John Wilson, of BHC, will be scheduled when that is complete.
- Channel 10 was out of service for three weeks but has been repaired. We now have two DVD players and can run two programs.
- Last night was the first gathering at the Community Garden and there was a seed exchange. Linda Bartlett was given seeds for the garden (donated by Ed Hume to the Good Cheer Food Bank) with the understanding that any surplus vegetables will be given to the local food bank.
- Tomorrow, March 24th, is the COG meeting and Puget Sound Energy will give an update of projects on Whidbey Island. Also on the agenda is to begin discussion on the 2% Hotel/Motel Tax; to lay the groundwork; and hear how other cities are using their share of the 2% tax.
- The Mussel Fest was held on the first weekend in March. Cindy Olson and Mary Alice Sterling will come to a council meeting and give a report.
- Last week she and Linda Eccles (CWCC) attended a meeting in Port Townsend about their plans for the launch of the new ferry (M/V Chetzemoka). The initial christening will occur in Todd Shipyards and Port Townsend is planning to market the new ferry and the connection with the Indian community.

- Saturday, April 3rd is the annual ‘Spring Clean Up Day’ (for in-Town residents), which is sponsored by the Town of Coupeville, Island Disposal and WSU WasteWise.
- Also on Saturday, April 3rd: Recognition of Janet Enzmann at the newly remodeled Library; and the first day of the Coupeville Farmer’s Market.

NEW BUSINESS

Resolution 10-01 Schedule for Comp Plan Amendments

Larry Kwarsick explained the State requirements for a GMA update, and the Legislature established a schedule for when the periodic update is required to be complete; and noted that we are well ahead of the GMA timeframe. The GMA Update for the Town’s Comp Plan was updated in 2002 (original due date was 2005); and we initiated additional updates in 2005, i.e. the Shoreline Management Plan (SMP), Transportation Plan, and Park and Recreation Plan. The SMP was completed in 2009; the transportation plan should be completed some time this year. Recommended in Exhibit A of the resolution for 2010 is completion of the pending work program - no public open period, as follows: Ebey’s Reserve Unified Cod and Design Manual, pending Town and Comp Plan revisions that support the Ebey’s Initiative; transportation Plan (awaiting the finalization of the RTPO and Island County Transportation Plans); Parks and Recreation Plan and associated Park Impact Fee requirements; inclusion of MOA zoning district in Comp Plan and Town Code, and modification of accessory building size standards in residential zones. As identified in Exhibit A, in 2011 the Town will accept public requests for Comp Plan amendments.

Council Action: A motion was made by Councilmember Clay, second by Councilmember Binder, to approve Resolution No. 10-01, adopting a revised schedule for amendments to the Comprehensive Plan and Development Regulations, and providing opportunities for public participation, including Exhibit A. The motion passed 5-0.

RESOLUTION NO. 10-01

A RESOLUTION of the Town of Coupeville, Island County, Washington, adopting a revised schedule for amendments to the Comprehensive Plan and Development Regulations, and providing opportunities for public participation.

Resolution 10-02 Establishing Terms and Conditions for Solicitation of offers for Purchase of Old Fire Hall

Mayor Conard has been contacted by four potential buyers of the property, and the Town Attorney suggested that the Town submit a notice for proposal with a May 13th deadline for proposals; and bring to Council at the May 25th Council meeting. There is a lot of latitude in resolution and the final decision will be by the Council at a public meeting. We are looking for a creative proposal that will serve the community.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to approve Resolution No. 10-02, establishing Terms and Conditions for Solicitation of offers for the purchase of the Old Fire Hall.

Discussion: Councilmember Binder asked if the Town Attorney will review all proposals.

Councilmember Hughes suggested that submittals include a proposed time line for rehab of the building.

Councilmember Dannhauer asked about language added but that is already included with the new guidelines. Councilmembers discussed the email from Will Jones about a recommendation from a civil engineer that the building should be demolished, and consensus was that they all

preferred rehab of the building. Councilmember Hughes asked what if no viable proposals are submitted. Councilmember Tack asked if the date of May 13th was a firm date and Mayor Conard responded that if it is too short of timeframe then we can extend the date. Mayor Conard noted that she has the engineer's report from 1991, and an inspection report from 1995, and two one page reports from 1991; and offered to provide copies to anyone who is interested.

Council Action: A motion to amend the main motion was made by Councilmember Clay, second by Councilmember Hughes, that language be added in Section 1. b. as (5) the purchaser will provide a timeline for rehabilitation of the building. The amendment to main motion passed 5-0.

The main motion passed 5-0.

RESOLUTION NO. 10-02

A RESOLUTION of the Town of Coupeville, Island County, Washington, establishing terms and conditions for the solicitation of offers from the public for the purchase of the old Coupeville Fire Hall, located at 905 NW Alexander.

Approval of Special Event Permit Application for Central Whidbey Chamber of Commerce (CWCC) Memorial Day Parade on May 29, 2010 - Staff recommends approval of the Special Event Permit Application.

Mayor Conard explained that Lynda Eccles requested that Main Street be closed but staff recommendation is to have the rolling street closure of Main Street, the same as has been done in the last few years.

Council Action: A motion was made by Councilmember Binder, second by Councilmember Clay, to approve the Special Event Permit Application for the CWCC Memorial Day Parade on May 29, 2010, as recommended by staff.

Discussion: Councilmember Clay noted that Coupeville is one of the few cities in the whole nation that has a Memorial Day Parade and he is proud that we continue this tradition. The motion passed 5-0.

Set dates for the next two Joint Meetings of the Town Council and the Island County Commissioners to continue review of the Ebey's Reserve Unified Code. - Suggested dates are April 13, 2010, 8 am to Noon; and May 4, 2010, 9 am - 2 pm.

Mayor Conard explained that the previously suggested joint workshop of March 30th has been cancelled and only two dates needed to be set.

Council Action: A motion was made by Councilmember Tack, second by Councilmember Clay, to set the next two Joint Meetings of the Town Council and Island County Commissioners to continue review of the Ebey's Reserve Unified Code for April 13, 2010 8:00 am to Noon; and May 4, 2010, 9:00 am to 2:00 pm. The motion passed 5-0.

Approval of March Claims and February Payroll Warrants - Staff recommends approval of the March 23, 2010 claims vouchers/warrants #22788 through #22873 for a total of \$197,324.81 (voided warrant #22809); and February payroll warrants #12800 through #12836 for a total of \$92,781.98.

Several questions were asked and answered about the vouchers and no changes were suggested. (In response to the question of the Forest Tax paid to the Island County Treasurer, it is actually a fee for fire protection of forested lands.)

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to approve the March 23, 2010 claims vouchers/warrants #22788 through #22873 for a

total of \$197,324.81 (voided warrant #22809); and February payroll warrants #12800 through #12836 for a total of \$92,781.98. The motion passed 5-0.

STAFF REPORTS

Ms. Thomas provided the financial report for February. The 2009 annual financial report is near completion with only the final review to be done with Councilmember Binder; it should be complete and mailed by mid-April. She attended the 2010 Washington Municipal Clerks Conference in Spokane Valley which began March 16th and ended at noon on March 19th.

Mayor Conard explained that Marshal Penrod was on a police call and noted that Deputy Peabody has completed his field training and we now have four deputies.

Malcolm Bishop explained that construction of Keystone Hill Waterline project by Jansma Construction is complete. Keystone Hill Well 1-08 Outfitting is 80% complete. The Keystone Hill Well will probably be online about mid-summer. The maintenance crew will be flushing water lines April 6th through the 9th.

Larry Kwarsick explained there are no new land development applications. Laurens Woods is now owned by Peoples Bank and is the only incomplete development project at this time. Regarding some discussion at the last Joint meeting about forest practices he met with Northwest forester Lauren Wheeler and learned that the Department of Natural Resources (DNR) has classed all forests as Class 4, which is a big step in controlling forestry in the Reserve; the next version of the unified code will include the Forest Class 4. He attended a class by Grant Weed and Mike Walter addressing the permitting process and legal pitfalls that local government can fall into. Mayor Conard added that Larry Kwarsick has an intern working with him, at no cost to the Town.

COUNCIL REPORTS

Councilmember Hughes attended the Ebey's 101 Class, an education and outreach class on the Reserve which was a seminar for CWCC; they had over 50 attendees. Earlier today, she attended a four-hour special workshop of the Ebey's Trust Board to discuss the following: committees, staff, potential staff in the future; and reevaluating where they are, and they came up with some possible changes. She attended two functions of the Pacific Rim Institute, one was a dinner with the board with lots of high tech information; the other was an ice cream social and outreach to the community.

Councilmember Binder attended Utility Advisory Committee meeting earlier today and reported the following: approximately 30% of all the water meters (approximately 900 total) have been replaced with touch-read meters; the two reservoirs are going to be painted inside and outside; the Water System Plan is done and now they are working on the Sewer System Plan. On the tourism front, the new ferry will begin service in late August; the tourism commission can add PR support through publications for the Chetzemoka; one of the biggest concerns is to let the people know about the new ferry. They will have advertising in the following publications: Mariner's Yearbook; NW Travel Magazine, AAA Magazine (Canadian Version); Seattle Attraction publication; Seattle Metropolitan, and 48° North. The State has approved \$1 million for agritourism. She will begin review the 2009 annual financial report with Ms. Thomas on Monday, March 29th.

Councilmember Tack spoke about the Mussel Fest which was a great event, and noted that there was parking available at the municipal parking lot. He attended the two Pacific Rim Institute events. He went to two carbon diet workshops and there was good discussion. He was

appointed (by CWCC) to the ferry advisory committee. Nautica is going to do a photo shoot on Whidbey Island for their catalogue. He explained that the Whidbey General Hospital Foundation recently purchased about \$30,000 on medical equipment for the hospital, and noted that several pieces of equipment at the hospital are purchased by the foundation.

Councilmember Clay attended the Island Transit Board meeting, which included a public hearing on the five-year development plan that is submitted to the State that describes their plans for expansion (not based on funds available). The tree committee met and discussed where they are, programs and projects for the future, and that they some new members to fill the vacancies that have occurred. They are going to start a Heritage Tree program. He discussed the Greenbank CSA program which is an agricultural training area for future farmers; a garden that you can buy a share of and get fresh produce every week. He attended Pacific Rim Institute event. He attended the Ebey's educational seminar and was asked to be an advocate; and now there is a way to present information about the Reserve to people. He has been attending the carbon diet workshops. He spoke about the 2010 Census and explained that if you have a mailbox for your mailing address (instead of a physical street address) you may not have received the 2010 Census questionnaire. He reminded all that the Boys & Girls Club Auction is this Saturday, March 27th and he still has tickets available for \$25 each.

Councilmember Dannhauer reported that the Parks & Recreation Commission meeting of March 11th was cancelled. The Tree Committee met and is working to become a Tree City; and she found two new members. The Library Grand Opening is scheduled for April 17th. April 3rd the Library will host a recognition reception for Janet Enzmann, at the Library. She asked about the legal opinion on the use of Park Impact Fees and Mayor Conard responded that she will get back to her.

Mayor Conard added that the Design Review Board approved the exterior painting of Town Hall at their meeting on March 16th. Also, the old fuel tank (from the Johnson Building site) has been scheduled to be removed from the site.

Marshal Penrod was on a police call and arrived about 8:40 pm. He responded to questions about his staff report and explained the reason for the increased numbers was there was a lot of activity at the school. Not sure why so many public assists. He attended the 'Right to Risk' program about people with disabilities and how we treat them. The Town was commended for their NET program and how they have been connecting with the community. He added that Deputy Peabody has successfully completed his field training; he is very well accepted and we are happy to have him. He answered questions about the Memorial Day Parade special event permit that was approved earlier in the meeting; that we will continue with rolling closures of on Main Street and the plan to keep one lane open. He has not had any problems with this type of closure in the past and CWCC will inform all parade participants to not throwing candy in the traffic lane. Councilmember Hughes noted that traffic (in the traffic lane) along South Main, travels too fast and needs some kind of traffic control to slow down the traffic.

ADJOURNMENT: 9:00 pm

Respectfully Submitted:

MAYOR:

Judy A. Thomas, Clerk Treasurer

Nancy Conard