

**Town of Coupeville
Regular Council Meeting
Tuesday, September 27, 2011
6:30 pm**

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

STAFF PRESENT: Clerk Treasurer Judy Thomas

CHANGES AND APPROVAL OF THE AGENDA

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to approve the Agenda as submitted. The motion passed 4-0.

APPROVAL OF MINUTES

Regular Meeting of September 13, 2011 and Council Workshop of September 20, 2011

The minutes of the Regular Meeting of September 13, 2011 were approved as submitted. The minutes of the Council Workshop of September 20, 2011 were approved as submitted.

MAYOR'S REPORT

- Mayor Conard noted that the reduced speed limit signs on Highway 20 will be installed about three or four weeks after the ordinance is approved; presuming it is passed at the October 11, 2011 public hearing. On Monday morning, there was another automobile accident at the intersection of Broadway and Hwy 20, and we will look at some options to make that a safer intersection; possibly with a rumble strip or lighted stop sign at Broadway and Ebey Road
- She and staff met with the JGM (JGM Landscape Architects) to start work on a master plan for the Community Green. The first meeting with stakeholders is scheduled for October 24th or 25th. The contract provides for this initial meeting with the stakeholders and based on the input they provide, JGM will develop three preliminary plans and bring those back to the stakeholders. After the stakeholders have provided comments on those plans, a community workshop will be held, and based on that input; JGM will develop a first draft of the master plan. Then a meeting of the stakeholders, Town Council, and the Parks & Recreation Commission will be held and based on that input, JGM will submit a final plan to council.
- Seven 'letters of interest' have been received from candidates to fill the vacant council seat. The Council will conduct the interviews at the October 11, 2011 Regular Council meeting. All applicants have confirmed they can make that date.
- 'Lunch & More' will begin on November 2, 2011. This is a new senior meal program that is a collaboration of Senior Services of Island County, the Coupeville Lions Club, and the Coupeville United Methodist Church. They will start serving lunch at noon, every Wednesday, at the church. They will also provide entertainment and some of the services provided by Senior Services of Island County; it is kind a model attempt for a mobile senior center. Lunch cost is \$3.00, if age 60 and over; and \$8.12 if under 60.
- She attended the AWC Mayors Exchange at the city of Mukilteo's conference center. They had a great speaker, Bob Treadway, a forecaster, who discussed the economy and

the changes in our country as a result of the economic crisis. He discussed forecasting, explaining that he could not predict, but he could forecast what to anticipate and how to prepare for the future. He gave some suggestions on how to forecast.

- The Joint Public Hearing with the Town Council and Island County Commissioners was held yesterday, September 26, 2011, and action was taken to continue the Joint Public Hearing to Monday, October 3, 2011, at 10:15 am, in the Island County Commissioners Hearing Room.
- As discussed previously, the Coupeville School District received a grant for flashing school zone signs. The two signs will be located on South Main Street; one by the elementary school and the other about 300 feet south of the high school. The grant funding cycle is starting again and so the School District and Town are looking at getting a grant for two more flashing school zone signs on Terry Road.

AUDIENCE INPUT

Katherine Moulton, Coupeville, asked about the progress on getting signs at the public deck at the Front Street Grill.

Mayor Conard explained that the deck is open for public use, and although the Town has an easement, it is not owned by the public, it is owned by the restaurant owner. Concerns have been expressed that they are using a large part of the deck for their garbage and recycle receptacles; and that is a problem for businesses on Front Street, and they are working with Island Disposal to resolve that issue; and she is open to any ideas of where to relocate the receptacles. The signs were ordered last week and one will be on the Front Street Grill building and the other might be on the Kingfisher building; the signs will be visible from the sidewalk. In response to Ms. Moulton's question about benches, Dan Miranda has offered to place a bench on the deck, but she is reluctant to place it since it will further obstruct public access.

NEW BUSINESS

Set Public Hearing for October 11, 2011 for Ordinance No. 693 to reduce speed limit on Highway 20 to 45 MPH – *Staff recommends setting date for Tuesday, October 11, 2011.*

Mayor Conard explained that the Department of Transportation requires an ordinance from the Town to reduce the speed limit on Highway 20.

Council Action: A motion was made by Councilmember Clay, second by Councilmember Binder, to set the Public Hearing for October 11, 2011 for Ordinance No. 693 to reduce speed limit on Highway 20, from 55 MPH to 45 MPH. *Discussion*: Councilmember Clay thanked Mayor Conard for her efforts to make this happen. The motion passed 4-0.

Mayor Conard explained what will happen when the speed limit changes. The signs will be placed by the Department of Transportation, and they will be monitoring the speed limit, to ensure compliance.

Approve amendment to Island Disposal Contract – *Staff recommends amendment, extending contract to October 31, 2012.*

Mayor Conard explained that this amendment is necessary because the Town must have current contract in place, for Island Disposal to take it to WUTC (Washington Utilities Trade Commission) so the Town can move forward with curbside recycling.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Clay, to approve the amendment to the Island Disposal Contract, extending it to October 31, 2012. The motion passed 4-0.

Set date for Joint Workshop with Town Council and Island County Commissioners for October 17, 2011 – *Staff recommends setting the date of Monday, October 17, 2011, at 4:00 pm, in the Island County Commissioners Hearings Room.*

Mayor Conard explained that the purpose of this Joint Workshop is to develop an interlocal agreement and other implementation items.

Council Action: A motion was made by Councilmember Clay, second by Councilmember Binder, to set the Joint Workshop with Town Council and Island County Commissioners for October 17, 2011, from 4:00 to 6:00 pm, in the Commissioners Hearings Room. The motion passed 4-0.

Approval of September Claims and August Payroll Warrants - *Staff recommends approval of the September 27, 2011 claims vouchers/warrants #24276 to #24352 for a total of \$147,267.08; and August 2011 payroll warrants #13520 to #13565 for a total of \$107,692.49.*

Several questions were asked and answered about the vouchers and no changes were suggested.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to approve the September 27, 2011 claims vouchers/warrants #24276 to #24352 for a total of \$147,267.08; and August 2011 payroll warrants #13520 to #13565 for a total of \$107,692.49. The motion passed 4-0.

STAFF REPORTS

Ms. Thomas provided a written report with financial reports for August 31, 2011 and offered to answer any questions.

COUNCIL REPORTS

Councilmember Hughes thanked the Town Council and Mayor Conard for supporting and participating in the 2nd annual Non-Profit Fair. They had 34 non-profit groups; they had 3 classes with 42 attendees at the classes. They received tons of compliments on the Non-Profit Guide that was prepared by the Whidbey Examiner. They had a great partnership from the Library, the Coupeville Farmers Market and the Whidbey Examiner. Ebay's Forever Conference registration begins today and you can register at brownpapertickets.com; be sure to register soon so you can get the classes you want. She worked at the Coupeville Lions Salmon BBQ and they served 200 dinners. The Penn Cove Water Festival Association had a public meeting to 'save' the Penn Cove Water Festival, and she was pleased to report that three new people stepped up to fill the three board positions and six more signed up to help in other areas of the organization.. The new president, Lisa Hass, has scheduled a meeting for October 3, 2011, at 6:30 at the Coupeville Methodist Church. The Harvest Festival is scheduled for Saturday, October 8th; and 100% of the profits raised at the relay races that day will go to the Gifts From the Heart Food Bank.

Mayor Conard added that anyone interested in participating in the scarecrow contest to please contact the Central Whidbey Chamber of Commerce for scarecrow cut-outs.

Councilmember Binder gave some handouts that included the Island County Joint Tourism Board Treasurer's Report of September 1, 2011, and she explained the report. Mayor Conard discussed the possibility of redirecting some of the Town's 2% funds that currently go to Island County. Councilmember Binder noted that once the interlocal agreement is redone it will need to be approved by the Town Council. They are working with the Whidbey News Times on the publication '*Winter on Whidbey*'; this is an important piece for off-season travel. Sherrye Wyatt is working with EDC and Spark Fusion to get better statistics on the tourism website. She

referred to an article from the September-October 2011 issue of *Northwest Travel* magazine. She distributed the new tri-fold flyers that they will be printing. More information can be found on their website at whidbeycamanoislands.com. She was sorry she missed the Utility Advisory Committee meeting and Mayor Conard explained that they discussed budget issues and re-prioritizing projects.

Councilmember Clay attended the non-profit fair and was in the Town of Coupeville's booth, and noted that he, and other councilmembers, were also involved with other non-profit organizations. He attended the Lion's Salmon BBQ and concert, and it was great. Island Transit Board met last week and approved their mid-year budget revision for \$183,000. He attended the exit audit of the 2010 audit with the State Auditor's Office representatives, and there were a couple of items that he will discuss with Council, at a later date. He added that this past weekend was the busiest weekend he has ever seen in Coupeville, with bicycles, motorcycles, kite flyers, dancers on Front Street, an impromptu car show, and goats. He wasn't sure how effective the 'ivy removal with the goats' was but noted that there sure was a lot of interest, with lots of people coming to see the goats.

Councilmember Dannhauer attended the meeting with Stig Carlson who presented three options for the Front Street Deck. Mayor Conard added that Mr. Carlson will give the same presentation to Council. She spoke with Carol, owner of the goats from Akyla Farm, about follow-up with the ivy removal with the goats, and it is really up to the Town to decide how aggressive we want to be with the ivy removal. She is working on compiling questions for the Council candidate interviews. Related to the last Council workshop, about trees in parking lots, she gave copies of a handout to Council.

DISCUSSION

Review of Fee Schedule for 2012 Budget

Mayor Conard explained that she and staff have gone over our fee schedule which is comparable to fees being charged by the cities of Langley and Oak Harbor, and Island County. One area that is being worked on is the fees for building permits and that will be ready for the Council Budget Workshop. We are also reviewing inspection fees, but don't anticipate any increase in revenue for 2012.

Update on 2012 Budget Preparation

Mayor Conard received the MRSC publication *Budget Suggestions for 2012*, which provides information on the state taxes and what to expect in the next year. Some state revenue is based on the Town's population of 1,831; which only affects revenue from criminal justice, liquor taxes, which will go down 3.4%. The three primary sources of revenue are Property Tax, which is limited to a 1% increase; Sales Tax which year to date is about \$30,000 more than we received year to date thru August 2010. She discussed building permit revenue for 2011 that includes one new single-family residence, which is a significant decrease. The revenue from Hotel/Motel Tax is good to date, but the Real Estate Excise Taxes to date are still down. As in the past, we will budget conservatively in revenue and expenses, but not much difference from the 2011 budget. Medical insurance rates are expected to increase by 11%, dental insurance rates will decrease slightly, reducing Town cost by about \$ 650, and vision insurance will increase slightly. L & I insurance rates will increase in three of the four categories. We are looking at continuing to be conservative. The CPI went up slightly but expected to level off, but we don't expect to have any wage increases. She noted that when the State and County make cuts it affects all of us.

Possible donation of barn to Town

Mayor Conard explained that Dan Miranda has purchased property on 8th Street, between Grace and Alexander Streets, and would like to build a single family residence. The property has an old barn that is a contributing structure that he would like to remove from his property; and has offered to donate it to the Town and move it onto Town property, the area known as the Community Green or municipal parking lot area. He has offered to pay all costs to move and set the foundation for placement of the structure. The building official inspected the building and feels it is worth moving and rehabbing. If the Town Council wants to accept this proposal, then we will have the Town Attorney draft an agreement. The Council indicated interest.

ADJOURNMENT: 8:05 pm

Respectfully Submitted:

MAYOR:

Judy A. Thomas, Clerk Treasurer

Nancy Conard