

**Town of Coupeville
Regular Council Meeting
January 27, 2015
6:30 p.m.**

PRESENT: Mayor Nancy Conard, Councilmembers Dianne Binder, Molly Hughes and Pat Powell.

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Dianne Binder, to excuse Councilmembers Bob Clay and Jackie Henderson from the meeting. The motion passed unanimously.

STAFF PRESENT: Clerk Treasurer Kelly Beech, Town Marshal Rick Norrie, Public Works Superintendent Kelly Riepma and Town Engineer Greg Cane.

CHANGES AND APPROVAL OF THE AGENDA

Mayor Conard mentioned that Item 2, under New Business, should be revised as follows:

“...approve the January 27, 2015 claims vouchers/warrants #30446 to #30495 for a total of \$394,320.28 \$387,130.95.”

Mayor Conard mentioned that the minutes listed under Approval of Minutes should be revised as follows:

“Regular Meeting of January 09 13, 2015”

Councilmember Pat Powell suggested the order of the Agenda be adjusted to allow staff to give their reports immediately following the Mayor’s Report.

Council Action: A motion was made by Councilmember Dianne Binder, second by Councilmember Pat Powell, to approve the Agenda as revised. The motion passed unanimously.

APPROVAL OF MINUTES

The minutes of the Regular Meeting of January 13, 2015 were approved as submitted.

MAYOR’S REPORT

- Mayor Conard presented a State of the Town Talk to the Coupeville Lions in January and passed along a thank you to Town Councilmembers and staff based on all of the positive comments she received at the meeting.
- Mayor Conard met with the President and COO of Heritage Bank, Jeff Deuel, along with Branch Manager Janice Vaughn and Robin Hertlein of Hertlein Grant Writing, to discuss the possibility of starting a Coupeville Community Foundation to facilitate the distribution of grant funds for our community. Many large donors are requiring a Foundation as the facilitator for grant funds.

- Mayor Conard attended an Ebey's Reserve Partners meeting where Roy Zip, the interim replacement for Operations Manager Craig Holmquist, was introduced.
- This Thursday Mayor Conard will be attending the Community Leadership Forum at NAS Whidbey.
- Mayor Conard met with the Flower Barrel Committee for the Garden Club and shared that they plan on replacing about ten of the flower barrels on Main Street with hanging baskets this year.
- Mayor Conard spoke with the new owner of Race Week (which occurs every July), and related that she will be meeting with the new owner to discuss ways to increase Coupeville's involvement in the event.
- Mayor Conard informed the Council that Island Disposal will be increasing its rates by 1.61% this year.
- Finally, Mayor Conard shared the Cheryn Weiser will be giving a presentation on Senior Services and an update on the HUB program at the February 10 Council Meeting.

NEW BUSINESS

Appointment to Island Transit Board

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Dianne Binder, to postpone the appointment of a Councilmember to the Island Transit Board, until the next Regular Council Meeting on February 10, 2015, when all of the Councilmembers would be present. Questions were asked and answered. The motion passed unanimously.

Approval of January 27, 2015 Claims Vouchers/Warrants

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Pat Powell, to approve the January 27, 2015 claims vouchers/warrants #30446 to #30495 for a total of \$387,130.95. Questions were asked and answered. The motion passed unanimously.

STAFF REPORTS

Marshal Rick Norrie reviewed the complaint summary included in the council packet and explained that he had found an error in ICOMs assignment of some cases between March and October of 2014. The correction resulted in approximately 95 additional cases being added to the spreadsheet between these periods. Marshal Norrie then gave the Council a brief report about the impact the radar trailer is having on traffic in Coupeville, commenting that there appears to be a marked improvement in drivers staying within the set speed limits.

Public Works Superintendent Kelly Riepma informed the Council that for the most part chipseal and paving projects have been completed. There are a few areas of chipseal that need to have the fog-seal applied, the County ran into some challenges due to the weather and now they'll need to wait for drier weather to complete these last few sections. She gave a rundown of the activities her department had been performing over the last quarter, including cleaning and repair of catch basins and storm drains, cleaning and replacing a number of boards on Front Street, and preparing the Town for the Greening, in addition to their regular activities. We are accepting applications for the open maintenance position. Ms. Riepma completed her certification as a CDL trainer and certifier, so the Town can provide training if needed. Finally, she shared that the budgeted truck should be arriving by the end of February.

Clerk Treasurer Kelly Beech discussed the items in her report, including the transition to direct deposit for Payroll, continuing work on closing the 2014 fiscal year, and the possibility of switching internet providers for the Town Shop and Waste Water Treatment Plant. She attended a full board meeting for the Washington Cities Insurance Association and commented that the risk management focus areas for the Town this year will be in Personnel and Public Works. This is right in line with the Town's decision to review and update Personnel Policies in 2015. Supervisors have begun by reviewing the Electronic File Management procedures, and will be attending a training in March.

COUNCIL REPORTS

Councilmember Molly Hughes shared that the Food Bank's Meals 2 Kids program provided 1244 bags of food to kids in need during the 2013-2014 school year. She encouraged everyone to visit the new display at the Coupeville Museum. Finally, she reported the Ebey's Trust Board Manager delivered a 1st quarter report on the annual work plan.

Councilmember Dianne Binder reported that the tourism information for 2014 is being finalized, and that it looks as though there was an 8.2% increase in tourism over the numbers for 2013. Sherrye Wyatt will be reviewing the annual trends. She reported that Oak Harbor will now be contributing an additional \$30,000 to the tourism fund and the budget is now \$300,000.

Councilmember Pat Powell informed the Council that she has started investigating the possibility of low cost LED and "night-sky" lighting options for the street lights in Coupeville. She plans on sharing information at a future meeting. She mentioned that the Whidbey Camano Land Trust recently took advantage of a free L&I program that includes an onsite presentation and evaluation of ergonomics, and recommends it to the Town.

EXECUTIVE SESSION

The Mayor stopped the regular Meeting at 7:40pm for a 5 minute recess and to enter into Executive Session, which was expected to last 15 minutes, to discuss the acquisition of property related to the Madrona Way Project. The Council returned from Executive Session at 8:05pm and the Regular Meeting Resumed.

NEW BUSINESS

Approve Administrative Offer Summary for Right of Way for Madrona Way Improvement Project, consistent with the summary discussed in Executive Session

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Pat Powell, to approve the Administrative Offer Summary for Right of Way for the Madrona Way Improvement Project, consistent with the summary discussed in executive session. The motion passed unanimously.

ADJOURNMENT: 8:06 pm

Respectfully Submitted:

MAYOR:

Kelly Beech, Clerk Treasurer

Nancy Conard

A complete audio recording of this meeting is available upon request from the Clerk-Treasurer.