

**Town of Coupeville  
Regular Council Meeting  
June 24, 2014  
6:30 pm**

Mayor Conard called the Regular Meeting of the Coupeville Town Council to order at 6:35 pm.

**PRESENT:** Mayor Nancy Conard, Councilmembers Bob Clay, Molly Hughes, Pat Powell and Jackie Henderson.

**Council Action:** A motion was made by Councilmember Jackie Henderson, second by Councilmember Bob Clay, to excuse Councilmember Dianne Binder. The motion passed unanimously.

**STAFF PRESENT:** Town Marshal Rick Norrie, Public Works Superintendent Kelly Riepma, Town Planner Bridget Smith and Clerk Treasurer Kelly Beech.

**CHANGES AND APPROVAL OF THE AGENDA**

**Council Action:** A motion was made by Councilmember Molly Hughes, second by Councilmember Bob Clay, to approve the Agenda as presented. The motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes of the Regular Meeting of May 27, 2014 were approved with typographical correction.

The minutes of the Town Council Workshop of June 10, 2014 were approved as corrected. On page two under Miscellaneous Items, include "Councilmember Powell has volunteered to work on the Park and Recreation element of the Comprehensive Plan as part of the update process."

**MAYOR'S REPORT**

- The Mayor thanked the council members for their time at the council workshop on June 10<sup>th</sup>.
- The Mayor shared the Ebey's Reserve Trail Map that was published and partially funded by the 2% allocation that the Town provides to the Reserve.
- The Mayor reported on the continued high level of activity for both building, right-of-way and stormwater permits, and how this has affected staff time management.
- The Mayor has had a couple of meetings with NET coordinator Bonnie Abney and WICA, the Town's risk management group to review some of the work the coordinator is doing and how to best use our NET volunteers, as well as how to mitigate liability exposure.
- The Mayor attended the Coupeville Lion's Club installation of Councilmember Molly Hughes as president of the club.
- The Mayor shared that the celebration for the volunteers who helped worked on the Holbrook Barn roof restoration and general repair went well, and expressed her appreciation for the hard work by all of the volunteers and especially, Harrison Goodall for all of his time and effort with the project. Each of the volunteers received a hat with the Town's logo and "Holbrook Barn 2014" on it.

- The Mayor was invited to the Coupeville Boys and Girls Club Summer Camp kickoff and she shared how impressed she was with both the program and the guest speaker, a former speed-skate Olympian.
- The Mayor attended the Coupeville Historic Waterfront Association Annual meeting/breakfast and filled in for speaker Marshal Norrie, who was called out on duty.
- The Mayor informed the Council that she, George Bratton, Greg Cane, and Kelly Beech met with a representative of the USDA to discuss the potential for funding part of our projects on Madrona Way with USDA federal funds.
- The Mayor reminded the Council of the upcoming 50 year celebration of the Arts & Crafts Festival, and informed them of the upcoming staff meeting with representatives of the festival to finalize the Special Events Permit Application which will be presented at the next Council Meeting.
- The Mayor summarized where the Town is in the ongoing rate study, which is a major piece of the periodic Utility Advisory Committee meetings.
- Finally, the Mayor spoke about an upcoming Ebey's Partner Meeting, the upcoming Lion's Garage Sale, Whidbey Island Bank Customer Appreciation Day scheduled for July 11<sup>th</sup>, and a meeting of current NET members on Thursday, July 17<sup>th</sup>.

### **PRESENTATION**

Bonnie Abney, NET Coordinator gave a presentation on the status of the NET program and shared with the Council copies of draft publications and educational materials the NET volunteers plan on distributing to Coupeville residents.

### **NEW BUSINESS**

**Resolution 14-06 regarding CUP-023-14, Guesthouse for Paul Ware located at 914 Colburn.**

#### RESOLUTION NO. 14-06

A RESOLUTION OF THE TOWN OF COUPEVILLE, ISLAND COUNTY, WASHINGTON, RELATING TO THE APPLICATION FOR CUP-023-14 FOR A CONDITIONAL USE PERMIT TO OPERATE A GUESTHOUSE AT PROPERTY LOCATED AT 914 COLBURN, COUPEVILLE, WA.

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Molly Hughes, to approve Resolution 14-06 regarding CUP-023-14, Guesthouse for Paul Ware located at 914 Colburn. Questions were asked and answered. The motion passed unanimously.

**Resolution 14-07 regarding CUP-023-14, Guesthouse for Paul Ware located at 914 Colburn.**

#### RESOLUTION NO. 14-07

A RESOLUTION OF THE TOWN OF COUPEVILLE, ISLAND COUNTY, WASHINGTON, RELATING TO THE APPLICATION FOR CUP-023-14 FOR A CONDITIONAL USE PERMIT TO OPERATE A GUESTHOUSE AT PROPERTY LOCATED AT 914 COLBURN, COUPEVILLE, WA.

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Jackie Henderson, to approve Resolution 14-07 regarding CUP-023-14, Guesthouse for Paul Ware located at 914 Colburn. Questions were asked and answered. The motion passed unanimously.

**Approval of Special Permit Application #14-012 for 2014 RAGNAR Relay**– *Staff recommends approval of the Special Event Permit for the 2014 RAGNAR Relay.*

Questions were asked and answered and no changes were suggested.

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Jackie Henderson, to approve Special Permit Application #14-012 for 2014 RAGNAR Relay. The motion passed unanimously.

**First Reading of Ordinance #713 Amending Town Code Chapter 10.16 definitions to include a portion of Front Street** – *Hearing and Adoption of Ordinance #713 Amending Town Code Chapter 10.16 definitions to include a portion of Front Street scheduled for July 22<sup>nd</sup> Regular Meeting.*

Questions were asked and answered and changes were suggested.

Council Action: A motion was made by Councilmember Pat Powell, second by Councilmember Molly Hughes, to approve the First Reading of Ordinance #713 Amending Town Code Chapter 10.16 definitions to include a portion of Front Street with the following change: “~~NE Gould Street~~ Ninth”. The motion passed unanimously.

**Approval of ERCI Scope and Fees Agreement** – *Staff recommends approval of ERCI Scope and Fees Agreement.*

Questions were asked and answered and no changes were suggested.

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Jackie Henderson, to approve ERCI Scope and Fees Agreement. The motion passed unanimously.

**Approval of Supplemental Professional Services Agreement between the Town of Coupeville and Porter Consulting Group, LLC.** – *Staff recommends approval of Supplemental Professional Services Agreement between the Town of Coupeville and Porter Consulting Group, LLC.*

Questions were asked and answered and no changes were suggested.

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Jackie Henderson, to approve the Supplemental Professional Services Agreement between the Town of Coupeville and Porter Consulting Group, LLC. The motion passed unanimously.

**Resolution #14-08 Regarding HOME Consortium Interlocal Cooperation Agreement – Staff recommends approval of Resolution #14-08 Regarding HOME Consortium Interlocal Cooperation Agreement.**

Questions were asked and answered and no changes were suggested.

Council Action: A motion was made by Councilmember Pat Powell, second by Councilmember Bob Clay, to authorize the Mayor to sign the HOME Consortium Interlocal Cooperation Agreement. The motion passed unanimously.

#### **Cancel Regular Meeting on July 8, 2014.**

No questions were asked and no changes were suggested.

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Bob Clay, to authorize the cancellation of the Regular Meeting scheduled for July 8<sup>th</sup>. The motion passed unanimously.

**Approval of June 24, 2014 Claims Vouchers/Warrants and May Payroll - Staff recommends approval of the June 24, 2014 claims vouchers/warrants #26637 to #26697 for a total of \$96,354.27; and May 2014 payroll warrants #14813 to #14841 for a total of \$67,682.81.**

Questions were asked and answered and no changes were suggested.

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Pat Powell, to approve the June 24, 2014 claims vouchers/warrants #26637 to #26697 for a total of \$96,354.27; and May 2014 payroll warrants #14813 to #14841 for a total of \$67,682.81. The motion passed unanimously.

#### **STAFF REPORTS**

Public Works Superintendent Kelly Riepma shared that the Public Works department is very busy. The new mower has made a big difference to the department's ability to keep up with their summer projects. She also shared that new staff member Jimmy Wadlington is in his third month with the Town and working out really well, including mastering additional certifications. The Public Works department is in the process of prepping the shoulders for the paving projects that will happen this year. Finally, Kelly informed the Council on the status of the Front Street slide repair.

Marshal Norrie briefly spoke about the Marshal's Office Activity report, and that Deputy Bo Miller would be starting in July. Finally, he shared with the Council an incident he responded to involving illegal shell-fishing, in cooperation with the Department of Fish and Wildlife.

Questions were asked and answered.

Clerk Treasurer Kelly Beech spoke about the monthly financial reports, some training on land use she had attended with Bridget Smith, and a Supervisor training in June. Kelly informed the Council that the Sewer Jetter was sold. Questions were asked and answered.

#### **COUNCIL REPORTS**

Councilmember Molly Hughes commented that she attended many of the same events the Mayor had already commented on and wanted to add that she was thankful to the Town for the celebration for the volunteers who worked on the Holbrook Barn project. Councilmember Hughes added that she attended the Coupeville Historic Waterfront Association Meeting and commented on what a great group they are. Finally Councilmember Hughes shared her experience at the Coupeville/Oak Harbor Chamber Joint After-hours Event.

Councilmember Bob Clay commented about the Association of Washington Cities Conference in Spokane. Councilmember Clay attended a number of presentations, including a presentation on medical/recreational marijuana; one on utility rate management; a presentation on engaging youth and a transportation round table meeting. Finally Councilmember Clay shared his experience while in the Hotel in Spokane with a middle of the night fire alarm.

Councilmember Jackie Henderson shared that after this evening's vote Mr. Vaughn is the new County Commissioner.

**ADJOURNMENT:** 9:35pm

Respectfully Submitted:

MAYOR:

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Kelly Beech, Clerk Treasurer

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Nancy Conard

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