

**Town of Coupeville
Council Workshop
Thursday, January 26, 2012
Commissioners Hearing Room
3:00 p.m.**

PRESENT: Mayor Nancy Conard, Councilmembers Bob Clay, Larry Cort, Jackie Henderson, and Molly Hughes.

STAFF PRESENT: Town Planner Larry Kwarsick, Town Engineer Greg Cane, Public Works Superintendent Larry Smith, Utilities Superintendent Willy LaRue, Clerk-Treasurer Judy Thomas

The meeting convened at 3:10 pm. The following topics were discussed by Mayor, Council and Staff:

Review of Work Plans for 2012

Town Engineer Greg Cane discussed the following projects: **Madrona Way Improvement Project** which includes water line, sewer line, a sanitary sewer lift station, and street improvements between Broadway and Sherman Road; **Penn Cove Stormwater Remediation Project aka Ecology Watershed Grant** – a joint project with the University of Washington and the Town to design and construct a subsurface wetland to treat Stormwater; **Coupeville Connecting Trail aka Pennington Hill Pedestrian Way** – Design and construct a trail from Lauren’s Woods to the intersection of North Main and Highway 20; **Data Collection** – a project to scan documents so that all the information is accessible from the Town Hall computer server.

Public Works Superintendent Larry Smith discussed the following: **Snow Removal** and the priorities to keep the main roads clear; **Sewer Issues** – Issues with some private property owners and what is to be done to remediate the problem; **Vac Truck** – He has been looking for vac truck and may have found a big truck and has a quote for about \$100,000. Mayor Conard added that we are still looking for a truck to haul sludge.

Building Official Bob Snyder provided information on the **2011 and 2012 Building Permit Reports, Permit Renewals and Extensions. Code Enforcement** – He tagged eight projects during 2011 for construction without a permit; he will be administering and enforcing applications, and ensuring compliance with the HPC. He is working on developing educational material on permitting, building construction, codes, energy conservation and low impact development.

Utilities Superintendent Willy LaRue discussed the 2012 priorities as follows: **Replace Roof at the WWTP, WWTP Head Works Upgrade (Due by July 2012), Analytical Instrument Redundancy, Field Instrument Replacement, Facility Clean Up at WWTP that includes: WWTP Building Painting, WWTP Fence Painting, WWTP Painting, WWTP Equipment Painting, ITWP Pumps/pipes painting, FCWP Pumps/Pipes Painting. Touch Read Meters – Complete; South Main Lift Station Time Delays; South Main Lift Station Transfer Switch; Bio-Solids Hauling Tanker Truck; Commercial Customers Meter Replacement; Electric Meter Reading Vehicle; Professional Growth – Upgrade Certification; Professional Growth Training Classes – All Utilities Staff; Back Flow Device Re-Evaluation Inspections.** Not all of these projects are currently funded.

Mayor Conard discussed the need to have a **Utility Rate Study** which will include the actual costs by the Public Works Crew. Establishing a **Stormwater Utility** and including that in the Utility Rate Study. **Curbside Recycling – Contract with Island Disposal** is still being worked on before it is ready for Council review. We are working on the **Capital Improvement Plan (CIP) Update**: These projects must be included in the CIP in order use REET Funds and Park Impact Fee Funds; **Community Green** (Restrooms? \$40,000); **Front Street Deck; Holbrook Barn** which will need a new roof. There are funds available for **S. Main Landscape (\$25,000); Trees (\$7,600 + \$1,000); Town Park Restroom Remodel (\$35,000); Records Storage (\$15,000); Rec Hall – Sound System (\$2,000), Furnace (\$6,000), Refinishing the Floor (\$10,000)**. Also discussed updating the kitchen at the Town Park.

Mayor Conard discussed the following: **Removal of RV Dump Station** – Council consensus was that it should be removed; **Removal of Cottonwood Tree at Capt Coupe Park** – Council consensus was that the tree should be removed; **Appointments to the Tree Commission** – she will put something in the newsletter. **Council Training Opportunities** – let her know if interested in any of the following - **AWC Annual Conference 6/19-22 (Vancouver, WA); NLC Annual Conference 11/27-12/1 (Boston); National Trust for Historic Preservation, 10/31-11/2 (Spokane)**. She discussed the **Community Sustainability Coordinator; Park Impact Fees; Waterfront Property Donation; the Town-owned Broadway Property; Town Meeting; Tax Reports; Emergency Planning; Staff Update**.

Adjourn: 9:05 pm

Respectfully Submitted:

MAYOR:

Judy A. Thomas, Clerk Treasurer

Nancy Conard