

**Town of Coupeville  
Regular Council Meeting  
April 25, 2020  
6:30 p.m.**

**PRESENT:** Mayor Hughes, Councilmembers Jenny Bright, Rick Walti, Pat Powell, Jackie Henderson, and Michael Moore.

**STAFF PRESENT:** Clerk Treasurer Kelly Beech

**CHANGES AND APPROVAL OF THE AGENDA**

The Mayor requested to remove from the Agenda:

NEW BUSINESS

3. Resolution 20-06, Amending Town Personnel Policies to include a section for Hazard Pay

The Agenda was approved as submitted.

The Agenda was accepted as amended.

**APPROVAL OF MINUTES**

The minutes of the Regular Council Meeting of March 24, 2020, were approved as submitted.

**MAYOR'S REPORT**

- Mayor Hughes reported that the Coupeville Chamber of Commerce and the Coupeville Historic Waterfront Association are doing an excellent job providing support to local businesses, by keeping them informed of programs and administering grants. She added that grants available for businesses impacted by COVID-19 include the Paycheck Protection Program (PPP), the Economic Impact Disaster Loan (EIDL) program, as well as Federal and State programs designed to help small businesses during this difficult time.
- Mayor Hughes also thanked Heritage Bank Branch Manager Marcia Marks for all of her hard work to get funds to local businesses through emergency loan programs.
- Mayor Hughes reported that the Memorial Day Parade has been cancelled due to COVID-19 social distancing guidelines, and that there is a chance the Arts & Crafts Festival will also decide to cancel their event this year.
- Mayor Hughes summarized resources available related to COVID-19 information, including the County's website, and she informed the Council of the latest updates she's received from base Commander, Captain Arny.
- Mayor Hughes thanked all essential workers and first responders, and specifically Councilmember Henderson for all of the support they are giving the community during this uncertain and sometimes unsettling time.
- Finally, Mayor Hughes announced that the Town's Planning Department has met to discuss how to open up review and issuance of construction permits in accordance with the Governor's latest orders.

**NEW BUSINESS**

**Resolution 20-04, Adopting Temporary Exemption to Daily Deposit Schedule**

**Council Action:** A motion was made by Councilmember Henderson, second by Councilmember Moore, to approve Resolution 20-04 adopting an exemption to the daily deposit schedule due to COVID 19. The motion passed unanimously.

**Resolution 20-05, Regarding Utility Late Fees and Shut-offs**

Council Action: A motion was made by Councilmember Moore, second by Councilmember Henderson, to approve Resolution 20-05 adopting temporary changes to the collection of Utility fees due to COVID 19. Questions were asked and answered. The motion passed unanimously.

**Approval of March 2020 Payroll and April 2020 A/P transactions and warrants**

Council Action: A motion was made by Councilmember Walti, second by Councilmember Bright, to approve March 2020 payroll transactions and warrants #34857 to #34861 as attached; for a total of \$97,059.58.; and April 2020 A/P transactions and warrants #34872 to #34926 as attached; for a total of \$66,564.13. The motion passed unanimously.

**COUNCIL REPORTS**

Councilmember Bright had nothing to report.

Councilmember Walti reported that the Utility Advisory Committee discussed the short and long-term Capital Project list as part of a larger discussion with DAVIDO engineers working on the Town’s Water Plan update.

Councilmember Henderson reported ridership is down at Island Transit, routes have been reduced, and the organization is working with non-profits to transport food and other necessary supplies as way of supporting our community. She also reported the organization has a healthy fund balance and they are confident they will be able to weather the storm.

Councilmember Powell reported tourism is understandably taking a major hit right now and that the Island County Tourism Board is working on a transition plan in preparation for the current restrictions on traveling opening up.

Councilmember Moore reported the Ebey’s Trust Board meeting was held remotely, and focused on essential business. He added that the parks will be opening back up soon for day-use only. It will still be awhile before camping is allowed at parks again.

**DISCUSSION**

The Mayor led a discussion with the Council concerning the impacts of the COVID restrictions on the Town’s budget and some areas that may experience significant reductions in revenue. The Town has a healthy fund balance, that combined with postponing certain capital projects should allow the Town to get through this challenge relatively unscathed.

**EXECUTIVE SESSION**

At 7:33pm the Mayor excused the audience to convene the Council in Executive Session, per RCW 42.30.110 (1)(g), To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. She announced that the session would last until 8:05pm, at which time the Council would reconvene in open session to adjourn. No action was taken during the Executive Session.

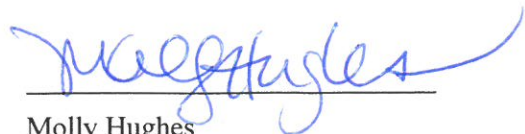
**ADJOURNMENT:** 8:05 p.m.

Respectfully Submitted:



Clerk Treasurer Kelly Beech

MAYOR:



Molly Hughes

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