

**TOWN COUNCIL  
REGULAR MEETING AGENDA  
Remote Go-To-Meetings  
October 12, 2021**

**CALL TO ORDER**

**CHANGES AND APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

- Regular Council Meeting of September 28, 2021

**MAYOR'S REPORT**

**AUDIENCE INPUT - See NOTE**

**NEW BUSINESS**

1. Schedule virtual Budget Workshop for Tuesday, November 2, 2021 at 3:00 pm
2. Schedule virtual Comp Plan workshop with Planning Commission for Tuesday, November 9, 2021, at 5:30 pm.
3. Approval of Interlocal Agreement with Island County regarding historic preservation within Ebey's Landing National Historical Reserve
4. Approval of Resolution 21-07 regarding Covid Premium Pay for town staff
5. Approval of Amended 2022 Budget Policies

**STAFF REPORTS**

**COUNCIL REPORTS**

**DISCUSSION**

- October Civility Month Proclamation
- 2% Grant Applications for 2021 Funding Year

**ADJOURN**

**NOTE:** Under our Declaration of Emergency, due to the COVID 19 pandemic, the Town of Coupeville will be holding Town Council meetings remotely. The public will be able to access the meetings in real time, by phone. Audience members wishing to be heard during the Audience Input portion of the meeting are asked to join the remote meeting at least five minutes before the meeting is scheduled to start, and to notify the Clerk Treasurer at that time, of their desire to speak.

*As a reminder: This is time set aside for members of the public to speak to the Council about subjects of concern or interest, or items not already set aside for a public hearing. Input requiring more lengthy comment is best submitted in writing.*

**To join the meeting from your computer, tablet or smartphone.**

<https://www.gotomeet.me/TownOfCoupeville/coupeville-town-council-meeting>

**To access the Town Council meeting remotely, by phone dial 571-317-3122 and use access code 707-347-805.**

**Town of Coupeville  
Regular Council Meeting  
September 28, 2021  
6:30 p.m.**

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

Council Action: A motion was made by Councilmember Henderson, second by Councilmember Walti, to excuse Councilmember Powell from tonight's meeting. *The motion passed unanimously.*

**STAFF PRESENT:** Fiscal Clerk Claudia Golden, Planning Director Donna Keeler, Utilities Superintendent Joe Grogan.

**CHANGES AND APPROVAL OF THE AGENDA**

The Agenda was approved as submitted.

**APPROVAL OF MINUTES**

The minutes of the Regular Council Meeting of September 14, 2021 were approved as submitted.

**MAYOR'S REPORT**

- The Mayor reported on a meeting with Representative Dave Paul, the Assistant Secretary of WA State Ferries Patty Rubstello and John Vezina, the Government Relations Director for Ferries.
- The Mayor reported on her meeting with three Trust Board reps; Lisa Bernhardt, currently the TB Chair, Sally Garrett and Andrew Ziehl.
- The Mayor reported on her meeting with Andrew Riggs, the new manager at Island Disposal.
- The Mayor reported on NET and their second newsletter for volunteers training and education, that was forwarded to the Council. The Council decided to do a market set-up, at the Market on October 9<sup>th</sup>.
- The Mayor reported that Whidbey Health Community Pharmacy is now officially open.
- The Mayor reported on the recent staff lunch at the Water treatment Plant.
- The Mayor reported on her meeting with the new Editor of the WNT and SWR; RJ Benner.
- The Mayor encouraged the Council to go on the Haunting of Coupeville website and see all the fun events planned for October.

**PUBLIC COMMENTS**

Mayor asked for Public Input. Hearing none, the Mayor open the floor for the Public Hearing.

**NEW BUSINESS**

**Adoption of Ordinance 768, Regarding Town of Coupeville Utility Rates**

Public Input: Kyle R., Pennington Loop; commented on compared rates on the Island are all high. Perhaps to spread out rates over time. (7:00) Public Hearing was closed @ 7:14.

There were no questions from the Council.

Council Action: A motion was made by Councilmember Moore, second by Councilmember Walti, to adopt Ordinance 768, regarding Town of Coupeville Utility Rates. *The motion passed unanimously.*

**Adoption of Ordinance 771, Regarding Animals in town Limits**

Public Input: J. Roomes Ninth St; asked if the area involved was within town limits, and whether neighbors who would be affected, have been notified. Council asked for, and received answers to, clarifying questions with regard to raising commercial animals. Public Hearing was closed @ 7:38.

Council Action: A motion was made by Councilmember Walti, second by Councilmember Henderson, to adopt Ordinance 771, regarding animals in town limits. *The motion passed unanimously.*

**Approval time and location of Council Budget Workshop on November 2, 2021**

Council Action: Action item tabled until next meeting.

**Approval of August 2021 Payroll and September 2021 A/P Claims Vouchers/Warrants.**

Council Action: A motion was made by Councilmember Walti, second by Councilmember Bright, to approve August 2021 payroll and September 2021 A/P claims vouchers/warrants. *The motion passed unanimously.*

**DISCUSSION**

RE: DRAFT new Interlocal Agreement Rules and responsibilities in the Reserve, Ebey's Guidelines. The Council had no questions or comments. No Action.

**COUNCIL REPORTS**

Councilmember Moore nothing to report.

Councilmember Bright had nothing to report.

Councilmember Walti had nothing to report.

Councilmember Henderson had nothing to report.

**ADJOURNMENT:** 7:46 p.m.

Respectfully Submitted:

MAYOR:

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Fiscal Clerk Claudia Golden

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Molly Hughes

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

# TOWN OF COUPEVILLE

From the Desk of Mayor Molly Hughes

## M E M O R A N D U M

October 8, 2021

TO: Town Council

RE: Setting Special Meetings

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Council,

Thank you for your willingness to schedule some extra meeting time to work on our 2022 Budget and Comp Plan Update. Officially setting the dates will allow us to notify the public, as required by law.

Proposed Motion: Move to approve a virtual workshop to work on the 2022 Budget to be held on Tuesday, November 2, 2021 at 3:00 pm.

Proposed Motion: Move to approve a virtual workshop with the Planning Commission to work on the Comprehensive Plan Update, to be held on Tuesday, November 9, 2021 at 5:30 pm

# TOWN OF COUPEVILLE

From the Desk of Mayor Molly Hughes

## M E M O R A N D U M

October 8, 2021

TO: Town Council

RE: Town/County Interlocal Regarding Historic Preservation in the Reserve

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Council,

Attached is the final draft of the updated Interlocal agreement between the Town and Island County to provide historic preservation services in the Reserve.

Since we discussed this document at the last meeting a few things have been added. Donna Keeler pointed out that all of the administrative duties needed to support the HPC are not spelled out in any one document. She suggested that they should be in one place so when staff and HPC members change, both the Town and County have a document to refer to. Of all the documents pertaining to historical preservation, design guidelines and the HPC, this Interlocal Agreement is the best one to detail those responsibilities. These changes are on page four and five.

Typos and formatting have also been cleaned up.

Thank you.

Proposed Motion: Move to authorize the Mayor to sign the Interlocal Agreement between the Town of Coupeville and Island County relating to Historic Preservation and Protection within Ebey's Landing National Historical Reserve.

## DRAFT

### AN INTERLOCAL AGREEMENT BETWEEN ISLAND COUNTY AND THE TOWN OF COUPEVILLE, RELATING TO HISTORIC PRESERVATION AND PROTECTION WITHIN THE EBNEY'S LANDING NATIONAL HISTORICAL RESERVE AS ESTABLISHED UNDER CHAPTER 17.04A ICC AND CHAPTER 16/13 CTC

**THIS INTERLOCAL AGREEMENT** ("Interlocal Agreement" or "Agreement") is entered into by and between Island County, a political subdivision of the State of Washington (the "County"), and the Town of Coupeville, a political subdivision of the State of Washington (the "Town") collectively referred to as the "Parties."

#### RECITALS

**WHEREAS**, local governmental authority and jurisdiction with respect to the designation and protection of historic sites within Ebey's Landing National Historical Reserve within the Town limits resides with the Town and within the unincorporated areas of Ebey's Landing National Historical Reserve resides with the County; and

**WHEREAS**, Ebey's Landing National Historical Reserve ("Reserve") was established by Congress (PL 95-625 and 16 USC Sec. 461) in 1978, and is located in central Whidbey Island; and

**WHEREAS**, the Washington State Growth Management Act ("GMA") at RCW 36.70A.020(13) establishes the preservation of lands, sites and structures that have historical or archaeological significance as one of the thirteen (13) planning goals of GMA, which shall be used exclusively for the purpose of guiding the development of comprehensive plans and development regulations; and

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**WHEREAS**, the Town of Coupeville Comprehensive Plan historic element's first goal is to "Provide for the protection of historic and prehistoric resources within the Ebey's Landing National Historical Reserve (Reserve) and to encourage the preservation, restoration and rehabilitation of historic and/or cultural resources within the Reserve for future generations, for the protection and stewardship of the cultural landscape"; and

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**WHEREAS**, the first goal of the Island County Comprehensive Plan Historic Preservation Element is to "actively participate in Ebey's Landing Historical Preserve in order to preserve and protect a rural landscape which provides an unbroken historical record"; and

**WHEREAS**, the Town and the County desire to protect and preserve the cultural landscape within the Reserve, consistent with their comprehensive plans, including historic buildings, landscapes, structures, districts, sites, objects, and archaeological sites within the Reserve, for the benefit of present and future generations in a consistent and efficient manner; and

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**WHEREAS**, it is in the public interest that the jurisdictions cooperate to provide efficient and cost-effective historic protection services and programs; and

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**WHEREAS**, Island County created a Central Whidbey Historic Preservation District on October 16, 1972; and

**WHEREAS**, Island County adopted specific development regulations for Ebey's Landing National Historical Reserve by Ordinance C-84-05 [PLG-017-04] on July 25, 2005, thereby establishing these regulations on Chapter 17.04 ICC; and

**WHEREAS**, the Town of Coupeville code CDC 16.13 was adopted by Ordinance No. 692, on October 3, 2011; and

**WHEREAS**, The Town, the County, and the Trust Board entered into a Memorandum of Understanding ("MOU") in June of 2009 to enhance their joint historic preservation and protection efforts with the Reserve by agreeing to establish uniform design review processes and procedures to regulate new development within Ebey's Landing National Historical Reserve; and

**WHEREAS**, on October 3, 2011, the Town and the County enacted legislation establishing a unified code and design guidelines which regulate future development activities within Ebey's Landing National Historical Reserve; and

**WHEREAS**, the Town and County adopted codes authorized creation of a Reserve Committee which consists of the Town Planner, the County Planning Director, and the Reserve Manager, or their designee(s); and

**WHEREAS**, The Town and County adopted codes also require an interlocal agreement be established between the parties to facilitate open communication between all parties and to facilitate coordinated permit review pursuant to the code; and

**WHEREAS**, The Town and County entered into an Interlocal Agreement on December 19, 2011; and

**WHEREAS**, the Town and the County find the need to update the provisions of that Interlocal Agreement and confirm that this Interlocal Agreement replaces the 2011 Agreement; and

**NOW, THEREFORE**, The County and the Town hereby agree as follows:

## **ARTICLE 1 – PURPOSE OF AGREEMENT**

The Parties have the following responsibilities under the following unified code sections:

1. ICC 17.04A.070 and CTC 16.13.070 (Interlocal Agreement Required)

Prior to review by the Historic Preservation Commission ("HPC") of nominations or Certificates of Appropriateness for properties within the Reserve, an interlocal agreement between the jurisdictions shall be established to facilitate open communication between all parties, as well as facilitate coordinated design review pursuant to this chapter.

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**WHEREAS**, the Town of Coupeville adopted specific development regulations for historic preservation in ¶

**Moved (insertion) [1]**

**Moved up [1]: WHEREAS**, the Town of Coupeville code CDC 16.13 was adopted by Ordinance No. 692, on October 3, 2011; and¶

**Deleted:** **WHEREAS**, the unified code for Island County Commissioners was adopted by Ordinance C-84-11 [PLG-019-11] as Chapter 17.04A ICC, which superseded Ordinance C-84-05 [PLG-017-04] and Chapter 17.04 ICC; and¶

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2. ICC 17.04A.160 and CTC 16.13.160 (Procedures for Changes to the Guidelines)

Changes to the Guidelines shall require approval by the Board of County Commissioners and Town Council. Such changes are only effective upon approval by both legislative bodies, consistent with the terms and conditions of this Interlocal Agreement.

## ARTICLE II – STATEMENT OF RESPONSIBILITIES

1. The Town and the County agree that the following are joint responsibilities:

- a. To conduct joint periodic reviews with the HRC to evaluate the Design Review process and the Guidelines to identify any potential amendment or additional resources and training necessary to support the process.
- b. To ensure that the appointments of qualified persons to the HPC are made in a timely fashion.
- c. To work closely with the Trust Board Reserve Manager, or designee, so that HPC members and staff from the County and the Town who are involved in design review receive training in historic preservation principles, design review, and the history of the Reserve's landscape and buildings. This training will help assure that decisions are both informed and consistent.  
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- d. To ensure that the operation of the Reserve Committee is responsive to the needs of the community and applicants for design review.  
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- e. In support of the protection of cultural resources within the Ebey's Landing National Historical Reserve, the Town and County will work cooperatively to implement the adopted ordinances establishing uniform regulations, i.e., the Design Guidelines, and uniform procedures and processes for the protection of cultural resources within the Reserve.
- f. The County and the Town will maintain uniform design review application forms.
- g. The County and the Town will endeavor to align their design review application fee schedules under the adopted standards and procedures in an effort to treat all applicants and applications for similar purposes equitably.
- h. The County and the Town will develop a uniform staff report format for presentation of projects for consideration by the HPC.
- j. The County and the Town will establish the regular meeting time for the HPC, in compliance with the Open Public Meetings Act, with special meeting dates scheduled as needed.  
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- k. The County and the Town will jointly develop an HPC agenda format and arrange for the posting and publication of notices and agendas as required by the governing law. Costs of publication of notices and agendas required shall be prorated based upon the number of individual agenda items of the County and Town.  
Moved (insertion) [2]

The County and the Town agree to staff the HPC meetings with a County Planner, the Town Planner or their designee. The Reserve Manager or their designee will act as the third staff member supporting the HPC meetings.

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1. County Responsibilities.

The County will arrange for the posting and publication of notices and agendas as required by the governing law.

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The County shall reserve the County Commissioners Hearing Room for meetings of the HPC when practical. The Town or County shall provide alternative locations when the Hearing Room is unavailable or when otherwise necessary.

The County will assemble and mail or deliver the HPC packets to all commission members before each meeting. The Town will provide copies of all materials for Town projects for each packet.

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2. Town Responsibilities

The Town shall provide administrative support for the HPC meeting with a staff member designated by the Mayor. Administrative support shall include keeping a record of attendance, taking summary minutes and recording all regular and special meetings.

The Town will maintain and archive the permanent record of HPC meetings in accordance with statutory retention schedules. The Town and the County will each be responsible for archiving their own project-specific records according to their own policies and statutory retention schedules.

The Town will host the public record of all HPC meetings on the town website. The public record will include the agenda, packet materials, minutes and recording of each meeting.

**Moved up [2]: k.** The County and the Town will jointly develop an HPC agenda format and arrange for the posting and publication of notices and agendas as required by the governing law. Costs of publication of notices and agendas required shall be prorated based upon the number of individual agenda items of the County and Town.¶

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¶ The County shall reserve the County Commissioners Hearing Room for meetings of the HPC when practical. The Town or County shall provide alternative locations when the Hearing Room is unavailable or when otherwise necessary.¶

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## ARTICLE III – EFFECTIVENESS AND DURATION

This Agreement shall become effective upon approval of the Parties and shall continue automatically until it is modified or terminated under the provisions of Article V and Article XV.

## ARTICLE IV – ADMINISTRATION

This Agreement shall be administered for the County by the Planning Director or the Director's designee, for the Town by the Town Planner or the Mayor's designee.

## ARTICLE V – MODIFICATIONS

1. Modifications to this Agreement may be proposed by the Town or the County, and shall become effective upon written approval by all parties.

2. This Interlocal Agreement may be modified at any time by mutual consent as long as the modification is provided in writing and signed by both Parties.

## **ARTICLE VI – INTEGRATION CLAUSE**

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties. All Parties have read and understand this Interlocal Agreement and now state that no representations, promises or agreements not expressed in this Agreement have been made to induce the other to execute the same.

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## **ARTICLE VII – REAL AND PERSONAL PROPERTY**

No real property is exchanged by operation of this Agreement. Any real or personal property used by any of the Parties in connection with this Agreement will be acquired, held, and disposed of by that Party in its discretion, and the other Party will have no joint or other interest herein.

## **ARTICLE VIII – COMPLIANCE WITH LAW**

The Parties, in the performance of this Agreement, agree to comply with all applicable local, state, or federal laws and regulations applicable to the activities contemplated herein.

## **ARTICLE IX – NOTICES**

All required notices to be given under this Agreement shall be delivered to the parties at the addresses listed below. Notices sent by registered mail shall be deemed served when deposited in the U.S. Mail.

Town of Coupeville  
Clerk Treasurer  
4 NE Seventh Street  
P.O. Box 725  
Coupeville, WA 98239

**Deleted:** Fiscal

Board of Island County Commissioners  
Clerk of the Board  
P.O. Box 5000  
Coupeville, WA 98239

## **ARTICLE X – HOLD HARMLESS AND INDEMNIFICATION**

1. Indemnification of the County Town shall indemnify and defend the County it's officers, agents and employees, from and against any claim, damages, losses and expenses, including but not limited to reasonable attorney fees, arising from the Town's performance under this Agreement, provided, to the extend the claim, damages, losses and expenses are caused by intentional acts of or by the concurrent negligence of the County, their officers, agents, or employees, Town's indemnification obligation hereunder shall be limited to Town's proportionate share of liability as agreed to by the Parties to this Agreement or determined by a court of competent jurisdiction.

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2. Indemnification of the Town. The County shall indemnify and defend the Town, its officers, agents and employees, from and against any claim, damages, losses and expenses, including but not limited to reasonable attorney fees, arising from the County's performance under this Agreement, provided, to the extend the claim, damages, losses and expenses are caused by intentional acts of or by the concurrent negligence of the Town, their officers, agents, or employees, Town's indemnification obligation hereunder shall be limited to County's proportionate share of liability as agreed to by the Parties to this Agreement or determined by a court of competent jurisdiction.
3. Nothing contained in this section or Agreement shall be construed to create a liability or a right of indemnification by any third party.
4. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.
5. The foregoing indemnity provisions are specifically and expressly intended to constitute a waiver of each Party's immunity under Washington's Industrial Insurance Act, RCW Title 51, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

#### **ARTICLE XI – INTERLOCAL COOPERATION ACT**

The Parties agree that no separate legal or administrative entities are necessary in order to carry out this Agreement. If determined by a court to be necessary for purposes of the Interlocal Cooperation Act, Ch. 39.34 RCW, an administrator or joint board responsible for administering the Agreement will be established by mutual agreement.

#### **ARTICLE XII – FILING AND PUBLIC NOTICE**

Pursuant to RCW 39.34.040, within 10 days of the execution of this Agreement by the Parties, a copy of the executed Agreement shall be filed by the County with the County Auditor and will be listed by subject on the web sites of the Parties or other electronically retrievable public source.

#### **ARTICLE XIII – DISPUTES**

The Parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution method (i.e. arbitration or mediation).

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#### **ARTICLE XIV – NEUTRAL AUTHORSHIP**

Each of the provisions of this Agreement has been reviewed and negotiated, and represents the combined work product of both Parties hereto. No presumption or other rules of construction, which would interpret the provisions of this Agreement in favor of or against the Party preparing the same, shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement.

## ARTICLE XV – DURATION AND TERMINATION

This Agreement shall take effect upon full execution by the Parties and shall remain in effect until terminated by written agreement of all Parties at any time, or upon any Party providing sixty days written notice of termination to the other Parties.

## ARTICLE XVI – FINANCIAL RESPONSIBILITY

Each party shall bear financial responsibility for its own respective share of work performed pursuant to this Agreement.

## ARTICLE XVII – AUTHORITY TO EXECUTE AGREEMENT

The signatories below certify that they have the authority to enter into this agreement and to bind the Parties to the terms and conditions of this Agreement.

## ARTICLE XVIII – SEVERABILITY

Should any part, term or provision of this Agreement be determined by a court of competent jurisdiction to be invalid, the remainder of this Agreement shall not be affected, and the same shall be continued in full force and effect.

## AUTHORIZING SIGNATURES

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed as of the date herein written.

### ISLAND COUNTY

By: \_\_\_\_\_  
Jill Johnson, Chair  
Board of County Commissioners  
Island County, Washington

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Virginia Shaddy  
Clerk of the Board

### TOWN

By: \_\_\_\_\_  
Molly Hughes, Mayor  
Town of Coupeville, Washington

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Kelly Beech  
Town Clerk Treasurer

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DRAFT

# TOWN OF COUPEVILLE

From the Desk of Mayor Molly Hughes

## M E M O R A N D U M

October 9, 2021

TO: Town Council

RE: Resolution 21-07 Covid Premium Pay

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Council,

Attached is a Resolution recommending Covid Premium Pay for all town employees to be paid from our American Rescue Plan Act funds. Premium pay is allowable under the Act in acknowledgement of essential work required of our employees. I consider all town employees 'essential' as they have all had to work throughout the entire pandemic keeping our critical infrastructure operational, keeping all town functions operating so the economic business of the Town could continue and keeping access to town government open, available and transparent to our citizens.

While maintaining these essential functions during the pandemic our employees are required to have contact with the public, their co-workers and visitors to our town who could be sick or carrying the Covid-19 virus. In addition to exposure to people, some of our staff are also exposed to the actual Covid virus at our utility plants and other public facilities.

Throughout out the pandemic, and continuing on today, our staff has followed the ever-changing CDC health requirements (worn masks, maintained social distancing, meeting outside, sanitizing everything in sight, and found new PPE and cleaning supplies to meet requirements). They have changed their work schedules and work locations to minimize their contact to each other and the community. They have had to find new ways to do their jobs to keep each other and our community safe.

They have been, and continue to be, creative, flexible and dedicated members of the Town Team while keeping themselves, their families, their co-workers and our community safe and healthy throughout the Covid pandemic.

I am recommending a gross Covid premium pay amount of up to \$3,200 per employee. For our 15 full time employees the total will be \$48,000. This represents 9% of our total \$550,000 American Rescue Plan Act funding. This premium pay will be paid for worked hours going forward, will be reduced by Social Security and Federal income taxes, and is a 2021 program. Premium pay from ARFA funds will be complete by December 31, 2021.

I know the Town Council is well aware of the demands that have been placed on our Managers and Staff over the past 19 months, they continue today and will be with us for some time to come. I also know you know how amazing our staff has been in rising to these demands and getting their jobs done.

I look forward to discussing this Covid Premium Pay recommendation with you.

Thank you.

Proposed Motion: Move to approve Resolution 21-07 authorizing Covid Premium Pay for employees of the Town of Coupeville.

**RESOLUTION NO. 21-07**  
**TOWN OF COUPEVILLE**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF COUPEVILLE,  
WASHINGTON, AUTHORIZING PREMIUM PAY FOR TOWN EMPLOYEES  
UNDER THE AMERICAN RESCUE PLAN.**

**WHEREAS**, the novel coronavirus (COVID-19) disease is caused by a virus that spreads easily from person to person and may result in serious illness or death, and is classified by the World Health Organization as a worldwide pandemic; and

**WHEREAS**, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

**WHEREAS**, on February 29, 2020, Governor Jay Inslee issued proclamation 20-05, declaring a state of emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the State; and

**WHEREAS**, on March 3, 2020, the Board of Island County Commissioners issued a “County Proclamation of Emergency” in Resolution C-15-20 for COVID 19; and

**WHEREAS**, on March 19, 2020 Mayor Molly Hughes signed an Emergency Proclamation declaring a state of emergency exists in the Town of Coupeville; and

**WHEREAS**, on March 23, 2020, Washington Governor Jay Inslee issued Proclamation 20-25, a “Stay Home – Stay Healthy” order closing non-essential workplaces, requiring people to stay home except to participate in essential activities or provide essential business services. This order was extended multiple times. Employees of the Town of Coupeville are considered essential employees, needing to perform work to protect the Town’s critical infrastructure and ensure continuity of functions critical to public health, safety and economic sustainability; and

**WHEREAS**, On January 28, 2021, the Centers for Disease Control and Prevention (CDC) reported that multiple COVID-19 vaccines may provide some protection against a variety of strains. The CDC further stated, however that the risks of COVID-19 infection in fully vaccinated people cannot be completely eliminated as long as there is continued community transmission of the virus. Recent reports have shown that vaccinated people can still contract COVID-19 through ‘breakthrough infections,’ and may be able to spread it to others; and

**WHEREAS**, the Washington State Department of Health’s COVID-19 vaccine program has made vaccinees available to all Town employees, and while many Town employees may now be vaccinated, the risks of COVID-19 infection in fully vaccinated people cannot be completely eliminated as long as there is continued community transmission; and

**WHEREAS**, providing COVID-19 premium pay to eligible Town employees for frontline work that they continue to perform, for the citizens of the Town of Coupeville during the COVID-19 emergency will promote job retention, compensate for the risks of working on the frontlines of a global pandemic, improve financial ability to access resources for protection for themselves and their families from catching or spreading the virus or coping with the illness caused by the virus, and support the access to government services for the greater community; and

**WHEREAS**, Throughout the entirety of the COVID-19 emergency, citizens of the Town of Coupeville have been relying upon the work of Town employees who face the risk of exposure to COVID-19 to maintain government services; and

**WHEREAS**, most Town employees cannot choose to work from home and must come to work to perform their jobs, which can involve substantial interactions with customers and co-workers that could potentially spread the virus. They are wearing masks, have changed their work schedules and work locations to social distance as much as possible, and have developed new ways to do their jobs to decrease transmission of the virus to protect themselves and the public; and

**WHEREAS**, on March 10, 2021, the United States Congress passed the American Rescue Plan Act of 2021 (ARPA), providing direct relief to units of local government through the United States Department of Treasury; and

**WHEREAS**, the Department of Treasury has issued guidance for the allowable uses of the direct relief funds, and one permissible use of the ARPA funds is to provide premium pay to eligible local government workers facing increased risk due to COVID-19; and

**WHEREAS**, the Coupeville Town Council acknowledges the value of employees whose continued employment during this Coronavirus pandemic resulted in continuous, excellent service to the community and performance of the added responsibilities undertaken and the Council therefore desires to incentivize their retention as employees; and

**WHEREAS**, ensuring that eligible Town employees are compensated for the risks of working during the COVID-19 emergency incentivizes the retention of these vital workers, and compensates them for the additional health and financial risks they expose themselves and their families to by performing their essential duties. These incentives are particularly directed at employees who have proven their value, courage and dedication by exposing themselves and their families to financial and health risks during the pandemic; and

**WHEREAS**, the Coupeville Town Council chooses to use funding under the American Rescue Plan Act to provide premium pay to its essential employees for work they continue to perform due to the ongoing Coronavirus pandemic; and

**WHEREAS**, the Coupeville Town Council will authorize premium pay to all eligible employees of the Town of Coupeville, except Elected Officials and employees who do not meet American Rescue Plan eligibility.

**NOW THEREFORE BE IT HEREBY RESOLVED,**

1. The following Town employees are eligible for premium pay under the ARPA funding:
  - a. Employed by the Town of Coupeville in a regular full-time or part-time position.
  - b. Employed in the position and assigned regular duties on October 12, 2021.
  - c. During employment is required by a supervisor or manager to perform job duties on-site (as opposed to remote telework) that places the person in a position of potential exposure to COVID-19. As used in this Resolution, a position of potential exposure to COVID-19 means performing job duties in an on-site work location where the employee must interact in person with members of the public for a cumulative total of at least fifteen (15) minutes in a twenty-four (24) hour period, or with co-workers that in the same day interacted with members of the public for a cumulative total of at least fifteen (15) minutes in a twenty-four (24) hour period. Potential exposure to COVID-19 also means a position that requires the employee to potentially come into contact with the virus performing utility operations and maintenance and operation and maintenance of public facilities.
2. Eligibility shall be conclusively determined by the employee's supervising Department Manager and the Mayor.
3. An eligible employee shall receive premium pay for hours scheduled up to a maximum, gross total amount of \$3,200 as follows:
  - a. All employees shall receive premium pay of \$15.00 per hour, for up to 40 hours scheduled per week for each week between November 1, 2020 and December 31, 2021 until the maximum, gross total pay of \$3,200 is reached.

**APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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\_\_\_\_\_  
Mayor Molly Hughes

ATTEST:

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\_\_\_\_\_  
Clerk Treasurer Kelly Beech

APPROVED AS TO FORM:

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\_\_\_\_\_  
Town Attorney Grant K. Weed



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## STAFF REPORT

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**DATE:** October 8, 2021  
**TO:** Mayor Molly Hughes and Members of the Town Council  
**FROM:** Kelly Beech, Clerk-Treasurer  
**RE:** 2022 Budget Policies Amendment

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Council approved the 2022 Budget Policies on August 24, 2021. Now that the Town has adopted new fee schedules, and it is clear it will take approximately 5 years to rebuild some emergency and O&M reserves, I am asking the Council to consider a revision to the 2022 Budget Policies.

The Town is required to maintain reserves in various funds to meet debt service obligations. The adopted budget has always had this minimum required reserve, and more. Additionally, the Council has made the decision to maintain a \$100,000 emergency fund, and a \$100,000 minimum fund balance in the Water and Sewer Fund. These two limits are set by the Council, and not required by the state.

The Town began maintaining “accumulating funds” in the General Fund, and all three Utility Funds in 2016. The accumulating funds are earmarked for large Capital purchases that take years to save up for, like vehicles and major facility maintenance and improvements. These accumulating funds have not been included in the calculation of the ending fund balance, because they are already committed to future purchases, however, the funds do remain in the bank, and accessible to the Town in case of emergency. The Town is carrying very little debt and would also have no trouble securing a loan if it was necessary.

As the Council is aware, the Town’s new utility rates were adopted with incremental annual increases, to minimize the impact to rate-payers. I’m asking the Council to adopt the attached 2022 Budget Policies as amended; which will commit a portion of funds currently earmarked for capital purchases (vehicles, etc.) to be held until the reserves have fully recovered. Many of these purchases are not scheduled for one or two years in the future, so this decision will not impact the Town’s ability to continue to work on projects.

The Town will continue to look for grants and other cost saving measures.

**Recommendation:** Motion to approve the 2022 Budget Policies and Priorities, as amended.

## 2022 Budget Policies

### Fiscal Policies

- 1) General Fund Ending Balance should be maintained at a minimum of \$300,000.
- 2) Water Fund Ending Balance should be maintained at a minimum of \$100,000, to include those funds earmarked for Capital purchases, which are held in managerial accounts. Additionally, The Town commits to delaying Capital purchases in years where the Emergency Reserve of \$100,000 has been reduced or is otherwise in the process of re-funding.
- 3) Sewer Fund Ending Balance should be maintained at a minimum of \$100,000, to include those funds earmarked for Capital purchases, which are held in managerial accounts. Additionally, The Town commits to delaying Capital purchases in years where the Emergency Reserve of \$100,000 has been reduced or is otherwise in the process of re-funding.
- 4) Stormwater Fund Ending Balance should be maintained at a minimum of \$20,000.
- 5) Annual revenues should cover annual operating expenditures in the General, Street, Water, Sewer and Stormwater Funds.
- 6) Transfers between funds may be authorized by the adopted budget, or by specific Council action.
- 7) User fees are adopted annually at the Council level, and are designed to cover the costs of the service unless the Council decides to subsidize the cost.
- 8) Utility rates and connection fees will be set to cover operating expenditures and capital project needs. Utility rates and connection fees should be reviewed by the Utility Advisory Committee every four years for adequacy, and a report of their findings provided to the Town Council. Connection fees are to be used for capital projects only.
- 9) The Debt Service Ratio in the Water and Sewer Fund (net revenues divided by debt service) should not fall below 1.50.
- 10) Interfund lending is permissible with Council approval, providing a planned schedule of repayment of loan principal as well as setting a reasonable rate of interest to be paid to the lending fund. The loan may continue over a period of more than one year but must be "temporary" in the sense that no permanent diversion of the lending fund result from failure to repay by the borrowing fund (Resolution 86-10).
- 11) All possible funding sources, governmental or private, will be explored before committing Town funds (Resolution 94-14).
- 12) Long-range budgets will be developed based on projected growth according to the current Comprehensive Plan; public demand; and location, use, and condition of present facilities (Resolution 94-14).
- 13) Capital projects and purchases that are listed in the current budget are presumed approved and can be carried over and expended in the new year as long as there are sufficient funds. The Clerk-Treasurer will advise the Council of projects that will be carried over by memo at a Council session. In no case, can the total project amount be increased without Council approval. If the bottom-line fund balance needs to be increased as a result, an amendment will be made as soon as it's practical.

- 14) Equipment purchases of items under \$1000 shall be considered small tools and minor equipment; purchases of \$1000 or greater shall be considered capital equipment. All non-infrastructure assets with a cost of \$5,000 or more, and infrastructure additions where individual items cost \$5,000 or more, will be capitalized. Although Small and Attractive Assets (assets costing less than \$5,000) do not meet the city's capitalization threshold, due to ease of conversion to private use, they are considered assets for purposes of marking and identification, records keeping, and tracking.

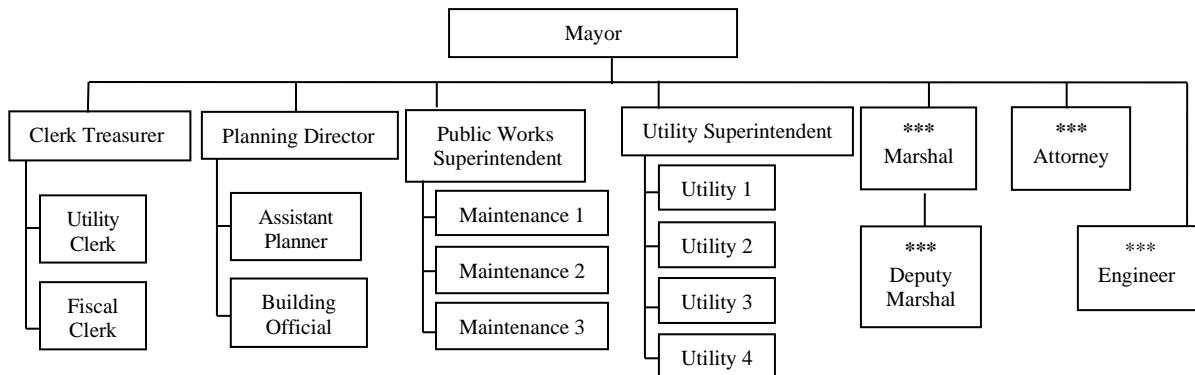
## **Allocation Policies**

- 1) Fuel Tax revenues will be accumulated in the Street Fund until there is enough for a major project, or to be used as match for a grant or loan that will accomplish a major project. Revenues in the Street Fund may also be used as funding for an approved Pavement Management System for all Town streets.
- 2) The revenue for the 2% Hotel/Motel Tax may be allotted in the year after it was received (Resolution 17-18).
- 3) Water and sewer connection fees will be put in reserves to fund water and sewer capital projects (Ordinance 730). Revenues will be accumulated until there is enough for an approved project, or to be used in conjunction with a grant or loan to accomplish an approved project.
- 4) Administrative fees will be collected from the Water Fund, Sewer Fund, and Storm Water Fund to reimburse the General Fund for expenses of general administrative services (Council, Mayor, Administration, and Planning) to support the operation of each utility. No wages will be charged directly to the Utility Fund for administrative services. Time studies will be done on an annual basis and an average of the last 5 studies will be used to calculate a rate at which the administrative fee will be charged to each department. An allocation for Council expense will be made based on agenda items and ordinances related to utilities. Legal fees will be charged directly to the Utility Fund.

	<u>Water</u>	<u>Sewer</u>	<u>Storm Water</u>
<b>Mayor -</b>	<b>13%</b>	<b>8%</b>	<b>5%</b>
<i>Calculated using the Mayor's Time Study</i>			
<b>Administration -</b>	<b>11%</b>	<b>9%</b>	<b>11%</b>
<i>Average percentage of Clerk Treasurer, Fiscal Clerk, and Utility Clerk Time Studies</i>			
<b>Planning -</b>	<b>2%</b>	<b>2%</b>	<b>2%</b>
<i>Calculated using the Planning Director's Time Study</i>			

## **Employee - Personnel Policies**

- 1) The Salary and Wage Schedule will be approved annually by the Town Council (Resolution 94-6).
- 2) Reserves will be set aside to cover Accrued Compensation Balances.
- 3) The Town Council will adopt budgets and set salaries in order to achieve the organization and level of staffing outlined below.



**\*\*\* indicates contracted positions**

## **Investment Policies**

- 1) It is the policy of the Town to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the Town, and conforming to all state and local statutes governing the investment of public funds (Resolution 96-03).
- 2) Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable income to be derived (Res. 96-03).
- 3) The primary objectives, in priority order, of the Town's investment activities shall be: Safety, Liquidity, and Yield (Resolution 96-03).
- 4) The Town will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the entity's total investment portfolio will be invested in a single security type or with a single financial institution (Res. 96-03).
- 5) To the extent possible, the Town will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than five years from the date of purchase (Resolution 96-03).

## **Capital Policies**

- 1) The responsibility for financing capital improvements should be assumed by the primary beneficiaries of the facility (Resolution 94-14).
- 2) General Revenues should be used to fund projects only if the project provides a general benefit to the Town (Res. 94-14).
- 3) The Town should use long-term borrowing to fund projects when the proposed facility will provide benefits for 20 years or longer.
- 4) The Town should seek grants or private funds whenever available to finance capital improvements (Resolution 94-14).
- 5) All major transactions, such as the purchase or sale of public land, will be studied for the effects they will have on needed utilities and services (Resolution 94-14).
- 6) Capital costs for public facility projects, including an estimate of subsequent operating costs, will be identified in a Capital Facilities Plan (CFP).
- 7) The 6-year Capital Improvement Plan (CIP) will be reviewed annually, prior to the Budget Process. Annual capital needs identified in the revised CIP will be used in the compilation of the annual budget.
- 8) Capital needs will not be considered during the Budget Process unless they have already been identified in the Capital Facility Plan. (2017 review will occur in 2018. Any new proposed capital projects will be included in a 2018 Budget Revision following CIP update.)
- 9) Capital improvement projects or purchases related to the General Fund and/or Street Fund will be accounted for directly out of Fund 105, the Capital Improvement Fund.

## **Budgetary Accounting**

- 1) The Clerk-Treasurer, with written approval or direction from the Mayor, is authorized to move funds from one line item to another in a fund's budget, provided that the total approved expenditure for the fund is not exceeded. The Council shall be informed of such actions.



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## STAFF REPORT

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**DATE:** October 5, 2021  
**TO:** Mayor and Town Council  
**FROM:** Clerk Treasurer Kelly Beech  
**RE:** September 2021

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September and October are big budget months. There is little time for anything else.

### Average Tasks for the month:

- A total of 1,168 Utility Statements were generated, sent to our printer, and mailed in September, totaling \$311,254.61.
- We processed 282 payments in September, including 202 utility payments, and we had 12 “move-in/move-out” transactions.
- We processed 19 separate Rec Hall rental and Pavilion rental applications, and 4 cancellations/refunds.
- As part of the budget process, we conducted our annual time study during the last week in August.
- September 30<sup>th</sup> is the deadline for 2% applications this year. I will be including the applications in this week’s Council Meeting packet.

### Out of the Ordinary Tasks for the month:

- New hire, Scott Austin started this month – new hires and separations always require quite a bit of payroll work.
- We have received a small batch of applications for the Fiscal Clerk position, and I hope to hold interviews, and hire someone for this position in October.

### Here are some things that will be coming up in October:

- Budget, Budget and more Budget



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## DEPARTMENT MANAGER REPORT

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DATE: 10/07/2021

TO: Mayor Molly Hughes and Members of the Town Council

FROM: Donna Keeler, Planning Director

RE: September 2021- Current/Long Range Planning and Building Summary

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### Current Planning

#### *Design Review / Historic Preservation:*

During the month of September six (6) level A COA's were reviewed and issued by staff and four (4) level B COA's were approved by the Reserve Committee. The Historic Preservation Commission did not review any Level C COA applications on behalf of the Town.

#### *Land Use Permit Review:*

A number of code violations were reported regarding unpermitted fences, clearing and grading activities and structures. Staff is working with the property owners to resolve the violations and bring the unpermitted uses into conformance. Over the next few weeks staff will be contacting owners of unpermitted vacation rentals

### Long Range Planning

#### *Shoreline Master Program Periodic Review:*

The thirty (30) day public comment period for the mandatory periodic review of the Shoreline Master Program ended on September 24, 2021. The next step is for the Town to send the proposed draft revisions approved by the Planning Commission to the Department of Ecology along with responses to comments before the end of October. Ecology has thirty days to review the information and respond to the Town. Once we hear back from Ecology, staff will schedule a meeting with the Planning Commission to discuss comments and whether further revisions are warranted, before bringing the draft document to the Town Council .

#### *Comprehensive Plan Update:*

MAKERS Architecture and Urban Design coordinated with Town staff and the sub-contractors to gather existing data on begin formulating a public participation Plan for the Comprehensive Plan Update. A joint meeting with the Planning Commission is anticipated to occur in early November to discuss the process for updating each element, public outreach and a vision statement for the Plan.

### Building

During the month of September building permits were issued for a single family residence and a mechanical unit. An additional twelve permits were also reviewed and waiting on information from the applicant or others prior to being issued.



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## STAFF REPORT

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**DATE:** **10/7/2021**

**TO:** **Mayor Molly Hughes and Members of the Town Council**

**FROM:** **Kelly Riepma, Public Works Superintendent**

**RE:** **Public Works Report for September**

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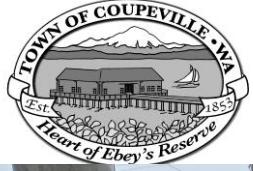
The Rec Hall parking lot was seal coated. Public Works did the required dig outs and asphalt patching in preparation for a contractor to clean, treat and reseal the parking lot. It looks great and should last many more years.

While the weather was cooperating, the team completed crack sealing on several streets in Town. We have a maintenance schedule where we crack seal needed streets in an effort to make our streets last as long as possible before needing to be resurfaced. Crack sealing is one task of street maintenance that our TIB engineers look for when awarding grant money for chip seal and overlay. Soon this task will be a requirement prior to being awarded grant money for resurfacing.

Additional dirt work was completed on the Public Works Shop property to be ready for the installation of a new security fence. I have gone out to bid for the installation of the fence and hope to have a contractor lined up to start by the end of the month.

New fencing was installed around the Community Garden to keep the little critters out. The garden has been a huge success and it's exciting to see everyone enjoying their spaces.

We replaced a broken water main valve on Faris Street. A short shut down of the area was needed to do the replacement. It was quickly repaired and we are now ready to use it next week for our water main flushing program.



## **STAFF REPORT**

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**DATE:** October 8, 2021

**TO:** Mayor Molly Hughes and Members of the Town Council

**FROM:** Joseph Grogan, Utilities Superintendent

**RE:** Monthly Utilities Department Summary Report

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At the Water Treatment Plant:

I am happy to report the iron and manganese filter up-grade is complete and we have received the final approval from the State Department of Health.

The elevated summer water demand appears to be over for the year as the rainy season has arrived.

Throughout the Ft. Casey plant upgrades the In-Town water treatment plant only produced 1% of the total production. A new town record.

An update on PFAS state regulations: the State Board of Health is holding a final hearing on October 13 and may take action on drinking water standards amending the WAC. If adopted a SAL (state action limit) will be created for 5 PFAS compounds. This will require extensive reporting and record-keeping for the town.

To attend the virtual meeting: <https://sboh.wa.gov/Portals/7/Doc/Meetings/2021/Oct%202013/WSBOH-Agenda-2021-10-13-Final.a.pdf?ver=2021-10-06-161153-483>

At the Waste Water Treatment Plant.

The wastewater plant continues to operate smoothly. In September, the 24-hour flows were low for this time of year, from a high of 198,000 gallons to a low of 103,000 gallons per day.

**TOWN OF COUPEVILLE**  
From the Desk of Clerk Treasurer Kelly Beech

**M E M O R A N D U M**

October 8, 2021

TO: Mayor & Councilmembers

RE: 2% Applications

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Included in this packet are all of the qualified 2% applications we've received for the 2022 funding year. I've attached a scoresheet to each application that lists all of the selection criteria the applications should be scored on, I've also included a copy Resolution #18-08, adopted on August 28, 2018, which includes our process and procedures for evaluating the applications and awarding the grants.

Some things to keep in mind:

- 2020 Lodging Tax receipt total - \$18,517
- Grant application requests total - \$39,300
- Of the beginning balance in this Fund, for 2021, approximately \$25,000 is available for distribution. This is the entire balance the Town has accumulated to use for special tourism projects.
- Additionally, The Arts & Crafts Festival have notified the Town that they will not be requesting their grant reimbursement this year, which was set at \$7,253.
  - The total available to award is \$50,000, but awarding all of this would use the remaining balance the Town has accumulated for special projects.
- The Council is under no obligation to fund any grant application and has the option to partially fund a grant application, or increase the award beyond the requested amount.
- Please return your completed score sheets to me by October 19<sup>th</sup>.
- The scored applications will be discussed at the October 26<sup>th</sup> Council Meeting.
- Let me know as soon as possible if you would like any of the applicants to attend the October 26<sup>th</sup> Council Meeting so I can get them on the schedule.
- Final decision and grant awards will be announced at the October 26<sup>th</sup> Council Meeting.

## **RESOLUTION 18-08**

### **A RESOLUTION, BY THE TOWN OF COUPEVILLE, REPEALING RESOLUTION NO. 17-18, ADOPTING POLICY AND PROCEDURES FOR ALLOCATION OF THE 2% LODGING TAX REVENUE**

**WHEREAS**, the Town of Coupeville awards grants annually, funded by the Washington State Lodging Tax Program, outlined in RCW 67.28, and

**WHEREAS**, the purpose of the grants are to promote tourism activities which have a direct economic benefit to the Town and our business community, and

**WHEREAS**, the Town wishes to emphasize and celebrate our beautiful shoreline, our unique resources, our historic district, and our cultural traditions, all in support of our local businesses, and

**WHEREAS**, procedures were adopted in 1996 and amended in 2017 for the allocation of the 2% Lodging Tax revenue changing from an annual allocation process to a competitive application process, and

**WHEREAS**, after the first year of the competitive process some refinements are necessary to better reflect the language, requirements and intent of RCW 67.28 into the Town's 2% Lodging Tax Grant Program.

**NOW, THEREFORE, BE IT RESOLVED** the following policy and procedure defining allowable grant requests, qualified applicants, selection criteria and reimbursement procedure will be adopted.

#### **SECTION 1 Definitions**

Tourism-means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts or souvenirs.

Tourism Promotion-means activities, operations, and expenditures designed to increase tourism including but not limited advertising, publicizing, or otherwise distributing information to the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festival designed to attract tourist.

#### **SECTION 2 Allowable Grant Requests**

- Tourism marketing.
- The marketing and operations of special events and festivals designed to attract tourists.
- Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district related under chapters 35.57 and 36.100 RCW.

- Supporting the operations of tourism-related facilities owned or operated by qualifying nonprofit organizations described under 26 U.S.C Sec 501 (c) (3) and 26 U.S.C. Sec 501 (c) (6) of the internal revenue code of 1986 as amended.

Not eligible for funding are: services provided beyond the calendar year in which the funds were granted to be used, products or services not included in the original application, proposals from for-profit organizations, or capital expenditures on non-publicly owned facilities. For events, preference shall be given to activities within the town limits.

### **SECTION 3** Qualified Applicants

- Convention and Visitors Bureaus
- Destination Marketing organizations
- Nonprofits, including but not limited to, Main Street organizations, Lodging Associations and Chambers of Commerce
- Municipalities (Town of Coupeville and Port of Coupeville)

### **SECTION 4** Selection Criteria

A complete application will include the Town of Coupeville Grant Application and project budget. Applications will be expected to address the following objectives:

- Partnership-projects that leverage funds and promote coordination and cooperation with other agencies are encouraged. 10 points
- Local Resources-projects that highlight Coupeville's history, natural resources and traditions are encouraged. 10 points
- Tourism-projects that support visitation on a year-round basis or emphasize the shoulder season (October-May) are encouraged. 20 points
- Visitor Experience-projects that educate our visitors about the area, include community involvement and encourage future visits to Coupeville are encouraged. 10 points
- Economic Impact-projects must generate direct economic benefit to Coupeville such as lodging, dining, and retail impacts. 20 points
- Demographic-projects must be designed to attract off-island visitors and encourage overnight stays in Coupeville. Legislation requires the applicant to explain their plan for attracting these types of tourists (from 50 miles away/overnight visits/from other states or countries) and report at the end of the project their actual number of visitors. 20 points

### **Section 5** Selection and Reimbursement Process

1. The Town will notify the community of requests for applications via newspaper ads and the Town website no later than September 1<sup>st</sup>.
2. Applications must be turned into the Clerk Treasurer at Town Hall by the last business day in September. The Clerk Treasurer will screen for four criteria: the application was turned in on time, the applicant is qualified to apply, the project meets the grant criteria and the application is complete. Any application that does not meet all four of these criteria will be returned to the applicant and will not be considered.

3. The Clerk Treasurer will make copies of each application for the Town Council along with a score sheet. Each Council Member will read and score each application. These scores will be used as a starting point to put applications in priority order. However, final grant awards might not be made based strictly on points.
4. The scored applications will be discussed at the first Town Council meeting in October. The Town Council may choose to have presentations from all applicants at that meeting or may decide to ask a representative for each application to attend to answer questions.
5. The Town Council will make their final decisions and grant awards no later than the second Town Council meeting in October.
6. The Clerk Treasurer will prepare a contract for each successful grant applicant. All contracts will include a requirement for liability insurance and submittal of a final report to the Town at the end of the project. The final report will include all State required information.
7. Grant monies are paid only on a reimbursement basis for allowable and preapproved project costs. If the scope of work changes from the original application, the change must be approved in advance of reimbursement request. Reimbursement will be made within approximately 30 days of submittal of receipts along with the Expenditure Report Worksheet. Reimbursement will not be made without this final report. Applicants are required to submit original receipts and financial records per Washington State requirements. Failure to provide a timely, accurate and complete project report may result in the applicant's inability to receive funds the following year. All reports and receipts must be turned in no later than December 15<sup>th</sup>.
8. Funding will be based on the prior year's 2% Lodging Tax receipts. The Town may choose to hold some 2% funds in reserve for Town related tourist expenses. The Town will announce the amount of the 2% funds available for potential grant awards at the time the application processes opens.
9. RCW 67.1816 does not require municipalities with populations under 5,000 to form a citizen advisory committee to review applications. All decisions of the Town Council are final and not subject to appeal.

#### **SECTION 6** Resolution Repealed

With the passage of Resolution 18-08, Resolution 17-18 is hereby repealed.

**PASSED** by the Town Council of the Town of Coupeville and **APPROVED** by the Mayor this 28<sup>th</sup> day of August, 2018

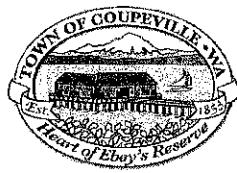
By Molly Hughes  
Molly Hughes, Mayor

By Kelly Beech  
Kelly Beech, Clerk Treasurer

# 2% Grant Application Score Sheet

Applicant Tour de Whidbey

Criteria	Total Score
<b>Partnership</b> - projects that leverage funds and promote coordination and cooperation with other agencies are encouraged. (max 10 points)	
<b>Local Resources</b> - projects that highlight Coupeville's history, natural resources and traditions are encouraged. (max 10 points)	
<b>Tourism</b> - projects that support visitation on a year-round basis or emphasize the shoulder season (October-May) are encouraged. (max 20 points)	
<b>Visitor Experience</b> - projects that educate or visitors about the area, include community involvement and encourage future visits to Coupeville are encouraged. (max 10 points)	
<b>Economic Impact</b> - projects should generate direct economic benefit to Coupeville such as lodging, dining, and retail impacts. (max 20 points)	
<b>Demographic</b> - project must be designed to attract off-island visitors and encourage overnight stays in Coupeville. Legislation requires the applicant to report on the success of attracting these two types of tourists (from 50 miles away/overnight visit) at the end of the project. (max 20 points)	



## Application for 2%

### Lodging Tax Revenue

#### Mission

The Town of Coupeville (Town) awards grants annually, funded by the Washington State Lodging Tax Program, outlined in 67.28 RCW. The purpose of the grants is to promote and celebrate our beautiful shoreline, our unique history, our historic buildings, and our cultural traditions; all in support of our local businesses. The grants are meant to increase “tourism” and “tourism promotion” within the Town. The State’s definitions of these terms are:

Tourism – means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts or souvenirs.

Tourism Promotion means activities, operations, and expenditures designed to increase tourism including but not limited to advertising, publicizing, or otherwise distributing information to the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

#### Allowable Grant Requests per 37.28 RCW

- Tourism marketing.
- The marketing and operations of special events and festival designed to attract tourists.
- Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality (Town) or a public facilities district related under chapters 35.57 and 36.100 RCW.
- Supporting the operations of tourism-related facilities owned or operated by qualifying nonprofit organizations described under 26 U.S.C. Sec 501 C (3) and 26 U.S.C. Sec 501 C (6) of the internal revenue code of 1986 as amended.

Not eligible for funding are: services provided beyond the calendar year in which the funds were granted to be used, products or services not included in the original application, proposals from for-profit organizations, or capital expenditures on non-publicly owned facilities. For events, preference shall be given to activities within the town limits.

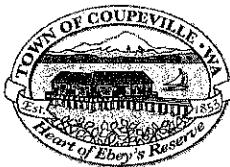
#### Qualified Applicants

- Conventional Visitors Bureaus
- Destination Marketing Organizations
- Nonprofits, including but not limited to, Main Street organizations, Lodging Associations and Chambers of Commerce
- Municipalities and Public Facilities Districts (Town of Coupeville, Port of Coupeville)

#### Selection Criteria

Applications will be expected to address the following objectives:

- Partnership – projects that leverage funds and promote coordination and cooperation with other agencies are encouraged. 10 points
- Local Resources – projects that highlight Coupeville’s history, natural resources and traditions are encouraged. 10 points
- Tourism – projects that support visitation on a year-round basis or emphasize the shoulder season (October-May) are encouraged. 20 points
- Visitor Experience – projects that educate our visitors about the area, include community involvement and encourage future visits to Coupeville are encouraged. 10 points



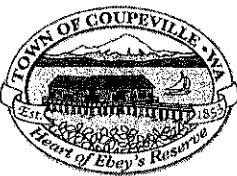
## Application for 2%

### Lodging Tax Revenue

- Economic Impact – projects should generate direct economic benefit to Coupeville such as lodging, dining, and retail impacts. 20 points
- Demographic – project must be designed to attract off-Island visitors and encourage overnight stays in Coupeville. Legislation requires the applicant to report on the success of attracting these two types of tourists (from 50 miles away/overnight visit) at the end of the project. 20 points

#### Selection Process

1. Applications must be turned into the Clerk Treasurer at Town Hall by the last business day in September. The Clerk Treasurer will screen for four criteria: the application was turned in on time, the applicant meets the grant criteria, the project meets the grant criteria and the application is complete. Any application that does not meet all four of these criteria will be returned to the applicant and will not be considered.
2. The Clerk Treasurer will make copies of each application for the Town Council along with a score sheet. Each Council Member will read and score each application. These scores will be used as a starting point to put applications in priority order. However, final decisions may not be made strictly on points.
3. The scored applications will be discussed at the first Town Council meeting in October. The Town Council may choose to have presentations from applicants at that meeting or may decide to ask a representative for each application to attend, in case questions arise.
4. The Town Council will make their final decisions and grant awards at the second Town Council meeting in October.
5. The Clerk Treasurer will prepare a contract for each successful grant applicant. All contracts will include a requirement for liability insurance and submittal of a final report to the Town at the end of the project. The final report will include all State required information.
6. Grant monies are paid only on a reimbursement basis for allowable and preapproved project costs. Reimbursement will be made within approximately 30 days of submittal of invoices. Applicants are required to maintain original receipts and financial records per WA State requirements. Failure to provide a timely, accurate and complete project report may result in the applicant's ineligibility to receive funds the following year.
7. Funding will be based on the prior year's 2% Lodging Tax receipts. The Town may choose to hold some 2% funds in reserve for Town related tourist expenses. The Town will announce the amount of the 2% funds available for potential grant awards at the time the application process opens.
8. RCW 67.28.1816 does not require municipalities with populations under 5,000 to form a citizen advisory committee to review applications. All decisions of the Town Council are final and not subject to appeal.



## Application for 2%

### Lodging Tax Revenue

Date: 9/22/21

Organization Name: WhidbeyHealth Foundation

Project: 2022 Tour de Whidbey

Contact Name: Heather Tenore

Phone: 360-678-7656 Ext. 6501

Mailing Address: PO Box 641, Coupeville WA 982539

E-mail: tenorh@whidbeyhealth.org

Project Date Range: 8/20/22

Project Location: Coupeville

501(c)(3) Organization: Yes

Projected Visitor Count: 550

Projected Visitors from 50 miles away: 200

Projected Overnight Stays: 200

### Project Information

Please describe your project below. Be sure to address all selection criteria that apply to your project. Use an additional sheet if necessary.

The Tour de Whidbey is a fundraising bike ride that has brought riders from across the country to the island for 19 years. In 2018 we added a phenomenal, island-circumnavigation POWER ride -- 160 miles in one day! In 2021 we had our most successful year yet with over 500 riders attending. Tour de Whidbey and the island are promoted extensively in print and on social media. We plan to include local information in emails that each registrant receives, as well as on our website, Facebook and Instagram. Our Tour de Whidbey website ([www.tourdewhidbey.org](http://www.tourdewhidbey.org)) includes a Whidbey Island tab with information about where bicyclists might like to visit, hike, stay, and dine.

Sponsors of Tour de Whidbey are promoted across all platforms and many are local businesses. Our Century ride and 162 Mile POWER perimeter ride will take place over one day, so it is a very long day! Many riders will want to stay the night before the ride as well as the night after. With the ride beginning and ending in Coupeville, as well as the "after party" being held at the Coupeville Taproom, staying in town is the most desirable option. In 2021 over 200 of our riders traveled from off-island and not only from Washington, but from 18 different states! Tour de Whidbey not only brings visitors to the island but specifically to Coupeville. Businesses that wish to offer discounts to riders will have the opportunity to market to them directly.

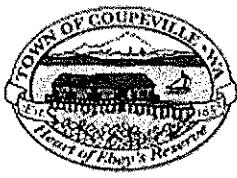
As a nonprofit, it would be a huge benefit to be able to grow the event by accessing lodging tax support. Our expectation would be that in turn our riders and their families would elect to stay in local lodging and consequently contribute to funds available to others in the future.

The Tour de Whidbey has a 19-year history of solid performance; this ride is a known entity that needs an infusion of energy to make it a must-do event for cyclists across Washington and beyond. WhidbeyHealth has a solid record with the Tour and raised over 70K in 2021. The mission of the WhidbeyHealth Foundation is to make sure WhidbeyHealth has the resources needed to provide patient-centered quality care for Whidbey residents and visitors alike. Together, we're keeping Whidbey Island safe and healthy.

Please use the space below to list any partner contributions, both financial and in-kind.

#### 2021 Sponsors and Supporters

Amerigroup, City of Oak Harbor, Front Street Realty, Whidbey Island Bank, Island Thrift, Land Title, Parker Smith & Feek, Valic-AIG, WH Med Staff, Whidbey Telecom, Big Rock Design, Frontier Building Supply, Grocery Outlet OH, Haggen Foundation, Lionfish, Penn Cove Brewing Company, Pepsi, Pickle Juice, Red Apple Prairie Center, Sodexo, Whidbey Coffee, Whidbey Island Bicycle Club, Zipfizz.



### **Application for 2%**

## **Lodging Tax Revenue**

**Project:** \_\_\_\_\_

## **Budget Information**

Please provide any other information you would like the Council to consider during their selection process at the time of application

**Applications are due by the last business day in September.**

# 2% Grant Application Score Sheet

Applicant Coupeville Chamber of Commerce

Criteria	Total Score
<b>Partnership</b> - projects that leverage funds and promote coordination and cooperation with other agencies are encouraged. (max 10 points)	
<b>Local Resources</b> - projects that highlight Coupeville's history, natural resources and traditions are encouraged. (max 10 points)	
<b>Tourism</b> - projects that support visitation on a year-round basis or emphasize the shoulder season (October-May) are encouraged. (max 20 points)	
<b>Visitor Experience</b> - projects that educate or visitors about the area, include community involvement and encourage future visits to Coupeville are encouraged. (max 10 points)	
<b>Economic Impact</b> - projects should generate direct economic benefit to Coupeville such as lodging, dining, and retail impacts. (max 20 points)	
<b>Demographic</b> - project must be designed to attract off-island visitors and encourage overnight stays in Coupeville. Legislation requires the applicant to report on the success of attracting these two types of tourists (from 50 miles away/overnight visit) at the end of the project. (max 20 points)	



## Application for 2%

### Lodging Tax Revenue

TO: Coupeville Town Council

FROM: Lynda Eccles, Coupeville Chamber of Commerce

Dear Members of the Town Council,

Attached is our application for Lodging Tax Revenue for 2022. You will notice that I have requested the same amount of funding as I did last year. Please let me explain.....

With an increase in the majority of our expenses for 2022, and the bleak outlook for funding from other sources, I felt obligated to do that in the hopes that your decreased amount will not be too great of an impact. As a 501 c 6 we have very few avenues for funding. Most grants are for 501 c 3's and we are not eligible, hence we rely on the County and Town of Coupeville to support our Visitor Center. With utilities increasing and our rent lease under negotiation we are looking at having to make major changes in what we do for our community.

I have heard people say that we have plenty of visitors, that means we have done a good job, however once people are allowed to travel outside of the United States without restrictions our tourism numbers are likely to drop which means we will have to increase our outreach to continue to bring in the visitors. It is not only our retail, restaurants and lodging that rely on our marketing efforts and appreciate the work we have done, it is more than that because it is a domino effect, businesses do well, they spend money in the community. We also provide information to new home- owners, provide relocation packets to those interested in moving here, information to our community on what's going on, referrals to other businesses etc.

We have done a great job of putting Coupeville on the map but it takes funding to keep it there.

I appreciate your time and consideration.

Regards  
Lynda Eccles  
Executive Director  
Coupeville Chamber of Commerce



## Application for 2%

### Lodging Tax Revenue

Date: September 24, 2021

Project: Visitor Information Center

Phone: 360-678-5434

Organization Name: Coupeville Chamber of Commerce

Contact Name: Lynda Eccles, Executive Director

Mailing Address: PO Box 152, Coupeville, WA. 98239

E-mail: director@coupevillechamber.com

Project Date Range: Year Round

Project Location: 905 NW Alexander St. Coupeville

501(c)(3) Organization: 501©6

Projected Visitor Count: approx.. 19,000

Projected Visitors from 50 miles away: 85%

Projected Overnight Stays: approx. 65%

### Project Information

Please describe your project below. Be sure to address all selection criteria that apply to your project. Use an additional sheet if necessary.

Coupeville's Visitor Information Center is vital to the success of maintaining a strong economy in our community. We are the only central location for Visitor Information where visitors can get information on our Reserve, lodging, restaurants, where to go, what to see and do while they are here, as well as being the major marketing component for the Town of Coupeville. Our role has many parts, connecting visitors with the Reserve, our history, hiking and walking trails, accommodations, restaurants, updated comprehensive information on activities, maps etc. We can provide information for the complete visitor experience.

We provide Visitor Information Itineraries upon request, or VI Packets, also relocation packets for those planning to move here. Our marketing includes videos, digital ads, social media as well as print and Visitors can go to our website to find where to stay, eat, plan itineraries and more.

### **Partnership:**

In 2019 and again in 2021 we partnered with the Pacific Northwest Art School on Coupeville's Plein Air event, that has proven to be very successful, bringing artists into Coupeville for one week, filling lodging, eating at local restaurants, and producing some amazing art work.

The Haunting of Coupeville 2021 is a collaborative effort with the Coupeville Historic Waterfront Association, Fort Casey and Sherman Pioneer Farms.

The Whidbey Island Gift Directory was a collaboration with Whidbey/Camano Tourism, and the Island County Chambers of Commerce.

We support the Musselfest by providing the information booth, and the Coupeville Arts Festival information booth.

The Kite Festival we are an annual Sponsor and promote the event.



## Application for 2%

### Lodging Tax Revenue

#### Partnership:

We support all activities throughout Whidbey by promoting their events on our Calendar, in our newsletter, website, posting posters and in our marketing efforts.

#### Local Resources:

Promoting Coupeville, is promoting our history, our natural resources and traditions. In the Visitor Information Center we are able to do this through our display map of Ebey's Landing, brochures, walking trail maps and much more.

This year we did a major marketing promotion in the USA Today National Parks magazine, both print and digital of Ebey's Landing National Historical Reserve and Coupeville.

#### Tourism:

We are the main source of information on Tourism for Coupeville and Central Whidbey. We don't need to create events each year, just use what we have and elaborate on them. Our history, scenery, beaches, historic wharf, Greenbank Farm, walking trails, our historic town, our changing seasons, all bring visitors, our events, museum, etc., are all things to do while they are here. We have a bounty of experiences for visitors in our simplicity. Fort Casey State Park where children can run and fly kites, watch the different ships coming through the inlet, walk the beach and explore the driftwood or watch the fisherman catch the salmon. Drive across the farmland and see the farmers on their tractors or the eagles watching closely for food in the tilled fields, children seeing pumpkins in the fields instead of in boxes in the store. These are the true experiences, and this is what people come to see.

#### Visitor Experience:

Our Volunteer Team is exemplary – we added three new members and are open seven days a week once more. Using our diorama of the Reserve we are able to educate visitors on our history, hiking and walking trails within the Reserve. We are the hub for Visitor Information for visitors and the community.

- **Maps** – our new Coupeville Map is a popular addition to the information we are able to provide.

The number of emails requesting information has increased dramatically. Through June and July we received over 200 email requests for information, August 75). Two team members are assigned to answering emails and sending out visitor information or directing them to our website and that of the reserve.

Our new website is close to being launched, we have maintained our Shop Coupeville link on the website and businesses will soon be showing their holiday gift ideas. Our Haunting of Coupeville website highlights all the events and activities happening during October.

The Chambers Discover Coupeville Guide and Membership Directory's new design is a useful tool for visitors and community. We continue sending our Visitor and Relocation Information Packets and welcome packets for Whidbey Health and any other business requiring them for new employees.



## Application for 2%

### Lodging Tax Revenue

**Economic Impact:** We focus our attention of events/activities during the shoulder season October through May. Visitors generate a direct economic impact to Coupeville through overnight stays, dining and retail. Just when we thought we were coming through the impact of COVID-19 it has hit us again with some restrictions on activities, however we have to continue promotion for the benefit of our restaurants, lodging, retail etc., to rely heavily on those \$ to see them through the winter months. Our role is the same as it was since COVID began to work harder to strengthen our economy. Once tourism overseas opens up people are going to start travelling further, exploring Europe, UK, Australia etc. We have to be ready with promotions to continue to make Coupeville and Central Whidbey a worthwhile, cost effective place to visit that is here in the U.S.

This year we saw an influx of visitors much earlier than we normally do. Families, couples, individuals all seeking the beautiful open space that Whidbey has to offer with our trails, beaches, state parks and of course our historic Coupeville. We have placed a lot of time in marketing closer to home within driving distance and it has worked and made up for the lack of Canadian and European visitors.

As we faced new challenges with lack of employees our lodging, restaurants and businesses are seeing an increase in spending, tourism is vital to our communities economy.

We promote all community events through print, social media, website and digital marketing. Our website calendar, newsletter and Facebook keep our community informed on what's happening in Coupeville as well as off island visitors. In the majority of our promotional materials and digital marketing, we list activities and events that are happening in Coupeville and Central Whidbey. This year we promoted Coupeville and Reserve in the USA Today National Parks pull-out, it was also included in their digital marketing.

### Demographics

A Visitor Information Center is not a “project” as such. We are here 7 days a week, 52 weeks of the year.

Tourism plays a significant role in the success of our economy. When visitors come for the first time, they are intrigued by our way of life, our history, our scenery, our hiking and walking trails, our untouched beauty. While the closure of the Canadian border has impacted us, visitors from our home state and surrounding States have more than made up for them. Our targeted marketing has worked. Lodging has picked up. We are a weekend getaway for a number of people from Seattle, Tacoma, Vancouver Wa, and east of the Mountains. Not everyone comes into the Visitor Center so we have information racks outside, down at the Wharf, and have a number of businesses who we provide Visitor info to hand out. In addition, we post events at the Post Office. PC Red Apple, retailers downtown and on North and South Main.

We also take an interest in community issues that affect tourism and our economy, some examples are the ferry issues, lack of staff to support our businesses, health insurance issues, L&I. These issues also fall into the Chamber area and are discussed at our Board Meetings. I also attend tourism webinars, ferry meetings, we have held job fairs with Oak Harbor Chamber and Coupeville Historic Waterfront. We monitor all areas that affect the tourism industry. As Chamber Execs we meet to discuss island tourism issues, talk about ideas of activities, we study statistics that are provided by Island County Tourism that help us focus on areas to do marketing, age groups that help us put together itineraries to use as promotions etc.



## Application for 2%

### Lodging Tax Revenue

#### Please use the space below to list any partner contributions, both financial and in-kind.

As was 2020, 2021 turned out to be another “COVID” year with some events being cancelled. Those we had hoped to do in 2021 we decided to cancel for the safety of our community. It should be noted that some of the events listed below we either collaborated with a partnering organization, supported them through marketing and promotion as well as providing Chamber support through providing teams to do the Information Booths or the Visitor Center being the main point of information, ticket and t-shirt sales. Our hope is that 2022 we will be holding these events once more.

**Chocolate Walk** - supported in-kind by Whidbey News Times.

**Whidbey Island Maritime Festival** – Visitor Information Center provides promotional support to WI Maritime Foundation for this event.

**Bookmarks** – partnering with Coupeville Historic Waterfront Association

**Plein Air** – partnership with Pacific Northwest Art School we share expenses

**Haunting of Coupeville Marketing & Promotion** – supported by Chamber of Commerce, Front Street Realty and Whidbey Island Bank

**Haunting of Coupeville Activities** – Chambers provides promotional support for all events occurring through October by other organizations (CHWA, Fort Casey)

**Boat Parade of Lights** – promotional support from the Chamber with Oak Harbor Yacht Club

**Coupeville Christmas Parade** – supported by grant from Coupeville Festival Association and WI Heritage Bank

**Memorial Parade** – supported by grant from Coupeville Festival Association, in-kind from Prairie Center Market, Central Whidbey Lions, funding from WI Bank

**Coupeville Arts Festival** – Visitor Center’s phone number is the director information line. We handle the Information Booth and sell their t-shirts at the Visitor Center

**Musselfest** – Visitor Center is the direct information line for the event, we sell their memorabilia in the Visitor Center, also provide volunteer, provide information and volunteer support at Information Booth.



## **Application for 2%**

# Lodging Tax Revenue

# Budget Information

Please provide any other information you would like the Council to consider during their selection process at the time of application.

**Applications are due by the last business day in September.**

# 2% Grant Application Score Sheet

Applicant Coupeville Historic Waterfront Association

Criteria	Total Score
<b>Partnership</b> - projects that leverage funds and promote coordination and cooperation with other agencies are encouraged. (max 10 points)	
<b>Local Resources</b> - projects that highlight Coupeville's history, natural resources and traditions are encouraged. (max 10 points)	
<b>Tourism</b> - projects that support visitation on a year-round basis or emphasize the shoulder season (October-May) are encouraged. (max 20 points)	
<b>Visitor Experience</b> - projects that educate or visitors about the area, include community involvement and encourage future visits to Coupeville are encouraged. (max 10 points)	
<b>Economic Impact</b> - projects should generate direct economic benefit to Coupeville such as lodging, dining, and retail impacts. (max 20 points)	
<b>Demographic</b> - project must be designed to attract off-island visitors and encourage overnight stays in Coupeville. Legislation requires the applicant to report on the success of attracting these two types of tourists (from 50 miles away/overnight visit) at the end of the project. (max 20 points)	



RECEIVED

SEP 29 2021

## Application for 2%

TOWN OF COUPEVILLE

## Lodging Tax Revenue

Date: 9/29/2021

**Organization Name:** Project: *Musselfest 2022 Marketing*

**Contact Name:** Rainy Simpson   **Phone:** 360-682-6400

**Mailing Address:** PO Box 121 Coupeville, WA 98239

**E-mail:** [rainy@coupevillehistoricwaterfront.com](mailto:rainy@coupevillehistoricwaterfront.com)

**Project Date Range:** March 4th-6th, 2022 **Project Location:** Various locations within Coupeville.

**501(c)(3) Organization:** 42-1717212 **Projected Visitor Count:** 12,000

**Projected Visitors from 50 miles away:** 7200 **Projected Overnight Stays:** 3400

### Project Information

Please describe your project below. Be sure to address all selection criteria that apply to your project. Use an additional sheet if necessary.

*Coupeville Historic Waterfront Association (CHWA) holds the annual Musselfest on the first weekend of March, promoting visitors during the traditional off season. Penn Cove Musselfest celebrates the delicious and award winning mussels that are grown right here in Coupeville. This event has become a resident favorite, and multiple-generations come home for this event to gather around. This event is a creative partnership between CHWA, downtown businesses, participating organizations, and Penn Cove Shellfish. We greatly appreciate the support that the Town of Coupeville has shown towards this event over the years.*

*For 30 plus years, this tradition has been a favorite Washington festival. We offer history tours to the mussel farm on two days of the event. The farm has been a part of local history and economic vitality since 1975. We've invited CuttySark and the Suva, to feature Maritime history. Local merchants and the hospitality industry have come to rely on this event to bring in customers during the shoulder season. The success of the Musselfest welcomes thousands of overnight visitors which fill our local shops, restaurants, and overnight facilities. This event supports the businesses within the historic catchment of Coupeville, surrounding Coupeville businesses, and the abundance is shared island wide. Supporting downtown businesses and the historic buildings that house them is a goal of CHWA's year-round, and we rely on this event to help fund our efforts to do so.*

*Coupeville Historic Waterfront (CHWA) has been a Washington State Main Street Community since 2008. Our mission is to strengthen, promote and maintain our successful historic downtown district. Priorities for the historic district include but are not limited to promoting economic vitality, maintaining it's historic character, and supporting businesses during the shoulder season.*

*Musselfest is the largest event that we facilitate. Of the top three Whidbey Island events, Musselfest is the only event held in the shoulder season. Musselfest has economic benefits beyond the funds generated by the event. CHWA uses local vendors, whenever possible. 68% of operation costs (over \$49,000) is paid to Whidbey Island vendors, all of whom pay taxes back to our community.*

*The Musselfest Budget for 2022 is \$72,000. Of this, 23% is spent on marketing, social media, print costs and graphic art. The marketing budget is \$16,500. CHWA is requesting a grant from the Town of Coupeville of \$7,300. This is 44% of the total marketing budget and 10% of the total Musselfest budget.*

*We have 39 retail and restaurant businesses in our district, all report having the best or second-best weekend of the year during Musselfest. This level of revenue would not be reached, if not for this annual event. This impact stretches far beyond our historic district to the Prairie Center Red Apple Market, Coupeville restaurants, Airbnb's, Vrbo's, and the Coupeville Inn all of whom report maximized revenue and filled occupancy.*

***Event Schedule: Friday-Sunday, March 4th-6th, 2022.***

*Friday's Mussel Mingle features steamed mussels, 3 Sister's hot dogs from the Island County Historical Society, live music and socializing. This is a favorite among residents. After a dark and quiet winter, folks are anxious to get out and celebrate better weather ahead.*

*Saturday and Sunday feature chowder tasting friendly competition at many area restaurants, educational boat tours to the mussel farm, 2 children activities/venues, live music and a plethora of food options. Front street is filled with families, kid friendly activities, food vendors, and non profit educational booths. We strive to highlight historic Coupeville and the surrounding area. With it's annual success, this event benefits the entire island.*

*As a nonprofit Washington Main Street community, all profits from the event are distributed back into the community. The facade grant for building and business owners, the funding of off-season events, beautification projects, design improvement and placemaking projects are all part of our initiatives. We provide financial support to Island County Historical Society, Coupeville Chamber of Commerce, and the Port of Coupeville wharf for preservation efforts and shared educational marketing.*

***Partnerships:***

*Ten Central Whidbey nonprofits directly benefit from the events of Musselfest receiving revenue from the activities within CHWA's annual event. After Musselfest 2019, \$44,350 was put back into the community from donations or money earned by nonprofits located within Central Whidbey.*

- Island County Museum counts Musselfest weekend as one of their key fundraising events of the year.
- Coupeville Boys & Girls Club receives a \$20,000 plus cash donation from a Musselfest partner, as well as earns money by parking cars during the weekend.
- Coupeville High School Science Club benefits from a \$10,000 plus cash donation from a Musselfest partner.
- Coupeville Booster Club sells mussels both Saturday and Sunday.
- Central Whidbey Youth Soccer Club, Boy Scout Troop 4058, Coupeville High Senior class, Penn Cove Water Festival, Coupeville Lions Club, and Coupeville Maritime Heritage Foundation all earn money for their nonprofit groups.

#### **Local Resources:**

Coupeville is the second oldest town in Washington, and is considered one of the most authentic. We benefit from the feeling that time has been forgotten. For that reason, both locals and tourists are drawn to this working town's commitment to authenticity and heritage. The historic district looks much like it has for generations and we celebrate its history. We celebrate the agricultural history that continues to sustain this area, whether it be in mussels or squash. Musselfest invites people to the water. In addition to the guided mussel farm tours, the 1925 Schooner Suva is present for tours. Captain John Stone hosts educational cruises on his 50' ketch, the Cutty Sark.

This three day event in March is celebrating 30 plus years, celebrating the cultural phenomenon....mussels. This popular food event will bring an estimated 12,000 visitors to Coupeville, which fills restaurants and hotels. These lodging facilities share that they will likely be full for the event, once again. Time and experience has shown that poor weather rarely slows the attendance to this tradition. We consistently sell tickets for the Friday night mingle. We sell out of Saturday chowder tickets in 90 minutes, and approaching the same for Sunday tickets.

#### **Tourism:**

Coupeville Historic Waterfront Association operates year-round. In addition to Musselfest, we host the Red Ticket Shop Local campaign. We are excited to collaborate with the Coupeville Chamber of Commerce inviting their members to join the Red Ticket Campaign. We will have over 36 businesses participating in this shop local event. Our marketing dollars are spent on local advertising, social media and print advertising up and down the island.

We host the annual Torchlight Halloween Parade and Pumpkin Race. This year adding in a few more events in partnership with the Coupeville Chamber of Commerce. The Gingerbread House Workshop is filled to capacity with family and friends spending the day in downtown Coupeville. We host holiday weekend events to draw islanders and beyond to Coupeville to shop, eat, sleep, listen to music and visit Santa. Our caroling in Coupeville event is open to all Central Whidbey nonprofits to sing for their cause. All money raised remains with the participating non profits. All our events are held during the shoulder season, October-March.

#### **Economic Impact of our last Musselfest in 2019:**

*In addition to tracking zip codes from the returned chowder tasting ballots, we count cars and do a grid survey. Musselfest 2019 overall attendance was estimated at 10,465 visitors in two days, with 57.9% of them visiting from 50+ miles. We reported 2260 paid lodging nights within a 20 mile radius, with 100% occupancy in the Coupeville area. We estimate 6869 attended Musselfest but did not pay for overnight lodging. 59% of attendees drove less than 2.5 hours to attend. This event is promoted on two major websites: the penncovemusselfestival.com and coupevillehistoricwaterfront.com, as well as Facebook, Instagram and Twitter. The Coupeville Chamber of Commerce includes information about the event in their weekly newsletter.*

*Benefits from this event are evident year-round. Musselfest offers visitors a taste of Coupeville, both with food and history. Whidbey Island is unique, when visitors drive off the ferry they immediately experience a new world. Providing a venue that leaves them wanting for more encourages return visits which translates to year-round economic benefits to all our services. Musselfest passbook activity issues 20 gift certificates to be redeemed between May and October. Historically we redeem over 90%, providing visitors return to Coupeville after the event for additional visits.*

*We appreciate your willingness to fund this grant request and invite you to join us for Musselfest for this bold, briny and blue event. Come taste Penn Cove's world famous mussels!*

Please use the space below to list any partner contributions, both financial and in-kind.

**Grants:** Town of Coupeville and Island County 2% Lodging tax for marketing Musselfest.

**Sponsors:** Front Street Realty, Front Street Grill, The Crow's Roost, Aqua Gifts, Whidbey SeaTac Shuttle, Blue Fox Prints, Friends of the Coupeville Library, Captain Whidbey Inn, Sound Business Center, Frontier Building Supply, the Honey Bear, Penn Cove Taproom, Pacific Party Canopy.

**In-Kind:** Coupeville Chamber of Commerce, Penn Cove Shellfish, Island County Museum, Coupeville Library, Whidbey Weekly, Cascade Music Group.

**Non Profit Fundraising supported by Musselfest:** Boys and Girls Club, Boy Scout Troop 4058, Penn Cove Water Festival, Coupeville Lions Club, Island County Museum, and the Coupeville Booster Club.



## Application for 2%

### Lodging Tax Revenue

**Project: Musselfest**

#### Budget Information

<b>Expenses:</b>	
<i>Marketing</i>	\$16,500
<i>Merchandise</i>	\$9000
<i>Mussel Mingle</i>	\$8000
<i>Operations</i>	\$14,000
<i>Boat Tours and Rentals</i>	\$9800
<i>Chowder Tasting and Misc. Food Events</i>	\$8300
<i>Kids Activities</i>	\$1350
<i>Entertainment, Beer &amp; Wine Garden</i>	\$5050
<i>Funds for 2023 Event</i>	\$30,000
<b>Total Expenses</b>	<b>\$102,000</b>
<b>Income:</b>	
<i>Funds to be held for 2023 Event</i>	\$30,000
<i>Grants</i>	\$16,500
<i>Sponsors</i>	\$18,000
<i>Ticket Sales</i>	\$37,500
<b>Total Project Cost</b>	<b>\$102,000</b>
<b>Organizational Share</b>	<b>\$94,700</b>
<b>Total Amount Requested</b>	<b>\$7300</b>

*Thinking of possibilities and challenges, I recognize that the Town has a limited amount of Lodging Tax grant funds to offer this year. As a Main Street Organization we have the unique opportunity to gather contributions through the Main Street Tax Incentive Program through Business and Occupancy Tax. The Town of Coupeville is a generous and consistent contributor to CHWA through this program. Perhaps if Lodging tax funds are down this year, the \$7300 requested could be added to your contribution through that program? Not only does this save lodging tax funds for other nonprofits who do not have access to contributions through the tax incentive program, it also increases the Town of Coupeville's Tax Credits. Thank you for considering.*

*Rainy Simpson*      9/29/21

*-Rainy Simpson, Executive Director of Coupeville Historic Waterfront Association.*

**Applications are due by the last business day in September.**

## 2% Grant Application Score Sheet

Applicant Penn Cove Waterfront Festival Association

Criteria	Total Score
<b>Partnership</b> - projects that leverage funds and promote coordination and cooperation with other agencies are encouraged. (max 10 points)	
<b>Local Resources</b> - projects that highlight Coupeville's history, natural resources and traditions are encouraged. (max 10 points)	
<b>Tourism</b> - projects that support visitation on a year-round basis or emphasize the shoulder season (October-May) are encouraged. (max 20 points)	
<b>Visitor Experience</b> - projects that educate or visitors about the area, include community involvement and encourage future visits to Coupeville are encouraged. (max 10 points)	
<b>Economic Impact</b> - projects should generate direct economic benefit to Coupeville such as lodging, dining, and retail impacts. (max 20 points)	
<b>Demographic</b> - project must be designed to attract off-island visitors and encourage overnight stays in Coupeville. Legislation requires the applicant to report on the success of attracting these two types of tourists (from 50 miles away/overnight visit) at the end of the project. (max 20 points)	

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SEP 30 2021



## Application for 2%

TOWN OF COUPEVILLE

### Lodging Tax Revenue

9/26/21

Date: \_\_\_\_\_

Penn Cove Water Festival

Project: \_\_\_\_\_

360-682-5250

Phone: \_\_\_\_\_

Penn Cove Water Festival Association

Organization Name: \_\_\_\_\_  
Vicky Reyes

Contact Name: \_\_\_\_\_  
603 NW Krueger St, Coupeville, WA 98239

Mailing Address: \_\_\_\_\_  
vhreyes1165@gmail.com

E-mail: \_\_\_\_\_  
May 14, 2022

Project Date Range: \_\_\_\_\_  
Water Festival Association

501(c)(3) Organization: \_\_\_\_\_  
600

Projected Visitors from 50 miles away: \_\_\_\_\_

Downtown Coupeville

Project Location: \_\_\_\_\_  
4,000

Projected Visitor Count: \_\_\_\_\_  
500

Projected Overnight Stays: \_\_\_\_\_

### Project Information

Please describe your project below. Be sure to address all selection criteria that apply to your project. Use an additional sheet if necessary.

The Penn Cove Water Festival is a unique cultural experience. focuses on American Indian canoe races, with the addition of arts and craft vendors, musical and dance performances, storytelling, youth activities, and educational exhibits. Celebrating the peoples and cultures of the Puget Sound region is an important focus of the Water Festival. A second goal is to celebrate the historic and environmental uses of the waters of Puget Sound. We invite tribes from all over the Pacific Northwest and Canada. They present a variety of different dances, songs, stories, and rituals that are not typically presented to the public. The canoe races have become an important gathering not only for tourists year after year, but also the Native participants, their families, and their tribe members. Elders use the Penn Cove Water Festival as an opportunity to educate Native youth about the traditions and values passed down through their tribe. This creates a very unique event and a blending of cultural appreciation, one that is not frequently available to the general public. The Penn Cove Water Festival always happens during the shoulder season on Whidbey Island. The canoe races are dependent on tide chart predictions and that dictates when the Festival is held. However, it is always held on a Saturday in mid-May.

Please use the space below to list any partner contributions, both financial and in-kind.

Our partners include: Island County, the Central Whidbey Chamber of Commerce, the Port of Coupeville, the Island County Historical Society, the Coupeville Library, the Pacific Rim Institute, Beachwatchers, Whidbey Seatac Shuttle to provide transportation between the boat launch site and activities provided downtown, our educational vendors, and our tribal participants. The Water Festival is overseen by the all-volunteer Penn Cove Water Festival Association.



## Application for 2%

### Hotel/Motel Tax Proceeds

#### Budget Information

Project Budget – Task	Project Budget - Amount
Advertising	
<b>Total Project Cost</b>	6000.00
<b>Organizational Share</b>	4000.00
<b>Total Amount Requested</b>	2000.00

Please provide any other information you would like the Council to consider during their selection process at the time of application.

**Applications are due by the last business day in September.**

# 2% Grant Application Score Sheet

Applicant Island County Museum

Criteria	Total Score
<b>Partnership</b> - projects that leverage funds and promote coordination and cooperation with other agencies are encouraged. (max 10 points)	
<b>Local Resources</b> - projects that highlight Coupeville's history, natural resources and traditions are encouraged. (max 10 points)	
<b>Tourism</b> - projects that support visitation on a year-round basis or emphasize the shoulder season (October-May) are encouraged. (max 20 points)	
<b>Visitor Experience</b> - projects that educate or visitors about the area, include community involvement and encourage future visits to Coupeville are encouraged. (max 10 points)	
<b>Economic Impact</b> - projects should generate direct economic benefit to Coupeville such as lodging, dining, and retail impacts. (max 20 points)	
<b>Demographic</b> - project must be designed to attract off-island visitors and encourage overnight stays in Coupeville. Legislation requires the applicant to report on the success of attracting these two types of tourists (from 50 miles away/overnight visit) at the end of the project. (max 20 points)	



RECEIVED

SEP 28 2021

## Application for 2%

TOWN OF COUPEVILLE

### Lodging Tax Revenue

Date: 09/27/2021

Organization Name: ISLAND COUNTY MUSEUM

Project: MUSEUM OPERATIONS

Contact Name: RICK CASTELLANO

Phone: 360-678-3310

Mailing Address: POB 305, COUPEVILLE, WA 98239

E-mail: ed-ichs@whidbey.net

Project Date Range: Jan. 1, 2022-Dec. 31, 2022

Project Location: 908 NW Alexander ST, CPVL

501(c)(3) Organization: Yes

Projected Visitor Count: 12,000+

Projected Visitors from 50 miles away: 10,000

Projected Overnight Stays: 2,131

### Project Information

Please describe your project below. Be sure to address all selection criteria that apply to your project. Use an additional sheet if necessary.

PLEASE SEE ATTACHMENT 1/1

Please use the space below to list any partner contributions, both financial and in-kind.

Central Whidbey Lions in-kind contributions have provided all our showcase frames and stands, benches, workshop fixtures and more. More are planned for our newest permanent exhibit: Native Species. We are working with Whidbey Audubon, Swinomish Tribal Community, Pacific Rim Institute and Sound Water Stewards for in-kind assistance with our new Native Species exhibit. We are waiting to hear if our '22 request for \$28,000 (operating funds) from Island County LTAC will be granted. We are planning for \$8,000 in interpretive services income from Ebey's Reserve in '22. These are the current expected income and in-kind items at this time. Operating support typically comes a combination of LTAC support from Island County and Town of Coupeville, fundraising activities, membership, and general donations. Our museum has no guaranteed annual income.

## **ATTACHMENT 1/1**

### **OUR MISSION: COLLECT, PRESERVE, INTERPRET ISLAND COUNTY HISTORY**

### **OUR VISION: EMBRACE THE PAST, ENGAGE THE PRESENT, ENRICH THE FUTURE**

#### **\*Partnership –**

Our Museum receives grant funding from National Parks Foundation, through Ebey's Reserve to provide free fieldtrips and tours for K-12, and transportation stipends for off-island students. Many of these students return with their families to show them what they've learned. We also receive funds from other agencies, such as Island County, Ebey's Reserve, Port of Coupeville, Safeway, and other businesses for interpretive services, such as interpretive information panels and maps. We partner with Ebey's Reserve, Pacific Rim Institute, Meerkerk Gardens, Daughters of Pioneers, Friends of Admiralty Head Lighthouse, Sound Water Stewards, Coupeville Library, and others to provide high quality and engaging historical exhibits and programming.

#### **\*Local Resources –**

As we are located in Coupeville, *local* history from the last Ice Age, to Indigenous Peoples, to explorers and settlers, to current is our primary focus. We are more than a place to view antiques on display - Our artifacts play a direct role in interpreting local history. Our interpretive narrative addresses how the Island was shaped by glaciers and humans, and how our environment made and makes this place unique and special for human habitation - for at least 13,000 years!

#### **\* Tourism –**

We are open every day, year round. Admission is free to all visitors.

#### **\*Visitor Experience –**

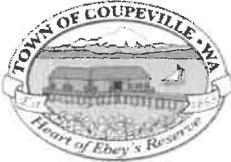
This is what we do! Every person who enters our museum is greeted by a docent. The docent asks them where they are from, and what they are interested in learning about. On their way out, we provide directions, offer free maps, and tips for a memorable visit. This level of customer service generates 4-5 star reviews on a regular basis. Our social media reviews prove our good reputation as a "must-see" attraction in Coupeville. A positive visitor experience ensures repeat overnight visits, and very positive and profitable word-of-mouth advertising.

#### **\* Economic Impact –**

Our museum brings our unique history to life every day of the year. The more our visitors can be engaged, the longer they will stay in our community. The longer they stay, the more they spend - in our stores, our restaurants, and in our lodging facilities - from campgrounds to condos! While we can't honestly claim full credit for attracting all tourists to Coupeville, we can take full credit for providing all of our visitors with an exceptional experience, and can account for repeat visits and overnight stays. Surely, those who have been here tell their friends about our charming town and our wonderful museum. The National Trust for Historic Preservation estimates that 30% of heritage tourists are "overnighters", and average \$40+ spending by daytrippers, and \$80-\$350 by overnighters. Heritage tourists tend to spend more time in their places of destination. Our motto is "Heritage Tourism Starts Here".

#### **\* Demographic –**

History museums are not *designed* specifically to attract overnight tourists. The experience that any visitor enjoys at our museum, and the "sense of place" created by sharing our history surely offers a strong incentive to spend more time in a community that "feels like home". Most of us have visited a museum, and pointed out items and stories that remind of us our childhood memories, and of living in a community like the one you are visiting - or - WANTING to live in a community like the one you're visiting. Consistently, well over 80% of our visitors are "tourists", from 50+ away. About 80% of all tourists visit a museum or heritage site on their vacations. A big part of a memorable vacation, or daytrip is about what you saw, what you learned, and who you met. We take great pride in providing excellent experiences in all three of those criteria to make every visitor feel at home, and encouraging repeat visits.



### **Application for 2%**

## Lodging Tax Revenue

## **Project:** Operation of Heritage Tourism Facility

## Budget Information

Project Budget - Task	Project Budget - Amount
ADMINISTRATIVE	4,248.
ARCHIVES SUPPLIES	4,300.
COLLECTIONS	1,400.
FUNDRAISING	8,700.
LANGLEY ARCHIVE + RESEARCH CENTER	6,345.
MAINT + REPAIR	11,000.
OFFICE SUPPLIES	900.
INSURANCE	5,500.
UTILITIES	4,600.
TELEPHONE	3,000.
COPIER	2,300.
OTHER	5,250.
PAYROLL (2 FT, 3P/T)	144,968.
PAYROLL TAXES	14,695.
ACCOUNTING SERVICES (Form 990)	1,000.
PUBLIC RELATIONS/MKTG	5,000.
<b>Total Project Cost</b>	<b>225,306.</b>
<b>Organizational Share</b>	<b>220,306.</b>
<b>Total Amount Requested</b>	<b>5,000.</b>

Please provide any other information you would like the Council to consider during their selection process at the time of application.

**Applications are due by the last business day in September.**



## Civility Month Proclamation

**WHEREAS**, we want the voices, values and opinions of all Coupeville citizens to be heard. We want all citizens of Coupeville to be treated with civility and respect in order to make our public meetings and community gatherings safe places for honest discourse, and

**WHEREAS**, civil discourse helps us work together effectively to solve our Town's problems. And because we hear one another best when we are civil, we encourage respectful listening and promote opportunities that help us better understand the concerns and values of those with whom we differ, and

**WHEREAS**, Civility First, a nonprofit grass-roots organization, promotes courteous public and private dialogue and offers opportunities for listening and learning from people with different perspectives from our own. Civility First includes citizens from across the political spectrum who want to normalize civil discourse, both online and in other shared spaces, and

**WHEREAS**, we want to commit to 'courteously challenging' hurtful and disrespectful behavior. And we want to model civility and respect in our public and private lives, especially when in conversation with those with whom we disagree. We especially want to model civil behavior for our children and youth, and

**WHEREAS**, President John F. Kennedy said "So let us begin anew-remembering on both sides that civility is not a sign of weakness, and sincerity is always subject to proof. Let us never negotiate out of fear, but let us never fear to negotiate. Let both sides explore what problems unite us instead of belaboring those problems which divide us."

**NOW, THEREFORE**, I, Molly Hughes, Mayor of the Town of Coupeville, do hereby proclaim

**October 2021  
Civility Month  
In the Town of Coupeville**

A handwritten signature in blue ink that reads "Molly Hughes".

Molly Hughes, Mayor