



TOWN COUNCIL MEETING
Island County Hearing Room
October 22, 2024
6:00 pm New Start Time

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

- Regular Meeting of October 8, 2024

MAYOR'S REPORT

PRESENTATION – 2024 State of the Town

AUDIENCE INPUT - See **NOTE**

PUBLIC HEARING

- Ordinance No. 798, approving the 2025 Property Tax Levy

NEW BUSINESS

1. Adoption of Ordinance 798, approving 2025 Property Tax Levy
2. Appoint Jennifer Schmitz and Lynda Austin to Ebey's Reserve Trust Board
3. Approval of 2% Grant Awards for the 2025 Funding Year

COUNCIL REPORTS

DISCUSSION

ADJOURN

NOTE: The public will be able to access the meetings in real time, virtually or by phone.

As a reminder: This is time set aside for members of the public to briefly 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.



COUPEVILLE TOWN COUNCIL PUBLIC HEARING FORMAT

1. The Mayor opens the Public Hearing.
2. The Mayor asks if there are any possible conflict of interest or appearance of fairness problems.
3. Staff makes their report and recommendations.
4. The Applicant makes their presentation.
5. **The public is invited to comment.**
6. Comment letters are acknowledged for the record.
7. The Applicant is provided an opportunity to respond to the public comment.
8. Town Council asks questions of the applicant, staff or public to clarify the proposal or acquire more facts.
9. The Mayor closes the Public Hearing -- **no public comment is permitted once the hearing is closed.**
10. A motion is made regarding the application or proposal.
11. Discussion by the Town Council.
12. Vote.
13. Adoption of findings, when required.

YOU ARE ENCOURAGED TO PARTICIPATE IN PUBLIC HEARINGS

The purpose of public hearings is to provide the public with an opportunity to make comments about proposals being considered by the Town Council.

If you wish to make a comment during a public hearing please indicate so by raising your hand during the comment period. When you are recognized by the Mayor, rise and clearly state your name before giving your comments. This will help the Deputy Clerk make an accurate record of the hearing.

Please direct your comments to the Mayor and Town Council and not to the applicant or other members of the public.

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TOWN OF COUPEVILLE
Regular Council Meeting
October 8, 2024
6:00pm

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

STAFF PRESENT: Public Works Director Joe Grogan, Community Planning Director Joshua Engelbrecht, and Deputy Clerk Chris Jolly.

APPROVAL OF AGENDA

The agenda of the October 8, 2024 Regular Council Meeting was approved as submitted.

APPROVAL OF MINUTES

The minutes of the September 24, 2024 Regular Council Meeting were approved as submitted.

The minutes of the September 30, 2024 Special Budget Workshop were approved as submitted.

MAYOR'S REPORT

- Mayor Hughes attended the virtual Washington State Ferries meeting on September 25th. They did not announce anything new; same staffing and ferry issues. However, they later announced that they had received three bids for the new electric-hybrid ferries, one of which came from Nichols Brothers in Freeland. WSF also announced that they had finalized a contract with PSE for the construction of new charging infrastructure. Clinton/Mukilteo and Seattle/Bremerton will be the first two routes to receive the new electric-hybrid ferries and charging infrastructure.
- Coupeville has a full-time replacement for Deputy Marshal Rob Davison while he is out on medical leave. His name is Brandon Reed and he is doing a great job getting to know the community.
- Coupeville was contacted last week regarding a grant for EV fast-chargers that another community was unable to accept after applying. Public Works is working to sort out a location for them, with the hopes of placing them in the Rec Hall parking lot, but it will require some electrical upgrade. Mayor Hughes will hopefully have more information on that at a future meeting.
- Mayor Hughes met with the new NET coordinator, Robert Davenport, to discuss the Great Shake-Out Drill taking place on October 17th at 10:17am.
- Mayor Hughes encouraged everyone to drive by Town Hall to see the Beetle Juice Halloween decorations. Town Hall is part of the Chambers decoration contest this year. Mayor Hughes gave a big thank you to Heidi Leger for designing the display, and Lisa Walsh and Kayden Stiltner for helping Heidi make it all come together.
- Mayor Hughes announced that the Chamber will host the State of the Town at the Coupeville Rec Hall on October 15th at 6:00pm.

PRESENTATION

Veronica Sullivan with DKS Associates gave a presentation about Island Regional Transportation Planning Organization's comprehensive safety action plan that is currently in the works. The presentation included numbers and statistics on vehicle accidents in Coupeville. The comprehensive safety action plan will allow Coupeville and Island County to apply for grants that will help implement new safety measures on our streets, roads, sidewalks, and trails.

NEW BUSINESS**Contract with Harmsen for On-Call Surveying Services**

Action: A motion was made by Councilmember Henderson, seconded by Councilmember Moore, to authorize the Mayor to sign a Professional Services Agreement with Harmsen for on-call surveying services through 2026. The motion passed unanimously.

Contract with Toyer Strategic Advisors for Hearing Examiner Services

Action: A motion was made by Councilmember Moore, seconded by Councilmember Henderson, to authorize the Mayor to sign a Professional Services Agreement with Toyer Strategic Advisors for Hearing Examiner services through 2025. The motion passed unanimously.

Civility Month Proclamation

Action: A motion was made by Councilmember Henderson, seconded by Councilmember Bright, to authorize the Mayor to sign the Civility Month Proclamation, designating October 2024 as Civility Month in the Town of Coupeville. The motion passed unanimously.

Special Budget Workshop

Action: A motion was made by Councilmember Henderson, seconded by Councilmember Bright, to hold a Special Budget Workshop on November 4, 2024, from 11:00am to 2:00pm at the Coupeville Library. The motion passed unanimously.

September Payroll and A/P

Action: A motion was made by Councilmember Walti, seconded by Councilmember Powell, to approve the September 2024 Payroll EFT Transactions for a total of \$133,404.90, and September 2024 A/P Transactions and EFT payments #10651 - #10697 for a total of \$327,563.99. The motion passed unanimously.

COUNCIL REPORTS**Councilmember Walti**

Councilmember Walti said the UAC meeting met on September 26, 2024. They renewed their priorities on the Capital Improvements Plan.

Councilmember Bright

Councilmember Bright said that Island Transit will be holding an Open House, so the public can meet the three candidates for their Executive Director position, on October 11, 2024 from 9:30am to 11:00am.

DISCUSSION

The Council briefly discussed the 2% Hotel-Motel Tax grant applications for funding year 2025. The Council agreed to have score cards turned in to the Deputy Clerk by Wednesday, October 16, 2024, so the Council can vote on them at the meeting on October 22, 2024.

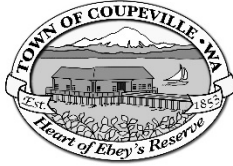
ADJORNMENT: 7:03pm

Respectfully submitted

MAYOR

Deputy Clerk Chris Jolly

Molly Hughes



STAFF REPORT

DATE: October 22, 2024
TO: Mayor Molly Hughes and Town Council
FROM: Corine Jackson, Clerk-Treasurer
RE: Ordinance 798, Levying Taxes on all Real Property

Information about Washington State property tax, excerpts from MRSC website: (<http://mrsc.org/Home/Explore-Topics/Finance/Revenues/The-Property-Tax-in-Washington-State.aspx>, accessed on 10/17/2024)

Washington State has a budget-based system of property taxation. There are three main components to the property tax:

-
- Levy amount
 - Assessed value (AV)
 - Levy rate
-

As part of the budget process, the taxing jurisdiction establishes the amount of property tax revenue needed to fund the budget. That amount is called the levy amount, or just simply the levy. It is the total amount to be collected from the taxpayers by a taxing district.

By November 30 of each year, the amount of taxes to be levied by taxing districts are certified to the county assessor. The county assessor then calculates the levy rate necessary to raise that amount of revenue by dividing the total levy amount by the assessed value of taxable property in the district.

By law, this number is expressed in terms of a dollar rate per \$1,000 of valuation. For example, a rate of \$0.00025 is expressed as \$0.25 per \$1,000 of assessed value.

For cities that belong to a fire district and/or a library district, the rules are a little more complicated. Nominally they have a maximum rate of \$3.60 per \$1,000 assessed. But they can never collect that much because the levy of the special districts must be subtracted from that amount (RCW 27.12.390 and 52.04.081).

The library district levy has a maximum rate of \$0.50 per \$1,000 assessed value (RCW 27.12.050) and the fire district levy can be as high as \$1.50 (RCW 52.16.130, 52.16.140, and 52.16.160 each provide for a levy of \$0.50 per \$1,000 assessed value). Therefore, if a city belongs to both a fire district and a library district, and if these districts are currently levying their maximum amount, then the city's levy rate can be no higher than \$1.60 ($\$3.60 - 1.50 - 0.50 = \1.60).

Both Sno-isle Library District, and Central Whidbey Fire District have approved levies, so of this \$3.60, Coupeville is limited to \$2.09 per \$1,000 of value. In 2024 Coupeville's rate was \$.85 per \$1,000 of value.

Taxing districts with a population less than 10,000 must adopt an ordinance or resolution for increasing property tax revenue, and levying a percentage increase less than 1% will automatically "bank" capacity. Without the resolution, the district cannot bank excess levying capacity.

The Town of Coupeville has historically adopted an Ordinance as part of this process and attached is Ordinance 798 which will increase the Town's current levy by 1%.

The maximum amount a municipality can increase a property tax levy, over the previous year, is 1%. **The 1% increase will amount to a total levy increase of approximately \$4,293 for 2025**, distributed proportionately (based on your assessed value), among all properties within the Town limits.

To put this in perspective, the Town's liability and property insurance costs are increasing by over \$22,000 in 2025. This proposed property levy increase is not enough to cover the increase of basic required expenses.

Recommendation: *Staff recommends a motion to adopt Ordinance #798 and setting the 2025 Property Tax Levy budget in the amount of \$450,000, to account for a 1% increase and additional revenue the Town may be entitled to, due to new construction and improvements, in 2025.*

TOWN OF COUPEVILLE
Coupeville, Washington

ORDINANCE NO. 798

An ORDINANCE of the Town Council of the Town of Coupeville, Levying Taxes on Real Property subject to taxation within the corporate limits of the Town of Coupeville, Washington for the year 2025 - Pursuant to RCW 84.55.120

WHEREAS, the Town Council of the Town of Coupeville has met and considered its budget for the calendar year 2025; and

WHEREAS, the Town of Coupeville's actual levy amount from the previous year was \$429,299.66, and

WHEREAS, the population of the Town of Coupeville is less than 10,000; and now, therefore

BE IT ORDAINED by the Town Council of the Town of Coupeville that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$4,293.00, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in value of state assessed property, any annexations that have occurred and any refunds made.

ADOPTED by the Town Council and **APPROVED** by the Mayor this 22nd day of October, 2024.

MAYOR

ATTEST

Molly Hughes, Mayor

Chris Jolly, Deputy Clerk

APPROVED: October 22, 2024
PUBLISHED: October 26, 2024
EFFECTIVE: January 1, 2025

TOWN OF COUPEVILLE

From the Desk of Mayor Molly Hughes

MEMORANDUM

October 18, 2024

TO: Town Council
RE: Ebey's Reserve Trust Board Appointments

Council,

Both Jennifer Schmitz and Lynda Austin's Trust Board appointments expired on October 1, 2024. I notified the Trust Board to consider them both, our town reps until new appointments were made at the end of October.

Lynda and Jennifer have been wonderful town representatives. Lynda is currently the Chair of the Trust Board and Jennifer is the Treasurer. They are professional, hard working and always have Ebey's Reserve's best interest at heart. They have both indicated they would like to be reappointed to the Trust Board. Both of them were originally appointed to fill vacancies so neither has served a full, four-year term.

In keeping with my 'policy' of always advertising open positions for all our town boards, I advertised these openings on the town website and in the Whidbey News Times. I have not received any applications.

I recommend the reappointment of Jennifer Schmitz and Lynda Austin.

Thank you.

Motion: Move to appoint Jennifer Schmitz and Lynda Austin to the Ebey's Landing National Historical Reserve Trust Board for terms ending October 1, 2028.



TOWN OF COUPEVILLE
From the Desk of Deputy Clerk Chris Jolly

MEMORANDUM

October 22, 2024

TO: Town Council
FROM: Chris Jolly
RE: 2% Grant Awards for 2025 Funding Year

Council,

Attached are the score cards for each applicant for the 2025 2% grant. We appreciate all your work reviewing and scoring each application. You have \$35,000 to allocate this year.

Recommendation: Staff recommends a motion to award 2% grant funds as follows:

Coupeville Chamber of Commerce in the amount of _____

Coupeville Historic Waterfront Association in the amount of _____

Island County Museum in the amount of _____

Whidbey Health Foundation in the amount of _____

Whidbey Island Maritime Heritage Foundation in the amount of _____

2% Grant Application Score Sheet

Applicant

Coupeville Chamber

437

		Bright	Moore	Henderson	Powell	Walti
Criteria	Total Score	Score	Score	Score	Score	Score
Partnership - projects that leverage funds and promote coordination and cooperation with other agencies are encouraged. (max 10 points)	45	10	5	10	10	10
Local Resources - projects that highlight Coupeville's history, natural resources and traditions are encouraged. (max 10 points)	49	10	10	10	9	10
Tourism - projects that support visitation on a year-round basis or emphasize the shoulder season (October-May) are encouraged. (max 20 points)	98	18	20	20	20	20
Visitor Experience - projects that educate or visitors about the area, include community involvement and encourage future visits to Coupeville are encouraged. (max 10 points)	48	10	10	8	10	10
Economic Impact - projects should generate direct economic benefit to Coupeville such as lodging, dining, and retail impacts. (max 20 points)	99	20	20	20	19	20
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. (max 20 points)	98	20	20	18	20	20

2% Grant Application Score Sheet

Applicant	CHWA - Musselst					
356		Bright	Moore	Henderson	Powell	Walti
Criteria	Total Score	Score	Score	Score	Score	Score
Partnership - projects that leverage funds and promote coordination and cooperation with other agencies are encouraged. (max 10 points)	46	10	10	8	8	10
Local Resources - projects that highlight Coupeville's history, natural resources and traditions are encouraged. (max 10 points)	36	10	5	8	5	8
Tourism - projects that support visitation on a year-round basis or emphasize the shoulder season (October-May) are encouraged. (max 20 points)	75	17	20	8	15	15
Visitor Experience - projects that educate or visitors about the area, include community involvement and encourage future visits to Coupeville are encouraged. (max 10 points)	38	8	10	7	5	8
Economic Impact - projects should generate direct economic benefit to Coupeville such as lodging, dining, and retail impacts. (max 20 points)	79	15	20	15	14	15
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. (max 20 points)	82	18	15	15	16	18

2% Grant Application Score Sheet

Applicant

Island County Historical Museum

351

		Bright	Moore	Henderson	Powell	Walti
Criteria	Total Score	Score	Score	Score	Score	Score
Partnership - projects that leverage funds and promote coordination and cooperation with other agencies are encouraged. (max 10 points)	39	8	5	10	6	10
Local Resources - projects that highlight Coupeville's history, natural resources and traditions are encouraged. (max 10 points)	45	10	5	10	10	10
Tourism - projects that support visitation on a year-round basis or emphasize the shoulder season (October-May) are encouraged. (max 20 points)	88	16	15	20	17	20
Visitor Experience - projects that educate or visitors about the area, include community involvement and encourage future visits to Coupeville are encouraged. (max 10 points)	48	9	10	10	9	10
Economic Impact - projects should generate direct economic benefit to Coupeville such as lodging, dining, and retail impacts. (max 20 points)	68	12	15	15	11	15
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. (max 20 points)	63	11	10	15	12	15

2% Grant Application Score Sheet

Applicant

Whidbey Health - Tour de Whidbey

246

		Bright	Moore	Henderson	Powell	Walti
Criteria	Total Score	Score	Score	Score	Score	Score
Partnership - projects that leverage funds and promote coordination and cooperation with other agencies are encouraged. (max 10 points)	31	8	3	7	5	8
Local Resources - projects that highlight Coupeville's history, natural resources and traditions are encouraged. (max 10 points)	26	8	5	4	3	6
Tourism - projects that support visitation on a year-round basis or emphasize the shoulder season (October-May) are encouraged. (max 20 points)	47	10	15	8	4	10
Visitor Experience - projects that educate or visitors about the area, include community involvement and encourage future visits to Coupeville are encouraged. (max 10 points)	26	8	5	5	2	6
Economic Impact - projects should generate direct economic benefit to Coupeville such as lodging, dining, and retail impacts. (max 20 points)	53	12	10	15	6	10
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. (max 20 points)	63	15	10	15	5	18

2% Grant Application Score Sheet

Applicant Whidbey Island Maritime Heritage Foundation - Suva

317

		Bright	Moore	Henderson	Powell	Walti
Criteria	Total Score	Score	Score	Score	Score	Score
Partnership - projects that leverage funds and promote coordination and cooperation with other agencies are encouraged. (max 10 points)	32	9	5	5	5	8
Local Resources - projects that highlight Coupeville's history, natural resources and traditions are encouraged. (max 10 points)	41	9	5	8	9	10
Tourism - projects that support visitation on a year-round basis or emphasize the shoulder season (October-May) are encouraged. (max 20 points)	67	16	15	10	16	10
Visitor Experience - projects that educate or visitors about the area, include community involvement and encourage future visits to Coupeville are encouraged. (max 10 points)	38	7	10	5	6	10
Economic Impact - projects should generate direct economic benefit to Coupeville such as lodging, dining, and retail impacts. (max 20 points)	61	14	15	10	12	10
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. (max 20 points)	78	15	20	15	10	18