

TOWN COUNCIL MEETING
Island County Hearing Room
September 9, 2025
6:00 pm

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

- Regular Council Meeting of August 26, 2025

**MAYOR'S REPORT
PRESENTATION**

AUDIENCE INPUT - See **NOTE**

NEW BUSINESS

1. Approve Street Closures for Practical Magic Weekend Events
2. Approve Street Closure for CHWA Fire Safety Event
3. Approve August Payroll and AP

STAFF REPORTS

COUNCIL REPORTS

DISCUSSION

- Public Works Director, Joe Grogan- Accepting ownership of Krueger Farm MOA stormwater conveyance and treatment system

ADJOURN

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

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>

In the event of technical issues, a virtual attendance option is not guaranteed.

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
August 26, 2025
6:00pm

CALL TO ORDER

At 6:01pm, Mayor Hughes called the meeting to order and led the Council in reciting the Pledge of Allegiance.

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

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

APPROVAL OF AGENDA

The agenda of the August 26, 2025 Regular Meeting was approved as submitted.

APPROVAL OF MINUTES

The minutes of the August 12, 2025 Regular Meeting were approved as submitted.

MAYOR'S REPORT

- Mayor Hughes has been meeting with some NET members about restructuring some volunteer positions. They are looking for some “lead” volunteers to take some of the burden off the NET Coordinator. NET is also looking to add to the “call when you need me” list of volunteers. That list has not been reviewed in a while.
- Tour de Whidbey had a good turnout, we are still waiting to hear how much they raised for the Hospital Foundation.
- Puget Sound Energy is reaching out again to small businesses and nonprofits to do energy assessments and suggest ways to conserve energy and decrease utility bills. They were also doing work in Coupeville this week to replace a large power pole.
- The Parks and Rec Committee has wrapped up their first round of work on and will hold a public meeting soon, to get input from the public. After that, Donna Keeler with Facet will come to a Council meeting to present their findings.
- Town Staff met with the Arts and Crafts Festival coordinators for a post-festival follow-up. Vendors did slightly better in sales this year than they did last year. They were excellent in working with the businesses and with the Town. They love the new bollards around the festival area and are grateful to Public Works for getting them installed. Mayor Hughes thanked President Melinda, Vendor Contact Ivy, and Operations Manager Dale for being so cooperative about the Boardwalk construction not being complete.
- Mayor Hughes worked at the Friends of Ebey’s fundraiser in the sunflower patch. It was a very successful event.

NEW BUSINESS**Fence Variance VAR-25-001**

Councilmember Bright recused herself due to a conflict of interest.

Action: A motion was made by Councilmember Moore, seconded by Councilmember Powell, based on the record developed to date, including application materials, staff report, evidence presented, and comments made at the public hearing, and finding application VAR-25-001 to be consistent with the findings listed in CTC 16.14.020.B, to grant the variance associated with application VAR-25-001. The motion passed unanimously.

Resolution 25-06 – Council Procedures

Action: A motion was made by Councilmember Moore, seconded by Councilmember Bright, to postpone consideration of the resolution to the second meeting in September. The motion passed unanimously.

DISCUSSION**Street Level Short-Term Rental/Residential Clarification**

Community Planning Director Engelbrecht led a discussion with the Council about street level short-term rentals and residential in the Historic Commercial District. Engelbrecht clarified with the Town's attorney that allowing it only on the water side of the street could be justified if the Comprehensive Plan acknowledges the uniqueness of the overwater buildings. Councilmember Powell raised concerns of unintended consequences of the code change, and noted that it would be a private benefit for just a few people. After further discussion, 4 of the 5 Councilmembers agreed that the Town should not pursue the code change. Councilmember Walti still felt that it would not be an issue as long as storefronts along the street are protected.

Sign Code Clarification

Community Planning Director Engelbrecht led a discussion with the Council about his work on the Sign Code. Engelbrecht asked if the Council would like him to look at increasing the percentage of building coverage for signs. The Council unanimously agreed that he should not pursue increasing the percentage of building coverage.

EXECUTIVE SESSION

At 7:15pm, Mayor Hughes recessed the meeting to allow the room to clear for an Executive Session to begin at 7:20pm, to discuss with legal counsel representing the Town in litigation or potential litigation to which the Town, the governing body, or a member acting in an official capacity is, or is likely to become a party. The Executive Session was scheduled to end at 7:35pm with no action being taken. At 7:35pm, Mayor Hughes extended the Executive Session to 7:50pm. At 7:50pm, the Regular Meeting was reconvened to adjourn the meeting.

ADJOURNMENT: 7:50pm

Respectfully submitted,

MAYOR

Deputy Clerk Chris Jolly

Molly Hughes

DRAFT



TOWN OF COUPEVILLE
From the Desk of Deputy Clerk Chris Jolly

M E M O R A N D U M

September 9, 2025

TO: Town Council

FROM: Deputy Clerk Chris Jolly

RE: 2025 Practically Magic Weekend

It's almost time for Practically Magic Halloweekend! CHWA has submitted their application for this year's event, which will include two family friendly events (Torchlight Parade and Street Dance, and Pumpkin Races), and two 21+ events (Practical Magic Movie Nights, and Ales & Apothecary Beer Garden).

The parade staging on Coveland St. between N. Main St. and Grace St. worked well last year, so they'll continue with that staging plan this year. Public Works will also provide bollards and barricades for their street closures. They are seeking approval for the following street closures:

Torchlight Parade and Street Dance (10/25/25) – Barricades placed at 4pm and removed at 7pm:

- N. Main St, from 9th St. to Front St. (Will reopen as soon as last parade walker is on Front St.)
- Front. St, from N. Main St. to Alexander St.
- Alexander St, from the Rec Hall exit to Front St.
- Coveland St, from Grace St. to N. Main St. (Will reopen as soon as last parade walker is on N. Main St.)

The use of bollards on Front St. and Alexander St. means that no parking will be allowed in the parade and street dance area. In previous years we've left the parking on Alexander St, but that will not be the case this year.

Pumpkin Races (10/26/24) – Barricades placed at 11:00am and removed at 4:00pm:

- Coveland St, from Madrona Way to Broadway.

Recommendation: Staff recommends a motion to approve the street closures associated with Special Event #SEP25-021 for the 2025 Practically Magic Halloweekend.



TOWN OF COUPEVILLE
From the Desk of Deputy Clerk Chris Jolly

M E M O R A N D U M

September 9, 2025

TO: Town Council

FROM: Deputy Clerk Chris Jolly

RE: Front Street Fire Drill

Council,

Each year, Coupeville Historic Waterfront Association (CHWA) participates in Fire Safety Week. This year, CHWA is working with Central Whidbey Island Fire and Rescue to stage a fire drill and 2nd story rescue at 22 Front St. (the Vail Winery building) at 9:00am on October 1st. This will require Front Street to be closed on October 1st from 9:00am to 9:30am.

Public Works will provide barricades for the street closure at N. Main St. and Front St, but Parking will not be restricted.

Motion: Staff recommends a motion to approve the street closures associated with Special Event Permit SEP25-023, for the Front Street Fire & Rescue Drill.

CHECK REGISTER

Town of Coupeville

Time: 10:22:40 Date: 09/05/2025

08/01/2025 To: 08/31/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2118	08/05/2025	Payroll	1	EFT		2,115.56	August 5th, 2025
2119	08/05/2025	Payroll	1	EFT		2,193.47	August 5th, 2025
2120	08/05/2025	Payroll	1	EFT		2,771.42	August 5th, 2025
2121	08/05/2025	Payroll	1	EFT		1,977.13	August 5th, 2025
2122	08/05/2025	Payroll	1	EFT		4,446.65	August 5th, 2025
2123	08/05/2025	Payroll	1	EFT		2,186.31	August 5th, 2025
2124	08/05/2025	Payroll	1	EFT		3,045.69	August 5th, 2025
2125	08/05/2025	Payroll	1	EFT		2,110.47	August 5th, 2025
2126	08/05/2025	Payroll	1	EFT		3,418.44	August 5th, 2025
2127	08/05/2025	Payroll	1	EFT		2,362.25	August 5th, 2025
2128	08/05/2025	Payroll	1	EFT		2,369.49	August 5th, 2025
2129	08/05/2025	Payroll	1	EFT		2,720.61	August 5th, 2025
2130	08/05/2025	Payroll	1	EFT		1,914.09	August 5th, 2025
2131	08/05/2025	Payroll	1	EFT		1,647.15	August 5th, 2025
2132	08/05/2025	Payroll	1	EFT		2,653.35	August 5th, 2025
2133	08/05/2025	Payroll	1	EFT		2,192.86	August 5th, 2025
2134	08/05/2025	Payroll	1	EFT		1,595.17	August 5th, 2025
2135	08/05/2025	Payroll	1	EFT		1,094.43	August 5th, 2025
2289	08/20/2025	Payroll	1	EFT		1,721.02	August 20, 2025
2290	08/20/2025	Payroll	1	EFT		1,627.43	August 20, 2025
2291	08/20/2025	Payroll	1	EFT		2,823.54	August 20, 2025
2292	08/20/2025	Payroll	1	EFT		1,876.86	August 20, 2025
2293	08/20/2025	Payroll	1	EFT		4,544.92	August 20, 2025
2294	08/20/2025	Payroll	1	EFT		2,252.21	August 20, 2025
2295	08/20/2025	Payroll	1	EFT		3,109.91	August 20, 2025
2296	08/20/2025	Payroll	1	EFT		1,947.71	August 20, 2025
2297	08/20/2025	Payroll	1	EFT		2,844.72	August 20, 2025
2298	08/20/2025	Payroll	1	EFT		1,855.52	August 20, 2025
2299	08/20/2025	Payroll	1	EFT		2,311.44	August 20, 2025
2300	08/20/2025	Payroll	1	EFT		1,904.33	August 20, 2025
2301	08/20/2025	Payroll	1	EFT		1,521.76	August 20, 2025
2302	08/20/2025	Payroll	1	EFT		1,575.06	August 20, 2025
2303	08/20/2025	Payroll	1	EFT		2,162.60	August 20, 2025
2304	08/20/2025	Payroll	1	EFT		1,882.08	August 20, 2025
2305	08/20/2025	Payroll	1	EFT		2,048.48	August 20, 2025
2306	08/20/2025	Payroll	1	EFT		934.23	August 20, 2025
2307	08/19/2025	Payroll	1	EFT	EFTPS	12,911.27	941 Deposit for Pay Cycle(s) 08/20/2025 - 08/20/2025
2308	08/19/2025	Payroll	1	EFT	EFTPS	15,282.21	941 Deposit for Pay Cycle(s) 08/05/2025 - 08/05/2025
2309	08/19/2025	Payroll	1	EFT	EFTPS	13,188.41	941 Deposit for Pay Cycle(s) 07/20/2025 - 07/20/2025
2318	08/05/2025	Payroll	1	EFT	Vimly Benefit Solutions Inc. c/o AWC Emp	18,314.48	Pay Cycle(s) 08/05/2025 To 08/05/2025 - Medical - AWC 250; Pay Cycle(s) 08/05/2025 To 08/05/2025 - Medical - Kaiser PPO; Pay Cycle(s) 08/05/2025 To 08/05/2025 - Medical - Kaiser 500; Pay Cycle(s) 08/0
001 General Fund						66,449.27	
101 Street Fund						8,454.56	
410 Water Utility						33,000.66	
420 Utilities Sewer						24,765.78	
430 Storm Water Utility						8,784.46	

141,454.73 Payroll: 141,454.73

CHECK REGISTER

Town of Coupeville

Time: 10:22:40 Date: 09/05/2025

08/01/2025 To: 08/31/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CHECK REGISTER

Town of Coupeville

Time: 10:22:31 Date: 09/05/2025

08/01/2025 To: 08/31/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2222	08/15/2025	Claims	1	EFT	VISA	147.48	6901 July 2025
2223	08/15/2025	Claims	1	EFT	VISA	1,237.24	8035 July 2025
2224	08/15/2025	Claims	1	EFT	VISA	2,267.58	9178 July 2025
2404	08/31/2025	Claims	1	EFT	Puget Sound Energy	26,168.84	Inv.650022 08.2025
2225	08/15/2025	Claims	1	11270	ASM Affiliates	31,200.00	Inv. 30381 Boardwalk
2226	08/15/2025	Claims	1	11271	Cogdill Nichols Rein Wartelle Andrews	80.00	REFUND 08.15.2025 Rec Hall
2227	08/15/2025	Claims	1	11272	Comcast (CA)	437.86	0168328 08.15.2025 Rec Hall
2228	08/15/2025	Claims	1	11273	Comcast (CA)	695.29	9140 08.15.2025
2229	08/15/2025	Claims	1	11274	Comcast Business (PA)	89.66	Inv. 00100250317 Acct 708843108
2230	08/15/2025	Claims	1	11275	Comcast Business (PA)	653.55	Inv. 001002507316 Acct 708843107
2231	08/15/2025	Claims	1	11276	Comcast Business (PA)	184.60	Inv. 247953621 acct 963239633
2232	08/15/2025	Claims	1	11277	Databar Inc.	1,031.67	Inv. 272022 Utility Billing Statements July
2233	08/15/2025	Claims	1	11278	Robert A Davenport	36.88	REIMB 08.2025
2234	08/15/2025	Claims	1	11279	ESRI	1,215.30	Inv. 900076186 ArcGIS Annual Subscription
2235	08/15/2025	Claims	1	11280	EquipmentShare	1,766.54	Inv. MRV-5485336-0000
2236	08/15/2025	Claims	1	11281	Eurofins Environment Testing NW	1,008.00	Inv. 25-21526 PSNGP; Inv. 25-21107 PSNGP & Sewer
2237	08/15/2025	Claims	1	11282	Facet	23,828.25	Inv. 0065207 Water On Call Consulting; Inv. 0065182 Comp Plan Update; Inv. 0065213 New Well; Inv. 0063702 PFAS Treatment Support Navy; Inv. 0065311 Parks Pro Serv; Inv. 0065365 Parks and Rec committee
2238	08/15/2025	Claims	1	11283	Ferguson Waterworks	4,482.14	Inv. 0088902 Fire Hydrant- Steel
2239	08/15/2025	Claims	1	11284	Builders Alliance Frontier Building Supply	553.43	Inv. 1325838 Bollards; Inv. 1329433 Lumber and Screws
2240	08/15/2025	Claims	1	11285	GreatAmerica Financial Services	343.29	Inv. 39834784 Konica
2241	08/15/2025	Claims	1	11286	Greenbank Concrete & Aggregates	303.90	Inv. 44793 aggregate
2242	08/15/2025	Claims	1	11287	Brandy L Grimes	56.00	REIMB 08.2025 AWC Trust Benefit Forum Mt Vernon
2243	08/15/2025	Claims	1	11288	Harmsen, Inc.	2,102.50	Inv. 22HRM0291-6 Boardwalk
2244	08/15/2025	Claims	1	11289	ICOM 911	12,713.89	4QTR25-04 Interlocal 4th Qtr User Fees
2245	08/15/2025	Claims	1	11290	Island County ER&R Fund	1,601.35	Inv. 25-167 Fuel July 2025
2246	08/15/2025	Claims	1	11291	Island County Human Services	151.59	Inv. 2nd Qtr 2025 Excise Liquor Tax and Profit
2247	08/15/2025	Claims	1	11292	Island County Treasurer	9,230.96	Q2.2025 Joint Expenses District Court
2248	08/15/2025	Claims	1	11293	Island Senior Resources (Senior Services	3,000.00	Q2. 2025 Nutrition and aging program
2249	08/15/2025	Claims	1	11294	Corine K Jackson	601.80	REIMB 08.2025 MRSC Budget & Fiscal Mgmt Workshop
2250	08/15/2025	Claims	1	11295	Lakeside Industries	436.51	Inv. 328300 Bollards
2251	08/15/2025	Claims	1	11296	Mailliard's Landing Nursery Inc	228.35	Inv. 381319 Mulch
2252	08/15/2025	Claims	1	11297	Navia Benefit Solutions	100.00	Inv. 10994704 Monthly Minimum
2253	08/15/2025	Claims	1	11298	O'Reilly Auto Parts	16.35	Inv. 2532-496988 V45 Fuel Cap
2254	08/15/2025	Claims	1	11299	Oak Harbor Ace Hardware	112.43	Inv. 371126 shop supplies
2255	08/15/2025	Claims	1	11300	Pape Machinery	134.87	Inv. 16259361 Gator Equipment
2256	08/15/2025	Claims	1	11301	Teresa Pierzchala	180.00	08032025- Coupeville Newsletter graphic design

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Town of Coupeville

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2257	08/15/2025	Claims	1	11302	Secur-Serv	9,726.18	Inv. 80124793 Managed Care Agreement all Sites; Inv. 80124805 Managed Security Agreement; Inv. 80097754 Document Search for Litigation; Inv. 80109503 Add Bluebeam to Lisa's computer Credit Memo CM3920
2258	08/15/2025	Claims	1	11303	Sound Publishing Inc	192.37	Inv. 8174905 July Legal Notices/Advertising
2259	08/15/2025	Claims	1	11304	Staples Advantage	60.48	Inv. 6038408218 Parks supplies
2260	08/15/2025	Claims	1	11305	Thompson, Guildner & Associates Inc. P.S	556.80	Inv. 4205 General Legal Services
2261	08/15/2025	Claims	1	11306	Tuff Cleaning	900.00	June 2025 Cleaning Services
2262	08/15/2025	Claims	1	11307	Utilities Underground Location Center	54.00	Inv. 5070731 Excavation Notices July
2263	08/15/2025	Claims	1	11308	Utilities Underground Location Center	46.20	Inv. 4040723 excavation notifications for April 2024
2264	08/15/2025	Claims	1	11309	Vac-Tank Western Services	118.16	Inv. 2545 Biosolid Disposal
2265	08/15/2025	Claims	1	11310	Valdez Construction	93,853.45	Inv. 1616 Boardwalk Project 2nd payment PW-827-(P10)-1; Inv. 1628 Boardwalk Project 3rd payment PW-827-(P10)-1
2266	08/15/2025	Claims	1	11311	Verizon	188.81	Inv. 6119709999 Navy Task 1
2267	08/15/2025	Claims	1	11312	Ziply Fiber	208.23	Inv. 120115-5 08.2025 Acct 360-678-3705
2268	08/15/2025	Claims	1	11313	Ziply Fiber	126.49	Inv. 022608-5 08.2025 Acct 3606781389 Lift Station
2405	08/31/2025	Claims	1	11314	Cesco Solutions	1,576.52	Inv. 1731593 Navy Task 1
2406	08/31/2025	Claims	1	11315	Coupeville Chamber of Commerce	2,632.75	2% Grant Reimbursement July 2025
2407	08/31/2025	Claims	1	11316	Databar Inc.	1,035.56	Inv. 272140 Utility Inserts
2408	08/31/2025	Claims	1	11317	Eurofins Environment Testing NW	605.80	Inv. 25-20529 Water Testing; Inv. 25-13943 Water Testing; Inv. 25-12973 PSNGP
2409	08/31/2025	Claims	1	11318	Facet	10,122.81	Inv. 0065805 Water On Call Consulting; Inv. 0065711 Navy task 2 PFAS Treatment Support; INV. 0065810 New Well
2410	08/31/2025	Claims	1	11319	Ferguson Waterworks	2,711.59	Inv. 0086397 Water Repair Supplies
2411	08/31/2025	Claims	1	11320	Kirk Hale	194.21	08.2025 REFUND for over payment on utility account
2412	08/31/2025	Claims	1	11321	Alan Hancock	29.44	08.2025 REFUND for over payment on utility account
2413	08/31/2025	Claims	1	11322	Molly J Hughes	19.54	REIMB 08.2025 TIB Meeting
2414	08/31/2025	Claims	1	11323	Island County Sheriff's Office	121,959.29	Inv. 2025-Q4
2415	08/31/2025	Claims	1	11324	NCL Of Wisconsin, Inc.	99.35	Inv. 524169 Sewer Treatment Supplies
2416	08/31/2025	Claims	1	11325	Napa	159.66	Inv. 056139 V39 Coupler; INV. 056060 V39 Fluids
2417	08/31/2025	Claims	1	11326	Timothy Nettlebeck	91.38	REIMB 08.2025 Boots
2418	08/31/2025	Claims	1	11327	Secur-Serv	4,124.16	Inv. 80126962 Changing Device Name; Inv. 80127022 Microsoft 365 Licensing annual agreement
2419	08/31/2025	Claims	1	11328	Sherwin-Williams	115.30	Inv. 6606-7 Paint Sprayer Pickleball
2420	08/31/2025	Claims	1	11329	Skagit River Steel &	1,306.46	Inv. 146913 Rebar for Totem; Inv. 146919 Bollards

Town of Coupeville

Time: 10:22:31 Date: 09/05/2025

08/01/2025 To: 08/31/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2421	08/31/2025	Claims	1	11330	Surety Pest Control	78.34	Inv. 272479189- Pest Control Well 108
2422	08/31/2025	Claims	1	11331	Tjoelker Enterprises, Inc.	2,282.50	Inv. 1607 Biosolids Removal
2423	08/31/2025	Claims	1	11332	Tuff Cleaning	650.00	Inv. July 2025 Cleaning Services
2424	08/31/2025	Claims	1	11333	USA Blue Book	570.50	Inv. 00795971 Soleniod Valve
2425	08/31/2025	Claims	1	11334	WA ST Department of Ecology Water	1,109.00	Inv. 26-WA0029378-1 2026 Fiscal Year Water Quality Program
2426	08/31/2025	Claims	1	11335	WA State Auditor's Office	3,894.80	Inv. L169854 Federal Accountability Financial Audit
2427	08/31/2025	Claims	1	11336	Duncan L Wagner	12.95	REIMB 08.2025
2428	08/31/2025	Claims	1	11337	Lachlan S Waterbury	35.25	REIMB 08.2025
2429	08/31/2025	Claims	1	11338	Whitney Equipment Company, Inc.	3,297.08	Inv. PS-INV112963 Lift station pump repair
		001 General Fund				183,599.89	
		101 Street Fund				135,454.41	
		104 Hotel/motel Tax Fund				2,632.75	
		410 Water Utility				51,574.53	
		420 Utilities Sewer				18,957.18	
		430 Storm Water Utility				924.75	
							Claims:
						393,143.51	393,143.51
		* Transaction Has Mixed Revenue And Expense Accounts				393,143.51	



PLANNING AND BUILDING DEPARTMENT REPORT

DATE: September 9, 2025
TO: Mayor Molly Hughes and Members of the Town Council
FROM: Joshua Engelbrecht, Community Planning Director + Scott Austin, Building Official
RE: August Department Review

Design Review and Land Use Permits:

In August, six (6) land use permits were issued.
These included:

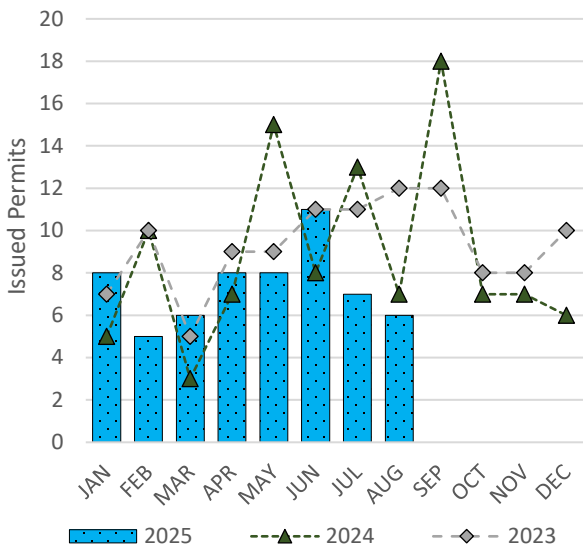
- 4 Certificates of Appropriateness
 - 1 Level A
 - 2 Level B
 - 1 Level C
- 1 Variance
- 1 Home Occupation

Building Permits:

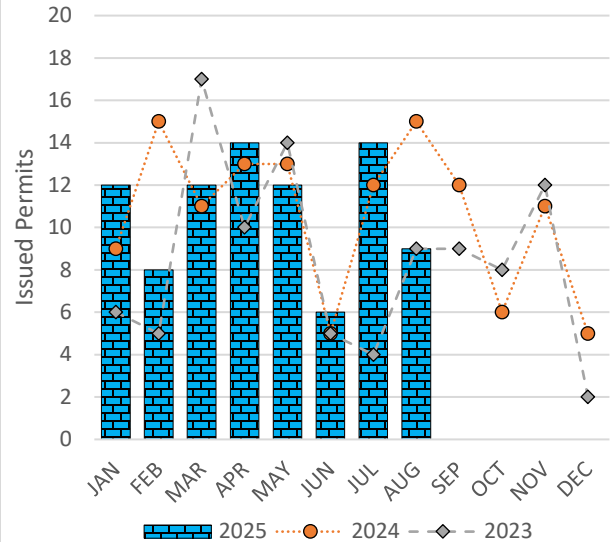
In August, nine (9) building permits were issued. These included:

- 6 Building Permits
 - 1 New Single Household Residence
- 1 Mechanical Permit
- 2 Plumbing Permit

Issued Planning Department Permits



Issued Building Department Permits





Town of Coupeville

4 NE Seventh • Coupeville, WA 98239
360.678.4461 • www.townofcoupeville.org

Long Range Planning

In August:

- The Planning Commission continued to discuss our Comprehensive Plan (*August 5 + 19, 2025*).
 - We discussed the 2025 Housing and Transportation Elements in more detail.
 - We discussed updates to the Coupeville development regulations associated with the Comprehensive Plan.
 - We held a public hearing for a Variance (VAR-25-001).
 - Town Council approved VAR-25-001 at the *August 26, 2025* meeting.
- Staff has been attending a webinar series hosted by Maritime Washington and the Washington Trust for Historic Preservation related to adapting to sea level rise and how to approach adaptation in the context of historic buildings and appropriate adaptation measures (*August 20 + August 26, 2025*).
- The Community Planning Director job application window closed with a total of 7 applicants submitting resumes (*August 29, 2025*).
 - Staff is expecting to hold interviews in the first couple weeks of September.

Upcoming in September:

- Staff will be identifying and submitting transportation projects to the IRTPO, State Transportation Block Grant (STBG) program to help fund regional projects in Town (*September 1 – 10, 2025*).



STAFF REPORT

Date: September 4, 2025

To: Mayor Hughes and Town Council

From: Marshal Miller

Re: Month of August 2025

Town Calls For Service

There were 1065 calls for service in the month of August and CMO responded to 64 of those calls. Fewer vehicle collisions and commercial/residential alarms account for 14 of the reduced numbers. There was an increase in suicide threats, where we found a mental crisis situation at each. Fluctuations in other call types are within normal ranges for those complaints.

Summer's almost over!

The boat launch saw a lot of traffic this year and crabbers were coming and going almost anytime the dock was floating. Busy streets in the downtown area I'm sure boded well for shop owners and the town's eateries. I hardly ever passed the Ice Cream Shoppe when it didn't have a line out the door and frequently down the sidewalk.

School is back in session

As happens every year, children are heading back to school and traffic around the school's increases significantly. It's time to make sure children are aware of traffic and the need to use crosswalks after they've activated the flashing warning signals where available. It's time for drivers to pay special attention to where they are and the times they are there. We are enforcing school zone speed limits; so, remember, Fines double in School Zones.

Arts & Crafts Festival

We used the new traffic control bollards this year and from what I observed, they worked well. I took a couple of suggestions for future years since the bollards are not as easy to move as barricades and pick-up of treasures people purchased was a bit more difficult. All in all, the town crew did a great job getting the bollards ready for the big show!



ISLAND COMMUNICATIONS CALLS FOR SERVICE

2024

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
911 Hang Up	4	4	3	8	9	8	8	11					55
Alarm Comm / Resid		3	2	4	5	4	13	5					36
Animal Complaint	5	3	3		7	11	12	9					50
Assault	3	1	1		1		1	1					8
Assist Agency	2	1	2		4	1	3	1					14
Assist Public	12	9	12	14	21	5	12	15					100
Burglary Comm / Resid								1					1
Civil / Verbal Dispute	1		1	2	1	2	4	1					12
Court Order Viol	1	1			1	1		2					6
Death Investigation	2			1	1	1	1	1					7
Disorderly Conduct	1	2	6	3	8	11	10	7					48
Domestic Violence	1		1			1		1					4
Fire / Medical Call	3			3	2		1						9
Fraud / Forgery	1	1		2	5	3	2	3					17
Harassment	2	1	1	2		2	2	1					11
Juvenile Complaints	3	4	1	3	1	2	3	1					18
Malicious Mischief	1		1		2		3	1					8
Marine Incident					2		2						4
Mental	1	7		2	4	4	4	3					25
Missing Person		1	1										2
MVA -Vehicle Accident	4	2		2	3	1	11	5					28
Noise													0
Nuisance				1		1	3						5
Property	4	3	3	2	3	1		1					17
Prowler	1												1
Sex Crime	3		3	1		1	3	1					12
Suicide Threat	5	2	2		2	1	1	5					18
Suspicious Activity	4	4	2	3	2	4	2	3					24
Theft	2	1		2	1	1	1	1					9
Threats	1		1	1	1	2		1					7
Traffic Complaint	9	6	14	10	6	12	13	10					80
Trespassing	6		4		2	1	3	4					20
Unsecure Premise					1								1
Vehicle Prowl						1							1
Vehicle Theft/TMVWOP		1				2	1						4
Vice - Alcohol					1	1	1						3
VUSCA - Drugs		1		1	1	2		1					6
Wanted Person	1	1	1			2		1					6
Weapons Violation	5		3	1		3	1						13
Welfare Check	9	8	3	3	3	8	7	4					45
Misc / Other Calls		2	3			2	3	4					14
Total Town calls	97	69	74	71	100	102	131	105	0	0	0	0	749
CPD in Town	65	38	47	41	58	62	60	64					435
ICSO in Town	32	31	27	30	42	40	71	41					314
CPD in County	40	32	10	20	23	28	23	17					193
Traffic Stops	34	45	66	27	28	44	46	21					311

STAFF REPORT

DATE: September 4, 2025

TO: Mayor Molly Hughes and Members of the Town Council

FROM: Joseph Grogan, Public Works Director

RE: Public Works Summary Report

I would like to give a shout out to Jesse Lynn. Jesse was reviewing a right of way permit and noticed a large part of the project was grinding asphalt. Jesse worked with the contractor arranging dump locations for the reclaimed asphalt. We now have enough material for our road and trail projects this fall. A considerable savings for the town.

In parks: Thanks to Jesse, the town park Rd. loop will be resurfaced with reclaimed asphalt. This should help with dust abatement and create a better driving surface.

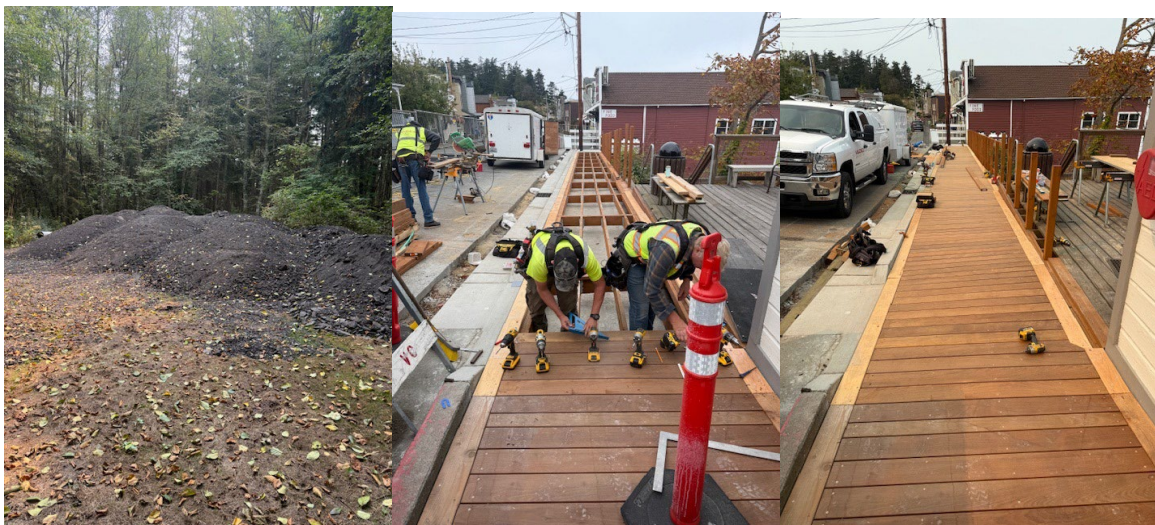
In water: Jimmy and Kayden did a fantastic job selecting and contacting customers for lead and copper testing. Over 75 letters were sent out with over 20 requesting to participate in the lead and copper sampling. He also conducted PFAS testing and chloride and conductivity sampling.

The boardwalk project: The Boardwalk project is behind schedule. Although I'm very impressed with the quality and craftsmanship of the work completed.

I anticipate the boardwalk and sidewalk on Main Street will be completed in mid-September.

The water treatment plant: The plant treated just over 11 million gallons in August. This is not normal as the average is 9.9 million gallons. The school had a massive unmetered leak that was running into the storm water detention pond this leak was calculated at just under 100 gallons per minute and accounts for over 1,000,000 gallons lost.

The wastewater treatment plant treated 3.6 million gallons in August, the 24-hour flows were very low for this time of year, from a high of 146,000 gallons to a low of 108,000.





DEPARTMENT REPORT – FINANCE & ADMINISTRATION

DATE: September 2025
TO: Mayor Hughes and Town Council
FROM: Clerk Treasurer Corine Jackson
RE: August 2025

Finance Department Updates:

This month in Utility Billing, Kayden has been working hard on creating new budget billing procedures to roll out (hopefully) in the next billing cycle. As you may know, all municipal utilities are required by Washington State RCW to provide a budget billing alternative for utility customers so we've been working with our software companies to work out what's needed in order to implement this process and put us into compliance with the state.

In early August, I had the opportunity to attend the annual MRSC Budget & Fiscal Management Workshop in Wenatchee. I learned several new things and got some fresh perspective for the upcoming budget season.

We received the results of our audit by the Department of Retirement Services, there were only a few corrections stemming from early 2024 during the transition between fiscal clerks. The State Finance and Performance Audits are still in the finalizing stages. We anticipate the final results in late September.

And finally, the Wellness Committee ended its Discover Whidbey Photo Contest. Top prize was awarded to Lisa for her creative and whimsical photos of Whidbey favorites with Kayden coming in a close second. Great job to all who participated!!



STAFF REPORT

DATE: September 4, 2025

TO: Mayor Molly Hughes and Members of the Town Council

FROM: Joseph Grogan, Public Works Director

RE: Public Works Discussion item

Discussion item:

Pleasant Valley stormwater facilities and conveyance system

The Krugger Farm MOA required the homeowners of Pleasant Valley to maintain the storm water conveyance and treatment as a private system. The stormwater system has not had maintenance in many years.

This has caused stormwater issues down gradient for both the town and the post office.

All stormwater property for conveyance and the pond are in Cecil Sturman's name. I have worked with the property owner to bring the system back to original design and town standards. I would like to keep this system maintained.

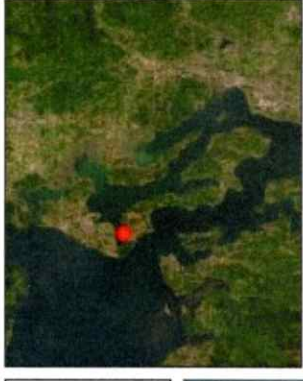
I estimate this maintenance to take approximately 10 man hours per year to maintain. Although it is not town property at this time.

There are three other stormwater facilities owned and maintained by the town.

I would like to ask the council to accept the deed and responsibilities for the Pleasant Valley stormwater system. The transfer of this property from Mr. Stuurman to the Town will not cost the town anything.



ICGeoMap



- Legend
- Parcels
 - Roads
 - Highway
 - Collector and Arterial
 - Local
 - Private

PLEASANT VALLEY
STORMWATER IN
YELLOW

NEW 3RD ST.
CONVEYANCE
SYSTEM IN
GREEN

Notes



1:5,879



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