



TOWN COUNCIL MEETING
Island County Hearing Room
October 14, 2025
6:00 pm

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

- Regular Council Meeting of September 23, 2025
- Budget Workshop of September 22, 2025

MAYOR'S REPORT

PRESENTATION – Mayor Hughes, 2025 State of the Town

AUDIENCE INPUT - See **NOTE**

PUBLIC HEARING – Ordinance No. 806, 2025 Property Tax Levy

NEW BUSINESS

- Adoption of Ordinance No. 806, approving the 2025 Property Tax Levy
- Approve Witches Walk Special Event
- 2025 Civility Month Proclamation
- Set Special Budget Workshop for October 20, 2025
- Approve September Payroll and A/P

STAFF REPORTS

COUNCIL REPORTS

DISCUSSION

- 2% Grant Applications for 2026 Funding Year

ADJOURN

NOTE: Audience Input

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 23, 2025
6:00pm

CALL TO ORDER

At 6:00pm, 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, Michael Moore, and Jackie Henderson

STAFF PRESENT: Deputy Clerk Chris Jolly, Clerk-Treasurer Corine Jackson, and Community Planning Director Joshua Engelbrecht

EXCUSE COUNCILMEMBER

Action: A motion was made by Councilmember Moore, seconded by Councilmember Henderson, to excuse Councilmember Pat Powell from the September 23, 2025 Regular Council Meeting. The motion passed unanimously.

APPROVAL OF AGENDA

A discussion about Countywide Planning Policies was removed from the agenda.

Action: A motion was made by Councilmember Bright, seconded by Councilmember Henderson, to approve the agenda of the September 23, 2025 Regular Council Meeting as amended. The motion passed unanimously.

APPROVAL OF MINUTES

The minutes of the September 9, 2025 Regular Council Meeting were approved as submitted.

MAYOR'S REPORT

- Mayor Hughes attended the Quarterly Economic Development Commission meeting. They recently approved their new annual budget and are working on reestablishing some committees. The EDC is also hosting bi-weekly virtual get-togethers for businesses. Recently their get-together was about the Small Business Administration and about how to get Small Business Loans. The EDC is also discussing ways to diversify their income.
- Town Staff had their end-of-summer cookout and staff appreciation luncheon. The managers provided steaks and others brought sides and it turned into a really fun potluck.
- Town Hall Staff are working on Town Hall's Scarecrow Contest display. Last year they won most humorous, and are looking for another prize this year.
- Mayor Hughes attended the Planning Commission Meeting on September 16, 2025. The Planning Commission was unhappy with the way the Council went about ending the discussion on street-level residential in the Historic Commercial District.

- Town Council and Department Managers held their first of two Budget Workshop meetings for the 2026 Operating Budget.
- Mayor Hughes has been meeting with NET to discuss this year's Great Shakeout Drill on October 17. This year's drill will be less involved than last year's.
- Mayor Hughes attended the most recent Chamber of Commerce Members meeting. They discussed the housing market on the island. Currently, housing inventory is up 3% from this time last year. They also discussed the many upcoming community events in October.
- Mistakhan filming went very well. The director and producer were both thrilled with the outcome, and they all had a wonderful week in Coupeville. The businesses on Front Street were very cooperative.
- The Front St. Boardwalk and N. Main St. Sidewalk are now open!
- Before the next meeting, there will be a Front St. Fire and Rescue Drill on October 1. The Town is hosting a public Open House to discuss the final draft of the Comprehensive Plan Update on October 1 at 6:00pm. On October 4, the Saratoga Orchestra is hosting their second annual Oktoberfest at Greenbank Farm. It is a big fundraiser for the orchestra. Also on October 4, the Island County Historical Museum's annual fundraiser will be held at the Elks Lodge in Oak Harbor.

AUDIENCE INPUT

William Lyle addressed the Council asking why Audience Input is only allowed before presentations and discussions. Lyle believes it puts commentors at a disadvantage to not be able to give input after presentations and discussions. He suggests moving Audience Input to after the meeting.

Mark Bepler addressed the Council about Councilmember Powell's comments on the MOA discussion, which were provided in writing at the beginning of the meeting. Bepler cited Powell's comments on best use of land and private benefit and took issue with her comments.

NEW BUSINESS

Resolution 25-06 – Council Procedures

Action: A motion was referred to from the August 26, 2025 meeting, and passed unanimously. Subsequently, upon review, there was not a motion to approve the resolution at the August 26, 2025. This action item will be on the next meeting for a proper vote.

Ratify Fire House Lease

Action: A motion was made by Councilmember Henderson, seconded by Councilmember Walti, to ratify the lease with St. Mary's Catholic Church for the rental of the old fire hall at 203 North Main Street. The motion passed unanimously.

DISCUSSION

Update on MOA

Community Planning Director Engelbrecht led a discussion with the Council about the MOA. Middle Housing regulations have changed at the state and local levels that calls the MOA's

building credits into question. Community feedback so far includes concerns about stormwater management, traffic and parking, ingress/egress, and questions about the reality of affordable housing. Questions were asked by the Mayor and Councilmembers about building credits and making changes to certain areas of the MOA without changing the whole area. The Planning Commission has asked that more neighborhood outreach occur before further consideration.

2026 Legislative Priorities

The Mayor and Councilmembers discussed their state legislative priorities for 2026. Councilmember Henderson is concerned about rural healthcare and housing with cuts being made to Social Security and Medicare/Medicaid cuts. Councilmember Moore would like to see state support for rural hospitals and mental health and addictions services. Councilmember Walti would like to see the state provide more support for assisted living and senior services.

ADJOURNMENT: 7:30pm

Respectfully submitted,

MAYOR

Deputy Clerk Chris Jolly

Molly Hughes

**TOWN OF COUPEVILLE
Special Budget Workshop
Coupeville Town Council
September 22, 2025
Coupeville Library Meeting Room**

CALL TO ORDER: 2:00pm

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

STAFF PRESENT: Clerk-Treasurer Corine Jackson, Public Works Director Joe Grogan, and Community Planning Director Joshua Engelbrecht.

EXCUSE COUNCILMEMBER

Action: A motion was made by Councilmember Henderson, seconded by Councilmember Bright, to excuse Councilmember Powell from the September 22, 2025 Special Budget Workshop. The motion passed unanimously.

DISCUSSION

Deena Garza, Karyna Orcutt, and David Holcomb of the Washington State Auditor's Office led the Council and staff in a discussion about the results of the 2022-2023 Financial Audit. The audit resulted in two findings related to federally funded projects. Council and staff also discussed the Capital Facilities Plan for the 2026 Operating Budget. No action was taken.

ADJOURNMENT: 3:57pm

Respectfully submitted,

MAYOR

Deputy Clerk Chris Jolly

Molly Hughes

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 and address before giving your comments. This will help the Town Clerk make an accurate record of the hearing.

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



TOWN OF COUPEVILLE
From the Desk of Clerk Treasurer Corine Jackson

M E M O R A N D U M

October 14, 2025

TO: Town Council

FROM: Clerk Treasurer Corine Jackson

RE: Ordinance 806, Levying Taxes on All Real Property

Information about Washington State property tax excerpts from MRSC website:
(<http://mrsc.org/Home/Explore-Topics/Finance/Revenues/Property-Tax-Basics.aspx>, accessed on 10/2/2025)

Washington State has a budget-based system of property taxation with three main components: Levy Amount, Assessed Value, and Levy Rate. As part of the budget process, the Town establishes the amount of property tax revenue needed to help fund the operating budget. That amount is called the levy amount and is the total amount to be collected from taxpayers.

By November 26 of this year, the amount of taxes to be levied by the Town is certified to the Island 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 total assessed value of taxable property in the district.

Property tax increases in the State of Washington are not based on the increasing value of properties but rather on the amount of the property taxes assessed in the previous year. Each year's levy may be increased by no more than 1% unless the public votes for a greater increase.

The Town of Coupeville is required to adopt an Ordinance as part of this process and attached is Ordinance 806 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 \$4,353.38 for 2026**, 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 over \$20,000 in 2026. This proposed property levy increase does not cover the increase of basic required expenses.

<p>Recommendation: Staff recommends a motion to adopt Ordinance #806 and setting the 2026 Property Tax Levy budget in the amount of \$460,000, to account for a 1% increase and additional revenue the Town may be entitled to, due to new construction and improvements, in 2026.</p>



TOWN OF COUPEVILLE
From the Desk of Deputy Clerk Chris Jolly

M E M O R A N D U M

October 14, 2025

TO: Town Council

FROM: Deputy Clerk Chris Jolly

RE: 2025 Witches Walk

Council,

The Coupeville Chamber of Commerce is organizing a Witches Walk. Groups of Witches will gather at the wharf for photos before walking through the historic business district. The Witches will receive “goodie bags” with coupons and memorabilia from local shops. So far, they have had Witches sign up from as far away as Spokane! (That will be a long broom ride!) The event will take place Saturday, October 18, 2025, with check-in starting at 3:30pm. They have requested the following street closures:

4:00pm to 5:00pm

- Front St: From N. Main St to Alexander St.
- Alexander St: From Front St. to Coveland St.
- Coveland St: From Alexander St. to N. Main St.
 - Barricades will be organized in such a way that traffic will be able to travel east on Coveland St. and turn south onto Alexander St, and vice versa.
- N. Main St: From 9th St. to Front St.

Parking will not be closed in the event area.

Motion: Staff recommends a motion to approve the street closures associated with Special Event Permit #SEP25-024, for the 2025 Witches Walk.



- Key**
-  Barricade
 -  Bollards
 -  Walk Route
 -  Volunteer Position
 -  Check-In



2025 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, American Journalist Ted Koppel said "Aspire to decency. Practice civility toward one another. Admire and emulate ethical behavior wherever you find it. Apply a rigid standard of morality to your lives; and if, periodically, you fail as you surely will, adjust your lives, not the standards." The Coupeville Mayor and Town Council wish to re-pledge our efforts to civility, renew our efforts if we fail, and forgive others if they fail.

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

October 2025 Civility Month in the Town of Coupeville

Molly Hughes, Mayor



TOWN OF COUPEVILLE
From the Desk of Mayor Molly Hughes

M E M O R A N D U M

October 10, 2025

TO: Town Council
FROM: Mayor Molly Hughes
RE: Set Budget Workshop

Council,

Our second, and last, budget workshop for this year is scheduled for October 20th. Please take formal action to set this meeting.

Thank you.

Motion: Move to approve a special budget workshop for Monday, October 20th starting at 2:00 p.m. in the Coupeville Library meeting room.



TOWN OF COUPEVILLE
Coupeville, Washington
PAYROLL & A/P VOUCHER APPROVAL
for
Council Meeting of October 14, 2025

September 2025 Payroll Transactions & EFT payments as attached; for a total of \$157,217.49;

September 2025 A/P Transactions and Checks: #11339 - #11396, & EFT payments as attached;
for a total of \$244,462.48;

STATE OF WASHINGTON)

) §

COUNTY OF ISLAND)

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Town of Coupeville and that we are authorized to authenticate and certify to said claim.

Clerk-Treasurer

Mayor

Council Member

Approved by Council

Approved by Council with the following exceptions/instructions:

RECOMMENDATION:

A motion to approve September 2025 Payroll EFT Transactions, as attached; for a total of \$157,217.49 and September 2025 A/P Transactions & EFT payments #11339-#11396 as attached; for a total of \$244,462.48;

CHECK REGISTER

Town of Coupeville

Time: 15:50:48 Date: 10/10/2025

09/01/2025 To: 09/30/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2485	09/04/2025	Payroll	1	EFT	Vimly Benefit Solutions Inc. c/o AWC Emp	18,314.48	Pay Cycle(s) 09/05/2025 To 09/05/2025 - Medical - AWC 250; Pay Cycle(s) 09/05/2025 To 09/05/2025 - Medical - Kaiser 500; Pay Cycle(s) 09/05/2025 To 09/05/2025 - Medical - Kaiser PPO: Pay Cycle(s) 09/0
2461	09/05/2025	Payroll	1	EFT		1,794.90	September 5th, 2025
2462	09/05/2025	Payroll	1	EFT		721.96	September 5th, 2025
2463	09/05/2025	Payroll	1	EFT		2,773.72	September 5th, 2025
2464	09/05/2025	Payroll	1	EFT		1,650.95	September 5th, 2025
2465	09/05/2025	Payroll	1	EFT		4,447.10	September 5th, 2025
2466	09/05/2025	Payroll	1	EFT		2,188.84	September 5th, 2025
2467	09/05/2025	Payroll	1	EFT		3,047.59	September 5th, 2025
2468	09/05/2025	Payroll	1	EFT		1,759.29	September 5th, 2025
2469	09/05/2025	Payroll	1	EFT		2,889.07	September 5th, 2025
2470	09/05/2025	Payroll	1	EFT		2,002.46	September 5th, 2025
2471	09/05/2025	Payroll	1	EFT		2,145.00	September 5th, 2025
2472	09/05/2025	Payroll	1	EFT		2,363.02	September 5th, 2025
2473	09/05/2025	Payroll	1	EFT		1,624.82	September 5th, 2025
2474	09/05/2025	Payroll	1	EFT		1,376.20	September 5th, 2025
2475	09/05/2025	Payroll	1	EFT		2,454.55	September 5th, 2025
2476	09/05/2025	Payroll	1	EFT		1,816.45	September 5th, 2025
2477	09/05/2025	Payroll	1	EFT		1,155.76	September 5th, 2025
2478	09/05/2025	Payroll	1	EFT		856.81	September 5th, 2025
2539	09/09/2025	Payroll	1	EFT	Navia Benefit Solutions	303.37	09092025 FSA Disbursement Nettlebeck
2526	09/10/2025	Claims	1	11339	Town Of Coupeville	5,885.22	Pay Cycle(s) 07/05/2024 To 03/05/2025 - FSA Medical
2557	09/15/2025	Claims	1	EFT	VISA	500.90	6901 August 2025
2558	09/15/2025	Claims	1	EFT	VISA	1,647.37	8035 August 2025
2559	09/15/2025	Claims	1	EFT	VISA	2,871.64	9178 August 2025
2560	09/15/2025	Claims	1	11340	Blue Coast Engineering LLC	974.50	Inv. 1473 GIS On-Call Services
2561	09/15/2025	Claims	1	11341	Civic Plus LLC	1,028.17	Inv. 344307 Online Code Hosting
2562	09/15/2025	Claims	1	11342	Comcast (CA)	875.73	Inv. 9140 08.2025
2563	09/15/2025	Claims	1	11343	Comcast Business (PA)	927.81	Inv. 001002573475 ACCT 708843107; Inv. 001002573476 ACCT 708843108; Inv. 250501969 ACCT 96323963
2564	09/15/2025	Claims	1	11344	Eurofins Environment Testing NW	104.00	Inv. 1500000525 Water Testing
2565	09/15/2025	Claims	1	11345	FedEx	672.03	Inv. 8-980-31969 Navy Task 3
2566	09/15/2025	Claims	1	11346	Builders Alliance Frontier Building Supply	14.45	Inv. 1346180 Supplies
2567	09/15/2025	Claims	1	11347	GreatAmerica Financial Services	294.49	Inv. 40056301 Konica
2568	09/15/2025	Claims	1	11348	Greenbank Concrete & Aggregates	255.24	Inv. 45080 Aggregate
2569	09/15/2025	Claims	1	11349	Harmesen, Inc.	786.25	Inv. 22HRM0291-7 Boardwalk
2570	09/15/2025	Claims	1	11350	Island County ER&R Fund	2,487.73	Inv. 25-196 Gas for Vehicles
2571	09/15/2025	Claims	1	11351	Jesse Lynn	158.14	REIMB 09.2025 Boots
2572	09/15/2025	Claims	1	11352	Mailliard's Landing Nursery Inc	456.70	Inv. 385527 Mulch; Inv. 384855 Mulch
2573	09/15/2025	Claims	1	11353	Metron Farnier, LLC	929.81	Inv. 992407177 Small Meters
2574	09/15/2025	Claims	1	11354	Navia Benefit Solutions	100.00	Inv. 11002115 Monthly Minimum Fee
2575	09/15/2025	Claims	1	11355	Oak Harbor Ace Hardware	37.41	Inv. 371680 Supplies Parks
2576	09/15/2025	Claims	1	11356	Pape Machinery	81.14	Inv.16364806 V39
2577	09/15/2025	Claims	1	11357	Prairie Center	167.92	07.2025-08.2025 July and August Statement

CHECK REGISTER

Town of Coupeville

Time: 15:50:48 Date: 10/10/2025

09/01/2025 To: 09/30/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2578	09/15/2025	Claims	1	11358	Pye Barker Fire & Safety, LLC	1,657.05	IV00692253 Annual Fire Extinguisher Inspection and compliance
2579	09/15/2025	Claims	1	11359	SGS North America Inc	7,830.00	Inv. 52130218347 Navy Task 3
2580	09/15/2025	Claims	1	11360	Secur-Serv	12,926.36	Inv. 80128013 Managed Security Agreement; Inv. 80128014 Managed Care Agreement All Sites; Inv. 80127198 Device Name Change Pepper; Inv. 80127213 Down Payment New Computers
2581	09/15/2025	Claims	1	11361	Sound Publishing Inc	254.61	Inv. 8176913 August Legal Notice/Advertising
2582	09/15/2025	Claims	1	11362	Surety Pest Control	78.34	Inv. 270967960 Pest Control Well 108
2583	09/15/2025	Claims	1	11363	Thompson, Guildner & Associates Inc. P.S	1,067.20	Inv. 4288 General Legal Services
2584	09/15/2025	Claims	1	11364	Tjoelker Enterprises, Inc.	1,826.00	Inv. 1613 Biosolids Removal
2585	09/15/2025	Claims	1	11365	Trust Board of Ebey's Landing NHR	5,000.00	Inv. 25.020 Design Review Services July through September
2586	09/15/2025	Claims	1	11366	Uline	274.37	Inv. 197030692 Stainless Steel Receptacle
2587	09/15/2025	Claims	1	11367	Utilities Underground Location Center	25.65	Inv. 5080732 Excavation Notifications August
2588	09/15/2025	Claims	1	11368	Vac-Tank Western Services	2,816.58	Inv. 2567 Biosolid Disposal
2589	09/15/2025	Claims	1	11369	Valdez Construction	134,987.57	Inv. 1648 Boardwalk Project 4th payment
2590	09/15/2025	Claims	1	11370	Verizon	189.28	Inv. 6122199561 Navy Task 1
2591	09/15/2025	Claims	1	11371	ZiPLY Fiber	208.03	Inv. 120115-5 09.2025
2631	09/18/2025	Payroll	1	EFT	Dept of Retirement Systems	640.77	Pay Cycle(s) 09/20/2025 To 09/20/2025 - Roth DC - No Match; Pay Cycle(s) 09/20/2025 To 09/20/2025 - Roth DC
2632	09/18/2025	Payroll	1	EFT	EFTPS		Void - Duplicate transaction
2633	09/18/2025	Payroll	1	EFT	EFTPS		Void - Duplicate transaction
2634	09/18/2025	Payroll	1	EFT	EFTPS	13,397.72	941 Deposit for Pay Cycle(s) 09/05/2025 - 09/05/2025
2635	09/18/2025	Payroll	1	EFT	EFTPS	13,343.66	941 Deposit for Pay Cycle(s) 09/20/2025 - 09/20/2025
2612	09/20/2025	Payroll	1	EFT		1,721.69	September 20, 2025
2613	09/20/2025	Payroll	1	EFT		2,627.96	September 20, 2025
2614	09/20/2025	Payroll	1	EFT		2,825.52	September 20, 2025
2615	09/20/2025	Payroll	1	EFT		1,878.08	September 20, 2025
2616	09/20/2025	Payroll	1	EFT		4,550.79	September 20, 2025
2617	09/20/2025	Payroll	1	EFT		2,249.78	September 20, 2025
2618	09/20/2025	Payroll	1	EFT		3,108.84	September 20, 2025
2619	09/20/2025	Payroll	1	EFT		1,955.18	September 20, 2025
2620	09/20/2025	Payroll	1	EFT		2,846.97	September 20, 2025
2621	09/20/2025	Payroll	1	EFT		1,867.76	September 20, 2025
2622	09/20/2025	Payroll	1	EFT		2,359.12	September 20, 2025
2623	09/20/2025	Payroll	1	EFT		2,336.95	September 20, 2025
2624	09/20/2025	Payroll	1	EFT		1,551.35	September 20, 2025
2625	09/20/2025	Payroll	1	EFT		1,575.28	September 20, 2025
2626	09/20/2025	Payroll	1	EFT		1,977.95	September 20, 2025
2627	09/20/2025	Payroll	1	EFT		1,854.25	September 20, 2025
2628	09/20/2025	Payroll	1	EFT		2,047.92	September 20, 2025
2629	09/20/2025	Payroll	1	EFT		734.91	September 20, 2025
2692	09/30/2025	Claims	1	EFT	Dept of Retirement Systems	702.89	PERS 3 Late fees and penalties from 2024-2025

CHECK REGISTER

Town of Coupeville

Time: 15:50:48 Date: 10/10/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2693	09/30/2025	Claims	1	EFT	Dept of Retirement Systems	1,673.29	PERS 2 Fines and penalties from 2024-2025
2694	09/30/2025	Claims	1	EFT	Navia Benefit Solutions	15.35	09152025 FSA Disbursement Nettlebeck
2695	09/30/2025	Claims	1	EFT	Navia Benefit Solutions	2,779.02	09232025 FSA Disbursement
2699	09/30/2025	Claims	1	EFT	Puget Sound Energy	14,438.68	Inv.09302025 Acct 650022
2700	09/30/2025	Claims	1	11372	Bill's Lock & Key	374.54	Inv. 09.15.2025 Replace Lock on Shop
2701	09/30/2025	Claims	1	11373	Blue Coast Engineering LLC	2,885.50	Inv. 1495 GIS On-Call Services
2702	09/30/2025	Claims	1	11374	Cesco Solutions	1,576.52	INV. 1731881 Navy Task 1
2703	09/30/2025	Claims	1	11375	Coupeville Chamber of Commerce	10,000.00	Inv. 09.29.2025 Community Activities & Economic Development
2704	09/30/2025	Claims	1	11376	Eurofins Environment Testing NW	634.00	Inv. 1100000685 Water testing; Inv. 1100000610 PSNGP
2705	09/30/2025	Claims	1	11377	Facet	1,994.80	Inv. 0066665 New Well
2706	09/30/2025	Claims	1	11378	Greenbank Concrete & Aggregates	340.60	Inv. 45426 Aggregate
2707	09/30/2025	Claims	1	11379	Harmsen, Inc.	3,098.75	Inv. 22HRM0291-8 Boardwalk
2708	09/30/2025	Claims	1	11380	US Treasury Internal Revenue Service	481.65	Inv. CP161 Q2 2025 941 Penalties
2709	09/30/2025	Claims	1	11381	Jacobs Engineering Group	6,510.00	Inv. D3919700006 Re-Use
2710	09/30/2025	Claims	1	11382	Navia Benefit Solutions	100.00	Inv. 11029888 Monthly Minimum
2711	09/30/2025	Claims	1	11383	Oak Harbor Ace Hardware	213.06	Inv. 371778 Toilet Seat; Inv. 371923 Shop Supplies; Inv. 372024 Small Tools; Inv. 372264 Navy Task 1; Inv. 372229 Hard Faucet Cover
2712	09/30/2025	Claims	1	11384	Pape Machinery	293.54	Inv. 16352528 V-39
2713	09/30/2025	Claims	1	11385	Precision Plumbing & Backflow Testing	734.40	Inv. 1404 Water pro Serv
2714	09/30/2025	Claims	1	11386	Skagit Farmers Supply	488.14	Inv. 2559396 Propane
2715	09/30/2025	Claims	1	11387	Rev. Chris Hoiland St. Mary's Catholic Church	1,150.00	09.30.2025 September Pro-rated and October Rent
2716	09/30/2025	Claims	1	11388	Surety Pest Control	78.34	Inv. 273872542 Pest Control Well 108
2717	09/30/2025	Claims	1	11389	Jeffrey A Tamura	168.56	REIMB 09.2025 Boots and Jeans
2718	09/30/2025	Claims	1	11390	Trust Board of Ebey's Landing NHR	5,000.00	Inv. 25.0930 3rd Quarter Design Review Services
2719	09/30/2025	Claims	1	11391	USA Blue Book	777.94	Inv. 00839246 Water testing supplies
2720	09/30/2025	Claims	1	11392	WA State Auditor's Office	1,112.80	Inv. L170329 Federal Accountability Audit
2721	09/30/2025	Claims	1	11393	Whidbey Island Maritime Heritage	2,000.00	Inv. 09.2025 2% Grant Hotel/Motel
2722	09/30/2025	Claims	1	11394	Zipty Fiber	106.20	Inv. 100113-5 9.2025
2723	09/30/2025	Claims	1	11395	Zipty Fiber	13.41	Inv. 022608-5 9.2025
2724	09/30/2025	Claims	1	11396	Zipty Fiber	208.03	Inv. 120115-5 10.2025

001 General Fund	104,030.96	
101 Street Fund	151,318.43	
104 Hotel/motel Tax Fund	2,000.00	
410 Water Utility	58,730.05	
420 Utilities Sewer	44,655.37	
430 Storm Water Utility	9,653.94	
632 Custodial Report on Fund	3,097.74	
	373,486.49	Claims: 250,347.70
		Payroll: 123,138.79



DEPARTMENT REPORT – FINANCE & ADMINISTRATION

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

Finance Department Updates:

Budget & Audit News: The 2026 budget season was kicked off in mid-September with our first budget workshop on capital projects and improvements. Lots of great projects on the horizon! At the same meeting, the Town received the final audit results from the State Auditor's Office for the 2022 and 2023 fiscal years. The results were better than expected considering all things and I'm certainly happy to be finished with that process. That said, I sincerely appreciate the cooperation and assistance from the Auditor's Office in sorting out all the issues.

Training Updates: Chris has been busy getting me up to speed on organizing and recording the Town Council Meetings to cover for his absence in October. I'm getting in as much practice time as possible before he goes on his adventure. Have fun Chris!

Kayden, Brandy and I received one-on-one training with Springbrook Express regarding their budget billing process. We still have a few steps before we can implement the program but we're well on our way.

Additionally, Springbrook Express announced their first conference to be held in Washington State in several years. The conference will be held in Spokane in early 2026 and will feature in-depth training for almost the entire Finance team. Brandy will attend sessions on our Payroll and Accounts Payable modules, Kayden will learn more about our Utility Billing and Cash Receipting modules, and with luck, I'll learn easier ways to navigate the General Ledger and Financial Reporting modules. This is exciting news for relatively new staff working with a relatively new system!

Future in Wellness: Brandy and I began preparations for the 2025 open enrollment period in November. Our annual Benefit Fair is scheduled for Wednesday, November 5th. In addition to hosting representatives from the agencies that provide our health and dental insurance and retirement benefits, the event will include staff training and a sweet and savory bake-off in preparation for Thanksgiving.





FINANCE & ADMINISTRATION

DATE: October 2025
TO: Mayor Hughes and Town Council
FROM: Clerk Treasurer Corine Jackson
RE: Financial Reports – Q3.2025 Budget to Actuals

Budget to Actuals for Quarter 3, 2025

Town of Coupeville Town Wide Revenue and Expense Comparison by Fund as of September 30, 2025 (Budget vs Actual - 75% of year)						
	2025 Budgeted Revenues	Q3 YTD Revenues	% Rec'd	2025 Budgeted Expenditures	Q3 YTD Expenses	% Spent
001 General Fund (incl Fund 632)	2,064,103	2,002,779	97%	2,490,581	1,705,125	68%
101 Street Fund	602,750	300,952	50%	1,059,301	512,025	48%
104 Hotel / Motel Tax Fund	71,500	62,864	88%	70,000	61,964	89%
105 Capital Improvement Fund	155,000	156,899	101%	132,000	-	0%
107 Harbor Improvements	5,281	3,554	67%	7,000	-	0%
410 Water Utility	1,602,950	1,653,329	103%	1,839,051	912,115	50%
420 Sewer Utility	1,147,750	646,583	56%	1,702,413	634,085	37%
430 Stormwater Utility	192,000	154,612	81%	372,173	96,830	26%
Total Actuals by Fund	5,841,334	4,981,572	85%	7,672,519	3,922,144	51%

Town of Coupeville 001 General Fund Revenues by Type (excluding transfers) as of September 30, 2025			
	2025 Budget	2025 YTD Actual	% Rec'd
Property Tax	440,000	254,225	58%
Sales & Use Tax	725,000	671,417	93%
B&O and Other Taxes	452,200	457,955	101%
Licenses & Permits	104,575	185,995	178%
Intergovernmental	147,593	234,396	159%
Charges for Services	87,360	48,880	56%
Miscellaneous (Fines, Interest, etc)	108,225	149,911	139%
Total Gen Fund Revenues	2,064,953	2,002,779	97%



FINANCE & ADMINISTRATION

DATE: October 2025
TO: Mayor Hughes and Town Council
FROM: Clerk Treasurer Corine Jackson
RE: 2026 Projected Revenues

2026 Projected Revenues	
General Fund 001	\$ 1,977,045.00
Taxes	\$ 1,627,300
Licenses & Permits	\$ 135,075
Intergovernmental Revenues	\$ 35,720
Charges for Goods & Services	\$ 62,100
Fines & Penalties	\$ 850
Interest & Other Earnings	\$ 116,000
Streets Fund 101	\$ 193,790
Tourism Fund 104	\$ 76,500
Capital Improvements Fund 105	\$ 170,000
Harbor Fund 107	\$ 5,500
Water Fund 410	\$ 1,678,800
Sewer Fund 420	\$ 877,750
Stormwater Fund 430	\$ 195,000
Total Projected Revenues	\$ 5,174,385.00



PLANNING AND BUILDING DEPARTMENT REPORT

DATE: October 14, 2025
TO: Mayor Molly Hughes and Members of the Town Council
FROM: Joshua Engelbrecht, Community Planning Director + Scott Austin, Building Official
RE: September Department Review

Design Review and Land Use Permits:

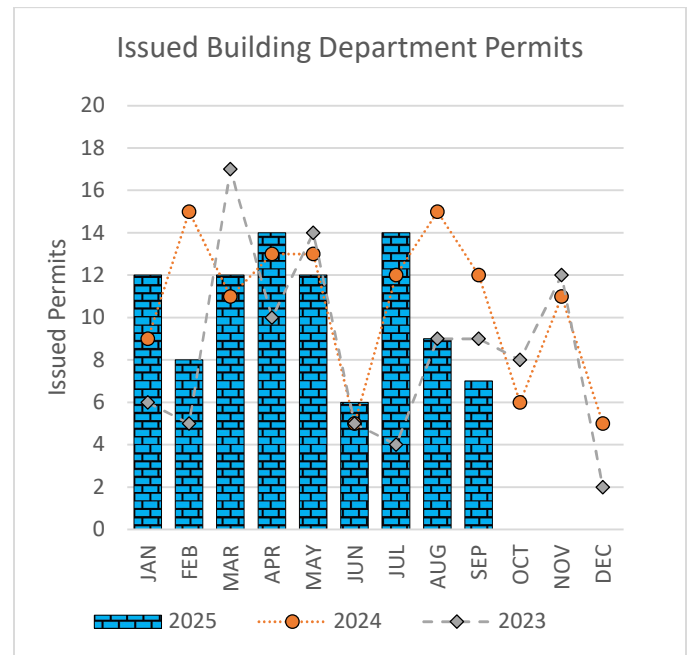
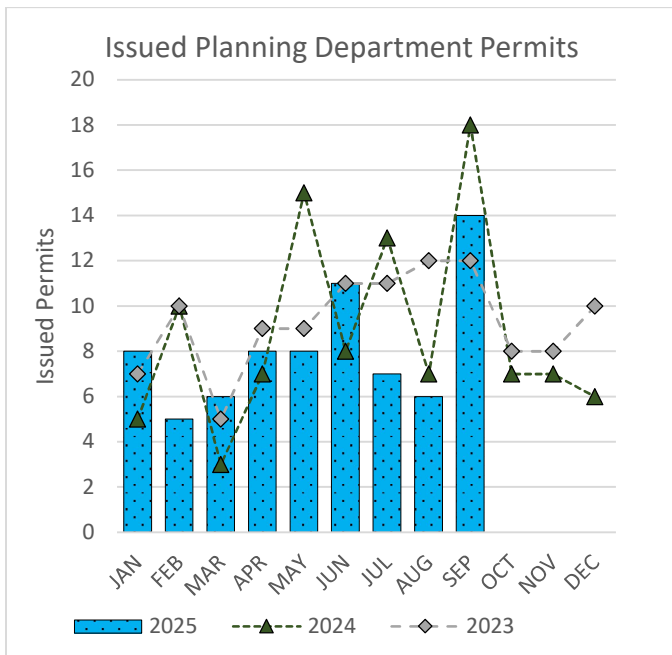
In September, fourteen (14) land use permits were issued. These included:

- 8 Certificates of Appropriateness
 - 5 Level A
 - 1 Level B
 - 2 Level C
- 2 Bed + Breakfast Renewals
- 3 Short-term Rental Renewals
- 1 Pre-application Conference

Building Permits:

In August, seven (7) building permits were issued. These included:

- 4 Building Permits
- 1 Mechanical Permit
- 1 Plumbing Permit
- 1 Fire Alarm Permit





Town of Coupeville

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

Long Range Planning

In September:

- The Planning Commission continued to discuss our Comprehensive Plan (*September 2 + 16, 2025*).
 - We discussed the Memorandum of Agreement Area, and the Parks, Recreation, and Open Space element.
- Staff submitted six (6) regional transportation projects to the Island Regional Transportation Planning Organization's (IRTPO's) State Transportation Block Grant (STBG) program to help fund projects related to our regionally significant roads (*September 11 + 24, 2025*).
 - One submitted project is an intersection evaluation and recommendation for the Ebey Road x Broadway St. x State Route 20 intersection, with the goal of identifying appropriate interventions to improve safety and reduce injuries at that intersection.
- Staff has held two interviews for the Community Planning Director position.

Upcoming in October

- Staff held a Community Open House for the Comprehensive Plan (*October 1, 2025*).
 - The Open House was an opportunity to showcase the nearly final Comprehensive Plan and take feedback prior to the formal public hearing on November 18, 2025 with the Planning Commission.
 - The Open House included a presentation from the Consultant team and posters of the big changes from the previously adopted plan in 2023.
 - Approximately two (2) members of the public and one (1) Planning Commissioner attended.
- Joshua and Lisa are attending the annual Washington APA Conference (*October 8 – 10, 2025*).



STAFF REPORT

Date: October 8, 2025

To: Mayor Hughes and Town Council

From: Marshal Miller

Re: Month of September 2025

Town Calls For Service

September calls for service totaled 107, lead by 14 public assistance calls, 13 traffic complaints, and 10 911 Hanup calls. Only 2 more calls than August and the number of calls in all categories were level with the prior month.

School is one month in

September brought children back to the schools and has significantly increased traffic in the area around each campus during drop off and pick up hours. We have worked the school zones hard and stopped several cars for speeding, failing to stop at stop signs, and failing to stop for pedestrians in those areas. The most common response from driver's is, "I didn't know it was a school zone" or "My mind was on other things." Time to get our heads back in the car and remember there should be only one thing on your mind while driving, and that is "Driving".

Fall is here and Winter is right around the corner

Time to get all of those last-minute things done around the house, in the yard, and on your cars prior to the real cold weather starting up. Make sure you have serviced your vehicles, checked the tread on the tires, and checked the headlights, taillights, and other safety equipment for proper operation as the days get shorter and the temperatures start to drop.

We've already seen foggy mornings and evenings, and the first serious rain of the season caught a lot of drivers off guard and sent them careening into ditches and other cars. Lesson learned – Slow down, drive good equipment, and pay attention.



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	10				65
Alarm Comm / Resid		3	2	4	5	4	13	5	2				38
Animal Complaint	5	3	3		7	11	12	9	2				52
Assault	3	1	1		1		1	1	2				10
Assist Agency	2	1	2		4	1	3	1					14
Assist Public	12	9	12	14	21	5	12	15	14				114
Burglary Comm / Resid								1	1				2
Civil / Verbal Dispute	1		1	2	1	2	4	1	8				20
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	6				54
Domestic Violence	1		1			1		1	1				5
Fire / Medical Call	3			3	2		1		1				10
Fraud / Forgery	1	1		2	5	3	2	3	2				19
Harassment	2	1	1	2		2	2	1	2				13
Juvenile Complaints	3	4	1	3	1	2	3	1					18
Malicious Mischief	1		1		2		3	1	2				10
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	6				34
Noise													0
Nuisance				1		1	3		1				6
Property	4	3	3	2	3	1		1	1				18
Prowler	1												1
Sex Crime	3		3	1		1	3	1	2				14
Suicide Threat	5	2	2		2	1	1	5					18
Suspicious Activity	4	4	2	3	2	4	2	3	6				30
Theft	2	1		2	1	1	1	1	1				10
Threats	1		1	1	1	2		1	6				13
Traffic Complaint	9	6	14	10	6	12	13	10	13				93
Trespassing	6		4		2	1	3	4	5				25
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	1				7
Wanted Person	1	1	1			2		1	1				7
Weapons Violation	5		3	1		3	1		1				14
Welfare Check	9	8	3	3	3	8	7	4	8				53
Misc / Other Calls		2	3			2	3	4	2				16
Total Town calls	97	69	74	71	100	102	131	105	107	0	0	0	856
CPD in Town	65	38	47	41	58	62	60	64	68				503
ICSO in Town	32	31	27	30	42	40	71	41	39				353
CPD in County	40	32	10	20	23	28	23	17	18				211
Traffic Stops	34	45	66	27	28	44	46	21	58				369

Coupeville Marshall's Office

2025

Responses to **Whidbey Health** Compared to **Town** Responses

	January		February		March		April		May		June		July		August		September		October		November		December	
911 Hang Up	2	2	1	3			2	6	2	7	3	5	3	5	4	7								
Alarm Commercial											1	3	3	10										
Animal			1	2					1	6	3	2			3	6								
Assault Phys			1	0					1	0							1	1						
Assist Agency	1	1							2	2			1	2	1	0								
Assist Public	4	8	3	6	2	10	7	7	9	12			4	8	5	10	7	7						
Civil											1	1					2	6						
Disorderly Conduct					4	2	2	1	1	7	9	2	7	3	4	3	3	3						
Domestic Violence					1	0																		
Harassment	1	1																						
Information											1	0	2	1										
Juvenile Complaint	1	2													1	0								
Malicious Mischief																	1	1						
Mental Non Crimnal									1	3			1	3	2	1								
Missing Person					1	0																		
Sex Offense																	1	1						
Suicidal	1	4											1	0	1	4								
Suspicious									1	1														
Theft																								
Threats									1	0							2	4						
Traffic complaint									1	5					2	8	1	12						
Trespass	3	3			3	1			2	1			1	2	1	3	1	4						
Verbal Dispute																								
Vice Liquor/Drugs																								
Wanted Person															1	0								
Weapons					1	2																		
Welfare Check			1	7					1	2			3	4			2	6						
TOTALS	13	21	7	18	12	15	11	14	23	46	15	8	23	33	21	35	21	45						

Coupeville Marshal's Office Schedule

October

		Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	COUPEVILLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1196	Sgt. Miller	P1	8	8			8	8	8	8				PTO	PTO	PTO	PTO				8	8	8	8				8	8	8		8#
1238	Reed	P2		7	7	PTO	PTO				PTO	PTO	7	7	7*	7*	7*	7	7	7	7			7	7	7	7				7	7
	OVERTIME				V15	V15					V38																					

V15 - Sgt Garden
V38 - Deputy Ryyananen

Coupeville Marshal's Office Schedule

November

		Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	COUPEVILLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1196	Sgt. Miller	P1		8	8	8	8				8	8	8	8				8	8	8	8				8	8	8	8		8*	
1238	Reed	P2	7	7			7	7	7	7				7	7	7	7				7	7	7	7				7	7	PTO	PTO
	OVERTIME																														V15

V15 - Sgt Garden



TOWN OF COUPEVILLE
From the Desk of Mayor Molly Hughes

M E M O R A N D U M

October 10, 2025

TO: Town Council
FROM: Mayor Molly Hughes
RE: 2026 2% Grant Awards

Council,

Last week, Chris delivered a packet containing six applications for the Hotel/Lodging 2% grants. He also included your individual scoring sheets.

The Coupeville Chamber, Island County Historical Society Museum, Whidbey Island Maritime Heritage Foundation (SUVA), Coupeville Historic Waterfront Association (Musselfest), Penn Cove Water Festival and Whidbey Health Foundation (Tour de Whidbey) applied. Their requests total \$76,500. You have up to \$44,000 to award. As you know, you can award all or some of the applicants and award full or partial amounts.

Chris gave you a deadline to have your individual score sheets back to him, he is on vacation and I don't know what date he gave you! He will tally all of your scores into one spreadsheet, and you will decide on your awards at the next Council meeting, October 28th.

If you have questions or thoughts we can discuss them at our meeting on October 14th.

Thank you