



**TOWN COUNCIL MEETING
Island County Hearing Room
March 24, 2026
6:00 pm**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

Regular Meeting of March 10, 2026

MAYOR'S REPORT

PRESENTATION – Jesse Levesque, Coupeville Historic Waterfront Association

AUDIENCE INPUT - See **NOTE**

NEW BUSINESS

1. Approve Addendum No. 2 for Blue Coast Contract
2. Approve Pride Special Event Street Closures
3. Approve Volunteer Appreciation Proclamation

AUDIENCE INPUT

COUNCIL REPORTS

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. Audience input is limited to 3 minutes per person. Input requiring more lengthy comment is best submitted in writing. Audience input should not be used to support a candidate or ballot measure, as this is prohibited by law.

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, the 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
March 10, 2026
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, Kristo Allred, Evan Henrich, and Jackie Henderson

STAFF PRESENT

Clerk-Treasurer Corine Jackson, Community Planning Director Josh Pitts, and Public Works Director Joe Grogan

EXCUSE COUNCILMEMBER

Action: A motion was made by Councilmember Henderson, seconded by Councilmember Bright, to excuse Councilmember Walti from the March 10, 2026 Regular Meeting. The motion passed unanimously.

Councilmember Walti joined the meeting virtually at 6:15pm.

APPROVAL OF AGENDA

The Agenda of the March 10, 2026 Regular Meeting was approved as submitted.

APPROVAL OF MINUTES

The Minutes of the February 24, 2026 Regular Meeting, and the March 5, 2026 Special Workshop were approved as submitted.

MAYOR'S REPORT

- Mayor Hughes reported that she, Joe, and Jesse conducted four interviews for the Public Works Tech I position. They have decided to hire two of the four interviewed. One has already started working and the other will start March 16th.
- Mayor Hughes reported that Mussel Fest was a huge success with sold-out Mussel Mingles and Chowder Tastings. Jesse Levesque of the Coupeville Historic Waterfront Association will be presenting to the Council soon, and she will provide more numbers.
- Mayor Hughes reported that she is working on the by-law committee for the Economic Development Commission. The most visible changes will be to the board composition, if the changes are adopted. The by-law committee hope to finish their work and present it to the board soon.
- Mayor Hughes participated in a NET meeting at the end of February. They are still looking for a new coordinator. The meeting had a good turn out, and they discussed

changes to the group's mission and organizational chart. They are looking for new members to volunteer with NET.

- Mayor Hughes attended the last Coupeville Chamber meeting, where Jake Carlson of the YMCA Camp Casey presented on their new health and fitness programs.
- Mayor Hughes reported that the Community Garden is fully rented already. We are keeping track of who wanted to rent but couldn't and may consider expanding the garden in the future.
- Mayor Hughes thanked the Council for attending the Parks and Rec Special Workshop. Lisa has already started updating the spreadsheet that was worked on in the workshop.
- Before the next Council Meeting, the Coupeville Lions will hold their annual scholarship dinner, and the annual St. Paddy's Day Bash will be at the Coupeville Rec Hall.
- Mayor Hughes reported that our former Planning Director Donna Keeler had a scary car trouble situation on Highway 20, and Marshal Miller was there in a flash and stayed with her until the tow truck arrived. Donna wanted to publicly thank Marshal Miller.
- Mayor Hughes reported that PSE has put out an advisory for high winds through Wednesday night.

NEW BUSINESS

Resolution 26-02 Adopting Countywide Planning Policies

Action: A motion was made by Councilmember Henrich, seconded by Councilmember Henderson, to approve Resolution 26-02 adopting the revised Island County Countywide Planning Policies. The motion passed unanimously.

On-Call Engineering Contract

Action: A motion was made by Councilmember Allred, seconded by Councilmember Bright, to authorize the Mayor to sign an on-call contract with Facet Engineering for engineering service through December 31, 2027. The motion passed unanimously.

On-Call Engineering Contract

Action: A motion was made by Councilmember Henderson, seconded by Councilmember Henrich, to authorize the Mayor to sign an on-call contract with Wilson Engineering for engineering services through December 31, 2027. The motion passed unanimously.

On-Call Archaeology Contract

Action: A motion was made by Councilmember Allred, seconded by Councilmember Henderson, to authorize the Mayor to sign an on-call contract with PSOMAS for archaeology services through December 31, 2027. The motion passed unanimously.

February A/P and Payroll

Action: A motion was made by Councilmember Henderson, seconded by Councilmember Allred, to approve February 2026 Payroll EFT transactions for a total of \$137,421.84 and February 2026 A/P Transactions and EFT payments #11633 - #11680 for a total of \$89,934.41. The motion passed unanimously.

COUNCIL REPORTS**Councilmember Henderson**

Councilmember Henderson reported that the new Interlocal Agreement for tourism has been signed by all three municipalities and the County.

Councilmember Henrich

Councilmember Henrich reported on the proposals for the new jail location. The jail administrator is aiming to have the proposal ready for a vote in 2027, with construction in 2028 and 2029. The public meeting in Coupeville was well attended and there was more support for remodeling the current jail.

Councilmember Allred

Councilmember Allred asked that Council Workshops be scheduled for Tuesdays in the future.

Councilmember Bright

Councilmember Bright reported that the Island Transit Board will have a retreat on Friday, March 6.

DISCUSSION**MOA Amendments**

Community Planning Director, Josh Pitts, led a discussion with the Council about possible changes to the Memorandum of Agreement with Cecil and Cheryl Stuurmans. Pitts went over the results of the survey that was sent to residents within the MOA.

Six amendment options were presented. Council and staff discussed concerns about parking, water capacity, affordable housing, and how dwelling unit credits will be distributed. There was consensus among the Council that Option 3, which would allow one ADU per single-family residence or duplexes which are proposed to be capped at ten, would be preferred.

AUDIENCE INPUT

- Clara Beier addressed the Council about concerns she has about accidents on Broadway in relation to extending third street to Broadway.
- Kim Bepler spoke to the Council to thank them for considering the options. She also thanked Josh for working with them to find a compromise.

ADJOURNMENT

At 7:52pm, Mayor Hughes adjourned the meeting.

Respectfully submitted,

MAYOR

Deputy Clerk Chris Jolly

Molly Hughes

TOWN OF COUPEVILLE

From the Desk of Mayor Molly Hughes

MEMORANDUM

March 20, 2026

TO: Town Council
RE: Renewal of Blue Coast Contract

Council,

Blue Coast Engineering has been preparing GIS mapping of town assets since 2024. They have been developing 'layers' of information on their own server and are ready to move it over to the Town server. When this is complete, Blue Coast and Town employees will continue to locate and fine tune the location of resources such as water, sewer and storm lines, water meters, fire hydrants, etc.

We want to continue this work with Blue Coast until the bulk of the work is complete and our staff is trained on how to keep the GIS mapping information up to date. A more detailed scope of work is included on Exhibit A.

This addendum adds another year and a \$25,000 budget to the contract. Everything else from the original contract remains the same.

Thank you.

Motion: Move to authorize the Mayor to sign Supplemental Agreement No. 2 with Blue Coast Engineering for GIS Mapping services.

**SUPPLEMENTAL AGREEMENT NO. 2
PROFESSIONAL SERVICES AGREEMENT
BETWEEN TOWN OF COUPEVILLE AND
BLUE COAST ENGINEERING LLC
FOR CONSULTANT SERVICES**

This Supplemental Agreement No. 2 is made and entered into on the 24th day of March, 2026 between the Town of Coupeville, hereinafter called the “Town” and Blue Coast Engineering LLC, hereinafter called the “Consultant.”

WHEREAS, the parties hereto have previously entered into an Agreement to accomplish certain Planning project titled Geographic Information Systems (GIS) data collection and management and;

WHEREAS, both parties desire to extend said Agreement by expanding the Scope of Services and provide additional time and funds to accomplish such tasks.

NOW THEREFORE, in consideration of the terms, conditions covenants and performance contained herein or attached and incorporated, and made a part hereof, the parties hereto agree as follows:

Each and every provision of the Original Agreement dated February 29, 2024 shall remain in full force and effect, except as modified in the following sections:

1. Article II of the Original Agreement “SCOPE OF SERVICES” shall be supplemented to include the Scope of Services as described in Exhibit A, attached hereto.
2. Article III of the Original Agreement “OBLIGATIONS OF THE CONSULTANT” paragraph III.3 Term Section shall be amended to include an extension of the term and shall read as follows: “The term of this Agreement shall commence on March 1, 2024 and shall terminate at midnight on March 31, 2027. The parties may extend the term of this Agreement by written mutual consent.”
3. Article IV of the Original Agreement “OBLIGATIONS OF THE TOWN,” Paragraph IV.1 Payment Section (a), The second sentence, is amended to include the additional consultant fee of \$25,000 and shall read as follows; “In no event shall the compensation paid to the Consultant under this Agreement exceed \$125,000 without the written agreement of the Consultant and the Town.”

The Total Amount payable to the Consultant is summarized as follows;

Original Agreement	\$ 75,000
Supplemental Agreement No. 1	\$ 25,000
Amendment No. 2	\$ 25,000
Total	\$125,000

Town of Coupeville

Blue Coast Engineering LLC

By: _____

By: _____

Molly Hughes, Mayor

David Roberts, President

ATTEST:

Chris Jolly, Deputy Clerk

EXHIBIT A

SUPPLEMENTAL AGREEMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT BETWEEN THE TOWN OF COUPEVILLE AND BLUE COAST ENGINEERING LLC

Objective 1: Continue to gather, manage and record the Town's Geographical Information Systems (GIS) data.

Deliverable:

- Add the geodatabase to the Town's server
- Add details about town assets i.e. make, model and location
- Record drawing georeferencing and digitization
- Provide on-site and remote training on AGOL applications
- Provide technical support



TOWN OF COUPEVILLE
From the Desk of Deputy Clerk Chris Jolly

M E M O R A N D U M

March 24, 2026

TO: Town Council

FROM: Chris Jolly

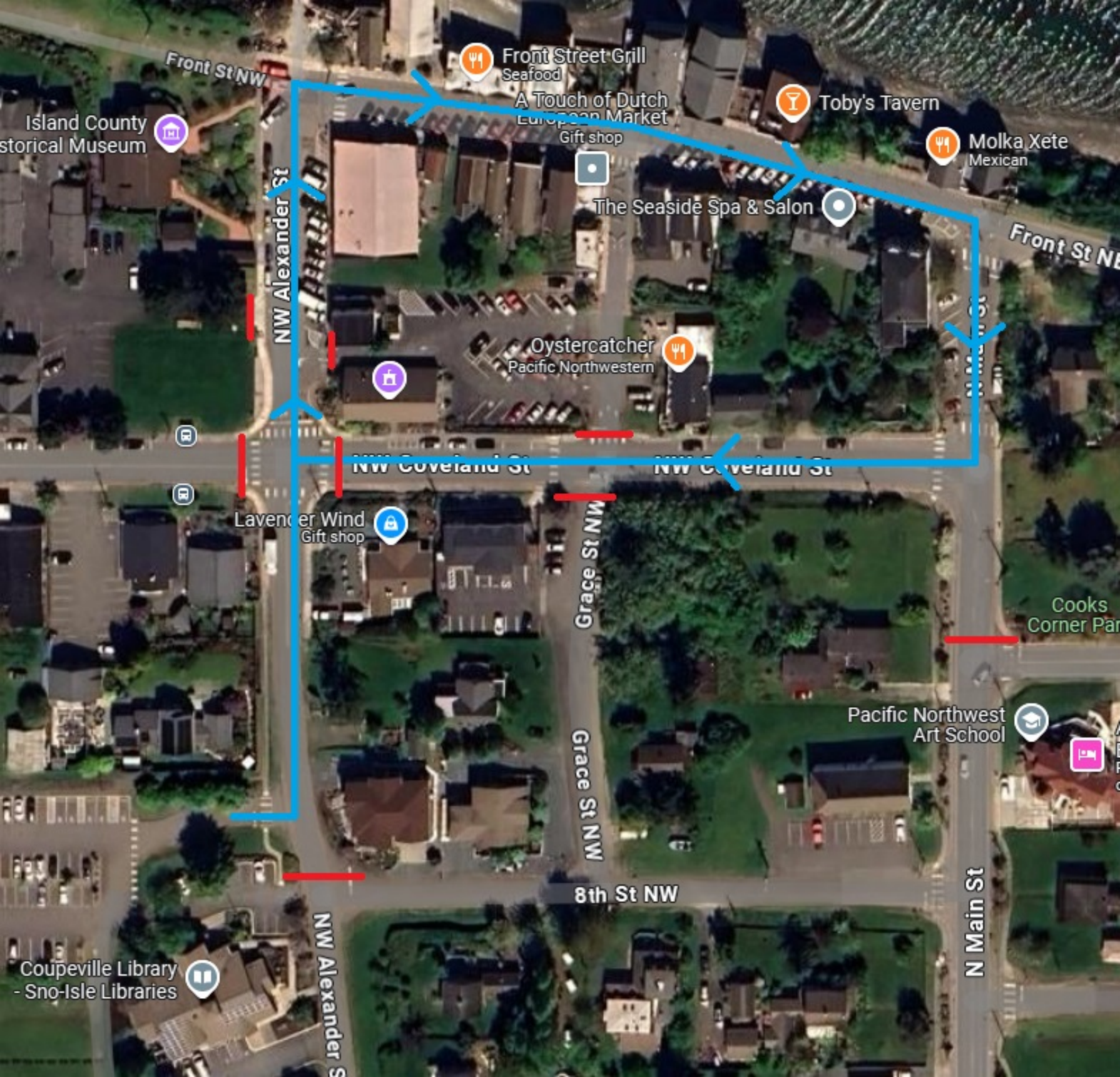
RE: 2026 Coupeville Pride

June is LGBTQ+ Pride month, and with that comes the fourth annual Coupeville Pride Parade. The parade will be a walking parade with a trolley for those who need mobility assistance and will take place on June 13th at 11:00am. It is expected to last no more than 30-45 minutes. There will be a festival on the Town Green in conjunction with the Farmers Market. This is a fun, family-friendly event for all ages.

Coupeville Pride is seeking Council's approval for the following street closures from 11:00am to 12:00pm:

- Alexander St: from NW 8th St. to NW Front St.
- NW Front St: from Alexander St. to N. Main St.
- N. Main St: from NW Front St. to NE 9th St.
- NW Coveland St: from N. Main St. to NW Alexander St.
- NW Grace St: from NW 8th St. to the parklet

Motion: Staff recommends a motion to approve the street closures associated with Special Event Permit #SEP26-010, 2026 Coupeville Pride.



Front St NW

Island County Historical Museum

Front Street Grill Seafood

A Touch of Dutch European Market Gift shop

Toby's Tavern

Molka Xete Mexican

NW Alexander St

The Seaside Spa & Salon

Front St NW

Oystercatcher Pacific Northwestern

NW Coveland St

NW Coveland St

Lavender Wind Gift shop

Grace St NW

Cooks Corner Park

Pacific Northwest Art School

8th St NW

Coupeville Library - Sno-Isle Libraries

NW Alexander St

N Main St

TOWN OF COUPEVILLE

From the Desk of Mayor Molly Hughes

MEMORANDUM

March 20, 2026

TO: Town Council
RE: April – Volunteer Appreciation Month

Council,

April is National Volunteer Appreciation Month and a time for us to take a minute to recognize all the fantastic volunteers and volunteer groups we have in Town. They make Coupeville a much better town to live in and to visit.

I appreciate the Town Council's support in authorizing a Volunteer Appreciation Proclamation each year to honor our volunteers.

For the past five years, I have been highlighting a volunteer group in the April Town Newsletter. Groups that have been acknowledged have been the Coupeville Garden Club, NET, the Coupeville Lions and the Coupeville Chamber. This year I am spotlighting Gifts from the Heart food bank.

If you know of a volunteer or group who you would like to get a copy of this Proclamation, let me know at the meeting and I will send one for you.

Thank you.

Motion: Motion to authorize the Mayor to sign a Proclamation declaring April 2026 Volunteer Appreciation Month.



**Proclamation in Recognition of
Volunteers in the Town of Coupeville
April, 2026 - Volunteer Appreciation Month**

WHEREAS, the month of April has been designated as the time to recognize the hard work, dedication and passion of volunteers throughout our nation; and

WHEREAS, our Town is fortunate to have hundreds of volunteers who share their time and talents to help others through their church, community organizations, service clubs, schools, hospital and charitable organizations; and

WHEREAS, our Town government is grateful for the citizen volunteers who serve on our boards, commissions and committees to help prepare for emergencies, determine our priorities, shape our policies and keep our Town moving forward in the right direction; and

WHEREAS, our community volunteers model behavior that proves we can work together to combat growing social, economic, and climate problems, we can renew our belief that these problems can be solved, and we can strengthen our sense of community; and

WHEREAS, we believe in the sentiment of Robert Orben who said "Here's to all volunteers, those dedicated people who believe in all work and no pay!" and we see that belief put into action every day, and

WHEREAS, The Coupeville Town Council Members; Jackie Henderson, Rick Walti, Jenny Bright, Evan Henrich, and Kristo Allred wish to join me in acknowledging these volunteers who care and work for their fellow citizens and who take pride in keeping their hometown of Coupeville a very special place to live and work.

NOW, THEREFORE, I, Molly Hughes, Mayor of the Town of Coupeville, do hereby proclaim April as "Volunteer Appreciation Month" to honor the hard work and selfless dedication of the hundreds of volunteers in our Town.

Molly Hughes, Mayor

Dated this 1st day of April, 2026