



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, July 5, 2018 – Council Chambers – Afternoon Session

### CALL TO ORDER

Mayor Ghatan called the regular session of the Town Council to order at 12:00 p.m.

### ROLL CALL

Councilmembers: Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

### EXCUSED ABSENCE

Council unanimously excused the absence of Steve Hushebeck (Position No. 1).

### FLAG SALUTE

Mayor Ghatan conducted the flag salute.

### PUBLIC ACCESS TIME

SJC Councilman Bill Watson provided an update. See Action and Discussion Items.

### ACTION AND DISCUSSION ITEMS

#### SJC Update

At 12:02 p.m., SJC Councilman Bill Watson provided an update on issues of mutual concern. Topics included the Malcom Street parcel, Pear Point walking trail, Town-Zylstra Lake trail, complete streets program and other updates for County road standards. The Council thanked Mr. Watson.

#### Event Permit – Private Property

At 12:10 p.m., Mayor Ghatan introduced discussion of a request to hold a private event at 330 Spring Street (private parking lot). Ryan Campbell, NW Automotive Owner, described the car show event that would occur on Saturday, September 15th, if approved by Council. Administrator Wilson explained logistics for the proposal. Discussion followed regarding safety and insurance coverage. **Council consensus to grant preliminary approval for the event.**

#### Hotel Motel Funding Request – Film Festival

At 12:19 p.m., Mayor Ghatan introduced discussion of a request by the Friday Harbor Film Festival for hotel motel tax funding to supplement additional advertising expenses in year 2018. Administrator Wilson explained that the FHFF had an unexpected reduction in the level of lodging tax funding from the County. The FHFF is requesting \$2000 to purchase advertisement cards to be placed on the Washington State Ferries. Discussion followed regarding the need for a procedure for requests that occur outside of the normal grant process.

**Moved by Starr , seconded by de Freitas, to approve the allocation of \$2,000 from the 1st 2% Hotel Motel Excise Tax Fund to the Friday Harbor Film Festival for said request; and direct staff to prepare an amendment to their current agreement . Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2395

At 12:22 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2395 concerning hotel motel tax funding for the Whale Museum. On June 21, 2018, the Council approved the Whale Museum’s request for supplemental funding in 2018. No discussion followed.

**Moved by AM, seconded by Starr, to adopt Resolution No. 2395, authorizing the Mayor to execute an agreement with the Whale Museum to provide a tourism promotion program for the year 2018. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2396

At 12:22 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2396 concerning tipping fees for recycling. Administrator Wilson explained that Lautenbach Industries, the contractor managing the San Juan Island Transfer Station, has asked that the County and Town consent to an increase in tipping fees in response to unforeseen costs caused by new global recycling restrictions. Discussion followed regarding fees.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2396, authorizing Amendment No. 1 to the SJC Solid Waste Systems Operations and Service Agreement (SJC No. 14SW003) for the San Juan Island Transfer Station. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2397

At 12:34 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2397 concerning the 2018-2024 Solid Waste Management Plan. Administrator Wilson explained that the Department of Ecology has granted approval of the plan. No discussion followed.

**Moved by Daniels, seconded by de Freitas, to adopt Resolution No. 2397, adopting the “San Juan County Solid Waste and Moderate-Risk Waste Management Plan for Years 2018-2023”. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2398

At 12:36 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2398 concerning a policy for appropriations for the “poor and infirmed”. Administrator Wilson explained that the State Auditor recommended such a policy to delineate conditions in which Town may make appropriations. Discussion followed regarding accountability for the funds.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2397, adopting a policy for appropriations for the poor or infirmed. Motion passed 4-0 with Hushebeck absent .**

Resolution No. 2399

At 12:44 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2399 concerning a policy for indemnification of agents for the Town. Administrator Wilson explained that the policy aims to indemnify volunteers, employees and officials against personal civil litigation when acting in good faith as an agent or representative of the Town. Discussion followed regarding costs that may be associated with such litigation.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2399, adopting a policy for indemnification of Town volunteers, employees and officials . Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2400

At 12:55 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2400 concerning construction of new crosswalks and ADA ramps on Spring Street. Town utilized its Small Works Roster to solicit bids for replacement of crosswalks adjacent to the Spring Street Roundabout. Public Works Director Wayne Haefele explained that Mike Carlson Enterprises, Inc was the successful bidder and construction will occur in conjunction with pouring of the Web/A/Nichols Street sidewalks. Discussion followed regarding the project schedule and disruption of traffic.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2400, authorizing the Mayor to execute a contract with Mike Carlson Enterprises, Inc for construction of the sidewalk and crosswalks on Spring Street. Motion passed 4-0 with Hushebeck absent.**

**ADMINISTRATOR’S REPORT**

At 1:06 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Nichols Street Trees – WSF has requested that an effort be made to save the street trees along Lot B rather than unnecessarily replacing them.
- Fourth of July – No major problems or accidents were reported during the holiday.
- Budget Hearing – Town will hold a public hearing on July 19<sup>th</sup> for 2018 Budget Amendments.
- Trout Lake – The water level for the reservoir is 10.5 inches below spillway.
- Citizen Advisory Group – The EMS/Fire CAG will hold their next meeting in August. The Group has opened their meetings to the public.
- Tucker Avenue, Phase 2 – A construction update was received. Councilmember Daniels requested that additional dust control be performed. **Council consensus for Town to purchase water for additional dust control on the Tucker Avenue, Phase 2 project .**
- AWC Conference – Mayor Ghatan provided an update for conference events.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 17021 through 17032 and Direct Deposit Run dated June 29, 2018 in the amount of \$328,288.85; and approve the payment of Claim Warrant Nos. 44375 through 44405 in the amount of \$258,821.78. Motion passed 4-0 with Hushebeck absent.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin, to approve the minutes of **June 21, 2018 as submitted.** Motion passed 4-0 with Hushebeck absent.

**FUTURE AND NON-AGENDA ITEMS**

Councilmember Monin requested an excused absence for the July 16<sup>th</sup> and 19<sup>th</sup>, 2018 meetings.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:34 p.m. A special meeting is scheduled with the SJC Council on Monday, July 16, 2018 at 12:00 p.m. The next regular meeting is scheduled for Thursday, July 19, 2018 at 12:00 p.m.

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These minutes were approved on [date]. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk