



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, July 19, 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: Steve Hushebeck (Position No. 1), Anna Maria de Freitas (Position No. 3), and Tim Daniels (Position No. 4).

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

Noel Monin (Position No. 2) and Barbara Starr (Position No. 5) were absent.

### EXCUSED ABSENCE

Council unanimously excused the absence of Councilmembers Monin and Starr.

### FLAG SALUTE

Mayor Ghatan conducted the flag salute.

### PUBLIC ACCESS TIME

No public access was forthcoming.

### PUBLIC HEARING

#### 2018 Town Budget Amendments

At 12:02 p.m., Mayor Ghatan opened the public hearing regarding 2018 Town Budget amendments. Treasurer Wilson presented fund balances. Administrator Wilson described needs for funding current and upcoming capital projects. Discussion followed regarding individual funds and ending balance.

Mayor Ghatan opened the public testimony portion of the meeting. Hearing none, Mayor Ghatan closed the public hearing.

Treasurer Wilson was thanked for preparing the amendments.

#### Ordinance No. 1645

**Moved by Hushebeck, seconded de Freitas, to adopt Ordinance No. 1645, amending the 2018 Town Budget. Motion passed 3-0 with Monin and Starr absent.**

## **ACTION AND DISCUSSION ITEMS**

### Resolution No. 2401

At 12:15 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2401 concerning general financial policies. Treasurer Wilson explained that the policy establishes guidelines to ensure adequate funding for services, public facilities and infrastructure necessary to meet Town financial needs. Discussion followed regarding asset tracking.

**Moved by Daniels, seconded by de Freitas, to adopt Resolution No. 2401, adopting general financial policies. Motion passed 3-0 with Monin and Starr absent.**

### Microsoft Online 365 Services

At 12:23 p.m., Mayor Ghatan introduced discussion of conversion to Microsoft Online 365 Services for email storage. Administrator Wilson explained that Systems Administration is looking for various efficiencies for computing services. System Administrator Mike Greene described the current configuration and listed the pros and cons for migration to cloud based services for email storage and online subscriptions for software. Discussion followed regarding costs. **Council consensus to move forward with migration of email to cloud computing .**

### Resolution No. 2402

At 12:59 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2402 concerning headworks improvements to the Wastewater Treatment Plant. Public Works Director Wayne Haefele explained the scope of work for Amendment No. 1. The contract provides for construction management services and engineering support once improvements are contracted. No discussion followed.

**Moved by de Freitas, seconded by Daniels, to adopt Resolution No. 2402, authorizing the Mayor to execute Amendment No. 1 to the agreement with Wilson Engineering, LLC for improvements to the headworks at the Wastewater Treatment Plant. Motion passed 3-0 with Monin and Starr absent.**

### Resolution No. 2403

At 1:01 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2403 concerning a General Sewer Plan. Administrator Wilson described the scope of work with Wilson Engineering for preparation of an updated Plan. Discussion followed regarding the timeline and fee schedule for services.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2403, authorizing the Mayor to execute an agreement with Wilson Engineering, LLC for preparation of a General Sewer Plan for the Town of Friday Harbor. Motion passed 3-0 with Monin and Starr absent.**

### Lodging Tax Grant Requests

At 1:15 p.m., Mayor Ghatan introduced discussion concerning a draft policy for lodging tax grant requests received by the Town outside of the normal grant cycle. Administrator Wilson explained the policy. Discussion followed regarding the options presented. **Council consensus to bring back a final draft for consideration.**

### Ordinance No. 1646

At 1:42 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1646 concerning subdivision of land. Administrator Wilson explained that the ordinance adds violation and enforcement language. No discussion followed.

**Moved by Daniels, seconded by de Freitas, to adopt Ordinance No. 1646, amending Chapter 16.04 FHMC concerning subdivision of land. Motion passed 3-0 with Monin and Starr absent.**

**ADMINISTRATOR’S REPORT**

At 1:44 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Sewer Loan - USDA gave preliminary approval for a loan to construct headworks improvements.
- Council Chambers - **Council consensus to order new chairs and staff table for Chambers .**
- Litter control – Citizens have been reporting misuse of the litter cans.
- Tree Removal – An unsafe hollow tree was removed at the corner of Argyle Avenue and Web Street.
- Trout Lake – Current water level measures 18.5 inches below the dam spillway.
- Tucker Avenue – Staff identified the mechanism for absorbing costs for additional dust control by the contractor.
- Public Works Yard – Staff has begun preliminary planning for the public works yard.
- Sewer Improvements – Town is working with USDA to fund additional improvements.
- Warbass Bench – **Moved by Hushebeck, seconded by de Freitas, to authorize additional funding in the amount of \$3,190 from the 1<sup>st</sup> 2% HM fund to cover costs for the artwork. Motion passed 3-0 with Monin and Starr absent .**
- Directional signage – The Historical Museum has requested to replace directional signage for their location.
- Higginson vs Town – Discussion followed regarding recovery of costs from recent litigation.

**PAYMENT OF CLAIMS**

Moved by AM, seconded by Daniels, to approve the payment of Claim Warrant Nos. 44407 through 44462 in the amount of \$579,434.90. Motion passed 3-0 with Monin and Starr absent.

**APPROVAL OF MINUTES**

Moved by Hushebeck seconded by AM, to approve the minutes of **July 5, 2018 as submitted.** Motion passed 3-0 with Monin and Starr absent.

**FUTURE AND NON-AGENDA ITEMS**

Discussion of directional signage was added to the future agenda.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:13 p.m. The next regular meeting is scheduled for Thursday, August 3, 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