



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, December 6, 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), Noel Monin (Position No. 2), and Anna Maria de Freitas (Position No. 3). Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5) were absent.

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

FLAG SALUTE

Mayor Ghatan conducted the flag salute.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmembers Daniels and Starr.

FLAG SALUTE

Mayor Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

Matt Marinkovich, Park Street resident, suggested that Town amend its plastic bag ordinance. The Council thanked Mr. Marinkovich. No action was taken.

Becki Day, SJI Chamber Director, wished the Council happy holidays and invited Town staff and officials to attend its annual awards ceremony on December 10, 2018. The Town is being honored by an excellence award for year 2018.

Treasurer Wilson introduced the Town's newest employee, Katie Flynn, Customer Service Clerk.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Ghatan announced that it was Councilmember de Freitas' birthday; and led the audience in a chorus of "Happy Birthday to You!"

ACTION AND DISCUSSION ITEMS

Harbor Life Ring Program

At 12:06 p.m., Mayor Ghatan presented Bill Cummings, President of the Friday Harbor Food Bank, with a check in the amount of \$2,952.26. Town residents donated \$1,880 to the Harbor Life Ring Program in the month of November; residents donated \$70 in checks directly payable to the Food Bank; and Town provided a matching grant in the amount of \$1,000. Mr. Cummings thanked the Town and spoke about the importance of the Food Bank.

Natural Hazard Mitigation Plan

At 12:13 p.m., Brendan Cowan, SJC DEM Director, presented the SJC/TFH Natural Hazard Mitigation Plan. Mr. Cowan explained that the Plan identifies natural hazard threats to the county, vulnerabilities to these hazards and practical ways to mitigate the risk from these hazards. Adoption of the Plan is required by FEMA for the Town and County to be eligible to seek Federal funding assistance for mitigation projects described in the document. Discussion followed regarding coordination of the Plan with other Town and County comprehensive planning documents. **Council consensus to support the Plan.** A resolution will be presented for adoption at the December 20, 2018 session.

SJI Fire District 3

At 12:27 p.m., Chief Collins provided a quarterly report. District 3 had 77 incidents responses within Town limits between September and November, including 3 working fires. The Council thanked Chief Collins. No action was taken.

PUBLIC HEARING

Public Hearing – Vacation Application No. 25

At 12:01 p.m., Mayor Ghatan opened the public hearing to consider Vacation Application No. 25, a petition by Raymont and Tina Jackson to vacate a portion of right-of-way dedicated by the James & Judy Cumming Short Plat, located adjacent to Holli Place.

Mayor Ghatan asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. The hearing was legislative in nature.

Mayor Ghatan asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand explained that the subject property is a portion of right-of-way that lays immediately adjacent to their parcel on the platted alley. The portion is approximately 1,502 square feet in size. The subject area is currently bare land with some fencing around the perimeter and no Town utilities.

The staff report dated November 29, 2018 concluded that:

- The Town no longer foresee the need to increase the width of the Holli Place right-of-way from 20 to 40 feet;
- The proposed area was deeded as a condition of an approved short plat recorded in 1989; and
- It is reasonable to request just compensation for the area that has been dedicated for more than 30 years.

Mr. Bertrand explained that pursuant to RCW 35.79.030, staff recommendation is that Vacation Application No. 25 be approved based on the following:

- If granted, the vacation should be conditioned that the applicant grants Town a utility easement for future construction, repair and maintenance of public utilities; and
- If granted, the applicant should compensate the Town for 100% of the appraised value; and
- If granted, the applicant shall apply for a boundary line adjustment with the Town to show the new lot lines and legal descriptions of all affected parcels.

Ray Jackson, Applicant, explained the basis of the request. Mr. Jackson explained that his intent is to maximize density on the multi-family parcel and the square footage allows for an additional dwelling unit.

Mayor Ghatan opened the hearing to questions of staff and the applicant. Administrator Wilson requested that Land Use Administrator Bertrand explain the process for vacation.

At 12:34 p.m., Mayor Ghatan opened the public hearing to audience comments. Hearing none, Mayor Ghatan closed the public input portion of the hearing, reserving the right to reopen if needed, and opened Council deliberations.

Councilmembers did not express views of the application. Mayor Ghatan closed the public hearing.

Moved by Hushebeck, by seconded de Freitas, to approve Vacation Application No. 25, a request to vacate a portion of right-of-way, subject to the conditions contained in the Staff Report dated November 29, 2018. Motion passed 3-0 with Daniels and Starr absent.

ACTION AND DISCUSSION ITEMS (Cont.)

GIS Needs Assessment

At 12:39 p.m., Mayor Ghatan introduced discussion of the proposal for a GIS Needs Assessment. Administrator Wilson introduced Maria Sevier, Consultant. Ms. Sevier provided an overview of the project, including deliverables and timeline. Discussion followed regarding future data entry. **Council consensus to prepare a contract and formal scope of work for consideration.**

Ordinance No. 1655 - 2018 Comprehensive Plan

At 12:58 p.m., Mayor Ghatan introduced discussion of 2018 updates to the Town’s Comprehensive Plan. Land Use Administrator Mike Bertrand described the public hearing and recommendations of the Planning Commission. No discussion followed.

Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1655, adopting the 2018 Comprehensive Plan Updates. Motion passed 3-0 with Daniels and Starr absent.

PUBLIC HEARING

Public Hearing – 2019 Town Budget

At 1:03 p.m., Mayor Ghatan opened the public hearing to accept comments on the 2019 Town Budget. No audience was present to provide testimony. Mayor Ghatan closed the public hearing. No action was taken.

ACTION AND DISCUSSION ITEMS (Cont.)

Resolution No. 2425

At 1:07 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2425, declaring an emergency situation related to the Water Treatment Plant. Public Works Director, Wayne Haefele, explained that personnel discovered large quantities of water flowing from the ground behind the Water Treatment Plant. Investigation revealed that two mechanical joints failed. Town took immediate action to declare the situation an emergency and contract Mike Carlson Enterprises to repair the pipe and joints. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to declare an emergency due to damage to the Town water utility and ratify the actions taken pursuant to the emergency. Motion passed 3-0 with Daniels and Starr absent.

Resolution No. 2426

At 1:15 p.m., Mayor Ghatan introduced discussion of draft Resolution No 2425, authorizing a grant agreement for resurfacing of Price Street. Administrator Wilson explained that the Transportation Improvement Board has offered \$313,200 improvements. Discussion followed regarding the scope of the project.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2426, authorizing the Mayor to execute an agreement with the Transportation Improvement Board to fund the Price Street Resurfacing Project. Motion passed 3-0 with Daniels and Starr absent.

Resolution No. 2427

At 1:22 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2427 concerning the Web/A/Nichols Street Project. Capital Project Manager, Pedro Mena, explained that Change Order No. 3 reconciles the cost for work that was added as an addendum to the project by the Town. Discussion followed regarding reimbursable expenses.

Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2427, authorizing the Mayor to execute Change Order No. 3 to the agreement with Mike Carlson Enterprises, Inc. for construction of the Web/A/Nichols Street Improvement Project. Motion passed 3-0 with Daniels and Starr absent.

Resolution No. 2428

At 1:29 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2428, concerning landscaping design services at the proposed Public Works Yard. Administrator Wilson presented the final proposal to move forward with design of the park amenities. Discussion followed regarding balancing the needs of Public Works with the surrounding neighborhood.

Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2428, authorizing the Mayor to execute an agreement with Pacific Landscape Architecture to provide design services for the Town Public Works Yard. Motion passed 3-0 with Daniels and Starr absent.

ADMINISTRATOR’S REPORT

At 1:34 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Overlook Park – The binoculars have been replaced.
- Citizens Advisory Group – The CAG continues to meet to discuss the EMS/Fire merger.
- Spring Street School Tree – Public Works has drafted a preliminary fix to solve the sidewalk and root issues for the tree.
- Utility Worker – Town is advertising for a position at the Wastewater Treatment Plant.
- WWTP Solar Energy – Town has initiated the energy assessment for the project.
- SJI Chamber – The Chamber has invited the Town to attend its annual business meeting to receive an excellence award.
- Gareth Curtiss – The Artist will be sculpting the Warbass Way piece at the Island Museum of Art.
- Interlocal Services – Moved by de Freitas, seconded by Hushebeck, to accept the Request for Interlocal Services for the Argyle Avenue Sidewalk Project.
- Sunshine Alley Restrooms – The final proposal by HKP Architecture for the Sunshine Alley Restroom remodel was reviewed.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 17072 through 17080 and DDR dated November 30, 2018 in the amount of \$289,696.04; and approve the payment of Prewrite Warrant Nos. 44847 through 44848 in the amount of \$1,130.25, Claim Warrant Nos. 44849 through 44907 in the amount of \$672,271.22, and Treasurer Check Nos. 9807 through 9810 in the amount of \$171,488.70. Motion passed 3-0 with Daniels and Starr absent.

APPROVAL OF MINUTES

Moved by Monin, seconded by de Freitas, to approve the minutes of **November 15, 2018 as corrected**. Motion passed 3-0 with Daniels and Starr absent.

FUTURE AND NON-AGENDA ITEMS

Councilmember Monin stated that patrons are abusing the entrance to John O. Linde Community Fields. Vehicles are exiting the parking lot as if it were an extension of the street rather than a private entrance.

The Council discussed dates for the Council Retreat in February.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:20 p.m. The next regular meeting is scheduled for Thursday, December 20, 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