



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, April 18, 2019 – Council Chambers – Afternoon Session

### CALL TO ORDER

Mayor Ghatan called the regular session of the Town Council to order at 12:05 p.m.

### ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Anna Maria de Freitas (Position No. 3) and Tim Daniels (Position No. 4) were present. Noel Monin (Position No. 2) 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 Monin and Starr.

### FLAG SALUTE

Mayor Ghatan conducted the flag salute.

### PUBLIC ACCESS TIME

No public access was forthcoming.

### ACTION AND DISCUSSION ITEMS

#### Port of Friday Harbor – Joint Meeting

At 12:09 p.m., Mayor Ghatan welcomed the Port of Friday Harbor Commissions for a joint meeting to discuss issues of mutual concern. Discussion topics included: Improvements to Fairweather Park, parking management on Front Street, recycling and waste management, tote bag program, future annexations, airport master planning, Jensen Marina improvements and transient accommodations. No actions were taken. The Mayor and Council thanked the Port Commissioners for attending.

#### EMS / Fire Merger Proposal

At 1:12 p.m., Mayor Ghatan introduced discussion of the recommendations by the Citizens Advisory Group for the proposed EMS/Fire Merger. Administrator Wilson summarized findings of the report and explained that the chief recommendation is to establish a steering committee. Discussion followed regarding who would serve as a Town representative on the "Integration of EMS and Fire Steering Committee." The Steering Committee will begin working on an "implementation plan" to propose to the involved government entities.

**Moved by de Freitas, seconded by Hushebeck, to appoint Duncan Wilson to the "Integration of EMS and Fire Steering Committee." Motion pass 3-0 with Monin and Starr absent.**

43 Ordinance No. 1666

44 At 1:20 p.m., Mayor Ghatan introduced discussion regarding Ordinance No. 1666 concerning the Final Site Plan of  
45 Finnegan Way Planned Residential Development – Phase 1 to the Town of Friday Harbor. Land Use Administrator  
46 Mike Bertrand reviewed the final site plan. No discussion followed.

47  
48 **Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1666, acceptance of the accepting the**  
49 **Final Site Plan of Finnegan Way Planned Residential Development – Phase 1 to the Town of Friday Harbor.**  
50 **Motion passed 3-0 with Monin and Starr absent.**

51  
52 Resolution No. 2458

53 At 1:27 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2458 concerning a financial study for  
54 the sewer utility. Administrator Wilson explained the need to assess short and long-term debt for the sewer  
55 utility. No discussion followed.

56  
57 **Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2458, authorizing a financial study by PMI**  
58 **for short and long-term debt analysis for the sewer utility. Motion passed 3-0 with Monin and Starr absent.**

59  
60 Resolution No. 2459

61 At 1:33 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2459 concerning funding for the cold  
62 weather shelter. Administrator Wilson explained that the Town and United Way have negotiated reimbursement  
63 funding (stipends) for operation of a cold weather shelter. No discussion followed.

64  
65 **Moved by Hushebeck, seconded by Monin, to adopt (amended) Resolution No. 2459, authorizing an agreement**  
66 **with United Way for operation of a cold weather shelter. Motion passed 3-0 with Monin and Starr absent.**

67  
68 Resolution No. 2460

69 At 1:37 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2460 concerning the Tucker Avenue  
70 Reconstruction Project, Phase 2. Administrator Wilson explained that Town is accepting the Tucker Avenue  
71 Reconstruction Project, Phase 2. The resolution does not relinquish terms of the agreement. No discussion  
72 followed.

73  
74 **Moved by de Freitas, seconded by Daniels, to adopt Resolution No. 2460 accepting the Tucker Avenue**  
75 **Reconstruction Project, Phase 2. Motion passed 3-0 with Monin and Starr absent.**

76  
77 Resolution No. 2461

78 At 1:41 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2461 concerning the GIS  
79 implementation. Administrator Wilson explained the scope of work for the first-year of implementation. No  
80 discussion followed.

81  
82 **Moved by de Freitas, seconded by Daniels, to adopt Resolution No. 2461, authorizing an agreement with NW GIS**  
83 **Consulting for implementation of the first-year phase of GIS. Motion passed 3-0 with Monin and Starr absent.**

84  
85 Records Needs Assessment

86 At 1:49 p.m., Mayor Ghatan introduced discussion of a needs assessment to determine a new electronic content  
87 management system for public records. Administrator Wilson recommended having a consultant on-site to  
88 assess the current paper filing system and make recommendations for electronic storage. Clerk Taylor explained  
89 that Town has applied for a grant to purchase technology/software. No discussion followed. **Council consensus to**  
90 **finalize a contract for said needs assessment.**

91

92 **ADMINISTRATOR’S REPORT**

93 At 1:57 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 94
- 95 • Citizens Advisory Group – Continued describing recommendations in the report.
  - 96 • Voided Claim – Treasurer Wilson reported that the Finance Office voided a claim that was printed in
  - 97 error.
  - 98 • Annual Report – Treasurer Wilson noted that the annual report has been distributed electronically.
  - 99 • Travel Policy – The Town is considering a policy that pays employees on a per diem basis for meals during
  - 100 travel.
  - 101 • “Fox and the Owl” Sculptures – The new sculptures on West and First Street are installed.
- 102

103 **PAYMENT OF CLAIMS**

104 **Moved by de Freitas, seconded by Hushebeck, to affirm Treasurer Check Nos. 9827 through 9834 and (1)**

105 **Electronic Check Payment in the amount of \$101,439.89; and approve the payment of Claim Warrant Nos. 45315**

106 **through 45376 in the amount of \$ 453,104.03. Motion passed 3-0 with Monin and Starr absent.**

107

108 **[Clerk’s Note: Treasurer Wilson reported that the Finance Office voided Claim Warrant No. 45063 in the amount**

109 **of \$32,231.28 to the Town of Friday Harbor for permitting fees. The Warrant was drawn in the wrong amount.**

110 **The Claim Warrant will be reprocessed with the corrected information for the next available Payment of Claims .]**

111

112 **APPROVAL OF MINUTES**

113 Moved by Hushebeck, seconded by Daniels, to approve the minutes of April 4, **2019 as submitted.** Motion passed

114 3-0 with Monin and Starr absent.

115

116 **FUTURE AND NON-AGENDA ITEMS**

117 No future agenda items were forthcoming.

118

119 **CITIZEN RESPONSE**

120 No citizen response was forthcoming.

121

122 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:23

123 p.m. The next regular meeting is scheduled for Thursday, May 2, 2019 at 12:00 p.m.

124

125 \* \* \* \* \*

126 **These minutes were approved on May 2, 2019 The original document is retained by the Clerk in the Town**

127 **Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**