



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, September 5, 2019 – 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), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5). Noel Monin (Position No. 2) was absent.

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

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Monin.

FLAG SALUTE

Mayor Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Prostate Cancer Awareness Month

At 12:01 p.m., Mayor Ghatan proclaimed September as Prostate Cancer Awareness Month. Mike Hamlette, local chapter of Us Too, accepted the proclamation and spoke about the seriousness of prostate cancer.

FH Arts Commission – Poetry Project

At 12:05 p.m., Mayor Ghatan introduced Julie Greene, FHAC Coordinator, to provide an update on the proposal for "Poetry Gardens". Ms. Greene described the project and budget request of \$5,000 to provide several poetry gardens around Town. No discussion followed.

Moved by Starr, seconded by Hushebeck, to approve the requested budget and proposal for the "Poetry Garden" project, with a \$2,500 from the FHAC fund and match of up to \$2,500 from the "1st 2% HM fund". Motion passed 4-0 with Monin absent.

2020 Hotel Motel Grant Applications

At 12:14 p.m., Mayor Ghatan introduced Julie Greene, LTAC Coordinator, to give an update on 2020 grant applications. Ms. Greene explained that nine applications were submitted totaling \$180,000+ and requested that Council make a preliminary grant allocation amount for year 2020. Discussion followed regarding the newly proposed process for the Visitors Bureau. **Council consensus that the Visitors Bureau will follow a separate process and to make the preliminary allocation of \$50,000 for other applicants.**

43 Budget Request - SJI Chamber of Commerce

44 At 12:19 p.m., Mayor Ghatan introduced Becki Day, SJI Chamber of Commerce Director, to make a budget request
45 for year 2020. Ms. Day provided statistics on operations and events for 2019 to date. Ms. Day submitted a verbal
46 request for a slight increase over year 2019 for support of operations and Fourth of July activities. Mayor Ghatan
47 thanked Ms. Day.

48
49 **Council consensus to include in the preliminary 2020 Town Budget [1st 2% Hotel Motel Excise Tax Fund] the**
50 **budget request of \$17,500 for Fourth of July Fireworks and \$56,000 for SJI Chamber operations.**

51
52 Budget Request – SJC Economic Development Council

53 At 12:25 p.m., Mayor Ghatan invited Victoria Compton, Economic Development Council Director, to present an
54 annual report and request for support to fund economic development programs in year 2020. Ms. Compton
55 presented results of the recent trades program, reviewed EDC offerings and work plan for 2019/2020. Ms.
56 Compton made a 2020 budget request for \$43,470 to support the initiatives, reflecting an increase of 3.5% COLA
57 for staffing plus \$3,500 for new programming costs. (Total budget request of \$46,970 in the General Fund #001.)
58 Discussion followed regarding the program. Mayor Ghatan thanked Ms. Compton. No action was taken. The
59 budget request will be considered during the next budget discussion.

60
61 Resolution No. 2488

62 At 12:42 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2488 concerning the Sunshine Alley
63 Restroom Remodel. Town received two qualified bids for the project which were both more than double the
64 estimated project cost. The project architect recommended that Town find the bids unresponsive and reject
65 because of cost.

66
67 **Moved by Daniels, seconded by de Freitas, to adopt Resolution No. 2488, rejecting the bids for the Sunshine Alley**
68 **Restroom Remodel Project. Motion passed 4-0 with Monin absent.**

69
70 Resolution No. 2489

71 At 12:48 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2489 concerning surplus property.
72 Public Works Director, Wayne Haeefe, listed the asset inventory and described the condition of the four vehicles
73 being retired. No discussion followed.

74
75 **Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2489, authorizing the Mayor to offer for public**
76 **sale such used equipment deemed surplus. Motion passed 4-0 with Monin absent.**

77
78 Resolution No. 2490

79 At 12:51 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2490 concerning the Nash, Caines,
80 Price Street Project. Public Works Director, Wayne Haeefe explained that Town requested that two sewer laterals
81 be installed on Price Street. The request was a preemptive in nature to eliminate the need to excavate the new
82 pavement.

83
84 **Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2490, authorizing the Mayor to execute Change**
85 **Order No. 1 to the agreement with Mike Carlson Enterprises for the Nash, Caines, Price Street Project. Motion**
86 **passed 4-0 with Monin absent.**

87

88

89 Resolution No. 2491

90 At 12:54 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2491 concerning Tucker Avenue
91 Reconstruction Project, Phase 2. Legal analysis by William Lynton for construction claims asserted by the
92 Contractor was more time consuming than anticipated. Amendment No. 1 increases the budget by \$15,000 to
93 complete the review. No discussion followed.

94

95 **Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2491, authorizing an amendment to legal**
96 **services agreement with Inslee Best Doezie & Ryder, PS (William Linton) for construction claims related to the**
97 **Tucker Avenue Reconstruction Project, Phase 2. Motion passed 4-0 with Monin absent.**

98

99 Resolution No. 2492

100 At 12:59 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2492 concerning Nash Street. Gray &
101 Osborne offered an agreement to design the unopened portion of Nash Street. Discussion followed regarding
102 future utilities.

103

104 **Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2492, authorizing the Mayor to execute a**
105 **professional service agreement with Gray & Osborne, Inc. to design a portion of Nash Street (Spruce Street to**
106 **Market Street). Motion passed 4-0 with Monin absent.**

107

108 Marguerite Place

109 At 1:04 p.m., Public Works Director, Wayne Haefele explained that Town received a favorable bid for pavement
110 repairs on Marguerite Place and recommended that Town take advantage of the remaining “paving window”
111 rather than waiting until Spring. Discussion followed regarding reconstruction of the street. A resolution to ratify
112 the contract will be presented at the next meeting.

113

114 **Moved by Starr, seconded by de Freitas, to award the small works roster bid to Lawson Construction for**
115 **pavement repairs on Marguerite Place. Motion passed 4-0 with Monin absent.**

116

117 Hydraulic Lift

118 At 1:09 p.m., Public Works Director, Wayne Haefele explained that the Lift was damaged during transport to the
119 Water Treatment Facility. **Council consensus to approve the repairs for the hydraulic lift in the amount of \$7,150.**

120

121 **MAYOR’S REPORT**

122 At 1:14 p.m., Mayor Ghatan provided an update on the following:

- 123 • Sludge Dryer – Test runs with La Conner are going well. Town is still negotiating with La Conner for a
124 long-term agreement for the handling of bio-solids.
- 125 • Grove Street – The radar speed signs on Grover Street are working well.
- 126 • Claims Memo – Treasurer Wilson explained that many municipalities are discontinuing the use of
127 warrants and using checks. Discussion followed. **Council consensus for the Treasurer to finalize and**
128 **implement the use of checks.**

129

130 **PAYMENT OF CLAIMS**

131 Moved by de Freitas, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 17170 through 17178 and
132 Direct Deposit Run dated August 31, 2019 in the amount of \$320,836.91; approve the payment of Claim Warrant
133 Nos. 45789 through 45846 in the amount of \$734,166.57; and affirm Treasurer Check Nos. 9860 through 9872 &
134 1 electronic check in the amount of \$20,990.27. Motion passed 4-0 with Monin absent.

135

136 **APPROVAL OF MINUTES**

137 The minutes of August 15, 2019 were distributed. Approval of the minutes were postponed until September 19,
138 2019.

139 **FUTURE AND NON-AGENDA ITEMS**
140 No future agenda items were forthcoming.

141
142 **CITIZEN RESPONSE**
143 No citizen response was forthcoming.

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145 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:30
146 p.m. The next regular meeting is scheduled for Thursday, September 19, 2019 at 12:00 p.m.

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148 * * * * *

149 **These minutes were approved on September 19, 2019 The original document is retained by the Clerk in the Town**
150 **Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**