



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, December 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), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), 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 Tim Daniels (Position No. 4).

### FLAG SALUTE

Mayor Ghatan conducted the flag salute.

### PUBLIC ACCESS TIME

No public access was forthcoming.

### ACTION AND DISCUSSION ITEMS

#### Proclamation – Mike Cohen Day

At 12:00 p.m., Mayor Ghatan proclaimed Saturday, December 14, 2019 as “Mike Cohen Day” in the Town of Friday Harbor in honor of Mr. Cohen’s 90<sup>th</sup> birthday. Audience members serenaded Mr. Cohen with “For He’s A Jolly Good Fellow!”

#### Harbor Life Ring Program

At 12:05 p.m., Mayor Ghatan presented Bill Cummings, President of the Friday Harbor Food Bank, with a check in the amount of \$5,244.96. Town residents donated \$4,244.96 to the Harbor Life Ring Program in the month of November 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 to our local community.

#### Presentation – Rock Island Fiber-Optic

At 12:08 p.m., Mayor Ghatan introduced Allan Smith, Vice-President of Rock Island, to update the Council on the status of fiber optic infrastructure by Island Network within the Town. Mr. Smith described current wireless broadband availability, upgrades planned for year 2020, opportunities for fiber expansion and new methods for technology. The Mayor and Council thanked Mr. Smith. No action was taken.

#### Presentation – 2020 US Census

At 12:32 p.m., Mayor Ghatan introduced Darlene Brown, Census Office Recruiting Manager, to provide an overview of current opportunities with the upcoming 2020 US Census. Ms. Brown described the purpose and importance of the Census, types of jobs available, qualifications and hiring timelines. The Mayor and Council thanked Ms. Brown. No action was taken.

47 Annexation – Cornelius Holdings, LLC

48 At 12:50 p.m., Mayor Ghatan introduced discussion of the “letter of intent” requesting to commence with a  
49 petition for annexation of TPN 351444005 located on Mullis Street. Said parcel is located in the FH-UGA and  
50 consists of five acres adjacent to and owned by Cornelius Holdings, LLC (dba Browne Lumber). Stephanie O’day,  
51 Agent, explained that the Owners desire to annex the lot so that it may connect to Town utilities and relocate the  
52 current plant nursery to a portion of the parcel. Administrator Wilson explained that annexation is a legislative  
53 process that requires the Council’s consent to circulate a petition and set date for a public hearing. **Council**  
54 **consensus to work with staff to circulate the appropriate petition for annexation.**

55

56 Ordinance No. 1679

57 At 12:58 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1679 setting a date for public hearing  
58 to consider the annexation request by Cornelius Holdings, LLC. Administrator Wilson explained that a public  
59 hearing date is set by Ordinance. No discussion followed.

60

61 **Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1679, establishing Thursday, January 16, 2019**  
62 **at 12:00 p.m. as the time for public hearing to consider the request for annexation by Cornelius Holdings, LLC.**  
63 **Motion passed 4-0 with Daniels absent.**

64

65 Ordinance No. 1680

66 At 1:00 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1680 setting a date for a special  
67 meeting of the Town Council. Administrator Wilson explained that the regular January 2, 2020 meeting will be  
68 rescheduled to January 16, 2020 because of the New Year’s Holiday. No discussion followed.

69

70 **Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1680, rescheduling the January 2, 2020**  
71 **meeting to January 9, 2020. Motion passed 4-0 with Daniels absent.**

72

73 2019 Town Budget Amendments

74 At 1:03 p.m., Mayor Ghatan opened the public hearing concerning 2019 Town Budget amendments. Treasurer  
75 Wilson presented fund balances. Administrator Wilson explained that the purpose of the hearing was to accept  
76 comments regarding year end fund balances.

77

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

80

81 Resolution No. 2512

82 At 1:07 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2512 affirming the 2020 wage schedule  
83 for represented personnel. Administrator Wilson explained that the Collective Bargaining Agreement proscribes a  
84 cost of living increase of 2.5%. No discussion followed.

85

86 **Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2512, affirming the 2020 wage schedule for**  
87 **represented personnel. Motion passed 4-0 with Daniels absent.**

88

89 Resolution No. 2513

90 At 1:07 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2513 concerning economic  
91 development. The SJC Economic Development Council has offered a contract to provide promotion and support  
92 activities for new business, expanding existing business and enhancing the trade program for year 2020.  
93 Administrator Wilson explained the funding portion. No discussion followed.

94

95 **Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2513, authorizing the Mayor to execute an**  
96 **agreement with the SJC Economic Development Council to promote economic development within the Town.**  
97 **Motion passed 4-0 with Daniels absent.**

98

99 Resolution No. 2514 through 2520

100 At 1:08 p.m., Mayor Ghatan introduced discussion of draft Resolution Nos. 2514 through 2520 concerning H/M  
101 tourism promotion grant agreements with various agencies. The Council accepted the recommendation of the  
102 Lodging Tax Advisory Committee for various agencies and authorized the inclusion funding in the 2020 Town  
103 Budget. No discussion followed.

104

105 **Moved by Hushebeck, seconded by Starr, to adopt Resolution Nos. 2514 through 2520, authorizing the Mayor to**  
106 **execute promotion grant agreements for year 2020. Motion passed 4-0 with Daniels absent.**

107

108 Resolution No. 2521

109 At 1:09 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2521 accepting a bill of sale and utility  
110 easement. Administrator Wilson explained that Friday Harbor Drug, Inc. has gifted the fire sprinkler system and  
111 granted a utility easement for the same located at the Spring Street International School. No discussion followed.

112

113 **Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2521, accepting a bill of sale and utility**  
114 **easement from Friday Harbor Drug, Inc. for certain improvements to the Town water system located at the Spring**  
115 **Street International School. Motion passed 4-0 with Daniels absent.**

116

117 Resolution No. 2522

118 At 1:10 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2522 concerning the WWTP Headworks  
119 Improvement Project. Don Reitan, WWTP Leadman, explained the purpose of Change Order No. 3 in the amount  
120 of \$7,184. No discussion followed.

121

122 **Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2522, authorizing the Mayor to execute Change**  
123 **Order No. 3 to the agreement with McClure & Sons for the Wastewater Treatment Plant Headworks**  
124 **Improvement Project. Motion passed 4-0 with Daniels absent.**

125

126 Resolution No. 2523

127 At 1:18 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2523 concerning the WWTP Solar Panel  
128 Project. Administrator Wilson explained that Town has submitted the agreement from the TransAlta Centralia  
129 Board to accept grant funding in the amount of \$320,000 for the project. No discussion followed.

130

131 **Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2523, ratifying the grant agreement with**  
132 **the TransAlta Centralia Board for the WWTP Solar Panel Project. Motion passed 4-0 with Daniels absent.**

133

134 Resolution No. 2524

135 At 1:19 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2524 concerning the allocation of  
136 funding for capital expenditures. Administrator Wilson explained that the intent of the resolution is to signal to  
137 Town voters the intended uses of capital funds if no longer dedicated to fire services, should the Town be  
138 annexed to Fire District 3. Discussion followed regarding need and uses for capital funding.

139

140 **Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2524, declaring the Council’s intent regarding**  
141 **funds previously dedicated to fire services and declaring its intent that if voters approve annexation into San Juan**  
142 **County Fire Protection District No. 3 (dba San Juan Island Fire & Rescue) to dedicate the amounts that the Town**  
143 **currently contributes for fire service to certain needed capital infrastructure improvements to benefit the Town**  
144 **and its residents. Motion passed 4-0 with Daniels absent.**

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147 Resolution No. 2525  
148 At 1:34 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2525 concerning towing and impound  
149 services. Administrator Wilson explained that the Town and KGW, Inc. (dba Island Towing) have negotiated an  
150 appropriate agreement for said services. No discussion followed.

151  
152 **Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2525, ratifying the agreement between Town**  
153 **and Island Towing for towing and impound services. Motion passed 4-0 with Daniels absent.**

154  
155 Resolution No. 2526  
156 At 1:38 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2526 concerning law enforcement  
157 services. Administrator Wilson explained that the amendment extends the current agreement one year to allow  
158 appropriate time for negotiations. No discussion followed.

159  
160 **Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2526, authorizing the Mayor to execute**  
161 **Amendment No. 1 to the law enforcement agreement with San Juan County. Motion passed 4-0 with Daniels**  
162 **absent.**

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164 Resolution No. 2527  
165 At 1:42 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2527 concerning the Mullis Street  
166 Resurfacing Project. Administrator Wilson explained that the Transportation Improvement Board has allocated  
167 \$696,558 for the resurfacing from 818 Mullis Street to Spring Street. No discussion followed.

168  
169 **Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2527, authorizing the Mayor to execute the**  
170 **grant agreement with the Transportation Improvement Board for resurfacing of Mullis Street. Motion passed 4-0**  
171 **with Daniels absent.**

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173 Resolution No. 2528  
174 At 1:49 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2528 concerning the Second Street  
175 Resurfacing Project. Administrator Wilson explained that the Transportation Improvement Board has allocated  
176 \$47,864 towards the resurfacing Second Street from Spring to Guard. No discussion followed.

177  
178 **Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2528, authorizing the Mayor to execute the**  
179 **grant agreement with the Transportation Improvement Board for resurfacing of Second Street. Motion passed 4-**  
180 **0 with Daniels absent.**

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182 **ADMINISTRATOR’S REPORT**

183 At 1:50 p.m., Administrator Wilson presented the Town Council with an update of the following:

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- 186 • Town Hall Repairs – A water heater has failed.
  - 187 • Caines Street – There is a fence that partially obstructs visibility on Caines Street. The owner is working  
188 with the Town to relocate it.
  - 189 • Employee Benefits – Elected Officials are eligible for health insurance if 50% vote to opt-in.
  - 190 • SJC Public Works Building – Town & SJC have been in contact regarding the purchase of the public works  
191 building located on Guard Street. Town may be interested based on the recent market analysis  
192 performed by SJC.

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**EXECUTIVE SESSION**

At 2:15 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding employee performance in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 15 minutes. Participants: Town Council and Mayor Ghatan. The session ended at 2:30 p.m. for an actual session time of 15 minutes. No actions were taken following executive session.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 17200 through 17208, ACH payment 2019-18 through 2019-20 and DDR 11/30/2019 in the amount of \$305,624.78; and approve the payment of Claim Warrant Nos. 46102 through 46145 in the amount of \$154,143.63. Motion passed 4-0 with Daniels absent.

**APPROVAL OF MINUTES**

Minutes were postponed until the December 19, 2019 meeting.

**FUTURE AND NON-AGENDA ITEMS**

Councilmember Starr requested that Emergency Services resume quarterly reports in 2020.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:38 p.m. The next regular meeting is scheduled for Thursday, December 18, 2019 at 2:30 p.m.

\* \* \* \* \*

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