



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, February 4, 2021 – 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), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

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

FLAG SALUTE

Mayor Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation – SJI Chamber, Director Becki Day

At 12:02 p.m., Mayor Ghatan proclaimed the Town's appreciation for the SJI Chamber of Commerce and Director Becki Day.

Department of Emergency Management

At 12:04 p.m., Mayor Ghatan welcomed Brendan Cowan, SJC Emergency Management Director, to make a quarterly report. Mr. Cowan presented latest developments for the Islands Oil Spill Association (IOSA) restructuring, his role in the COVID-19 response and communications. Discussion followed regarding emergency preparedness and recent power outage. The Council thanked Director Cowan. No action was taken.

Fire District No. 3

At 12:09 p.m., Mayor Ghatan welcomed Norvin Collins, SJC District 3 Chief, to make a quarterly report. Chief Collins updated the Council on annual incidents, significant accomplishments from 2020 and upcoming efforts for the annexation. Discussion followed regarding the District's response rate compared to national standards. The Council thanked Chief Collins.

Ordinance No. 1709

At 12:18 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1709 concerning the consolidation of the positions for Town Clerk and Town Treasurer. Administrator Wilson explained that a majority of towns have combined the offices to eliminate the need for an elected treasurer. The recommendation is to combine the offices and eliminate the need for an elected (resident of Town) Treasurer given Treasurer Wilson's upcoming retirement and recruitment for a new finance director. No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1709, combining the offices of Town Clerk and Treasurer. Motion passed unanimously.

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Ordinance No 1710

At 12:21 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1710 concerning the proposal to annex into Fire District 3.

Councilmember Monin announced his intention to abstain from discussion and voting due to perceived conflict of interest. Mr. Monin is an employee of Fire District 3.

Administrator Wilson explained that if approved by voters, Town would reduce its levy rate for a period of three years as described in the declaration of intent per Resolution No. 2614. Administrator Wilson listed the benefits of annexation.

Following inquiry, District Chief Norvin Collins explained that the annexation would not affect the District’s levy rate. Town residents would continue to pay the same levy rate as County residents whether through contract or annexation. Annexation would not supplement its operation budget because the funds are already collected through the fire protection services agreement.

Councilmember Daniels stated his opposition to annexation as currently structured. Mr. Daniels stated that he was sympathetic and agreed that Town should try for annexation. But he believed the current “vehicle” was flawed and would create a tax for services already paid for through current town property taxes. Mr. Daniels stated that he opposed the measure without a permanent reduction in property taxes to offset the proposed levy for annexation. Mr. Daniels state

Discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1710, declaring an intent to annex the Town of Friday Harbor into Fire District No. 3, providing for the submission to the qualified electors of the Town an District at a special election to be held on April 27, 2021 of a proposition authorizing the annexation of the Town into the District; setting forth the text of the ballot proposition; directing proper Town officials to take necessary actions; and providing for other related matters. Motion passed 3-1 with Daniels opposed and Monin abstained.

Resolution No. 2614

At 12:31 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2614 concerning the proposal to annex into Fire District 3.

The resolution states that if annexation is approved by the voters, during the five years following annexation the Council would commit itself to redirecting the funds that are no longer required to make the approximately \$315,000 annual payment for fire services as follows:

- For 2022, to reduce its levy by \$200,000 below the maximum that would otherwise be allowed and dedicate at least \$115,000 to capital improvements.
- For 2023, to reduce its levy by \$100,000 below the maximum that would otherwise be allowed and dedicate at least \$216,000 to infrastructure improvements.
- For 2024 through 2026, to dedicate at least \$315,000 annually to infrastructure improvements.

Councilmember Monin stated reasons for abstention and Councilmember Daniels objected for the reasons stated during discussion of Ordinance No. 1710.

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96 **Moved by de Freitas, seconded Starr, to adopt Resolution No. 2614, declaring the Council’s intent regarding funds**
97 **dedicated to fire services and declaring its intent that if voters approve annexation into SJC Fire Protection District**
98 **No. 3 that the Town will dedicate the amounts currently contributed for fire service to capital infrastructure**
99 **improvements to benefit the Town and its residents. Motion passed 3-1 with Daniels opposed and Monin**
100 **abstained.**

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102 Ordinance No. 1711

103 At 12:45 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1711 concerning Chapter 15 FHMC.
104 CDPD Director Ryan Ericson explained that the Ordinance adopts the 2018 edition and appendices of State
105 Building and International Fire Codes. CDPD Director Ericson explained that the main focus of revisions involves
106 energy codes such as window efficiency. No discussion followed.

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108 **Moved by Monin, seconded by Starr, to adopt Ordinance No. 1711, amending Chapter 15.04 FHMC to adopt the**
109 **2018 edition and appendices of State Building and International Fire Codes. Motion passed unanimously.**

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111 Resolution No. 2615

112 At 12:49 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2615 concerning the Mullis Street
113 Improvement Project (818 Mullis to Spring RAB). Administrator Wilson explained that Konnerup Construction
114 submitted the low responsive and qualified bid. The project engineer recommends award of the project.
115 Discussion followed regarding bidding laws.

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117 **Moved by Monin, seconded by Starr, to adopt Resolution No. 2615, awarding the bid and authorizing the Mayor**
118 **to execute a contract with Konnerup Construction in the amount of \$759,199 for construction of the Mullis Street**
119 **(818 Mullis to Spring RAB) Improvement Project. Motion passed unanimously.**

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121 Visitors Bureau – Scope of Work

122 At 12:55 p.m., Mayor Ghatan introduced discussion of the 2021 special scope of services for the Visitors Bureau.
123 Administrator Wilson explained that Amendment No. 2 requires the approval of a new scope of prior to
124 reimbursements. Town and the Visitors Bureau have negotiated an acceptable program for the year. The budget
125 included unspent budget from year 2020. No discussion followed.

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127 **Moved by Starr, seconded by de Freitas, to approve Exhibit A and Exhibit B – 2021 Special Scope of Work for the**
128 **agreement with the Visitors Bureau for tourism promotion. Motion passed unanimously. (See Resolution No.**
129 **2509 and subsequent amendments.)**

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131 **ADMINISTRATOR’S REPORT**

132 At 1:04 p.m., Administrator Wilson presented the Town Council with an update of the following:

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- 135 • 2021 Arbor Day – Parks has proposed planting the pathway near Foxhall as part of its Arbor Day.
 - 136 • Pedestrian Handrail – The vendor has requested a 50% deposit for the pedestrian handrail. Council
137 concurred.
 - 138 • WWTP Headworks Project – USDA has approved approximately \$215,000 in changes orders as grant
139 funding.
 - 140 • Lampard Sidewalk Improvements – The engineering estimate for extension of sidewalk on Lampard from
141 Hillcrest to Browne Street is \$175,000.
 - 142 • Low-Income Housing – SJC has been encouraged to follow through with the development of low-income
143 housing on Malcom Street.
 - 144 • PW Equipment – Town ordered a wood chipper for use in the Trout Lake Watershed. The cost was
\$37,000.

- 145 • WWTP Outfall Project – Town will issue the call for bid in October to comply with grant funding
- 146 requirements.
- 147 • Spring Street Sewer Stormwater – Public Works is engineering the project.
- 148 • Systems Administration – The department was transferred to the Fire Department.
- 149 • COVID-19 Vaccination – SJC will begin issuing the next round of vaccinations on February 10, 2021.
- 150 • Stay Home, Stay Safe – The Health Department is urging that people not attend Superbowl parties.
- 151 • Front Street ROW – The Cask & Schooner has request to renew their license agreement for seating.
- 152 • Radar Speed Signage – Signage is now installed.
- 153 • Refuse Packer Truck – Town is looking into the cost of providing totes for consumers.
- 154 • Island Rec Levy – Town will hold a public hearing on February 18, 2021 to consider support of the levy
- 155 proposal.

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157 **PAYMENT OF CLAIMS**
158 Moved by Monin, seconded by Hushebeck, to approve the Finance Department Agenda Items as enumerated
159 below. Motion passed unanimously.

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161 Finance Department Agenda – February 4, 2021
162 Approval of 2021 Claim Warrants
- 163 • Warrant Number: 47499-47540
 - 164 • Amount: \$173,549.72
 - 165 • Dated: 02/04/2021
- 166 Approval of January 2021 Payroll Warrants
- 167 • Warrant Number: 17331-17340 and 01/29/2021 Direct Deposit
 - 168 • ACH Number: 38-40
 - 169 • Amount: \$327,633.03
 - 170 • Dated: 01/31/2021
- 171 Approval of January 2021 Treasurer Checks
- 172 • Check Number: 10031-10039
 - 173 • Amount of Electronic Checks: 1
 - 174 • Amount: \$7,373.33
 - 175 • Dated: January 2021

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177 **APPROVAL OF MINUTES**
178 Moved by Starr, seconded by de Freitas, to approve the minutes of **January 21, 2021 as submitted.** Motion
179 passed unanimously.

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181 **FUTURE AND NON-AGENDA ITEMS**
182 No future agenda items were forthcoming.

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184 **CITIZEN RESPONSE**
185 No citizen response was forthcoming.

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187 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:05
188 p.m. The next regular meeting is scheduled for Thursday, February 18, 2021 at 12:00 p.m.

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