



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, March 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

SJC Update

At 12:04 p.m., SJC Councilmember Christine Minney-Gabler provided an update on issues of mutual concern. Topics included COVID-19 response and guest houses. Mayor Ghatan thanked Ms. Minney-Gabler.

Resolution No. 2620

At 12:04 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2620 concerning the First Street Overlay Project. Administrator Wilson explained that Town solicited proposals for design of the project as part of grant requirements. No discussion followed.

Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2620, selecting Gray & Osborne Engineering to design the First Street Overlay Project. Motion passed 4-0 with Starr absent.

Resolution No 2621

At 12:10 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2621 concerning water valve replacement on SJ Valley Road. Public Works Director, Wayne Haeefe explained that unexpected conditions were encountered during the work being performed in January. Town directed the Contractor to stop work for further evaluation after emergency repairs were completed. Discussion followed about logistics, including the water plant shutdown.

Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2621, authorizing the Mayor to execute a contract in the amount of \$30,000 excluding sales tax, with Mike Carlson Enterprises for the replacement of certain water valves located on San Juan Valley Road. Motion passed unanimously.

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Resolution No. 2622

At 12:16 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2622 concerning the Spring Street Sewer and Stormwater Replacement Project. Administrator Wilson explained that Town received 2 sealed bids after being duly advertised. The project consists of new sanitary sewer and storm drain on the alignment between First and Second Streets. The new section will complete upgrades from the waterfront to Argyle Avenue. Discussion followed regarding the significant difference in bid amounts.

Moved by Starr, seconded by Monin, adopting Resolution No. 2622, authorizing the Mayor to execute a unit price with a base bid contract amount of \$413,187 excluding sales tax and additional contingency for unexpected subgrade conditions, with Mike Carlson Enterprises, Inc. for the construction of the Spring Street Sewer and Stormwater Replacement Project . Motion passed unanimously.

Resolution No. 2623

At 12:22 p.m., Mayor Ghatan introduced discussion of draft Resolution No.2623 the SBR System at the Wastewater Treatment Plant. Administrator Wilson explained that the Town only authorized \$322,000 of the total design costs because the funding from Department of Ecology was limited, but Ecology has extended the loan and forgivable loan needed to complete the remainder of Tasks 1 through 7. Completion of Tasks 1 through 7 will require the Council to approve an additional \$734,200 which is a portion of the approved Department of Ecology Loan/Forgivable Loan. Inquiry followed regarding interest rates. No discussion followed.

Moved by de Freitas, seconded by Starr, adopting Resolution No. 2623, authorizing the Mayor to execute Amendment No. 1 to the professional services agreement with Wilson Engineering, LLC entitled WWTP SBR Conversion and Biosolid Handling Design and Construction, to increase the budget by the amount of \$734,200 to pay for Tasks 1 through 7 . Motion passed unanimously.

Resolution No. 2624

At 12:28 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2624 the Outfall Project at the Wastewater Treatment Plant. Administrator Wilson explained that the Town needs to amend the existing scope of work to include Task No. 7, to create a preliminary Department of Natural Resources (DNR) lease survey and record of survey which is required for the outfall project. Said task is estimated to cost \$10,000. Discussion followed that the project was growing in cost but also becoming significantly more environmentally friendly.

Moved by Hushebeck, seconded by de Freitas, authorized to execute Amendment No. 2 to the professional services agreement with Wilson Engineering, LLC to provide outfall improvements at the Wastewater Treatment Plant. Motion passed unanimously.

Ordinance No. 1712

At 12:36 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1712 concerning sewer main connections. Administrator Wilson explained that the Ordinance amends language in Section 13.20.070(B) to align with current practices for inspection of owner-installed side-sewer connections. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1712, amending Chapter 13.20 FHMC concerning inspection of owner-installed side-sewer connections. Motion passed unanimously.

89 Ordinance No. 1713

90 At 12:40 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1713 concerning sidewalk
91 maintenance. Administrator Wilson explained that the Ordinance clarifies the liability and responsibility for
92 sidewalk maintenance, citing snow removal and maintenance of planting strips. Discussion followed regarding the
93 meaning of “liability” for deteriorating sidewalks. Administrator Wilson provided examples.

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95 **Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1713 amending Chapter 12.04 FHMC relating**
96 **to responsibility for sidewalk maintenance and repair. Motion passed unanimously.**

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98 Ordinance No. 1714

99 At 12:55 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1714 concerning private use of the
100 public right-of-way. Administrator Wilson explained that the purpose of the Ordinance is to modify current
101 regulation and private use of public property to align with requests by the public to provide public benefits such
102 as bistro-style dining in appropriate locations. The Ordinance also provides for additional requirements as may be
103 deemed appropriate by administrative policy. No discussion followed.

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105 **Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1714 amending Chapter 12.28 FHMC regulating**
106 **private use of public property. Motion passed unanimously.**

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108 Resolution No. 2625

109 At 1:01 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2625 concerning private use of the
110 public right-of-way. Administrator Wilson explained that the Resolution establishes additional requirements and
111 fees for private use of the public right-of-way exceeding three days and/or for commercial purposes. Discussion
112 followed regarding the policy.

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114 **Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2625 establishing an administrative policy for**
115 **private use of the public right-of-way. Motion passed unanimously.**

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117 **ADMINISTRATOR’S REPORT**

118 At 1:14 p.m., Administrator Wilson presented the Town Council with an update of the following:

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- 121 • Smoots Alley – **Council consensus to reimburse Councilmember de Freitas in the amount of \$1,350 for**
122 **thirty tons of crushed drain rock distributed to Smoots Alley side (Town ROW) of her stormwater project**
123 **on Guard Street.**
 - 124 • Sewer Manhole Survey – Star Surveying has provided an estimate of \$2000. **Council consensus to move**
125 **forward with the GIS location survey of sewer stormwater manholes .**
 - 126 • Mullis Street Improvement Project – The Project is on schedule to proceed.
 - 127 • Hydro-geology Study – Town anticipates preliminary results by April.
 - 128 • Critical Areas Ordinance – Town anticipates having a draft for circulation by end of March.
 - 129 • 710 Guard Street – Town received an application for rezone.
 - 130 • Graduation Banners – The PTA has requested graduation banners for class of 2021.
 - 131 • First Street Pocket Park – Town will issue a CFB in April.
 - 132 • Spring Street S/S Replacement Project – Wayne Haefele will perform construction inspection during the
133 evening work.
 - 134 • Lampard Sidewalk – The engineering for the project is almost complete.

135 **PAYMENT OF CLAIMS**

136 Moved by Monin, seconded by de Freitas, to approve the Finance Department Agenda Items as enumerated
137 below. Motion passed unanimously.

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139 Finance Department Agenda – March 4, 2021

- 140 Approval of 2021 Claim Warrants
141 • Warrant Number: 47589-47626
142 • Amount: \$270,685.80
143 • Dated: 03/04/21
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- 145 Approval of February 2021 Payroll Warrants
146 • Warrant Number: 17341-17350 and 02/28/2021 Direct Deposit
147 • ACH Number: 41-43
148 • Amount: \$322,472.66
149 • Dated: 2/28/21
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- 151 Approval of February 2021 Treasurer Checks
152 • Check Number: 10040-10045
153 • Amount of Electronic Checks: 1
154 • Amount: \$4,761.54
155 • Dated: February 2021
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157 **APPROVAL OF MINUTES**

158 Approval of minutes from February 18, 2021 were postponed until March 18, 2021.
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160 **FUTURE AND NON-AGENDA ITEMS**

161 No future agenda items were forthcoming.
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163 **CITIZEN RESPONSE**

164 No citizen response was forthcoming.
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166 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:27
167 p.m. The next regular meeting is scheduled for Thursday, March 18, 2021 at 12:00 p.m.
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170 **These minutes were approved by motion of the Town Council . The original document is retained by the Clerk in**
171 **the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**