



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, April 1, 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

Treasurer Wilson introduced Bethany Berry as the new hire Finance Director. Ms. Berry will take over the position effective May 10th.

ACTION AND DISCUSSION ITEMS

Town Wellness Program Annual Report

At 12:04 p.m., Mayor Ghatan welcomed Julie Greene, Wellness Coordinator, to provide an annual report on the Town's Wellness Program for employees. Topics included the insurance discount, new access requirements and new wellness committee. The Mayor and Council thanked Ms. Greene. No action was taken.

Friday Harbor Arts Commission Annual Report

At 12:10 p.m., Mayor Ghatan welcomed Julie Greene, FHAC Coordinator, to provide an annual report for the Friday Harbor Arts Commission. Topics included new members and current projects. The Mayor and Council thanked Ms. Greene. No action was taken.

Critical Areas Ordinance Update

At 12:28 p.m., Mayor Ghatan invited Ryan Ericson, CDPD Director, to provide an update on the Critical Areas Ordinance. Mr. Ericson explained that the Planning Commission is reviewing the ordinance amendments on an expedited schedule to get the Town in compliance with the Department of Ecology. Discussion followed regarding upcoming work. The Mayor and Council thanked Mr. Ericson. No action was taken.

Resolution No. 2628

At 12:35 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2628 concerning lease of public right of way. Administrator Wilson explained that the business has requested the same lease area as prior years. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2628, a request for lease of public right-of-way on Front Street for outdoor seating & installation of temporary structures by Cask & Schooner. Motion passed unanimously.

47 Resolution No. 2629

48 At 12:38 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2629 concerning the Comprehensive
49 Water System Plan. Public Works Director Wayne Haefele explained that additional modeling can enhance the
50 level of fidelity and comprehensive assessment of certain locations such as the treatment plant, airport and
51 marinas. Discussion followed regarding using the modeling to determine line leakage.

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53 **Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2629 authorizing Amendment No. 1 with**
54 **Brown & Caldwell for updates to the Comprehensive Water System Plan . Motion passed unanimously.**

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56 Mullis Street Improvement Project

57 At 12:44 p.m., Mayor Ghatan introduced discussion of the Mullis Street Improvement Project. Pedro Mena,
58 Project Manager, reviewed the construction schedule and updated the Council on unexpected conditions that will
59 require additional change orders. Discussion followed regarding detours. No action was taken.

60
61 Resolution No. 2630

62 A 12:52 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2630 concerning the Mullis Street
63 Improvement Project. Administrator Wilson presented Change Order Nos. 1 & 2 for additional pavement
64 restoration. No discussion followed.

65
66 **Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2630 authorizing Change Order No. 1 & Change**
67 **Order No. 2 for additional pavement restoration on the Mullis Street Improvement Project. Motion passed**
68 **unanimously.**

69
70 Resolution No. 2631

71 At 12:54 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2631 concerning legal services.
72 Administrator Wilson explained that legal counsel is still required for review of construction claims and ongoing
73 litigation. No discussion followed.

74
75 **Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2631 authorizing Amendment No. 4 to the**
76 **legal services agreement for construction claims related to Tucker Avenue Reconstruction Project, Phase 2.**
77 **Motion passed unanimously.**

78
79 Resolution No. 2632

80 At 1:11 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2632 concerning the West Street
81 Sidewalk Project. Administrator Wilson explained that the project has been inspected and reconciled. No
82 discussion followed.

83
84 **Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2632 authorizing Change Order No. 1 and**
85 **accepting the West Street Sidewalk Project . Motion passed unanimously.**

86
87 Resolution No. 2634

88 At 1:01 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2634 concerning Zylstra Lake.
89 Administrator Wilson explained that the County is applying for State Community Project Funding. A resolution of
90 support is recommended. Discussion followed regarding the need for easements.

91
92 **Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2634 supporting the Community Project Funding**
93 **request for a continuous non-motorized trail from the Town of Friday Harbor to the Zylstra Lake Preserve. Motion**
94 **passed unanimously.**

95
96

97 AV Captureall

98 At 1:15 p.m., Mayor Ghatan introduced discussion of the AV system in the Town Council Chambers. Staff
99 presented a proposal to update audio visual system & equipment in the Council Chambers for improved public
100 access. The system recommended is Zoom Meetings with a minimal AV package. **Council consensus to finalize a**
101 **proposal.**

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103 **ADMINISTRATOR’S REPORT**

104 At 1:27 p.m., Administrator Wilson presented the Town Council with an update of the following:

105

- 106 • Capital Improvements – Town will issue a press release regarding the large Town capital improvement
107 project completed this past 10 years.
- 108 • FH Landfill – The site requires pavement restoration. More information will be presented.
- 109 • Annual Audit – The SAO will be conducting the annual audit in April.
- 110 • Pickle Ball Court – A local group is requesting additional courts.

111

112 **PAYMENT OF CLAIMS**

113 Moved by Monin, seconded by Starr, to authorize Claims and Warrants as stated below. Motion passed
114 unanimously.

115

116 Presented at Council Meeting: April 1, 2021

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118 Approval of 2021 Claim Warrants

- 119 • Warrant Number: 47672-47717
- 120 • Amount: \$189,476.59
- 121 • Dated: 04/01/2021

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123 Approval of 2021 March Payroll Warrants

- 124 • Warrant Number: 17351-17362 and 03/31/2021 Direct Deposit
- 125 • ACH Number: 44-46
- 126 • Amount: \$359,917.88
- 127 • Dated: 03/31/2021

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129 Approval of 2021 March Treasurer Checks

- 130 • Check Number: 10046-10058
- 131 • Amount of Electronic Checks: 1
- 132 • Amount: \$82,407.00
- 133 • Dated: March 2021

134

135 **APPROVAL OF MINUTES**

136 Moved by de Freitas, seconded by Starr, to approve the minutes of **March 18, 2021 as submitted.** Motion passed
137 unanimously.

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139 **FUTURE AND NON-AGENDA ITEMS**

140 Councilmember Monin provided a SJC Board of Health update.

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142 **CITIZEN RESPONSE**

143 No citizen response was forthcoming.

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145 **EXECUTIVE SESSION**

146 At 2:02 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding
147 qualifications for employment in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to
148

149 last 20 minutes. Participants: Town Council, Mayor Ghatan and Administrator Wilson. Council required and the
150 public was notified of a 20-minute extension. The session ended at 2:42 p.m. for an actual session time of 40
151 minutes. No actions were taken following executive session.

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153 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:43
154 p.m. The next regular meeting is scheduled for Thursday, April 15, 2021 at 12:00 p.m.

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156 * * * * *

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