



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, June 17, 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), 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.

Mayor, Farhad Ghatan; Town Administrator, Duncan Wilson; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

The absence of Councilmember Monin was excused.

FLAG SALUTE

Mayor Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

SJC Board of Health

At 12:04 p.m., Mayor Ghatan introduced Mark Tompkins to provide an update on Restarting Safe Washington. Mr. Tompkins summarized recent COVID restrictions, unmasking and reopening mandates. The Governor will reopen. The Council thanked Mr. Tompkins. No action was taken.

Resolution No. 2645

At 12:26 p.m., Mayor Ghatan introduced discussion of Resolution No. 2645 concerning the Mullis Street Improvement Project. Project Manager, Pedro Mena, explained that Change Order No. 6 reconciles final contact amounts for labor and materials. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2645, authorizing Change Order No. 6 for the Mullis Street Improvement Project (818 Mullis to Spring Street). Motion passed 4-0 with Monin absent.

Resolution No. 2646

At 12:27 p.m., Mayor Ghatan introduced discussion of Resolution No. 2646 concerning the Spring Street Sewer & Stormwater Replacement Project. Public Works Director, Wayne Haefele, explained that Change Order Nos. 1-2 reconciles final contract amounts for labor and materials for additional work ordered by the Town, including the additional sidewalk and accepts the project. Discussion followed regarding the sidewalk planters and benches.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2646, authorizing Change Order Nos. 1-2 and accepting the Spring Street Sewer Stormwater Reconstruction Project. Motion passed 4-0 with Monin absent.

44 Resolution No. 2647

45 At 12:33 p.m., Mayor Ghatan introduced discussion of Resolution No. 2647 concerning selection of engineers.
46 Administrator Wilson explained that the resolution corrects deficiencies in our current procedures that were
47 identified by the State Auditor. No discussion followed.

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49 **Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2647, selecting engineering firms for
50 architectural and engineering services. Motion passed 4-0 with Monin absent.**

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52 Resolution No. 2648

53 At 12:36 p.m., Mayor Ghatan introduced discussion of Resolution No. 2648 concerning the Sewer Outfall
54 Replacement Construction. Administrator Wilson explained that the resolution authorized the forgivable loan
55 funding offered through the Water Quality Combined Financial Assistance Program to construct the new sewer
56 outfall for the Wastewater Treatment Plant. Discussion followed regarding the payment of interest on the loan.

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58 **Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2648, authorizing a forgivable loan (WQC-2021-
59 FriHar-00211) with the Department of Ecology for the Sewer Outfall Replacement Construction. Motion passed 4-
60 0 with Monin absent.**

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62 Resolution No. 2649

63 In conjunction with Resolution No. 2648, Mayor Ghatan introduced discussion of Resolution No. 2649 concerning
64 Wastewater Treatment Plant Upgrades. No discussion followed.

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66 **Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2649, authorizing a forgivable loan (WQC-2021-
67 FriHar-00212) with the Department of Ecology for Water Treatment Plant Upgrades. Motion passed 4-0 with
68 Monin absent.**

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70 Resolution No. 2650

71 At 12:46 p.m., Mayor Ghatan introduced discussion of Resolution No. 2650 concerning an employment
72 agreement for Town Administrator. Administrator Wilson explained that the agreement was to affirm the terms
73 and conditions for at-will employment of Michael Thomas to assume the position of Town Administrator upon
74 Duncan Wilson’s retirement. No discussion followed.

75
76 **Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2650, authorizing an employment agreement
77 with Michael Thomas for the position of Town Administrator. Motion passed 4-0 with Monin absent.**

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79 Ordinance No. 1723

80 At 12:53 p.m., Mayor Ghatan introduced discussion of Ordinance No. 1723 concerning refuse containers.
81 Administrator Wilson explained that customers are overfilling garbage cans. The ordinance reduces the allowable
82 weight from 65 to 45 pounds for the health and safety of staff. Discussion followed regarding how the ordinance
83 could be enforced.

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85 **Moved by Hushebeck, seconded by Starr, to adopt Ordinance No. 1723, amending Chapter 13.28 FHMC relating
86 to refuse container weight. Motion passed 4-0 with Monin absent.**

87 Ordinance No. 1724

88 At 12:55 p.m., Mayor Ghatan introduced discussion of Ordinance No. 1724 concerning Chapter 17 Land Use.
89 Administrator Wilson explained that the ordinance restructures Chapter 17.08 into alpha-numeric sequence by
90 section (Letters A-Z) and recodifies existing definitions. Currently, each definition has an individual section listed
91 as Sections 17.08.010 through 17.08.700. No discussion followed.

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93 **Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1724, amending Chapter 17.08 FHMC regarding**
94 **land use definitions. Motion passed 4-0 with Monin ab sent.**

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96 Ordinance No. 1725

97 At 1:01 p.m., Mayor Ghatan introduced discussion of Ordinance No. 1725 concerning the interim attached
98 accessory dwelling units. Administrator Wilson explained that the original ordinance used the term “footprint”.
99 After further review, staff found the term ambiguous and recommends changing the term to “bulk dimensions”
100 to preserve the intention of the interim ordinance. Discussion followed regarding future regulations.

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102 **Moved by Starr, seconded by Hushebeck, to adopt Ordinance No. 1725, amending Ordinance No. 1721**
103 **concerning interim regulations for attached accessory dwelling units. Motion passed 4-0 with Monin absent.**

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105 Ordinance No. 1726

106 At 1:12 p.m., Mayor Ghatan introduced discussion of Ordinance No. 1726 concerning salary. Administrator Wilson
107 explained that CDPD Director Ryan Ericson completed his 6-month probationary period. A \$3,000 annual salary
108 increase is recommended. No discussion followed.

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110 **Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1726, fixing the salary for the Community**
111 **Development and Planning Director and amending Ordinance No. 1707. Motion passed 4-0 with Monin absent.**

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113 **ADMINISTRATOR’S REPORT**

114 At 1:15 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 115
- 116 • Stormwater Event – Town experience another 100-year event and looking to solve some of the overflow
 - 117 issues in the secondary mains.
 - 118 • AV Equipment & In-person Meetings – The new system has arrived and the Council needs to discuss
 - 119 when they would like to resume in-person meetings.
 - 120 • Stormwater Bond – Town retired the remaining bond with existing reserves, thereby saving 6% in
 - 121 interest.
 - 122 • 4th July Parade – The SJI Chamber and its partners are planning a smaller parade for 2021. The event will
 - 123 begin at 11:30 a.m.
 - 124 • Utility Rate Study – FCS Group is nearly complete with the new rate study.
 - 125 • Student Banners – The new graduate banners have been hung. Town hopes it will become tradition.
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127 **PAYMENT OF CLAIMS**

128 Moved by de Freitas, seconded by Starr, to adopt the Finance Department Agenda as enumerated below. Motion
129 passed 4-0 with Monin absent.

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Finance Department Agenda Items

Presented at Council Meeting: June 17, 2021

Approval of 2021 Claim Warrants

- Warrant Number: 47942-47989
- ACH Number: EFT 1-2
- Amount: \$234,462.95
- Dated: 06/17/21

Payment of May 2021 Revised Treasurer Checks

- Previously approved at the 06/03/2021 council meeting in the amount of \$202,999.98.
- Revision includes an updated amount for check no. 10078: \$21,903.88, previously \$21,903.78.
- Check Number: 10078-10080, 10112-10122
- Amount of Electronic Checks: 2
- Amount: \$203,000.98
- Dated: May 2021

APPROVAL OF MINUTES

Approval of minutes postponed until July 1, 2021.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:37 p.m. The next regular meeting is scheduled for Thursday, July 1, 2021 at 12:00 p.m.

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