



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, October 18, 2007 – Town Council Chambers – Afternoon Session

CALL TO ORDER

The Town Council met in regular session with Mayor Jones presiding. Mayor Jones called the regular session to order at 12:00 p.m.

ROLL CALL

Council members: Illg, Gillette, Balcomb-Bartok, and Emery.

Others Present: Mayor, David Jones; Town Administrator, C. King Fitch; Treasurer, Wendy Picinich; and Clerk, Amy Taylor. Attorney, Don Eaton, was not present.

Mayor Jones conducted the flag salute.

EXCUSED ABSENCE

Mayor Jones asked the Council if they wished to excuse Councilmember Brooks. Council unanimously approved her absence.

ANNOUNCEMENTS/SCHEDULE CHANGES

There were no announcements.

PUBLIC ACCESS TIME

Farhad Ghatan, Blair Avenue property owner, commented on the oversized commercial vehicles that are parking for extended periods of time on the south-western portion of Blair Avenue. Mr. Ghatan suggested the Council consider an ordinance that will impose a time limit on these types of vehicles.

Jack Cory, Blair Avenue property owner, commented that parking on the south-western portion of Blair Avenue was "haphazard" and requested the Council extend the striping for parking to Spring Street in order to improve safety, visibility and availability of parking spaces. He was not opposed to imposing time limits in that area.

Ralph Hahn, Director of the Economic Development Council (EDC) presented their quarterly performance report to the Council. The report included a brief narrative. Per Councilmember Illg's request, Mr. Hahn informed the Council of upcoming EDC sponsored workshops and studies.

ACTION AND DISCUSSION ITEMS

Homes for Islanders (HFI) – Utility Connection Fees

At 12:10 p.m., Mayor Jones invited John Campbell, HFI Vice-president, to explain the request by HFI for \$8,000 in "HB2060" funds to partially subsidize Town utility connection fees for very low income home builders at Park Plaza self-help housing project. Mr. Campbell stated that if granted, the funds would aid in reducing the mortgages of at least 2 low-income homeowners. He suggested the Council consider granting the funds directly to HFI to use as a "recycling loan". Administrator Fitch explained 1) there is currently a balance of \$8,000 available in the HB2060 fund per an Interlocal Agreement 05SJ08 with SJC and \$19,000 available in the Utility Connection Deferral Fund per Ordinance No. 1277; 2) the eligible uses and background of each fund; and 3) that the request is feasible should the Council direct staff to develop a policy for distribution of funds. Discussion and inquiry followed including the cost of utility installation and the funding of a rental assistance program.

48 **Moved by Balcomb-Bartok, seconded by Emery to direct Staff to develop an application**
49 **process, criteria and protocol for dispersal of HB2060 funds in accordance with RCW**
50 **36.22.178. Motion passed 4-0.**

51
52 Mayor Jones inquired if the Council wished to address the request of \$8,000 at this time. **Council**
53 **consensus to establish a policy for dispersal of HB2060 funds prior to considering the**
54 **request from HFI for \$8,000.**

55
56 Homes for Islanders (HFI) – Building Permit Fees

57 In addition to the request for HB2060 funding, HFI had requested consideration of a “50% reduction in
58 building permit fees” for the Park Plaza self-help housing project. Administrator Fitch provided a copy
59 of Ordinance No. 1337, outlining the plan review fees of duplicate buildings permitted under the same
60 development. Mr. Campbell thanked the Town for their consideration. No discussion followed.

61
62 SJC Marine Resources Committee (MRC) – Co-sponsor Stormwater Education Grant

63 At 12:24 p.m., Mayor Jones opened consideration of a co-sponsored Stormwater Education
64 Grant/Agreement with the MRC. Mary Knackstedt, MRC Coordinator explained 1) the grant funding,
65 through the Department of Ecology, would be used to provide technical assistance and educational
66 outreach for businesses in an effort to reduce pollution; 2) the grant would be a collaboration between
67 the MRC, SJC and Town; 3) there are no matching funds required; and 4) applications are due by
68 October 29, 2007. Councilmember Emery inquired if the grant/agreement had any regulatory
69 measures. Ms. Knackstedt answered that the Grant/Agreement is only educational and has no
70 regulatory value. Discussion followed regarding the program and due date of the application.

71
72 **Moved by Balcomb-Bartok, seconded by Emery to authorize the Mayor to co-sponsor a**
73 **Stormwater Education Grant/Agreement with SJC, pending the recommendation of the**
74 **Town Administrator. Motion passed 4-0.**

75
76 **PUBLIC HEARINGS**

77 Amendments to the 2007 Town Budget

78 At 12:43 p.m., Mayor Jones opened the public hearing to consider amendments to the 2007 Town
79 Budget. Administrator Fitch explained that the Council was informed throughout the year as changes
80 to the Budget were anticipated. Amendments to the 2007 Town Budget included: Adjustment to
81 beginning cash balances; changes in personnel and positions; adjustments to anticipated investment
82 earnings; and increase in travel/training for personnel. Council stated the amendments appeared self-
83 explanatory and each examined specific line items.

84
85 At 12:52 p.m., hearing no further Council comment or public input, Mayor Jones closed the public
86 hearing regarding the amended 2007 Town Budget.

87
88 Ordinance No. 1345

89 **Moved by Illg, seconded by Balcomb-Bartok to adopt Ordinance No. 1345, amending the**
90 **2007 Budget for the Town of Friday Harbor as presented in “Attachment A”. Motion**
91 **passed 4-0.**

92
93 **ACTION AND DISCUSSION ITEMS (continued)**

94 Ordinance No. 1346

95 At 12:55 p.m., Mayor Jones introduced draft Ordinance No. 1346, *amending Ordinance No. 945, and*
96 *FHMC Chapter 10.04, concerning restricted parking on fire apparatus access roads.* Administrator Fitch
97 explained the draft ordinance is to restrict vehicles from parking on fire apparatus access roads unless
98 the vehicle is in the process of being loaded or unloaded and the driver thereof is in actual attendance

99 of the vehicle. Discussion followed regarding vehicles blocking fire lanes, ticketing and providing
100 appropriate signage.

101
102 **Moved by Gillette, seconded by Balcomb-Bartok to adopt Ordinance No. 1346 as stated.**
103 **Motion passed 4-0.**

104
105 Discussion of Process – Economic Development Element (EDE) of the Comprehensive Plan

106 At 1:02 p.m., Mayor Jones opened discussion of process to incorporate an EDE into the Comprehensive
107 Plan. Land Use Administrator Mike Bertrand reminded the Council that in February 2007 the Town
108 received grant money to draft an economic development document and requested approval to forward
109 the draft document to the EDC to edit and format for incorporation into the FH Comprehensive Plan.
110 Discussion and inquiry followed regarding the service the EDC will render, policy and environmental
111 issues.

112
113 **Council consensus to forward the draft 2007 Economic Development Element to the**
114 **Economic Development Council for review and recommendation.**

115
116 **ADMINISTRATOR'S REPORT**

117 At 1:02 p.m., Administrator Fitch presented the Town Council with an update of the following:

- 118
119 • Washington State Ferries (WSF) Letter: The WSF forwarded an informational packet regarding
120 new legislation (ESHB 2358) for long-term sustainability of the Ferry system; and requested
121 representatives to participate in planning efforts. Discussion followed. **Council consensus to**
122 **appoint Land Use Administrator Mike Bertrand and Councilmember Liz Illg to**
123 **participate in upcoming "public participation opportunities" and planning efforts**
124 **concerning ESHB 2358, "the Ferry Bill".** Mr. Hahn suggested that Alex MacLeod, SJC
125 Ferry Advisory Committee Chair, be invited to brief the Council on this issue.
- 126 • FH Athletic Association (FHAA) Letter: The FHAA forwarded a letter requesting financial
127 support from the Town to fund parking lot lighting for the sports field project in the amount of
128 \$3,000. Discussion followed including the forthcoming Operational Use Agreement. **Moved by**
129 **Balcomb-Bartok, seconded by Emery to address the request during the 2008 budget**
130 **process. Motion passed 4-0.**
- 131 • Email: Mr. Bertrand received an email inquiring about the progress of the FHAA sports field
132 project. It requested the correspondence be shared with the Council. Administrator Fitch
133 inquired if the Council would prefer a memo or just the direct response to the sender. Council
134 was favorable to a copy of the direct response to the correspondent.
- 135 • SJI Community Radio Board (SJICRB): The Hillview Terrace Home Owners Association
136 withdrew their preliminary support of the SJICRB's application to locate and maintain an
137 antenna at the Town owned Hillview Terrace Property. The SJICRB had mistakenly e-filed their
138 application with the FCC; conveyed their sincerest apologies to the Council; and are taking
139 steps to secure an alternative location and amend/retract the application.
- 140 • Spring and Blair Street Intersection Revision: Postponed until Councilmember Brooks can be in
141 attendance.
- 142 • Spring Street Right-of-Way (ROW) Improvements: Potential ROW improvements for a walking
143 path on the north side of Spring Street between Marguerite Place and Price Street would cost
144 approximately \$7,000.

145
146 **PAYMENT OF CLAIMS AND PAYROLL**

147 Postponed until the evening session of October 18, 2007.

148 **APPROVAL OF MINUTES**
149 Moved by Gillette, seconded by Emery, to approve the minutes of **October 4, 2007 as submitted.**
150 Motion passed 4-0.

151
152 **WORK SESSION**
153 2008 Town Budget
154 At 1:29 p.m., Mayor Jones presented the preliminary 2008 Town Budget; commented on the
155 introductory memo dated October 17, 2007; and encouraged the Council to keep a “long range view”
156 while reviewing the preliminary budget. Administrator Fitch commented that the preliminary budget
157 contains substantial funding cuts from departments in an effort to balance the document. Further
158 discussion was postponed until the evening session of October 18, 2007.

159
160 **CITIZEN RESPONSE**
161 There were no public access items forthcoming.

162
163 **ADJOURNMENT** – Hearing no further business and no objection. Mayor Jones adjourned the
164 meeting at 1:32 p.m. The next regular meeting is scheduled for Thursday, October 18, 2007.

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167 **These minutes were approved on November 1, 2007. The original document is retained by**
168 **the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday**
169 **Harbor Clerk**