



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, November 7, 2024 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Jackson called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Richard Geffen (Position No. 2), Anna Maria de Freitas (Position No. 3), Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5).

Town Administrator Denice Kulseth, Finance Director Bethany Berry, and Town Clerk Jennifer Krems.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

SET AGENDA

At 12:02 p.m., Mayor Jackson requested to add recognitions to the agenda. Council agreed.

RECOGNITION

At 12:03 p.m., Mayor Jackson recognized Water Treatment Plant Operator in Charge Frank Byrne with a Certification of Appreciation for 30 years of dedicated and invaluable service. Byrne expressed his gratitude and gratefulness for serving the Town. Kulseth added Byrne's contributions are appreciated and the production of water is a complex and valuable procedure.

PROCLAMATION

At 12:07 p.m., Mayor Jackson proclaimed November as National Gratitude Month.

ANNOUNCEMENTS

At 12:10 p.m., Mayor Jackson congratulated County Councilmember- elect Kari McVeigh on her successful election. No further announcements.

PUBLIC COMMENT

No public comment was forthcoming.

CONSENT AGENDA

At 12:12 p.m., the Consent Agenda was introduced by Mayor Jackson. No discussion.

Moved by Geffen, seconded by De Freitas, to approve Consent Agenda as written. No discussion. Motion passed unanimously.

Resolutions

- o Resolution No. 2895 – Authorizing a contract with Island Home Finishes LLC for tile and installation to complete the Sunshine Alley Bathroom Improvement Project
- o Resolution No. 2907 - Ratifying Change Order 1 to the Crack Seal Improvement Project
- o Resolution No. 2908 – Ratifying Task Order No. 13 for Interlocal services between the Town and SJC for a survey monitoring report for the Trout Lake Reservoir Dam

Minutes Approval of the Summary of the Minutes dated October 17, 2024.

48 Councilmember De Freitas asked for clarification regarding where the tiles would be installed and requested to see
49 the Sunshine Alley tiles approved in Resolution No. 2895. Kulseth explained the repairs to be made and materials
50 to be purchased. Councilmember Turnage requested updated signage on the restroom building. Kulseth shared
51 Town Planner Ruta Bertulis is leading the updated signage effort which is to be included in the Comprehensive
52 Plan. Council agreed uniformity and placement were important for future signage. Mayor Jackson recognized
53 Facilities Maintenance Manager Andy Gutierrez for his work on the Sunshine Alley Improvement Project.
54

55 **ACTION AND DISCUSSION ITEMS**

56 Chamber of Commerce 2025 Tourism Promotion Program Presentation

57 At 12:20 p.m., Mayor Jackson introduced Chamber of Commerce Executive Director Becki Day to present the
58 Chamber’s request for funding for the year 2025. Day shared expenditures, planned programming and promotions,
59 program costs, and the additional request to support the 4th of July parade. Day expressed her gratitude to the
60 Town for the continued support and for receiving second 2% LTAC grant funds. Day explained the funding request
61 would remain the same as last year’s request with the addition of restricted funds for the parade which aligned
62 with other parades funding within Washington. Council thanked Day for her energy, dedication, knowledge of the
63 community, and resourcefulness to make community events possible.
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65 Resolution No. 2909

66 At 12:28 p.m., Mayor Jackson introduced Resolution No. 2909 authorizing LTAC funds to the San Juan Island
67 Chamber of Commerce Tourism Promotion Program. No Discussion.
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69 **Moved by De Freitas, seconded by Starr, to approve Resolution No. 2909 authorizing LTAC funds to the San Juan
70 Island Chamber of Commerce Tourism Promotion Program as written. No discussion. Motion passed unanimously.**
71

72 Day thanked Council and invited Council and the public to the Friday Harbor Christmas Tree Lighting and Santa’s
73 Workshop event on December 6th.
74

75 County Councilmember-elect

76 At 12:29 p.m., Mayor Jackson invited McVeigh to address Council. McVeigh expressed her dedication to building a
77 strong partnership with the Town in her new County Council role. Council thanked McVeigh.
78

79 Group Letter – Legislative Request for Ferries

80 At 12:31 p.m., Mayor Jackson introduced Kulseth to present a proposed group letter written by the citizen action
81 group Fix Our Ferries Coalition. The Town was invited to join the initiative to present a legislative request to
82 improve the ferry system. Kulseth shared other represented groups that have signed on to the letter. Kulseth
83 offered to attend the regional Legislative Summit in Mukilteo at the Rosehill Community Center on November 16th
84 to represent the Town. Kulseth offered to share the group letter request with other taxing districts and non-profit
85 groups the Town has previously included regarding ferry improvements.
86

87 **Council unanimously agreed to sign the group letter proposed by the Fix Our Ferries Coalition . No further
88 discussion.**
89

90 Sunshine Alley Improvement Project Tile

91 At 12:39 p.m., Mayor Jackson introduced Facilities Maintenance Manager Andy Gutierrez to present the tile to be
92 purchased in accordance with Resolution No. 2895. Gutierrez provided Council with the repairs to be done,
93 materials to be used, and the timeline of the project. Council was thankful and approved.
94

95 Community Development Update

96 At 12:41 p.m., Mayor Jackson introduced Community Development Director Ryan Ericson to present a Department
97 update. Ericson shared historic incentives will be brought forth to Council as an Ordinance after the Historic
98 Preservation Review Board (HPRB) provides recommendations. Next week, Ericson will meet with the County to

99 review and finalize the allocation by number to complete the Land Capacity Analysis. A series of land use and climate
100 resiliency element focus groups will be held to review residency and to respond to the survey. The internal
101 PermitTrax program will launch on November 12th. Ericson shared the Preservation is going before the HPRB to
102 present proposed external renovations to the building formerly used by Chicago Title and the old Post Office;
103 currently, the building is undergoing internal renovations.

104

105 **2025 Budget Work Session**

106 At 12:18 p.m., Mayor Jackson introduced Finance Director Bethany Berry. Berry shared the first version of the 2025
107 preliminary budget was posted to the Town's website on November 1st and is available to the public. Any revisions
108 to the preliminary budget will be posted to the Town's website by November 14th and distributed to Council. Berry
109 overviewed the budget topics, timeline, and implemented software and explained this work session would focus
110 on revenue. Preliminary budget revenue sources to support the general fund operations include taxes, licenses
111 and permits, intergovernmental, charges for services, fines and penalties, and other miscellaneous sources. Berry
112 explained the street fund, special revenue fund, REET fund, and utilities funds. Berry explained the proposed rental
113 rate increase. Rental rates had not been increased since 2021; new rates are proposed in Resolution No. 2910.
114 Berry introduced Kulseth to speak on the property tax levy, Ordinance 1805. Kulseth explained the rational for
115 taking the full levy amount. In the past couple years, the Town had bank capacity in exchange for being incorporated
116 into Fire District 3 to alleviate residents of new taxes. This year the Town is taking the full amount which would
117 bring in \$6,032.75. The Town's total ask in property tax revenues is \$587,000 with exception of receiving \$583,000.
118 Kulseth and Berry invited questions. Councilmember Hushebeck confirmed the large item in water capital reserves
119 is the fourth pump station and the large item in street capital is the Marguerite Place improvement Project. No
120 further discussion.

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122 **Public Hearing**

123 At 1:01 p.m., Mayor Jackson opened the public hearing on proposed property taxes. Mayor Jackson recognized
124 Kulseth for staff comment. Kulseth had no further comment. No public comment was forthcoming. No discussion
125 from Council. Public hearing was closed at 1:02 p.m.

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127 **Ordinance No. 1805**

128 At 1:03 p.m., Mayor Jackson introduced Ordinance No. 1805 authorizing property tax levy certification with an
129 increase of \$6,032.75 for year 2025. No further discussion.

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131 **Moved by De Freitas, seconded by Starr, to approve Ordinance No. 1805 authorizing property tax levy certification
132 with an increase of \$6,032.75 for year 2025 as written. No discussion. Motion passed unanimously.**

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134 **Resolution No. 2910**

135 At 1:25 p.m., Mayor Jackson introduced Resolution No. 2910 amending a usage policy and rental rates for Town
136 Public Works equipment and billable rates for Town personnel. No further discussion.

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138 **Moved by Starr, seconded by Geffen, to approve Resolution No. 2910 amending a usage policy and rental rates for
139 Town Public Works equipment and billable rates for Town personnel as written. No discussion. Motion passed
140 unanimously.**

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142 **ADMINISTRATOR'S REPORT**

143 At 2:31 p.m., Administrator Kulseth reported on the following:

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- Proposition 1 – Sales and Use Tax for Transportation Improvements passed by 69.07%. Kulseth thanked Tanja Williamson, Laura Saccio, and Clayton Banry for providing a statement for the ballot measure. Kulseth thanked the community for their support and announced a community thank you will be posted on the Town's website.
- Priorities for Washington legislative update for AWC small cities advisory committee will take place virtually on November 19th. Council was invited to share local priorities.

- Interviews have begun to hire a new Wastewater Treatment Plant Supervisor. Town employee and current Wastewater Treatment Plant Supervisor Pat Sandwith will be retiring after 13.5 years of service on November 25th, with his last day of employment on January 2nd.
- The Town is waiting on a decision on the County Fairground lawsuit against the Town which went before the court on October 22, 2024.
- Wastewater Treatment Plant Upgrade Project Update - The Town has received positive support from Commerce through the Small Communities Initiative. The project is complex due to USDA and Ecology funding. The Town is working to create a plan that would satisfy the Department of Ecology and serve our community.
- Kulseth attended the annual meeting of the Pfeiffer Condominium Association which includes the Town's offices at 30 Second Street.
- Town staff confirmed with FCS Group Consulting and legal counsel Kenyon Disend that the Town can implement another tier on utility base rates and usage. Berry and Kulseth will work on updating utility rates.
- On November 4th, Arborist Tyler Bunton assessed the Dutch elms in Memorial Park. The Town expects to receive a report on the trees in 3-4 weeks. Removal of the lights has been recommended to prevent further girdling. The Streets Department will remove the lights.
- Harbor Life Ring launched, and the Town has begun to receive donations. The matching program is currently set at \$7,500. A member from the public inquired if the Town would raise the matching amount. This will be revisited at the Council meeting on November 21st.
- Friday Harbor Electric LLC has been contracted to install lighting in the breezeway alley to make the space more inviting. The lights can be programmed to change color. Sunshine Alley is another requested area for lighting. However, due to business deliveries, string lighting in that location would present challenges.
- The Town was awarded the 2024 AWC Risk Management Achievement Award for improved claim history, Town management inquiries on policies, advisement on Town contracts, and successfully completing trainings.
- The Town won second place in the Chamber of Commerce annual Scarecrow Contest. Kudos to Clerk Krembs, Facilities Maintenance Manager Guterrez, and other staff who helped to create Proclamation Pumpkin. Mayor Jackson positively recognized Town staff for their efforts.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming

PUBLIC COMMENT

No public comment was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:17 p.m. The next regular meeting is scheduled for Thursday, November 21, 2024, 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: Jennifer M. Krembs, Town of Friday Harbor Clerk