



## SUMMARY OF THE MINUTES TOWN COUNCIL

1      Thursday, December 5, 2024 – Council Chambers – Afternoon Session

2      **CALL TO ORDER**

3      Mayor Pro Tem Richard Geffen called the regular session of the Town Council to order at 12:00 p.m.

4      **ROLL CALL**

5      Councilmembers: Steve Hushebeck (Position No. 1), Richard Geffen (Position No. 2/Mayor Pro Tem), Anna Maria  
6      de Freitas (Position No. 3), Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5). Mayor Jackson was  
7      absent. **Council consensus to excuse the absence of Mayor Jackson and appoint Councilmember Geffen to Mayor**  
8      **Pro Tem.**

9      Town Administrator Denice Kulseth; Finance Director Bethany Berry; and Clerk Jennifer Krembs.

10     **FLAG SALUTE**

11     Mayor Pro Tem Geffen conducted the flag salute.

12     **SET AGENDA**

13     At 12:01 p.m., Mayor Pro Tem Geffen requested for Marguerite Place completion and ribbon cutting ceremony  
14     discussion to be added to the agenda after the Harbor Life Ring donation.

15     **ANNOUNCEMENTS**

16     At 12:02 p.m., Mayor Pro Tem Geffen announced a closed Council meeting is to follow today's meeting. No further  
17     announcements.

18     **PUBLIC COMMENT**

19     At 12:02 p.m., no public comment was forthcoming.

20     **CONSENT AGENDA**

21     At 12:03 p.m., the Consent Agenda was introduced by Mayor Pro Tem Geffen. No discussion followed.

22     **Moved by Geffen, seconded by Turnage, to adopt the Consent Agenda as presented. No discussion. Motion passed**  
23     **unanimously.**

24     **Ordinances**

- 25     ○ Ordinance 1806 - Amending Chapter 13.05 of the Friday Harbor Municipal Code concerning water rate tables
- 26     ○ Ordinance 1807 - Amending Chapter 13.21 of the Friday Harbor Municipal Code concerning sewer service charges
- 27     ○ Ordinance 1808 - Amending Chapter 13.31 of the Friday Harbor Municipal Code concerning stormwater service rates
- 28     ○ Ordinance 1809 - Amending Chapter 13.05 of the Friday Harbor Municipal Code concerning water connection and  
29     installation charges
- 30     ○ Ordinance 1810 - Amending Chapter 13.21 of the Friday Harbor Municipal Code concerning sewer connection charges
- 31     ○ Ordinance 1811 - Amending Chapter 13.31 of the Friday Harbor Municipal Code concerning stormwater connection fees

32     **Resolutions**

- 33     ○ Resolution 2914 – Ratifying special market conditions affected bidding and Richard Lawson Construction, Inc contract
- 34     ○ Resolution 2915 – Authorizing Amendment 1 to an agreement with Garden Unlimited LLC for the renovation of the Council  
35     Chambers entrance at Town Hall
- 36     ○ Resolution 2916 — Authorizing Amendment 1 to an agreement with Top Notch Plumbing for plumbing repair of the public  
37     restroom facility located in Sunshine Alley

38     **Minutes** Approval of the Summary of the Minutes dated November 21, 2024.

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## 51 **ACTION AND DISCUSSION ITEMS**

### 52 Harbor Life Ring Donations to Friday Harbor Food Bank

53 At 12:04 p.m., Mayor Pro Tem Geffen invited Friday Harbor Food Bank’s Manager Rachelle Radonski to the podium  
54 to present the Food Bank with a check totaling \$15,000. This year the Town Council increased the matching funds  
55 from \$5,000 to \$7,500. On behalf of the Mayor, Council, and Town, Mayor Pro Tem Geffen thanked the community  
56 for their generous donations for 12 consecutive years and expressed gratitude for the positive impact the Food  
57 Bank has on the community. Radonski thanked the community and Town for donation.

58

### 59 Marguerite Place Completion and Ribbon Cutting Ceremony

60 At 12:05 p.m., Mayor Pro Tem Geffen introduced Public Works Director Jesse Douglas-Seitz to address the  
61 completion of Marguerite Place. Douglas-Seitz confirmed the street is now open with substantial completion;  
62 physical completion and Transportation Improvement Board (TIB) reimbursement are still to come. Council  
63 scheduled the ceremonial ribbon cutting for December 19<sup>th</sup> at 11 a.m. prior to the next regular Council meeting.  
64 Douglas-Seitz shared an invitation will go out to TIB, the contractor, and residents for the event. Council expressed  
65 Marguerite Place looks nice.

66

### 67 Budget Work Session

68 At 12:07 p.m., Mayor Pro Tem Geffen introduced Finance Director Berry to provide a budget update. The 2025  
69 budget update and 2024 budget amendment update will go before Council on December 19<sup>th</sup> with a likely  
70 continued meeting to December 30<sup>th</sup> for the budget to be finalized, hopefully to include the Union contract. No  
71 further discussion.

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### 73 Public Hearing - Final Budget Hearing (RCW 35.33.071/RCW 35A.33.070) Continuation

74 At 12:09 p.m., Mayor Pro Tem Geffen reopened the public hearing continued from November 21<sup>st</sup>. No additional  
75 staff comments or Council discussion were forthcoming. The public hearing was closed at 12:09 p.m.

76

### 77 Public Works Vegetation Maintenance

78 At 12:09 p.m., Mayor Pro Tem Geffen introduced Douglas-Seitz to present a proposed ordinance to update FHMC  
79 Vegetation Chapter 9.14.020 Definitions and Chapter 9.14.030 Nuisances Prohibited. A proposed resolution to  
80 update the Town’s Engineering Design Standards would address vegetation adjacent to streets and maintenance  
81 to prevent or limit obstruction of pedestrian-scale municipal lighting for safety according to ST-38. Douglas-Seitz  
82 provided a diagram to explain the two height elevations to be pruned eight feet over sidewalks, 14 feet over streets,  
83 and the 30 degree cone of streetlighting. Douglas-Seitz shared there are areas of vegetation in town that have  
84 engulfed and obscured streetlights. The purpose of updating the FHMC is to clarify minimum standards for pruning  
85 vegetation over sidewalks and streets; the request originated from Street Maintenance Supervisor Justin Nibler  
86 who oversees vegetation maintenance. Councilmember Turnage inquired if there is a significant vegetation out of  
87 compliance in town. Douglas-Seitz shared the corners of Second Street and Blair Avenue, Spring Street and  
88 Marguerite Place, Kelsando Circle and Guard Street and a few properties on Guard Street have vegetation which is  
89 overgrown and obscuring streetlights. Douglas-Seitz requested Council feedback on the proposed update. Council  
90 expressed proposed changes are sensible and promote safety. Councilmember De Freitas asked about the safety  
91 at Spring and Second Street. De Freitas reported a high school student was hit by a car in the intersection and the  
92 intersection is often busy with pedestrians and traffic. Douglas-Seitz thanked de Freitas and offered to come back  
93 to Council to address this issue.

94

## 95 **ADMINISTRATOR’S REPORT**

96 At 12:18 p.m., Administrator Kulseth reported on the following:

97 • Kulseth shared the arborist report on the Dutch Elms located at Memorial Park. The arborist recommended  
98 pruning tree No. 1, which is the tree which had the failure. That tree has endomorphic growth, decay is  
99 present, and trimming will be required. No trimming is needed on tree No. 2. Both trees are considered

low-risk and will be reassessed in three years. The arborist recommended for the Christmas lights to be removed, which Nibler and the Streets crew have already completed.

- The Sunshine Alley restroom repair work is underway. Fixtures, toilets, tile, and stall dividers are to be installed. There were several toilets and sinks in this location that were inoperable.
- The County passed a resolution to join the Northwest Clear Air Agency. The County will be conducting outreach to local businesses to share about the program. Kulseth reached out to Chamber of Commerce Executive Director Becki Day to notify Day of the development. It is not known which businesses will be regulated under this new program.
- The Chamber tree lighting will take place this Friday, December 6<sup>th</sup> at 6pm.
- Kulseth gave kudos to Douglas-Seitz for his assistance with submitting the Drinking Water State Revolving Fund request before the November 30<sup>th</sup> deadline for a \$4.5 million loan.
- Yesterday, Kulseth participated in the second County PFFAP funding meeting. PFFAP is a rural sales and use tax fund. The Town receives 25% of the fund and has applied for additional funding in the amount of \$250,000 for this year and the following year to support Water Treatment Plant upgrades. The request was recommended for approval; it will go to County Council for final approval.
- The Lautenbach Transfer Station operating agreement was passed earlier by Council. Kulseth is working on the County Transfer Station lease renewal. The current County lease was for 10 years at \$1,300 a month in exchange for low tipping fees. The Town allowed tipping fees to increase in 2018, but the lease was not increased. The Town spends \$40,000 a year for required monitoring of the Transfer Station. Kulseth asked for County support on absorbing some of the Transfer Station cost with increased rental rates at \$5,500 a month, as the facility is used by both municipalities. The Town will not recoup all costs; tipping fees are now at market rate and are anticipated to be \$9,400 a month. Kulseth is hopeful for a resolution.
- The Town has begun interviewing for the Public Works Administrative Coordinator position held by Paula Bey. Bey will be retiring in January; so far there are eight applicants. The Administrative Coordinator is responsible for the CDL program, serves as the designated employee representative for the random drug and alcohol testing program, and is responsible for shipping water and wastewater samples to Edge Analytical.
- Wastewater Plant Supervisor Pat Sandwith is retiring at the beginning of next year. Sandwith is using leave until then and assisting the WWTP as needed. The Town has hired Joe Pasic from Pullman as the WWTP Supervisor. Pasic holds certification to run the WWTP. Pasic has toured the plant and will start on December 23<sup>rd</sup>. Councilmember Starr requested to meet Pasic at a Council meeting.

## FUTURE AND NON-AGENDA ITEMS

No agenda items.

## PUBLIC COMMENT

No public comment.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Pro Tem Geffen adjourned the meeting at 12:29 p.m. The next regular meeting is scheduled for Thursday, December 19, 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