



# SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, January 16, 2025 – 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) absent, Mason Turnage (Position No. 4) absent, and Barbara Starr (Position No. 5). **Council consensus to excuse the absence of Councilmember de Freitas and Councilmember Turnage.**

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

## FLAG SALUTE

Mayor Jackson conducted the flag salute.

## ANNOUNCEMENTS

At 12:01 p.m., Mayor Jackson invited announcements. Clerk Krembs announced Council received correspondence which needs to be scanned into the public record. Correspondence was shared and collected by Krembs.

## PUBLIC COMMENT

At 12:02 p.m., Animal Protection Society (APS) Executive Director Cristin Felso addressed the Council regarding the APS Pet Food Pantry operating out of the APS Treasure Hounds location in town. Felso explained the Pet Food Pantry serves approximately 964 individuals on San Juan Island. It is operated twice a month and costs approximately \$12,000 per year to run. Felso introduced APS volunteers Jon and Kris Zerby to share information on the Pet Pantry services, location, partners, patrons, and need for financial assistance. Attorney for the Guild of Pacific Northwest Employees Nicholas Power asked Council to pay attention to ongoing union negotiations as the cost of living on San Juan Island has increased. Powers was asked to attend the Council meeting by Guild bargaining agent Steve Fraga. Powers requested the Council speak to the employees. Mayor Jackson clarified negotiations are still ongoing. County resident and former union worker Kelly A. Martinez shared prices are high in this community and requested the Council increase Town employee wages beyond 2% in good faith.

## EXECUTIVE SESSION

At 12:15 p.m., Mayor Jackson announced that the Council would be holding an Executive Session regarding litigation in accordance with the provisions of RCW 42.30.110(i) which was estimated to last 30 minutes with a 5-minute recess. Participants: Councilmember Hushebeck, Councilmember Geffen, Councilmember Starr, Town Attorney Michael Kenyon, Administrator Kulseth, Finance Director Berry, and Clerk Krembs. The session ended at 12:50 p.m. No extension. No action taken.

## CONSENT AGENDA

At 12:50 p.m., the Consent Agenda was introduced by Mayor Jackson. No discussion followed.

Moved by Geffen, seconded by Hushebeck, to adopt the Consent Agenda as presented. No discussion. Motion passed 3-0 with Councilmembers de Freitas and Turnage absent.

## Resolutions

- o Resolution No. 2927 – Ratifying the Recreation and Conservation Office Grant Agreement for deferred maintenance for Sunken Park

47           ○ Resolution No. 2928 – Ratifying the USDA loan and grant agreement for a portion of the WWTP Improvement Project  
48           ○ Resolution No. 2929 – Authorizing Amendment 1 to Resolution No. 2696 with engineering firm Gray & Osbourne, Inc., for the  
49           development of a Comprehensive Stormwater Master Plan

50 **Payments and Claims**

51           ○ Claim warrants: #61673 to 61700; including EFT payments; dated November 27, 2024; in the amount of \$184,315.98.  
52           ○ Claim warrants: #61701 to 61719; including EFT payments; dated December 5, 2024; in the amount of \$194,026.46.  
53           ○ Claim warrants: #61720 to 61738; including EFT payments; dated December 12, 2024; in the amount of \$60,316.94.  
54           ○ Claim warrants: #61739 to 61776; including EFT payments; dated December 23, 2024; in the amount of \$196,697.67.  
55           ○ Claim warrants: #61777 to 61814; dated December 29, 2024, for Open Period #1 with warrants cut on January 3, 2025; in the  
56           amount of \$234,297.88.  
57           ○ Payroll warrants: #20143 to 20151, including employee direct deposit and vendor ACH payments; dated December 31, 2024;  
58           in the amount of \$359,914.64.

59 **Minutes** Approval of the Summary of the Minutes dated January 2, 2025.

60 **RECOGNITION**

61 At 12:51 p.m., Mayor Jackson recognized retiring Public Works Administrative Coordinator Paula Bey's 23-plus years  
62 of service. Bey expressed her gratitude to the Town and her co-workers.

63 **INTRODUCTION**

64 At 12:51 p.m., Mayor Jackson introduced the new Public Works Administrative Coordinator Melissa Pridgen.  
65 Pridgen shared her excitement and appreciation for the opportunity.

66 **ACTION AND DISCUSSION ITEMS**

67 Highlights of 2024

68 At 12:57 p.m., Mayor Jackson shared a “Town Highlights of 2024” slide presentation which included  
69 awards from the Department of Ecology for Outstanding Wastewater Treatment Plant, the Washington  
70 State Department of Health for the Water Department (Silver Award), and AWC for Risk Management  
71 Achievement; recognition by the Arbor Day Foundation as a Tree City USA for the seventh year; renewal  
72 of the Transportation Benefit District (TBD) with a 68.52% vote of approval; and completion of the  
73 Marguerite Place Improvement Project. Other achievements included progress with the Town’s  
74 Comprehensive Plan, adoption of an Accessory Dwelling Unit ordinance, collaboration with San Juan  
75 School District on a mock Town Council, continued success with the Harbor Life Ring program, and  
76 completion of town beautification and improvement projects. Jackson highlighted projects to look  
77 forward to in year 2025 and provided updates on personnel hired and retired. The Council recommended  
78 posting the presentation on the Town’s website.

79 Council Retreat Proposal

80 At 1:18 p.m., Mayor Jackson welcomed Clerk Krembs to propose a Council Retreat. Krembs requested feedback on  
81 whether a retreat would be helpful to address Council and staff topics such as the next capital street project,  
82 Comprehensive Plan Housing Element, and architectural design standards. Council was amenable to a retreat in  
83 March and requested food trucks be address this year. Community Development Director Ryan Ericson explained  
84 food trucks are allowed in town; an ordinance will come before Council addressing whether and where food trucks  
85 will be allowed in the right of way. Krembs shared an update on Laserfiche progress; future Council packets will be  
86 shared via Laserfiche direct share to ensure delivery.

87 Engineering Design Standards Update on Road Classification/Private Roads

88 At 1:25 p.m., Mayor Jackson invited Public Works Director Jesse Douglas-Seitz to provide an update on the  
89 Engineering Design Standards addressing road classification. Douglas-Seitz reviewed Town Design Standards  
90 Section 8 and suggested reclassifications to Section 8.4 to include Right of Way Major Arterials, Minor Arterials,  
91 Local Access Streets, Residential 50-foot Right of Way, Alleys, and Private Roads accompanied with examples and

97 visual maps for reference. The maps showed existing classified and unclassified streets. Douglas-Seitz suggested  
98 reclassification of Carter Street, Lampard Street, and Harrison Street from residential to local access.  
99 Councilmember Hushebeck inquired about the benefits of reclassification. Douglas-Seitz explained that residential  
100 streets are not eligible for improvement funding; reclassification would allow federal funding. Two alley diagrams  
101 with recommendations for pavement or chipseal, curbs, and gutters to connect to stormwater were reviewed and  
102 benefits of each were explained. Chip sealing is the easier option. According to Section 17 of the Development  
103 Code, alleys are not intended for primary access. The proposed standards are to help direct future development.  
104 Douglas-Seitz reviewed the Engineering Design Standards and revisited the vegetation maintenance diagram. He  
105 offered to meet individually with Councilmembers to address thoughts, concerns, or questions regarding  
106 information presented.  
107

108 **RECESS**

109 At 1:48 p.m., Mayor Jackson recessed the session until 1:54 p.m.  
110

111 Increase Density at Rose Lane and Argyle Avenue Workshop

112 At 1:54 p.m., Mayor Jackson introduced Ericson to present a density request at 825 Argyle Avenue, also known as  
113 Argyle Gardens, owned by OJC Properties. In 2022, the Development Agreement was amended to remove density  
114 requirements on Argyle Gardens Lot 2 short plat. Ericson explained the background of the Development Agreement,  
115 size of dwelling units, and staff recommendation to increase density to 14 units per acre. Ericson, Douglas-Seitz,  
116 and M.E.M. Enterprises Project Manager Brandon Baney have discussed pumping Rose Lane stormwater to the  
117 Argyle catch basin to improve drainage on Rose Lane. Rose Lane is on the Stormwater Improvement list but does  
118 not qualify for Transportation Improvement Board funds due to its status as a residential street. Mayor Jackson  
119 read Councilmember Turnage’s testimony expressing concern about the stormwater on Rose Lane which also  
120 expressed support for the increased density with the pump solution applied. Ericson requested a motion on  
121 whether to start the process of amending the Development Agreement which will require a public hearing. OJC  
122 Properties owner Stephanie O’Day addressed the Council on her mini home request. No questions were  
123 forthcoming.  
124

125 **Moved by Hushebeck, seconded by Geffen, to find that there is mutual agreement to amend the Development  
126 Agreement for Lot 2 of the Argyle Garden Short Plat, as recommended by Town Staff. No discussion. Motion passed  
127 3-0 with Councilmembers de Freitas and Turnage absent.**

128 Mayor Jackson thanked O’Day for helping to aid in relieving the housing crisis.  
129

130 **ADMINISTRATOR’S REPORT**

131 At 12:05 p.m., Administrator Kulseth reported on the following:

- 132 • Kulseth met with a representative from the Grange to hear their request to locate an EV charger in Town  
133 right of way in front of the Grange. Kulseth asked Council for a policy decision on whether to allow Town  
134 right of way to be used for EV chargers which would require relinquishing parking spaces. Kulseth shared  
135 administrative concerns on time frames for parking in those spots, the viability of chargers, and the  
136 responsibility of the Grange to financially remove and repair infrastructure if EV chargers were to be  
137 removed in the future. Council discussed the need for EV chargers but suggested other central locations  
138 that would be better suited. Council was not in favor of the Grange location. Kulseth will share suggestions  
139 with the Grange and bring the right of way topic back to Council.
- 140 • Kulseth met with the County Manager, Environmental Services Staff, and Lautenbach and is pleased with  
141 the lease terms agreed to for the Transfer Station site. The County agreed to share monitoring costs for the  
142 closed Town-owned landfill as the County does with the closed landfill on Orcas Island. A new lease and  
143 MOU will be brought forth to Council.
- 144 • Kulseth is working on extending the Sheriff’s Office contract for three years with escalating fees. The  
145 contract will be ratified at the next Council meeting.

147        • Mikey Barringer was recently hired as a Utility Worker I at the Wastewater Treatment Plant. He will begin  
148        working at the end of the month.  
149        • Kulseth continues to work on Union negotiations.  
150  
151

**152 FUTURE AND NON-AGENDA ITEMS**

153 At 2:33 p.m., Mayor Jackson called for future agenda items. Councilmember Starr requested formal discussion of  
154 safety at intersections, more information on the plan for stormwater in the Greenway Addition at Argyle Avenue  
155 and Rose Lane, and discussion of the Finnegan Ridge Development as she understands it is not in compliance with  
156 the conditions requested. Ericson clarified that the Finnegan Ridge Development is actually the Purple Lane  
157 Development. Ericson will bring this topic back to Council as it has not received final approval and the developer is  
158 still finishing Phase 2 of 3. Starr requested a presentation update. No further discussion.  
159

**160 PUBLIC COMMENT**

161 No public comment.  
162

163 Mayor Jackson expressed commitment to Town employees and is hopeful for a resolution to Union negotiations  
164 soon.  
165

166 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:40 p.m.  
167 The next regular meeting is scheduled for Thursday, January 16, at 12:00 p.m.  
168

169 \* \* \* \* \*

170 These minutes were approved by motion of the Town Council. The original document is retained by the Clerk in  
171 the Town Council’s permanent records. Attest: Jennifer M. Krembs, Town of Friday Harbor Clerk