



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, April 17, 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) remote, Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5).

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

FLAG SALUTE

Mayor Jackson conducted the flag salute.

SET AGENDA

At 12:01 p.m., Mayor Jackson set the agenda.

ANNOUNCEMENTS

At 12:01 p.m., Mayor Jackson called for announcements. No announcements were forthcoming.

PUBLIC COMMENT

At 12:01 p.m., Mayor Jackson opened public comment. County Council Chair Kari McVeigh shared the county-wide passenger ferry service schedule with the first sailing taking place on Friday, April 18, 2025, at 7:00 a.m. McVeigh invited the public to use the County service to Cap Sante, Anacortes. County resident Stephanie O'Day inquired about the 825 Argyle Gardens Public Hearing and how late public testimony would be handled. Town resident Michael McKinnon thanked the Council for addressing the Nash Street lighting on the agenda. McKinnon shared his gratitude for being part of the community and hope for a resolution on street light brightness for the 700 block of Nash Street. Councilmember Starr suggested McKinnon's comments were inappropriate use of public comment since the topic was on the agenda.

Mayor Jackson called Point of Order, advising that the Council not address the public comment.

INTRODUCTION

At 12:09 p.m., Mayor Jackson introduced the new Town Attorney Daniel Kenny. Kenny shared information about his law firm, Ogden Murphy Wallace, P.L.L.C. Kenny shared the firm's municipal specialties and support services. Kenny serves as a City Attorney for Gig Harbor and Redmond, WA. No Council questions were forthcoming.

PROCLAMATION

At 12:13 p.m., Mayor Jackson proclaimed and endorsed Two Lights for Tomorrow to commemorate Paul Revere's ride as part of the 250th anniversary of the Declaration of Independence. Mayor Jackson invited the public to participate by displaying two lights in windows on April 18, 2025, dusk until dawn.

CONSENT AGENDA

At 12:18 p.m., the Consent Agenda was introduced by Mayor Jackson. No discussion followed.

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47 **Moved by Councilmember Geffen, seconded by Councilmember Starr, to adopt the Consent Agenda as presented.**
48 **Motion passed unanimously.**
49

50 **Resolutions**
51 ○ Resolution No. 2947 – Ratifying a contract for legal counsel with law firm Ogden Murphy Wallace, P.L.L.C.
52 ○ Resolution No. 2948 - Authorizing a contract with Loberg for Wastewater Treatment Plant Roofing Repair
53 ○ Resolution No. 2949 – Ratifying agreement WQC-2021-FriHar-00212 SCPPL Amendment 3 with the Department of
54 Ecology
55 **Claims and Payroll**
56 ○ Payroll warrants: 20152 to 20160, including employee direct deposit and vendor ACH payments, dated January 31,
57 2025, in the amount of \$398,587.10.
58 ○ Payroll warrants: 20161 to 20169, including employee direct deposit and vendor ACH payments, dated February 28,
59 2025, in the amount of \$341,097.72.
60 ○ Payroll warrants: 20170 to 20178, including employee direct deposit and vendor ACH payments, dated March 31, 2025,
61 in the amount of \$349,644.44.
62 ○ Claim warrants: 61876 to 61903, dated January 22, 2025, in the amount of \$89,430.04.
63 ○ Claim warrants: 61904 to 61940, including EFT payments, dated February 6-10, 2025, in the amount of \$773,837.38.
64 ○ Claim warrants: 61941 to 61973, dated February 13, 2025, in the amount of \$60,048.16.
65 ○ Claim warrants: 61874 to 61991, including EFT payments dated February 20, 2025, in the amount of \$45,047.89.
66 ○ Utility billing refund warrants: 61992 dated February 20, 2025, in the amount of \$195.65.
67 ○ Claim warrants: EFT payments, dated February 25, 2025, in the amount of \$21,561.02.
68 ○ Utility billing refund warrants: 61993 to 61994, dated February 27, 2025, in the amount of \$557.01.
69 ○ Claim warrants: 61995 to 62021, dated March 3, 2025, in the amount of \$94,182.21.
70 **Minutes** Approval of the Summary of the Minutes dated March 27, 2025.
71

72 Councilmember de Freitas inquired about the new legal counsel's reimbursable time and if a resolution was needed
73 to terminate the contract with Kenyon Disend, P.L.L.C. Kulseth explained the legal termination was amicable with
74 no resolution needed; she will gather information on the reimbursable time. Councilmember de Freitas inquired
75 about funding the roof repair at the Wastewater Treatment Plant. Kulseth confirmed the funding source is part of
76 the Wastewater Upgrade Project, but the roof portion was pulled out of the upgrade bid.
77

78 **ACTION AND DISCUSSION ITEMS**

79 Fire District No. 3 Update
80 At 12:23 p.m., Mayor Jackson welcomed Fire Chief Noel Monin to present an update on Fire District No. 3. Monin
81 shared challenges with the budget and various measures taken to maintain services. Fire District No. 3 has reduced
82 staffing by 32%, deferred maintenance for non-critical facility repairs, and adjusted EMS support to provide service
83 when requested in addition to Advanced Life Support (ALS) and CPR. Monin shared some highlights including the
84 Outer Islands Annexation service model run by Jordan Pollack, the reduction rate of emergency calls, faster
85 response time, and the positive score received by the Washington Surveying and Rating Bureau (WSRB). Monin
86 thanked the public for approving the levy. Available funding supported Station No. 35, located at Roche Harbor,
87 which had undergone roof damage due to the weather and has since been refurbished to improve the station.
88 Michael Hartzel was promoted to Assistant Chief, and additional staff were hired to alleviate workloads. The
89 volunteer roster has 37 members, which is up by approximately 50%; Monin stressed the importance of volunteers
90 and asked for more volunteers to join the Fire Academy. Fire Boat No. 31 was moved from Friday Harbor Marina to
91 Jensen's Marina to provide better responder parking, improved station facilities, and an improved egress zone to
92 respond to calls. Monin shared about the need for a new aerial device which will serve as an urban asset. Fire District
93 No. 3 is drafting a strategic plan and will begin conducting Town safety inspections in collaboration with Town staff.
94 Councilmember Starr commended Monin on his report; Council thanked Monin for the update.
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96 Town Lighting Standards
97 At 12:37 p.m., Mayor Jackson called upon Public Works Director Jesse Douglas-Seitz to share maps showing the
98 various light poles and fixtures throughout town. The Street Light Fixture Type map was displayed showing
99 individual placement of light pole types located in the commercial district, on primary roads, on medium-local
100 access roads, and in neighborhoods. A Pole Type map showed the various poles in town include OPALCO poles,

101 green poles, standard poles, WSDOT concrete poles, and Port-style poles. Douglas-Seitz noted Harrison Street and
102 Warbass Way lights are based and mounted on OPALCO poles, and coordination with OPALCO is a common practice.
103 The Pole ID Map showed the numbering system used to identify newer versus older poles. Douglas-Seitz shared
104 the urban improvement district with differentiation between flower basket poles and banner poles. Streets and
105 Parks Supervisor Justin Nibler assisted with map creation by identifying pole locations for Douglas-Seitz. Douglas-
106 Seitz is hopeful the maps will help the Town and the public.
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108 **Nash Street Lighting**

109 At 12:46 p.m., Mayor Jackson asked Councilmembers Turnage and Starr to lead the discussion on the 700 block of
110 Nash Street addressing streetlight brightness and the neighborhood request lead by Michael McKinnon to change
111 the brightness of three light fixtures. Councilmember Turnage clarified with Douglas-Seitz which light fixture types
112 were located on the 600 block of Nash Street and on Argyle Avenue. Councilmember Hushebeck was supportive of
113 the change as multi-family residential homes are located on the 700 block of Nash Street; Councilmember Geffen
114 was agreeable. Kulseth shared McKinnon had formerly expressed concerns about lighting brightness at Mullis
115 Center and Market Place. Mullis Center and Market Place are not in favor of reducing lighting due to safety reasons
116 and liability. Douglas-Seitz shared the proposed switch of lights would require the Town to purchase new arms but
117 not new poles and would require contracting with an electrician for installation. Ordering, shipping and installing
118 three new fixtures could take at least six weeks at an approximate cost of \$10,000 to \$12,000; Douglas-Seitz also
119 explained switching to new lights with reduced brightness would not meet our lighting standards.
120

121 **Councilmember Turnage made a motion to change three lights on the 700 block of Nash Street to three lightbulb
122 poles and fixtures to match those on the 600 block of Nash and on Argyle Avenue. Councilmember Starr seconded
123 that motion. Motion passed unanimously.**

124 **Public Hearing – OJC Property – Amendment to Development Agreement for 825 Argyle Avenue**

125 At 1:00 p.m., Mayor Jackson opened the public hearing. Community Development Director Ryan Ericson presented
126 on stormwater to address Council inquiries presented on April 3, 2025. The Town uses the 2019 Western
127 Washington Stormwater Manual and Town of Friday Harbor Engineering Design Standards to inform stormwater
128 controls. Ericson explained the Flow Chart for Determining Requirements for New Development in relation to
129 stormwater. The history of the 825 Argyle Avenue Development timeline was shared along with aerial photos of
130 the property through time. A table informed by Environmental Protection Agency (EPA) data showed minimal
131 run-off from the development's property. Councilmember Hushebeck confirmed the applicant would be installing
132 a new catch basin as a development condition. Councilmember de Freitas thanked Ericson for the report.
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134 **Councilmember Hushebeck made a motion to adopt Resolution No. 2950 authorizing an amendment to the
135 Development Agreement approved by Resolution No. 2022 between the Town of Friday Harbor and OJC Properties,
136 Inc., to allow for three additional tiny homes to be developed on 825 Argyle Avenue. Seconded by Councilmember
137 de Fretas. No further discussion. Motion passed unanimously.**

138 **Public Hearing - Planned Residential Development at 1032 Guard Street**

139 At 1:22 p.m., Mayor Jackson opened the public hearing. Ericson presented the staff report for the 38-unit planned
140 residential development and subdivision located at 1032 Guard Street. Ericson explained frontage improvements
141 with tiered landscaping would be required along with curb, gutter, sidewalk, and streetlights. The proposed
142 development layout and traffic analysis was shared. Councilmember Starr expressed concern about safety with the
143 traffic coming from Beaverton Valley Road. Ericson explained two streetlights would be added, a site test was
144 performed, and there is an active speed sign for traffic entering town. Parking would include 10 additional visitor
145 parking spaces, 10% EV parking stalls, and 10% EV-ready parking stalls. The three phases for the project with
146 conditions were shared. Councilmember Starr asked if the stormwater system on Carter Street could absorb the
147 project. Ericson shared the stormwater would be directed to catch basin No. 7 and funds for upgrades would be
148 collected into an improvement account to make future improvements. Councilmember de Freitas inquired if
149 Phases 2 and 3 would minimally inconvenience residents. Ericson reviewed the construction flow which would start
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152 at the top and work down the property with paving at each phase to minimally impact residents. Applicant Chad
153 McGee confirmed he read the staff report and did not find any inaccuracies. Public testimony was opened; no public
154 testimony was forthcoming. The public hearing was closed at 1:45 p.m.

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156 **Councilmember Turnage made a motion to direct staff to write Findings of Fact and Conclusions of Law with**
157 **Council’s recommendations for preliminary PRD approval of 1032 Guard Street with Council conditions. Seconded**
158 **by Councilmember Geffen . No discussion. Motion passed unanimously.**

159
160 Council Study Sessions (Special Meetings), Special Events, and Projects Update

161 At 1:46 p.m., Mayor Jackson welcomed Clerk Krembs to provide special meetings, special events, and project
162 updates. Clerk Krembs will forward a Laserfiche invite to Council so they may access Accounts Payable Reports,
163 Annual Reports, Council Warrant Authorization Reports, and Council documents. Krembs reminded members of
164 the two upcoming special meetings: May 5th from 12 noon to 2 p.m. to learn about Local Improvement Districts
165 and May 8th from 9 a.m. to 12 noon to cover Transportation Improvement Projects. Krembs shared about the Arbor
166 Day Community Celebration on April 25, 2025, at Brickworks followed by a native tree walk at Redtail Trail; Krembs
167 thanked local event sponsors. The David Jones Memorial Park signage was presented, and Council approved the
168 smaller of the two designs. Mayor Jackson thanked Krembs for all the contributions made.

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170 **ADMINISTRATOR’S REPORT**

171 At 1:58 p.m., Administrator Kulseth reported on the following:

- 172 • Kulseth announced there would be a closed session after the regular meeting to discuss the Union
173 bargaining agreement.
- 174 • Kulseth shared three Town employees who advanced their certification including Nate Slaughter who
175 received his Water Distribution Manager I, Toby Frazier who received his Water Treatment Plant Operator
176 I, and Shane Mason who achieved his Water Treatment Plant Operator III certification. The Water
177 Treatment Plant Operator III is a great achievement for the Town’s Water Treatment Plant. Kulseth was
178 thankful for the Council’s support, Douglas-Seitz’s leadership, and the staff’s willingness to advance the
179 Town’s expertise.
- 180 • The IT Administrator position is open, and the Town has received multiple applications with several viable
181 candidates. Current IT Administrator Mike Greene will be stepping down July 1, 2025. Interviews will begin
182 soon.
- 183 • The Two Lights for Tomorrow campaign will take place tomorrow. Kulseth invited other community
184 organizations to participate. So far, the Visitors Bureau, Port of Friday Harbor, Library, and Legion will join
185 Town Hall in displaying two lights in the windows.

186
187 Mayor Jackson thanked Kulseth and Douglas-Seitz for supporting the Town staff’s professional development.

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189 **FUTURE AND NON-AGENDA ITEMS**

190 At 2:04 p.m., no new agenda items were forthcoming.

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192 **PUBLIC COMMENT**

193 At 2:04 p.m., no public comment was forthcoming.

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195 **ANNOUNCEMENT**

196 Mayor Jackson wished everyone a safe weekend and a Happy Easter!

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198 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:05
199 p.m. The next regular meeting is scheduled for Thursday, May 1, 2025, at 12:00 p.m.

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