



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, June 5, 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), Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5).

Mayor Raymont Jackson, Town Administrator Denice Kulseth, Executive Assistant/Clerk Pro Tem Julie Greene, Finance Director Bethany Berry, present; Town Clerk Jennifer Krembs absent.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

12:05 P.M. SET AGENDA

Mayor Jackson added the Surplus Sale to the agenda and postponed Ordinance No. 1919 to June 18, 2025. Agenda set.

12:03 P.M. ANNOUNCEMENTS

No announcements were forthcoming.

12:10 P.M PUBLIC COMMENT

- San Juan County Council Chairperson Kari McVeigh
- San Juan County Deputy Manager Tillery Williams, Introduction
- San Juan Island (SJI) resident and San Juan Community Home Trust Vice President Jim Goetz, HolliWalk
- SJI resident and Home Trust board member Elliot Burch, HolliWalk
- SJI resident and Home Trust staff member Larissa Nash, HolliWalk
- Town resident and Home Trust Executive Director Amanda Lynn, HolliWalk
- SJI resident and Home Trust Director of Housing Lily Goldberg, HolliWalk
- SJI resident and Home Trust surveyor Robert Anderson, HolliWalk
- SJI resident and Home Trust President Paul Fischburg, HolliWalk
- Town and HolliWalk resident Alexis Morrigan, HolliWalk

12:28 P.M. PROCLAMATION

Mayor Jackson proclaimed June as Pride Month.

12:32 P.M. CONSENT AGENDA

Moved by Councilmember Turnage, seconded by Councilmember Starr, to hold today's executive session after the Administrator's report and before discussion of Ordinance No. 1920 - Salaries for elected and non-represented staff. Motion passed unanimously.

Approved:

- **Resolution No. 2957** – Adopting a Public Meeting Policy
- **Minutes** - Approval of the Summary of the Minutes dated May 15, 2025

Moved by Councilmember Geffen, seconded by Councilmember de Freitas, to adopt the Consent Agenda as presented. Motion passed unanimously.

ACTION AND DISCUSSION ITEMS

12:38 P.M. Lodging Tax Advisory Committee (LTAC) Allocation Request

Council approved LTAC 2026 request of \$70,000 for 2025 grant allocation with the option to request additional funds if proposals warrant; LTAC is to retain responsibility for reviewing the San Juan Islands Visitors Bureau grant request. Council approved making it clear on the LTAC application that presentations are to be given by those who can provide knowledgeable answers to address proposal and applicant organizational questions.

12:42 P.M. Public Hearing – Fats, Oils, and Grease (F.O.G.) Program

The public hearing for the proposed draft Ordinance No. 1919 regarding implementation of a F.O.G. program.

Public Hearing Testimony:

- San Juan Island resident and owner/operator of San Juan Island Brewing Company, Sean Aylward, explained the challenge of the scale, size, and scope of meeting these requirements even with a full year timeline.

The public hearing was continued to the council meeting on June 18, 2025, where additional public testimony may be presented and Council will consider and deliberate the proposed ordinance. Staff will continue outreach efforts on the proposed program.

12:49 P.M. Resolution No. 2958 – Awarding bid for Wastewater Treatment Plant (WWTP) Improvement Project

Public Works Director Jesse Douglas-Seitz presented Resolution No. 2958 awarding the bid and authorizing execution of the agreement to construct the WWTP Improvement Project (WE #2020-048) with BOSS Construction, Inc. Douglas-Seitz answered grant funding questions.

Moved by Councilmember de Freitas, seconded by Councilmember Geffen, to accept Resolution No.2958 awarding the bid and authorizing the mayor to execute an agreement for construction of the WWTP Improvement Project (WE #2020-048). Motion passed unanimously.

12:55 P.M. Work Session – Recreational Vehicle (RV) Proposed Code Revision

Administrator Kulseth provided Council with an overview of the Friday Harbor Municipal Code (FHMC) [Title 15 BUILDINGS AND CONSTRUCTION](#), Chapter 15 relating to Recreational Vehicles (RVs). FHMC presents challenges for enforcement, health, and safety. The Town interprets existing code to allow a resident to live in an RV on their property while their home is under construction. It was clarified that this discussion does not include liveaboard boaters in the harbor (Port jurisdiction) nor RVs parked in the right-of-way (Sheriff's Department responsibility). Council discussed:

- Whether the code should include any vehicle being used as housing such as cars, vans, and trucks
- How to determine if an RV's intended use is personal recreation or long-term housing.
- If screening to hide RVs could be required.
- If prohibition of all RV parking on private property should be implemented.
- If prohibited, warnings should be issued with a notice of violation to the residence and a certified letter; Town code enforcement could not post a notice on an RV as it is private property.
- The Town and Country trailer parks are all or mostly full; storage facilities are available to store RVs.

Council approved Title 15 be to be amended via Ordinance to prohibit RV parking at Town residences; RVs would be allowed with construction permits with a removal deadline. Staff will draft revised FHMA for the Council's consideration.

1:15 P.M. Surplus Sale

Finance Director Bethany Berry requested to add items to the June 6, 2025, surplus sale with a resolution to ratify this decision on June 18, 2025.

Moved by Councilmember de Freitas, seconded by Councilmember Starr, to approve the addition of listed items to the June 6, 2025, surplus sale. Motion passed unanimously.

1:18 P.M. Work Session – Price Street Proposed Parking Code Revision

Public Works Director Jesse Douglas-Seitz reviewed [Title 10 VEHICLES AND TRAFFIC, Chapter 10.04.070 Time limited parking](#), Section F. The Town has received complaints about vehicles parked for over three weeks on Price Street (Spring Street to Park Street) that appear to be lived in or abandoned. Staff requested Council’s direction on the parking FHMC regarding parking regulation. The current parking limit at Price Street is 72 hours; it is not posted, making it difficult to enforce. Council discussed:

- Contacting the Sheriff’s office. Town enforces parking; the Sheriff enforces abandoned and junk vehicles.
- Similar issues are noted on Warbass Way with enforcement being an issue.
- Suggestions included increasing the \$35 fine, limiting parking to eight hours, posting no overnight parking, and enforcement.
- Safety and sanitation issues related to living in vehicles.
- The need to respond to citizen complaints.

The Council directed Staff to draft an amendment with supporting documentation to implement no overnight parking except for commercial vehicles.

1:47 P.M. ADMINISTRATOR’S REPORT

Administrator Kulseth reported on the following:

- Sage Reyes Penwell was hired as a seasonal Streets and Park Department employee; the full-time streets and parks position remains open.
- The handrail near the whale tail sculpture is broken and cordoned off until repaired.
- AWC has asked for two delegates to join Kulseth at the AWC Convention located in Kennewick, WA on Thursday, June 26 from 4:00- 5:45 p.m. Delegates get to vote and may attend virtually; sign up is due by 5 p.m. June 19th. Kulseth will be attending in person as a member of the Small Cities Advisory Committee.
- Kulseth will be working remotely next week.
- On May 25, Kulseth met with Representative Alex Ramel, and legislative assistant and Anacortes Councilmember Amanda Hubick. Kulseth thanked Ramel for protecting the public works assistance account and defending parking requirements in small cities. Ramel did not have an answer to her question on how to keep ADUs from becoming vacation rentals and whether there will be funding for expanding utilities to accommodate the additional units.

1:58 P.M. EXECUTIVE SESSION

In accordance with the provision of RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for employment or to review the performance of an employee. The session was estimated to last 20 minutes.

Participants: Town Council, Mayor Jackson, and Administrator Kulseth. At 2:20 p.m., the session was extended for an additional 10 minutes with Councilmember Turnage absent. At 2:36 p.m., the session ended for an actual session time of 38 minutes. An attempt was made to properly inform the public of the time extension but no public were present.

2:36 P.M. RECESS

A brief recess was taken.

2:28 P.M. ACTION AND DISCUSSION ITEMS CONTINUED

Ordinance No. 1920 – IT Systems Administrator Salary

Ordinance No. 1920 amending Ordinance No. 1817 to fix the salary of the IT Systems Administrator.

Moved by Councilmember de Freitas, seconded by Councilmember Starr, to fix the salary of the IT Systems Administrator by amending Ordinance No. 1817. Motion passed 4-0 with Councilmember Tur nage absent.

2:39 P.M. FUTURE AND NON-AGENDA ITEMS

- o Executive Session will be continued at the next meeting.

2:39 P.M. ADJOURNMENT

Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:39 p.m. The next regular meeting is scheduled for Wednesday, June 18, 2025, at 12:00 p.m.

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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 Krembs, Town of Friday Harbor Clerk