



SUMMARY OF THE MINUTES TOWN COUNCIL

Wednesday, June 18, 2025 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Pro Tem Geffen 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, Mayor Pro Tem), Anna Maria de Freitas (Position No. 3), Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5).

Mayor Jackson (absent), Town Administrator Denice Kulseth, Town Clerk Jennifer Krembs, Finance Director Bethany Berry. Council consensus to excuse the absence of Mayor Jackson.

FLAG SALUTE

Mayor Pro Tem Geffen conducted the flag salute.

12:01 P.M. SET AGENDA

Moved by Councilmember Geffen, seconded by Councilmember de Freitas to have public comment at the beginning and end of each Council meeting. Motion passed unanimously.

Council consensus is to have 40 minutes maximum of public comment per council meeting with thirty minutes allotted to the beginning of the meeting and an additional ten minutes allotted at the end of the meeting after the Administrator's Report. The public can also share information with Council through emailing the Town Clerk or contacting councilmembers directly.

12:04 P.M. ANNOUNCEMENTS

Mayor Pro Tem Geffen acknowledged Juneteenth.

12:05 P.M. INTRODUCTION

Administrator Kulseth introduced IT Systems Administrator Paul King. King thanked the Council for the opportunity to serve and support the Town.

12:07 P.M PUBLIC COMMENT

- o Steven H. Buck (written comment), Breezeway Park

12:08 P.M. CONSENT AGENDA

Moved by Councilmember Geffen, seconded by Councilmember de Freitas to approve the consent agenda as written. Motion passed unanimously.

Approved:

Resolutions

- o Resolution No. 2956 – 01 – Ratifying amending Resolution No. 2956 for the 2025 Surplus Sale to include additional items.
- o Resolution No 2959 – Authorizing Change Order No. 1 for Sunken Park Deferred Maintenance for additional work under the Recreation and Conservation Office (RCO) Grant.
- o Resolution No. 2960 – Authorizing owner advisory support from KBA for the Water Treatment Plant Improvement Project

Payments and Claims

- 1) Claim warrants: (2) EFT payments, dated April 3, 2025, in the amount of \$45,837.00.
 - 2) Claim warrants: 62157 to 62205, and (2) EFT payments, dated April 17, 2025, in the amount of \$210,646.82.
 - 3) Claim warrants: 62206 to 62227, and (1) EFT payment, dated April 24, 2025, to April 25, 2025, in the amount of \$157,695.76.
 - 4) Claim warrants: 62228 to 62246, dated May 1, 2025, in the amount of \$76,993.28.
 - 5) Claim warrants: 62247 to 62277, and (1) EFT payment, dated May 8, 2025, in the amount of \$120,720.94.
 - 6) Utility billing refund warrant: 62278, dated May 14, 2025, in the amount of \$1,341.00.
 - 7) Utility billing refund warrants: 62279 to 62281, dated May 15, 2025, in the amount of \$1,292.17.
 - 8) Claim warrants: 62282 to 62318, dated May 15, 2025, in the amount of \$195,372.69.
 - 9) Claim warrants: 62319 to 62346, and (2) EFT payments, dated May 22, 2025, in the amount of \$244,483.48.
 - 10) Payroll warrants: 20179 to 20187, and EFT payments, dated April 30, 2025, the amount of \$357,737.76.
 - 11) Payroll warrants: 20188 to 20196, and EFT payments, dated May 31, 2025, in the amount of \$374,012.11.
- Minutes** Approval of the Summary of the Minutes dated June 5, 2025

ACTION AND DISCUSSION ITEMS

12:09 P.M. Breezeway Pocket Park Renaming Request

Councilmember Hushebeck provided a summary of the Breezeway Pocket Park renaming proposal submitted by M. Patricia Morse and Brian Brown. M. Patricia Morse, Vern Howard, and Brian Brown addressed the Council in support of the Jerry and Judy Alhadeff Park renaming proposal; the proposal included payment for signage by the requestors. Community Development Director Ryan Ericson presented the staff memo reviewing historical research on the current location of the Palace Theatre and Breezeway Park. Ericson advised Council to keep the Breezeway Park name or to consider renaming the pocket park Middleton Park to honor the historical town family. The Council discussed the proposal recognizing the Sunshine Alley improvements and history. Consensus was to rename the park Alhadeff Park and to include a historical designation marker to honor the Middleton Family.

Moved by Councilmember Hushebeck, seconded by Councilmember de Freitas to rename Breezeway Park as Jerry and Judy Alhadeff Park. Motion passed unanimously.

Ericson requested that the park be labeled Alhadeff Park; the Council concurred.

12:28 P.M. Public Hearing – Shoreline Substantial Development Permit for Cannery Village Condos

At 12:30 p.m., the Public Hearing for Shoreline Substantial Development Permit for Cannery Village Marine Association was opened. Ericson presented the permit request. Representative for Cannery Village Marine Association Francine Shaw agreed with the staff report and explained the project and rationale for the permit. No public testimony was forthcoming. The public hearing was closed at 12:33 p.m. No Council discussion.

Moved by Councilmember de Freitas, seconded by Councilmember Starr to approve LUA2025-0005 Shoreline Substantial Development Permit for Piling Replacement with all recommended conditions in the staff report and with staff presenting findings of fact and conclusions of law at a later date. Motion passed unanimously.

12:34 P.M. Public Hearing – Fats, Oils, and Grease (F.O.G.) Program

At 12:35 p.m., the public hearing for the Fats, Oils, and Grease (F.O.G.) Program was opened. Ericson presented draft Ordinance No. 1919. No public testimony was forthcoming. The public hearing and acceptance of testimony was continued to July 3, 2025, to provide staff time to conduct public outreach efforts to restaurant owners.

12:37 P.M. Stormwater Update – Rose Lane

Public Works Director Jesse Douglas-Seitz presented a stormwater update regarding Rose Lane:

- The stormwater system at the Rose Lane location is the Town’s system to maintain.
- Rose Lane and Spruce Street improvements are needed; drains need updating.
- The bubbler pipe is damaged.
- Gray and Osborne will continue to work on the stormwater survey to provide the Town with more data.
- The stormwater detention pond requires restoration to remove sediment and trees.
- Douglas-Seitz recommended the Town pursues a small works contract to make stormwater improvements.

- Ericson recommended following the stormwater manual with maintenance requirements for storm ponds.

12:49 P.M. Public Works Update

Douglas-Seitz provided an update on the Water Treatment Plant design completion status; KBA, Inc., will support with 90% design review. Douglas-Seitz shared his appreciation with the Council for his three-year tenure with the Town. He has accepted a job with San Juan County.

12:50 P.M. ADMINISTRATOR’S REPORT

Administrator Kulseth reported on the following:

- o Dave Gustafson trimmed troublesome trees around town.
- o Lawson Construction is working on the Recreation and Conservation Office (RCO) grant-funded Sunken Park Deferred Maintenance Project. Wooden railing sealant protection was requested by Council.
- o The Public Works Director job is posted.

12:55 P.M. PUBLIC COMMENT

No public comment was forthcoming.

12:56 P.M. EXECUTIVE SESSION

An executive session was held in accordance with 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 until 1:10 p.m. Participants: Town Council and Administrator Kulseth. At 1:10 p.m., the session was extended an additional five minutes. At 1:18 p.m., the session ended for an actual session time of 22 minutes. The public was properly informed of the time extension.

Moved by Councilmember Starr, seconded by Councilmember Turnage to direct Administrator Kulseth to prepare a proposal for the Mayor to be compensated \$16,751.00 per year, and Council to receive \$8,100 per year plus \$75 per meeting starting January 1, 2026. Motion passed unanimously.

1:21 P.M. FUTURE AND NON-AGENDA ITEMS

- o A historical marker to recognize the history of the town and Middleton Family was requested.
- o Parking lot beautification was requested at the Spring Street location across from Wells Fargo. The lease expires August 31, 2025. Pending lease renewal beautification will be considered.

1:26 P.M. ADJOURNMENT

Hearing no further business and no objection, Mayor Pro Tem Geffen adjourned the meeting at 1:22 p.m. The next regular meeting is scheduled for Thursday, July 3, 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