



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, August 7, 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 - remote), Richard Geffen (Position No. 2), Anna Maria de Freitas (Position No. 3), Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5).

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

FLAG SALUTE

Mayor Jackson conducted the flag salute.

12:01 P.M. SET AGENDA

Agenda was set.

12:01 P.M. ANNOUNCEMENTS

No announcements were forthcoming.

12:02 P.M PUBLIC COMMENT

No public comment was forthcoming.

12:04 P.M. CONSENT AGENDA

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

Approved:

Ordinance

- Ordinance No. 1821 – Amending Town Business License Model Threshold

Resolutions

- Resolution No. 2967 – Ratify annual generator maintenance Task Order No. 1 with Legacy Telecommunications
- Resolution No. 2968 – Ratify interlocal agreement for award of funds for public facilities financing assistance under RCW 82.14
- Resolution No. 2969 – Authorize a contract with Treehouse Creative Digital Solutions for website consulting and build out.
- Resolution No. 2970 – Authorize a contract with Unlimited Services LLC for Council Chambers Entrance Improvement Project

Payments and Claims

- Claim warrants: 62049, 62347-62395 and DFT 352-362, 368-375 payments, dated June 5, 2025, in the amount of \$427,113.54.
- Claim warrants: 62396-62430 payments, dated June 19, 2025, in the amount of \$162,866.13.
- Utility billing refund warrants: 62431-62432 payments, dated June 30, 2025, in the amount of \$534.05.
- Claim warrants: 62433-62456 and (2) EFT payments, dated June 26, 2025, in the amount of \$119,817.71.
- Claim warrants: 62457-62461 payments, dated June 30, 2025, in the amount of \$8,317.16.
- Claim warrants: 62462-62492 and (2) EFT payments, dated July 3, 2025, in the amount of \$320,261.90.
- Claim warrants: 62493-62512, 62517-62543 and DFT 385-400 payments, dated July 17, 2025, in the amount of \$306,153.53.
- Utility billing refund warrants: 62513-62516 payments, dated July 23, 2025, in the amount of \$906.90.
- Claim warrants: 62544-62575, and (1) EFT payments, dated July 24, 2025, in the amount of \$218,564.54.
- Payroll warrants: 20197-20206 and EFT payments, dated June 30, 2025, in the amount of \$373,354.39.

Minutes Approval of the Summary of the Minutes dated July 17, 2025, and July 25, 2025

Ordinance No. 1821 amends the Business License Model Threshold from \$2,000 to \$4,000 annually as mandated by the state Department of Revenue and effective January 2026. Resolution No. 2969 is a contract with Treehouse Creative Digital Solutions for ADA compliance and website buildout support.

ACTION AND DISCUSSION ITEMS

12:08 P.M. Public Hearing Ordinance 1819 – Adopting F.O.G. Program

At 12:10 p.m., Mayor Jackson continued the public hearing on the F.O.G. Program and called upon Community Development Director Ryan Ericson to present the proposed ordinance and share an update on public outreach efforts. No public testimony was forthcoming. The public hearing was closed at 12:14 p.m.

Councilmember De Freitas requested phasing in the implementation of proposed Ordinance 1819 with a public education component, shared concerns, and suggestions for implementation. She inquired if test sampling could take place. Wastewater Treatment Supervisor Joe Pasic addressed why testing for F.O.G. is not possible and shared that public education materials have and will be created with best practices. Councilmember Hushebeck agreed with Councilmember de Freitas regarding addressing compliance and being reasonable with implementation. Pasic explained the F.O.G. calculator process, and he agreed to create an FAQ to support the business community. Ericson explained the code violation process would provide time for the business to comply. The Council expressed trust in Town staff to implement the program.

Moved By Councilmember Geffen, seconded by Councilmember Starr to approve Ordinance No. 1819 adopting the Fats, Oils, And Grease (F.O.G) Program and creating a new chapter of the Friday Harbor Municipal Code 13.22 Fats, Oils, And Grease Program. Motion passed unanimously.

12:41 P.M. ADMINISTRATOR’S REPORT

Administrator Kulseth reported on the following:

- Kulseth shared updates on the Town’s two large improvement projects. The Wastewater Treatment Plant Improvement Project will mobilize on August 18, 2025. The work will be done by BOSS Construction and completed by March 30, 2027. Pasic provided details on the improvements which include larger storage tanks and an updated UV system. The Water Treatment Plant Improvement Project is beyond 60% design for the fourth filter.
- Five-ride ferry passes have been extended to 120 days. This was spearheaded by County Councilmember Justin Paulsen
- Kulseth sits on the Public Facilities Financing Assistance Program (PFFAP) Committee, and the Port has been awarded a grant through the program for improvements.
- Alicia Carnevali is willing to extend the contract for use of the Spring Street parking lot for an additional three years. Improvements could be made if the lease could be extended for a longer period of time.
- An all-staff training took place on July 25, 2025, regarding first amendment auditors and public records requests. Staff learned how to respond, and all new hires will be required to take the training led by the Town’s attorney from Ogden, Murphy, and Wallace.
- Public Works Director Mike Liptack has been hired. His first day will be August 18, 2025.
- On July 31, 2025, Kulseth attended the Friends of the San Juans restoration project tour.
- Pasic passed his level three Wastewater Treatment Plant certification.
- On August 1, 2025, Kulseth and Mayor Jackson met with Representative Larsen and discussed funding to support infrastructure projects.
- Kulseth addressed public records requests, the process, and the variety of recent requests.

1:00 P.M. PUBLIC COMMENT

No public comment was forthcoming.

1:01 P.M. FUTURE AND NON-AGENDA ITEMS

Councilmember Starr commented on the Home Trust letter from Karl Eberhard and his request for a meeting. Ericson provided an update. HolliWalk and the Argyle Project are two separate discussions. The Argyle Project is a legislative process, so individual meetings are allowed. A memo will be prepared and shared with the Home Trust before going to the Council. Council members are concerned about meeting with the Home Trust and requested that the discussion about the agreement be held in a public setting rather than individually. The Council would like to discuss Ericson’s memo and requested to see the Development Agreement information for the projects on both Grover Street and Guard Street with 30 minutes allocated for Council discussion. Mayor Jackson welcomed Deputy County Manager Tillery Williams; Williams had no comment.

1:15 P.M. EXECUTIVE SESSION

Executive Session – Pursuant to RCW 42.30.110(1)(g) - To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The session was estimated to last until 1:45 p.m. with action anticipated to follow. Participants: Mayor Jackson, Councilmembers Hushebeck, Geffen, de Freitas, Turnage, and Starr; Town Clerk Jennifer Krembs; Finance Director Bethany Berry, and Administrator Kulseth. At 1:45 p.m., the session ended for an actual session time of 30 minutes. The public was notified and invited back into the session.

Moved By Councilmember Turnage, Seconded by Councilmember Geffen to reinstate funding for the Public Works Project Manager. Motion passed unanimously.

12:46 P.M. ADJOURNMENT

Hearing no further business and no objection, Mayor Jackson adjourned the meeting. The next regular meeting is scheduled for Thursday, August 21, 2025, 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 Krembs, Town of Friday Harbor Clerk