



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, November 6, 2025 – Council Chambers – Afternoon Session

CALL TO ORDER

Councilmember Turnage called the regular session of the Town Council to order at 12:02 p.m.

ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Richard Geffen (Position No. 2; absent), Anna Maria de Freitas (Position No. 3), Mason Turnage (Position No. 4; Mayor Pro Tem), and Barbara Starr (Position No. 5).

Town Administrator Denice Kulseth, Town Clerk Jennifer Krembs, Public Works Director Mike Liptack, Finance Director Bethany Berry, Community Development Director Ryan Ericson (tardy), and Mayor Raymont Jackson (absent).

FLAG SALUTE

Mayor Pro Tem Turnage conducted the flag salute.

APPOINTMENT

Moved by Councilmember de Freitas, seconded by Councilmember Hushebeck, to appoint Councilmember Turnage as Mayor Pro Tem. Motion passed unanimously.

12:03 P.M. SET AGENDA

Agenda was set.

12:04 P.M. ANNOUNCEMENTS

No announcements were forthcoming.

12:05 P.M. EXECUTIVE SESSIONS

Executive Session pursuant to RCW [42.30.110](#) 1(i); no action was taken. Participants: Town Attorney Oskar Rey; Councilmembers Hushebeck, de Freitas, Starr, and Turnage; Town Administrator Denice Kulseth; Town Clerk Jennifer Krembs; Finance Director Bethany Berry; and Public Works Director Mike Liptack.

The session extended at 12:40 p.m. for an additional five minutes for executive session pursuant to RCW [42.30.110](#) 1(i) and five minutes for executive session pursuant to RCW [42.30.110](#) 1(g). Councilmember de Freitas was excused.

Executive Session pursuant to RCW [42.30.110](#) 1(g); action was taken following the executive session. The session ended at 12:50 p.m. Participants: Councilmembers Hushebeck, Starr, and Turnage and Town Administrator Denice Kulseth.

ACTION AND DISCUSSION ITEMS

12:50 P.M. Resolution No. 2979

Moved by Councilmember Starr, seconded by Councilmember Hushebeck, to authorize a Memorandum of Understanding with Guild of Pacific Northwest Employees, Local 1909, regarding represented employee and Wastewater Treatment Plant Supervisor Joe Pasic. Motion passed 3-0, with Councilmembers de Freitas and Geffen absent.

12:51 P.M. INTRODUCTION

Town Administrator Kulseth introduced newly hired Town Assistant Finance Officer Diane Carlshagen.

12:52 P.M PUBLIC COMMENT

- Jeremy Nash, written comment regarding Resolution No. 2978, public restroom water heater replacement, received November 5, 2025.

12:53 P.M. CONSENT AGENDA

Moved by Councilmember Hushebeck, seconded by Councilmember Starr, to move Resolution No. 2978 to the regular agenda. Motion passed 3-0, with Councilmembers de Freitas and Geffen absent.

Moved by Councilmember Starr, seconded by Councilmember Hushebeck, to approve the consent agenda as written. Motion passed 3-0, with Councilmembers de Freitas and Geffen absent.

Approved:

Resolutions

- Resolution No. 2977 – Authorizing a lease agreement with JAC 330 Spring San Juan, LLC, for use of a portion of 330 Spring Street for municipal parking.
- Resolution No. 2980 – Authorizing Amendment No. 2 to Task Order No. 2 with Brown and Caldwell for additional engineering design and construction services during the 90% design review and final design review for the Water Treatment Plant Improvement Project.
- Resolution No. 2981 – Authorizing the Town to apply for a second Drinking Water State Revolving Fund (DWSRF) loan to support the completion of the Water Treatment Plant Improvement Project.
- Resolution No. 2982 – Approving a Development Agreement between the Town of Friday Harbor and San Juan Community Home Trust for bonus density to provide permanently affordable housing located at 70, 80, 100, and 200 Malcom Street.

Minutes Approval of the Summary of the Minutes dated October 16, 2025

ACTION AND DISCUSSION ITEMS

12:55 P.M. Resolution No. 2978

The Council addressed the public comment regarding water heater replacement at the Sunshine Alley restrooms. Facility Maintenance Manager Andy Guterrez explained that the proposed water heater will provide heat to sinks and floors. Town Administrator Kulseth addressed the retainage and bonds waiver for this small works contract. Kulseth offered to write to the public commentor.

Moved by Councilmember Hushebeck, seconded by Councilmember Starr, to authorize an agreement with San Juan Heating, LLC, for the water heater replacement and installation at the Sunshine Alley Public Restroom. Motion passed 3-0, with Councilmembers de Freitas and Geffen absent.

1:06 P.M. Continued Public Hearing on Griffin Place Development Agreement

The public hearing was continued to November 20, 2025.

1:06 P.M. Budget Work Session

Finance Director Berry overviewed revenue sources:

Property tax, retail sales and use tax, leasehold tax, licenses and permits (business licenses, cable franchise, building permits, and non-business licenses and permits), intergovernmental revenue (federal awards, state awards, local awards, entitlements, state shared revenues, impact payments, cannabis excise tax, criminal justice distributions, and liquor distributions), charges for goods and services, fines and penalties (traffic infractions, non-traffic infractions, and miscellaneous revenues), special revenue funds (street fund, low income assistance and affordable housing, parking, harbor improvements, and hotel/motel lodging tax), capital project funds (Real Estate Excise Tax 1st and 2nd quarter percentages), enterprise funds (water, sewer, refuse, and stormwater utilities), and fiduciary funds.

Berry explained the 2026 projected revenue resources.

1:24 P.M. Budget Public Hearing - Revenue Sources, Fee Schedule, and Property Tax

At 1:25 p.m., the public hearing on revenues sources, fee schedules, and property tax was opened. Berry had nothing to add. No public testimony was forthcoming. At 12:26 p.m., the public hearing was continued to November 20, 2025.

1:26 P.M. Lodging Tax Advisory Committee (LTAC) Presentation

Executive Assistant and LTAC Coordinator Julie Greene presented 2026 LTAC grant requests and referred to the staff memo dated October 23, 2025, which summarized each request. Chamber of Commerce Executive Director Becki Day will make Chamber requests at the November 20, 2025, council meeting.

Moved by Councilmember Hushebeck, seconded by Councilmember Starr, to approve the Lodging Tax Advisory Committee recommendations for funding 2026 Lodging Tax grants. Motion passed 3-0, with Councilmembers de Freitas and Geffen absent.

1:33 P.M. Community Development Update

Community Development Director Ryan Ericson explained the special meeting on November 12, 2025, will cover Comprehensive Plan demographics, economic development, and land capacity analysis affecting the need to expand the Urban Growth Area (UGA). Ericson will address the following before the end of 2025:

- Capital facility plans and utilities as part of the Comprehensive Plan
- An ordinance to address fire flow to provide an out-of-town service connection requested by Mike Carlson
- A deferred utility connection fee request by a private developer

Council was asked to bring their Comprehensive Plan binders to each Comprehensive Plan discussion.

1:37 P.M. TOWN ADMINISTRATOR REPORT

Town Administrator Denice Kulseth reported on the following:

- The Town received the 2025 AWC Award for Outstanding Risk Management.
- The Town signed a letter that AWC sent to the governor's office asking for facilitation to be conducted by the William D. Ruckelshaus Center at University of Washington to develop a consensus framework to address nutrient levels in Puget Sound. The Town's wastewater treatment plant discharges into Puget Sound; therefore, and the Town is subject to the new nutrient removal permit that came out December 2021.
- Kulseth attended the AWC Regional Meeting with a focus on infrastructure on October 20, 2025.
- Kulseth called for legislative items to address at the Small Cities Advisory Committee meeting taking place on November 13, 2025.
- On November 13, 2025, Town employees will attend a fire extinguisher training located at Fire District No. 3 on Mullis Street. Councilmember Turnage would like to attend.
- On November 17, 2025, the Town is hosting a Mock Council to support the 7th grade social studies unit on local government.

1:44 P.M. PUBLIC COMMENT

No public comment was forthcoming.

1:44 P.M. FUTURE AND NON-AGENDA ITEMS

No public future agenda items were forthcoming.

1:45 P.M. EXECUTIVE SESSION

Executive Session pursuant to RCW [42.30.110](#) 1(g); action was taken following the executive session. The session ended at 2:05 p.m. Participants: Councilmembers Hushebeck, Starr, and Turnage; Town Administrator Denice Kulseth; and Community Development Director Ryan Ericson.

ACTION AND DISCUSSION ITEMS

2:05 P.M. Resolution No. 2983

Moved by Councilmember Starr, seconded by Councilmember Hushebeck, to approve a contract for Community Development contracted services. Motion passed 3-0, with Councilmembers de Freitas and Geffen absent.

2:05 P.M. Moment of Silence

Mayor Pro Tem Turnage requested a moment of silence to recognize Casey Baisch.

2:05 P.M. ADJOURNMENT

Hearing no further business and no objection, Mayor Pro Tem Turnage adjourned the meeting. A special meeting will take place Wednesday, November 12, 2025, at 8:30 a.m. The next regular meeting is scheduled for Thursday, November 20, 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