

# Town Council of Friday Harbor - Summaries of the 2014 Minutes

## Thursday, January 9, 2014 – Council Chambers – Afternoon Session

### CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

The Town Attorney was on-call.

### FLAG SALUTE

Mayor Lacher conducted the flag salute.

### ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher welcomed Councilmember Ghatan.

### PUBLIC ACCESS TIME

Lee Sturdivant, 745 Larson Street, requested that Council schedule discussion of expanding West Street Park. Ms. Sturdivant stated that other stakeholders, such as Port of Friday Harbor and Island Rec, are supportive. Administrator Wilson stated that the topic already is part of the Council retreat agenda on February 8, 2013. The Council thanked Ms. Sturdivant.

### DEPARTMENT REPORTS

#### Public Works

At 12:05 p.m., Public Works Director, Wayne Haeefe, provided a status report regarding the following projects:

- Water Main Line Replacement Project – The project is in various permitting processes with the State and County. The required permits are more straightforward than originally thought. Permitting now will exempt the project from the County's new CAO requirements.
- Water Main Line Replacement Project – Town will be submitting various agency grant and loan applications to fund construction of the project.
- Linder Street Pump Station – The project is on hold for utility easement acquisition from Opalco. Easements are required before Town can begin the permitting process for installation.
- Town Street Improvements – The County's chip sealing program may be mobilized between May/June 2014. Town will cooperatively chip-seal various streets, all currently located outside the downtown core.
- Water Chlorine Generation System – Town staff toured several facilities. All WTP Operators interviewed had positive comments. Town is drafting the necessary paperwork to include with the permit application to the State to begin the project.
- Sunken Park Sewer Line Replacement – Town will install Cure-In-Place-Plastic-Pipe (CIPP) instead of removal and installation of the failing line. Cost are estimated at less than \$100,000. Original estimates for removal and installation of new line were estimated at \$1,000,000.
- Pump Station 2 Replacement (Harbor Street) - Pump Station 2 was designed to have more sewage capacity than needed. This is causing the sewage to go septic and create odors in the time between cycles. The pump station will be redesigned and rebuilt in 2014-2015 for various operational reasons.

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- Street Pavement Survey – The field work will be complete in February. The data gathered will comprise of comprehensive measurements and detailed conditions of the pavement and repairs needed for the study. The final report will include the priority and cost of repairs.
- Warbass/Harrison Intersection – Staff identified appropriate traffic calming devices and is requesting proposals. An “island” may be placed at the middle of intersection for visual purposes. Council discussion regarding the reduction of speed limits on of Warbass Way and other streets. Administrator Wilson explained that an engineering letter is needed to reduce limits below 25 mph and that a public hearing is suggested. Discussion regarding speed and conditions located at both Warbass Way intersections. Public Works Director Haefele stated he would present additional information to the Council.
- Spring Street Water Sewer Replacement Project – Town held a pre-construction meeting. Notice to proceed was delivered on January 8<sup>th</sup>. Work will mobilize on January 27<sup>th</sup> with work suspended the through holiday weekends.
- Spring Street Pedestrian Improvement Project – The Market Street to FH Airport portion of work is substantially complete until paving can occur in spring.

Discussion and inquiry followed regarding miscellaneous street conditions. Mayor Lacher thanked Mr. Haefele. No action was taken.

### **ACTION AND DISCUSSION ITEMS**

#### FH Landfill Lease

At 12:35 p.m., Mayor Lacher introduced discussion of the proposed lease by San Juan County for use of the Friday Harbor Landfill located on Sutton Road. Administrator Wilson explained that the final agreement is nearing completion and reviewed the proposed terms. Discussion and inquiry followed regarding the proposed term including duration, tipping fees and hauling. No action was taken.

#### Resolution No. 1995

At 12:43 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1995, adopting the Town Solid Waste Management Plan. Administrator Wilson thanked the Consultant for her work on the Plan. The final will be sent to the Department of Ecology for final comments. No discussion followed.

**Moved by Hushebeck, second by de Freitas, to adopt Resolution No. 1995, adopting the Town Solid Waste Management Plan. Motion passed unanimously.**

#### Resolution No. 1996

At 12:45 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1996, authorizing the Mayor to execute a contract with the engineering firm of San Juan Surveying to resurvey roadway stability monitoring points along Warbass Way. Public Works Director Haefele recommended annual monitoring for several years because recent testing indicated a possible shift in elevation at a particular portion. No discussion followed.

**Moved by Monin, seconded by Starr, authorizing the Mayor to execute a contract with the engineering firm of San Juan Surveying to resurvey roadway stability monitoring points along Warbass Way. Motion passed unanimously.**

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## ADMINISTRATOR'S REPORT

At 12:49 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Seasonal/Temporary Employee – The early hire of a temporary/seasonal employee was requested because Town currently has three employees on medical leave for serious conditions. The leave and their return to "light duty" is having a negative impact on staffing levels. It will impact the Town's ability to hire a seasonal employee in summer. Discussion followed regarding benefits for temporary staff. **Moved by de Freitas, seconded by Starr, to approve the hire of a temporary/seasonal employee for three months in the Streets/Refuse Department.**
- Holiday Lighting – Browne Lumber has donated \$1,500 worth of outdoor holiday lighting from their stock. The lighting will be used in 2014 decorations.
- Blair Street – Phase 2 – Town is in the process of negotiating various purchase and donation of needed right-of-way for Blair Street improvements and additional parking on Ellsworth Avenue.
- Council Retreat – A revised list of topics was distributed.
- Service Club Signage – Signage for the Front Street Kiosk has been ordered.
- FH Film Festival – The organizers of "Savor the San Juans" have requested that the Festival dates not coincide with the many activities already taken place. The Institute has agreed.
- Trout Lake Dam – The water level at the dam is currently minus twelve inches.
- SJI Historic Society – The Society is developing separate museum of history and industry for Friday Harbor.
- Friday Harbor Landfill – Town is talking with the SJC Health Department about partially relieving our obligation for the financial assurance plan
- "Jeri's Mall" – Crane-work to install the second story floor and trusses for Jeri's Mall on Spring Street are currently taking place.
- Carter Street Ball Fields – New administrative officers have been selected for the FH Athletic Association. The Association reported the possibility of a donation to complete the fields and improvements conditioned by CUP No. 62. School District 149 may request a new or amended Conditional Use Permit to complete the project.
- Whidbey Island Naval Air Station (WINAS) – The scoping letter to WINAS regarding scoping for additional "Growler" squadrons was submitted.
- Sidewalk Improvements – Town has a safety request to install ADA accessible ramps at various locations on Spring Street. A proposal will be presented.
- US Customs – A Community Forum has been scheduled at Fire District 3 on January 17<sup>th</sup> regarding the US Customs relocation issue.
- Memorial Planters – A proposal to create a program for "Memorial Planters" has been submitted to the Town. Staff will bring back on a future agenda.
- Town Attorney – An update on the medical leave of the Town Attorney was provided. Discussion will be scheduled for a future agenda.
- Tucker Avenue – **Council consensus to make the traffic control signage more visible.**
- Trash Cans redesigns – The redesign of litter cans was not received well. Staff is seeking alternatives.
- US Customs – Town may draft a letter to US Custom suggesting that they design their to also encompass local history and amenities.

## PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. \_\_\_\_\_ through \_\_\_\_\_ and Direct Deposit Run in the amount of \$\_\_\_\_\_; and approve the payment of Claim Warrant Nos. 38797 through 38817 in the amount of \$83,166.02. Motion passed 4-0 with de Freitas abstained.

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## **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Starr, to approve the minutes of **December 19, 2013 as submitted**. Motion passed unanimously.

## **FUTURE AND NON-AGENDA ITEMS**

The following topics will be added to future agendas: Council Retreat topics, committee assignments and the memorial flower box proposal.

## **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:47 p.m. The next regular meeting is scheduled for Thursday, January 9, 2014 at 5:30 p.m.

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**These minutes were approved on February 6, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, January 9, 2014 – Council Chambers – Evening Session</b>
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## **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

## **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr. Position No. 2, Noel Monin, was excused for late arrival.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Treasurer, Wendy Picinich; and Town Attorney, Adina Cunningham were absent.

## **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

## **PUBLIC ACCESS TIME**

Annie Howell-Adams, local business owner, proposed a "Memorial Flower Box" program. Discussion followed regarding what may be involved. Ms. Howell-Adams requested that a "Mural" program also be created. Mayor Lacher stated that consideration of a mural program would require research. Mayor Lacher and the Council thanked Ms. Howell-Adams for her presentation.

## **ACTION AND DISCUSSION ITEMS**

### Ordinance No. 1528

At 5:42 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1528, repealing and replacing Chapter 6.04 FHMC regarding dogs and animal control. Administrator Wilson explained that the Ordinance represents a comprehensive set of regulations for the control and protection of domestic animals including dogs as well as the public within the Town limits. Discussion and inquiry followed regarding licensing and abandonment of dogs, and enforcement through an animal control officer.

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**Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1528, repealing and replacing Chapter 6.04 FHMC regarding dogs and animal control. Motion passed 4-0 with Monin absent.**

### Ordinance No. 1529

At 5:52 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1529, implementing a system for the enforcement of civil infractions and nuisances and repealing Ordinance No. 1053. Administrator Wilson explained that the purpose of this Ordinance is to standardize FHMC for all enforcement purposes. No discussion followed.

**Moved by Starr, seconded by Ghatan, to adopt Ordinance No. 1529, implementing a system for the enforcement of civil infractions and nuisances and repealing Ordinance No. 1053. Motion passed 4-0 with Monin absent.**

### Ordinance No. 1530

At 5:54 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1530, adding new Chapter 9.14 FHMC defining, prohibiting and providing a process for the abatement of nuisances. Administrator Wilson gave an overview of the current process and expected changes if adopted. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1530, adding new Chapter 9.14 FHMC defining, prohibiting and providing a process for the abatement of nuisances. Motion passed 4-0 with Monin absent.**

### Town Tourism Master Plan – Phase I

At 6:02 p.m., Mayor Lacher introduced discussion of the Town Tourism Master Plan – Phase I. Administrator Wilson explained that the purpose of discussion was to narrow the various proposals to top candidates. Those will be scheduled for interviews in the same manner as selection of the consultant for Sunshine Alley Urban Design. Councilmembers took turns expressing their opinions of the proposals received. Council consensus to direct Administrator Wilson to begin the process for final selection of a consultant.

### **FUTURE AND NON-AGENDA ITEMS**

The Town Council and Mayor signed a letter to US Customs requesting that they be sensitive to the design of their main entryway.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:31 p.m. The next regular meeting is scheduled for Thursday, January 16, 2014 at 12:00 p.m.

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**These minutes were approved on February 6, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

# Town Council of Friday Harbor - Summaries of the 2014 Minutes

## Thursday, January 16, 2014 – Council Chambers – Afternoon Session

### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; Town Attorney, Adina Cunningham; and Clerk, Amy Taylor.

Position No. 3, Councilmember Anna Maria de Freitas, was not present.

### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember de Freitas. Council unanimously excused her absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Victoria Compton, Executive Director for the Economic Development Council, thanked the Council for their ongoing financial support of economic development programs.

### **SJC COUNCIL UPDATE**

At 12:02 p.m., SJC Councilmember Rick Hughes provided an update regarding issues of mutual concern. Topics included Washington State Ferries, Initiative 502, Hotel Motel Excise Tax, SJC Comprehensive Plan updates, and various community forums. Discussion followed. Mayor Lacher and the Council thanked Councilmember Hughes. No action was taken.

### **ACTION AND DISCUSSION ITEMS**

#### Resolution No. 1997

At 12:17 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1997, authorizing the Mayor to execute an agreement to promote economic development within the Town. Administrator Wilson explained described the scope of work for the contract. Victoria Compton, Executive Director for the Economic Development Council, reviewed objectives and goals for 2014. Discussion followed regarding grant funding for various programs and projects.

**Moved by Starr, seconded by Ghatan, to adopt Resolution No. 1997, authorizing the Mayor to execute an agreement to promote economic development within the Town. Motion passed 4-0 with de Freitas absent.**

#### Resolution No. 1998

At 12:26 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1998, authorizing the Mayor to execute an agreement to survey a portion of right of way located on Lampard Road and Hillcrest Place. Administrator Wilson explained that the purpose for surveying was to determine appropriate stormwater mitigation measures on an uphill portion of land. No discussion followed.

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**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 1998, authorizing the Mayor to execute an agreement to survey a portion of right of way located on Lampard Road and Hillcrest Place. Motion passed 4-0 with de Freitas absent.**

[Clerk's Note: Said agreement was voided prior to execution. Town opted against performing work. Originals are retained.]

### Resolution No. 1999

At 12:28 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1999, authorizing the Mayor to execute an agreement to purchase and install financial software for processing Town business licenses. Treasurer Picinich explained that Vision Software, Town's current finance software distributor, now offers a business license module that is compatible with the current system. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 1999, authorizing the Mayor to execute an agreement to purchase and install financial software for processing Town business licenses. Motion passed 4-0 with de Freitas absent.**

### Resolution Nos. 2000 thru 2008

At 12:30 p.m., Mayor Lacher introduced discussion of draft Resolution Nos. 2000 through 2008, authorizing various tourism promotion programs. Administrator Wilson explained that pursuant to Council approval on October 17, 2013, agreements have been negotiated, drafted, and approved by the staff covering the scope and cost of such services. Discussion followed regarding the scope of work and dates for various projects.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2000, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with the Visitors Bureau in the amount of \$149,729.00.**

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2001, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with the SJI Chamber of Commerce in the amount of \$43,108.00.**

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2002, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with the Whale Museum in the amount of \$6,238.00.**

**Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2003, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with the San Juan Island Museum of Art (IMA) in the amount of \$4,326.00.**

**Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2004, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with the Pacific Islands Research Institute in the amount of \$5,534.00.**

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2005, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with the Port of Friday Harbor \$855.00.**

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**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2006, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with Skagit Valley College \$1,509.00.**

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2007, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with the Agricultural Guild \$1,610.00.**

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2008, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with Sasha von Dassow \$1,090.00.**

### Resolution No. 2009

At 12:51 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2009, adopting a policy for approval authority. Administrator Wilson described the proposed procedure for the Mayor and Town Administrator to approve and execute certain contracts in the amount of \$7,500 or less. Drafting of a formal procurement policy will be to the Council in 2014. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2009, adopting a policy for approval and signature authority for certain contracts in the amount of \$7,500 or less. Motion passed 4-0 with de Freitas absent.**

### Ordinance No. 1531

At 12:55 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1531, fixing the rate of pay for represented employees. Administrator Wilson explained that the rate of pay was approved by the Collective Bargaining Agreement and authorized by motion on December 19, 2013. Staff is requesting the ordinance solely for "housekeeping" purposes to maintain Town files in a consistent manner. No discussion followed.

**Moved by Starr, seconded by Hushebeck, to adopt Ordinance No. 1531, fixing the rate of pay for represented employees for year 2014. Motion passed 4-0 with de Freitas absent.**

## **ADMINISTRATOR'S REPORT**

At 12:56 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Memorial Flower Planters – An update of the proposal was presented.
- Litter control – Town issued correspondence regarding misuse of the public cans.
- Council Retreat Agenda – A revised agenda was distributed.
- Economic Development – A draft brochure by the EDC concerning "Doing Business in Town of Friday Harbor" was distributed.

## **CONTRACTS AND AMENDMENTS**

### Kennedy Jenks

Moved by Ghatan, seconded by Starr, to approve Amendment No. 1 to the agreement with Kennedy Jenks (optimization at the WWTP) extending the duration of the agreement through February 2014. Motion passed 4-0 with de Freitas absent.

### Janice DeBardi

Moved by Hushebeck, seconded by Ghatan, to approve Amendment No. 1 to the agreement with Janice DeBardi (pavement survey) extending the duration of the agreement through March 2014. Motion passed 4-0 with de Freitas absent.



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### Angela Morrison

Moved by Hushebeck, seconded by Ghatan, to approve Amendment No. 1 to the agreement with Angela Morrison (pavement survey) extending the duration of the agreement through March 2014. Motion passed 4-0 with de Freitas absent.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to approve the payment of Claim Warrant Nos. 38818 through 38846 in the amount of \$187,011.35. Motion passed 4-0 with de Freitas absent.

### **FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:24 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding real estate acquisition in accordance with the provisions of RCW 42.30.110(1)(b); which was estimated to last 25 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich, Attorney Cunningham, and Clerk Taylor. The session ended at 2:05 p.m. for an actual session time of 40 minutes. No actions were taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:07 p.m. The next regular meeting is scheduled for Thursday, January 16, 2014 at 5:30 p.m.

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**These minutes were approved on February 6, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, January 16, 2014 – Council Chambers –Evening Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Councilmember de Freitas was absent.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; Town Attorney, Adina Cunningham; and Clerk, Amy Taylor.

### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember de Freitas. Council unanimously excused her absence.

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### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that those present for the rezone application will be given an opportunity to speak during the public hearing.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **PUBLIC HEARING**

Rezone No. 63 – OJC Properties

[Clerk's Note: Video of this of this public hearing shall be available in accordance with State Retention Laws.]

At 5:35 p.m., Mayor Lacher opened the public hearing to consider Rezone Application No. 63 dated October 1, 2013; a request for a zoning designation change from single-family residential to multi-family residential by OJC Properties, Inc. The subject property is approximately .98 acres in size and identified as Tax Parcel No. 351492004, located at 825 Argyle Avenue.

Mayor Lacher asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Lacher's inquiry if anyone objected to her or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Lacher's inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Lacher's inquiry regarding personal gain or loss of financial benefit. Council responded in the affirmative regarding communication with opponents or proponents regarding said application. [Council communications were disclosed as follows: 1) Lacher - No response to the voicemail message left at personal phone; 2) Hushebeck – None; 3) Monin – No response to the voicemail message left at personal phone; 4) Ghatan - No response to the voicemail message left at personal phone; and 5) Starr - No response to the voicemail message left at personal phone.] Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

Mayor Lacher asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand entered Exhibits into the record; described the background of the application; and staff evaluation and recommendation pursuant to applicable municipal code.

Exhibits entered by Staff into the record were: Exhibit A – Map of Concept and Exhibit B – Staff report dated December 31, 2013.

Staff evaluation is that the Town Council approve the application based on the following criteria: 1) the request is consistent with the adopted 2002 Comprehensive Plan; 2) the request is consistent with the residential classification of the subject property on the Amended 2002 Comprehensive Plan Land Use Map; 3) the proposal meets all criteria of the FHMC that are most applicable to this proposal.

Staff recommends that the Council approve Rezone Application No. 63 along with a development agreement that limits the density on this parcel to six dwelling units, and direct staff to prepare Findings of Fact, Conclusions of Law and Decision.

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In reviewing the application, the Town's current regulations and the community comments, it appears that there isn't a solution that solves all concerns. The Town has approved other development agreements that run concurrently with rezone requirements to condition such zoning requests. The multi-family zoned density of 14 is by far too dense for the parcel, but could be reasonably limited to be compatible with the existing Greenway neighborhood. A slight increase from single family zoning should not have an adverse effect in the area since there are already several lots that have increased density grandfathered.

At 5:40 p.m., Mayor Lacher asked if the proponents if they would like to comment. Pat O'day, Applicant, stated that the staff recommendation is consistent with the request by OJC Properties and that the O'day family desires to develop the property sensitively and appropriately. Mr. O'day described their vision for developing the parcel, while retaining the aesthetic qualities of the gardens, structure, and surrounding neighborhood.

Referring to Exhibit A, Stephanie O'day, Applicant, stated that OJC Properties encourage a development agreement to be executed to address any concerns neighborhood residents may have about the rezone application. Ms. O'day commented that subdividing the property would be tragic compared to sensitively planned development.

At 5:50 p.m., Mayor Lacher opened the public hearing to audience testimony. Each testimony was afforded three minutes. The following testimony was received:

1. Linda Thompson, 435 Evergreen Way, read letter into record (Exhibit D) opposing the application.
2. Heidi Lewis, 823 Argyle Avenue, read a written statement into the record (Exhibit E) opposing the application.
3. Philip Smith, 823 Argyle Avenue, stated opposition to the application.
4. Paul Kollett, 791 Sutton Road, stated opposition to the application.
5. Bonnie Potter, 822 Argyle Avenue, read a written statement (Exhibit C) opposing the application.
6. Gary Roberts, 804 Argyle Avenue, stated opposition to the application.
7. Doris Sumner, 115 Grover Street, stated opposition to the application.
8. Chris Burke, 755 Argyle Avenue, stated opposition to the application.
9. Joseph Miller, 817 Argyle Avenue, stated opposition to the application.
10. Lynn Mercer, 808 Argyle Avenue, inquired why the rezone application shouldn't be conditioned to a four dwelling density that is currently allowable by subdividing into single family lots.

Mayor Lacher requested additional testimony.

11. Linda Thomas, continued public testimony. See above.
12. Heidi Thomas, continued public testimony. See above.
13. Bonnie Potter, continued public testimony. See above.
14. Gary Roberts, continued public testimony. See above.
15. Doris Sumner, continued public testimony. See above.
16. Gary Roberts, continued public testimony. See above.

At 6:26 p.m., Mayor Lacher asked if there was additional comments from Staff or the Applicant.

Land Use Administrator Bertrand commented that a development agreement could be drafted to address all concerns.

Administrator Wilson explained the purpose of a development agreement to the Council and public.

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Stephanie O'day stated that the property will get subdivided without the flexibility provided by a rezone and requested that the Council approve the application. Ms. O'day stated that development is inevitable, but OJC Properties is willing to execute a developer agreement to preserve the aesthetic qualities of the property and neighborhood.

Attorney Cunningham explained the deliberation and decision process.

At 6:36 p.m., Mayor Lacher asked the audience for additional non-repetitive testimony.

Gary Roberts questioned the allowable density and zoning on the property due to its acreage. Land Use Administrator Bertrand explained that the property is eligible because land use regulations are measured by feet. Ms. O'day commented on the parcel as it pertains to the official SJC Assessor's records.

At 6:38 p.m., Mayor Lacher asked the Council if there were any questions of Staff.

Councilmember Ghatan inquired about planned residential development (PRD). Land Use Administrator Bertrand explained FHMC requirements, commenting that PRD allows for "cluster" development.

Councilmember Starr inquired about "spot zoning" in relation to the Historic Landmark Map. Land Use Administrator Bertrand explained that zoning issues do not apply to the Historic District, only design of structures. Mr. Bertrand stated that Staff does not consider the property spot zoning because of the transitional area (surrounding zoning) that the parcel is located. Attorney Cunningham explained the legal definition of "spot zoning".

Councilmember Monin inquired about density and if the structures located on Exhibit A were of relative sale to a future site plan. Mr. Monin went on to question utility connections, street standards, and right-of-way improvements. Land Use Administrator Bertrand explained that the map was for visual purposes only; utilities would be connected in a condominium fashion; and that multi family zoning require improvements.

Councilmember Hushebeck inquired about how the OJC Properties planned to manage the existing gardens. Ms. O'day explained through an agreement.

Councilmember Ghatan inquired about preservation of the house and other structures. Mr. O'day explained that the house has issues but could be preserved, noting that contrary to opinion it does sit on a foundation.

Councilmember Starr inquired about historical preservation. Ms. O'day explained that a plan has not been worked out at this time.

At 6:51 p.m., Mayor Lacher asked if the Applicants wished to make further comment. Mr. O'day stated that through this application, OJC Properties was sincerely offering to preserve the character of the existing property in the most sensitive manner possible.

At 6:54 p.m., Mayor Lacher closed the public input portion of the hearing reserving the right to reopen if needed, and opened the hearing to Council deliberation.

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Councilmember took turn expressing their individual opinions of the application. Attorney Cunningham reminded the Council that issues outside of the scope of the application may not be considered or deliberated. Discussion followed regarding legal process.

At 7:07 p.m., Attorney Cunningham stated that the hearing had become complicated because information (proposed developer agreement) had been presented during the course of the hearing that was not contained in the original application. Ms. Cunningham advised the Council to continue the public hearing for staff and applicant to prepare additional information. Discussion followed regarding the issues that were allowed for consideration. Additional discussion followed regarding the process for setting conditional zoning through the execution of a developer agreement.

Following deliberations, the Mayor requested a motion to continue the public hearing to a time certain.

Moved by Ghatan, seconded by Hushebeck, to continue the public hearing, leaving public testimony open, until February 6<sup>th</sup>, 2014 at 5:30 p.m. Motion passed 4-0 with de Freitas absent.

### **STUDY/WORK SESSION**

Mayor Lacher and the Council postponed the scheduled study session regarding the following:

- Engineer in training
- Legal services
- 2014 Capital Project Plan
- 2014 Holiday Lighting.

### **FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 8:04 p.m. The next regular meeting is scheduled for Thursday, February 6, 2014 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on February 6, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, February 6, 2014 – Council Chambers – Afternoon Session</b>
--

### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; Attorney, Adina Cunningham; and Clerk, Amy Taylor.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### FLAG SALUTE

Mayor Lacher conducted the flag salute.

### ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that Council would hold an Executive Session regarding potential litigation.

### PUBLIC ACCESS TIME

No public access was forthcoming.

### SJC UPDATE

At 12:01 p.m., SJC Councilmember Rick Hughes provided an update on the following:

- Oil Spill Prevention Program – SJC is requesting intervention status from the Canadian government to comment on international shipping through San Juan County waters.
- Friday Harbor Ferry Terminal – SJC is advocating to Legislature for a second ferry slip in Friday Harbor.
- Countywide Broadband – SJC continues to work with OPALCO to revitalize the broadband initiative.
- SJC Solid Waste Utility – The draft agreements for operation of the SJI Transfer Station should be finalized within weeks.
- Whidbey Island Naval Station – The County continues to be involved with the commenting process for Growler squadrons. **Council consensus to submit joint comment concerning increased noise and vibration from the Station.**
- Quarterly meetings – The County requested that quarterly joint meetings resume.
- Washington State Ferries – Schedules and recent meetings were reviewed.

### ACTION AND DISCUSSION ITEMS

#### Blair Street Reconstruction Project

At 12:27 p.m., Mayor Lacher introduced Tamara Nack, Gray & Osborne Consultant, to present an overview of the Blair Street Improvement Project. The presentation included the project description of improvements from Spring to Guard Street, including parking, stormwater treatment, hardscape and relocation of utilities. Construction, accessibility, duration and construction costs were reviewed. Discussion and inquiry followed regarding rain gardens, lighting standards and coordination with utility providers for future improvements. Administrator Wilson noted that some points of interest, such as use of LED lighting, should be addressed during the process for revising the Town Street Standards and other construction design documents. **Council consensus to move forward with use of the current lighting standards.** Mayor Lacher thanked Ms. Nack for her presentation.

#### Resolution No. 2010

At 1:06 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2010, authorizing the Mayor to execute an agreement with Atlantis Construction for sidewalk improvements on Spring Street. Administrator Wilson explained that Town received a request to install wheelchair accessible ramps for the sidewalks located at the intersection of Argyle Avenue and Spring Street. The agreement is in the amount of \$10,937.50 with Atlantis Construction to install three ADA accessible ramps. Public Works Director, Wayne Haeefe, described the benefits and challenges of improving the intersection, traffic patterns and other issues. Discussion followed regarding long-term improvements. Mayor Lacher and the Council thanked Mr. Haeefe for designing improvements.

**Moved by de Freitas, seconded by Monin, to adopt No. 2010, authorizing the Mayor to execute an agreement with Atlantis Construction for sidewalk improvements on Spring Street. Motion passed unanimously.**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### Port of Friday Harbor Master Plan

At 1:18 p.m., Mayor Lacher introduced Marilyn O'Connor, Port Director, to present an overview of the preliminary Port of Friday Harbor Master Plan. Ms. O'Connor explained that the Plan will allow implementation of the Port's highest priority projects while re-imagining the waterfront. The green space, parking area and Spring Street site should receive immediate attention. Ms. O'Connor distributed design sketches. Discussion followed regarding expansion of West Street Park, Spring Street site and amenities. The Mayor and Council thanked Ms. O'Connor.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrants and direct deposit run of January 31, 2014; and approve the payment of Claim Warrant Nos. 38848 through 38905 in the amount of \$244,355.95. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Starr, seconded by Hushebeck, to approve the minutes of **January 9<sup>th</sup> and 16<sup>th</sup>, 2014 as submitted.** Motion passed unanimously.

### **FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:48 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding potential litigation in accordance with the provisions of RCW 42.30.110(1)(c); which was estimated to last 20 minutes. Participants: Town Council, Mayor Lacher, and Attorney Cunningham. The session ended at 2:50 p.m. for an actual session time of 40 minutes. No actions were taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:51 p.m. The next regular meeting is scheduled for Thursday, February 6, 2014 at 5:30 p.m.

\* \* \* \* \*

**These minutes were approved on February 20, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, February 6, 2014 – Council Chambers – Evening Session</b>
--

### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; Attorney, Adina Cunningham; and Clerk, Amy Taylor.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Treasurer, Wendy Picinich was not absent.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **PUBLIC HEARING**

#### Rezone Application No. 63

At 5:31 p.m., Mayor Lacher introduced the public hearing for Rezone Application No. 63, an application by OJC Properties to rezone 825 Argyle Avenue from single-family to multi-family residential. Mayor Lacher directed staff to comment before opening the public hearing. Administrator Wilson explained that due to the complexity of the application, staff is requesting that the hearing be continued until 5:30 p.m. on February 20, 2014 in order to prepare additional information. No discussion followed.

**Moved by Ghatan, seconded by Hushebeck, to continue the public hearing until February 20, 2014 at 5:30 p.m. Motion passed unanimously.**

### **ACTION AND DISCUSSION ITEMS**

#### Committee Assignments

At 5:36 p.m., Mayor Lacher introduced discussion of committee assignments. The Town Council discussed their individual schedules and traded certain assignments for year 2014. **Council consensus for Clerk Taylor to notify the County.**

#### Town Tourism Master Plan – Phase I

At 5:55 p.m., Mayor Lacher introduced discussion of the Town Tourism Master Plan – Phase I (Branding). Administrator Wilson explained that based on the proposals received and a discussion with one of the leading consultants that he recommended Roger Brooks International for development of the Town's brand statement. Discussion followed regarding the revised scope of work submitted by the consultant. **Council consensus to request additional information to clarify the consultant's scope of work.**

### **ADMINISTRATOR'S REPORT**

At 6:31 p.m., Administrator Wilson provided an update on the following:

- Broadband Initiative – Town will remain in contact with OPALCO to help promote the need for installation of necessary infrastructure for broadband service.
- Decretive stormwater grates – Photos of decretive stormwater grates options were distributed for future street projects.
- Blair Avenue Improvement Project – Quit Claim Deeds, including additional information to Browne Lumber for right-of-way on Ellsworth Avenue, are almost complete.
- Sunshine Alley – Survey results for the urban design project were distributed.
- Beaverton Valley Marsh Trail – The Trails Committee has interest in developing a trail through the Marsh.
- Conditional Use Permit No. 62 – School District 149 intends to submit a new application for a conditional use permit to complete the fields.

### **FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.



# Town Council of Friday Harbor - Summaries of the 2014 Minutes

## **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:40 p.m. The next regular meeting is scheduled for Thursday, February 20, 2014 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on February 20, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Saturday, February 8, 2014 – Town Council Chambers – Special Session</b>
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## **CALL TO ORDER**

The Town Council met in special session with Mayor Lacher presiding. Mayor Lacher called the special session to order at 9:00 p.m.

## **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas, Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; Treasurer, Wendy Picinich; Town Clerk, Amy Taylor; Public Works Director, Wayne Haefe; and Sewer Leadman, Don Reitan.

## **WORK SESSION**

### Town Council Retreat

At 9:00 a.m., Administrator Wilson welcomed Mayor Lacher, the Town Council and Staff for the Town Council retreat. The Mayor, Council and Staff discussed the following:

- 1) Creation of "Transportation Initiative"
  - Funding Needs
  - Review Road and Sidewalk Condition Report
  - Public Outreach
  - Transportation Benefit District
- 2) Capital Projects in 2014
  - Project Schedule
  - Project Funding
  - Public Works Staffing/In house projects/Engineer in Training
- 3) 2014 Parks Projects
  - West Street Park Expansion
  - Sunken Park
  - Evergreen Park
- 4) Location for Public Works Yard
  - Move to Large Lot on Harbor
  - Creation of Park Space
  - Funding for improvements
- 5) Refuse Department
  - Change pick up procedure
  - Purchase standardized totes for garbage and recycling

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

- Funding purchase of toters
- Refuse truck retrofitting
- 6) Grab bag
- Town Holiday Lighting Upgrades 2014
- Comprehensive Plan Update due in 2016
- Downtown Parking Options
- Town Attorney

Mayor Lacher thanked all in attendance and concluded the work session. No formal action was taken.

**ADJOURNMENT** – Hearing no objection, Mayor Lacher adjourned the meeting at 4:35 p.m. The next regular meeting is scheduled Thursday, February 20, 2014 at 12:00 p.m.

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**These minutes were approved on February 20, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, February 20, 2014 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan.

Position No. 5, Barbara Starr, was absent.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; and Clerk, Amy Taylor. The Town Attorney was available by phone.

Town Administrator, Duncan Wilson was absent.

### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Starr. Council unanimously excused her absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Bill Cummings requested that the Council waive the administrative fees for a building permit for the modest remodel at the Friday Harbor Food Bank. Mayor Lacher added the topic to a future agenda. Mr. Cummings thanked the Council.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### **ACTION AND DISCUSSION ITEMS**

#### Resolution No. 2011

At 12:04 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2011, authorizing an agreement for 2014 groundwater monitoring program at the Friday Harbor Landfill. Public Work Director, Wayne Haefele, explained that the Town has an obligation to perform semi-annual landfill gas monitoring and groundwater sample collection; data review; and completion of an Annual Monitoring Report required by San Juan County and the Department of Ecology. SCS Engineers has offered to perform the tasks in the amount of \$37,430. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2011, authorizing an agreement for 2014 groundwater monitoring program at the Friday Harbor Landfill. Motion passed 4-0 with Starr absent.**

#### Resolution No. 2012

At 12:07 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2012, authorizing the Mayor to execute a small works agreement with Jim's Heating to install ductless heat pumps at the Water Treatment Plant. Public Work Director, Wayne Haefele, explained that the existing gas heaters at the Water Treatment Plant have been failing one at a time. Town recently had an efficiency estimate performed that identified installation of one new ductless heat pump system in the main plant and one heat pump for the water pump room would meet efficiency and repay for themselves over time. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2012, authorizing the Mayor to execute a small works agreement with Jim's Heating to install ductless heat pumps at the Water Treatment Plant. Motion passed 4-0 with Starr absent.**

### **WORK SESSION**

At 12:15 p.m., Mayor Lacher introduced the work sessions regarding the following topics:

Camouflaging and appearance of new digester at WWTP – Public Works Director, Wayne Haefele provided a presentation of different options. Options includes screening with plants and structures. Discussion followed regarding budget and need to cover for aesthetics. No action was taken.

Landmark Ordinance – Historic Preservation Coordinator, Sandy Strehlou, reviewed the basic concepts and benefits of the proposed ordinance to landmark properties and structures outside of the Historic Overlay District. The ordinance would recognize property owners for improvements, provide property tax incentives or other special concessions, and administrative review process. Discussion followed regarding buildings that would qualify for the program and potential tax incentive programs that may become available to the parcel owners. No action was taken.

### **ADMINISTRATOR'S REPORT**

No administrator report was scheduled.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 38906 through 38956 in the amount of \$176,002.73. Motion passed 4-0 with Starr absent.

### **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Ghatan, to approve the minutes of **February 6th and 8th, 2014 as submitted**. Motion passed 4-0 with Starr absent.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### **FUTURE AND NON-AGENDA ITEMS**

Mayor Lacher will include discussion of the request to waive administrative fees for the remodel of the Friday Harbor Food Bank.

Councilmember de Freitas commented on lack of ferry service from broken ferries.

Councilmember de Freitas requested public art be discussed.

Councilmember Ghatan updated on the trails committee meeting.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:14 p.m. The next regular meeting is scheduled for Thursday, February 20, 2014 at 5:30 p.m.

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**These minutes were approved on March 6, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, February 20, 2014 – Council Chambers – Evening Session</b>
---

### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan. Position No. 5, Barbara Starr was absent.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; Attorney, Adina Cunningham and Clerk, Amy Taylor. Treasurer Picinich was absent.

### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Starr. Council unanimously excused her absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

David Harsch, Historical Preservation Review Board Member, encouraged the Council to consider the proposed design and potential impact of the Downriggers site project on the community, and to work with the Port to identify an architectural vision that includes traditional building elements, those more in keeping with the uniquely interesting "brand" that is Friday Harbor. Mayor Lacher thanked Mr. Harsch.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### **PUBLIC HEARING**

#### Rezone No. 63 – OJC Properties

[Clerk's Note: Video of this of this public hearing shall be available in accordance with State Retention Laws.]

At 5:39 p.m., Mayor Lacher opened the public hearing to consider Rezone Application No. 63 dated October 1, 2013; a request for a zoning designation change from single-family residential to multi-family residential by OJC Properties, Inc; AND public hearing to consider a development agreement associated with Rezone Application No. 63. The subject property is approximately .98 acres in size and identified as Tax Parcel No. 351492004, located at 825 Argyle Avenue.

Mayor Lacher asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Lacher's inquiry if anyone objected to her or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Lacher's inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Lacher's inquiry regarding personal gain or loss of financial benefit. Council responded in the negative regarding communication with opponents or proponents regarding said application. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

At 5:41 p.m., Mayor Lacher asked if the proponents if they would like to comment. Stephanie O'day, Applicant, provided a synopsis of the proposed development agreement; and entered Exhibit T (Chapter 17.20 FHMC) into the record. Ms. O'Day stated that the parcel may be legally divided into four single family lots and noted that the proposed agreement provides for a maximum of four clustered homes, additional building setbacks, street improvements, and open space. Ms. O'day urged the Council approve. Ms. O'day stated that the staff recommendation is consistent with the request by OJC Properties and that the O'day family desires to develop the property sensitively and appropriately.

At 5:56 p.m., Mayor Lacher asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand entered no Exhibits into the record; described the staff evaluation and recommendation pursuant to applicable municipal code.

Staff evaluation is that the application and development agreement be approved based on the following criteria: 1) the request is consistent with the adopted 2002 Comprehensive Plan; 2) the request is consistent with the residential classification of the subject property on the Amended 2002 Comprehensive Plan Land Use Map; 3) the proposal meets all criteria of the FHMC that are most applicable to this proposal.

Staff recommends that the Council approve Rezone Application No. 63 along with a development agreement that limits the density on this parcel to four dwelling units in addition to the existing structures, and direct staff to prepare Findings of Fact, Conclusions of Law and Decision.

At 5:59 p.m., Mayor Lacher opened the public hearing to Council questions. Mr. Bertrand and staff answered questions regarding lot line restrictions and historical preservation.

At 6:09 p.m., Mayor Lacher opened the public hearing to audience testimony. Each testimony was afforded three minutes. The following testimony was received:

1. Bonnie Potter, 822 Argyle Avenue, described care of the gardens.
2. Katie Loring, Law Offices of Skinner Law, stated that the applicant has not satisfied the burden of proof to justify rezone. Ms. Loring urged the Council to deny the application and agreement.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

3. Joseph Miller, 817 Argyle Avenue, stated opposition to the application. Mr. Miller submitted a written statement for the record (Exhibit U).
4. Heidi Lewis, 823 Argyle Avenue, read a written statement into the record (Exhibit V) opposing the application.
5. Sue \_\_\_\_\_, \_\_\_\_\_, stated opposition to the application.
6. Casey Baisch, Baisch Tree Service, testified that the trees located on the property are healthy.
7. Doris Sumner, 115 Grover Street, read a written statement (Exhibit W) opposing the application.
8. Katie Loring, Law Offices of Skinner Law, stated that FHMC 17.66.040 (planned residential development) is more appropriate situation for the property and that PRD requires greater setbacks and vegetation buffers. Ms. Loring requested that the Town have Attorney Cunningham review the proposed development agreement for specific issues.

At 6:38 p.m., Mayor Lacher asked if there was additional comments from Staff or the Applicant.

Land Use Administrator Bertrand commented that the parcel would not qualify for a planned residential development; and that the parcel complies with current zoning and Town Comprehensive Plan.

Attorney Cunningham explained the deliberation and decision process; and what determining "burden of proof" by the Council meant. Ms. Cunningham explained that includes showing that circumstances for zoning have changed since the 1979 annexation. Mr. Bertrand described the zoning trend since the light industrial property was zoned in 1979.

Ms. O'day commented on Ms. Loring's testimony. Ms. O'day stated that development is inevitable, but OJC Properties is willing to execute a developer agreement to preserve the aesthetic qualities of the property.

Mayor Lacher asked the audience is there was additional public testimony.

9. Joe Miller inquired about the comments made regarding footage.
10. Heidi Lewis commented about the acreage of the property being less than one acre.

Mr. Bertrand commented that the staff reports and record regarding Rezone Application No. 63 clearly state that the acreage of the lot is .98 acres.

At 6:50 p.m., Mayor Lacher asked the audience for additional non-repetitive testimony. Hearing none, Mayor Lacher closed public testimony with the right to reopen; and opened the portion of the hearing for Council deliberations.

Mayor Lacher requested that the Council consider continuance for deliberations on March 6, 2014 due to Councilmember Starr's absence. Councilmember Hushebeck stated that the issue was complicated, emotional and worthy of additional deliberations. Councilmember Monin agreed and requested that Council take advantage of Executive Session to discuss legal concerns. Councilmember de Freitas concurred. Councilmember Ghatan stated that it was wise not to rush.

At 6:55 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding potential litigation in accordance with the provisions of RCW 42.30.110(1)(c); which was estimated to last 15 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Attorney Cunningham and Clerk Taylor. The session ended at 7:10 p.m. for an actual session time of 15 minutes. No actions were taken.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

At 6:57 p.m., Mayor Lacher asked the Council if they wished to proceed with deliberations or continue the meeting to a time certain.

**Moved by Hushebeck, seconded by de Freitas, to continue the public hearing, with written public testimony open, until March 6<sup>th</sup>, 2014 at 5:30 p.m. Motion passed 4-0 with Starr absent.**

Following inquiry from the Applicant and audience, Mayor Lacher explained that the verbal portion of public testimony would remain closed; additional written testimony would be accepted until and close on February 28<sup>th</sup> at 4:30 p.m.; and the Applicant would have an opportunity to respond to written testimony.

### **FUTURE AND NON-AGENDA ITEMS**

Mayor Lacher updated the Council on schedules for ferry related meetings.

Mayor Lacher added discussion of the Spring Street Landing Building to a future agenda.

Council consensus to schedule a joint meeting with the Port Commission to discuss the Spring Street Landing project and Port's Master Plan.

Mayor Lacher added discussion of the request by the Friday Harbor Food Bank to a future agenda.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:28 p.m. The next regular meeting is scheduled for Thursday, March 6, 2014 at 12:00 p.m.

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**These minutes were approved on March 6, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, March 6, 2014 – Council Chambers – Afternoon Session</b>
---

### **CALL TO ORDER**

Mayor Pro-tem Hushebeck called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor. The Town Attorney was available by phone.

Mayor, Carrie Lacher was absent. Councilmember Hushebeck acted as Mayor Pro-tem for the session.

### **FLAG SALUTE**

Mayor Pro-tem Hushebeck conducted the flag salute.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Pro-tem Hushebeck announced that the agenda was revised to include an executive session and ordinance.

### **PUBLIC ACCESS TIME**

Shannon Plummer, representing American Legion Auxiliary, requested that the Town issue a proclamation and certificates for the Auxiliary's "Hometown Hero" project. Mayor Pro-tem Hushebeck thanked Mr. Plummer and stated that they would add the topic to a future agenda for Mayor Lacher's consideration.

### **ACTION AND DISCUSSION ITEMS**

#### STEM Project

At 12:08 p.m., Mayor Pro-tem Hushebeck introduced Jack McKenna, Larry Wight and June Arnold, representatives of School District 149, to describe the Science, Technology, Engineering and Mathematics (STEM) program at the high school. The School Board members described the program's long term business plan and requested a letter of endorsement for future grant opportunities. Ms. Arnold encouraged the Council to be open to cooperative opportunities that may come up in the future. The Council thanked Mr. McKenna, Mr. Wight and Ms. Arnold for leading the project. **Council consensus to sign a letter of support for the STEM project for the District.**

#### Building Permit Fees – Friday Harbor Food Bank

At 12:30 p.m., Mayor Pro-tem Hushebeck introduced discussion of a request to waive building permit application fees for the Friday Harbor Food Bank. Administrator Wilson explained that at our meeting on February 20, 2014, Bill Cummings requested that the Town Council consider "waiving" building permit fees for proposed renovations to the Friday Harbor Food Bank. Building permit fees are estimated to be \$370 for the project described. The Friday Harbor Municipal Code does not provide the Town with a mechanism for "waiving" fees. The Town may pay the fees from the Town Current Fund if the Council decides that it is in the public's best interest to use public monies on the Food Bank's behalf. Discussion followed regarding the modesty of the proposed renovations and creation of a donation fund for local charities.

**Moved by Monin, seconded by de Freitas, to absorb the building permit fees for the proposed Food Bank remodel. Motion passed unanimously.**

#### Spring Street Landing

At 12:40 p.m., Mayor Pro-tem Hushebeck introduced discussion of the proposed design of the Spring Street Landing building (Downriggers). Administrator Wilson explained that the Historic Preservation Review Board has encouraged the Council to consider the proposed design and potential impact of the Downriggers site project on our community, and to work with the Port to identify an architectural vision that includes traditional building elements, those more in keeping with the unique brand of Friday Harbor. Administrator Wilson explained that the question to the Council was whether they had any questions or concerns that they would like expressed to the Port Commission before the design is finalized. Marilyn O'Connor, Port Director, explained that the Port Commission is concerned with community concerns; plans to work closely with the HPRB; and has not finalized an architectural design. Discussion followed regarding architectural concepts. The Council thanked Ms. O'Connor. No action was taken.

#### Oil Transportation Safety Act

At 12:58 p.m., Mayor Pro-tem Hushebeck introduced discussion of the proposed Oil Transportation Safety Act. The purpose of the bill is to establish appropriate measure to reduce the risk of oil spills from vessels, encourage the adoption of spill prevention measures, and increase information



## Town Council of Friday Harbor - Summaries of the 2014 Minutes

distribution. Administrator Wilson explained that the bill is currently being reviewed by State legislative committees. Discussion followed regarding spill prevention legislation. **Council consensus to request that the County sign a joint letter to the Legislature endorsing the bill.**

### Transportation Benefit District

At 1:04 p.m., Mayor Pro-tem Hushebeck introduced discussion of formation of a local Transportation Benefit District (TBD). Administrator Wilson explained the process for implementing a TBD. Discussion and inquiry followed regarding projects that would benefit from and the sunset of a tax. **Council consensus to set a date for public hearing to consider the formation of a Transportation Benefit District.**

### Ordinance No. 1532

At 1:23 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Ordinance No. 1532, amending portions of Friday Harbor Municipal Code, relating to civil remedies and enforcement. Administrator Wilson explained that the creation of the Nuisance Ordinance and the modifications to the Civil Infraction provisions necessitated amendments of other sections of the Municipal Code that were modified or impacted by these ordinances. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1532, amending portions of FHMC, relating to civil remedies and enforcement. Motion passed unanimously.**

### Ordinance No. 1533

At 1:25 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Ordinance No. 1533, adding a new section to FHMC Chapter 9.14 relating to graffiti. Administrator Wilson explained that the Town Council adopted Ordinance No. 1530 on January 9, 2014 adding a new chapter (9.14) to the Friday Harbor Municipal Code defining, prohibiting and providing a process for the abatement of nuisances. The ordinance reserved a section for regulations relating to nuisance abatement of graffiti. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1533, adding a new section to FHMC Chapter 9.14 relating to graffiti. Motion passed unanimously.**

### Resolution No. 2013

At 1:25 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution 2013, authorizing the Mayor to execute a small works agreement with West Mechanical Heating & Air Conditioning to install a conventional heat pump system at the Town Hall. Administrator Wilson explained that the HVAC system at Town Hall failed and repair costs warranted the installation of a new conventional heat pump system. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution 2013, authorizing the Mayor to execute a small works agreement with West Mechanical Heating & Air Conditioning to install a conventional heat pump system at the Town Hall. Motion passed unanimously.**

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrants; and approve the payment of Claim Warrant Nos. 38957 through 39010 in the amount of \$147,573.15. Motion passed unanimously.

### **CITIZEN RESPONSE**

Roger Bennett, 1 Front Street, commented on the architectural concept of the Spring Street Landing Building.

# Town Council of Friday Harbor - Summaries of the 2014 Minutes

## **EXECUTIVE SESSION**

At 1:40 p.m., Mayor Pro-tem Hushebeck announced that the Council would be holding an executive session regarding potential litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 20 minutes. Participants: Town Council and Attorney Cunningham. The session ended at 2:08 p.m. for an actual session time of 28 minutes. No actions were taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Pro-tem Hushebeck adjourned the meeting at 2:09 p.m. The next regular meeting is scheduled for Thursday, March 6, 2014 at 5:30 p.m.

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**These minutes were approved on March 20, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, March 6, 2014 – Council Chambers – Evening Session</b>
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## **CALL TO ORDER**

Mayor Pro-tem Hushebeck called the regular session of the Town Council to order at 5:30 p.m.

## **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Town Administrator, Duncan Wilson; and Clerk, Amy Taylor. The Town Attorney was present by phone.

Treasurer, Wendy Picinich and Mayor, Carrie Lacher were absent. Councilmember Hushebeck acted as Mayor Pro-tem for the session.

## **FLAG SALUTE**

Mayor Pro-tem Hushebeck conducted the flag salute.

## **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Pro-tem Hushebeck announced that the agenda was revised to include business that was postponed from the afternoon session.

## **PUBLIC ACCESS TIME**

No public access was forthcoming.

## **PUBLIC HEARING**

Rezone No. 63 – OJC Properties

[Clerk's Note: Video of this of this public hearing shall be available in accordance with State Retention Laws.]

At 5:35 p.m., Mayor Pro-tem Hushebeck opened the continued public hearing to consider Rezone Application No. 63 dated October 1, 2013; a request for a zoning designation change from single-family residential to multi-family residential by OJC Properties, Inc.; and proposed developer agreement. The

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subject property is approximately .98 acres in size and identified as Tax Parcel No. 351492004, located at 825 Argyle Avenue.

Mayor Pro-tem Hushebeck asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Hushebeck's inquiry if anyone objected to his or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Hushebeck's inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Hushebeck's inquiry regarding personal gain or loss of financial benefit. Council responded in the negative regarding communication with opponents or proponents regarding said application. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

Mayor Pro-tem Hushebeck explained that the public testimony portion of the hearing was closed. New Exhibits received for public testimony prior to the hearing were entered as follows:

X. Letter by Katie Loring, Skinner Law Offices, dated February 28, 2014; Y. Letter by Linda and Gary Thomsen dated February 21, 2014; Z. Letter by Joseph Miller dated February 28, 2014; AA.

Letter by Doris Sumner dated February 28, 2014; and BB. Response to testimony by OJC Properties (Applicant) dated March 4, 2014. (No additional exhibits were entered during the course of the hearing.)

Mayor Pro-tem Hushebeck opened the hearing to Council deliberations.

Councilmember Monin stated that he found the application acceptable because the development agreement exceeds what was assured in the original staff report; and the Applicant is willing to abide by conditions to address community concerns. In addition, the Town Comprehensive Plan is a planning document (not a legally binding document) and the application with the proposed conditions fits the spirit of the Plan. Councilmember Monin stated that the rezone fits with the current transitional zone.

Councilmember de Freitas stated agreement with Councilmember Monin's comments. Councilmember de Freitas added that change is difficult, however the development agreement sets boundaries on the unknowns and provides for other benefits.

Councilmember Ghatan stated that knowing what the development is going to be is better than not knowing.

Councilmember Starr stated that there were compelling arguments for approval and denial of the application. The Applicants met the burden of proof and the public have valid concerns regarding the neighborhood. Councilmember Starr stated that she was inclined to support the rezone but concerned about the conditions; and that further compromise was needed.

Mayor Pro-tem Hushebeck stated that the choices presented were either four SFR lots with no development control or an agreement that saves a historical building, garden and planned clustering. Mayor Pro-tem Hushebeck stated the he was inclined to approve the rezone because the request complies with the spirit of the Comprehensive Plan; demonstrates the burden of proof by the applicant; and complies with municipal code.

Councilmember Ghatan stated that the Council could amend the developer agreement to clarify setback language. Councilmember Monin stated that he was concerned and opposed to locking a parcel into a condition that may not fit our comprehensive planning in fifty years. Administrator Wilson clarified that restrictions are set on the property in perpetuity, however may be changed if the owner desired to go through the rezone process.

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Councilmember Ghatan and Starr asked about requiring additional setbacks. Stephanie O'day, Applicant, identified the setbacks on the sitemap in relation to the neighboring houses and commented that the setbacks are greater than what is required in the neighborhood. Ms. O'day commented that the Lewis property is on the opposite side of the green space. Councilmember Monin commented that the Applicant has given more than fair concessions. Discussion and inquiry followed regarding an additional five foot setback. Councilmember Starr commented that she would rather see less open space in exchange for additional buffers. Councilmember de Freitas stated that the Council can only legislate over the property owner so far.

**Moved by Monin, seconded by Ghatan, to conditionally approve Rezone Application No. 63, a request for a zoning designation change from SFR to MFR, subject to the developer agreement and its revisions; and direct staff to prepare Facts and Findings and Conclusions of Law. Motion passed unanimously.**

**Moved by de Freitas, seconded by Monin, to approve the development agreement for Rezone Application No. 63 with revisions (clarification language regarding 15' setbacks). Motion passed unanimously.**

### ACTION AND DISCUSSION ITEMS

At 6:18 p.m., Administrator Wilson provided an update of the following:

- Flight Path Survey – The FAA has identified a Douglas Fir tree at the Town Shop to be removed.
- Vandalism – A reward fund has been created for the recent vandalism event.
- Blair Street – Town continues to gather property dedications for the project.
- Interagency Agreement – The State has provided a gratis agreement for an energy audit of Town. **Moved by Starr, seconded by de Freitas, to authorize the Mayor to execute an Interagency Agreement with the Department of Enterprise Services to furnish the necessary personnel and services to identify appropriate energy conservation measures and estimate cost savings. Motion passed unanimously.**
- Tourism Plan – A draft letter was distributed concerning the proposal from Roger Brooks for development of a Town Tourism Plan. **Council consensus that the letter adequately express Council concerns regarding the deliverable outlined in the proposal.**
- Spring Street Water Sewer Replacement Project – The construction is fifty percent finished.
- Blair Street Improvement Project – Town may be required to install new sewer instead of CIPP because of the depth of existing pipe.
- Linder Street Drainage Project – Public Works is designing drainage improvements for the area.

### MINUTES

Moved by Monin, seconded by de Freitas, to approve the minutes of February 20, 2014 as presented. Motion passed 4-0 with Starr absent.

### CITIZEN RESPONSE

No public comment was forthcoming.

### FUTURE AGENDA ITEMS

Council discussed the sustainable funding bill for Washington State Ferries.

Councilmember Monin requested that the law enforcement contract rates be added to a future agenda.

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**ADJOURNMENT** – Hearing no further business and no objection, Mayor Pro-tem Hushebeck adjourned the meeting at 6:45 p.m. The next regular meeting is scheduled for Thursday, March 20, 2014 at 12:00 p.m.

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**These minutes were approved on March 20, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, March 20, 2014 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4 and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; Town Attorney, Adina Cunningham (and Paul Elsner); and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that Council would be holding an executive session to discuss real estate acquisition.

### **PUBLIC ACCESS TIME**

Mary Blevins, San Juan Community Theatre representative, announced upcoming events for the Theatre's 25<sup>th</sup> anniversary. Ms. Blevins requested that the Town grant approximately \$550 of Hotel Motel Excise Tax to allow the Theatre to place banners for events. Mayor Lacher added the discussion to a future agenda.

Sheriff Nou updated the Council on the recent vandalism event. Mr. Nou stated that even with the reward fund, no viable leads have been presented to apprehend the party responsible for the damage.

### **SAN JUAN COUNTY UPDATE**

At 12:08 p.m., SJC Councilman Bob Jarman provided an update on issues of mutual concern. Discussion and inquiry followed regarding Washington State Ferries, SJC Lodging Tax Grant process, Whidbey NAS Growler EIS process, I-502 licensing, SJC/Town chip seal project, solid waste utility, and Turn Point/Pear Point Connector Road. The Council thanked Mr. Jarman. No action was taken.

### **ACTION AND DISCUSSION ITEMS**

#### Town/SJC Joint Meeting Topics

At 12:20 p.m., Mayor Lacher introduced discussion of agenda topics for the joint meeting with the San Juan County Council. Discussion and inquiry followed with Mr. Jarman. **Council consensus to add the following topics to the agenda: 1) SJC Solid Waste Utility, 2) Board of Health opinion regarding the Oil Spill Transportation Bill, 3) Washington State Ferries, 4) (Town) Water**

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### **Transmission Line Replacement Project update, and 5) Turn Point / Pear Point Connector Road status.**

#### SJI Transfer Station Lease

At 12:25 p.m., Mayor Lacher introduced discussion of the lease for the SJI Transfer Station located on Sutton Road. Administrator Wilson introduced Attorney Paul Elsner to describe the terms of the lease and explained that lease and operational agreement should be finalized in April/May. The Lease will require the Operator to invest approximately \$300,000 of improvements. A provision was including in the lease for Town to purchase improvements at an amortized rate should operations cease after five years. Mr. Elsner explains the terms of the lease. Discussion and inquiry followed regarding Town utilizing its property, hours of self-haul, liability coverage, and lease amount. Mayor Lacher and the Council thanked Mr. Elsner. No action was taken.

#### Landmark Ordinance

At 12:49 p.m., Mayor Lacher introduced discussion of the proposed Landmark Ordinance. Sandy Strehlou, Historic Preservation Review Coordinator, presented the articles of the Ordinance. Discussion and inquiry followed regarding incentives, parking and process for adoption of the program. Mayor Lacher thanked Ms. Strehlou. No action was taken.

#### Long Plat Application No. 13 - Heritage Court

At 1:16 p.m., Mayor Lacher introduced discussion of the recommendation by the Planning Commission for approval of Long Subdivision Application No. 16 for Homes for Islanders – Heritage Court. Land Use Administrator, Mike Bertrand, explained that the Planning Commission held a public hearing on the merits of the application on February 27, 2014. It is the recommendation of Staff and the Planning Commission that Homes for Islanders – Heritage Court Subdivision Application No. 13 and SEPA Checklist No. 290 to create 9 residential lots and 1 utility lot located on Tax Parcel #351391415 be receive preliminary approval with conditions listed in the Staff Report dated February 27, 2014. Discussion followed regarding lighting utilities for the proposed subdivision. Bill Gendron, Applicant, addressed Council questions regarding lighting standards and utilities.

**Moved by de Freitas, seconded by Starr, to approve the recommendation of the Planning Commission and Staff Report dated February 27, 2014 for the preliminary plat of Long Plat Application No. 13; and direct staff to prepare Findings of Fact, Conclusions of Law and Decision for consideration. Motion passed unanimously.**

#### Resolution No. 2016

At 1:33 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2016, authorizing the Mayor to execute Change Order No. 1 to the contract with Richard Lawson Construction, Inc. for the Spring Street Water Sewer Main Replacement Project. Public Works Director, Wayne Haeefe, explained the particulars of the Change Order. Change Order No. 1 has an additive value of \$41,871.19, excluding Washington State sales tax, for replacement of water service lines and meter boxes from Front Street to First Street and realignment of sewer main and installation of additional manholes adjacent to Sunshine Alley. Discussion followed regarding the value of the project.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2016, authorizing the Mayor to execute Change Order No. 1 to the contract with Richard Lawson Construction, Inc. for the Spring Street Water Sewer Main Replacement Project. Motion passed unanimously.**

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### Blair Avenue Sewer Main Replacement Project

At 1:43 p.m., Public Works Director, Wayne Haefele, requested that Town expedite the replacement of the sewer main located in Blair Avenue from Spring Street to Park Street in preparation of the Blair Avenue Improvement Project. The Council concurred. Mayor Lacher directed Mr. Haefele to coordinate with Administrator Wilson.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to approve the payment of Claim Warrants 39011 through 39060 in the amount of \$137,877.42. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin, to approve the minutes of **March 6, 2014 as corrected**. Motion passed unanimously.

### **FUTURE AND NON-AGENDA ITEMS**

Mayor Lacher added the request by the SJ Community Theatre to a future agenda.

Administrator Wilson updated the Council on placement of Town banners for Spring.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:51 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding real estate acquisition in accordance with the provisions of RCW 42.30.110(1)(c); which was estimated to last 20 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, and Treasurer Picinich. The session ended at 2:14 p.m. for an actual session time of 23 minutes. No actions were taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:15 p.m. The next regular meeting is scheduled for Thursday, March 20, 2014 at 5:30 p.m.

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**These minutes were approved on April 6, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, March 20, 2014– Council Chambers – Evening Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4 and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Attorney Cunningham was not present.

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### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Joint meeting – Port of Friday Harbor

At 5:30 p.m., Mayor Lacher welcomed Port Commissioners, Mike Ahrenius, Greg Hertel, and Barbara Marrett, to discuss issues of mutual concern. The Council and Port Commissioners discussed the conceptual design of the Spring Street Landing building (Downriggers); and Port Master Plan. Discussion and inquiry followed regarding the contemporary look of the new building and community concerns. Mayor Lacher and the Council thanked the Port Commission. No action was taken.

#### Resolution No. 2014

At 6:28 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2014, accepting a Quit Claim Deed for dedication of property from Islanders Bank Condominium Association to the Town of Friday Harbor. Administrator Wilson acknowledged Islanders' generous donation and explained that the dedication was for use as public right of way for the Blair Avenue Improvement Project. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2014, accepting a Quit Claim Deed for dedication of property from Islanders Bank Condominium Association to the Town of Friday Harbor. Motion passed unanimously.**

#### Resolution No. 2015

At 6:30 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2015, accepting a Quit Claim Deed for dedication of property from Ochoa Family Trust to the Town of Friday Harbor. Administrator Wilson acknowledged the Ochoa's generous donation and explained that the dedication was for use as public right of way for the Blair Avenue Improvement Project. Discussion followed regarding a public acknowledgment for all the parties that donated to this project. Administrator Wilson concurred.

**Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2015, accepting a Quit Claim Deed for dedication of property from Ochoa Family Trust to the Town of Friday Harbor. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

AT 6:32 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Mullis Street/Spring Utility Vault – A tort claim will be submitted by the Town to repair the existing utility vault at the intersection. The vault has shifted.
- Hometown Hero Project – The Legion has requested use of the Town logo as part of their Project.
- Town Shop – The FAA has postponed removal of the Douglas Fir at the Town Shop.
- Reward Fund – The reward fund for the vandal event has grown to \$2,700.
- FH Food Bank – Town will utilize one month's donation to the Life Ring Program for the Food Bank. A press release will be issued.
- Tourism Master Plan – A draft letter to Roger Brooks International was presented regarding revisions to the scope of work for development of the Plan.
- Town Crew – Dave Smith and other crew members were complimented for the appearance of Town.



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- Blair Avenue Sewer Replacement – Public Works will solicit bids using the Small Works Roster. Award of bid will be presented to the Council on April 3, 2014.

### **FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:02 p.m. The next regular meeting is scheduled for Thursday, April 3, 2014 at 12:00 p.m.

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**These minutes were approved on April 3, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, April 3, 2014 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Public Works Director, Wayne Haefele; and Clerk, Amy Taylor.

Position No. 2, Noel Monin; Town Administrator, Duncan Wilson; and Town Attorney, Adina Cunningham were not present.

### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Monin. Council unanimously excused his absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

No evening session of the Town Council was scheduled.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **SAN JUAN COUNTY UPDATE**

At 12:08 p.m., SJC Councilman Bob Jarman provided an update on issues of mutual concern. Discussion and inquiry followed regarding Washington State Ferries, Islands Trust Agenda, Whidbey NAS Growler EIS process, and health alert regarding recent measles outbreak in the County. The Council thanked Mr. Jarman. No action was taken.

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### **ACTION AND DISCUSSION ITEMS**

#### Investment Grade Audit

At 12:16 p.m., Mayor Lacher introduced Public Works Director, Wayne Haefele, to make a presentation regarding the Town Investment Grade Audit Proposal from the State Department of Enterprise Services. Mr. Haefele reviewed the process for acquiring a grant if Town finds financial benefit in retrofitting its facilities in accordance with the energy audit. Councilmember Hushebeck inquired if the program encompassed other residential or utility providers or rebate programs. Mr. Haefele answered that the program was available for municipalities.

**Moved by Ghatan, seconded by Starr, to authorize staff to proceed with the Investment Grade Audit and earmark \$10,000 for a potential grant match under the terms of the proposal. Motion passed 4-0 with Monin absent.**

#### Blair Avenue Street Lighting Alternatives

At 12:21 p.m., Mayor Lacher introduced discussion of alternative lighting standards for the Blair Avenue Improvement Project. Public Works Director, Wayne Haefele, described the alternative street lighting options for style and LED options. Mr. Haefele explained that options are limited by ADA rules and limited ROW widths.

The sizes of poles are limited to three available options: 1) Straight plain pole with decorative base and top estimated \$3,565 per pole; 2) Fluted and tapered pole with decorative top but no base estimated \$3,545 per pole; or 3) Fluted and tapered pole with decorative top and custom base estimated \$4,350. The custom base cost goes down with each successive purchase because the Town would own the cast mold.

Council discussion followed concerning selection of the overall design of finial, fluting and color.

**Council consensus for staff pursue the third fully decorative option with base, and return with samples for visual comparison of color, design and cost options for consideration.**

#### Resolution No. 2020

At 12:42 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2020, authorizing the Mayor to execute a contract for the construction of the Blair Avenue Sewer Main Replacement Project. Public Works Director, Wayne Haefele explained that the Town needs to reconstruct approximately 458 lineal feet of new sewer main on the Blair Avenue alignment beginning at Spring Street and terminating on Park Street before construction of the overall improvement project begins. One competitive sealed bid was received on April 3, 2014 after utilizing the Town Small Works Roster from Mike Carlson Enterprises. It is the recommendation of staff that the Council award the contract. Mr. Haefele explained the reasons for not recommending reinforcement of the existing main. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2020, authorizing the Mayor to execute a contract for the construction of the Blair Avenue Sewer Main Replacement Project. Motion passed 4-0 with Monin absent.**

#### Spring Street Water Sewer Main Project

At 12:48 p.m., Public Works Director, Wayne Haefele provided an update on the Spring Street Water Sewer Main Project. The next phase of the project is installation of a catchment vault at the east portion of the Spring and First Street intersection. Mr. Haefele explained the process for installation which will include closure of First Street from Spring Street to Sunshine Alley. No discussion followed.

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### Resolution No. 2017

At 12:59 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2017, authorizing the Mayor to execute a small works agreement with Mike Carlson Enterprises, Inc. to install walkways above the SBR tanks at the Wastewater Treatment Plant. Public Works Director, Wayne Haefele explained that Mike Carlson Enterprises, Inc. offered a proposal, excluding sales tax, in the amount of \$21,700 to install the maintenance and safety improvements. Mr. Haefele described the walkway material. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2017, authorizing the Mayor to execute a small works agreement with Mike Carlson Enterprises, Inc. to install walkways above the SBR tanks at the Wastewater Treatment Plant. Motion passed 4-0 with Monin absent.**

### Resolution Nos. 2018 and 2019

At 1:08 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2018, authorizing the Mayor to execute an agreement for purchase of a new copy machine for the Administration and Planning Department; and draft Resolution No. 2019, authorizing the Mayor to execute an agreement for purchase of a new copy machine for the Finance Department. Treasurer Picinich explained the costs associated with new equipment. Discussion followed regarding purchase versus leasing of the machines.

**Moved Ghatan, seconded by de Freitas, to adopt Resolution Nos. 2018 and 2019, authorizing the Mayor to execute purchase agreements and corresponding service agreements for new copy machines in Town Hall. Motion passed 4-0 with Monin absent.**

### Finding of Fact – Rezone Application No. 63 – OJC Properties

At 1:06 p.m., Mayor Lacher introduced discussion of the draft Findings of Fact, Conclusions of Law and Decision for Rezone Application No. 63 by OJC Properties. Land Use Administrator, Mike Bertrand explained that the desired clarifications were made to the development agreement pursuant to the public hearing. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Findings of Fact, Conclusions of Law and Decision for Rezone Application No. 63 by OJC Properties. Motion passed 4-0 with Monin absent.**

### Finding of Fact – Long Subdivision Application No. 13 – Heritage Court

At 1:08 p.m., Mayor Lacher introduced discussion of the draft Findings of Fact, Conclusions of Law and Decision for Long Subdivision Application No. 13 by Homes for Islanders for Heritage Court. Per inquiry, Land Use Administrator, Mike Bertrand explained that utility easements are present on the property, but pedestrian easements need to be negotiated between the private property owners and grantee.

**Moved by de Freitas, seconded by Hushebeck, to adopt Findings of Fact, Conclusions of Law and Decision for Long Subdivision Application No. 13 by Homes for Islanders for Heritage Court. Motion passed 4-0 with Monin absent.**

### **PAYMENT OF CLAIMS**

Moved by Freitas seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16118 through 16151 and direct deposit run in the amount of \$235,139.18; and approve the payment of Claim

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Warrant Nos. 39061 through 39105 in the amount of \$232,273.52. Motion passed 4-0 with Monin absent.

### **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Starr, to approve the minutes of **March 20, 2014 as submitted**. Motion passed 4-0 with Monin absent.

### **FUTURE AND NON-AGENDA ITEMS**

Mayor Lacher noted that Town should schedule an executive session for Mr. Wilson's annual performance review in May.

Councilmember Ghatan inquired about when downtown parking lines and curbs would be repainted. Mr. Haefele stated in this spring. Councilmember Ghatan noted areas that could use street maintenance.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:27 p.m. The next regular meeting is scheduled for Thursday, April 17, 2014 at 5:30 p.m.

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**These minutes were approved on April 17, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, April 17, 2014 – Council Chambers – Evening Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 1, Steve Hushebeck, Treasurer; Wendy Picinich; and Attorney, Adina Cunningham were not present.

### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Hushebeck. Council unanimously excused his absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

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### **PUBLIC HEARING**

#### Conditional Use Permit Application No. 68

At 5:31 p.m., Mayor Lacher opened the public hearing to consider Conditional Use Permit Application No. 68; a request by School District 149, to modify the previous Conditional Use Permit No. 62 for the Community Ball Fields, located at 565 Carter Avenue, [Tax Parcel Nos. 351161001 and 351192304].

Since the approval of CUP #62 granted in 2005, some development has taken place on the property. All of the conditions of the CUP are valid however the applicant is requesting the following changes: 1) relocate the required sidewalk on Carter Street, and install a new mid-block crosswalk; 2) to construct a 24' x 60' pump house/maintenance building, and 3) to relocate the family playground to an area next to the Community Ball Field Club House. The existing conditions for the development of the community sports fields with associated parking, restrooms and concessions is still a valid permit.

Mayor Lacher asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Lacher's inquiry if anyone objected to her or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Lacher's inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Lacher's inquiry regarding personal gain or loss of financial benefit. Council responded in the affirmative to Mayor Lacher's inquiry regarding communication with opponents or proponents regarding said permit; and disclosed contact. Mayor Lacher and the Council received a group email relating to the proposal. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

Mayor Lacher asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand entered Exhibit A, Letter recommending modifications by the Town Engineer; and Exhibit B, Staff Report dated April 7, 2014, into the record. Mr. Bertrand described the background of the application, staff evaluation and recommendation, and applicable permitting process. Staff evaluation and recommendation per the staff report dated April 7, 2014, is that the Town Council should approve Conditional Use Permit No. 68 and allow the changes as conditioned. Staff Report concluded that the application meets the requirements for granting the permit as regulated by Title 17 of the Friday Harbor Municipal Code and conforms to the goals of Town Comprehensive Plan.

Mayor Lacher asked the proponents if they would like to comment. Brent Snow, Proponent, urged the Council to approve Conditional Use Permit No. 68 and provided a thorough overview of the request. Mr. Snow entered Exhibit C, site map; and Exhibit D, drawing of sidewalks; into the record.

Councilmember Starr asked Mr. Snow why a continuous sidewalk isn't proposed for the opposite side of street. Mr. Snow stated that there are figurative and physical blocks including right of way acquisition issues and costs.

At 5:50 p.m., Mayor Lacher opened the public hearing to audience testimony.

Kevin Holmes, 710 Koho Drive, testified that the School has done a good job communicating to adjacent neighborhoods and addressing concerns.

Lee Sturdivant, 745A Larson Street, testified in agreement that the School has done a great job communicating to adjacent neighborhoods and expressed concerns regarding not having a continuous sidewalk the entirety of Carter Avenue.

Bob Vynne, 524 Carter Street, requested that the application be conditioned to include protections for the neighbors by requiring a tree buffer.

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Gary Covington, 1011 Terra Bella Lane, inquired if the requested changes are budgeted.

Greg Zervas, 385 Carter Avenue, testified against the proposal for sidewalk with mid-block crosswalk stating safety reasons.

Mayor Lacher asked for additional public testimony. Hearing none, she asked Staff wished to make additional comments. Mayor Lacher opened the hearing to Council questions. Mayor Lacher closed the public input portion of the hearing, reserving the right to reopen if needed, and opened Council deliberations. Councilmembers took turns expressing their views of the application.

**Moved by Starr, by seconded Monin, to approve Condition Nos. 2 & 3 and deny Condition No. 1 of Conditional Use Permit Application No. 68, a request modify the existing Conditional Use Permit No. 62; and direct staff to prepare Facts and Findings and Conclusions of Law. Motion passed 4-0 with Hushebeck absent.**

### ADMINISTRATOR'S REPORT

At 6:24 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Water Rights – The Department of Ecology has requested that the Town abandon its 1993 application for water rights. DOE sited that the claim is not needed based on existing conditions. Upon investigation, the Town concurs that existing impoundment and consumption rights are adequate provided that DOE provides written evidence of the Town's use.
- Spring Street Crosswalk – Staff is investigating the benefits of removing the Spring Street crosswalk adjacent to the Theatre. Benefits would include additional handicapped parking.
- OPALCO – As a member, the Town is entitled to vote in the upcoming ballot for governing board. **Moved by Ghatan, seconded by de Freitas, for Mayor Lacher to act as proxy and vote on behalf of the Town. Motion passed 4-0 with Hushebeck absent.**
- Treasurer – Treasurer Picinich has announced a retirement date of June 15, 2014. Discussion followed regarding how best to seek a replacement for the position of Treasurer/Finance Officer.
- Administrative Executive Assistant – Town received 36 applications at closing for the position. Staff is in the process of reviewing. Council discussed having an interview panel.
- Light Standards – Staff will bring forward a selection of samples for Council approval.
- Waterfront stormwater treatment – Town received a grant from Ecology to design stormwater treatment improvements on the waterfront. The grant amount is \$66,000 plus \$10,000 for a monitoring plan.
- Blair Avenue Project Inspection – A contract will be considered on May 1<sup>st</sup> to have Janice DeBardi provide inspection services for the Blair Avenue Improvement Project.
- WWTP Change Orders – Town received three change orders for work requested by Public Works totaling approximately \$6,000 for walkways above the SBR tanks.
- Spring Street Project – Paving is scheduled to begin the week of April 28<sup>th</sup> if weather permits.

### ACTION AND DISCUSSION ITEMS

#### Ordinance No. 1535

At 7:10 p.m., Mayor Lacher introduced the first reading of draft Ordinance No. 1535, amending the franchise agreement with Orcas Power and Light Cooperative. Administrator Wilson explained that the OPALCO seeks to amend its franchise to provide for certain communications infrastructure related to the provision of its fiber optic communications network and broadband infrastructure and services, including, but not limited to placement of poles, wires, fiber, conduit, and wireless facilities on the Town's right of way and real property. Administrator Wilson explained that this was the first reading of

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

the draft Ordinance and that no action was requested from the Council at this time. John Ruminski, OPALCO representative, thanked the Council for considering the request and provided background for the basis of the request. No action was taken.

### Resolution No. 2021

At 7:17 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2021, authorizing the Mayor to execute an agreement with Roger Brooks International for development of the Town Tourism Master Plan – Phase I, Branding. Administrator Wilson explained that Mr. Brooks revised his scope of work to clarify the proposal and deliverables. The Council thanked Mr. Wilson for working with the consultant to finalize the terms of the contract.

**Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2021, authorizing the Mayor to execute an agreement with Roger Brooks International for development of the Town Tourism Master Plan – Phase I, Branding. Motion passed 4-0 with Hushebeck absent.**

### Resolution No. 2022

At 7:25 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2022, adopting a developer agreement for conditional zoning of 825 Argyle Avenue. Land Use Administrator, Mike Bertrand, explained that the Resolution and ordinance amending the zoning designation map finalizes the request to rezone. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2022, adopting a developer agreement for conditional zoning of 825 Argyle Avenue. Motion passed 4-0 with Hushebeck absent.**

### Ordinance No. 1534

At 7:26 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1534, amending the 2014 Zoning Map. Land Use Administrator, Mike Bertrand, explained that the map reflects the Council's conditional rezoning of the property. No discussion followed.

**Moved by Ghatan, seconded by Starr, to adopt Ordinance No. 1534, adopting a 2014 Zoning Map. Motion passed 4-0 with Hushebeck absent.**

### SJC Theatre 25th

At 7:28 p.m., Mayor Lacher introduced discussion of a request by the San Juan Community Theatre for lodging tax funding to promote its twenty fifth anniversary. Administrator Wilson explained the background of the request and that he recommended SJCT bring it to Council. Discussion followed regarding the Council's policy for requests outside of the normal grant process.

**Moved by Ghatan, seconded by de Freitas, to reimburse the San Juan Community Theatre in an amount not to exceed \$600 of Hotel Motel Excise Tax Funds (1<sup>st</sup> 2%), with any additional costs borne by the San Juan Community Theatre, to fund two 25<sup>th</sup> Anniversary & Event Banners plus hanging hardware. Motion passed 4-0 with Hushebeck absent.**

### **FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

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**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:43 p.m. The next regular meeting is scheduled for Thursday, May 1, 2014 at 12:00 p.m.

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**These minutes were approved on May 1, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk.**

<b>Thursday, May 1, 2014 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Treasurer, Wendy Picinich and Town Attorneys were absent.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Susan Basterella, SJ Community Theatre member, thanked the Council the donation for anniversary banners and presented the Theatre's upcoming schedule.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Historic Preservation Month

At 12:03 p.m., Mayor Lacher proclaimed May as Historic Preservation Month in the Town of Friday Harbor and urged citizens to participate in upcoming events. Sandy Strehlou, HP Coordinator, listed the schedule of events. Elizabeth Anderson, HPRB member, commented on the importance of preservation. The Council and Mayor thanked Ms. Strehlou and Ms. Anderson. No action was taken.

#### Life Ring Donation

At 12:09 p.m., Mayor Lacher presented a donation in the amount of \$1,929 to the Friday Harbor Food Bank from the Town Life Ring Program. The Life Ring collected donations for through the month of April to supplement its needs. Bill Cumming, Food Bank President, thanked the Council and citizens of Town, and provided an update on local demographics and building improvements. The Mayor thanked Mr. Cumming. No action was taken.

### **SJC COUNCIL UPDATE**

At 12:11 p.m., SJC Councilman Bob Jarman, provided an update on issues of mutual concern. Topics included Whidbey Island Naval Air Station noise; reduced speed on Roche Harbor Road; upcoming joint project for chip sealing; and the legislative agenda for the County. The Council and Mayor thanked Mr. Jarman. No action was taken.

### **ADMINISTRATOR'S REPORT**

At 12:16 p.m., Administrator Wilson presented the Town Council with an update of the following:



## Town Council of Friday Harbor - Summaries of the 2014 Minutes

- Carter and Larson Street ROW Improvements – Staff is recommending that the public right of way be surveyed to determine boundaries for future improvements. **Council consensus to acquire the survey of the right of way.**
- Island Museum of Art – The IMA reports that the museum is on schedule for opening in August.
- Spring Street Sewer Water Main Replacement Project – Pavement is being installed.
- Mullis Street Pedestrian Improvement Project – Completion is anticipated in 2-3 weeks.
- Blair Avenue Sewer Replacement Project – The Contractor was forced to assume a daytime schedule due to complaints from the hotel. A change order has been presented for flagging services. **Moved by Hushebeck, seconded by Monin, to authorize up to 40 additional hours for flagging services. Motion passed unanimously.**
- Blair Avenue Improvement Project – A call for bid has been issued. The bid opening is scheduled on May 14, 2014 at 12:00 p.m. Public Works Director, Wayne Haefele, proposed to extend the current sewer line an additional 144 linear feet to accommodate future developments in the commercial zone that are currently occupied by residential. **Moved by Monin, seconded by Starr to authorize a change order with Mike Carlson Enterprises, Inc. to extend the sewer main an additional 144 linear feet. Motion passed 4-0 with Ghatan abstained.** Paint chips for light standard were presented. **Council consensus to request the manufacturer to send samples.**
- Shoreline Master Plan Updates – The presentation for updates is scheduled May 15, 2014.
- Parks Department – Sabrina Shaffer has submitted her resignation.
- Greenway Park – A public meeting was scheduled to comment on proposed improvements.
- Jim's Heating – A change order was authorized by staff in the amount of \$1,400.
- Water Department Truck – A purchase order was presented for the truck. Additional costs are associated outside of the authorized bid. **Moved by de Freitas, seconded by Starr, to authorize purchase of the truck for the Water Treatment Plant. Motion passed unanimously.**
- TC Session June 19th – The session has been cancelled due to attendance.
- Administrative Executive Assistant – Interviews are scheduled on May, 12, 2014.
- WWTP Odor Complaint – A neighbor has posted complaints on social media regarding odors at the WWTP. Staff has addressed his comments.
- Town Treasurer – Wendy Picinich has announced her retirement. Town has issued a press release and will advertise for the position.

### PAYMENT OF CLAIMS

Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16152 through 16182 and direct deposit run in the amount of \$225,800.21; and approve the payment of Claim Warrant Nos. 39155 through 39205 in the amount of \$110,927.76. Motion passed unanimously.

### APPROVAL OF MINUTES

Moved by Ghatan, seconded by de Freitas, to approve the minutes of **April 17, 2014 as submitted.** Motion passed 4-0 with Hushebeck abstained.

### FUTURE AND NON-AGENDA ITEMS

Councilmember Ghatan inquired about stormwater issues.

Councilmember Ghatan inquired about the possibility of creating a pocket park on Ellsworth Avenue.

Mayor Lacher invited the Council to the Community Partnership meeting.

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## **CITIZEN RESPONSE**

No citizen response was forthcoming.

## **EXECUTIVE SESSION**

At 1:28 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding employee performance in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 30 minutes. Participants: Town Council and Mayor Lacher. The session ended at 2:10 p.m. for an actual session time of 42 minutes. No actions were taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:10 p.m. The next regular meeting is scheduled for Thursday, May 1, 2014 at 5:30 p.m.

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**These minutes were approved on May 15, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, May 1, 2014 – Council Chambers – Evening Session</b>
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## **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

## **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Treasurer, Wendy Picinich and Town Attorneys were absent.

## **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

## **PUBLIC ACCESS TIME**

No public access was forthcoming.

## **ADMINISTRATOR'S REPORT (cont.)**

At 5:30 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Washington State Ferries – WSF has declined the proposal to move Lot C.
- PFFAP Grant Process – Discussion followed regarding suitable projects for this year's grant process.

## **ACTION AND DISCUSSION ITEMS**

### Resolution No. 2023

At 5:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2023, authorizing the Mayor to execute an agreement with Janice de Bardi for construction inspection services. Administrator Wilson explained that services are needed for the Blair Avenue Reconstruction Project. Discussion followed regarding the development of an annual contract that allows for work orders. Administrator Wilson stated that it was not recommended by Staff at this time.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2023, authorizing the Mayor to execute an agreement with Janice de Bardi for construction inspection services on the Blair Avenue Reconstruction Project. Motion passed unanimously.**

### Resolution No. 2024

At 5:37 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2024, authorizing the Mayor to execute an Interlocal agreement for the removal of derelict vessels. Administrator Wilson explained that the County wishes to reinstitute the program. Marc Florenza, SJC Derelict Vessel Program Coordinator, described the particulars of the 2014 work plan. Discussion followed regarding vessels anchored in Town's jurisdiction.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2024, authorizing an Interlocal agreement between the Town of Friday Harbor, San Juan County and Port of Friday Harbor for the removal of derelict vessels. Motion passed unanimously.**

### Ordinance No. 1535

At 5:45 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1535, amending the franchise agreement with Orcas Power and Light Cooperative. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1535, amending the franchise agreement with Orcas Power and Light Cooperative. Motion passed unanimously.**

### Finding of Fact – CUP No. 68

At 5:47 p.m., Mayor Lacher introduced discussion of the draft Findings of Fact, Conclusions of Law, and Decision regarding Conditional Use Permit No. 68 by San Juan Island School District No. 149 for the Community Ball Fields. Land Use Administrator Mike Bertrand explained that pursuant to the public hearing, the Council denied Condition No. 1 and accepted Condition Nos. 2 and 3 of the proposal. Condition No. 1 regarded sidewalk improvements. Councilmember Ghatan inquired if there was follow-up with the District. Discussion followed regarding collaboration between the Town and District to "dress up" the look of the concrete retainage wall that will be required to complete improvements.

**Moved by Starr, seconded by Ghatan, to adopt Findings of Fact, Conclusions of Law, and Decision regarding Conditional Use Permit No. 68 by San Juan Island School District No. 149 for the Community Ball Fields. Motion pass unanimously.**

### Larson and Carter Street Improvements

At 6:01 p.m., Mayor Lacher introduced discussion of future improvements on in the public right of way for Larson and Carter Street. Administrator Wilson explained that at the Council authorized staff to move forward with surveying the boundaries of the public right-of-way for future improvements during the afternoon session. No discussion followed. No action was taken.

### **FUTURE AND NON-AGENDA ITEMS**

Administrator Wilson distributed color swatches for new light standards on Blair Avenue. Discussion followed regarding a color similar to dark pewter. Council consensus to request that the company send "draw downs" for consideration.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:23 p.m. The next regular meeting is scheduled for Thursday, May 15, 2014 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on May 15, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, May 15, 2014 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Poppy Days

At 12:01 p.m., Mayor Lacher proclaimed May 17th through 26<sup>th</sup> as Poppy Days in the Town of Friday Harbor.

#### Banner Request – IMA

At 12:05 p.m., Mayor Lacher introduced Rebecca Parks, representing San Juan Island Museum of Art, to request approval to use the public right of way for promotional banners. IMA is seeking approval to hang 3 banners with hardware from the light standards adjacent to the museum. Ms. Parks provided a preliminary design. Discussion followed regarding the development of a program/policy to accommodate such requests; content of the banners; and placement of artwork in the public right of way. **Council consensus to deny the request by the IMA as currently presented.** Mayor Lacher and the Council suggested that Ms. Parks return at a later date when more information is available.

**Council consensus to develop a banner policy for outside agencies to use the public right-of-way.**

#### Shoreline Master Program Updates

At 12:24 p.m., Mayor Lacher introduced Derek Koellman, Anchor QEA, to present updates of the Town Shoreline Master Plan. Mr. Koellman outlined the recommended revisions. In general, the revisions have been proposed to clarify the requirements and associated enforceability of specific sections of the SMP, clarify the link between the Town's SMP and Critical Areas Ordinance, and address Washington State Ecology requirements, and address Town Attorney comments. Discussion and inquiry followed regarding policies of interest. Mayor Lacher thanked Mr. Koellman for his presentation.

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**Council consensus to set a public hearing for consideration of said updates on Thursday, June 26, 2014 at 5:30 p.m.**

### Resolution No. 2025

At 12:53 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2025, authorizing the Mayor to execute a Memorandum of Understanding with San Juan County to provide minor repairs and overlay Town Streets. Public Works Director, Wayne Haeefe, explained that the agreement represents a best estimate and Town would be responsible for the actual costs. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2025, authorizing the Mayor to execute a Memorandum of Understanding with San Juan County to provide minor repairs and overlay Town Streets. Motion passed 4-0 with Starr absent.**

### Resolution No. 2026

At 12:53 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2026, awarding bid and authorizing the Mayor to execute construction documents for construction of the Blair Avenue Improvement Project. Administrator Wilson explained that Mike Carlson Enterprises, Inc. was the low responsive bidder and received said bid was at an amount under the engineering estimates. The Transportation Improvement Board has authorized additional funding to offset the addendums contained in the bid. Discussion followed regarding the schedule of the project.

**Moved by Ghatan, seconded by de Freitas, to award the bid to Mike Carlson Enterprises and authorize the Mayor to execute construction documents for construction of the Blair Avenue Improvement Project. Motion passed 4-0 with Starr absent.**

### Resolution No. 2027

At 1:04 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2027, authorizing the Mayor to execute an agreement with Michaels Corporation to reinforce the sewer main adjacent to Sunken Park. Public Works Director, Wayne Haeefe, explained the process and work schedule. Discussion followed regarding possible service interruptions and product warranty.

Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2027, authorizing the Mayor to execute an agreement with Michaels Corporation to reinforce the sewer main adjacent to Sunken Park. Motion passed 4-0 with Starr absent.

## **ADMINISTRATOR'S REPORT**

At 1:12 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Administrative Executive Assistant – No selection of the applicants has been made to date.
- AWC Risk Pool – RMSA has presented a grant to the city of Darrington to help recoup costs associated with the Oso landslide in Arlington.
- Code Enforcement Officer – Review of quarterly activities was provided.
- Streets/Parks Department – The Department has been receiving unsolicited compliments for the appearance of Town.
- Utilities Clerk – Keri Talbot, Utilities Clerk, has given notice of her intent to move to Alaska. The position will likely be filled during summer.
- Browne agreement – The agreement for the Browne easement is nearly complete. Legal counsel is in the process of drafting it legal descriptions. If executed, Town will eventually open the area for "Ellsworth Path".
- Ellsworth Path – A drawing of the proposed pedestrian access was distributed for review.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

- Garbage Cans – New options for garbage cans were distributed for review.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, approve the payment of Claim Warrant Nos. 39155 through 39205 in the amount of \$110,927.76. Motion passed 4-0 with Starr absent.

### **APPROVAL OF MINUTES**

Minutes were postponed until the evening session.

### **FUTURE AND NON-AGENDA ITEMS**

Mayor Lacher added discussion of Ellsworth Park and parking to future agendas.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:40 p.m. The next regular meeting is scheduled for Thursday, June 5, 2014 at 12:00 p.m.

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**These minutes were approved on June 6, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, May 15, 2014 – Council Chambers – Evening Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Distracted Driving Campaign

At 5:30 p.m., Mayor Lacher proclaimed May 16th, 2014, as Distracted Driver Awareness Day in the Town of Friday Harbor, and urge all citizens to always put down the cell phone, focus on the road, and buckle up when driving on our roadways.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### PUBLIC HEARINGS

#### Conditional Use Permit No. 69

At 5:35 p.m., Mayor Lacher opened the public hearing for Conditional Use Permit No. 69, a request by the American Legion Post 163 that an existing wall on their building located at 110 First Street be designated for an art mural.

Mayor Lacher and Council answered in the negative to direct communication regarding the proposal; and affirmative to hearing the matter in a fair and objective manner.

Mayor Lacher asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand entered Exhibits A-E, letters regarding the proposal; and Exhibit F, Staff Report; into the record. Staff evaluation is that this application requires a conditional use permit as per the Town's sign regulations. In these regulations there are no criteria specifically listed for the approval of murals. A decision on its content and aesthetics shall be determined by the Town Council. While this proposal doesn't conflict with the comprehensive plan, it is up to the Town Council to decide as to its compatibility with the surrounding community. Mr. Bertrand explained that if the Town Council should approve or amend Conditional Use Application No. 69 and allow a mural to be painted on the subject property, the permit should be conditioned as follows: 1) the installation of the mural, which is the subject of this conditional use permit, must commence within a period of two years from the date of said permit, or it will become null and void; and 2) staff should be instructed to draft Findings of Fact and Conclusions of Law.

At 5:44 p.m., Mayor Lacher invited the Applicant to comment on the proposal. Shannon Plummer, Legion Commander, explained that the Legion desires a rendition of the American flag with no stars. Mike Scott, artist, stated that the intent of the mural is to liven up the building and clean the area.

At 5:50 p.m., Mayor Lacher opened the hearing to public testimony.

Steve Voman [**Bowman**] , 156 Otter Lane, testified against the proposal.

Diane Martindale, member of the WA State Arts Commission, testified against the proposal.

Mike Ahrenius, Port of Friday Harbor Commissioner, testified against the proposal.

Greg Taylor, 151 Southerland Road, testified in favor of the proposal.

Hearing no other testimony, Mayor Lacher heard from the Applicant.

Mr. Scott stated that the Legion would be willing to change the proposed design.

Mr. Plummer stated that a rendition of an American flag does not hurt the historical look of Friday Harbor.

Steve Bowman, **156 Otter Lane**, testified against the proposal.

At 6:02 p.m., hearing no other testimony, Mayor Lacher opened the hearing to Council questions.

Councilmember Monin asked if the Applicant was open to a collaborative design with its neighbors. Mr. Plummer stated that they would, however couldn't agree until the Legion knows exactly what that is.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

At 6:04 p.m., Mayor Lacher closed the public input portion of the hearing and opened the hearing to Council deliberations. Councilmembers took turns debating the proposal.

**Moved by Starr, seconded by Monin, to deny Conditional Use Permit No. 69 and direct staff to prepare findings of fact, conclusions of law, and decision. Motion passed 4-1 with Monin opposed.**

### Transportation Improvement District

At 6:23 p.m., Mayor Lacher opened the public hearing regarding establishment of a Transportation Improvement District. Administrator Wilson explained that the draft Ordinance needed more work and requested that the hearing be continued.

**Council consensus to continue the public hearing until June 26, 2014 at 5:30 p.m.**

## **WORK SESSION**

### Transportation Improvement District

At 6:32 p.m., Mayor Lacher introduced discussion regarding the creation of a Transportation Improvement District. Administrator Wilson described the process for formation of a TBD. Discussion followed regarding the timing of a ballot measure in conjunction with the possible annexation of Town to Fire District 3. No action was taken.

## **ACTION AND DISCUSSION ITEMS (cont.)**

### Resolution No. 2028

At 6:58 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2028, authorizing the Mayor to execute an addendum to the employment agreement between the Town of Friday Harbor and Duncan C. Wilson for the position of Town Administrator. Following his successful employee review, the Town Council desires to amend the terms and conditions of employment to reflect a compensation adjustment for the position of Town Administrator effective June 1, 2014. The Mayor and Council thanked Mr. Wilson.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2028, authorizing the Mayor to execute an addendum to the First Amended Employment Agreement between the Town of Friday Harbor and Duncan C. Wilson for the position of Town Administrator. Motion passed unanimously.**

### Ordinance No. 1536

At 7:00 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1536, granting a non-exclusive franchise to CenturyTel of Inter Island, Inc., dba CenturyLink, a Washington State Corporation, to operate and maintain telecommunications facilities within the public streets and Rights-of-Way of the Town of Friday Harbor. CenturyTel of Inter Island, Inc. (CenturyLink) presently operates within the Town a telecommunications system and is a service provider as that term is defined in RCW 35.99.010. CenturyLink wishes to secure a franchise agreement with the Town so that it may construct, operate, and maintain telecommunications facilities within Rights-of-Way within the corporate limits of the Town of Friday Harbor. The Town and CenturyLink have reached suitable terms for an agreement. Discussion followed regarding the terms of the agreement and franchise fees. No action was taken. **Council consensus to read said ordinance at the June 5, 2014 session.**

## **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by de Freitas, to approve the minutes of May 1, 2014 as submitted. Motion passed unanimously.



# Town Council of Friday Harbor - Summaries of the 2014 Minutes

## **FUTURE AND NON-AGENDA ITEMS**

Councilmember Ghatan suggested the creation of a pocket park near the Browne Property on Ellsworth Way. Discussion followed. No action was taken.

## **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:16 p.m. The next regular meeting is scheduled for Thursday, June 5, 2014 at 12:00 p.m.

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**These minutes were approved on June 5, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, June 5, 2014 – Council Chambers – Afternoon Session</b>
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## **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

## **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Councilmember Starr was not present.

## **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Starr. Council unanimously excused her absence.

## **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

## **PUBLIC ACCESS TIME**

No public access was forthcoming.

## **ACTION AND DISCUSSION ITEMS**

### SJC Update

At 12:01 p.m., SJC Councilmember Bob Jarman provided an update on issues of mutual concern. Topics included: Washington State Ferries; chipsealing project; local ballot measures for next general election; solid waste utility; and board of health. The Council thanked Mr. Jarman.

### Public Works Update

At 12:19 p.m., Public Works Director, Wayne Haefele, provided status report for current public works projects and quarterly report. Projects included the Spring Street W/S Main Replacement Project; Mullis Street Pedestrian Improvement Project; Blair Avenue Reconstruction Project; and upcoming street overlay project. The Council thanked Mr. Haefele.

### Six Year Transportation improvement Plan (TIP) for 2015 to 2020

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

At 12:29 p.m., Mayor Lacher introduced discussion of the Town 2015-2020 TIP. Administrator Wilson explained the importance of the program and listed the various projects in detail. Public hearing for the TIP is scheduled June 26, 2014. Discussion followed regarding creation of the Transportation Improvement District. No action was taken.

### Resolution No. 2032

At 12:51 p.m., Mayor Lacher introduced draft Resolution No. 2032, authorizing a Change Order for the Blair Avenue Sewer Main Replacement Project. Public Works Director, Wayne Haefele, explained that the purpose of the change order was to adjust final quantities and costs for materials, traffic control and labor. Mr. Haefele described the scope of work performed. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2032, authorizing a Change Order No. 1 with Mike Carlson Enterprises for the Blair Avenue Sewer Main Replacement Project. Motion passed 3-0 with Ghatan abstained and Starr absent.**

### Resolution No. 2033

At 12:57 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2033, authorizing Supplemental Agreement No. 3 to the Blair Avenue Improvement Project for construction management services. Discussion followed regarding if the agreement was made part of the overall grant funding.

**Moved by Ghatan, seconded by Hushebeck, to adopt authorizing Supplemental Agreement No. 3 to the Blair Avenue Improvement Project for construction management services. Motion passed 4-0 with Starr absent.**

### Resolution No. 2030

At 12:59 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2030, establishing a policy for use of the public right of way by outside entities for promotional banners. Discussion followed regarding hanging fixtures becoming the property of Town.

**Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2030, establishing a policy for use of the public right of way by outside entities for promotional banners. Motion passed 4-0 with Starr absent.**

### Resolution No. 2031

At 1:03 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2031, authorizing investment of Town of Friday Harbor monies in the Local Government Investment Pool. Administrator Wilson explained how an investment pool functions. Treasurer Picinich explained that the Town is currently a member of the investment pool and Town's status needs to be updated. Discussion followed regarding current market rates and Town investment strategy.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2031, authorizing investment of Town of Friday Harbor monies in the Local Government Investment Pool. Motion passed 4-0 with Starr absent.**

### Ordinance No. 1536

At 1:08 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1536, granting a non-exclusive franchise to CenturyTel of Inter Island, Inc., dba CenturyLink, a Washington State Corporation, to operate and maintain telecommunications facilities within the public streets and rights-of-way of the Town of Friday Harbor. Administrator Wilson explained that this is the second reading of said ordinance. No discussion followed.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

**Moved by Hushebeck, seconded by Ghatan, to adopt Ordinance No. 1536, granting a non-exclusive franchise to CenturyTel of Inter Island, Inc., dba CenturyLink, a Washington State Corporation, to operate and maintain telecommunications facilities within the public streets and rights-of-way of the Town of Friday Harbor. Motion passed 4-0 with Starr absent.**

### Ordinance No. 1537

At 1:10 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1536, setting the location, date and times of regular and special meetings of the Town Council and repealing Ordinance No. 1135 in its entirety. Administrator Wilson explained that said Ordinance provides the ability to relocate meetings to alternate locations. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Ordinance No. 1536, setting the location, date and times of regular and special meetings of the Town Council and repealing Ordinance No. 1135 in its entirety. Motion passed 4-0 with Starr absent.**

### **ADMINISTRATOR'S REPORT**

At 1:13 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Recycling Cans – The locations, placement, style and color of additional recycling cans was reviewed. Discussion followed regarding placement of cans in Sunshine Alley.
- Malcolm Street Sewer – Two homes on Malcolm Street were discovered to be unconnected to the sewer main through no fault of homeowner or the Town. Staff is attempting to determine if liability can be placed on the Contractor.
- CIPP Project – The sewer main under Sunken Park was completed with complications. The sewer experience back-up due to lack of communication between the contractor and Sewer Department.
- Parks Worker – Interviews for the Parks Department position will be June 11, 2014.
- Executive Assistant – Julie Greene has accepted the position of Executive Assistant and will begin work on June 8, 2014.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16183 through 16213 and direct deposit run in the amount of \$222,509.37; and approve the payment of Claim Warrant Nos. 39261 through 39312 in the amount of \$180,397.76. Motion passed 4-0 with Starr absent.

### **FUTURE AND NON-AGENDA ITEMS**

No future agenda items.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:00 p.m. The next regular meeting is scheduled for Thursday, June 26, 2014 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on June 29, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, June 5, 2014 – Council Chambers – Evening Session</b>
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## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Councilmember Starr was not present.

### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Starr. Council unanimously excused her absence.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Treasurer Picinich

At 5:30 p.m., Mayor Lacher wished Wendy, and her husband David, the very best retirement on behalf of her coworkers and the citizens of Friday Harbor and proclaimed that the meeting would adjourn in her honor.

### **PUBLIC HEARINGS**

#### Shoreline Master Program Updates

At 5:35 p.m., Mayor Lacher opened the public hearing regarding updates to the Town Shoreline Master Program. Mayor Lacher and Council answered in the negative to direct communication regarding the proposal; and affirmative to hearing the matter in a fair and objective manner.

Mayor Lacher asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand introduced Derek Koellman, consultant, to provide additional information. Mr. Koellman explained that updates to the body of the document were made to provide consistency with the language used by the Department of Ecology. One notable change to the document is that the current 20 foot buffer would be increased to 25 foot. Staff had nothing more to add.

At 5:40 p.m., Mayor Lacher opened the public hearing for testimony. Marilyn O'Connor, Port Director, requested that the hearing be continued to allow the Port Commission to provide comment. Ms. O'Connor stated that the Port had no specific issue with the document, however in light of other port business, they have not had an opportunity to formally review and comment.

At 5:41 p.m., hearing no other comments from staff or the public, Mayor Lacher closed the public testimony portion of the hearing and opened the hearing to Council questions. Hearing none, Mayor Lacher opened the hearing to Council deliberations. The following action was taken.

**Moved by Hushebeck, seconded by Ghatan, to direct staff to prepare a final ordinance for consideration and continued the public hearing to June 26, 2014 at 5:30 p.m., for the purpose of hearing additional testimony, if needed. Motion passed 4-0 with Staff absent.**

### **ACTION AND DISCUSSION ITEMS**

#### Greenway Park

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

At 5:49 p.m., Mayor Lacher opened the public meeting to discuss proposed improvements to Greenway Park. Administrator Wilson described the improvements which include park bench and additional landscaping. Mayor Lacher requested comments from the audience. Hearing none, Mayor Lacher opened discussion by the Council. Discussion followed regarding additional amenities at the park.

**Council consensus to move forward with the proposal as described.**

### 2015 LTAC Grant

At 6:00 p.m., Mayor Lacher introduced discussion of funding for the 2015 Hotel Motel Excise Tax Grant Program. Administrator Wilson explained that the grant cycle is coming up in July and described the anticipated level of funding. Discussion followed regarding sales and excise tax trends to date.

**Council consensus to call a meeting of the Lodging Tax Advisory Committee to recommend funding for the 2015 grant cycle.**

### **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by de Freitas, to approve the minutes of May 15, 2014 as submitted. Motion passed 4-0 with Starr absent.

### **FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:42 p.m. The next regular meeting is scheduled for Thursday, June 26, 2014 at 12:00 p.m.

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**These minutes were approved on June 26, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, June 26, 2014 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Pro-tem Hushebeck called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan.

Others Present: Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Mayor, Carrie Lacher, and Position No. 5, Barbara Starr were absent.

The positions of Treasurer and Town Attorney are unappointed.

### **EXECUSED ABSENCE**

Mayor Pro-tem Hushebeck asked if the Council wished to excuse the absence of Councilmember Starr. Council unanimously excused his absence.

### **FLAG SALUTE**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Mayor Pro-tem Hushebeck conducted the flag salute.

### **PUBLIC ACCESS TIME**

Tom Kirschner, SJI Chamber of Commerce Director, requested Town funding to supplement the 4<sup>th</sup> of July fireworks display. Mr. Kirschner explained that community fundraising for the event left a shortfall of \$4,700. Unless the Chamber is able to secure a reliable source of funding aside from requesting donations, they may no longer sponsor the event. Discussion followed regarding the costs for hosting the event.

**Moved by de Freitas, seconded by Ghatan, to approve \$4,700 from the 1<sup>st</sup> 2% Hotel Motel Excise Tax Fund to supplement the annual Fourth of July Friday Harbor Fireworks Display. Motion passed 4-0 with Starr absent.**

### **ACTION AND DISCUSSION ITEMS**

#### Resolution No. 2034

At 12:15 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2034, authorizing an event permit for conditional private use of a portion of Front Street by the Rotary Club of San Juan Island. Administrator Wilson explained that the Council must approve any event in which alcohol consumption is requested in the public right-of-way. The request is for the annual Rock the Dock Block Party sponsored by the Rotary Club on July 4<sup>th</sup>. Staff recommends approval contingent on all conditions of the permit being satisfied. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2034, authorizing an event permit for conditional private use of a portion of Front Street by the Rotary Club of San Juan Island. Motion passed 4-0 with Starr absent.**

#### Resolution No. 2035

At 12:19 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2035, authorizing the Mayor to execute an interlocal agreement with San Juan Island Library District for use of the Town Small Works Roster and Vendor List. Administrator Wilson explained that use of the Town rosters are more practical than use of San Juan County's. No discussion followed.

**Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2035, authorizing the Mayor to execute an interlocal agreement with San Juan Island Library District for use of the Town Small Works Roster, Vendor List, and List of Architectural and Engineering Firms. Motion passed 4-0 with Starr absent.**

#### Resolution No. 2036

At 12:22 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2036, accepting the project known as the Wastewater Treatment Plant SBR Walkways. Administrator Wilson explained that the project is complete and inspected. The Town Engineer now recommends closing the project, including the process to release retainage. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2036, accepting the project known as the Wastewater Treatment Plant SBR Walkways. Motion passed 4-0 with Starr absent.**

#### Resolution No. 2037

At 12:23 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2037, accepting the project known as the Blair Avenue Sewer Main Replacement Project. Administrator Wilson

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

explained that the project is complete and inspected. The Town Engineer now recommends closing the project, including the process to release retainage. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2037, accepting the project known as the Blair Avenue Sewer Main Replacement Project. Motion passed 4-0 with Starr absent.**

### Resolution No. 2038

At 12:24 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2038, accepting the project known as the Spring Street Water Sewer Main Replacement Project. Administrator Wilson explained that the project is complete and inspected. The Town Engineer now recommends closing the project, including the process to release retainage. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2038, accepting the project known as the Spring Street Water Sewer Main Replacement Project. Motion passed 4-0 with Starr absent.**

### Resolution No. 2039

At 12:25 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2039, accepting the project known as the Mullis Street Pedestrian Improvement Project – Market Street to Friday Harbor Airport. Administrator Wilson explained that with the exception of on minor repair, the project is complete and inspected. The Town Engineer now recommends closing the project, including the process to release retainage. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2039, accepting the project known as the Mullis Street Pedestrian Improvement Project – Market Street to Friday Harbor Airport. Motion passed 4-0 with Starr absent.**

### Resolution No. 2041

At 12:28 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2041, authorizing Change Proposal Request No. 1 for additional paving on the Mullis Street Pedestrian Improvement Project – Spring to Market Street. Administrator Wilson explained that CPR 1 is a request to increase paving by a 35x50 foot area to correct deficiencies in the existing pavement at the intersection of Mullis and Market Street. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2041, authorizing Change Proposal Request No. 1 for additional paving on the Mullis Street Pedestrian Improvement Project – Spring to Market Street. Motion passed 4-0 with Starr absent.**

### Recycling/Trash Cans

At 12:30 p.m., Mayor Pro-tem Hushebeck introduced consideration of new trash and recycling receptacles purchase for the downtown core. Administrator Wilson explained that using hotel motel excise tax money to purchase the receptacles will meet the criteria set forth by the State Auditors' Office. Discussion followed regarding the style, color, and cost for shipping of the cans. **Council consensus for staff to move forward with finalizing a quote for new trash and recycling receptacles for the downtown core.**

### **ADMINISTRATOR'S REPORT**

At 12:47 p.m., Administrator Wilson presented the Town Council with an update of the following:

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

- Malcolm Street Sewer – The 2 homes on Malcolm Street that were identified as not being hooked into the sewer are now connected.
- Linder Street Stormwater – A stormwater solution has been identified. Staff will work to obtain easements before it can move forward.
- Sunken Park Wall – Staff is recommending that an RFP be issued to paint the retaining wall at the park. Discussion followed. **Council consensus to issue a request for proposals to select an artist(s) with \$500 stipend for materials to paint the retaining wall located at Sunken Park.**
- 4<sup>th</sup> of July Parade – Changes to the parade rules have been made to reduce the potential for injury. Parade Marshals will be added to the route. Candy throwing and veering cars have been prohibited.
- Town Treasurer – Town has 90 days to appoint a Treasurer. Kelle Wilson, Assistant Finance Officer, was recommended to assume the role of Treasurer. This will allow Ms. Wilson to obtain a bond and legally perform duties of Treasurer until a permanent replacement is elected. **Moved by Ghatan, seconded by Monin, to appoint Kelle Wilson to the position of Treasurer. Motion passed 4-0 with Starr absent.**
- L&I Inspection – Town had a surprise inspection by Labor and Industries. Only minor violations were reported.
- Time-limited Parking Signage – Staff suggested removal of “Sunday and Thanksgiving” from signage to encourage moving of vehicles. It will continue to be listed in municipal code that those days remain “free” parking days.
- Street Names – The road at Trout Lake Reservoir has been named Fitch Road for addressing purposes.
- 2014 SJC PFFAP Grant Funding – The review committee recommended that Town’s application for design of the Tucker Street Reconstruction Project be denied. Mr. Wilson will make a presentation to the SJC Council regarding the application.
- Solar Bee – Town installed a Solar Bee at Marguerite Street to redistribute and circulate chlorine in the water tank.
- Front Street Stormwater Vault – Town is identifying appropriate grants to fund the project.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 39312 through 39385 in the amount of \$394,614.60. Motion passed 4-0 with Starr absent.

### **MINUTES**

Minutes were postponed until the evening session.

### **FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Pro-tem Hushebeck adjourned the meeting at 1:17 p.m. The next regular meeting is scheduled for Thursday, June 26, 2014 at 5:30 p.m.

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## Town Council of Friday Harbor - Summaries of the 2014 Minutes

**These minutes were approved on July 17, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

**Thursday, June 26, 2014 – Brickworks Plaza – Evening Session**

### **CALL TO ORDER**

Mayor Pro-tem Hushebeck called the regular session of the Town Council to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Mayor, Carrie Lacher was absent.

The positions of Treasurer and Town Attorney are unappointed.

### **FLAG SALUTE**

Mayor Pro-tem Hushebeck conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **PUBLIC HEARINGS**

#### SSDP No. 97 – Spring Street Landing

At 5:30 p.m., Mayor Pro-tem Hushebeck opened the public hearing regarding a request by the Port of Friday Harbor for new construction to replace the previous Spring Street Landing and the Downriggers Restaurant.

The subject parcel is identified as TPN 351353001 and located at 10 Front Street, Friday Harbor. The upper street level will include a new restaurant with outdoor dining, an upper public plaza, and small retail building. The lower level of the building will contain retail and parking. A public and pedestrian walkway will link the waterfront to the Front Street upper level and the Spring Street Pier. The new construction proposes approximately 9,218 square feet of restaurant and retail area; and 5,628 square feet of lower level parking and restrooms. The subject property is located with the shoreline.

The Council answered in the negative to direct communication regarding the proposal; and affirmative to hearing the matter in a fair and objective manner.

At 5:45 p.m., Mayor Pro-tem Hushebeck asked the Applicant to make a presentation. Marilyn O'Connor, Port Director, introduced Peter Brachvogel, Architect, to describe the proposal and answer Council questions. Mr. Brachvogel entered Exhibits E-H, story boards of the design concept, into the record. Mr. Brachvogel stated that a public participation process was used to develop the design. The footprint for the proposed building was changed to allow greater view corridor access. The Port changed the shape and design of the structure to be a contemporary version of building, reminiscent of what was commonly seen on wharfs. Mr. Brachvogel stated that height restrictions drove its design.

Mayor Pro-tem Hushebeck asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand entered Exhibit A, Staff Report; and Exhibits B-D, public testimony letters received prior to

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

the hearing into the record. Applicable policies include land use, public access & circulation, impacts of shoreline views, and parking issues.

Staff evaluation as follows:

1. Land Use: The planned uses for this development are considered water-oriented and are therefore allowed as per FHMC 19.04.330(b)(2), "Commercial Development Policies". The applicant has applied for historic preservation incentives for height up to 35', which is calculated based on existing grades; and for a 50% reduction in parking requirement.
2. Public Access & Circulation: The design in this proposal allows for additional public access on Front Street through the site. The proposed plaza area lead to stairs that lead to the water level and intersects an urban sidewalk/trail along the shoreline. The development would not impede public access with the additional street level plaza entrance, but instead enhance accessibility, especially for those with physical disabilities.
3. Public Shoreline Views: In evaluating existing views there is a hierarchy of value considered. Existing views from the "SVC Map" are deemed of greater value than other public shoreline viewpoints. In recognition of the fact that nearly all development projects will include some increase in the extent to which structures will occupy a given site, the amount of acceptable public shoreline view loss are determined by giving due regard to size and orientation of proposed buildings.  
The development will change shoreline views from the original building, however the applicant has mitigated impacts by allowing additional public access on the Front Street elevation by incorporating a plaza within the development site. This will allow a net gain in public views and access overall. The viewing area on top of the first floor, closest to the water, will be a new experience to view the shoreline that was not previously available.
4. Parking: The development would include a 14 car parking garage under the building within the first floor. There are 3 on-street parking spots proposed, including 1 handicap space. The parking solution proposed eliminates unsafe conditions that were part of the previous structure which allowed backing out over the sidewalk and on to Front Street.

Staff Recommendation is that it's in the best interest of the Town and general public to approve Shoreline Substantial Development Permit Application No. 97 and SEPA Checklist No. 293.

At 6:01 p.m., Mayor Pro-tem Hushebeck opened the hearing to Council questions.

Councilmember de Freitas asked staff to explain the "height incentives" allowable through the Town Historic Preservation Program. Staff provided the definition allowable by Friday Harbor Municipal Code.

Councilmember Ghatan asked if a photograph/drawing could be provided overlaying the structure existing before the fire, and proposed design. Mr. Brachvogel stated that it was attempted but wasn't a good enough rendition to make it usable.

Councilmember Monin asked if there was a vegetation plan. Mr. Brachvogel stated that "thin" tree and landscaping are planned to provide shade and heat control.

At 6:09 p.m., Mayor Pro-tem Hushebeck opened the public testimony portion of the hearing. The following testimony was received:

At 6:10 p.m., Roger Bennett, 1 Spring Street, stated that the staff report is not accurate. Three other parcel owner are present on the waterfront; and that the pitch of roof for the proposed design is too steep. Mr. Bennett stated that the design looks like a house instead of industrial port property.

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At 6:14 p.m., Jim Carrol, local business owner, stated that the structure was well designed but too large.

At 6:17 p.m., Matt Shildneck, Friday Harbor resident, stated that the structure doesn't fit the historical look of Town.

At 6:19 p.m., Haus Buchanan, local business owner, stated concerns regarding stormwater run-off and the harm that pollution causes to the orca population and local wildlife.

At 6:21 p.m., Brian Livermount, local business owner, spoke in agreement with Mr. Buchanan and commented on the transparency of the design and approval process.

At 6:23 p.m., Nina Labaron, local business owner, submitted Exhibit I and J, photos of the site and stated that the "story poles" do not give an accurate depiction of what would be built.

At 6:25 p.m., Sussha Forrest, on behalf of local business owner, submitted Exhibit K, statement read into the record, stating that the proposal should receive the parking incentives but denied height above 27 feet.

At 6:27 p.m., Misty Todd, local business owner, stated that the stormwater run-off mitigation for the proposal was inadequate. Mr. Bertrand stated that stormwater mitigation was considered by the Town and that the proposed footprint has close to the same amount of impervious surface as the footprint before fire damage. Mr. Bertrand continued that additional stormwater mitigation may be provided by the Town when the new stormwater vault is installed at the base of Spring Street. Mr. Bertrand elaborated on current practices for stormwater mitigation.

At 6:33 p.m., Marian Lagatree, Friday Harbor resident, stated concerns regarding stormwater mitigation and stated that an environmental impact study should be required. Ms. Lagatree questioned how tall the building would be after excavation and grading. Mr. Bertrand commented that the building height seen now from story poles demonstrates actual height.

At 6:35 p.m., Debbie Rishel, local business owner, commented that the public participation process to date for the proposal has been transparent.

At 6:36 p.m., Mayor Pro-tem Hushebeck closed the public testimony portion of the hearing, reserving the right to reopen if needed; and opened the hearing to Council questions and comments.

Councilmember Starr commented that height was an issue that would not be fully resolved; and that the Council needs to make a decision for the good of our community and local economy.

Councilmember de Freitas concurred. Ms. de Freitas added that stormwater quality remains a priority for the Town.

Councilmember Hushebeck questioned the significance or net gain in view that an 8/12 compared to an 8/10 pitch roof would make. Ms. Strehlou, Historic Preservation Coordinator, commented that the Historic Preservation Review Board must comply with the guidelines set forth by the Council. In this case, a 8/12 pitch is outlined in the regulations.

Councilmember Monin commented that the building at the corner of East and Front Streets (the Doctor's Office) shares the same roofline as proposed and that the aesthetics of the Dr. Office building is pleasing. Mr. Monin commented that he was ready to move forward with a decision.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Councilmember de Freitas stated that the site has been vacant for long enough that any proposal would seem to block view of the shoreline.

Marilyn O'Connor stated that (if requested) the hearing would need to be continued to such time as the Port Commission could authorize a design concept with an alternative roof pitch of 8/10.

At 6:57 p.m., Mayor Pro-tem Hushebeck opened the hearing to Council deliberations. The Council discussed the desire for additional information regarding height restrictions and the preference to review a rendition of the building with an adjusted roof pitch. Discussion followed with Mr. Brachvogel and Mr. Bertrand regarding the request. Staff explained that to do so, the hearing would need to be reopened to receive additional public testimony. The Council concurred.

**Moved by Starr, seconded by Monin, to continue the public hearing to July 17, 2014 at 5:30 p.m. to receive additional information, reopen public testimony if submitted, and conduct deliberations. Motion passed unanimously.**

### Shoreline Master Program Updates

At 7:11 p.m., Mayor Pro-tem Hushebeck opened the continued public hearing regarding updates to the Town Shoreline Master Program.

Mayor Pro-tem Hushebeck asked Land Use Administrator, Mike Bertrand, to present any testimony received by the public and/or staff information. Mr. Bertrand entered Exhibit A into the record, a letter from the Port Commission of Friday Harbor expressing concerns about the proposed language. Mr. Bertrand stated that the Port's concerns were unwarranted and that the revised language would not adversely affect Port operations as they described.

At 7:15 p.m., Mayor Pro-tem Hushebeck opened the public testimony portion of the hearing.

Roger Bennett, 1 Spring Street, stated that the previous Plan listed inaccurate information regarding parcel owners along the waterfront. Mr. Bertrand verified that the update contained accurate information.

At 7:18 p.m., hearing no other comments from the audience or questions from the Council, Mayor Pro-tem Hushebeck closed the public hearing.

**Moved by de Freitas, seconded by Ghatan, to adopt Ordinance No. 1538, adopting updates to the Town Shoreline Master Program. Motion passed unanimously.**

### Six Year Transportation Improvement Plan

At 7:19 p.m., Mayor Pro-tem Hushebeck opened the public hearing regarding the Town Six Year Transportation Improvement Plan for years 2015 through 2020. Administrator Wilson explained the requirement for a public hearing and that several additional projects were included that could potentially be funded through a Transportation Improvement District, if approved.

At 7:25 p.m., Mayor Pro-tem Hushebeck opened the public testimony portion of the hearing. Hearing no comment from the audience or Council, Mayor Pro-tem Hushebeck closed the public hearing.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2040, adopting the 2015 through 2020 Six Year Transportation Improvement Plan. Motion passed unanimously.**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### Transportation Benefit District

At 7:30 p.m., Mayor Pro-tem Hushebeck opened the continued the public hearing regarding establishment of a Transportation Improvement District. Administrator Wilson explained that the purpose of establishing a district is to establish a sustainable fund for street repairs and outlined the proposed ordinance. Administrator Wilson explained that, if approved, the District would need to pass an ordinance to place any sort of levy on a ballot.

At 7:34 p.m., Mayor Pro-tem Hushebeck opened the public testimony portion of the hearing.

Roger Bennett, 1 Spring Street, asked if parking solutions could eventually be funded by the District.

At 7:36 p.m., hearing no further comment from the audience, Mayor Pro-tem Hushebeck opened the hearing to Council questions. Discussion followed regarding timing and procedure for placing a measure on the November General Election ballot.

At 7:38 p.m., Mayor Pro-tem Hushebeck closed the public hearing.

**Moved by Starr, seconded by Ghatan, to adopt Ordinance No. 1539, establishing a transportation benefit district; specifying that the boundaries of the district will coincide with Town boundaries; specifying the transportation improvements to be funded by the District; providing for severability; and establishing an effective date. Motion passed unanimously.**

### **APPROVAL OF MINUTES**

Moved by Monin, seconded by de Freitas, to approve the minutes of **June 5, 2014 as submitted.** Motion passed unanimously.

### **FUTURE AND NON-AGENDA ITEMS**

Councilmember Ghatan requested that Council discuss a policy that Utility Providers that perform work in the right-of-way of newly reconstructed streets be required to pave from intersection to intersection. Administrator Wilson stated that the requirement will be made part of the Town Street Standards update.

Councilmember Hushebeck requested that review of height and roof pitch be considered for the historic preservation ordinance revisions.

Councilmember Hushebeck noted that the Evergreen State Ferry will be retired on Sunday.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Pro-tem Hushebeck adjourned the meeting at 7:55 p.m. The next regular meeting is scheduled for Thursday, July 3, 2014 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on July 17, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, July 3, 2014 – Council Chambers – Afternoon Session</b>
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## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

The positions of Treasurer and Attorney are vacant.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher thanked the Council for excusing her time away during the previous meeting.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Resolution No. 2042

At 12:02 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2042, adopting a policy for use of Town credit cards. Administrator Wilson explained that staff discovered it doesn't have an adopted usage policy. Unless there is a particular need, cards will be restricted to Kelle Wilson, Interim Finance Officer, and Duncan Wilson, Town Administrator. Administrator Wilson explained that the custodians of the two requested cards are held personally responsible for their use per bank policy. Discussion followed regarding the process for issuing credit cards and proposed credit limit.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2042, adopting a policy for use of Town credit cards. Motion passed unanimously.**

Administrator Wilson explained that governmental entities are required to submit an officer's certification with the card application. Said certification states that the governing board has authorized the submittal.

**Moved by Starr, seconded by de Freitas, to authorize the Town Administrator and Finance Officer to submit the required paperwork to request such credit cards. [Clerk's Note: Implied during discussion that the maximum amount of revolving credit extended under such program will not exceed \$10,000 as was presented to the Council.] Motion passed unanimously.**

**Moved by de Freitas, seconded by Starr, to amend Resolution No. 2042, to revise the allowable credit limit of \$2,500 per credit card to \$5000.00 per credit card to coincide with the Officer's Certification and credit application. Motion passed unanimously.**

#### Blair Avenue - Easement and Dedication— Browne Lumber, Inc.

At 12:06 p.m., Mayor Lacher introduced discussion of the property dedication and easement by Browne Lumber, Inc. to the Town. Administrator Wilson provided an update. One concern remains regarding the improvements, but the Browne family is generally agreeable to the easement and dedication. No action was taken.

# Town Council of Friday Harbor - Summaries of the 2014 Minutes

## ADMINISTRATOR'S REPORT

At 12:08 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Harbor Ridge Trailer Park – Homes for Islanders (HFI) is in the early stages of determining the feasibility of purchasing the park. HFI is currently identifying utility issues and solutions. Discussion followed regarding the mission, vision and funding of the project.
- San Juan Transit – Town has been meeting with SJ Transit. SJ Transit will be asking the UTC to make an exception to current restrictions in San Juan County to make full bus service feasible.
- Town Telephone Service – Staff has been reviewing the need for various phone lines at Town Hall and Fire Station. Several lines were located that could be disconnected for cost savings. Included would be the dedicated lines for Planning Department fax machine and alarm system at the vacant Fire Department. **Council consensus to eliminate unnecessary lines.**
- Parking Signage – The Street Department changed out the signage for time-limited parking.
- Trash/recycling Receptacles – Proposals have been requested from other shipping companies.
- Finance Director – Interviews for three applicants for the Finance Director position will be held on July 10<sup>th</sup> at 2:00 p.m.
- Town Street Standards – A proposal has been requested from Gray & Osborne to review and update the adopted Town Street Standards.
- 2015 SJC PFFAP Grant – The Port of Friday Harbor was awarded a grant for the Spring Street Landing Project.
- Transportation Benefit District – The first District meeting will be held on July 17, 2014. Town's Bond Counsel will prepare the necessary documents to place a ballot measure on the 2014 General Election.

## PAYMENT OF CLAIMS

Moved by Ghatan, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16214 through 16246 and direct deposit run in the amount of \$250,099.98. Motion passed unanimously. Approval of the payment of Claim Warrants are postponed until July 17, 2014.

## APPROVAL OF MINUTES

Approval of the June 26, 2014 minutes are postponed until July 17, 2014.

## FUTURE AND NON-AGENDA ITEMS

Councilmember Ghatan requested that the County provide an update on the proposal to reduce the speed limit on Roche Harbor Road at the transition zone into Town.

Councilmember Ghatan requested an update regarding the Warbass Way "traffic island" during the next Public Works Report.

Councilmember Starr stated that she was approached by a local tour company about creating a loading zone at Memorial Park for pedestrians arriving by ferry.

Mayor Lacher requested that Council schedule a retreat or extended work session to discuss parking and "walkability" issues. The Council concurred.

Councilmember Ghatan inquired about the suggestion to issue an RFP to paint the wall at Sunken Park. Administrator Wilson answered that it's being prepared for consideration.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Mayor Lacher distributed information about the "Free Little Library" located at the Barking Bird (corner of B Street and Nichols Street). The Library is a free community book and magazine depository installed by Louise and John Dustrude.

Councilmember Starr commented on the sidewalk improvements on Carter Avenue being installed by the School District as part of the Sport Fields Project. Per Mayor Lacher's request, Administrator Wilson provided an update.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:01 p.m. The next regular meeting is scheduled for Thursday, July 17, 2014 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on July 17, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, July 17, 2014 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Attorney Paul Elsner was on-call. Position No. 2, Noel Monin, was absent. Councilmember Starr was excused to leave at 2:00 p.m.

### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Monin. Council unanimously excused his absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Gordy Elliot, local Falun Gong Buddhist Sect, distributed information and a requested that the Council consider a resolution in support of humanitarian movement in China.

### **ACTION AND DISCUSSION ITEMS**

#### Spring Street Water Sewer Replacement Project

At 12:08 p.m., Public Works Director, Wayne Haefele, requested a motion to specifically approve Change Order No. 3 to the Spring Street Water Sewer Improvement Project. Mr. Haefele explained that it was combined with the closing documents that accepted the project. Staff requires a motion to distribute funds. No discussion followed.



## Town Council of Friday Harbor - Summaries of the 2014 Minutes

**Moved by Hushebeck, seconded by de Freitas, to approve Change Order No. 3 for the Spring Street Water Sewer Improvement Project. Motion passed 4-0 with Monin absent.**

### Public Works

At 12:10 p.m., Public Works Director, Wayne Haefele, reported on activities of the Public Works Department, including status of the Mullis Street Pedestrian Improvement Project, chip seal of streets, and Blair Avenue Pedestrian Improvement Project. Mr. Haefele provided status of projects recently completed by the Town Crew and projects in planning. Discussion and inquiry followed regarding stormwater conditions adjacent to Linder Street. Mayor Lacher thanked Mr. Haefele. No action was taken.

### Resolution No. 2044

At 12:43 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2044, accepting a right-of-way dedication deed from Browne Lumber, Inc. Administrator Wilson explained that one issue remains to be negotiated, however the Browne family has authorized the Town to proceed with the easement needed to construct Blair Avenue improvements. No discussion followed.

**Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2044, accepting a right-of-way dedication deed from Browne Lumber, Inc. Motion passed 4-0 with Monin absent.**

### SJC Update

At 12:47, SJC Councilmember Rick Hughes, presented the Council with an update on issues of mutual concern. Items included I-502, greenhouse structures, SJC Building Advisory Committee, SJC Board of Health, and Washington State Ferries. Councilmember Hughes stated that the SJC Council voted to approve the speed reduction at 500 Roche Harbor Road. Discussion followed regarding border protection at the airport for dedicated flights from Canada. The Council thanked Mr. Hughes. No action was taken.

### Presentation – Sunshine Alley

At 12:54 p.m., Mayor Lacher introduced Boyd Pratt to discuss Sunshine Alley. Mr. Pratt presented a detailed history of the original settlement of the Nichols homestead and the people, trends and events that influenced Sunshine Alley as we know it today. Discussion followed regarding publication of Mr. Pratt's findings. Mayor Lacher and the Council thanked Mr. Pratt. No action was taken.

### Waterfront Interpretive Signage

At 1:24 p.m., Mayor Lacher introduced Sandy Strehlou, Historic Preservation Coordinator, to present the proposed Town Waterfront Interpretive Signage. Ms. Strehlou distributed presentation materials with sample wording and photographs at selected locations. Discussion followed regarding the need for the project to compliment Sunshine Alley Urban Planning and Tourism Master Planning. Ms. Strehlou will bring the final proposal to Council in August. No action was taken.

### Town Treasurer

At 1:40 p.m., Mayor Lacher introduced discussion of the appointment of Town Treasurer. Administrator Wilson explained that Kelle' Wilson was the successful applicant for the Finance Director position and inquired if the Council was inclined to appoint her to the position of Town Treasure. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to appoint Kelle' Wilson to the office of Town Treasurer for the remainder of its unexpired term; and direct staff to prepare the necessary documentation. Motion passed 4-0 with Monin absent.**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### Transportation Benefit District

At 1:47 p.m., Mayor Lacher recessed the session for a meeting of the Friday Harbor Transportation Benefit District. The Town Council reconvened at 2:07 p.m. [Clerk's Note: Minutes of the Friday Harbor Transportation Benefit District are available.]

### Resolution No. 2044

At 2:07 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2044, approving an interlocal agreement with the Friday Harbor Transportation Benefit District, providing for the coordination of efforts in maintaining and preserving streets and related transportation infrastructure within the Town of Friday Harbor. Administrator Wilson explained that subject to certain restrictions and limitations, the Friday Harbor Transportation Benefit District is authorized to collect vehicle license fees, dedicated sales tax revenue and other revenues to fund certain transportation improvements. The agreement allows District funding to be deposited in a fiduciary fund under the custody of the Town. The Town will provide financing for the design and construction. The District will reimburse the Town for eligible projects with monies collected. No discussion followed.

**Motion passed de Freitas, seconded by Ghatan, to adopt Resolution No. 2044, approving an interlocal agreement with the Friday Harbor Transportation Benefit District, providing for the coordination of efforts in maintaining and preserving streets and related transportation infrastructure within the Town of Friday Harbor. Motion passed 3-0 with Monin and Starr absent.**

### **ADMINISTRATOR'S REPORT**

Postponed until the evening session.

### **PAYMENT OF CLAIMS**

Moved by Ghatan, seconded by de Freitas, approve the payment of Claim Warrant Nos. 39386 through 39453 in the amount of \$361,686.67. Motion passed 3-0 with Monin and Starr absent.

### **APPROVAL OF MINUTES**

Moved by Freitas, seconded by Ghatan, to approve the minutes of **June 26<sup>th</sup> and July 3rd, 2014 as submitted.** Motion passed 3-0 with Monin and Starr absent.

### **FUTURE AND NON-AGENDA ITEMS**

Mayor Lacher requested that the suggestion to rename West Park be added to a future agenda.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:10 p.m. The next regular meeting is scheduled for Thursday, July 17, 2014 at 5:30 p.m.

\* \* \* \* \*

**These minutes were approved on August 7, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, July 17, 2014 – Council Chambers – Evening Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 2, Noel Monin, was absent.

Attorney Paul Elsner was present.

### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Monin. Council unanimously excused his absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Roger Bennett, 1 Spring Street, stated that the evening session was not advertised in the legal section of the newspaper. Mr. Bennett inquired if the meeting was legal.

Archie Brooks, 825 Harbor Street, spoke in support of the American Legion's request to install an art mural depicting an American Flag (CUP No. 69).

Misty Todd, 123 West Street, stated that she did not get a certified notification for the public hearing.

Sandra Burnell, 241 Warbass Way, spoke in support of the American Legion's request.

Roger Bennett, 1 Spring Street, stated that he did not get a certified notification for the public hearing.

Pati Grace, 415 Carter Avenue, spoke in support of the American Legion's request.

Jim Carol, property manager/local business owner, stated that he did not get a certified notification for the public hearing.

### **ACTION AND DISCUSSION ITEMS**

#### Oath of Office – Town Treasurer

At 5:40 p.m., Kelle Wilson took an Oath of Office for the position of Town Treasurer.

#### Employee Recognition

At 5:46 p.m., Administrator Wilson announced that the road leading to Trout Lake Reservoir required a name for addressing and E9-11 purposes. Administrator Wilson presented the new street sign for Fitch Road to C. King Fitch. Mr. Fitch thanked the Mayor and Council.

### **PUBLIC HEARING**

#### SSDP No. 97 – Spring Street Landing

At 5:47 p.m., Mayor Lacher opened the continued public hearing regarding a request by the Port of Friday Harbor for new construction to replace the previous Spring Street Landing and the Downriggers Restaurant.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

The subject parcel is identified as TPN 351353001 and located at 10 Front Street, Friday Harbor. The upper street level will include a new restaurant with outdoor dining, an upper public plaza, and small retail building. The lower level of the building will contain retail and parking. A public and pedestrian walkway will link the waterfront to the Front Street upper level and the Spring Street Pier. The new construction proposes approximately 9,218 square feet of restaurant and retail area; and 5,628 square feet of lower level parking and restrooms. The subject property is located with the shoreline.

Regarding communications with the public, Mayor Lacher stated that she forwarded email from Nina LaBaron to the Town. The email was made part of the record. Councilmember Hushebeck stated that he had been contacted by telephone and referred the constituent to Town staff. The Council answered in the affirmative to hearing the matter in a fair and objective manner.

Mayor Lacher asked staff if they wished to address concerns presented during public access. Land Use Administrator, Mike Bertrand stated that notifications are mailed to those property owners within 300 feet of proposed development and are posted at the site.

Mayor Lacher asked the Applicant to present additional materials requested by the Council at the hearing on June 26, 2014. Marilyn O'Connor, Port Executive Director, presented a conceptual design with a lower roof line. The depiction was entered as "Exhibit L".

Mayor Lacher asked Land Use Administrator, Mike Bertrand, to comment. Mr. Bertrand stated that an additional review by the Historic Preservation Review Board is required if the Council opts for the lower roofline.

Mayor Lacher opened the hearing to Council questions.

Councilmember Starr asked about the cost for redesign of the roofline. Ms. O'Connor stated approximately \$1,000.

Councilmember Hushebeck asked about lowering the chimney. Ms. O'Connor stated that the chimney would be engineered proportionately to the roofline.

Councilmember Hushebeck asked how long an additional HPRB review takes. Mr. Bertrand stated approximately 2 weeks.

At 6:03 p.m., Mayor Lacher opened the public testimony portion of the hearing.

Misty Todd, 123 West Street, stated concerns regarding view corridor protection. Ms. Todd entered Exhibits M, photograph, into the record. Ms. Todd presented Exhibits M and N, maps and requested that the variance for height be denied.

Roger Bennett, 1 Spring Street, objected to allowing a height variance.

David Chayetter, Seattle resident, stated that keeping the building at allowable height is fair and appropriate.

Leslie Keyt, 535 View Drive, requested that the Council not postpone a decision. Ms. Keyt stated that the process has been transparent.

Misty Todd, 123 West Street, stated that the Port ignored requests and concerns of neighboring properties.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Hearing no other comments from the audience, Mayor Lacher closed the public testimony portion of the hearing and invited comments from Staff and the Applicant.

Mr. Bertrand stated that Ms. Todd's building, located adjacent to Spring Street Landing, underwent a different process. 123 West Street is located in the "View Protection Overlay".

Ms. O'Connor stated that Nina LaBaron's email (Exhibit O) was inaccurate.

At 6:19 p.m., hearing no other questions from the Council or comments from staff, opened the deliberation portion of the hearing. Mayor Lacher stated her personal concerns regarding the proposed height.

The Council took turns offering their opinions of the proposal. Discussion followed regarding view corridors, height, alternate roof pitch, and process.

**Moved by Ghatan, seconded by Starr, to adopt the Staff report dated June 17, 2014; approve Substantial Shoreline Development Permit No. 97 and SEPA Checklist 293 with the original design presented at the public hearing on June 26, 2014; and direct Staff to prepare Findings of Fact, Conclusions of Law and Decision for consideration. Motion passed 4-0 with Monin absent.**

### **ACTION AND DISCUSSION ITEMS (CONT.)**

#### Finding of Fact – CUP No. 69

At 6:35 p.m., Mayor Lacher introduced discussion of Findings of Fact, Conclusions of Law, and Decision regarding Conditional Use Permit No. 69 to install a public art mural. The public hearing and direction given to staff occurred May 15, 2014 (see minutes). Councilmember Hushebeck expressed to the audience that, although denied, following the hearing the applicant was encouraged to present alternative designs for consideration.

**Moved by Ghatan, seconded by Hushebeck, to adopt Findings of Fact, Conclusions of Law, and Decision regarding Conditional Use Permit No. 69. Motion passed 4-0 with Monin absent.**

#### Ordinance No. 1540

At 6:38 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1540, amending Chapter 10.04 FHMC concerning time limited parking. Administrator Wilson explained that the purpose of the ordinance is to allow latitude for Town to change times limits for extended parking during the summer months. Discussion followed regarding expanding areas for 8 and 72 hour parking.

**Moved by Starr, seconded by Ghatan, to adopt Ordinance No. 1540, amending Chapter 10.04 FHMC concerning time limited parking. Motion passed 4-0 with Monin absent.**

#### 2015 Hotel Motel Excise Tax Grant

At 6:46 p.m., Mayor Lacher introduced discussion of the request by the Town Lodging Tax Advisory Committee to increase the approved allocation amount by \$25,000 for promotion programs. Administrator Wilson summarized the July 9<sup>th</sup> LTAC meeting. Mayor Lacher stated concerns regarding overcrowding. Discussion followed regarding strategies for use of the funding.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

**Moved by Hushebeck, seconded by de Freitas, to approve the allocation of \$225,000 from the second two percent hotel motel excise tax fund. Motion passed 4-0 with Monin absent.**

### **ADMINISTRATOR'S REPORT**

At 7:10 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Trout Lake Reservoir – New signs will be posted at the lake because of trespassing. A press release will be issued to the public stating that violations will be prosecuted.
- Chip Seal Project – Fog sealing is underway to finish the chip sealing project.
- Refuse worker – John Gustafson was the successful applicant.
- Consumer Finance Clerk – Interviews are underway.
- Public Works Department – One FTE is requested at to balance workload. Placement will at the Wastewater Treatment Plant.
- Blair Avenue – The agreement for Janis DeBardi has been verbally amended to allow a helper. No monetary increase for the contract is anticipated.

### **FUTURE AND NON-AGENDA ITEMS**

Mayor Lacher notified the Council that she would be attending a work conference and required an absence. Barbara Starr and Steve Hushebeck volunteered to act as Mayor Pro-tem.

### **CITIZEN RESPONSE**

Roger Bennett, 1 Spring Street, suggested that parking monitoring be changed from (8 a.m. to 5 p.m.) to (9 a.m. to 6 p.m.). Discussion followed regarding congestion lasting past 5:00 during certain times of year.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:32 p.m. The next regular meeting is scheduled for Thursday, August 7, 2014 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on August 7, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, August 7, 2014 – Council Chambers – Afternoon Session</b>
--

### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 2, Noel Monin, was absent.

### **EXECUSED ABSENCE**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Monin. Council unanimously excused his absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Roger Bennett, 1 Spring Street, stated that the evening meeting of July 17, 2014 should be held invalid because of improper notice to the public.

### **ACTION AND DISCUSSION ITEMS**

#### Resolution No. 2045

At 12:05 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2045, authorizing the Mayor to execute an agreement with Wilson Engineering for redesign of Town Pump Station No. 2. Public Works Director, Wayne Haefele, explained that redesign will allow the station to function properly during low flow; improve overflow capacity during high flow; and optimize the routing of flows. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2045, authorizing the Mayor to execute an agreement with Wilson Engineering for redesign of Town Pump Station No. 2. Motion passed 4-0 with Monin absent.**

#### Resolution No. 2046

At 12:12 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2046, authorizing Change Order No. 4 for the Mullis Street Pedestrian Improvement Project, Spring Street to Market Street. Public Works Director, Wayne Haefele, explained that that Change Order No. 4 authorizes additional pavement and Change Order No. 5 adjust final quantities of materials. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2046, authorizing Change Order No. 4 for the Mullis Street Pedestrian Improvement Project, Spring Street to Market Street. Motion passed 4-0 with Monin absent.**

#### Resolution No. 2047

At 12:12 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2047, accepting the project known as Mullis Street Pedestrian Improvement Project, Spring Street to Market Street. Public Works Director Haefele explained that the project is complete and recommended release of retainage once criteria is met. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2047, accepting the project known as the Mullis Street Pedestrian Improvement Project – Spring Street to Market Street. Motion passed 4-0 with Monin absent.**

#### Resolution No. 2048

At 12:13 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2048, adopting a public records policy for the Town of Friday Harbor. Administrator Wilson explained that the policy, recently adopted by the Friday Harbor Transportation Benefit District, is more comprehensive than our current policy. Discussion followed regarding public record training.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2048, adopting a records policy for the Town of Friday Harbor. Motion passed 4-0 with Monin absent.**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### Finding of Fact – SSDP No. 97

At 12:18 p.m., Mayor Lacher introduced discussion of draft Findings of Fact, Conclusions of Law and Decision for Shoreline Substantial Development Permit No. 97 and SEPA No. 293 by the Port of Friday Harbor for Spring Street Landing pursuant to the public hearing on June 26, 2014. Land Use Administrator Mike Bertrand recommended approval. Administrator Wilson explained that multiple notices were available to the public and those parcel owners which claim they did not receive notice were present at the public hearing and continued public hearing. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Findings of Fact, Conclusions of Law and Decision for Shoreline Substantial Development Permit No. 97 and SEPA No. 293 by the Port of Friday Harbor for Spring Street Landing. Motion passed 4-0 with Monin absent.**

### **ADMINISTRATOR'S REPORT**

At 12:21 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Resolution No. 2051 – Authorizing the Mayor to execute a contract with Stellar J Corporation to repair the Digester at the Wastewater Treatment Plant. Public Works Director Wayne Haefele explained that the WWTP has an emergency situation in that there is not an efficient backup available for the failing parts. The breaking of manifold hold-downs is caused by turbidity during the digesting process. Discussion followed regarding disruption to service, odor control and timeline for repairs. **Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2051. Motion passed 4-0 with Monin absent.**
- L&I Inspection – Town finished correcting all of the deficiencies listed by the Department of Labor & Industries during their surprise inspection. The few items included things such as installation of additional eyewash stations and moving office equipment for access to breaker panels. The fine imposed was reduced because of cooperation and number of violations found.
- Gary Hansen – Former employee's appeal for L&I claim was denied. Mr. Hansen has one appeal process available.
- 2015 Budget Calendar – Town is beginning the process for the 2015 Town Budget.
- Cask and Schooner – The restaurant has requested to utilize the public right-of-way for service. They will be given temporary permission for the remainder of this season to determine viability if the Council doesn't have concerns. **Council consensus to allow temporary outdoor seating.**
- Seasonal Employee – Town has had a difficult time recruiting employees with CDLs. Mark Hayden is a good to train for a CDL and hire full time to the Refuse Department.
- PWTF – Public Works Trust Fund Representative, Lynn Combs, met with the Town to discuss future grant opportunities for capital improvements.
- Garbage Cans – The new receptacles are ordered.
- Engineer in Training – Town is advertising for the position.
- CUP #69 – The American Legion is appealing the decision for Conditional Use Permit No. 69.
- Insurance request – Part time staff has requested that Town consider revising its employee benefit package to allow enrollment of spouses and dependents for insurance. Discussion followed. Council consensus to present a budget comparison and policy comparison with other municipalities.
- SJC Legislative Agenda – The Council is invited to comment and/or participate jointly in developing its legislative agenda. So far priorities include economic development, housing, Washington State Ferries/transportation issues.

### **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16247 through 16276 and direct deposit run dated July 31, 2014 in the amount of \$228,109.57; and approve



## Town Council of Friday Harbor - Summaries of the 2014 Minutes

the payment of Claim Warrant Nos. 39454 through 39527 in the amount of \$300,613.34. Motion passed 4-0 with Monin absent.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **July 17th, 2014 as submitted**. Motion passed 4-0 with Monin absent.

### **FUTURE AND NON-AGENDA ITEMS**

No non-agenda items.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:07 p.m. The next regular meeting is scheduled for Thursday, August 7, 2014 at 5:30 p.m.

\* \* \* \* \*

**These minutes were approved on August 21, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, August 7, 2014 – Council Chambers – Evening Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Treasurer, Kelle' Wilson; and Position No. 2, Noel Monin, were absent.

### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Monin. Council unanimously excused his absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Relay for Life

At 5:34 p.m., Mayor Lacher proclaimed September 27<sup>th</sup> and 28<sup>th</sup>, 2014 as Relay for Life Days in the Town of Friday Harbor. This year's event will be held at the SJC Fairgrounds.

#### Public Hearing – Substantial Shoreline Development Permit No. 98

At 5:40 p.m. Mayor Lacher opened the public hearing regarding a request by the Port of Friday Harbor to replace the existing and failing bulkhead, and to install beach access stairs with a new bulkhead.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

The subject parcel is identified as TPN 351353001 and located at 10 Front Street, Friday Harbor. The Applicant is requesting approximately 280 lineal feet of existing bulkhead that will be replaced generally in the same footprint, and to install beach access stairs at the pocket beach area. The bulkhead will be predominantly a rockery type construction. However, at the face of the center segment, there are two vertically driven steel piles with horizontal timbers which will also be removed. During excavation, some upland utilities will be removed, including an existing septic tank located at the north end. Approximately 17 derelict creosote treated timber piles located to the south will be removed.

The Council answered in the negative to direct communication regarding the proposal; and affirmative to hearing the matter in a fair and objective manner.

At 5:45 p.m., Mayor Lacher requested that the Applicant make their presentation. Port Commissioner Hertel described the benefits of the project, including increased public access to the water.

At 5:47 p.m., Mayor Lacher asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand stated that the improvements will be beneficial to the waterfront and increase view.

At 5:50 p.m., Mayor Lacher opened the hearing to Council questions.

Councilmember Ghatan inquired about plantings. Mr. Hertel stated that there will be plantings, but not trees that will eventually grow to block views.

Councilmember Hushebeck inquired if the Port was designing the "pocket beach". Mr. Hertel stated that the Port was reclaiming and providing access to what is already there.

Councilmember de Freitas inquired if the stormwater utilities for the proposal will occur at the same time as Town's project. Mr. Hertel and Mr. Bertrand explained that they were two separate projects that would "tie together" aesthetically.

Mayor Lacher inquired if the pocket beach would become ADA accessible. Mr. Hertel stated that the beach would be somewhat handicap accessible on the north side.

At 5:54 p.m., Mayor Lacher opened the hearing to public testimony.

Roger Bennett, 1 Spring Street, stated that the quantities of materials proposed for the project were disproportionate to the drawings presented. Mr. Bennett questioned why eelgrass disturbance wasn't taken into account.

In response to Mr. Bennett's testimony, Mr. Bertrand stated that conceptual drawings, not construction specifications, are presented in the staff report.

In response to Mr. Bennett's testimony, Mr. Hertel stated that construction will occur on the upland side of the project and would not affect any eelgrass. Additional fill is required to raise the grade to a certain level. Mr. Hertel noted that raising the grade was taken into account during discussions of the proposed building (SSDP No. 97).

At 6:03 p.m., hearing no further question from the Council or comments from the audience, Mayor Lacher closed the public testimony portion of the hearing and opened deliberations.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

The Council took turns expressing their individual opinions. Consensus that the proposal was advantageous environmentally and provided aesthetically pleasing benefits to the public.

**Moved by Starr, seconded by Hushebeck, to approve Shoreline Substantial Development Permit Application No. 98 and SEPA Checklist No. 294; adopt the staff report dated July 28, 2014; and direct staff to prepare Findings of Fact, Conclusions of Law and Decision. Motion passed 4-0 with Monin absent.**

### Resolution No. 2049

At 6:06 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2049, authorizing the Mayor to execute a perpetual non-exclusive easement and temporary construction easement with the United States Postal Service. Administrator Wilson explained that Town was required to negotiate a fee for the easements in an amount of \$2,950. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2049, authorizing the Mayor to execute a perpetual non-exclusive easement and temporary construction easement with the United States Postal Service. Motion passed 4-0 with Monin absent.**

### Resolution No. 2050

At 6:08 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2050, authorizing the Mayor to execute a grant agreement with the Department of Ecology for the Spring Street Stormwater Retrofit Project. Administrator Wilson explained that the \$66,000 grant will fund design and construction specifications for redesign of the stormwater outfall on Spring Street. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2050, authorizing the Mayor to execute a grant agreement with the Department of Ecology for the Spring Street Stormwater Retrofit Project. Motion passed 4-0 with Monin absent.**

### Sunshine Alley Urban Planning Update

At 6:12 p.m., Mayor Lacher introduced discussion of the Sunshine Alley Urban Design project. Administrator Wilson explained that one major feature of the proposed plan includes redesign of the entrances to the alley to discourage vehicular thru-traffic. The consultant is scheduled for a presentation to the Council on September 4<sup>th</sup>. Discussion followed regarding pedestrian access.

### Council Retreats

At 6:25 p.m., Mayor Lacher introduced discussion of dates and topics for a Council retreat. Discussion followed regarding Saturday, October 25, 2014 as the preliminary date for a retreat. Topics will include tourism, budget, parking, traffic and development related issues. No action was taken.

## **COUNCIL UPDATES**

Mayor Lacher updated the Council that she has contacted SJC Councilman Rick Hughes regarding Town representation on the SJC Ferry Advisory Committee.

## **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:40 p.m. The next regular meeting is scheduled for Thursday, August 21, 2014 at 12:00 p.m.

# Town Council of Friday Harbor - Summaries of the 2014 Minutes

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These minutes were approved on August 21, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

**Thursday, August 21, 2014 – Council Chambers – Afternoon Session**

## **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

## **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

## **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

## **PUBLIC ACCESS TIME**

Treasurer Wilson introduced new employee, Janis Betts, new Customer Service Clerk in the Finance Office. Employee Paula Bey has accepted the position for Assistant Finance Officer.

## **ACTION AND DISCUSSION ITEMS**

### Island Rec

At 12:02 p.m., Mayor Lacher introduced Sally Thomsen, Director of Island Rec, to provide an update on the "Movies in the Park" event; and temporary operations agreement between Island Rec and School District 149.

Ms. Thomsen explained that 2014 Movies is successful and they would like to extend use of Sunken Park for the event throughout September. The Council concurred.

Ms. Thomsen explained that Island Rec and the School District have come to an agreement for maintenance and operations for the new sports fields on Carter Avenue. A one million dollar grant donation was received with conditions that Island Rec would take over responsibility for the Fields and that completion of the fields would be professionally designed and constructed, including master planning for future improvements. Island Rec has agreed with additional conditions. Island Rec would require that the Fields be supported by a voter approved levy and if adopted a thirty year operations agreement with the District. Ms. Thomsen described the temporary operations agreement which includes access and hours of operation and maintenance of facilities.

John Kurtz, Chairman of Friday Harbor Fields Board, provided an update on status of the sidewalk improvements. Mr. Kurtz assured the Council that sidewalks would be complete by October. Lowe Construction has been contracted for overview of the construction. Mr. Kurtz emphasized the need to complete the conditions of the permit in order to provide a place for youth sports.

Administrator Wilson suggested that the Council consider a temporary occupancy permit in light of the fact that operations and maintenance agreements are being executed, pedestrian improvements are well underway, and youth sports are in desperate need of the space. Mr. Wilson explained that with the recent donation he felt comfortable that the conditions of the permit would be met in a reasonable

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

timeframe. Discussion followed regarding public access, organized use, hours of operation and monitoring.

### **Council consensus to consider a temporary operations agreement at the evening session.**

#### Resolution No. 2052

At 12:30 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2052, authorizing the Mayor to execute an interlocal agreement with San Juan Island Parks and Recreation District for the annual "Touch-A-Truck" event. The event is scheduled for Friday, October 10, 2014. No discussion followed.

### **Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2052, authorizing the Mayor to execute an interlocal agreement with San Juan Island Parks and Recreation District for the annual "Touch-A-Truck" event. Motion passed unanimously.**

#### Kenyon Disend – Legal Services

At 12:31 p.m., Mayor introduced discussion of Town Attorney and legal services. Administrator Wilson introduced Michael Kenyon, of Kenyon Disend, PLLC. Mr. Wilson explained that since Ms. Cunningham's resignation, Town has continued with services of her former firm which is located in Oregon. This has, at times, been an issue because of the firm's proximity to Friday Harbor. Other options include finding a local attorney or a firm based in Washington that specializes in municipal law.

Mr. Kenyon introduced himself and provided information regarding his firm and experience. Discussion followed regarding his ability to attend meetings if contracted.

Mayor Lacher and the Council thanked Mr. Kenyon. No action was taken.

#### Transportation Benefit District

At 12:51 p.m., Mayor Lacher recessed to the Transportation Benefit District meeting. Mayor Lacher reconvened the Council meeting at 1:03 p.m.

### **ADMINISTRATOR'S REPORT**

At 1:03 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Conditional Use Permit Application No. 69 - The American Legion has filed a LUPA for review of the Council's decision. Staff will schedule an executive session when appropriate. The hearing to formalize scheduling is scheduled August 29<sup>th</sup>.
- Friday Harbor Ball Fields – Island Rec may come forward with a formal budget request.
- Day of Caring – The Day is scheduled on September 13<sup>th</sup>. Discussion followed regarding potential projects.
- Brand Committee – Roger Brooks has requested that Town establish a Brand Committee. Staff is in the process of identifying stakeholders.
- Friday Harbor Film Festival – Town provided a letter of endorsement for inclusion in their 2014 program.
- SJC Legislative Agenda – Town attended a meeting regarding SJC legislative priorities. Senator Ranker and Representative Lytton are requesting support of legislation for a transportation package which would include sustainable funding for Washington State Ferries. Discussion followed. Council consensus to draft joint letter of support with San Juan County provided that any Transportation Bill would specifically include sustainable funding for WSF.
- Transportation Benefit District – An interlocal agreement will be considered to provide risk pool insurance for the District.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

- Investment strategy – KeyBank has noted that there are several options available to invest monies currently in reserve. Discussion followed regarding developing an investment policy.
- Assistant Finance Officer – Paula Bey has accepted the position. Town will solicit for a replacement at Public Works.
- Blair Avenue Reconstruction Project – A construction status report was provided for the project. The Town and Contractor have experienced several unanticipated issues as construction progresses, including replacement of substandard utility infrastructure.
- **Resolution No. 2055 – Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2055, authorizing the Mayor to execute Change Order No. 1 with Mike Carlson Enterprises for the Blair Avenue Reconstruction Project. Motion passed unanimously.**
- **Resolution No. 2056 – Moved by Monin, seconded by Starr, to adopt Resolution No. 2056, authorizing the Mayor to execute Change Order No. 2 with Mike Carlson Enterprises for the Blair Avenue Reconstruction Project. Motion passed unanimously.**

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 39529 through 39578 in the amount of \$134,871.16. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Freitas, seconded by Starr, to approve the minutes of **August 7, 2014 as submitted.** Motion passed unanimously.

### **FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:41 p.m. The next regular meeting is scheduled for Thursday, September 4, 2014 at 12:00 p.m.

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These minutes were approved on September 4, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, August 21, 2014 – Council Chambers – Evening Session
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

### **FLAG SALUTE**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access comments received.

### **ACTION AND DISCUSSION ITEMS**

#### Friday Harbor Ball Fields

At 5:31 p.m., Mayor Lacher introduced discussion of a temporary occupancy permit for the Friday Harbor Ball Fields. Administrator Wilson described the terms for temporary occupancy. The District, Friday Harbor Athletic Association and Island Rec would be able to use two fields for organized sports for sixty days, provided that construction continues in order to meet conditions for final occupancy. No discussion followed. John Kurtz, President of FHFAA thanked the Council.

**Moved by Monin, seconded by Hushebeck, to approve the Temporary Occupancy Permit for use of the Friday Harbor Ball Fields. Motion passed unanimously.**

#### Proclamation - Library Card Signup Month

At 5:36 p.m., Mayor Lacher proclaimed September as Library Card Signup Month in the Town and urged citizens to sign up for the smartest card available.

#### Downtown Holiday Lighting

At 5:37 p.m., Mayor Lacher introduced discussion of professional installation of holiday lighting at Memorial Park and along selected areas of the waterfront. Administrator Wilson presented an initial pricing matrix from an off-island company to describe options available. Mr. Wilson explained that after initial installation options are available for yearly maintenance and adding to the display. Discussion followed regarding going to bid and offering locally. **Council consensus to bring forward a final scope of work for consideration.**

#### Tucker Avenue – TIB Grant Application

At 6:10 p.m., Mayor Lacher introduced discussion of a grant application to the Transportation Improvement Board for improvements on Tucker Avenue. Administrator Wilson explained that staff is seeking authorization to apply for funding to design and reconstruct Tucker Avenue from Guard Street to Harbor Street. Improvements would include relocation of utilities, new road surface, sidewalks, and bicycle lanes in this transition area. This portion of Tucker Avenue is listed on Town's Capital Facilities Improvement Plan. The engineering estimate to complete the improvements is \$1.1 million and requires matching funds by the Town if granted. Discussion followed regarding safety improvements.

**Moved by Monin, seconded by de Freitas, to submit a grant application to the Transportation Improvement Board for improvements to a portion of Tucker Avenue. Motion passed unanimously.**

#### Finding of Fact – SSDP No. 98

At 6:16 p.m., Mayor Lacher introduced approval of Findings of Fact, Conclusions of Law and Decision for Shoreline Substantial Development Permit No. 98, a proposal by the Port of Friday Harbor to replace the existing and failing bulkhead, and to install beach access stairs with a new bulkhead. Upland utility work is proposed during the excavation phase. Administrator Wilson explained that no new documentation or issues have been presented since the public hearing. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Findings of Fact, Conclusions of Law and Decision regarding SSDP No. 98, a proposal by the Port of Friday Harbor to replace the**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

**existing and failing bulkhead, and to install beach access stairs with a new bulkhead, including all conditions listed in said document. Motion passed unanimously.**

### Resolution No. 2053

At 6:20 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2053, authorizing the Mayor to execute an agreement to supply motor fuels. Administrator Wilson explained that Petro San Juan was the low responsive bidder at \$0.190 markup over cost for unleaded and \$0.195 for diesel fuel. No bid was issued for bio-diesel fuel. No discussion followed.

**Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2053, authorizing the Mayor to execute an agreement with Petro San Juan to supply motor fuels. Motion passed unanimously.**

### Resolution No. 2054

At 6:22 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2054, authorizing the Mayor to execute an agreement to supply liquid propane gas. Administrator Wilson explained that San Juan Propane was the low responsive bidder at \$0.399 markup over cost for liquid propane gas. No discussion followed.

**Moved by de Freitas, seconded by Starr, authorizing the Mayor to execute and agreement with San Juan Propane to supply liquid propane fuel. Motion passed unanimously.**

### **COUNCIL UPDATES / FUTURE AGENDA ITEMS**

Councilmember Ghatan requested status of the Browne Easement. Administrator Wilson stated that the Browne family has not been available to discuss the issue.

Councilmember Monin questioned the request by Stephanie O'day regarding funding for the new ball fields. Administrator Wilson stated that requests will have to be made formally to the Council.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:30 p.m. The next regular meeting is scheduled for Thursday, September 4, 2014 at 12:00 p.m.

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**These minutes were approved on September 4, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, September 4, 2014 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.



## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Mayor Carrie Lacher was absent. Steve Hushebeck acted as Mayor Pro-tem.

### **FLAG SALUTE**

Mayor Pro-tem Hushebeck conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### SJC Update

At 12:01 p.m., Mayor Pro-tem Hushebeck introduced SJC Councilmember Bob Jarman to provide an update on issues of mutual concern. Mr. Jarman reported on Washington State Ferries, Turn Point Pear Point connector road, SJC personnel, Initiative 502 (marijuana), bicycle lanes, and joint letter regarding a transportation bill. No action was taken. The Council thanked Mr. Jarman.

#### Sunshine Alley Urban Planning

At 12:18 p.m., Mayor Pro-tem Hushebeck introduced Tom Beckwith, Beckwith Consulting Group to update the Council regarding the Sunshine Alley Urban Planning project. Mr. Beckwith provided a presentation which depicted pedestrian access improvements, removal of fence abutting Nichols Court, plantings, murals, and additional lighting. Mr. Beckwith noted that total cost for described improvements are estimated at \$3 Million. Costs would be split between the Town, Brickworks and private parties. Discussion followed regarding discouraging vehicular traffic through the Alley. No action was taken. Mr. Beckwith will forward a final report to the Council. The Council thanked Mr. Beckwith.

#### Budget Request - SJC Economic Development Council

At 12:58 p.m., Mayor Pro-tem Hushebeck introduced discussion of a budget request by the SJC Economic Development Council (EDC). Victoria Compton, EDC Director, provided an annual report to date, including statistics, planned classes and workshops. Ms. Compton described 2015 goals and scope of work. Discussion followed regarding the status of the broadband initiative.

Ms. Compton explained that the EDC is requesting that the Town contribute \$15,000 for business support, educational programming and development opportunities. The budget request will be discussed during a scheduled Town Budget Work Session. No action was taken.

#### Budget Request - SJI Chamber of Commerce

At 1:17 p.m., Mayor Pro-tem Hushebeck introduced discussion of a budget request for staffing the Visitors Information Center and annual 4th of July fireworks display by the SJI Chamber of Commerce. Tom Kirschner, Executive Director, requested funding for daily operation and staffing in the amount of \$20,000 and described the scope of services for said contribution. The Chamber also requested a total of \$7,500 towards the 2015 fireworks display and described challenges that the Chamber has had in the last few years in organizing the event. Mr. Kirschner noted that sustainable funding must be located in order for the Chamber to continue organizing the fireworks display. Discussion followed regarding organizing the 4<sup>th</sup> of July parade. The budget request will be discussed during the next scheduled Town Budget Work Session. No action was taken. Mayor Pro-tem Hushebeck thanked Mr. Kirschner.

### **ADMINISTRATOR'S REPORT**

At 1:35 p.m., Administrator Wilson presented the Town Council with an update of the following:

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

- Browne Easement – Status of the easement was reported.
- Friday Harbor Ball Fields – Council consensus to allow Stephanie O'day to make a presentation regarding the Fields. The Association is requesting funds to supplement the project.
- Town Attorney – The Council will review a contract for legal services by Michael Kenyon at the evening session.
- Energy Grant – Preliminary results were received for the energy audit. Some immediate savings are achievable by making fixture changes.
- Town Personnel – Various positions were reviewed. Several employees have shifted between departments and open positions filled.
- Tourism Master Plan – Roger Brooks International will begin making presentations on September 11, 2014.
- 2015 Town Budget – Budget requests are due to the Finance Office by September 5, 2015.
- Blair Avenue Reconstruction Project – The new street standards for the project have been received.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16277 through 16307 and August 31, 2014 Direct Deposit Run in the amount of \$216,087.45; and approve the payment of Claim Warrant Nos. 39579 through 396616 in the amount of \$459,082.74. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **August 21, 2014 as submitted**. Motion passed unanimously.

### **FUTURE AND NON-AGENDA ITEMS**

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business or objection, Mayor Pro-tem Hushebeck adjourned the meeting at 1:53 p.m. The next regular meeting is scheduled for Thursday, September 4, 2014 at 5:30 p.m.

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**These minutes were approved on September 18, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, September 4, 2014 – Council Chambers –Evening Session</b>
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### **CALL TO ORDER**

Mayor Pro-tem Hushebeck called the regular session of the Town Council to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 5, Barbara Starr.

Others Present: Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Mayor Lacher, Treasurer Kelle' Wilson and Position No. 4, Farhad Ghatan; were absent.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### EXCUSED ABSENCE

The absence of Farhad Ghatan was excused prior to session.

### FLAG SALUTE

Mayor Pro-tem Hushebeck conducted the flag salute.

### PUBLIC ACCESS TIME

No public access was forthcoming.

### ACTION AND DISCUSSION ITEMS

#### Proclamation – Prostate Cancer Awareness Month

At 5:31 p.m., Mayor Pro-tem Hushebeck proclaimed September 2014 as Prostate Cancer Awareness Month in the Town of Friday Harbor.

### ADMINISTRATOR'S REPORT (cont.)

At 5:35 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Resolution No. 2057 – **Authorizing the Mayor to execute an agreement with the law firm of Kenyon Disend, PLLC for legal services. Moved by Monin, seconded by Starr. Motion passed unanimously.**
- Downtown Holiday Lighting – Additional information was distributed for review. Discussion followed regarding the timeframe for lighting. Moved by Starr, seconded by Monin, to authorize the Mayor to finalize and execute an agreement with Flemming Lighting in an amount not to exceed \$15,600 to provide for decorative holiday lighting in the downtown and Memorial Park. Motion passed unanimously.

### ACTION AND DISCUSSION ITEMS (cont.)

#### Resolution No. 2058

At 5:54 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2058, authorizing the Mayor to execute Change Order No. 3 to the contract with Mike Carlson Enterprises, Inc. for the Blair Avenue Reconstruction Project. Administrator Wilson explained that the change order is for removal and replacement of concrete encased conduit owned by Zito Media that was improperly placed. This expenditure is reimbursable by Zito Media. Discussion followed regarding the legacy issue.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2058, authorizing the Mayor to execute Change Order No. 3 to the contract with Mike Carlson Enterprises, Inc. for the Blair Avenue Reconstruction Project. Motion passed unanimously.**

#### Ordinance No. 1541

At 5:59 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Ordinance No. 1541, accepting the final plat for Homes for Islanders – Heritage Court to the Town of Friday Harbor. Administrator Wilson explained that as a matter of procedure, an ordinance is adopted which accepts all dedications. Town is waiting to receive certain documents from Homes for Islanders. Town will record the plat upon final receipt of all remaining items. No discussion followed.

**Moved by Starr, seconded by Hushebeck, to adopt Ordinance No. 1541, accepting the final plat for Homes for Islanders – Heritage Court. Motion passed unanimously.**

#### Resolution No. 2059

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

At 6:04 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2059, accepting the bills of sale from Homes for Islanders for certain improvements of the Town water, sanitary sewer and stormwater systems in Heritage Court located on Grover Street. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2059, accepting the bills of sale from Homes for Islanders for certain improvements of the Town water, sanitary sewer and stormwater systems in Heritage Court located on Grover Street. Motion passed unanimously.

### FH Transportation Benefit District

At 6:05 p.m., Mayor Pro-tem Hushebeck introduced discussion of risk pool insurance for the FH Transportation Benefit District. Administrator Wilson explained that authorization is requested for the Town to insure the District. Membership dues are a reimbursable expense if Proposition 1 is approved by the voters. No discussion followed.

**Moved by Monin, seconded by de Freitas, to authorize the payment of membership dues and direct staff to enroll the Friday Harbor Transportation Benefit District in the AWC RMSA risk pool. Motion passed unanimously.**

### Resolution No. 2061

At 6:07 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2060, setting a date for public hearing to consider the vacation of public right-of-way for a portion of Vine Street. Administrator Wilson explained that the Petitioners own 100% of the property abutting the portion requested for vacation. The public hearing date requested by the Petitioners is November 6, 2014 at 5:30 p.m. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2060, setting a date for public hearing to consider the vacation of public right-of-way for a portion of Vine Street. Motion passed unanimously.**

### Resolution No. 2062

At 6:09 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2062, accepting a bid proposal for a vactor trailer. Administrator Wilson explained that the vactor truck is used frequently and needs to be retired. One bid was received meeting Town specifications after being duly advertised. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2062, accepting a bid proposal for a vactor trailer. Motion passed unanimously.**

### Ordinance No. 1542

At 6:12 p.m., Mayor Pro-tem Hushebeck introduced the first reading of draft Ordinance No. 1542, granting a non-exclusive franchise to Rock Island, Inc., to operate and maintain telecommunications facilities within the public streets and right-of-way of the Town. No discussion or action taken.

## **COUNCIL UPDATES**

The Council reported on various boards and committees.

## **CITIZEN RESPONSE**

No citizen response was forthcoming.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Pro-tem Starr adjourned the meeting at 6:29 p.m. The next regular meeting is scheduled for Thursday, September 18, 2014 at 12:00 p.m.

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**These minutes were approved on September 18, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, September 18, 2014 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

No evening session was scheduled.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **DEPARTMENT REPORTS**

#### Sheriff

At 12:02 p.m., SJC Sheriff, Rob Nou, reported on third quarter activities of the Sheriff Department, including traffic stops and recent arrests. Sheriff Nou was pleased to report that while Town experienced a busy summer of tourism, the summer was safe and largely uneventful. Discussion and inquiry followed regarding the ATV accident at the Carter Avenue Ball Fields and collaboration with the School District for training. Mayor Lacher thanked Sheriff Nou.

#### Emergency Management

At 12:09 p.m., SJC Department of Emergency Management Coordinator, Brendan Cowan, reported on disaster preparedness. Mr. Cowan distributed information and encouraged the Council and Town to attend the Great Washington Shake Out on October 16, 2014. The Shake Out is a simulation for earth quake preparedness. Discussion followed regarding scheduling a formal workshop with the Town for general disaster preparedness. Mayor Lacher thanked Mr. Cowan.

#### Historic Preservation

At 12:20 p.m., Historical Preservation Coordinator, Sandy Strehlou, reported on third quarter activities of the Department, including status of HPRB recruitment, meetings and design reviews, incentive and landmark ordinance, and waterfront interpretive signage. No discussion followed. Mayor Lacher thanked Ms. Strehlou.

#### Public Works

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

At 12:25 p.m., Administrator Wilson requested that the department report for Public Works be rescheduled and provided an update on Blair Avenue. Mayor Lacher thanked Administrator Wilson.

### Community Development

At 12:29 p.m., Land Use Administrator, Mike Bertrand, reported on third quarter activities, including year-to-date building permits, DNS appeal period for the Port of Friday Harbor, updates for the Comprehensive Plan, and current construction within the Town. No questions followed. Mayor Lacher thanked Mr. Bertrand.

### System Administration

At 12:33 p.m., System Administrator, Steve Dubail, reported on third quarter activities of the Department, including spam and junk mail, system maintenance, online security, traffic counts, updating town maps and installation of security cameras at Trout Lake. No questions followed. Mayor Lacher thanked Mr. Dubail.

## **ACTION AND DISCUSSION ITEMS**

### Presentation – Friday Harbor Ball Fields

At 12:47 p.m., Mayor Lacher introduced Stephanie Johnson O'day and representatives of the Friday Harbor Fields Board to make a presentation regarding funding for the Carter Avenue Ball Fields. Ms. O'day updated the Council on progress at the Fields and explained that the project has been revitalized.

The estimated funds for completion of the project are \$2,250,838. The reserves and committed funds bring the shortfall to just under \$2 Million. Benefactors are willing to commit up to another million dollars, provided the community matches funds. Ms. O'Day stated that the construction of sidewalks for the full length of Tucker Avenue has exceeded the sidewalk budget by \$140,000. Ms. O'Day requested that the overage be included in the Town 2015 Budget.

Discussion followed regarding the buffer zone at the Fields, construction of the little league field, security and public access, and where the funds could be generated by Town.

Mayor Lacher stated for the record that to date Town has contributed \$51,357 to the project and requested that the Board understand that Town continues to be a partner in developing the Fields.

The Board requested a statement from the Town in support of the project. The Council concurred.

### **Council consensus to consider the request at the Council retreat.**

### Resolution No. 2063

At 1:27 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2063, accepting the project known as the Sunken Park CIPP Project. Administrator Wilson explained that the work has been completed. The issue regarding sewerage backup is being covered by insurance. Discussion followed regarding warranty of the project.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2063, accepting the project known as the Sunken Park CIPP Project. Motion passed unanimously.**

### Ordinance No. 1542

At 1:30 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1542, granting a non-exclusive franchise to Rock Island Technology Solutions to operate and maintain telecommunications

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

facilities within the public streets and rights-of-way of the Town of Friday Harbor. Administrator Wilson explained that the purpose of the franchise agreement is to allow Rock Island the ability to install infrastructure should it have the need in the future. Discussion and inquiry followed regarding future needs of Rock Island.

**Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1542, granting a non-exclusive franchise to Rock Island Technology Solutions to operate and maintain telecommunications facilities within the public streets and rights-of-way of the Town of Friday Harbor. Motion passed unanimously.**

### Friday Harbor Transportation Benefit District

At 1:35 p.m., Mayor Lacher recessed to the Transportation Benefit District meeting. Mayor Lacher reconvened the Council meeting at 1:37 p.m. See minutes for the District.

### **WORK SESSION**

#### 2015 Town Budget

At 1:38 p.m., Mayor Lacher introduced the work session. Administrator Wilson presented the preliminary water fund. Administrator Wilson noted that a 2.5% water consumption rate increase is recommended to close the gap in recommendations provided by the adopted 2008 Utility Study. If the rate is rejected, Town should consider commissioning a new study. No action was taken.

### **ADMINISTRATOR'S REPORT**

At 1:59 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Interlocal agreement – Town will be considering an indemnity agreement with Fire District 3 for placement of a new antenna at the Hillcrest Water Tank.
- Investment policy – A draft investment policy will be brought forward for consideration. There are other low risk investment opportunities for Town reserves aside from LPIG.
- Water leak – A local business experienced a 500,000 gallon leak. Town is working with the owner to adjust the water portion of their bill. None of the water entered the sewer system. A policy will be brought forward for consideration to allow the Administrator to adjust sewer charges if deemed appropriate.
- Gary Hansen Appeal – The appeal for Mr. Hansen's claim was denied. Mr. Hansen may appeal to a higher board.
- Recycling rates – Tri-County has notified the Town that recycling rates will increase to \$75 per ton effective October 1, 2014.
- Day of Caring Event – Volunteers painted the boardwalk at Sunken Park on September 13, 2014.
- Consent agenda – Staff would like to begin using a consent agenda format for routine action items.
- Sign code amendments – A petition was received by Nina LaBaron requesting certain amendments to the current sign code. Discussion and inquiry followed. Council consensus to discuss in a future work session.
- Trout Lake Dam – The current level of the lake measures minus forty inches below the spillway.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 39617 through 39673 in the amount of \$299,453.49. Motion passed unanimously.

### **APPROVAL OF MINUTES**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Moved by Monin, seconded by de Freitas, to approve the minutes of **September 4, 2014 as corrected**. Motion passed unanimously.

### **FUTURE AND NON-AGENDA ITEMS**

Mayor Lacher noted the recent article regarding Town's branding initiative.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:23 p.m. The next regular meeting is scheduled for Thursday, October 2, 2014 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on October 2, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, October 2, 2014 – Council Chambers – Afternoon Session</b>
---

### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Treasurer, Kelle' Wilson was absent.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Administrator Wilson introduced Emily Greenberg, new reporter for Journal.

### **SJC UPDATE**

At 12:01 p.m., SJC Councilmember Bob Jarman provided an update on the following:

- Animal Control Officer – The Council is looking at options for a designated Animal Control Officer.
- Washington State Ferries – The Council is reaching out to other ferry served communities to build a consortium to address service reductions and other ferry issues. Mayor Lacher noted upcoming Ferry Community Partnership meetings.
- Growler Noise – Rep. Rick Larsen is scheduled to attend the community meeting on Lopez regarding jet noise. Councilmember Starr requested that possible funding for the Turn Point Pear Point Connector Road be added to the legislative agenda.
- Greenhouse Moratorium – The County is moving forward with a moratorium on greenhouses until land use regulations can be addressed for Tier 1 & 2 production of marijuana.
- 2015 County Budget – The County has begun its budget process.
- Transportation Funding – The County Manager is still drafting the joint letter regarding sustainable transportation funding for the ferries.



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Mayor Lacher and the Council thanked Mr. Jarman.

## DEPARTMENT REPORTS

### Public Works

At 12:05 p.m., Public Works Director, Wayne Haefele, reported on activities of the Public Works Department. Accomplished projects include replacement of the carbon media at the treatment plant; removal and replacement of concrete asbestos piping on Carter Avenue; fixing the digester at the Wastewater Treatment Plant; redesign of Pump Station #2; Greenway Park improvements; chip seal overlay project; street patching; land surveys for the Marguerite Place, water tank, and Warbass Way traffic calming. Upcoming work includes new flower baskets, new pavement at the intersection of Guard and Park Street; and repairs for Marguerite Place. Mr. Haefele explained the purpose of the Change Orders being presented. Discussion and inquiry followed regarding miscellaneous street conditions. Mayor Lacher thanked Mr. Haefele. No action was taken.

## ACTION AND DISCUSSION ITEMS

### Resolution No. 2064

At 12:39 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2064, authorizing the Mayor to execute Change Order No. 3 to the contract with Richard Lawson Construction, Inc. for the Spring Street Water Sewer Main Replacement Project. No discussion followed.

**Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2064, authorizing the Mayor to execute Change Order No. 3 to the contract with Richard Lawson Construction, Inc. for the Spring Street Water Sewer Main Replacement Project. Motion passed unanimously.**

### Resolution No. 2065

At 12:40 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2065, authorizing the Mayor to execute Change Order No. 1 to the contract with Mike Carlson Enterprises, Inc. for the Waste Water Treatment Plant SBR Walkway Project. No discussion followed.

**Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2065, authorizing the Mayor to execute Change Order No. 1 to the contract with Mike Carlson Enterprises, Inc. for the Waste Water Treatment Plant SBR Walkway Project. Motion passed unanimously.**

### Resolution No. 2066

At 12:41 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2066, ratifying Change Order Nos. 1 through 3 to the contract with Richard Lawson Construction, Inc. for the Mullis Street Pedestrian Improvement Project – Market Street to Friday Harbor Airport. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2066, ratifying Change Order Nos. 1 through 3 to the contract with Richard Lawson Construction, Inc. for the Mullis Street Pedestrian Improvement Project – Market Street to Friday Harbor Airport. Motion passed unanimously.**

### Ordinance No. 1544

At 12:42 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1544, adding a new section to Chapter 13.21 Friday Harbor Municipal Code regarding commercial sewer service charge adjustments. Administrator Wilson explained that residential customers enjoy a flat fee for sewer while commercial customers have tiered fees based on the assumed usage. The Ordinance allows the Town

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Administrator to adjust fees when leaks occur; especially when the Town is able to determine that the water has not entered the system for treatment. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1544, adding a new section to Chapter 13.21 Friday Harbor Municipal Code regarding commercial sewer service charge adjustments. Motion passed unanimously.**

### Sewer Funding Coalition

At 12:50 p.m., Mayor Lacher introduced discussion of a request to join the Sewer Funding Coalition and support fees for lobbying services in the 2015 State Legislative Session. Administrator Wilson explained that a trend is forming in Washington of local municipalities accumulating millions of dollars of sewer debt due to unfunded mandates by the State. The City of Shelton has formed a coalition of rural cities to lobby the Legislature for grants to accomplish wastewater mandate. The Coalition is now solidifying its membership and asking cities to donate funds toward the cost of hiring a lobbyist. The goal is to increase the Centennial fund appropriation from \$50 million to \$200 million. Discussion followed regarding where the funding would come from.

**Moved by Ghatan, seconded by Starr, to join the Sewer Funding Coalition for lobbying services in the 2015 State Legislative Session. Motion passed unanimously.**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### LTAC Recommendations

At 12:55 p.m., Mayor Lacher introduced discussion of the LTAC funding recommendations. Administrator Wilson presented the results. Discussion followed regarding how to equitably distribute the funding. Councilmember Hushebeck commented on guidelines for distribution.

**Moved by Ghatan, seconded by Starr, to accept the recommendation of the Lodging Tax Advisory Committee for 2015 Hotel Motel Excise Tax Grant distributions based upon the "bell curve average" (see Figure 1); with the remainder of \$2,495 distributed equally between the applications with the exception of Visitors Bureau and Chamber Visitors Information Center (see Figure 2).**

**Motion passed 4-0 with de Freitas abstained.**

Figure 1: (Raw data distributed to Council)

	Steve Hushebeck	Farihad Ghatan	Greg Zervas	David Pass	Victoria Compton	Lori Petersen	Laure Saccio	AVERAGE	BELL CURVE
VB	\$ 159,000	\$ 170,500	#####	#####	\$160,000	\$166,775	#####	\$170,075	\$ 168,055
OPS	\$ 28,000	\$ 25,000	\$ 20,750	\$ 25,000	\$ 26,000	\$ 25,000	\$ 20,000	\$ 24,250	\$ 24,350
CMBR-4TH	\$ 3,000	\$ 7,500	\$ 1,000	\$ 5,000	\$ 6,000	\$ 5,000	\$ 1,000	\$ 4,071	\$ 4,000
WK	\$ 4,000	\$ 1,000	\$ 700	\$ 3,000	\$ 2,000	\$ 3,000	\$ 1,500	\$ 2,171	\$ 2,100
WM	\$ 8,000	\$ 8,000	\$ 3,200	\$ 8,000	\$ 5,000	\$ 8,000	\$ 2,000	\$ 6,029	\$ 6,440
IMA	\$ 7,000	\$ 2,000	\$ 8,000	\$ 8,000	\$ 13,700	\$ 1,725	\$ 2,500	\$ 6,132	\$ 5,500
ART	\$ 1,200	\$ 1,000	\$ 1,050	\$ 1,500	\$ 1,000	\$ 2,100	\$ 1,000	\$ 1,264	\$ 1,150
FILM	\$ 9,000	\$ 6,000	\$ 8,000	\$ 5,000	\$ 9,000	\$ 3,000	\$ 2,000	\$ 6,000	\$ 6,200
CHMUS	\$ 2,000	\$ 2,000	\$ 300	\$ 2,500	\$ 1,000	\$ 6,000	\$ 1,000	\$ 2,114	\$ 1,700
HIST	\$ 2,100	\$ 1,500	\$ 1,700	\$ 2,500	\$ 500	\$ 2,700	\$ 1,250	\$ 1,750	\$ 1,810
SVC	\$ 1,700	\$ 500	\$ 300	\$ 1,500	\$ 800	\$ 1,700	\$ 1,500	\$ 1,143	\$ 1,200
	\$ 225,000	\$225,000	#####	#####	\$225,000	\$225,000	#####		
LTAC authorized to recommend total disbursement of funds @ \$225,000								Base Recc \$223,857	\$ 222,505

Figure 2: (TC final recommendation)

	Final
	Allocation
VB	\$ 168,055
CMBR-OPS	\$ 24,350
CMBR-4TH	\$ 4,277
CMBR-WK	\$ 2,377
WM	\$ 6,717
IMA	\$ 5,777
ART	\$ 1,427
FILM	\$ 6,477
CHMUS	\$ 1,977
HIST	\$ 2,087
SVC	\$ 1,477
	\$ 225,000

### ADMINISTRATOR'S REPORT

At 1:16 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Lodging Tax Grants – The Council was asked if they desired to manage the reduced funding or to trust the Visitors Bureau to apply the funding where needed. Councilmember Ghatan commented that LTAC Member Saccio had a valid point that the Visitors Bureau uses consultants to advise them on the best use of the funding. Discussion followed. **Council consensus to allow the Visitors Bureau to allocate the funding as they deem necessary according to their application.**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

- Town refuse truck– The Town is able to go to bid for a truck, but would prefer to utilize Tacoma's bid, that meets Town specifications, for \$211,000. Town currently has an interlocal agreement that allows Town to legally do so. The truck is budgeted. No action was requested by staff. Administrator Wilson stated that staff would move forward with the purchase.
- SJI Transfer Station – An update was given regarding recent operations at the Transfer Station relating to the tipping floor.
- Trash and recycling cans – Town received the new cans. Discussion followed regarding removal of the old ones.
- Sales Tax – The July reporting is available for review. Discussion followed regarding code compliance and regulating vacation rentals.
- Stormwater Vault - 20/20 Engineering has provided a proposal to design the Spring Street Stormwater Vault. The intention is to design the vault cover to have a pocket park look.  
**Moved by Ghatan, seconded by Monin, to approve an agreement contract 20/20 Engineering for design of the Spring Street Stormwater Retrofit in the amount of \$45,000. Motion passed unanimously.**
- Spring Street Rain Garden – Town continues to maintain the rain garden. Staff will come up with a plan for monitoring.
- Evergreen Park – Final improvements were installed.

### PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16308 through 16340; and direct deposit run of 9/30/14 in the amount of \$239,498.64 and approve the payment of Claim Warrant Nos. 39674 through 39711 in the amount of \$476,835.50. Motion passed unanimously.

### APPROVAL OF MINUTES

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **September 18, 2014 as submitted**. Motion passed unanimously.

### FUTURE AND NON-AGENDA ITEMS

Councilmember de Freitas requested that the Visitors Bureau be scheduled for a presentation regarding their 2015 Tourism Marketing Plan.

### CITIZEN RESPONSE

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:44 p.m. The next regular meeting is scheduled for Thursday, October 2, 2014 at 5:30 p.m.

\* \* \* \* \*

**These minutes were approved on October 18, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, October 2, 2014 – Council Chambers – Evening Session</b>
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### CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

### ROLL CALL

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Treasurer, Kelle' Wilson was absent.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **WORK SESSIONS**

#### 2015 Town Budget

At 5:32 p.m., Mayor Lacher introduced the work session. Administrator Wilson reviewed the preliminary beginning fund balances for 2015, explained revenues and presented the preliminary sewer fund. The preliminary budget will be distributed October 6<sup>th</sup>. Administrator Wilson reviewed line items of interest. No significant shortfalls are anticipated. No action was taken.

#### Town Parks

At 6:40 p.m., Mayor Lacher introduce the work session regarding Town Parks. Discussion and ideas as follows:

1. General.
  - a. Hold joint meeting with Island Rec to determine feasibility of partnership for development and maintenance of Parks.
2. Memorial Park.
  - a. Install permanent viewing binoculars.
  - b. Inlaid vault design to create pocket park.
3. Evergreen Park. Staff has completed walkway, plantings and benches improvements as directed.
  - a. Gather input from the community is recommended for further capital improvements.
  - b. Install a receptacle for dog waste.
  - c. New signage that includes the name of the park.
4. Cahail Park. Additional improvements suggested by Council include:
  - a. Resurfacing the tennis court area in order to fix cracks in asphalt.
  - b. Patch and mark the current parking spaces located on John Street.
  - c. Install signage.
  - d. Issue a press release advertising the availability of the park.
  - e. Install public art on hillside green space.
  - f. Create climbing area out of materials like boulders.
5. Sunken Park. New lights have been installed. Additional improvements suggested by Council include:
  - a. Solicit Island Rec for ideas for equipment
  - b. Resurfacing the basketball court area in order to fix cracks in asphalt.
  - c. Install playground equipment
  - d. Leave as open space.
  - e. Install an embankment slide
  - f. Mural.
6. West Street Park.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

- a. Rename park to Overlook Park. Install regular sign until branding is complete.
  - b. Pocket Parks adjacent to stair platforms on the hillside. Wait until Port is developed to determine pedestrian traffic flow and impact.
  - c. Install interpretive signage
  - d. Tourist binoculars.
7. Future Pocket Parks.
- a. Ellsworth Avenue / Browne Property.
  - b. Fire Department Bays.
    - i. Flower Planters.
    - ii. Seasonal furniture.
  - c. Public Works Park.
    - i. Themed playground equipment.
    - ii. Covered space.
    - iii. Climbing wall.

### **FUTURE AND NON-AGENDA ITEMS**

The Council discussed establishment of a public art policy.

Councilmember Monin provided a Board of Health update regarding the Eboli virus outbreak.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:45 p.m. The next regular meeting is scheduled for Thursday, October 2, 2014 at 5:30 p.m.

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**These minutes were approved on October 16, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, October 16, 2014 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, and Farhad Ghatan.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 1, Steve Hushebeck; and Position No. 5, Barbara Starr; were absent.

### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers Hushebeck and Starr. Council unanimously excused their absence.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that Councilmember Monin was on call. If the meeting adjourns early for loss of quorum, unfinished business will be taken during the evening agenda.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Friends of the Library Week

At 12:01 p.m., Mayor Lacher proclaimed October 19<sup>th</sup> through 25<sup>th</sup>, 2014 Friends of the Library Week in appreciation of their time and commitment to the San Juan Island Library. Friends raise over \$30,000 per year that helps the Library provide additional resources for equipment, educational programming and events. The proclamation was presented to Judy Bentzen, Friend and Lauri Orton, Library Director. Ms. Bentzen spoke about upcoming events and volunteer opportunities for Friends.

#### Historic Preservation Review Board

At 12:08 p.m., Mayor Lacher appointed Jeff Iverson and Steven Revella to current vacancies on the Historic Preservation Review Board. Mr. Iverson's appointment will expire March 2015 and Mr. Revella's appointment will expire March 2016. Sandy Strehlou, Historical Preservation Coordinator, described Mr. Iverson and Revella's experience. Mr. Revella and Iverson introduced themselves. The Council and Mayor thanked the members for their participation. No discussion followed.

**Moved by Monin, seconded by Ghatan, confirm the appointments of Jeff Iverson and Steve Revella to the Historic Preservation Review Board. Motion passed 3-0 with Hushebeck and Starr absent.**

#### Friday Harbor Transportation Benefit District

At 12:14 p.m., Mayor Lacher recessed to the Transportation Benefit District meeting. Mayor Lacher reconvened the Council meeting at 12:16 p.m. See minutes for the District for details.

#### Small Works Roster

At 12:17 p.m., Mayor Lacher introduced discussion of joining the Municipal Research Services Center (MRSC) Roster program. Administrator Wilson explained that MRSC hosts individual Small Works, Consultant and Vendor Rosters for an annual fee based on total capital expenditures. The annual fee for the Town is estimated at \$120. Administrator Wilson described the process and benefits of subscribing to the service. Discussion and inquiry followed regarding business support and the current interlocal agreement with the SJI Library. If Town subscribes, it would need to discontinue its agreement with the Library.

**Moved by Monin, seconded by de Freitas, to direct staff to join the Municipal Research Services Center (MRSC) Roster program. Motion passed 3-0 with Hushebeck and Starr absent.**

#### Comprehensive Plan Amendments

At 12:27 p.m., Mayor Lacher introduced discussion of draft amendments to the 2002 Town Comprehensive Plan. Land Use Administrator Mike Bertrand explained that the Planning Commission held a public hearing on September 25, 2014. The Planning Commission recommends two land use

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

reclassification requests; map changes and various text changes including updated Capital Facilities Improvement Plan and Six Year Transportation Improvement Plan. Mr. Bertrand noted that the Comprehensive Plan is scheduled for a full revision by year 2016. Discussion followed regarding new street projects for the Six Year Transportation Improvement Plan. Administrator Wilson described the importance of updating the Capital Facilities Improvement Plan. See Ordinance No. 1543 for action.

### Ordinance No. 1543

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1543, amending the 2002 Town Comprehensive Plan. Motion passed 3-0 with Hushebeck and Starr absent.**

### Ordinance No. 1545

At 12:37 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1545, regarding West Street Park. Administrator Wilson explained that the ordinance renames West Street Park to Overlook Park. Administrator Wilson described potential improvements to the public right of way down to the Port's property. Discussion followed regarding lease of the public right of way by Friday Harbor House and public access to the bluff area.

**Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1545, renaming West Street Park to Overlook Park. Motion passed 3-0 with Hushebeck and Starr absent.**

### **ADMINISTRATOR'S REPORT**

At 12:43 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Town Records – A proposal will be coming back to the Council for a temporary position or contracted service to help purge and organize records.
- Town Investment Update – Town is working with KeyBank to form an investment plan through use of US Governmental Securities as an option to our current Local Government Investment Pool. Town currently has \$16 million invested; and could potentially designate \$2 Million through KeyBank.
- January 2015 – The Council will meet on January 8<sup>th</sup> and 22<sup>nd</sup>, 2015 instead of the regular 1<sup>st</sup> and 3<sup>rd</sup> Thursdays.
- New Refuse Truck – Staff is requesting an interfund loan to finance the remaining balance of the planned refuse truck. **Council consensus to prepare the necessary paperwork for consideration.** Discussion followed regarding the health of the enterprise funds.
- Holiday Lights – Flemming Lighting is installing the holiday lights at Memorial Park. No concerns have come up.
- Retreat Agenda – The preliminary agenda for the Council Retreat on October 25<sup>th</sup> was distributed. Discussion followed regarding topics.
- Carter Avenue Sidewalk – Opalco has caused delay of the project for necessary improvements. Discussion followed regarding an extension of the temporary occupancy permit until November 16<sup>th</sup>. **Moved by Monin, seconded by Ghatan, to extend the temporary occupancy permit for use of the Carter Avenue Ball Fields through November 16<sup>th</sup>. Motion passed 3-0 with Hushebeck and Starr absent.**
- Blair Avenue Improvement Project – A construction update was provided. The Spring Street end of the project may be open to traffic by weekend.
- Homes for Islanders – HFI is developing a plan to relocate and rehab older homes for affordable housing.
- I-502 – The EDC has been approached to support I-502.

### **PAYMENT OF CLAIMS**



## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Moved by Monin, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 39712 through 39771 in the amount of \$350,222.48. Motion passed 3-0 with Hushebeck and Starr absent. Councilmember de Freitas noted that she wanted to abstain from approval of the payment to the Visitors Bureau due to possible remote conflict of interest.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **October 2, 2014 as submitted**. Motion passed 3-0 with Hushebeck and Starr absent.

### **FUTURE AND NON-AGENDA ITEMS**

Councilmember Ghatan complimented Janis DeBardi for her services on the Blair Avenue Improvement Project.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:21 p.m. The next regular meeting is scheduled for Thursday, October 16, 2014 at 5:30 p.m.

\* \* \* \* \*

**These minutes were approved on November 6, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, October 16, 2014 – Council Chambers – Evening Session</b>
--

### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

### **ROLL CALL**

Councilmembers: Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 1, Steve Hushebeck; and Position No. 4, Farhad Ghatan; were absent.

### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers Hushebeck and Ghatan. Council unanimously excused their absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Carrie Brooks, 825 Harbor Street, expressed concerns regarding the proposed reservations system for the WSF San Juan Islands sailings. Ms. Brooks suggested that residents should start a lawsuit to slow the process until issues and questions can be answered by WSF and urged the Council to participate. Concerns included access to the mainland for necessary medical appointments and last minute travel.

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Discussion followed regarding lack of alternative travel to the mainland. **Council consensus to add the discussion to the Council's October 25, 2014 retreat.**

### WORK SESSION

#### 2015 Town Budget

At 5:48 p.m., Mayor Lacher opened the work session for the 2015 Town Budget. Administrator Wilson and Public Works Director, Wayne Haeferle, presented a list of discretionary budget requests that were submitted by various departments. Administrator Wilson explained that he, Treasurer Wilson and Department Heads had already prioritized or eliminated many expenditures for 2015. Council determined which items should be included in the preliminary budget. Discussion followed regarding future capital improvements.

### FUTURE AND NON-AGENDA ITEMS

The Council provided an updates on their various committee assignments.

Administrator Wilson distributed the revised agenda for the October 25, 2014 retreat.

### CITIZEN RESPONSE

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:56 p.m. The next regular meeting is scheduled for Thursday, November 6, 2014 at 12:00 p.m. The Council Retreat is scheduled Saturday, October 25, 2014 in the Windermere Conference Room.

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**These minutes were approved on November 6, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Saturday, October 25, 2014 – Town Council Chambers – Special Session</b>
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### CALL TO ORDER

The Town Council met in special session with Mayor Lacher presiding. Mayor Lacher called the special session to order at 9:15 p.m.

### ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas, Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; Town Clerk, Amy Taylor; Public Works Director, Wayne Haeferle; and Administrative Executive Assistant, Julie Greene.

### WORK SESSION

#### Town Council Retreat

At 9:00 a.m., Administrator Wilson welcomed Mayor Lacher, the Town Council and Staff for the Town Council retreat. The purpose of the retreat was to discuss and give general guidance to staff for future agenda items and proposals. The Mayor, Council and Staff discussed the following:

- 1) Tourism & Branding
  - Branding Plan update

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- Infrastructure needs
- Maximum capacity
- Shoulder season
  
- 2) Public Art
  - Arts Commission
  - Murals
  - Signage issues
  - Funding
  
- 3) Washington State Ferries
  - Reservations System
  - Preferential Loading Rules
  
- 4) Transportation and Infrastructure Improvements
  - Walkability
  - Traffic
  - Parking
  - Bike Lanes
  
- 5) Street Design & Storm Drainage Standards -
  - Update of current Standards
  - Low Impact Development
  - Additional rain gardens
  - Other specifications
  
- 6) Budget
  - Carter Avenue Ball Fields funding request
  
- 7) Grab bag
  - Parks Update
  - Comprehensive Plan Update due in 2015/16
  - Record retention and archival of Town documents
  - Other

Mayor Lacher thanked all in attendance and concluded the work session. No formal action was taken.

**ADJOURNMENT** – Hearing no objection, Mayor Lacher adjourned the meeting at 3:50 p.m. The next regular meeting is scheduled Thursday, November 6, 2014 at 12:00 p.m.

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**These minutes were approved on November 6, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

# Town Council of Friday Harbor - Summaries of the 2014 Minutes



## SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, November 6, 2014 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

The Town Attorney was on-call.

Councilmember Starr was excused to leave session early. Councilmember Starr left session at 12:57 p.m.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Friday Harbor Ball Fields

At 12:01 p.m., Mayor Lacher introduced discussion of the proposal submitted by Friday Harbor Athletic Association for funds to complete the Carter Avenue sidewalk improvements. Installation of continuous sidewalk required by their conditional use permit for the Friday Harbor Ball Fields is estimated to cost \$167,000. Administrator Wilson explained that on October 25<sup>th</sup>, the Council considered a contribution of \$10,000 in order to defray costs of these public sidewalk improvements. No formal action could be taken at the Council Retreat. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to authorize a contribution of \$10,000 from the current fund in the 2014 Town Budget to the Friday Harbor Athletic Association for public sidewalk improvements on Carter Avenue. Motion passed unanimously.**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### Resolution No. 2067

At 12:04 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2067, authorizing the Mayor to execute a professional service agreement with MNS Engineers, Inc. for design of improvements to Warbass Way and Harrison Street intersections. Administrator Wilson explained that Town utilized its A&E roster to solicit proposals for design of the desired traffic calming devices at by intersections of Warbass Way and Harrison Street. MNS Engineers offered a proposal on a time and material basis not to exceed \$11,690 to provide a technical memorandum and conceptual designs. Public Works Director, Wayne Haefele, explained reasons for selecting an outside engineer to design the project. Discussion followed regarding the cost and scope of work, and proposal to change direction in direction of Warbass Way.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2067, authorizing the Mayor to execute a professional service agreement with MNS Engineers, Inc. for design of improvements to Warbass Way and Harrison Street intersections. Motion passed unanimously.**

### Resolution No. 2068

At 12:11 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2068, authorizing the Mayor to execute Change Order No. 4 to the contract with Mike Carlson Enterprises, Inc. for the Blair Avenue Reconstruction Project. Change Order No. 4 has an additive value of \$11,790 for the location, removal and relocation of various marked and unmarked utilities located in the public right of way. Public Works Director, Wayne Haefele, explained that work was performed on a time and material basis outside of the original agreement. Enough poorly placed or unmarked utilities were found that the Contractor was instructed to correct the deficiencies so that Town would not be required to cut the street in the future. Town will seek reimbursement from the respective utility owners for the cost of work. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2068, authorizing the Mayor to execute Change Order No. 4 to the contract with Mike Carlson Enterprises, Inc. for the Blair Avenue Reconstruction Project. Motion passed unanimously.**

### Resolution No. 2069

At 12:13 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2069, regarding sponsorship of the Friday Harbor Transportation Benefit District membership into the Association of Washington Cities Risk Management Service Agency. Administrator Wilson explained that non-city entity's request for membership into the AWC RMSA property and liability self-insurance program require sponsorship. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2069, regarding sponsorship of the Friday Harbor Transportation Benefit District membership into the Association of Washington Cities Risk Management Service Agency. Motion passed unanimously.**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

### Friday Harbor Transportation Benefit District

At 12:16 p.m., Mayor Lacher recessed to the Transportation Benefit District meeting. Mayor Lacher reconvened the Council meeting at 12:33 p.m. See minutes for the District.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **October 16, 2014 and October 25, 2014 as submitted**. Motion passed unanimously.

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16341 through 16360 and Direct Deposit Run in the amount of \$238,624.38; and approve the payment of Claim Warrant Nos. 39772 through 39829 in the amount of \$508,530.84. Motion passed unanimously.

### **EXECUTIVE SESSION**

At 12:36 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 25 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Wilson, Clerk Taylor, and Attorney Mike Kenyon. The session ended at 1:35 p.m. for an actual session time of 59 minutes. No actions were taken.

### **ADMINISTRATOR'S REPORT**

At 1:35 p.m., Administrator Wilson presented the Town Council with an update of the following:

- SJC Public Health – The County is developing an Ebola Emergency Plan.
- Transportation Meeting – Washington State Ferries will be attending the meeting with the County on November 10<sup>th</sup> to discuss transportation issues.
- Trout Lake – The water level measures 44 inches below the spillway.
- Lawson Ridge – The Preservation Trust has approached the Town regarding a partnership opportunity to purchase Lawson Ridge. Lawson Ridge borders Town watershed property.
- WWTP – Town is investigating the hauling of wet sludge versus dried sludge. It's estimated that it would cost \$11,000 per year. That estimate includes propane savings. This is being proposed partially because a new sludge dryer will be needed in the next 5-10 years.
- Island Lighting Festival – The tree lighting ceremony is scheduled December 5<sup>th</sup>.
- Blair Avenue Reconstruction Project – Crews are currently installing trees and lighting.
- Linder Street – Storm drainage issues were reported.
- Design and Storm Drainage Standards – Town will issue a request for proposals for revised standards.

### **FUTURE AND NON-AGENDA ITEMS**

Councilmember Ghatan inquired when the Council would meet with Island Rec to discuss partnership opportunities. Council suggested that Town issue a press release regarding the \$10,000 contribution to the Carter Avenue sidewalk improvements.

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## **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:58 p.m. The next regular meeting is scheduled for Thursday, November 6, 2014 at 5:30 p.m.

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These minutes were approved on November 20, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk



## **SUMMARY OF THE MINUTES TOWN COUNCIL**

**Thursday, November 6, 2014 – Council Chambers – Evening Session**

## **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

## **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

The Town Attorney was on-call.

## **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

## **PUBLIC ACCESS TIME**

Rene' Levee, thanked the Council for considering the creation of an Arts Commission.

## **ACTION AND DISCUSSION ITEMS**

### Public Hearing – Vacation Application No. 23

At 5:32 p.m., Mayor Lacher opened the public hearing to consider Vacation Application No. 23, a petition by Reid and Denise Stafford to vacate a portion of the Vine Street right-of-way.

Mayor Lacher asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. The hearing was legislative in nature and the Appearance of Fairness Doctrine does not apply.



## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Administrator Wilson made opening remarks to the Council that they should always consider the long-term usefulness of the public right-of-way.

Mayor Lacher asked Land Use Administrator, Mike Bertrand to present the staff report. Mr. Bertrand explained that the subject property is a portion of an unopened and unimproved public right-of-way along the northerly side of Nelson Street. The portion is approximately 8,000 square feet in size. The subject property has a steep slope starting at the Nelson Street intersection, but then levels off to the north near Franck Street. Overall it would not be considered desirable for roadway construction.

Mr. Bertrand entered Exhibit A – Staff Report dated October 28, 2014, into the record. Mr. Bertrand explained that pursuant to RCW 35.79.030, staff recommendation is that Vacation Application No. 23 be approved based on the following:

- Staff does not foresee the need to open this right-of-way due to its terrain and location; and
- The vacation should be conditioned that the applicant grant Town a utility easement over the existing sewer line location; and
- If granted, the applicant should acquire an appraisal for an appropriate compensation to the Town; and
- If granted, the applicant shall apply for a boundary line adjustment with the Town to show the new lot lines and legal descriptions of all affected parcels.

William Weissinger, Agent for the Petitioners, explained the basis of the request. Mr. Weissinger described the steepness and grade of slope. The Applicants are the sole owners of the three lots, together comprising 100% of the ownership of all lots abutting the one block of Vine Street which Petitioners are asking the Town to vacate. Mr. Weissinger noted that the Applicants are agreeable to the conditions recommended by staff.

Mayor Lacher opened the hearing to questions.

Administrator Wilson requested that Mr. Bertrand described the terminus of Vine Street and proposed easement.

At 5:46 p.m., Mayor Lacher opened the public hearing to audience comments. Hearing none, Mayor Lacher opened to Council questions.

Councilmember Ghatan inquired about the appraised value of land. Councilmember Ghatan inquired if Staff was agreeable to the appraiser selected, and if not, suggested that a second appraisal be sought.

Mayor Lacher closed the public input portion of the hearing, reserving the right to reopen if needed, and opened Council deliberations. Councilmembers took turn expressing their views of the application.

**Moved by Hushebeck, by seconded Starr, to adopt the staff report dated October 28, 2014 and approve Vacation Application No. 23, a request to vacate a portion of Vine Street right-of-way, subject to the conditions contained in the Staff Report. Motion passed unanimously.**

### **ADMINISTRATIVE ITEMS**

#### Ordinance No. 1546

At 5:52 p.m., Mayor Lacher introduced draft Ordinance No. 1546, creating a Friday Harbor Arts Commission and Municipal Arts Fund. Administrator Wilson reviewed comments received from the

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

public and noted minor revisions intended for the draft. Discussion followed regarding the proposed membership, selection of art and ensuing steps.

**Moved by Ghatan, seconded by Hushebeck, to adopt Ordinance No. 1546 as revised, creating a Friday Harbor Arts Commission and Municipal Arts Fund. Motion passed unanimously.**

**Council consensus to form an appointment committee consisting of Councilmember Monin, de Freitas (alternate) and Mayor to interview candidates.**

### **WORK SESSION**

#### 2015 Town Budget

At 6:15 p.m., Mayor Lacher opened the work session for the 2015 Town Budget. Administrator Wilson and Treasurer Wilson, presented the Sewer and Stormwater Utility Funds. Discussion followed regarding future capital improvements and line items of interest. Treasurer Wilson noted that the Finance Department will be arranging for the ability to accept online payments.

Mayor Lacher closed the work session. No formal action was taken.

#### Time Limited Parking

At 6:50 p.m., Mayor Lacher opened the work session regarding locations for additional four hour or long term designated parking. The Council reviewed the time-limited parking map. Additional 4-hour parking was suggested for the upper portion of Second Street and 8-hour parking for upper portion of Spring Street.

Mayor Lacher closed the work session. No formal action was taken. Staff will present an Ordinance for consideration of changes.

### **COUNCIL UPDATES**

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:10 p.m. The next regular meeting is scheduled for Thursday, November 20, 2014 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on November 20, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, November 20, 2014 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Councilmembers: Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Council Position No. 1, Steve Hushebeck; and Position No. 4, Farhad Ghatan were absent.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

No announcements were forthcoming. The evening session was cancelled.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Resolution No. 2070

Mayor Lacher introduced discussion of draft Resolution No. 2070, establishing a small public works roster process to award public works contracts, a consulting services roster for architectural, engineering, and other professional services, and a vendor roster for goods and services not related to public works contracts. Administrator Wilson explained that the purpose of the resolution was to affirm our policies for use of the rosters with MRSC. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2070, establishing a roster process. Motion passed 3-0 with Hushebeck and Ghatan absent.**

#### Resolution No. 2071

Mayor Lacher introduced discussion of draft Resolution No. 2071, authorizing the Mayor to execute Change Order No. 5 to the Blair Avenue Reconstruction Project. Public Works Director, Wayne Haeefe, explained that the work was for additional labor and materials to correct large areas of poor subgrade and other items. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2071, authorizing the Mayor to execute Change Order No. 5 to the Blair Avenue Reconstruction Project. Motion passed 3-0 with Hushebeck and Ghatan absent.**

#### Resolution No. 2072

Mayor Lacher introduced discussion of draft Resolution No. 2072, authorizing the Mayor to execute a lease agreement for public binoculars. Administrator Wilson explained that the Tower Optical Company has offered an agreement in the amount of \$450 per unit per year for up to two years for installation and lease of non-coin-operated viewers, excluding sales tax and shipping costs. The binocular will be placed at Overlook Park. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2072, authorizing the Mayor to execute a lease agreement with the Tower Optical Company for one binocular. Motion passed 3-0 with Hushebeck and Ghatan absent.**

#### Ordinance No. 1547

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Mayor Lacher introduced discussion of draft Ordinance No. 1547, amending Chapter 10.04 FHMC relating to time-limited parking. Administrator Wilson explained that the Ordinance defines the various changes pursuant to the work session recently held regarding parking. Discussion followed regarding the request for a loading zone near the intersection of Nichols and A Street near Nichols Walk. Administrator Wilson noted that the Town Engineer may create loading zones regardless of the proposed ordinance. **Council consensus to schedule discussion of the loading zone request on a future agenda.**

**Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1547, amending Chapter 10.04 FHMC relating to time-limited parking. Motion passed 3-0 with Hushebeck and Ghatan absent.**

### Ordinance No. 1548

Mayor Lacher introduced discussion of draft Ordinance No. 1548, authorizing the vacation a portion of Vine Street. Administrator Wilson explained the methodology used for appraising the affected property and additional conditions of the vacation listed in the Ordinance. Aiken Appraisal Service considered the characteristics of the sales with the subject property and estimated the market value of \$18,000 as indicated per the appraisal report dated October 6, 2014. Mayor Lacher objected to the appraised value. Discussion followed regarding whether the Town should have the land appraised by a different company or reconsider vacating based on the appraised value. (Ordinance No. 1548 adopts the appraisal report and valuation by reference).

**Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1548, authorizing the vacation of a portion of Vine Street pursuant to completion of the conditions listed therein. Motion passed 3-0 with Hushebeck and Ghatan absent.**

## **PUBLIC HEARING**

### 2015 Revenue Resources

At 1:12 p.m., Mayor Lacher opened the public hearing concerning revenue resources for 2015. The hearing was legislative in nature. Administrator Wilson described the Town's anticipated revenue derived from property, excise and sales tax and fees. Discussion followed regarding various sources.

At 1:29 p.m., Mayor Lacher opened the public comment portion of the hearing. Hearing none, Mayor Lacher closed the public hearing.

### Ordinance No. 1549

**Moved by Starr, seconded by Monin, to adopt Ordinance No. 1549, fixing and levying the amount of Ad Valorem Taxes for the Town of Friday Harbor for the year 2015. Motion passed 3-0 with Hushebeck and Ghatan absent.**

### 2015 Town Budget

At 1:31 p.m., Mayor Lacher opened the public hearing concerning the 2015 Town Budget. The hearing was legislative in nature. Administrator Wilson commented on the development of the proposed budget.

At 1:33 p.m., Mayor Lacher opened the public comment portion of the hearing. Hearing none, Mayor Lacher closed the public hearing. No action was taken or requested.

## **ADMINISTRATOR'S REPORT**

At 1:35 p.m., Administrator Wilson presented the Town Council with an update of the following:

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

- Life Ring Program – Town donated the first \$1,000 and community members came up with the rest of the \$3,132 donated to the Food Bank.
- Blair Avenue Improvement Project – The street is nearly complete.
- Interest Rates – Current rates for USDA loans are favorable. Town is preparing the grant application for the Water Transmission Line Replacement Project.
- State Auditor – The exit interview for the annual audit is scheduled for November 25<sup>th</sup>.
- Town Shop – Town had a fairly significant plumbing leak at the Town Shop Office. Repairs costs should be anticipated.
- Blair Avenue – Town will be lighting the newly installed trees on Blair Avenue.

### WORK SESSION

#### 2015 Town Budget

Mayor Lacher opened the work session regarding the 2015 Town Budget. No questions were received by Council. Discussion followed regarding the need for additional work sessions to discuss the budget.

**Council consensus that any additional work sessions will be scheduled upon request.**

Mayor Lacher closed the work session.

### PAYMENT OF CLAIMS AND PAYROLL

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 39830 through 39889 in the amount of \$212,343.44. Motion passed 3-0 with Hushebeck and Ghatan absent.

### APPROVAL OF MINUTES

Moved by de Freitas, seconded by Starr, to approve the minutes of **November 6, 2014 as submitted**. Motion passed 3-0 with Hushebeck and Ghatan absent.

### FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

### CITIZEN RESPONSE

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:58 p.m. The next regular meeting is scheduled for Thursday, December 4, 2014 at 12:00 p.m.

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**These minutes were approved on December 4, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, December 4, 2014 – Council Chambers – Afternoon Session</b>
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### CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

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Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 2, Noel Monin, was absent. The Council unanimously excused his absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that the evening meeting was cancelled.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Ordinance No. 1550

At 12:02 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1550, amending Chapter 13.05 FHMC regarding water rates and charges. Administrator Wilson explained that the ordinance applies a 2% inflation based on the Seattle CPI-U to connection and installation fees; and a usage rate increase of 2.5%. No base fee increase is proposed. Discussion followed regarding the increases and adopted 2008 Utility Rate Study. Mayor Lacher explained that Town has been consistently postponing the recommended and necessary increases.

**Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1550, amending Chapter 13.05 FHMC regarding water rates and charges. Motion passed 4-0 with Monin absent.**

#### Ordinance No. 1551

At 12:17 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1551, amending Chapter 13.21 FHMC regarding sewer rates and charges. Administrator Wilson explained that the ordinance applies a 2% inflation based on the Seattle CPI-U to connection and installation fees; and bases and usage rate increase of 2%. Discussion followed regarding how rates are applied to undeveloped parcels.

**Moved by de Freitas, seconded by Ghatan, to adopt Ordinance No. 1551, amending Chapter 13.21 FHMC regarding sewer rates and charges. Motion passed 3-0 with Monin absent.**

#### Resolution No. 2077

At 12:25 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2077, authorizing purchase of "Invoice Cloud" software for the Town Finance Office. Treasurer Wilson described the advantages of purchasing the Invoice Cloud payment platform to provide online and electronic payments. Administrator Wilson discussed efficiencies and convenience to customers. Discussion of licensing fees followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2077, authorizing purchase of "Invoice Cloud" software for the Town Finance Office. Motion passed 4-0 with Monin absent.**

#### Resolution No. 2073

At 12:36 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2073, establishing a policy for use of credit cards issued in the name of the Town. Administrator Wilson explained that the

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

resolution corrects a deficiency in the current policy noted by the State Auditors. Discussion followed regarding red flag rules.

**Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2073, establishing a policy for use of credit cards issued in the name of the Town. Motion passed 4-0 with Monin absent.**

### Resolution No. 2074

At 12:41 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2074, adopting the Friday Harbor Landfill Financial Assurance Plan Update dated December 2014. Administrator Wilson explained that the update is required annually to accurately reflect post-closure care costs. Discussion followed regarding closure and health of the Landfill.

**Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2074, adopting the Friday Harbor Landfill Financial Assurance Plan Update dated December 2014. Motion passed 4-0 with Monin absent.**

### Parking - Loading Zone – Nichols Walk

At 12:53 p.m., Mayor Lacher introduced continued discussion of establishing a loading zone near Nichols Walk located on the corner of Nichols and A Street. Business owners at Nichols Walk have requested that a loading zone be established because delivery vehicles are parking in private spots. Administrator Wilson asked the Council's preference. Mayor Lacher heard from Nichols Walk business owners. Discussion followed regarding activities in the area and safety concerns for placement of a zone adjacent to the Nichols and A Street intersection. Mayor Lacher suggested that Council consider the area as a whole. Administrator Wilson offered to contact the Sheriff's Office to determine the accident and citation rate in the area to see if a traffic study is warranted. No action was taken.

### Resolution No. 2075

At 1:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2075, adopting personnel policies for represented employees. Administrator Wilson explained that revisions to the current guidelines were presented to Local 1849F. Revisions include, but are not limited to, incorporating amendments for new employment laws and payroll policies. Discussion followed regarding management rights.

**Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2075, adopting personnel policies for represented employees. Motion passed 4-0 with Monin absent.**

### Resolution No. 2076

At 1:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2076, adopting a policy regarding monitoring of live camera feeds and archived video from a location off Town property. Administrator Wilson explained that certain employees brought the policy forward to prevent unregulated monitoring of archived video. The proposed policy mandates that the Town Administrator must give permission to view video 24 hours or older. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2076, adopting a policy regarding monitoring of live camera feeds and archived video from a location off Town property. Motion passed 4-0 with Monin absent.**

## **ADMINISTRATOR'S REPORT**

At 1:39 p.m., Administrator Wilson presented the Town Council with an update of the following:

## Town Council of Friday Harbor - Summaries of the 2014 Minutes

- Blair Avenue – A ribbon cutting ceremony is scheduled on December 17, 2014 at 11:00 a.m.
- Sludge Removal – Town is developing a plan for removal of wet (dewatered only) sludge.
- Tree Lighting Ceremony – The tree lighting ceremony is scheduled for December 5<sup>th</sup> at 5:00 p.m.
- Trout Lake Reservoir – The Lake measures 35 inches below the spillway.
- Capital Projects – 2015 projects were reviewed.
- NW Archives – Old videos will be archived with the State Archivist.
- Rail Project EIS – SJC has commented on potential marine issues resulting from the rail project.
- Sunken Park – On sale playground equipment was presented to the Council. Discussion followed regarding materials, colors and size.
- Sunshine Alley Urban Planning – The Sunshine Alley Urban Planning Report is nearly complete. The Consultant is incorporating final comments.
- Blair Avenue – Discussion followed regarding placement of parking signage.

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Hushebeck, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 39891 through 39931. Motion passed 3-0 with Monin and Starr absent.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **November 20, 2014 as submitted**. Motion passed 3-0 with Monin and Starr absent.

### **FUTURE AND NON-AGENDA ITEMS**

Councilmember Ghatan inquired about Town Hall Renovations. Administrator Wilson explained that they have been put on hold. Mayor Lacher expressed that she would like to revisit the plan. **Council consensus to add Space Planning to the Town Council Retreat Agenda.**

Councilmember de Freitas noted that the Visitors Bureau will be holding its retreat.

Administrator Wilson noted that the final 2015 Budget would be available on December 18, 2014.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:30 p.m. The next regular meeting is scheduled for Thursday, December 18, 2014 at 12:00 p.m.

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**These minutes were approved on December 18, 2014. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

<b>Thursday, December 18, 2014 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

### **ROLL CALL**

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; and Position No. 3, Anna Maria de Freitas; were present.



## Town Council of Friday Harbor - Summaries of the 2014 Minutes

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr; were absent. Council unanimously approved their absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

No evening session was scheduled.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **SAN JUAN COUNTY UPDATE**

At 12:02 p.m., SJC Councilman, Bob Jarman provided an update on issues of mutual concern. Mr. Jarman complimented the Town on the lighting of Memorial Park and festive appearance of Town. Mr. Jarman reported on funding for design of the Pear Point Turn Point Connector Road; Washington State Ferries; interlocal cooperative agreements with neighboring counties; animal control and fire marshal services; and the Solid Waste Advisory Committee. Mayor Lacher and the Council thanked Mr. Jarman. No action was taken.

### **PUBLIC HEARING**

#### 2014 Budget Amendments

At 12:10 p.m., Mayor Lacher opened the public hearing concerning budget amendments for the 2014 Town Budget. Draft Ordinance No. 1552 was introduced, amending certain beginning balances, revenue estimates, expenditure appropriations, and ending cash balances in the 2014 Budget. Administrator Wilson presented an overview of amendments and thanked Treasurer(s) Picinich and Wilson for their diligence throughout the process.

At 12:21 p.m., with no public present and hearing no objection, Mayor Lacher closed the public hearing regarding amendments to the 2014 Town Budget.

#### Ordinance No. 1552

**Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1552, amending the 2014 Town Budget. Motion passed 3-0 with Ghatan and Starr absent.**

### **ACTION AND DISCUSSION ITEMS**

#### Ordinance No. 1553

At 12:23 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1553, establishing Town Budget Fund #650 – Transportation Benefit District. Administrator Wilson explained that the purpose of the fund is to act as a clearing-house for sales tax received by the District. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1553, establishing Town Budget Fund #650 – Transportation Benefit District. Motion passed 3-0 with Ghatan and Starr absent.**

#### Ordinance No. 1554

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At 12:24 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1554, adopting the 2015 Town Budget. Administrator Wilson explained that the budget is adopted at a fund level. Individual line items are subject to change. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1554, adopting the 2015 Town Budget. Motion passed 3-0 with Ghatan and Starr absent.**

### Ordinance No. 1555

At 12:26 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1555, adopting salaries of elected officials and exempt personnel. Administrator Wilson explained that the salary ordinance affirms the wage for the new Finance Director and Administrative Executive Assistant positions; and provides a 2% cost of living increase for unrepresented personnel. The COLA is consistent with the adopted Collective Bargaining Agreement. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1555, adopting salaries of elected officials and exempt personnel. Motion passed 3-0 with Ghatan and Starr absent.**

### Resolution No. 2087

At 12:32 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2087, affirming compensation for represented personnel per the adopted Collective Bargaining Agreement (CBA). Administrator Wilson explained that Local 1849F will receive a 2% cost of living increase per the adopted CBA. Negotiations for the 2016 through 2018 agreement could begin as early as April 2015. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2087, affirming compensation for represented personnel. Motion passed 3-0 with Ghatan and Starr absent.**

### Resolution No. 2088

At 12:32 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2088, authorizing the Mayor to execute a grant agreement with the Transportation Improvement Board. Administration Wilson explained that the Transportation Improvement Board offered the Town a grant in the amount of \$800,000 to design improvements to Tucker Avenue. Discussion followed regarding the ribbon cutting ceremony for Blair Avenue on December 17<sup>th</sup>.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2088, authorizing the Mayor to execute a grant agreement with the Transportation Improvement Board. Motion passed 3-0 with Ghatan and Starr absent.**

### Resolution No. 2089

At 12:38 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2089, authorizing the Mayor to execute Change Order No. 6 to the Blair Avenue Improvement Project. Public Works Director, Wayne Haefele explained that the change order was largely to furnish and install top lift HMA at Reed Street. Since no payment will be made under the HMA bid item at the contract unit price, this change item is necessary to document payment for the work at the negotiated price. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2089, authorizing the Mayor to execute Change Order No. 6 to the Blair Avenue Improvement Project. Motion passed 3-0 with Ghatan and Starr absent.**

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### Friday Harbor Transportation Benefit District

At 12:42 p.m., Mayor Lacher recessed to the Transportation Benefit District meeting. Mayor Lacher reconvened the Council meeting at 12:47 p.m. See minutes for the District.

### 2015 Visitors Bureau Tourism Marketing Plan

At 12:47 p.m., Mayor Lacher introduced Visitors Bureau (VB) Executive Director, Deborah Hopkins, to make a presentation regarding the 2015 VB Tourism Marketing Plan. Ms. Hopkins explained that based on two Marketing Committee Retreats and recommendations from their Communications Group, the VB plans to invest their \$168,055 Lodging Tax Grant as follows:

- Seasonal Advertising Campaigns - \$134,586
- Media Relations - \$25,000
- Television Ads - \$6,000
- Website Upgrade - \$2,469
- Guerilla Marketing - \$0

Ms. Hopkins noted that winter promotion was included in the original marketing plan, however, The Communications Group recommended that based on the total projected 2015 Town and County budget, and return of investment during winter that paid seasonal promotion for winter be cut from the program. Ms. Hopkins explained that the rationale is that it takes more money to attract fewer people here during a typically non-traveled season, therefore, this item does not make the cut for 2015. The VB intends to use guerrilla marketing tactics to promote November and December's "Island Lights" as well as the Friday Harbor Film Festival. Ms. Hopkins asked if the Council would like to dedicate additional funds to winter/holiday promotions.

The Council and Mayor expressed concern that winter promotion was eliminated from the marketing plan. Administrator Wilson expressed concern that the grant awards are based on the representation in the original applications. Mayor Lacher stated that it was problematic that Town has been investing lodging tax funds on holiday lighting and other winter amenities expecting winter promotion. Discussion followed regarding return on investment. Administrator Wilson stated that no one can accurately evaluate winter marketing and return on investment unless it's specifically tried and cultivated. Administrator Wilson explained that one goal of the branding effort has been to define what Town is outside of the peak tourism season. **The Council requested that Ms. Hopkins return with a winter campaign for consideration, including the value of "guerilla marketing".**

### **ADMINISTRATOR'S REPORT**

At 12:57 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Sunshine Alley – Town met with the Ag Guild to discuss renovations to the Alley based on the Sunshine Alley Plan.
- Administrative Executive Assistant – Julie Greene has successfully passed her probationary period.
- Interpretive Waterfront Signage – Wilson requested to move forward with signage even though the process for branding was not complete. New Town logos can be affixed to the plaques after installation. **Council consensus to bring a proposal for consideration.**
- Overlook Park – Binoculars and railing will be installed in January.
- Fire District 3 – District met with Town to discuss annexation. Discussion followed regarding an advisory ballot or series of community forums to determine if Town residents want to be annexed into FD3.
- Water Transmission Line Grant – The application for USDA will be submitted in 1-2 weeks.

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- Emergency Digester Repairs – The repairs performed by Stellar J were never accepted by the Council in order to begin the process of releasing retainage. **Moved by de Freitas, seconded by Monin, to accept the emergency digester repair project per the recommendation of the Public Works Director in his letter dated December 18, 2014. Motion passed 3-0 with Ghatan and Starr absent.**
- Employee Benefits – A proposal came forward to allow part-time employees to enjoy benefits for spouses and dependents. The difference in Town's cost is estimated at \$12,000 per year. Discussion followed. **Moved by Monin, seconded by de Freitas, to execute the Memorandum of Understanding with Local 1849F to extend eligibility for healthcare benefits to spouses and dependents of .75 FTE employees. Motion passed 3-0 with Ghatan and Starr absent.**

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, approve the payment of Claim Warrant Nos. 39932 through 39985 in the amount of \$156,973.86. Motion passed 3-0 with Ghatan and Starr absent.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin, to approve the minutes of **November 18, 2014 as submitted.** Motion passed unanimously.

### **FUTURE AND NON-AGENDA ITEMS**

Mayor Lacher complimented Town Staff for all of the effort and appearance of the Holiday Lighting.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:09 p.m. The next regular meeting is scheduled for Thursday, January 8, 2015 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on January 8, 2015. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**