

# Town Council of Friday Harbor - Summaries of the 2015 Minutes

## Thursday, January 8, 2015 – 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, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 3, Anna Maria de Freitas was excused.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Employee Awards

At 12:02 p.m., Mayor Lacher presented the following employees with plaques in recognition of their longevity with the Town of Friday Harbor:

- Allan Brown, Refuse Utility Worker, Public Works Department for 25 years;
- Frank Byrne, Water Utility Worker, Public Works Department for 20 years;
- Roxanna Zalmanek, Permit Technician, Community Development and Planning Department for 15 years;
- Mike Goff, Streets Utility Worker, Public Works Department for 10 years; and
- Sandy Strehlou, Historic Preservation Coordinator.

Mayor Lacher thanked employees for their loyalty and dedication; and acknowledged Heath Ray's recent retirement announcement. Mr. Ray has worked for the Town 25 years. No action was taken.

#### SJC Update

At 12:06 p.m., Mayor Lacher introduced SJC Councilman, Bob Jarman provided an update on Whidbey Island Naval Station noise and the Cattle Point Road Reclamation Project. Discussion followed regarding noise pollution. Mayor Lacher thanked Mr. Jarman. No action was taken.

#### 2015 Visitors Bureau Marketing Plan

At 12:16 p.m., Mayor Lacher introduced Deborah Hopkins, Visitors Bureau (VB) Executive Director, to present the marketing plan for the 2015 Islands Lights Festival. The Visitors Bureau proposed to eliminate winter promotion from its grant proposal due to anticipated return on investment. Council requested that the VB present an alternative to that marketing strategy. Ms. Hopkins distributed the winter media relations report for 2014, reviewed the marketing strategies for the 2014 Island Lights Festival; and proposed a \$6,000 paid campaign for November-December 2015 promotion. Discussion followed regarding the proposal.

**Moved by Ghatan, seconded by Starr, to adopt the "Island Lights" 2015 Marketing Strategies as proposed by the Visitors Bureau and incorporate said proposal into the Visitors Bureau's contracted scope of work. Motion passed 4-0 with de Freitas absent.**

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### Resolution Nos. 2078 through 2086 – Hotel Motel Excise Tax Grant Program

At 12:36 p.m., Mayor Lacher introduced approval of Resolutions authorizing the Mayor to execute Hotel Motel Excise Tax Grant agreements for 2015 funding.

**Moved by Hushebeck, seconded by Monin, to approve Resolution No. 2078, authorizing the Mayor to execute an agreement with the Business Association of San Juan County, dba Visitors Bureau, to provide a tourist promotion program for the year 2015, as modified. Motion passed 4-0 with de Freitas absent.**

**Moved by Hushebeck, seconded by Monin, to approve Resolution Nos. 2079 through 2086, authorizing the Mayor to execute agreements with the organizations following to provide tourist promotion programs for the year 2015: (Res. #2079) San Juan Island Chamber of Commerce; (Res. #2080) The Whale Museum; (Res. #2081) SJI Museum of Art; (Res. #2082) Pacific Islands Research Institute; (Res. #2083) Skagit Valley College; (Res. #2084) Sasha von Dassow; (Res. #2085) SJ Historical Museum; and (Res. #2086) Lee Brooks; as presented. Motion passed 4-0 with de Freitas absent.**

### PUBLIC MEETING – USDA Grant

At 12:40 p.m., Mayor Lacher opened the public meeting to take comments regarding the application with the United States Department of Agriculture for financial assistance to construct the Water Transmission Main Line Project from Trout Lake Reservoir to the incorporated boundaries of Town. Administrator Wilson explained that staff has prepared and is ready to submit an application. Due to the nature of the grant funding, Town is obligated to take public comment prior to submittal. Discussion followed regarding possible funding sources should the application receive partial to no funding.

At 12:48 p.m., Mayor Lacher opened discussion to public comment. Hearing none, Mayor Lacher closed the public comment portion of the meeting. No other questions or discussion from the Council was heard.

**Moved by Starr, seconded by Ghatan, to direct staff to submit the grant application to the USDA for funding to construct the Water Transmission Main Line. Motion passed 4-0 with de Freitas absent.**

### Ordinance No. 1556

At 12:49 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1556, amending Chapter 8.12 Friday Harbor Municipal Code relating to Fire, Health and Life Safety Inspections. Administrator Wilson explained that the Town established a mandatory inspection program in 2012. In response to concerns from the public, the Town Attorney has advised that the program be amended to be voluntary in nature. Discussion followed regarding ordinances and programs that encourage public education rather than mandatory compliance.

**Moved by Monin, seconded by Ghatan, to adopt Ordinance No. 1556, amending Chapter 8.12 Friday Harbor Municipal Code relating to Fire, Health and Life Safety Inspections. Motion passed 4-0 with de Freitas absent.**

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### Town Fee and Bail Schedule

At 1:05 p.m., Mayor Lacher introduced discussion of the Town Fee and Bail Schedules. Administrator Wilson explained that monetary penalties are largely determined by Court Rule IRLJ 6.2, unless the State authority allows the local authority to determine otherwise. The Bail Schedule requires modification to the bail amounts for disabled parking. Fees have increased from \$250 to \$450 per infraction. No changes are suggested for the Town Fee Schedule. No discussion followed.

**Moved by Ghatan, seconded by Monin, to adopt the Town Fee and Bail Schedules for 2015. Motion passed 4-0 with de Freitas absent.**

### **ADMINISTRATOR'S REPORT**

At 1:07 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Town Council Retreat – The Council discussed dates for a Retreat in late April through May. Possible topics include purchasing additional public garbage and recycling cans; and extending the decorative light standard into the downtown core.
- Stormwater Retrofit Project – 2020 Engineering is drafting a third option for consideration. Public Works has determined that the original design was too small for Town's needs and second alternative too large.
- West Street – Councilmember Ghatan noted that the parking striping is breaking from the road and requested that it be removed before entering the storm drain.
- Blair Avenue – Councilmember Starr asked if the steel plates on the roadway were permanent or temporary. Public Works Director Haefele explained that the plates were placed to protect curing concrete and have since been removed.
- Unrepresented Personnel Handbook – Staff is in the process of updating the handbook to coincide with the handbook for represented personnel.
- Wastewater Inflow and Infiltration Study – Town is drafting a request for proposals to update the current study.
- Town Council Schedule – The Council discussed availability for upcoming meetings. The afternoon session will be continued to January 15<sup>th</sup> for the purpose of approving final 2014 claim warrants. The next scheduled meeting is January 22<sup>nd</sup>.
- Warbass Way Monitoring – Staff will present a proposal for annual monitoring at the next regular meeting.
- Sunken Park Playground – Staff presented an estimate in the amount of \$20,565 to replace play equipment at the Park. Sarena Schumacher explained that selection of equipment took safety compliance into account. Discussion followed. **Council consensus to bring back a final proposal for consideration.**
- Sunken Park Access - Ms. Schumacher addressed a maintenance concern at the Park. Public Works has a difficult time entering the Park with heavy equipment and suggested altering one of its entry points to allow egress for small skid-steer loaders.
- Blair Avenue – At this time, the Browne Family has declined to grant the easement abutting Blair Avenue for "Ellsworth Park". Staff is working toward an alternative.
- School Zone Signals – It was determined that the solar signal lights located near the school zones are functional, but cannot be programed at this time. The signals receive their programing via satellite and the manufacturer has gone out of business. Rock Island Technologies is trying to find a solution for the issue.
- Sales and Use Tax – The latest report was distributed for review. Discussion followed regarding trending.

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### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 16403 through 16437 and December 31, 2014 Direct Deposit Run in the amount of \$252,549.84; and approve the payment of Claim Warrant Nos. 39986 through 40031 in the amount of \$162,874.75. Motion passed 4-0 with de Freitas absent.

### **APPROVAL OF MINUTES**

Moved by Monin, seconded by Hushebeck, to approve the minutes of **December 18, 2014 as submitted**. Motion passed 4-0 with de Freitas absent.

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

Mayor Lacher congratulated Councilmember Ghatan for successfully completing newly elected official training and encouraged the Council and staff to review the AWC training schedule.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher continued the meeting at 2:10 p.m. The meeting shall reconvene on Thursday, January 15, 2015 at 12:00 p.m. for the purpose of unfinished business. The next regular meeting is scheduled for Thursday, January 22, 2015 at 12:00 p.m.

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**These minutes were approved on January 22, 2015. 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 15, 2015 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the continued 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, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 3, Anna Maria de Freitas, was absent. The Council excused her absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to approve the payment of Claim Warrant Nos. 40032 through 40057 in the amount of \$89,949.13. Motion passed 4-0 with de Freitas absent.

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

Councilmember Ghatan request additional information regarding certain expenditures for the public restrooms in Sunshine Alley. **Council consensus to get a spreadsheet for annual maintenance for the restrooms.**

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 12:04 p.m. The next regular meeting is scheduled for Thursday, January 22, 2015 at 12:00 p.m.

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**These minutes were approved on January 22, 2015. 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 22, 2015 – 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. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

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

Position No. 3, Anna Maria de Freitas was not present. Council unanimously excused her absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

No announcements were forthcoming.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Town Arts Commission

At 12:01 p.m., Mayor Lacher introduced discussion of appointments for the Friday Harbor Arts Commission. The following individuals have been suggested for appointment: 1) Noel Monin; 2) Diane Martindale; 3) Ruth Offen; 4) Debbie Pigman; 5) Lori Stokes; 6) Susan Williams; and 7) Traci Wilson. The purpose of discussion was to meet the applicants, affirm their appointments and to discuss 2015 priorities for the Commission. Ms. Williams, Ms. Offen, and Ms. Stokes introduced themselves and spoke about their background in the arts. Mayor Lacher reviewed the backgrounds of other applicants.

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**Moved by Hushebeck, seconded by Ghatan, to affirm the slate of candidates as selected by the Mayor for the Friday Harbor Arts Commission. Motion passed 4-0 with de Freitas absent.**

Mayor Lacher explained that Councilmember Monin will act as Chair of the Commission. Town has left it up to the Commission to stagger their initial terms. Ms. Stokes inquired about the "student" vacancy left open on Commission and offered to recruit at the School's Civics Program.

Councilmember Monin explained that the Commission will begin by determining the guidelines and framework for public art; and to identify several appropriate places. Councilmember Starr requested quarterly updates.

### Resolution No. 2090

At 12:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2090, authorizing the Mayor to execute an agreement with SCS Engineers regarding landfill monitoring and compliance services for year 2015. Administrator Wilson provided the compliance schedule required for the landfill and explained that SCS Engineers has offered a work order in the amount of \$38,180 for the semi-annual landfill gas monitoring and reporting at the Friday Harbor Landfill. Discussion followed regarding closure requirements.

**Moved by Monin, seconded by Starr, to approve Resolution No. 2090, authorizing the Mayor to execute the agreement with SCS Engineers for 2015 groundwater monitoring program services at the Friday Harbor Landfill. Motion passed 4-0 with de Freitas absent.**

### Resolution No. 2091

At 12:29 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2091, authorizing the Mayor to execute an agreement for refurbishment of the basketball court at Sunken Park. Administrator Wilson explained that the public works solicited bids using the small works roster. Discussion followed regarding the scope of work and use of the roster. Council requested that "refurbishment" includes the basket hoops and blackboards.

**Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2091, authorizing the Mayor to execute an agreement for refurbishment of the basketball court at Sunken Park. Motion 4-0 with de Freitas absent.**

### Resolution No. 2092

At 12:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2092, authorizing the Mayor to execute an agreement with Mike Carlson Enterprises for the Marguerite Place Water Line Replacement Project. Public Works Director, Wayne Haefele, explained that the project entails reconstruction of approximately 610 lineal feet of 8" water main located on Marguerite Place between Guard Street and Park Street. MCE submitted the responsive bid in the amount of \$96,365.00. Mr. Haefele commented that this is the first phase of reconstruction and he is drafting specifications for curb, gutter and sidewalk improvements. No discussion followed. Councilmember Ghatan requested that extra attention is spent on asphalt patching.

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2092, authorizing the Mayor to execute and agreement with Mike Carlson Enterprises for construction of the Marguerite Place Water Line Replacement Project. Motion passed 4-0 with de Freitas absent.**

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### Town Bench Program

At 12:39 p.m., Mayor Lacher introduced discussion of the Town Bench Program. Administrator Wilson explained that staff sees a need to make the program more equitable for Town and provided several options. The Bench Program began the program several years ago to provide an opportunity to commemorate loved ones. Town maintains nearly 125 benches. In addition to annual maintenance costs borne by the Town, the number of benches currently located in Town has made it difficult to find suitable locations as there are few left. Discussion followed regarding cost, placement and maintenance of benches; expanding the program to include flower pots, trees or bricks; placing limitation on the current program. The Council expressed concerns regarding equity of the program; having "memorials" everywhere; and burdening the Town Crew with additional maintenance.

**Council consensus to put a moratorium on Bench Program until staff makes recommendations.**

### Resolution No. 2093

At 1:02 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2093, authorizing the Mayor to execute Amendment No. 2 to the agreement between the Town of Friday Harbor and the engineering firm of Brown and Caldwell to complete a Comprehensive Water System Plan Update. Public Works Director, Wayne Haefele, explained that the amendment is for \$4,600 for additional time spent incorporating information from two annexations. Discussion followed regarding the billing for the project.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2093, authorizing the Mayor to execute Amendment No. 2 to the agreement between the Town of Friday Harbor and the engineering firm of Brown and Caldwell to complete a Comprehensive Water System Plan Update. Motion passed 4-0 with de Freitas absent.**

### Town Street & Design Standards Update

At 2:02 p.m., Mayor Lacher introduced discussion of the update to the Town Street & Design Standards. Administrator Wilson explained that Town requested qualifications from several firms through an open RFP process. Town received two responses. The engineering firm of Gray and Osborne appears to be the qualified firm. Staff requested permission to negotiate a consultant agreement for consideration. Final selection of a consultant and adoption of the Street and Storm Drainage Standards document will be the responsibility of the Town Council. No discussion followed.

**Moved by Ghatan, seconded by Starr, to direct staff to negotiate a consultant agreement with the Gray and Osborne Engineering, Inc. for consideration. Motion passed 4-0 with de Freitas absent.**

### **ADMINISTRATOR'S REPORT**

At 2:08 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Tort Claim – A claim was submitted to insurance from Tia's Tacos, for loss of business during the Blair Avenue Reconstruction Project.
- Tort Claim – A claim will be submitted to insurance from Griffin Bay Book Store for cleanup and damages resulting from a sewer backup caused by grease buildup.
- Grease Program – The recent tort claim emphasizes the need to implement a grease trap program for restaurants.
- Public Works Admin Building – The damages caused by leaky plumbing has been repaired. Insurance will compensate all damages including labor by Town Crew.

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- Sunshine Alley Security – Security cameras were proposed in Sunshine Alley due to the reoccurring vandalism.
- West Street – Crew continues to remove the loose red paint on West Street so it does not enter the stormwater system.
- Argyle Avenue Intersection – Conceptual designs for a roundabout at the Spring Street and Argyle Avenue intersection were presented. **Council consensus to direct staff to continue working with MNS Engineering to develop preliminary construction and easement drawings.**
- Sunshine Alley – Town continues to discuss opening an entrance to Nichols Walk.
- Agricultural Guild – The Ag Guild has requested reimbursement of an invoice from previously granted and unused hotel motel excise tax funds. Moved by Ghatan, seconded by Starr, to authorize the one-time payment of \$1,300 to the Agricultural Guild from their unused 2014 Hotel Motel Excise Tax Grant funding.

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Monin, seconded by Starr, to approve the payment of Claim Warrant Nos. 40058 through 40067 in the amount of \$160,652.71. Motion passed 4-0 with de Freitas absent.

### **APPROVAL OF MINUTES**

Moved by Starr, seconded by Ghatan, to approve the minutes of **January 8th and January 15th, 2015 as submitted.** 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 1:19 p.m., Mayor Lacher announced that the Council would be holding two (2) executive sessions. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Wilson, and Clerk Taylor.

1. Litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 30 minutes. The session ended at 1:42 p.m. for an actual session time of 23 minutes. No actions were taken.
2. Real estate acquisition in accordance with the provisions of RCW 42.30.110(1)(b); which was estimated to last 15 minutes. The session ended at 2:01 p.m. for an actual session time of 14 minutes. No action was taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:57 p.m. The next regular meeting is scheduled for Thursday, February 5, 2015 at 12:00 p.m.

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**These minutes were approved on February 5, 2015. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**



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## Thursday, January 22, 2015 – 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. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Position No. 3, Anna Maria de Freitas, and Treasurer, Kelle' Wilson; were not present. Council unanimously excused her absence.

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

### FLAG SALUTE

Mayor Lacher conducted the flag salute.

### ANNOUNCEMENTS/SCHEDULE CHANGES

No announcements were forthcoming.

### PUBLIC ACCESS TIME

No public access was forthcoming.

### WORK SESSION

#### San Juan Island Park and Rec - Joint Meeting

At 5:32 p.m., Mayor Lacher welcomed the San Juan Island Park and Recreation Board (Island Rec) to discuss topics of mutual concern. Issues brought forth for discussion by the Island Rec Board, Town Council, Mayor and Staff were as follows:

- District Funding – Island Rec described how the error occurred and impacts of the current levy payback. The 2015 levy measure will be a complicated issue for the voters.
- 2015 Special Levy – Island Rec reported on adoption of Resolution 15-01, a resolution authorizing a request to the San Juan County Auditor to put before the Voters a Proposition on the April 28, 2015 Special Election. The proposition will ask voters for an annual property tax of \$0.38 or less per \$1,000 of assessed valuation for the six years beginning in 2016 for programs and services. The Council expressed that they wanted to consider public support of the Proposition. Administrator Wilson described the process for doing such. **Council consensus to hold a public hearing to consider whether to support the proposition.**
- Friday Harbor Fields – Island Rec described key points of the Operations and Maintenance agreement that was recently executed by Island Rec and the School District for Friday Harbor Fields. Island Rec described their vision for development of the facility. Administrator Wilson expressed maintenance concerns. Administrator Wilson requested that while under development the Fields be locked when not in use; and loose dirt be kept from entering the stormwater system.
- Gravel Pit – Island Rec requested to use Town water at the Pear Point Gravel Pit property for potable drinking water. **Council consensus for staff to consider the feasibility of the request.**
- "Know Your Island Walks" – Friday Harbor Fields will be added to Walks.
- Misc. Park Improvements - Councilmember Monin suggested that Frisbee golf be incorporated at one of the Fields or parks; and need for a larger covered play area similar to the one at the Elementary School. Mayor Lacher described improvements to Sunken Park. Sally Thomsen

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suggested that a play area be installed at the Fields and Pickle Ball Courts at Cahail Park. The Council described development ideas for the Tucker Street Property.

- Cooperative Opportunities – The Council and Island Rec discussed possible partnerships for annual events. The Council expressed that they would be open to the use of hotel motel excise tax funding as long as the expenditures were appropriate. Mayor Lacher suggested that Island Rec and Town could engage the public for support in caring of local parks, ie "Friends of Sunken Park". **Council consensus that Island Rec should present a general profile of what's needed (in terms of advertising events, maintenance and development of parks, and possible events that could be appropriate uses of HM or other Town funding.)**
- Misc. Suggestions – Ms. Thomsen provided a brief history of Island Rec. Mayor Lacher suggested a newspaper article describing "then and now". The Council asked what Island Rec thought of expanding the Island Lights Festival.

Mayor Lacher and the Council thanked the Island Rec Board and Ms. Thomsen for attending.

### ADMINISTRATOR'S REPORT

At 7:23 p.m., Administrator Wilson presented the Town Council with an update of the following:

- TVI Investments – Time Valued Investments is a broker which works with the broker-dealer known as Pro-Equities. They have identified low-risk income investment strategies that are appropriate for the Town. Discussion followed regarding the advantages of investing outside of the Local Government Investment Pool. **Council consensus to prepare the necessary documents with TVI and KeyBank to open an account.**

### FUTURE AND NON-AGENDA ITEMS

Mayor Lacher passed along an invitation from the Spring Street School for Councilmembers to speak to the classes regarding how federal politics affect local government.

Mayor Lacher stated that appointment of Traci Wilson (Administrator Wilson's wife) to the Friday Harbor Arts Commission did not constitute nepotism because the committee is advisory in nature.

### CITIZEN RESPONSE

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:58 p.m. The next regular meeting is scheduled for Thursday, February 5, 2015 at 12:00 p.m.

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**These minutes were approved on February 5, 2015. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

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### Thursday, February 5, 2015 – 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, Mike Kenyon, was available by phone for the scheduled executive sessions.

#### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

#### **ANNOUNCEMENTS/SCHEDULE CHANGES**

No announcements were forthcoming.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

#### **ACTION AND DISCUSSION ITEMS**

##### Historic Preservation Review Board

At 12:02 p.m., Mayor Lacher appointed Mike Vouri to the current vacancy and reappointed David Harsh for another term on the Historic Preservation Review Board. Mr. Vouri's appointment will expire March 2016 and Mr. Harsh's appointment will expire March 2017. Sandy Strehlou, Historical Preservation Coordinator, described Mr. Vouri's experience and explained that one vacancy remains. Mr. Vouri introduced himself. The Council and Mayor thanked Mr. Vouri and Harsh for their participation. No discussion followed.

**Moved by Monin, seconded by Ghatan, to confirm the appointments of Mike Vouri and David Harsh to the Historic Preservation Review Board. Motion passed unanimously.**

##### SJC Update

At 12:09 p.m., SJC Councilmember Bob Jarman provided an update regarding issues of mutual concern. Topics included State initiatives and legislation, expanding border patrol to include Friday Harbor Airport, and speed limit on Roche Harbor Road. Discussion followed. Mayor Lacher and the Council thanked Councilmember Jarman. No action was taken.

##### Public Works Update

At 12:15 p.m., Public Works Director, Wayne Haefele, provided status report for current public works projects and quarterly report. Projects included:

- Vactor trailer and pressure washer trailer;
- Water Transmission line replacement project;
- Pump Station No. 2;
- Argyle Avenue Traffic Circle;
- Warbass Intersections;
- Spring String Street Stormwater Vault;

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- Marguerite Waterline Replacement Project;
- Sunken Park Basketball Courts;
- Carter Avenue Sidewalk;
- Friday Harbor Landfill;
- Sunken Park refurbishment; and
- Engineer in training.

The Council thanked Mr. Haefele. No action was taken.

### Utility Rate Study

At 12:41 p.m., Mayor Lacher introduced discussion of updates to the 2008 Utility Rate Study. Administrator Wilson explained that it's obvious that the rate study needs to be updated, but Town needs to first update other studies and plans that are used as its foundation to base our rates on. This includes identifying the long term needs, priorities and programs for recycling and garbage, water, streets and stormwater. Presently, sewer rates may be the only candidate ready for review. Discussion followed regarding the rate recommendations in the current Study. Administrator Wilson provided a timeline for updates to various plans and studies. No action was taken.

### Resolution No. 2094

At 12:54 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2094, authorizing the Mayor to execute a contract relating to the investment of Town of Friday Harbor assets. Administrator Wilson explained that it's advantageous to the Town for invest available funds with an accredited broker and/or broker-dealer in a manner consistent with the Town's investment policies. Time Valued Investments (TVI) is a broker which works with the broker-dealer known as ProEquities, Inc. and their clientele includes several Washington cities. They have identified investment strategies that may be appropriate for the Town. The agreement establishes a relationship with TVI. No discussion followed.

**Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2094, authorizing the Mayor to execute a contract relating to the investment of Town of Friday Harbor assets. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

The Administrators Report was postponed until the evening session.

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 16438 through 16464 and Direct Deposit Run of February 4, 2015 in the amount of \$240,572.88; and approve the payment of Claim Warrant Nos. 40068 through 400132 in the amount of \$191,436.20. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by de Freitas, to approve the minutes of **January 22, 2015 as corrected**. Motion passed unanimously.

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### **EXECUTIVE SESSION**

At 1:00 p.m., Mayor Lacher announced that the Council would be holding three executive sessions follows below. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Wilson, PW Director Haefele, and Clerk Taylor. No action was taken.

1. Potential litigation in accordance with the provisions of RCW 42.30.110(1)(i) estimated to last 15 minutes. The session ended at 1:32 for an actual session time of 32 minutes.
2. Litigation in accordance with RCW 42.30.110(1)(i) estimated to last 10 minutes. The session ended at 1:52 for an actual session time of 20 minutes.
3. Real estate acquisition in accordance with the provisions of RCW 42.30.110(1)(b) estimated to last 10 minutes. The session ended at 2:11 for an actual session time of 19 minutes.

### **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 2:13 p.m. The next regular meeting is scheduled for Thursday, February 5, 2015 at 5:30 p.m.

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**These minutes were approved on February 19, 2015. 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 5, 2015 – 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, Kelle' Wilson; Town Administrator, Duncan Wilson; and (Acting) Clerk, Julie Greene.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

No announcements were forthcoming.

### **PUBLIC ACCESS TIME**

Peter DeLorenzi, American Legion Post 163, thanked the Council for their reconsideration of Conditional Use Permit No. 69 and importance of the Post in the community.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### ACTION AND DISCUSSION ITEMS

#### Ordinance No. 1557

At 5:35 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1557, establishing interim development regulations as authorized by the Growth Management Act relating to the sign code. Administrator Wilson explained that the ordinance imposes interim regulations to prevent the installation of oversized "murals" for 6 months while the Town Attorney develops permanent regulations. The Planning Commission will be tasked with review of Title 14, FHMC. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1557, establishing interim sign regulations.**

#### Settlement Agreement

At 5:38 p.m., Mayor Lacher introduced discussion of the Settlement Agreement between the Town and American Legion Post 163. Administrator Wilson explained that the agreement was negotiated between staff and representatives of the Legion as a means to dismiss the pending Land Use Petition Act Appeal regarding Conditional Use Permit No. 69. Administrator Wilson reviewed the terms of the agreement. Ordinance No. 1557 would not apply to Conditional Use Permit No. 69. The Council thanked the Legion for seeking amicable settlement of the matter. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt the settlement agreement and release between the Town of Friday Harbor and American Legion Post 163. Motion passed unanimously.**

**Moved by Starr, seconded by Ghatan, to withdraw the denial and accept Conditional Use Permit No. 69 as originally presented. Motion passed unanimously.**

### ADMINISTRATOR'S REPORT

At 5:44 p.m., Administrator Wilson presented the Town Council with an update of the following:

- FH Arts Commission – The Arts Commission held their first meeting. Discussion followed regarding ideas that emerged during that meeting.
- Island Rec – A public hearing is scheduled on February 19, 2015 to consider whether to support Island Rec's levy proposition.
- Sunshine Alley Urban Plan – Town requested to keep the contract open for future work since an unused balance remains. Discussion followed regarding potential improvements. **Moved by Hushebeck, seconded by Monin, to move forward with negotiating an easement and/or lease with Nichols Walk for public enjoyment. Motion passed unanimously. Moved by Ghatan, seconded by Monin, to accept the Sunshine Alley Urban Plan. Motion passed unanimously.** Council requested a work session for review of the Sunshine Alley Urban Plan.
- Tourism Plan – The Branding Committee continues to meet. Roger Brooks will gathering all of the preliminary findings in mid-March.
- FH Gravel Pit – The County maintains a water meter at the Friday Harbor Gravel Pit. Town plans on granting Island Rec request for a line for a drinking fountain/hose spigot.
- School Zone Lights – The quote from Western Systems was provided to the School District to fix the school zone lights.
- Garbage Cans – Fourteen additional cans are needed in the downtown. The company is offering free shipping this month. Discussion followed regarding the color of the cans.
- Excise Tax – SJC receives the least amount of return-on-investment for various taxes paid to the State.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

- Public Art – Better lighting was suggested for the whale-tail sculpture on A Street. Discussion followed regarding the aesthetics of up lighting the sculpture.
- Memorial Park – The GFI at the park gets tripped during rain events. Town is tracking the problem.
- Landmark Ordinance – The ordinance will be presented at the March 5<sup>th</sup> meeting.

### WORK SESSION

#### Seasonal Lighting

At 6:29 p.m., Mayor Lacher introduced the work session regarding street and seasonal lighting.

- Memorial Park – Town will continue to light the trellises year round.
- Snowflakes – Will be removed after President's Day weekend. Pre-spring banners were suggested. Banners will be hung in first week of May.
- Memorial Park – Up lighting will be considered for the trees.
- Street Lights – OPALCO will retrofit the existing lamps with LED bulbs. Discussion followed regarding cost. The topic was added to the Council retreat in April.

### FUTURE AND NON-AGENDA ITEMS

Administrator Wilson stated that a letter is being delivered to local businesses regarding the loading area at Nichols Walk.

Councilmember Hushebeck provided an update on the hiring for the SJI Chamber Director.

### CITIZEN RESPONSE

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:06 p.m. The next regular meeting is scheduled for Thursday, February 19, 2015 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on February 19, 2015. 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 19, 2015 – 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; and Position No. 4, 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 not present. Council excused their absence.

### FLAG SALUTE

Mayor Lacher conducted the flag salute.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

No announcements were forthcoming.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **DEPARTMENT REPORTS**

#### Fire

At 12:01 p.m., District #3 Fire Chief, Steve Marler, distributed written information regarding types of services provided to the community and for the volunteer fire fighters for year 2014. Chief Marler reviewed incidents by area and type. Discussion and inquiry followed regarding replacement of the fire fleet and logistical issues such as training and response time. The Council thanked Chief Marler.

#### Sheriff Report

At 12:23 p.m., SJC Sheriff, Ron Krebs, distributed statistics detailing activities of the department for January 2015. Priorities for the year will include increased patrol of Sunshine Alley, Sunken Park and other less frequented areas after dark. Emphasis will remain on traffic safety, including DUI arrests, speed, cell phone use and safety belts. Discussion followed regarding new and reserve deputies, school zone lighting, model traffic ordinance and domestic violence. Mayor Lacher and the Council thanked Sheriff Krebs.

#### System Administration

At 12:34 p.m., System Administrator, Steve Dubail, reported on recent activities of the Department, including traffic counting, system maintenance, camera security in Sunshine Alley and Town facilities, and proposal for a new telephone system. Discussion followed regarding placement of additional cameras in the Alley and what becomes of the footage after taken. Mayor Lacher thanked Mr. Dubail.

**Council consensus to consider a proposal for 5 security cameras located in Sunshine Alley.**

#### Community Development

At 12:56 p.m., Land Use Administrator, Mike Bertrand, reported on activities for year 2014, including year-to-date building and mechanical permits; current construction within the Town; and status of various conditional use permits. No questions followed. Mayor Lacher and the Council thanked Mr. Bertrand.

### **ACTION AND DISCUSSION ITEMS**

#### SJI Chamber of Commerce

At 1:04 p.m., Mayor Lacher introduced Tom Kirschner, Executive Director of the SJI Chamber of Commerce, to present the 2014 Annual report. Mr. Kirschner thanked the Town for its continued support; introduced new Executive Director, Becky Day; and summarized the annual Chamber Report. Upcoming objectives will include sustainable funding for the annual fireworks display. Ms. Day introduced herself. Mayor Lacher and the Council thanked Mr. Kirschner for his service to the SJI Chamber.

#### SJC Economic Development Council (EDC)

At 1:13 p.m., Mayor Lacher introduced Victoria Compton, EDC Executive Director, and Gary Franklin, EDC President, to present the 2014 annual report. Ms. Compton thanked the Town for its continued support and summarized their annual report; which included 2014 accomplishments and events, and 2015 objectives and goals. Mayor Lacher and Council thanked Mr. Franklin and Ms. Compton.



## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### Resolution No. 2095

At 1:32 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2095, authorizing the Mayor to execute an agreement with the SJC Economic Development Council for providing an economic development program for year 2015.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2095, authorizing the Mayor to execute an agreement with the SJC Economic Development Council in the amount of \$15,000 for providing economic development services within the Town for year 2015. Motion passed 3-0 with Hushebeck and Starr absent.**

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Monin, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 40133 through 40180 in the amount of \$93,604.84. Motion passed 3-0 with Hushebeck and Starr absent.

### **APPROVAL OF MINUTES**

Moved by Monin, seconded by de Freitas, to approve the minutes of **February 5, 2015 as corrected**. Motion passed 3-0 with Hushebeck and Starr absent.

### **ADMINISTRATOR'S REPORT**

At 1:38 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Street Banners – New snipes were ordered for the street banners. A policy is being developed for outside agencies requesting to hang banners in the right-of-way.
- Blair Avenue – The weather has been good enough that striping may take place as early as February 23<sup>rd</sup>.
- SJC Ferry Advisory Committee – Reservation system issues and shifting of ferries remain the focus of the FAC. The SJI sailings will be served by the Sealth this year. Community meetings will be scheduled to take rider comments regarding reservations.
- Town Branding Committee – Roger Brooks is developing a preliminary brand statement from the comments received at the latest meeting. The preliminary statement is anticipated in March. Discussion followed regarding Town's "identity". Councilmember Monin stated that feedback from the Branding Committee regarding identity would be appreciated by the Friday Harbor Arts Commission. The Arts Commission is contemplating similar questions.
- Recycle and Garbage Cans – Authorization was requested for advanced payment in order to take advantage of free shipping offered by the distributor in February for the additional garbage cans in the downtown core. Discussion followed regarding cost. **Moved by Monin, seconded by de Freitas, to authorize the Town Administrator to make an advanced payment to Keystone Ridge Designs, in an amount not to exceed \$20,000 for 15 additional litter receptacles (with free shipping) in the downtown core. Motion passed 3-0 with Hushebeck and Starr absent.**
- Sunken Park Improvements – Staff unearthed horseshoes while setting up for stair improvements. It appears that they were used during construction in lieu of rebar.
- Rock Island Communications – OPALCO purchased Rock Island and will be made part of Island Network.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:02 p.m. The next regular meeting is scheduled for Thursday, March 5, 2015 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on March 5, 2015. 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 19, 2015 – 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; and Position No. 4, Farhad Ghatan were present.

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 not present. The Council unanimously approved their absences.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

No announcements were forthcoming.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **PUBLIC HEARINGS**

#### Rezone Application No. 64

At 5:35 p.m., Mayor Lacher opened the public hearing to consider Rezone Application No. 64, a request for a zoning designation change from single-family residential to utility by the Town of Friday Harbor.

The subject property is approximately 1.14 acres in size and identified as Tax Parcel No. 351151029 located at 415 Tucker Avenue. It is non-residential as shown on the Town's Classification Map. The property abuts property to the north that is zoned Professional Services and Single Family. Across the street is property zoned Utility (Waste Water Treatment Plant). Other abutting properties to the east and west are zoned Single Family.

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; and 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.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

Mayor Lacher asked Land Use Administrator, Mike Bertrand, to present the staff report dated February 9, 2015. Mr. Bertrand entered no exhibits.

The zoning designation and the land use classification of the property allows the Council, if deemed in the best interest of the Town, the authority to grant the zoning change that has been requested per municipal code.

Staff evaluation and recommendation is that the Town Council approve the application based on the following criteria:

- 1) The request is consistent with the adopted Comprehensive Plan;
- 2) The rezone to utility zone is consistent with the non-residential classification as shown on the amended 2002 Comprehensive Plan Land Use Map;
- 3) The Council has the authority under Section 20.08 FHMC to review and act on land use rezones;
- 4) During the 2011 Comprehensive Amendment cycle, several applicants asked for change from residential to non-residential. During this time it was determined that the area should include additional parcels on Tucker Avenue.
- 5) As in all development within the Town, the parcel must meet the regulations. All of the requirements ensure that the public's safety and welfare are met.

Mr. Bertrand explained that the parcel meets all requirements of the utility zone; and the proposal meets all criteria of the FHMC that are most applicable to this proposal. Additionally, Mr. Bertrand explained that no plans have been made for the property, however Town has considered placement of a public works shop, utility expansion, or park if/when needed. Mr. Bertrand described neighboring properties.

Mayor Lacher opened the hearing to Council questions.

Councilmember Monin requested the zoning description from the property south. Councilmember de Freitas requested the zoning designation and uses of other Town owned properties in the neighborhood. Councilmember Ghatan requested the designation for the remaining properties abutting Town parcels.

At 5:39 p.m., Mayor Lacher opened the public hearing to audience testimony.

Dan Zaehring, 1008 Park Street, testified that he was an adjacent property holder and entered Exhibit A (written comments) into the record. Mr. Zaehring stated that rezoning of the property to utility zone with its wide permissible uses will negatively affect the value of the residence he owns and neighboring single-family residential (SFR) parcels. Mr. Zaehring testified that a utility zone is not compatible with the neighbor zoning; structures could conceivably be higher than standard height limits (examples cited in exhibit); and that no barrier would be sufficient to substantially mitigate sights and sounds. Mr. Zaehring concluded with urging the Council to reject or modify the application to a less intense zone.

Brian Johnson, 680 Harbor Street, testified that he bought an adjacent lot with the understanding that there may be future development at the subject property. Mr. Johnson testified that the potential uses for the utility zone will affect their property and the neighborhood. Mr. Johnson urged the Council to protect the neighboring SFR parcels from potential uses. Mr. Johnson asked if a portion will remain open space for public use.

Jennifer Johnson, 680 Harbor Street, testified that she had concerns that "utility uses" remain safe for children in the area.

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Jeanie Fodor, 690 Harbor Street, testified that she was in agreement with Mr. Zaehring's comments. Ms. Fodor stated that she was concerned about having additional early morning noise from operation of equipment, potential for view blockage, and negative impacts property value.

Sally Thomson, 745-C Tarabocha Lane, testified that a potential compromise would be to situate the building and its access on Tucker Avenue and a park as a buffer/greenspace closer to the neighborhood, if the Town moves forward with a public works yard and park.

Mayor Lacher asked if there were additional comments from the audience.

Dan Zaehring asked if there was a method to zone with conditions to limit the uses.

Mayor Lacher opened the hearing to Council questions. Hearing no Council questions, Mayor Lacher asked if there were additional comment from staff or audience.

Mr. Bertrand addressed concerns from the audience. Mr. Bertrand clarified that the height limit stated in the code is intended to address issues specifically found at the SJI Transfer Station and not "carte blanche" development. Town must adhere to all other development restrictions found in FHMC to protect neighboring properties.

Jeanie Fodor stated concern that Town was requesting to rezone the property without specific plans in mind. Ms. Fodor stated that it might alleviate concerns if neighbors could see what the Town was intending to do with the property.

Councilmember Monin requested that the process for rezoning be reviewed. Mr. Bertrand and Administrator Wilson explained the classification and zoning processes and that there is not a requirement for a site plan to accompany a rezone request. Mr. Wilson added that the Council may condition the rezone but it may become ineffective because any Council may as easily remove said conditions.

Discussion followed among Council and Staff regarding ideas for potential uses of the property since purchased. Potential uses mentioned included expansion of the Treatment Plant, park, buffer and development of a Public Works Yard.

Councilmember de Freitas asked if a public process was required for site development. Mr. Bertrand and Administrator Wilson explained that generally it is not required because site plans fall within the administrative process. A public process to consider site planning was encouraged for municipal development because it's funded through public means. Mr. Bertrand explained that an option exists to split-zone the parcel.

Hearing no other questions from the Council, Mayor Lacher asked if there were additional comments from the audience.

Tawney Martel, 720 Harbor Street, testified that it's been difficult to be a neighbor of the Waste Water Treatment Plant since 2005 because of noise, odor and other issues. Ms. Martel stated concern over what burden it would cause her property and the neighborhood to add other utility uses from the abutting parcel.

Dan Zaehring asked if the public record would state if the property was meant as a buffer. Mr. Zaehring requested that, if so, the Council condition the rezoning appropriately.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

Mayor Lacher closed the public input portion of the hearing at 6:05 p.m., reserving the right to reopen if needed, and opened Council deliberations. Councilmembers took turns expressing their views of the application.

Councilmember de Freitas inquired if the Council could condition the rezone to include public hearings to consider future development. Administrator Wilson answered in the affirmative and explained that staff needs to be directed to what those conditions are and the findings of fact supporting them. Administrator Wilson added that the Council would be required to go through the public hearing process if it places any condition on the rezone.

Councilmember Monin inquired when the Town could be ready to make improvements on the parcel. Administrator Wilson answered that the Council has listed the improvements on the Town's Capital Improvement Program for year 2015/2016 and set aside funding in the capital improvement budget for construction of a public work yard.

Councilmember Ghatan listed compromises and mitigation measures he favored that were suggested to alleviate concerns, including placement and access to equipment on Tucker Avenue and park closer to the neighboring parcels. Councilmember Monin agreed.

Councilmember Monin commented that placing conditions on this Council may be unnecessary and create difficulties if improvements are planned that near in the future. Councilmember Monin stated that the neighborhood is better served by constructing the additional digester at the Plant; and use of the property as a park and public works building. Councilmember Monin noted that regardless of past Council and public perception, the Town cannot ignore the needs of the Sewer utility. The property was purchased with Sewer Utility funding which leaves sewer related activities an option.

Mayor Lacher asked when a site plan for a building and park could be developed. Administrator Wilson stated that having the rezone completed will allow staff to begin the rudimentary planning process, however Town has only dedicated enough funds for a building at this time and not enough to complete landscape and buffering for a park. Administrator Wilson affirmed that improvements could not begin until late 2015/early 2016. Mayor Lacher commented that her understanding is that the property was acquired to leave Town multiple future options.

Administrator Wilson suggested that Council continue the deliberation portion of the hearing for staff to prepare supporting information which will include: 1) a provision to require public process for consideration of future site plans; and 2) a provision to require that improvements will be developed in a way to mitigate impacts on neighboring properties.

**Moved by Monin, seconded by Ghatan, to continue the deliberation portion of public hearing regarding Rezone Application No. 64 to March 5, 2015 at 5:30 p.m. Motion passed 3-0 with Hushebeck and Starr absent.**

Mayor Lacher explained to the audience that the public testimony portion of the hearing was closed. The Council is willing to consider reopening for written public testimony, if received. Administrator Wilson explained the protocol for quasi-judicial hearings pertaining to ex-parte communications.

### Island Rec - Proposition 1: 38.5¢ Levy

At 6:28 p.m., Mayor Lacher opened the public hearing to consider whether the Town Council should support Island Rec's proposition for a six year **38.5¢** per \$1,000 of assessed valuation levy that will

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

appear on the April 28, 2015 Special Election. Mayor Lacher explained that the hearing was legislative in nature.

The wording submitted to the SJC Auditor and currently being reviewed by the Prosecuting Attorney for Proposition 1 will ask: Shall the San Juan Island Park & Recreation District be authorized to levy an annual property tax of \$0.385 cents or less per \$1,000 of assessed valuation for the six years beginning in 2016 of which \$0.185 cents per \$1,000 or less will be dedicated to continue funding Island Rec programs, parks, and services; \$0.12 cents per \$1,000 or less will be dedicated to school sports in cooperation with the San Juan Island School District and 0.8 cents or less per \$1,000 for the operations and maintenance of Friday Harbor Fields, a developed, donor funded, 30-acre community park?

Administrator Wilson noted a scrivener's error contained in the proposition language and explained that the Council will be considering an **8¢** or less per \$1,000 instead of a **.08¢** or less per \$1,000 for operations and maintenance of the Friday Harbor Fields.

Mayor Lacher opened the hearing to public testimony.

Chris Lack, 48 Westwood Lane, testified that the levy would represent the 11<sup>th</sup> levy measure and 5<sup>th</sup> highest levy, while beneficiaries are a fraction of the payees. Mr. Lack encouraged that Island Rec to consider a sales and use tax.

Bill Cumming, San Juan Park and Rec Commissioner, explained that the measure is for maintenance only and no new growth in programs is anticipated. Mr. Cumming stated that the levy may be 5<sup>th</sup> highest, but represents a combined levy for three distinct programs.

Sally Thomsen, Island Rec Executive Director, explained that Island Rec has been receiving continual property tax levies for 25 years. Park and Rec Districts are limited to six year or less property tax by State Law.

Mayor Lacher opened the hearing to Council discussion.

Councilmember Monin asked how this proposition addresses the unexpected budget shortfall if supported by the voters. Mr. Cumming explained that Island Rec has been considering several options. Island Rec has opted to use reserves to pay back a portion. Island Rec is considering the bonding process going forward.

Discussion followed regarding support of the measure as an elected body and constraints related to their individual elected positions.

At 6:48 p.m., Mayor Lacher closed the public hearing.

### Resolution No. 2096

**Moved by Ghatan, second Monin, to adopt Resolution No. 2096, by the Town Council expressing support of Proposition 1 of the San Juan Island Parks and Recreation District at the April 28, 2015 Special Election. Motion passed 3-0 with Hushebeck and Starr absent.**

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### **ACTION AND DISCUSSION ITEMS**

#### Island Rec – Annual Report

At 6:26 p.m., Sally Thomsen explained that the annual report has not yet been released by the County and provided a brief overview of Island Rec's activities in 2014. Mayor Lacher thanked Ms. Thomsen.

#### Island Rec – O/M Agreement

At 6:49 p.m., Mayor Lacher introduced discussion of the Operations and Maintenance (O/M) Agreement between Island Rec and School District 149 for use of the Friday Harbor Fields. Administrator Wilson explained that Conditional Use Permit No. 68 is provisioned that Town will review the O/M agreement for compliance with the permit before final occupancy is granted. Island Rec has submitted the final and Land Use Administrator, Mike Bertrand, has determined that the agreement does not conflict with the permit. Administrator Wilson explained that staff was seeking a motion to accept the agreement as presented.

Councilmember Monin asked if the provision stating that the "Carter Street vehicle gate shall remain open" applies during hours of use or at all times. Mr. Bertrand explained that closing the gate was discussed but not made a specific condition of the permit by the Council. Mr. Bertrand stated that the agreement was only reviewed to determine if it was in compliance with CUP No. 68. Administrator Wilson explained that Town may request revisions to the agreement. Councilmember Monin stated that he could foresee it becoming a nuisance for the neighborhood.

Councilmember Monin listed several concerns and suggestions as follows:

1. Vehicle access gate remaining open all hours will likely become a nuisance for the neighborhood. Unrestricted use of the dark parking lot provides the perfect opportunity for unsavory activities.
2. Hours of operation currently reads "from 7:00 a.m. until dusk. This could also become a nuisance during the summer months when it doesn't get dark until 11:00 p.m.
3. Parking at the Carter Avenue cul-de-sac needs no parking and/or loading zone only designation. Vehicles are parking on the street instead of the parking lot to use the multiuse area closest to Carter Avenue.
4. Overbooking and overuse of the Fields could be an issue for noise.
5. People walking dogs off lease is becoming apparent. A leash requirement should be posted. Administrator Wilson added concerns that neglectful owners could allow dogs to damage playing fields or interfere with practice.

Land Use Administrator Bertrand stated that the cul-de-sac was on Town right-of-way and could be marked in any way the Town desired. This includes signage or striping for no parking or loading zones.

Administrator Wilson suggested that O/M Agreement, Section 5B regarding hours of use be amended to read, "...from 7:00 a.m. until dusk and/or no later than 10:00 p.m."

Sally Thomsen, Island Rec Director, stated that it is not feasible to have a staffer opening and closing the vehicle gate on a daily basis. The FH Athletic Association has installed speed bumps and is expected to install security cameras to monitor activity. Ms. Thomsen stated the Eddie's Dog Park had similar concerns and restrictions until it became apparent that there wasn't an issue.

Ms. Thomsen stated that signage could be installed regarding dogs to adhere to the Town Dog Ordinance. Bill Cumming, San Juan Park and Rec Commissioner, offered comments regarding animal control. Discussion followed regarding Town's leash law. Commissioner Cumming stated that the Fields

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

shouldn't be restricted on any issue beyond the extent of the law otherwise rules become hollow. Discussion followed regarding other public use areas where enforcement is an issue such as beaches.

Administrator Wilson suggested that O/M Agreement, Section 5A regarding gate closure be amended to read, "...provided however, the Town reserves the right to require closure during non-operation hours with 60 days notice to Island Rec."

Discussion followed regarding field security and misuse. Mr. Bertrand asked who is responsible for enforcing the closure of the field. Commissioner Cumming stated that use during non-operation becomes a trespassing issue and the Sheriff's Office should be called.

Councilmember Monin asked how Island Rec would address concerns regarding noise and overuse. Ms. Thomsen stated that it was a valid operational concern that they would address with the School District. Councilmember Monin explained that his concern stems from discussion with the District that the Fields were developed with the intention of practice fields and have since become full functioning school sports fields including games, tournaments and sanctioned events. Councilmember Monin stated that the District shouldn't have carte-blanche activities surrounded by Single Family Residential (SFR) zoning. Commissioner Cumming assured Councilmember Monin that his concerns have been heard and that if/when Island Rec assumes operations of the Fields they will be working closely with the District to insure the usage is compatible with the (SFR) zone and abutting neighborhoods.

Councilmember de Freitas asked if the compromises discussed would be compatible with the neighborhood. Councilmember Monin stated that noise and other activities are an issue of frequency and "once in a while" may be acceptable. Councilmember de Freitas suggested that the O/M Agreement contain a provision that it gets reviewed periodically to address issues. Administrator Wilson and Mr. Bertrand suggested provisional approval with review after twelve to twenty four months.

Administrator Wilson reviewed the proposed language changes (stated above). Staff will present them to Island Rec and the District and return with a draft for consideration. Administrator Wilson suggested that O/M Agreement, Section 6C regarding reasonable use be amended to include, "...at all times the property will be used in a reasonable manner consistent... (with the SFR zone)."

Mayor Lacher and the Council thanked Staff and Island Rec.

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

Councilmember Ghatan reported that the striping on Blair Avenue was underway.

Administrator Wilson noted that he would be unavailable on February 20<sup>th</sup>.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:23 p.m. The next regular meeting is scheduled for Thursday, March 5, 2015 at 12:00 p.m.

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**These minutes were approved on March 19, 2015. 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 2015 Minutes

### Thursday, March 5, 2015 – 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; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

The Treasurer, Kelle' Wilson, was absent.

#### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

#### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced schedule changes for the agenda.

#### **PUBLIC ACCESS TIME**

Lori Stokes stated that the Great Island Cleanup is scheduled on April 18<sup>th</sup>. Ms. Stokes complimented the Town on the appearance and cleanliness of Town.

#### **ACTION AND DISCUSSION ITEMS**

##### SJC Update

At 12:04 p.m., SJC Councilman Bob Jarman reported on issues of mutual concern. Items included were Washington State Ferries, State legislative issues and navy jet noise. Mayor Lacher thanked the County for lowering the speed limit on the Roche Harbor Road transition zone to 25 miles per hour. No action was taken.

##### Warbass Way & Harrison Street Traffic Calming

At 12:17 p.m., Mayor Lacher introduced discussion of the Warbass Way/Harrison Street traffic analysis and traffic calming design. Public Works Director, Wayne Haele described the analysis provided by MNS Engineering and four conceptual designs provided. Administrator Wilson explained that the designs have received edits. Discussion followed regarding the Engineers suggestion to reverse traffic flow and location of crosswalks. Mr. Haele explained that the Engineer requires direction as to which concept to pursue. **Council consensus for a conceptual designs with current traffic flow; 2-way stop at Turn Point terminus; and addition of a lighted speed limit sign.**

##### Landmark Ordinance

At 12:44 p.m., Mayor Lacher introduced discussion of the draft Historic Preservation Landmark Ordinance. Administrator Wilson explained that the ordinance was complex and would be introduced in phases with final adoption in April. Historic Preservation Coordinator, Sandy Strehlou, described key concepts. Discussion and inquiry followed regarding the age of buildings accepted to the program and overlay district. No action was taken.

##### Ordinance No. 1558

At 1:06 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1558, adding a new section to Section 12.28 FHMC regarding use of light poles for street banners. Administrator Wilson explained that 2 entities have recently requested banners and the current code doesn't have a section that adequately addresses this type of use. Discussion followed regarding policy.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1558, adding a new section to Section 12.28 FHMC regarding use of light poles for street banners. Motion passed unanimously.**

### Resolution No. 2097

At 1:12 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2097, establishing a policy to govern the use of light poles in the public right of way for street banners. Administrator Wilson explained that the resolution accompanies Ordinance No. 1558. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2097, establishing a street banner policy. Motion passed unanimously.**

### Resolution No. 2098

At 1:14 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2098, authorizing the Mayor to execute a billing agreement with Invoice Cloud for third party electronic payment collection. Administrator Wilson explained that the agreement establishes an account and the parameters to which Invoice Cloud will provide online invoice presentment and billing services for Town utility customers. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2098, to execute a billing agreement with Invoice Cloud. Motion passed unanimously.**

### Front Street Planters

At 1:15 p.m., Mayor Lacher introduced discussion of planters on Front Street. Administrator Wilson explained that he was seeking clarity whether to move forward with installing planters on Front Street. Discussion followed regarding the need for a policy and to allow the Arts Commission the time needed to establish priorities for "public art". **Council consensus to present a final proposal to install planters on Front Street with the understanding that they may require relocation.**

## **ADMINISTRATOR'S REPORT**

At 1:24 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Garbage Cans – The additional cans were ordered.
- Sunken Park – New equipment has been ordered and is waiting to be shipped.
- School Superintendent – Rick Thompson has accepted a position with the Chemicum School District.
- Carter Fields – Council consensus to paint the curb for emergency vehicles only and install proper signage.
- Reduced Speed Limit Policy – A policy was presented to establish criteria to allow the Town to reduce speed limits without an engineering study. **Moved by Ghatan, seconded by de Freitas, to adopt said policy. Motion passed unanimously.**
- Sunshine Alley Cameras – A proposal was presented for installation of security cameras facing the public property in Sunshine Alley. An agreement will be required with Palace Theatre for installation. **Council consensus to bring forward a final proposal and agreement for consideration.**

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrants; and approve the payment of Claim Warrant Nos. 40183 through 40219 in the amount of \$101,453.84. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **February 19, 2015 as submitted**. Motion passed unanimously.

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

Councilmember Hushebeck reported that LTAC member Lori Petersen resigned from the committee.

Councilmember Starr reported on the Housing Commission's discussion of short term rentals.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:02 p.m. The next regular meeting is scheduled for Thursday, March 5, 2015 at 5:30 p.m.

\* \* \* \* \*

**These minutes were approved on March 19, 2015. 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 5, 2015 – 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, Kelle' Wilson, was absent.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that there would be an executive session regarding personnel issues following end of regular business.

### **PUBLIC ACCESS TIME**

Mayor Lacher explained the purpose and process for Public Access Time and as it relates to the scheduled public hearing regarding the rezone of 415 Tucker Avenue.

Kenneth Christison, 440 Tucker Avenue, shared concerns that the proposed rezone would have negative impacts on quality of life and property value for homes located near 415 Tucker Avenue.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

Mayor Lacher explained that the Council will consider reopening the public testimony portion of the hearing.

Rick Thompsen, School District 149 Superintendent, thanked the Town for the Blair Avenue Reconstruction Project.

Tawney Martel, 720 Harbor Street, stated her understanding was that testimony would be reopened to take written comment.

Susan Williamson, 440 Tucker Avenue, thanked the Town for the Blair Avenue Reconstruction Project. Ms. Williamson requested that Tucker Avenue be brought to the same safety standards and beautified as much as possible. Ms. Williamson noted comments from the February 19<sup>th</sup> meeting relating to the condition of Tucker Avenue. Administrator Wilson stated that prior comments regarding Tucker Avenue were relating to the condition of pavement. Administrator Wilson reported on the upcoming redesign and reconstruction of the street.

### **ACTION AND DISCUSSION ITEMS**

#### Friday Harbor Arts Commission

At 5:43 p.m., Mayor Lacher introduced Audrie Sable and requested that the Council affirm her appointment to the Friday Harbor Arts Commission in the "student position". Ms. Sable described her current curriculum and shared ideas for introducing arts into the community. Lori Stokes, FHAC member, shared reasons for nominating Ms. Sable. **Council consensus to affirm the appointment of Audrie Sable to the Friday Harbor Arts Commission.**

#### Town Wellness Committee

At 5:49 p.m., Mayor Lacher introduced Julie Greene, Wellness Committee Coordinator, provided an update regarding the Wellness Program. Ms. Greene explained reasons why the program wasn't sustainable; steps taken thus far to re-establish it; and requested that the Council affirm its support. Discussion followed regarding health insurance premium rebates. The Council thanked Ms. Greene for her diligent work.

**Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2099, acknowledging the re-establishment of a Town Employee Wellness Program and expressing support therein. Motion passed unanimously.**

### **PUBLIC HEARING**

#### Rezone Application No. 64

At 5:53 p.m., Mayor Lacher reopened the public hearing to consider Rezone Application No. 64, a request for a zoning designation change from single-family residential to utility by the Town of Friday Harbor.

The subject property is approximately 1.14 acres in size and identified as Tax Parcel No. 351151029 located at 415 Tucker Avenue. It is non-residential as shown on the Town's Classification Map. The property abuts property to the north that is zoned Professional Services and Single Family. Across the street is property zoned Utility (Waste Water Treatment Plant). Other abutting properties to the east and west are zoned Single Family.

Mayor Lacher asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. Councilmember Hushebeck and Starr responded in the negative to Mayor Lacher's inquiry regarding personal interest in the properties or issue; personal gain or loss of financial benefit; and in the affirmative regarding hearing and considering the matter in a fair and objective

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

manner; and reviewing the staff report and information from February 19, 2015. The Council answered in the negative regarding communications with the public regarding this matter.

Mayor Lacher asked if the Council wished to reopen public testimony to accept written and verbal input from the public. The Council answered in the affirmative.

Mayor Lacher asked Land Use Administrator, Mike Bertrand, to present any exhibits or supplemental information. Mr. Bertrand explained that he had no supplemental information to the staff report previously presented and entered the following exhibits into the record:

- [Clerk's Note: Exhibit A & B entered into the record on February 19, 2015.]
- Exhibit C – Preliminary site drawing with Public Works Building located on easterly portion of the parcel;
- Exhibit D – Preliminary site drawing with Public Works Building located on westerly portion of the parcel;
- Exhibit E – Letter by Floyd and Adrienne Bourne, 750 Harbor Street;
- Exhibit F – Letter by Kenneth Christison and Susan Williams, 440 Tucker Avenue;
- Exhibit G – Letter by Jason Miniken, \_\_\_\_ Taraboccia Lane.

Mayor Lacher and the Council paused to read the Exhibits. [Clerk's note: Exhibits were distributed to the audience.]

At 6:06 p.m., Mayor Lacher opened the public input portion of the hearing to the audience.

Tawney Martel, 720 Harbor Street, asked if Exhibits B or C were site plans. Ms. Martel commented on the scale of the building and odors from the Waste Water Treatment Plant. Mayor Lacher explained that the Exhibits were conceptual drawings only. Town has not begun the process to determine the scale of possible improvements at the site.

Adrienne Bourne, 750 Harbor Street, stated that she was concerned as a neighbor and parent about the proposal.

Susan Williamson, 440 Tucker Avenue, asked why Utility zoning was necessary instead of Light Industrial zoning.

Ken Christison, 440 Tucker Avenue, stated concern that there is a proposed zoning change without a site plan in mind. Mr. Christison suggested that Town locate sewer expansion at the existing facility and limit development at the site.

No other comments were forthcoming.

At 6:13 p.m., hearing no other comments from the audience, Mayor Lacher opened the hearing to comments from staff.

Mr. Bertrand offered clarifications regarding the utility zone and split-zoning.

Administrator Wilson explained that Exhibit C and D were developed to determine the feasibility of split zoning and the drawings were conceptual.

At 6:18 p.m., Mayor Lacher opened the hearing to Council questions.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

Councilmember Starr inquired why a park requires a conditional use permit in the Single Family zone and why Light Industrial zoning has more allowable uses than Utility. Mr. Bertrand explained that the Utility zone was created to include all Town owned property for municipal use, regardless of its function. Mr. Bertrand explained that Light Industrial zoning designates more allowable uses than Utility zone.

At 6:22 p.m., Mayor Lacher asked if there were additional comments from the public.

Ken Christison cited the example of "auto-repair in the Light Industrial zone" and asked what types activities may occur at the "public works shop". Mr. Bertrand cited examples. Administrator Wilson explained that the primary use the building would be for in-Town supply of sand, gravel and equipment storage.

Susan Williamson asked the Council to give consideration to the neighborhoods surrounding the Wastewater Treatment Plant when talking about Town facility expansion. Ms. Williamson commented that Town has created its need for additional capacity when knowingly expanding its boundaries through several annexations. Ms. Williamson commented that the surrounding neighborhoods have to shoulder the effects of Town's expansion.

At 6:29 p.m., hearing no more questions or comments from the audience, Mayor Lacher closed the public input portion of the meeting and opened the hearing to Council deliberations.

Councilmember Starr stated that she was favorable to the zoning proposal because of the prospect of a park, retaining greenery and utilitarian activities would be a benefit for the currently unused lot.

Councilmember Ghatan stated that he was favorable to the split-zone so long as it didn't interfere with future intents of the property. Councilmember Ghatan stated that impacts from development could be buffered.

Councilmember de Freitas concurred with Councilmembers Starr and Ghatan. Councilmember de Freitas asked if Light Industrial zoning would be more appropriate to give neighbors piece of mind. The Council determined that Light Industrial zoning has more uses.

Councilmember Monin asked if compensation was necessary between the Streets and Sewer utilities if the property was used for street purposes. Administrator Wilson stated that it was a possibility. Councilmember Monin stated that expansion of sewer facilities was not as high a priority of the Town at this time as efficient facilities for the Streets Utility. Councilmember Monin stated that Town should use the property with the least amount of impact to the neighborhood.

Councilmember Hushebeck stated that expansion of Town utilities are inevitable regardless of where they are located; and that Town is doing the best it can with available resources.

Administrator Wilson stated that staff will prepare Findings of Fact present them to the Council at the next meeting.

**Moved by Hushebeck, seconded by Ghatan, to accept Rezone Application No. 64 and direct staff to prepare Findings of Fact, Conclusions of Law and Decision for consideration, based on conditions of the Council that the property be split-zoned with Single-family residential zoning to the west and Utility zoning to the east of the parcel. Motion passed unanimously.**

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **ACTION AND DISCUSSION ITEMS**

#### Friday Harbor Fields

At 6:44 p.m., Mayor Lacher introduced continued discussion of the Operations and Maintenance Agreement between School District 149 and Island Rec for Friday Harbor Fields located on Carter Avenue. Administrator Wilson explained that the addendum conditions that resulted from the February 19<sup>th</sup> meeting were accepted by the District and Island Rec. Discussion followed regarding the Condition #3 - "Good Neighbor Policy" and parking or blocking the access to the Fields. **Council consensus to add an addendum stating, "no parking be allowed on either side of the entrance to the Field."**

**Moved by Ghatan, seconded by de Freitas to approve the Operations and Maintenance agreement between School District 149 and Island Rec, subject to the modified addendum. Motion passed unanimously.** [Clerk's Note: Said Addendum pursuant to CUP No. 62 and Conditions Nos. 1-5 shall be attached thereto as Exhibit A.]

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

Councilmember Starr provided an update on recent Law and Justice Committee meetings. The Committee has been focusing on domestic violence issues.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 7:00 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding personnel issues 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 7:40 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 7:40 p.m. The next regular meeting is scheduled for Thursday, March 19, 2015 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on March 19, 2015. 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 19, 2015 – 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 (Acting) Clerk, Julie Greene.

The Town Attorney was on-call.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Waterfront Interpretive Signage

At 12:01 p.m., Mayor Lacher introduced discussion of the waterfront interpretive signage project. Historic Preservation Coordinator, Sandy Strehlou, presented several photographs and commentaries. Ms. Strehlou explained that certain photographs may change depending on quality and ownership. The goal is to present the final drafts to the Council by May. Ms. Strehlou explained the timeline for the project. Administrator Wilson explained that Town may be required to bid for manufacturing and installation of the signage. The Council suggested that photos be diversified. No action was taken.

#### Landmark Ordinance

At 12:19 p.m., Mayor Lacher introduced discussion of the proposed landmark ordinance. Historic Preservation Coordinator, Sandy Strehlou, explained that the purpose of discussion was to determine if any of its provisions should be removed or amended. Discussion and inquiry followed regarding goals of the program, incentives and demolition of buildings. **Council consensus to present the final draft for consideration.**

#### HPRB Member

At 12:30 p.m., Mayor Lacher requested the Council to affirm the appointment of Margie Martin to the vacancy on the Historic Preservation Review Board. The Council concurred.

#### Resolution No. 2100

At 12:34 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2100, authorizing the Mayor to offer for public sale such used equipment and items deemed surplus. Administrator Wilson explained that Town has vehicles and miscellaneous computer equipment to deem surplus. No discussion followed.

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2100, authorizing the Mayor to offer for public sale such used equipment and items deemed surplus. Motion passed unanimously.**

#### Resolution No. 2101

At 12:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2101, authorizing the Mayor to execute Change Order No. 7 to the contract with Mike Carlson Enterprises, Inc. for the Blair Avenue. Administrator Wilson explained that the purpose of the change order was to reconcile quantities for labor and materials. Public Works Director, Wayne Haefele, explained that one additional change order will be presented for three remaining items before accepting the project. Discussion followed regarding the rockery and Blair House.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2101, authorizing the Mayor to execute Change Order No. 7 to the contract with Mike Carlson Enterprises, Inc. for the Blair Avenue. Motion passed unanimously.**



## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### Resolution No. 2102

At 12:42 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2102, authorizing the Mayor to execute a contract with the engineering firm of Gray & Osborne, Inc. for design of improvements on a portion of Tucker Avenue from Guard Street to Harbor Street. Administrator Wilson explained that there are multiple sources for additional funding available to continue engineering and constructing Tucker Avenue in its entirety. Town is currently working with the County to secure and commit its unused federal funds by August. Discussion followed regarding bio-swales. Councilmember Ghatan suggested that Director Haefele review the issues encountered with recent projects so that they aren't experienced on Tucker Avenue.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2102, authorizing the Mayor to execute a contract with the engineering firm of Gray & Osborne, Inc. for design of improvements on a portion of Tucker Avenue from Guard Street to Harbor Street. Motion passed unanimously.**

### Resolution No. 2103

At 12:56 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2103, authorizing an amendment to the agreement with Brown and Caldwell for the Water Transmission Line Project. Public Works Director, Wayne Haefele, explained that the amendment incorporates 1) all changes discussed between the Engineer and County; 2) stormwater requirements; 3) retaining existing pipe for local distribution to county connections; and 4) additional services needed to facilitate SJC Health Department approval. Discussion followed regarding need for a new line and purpose of the amendment. Mr. Haefele explained that the existing line is too fragile to survive an earthquake. Administrator Wilson discussed producing a utility video.

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2103, authorizing an amendment to the agreement with Brown and Caldwell for the Water Transmission Line Project. Motion passed unanimously.**

### Argyle Avenue / Spring Street Intersection

At 1:21 p.m., Mayor Lacher introduced discussion of improvements to the Argyle Avenue/Spring Street intersection. Administrator Wilson recommended that the Town conduct a study of parking, traffic, pedestrian, ROW impacts, and related issues on Web and Nichols Streets before implementing a roundabout design. Director Haefele identified regulatory and design issues. Discussion followed regarding the designs. No action was taken.

### Street and Design Standards

At 1:47 p.m., Mayor Lacher introduced discussion of updates to the Town Street and Design Standards. Public Works Director, Wayne Haefele, described the project's scope of work. Administrator Wilson explained that the engineering estimate for consulting services is approximately \$60,000. **Council consensus to present an agreement for consideration.**

### Findings of Fact – Rezone Application No. 64

At 2:00 p.m., Mayor Lacher introduced discussion of draft Findings of Fact, Conclusions of Law and Decision. Administrator Wilson explained that staff was available to answer questions. Land Use Administrator, Mike Bertrand commented on the split zoning of the parcel. The decision is to approve Rezone Application No. 64 with spit zone, with the east portion rezoned to utility in order to mitigate adjoining property owner concerns. No discussion followed.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**Moved by Ghatan, seconded by Monin, to adopt Findings of Fact, Conclusions of Law and Decision regarding Rezone Application No. 64 located at 415 Tucker Avenue. Motion passed unanimously.**

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 40221 through 40287 in the amount of \$267,959.78. 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 2:03 p.m. The next regular meeting is scheduled for Thursday, March 19, 2015 at 5:30 p.m.

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**These minutes were approved on April 2, 2015. 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 19, 2015 – 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, Kelle' Wilson; Town Administrator, Duncan Wilson; and (Acting) Clerk, Julie Greene.

The Town Attorney was on-call.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Recycling Update

At 5:31 p.m., Administrator Wilson requested to postpone discussion of expanding the Town recycling program to include commercial, condominium, and multi-family dwelling customers. Administrator Wilson explained that staff has identified several issues and more research is required. Administrator Wilson provided an update on the current recycling program. Mayor Lacher requested comparative statistics supporting the recycling program. No action was taken.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### Resolution No. 2104

At 5:49 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2104, authorizing the Mayor to execute an equipment location agreement with the owners of 209 Spring Street for placement of security cameras in Sunshine Alley. Administrator Wilson thanked the owners of the Palace Theatre for working with the Town. The compensation required by the agreement is \$50 per year to reimburse the Theatre for electricity. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2104, authorizing the Mayor to execute an equipment location agreement with the owners of 209 Spring Street for placement of security cameras in Sunshine Alley. Motion passed unanimously.**

### Ordinance No. 1559

At 5:50 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1559, fixing salaries of officials and non-represented personnel and repealing Ordinance No. 1555 in its entirety. Mayor Lacher explained that the last formal salary survey was approximately 2001. The recent survey recommends adjustments for all non-represented personnel. Discussion followed regarding the frequency of surveys.

**Moved by Starr, seconded by Hushebeck, to adopt Ordinance No. 1559, fixing salaries of officials and non-represented personnel and repealing Ordinance No. 1555. Motion passed unanimously.**

**Moved by Monin, seconded by de Freitas, to perform a salary survey every three years. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

At 5:57 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Sewer Line Block – Town received a call regarding a sewer line blockage. Staff identified that the problem is on the private property.
- Stormwater issue – A private contractor dumped restaurant hood grease and cleaner into the storm drain, which was caught by the Spring Street Rain Garden. Staff should be able to clean it out. Discussion followed regarding testing the rain garden for efficacy and recent studies by WSU.
- Port of FH Utilities – Town is looking into adding a sewer service charge. Another meter may be appropriate.
- FH Labs Utility – The University of Washington's sewer service agreement is due to expire. Town may add a sewer meter to capture inflow and infiltration being caused by their private lines.
- LTAC Vacancy – Lori Petersen has resigned from the Lodging Tax Advisory Committee. Mayor is reviewing qualifications.
- Warbass Boardwalk – Town may be able to install a walkway above the ferry landing on the existing pavement.
- Warbass Way Traffic Calming – The engineer's opinion is that the requested stop signs do not meet WSDOT standards. The standards prohibit stop signs to control speed.
- Warbass Way Monitoring – The Public Works Director has not seen movement on Warbass Way and recommends monitoring every 3-5 years instead of annually.
- Utility Film – Town is wanting to film a documentary of the Town utilities for public educations. A RFP for a videographer will be issued.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

- Website – Mayor Lacher requested that the website be updated to include a links for “all things” related to the Council and Sunshine Alley Plan.
- SJ Archers Lease – The lease for the archery range is okay to renew.
- Snowflakes – Council consensus to order new snowflakes for the light poles.
- EIT Position – Pedro Mena was the successful applicant. Council consensus to extend an offer.

### **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Monin, to approve the minutes of **March 5, 2015 as submitted**. Motion passed unanimously.

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

Councilmember Monin reported on recent Board of Health meetings.

Councilmember Starr reported the Law and Justice Committee is scheduled to meet in April.

Councilmember Hushebeck reported on the recent Chamber meeting.

Mayor Lacher encouraged Councilmembers to participate in the WSF/ Sidney Inaugural sailing.

Administrator Wilson commented on Port of Friday Harbor activities and projects.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:05 p.m. The next regular meeting is scheduled for Thursday, April 2, 2015 at 12:00 p.m.

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**These minutes were approved on April 2, 2015. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

### **Thursday, April 2, 2015 – 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. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan. Position No. 5, Barbara Starr arrived late.

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

Noel Monin, Position No. 2, was not present. Council unanimously approved his absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public absence was forthcoming.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **ACTION AND DISCUSSION ITEMS**

#### LTAC Appointment

At 12:01 p.m., Mayor Lacher provided asked the Council to affirm the appointment of Mark Madsen to the Town Lodging Tax Advisory Committee and described his background. Councilmember Hushebeck noted that Mr. Madsen was a member of the Economic Development Council.

**Moved by Hushebeck, seconded by Ghatan, to affirm the appointment of Mark Madsen to the Lodging Tax Advisory Committee. Motion passed 3-0 with Monin and Starr absent.**

#### Waterfront Interpretive Signage

At 12:05 p.m., Mayor Lacher introduced discussion of the waterfront interpretive signage project. Historic Preservation Coordinator, Sandy Strehlou, presented recent drafts of the signage. Discussion followed regarding content. No action was taken.

#### Ordinance No. 1561

At 12:18 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1561, reducing speed limit on Nichols Street. Administrator Wilson explained that the purpose of the ordinance is to make Nichols Street a 20 mile per hour zone in accordance with the adopted policy, and the recommendation of the Town Engineer. Discussion followed regarding acceleration of vehicles on the hill.

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1561, concerning speed reduction. Motion passed 4-0 with Monin absent.**

#### Resolution No. 2105

At 12:22 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2105, authorizing the Mayor to execute an agreement between the Town and Gray & Osborne Engineering for development of Town Public Works Standards. Administrator Wilson explained that Town needs a comprehensive street and design document that accurately reflects the times and needs of development; and provide a clear presentation of the process and its applicability related to private development. The scope of work is estimated to not exceed \$60,000 and likely to take 1-2 years to complete. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2105, authorizing the Mayor to execute an agreement between the Town and Gray & Osborne Engineering for development of Town Public Works Standards. Motion passed 4-0 with Monin absent.**

#### Resolution No. 2106

At 12:26 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2106, authorizing the Mayor to execute a professional service agreement with MNS Engineers, Inc. for a study of right-of-way impacts at the Argyle Avenue and Spring Street intersection. Administrator Wilson explained that a study of the area is required prior to installation of any traffic control devices in order to understand the needs. The feasibility study is estimated to cost \$36,085. Discussion followed regarding interim pedestrian improvements to enhance safety.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2106, authorizing the Mayor to execute a professional service agreement with MNS Engineers, Inc. for a study of right-of-way impacts at the Argyle Avenue and Spring Street intersection. Motion passed 4-0 with Monin absent.**

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### Public Works Update

At 12:39 p.m., Public Works Director, Wayne Haefele provided an update regarding the Marguerite Place Improvement Project. Town may be able to bid the project as early as next month. Discussion followed regarding construction issues.

### Resolution No. 2107

At 12:46 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2107, authorizing the Mayor to execute a lease agreement with San Juan Archers for use of Town property located on Prohaska Road. Administrator Wilson explained the relationship with the Archers and liability concerns.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2107, authorizing the Mayor to execute a lease agreement with San Juan Archers for use of Town property located on Prohaska Road. Motion passed 4-0 with Monin absent.**

### Ordinance No. 1560

At 12:51 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1560, establishing and fixing salary for the position of Engineer-In-Training. Administrator Wilson explained that he and the Public Works Director reviewed the credentials of Pedro Mena, and desire to hire him for the position. The salary for the position is \$62,000 plus a moving reimbursement. Discussion followed regarding the long term savings from not having to contract for additional project inspection.

**Moved by Starr, seconded by Ghatan, to adopt Ordinance No. 1560, establishing and fixing salary for the position of Engineer-In-Training. Motion passed 4-0 with Monin absent.**

### **ADMINISTRATOR'S REPORT**

At 1:58 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Parking – **Council consensus to keep the 15 minute parking on Harrison Street.**
- Recycling – Statistics regarding recycling pickup were provided.
- Sunken Park – The improvements should be completed within the month. Additional work is being done to repurpose the basketball court equipment. The playground equipment is in transit.
- Retreat Schedule – **Council consensus to have regular work sessions in lieu of an April Retreat.**
- Branding Committee – An update was given regarding development of the branding statement. The Committee has developed a "Story-Book". Discussion followed regarding the Town's separation from Roger Brooks International.

### **PAYMENT OF CLAIMS**

Moved by Ghatan, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16486 through 40318 and direct deposit run dated April 2, 2015 in the amount of \$247,223.33; and approve the payment of Claim Warrant Nos. 40288 through 40318 in the amount of \$83,400.05. Motion passed 4-0 with Monin absent.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **March 19, 2015 as submitted.** Motion passed 4-0 with Monin absent.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

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

Councilmember Hushebeck provided an update of Leadership SJ. Discussion followed regarding the roles and responsibilities of elected officials.

Mayor Lacher noted the upcoming "Poetry Trails" event.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:42 p.m. The next regular meeting is scheduled for Thursday, April 16, 2015 at 5:30 p.m.

\* \* \* \* \*

**These minutes were approved on April 16, 2015. 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 2, 2015 – 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; 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 not present.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **WORK SESSION**

#### Future Work Session Topics

At 5:31 p.m., Mayor Lacher opened discussion of future work session topics. Administrator Wilson presented ten categories of projects listed for the Town and requested that Council identify their priorities. Categories included street patching, Transportation Benefit District, Sunshine Alley, Parks Utility, Refuse Utility, Water Utility, Sewer Utility, Stormwater Utility, Streets Utility and miscellaneous. Mayor Lacher suggested that the list become a working document. No action was taken.

#### Sunshine Alley Project List

At 6:10 p.m., Mayor Lacher opened discussion for implementation of the Sunshine Alley Urban Development Plan. Land Use Administrator, Mike Bertrand, provide an update on current development abutting Sunshine Alley. Those included completing the **façade** at 207 Spring Street; feasibility of lighting in the breezeway, and feasibility of a mural or other artwork near the Town public restroom.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

Administrator Wilson suggested several projects to keep forward momentum on beautifying and providing amenities in Sunshine Alley over the next 12-24 months. Discussion followed regarding priorities and assigning work projects to the Arts Commission.

**Council consensus as follows: Initial priorities to include completion of 1) lighting over breezeway; 2) façade; 3) Sunken Park mural; and 4) pebble or other type of art at the restrooms. Assignment of Sunken Park and Restroom Mural projects to the Arts Commission.**

### **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 7:01 p.m. The next regular meeting is scheduled for Thursday, April 16, 2015 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on April 16, 2015. 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 16, 2015 – 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; and Position No. 4, Farhad Ghatan.

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

Position No. 5, Barbara Starr, and Treasurer, Kelle' Wilson, were not present. The Council unanimously excused their absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher noted that there was no evening session.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

Proclamation – Great Island Cleanup Day

At 12:01 p.m., Mayor Lacher proclaimed Saturday, April 18, 2015 as "Great Islands' Cleanup Day" in the Town of Friday Harbor. Lori Stokes accepted the proclamation and spoke about the event.



## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### San Juan County Update

At 12:05 p.m., SJC Councilman, Bob Jarman, provided an update on issues of mutual concern. Issues discussed included Washington State Ferries, legislative priorities, noxious weeds and navy jet noise. Discussion followed regarding functionality of the WSF reservations website. No action was taken.

### Resolution No. 2108

At 12:26 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2108, authorizing Change Order No. 1 to the agreement for the Marguerite Water Line Replacement Project. Public Works Director, Wayne Haefele, explained that the purpose of the Change Order was to reconcile quantities involved for the project prior to its acceptance. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2109, authorizing Change Order No. 1 to the agreement for the Marguerite Water Line Replacement Project. Motion passed 4-0 with Starr absent.**

### Resolution No. 2109

At 12:27 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2109, accepting the Marguerite Water Line Replacement Project. No discussion followed.

**Moved by Monin, seconded by de Freitas, to accept the Marguerite Water Line Replacement Project. Motion passed 4-0 with Starr absent.**

### Landmark Ordinance

At 12:28 p.m., Mayor Lacher introduced discussion of the Historic Preservation Landmark Ordinance. Ms. Strehlou asked if the Council had questions relating to the most recent draft. Hearing none, Ms. Strehlou requested that it be considered for adoption in May. No action was taken.

### Sign Regulations

At 12:31 p.m., Mayor Lacher opened discussion of amending the Friday Harbor Municipal Code relating to sign regulations. Administrator Wilson explained that the moratorium for murals remains in place until summer and this "first touch" was requested by staff in order to determine what other modification the Council may want addressed. Land Use Administrator, Mike Bertrand explained the structure of the code. Discussion and inquiry followed regarding specific examples of signage. No action was taken.

### **ADMINISTRATOR'S REPORT**

At 1:17 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Sunken Park – The Studio has requested to use Sunken Park for palate lessons in June. Discussion followed regarding the amenities as the park.
- Refuse Utility – Town has begun tipping refuse at the SJI Transfer Station. Discussion followed regarding disposal of recycling.
- Sunshine Alley Cameras – Camera installation should be complete this week.
- Energy retrofit – Staff attended a preconstruction meeting with Sunset Air for the energy audit changes. Retrofit should be completed by August.
- Stormwater Vault Project – Final documentation is ready to be submitted.
- School lights – Town is working with FHFAA, District, Sheriff Guild and Schools to fix the flashing school crosswalk lights. If everyone participates, cost is estimated to be under \$1,000 per party.
- Town Website – Staff is working to select a firm for redesign of the website.
- School Superintendent – Dr. Danna Diaz has joined School District 149 as superintendent.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

- Engineer-in-Training – The new employee is expected to start work on April 20, 2015.
- Cadillac Fire Engine – The '23 Cadillac will be named "The Bill LaPorte" in celebration of his life. Unveiling of the truck is expected in May.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to approve the payment of Claim Warrant Nos. 40319 through 40374 in the amount of \$156,246.69. Motion passed 4-0 with Starr absent.

### **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by de Freitas, to approve the minutes of **April 2, 2015 as submitted**. Motion passed 4-0 with Starr absent.

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

Councilmember Monin provided a meeting update for the FH Arts Commission. The FHAC has been working on committee guidelines.

Councilmember Hushebeck provided a meeting update for the SJI Chamber of Commerce Board. The Chamber Board is seeking members.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:53 p.m. The next regular meeting is scheduled for Thursday, May 7, 2015 at 12:00 p.m.

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**These minutes were approved on May 7, 2015. 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 7, 2015 – 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, Kelle' Wilson; and Clerk, Amy Taylor.

Town Administrator, Duncan Wilson, was absent.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **PUBLIC ACCESS TIME**

Public Works Director, Wayne Haefele, introduced the newest Town employee, Pedro Mena, who recently filled the Engineer-In-Training position. Mr. Mena introduced himself and described the projects that he is already working on. The Council and Mayor welcomed him.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Historic Preservation Month

At 12:04 p.m., Mayor Lacher proclaimed May 2015 as Historic Preservation Month in the Town of Friday Harbor. Mayor Lacher noted upcoming events.

#### Scenic Byway Signage

At 12:09 p.m., Mayor Lacher introduced Boyd Pratt, Scenic Byway representative, to present alternatives to the current wayfinding signage in Town. The Scenic Byway Committee proposes to alter the signage at 1) NW corner of First and Spring; 2) Turn lane for Mullis; 3) Approaching intersection of Mullis; and 4) Intersection of Guard and Tucker. Mr. Pratt distributed photos and described the rationale for the request. Discussion followed regarding the offset of the signs located on Tucker Avenue. **Council consensus to approve the signage, but defer location to the Streets Department.**

#### Resolution No. 2110

At 12:16 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2110, authorizing the Mayor to execute Amendment No. 1 to the agreement with MNS Engineers for design of intersection improvements to Harrison Street/Warbass Way. Public Works Director, Wayne Haefele, explained that the original contract was for MNS to study the feasibility of designs. The amendment will authorize the consultant to develop plans, specifications and engineering estimates for Alternative No. 1 to the Warbass/Harrison intersections. Discussion followed regarding incorporating a rain garden.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2110, authorizing the Mayor to execute Amendment No. 1 to the agreement with MNS Engineers for design of intersection improvements to Harrison Street/Warbass Way. Motion passed unanimously.**

#### Derelict Vessel Program

At 12:23 p.m., Mayor Lacher introduced Marc Forlenza, Derelict Vessel Program Coordinator, to make a presentation regarding expansion of the program. Mr. Forlenza reported on progress to date and future prospects. Mr. Forlenza reported that the prevention portion of the program is only funded through the end of June 2015 and requested that the Town budget up to \$15,000, or 30% of costs, for its continuation. Discussion followed regarding Town's shoreline jurisdiction. **Council consensus to continue the discussion to the next agenda.**

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrants; and approve the payment of Claim Warrants. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin, to approve the minutes of **April 16, 2015 as submitted.** Motion passed unanimously.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

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

Councilmember Starr provided an update on the Law and Justice Council. Discussion followed regarding Liquor Excise Tax proceeds.

Councilmember Starr reported that May is National Mental Health Month.

Councilmember Hushebeck reported that the Economic Development Council has a new location.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:06 p.m. The next regular meeting is scheduled for Thursday, May 7, 2015 at 5:30 p.m.

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**These minutes were approved on May 21, 2015. 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 7, 2015 – 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; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; and Clerk, Amy Taylor.

Treasurer, Kelle' Wilson; and Town Administrator, Duncan Wilson, were absent.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Relay for Life Events

At 5:31 p.m., Mayor Lacher introduced Gretchen Staehlin, 2015 Relay for Life Coordinator, to update the Council on upcoming events. Ms. Staehlin provided background on the American Cancer Society and services they provide. Ms. Staehlin invited the Council to attend the Islands-for-Hope fundraiser on May 19, 2015. The Relay Walk event will be held in September. The Mayor and Council thanked Ms. Staehlin.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **PUBLIC HEARING**

#### SSDP No. 99 – Cask & Schooner Restaurant

At 5:37 p.m., Mayor Lacher opened the public hearing for Shoreline Substantial Development Permit No. 99 and adopted SEPA No. 133, a request to occupy and use the existing private walkway space adjacent to Front Street and Spring Street on the property known as Town Square. Both private areas to be used for food and beverage service for the restaurant known as Cask & Schooner. This proposal also includes enclosing an area to expand the trash area within their property lines; and enclosing an area under their stairway for storage purposes.

Mayor Lacher asked if anyone objected to hers or any Councilmember's participation. No objection was heard. Councilmembers answered in the negative regarding personal gain and ex-parte communications regarding the proposal; and in the affirmative regarding hearing the matter in a fair and objective manner.

At 5:40 p.m., Mayor Lacher asked the Applicant, Alex Salie, to make a presentation. Mr. Salie deferred to Town staff.

At 5:42 p.m., Mayor Lacher asked Land Use Administrator, Mike Bertrand, to present the Staff Report dated April 16, 2015 and staff recommendation.

The subject parcel is identified as Tax Parcel No. 351350402 and located at 1 Front Street. The subject property is located within the shoreline. The existing building is currently occupied by 2 restaurants and an attorney's office. The proposed area is located on private walkway space owned by the building.

Mr. Bertrand explained that the planned use was allowed under current regulations but restricted from using the proposed seating area from a previous shoreline permit in the 1990's. The reasoning at the time was due to heavy pedestrian traffic at certain times of the year from ferry traffic and jazz festival. Since then the conditions have changed or no longer exist.

Staff recommendation is that addition of outdoor seating on the two sides of this property is allowed by Town regulations and should add to the ambiance and experience of the waterfront. The expansion of the trash enclosure will also provide a safer and aesthetic solution to this area. Staff also recommends that when and if the applicant ever applies for a license to use a portion of the Front Street ROW that is currently there, that it be allowed under this permit.

At 5:47 p.m., Mayor Lacher asked the Applicant if they had anything to add. Hearing no comments, Mayor Lacher opened the hearing to Council questions.

Councilmember Ghatan asked if the proposed area could be described as being from the building's posts inward to the wall. Mr. Bertrand agreed.

Councilmember Hushebeck asked if the tables would be removed at any point. Mr. Bertrand stated that the owners had discussed removing the tables during non-business hours and would be removed during the off season.

At 5:50 p.m., Mayor Lacher opened the hearing to public testimony. Hearing none, Mayor Lacher closed public testimony reserving the right to reopen if needed, and opened the hearing to Council deliberations.

At 5:51 p.m., hearing no discussion from the Council, Mayor Lacher closed the public hearing.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**Moved by Hushebeck, seconded by Ghatan, to approve Shoreline Substantial Development Permit Application No. 99 and direct Staff to prepare findings of fact, conclusions of law and decision for consideration. Motion passed unanimously.**

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to authorize the Finance Office to issue monthly prewrites to CenturyLink in an amount up to \$2,000 for payment of telephone services. 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 5:54 p.m. The next regular meeting is scheduled for Thursday, May 21, 2015 at 12:00 p.m.

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**These minutes were approved on May 21, 2015. 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 21, 2015 – 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**

Mayor Lacher announced schedule changes for the evening agenda.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### SSDP No. 99

At 12:02 p.m., Mayor Lacher introduced discussion of adoption of Findings of Fact, Conclusions of Law and Decision for SSDP No. 99. Administrator Wilson described the nature of the application. No discussion followed.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**Moved by Ghatan, seconded by Starr, to adopt of Findings of Fact, Conclusions of Law and Decision for SSDP No. 99. Motion passed unanimously.**

### Ordinance No. 1562

At 12:04 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1562, adding a new chapter to FHMC establishing a Historical Landmark Program. Historic Preservation Coordinator, Sandy Strehlou, welcomed Nancy and David Jones (former Mayor) and thanked them for their efforts in developing the program. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1562, adding a new chapter to FHMC establishing a Historical Landmark Program. Motion passed unanimously.**

### Resolution No. 2111

At 12:06 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2111, authorizing an agreement with CivicPlus for redevelopment and hosting of a Town website. Administrator Wilson described the benefits and costs of upgrading the Town's website. Discussion followed regarding likes and dislikes of the current site.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2111, authorizing an agreement with CivicPlus for redevelopment and hosting of a Town website. Motion passed unanimously.**

### Resolution No. 2112

At 12:15 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2112, authorizing the Mayor to offer for public sale such used equipment deemed surplus. Administrator Wilson listed the items requested for surplus. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2112, authorizing the Mayor to offer for public sale such used equipment deemed surplus. Motion passed unanimously.**

### Resolution No. 2113

At 12:18 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2113, authorizing the Mayor to execute Change Order No. 8 to the Blair Avenue Reconstruction Project. Public Works Director, Wayne Haefele, explained that the change order reconciles the remaining items that were not included on Change Order 7. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2113, authorizing the Mayor to execute Change Order No. 8 to the Blair Avenue Reconstruction Project. Motion passed unanimously.**

### Resolution No. 2114

At 12:23 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2114, accepting the Blair Avenue Reconstruction Project. Public Works Director, Wayne Haefele, explained that the work has been completed satisfactorily and recommended acceptance. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2114, accepting the Blair Avenue Reconstruction Project. Motion passed unanimously.**

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### Derelict Vessel Program

At 12:24 p.m., Mayor Lacher introduced discussion of expanding the derelict vessel program to include prevention. Administrator Wilson explained that he has spoken with the Program's Coordinator and the request is to allow use of the current funding of \$1,000 to include prevention. Discussion followed regarding the Port's participation in the program and Town's jurisdiction and responsibility.

**Council consensus allow use of Town's commitment of \$1,000 for prevention, in addition to removal of derelict vessels.**

### 2015 PFFAP Grant Program

At 12:37 p.m., Mayor Lacher introduced discussion of projects for the SJC 2015 PFFAP Grant Program. Administrator Wilson explained the allowable uses of the monies which are collected for economic development purposes. Administrator Wilson suggested that Town apply for funding to develop a "pocket park" and improvements to the crosswalk at the intersection of Spring and Second Street, near the breezeway entrance. Discussion followed regarding the amount of funding available. **Council consensus to submit an application for construction of the pocket park.**

### **ADMINISTRATOR'S REPORT**

At 12:52 p.m., Administrator Wilson presented the Town Council with an update of the following:

- AWC Delegate – **Council consensus to allow Administrator Wilson to vote on behalf of the Town at the annual business conference.**
- Sunken Park – Compliments went to the Town crew for Sunken Park improvements.
- Street Banners – Are being installed on May 21<sup>st</sup>.
- FH Arts Commission – Has declined the invitation to review RFPs.
- Executive Session – A session is scheduled in the evening.
- Sunshine Alley Cameras – Cameras are installed, but Staff is working to resolve connectivity issues.
- Stormwater Advisory Committee – **Council consensus to appoint Pedro Mena to the SJC Stormwater Advisory Committee.**
- Garbage Utility – Town is finally tipping at the SJC Transfer Station on Sutton Road.
- WSF Street Closure – **Council consensus to deny the request by Washington State Ferries to close a portion of Harrison Street to through traffic at the top of Lot A.**
- Water – Town will issue a letter encouraging conservation of water.
- National Monument – Town was invited by BLM to participate in upcoming planning.
- Cadillac Fire Engine – The Bill LaPorte will be at the Yacht Club for Bill's celebration of life.

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrants. Motion passed unanimously.

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

Councilmember Hushebeck reminded the Council of the EDC luncheon on June 17, 2015.

Councilmember de Freitas reported on the SJC Housing Commission.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.



## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:57 p.m. The next regular meeting is scheduled for Thursday, June 3, 2015 at 12:00 p.m.

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**These minutes were approved on June 4, 2015. 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 21, 2015 – 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, Kelle' Wilson; was not present.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced schedule changes for the agenda.

### **PUBLIC ACCESS TIME**

Diane Martindale, IMA representative, distributed information regarding the Matthew Palmer exhibit at the museum.

### **ACTION AND DISCUSSION ITEMS**

#### Civic Pride Award – Sundries Court – 260 Spring Street

At 5:31 p.m., Mayor Lacher presented a Civic Pride award to Penelope and Donald Torkington and Scott Boden for investing in the beautification of our community with the creation of Sundries Court. Mrs. Torkington told about the progress of the building.

#### Friday Harbor Arts Commission

At 5:45 p.m., Mayor Lacher introduced discussion of the Friday Harbor Arts Commission. Councilmember Monin explained that the newly formed commission didn't feel it was ready to be assigned projects, such as the Sunken Park Mural, until they developed guidelines. Discussion followed with members of the Commission regarding the Council's expectations and their goals. Mayor Lacher and the Council thanked the FHAC for following a thoughtful process. No action was taken.

#### Tucker Avenue Reconstruction Project

At 6:16 p.m., Mayor Lacher introduced Public Works Director, Wayne Haefele, to provide an update on the Tucker Avenue Reconstruction Project. Mr. Haefele explained that the Town is in the process of having the project designed and the SJC has \$1.2 Million of secured federal funding that it intends to transfer to the Town for construction. No discussion followed. No action was taken.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### EXECUTIVE SESSION

At 6:24 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 15 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Public Works Director Haefele, Engineer Pedro Mena, and Clerk Taylor. The session ended at 6:42 p.m. for an actual session time of 18 minutes. No actions were taken.

### WORK SESSION

#### 2015 Public Works Projects

At 6:42 p.m., Mayor Lacher introduced the work session regarding priorities for the 2015 overlay and patching program and crosswalk program. Projects include:

Priorities for the 2015 Overlay and Patching Program: 1) Spring and Second Street, 2) Mullis Street, 3) Cahail Park; 4) Web Street, 5) Nichols Street, and 6) Nash Street.

Priorities for the Town Crosswalk Program: 1) Spring Street near Mullis, 2) University Way and Tucker Avenue, and 3) Guard and Marguerite Place.

Administrator Wilson suggested that REET and equipment reserve funds be used to supplement costs to complete all of the listed projects. Discussion followed regarding if some of the project could wait until 2016 and use of said funding.

**Council consensus to complete the primary projects and Spring Street and Guard Street crosswalks, using REET monies to supplement; leave the equipment reserve untouched; and revisit secondary projects in 2016.**

### FUTURE AND NON-AGENDA ITEMS

No future agenda items or Council updates were forthcoming.

### CITIZEN RESPONSE

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:33 p.m. The next regular meeting is scheduled for Thursday, June 3, 2015 at 12:00 p.m.

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**These minutes were approved on June 4, 2015. 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 4, 2015 – 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; and Position No. 4, Farhad Ghatan.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

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

The Town Attorney was present during executive session.

Position No. 2, Noel Monin and Position No. 5, Barbara Starr were absent. The Council unanimously excused their absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Civic Pride Award – Sunken Park – Town Crew

At 12:01 p.m., Mayor Lacher presented Town Staff with a Civic Award for their fantastic work at Sunken Park. Employees Justin Nibler, Sarena Schumacher, Jeff Peacock, Will Turman and Mike Goff were responsible for refurbishing the playground area and grounds.

#### 2016 H/M Excise Tax Grant

At 12:10 p.m., Mayor Lacher introduced discussion of the 2016 Hotel Motel Excise Tax Grant. Administrator Wilson explained that a call for applications would be available soon and the Lodging Tax Advisory Committee is recommending a preliminary allocation of \$200,000 for tourism related programs and promotion. Discussion followed regarding return-on-investment of summer versus shoulder season promotion.

**Council consensus to allocate the preliminary amount of \$200,000 for tourism related programs in 2016.**

#### Ordinance No. 1563

At 12:15 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1563, amending Title 5 FHMC relating to the business license code. Clerk Taylor explained that the purpose of the ordinance was to expand definitions, amend license year to April through March, adjust the fee schedule and establish a process for violations. Administrator Wilson explained that business license renewals for 2015/2016 would be prorated \$10.50 to accommodate the shorter year. Discussion followed regarding fees for licensing.

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1563, amending Title 5 FHMC relating to the business license code. Motion passed 3-0 with Monin and Starr absent.**

#### Resolution No. 2115

At 12:25 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2115, awarding the bid to Energy Systems for purchase of a trailered mobile generator. Administrator Wilson explained that Town received two bids of which one was determined non-responsive. The Public Works Director and Sewer Department Leadman recommend award to Energy Systems for their proposal of \$64,147. Discussion followed regarding use/relocation of the current generators.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**Moved by de Freitas, seconded by Ghatan, to approve Resolution No. 2115, awarding the bid to Energy Systems for purchase of a trailered mobile generator. Motion passed 3-0 with Monin and Starr absent.**

### Resolution No. 2116

At 12:40 p.m., Mayor Lacher introduced discussion of Resolution No. 2116, authorizing conditional private use of a portion of Front Street by the Rotary Club of San Juan Island. Administrator Wilson explained that the Rotary Club has requested use on July 4<sup>th</sup> for the annual Rock-the-Dock event. The Council considers the request and conditions imposed by the Town because the application requests that alcohol be served in the public ROW. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2116, authorizing conditional private use of a portion of Front Street by the Rotary Club of San Juan Island. Motion passed 3-0 with Monin and Starr absent.**

### Resolution No. 2117

At 12:42 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2117, the Mayor to execute a contract with Lawson Construction for asphalt patching at various street locations. Administrator Wilson explained that Town went to bid utilizing the Small Works Roster. Engineer-In-Training, Pedro Mena, described the five projects. Discussion followed regarding the progression of the projects and that the location on Spring Street may require a change order to install an additional manhole.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2117, authorizing the Mayor to execute a contract with Lawson Construction for asphalt patching at various street locations. Motion passed 3-0 with Monin and Starr absent.**

### **ADMINISTRATOR'S REPORT**

At 12:55 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Mullis Senior Center – Have requested Town stripe their parking lot.
- Friday Harbor Fields – The conditions of the Conditional Use Permits are almost met.
- PFFAP representative – July 15<sup>th</sup>. Steve will represent.
- SJC PFFAP Grant Application – Town will submit an application for development of a pocket park on Spring Street.
- Six Year TIP – The hearing for the 2016-2021 Six Year TIP is scheduled on June 18, 2015.
- Brochures – The Historic Preservation Map needs edits and reprinting.
- Blinking lights are coming. Manufacturer only sent one, instead of four
- Crosswalk Upgrades – The flashing lights for the School crosswalks are on order.
- M/V Samish – Town has contributed \$100 towards the Samish inauguration for the SJI Jazz Band.
- OPALCO Franchise – The Ordinance amending the franchise to include broadband was presented for a first reading.
- Chipseal program – A memorandum of understanding will be presented on June 18<sup>th</sup> for two projects.
- Transient Residence – The Town Attorney recommends that Town clarify the current zoning ordinance and specifically state that there are no transient rentals allowed in SFR/MFR zones.
- Town Logo – A panel is in process of reviewing proposals.
- Utility video – Two proposals have been received.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Hushebeck, seconded by Freitas, to affirm the payment of Payroll Warrant Nos. 16528 through 16545 and direct deposit run in the amount of \$242,109.82; and approve the payment of Claim Warrant Nos. 40484 through 40534 in the amount of \$148,245.93. Motion passed 3-0 with \$148,254.93.

### **APPROVAL OF MINUTES**

Moved by Freitas, seconded by Ghatan, to approve the minutes of **May 21, 2015 as submitted**. Motion passed 3-0.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:26 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 45 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Attorney Kenyon and Treasurer Wilson. The session ended at 2:15 p.m. for an actual session time of 49 minutes. No actions were taken.

**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, June 18, 2015 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on June 18, 2015. 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 18, 2015 – 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; Clerk, Amy Taylor and Staff.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that the agenda would be re-ordered to accommodate guests.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – SJI Garden Club

At 12:06 p.m., Mayor Lacher proclaimed San Juan Island Garden Club Day. San Juan Island Garden Club representatives, Marguerite Bennett, Dot Vanderver, and Vonnice Harold, presented a check to the Town in the amount of \$500.

#### SJC Update

At 12:05 p.m., SJC Councilman, Bob Jarman, presented an update on issues of mutual concern. Items included various grant and tax funding; youth and mental health programs; coal transport, oil spill and regional environmental issues; and fireworks. Discussion followed regarding fire, drought and Washington State Ferries. No action was taken.

#### Resolution No. 2120

At 12:27 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2120, authorizing the Mayor Lacher to execute a professional services agreement with the Senior Services Council of San Juan County for maintenance of the Mullis Senior Center parking lot. Administrator Wilson explained that the Mullis Center resealed the lot and it needs parking lines repainted. The Mullis Center has asked for mutual aid in accomplishing this task. No discussion followed.

**Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2120, authorizing the Mayor Lacher to execute a professional services agreement with the Senior Services Council of San Juan County for maintenance of the Mullis Senior Center parking lot. Motion passed unanimously.**

#### Friday Harbor Arts Commission – Sunken Park

At 12:31 p.m., Mayor Lacher introduced discussion of the proposal by the Friday Harbor Arts Commission regarding the mural project at Sunken Park. Councilmember Monin explained that the FHAC is proposing to take on the bulk of work for the proposal. Commissioner Lori Stokes read a proposal by the FHAC. Discussion followed regarding the recommended public process.

**Council consensus for the FHAC to oversee the Sunken Park Mural Process.**

#### Resolution No. 2118

At 12:46 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2118, awarding bid and authorizing the Mayor to execute construction documents for the reconstruction of Sewer Pump Station No. 2. Public Works Director, Wayne Haefele, explained that two proposals were received. The construction firm Equity Builders submitted the responsive bid in the amount of \$552,665 for the reconstruction. The engineer recommends the bid award. Discussion followed regarding the engineering estimate for the project.

**Moved by Ghatan, seconded by Monin, to award the bid to Equity Builders, LLC in the amount of \$552,665 and authorize the Mayor to execute construction documents. Motion passed unanimously.**

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### Resolution No. 2119

At 12:53 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2119, authorizing an amendment with Wilson Engineering for design and construction management of the Sewer Pump Station No. 2 upgrade. Public Works Director, Wayne Haefele, explained that the amendment is to redesign the sewer outfall in addition to in addition to construction management services. The outfall redesign is needed to unify the size of current lines with the upgrades. No discussion followed.

**Moved by Monin, seconded by Starr to adopt Resolution No. 2119, authorizing the Mayor to execute an amendment with Wilson Engineering to provide specifications and construction documents for outfall improvements and construction management services for the Sewer Pump Station No. 2 Upgrade Project in an amount not to exceed \$39,700. Motion passed unanimously.**

### Resolution No. 2121

At 12:59 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2121, authorizing a Memorandum of Understanding between the Town and County for chip seal repair. Administrator Wilson described the two locations. Public Works Director, Wayne Haefele, described the County's process for laying chipseal. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No 2121, authorizing the Memorandum of Understanding with San Juan County for minor repair and roadway chipsealing services within the Town. Motion passed unanimously.**

### Town Logo

At 1:05 p.m., Mayor Lacher introduced discussion of the proposals for design of a Town logo. Administrator Wilson recommended the award be awarded to the firm known as Somelab. Discussion followed regarding the selection of consultant. **Council consensus to consider an agreement with Somelab for design of the Town logo.**

### Town Utility Video

At 1:10 p.m., Mayor Lacher introduced discussion of the proposals for production of an educational video of Town utilities. Administrator Wilson recommended that the award be made to local consultant Frank Sicilia. No discussion followed.

## **ADMINISTRATOR'S REPORT**

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

- News releases – Local press releases were distributed.
- TVI – All accounts are set up for the investment of Town monies.
- Water sales – Town is selling potable water. Discussion is scheduled for the evening session.
- PFFAP – Town's application was submitted to the County. Town is requesting \$40,000 for development of Spring Street improvements and a pocket park.
- Recycling – Lautenbach is requesting a temporary contract amendment in the amount of \$141 per ton to accommodate current conditions. Their cost exceeds the current contract amount.
- Marguerite Place Reconstruction – A call for bids will be issued in July for reconstruction.

## **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Monin, seconded by Hushebeck, to approve the payment of Claim Warrants. Motion passed unanimously.

# Town Council of Friday Harbor - Summaries of the 2015 Minutes

## **APPROVAL OF MINUTES**

Minutes were postponed until the evening session.

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

Councilmember Hushebeck stated that he could not be the representative for the PFFAP review process.

## **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, June 18, 2015 at 5:30 p.m.

\* \* \* \* \*

**These minutes were approved on June. 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 18, 2015 – 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, 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**

Owners of Into the Woods Bed & Breakfast inquired if Town intended to discontinue sale of potable water.

## **PUBLIC HEARING**

### Six Year Transportation Improvement Plan

At 5:35 p.m., Mayor Lacher opened the public hearing regarding the Town Six Year Transportation Improvement Plan for years 2016 through 2021. Administrator Wilson explained the requirement for a public hearing and described the projects, if approved. Administrator Wilson noted two revisions to the proposed plan.

At 6:33 p.m., Mayor Lacher opened the public testimony portion of the hearing. Hearing no comment from the audience or Council, Mayor Lacher closed the public hearing.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2122, adopting the 2016 to 2021 Six Year Transportation Improvement Plan. Motion passed unanimously.**



## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **ACTION AND DISCUSSION ITEMS**

#### Ordinance No. 1564

At 6:34 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1564, establishing interim development regulations as authorized by the Growth Management Act relating to amending FHMC Sections 17.20.020 and 17.24.020, permitted uses in the single-family and multifamily residential zones; providing for severability; and declaring an emergency. Administrator Wilson explained that the code as it currently provides does not allow for transient rentals in the SFR and MFR zones. Due to enforcement issues, the Attorney has recommended that FHMC be amended to specifically state that "transient accommodations" as that term is defined in Title 17 are not permitted uses in the SFR and MFR zones. A public hearing to consider the emergency ordinance is scheduled July 16, 2015. Discussion followed regarding changes to the remainder of Title 17.

**Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 12564, establishing interim development regulations as authorized by the Growth Management Act relating to amending FHMC Sections 17.20.020 and 17.24.020, permitted uses in the single-family and multifamily residential zones; providing for severability; and declaring an emergency. Motion passed unanimously.**

#### Ordinance No. 1565

At 6:43 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1565, amending Chapter 10.04 FHMC concerning time limited parking. Administrator Wilson explained that the ordinance corrects certain listings to correspond with current signage and clarifies the effective times for eight-hour parking. Discussion followed regarding over-regulation for time-limited parking.

**Moved by Ghatan, seconded by Hushebeck, to adopt Ordinance No. 1565, amending Chapter 10.04 FHMC concerning time limited parking. Motion passed unanimously.**

#### Ordinance No. 1566

At 7:00 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1566, amending FHMC 2.66.020 relating to the Lodging Tax Advisory Committee. Administrator Wilson explained that the LTAC has recommended term limits. Mayor Lacher stated that she was neither for or against term limits, however, felt that if adopted the LTAC would need to determine how to stagger their terms amongst themselves.

**Moved by Ghatan, seconded by Starr, to adopt draft Ordinance No. 1566, amending FHMC 2.66.020 relating to the Lodging Tax Advisory Committee. Motion passed unanimously.**

#### Ordinance No. 1567

At 7:06 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1567, fixing salary for the position of Administrative Executive Assistant and amending Ordinance No. 1559. Administrator Wilson explained that Julie Greene has successfully completed her annual performance review in June 2015. Town is offering Ms. Greene a new salary of \$49,500. Discussion followed regarding new job responsibilities.

**Moved by Starr, seconded by Monin, to adopt Ordinance No. 1567, fixing salary for the position of Administrative Executive Assistant and amending Ordinance No. 1559. Motion passed unanimously.**

# Town Council of Friday Harbor - Summaries of the 2015 Minutes

## **WORK SESSION**

### Water Consumption

Mayor Lacher introduced discussion of water restrictions. Administrator Wilson explained that while Trout Lake filled to capacity in 2015, Town has noted an unusually high water demand in the first two weeks of June as the result of the dry weather, possibly dryer soils and insufficient recharge of San Juan Island wells. At this point there is no justification to declare a minor emergency pursuant to the Water Shortage Response Plan. On the other hand, it is probably appropriate to ask for voluntary conservation so that we do not place the Town in a position to implement any mandatory restrictions later in the summer.

Administrator Wilson suggested a press release asking for voluntary conservation and talking points. Discussion followed regarding excessive use and the increase of users for water.

**Council consensus to bring back recommendations for an ordinance on excessive water use charges; continue selling potable water for drinking projects; and inform the SJC Cattle Point Project that Town will discontinue selling water for the project after July 21<sup>st</sup>.**

## **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of June 4, 2015. 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 7:53 p.m. The next regular meeting is scheduled for Thursday, July 2, 2015 at 12:00 p.m.

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**These minutes were approved on July 2, 2015. 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 2, 2015 – 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; and Position No. 4, Farhad Ghatan.

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

Position No. 2, Noel Monin was not present. Position No. 5, Barbara Starr arrived at 12:30 p.m.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that there was no evening session.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Civic Pride Award – Friday Harbor Grand

At 12:01 p.m., Mayor Lacher presented Farhad Ghatan with a Civic Pride Award for his renovation of the "Friday Harbor Grand Bed & Breakfast", formerly known as the Blair House or Capron House located on Blair Avenue. Councilmember Ghatan thanked Mayor Lacher and the Council and recounted some of the interesting items he has found in the walls and crawlspaces during restoration of the historic building.

#### Resolution No. 2123

At 12:07 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2123, authorizing the Mayor to execute and agreement with Somelab for design of a Town Logo. Administrator Wilson explained that the portion for wayfinding signage was removed from the contract. Discussion followed regarding the scope of services.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2123, authorizing the Mayor to execute and agreement with Somelab for design of a Town Logo. Motion passed 3-0 with Monin and Starr absent.**

#### Resolution No. 2124

At 12:10 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2124, authorizing the Mayor to execute an agreement with Frank Sicilia for production of an educational video of Town utilities. Administrator Wilson explained that the project should be an entertaining way to educate people on the complexity of our utilities. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2124, authorizing the Mayor to execute an agreement with Frank Sicilia for production of an educational video of Town utilities. Motion passed 3-0 with Monin and Starr absent.**

#### Ordinance No. 1568

At 12:17 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1568, amending the franchise agreement with Orcas Power and Light Cooperative. Administrator Wilson explained that OPALCO is requesting that fiber optic capabilities be provided for in the agreement. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Ordinance No. 1568, amending the franchise agreement with Orcas Power and Light Cooperative. Motion passed 3-0 with Monin and Starr absent.**

# Town Council of Friday Harbor - Summaries of the 2015 Minutes

## ADMINISTRATOR'S REPORT

At 12:17 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Marguerite Place Reconstruction Project – Town has issued bids for reconstruction of curb, gutter, sidewalk and pavement on a portion of Marguerite Place from Guard to Park Street.
- Friday Harbor House – The Hotel and Restaurant has sold to an anonymous local family.
- Water Line Replacement Project – The USDA Loan was approved and Grant application denied at this time. Town was asked to rewrite its Capital Facilities Plan to reflect future needs. Discussion followed regarding repayment of current revenue bonds.
- PFFAP – Town was granted \$35,000 development of the pocket park at the Breezeway.
- Goose Island – The odor and light haze in Town is emanating from the Goose Island Preserve wildfire. Decision has been made to allow the fire to burn out naturally.
- Capital Facilities Plan – The 2015/2016 plan was distributed for review. A work session will be scheduled to discuss priorities before submittal to the Planning Commission for public hearing.
- 4<sup>th</sup> of July – An overview of plans for the Parade and other events was provided.

## PAYMENT OF CLAIMS AND PAYROLL

Moved by Hushebeck, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16546 through 16565 and direct deposit run in the amount of \$260,660.06; and approve the payment of Claim Warrant Nos. 40590 through 40615 in the amount of \$91,657.60. Motion passed 4-0 with Monin absent.

## APPROVAL OF MINUTES

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **June 16, 2015 as submitted**. Motion passed 4-0 with Monin 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 1:06 p.m. The next regular meeting is scheduled for Thursday, July 16, 2015 at 12:00 p.m.

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**These minutes were approved on July 16, 2015. 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 16, 2015 – 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.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

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**

Mayor Lacher announced that Council would hold an Executive Session regarding real estate acquisition at the conclusion of regularly scheduled items.

### **PUBLIC ACCESS TIME**

Bryce Ecklein, 475 Harrison Street, requested that Council give serious consideration to a round-about at Argyle Avenue and Spring Street. Mr. Ecklein explained that he is an urban planner and would offer his services to make the round-about functional and attractive. Administration Wilson provided an update on the current study with MNS Engineers.

### **ACTION AND DISCUSSION ITEMS**

#### Resolution No. 2125

At 12:08 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2125, authorizing the Mayor to execute an interlocal agreement between the Town and County for mutual assistance related to public works projects. Administrator Wilson explained that the interlocal would be used as the instrument between the agencies for requesting mutual assistance. This agreement will supersede the 1976 agreement. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2125, authorizing the Mayor to execute an interlocal agreement between the Town and County for mutual assistance related to public works projects. Motion passed unanimously.**

#### Resolution No. 2126

At 12:11 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2126, authorizing the Mayor to execute a Request for Interlocal Services between the Town of Friday Harbor and San Juan County for administration of federal funding for the Tucker Avenue Reconstruction Project – Phase 2. Administrator Wilson explained that the monies are federal STP funds which require administration by a "certified agency". The County has offered those services on a time and material basis estimated to cost \$50,000. Discussion followed regarding the lack of fee schedule.

**Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2126, authorizing the Mayor to execute a Request for Interlocal Services between the Town of Friday Harbor and San Juan County for administration of federal funding for the Tucker Avenue Reconstruction Project – Phase 2. Motion passed unanimously.**

#### Urban Planning – Pocket Park

At 12:18 p.m., Mayor introduced discussion of planning and design for the Spring Street Breezeway and Pocket Park. Administrator Wilson requested that Town utilize the services of an urban or landscape architect to design of the park because the area is highly visible and will be heavily used. Administrator Wilson inquired if the Council wanted to go through a public participation process to seek input. Discussion followed regarding public participation, including holding a public meeting and conducting surveys. The Council commented that the park should be flexible for change and complement the design of the Sunshine Alley Breezeway when it's installed. Council requested

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**Council consensus to issue a Request For Proposals for architectural services up to \$7,500 to \$10,000; and direct the Historical Preservation Coordinator to forward a position paper for design review elements and/or how the HRPB should participate in the process.**

### ADMINISTRATOR'S REPORT

At 12:50 p.m., Administrator Wilson presented the Town Council with an update of the following:

- School District 149 – Town is participating in surveys regarding school facilities. Comments are being solicited regarding existing facilities and needed improvements for its capital improvement plan.
- Friday Harbor Fields – The Fields are close to receiving occupancy. Council requested a presentation and update.
- Whale Museum – The Museum will be submitting an application to install a mural during their "Super-Pod" event.
- Trout Lake – The Lake currently measures 19 ½" below the spillway. Town has returned to traditional pattern of drawing water. Strider Construction has requested to be informed of the status of buying bulk water. Council consensus to continue selling bulk water to Strider Construction for the Cattle Point Reconstruction Project through July 31st.
- Water Transmission Line Replacement Project – The UDSA will be reconsidering the grant denial. Town staff will be revising the Capital Facilities Plan.
- Nichols Walk – Town received a request by Nichols Walk to remove a driveway cut. In exchange, Town would acquire additional parking. **Council consensus to remove the driveway cut and restore normal sidewalk.**
- Phone system – Town will be going to bid on a new phone system for Town Hall.
- Garbage truck – Town will receive on Tuesday.
- Spring Street Rain Gardens – The University has requested to take over the maintenance of Rain Garden. A contract will be proposed for a 2 year commitment. Discussion followed regarding use of the unmetered water spigot during dry weather. **Council consensus allow continued use of the unmetered water spigot for the Rain Garden by the University for 2 years if they assume maintenance; and seek to install a permanent meter.**
- Mullis Senior Center – The Center forwarded a letter thanking the Town for maintenance of the parking lot.

### PAYMENT OF CLAIMS AND PAYROLL

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 40616 through 40668 in the amount of \$ \$180,403.83. Motion passed unanimously.

### APPROVAL OF MINUTES

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **July 2, 2015 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 1:26 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,

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

Treasurer Picinich, and Clerk Taylor. The session ended at 1:49 p.m. for an actual session time of 26 minutes. No action was taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:50 p.m. The next regular meeting is scheduled for Thursday, August 6, 2015 at 12:00 p.m.

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**These minutes were approved on August 6, 2015. 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 16, 2015 – 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, Kelle' Wilson; 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 announced schedule changes for the agenda.

### **PUBLIC ACCESS TIME**

Jenny Atkinson, Whale Museum Director, explained that the Whale Museum is submitting an application for placement of a mural. Ms. Atkinson distributed a rendering on the mural that will be requested.

### **PUBLIC HEARING**

#### Public Hearing – Title 14 and Title 17 Revisions

At 5:30 p.m., Mayor Lacher opened the public hearing to hear and consider comments regarding revisions to Title 14 and Title 17 Friday Harbor Municipal Code. Mayor Lacher explained the hearing was legislative in nature, therefore the Appearance of Fairness Doctrine does not apply.

Ordinance No. 1557, adopted on February 5, 2015, replaced language regarding the placement of murals. If adopted, Ordinance No. 1569 will add new Chapter 14.08 FHMC regarding regulations for murals; amend Chapter 14.04 FHMC to remove regulation of murals as signs; and repeal Ordinance No. 1557 in its entirety.

Ordinance No. 1564, adopted on July 2, 2015, established interim development regulations for permitted uses in the single-family and multi-family residential zones.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

Administrator Wilson recommended that additional language be added and read amendments into the record. Proposed amendments included Town Council review for variance and appeals. Mayor Lacher commented that the ordinance as its currently written does not include Town Council approval. Discussion followed regarding size of murals.

At 5:55 p.m., Mayor Lacher opened the hearing to public comment.

Terry Akin, 965 \_\_\_\_, commented on the definition of mural and stated that he was in favor of the ordinance.

Jenny Atkinson, 165 Wood Duck Lane, asked for clarification regarding approval criteria for a mural.

John Ashcroft, 235 \_\_\_\_ Road, suggested that the language for approval criteria state "should not be inconsistent with" instead of "shall".

Shelly Allen, 965 Hillview Terrace, testified in favor of the mural ordinance.

At 6:13 p.m., Mayor Lacher hearing no other testimony from the audience, opened the hearing to Council discussion.

No comments were received regarding Ordinance No. 1564.

At 6:28 p.m., Mayor Lacher hearing no other testimony from the audience or comments from the Council, closed the public hearing.

**Moved by Starr, seconded by Hushebeck, to adopt Ordinance No. 1569 with amendments, to add new Chapter 14.08 and amend Chapter 14.04 Friday Harbor Municipal Code regarding regulations for murals. Motion passed 4-0.**

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

Councilmember Ghatan thanked Ms. Strehlou for the timely the HPRB response letter regarding their participation in the development of a pocket park.

### **CITIZEN RESPONSE**

Jenny Atkinson, thanked council for their thoughtful consideration of the mural ordinance.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:43 p.m. The next regular meeting is scheduled for Thursday, August 6, 2015 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on August 6, 2015. 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 6, 2015 – 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 2015 Minutes

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 not present. The Council unanimously excused his absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Becky Day, SJI Chamber of Commerce Director, thanked the Council for their financial support of the July 4<sup>th</sup> fireworks. Ms. Day reported that they were able to meet their 2015 budget with the help of the Town, Valmark and community donations.

### **ACTION AND DISCUSSION ITEMS**

#### Friday Harbor Fields

At 12:04 p.m., Mayor Lacher introduced Bryan Brown, President of the FH Fields Board, to provide an update regarding the Fields. Mr. Brown listed accomplishments to date and reported that completing Phase I will cost approximately \$70,000. The Board is planning to fundraise for development of Phase 2. Discussion followed regarding reconstruction of Field 1 and future auxiliary fields. Mayor Lacher and the Council thanked Mr. Brown. No action was taken.

#### SJC Council Update

At 12:16 p.m., SJC Councilman Bob Jarman provided an update on issues of mutual concern. Issues included commercial greenhouses, funding for the Tucker Avenue Reconstruction Project, Turn Point/Pear Point Connector Road, lobbying, Mt. Grant, and Washington State Ferries. Discussion followed regarding joint projects. Administrator Wilson thanked the County for their cooperation on Tucker Avenue and for granting 2016 PFFAP funding for the Spring Street. No action was taken.

#### Tucker Avenue Reconstruction Project

At 12:26 p.m., Mayor Lacher introduced discussion regarding the Tucker Avenue Reconstruction Project. Administrator Wilson and Public Works Director, Wayne Haelele, provided an update on the status of application and design. Director Haelele described design elements including sharrows and new style of light standards. Mayor Lacher thanked the County and Town Public Works for their diligent work. No action was taken.

#### Mural Ordinance

At 12:32 p.m., Mayor Lacher introduced discussion of the draft mural ordinance. Administrator Wilson explained that the FHAC and HPRB have had an opportunity to comment and the draft will receive further revision. Historic Preservation Coordinator, Sandy Strehlou and FH Arts Commission member, Lori Stokes, presented their respective recommendations to the Council. Mayor Lacher invited Whale Museum Director, Jenny Atkinson, to comment on the process since their proposed mural was being used as an example. Ms. Atkinson commented that she appreciated the thoughtful process. Discussion followed regarding the recommendations presented. No action was taken.

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Ghatan, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 16566 through 16582 and direct deposit run dated August 4, 2015 in the amount of \$260,286.11; and approve the

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

payment of Claim Warrant Nos. 40670 through 40712 in the amount of \$128,333.14. Motion passed 4-0 with Monin absent.

### APPROVAL OF MINUTES

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **July 16, 2015 as corrected**. Motion passed 4-0 with Monin absent.

### ADMINISTRATOR'S REPORT

At 1:44 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Nichols Walk Sidewalk – The cost for removing and replacing the current curb cut is approximately \$2,000. **Council consensus to remove and install the driveway curb cut located at Nichols Walk at the expense of the Town.**
- Recycling and Yard Waste Pickup – A new schedule was presented for recycling and yard waste pickup.
- Recycling Costs – Lautenbach has requested to renegotiate tipping fees due to their increased costs. Town currently tips at a rate of \$70 per ton. The topic will be scheduled for a work session.
- Marguerite Place Sidewalk Restoration Project – Two bids were received. The low bid is being contested. Discussion followed. **Council consensus to hold an executive session to seek advice from the Town Attorney before making a decision.**
- Hillview Terrace Water Station – Various emergency electronics and equipment has been located to its own outbuilding at the expense of third-parties sharing the location.
- Water Main Flushing – Town is attempting to recycle the water that will be flushed from certain mains to Strider Construction for the Cattle Point Road Project.

**ADJOURNMENT** – Hearing no further business and no objection and losing quorum, Mayor Lacher adjourned the meeting at 1:58 p.m. The next regular meeting is scheduled for Thursday, August 6, 2015 at 5:30 p.m.

\* \* \* \* \*

**These minutes were approved on August 20, 2015. 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 6, 2015 – 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; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 2, Noel Monin, was not present. The Council unanimously excused his absence.

### FLAG SALUTE

Mayor Lacher conducted the flag salute.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that the evening session may be continued until Monday, August 10, 2015 at 12:00 p.m. for the purpose of holding an executive session regarding potential litigation.

### **PUBLIC ACCESS TIME**

Mike Carlson, president of Mike Carlson Enterprises, thanked the Council for their due diligence regarding the bid for the Marguerite Place Restoration Project.

### **ACTION AND DISCUSSION ITEMS**

#### Resolution No. 2130

At 5:33 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2130 regarding award of bid for the Marguerite Place Restoration Project. Administrator Wilson explained that bids were received from Richard Lawson Construction (RLC) and Mike Carlson Enterprises (MCE). The MCE is contesting the bid from RLC. The Council may 1) award the bid to Richard Lawson Construction and allow Mike Carlson Enterprises to seek an injunction; or 2) seek legal advice from the Town Attorney. **Council consensus to continue the meeting for the purpose of an executive session regarding potential litigation.**

#### Ordinance No. 1571

At 5:47 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1571, concerning permitted uses in the Single-Family and Multifamily Residential Zones and repealing Ordinance No. 1564 in its entirety. Administrator Wilson explained that adoption replaces the previous ordinance that is due to expire. Discussion followed regarding "grandfathered" properties.

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1571, concerning permitted uses in the Single-Family and Multifamily Residential Zones and repealing Ordinance No. 1564 in its entirety. Motion passed 4-0 with Monin absent.**

#### Ordinance No 1572

At 5:50 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1572, amending Chapter 10.04 of the Friday Harbor Municipal Code concerning time limits for restricted parking. Administrator Wilson explained that the purpose of the ordinance was to keep circulation in the designated accessible spaces. Discussion followed regarding signage and additional designated spaces in Town.

**Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1572, amending Chapter 10.04 of the Friday Harbor Municipal Code concerning time limits for restricted parking. Motion passed 4-0 with Monin absent.**

#### Resolution No. 2127

At 5:54 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2127 regarding the Touch a Truck event. Administrator Wilson explained this annual event will take place in October. No discussion followed.

**Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2127, execute an interlocal agreement with San Juan Island Park and Recreation District for participation in the "Touch a Truck" event. Motion passed 4-0 with Monin absent.**

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### Resolution No. 2128

At 5:57 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2128 regarding purchase of motor fuels. Administrator Wilson explained that Petro San Juan offered a bid of \$0.18 markup over cost for the purchase of fuel for the 2015/2016 year. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2128, authorizing the Mayor to accept a proposal from, and execute a purchase agreement with, Petro San Juan to provide motor fuels to the Town of Friday Harbor from August 1, 2015 through July 31, 2016. Motion passed 4-0 with Monin absent.**

### Resolution No. 2129

At 6:02 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2129 regarding purchase of propane fuel. Administrator Wilson explained that San Juan Propane offered a bid of \$0.339 markup over rolling average cost for the purchase of propane fuel for the 2015/2016 year. No discussion followed.

**Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2129, authorizing the Mayor to accept a proposal from, and execute a purchase agreement with, San Juan Propane to provide propane fuel to the Town of Friday Harbor from August 1, 2015 through July 31, 2016. Motion passed 4-0 with Monin absent.**

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

Treasurer Wilson reported that online credit card payments are going well and annual call for budget has been issued.

Administrator Wilson reported on the Trout Lake water level and that Strider was able to tank the main flushing water.

Councilmember Starr requested that Town consider installing an accessible parking stall near Overlook Park.

Mayor Lacher thanked staff for all of their hard work.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher continued the meeting at 6:28 p.m. for the purpose of unfinished business. The next regular meeting is scheduled for Thursday, August 20, 2015 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on August 20, 2015. 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 2015 Minutes

### Monday, August 10, 2015 – Council Chambers – Continued Session

#### CALL TO ORDER

Mayor Lacher called the continued 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;

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Town Attorney, Mike Disend.

Position No. 4, Farhad Ghatan, and Position No. 5, Barbara Starr were absent. Treasurer Picinich and Clerk Taylor were excused.

#### EXECUTIVE SESSION

At 12:01 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)(i); which was estimated to last 30 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, and Attorney Disend. The session ended at 12:33 p.m. for an actual session time of 33 minutes. The following discussion and action was taken in open session:

Council determined that the bid received by Mike Carlson Enterprises, Inc. was the sole responsive bidder.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2130, awarding the bid for the Marguerite Place Restoration Project, to Mike Carlson Enterprises, Inc. in the base bid amount of \$279,559.45. Motion passed 3-0 with Ghatan and Starr absent.**

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 12:38 p.m. The next regular meeting is scheduled for Thursday, August 20, 2015 at 12:00 p.m.

\* \* \* \* \*

**These minutes were approved on August 20, 2015. 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 20, 2015 – 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. 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.

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Position No. 2, Noel Monin, was absent.

## **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

## **ANNOUNCEMENTS/SCHEDULE CHANGES**

No evening session was scheduled.

## **PUBLIC ACCESS TIME**

Diane Martindale expressed concerns regarding the proposed mural art ordinance.

Susan Williams expressed concerns regarding the proposed mural art ordinance.

## **DEPARTMENT REPORTS**

### Public Works Update

At 12:18 p.m., Public Works Director, Wayne Haefele provided an update on current and upcoming projects for the following departments: (Sewer Department) Pump Station #2, Spring Street Outfall; (Water Department) Water Transmission Line Replacement, Hillview Terrace Watertank, Onsite Chlorine Generator; (Stormwater) Scenic Place/Carter Avenue Catch Basins; (Street) Marguerite Place Restoration, Tucker Avenue, Warbass/Harrison Intersection, Spring/Argyle Roundabout, Price Street Reconstruction; and (Refuse) new truck and pickup schedule. Discussion and inquiry followed regarding grant funding. Mayor Lacher thanked Mr. Haefele.

### Historical Preservation

At 12:41 p.m., Historic Preservation Coordinator, Sandy Strehlou provided an update on the following: interpretive signage, interpretive markers, recently restored buildings, HPRB training, and mural ordinance. Discussion followed regarding the restored buildings. Mayor Lacher thanked Ms. Strehlou.

### System Administration

At 12:55 p.m., System Administrator, Steven Dubail provided an update on the following: traffic counts, Sunshine Alley Cameras, new telephone system, equipment for the Council Chambers and security. No discussion followed. Mayor Lacher thanked Mr. Dubail.

## **ACTION AND DISCUSSION ITEMS**

### Ordinance No. 1570

At 1:06 p.m., Mayor Lacher introduced discussion of the draft mural ordinance. Administrator Wilson presented suggested changes to the previous version. Discussion followed regarding murals on private property versus public property and size restrictions. **Council consensus to include additional verbiage for consideration on September 3, 2015.**

## **ADMINISTRATOR'S REPORT**

At 1:54 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Irrigation Submeters – New policy is requested regarding irrigation Submeters.
- TBD Revenue – New bill passed authorizes the municipality to absorb the TBD if boundaries are contiguous.
- Nichols Street – Nichols and A Street will become a four-way stop sign.
- Telephone RFP – Proposals are due for new system for Town Hall.
- Trout Lake – Measure 39" below the spillway.
- Utilities Video – The Consultant has almost completed filming for the Utilities Video.

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### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Ghatan, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 40713 through 40769 in the amount of \$481,298.84. Motion passed 4-0 with Monin absent.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **August 3, 2015 as submitted**. Motion passed unanimously.

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

Mayor Lacher requested coverage for upcoming meetings that she cannot attend.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:01 p.m. The next regular meeting is scheduled for Thursday, September 3, 2015 at 12:00 p.m.

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**These minutes were approved on September 3, 2015. 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 3, 2015 – 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.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation

At 12:00 p.m., Mayor Lacher proclaimed the month of September as Library Card Sign Up Month. Melina Lagios, Assistant Director/Youth Services Coordinator, spoke about the importance of the San Juan Island Library. The Council thanked Ms. Lagios.

#### Civic Pride Award

At 12:03 p.m., Mayor Lacher presented a Civic Pride Award to John Gresseth for his restoration of 590 Guard Street (red house at the corner of Tucker Avenue and Guard Street). Mr. Gresseth recounted his

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

experiences with the restoration project. Sandy Strehlou, Historic Preservation Coordinator, complimented his project and commented on other exciting restoration projects occurring on Guard Street.

### **DEPARTMENT REPORT**

#### Community Development

At 12:06 p.m., Land Use Administrator, Mike Bertrand, present a status report for the department. Information included types of permits and fees taken year-to-date, items that the Planning Commission will be considering on September 24<sup>th</sup>, and other building projects taking place in Town. No action was taken.

### **ACTION AND DISCUSSION ITEMS**

#### Ordinance No. 1570

At 12:10 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1570, replacing Chapter 17.08 regarding placement of murals. Administrator Wilson reviewed the final revisions. Changes include adding a comment period for the public and Council approval of the mural. Councilmember Ghatan inquired about how the ordinance will prevent another situation like the Legion's mural. Administrator Wilson explained that the Legion contended that denial of their mural was a violation of their first amendment rights and that this ordinance removes all reference to approval of content.

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1570, replacing Chapter 17.08 regarding placement of murals. Motion passed unanimously.**

#### Town Fee Schedule

At 12:19 p.m., Mayor Lacher introduced approval of the Town Fee Schedule. Administrator Wilson explained that the only revision to the schedule is a \$250 permit fee for the placement of murals. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt the revised Town Fee Schedule dated September 2015. Motion passed unanimously.**

#### Resolution No. 2131

At 12:21 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2131, establishing a date and time for a public hearing to consider assuming the rights, powers, and functions of the Friday Harbor Transportation Benefit District. Administrator Wilson explained that the Legislature passed ESSB 5987, which allows municipalities to assume the rights and obligations of TBDs if their respective boundaries are identical. The first step in the process is to adopt a resolution setting the date of a public hearing. Discussion followed regarding the need for separate entities.

**Moved by Starr, seconded by \_\_\_\_ , to adopt Resolution No. 2131, establishing the date and time for a public hearing to consider assuming the rights, powers, and functions of the Friday Harbor Transportation Benefit District on October 17, 2015 at 5:30 p.m. Motion passed unanimously.**

#### Ordinance No. 1573

At 12:26 p.m., Mayor Lacher introduced discussion of Ordinance No. 1573, establishing regular meeting dates for the Town Council. Mayor Lacher requested that the regular October 1<sup>st</sup> and 15<sup>th</sup> meeting dates of the Town Council be rescheduled to October 8<sup>th</sup> and 22<sup>nd</sup> due to planned administrative leaves. The Council concurred.



## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1573 as revised, establishing October 8<sup>th</sup> and October 22<sup>nd</sup> at 12:00 p.m. and 5:30 p.m. as the regular meeting dates for October. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

At 12:33 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Sales Tax Revenue – The current revenue spreadsheet was reviewed.
- Labor Negotiations – Local 1849F has begun negotiations with the Town.
- Water Transmission Line Replacement Project – Town will be developing an RFP for a financial consultant to determine options and a timeline for repayment of USDA loans.
- Marguerite Restoration Project – The Contractor was issued a notice to proceed.
- Spring Street Urban Park – The RFP was issued to landscape architects for design of the pocket park at the intersection of Spring and Second Street.
- Telephone System Proposal – Three proposals were received for installation of the new telephone system. After review of the proposals, staff recommends Baron Telecommunications in the amount of \$14,219. **Moved by Hushebeck, seconded by Starr, to award the proposal for purchase and installation of a new VoIP PBX, telephone and voicemail system at Town Hall to Baron Telecommunications. Motion passed unanimously.**
- Spring Street Rain Garden – **Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2132, authorizing the Mayor to execute an agreement with the Washington State University Extension Office for maintenance of the Spring Street Rain Garden was presented for consideration. Motion passed 4-0 with Starr absent.**
- Spring Street Stormwater Vault – Town as applied for certain stormwater grant funding as a hardship city. Town would be responsible for a 15% match, if awarded.
- Interpretive Signage – Four of the finished signs were presented.

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16583 through 16599 and direct deposit run dated 9/3/15 in the amount of \$246,072.96; and approve the payment of Claim Warrant Nos. 40770 through 40803 in the amount of \$94,395.64. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by de Freitas, to approve the minutes of August 20, 2015 as submitted. Motion passed unanimously.

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

Councilmember Hushebeck noted upcoming meetings.

### **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, September 3, 2015 at 5:30 p.m.

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**These minutes were approved on September 17, 2015. 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 2015 Minutes

### Thursday, September 3, 2015 – 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.

#### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

#### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced a brief executive session lasting 5 minutes regarding real estate acquisition at the conclusion of business.

#### **PUBLIC ACCESS TIME**

Carrie Brooks, 720 Harbor Street, spoke about the importance of disaster preparedness. Ms. Brooks stated that the goal is always to for an individual to be prepared to help the community, not the community to help the individual. Ms. Brooks commented that the flash flooding caused by the afternoon rain is a good example of how natural disasters can occur without warning. Ms. Brooks listed several resources that offer help on the subject. The Council thanked Ms. Brooks.

#### **WORK SESSION(S)**

##### Council Retreat Topics

At 5:45 p.m., Mayor Lacher introduced the work session to discuss topics to include on a brief Council Retreat prior to February. The Council listed the following topics for consideration:

- Town Hall Renovations - improvements to office/meeting space for staff;
- Town Hall Renovations - improvements to the Fire Hall Equipment Bays;
- Sunshine Alley - next phases;
- Park Projects;
- Derelict Vessel Program; and
- Public Works Yard.

**The date for Council Retreat a was tentatively scheduled for October 29<sup>th</sup> from 4:00 p.m. to 8:00 p.m.**

##### Town Budget Cycle

At 6:25 p.m., Mayor Lacher introduced the work session to discuss the process for the Town budget cycle. Administrator Wilson described the approval process, decision card process and suggested a timeline for discussing the various funds. The timeline suggested is follows:

- Decision Cards;
- Current fund revenues;
- Current fund expenditures; then
- Remainder of funds.

The Council concurred. No action was taken.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### Irrigation Submeters

At 6:25 p.m., Mayor Lacher introduced the work session to discuss the allowance of submeters for water. Administrator Wilson explained that water customers in the commercial and multifamily zones are allowed submeters for purposes such as irrigation. These gallons do not impact directly the sewer system, therefore during utility billing the sewer charges are manually reduced by the gallons metered on the submeter. The sewer utility is indirectly impacted because rates are based on a certain amount of water not being processed. More customers are requesting the ability to have submeters which lead to the following policy questions:

- Does Town want to allow more entities to install submeters, which may impact overall sewer rates and staff time?
- Does Town want businesses to beautify their outside areas? If so, is it fair to charge sewer fees when the use does not impact the sewer utility?
- If Town allows submeters, what is the policy to recoup expenses?

Discussion followed regarding the current rate structure and policy. **Council consensus to determine the actual cost and impact to the sewer system by allowing submeters. Analysis should include fees and rate structure that would offset the revenue to the sewer system.**

### Refuse Utility

At 6:53 p.m., Mayor Lacher introduced the work session regarding the refuse utility. Administrator Wilson presented the new pick up schedule and described issues regarding recycling fees. Town is experiencing increased costs associated with tipping recycling. No action was taken.

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

Administrator Wilson reported that legal counsel has been attained to analysis the feasibility of purchasing water rights at Zylstra Lake.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 7:20 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 5 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The session ended at 7:29 p.m. for an actual session time of 9 minutes. No actions were taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:29 p.m. The next regular meeting is scheduled for Thursday, September 17, 2015 at 12:00 p.m.

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**These minutes were approved on September 17, 2015. 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 2015 Minutes

### Thursday, September 17, 2015 – 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; and Position No. 4, Farhad Ghatan.

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

Position No. 5, Barbara Starr was not present. The Council unanimously excused her absence.

#### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

#### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that Councilmember Monin was on-call.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

#### **ACTION AND DISCUSSION ITEMS**

##### Budget Request - SJC Economic Development Council

At 12:01 p.m., Mayor Lacher introduced the presentation of annual report and 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 2015/2016 goals and scope of work. Discussion followed regarding the upcoming workshops.

Ms. Compton explained that the EDC is requesting that the Town contribute \$17,000 for expanded business support, educational programming and development opportunities.

Mayor Lacher and the Council thanked the EDC for their continued efforts. The budget request will be discussed during a scheduled Town Budget Work Session. No action was taken.

##### LTAC Recommendations

At 12:25 p.m., Mayor Lacher introduced discussion of the LTAC funding recommendations. Administrator Wilson presented the results for the following entities requested funding.

##### **APPLICANTS:**

On September 9th and 10th, the LTAC heard presentations and evaluated the following applications:

San Juan Island Visitors Bureau: \$170,000 was requested to continue the bureau's work as the Town's designated marketing organization (DMO) with focus on year round seasonal campaigns and media relations.

San Juan Island Chamber of Commerce — Visitor Information Center: \$53,578 was requested for operation of the Visitor Information Center.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

San Juan Island Chamber of Commerce — Something for Everyone Weekends: \$3,000 was requested for off-island promotion of "Something for Everyone" weekend events.

Skagit Valley College — Road Scholar Program: \$1,564 was requested for improving visitor safety for Road Scholar participants by purchasing an Automated External Defibrillator (AED).

The Whale Museum: \$18,995 was requested for 2016 off-island promotions which will include targeting the Accessible Tourism market (chair lift).

The Whale Museum: \$9000 was requested for the new W.O.W. (Wildlife, Orcas and Whales) FH Festival promotion and storm drain painting.

Pacific Islands Research Institute — Friday Harbor Film Festival: \$10,000 was requested for marketing, film acquisition, and venue and office rent for the fourth annual film festival (SJ County LTAC will match FH LTAC grant).

San Juan Islands Museum of Art (IMA): \$10,000 was requested for marketing 2016 exhibits and workshops.

Friday Harbor Chamber Music Festival: \$4000 was requested for promotion, administration, and stipends for a chamber music event and workshops (June).

San Juan Agricultural Guild — Old Fashioned FH Christmas Market: \$3000 was requested for promotion, administration, and personnel for a new one-day holiday market at Brickworks to coincide with the Chamber's holiday lighting event.

Melodious Notes Over the Harbor — concert: \$1500 was requested to promote a concert in the shoulder season (March/April).

TEDx San Juan Island: \$10,000 was requested for consultants, live web-cast production, venue rent, licensing, catering and other expenses for this shoulder season event.

Discussion followed regarding how to equitably distribute funding. Councilmember Hushebeck noted that all applicants qualified for funding which is why there appears to be more than previous years. Councilmember Ghatan commented on the scope of the Visitors Bureau. Councilmember Monin questioned the process used to determine funding. Hushebeck commented on guidelines for eligibility. Administrator Wilson noted that per his request the SJI Chamber of Commerce withdrew their applications for fireworks and operations. The Chamber is scheduled to present their requests directly to the Council for consideration of 1<sup>st</sup> 2% funding on October 8th.

**Moved by Ghatan, seconded by de Freitas, to adopt the recommendations of the Lodging Tax Advisory Committee in the staff report dated September 14, 2015; and approve the additional allocation requested of \$10,000 listed as item #6. Motion passed 4-0 with Starr absent.**

### Resolution No. 2133

At 12:41, Mayor Lacher introduced discussion of draft Resolution No. 2133, authorizing the Mayor to execute an agreement with Baron Telecommunications to furnish and install a new VoIP PBX, telephones and voicemail system at Town Hall. Administrator Wilson described the terms of the contract. No discussion followed.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2133, authorizing the Mayor to execute an agreement with Baron Telecommunications to furnish and install a new VoIP PBX, telephones and voicemail system at Town Hall. 4-0 with Starr absent.**

### WORK SESSION

#### 2016 Town Budget

At 12:49 p.m., Mayor Lacher opened the work session regarding the 2016 Town Budget. The Council reviewed budget requests from various departments. Discussion and inquiry followed regarding items of interest. Mayor Lacher requested that staff present proposals for janitorial services and storm drain on First Street. No action was taken.

### ADMINISTRATOR'S REPORT

At 1:15 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 515 Spruce Street – The owner has approached the Town claiming that noxious weeds are present on her property as a result of the Spruce Street Storm Drainage Project. Administrator Wilson provided details and asked the Council how they wished to proceed. **Council consensus that the Town should not pursue the issue at an administrative level because of the time period that has lapsed since the work was performed and Town released from damages; and that other contracted work performed at the same time may be germane to the noxious weed issue.**
- Interlocal Agreements – The current interlocal agreements for services provided by San Juan County were reviewed. Certain contracts will be renegotiated in 2016. Discussion followed regarding animal control.
- Derelict Vessel Program – Town will allocate \$1,000 for removal of derelict vessels.
- Town Hall Renovations – Staff is working on a new plan for future renovations.
- Engine 1 – The repainting of the engine is nearly complete.
- Lampard Road – The neighborhood is requesting a crosswalk. Discussion followed regarding safety concerns. **Council consensus to present a final design.**
- Directional signage – The signage for the hospital route will be relocated to account for the current construction.
- Blair Avenue – The pothole on Blair Avenue will be replaced with a concrete braking pad.
- Chlorine Generator Project – The project plans are awaiting approval from the Department of Health.
- Spring Street Water Sewer Replacement Project – Staff is preparing the bidding documents for the project. Discussion followed regarding stormwater capacity and possibility of performing nightwork.
- Water Utility Telemetry System – The current system is faulty and may not be reparable due to the age of the technology. Public Works Director Haele described the current system, which is causing frequent false alarms and requested that it be replaced concurrently with the equipment relocation at Hillview Terrace Pump Station. Discussion followed regarding the scope of work. Moved by de Freitas, seconded by Ghatan, to approve the budget request. Motion passed 4-0 with Starr absent.
- Utility Rate Study – A draft scope of work to update the utility rate study was presented to the Council. **Council consensus to present a contract for consideration.**
- Trout Lake Fire Access Road – Mount Dallas residents are requesting a secondary emergency fire access through Trout Lake.
- Marguerite Place Pavement Restoration Project – The project is proceeding on schedule.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

- Town logo – The preliminary designs presented do not meet expectations. Mayor Lacher suggested terminating the contract with the designer. Discussion followed. **Council consensus to offer the designer an opportunity to present two new logos.**

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 40804 through 40854 in the amount of \$131,569.28. Motion passed 4-0 with Starr absent.

### **APPROVAL OF MINUTES**

The minutes of September 3, 2015 were approved by acclamation.

### **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 2:43 p.m. The next regular meeting is scheduled for Thursday, October 8, 2015 at 12:00 p.m.

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**These minutes were approved on October 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**

<b>Thursday, September 17, 2015 – 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 12:00 p.m.

### **ROLL CALL**

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

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

Position No. 2, Noel Monin and Position No. 5, Barbara Starr were not present. The Council unanimously excused their absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

#### Friday Harbor Arts Commission

At 5:30 p.m., Mayor Lacher appointed Fiona Small to the student position on the Friday Harbor Arts Commission. The Council affirmed her appointment.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### Prostate Cancer Awareness Month

At 5:35 p.m., Mayor Lacher proclaimed September as Prostate Cancer Awareness Month. Teddy Deane and Mike Hamlette received the proclamation and spoke about the importance of screening for the disease and the local Us Too Chapter of the American Cancer Society. The Council thanked Mr. Deane and Hamlette.

### **PUBLIC HEARING**

#### Transportation Benefit District

At 5:40 p.m., Mayor Lacher opened the public hearing regarding assumption of rights, powers and obligations of the Friday Harbor Transportation Benefit District. Administrator Wilson explained that the hearing was procedural and that information would be presented as it becomes available. No members of the public were present to provide public testimony. Mayor Lacher closed the public hearing at 5:42 p.m. No action was taken.

### **WORK SESSION**

#### 2016 Town Budget

At 5:52 p.m., Mayor Lacher opened the work session regarding the 2016 Town Budget. The Council reviewed budget requests from various departments. Discussion and inquiry followed regarding items of interest. Mayor Lacher requested that staff present proposals for janitorial services. No action was taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:34 p.m. The next regular meeting is scheduled for Thursday, October 8, 2015 at 12:00 p.m.

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**These minutes were approved on October 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**

<b>Thursday, October 08, 2015 – 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 and Clerk, Amy Taylor.

Treasurer, Kelle' Wilson, and Town Administrator, Duncan Wilson, were absent.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

No evening session was scheduled.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.



## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **ACTION AND DISCUSSION ITEMS**

#### SJC Update

At 12:00 p.m., SJC Councilman Bob Jarman updated the Council on issues of mutual concern. Topics of discussion included: Alternatives for the Turn Point Connector Road; Islands Council Summit; E-911 redundancy; local Department of Health issues; housing availability; Washington State Ferries; and topics for a joint meeting. Discussion followed. Mayor Lacher and the Council thanked Mr. Jarman.

#### Budget Request - SJI Chamber of Commerce

At 12:26 p.m., Mayor Lacher 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. Becky Day, Executive Director, presented the Chamber's preliminary 2016 budget for daily operation and staffing in the amount of \$42,554 and requested a contribution of \$19,154 from the first 2% hotel motel excise tax to offset costs. The Chamber also requested a total of \$16,000 towards the 2016 fireworks display and described charitable donations that may be available for the event. Discussion followed regarding annual 4th of July events. The budget request will be discussed during the next scheduled Town Budget Work Session. No action was taken. Mayor Lacher thanked Ms. Day.

#### Comprehensive Plan Amendments

At 12:33 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 24, 2015. The Planning Commission received no reclassification requests. The recommended text changes include the updated Capital Facilities Improvement Plan and Six Year Transportation Improvement Plan. Mr. Bertrand noted that the Comprehensive Plan is scheduled for a full revision. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1574, amending the 2002 Town of Friday Harbor Comprehensive Plan. Motion passed unanimously.**

Mr. Bertrand provided an update regarding current permits and house renovations in Town; and status of the Friday Harbor Ballfields. Mayor Lacher thanked Mr. Bertrand for the update.

#### Resolution No. 2134

At 12:50 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2134, authorizing the Mayor to execute Amendment No. 2 to the professional service agreement with Wilson Engineering, LLC for preparation of permits to use alternative methods during construction of the Sewer Pump Station 2 Retrofit Project. Wayne Haefele, Public Works Director, explained that the consultant has identified significant cost savings by gaining approval from the State for alternative construction methods. The amendment in the amount of \$5,700 modifies the current scope to include preparation of permit applications. No discussion followed.

**Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2134, authorizing the Mayor to execute Amendment No. 2 to the professional service agreement with Wilson Engineering, LLC for preparation of permits to use alternative methods during construction of the Sewer Pump Station 2 Retrofit Project. Motion pass unanimously.**

#### Resolution No. 2135

At 12:54 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2135, authorizing the Mayor to execute an agreement between the Town of Friday Harbor and Financial Consulting Solutions Group, Inc., to update the 2008 Utility Rate Study. Mayor Lacher explained that the preliminary scope of work

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

was distributed on September 17, 2015. Discussion followed regarding the limited scope and cost for services for the 2008 study.

**Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2135, authorizing the Mayor to execute an agreement between the Town of Friday Harbor and Financial Consulting Solutions Group, Inc., to update the 2008 Utility Rate Study. Motion passed unanimously.**

### Resolution No. 2136

At 12:57 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2136, authorizing the Mayor to revise the adopted Personnel Guidelines for Non-represented personnel. Clerk Taylor explained that the revisions incorporate all written policies since 2009 to coincide with the handbook for unrepresented personnel and brings the language up to date with current employment standards. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2136, authorizing the Mayor to revise the adopted Personnel Guidelines for Non-represented personnel. Motion passed unanimously.**

### 2016 Town Budget

At 1:00 p.m., Mayor Lacher presented the preliminary 2016 Town Budget. Clerk Taylor explained the format of the document. The next budget work session is scheduled on October 22, 2015. No discussion was taken.

### Public Works Update

At 1:12 p.m., Public Works Director, Wayne Haefele, presented a status report on the Marguerite Place Pavement Restoration Project, and Pump Station No. 2 Retrofit Project. Discussion and inquiry followed regarding pavement condition, speed limit and a stop sign at the gas station on Carter Avenue; and safety of Beach Court Trail. The Council and Mayor thanked Mr. Haefele. No action was taken.

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16600 through 16619; and direct deposit run in the amount of \$264,043.96 and approve the payment of Claim Warrant Nos. 40855 through 40904 in the amount of \$550,744.55. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by de Freitas, to approve the minutes of **September 17, 2015 as submitted**. Motion passed unanimously.

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

Councilmember Monin provided an update regarding the Friday Harbor Arts Commission. The FHAC's guidelines were distributed and status of the Sunken Park Mural Proposal reported.

Councilmember Starr requested that staff look into the feasibility of a disabled parking stall near Overlook Park.

Councilmember Ghatan requested that Council be given a status report on the logo project.

Councilmember Hushebeck provided a report on the Islands Council Summit.

Mayor Lacher commented on Cattle Point Road.

# Town Council of Friday Harbor - Summaries of the 2015 Minutes

## **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:31 p.m. The next regular meeting is scheduled for Thursday, October 22, 2015 at 12:00 p.m.

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**These minutes were approved on October 22, 2015. 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 22, 2015 – 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.

The Town Attorney attended during executive session.

## **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

## **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced schedule changes for the agenda.

## **PUBLIC ACCESS TIME**

Mark Day-Vincent requested that Cahail Park receive a pickleball court. Discussion followed regarding the regulars on the island that play. Administrator Wilson discussed improvements that Town's considering for the park.

## **ACTION AND DISCUSSION ITEMS**

### Resolution No. 2137

At 12:05 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2137. Administrator Wilson explained the particulars of the amendment for law enforcement services. The amendment temporarily extends the current agreement until the County is able to finalize their collective bargaining with the Sheriff's Guild. No discussion followed.

**Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2137, authorizing the Mayor to execute an amendment to the law enforcement agreement with San Juan County. Motion passed unanimously.**

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### Resolution No. 2138

At 12:09 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2138. Administrator Wilson explained the particulars of the amendment to the agreement with Brown and Caldwell for the Water Pipeline. The amendment is required to finalize design specifications. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2138, authorizing the Mayor to execute Amendment No. 5 to the agreement with Brown & Caldwell for the Water Pipeline Replacement Project. Motion passed unanimously.**

### Front Street Stormwater Vault Design

At 12:13 p.m., Mayor Lacher introduced design recommendations by the Historic Preservation Review Board and Friday Harbor Arts Commission for the Front Street Stormwater Vault. Administrator Wilson explained that the Committees looked at various designs. Discussion followed regarding the progression of the project and priority to connect the pedestrian pathways and water access before considering decorative accents. No action was taken.

### **ADMINISTRATOR'S REPORT**

At 12:35 p.m., Administrator Wilson presented the Town Council with an update of the following:

- LifeRing Program – **Council consensus to authorize a matching grant of up to \$1,000 for funds received through the program to donate to the Friday Harbor Food Bank during the holiday season.**
- Zylstra Lake – Town continues to meet with the Land Bank and SJ Preservation Trust regarding various options for water rights.
- Spring Street intersection repairs – Repairs have been completed.
- Beach Court Trail – Signs will be installed stating that the trail is to be used at own risk.
- Street lighting – Town and OPALCO are discussing change out of the current lighting for LED. Discussion followed regarding the intensity of LED lighting on the neighborhoods.
- Snowflakes – The Chamber's snowflakes are scheduled to be installed in November.
- Pump Station 2 – The project is nearing completion.
- West Street Parking – Public Works is designing a handicapped stall.
- Memorial Park Lighting – The GFI issues with the tree lighting have been resolved.
- Town Facilities – Sunset Air has completed retrofitting Town Hall to improve the central air and heating.
- Marguerite Place – The project is completed.
- Tucker Avenue – Town is seeking additional grant funding from the State. The project will likely need to complete the project in phases.
- Washington State Ferries – Town is drafting a letter in response to recent reservation system recommendations.
- Lampard Road Crosswalk – Equipment should be arriving soon.

### **PAYMENT OF CLAIMS AND PAYROLL**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 40905 through 40961 in the amount of \$135,406.56; approve the payment of Claim Warrant Nos. \_\_\_\_\_ through \_\_\_\_\_ in the amount of \$\_\_\_\_\_; and ratify Check Nos. 9473 through 9547 issued by the Treasurer in the amount of \$10,539,471.88. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **October 8, 2015 as submitted.** Motion passed unanimously.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:20 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 20 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich, and Clerk Taylor. The session ended at 1:46 p.m. for an actual session time of 26 minutes. No actions were taken.

**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, October 22, 2015 at 5:30 p.m.

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**These minutes were approved on November 5, 2015. 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 22, 2015 – 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, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Susan Key, 545 Spruce Street, requested that the Town take steps to remove the noxious weeds on her property located in the Evergreen neighborhood. Ms. Key stated that the weeds were a result of the back-fill dirt and Town storing equipment on her property during the Spruce Street Reconstruction Project. No action was taken. The Council requested that staff investigate.

Mike Bertrand, Land Use Administrator, presented a letter of support on behalf of Homes for Islanders for a "technical assistance grant" being sought for its development off Grover Street. Mayor Lacher placed the letter on the upcoming agenda.

### **PUBLIC HEARING**

Rezone Application No. 65 – 550 Spring Street

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

At 5:41 p.m., Mayor Lacher opened the public hearing concerning a request by San Juan County Public Hospital District No. 1 requesting a zoning designation change from professional services to commercial. The subject property is identified as TPN 351491565 and located at 550 Spring Street.

Mayor Lacher asked if any member of the Council wished to recuse themselves, stood to gain financial benefit, or had contact with the public regarding the request. The Council answered in the negative. Mayor Lacher asked if the Council was able to hear the request in an objective manner. The Council answered in the affirmative.

Mike Bertrand, Land Use Administrator, entered Exhibit A, a letter from the Islands Museum of Arts, and presented the Staff Report dated October 13, 2015. Mr. Bertrand recommended approval of the rezone request based upon the evaluation that the rezone request is consistent with the Comprehensive Plan and zoning of surrounding properties.

Mayor Lacher asked if the applicant's representative would like to make a presentation. Bill Geisy deferred to Mr. Bertrand and stated he was available to answer questions.

Mayor Lacher opened the hearing to public testimony.

Karen Woldvedt, Island Museum of Art (IMA), stated concerns that rezoning may have negative impacts on traffic and that the presence of IMA does not change traffic patterns.

Mr. Bertrand clarified that the staff report does not indicate that IMA has changed traffic patterns and that Town has planned crosswalks to address safety concerns.

Mr. Bertrand listed the criteria the Council should consider as standards for approval.

Hearing no other public testimony, Mayor Lacher opened the hearing to Council questions.

Councilmember Hushebeck asked staff to explain the difference in allowable uses if rezoned. Mr. Bertrand listed the allowable uses for the professional service and commercial zones.

Mr. Geisy explained that the property has been for sale for 3-4 months and it was thought to be more marketable if rezoned for expanded uses.

Hearing no other questions from Council, Mayor Lacher requested additional public testimony.

Ms. Woldvedt asked if it was necessary to change the use and noted that IMA is currently interested in acquiring the property.

At 5:59 p.m., Mayor Lacher closed the public testimony portion of the hearing with the right to reopen if necessary.

The Council deliberated the merits of the rezone request.

**Moved by de Freitas, seconded by Hushebeck, to approve Rezone Request No. 65 as submitted and direct staff to draft Findings of Fact, Conclusions of Law and Decision for consideration. Motion passed unanimously.**

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **WORK SESSION**

#### 2016 Town Budget

At 6:30 p.m., Mayor Lacher introduced the work session regarding the 2016 Town Budget. The Council reviewed final approval of budget requests. The following items that were not listed as a budget requests were added to the 2016 Budget: Chamber of Commerce operations, Visitor Information Center, portable microphone system, and Economic Development Council.

Mayor Lacher ended the session at 7:20 p.m.

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

Councilmember Monin provided the Council regarding the mural proposal at Sunken Park.

Councilmember Starr provided an update on the Law & Justice Committee.

Councilmember Monin provided an update on the Board of Health.

Mayor Lacher stated that it may be time for Town to start monitoring the Carter Avenue Ball Fields for compliance with the Conditional Use Permit and Operations Agreement.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher continued the meeting at 7:26 p.m. The continued meeting is scheduled for Thursday, October 29, 2015 at 4:30 p.m.

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**These minutes were approved on November 5, 2015. 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 29, 2015 – Council Chambers – Continued Session</b>
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### **CALL TO ORDER**

Mayor Lacher called the continued session of the Town Council to order at 4:30 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**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **WORK SESSION**

#### Town Council Retreat

At 4:30 p.m., Mayor Lacher opened the Council Retreat. The following topics were discussed and action(s) taken:

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

- Town Hall Renovations: Land Use Administrator, Mike Bertrand presented conceptual drawings to remodel the Fire Station. Renovations would develop a Fire Department Museum, relocate the Planning Department staff from their current location, and convert the Second Street offices to accommodate Elected Officials, Administration and Systems Administration. Discussion followed regarding accommodations for the Finance Office. **Council consensus to finalize plans and seek proposals for an architect to engineer.**
- Pocket Park: One proposal was received in response to the RFP for design of the Spring Street Pocket Park. The Council was agreeable to the statement of qualifications. The Council discussed the merits of the proposal and concept of tying the park to other features of the breezeway. **Council consensus to present an agreement for consideration.**
- Sunshine Alley Entrances: Mayor Lacher described infrastructure and other features that could be incorporated in Sunshine Alley. Discussion followed regarding placement of rod-iron infrastructure for lighting and other amenities. **Council consensus to develop a request for proposals for decreative infrastructure and lighting at the entrances.**
- Nichols Street: Council discussed the parking and curb cuts on Nichols Street. Mayor Lacher requested that Public Works look into storm drainage pooling in the area. **Council consensus to finish sidewalk improvements at the southwest side of the intersection of Nichols Street and A Street.**
- Sunshine Alley – **Council consensus to prioritize the main portal and pocket park in 2016.**
- Sunshine Alley – **Council consensus to direct the FH Arts Commission to develop a list of appropriate sites/buildings for the placement of mosaics or murals in the Alley and request ideas for a mural or mosaic on the public restroom.**
- Parks – Council discussed the priority of park projects such as addition of playground equipment or sport courts. **Council consensus that Cahail and Greenway Parks receive priority for improvements.**
- Town Logo – An update was provided regarding the Town Logo. The project is on hold until further notice. **Mayor Lacher directed staff to draft a letter to the Town Branding Committee explaining the status.**
- Street Lighting – Council discussed changing the current street lamps to LED. No action taken.

### 2016 Town Budget

At 6:42 p.m., Mayor Lacher opened the work session regarding the 2016 Town Budget. The following items were reviewed: remainder of the budget requests; portion of the current fund; and 2016 utility rates. Mayor Lacher requested that discussion of overall Wastewater Treatment Plant improvements be added to a future agenda. No action was taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:30 p.m. The next regular meeting is scheduled for Thursday, November 5, 2015 at 12:00 p.m.

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**These minutes were approved on November 5, 2015. 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 2015 Minutes

### Thursday, November 5, 2015 – 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; and Position No. 4, Farhad Ghatan.

Position No. 3, Anna Maria de Freitas; and Position No. 5, Barbara Starr were absent.

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

#### **EXECUSED ABSENCE**

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers de Freitas and Starr. Council unanimously excused their absence.

#### **ANNOUNCEMENT**

The Council held a closed session regarding labor negotiations following adjournment of the meeting.

#### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

#### **PUBLIC ACCESS TIME**

Justin Roche, Homes for Islanders Director, requested that the Council endorse their upcoming project by signing a letter of support to add to their USDA Technical Assistance Grant application. The Council concurred. Mr. Roche thanked the Council.

#### **ACTION AND DISCUSSION ITEMS**

##### SJC Update

SJC Councilman Bob Jarman updated the Council on issues of mutual concern. Topics included Washington State Ferries, collective bargaining, public works facilities, upcoming joint meeting and the Turn Point-Pear Point connector road. Discussion followed regarding topics for the joint meeting agenda, equipment maintenance and water availability at the gravel pit. No action was taken.

##### Resolution No. 2139

Mayor Lacher introduced discussion of draft Resolution No. 2139, adopting the Friday Harbor Arts Commission Guidelines. Mayor Lacher suggested language to revise the mission statement. No discussion followed.

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2139, adopting the Friday Harbor Arts Commission Guidelines. Motion passed 3-0 with de Freitas and Starr absent.**

##### Resolution Nos. 2140 through 2147

Mayor Lacher introduced approval of Resolutions 2140 through 2147, authorizing the Mayor to execute Hotel Motel Excise Tax Grant agreements for 2016 funding. Administrator Wilson explained that the agreement for the Visitors Bureau is considerably more detailed to insure that only allowable expenses are reimbursed. Discussion followed regarding the changes.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**Moved by Monin, seconded by Ghatan, to approve Resolution Nos. 2140 through 2147, authorizing the Mayor to execute agreements with the organizations following to provide tourist promotion programs for the year 2016: (Res. #2140) Visitors Bureau; (Res. #2141) San Juan Island Chamber of Commerce; (Res. #2142) Skagit Valley College; (Res. #2143) The Whale Museum; (Res. #2144) Pacific Islands Research Institute; (Res. #2145) SJI Museum of Art; (Res. #2146) SJ Agricultural Guild; and (Res. #2147) Gary Franklin/SJ TEDx. Motion passed 3-0 with de Freitas and Starr absent.**

### Resolution No. 2148

Mayor Lacher introduced draft Resolution No. 2148, authorizing the Mayor to execute Change Order No. 1 to the Pump Station #2 Rebuild Project. Public Works Director, Wayne Haefele, explained the purpose of the requests totaling \$20,130.25. Discussion followed regarding the line item for housing.

**Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2148, authorizing the Mayor to execute Change Order No. 1 to the Pump Station #2 Rebuild Project. Motion passed 3-0 with de Freitas and Starr absent.**

### Resolution No. 2149

Mayor Lacher introduced draft Resolution No. 2149, authorizing the Mayor to execute Change Order No. 1 to the Marguerite Place Pavement Restoration Project. Public Works Director, Wayne Haefele, explained that the project is complete and the Change Order reconciles quantities for labor and materials. Mr. Haefele explained that the item regarding installation of fiber optic cable will be reimbursed by OPALCO. No discussion followed.

**Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2149, authorizing the Mayor to execute Change Order No. 1 to the Marguerite Place Pavement Restoration Project. Motion passed 3-0 with de Freitas and Starr absent.**

### Resolution No. 2150

Mayor Lacher introduced draft Resolution No. 2150, accepting the Marguerite Place Pavement Restoration Project. Public Works Director, Wayne Haefele, explained that the project is complete and no major issues occurred during construction. Discussion followed regarding the process for grinding the existing pavement.

**Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2150, accepting the Marguerite Place Pavement Restoration Project. Motion passed 3-0 with de Freitas and Starr absent.**

### Ordinance No. 1575

Mayor Lacher introduced draft Ordinance No. 1575, replacing Chapter 3.10 FHMC relating to rosters and repealing Ordinance 1175 in its entirety. Administrator Wilson explained that Town contracts with MRSC Rosters and has adopted procedures for use of the publicly shared rosters. The section of code being replaced is the former procedure for when Town managed its own roster and vendor list. Discussion followed regarding the process to notify vendors.

**Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1575, replacing Chapter 3.10 FHMC relating to rosters and repealing Ordinance 1175 in its entirety. Motion passed 3-0 with de Freitas and Starr absent.**

## **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 2015 Minutes

- Aug Station 2 – Town began pumping water from the watershed.
- RSMA Training Calendar – The Town Clerk will distribute upcoming training events. Some may be required to satisfy risk pool requirements.
- Miscellaneous Concrete Projects – Public Works will seek bids for various crosswalk improvements.
- Nichols Street Driveway Cut – The driveway cut has been rescheduled per the Condo Association.
- Tucker Avenue Reconstruction Project – Gray & Osborne will present final drawings on December 3<sup>rd</sup>.
- 1 Front Street – The owner has rented the new building.
- Memorial Park – Town is seeking professional services to trim the Dutch Elms.
- Town Hall Renovation – A revised concept will be presented at the evening meeting.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16620 through 16636 and direct deposit run in the amount \$250,841.26; and approve the payment of Claim Warrant Nos. 40962 through 41018 in the amount of \$727,475.30. Motion passed 3-0 with de Freitas and Starr absent.

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

Councilmember Ghatan reported that the Trails Committee has exciting ideas for projects in Town.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:15 p.m. The next regular meeting is scheduled for Thursday, November 5, 2015 at 5:30 p.m.

\* \* \* \* \*

**These minutes were approved on November 19, 2015. 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 5, 2015 – 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; and Position No. 4, Farhad Ghatan.

Position No. 3, Anna Maria de Freitas; and Position No. 5, Barbara Starr were absent.

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

### **EXECUSED ABSENCE**

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers de Freitas and Starr. Council unanimously excused their absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **PUBLIC HEARING**

#### Shoreline Master Program Updates

At 5:32 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 explained that Town received conditional approval of its Shoreline Master Program (SMP) update and upon approval of Ordinance No. 1538 Ecology began its official review process. The updates being considered are comments from Ecology for required and suggested changes. Staff recommends approval of all changes submitted by the Department of Ecology.

No audience was present to provide testimony. Mayor Lacher opened and closed the testimony portion of the hearing. No questions or comments were heard from the Council.

At 5:34 p.m., Mayor Lacher closed the public hearing.

**Moved by Ghatan, seconded by Monin, to adopt Ordinance No. 1576, adopting amendments to FHMC 19.04 regarding the Shoreline Master Plan. Motion passed 3-0 with de Freitas and Starr absent.**

### **ACTION AND DISCUSSION ITEMS**

#### Ordinance No. 1577

At 5:36 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1577, rezoning 415 Tucker Avenue, Friday Harbor, Washington. Land Use Administrator, Mike Bertrand explained that Town held a duly advertised public hearing, adopted Findings of Fact, Conclusions of Law and Decision, and official map changes; however staff overlooked this procedural item. Adopting the Ordinance officially designates the zoning. No discussion followed.

**Moved by Hushebeck, seconded by Ghatan, to adopt Ordinance No. 1577, rezoning GOULD'S 2ND ACRE ADDITION TO FH TL 1 OF LT 36 & LT37 EX S60 OF E365 1.14AC SEC 11, T35N, R 3W, (Tax Parcel No. 351151029) located at 415 Tucker Avenue, Friday Harbor, San Juan County, Washington. Motion passed 3-0 with de Freitas and Starr absent.**

#### Finding of Fact – Rezone Application No. 65 – 550 Spring Street

At 5:37 p.m., Mayor Lacher introduced discussion of the draft Findings of Fact, Conclusions of Law and Decision (FFCOL) for Rezone Application No. 65 by SJC Public Hospital District 1. Land Use Administrator, Mike Bertrand explained that the FFCOL were drafted pursuant to the public hearing. No discussion followed.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**Moved by Ghatan, seconded by Monin, to adopt Findings of Fact, Conclusions of Law and Decision for Rezone Application No. 65 by SJC Public Hospital District 1. Motion passed 3-0 with de Freitas and Starr absent.**

### Ordinance No. 1578

At 5:39 p.m., Mayor Lacher introduced draft Ordinance No. 1578, rezoning 550 Spring Street, Friday Harbor, Washington. No discussion followed.

**Moved by Ghatan, seconded by Monin, to adopt draft Ordinance No. 1578, rezoning FRIDAY HARBOR TRACTS 15-10, PR SE-NE SEC 14, T 35N, R 3W (Tax Parcel No. 351491565) located at 550 Spring Street, Friday Harbor, San Juan County, Washington. Motion passed 3-0 with de Freitas and Starr absent.**

### Town Hall Renovations

At 5:41 p.m., Mayor Lacher introduced discussion of Town Hall Renovations. Land Use Administrator, Mike Bertrand presented new concepts that included plans to expand the Finance Office. Mayor Lacher and the Council favored the latest revisions. Discussion followed regarding possible funding sources. **Council consensus to continue working on the alternative presented and schedule a final presentation.**

### **WORK SESSION**

At 6:04 p.m., Mayor Lacher opened the work session regarding Town utilities. Administrator Wilson and Treasurer Wilson began by reviewing ending balance totals and reviewed the following funds: water operating, water capital, sewer operating, sewer capital and refuse. Discussion followed regarding line items of interest. No action was taken.

### **MINUTES**

Moved by Ghatan, seconded by Monin, to approve the minutes of October 15<sup>th</sup> and 29<sup>th</sup>, 2015. Motion passed 3-0 with de Freitas and Starr absent.

### **ADMINISTRATIVE ITEM(S)**

#### Tucker Avenue – Funding

At 7:04 p.m., Administrator Wilson requested that Council consider a non-agenda item. The Transportation Improvement Board offered an additional grant to the Town for partial funding of the design for the Tucker Avenue Improvement Project. No discussion followed.

**Moved by Hushebeck, seconded by Ghatan, to accept the Federal Matching Grant funding in the amount of \$26,983 and authorize the Mayor to execute the Fuel Tax Grant Agreements with the Transportation Improvement Board. Motion passed 3-0 with de Freitas and Starr absent.**

### **FUTURE AGENDA ITEMS**

No future agenda items or Council updates were presented.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:05 p.m. The next regular meeting is scheduled for Thursday, November 19, 2015 at 12:00 p.m.

# Town Council of Friday Harbor - Summaries of the 2015 Minutes

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These minutes were approved on November 19, 2015. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

## Thursday, November 19, 2015 – 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. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan.

Position No. 2, Noel Monin, and Position No. 5, Barbara Starr, were absent.

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

### EXCUSED ABSENCE

The Council excused the absences of Councilmembers Monin and Starr.

### FLAG SALUTE

Mayor Lacher conducted the flag salute.

### ANNOUNCEMENTS

No evening session was scheduled. Council attended a closed session regarding labor negotiations for the biannual collective bargaining agreement following adjournment of the meeting.

### PUBLIC ACCESS TIME

Pam Stewart, owner of a business located at 80 Nichols Street, requested that Town not fund removal of the driveway cut at Nichols Walk.

Kristen Daniels, Nichols Walk Condo Association, stated that the Board decided to remove the curb cut to eliminate inappropriate use and to address safety concerns.

### PUBLIC HEARING

#### 2016 Revenue Resources

At 12:20 p.m., Mayor Lacher opened the public hearing concerning revenue resources for 2016. 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 12:23 p.m., Mayor Lacher opened the public comment portion of the hearing. Hearing none, Mayor Lacher closed the public hearing.

#### Ordinance No. 1579

**Moved by de Freitas, seconded by Ghatan, to adopt Ordinance No. 1579, fixing and levying the amount of Ad Valorem Taxes for the Town of Friday Harbor for the year 2016. Motion passed 3-0 with Monin and Starr absent.**

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### 2016 Town Budget

At 12:31 p.m., Mayor Lacher opened the public hearing concerning the 2016 Town Budget. The hearing was legislative in nature. Mayor Lacher opened the public comment portion of the hearing. Hearing none, Mayor Lacher closed the public hearing.

### **ACTION / DISCUSSION ITEM(S)**

#### 2016 Utility Charges

At 12:33 p.m., Mayor Lacher introduced ordinances for 2016 utility rate and connection charges. Administrator Wilson explained the rate structure for the water and sewer utilities. Discussion followed regarding updates to the 2008 Utility Rate Study. Sewer service rates will increase 3%. Connection and installation fees will increase by the Seattle CPI-U (1.6%) for all utilities requiring such. No action required. Adoption of the ordinances are scheduled on the December 3<sup>rd</sup> agenda.

#### Ordinance No. 1580

At 12:49 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1580, amending Chapter 10.04 of the Friday Harbor Municipal Code concerning time limited parking. Administrator Wilson explained that the ordinance creates a new 15 minute parking zone. Discussion followed regarding the benefit of short term parking for businesses.

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance 1580, amending Chapter 10.04 of the Friday Harbor Municipal Code concerning time limited parking. Motion passed 3-0 with Monin and Starr absent.**

#### Ordinance No. 1581

At 12:58 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1581, assuming the rights and powers of the Friday Harbor Transport Benefit District. Administrator Wilson referred to the public hearing regarding assumption. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance 1581, assuming the rights and powers of the Friday Harbor Transport Benefit District. Motion passed 3-0 with Monin and Starr absent.**

#### Resolution No. 2151

At 1:03 p.m., Mayor Lacher introduced draft Resolution No. 2151, authorizing the Mayor to execute an agreement for design of the Spring Street Pocket Park. Administrator Wilson presented an agreement with the Philbin Group based on the proposal submitted. Discussion followed regarding the timeframe of the project.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2151, authorizing the Mayor to execute an agreement with the Philbin Group for design of the Spring Street Pocket Park. Motion passed 3-0 with Monin and Starr absent.**

#### Resolution No. 2152

At 1:05 p.m., Mayor Lacher introduced draft Resolution No. 2152, adopting the Post Closure Assurance Report for the Friday Harbor Landfill. Administrator Wilson explained that purpose of the report is to accurately demonstrate spend-down of the Landfill Closure Fund. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt the Post Closure Assurance Report for the Friday Harbor Landfill. Motion passed 3-0 with Monin and Starr absent.**

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### Resolution No. 2153

At 1:10 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2153, authorizing the Mayor to execute a contract with Energy Systems for maintenance of Town generators. Administrator Wilson explained the particulars of the agreement. Discussion followed regarding whether to seek a bid for services.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2153, authorizing the Mayor to execute a contract with Energy Systems for maintenance of Town generators. Motion passed 3-0 with Monin and Starr absent.**

### **ADMINISTRATOR REPORT**

At 1:16 p.m., Administrator Wilson provided updates on the following:

- **Resolution No. 2154 – Moved by Hushebeck, seconded by \_\_\_\_, to authorize the Mayor to execute an amendment to the contract with the engineering firm of Gray & Osborne, Inc. for design of improvements on a portion of Tucker Avenue from Guard Street to Harbor Street. Motion passed 3-0 with Monin and Starr absent.**
- Comprehensive Sewer System Plan – Public Works Director, Wayne Haefele, presented a flow sheet explaining the processes for sewer treatment. Mr. Haefele described several projects and needs for the plant, including fixing infiltration issues. Discussion followed. **Council consensus to earmark funding in the 2016 Budget and develop an RFP for a new Comprehensive Sewer System Plan.**
- Zylstra Lake – Staff will present information regarding the value of the water rights to determine whether to become a donor to the Land Bank's acquisition.
- Fire Services Agreement – Town and District are in consensus that the agreement should be extended five years based upon the current structure. A new interlocal agreement will be presented for consideration.
- Telemetry Agreement – Town will present an agreement on December 3<sup>rd</sup> to adjust the radio infrastructure located at the Hillview Terrace Water Tank.
- Tree Lighting Ceremony – Staff periodically checks the tree to make sure the lighting is functioning correctly. The new GFIs seem to have corrected the issues stemming from being exposed to poor weather.
- Tourism Master Plan – Stakeholders met at Town Hall to discuss the County Tourism Master Plan.
- Town Hall Phone System – The new phone system has been installed.

### **PAYMENT OF CLAIMS**

Moved by Ghatan, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 41019 through 41064 in the amount of \$126,891.71. Motion passed 3-0 with Monin and Starr absent.

### **MINUTES**

Moved by Hushebeck, seconded by Ghatan, to adopt the minutes of November 5, 2015 as presented. Motion passed 3-0 with Monin and Starr absent.

### **FUTURE AGENDA ITEM(S)**

Councilmember Ghatan asked when the concrete patch on Blair Avenue would be sealed.

Mayor Lacher requested that the emergency preparedness plan be updated and presented.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.



## Town Council of Friday Harbor - Summaries of the 2015 Minutes

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:26 p.m. The next regular meeting is scheduled for Thursday, December 3, 2015 at 11:30 p.m.

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**These minutes were approved on December 3, 2015. 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 3, 2015 – 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 11:30 a.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, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

### **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 Cumming, FH Food Bank President, was presented a check in the amount of \$2,663 raised from donations.

### **ACTION AND DISCUSSION ITEMS**

#### Joint Meeting

At 11:35 a.m., Mayor Lacher opened the joint meeting with the SJC County Council to discuss issues of mutual concern. Topics of discussion and updates were as follows. No action was taken. Informal direction was given to staff.

- Washington State Ferries – Reservations, service and infrastructure issues;
- Town Water Transmission Line Replacement Project – Funding and project timeline;
- Board of Health – E-vaping and E-cigarettes ordinance;
- Turn Point / Pear Point Connector Road – Right-of-way acquisition and alternative routes;
- Mutual aid agreements – Opportunities for equipment, maintenance, law enforcement and animal control agreements; and
- Economic development issues – Affordable housing and border control.

Mayor Lacher thanked the SJC Council for meeting with the Town Council.

#### Sunken Park Mural Project

At 12:55 p.m., Mayor Lacher introduced discussion of the mural application for Sunken Park. Land Use Administrator, Mike Bertrand explained that the project went through a public comment process and that staff and the Arts Commission recommend the "Witness the Beauty". Discussion followed

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

regarding the species of bird depicted in the mural and budget for the project. Mayor Lacher thanked staff and the Friday Harbor Arts Commission for their thoughtful and diligent process in selecting the art for the project.

**Moved by \_\_ , seconded by \_\_ , to accept the selection of "Witness the Beauty" as recommended by the Friday Harbor Arts Commission, and approve the mural application as presented. Motion passed 4-0 with Starr absent.**

### Tucker Avenue Reconstruction Project – Phase I

At 1:05 p.m., Mayor Lacher opened the presentation for the Tucker Avenue Reconstruction Project – Phase I by Tamera Nack, Project Manager. Ms. Nack presented preliminary drawings and described the features and topography of improvements. Discussion followed regarding drainage issues that should be addressed during final engineering of the project. Mayor Lacher and the Council thanked Ms. Nack.

### **CLAIMS AND PAYROLL**

Moved by Monin, seconded by de Freitas, to affirm the payment of payroll and direct deposit run dated December 1, 2015 and approve the payment of Claim Warrant Nos. 41065 through 41098 in the amount of \$333,095.47. Motion passed 4-0 with Starr absent.

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

Mayor Lacher requested that the Council be updated on Home Trust's LOSS system and Friday Harbor Ball Fields.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:55 p.m. The next regular meeting is scheduled for Thursday, December 3, 2015 at 5:30 p.m.

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**These minutes were approved on December 17, 2015. 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 3, 2015 – 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; and Position No. 4, Farhad Ghatan.

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

### **EXECUSED ABSENCE**

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

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Resolution No. 2155

At 5:32 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2155 concerning an agreement for construction of miscellaneous curb inlets and accessible ramps. Administrator Wilson described the four locations and improvements which include crosswalks and accessible ramps. No discussion followed.

**Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2155, awarding a bid and authorizing the Mayor to execute construction documents with Richard Lawson Construction for installation of curb and handicap ramp improvements at various locations in Town. Motion passed 4-0 with Starr absent.**

#### Resolution No. 2156

At 5:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2156 concerning utility easements. Administrator Wilson explained that route of the existing water transmission line was not adequately described in the 1954 easements. The proposed easements replace the 1954 easements granted to correct the legal descriptions set forth therein. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2156, authorizing the Mayor to execute utility easement agreements for installation of the water transmission pipeline. Motion passed 4-0 with Starr absent.**

#### Resolution No. 2157

At 5:37 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2157 concerning improvements to Park and Reed Street. Administrator Wilson explained that the Transportation Improvement Board has offered a grant in the amount of \$190,359 to fund sidewalk and storm drainage improvements. Discussion followed regarding driveway cuts and feasibility of angled parking.

**Moved by Hushebeck, seconded by de Freitas, to authorize the Mayor to execute the grant agreement with the Transportation Improvement Board for design and construction of sidewalk and storm drainage improvements on portions of Park Street and Reed Street. Motion passed 4-0 with Starr absent.**

#### Resolution No. 2158

At 5:55 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2158 concerning telemetry equipment at Town facilities. Administrator Wilson explained that the Department of Energy Services has offered an amendment through their contractors, Sunset Air, to the current energy efficiency contract for upgrades to the telemetry equipment at the water treatment plant. The current equipment is no longer able to be kept up with technology. Telemetry equipment automates certain functions, such as water pumps, at the plant.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2158, amending the professional services agreement with Sunset Air to upgrade the telemetry equipment at the Water Treatment Plant. Motion passed 4-0 with Starr absent.**

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### Ordinance No. 1582

At 6:06 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1582 concerning water rate tables. Administrator Wilson explained that the Ordinance amends Chapter 13.05 FHMC by increasing the water connection and installation fees by the Seattle CPI-U of 1.6%. Discussion followed regarding the true cost to buy into the water system.

**Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1582, amending Chapter 13.05 FHMC regarding water rate tables. Motion passed 4-0 with Starr absent.**

### Ordinance No. 1583

At 6:07 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1583 concerning sewer rate tables. Administrator Wilson explained that the Ordinance amends Chapter 13.21 by increasing the sewer connection and installation fees by the Seattle CPI-U of 1.6% and sewer base and usage rate tables by 3%. Discussion followed regarding the upcoming sewer rate and needs study.

**Moved by de Freitas, seconded by Ghatan, to adopt Ordinance No. 1583, amending Chapter 13.21 FHMC concerning sewer rate tables. Motion passed 4-0 with Starr absent.**

### Ordinance No. 1584

At 6:10 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1584 concerning fees for administrative notices and delinquency notices for pending water shut-offs. Administrator Wilson explained that the ordinance creates a \$2 administrative mailing fee for secondary mailings of utility bills; \$5 fee for delinquency notices; and \$10 fee for delivering of shut-off notices.

**Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1584, amending Chapter 13.04 and 13.05 FHMC adding administrative and delinquency fees for notifying water utility customers of pending shut-offs. Motion passed 4-0 with Starr absent.**

### **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by de Freitas, to approve the minutes of **November 19, 2015 as amended**. Motion passed 4-0 with Starr absent.

### **ADMINISTRATOR'S REPORT**

At 6:22 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Life Ring Program – The FH Food Bank forwarded a thank you letter for the generous donations received.
- Whale Museum – The Museum is requesting to revise their contract. **Moved by de Freitas, seconded by Monin, to revise the scope of work; and distribute the \$1,500 allocated for the WOW Festival to other promotional items. Motion passed 4-0 with Starr absent.**
- Grove Street – Town is working with a property owner to secure a slope easement on Grover Street to protect improvements.
- Tree Lighting Ceremony – The Ceremony will take place on Friday, December 4<sup>th</sup>.
- Refuse Utility – Discussion followed regarding the fiscal health of the utility.
- Arts Commission – FHAC submitted 2 projects for consideration.
- Sunshine Alley Breezeway – It's been suggested to rename the alley. Staff is researching possible candidates.
- Stormwater Ordinance – Staff will present an ordinance increasing connection fees by the Seattle CPI-U of 1.6%.
- Chlorine Generator – Town received on bid for the Chlorine generator unit.

## Town Council of Friday Harbor - Summaries of the 2015 Minutes

- Spring Street Pocket Park – The Philbin Group was contacted regarding the timeline for the project.
- Zylstra Lake – Discussion regarding the pending purchase by the SJC Land Bank.
- Trout Lake – The Lake level is nearing the spillway.
- Street Projects – Discussion followed regarding the feasibility of receiving grant funding for design and construction of sidewalk improvements on Web Street and Marguerite Place.

### **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 7:30 p.m. The next regular meeting is scheduled for Thursday, December 17, 2015 at 12:00 p.m.

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**These minutes were approved on December 17, 2015. 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 17, 2015 – 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.

Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr were not present.

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

### **EXECUSED ABSENCE**

The Council excused the absence of Councilmembers Ghatan and Starr.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Becky Day, SJI Chamber of Commerce Director, thanked the Council for their contributions to the 2015 Tree Lighting Ceremony at Memorial Park. Ms. Day reported on recent and upcoming community events.

### **PUBLIC HEARING**

#### 2015 Budget Amendments

At 12:09 p.m., Mayor Lacher opened the public hearing concerning budget amendments for the 2015 Town Budget. Draft Ordinance No. 1586 was introduced, amending certain beginning balances,

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revenue estimates, expenditure appropriations, and ending cash balances in the 2015 Budget. Treasurer Wilson presented an overview of amendments. Administrator Wilson thanked Treasurer Wilson for her diligence throughout the process. Discussion followed regarding the health of the ending fund balance.

At 12:10 p.m., with no public present and hearing no objection, Mayor Lacher closed the public hearing regarding amendments to the 2015 Town Budget.

### Ordinance No. 1586

**Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1586, amending the 2015 Town Budget. Motion passed 3-0 with Ghatan and Starr absent.**

## **ACTION AND DISCUSSION ITEMS**

### Public Works Update

At 12:11 p.m., Public Works Director, Wayne Haefele, provided a report regarding the Home Trust Sunrise Community's sewer system (L.O.S.S.). Mr. Haefele explained that the system is in good repair and current with all permitting requirements. Mr. Haefele provided an overview of its mechanics. Mr. Haefele suggested that Town eventually develop an emergency action plan to avoid potential risks and impacts to our system in the event that this or a similar system fail and in need of mutual aid for emergency dumping. Mayor Lacher thanked Mr. Haefele. No action was taken.

### Spring Street Utility Reconstruction – Phase 3

At 12:23 p.m., Mayor Lacher introduced authorization of the call for bids for construction of utility improvements in Spring Street. Public Works Director, Wayne Haefele, presented the call for bids and construction schedule. Mr. Haefele explained that the bulk of the work that would be most disruptive to business is planned to occur in the evening, leaving the street passable during the afternoon. Discussion followed regarding sidewalk and crosswalk safety features at the intersection of Nichols Street and Argyle Avenue. **Consensus to add pedestrian improvements as an addendum to the Call for Bids.** Mayor Lacher thanked Mr. Haefele.

**Moved by de Freitas, seconded by Hushebeck, to authorize a call for bids for the Spring Street Utility Reconstruction Project – Phase 3. Motion passed 3-0 with Ghatan and Starr absent.**

### Resolution No. 2159

At 12:40 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2159 regarding purchase of a chlorine generator for the Water Treatment Plant. Administrator Wilson explained that it is cost effective and eliminates health and safety risks to move away from the current method of transporting and disbursing chlorine into the system. Town received one bid after being duly advertised. Public Works Director, Wayne Haefele, explained the advantages to purchasing the unit. The unit will be a closed system and eliminate hauling chlorine from the mainland and storing the product. Discussion followed regarding the taste of the water and specifications of the model.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2159, authorizing the Mayor to execute a purchase agreement for a liquid chlorine generator at the Water Treatment Plant. Motion passed 3-0 with Ghatan and Starr absent.**

### Resolution No. 2160

At 12:46 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2160 regarding the Sewer Pump Station Rebuild Project. Administrator Wilson explained that production of final as-built drawing was overlooked in the original scope of work. No discussion followed.

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**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2160, authorizing the Mayor to execute an amendment to the agreement with Wilson Engineering for as-built record drawings of the Sewer Pump Station Rebuild Project. Motion passed 3-0 with Ghatan and Starr absent.**

### Resolution No. 2164

At 12:49 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2164 regarding the Sewer Pump Station Rebuild Project. Public Works Director, Wayne Haefele, explained that Change Order No. 2 reconciles quantities for time and materials. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2164, authorizing the Mayor to execute Change Order No. 2 to the agreement with Equity Builders for the Sewer Pump Station Rebuild Project. Motion passed 3-0 with Ghatan and Starr absent.**

### Resolution No. 2161

At 12:53 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2161 regarding economic development services. Administrator Wilson explained that the Council approved the request by the Economic Development Council for \$17,000 to administer local programs for economic development in year 2016. Victoria Compton, EDC Director, thanked the Council for their continued support. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2161, authorizing the Mayor to execute an agreement with the SJC Economic Development Council for services in year 2016. Motion passed 3-0 with Ghatan and Starr absent.**

### Resolution No. 2162

At 12:55 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2162 regarding fire protection services. Administrator Wilson explained that both parties desire to extend the agreement an additional five years based on the current rate structure. Discussion followed regarding the position of fire marshal. Councilmember Monin disclosed that he is an employee of Fire District 3 and stated that does not receive any direct or indirect benefit from adoption of the agreement.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2162, authorizing the Mayor to execute an interlocal agreement with SJC Fire District 3 for fire protection services. Motion passed 3-0 with Ghatan and Starr absent.**

### Resolution No. 2163

At 1:00 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2163 regarding a lease agreement with SJC Department of Emergency Management. Administrator Wilson explained that the lease with DEM has expired and both parties wish to renew. The lease will be renewable in six month increments. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2163 authorizing the Mayor to execute a rental agreement with the SJC Department of Emergency Management for lease of office space at 165 West Street. Motion passed 3-0 with Ghatan and Starr absent.**

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## ADMINISTRATOR'S REPORT

At 1:05 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Holiday Cards – The Food Bank and Still Point School wrote to thank Town for its support.
- Audit Exit Conference – Town passed the annual audit with no findings. Auditors recommended changes to certain internal policies for fuel and credit card use.
- FH Ballfields – Stormwater infrastructure seems to be working properly.
- Water Transmission Line Project – The loan is looking favorable.
- Zylstra Lake – The Land Bank purchased the Zylstra Lake property. The Town Engineer has provided a technical memo indicating that Town doesn't need to purchase additional water rights.
- E-cigarettes and E-vaping – SJC Department of Health passed an ordinance establishing rules for use of e-cigarettes and e-vaporizers.

## PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 41099 through 41151 in the amount of \$161,678.98. Motion passed 3-0 with Ghatan and Starr absent.

## APPROVAL OF MINUTES

Moved by Hushebeck, seconded by de Freitas, to approve the minutes of **December 3, 2015 as submitted**. Motion passed unanimously.

## FUTURE AND NON-AGENDA ITEMS

Councilmember Monin asked if OPALCO is bringing their new fiber optic to the edge or into neighborhoods. Discussion followed.

## CITIZEN RESPONSE

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:26 p.m. The next regular meeting is scheduled for Thursday, December 17, 2015 at 5:30 p.m.

\* \* \* \* \*

**These minutes were approved on January 7, 2016. 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 17, 2015 – 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; and Position 5, Barbara Starr.

Position No. 4, Farhad Ghatan was not present.

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



## Town Council of Friday Harbor - Summaries of the 2015 Minutes

### **EXECUSED ABSENCE**

The Council excused the absence of Councilmembers Ghatan.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **OATH OF OFFICE**

Councilmembers Monin, Hushebeck and Starr received their oath of office.

### **ACTION AND DISCUSSION ITEMS**

#### Gary Franklin – TedX

At 5:37 p.m., Mayor Lacher introduced discussion of the 2016 TedX event. Administrator Wilson explained that the sponsor of the TedX event is requesting to move the date of because the venue (SJ Community Theatre) is unavailable. Gary Franklin, sponsor, described the event and proposed dates. Discussion followed regarding presenters.

**Moved by Starr, seconded by de Freitas, to allow the TedX event to move to September 2016. Motion passed 4-0 with Ghatan absent.**

#### Ordinance No. 1585

At 5:49 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1585 regarding stormwater connection charges. The ordinance raises the connection charges by the reported Seattle CPI-U of 1.6%. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1585, amending Chapter 13.31 FHMC concerning stormwater connection charges. Motion passed 4-0 with Ghatan absent.**

#### Ordinance No. 1587

At 5:51 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1587 regarding salaries of unrepresented personnel. The ordinance adjusts the salaries for positions of Treasurer and unrepresented personnel by a cost of living increase of 2%. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1587, adopting salaries of elected officials and unrepresented personnel. Motion passed 4-0 with Ghatan absent.**

#### Ordinance No. 1588

At 5:53 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1588 regarding the 2016 Town Budget. Mayor Lacher and the Council thanked Administrator Wilson and Treasurer Wilson for their diligent work. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1588, adopting the 2016 Town Budget. Motion passed 4-0 with Ghatan absent.**

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

No future agenda items were forthcoming.

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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 5:58 p.m. The next regular meeting is scheduled for Thursday, January 7, 2016 at 12:00 p.m.

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These minutes were approved on January 7, 2016. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

End of 2015 Minutes