

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Thursday, January 7, 2016 – 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. 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; and Position No. 3, Anna Maria de Freitas, were absent.

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmember Monin and de Freitas.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

There were no announcements or schedule changes.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Employee Awards

At 12:03 p.m., Mayor Lacher presented the following employees with plaques in recognition of their longevity with the Town of Friday Harbor:

- Don Reitan, Wastewater Department Leadman, Public Works Department for 30 years;
- Dave Smith, Streets Department Leadman, Public Works Department for 25 years;
- Mike Deegan, Water Department Leadman, Public Works Department for 25 years;
- Herb Mason, Certified Utility Worker, Public Works Department for 25 years;
- Mike Bertrand, Land Use Administrator, for 15 years; and
- Matt Pranger, Parking Enforcement Officer and Utility Worker, (collectively) for 15 years.

Mayor Lacher thanked the employees for their loyalty and dedication.

#### 2016 Friday Harbor Film Festival

At 12:10 p.m., Mayor Lacher introduced discussion of a request by the Friday Harbor Film Festival (FHFF) for supplemental hotel motel excise tax funding. Administrator Wilson explained that the FHFF received a grant in the amount of \$3,900 for their 2016 program. The County H/M program has offered a matching grant of up to \$10,000 based on the grant awarded by the Town. The FHFF is now requesting \$6,100 to maximize the grant opportunity with the County. Karen Palmer, Event Producer, thanked the Council and described costs associated with the Festival. Ms. Palmer noted that the FHFF should be self-sustaining eventually. Councilmember Ghatan requested information regarding the marketing plan for the Festival. Discussion followed regarding stipulations for granting the additional monies. **Council consensus that, if approved, the FHFF and staff would develop specific parameters on what promotional items the funding would be used for.**

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**Moved by Hushebeck, seconded by Ghatan, to grant supplemental funding from the 1<sup>st</sup> 2% Hotel Motel Excise Tax Fund in an amount not to exceed \$6,100 to the Friday Harbor Film Festival, predicated on use specifically for promotion and advertising of the festival. Motion passed 3-0 with Monin and de Freitas absent.**

### SJC Update

At 12:32 p.m., Mayor Lacher introduced SJC Councilman, Bob Jarman, provided an update on issues of mutual concern. Topics were as follows: SJC Hotel Motel Excise Tax Program; Pear Point Turn Point Connector Road; SJC urban growth planning; and upcoming Council Retreat. Discussion followed regarding removal of the RV near the Fairgrounds and affordable housing. Mayor Lacher thanked Mr. Jarman. No action was taken.

### Annexation Request

At 12:49 p.m., Mayor Lacher introduced discussion of a request by parcel owners in the area of Guard and Park Street to be annexed in from the approved Urban Growth Area. Administrator Wilson explained that the purpose of the meeting with initiating parties is to consider their letters of intent to commence annexation proceedings pursuant to RCW 35.13.410. The Council may consider whether to accept, reject or geographically modify the area of the request to circulate a petition for annexation. Discussion followed whether to geographically modify the area.

**Moved by Ghatan, seconded by Starr, to allow circulation of a petition on behalf of the interested property owners for the four parcels requested; provided that, the petition may be amended to include any contiguous parcels in the urban growth area should the parcel owners also wish to be annexed into Town. Motion passed 3-0 with Monin and de Freitas absent.**

## **DEPARTMENT REPORTS**

### Public Works

At 1:17 p.m., Public Works Director, Wayne Haefele provided a quarterly report on completed and upcoming projects. Completed projects included Marguerite Street Reconstruction, Mullis Street repair, Blair Avenue, Aug 1 Pump Station repair; and various crosswalks. Upcoming projects included Spring Street utility reconstruction, Water Transmission Line Replacement and Tucker Avenue. Projects in progress include various crosswalks and street maintenance. Mayor Lacher thanked Mr. Haefele.

### Historical Preservation

At 1:34 p.m., Historical Preservation Coordinator, Sandy Strehlou provided updates regarding the interpretive signage/panels, upcoming amendments to FHMC Chapter 17.64 and 2.58, and Landmarking register. No discussion followed. Mayor Lacher thanked Ms. Strehlou.

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

### Rename C Street

At 1:39 p.m., Mayor Lacher introduced discussion of a Town Street Naming policy. Ms. Strehlou explained a request has been received to rename C Street to Middleton Street in honor of Alfred and Vivian Middleton, who were both significant early Friday Harbor residents. Ms. Strehlou provided sample street naming policies. Discussion followed regarding “addressing” issues caused by renaming streets, such as disruption to mailing and emergency services, and impacts to businesses. No action was taken regarding the request. **Council consensus to develop a policy for consideration.**

### Resolution No. 2165

At 1:48 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2165 concerning annual groundwater monitoring of the FH Landfill. Administrator Wilson explained that SCS Engineers has provided a proposal in the

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amount of \$38,180 to perform 2016 groundwater monitoring at the Landfill and optional 2017 Financial Assurance Plan updates. No discussion followed.

**Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2165, authorizing the Mayor to execute an agreement with SCS Engineers for 2016 groundwater monitoring program services at the Friday Harbor Landfill. Motion passed 3-0 with Monin and de Freitas absent.**

### **ADMINISTRATOR'S REPORT**

At 1:59 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Cahail Park – Town is looking into resurfacing and replacing the equipment in the tennis court area. Conversion kits are available to have the court also function as a pickle ball court.
- Connector Road – Staff met with property owners to discuss potential routes, right of way acquisition and mitigation of potential impacts to the gravel pit for construction of the Connector Road.
- Zito Media – The franchise for Zito Media has expired.
- Town Council training – The Clerk will be scheduling training videos to satisfy our risk pool membership standards on light evening agendas.
- Nichols Street – The Association has forwarded a letter confirming the driveway cut should be removed.
- Recycling – Town met with Lautenbach to discuss service and increased costs for recycling.
- Water Transmission Line – Town is in the process of comparing various bank loans for the project. KeyBank appears to have offered the most appealing loan option. Discussion followed. **Council consensus to formally apply for financing with KeyBank.**

### **PAYMENT OF CLAIMS**

Moved by Hushebeck, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16652 through 16669 and direct deposit run of December 30, 2015 in the amount of \$273,300.06; and approve the payment of Claim Warrant Nos. 41152 through 41193 in the amount of \$114,672.90. Motion passed 3-0 with Monin and de Freitas absent.

### **APPROVAL OF MINUTES**

Moved by Starr, seconded by Ghatan, to approve the minutes of **December 17, 2015 as submitted.** Motion passed 3-0 with Monin and de Freitas absent.

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

Mayor Lacher added a request by SJI Museum of Art for HM funding and request to change housing density on the January 21, 2016 agenda.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher continued the meeting at 2:05 p.m. until Friday, January 15, 2016 at 9:00 a.m. The next regular meeting is scheduled for Thursday, January 21, 2016 at 12:00 p.m.

<b>Friday, January 15, 2016 – Council Chambers – Continued Session</b>
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### **CALL TO ORDER**

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

Mayor Lacher called the continued session of the Town Council to order at 9:02 a.m.

### **ROLL CALL**

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

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

Position No. 3, Anna Maria de Freitas and Position No. 4, Farhad Ghatan were absent.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to approve the payment of Check Nos. 9555 through 9568 in the amount of \$18,063.66 written by the Treasurer (4<sup>th</sup> quarter of 2015); and approve the payment of Claim Warrant Nos. 41242 through 41286 in the amount of \$92,447.62 (2015 year-end closeout). Motion passed 3-0 with de Freitas and Ghatan absent.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 9:04 a.m. The next regular meeting is scheduled for Thursday, January 21, 2016 at 12:00 p.m.

**Thursday, January 21, 2016 – 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.

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

Position No. 3, Anna Maria de Freitas and Position No. 5, Barbara Starr were absent.

### **EXECUSED ABSENCE(S)**

Council unanimously excused the absence of Councilmember de Freitas and Starr.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

**A quorum of the Town Council are scheduled to attend training for land use related matters and conducting quasi-judicial hearings in lieu of the regular Council meeting scheduled at 5:30 pm on January 21, 2016. [Clerk's Note: Councilmembers Hushebeck, Monin, Ghatan and Starr were present.]**

### **PUBLIC ACCESS TIME**

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Jerry Martin, SJC EMS Chief, introduced himself to the Mayor and Council. The Mayor welcomed Mr. Martin.

### **DEPARTMENT REPORTS**

#### SJC Sheriff Report

At 12:02 p.m., SJC Sheriff, Ron Krebs, distributed statistics detailing activities of the department for year 2015. Priorities for the year continue to be traffic and safety, including DUI arrests, speed and drug use. Discussion followed regarding safety, animal control, lowering the speed throughout Town, appropriate levels of traffic enforcement, staffing for investigation and dispatch, and disposition of the RV located on Argyle Avenue.

Mayor Lacher and the Council thanked Sheriff Krebs.

#### Department of Emergency Management

At 12:31 p.m., SJC DEM Director, Brendan Cowan, reported that it was a non-eventful year. Priorities for 2016 include drafting an “Emergency Public Outage Coverage Plan” with CenturyLink. SJC-DEM hosted emergency preparedness exercises on Orcas Island and additional exercises are scheduled in June on San Juan Island. Mr. Cowan proposed that Town Elected Officials and key personnel participate in an exercise focusing on the roles of Elected Officials and Town during a natural disaster. The Council concurred. Discussion followed regarding the recent earthquake off Vancouver Island, BC. Mayor Lacher thanked Mr. Cowan.

#### System Administration

At 12:41 p.m., System Administrator, Steve Dubail, reported on recent activities of the Department, including email archiving, computer maintenance and computer virus (malware) attack at the WWTP. Discussion followed regarding Importance of security. Mayor Lacher thanked Mr. Dubail.

#### Community Development

At 12:59 p.m., Land Use Administrator, Mike Bertrand, reported on activities for year 2015, including year-to-date building and mechanical permits, current construction within the Town, membership of the Planning Commission, land use designation requests, and request to increase dwelling density. Discussion followed regarding density for dwelling units and the status of various empty storefronts. **Council consensus to schedule a public hearing for consideration.** Mayor Lacher and the Council thanked Mr. Bertrand.

### **ACTION AND DISCUSSION ITEMS**

#### Lodging Tax Grant Request – SJI Museum of Art

At 1:10 p.m., Mayor Lacher introduced discussion of the request by the SJI Museum of Art (SJIMA) for \$12,000 of emergency funding to publicize the upcoming Ai Weiwei exhibit. Diane Martindale and Ian Boyden spoke about the regional significance for the museum to host the exhibit, infamy of the artist, and promotional activities taking place. Discussion followed regarding use of social media. Administrator Wilson recommended consideration of the request and suggested that if granted, the Museum distribute rack cards publicizing all of the galleries in Town. **Council consensus that Town sponsor the rack card and to condition the grant on promotional materials being available within 30 days.**

**Moved by Ghatan, seconded by Hushebeck, to sponsor informational rack cards up to the amount of \$2000; and to grant SJI Museum of Art \$8,000 from the 1<sup>st</sup> 2% Hotel Motel Excise Tax Fund for promotion of the Ai Weiwei exhibit; provided that the Town sponsored rack cards are distributed with SJIMA tickets for use as a local gallery guide. Motion passed 3-0 with de Freitas and Starr absent.**

#### Ordinance No. 1589

At 1:39 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1589 concerning sub-meter reading. Administrator Wilson explained that the ordinance will allow Town to recoup expenses related to the inspection

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of new sub-meter installations within the Town. All new water sub-meter installations will be subject to a \$25 fee. Inquiry followed regarding sub-metering of the Ice Company.

**Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1589, amending Section 13.20.080 FHMC relating to sewage meters and water sub-meters. Motion passed 3-0 with de Freitas and Starr absent.**

### **Resolution No. 2166**

At 1:44 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2166 concerning Park and Reed Street Sidewalk and Storm Drainage Improvements. Administrator Wilson explained that staff interviewed three engineering firms. Gray and Osborne is the most qualified to design the specifications for Town. No discussion followed.

**Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2166 selecting Gray & Osborne Engineering as the engineering firm for the Park Street and Reed Street Sidewalk and Storm Drainage Improvement Project; and authorizing the Town to negotiate a professional services agreement for said improvements. Motion passed 3-0 with de Freitas and Starr absent.**

### **Resolution No. 2167**

At 1:47 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2167 concerning the Spring Street Water Sewer Main Replacement Project – Phase 3. Public Works Director, Wayne Haefele, explained that Mike Carlson Enterprises submitted the low responsive bid of \$432,194; and described the timeline for the project. Discussion followed regarding the schedule for night work, pedestrian safety and alternatives for the crosswalk located at Argyle Avenue and Spring Street.

**Moved by Hushebeck, seconded by Monin, to approve Resolution No. 2167 authorizing the Mayor to execute a contract for construction of the Spring Street Water Sewer Main Replacement Project in the amount of \$432,194.50 with Mike Carlson Enterprises, Inc. Motion passed 3-0 with de Freitas and Starr absent.**

### **ADMINISTRATOR'S REPORT**

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

- Spring Street Phase 3 – Pedro Mena (Town EIT) is willing to perform inspections for the project. The other Leadmen are not at this time. Town is recommending a supplemental compensation agreement for Mr. Mena at a range of 15-20% over salary during the 6 week period of work for actual inspection hours. The additional wage is intended to offset the inconvenience and expense of inspecting during the evening. The Council concurred. Town will contact Local 1849F to make sure the Union understands the situation.
- Larsen Street and Carter Avenue – The extra asphalt that was installed at the intersection to soften the turn will need to be removed. The improvement was inadvertently installed on private property. The property owner declined an agreement that allowed Town use the portion of property with no-adverse possession rights. Town will schedule its removal.
- Zylstra Lake – Town has no need to acquire or amend water rights. Recent study of the flow indicates that Town has more water than it can possibly use. Discussion followed regarding the possibility of participating in the purchase of Zylstra Lake property in some other way. **Council consensus to explore other possibilities for participation to help ensure that the property is preserved.**
- Water Transmission Line – KeyBank is negotiating with Town's Bond Counsel. More information will be available in February.
- Non-tobacco/nicotine Policy – A draft policy making the workplace tobacco and e-vaping free was presented for consideration. **Council consensus to present the policy to the Union for approval.**

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- Meter reading – Town is investigating the cost of automating meter-reading with radio equipment. Automating would depend on cost versus the amount of time need for the equipment to pay for itself. Automating would allow 2 FTEs to be assigned to other tasks.
- Sewer I/I Study – Town needs update its priority list for the Sewer Study. Doing so will allow Town to apply for grant funding to complete projects.
- Cahail Tennis Court/Pickle Ball - Court conversion will cost approximately \$7,000. **Council consensus to bring a contract for consideration.**

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 41287 through 41309 in the amount of \$31,928.63. Motion passed 3-0 with de Freitas and Starr absent.

### **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by Hushebeck, to approve the minutes of **January 7 and January 15, 2016 as corrected.** Motion passed 3-0 with de Freitas and Starr absent.

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

Mayor Lacher requested that the SJC Department of Health and Emergency Medical Services be invited to attend quarterly reports.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:05 p.m. The next regular meeting is scheduled for Thursday, January 21, 2016 at 5:30 p.m.

**Thursday, February 4, 2016 – 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.

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

Position No. 3, Anna Maria de Freitas, and Position No. 5, Barbara Starr, were absent.

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmembers de Freitas and Starr.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

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### **ANNOUNCEMENTS/SCHEDULE CHANGES**

The posted agenda was revised.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Committee Appointments

At 12:03 p.m., Mayor Lacher introduced and appointed volunteers to fill vacant committee positions as follows: Planning Commission – Tim Daniels and Stacey Smith; and Friday Harbor Arts Commission – Megan Kilpatrick-Boe. The members introduced themselves to the Council. Mayor Lacher requested that the Council affirm their appointments. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to affirm the appointments of Tim Daniels and Stacey Smith to the Planning Commission; and Megan Kilpatrick-Boe to the Friday Harbor Arts Commission. Motion passed 3-0 with de Freitas and Starr absent.**

### **PUBLIC HEARING**

#### 2016 Budget Amendments

At 12:07 p.m., Mayor Lacher opened the public hearing concerning amendments to the 2016 Town Budget. Treasurer Wilson explained that the 2016 Budget contained formatting errors. Totals for certain budgeted items appear excluded from fund totals. The amendment will also incorporate the fund for the Transportation Benefit District (.02% sales tax for streets) which went into effect in 2016. Administrator Wilson commented that the early amendment is welcome considering the complexity of the budget.

Mayor Lacher requested public testimony. No comments were heard from public, staff or Council. Mayor Lacher closed the public hearing.

#### Ordinance No. 1590

**Moved by Ghatan, seconded by Hushebeck, to adopt Ordinance No. 1590, amending the 2016 Town Budget. Motion passed 3-0 with de Freitas and Starr absent.**

### **ACTION AND DISCUSSION ITEMS (Continued)**

#### Trout Lake Dam Repair

At 12:13 p.m., Mayor Lacher introduced discussion concerning the Trout Lake Dam Concrete Repair Project. Pedro Mena, Capital Project Manager, explained that based on the monitoring of the dam leakage, it is recommended to permanently repair damaged concrete using epoxy injection techniques. The engineering estimate for repairs is \$50,000. All working procedures will be planned, scheduled and approved by the Department of Ecology. Wayne Haefele, Public Works Director, explained that Town has the option to monitor leakage which will cost approximately \$35,000. The life of the dam will be extended if Town opts to structurally repair it at this point in time rather than monitoring it. Discussion followed regarding materials and testing.

**Moved by Monin, seconded by Ghatan, to request proposals for the Trout Lake Dam Concrete Repair Project. Motion passed 3-0 with de Freitas and Starr absent.**

#### Resolution No. 2168

At 12:21 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2168 concerning Change Order 1 for the Small Paving Project. Public Works Director, Wayne Haefele, explained that the change order reconciles costs for the project. No discussion followed.

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**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2168, authorizing the Mayor to execute Change Order No. 1 to the agreement with Richard Lawson Construction, Inc. for the Small Paving Project. Motion passed 3-0 with de Freitas and Starr absent.**

### Resolution No. 2169

At 12:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2169 accepting the Small Paving Project. No comments or discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2169 accepting the Small Paving Project. Motion passed 3-0 with de Freitas and Starr absent.**

### Resolution No. 2170

At 12:26 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2170 accepting the Sunken Park Basketball Court Repair Project. Administrator Wilson explained that the project was completed in August 2015, however Town overlooked accepting it. No discussion followed.

**Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2170, accepting the Sunken Park Basketball Court Repair Project. Motion passed 3-0 with de Freitas and Starr absent.**

### Resolution No. 2171

At 12:26 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2171 accepting the Pump Station No. 2 Retrofit Project. No comments or discussion followed.

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2171 accepting the Pump Station No. 2 Retrofit Project. Motion passed 3-0 with de Freitas and Starr absent.**

### Resolution No. 2172

At 12:27 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2172 concerning supplemental compensation of inspection services. Administrator Wilson explained that Pedro Mena is willing to perform inspection services needed for the Spring Street Water Sewer Main Replacement Project. Town desires to compensate Mr. Mena his full time salary for working forty hours per week plus the supplemental compensation of \$6.08 for each hour spent inspecting to reasonably compensate Mr. Mena for undertaking the duties of inspection and the inconvenience anticipated of working irregular evening hours.

**Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2172 authorizing the Mayor to execute a supplemental employment agreement with Pedro Mena for construction inspection services. Motion passed 3-0 with de Freitas and Starr absent.**

### Ordinance No. 1591

At 12:29 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1591 concerning business licensing. Administrator Wilson explained that there was a need to provide flexibility for temporary activities such as participation in farmer's markets, promotional events, itinerant vending or other specialty services which are intended to occur less than 30 days per year. Discussion followed regarding activities exempt from licensing.

**Moved by Ghatan, seconded by Monin, to adopt Ordinance No. 1591 amending Chapter 5.04 Friday Harbor Municipal Code concerning temporary business licensing for vendors. Motion passed 3-0 with de Freitas and Starr absent.**

### Ordinance No. 1592

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At 12:40 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1592 concerning the Town Historic Preservation Program. Administrator Wilson explained that the purpose of the amendments is to revise the membership, qualifications and duties of the Historical Preservation Review Board and provide a comprehensive description of the design review process. These changes will assist Town in seeking the designation of Certified Local Government (CLG) through the State Office of Historic Preservation. CLG designation ensures that local jurisdictions are conforming to national standards. Once designated, Town will be eligible for preservation grants and technical assistance available only to CLGs.

**Moved by Ghatan, seconded by Hushebeck, to adopt Ordinance No. 1592, amending Chapters 2.58 and 17.64 Friday Harbor Municipal Code concerning the Historic Preservation Review Board and Design Review Criteria for the Town historic overlay district. Motion passed 3-0 with de Freitas and Starr absent.**

### **ADMINISTRATOR'S REPORT**

At 12:42 p.m., Administrator Wilson presented the Town Council with an update of the following:

- University of Washington Sewage Agreement – The interlocal agreement with UW is due to expire in 2016. Town intends to negotiate a new agreement that will address repairs to their system and how the sewerage is metered.
- Chlorine Generator Project – The equipment skid is due to arrive late February and installed in March.
- Crosswalk Project – The crosswalk project at Lampard Road is nearly complete. Discussion followed concerning the oncoming traffic lane from Spring Street.
- MacDonald Street/Friday Avenue Stormwater – Town is contemplating a stormwater solution on MacDonald and Friday Avenue. Discussion followed regarding the location and surcharging of the current outfall. **Council consensus for Public Works to design stormwater improvements and present an estimate for consideration.**
- Water Transmission Line – Town is still in process of collecting utility easements to replace the existing 1954 Easement.
- WWTP – Grant Funding Requests – Town is drafting grant requests to fund the I/I Study and construction of a new sewer discharge line.
- Collective Bargaining Agreement – The CBA is scheduled for adoption on February 18, 2016.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16670 through 16683 and Direct Deposit Run in the amount of \$247,521.54; and approve the payment of Claim Warrant Nos. 41310 through 41370 in the amount of \$193,282.94. Motion passed 3-0 with de Freitas and Starr absent.

### **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by Hushebeck, to approve the minutes of **January 21, 2016 as submitted**. Motion passed 3-0 with de Freitas and Starr absent.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:20 p.m. The next regular meeting is scheduled for Thursday, February 4, 2016 at 5:30 p.m.

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**Thursday, February 4, 2016 – 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; and Position No. 4, Farhad Ghatan.

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

Position No. 3, Anna Maria de Freitas, and Position No. 5, Barbara Starr, were absent.

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmembers de Freitas and Starr.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

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

At 5:33 p.m., Mayor Lacher introduced Shawn McKone, MNS Engineering Project Manager, to present engineering drawings for the Warbass Way & Harrison Street Traffic Calming Project. Mr. McKone described the 80% plans and edits that were requested during the prior meeting. Mr. McKone requested that the Town forward additional comments so that plans can be finalized. Discussion followed regarding the cross and sidewalks at both ends of Warbass Way. Mayor Lacher thanked Mr. McKone.

#### Resolution No. 2173

At 6:04 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2173 concerning 2016 promotion for the annual Film Festival. Administrator Wilson explained that Pacific Islands Research Institute is seeking to maximize the matching grant offered by the SJC Lodging Tax Program. The agreement would supersede the agreement authorized by Resolution No. 2144. No discussion followed.

**Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2173, authorizing the Mayor to execute an agreement with the Pacific Islands Research Institute to 2016 provide tourism promotion for the annual film festival. Motion passed 3-0 with de Freitas and Starr absent.**

#### Resolution No. 2174

At 6:05 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2174 concerning 2016 promotion for a new exhibit at the SJI Museum of Art (SJIMA). Administrator Wilson explained that SJIMA has requested supplemental funding to promote an unexpected exhibit. No discussion followed.

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Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2174, authorizing the Mayor to execute an agreement with the SJI Museum of Art to provide a tourism promotion program for year 2016. Motion passed 3-0 with de Freitas and Starr absent.

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

Councilmember Ghatan reported that Town will receive a mural permit application.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:08 p.m. The next regular meeting is scheduled for Thursday, February 18, 2016 at 12:00 p.m.

### **Thursday, February 18, 2016 – 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. 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 Recording Secretary, Julie Greene.

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Hushebeck and Starr.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that the posted agenda would be revised. US Senator Rick Larsen would be attending the afternoon session and Resolution No. 2178 was removed for a later agenda.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **DEPARTMENT REPORTS**

#### Code Enforcement

At 12:04 p.m., Code Enforcement Officer, Sarena Schumacher, presented an annual report for enforcement issues within Town for year 2015. Ms. Schumacher reported on issues relating to signage, illegal transient rentals, nuisance complaints, parking on sidewalks, tall grass complaints and fire life safety inspections. Ms. Schumacher noted that all of the issues were remedied without having to issue an infractions. Discussion followed about certain Sandpiper Condos that are designated as grandfathered transient rentals. Mayor Lacher thanked Ms. Schumacher.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **ACTION AND DISCUSSION ITEMS**

#### US Senator Larsen

At 12:13 p.m., Mayor Lacher and the Council welcomed US Senator Rick Larsen. Senator Larsen is visiting San Juan County to conduct community meetings. Mr. Larsen reported on current bills under consideration by the Legislature and requested input on topics of local concern. Those included the federal transportation bill, FAST Act, training and apprenticeship opportunities, unemployment and wage growth, affordable housing, second ferry landing slip and WSF funding. Discussion followed regarding potential impacts of the Gateway Coal Project. Mayor Lacher and the Council thanked Senator Larsen for attending the Council meeting. The Council recessed for 5 minutes.

#### Resolution No. 2175

At 12:45 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2175 concerning permit services for the Spring Street Stormwater Vault. Administrator Wilson explained that the Town would benefit from consulting services for State permitting of the seawall planned for the project. PND Engineers specializes in providing environmental permitting services and is uniquely qualified as they are familiar with and recently provided services to the Port of Friday Harbor on the connecting seawall. PND Engineers has offered a proposal in the amount of \$29,835 to act as lead agency for completing the required JARPA, DNR and SEPA processes. Administrator Wilson noted that a public participation is required as part of the process. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2175, authorizing the Mayor to execute an agreement with PND Engineers for services related to permitting of the Spring Street Stormwater Vault. Motion passed 3-0 with Hushebeck and Starr absent.**

#### Resolution No. 2176

At 12:49 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2176 concerning the Cahail Park (Multi-purpose) Court. Administrator Wilson described the scope of work and timeline for refurbishment of the tennis court by Sound Sport Surfaces. New equipment will serve for both tennis and pickle ball. The current hoops and a free throw line will remain at the court. Administrator Wilson stated that his goal is to eventually include bocce ball on the lower portion of the park. Discussion followed regarding the company's references, budgeting for maintenance and existing basketball court.

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2176, authorizing the Mayor to execute an agreement with Sound Sport Surfaces for refurbishment of the Cahail Park Court. Motion passed 3-0 with Hushebeck and Starr absent.**

#### Resolution No. 2177

At 12:56 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2177 concerning the Collective Bargaining Agreement with Local 1849F for years 2016 through 2018. Mayor Lacher commended the Management and the Negotiating Team for quickly reaching an agreement; and Town staff for their dedication, pride and commitment to the Town. Administrator Wilson reviewed key terms of the agreement and thanked everyone involved with the process. The 2016-2018 CBA includes: 3% adjustment to overall salaries; 2% cost of living increase (COLA); 12 month provision to provide "Standby Crew/Pay"; and provision to renegotiate the healthcare package once it expires after 2017. Inquiry followed. Administrator Wilson noted that annual COLAs will range from 1.5% to 3.5% based on the Seattle CPI-U; and the draft agreement will receive an amended table of contents to reflect corrections to its Appendix D.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2177, authorizing the Mayor to execute a labor contract with Washington State Council of County & City Employees, AFSCME, AFL-CIO Local 1849F for the period January 1, 2016 through December 31, 2018; including final edits/revisions to the Table of Contents and Appendix D. Motion passed 3-0 with Hushebeck and Starr absent.**

### **2016 Capital Improvement Plan**

At 1:08 p.m., Mayor Lacher introduced discussion of amendments to the Capital Improvement Plan (CIP). Administrator Wilson explained that the CIP is a working document that Town updates on a yearly basis to reflect its long term needs. The CIP is utilized State agencies when determining grant funding and incorporated into the Comprehensive Plan. Discussion followed regarding listed projects. No action was taken.

### **ADMINISTRATOR'S REPORT**

At 1:18 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Water Transition Line Replacement – Town has been working with bond counsel to secure funding through KeyBank for project financing.
- Utility Video – A “first cut” of the video is nearly complete.
- Warbass Way – A request was received to shift the additional sidewalk adjacent to WSF by 4 feet. A conceptual drawing was distributed. Specifications will be presented at a later meeting.
- Water Transition Line Replacement – The project will be divided into phases for the purpose of bidding.
- Point-To-Point Road – Meetings continue to determine the route.
- Bench Program – A proposal has been made to place art on the public benches.
- Tucker Avenue Phase 2 – Six qualifications were received by firms for engineering of Tucker Avenue Phase 2. Staff will begin the SOQ review process.
- Fire Hydrants – A citizen and HS students have offered to paint certain fire hydrants as part of their civic project.
- Affordable Housing – A summit will take place on March 31<sup>st</sup>. Discussion followed regarding local needs.
- Nichols/A Street – The parcel owner has offered to dedicate the ROW needed to continue the sidewalk at the southwest intersection corner of Nichols/A Street. Discussion followed regarding ROW and sightlines of other streets.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 41371 through 41416 in the amount of \$291,710.78; and affirm payment of Treasurer's Check Nos. 9569 through 9570 in the amount of \$465.82. Motion passed 3-0 with Hushebeck and Starr absent.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin, to approve the minutes of **February 3, 2016 as submitted**. Motion passed 3-0 with Hushebeck and Starr absent.

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

Councilmember Monin informed the Council that for the time being he has resigned from the SJC Board of Health, Solid Waste Advisory Committee, and Friday Harbor Arts Commission. Councilmember Monin stated that he is accepting additional duties with Fire District 3.

### **CITIZEN RESPONSE**

Sharon Kivistö, SJI Islander, commented on affordable housing.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**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, March 3, 2016 at 12:00 p.m.

### **Thursday, March 3, 2016 – 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.

#### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmember, Barbara Starr.

#### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

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

##### SJI Chamber of Commerce

At 12:01 p.m., Mayor Lacher invited Chamber Director Becky Day, to present an annual report. Ms. Day shared statistics for daily visits and reported on the summer fireworks display and summer arts fair. Discussion followed regarding local shuttle service. Mayor Lacher thanked Ms. Day.

##### SJC Update

At 12:11 p.m., Mayor Lacher invited SJC Councilmember Bob Jarman, to provide an update on issues of mutual concern. Mr. Jarman reported on the Point-to-Point Connector Road, recent visit by Rick Larsen, and naval jet noise. Discussion followed regarding State budget reductions. Mayor Lacher thanked Mr. Jarman.

#### **WORK SESSION**

##### Roles of Elected Officials in a Disaster – Part 1

At 12:15 p.m., Mayor Lacher introduced the presentation/work session with SJC Department of Emergency Management Director, Brendan Cowan. Mr. Cowan and the Council discussed the potential impacts of a severe earthquake scenario in the San Juan Island and resources that are available to the Town to respond to such an event. Discussion followed regarding incident command and the new work session. No action was taken.

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. XXXXX through XXXXX and Direct Deposit Run of March 1, 2016; and approve the payment of Claim Warrant Nos. 41671 through 41416 in the amount of \$291,710.78. Motion passed 4-0 with Starr absent.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **February 18, 2016 as submitted**. Motion passed 4-0 with Starr absent.

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

Councilmember Ghatan inquired about issuing a Town newsletter or series of press releases to inform the public about Town related activities. Discussion followed regarding a Town Facebook page and the resources needed to undertake a newsletter project. Mayor Lacher stated that such an activity will require a time commitment.

### **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, March 3, 2016 at 5:30 p.m.

### **Thursday, March 3, 2016 – 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.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **PUBLIC HEARING**

#### **Title 17 – Density**

At 5:33 p.m., Mayor Lacher opened the public hearing regarding revisions to Title 17 FHMC concerning density. Mayor Lacher explained that the hearing was legislative in nature. Land Use Administrator, Mike Bertrand, entered Exhibit A – Letters of Support as testimony in favor of the amendment. Mr. Bertrand explained how the current calculation for urban density works and effect the proposed amendment would have on housing density.

Mayor Lacher opened the public testimony portion of the hearing. Hearing none, Mayor Lacher opened the hearing to Council questions. The Council inquired about potential impacts to utilities. Mr. Bertrand explained that the impacts are neutral to Town utilities.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

At 5:42 p.m., hearing no public testimony or further questions from the Council, Mayor Lacher closed the public hearing.

**Moved by Hushebeck, seconded by Ghatan, to adopt Ordinance No. 1583, amending Title 17 FHMC regarding density calculations for residential zoning. Motion passed unanimously.**

### **ACTION AND DISCUSSION ITEMS**

#### Council Committee Assignments

At 5:46 p.m., Mayor Lacher introduced discussion of soon to be vacant positions for committee assignments. Councilmember Monin explained that he was resigning from SJC Board of Health, Solid Waste Advisory Committee and Friday Harbor Arts Commission due to recent events at Fire District 3. Mr. Monin commented that for the time being he needed to embrace new responsibilities. Discussion followed regarding the duties and time commitments required for the vacant positions.

**Moved by Monin, seconded by Starr, to nominate the following: Mayor Carrie Lacher to the Town represented position on the SJC Board of Health; Councilmember Steve Hushebeck to the Town represented position on the SJC Solid Waste Advisory Committee; and Councilmember Farhad Ghatan to the vacant position of Chair on the Friday Harbor Arts Commission. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

At 5:52 p.m., Administrator Wilson presented the Town Council with an update of the following:

- FH Gallery Card – The promotional rack card for local art galleries was distributed.
- Lighting Upgrades – The next phase of the energy grant are about to begin. Older lighting fixtures will be replaced with LED lighting at Town Hall.
- SJC Legislative Agenda – Town was invited to the meeting for drafting the legislative agenda.
- AWC Scholarship – Student Amanda Finch was nominated by Town to compete for the annual scholarship.
- Zito Media – The cable TV franchise is expired. Town will hold a public hearing on April 7<sup>th</sup> to consider renewal. A press release will be issued to notify Town of the opportunity to discuss performance issues.
- Spring Street Pocket Park – Town will discuss final schematic designs of the pocket park on March 17<sup>th</sup>. Discussion followed regarding the public notification process. **Council consensus to not hold an additional public hearing for this topic; and not begin utilizing Facebook for notification.**
- Spring Street W/S/S Reconstruction – Phase 3 – The project is on schedule to date with minor issues.
- Tucker Avenue Reconstruction – Phase 2 – Town received eight statement of qualifications. After review, Gray & Osborne appears to be the most qualified to complete the scope of work required.
- Wind Damage – High winds during recent weather events cause several street signs to bend and fell one tree on Web Street.
- Spring Banners – The crew should be nearly finished with installing the Spring Banners.
- AWC – RMSA – Administrator Wilson will attend the annual risk pool conference in Nashville.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:45 p.m. The next regular meeting is scheduled for Thursday, March 17, 2016 at 12:00 p.m.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Thursday, March 17, 2016 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

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

### **ROLL CALL**

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

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

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that Councilmember Monin received his Certificate of Municipal Leadership from the Association of Washington Cities. The CML is received by mayors and councilmembers for accomplishing thirty credits of training in four core areas.

### **PUBLIC ACCESS TIME**

Becky Day, SJI Chamber Director, invited the Council to attend the inaugural ferry sailing for 2016 to Sidney, B.C.

### **ACTION AND DISCUSSION ITEMS**

#### Presentation – Water Transmission Line Project

At 12:09 p.m., Mayor Lacher introduced Alice Ostdiek, Bond Counsel representing Stradling Yocca Carlson & Rauth, PC; to make a presentation regarding bonding for the Water Transmission Line Project. Ms. Ostdiek explained that bond counsel is required by law because of the complexity and history of municipal expansion projects. Ms. Ostdiek provided an overview of the funding process, methodology for bonding, and purpose of Ordinance Nos. 1594 and 1595. No discussion followed.

#### Ordinance No. 1594

**Moved by Hushebeck, seconded by Starr, to adopt Ordinance No. 1594, authorizing bonds for the financing of the Water Transmission Line replacement Project. Motion passed unanimously.** *[Clerk's Note: Complete short title reads: AN ORDINANCE of the Town of Friday Harbor, Washington, relating to financing improvements to the water utility of the Town; specifying, adopting and ordering the carrying out of a system or plan of additions to and betterments and extension of that water utility; declaring the estimated cost thereof as nearly as may be; providing for the issuance of (1) a not to exceed \$6,000,000 principal amount general obligation bond anticipation note and (2) a not to exceed \$2,000,000 principal amount water utility revenue bond anticipation note, with which to provide interim financing for certain improvements to the Water Utility pending the issuance of the Bond authorized herein, and to pay the costs of issuance and sale of the Notes; creating and adopting certain funds and accounts; specifying the terms and covenants of the Note; approving the sale and delivery of the Notes to KeyBank National Association of Everett, Washington; authorizing appropriate officers of the Town to take action and execute documents with respect to the Notes and providing for other related matters.]*

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### Ordinance No. 1595

**Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1595, adopting a system of registration of bonds and obligations of the Town. Motion passed unanimously.**

### **WORK SESSION**

#### Roles of Elected Officials in a Disaster – Part 2

At 12:37 p.m., Mayor Lacher introduced the work session with SJC Department of Emergency Management Director, Brendan Cowan. Mr. Cowan and the Council role played a severe earthquake scenario in the San Juan Island. Discussion followed regarding resources that are available to the Town to respond to such an event and incident command. The Council thanked Mr. Cowan.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 41453 through 41514 in the amount of \$200,744.44; and Prewrite Warrant No. 41515 in the amount of \$150.00. Motion passed unanimously.

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

Councilmember Monin announced that he may have to leave early from the evening session.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:54 p.m. The next regular meeting is scheduled for Thursday, March 17, 2016 at 5:30 p.m.

**Thursday, March 17, 2016 – 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.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Spring Street Pocket Park

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

At 5:31 p.m., Mayor Lacher introduced discussion regarding the Spring Street Pocket Park. Administrator Wilson explained that two preliminary designs were presented to the public, Historic Preservation Review Board, and Friday Harbor Arts Commission. The HPRB and FHAC have forwarded recommendations to the Council which both opt for Schematic B. In addition, the FHAC made recommendations regarding the commission of stone benches at the park. Councilmember Ghatan explained that the FHAC is wondering about the feasibility of commissioning multiple ottoman pieces if the FHAC budget allows. Discussion followed regarding the cost of labor and materials for additional stonework. Administrator Wilson explained that it would be approximately \$6,000 increase to the project. Mayor Lacher invited the public to speak. Lori Stokes, FHAC Member, inquired about the timeline for the project. Discussion followed regarding process. **Council consensus to select "Schematic B" for the Pocket Park Design; and to request information from the artist for three small ottoman pieces to accompany the stone benches. Councilmember Monin suggested that the Town install conduit and housing during the project for future electrical needs. The Council concurred.**

### LTAC Appointment

At 6:08 p.m., Mayor Lacher requested that the Council affirm her reappointment of Laura Saccio to the Lodging Tax Advisory Committee. No discussion followed.

**Moved by Ghatan, seconded by Hushebeck, to appoint Laura Saccio to the Lodging Tax Advisory Committee for a three year term. Motion passed unanimously.**

### Resolution No. 2178

At 6:11 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2178 concerning the policy for Town credit card use. Treasurer Wilson explained that the State Auditor recommended changes to the current policy. No discussion followed.

**Moved by de Freitas, seconded by Monin to adopt Resolution No. 2178, amending the policy for use of credit cards issued in the name of the Town. Motion passed unanimously.**

### Resolution No. 2179

At 6:14 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2179 concerning design of Tucker Avenue Reconstruction – Phase 2. Administrator Wilson explained that Town requested qualifications for the engineering of the Project. Town received eight qualifications from A/E firms. Gray and Osborne (G/O) surpassed all submitted possibly because of their familiarity with the Town. The resolution authorizes selection of G/O as the project engineer and authorizes Town to negotiate a professional services agreement. No discussion followed.

**Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2179, selecting Gray & Osborne Engineering as the engineering firm for the Tucker Avenue Reconstruction Project-Phase 2. Motion passed unanimously.**

### Resolution No. 2180

At 6:17 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2180 concerning the Water Transmission Line Project. Administrator Wilson explained that the project is currently out to bid. Amendment No. 6 to the consultant agreement with Brown and Caldwell provides for construction management services during the construction phase of the project. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2180, authorizing the Mayor to execute Amendment No. 6 to the consultant agreement with Brown and Caldwell for the Friday Harbor Water Pipeline Replacement Project. Motion passed unanimously.**

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### Resolution No. 2182

At 6:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2182 concerning the Drop Inlet and Handicap Ramp Project. Administrator Wilson explained that the project is complete. Change Order No. 1 reconciles quantities for time and materials. Discussion followed regarding line items of interest.

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2182 authorizing the Mayor to execute Change Order No. 1 to the agreement with Richard Lawson Construction, Inc. for the Drop Inlet and Handicap Ramps Project. Motion passed unanimously.**

### Resolution No. 2183

At 6:28 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2183 concerning the Drop Inlet and Handicap Ramp Project. Administrator Wilson explained that the project is complete and acceptance is recommended by the Town Engineer. No discussion followed.

**Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2183, accepting the Drop Inlet and Handicap Ramp Project. Motion passed unanimously.**

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### **Resolution No. 2181**

At 6:29 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2181 concerning Trout Lake Dam. Administrator Wilson explained that Equity Builders was the successful bidder for concrete repairs at Trout Lake Dam. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt amended Resolution No. 2181, authorizing the Mayor to execute a contract for repair and maintenance of Trout Lake Dam. Motion passed unanimously.**

### **Resolution No. 2184**

At 6:32 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2184 concerning support for Municipal Research and Services Center (MRSC). Administrator Wilson explained that MRSC is seeking support from municipalities to have their funding reinstated in the State Budget. Discussion followed regarding the benefits of having no-cost legal advice and resources available to local municipalities through the non-profit.

**Moved by de Freitas, seconded by Starr, to adopt amended Resolution No. 2184 in support of adequately funding the Municipal Research Services Center of Washington. Motion passed unanimously.**

### **APPROVAL OF MINUTES**

Moved by Monin, seconded by de Freitas, to approve the minutes of **March 3, 2016 as submitted**. Motion passed 4-0 with Starr abstained.

### **ADMINISTRATOR'S REPORT**

At 6:41 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Puget Sound Partnership – PSP has recommended Town's Stormwater Vault Project for approval.
- Sandpiper Apartments – Town is working with the association to mitigate any impacts of the Tucker Avenue Reconstruction Project.
- Spring Street Utility Replacement Project (Phase 3) – A project update was provided.
- Tucker Avenue Reconstruction Project (Phase 1) – The project is out to bid.
- Tucker Avenue Reconstruction Project (Phase 2) – A project update was provided.

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

Councilmember Ghatan provided an update on the recent Friday Harbor Arts Commission meeting.

Councilmember Monin wished everyone a Happy St. Patrick's Day.

### **CITIZEN RESPONSE**

Steve Clover, resident, complimented the Council and Mayor on the quality of discussion had this evening.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:57 p.m. The next regular meeting is scheduled for Thursday, April 7, 2016 at 12:00 p.m.

**Thursday, April 7, 2016 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

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. (Starr excused at 2:00 p.m.)

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

Treasurer, Kelle' Wilson was absent.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Tim Dustrude, Town resident, requested time on the agenda to present a slideshow regarding connectivity for pedestrians ("walkable Town".) The Mayor thanked Mr. Dustrude and requested that time be scheduled on a future agenda.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Great Island Cleanup Day

At 12:06 p.m., Mayor Lacher proclaimed Saturday, April 23, 2016 as "Great Islands' Cleanup Day" in the Town of Friday Harbor. Lori Stokes accepted the proclamation and spoke about the event. The Council and Mayor thanked Ms. Stokes for her efforts on the event.

#### Visitors Bureau Annual Report

At 12:10 p.m., Mayor Lacher introduced Deborah Hopkins, Visitors Bureau (VB) Executive Director, to present the annual report for 2015. Ms. Hopkins reported that lodging tax was up 8% to date; website is receiving increased traffic; and reviewed marketing efforts for 2016. Ms. Hopkins distributed a written report. The Council and Mayor thanked Ms. Hopkins.

### **DEPARTMENT REPORTS**

#### SJC Update

At 12:23 p.m., Mayor Lacher introduced SJC Councilman Bob Jarman to discuss issues of mutual concern. Mr. Jarman provided an update on Washington State Ferries; retail marijuana licenses; Whidbey Island Naval Station; Department of Ecology permitting; status of international flights to Victoria, BC; and traffic control in San Juan County. Discussion followed regarding speed signage. The Council and Mayor thanked Mr. Jarman.

#### US Border Protection

At 12:34 p.m., Mayor Lacher introduced Officer Thomas Barnes, Director of the local Custom Office. Officer Barnes reported on their new headquarters; processing of vessels and aircraft entering the San Juan Islands; and affordable housing issues for their temporary officers and summer staff. Officer Barnes commented that Friday Harbor has the most traffic (the #1 Port) for processing of small vessels in the continental United States. Mayor Lacher thanked Officer Barnes.

#### Fire District 3

At 12:45 p.m., Mayor Lacher introduced District #3 Fire Chief, Brad Creesy. Chief Creesy, distributed written information regarding types of services provided to the community and for the volunteer fire fighters for year

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2016. Chief Creesy reviewed incidents by area and type. Discussion followed regarding logistical issues such as training and response time. The Council and Mayor thanked Chief Creesy.

### **Historic Preservation**

At 12:54 p.m., Historic Preservation Coordinator, Sandy Strehlou reported on the membership of the HPRB, interpretive signage project, Preservation Month events, and anniversaries of landmark buildings including the Historical Museum. Discussion followed regarding installation of interpretive signage for the FH Fire Department. The Council and Mayor thanked Ms. Strehlou.

### **System Administration**

At 1:00 p.m., System Administrator, Steve Dubail reported on the school field trips, Town website, system security, email archiving and computer viruses and phishing. Discussion followed regarding the Wastewater Treatment Plant. The Council and Mayor thanked Ms. Strehlou.

### **Community Development**

At 1:16 p.m., Land Use Administrator, Mike Bertrand, presented a status report for the department. Information included types of permits and fees taken year-to-date, annexation petition in circulation, and other building projects taking place in Town. The Council and Mayor thanked Ms. Strehlou.

### **ACTION AND DISCUSSION ITEMS (continued)**

#### **Mural Permit Application – 1M2016**

At 1:23 p.m., Mayor Lacher introduced discussion of a mural permit application proposed for Blair Avenue. Land Use Administrator, Mike Bertrand, recommended approval of the mural permit with the FHAC recommendations regarding scale and color. No public comment was received regarding the mural. Discussion followed with the Artist, Annie Howell-Adams, regarding materials, medium, scale and color of the project. Mayor Lacher allowed public comment.

**Moved Ghatan, seconded by Starr, to approve Art Mural Permit Application 1-M-2016, a proposal to place an art mural on private property located on Blair Avenue. Motion passed unanimously.**

#### **Planned Residential Development – Maypole Meadows**

At 1:54 p.m., Mayor Lacher introduced discussion of the Planning Commission recommendations for the Maypole Meadows Planned Residential Development submitted by Homes for Islanders (HFI). Land Use Administrator, Mike Bertrand, explained that it is recommended to approve the preliminary plat and incorporate language into the Homeowner's restrictions to insure that no additional dwelling units will be allowed; and not allow fencing on the west side of the entrance road where it abuts the neighboring property. Administrator Wilson inquired how the common area and right of way tie in to the plat for pedestrian access. Bill Gendren, Applicant, explained that HFI tried to ensure access through other easements, but at this time they do not have access to Linder Street. Discussion followed regarding amending the preliminary plat to ensure future access.

**Moved by Hushebeck, seconded by Ghatan, to approve the staff recommendation contained in the Staff report(s) dated February 29<sup>th</sup> and March 31<sup>st</sup> , 2016 for Maypole Meadows; and require a pedestrian easement on the north part of the plat. Motion passed 4-0 with Starr absent.**

#### **Art Benches**

At 2:12 p.m., Mayor Lacher introduced discussion of the Park Bench Sculpture Project. Diane Martindale, FHAC member, explained that Town Memorial Benches provide necessary resting places, but also take up a substantial amount of potential art site spaces. The FHAC would like to turn the benches into a form of art themselves by

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

incorporating sculpture with the benches. This would be an on-going project with one to two pieces recommended to the Council per year for installation. Ms. Martindale described the art work. Discussion followed regarding safety concerns.

**Moved by Monin, seconded by de Freitas, to approve the Friday Harbor Arts Commission to develop the Park Bench Sculpture Project. Motion passed 4-0 with Starr absent.**

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. XXXXX through XXXXX; and approve the payment of Claim Warrant Nos. XXXXX through XXXXX in the amount of \$. Motion passed 4-0 with Starr absent.

### **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by Monin, to approve the minutes of **March 17, 2016 as submitted**. Motion passed unanimously.

### **ADMINISTRATOR'S REPORT**

At 2:23 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Spring Street Utility Project – A construction update was presented.
- Spring Street Pocket Park – The Park is scheduled to be built in September.
- Bus Shelters – The Rotary would like to fundraise to build bus shelters in the public right of way for school students. Discussion followed regard safety and aesthetic concerns. **Council consensus that Town reserves the right to approval of placement, design, materials used, etc.**
- Employment – Town is currently advertising two positions.
- Street naming policy – Staff continues to work on the street naming policy.
- Utility video – The Consultant's offered a preview of the Utility Video. The footage is "spectacular".
- SJI Museum of Art – The Director resigned.
- Tucker Avenue Reconstruction Phase 1 – Award is scheduled during the evening session.
- International flights – Stakeholders are meeting to discuss international flights from Sidney to the Friday Harbor Airport.

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

Mayor Lacher scheduled Mr. Dustrude's request to make a presentation.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:59 p.m. The next regular meeting is scheduled for Thursday, April 7, 2016 at 5:30 p.m.

<b>Thursday, April 7, 2016 – Council Chambers – Evening Session</b>
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### **CALL TO ORDER**

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

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **ROLL CALL**

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

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

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

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmember Monin.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation

At 5:31 p.m., Mayor Lacher proclaimed April 20, 2016 as "Talk to your kids about not using marijuana day" in the Town of Friday Harbor. Representatives from the local Youth Coalition accepted the proclamation and spoke about the campaign. The Council thanked the Coalition for their efforts.

#### Public Hearing – Zito Media Franchise Renewal Request

At 5:38 p.m., Mayor Lacher opened the public hearing to accept testimony regarding the cable franchise renewal request by Zito Media. Mayor Lacher explained that the hearing was legislative in nature.

Administrator Wilson entered the following exhibits into the record: Exhibits A, Letter from Opalco; Exhibit B, Memo from Town Public Works Director; Exhibit C, Letter from Joe Buckler, Customer; and Exhibit D, Letter from Jean Griffin, Customer.

Administrator Wilson explained that Town is accepting public testimony based on customer complaint issues and provided the history of the franchise agreement. Areas of concern for the Town are the public access television channels, poor locates for utilities, and customer complaints.

At 5:46 p.m., Mayor Lacher opened the public testimony portion of the hearing.

Michael Scott, Zito Employee, addressed the issues and questions noted by Administrator Wilson and contained in the exhibits on record.

Dustin Earp, Zito Supervisor, addressed the same.

Gus Underdown, Customer, testified that he was satisfied with the customer support provided locally and to date has had no issues with service.

At 6:13 p.m., Mayor Lacher opened the hearing to Council questions. Discussion and inquiry followed regarding the agreement and performance of Zito Media.

At 6:24 p.m., Mayor Lacher closed the public hearing. No action was taken.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### Resolution No. 2185

At 6:07 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2185 concerning the Tucker Avenue Improvement Project, Phase 1. Administrator Wilson explained that Mike Carlson Enterprises was the sole bidder. No discussion followed.

**Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2185, awarding bid and authorizing the Mayor to execute a contract for construction of the Tucker Avenue Improvement Project, Phase 1 with Mike Carlson Enterprises. Motion passed 4-0 with Monin absent.**

### Resolution No. 2186

At 6:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2186 concerning the Tucker Avenue Improvement Project, Phase 2. Administrator Wilson explained that an agreement has been negotiated pursuant to Resolution No. 2179. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2186, authorizing the Mayor to execute an agreement with Gray & Osborne, Inc. for design of the Tucker Avenue Improvement Project, Phase 2. Motion passed 4-0 with Monin absent.**

### Resolution No. 2187

At 6:37 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2187 concerning the Reed and Park Street Sidewalk Improvement Project. Administrator Wilson explained that an agreement has been negotiated pursuant to Resolution No. 2166. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2187, authorizing the Mayor to execute an agreement with Gray & Osborne, Inc. for design of the Reed and Park Street Sidewalk Improvement Project. Motion passed 4-0 with Monin absent.**

### Resolution No. 2188

At 6:40 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2188 concerning Change Order Nos. 1 & 2 for the Spring Street Utility Replacement Project. Administrator Wilson presented the public works memo describing each of the work items. No discussion followed.

**Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2188, authorizing the Mayor to execute Change Order Nos. 1 & 2 for the Spring Street Utility Replacement Project, Phase 3. Motion passed 4-0 with Monin absent.**

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

Councilmember Ghatan presented an update for the Trails Committee and Friday Harbor Arts Commission.

Councilmember Hushebeck presented an update for the Solid Waste Advisory Committee.

## **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:50 p.m. The next regular meeting is scheduled for Thursday, April 21, 2016 at 12:00 p.m.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Thursday, April 21, 2016 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

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

### **ROLL CALL**

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

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

Mayor, Carrie Lacher; Position No. 2, Noel Monin; and Position No. 5, Barbara Starr; were absent.

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Monin and Starr.

### **FLAG SALUTE**

Mayor Pro-tem Hushebeck conducted the flag salute.

### **ANNOUNCEMENTS/SCHEUDLE CHANGES**

No evening meeting was scheduled.

#### Proclamation – Ehlers-Danlos Syndrome (EDS)

Mayor Pro-tem Hushebeck proclaimed May 2016 as Ehlers-Danlos Syndrome Awareness Month in the Town of Friday Harbor. The proclamation brings awareness to the Washingtonians who struggle through each day coping with the effects of the EDS. Dani Davis-Robeson accepted the proclamation.

### **PUBLIC ACCESS TIME**

Marilyn O'Connor, Port Director and Mike Ahrenius, Port Commissioner provided a construction update on the Spring Street Landing building (Downriggers). Ms. O'Connor invited the Town Council to comment on the color palettes selected. Ms. O'Connor requested that Town select a façade for the Spring Street bulkhead that is complimentary to Spring Street Landing. The Council thanked the Port for its extensive public participation process.

Officer Tom Barnes, local Customs & Border Protection, thanked the Council for their previous invitation and provided additional background information on the agency. Officer Barnes described the difference between the "Border Protection" and "Border Patrol" agencies. The Council thanked Officer Barnes.

### **DEPARTMENT REPORTS**

#### SJI EMS

At 12:20 p.m., SJI EMS Chief Jerry Martin, provided an update on current events for the district. Chief Martin discussed the upcoming ballot levy, split from airlift northwest, union mediations, injury prevention programs and blanket ATG investigation into Medicare fraud. Discussion followed regarding the upcoming levy request and EMS budget. The Council thanked Chief Martin.

#### Public Works

At 12:32 p.m., Public Works Director Wayne Haefele, provided construction updates on various projects. Projects included: Spring Street Phase 3, Chlorine Generator, Trout Lake Dam repair, and Curb Inlet project. T:\TownClerk\ COUNCIL\ MINUTES\ Full Years\ TCMinutes16.docx

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

Director Haefele complimented the Town Crews for their diligent work and reported that the Water Department will receive an award by the State for water quality. The Council thanked Director Haefele.

### **ACTION AND DISCUSSION ITEMS**

#### Resolution No. 2193

At 12:50 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2193 concerning the bid for the Water Transmission Line Replacement Project. Administrator Wilson explained that four bids were received. All bids were below the engineer's estimate for the project. Interwest Construction submitted the low responsive bid of \$3,363,353.15. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2193, awarding the bid and authorizing the Mayor to execute construction documents for the Water Transmission Line Replacement Project. Motion passed 3-0 with Monin and Starr absent.**

#### Resolution No. 2189

At 12:59 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2189 concerning construction management services for Tucker Avenue Reconstruction – Phase 1. Administrator Wilson explained that the agreement is a culmination of activities to facilitate the project. The supplemental agreement with Gray & Osborne, project engineers, is in the amount of \$214,120. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2189, authorizing the Mayor to execute Supplemental Agreement No. 2 with Gray & Osborne Engineering for construction management services on the Tucker Avenue Reconstruction Project – Phase 1. Motion passed 3-0 with Monin and Starr absent.**

#### Resolution No. 2190

At 1:01 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2190 concerning a policy for right-of-way acquisition. Administrator Wilson explained that Town requires a specific policy for ROW acquisition because it is using federal funding for public works projects. The policy meets WSDOT guidelines when acquiring real estate in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and applicable federal regulations. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2190, adopting a policy regarding right-of-way acquisition. Motion passed 3-0 with Monin and Starr absent.**

#### Resolution No. 2191

At 1:04 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2191 concerning the Spring Street Pocket Park design. Administrator Wilson explained that Town requires additional professional services required to design specifications for a metal wall at the park. The Philbin Group has offered an addendum in the amount of \$862.50. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2191, authorizing the Mayor to execute an addendum with The Philbin Group for the Spring Street Pocket Park. Motion passed 3-0 with Monin and Starr absent.**

#### Resolution No. 2192

At 1:07 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2192 concerning sculpture for the Spring Street Pocket Park. Administrator Wilson explained that Tom Small, the Artist, has

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

offered an agreement in the amount of \$14,000 to commission and install the sculpture seating in the park. Discussion followed regarding the budget for the project.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2192, authorizing the Mayor to execute an agreement with Tom Small to provide sculpture for the Spring Street Pocket Park. Motion passed 3-0 with Monin and Starr absent.**

### **FFCOL – Maypole Meadows**

At 1:01 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Findings of Fact, Conclusions of Law and Decision for Planned Residential Development Application No. 4, Maypole Meadows by Homes for Islanders. Administrator Wilson explained that the conditions noted on April 7<sup>th</sup> were incorporated onto the preliminary plat. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Findings of Fact, Conclusions of Law and Decision for Planned Residential Development Application No. 4. Motion passed 3-0 with Monin and Starr absent.**

### **ADMINISTRATOR'S REPORT**

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

- Executive Session – A 10 minute session following business was announced.
- Trout Lake Dam Repair – Additional work was requested to further protect the dam. Three proposals were presented, including Option 1 in the amount of \$7,500 to apply a resin top coat over the recently repaired cracks. **Moved by Ghatan, seconded by de Freitas, to amend the scope of work by Equity Builders for Trout Lake Dam repairs to include Option 1 (resin top coat) in the amount of \$7,500 plus any markup required. Motion passed 3-0 with Monin and Starr absent.**
- Water Transmission Line Replacement Project – Town will have approximately \$650,000 to redistribute toward the project now that the financing has been finalized.
- Pocket Park – **Council consensus to select the weathered Corten steel finish for the metal wall at the Spring Street Pocket Park.**
- Tort Claim – Town received a tort claim regarding an accident at the intersection of Larsen Street and Carter Avenue. The vehicle struck a recently moved stop sign. Town has made visual improvements.
- Town light fixtures – Town buildings have been retrofitted with energy efficient lighting.
- Spring Street Utility Replacement Project – A construction update was given.

### **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 41566 through 41613 in the amount of \$130,166.42 and Treasurer's Warrant Nos. 9578 through 9583 in the amount of \$52,049.98. Motion passed 3-0 with Monin and Starr absent.

### **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by de Freitas, to approve the minutes of **April 7, 2016 as submitted.** Motion passed 3-0 with Monin and Starr absent.

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

Councilmember Ghatan reported on the recent Friday Harbor Arts Commission meeting. The FHAC walked Tucker Avenue and surrounding areas to determine possible placement of art.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **EXECUTIVE SESSION**

At 1:46 p.m., Mayor Pro-tem Hushebeck 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 10 minutes. Participants: Town Council, Administrator Wilson, and Treasurer Wilson. Clerk Taylor was excused. The session ended at 1:57 p.m. for an actual session time of 11 minutes. No actions were taken.

**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, May 5, 2016 at 12:00 p.m.

### **Thursday, May 5, 2016 – 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.

Anna Maria de Freitas (Position No. 3) was absent.

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmember de Freitas.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Historic Preservation Month (History Lives Here!)

At 12:01 p.m., Mayor Lacher proclaimed May 2016 as Historic Preservation Month in the Town of Friday Harbor. The theme of History month is “History Lives Here”. Sandy Strehlou, Historic Preservation Coordinator, reviewed the calendar of upcoming events.

#### Street Naming Policy

At 12:15 p.m., Mayor Lacher introduced discussion of the proposed street naming policy. Sandy Strehlou, Historic Preservation Coordinator, explained that the purpose of discussion was to refine the criteria that will be considered for the Town’s policy. Administrator Wilson suggested that the policy should be broadened to include names of living individuals that are prominent in our community. Discussion followed regarding impacts to existing addresses, business owners, safety and emergency response issues. **Council consensus to return with a final draft for consideration.**

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **Fire Department Signage**

At 12:31 p.m., Mayor Lacher introduced discussion of signage for fire department. Mayor Lacher noted that the Friday Harbor Fire Department is not dissolved and that every effort is made to acknowledge existing firefighters that transferred to Fire District 3 and history of the Town Fire Department. Discussion followed regarding acknowledgment of the Department through interpretive signage. Sandy Strehlou, Historic Preservation Coordinator, described concepts for panels. No action was taken.

### **SJC Update**

At 12:50 p.m., Bob Jarman, SJC Councilman, provided an update on issues of mutual concern. Mr. Jarman reported on the Point-to-Point Connector Road, County speed limits and signage, chipsealing schedule, environmental issues, plastic bag ban, County Comprehensive Plan updates, and housing forum issues. Discussion followed regarding housing issues. Mayor Lacher thanked Mr. Jarman for the report.

### **Plastic Bag Ban**

At 1:16 p.m., Mayor introduced discussion of the initiative to ban plastic bags in the County. Administrator Wilson explained that the County is in the process of considering a draft Ordinance to ban bags and asked the Council if they are in support or would like to consider a similar ban. Discussion followed regarding the pros and cons of a ban. **Council consensus to support the County's decision to consider a Plastic Bag Ban.**

### **Sand Filter**

At 1:46 p.m., Mayor Lacher introduced discussion of the sand filters at the Water Treatment Plant. Administrator Wilson explained how the filters function and that broken parts need replacement for one of the three filters. The media needs to be removed and replaced at the same time. Administrator Wilson explained that parts and new media will cost approximately \$11,000 and the purchase will come from the equipment fund. **Council consensus to move forward with the purchase.**

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 16712 through 16723 and 4/29/16 Direct Deposit Run in the amount of \$258,927.59; approve the payment of Claim Warrant Nos. 41614 through 41668 in the amount of \$172,191.52; and preapprove the payment of Invoice No. 29210 in the amount of \$65,717.50 by Mike Carlson Enterprises for the Spring Street Reconstruction Project. Motion passed 4-0 with de Freitas absent.

### **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by Starr, to approve the minutes of **April 21, 2016 as submitted**. Motion passed 4-0 with de Freitas absent.

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

Administrator Wilson explained that the State Department of Health will present an award to the Town Water Department for exemplary surface water treatment. This award was earned by 11 municipalities in Washington.

Administrator Wilson requested that the Council make time to take a tour of Zylstra Lake. **Council consensus to schedule the tour on Thursday, May 12, 2016 @ 1:00 p.m.**

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**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, May 5, 2016 at 5:30 p.m.

### **Thursday, May 5, 2016 – 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.

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

Anna Maria de Freitas (Position No. 3) and Treasurer, Kelle' Wilson were absent.

#### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmember de Freitas.

#### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

#### **PUBLIC ACCESS TIME**

Barbara Merritt, Visitors Bureau representative, announced that King 5 news will be filming on island.

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

##### Presentation – Trails Committee

At 5:35 p.m., Mayor Lacher introduced Tim Dustrude to make a presentation regarding connectivity and walkability in the Town. Mr. Dustrude explained that as vacant land is developed there are less “shortcuts” and trails that people can use to walk. An example is if a pedestrian were to use sidewalks to walk from Linder Street to the storage unit off Malcom Street they could potentially walk 2 miles for a direct distance of .25 miles. Mr. Dustrude requested that Town consider making pedestrian easements a standard as they grant future development. Discussion and inquiry followed with Mr. Dustrude and members of the Trails Committee regarding pedestrian easements, new Homes for Islanders subdivision, low impact development and support by the Trails Committee as they seek private partnerships. The Council thanked Mr. Dustrude for his presentation and the Trails Committee for their participation.

##### 2016 Comprehensive Plan Updates

At 6:21 p.m., Mayor Lacher introduced discussion regarding 2016 Comprehensive Plan Updates. Administrator Wilson reviewed the current Capital Improvement Plan noting revisions for 2017. New projects to the street portion of the plan will include development of Web Street and Argyle Avenue Intersection improvements. Discussion followed regarding listed projects. No action was taken.

##### 2017 H/M Tourism Grant

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

At 6:40 p.m., Mayor Lacher introduced discussion regarding the distribution of 2<sup>nd</sup> 2% Hotel Motel Excise Tax funding for 2017. Administrator Wilson explained that staff recommends the distribution of approximately \$225,000 from the fund for the Tourism Promotion Grant Program. The LTAC is developing a new process for distribution of funds. Discussion followed regarding the health of the fund.

**Moved by Starr, seconded by Monin, to authorize the Lodging Tax Advisory Committee to set a preliminary allocation of \$225,000 for the 2017 Tourism Grant Program from the 2<sup>nd</sup> 2% Hotel Motel Excise Tax fund. Motion passed 4-0 with de Freitas absent.**

### Ordinance No. 1596

At 6:48 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1596 regarding a time for a special meeting of the Council. Administrator Wilson explained that the Council will attend a tour of the Land Bank's Zylstra Lake property on May 12<sup>th</sup> at 1:00 p.m. No discussion followed.

**Moved by Ghatan, seconded by Hushebeck, to adopt Ordinance No. 1596, setting the time and place for a special meeting of the Town Council. Motion passed 4-0 with de Freitas absent.**

### **ADMINISTRATOR'S REPORT**

At 6:49 p.m., Administrator Wilson provided a report on the following:

- Spring Street Utility Replacement Project - A construction update was provided regarding the project.
- Town Logo – A new proposal was presented.
- Stormwater Vault – The State has suspended funding in this trust fund in order to balance the State budget. The project will be shovel ready once new funding becomes available.
- Spring Street School Tree – There was almost an injury resulting from the damage that the tree has caused to the sidewalk. The tree may need to be removed if an alternative can't be found.
- Taxi/Bus Meeting – Town met with local taxi and bus companies to address parking and loading near the ferry.
- Town Employee – Town interviewed several applicants for the Janitorial position.
- Water Transmission Line Replacement – The contracts have been successfully executed.
- Tucker Avenue – Phase 1 – A construction update was provided regarding the project.
- Trout Lake Dam – A construction update was provided regarding the project.

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

Councilmember Starr volunteered to attend the Partners in Preservation awards on May 25<sup>th</sup>.

Mayor Lacher encouraged the Council to attend the annual AWC Conference in Everett.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**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, May 19, 2016 at 5:30 p.m.

**Thursday, May 19, 2016 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

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 introduced Cole Hamilton, Friday Harbor High School student. Mr. Hamilton was attending the meeting because he is interested in civics and politics as a career. The Council welcomed him to the meeting.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Historic Museum

At 12:05 p.m., Mayor Lacher proclaimed May 21, 2016 as San Juan Historical Society and Museum Day in honor of their 50<sup>th</sup> anniversary. The proclamation was presented to Kevin Loftus, Museum Director. Mr. Loftus showcased historical items. The Council congratulated the Museum.

#### Proclamation – Mental Health Awareness Month

At 12:13 p.m., Mayor Lacher proclaimed May 2016 as Mental Health Awareness Month in the Town. The proclamation was presented to Judy Heinemann, Clinic Director for Compass Health. Ms. Heinemann reported that 1 in 3 people are effected by mental health issues personally or through someone they know.

#### Ordinance No. 1597

At 12:14 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1597, amending water rates and charges. Administrator Wilson explained that the Ordinance amends definitions in Chapter 13.05 in order to clarify that property located outside of the Town but connected to Town water shall not be used as a "transient accommodation" absent a contractual entitlement to operate a commercial enterprise. Discussion followed that this is a clarification of existing code rather than new regulation.

**Moved by Ghatan, seconded by Monin, to adopt Ordinance No. 1597, relating to water rates and charges for transient accommodations and specifically amending FHMC Section 13.05. Motion passed unanimously.**

#### Resolution No. 2194

At 12:21 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2194 concerning a street naming policy for the Town. Administrator Wilson described revisions from the version presented at the May 5<sup>th</sup> session. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2194 adopting a policy regarding street naming. Motion passed unanimously.**

#### Resolution No. 2195

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

At 12:25 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2195 concerning Change Order Nos. 3 and 4 for the Spring Street Utility Replacement Project. Public Works Director, Wayne Haefele, explained that Change Order No. 3 extended storm drainage utilities past the Spring Street intersection (project terminus) in order to avoid excavating the new pavement in 1-2 years. Change Order No. 4 adjusts many bid item quantities in anticipation of accepting the project. Discussion followed regarding challenges experienced during the project.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2195, authorizing the Mayor to execute Change Order No. 3 and 4 to the agreement with Mike Carlson Enterprises, Inc. for the Spring Street Water Sewer Main Replacement Project – Phase 3. Motion passed unanimously.**

### Resolution No. 2196

At 12:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2196 concerning Change Order No. 1 for the Trout Lake Dam Concrete Repair Project. Administrator Wilson explained that the Council authorized preemptive concrete repairs at the May 5<sup>th</sup> session. This Change Order represents the new scope of work. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2196 authorizing the Mayor to execute Change Order No. 1 to the agreement with Equity Builders, Inc. for the Trout Lake Dam Repair Project. Motion passed unanimously.**

### Resolution No. 2197

At 12:38 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2197 concerning materials testing for the Water Transmission Line Replacement Project. Administrator Wilson explained that it is a federal and state requirement to perform testing. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2197, authorizing the Mayor to execute an agreement for materials testing and special inspection of the Water Transmission Line Replacement Project. Motion passed unanimously.**

### Resolution No. 2198

At 12:39 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2198 concerning Amendment No. 4 to the professional service agreement with Wilson Engineering, LLC to prepare an engineering report for Pump Station No. 2 outfall improvements. Administrator Wilson explained that these improvements parallel the existing submarine sewer line. The requested technical memorandum will be required by the State as Town applies for grant funding to construct these improvements. Discussion followed regarding the location of the improvements.

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2198, authorizing the Mayor to execute Amendment No. 4 to the professional service agreement with Wilson Engineering, LLC to prepare an engineering report for outfall improvements associated with the Pump Station No. 2 Retrofit Project. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

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

- SJC Fairgrounds – There is interest to remove the camping restriction at the Fairgrounds in order to accommodate the transient workforce.
- Sunken Park Art Mural – Presentation of the mural is scheduled Sunday, May 29<sup>th</sup>.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

- Spring Street Tree – Tree roots are causing damage to the existing sidewalk. **Council consensus to survey the ROW and determine a solution.**
- Spring Street Stormwater Vault Project – PND Engineers will complete its scope of work for the Project. The project should be “shovel-ready” when a new round of grant funding becomes available.
- Front Street ROW Lease – The right-of-way lease for the Williamson Building (SJI Yacht Club) located on Front Street will expire June 2016.
- Warbass Way Surveying – Monitoring has indicated that the road experienced no shifting or change over the last 5 years. **Consensus to schedule monitoring every 5 years instead of bi-annually.**
- Argyle Avenue Sidewalks – Representatives from the Transportation Improvement Board visited to discuss possible grant opportunities. It was indicated that wider sidewalks on Argyle Avenue are a possibility.
- Town Employee Positions - The Janitorial position has been filled pending a successful background check of the applicant. The position for the Accounts Payable Clerk has been filled by Bethany Berry. Ms. Berry is scheduled to begin June 1<sup>st</sup>.
- Water Transmission Line Replacement Project – The preconstruction meeting is scheduled May 24<sup>th</sup>.
- UW Labs Sewage Agreement – Town is negotiating a new service agreement with the Labs.
- Puget Sound Partnership – The organization has experience severe budget cuts leading to reduced staffing and service levels.
- Lodging Tax Grant Program – Discussion followed regarding the Visitor Bureau’s emphasis for the 2017 grant cycle.
- Inter-Island Medical Center Building – Local stakeholders are looking into the feasibility of converting the older building into a hostel for the transient workforce.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded Ghatan, to approve the payment of Claim Warrant Nos. 41670 through 41727 in the amount of \$410,029.75; Treasurer’s Check Nos. 9584 through 9587 in the amount of \$16,319.56; and Pre-write Warrant No. 29210 in the amount of \$65,717.50 with Mike Carlson Enterprises for the Spring Street Utility Replacement Project. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Starr, to approve the minutes of **May 5, 2016 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 2:10 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)(g); which was estimated to last 15 minutes; and performance of public employees in accordance with the provisions of RCW 42.30.110(1)(b); which was estimated to last 10 minutes. Participants: Town Council, Mayor Lacher and Administrator Wilson. The session ended at 2:52 p.m. for an actual session time of 42 minutes. No actions were taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:53 p.m. The next regular meeting is scheduled for Thursday, June 2, 2016 at 12:00 p.m.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Thursday, June 2, 2016 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

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

### **ROLL CALL**

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

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

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that no evening session was scheduled.

Treasurer Wilson introduced Bethany Berry, Accounts Payable Clerk. Administrator Wilson noted that James Henrie was hired to the Custodial position.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### SJC Update

At 12:04 p.m., SJC Councilman Bob Jarman provided an update on issues of mutual concern. Topics included new County staff, solid waste, housing issues, and the e-cigarette ban. Discussion followed about marijuana retail establishments and housing issues. The Council thanked Mr. Jarman.

#### 2017-2021 Six Year Transportation Improvement Plan

At 12:23 p.m., Mayor Lacher introduced discussion of the preliminary Six Year Transportation Improvement Plan for years 2017-2021. Administrator Wilson provided an overview of each project listed. Discussion and inquiry followed regarding design, cost and right-of-way acquisition for projects. Administrator Wilson explained that certain projects were removed because they could not be completed within six years. Further discussion followed regarding improvements to the Argyle Avenue/Spring Street intersection. The public hearing for the Plan is scheduled June 16, 2016. No action was taken.

#### Resolution No. 2199

At 12:51 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2199 concerning the Trout Lake Dam Repair Project. Administrator Wilson explained that the Project has been completed and recommended for acceptance by the Town Engineer. No discussion followed.

**Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2199, accepting the Trout Lake Dam Repair Project. Motion passed unanimously.**

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### Resolution No. 2200

At 12:57 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2200 concerning conditional use of Front Street for the annual Rock the Dock event. Administrator Wilson explained that the Port of Friday Harbor has assumed coordination of the event. The Council considers the permit 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. 2200, authorizing conditional private use of a portion of Front Street by the Port of Friday Harbor for the annual Fourth of July “Rock-the-Dock” street dance. Motion passed unanimously.**

### Resolution No. 2201

At 12:58 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2201 concerning law enforcement services. Administrator Wilson explained that the County has finalized negotiations with the Sheriff's Guild. The County and Town have met to review the costs and service levels for services. The 2016 fully supported cost per Deputy is approximately \$119,067 per year with contract costs increasing at 2% in January 2016, 0.5% in July of 2016, 2% in January 2017, and 0.5% in July 2017. Discussion followed regarding the current attention that the Sheriff's Department is giving to the Tucker Avenue detour route.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2201, authorizing the Mayor to execute an interlocal agreement for law enforcement services. Motion passed unanimously.**

### Ordinance No. 1598

At 1:03 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1598 concerning State building regulations. Land Use Administrator Mike Bertrand explained that the ordinance adopts 2015 State building regulations. State building regulations will go into effect on July 1, 2016. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1598, adopting 2015 State Building Code regulations. Motion passed unanimously.**

### Ordinance No. 1599

At 1:01 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1599 concerning time limited parking. Administrator Wilson and Land Use Administrator Mike Bertrand explained that the ordinance creates a public transportation vehicle parking zone and amends eight hour parking near Court Street. No discussion followed.

**Moved by Ghatan, seconded by Starr, to adopt Ordinance No. 1599, amending Chapters 10.04 FHMC concerning time limited and restricted parking, as amended. Motion passed unanimously.**

### Ordinance No. 1600

At 1:12 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1600 concerning salaries of unrepresented personnel. Administrator Wilson explained that Council met in executive session to review performance of Town employees. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1600, adopting salaries of elected officials and unrepresented personnel. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

At 1:14 p.m., Administrator Wilson presented the Town Council with an update of the following:

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- AWC Voting Delegates – The Mayor and Administrator will attend the conference and act as voting delegates.
- Water Treatment Plant Sand Filter – The filter has been repaired. The Plant is waiting for new media to arrive.
- Water Treatment Plant Chlorine Generator – The generator has been functioning for the last month.
- Representative Litton – Representative Litton will be hosting lunch in Friday Harbor on June 21, 2016.
- Martin Street – Town is attempting to establish longer term parking for Sandpiper residents.
- Tucker Avenue Reconstruction Project – A project update was provided. The project is on schedule. Mayor Lacher requested that additional flaggers be properly equipped.
- New regulations – regarding
- Vault – Had meeting with State and PND. The project may be permitted.
- Housing – meeting with Housing summit
- EDC Luncheon – A few seats left.
- Unpermitted mural at ferry landing

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16724 through 16735 and Direct Deposit Run dated 5/31/16 in the amount of \$263,230.66; approve Prewrite request No. 41728 in the amount of \$1,248.44; and the payment of Claim Warrant Nos. 41629 through 41768 in the amount of \$338,957.69. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Starr, to approve the minutes of **May 19, 2016 as submitted**. Motion passed unanimously.

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

Councilmember Monin requested excused absences for the month of July. The Council concurred. Council consensus to cancel the evening session on August 18<sup>th</sup>.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:47 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 10 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich, and Clerk Taylor. The session ended at 2:15 p.m. for an actual session time of 27 minutes. No actions were taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:15 p.m. The next regular meeting is scheduled for Thursday, June 16, 2016 at 12:00 p.m.

<b>Thursday, June 16, 2016 – 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.

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### **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 agenda.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **PUBLIC HEARING**

#### Six Year Transportation Improvement Plan

At 12:01 p.m., Mayor Lacher opened the public hearing regarding the Town Six Year Transportation Improvement Plan for years 2017 through 2022. Administrator Wilson described the projects list on the draft plan.

At 12:17 p.m., Mayor Lacher opened the public testimony portion of the hearing. Hearing no comment from the audience or Council, Mayor Lacher continued the public hearing to Thursday, July 7<sup>th</sup> at 12:00 p.m. No action was taken.

### **ACTION AND DISCUSSION ITEMS**

#### Resolution No. 2202

At 12:18 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2202 regarding the Spring Street Utility Replacement Project. Public Works Director, Wayne Haefele, explained that Change Order No. 5 includes changes to upsize the water system and Change Order No. 6 reconciles the remaining line items for the project. Discussion followed regarding the materials used and overall costs for the project.

**Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2202, authorizing the Mayor to execute Change Order Nos. 5 & 6 to the agreement with Mike Carlson Enterprises, Inc. for the Spring Street Utility (Water & Sewer) Replacement Project, Phase 3. Motion passed unanimously.**

#### Resolution No. 2203

At 12:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2203 regarding the Spring Street Utility Replacement Project. Administrator Wilson explained the work has been completed and recommended for acceptance. No discussion followed.

**Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2203, accepting the Spring Street Utility Replacement Project. Motion passed unanimously.**

#### Resolution No. 2204

At 12:26 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2204 regarding the Tucker Avenue Reconstruction Project. Public Works Director, Wayne Haefele explained that the Contractor found significant damage to the stormwater utility. Town deemed it appropriate to fix the issues while the street was opened for

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other utility repairs. Change Order No. 1 provides for that additional work. Discussion followed regarding the stormwater discharge route.

**Moved by de Freitas, seconded by Monin, to approve Resolution No. 2204, authorizing the Mayor to execute Change Order No. 1 to the agreement with Mike Carlson Enterprises, Inc. for the Tucker Avenue Reconstruction Project, Phase 1. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

At 12:32 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Disaster Preparedness – Department of Emergency Management met with the Town to discuss disaster preparedness. Town will focus on updating its Water Plan to address freshwater needs during an emergency such as earthquake. Discussion followed regarding the quality of the new water transition main.
- Logo – Town received proposal in the amount of \$7,500 from Rusty George Creative for completing the logo project. Discussion followed regarding the scope of work. **Moved by Ghatan, seconded by Starr, to authorize the Mayor execute an agreement with Rusty George Creative for completion of the Town logo.**
- Letter of Support – The San Juan Preservation Trust requested a letter of support for a recreational grant to assist in opening Zylstra Lake to the public from swimming and non-motorized boating. Discussion followed regarding the need for more family oriented access to fresh water. **Council consensus to sign the letter of support.**
- Spring Street School ROW – The Town hired Star Surveying to examine the right-of-way. The tree is currently damaging the sidewalk.
- Town Benches – The metal benches by Cask Schooner need repair or replacement. **Council consensus to replace the benches without memorial plaques.**
- Energy Efficiency Grant – Town received an energy efficiency grant to replace the current street light bulbs with LED lighting. Discussion followed regarding cost.
- Resolution No. 2205 - Town will be eliminating approximately eight parking spaces fronting the Sandpiper Apartments located at 250 Tucker Avenue. Granting a license agreement will allow the Sandpiper Condominium Owners Association to park on their portion of unopened right of way on Martin Street. **Moved by Hushebeck, seconded by de Freitas, to authorize the Town Administrator to execute a license agreement with the Sandpiper Condominium Owners Association for conditional private use of a portion of the Martin Street public right of way. Motion passed unanimously.**
- Spring Street Pocket Park – Town issued a request for proposals to manufacture the steel wall to be located in the park. Proposals are due July 6, 2016.
- Nichols/A Street – Discussion followed regarding improvements to the sidewalk. The designs will be included in design of Web and Nichols Street improvements.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 41769 through 41828 in the amount of \$226,329.61; Treasurer's Check Nos. 9588 through 9603 and automatic deposit in the amount of \$507,813.62 for May 2016; and approve a pre-write warrant amount of \$51,034.18 for distribution of funds between Mike Carlson Enterprises, Inc. and the Spring Street Utility Replacement Project retainage account. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by de Freitas, to approve the minutes of June 2, 2016 as submitted. Motion passed unanimously.

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

Mayor Lacher requested that the Memorial Bench Program be added to a future agenda.

Mayor Lacher commented that latest projections from the Board of Health estimate that the senior population will be increased by 70%.

Councilmember Ghatan commented that the FHAC may suggest revisions to the mural policy. Councilmember Ghatan provided an update for the Bennett mural application.

Administrator Wilson provided an update on the Parade. Traci Wilson is the coordinator for 2016.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:49p.m. The next regular meeting is scheduled for Thursday, July 7, 2016 at 12:00 p.m.

### **Thursday, July 7, 2016 – 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.

Position No. 2, Noel Monin was absent.

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

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmember Monin.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that no evening session was scheduled.

Mayor Lacher announced schedule changes for the agenda. Resolution No. 2208 was rescheduled.

Mayor Lacher thanked staff and the community for the wonderful activities on Fourth of July.

### **PUBLIC ACCESS TIME**

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Dr. Loren Johnson, 515 MacDonald Street, thanked the Town for recognizing and planning stormwater and pavement repairs on MacDonald Street.

Becky Day, SJI Chamber Director, reported on Fourth of July events and thanked all parties involved in the planning and funding various activities. Ms. Day reported that the Chamber plans to revitalize the ribbon-cutting program to acknowledge local businesses.

Craig Hansen, SJ Transit, thanked the Town for addressing parking issues on East Street and Front Street. Mr. Hansen respectfully objected to the parking configuration for transit loading.

Administrator Wilson introduced new employee, James Henrie. Mr. Henrie was hired for daily custodial and building maintenance duties.

### **ACTION AND DISCUSSION ITEMS**

#### Historic Preservation Review Board (HPRB)

At 12:13 p.m., Mayor Lacher introduced Francine Shaw and requested affirmation of her appointment to the vacant position on the HPRB. Administrator Wilson reported that two extremely qualified candidates were interviewed for the appointment. Ms. Shaw introduced herself and described her background. The Council welcomed Ms. Shaw.

**Moved by Ghatan, seconded by Starr, to appoint Francine Shaw to the vacant position on the Historic Preservation Review Board. Motion passed 4-0 with Monin absent.**

### **PUBLIC HEARING**

#### Six Year Transportation Improvement Plan

At 12:13 p.m., Mayor Lacher opened the continued public hearing for the 2017-2022 Six Year Transportation Improvement Plan. (The public hearing was continued from June 16, 2016 for the purpose of receiving additional public testimony.) Mayor Lacher opened public testimony. Hearing none, Mayor Lacher closed public testimony of the hearing. No deliberation was forthcoming.

At 12:18 p.m., Mayor Lacher closed the public hearing.

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

#### SJC Board of Health

At 12:17 p.m., Mayor Lacher introduced Mark Thompkins, SJC Environmental Health Manager, to report on the public health issues for SJC. Mr. Thompkins reported on services offered by the County. Mayor Lacher reported that Everett and Mount Vernon have adopted a Safe Streets program to help address chronic homelessness and increasing mental health issues. Discussion followed regarding a dedicated “detox” or rehab facility in SJC. Mr. Thompkins commented on safe walking routes for children and the Housing Action Group. Mayor Lacher and the Council thanked Mr. Thompkins.

#### SJC Council Update

At 12:39 p.m., Mayor Lacher introduced SJC Councilmember Bob Jarman to report on issues of mutual concern. Mr. Jarman commented on the Housing Action Group, Fourth of July events, grant projects, Whidbey Island jet noise, and sale of land bank property for affordable housing. Mayor Lacher expressed concern that the Land Bank is considering the sale of its remaining Town asset without first coordinating their efforts with the Town to replace it and disappointment they have not attempted to make the property suitable for public enjoyment since it was purchased. Mayor Lacher stated that not all visitors and Town residents have the ability to drive to

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protected recreational areas in the County. Mr. Jarman stated that the SJC Council will consider those concerns. Mayor Lacher and the Council thanked Mr. Jarman.

### Public Art Bench Program

At 12:53 p.m., Mayor Lacher introduced Diane Martindale, FHAC member, to make a presentation regarding a program for art on public benches. Administrator Wilson explained that a request for proposals has been drafted if the Council wants to move forward with the program. Ms. Martindale summarized the program. The proposal is to allow three pieces of art/sculpture to be displayed for sale on or near public benches. Thirty percent of sales would go to the Town upon sale of the art piece. Discussion followed regarding size and location of pieces; and reallocation of sale proceeds. Mayor Lacher requested that the artwork not detract from the businesses behind their location. Mayor Lacher and the Council thanked Ms. Martindale.

**Moved by de Freitas, seconded by Starr, to approve the request for proposals for the Park Bench Sculpture Project. Motion passed 4-0 with Monin absent.**

### Resolution No. 2206

At 1:11 p.m., Mayor Lacher introduced adoption of 2016-2022 Six Year Transportation Improvement Plan. Administrator Wilson noted that project priorities were adjusted. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2206, providing for a Six Year Transportation Improvement Program for the years 2017 through 2022. Motion passed 4-0 with Monin absent.**

### Resolution No. 2207

At 1:13 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2207 concerning the On-site Sodium Hypochlorite Generation System at the Water Treatment Plant. Administrator Wilson explained that the project has been completed and operational for two months. The Town Engineer recommends acceptance of the project. Public Works Director, Wayne Haefele, explained that the Plant is currently using its surplus of liquid chlorine. The generator should be the sole source of product by the end of this year. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2207, accepting the On-site Sodium Hypochlorite Generation System. Motion passed 4-0 with Monin absent.**

### Resolution No. 2209

At 1:15 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2209 concerning Water Zone 327. Public Works Director, Wayne Haefele explained that Wilson Engineering has submitted a proposal to prepare a technical memorandum and design improvements for supply of water to Pressure Zone 327. The zone lacks adequate capability to meet peak hour usage and fire flow demands. Discussion followed regarding the scope of work.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2209, authorizing the Mayor to execute an agreement with Wilson Engineers for design of improvements to the 327 Pressure Zone. Motion passed 4-0 with Monin absent.**

### Resolution No. 2210

At 1:23 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2210 concerning the Water Transition Line Replacement Project – Phase 2. Public Works Director, Wayne Haefele explained that the wetland delineation was completed in 2009 and is only valid for 5 years. Town is required to update the wetland report and JARPA for the project. Brown & Caldwell Engineers has submitted Amendment No. 7 which provides for

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surveying, technical and permitting services to update the reports. Tasks also include updating project specifications.

**Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2210, authorizing the Mayor to execute Amendment No. 7 with Brown & Caldwell Engineers for environmental review and permitting services for the Water Pipeline Replacement Project – Phase 2. Motion passed 4-0 with Monin absent.**

### **ADMINISTRATOR'S REPORT**

At 1:25 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Street Lighting (Energy Efficiency) Grant – Town submitted for the energy efficiency grant to replace the current sodium light standards with LED. Discussion followed regarding the color and quality (“softness”) of light that LED provides and impacts to residential neighborhoods. **Council consensus to move forward with the lighting grant; select the softest bulbs possible to achieve energy savings with minimal impact to residential areas; install directional fixtures for the lighting; and attempt to install a prototype before moving forward with the larger project.**
- Spring Street School – Survey of the ROW in front of the school is complete.
- Tucker Avenue Reconstruction Project – An update was provided. The project is on schedule.
- Water Transition Line Replacement Project – An update was provided. The project is on schedule.
- Trout Lake Emergency Access – The Mt. Dallas Homeowners Association has emergency access to the gate on that side of the watershed. Town has been made aware that the key was distributed to homeowners and some are accessing the reservoir. **Council consensus to rekey the gate and issue a notice to the Association stating that access is limited to emergency events causing Mt. Dallas Road to be unpassable.**
- Front Street – Town instituted a parking plan for the transit operator on Front Street and East Street.

### **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 16736 through 16750 and Direct Deposit Run dated June 30, 2016 in the amount of \$292,137.66; and approve the payment of Claim Warrant Nos. 41831 through 41893 in the amount of \$244,311.52. Motion passed 3-0 with Monin and Ghatan absent.

### **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Starr, to approve the minutes of **June 16, 2016 as submitted.** Motion passed 3-0 with Monin and Ghatan absent.

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

Mayor Lacher provided an update on the 2016 AWC Conference.

Mayor Lacher suggested that Town invite the Visitors Bureau to discuss marketing for “return business.”

### **CITIZEN RESPONSE**

Craig Hansen, SJ Transit, thanked the Council for their thoughtful consideration of the parking plan on Front and East Streets.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:30 p.m. The next regular meeting is scheduled for Thursday, July 21, 2016 at 12:00 p.m.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Thursday, July 21, 2016 – 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.

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Monin and Starr.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced schedule changes for the agenda.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Port of Friday Harbor

At 12:01 p.m., Mayor Lacher welcomed the new Executive Director for the Port of Friday Harbor, Ted Fitzgerald. Mr. Fitzgerald introduced himself and is joining us as the former Port Director for Brookings, Oregon.

#### Sheriff's Report

At 12:07 p.m., Mayor Lacher welcomed Sheriff Krebs to provide an update on local law enforcement. Sheriff Krebs provided a statistics for the first half of 2016. Discussion followed regarding public relations, patrolling activities, and creating a "safe streets program" for San Juan County. Mayor Lacher and the Council thanked Sheriff Krebs.

#### National Monument

At 1:39 p.m., Mayor Lacher introduced discussion of the National Monument Project. Historic Preservation Review Coordinator, Sandy Strehlou, distributed information regarding the purpose of the proposed SJI National Monument. Councilmember Hushebeck suggested that the maps be forwarded to the Chamber of Commerce for public distribution.

#### Interpretive Signage

At 1:42 p.m., Mayor Lacher introduced discussion of the interpretive signage project. Historic Preservation Review Coordinator, Sandy Strehlou, presented latest designs for the "History of Fire" panels. Ms. Strehlou noted that the SJ Community Theatre was inspired by the project and will be creating a series of panels to depict their history and visual arts. The Council and Mayor thanked Ms. Strehlou. No action was taken.

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### Tourism Marketing Strategies

At 12:44 p.m., Mayor Lacher introduced discussion of tourism marketing strategies for the Visitors Bureau's 2017 Marketing Plan. Mayor Lacher, the Council and Deborah Hopkins, VB Executive Director, brainstormed ideas for keeping visitors on-island longer for longer stays versus "day-trips" and encouraging repeat visits. Mayor Lacher suggested that we try to determine how much impact day-trippers are having on the local economy (non-food related sales) compared to those who stay longer periods of time. Strategies included destination marketing for cultural diversity, small conferencing groups, international or niche travel. Discussion followed regarding having a "Town concierge" and finding ways to encourage extended stays. The Council and Mayor thanked Ms. Hopkins. No action was taken.

### **PUBLIC HEARING**

#### 2016 Town Budget

At 1:14 p.m., Mayor Lacher opened the public hearing for amendments to the 2016 Town Budget. Treasurer Wilson described the amendments. Mayor Lacher requested public testimony. Hearing none, Mayor Lacher closed the public hearing at 1:21 p.m. No action was taken.

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

#### Resolution No. 2208

At 1:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2208 concerning the Spring Street Pocket Park. Administrator Wilson explained that Town issued a request for proposals using the small works roster to fabricate a decorative steel metal wall with Cor-ten finish as part of the Park's approved design. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2208, authorizing the Mayor to execute and agreement with Elegant Iron to provide a decorative steel metal wall for the Spring Street Pocket Park. Motion passed 3-0 with Monin and Starr absent.**

### **ADMINISTRATOR'S REPORT**

At 1:30 p.m., Administrator Wilson presented the Town Council with an update of the following:

- DVSAS - Letter of Support – Kim Bryant from Domestic Violence & Sexual Assault Services (DVSAS) requested a letter of support for grant funding. DVSAS is exploring the feasibility of purchasing the old medical center complex located on Spring Street and the adjoining "Chevalier Property" for a co-located youth center and affordable housing. Discussion followed regarding the proposal.
- SJC PFFAP Grant Program – The County completed its 2016 PFFAP grant allocations. SJI Parks & Rec was approved for partial funding to complete the playgrounds at the FH Sports Fields. Staff will bring back a proposal for funding the remaining portion to complete the playgrounds. The proposal is likely an allowable use of lodging tax funds.
- Dumpster Painting – Town was asked to allow decorative painting of dumpsters. **Council consensus to not allow alteration of Town dumpsters.**
- Sunshine Alley – Town received a request from Brickworks to provide additional public litter control near Brickworks. **Council consensus to install one additional litter receptacle at the Breezeway entrance.**
- Port of Friday Harbor – The 30 year right-of-way lease has expired for the Williamson building (SJ Yacht Club). The Town is working with the Port to address the issue.
- LED Lighting – Town is ordering a LED street standard for comparison.
- Illegal Water Connection – An illegal connection has been identified outside of Town limits. The connection was installed in the 1980s. Town is working through the issue with the parcel owner.

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- Sewer Line Camera – Town is purchasing a camera for video inspection of lines which will result in a cost savings for the Town. There has been some thought to increase one of the part-time employees to FTE to perform this work.
- Tucker Avenue Replacement Project – The Contractor is in the process of pouring curb and gutter for the area.
- Water Transmission Line Replacement Project – Town is expecting a substantial change order for unforeseen roadbed conditions. The shoulder subgrade is unsuitable for trenching as designed by the engineer of the new waterline. The Contractor will need to rebuild the subgrade to the full shoulder width. Town is working with the engineer and contractor to determine a solution.

### **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 41894 through 41942 in the amount of \$1,597,809.12; and certify Treasurer's Check Nos. 9604 through 9607 in the amount of \$14,684.96. Motion passed 3-0 with Monin and Starr absent.

### **Thursday, July 21, 2016 – 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. 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; and Clerk, Amy Taylor. Treasurer, Kelle' Wilson; and Town Administrator, Duncan Wilson were absent.

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Monin and Starr.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

No announcements were made.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **PUBLIC HEARING**

#### **SSDP No. 100 – Friday Harbor House**

At 5:35 p.m., Mayor Lacher opened the public hearing for SSPD Permit No. 100 and SEPA Checklist No. 299, a request by Alan Stephens and John Oppenheimer to expand and enhance the outdoor deck/patio area that faces the harbor. The subject parcel is identified as TPN 351350501 located at 130 West Street, Friday Harbor.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

The proposal describes renovation of the patio space to include new landscaping, decking and fireplace elements.

No member of the Council recused themselves from participation. No member of the Council had communication outside of the public hearing or a conflict of interest regarding the proposal. The Council answered affirmatively to hearing the proposal in a fair and objective manner.

Land Use Administrator, Mike Bertrand, presented the staff report dated July 13, 2016 and entered no exhibits into the record. Staff evaluation is that the use conforms to provisions of the shoreline master program and land use requirements for a water oriented use. Staff recommendation is to approve the application with conditions to mitigate deck and railing crossing into the view corridors. Conditions will include use of transparent glass to keep view blockage to a minimum from Overlook Park. And in lieu of providing public access from outside of the building onto the deck, the Town will require support brackets on each of the support columns of the deck, that border the right-of-way, for future trail development by the Town. At the time of construction, additional parking requirements will be calculated.

Mayor Lacher invited the Representative for the Applicant, Jesse Pinnow, to make a presentation. Mr. Pinnow stated that the goal of the project was to make the area safer and more aesthetically pleasing for guests and the public. Mr. Pinnow entered Exhibits A & B (conceptual drawings) into the record.

Discussion and inquiry followed regarding public access to the grassy area. Land Use Administrator Bertrand and Mr. Pinnow described deck elevations.

At 5:44 p.m., Mayor Lacher opened the public testimony portion of the hearing.

Mike Corliss, (no address on record), stated that he was a friend of the applicant and observing the process.

No other comments were received from the audience, applicant or staff.

At 5:48 p.m., Mayor Lacher closed the public hearing and requested Council deliberations.

No deliberation was heard.

**Moved by Hushebeck, seconded by Ghatan, to adopt the staff report recommendation as conditioned for Shoreline Substantial Development Permit No. 100 and direct staff to prepare Findings of Fact, Conclusions of Law and Decision for consideration. Motion passed 3-0 with Monin and Starr absent.**

### **ACTION AND DISCUSSION ITEMS**

#### Mural Permit Application No. 02M2016

At 5:45 p.m., Mayor Lacher introduced discussion of Mural Permit Application No. 02M2016, a proposal by the Cheesecake Café (Margie Aipopo), signed by the property owner, Roger Bennett. Land Use Administrator, Mike Bertrand explained that the applicant installed the mural without securing the necessary permit. The business owner has since gone through the review process. Staff recommendation is to accept the recommendations of the HPRB and FHAC and deny the application.

Councilmember Ghatan stated that the mural was installed with the best of intentions, but it did not meet the criteria set forth in the mural ordinance. Councilmember Hushebeck stated that intentions were good but the code was violated. Councilmember de Freitas concurred and inquired about the photographs submitted with the application.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

Mayor Lacher accepted public comment.

Roger Bennett requested that the application be changed into the tenants name and stated that Councilmember Ghatan's participation was a conflict. Mr. Bennett noted that the mural will be covered until the wall is renovated this fall.

Mayor Lacher stated that Council participation is a requirement of the FHAC.

Marguerite Bennett suggested that the business license application checklist be revised to include murals.

Mayor Lacher directed staff to change the name on the application to Margie Aipopo, Cheesecake Café owner.

**Moved by de Freitas, seconded by Ghatan, to deny Mural Permit Application No. 02M2016. Motion passed 3-0 with Monin and Starr absent.**

### Letter of Support

At 6:12 p.m., Mayor Lacher introduced a letter of support for DVSAS to seek grant funding for purchase of the old interisland medical center and abutting property. The Council requested that the pledge for financial support be removed from the letter.

**Council consensus sign the letter of support.**

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:14 p.m. The next regular meeting is scheduled for Thursday, August 4, 2016 at 12:00 p.m.

**Thursday, August 4, 2016 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

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

### **ROLL CALL**

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

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

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced schedule changes for the agenda. No evening meeting is scheduled.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Finding of Fact – SSDP No. 100

At 12:02 p.m., Mayor Lacher introduced discussion of Findings of Fact, Conclusions of Law and Decision for Shoreline Substantial Development Permit No. 100. The Council held a public hearing on July 21, 2016 to consider the proposal from the Friday Harbor House to expand and enhance the outdoor patio area and to construct a new deck. Land Use Administrator, Mike Bertrand stated that the FFCOL is a confirmation of the Council's decision. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Findings of Fact, Conclusions of Law and Decision; and approve Shoreline Substantial Development Permit No. 100. Motion passed unanimously.**

#### SJC Update

At 12:04 p.m., SJC Councilman, Bob Jarman, provided an update on issues of mutual concern. Topics included general announcements and the Turn Point to Pear Point Connector Road. Discussion followed about the Point-to-Point Connector Road and Tucker Avenue Project. Administrator Wilson thanked the County for their cooperation with the Water Transmission Line Replacement Project. Mayor Lacher commented on Phase 2 for Tucker Avenue. The Council and Mayor thanked Mr. Jarman and County departments.

#### SJI Chamber of Commerce

At 12:13 p.m., Mayor Lacher introduced SJI Chamber Director, Becky Day, to provide an update. Ms. Day reported on operations at the center, statistics for visitors, recent events, business support and upcoming projects. No discussion followed. The Council and Mayor thanked Ms. Day.

#### Public Works Update

At 12:25 p.m., Mayor Lacher introduced Public Works Director, Wayne Haefele, to provide an update on public works projects. Mr. Haefele reported on general projects and day-to-day activities of the Town Crew, engineering for the Spring Street Pocket Park; upcoming improvements for MacDonald/Martin/Jensen drainage and roadbed improvements, 327 Water Zone Improvements, updates to WWTP Facility System Plan, and Water Transmission Line Replacement Project. No discussion followed. The Council and Mayor thanked Mr. Haefele.

#### Resolution No. 2214

At 12:41 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2214 concerning the annual Touch-a-Truck event. Administrator Wilson explained this annual event will take place in October. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2214, execute an interlocal agreement with San Juan Island Park and Recreation District for participation in the annual “Touch a Truck” event. Motion passed unanimously.**

#### Resolution No. 2216

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

At 12:41 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2216 concerning purchase of motor fuels. Clerk Taylor explained that the lowest responsive bidder, Petro San Juan, offered a bid of \$0.18 markup over cost for the purchase of fuel for the 2016/2017 year. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2216, 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, 2016 through July 31, 2017. Motion passed unanimously.**

### Ordinance No. 1601

At 12:43 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1601 concerning budget amendments. The public hearing to consider amendments was held July 21, 2016. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1601, adopting amendments to the 2016 Town Budget. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

At 12:44 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Trout Lake – The reservoir level is 26 inches below the dam spillway.
- Trout Lake Dam – The concrete repairs continue to be satisfactory. Town will eventually patch the leakage from its sides where the dam meets the rock face.
- Visitors Bureau – Staff is meeting with the Visitors Bureau to discuss reimbursable expenses. Town is no longer allowed to reimburse for “travel hosting.”
- FH Sports Fields –**Moved by de Freitas, seconded by Starr, to allocate \$30,000 from the 2016 Town Budget to supplement Island Recs budget to finish construction of the playgrounds at the Friday Harbor Sports Fields. Motion passed unanimously.**
- Street projects – Town identified several sidewalk projects that may be eligible for TIB grant funding. Discussion followed regarding need for parking on the Nichols Sidewalk Project. **Council consensus to apply for the project without parking.** Discussion followed concerning removal of the trees bordering the Lot B.
- 2017 Budget/Capital Projects – Projects include: Water Transmission Line Replacement - Phase 2, Tucker Avenue Reconstruction - Phase 2, Marguerite Place - Phase 2, Water Treatment Plant Tanks, and Park Street Sewer Line. Mayor Lacher requested that we include the social media or website achieving during budget discussions.
- Water Transmission Line Replacement Project – The first reimbursement request was submitted to USDA.
- WSF meeting – Discussion topics were reviewed for the upcoming meeting.
- 2017 Budget requests – Mayor Lacher asked about the status of Town Hall renovations. Council consensus to begin the RFQ process to select an architect to engineer renovations.
- Town Logo – Rusty George Creative will present the first round of designs on August 26<sup>th</sup>.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16751 through 16762 and 7/29/16 Direct Deposit Run in the amount of \$273,857.82; and approve the payment of Claim Warrant Nos. 41943 through 41943 in the amount of \$123,840.94. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Ghatan, seconded by de Freitas, to approve the minutes of **July 21, 2016 as amended.** Councilmember Starr requested that a reference a certain be stricken from the minutes. Motion passed unanimously.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

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

Councilmember Ghatan requested that the Council begin thinking about locations to place sculpture. The FHAC will begin their process to identify public locations for sculpture and other art.

Councilmember Monin requested that maintenance trim back the blackberries bramble at the Carter Avenue and Larsen Street intersection.

### **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, August 18, 2016 at 12:00 p.m.

**Thursday, August 18, 2016 – 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; and Clerk, Amy Taylor.

Councilmember Barbara Starr and Town Administrator Duncan Wilson were absent. Councilmember Monin excused a portion of the meeting.

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmember Starr.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that the Council would hold an Executive Session following regularly scheduled business.

### **PUBLIC ACCESS TIME**

Lynn Danaher, Town Resident, requested that Town amend its ordinance for density calculation. Mr. Bertrand explained that an amendment would be a legislative action available to all Town residents. The Council thanked Ms. Danaher.

### **ACTION AND DISCUSSION ITEMS**

#### Tucker Avenue Reconstruction Project – Phase 2

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

At 12:13 p.m., Mayor Lacher introduced discussion of the Tucker Avenue Reconstruction Project – Phase 2. Public Works Director, Wayne Haefele, described the preliminary designs. Council discussion followed regarding softening the Larsen street intersection. The Council thanked Mr. Haefele. No action was taken.

### **Resolution No. 2212**

At 12:16 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2212 concerning the MacDonald and Martin Street Storm Drainage Project. Public Works Director, Wayne Haefele, described the project. The project adds capacity to the stormwater drainage in the area and repairs the deteriorating roadbed. Town received one bid from Mike Carlson Enterprises to complete the project. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2212, awarding the bid for the MacDonald and Martin Street Storm Drainage Project to Mike Carlson Enterprises and authorizing the Mayor to execute an agreement for construction. Motion passed 4-0 with Starr absent.**

### **Town Comprehensive Plan Amendments**

At 12:18 p.m., Mayor Lacher introduced discussion of Planning Commission recommendations for 2016 amendments to the Town Comprehensive Plan. Land Use Administrator, Mike Bertrand, reviewed text changes and two reclassification requests. Changes are detailed in Ordinance No. 1602. Discussion followed regarding the reclassification requests. The Mayor and Council stated their concerns about removing residentially zoned property. **Council consensus not to reclassify residential to non-residential at this time because of affordable housing issues.**

**Moved by Ghatan, seconded by Hushebeck, to adopt the recommendation(s) of Planning Commission for text changes and reclassification request regarding Malcom Street; deny the reclassification request regarding Price Street; and adopt Ordinance No. 1602 amending the Town Comprehensive Plan. Motion passed 3-0 with Monin and Starr absent.**

### **Resolution No. 2215**

At 12:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2215 concerning Homes for Islanders (HFI). Land Use Administrator, Mike Bertrand explained that Homes for Islanders has completed the necessary installations to connect the planned residential community known as Maypole Meadows to the Town's water, sewer and storm-sewer utilities. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2215, accepting the bills of sale from Homes for Islanders for improvements to the Town water, sewer and storm sewer systems; and authorize the Mayor to sign the final plat for Maypole Meadows. Motion passed 3-0 with Monin and Starr absent.**

### **Resolution No. 2217**

At 12:41 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2217 concerning the Waste Water Treatment Plant Facilities Improvement Plan. Clerk Taylor explained that the purpose of the project with Wilson Engineering is to provide a report evaluating key components of the plant and recommend alternatives for future operation. Discussion followed regarding project tasks.

**Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2217, authorizing the Mayor to execute a professional service agreement with Wilson Engineering, LLC to prepare a Waste Water Treatment Plan Improvements Facility Plan. Motion passed unanimously.**

### **Resolution No. 2211**

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

At 12:49 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2211 concerning supply of liquid propane fuel. Clerk Taylor explained that no suppliers submitted bids meeting Town's specifications. The price agreement offered by San Juan Propane locks in a commercial rate of \$.70 per gallon markup over cost for liquid propane fuel at their terms and conditions for one year. Town will seek proposal again after a second propane company is established in San Juan County. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2211, authoring a price agreement with San Juan Propane (Heritage Propane) for supply of liquid propane fuel. Motion passed 3-0 with Monin and Starr absent.**

### **Resolution No. 2213**

At 12:50 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2213 concerning a cooperative purchasing agreement. Treasurer Wilson explained that the Houston-Galveston Area Cooperative (HGA-Buy) is a nationally recognized cooperative for inter-governmental purchasing. Town desires to join the cooperative so it can take advantage of its pricing to order certain equipment for the Wastewater Treatment Plant. Discussion and inquiry followed regarding membership fees. Clerk Taylor stated that membership fees only apply to those ordering vehicles and heavy machinery.

**Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2213, authorizing an interlocal agreement with HGA-Buy for cooperative purchasing. Motion passed 3-0 with Monin and Starr absent.**

### **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Hushebeck, to approve the payment of Claim Warrant Nos. 41982 through 42024 in the amount of \$390,976.28. Motion passed 3-0 with Monin and Starr absent.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **August 4, 2016 as submitted**. Motion passed 3-0 with Monin and Starr absent.

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

Councilmember Ghatan requested that discussion of residential density (calculation) be added to a future agenda.

Councilmember Ghatan provided an update on the latest Friday Harbor Arts Commission meeting.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 12:59 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding complaints brought against a public officer in accordance with the provisions of RCW 42.30.110(1)(f); which was estimated to last 10 minutes. Participants: Town Council, Mayor Lacher, Treasurer Wilson, and Clerk Taylor. The session ended at 1:12 p.m. for an actual session time of 13 minutes. No actions were taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:12 p.m. The next regular meeting is scheduled for Thursday, September 1, 2016 at 12:00 p.m.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Thursday, September 1, 2016 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

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

### **ROLL CALL**

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

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

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that there would be an executive session pursuant to RCW 42.30.110(1)(g) estimated to last 10 minutes.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – 9/11 Remembrance Day

At 12:03 p.m., Mayor Lacher spoke about Remembrance Day. A proclamation was issued regarding the anniversary on Sunday, September 11, 2016. District 3 Fire Chief Brad Creesy accepted the proclamation on behalf of emergency responders. A ceremony will be held at Memorial Park on Remembrance Day.

#### Proclamation – Prostate Cancer Awareness Month

At 12:06 p.m., Mayor Lacher proclaimed September as Prostate Cancer Awareness Month. Teddy Deane 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 for their willingness to recognize the importance of local outreach.

#### Proclamation – Library Card Sign Up Month

At 12:10 p.m., Mayor Lacher stated that September is nationally recognized as Library Card Sign Up Month. A proclamation will be on display at the SJI Library.

#### CML Award

At 12:10 p.m., Town Administrator Wilson noted that Mayor Lacher received a certificate of achievement from the Association of Washington Cities for successfully completing the advanced municipal leadership program.

#### Friday Harbor Arts Commission

At 12:11 p.m., Mayor Lacher introduced Macalister Arendt and requested that the Council affirm her appointment to the Friday Harbor Arts Commission “student position”. Ms. Arendt introduced herself described her current interests.

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**Moved by Monin, seconded by Ghatan, to affirm the appointment of Macalister Arendt to the Friday Harbor Arts Commission.**

### **SJC Council Update**

At 12:14 p.m., Mayor Lacher introduced SJC Councilmember Bob Jarman to provide an update on issues of mutual concern. Topics included the SJC Fair, progress for Tucker Avenue improvements and Water Transmission Line project, and Connector Road. Discussion followed regarding status of the Connector Road. Mayor Lacher and the Council thanked Mr. Jarman.

### **SJC Plastic Bag Ban**

At 12:23 p.m., Mayor Lacher introduced consideration of the draft ordinance by San Juan County to ban single use plastic bags. Administrator Wilson explained that the proposed ordinance would not apply to the Town. Town would need to adopt an ordinance to enforce a similar ban. Discussion followed about the terms of the ordinance, including exemptions and whether to support a ban of single use bags within the Town.

Mark J. Herrenkohl, SJC Solid Waste Program Administrator, presented information regarding the proposed ordinance. Mr. Herrenkohl provided statistics from a recent study done by the City of Seattle outlining the effects their ban.

Mayor Lacher accepted public comment. Matt Marinkovich, Town resident, expressed that the Council should think about the topic holistically and that paper bags are not environmentally friendly. Mr. Marinkovich commented that as a local fisherman he rarely “catches garbage” including plastic bags.

Discussion and inquiry followed regarding how such an ordinance would be enforced locally.

**Council consensus to consider the topic further. No action was taken.**

### **Land Use – Calculation of residential density**

At 12:50 p.m., Mayor Lacher introduced consideration of amending calculations for residential (housing) density. Land Use Administrator, Michael Bertrand, described the current calculation for urban density. Currently, 14 units are allowed per acre. Adjusting the calculation to allow more density could allow up to 18 units per acre at a 30% maximum lot size coverage. Discussion followed regarding housing needs and full annexation of the UGA (Buck Property).

**Council consensus to not consider the proposal to increase density until such time as the Local Housing Committee presents its finding.**

### **Resolution No. 2218**

At 1:36 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2218 concerning SJ Home Trust. Administrator Wilson explained that the resolution accepts bills of sales from the Home Trust for water improvements to the Town's utility systems. Discussion followed regarding the location of the utilities.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2118, accepting Bill(s) of Sale from the SJ Home Trust for improvements to the Town's utility systems. Motion passed unanimously.**

### **Resolution No. 2219**

At 1:29 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2119 concerning the street lighting system. Administrator Wilson explained that Town and OPALCO need to update the existing agreement to

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reflect current costs and services associated with maintaining the street lighting system. Discussion followed regarding costs. **Council consensus to continue consideration of draft Resolution No. 2219.**

### **ADMINISTRATOR'S REPORT**

At 1:50 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Transportation – A new bus service is available from WSF-Anacortes to Mount Vernon Transit Station.
- UW Sewerage Agreement – Town is negotiating a new agreement.
- New banners – Fall banners have been ordered.
- Spring Street Pocket Park – The project needs to be rescheduled to late winter.
- Anonymous Letter – The response to an anonymous letter regarding an enforcement issue was distributed.
- Trout Lake Reservoir – The lake level is minus 40 inches from spillway.
- I/I study – Town is seeking grant funding to perform future I/I studying.
- Outfall line – Town is seeking grant funding to reconstruct the sewer outfall.
- Governor Inslee – The local Democratic Party is hosting the Governor in Friday Harbor on Saturday, September 3, 2016.
- Waterline Transmission Project – The project experienced a significant break in the old line while constructing the new line. New connections should be completed within the week.
- Urban forest – The concept of transforming Cahail Park into an “urban forest” was presented.
- National Park Service – NPS is seeking an office location.
- Budget process – Work sessions will begin in October.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16763 through 42059; and August 31, 2016 Direct Deposit Run in the amount of \$284,566.66; and approve the payment of Claim Warrant Nos. 42025 through 42059 in the amount of \$1,580,794.54. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Monin, seconded by de Freitas, to approve the minutes of **August 18, 2016 as corrected**. Motion passed unanimously.

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

Councilmember Ghatan requested that SJ Home Trust provide an update on the Sunrise Project – Phase II.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

An executive session was held pursuant to 42.30.110(1)(g) to evaluate the performance of a Town employee. Participants: Mayor Lacher and Town Council. Session lasted 10 minutes. No action was taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:19 p.m. The next regular meeting is scheduled for Thursday, September 15, 2016 at 12:00 p.m.

**Thursday, September 15, 2016 – Council Chambers – Afternoon Session**

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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; Public Works Director, Wayne Haefele; and Clerk, Amy Taylor.

Town Administrator, Duncan Wilson, was absent.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that there was no evening session scheduled.

### **PUBLIC ACCESS TIME**

Sally Thomsen, 745 Larsen Street, thanked and complimented the Town on recent improvements to Tucker Avenue. Mrs. Thomsen stated that she and her husband were avid walkers and bikers. Mrs. Thomsen also suggested that the community and businesses participate in another "clean-up" day before fall weather sets in. The Council thanked Mrs. Thomsen.

### **ACTION AND DISCUSSION ITEMS**

#### United Way of San Juan County – Day of Caring

At 12:05 p.m., Mayor Lacher introduced Deborah Neff, SJC United Way Executive Director. Ms. Neff described the mission and goals of the local United Way chapter. Ms. Neff described outreach efforts and requested a list of Town priorities. Priorities included mental health issues, housing needs, high-speed internet, resolving transportation "barriers" and increasing the volunteer base for emergency services. Ms. Neff stated that she would provide the suggestions to SJCUW.

Ms. Neff and the Council discussed suggestions for the Day of Caring event on Saturday, September 24, 2016. Staff's suggested project is to plant 11 trees along the planting strip near the high school parking lot. Ms. Neff listed other locations that activities are taking place. **Council consensus to approve tree planting and a budget of \$2,000 for purchase of supplies for the Day of Caring event.** The Mayor and Council thanked Ms. Neff.

#### SJI Chamber of Commerce – Budget Request

At 12:17 p.m., Mayor Lacher introduced discussion of the budget request by the SJI Chamber of Commerce. Becki Day, Chamber Director, provided an update on activities to date and requested funds for 2017 operations in the amount of \$48,000 and annual fireworks display in the amount of \$15,000. Mayor Lacher inquired about annual tree lighting ceremony and other events. Council will discuss the requests during its budget work sessions. No action was taken.

#### Resolution No. 2220

At 12:28 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2220 concerning the Water Transmission Line Replacement Project. Public Works Director, Wayne Haefele, explained the Change Order No.

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1 is in the amount of \$479,807.07. The Change Order largely accounts for additional grading, materials and traffic control. Discussion followed regarding traffic control. The Council and Mayor thanked Mr. Haefele.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2220, authorizing the Mayor to execute Change Order No. 1 to the agreement with Interwest Construction, Inc. for the Water Transmission Line Replacement Project. Motion passed unanimously.**

### **Resolution No. 2221**

At 12:34 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2221 concerning the Tucker Avenue Reconstruction Project, Phase 1. Project Manager, Pedro Mena, explained that Change Order Nos. 2-4 are in the amount of \$83,978.75 with the majority (nearly 80%) of the cost reimbursable by local utility providers. The Town may receive an additional change order to reconcile the project prior to acceptance. Discussion followed regarding the quality of the project. The Council and Mayor thanked Mr. Mena.

**Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2221, authorizing the Mayor to execute Change Order Nos. 2-4 in the amount of \$83,978.75 with Mike Carlson Enterprises, Inc. for the Tucker Avenue Reconstruction Project, Phase 1. Motion passed unanimously.**

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 42060 through 42106 in the amount of \$662,086.45; and certify the issuance of Check Nos. 9616 through 9620 written by the Treasurer in the amount of \$2,713.83. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **September 1, 2016 as submitted**. Motion passed unanimously.

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

Councilmember Ghatan requested that the Council hold a work session examine its needs in relation to housing issues. Discussion followed regarding the Affordable Housing Task Force and housing element of the Comprehensive Plan.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:13 p.m. The next regular meeting is scheduled for Thursday, October 6, 2016 at 12:00 p.m.

**Thursday, October 6, 2016, 2016 – 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.

## **Town Council of Friday Harbor - Summaries of the 2016 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**

No announcements were made.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Friends of the Library Week

At 12:04 p.m., Mayor Lacher proclaimed Friends of the Library Week. Elizabeth Anderson, SJIL Board Member, thanked the Mayor and told about upcoming Library Week events.

#### SJC Update

At 12:06 p.m., SJC Councilman Bob Jarman, reported on issues of mutual concern. Topics included on the SJC plastic bag ban initiative; legislative agenda; port-of-entry (customs) at the FH Airport, navy jet noise, SJC lodging tax program, public works projects and 2017 SJC Budget process. Discussion followed regarding the Housing Action Group, Connector Road, and closure of Community Treasurers.

Mike Thomas, SJC Administrator, reported on the legislative meeting with Representative Larsen. Topics discussed included prevalence of drug (opioid) abuse, and availability of facilities for addiction and mental health.

The Council and Mayor thanked Mr. Jarman.

#### SJC EDC Budget Request

At 12:21 p.m., Mayor Lacher invited Victoria Compton, Economic Development Council Director, to present an annual report and request for support to fund economic development programs in 2017. Ms. Compton presented county demographics including age/wage trends for different segments of our local economy. Discussion followed regarding the gap between training locally for higher paying jobs and off-island recruitment.

Ms. Compton reviewed 2017 goals and programs and made a budget request of \$17,000 for operations plus an additional \$11,000 to fund a part-time position to develop and support the “trades” program. Similar budget requests have been made to the Port of Friday Harbor.

Mayor Lacher thanked Ms. Compton. The budget request will be considered during the evening session.

#### 2017 H/M Promotion Grant

At 12:47 p.m., Mayor Lacher introduced discussion of Lodging Tax Advisory Committee (LTAC) recommendations for 2017 promotion grant allocations. Councilmember Hushebeck explained that nine local applications were received and the process used to evaluate each proposal. Discussion and inquiry followed regarding the applications. Councilmember Hushebeck requested that the Council make a motion specifying which method is to be used for allocation of grant funding and whether to accept the recommendation of the LTAC.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Moved by Starr, seconded Hushebeck, to use the “adjusted average” formula for 2017 grant allocations. Motion passed unanimously.**

**Moved by Monin, seconded by de Freitas, to accept the recommendations of the LTAC and fund the tourism programs listed in the Staff Report dated September 9, 2016 in the 2017 Budget. Motion passed unanimously.**

### Resolution No. 2219

At 1:00 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2219 concerning surplus of Town equipment. Administrator Wilson explained that the two vehicles have not been in use and that Town would hold an additional surplus sale after staff conducts a Town-wide inventory. Mr. Wilson described the condition of the vehicles. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2219, authorizing the Mayor to offer for public sale such used equipment deemed surplus. Motion passed unanimously.**

### Resolution No. 2223

At 1:11 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2223 concerning a contribution to Island Rec for completion of the playgrounds at John Linde Fields. Administrator Wilson explained that the purpose of the interlocal agreement is to memorialize the conditions of the Town’s contribution. The conditions include that all funds will be solely used for the playground, it shall remain under the ownership of Island Rec and it shall remain open to the public regardless of scheduled event for a minimum of 3 years. Discussion followed regarding the 2016 Budget.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2223, authorizing the Mayor to execute an interlocal agreement between the Town of Friday Harbor and the San Juan Island Park and Recreation District relating to construction of a playground. Motion pass unanimously.**

### Resolution No. 2222

At 1:13 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2222 concerning the street lighting system. Administrator Wilson explained that the interlocal updates the terms of the 1968 agreement with Orcas Power and Light. Administrator Wilson described the costs per fixture. No discussion followed.

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2222, authorizing the Mayor to execute an interlocal agreement with Orcas Power and Light Cooperative to maintain the Town’s street lighting system. Motion passed unanimously.**

## **ADMINISTRATOR’S REPORT**

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

- Warbass Way Traffic Calming – Final designs have been received. The Council will be asked whether to fund construction of the project in 2017. The remaining portion of sidewalk along the ferry lanes will be designed by staff. **Council consensus to fund and construct the project in 2017.**
- LED Retrofit Lighting – **Council consensus to move forward with the project, provided that sodium lighting (old cobra-heads) will be reinstalled in residential neighborhood should there be complaints.**
- Trout Lake Level – The reservoir level is 49.5 inches below the spillway.
- Weather Alerts – San Juan County is on a high-wind warning for the upcoming storm.
- Customs Airport – Administrator Wilson requested that Town contribute \$10,000 of H/M funds to accommodate improvements needed for international flights at the Friday Harbor Airport.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

- Council Retreat Days –**Council consensus to schedule short work sessions as needed in the evenings in lieu of a formal retreat.**
- Housing Action Plan – The current Housing Element was distributed for review. The Council was requested to make recommendations to the Planning Commission for updated goals.
- Sunshine Alley Plan – The plan won an award from the American Planning Association for Washington State. Discussion followed regarding minor improvements in the alley for litter and cleanliness.
- Public Restrooms – **Council consensus to consider proposals to update the Sunshine Alley Restrooms.** Funding will be included in the 2017 budget.
- “Driving Ms. Norma” – A Tree Planting Ceremony will occur on Friday, October 7, 2016 to honor Ms. Norma and her family.
- Spring Street Round-about – Staff will be proposing a painted round-about at the Spring/Argyle intersection for traffic control.
- UW Contract – An agreement for construction of sewer pump stations at Friday Harbor Labs will be presented next meeting.
- Town Shop – Public Works is constructing a ventilated painting room at the Town Shop.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16774 through 16787 and 9/29/16 Direct Deposit Run in the amount of \$294,156.07; and approve the payment of Claim Warrant Nos. 42107 through 42160 in the amount of \$425,359.18. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **September 15, 2016 as submitted.** Motion passed unanimously.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:11 p.m. The next regular meeting is scheduled for Thursday, October 6, 2016 at 12:00 p.m.

**Thursday, October 6, 2016 – 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.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Howard Rosenfeld, 321 Geneste Street, commented on the streaming video of Council meetings and requested that Council be mindful of using their microphones.

### **WORK SESSION**

#### 2017 Town Budget

At 5:37 p.m., Mayor Lacher opened the work session regarding the 2017 Town Budget. The Council reviewed budget requests from various departments and outside agencies and prioritized Capital Projects for the year 2017. No action was taken.

### **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 7:27 p.m. The next regular meeting is scheduled for Thursday, October 20, 2016 at 12:00 p.m.

### **Thursday, October 20, 2016 – 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.

Position No. 2, Noel Monin, was absent.

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

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmember Monin.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **SJ Community Home Trust**

At 12:04 p.m., Mayor Lacher welcomed Nancy DeVaux, SJCHT Director, to provide an update on the Sunrise II affordable housing project. Ms. DeVaux listed notable achievements. Discussion followed regarding the financing of the homes and recent fundraising to finish the project. The Council and Mayor thanked Ms. DeVaux.

### **US Border Protection**

At 12:24 p.m., Mayor Lacher welcomed Thomas Barnes, US Port Director (for the local customs office). Mr. Barnes reported statistics for our local port of entry. Friday Harbor is the largest port-of-entry in the United States for small boat and aircraft. Discussion followed regarding the number of people processed this summer. The Council and Mayor thanked Mr. Barnes.

### **SJC Public Works**

At 12:35 p.m., Mayor Lacher welcomed Brian Vincent, SJC Public Works Director, to provide a report on county projects. Discussion followed regarding the Turn Point to Pear Point Connector Road. The Council and Mayor thanked Mr. Vincent.

### **Resolution No. 2224**

At 12:45 p.m., Mayor Lacher introduced discussion of Resolution No. 2224 concerning Spring Street Landing. Administrator Wilson explained that the Port of Friday Harbor has completed improvements and now must gift them to the Town's utility systems. Discussion followed regarding remaining items that the Port must complete to in order to obtain their occupancy permit.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2224, accepting bills of sale from the Port of Friday Harbor for improvements to the Town's utility systems. Motion passed unanimously.**

### **Resolution No. 2225**

At 12:50 p.m., Mayor Lacher introduced discussion of Resolution No. 2225 concerning the Tucker Avenue Reconstruction Project, Phase 1. Administrator Wilson explained that the Project is complete and reconciled. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2225, accepting the Tucker Avenue Reconstruction Project, Phase 1. Motion passed unanimously.**

### **Resolution No. 2226**

At 12:51 p.m., Mayor Lacher introduced discussion of Resolution No. 2226 concerning telemetry equipment at the Water Treatment Plant. Administrator Wilson explained the particulars of the agreement. Public Works Director, Wayne Haefele, provided an overview of the project. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2226, authorizing the Mayor to execute an agreement with S&B, Inc. for replacing technology to update and extend the life of the filter plant automation system at the Water Treatment Plant. Motion passed unanimously.**

### **Resolution No. 2227**

At 12:55 p.m., Mayor Lacher introduced discussion of Resolution No. 2227 concerning the rebuilding of the pump stations at the Friday Harbor Labs. Administrator Wilson explained the particulars of the agreement with the University of Washington. No discussion followed.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2227, authorizing the Mayor to execute an interlocal agreement with the University of Washington for construction of sewer pump stations at the Friday Harbor Labs. Motion passed unanimously.**

### **Resolution No. 2228**

At 1:00 p.m., Mayor Lacher introduced discussion of Resolution No. 2228 concerning “affordable housing program” funds. Administrator Wilson provided an overview of San Juan County’s program and explained that the agreement brings the language of the current agreement up to date. Mark Thompkins, SJC \_\_\_ Manager, described how the County expends the funds. No discussion followed.

**Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2228, authorizing the Mayor to execute an interlocal agreement with San Juan County for the purpose of allocating funds generated through recording fees to affordable housing programs. Motion passed unanimously.**

### **LTAC Committee Appointments**

At 1:08 p.m., Mayor Lacher introduced discussion of LTAC committee appointments. Administrator Wilson proposed a procedure for appointments. No discussion followed.

**Moved by Ghatan, seconded by Hushebeck, to adopt the member appointment procedure for the Lodging Tax Advisory Committee. Motion passed unanimously.**

### **ADMINISTRATOR’S REPORT**

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

- Spring Street Stormwater Vault – Town will resubmit its application to the State for 2018 funding.
- Cahail Park – A memorial bench will be placed at the park.
- Friday Harbor LifeRing – Flyers will go out in the next billing for the November’s LifeRing for the Friday Harbor Food Bank. **Council consensus to provide a matching grant of up to \$1,000.**
- SJC Plastic Bag Ban Ordinance – SJC may remove the exemption for restaurants from the draft Ordinance.
- Sunshine Alley Restrooms – Town is considering automatic locks for the restroom. Discussion followed regarding utilizing the Town maintenance position for the upkeep of the restrooms.
- Affordable Housing For All Program – Town has approximately \$10,000 in its fund for the “Affordable Housing for All” grant program.
- Town Trees – Maintenance was listed for certain trees in Town.

### **PAYMENT OF CLAIMS**

Moved by Ghatan, seconded by de Freitas, to approve the payment of Claim Warrant Nos. [insert] through [insert] in the amount of \$[insert]. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **October 6, 2016 as submitted.** Motion passed unanimously.

### **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 2016 Minutes**

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:56 p.m. The next regular meeting is scheduled for Thursday, October 20, 2016 at 5:30 p.m.

### **Thursday, October 20, 2016 – 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. 3, Anna Maria de Freitas; and Position No. 5, Barbara Starr.

Position No. 2, Noel Monin; and Position No. 4, Farhad Ghatan; were absent.

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

#### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Monin and Ghatan.

#### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

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

##### Resolution No. 2229

At 5:35 p.m., Mayor Lacher introduced discussion of Resolution No. 2229 concerning the employment agreement for the Town Administrator. Mayor Lacher explained the renewal is for a term of five years. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2229, authorizing the Mayor to execute the Second Employment Agreement with Duncan C. Wilson to serve as the Town Administrator. Motion passed unanimously.**

##### Resolution No. 2230

At 5:38 p.m., Mayor Lacher introduced discussion of Ordinance No. 1603 concerning the petition for annexation of four parcels into Town Limits. Administrator Wilson explained that the ordinance sets the time for a public hearing annexation on November 17 to consider the petition for annexation. Discussion followed regarding annexation of the remaining parcels in the neighborhood.

**Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1603 setting the public hearing to consider annexation of four parcel into the Town on November 17, 2016 at 5:30 p.m. Motion passed unanimously.**

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **WORK SESSION**

#### 2017 Town Budget

At 5:40 p.m., Mayor Lacher opened the work session for the 2017 Town Budget. Administrator Wilson presented the Town fee schedule, bail schedule, and proposed utility rates for 2017.

The fee schedule has minimal increases for permitting. No increases are proposed for the bail schedule.

Utility increases will include connection and installation fee increases by the Seattle CPI-U of 1.8%. Increases will become effective on January 1, 2017. The proposed increases for water, sewer and stormwater base and usage are as follows: Water at 8.7%, sewer at 4.5%, stormwater at 6.3% and no rate increase for refuse. Discussion followed regarding the effective date for usage charges.

**Moved by Hushebeck, seconded by de Freitas, to adopt the 2017 Town Fee Schedule. Motion passed unanimously.**

**Moved by de Freitas, seconded by Starr to adopt the 2017 Town Bail Schedule. Motion passed unanimously.**

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

Mayor Lacher asked that staff look into the vehicle that appears to be abandoned on Park Street.

Councilmember Hushebeck reported on the upcoming Leadership SJ class.

Councilmember Starr provided a report on the recent Law & Justice Committee. The Courthouse may be increasing the security for courtrooms.

Mayor Lacher shared her AWC Small City Research Manual.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:04 p.m. The next regular meeting is scheduled for Thursday, November 3, 2016 at 12:00 p.m.

**Thursday, November 3, 2016 – 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.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced schedule changes for the agenda, including an executive session to consider real estate acquisition.

### **PUBLIC ACCESS TIME**

Victoria Compton, SJC Economic Development Council Director, thanked the Council for their support.

### **ACTION AND DISCUSSION ITEMS**

#### SJC Fire District 3

At 12:11 p.m., Mayor Lacher welcomed District 3 Fire Chief, Brad Creesy. Chief Creesy provided an update on call-out and training statistics for the third quarter of 2016. No discussion followed. Mayor Lacher and the Council thanked Chief Creesy.

#### Port of Friday Harbor

At 12:22 p.m., Mayor Lacher welcomed Port of Friday Harbor Director, Ted Fitzgerald. Mr. Fitzgerald provided an update on the Spring Street Landing Project and Port's 2017 operating budget. Discussion followed regarding the project. Mayor Lacher and the Council thanked Mr. Fitzgerald.

#### Historic Preservation

At 12:29 p.m., Mayor Lacher introduced Historic Preservation Coordinator, Sandy Strehlou to provide a quarterly report. Ms. Strehlou reported on the interpretive signage project and land marking program. Discussion followed regarding the panels for the FH Fire Station. Administrator Wilson presented an award from AMA for the Sunshine Alley Design Plan. Mayor Lacher and the Council thanked Ms. Strehlou.

#### System Administration

At 12:42 p.m., Mayor Lacher introduced System Administrator, Steve Dubail to provide a quarterly report. Mr. Dubail reported on computer maintenance and security issues. Discussion followed regarding privacy and virus alerts. Mayor Lacher and the Council thanked Mr. Dubail.

#### Resolution No. 2230

At 12:56 p.m., Mayor Lacher introduced discussion of Resolution No. 2230 concerning the Water Transmission Line Replacement Project. Administrator Wilson explained that Change Order No. 2 is in the deductive amount of \$219,806.49 to reconcile costs for additional grade work and traffic control resulting from subgrade roadbed. No discussion followed.

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2230, authorizing the Mayor to execute Change Order No. 2 to the Water Transmission Line Replacement Project, Phase 1. Motion passed unanimously.**

#### Resolution No. 2231

At 12:56 p.m., Mayor Lacher introduced discussion of Resolution No. 2231 concerning telemetry equipment at the Water Treatment Plant. Administrator Wilson explained that the proposal approved by Resolution No. 2226 did not include key elements for the completion of the project. The Vendor will be invited to make a presentation at the November 17<sup>th</sup> session to describe the scope of work for the project. No discussion followed.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2231, authorizing the Mayor to execute a contract with S&B, Inc. to furnish and install telemetry equipment and software systems at the Water Treatment Plant; and supersede Resolution No. 2226. Motion passed unanimously.**

### **Resolution No. 2232**

At 12:59 p.m., Mayor Lacher introduced discussion of Resolution No. 2232 concerning design of pump stations for Friday Harbor Labs. Administrator Wilson explained that costs associated with design and construction will be reimbursed by the University of Washington. No discussion followed.

**Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2232, authorizing the Mayor to execute an agreement with Wilson Engineers for design of pump stations at the University of Washington Friday Harbor Labs. Motion passed unanimously.**

### **Resolution No. 2234**

At 1:01 p.m., Mayor Lacher introduced discussion of Resolution No. 2234 concerning economic development programs. Administrator Wilson explained that the agreement memorializes the annual contribution to the EDC from the 2017 Budget. Discussion followed regarding the Trades Program for 2017.

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2234, authorizing the Mayor to execute an agreement to promote economic development within the Town. Motion passed unanimously.**

### **Lodging Tax Grant Agreements**

At 1:03 p.m., Mayor Lacher introduced approval of the following agreements for the 2017 Hotel Motel Excised Tax Grant Program. Administrator Wilson described the scope of work for each application. No discussion followed.

- **Resolution No. 2235 – Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2235, authorizing the Mayor to execute an agreement with the Business Association of San Juan County to provide a tourism promotion program for the year 2017. Motion passed unanimously.**
- **Resolution No. 2236 – Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2236, authorizing the Mayor to execute an agreement with the San Juan Island Chamber of Commerce to provide a tourism promotion program for the year 2017. Motion passed unanimously.**
- **Resolution No. 2237 – Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2237, authorizing the Mayor to execute an agreement with the Whale Museum to provide a tourism promotion program for the year 2017. Motion passed unanimously.**
- **Resolution No. 2238 – Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2238, authorizing the Mayor to execute an agreement with San Juan Islands Museum of Art to provide a tourism promotion program for the year 2017. Motion passed unanimously.**
- **Resolution No. 2239 – Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2239, authorizing the Mayor to execute an agreement with the Pacific Island Research Institute to provide a tourism promotion program for the year 2017. Motion passed unanimously.**
- **Resolution No. 2240 – Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2240, authorizing the Mayor to execute an agreement with the Salish Sea Ballet to provide a tourism promotion program for the year 2017. Motion passed unanimously.**

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

- Resolution No. 2241 – Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2241, authorizing the Mayor to execute an agreement with the San Juan Islands Sculpture Park to provide a tourism promotion program for the year 2017. Motion passed unanimously.
- Resolution No. 2242 – Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2242, authorizing the Mayor to execute an agreement with TEDx San Juan Island to provide a tourism promotion program for the year 2017. Motion passed unanimously.

### Resolution No. 2243

At 1:22 p.m., Mayor Lacher introduced discussion of Resolution No. 2243 concerning risk pool coverage. Administrator Wilson explained that AWC RMSA closed gaps in existing coverage. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2243, authorizing the Mayor to execute the amended interlocal agreement with the AWC Risk Management Service Agency relating to Town risk pool (insurance) coverage. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

At 1:25 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Water Transmission Line Replacement Project – The USDA has approved Pay Request No. 3 for the Project.
- LED Lighting Project – Bids for installation of retrofit lights are due November 10, 2016.
- Park Bench Art – The FH Arts Commission is requesting to narrow the scope of the project. **Council concurred with the amended proposal submitted by the FHAC.**
- Land Use – Staff has been reviewing amendments to the land use and housing elements of municipal code and comprehensive planning documents to address affordability.
- Propane Tank – A local propane company will be moving a 100 foot tank through Town.
- SJC Land Bank – Staff will follow-up with the LB regarding the potential sale of the Malcolm property.
- Skydiving Promotional Event – Kavu and Go-Pro will be sponsoring a skydiving event in Town.
- “Rainy Day” Paint – Three sidewalk locations have been stenciled with hydrophobic paint.
- Sunshine Alley Restroom – Staff requested bids for restroom repairs.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16788 through 16798; and Direct Deposit Run in the amount of \$268,9831.01 and approve the payment of Claim Warrant Nos. 42206 through 42239 in the amount of \$1,702,292.05. 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 2:12 p.m. The next regular meeting is scheduled for Thursday, November 3, 2016 at 5:30 p.m.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Thursday, November 3, 2016 – 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 that Council would hold an executive session at the conclusion of regular business to discuss real estate acquisition.

### **PUBLIC ACCESS TIME**

Karen Woldtvedt, IMA Treasurer, thanked the Council for granting the Museum tourism promotion funds.

### **ACTION AND DISCUSSION ITEMS**

#### Town Hall Renovations

At 5:34 p.m., Mayor Lacher introduced discussion concerning the request for qualifications for an architect to design Town Hall renovations. Administrator Wilson explained the process, including that the first step of the process is to seek and capable firms. Discussion followed regarding the scope of work and conceptual designs.

**Moved by Ghatan, seconded by Monin, to approve the Request for Qualifications for an architect to design Town Hall Renovations. Motion passed unanimously.**

### **WORK SESSION**

#### 2017 Utility Rate Increases

At 5:46 p.m., Mayor Lacher introduced discussion of utility rate increases. Administrator Wilson explained that the purpose of the work session was a first reading of each utility rate ordinance for year 2017. The second reading and adoption of said ordinance is scheduled November 17, 2016. No action was required or taken.  
(Clerk's note: See minutes of November 17, 2016 for ordinance details.)

#### 2017 Town Budget

At 5:59 p.m., Mayor Lacher introduced discussion of the 2017 Town Budget. Administrator Wilson and Treasurer Wilson presented the Council with the final draft. Discussion and inquiry followed regarding the new budget format. The Council and Mayor thanked Administrator Wilson and Treasurer Wilson for their hard work. No action was taken.

### **APPROVAL OF MINUTES**

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **October 17, 2016 as may be corrected.** Motion passed unanimously.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 6:45 p.m., Mayor Lacher announced that the Council would be holding an executive session pursuant to RCW 42.30.110(1)(b) regarding real estate acquisition real. Session was was estimated to last 10 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich, and Clerk Taylor. The session ended at 7:06 p.m. for an actual session time of 16 minutes. No actions were taken.

**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, November 17, 2016 at 12:00 p.m.

### **Thursday, November 17, 2016 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

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

### **ROLL CALL**

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

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

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Bill Cumming, FH Food Bank President, thanked the Council for the Town Life Ring donation to the Food Bank. The food bank received \$3,050 in donations for the month of November 2016 in addition to a \$1,000 matching grant sponsored by the Town.

### **ACTION AND DISCUSSION ITEMS**

#### SCADA Equipment

At 12:04 p.m., Mayor Lacher introduced discussion of the telemetry equipment and computer upgrades at the Water Treatment Plant. Randy Steed, S&B Inc., provided an overview of the upgrades and described needs. Public Works Director, Wayne Haefele, confirmed that upgrades were needed at the plant and that the scope was developed after several assessments over a course of 3 years. No discussion followed. No action taken.

### **DEPARTMENT REPORTS**

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **Department of Health**

At 12:22 p.m., Manager Mark Tompkins, updated the Council on the overall mission and functions of the health department and provided statistics for 2016. Discussion followed regarding substance abuse, mental health issues and chronic homelessness. The Council thanked Mr. Tompkins.

### **Sheriff's Report**

At 12:40 p.m., Sheriff Ron Krebs, updated the Council on call and case statistics for the year 2016. The Council was invited to attend an "active threat assessment" in February 2017. No discussion followed. The Council thanked Sheriff Krebs.

### **SJC EMS**

At 12:46 p.m., Chief Jerry Martin, updated the Council on statistics for 2016 and thanked the Council for the support of the recent EMS levy. Discussion followed regarding eldercare and airlift services. The Council thanked Chief Martin.

## **ACTION AND DISCUSSION ITEMS**

### **Affordable Housing Outline**

At 12:53 p.m., Mayor Lacher introduced discussion of the outline for Affordable Housing Incentives. Administrator Wilson described incentive options and requested that Council provide feedback for staff. Discussion followed regarding the Affordable Housing Group and the objective for providing incentives. No action was taken.

### **Plastic Bag Ban**

At 1:18 p.m., Mayor Lacher introduced discussion of the proposed plastic bag ban ordinance. Administrator Wilson reviewed the draft ordinance and described differences between it and the County's ordinance. Discussion followed regarding definitions and exemptions contained in the ordinance. No action was taken.

## **PUBLIC HEARINGS**

### **2017 Town Budget**

At 1:34 p.m., Mayor Lacher opened the public hearing regarding the 2017 Town Budget. No audience was present to give public testimony. Hearing no public testimony, Mayor Lacher closed the public hearing at 1:35 p.m. No action was taken.

### **2017 Revenue Resources**

At 1:35 p.m., Mayor Lacher opened the public hearing regarding the 2017 Revenue Resources. Administrator Wilson and Treasurer Wilson described revenue resources for the year. No audience was present to give public testimony. Hearing no public testimony, Mayor Lacher closed the public hearing at 1:38 p.m.

### **Ordinance No. 1604**

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1604, fixing and levying the amount of Ad Valorem Taxes for the Town for year 2017. Motion passed unanimously.**

### **Utility Rate Ordinances**

At 12:40 p.m., Mayor Lacher introduced discussion of draft Ordinance Nos. 1605 through 1610, increasing utility connection fees and rates for year 2017. (See minutes of November 3, 2016 for first reading.) No discussion followed.

**Moved by Starr, seconded by Ghatan, to adopt Ordinance Nos. 1605 through 1610, amending Title 13 FHMC regarding utility connection fees and usage rates as follows. Motion passed unanimously.**

## Town Council of Friday Harbor - Summaries of the 2016 Minutes

- **Ordinance No. 1605 – Amending Chapter 13.05 FHMC concerning water rate tables;**
- **Ordinance No. 1606 – Amending Chapter 13.05 FHMC concerning water rate tables;**
- **Ordinance No. 1607 – Amending Chapter 13.21 FHMC concerning sewer service charges;**
- **Ordinance No. 1608 – Amending Chapter 13.21 FHMC concerning sewer rate tables;**
- **Ordinance No. 1609 – Amending Chapter 13.31 FHMC concerning stormwater rates; and**
- **Ordinance No. 1610 – Amending Chapter 13.31 FHMC concerning stormwater rate tables.**

### **ADMINISTRATOR'S REPORT**

At 1:41 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Tree Removal – The Port of Friday Harbor has issued a directive that Town needs to remove certain trees located in the current flight path per FAA regulations. Discussion followed regarding reimbursement and replanting of said trees.
- Spring Street Roundabout – A preliminary design was distributed. Discussion followed regarding safety and aesthetics.
- “Browne Lumber” Property – The property located on Spring Street has been purchased by a local resident.
- Tree City USA – Staff described the benefits of becoming a tree city. Discussion followed regarding the program, urban forestry and possible improvements to Cahail Park. **Council consensus to prepare the necessary documentation to join Tree City USA.**
- Water Leak – Town has a significant waterline break located between the Water Treatment Plant and Trout Lake Dam. The leak was caused by aging and rusting. Town risks further damage by removing the leaking portion of pipe. The deteriorated portion of pipe will be “sleeved” to allow minimal leakage until the Waterline Replacement Project, Phase 2.
- Sunshine Alley Restroom Services – The Contractor servicing the restrooms (CMS) has requested an increase for services. CMS is proposing an increase of \$5 per cleaning service. **Moved by Ghatan, seconded by Starr, to increase cleaning services by \$5 per cleaning visit for the restrooms. Motion passed unanimously.**

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 42240 through 42293 in the amount of \$167,771.25. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by Monin, seconded by Starr, to approve the minutes of **November 3, 2016 as submitted.** Motion passed unanimously.

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

The Council and Mayor have been invited to the annual union holiday party.

Councilmember Starr requested an excused absence on December 1, 2016.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:47 p.m. The next regular meeting is scheduled for Thursday, November 17, 2016 at 5:30 p.m.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Thursday, November 17, 2016 – 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; and Position No. 5, Barbara Starr. Position No. 4, Farhad Ghatan was absent.

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

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmember Ghatan.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **PUBLIC ACCESS TIME**

Janet Thomas, Orca Relief member, requested that the Council support Orca Relief's federal petition to create a 10 mile "no-go" zone on the west side of San Juan Island for the protection of orcas. The Council thanked Ms. Thomas. The topic will be discussed during as a future agenda item.

### **ACTION AND DISCUSSION ITEMS**

#### Friday Harbor Arts Commission

At 5:41 p.m., Mayor Lacher requested that the Council affirm the reappointments of Susan Williams and Ruth Offen to the Friday Harbor Arts Commission.

**Moved by Monin, seconded by de Freitas, to reappoint Williams and Offen to the Friday Harbor Arts Commission. Motion passed 4-0 with Ghatan absent.**

### **PUBLIC HEARINGS**

#### Annexation Request No. 24

At 5:44 p.m., Mayor Lacher opened the public hearing relating to the petition for annexation of four parcels of land known as the Harbor View Place Annexation [Application No. 24] located in the Friday Harbor Urban Growth Area (FHUGA).

Mayor Lacher read the rules for public conduct of said hearing; and explained that the matter was legislative in nature and the appearance of fairness doctrine did not apply.

Land Use Administrator, Michael Bertrand, presented the staff report and recommended approval of the annexation request with single family residential zoning.

Mayor Lacher invited Council questions. Administrator Wilson inquired about existing septic systems for the parcels. Mr. Bertrand explained that those septic systems would be grandfathered until no longer functioning. New construction and failed systems will be required to connect to Town utilities.

Mayor Lacher opened the public testimony portion of the hearing.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

David Eaton, 1025 Harbor View Place, stated support for the annexation and commented that he would consider annexation of his parcel. [Clerk's note: Mr. Bertrand explained after the public hearing that Town does not force parcels to annex into the Town. Annexation of 1025 Harbor View Place without the annexation of neighboring parcels would create a non-contiguous boundary line (an "island").]

At 5:51 p.m., Mayor Lacher closed testimony after hearing no further public comment and opened the deliberation portion of the hearing. No deliberation was forthcoming. Mayor Lacher closed the public hearing.

**Moved by Monin, seconded by Starr, to approve Annexation Request No. 24, known as the Harbor View Place Annexation. Motion passed 4-0 with Ghatan absent.**

Shoreline Substantial Development Permit No. 101 and SEPA Checklist No. 300

At 5:53 p.m., Mayor Lacher opened the public hearing to consider Shoreline Substantial Development Permit Application No. 100 and adopted SEPA Checklist No. 300; a request by the Town of Friday Harbor to construct a new stormwater treatment vault at the outfall located on Spring Street. The proposal includes excavating a trench along 65 lineal feet of riprap shoreline to support installation of a vault.

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 answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

Mayor Lacher asked Land Use Administrator, Michael Bertrand, to present the staff report. Mr. Bertrand entered no Exhibits into the record; and described the background of the application, and staff evaluation and recommendation.

Mr. Bertrand concluded that the application meets the requirements of the Shoreline Management Act, the Town of Friday Harbor Shoreline View Corridor restraints, and the Town of Friday Harbor Shoreline Master Plan; along with the conditions as listed in the staff report, for granting said permit as regulated by Chapters 17 and 19 of the Friday Harbor Municipal Code.

Mayor Lacher asked for additional comment. Administrator Wilson described the timeline and funding for the project. Discussion and inquiry followed.

At 6:01 p.m., Mayor Lacher opened the public hearing to audience comments.

Roger Bennett, 491 Golf Course Road, stated that he owned real estate at 1 Front Street and was in favor of the proposed improvements. Mr. Bennett suggested that the vault somehow be connected to the public boardwalk. Mr. Bennett also requested that the top of the vault be altered to avoid potential pooling and running of water down the abutting stairs to the existing restaurant.

Margery Aipopo, 1 Front Street tenant, testified in favor of improvements and stated concerns about access to the restaurant area abutting the project.

Marguerite Bennett, 491 Golf Course Road, inquired about stagnant water at the bottom of the vault. Administrator Wilson explained the filtering process and vault design. No water pools at the bottom of the vault because outlets are located at its base.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

At 6:24 p.m., Mayor Lacher closed the public testimony portion of the hearing and opened deliberations. Hearing none, Mayor Lacher concluded the public hearing.

**Moved by de Freitas, seconded by Hushebeck, to adopt the staff report for the Shoreline Substantial Development Permit Application No. 101 and SEPA Checklist No. 300; and, direct staff to prepare Findings of Fact and Conclusions of Law for said application. Motion passed 4-0 with Ghatan absent.**

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

Mayor Lacher inquired if the Council wished to consider the request by Orca Relief. Council consensus to discuss as a future agenda item on December 1, 2016.

Mayor Lacher expressed concerns about the painted mini-roundabout. Mayor Lacher relayed suggestions by staff for pedestrian control.

Mayor Lacher acknowledged Mr. Jarman's service on the SJC Council.

Council reviewed the schedule for upcoming events.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:42 p.m. The next regular meeting is scheduled for Thursday, December 1, 2016 at 12:00 p.m.

### **Thursday, December 1, 2016 – 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.

#### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmember Starr.

#### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

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

Mayor Lacher announced agenda changes and that the Council would hold an executive session regarding personnel following regular business.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **PUBLIC ACCESS TIME**

SJC Councilmember Elect, Bill Watson, introduced himself to the Council. The Council congratulated him.

Becki Day, SJI Chamber Director, thanked the Town for its support. Ms. Day noted that the Chamber is in the process of moving to its new location on First Street. Ms. Day reviewed the activities planned for the Tree Lighting Ceremony.

### **PUBLIC HEARINGS**

#### 2017 Town Budget

At 12:10 p.m., Mayor Lacher opened the second public hearing regarding the 2017 Town Budget. No additional information was presented from staff. No testimony was heard from the public. Mayor Lacher closed the public hearing. No action was taken.

#### 2016 Town Budget Amendments

At 12:14 p.m., Mayor Lacher opened the public hearing regarding amendments to the 2016 Town Budget. Administrator Wilson and Treasurer Wilson reviewed adjustments that were made to the budget. Discussion followed regarding REET revenues. No testimony was heard from the public. Mayor Lacher closed the public hearing. No action was taken.

### **ACTION AND DISCUSSION ITEMS**

#### SSDP No. 101 - Findings of Fact

At 12:18 p.m., Mayor Lacher introduced findings of fact, conclusions of law and decision regarding Shoreline Substantial Development Permit No. 101. Land Use Administrator, Michael Bertrand, explained that the Applicant (Town) has two years from completion of its permitting process to begin the project. Administrator Wilson explained that Town is in the process of seeking grant funding to construct the project. Discussion followed regarding the process for extending the SSDP, if needed.

**Moved by Monin, seconded by de Freitas, to approve Findings of Fact, Conclusions of Law and Decision regarding Shoreline Substantial Development Permit No. 101. Motion passed 4-0 with Starr absent.**

#### Ordinance No. 1611

At 12:21 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1611, approving the Petition for Annexation filed with the Town of Friday Harbor concerning certain real property located on Harbor View Place. Land Use Administrator, Michael Bertrand, explained that approval of the ordinance and affixing appropriate zoning will complete the annexation process. Discussion followed regarding annexation of the remaining parcels.

**Moved by de Freitas, seconded by Ghatan, to adopt Ordinance No. 1611, approving the Petition for Annexation filed with the Town of Friday Harbor concerning certain real property located on Harbor View Place. Motion passed 4-0 with Starr absent.**

#### Ordinance No. 1612

At 12:24 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1612, amending the Town's Zoning Designation Map to establish zoning districts and boundaries for certain real property being annexed into the Town of Friday Harbor simultaneously herewith, said Property being located on Harbor View Place and Park Street. Land Use Administrator, Mike Bertrand, explained that the ordinance affixes single family residential zoning to the four parcels being annexed and the Land Use Designation Map will be amended during the Comprehensive Plan Amendments in 2017. No discussion followed.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1612, amending the Town's Zoning Designation Map to establish zoning districts and boundaries for certain real property being annexed into the Town of Friday Harbor simultaneously herewith, said Property being located on Harbor View Place and Park Street. Motion passed 4-0 with Starr absent.**

### **Resolution No. 2233**

At 12:25 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2233, awarding the bid for the LED Street Lighting Retrofit Project. Administrator Wilson explained that two bids were received. The firm known as NW Edison submitted the lowest responsive bid of \$47,199. Administrator Wilson provided an overview of the project. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2233, authorizing the Mayor to execute an agreement with NW Edison for street light luminaire replacements. Motion passed 4-0 with Starr absent.**

### **ADMINISTRATOR'S REPORT**

At 12:27 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Memorial Park Tree Assessment – Town has contracted with an arborist to assess the health of the Dutch elms.
- Web Street Project – Town has received a grant from the Transportation Improvement Board in the amount of \$1.2 million to engineer and construct the Web/Nichols/A Street Curb Gutter and Sidewalk Project.
- Tucker Avenue Improvement Project, Phase 1 – A ribbon cutting ceremony will take place to celebrate completion of the project on December 8, 2017.
- Orca Relief Petition – The Petitioners are requesting that Town support the petition. Staff recommends that the Council act in their individual capacity if they wish to support the petition and reconsider the topic pending action by the County. Discussion followed. The Council concurred.
- Spring Street Pocket Park – The Town has issued a call for bid for construction of the Park.
- Harbor Life Ring – Staff proposes to donate the proceeds from Life Ring for the month of March to Hospice SJ. Proceeds could easily account for 5-10% of their annual operating budget.
- Town Watershed – Aug 2 is not pumping at the moment.
- Spring Street Roundabout – The Town contacted MNS Engineering to do additional modeling for the proposed roundabout.
- State Auditors – The annual audit did not yield findings or significant recommendations for Town.
- Memorial tree – The King Family requested to purchase a memorial tree for Rick King to be placed in the pocket park. **Consensus to determine if Mr. King had historical significance in the Town.**
- H/M and Sales Tax – The most recent tax revenue sheet was distributed for review.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16799 through 16809 and November 30, 2016 Direct Deposit Run in the amount of \$275,935.62; and approve the payment of Claim Warrant Nos. 42294 through 42328 and 42338 through 42345 in the amount of \$198,563.74. Motion passed 4-0 with Starr absent.

### **APPROVAL OF MINUTES**

Approval of the November 17, 2016 minutes was postponed until December 15, 2016.

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

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

Councilmember Monin suggested that Town borrow Fire District 3's portable generator for the tree lighting ceremony.

Mayor Lacher said that she informally met Mr. Carnevalli, who purchased the original Browne Lumber site on Spring Street. Mayor Lacher and he discussed needs for the Town such as parking.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:06 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)(f); which was estimated to last 30 minutes. Participants: Town Council, Mayor Lacher and Administrator Wilson. The session ended at 1:50 p.m. for an actual session time of 44 minutes. No actions were 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, December 1, 2016 at 12:00 p.m.

### **Thursday, December 15, 2016 – 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; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 5, Barbara Starr, and Treasurer, Kelle' Wilson, were absent.

### **EXECUSED ABSENCE**

Council unanimously excused the absence of Councilmember Starr.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher thanked the Council, staff and public for another fruitful year with many accomplishments.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

## Town Council of Friday Harbor - Summaries of the 2016 Minutes

### **ACTION AND DISCUSSION ITEMS**

#### Friday Harbor Arts Commission

At 12:03 p.m., Mayor Lacher asked the Council to affirm the appointment of Gail Richards to the FHAC. Mayor Lacher provided a brief biography for Ms. Richards.

**Moved by de Freitas, seconded by Ghatan, to affirm the appointment of Gail Richards to the Friday Harbor Arts Commission. Motion passed 4-0 with Starr absent.**

#### Service Award – SJC Councilmember Jarman

At 12:06 p.m., Mayor Lacher presented SJC Councilmember Bob Jarman with a service award in recognition of his services to the Town during his term on the SJC County Council. Mr. Jarman spoke about cooperation between our local agencies. Administrator Wilson thanked Mr. Jarman for championing mutual issues between the County and Town. Mayor Lacher and the Council thanked and wished Mr. Jarman well.

#### Ordinance No. 1613

At 12:13 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1613, *adopting amendments for the 2016 Town Budget*. Administrator Wilson reviewed fund balances. The balances will be inserted into the 2017 Town Budget. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1613, amending the 2016 Town Budget. Motion passed 4-0 with Starr absent.**

#### Ordinance No. 1614

At 12:15 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1614, *adopting the 2017 Town Budget*. Administrator Wilson reviewed the final fund balances. No discussion followed.

**Moved by Monin, seconded by Ghatan, to adopt Ordinance No. 1614, adopting the 2017 Town Budget. Motion passed 4-0 with Starr absent.**

#### Ordinance No. 1615

At 12:17 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1615, *adopting salaries for elected officials and unrepresented personnel*. Administrator Wilson explained that unrepresented personnel historically receive a cost-of-living increase equal to that of represented employees. The COLA for 2017 will equal 1.8% as reported by the Seattle CPI-U from June to June. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1615, adopting salaries for elected officials and unrepresented personnel. Motion passed 4-0 with Starr absent.**

#### Resolution No. 2244

At 12:19 p.m., Mayor Lacher introduced draft Resolution No. 2244, *confirming wages for represented personnel*. Administrator Wilson explained that purpose of the resolution is to memorialize the wage schedule for 2017. Represented personnel are due a cost of living increase equal to the Seattle CPI-U as reported for the period of

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

June to June of the prior period per the adopted 2016-2018 Collective Bargaining Agreement. The Seattle CPI-U reports an increase of 1.8% for June 2015 through June 2016. No discussion followed.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2244, confirming wages for represented personnel for year 2017. Motion passed 4-0 with Starr absent.**

### Resolution No. 2245

At 12:21 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2245, *adopting the Friday Harbor Landfill Post Closure Financial Assurance Plan update for years 2017-2025*. Administrator Wilson explained that purpose of the report is to accurately demonstrate spend-down of the Landfill Closure Fund. No discussion followed.

**Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2245, authorizing the Mayor to sign the Post Closure Assurance Report for the Friday Harbor Landfill. Motion passed 4-0 with Starr absent.**

### Resolution No. 2246

At 12:25 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2246, *accepting the Water Transmission Line Replacement Project*. Administrator Wilson and Public Works Director Wayne Haefele explained that the project is ready to accept with the exception of documented deficiencies. Those deficiencies consist of repaving a portion of Spring Street near Airport Circle during acceptable paving weather; and warranty of pothole repairs to San Juan Valley Road caused by unknown roadbed failures. Retainage will be held for those items. No discussion followed.

**Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2246, accepting the Water Transmission Line Replacement Project. Motion passed 4-0 with Starr absent.**

### Resolution No. 2247

At 12:32 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2247, *authorizing the Mayor to execute Change Order No. 1 to the McDonald and Martin Street Storm Drainage Project*. Administrator Wilson and Capital Project Manager/EIT, Pedro Mena, explained that Change Order No. 1 accounts for unexpected site changes ordered by the Town and reconciles the project to date. No discussion followed.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2247, authorizing the Mayor to execute Change Order No. 1 to the McDonald and Martin Street Storm Drainage Project. Motion passed 4-0 with Starr absent.**

## **ADMINISTRATOR'S REPORT**

At 12:36 p.m., Administrator Wilson presented the Town Council with an update of the following:

- SJC Health & Community Services – Town is drafting a new interlocal agreement with Compass Health and SJC-HCS for distribution of funds collected by the Town for mental health programs.
- Tree City USA – Staff is drafting the necessary guidelines for Tree City USA designation.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

- SJC Hospice – Town will be utilizing the LifeRing program in March to raise donations for Hospice SJ. Ms. Norma's family has consented to using her “brand” for the fundraiser.
- Permit Technician – Town has requested that Local 1849F approve the job description for the permit technician position. Ms. Zalmanek is due to retire in February.
- Fee Agreement – Town is consulting a tax attorney regarding a health benefits issue with an employee. The new employee has requested to remain on his current health care benefits rather than utilizing the Town benefits through AWC. If allowable, it would be a savings for the employee and Town. The firm has requested a retainer in the amount of \$1,000. **Moved by de Freitas, seconded by Monin, to authorize the Mayor to execute the fee agreement with the Law Firm of Colvin & Hallett; and issue pre-write warrant for the retainer in the amount of \$1,000. Motion 4-0 with Starr absent.**
- Cahail Park Bench – The bench has been installed for Cahail Park.
- Spring Street Vault Project – The Governor's budget for 2017 proposes to restore the grant funding that was cut for stormwater projects.
- Affordable Housing Incentives – Town will hold work sessions in January regarding incentives for affordable housing.
- Spring Street Pocket Park – Town issued a call for bids for construction of the park. Proposals are due on January 12, 2017.
- Trout Lake – The lake level is minus 33 inches below the dam spillway. Both Aug 1 and 2 are pumping water.
- Front Street – The lease by the Port of Friday Harbor for a portion of Front Street has expired. A portion of the Williamson Building encroaches on the street. Town has contacted the Port to negotiate a new lease.
- Hillcrest Place - Mayor Lacher cautioned the Council about hearing from the neighborhood residents individually regarding potential development on Hillcrest Place. The owner has not submitted any applications for development to date. It is unknown whether any potential applications will require quasi-judicial review.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan; and approve the payment of Claim Warrant Nos. 42346 through 42400 in the amount of \$246,013.94. Motion passed 4-0 with Starr absent.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **November 17, 2016 and December 1, 2016 as submitted.** Motion passed 4-0 with Starr absent.

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

Councilmember Ghatan requested that doggie waste bags be installed in key locations. **Consensus to install additional stations in the downtown core.**

Councilmember Ghatan reported on the work of the Friday Harbor Arts Commission.

## **Town Council of Friday Harbor - Summaries of the 2016 Minutes**

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:27 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding performance of a public employee in accordance with the provisions of RCW 42.30.110(1)(f); which was estimated to last 10 minutes. Participants: Town Council, Mayor Lacher and Administrator Wilson. The session ended at 1:37 p.m. for an actual session time of 10 minutes. No actions were taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:37 p.m. The next regular meeting is scheduled for Thursday, January 5, 2017 at 1:37 p.m.