

# **2018 Town Council of Friday Harbor Minutes**

**Thursday, January 4, 2018 – Council Chambers – Afternoon Session**

## **CALL TO ORDER**

Mayor Ghatan 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, Tim Daniels.

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

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

## **EXCUSED ABSENCE**

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

## **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

## **PUBLIC ACCESS TIME**

No public access was forthcoming.

## **ACTION AND DISCUSSION ITEMS**

### HOME Investment Partnership Program

At 12:03 p.m., Mayor Ghatan introduced Mark Tompkins, SJC Health and Community Services Director, to make a presentation regarding an opportunity to join the regional northwest Washington HOME consortium. The Home Consortium offers federal funding and technical assistance aimed at increasing the supply of decent, safe and affordable housing available to low-income and very-low-income families. The HOME regulations allow a group of contiguous local governments to organize to obtain HOME grant funding. Mr. Tompkins explained the pros and cons of joining the HOME Investment Partnership with Skagit, Islands and Whatcom Counties; and explained that if committed, the next step would be a letter to HOME Consortium indicating the Town's desire to join the consortium and request that the Town be added to the Regional Consolidated Plan for Federal fiscal year 2019. Discussion followed regarding administrative burdens for staff and allowable uses for any grant funding received.

**Moved by Monin, seconded by Hushebeck, authorizing the Mayor to execute a letter to HOME Consortium indicating the Town's desire to join the consortium and request that the Town be added to the Regional Consolidated Plan for Federal fiscal year 2019. Motion passed 3-0 with de Freitas and Starr absent.**

### Resolution No. 2346

At 12:25 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2346 regarding unleaded gasoline and diesel fuel. Administrator Wilson explained that Petro SJ submitted the only bid for \$0.19 mark-up over cost. No discussion followed.

**Moved by Daniels, seconded by Hushebeck, to adopt Resolution No. 2346, awarding the annual supply of unleaded gasoline and diesel fuel. Motion passed 3-0 with Starr and de Freitas absent.**

Resolution No. 2347

At 12:28 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2347 regarding sewer manhole installation. Administrator Wilson explained the scope and location of sewer manholes. Discussion followed regarding stormwater issues.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2347, authorizing the Mayor to execute an agreement with Mike Carlson Enterprises for manhole installation. Motion passed 3-0 with Starr and de Freitas absent.**

Resolution No. 2348

At 12:30 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2348 regarding a Declaration of Emergency. Administrator Wilson explained that on December 28, 2017, Town staff discovered a large sink hole. The resulting investigation led to the discovery of extensive damage, including partial collapse, of approximately 675 linear feet of sewer main located on University Way, north of Tucker Avenue. The Mayor was consulted and Mike Carlson Enterprises was hired to prior to Council approval to begin repairs. Resolution No. 2348 ratifies the actions taken to prevent further damage. Public Works Director, Wayne Haefele, described the damage to the sewer line and resulting scope of work. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2348, authorizing the Mayor to execute a declaration of emergency for a damaged portion of sewer line on University Way. Motion passed 3-0 with Starr and de Freitas absent.**

Resolution No. 2349

At 12:43 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2349 regarding damaged sewer main on University Way. Administrator Wilson explained that the agreement with Mike Carlson Enterprises may require amendment because the agreement cost was based on time and materials estimates. No discussion followed.

**Moved by Monin, seconded by Daniels, to adopt Resolution No. 2349, ratifying an agreement with Mike Carlson Enterprises for replacement of damaged sewer line on University Way. Motion passed 3-0 with Starr and de Freitas absent.**

Resolution No. 2350

At 12:44 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2350 regarding the purchase of replacement sewer pump station equipment. Public Works Director, Wayne Haefele, recommended that the equipment for Little Creek Pump Station located in Hillview Terrace be replaced due to its age. Mr. Haefele explained that the pumps are due to fail. Discussion followed regarding the scope of work.

**Moved by Monin, seconded by Daniels, to adopt Resolution No. 2350, authorizing the Mayor to execute a contract for replacement of pumps at Little Creek Pump Station located in Hillview Terrace. Motion passed 3-0 with Starr and de Freitas absent.**

**ADMINISTRATOR'S REPORT**

At 1:00 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Marguerite Place – Public Works has been designing improvements to Marguerite Place from Spring Street to Park Street.
- WSF Lot C – Town Code Enforcement has contacted WSF about the derelict condition of Lot C.
- Waterline Replacement Project – Project closeout has begun and the project will be inspected by USDA in January.
- Spring Street Rain Garden – Town has sent soil samples to be analyzed.
- Linder Street Storm Drainage Project – Starr Surveying will be on-site.
- Homes for Islanders – HFI has paid \$250,000 in utility connection fees.

- International Flights – Flights to Victoria should begin in February. The Sidney sailing will end January 7, 2018.
- WSDOT – The March Point Round-About construction is scheduled to begin in July/August.
- FOG Program – Town is soliciting for proposals.
- America's Pledge – Council was asked if it wanted to sign on to America's Pledge.
- Preservation Trust – The Trust acquired land surrounding Trout Lake which will provide additional buffer for watershed.
- I/I Study – The study is on hold until the Sewer Plan Update is completed.
- Stormwater Vault – The State has included that its considering the Town's funding request.

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck to affirm the payment of Payroll Warrant Nos. 16952 through 18964 and Direct Deposit Run in the amount of \$289,793.81; and approve the payment of Claim Warrant Nos. 43756 through 43787 in the amount of \$57,330.45. Motion passed 3-0 with Starr and de Freitas 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 Ghatan adjourned the meeting at 1:50 p.m. The next regular meeting is scheduled for Thursday, January 4, 2018 at 5:30 p.m.

### **Thursday, January 4, 2018 – Council Chambers – Evening Session**

#### **CALL TO ORDER**

Mayor Ghatan 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, Tim Daniels; and Position No. 5, Barbara Starr.

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

Others Present: Mayor, Farhad Ghatan; Town Administrator, Duncan Wilson; Land Use Administrator, Michael Bertrand; and Clerk, Amy Taylor.

#### **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember de Freitas.

#### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

## **PUBLIC HEARING**

### **Rezone Application No. 70**

At 5:35 p.m., Mayor Ghatan opened the public hearing for consideration of Rezone Application No. 70, a request by Matthew and Maureen Marinkovich for a zoning designation change from Single Family Residential to Multi-Family Residential.

The subject property is identified as tax parcel numbers 351456037. The parcel is located at 740 Park Street. The parcel is approximately .38 acres in size. The San Juan County Assessor's Office describes this parcel as Prices Addn. to FH Replat Lot 37A Sec 14, T 35N, R 3W, records of San Juan County, Washington.

Mayor Ghatan asked if any Councilmember wished to excuse themselves from participating. The Council answered in the negative. The Council stated that no conflicts of interest exist. The Council stated that they could hear the application in a fair and objective manner. Councilmember Daniels stated that he served on the Town Planning Commission during hearings for consideration of Comprehensive Plan Amendments. No other communications were placed on the record.

Mayor Ghatan requested that the Land Use Administrator, Michael Bertrand, present the staff report. In addition to testimony received prior to the hearing (Staff report attachments 4-9), Mr. Bertrand entered the following exhibits into the record:

- Exhibit A – Comments from Applicant received January 4, 2018;
- Exhibit B – Comments from Nate and Elise Strachila received January 4, 2018; and
- Exhibit C – Proposed site plan from Applicant received January 4, 2018.

Staff evaluation was that:

- A. The requested rezone is consistent with the Comprehensive Plan of the Town of Friday Harbor.
- B. The requested rezone is consistent with the Residential classification of the subject property shown on the Amended 2002 Comprehensive Plan Land Use Map.
- C. The Town Council has the authority under Section 20.08.030(c) of the Friday Harbor Municipal Code to review and act on land use rezones.
- D. The parcels immediately surrounding the subject property are primarily Single-Family Residential and one Professional Services parcel. When this parcel was platted years ago, a private road access easement was granted by the parcel to the south that borders Park Street. Changing the zoning to Multi-Family will increase traffic on this access road. The subject parcel borders an unopened alley on the north side that intersects with Marguerite Place, which could be opened up by the applicant to allow access to the property from the west.
- E. The advantage to approving the application is that the community needs more housing units. However, this location has its challenges, including increased traffic through a Single-Family lot and having a daycare to the west and east of the subject parcel could pose conflicts.

Staff recommendation was that based on the above analysis, if the Friday Harbor Town Council approves Rezone Application No. 70 they shall direct staff to prepare Facts and Findings and Conclusions of Law.

Administrator Wilson reiterated that the Applicant needed to provide burden of proof that a rezone was justified.

Mayor Ghatan invited the Applicants to make a presentation.

Matthew Marinkovich explained that the purpose of the request was to add 1-2 small rental units on the parcel. Mr. Marinkovich read his comments that were submitted as Exhibit A.

Maureen Marinkovich assured the Council that if approved, the homes would not be premanufactured. Ms. Marinkovich assured the Council that the homes would be well maintained.

At 6:03 p.m., Mayor Ghatan opened the hearing to public testimony.

Walter MacGinitie, 355 Kilsburrow Road, Owner of 730 Park Street, testified in opposition of the rezone. Mr. MacGinitie stated concerns that if approved, there could be no prediction to the nature or use of dwelling units that someone might install at 740 Park Street. Mr. MacGinitie's comments were submitted as "Exhibit E".

Administrator Wilson asked Mr. MacGinitie to clarify select remarks.

Ruth MacGinitie, 355 Kilsburrow Road, Owner of 730 Park Street, testified in opposition of the rezone. Ms. MacGinitie stated concerns regarding privacy, excessive use of the driveway (easement across 730 Park Street for a single family dwelling) and safety. Ms. MacGinitie's comments were entered as "Exhibit F".

Mimi Wagner, Attorney, testified in opposition of the rezone on behalf of Walter and Ruth MacGinitie. Ms. Wagner summarized that no one is asking the applicant to prove in court that there is a housing shortage, but that the applicant needs to show that conditions have changed since the initial zoning in a way that justifies the rezone request. Ms. Wagner's comments were entered as "Exhibit D".

Mayor Ghatan asked if there was additional public testimony. Hearing none, Mayor Ghatan opened the testimony portion of the hearing to Council questions.

Administrator Wilson inquired how many trips on the easement would be allowable if rezoned. Mr. Bertrand answered 8-10 trips per dwelling.

Mayor Ghatan inquired about the width of the easement. Mr. Bertrand answered a minimum of 30 feet wide. Mr. Bertrand noted that access potentially available from the alley is too narrow to constitute legal access.

Mr. Marinkovich addressed concerns stated by Walter and Ruth MacGinitie. Mr. Marinkovich stated that the home was for sale at one point; the units would add equity to the property; and that they were willing to address any concerns.

Ms. Marinkovich stated that the neighborhood is comprised of many mixed uses and that "professional services" could have many of the same impacts as multi-family zoning.

At 6:29 p.m., Mayor Ghatan closed the public testimony portion of the hearing and opened it to questions of staff.

Councilmember Daniels asked about the zoning prior to purchase of 730 and 740 Park Street by the MacGinitie or Marinkovich. Administrator Wilson explained that a non-residential designation would have still resulted in a rezoning decision by the Town Council.

Councilmember Monin asked if access could be established through the alley. Mr. Bertrand explained that legal access from Park Street would need to remain because the alley as currently platted would not be wide enough.

Councilmember Hushebeck commented on the unimproved and unopened alley.

Councilmember Starr requested that staff expand on its definition of "burden of proof". Administrator Wilson cited recent case law.

Councilmember Hushebeck asked about the conditions of the driveway easement through 730 Park Street. Mr. Bertrand stated the easement is perpetual and was platted when the parcels were divided.

At 6:40 p.m., Mayor Ghatan reopened the public testimony portion of the hearing.

Mr. MacGinitie testified that he was assured by Town staff prior to purchasing the lot that 730 and 740 Park Street were zoned single family residential; and to the best of his understanding, the parcels would remain single family residential.

At 6:42 p.m., Mayor Ghatan asked if there was additional testimony from the staff, applicants or audience. Hearing none, the testimony portion of the hearing was closed. Mayor Ghatan opened the hearing to Council deliberations. Councilmembers took turns stating their opinions.

Councilmember Starr stated concerns regarding traffic and safety. Ms. Starr stated that 1) 24-30 vehicle trips per day cannot be mitigated; 2) Daycares in the vicinity pose safety concerns; 3) Multi-family residential zoning will upset the existing single-family zoning; and 4) No changes in circumstances have occurred to warrant a change in zoning. Councilmember Starr stated that the application did not meet the standard for approval. Councilmember Starr stated that she was not inclined to approve the rezone application.

Councilmember Monin stated that he was in agreement with Councilmember Starr's reasons for denial. Councilmember Monin added that he did not want to create a precedence that would allow "islands of multi-family zoning" (non-contiguous zoning). Councilmember Monin stated that he was not inclined to approve the rezone application.

Councilmember Hushebeck commented that if approved, the rezone would create an unusual placement of multi-family zoning and potential for increased traffic. Councilmember Hushebeck stated that he could not support the application as presented for the variety of reasons previously stated and his own safety concerns.

Councilmember Daniels stated that the best use appears to be related to professional services, based on the existing designation provided in the Town Comprehensive Plan and zoning currently surrounding the parcel. Councilmember Daniels stated that he was not inclined to approve the rezone application.

**Moved by Monin, seconded by Star, to deny Rezone Application No. 70, a request for a zoning designation change from Single Family Residential to Multi-family Residential; and directed staff to prepare Findings of Fact, Conclusions of Law and Decision. Motion passed 4-0 with de Freitas absent.**

At 6:52 p.m., Mayor Ghatan closed the public hearing.

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

##### Committee Liaison Assignments

At 6:53 p.m., Mayor Ghatan introduced discussion of Council liaison assignments for year 2018. The Council discussed which local boards, committees and councils they would represent. No action was taken. [Clerk's Note: Clerk Taylor will contact the respective boards by letter.]

#### **APPROVAL OF MINUTES**

Moved by Starr, seconded by Hushebeck, to approve the minutes of **December 7, 2017 and December 21, 2017 as submitted.** Motion passed 3-0 with Daniels abstained.

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

Administrator Wilson noted that he will be unavailable from January 29, 2018 through February 8, 2018.

#### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 7:12 p.m. The next regular meeting is scheduled for Thursday, January 18, 2018 at 12:00 p.m.

**[Clerk's Note: The regular meeting of January 18, 2018 at 12:00 p.m. was cancelled due to lack of a quorum.]**

**Thursday, February 1, 2018 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan 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. 5, Barbara Starr.

Position No. 3, Anna Maria de Freitas; and Position No. 4, Tim Daniels; were absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; and Clerk, Amy Taylor.

**EXCUSED ABSENCE**

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

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**PUBLIC HEARING**

Public Hearing – Vacation Application No. 24

At 12:01 p.m., Mayor Ghatan opened the public hearing to consider Vacation Application No. 24, a petition by the Port of Friday Harbor to vacate a portion of the Front Street right-of-way.

Mayor Ghatan asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. The hearing was legislative in nature.

Mayor Ghatan asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand explained that the subject property is a portion of right-of-way that lays north westerly of Spring Street. The portion is approximately 681 square feet in size. The subject property has been the subject of long term lease for over 25 years. Overall it would not be considered desirable for roadway.

Mr. Bertrand explained that pursuant to RCW 35.79.030, staff recommendation is that Vacation Application No. 24 be approved based on the following:

- If granted, the vacation should be conditioned that the applicant grant Town a utility easement for future construction, repair and maintenance of public utilities; and
- If granted, the applicant should compensate the Town for 100% of the appraised value; and
- If granted, the applicant shall apply for a boundary line adjustment with the Town to show the new lot lines and legal descriptions of all affected parcels.

Todd Nicholson, Port Director, explained the basis of the request. Mr. Nicholson explained that a portion of the Williamson Building and FH Yacht Club stairs are located in the leased area.

Mayor Ghatan opened the hearing to questions.

At 12:04 p.m., Mayor Ghatan opened the public hearing to audience comments. Hearing none, Mayor Ghatan closed the public input portion of the hearing, reserving the right to reopen if needed, and opened Council deliberations.

Councilmembers did not express views of the application. Mayor Ghatan closed the public hearing.

**Moved by Starr, by seconded Hushebeck, to approve Vacation Application No. 24, a request to vacate a portion of Front Street right-of-way, subject to the conditions contained in the Staff Report. Motion passed 3-0 with de Freitas and Daniels absent.**

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

##### San Juan County Update

At 12:06 p.m., SJC Councilmember Bill Watson provided the Council with an update on topics of mutual concern. Topics included: Affordable Housing Fair, Ag Summit and March Point round-about (Anacortes HR 20) construction. No action was taken.

##### Planning Commission

At 12:10 p.m., Mayor Ghatan requested that the Council affirm the appointment of Charles Dalldorf to the Town Planning Commission. Mr. Dalldorf introduced himself to the Council.

**Council consensus to approve the appointment of Charles Dalldorf to the Town Planning Commission.**

##### Warbass Way Sculpture

At 12:12 p.m., Mayor Ghatan introduced discussion regarding the Ed Warbass Bench Sculpture. Diane Martindale, FHAC member, provided an update regarding the project. The FHAC is requesting that the Council consider committing \$15,000 from the first 2% Hotel Motel funds and \$15,000 from the Arts Commission funds to create a \$30,000 matching contribution. The remainder of the funding would be from public contributions. Discussion followed regarding the caricature of the sculpture and its placement at the Sunshine Alley entrance.

**Moved by Monin, seconded by Hushebeck, to approve \$15,000 from the first 2% Hotel Motel funds and \$15,000 from the Arts Commission funds (as a matching grant of \$30,000) for the Ed Warbass Sculpture. Motion passed 3-0 with de Freitas and Daniels absent.**

##### Wellness Program

At 12:23 p.m., Julie Greene, Wellness Coordinator, provided the Council with a summary of wellness program activities for year 2017. Discussion followed regarding wellness grants. The Mayor & Council thanked Ms. Greene. No action was taken.

##### FFCOL – Rezone Application No. 70

At 12:35 p.m., Mayor Ghatan introduced discussion regarding Findings of Fact, Conclusions of Law & Decision for Rezone Application No. 70. The Council denied said application at the Public Hearing on January 4, 2018. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt the Findings of Fact, Conclusions of Law & Decision for Rezone Application No. 70. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2351

At 12:36 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2351 regarding a bill of sale. Town is accepting the bill of sale for sanitary sewer located at 794 Larsen Street. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2351, accepting the bill of sale from Howard Crowell for improvements to the Town's sewer system. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2352

At 12:38 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2352 regarding Water Zone 327 Improvements. Amendment No. 1 to the consultant agreement with Wilson Engineering authorizes the consultant to design the improvements. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2352, authorizing the Mayor to execute Amendment No. 1 to the consultant agreement with Wilson Engineering, LLC for design of improvements to Water Zone 327. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2353

At 12:46 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2353 regarding groundwater monitoring at the FH Landfill. SCS Engineers has provided Work Order No. 15 to provide annual monitoring and prepare the 2019 Financial Assurance Plan updates. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2353, authorizing the Mayor to execute an agreement with SCS Engineers for 2018 groundwater monitoring program services at the Friday Harbor Landfill. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2354

At 12:48 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2354 regarding the Argyle Avenue Sidewalk Improvement Project. Town was awarded a grant from SJC for construction of the improvements. Discussion followed regarding the scope of the project.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2354, authorizing the Mayor to execute a grant agreement with San Juan County for Public Facilities Financing Assistance Program funds for the Argyle Avenue Sidewalk Improvement Project. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2355

At 12:52 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2355 regarding the Fats, Oils & Grease Program. IW Consultant provided the successful statement of qualifications for the project. Discussion followed regarding the scope of the project.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2355, authorizing the Mayor to execute a contract with the engineering firm of IW Consulting Services, Inc. for development of a Fats, Oils and Grease (FOG) Abatement Program. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2356

At 12:54 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2356 regarding purchase of granulated activated carbon for the Water Treatment Plant. The vendor has indicated a 5% price increase for the purchase of carbon due to raw material and freight costs. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2356, authorizing the Mayor to execute Amendment No. 1 to the purchase agreement with Calgon Carbon Corporation to provide carbon for the Granular Activated Carbon (GAC) Filtration System at the Water Treatment Plant. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution Nos. 2357 through 2359

At 12:58 p.m., Mayor Ghatan introduced discussion of draft Resolution Nos. 2356 through 2359 regarding consultant firms for A&E services. Public Works has reviewed statements of qualifications from engineering firms and has recommended that Gray and Osborne, Wilson Engineering and Brown & Caldwell be selected for years 2018-2019 to perform on-call services.

**Moved by Monin, seconded by Starr, to adopt Resolution Nos. 2357 through 2359 regarding on-call engineering services. Motion passed 3-0 with de Freitas and Daniels absent.**

Resolution No. 2360

At 1:10 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2360 regarding Mayor Pro-tem. Mayor Ghatan explained that he would be unavailable for a portion of February.

**Moved by Monin, seconded by Starr to adopt Resolution No. 2360, selecting Steve Hushebeck to serve as Mayor Pro-tem for the month of February 2018. Motion passed 3-0 with de Freitas and Daniels absent.**

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 16965 through 16974 and Direct Deposit Run dated January 31, 2018 in the amount of \$302,009.59; approve the payment of Pre-Write Warrant Nos. 43785 through 43819 in the amount of \$158,470.18 and Pre-Write Warrant Nos. 43820 through 43836 in the amount of \$180,958.42; and approve the payment of Claim Warrant Nos. 43837 through 43888 in the amount of \$217,306.59. Motion passed 3-0 with de Freitas and Daniels absent.

**APPROVAL OF MINUTES**

Moved by Starr, seconded by Hushebeck, to approve the minutes of **January 4, 2017 as submitted**. Motion passed 3-0 with de Freitas and Daniels absent.

**FUTURE AND NON-AGENDA ITEMS**

Mayor Ghatan announced that he would be attending conferences in Olympia, WA.

Mayor Ghatan announced that Town received grant funding for the Stormwater Vault Project.

Mayor Ghatan requested that the Council continue the discussion regarding affordable housing solutions.

Clerk Taylor noted the memo distributed to the Council regarding Franck Street improvements.

Councilmember Monin provided a Board of Health update.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:50 p.m. The next regular meeting is scheduled for Thursday, February 15, 2018 at 12:00 p.m.

**Thursday, February 15, 2018 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan 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, Tim Daniels and Position No. 5, Barbara Starr.

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

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

Gayle Schnee, local business owner, on behalf of the SJI Chamber of Commerce, thanked Sheriff Krebs for working to stop the recent break-ins to businesses.

Glenn Story, 333 Holi Place, stated that he has been in contact with the Sheriff's Department several times during efforts his efforts to "clean up the Compound". Mr. Story questioned why "these individuals" are being allowed to continue the same behaviors.

Dianne Kinnaman-Hollis, SJI resident, stated that she was equally concerned about the issue.

**ACTION AND DISCUSSION ITEMS**

HPRB Appointment

At 12:02 pm, Mayor Ghatan requested that the Council affirm his appointment of Carol Strum to the Historic Preservation Review Board.

**Moved by Monin, seconded by Starr, to appoint Carol Strum to the vacant position on the Historic Preservation Review Board. Motion passed unanimously.**

SJC Sheriff's Update

At 12:03 p.m., Sheriff Ronald Krebs provided an update on issues of mutual concern. Topics included the recent series of break-ins, new staffing, moving violations and congestion from ferry traffic. Mayor Ghatan and the Council thanked Sheriff Krebs. No action was taken.

SJC Council Update

At 12:11 p.m., SJC Councilmember Bill Watson provided an update on issues of mutual concern. Topics included Turn Point Road HEX decision, affordable housing, public hearing schedule, vacation rental ordinance and proposed REET for affordable housing. Mayor Ghatan and the Council thanked Councilmember Watson. No action was taken.

FH Arts Commission Update

At 12:21 p.m., Mayor Ghatan introduced Julie Greene, FH Arts Commission Coordinator, to provide an annual update. Ms. Greene reviewed general business and projects that have been completed, in-progress and proposed for year 2018. Mayor Ghatan and the Council thanked Ms. Greene. No action was taken.

### Affordable Housing Solutions

At 12:26 p.m., Mayor Ghatan introduced discussion regarding affordable housing solutions. Mayor Ghatan expressed his desire for Town to continue discussing and attempt to create innovative solutions. Discussion followed about affordable housing needs in general. **Council consensus to schedule work sessions on future agendas.**

### Resolution No. 2361

At 1:32 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2361 regarding the effluent filter project at the Wastewater Treatment Plant. Public Works Director, Wayne Haefele, explained that Change Order No. 1 has no monetary value. The purpose of Change Order No. 1 is to document alterations made to the design of the project. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2361, authorizing the Mayor to execute Change Order No. 1 to the agreement with Wilson Engineering for the WWTP Effluent Filter Project. Motion passed unanimously.**

### Resolution No. 2362

At 1:35 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2362 regarding the Town Water Transmission Line Replacement Project, Phase 2. Public Works Director, Wayne Haefele, explained that the project is completed and reconciled. The project engineer recommends acceptance. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2362, accepting the Water Transmission Line Replacement Project, Phase 2. Motion passed unanimously.**

### Ordinance No. 1639

At 1:37 p.m., Mayor Ghatan introduced discussion of draft Ordinance No 1639, authorizing the vacation of a portion of Front Street. Administrator Wilson explained that the ordinance lists conditions that must be satisfied before the Town vacates the portion of right-of-way leased to the Port of Friday Harbor. No discussion followed.

**Moved by Daniels, seconded by Monin, to adopt Ordinance No. 1639, authorizing the vacation of a portion of Front Street. Motion passed unanimously.**

## **ADMINISTRATOR'S REPORT**

At 1:39 p.m., Administrator Wilson presented the Town Council with an update of the following:

- AE Services – The resolutions adopted on February 1, 2018 to select AE services are to satisfy SAO recommendations.
- Plastic Straw Ban – Local activists are trying to get restaurants to voluntarily reduce the use of plastic straws.
- Law Enforcement Agreement – Town continues to negotiate service costs with the County.
- Rose Street Crosswalk – The crosswalk design is almost complete.
- Grover Street Crosswalk – Flashing crosswalk lights have been installed.
- Spring Street Elm Lighting -The Vendor reports that the lights are still in good shape. They will require maintenance this year to provide slack around the trunk and branches.
- Tucker Avenue Reconstruction, Phase 2 – The project is scheduled to begin February 26, 2017.
- SJI Rotary Club – The Rotary was updated on upcoming projects.
- WSDOT -The WSDOT provided an update regarding the March Point (SR20) round-about.
- Franck Street – Sewer system maintenance continues.
- Medical Insurance – The Council was asked if they still have interest in enrolling in Town medical benefits.
- WWTP Effluent Filter Project – The filter will be delivered February 16<sup>th</sup>.

- Street Closure – A street closure is planned for the portion of Second Street near FH Drug Store to install signage.
- Town Hall – The foundation continues to leak at the base of the stairs. Contractors are inspecting for solutions.
- Video Monitoring – Council was asked to consider CCTV monitoring of the Sunshine Alley and its Breezeway. Staff will present policy information during a future agenda.

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to approve the payment of Claim Warrant Nos. 43889 through 43944 in the amount of \$151,934.12; and affirm the issuance of Checks written by the Treasurer Nos. 9747 through 9751 in the amount of \$11,097.75. Motion passed unanimously.

#### **APPROVAL OF MINUTES**

Moved by Starr, seconded by Monin, to approve the minutes of **February 1, 2018 as submitted**. Motion passed unanimously.

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

The Mayor and Council listed items to include on future agendas.

Councilmember Monin thanked the Water Department for helping District 3 with fire hydrants.

#### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:55 p.m. The next regular meeting is scheduled for Thursday, March 1, 2018 at 12:00 p.m.

### **Thursday, March 1, 2018 – Council Chambers – Afternoon Session**

#### **CALL TO ORDER**

Mayor Ghatan 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, Tim Daniels.

Position No. 5, Barbara Starr, was absent.

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

#### **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Starr.

#### **FLAG SALUTE**

Mayor Ghatan 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 Ghatan introduced Becki Day, Chamber of Commerce Director, to provide an annual report. Ms. Day reported on quarterly luncheons and awards, events, attendance, staffing and success of the new location. Discussion followed regarding lodging tax distributions and volunteers. Mayor Ghatan and the Council thanked Ms. Day. No action was taken.

### Historic Preservation Review Board

At 12:10 p.m., Sandy Strehlou, Historic Preservation Coordinator, reported on the following:

- HPRB recruitment;
- Current design reviews;
- Projects proposed for the Breezeway;
- HP Technical Manual updates;
- Representing the Town on the SJC Fairgrounds Master Plan Update; and
- History Lives Here Month.

**Council consensus to have future work sessions regarding the proposed grant program.** Mayor Ghatan and the Council thanked Ms. Strehlou. No action was taken.

### Street Trees

At 12:38, Mayor Ghatan introduced discussion of the removal of certain street trees. Administrator Wilson explained that a total of five problem street trees will be removed from Second and Court Streets and First and Court Streets. Sarena Schumacher, Parks Department, suggested replacement tree species and described their foliage and growth habits. Discussion followed regarding the quality and appearance of the replacement trees.

**Council consensus that all of the suggested trees are acceptable.** Administrator Wilson and Ms. Schumacher will work together to purchase appropriate replacements.

### Mayor's Exchange

At 12:49 p.m., Mayor Ghatan provided an update on the recent AWC Mayor's Exchange. Mayor Ghatan described successes that other municipalities are having with mutual issues. No action was taken.

### Marguerite Place Reconstruction Project, Phase 2

At 1:02 p.m., Mayor Ghatan introduced discussion of the Marguerite Place Reconstruction Project, Phase 2. Administrator Wilson explained that funding has not been secured for the overall project. The purpose of discussion was to select a route for sidewalks so that Public Works could begin conceptual designs and seek easements and grant funding. Pedro Mena, EIT, described two grant programs through the State for pedestrian safety improvements. Mr. Mena described two conceptual designs for sidewalk improvements along the Church's ballfields. **Council consensus to design Alternative B and seek grant funding.**

### Law Enforcement Agreement

At 1:24 p.m., Mayor Ghatan introduced discussion of the law enforcement agreement for year 2018. Administrator Wilson explained that the Town and County are negotiating several aspects of the agreement. Overall, Town may receive a 10% increase for the upcoming biennium. Discussion followed regarding the scope of services for 3FTE deputies. No action was taken.

### Video Surveillance Policy

At 1:34 p.m., Mayor Ghatan introduced discussion of a video surveillance policy for certain public places. Administrator Wilson distributed a first draft of the policy and explained that its purpose is to establish guidelines if the Town were to identify areas for video monitoring. The draft addresses who and when the video may be viewed. This policy is in response to recent burglaries in the downtown core and ongoing undesirable behavior in certain public areas. An example would be the vandalism in the Breezeway. No discussion followed. No action was taken.

## **ADMINISTRATOR'S REPORT**

At 1:40 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 72 Hour Parking – The WWTP is requesting that the 72-hour parking abutting the plant be designated as 8-hour parking. Staff is evaluating the request. No action was requested.
- WWTP Effluent Filter – The filter was received and installed. The underground piping is being modified for height. The project completion date is anticipated in March.
- University Way Sewer – The emergency repairs to the sewer main on University Way is complete. The project should be accepted later in March.
- FH Landfill – SCS Engineering will research the process to close the FH Landfill. Survey monuments will be set later in Spring for monitoring in support of a request to DOE to begin the closure process.
- Sunshine Alley Restrooms - Architect interviews for the remodel project are scheduled for March 14<sup>th</sup>.
- Office Lease – A lease renewal was presented to DEM for use of the 165 West Street office.
- Quasi-judicial hearings – The Council was asked not to engage in the current Facebook conversation regarding a potential rezone of a property on Spring Street. The Town has advertised and is accepting comment. The subject property may become the subject of a quasi-judicial hearing before the Council.
- Automated water meters – Town is researching a “wireless/cellular” system for water meter reading. Eastsound Water District provided a presentation on their system.
- First Street Sidewalk – The sidewalk near the Grange to Whale Museum is in need of repair to level out the sidewalk and improve ADA access.
- Spring Street School Tree – Town has not forgotten about sidewalk repairs at Spring Street School.
- Hotel Motel funding – Town anticipates a formal request for 1<sup>st</sup> 2% hotel motel tax funding.
- Executive Session – An announcement was made regarding the executive session scheduled at the end of the meeting.
- Plastic Straws – Activists are trying to get voluntary compliance from restaurants to stop using plastic straws.
- Affordable Housing Memo – A memo from February 2017 was distributed regarding affordable housing incentives.

## **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16975 through 16986 and Direct Deposit Run dated February 28, 2018 in the amount of \$274,752.52; and approve the payment of Claim Warrant Nos. 43945 through 43971 in the amount of \$334,506.91. Motion passed 4-0 with Starr absent.

## **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin to approve the minutes of **February 15, 2017 as submitted**. Motion passed 4-0 with Starr absent.

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

Mayor Ghatan asked that the Town Council help recruit for upcoming vacancy on the Historic Preservation Review Board.

## **CITIZEN RESPONSE**

No citizen response was forthcoming.

## **EXECUTIVE SESSION**

At 2:05 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding personnel in accordance with the provisions of RCW 42.30.110(1)(f); which was estimated to last 10 minutes. Participants: Town Council, Mayor Ghatan and Administrator Wilson. The session ended at 2:20 p.m. for an actual session time of 15 minutes. The public was properly informed of the time extension. No action was taken following executive session.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:20 p.m. The next regular meeting is scheduled for Thursday, March 15, 2018 at 12:00 p.m.

**Thursday, March 15, 2018 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan 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, Tim Daniels and Position No. 5, Barbara Starr.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; and Town Administrator, Duncan Wilson. Clerk, Amy Taylor was absent.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

SJC Update

At 12:03 p.m., SJC Councilman Bill Watson provided an update on issues of mutual concern. No action was taken.

Public Works Update

At 12:12 p.m., Public Works Director, Wayne Haefele, provided an update on current and upcoming projects. No action was taken.

Resolution No. 2364

At 12:55 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2364 regarding Franck Street Sewer Improvements. Town directed the Contractor to perform repairs to a portion of the alignment as an addendum to the project. Change Order No. 1 is in the amount of \$83,514.16. Discussion followed regarding the patching of pavement.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2364, authorizing the Mayor to execute Change Order No. 1 to the agreement with Mike Carlson Enterprises, Inc. for installation of manholes on Franck Street. Motion passed unanimously.**

Resolution No. 2365

At 1:05 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2365 accepting a quit claim deed. Administrator Wilson explained that right of way was dedicated by Art Timmons for the Web Street Improvement Project. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2365, accepting a Quit Claim Deed from Churchill Beacon, LLC for public right-of-way. Motion passed unanimously.**

### Joint Meeting

At 1:09 p.m., Mayor Ghatan introduced discussion regarding a joint meeting with the SJC Council. Discussion followed regarding possible dates. **Council consensus to meet Tuesday, July 17, 2018 at 1:00, if available.**

### Sick Leave Policies

At 1:13 p.m., Mayor Ghatan introduced discussion of polices regarding sick leave. Administrator Wilson explained that State law is mandating new sick leave policies. Discussion followed regarding current practices. No action was taken.

### Appearance of Fairness Doctrine

At 1:18 p.m., Mayor Ghatan introduced discussion of the Appearance of Fairness Doctrine and quasi-judicial hearings. Administrator Wilson discussed the doctrine and what would be appropriate conduct and actions by the Council. Discussion followed regarding potential conflicts of interest. No action was taken.

## **ADMINISTRATOR'S REPORT**

At 1:37 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Department of Revenue – Treasurer Wilson requested a pre-write to pay excise taxes in the amount of \$20,000 to \$25,000. Council consensus to approve the pre-write.
- Employee Evaluations – Council discussed the procedure for annual staff evaluations.
- FOG Program – Town met with the Consultant to discuss beginning steps for the program.
- Spring Street Round About – **Moved by Monin, seconded by Hushebeck, to award the bid to Kamps Painting for installation of the mini-painted roundabout. Motion passed unanimously.**
- Trout Lake Dam Seismic Study – **Moved by Monin, seconded by de Freitas, to approve the expenditure of \$8,000 to AE Coms, to perform a seismic study at the Trout Lake Dam. Motion passed unanimously.**
- Sunshine Alley Restrooms – HKP Architects is recommended for design of the Sunshine Alley Restroom remodel.
- Water Transmission Line – The project is complete and Town is working with KeyBank and USDA to close the loan.
- Street Sweeper – The Street Department will be purchasing a new street sweeper.
- 6 Year TIP – A public hearing is scheduled on April 5<sup>th</sup> to amend the plan to include Marguerite Street Improvements.

### **PAYMENT OF CLAIMS**

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

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **March 1, 2018 as submitted**. Motion passed unanimously.

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

Mayor Ghatan reported on the ribbon cutting ceremony at the General Store.

Councilmember Starr suggested having a proclamation in honor of Joyce Sobel, who recently passed away.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:02 p.m. The next regular meeting is scheduled for Thursday, March 15, 2018 at 5:30 p.m.

<b>Thursday, March 15, 2018 – Council Chambers – Evening Session</b>
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**CALL TO ORDER**

Mayor Ghatan 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, Tim Daniels and Position No. 5, Barbara Starr.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; and Town Administrator, Duncan Wilson. Clerk, Amy Taylor was absent.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**PUBLIC HEARING(S)**SSDP No. 102 and SEPA Checklist No. 302

At 5:35 p.m., Mayor Ghatan opened the public hearing for consideration of SSDP No. 102, a request by Carl Pirscher to construct a three-story, twenty-nine unit hotel with 30 stall parking garage.

The subject property is identified as tax parcel nos. 351150001 and 351150003, respectively located at 196 and 240 First Street North, Friday Harbor, San Juan Island, WA. The subject property is located within the shoreline as defined by the Shoreline Master Program of the Town of Friday Harbor. According to the San Juan County Assessor's Office:

- 196 First Street North is described in short as GOULD'S ACRE ADDN TO FH TL 1 OF LT1 SEC 11, T 35N, R 3W
- 240 First Street North is described in short as GOULD'S ACRE ADDN TO FH TL 1 OF TR 2 SEC 11, T 35N, R 3W

Mayor Ghatan asked if any Councilmember wished to excuse themselves from participating. The Council answered in the negative. The Council stated that no conflicts of interest exist. The Council stated that they could hear the application in a fair and objective manner. Councilmember Monin placed communication with the public on the record.

Land Use Administrator, Mike Bertrand, entered Exhibit A and B into the record and presented the staff report.

Staff evaluation is that Substantial Shoreline Management Permit Application No. 102, with suggested conditions, will meet the requirements for granting said permit as regulated by Chapters 17.68 and 19.04 of the FHMC.

Carl Pirscher, Applicant, made a presentation to the Council. Mr. Pirscher reviewed the proposed design of the hotel and its placement on the parcel.

At 5:55 p.m., Mayor Ghatan opened the public hearing to Council questions.

Administrator Wilson commented that the Historic Preservation Review Board should have an opportunity to review the proposal before the Council considers approval.

Councilmember Monin inquired about view corridor area.

Councilmember Monin inquired about driveway and pedestrian access.

Councilmember Starr inquired about pedestrian access.

Councilmember Hushebeck inquired about the business plan for the hotel.

Councilmember Starr inquired about the number of parking stalls.

At 6:15 p.m., Mayor Ghatan opened the hearing to public testimony.

Steve Porten, 966 Grange Representative, stated concerns about the height, view corridors and potential loss of parking.

Janet Thomas, 320 Linder Street, testified against the proposal. Ms. Thomas stated concerns regarding the preservation of the land.

Steve Ulvi, 136 Baker Vista Trail, testified against the proposal. Mr. Ulvi stated concerns regarding loss of parking and community values.

Jim Norman, 670 Argyle Avenue, stated concerns about height of the structure.

Barbara Merritt, 103 Hillview Lane / SJI Visitors Bureau representative, stated concerns regarding the shortage of affordable housing and displacement of seasonal workers.

Mike Ahrenius, 19 Best Place, requested that the Town have perform thorough diligence in evaluating the project before making a decision.

Don MacKay, 485 Marble Street, requested that the proposal meet all requirements before it receives approval.

Heather Nicholson, 7997 Roche Harbor Road, testified against the proposal. Ms. Nicholson stated that the design doesn't fit with the community.

Theresa Wohman, 131 Kiehl Road, testified against the proposal. Ms. Wohman stated concerns regarding lack of employee housing.

George Mulligan, 288 First Street, commented that the site deserved thoughtful consideration and requested that the proposal meet all requirements if approved.

Land Use Administrator Bertrand responded to questions regarding the height of the building and removal of parking stalls.

Administrator Wilson cautioned the Council to base their decision on the merits of the application and evaluation criteria. Administrator Wilson suggested that the hearing be continued until after the Historic Pres

Land Use Administrator Bertrand responded to questions regarding ADA access.

The Council held discussion with staff regarding the evaluation criteria.

At 6:55 p.m., Mayor Ghatan closed the public testimony portion of the hearing and opened to deliberations. Councilmembers took turns stating their opinions.

At 7:07 p.m., Mayor Ghatan closed the public hearing.

**Moved by Hushebeck, seconded by de Freitas, to continue the public hearing for SSDP No. 102 and SEPA Checklist No. 302 to a date to be determined in the future after additional information is available. Motion passed 4-1 with de Freitas opposed.**

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

No future agenda items were forthcoming.

#### **CITIZEN RESPONSE**

Heather Nicholson, 7997 Roche Harbor Road, commented on the sale of the Land Bank property located on Argyle Avenue.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 7:17 p.m. The next regular meeting is scheduled for Thursday, April 5, 2018 at 12:00 p.m.

### **Thursday, March 26, 2018 – Council Chambers – Afternoon Session**

#### **CALL TO ORDER**

Mayor Ghatan 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, Tim Daniels.

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

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

#### **EXCUSED ABSENCE**

No excused absences were required for the special meeting.

#### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

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

##### Ordinance No. 1640

At 12:01 p.m., Mayor Ghatan introduced discussion of draft Ordinance No 1640 regarding the anticipation bond for the Water Transmission Line Replacement Project. Administrator Wilson explained that the Project is completed and the Town is in the process of finalizing the bond sale with USDA, pending legal review by USDA. However, that is not expected to be completed prior to March 31, 2018, and it is necessary to extend the Note, pending issuance of the Bond. Discussion followed regarding interest rates and terms of the loan.

Moved by Daniels, seconded by Hushebeck, to adopt Ordinance No. 1640, amending Ordinance No. 1594 to authorize the extension of the bond anticipation note issued pursuant to that ordinance. Motion passed 3-0 with de Freitas and Starr absent.

#### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 12:12 p.m. The next regular meeting is scheduled for Thursday, April 5, 2018 at 12:00 p.m.

**Thursday, April 5, 2018 – Council Chambers – Afternoon Session**

#### **CALL TO ORDER**

Mayor Ghatan called the regular session of the Town Council to order at 12:00/5:30 p.m.

#### **ROLL CALL**

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

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

#### **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Hushebeck.

#### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

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

##### Proclamation – Arbor Day

At 12:01 p.m., Mayor Ghatan proclaimed April 5<sup>th</sup> Arbor Day in the Town of Friday Harbor.

##### Tree City USA

At 12:05 p.m., Mayor Ghatan accepted the 2018 Tree City USA designation from the Arbor Day Foundation. Ben Thompson, DNR representative, spoke about the program.

##### Employee Award

At 12:09 p.m., Mayor Ghatan presented Sarena Schumacher with an employee award for her 5<sup>th</sup> year of service to the Town.

##### Six Year Transportation Improvement Plan

At 12:11 p.m., Mayor Ghatan opened the public hearing regarding amendment to the Town Six Year Transportation Improvement Plan for years 2018 through 2023. Administrator Wilson explained that the purpose of the hearing was to add improvements to Marguerite Place for the purpose of seeking grant funding.

No discussion followed from the Council.

At 12:12 p.m., Mayor Ghatan opened the public testimony portion of the hearing. Hearing no comment from the audience or Council, Mayor Ghatan closed the public hearing.

Resolution No. 2366

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2366, amending the Six Year Transportation Improvement Plan for years 2018 through 2023. Motion passed 4-0 with Hushebeck absent.**

Economic Development Council

At 12:14 p.m., Mayor Ghatan introduced Victoria Compton, EDC Director, updated the Council on local employment statistics, trades program, 2018 goals and initiatives. Discussion followed regarding the upcoming trades courses. The Council thanked Ms. Compton.

SJC Update

At 12:30 p.m., SJC Councilmember Bill Watson and County Administrator Mike Thomas updated the Council on issues of mutual concern.

Street Maintenance

At 12:45 p.m., Mayor Ghatan introduced discussion to regarding pavement sealing for cracks developing on Guard Street, Spring Street and Marguerite Place. Pedro Mena, Town EIT, described the areas, process and presented a cost proposal. Discussion followed. Council consensus to develop a scope of work for consideration.

Resolution No. 2367

At 12:48 pm, Mayor Ghatan introduced discussion of Resolution No. 2367 regarding the University Road Emergency Sewer Replacement Project. Administrator Wilson explained that the resolution reconciles charges for the project. No discussion followed.

**Moved and seconded to adopt Resolution No. 2367, authorizing the Mayor to execute Change Order No. 1 to the agreement with Mike Carlson Enterprises, Inc. for the University Road Emergency Sewer Replacement Project. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2368

At 12:50 p.m., Mayor Ghatan introduced discussion of Resolution No. 2368 regarding University Road Emergency Sewer Replacement Project. Administrator Wilson explained that the project is complete. No discussion followed.

**Moved and seconded to adopt Resolution No. 2368, accepting the University Road Emergency Sewer Replacement Project. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2369

At 12:52 p.m., Mayor Ghatan introduced discussion of Resolution No. 2369 regarding Franck Street Sewer Manhole Project. Administrator Wilson explained that the project is complete. No discussion followed.

**Moved and seconded to adopt Resolution No. 2369, accepting the Franck Street Sewer Manhole Project. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2370

At 12:59 p.m., Mayor Ghatan introduced discussion of Resolution No. 2370 regarding financing for improvements to the Wastewater Treatment Plant. Administrator Wilson explained that the USDA has offered preliminary loan status for design, purchase and installation of a tertiary filter and design and reconstruction of

the headworks at the WWTP. The loan resolution establishes conditions for the financing. No discussion followed.

**Moved and seconded to adopt Resolution No. 2370, authorizing the Mayor to execute a “loan resolution” with the USDA for preliminary loan status. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2371

At 1:10 p.m., Mayor Ghatan introduced discussion of Resolution No. 2371 regarding the painted roundabout. Administrator Wilson explained that Kamps Painting was selected for installation. No discussion followed.

**Moved and seconded to adopt Resolution No. 2371, authorizing the Mayor to execute a contract with Kamps Painting Company, Inc. for installation of a mini painted roundabout located at the Spring Street and Argyle Avenue intersection. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2372

At 1:15 p.m., Mayor Ghatan introduced discussion of Resolution No. 2372 regarding a policy for use of public works equipment. The policy establishes rental rates and allowable uses. No discussion followed.

**Moved and seconded to adopt Resolution No. 2372 adopting a usage policy and rental rates for Town public works equipment. Motion passed 4-0 with Hushebeck absent.**

## **ADMINISTRATOR'S REPORT**

### **PAYMENT OF CLAIMS**

Moved and seconded to approve the payment of Claim Warrants. Motion passed 4-0 with Hushebeck absent.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:00 p.m. The next regular meeting is scheduled for Thursday, April 5, 2018 at 5:30 p.m.

**Thursday, April 5, 2018 – Council Chambers – Evening Session**

### **CALL TO ORDER**

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

### **ROLL CALL**

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

Others Present: Mayor, Farhad Ghatan; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor. Treasurer Kelle' Wilson was absent.

### **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Hushebeck. Councilmember Daniels was excused at the conclusion of the public hearing.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**PUBLIC HEARING**Rezone Application No. 71

At 5:35 p.m., Mayor Ghatan opened the public hearing for consideration of Rezone Application No. 71, a request by Friday Harbor Medical Investors, LLC to rezone from Professional Service to Commercial.

The subject property is identified as Tax Parcel Number 351491511 and is located at 660 Spring Street, which includes a main structure of approximately 28,300 ft<sup>2</sup> on a 2.49± acre lot. The San Juan County Assessor's Office describes this parcel as NE 16 EX IMP 91541 & 91542 Sec 14, T 35N, R 3W, records of San Juan County, Washington. The property was commonly known as the Island's Convalescent Center.

Mayor Ghatan asked if any Councilmember wished to excuse themselves from participating. The Council answered in the negative. The Council stated that no conflicts of interest exist. The Council stated that they could hear the application in a fair and objective manner. Councilmember Monin and Mayor Ghatan placed communications with the public on the record.

Land Use Administrator, Mike Bertrand, entered no additional Exhibits into the record and presented the staff report.

Staff evaluation is that to support a rezone, the proposed change must bear a substantial relation to the public welfare and the change would need to be consistent with the comprehensive plan. Three basic rules apply to rezone applications: 1) they are not presumed valid; 2) the proponent of a rezone must demonstrate that there has been a change in circumstances since the original zoning; and 3) the rezone must have a substantial relationship to the public health, safety, morals or general welfare.

At 5:40 p.m., Mayor Ghatan allowed Council questions before hearing from the Applicant.

Councilmember de Freitas inquired about ancillary housing.

At 5:41 p.m., Bill Geisy, Representative, made a presentation to the Council. Mr. Geisy spoke about the current zoning and to the issue and location of the closed convalescent center.

The Council had no questions of the Applicant.

At 5:51 p.m., Mayor Ghatan opened the hearing to public testimony.

Deborah Hopkins, Director of the Visitors Bureau, provided survey information from members. Exhibit A was entered into the record.

At 5:55 p.m., hearing no other comments from the applicant, staff or audience, Mayor Ghatan closed the public testimony portion of the hearing and opened the hearing to Council deliberations.

Council discussed the merits of the application.

Administrator Wilson suggested that the hearing be continued for consideration by Councilmember Hushebeck.

At 6:20 p.m., Mayor Ghatan continued the public hearing as follows:

**Moved by de Freitas, seconded by Starr, to continue the public hearing for Rezone Application No. 71 to May 3, 2018 at 12:00 p.m., and allow written testimony. Motion passed 4-0 with Hushebeck absent.**

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

##### Resolution No. 2373

At 6:25 p.m., Mayor Ghatan introduced discussion of Resolution No. 2373 regarding the law enforcement agreement with San Juan County. Administrator Wilson described the scope of services and increase in fees associated with 3 FTE deputies. Discussion followed regarding justification for increased fees and reporting to the Council on a quarterly basis.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2373, authorizing an interlocal agreement with the San Juan County Sheriff's Office for law enforcement services and assistance. Motion passed 3-0 with Hushebeck and Daniels absent.**

##### Resolution No. 2374

At 6:55 p.m., Mayor Ghatan introduced discussion of Resolution No. 2374 regarding the Wellness Program. Administrator Wilson explained that the resolution authorizes adding a health club membership benefit to the Town Employee Wellness Program. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2374, agreeing to the use of Wellness Program funds for the employee's choice of either a \$25 corporate membership at San Juan Island Fitness, or reimbursement of up to \$25 of a non-corporate membership at Xtreme Fitness that has been purchased on or after January 1, 2018. Motion passed 3-0 with Hushebeck and Daniels absent.**

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrants. Motion passed 3-0 with Hushebeck and Daniels absent.

#### **APPROVAL OF MINUTES**

Approval of March 15, 2018 minutes was postponed until the April 19, 2018 session.

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

Councilmember Starr requested that the Sheriff's Office and other agencies resume quarterly reports.

#### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 7:05 p.m. The next regular meeting is scheduled for Thursday, April 19, 2018 at 12:00 p.m.

**Thursday, April 19, 2018 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Ghatan 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, Tim Daniels and Position No. 5, Barbara Starr.

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

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

SJC Update

At 12:02 p.m., SJC Councilman Bill Watson reported on issues of mutual concern. Discussion followed regarding the Missing Mountain Road. No action was taken.

Solid Waste Management Plan (SWMP)

At 12:03 p.m., Mayor Ghatan introduced discussion of the draft SWMP. Administrator Wilson explained that the SWMP will be subject of a public hearing on May 3<sup>rd</sup>. Councilmember Hushebeck explained that the SWAC has completed its review process. No discussion followed. No action was taken.

Proclamation – Great Island Cleanup

At 12:07 p.m., Mayor Ghatan proclaimed April 22, 2018 as Great Islands Cleanup Day in the Town of Friday Harbor.

2019 Hotel Motel Tax Grant

At 12:08 p.m., Mayor Ghatan introduced discussion of the 2019 HM Tax Grant Program. Administrator Wilson requested that the Council set a preliminary grant program allocation of up to \$225,000 from the second two percent HM fund. Discussion followed regarding the use of the fund and allocation amount.

**Council consensus to set a preliminary allocation of \$230,000.**

Ordinance No. 1641

At 12:24 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1641 regarding a USDA loan. Administrator Wilson explained that the project has been closed out by USDA. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1641, approving the USDA Note to redeem the line of credit for construction of the Water Transition Line Replacement Project. Motion passed unanimously.**

Resolution No. 2375

At 12:27 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2375 regarding the loan resolution with USDA for the Town water utility. Administrator Wilson explained the particulars. Ordinance No. 1594 authorized the issuance of its Limited Tax General Obligation Bond Anticipation Note, 2016 to provide interim financing for a water transmission pipeline, pending the receipt of proceeds of the sale of the Town's Water Revenue Bond to the USDA. The conditions contained in the Loan Resolution are provisions and requirements which the Town must accept in order for the USDA to redeem the line of credit for the project. No discussion followed.

**Moved by Hushebeck, seconded by Starr, adopt Resolution No. 2375, authorizing the Mayor to execute the Loan Resolution with USDA; and authorizing the Town Administrator to take such actions as may be necessary or advisable to complete the process through the USDA for financing of said project. Motion passed unanimously.**

Resolution No. 2376

At 12:30 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2376 regarding bond counsel services. Administrator Wilson explained the particulars. The law firm of Stradling, Yocca, Carlson & Rauth, PC (Stradling) currently provides legal bond counsel services for the Town of Friday Harbor. Stradling has offered an engagement letter and fee schedule to continue offering bond counsel services. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2376, authorizing the Mayor to execute an engagement agreement for the years 2018 through 2020 with the law firm of Stradling, Yocca, Carlson & Rauth, PC to provide legal bond counsel services for the Town. Motion passed unanimously.**

Resolution No. 2377

At 12:33 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2377 regarding lease of office space. Administrator Wilson explained the particulars. The current agreement with the Department of Emergency Management for lease of office space at 260 West Street has expired. The renewal agreement adjusts the terms. Discussion followed regarding use of the space.

**Moved by Daniels, seconded by Hushebeck, to adopt Resolution No. 2377, authorizing the Mayor to execute a lease agreement with the Department of Emergency Management for lease of office space. Motion passed unanimously.**

Resolution No. 2378

At 12:39 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2378 regarding the Sunshine Alley Restroom Remodeling Project. Administrator Wilson explained the particulars. The Town duly advertised and selected HKP Architects for renovation of the restrooms. Discussion followed regarding the proposed costs for services and construction.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2378, authorizing the Town Administrator to perform additional negotiation with the firm; and authorizing the Mayor to execute an agreement with HKP Architects for design of the Sunshine Alley Restroom Remodeling Project. Motion passed unanimously.**

Resolution No. 2379

At 1:04 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2379 regarding the Tucker Avenue Reconstruction Project, Phase 2. Public Works Director, Wayne Haefele explained the particulars. Change Order No. 1 in the amount of \$14,321 is for labor and materials to install pedestrian hand rail and sanitary sewer revisions. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2379, authorizing the Mayor to execute Change Order No. 1 to the agreement with Strider Construction for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed unanimously.**

Resolution No. 2380

At 1:07 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2380 regarding the W/A/N Improvement Project. Administrator Wilson explained the particulars. The Town is required to execute bid documentation with the Transportation Improvement Board prior to constructing the project. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2380, authorizing the Mayor to execute bid authorization forms and associated grant documentation with the TIB for the Web/A/Nichols Street Improvement Project. Motion passed with Daniels abstained. (Councilmember Daniels was on recess.)**

Resolution No. 2381

At 1:10 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2381 regarding the W/A/N Improvement Project. Administrator Wilson explained the particulars. The Town needs to purchase street standards prior to the award of the project due to the amount of time required to order, fabricate and deliver the lighting fixtures. Discussion followed regarding the standards for street lighting.

**Consensus to add this style street light to the Street Standards Update.**

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2381, authorizing the purchase of street standards for the Web/A/Nichols Street Improvement Project. Motion passed unanimously.**

Resolution No. 2382

At 1:26 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2382 regarding the W/A/N Improvement Project. Administrator Wilson explained the particulars. The Town negotiated just compensation with abutting property owners for acquisition of public right-of-way for installation of continuous sidewalk improvements. Discussion followed regarding the individual parcels.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2382, authorizing the Mayor to execute Agreements in Lieu of Condemnation, authorizing payments and accepting Quit Claim Deeds for public right-of-way. Motion passed unanimously.**

Resolution No. 2383

At 1:40 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2383 regarding the W/A/N Improvement Project. Administrator Wilson explained the particulars. San Juan Interiors executed a quit claim deed for a portion of right-of-way that should have been conveyed when the parcel was developed. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2383, accepting the Quit Claim Deed from SJ Interiors for a portion of right-of-way. Motion passed unanimously.**

## State Auditor's Office (SAO)

At 1:45 p.m., Mayor Ghatan introduced the SAO team conducting the single-source audit for the Water Transmission Line Replacement Project. The SAO introduced themselves and reviewed the process for the audit. The Council welcomed them.

## **ADMINISTRATOR'S REPORT**

At 1:55 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Employee Retirement – Steve Dubail, Systems Administrator, announced his retirement for June 15<sup>th</sup>.
- Lautenbach Recycling – The hauler may be required to increase their rates.
- RoundAbout – The RAB construction is scheduled in May.
- Family Resource Center – The FRC is unable to follow through with the CDBG grant opportunity for construction.
- USDA – Town is working with USDA for funding of the WWTP improvements.
- Grange Hall – Town is considering a pocket park at the location as part of its sidewalk improvements.
- Firewood – The firewood bid is scheduled for April 18<sup>th</sup>.
- Got-Junk Pickup – The Town's annual spring clean-up event is scheduled the week of April 23<sup>rd</sup>.

## **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas to approve the payment of Claim Warrant Nos. 44095 through 44147 in the amount of \$562,711.77; and affirm the payment of Treasurer Check Nos. 9763 through 9770 and automatic deposits in the amount of \$154,705.18. Motion passed unanimously.

## **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin, to approve the minutes of March 2018 and April 5, 2018 as amended. 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 Ghatan adjourned the meeting at 2:17 p.m. The next regular meeting is scheduled for Thursday, May 3, 2018 at 12:00 p.m.

<b>Thursday, May 3, 2018 – Council Chambers – Afternoon Session</b>
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## **CALL TO ORDER**

Mayor Ghatan 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, Tim Daniels and Position No. 5, Barbara Starr.

Others Present: Mayor, Farhad Ghatan; and Clerk, Amy Taylor.

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

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**Proclamation – Historic Preservation Month

At 12:02 p.m., Mayor Ghatan proclaimed May 2018 as “National Historic Preservation Month” in the Town of Friday Harbor. Historic Preservation Coordinator, Sandy Strehlou, listed events for May.

**PUBLIC HEARING(S)**Solid Waste Management Plan

At 12:06 p.m., Mayor Ghatan opened the public hearing regarding the Final Draft Solid Waste and Moderate Risk Waste Management Plan dated April 12, 2018 prepared by San Juan County. Mark Herrenkohl, SJC Solid Waste Program Administrator, presented the Council with a list of recommended changes by the Department of Ecology. Discussion followed regarding collection of recycling and other materials.

Mayor Ghatan opened the hearing for public testimony. Hearing none, Mayor Ghatan closed the public hearing and thanked Mr. Herrenkohl for his presentation. No action was taken.

[Clerk's Note: A resolution approving the final draft plan is scheduled for adoption on May 17, 2017.]

Rezone Application No. 71

At 12:25 p.m., Mayor Ghatan continued the public hearing regarding Rezone Application No. 71 to Thursday, May 17, 2018 at 12:00 p.m. or soon thereafter. No deliberation or testimony was heard. No comment or action was taken.

**ACTION AND DISCUSSION ITEMS (Cont.)**Sheriff's Report

At 12:27 p.m., Mayor Ghatan invited Sheriff Ron Krebs to present a quarterly report. Sheriff Krebs reviewed statistics for the Town of Friday Harbor and San Juan County for year 2018. Discussion followed regarding trends. The Council thanked Sheriff Krebs.

SJI Fire District 3

At 12:40 p.m., Mayor Ghatan invited Chief Brad Creesy to present a quarterly report. Chief Creesy reviewed statistics for the Town of Friday harbor and San Juan County for year 2018. Discussion followed regarding trends. The Council thanked Chief Creesy.

SJC Update

At 12:50 p.m., Mayor Ghatan invited SJC Manager, Mike Thomas, to report on issues of mutual concern. Manager Thomas reported on recent meeting in Olympia with DNR, Land Bank and the Historic Easement on the Argyle Property. Discussion followed regarding trails. The Council thanked Manager Thomas.

Citizen's Advisory Group – Fire/EMS Merger

At 1:02 p.m., Mayor Ghatan asked the Council to affirm his appointment of Charles Dallendorf and Brendan Cowan to the Citizen's Advisory Group for feasibility assessment of merging Fire District 3 and the SJI EMS. Discussion followed regarding the applicants.

**Moved by Monin, seconded by de Freitas, to appoint Chuck Dallendorf and Brendan Cowan to the Citizen's Advisory Group. Motion passed unanimously.**

[Clerk's Note: See minutes of May 17, 2018.]

### Mayor's Update

At 1:05 p.m., Mayor Ghatan updated the Council on recent meetings and events, including Washington State Ferries, affordable housing and SJ Eagles. Discussion followed.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 17000 through 17009 and Direct Deposit Run dated April 30, 2018; and approve the payment of Claim Warrant Nos. 44095 through 44147 in the amount of \$562,711.77; and approve the payment of Treasurer Check Nos. 9763 through 9770 and Auto Key Deposits in the amount of \$154,705.18. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **April 19, 2018** as submitted. Motion passed unanimously.

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

Clerk Taylor noted that the Town was approved to bid the Web/A/Nichols Improvement Project.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:50 p.m. The next regular meeting is scheduled for Thursday, May 17, 2018 at 12:00 p.m.

## **Thursday, May 17, 2018 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Ghatan 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, Tim Daniels and Position No. 5, Barbara Starr.

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

### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

### **ANNOUNCEMENTS**

Mayor Ghatan noted the time for Safe San Juan's open house event.

### **PUBLIC ACCESS TIME**

SJC Councilman Bill Watson roasted Administrator Wilson concerning the Spring Street roundabout.

## **ACTION AND DISCUSSION ITEMS**

### SJI Garden Club

At 12:03 p.m., Mayor Ghatan proclaimed June 3<sup>rd</sup> through June 9<sup>th</sup> as SJI Garden Club Week in the Town of Friday Harbor in appreciation of the Club's annual support and generous donations to the hanging flower baskets. Marguerite Bennett, Club President, presented the Town with a \$500 check. The Mayor and Council thanked Ms. Bennett.

### Department of Emergency Management

At 12:07 p.m., Mayor Ghatan invited Brendan Cowan, Department of Emergency Management Director, to make a quarterly report. Director Cowan reported on the recent "earthquake assessment" exercise for local buildings. The purpose of the exercise was to assess local historical buildings for earthquake vulnerabilities and encourage sensible seismic retrofits. Discussion followed regarding current international building codes. Mayor Ghatan and the Council thanked Director Cowan for the update.

### SJI Emergency Medical Services

At 12:19 p.m., Mayor Ghatan invited Jerry Martin, EMS Chief, to make a quarterly report. Chief Martin reported on local programs and service calls. Chief Martin reported that the EMS is working with other regional departments to streamline routines and policies in case there is an emergency requiring mutual aid. Mayor Ghatan and the Council thanked Chief Martin.

### Committee Assignment – SJI Advisory Group

At 12:26 p.m., Mayor Ghatan explained that the Town should have appointed one member to the SJI Advisory Group to determine feasibility of the merging of EMS and Fire services. Administrator Wilson explained that the final 2 members of the group are selected at-large by the committee. No discussion followed.

**Moved by Monin, seconded by Starr, to rescind the motion of May 3, 2018 regarding said committee appointments; and affirm the appointment of Charles ("Chuck") Daldorff to the SJI Advisory Group. Motion passed unanimously.**

## **PUBLIC HEARING**

### Rezone Application No. 71

At 12:27 p.m., Mayor Ghatan opened the continued public hearing for consideration of Rezone Application No. 71, a request by Friday Harbor Medical Investors, LLC to rezone from Professional Service to Commercial.

The subject property is identified as Tax Parcel Number 351491511 and is located at 660 Spring Street, which includes a main structure of approximately 28,300 ft<sup>2</sup> on a 2.49± acre lot. The San Juan County Assessor's Office describes this parcel as NE 16 EX IMP 91541 & 91542 Sec 14, T 35N, R 3W, records of San Juan County, Washington. The property was commonly known as the Island's Convalescent Center.

Mayor Ghatan asked if any member of the audience objected to his or other Councilmember's participation in the hearing. Attorney Stephanie O'day objected to Councilmember de Freitas' participation. Mayor Ghatan asked if any Councilmember wished to excuse themselves from participating. The Council answered in the negative. The Council stated that no conflicts of interest exist. The Council stated that they could hear the application in a fair and objective manner. Councilmember Monin and Hushebeck placed communications with the public on the record. Councilmember Hushebeck noted that he reviewed the staff report and watched the video of the April 5, 2018 hearing in order to participate in deliberations.

Administrator Wilson addressed the objection submitted by Stephanie O'day, Applicant's legal counsel, as Exhibits B and C, regarding Councilmember de Freitas' participation in the hearing pursuant to the Appearance of Fairness doctrine. (See Exhibits B and C.) Town Attorney Kenyon provided the legal opinion that the objection is not compelling enough for Councilmember de Freitas' recusal.

Land Use Administrator, Mike Bertrand, officially entered additional Exhibits B-E into the record. Mr. Bertrand presented no additional facts for consideration.

Mayor Ghatan asked the Applicants to present any additional testimony.

Stephanie O'day, legal counsel for the Applicant, spoke about the Appearance of Fairness doctrine. Ms. O'day testified that Councilmember de Freitas is a hotelier and could be construed as having an interest in a property rezone with an allowable use of transient accommodation. Ms. O'day testified that the welfare of the community will be served by rezoning the property to a designation that is suitable for the use and size of the 80-room facility. Ms. O'day urged the Council to not focus on the previous use of the property as a skilled nursing facility.

Todd Fletcher, Regional Vice-President for the Applicant, described Life Care Centers of America's experience as the owner and operator of the facility. (See Exhibit E.) Mr. Fletcher testified that the fiscal model for running a skilled nursing facility cannot be supported at that location. Mr. Fletcher stated that the Center has made several failed attempts to find another buyer for the facility.

Mayor Ghatan thanked Mr. Fletcher and noted that the Council may not focus on one potential use of the property if rezoned. Mayor Ghatan asked if there was additional information from the Applicant regarding the "welfare to the community."

Stephanie O'day replied that the "welfare to the community" is derived by having the building occupied by business(es) that employ people that are contributing tax dollars to the community.

Bill Giesy, representative for the Applicant, listed the vacant professional zoning and commercial office spaces currently available throughout Town. (See Exhibit D.)

Mayor Ghatan thanked the Life Care Centers of America for maintaining the grounds of the vacant property. Mayor Ghatan asked if the Council had questions of the Applicants. Hearing none, Mayor Ghatan opened the hearing to public testimony. Hearing none, Mayor Ghatan closed the public testimony portion of the hearing while reserving the right to reopen if needed.

Mayor Ghatan opened the hearing to Council deliberations.

Councilmember Hushebeck reiterated that he has reviewed the record. Councilmember Hushebeck stated that he does not support the application at this time.

Councilmember Daniels stated that he supports the application. Councilmember Daniels stated that all abutting properties are zoned commercial thereby creating a "commercial corridor". Councilmember Daniels stated that denial would be based on public sentiment about non-existent future uses of the property and that rezoning to commercial would not preclude those types of professional services.

Councilmember Monin stated that he was not fully in support of the application. Councilmember Monin noted that the rezone of the neighboring property (medical center) has not resulted in the sale or lease of the property for any use. Councilmember Monin also stated concerns regarding setting precedents for zoning changes. Specifically, that the application request comes just months following the owner's decision to sell the parcel. Councilmember Monin stated that he was hesitant to rezone (any) property without a clearly defined need and reasonable amount of time passing between transactions.

Councilmember Daniels responded that the statement regarding the rezoning of the neighboring property is not quantifiable.

Councilmember Starr stated that she was not in support of the application at this time. Councilmember Starr stated that she has not heard testimony that persuaded her of the need to rezone the parcel.

Councilmember de Freitas stated that she was not in support of the application at this time. Councilmember de Freitas stated that there are several vacant properties and that rezoning an additional parcel would not promote sustainable economic growth.

Councilmember Daniels responded that residential uses are not allowable uses of the property in regards to the needs for affordable housing for workers.

Administrator Wilson asked the Council to clarify if they would consider any type of zoning change to allow residential uses. Councilmember Hushebeck stated that he would consider future requests as a separate matter. No consensus was offered.

**Moved by Hushebeck, seconded by Starr, to decline Rezone Application No. 71 and prepare findings of fact and conclusions of law. Motion passed 4-1 with Daniels opposed.**

Resolution No. 2384

At 1:19 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2384 regarding the SJC Solid Waste and Moderate Risk Waste Management Plan. Administrator Wilson explained that minor revisions were made to the Plan and are included as an exhibit to the resolution. Discussion followed regarding e-waste.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2384, approving the final draft of the SJC Solid Waste and Moderate Risk Waste Management Plan; and authorizing its submittal to the Department of Ecology for final review and approval. Motion passed unanimously.**

Resolution No. 2385

At 1:24 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2385 regarding lease of public right-of-way. Administrator Wilson explained that Cask & Schooner Restaurant has applied to use a portion of the right-of-way located at 1 Front Street for outdoor public seating during the 2018 summer season. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2385, authorizing conditional private use of right-of-way located at 1 Front Street. Motion passed unanimously.**

H/M Allocation

At 1:26 p.m., Mayor Ghatan introduced discussion of a request by SJ Community Theatre for allocation of hotel motel excise tax funds for operations and programs. Administrator Wilson explained the particulars of the request. Discussion followed regarding the current programming.

**Moved by de Freitas, seconded by Hushebeck, to allocate \$25,000 from the 1<sup>st</sup> 2% Hotel Motel Excise Tax Grant Funding for programming; and direct staff to prepare an agreement for consideration. Motion passed unanimously.**

First Street Pocket Park

At 1:51 p.m., Mayor Ghatan introduced discussion of the proposal for a pocket park at the First and Court Street (SJI Grange). Administrator Wilson explained that sidewalk repairs are need at the location and that installation of a pocket park would solve ongoing issues, improve accessible parking and add a feature to that area of the Town. Discussion followed regarding the benefits of a pocket park, conceptual design and other amenities needed in our parks. **Council consensus to draft plans and a cost estimate to include in the 2019 budget cycle.**

David Jones (Mayor)

At 2:02 p.m., Mayor Ghatan asked the Council for their thoughts on honoring Mayor Jones for his contributions to the Town. Mayor Jones' service will be held on June 23<sup>rd</sup>. Mayor Ghatan will be present to issue a proclamation. **Council consensus to support any actions that Mayor Ghatan feels appropriate.**

#### **ADMINISTRATOR'S REPORT**

At 2:06 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Spring Street Roundabout – The project is complete and appears to be working well.
- Web/A/Nichols Street Improvement Project – Mike Carlson Enterprises appeared to submit the low responsive bid. Town has forwarded the bids to the project engineer for review and recommendation. Council is requested to continue the meeting in order to award the project.
- Historic Preservation Easement – SJC is finalizing the transfer of their Malcomb Street project from the Land Bank to its General Fund. The placement of an easement is required for the transfer. The particulars of the easement were explained. **Moved by de Freitas, seconded by Starr, to authorize the Mayor to execute the historic preservation and access easement for Lots 1, 2, 3 and 4, Short Plat of Malcom Argyle [TPN #351391424, 3513911425, 351391426 and 351391427]. Motion passed unanimously.**
- Parking Enforcement Officer – A seasonal .5 FTE employee is recommended for seasonal parking enforcement. **Council consensus to allow hire of said position for the 2018 summer season.**
- Town website – The website is online in “beta” form.
- Zach Fincher – Association of Washington Cities has awarded Mr. Fincher a scholarship from the Center for Quality Communities.
- Systems Administration – Town is interviewing candidates for the position. There are 2 finalists being considered.
- FH Film Festival – The Festival is requesting additional funding for promotion.
- Memorial Park – Another monument has been installed.

#### **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Hushebeck, to approve the payment of Claim Warrant Nos. 44189 through 44259 in the amount of \$633,589.79. Motion passed 4-0 with Monin absent.

#### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **May 3, 2018 as submitted.** Motion passed 4-0 with Monin absent.

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

No future agenda items were forthcoming.

#### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan continued the meeting at 2:24 p.m. The continued session is scheduled for Wednesday, May 23, 2018 at 8:00 a.m.

<b>Thursday, May 23, 2018 – Council Chambers – Continued Session</b>
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#### **CALL TO ORDER**

Mayor Pro-tem Hushebeck called the continued session of the Town Council to order at 8:00 a.m.

**ROLL CALL**

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

Mayor Farhad Ghatan; Position No. 2, Noel Monin; and Position No. 5, Barbara Starr were absent.

Others Present: Clerk, Amy Taylor.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS****Resolution No. 2386**

At 8:01 a.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2386, concerning the Web / A /Nichols Street Improvement Project. Mayor Pro-tem Hushebeck explained that the meeting was continued from May, 17, 2018 in order to award the project. Pursuant to the bid opening held on May 16, 2016, the project engineers recommend award to Mike Carlson Enterprises. No discussion followed.

**Moved by de Freitas, seconded by Daniels, to adopt Resolution No. 2386, awarding the bid for construction of the Web/A/Nichols Street Improvement Project to Mike Carlson Enterprises and authorizing the Mayor to execute a contract for the construction of the Project. Motion passed 3-0 with Monin 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 Pro-tem Hushebeck adjourned the meeting at 8:02 a.m. The next regular meeting is scheduled for Thursday, June 7, 2018 at 12:00 p.m.

**Thursday, June 7, 2018 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

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

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) and Tim Daniels (Position No. 4).

Barbara Starr was absent.

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

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Starr.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

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

##### Employee Recognition

At 12:02 p.m., Mayor Ghatan thanked Steve Dubail, Systems Administrator, for his 30 years of dedicated service. Mr. Dubail was presented a plaque and gift certificate. Mr. Dubail is scheduled to retire from the Town on June 15, 2018. No action was taken.

##### Employee Introduction

At 12:05 p.m., Mayor Ghatan introduced new employees Will Blackmon, Streets Utility Worker and Mike Greene, Systems Administrator. Mr. Greene introduced himself. No action was taken.

##### Committee Appointment

At 12:08 p.m., Mayor Ghatan asked the Council to affirm the appointment of Peter Lane to the Friday Harbor Arts Commission. Mayor Ghatan described Mr. Lane's background. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to approve the appointment of Peter Lane to the Friday Harbor Arts Commission. Motion passed 4-0 with Starr absent.**

##### Committee Appointment

At 12:09 p.m., Mayor Ghatan asked the Council to affirm the appointment of J. Lars Gresseth to the Historic Preservation Review Board. Historic Preservation Coordinator, Sandy Strehlou, described Mr. Gresseth's background. No discussion followed.

**Moved by Monin, seconded by de Freitas, to approve the appointment of J. Lars Gresseth to the Historic Preservation Review Board. Motion passed 4-0 with Starr absent.**

##### FFCOL – Rezone Application No. 71

At 12:12 p.m., Mayor Ghatan introduced discussion of draft Findings of Fact, Conclusions of Law and Decision for Rezone Application No. 71, a request to rezone 660 Spring Street, commonly known as the Life Care Center, from professional services to commercial. The Council denied the request at the continued public hearing on May 17, 2018. Administrator Wilson presented the findings of the Council and answered procedural questions. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Findings of Fact, Conclusions of Law and Decision for Rezone Application No. 71. Motion passed 3-1 with Daniels opposed and Starr absent.**

##### Resolution No. 2387

At 12:17 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2387 regarding grant funding for tourism promotion. Administrator Wilson described the scope of work for the agreement with the SJ Community Theatre. Discussion followed regarding Town sponsorship of an event and booking nationally recognized performances.

**Moved by de Freitas, seconded by Daniels, to adopt Resolution No. 2387, authorizing the Mayor to execute an agreement with the San Juan Community Theatre to provide a tourist promotion program for the year 2018. Motion passed 4-0 with Starr absent.**

##### Resolution No. 2388

At 12:20 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2388 regarding Change Order No. 1 for the Spring Street Roundabout. Administrator Wilson explained that Change Order No. 1 reconciles costs for the project. No discussion followed.

**Moved by Daniels, seconded by de Freitas, to adopt Resolution No. 2388, authorizing Change Order No. 1 to the agreement with Kamps Painting Company, Inc. for installation of a mini-painted roundabout located at the Spring Street and Argyle Avenue intersection. Motion passed 4-0 with Starr absent.**

Resolution No. 2389

At 12:22 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2389 regarding the Spring Street Roundabout. Administrator Wilson explained that the Resolution accepts the project and begins the process to release retainage. Discussion followed regarding the function of the RAB and replacement of ADA crosswalk ramps.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2389, accepting the Spring Street Mini Painted Roundabout Project. Motion passed 4-0 with Starr absent.**

Resolution No. 2390

At 12:29 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2390 regarding a seismic study for the Trout Lake Dam. Public Works Director, Wayne Haefele, explained that NOAA has developed new modeling for seismic activity. AECOM Technical Services will perform new seismic hazard assessment modeling and incorporate it into the existing data for the dam. Discussion followed regarding potential findings.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2390, authorizing the Mayor to execute a contract with AECOM Technical Services, Inc. to perform a seismic hazard assessment for Trout Lake Dam. Motion passed 4-0 with Starr absent.**

Resolution No. 2391

At 12:29 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2391 regarding the annual July 4<sup>th</sup> street dance. Administrator Wilson explained the conditions of the event permit. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2391, authorizing conditional private use of a portion of Front Street by the Port of Friday Harbor for a street dance on July 4, 2018. Motion passed 4-0 with Starr absent.**

## **ADMINISTRATOR'S REPORT**

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

- Homes for Islanders – Held a groundbreaking ceremony for the Fox Hall project.
- Collective Bargaining – Local 1849F has forwarded a letter of intent to begin negotiations for the 2019 biennium.
- Executive Session – Council will hold an executive session regarding litigation estimated to last 30 minutes.
- Evening Session – The public hearing and evening session has been cancelled.
- Ecology Grant – The County is requesting a letter of support for an ECY grant for public education related to recycling. Discussion followed regarding the current recycling market.
- PFFAP – Grants are due to the County on June 15, 2018. Town will apply for construction of sidewalk adjacent to the Sunken Park boardwalk.
- WWTP – The effluent filter is operational.
- Whale Museum – Will be submitting a proposal requesting H/M funds. Discussion followed regarding the creation of a process for requests that arrive outside of the normal grant cycle.
- Six Year TIP – The public hearing for the TIP is scheduled on June 21, 2018.

## **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. [INSERT]

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Daniels, to approve the minutes of **May 17, 2018 as submitted**. Motion passed 4-0 with Starr absent.

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

Councilmember Hushebeck inquired about the current fee structure for the Town recycling programs.

Councilmember Monin suggested that Town consider a seismic assessment of Town Hall and facilities.

Treasurer Wilson noted that the amended budget cycle has begun.

Mayor Ghatan noted he would be attending the AWC annual conference.

Councilmember Daniels commented that the Tucker Avenue residences are being inundated with dust from the construction project.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:24 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 30 minutes. Participants: Town Council, Mayor Ghatan, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The session ended at 1:58 p.m. for an actual session time of 34 minutes. The public was properly informed of the time extension. No actions were taken following executive session.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:58 p.m. The next regular meeting is scheduled for Thursday, June 21, 2018 at 12:00 p.m.

**Thursday, June 21, 2018 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

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

### **ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1); Anna Maria de Freitas (Position No. 3); Tim Daniels (Position No. 4); and Barbara Starr (Position No. 5).

Noel Monin (Position No. 2) was absent.

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

### **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Monin.

## **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

## **ANNOUNCEMENTS/SCHEDULE CHANGES**

An executive session was scheduled following regular business.

## **PUBLIC ACCESS TIME**

Becki Day, SJI Chamber of Commerce Director, reported on plans for Fourth of July events.

## **ACTION AND DISCUSSION ITEMS**

### SJC Update

At 12:06 p.m., SJC Councilmember Bill Watson provided an update on issues of mutual concern. Items included SJC Board of Health work schedule, progress of Missing Mountain Road and "joint" meeting topics. The Council thanked Mr. Watson.

## **PUBLIC HEARING**

### Six Year TIP

At 12:16 p.m., Mayor Ghatan opened the public hearing for consideration of the Six Year Transportation Improvement Plan for years 2019-2024. Administrator Wilson commented that new additions include the sidewalk abutting WSF Lane One on Harrison Street. Mayor Ghatan opened the hearing for public comment. Hearing none, Mayor Ghatan closed the public hearing.

### Resolution No. 2392

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2392, providing for a Six Year Transportation Improvement Plan for years 2019-2024. Motion passed 4-0 with Monin absent.**

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

### Resolution No. 2393

At 12:14 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2393 concerning the Tucker Avenue Improvement Project, Phase 2. Administrator Wilson described Change Orders Nos. 2 & 3. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2393, authorizing Change Order Nos. 2 & 3 for the Tucker Avenue Improvement Project, Phase 2. Motion passed 4-0 with Monin absent.**

### Resolution No. 2394

At 12:18 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2394 regarding the Web, A and Nichols Street Improvement Project. Public Works Director Wayne Haefele explained that the supplemental agreements are for construction management services by Gray & Osborne and reimbursable by TIB. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2394, authorizing Supplemental Agreements for construction management services with Gray & Osborne for the Web, A and Nichols Street Improvement Project. Motion passed 4-0 with Monin absent.**

### Ordinance No. 1642

At 12:22 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1642 concerning a special meeting of the Council. Administrator Wilson explained that the ordinance sets the joint meeting with the SJC Council on Monday, July 16, 2018 at 12:00 p.m. in the SJC Legislative Hearing Room located at 55 Second Street. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1642, setting a date, time and location of a special meeting of the Town Council. Motion passed 4-0 with Monin absent.**

Ordinance No. 1643

At 12:24 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1643 regarding non-sufficient and returned payments. Treasurer Wilson explained that the ordinance increases the fee for non-sufficient checks and other returned payments from \$20 to \$35. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1643, providing for the recovery of costs for returned payments and amending Chapter 2.40 FHMC. Motion passed 4-0 with Monin absent.**

Hotel Motel Funding Request – Whale Museum

At 12:26 p.m., Mayor Ghatan introduced discussion of a request by the Whale Museum for hotel motel tax funding to supplement unforeseen expenses in year 2018. Administrator Wilson explained that the Whale Museum has experienced unexpected HVAC issues and recently hired a new curator for the museum. They find themselves in position to cut back the position to maintain the HVAC. Administrator Wilson recommended allocation of \$15,000 from the 1<sup>st</sup> 2% HM funding for operational purposes. Discussion followed regarding the salary for the curator position.

**Moved by Hushebeck, seconded by Starr, to approve the allocation of \$15,000 from the 1<sup>st</sup> 2% Hotel Motel Excise Tax Fund to the Whale Museum for said request; and direct staff to prepare an agreement for consideration. Motion passed 4-0 with Monin absent.**

**ADMINISTRATOR'S REPORT**

At 12:34 p.m., Administrator Wilson presented the Town Council with an update of the following:

- AWC-RMSA – The Risk Pool is assisting the Town in legal expenses for current litigation.
- Executive Session – A session is scheduled following regular business to discuss litigation.
- 327 (Water Utility) Zone – Brown & Caldwell have submitted completed specifications. Construction documents are being drafted.
- Spring Street Roundabout – Town is calling for bids to complete crosswalk and sidewalk improvements at the Spring Street intersection.
- Boling Alley – Public Works is considering solutions for a stormwater issue.
- Employee Indemnification – Administrator Wilson requested that employees acting in good faith on behalf of the Town be indemnified when personally named in litigation involving the Town. **Moved by de Freitas, seconded by Starr, to indemnify Duncan Wilson, personally named in litigation between the Town and Carla Higginson, for any material costs resulting from the case. Motion passed 4-0 with Monin absent.**
- Signage – Town is drafting new language regarding LED marquee signage.
- 1923 Cadillac – Tom Eades will be training new volunteers to drive the antique fire trucks.
- WSF Lot C – WSF has opened discussion for Town use of half the parking area.
- **Ordinance No. 1644 – Moved by de Freitas, seconded by Daniels, to adopt Ordinance No. 1644, amending Chapter 16.08.200 of the Friday Harbor Municipal Code (FHMC) concerning short subdivisions.**

**PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Daniels, to approve the payment of **Claim Warrant Nos. 44314 through 44374 in the amount of \$476,885.06**. Motion passed 4-0 with Monin absent.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **June 6, 2018 as submitted**. Motion passed 4-0 with Monin absent.

**FUTURE AND NON-AGENDA ITEMS**

Mayor Ghatan commented on the Arts Commission's vision statement.

Mayor Ghatan commented that Town officials are welcome to speak during Mayor David Jones' memorial on June 23, 2018.

The Council asked about the recent letter from Department of Ecology regarding the Stormwater Vault Project.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:11 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 30 minutes. Participants: Town Council, Mayor Ghatan, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The session ended at 2:10 p.m. for an actual session time of 59 minutes. The public was properly informed of the time extension. No actions were taken following executive session.

## **Thursday, July 5, 2018 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

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

### **ROLL CALL**

Councilmembers: Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

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

### **EXCUSED ABSENCE**

Council unanimously excused the absence of Steve Hushebeck (Position No. 1).

### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

### **PUBLIC ACCESS TIME**

SJC Councilman Bill Watson provided an update. See Action and Discussion Items.

### **ACTION AND DISCUSSION ITEMS**

#### SJC Update

At 12:02 p.m., SJC Councilman Bill Watson provided an update on issues of mutual concern. Topics included the Malcom Street parcel, Pear Point walking trail, Town-Zylstra Lake trail, complete streets program and other updates for County road standards. The Council thanked Mr. Watson.

#### Event Permit – Private Property

At 12:10 p.m., Mayor Ghatan introduced discussion of a request to hold a private event at 330 Spring Street (private parking lot). Ryan Campbell, NW Automotive Owner, described the car show event that would occur on Saturday, September 15th, if approved by Council. Administrator Wilson explained logistics for the proposal.

Discussion followed regarding safety and insurance coverage. **Council consensus to grant preliminary approval for the event.**

Hotel Motel Funding Request – Film Festival

At 12:19 p.m., Mayor Ghatan introduced discussion of a request by the Friday Harbor Film Festival for hotel motel tax funding to supplement additional advertising expenses in year 2018. Administrator Wilson explained that the FHFF had an unexpected reduction in the level of lodging tax funding from the County. The FHFF is requesting \$2000 to purchase advertisement cards to be placed on the Washington State Ferries. Discussion followed regarding the need for a procedure for requests that occur outside of the normal grant process.

**Moved by Starr , seconded by de Freitas, to approve the allocation of \$2,000 from the 1st 2% Hotel Motel Excise Tax Fund to the Friday Harbor Film Festival for said request; and direct staff to prepare an amendment to their current agreement. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2395

At 12:22 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2395 concerning hotel motel tax funding for the Whale Museum. On June 21, 2018, the Council approved the Whale Museum's request for supplemental funding in 2018. No discussion followed.

**Moved by AM, seconded by Starr, to adopt Resolution No. 2395, authorizing the Mayor to execute an agreement with the Whale Museum to provide a tourism promotion program for the year 2018. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2396

At 12:22 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2396 concerning tipping fees for recycling. Administrator Wilson explained that Lautenbach Industries, the contractor managing the San Juan Island Transfer Station, has asked that the County and Town consent to an increase in tipping fees in response to unforeseen costs caused by new global recycling restrictions. Discussion followed regarding fees.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2396, authorizing Amendment No. 1 to the SJC Solid Waste Systems Operations and Service Agreement (SJC No. 14SW003) for the San Juan Island Transfer Station. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2397

At 12:34 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2397 concerning the 2018-2024 Solid Waste Management Plan. Administrator Wilson explained that the Department of Ecology has granted approval of the plan. No discussion followed.

**Moved by Daniels, seconded by de Freitas, to adopt Resolution No. 2397, adopting the “San Juan County Solid Waste and Moderate-Risk Waste Management Plan for Years 2018-2023”. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2398

At 12:36 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2398 concerning a policy for appropriations for the “poor and infirmed”. Administrator Wilson explained that the State Auditor recommended such a policy to delineate conditions in which Town may make appropriations. Discussion followed regarding accountability for the funds.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2397, adopting a policy for appropriations for the poor or infirmed. Motion passed 4-0 with Hushebeck absent.**

Resolution No. 2399

At 12:44 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2399 concerning a policy for indemnification of agents for the Town. Administrator Wilson explained that the policy aims to indemnify volunteers, employees and officials against personal civil litigation when acting in good faith as an agent or representative of the Town. Discussion followed regarding costs that may be associated with such litigation.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2399, adopting a policy for indemnification of Town volunteers, employees and officials. Motion passed 4-0 with Hushebeck absent.**

#### Resolution No. 2400

At 12:55 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2400 concerning construction of new crosswalks and ADA ramps on Spring Street. Town utilized its Small Works Roster to solicit bids for replacement of crosswalks adjacent to the Spring Street Roundabout. Public Works Director Wayne Haefele explained that Mike Carlson Enterprises, Inc was the successful bidder and construction will occur in conjunction with pouring of the Web/A/Nichols Street sidewalks. Discussion followed regarding the project schedule and disruption of traffic.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2400, authorizing the Mayor to execute a contract with Mike Carlson Enterprises, Inc for construction of the sidewalk and crosswalks on Spring Street. Motion passed 4-0 with Hushebeck absent.**

#### **ADMINISTRATOR'S REPORT**

At 1:06 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Nichols Street Trees – WSF has requested that an effort be made to save the street trees along Lot B rather than unnecessarily replacing them.
- Fourth of July – No major problems or accidents were reported during the holiday.
- Budget Hearing – Town will hold a public hearing on July 19<sup>th</sup> for 2018 Budget Amendments.
- Trout Lake – The water level for the reservoir is 10.5 inches below spillway.
- Citizen Advisory Group – The EMS/Fire CAG will hold their next meeting in August. The Group has opened their meetings to the public.
- Tucker Avenue, Phase 2 – A construction update was received. Councilmember Daniels requested that additional dust control be performed. **Council consensus for Town to purchase water for additional dust control on the Tucker Avenue, Phase 2 project.**
- AWC Conference – Mayor Ghatan provided an update for conference events.

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 17021 through 17032 and Direct Deposit Run dated June 29, 2018 in the amount of \$328,288.85; and approve the payment of Claim Warrant Nos. 44375 through 44405 in the amount of \$258,821.78. Motion passed 4-0 with Hushebeck absent.

#### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin, to approve the minutes of **June 21, 2018 as submitted**. Motion passed 4-0 with Hushebeck absent.

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

Councilmember Monin requested an excused absence for the July 16<sup>th</sup> and 19<sup>th</sup>, 2018 meetings.

#### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:34 p.m. A special meeting is scheduled with the SJC Council on Monday, July 16, 2018 at 12:00 p.m. The next regular meeting is scheduled for Thursday, July 19, 2018 at 12:00 p.m.

## Monday, July 16, 2018 – Council Chambers – Special Session

### CALL TO ORDER

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

### ROLL CALL

Councilmembers: Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

Steve Hushebeck (Position No. 1) and Noel Monin (Position No. 2) were not present.

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

### WORK SESSION

#### Joint Meeting – San Juan County Council

At 12:05 p.m., the Town Council met with the San Juan County Council to discuss issues of mutual concern. Discussion topics included:

- Drugs and Crime
- Community policing
- Rose Street / Argyle intersection project
- Argyle property update
- County UGA expansion
- Pear Pt. walking route improvements
- Permanent barge landing facility
- Ferry offload control (mutually paying for traffic control)
- GIS sharing
- Fairgrounds
- Lodging Tax awards; and
- Zylstra Lake trail.

### CITIZEN RESPONSE

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the special meeting at 1:35 p.m. The next regular meeting is scheduled for Thursday, July 19, 2018 at 12:00 p.m.

## Thursday, July 19, 2018 – Council Chambers – Afternoon Session

### CALL TO ORDER

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

### ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Anna Maria de Freitas (Position No. 3), and Tim Daniels (Position No. 4).

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

Noel Monin (Position No. 2) and Barbara Starr (Position No. 5) were absent.

## **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Monin and Starr.

## **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

## **PUBLIC ACCESS TIME**

No public access was forthcoming.

## **PUBLIC HEARING**

### 2018 Town Budget Amendments

At 12:02 p.m., Mayor Ghatan opened the public hearing regarding 2018 Town Budget amendments. Treasurer Wilson presented fund balances. Administrator Wilson described needs for funding current and upcoming capital projects. Discussion followed regarding individual funds and ending balance.

Mayor Ghatan opened the public testimony portion of the meeting. Hearing none, Mayor Ghatan closed the public hearing.

Treasurer Wilson was thanked for preparing the amendments.

### Ordinance No. 1645

**Moved by Hushebeck, seconded de Freitas, to adopt Ordinance No. 1645, amending the 2018 Town Budget. Motion passed 3-0 with Monin and Starr absent.**

## **ACTION AND DISCUSSION ITEMS**

### Resolution No. 2401

At 12:15 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2401 concerning general financial policies. Treasurer Wilson explained that the policy establishes guidelines to ensure adequate funding for services, public facilities and infrastructure necessary to meet Town financial needs. Discussion followed regarding asset tracking.

**Moved by Daniels, seconded by de Freitas, to adopt Resolution No. 2401, adopting general financial policies. Motion passed 3-0 with Monin and Starr absent.**

### Microsoft Online 365 Services

At 12:23 p.m., Mayor Ghatan introduced discussion of conversion to Microsoft Online 365 Services for email storage. Administrator Wilson explained that Systems Administration is looking for various efficiencies for computing services. System Administrator Mike Greene described the current configuration and listed the pros and cons for migration to cloud based services for email storage and online subscriptions for software. Discussion followed regarding costs. **Council consensus to move forward with migration of email to cloud computing.**

### Resolution No. 2402

At 12:59 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2402 concerning headworks improvements to the Wastewater Treatment Plant. Public Works Director Wayne Haefele explained the scope of work for Amendment No. 1. The contract provides for construction management services and engineering support once improvements are contracted. No discussion followed.

**Moved by de Freitas, seconded by Daniels, to adopt Resolution No. 2402, authorizing the Mayor to execute Amendment No. 1 to the agreement with Wilson Engineering, LLC for improvements to the headworks at the Wastewater Treatment Plant. Motion passed 3-0 with Monin and Starr absent.**

### Resolution No. 2403

At 1:01 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2403 concerning a General Sewer Plan. Administrator Wilson described the scope of work with Wilson Engineering for preparation of an updated Plan. Discussion followed regarding the timeline and fee schedule for services.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2403, authorizing the Mayor to execute an agreement with Wilson Engineering, LLC for preparation of a General Sewer Plan for the Town of Friday Harbor. Motion passed 3-0 with Monin and Starr absent.**

#### Lodging Tax Grant Requests

At 1:15 p.m., Mayor Ghatan introduced discussion concerning a draft policy for lodging tax grant requests received by the Town outside of the normal grant cycle. Administrator Wilson explained the policy. Discussion followed regarding the options presented. **Council consensus to bring back a final draft for consideration.**

#### Ordinance No. 1646

At 1:42 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1646 concerning subdivision of land. Administrator Wilson explained that the ordinance adds violation and enforcement language. No discussion followed.

**Moved by Daniels, seconded by de Freitas, to adopt Ordinance No. 1646, amending Chapter 16.04 FHMC concerning subdivision of land. Motion passed 3-0 with Monin and Starr absent.**

#### **ADMINISTRATOR'S REPORT**

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

- Sewer Loan - USDA gave preliminary approval for a loan to construct headworks improvements.
- Council Chambers - **Council consensus to order new chairs and staff table for Chambers** .
- Litter control – Citizens have been reporting misuse of the litter cans.
- Tree Removal – An unsafe hollow tree was removed at the corner of Argyle Avenue and Web Street.
- Trout Lake – Current water level measures 18.5 inches below the dam spillway.
- Tucker Avenue – Staff identified the mechanism for absorbing costs for additional dust control by the contractor.
- Public Works Yard – Staff has begun preliminary planning for the public works yard.
- Sewer Improvements – Town is working with USDA to fund additional improvements.
- Warbass Bench – **Moved by Hushebeck, seconded by de Freitas, to authorize additional funding in the amount of \$3,190 from the 1<sup>st</sup> 2% HM fund to cover costs for the artwork. Motion passed 3-0 with Monin and Starr absent.**
- Directional signage – The Historical Museum has requested to replace directional signage for their location.
- Higginson vs Town – Discussion followed regarding recovery of costs from recent litigation.

#### **PAYMENT OF CLAIMS**

Moved by AM, seconded by Daniels, to approve the payment of Claim Warrant Nos. 44407 through 44462 in the amount of \$579,434.90. Motion passed 3-0 with Monin and Starr absent.

#### **APPROVAL OF MINUTES**

Moved by Hushebeck seconded by AM, to approve the minutes of **July 5, 2018 as submitted.** Motion passed 3-0 with Monin and Starr absent.

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

Discussion of directional signage was added to the future agenda.

#### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:13 p.m. The next regular meeting is scheduled for Thursday, August 3, 2018 at 12:00 p.m.

**Thursday, August 2, 2018 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

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

**ROLL CALL**

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

Tim Daniels (Position No. 4) and Treasurer, Kelle' Wilson were absent.

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

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Daniels.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

SJC Councilmember Bill Watson offered to provide an update on issues of mutual concern.

**ACTION AND DISCUSSION ITEMS**

SJC Council Update

At 12:02 p.m., SJC Councilmember Bill Watson provided an update on issues of mutual concern. Topics included the Turn Point Walking Trail and Malcom Street property. Mayor Ghatan thanked Mr. Watson for the update and recent joint meeting. No action was taken.

SJI Chamber of Commerce

At 12:10 p.m., Mayor Ghatan introduced Becki Day, SJI Chamber Director, to report on recent activities. Ms. Day provided statistics for tourism and Fourth of July events and distributed the new Friday Harbor map brochure. The Council thanked Ms. Day. No action was taken.

Public Art - Margery Walker Presentation

At 12:17 p.m., Mayor Ghatan introduced Sandy Strehlou, Historic Preservation Coordinator, to present the Marjorie Walker display that will be located in the Breezeway. Ms. Strehlou distributed photographs and history for the display. Discussion followed regarding relocation of existing artwork. No action was taken.

#### Directional Signage – Historical Museum

At 12:21 p.m., Mayor Ghatan introduced Sandy Strehlou, Historic Preservation Coordinator, to present examples of directional signage for the SJI Historical Museum. Ms. Strehlou presented two options. Discussion followed regarding a policy for placement of signage. **Council consensus to allow the Signage Option No. 2 (painted wood)** .

#### Resolution No. 2404

At 12:28 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2404, concerning a policy for lodging tax funds. Administrator Wilson described the policy. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2404, adopting a policy regarding “Urgent Grant Requests” for lodging tax funds. Motion passed 4-0 with Daniels absent.**

#### Council Retreat Topics

At 12:34 p.m., Mayor Ghatan introduced discussion of future Council Retreat Topics. Mayor Ghatan requested that Council hold a retreat at the Windermere conference room as they have done in previous years. Council discussed holding a retreat on the following topics:

- Policy for wayfinding and directional signage
- Development of public parks
- Master Tourism and Comprehensive Planning
- Low Impact Development; and
- Historical Building Landmarking Program

#### **ADMINISTRATOR’S REPORT**

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

- Local 1849F – Town continues negotiations with Local 1849F.
- SJC Fairgrounds Master Plan – The Consultant for SJC has contacted the Town regarding its utility interests.
- Trout Lake Reservoir – The water level is 24.5 inches below the spillway.
- Finnigan Ridge – Town is investigating the possibility of a pump station to improve fire flow pressure.
- Warbass Way Sculpture – The draft agreement with the Artist was distributed for review. Discussion followed regarding the terms of the agreement.
- 2018 Building Permits – A current tally of building permits was distributed.
- Public Works Yard – Town is looking into the feasibility of exchanging property between departments to accommodate the creation of a public works yard and improve placement of WWTP structures. Preliminary design of a PW building was distributed.
- Capital Improvements Plan – The draft CIP was distributed for review.
- SWMP – Ecology has approved the Town/SJC solid waste management plan for year 2018.

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 17033 through 17041 and Direct Deposit Run dated July 31, 2018; and approve the payment of Claim Warrant Nos. 44407 through 44462 in the amount of \$579,434.90; and affirm the checks issued by the Treasurer. Motion passed 4-0 with Daniels absent.

#### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin, to approve the minutes of **July 18, 2018 as submitted**. Motion passed 4-0 with Daniels 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 Ghatan adjourned the meeting at 1:53 p.m. The next regular meeting is scheduled for Thursday, August 16, 2018 at 12:00 p.m.

<b>Thursday, August 16, 2018 – Council Chambers – Afternoon Session</b>
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**CALL TO ORDER**

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

**ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) and Tim Daniels (Position No. 4). Barbara Starr (Position No. 5) was absent.

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

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Starr.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Ghatan announced that Council would hold a closed session for labor negotiations.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS****Ed Warbass Sculpture**

At 12:01 pm, Mayor Ghatan introduced Gareth Curtiss, sculptor, to describe the commissioned piece of artwork. The Ed Warbass Way Sculpture is a bronzed depiction Ed Warbass and his dog “Bob” sitting on a bench. Mr. Curtiss described the materials and process for creating a bronze cast. Discussion followed regarding bonding for the contract. The Council and Mayor thanked Mr. Curtiss. No action was taken.

### John O. Linde Fields – Amplified Sound

At 12:12 pm, Mayor Ghatan introduced Maddie Ovenell, Island Rec Executive Director, to make a request for limited amplified sound at John O. Linde Fields during sanctioned sporting events. Ms. Ovenell requested that amplified sounds be allowed at events as follows:

- Sound at events will only be allowed between the hours of 10 a.m. and 6 p.m. for a duration of 15 minutes per event.
- Sound will only be played on Island Rec equipment preset with a maximum volume level in the park.
- Island Rec would reserve the right to approve or deny sound with any event.
- Island Rec would reserve the right to deny future requests if rules are not followed.

Discussion followed regarding the “neighborly” policy and if approved, re-evaluating the request within one year. **Council consensus to consider the request pending review by the Community Development Department and a public meeting.**

### Rock Island Communications – Memorandum of Understanding

At 12:36 p.m., Mayor Ghatan introduced discussion of a request by Rock Island Communications (RIC) to install certain improvements within the Town to increase access to broadband. Administrator Wilson explained that RIC wants to install equipment and facilities based at the WWTP and other strategic locations improve fiber optic. RIC proposes to hook up the WWTP, Town Shop and Water Plant in exchange for use of the locations. Discussion followed regarding the proposed route. No action was taken.

### **ADMINISTRATOR'S REPORT**

At 12:45 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Renaming request – A request was received to rename the Breezeway to honor former Mayor Jones. **Council consensus to find an alternative location (with more grandeur) such as the planned fire museum or a future park.**
- Sunshine Alley Restroom – The Consultant has provided preliminary designs. Discussion followed regarding industrial panels for the ease of cleaning.
- Closed Session – Town is in the process of negotiating with Local 1849F for the new bi-annual collective bargaining agreement. The Town Council will be holding closed sessions as needed.
- Ordinance No. 1647 – **Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1647, authorizing an interfund loan to provide interim financing for certain improvements to the Town's wastewater treatment plant. Motion passed 4-0 with Starr absent .**
- Property Transfer – The Town is working on the property transfer located on Harbor Street between the WWTP and PW departments.
- Street Closure – Argyle Avenue will be partially closed on August 17<sup>th</sup> while the sub-base on Nichols is prepared.
- Microsoft 365 – Email migration is complete. Instructions for syncing devices were distributed.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 44503 through 44552 in the amount of \$497,434.80. Motion passed 4-0 with Starr absent.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of **August 2, 2018 as corrected.** Motion passed 4-0 with Starr absent.

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

No future agenda items were forthcoming.

## **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:18 p.m. The next regular meeting is scheduled for Thursday, September 6, 2018 at 12:00 p.m.

### **Thursday, September 6, 2018 – Council Chambers – Afternoon Session**

## **CALL TO ORDER**

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

## **ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Anna Maria de Freitas (Position No. 3), and Tim Daniels (Position No. 4).

Noel Monin (Position No. 2) and Barbara Starr (Position No. 5) were absent.

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

## **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Monin and Starr.

## **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

## **ANNOUNCEMENTS/SCHEDULE CHANGES**

The Town Council was scheduled to attend a closed session (not executive session) to discuss collective bargaining following adjournment of the meeting.

## **PUBLIC ACCESS TIME**

No public access was forthcoming.

## **ACTION AND DISCUSSION ITEMS**

### Proclamation

At 12:01 p.m., Mayor Ghatan proclaimed September as Prostate Cancer Awareness Month. Mike Hamlette, local chapter of Us Too, accepted the proclamation and spoke about the seriousness of prostate cancer.

### SJC Update

At 12:09 p.m., SJC Manager, Mike Thomas, updated the Town on a proposal for a new County campus and engineering status of Missing Mountain Road. The Council thanked Mr. Thomas. No action was taken.

### SJI Chamber of Commerce-Budget Request

At 12:14 p.m., Mayor Ghatan introduced Becki Day, SJI Chamber of Commerce Director, to make a budget request for year 2019. Ms. Day provided statistics on operations and events for 2018 to date. Ms. Day explained that the Chamber would be submitting an application for 2nd 2% HM funding for event promotion. Discussion followed regarding support for other Chamber activities. Ms. Day submitted a verbal request for a slight increase over year 2018 for support of operations and Fourth of July activities. Mayor Ghatan thanked Ms. Day. No action was taken. The request will be considered at a future session.

#### SJC Economic Development Council – 2018 Budget Request

At 12:18 p.m., Mayor Ghatan invited Victoria Compton, Economic Development Council Director, to present an annual report and request for support to fund economic development programs in year 2019. Ms. Compton presented results of the recent trades program, reviewed EDC offerings and work plan for 2018/2019. Ms. Compton made a 2019 budget request for \$42,000 to support local programming and salary for a part-time position to coordinate the Trades Program. Mayor Ghatan thanked Ms. Compton. No action was taken. The budget request will be considered during the next budget work session.

#### John O. Linde Fields – Amplified Sound

At 12:39 p.m., Mayor Ghatan invited Maddie Ovnell, Island Rec Director, to make a request to allow amplified sound during upcoming events at the Sports Fields. Ms. Ovnell explained that Island Rec wants to “test-run” the overall request for amplified sound by allowing the Tiger Cheerleaders to provide half-time shows during the next 3 football games. Administrator Wilson explained that he found the request reasonable. No discussion followed.

**Council consensus to allow amplified sound with conditions for the upcoming three sanctioned events at John O. Linde Fields.**

#### SWAC Public Letter

At 12:43 p.m., Mayor Ghatan introduced discussion of the letter by the SJC Solid Waste Advisory Committee regarding plastics. Administrator Wilson voiced concerns regarding the letter to business owners. Mark Herronkohl, SJC Waste Management Manager, explained the basis for the letter. Discussion followed regarding the content of the letter.

**Council consensus for the Town Administrator to work with SWAC to make amendments to the letter.**

#### Resolution No. 2405

At 1:16 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2405, concerning a utility easement at the Port of Friday Harbor. Administrator Wilson explained that a condition of the street vacation on Front Street (Williamson Building) was that the Port grant Town an easement for installation and maintenance of utilities. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2405, authorizing the Mayor to execute a utility easement with the Port of Friday Harbor for TPN 351150004. Motion passed 3-0 with Monin and Starr absent.**

#### Resolution No. 2406

At 1:18 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2406 concerning the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson and Public Works Director Wayne Haefele explained that Supplemental Agreement #2 with Gray & Osborne extends their current agreement for contract administration. Construction delays have caused Gray & Osborne to exhaust their budget for the scope of work. Discussion followed regarding recoupable costs and revised project completion date.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2406, authorizing the Mayor to execute Supplemental Agreement No. 2 with Gray & Osborne Engineering for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 3-0 with Monin and Starr absent.**

#### Resolution No. 2408

At 1:33 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2408 concerning Hillview Terrace. Public Works Director Wayne Haefele explained that Town needs to analyze the excessive potable water pressure issues within the Hillview Terrace neighborhood. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2408, authorizing the Mayor to execute an agreement with Brown & Caldwell Engineering for analysis of water system improvements in the “460 pressure zone”. Motion passed 3-0 with Monin and Starr absent.**

Resolution No. 2407

At 1:38 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2407 regarding the Web/A/Nichols Street Improvement Project. Project Manager Pedro Mena explained the purpose of Change Order No. 1. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2407, authorizing the Mayor to execute Change Order No. 1 to the agreement with Mike Carlson Enterprises, Inc. for the Web/A/Nichols Street Improvement Project. Motion passed 3-0 with Monin ad Starr absent.**

**ADMINISTRATOR'S REPORT**

At 1:46 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Budget Process – Council briefly discussed the process for reviewing the 2019 Town budget requests.
- Web/A/Nichols Street Improvement Project – The project is 80% complete.
- 9/11 Remembrance Day – A ceremony will be held beginning at 9:30 a.m. at Memorial Park.
- Fire District 3 – Administrator Wilson will be part of the panel interviewing for a new chief. Fire Chief Creesy has announced his retirement.
- Smoke Testing – Town will be inflow and infiltration (“I/I”) testing. A notice has been placed in the local papers.
- LTAC Applications – Town will review LTAC applications on September 19, 2018.

**PAYMENT OF CLAIMS – (Amy will insert this when Kelle gets back.)**

Moved by de Freitas, seconded by Hushebeck, to affirm the payment of Payroll Warrants and Direct Deposit Run dated August 31, 2018; approve the payment of Claim Warrant Nos. 44553 through 44595 in the amount of \$649,286.98; and Treasurer's Check Nos. 9791 through 9797 and AutoKey in the amount of \$11,481.20. Motion passed 3-0 with Monin and Starr absent.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Daniels, to approve the minutes of **August 16, 2018 as submitted**. Motion passed 3-0 with Monin 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 Ghatan adjourned the meeting at 1:56 p.m. The next regular meeting is scheduled for Thursday, September 20, 2018 at 12:00 p.m.

**Thursday, September 20, 2018 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

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

**ROLL CALL**

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

Others Present: Mayor Farhad Ghatan; Town Administrator Duncan Wilson; and Clerk Amy Taylor. Treasurer Kelle' Wilson was absent.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**PUBLIC MEETING**

Amplified Sound – John O. Linde Community Park

At 12:03 p.m., Mayor Ghatan opened the public meeting regarding the request by Island Rec to have limited amplified sound at John O. Linde Community Park during sanctioned sporting events. Mayor Ghatan explained that the meeting was not a hearing to amend the current Conditional Use Permit. Instead, the meeting was advertised to seek public comment from neighboring residents that may be affected by the proposal. Following, the Town Council would consider and may authorize conditions under which School District 149 and Island Rec may amend their current Operations and Maintenance Agreement.

Administrator Wilson explained that Island Rec has been granted permission to use limited amplified sound for the upcoming three sporting events. Maddie Ovenell, Island Rec Director, explained the request, including proposed conditions in which amplified sound would be permitted.

The Town Council asked questions of staff and Ms. Ovenell. Mayor Ghatan opened the meeting to public comment from the audience. Comments included concerns that sound would disturb the adjacent neighborhoods and that the request would set a precedence (“be a gateway”) for larger and potentially more invasive requests.

Councilmembers took turns stating their opinions of the proposal for amplified sound and conditions that they would consider for approval. Administrator Wilson suggested inclusion of “sunset” and “revocation” clauses to any such amendment in order to grant Town the power to discontinue amplified sound for any reason.

Mayor Ghatan thanked the Council and audience for their thoughtful comments. **Council consensus for the Town Administrator to work with Island Rec to develop an amendment to the Operations and Maintenance Agreement to allow for limited amplified sound at John O. Linde Community Park. Said amendment will return for Council consideration.**

## WORK SESSION

### Public Works Yard

At 12:42 p.m., Mayor Ghatan introduced the work session for a new public works yard located on Harbor Street and Tucker Avenue across from the Wastewater Treatment Plant. Administrator Wilson and Public Works Director Wayne Haefele explained the proposed configuration and costs for a new "Texmo" building. Discussion followed regarding size, cost and future needs for the building.

Administrator Wilson explained that placement of the building and the future "park" is preliminary. Discussion followed regarding zoning for the parcel, placement and use of the building, and minimizing impacts to adjacent neighborhoods.

Mayor Ghatan thanked staff for the discussion. No action was taken.

### 2019 Town Budget

At 1:10 p.m., Mayor Ghatan introduced the work session for the 2019 Town Budget. Administrator Wilson and Public Works Director Wayne Haefele presented budget requests for various departments. Discussion and inquiry followed regarding individual requests. The Council did not deny any specific request.

Mayor Ghatan thanked staff for the discussion. No action was taken.

## ACTION AND DISCUSSION ITEMS

### Resolution No. 2409

At 1:50 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2409, *concerning the Tucker Avenue Reconstruction Project, Phase 2*. Administrator Wilson explained the particulars of Change Order Nos. 4 & 5. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2409, authorizing Change Order Nos. 4 & 5 for the Tucker Avenue Reconstruction Project. Motion passed unanimously.**

### Ordinance No. 1648

At 1:52 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1648, concerning Town water meters. Administrator Wilson explained that the purpose of Ordinance No. 1648 is to keep locations of water meters debris and obstruction free for meter reading. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1648, amending Chapter 13.04 FHMC concerning Town water meters. Motion passed unanimously.**

### Ordinance No. 1649

At 1:53 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1649 concerning reduced utility rates. Administrator Wilson explained that the purpose of Ordinance No. 1649 is to transfer oversight of the program to the Finance Office. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No 1649, amending Chapter 13.21 FHMC concerning reduced utility rates for low income senior and disabled citizens. Motion passed unanimously.**

## **ADMINISTRATOR'S REPORT**

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

- Purple Light Nights – Town has been requested to allow “Purple Light Nights”. The outcome of Purple Light Nights® is to increase the awareness of domestic violence issues.
- Union negotiations – Negotiations with Local 1849F continue.
- Fire District 3 – The District hired a new chief to replace retiring Chief Creesy.
- Lodging Tax – LTAC have met to discuss grant applications. Recommendations will be presented October 4<sup>th</sup>.
- Budget Requests – Requests from outside agencies will be presented October 4<sup>th</sup>.
- Intersection closure – The Spring/Argyle intersection will be closed overnight on September 20<sup>th</sup> for construction.

## **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 44596 through 44645 in the amount of \$523,247.16. Motion passed unanimously.

## **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **September 6, 2018 as corrected**. 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 Ghatan adjourned the meeting at 2:15 p.m. The next regular meeting is scheduled for Thursday, October 4, 2018 at 12:00 p.m.

**Thursday, October 4, 2018 – Council Chambers – Afternoon Session**

## **CALL TO ORDER**

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

## **ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

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

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

## **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember de Freitas.

## **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

## **PUBLIC ACCESS TIME**

Diane Martindale, thanked the Council on behalf of SJI Arts Museum, for their support with tourism promotion. Ms. Martindale distributed the current 2018 IMA Catalogue.

Nathan Kessler-Jeffery, SJ Community Theatre Director, thanked the Council for their support with tourism promotion and requested that the Theatre be allowed to amend the proposed scope of work submitted with their grant application. The LTAC recommended reduced funding.

Gary Roberts, 804 Argyle Avenue, stated that he was concerned about traffic safety at the Grover Street and Argyle Avenue intersection. Mr. Roberts requested that the Council schedule a general discussion regarding traffic safety. The Mayor requested that he list specific concerns in writing in order to schedule appropriately.

## **ACTION AND DISCUSSION ITEMS**

### Resolution No. 2410

At 12:09 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2410 concerning amplified sound at John O. Linde Community Park. Administrator Wilson reviewed the terms of draft Amendment No. 2 to the Operations and Maintenance Agreement between Island Rec and School District 149 that would allow for limited amplified sound. Discussion followed regarding community concerns over volume.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2410, authorizing conditions for use of limited amplified sound and amendments to the Operations and Maintenance Agreement for John O. Linde Community Park. Motion passed 4-0 with de Freitas absent.**

### Resolution No. 2411

At 12:20 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2411 concerning an agreement for commission of public art. Administrator Wilson explained that the Artist provided a performance bond in the amount of \$42,000 because of the nature of the project. No discussion followed.

**Moved by Daniels, seconded by Monin, to adopt Resolution No. 2411, authorizing the Mayor to execute an agreement with Gareth Curtiss to provide a bronze art sculpture for use as furniture at the First Street entrance to Sunshine Alley. Motion passed 4-0 with de Freitas absent.**

### Resolution No. 2412

At 12:23 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2412 concerning the Tucker Avenue Reconstruction Project. Public Works Director Wayne Haefele explained the particulars of Change Order No. 6. The majority of the Change Order is a result of additional stormwater valley gutter at Marble Street. Discussion followed regarding design.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2412, authorizing the Mayor to execute Change Order No. 6 to the agreement for construction of the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 4-0 with de Freitas absent.**

### Resolution No. 2413

At 12:27 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2413 concerning the Tucker Avenue Reconstruction Project. Public Works Director Wayne Haefele explained the particulars of Change Order No. 7. The majority of the Change Order is a result of shallowly buried electrical conduit that needed relocation. Discussion followed regarding reimbursement.

**Moved by Daniels, seconded by Starr, to adopt Resolution No. 2413, authorizing the Mayor to execute Change Order No. 7 to the agreement for construction of the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 4-0 with de Freitas absent.**

#### Resolution No. 2414

At 12:34 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2414 concerning improvements at the Wastewater Treatment Plant. Administrator Wilson explained that approval to award the bid for headworks improvements has not yet been received from USDA. Administrator Wilson requested that the meeting be continued to address unfinished business. No action was taken. (See adjournment.)

#### H/M Tax Grant Program

At 12:35 p.m., Mayor Ghatan introduced discussion of LTAC recommendations for the 2019 Tourism Promotion Grant. Administrator Wilson presented the recommendations of the committee. Discussion followed regarding allocations. Staff will present agreements for approval once drafted.

**Moved by Monin, seconded by Hushebeck, to adopt the recommendations of the LTAC for the 2019 Hotel Motel Grant Program; and to direct staff to include the modified scope(s) of work for TedX and SJ Community Theatre in the draft agreements. Motion passed 4-0 with de Freitas absent.**

#### **WORK SESSION**

##### 2019 Town Budget

At 12:53 p.m., Mayor Ghatan introduced discussion of the preliminary budget. Treasurer Wilson and Administrator Wilson presented the draft 2019 Town budget. Treasurer Wilson reviewed items that have been changed throughout the budget as a result of ongoing projects and department requests. Discussion followed regarding line items of interest. No action was taken.

#### **ADMINISTRATOR'S REPORT**

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

- Web / A / Nichols Street Project – The project is substantially complete. The Contractor anticipates finishing the last items in the next 2-3 weeks.
- Spring Street Crosswalks – Concrete is being poured for the new ADA crosswalk ramps.
- Tucker Avenue Reconstruction Project – Paving is scheduled for October 9<sup>th</sup>.
- Boling Alley – Special circumstances have caused the Town to enter into a private agreement for installation of a sewer main lateral. The parcel owner will reimburse the Town for work and materials.
- SJC Recycling – The County (SWAC) has issued its recycling mailout.
- Town Employee – Town is advertising for the Accounts Receivable Clerk Position. Keri Talbott has given notice to the Town.
- Solar Grants – Town is investigating grants for solar energy at the Wastewater Treatment Plant.

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Daniels, to affirm the payment of Payroll Warrant Nos. 17051 through 17062 and DDR dated September 28, 2018 in the amount of \$290,365.18; approve the payment of Claim Warrant Nos. 44646 through 44694 in the amount of \$438,862.07; and affirm the issuance of Treasurer Check Nos. 9798 through 9802 and AutoKey No. 091218 for September 2018 in the amount of \$16,074.58. Motion passed 4-0 with de Freitas absent.

#### **APPROVAL OF MINUTES**

Moved by Starr, seconded by Monin, to approve the minutes of **September 20, 2018 as submitted**. Motion passed 4-0 with de Freitas absent.

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

Councilmember Hushebeck reported on the recent SWAC meeting.

Mayor Ghatan reported on the grand opening of the new Friday Harbor Animal Protection Society.

Councilmember Starr requested that the Sheriff be scheduled for a report as soon as possible.

## **CITIZEN RESPONSE**

Bex Bishop, newest Film Festival volunteer, introduced herself to the Council and thanked the Council for their support.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan continued the meeting at 1:58 p.m. The continued meeting, **if needed**, is scheduled Thursday, October 11, 2018 at 12:00 p.m. The next regular meeting is scheduled for Thursday, October 18, 2018 at 12:00 p.m.

*[Clerk's Note: The Thursday, October 11, 2018 Continued Session was not required. The Town Clerk announced that the meeting was cancelled/adjourned.]*

## **Thursday, October 18, 2018 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

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

### **ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

Noel Monin (Position No. 2) was absent.

Others Present: Mayor, Farhad Ghatan; Treasurer, Kelle' Wilson; and Clerk, Amy Taylor. Town Administrator, Duncan Wilson, was absent.

### **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Monin.

### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

### **PUBLIC ACCESS TIME**

Fire District 3 Commissioner, Bob Jarman, introduced new Fire Chief Norvin Collins. Chief Collins provided a brief bio. The Council and Mayor welcomed him to the community.

### **DEPARTMENT REPORTS**

#### Community Development

At 12:06 p.m., Land Use Administrator, Michael Bertrand, provided the Council with a quarterly report. Mr. Bertrand reviewed permit fees year to date. Mr. Bertrand noted that several units are anticipated in the next few months. Discussion followed regarding current projects in the community. No action was taken.

#### Public Works

At 12:12 p.m., Public Works Director, Wayne Haefele, explained that a new ordinance will be provided to allow residential water tank systems for fire suppression. Mr. Haefele provided a progress report on current street projects and upcoming water and sewer projects. No action was taken.

#### System Administration

At 12:27 p.m., Systems Administrator, Mike Greene, provided an update on several recent upgrades to the computer network and workstations including new servers and shift to cloud based services. No action was taken.

## **ACTION AND DISCUSSION ITEMS**

### Street Vacation

At 12:46 p.m., Mayor Ghatan introduced discussion of a street vacation application for platted right-of-way located off Price Street (Holi Place). Land Use Administrator, Mike Bertrand, described the proposal, location and process. Discussion followed regarding the future needs for that particular right-of-way. **Council consensus to present a Resolution setting a time and date for public hearing to consider said application for vacation of public right-of-way.**

### Centennial Beach Court Trail

At 12:49 p.m., Mayor Ghatan introduced discussion of a request by the SJI Trails Committee to rename Centennial Beach Court Trail to Centennial Trail. The request stems from several neighborhood residents. The current name gives the false impression that the trail leads to the beach, hence walkers frequently go down the trail seeking shoreline and frequently wind up being redirected or trespassing on private property. Discussion followed regarding the policy for renaming trails.

**Moved by Starr, seconded by de Freitas, to approve the request by the SJI Trails Committee to rename Centennial Beach Court Trail to Centennial Trail. Motion passed 4-0 with Monin absent.**

### Response - Traffic Safety Concern

At 12:53 p.m., Mayor Ghatan introduced discussion of the response to a citizen regarding traffic safety concern at the Argyle Avenue and Grover Street intersection. (See Public Access on October 4, 2018.) Mayor Ghatan replied via letter. Discussion followed regarding visibility at the intersection. **Council consensus to have Staff (Town Administrator, Public Works Director and others interested) perform a site visit.**

### Harbor Life Ring – Food Bank Donation

At 12:58 p.m., Mayor Ghatan introduced discussion regarding the Harbor Life Ring Donation to the Friday Harbor Food Bank. Clerk Taylor asked the Council if they would like to offer a \$1,000 matching grant for November 2018, as it has done in the past. If so, Town will execute the necessary agreement with the Friday Harbor Food Bank.

**Council consensus to offer a \$1,000 grant to match donations through the Harbor Life Ring Program for the month of November 2018 to support the poor and infirm. Further, execute the agreement with the Friday Harbor Food Bank to authorize said grant funding.**

### Janitorial Agreement – Sunshine Alley Restrooms

At 1:02 p.m., Mayor Ghatan introduced discussion regarding janitorial services for Sunshine Alley Restrooms. Mayor Ghatan explained that Town may opt to renew its agreement with the Contractor for an additional year. The Contractor has requested a COLA increase. The current COLA based on the Seattle CPI-U is approximately \$2 per service. Discussion followed regarding the level of service.

**Council consensus to exercise the Town's option to renew plus negotiate a COLA for janitorial services at the Sunshine Alley Restrooms.**

### Resolution No. 2415

At 1:05 p.m., Mayor Ghatan introduced discussion of Resolution No. 2415 regarding the agreement with the Family Resource Center (FRC). The Town contracts with the FRC to administer the provisions of the utility assistance program to assist low income persons with emergency assistance to help offset the costs of the Town's monthly utility charges. The current agreement is due to expire in 2018. Discussion followed regarding the origin of said funding.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2415, authorizing a contract for services with the SJI Family Resource Center to administer the Town Utility Assistance Program. Motion passed 4-0 with Monin absent.**

#### Resolution No. 2416

At 1:07 p.m., Mayor Ghatan introduced discussion of Resolution No. 2416 regarding the State Business Licensing Service (BLS). The Town has partnered with BLS pursuant to EHB-2005 and is cued for integration in year 2019. The service agreement sets forth the terms and conditions between the agencies. Discussion followed regarding the new law.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2416, authorizing business licensing services through the Washington State Department of Revenue Business Licensing Services. Motion passed 4-0 with Monin absent.**

#### Resolution No. 2417

At 1:18 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2417 regarding the FH Landfill located at Sutton Road. Treasurer Wilson explained that the Town is required to update its Friday Harbor Landfill Post Closure Financial Assurance Plan every year through 2025. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2417, adopting the Friday Harbor Landfill Post Closure Financial Assurance Plan update for years 2019-2025. Motion passed 4-0 with Monin absent.**

#### Resolution No. 2418

At 1:20 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2418 regarding a Town Procurement Policy. Treasurer Wilson explained that the policy is comprehensive for all bidding and procurement of services for Town. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2418, adopting a policy related to the procurement of goods and services. Motion passed 4-0 with Monin absent.**

### **WORK SESSION**

#### 2019 Town Budget

At 1:27 p.m., Mayor Ghatan introduced the work session for the Town Budget. The draft ordinances for utility rate increases were distributed for first reading. No action was taken.

### **PAYMENT OF CLAIMS**

Moved by Hushebeck, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 44695 through 44754 in the amount of \$601,649.71. Motion passed 4-0 with Monin absent.

### **APPROVAL OF MINUTES**

Moved by Starr, seconded by Hushebeck, to approve the minutes of **October 4, 2018 as submitted**. Motion passed 4-0 with Monin absent.

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

The Council retreat is tentatively scheduled for the third week of February.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan continued the meeting at 1:38 p.m. The continued meeting, **if needed**, is scheduled Thursday, October 25, 2018 at 12:00 p.m. The next regular meeting is scheduled for Thursday, November 1, 2018 at 12:00 p.m.

**[Clerk's Note: The Thursday, October 25, 2018 Continued Session was not required. The Town Clerk announced that the meeting was cancelled/adjourned.]**

**Thursday, November 1, 2018 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

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

**ROLL CALL**

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

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

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Ghatan announced that an Executive Session was scheduled.

Mayor Ghatan presented Treasurer Wilson with service award. Kelle' Wilson has been an employee of the Town for 25 years. Treasurer Wilson has served as Clerk, Payroll Officer, Assistant Finance Director, then Finance Director and elected Treasurer for 25 years.

**PUBLIC ACCESS TIME**

Arlo Farrell, SJI Highschool Student, requested permission to add-on to the fitness equipment at Sunken Park as part of his 11<sup>th</sup> Grade Community Project. Discussion followed regarding the scope of work. **Council consensus to allow the project, subject to approval by the Town Engineer and Administrator.**

**ACTION AND DISCUSSION ITEMS**

Resolution No. 2419

At 12:11 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2419 concerning an application for street vacation. Administrator Wilson explained that it was procedure to set the public hearing date by resolution. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2419, setting the public hearing date of December 6, 2018 at 12:00 p.m. for consideration of the application by Raymont and Tina Fay Jackson to vacate a portion of public right-of-way located adjacent to Holi Place . Motion passed unanimously.**

Resolution No. 2420

At 12:12 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2420 concerning the Web/A/Nichols Street Improvement Project. Public Works Director, Wayne Haefele, explained that the Change Order reconciles most of the expenditures for unanticipated work directed by the Town, including repairs to the sewer system. Discussion followed regarding selection of indigenous plant for landscaping of the project.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2420, authorizing Change Order No. 2 for the Web, A, Nichols Street Improvement Project. Motion passed unanimously.**

#### Resolution No. 2421

At 12:19 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2421 concerning the janitorial services agreement for Sunshine Alley Restrooms. Administrator Wilson explained that Town is exercising its option to renew the original agreement for an additional year. Discussion followed regarding the upcoming restroom remodel.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2421, authorizing Amendment No. 1 to the janitorial services agreement for Sunshine Alley Restrooms. Motion passed unanimously.**

#### Public Works Yard

At 12:23 p.m., Mayor Ghatan introduced discussion of landscaping design for the proposed public works yard. Administrator Wilson presented a budget proposal for design of landscape and park amenities through Pacific Landscape Architecture. Discussion followed regarding the firm and past projects. **Council consensus to negotiate an agreement with Pacific Landscape Architecture.**

#### Wastewater Treatment Plant – Solar Panels

At 12:29 p.m., Mayor Ghatan introduced discussion of solar energy at the Wastewater Treatment Plant. Mayor Ghatan and Administrator Wilson explained that Apollo Solutions Group conducted a preliminary audit of the energy systems and concluded that solar panels are viable at the Plant. Apollo is available to conduct a formal audit at no cost to the Town to determine actual costs and potential savings. Discussion followed regarding the investment.

**Moved by Hushebeck, seconded by de Freitas, to proceed with the proposal for an investment grade audit with Apollo Solutions Group for future construction of a solar array at the Wastewater Treatment Plant. Motion passed unanimously.**

#### Sunshine Alley Remodel

At 12:38 p.m., Mayor Ghatan introduced discussion of preliminary cost estimates for the Sunshine Alley Restroom Remodel. Administrator Wilson explained the basis for the budget. Discussion followed regarding material costs. **Council consensus to move forward with finalizing the remodeling budget.**

#### 2019 Fee Schedule

At 12:56 p.m., Mayor Ghatan introduced discussion of the 2019 Town Fee Schedule. Treasurer Wilson explained that the Finance Office has requested a new charge for fee recoupment of rejected electronic payments. No discussion followed.

**Moved by Daniels, seconded by Monin, to adopt the 2019 Town Fee Schedule. Motion passed unanimously.**

#### Utility Rate Ordinances

At 1:00 p.m., the draft ordinances for utility rate increases were distributed for a second reading. No action was taken.

### **ADMINISTRATOR'S REPORT**

At 1:02 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Ordinance No. 1650 – **Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1650, amending the 2018 salary schedule for exempt employees. Motion passed unanimously.**
- 1923 Cadillac – Town received a request to place the “Bill LaPorte” in the downtown core for the holiday season. Discussion followed regarding having the antique exposed to winter weather conditions. **Council consensus to decline the request.**
- Agreement for Legal Services – Kenyon Disend does not currently have an attorney available that would be an appropriate pairing to assist the Town in labor negotiations. Summit Law Group has offered an engagement letter.

- Sidewalk Improvements – Concrete is being poured at various locations for sidewalk improvements.
- Grover/Argyle Intersection – Town conducted a site visit for the intersection. The solutions are to install a three-way stop or have the Sheriff's department increase enforcement in the area. Discussion followed. No action was taken.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 17063 through 17071 and Direct Deposit Run dated October 31, 2018 in the amount of \$299,260.63; and approve the payment of Claim Warrant Nos. 44755 through 44790 in the amount of \$502,387.15. Motion passed unanimously.

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **October 18, 2018 as submitted**. Motion passed unanimously.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:39 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding potential litigation in accordance with the provisions of RCW 42.30.110(1)(c); which was estimated to last 10 minutes. Participants: Town Council, Mayor Ghatan, Administrator Wilson, and Treasurer Wilson. The session ended at 1:51 p.m. for an actual session time of 12 minutes. The public was properly informed of the time extension. No actions were taken following executive session.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan continued the meeting at 1:51 p.m. for the purpose of unfinished business. The Council will reconvene on Thursday, November 8, 2018 at 12:00 p.m. The next regular meeting is scheduled for Thursday, November 15, 2018 at 12:00 p.m.

**Thursday, November 8, 2018 – 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: Steve Hushebeck (Position No. 1), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

Mayor, Farhad Ghatan; Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) and Treasurer, Kelle' Wilson; were absent.

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

### **EXCUSED ABSENCE**

Council consensus to excused the absence of Councilmembers Monin and de Freitas.

## **ACTION AND DISCUSSION ITEMS**

### Resolution No. 2414

At 12:01 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2414, awarding the bid for the Headworks Improvement Project. Administrator Wilson explained that McClure and Sons Construction, Inc. submitted the low responsive bid for the project and USDA authorized award. No discussion followed.

**Moved by Starr, seconded by Daniels, to award the bid and authorize the Mayor to execute a contract for construction of headworks improvements at the Wastewater Treatment Plant. Motion passed 3-0 with Monin and de Freitas 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 Pro-tem Hushebeck adjourned the meeting at 12:04 p.m. The next regular meeting is scheduled for Thursday, November 15, 2018 at 12:00 p.m.

**Thursday, November 15, 2018 – Council Chambers – Afternoon Session**

## **CALL TO ORDER**

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

## **ROLL CALL**

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

Tim Daniels (Position No. 4) and Anna Maria de Freitas (Position No. 3) were absent.

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

## **EXCUSED ABSENCE**

Council consensus to excused the absence of Councilmembers de Freitas and Daniels.

## **ACTION AND DISCUSSION ITEMS**

### Proclamation – Small Business Saturday

At 12:01 p.m., Mayor Ghatan proclaimed November 24, 2018 as Small Business Saturday in the Town of Friday Harbor. Small Business Saturday encourages local support of our small businesses and merchants.

### SJC Update

At 12:04 p.m., SJC Councilmember Bill Watson provided an update on issues of mutual concern. Items included status of the connector road, proposed whale watching moratorium, affordable housing and process for newly adopted REET funding. The Council thanked Mr. Watson.

#### Public Hearing – 2019 Town Budget

At 12:17 p.m., Mayor Ghatan opened the public hearing regarding the 2019 Town Budget. No audience was present to give public testimony. Discussion followed regarding projected year end balances. The Council thanked Treasurer Wilson for her work on the budget. Hearing no public testimony, Mayor Ghatan closed the public hearing at 12:22 p.m. No action was taken.

#### Public Hearing – 2019 Revenue Resources

At 12:23 p.m., Mayor Ghatan opened the public hearing regarding the 2019 Revenue Resources. Administrator Wilson and Treasurer Wilson described revenue resources for the year and the process for determining property tax valuations. SJC Councilmember Bill Watson commented on revenue projections. Mayor Ghatan closed the public hearing at 12:28 p.m.

#### Ordinance No. 1651

**Moved by Starr, seconded by Monin, to adopt Ordinance No. 1651, fixing and levying the amount of Ad Valorem Taxes for the Town of Friday Harbor for the year 2019. Motion passed 3-0 with Daniels and de Freitas absent.**

#### Utility Rate Increases

At 12:37 p.m., Mayor Ghatan introduced discussion of ordinances for utility rate increases. No discussion followed. **Moved by Hushebeck, seconded by Hushebeck, to adopt Ordinance Nos. 1652 through 1654 as follows. Motion passed 3-0 with de Freitas and Daniels absent.**

- **Ordinance No. 1652, amending Chapter 13.05 FHMC concerning water connection charges.**
- **Ordinance No. 1653, amending Chapter 13.21 FHMC concerning sewer service charges.**
- **Ordinance No. 1654, amending Chapter 13.21 FHMC concerning sewer connection charges.**

#### Resolution No. 2422

At 12:39 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2422 concerning seismic analysis of the Town Hall. Administrator Wilson explained that the current consultant for Town Hall Renovations is performing limited seismic analysis. The proposed amendment would add additional services. Discussion followed regarding the difference between the options.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2422, authorizing Amendment No. 1 to the agreement with TCA Architectural Planning for limited engineering services. Motion passed 3-0 with de Freitas and Daniels absent.**

#### Resolution No. 2423

At 12:45 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2423 concerning USDA funding. Administrator Wilson explained the process for funding approval. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2423, authorizing a Loan Resolution with USDA for Wastewater Treatment Plant improvements . Motion passed 3-0 with de Freitas and Daniels absent.**

#### **ADMINISTRATOR'S REPORT**

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

- Employee – A WWTP recently resigned. Lauren Storm's last day is November 30, 2018.
- Customer Service Clerk – Interviews are ongoing for the ARC position.
- Greenway Parks – A Parks Department employee inquired about improvements for the Park. **Consensus to complete other planned improvements before considering Greenway Park.**
- Electric Vehicle – **Moved by Hushebeck, seconded by Starr, to authorize a pre-write of approximately \$1,000 for purchase of a used electric vehicle for the parking department. Motion passed 3-0 with de Freitas and Daniels absent.**
- GIS – Town is investigating cooperative agreement with the County for services.
- Adoption Day – SJC Superior Court is honoring National Adoption Day on November 30<sup>th</sup>.

- Investment Grade Audit – Apollo Solutions Group will begin the IGA at the Wastewater Treatment Plant for solar power.
- SJC Sheriff – Town meeting with the Sheriff to discuss law enforcement issues.
- Tucker Avenue, Phase 2 – The project is substantially complete.
- Augmentation II – The watershed is online for pumping.
- Overlook Park – Replacement binoculars are on order.
- SJ Community Theatre – A fundraiser will be held on the apparatus floor of the Fire Hall.
- Collective Bargaining – The union representative has resigned, thereby delaying current negotiations.

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 17063 through 17071 and Direct Deposit Run dated October 31, 2018 in the amount of \$299,260.63; and approve the payment of Claim Warrant Nos. 44755 through 44790 in the amount of \$502,387.15. Motion passed unanimously.

#### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **October 18, 2018 as submitted**. Motion passed unanimously.

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

No future agenda items were forthcoming.

#### **CITIZEN RESPONSE**

No citizen response was forthcoming.

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

Councilmember Hushebeck noted that Leadership SJ is scheduled.

Councilmember Monin noted that District 3 is recruiting.

#### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:50 p.m. The next regular meeting is scheduled for Thursday, December 6, 2018 at 12:00 p.m.

**Thursday, December 6, 2018 – Council Chambers – Afternoon Session**

#### **CALL TO ORDER**

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

#### **ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), and Anna Maria de Freitas (Position No. 3). Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5) were absent.

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

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmembers Daniels and Starr.

**FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

**PUBLIC ACCESS TIME**

Matt Marinkovich, Park Street resident, suggested that Town amend its plastic bag ordinance. The Council thanked Mr. Marinkovich. No action was taken.

Becki Day, SJI Chamber Director, wished the Council happy holidays and invited Town staff and officials to attend its annual awards ceremony on December 10, 2018. The Town is being honored by an excellence award for year 2018.

Treasurer Wilson introduced the Town's newest employee, Katie Flynn, Customer Service Clerk.

**ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Ghatan announced that it was Councilmember de Freitas' birthday; and led the audience in a chorus of "Happy Birthday to You!"

**ACTION AND DISCUSSION ITEMS**Harbor Life Ring Program

At 12:06 p.m., Mayor Ghatan presented Bill Cummings, President of the Friday Harbor Food Bank, with a check in the amount of \$2,952.26. Town residents donated \$1,880 to the Harbor Life Ring Program in the month of November; residents donated \$70 in checks directly payable to the Food Bank; and Town provided a matching grant in the amount of \$1,000. Mr. Cummings thanked the Town and spoke about the importance of the Food Bank.

Natural Hazard Mitigation Plan

At 12:13 p.m., Brendan Cowan, SJC DEM Director, presented the SJC/TFH Natural Hazard Mitigation Plan. Mr. Cowan explained that the Plan identifies natural hazard threats to the county, vulnerabilities to these hazards and practical ways to mitigate the risk from these hazards. Adoption of the Plan is required by FEMA for the Town and County to be eligible to seek Federal funding assistance for mitigation projects described in the document. Discussion followed regarding coordination of the Plan with other Town and County comprehensive planning documents. **Council consensus to support the Plan.** A resolution will be presented for adoption at the December 20, 2018 session.

SJI Fire District 3

At 12:27 p.m., Chief Collins provided a quarterly report. District 3 had 77 incidents responses within Town limits between September and November, including 3 working fires. The Council thanked Chief Collins. No action was taken.

## **PUBLIC HEARING**

### Public Hearing – Vacation Application No. 25

At 12:01 p.m., Mayor Ghatan opened the public hearing to consider Vacation Application No. 25, a petition by Raymont and Tina Jackson to vacate a portion of right-of-way dedicated by the James & Judy Cumming Short Plat, located adjacent to Holli Place.

Mayor Ghatan asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. The hearing was legislative in nature.

Mayor Ghatan asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand explained that the subject property is a portion of right-of-way that lays immediately adjacent to their parcel on the platted alley. The portion is approximately 1,502 square feet in size. The subject area is currently bare land with some fencing around the perimeter and no Town utilities.

The staff report dated November 29, 2018 concluded that:

- The Town no longer foresee the need to increase the width of the Holli Place right-of-way from 20 to 40 feet;
- The proposed area was deeded as a condition of an approved short plat recorded in 1989; and
- It is reasonable to request just compensation for the area that has been dedicated for more than 30 years.

Mr. Bertrand explained that pursuant to RCW 35.79.030, staff recommendation is that Vacation Application No. 25 be approved based on the following:

- If granted, the vacation should be conditioned that the applicant grants Town a utility easement for future construction, repair and maintenance of public utilities; and
- If granted, the applicant should compensate the Town for 100% of the appraised value; and
- If granted, the applicant shall apply for a boundary line adjustment with the Town to show the new lot lines and legal descriptions of all affected parcels.

Ray Jackson, Applicant, explained the basis of the request. Mr. Jackson explained that his intent is to maximize density on the multi-family parcel and the square footage allows for an additional dwelling unit.

Mayor Ghatan opened the hearing to questions of staff and the applicant. Administrator Wilson requested that Land Use Administrator Bertrand explain the process for vacation.

At 12:34 p.m., Mayor Ghatan opened the public hearing to audience comments. Hearing none, Mayor Ghatan closed the public input portion of the hearing, reserving the right to reopen if needed, and opened Council deliberations.

Councilmembers did not express views of the application. Mayor Ghatan closed the public hearing.

**Moved by Hushebeck, by seconded de Freitas, to approve Vacation Application No. 25, a request to vacate a portion of right-of-way, subject to the conditions contained in the Staff Report dated November 29, 2018. Motion passed 3-0 with Daniels and Starr absent.**

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

### GIS Needs Assessment

At 12:39 p.m., Mayor Ghatan introduced discussion of the proposal for a GIS Needs Assessment. Administrator Wilson introduced Maria Sevier, Consultant. Ms. Sevier provided an overview of the project, including deliverables and timeline. Discussion followed regarding future data entry. **Council consensus to prepare a contract and formal scope of work for consideration.**

## Ordinance No. 1655 - 2018 Comprehensive Plan

At 12:58 p.m., Mayor Ghatan introduced discussion of 2018 updates to the Town's Comprehensive Plan. Land Use Administrator Mike Bertrand described the public hearing and recommendations of the Planning Commission. No discussion followed.

**Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1655, adopting the 2018 Comprehensive Plan Updates. Motion passed 3-0 with Daniels and Starr absent.**

## **PUBLIC HEARING**

### Public Hearing – 2019 Town Budget

At 1:03 p.m., Mayor Ghatan opened the public hearing to accept comments on the 2019 Town Budget. No audience was present to provide testimony. Mayor Ghatan closed the public hearing. No action was taken.

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

### Resolution No. 2425

At 1:07 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2425, declaring an emergency situation related to the Water Treatment Plant. Public Works Director, Wayne Haefele, explained that personnel discovered large quantities of water flowing from the ground behind the Water Treatment Plant. Investigation revealed that two mechanical joints failed. Town took immediate action to declare the situation an emergency and contract Mike Carlson Enterprises to repair the pipe and joints. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to declare an emergency due to damage to the Town water utility and ratify the actions taken pursuant to the emergency. Motion passed 3-0 with Daniels and Starr absent.**

### Resolution No. 2426

At 1:15 p.m., Mayor Ghatan introduced discussion of draft Resolution No 2425, authorizing a grant agreement for resurfacing of Price Street. Administrator Wilson explained that the Transportation Improvement Board has offered \$313,200 improvements. Discussion followed regarding the scope of the project.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2426, authorizing the Mayor to execute an agreement with the Transportation Improvement Board to fund the Price Street Resurfacing Project. Motion passed 3-0 with Daniels and Starr absent.**

### Resolution No. 2427

At 1:22 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2427 concerning the Web/A/Nichols Street Project. Capital Project Manager, Pedro Mena, explained that Change Order No. 3 reconciles the cost for work that was added as an addendum to the project by the Town. Discussion followed regarding reimbursable expenses.

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2427, authorizing the Mayor to execute Change Order No. 3 to the agreement with Mike Carlson Enterprises, Inc. for construction of the Web/A/Nichols Street Improvement Project. Motion passed 3-0 with Daniels and Starr absent.**

### Resolution No. 2428

At 1:29 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2428, concerning landscaping design services at the proposed Public Works Yard. Administrator Wilson presented the final proposal to move forward with design of the park amenities. Discussion followed regarding balancing the needs of Public Works with the surrounding neighborhood.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2428, authorizing the Mayor to execute an agreement with Pacific Landscape Architecture to provide design services for the Town Public Works Yard. Motion passed 3-0 with Daniels and Starr absent.**

## **ADMINISTRATOR'S REPORT**

At 1:34 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Overlook Park – The binoculars have been replaced.
- Citizens Advisory Group – The CAG continues to meet to discuss the EMS/Fire merger.
- Spring Street School Tree – Public Works has drafted a preliminary fix to solve the sidewalk and root issues for the tree.
- Utility Worker – Town is advertising for a position at the Wastewater Treatment Plant.
- WWTP Solar Energy – Town has initiated the energy assessment for the project.
- SJI Chamber – The Chamber has invited the Town to attend its annual business meeting to receive an excellence award.
- Gareth Curtiss – The Artist will be sculpting the Warbass Way piece at the Island Museum of Art.
- Interlocal Services – Moved by de Freitas, seconded by Hushebeck, to accept the Request for Interlocal Services for the Argyle Avenue Sidewalk Project.
- Sunshine Alley Restrooms – The final proposal by HKP Architecture for the Sunshine Alley Restroom remodel was reviewed.

## **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 17072 through 17080 and DDR dated November 30, 2018 in the amount of \$289,696.04; and approve the payment of Prewrite Warrant Nos. 44847 through 44848 in the amount of \$1,130.25, Claim Warrant Nos. 44849 through 44907 in the amount of \$672,271.22, and Treasurer Check Nos. 9807 through 9810 in the amount of \$171,488.70. Motion passed 3-0 with Daniels and Starr absent.

## **APPROVAL OF MINUTES**

Moved by Monin, seconded by de Freitas, to approve the minutes of **November 15, 2018 as corrected**. Motion passed 3-0 with Daniels and Starr absent.

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

Councilmember Monin stated that patrons are abusing the entrance to John O. Linde Community Fields. Vehicles are exiting the parking lot as if it were an extension of the street rather than a private entrance.

The Council discussed dates for the Council Retreat in February.

## **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:20 p.m. The next regular meeting is scheduled for Thursday, December 20, 2018 at 12:00 p.m.

<b>Thursday, December 20, 2018 – Council Chambers – Afternoon Session</b>
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## **CALL TO ORDER**

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

## **ROLL CALL**

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) and Tim Daniels (Position No. 4). Barbara Starr (Position No. 5) was absent.

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

#### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

#### **EXCUSED ABSENCE**

Council unanimously excused the absence of Councilmember Starr.

#### **FLAG SALUTE**

Mayor Ghatan conducted the flag salute.

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

Mayor Ghatan introduced Debra Lekanoff, Washington State Representative 40th District Representative. Representative Lekanoff addressed the Council and listed legislative priorities for 2019. The Council introduced themselves and thanked Ms. Lekanoff for visiting Friday Harbor.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

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

##### Committee Appointment

At 12:12 p.m., Mayor Ghatan requested that the Council affirm the appointment of Donald Torkington to the Town Planning Commission. Mr. Torkington described his qualifications and eagerness to serve. No discussion followed. Following the motion, Mayor Ghatan requested that the Town look at the structure and responsibilities of the Planning Commission.

**Moved by de Freitas, seconded by Hushebeck, to affirm the appointment of Donald Torkington to the Town Planning Commission. Motion passed 4-0 with Starr absent.**

##### Ordinance No. 1656

At 12:20 p.m., Mayor Ghatan introduced discussion of Ordinance No. 1656 concerning adoption of supplemental fire suppression code. Administrator Wilson explained that developable areas exist within Town of Friday Harbor that fire flow does not meet the requirements in the Friday Harbor Water System Plan 2013 Update. WAC 51-54A-0507 Exception 2 allows communities in rural and suburban areas in which adequate and reliable water supply systems do not exist, to authorize the fire code official to utilize NFPA 1142. The supplemental code would allow installation of private tanks to supplement fire flow. Discussion followed regarding the standards and compatibility with District 3 policies and equipment.

**Council consensus to postpone adoption of Ordinance No. 1656 for further information.**

##### Ordinance No. 1657

At 12:29 p.m., Mayor Ghatan introduced discussion of Ordinance No. 1657 concerning the Town Business Licensing Program. Clerk Taylor requested that the Ordinance be postponed until a later date. No action was taken.

##### Resolution No. 2429

At 12:32 p.m., Mayor Ghatan introduced discussion of Resolution No. 2429 concerning the SJC/TFH Natural Hazard Mitigation Plan. The Council was presented the Plan on December 6, 2018. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2429, adopting the SJC/TFH Natural Hazard Mitigation Plan. Motion passed 4-0 with Starr absent.**



Resolution No. 2430

At 12:34 p.m., Mayor Ghatan introduced discussion of Resolution No. 2430 concerning the proposed GIS Needs Assessment. Administrator Wilson explained that the revised proposal addresses prior questions from the Council on December 6, 2018. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2430, authorizing the Mayor to execute a contract with NW GIS Consulting for development of a GIS Needs Assessment. Motion passed 4-0 with Starr absent.**

Resolution No. 2431

At 12:41 p.m., Mayor Ghatan introduced discussion of Resolution No. 2431 concerning the 327' Zone Water Booster Station Improvement Project. Administrator Wilson explained that the Project Engineer recommends award for construction to Equity Builders. Discussion followed regarding the areas that will be served by improvements.

**Moved by Daniels, seconded by Hushebeck, to adopt Resolution No. 2431, awarding the bid and authorizing the Mayor to execute a contract for the construction of the Water 327' Zone Booster Station Improvement Project to Equity Builders, LLC. Motion passed 4-0 with Starr absent.**

Resolution No. 2432

At 12:46 p.m., Mayor Ghatan introduced discussion of Resolution No. 2432 concerning the ADA Ramp Project. Administrator Wilson and Capital Project Manager, Pedro Mena explained that Change Order No. 1 reconciles the Project. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2432, authorizing the Mayor to execute Change Order No. 1 for the ADA Ramp Project. Motion passed 4-0 with Starr absent.**

**PUBLIC HEARING**

2018 Town Budget Amendments

At 12:51 p.m., Mayor Ghatan opened the public hearing concerning 2018 Town Budget amendments. Treasurer Wilson presented fund balances. Administrator Wilson explained that the purpose of the hearing was to balance year end fund balances.

Mayor Ghatan opened the public testimony portion of the meeting. Hearing none, Mayor Ghatan closed the public hearing.

Ordinance No. 1658

**Moved by Daniels, seconded de Freitas, to adopt Ordinance No. 1658, amending the 2018 Town Budget. Motion passed 4-0 with Starr absent.**

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

Ordinance No. 1659

At 12:54 p.m., Mayor Ghatan introduced discussion of Ordinance No. 1659, adopting the final 2019 Town Budget. Treasurer Wilson provided the narrative for the Budget. The Council thanked Treasurer Wilson for the excellent job on the budget.

**Moved by Monin, seconded by Monin, to adopt Ordinance No. 1659, adopting the 2019 Town Budget. Motion passed 4-0 with Starr absent.**

#### Ordinance No. 1660

At 12:55 p.m., Mayor Ghatan introduced discussion of Ordinance No. 1660, adopting salaries for elected officials and unrepresented personnel. Unrepresented personnel historically receive a cost-of-living increase equal to that of represented employees. The Collective Bargaining Agreement is currently under negotiation. At present, COLA for 2019 will equal 3.3% as reported by the Seattle CPI-U from June to June. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1660, adopting salaries for elected officials and unrepresented personnel. Motion passed 4-0 with Starr absent.**

#### Resolution No. 2433

At 1:01 p.m., Mayor Ghatan introduced discussion of Resolution No. 2433 concerning economic development. The SJC Economic Development Council has offered a contract to provide promotion and support activities for new business, expanding existing business and enhancing the trade program for year 2019. Discussion followed regarding the trades program.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2433, authorizing the Mayor to execute an agreement with the SJC Economic Development Council to promote economic development within the Town. Motion passed 4-0 with Starr absent.**

#### Resolution No. 2434 through 2442

At 1:09 p.m., Mayor Ghatan introduced discussion of Resolution Nos. 2434 through 2442 concerning H/M tourism promotion grant agreements with various agencies. The Council accepted the recommendation of the Lodging Tax Advisory Committee for various agencies and authorized the inclusion funding in the 2019 Town Budget. Discussion followed regarding the amount of funding the Visitors Bureau received.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution Nos. 2434 through 2442, authorizing promotion grant agreements. Motion passed 4-0 with Starr absent.**

#### **ADMINISTRATOR'S REPORT**

At 1:22 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Hotel Motel Excise Tax Funding;
- Dates for AWC City Action Days;
- 2019 Town Legislative Agenda;
- EMS/Fire Merger;
- Warbass Way Sculpture;
- Local 1849F negotiations;
- Executive Session scheduled January 3, 2019;
- Public Works activities;
- Wellness Program; and
- Browne Lumber Garden Center expansion.

#### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 44908 through 44960 in the amount of \$415,013.39. Motion passed 4-0 with Starr absent.

#### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of **December 6, 2018 as submitted**. Motion passed 4-0 with Starr absent.

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

Mayor Ghatan will include discussion of roles and responsibilities for the Planning Commission during a future work session.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 2:00 p.m. The next regular meeting is scheduled for Thursday, January 3, 2019 at 12:00 p.m.