

**Thursday, January 6, 2022 – Council Chambers – Afternoon Session**

**OATH OF OFFICE**

Clerk Taylor administered the Oath of Office for Mayor Raymont Jackson and Councilmembers Anna Maria de Freitas and Mason Turnage.

**CALL TO ORDER**

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

Mayor, Raymont Jackson; Town Administrator, Duncan Wilson; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

**FLAG SALUTE**

Mayor Jackson conducted the flag salute.

**APPOINTMENT**

Mayor Jackson appointed Ms. Denice Kulseth to the position of Town Administrator effective February 2022. Ms. Kulseth thanked Mayor Jackson appointment and the Council for considering an employment agreement.

**PUBLIC ACCESS TIME**

No public access time was forthcoming.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed unanimously.

Presented at Council Meeting: January 6, 2021

Approval of 2021 Claim Warrants

- Warrant Number: 48539-48576
- ACH Number: CC 1-8
- Amount: \$107,684.97
- Dated: 12/30/21

Approval of December 2021 Payroll Warrants

- Warrant Number: 17452-17464
- ACH Number: 72-74
- Amount: \$357,770.75
- Dated: 12/31/21

## 2022 Minutes - Town Council of Friday Harbor

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of **December 16, 2022 as submitted**. Motion passed unanimously.

### **ACTION AND DISCUSSION ITEMS**

#### 2022 Committee Assignments

At 12:13 p.m., Mayor Jackson and the Council discussed committee vacancies on San Juan County Boards which require Town representation. **Council consensus to forward recommendation to the County for filing vacancies.**

#### First Street Overlay Project

At 12:29 p.m., Mayor Jackson introduced discussion of the First Street Overlay Project. Administrator Wilson explained that Town needs to authorize and submit a call for bids in January if the project is to be completed in 2022. No discussion followed.

**Moved by Starr, seconded by de Freitas, to authorize the call for bid for the First Street Overlay Project. Motion passed unanimously.**

#### Resolution No. 2703

At 12:31 p.m., Mayor Jackson introduced discussion of the First Street Pocket Park Project. Administrator Wilson explained that the contracted portion of work has been completed per specifications and quantities reconciled. Public Works Director, Wayne Haefele explained the changes that occurred during the course of the project. No discussion followed.

**Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2703, authorizing the Mayor to execute Change Order No. 2 and accept the First Street Pocket Park Project. Motion passed unanimously.**

#### Public Works Report

At 1:01 p.m., Mayor Jackson introduced discussion of recent emergency work for water line breaks and water shortage notifications. Public Works Director, Wayne Haefele, described the effects the recent extreme cold weather events had on the Town systems and private properties, including severe water line breakage throughout Town. All breaks that were causing the water shortage were identified, shut off and are under repaired.

### **WORK SESSION**

At 12:39 p.m., Mayor Jackson introduced the work session to review the adopted Capital Facilities and Six-Year Transportation Improvement Plans. The purpose of discussion was to familiarize newly elected members with an overview of Town's infrastructure. Administrator Wilson provided an overview of larger projects currently in the planning or construction stages. No action was taken or needed.

## 2022 Minutes - Town Council of Friday Harbor

### **ADMINISTRATOR'S REPORT**

At 1:20 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Emergency staffing – Certain (recently retired) personnel were temporarily hired to aid with the emergency weather repairs.
- Water Meter Purchase – Town intends to purchase and install a meter at the 1-million gallon tank to help identify if there are line breaks coming from the Water Treatment Plant.
- Solar Panel Auditing – Council consensus to pass on the option for Apollo Solutions to prepare an audit report for the solar panel output for 2022.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:26 p.m., Mayor Jackson announced that the Council would be holding an executive session regarding employee qualifications in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 20 minutes. Participants: Town Council, Mayor Jackson and Administrator Wilson. The session ended at 2:10 p.m. for an actual session time of 20 minutes. The following action was taken.

Resolution No. 2704

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2704, authorizing the Mayor to execute an employment agreement with Denice Kulseth for the position of Town Administrator. Motion passed unanimously.**

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:14 p.m. The next regular meeting is scheduled for Thursday, January 20, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

## 2022 Minutes - Town Council of Friday Harbor

### Thursday, January 20, 2022 – 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), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

Others Present: Finance Director, Bethany Berry; and Clerk, Amy Taylor.

Mayor, Raymont Jackson and Town Administrator, Duncan Wilson were absent.

#### **FLAG SALUTE**

Mayor Pro-tem Hushebeck conducted the flag salute.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

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

##### Plan Review Services – Mobe Hotel

At 12:04 p.m., Mayor Pro-tem Hushebeck introduced discussion of third-party plan review services for the Mobe Hotel. CDPD Director, Ryan Ericson explained that the project is more complex than the usual commercial building project and requested approval to seek third-party review. Discussion followed regarding the vision for the Hotel.

**Moved by de Freitas, seconded by Starr, to approve third-party plan review services for review of plans and specifications submitted by the Mobe Hotel. Motion passed unanimously.**

##### Development Agreement – 825 Argyle Avenue

At 12:09 p.m., Mayor Pro-tem Hushebeck introduced discussion of a request by OJC Properties for modification of the development agreement for 825 Argyle Avenue. CDPD Director, Ryan Ericson explained that the Planning Commission has reviewed the request to add another unit. In order to proceed further, the Council needs to hold a public hearing to consider amendments.

**Moved by Hushebeck, seconded by Monin, to proceed with a public hearing to consider a resolution to amend the 2014 development agreement with OJC Properties for 825 Argyle Avenue. Motion passed unanimously.**

##### Resolution No. 2705

At 12:21 p.m., Mayor Pro-tem Hushebeck introduced discussion of Resolution No. 2705 concerning the Agricultural Guild. LTAC Coordinator, Julie Greene explained that the Guild is requesting to expand their scope of services to include equipment rental. No discussion followed.

## 2022 Minutes - Town Council of Friday Harbor

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2705, authorizing the Mayor to execute Amendment No. 1 to the agreement with the San Juan Islands Agricultural Guild for reallocation on 2021 grant funding. Motion passed unanimously.**

### Resolution No. 2706

At 12:24 p.m., Mayor Pro-tem Hushebeck introduced discussion of Resolution No. 2706 concerning claims analysis services. Clerk Taylor explained that the budget for Stewart Consulting has been spent for claims analysis services. An additional \$7,500 budget is recommended. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2706, authorizing the Mayor to execute Amendment No. 3 to the agreement with Stewart Consulting, LLC for claims analysis services for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed unanimously.**

### Resolution No. 2707

At 12:26 p.m., Mayor Pro-tem Hushebeck introduced discussion of Resolution No. 2707 concerning a Sewer Feasibility Study. Clerk Taylor explained that the Parties have contributed funds per the Cost Sharing Agreement and this agreement allows Brown & Caldwell to begin the work. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2707, authorizing the Mayor to execute an agreement between the Town of Friday Harbor and the engineering firm of Brown and Caldwell to complete a sewer feasibility study. Motion passed unanimously.**

### Family Resource Center

At 12:30 p.m., Mayor Pro-tem Hushebeck introduced discussion of the scope of work for the “Local Needs Program”. Clerk Taylor and Director Berry explained that the FRC is requesting to reallocate a portion of unspent 2021 funding within the program.

**Moved by Starr, seconded by de Freitas, to authorize the Family Resource Center to allocate remaining “2021 Local Client Needs” program funding for any of the client service “budget-gap” categories for year 2021, including addition of 10% administration costs. Motion passed unanimously.**

### **PAYMENT OF CLAIMS**

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

January 20, 2022

Approval of 2021 Claim Warrants

- Warrant Number: 48577-48612
- ACH Number: EFT 1-2
- Amount: \$460,163.40
- Dated: 12/31/21

Approval of 2022 Claim Warrants

- Warrant Number: 48613-48633
- ACH Number:

- Amount: \$23,556.61

Dated: 01/20/22

# 2022 Minutes - Town Council of Friday Harbor

## Approval of December 2021 Treasurer Checks

- Check Number: 10192-10201, 10203
- ACH Number: EFT-1
- Amount: \$49,794.91

Dated: December

## APPROVAL OF MINUTES

Postponed until February 3, 2022.

## 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 12:40 p.m. The next regular meeting is scheduled for Thursday, February 3, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, February 3, 2022 – Council Chambers – Afternoon Session</b>
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## CALL TO ORDER

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

## 2022 Minutes - Town Council of Friday Harbor

### **ROLL CALL**

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

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor. Mr. Duncan Wilson was available for administrative support.

Council approved the absence of Councilmember de Freitas.

### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Ordinance No. 1748

At 12:01 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1748, fixing the salary of the Town Administrator. Clerk Taylor explained that per the employment agreement dated January 17, 2022, the Ordinance formalizes salaries and benefits with other unrepresented personnel. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Ordinance No. 1748, fixing salaries of elected officials and unrepresented personnel. Motion passed 4-0 with de Freitas absent.**

### **PUBLIC HEARING**

#### OJC Properties – Development Agreement Amendment – 825 Argyle Avenue

At 12:04 p.m., Mayor Jackson opened and continued the public hearing until Thursday, February 17, 2022 at 12:15 p.m. Another announcement was made at 12:15 p.m., time of the scheduled public hearing.

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

#### Resolution No. 2708

At 12:04 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2708 concerning the First Street Overlay Project. Mr. Wilson explained that Konnerup Construction submitted the low responsive bid of \$602,210 for construction of the project. The Town called for bids to resurface approximately 600 linear feet of First Street from Court Street to Spring Street and replace a failing storm drain. No discussion followed.

**Moved by Starr, seconded by Turnage, to adopt Resolution No. 2708, awarding the bid and authorizing the Mayor to execute an agreement for construction of the First Street Overlay Project. Motion passed 4-0 with de Freitas absent.**

## 2022 Minutes - Town Council of Friday Harbor

### Resolution No. 2709

At 12:07 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2709 concerning the First Street Overlay Project. Mr. Wilson explained that the Project Engineer, Gray & Osborne, has offered an agreement for construction management services now that the project has been awarded. No discussion followed.

**Moved by Turnage, seconded by Starr, to adopt Resolution No. 2709, authorizing the Mayor to execute Supplemental Agreement No. 2 to the contract with Gray & Osborne for construction management services on the First Street Overlay Project. Motion passed 4-0 with de Freitas absent.**

### Resolution No. 2710

At 12:11 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2710 concerning groundwater monitoring at the FH Landfill. The resolution authorizes annual landfill monitoring for year 2022 through SCS Engineers. Mr. Wilson provided an update on other recent landfill closures and overview of the program and activities regulated by the Department of Health. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2710, authorizing the Mayor to execute an agreement with SCS Engineers for 2022 groundwater monitoring program services at the Friday Harbor Landfill. Motion passed 4-0 with de Freitas absent.**

### Resolution No. 2711

At 12:16 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2711 concerning the 2021 Stormwater Drainage Repair Project. Mr. Wilson explained that the Town experienced a significant damage and collapse of its stormwater outfall located on Friday Avenue during the recent weather events. The repairs fell short of emergency repair due to the current contract with MEM Enterprises for stormwater repairs at other various locations. No discussion followed.

**Moved by Turnage, seconded by Monin, to adopt Resolution No. 2711, authorizing the Mayor to execute Change Order No. 1 to the 2021 Stormwater Drainage Repair Project. Motion passed 4-0 with de Freitas absent.**

### Resolution No. 2712

Postponed until March 3, 2022.

### Resolution No. 2713

At 12:21 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2713 concerning the WWTP Sewer Outfall Project. Mr. Wilson explained that the additional costs requested by the Project Engineer were justified due to unexpected conditions encountered during construction. Wayne Haefele, PW Director, described other productivity issues and delays caused by severe weather events. Discussion followed regarding the delays, including the need for a partial redesign by the Engineer to reflect changed conditions.

**Moved by Turnage, seconded by Starr, to adopt Resolution No. 2713, authorizing the Mayor to execute Amendment No. 4 to the professional service agreement with Wilson Engineering, LLC for Wastewater Treatment Plant Outfall Improvements. Motion passed 4-0 with de Freitas absent.**

## 2022 Minutes - Town Council of Friday Harbor

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Turnage, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed 4-0 with de Freitas absent.

#### **Approval of 2022 Claim Warrants**

- Warrant Number: 48634-48671
- ACH Number: CC 1-9
- Amount: \$463,094.75
- Dated: 02/03/22

#### Approval of January 2022 Treasurer Checks

- Check Number: 10204-10210
- ACH Number: EFT-1
- Amount: \$5,271.50
- Dated: January

#### Approval of January 2022 Payroll Warrants

- Warrant Number: 17465-17473, 1/31/22 Direct Deposit
- ACH Number: 75-77
- Amount: \$ 330,496.67
- Dated: 01/31/22

### **APPROVAL OF MINUTES**

Moved by Starr, seconded by Turnage, to approve the minutes of January 17, 2022 as submitted. Motion passed 4-0 with de Freitas absent.

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

Councilmember Monin requested that Town begin tracking or create some other dataset that will show overages for projects. The purpose would be to better understanding future utility needs or justify "upsizing" when planning for capital improvements since "100-year storms" seem to becoming more frequent and may someday tax the current infrastructure.

Mayor Jackson requested that Council discuss resuming evening sessions. **Council consensus to meet at 12:00 p.m. or 5:30 p.m., but not both, unless warranted by unfinished business or in the best interest of the public, such as a public hearing.** The Council was open to trying an evening schedule to determine if there was better attendance.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

## 2022 Minutes - Town Council of Friday Harbor

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:03 p.m. The next regular meeting is scheduled for Thursday, February 17, 2022 at 12:00 p.m.

### TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

**Thursday, February 17, 2022 – Council Chambers – Afternoon Session**

#### **CALL TO ORDER**

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor. Mr. Duncan Wilson was available for administrative support.

#### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

#### **WORK SESSION**

##### Public Works Design & Engineering Standards

At 12:05 p.m., Mayor Jackson opened the work session relating to the PW Design & Engineering Standards. Wayne Haefele, Public Works Director, described the purpose of the document, which is to combine and update several manuals into one cohesive working document for engineers and the public. Ryan Ericson, CDPD Director, noted minor additions that will be forwarded to the Engineer before the document is finalized. Councilmembers expressed no opposition or questions, however requested more time to review the manual before adoption. No action was taken.

## **PUBLIC HEARING**

### OJC Properties – Amendment to Development Agreement - 825 Argyle Avenue

At 12:11 p.m., Mayor Jackson opened the public hearing relating to the request by OJC Properties to amend its development agreement for 825 Argyle Avenue.

At 12:15 p.m., Ryan Ericson, CDPD Director, presented the staff report. The Applicant is seeking to increase their current density on Lot 2 of Argyle Gardens to 5 units. Mr. Ericson recommended that, if approved, the amendment be conditioned to require a conditional use permit if the additional unit is defined a “manufactured home” per state code.

Mr. Ericson addressed concerns raised by the written public testimony received prior to the hearing that primarily concerned stormwater and road conditions on Rose Lane. And, spoke to reasonable mitigation measures and responsibilities of the Town for improvements of the public right-of-way.

At 12:18 p.m., Stephanie O’day, Applicant, addressed the Council to describe the proposed unit and concerns expressed in written testimony regarding stormwater, parking and road conditions.

At 12:27 p.m., Mayor Jackson opened the hearing to questions by the Council of Staff or the Applicant. Discussion followed regarding general stormwater and road conditions of the neighborhood, mitigation measures and the proposed unit.

At 12:44 p.m., Mayor Jackson opened the public hearing to public testimony. No verbal testimony was received. Written testimony included Exhibits A-D, made part of the official record. Mayor Jackson closed the public testimony portion of the hearing with the right to reopen if necessary.

At 12:48 p.m., Mayor Jackson opened the public hearing to deliberations by the Council. Discussion followed including the impact of an additional unit. **Council consensus to request information from staff and continue the hearing until a later date.**

At 12:56 p.m., Mayor Jackson continued the public hearing until Thursday, March 3, 2022 at 12:15 p.m., with public testimony to remain open. No action was taken by the Council.

## **ACTION AND DISCUSSION ITEMS**

### Resolution No. 2714

At 12:57 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2714 concerning the WWTP Outfall Project. Pedro Mena, Project Manager, explained that Change Order No. 1 partially reconciles costs ordered by the Engineer. The Contractor encountered an abandoned dry well that required removal and directional drilling needed to be modified due to unanticipated site and soil conditions. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2714, authorizing the Mayor to execute Change Order No. 1 to the WWTP Sewer Outfall Project. Motion passed unanimously.**

## 2022 Minutes - Town Council of Friday Harbor

### Resolution No. 2715

At 1:00 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2715 concerning the 2021 Stormwater Drainage Repair Project. Pedro Mena, Project Manager, explained that Change Order No. 2 reconciles additional work ordered by the Town to correct flooding issues near Tucker and Guard intersection. The runoff from the area was flooding the high school area as it attempted to enter the existing catch basin. Discussion followed regarding if other utility providers should share the costs of repair.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2715, authorizing Change Order No. 2 to the 2021 Stormwater Drainage Project. Motion passed unanimously.**

### H/M Request – SJ Community Theatre

At 1:11 p.m., Mayor Jackson introduced discussion of a request by the San Juan Community Theatre for reallocation of 2021 Hotel Motel Grant Funding. Julie Greene, LTAC Coordinator, explained that the SJCT was not aware of the January 2022 deadline to submit for reimbursement of grant funding and was unable to claim the \$6,000 allocated for year 2021. No discussion followed.

**Moved by de Freitas, seconded by Starr, to approve the reallocation request by SJ Community Theatre for use of \$6,000 of 2021 H/M grant funding. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

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

- First Street Pocket Park – Addition of wooden slats was suggested to soften the aesthetics of the concrete bench at the park. Discussion followed regarding concept, lifespan, cost and maintenance. Council consensus to bring back more information.
- Friday Harbor Labs Sewage Agreement – Town is working with UW to renew the sewage rate agreement.
- Department of Ecology Grant – Town has applied for grant and permits for “nutrient reduction” at the WWTP.
- Personnel Issues
  - Mark Wagner has submitted his resignation from the Refuse Department. Town will be advertising for a Refuse Collection Utility I position.
  - Robin Taylor has been approved for continued employment as an assistant to Public Works Administration.
  - Jason Minikin, former employee & RH Water Manager, has been contracted on an on-call basis because of his current WTPO-2 certification, until the Water Department is able to obtain the level of certification required by the State. Town is short one WTPO-2 certification for its facility designation.
- Spring “Got Junk” – Town will offer the “Got Junk” clean-up in March 2022.
- Marguerite Place Reconstruction & Nash Street Construction Projects – Staff requested authorization to enter into grant agreements with the Transportation Improvement Board prior to bringing them to the Council. **Moved by Starr, seconded by Monin, to authorize the submittal of grant documentation to Transportation Improvement Board for the Marguerite and Nash Projects. Motion passed unanimously.**

## 2022 Minutes - Town Council of Friday Harbor

### **PAYMENT OF CLAIMS**

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

#### Approval of 2022 Claim Warrants

- Warrant Number: 48672-48720
- ACH Number: EFT 1-2
- Amount: \$757,823.83
- Dated: 02/17/22

### **APPROVAL OF MINUTES**

Postponed until March 3, 2022.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:45 p.m., Mayor Jackson announced that the Council would be holding an executive session regarding potential litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 20 minutes. Participants: Town Council, Mayor Jackson, Administrator Kulseth, Duncan Wilson & Attorneys Pinke & Linton. The session ended at 2:25 p.m. for an actual session time of 40 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 Jackson adjourned the meeting at 2:26 p.m. The next regular meeting is scheduled for Thursday, March 3, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

# 2022 Minutes - Town Council of Friday Harbor

## Thursday, March 3, 2022 – Council Chambers – Afternoon Session

### **CALL TO ORDER**

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

### **PUBLIC ACCESS TIME**

No Public Access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### COVID-19 – Masking Mandate

At 12:01 p.m., Mayor Jackson introduced Dr. Frank James, SJC Health Officer, to provide an update of the Governor's Order lifting the masking mandate for indoor activities. Dr. James provided local statistics, encouraged masking and the need to continue educating the public, and reported that the local masking mandate would be lifted on March 12<sup>th</sup> to coincide with the rest of the State. Discussion followed regarding the difference between influenza and the coronavirus. The Council and Mayor thanked Dr. James and San Juan County staff. No action was taken.

### **PUBLIC HEARING**

#### OJC Properties – Amendment to Development Agreement

At 12:25 p.m., Mayor Jackson opened the continued public hearing concerning the proposal by OJC Properties to amend its Development Agreement to allow an additional housing unit at 825 Argyle Avenue. CDPD Director, Ryan Ericson, and Public Works Director, Wayne Haefele, provided additional information concerning site impacts requested at the previous hearing date. Staff reported that stormwater issues in the neighborhood are not caused by or significantly contributed to by the OJC Properties. Discussion followed regarding improvements needed on Rose Lane.

At 12:37 p.m., Mayor Jackson opened the hearing to Council questions. Hearing none, Mayor Jackson opened the public testimony portion of the hearing. No additional written or verbal public testimony was received. Mayor Jackson closed the public testimony portion of the hearing.

At 12:41 p.m., Mayor Jackson opened the deliberations portion of the hearing. Council expressed that diligence was observed and staff addressed potential impacts of an additional unit.

## 2022 Minutes - Town Council of Friday Harbor

**Moved by Hushebeck, seconded by de Freitas, to approve the request to amend the development agreement without conditions and direct staff to prepare a resolution for adoption. Motion passed unanimously.**

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

#### Public Participation Plan

At 12:46 p.m., Mayor Jackson introduced discussion of a public participation plan (PPP). The upcoming Housing Action Plan and Growth Management related updates will require the development of a PPP. Staff Ryan Ericson, CDPD Director, explained that staff could extend the process to large-scale commercial or other major development projects in Town. Discussion followed regarding what additional review entail. **Council consensus to seek Planning Commission recommendations and develop staff recommendations for criteria and a preliminary plan.**

#### Resolution No. 2712

At 1:05 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2712 concerning WWTP Improvements. Administrator Kulseth explained that Amendment No. 2 with Wilson Engineering addresses additional design and permitting requirements for nutrients. Town has requested additional grant funding to defray costs. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2712, authorizing the Mayor to execute Amendment No. 2 to the professional service agreement with Wilson Engineering for the Wastewater Treatment Plant design services in the amount of \$208,000. Motion passed unanimously.**

#### Resolution Nos. 2716 & 2717

At 1:08 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2716 and Resolution No. 2717 concerning the street projects for Nash Street and Marguerite Place. Clerk Taylor explained that the resolutions ratify the Council's prior direction to submit the grant agreements with the Transportation Improvement Board for the Nash Street Construction Project and Marguerite Place Reconstruction Project. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2716 and Resolution No. 2717, accepting the grant agreements with the Transportation Improvement Board for the Nash Street Construction Project and Marguerite Place Reconstruction Project. Motion passed unanimously.**

#### Resolution No. 2718

At 1:10 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2718 concerning a Housing Action Plan. Ryan Ericson, CDPD Director, explained that Town interviewed firms to develop said Plan. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2718, selecting a planning consultant to develop a Housing Action Plan. Motion passed unanimously.**

## 2022 Minutes - Town Council of Friday Harbor

### **ADMINISTRATOR'S REPORT**

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

- First Street Pocket Park – Discussion followed regarding materials and maintenance for the proposal to add wooden slats to newly installed bench. **Moved by Monin, seconded by Turnage, to decline installing wood slats on the bench at this point in time. Motion passed unanimously.**
- Water Department Staffing – Jason Minikin has been contracted temporarily to meet the current certification levels required by Department of Health for certifications at the Water Plant. The employees are in the process of increasing their certification levels. Josh Compton is being transitioned into the new position.
- Bi-Partisan Infrastructure Bill – Town will attempt to take advantage of programs.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed unanimously.

#### Approval of 2022 Claim Warrants

- Warrant Number: 48721-48753
- ACH Number: EFT 1-8
- Amount: \$130,276.19
- Dated: 03/03/22

#### Approval of February 2022 Treasurer Checks

- Check Number: 10212-10219
- ACH Number: EFT-1
- Amount: \$3,641.63
- Dated: February

#### Approval of February 2022 Payroll Warrants

- Warrant Number: 17474-17483, 2/28/22 Direct Deposit
- ACH Number: 78-80
- Amount: \$ 328,375.91
- Dated: 02/28/22

### **APPROVAL OF MINUTES**

Moved by Turnage, seconded by Hushebeck, to approve the minutes of February 17, 2022 as submitted. Motion passed unanimously.

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

Councilmember Monin stated his intention of resigning from the Board of Health and requested that other members consider the position.

Councilmember Turnage requested that the Council begin discussions about Rose Lane Improvements.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

## 2022 Minutes - Town Council of Friday Harbor

### **EXECUTIVE SESSION**

At 1:43 p.m., Mayor Jackson announced that the Council would be holding an executive session regarding pending litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 30 minutes. Participants: Town Council, Mayor Jackson, Administrator Kulseth, Clerk Taylor and Attorney Christopher Pirnke. The session ended at 2:20 p.m. for an actual session time of 35 minutes. The public was properly informed of the time extension. No actions were taken following executive session.

**Moved by de Freitas, seconded by Turnage, to authorize the execution of all necessary documentation to dismiss Plaintiff's claims against the Town in the lawsuit known as "Richard Lawson Construction, Inc. vs. Strider Construction, et al.**

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:23 p.m. The next regular meeting is scheduled for Thursday, March 17, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, March 10, 2022 – Council Chambers – Special Session</b>
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### **CALL TO ORDER**

Mayor Pro-tem Starr called the special 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

Others Present: Town Attorney, Lisa Marshall (Kenyon Disend Law).

## 2022 Minutes - Town Council of Friday Harbor

### **EXECUTIVE SESSION**

At 12:03 p.m., Mayor Pro-tem Starr announced that the Council would be holding an executive session regarding a complaint against a public officer in accordance with the provisions of RCW 42.30.110(1)(f); which was estimated to last 60 minutes. Participants: Town Council and Attorney Lisa Marshall. The session ended at 12:56 p.m. for an actual session time of 53 minutes. No actions were taken following executive session.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Pro-tem Starr adjourned the meeting at 12:56 p.m. The next regular meeting is scheduled for Thursday, March 17, 2022 at 12:00 p.m.

### TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

**Thursday, March 17, 2022 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Jackson 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 Barbara Starr (Position No. 5).

Noel Monin (Position No. 2) and Mason Turnage (Position No. 4) were absent.

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

### **EXCUSED ABSENCE**

The Council unanimously excused the absence of Councilmembers Monin and Turnage.

### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

## 2022 Minutes - Town Council of Friday Harbor

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Committee Appointment – Historic Preservation Review Board

At 12:02 p.m., Mayor Jackson introduced discussion of committee appointments for the Historic Preservation Review Board. Mayor Jackson asked the Council to affirm the appointment of Brian Carlson to the HPRB. Additionally, Mayor Jackson requested affirmation for the reappointment of committee members that terms are expiring in May. The Council concurred.

#### SJI Chamber of Commerce

At 12:07 p.m., Mayor Jackson welcomed Becki Day, SJI Chamber Director, to report on statistics and activities from year 2021 and the upcoming events the Fourth of July. The Mayor and Council thanked Ms. Day. No action was taken.

#### Friday Harbor Arts Commission - Annual Report

At 12:13 p.m., Mayor Jackson welcomed Julie Greene, FHAC Coordinator, to provide an annual report for the Friday Harbor Arts Commission. Topics included new members, 2021 projects and upcoming efforts. The Mayor and Council thanked Ms. Greene. No action was taken.

#### Wellness Program Annual Report

At 12:19 p.m., Mayor Jackson welcomed Julie Greene, Wellness Coordinator, to provide an annual report on the Town's Wellness Program for employees. Topics included the insurance discount, 2021 sponsored activities, new requirements and upcoming efforts. The Mayor and Council thanked Ms. Greene. No action was taken.

#### Resolution No. 2719

At 12:30 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2719 concerning the Marguerite Place (South) Reconstruction Project. Clerk Taylor explained that Gray & Osborne Engineering has been selected to design the project pursuant to the grant award by the Transportation Improvement Board. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2719, authorizing the Mayor to execute a professional service agreement with Gray & Osborne Engineering, Inc. to design the Marguerite Place (South) Reconstruction Project in the amount of \$190,965. Motion passed 3-0 with Monin and Turnage absent.**

#### Resolution No. 2720

Postponed until April 7, 2022.

#### Resolution No. 2721

At 12:33 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2721 concerning the Solar Array Project at the WWTP. Clerk Taylor explained that the resolution ratifies adjustments to the contract for performance auditing. The change order releases Town and Apollo solutions from energy auditing for years 2 & 3. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2721, accepting Change Order No. 2 to the Energy Retrofit Project with the Department of Commerce for the solar array project at the Wastewater Treatment Plant. Motion passed 3-0 with Monin and Turnage absent.**

## 2022 Minutes - Town Council of Friday Harbor

### Resolution No. 2722

At 12:34 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2722 concerning an Amendment to the Development Agreement with OJC Properties for 825 Argyle Avenue. Pursuant to the public hearing held March 3, 2022, the Town Council directed staff to draft a resolution for their findings. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2722, amending a Development Agreement between the Town and OJC Properties, Inc. for development of 825 Argyle Avenue. Motion passed 3-0 with Monin and Turnage absent.**

### Resolution No. 2723

At 12:36 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2723 concerning Planned Residential Development Application #006. PRD #006 is a proposal for development of housing at the intersection of Grover Street and Hamilton Ranch Road. Ryan Ericson, CDPD Director, explained that the Planning Commission recommends approval with conditions of the application. Staff recommends alternate conditions regarding landscaping maintenance requirements. Mr. Ericson stated PRD #006 is consistent with FHMC. Discussion followed regarding the conditions and thoroughness of the Planning Commission.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2723, approving the application for Planned Residential Development No. 006 submitted by Hamilton Partners, LLC. Motion passed 3-0 with Monin and Turnage absent.**

### **ADMINISTRATOR'S REPORT**

At 12:46 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- Bi-Partisan Funding – Staff attended a webinar regarding the federal Build Back Better bill. Town is eligible for certain programs.
- RV Station – Town continues to have issues with the RV Station. Staff is seeking to have it closed if issues are not resolved.
- SCADA (Telemetry) Equipment – **Moved by de Freitas, seconded by Hushebeck, to authorize the proposal dated March 16, 2022 by S&B, Inc. for purchase of telemetry (SCADA) equipment in the amount of \$16,168.44, excluding sales tax. Motion passed 3-0 with Monin and Turnage absent.**

### **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Starr, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed unanimously.

Presented at Council Meeting: March 17, 2022

#### Approval of 2022 Claim Warrants

- Warrant Number: 48754-48799
- ACH Number: EFT 1-2
- Amount: \$1,358,771.43
- Dated: 03/17/22

## 2022 Minutes - Town Council of Friday Harbor

### **APPROVAL OF MINUTES**

Minutes were postponed until the April 7<sup>th</sup> session.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 12:52 p.m. The next regular meeting is scheduled for Thursday, April 7, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor

ATTEST:

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Amy E. Taylor, Town Clerk

**Thursday, April 7, 2022 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5). Noel Monin (Position No. 2) was absent.

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

### **EXCUSED ABSENCE**

Council excused the absence of Councilmember Monin.

### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

## 2022 Minutes - Town Council of Friday Harbor

Mayor Jackson acknowledged a letter received from residents on Harrison Street that addressed ongoing pedestrian conditions and speeding. No action was taken.

### **ACTION AND DISCUSSION ITEMS**

#### April 7<sup>th</sup> Spring Street Fire

At 12:00 p.m., Mayor Jackson requested an update on the current fire situation. In the early morning hours of April 7, 2022, the north block of Spring Street between Front Street and First Street caught fire. The Fire appears to have originated somewhere within or behind the Windermere Building located at 50 Spring Street [Tax Parcel No. 35135407] and spread to Tax Parcel Nos. 351350401 (Chrystal Seas Kayak) and 351350405 (Herb's Tavern). No injuries occurred. All three sites will be condemned and demolished. Fire crews have the fire under control and AFT is enroute to conduct an investigation. Town and other stakeholders are rallying economic relief for the victims of the fire (businesses and parcel owners). Administrator Kulseth informed the Council that the Economic Development Council has requested funding to assist business owners. Discussion followed regarding whether Town was able to allocate funding or other resources.

**Moved by Hushebeck, seconded by de Freitas, to allocate \$10,000 of ARPA funding for emergency relief. Motion passed 4-0 with Monin absent.**

#### FH Arts Commission

At 12:18 p.m., Mayor Jackson appointed Adrian Kilpatrick to the FH Arts Commission. Mr. Kilpatrick introduced himself and spoke about his interest in serving. The Council welcomed Mr. Kilpatrick. No action was taken.

#### Public Works Projects - Streets

At 12:28 p.m., Mayor Jackson welcomed Wayne Haefele, Public Works Director, and Pedro Mena, Projects Manager, to provide information on current and proposed Town Street Projects.

- McDonald Street Water Main Repair – The condition of McDonald Street has declined rapidly due to recent utility projects. Mr. Haefele inquired whether the Council wanted its water main replacement planned as strictly utility repair or a street improvement project. If strictly a utility project, the roadway would be trenched and patched. **Council consensus to design utility and overall street reconstruction.**
- Rose Lane Stormwater & Street Improvements – The cost estimate was presented for street reconstruction. **Council consensus to move forward with preliminary engineering and design of utility and street improvements.**
- First Street Overlay Project – Cost estimates were presented for necessary and unanticipated stormwater utility modifications and a proposal for additional sidewalk improvements. The Council concurred. Staff will present a change order proposal at the next meeting. **Moved by Hushebeck, seconded by Monin to authorize up to \$10,000 for Gray & Osborne Engineering to begin preliminary design for bump-outs at three corners of the Project. Motion passed 4-0 with Monin absent.**

#### Resolution No. 2720

At 12:46 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2720 concerning the 2021 Stormwater Project. Pedro Mena, Capital Projects Manager, explained that Change Order No. 3 reconciles final labor and materials for the project and that construction was completed in accordance with the contract. No discussion followed.

## 2022 Minutes - Town Council of Friday Harbor

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2720, authorizing the Mayor to execute Change Order No. 3 and accepting the 2021/2022 Stormwater Improvement Project. Motion passed 4-0 with Monin absent.**

### Resolution No. 2724

At 12:57 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2724, adopting the Public Works Engineering & Design Standards. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2724, adopting the Town Public Works Engineering & Design Standards dated April 7, 2022. Motion passed 4-0 with Monin absent.**

### SJC Board of Health

At 12:59 p.m., Mayor Jackson rescheduled discussion of the SJC Board of Health vacancy to April 21, 2022. No action was taken.

## **ADMINISTRATOR'S REPORT**

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

- GIS Handheld – Town has purchased a handheld to start mapping locations of utilities.
- AWC Webinar – Staff attended webinars related to the “Opioid Settlement”.
- Water Department – Personnel issues have been sorted.
- Transfer Station – The Town is working with the County to design A/C Overlay improvements.
- Opportunity Council – Town has settled negotiations with the Opportunity Council for stormwater issues at the Harborview Apartments.
- Sewer Outfall Project – Town received approval for grant and loan through the USDA.
- Refuse Packer Truck – Town received the new Packer on March 31<sup>st</sup>.
- Solid Waste Totes – Town staff held a work party and assembled 700 totes. Distribution to customers will begin soon.
- Refuse Worker – The recent applicant reconsidered the position. Town continues to search for a suitable applicant to fill the vacant position.

## **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Turnage, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed 4-0 with Monin absent.

### Approval of 2022 Claim Warrants

- Warrant Number: 48802-48851
- ACH Number: CC 1-7
- Amount: \$300,426.48
- Dated: 04/07/22

### Approval of March 2022 Payroll Warrants

- Warrant Number: 17484-17493
- ACH Number: 81-83
- Amount: \$411,143.18
- Dated: 03/31/22

# 2022 Minutes - Town Council of Friday Harbor

## Approval of March 2022 Treasurer Checks

- Warrant Number: 10220-10245, EFT-1
- Amount: \$69,053.43
- Dated: March 2022

## APPROVAL OF MINUTES

Moved by Starr, seconded by de Freitas, to approve the minutes of March 3<sup>rd</sup>, 10<sup>th</sup> & 17<sup>th</sup>, 2022 as submitted. Motion passed 4-0 with Monin absent.

## FUTURE AND NON-AGENDA ITEMS

Mayor Jackson brought up concerns related to affordable housing.

No future agenda items were forthcoming.

## CITIZEN RESPONSE

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:27 p.m. The next regular meeting is scheduled for Thursday, April 21, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

**Thursday, April 14, 2022 – Council Chambers – Special Session**

## CALL TO ORDER

Mayor Pro-tem Monin called the special 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5). Anna Maria de Freitas (Position No. 3) was absent.

Others Present: Town Attorney, Mike Kenyon (Kenyon Disend Law) and RMSA Attorney, Michael Walter.

## 2022 Minutes - Town Council of Friday Harbor

### **EXECUTIVE SESSION**

At 12:17 p.m., Mayor Pro-tem Monin announced that the Council would be holding an executive session regarding a complaint against a public officer in accordance with the provisions of RCW 42.30.110(1)(f); which was estimated to last 60 minutes. Participants: Town Council and Attorneys Mike Kenyon and Michael Walter. The session ended at 1:17 p.m. for an actual session time of 60 minutes. No actions were taken following executive session.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Pro-tem Monin adjourned the meeting at 1:17 p.m. The next regular meeting is scheduled for Thursday, April 21, 2022 at 12:00 p.m.

### TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, April 21, 2022 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5). *[Clerk's Note: Councilmembers de Freitas and Monin attended remotely.]*

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

## 2022 Minutes - Town Council of Friday Harbor

### **ANNOUNCEMENTS**

Mayor Jackson announced that Representative Ramel would visit Friday Harbor on Monday, April 18, 2022 and that 2 or more Councilmembers may attend meeting.

### **ACTION AND DISCUSSION ITEMS**

#### Arbor Day Proclamation

At 12:07 p.m., Mayor Jackson proclaimed April 21, 2022 Arbor Day in Friday Harbor.

#### Committee Appointments

At 12:08 p.m., Mayor Jackson appointed Islay Ross to the Friday Harbor Arts Commission and reappointed David Harsh, Nadine Cook and Karl Eberhard to the Historic Preservation Review Board. The Council thanked members.

#### SJC Board of Health

At 12:08 p.m., Mayor Jackson inquired if any of the Councilmembers wished to serve on the vacant position for the SJC Board of Health. Hearing no volunteers, Mayor Jackson volunteered.

#### April 7<sup>th</sup> Fire Update

At 12:10 p.m., Mayor Jackson introduced discussion of an update for the April 7<sup>th</sup> Spring Street Fire. Administrator Kulseth thanked staff, especially Ryan Ericson, for exceptional work in dealing with the ongoing situation. CDPD Director, Ryan Ericson provided an update for opening other businesses located within the block that were effected by the fire. Council thanked staff. No action was taken.

#### Presentation – Visitors Bureau

At 12:15 p.m., Mayor Jackson introduced Deborah Hoskinson, VB Director, to report on the proposed campaign for summer and fall 2022 advertising and budget. No discussion followed.

#### Resolution No. 2725

At 12:33 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2725 concerning a settlement and lease agreement. Administrator Kulseth explained that the Town and Opportunity Council have reached a settlement for the stormwater issues at the Harborview Apartments. Town agrees to contribute \$31,846 towards the cost of drainage improvements. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2725, authorizing the Mayor to execute a settlement and release agreement with the Opportunity Council for stormwater issues at the Harborview Apartments. Motion passed unanimously.**

#### Resolution No. 2726

At 12:35 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2726 concerning Opioid Funds litigation. Administrator Kulseth explained that the agreement is not required, rather a show of support to the County. Discussion followed regarding opioid use locally.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2726, the One Washington Memorandum of Understanding between Washington Municipalities to accept allocations of from Pharmaceutical Supply Chain litigation. Motion passed unanimously.**

## 2022 Minutes - Town Council of Friday Harbor

### Resolution No. 2727

At 12:54 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2727 concerning the WWTP Sewer Outfall Project. Project Manager Pedro Mena explained that Change Order No. 2 reconciles remaining materials and labor for the project. Discussion followed regarding unforeseen conditions and extreme weather during the project.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2727, authorizing Change Order No. 2 and accepting the WWTP Sewer Outfall Project. Motion passed unanimously.**

### Resolution No. 2728

At 12:54 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2728 concerning the bench installation at 105 Spring Street. Project Manager Pedro Mena explained that Change Order No. 1. Reconciles remaining materials and labor for the project. No discussion followed. Council commented on the aesthetics of the project.

**Moved by Starr, seconded by Turnage, to adopt Resolution No. 2728, authorizing Change Order No. 1 and accepting street corner and sidewalk improvements located at 105 Spring Street. Motion passed unanimously.**

### Update – First Street Overlay Project

At 12:58 p.m., Project Manager Pedro Mena provided an update on the Project. The Engineer is having to redesign in the field due to the amount of rock. A change order is anticipated for removal.

Moved by Starr, seconded by Hushebeck, to move forward with Change Order Proposal #1396 dated 4/20/2022 in the by Konnerup Construction estimated for \$75,625. Motion passed unanimously.

### **ADMINISTRATOR'S REPORT**

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

- RV Dump Station – The public has been notified that the Station will close permanently on May 20, 2022.
- Earth Day – The Council is invited to join representatives from the USDA as they visit sites grant funded projects.
- Representative Ramel – The preliminary agenda was review for the visit on Monday, April 25, 2022.
- 1000 Guard Street – The County has requested an extension of their lease agreement.
- Town Cell Phones – The Town is considering the purchase of cell phones for essential personnel. Council consensus to develop a policy and pricing plan.
- Refuse Worker – Town hired Richard Wesserling to assume the vacancy in the Refuse Department.
- 1953 Ford – The Fire Department has requested use of the engine for the upcoming car show.
- Loading Zone - OPALCO has requested loading zones or limited parking over vaults in the street. Discussion followed. Consensus to deny unless considered an emergency.

## 2022 Minutes - Town Council of Friday Harbor

### **PAYMENT OF CLAIMS**

Moved by Starr, seconded by de Freitas, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed unanimously.

#### Approval of 2022 Claim Warrants

- Warrant Number: 48852-48902
- ACH Number: EFT 1-2
- Amount: \$891,901.30
- Dated: 04/21/22

### **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Turnage, to approve the minutes of **April 7<sup>th</sup> and April 14<sup>th</sup>, 2022 as submitted**. Motion passed unanimously.

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

Pedro Mena reported that he would bring regular updates back to the Council as the Project continues.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:21 p.m. The next regular meeting is scheduled for Thursday, May 5, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

**Thursday, May 5, 2022 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Pro-tem Turnage 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 Mason Turnage (Position No. 4).

Barbara Starr (Position No. 5); Mayor Raymont Jackson and Town Administrator Denice Kulseth were absent.

Others present: Finance Director Bethany Berry and Clerk Amy Taylor.

Council excused the absence of Councilmember Starr.

**FLAG SALUTE**

Mayor Pro-tem Turnage conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

H/M Request – SJC Arts Festival

At 12:03 p.m., Mayor Pro-tem Turnage introduced discussion about an urgent request from the SJC Arts Festival for 2022 Hotel Motel Grant funding. LTAC Coordinator Julie Greene explained that the Festival is requesting \$12,850 for their Summer Festival to be held at Brickworks on Friday evenings throughout August. Discussion followed regarding the merits of the event. **Council consensus to approve \$5,000 for the 2022 Summer Arts Festival.** Staff will provide Council with the appropriate contract for approval.

Linde Park

At 12:11 p.m., Mayor Pro-tem Turnage introduced CDPD Director Ryan Ericson to provide an update on improvements at Linde Park. Director Ericson explained that Island Rec is proposing improvements, including the installation of a batting cage. Improvements require administrative approval only, therefore staff was requesting input whether the Council had any concerns. Discussion followed regarding opening the emergency access located near Village Grove. **Council consensus that the Council had no concerns regarding the stated improvements.**

Resolution No. 2729

At 12:15 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2729 concerning the legal services agreement with Inslee Best (Bill Linton). Clerk Taylor explained that the current budget was exhausted in the month of April for arguments for summary judgement. No discussion followed.

## 2022 Minutes - Town Council of Friday Harbor

**Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2729, authorizing the Amendment No. 5 to the agreement with Inslee Best for construction claims litigation. Motion passed 4-0 with Starr absent.**

### Resolution No. 2730

At 12:20 p.m., Mayor Pro-tem Turnage introduced discussion regarding draft Resolution No. 2729 concerning a lease for 1000 Guard Street. Clerk Taylor explained that the County requested to extend their lease arrangement until the end of the year while SJC continues construction at the Beaverton Valley site. Town will begin utilizing the site. No discussion followed.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2729, authorizing the Mayor to execute a lease agreement with San Juan County for 1000 Guard Street. Motion passed 4-0 with Starr absent.**

### First Street Overlay Project

At 12:25 p.m., Mayor Pro-tem Turnage introduced Projects Manager Pedro Mena to provide an update on the First Street Overlay Project. No action was taken.

### Wireless Meters

At 12:30 p.m., Mayor Pro-tem Turnage introduced Finance Director Bethany Berry for a request to purchase wireless meter equipment. Director Berry explained that there is significant savings (15%) to purchase the meters now rather than waiting until 2023. Discussion followed regarding the benefits of wireless.

**Moved by Monin, seconded by de Freitas, to authorize the purchase of the Kamstrup FlowIQ Meters and AMI System for the wireless water meter project. Motion passed 4-0 with Starr absent.**

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed 4-0 with Starr absent.

#### Approval of 2022 Claim Warrants

- Warrant Number: 48903-48952
- ACH Number: EFT 1 CC1-4
- Amount: \$475,401.09
- Dated: 05/05/22

#### Approval of 2022 Payroll Warrants

- Warrant Number: 17494-17503
- ACH Number: 84-86, 4/29/22 Direct Deposit
- Amount: \$331,210.94
- Dated: 04/30/22

#### Approval of April 2022 Treasurer Checks

- Check Number: 10246-10252
- ACH Number: EFT 1-3
- Amount: \$109,865.98
- Dated: April 2022

## 2022 Minutes - Town Council of Friday Harbor

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Monin, to approve the minutes of **April 19, 2022 as submitted**. Motion passed 4-0 with Starr absent.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 12:50 p.m. The next regular meeting is scheduled for Thursday, May 19, 2022 at 12:00 p.m.

### TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

**Thursday, May 19, 2022 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5). Councilmember de Freitas was excused from the meeting early.

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

### **PUBLIC ACCESS TIME**

## 2022 Minutes - Town Council of Friday Harbor

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Town Ambassador Award – Will Blackmon

At 12:03 p.m., Mayor Jackson presented Town Employee Will Blackmon with the Town Ambassador Award. Mr. Blackmon thanked the Mayor, Council & community.

#### Landscaping for First Street

At 12:12 p.m., Mayor Jackson introduced Parks Department Sarena Schumacher to present a plan for planting in the new First Street bump-outs. Ms. Schumacher described the landscaping plan and estimated budget. Discussion followed regarding the type and location of proposed benches and plant varieties. Councilmember Monin suggested that Town explore an “adopt-a-tree” program to move away from the “memorial bench” program. **Council consensus to move forward with the proposed landscaping plan & budget.**

#### Work Session - A/E Services for Public Works Department

At 12:32 p.m., Mayor Jackson opened the work session to discuss the model for A/E services through the Public Works Department. Councilmember de Freitas explained that the Town has had both a public works department with and without an in-house engineer. Administrator Kulseth explained that while it was a bonus to have a PW Director that was also a certified engineer, she felt that it may limit the available selection pool for the position. Further, she explained that it was more important for the successful candidate to have excellent management skills since it is regular practice for most smaller cities to contract on-call services with engineering firms. Discussion followed regarding the cost structure for on-call contracts. No action was taken.

#### Communication strategy for notifications & press releases

At 12:49 p.m., Mayor Jackson introduced discussion regarding the communication strategy for Town. Administrator Kulseth described current practices for notifying the public of current events and capital projects. Discussion followed regarding other methods for notifying public, including email to businesses. No action was taken.

#### Resolution No. 2731

At 1:04 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2731 concerning on-call A/E services with Gray & Osborne Engineering. Administrator Kulseth explained that the Gray & Osborne Engineering has offered a proposal based on the cost reimbursement method. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2731, authorizing the Mayor to execute an agreement with Gray & Osborne Engineering for streets and stormwater related on-call services. Motion passed 4-0 with de Freitas absent.**

#### Resolution No. 2733

Concurrently with Resolution No. 2731, Mayor Jackson introduced discussion of draft Resolution No. 2733 concerning A/E services with Brown & Caldwell Engineering. No discussion followed.

**Moved by Turnage, seconded by Hushebeck, to adopt Resolution No. 2733, authorizing the Mayor to execute an agreement with Brown and Caldwell Engineering for water utility related on-call services. Motion passed 4-0 with de Freitas absent.**

## 2022 Minutes - Town Council of Friday Harbor

## 2022 Minutes - Town Council of Friday Harbor

### Resolution No. 2732

At 1:30 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2732 concerning the 2022 Summer Arts Festival. (The Council approved the request by motion on May 5, 2022.) No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2732, authorizing the Mayor to execute an agreement with the SJC Arts Council to provide a tourism promotion grant for the year 2022. Motion passed 4-0 with de Freitas absent.**

### Approve allocation for 2023 H/M Tourism Promotion Grant Program

At 1:31 p.m., Mayor Jackson introduced discussion of the allocation amount for the 2023 H/M Tourism Promotion Grant Program. Councilmember Hushebeck explained that the LTAC is requesting a preliminary allocation of up to \$50,000 from the second two percent Hotel Motel Excise Tax fund. No discussion followed.

**Moved by Hushebeck, seconded by Turnage, to approve the allocation of \$50,000 for the 2023 H/M Tourism Promotion Grant Program. Motion passed 4-0 with de Freitas absent.**

### **ADMINISTRATOR'S REPORT**

At 1:35 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- Google Maps – Staff has contacted Google Maps to request that the downtown traffic changes be added to their “directions”.
- WWTP Improvements – Wilson Engineering is finalizing the final plans for the SBR improvements. Town anticipates issuing calls for bid near September.
- Street Sweeper – The sweeper needs maintenance.
- Public Works Yard – The Guard Street location is progressing slowly.
- Refuse Totes – The crew continues to deliver the totes.
- Housing Action Plan – CDPD Director Ryan Ericson updated the Council on the current status of the HAP.
- Water Meter Grant – Town was not awarded in this grant cycle.
- Safe Streets for All Grant – State issued a new urban street safety grant. Webinar training begins June 13, 2022.
- Press Releases – Town has been utilizing its new Facebook page to post all press releases.
- League of Women Voters – Town will be speaking at their June meeting.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to approve the payment of Claim Warrants as enumerated below. Motion passed 4-0 with de Freitas absent.

#### Approval of 2022 Claim Warrants

- Warrant Number: 48953-48998
- ACH Number: EFT 1-3
- Amount: \$417,574.85

Dated: 05/19/22

## 2022 Minutes - Town Council of Friday Harbor

### **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Turnage, to approve the minutes of May 5, 2022 **as submitted**. Motion passed 4-0 with de Freitas absent.

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

Councilmember Starr requested that another joint meeting be held with the SJC Council.

Mayor Jackson suggested that Town look into a traffic feasibility study for the downtown core.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 2:20 p.m., Mayor Jackson announced that the Council would be holding an executive session regarding employee performance in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 10 minutes. Participants: Town Council, Mayor Jackson, and Administrator Kulseth. The session ended at 2:45 p.m. for an actual session time of 25 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 Jackson adjourned the meeting at 2:45 p.m. The next regular meeting is scheduled for Thursday, June 2, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

# 2022 Minutes - Town Council of Friday Harbor

**Thursday, June 2, 2022 – Council Chambers – Afternoon Session**

## **CALL TO ORDER**

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

## **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

## **PUBLIC ACCESS TIME**

Administrator Kulseth introduced newly hired Public Works Director Jesse Douglas-Seitz.

## **ACTION AND DISCUSSION ITEMS**

### Proclamation – LGBTQ+ Pride Month

At 12:03 p.m., Mayor Jackson proclaimed the month of June in the Town of Friday Harbor as LGBTQ+ Pride Month.

### Ordinance No. 1749

At 12:11 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1749 setting salary for the position of Public Works Director. Administrator Kulseth explained that Town received four qualified applications for the position. Applicant Jesse Douglas-Seitz was selected. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1749, fixing the salary for the position of Public Works Director. Motion passed unanimously.**

### Resolution No. 2734

At 12:13 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2734 concerning on-call A/E services with Wilson Engineering. Administrator Kulseth explained that Wilson Engineering has offered a proposal based on the cost reimbursement method. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2734, authorizing the Mayor to execute an agreement with Wilson Engineering for wastewater utility related on-call services. Motion passed unanimously.**

## 2022 Minutes - Town Council of Friday Harbor

### **ADMINISTRATOR'S REPORT**

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

- Linder Street Sewer Issues – Town aided in the diagnosis of private sewer issues on Linder Street.
- Public Parking Lot – The lease with JAC-Spring has expired. Town has requested a new agreement. Discussion followed regarding a walking easement through the property to Elsworth Avenue or Post Office.
- Wireless Water Meters – The Water Department has successfully installed 450 meters.
- McDonald Water Main Replacement Project – Staff will return with a request to authorize a call for bids.
- Refuse Position – Town will interview for the vacancy on June 3<sup>rd</sup>.
- Joint Meeting – Town has been in contact with the County to determine meeting dates.
- Rose Lane Improvements – An update was provided regarding specifications and cost.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed unanimously.

#### Approval of 2022 Claim Warrants

- Warrant Number: 48999-49040
- ACH Number: CC 1-7
- Amount: \$500,258.16
- Dated: 06/02/22

#### Approval of 2022 Payroll Warrants

- Warrant Number: 17504-17513
- ACH Number: 87-89, 5/31/22 Direct Deposit
- Amount: \$330,954.18

Dated: 05/31/22

#### Approval of May 2022 Treasurer Checks

- Check Number: 10253-10260
- ACH Number: EFT 1-4
- Amount: \$478,266.75
- Dated: May 2022

### **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Monin, to approve the minutes of **May 19, 2022 as submitted**. Motion passed unanimously.

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

Councilmember Turnage requested that the illegal parking on Sunday Drive and Grover Street be addressed.

### **CITIZEN RESPONSE**

A business owner suggested a mid-block crosswalk near the Spring Street round-a-bout.

## 2022 Minutes - Town Council of Friday Harbor

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:16 p.m. The next regular meeting is scheduled for Thursday, June 16, 2022 at 12:00 p.m.

### TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

### Thursday, June 16, 2022 – Council Chambers – Afternoon Session

#### **CALL TO ORDER**

Mayor Jackson 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 Mason Turnage (Position No. 4). Councilmembers Hushebeck and de Freitas attended via teleconference. Barbara Starr (Position No. 5) was absent. Council excused the absence of Councilmember Starr.

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

#### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

#### **PUBLIC ACCESS**

No public access was forthcoming.

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

##### Proclamation – Juneteenth

At 12:03 p.m., Mayor Jackson proclaimed Juneteenth in the Town of Friday Harbor.

##### Fourth of July Parade

At 12:07 p.m., Mayor Jackson invited SJI Chamber Director Becki Day to talk about the parade, planned events and fireworks display. Council thanked Ms. Day.

##### Dutch Elm Assessment

## 2022 Minutes - Town Council of Friday Harbor

At 12:10 p.m., Administrator Kulseth reported that the elm trees have been trimmed and Memorial Park will remain closed until the Arborist forwards their written recommendation regarding the safety and health of the trees.

### **PUBLIC HEARING**

#### Six Year Transportation Improvement Plan

At 12:11 p.m., Mayor Jackson opened the public hearing for consideration of the Six Year Transportation Improvement Plan for years 2023-2028. Administrator Kulseth outlined projects listed on the plan. Mayor Jackson opened the hearing for public comment. Hearing none, Mayor Jackson closed the public hearing. Discussion followed regarding detention pond and stormwater issues in the area between the Greenway neighborhood and Mullis Street.

#### Resolution No. 2735

**Moved by Turnage, seconded by Monin, to adopt Resolution No. 2735, providing for a Six Year Transportation Improvement Plan for years 2023-2028. Motion passed 4-0 with Starr absent.**

#### McDonald Street Improvement Project

At 12:22 p.m., Mayor Jackson introduced discussion of the McDonald Street Improvement Project. Capital Projects Manager, Pedro Mena explained that plans and specifications are nearly complete and requested authorization to issue a call for bids. **Council consensus to move forward with issuing the call for bids for the McDonald Street Improvement Project upon completion and approval plans by the Engineer.**

#### Public Works Update

At 12:25 p.m., Mayor Jackson invited Public Works to provide a status report. PW Director, Jesse Douglas-Seitz and Capital Projects Manager, Pedro Mena updated the Council on the current transition in the department. Mr. Mena thanked the Council and noted that his last day of employment was June 30<sup>th</sup>. The Council thanked Mr. Mena for his service. No action was taken.

#### Sewer Revenue Bond

At 12:29 p.m., Mayor Jackson introduced discussion of the 2003 Sewer Revenue Bond. Finance Director Bethany Berry reported that Town was able to take advantage of early payoff based on the requirements of the bond. By doing so, Town saved \$8,850 in interest. Council thanked Ms. Berry.

### **ADMINISTRATOR'S REPORT**

At 12:30 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- 1923 Cadillac – **Council consensus to feature The Bill LaPorte in the Fourth of July parade .**
- Traffic – The direction of downtown traffic flow will revert back to pre-fire April 2022.
- Refuse Department – Town hired Doug Wenneker to replace employee Jon Munn in the refuse department.
- UW Labs / Lautenbach – The Administrator will be meeting with UW Labs and Lautenbach to get acquainted and resume negotiations for services.
- League of Women Voters – The Administrator attended the League's luncheon.
- Refuse Totes – **Council consensus to consider issuing additional cans to households when supplies are available.**
- WWTP Improvement Project – The schedule for the project is delayed until August / September.

## 2022 Minutes - Town Council of Friday Harbor

- WCMA – The Administrator attended the regional managers meeting in June. Several municipalities are experiencing the same issues as Friday Harbor.
- AWC Exchange – The Mayor will attend the annual AWC Exchange in Vancouver in June.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrants as enumerated below. Motion passed 4-0 with Starr absent.

#### Approval of 2022 Claim Warrants

- Warrant Number: 49041-49087
- ACH Number EFT 1-2
- Amount: \$330,768.54
- Dated: 06/16/22

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Turnage, to approve the minutes of June 2, 2022 as submitted. Motion passed 4-0 with Starr absent.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 12:45 p.m. The next regular meeting is scheduled for Thursday, July 7, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

## 2022 Minutes - Town Council of Friday Harbor

### Thursday, July 7, 2022 – Council Chambers – Afternoon Session

#### **CALL TO ORDER**

Mayor Jackson 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). Mason Turnage (Position No. 4) attended partial discussion.

Council excused the absence of Councilmember Turnage.

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

#### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

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

##### Cold Weather Shelter

At 12:01 p.m., Mayor Jackson welcomed Curt VanHyning to report on the United Way Cold Weather Shelter Program. Mr. VanHyning provided statistics and described other programs offered by United Way. Discussion followed regarding future community needs such expanding the program to include “hot weather” shelter. **Council consensus to continue support of the program for years 2022-2023.**

##### Resolution No. 2737

At 12:19 p.m., Mayor Jackson introduced discussion of the policy for credit card use. Finance Director Berry explained that the resolution amends the policy to reflect current credit card limits and removes conflicting language with the employee handbooks. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2737, amending the policy for use of town credit cards. Motion passed 4-0 with Turnage absent.**

##### Resolution No. 2738

At 12:21 p.m., Mayor Jackson introduced discussion of the McDonald Street Improvement Project. Director Jesse-Douglas-Seitz explained that Work Order No. 1 ratifies the direction given to Gray and Osborne Engineering to finalize plans and specifications for street improvements. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2738, ratifying Work Order No. 1 with Gray & Osborne Engineering for the McDonald Street Improvement Project. Motion passed 4-0 with Turnage absent.**

## 2022 Minutes - Town Council of Friday Harbor

### Resolution No. 2739

At 12:39 p.m., Mayor Jackson introduced discussion of a request to vacate a portion of the Front Street right-of-way. CDPD Director Ryan Ericson explained that Council is obligated to fix a date for public hearing if it wants to entertain the request. Council did not object to entertaining the request.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2739, setting a date for public hearing on Thursday, August 4, 2022 at 12:00 p.m., to consider a request by Friday Harbor Real Estate, LLC to vacate a portion of Front Street right-of-way. Motion passed 4-0 with Turnage absent.**

### Budgeting Software

At 12:47 p.m., Mayor Jackson introduced purchase of budget software for the finance department. Finance Director Bethany Berry provided an overview of the ClearGov Budget suite and requested purchase of a two-year subscription. Discussion followed regarding whether the purchase is adequate to meet the department's needs. Director Berry stated that future software for the department will have the feature included.

**Moved by de Freitas, seconded by Hushebeck, to purchase a subscription and licensing for ClearGov Budgeting software for years 2022 through 2023. Motion passed 4-0 with Turnage absent.**

### 2022 PFFAP Grant

At 1:01 p.m., Mayor Jackson introduced discussion of the 2023 SJC Public Facilities Financing Assistance Program. Administrator Kulseth explained that applications are due July 2022 and asked the Council for project suggestions. Discussion followed regarding eligible projects.

**Moved by Monin, seconded by de Freitas, to submit an application to fund remaining improvements located on the west corner of the Spring and First Street intersection (King's Marine).**

### Mobile Food Units

At 12:31 p.m., Mayor Jackson introduced discussion of allowing mobile food units. CDPD Director Ryan Ericson explained that staff is gaging the Council's interest in developing an ordinance to allow greater availability of food truck vendors in the downtown core. Discussion followed regarding Council concerns, including safety, cleanliness, litter and competition with the "brick and mortar" establishments. Director Ericson explained that a draft ordinance will return for further comment. No action was taken.

## **ADMINISTRATOR'S REPORT**

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

- Sunshine Alley Restrooms – The Contractor for janitorial services has brought safety concerns to the attention of the Town due to threatening or intimidating behavior from patrons. Town has authorized early closure of the restrooms when necessary for safety concerns.
- Memorial Park – The written assessment for the Dutch Elms is anticipated on July 11<sup>th</sup>.
- WWTP Outfall Project – Town has requested an additional \$348,000 from Department of Ecology to reimburse Town for overages for the contractor and construction management.
- SJC Fair – Town will get a fair booth this year. Council will consider an off-week to attend.

## 2022 Minutes - Town Council of Friday Harbor

- Malcolm Street Affordable Housing – Town met with stakeholders regarding the project. SJC should be issuing an RFP this summer.
- Housing Action Plan Survey – Town has a survey available on its website.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed 4-0 with Turnage absent.

#### Approval of 2022 Claim Warrants

- Warrant Number: 49088-49130 and 49132-49133
- ACH Number: CC 1-8
- Amount: \$354,165.66
- Dated: 07/07/22

#### Approval of June 2022 Payroll Warrants

- Warrant Number: 17514-17523 & 6/30/22 Direct Deposit
- ACH Number: 90-93
- Amount: \$357,777.72
- Dated: 06/30/22

#### Approval of June 2022 Treasurer Checks

- Warrant Number: 10261-10270
- ACH Number: EFT-1
- Amount: \$ 6,353.08
- Dated: Various

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of **June 16, 2022 as submitted**. Motion passed 4-0 with Turnage absent.

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

Councilmember de Freitas suggested that the refuse department provide an educational flyer regarding securing new totes.

Councilmember Monin suggested working on policies for EV charging stations.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 1:45 p.m., Mayor Jackson announced that the Council would be holding an executive session regarding pending litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 30 minutes. Participants: Town Council, Mayor Jackson, Administrator Kulseth, Finance Director Berry, Clerk Taylor and Attorneys Pirnke and Linton. The session ended at 2:48 p.m. for an actual session time of 63 minutes. The public was properly informed of the time extension. No actions were taken following executive session.

## 2022 Minutes - Town Council of Friday Harbor

At 2:52 p.m., Mayor Jackson announced that the Council would be holding an executive session regarding performance review of a public employee in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 10 minutes. Participants: Town Council, Mayor Jackson and Administrator Kulseth. The session ended at 2:59 p.m. for an actual session time of 8 minutes. No actions were taken following executive session.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 3:00 p.m. The next regular meeting is scheduled for Thursday, July 21, 2022 at 12:00 p.m.

### TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

### Thursday, July 21, 2022 – Council Chambers – Afternoon Session

#### **CALL TO ORDER**

Mayor Jackson 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 – Remote access) and Mason Turnage (Position No. 4). Barbara Starr (Position No. 5) was absent.

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

Councilmember Starr was excused.

#### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

## 2022 Minutes - Town Council of Friday Harbor

### **ACTION AND DISCUSSION ITEMS**

#### San Juan Island Pride Foundation

At 12:01 p.m., Mayor Jackson invited Steve Wambsganss to represent the Foundation. Mr. Wambsganss described their mission, upcoming events and requested \$1,000 donation to sponsor the upcoming Pride Festival. Administrator Kulseth requested that the Foundation submit documentation for what the funding would be used for to determine if it was an eligible expenditure. The Mayor and Council thanked Mr. Wambsganss. No action was taken.

#### Port of Friday Harbor Airport Master Plan

At 12:09 p.m., Mayor Jackson invited Todd Nicholson, Port Executive Director, to present an overview of the FH Airport Master Plan, including airport alternatives and future capital improvements to mitigate noise. Discussion followed regarding FAA regulations for volume, noise and flight patterns. Mr. Nicholson noted that the FAA largely regulates use of the Airport, but the Port has a voluntary mitigation plan for pilots. The Mayor and Council thanked Mr. Nicholson. No action was taken.

#### Spring Street Fire

At 12:47 p.m., Mayor Jackson invited Ryan Ericson, CDPD Director, to provide an update on construction in the downtown core. Director Ericson reported that Chrystal Seas has submitted building plans for construction of a foundation and other necessary utility work. The Town is working with other parcel owners for new sewer utilities. Construction is scheduled to begin in early August. Discussion followed regarding noise and parking disruptions during peak season. **Council consensus to condition permits to limit noise for activities such as rock hammering.**

#### Ordinance No. 1750

At 12:56 p.m., Mayor Jackson introduced discussion for draft Ordinance No. 1750, accepting the final plat for the Finnegan Way Planned Residential Development, Phase 3. CDPD Director, Ryan Ericson explained that the developer has satisfied all conditions of the preliminary plat. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1750, accepting the Final Site Plan of Finnegan Way Planned Residential Development, Phase 3 to the Town of Friday Harbor. Motion passed 4-0 with Starr absent.**

#### Hearing Examiner Proposal

At 12:58 p.m., Mayor Jackson introduced discussion of a proposal to contract with a hearing examiner or legal firm for review of certain land use applications. CDPD Director, Ryan Ericson explained that the department would benefit from the development of a professional hearing examiner system for quasi-judicial matters rather than having land use applications reviewed by the volunteer Planning Commission. Discussion followed regarding Council's comfort level moving to a new system, structure of a proposal, types of applications and cost. **Council consensus to develop a draft proposal for review.**

#### SJC Housing Proposal

At 1:05 p.m., Mayor Jackson welcomed SJC HCS Director, Mark Tompkins and Housing Coordinator, Ryan Page to present the draft SJC Request for Proposals for affordable housing rental units on Malcom Street. Mr. Tompkins explained that the County is seeking agreement from the Town on its core objectives so that the County can finalize and issue the proposal seeking developers. Discussion followed regarding density, open space, parking, income levels and management of the future units.

## 2022 Minutes - Town Council of Friday Harbor

**Council consensus to schedule a work session on Thursday, August 4, 2022 to discuss the issue further.**

### Family Resource Center – ARPA Funding

At 2:11 p.m., Mayor Jackson introduced discussion of current agreements with the Family Resource Center. Finance Officer, Bethany Berry explained that the JLSFRC is requesting authorization to claim unused balances of funds to supplement other programs approved by current agreements with the Town. No discussion followed.

**Moved by Monin, seconded by Turnage, to authorize the Family Resource Center to reallocate remaining funding in the agreements for the “Local Client Needs” programs and “Behavioral Health” programs to any of the eligible client service categories contained in the scope of work for said agreements. Motion passed 4-0 with Starr absent.**

### Resolution No. 2736

At 2:15 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2736 concerning the Water System Plan. PW Director, Jessie Douglas-Seitz explained that due to a lengthier process than anticipated, an extension and budget amendment are required to complete the Water System Plan Update. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2736, authorizing the Mayor to execute Amendment No. 2 to the agreement with Brown and Caldwell Engineering to complete a comprehensive water system plan update. Motion passed 4-0 with Starr absent.**

### Resolution No. 2740

At 2:18 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2740 concerning annual street sweeping. PW Director Jess Douglas-Seitz explained that the County has submitted its annual request for mutual assistance. No discussion followed.

**Moved by Turnage, seconded by Starr, to adopt Resolution No. 2740, authorizing the Request for Interlocal Services No. 10 between the Town and County for annual street sweeping. Motion passed 4-0 with Starr absent.**

### **ADMINISTRATOR’S REPORT**

At 2:22 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- Local 1849F – The union has voted on new representation. Negotiations are anticipated in August.
- Memorial Park – Town is waiting on the official recommendation from the Arborist. The park will remain closed until an official recommendation is received for the Dutch Elm trees.
- 2022 SJC PFFAP Applications – Town has not identified a suitable project for this year’s grant cycle and may not submit an application for 2023 funding.
- Sewer Feasibility Study – Town is reviewing the draft study.
- The Bill LaPorte – **Council consensus to allow District 3 to use the 1923 Cadillac in the Rotary Club’s upcoming Concours in August.**
- Wastewater Treatment Plant – Town is working with bond counsel to adjust current bonds. Town is waiting to hear from Department of Ecology regarding recent loan request for additional funding for the Sewer Outfall Project.

## 2022 Minutes - Town Council of Friday Harbor

## 2022 Minutes - Town Council of Friday Harbor

- Housing Survey – Town is receiving a decent response from the survey for the Housing Action Plan.
- PW Yard – Town is actively moving equipment to the yard.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to approve the payment of Claim Warrants as enumerated below. Motion passed 4-0 with Starr absent.

#### Approval of 2022 Claim Warrants

- Warrant Number: 49134-49185
- ACH Number: EFT 1-3
- Amount: \$238,065.89
- Dated: 07/21/22

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of July 7, 2022 as submitted. Motion passed 4-0 with Starr absent.

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

Councilmember de Freitas requested that information be made available for proper securing or locking of new garbage totes.

A work session for the SJC housing project will be added to the next session.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 2:45 p.m., Mayor Jackson announced that the Council would be holding an executive session regarding employee evaluation in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 10 minutes. Participants: Town Council, Mayor Jackson, Administrator Kulseth, Finance Director Berry, and Clerk Taylor. The session ended at 2:55 p.m. for an actual session time of 10 minutes. The following action was taken.

**Moved by Hushebeck, seconded Monin, to approve the request of employee, Amy Taylor for twelve furlough days and corresponding proration of salary and benefits effective July 1, 2022. Motion passed 4-0 with Starr absent.**

## 2022 Minutes - Town Council of Friday Harbor

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:58 p.m. The next regular meeting is scheduled for Thursday, August 4, 2022 at 12:00 p.m.

### TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

### Thursday, August 4, 2022 – Council Chambers – Afternoon Session

#### **CALL TO ORDER**

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5). Councilmember de Freitas attended remotely.

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

#### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

Mayor Jackson announced that there would be a work session regarding the SJC Proposal for Affordable Housing Project at the end of the session.

## 2022 Minutes - Town Council of Friday Harbor

### **PUBLIC HEARING**

#### Public Hearing – Vacation Application No. 26

At 12:01 p.m., Mayor Jackson opened the public hearing to consider Vacation Application No. 26, a petition by FHH Real Estate (aka Friday Harbor House) to vacate a portion of the Front Street right-of-way.

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

Mayor Jackson asked Community Development & Planning Director Ryan Erickson to present the staff report. Director Ericson explained that the subject property is a portion of unopened right-of-way that lays within the unimproved margin of Front Street. The portion is approximately 5,119 square feet in size. The property has been the subject of long-term lease for over 10 years. Overall, it would not be considered desirable for roadway as it consists of a steep vegetative slope with shallow bedrock abutting a vertical exposed bedrock.

Director Ericson clarified a scrivener's error in the staff report. Pursuant to RCW 35.79.030, staff recommendation is that Vacation Application No. 26 be approved based on the following:

- If granted, the vacation should be conditioned that the applicant grants Town a perpetual easement for future frontage improvements, construction, repair and/or maintenance of public utilities;
- If granted, the applicant compensates the Town for 100% of the appraised value and funding be applied toward future improvements of Overlook Park;
- If granted, the applicant should enter into an agreement with Town for a proportional contribution to the construction of expanded of Overlook Park facilities; 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.

Mike Cottonwood, Representative, expressed that availability to answer questions regarding the application.

Mayor Jackson opened the hearing to questions.

Councilmember de Freitas inquired about public access. Director Ericson explained that the proposal creates a safer, more accessible, alternative route for public access.

At 12:10 p.m., Mayor Jackson opened the public hearing to audience comments. Hearing none, Mayor Jackson 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 Jackson closed the public hearing.

**Moved by Hushebeck, by seconded de Freitas, to approve Vacation Application No. 26, a request to vacate a portion of Front Street right-of-way, subject to the conditions contained in the Staff Report. Motion passed unanimously.**

## **ACTION AND DISCUSSION ITEMS**

### 2023 Poetry Gardens

At 12:14 p.m., Mayor Jackson introduced discussion of the proposal to update the Poetry Gardens in year 2023. FHAC Coordinator Julie Greene explained that because the last contest was such a success, the FHAC would like to hold another contest in the Fall and replace the current installation in Spring 2023 with the intention of repeating the contest every three years. The proposed project, including maintenance to the fixtures, is approximately \$5,250. Discussion followed regarding materials for installation. **Council consensus to move forward with the project and return with a final budget.**

### Resolution No. 2741

At 12:32 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2741 concerning the McDonald Street Improvement Project. PW Director Jesse Douglas-Seitz explained that Richard Lawson Construction was the responsive low bidder. Discussion followed regarding what infrastructure was left in the area needing improvement.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2741, awarding the bid and authorizing the Mayor to execute an agreement for construction of the McDonald Street Improvement Project. Motion passed unanimously.**

### Resolution No. 2742

At 12:38 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2742 concerning the legal services agreement for the Tucker Avenue Reconstruction Project, Phase 2. Administrator Kulseth explained that Town has exhausted its current budget for pre-trial preparation. Discussion followed regarding a new scope and budget for litigation.

**Moved by Starr, seconded by Turnage, to adopt Resolution No. 2742, authorizing the Sixth Amendment to the legal services agreement with Inslee Best Doezie & Ryder (William Linton) for litigation of construction claims related to the Tucker Avenue Reconstruction Project, Phase 2. Motion passed unanimously.**

## **ADMINISTRATOR'S REPORT**

At 12:41 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- SJC PFFAP Grant Application – Town submitted an application to pave the public parking lot.
- David Jones Park – Town is planning a dedication ceremony for the Park. More information to come.
- Dutch Elms – The draft report was circulated regarding the elms and tree maintenance.
- Memorial Bench Policy – Town is drafting a new policy for consideration

## **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed unanimously.

### Approval of 2022 Claim Warrants

- Warrant Number: 49187-49229
- ACH Number: EFT 1
- Amount: \$164,160.94
- Dated: 08/04/22

# 2022 Minutes - Town Council of Friday Harbor

## Approval of July 2022 Payroll

- Warrant Number: 17524-17533 & 07/31/22 Direct Deposit
- ACH Number: 94-97
- Amount: \$323,284.39
- Dated: 07/31/22

## APPROVAL OF MINUTES

Moved by de Freitas, seconded by Monin, to approve the minutes of **July 21, 2022 as revised**. Motion passed unanimously.

## FUTURE AND NON-AGENDA ITEMS

Councilmember de Freitas suggested that the benches at Sunken Park get maintenance. Councilmember Turnage added that there is graffiti on the mural wall.

Councilmember Monin requested that Town begin discussing and creating policies and the infrastructure to deal with the transient and homeless population.

## CITIZEN RESPONSE

No citizen response was forthcoming.

## WORK SESSION

### Malcom Street Work Force / Affordable Housing Project

At 1:00 p.m., Mayor Jackson opened the work session regarding the housing project. Town and County representatives met to discuss existing incentive programs to determine if the programs were sufficient to meet the goals of the project. No formal action was taken.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:41 p.m. The next regular meeting is scheduled for Thursday, August 18, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

## 2022 Minutes - Town Council of Friday Harbor

**Thursday, August 18, 2022 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5). Councilmembers Hushebeck and de Freitas attended remotely.

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### FH Arts Commission Update

At 12:03 p.m., Mayor Jackson invited FH Arts Commission Coordinator, Julie Greene to describe a project being proposed by the FHAC to create and install a “Salish Welcome Pole” near Front Street. The Council did not object to the project. No action was taken.

#### Memorial Park / Dutch Elms

At 12:06 p.m., Mayor Jackson introduced discussion of the Memorial Park Elms. Administrator Kulseth explained that there is still a communication issue with the arborist regarding the final report. Discussion followed regarding safety and whether to contact Fleming Lighting to fix the disconnected lights. Consensus to wait for the final report expected by September. No action was taken.

#### Resolution No. 2743

At 12:31 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2743 regarding the 2022 Collective Bargaining Agreement. Administrator Kulseth explained notable changes including a 5.5% COLA increase and new federal holiday for Juneteenth. No discussion followed.

**Moved by Turnage, seconded by de Freitas, to adopt Resolution No. 2743, authorizing the Mayor to execute a collective bargaining agreement for year 2022 with Guild 1909. Motion passed unanimously.**

#### Resolution No. 2744

At 12:34 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2744 regarding a memorandum of understanding with Guild 1909. Administrator Kulseth explained that the Guild negotiated a one-time retention payment of \$5,000 and personal leave day in lieu of Juneteenth 2022. No discussion followed.

## 2022 Minutes - Town Council of Friday Harbor

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2744, authorizing the Mayor to execute a memorandum of understanding for year 2022 with Guild 1909. Motion passed unanimously.**

### **ADMINISTRATOR'S REPORT**

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

- Sunken Park – The parks department is addressing the deteriorated benches at the picnic tables.
- McDonald Street – Town surveyed the street in anticipation of improvements.
- Joint Meeting – Town will propose Monday, October 31, 2022 as the alternative date.
- David Jones Pocket Park – The ribbon cutting ceremony is planned for Wednesday, August 24, 2022.
- SJC Fair – Town will have attendance at the Fair.
- Plastic Film Program – Town will meet with SC Johnson about continuation of the program.
- Wastewater Treatment Plant – USDA approved Town's loan application for additional funding

### **PAYMENT OF CLAIMS**

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

Approval of 2022 Treasurer Checks

- Check # 10271-10279
- ACH Number: EFT 1-2
- Amount: \$305,353.39
- Dated: 08/18/22

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **August 4, 2022 as submitted**. Motion passed unanimously.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 12:56 p.m. The next regular meeting is scheduled for Thursday, September 1, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor

# 2022 Minutes - Town Council of Friday Harbor

ATTEST:

Amy E. Taylor, Town Clerk

**Thursday, September 1, 2022 – Council Chambers – Afternoon Session**

## **CALL TO ORDER**

Mayor Pro-tem Turnage 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5). Steve Hushebeck (Position No. 1) was absent.

Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor. Mayor, Raymont Jackson was absent.

Council excused the absence of Councilmember Hushebeck.

## **FLAG SALUTE**

Mayor Pro-tem Turnage conducted the flag salute.

## **PUBLIC ACCESS TIME**

No public access was forthcoming.

## **ACTION AND DISCUSSION ITEMS**

### Plastic Film Recycling Program

At 12:06 p.m., Mayor Pro-tem Turnage invited Carolyn Lautenbach to provide an update on the Plastic Film Recycling Program. Ms. Lautenbach reported that the pilot study was successful and popular. Unfortunately, the collection of film was accidentally contaminated at the mainland storage facility and no longer acceptable for recycling. All program data was successfully collected for SC Johnson & Company. Discussion followed regarding continuation of a similar film collection program locally and expanding the current recycling program for commercial and multi-family residential. **Council consensus to continue and possibly expand the program with Lautenbach after the current pilot study with SC Johnson is concluded.**

### Public Works Update

At 12:16 p.m., Mayor Pro-tem Turnage introduced the public works update. Public Works Director Jesse Douglas-Seitz updated the Council on the First Street Overlay Project and McDonald Street Reconstruction Project. No action was taken.

### WWTP Pump Station No. 4

At 12:19 p.m., Mayor Pro-tem Turnage introduced discussion of WWTP Pump Station No. 4. Public Works Director Jesse Douglas-Seitz explained that the Sunday Drive development was constructed decades before the Hamilton Ranch development. Sunday Drive is currently serviced by Pump Station No. 4 but should likely be connected through Hamilton Ranch now that direct gravity feed infrastructure is available. The preliminary engineering estimate for this design phase to determine its alignment is \$25,000. No discussion followed.

## 2022 Minutes - Town Council of Friday Harbor

**Moved by de Freitas, seconded by Monin, to authorize a Request for Proposals to evaluate the decommissioning of WWTP Pump Station No. 4. Motion passed 4-0 with Hushebeck absent.**

### WTP Capital Improvements and Optimization

At 12:26 p.m., Mayor Pro-tem Turnage introduced discussion of the Water Treatment Plant. Public Works Director Jesse Douglas-Seitz explained that the Town may benefit from a facility, capital improvement and optimization study. The preliminary engineering estimate is \$25,000. No discussion followed.

**Moved by Monin, seconded by Starr, to authorize a Request for Proposals to evaluate Water Treatment Plant optimization, improvements and WTP Filter No. 4. Motion passed 4-0 with Hushebeck absent.**

### Memorial Park – Elm Tree Lighting

At 12:37 p.m., Mayor Pro-tem Turnage introduced discussion of the Memorial Park Dutch Elms. Administrator Kulseth updated the Council regarding the draft report for tree assessment and repair of the holiday lighting. **Council consensus to light the Memorial Park Flag Pole in lieu of the Dutch Elms.**

### CUP No. 72 – 825 Rose Lane

At 12:50 p.m., Mayor Pro-tem Turnage introduced discussion of CUP No. 72. CDPD Director Ryan Ericson presented the findings and recommendation of the Planning Commission. No discussion followed.

**Moved by de Freitas, seconded by Monin, to approve the recommendation of the Planning Commission and Conditional Use Permit Application No. 72, a request by OJC Properties for an additional dwelling unit located at 825 Rose Lane. Motion passed 3-0 with Hushebeck absent and Turnage abstained.**

### Resolution No. 2745

At 12:51 p.m., Mayor Pro-tem Turnage introduced discussion of the Spring Street Parking Lot. Administrator Kulseth presented the terms of the lease renewal. No discussion followed.

**Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2745 authorizing the lease renewal of 330 Spring Street for public parking. Motion passed 4-0 with Hushebeck absent.**

### SJC Request for Proposals – Argyle Housing Proposal

At 12:53 p.m., Mayor Pro-tem Turnage introduced discussion of the revised SJC Argyle Housing Proposal. CDPD Director Ryan Ericson presented the revised document. Discussion followed regarding development requirements and incentives that could be offered by the Town.

**Moved by Starr, seconded by de Freitas, to approve the SJC Argyle Housing Proposal as presented. Motion passed 4-0 with Hushebeck absent.**

### **ADMINISTRATOR'S REPORT**

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

- Joint Meeting – Scheduled for October 31, 2022.

## 2022 Minutes - Town Council of Friday Harbor

- 2023 H/M Grant Program – Deadline for applications scheduled for September 12, 2022.
- 2022 Poetry Contest – Deadline for submissions scheduled for October 31, 2022.
- 2022 Fair Booth – The booth was well attended and Town intends to have a presence in 2023.
- Federal Infrastructure Grant – Town is attending training for the upcoming “brick grant”.
- 2023 SJC PFFAP Grant – Town may not have an eligible project to submit.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed 4-0 with Hushebeck absent.

#### Approval of 2022 Claim Warrants

- Warrant Number: 49281-49314
- ACH Number: EFT 1
- Amount: \$229,609.02
- Dated: 09/01/22

### **APPROVAL OF MINUTES**

Moved by Turnage, seconded by de Freitas, to approve the minutes of August 18, 2022 as presented. Motion passed 4-0 with Hushebeck absent.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

An audience member suggested that the current local labor force be surveyed to determine what type of “worker” housing is needed.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Pro-tem Turnage adjourned the meeting at 1:52 p.m. The next regular meeting is scheduled for Thursday, September 15, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

<b>Thursday, September 15, 2022 – Council Chambers – Afternoon Session</b>
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### **CALL TO ORDER**

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

## 2022 Minutes - Town Council of Friday Harbor

### **ROLL CALL**

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

Others Present: Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Ordinance No. 1751

At 12:02 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1752 concerning the vacation of a portion of Front Street. CDPD Director Ryan Ericson explained that the ordinance finalizes the conditions of vacation. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1751, authorizing the vacation of a portion of unopened Front Street right-of-way. Motion passed 3-0 with Monin and Turnage absent.**

#### Commercial Building Inspection

At 12:04 p.m., Mayor Jackson introduced discussion of a request by the Planning Department to contract for interim commercial building inspection. CDPD Director Ryan Ericson expressed concerns that inspection of the Mobe Hotel in addition to the other development in the downtown would significantly backlog the department. Fees would be passed along to the developer. No discussion followed. **Council consensus to contract a third-party for interim commercial building inspection.**

#### Public Works Update

At 12:06 p.m., Mayor Jackson introduced the Public Works Update. PW Director Jesse Douglas-Seitz provided an update on current projects. No discussion was taken.

#### Memorial Bench Program

At 12:24 p.m., Mayor Jackson introduced discussion of the Memorial Bench Program. PW Director Jesse Douglas-Seitz explained that maintenance is time consuming, costly and the benches may beoming an outdated look for the downtown now that a wide variety are available on the market. Alternative materials and styles were presented to the Council. Discussion followed regarding styles, materials and cost. **Council consensus for staff to recommend a standard and alternative materials to discuss at the upcoming Council Retreat.**

#### Ordinance No. 1752

At 12:46 p.m., Mayor Jackson introduced discussion of Ordinance No. 1752 regarding salaries. Administrator Kulseth explained that the salary ordinance provides non-represented personnel with

## 2022 Minutes - Town Council of Friday Harbor

the recently granted benefits for Guild 1909 employees per the 2022 Collective Bargaining Agreement. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1752, adding a new section regarding retention payments and holiday leave for non-represented personnel and amending Ordinance No. 1747. Motion passed 3-0 with Monin and Turnage absent.**

## 2022 Minutes - Town Council of Friday Harbor

### **ADMINISTRATOR'S REPORT**

At 1:49 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- Sewer Feasibility Study – Town received a preliminary draft.
- Reduced Utility Rate Program – Recommendations to amend the program will be presented on the October 6<sup>th</sup> session.
- 2023 Collective Bargaining Agreement – Negotiations with Guild 1909 are scheduled.
- Planned Power Outage – OPALCO has a planned outage on September 15, 2022.

### **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Starr, to approve the payment of Claim Warrants as enumerated below. Motion passed 3-0 with Monin and Turnage absent.

Approval of 2022 Claim Warrants

- Warrant Number: 49315-49362
- ACH Number: EFT 1-2, CC 1-4
- Amount: \$150,082.20
- Dated: 09/15/22

Approval of 2022 Payroll Warrants

- Warrant Number: 17534-17549 and Jan-July Backpay Direct Deposits
- ACH Number: 98-111
- Amount: \$74,807.87

Dated: 08/31/22

Approval of 2022 Payroll Warrants

- Warrant Number: 17550-17560 and 8/31/22 Direct Deposit
- ACH Number: 112-115
- Amount: \$347,142.44

Dated: 08/31/22

Approval of 2022 Treasurer Checks

- Check # 10280-10285
- ACH Number: EFT 1
- Amount: \$1,423.12
- Dated: August 2022

### **APPROVAL OF MINUTES**

Postponed until October 6, 2022.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

## 2022 Minutes - Town Council of Friday Harbor

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 12:59 p.m. The next regular meeting is scheduled for Thursday, October 6, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

**Thursday, October 6, 2022 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Pro-tem Turnage 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5). Anna Maria de Freitas (Position No. 3) was absent.

Council excused the absence of Councilmember de Freitas.

Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor. Mayor, Raymont Jackson was absent.

### **FLAG SALUTE**

Mayor Pro-tem Turnage conducted the flag salute.

### **PUBLIC ACCESS TIME**

Boyd Pratt, 2551 Cattle Point Road, spoke about the importance of having a library and the information and resources they provide. Mr. Pratt encouraged voting for the SJILB levy in the 2022 General Election.

Lori Norton, SJI Library Director, distributed the FAQs about the upcoming ballot measure and described the services available and need for the Library to pass.

Amy Sax, 363 Island Drive, spoke about the importance of library services and breakdown of the proposed bond funding.

## 2022 Minutes - Town Council of Friday Harbor

Brendan Cowan, SJC DEM Director, invited the Town to participate in the upcoming Great Shakeout event.

### **ACTION AND DISCUSSION ITEMS**

#### 2023 H/M Funding Recommendation

At 12:19 p.m., Mayor Pro-tem Turnage introduced discussion of the 2023 Hotel Motel Tax Grant. LTAC Coordinator Julie Greene explained that the LTAC met to consider eleven grant requests totaling \$148,493. The LTAC recommends funding nine proposals with the balance of the \$50,500. No discussion followed.

**Moved by Hushebeck, seconded by Monin, to accept the recommendation of the Lodging Tax Advisory Committee in their memorandum dated September 28, 2022. Motion passed 4-0 with de Freitas absent.**

#### Resolution No. 2746

At 12:22 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2746 concerning claims analysis services for the Tucker Avenue Reconstruction Project, Phase 2. Administrator Kulseth explained that the budget for Stewart Consulting is depleted. Amendment No. 4 in the amount of \$25,000 will extend the budget through pre-trial preparation. A new budget is anticipated in December for trial. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2746, authorizing Amendment No. 4 to the agreement with Stewart Consulting, LLC for claims analysis services for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 4-0 with de Freitas absent.**

#### Resolution No. 2747

At 12:24 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2747 concerning the McDonald Street Improvement Project. Administrator Kulseth explained that the project is substantially complete. Change Order No. 1 adds five working days to the project for delayed delivery of goods beyond the control of the contractor. No discussion followed.

**Moved by Monin, seconded by Starr, to adopt Resolution No. 2747, ratifying Change Order No. 1 to the McDonald Street Improvement Project. Motion passed 4-0 with de Freitas absent.**

#### Resolution No. 2748

At 12:25 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2748 concerning the 2022 Curb, Gutter and Sidewalk Repair Project. Administrator Kulseth explained that the low-responsive bidder was Gullwing Construction in the amount of \$10,850. No discussion followed.

**Moved by Starr, seconded by Monin, to adopt Resolution No. 2748, awarding a bid and authorizing the Mayor to execute construction documents with Gull Wing Construction, LLC for the 2022 Curb, Gutter and sidewalk Repair Project. Motion passed 4-0 with de Freitas absent.**

#### Resolution No. 2749

At 12:26 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2749, concerning the 2022 Pavement (HMA) Repair Project. Administrator Kulseth explained that the low-responsive bidder was Richard Lawson Construction in the amount of \$58,925. No discussion followed.

**Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2749, awarding a bid and authorizing the Mayor to execute construction documents with Richard Lawson Construction, Inc. for the 2022 Pavement (HMA) Repair Project. Motion passed 4-0 with de Freitas absent.**

Resolution No. 2750

At 12:27 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2750, concerning the 2022 Pavement (HMA) Repair Project. Administrator Kulseth explained that the Transportation Improvement Board has offered grant funding [Agreement #2-W-831(007)-1] in the amount of \$50,000 to offset costs associated with the project. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2750, accepting a grant agreement [Agreement #2-W-831(007)-1] in the amount of \$50,000 with the Transportation Improvement Board for the 2022 Pavement (HMA) Repair Project. Motion passed 4-0 with de Freitas absent.**

Resolution No. 2751

At 12:28 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2751 concerning the First Street Overlay Project. Administrator Kulseth explained that Change Order No. 1 reconciles costs for time and materials associated with the project. No discussion followed.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2751, authorizing Change Order No. 1 for the First Street Overlay Project in the amount of \$82,967.84 excluding sales tax. Motion passed 4-0 with de Freitas absent.**

Ordinance No. 1753

At 12:32 p.m., Mayor Pro-tem Turnage introduced discussion of draft Ordinance No. 1753 concerning reduced utility rates. Administrator Kulseth explained that several seniors recently applied for relief whose incomes were higher than the allowable threshold. The Ordinance changes the criteria for qualifying income. Discussion followed regarding median incomes in our region compared to the federal poverty level that the program is currently based on.

**Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1753, amending Section 13.32.020 FHMC relating to services for low-income senior and disabled citizens. Motion passed 4-0 with de Freitas absent.**

**ADMINISTRATOR'S REPORT**

At 12:40 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- Community Forum - Representative Larsen will be at the Mullis Center for a community forum on October 14<sup>th</sup>.
- Domestic Violence Awareness Month (DVAM) – The purple lights around Town signify DVAM.
- Union Negotiations – Negotiations will commence on October 18<sup>th</sup> for the 2023 Collective Bargaining Agreement.
- FH Landfill Groundwater Monitoring – SCS Engineers reports no significant changes at the site.
- MRSC E-Bidding – Staff will attend the upcoming webinar to determine if it's a product to purchase.
- Supervisor Training – The Leads are attending supervisor training.

## 2022 Minutes - Town Council of Friday Harbor

- Employee Staffing – Town currently has openings in the water, wastewater and streets departments.
- Holiday Lighting – Town is finalizing the downtown lighting.
- EDC Luncheon – The annual luncheon was a success.
- Social Media Announcements – Town has been utilizing its social media accounts to post recent vacancies.
- Lautenbach Recycling – Town anticipates a contract for a Plastic Film Recycling Program.
- Interlocal Agreement Sheriff – Town is meeting with SJC to negotiate new rates for law enforcement.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrants and payment of Claim Warrants as enumerated below. Motion passed 4-0 with de Freitas absent.

#### Approval of 2022 Pre-Write Warrants

- Warrant Number: 49363
- ACH Number:
- Amount: \$100
- Dated: 09/22/22

#### Approval of 2022 Claim Warrants

- Warrant Number: 49364-49416
- ACH Number: EFT 1, CC 1-4
- Amount: \$275,078.29
- Dated: 10/06/22

#### Approval of 2022 Payroll Warrants

- Warrant Number: 17561-17573 and September Direct Deposits
- ACH Number: 116-120
- Amount: \$328,317.96
- Dated: 09/30/22

### **APPROVAL OF MINUTES**

Moved by Hushebeck, seconded by Monin, to approve the minutes of **September 1 and 15, 2022 as submitted**. Motion passed 4-0 with de Freitas absent.

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

Councilmember Monin requested that Town look into secondary access to John O. Linde Fields. Mr. Monin stated that the Carter Avenue neighborhood is having the speed and traffic burden for the sports fields.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

## 2022 Minutes - Town Council of Friday Harbor

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 12:54 p.m. The next regular meeting is scheduled for Thursday, October 6, 2022 at 12:00 p.m.

### TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

### **Thursday, October 20, 2022 – Council Chambers – Afternoon Session**

#### **CALL TO ORDER**

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

Others Present: Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

#### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

#### **PUBLIC ACCESS TIME**

No public access was forthcoming.

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

##### Domestic Violence Awareness Month

At 12:03 p.m., Mayor Jackson recognized October as Domestic Violence Awareness Month and proclaimed October 20, 2022 as “Wear Purple Day” in the Town of Friday Harbor.

##### 2023 Town Budget Request & Annual Report – Chamber of Commerce

At 12:07 p.m., Mayor Jackson introduced Becki Day, SJI Chamber of Commerce Director, to make a budget request for year 2023 and submit an annual report. Ms. Day submitted a written request for

## 2022 Minutes - Town Council of Friday Harbor

\$62,000 operations and \$15,000 for Fourth of July and community activities. Mayor Jackson thanked Ms. Day. No action was taken.

### 2023 Town Budget Request - SJC Economic Development Council

At 12:15 p.m., Mayor Jackson invited Victoria Compton, Economic Development Council Director, to present an annual report and request for support to fund economic development programs in year 2023. Ms. Compton presented a local economic snapshot and reviewed EDC offerings. The Council was provided a 2023 budget request of \$57,615 to support the 2023 initiatives. Mayor Jackson thanked Ms. Compton. No action was taken.

### Budget Work Session

At 12:44 p.m., Mayor Jackson opened the 2023 Town Budget Work Session. Discussion followed regarding budget requests. **Council consensus to add the requests for Chamber of Commerce and Economic Development Council to the proposed budget.**

### Harbor Life Ring – FH Food Bank Donation

At 12:48 p.m., Mayor Jackson introduced discussion of the annual Harbor Life Ring donation to the FH Food Bank in November. Clerk Taylor explained that the resources spent and households served by the FH Food Bank have increased by a third from last year. Discussion followed regarding an additional increase.

**Moved by Starr, seconded by de Freitas, to authorize a matching grant in an amount up to \$5,000 for Harbor Life Ring donations during the month of November to assist the Friday Harbor Food Bank activities in year 2022. Motion passed unanimously.**

### Interfund Transfer – Deferred Utility Charges

At 12:59 p.m., Mayor Jackson introduced discussion of an interfund transfer for the deferred utility program. Finance Director Berry explained that Town received a qualifying application for the program and money needs to be transferred between the relevant funds before it can be approved. The program defers the cost of utility connection fees for qualifying agencies providing affordable housing.

**Moved by de Freitas, seconded by Monin, to approve the interfund transfer for deferred utility connections for affordable housing. Motion passed unanimously.**

### Public Works Report

At 1:02 p.m., Public Works Director Jesse Douglas-Seitz provided updates on the following projects: First Street Overlay Project, McDonald Street Improvements, recent pavement and curb contracts, extreme weather events predicted and annual street sweeping. No action was taken.

### WWTP Improvements – Temporary Construction Easement

At 1:19 p.m., Public Works Director Jesse Douglas-Seitz provided an update on the temporary construction easement for the WWTP Improvement Project. The owners are requesting market value for access during the timeframe needed to complete the retention wall and fencing. **Council consensus to continue negotiations with the land owners adjacent to the Plant.**

## 2022 Minutes - Town Council of Friday Harbor

### Resolution No. 2752

At 1:26 p.m., Mayor Jackson introduced discussion draft Resolution No. 2752 concerning lease of utility poles for wireless meter reading equipment. Public Works Director Jesse Douglas-Seitz explained that Rock Island Communications provided a proposal for monthly lease of utility poles required to achieve connectivity for wireless reading and installation of the equipment. The Town wants to utilize Rock Island to install and provide services to support and house the antennas, equipment and ancillary components required for the radio monitoring system. Discussion followed regarding the cost.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2752, authorizing the installation of equipment and license of utility pole space from Island Network, LLC (dba Rock Island) to operate a water meter monitoring service. Motion passed unanimously.**

### Resolution No. 2753

At 1:36 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2753 concerning the preliminary design for Pump Station No. 4. Wilson Engineering has offered Work Order No. 1 to perform said services in an amount not to exceed \$23,198. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2753, ratifying Work Order No. 1 with Wilson Engineering for the decommission of Sewer Pump Station No. 4. Motion passed unanimously.**

### Resolution No. 2754

At 1:38 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2754 concerning the new Plastic Film Recycling Program. Administrator Kulseth explained that the new program with Lautenbach Recycling mirrors the pilot study that concluded with SC Johnson. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2754, authorizing an agreement with Lautenbach Recycling to provide a Plastic Film Recycling Program. Motion passed unanimously.**

### Resolution No. 2755

At 1:44 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2755 concerning the law enforcement agreement. Administrator Kulseth explained that the agreement accounts for inherited cost of living increases granted by the Sheriff's Guild and 3 FTE equivalents. Discussion followed.

**Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2755, authorizing an agreement with SJC for law enforcement services. Motion passed unanimously.**

### Town Council Retreat

At 2:00 p.m., Mayor Jackson introduced discussion of the Town Council Retreat. Clerk Taylor explained that staff needs a date and general direction for planning. Discussion followed regarding schedules and venue.

**Council consensus to hold the next Town Council Retreat on Saturday, December 10, 2022 from 1 to 5 in the Town Council Chambers.**

## 2022 Minutes - Town Council of Friday Harbor

### **ADMINISTRATOR'S REPORT**

At 2:20 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- MRSC E-Bidding – Town staff attending a webinar regarding new bidding service offered through MRSC.
- Jason Minikin - Town contracted with Minikin to continue as Town's certified WTPO 2 operator.
- RFP Financing – Town issued an RFP seeking banks to carry its interim financing for WWTP Improvements.
- Sunshine Alley Restroom Management – See motion following executive session.

### **PAYMENT OF CLAIMS**

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

Approval of 2022 Claim Warrants

- Warrant Number: 49417-49462
- ACH Number: EFT 1-2
- Amount: \$ 200,773.06
- Dated: 10/20/22

Approval of 2022 Treasurer Checks

- Check # 10286-10299
- Amount: \$74,558.44
- Dated: September 2022

### **APPROVAL OF MINUTES**

Moved by Starr, seconded by Turnage, to approve the minutes of **October 6, 2022 as submitted**. Motion passed unanimously.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

### **EXECUTIVE SESSION**

At 2:24 p.m., Mayor Jackson announced that the Council would be holding an executive session regarding employee performance in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 15 minutes. Participants: Town Council, Mayor Jackson and Administrator Kulseth. The session ended at 3:15 p.m. for an actual session time of 51 minutes. The public was properly informed of the time extensions. The Council took the following action after executive session.

**Council consensus to approve the proposal of approximately \$3,800 for an automated lock system at the Sunshine Alley Restrooms.**

## 2022 Minutes - Town Council of Friday Harbor

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 3:18 p.m. The next regular meeting is scheduled for Thursday, November 3, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

**Monday, October 31, 2022 – Council Chambers – Special Session**

### **CALL TO ORDER**

Mayor Jackson called the special 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

Others Present: Denice Kulseth, Bethany Berry, Amy Taylor, Attorneys, Bill Linton and Christopher Pirnke (Inslee Best Law).

### **EXECUTIVE SESSION**

At 12:00 p.m., Mayor Jackson 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 120 minutes. Participants: Mayor, Town Council, Administrator Kulseth, Finance Officer Berry, Clerk Taylor and Attorneys Bill Linton and Christopher Pirnke. The session ended at 1:50 p.m. for an actual session time of 110 minutes. No actions were taken following executive session.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:50 p.m. The next regular meeting is scheduled for Thursday, November 3, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

# 2022 Minutes - Town Council of Friday Harbor

Amy E. Taylor, Town Clerk

**Thursday, November 3, 2022 – Council Chambers – Afternoon Session**

## **CALL TO ORDER**

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

## **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

## **PUBLIC ACCESS TIME**

No public access was forthcoming.

## **ACTION AND DISCUSSION ITEMS**

### Resolution No. 2758

At 12:03 p.m., Mayor Jackson introduced draft Resolution No. 2758 concerning the Tucker Avenue Reconstruction Project, Phase 2. The proposed agreement offers Strider Construction \$579,000 to settle all claims and disputes. No discussion followed.

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2758 authorizing the Mayor to execute the settlement agreement with Strider Construction for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed unanimously.**

### Resolution No. 2756

At 12:05 p.m., Mayor Jackson introduced draft Resolution No. 2756 deeming surplus equipment. Discussion followed regarding the process and value of items.

**Moved by Hushebeck, seconded by Turnage, to adopt Resolution No. 2756, deeming certain equipment surplus. Motion passed unanimously.**

### Resolution No. 2757

At 12:08 p.m., Mayor Jackson introduced draft Resolution No. 2757 concerning design of WWTP Improvements. PW Director Jesse Douglas-Seitz explained that Town requested various modifications over the summer from Wilson Engineering. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2757 authorizing the Mayor to execute Amendment No. 2 to the agreement with Wilson Engineering for design of the WWTP Improvement Project. Motion passed unanimously.**

RFP – Bond Anticipation Note for WWTP Improvements

At 12:13 p.m., Mayor Jackson introduced discussion of selecting a bank to carry the bond anticipation note for the WWTP Improvement Project. Administrator Kulseth explained that three proposals were received and SaviBank, Friday Harbor offered what appeared to be the most favorable terms.

**Moved by Hushebeck, seconded by de Freitas, to select SaviBank, Friday Harbor for interim financing of the WWTP Improvement Project. Motion passed unanimously.**

**WORK SESSION**

2023 Town Budget

At 12:15 p.m., Mayor Jackson opened the work session on the 2023 Town Budget.

- Budget Requests - Finance Director Bethany Berry presented departmental budget requests. Council inquired about specific purchases. The Council did not decline any items from inclusion in the budget.
- Utility Rate Increases – Discussion followed regarding the anticipated Utility Rate Study recommendations and the timing of increases. **Council consensus to have an interim increase until the Rate Study is adopted.**

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

Public Works Update

At 1:26 p.m., PW Director Jesse Douglas-Seitz provided an update on the following: New employees for streets, water and wastewater departments, vehicle purchases through the State store, fleet maintenance and modifications to the PW Engineering & Design Standards.

**ADMINISTRATOR'S REPORT**

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

- RMSA – Town received notification that our premium for 2023 has been reduced by \$17,000.
- Memorial Park Elm Tree Assessment – Town is securing the services of a new consultant.
- Water Department – Town is seeking to hire or contract with a person that possesses a WTPO3 Certification to replace Taylor Musburger.
- Guild 1909 – Town continues to have productive negotiations.
- Fire Inspection Services – Town is drafting an interlocal agreement with Fire District 3 for inspection services.

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed unanimously.

- Approval of 2022 Claim Warrants
  - Warrant Number: 49463-49494
  - ACH Number: EFT 1 and CC 1-5
  - Amount: \$ 151,809.85
- Dated: 11/03/22
- Approval of 2022 Payroll Warrants

## 2022 Minutes - Town Council of Friday Harbor

- Check # 17574-17583
- EFT 121-124 and October Direct Deposit
- Amount: \$318,287.17
- Dated: October 2022

### APPROVAL OF MINUTES

Moved by de Freitas, seconded by Monin, to approve the minutes of **October 20<sup>th</sup> and October 31st, 2022 as corrected**. Motion passed unanimously.

### FUTURE AND NON-AGENDA ITEMS

Councilmember Monin reported that there is an aggressive dog in the Carter Street neighborhood and requested that the Town discuss animal control with the Sheriff's Department.

### CITIZEN RESPONSE

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:02 p.m. The next regular meeting is scheduled for Thursday, November 17, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

**Thursday, November 17, 2022 – Council Chambers – Afternoon Session**

### CALL TO ORDER

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5). Anna Maria de Freitas (Position No. 3) was excused. **[Clerk's Note: Monin was excused at 1:30 p.m.]**

## 2022 Minutes - Town Council of Friday Harbor

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming

### **ACTION AND DISCUSSION ITEMS**

#### Proclamation – Small Business Saturday

At 12:03 p.m., Mayor Jackson proclaimed November 26, 2022 as Small Business Saturday in the Town of Friday Harbor. Small Business Saturday encourages local support of our small businesses and merchants during the holiday season.

#### Visitors Bureau

At 12:07 p.m., Mayor Jackson invited Deborah Hoskinson, VB Director, to present their annual report. Ms. Hoskinson provided statistics and reported on use of Town funding. The Council thanked the Visitors Bureau. No action was taken.

### **PUBLIC HEARING**

#### 2023 Town Budget

At 12:25 p.m., Mayor Jackson opened the public hearing regarding the 2023 Town Budget. Finance Director Berry described departmental requests and answered questions regarding budgetary line items of interest. Mayor Jackson opened the hearing to public testimony. Hearing none, Mayor Jackson closed the public hearing at 12:29 p.m. No action was taken.

#### 2023 Revenue Resources

At 12:29 p.m., Mayor Jackson opened the public hearing regarding the 2023 Revenue Resources. Finance Director Berry described the various revenue resources for the year. Administrator Kulseth noted that Ad valorum taxes are estimated to be \$570,000 minus banked capacity of \$100,000 for the recently adopted fire levy by the Voters for SJC Fire District 3. Mayor Jackson opened the public comment portion of the hearing. Hearing none, Mayor Jackson closed the public hearing at 12:32 p.m.

#### Ordinance No. 1756

**Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1756, fixing and levying the amount of Ad Valorem (Property) Taxes for the Town of Friday Harbor for the year 2023. Motion passed 4-0 with de Freitas absent.**

### **WORK SESSION**

#### 2023 Town Budget

At 12:37 p.m., Mayor Jackson opened the work session regarding the 2023 Town Budget. The Town Council discussed adding funding for screening of the Harbor Street parcel and future improvements. No action was taken.

## 2022 Minutes - Town Council of Friday Harbor

### ACTION AND DISCUSSION ITEMS

#### Ordinance No. 1755

At 12:54 p.m., Mayor Jackson opened discussion of draft Ordinance No. 1755 concerning a bond anticipation note for the Wastewater Treatment Plant Improvement Project. Administrator Kulseth described the terms of the loan through SaviBank, Friday Harbor. No discussion followed.

**Moved by Monin, seconded by Turnage, to adopt Ordinance No. 1755, relating to financing improvements to the sewer system of the Town; specifying, adopting and ordering the carrying out of a system or plan of additions to and betterments and extension of that sewer system; declaring the estimated cost thereof as nearly as may be; providing for the issuance of a not to exceed \$6,905,000 principal amount general obligation bond anticipation note with which to provide interim financing for certain improvements to the Sewer System pending the issuance of the Bond authorized herein, and to pay the costs of issuance and sale of the Note; creating and adopting certain funds and accounts; appointing the Town's designated representative to approve the Note Sale Terms for the sale and delivery of the Note to SaviBank; and providing for other related matters. Motion passed 4-0 with de Freitas absent.**

#### Public Works Update

At 12:59 p.m., PW Director Jesse Douglas-Seitz provided an update on the following:

- 1000 Guard Street - San Juan County will fully vacate out of the PW Yard by January 1<sup>st</sup>.
- Fiber Optic - Town continues to work on fiber optic connectivity of Town facilities.
- Street Standards – **Council consensus to propose a new standard to define “Allies” and other street right-of-way not currently listed in the adopted Standards.**

#### Resolution No. 2759

At 1:31 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2759 concerning the Tucker Avenue Reconstruction Project. Administrator Kulseth explained that the change order and voucher finalize the Settlement Agreement. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2759, authorizing the Mayor to execute Change Order No. 8 and Final Contract Voucher for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 3-0 with Monin and de Freitas absent.**

#### Resolution No. 2760

At 1:36 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2760 concerning the First Street Overlay Project. PW Director Jesse Douglas-Seitz explained that the project has been completed, reconciled and recommended for acceptance. No discussion followed.

**Moved by Turnage, seconded by Starr, to adopt Resolution No. 2760, authorizing Change Order No. 2 and accepting the First Street Overlay Project. Motion passed 3-0 with Monin and de Freitas absent.**

## 2022 Minutes - Town Council of Friday Harbor

### Resolution No. 2761

At 1:38 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2761 concerning the 2022 Curb, Gutter & Sidewalk Repair Project. PW Director Jesse Douglas-Seitz explained that the project has been completed, reconciled and recommended for acceptance. No discussion followed.

**Moved by Turnage, seconded by Hushebeck, to adopt Resolution No. 2761, accepting the 2022 Curb, Gutter & Sidewalk Repair Project. Motion passed 3-0 with Monin and de Freitas absent.**

### Resolution No. 2762

At 1:42 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2762 concerning the 2022 HMA Repair Project. PW Director Jesse Douglas-Seitz explained that the project has been completed, reconciled and recommended for acceptance. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2762, authorizing Change Order No. 1 and accepting the 2022 HMA Repair Project. Motion passed 3-0 with Monin and de Freitas absent.**

### Resolution No. 2763

At 1:45 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2763 concerning the McDonald Street Improvement Project. PW Director Jesse Douglas-Seitz explained that the project has been completed, reconciled and recommended for acceptance. No discussion followed.

**Moved by Starr, seconded by Turnage, to adopt Resolution No. 2763, accepting the McDonald Street Improvement Project. Motion passed 3-0 with Monin and de Freitas absent.**

### **ADMINISTRATOR'S REPORT**

At 1:47 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- Stewart Consulting – **Moved by Hushebeck, seconded by Starr, to increase the agreement with Stewart Consulting by \$2,500 for additional claims review for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 3-0 with Monin and de Freitas absent.**
- Memorial Park Elm Trees – Per recommendation of the new tree arborist, the Town contracted with a local contractor to reduce the trees 10-15 feet. The Park will be opened immediately after.
- SJC Sheriff – The Sheriff is scheduled to meet with the Town Council on December 1<sup>st</sup>.
- SJC Landbank – The Landbank is invited in January to report on plans to establish connection trails from Linde Park to the Beaverton Valley Preserve.
- Hearing Tests – The Public Works Department were offered free hearing tests. Town plans to make it an annual program.
- SJC Composting Program – The County is studying the feasibility of a new composting program.
- Surplus Sale – Town will have its first sale on Friday, December 1<sup>st</sup>.

## 2022 Minutes - Town Council of Friday Harbor

### **PAYMENT OF CLAIMS**

Moved by Turnage, seconded by Hushebeck, to approve the payment of Claim Warrants as enumerated below. Motion passed 3-0 with Monin and de Freitas absent.

#### Approval of 2022 Claim Warrants

- Warrant Number: 49495-49550
- ACH Number: EFT 1-2
- Amount: \$ 1,118,239.77
- Dated 11/17/22

### **APPROVAL OF MINUTES**

Moved by Starr, seconded by Turnage, to approve the minutes of **November 3, 2022 as submitted**. Motion passed unanimously.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:07 p.m. The next regular meeting is scheduled for Thursday, December 1, 2022 at 12:00 p.m.

SEAL of the  
Town of Friday Harbor  
ATTEST:

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

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Amy E. Taylor, Town Clerk

### **Thursday, December 1, 2022 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Jackson 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

## 2022 Minutes - Town Council of Friday Harbor

### **ACTION AND DISCUSSION ITEMS**

#### Harbor Life Ring Program (November)

At 12:03 p.m., Mayor Jackson introduced discussion of Harbor Life Ring Donations for the month of November 2022. Town residents donated \$1,820 to the Harbor Life Ring Program in the month of November and Town will provide a matching grant for a total of \$3,643.

#### Proclamation – Service Clubs and Non-Profits

At 12:08 p.m., Mayor Jackson proclaimed recognition and appreciation for volunteers and employees of local non-profits and service clubs for their many contributions to the community.

#### Proclamation – Wolverines Soccer Day

At 12:10 p.m., Mayor Jackson proclaimed December 1, 2022 as Wolverines Boys Soccer Day in recognition of their recent State Championship win.

### **PUBLIC HEARING**

#### 2023 Town Budget

At 12:14 p.m., Mayor Jackson opened the public hearing concerning the 2023 Town Budget. Mayor Jackson opened the hearing to public testimony. Hearing none, Mayor Jackson closed the public hearing at 12:16 p.m. No action was taken.

### **WORK SESSION**

#### 2023 Town Budget

At 12:17 p.m., Mayor Jackson opened the work session regarding the 2023 Town Budget. Discussion followed regarding funds and line items of interest including the Sewer Capital Reserve and restoration efforts at Memorial Park. No action was taken.

### **ADMINISTRATOR'S REPORT**

At 12:29 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- Tucker Avenue Reconstruction Project – Town received the November bill for the services of Inslee Best for litigation. **Moved by Starr, seconded by Monin to approve the invoice of Inslee Best (approximately \$40,000) for legal services. Motion passed unanimously .**
- Memorial Park – The contractor finished lighting the flag pole at Memorial Park. Staff tested the lighting.
- Surplus Sale – Town will hold its surplus sale December 2, 2022. The online auction runs through December 16, 2022.
- Broadband Map – The FCC has released its preliminary national broadband map and requests that local governments help distribute the information to its residents.
- Permit Tracs – Town has selected software for its online permitting.
- 2023 Utility Rate Study – Town anticipates the rate study in January or February.
- Water Study Updates – Town anticipates the water study update at the beginning of the year.
- Employee Sandy Strehlou – The Town wished employee Sandy Strehlou good luck and thanked her for 20 years of service on her last day.

## 2022 Minutes - Town Council of Friday Harbor

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Turnage, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed unanimously.

#### Approval of 2022 Claim Warrants

- Warrant Number: 49551-49580
- ACH Number:
- Amount: \$ 434,833.09
- Dated 12/01/22

### **APPROVAL OF MINUTES**

Moved by Monin, seconded by Starr, to approve the minutes of **November 18, 2022 as submitted**. Motion passed unanimously.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 12:57 p.m. The next regular meeting is scheduled for Thursday, December 15, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

**Saturday, December 10, 2022 – Council Chambers – Afternoon Session**

### **CALL TO ORDER**

Mayor Jackson called the special session of the Town Council to order at 1:00 p.m.

### **ROLL CALL**

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

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; Clerk, Amy Taylor, CDPD Director, Ryan Ericson; and PW Director, Jesse Douglas-Seitz.

## 2022 Minutes - Town Council of Friday Harbor

# 2022 Minutes - Town Council of Friday Harbor

## WORK SESSION

### 2022 Town Council Retreat

At 1:00 p.m., Mayor Jackson opened the Town Council Retreat. The following topics were discussed. No action was taken.

#### Affordable Housing - Community Development & Planning

- Possible Incentives
- Community Workforce Housing

#### Bench Program – Public Works

- Selecting style and materials for new benches
- Memorial Benches

#### Non-conforming Streets and Alternative Standards – Public Works

- Presentation of alternatives

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 5:00 p.m. The next regular meeting is scheduled for Thursday, December 15, 2022 at 12:00 p.m.

## TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

**Thursday, December 15, 2022 – Council Chambers – Afternoon Session**

## CALL TO ORDER

Mayor Jackson 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). Mason Turnage (Position No. 4) was absent.

## 2022 Minutes - Town Council of Friday Harbor

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

### **FLAG SALUTE**

Mayor Jackson conducted the flag salute.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ANNOUNCEMENT**

Mayor Jackson announced that the meeting would be continued to Thursday, December 29, 2022 at 12:00 p.m. for the purpose of unfinished business.

### **PUBLIC HEARING**

#### 2022 Town Budget Amendments

At 12:04 p.m., Mayor Jackson opened the public hearing concerning amendments to the 2022 Town Budget. No comments were received by Staff or Council. Mayor Jackson opened the hearing to testimony by the public. Hearing none, Mayor Jackson closed the public hearing at 12:06 p.m.

### **ACTION AND DISCUSSION ITEMS**

#### Postponed Business

The following items were postponed.

- Ordinance No. 1757 – Adopting the 2022 Town Budget Amendments.
- Ordinance No. 1758 – Adopting the 2023 Town Budget.
- Resolution No. 2764 – Authorizing Amendment No. 7 to the agreement with Inslee Best for legal services.
- Resolution No. 2775 – Authorizing an agreement with the Visitors Bureau for year 2023.

#### Utility Rate and Connection Increases

At 12:07 p.m., Mayor Jackson introduced discussion regarding monthly rates and connection charges for the water, sewer and stormwater utilities. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt monthly rate and connection charges as follows. Motion passed 4-0 with Turnage absent.**

- Ordinance No. 1759 - Amending Chapter 13.05 FHMC concerning water rate charges.
- Ordinance No. 1760 – Amending Chapter 13.21 FHMC concerning sewer rate charges.
- Ordinance No. 1761 - Amending Chapter 13.31 FHMC concerning stormwater rate charges.
- Ordinance No. 1762 – Amending Chapter 13.05 FHMC concerning water connection fees.
- Ordinance No. 1763 – Amending Chapter 13.21 FHMC concerning sewer connection fees.
- Ordinance No. 1764 – Amending Chapter 13.31 FHMC concerning stormwater connection fees.

#### Resolution No. 2765

At 12:08 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2765 concerning the annual economic development agreement. No discussion followed.

## 2022 Minutes - Town Council of Friday Harbor

**Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2765, authorizing the Mayor to execute an agreement with the SJC Economic Development Council. Motion passed 4-0 with Turnage absent.**

### Resolution Nos. 2766 – 2774

At 12:09 p.m., Mayor Jackson introduced discussion of tourism promotion grant agreements for year 2023. Councilmember Monin thanked the lodging tax advisory committee for their thoughtful process. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution Nos. 2766 through 2774, authorizing the Mayor to execute agreements with the following agencies to provide tourism promotion agreements for year 2023. Motion passed 4-0 with Turnage absent.**

- **Resolution No. 2766 / Agreement- Agricultural Guild**
- **Resolution No. 2767 / Agreement - Archipelago**
- **Resolution No. 2768 / Agreement - SJI Chamber**
- **Resolution No. 2769 / Agreement - FH Film Festival**
- **Resolution No. 2770 / Agreement - SJIMA**
- **Resolution No. 2771 / Agreement - SJC Arts Council**
- **Resolution No. 2772 / Agreement - SJ Community Theatre**
- **Resolution No. 2773 / Agreement - Cutting**
- **Resolution No. 2774 / Agreement - Whale Museum**

### Resolution No. 2776

At 12:12 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2776 concerning the McDonald Street Reconstruction Project. Administrator Kulseth explained that the amendment reconciles the costs for daily project inspection. No discussion followed.

**Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2776, Authorizing Amendment No. 1 to the agreement with Gray & Osborne for the McDonald Street Reconstruction Project. Motion passed 4-0 with Turnage absent.**

### Community Development & Planning Department

At 12:13 p.m., Mayor Jackson invited Ryan Ericson, CDPD Director, to provide an update. Director Ericson reported on current projects and permits including:

- Spring Street School – Addition of Dorm Rooms located on Spring Street
- Crystal Seas Kayaks – New building located on Spring Street
- Bluewater Restaurant – Enclosure of decks located on Front Street
- China Pearl Restaurant – Remodeling of second floor located on Spring Street
- Roy's Drive Thru – New building with multiple store fronts located on Nichols Street
- Mobile Food Truck Vending Ordinance
- Housing Action Plan – Workshops planned January through April.

### SSDP No. 109

At 12:18 p.m., Mayor Jackson introduced discussion of SSDP No. 109, a proposal to partially enclose the deck at Bluewater restaurant to expand interior seating and expand the second floor of the China Pearl restaurant building for 7 residential units. CDPD Director Ryan Ericson presented the finding of

## 2022 Minutes - Town Council of Friday Harbor

Fact from the Planning Commission. Discussion followed regarding parking and incentives for affordable housing.

**Moved by Monin, seconded by de Freitas, to adopt the Findings of Fact by the Planning Commission dated November 23, 2022 and approve Shoreline Substantial Development Permit No. 109 as conditioned. Motion passed 4-0 with Turnage absent.**

### **ADMINISTRATOR'S REPORT**

At 12:26 p.m., Administrator Kulseth presented the Town Council with a list of major accomplishments and completed projects by the Town in year 2022.

### **PAYMENT OF CLAIMS**

Moved by Monin, seconded by Starr, to affirm the payment of Claim Warrants as enumerated below. Motion passed 4-0 with Turnage absent.

Approval of 2022 Claim Warrants

- Warrant Number: 49581-49632
- ACH Number: EFT 1-2 and CC 1-10
- Amount: \$ 240,141.12
- Dated 12/15/22

### **APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **December 1, 2022 as submitted**. Motion passed 4-0 with Turnage absent.

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

No future agenda items were forthcoming.

### **CITIZEN RESPONSE**

Necia Quast, League of Women Voters Observer, inquired about the items removed from the agenda. Mayor Jackson relayed that they were postponed until December 29, 2022.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson continued the meeting at 12:41 p.m. to Thursday, December 29, 2022. The next regular meeting is scheduled for Thursday, January 5, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

## 2022 Minutes - Town Council of Friday Harbor

**Thursday, December 29, 2022 – Council Chambers – Afternoon Session**

**CALL TO ORDER**

Mayor Jackson 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 Barbara Starr (Position No. 5). Noel Monin (Position No. 2) and Mason Turnage (Position No. 4) were absent.

Mayor, Raymont Jackson; Town Administrator, Denice Kulseth; Finance Director, Bethany Berry; and Clerk, Amy Taylor.

**FLAG SALUTE**

Mayor Jackson conducted the flag salute.

**PUBLIC ACCESS TIME**

No public access was forthcoming.

**ACTION AND DISCUSSION ITEMS**

Ordinance No. 1757

At 12:01 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1757, adopting amendments to the 2022 Town Budget. Finance Director Berry reported no additional changes. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1757, adopting amendments to the 2022 Town Budget. Motion passed 3-0 with Monin and Turnage absent.**

Ordinance No. 1758

At 12:04 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1758, adopting the 2023 Town Budget. Finance Director Berry reported no additional changes. Councilmember Hushebeck inquired about the Sewer Funds. No discussion regarding line items of interest and the USDA loan for the Wastewater Treatment Plant.

**Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1758, adopting the 2023 Town Budget. Motion passed 3-0 with Monin and Turnage absent.**

Resolution No. 2764

At 12:08 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2764, concerning litigation of construction claims related to the Tucker Avenue Reconstruction Project, Phase 2. No discussion followed.

**Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2764, authorizing the Seventh Amendment to the legal services agreement with Inslee Best for litigation of construction claims**

## 2022 Minutes - Town Council of Friday Harbor

**related to the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 3-0 with Monin and Turnage absent.**

### **PAYMENT OF CLAIMS**

Moved by de Freitas, seconded by Starr, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrants as enumerated below. Motion passed 3-0 with Monin and Turnage absent.

Approval of 2022 Claim Warrants

- Warrant Number: 49633-49662
- ACH Number:
- Amount: \$ 116,306.45
- Dated 12/29/22

Approval of 2022 Treasurer Checks

- Check Number: 10300-10306
- ACH Number: 1-2
- Amount: \$51,647.88
- Dated: October 2022

Approval of 2022 Treasurer Checks

- Check Number: 10307-10312
- ACH Number: 1
- Amount: \$112,334.05
- Dated: November 2022

Approval of 2022 Payroll Warrants

- Check # 17550-17533-Correction
- EFT 112-115 and August 31,2022 Direct Deposit
- Amount: \$347,142.44
- Dated: 8/31/22

Approval of 2022 Payroll Warrants- Retention

- EFT 125 and November Direct Deposit
- Amount: \$177,622.50
- Dated: November 29, 2022

Approval of 2022 Payroll Warrants

- Check # 17584-17592
- EFT 126-129 and November Direct Deposit
- Amount: \$343,239.74
- Dated: November 30, 2022

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

Councilmember Starr requested that detached accessory dwelling units be placed on the agenda.

Councilmember de Freitas requested that planning discussions be held on or after February 16<sup>th</sup>.

### **CITIZEN RESPONSE**

## 2022 Minutes - Town Council of Friday Harbor

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 12:12 p.m. The next regular meeting is scheduled for Thursday, January 5, 2022 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

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Raymont C. Jackson, Mayor

SEAL of the  
Town of Friday Harbor  
ATTEST:

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Amy E. Taylor, Town Clerk

