

Thursday, January 5, 2023 – 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) and Barbara Starr (Position No. 5). Anna Maria de Freitas (Position No. 3) and Mason Turnage (Position No. 4) were absent.

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

Council excused the absences of Councilmembers de Freitas and Turnage.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Planning Commission

At 12:01 p.m., Mayor Jackson appointed Irene Voskamp to the Town Planning Commission. CDPD Director Ryan Ericson noted that Ms. Voskamp is very qualified for the position. Ms. Voskamp thanked the Mayor and Council.

Public Works Update

At 12:03 p.m., Mayor Jackson introduced the public works update. Public Works Director Jesse Douglas-Seitz updated the Council on upcoming capital projects and goals for year 2023. No action was taken.

Sheriff's Report

At 12:16 p.m., Mayor Jackson welcomed newly elected SJC Sheriff Eric Peter. Sheriff Peter introduced himself and his command staff, described his philosophy of law enforcement and updated the Council on annual statistics for law enforcement. Upcoming priorities include training and establishment of new programs for Sheriff's Office. Discussion followed regarding victim assistance programs, community outreach and animal control. The Council thanked Sheriff Peter. No action was taken.

ADMINISTRATOR'S REPORT

At 12:43 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- Water Treatment Plant – The plant experienced a malfunctioning valve for chlorine intake that caused an imbalance in the treatment process. Town received a violation from the Department of Health for not reporting the incident within the required 24-hour time frame. The water is

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potable and safe for consumption. However, Town reported the incident after it was resolved approximately 36 hours later. The public will be notified of the error.

- Water Department – Two employees recently tested for certifications. Shane Mason received his WTPO-2 certification and Toby Frazier received his WDM-1 certification.
- Wastewater Department – Joe Nicholson will begin his certification process.
- Finance Department – The Finance Department is in the process of closing certain grants. Among them is the sewer outfall project.
- Christmas Tree Pickup – The annual pick-up is scheduled for January 12, 2023.
- Weather Events – The Town Crews were complimented for their hard work during the recent snow and freezing events over the holiday break.

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 3-0 with de Freitas and Turnage absent.

Approval of 2022 Claim Warrants

- Warrant Number: 49663-49690
- ACH Number: CC 1-5
- Amount: \$105,370.62
- Dated: 12/30/22

Approval of 2022 Payroll Warrants

- Warrant Number: 17594-17604 and 12/29/22 Direct Deposit
- ACH Numbers: 130-136
- Amount: \$324,293.13
- Dated: 12/31/22

APPROVAL OF MINUTES

Moved by Starr, seconded by Monin, to approve the minutes of **December 10th, 15th & 29th, 2022 as submitted**. Motion passed 3-0 with de Freitas and Turnage absent.

FUTURE AND NON-AGENDA ITEMS

Councilmember Starr suggested discussion about development incentives for electric vehicle charging stations. Discussion followed regarding types and locations of local stations that are available to the public.

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

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ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:10 p.m. The next regular meeting is scheduled for Thursday, January 19, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, January 19, 2023 – 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 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

Farhad Ghatan, 345 Blair Avenue, reminded the Council that the Department of Commerce has over \$10.3M in grant funding in its 2023 HOME & NHTF NOFA, intended for applicants seeking to build new affordable housing units that will increase the affordable housing stock in Washington. Mr. Ghatan asked the Council to consider redesignating certain parcels for use as affordable housing.

ANNOUNCEMENT

Mayor Jackson announced that there would be an executive session regarding employee performance following regular business and a closed session regarding collective bargaining following adjournment.

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ACTION AND DISCUSSION ITEMS

Beaverton Marsh & Linde Park Trail

At 12:09 p.m., Mayor Jackson introduced Doug McCutcheon, SJC Landbank, to make a presentation regarding current activities and a new connection trail between Beaverton Marsh & John O. Linde Park. The proposed trail would connect through the northwest corner of the park along the north side of Fox Hall. Discussion followed about conservation efforts for the area. No action was taken.

Community Development & Planning Update

At 12:29 p.m., Mayor Jackson introduced Ryan Ericson, CDPD Director, to give a brief update on recent Planning Commission and Department activities. No action was taken.

Interim Signage Proposal

At 12:35 p.m., Mayor Jackson introduced discussion of a proposal to allow additional signage for new businesses. Mayor Jackson explained that some of his constituents approached him with a proposal to allow additional signage for new businesses in an effort to advertise the presence of new business and for wayfinding. Discussion followed regarding the general overhaul of the signage ordinance, types of signage. Council expressed a reluctance to modifications without greater input from the public and business community. **Council consensus to allow the businesses that are requesting modifications to make a presentation to the Council.**

Ordinance No. 1754

At 12:48 p.m., Mayor Jackson introduced discussion regarding temporary business licensing. Clerk Taylor explained that the amendment discontinues the practice of Town offering and processing temporary licenses and instead directs the public to the Department of Revenue, upon which proof of certification will be provided to the Town. Discussion followed regarding cost.

Moved by Starr, seconded by Hushebeck, to adopt Ordinance No. 1754, amending Chapter 5.04 FHMC regarding temporary business licensing. Motion passed 4-0 with de Freitas absent.

Resolution No. 2777

At 12:50 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2777 concerning groundwater monitoring at the FH Landfill. The resolution authorizes annual landfill monitoring for year 2023 through SCS Engineers. Administrator Kulseth provided an update on statewide “landfill closure” activities and overview of the new rules regulated by the Department of Health. No discussion followed.

Moved by Turnage, seconded by Starr, to adopt Resolution No. 2777, authorizing the Mayor to execute an agreement with SCS Engineers for 2023 groundwater monitoring program services at the Friday Harbor Landfill. Motion passed 4-0 with de Freitas absent.

Resolution No. 2778

At 12:55 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2778 concerning the FH Landfill. Administrator Kulseth explained that the Town is required to update its Friday Harbor Landfill Post Closure Financial Assurance Plan every year through 2025. No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2778, adopting the Friday Harbor Landfill Post Closure Financial Assurance Plan update for years 2023-2025. Motion passed 4-0 with de Freitas absent.

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Town Fee Schedule

At 12:59 p.m., Mayor Jackson introduced discussion of the revised fee schedule. Ryan Ericson, CDPD Director, described new fees for land use permitting. Discussion followed regarding costs and efficiencies for fire inspection.

Moved by Starr, seconded by Hushebeck, to adopt the Town Fee Schedule dated January 2023. Motion passed 4-0 with de Freitas absent.

ADMINISTRATOR'S REPORT

At 1:04 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- Water Department – Staff continues to work towards their required water certifications.
- Advisory Committees – Administrator Kulseth attended the recent Friday Harbor Arts Commission and looks forward to attending the Town Advisory Committees.
- Solid Waste Advisory Plan – The County is in the process of updating its plan and will be working with a consultant and our staff to make any necessary modifications to both the Town and SJC plans.
- Guild 1909 – Collective bargaining has not been finalized. The Union is scheduled to next meet Monday, January 23rd.
- WWTP Improvements – Town negotiated the temporary construction easement for the WWTP Improvement Project. **Moved by Monin, seconded by Starr, to authorize a pre-write warrant in the amount of \$5,000 to Buck Commercial Properties, LLC in consideration of a temporary construction easement located at 301/303 Tucker Avenue. Motion passed 4-0 with de Freitas absent.**
- Representative Rick Larsen – Larsen will be holding community meetings, including with Town, on Friday, January 20th.
- Excused absence – Administrator Kulseth will be on medical leave and working remotely until mid-February.

PAYMENT OF CLAIMS

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

APPROVAL OF MINUTES

Moved by Monin, seconded by Starr, to approve the minutes of **January 5, 2023 as corrected**. Motion passed 4-0 with de Freitas absent.

FUTURE AND NON-AGENDA ITEMS

Councilmember Monin requested that there be a work session regarding limitations of work place housing.

CITIZEN RESPONSE

No citizen response was forthcoming.

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EXECUTIVE SESSION

At 1:35 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, Administrator Kulseth, Finance Director Berry, and Clerk Taylor. The session ended at 1:51 p.m. for an actual session time of 16 minutes. The public was properly informed of the time extension. Action regarding salaries for non-represented personnel were taken following executive session.

ACTION AND DISCUSSION ITEMS (Continued)

Ordinance No. 1765

At 1:52 p.m., Mayor Jackson introduced draft Ordinance No. 1765 concerning salaries for elected and non-represented personnel.

Moved by Starr, seconded by Monin, to adopt Ordinance No. 1765, fixing salaries for elected and non-represented personnel and repealing Ordinance Nos. 1707, 1748 & 1749 in their entirety. Motion passed 4-0 with de Freitas absent.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:53 p.m. The next regular meeting is scheduled for Thursday, February 2, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, February 2, 2023 – 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.

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

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FLAG SALUTE

Mayor Jackson conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation – African American Heritage Month

At 12:05 p.m., Mayor Jackson proclaimed February as African American Heritage Month.

Town Poetry Gardens

At 12:07 p.m., Mayor Jackson invited Julie Greene, Friday Harbor Arts Commission Coordinator, to present recommendations regarding the 2023 Poetry Contest. Ms. Greene presented a revised budget for installation and publication of the project. Discussion followed regarding project cost. **Council consensus to authorize the budget for the 2023 Poetry Garden Contest with the booklet funded through the Arts Fund and rest split between Arts Fund and 1st 2% Hotel Motel Excise Tax Fund.**

Rock Island Communications

At 12:12 p.m., Mayor Jackson invited Alan Smith, Rock Island Communications, to participate in a discussion regarding connectivity, cost, cooperative opportunities between the Town and Rock Island for fiber installation and status of the FCC Broadband Survey. No action was taken.

Public Works Update

At 1:02 p.m., Public Works Director Jesse Douglas-Seitz presented an overview of current projects. No action was taken.

Nash Street Construction Project

At 1:07 p.m., Public Works Director Jesse Douglas-Seitz presented the preliminary drawings for the Nash Street Construction Project. Discussion followed regarding acquisition of additional right-of-way for parking on both sides of the street. No action was taken.

Wastewater Treatment Plant Improvement Project

At 1:20 p.m., Public Works Director Jesse Douglas-Seitz presented the final drawing for the Wastewater treatment Plant Improvement Project including a timeline for bid, award and construction. No discussion followed. No action was taken.

Detached Accessory Dwelling Units

At 1:32 p.m., CDPD Director Ryan Ericson presented preliminary recommendations from the Planning Commission regarding detached accessory dwelling units. The Planning Commission largely agreed with the Council regarding all aspects, however required additional information for basic components of a future ordinance. Discussion followed regarding lot size, owner resident, permitting and possible incentives. No action was taken.

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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 4-0 with de Freitas absent.

Approval of 2023 Claim Warrants

- Warrant Number: 49754-49782
- ACH Number:
- Amount: \$ 210,587.35
- Dated 02/02/23

APPROVAL OF MINUTES

Moved by Monin, seconded by Starr, to approve the minutes of **January 19, 2023 as submitted**. Motion passed 4-0 with de Freitas absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:58 p.m. The next regular meeting is scheduled for Thursday, February 16, 2023 at 1:58 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, February 16, 2023 – 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

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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

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Resolution No. 2775

At 12:02 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2775 concerning the 2023 destination marketing agreement with the Visitors Bureau. Administrator Kulseth explained that the agreement is one year for \$191,000. Discussion followed regarding the SJC Sustainable Tourism Plan.

Moved by Monin, seconded by Starr, to adopt Resolution No. 2775, authorizing the Mayor to execute an agreement with the SJC Visitors Bureau for destination marketing for year 2023. Motion passed unanimously.

Resolution No. 2779

At 12:16 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2779 concerning the derelict vessel program. Administrator Kulseth described the terms of the agreement and the Town's jurisdiction over-the-water. Discussion followed regarding whether an alternative funding source was available if the cost becomes cumbersome on the taxpayers for over-the-water activities.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2779, authorizing the Mayor to execute an interlocal agreement for a derelict vessel program. Motion passed unanimously.

Resolution No. 2780

At 12:28 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2780 concerning construction management for the Wastewater Treatment Plant Improvements. Public Works Director Jesse Douglas Seitz described the terms of the agreement. Discussion followed regarding daily inspection costs.

Moved by Monin, seconded by Starr, to adopt Resolution No. 2780 authorizing the Mayor to execute an agreement with Wilson Engineering for construction management and inspection services for the Wastewater Treatment Plant Improvement Project. Motion passed unanimously.

Resolution No. 2781

At 12:36 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2781 concerning a grant agreement with the Department of Ecology. Administrator Kulseth explained that the agreement accepts funding to implement nutrients reduction in outflow. No discussion followed.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2781, authorizing the Mayor to execute Grant Agreement No. WQPSNR-2021-FriHar-00022 for reduction in nutrients discharged as effluent. Motion passed unanimously.

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ADMINISTRATOR'S REPORT

At 12:39 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- Housing Solutions Webinar – Upon request, Administrator Kulseth will forward information from a recent webinar regarding housing solutions.
- Collective Bargaining – Guild 1909 voted to accept the Towns latest counter-offer.

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 2023 Claim Warrants

- Warrant Number 49783-49829
- ACH Number: CC 1-8 and EFT 1-3
- Amount: \$147,840.18
- Dated: 02/16/23

Approval of 2023 Payroll Warrants

- Warrant Number 17605-17613
- ACH Number: 137-139 and 2023-01 Direct Deposit Run
- Amount: \$331,155.45
- Dated: 01/31/23

APPROVAL OF MINUTES

The minutes of February 2, 2023 were postponed until the following session.

FUTURE AND NON-AGENDA ITEMS

Councilmembers de Freitas and Monin requested excused absences.

Mayor Pro-tem Turnage requested that the portion of sidewalk connecting Nash Street to Argyle Avenue be completed when Town contemplates sidewalk improvements on Rose Lane.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Pro-tem Turnage adjourned the meeting at 12:48 p.m. The next regular meeting is scheduled for Thursday, February 16, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, February 16, 2023 – 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5).

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

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Resolution No. 2775

At 12:02 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2775 concerning the 2023 destination marketing agreement with the Visitors Bureau. Administrator Kulseth explained that the agreement is one year for \$191,000. Discussion followed regarding the SJC Sustainable Tourism Plan.

Moved by Monin, seconded by Starr, to adopt Resolution No. 2775, authorizing the Mayor to execute an agreement with the SJC Visitors Bureau for destination marketing for year 2023. Motion passed unanimously.

Resolution No. 2779

At 12:16 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2779 concerning the derelict vessel program. Administrator Kulseth described the terms of the agreement and the Town's jurisdiction over-the-water. Discussion followed regarding whether an alternative funding source was available if the cost becomes cumbersome on the taxpayers for over-the-water activities.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2779, authorizing the Mayor to execute an interlocal agreement for a derelict vessel program. Motion passed unanimously.

Resolution No. 2780

At 12:28 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2780 concerning construction management for the Wastewater Treatment Plant Improvements. Public Works Director Jesse Douglas Seitz described the terms of the agreement. Discussion followed regarding daily inspection costs.

Moved by Monin, seconded by Starr, to adopt Resolution No. 2780 authorizing the Mayor to execute an agreement with Wilson Engineering for construction management and inspection services for the Wastewater Treatment Plant Improvement Project. Motion passed unanimously.

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Resolution No. 2781

At 12:36 p.m., Mayor Pro-tem Turnage introduced discussion of draft Resolution No. 2781 concerning a grant agreement with the Department of Ecology. Administrator Kulseth explained that the agreement accepts funding to implement nutrients reduction in outflow. No discussion followed.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2781, authorizing the Mayor to execute Grant Agreement No. WQPSNR-2021-FriHar-00022 for reduction in nutrients discharged as effluent. Motion passed unanimously.

ADMINISTRATOR'S REPORT

At 12:39 p.m., Administrator Kulseth presented the Town Council with an update of the following:

- Housing Solutions Webinar – Upon request, Administrator Kulseth will forward information from a recent webinar regarding housing solutions.
- Collective Bargaining – Guild 1909 voted to accept the Towns latest counter-offer.

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 2023 Claim Warrants

- Warrant Number 49783-49829
- ACH Number: CC 1-8 and EFT 1-3
- Amount: \$147,840.18
- Dated: 02/16/23

Approval of 2023 Payroll Warrants

- Warrant Number 17605-17613
- ACH Number: 137-139 and 2023-01 Direct Deposit Run
- Amount: \$331,155.45
- Dated: 01/31/23

APPROVAL OF MINUTES

The minutes of February 2, 2023 were postponed until the following session.

FUTURE AND NON-AGENDA ITEMS

Councilmembers de Freitas and Monin requested excused absences.

Mayor Pro-tem Turnage requested that the portion of sidewalk connecting Nash Street to Argyle Avenue be completed when Town contemplates sidewalk improvements on Rose Lane.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Pro-tem Turnage adjourned the meeting at 12:48 p.m. The next regular meeting is scheduled for Thursday, February 16, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Friday, February 24, 2023 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Jackson called the special session of the Town Council to order at 11:00 a.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; and Clerk, Amy Taylor.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

PUBLIC ACCESS TIME

Todd Nicholson, Port of Friday Harbor Director, requested a letter of support for a grant opportunity for capital improvements at Shipyard Cove Marine. Council consensus to add to the March 2, 2023 agenda for consideration.

ACTION AND DISCUSSION ITEMS

2023/2024 Collective Bargaining

At 11:05 a.m., Mayor Jackson introduced discussion of draft Resolution No. 2782 regarding the draft Collective Bargaining Agreement for years 2023/2024. Administrator Kulseth explained that the Dean Tharp, Guild 1909 Representative, did not forward the finalized agreement for consideration and causes for delay. Discussion followed regarding the timeline of negotiations and process to date. Council expressed disappointment and concerns for employees. Adoption of Resolution No. 2782 and the Collective Bargaining Agreement were rescheduled to March 2, 2023. **Council consensus to direct the Town Administrator to respond in writing to allegations that Town caused the “delays” for approval of the agreement.**

Ordinance No. 1766

At 11:15 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1766 regarding salaries for unrepresented personnel. Administrator Kulseth explained that the ordinance adjusts the salaries for position of Town Administrator, Finance Director & Executive Assistant, adds the position for Systems

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Administrator, and adjusts benefits to mirror those negotiated through collective bargaining. Discussion followed regarding the salary proposed for the position of Town Administrator.

Moved by Starr, seconded by de Freitas, adopting Ordinance No. 1766, fixing salaries for elected officials and non-represented personnel, as revised to include a salary of \$166,633 for the position of Town Administrator. 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 12:53 p.m. The next regular meeting is scheduled for Thursday, March 2, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Friday, March 2, 2023 – 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), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5). Noel Monin (Position No. 2) and Anna Maria de Freitas (Position No. 3) 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.

2023 Minutes - Town Council of Friday Harbor

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Presentation – Workforce Housing

At 12:02 p.m., Mayor Jackson introduced Farhad Ghatan to make a presentation regarding the development of workforce housing. Mr. Ghatan proposed a public/private partnership for lease or use of 370 Tucker Avenue (across from WWTP) and presented preliminary designs for one to three 6-unit buildings with common areas as an example of what could be constructed with a minimal footprint. Discussion followed regarding immediate lease of the property to the Contractor for the WWTP Improvement Project and RFP and leasing process involved for this type of public/private project. No action was taken.

80 Spring Street (“Herb’s Tavern” Lot)

At 12:26 p.m., Mayor Jackson introduced discussion of the old “Herb’s Tavern” lot. Mayor Jackson inquired if the Council had any objection to approaching the parcel owner to determine if a public/private partnership could be developed so that the public could enjoy the space; or at the least, beautification of the area. Discussion followed regarding the ownership, condition and better screening of the area. **Council consensus for the Mayor to speak with the parcel owner and come back if there are any opportunities.**

CDPD Update

At 12:41 p.m., Mayor Jackson introduced CDPD Director Ryan Ericson to provide an update regarding detached assessor dwelling units. Mr. Ericson summarized preliminary recommendations of the Planning Commission. Discussion followed regarding a sliding scale model for connection fees and requirements for ADU’s to be owner-occupied. No action followed.

Resolution No. 2783

At 12:53 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2783 concerning a request for vacation of a portion of Martin Street right-of-way. CDPD Director Ryan Ericson explained that the resolution sets a date and time for a public hearing to consider the matter. No discussion followed.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2783, setting a date and time for a public hearing on Thursday, April 6, 2023 at noon to consider VAC027, a portion of Martin Street that is located at the rear of 542 Jensen Alley. Motion passed 3-0 with Monin and de Freitas absent.

PW Update

Mayor Jackson introduced PW Director Jesse Douglas-Seitz to provide an update. Mr. Douglas-Seitz provided an update concerning the Water System Plan, Pump Station No. 4, Nash Street Construction Project and WWTP Improvement Project. No action was taken.

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Letter of Support – Port of Friday Harbor

At 12:54 p.m., Mayor Jackson introduced discussion of a letter of support for the Port of Friday Harbor that is applying for federal grant funding for industrial pier improvements at Shipyard Cove. No discussion followed. **Council consensus to sign the letter of support dated March 2, 2023.**

ADMINISTRATOR'S REPORT

At 1:10 p.m., Administrator Kulseth reported on the following:

- Outages – Internet and electricity was restored on Tuesday after outage.
- Letter of Support - Town sent a letter of support for HB1628 regarding a REET for affordable housing.
- WWTP Improvement Project – Interim financing for the project closed Friday, February 24, 2023.
- FH Landfill – Town will look into permissibility of placing solar panels on the closed portion of the Friday Harbor Landfill.
- Got Junk – The annual event is scheduled March 27-31st, 2023.
- Closed Session – The Town Council & Mayor will hold a closed session regarding collective bargaining following session.

PAYMENT OF CLAIMS

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

Approval of 2023 Claim Warrants

- Warrant Number 49832-49862
- ACH Number: CC 1-14
- Amount: \$106,892.22
- Dated: 03/02/23

Approval of 2023 Payroll Warrants

- Warrant Number 17614-17622
- ACH Number: 140-142 and 2023-02 Direct Deposit Run
- Amount: \$317,069.68
- Dated: 02/28/2023

APPROVAL OF MINUTES

Moved by Hushebeck, seconded by Starr, to adopt the minutes of February 2nd, 16th and 24th, 2023. Motion passed 3-0 with Monin and de Freitas absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:20 p.m. The next regular meeting is scheduled for Thursday, March 16, 2023 at 12:00 p.m.

Thursday, March 16, 2023 – 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 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

David Mason, county resident, presented information regarding eminent domain to acquire 80 First Street (Herb's Tavern site) and other locations. Mr. Mason presented the Council with written information from the Law Offices of James Grifo. No action was taken.

Casey Reagan, Alchemy Arts Center, spoke in favor of the mobile food truck ordinance. Ms. Reagan stated that not everyone can afford to dine in brick-mortar establishments and food trucks often provide a cheaper alternative.

ACTION AND DISCUSSION ITEMS

Resolution No. 2782

At 12:12 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2782 regarding the 2023 Collective Bargaining Agreement. Administrator Kulseth explained that the agreement was finally approved by all parties. Councilmember Monin commented on the new wage scale. No discussion followed.

Moved by Turnage, seconded by Starr, to adopt Resolution No. 2782, authorizing the Mayor to execute a labor contract with the Guild of Pacific Northwest Employees, Bellingham Guild 1909 regarding for years 2023-2024. Motion passed 4-0 with de Freitas absent.

Resolution No. 2784

At 12:14 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2784 regarding the memorandum of understanding to the collective bargaining agreement with Guild 1909. Administrator Kulseth explained that the MOU places employees appropriate step and range on the newly adopted wage scale. Mayor Jackson thanked the staff and administration for completing the bargaining process. No discussion followed.

Moved by Hushebeck, seconded by Turnage, to adopt Resolution No. 2784, authorizing the Mayor to execute memorandum of understanding with the Guild of Pacific Northwest Employees, Bellingham Guild 1909 regarding memorandum of understanding to the 2023-2024 Collective Bargaining Agreement. Motion passed 4-0 with de Freitas absent.

Resolution No. 2785

2023 Minutes - Town Council of Friday Harbor

At 12:22 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2785 concerning inspection and repair of the water transmission line located at Lawson Pond. PW Director Jesse Douglas-Seitz explained that the Town needs to inspect and possibly clear debris from its water intake at Lawson Pond (Aug 1) which seasonally feeds the Trout Lake Reservoir. Jen-Jay offered a proposal in an amount not to exceed \$10,000. Discussion followed regarding certain line items.

Moved by Monin, seconded by Starr, to adopt Resolution No. 2785, ratifying a proposal with Jen-Jay, Inc. for inspection and debris removal at the Lawson Pond (Aug. 1) water intake. Motion passed 4-0 with de Freitas absent.

Resolution No. 2786

At 12:28 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2786 concerning the Water System Plan. PW Director Jesse Douglas-Seitz explained that the amendment extends the current agreement six months with no additional budget for approval of updates to the Water System Plan. No discussion followed.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2786, authorizing the Mayor to execute Amendment No. 3 to the agreement with the engineering firm of Brown and Caldwell to complete a comprehensive water system plan update. Motion passed 4-0 with de Freitas absent.

Resolution No. 2787

At 12:32 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2787 concerning maintenance of Town generators. PW Director Jesse Douglas-Seitz explained that bids received were higher than expected and recommended a one-year agreement while Town determines its best course of action. Discussion followed regarding outreach to local contractors for MRSC Rosters.

Moved by Monin, seconded by Turnage, authorizing the Mayor to execute a contract with Legacy Power Systems for annual maintenance and load bank testing of Town generators. Motion passed 4-0 with de Freitas absent.

Street Benches

At 12:49 p.m., Mayor Jackson introduced discussion of purchase of new benches. PW Director Jesse Douglas-Seitz presented recommendations for the final benches and HPRB findings regarding styles. Discussion followed. **Council consensus to return with additional information and sample textiles.**

West Street – Proposal to Rename

At 1:06 p.m., Mayor Jackson introduced discussion regarding the renaming of West Street to Howard Street in honor of a community member. Mayor Jackson explained that he felt it appropriate for the Town to officially recognize Vern Howard for his decades of support to the community. Discussion followed regarding the Town policy for street naming, the proposal and other forms of recognition. Councilmember Monin expressed that the proposal somewhat conflicted with the Town policy. **Council consensus to decline the proposal to rename West Street at this time.**

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Detached Accessory Dwelling Unit Ordinance - Affordable Housing Incentives

At 1:25 p.m., Mayor Jackson introduced discussion of the DADU Ordinance and possible incentives for affordable housing. CDPD Director Ryan Ericson recapped the previous Planning Commission meeting and explained that the PC is exploring a sliding scale model for hookup fees based on ERUs. Discussion followed regarding the establishment of an OPALCO-like investment program. No action was taken.

ADMINISTRATOR'S REPORT

At 1:59 p.m., Administrator Kulseth provided an update on the following:

- Noise Complaints – Town received noise complaints related to Washington State Ferries operations. Said complaints are not subject to the noise ordinance.
- Employee Grievance – Town is scheduled to attend mediation for its employee grievance on March 17, 2023.
- Refuse Department – Town hired former employee Andrew Teasdale to fill the vacancy in the Refuse Department.
- Annual Civic Project – A student has approached the Town about “adopting a street” for their civic project.
- Upcoming Documents – Town is working with agencies to get the rate study, interlocal agreement for fire inspection services and solid waste management plan completed this spring.

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 2023 Claim Warrants

- Warrant Number 49863-49914
- ACH Number: EFT 1-2
- Amount: \$204,330.24
- Dated: 03/16/23

Approval of 2023 Pre-Write Claim Warrants

- Warrant Number 49831
- ACH Number:
- Amount: \$750.00
- Dated: 02/24/23

Approval of 2022 Treasurer Checks

- Check Number: 10313-10324
- ACH Number:
- Amount: \$7,793.88
- Dated: December 2022

Approval of 2023 Treasurer Checks

- Check Number: 10325-10334
- ACH Number:
- Amount: \$8,828.50
- Dated: January 2023

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Approval of 2023 Treasurer Checks

- Check Number: 10335-10339
- Amount: \$3,047.43
- Dated: February 2023

APPROVAL OF MINUTES

Moved by Starr, seconded by Monin, to adopt the minutes of March 2, 2023. Motion passed 4-0 de Freitas absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson continued the meeting at 2:15 p.m. for the purpose on unfinished business. The meeting was continued to Wednesday, March 29, 2023 at 12:00 p.m. The next regular meeting is scheduled for Thursday, March 2, 2023 at 12:00 p.m.

[Clerk's Note: The Town Clerk adjourned session and cancelled the Wednesday, March 29, 2023 continued session of the Town Council due to lack of quorum.]

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, April 6, 2023 – 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: Anna Maria de Freitas (Position No. 3), Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5). Steve Hushebeck (Position No. 1) and Noel Monin (Position No. 2) were absent.

2023 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 – Arbor Day

At 12:04 p.m., Mayor Jackson proclaimed April 6, 2023 as Arbor Day in the Town of Friday Harbor. Town received its sixth annual designation as a Tree City USA partner. No action was taken.

SJI Chamber of Commerce – 4th of July Parade

At 12:05 p.m., Mayor Jackson invited Becki Day, SJI Chamber Director to announce the theme for the 2023 Fourth of July Parade. Ms. Day thanked the Town for its ongoing support of the holiday events and Chamber activities. The theme for the 2023 parade is “Marching Forward Together”. The Council thanked Ms. Day.

SJI Ag Guild – Brickworks Plaza Design

At 12:08 p.m., Mayor Jackson invited Tanya Micheletti to make a presentation on behalf of the Ag Guild. Ms. Micheletti presented the concept and design of the new Band Stand and Plaza area at Brickworks. The Town Council and Mayor complimented the designs. No action was taken.

FH Graduate Committee – Graduate Banner Program

At 12:26 p.m., Mayor Jackson invited Floyd Bourne, FH Grad Committee Member to make a presentation regarding the graduate banner program. The banner program for the graduating class ended in year 2022. The Committee is requesting that the Town allow use of the light poles annually to display the current graduating class. Discussion followed regarding cost and logistics for a program. **Council consensus to allow the graduating class banners from May 30 through June 23, 2023.**

SJI Chamber – H/M Funding

At 12:59 p.m., Mayor Jackson invited LTAC Coordinator Julie Greene to propose reallocation of funds to the SJI Chamber of Commerce. Ms. Greene explained that the Chamber had been allocated funding in 2022 for Something for Everyone Weekends. A vendor had failed to bill the SJI Chamber due to an ownership change by the time the 2022 H/M Grant closed. In an effort to recoup this loss, the Chamber is asking the reallocation of the unused \$1,058 to its 2023 grant funding, thereby increasing its grant award from \$4,450 to \$5,508. **Council consensus to approve the request.**

FH Arts Commission – Poet’s Circle

At 1:02 p.m., Mayor Jackson invited FHAC Coordinator Julie Greene to make a presentation regarding the Poetry Gardens. Ms. Greene proposed that the unwanted plaques be donated to the SJI Sculpture Park for a new installation titled “Poet’s Circle” following replacement with the 2023 plaques. **Council consensus to approve the “Poet’s Circle” proposal.**

2023 Minutes - Town Council of Friday Harbor

Ordinance No. 1767

At 1:09 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1767 concerning refuse fees. The purpose of the ordinance was to adjust fees to reflect actual staffing and administrative costs. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1767, amending portions of Chapter 13.28 FHMC relating to disposal rates for refuse compactors. Motion passed 3-0 with Hushebeck and Monin absent.

Ordinance No. 1768

At 1:11 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1768 concerning septic dump stations. The Town closed the station on Harbor Street that allowed for limited discharge of contents. The purpose of the ordinance was to repeal charges for use of the station. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1768, amending a portions of Chapter 13.20 FHMC and Chapter 13.21 FHMC concerning septic station use charges. Motion passed 3-0 with Hushebeck and Monin absent.

Resolution No. 2788

At 1:12 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2788 concerning 125 Spring Street. A substantial sewer break occurred that required urgent action to repair for the sake of public health and safety. No discussion followed.

Moved by Turnage, seconded by de Freitas, to adopt Resolution No. 2788, declaring an emergency and waiving requirement for competitive bidding as authorized by RCW 39.04.280. Motion passed 3-0 with Hushebeck and Monin absent.

Resolution No. 2789

At 1:17 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2789 concerning a debt capacity analysis. PFM Financial Advisors has provided the Town a proposal to assess the short and long-term implications of debt management and capital asset strategies for the sewer utility. Discussion followed regarding supplemental funding from USDA and potential impacts of the new "Build American" legislation.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2789, authorizing the Mayor to execute an agreement with PFM Financial Advisors to conduct a debt capacity analysis for the sewer utility. Motion passed 3-0 with Hushebeck and Monin absent.

PW Update

At 1:25 p.m., PW Director Jesse Douglas-Seitz updated the Council on the following:

- Vehicles – Two newly purchased vehicles have been delivered to the dealership.
- Vactor Truck – Town will be ordering a new vactor truck that is appropriate for the water department.
- Nash Street Construction Project – The plans are 90% complete. Town hopes to bid the project by June.
- Marguerite Street Reconstruction Project – Preliminary engineering will be completed in 2023.

2023 Minutes - Town Council of Friday Harbor

CDPD Update

At 1:29 p.m., CDPD Director Ryan Ericson updated the Council on the following:

- Food truck ordinance – Town is developing a survey to gain local input.
- Housing Action Plan – Work sessions will be scheduled to begin discussing housing strategies.
- SJ Community Theatre –CDPD sought Council input before the Theatre applies for a height variance for stage and lighting improvements. **Council consensus to present drawings to an accurate scale.**
- Historic Preservation – Town intends to extend Sandy Strehlou's agreement for consulting.

ADMINISTRATOR'S REPORT

At 1:43 p.m., Administrator Kulseth reported on the following:

- MRSC Rosters – Town, EDC and other stakeholders will hold a workshop on April 24th to encourage local contractors to sign up for MRSC rosters.
- New Employee – Griffen Oakes was hired for the Streets Department.
- Employee Leave of Absence – Sarena Schumacher is scheduled to return from leave on April 15.
- FH Landfill – SCS Engineers and Town are evaluating the site to determine if it is eligible for a “long-term care” designation with the State. The change in designation would reduce annual monitoring.

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 3-0 with Hushebeck and Monin absent.

Approval of 2023 Claim Warrants

- Warrant Number 49915-49960
- ACH Number: CC 1-10
- Amount: \$156,882.42
- Dated: 04/06/23

Approval of 2023 Payroll Warrants

- Warrant Number 17623-17631
- ACH Number 146-146 and 2023-03 Direct Deposit Payroll Run
- Amount: \$349,841.08
- Dated: 03/31/23

APPROVAL OF MINUTES

Moved by Starr, seconded by Turnage, to adopt the minutes of March 16, 2023. Motion passed 3-0 with Hushebeck and Monin absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

2023 Minutes - Town Council of Friday Harbor

CITIZEN RESPONSE

Roberto Moya, 255 Spring Street, requested that time limited parking be extended in the downtown core. Mr. Moya went on to suggest that vacant buildings should be up to code before they are leased.

EXECUTIVE SESSION

At 2:00 p.m., Mayor Jackson announced an executive session pursuant to RCW 42.30.110(1)(f). Session was estimated to last 10 minutes. The public was properly notified of an extension. Executive session ended at 2:30 p.m. for an actual session time of 30 minutes. No action was taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:31 p.m. The next regular meeting is scheduled for Thursday, April 20, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, April 20, 2023 – 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; Finance Director, Bethany Berry and Clerk, Amy Taylor. Town Administrator, Denice Kulseth was absent.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

PUBLIC ACCESS TIME

Mike McKinnon, 738 Nash Street, read a letter into the record stating that more than one street lamp on Nash Street would be excessive. (Four street lamps are designed for the Nash Street Construction Project.)

ACTION AND DISCUSSION ITEMS

Resolution No. 2790

At 12:07 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2790 concerning finance software. After extensive review, Tyler Technologies was selected to furnish new software for financial and payroll systems. Discussion followed regarding costs and advantages compared to the current software.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2790, authorizing the Mayor to execute an agreement with Tyler Technologies to furnish and install finance software and provide annual support to the Town Finance Office. Motion passed unanimously.

Resolution No. 2791

At 12:26 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2791 concerning 125 Spring Street. Per Resolution No. 2788, a declaration of emergency was declared to repair a failed sewer located at 125 Spring Street. Mike Carlson Enterprises made the repairs on a time and materials basis. No discussion followed.

Moved by Monin, seconded by Turnage, to adopt Resolution No. 2791, ratifying an agreement with Mike Carlson Enterprises for emergency repairs located at 125 Spring Street. Motion passed unanimously.

Street Lighting & ADA Pavers

At 12:32 p.m., PW Director Jesse Douglas-Seitz sought direction concerning street lighting standards. The standards currently used are no longer available. The green decorative standards are available at a significantly higher cost. Mr. Douglas-Seitz recommended updating to a similar style of the gray aluminum standards with a 3000-lumen rating for softer, warmer light in residential areas. Discussion followed regarding the quality of light and shielding.

Additionally, the Nash Street Construction Project will require installation of ADA pavers at sidewalk corners. Several color options were presented.

Council consensus to move forward with the 3000-lumen CREE light standard in residential areas, so long as public safety isn't diminished.

Council consensus to consider green light poles on a project-by-project basis.

Council consensus to select ADA Paver color (#1) Oakes Blend, then (#2) Red River.

CDPD Update

At 1:24 p.m., CDPD Director Ryan Ericson updated the Council on the following:

- Martin Street Vacation Application – The public hearing for the Martin Street Vacation Application was continued because staff may have determined a solution that does not require the vacation of public right-of-way. **Council consensus to consider an ordinance to amend the code relating to multi-family density.**
- Customer Service Clerk / Permit Technician – A job description has been posted for the vacant position.

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WORK SESSION

Housing Strategies

At 1:35 p.m., CDPD Director Ryan Ericson began reviewing the publication by Washington State Department of Commerce: "Guidance for Developing a Housing Action Plan," Exhibit 22 - Housing Strategy Mix for small cities and towns. The purpose was to determine which strategies the Council wanted to eliminate from the Town's Housing Action Plan.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Starr, to approve the payment of Claim Warrants dated April 20, 2023. Motion passed 4-0 with de Freitas absent. *[Clerk's Note: Councilmember de Freitas was excused from session early.]*

FUTURE AND NON-AGENDA ITEMS

Councilmember Hushebeck requested that Council revisit the long-term care plan for the Dutch Elms in Memorial Park.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 3:16 p.m. The next regular meeting is scheduled for Thursday, May 4, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, May 4 , 2023 – Council Chambers – Afternoon Session
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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).

2023 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

At 12:01 p.m., Mayor Jackson proclaimed Municipal Clerk Appreciation Week. Clerk Taylor thanked the Council and Mayor.

2023 H/M Grant Program

At 12:03 p.m., Mayor Jackson introduced discussion of the allocation amount for the 2024 H/M Tourism Grant Program. LTAC Coordinator Julie Greene explained that LTAC is requesting a preliminary allocation of up to \$50,000 from the second two percent Hotel Motel Excise Tax fund. The Council did not object.

Resolution No. 2792

At 12:09 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2792 concerning the banking depositary of the Town. Finance Director Bethany Berry explained that SaviBank offers certain accounts and banking rates that are more favorable than KeyBank. Discussion followed regarding programs.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2792, designating SaviBank as a banking depositary for the Town of Friday Harbor. Motion passed unanimously.

Resolution No. 2793

At 12:13 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2793 concerning permit processing software for the Community Development and Planning Department. CDPD Director Ryan Erickson explained that PermitTrax is a multi-purpose permit tracking software, business licensing, code enforcement and inspection system that automates the permitting process via web-based software. No discussion followed.

Moved by Monin, seconded by Starr, to adopt Resolution No. 2793, authorizing the Mayor to execute a contract with Bitco Software, LLC to furnish and install permit software and provide annual support to the Town Community Development and Planning Department. Motion passed unanimously.

Administrative Approval – Variance

At 12:21 p.m., Mayor Jackson introduced discussion of a pending permit. CDPD Director Ryan Ericson explained that Town received a ROW Utility Excavation permit application for Johannes Krieger, Chrystal Seas Kayaking Building, to perform night-work from May 7-9th to install utilities for the new building. CDPD is inclined to approve the request because of the location and timing of the work, disruption to ferry traffic, parking and businesses if occurring during daytime hours. Discussion followed regarding any additional conditions prior to permit approval. The Council concurred with issuing the permit without additional conditions.

2023 Minutes - Town Council of Friday Harbor

Ordinance No. 1769

At 12:26 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1769 concerning density in the multi-family zone. CDPD Director Ryan Ericson explained that the ordinance amends the formula for calculation of housing density to allow for “fractional units” to be counted as one dwelling unit. No discussion followed.

Moved by Hushebeck, seconded by Starr, to adopt Ordinance No. 1769, amending Chapter 17.24 FHMC concerning calculation of residential density. Motion passed unanimously.

FH Music Festival

At 12:33 p.m., Mayor Jackson introduced discussion of establishing a Friday Harbor Music Festival. Mayor Jackson explained that if there was no opposition, he wanted to establish a private committee to investigate the feasibility of a Festival. Eventually the Festival may seek lodging tax funding through the H/M Tourism Grant Program. The Council concurred.

ADMINISTRATOR'S REPORT

At 12:51 p.m., Administrator Kulseth reported on the following:

- WSDOT – The committee for ferry priorities should be selected soon. Council consensus to express to WSF that the inter-island ferry should be preserved over the Sidney run. The Transportation Commission is visiting to discuss challenges.
- Graffiti – Town has been experiencing a rash of graffiti and vandalism. The Streets Department has been addressing as they can.
- Code Enforcement / Parks – Sarena Schumacher has resigned from her position.
- MRSC Rosters – The workshop was put together well, but not well attended by local contractors.
- WWTP Improvements – Town met with PFM Consulting who reported that the Town does not have the additional funds to award the Project.
- Resolution No. 2794 – **Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2794, rejecting bids for the Wastewater Treatment Plant Improvement Project. Motion passed unanimously.**
- Sunshine Alley Restrooms – The Town is experiencing another rash of vandalism at the restrooms.
- SJC Fairgrounds – Town is meeting with San Juan County to discuss the water current availability at the Fairgrounds.
- Refuse Tipping Fees – Town received notification from Lautenbach that it is required to increase tipping fees.

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 unanimously.

Approval of 2023 Claim Warrants

- Warrant Number 50003-50036
- ACH Number: CC 1-11
- Amount: \$132,434.02
- Dated: 05/04/23

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Approval of 2023 Payroll Warrants

- Warrant Number 17632-17641
- ACH Number 147-149 and Direct Deposit 2023-04
- Amount: \$311,499.87
- Dated 4/30/23

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Turnage, to adopt the minutes of April 6th and 20th, 2023. Motion passed unanimously.

EXECUTIVE SESSION

At 1:46 p.m., Mayor Jackson announced an executive session pursuant to RCW 42.30.110(1)(f). Session was estimated to last 10 minutes. The public was properly notified of an extension. Executive session ended at 2:15 p.m. for an actual session time of 29 minutes. No action was taken.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:16 p.m. The next regular meeting is scheduled for Thursday, May 18, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, May 18, 2023 – Council Chambers – Afternoon Session
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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), 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.

2023 Minutes - Town Council of Friday Harbor

Council excused the absence of Councilmember Monin.

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

Cahail Park – Court Signage

At 12:02 p.m., Mayor Jackson introduced discussion of “rules of etiquette” signage for the multi-use court at Cahail Park. Administrator Kulseth explained that Town was approached by park visitors for signage because the court was being hogged by a few patrons. Discussion followed regarding the sample wording provided by staff. **Council consensus to purchase signage for Cahail Park with the sample or similar wording.** Further discussion followed regarding past plans for improvements at the Park and the need for seasonal labor for summer in Parks.

Memorial Park Update

At 12:24 p.m., Mayor Jackson introduced discussion of Memorial Park. Administrator Kulseth explained that the Dutch Elms remain safe to the public and no changes to their health. The Arborist will assess the trees again in Fall. The Park is planned to remain status quo unless the Council directs otherwise. Discussion followed regarding a traffic study and assessment based on its findings. **Council consensus to revisit discussion of the Park in Fall.**

Resolution No. 2795

At 12:36 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2795 concerning improvements at 1000 Guard Street. Public Works Director Jesse Douglas-Seitz explained that there is a need to redesign the enclosure that is used to store sand and equipment and install a new fabric canopy over the enclosure. Engineering is estimated to cost \$21,300. Discussion followed regarding the scope of work and size of the enclosure.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2795, authorizing the Mayor to execute an agreement or work order with Gray & Osborne Engineering to design and provide construction management services for installation of a sand shelter at 1000 Guard Street. Motion passed 4-0 with Monin absent.

Resolution No. 2796

At 12:45 p.m., Mayor Jackson postponed consideration of draft Resolution No. 2796 until June 1, 2023. No action was taken.

2023 Minutes - Town Council of Friday Harbor

CDPD Update

At 12:47 p.m., Mayor Jackson introduced CDPD Director Ryan Ericson to provide an update on the following:

- PermitTrax - Permit tracking software has been ordered and the department should be fully integrated within 4-6 months.
- Housing Action Plan – Thank you to Councilmembers for meeting individually with CDPD to discuss housing strategies.
- Permit Processing – Average time for building permit processing is currently 8-10 weeks.

SJI Grange #966

At 12:52 p.m., Mayor Jackson introduced discussion of an outstanding balance for soil reclamation by the SJI Grange #966. Administrator Kulseth explained that the Town removed and paid for the removal and disposal of contaminated soil during the Elsworth Sewer Project on a parcel of land owned by SJI Grange. Administrator Kulseth provided the timeline of events and costs incurred totaling roughly \$34,295. Discussion followed regarding future actions.

Council consensus to issue a certified letter to the Grange #966 Executive Board demanding payment by a date certain and seek legal action outstanding balance is not paid .

Salary Comparison

At 1:18 p.m., Mayor Jackson introduced discussion of salary adjustments for elected officials. Three councilmembers are currently ending their term of office in year 2023. Town Councilmembers currently earn \$450 per month with a \$60 per meeting stipend. The Mayor currently earns \$1,100 per month. Discussion followed regarding an automatic cost of living increase that continues to match the adopted collective bargaining agreement. **Council consensus to draft an ordinance for consideration.**

ADMINISTRATOR'S REPORT

At 1:30 p.m., Administrator Kulseth reported on the following:

- Sunshine Alley Restrooms – Town closed the men's restroom until further notice while damage from vandalism is repaired.
- Vandalism – Town filed reports of vandalism and graffiti with the Sheriff's Department. Several areas in Town, including Sunshine Alley, Sunken Park, various signs and dumpsters have been damaged or tagged.
- SJC Fairgrounds – Town is meeting with SJC CDPD to discuss water usage at the Fairgrounds, joint planning and other processes. There has been a decline in the County notifying the Town of permitting and development that affects the Town. Discussion followed regarding water availability at the SJC Fairgrounds and out-of-town generally.
- Quarterly Reports – Staff will schedule the next round of quarterly reports with local agencies.
- WSDOT – The State Transportation Commission will be here June 21st to discuss land-based transportation issues effecting San Juan County.

2023 Minutes - Town Council of Friday Harbor

PAYMENT OF CLAIMS

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

Approval of 2023 Claim Warrants

- Warrant Number 50037-50075
- ACH Number: EFT 1-2
- Amount: \$161,392.53
- Dated: 05/18/23

APPROVAL OF MINUTES

Moved by Starr, seconded by de Freitas, to adopt the minutes of May 4, 2023. Motion passed 4-0 with Monin absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:17 p.m. The next regular meeting is scheduled for Thursday, March 16, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, June 3, 2023 – Council Chambers – Afternoon Session
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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).

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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

Employee Recognition

At 12:01 p.m., Mayor Jackson welcomed the Water Distribution department. PW Director Jesse Douglas-Seitz recognized the Crew for their tremendous efforts in installing the new wireless water meters. To date approximately 1420 meters have been installed. Administrator Kulseth noted that the new system has been efficient for identifying water leaks. The Council thanked the Crew.

PW Update

At 12:06 p.m., Mayor Jackson introduced PW Director Jesse Douglas-Seitz to provide an update on the following:

- TIB Workshop – Recently attended a conference to refresh on processes for grant funding applications.
- Street Lighting – Reported on the current cost of the green decorative light standards. Town needs to make a decision on the standards for an upcoming order. **Moved by Monin, seconded Turnage, to approve four aluminum light standards for Nash Street and one green decorative light standard for Spring Street. Motion passed unanimously. Council consensus to develop a "Street Lighting Plan".**
- Graduation Banners – Banners are currently being installed.
- 1000 Guard Street – The Council was invited to tour the new public works yard.
- Streets Department – Town is currently advertising for a full time and seasonal position.

Resolution No. 2796

At 12:47 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2796 concerning the Malcom Street Sewer. Town needs to install a sewer connection between an existing side sewer and a gravity sewer main along Malcom Street. Connections to the sewer system on the east end of Malcom Street are problematic with backups or blockage. PW Director Jesse Douglas-Seitz reported that one parcel will remain unconnected until repairs are completed. Discussion followed concerning future connection to the affordable housing project.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2796, authorizing the Mayor to execute a Task Order with Wilson Engineering to design and provide construction management services for sewer improvements on Malcom Street. Motion passed unanimously.

2023 Minutes - Town Council of Friday Harbor

Resolution No. 2797

At 12:52 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2797 concerning the Nash Street Improvement Project. Town received two bids on May 24, 2023. Mike Carlson Enterprises submitted the low responsive bid of \$870,526.50 excluding sales tax. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2797, awarding the bid and authorizing the Mayor to execute an agreement for construction of the Nash Street Improvement Project. Motion passed unanimously.

Resolution No. 2798

At 1:09 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2798 concerning emergency repairs at 125 Spring Street. The Project was physically completed, inspected and all costs reconciled. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2798, accepting the sewer repair project at 125 Spring Street. Motion passed unanimously.

Resolution No. 2799

At 1:10 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2799, concerning the policy for mandatory covid-19 vaccination requirements. Administrator Kulseth explained that Federal, State and County requirements for mandatory vaccination for employees and volunteers have been lifted. Council commented that it was a difficult decision to implement the policy and were happy to rescind it.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2799, terminating the policy for mandatory COVID-19 vaccinations for employees and volunteers. Motion passed unanimously.

Annual Report – FH Arts Commission

At 12:55 p.m., Mayor Jackson introduced FHAC Coordinator Julie Greene to provide an annual report. Ms. Greene reported on new commissioners, Poetry Garden displays, Breezeway Display and upcoming projects. The Council thanked Ms. Greene.

Annual Report – Wellness Program

At 1:00 p.m., Mayor Jackson introduced Wellness Coordinator Julie Greene to provide an annual report. Ms. Greene reported that Town achieved its 8th consecutive 2% insurance discount, programs, wellness challenges and trainings. The Council thanked Ms. Greene.

ADMINISTRATOR'S REPORT

At 1:13 p.m., Administrator Kulseth reported on the following:

- Washington State Ferries – The public is invited to attend a meeting to discuss ferry priorities. Discussion followed regarding recent ferry delays and breakdowns over the holiday weekend.
- SJI Chamber Luncheon – Administrator Kulseth recently attended the recent Chamber luncheon.
- New employee – Kendra Mullin was hired for customer service in the Planning Department.
- Open Positions – Town is advertising for a full-time streets and seasonal parks position.
- Guild Mediation – Meeting scheduled for June 7, 2023.
- SJC Fairgrounds – Meeting scheduled for June 8, 2023.

2023 Minutes - Town Council of Friday Harbor

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 unanimously.

Approval of 2023 Claim Warrants

- Warrant numbers: 50077-50106
- Amount: \$142,192.97
- Dated: 06/01/23

Approval of Pre-Write Authorization

- Warrant numbers: 50076
- Amount: \$7,000.00
- Dated: 05/19/23

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Starr, to adopt the minutes of May 18, 2023. 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 2:01 p.m. The next regular meeting is scheduled for Thursday, June 15, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

2023 Minutes - Town Council of Friday Harbor

Thursday, June 15, 2023 – 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 Starr was excused 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

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation – Juneteenth

At 12:03 p.m., Mayor Jackson proclaimed June 19th as Juneteenth in the Town.

SJC Update

At 12:06 p.m., Mayor Jackson invited SJC Councilmember Christine Minney to provide an update on issues of mutual concern. Ms. Minney invited the Council to a joint meeting with the SJC Council. Ms. Minney reported on a proposed recycling program for used tires at the SJC Transfer Station, SJI Destination Management Plan, Zylstra Lake Trail, new personnel, affordable housing and proposed real estate excise tax, and recent issues with Washington State Ferries. Discussion followed. The Council thanked Councilmember Minney.

Fire District 3

At 12:26 p.m., Mayor Jackson invited Fire Chief Norvin Collins to provide a quarterly update. Chief Collins reported on 2022/2023 statistics to date, new fire boat and proposed interlocal agreement for fire inspections and investigations. Discussion followed regarding the Town's fire insurance rating and training. The Council thanked Chief Collins.

Port of Friday Harbor

At 12:36 p.m., Mayor Jackson invited Port Director Todd Nicholson to provide an update on issues of mutual concern. Mr. Nicholson reported on funding and construction of the new airplane hangars, lease of Spring Street property, Jensen's Shipyard Phase 2, Jacksons Beach and proposal for a new flagpole in the Front Street traffic circle near the main marina. **Council consensus to entertain the proposal for a new flagpole**. The Council thanked Director Nicholson.

PUBLIC HEARING

Six Year Transportation Improvement Plan

At 12:48 p.m., Mayor Jackson opened the public hearing for consideration of the Six Year Transportation Improvement Plan for years 2024-2029. Mayor Jackson opened the hearing for public comment. Hearing none, Mayor Jackson closed the public hearing. No discussion followed.

WORK SESSION

Six Year Transportation Improvement Plan

At 12:52 p.m., Mayor Jackson opened the work session for consideration of the Six Year Transportation Improvement Plan for years 2024-2029. Public Works Director Jesse Douglas-Seitz outlined projects listed on the plan. Discussion followed regarding priorities, maintenance of newer streets and funding the stormwater utility.

Resolution No. 2801

Moved by Turnage, seconded by de Freitas, to adopt Resolution No. 2801, adopting the 2024-2029 Six Year Transportation Improvement Plan. Motion passed unanimously.

ACTION AND DISCUSSION ITEMS (Continued)

Public Works Update

At 1:59 p.m., Mayor Jackson introduced PW Director Jesse Douglas-Seitz to provide an update. Mr. Douglas-Seitz reported on assets, Trout Lake Dam and personnel. No action was taken.

Resolution No. 2800

At 2:03 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2800 concerning Linde O. Fields. Island Rec requested a three-year renewal of limited amplified sound for sanctioned sporting events. No discussion followed.

Moved by de Freitas, seconded by Turnage, to adopt Resolution No. 2800, authorizing Amendment No. 5 to the Operation Agreement at John O. Linde Fields for limited amplified sound. Motion passed 4-0 with Starr absent.

Ordinance No. 1770

At 2:04 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1770 concerning cost-of-living adjustments for elected officials. Council proposed that elected officials receive the COLA afforded to employees. No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1770, adding Chapter 2.04 FHMC regarding compensation for elected officials. Motion passed 4-0 with Starr absent.

ADMINISTRATOR'S REPORT

At 2:08 p.m., Administrator Kulseth reported on the following:

- Billing inserts – The Finance Office was thanked for the new billing inserts.
- Washington State Ferries – An update was given for recent meetings.
- Joint Meeting – Staff will begin working with the County to establish and agenda and dates.
- PFM Plan – Town received debt options for the planning of WWTP Improvements.
- SJC Fairgrounds – The meeting with SJC regarding water usage at the SJC Fairgrounds was not useful.
- Sunshine Alley Restrooms – The restrooms were reopened.

2023 Minutes - Town Council of Friday Harbor

- Seasonal Position – Town recently interviewed for the parks position.
- SJI Grange – Town has not received a response from Grange to date.

PAYMENT OF CLAIMS

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

Approval of 2023 Claim Warrants

- Warrant Numbers 50107-50152
- CC 1-7
- Amount: \$186,278.78
- Dated: 06/15/23

Approval of 2023 Payroll Warrants

- Warrant Numbers 17642-17650
- EFT 150-152 and Direct Deposit Run 2023-05
- Amount: \$338,280.71
- Dated: 05/31/23

Approval of 2023 Treasurer Checks

- Check Numbers 10340-10359 and 10349-V
- Amount: \$33,122.27
- Dated: March 2023

Approval of 2023 Treasurer Checks

- Check Numbers 10360-10365
- EFT 1-2
- Amount: \$106,097.56
- Dated: April 2023

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Monin, to adopt the minutes of June 1, 2023. 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.

2023 Minutes - Town Council of Friday Harbor

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:47 p.m. The next regular meeting is scheduled for Thursday, July 6, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, July 6, 2023 – Council Chambers – Afternoon Session
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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).

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

Richard Geffen, 525 Finnegan Ridge, commented that meeting videos are not housed on the Town website and it would be beneficial if the public did not need to contact the Town Clerk for access to videos.

ACTION AND DISCUSSION ITEMS

Friday Harbor Arts Commission

At 12:04 p.m., Mayor Jackson introduced discussion of a committee appointment for the Friday Harbor Arts Commission. Julie Greene, FHAC Coordinator, introduced Corrie Morrell. **Council consensus to appoint Ms. Morrell to the vacant position.**

2023 Minutes - Town Council of Friday Harbor

Sheriff's Report

At 12:06 p.m., Mayor Jackson introduced Sheriff Peter to provide a quarterly report. Sheriff Peter reported on new personnel, policies, programs and events in the department, upcoming training, call statistics and observed issues in Town. Discussion followed. The Council thanked Sheriff Peter.

Water Treatment Plant Optimization

At 12:47 p.m., Mayor Jackson introduced Public Works Director Jesse Douglas-Seitz to provide information on efficiencies at the Water Treatment Plant. Mr. Douglas-Seitz provided a memo from Brown & Caldwell Engineering addressing the need for several long-range capital improvements with costs ranging from \$10,000,000 to \$40,000,000. Mr. Douglas-Seitz outlined the need to identify and prioritize capacity issues. A technical memorandum will be provided in July/August, accompanied by a scope of work for a water pilot study. Discussion followed regarding the current condition of the plant and funding of future improvements. No action was taken.

Public Works Update

At 1:04 p.m., Public Works Director Jesse Douglas-Seitz provided an update on the Nash Street Improvement Project and moving of operations to the Guard Street Public Works Yard. Councilmember Starr complimented the Crew for recent work near Larsen Street. Councilmember de Freitas noted maintenance issues at Sunken Park. Council thanked Mr. Douglas-Seitz.

Resolution No. 2802

At 1:18 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2802 concerning street maintenance on Holli Place. Town opted to waive competitive bidding requirements for additional asphalt to complete the fire lane on Holli Place where Homes for Islanders were making adjacent right-of-way improvements. Town opted to pave the remaining portion of Holli Place while contractors were present and mobilized. No discussion followed.

Moved by Monin, seconded by de Freitas to adopt Resolution No. 2802, waiving competitive bidding requirements under special market conditions for completion of paving on Holli Place. Motion passed unanimously.

Resolution No. 2803

At 1:20 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2803 concerning the Nash Street Improvement Project. Public Works Director Jesse Douglas-Seitz explained that Gray & Osborne Engineering provided a scope of work for construction management services for the Nash Street Improvement Project. Discussion followed regarding services.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2803, authorizing the Mayor to execute Amendment No. 1 to the agreement for the Nash Street Improvement Project. Motion passed unanimously.

Housing Action Plan

At 1:25 p.m., Mayor Jackson introduced discussion of special meeting dates to discuss elements of the Housing Action Plan. Clerk Taylor explained that the Community Development Director was unavailable and provided a schedule for possible joint meetings with the Planning Commission or a special retreat prior to August sessions. Discussion followed regarding dates. **Council consensus to remotely attend or watch the presentations to the Planning Commission and hold a work session on July 20th to approve recommendations for implementation strategies for the Housing Action Plan.**

EXECUTIVE SESSION

At 1:50 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 45 minutes. Participants: Town Council, Mayor Jackson, Administrator Kulseth, Town Attorney Kenyon, Finance Director Berry, and Clerk Taylor. The session ended at 2:35 p.m. for an actual session time of 45 minutes. No time extension was necessary. No action was taken following executive session.

ACTION AND DISCUSSION ITEMS (Continued)

Ordinance No. 1771

At 2:40 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1771 concerning the rezone of parcels located on Price Street. No discussion followed.

Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1771 to amend the Official Land Use Map and Official Zoning Map to change the Land Use Designation for 323 Price Street [TPN 351490907000]; 321 Price Street [TPN 351456018000], 315 Price Street [TPN 351456019000], 311 Price Street [TPN 351456061000], 295 Price Street [TPN 351456020000], and 255/265 Price Street [TPN 351456021000], located between Spring Street and Boling Alley to the Residential classification and at the same time amend the zoning designation of said parcels from Professional Services (PS) to Multi-Family Residential (MF). Motion passed unanimously.

Ordinance No. 1772

At 2:41 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1772 concerning the rezone of a parcel located on Malcom Street. No discussion followed.

Moved by Turnage, seconded by de Freitas, to adopt Ordinance No. 1772 to amend the Official Zoning Map to change the zoning designation for properties located on the Argyle Malcom Short Plat from Commercial (CO) to Multi-Family Residential (MF). Motion passed unanimously.

Ordinance No. 1773

At 2:42 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1773 concerning a parcel located on C Street. Councilmember de Freitas disclosed a conflict of interest and refrained from participation in the discussion. No discussion followed.

Moved by Turnage, seconded by Starr, to adopt Ordinance No. 1773 to amend the Official Land Use Map and Official Zoning Map to change the Land Use Designation for 275 C Street [TPN 351356207000] to Non-Residential and at the same amend the zoning designation from Multi Family Residential (MF) to Commercial (CO). Motion passed 4-0 with de Freitas abstained.

ADMINISTRATOR'S REPORT

At 2:42 p.m., Administrator Kulseth reported on the following:

- WS Transportation Commission – Town presented at the June 21st regional meeting regarding impacts to infrastructure resulting from climate change. Discussion followed regarding transportation issues with Washington State Ferries.
- New Employees – Town recently hired Kendra Mullin, Customer Service Clerk in Planning Department; Vance Martinez, Utility I in Street Department; and Ethan Fitts, Seasonal in Streets/Parks.

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- New Position – Council consensus to develop a position description for a Building/Facilities Manager.
- Water Usage – The State issued a statewide drought advisory. Discussion followed regarding water production, capacity and usage in and out of Town.
- Sunshine Alley Restrooms – The current location of the surveillance camera is not ideal for when issues occur such as vandalism. **Council consensus to relocate the cameras near the entrance of the Restrooms .**

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 3-0 with Turnage and de Freitas absent. *[Clerk's Note: Turnage and de Freitas excused from session at 3:00 p.m.]*

Approval of 2023 Claim Warrants

- Warrant Numbers 50153-50186
- EFT: CC1-10
- • Amount: \$165,619.61 Dated: 07/06/23

Approval of 2023 Payroll Warrants

- Warrant Numbers 17651-17661
- EFT 153-155 and Direct Deposit Run 2023-06
- Amount: \$338,761.61
- Dated: 06/30/23

Approval of 2023 Treasurer Checks

- Check Numbers 10366-10369, 10374-10376
- EFT: 1
- Amount: 114,792.69
- Dated: May 2023

APPROVAL OF MINUTES

Moved by Hushebeck, seconded by Starr, to adopt the minutes of June 15, 2023. Motion passed 3-0 with Turnage and de Freitas absent. *[Clerk's Note: Turnage and de Freitas excused from session at 3:00 p.m.]*

FUTURE AND NON-AGENDA ITEMS

Clerk Taylor mentioned that the Food Truck Survey closed June 30, 2023.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 3:32 p.m. The next regular meeting is scheduled for Thursday, July 20, 2023 at 12:00 p.m.

Thursday, July 20, 2023 – 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; and Clerk, Amy Taylor.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Planning Commission

At 12:01 p.m., Mayor Jackson appointed Brian Carlson to the vacant position on the Town Planning Commission. The Council concurred.

Ordinance No. 1774

At 12:04 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1774 concerning membership of the Lodging Tax Advisory Committee. LTAC Coordinator Julie Greene recommended the addition of the position of alternate member for the purpose of ensuring a quorum for the annual grant presentation meetings. No discussion followed.

Moved by Starr, seconded by Monin, to adopt Ordinance No. 1774, adding a new section to Chapter 2.66 FHMC concerning the membership of the Lodging Tax Advisory Committee. Motion passed unanimously.

Committee Appointment - LTAC Member

Concurrently with Ordinance No. 1774, the Town Council suggested appointing an applicant to the newly created position.

Moved by Hushebeck, seconded by Turnage to appoint Lori Stokes to the alternate position on the Town Lodging Tax Advisory Committee. Motion passed unanimously.

Joint Meeting Schedule

At 12:12 p.m., Mayor Jackson introduced discussion of meeting dates with the San Juan County Council. Clerk Taylor suggested Tuesday, September 19, 2023 for a work session with the County rather than the Town Council's regular meeting date. The respective Clerks will work on the joint meeting agenda. **The Council concurred.**

2023 Minutes - Town Council of Friday Harbor

Washington State Ferries Letter

At 12:29 p.m., Mayor Jackson introduced discussion of a draft letter to Washington State Ferries concerning issues with service. Council discussed talking points, including training, staffing, medical priority loading, water taxi for ferry workers, improvements to the notification system and emergency action plans with local stakeholders. No action was taken. A draft letter will be presented at a future session.

Resolution No. 2805

At 12:58 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2805 concerning re-design of the Wastewater Treatment Plant. All bids for the WWTP upgrade were rejected due to increased costs. Amendment No. 5 provides additional funding for previous work completed and provides funding to complete value engineering in an effort to bring the cost of construction within the Town's budget. Discussion followed regarding whether to wait to modify some of the designs because conditions and technologies could change in the future. Staff reported that the alternative designs would be serviceable for several years.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2805, authorizing the Mayor to execute Amendment No. 5 to the professional service agreement with Wilson Engineering, LLC for redesign (value engineering) of the Wastewater Treatment Plant. Motion passed unanimously.

Public Works Update

At 1:24 p.m., Mayor Jackson introduced PW Director Jesse Douglas-Seitz to provide a department update. Mr. Douglas-Seitz reported on the Nash Street Improvement Project, Malcom Street Sewer Repair Project and relocation of Public Works Offices to 1002 Guard Street.

Public Works Yard

At 1:30 p.m., Mayor Jackson introduced PW Director Jesse Douglas-Seitz to provide a digital tour of the new Public Works Building.

Community Development Update

At 1:44 p.m., Mayor Jackson introduced CDPD Director Ryan Ericson to provide a department update. Mr. Ericson reported on recent legislation State HB 1337 concerning accessory dwelling units, meetings with San Juan County for joint planning, and applying for grant funding for updates to the Town Comprehensive Plan. No action was taken.

Housing Action Plan

At 1:58 p.m., Mayor Jackson opened the work session concerning strategies for the Housing Action Plan. CDPD Director Ryan Ericson presented data from community surveys conducted in 2022-2023. Discussion followed regarding items of interest.

Suggested strategies to be included in the Housing Action Plan include offering density or height incentives, density bonuses for affordable housing, updating design standards and regulations for cluster development, inclusionary zoning and other processes, strategic infrastructure, promoting housing incentives, and partnering with housing providers.

Moved by Starr, seconded by Turnage to adopt strategies as presented to be included in the Housing Action Plan. Motion passed unanimously.

2023 Minutes - Town Council of Friday Harbor

PAYMENT OF CLAIMS

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

Approval of 2023 Claim Warrants

- Warrant Numbers 50187-50236
- EFT: CC1-4 and EFT 1-2
- Amount: \$266,372.38
- Dated: 07/20/23

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Turnage, to adopt the minutes of July 6, 2023. Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

Councilmember Starr requested that discussion of out-of-town water use and tanker sales be added to a future agenda.

Councilmember Starr requested that discussion of a crosswalk on Tucker Avenue be added to a future agenda.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson continued the meeting at 3:14 p.m. The continued session is scheduled Tuesday, July 25, 2023 at 10:00 p.m. The next regular meeting is scheduled for Thursday, August 3, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

2023 Minutes - Town Council of Friday Harbor

Tuesday, July 25, 2023 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Jackson called the continued session of the Town Council to order at 10:00 a.m.

ROLL CALL

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

Mayor, Raymont Jackson; Clerk, Amy Taylor; and Public Works Director, Jesse Douglas-Seitz were present. Town Administrator, Denice Kulseth; and Finance Director, Bethany Berry were absent.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Resolution No. 2806

At 10:01 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2806 concerning the Nash Street Improvement Project. Public Works Director Jesse Douglas-Seitz explained that Change Order No. 1 requests additional work, including the modification of road base materials and directing the Contractor to supply street lights and fixtures to avoid supply delays. No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2806, authorizing Change Order No. 1 to the Nash Street Improvement Project. Motion passed 3-0 with de Freitas and Starr absent.

Resolution No. 2807

At 10:07 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2807 concerning the Malcom Street Sewer Service Replacement Project. Public Works Director Jesse Douglas-Seitz explained that Richard Lawson Construction is recommended as the responsible bid. Discussion followed regarding the responsiveness of the two bids.

Moved by Monin, seconded by Turnage, to adopt Resolution No. 2807 to award the bid and authorize the Mayor to enter into an agreement with Richard Lawson Construction for construction of the Malcom Street Sewer Service Replacement Project. Motion passed 3-0 with de Freitas and Starr absent.

CITIZEN RESPONSE

No citizen response was forthcoming.

2023 Minutes - Town Council of Friday Harbor

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 10:15 a.m. The next regular meeting is scheduled for Thursday, August 3, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, August 3, 2023 – 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

Employee Recognition

At 12:03 p.m., Mayor Jackson presented Parking Enforcement Officer Matt Pranger with a certificate of appreciation in recognition of excellent service. Mayor Jackson thanked Mr. Pranger for being a Town Ambassador.

Water Department Tour

At 12:08 p.m., Mayor Jackson introduced discussion of a tour of the watershed. PW Director Jesse Douglas-Seitz offered potential dates for the Council to tour the watershed and facilities. **Council consensus to revisit in September for dates in Fall.**

2023 Minutes - Town Council of Friday Harbor

Washington State Ferries

At 12:11 p.m., Mayor Jackson introduced discussion of a draft letter to Washington State Ferries. The Council had requested a letter to WSF expressing concerns over ongoing scheduling, cancellations and messaging. After review, the Council requested that the letter be edited to include other stakeholders or be made into a community letter.

Community Development Update

At 12:23 p.m., Mayor Jackson introduced CD Director Ryan Ericson to report on recent planning activities. Mr. Ericson reported on current development permits, amendments to processes for development review and recent request by the Port of Friday Harbor for semi-permanent structures on the main Pier for seasonal activities. Discussion followed regarding the Port's request. **Council consensus to return with additional information for the Port of Friday Harbor request .**

ADMINISTRATOR'S REPORT

At 12:39 p.m., Administrator Kulseth reported on the following:

- Spring Street Rain Garden – Town Council needs to consider the current location of the rain garden. The Town will be required to rebuild and commit to continued maintenance the current location or relocate the garden and replace with a new bump-out, curb and gutter. Discussion followed regarding the pros and cons of its current location and ADA compliance.
- Wastewater Treatment Plant – The Department of Ecology visited to tour the WWTP and discuss design and funding alternatives.
- Vandalism – At least eight more prominent locations in the downtown were tagged with graffiti on August 2nd. Discussion followed. **Council consensus to offer up to \$1,000 reward for information leading to the arrest of the individuals responsible for the vandalism .**
- Poetry Gardens – The 2022 plaques have been relocated to the Roche Harbor Sculpture Park for display.

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 2023 Claim Warrants

- Warrant Numbers 50237-50275
- EFT: CC1-6
- Amount: \$267,441.31
- Dated: 08/03/23

Approval of 2023 Payroll Warrants

- Warrant Numbers 17662-17673
- EFT: 156-158 and Direct Deposit Run 2023-07
- Amount: \$342,121.93
- Dated: 07/31/23

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Turnage, to adopt the minutes of July 21, 2023. Motion passed unanimously.

2023 Minutes - Town Council of Friday Harbor

FUTURE AND NON-AGENDA ITEMS

Councilmember Starr requested that a crosswalk on Tucker Avenue be discussed.

Councilmember de Freitas suggested a proclamation for Duncan Wilson for his community service work. Clerk Taylor suggested checking with Mr. Wilson's schedule as he was actively moving to Arizona and scheduled to leave the island in the coming weeks.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:47 p.m. The next regular meeting is scheduled for Thursday, August 17, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, August 17, 2023 – 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; and Finance Director, Bethany Berry.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

2023 Minutes - Town Council of Friday Harbor

ACTION AND DISCUSSION ITEMS

Public Works Update

At 12:05 p.m., Mayor Jackson introduced PW Director Jesse Douglas-Seitz to provide an update. Mr. Douglas-Seitz reported on the Malcom Street Sewer Replacement Project, downtown crosswalk and roundabout maintenance, revisions to the PW Standards, and design of Marguerite Place Improvements. No action was taken.

Tucker Avenue Crosswalk

At 12:25 p.m., Mayor Jackson introduced PW Director Jesse Douglas-Seitz to present options for a crosswalk on Tucker Avenue. Discussion followed regarding the pros and cons of the available locations for placement of a crosswalk including at the intersections near Perry Place, Larsen Street, McDonald Street and mid-block on Tucker Avenue.

Council consensus to direct staff to design a crosswalk on the north side of Harbor Street, that includes speed mitigation and engineer's opinion.

ADMINISTRATOR'S REPORT

At 1:00 p.m., Administrator Kulseth reported on the following:

- TIB Grant – Town applied to the Transportation Improvement Board for funding to assist with road maintenance and crack sealing.

PAYMENT OF CLAIMS

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

Approval of 2023 Claim Warrants

- Warrant Numbers 60000-60047
- EFT: 1-2
- Amount: \$235,880.17
- Dated: 08/17/23

APPROVAL OF MINUTES

Approval of minutes were postponed until September 2023.

FUTURE AND NON-AGENDA ITEMS

Administrator Kulseth will forward potential topics for the upcoming joint meeting with San Juan County Council.

CITIZEN RESPONSE

No citizen response was forthcoming.

2023 Minutes - Town Council of Friday Harbor

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:47 p.m. The next regular meeting is scheduled for Thursday, September 7, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, September 7, 2023 – 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), 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.

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

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation

At 12:02 p.m., Mayor Pro-tem Turnage proclaimed September as Prostate Cancer Awareness Month.

CDPD Update

At 12:08 p.m., Mayor Pro-tem Turnage introduced CDPD Director Ryan Ericson to provide a department update. Mr. Ericson reported on issues related to the public hearing for Malcom Street, ADU ordinance and food truck ordinance.

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Technical Memorandum – Water Treatment Plant

At 12:12 p.m., Mayor Pro-tem Turnage introduced discussion of the Water Treatment Plant. PW Director Jesse Douglas-Seitz provided a technical memorandum detailing options for optimization of the plant. The existing plant needs upgrades in the next 10 years due to aging infrastructure and capacity issues. The objective of the evaluation is to provide the Town with supporting information to decide on the necessary scope and timing of the water treatment improvements. Mr. Douglas-Seitz explained that a presentation and work session should be scheduled to discuss the conclusions in detail. The recommendation is to adopt Option 1 to initiate scoping for design and plan for construction of the fourth filer addition. Discussion followed regarding options versus cost. No action followed.

Nash Street Update

At 12:31 p.m., Mayor Pro-tem Turnage introduced PW Director Jesse Douglas-Seitz to provide an update on the Nash Street Improvement Project. Mr. Douglas-Seitz explained that the project is taking form with curbs, gutter and sidewalk poured earlier in the week. No action was taken.

Joint Meeting Topics

At 12:36 p.m., Mayor Pro-tem Turnage introduced discussion of joint meeting topics with the San Juan County Council on Tuesday, September 20, 2023. Administrator Kulseth offered the ferry system, use of Town water and cooperative agreements as possible meeting topics. Discussion followed regarding mutual topics. No action was taken.

ADMINISTRATOR'S REPORT

At 12:44 p.m., Administrator Kulseth reported on the following:

- WSF Survey Results – Attended a call with WSF to review the preliminary survey results by the ridership.
- Sunshine Alley Restrooms – New hours of operation signage will be installed for 8:00 a.m. – 8:00 p.m. There have been minor issues with the automatic locks. Discussion followed regarding whether use of the restrooms subsidizes Brickworks events.
- Water Use – Attorney Kenyon has been contacted to determine whether bulk sales for out-of-town use are allowable.
- Street striping – Town streets are scheduled to be striped on September 15th.
- Sunshine Alley Camera – The surveillance cameras will be upgraded to higher resolution equipment.
- Grant Opportunity – Town will apply for an RCO grant for maintenance of Sunken Park.
- Streets Department – Mike Goff retired effective September 2023. Justin Nibler has been hired as Streets Lead.
- Maintenance – Town will be interviewing for a Facility Manager for maintenance of building and grounds.
- Graffiti – Town has had another rash of graffiti. **Moved by Turnage, seconded by de Freitas, to offer up to \$1,000 reward for information leading the arrest of the person/people responsible for the graffiti and vandalism. Motion passed 4-0 with Monin absent.**

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PAYMENT OF CLAIMS

Moved by de Freitas, seconded by Hushebeck, 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 2023 Claim Warrants

- Warrant Numbers 60048-60089
- CC 1-6
- Amount: \$492,832.71
- Dated: 09/07/23

Approval of 2023 Payroll Warrants

- Warrant Numbers 20000-20012
- EFT 159-161 and Direct Deposit Run 2023-08
- Amount: 349,375.21
- Dated: 08/31/23

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 Turnage adjourned the meeting at 1:22 p.m. The next regular meeting is scheduled for Thursday, September 21, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

2023 Minutes - Town Council of Friday Harbor

Tuesday, September 19, 2023 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Pro-tem Turnage called the special session of the Town Council to order at 10:30 a.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).

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

ACTION AND DISCUSSION ITEMS

Joint Meeting – San Juan County Council

At 10:30 a.m., Mayor Pro-tem Turnage called the special meeting of the Town of Friday Harbor with San Juan County Council to order. (SJC Chair Cindy Wolf called the San Juan County Council meeting to order.) Discussion followed on topics of mutual concern listed below. No action was taken by either agency.

Welcome & Introductions

Washington State Ferries

- Concerns regarding reliability; efforts to address
- Options for joint messaging

Affordable Housing

- New State (HB1337) Accessory Dwelling Unit Regulations
- Town's proposed Detached Accessory Dwelling Unit Ordinance
- Ideas & efforts to address affordable/workforce housing
- Update on SJC Home Fund
- SJC proposed optional One Tenth of One Percent Sales Tax for affordable housing
- Update for SJC's Argyle/Malcom Lots Project

Water Use

- Town's current water situation & future availability
- Out-of-Town Water Accounts; All expanded uses by existing water connections prohibited
- SJC Fairgrounds

General Updates

- Comp Plan Updates
- Zylstra Lake Trail
- Wastewater Treatment Plant

CITIZEN RESPONSE

Necia Quast, League of Women's Voters, thanked the Councils for seeking mutual cooperation on local issues.

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ADJOURNMENT – Hearing no further business and no objection, Mayor Pro-tem Turnage adjourned the meeting at 2:40 p.m. The next regular meeting is scheduled for Thursday, September 21, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, September 21, 2023 , 2023 – 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; and Clerk, Amy Taylor. Finance Director, Bethany Berry was absent.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Historic Preservation Review Board

At 12:02 p.m., Mayor Jackson introduced CD Director Ryan Ericson. Mr. Ericson explained that the HPRB is generally scheduled to meet the first and third Wednesdays of the month. The HPRB members have agreed to change its regular meeting time to the second and fourth Thursdays of the month to accommodate staff. No formal action is required change the regular meeting schedule. **The Council concurred.**

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Resolution No. 2808

At 12:06 p.m., Mayor Jackson introduced discussion of Resolution No. 2808 concerning the comprehensive water plan update. PW Director Jesse Douglas-Seitz explained that Amendment No. 4 extends the completion date by 90 days to accommodate the Department of Health approval process. No additional budget is necessary. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2808, authorizing the Mayor to execute Amendment No. 4 to the agreement with Brown & Caldwell for updates to the Comprehensive Water System Plan. Motion passed unanimously.

Resolution No. 2809

At 12:08 p.m., Mayor Jackson introduced discussion of Resolution No. 2809 concerning the PW Engineering and Design Standards. PW Director Jesse Douglas-Seitz explained that Amendment No. 2 increases the contract amount to draft develop a street standard related to alleys and other miscellaneous corrections. Discussion followed regarding development of a standard for ADA compliant permeable surfaces. Mr. Douglas-Seitz recommended a work session to discuss the pros and cons of those types of materials and ongoing maintenance of permeable surfaces.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2809, authorizing the Mayor to execute Amendment No. 2 to the agreement with Gray & Osborne for updates to the PW Engineering and Design Standards. Motion passed unanimously.

2023 Pavement Rating

At 12:21 p.m., Mayor Jackson introduced discussion of the Streets Pavement Rating. Public Works Director Jesse Douglas-Seitz explained that the Transportation Improvement Board (TIB) uses the pavement rating (surface condition) of streets to determine eligibility for grant funding. The TIB maintains a database with current ratings. Currently, the streets that are candidates for funding improvements are those arterials or local access with a pavement rating of less than 70/100. Discussion followed regarding funding options and possible candidates for the next Six Year Transportation Improvement Plan. No action was taken.

ADMINISTRATOR'S REPORT

At 12:46 p.m., Administrator Kulseth reported on the following:

- Dutch Elm Arborist Report – Town reviewed the report recently, the arborist recommends trimming in year 2024 instead of 2023.
- RCAC Grant – The Environmental Finance Program for the EPA offers grant funding to help small communities with large water & wastewater infrastructure projects. The RCAC has offered to conduct an Income Survey to determine what funding may be available. Discussion followed regarding how to effectively communicate the purpose of the survey to households.
Council consensus to engage with RCAC. Moved by Turnage, seconded by Starr, to authorize the Mayor to sign the engagement letter with RCAC to conduct and income survey. Motion passed unanimously.
- ILA Fire Inspection Services – Town will present an interlocal agreement with District 3 for fire inspection services.
- Water Rights – Town engaged with an attorney to review Town's existing water rights. A work session will be scheduled once Town's authority is clearly defined.
- EDC Luncheon – Town attended the recent EDC luncheon.
- Town Fire Hall – New locks have been installed on the Town Fire Hall.

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- Nichols Street – Town received a request and intends to install No Left Turn signage on Nichols near Argyle Avenue.
- Tree Lighting Ceremony – The holiday tree lighting will move from Circle Park to the Wells Fargo Parking Lot this year.

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 MINUTES

Moved by de Freitas, seconded by Hushebeck, to adopt the minutes of September 7, 2023. Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

Councilmember Starr requested that the Tucker Avenue crosswalk issue be scheduled.

Councilmember Monin inquired about establishing (purchasing and reserving) trees for the eventual removal of the elms at Memorial Park. Discussion followed.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:35 p.m. The next regular meeting is scheduled for Thursday, October 5, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

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Thursday, October 5, 2023 – 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) and Barbara Starr (Position No. 5). Mason Turnage (Position No. 4) was absent.

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

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation – Domestic Violence Awareness Month

At 12:02 p.m., Mayor Pro-tem Hushebeck proclaimed October 2023 as Domestic Violence Awareness Month. Dave Dunaway, Safe SJ Director, thanked the Town and spoke about the mission of Safe SJ and the pervasiveness of domestic violence.

Resolution No. 2810

At 12:07 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2810 concerning a grant application through the Washington Recreation and Conservation Office. Administrator Kulseth explained that Town is applying for funding to supplement deferred maintenance at Sunken Park. The grant requires that Town designate authorized representatives for the purpose of submitting and signing documents for the grant. Discussion followed regarding the improvements. Councilmember de Freitas requested that non-slip texture be applied to the boardwalk regardless of grant funding.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2810, authorizing the Mayor to designate signatories for the deferred maintenance grant through the Washington Recreation and Conservation Office. Motion passed 4-0 with Turnage absent.

Resolution No. 2811

At 12:12 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Resolution No. 2811 concerning the Nash Street Construction Project. Public Works Director Jesse Douglas-Seitz itemized Change Order No. 2. No discussion followed.

Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2811, authorizing the Mayor to execute Change Order No. 2 for the Nash Street Construction Project. Motion passed 4-0 with Turnage absent.

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Public Works Update

At 12:18 p.m., Mayor Pro-tem Hushebeck introduced Public Works Director Jesse Douglas-Seitz to provide an update. Mr. Douglas-Seitz reported on the Nash Street Construction Project.

Tucker Avenue Crosswalk

At 12:21 p.m., Mayor Pro-tem Hushebeck introduced discussion of the proposed Tucker Avenue Crosswalk at the Harborview and Tucker intersection. PW Director Jesse Douglas-Seitz presented drawings. Discussion followed about the location and cost of signage. The Council accepted comments from the public. Sue Patterson inquired why the crosswalk was being placed at Harborview instead of the Larsen Street intersection. Administrator Kulseth explained that factors included speed, visibility and placement would not be safe particularly when the hill is icy. **Council consensus to bring forward a complete budget for final approval.**

ADMINISTRATOR'S REPORT

At 12:43 p.m., Administrator Kulseth reported on the following:

- Downtown Holiday Lighting – Town will extend lighting and snowflakes down A Street and add wreaths on poles at Front Street.
- Sunken Park – Security lighting will be installed at Sunken Park.
- Event Permits – Staff met with the School District and Brickworks about which events need permits.
- Intern Program – Town has invited high school students to tour the water and wastewater plants. Town is considering a summer intern program if there is interest.
- SJI Grange – The release agreement is anticipated.
- FH Transfer Station – Town is negotiating a new lease amount with SJC.
- David Jones Park – Council consensus to install a dedication plaque instead of name signage.
- Water Rights – The Attorney has reported that Town has sufficient water rights. Discussion followed regarding the regulation of water haulers.
- Fire Inspection Services – District 3 will consider the draft interlocal agreement for fire inspection services at their next meeting.
- WSF Letter – The joint letter should be available for discussion at the next meeting.

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 Turnage absent.

- Warrant Numbers 60129-60169
- CC 1-10
- Amount: \$534,016.90
- Dated: 10/05/23

Approval of 2023 Payroll Warrants

- Warrant Numbers 20013-20023
- EFT 162-164 and Direct Deposit Run 2023-09
- Amount: \$347,247.64
- Dated: 09/30/23

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Approval of 2023 Treasurer Checks

- Check Numbers 10370-10379
- Amount: \$5,807.01
- Dated: 06/01/23-06/30/23

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Starr, to adopt the minutes of August 3rd, August 17th and September 21, 2023. Motion passed 4-0 with Turnage absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Pro-tem Hushebeck adjourned the meeting at 1:05 p.m. The next regular meeting is scheduled for Thursday, October 19, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, October 19, 2023 – 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). Barbara Starr (Position No. 5) was absent. Councilmember Hushebeck was excused early.

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

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FLAG SALUTE

Mayor Jackson conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

Mayor Jackson reported on the recent Mayor's Exchange in Leavenworth, WA.

ACTION AND DISCUSSION ITEMS

Port of Friday Harbor – Request for Semi-Permanent Structures

At 12:09 p.m., Mayor Jackson introduced discussion of a request by the Port for placement of semi-permanent kiosks on the main pier. Todd Nicholson, Port Director, requested clarification about whether the Port's current shoreline permit allows for the placement of semi-permanent structures similar to those at Roche Harbor Resort. Discussion followed about achieving an attractive, consistent look and the types of businesses that will lease the spaces. Director Nicholson offered that the Port Commission may be willing to offer a memorandum of understanding. CD Director Ryan Ericson stated that the proposal will require amendments to the current shoreline master plan to allow non-water dependent uses over the water and amendment of the Port's conditional use permit where conditions would address Council concerns. The process for amendments will be scheduled.

Harbor Life Ring

At 12:33 p.m., Mayor Jackson introduced discussion regarding the annual Harbor Life Ring to benefit the Friday Harbor Food Bank. Clerk Taylor asked if the Council intended to offer a matching grant. Discussion followed.

Moved by Monin, seconded by Turnage, to authorize a matching grant for donations in the amount of up to \$5,000 for the month of November 2023. Motion passed 4-0 with Starr absent.

2024 Tourism Grant Allocations

At 12:42 p.m., Mayor Jackson introduced discussion of the grant allocations recommendation for the 2024 tourism promotion program. LTAC Coordinator Julie Greene presented recommendations for the allocation of approximately \$50,000 for promotion of tourism. Discussion followed regarding the balance in the 2nd 2% HM Fund.

Moved by Turnage, seconded by de Freitas, to direct the recommended allocation of \$50,000 be added to the 2024 Town Budget. Motion passed 4-0 with Starr absent.

Ordinance No. 1775

At 1:05 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1775 concerning the Argyle Malcom Short Plat. CD Director Ryan Ericson explained that the public hearing was reopened to allow additional public testimony for a parcel owner who may not have received proper notification. No discussion followed.

Moved by de Freitas, seconded by Turnage, to adopt Ordinance No. 1775, amending the Zoning Map to change the zoning designation for properties located on the Argyle Malcom Short Plat from Commercial to Multi-Family Residential and repealing Ordinance No. 1772. Motion passed 4-0 with Starr absent.

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Ordinance No. 1776

At 1:08 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1776 concerning the Planning Commission. CD Director Ryan Ericson explained that staff recommends that the Planning Commission continue to be a fact-finding body for the Council but not conduct quasi-judicial hearings regarding land use. The current process has been challenging. The ordinance removes certain duties for the PC regarding quasi-judicial public hearings. No discussion followed.

Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1776, amending Chapter 2.24 FHMC concerning roles and responsibilities of the Planning Commission. Motion passed 4-0 with Starr absent.

Letters of Commitment – Grant

At 1:11 p.m., Mayor Jackson introduced discussion of letters of commitment for Department of Commerce Grants. CD Director Ryan Ericson explained that the letters are required as part of the non-competitive grant application for funding for periodic updates to the Town Comprehensive Plan and Climate Commitment Act funding. No discussion followed.

Moved by de Freitas, seconded by Turnage, to authorize the Letters of Commitment to the Department of Commerce for grant funding for updates to the Town Comprehensive Plan. Motion passed 4-0 with Starr absent.

Ordinance No. 1777

At 1:13 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1777 concerning the issuance of claim warrants. Director Berry explained that it would be more efficient for staff to issue claims on a weekly basis. Discussion followed regarding the current process.

Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1777, amending Chapter 3.08 FHMC regarding procedures for the issuance of claims against the Town. Motion passed 4-0 with Starr absent.

Resolution No. 2813

At 1:16 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2813 concerning a release agreement with the SJI Grange #966. Administrator Kulseth explained that the Grange has accepted the release agreement and the reimbursement of \$34,2794 will be remitted to the Town. No discussion followed.

Moved by de Freitas, seconded by Turnage, to adopt Resolution No. 2813, authorizing the Mayor to execute a release agreement with the San Juan Island Grange No. 966. Motion passed 3-0 with Hushebeck and Starr absent.

Resolution No. 2814

At 1:19 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2814 concerning fire inspections services. Administrator Kulseth explained the Town has finalized the interlocal agreement with Fire District 3 to perform inspection on behalf of Community Development. Discussion followed regarding how the fee for services was calculated and future code revisions pertaining to fire, such as requirement for sprinklers.

Moved by Turnage, seconded by de Freitas, to adopt Resolution No. 2814, authorizing an Interlocal Agreement between the Town and Fire District 3 for fire inspection services. Motion passed 2-0 with Monin abstained, and Hushebeck and Starr absent.

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Resolution No. 2816

At 1:23 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2816 concerning the Water Treatment Plant. Public Works Director Jesse Douglas-Seitz explained that the resolution approves a modified budget, closes the contract and accepts the final technical memorandum for Water Treatment Plant Improvements Evaluation. No discussion followed.

Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2816, ratifying Task Order No. 1 and Amendment with Brown & Caldwell and accepting the Technical Memorandum for Evaluation of Water Treatment Plant Improvements. Motion passed 3-0 with Hushebeck and Starr absent.

Nash Street Improvement Project

At 1:30 p.m., Mayor Jackson introduced PW Director Jesse Douglas-Seitz to provide an update on Nash Street. Mr. Douglas-Seitz reported that the project is substantially complete, invited the Council to a ribbon-cutting ceremony and read a letter from the community praising the project.

WSF Letter

At 1:36 p.m., Mayor Jackson introduced discussion of the joint letter with San Juan County to WSF regarding sailing interruptions. The Council thanked Councilmember de Freitas for working with the SJC Council. **Council consensus to sign on the joint letter to Washington State Ferries.**

ADMINISTRATOR'S REPORT

At 1:44 p.m., Administrator Kulseth reported on the following:

- Flyer – A sample flyer was distributed concerning crosswalk safety.
- Representative Lankenoff – Town met with Representative Lankenoff to discuss infrastructure funding. Town is seeking to request \$10 to \$13 Million to offset projects.
- RMSA Risk Pool – AWC has noticed that insurance premiums are expected to increase 27% due to inflation.
- FH Landfill Monitoring – The most recent report contains no significant changes to groundwater monitoring.
- Annual Scarecrow Contest – Kendra Mullin has entered the Town in the annual scarecrow contest.
- Journal – The Journal is preparing an article regarding businesses that have closed in the downtown. Councilmembers are encouraged to participate. Discussion followed regarding the development of a commercial vacancy tax to spur economic development.
- Street poles – Town has ordered holiday wraps for street poles.
- Facilities Manager – Town has hired Andy Gutierrez as to the Facilities Manager position.

PAYMENT OF CLAIMS

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

Approval of 2023 Claim Warrants

- Warrant Numbers 60170-60215
- EFT 1-2
- Amount: \$132,135.86
- Dated: 10/19/23

APPROVAL OF MINUTES

2023 Minutes - Town Council of Friday Harbor

Moved by de Freitas, seconded by Monin, to adopt the minutes of October 2, 2023. Motion passed 3-0 with Hushebeck and Starr absent.

FUTURE AND NON-AGENDA ITEMS

Council suggested a joint meeting with the Port Commission to discuss issues of mutual concern.

Councilmember Turnage requested that the street lights on Spruce Street be fixed in time for Halloween.

Councilmembers Monin and de Freitas requested excused absences.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 2:15 p.m., Mayor Jackson announced that the Council would be holding an executive session regarding the minimum price for which real property can be leased or sold in accordance with the provisions of RCW 42.30.110(1)(c); which was estimated to last 15 minutes. Participants: Town Council, Mayor Jackson, Administrator Kulseth, Finance Director Berry, and Clerk Taylor. The session ended at 2:34 p.m. for an actual session time of 19 minutes. The public was properly informed of the time extension.

Following executive session, the Town Council took the following informal action:

Council consensus for the Town Administrator to order an appraisal for 212 Sutton Road.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:35 p.m. The next regular meeting is scheduled for Thursday, November 2, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, November 2, 2023 – 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) – remote attendance, Anna Maria de Freitas (Position No. 3) – remote attendance, Mason Turnage (Position No. 4) and Barbara Starr (Position No. 5). Councilmember de Freitas exited the meeting at 1:20 p.m. Noel Monin (Position No. 2) was excused.

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

Friday Harbor Food Bank

At 12:02 p.m., Mayor Jackson invited Rachelle Radonski, Friday Harbor Food Bank Manager, to talk about needs and programs currently provided by the Food Bank. Ms. Ranonski thanked the Council for the 2023 Harbor Life Ring matching grant, reviewed statistics and spoke about the new fresh produce program. Discussion and inquiry followed regarding partnerships with local groceries and farmers. The Council thanked Ms. Radonski.

Finance Department Update

At 12:19 p.m., Mayor Jackson invited Finance Director Bethany Berry to provide an update for the Finance Office. Ms. Berry introduced the preliminary 2024 Town Budget and thanked the Water Distribution Department for installing new tags on water meters. The Finance and Water Departments created new tags to warn utility customers that tampering with water meters is prohibited and provide instructions for shut off requests.

Ordinance No. 1778

At 12:24 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1778 concerning rental assistance vouchers. Ordinance 1778 removes the language in FHMC that established the rental assistance vouchers available during the COVID-19 pandemic through use of federal funding. No discussion followed.

Moved by Starr, seconded by Turnage, to adopt Ordinance No. 1778, amending sections 3.40.020 and 3.40.030 FHMC relating to the use and allocation of monies for rental assistance vouchers. Motion passed 4-0 with Monin absent.

2023 Minutes - Town Council of Friday Harbor

Resolution No. 2804

At 12:26 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2804 concerning the Family Resource Center. The agreement with the Family Resource Center for administration of the utility assistance program has expired. The resolution authorizes a new agreement for administration of the utility assistance program. The agreement offers a similar scope of work, terms and provides for automatic renewals. No discussion followed.

Moved by Turnage, seconded by Starr, to adopt Resolution No. 2804, authorizing the Mayor to execute an agreement with the Family Resource Center for administration of the Town Utility Assistance Program. Motion passed 4-0 with Monnin absent.

Resolution No. 2812

At 12:32 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2812 concerning the United Way Cold Weather Shelter Program. Administrator Kulseth explained that the current agreement will expire December 31, 2023. The new agreement for reimbursement of costs offers similar terms and automatic renewals. No discussion followed.

Moved by Starr, seconded by Turnage, to adopt Resolution No. 2812, authorizing an agreement with United Way for a Cold Weather Program. Motion passed 4-0 with Monin absent.

Resolution No. 2815

At 12:35 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2815 concerning value engineering for the redesign of Wastewater Treatment Plant. Public Works Director Jesse Douglas-Seitz explained that KBA, Inc. offered a proposal and fee schedule to provide third-party support for project management and to review the constructability of the Project at various design stages. Discussion followed.

Moved by Turnage, seconded by Starr, to adopt Resolution No. 2815, authorizing the Mayor to execute a consultant agreement with KBA, Inc. to provide owner-advisor services and constructability review for the Wastewater Treatment Plant Improvement Project. Motion passed 4-0 with Monin absent.

Resolution No. 2817

At 12:45 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2817 concerning a mid-block crosswalk on Tucker Avenue. The purpose of the resolution is to direct installation at its proposed location on Tucker Avenue at its intersection with Harbor Street and authorize its inclusion in the 2023 Town budget. Resolution No. 2817 was not ready for adoption during this session and postponed until November 16, 2023.

Council consensus to direct staff to move forward with inclusion in the budget, purchase of materials for the installation of the crosswalk.

Public Works Update

At 12:49 p.m., Public Works Director Jesse Douglas-Seitz provided a department update. Topics included the Water Treatment Plan optimization, reports of chlorine smell in the water, street lighting, street sweeping and Nash Street ribbon cutting ceremony. **Council consensus to hold the ribbon cutting ceremony for Nash Street on Wednesday, November 15, 2023 at 12:30 p.m.**

2023 Minutes - Town Council of Friday Harbor

Marguerite Place Construction Project

At 1:05 p.m., Mayor Jackson introduced discussion regarding the Marguerite Place Improvement Project. Public Works Director Jesse Douglas-Seitz sought general direction from the Council regarding their preferred design for parking near the Catholic Church's ballfields. Discussion followed. Council consensus to maximize parking with a combination of angled and parallel as seems appropriate. No formal action was taken.

Community Development Update

At 1:33 p.m., Community Development Director Ryan Ericson provided a department update. Mr. Ericson sought direction regarding inclusion of new legislation HB 1337 in the draft detached accessory dwelling unit ordinance. The Planning Commission recommends waiting to implement the new policies until after other municipalities can be used as an example. The Planning Commission discussed the potential for litigation arising from the new legislation that requires two accessory dwelling units per lot. Concerns included consideration of density, population and providing utility services. **Council consensus to postpone implementation of HB 1337 until the Town deems appropriate.**

2024 Town Budget

At 1:52 p.m., Mayor Jackson opened the 2024 Budget Work Session.

- The Council was asked whether they had any projects to add in the proposed budget. Council declined adding any special projects or expenses.
- The Council was presented a draft Ordinance to impose an optional .1% sales tax for transportation improvements. **Council consensus to move forward with implementing a Councilmatic .1% TBD sales tax.** A draft ordinance will be presented at the public hearing for revenue resources.
- The Council discussed the methodology behind determining utility connection fees. The new utility rate study will be presented in the upcoming months.

The work session was closed. No action was taken.

ADMINISTRATOR'S REPORT

At 2:36 p.m., Administrator Kulseth reported on the following:

- AWC Regional Meeting – Discussion at the recent regional meeting focused impacts to municipalities for implementation of HB1337 requiring additional accessory dwelling units in urban growth centers.
- RMSA Risk Pool Insurance – The Pool is re-evaluating 2024 rate increases.
- Sunken Park – Town was awarded the \$150,000 RCO grant for deferred maintenance at Sunken Park.

PAYMENT OF CLAIMS

Payment of claims and payroll was postponed until next session.

APPROVAL OF MINUTES

Approval of minutes was postponed until next session.

FUTURE AND NON-AGENDA ITEMS

Mayor Jackson requested that the food truck ordinance be brought as soon as possible.

CITIZEN RESPONSE

2023 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 2:41 p.m. The next regular meeting is scheduled for Thursday, November 16, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, November 16, 2023 – 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) – remote attendance & excused 1:30 p.m., 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.

FLAG SALUTE

Mayor Jackson conducted the flag salute.

EXECUTIVE SESSION

At 12:05 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 60 minutes. Participants: Town Council, Mayor Jackson, Town Attorney, Mike Kenyon, Administrator Kulseth, Finance Director Berry, and Clerk Taylor. The session ended at 1:10 p.m. for an actual session time of 70 minutes. The public was properly informed of the time extension. No action was taken.

PUBLIC ACCESS TIME

No public access was forthcoming.

2023 Minutes - Town Council of Friday Harbor

ACTION AND DISCUSSION ITEMS

Proclamation – Small Business Saturday

At 1:11 p.m., Mayor Jackson proclaimed November 25, 2023 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.

2024 Town Budget Request & Annual Report – Chamber of Commerce

At 1:13 p.m., Mayor Jackson introduced Becki Day, SJI Chamber of Commerce Director, to make a budget request for year 2024 and submit an annual report. Ms. Day submitted a written request for \$67,000 in operations and \$15,000 for Fourth of July and community activities, in addition to the annual hotel motel tourism grant. Mayor Jackson thanked Ms. Day. No action was taken.

2024 Town Budget Request - SJC Economic Development Council

At 1:21 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 2024. Ms. Compton presented a local economic snapshot and reviewed EDC offerings. The Council was provided a 2024 budget request of \$59,341 to support the 2024 initiatives. Mayor Jackson thanked Ms. Compton. No action was taken.

Public Hearing - 2024 Town Budget

At 1:30 p.m., Mayor Jackson opened the public hearing regarding the 2024 Town Budget. Finance Director Berry stated that there were no significant changes from the preliminary budget distributed the previous session. Mayor Jackson opened the hearing to public testimony. Hearing none, Mayor Jackson closed the public hearing at 1:34 p.m. No action was taken.

Public Hearing - 2024 Revenue Resources

At 1:34 p.m., Mayor Jackson opened the public hearing regarding the 2024 Revenue Resources. Finance Director Berry described the various revenue resources for the year. Administrator Kulseth noted that Ad valorum taxes are estimated to be \$581,000. Mayor Jackson opened the public comment portion of the hearing. Hearing none, Mayor Jackson closed the public hearing at 1:42 p.m.

Ordinance No. 1779

Moved by Hushebeck, seconded by Turnage, to adopt Ordinance No. 1779, fixing and levying the amount of Ad Valorem (Property) Taxes for the Town of Friday Harbor for the year 2024. Motion passed 3-0 with Monin and de Freitas absent.

Ordinance No. 1780

At 1:45 p.m., Mayor Jackson introduced discussion regarding draft Ordinance No. 1780 concerning an optional .1% sales for the Transportation Benefit District. Administrator Kulseth explained that .1% may be imposed without vote of the people for transportation purposes. The ordinance will be presented for adoption at the December 7, 2023 meeting.

Public Hearing – 2024 Town Budget

At 1:50 p.m., Mayor Jackson opened and continued the third public hearing for the 2024 Town Budget until Thursday, December 7, 2023 at 12:00 p.m. or soon thereafter.

2023 Minutes - Town Council of Friday Harbor

Resolution No. 2817

At 1:51 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2817 concerning the proposed Tucker Avenue crosswalk. Mayor Jackson asked if the Town wanted to engage the community since the crosswalk request deviated from the public's original request to place a crosswalk at the Larsen Street intersection. Discussion followed regarding the issuance of a press release.

Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2817, authorizing installation of a crosswalk at the intersection of Harborview and Tucker Avenue. Motion passed 3-0 with Monin and de Freitas absent.

Resolution No. 2819

At 2:06 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2819 concerning procurement. Finance Director Berry explained that the amended policy relates to the use of work orders. No discussion followed.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2819, amending the Town Procurement Policy. Motion passed 3-0 with Monin and de Freitas absent.

ADMINISTRATOR'S REPORT

At 2:07 p.m., Administrator Kulseth reported on the following:

- WSF Ridership Survey – WSF has released its preliminary ridership survey. Primary responses were to make parking in Anacortes attractive enough to walk on the ferry.
- RCO Grant – Town needs to submit a work plan for funding by November 17, 2023 to determine the sunset date for the grant.
- Spring Street ROW – Town is leasing a small portion of sidewalk and right-of-way to King Family Investments, LLC to facilitate construction of the building located at 50 Spring Street. The lease is unusual, but special circumstances exist that make it difficult for construction materials to be located entirely on private property at all times.
- 1000 Guard Street – Town is receiving quotes for building renovations versus installation of a new prefab building.

PAYMENT OF CLAIMS

Moved by Turnage, 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 de Freitas absent.

Approval of 2023 Claim Warrants

- Warrant Numbers 60216-60299
- CC 1-10, EFT-1
- Amount: \$437,198.84
- Dated: 11/16/23

Approval of 2023 Payroll Warrants

- Warrant Numbers 20024-20031
- EFT 1-5 and Direct Deposit Run 2023-10
- Amount: 336,504.68
- Dated: 10/31/23

2023 Minutes - Town Council of Friday Harbor

APPROVAL OF MINUTES

Moved by Starr, seconded by Hushebeck, to adopt the minutes of October 19, 2023 and November 2, 2023. Motion passed 3-0 with Monin and de Freitas absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:31 p.m. The next regular meeting is scheduled for Thursday, December 7, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, December 7, 2023 – 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 Turnage and Monin were excused 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

No public access was forthcoming.

2023 Minutes - Town Council of Friday Harbor

ACTION AND DISCUSSION ITEMS

Harbor Life Ring Program (November 2023)

At 12:08 p.m., Mayor Jackson introduced discussion of Harbor Life Ring Donations for the month of November 2023. Town residents donated \$7,810.97 to the Harbor Life Ring Program in the month of November and Town will provide a \$5,000 matching grant for a total of \$12,810.97.

Proclamation – Service Clubs and Non-Profits

At 12:10 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.

PUBLIC HEARING

2023 Town Budget

At 12:11 p.m., Mayor Jackson opened the public hearing concerning the 2024 Town Budget. Mayor Jackson opened the hearing to public testimony. Hearing none, Mayor Jackson closed the public hearing at 12:12 p.m. No action was taken.

WORK SESSION

2024 Town Budget

At 12:12 p.m., Mayor Jackson opened the work session regarding the 2024 Town Budget. Discussion followed regarding utility rate increases and funding requests by outside agencies. **Council consensus to increase rates for water by 13%, sewer by 3% and stormwater by 2% for an overall increase of approximately \$11.24 monthly.**

Finance Director Berry inquired whether the Council wanted to hold an entrance meeting with the State Auditors or conduct informal meeting. **Council consensus to conduct an informal meeting .**

ACTION AND DISCUSSION ITEMS (CONTINUED)

Ordinance No. 1780

At 1:09 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1780 concerning a councilmanic sales tax increase for the Transportation Benefit District. Administrator Kulseth explained that the Ordinance establishes a 0.1% sales tax increase (bringing the rate from 8.5% to 8.6%). The Town will seek voter approval on the November 2024 ballot to renew the 0.2% sales tax. Discussion followed regarding the ballot process and timing.

Moved by Hushebeck, seconded by Starr, to adopt Ordinance No. 1780, imposing an additional sales and use tax of one-tenth of one percent within the boundaries of the Friday Harbor Transportation Benefit District for the purpose of financing the costs associated with transportation improvements in the district identified herein as authorized by RCW 36.73.040; providing for severability and establishing an effective date. Motion passed 4-0 with Monin absent.

Resolution No. 2834

At 1:18 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2834 concerning the annual economic development agreement. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2834, authorizing the Mayor to execute an agreement with the SJC Economic Development Council to promote economic development programs for year 2024 . Motion passed 4-0 with Monin absent.

2023 Minutes - Town Council of Friday Harbor

Resolution No. 2820

At 1:19 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2820 concerning destination marketing by the SJC Visitors Bureau. Administrator Kulseth presented a memo and recommended the allocation of \$191,000 for promotion in the year 2024. Discussion followed regarding the process for approval. The Visitors Bureau was removed from the Lodging Tax Advisory Committee (LTAC) review process. Councilmember Starr suggested that the Council approve \$200,000 to split the difference between what was requested by the Visitors Bureau and recommended by staff. **Council consensus to continue the conversation regarding whether the Visitors Bureau should be part of the LTAC process.**

Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2820, authorizing the Mayor to execute an agreement with the Business Association of San Juan County to provide a tourism promotion program for the year 2024 in an amount of \$200,000 and to include an annual report as part of the agreement. Motion passed 3-0 with Turnage abstained and Monin absent.

Community Development Update

At 2:07 p.m., Mayor Jackson invited CD Director Ryan Ericson to provide an update. Mr. Ericson reported that he would be testifying at the County public hearing regarding population estimates for comprehensive planning. Discussion followed regarding the amount of 20-year projected population that should be fostered by the Town. **Council consensus to recommend the “median population projection” for GMA joint planning.**

Restrictive Covenants – 40 & 50 Spring Street

At 2:21 p.m., Mayor Jackson introduced discussion of restrictive covenants on the properties located at 40 & 50 Spring Street. CD Director Ryan Ericson explained that the owners have applied and underwent review for height and parking incentives, then described the building pre- and post-fire. Discussion followed regarding the Council’s preference for parapet design. No action was taken. Restrictive covenants will be presented at an upcoming session.

Resolution No. 2830

At 2:36 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2830 concerning a consultant agreement to draft Comprehensive Plan Amendments. CD Director Ryan Ericson explained the scope of services offered by BERK Consulting. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2830, authorizing the Mayor to execute a professional services agreement with BERK Consulting Inc. to prepare year 2024 updates to the Town Comprehensive Plan. Motion passed 4-0 with Monin absent.

Recess

At 2:39 p.m., Mayor Jackson recessed the meeting until 2:50 p.m. Councilmember Turnage excused himself from the meeting.

2023 Minutes - Town Council of Friday Harbor

Resolution Nos. 2821-2827

At 2:55 p.m., Mayor Jackson introduced discussion of tourism promotion grant agreements for year 2024. Administrator Kulseth listed the recipients. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Resolution Nos. 2821 through 2827, authorizing the Mayor to execute agreements with the following agencies to provide tourism promotion agreements for year 2024. Motion passed 3-0 with Turnage and Monin absent.

- Resolution No. 2821 / Agreement- Agricultural Guild
- Resolution No. 2822 / Agreement – Archipelago Collective
- Resolution No. 2823 / Agreement - SJI Chamber
- Resolution No. 2824 / Agreement - FH Film Festival
- Resolution No. 2825 / Agreement - SJIMA
- Resolution No. 2826 / Agreement - SJC Arts Council
- Resolution No. 2827 / Agreement - Whale Museum

Public Works Update

At 2:57 p.m., Mayor Jackson invited PW Director Jesse Douglas-Seitz to provide an update. Mr. Douglas-Seitz reported on regular and holiday lighting, and current plans and studies under review by consultants. No action was requested.

Resolution No. 2828

At 3:01 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2828 concerning the Nash Street Improvement Project. PW Director Jesse Douglas-Seitz explained that the work has been completed, inspected and reconciled and that the Project Engineer recommends approval of Change Order No. 3 and acceptance of the Project. Discussion followed regarding one of the planted trees that turned out to be a species different than ordered. **Council consensus to accept the maple tree that was planted.**

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2828, authorizing Change Order No. 3 and accepting the Nash Street Improvement Project. Motion passed 3-0 with Turnage and Monin absent.

Resolution No. 2833

At 3:19 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2833 concerning the Malcom Street Sewer Replacement Project. PW Director Jesse Douglas-Seitz explained that Town received final as-built drawings and is ready to close the project. No discussion followed.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2833, accepting the Malcom Street Sewer Service Replacement Project. Motion passed 3-0 with Turnage and Monin absent.

2023 Minutes - Town Council of Friday Harbor

Resolution No. 2829

At 3:21 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2829 concerning a grant agreement for 2024 Street Maintenance. PW Director Jesse Douglas-Seitz explained that Town received a grant from the Transportation Improvement Board for crack sealing at various locations. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2829 accepting a grant agreement with the Transportation Improvement Board for the 2024 Street Maintenance Project. Motion passed 3-0 with Turnage and Monin absent.

ADMINISTRATOR'S REPORT

At 3:24 p.m., Administrator Kulseth reported on the following:

- Planner I – Employee Ruta Bertulis was introduced as the new hire to the Community Development department.
- SJC Fairgrounds – Town forwarded a letter to the County regarding water violations at the Fairgrounds. A response is requested by December 15, 2023.
- SJC/Town Legislative Updates – The County forwarded a letter requesting that the Town reciprocate with updates. Discussion followed. **Council consensus to allow staff to represent the Town for legislative updates as needed.**
- Water Department Reporting Violation – Town has issued a letter to customers notifying them of a reporting violation that occurred in January 2023. Town missed the deadline to report an issue at the treatment plant to the state Department of Health within 24 hours. Water quality was not affected.
- Facility Maintenance – The new facility manager has been steadily working. A list of larger projects is expected.
- SJI Transfer Station – The Town and County continue to work together to draft a new lease for the Sutton Road property.

PAYMENT OF CLAIMS

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

- Claim warrants: #60325 to 60364, including ACH payments; dated November 22, 2023, to November 30, 2023; in the amount of \$147,232.71.
- Payroll warrants: #20032 to 20039, including the employee direct deposit and ACH payments #6 to 10; dated November 30, 2023; in the amount of \$350,326.80.
- Treasurer checks: #10381 to 10391 and 11000 to 11013, including ACH payments and voided check #10387 that was replaced by check #11022; dated July 1, 2023, to August 31, 2023 in the amount of \$237,551.02.

APPROVAL OF MINUTES

Moved by Hushebeck, seconded by Starr, to adopt the minutes of November 17, 2023. Motion passed 3-0 with Turnage and Monin absent.

2023 Minutes - Town Council of Friday Harbor

FUTURE AND NON-AGENDA ITEMS

Councilmember Hushebeck volunteered to respond to Lee Brooks concerning the recent correspondence to the Council regarding vehicle staging for the ferry.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 3:45 p.m. The next regular meeting is scheduled for Thursday, December 21, 2023 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor

ATTEST:

Amy E. Taylor, Town Clerk

Thursday, December 21, 2023 – 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.

2023 Minutes - Town Council of Friday Harbor

EXECUTIVE SESSION

At 12:06 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 12:16 p.m. for an actual session time of 10 minutes. No action was taken.

ANNOUNCEMENT

Mayor Jackson announced that the session would be continued for the purpose of unfinished business.

ACTION AND DISCUSSION ITEMS

Annual Report – Visitors Bureau

At 12:19 p.m., Mayor Jackson invited Deborah Hoskinson, VB Director, to present an 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 Amendments

At 12:40 p.m., Mayor Jackson opened and continued the public hearing regarding 2023 Town Budget Amendments to Thursday, December 28, 2023 at 12:00 p.m.

WORK SESSION

2024 Town Budget

At 12:41 p.m., Mayor Jackson opened the work session regarding the 2024 Town Budget. Finance Director Bethany Berry reviewed major expenses and department requests. Councilmember Hushebeck asked if older items would become surplus. No other discussion followed. No action was taken.

ACTION AND DISCUSSION ITEMS (CONTINUED)

Resolution No. 2818

At 12:49 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2818 concerning groundwater monitoring at the FH Landfill. The resolution authorizes annual landfill monitoring for year 2024 through SCS Engineers. Administrator Kulseth noted that the Purdy Landfill has not yet received authorization from the State to finally “close” or stop monitoring the site. No discussion followed.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2818, authorizing the Mayor to execute an agreement with SCS Engineers for 2024 groundwater monitoring program services at the Friday Harbor Landfill. Motion passed unanimously.

Resolution No. 2831

At 12:50 p.m., Mayor Jackson introduced discussion of draft Resolution No. 2831 concerning wages for represented personnel. The resolution affirms wages based on the adopted collective bargaining agreement for year 2024. No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2831 affirming wages for represented Town personnel for year 2024. Motion passed unanimously.

2023 Minutes - Town Council of Friday Harbor

Ordinance No. 1781

At 12:51 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1781 regarding salaries. Administrator Kulseth explained that the salary ordinance provides appointed and non-represented personnel with a 2% COLA based on the adopted Collective Bargaining Agreement and increases the salary for Fire Marshal to \$5,000 per year due to new duties assigned to the appointed position. Councilmember Monin commented that the new salary was commensurate with the new duties for the role. No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1781, setting salaries for appointed officials and non-represented personnel for the year 2024. Motion passed unanimously.

Memorandum of Understanding – Port of Friday Harbor

At 12:52 p.m., Mayor Jackson introduced discussion of the draft Memorandum of Understanding with the Port of Friday Harbor. CDPD Director Ryan Ericson explained that the Port intends to annex into the Town as soon as possible. The agreement sets forth conditions for allowing water connections for its new IOSA building located on Animal Shelter Road just outside the Town boundary.

Moved by de Freitas, seconded by Starr, to approve the draft Memorandum of Understanding between the Port and Town for water connections at the IOSA building located at the Friday Harbor Airport. Motion passed unanimously.

ADMINISTRATOR'S REPORT

At 1:00 p.m., Administrator Kulseth reported on the following:

- AWC RMSA – RMSA has notified members of a reduction in premiums for year 2024.
- Wastewater Treatment Plant – The WWTP received a “silver certificate of achievement” from the State recognizing five consecutive years of meeting turbidity standards (required treatment practices).
- Trout Lake Level – The reservoir currently measures 13 inches below the spillway.
- Open Public Meetings – Town is working with Ann McFarland to schedule a training for meeting management.
- Quasi-Judicial Training – Town has scheduled Kenyon Disend to hold Appearance of Fairness Doctrine training prior to the upcoming administrative appeal.

PAYMENT OF CLAIMS

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

- Claim warrants: #60365 to 60436, including ACH and credit card payments; dated December 7, 2023, to December 14, 2023; in the amount of \$374,707.81.
- Claim warrants that were excluded from the September 7, 2023, authorization packet: #50222 that was voided and replaced with warrant #60090 in a different amount due to a credit issued; dated September 7, 2023; in the amount of (\$158.50).
- Treasurer checks: #11014 to 11021, dated September 1, 2023, to September 30, 2023; in the amount of \$7,089.32.

2023 Minutes - Town Council of Friday Harbor

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Hushebeck, to adopt the minutes of December 7, 2023. Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

Councilmember Starr requested that the recent newspaper editorial regarding Harrison Street be addressed. Discussion followed regarding placement of a radar speed sign.

CITIZEN RESPONSE

No citizen response was forthcoming.

RECOGNITION

Mayor Jackson and the Town Council recognized the service of Councilmember Noel Monin.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson continued the meeting at 1:28 p.m. Session will resume on December 28, 2023 @ 12:00 p.m. The next regular meeting is scheduled for Thursday, January 4, 2024 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, December 28 , 2023 – Council Chambers – Afternoon Session

CALL TO ORDER

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

FLAG SALUTE

Mayor Jackson conducted the flag salute.

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PUBLIC ACCESS TIME

No public access was forthcoming.

PUBLIC HEARING

2023 Town Budget Amendments

At 12:03 p.m., Mayor Jackson opened the continued public hearing regarding the 2023 Town Budget Amendments. No new information was presented. Mayor Jackson opened the hearing to testimony. Hearing none, Mayor Jackson closed the public hearing at 12:04 p.m.

ACTION AND DISCUSSION ITEMS

Ordinance No. 1782

At 12:05 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1782 concerning the 2023 Town Budget Amendments. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1782 amending the 2023 Town Budget. Motion passed 4-0 with Monin absent.

Ordinance No. 1783

At 12:06 p.m., Mayor Jackson introduced discussion of draft Ordinance No. 1783 concerning the 2024 Town Budget. No discussion followed.

Moved by Starr, seconded by Turnage, to adopt Ordinance No. 1783, adopting the 2024 Town Budget. Motion passed 4-0 with Monin absent.

Ordinance Nos. 1784 – 1789 - Utility Increases

At 12:10 p.m., Mayor Jackson introduced draft ordinances concerning utility rate increases and connection fees. Discussion followed regarding the disproportionate connection fees for the sewer utility.

Moved by de Freitas, seconded by Starr to adopt Ordinance Nos. 1784 through 1789 concerning utility rate increases and connection fees as follows. Motion passed 4-0 with Monin absent.

- Ordinance No. 1784 – Concerning water rate increases
- Ordinance No. 1785 – Concerning sewer rate increases
- Ordinance No. 1786 – Concerning stormwater rate increases
- Ordinance No. 1787 – Concerning water connection fees
- Ordinance No. 1788 – Concerning sewer connection fees
- Ordinance No. 1789 – Concerning stormwater connection fees

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

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ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 12:15 p.m. The next regular meeting is scheduled for Thursday, January 4, 2024 at 12:00 p.m.

TOWN OF FRIDAY HARBOR

Raymont C. Jackson, Mayor

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

