



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, May 16, 2024 – 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), Richard Geffen (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 COMMENT

Public Comment was postponed until the end of session.

ANNOUNCEMENTS

Mayor Jackson announced his recusal from the scheduled executive session and requested that Councilmember Turnage act as Mayor Pro-tem during that portion of the meeting.

EXECUTIVE SESSION

At 12:04 p.m., Mayor Pro-tem Turnage announced that the Council would be holding an executive session regarding potential litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 30 minutes. Participants: Town Council, Town Attorney Kenyon, Administrator Kulseth, Public Works Director Douglas-Seitz, Community Development Director Ericson, Finance Director Berry, and Clerk Taylor. The public was notified of a 15-minute time extension. The session ended executive session at 12:50 p.m. for an actual session time of 40 minutes. Action was taken following the executive session. **[Clerk's Note: See SJ Community Home Trust – Holliwalk Development for action.]**

ACTION AND DISCUSSION ITEMS

SJ Community Home Trust - Holliwalk Development

At 12:53 p.m., Mayor Jackson opened discussion regarding the Holliwalk Development.

Moved by de Freitas, seconded by Starr, to authorize the Mayor to execute the settlement agreement ["Outline" dated April 24, 2024] and to direct the Town Attorney to transfer the signed agreement to the Board of the San Juan Community Home Trust; and if the SJCHT does not execute and return the settlement agreement by 4:00 p.m. on Tuesday, May 21, 2024, Town staff is directed to schedule the Holliwalk matter before a hearing examiner to determine if the variance application meets applicable design standards. Motion passed unanimously.

Councilmember Starr addressed the audience regarding the Council action. Councilmembers concurred.

Jim Goetz, SJ Community Home Trust Board President, requested clarification of the motion.

CONSENT AGENDA

Moved by Geffen, seconded by de Freitas, to adopt the Consent Agenda as follows. Motion passed unanimously.

- Ordinance No. 1795 – Fixing the salary for the position of Town Clerk and amending Ordinance No. 1781.
- Resolution No. 2851 – Ratifying Amendment No. 1 [14SW004-Amendment1] to the Operations Agreement between San Juan County and Lautenbach Industries for use of the leased area located at the Friday Harbor Landfill.
- Resolution No. 2852 – Ratifying Amendment No. 1 to the agreement between the Visitors Bureau and Town for special summer promotion.
- Resolution No. 2853 – Ratify Amendment No. 2 and Amendment No. 3 to Agreement No. WQC-2021-FriHar-00211 with the Department of Ecology for the Sewer Outfall Construction Project.
- Resolution No. 2854 – Authorizing the Mayor to execute agreement an agreement with SJI Conservation District to conduct volunteer forest thinning activities in the Trout Lake Watershed for wildfire prevention purposes.
- Resolution No. 2855 – Adopting the 2024 Town of Friday Harbor Rate Study Postponed until 6/7 meeting to provide additional information.
- Resolution No. 2856 – Authorizing an interlocal agreement with the Port of Friday Harbor for mutual assistance.
- Claim warrants: #60855 to 60899, including ACH and credit card payments; dated April 11, 2024, to April 25, 2024; in the amount of \$203,244.25.
- Claim warrants: #60900 to 60927; dated May 2, 2024; in the amount of \$99,606.83.
- Claim warrants: #60928 to 60956; dated May 9, 2024; in the amount of \$147,605.52.
- Revision of previously approved payroll packet due to transposition in Department of Retirement payment: Payroll warrants: #20065 to 20072, including the employee direct deposit and ACH payments # 26 to 30 31; dated March 31, 2024, in the amount of \$390,342.42 \$390,342.78.
- Payroll warrants: #20073 to 20080, including the employee direct deposit and ACH payments # 32 to 36; dated April 30, 2024, in the amount of \$360,176.99.
- Treasurer checks: #11088 to 11095, including ACH payments dated April 1, 2024, to April 30, 2024; in the amount of \$49,614.35.
- Minutes were postponed.

ADMINISTRATOR’S REPORT

At 1:03 p.m., Administrator Kulseth reported on the following:

- Street striping – Striping is scheduled for May 16, 2024.
- Sunshine Alley Restrooms – The metal mirrors have been removed from the restrooms.
- Front Street – Town will contact the Port of Friday Harbor to inquire about mutual assistance for the maintenance of vegetation on Front Street.
- Downtown Alliance – Administrator Kulseth met with several businesses that are attempting to form the Downtown Alliance.
- Public Works Board – Town is applying for a loan through the Public Works Board for the fourth filter at the Water Treatment Plant.
- Bulk Water Sales – Town is drafting an ordinance to limit water hauling for out-of-town parcels. A draft will be presented at the June 6, 2024 session.

FUTURE AND NON-AGENDA ITEMS

Councilmember de Freitas reported that the SJC Economic Development Council is starting new initiatives.

Administrator Kulseth reminded the Council of her upcoming absence.

PUBLIC COMMENT

Jim Goetz, SJ Community Home Trust Board President, commented on the decision.

Amanda Lynn, SJ Community Home Trust Director, commented on the decision.

Lori Stokes, Town resident, commented on the decision.

ADJOURNMENT – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1:40 p.m. The next regular meeting is scheduled for Thursday, June 6, 2024 at 12:00 p.m.

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