



SUMMARY OF THE MINUTES TOWN COUNCIL

1 Thursday, May 2, 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) - Remote.

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

Boyd Pratt, SJI Library Board President, spoke in support of upcoming Proposition 1 to the voters in August 2024.

Laurie Orton, SJI Library Director, spoke in support of upcoming Proposition 1 to the voters in August 2024.

CONFIDENTIAL AGENDA

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

- Resolution No. 2849 – Authorizing the Mayor to execute Agreement Nos. 24768-1 & 24768-2 with Washington Alarm, Inc. for fire panel upgrades
- Resolution No. 2850 – Adopting Findings, Conclusions and Decision regarding SJC appeal of Town Administrator’s denial of SJC’s appeal of Town’s Notice of Violation relating to water usage
- Claim warrants: #60814-60854, including a credit card payment; dated April 3, 2024; in the amount of \$176,787.88.
- Approval of the Summary of the Minutes dated April 4, 2024 & April 18, 2024

ACTION AND DISCUSSION ITEMS

Resolution No. 2848

At 12:10 p.m., Mayor Jackson introduced discussion regarding a Downtown Pocket Park Design Guide. PW Director Jesse Douglas-Seitz explained that there is a need to develop a design guideline that will primarily focus on pocket park design features such as sidewalks, decorative hardscape, landscaping street furniture and other urban design amenities. Discussion followed regarding who has final authority over improvements.

Moved by Geffen, seconded by de Freitas, to authorize the Mayor to execute a professional services agreement with KPG Psomas, Inc. to prepare a Downtown Pocket Park Design Guide . Motion passed unanimously.

42
43 **Special Summer Promotion Program**
44 At 12:21 p.m., Mayor Jackson introduced Deborah Hoskinson, Visitor Bureau Executive Director, regarding a request
45 for special summer promotion. Ms. Hoskinson requested to reallocate the current budget and additional funding
46 in the amount of \$20,000 to boost spring and summer ad campaigns for the year 2024. Discussion followed
47 regarding possible adjustments to the fall and winter promotion.

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49 **Moved by Geffen, seconded by Starr, to approve the request by the Visitor’s Bureau for special summer promotions
50 in the amount of \$20,000 and to amend the agreement for tourism promotion . Motion passed unanimously.**

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52 **WORK SESSION**

53 **Six Year Transportation Improvement Project & Priority Array**

54 At 12:36 p.m., Mayor Jackson introduced Public Works Director Jesse Douglas-Seitz to present the priority array for
55 street projects and the proposed Six Year Transportation Improvement Plan. Discussion followed regarding Rose
56 Lane, Grover Street and the upcoming proposition to the voters to renew sales tax for the Transportation Benefit
57 District. No action was taken.

58
59 **EXECUTIVE SESSION**

60 At 1:00 p.m., Mayor Jackson announced that the Council would be holding an executive session regarding employee
61 performance in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 10 minutes.
62 Participants: Town Council, Mayor Jackson, Administrator Kulseth, Finance Director Berry, and Clerk Taylor. The
63 session ended at 1:10 p.m. for an actual session time of 10 minutes. Action was taken following the executive
64 session.

65
66 Following the executive session, Clerk Taylor announced that she would be stepping down from the position of
67 Town Clerk-Treasurer effective June 14, 2024. Mayor Jackson congratulated Ms. Taylor on her “early retirement”.
68 Ms. Taylor has been serving for 18 years.

69
70 The Council will allow additional funding for training purposes and other assistance.

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72 **Moved by de Freitas, seconded by Starr, to amend the current budget to include a trainee position for the position
73 of Town Clerk-Treasurer. Motion passed unanimously.**

74
75 **ADMINISTRATOR’S REPORT**

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

- 77 • Transportation Improvement Board – Proposition 1 to renew the transportation sales tax will be placed on
78 the November 2024 ballot.
- 79 • Water Treatment Plant – Town is meeting with Brown and Caldwell to determine other funding sources for
80 a fourth filter. The funding will likely be a Public Works Board Loan.
- 81 • Sunshine Alley Restrooms – The facilities manager estimates that \$50,000 is needed for modest
82 improvements to the restrooms. Leaky toilets and cracked tiles need to be fixed immediately. **Council
83 consensus to remove the mirrors to avoid vandalism.**
- 84 • Solar Grant – Town has reached out to OPALCO to see if they wanted to pursue solar panels at the FH
85 Landfill site.
- 86 • Flower Baskets – The baskets will arrive May 15 and May 20, 2024.
- 87 • Senior Banners – Town has not yet received a request by the FH High School Boosters to hang senior
88 banners on Town poles.

90

91 **FUTURE AND NON-AGENDA ITEMS**

92 Councilmember Turnage asked that the Town plan to beautify the downtown core prior to Memorial Day weekend
93 and tourist season. Discussion followed regarding items that need to be addressed, including areas where there is
94 remaining graffiti, refreshing the gazebo at Sunken Park, removing abandoned newspaper stands, and eliminating
95 the yellow markings on railings near the Spring Argyle roundabout. Discussion followed.

96

97 Councilmember Turnage inquired about the sign ordinance.

98

99 Councilmember de Freitas inquired about implementing a vacancy tax for empty buildings. Administrator Kulseth
100 said that the type of tax would likely be unsuccessful. Discussion followed regarding the beautification vacant
101 businesses including the Cask and Schooner and Herb's Tavern lots. Administrator Kulseth stated that Town should
102 not be looking to beautify or improve private property.

103

104 Councilmember Starr asked when the Town would conduct the traffic study near Spring and Front Street.
105 Community Development Director Ryan stated that the Town is entering the public participation portion of
106 comprehensive plan updates. Completion of updates are anticipated by June 2025. Town will conduct the traffic
107 study this fall as part of the update process. Signage will be considered.

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109 LTAC Coordinator Julie Greene requested clarification on the budget amendment for the Visitors Bureau.

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111 **PUBLIC COMMENT**

112 No public comment was forthcoming.

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114 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:06
115 p.m. The next regular meeting is scheduled for Thursday, May 16, 2024 at 12:00 p.m.

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