



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, September 5, 2024 – Council Chambers – Afternoon Session

### CALL TO ORDER

Mayor Jackson called the regular session of the Town Council to order at 11:58 a.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).

Town Administrator Denice Kulseth; Finance Director Bethany Berry; and Clerk Jennifer Krembs.

### FLAG SALUTE

Mayor Jackson conducted the flag salute.

### ANNOUNCEMENTS

No announcements.

### PROCLAMATION

At 12:00 p.m., Mayor Jackson proclaimed September as Prostate Cancer Awareness Month. Mayor Jackson presented the proclamation to Mike Hamlett, leader of Us Too Friday Harbor. Hamlett thanked Mayor Jackson for the proclamation, shared prostate cancer statistics and emphasized early detection saves lives.

At 12:03 p.m., Mayor Jackson proclaimed September 6<sup>th</sup> as Mayor Gary G. Boothman Day. Mayor Jackson requested that all Town flags be flown at half-mast to honor the former Mayor.

### PUBLIC COMMENT

At 12:09 p.m., Mayor Jackson opened public comment. Larry Soll, county resident, explained when, why, and how he founded the Home Trust and provided history of the Salal neighborhood. Soll explained the Buck property annexation and the Development Agreement approved with conditions between the Home Trust and the Town. The Home Trust installed a Large On-site Sewer System (LOSS) at their Sunrise I and II development. The LOSS is failing, and 26 homes will be without sewer service. Soll said, unless the system is replaced or a connection to Town sewer is granted, the Home Trust will not have the ability to build more affordable housing.

At 12:16 p.m., Dan Grausz, county resident, spoke about the failing sewage system problem at the Home Trust development, and expressed hope for parties to work together to find a solution.

### CONSENT AGENDA

At 12:19 p.m., the Consent Agenda was introduced by Mayor Jackson. Public Works Director Jesse Douglas-Seitz requested the addition of Resolution No. 2884 awarding the crack seal project pending Transportation Improvement Board (TIB) approval.

**Moved by Hushebeck, seconded by Starr, to approve adding Resolution No. 2884 pending Transportation Improvement Board (TIB) approval to the consent agenda. No discussion. Motion passed unanimously.**

**Moved by Geffen, seconded by Turnage, to adopt Consent Agenda with Resolution No. 2884 amendment otherwise as written. No discussion. Motion passed unanimously.**

#### Resolutions

- Resolution No. 2883 – Change Order #1 Marguerite Place Improvement Project
- Resolution No. 2884 – Award 2024 Crack Seal Project pending TIB approval

#### Payment of Claims & Payroll

- Claim warrants: #61248 to 61285, including ACH payments, dated August 15, 2024, to August 20, 2024; in the amount of \$124,218.83.
- Claim warrants: #60763 that was voided and reissued in packet listed in #1 above dated August 23, 2024; in the amount of (\$19,266.50).
- Claim warrants: #61286 to 61318, including ACH payments, dated August 22, 2024, to August 23, 2024; in the amount of \$235,630.10.
- Payroll warrants: #20098 to 20107, including employee direct deposit and vendor ACH payments dated July 31, 2024; in the amount of \$383,980.12.

**Minutes** Approval of the Summary of the Minutes dated August 15, 2024

Councilmember De Freitas inquired about the new software and the capability to reference documents to review payment of claims and payroll. Director Berry shared the software’s ability to login and review. The Finance Department is working on a way to export the data. De Freitas was appreciative for the update.

#### ACTION AND DISCUSSION ITEMS

##### Jessica Hudson – San Juan County Manager

At 12:23 p.m., San Juan County Manager Jessica Hudson was welcomed by Mayor Jackson. Hudson shared her role, optimism of working with the Town Administrator, and her desire to be a good conduit of information for the Town. She provided an update on County initiatives including the County’s Comprehensive Plan, code revisions, and legislative priorities. Hudson extended her support to the Town and looks forward to working together. Hudson offered to be present at future Town Council meetings.

##### Ordinance No. 1800

At 12:26 p.m., Mayor Jackson recognized Community Development Director Ryan Ericson to present Ordinance No. 1800. Ericson explained the overlay benefits, plot lines, and requirements included in the downtown core overlay. De Freitas requested they revisit the vacation rentals. Ericson explained all zoning included is commercial. **Moved by Hushebeck, seconded by Geffen, to repeal Section 2. of Ordinance 1194, amending definition of downtown core area section 6(Q) of Ordinance 1172, and amending the downtown core overlay district map Exhibit C to Ordinance 1172. No discussion. Motion passed unanimously.**

##### Ordinance No. 1801

At 12:30 p.m., Mayor Jackson introduced Community Development Director Ryan Ericson to present Ordinance No. 1801. Ericson shared an overview of the historic origins and original structures located on North Web Street to be included in the historic preservation overlay district. Staff recommendation is to include North Web Street for continuity. Ericson explained that incentives are optional in the historic preservation overlay district.

**Moved by Geffen, seconded by De Freitas, to amend the historic preservation overlay district map Exhibit D to Ordinance 1172, and amending Section 84 of Ordinance 1172. No discussion. Motion passed unanimously.**

##### Marguerite Place Improvement Project Update

At 12:33 p.m., Mayor Jackson introduced Public Works Director Jesse Douglas-Seitz to provide an update on the Marguerite Place Improvement Project. Douglas-Seitz thanked Council for passing Change Order 1 in Resolution No. 2883 and explained why four additional connections were required as part of the project. The sewer laterals and reconnected water services were changed to stainless-steel an improvement for future infrastructure. Douglas-Seitz explained the stormwater, curb and gutter, and street light main improvements. Upgraded infrastructure is possible due to OPALCO and Rock Island’s separate contract with Mike Carlson. The project remains

on time and on budget with a hard deadline of October 15th. De Freitas inquired whether the four new lot connections were reimbursable; Douglas-Seitz explained the main extension process. Ericson reviewed the condition of approval and assured Council recuperating costs will be investigated. Ericson clarified project approvals and frontage improvements are required before issuance of permits for projects to begin. Mayor Jackson thanked the crews working on the project.

#### Community Development Update

At 12:40 p.m., Mayor Jackson introduced Community Development Director Ryan Ericson to provide an update of upcoming agenda items for Council.

- Accessory Dwelling Unit (ADU) Ordinance is coming up. Ericson is waiting for Chamber of Commerce comments before bringing it forward to Council.
- The food truck work session will take place in October. Food trucks are not prohibited within the Town; however, there are requirements for placement next to structures/buildings and an inspection is required for proper setbacks and fire suppression. The work session will cover the Planning Commission's recommendation of food trucks in the public right-of-way and the establishment of the Mobile Food Vending License Program which would require an inspection every two-years. However, there is no designated location with a grease filter to dump food preparation waste.
- The Comprehensive Plan completed summer outreach at both Marketplace and the County Fair. The Fair display included Friday Harbor historic photos of “then and now.” The Friday Harbor Comprehensive Plan survey for residents is on the Town's website and Facebook page. The survey is part of the Climate Resiliency grant and available in English and Spanish. The data is being compiled and will be presented to Council. Draft planning has taken place collaboratively with the County regarding San Juan Island. The Land Capacity Analysis will be ready next month; the report will share information on land capacity, density levels, and what potential housing Code needs to be reviewed over the next 20 years. Mayor Jackson expressed accolades for Matt Pranger and Ruta Bertulis for the Fair display.

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

At 12:47 p.m., Administrator Kulseth reported on the following:

- The Town Fair booth was well done and very engaging. The photos gave the community perspective on what the town looked like. The display will be used for community gatherings on the Comprehensive Plan. De Freitas inquired if the photos could be used in the Breezeway or in the locations of the photos' origin as a display. Council agreed it would be a good idea.
- Clerk Krembs and Administrator Kulseth collaborated on gathering the Fairgrounds water history record. Kulseth was thankful for Krembs' help.
- Several applications have been received for the Community Development Administrative Assistant position previously held by Kendra Mullin. Interviews will begin soon.
- Negotiations are beginning with the Guild. This is the third contract in three years. The new negotiator's name is Steve Fraga. Kulseth is hopeful and looking forward to the negotiation.

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

At 12:51 p.m., Councilmember Starr requested to review the LOSS system and potential ramifications of system failure. Starr and Hushebeck requested more information. Kulseth offered to prepare a memo to address this at a future meeting.

#### **PUBLIC COMMENT**

No public comment.

#### **ANNOUNCEMENTS**

Mayor Jackson recognized Administrator Kulseth's birthday.

149 **ADJOURMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 12:54 p.m.  
150 The next regular meeting is scheduled for Thursday, September 19, 2024, at 12:00 p.m.

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153 **These minutes were approved by motion of the Town Council. The original document is retained by the Clerk in**  
154 **the Town Council’s permanent records. Attest: Jennifer M. Krembs, Town of Friday Harbor Clerk**