



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, September 19, 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).

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

FLAG SALUTE

Mayor Jackson conducted the flag salute.

ANNOUNCEMENTS

At 12:01 p.m., Mayor Jackson called for announcements from Council. Councilmember Turnage reported on a meeting he attended with Governor Jay Inslee to discuss ferry issues. Turnage shared local community members representing the school district, hospice care, utilities, and other businesses owners attended to share the community impacts of ferry cancellations/crew shortages. Governor Inslee announced he is issuing \$1.5 million in emergency and short-term funding to restore reliable inter-island ferry service with three crews for the Winter service. Efforts on staff recruitment, training, and obtaining electric boats are in process. Councilmembers Geffen and Hushebeck attended earlier ferry meetings where possible solutions were shared, such as utilizing passenger taxis and barge boats. Turnage encouraged, thanked Jane Fuller for her ferry service initiatives. Council recognized the conversations on ferry service were well intentioned.

At 12:09 p.m., Mayor Jackson recognized Finance Director Berry to share an update on the new utility software. Berry thanked Reid Ledgerwood for his support with launching the new utility system and the progress achieved. The new utility system looks different and provides new account numbers to customers. The QR codes on the bills are not working yet, and the credit card payments through the old portal will stay in place to accommodate the transition.

PUBLIC COMMENT

PUBLIC COMMENT

CONSENT AGENDA

At 12:11 p.m. the Consent Agenda was introduced by Mayor Jackson.

Moved by Geffen, seconded by Hushebeck, to approve Consent Agenda as written. No discussion. Motion passed unanimously.

Resolutions

- Resolution No. 2885 – Authorizing Wastewater Treatment Plant HVAC Installation Project
- Resolution No. 2886 – Authorizing 530 Wold Road HVAC replacement
- Resolution No. 2887 – Authorizing repair of Sunshine Alley public bathroom facility
- Resolution No. 2888 – Authorizing renovations of Council Chambers entrance

46
47 **Minutes** Approval of the Summary of the Minutes dated September 5, 2024
48

49 **ACTION AND DISCUSSION ITEMS**

50 Planning Commissioner Appointments

51 At 12:11 p.m., Mayor Jackson introduced Megan Cook and Paul Dossett, Planning Commission appointees. Dossett
52 and Cook both expressed their excitement to serve as Planning Commissioners. Mayor Jackson thanked them for
53 their service and volunteerism. **Council consensus to appoint Cook and Dossett to the Planning Commission.**

54
55 Engineering Design Variance for 475 Hillcrest Place

56 At 12:15 p.m., Mayor Jackson introduced Community Development Director Ryan Ericson to present the updated
57 Engineering Design Variance for 475 Hillcrest Place collaboratively created by Ericson, Public Works Director Jesse
58 Douglas-Seitz, and Scott Zehner. Ericson explained the ADA gravel path, valley gutter, standard apron/no planter
59 strip, and the location of new asphalt. Council had no questions.

60
61 **Moved by de Freitas, seconded by Starr, to adopt Engineering Design Variance VAR033 – Wampum LLC as
62 presented. No discussion. Motion passed unanimously.**

63
64 Public Hearing Ordinance 1802 – Accessory Dwelling Unit

65 At 12:19 p.m., Mayor Jackson opened the Public Hearing for Ordinance 1802 regarding Accessory Dwelling Units
66 and welcomed Community Development Director Ericson to provide an update on Ordinance 1802. Ericson
67 requested that the Public Hearing be continued to October 3rd at the regular scheduled Town Council meeting to
68 allow the public and Council additional time to review the proposed changes to the Friday Harbor Municipal Code.
69 Ericson will provide draft Ordinance 1802 for Council to review.

70
71 **At 12:20 p.m., Mayor Jackson continued the Public Hearing to the October 3rd Council meeting.**

72
73 **ADMINISTRATOR'S REPORT**

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

- 75 • The Wastewater Treatment Plant Supervisor position has been advertised with several agencies to gain a
76 variety of applicants with expertise.
- 77 • Janelle Berwald was hired for the Community Development Administrative Assistant position.
- 78 • The first round of Union negotiations took place last week. Bi-weekly meetings will be held with the goal of
79 coming to an agreement before the end of the year. Accolades were given to Director Berry for her efforts
80 to make the process move forward.
- 81 • A meeting with Facility Maintenance Manager Andy Gutierrez and Utility Worker Will Blackmon will be held
82 to discuss landscaping and lighting options for Sunshine Alley. Past efforts in this area have been vandalized.
- 83 • KPG Psomas, Inc. consultants visited this week to review the Town's Pocket Parks. KPG appreciated the
84 Town's efforts and fresh perspective to tie the parks into the historical town center. Public Works Director
85 Douglas-Seitz explained KPG will provide feedback and suggestions to address Pocket Park design,
86 materials, and landscaping. Currently, KPG is contracted for this year; the contract could be extended. KPG
87 will present their findings at a Council meeting. Council requested that the rain garden to be included in
88 the proposal. Councilmember Hushebeck inquired about the roundabout at Spring Street and Argyle
89 Avenue. Kulseth shared Executive Assistant Julie Greene is looking into roundabout options.
- 90 • On September 13th, the record of appeal for the Fairgrounds water litigation case was submitted to the
91 court. Kulseth explained the next steps in the judicial process.
- 92 • Clerk Krembs attended a Laserfiche conference in Seattle this week; Krembs is spearheading the Town's
93 transition to Laserfiche. Funds were allocated for Laserfiche in 2018. Laserfiche transitions paper records
94 into a digital format making the process of retrieving records easier.
- 95 • Kulseth expressed her delight that regular meetings with County Manager Jessica Hudson are continuing.

96 ● The Town did not receive the Public Works Board \$4.5 million grant which was applied for to purchase the
97 4th water filter at the Water Treatment Plant; efforts to look for funding will continue.
98

99 **FUTURE AND NON-AGENDA ITEMS**

100 At 12:33 p.m., Mayor Jackson shared a request from Clerk Krembs regarding a local educational opportunity for 7th
101 grade youth. Krembs shared 7th graders at the public middle school are studying government and requested the
102 opportunity for the youth to participate in a mock Council meeting with a mock public hearing based upon youth
103 ideas. The Council was supportive of the idea, and Krembs will work with Councilmember Hushebeck and middle
104 school social studies teacher Diane Heller to create the experience.
105

106 **PUBLIC COMMENT**

107 No public comment was forthcoming.
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109 **EXECUTIVE SESSION**

110 At 12:35 p.m., Mayor Jackson announced Council would be holding an Executive Session for RCW 42.30.110(1)(g)
111 estimated to last 10 minutes to discuss qualification for public employment. Action followed. Participants: Town
112 Council, Mayor Jackson, Administrator Kulseth, Finance Director Berry, and Town Clerk Krembs. The session ended
113 at 12:45 p.m. for an actual session of 10 minutes. Public was invited back into Council Chambers.
114

115 **ACTION AND DISCUSSION ITEMS**

116 Resolution No. 2889 – Authorizing an Employment Agreement

117 At 12:40 p.m., Mayor Jackson introduced Resolution No. 2889 to execute an employment agreement between the
118 Town of Friday Harbor and Denice B. Kulseth for the position of Town Administrator. Council had no questions.
119

120 **Moved by Starr, seconded by Geffen, for the mayor to execute an employment agreement between the
121 Town of Friday Harbor and Denice B. Kulseth for the position of Town Administrator. No Discussion. Motion
122 passed unanimously.**

123 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 12:47 p.m.
124 The next regular meeting is scheduled for Thursday, October 3, 2024, at 12:00 p.m.
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127 **These minutes were approved by motion of the Town Council. The original document is retained by the Clerk in
128 the Town Council’s permanent records. Attest: Jennifer M. Krembs, Town of Friday Harbor Clerk**