



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, October 3, 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), Mason Turnage (Position No. 4), and Barbara Starr (Position No. 5) - remote. Anna Maria de Freitas (Position No. 3) was absent. **Council consensus to excuse the absence of Councilmember De Freitas .**

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

FLAG SALUTE

Mayor Jackson conducted the flag salute.

ANNOUNCEMENTS

At 12:01 p.m., Mayor Jackson called for announcements from Council. No announcements.

PUBLIC COMMENT

No public comment was forthcoming.

PROCLAMATION

At 12:02 p.m., Mayor Jackson proclaimed October as Domestic Violence Awareness Month. Mayor Jackson presented the proclamation to SAFE San Juans Executive Director Dave Dunaway. Dunaway thanked Mayor Jackson for the proclamation.

CONSENT AGENDA

At 12:05 p.m., the Consent Agenda was introduced by Mayor Jackson. Councilmember Hushebeck inquired about Resolution No. 2890 and whether the Laserfiche software was a new or renewed contract. Administrator Kulseth explained municipalities are required to store public records digitally. Laserfiche was budgeted by Council in 2018 but not implemented until now. No further discussion.

Moved by Geffen, seconded by Turnage, to approve Consent Agenda as written. No discussion. Motion passed 4-0 with Councilmember De Freitas absent.

Resolutions

- o Resolution No. 2890 – Authorizing a software and service agreement with Cities Digital, Inc. for Laserfiche
- o Resolution No. 2891 – Authorizing Change Order 1 for Sunshine Alley Repair Project
- o Resolution No. 2892 – Authorizing a contract with Washington State Correctional Industries for Finance Department Renovation Project

Payment of Claims & Payroll

- o Claim warrants: #61319 to 61352; dated August 29, 2024; in the amount of \$241,953.84.
- o Claim warrants: #61353 to 61373; dated September 5, 2024; in the amount of \$552,533.60.
- o Claim warrants: ACH payments; dated September 12, 2024; in the amount of \$5,723.48.
- o Claim warrants: #61374 to 61401; dated September 16, 2024; in the amount of \$129,951.65.
- o Claim warrants: #61402 to 61438; dated September 19, 2024; in the amount of \$226,198.67.
- o Payroll warrants: #20108 to 20116, including employee direct deposit and vendor ACH payments; dated August 31, 2024; in the amount of \$365,787.47.

49
50 **Minutes** Approval of the Summary of the Minutes dated September 19, 2024.
51

52 **ACTION AND DISCUSSION ITEMS**

53 Public Hearing – Accessory Dwelling Units/Affordable Housing

54 At 12:06 p.m., Mayor Jackson reopened the public hearing on Accessory Dwelling Units (ADUs) to inform Ordinance
55 No. 1802 and Ordinance No. 1803. Community Development Director Ryan Ericson presented the proposed
56 affordable housing ordinances and explained adoption would align Town code with Washington State laws, codes,
57 and standards. Currently, the Town has approved attached ADUs, and the proposed ordinances address detached
58 ADUs. Ericson proceeded to explain Ordinance No. 1802 which addresses land use for single-family residential zones
59 and amends associated ordinances, definitions, and Friday Harbor Municipal Code (FHMC). Ericson explained
60 prohibited ADU uses, prohibited development, permitted notices, design standards, planned residential
61 development, and additional amendments. Additional amendments included unit limitations and road standards.
62 Ericson recommended adjusting the minimum ADU units from five to eight to get more lot density, with the limit
63 being 14. Lot coverage and violations were also addressed. Ordinance No. 1803 covers water and sewer utility
64 connection fees and separate refuse collection for ADUs. Ericson reviewed the water, sewer, and refuse service
65 applications; corresponding charges for these services; exceptions; and requirements/capabilities of selling ADUs.
66

67 Councilmember Hushebeck inquired about restrictions, expressed concern for how to monitor/code enforce on
68 transient rentals, and requested this to be a future item for discussion. Councilmember Starr expressed concern
69 for high utility charges. Administrator Kulseth explained utilities are expensive to operate and charges do not exceed
70 the cost. Ericson shared the current rates are based on the population, and the next rate study will provide more
71 guidance on charges.

72 At 12:43 p.m., Mayor Jackson opened public comment. No public comment was forthcoming. At 12:44 p.m., public
73 comment portion was closed.

74 At 12:44 p.m. Mayor Jackson invited discussion from Council. Councilmember Geffen commented the ordinances
75 are aligned with State requirements. Councilmember Hushebeck thanked Ericson for the work done to revise and
76 bring these ordinances to Council. Council concurred.

77 At 12:46 p.m., Mayor Jackson closed the public hearing.

78 Ordinance No. 1802

79 **Moved by Hushebeck, seconded by Turnage, to approve Ordinance No. 1802 relating to affordable housing
80 alternatives, amending Ordinance 1172 and 1729 to allow accessory dwellings units in the single-family zoning
81 designation and establishing development standards, adding definition for different types of dwellings, clarifying
82 permitted and prohibited uses in the single family and multifamily zoning designation, amending Ordinance 1245
83 and 1406 to remove 1 acre parcel size for permanently affordable housing, increasing minimum unit density for
84 planned residential development (PRD), and addressing PRD road standards. No discussion. Motion passed 4-0 with
85 Councilmember De Freitas absent.**

86 Ordinance No. 1803

87 **Moved by Turnage, seconded by Geffen, to approve Ordinance No. 1803 relating to utility regulation
88 and connection fees for accessory dwelling units , amending Ordinance 1212 pertaining to water
89 service application, amending Ordinance 1316 pertaining to sewer service application, and Ordinance
90 1309 pertaining to refuse service application, amending Ordinance 1212 and 1797 pertaining to water
91 service connection charges, amending Ordinance 1213 and 1798 pertaining to sewer service
92 connection charges, amending Ordinance 1307 pertaining to parcels served by a single water meter,
93 and amending Ordinance 1316 pertaining to parcels served by a single sewer connection . No
94 discussion. Motion passed 4-0 with Councilmember De Freitas absent.**

100
101 Economic Development Council Presentation
102 At 12:51 p.m., Mayor Jackson introduced Economic Development Council (EDC) of the San Juans Executive Director
103 Victoria Compton and the EDC team (Business Coordinator Gail Schnee, Trades Training Programs Coordinator
104 Marti McConnell, and Tech Training Coordinator Lara Braithwaite) to present an overview of programming and the
105 2025 budget request. Compton thanked Council for the continued partnership. Schnee and Compton shared about
106 the workshops for businesses to include business support, advocacy and community building initiatives, and
107 programming available in Spanish. McConnell shared about the trades training initiative to teach skills to include
108 the free Home Care Aide (HCA) Training, Merchant Mariner Credentialing Program, trades/construction training,
109 youth trades, and more opportunities. McConnell shared the 2025-26 trades courses to be offered and how the
110 youth trades initiative supports pursuit of trade careers. Braithwaite provided a tech initiative overview and shared
111 the collaborative work performed with EDC Tech Trainer Liam Griskey-Watson to provide courses on coding,
112 python, GIS, HTML, and other technology support programs. Compton concluded the presentation and requested
113 the same funding given in 2024 for year 2025. Mayor Jackson thanked the EDC team for the programming provided
114 to the community.

115
116 Budget Update
117 At 1:13 p.m., Mayor Jackson introduced Finance Director Bethany Berry. Berry explained the budget calendar for
118 future Council meetings. Council thanked Berry for the helpful outline. No discussion followed.

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120 Comprehensive Plan Update
121 At 1:16 p.m., Mayor Jackson introduced Ericson to present the Comprehensive Plan update. Ericson explained all
122 Comprehensive Plan documents will be collated for Council to review throughout the process. Ericson touched
123 upon population projections, urban grown analysis (UGA), and land capacity analysis. No discussion followed.

124
125 **ADMINISTRATOR’S REPORT**
126 At 1:20 p.m., Administrator Kulseth reported on the following:
127 • Labor and Industries informed the Town due to the Town’s experience factor there will be a 21%
128 discount; thanks to supervisors and staff providing a safe work environment.
129 • The Town is going through Union negotiations. Kulseth requested a brief closed session after the
130 Council meeting to provide updates.
131 • A debrief with the Public Works Board (PWB) took place regarding the failure to receive a loan for the
132 fourth water filter at the WTP. The PWB received many good applicants and provided feedback to
133 include more information on community impacts in the next application. The board encouraged the
134 Town to apply again; however, the funding is needed before the next funding round. Kulseth shared
135 the Town receives a portion of the County’s PFFAP fund. The Town will apply for PFFAP funding; the
136 last time the Town put in an application was in 2018 for \$30,000. The Town received a total of \$90,000
137 since PFFAP’s inception for comparison; the Port has received \$723,000. The application would likely
138 be a multi-year request, and more funding options are being investigated.

139 • Small Communities Initiative meetings continue to help the Town navigate the WWTP upgrade. It might
140 go out to bid at the end of this year.
141 • The arborist will visit on November 4th and will advise on pruning and re-evaluate the safety of the
142 Memorial Park trees. According to the last visit, the arborist’s projection stated the trees would likely
143 last ten more years. In preparation and to support the town with this transition, new and improved
144 holiday decorations will be installed near the Christmas tree at Wells Fargo, Memorial Park, and the
145 waterfront. Clerk Krembs has helped with these efforts. Councilmember Turnage inquired if more lights
146 could be on the Christmas tree. Kulseth and Public Works Direct Jesse Douglas-Seitz reported that the
147 outlet cannot support more electricity. Councilmember Hushebeck remarked more compensation may
148 be needed to add more to the Christmas tree, and he offered to bring up the topic to the next Chamber
149 meeting.

151 **Public Works Report**

152 At 1:33 p.m., Mayor Jackson requested an update on the Marguerite Place Improvement Project. Douglas-Seitz
153 updated Council on the progress. The curb and gutter will be completed by the end of the week, and within two
154 weeks the pavement will be completed. OPALCO and Rock Island have attended team meetings to coordinate with
155 the Town on utilities. Douglas-Seitz was thankful to all the contractors, sub-contractors, and utilities who have
156 participated in the project.

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158 **FUTURE AND NON-AGENDA ITEMS**

159 At 1:37 p.m., Mayor Jackson shared the positive progress planning for the 7th grade Mock Council. Clerk Krembs
160 provided a brief update.

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162 **PUBLIC COMMENT**

163 No public comment was forthcoming.

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165 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 1: 38 p.m.
166 The next regular meeting is scheduled for Thursday, October 17, 2024, at 12:00 p.m.

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