

Town Council of Friday Harbor - Summaries of the 2017 Minutes

Thursday, January 5, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; and Position No. 4, Farhad Ghatan.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 3, Anna Maria de Freitas; and Position No. 5, Barbara Starr, were absent.

EXECUSED ABSENCE

Council unanimously excused the absence of Councilmembers de Freitas and Starr.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that no evening meeting was scheduled.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

2016 Employee Awards

At 12:02 p.m., Mayor Lacher presented the following employees with plaques in recognition of their longevity with the Town of Friday Harbor:

- Allan Brown for 30years;
- Shane Mason for 15years;
- Paula Bey for 15years;
- Pat Sandwith for 5years; and
- Will Turman for 5years.

Mayor Lacher thanked the employees for their loyalty and dedication.

DEPARTMENT REPORTS

Community Development & Planning

At 12:05 p.m., Land Use Administrator, Michael Bertrand gave an annual report for the Community Development and Planning Department. Mr. Bertrand provided a year-end summary of 2016 permits, update on the SJCT Sunrise II development, and overview of upcoming construction projects in Town. No discussion followed. The Council and Mayor thanked Mr. Bertrand.

Historic Preservation

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At 12:12 p.m., Historical Preservation Coordinator, Sandy Strehlou provided updates regarding 2016 design reviews, interpretive signage project, land marking register, and Certified Local Government status. No discussion followed. Mayor Lacher and the Council thanked Ms. Strehlou.

Public Works

At 12:18 p.m., Public Works Director, Wayne Haefele provided a report on completed and upcoming projects. Upcoming projects include the Spring Street Pocket Park, Park Street Water & Sewer Main Improvements, and Park and Reed Street Sidewalk Improvements. Discussion followed regarding the timing of projects. Mayor Lacher and the Council thanked Mr. Haefele.

ACTION AND DISCUSSION ITEMS (cont.)

Ordinance No. 1616

At 12:36 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1616 concerning restricted parking. Administrator Wilson explained that the ordinance creates a designation for motorcycle parking. No discussion followed.

Moved by Monin, seconded by Ghatan, to adopt Ordinance No. 1616, amending Chapter 10.04 FHMC concerning restricted parking. Motion passed 3-0 with de Freitas and Starr absent.

Ordinance No. 1617

At 12:38 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1617 concerning the management of public trees. Administrator Wilson reviewed the draft ordinance which creates a tree department, a tree care fund, and tree care standards document. Discussion followed regarding allowable expenses from the fund.

Moved by Ghatan, seconded by Monin, to adopt Ordinance No. 1617 adopting Chapter 12.40 and 12.45 FHMC concerning creation of a tree department and tree management program. Motion passed 3-0 with de Freitas and Starr absent.

Resolution No. 2248

At 12:48 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2248 concerning the Certified Local Government designation through the State Department of Archaeology and Preservation (DHAP). Historic Preservation Coordinator, Sandy Strehlou, explained the benefits of seeking the status through the DHAP. Discussion followed regarding the resources available through the State.

Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2248, authorizing the Mayor to execute the Certification Agreement with the Department of Archaeology and Preservation concerning Certified Local Government status. Motion passed 3-0 with de Freitas and Starr absent.

Resolution No. 2249

At 12:53 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2249 concerning the reduced utility rate program. Administrator Wilson explained that the current agreement with the Family Resource Center (FRC) has expired. The FRC screens applicants for eligibility for the LifeRing Program on behalf of the Town. No discussion followed.

Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2249, authorizing the Mayor to execute an agreement with the Family Resource Center to administer the Town reduced utility rate program. Motion passed 3-0 with de Freitas and Starr absent.

Resolution No. 2250

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At 12:55 p.m., Mayor Lacher introduced discussion regarding draft Resolution No. 2250 concerning the McDonald Street and Martin Avenue Storm Drainage Project. Administrator Wilson explained that the project is complete, reconciled and recommended for acceptance by the Town Engineer. No discussion followed.

Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2250, accepting the McDonald Street and Martin Avenue Storm Drainage Project. Motion passed 3-0 with de Freitas and Starr absent.

ADMINISTRATOR'S REPORT

At 12:57 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Sales and H/M Tax – Town had a strong collection year in 2016.
- Tourism Master Plan – The working group met on January 4th to review findings. They came to a consensus that a consultant would be appropriate to consolidate the information that has been gathered to date.
- Painted Mini Round About – MNS Engineering is creating an automated model of traffic patterns using the most current traffic counts. Discussion followed. **Council consensus to schedule a public hearing to consider installation of a painted mini round about.** Staff will schedule in February/March 2017.
- Tree Removal – A large dead fir tree was removed from the public right of way on Argyle Avenue.
- Permit Technician – Roxanna Zalmanek will be retiring in February 2017. Town is advertising for the position.
- 330 Spring Street – Council consensus to authorize the Town Administrator to contact the new Owner of 330 Spring Street (Browne Property) to discuss parking and opening of a walking path Ellsworth Avenue.
- Trout Lake – The reservoir is full and spilling over the dam.
- Guard Street – A vehicle caused damage to a professional services building on Guard Street.
- Holiday Lighting – **Council consensus to extend the holiday lighting (snowflakes) up Spring Street and Argyle Avenue in year 2017.**

PAYMENT OF CLAIMS

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 16810 through 16824 and Direct Deposit Run dated 12/30/16 in the amount of \$286,644.08; and approve the payment of Prewrite Warrant No. 42401 in the amount of \$1,000 and Claim Warrant Nos. 42402 through 42456 in the amount of \$188,430.82. Motion passed 3-0 with de Freitas and Starr absent.

APPROVAL OF MINUTES

Moved by Ghatan, seconded by Monin, to approve the minutes of **December 15, 2017 as submitted.** Motion passed 3-0 with de Freitas and Starr absent.

FUTURE AND NON-AGENDA ITEMS

Councilmember Hushebeck reported that Mark Tompkins submitted the final recommendations for the Affordable Housing Group. Discussion followed. **Council consensus to schedule a work session regarding affordable housing incentives for the Town of Friday Harbor.**

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:28 p.m. The next regular meeting is scheduled for Thursday, January 19, 2017 at 12:00 p.m.

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Thursday, January 19, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Pro-tem Ghatan called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Councilmember, Anna Maria de Freitas, and Mayor, Carrie Lacher, were absent.

Others Present: Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember de Freitas.

FLAG SALUTE

Mayor Pro-tem Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

FH Arts Commission Proposal

At 12:00 p.m., Mayor Pro-tem Ghatan introduced discussion of public art proposals. Julie Greene, FHAC Coordinator, explained that the FHAC is seeking approval to proceed with two projects. The first proposal is creating and publishing a walking tour brochure of the public art located in Town. The second proposal is the commissioning a life-size sculpture of Ed Warbass. Discussion followed regarding the merits of each project. The Council thanked Ms. Greene, the Arts Commission and FHAC Member Lori Stokes for their diligent work on the projects.

Moved by Monin, seconded by Starr, to approve the request to create a walking tour brochure for public art located in Town; and allocate H/M Excise Tax funding for publication of approximately 1000-1500 brochures. Motion passed 4-0 with de Freitas absent.

Moved by Starr, seconded by Monin, to approve the proposal for the Ed Warbass Sculpture Project as presented. Motion passed 4-0 with de Freitas absent.

Resolution No. 2251

At 12:21 p.m., Mayor Pro-tem Ghatan introduced discussion of draft Resolution No. 2251 concerning the call for bids for the Spring Street Pocket Park Project. Administrator Wilson explained that one bid was received from Mike Carlson Enterprises, Inc. for construction of the project. Public Works Director, Wayne Haeefe, explained the project timeline. Discussion followed regarding the availability of A/C electrical outlets for future lighting.

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Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2251, authorizing the Mayor to execute a contract with Mike Carlson Enterprises, Inc. in the base bid amount of \$192,049.50 for construction of the Spring Street Pocket Park. Motion passed 4-0 with de Freitas absent.

Resolution No. 2252

At 12:25 p.m., Mayor Pro-tem Ghatan introduced discussion of draft Resolution No. 2252 concerning a policy for minimum liability insurance coverage. Administrator Wilson explained that town contracts for services and issues permits for various activities which each require a minimum amount of liability coverage. The policy establishes the minimum coverages required for said activities. Discussion followed regarding coverage limits.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2252, adopting the Minimum Requirements for Liability Insurance Coverage Policy. Motion passed 4-0 with de Freitas absent.

ADMINISTRATOR'S REPORT

At 12:30 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Park Street Sewer Water Main Replacement Project – The project is larger than expected. Staff will be requesting a budget amendment once the engineering estimate is complete. Staff explained the urgency for completing the project.
- Granny (J-2 Pod) – The Orca known as J-2 “Granny” is presumed dead. Staff suggested that the Town rename East Street to Granny’s Way. **Council consensus to consider the renaming of East Street in accordance with the Town Street Naming Policy.**
- Pacific Whale Watch Association – The PWWA has requested to make a presentation to the Council regarding the Orca Relief’s petition for a ten-mile no-go zone. The PWWA is in opposition to the petition.
- Plastic Bag – The public hearing to consider the regulation of single use plastic bags is scheduled during the evening session.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Hushebeck, to approve the payment of Claim Warrant Nos. 42457 through 42481 in the amount of \$65,205.55 for warrants dated 12/31/2016 (2016 Year End); and Claim Warrant Nos. 42482 through 42491 for warrants dated January 19, 2017; and affirm the payment Treasurer Check Nos. 9642 through 9661 in the amount of \$83,516.07. Motion passed 4-0 with de Freitas absent.

APPROVAL OF MINUTES

Moved by Hushebeck, seconded by Monin, to approve the minutes of **January 5, 2017 as submitted**. Motion passed 4-0 with de Freitas absent.

FUTURE AND NON-AGENDA ITEMS

Treasurer Wilson stated that she would not attend the evening session, but may attend the public hearing as a member of the public.

CITIZEN RESPONSE

Becki Day, SJI Chamber Director, announced that the Chamber is officially moved to its new location at 165 First Street.

ADJOURNMENT – Hearing no further business and no objection, Mayor Pro-tem Ghatan adjourned the meeting at 1:06 p.m. The next regular meeting is scheduled for Thursday, January 19, 2017 at 5:30 p.m.

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Thursday, January 19, 2017 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Absent: Councilmember Anna Maria de Freitas, Mayor Carrie Lacher, and Treasurer Kelle' Wilson.

Others Present: Town Administrator Duncan Wilson, Land Use Administrator Mike Bertrand and Clerk Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember de Freitas.

FLAG SALUTE

Mayor Pro-tem Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

PUBLIC HEARING(S)

Rezone Application No. 66

At 5:35 p.m., Mayor Pro-tem Ghatan opened the public hearing for consideration of Rezone Application No. 66, a request by Eureka Group, LLC. for a zoning designation change from Light Industrial to Commercial.

The subject properties are identified as tax parcel numbers 351491554, 351491536 and 351491555. The three parcels are located at 640, 650 & 660 Mullis Street. Each parcel is approximately .30 acres in size. Currently only one parcel, located at 660 Mullis Street, is vacant; the two other parcels (640 & 650 Mullis Street) the structure known as the Sustainable Technology Center is located. The San Juan County Assessor's Office describes these parcels as SUSTAINABLE TECHNOLOGY CENTER SHORT PLAT, LOT 1, 2, & 3 OF SEC 14, T 35N, R 3W FRIDAY HARBOR, WASHINGTON.

Mayor Pro-tem Ghatan asked if any Councilmember wished to excuse themselves from participating. The Council answered in the negative. The Council stated that no conflicts of interest exist. The Council stated that they could hear the application in a fair and objective manner. Councilmember Monin placed communication with the neighboring parcel owner on the record.

Mayor Pro-tem Ghatan requested that the Agent for Applicant, Marc Forlenza make a presentation. Mr. Forlenza explained that the purpose of the request was to expand on the allowable mixed uses for the properties.

Land Use Administrator, Mike Bertrand, presented the staff report.

Staff evaluation is that:

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- A. The request for rezone is consistent with the Comprehensive Plan of the Town of Friday Harbor;
- B. The requested rezone to the Commercial zone is consistent with the non-residential classification of the subject property shown on the Amended 2002 Comprehensive Plan Land Use Map;
- C. The Town Council has the authority under Section 20.08.030(c) of the Friday Harbor Municipal Code to review and act on land use rezones;
- D. The surrounding properties are a mix of commercial and professional service uses. The change in zoning would not have a noticeable impact on this area.
- E. The change in zoning will potentially benefit the Town by providing more rentable units on the second floor of any new construction, which the Town needs. The Commercial Zone allows for ancillary residential units and not just a single family unit, which is what is allowed in the Light Industrial Zone.

Staff recommendation was that based on the above analysis, that the Friday Harbor Town Council approve Rezone Application No. 66 and direct staff to prepare Facts and Findings and Conclusions of Law.

At 5:44 p.m., Mayor Pro-tem Ghatan opened the public hearing to Council questions.

Councilmembers Monin, Starr and (Mayor Pro-tem) Ghatan requested information regarding parking.

Administrator Wilson requested information regarding zoning all three parcels verses only the corner lot.

Councilmember Hushebeck requested information regarding the closed driveway.

Councilmember Starr requested information regarding the proposed rentals.

Mayor Pro-tem Ghatan requested information regarding the tanks below the parking lot.

Councilmember Monin requested information regarding the activities (noise) from the neighboring industrial parcels.

Councilmember Monin requested information regarding the relationship between the current and proposed zoning to designations and uses allowing transient accommodations.

At 6:05 p.m., Mayor Pro-tem Ghatan opened the hearing to public testimony.

Gene Wilson, 165 John Street and owner of the neighboring parcel, testified that he opposed the zoning change. Mr. Wilson stated that purpose of the industrial zone was there to accommodate "dirty, stinky, necessary businesses" and that inviting the commercial zone, and the types of businesses located in the commercial zone, would create noise and other complaints and eliminate much needed industrial zoning that has been purposefully place in this area of Town.

Mr. Forlenza testified that rezone request was not intended for transient accommodations.

Administrator Wilson inquired if rezoning one lot would negate the purpose of rezoning to commercial.

At 6:18 p.m., Mayor Pro-tem Ghatan closed the public testimony portion of the hearing and opened to deliberations. Councilmembers took turns stating their opinions.

At 6:22 p.m., Mayor Pro-tem Ghatan reopened, then later closed, the public testimony portion of the hearing to receive clarifying information from staff and the applicant.

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Gene Wilson testified that there should be a buffer between industrial zoning and commercial zoning.

Denise Kost, former partner of the Eureka Group, testified that the comments heard were speculative and not part of Application No. 66.

Marc Forlenza testified that he had approached Mr. Wilson about noise abatement and that Mr. Wilson was not interested in pursuing solutions to buffer the Sustainable Tech Building.

Gene Wilson testified that noise is already being discussed and that the prior owners placed an office building in an industrial area.

At 6:40 p.m., Mayor Pro-tem Ghatan closed the public hearing.

Moved by Starr, seconded by Monin, to approve with conditions Rezone Application No. 66, a request for a zoning designation change from Light Industrial to Commercial; and directed staff to prepare Findings of Fact, Conclusions of Law and Decision based on the following:

- 640 Mullis Street shall remain Light Industrial
- 650 Mullis Street shall remain Light Industrial
- 660 Mullis Street is approved to rezone to Commercial with transient accommodations as a restricted use.

Motion passed 4-0 with de Freitas absent.

[Clerk's Note: The Applicant withdrew Rezone Application No. 66 on January 20, 2017.]

Regulations for Plastic Bags

At 6:45 p.m., Mayor Pro-tem Ghatan opened the public hearing for consideration of an ordinance regulating single use carryout plastic bags. Administrator Wilson presented the draft ordinance. The ordinance proposes to adopt a new Chapter 8.14 FHMC.

Mayor Pro-tem Ghatan opened public testimony. Clerk Taylor announced public testimony received prior to the hearing.

At 6:47 p.m., the Council received the following testimony:

Janna Marks, Friends of the San Juans, provided a petition and testified in support of the regulations.

Lori Stokes, 622 Warbass Way, testified in support of the regulations.

Mark Herrenkohl, SJC Environmental Specialist, testified in support of the regulations.

At 6:48 p.m., Mayor Pro-tem Ghatan closed the public hearing. No action was taken.

[Clerk's Note: Said ordinance is scheduled for adoption on February 2, 2017.]

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

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ADJOURNMENT – Hearing no further business and no objection, Mayor Pro-tem Ghatan adjourned the meeting at 6:50 p.m. The next regular meeting is scheduled for Thursday, February 2, 2017 at 12:00 p.m.

Thursday, February 2, 2017 – Council Chambers – Afternoon Session
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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Absent: Position No. 2, Noel Monin; and Position No. 3, Anna Maria de Freitas.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmembers Monin and de Freitas.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher thanked the Council for covering her absence on January 19, 2017. Mayor Lacher explained that she had a family emergency.

Mayor Lacher presented Roxanna Zalmanek, Permit Technician, with a plaque in appreciation of her tenure as an employee with the Town of Friday Harbor. Ms. Zalmanek has been an employee of the Town since 1999 and is retiring on February 16, 2017.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

SJC Update

At 12:07 p.m., SJC Councilman Bill Watson presented an update on issues of mutual concern. Issues included the Point to Point Connector Road, SJC Comprehensive Plan Updates, affordable housing, Land Bank property located on Malcom Street and resignation of Community Treasures (recycling center located on Roche Harbor Road). Discussion followed. Mayor Lacher and the Council thanked Mr. Watson.

FHAC Annual Report

At 12:40 p.m., Mayor Lacher introduced Julie Greene, FHAC Coordinator, to make an annual report for the Friday Harbor Arts Commission. Ms. Greene reported on general business, progress and projects completed in 2016, and projects that are in progress and proposed for 2017. Mayor Lacher and the Council thanked the FHAC and Ms. Greene for their diligent work.

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Ordinance No. 1618

At 12:50 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1618, *adopting a new Chapter 8.14 FPMC relating to the regulation of carryout bags*. Administrator Wilson explained that deficiencies were identified in the language of the ordinance and requested direction regarding its adoption. The ordinance as written defines recycled paper bags but does not regulate the use of paper bags. Administrator Wilson suggested that the Council postpone adoption of the ordinance until revisions are made and noted that its effective date is scheduled for May 2017. Discussion followed regarding if paper bags are to be regulated and timing for adoption of the ordinance.

Moved by Hushebeck, seconded by Ghatan, to postpone adoption of Ordinance No. 1618 until the ordinance is corrected. Motion passed 3-0 with Monin and de Freitas absent.

Resolution No. 2253

At 1:00 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2253, *awarding the bid and agreement for supply of liquid propane fuel*. Administrator Wilson explained that three bids were received. The supplier known as San Juan Propane offered liquid propane fuel according to Town specifications for a cost of \$0.65 per gallon (net) markup. No discussion followed.

Moved by Ghatan, seconded by Starr, to accept the proposal of Amerigas, dba San Juan Propane, to provide propane fuel for a cost of \$0.65 per gallon net markup over its Local Area Index, plus all applicable taxes, fees, rates and charges. Motion passed 3-0 with Monin and de Freitas absent.

Resolution No. 2254

At 1:02 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2254, *concerning the design of the Web Street and A Street Improvement Project*. Administrator Wilson explained that the Transportation Improvement Board has authorized the Town to utilize grant funding to contract for design of the project. Gray & Osborne Engineering has offered a cost plus fixed fee proposal in the amount of \$117,730 to design said improvements. No discussion followed.

Moved by Starr, seconded by Hushebeck, authorizing the Mayor to execute the consultant agreement with Gray & Osborne Engineering in the amount of \$117,730 for design of the Web Street and A Street Improvement Project (Argyle Avenue to Nichols Street). Motion passed 3-0 with Monin and de Freitas absent.

Resolution No. 2255

At 1:04 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2255, *concerning the design of the Nichols Street Sidewalk Improvement Project*. Administrator Wilson explained that the Transportation Improvement Board has authorized the Town to utilize grant funding to contract for design of the project. Gray & Osborne Engineering has offered a cost plus fixed fee proposal in the amount of \$29,300 for design of improvements. Discussion followed regarding beautification of the neighboring fence line and the scope of the project for street overlay and replacement of trees.

Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2255, authorizing the Mayor to execute the consultant agreement with Gray & Osborne Engineering in the amount of \$29,300 for design of the Nichols Street Sidewalk Improvement Project (A Street to B Street). Motion passed 3-0 with Monin and de Freitas absent.

Budget Request – Park Street Sewer Water Replacement Project

At 1:10 p.m., Mayor Lacher introduced a budget amendment request for the Park Street Sewer Water Replacement Project. Administrator Wilson explained that the engineering estimate for the sewer main portion

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of cost is approximately \$398,785; and the water line portion of cost is approximately \$126,325. Discussion followed regarding using REET 1 funding to supplement the project. Administrator Wilson explained the urgency for completing the project.

Council consensus to utilize approximately \$230,000 of Fund #315 (REET1) monies to supplement cost of the Park Street Sewer Water Reconstruction Project; and present a formal budget amendment.

ADMINISTRATOR'S REPORT

At 1:17 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Historic Preservation Easement – The Land Bank forwarded a draft preservation easement for review. The easement is intended for Land Bank's Malcolm Street property.
- Waterline Transmission Line Project Phase 2 – A representative from the State and Staff walked the route for Phase 2. Significant engineering changes may be required, including building the line above ground.
- Waste Water Treatment Plant – Staff toured other off-island treatment plants to determine what conversions or additions the Town WWTP could benefit from.
- Permit Technician – Carol Holman, Customer Service Clerk, has been selected for the Permit Technician position. This will leave a vacancy in the Finance Office. Staff will be covering each other until the vacancy is filled.
- Granny (J2) Memorial – Granny's memorial is scheduled for Sunday, February 12th at the Brickworks.
- Granny's Way – The street renaming proposal for Granny's Way was presented. **Council consensus to move forward with the renaming of East Street to Granny's Way.**
- Energy Savings Grant – Sunset Air is finishing the energy retrofitting of the Water Treatment Plant and Wastewater Treatment Plant.
- Stormwater Vault – Town received notification by the State that the grant funding may be restored by the Legislature. The State has not addressed the 2018 application.
- Spring Street Pocket Park – Construction of the Pocket Park is scheduled to proceed the third week of February.
- Street Light Retrofit Project – Five pallets of cobra head lights have been received by Town. A pre-construction meeting is scheduled with the Contractor.
- Warbass Way – Councilmember Ghatan inquired about a rock slide on Warbass Way. Administrator Wilson responded that he would follow up on the event.
- Spring Street School Sidewalk – Town is attempting to find an alternative means to fix the sidewalk near the Spring Street School tree without disturbing its tree roots.
- Memorial Park Tree Assessment – The draft assessment was received by Town. The Arborist and Town will develop a plan for care of the Elms.

PAYMENT OF CLAIMS

Moved by Ghatan, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 16825 through 16835 and Direct Deposit Run dated 1/31/17 in the amount of \$284,295.85; and approve the payment of Claim Warrant Nos. 42492 through 42550 in the amount of \$374,506.92. Motion passed 3-0 with Monin and de Freitas absent.

APPROVAL OF MINUTES

Moved by Ghatan, seconded by Starr, to approve the minutes of **January 19, 2017 as amended**. Motion passed 3-0 with Monin and de Freitas absent.

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FUTURE AND NON-AGENDA ITEMS

Mayor Lacher stated that the Council turned down the request by Orca Relief to make a presentation regarding the Petition for a "No-go Zone". Mayor Lacher said that Orca Relief should be afforded the opportunity to make a presentation if the Pacific Whale Watch Association is granted time on the agenda. Discussion followed.

Council consensus to allow both groups to make a presentation to the Town, after they make presentations to the County and the County has an opportunity to consider the issue.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:54 p.m. The next regular meeting is scheduled for Thursday, February 16, 2017 at 12:00 p.m.

Thursday, February 16, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Councilmember de Freitas was excused from the meeting at 1:15 p.m. following the discussion regarding East Street.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Treasurer, Kelle' Wilson, was absent.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

No evening session was scheduled.

PUBLIC ACCESS TIME

Minnie Kynch, Northwest Workforce Development, updated the Council on workforce training and other opportunities and programs available through the Career Center. Ms. Kynch reported that Northwest has invested approximately \$78,000 in 2016 for vocational training in San Juan County.

Sandy Strehlou, Historic Preservation Coordinator, reported that the Department of Archaeology and Historic Preservation granted Town its Certified Local Government status on February 2, 2017. Ms. Strehlou suggested that HPRB members attend upcoming training. Ms. Strehlou will bring back information.

Fred Shaller, 200 East Street, thanked the Town Administrator for resolving the addressing issue before renaming East Street.

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Bobby Ross, Ross Construction, stated that he was working with partners to develop affordable housing. Mr. Ross stated that current costs for development are making it difficult to develop affordable housing and suggested that some type of subsidy or density change would be beneficial to the community. Mr. Ross read a letter concerning the lack of housing on San Juan Island.

ACTION AND DISCUSSION ITEMS

LTAC Appointments

At 12:18 p.m., Mayor Lacher requested that the Council affirm the appointment of Brian Carlson and reappointment of David Pass to the Town Lodging Tax Advisory Committee. Mr. Carlson and Mr. Pass introduced themselves to the Council. Mayor Lacher and the Council thanked Mr. Carlson and Mr. Pass.

Moved by Starr, seconded by Ghatan, to approve the appointments of Brian Carlson and David Pass. Motion passed 4-0 with de Freitas abstained.

Affordable Housing

At 12:23 p.m., Mayor Lacher introduced Mark Tompkins, SJC Health & Community Services Director, to present the Housing Workgroup Strategic Action Plan. Mr. Tompkins provided a brief background of the project and explained recommendations. Councilmember Starr requested clarification on the recommendation for impact fees. Mr. Tompkins responded that the recommendation was a concept. Councilmember de Freitas reported that the SJC Housing Commission would be reviewing the Plan in upcoming months. Mayor Lacher and the Council thanked Mr. Tompkins. No action was taken.

Turn Point Pear Point Connector Road

At 12:31 p.m., Mayor Lacher introduced Brian Vincent, SJC Public Works Director, to provide an update on the Connector Road. Mr. Vincent distributed and described the most recent designs. Discussion and inquiry followed regarding current route and location of roundabouts. Mr. Vincent noted that the final plan and renaming of the road will need to be approved by the SJC Council. Construction is tentatively scheduled for summer. Mayor Lacher and the Council thanked Mr. Vincent. No action was taken.

Painted Mini Roundabout

At 12:42 p.m., Mayor Lacher introduced discussion of the proposal for painting a mini roundabout at the intersection of Argyle Avenue and Spring Street. Administrator Wilson and Public Works Director Wayne Haefele described its design and function. Discussion and inquiry followed regarding location of the crosswalks, pedestrian safety, signage and maintenance of the intersection. Mr. Haefele explained that the proposed roundabout is located entirely in the public right-of-way, and described MUTC standards for roundabout design and placement and use of stop signs. **Council consensus to hold a public meeting on Thursday, March 2, 2017 to consider the issue.**

Renaming of East Street (Granny's Way)

At 1:09 p.m., Mayor Lacher introduced discussion of renaming East Street to Granny's Way. Administrator Wilson explained that residents of Cannery Landing Condos contacted the Town to report that their residences (100 & 200 East Street) were assigned East Street as a mailing address instead of Warbass Way. The condos do not abut East Street according to official maps. Postal and emergency services were consulted to determine a solution to accommodate both the condos and renaming of East Street. It was determined that renaming East Street to Granny's Way and assigning the name "East Street" exclusively to that portion of private property currently known as 100 & 200 East Street will accommodate all parties and improve GIS, postal and emergency services. "Private Road" signage would be installed accordingly. Discussion followed regarding the memorial for Granny (J-2).

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Moved by Ghatan, seconded by de Freitas, to rename East Street to Granny's Way and assign the name East Street to serve as a "private road" to that portion of Cannery Landing Condos. Motion passed unanimously.

Resolution 2256

At 1:15 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2256 concerning annual groundwater monitoring of the FH Landfill. SCS Engineers has provided a proposal in the amount of \$38,980 to preform 2017 groundwater monitoring at the Landfill and optional 2018 Financial Assurance Plan updates. Administrator Wilson explained that the State has made progress in developing an exit strategy. No discussion followed.

Moved by Monin, seconded by Starr, to adopt Resolution No. 2256, authorizing the Mayor to execute an agreement with SCS Engineers for 2017 groundwater monitoring program services at the Friday Harbor Landfill. Motion passed 4-0 with de Freitas absent.

Resolution No. 2257

At 1:19 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2257 concerning the Tucker Avenue Reconstruction Project - Phase 2. Administrator Wilson explained that Town needs a consultant for right-of-way (ROW) acquisition services. Councilmember Hushebeck inquired if there were known issues with the ROW needed to complete the project. Administrator Wilson commented that the consultant services are required by the federal grant and that one parcel will have a sidewalk and driveway cut instead of having an open shoulder to enter their property.

Moved by Starr, seconded by Ghatan, to adopt the agreement for right-of-way acquisition services. Motion amended. Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2257, authorizing the Mayor to execute an agreement for right-of-way acquisition services for the Tucker Avenue Reconstruction Project – Phase 2. Motion passed 4-0 with de Freitas absent.

Ordinance No. 1618

At 1:27 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1618 relating to carryout bags. Administrator Wilson explained the revisions made to the Ordinance since its last reading. Discussion followed regarding the bags that the supermarkets currently use.

Moved by Ghatan, seconded by Starr, to adopt Ordinance No. 1618, adopting new Chapter 8.14 FHMC relating to the regulation of carryout bags. Motion passed 4-0 with de Freitas absent.

ADMINISTRATOR'S REPORT

At 1:30 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Water Treatment Plant Tank – The proposal for a 60,000 gallon tank is on hold.
- Caines Street – A resident has requested a stop sign at the intersection of Nash and Caines. The traffic engineer does not recommend the sign.
- Waterline Transmission Project Phase 2 – Plans are expected to accommodate above ground piping.
- Zito Media – Town intends to put Zito Media on notice regarding the franchise agreement issue.
- Memorial Park Trees – The recommendation is to move forward with certain trimming and tree care of the elms.
- Front Street Kiosk – New signage will be ordered to replace the out of date information.
- Parking – Town has made a request to Carnevalli for paving and use of the 330 Spring Street.
- FHMC – Staff will propose code amendments regarding density.
- FH Freight – The Town may be asked to pay for the fence slats if it wants the fence line beautified along WSF Lot B.

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- WSF Generator – Town is looking into its own generator on Front Street for cost efficiencies.
- HPRB/FHAC Proposal – An art proposal for Sunshine Alley Breezeway was presented. The joint project would present a temporary art installation in the boarded windows along the breezeway to commemorate the 100th anniversary of World War I and the impact of the war on the islands' residents.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 42551 through 42607 in the amount of \$158,170.67; and certify the Check Nos. 9662 through 9663 in the amount of \$1,200 written by the Treasurer. Motion passed 4-0 with de Freitas absent.

APPROVAL OF MINUTES

Moved by Starr, seconded by Hushebeck, to approve the minutes of **February 2, 2017 as submitted**. Motion passed 4-0 with de Freitas absent.

FUTURE AND NON-AGENDA ITEMS

Councilmember Starr requested an excused absence on March 16, 2017. The Council concurred.

Mayor Lacher stated that she would be attending the AWC Conference and urged the Council to also attend.

Clerk Taylor reported that Roxanna Zalmanek is officially retired and has left Town Hall.

Mayor Lacher noted that one more interview will be held for an architect to design Town Hall renovations.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:08 p.m. The next regular meeting is scheduled for Thursday, March 2, 2017 at 12:00 p.m.

Thursday, March 2, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

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ACTION AND DISCUSSION ITEMS

LTAC Appointment

At 12:01 p.m., Mayor Lacher announced that Laura Saccio resigned from the Town Lodging Tax Advisory Committee to serve as a member of the SJC Lodging Tax Advisory Committee. Mayor Lacher requested that the Council affirm the appointment of Greg Zervas (former member) to the vacancy. There are two years remaining on the unexpired term. Mayor Lacher thanked Ms. Saccio for her service.

Moved by Ghatan, seconded by Hushebeck, to appoint Greg Zervas to the unexpired term on the Town Lodging Tax Advisory Committee. Motion passed unanimously.

SJC Update

At 12:03 p.m., SJC Councilman Bill Watson stated that there was no new business to report on behalf of the SJC Council. The SJC Council has not met since his last attendance. Administrator Wilson provided updates for the San Juan Valley Road repairs and thanked SJC Public Works for their efforts and cooperation in determining a solution for the potholing. Mayor Lacher thanked Councilman Watson.

Economic Development Council

At 12:06 p.m., Mayor Lacher invited Victoria Compton, SJC Economic Development Council (EDC) Director, to provide an update on their 2017 Work Plan. Ms. Compton introduced new staff members and reported on various workshops and the trades program. The EDC has received grant funding from the Washington State Department of Commerce to provide free training in marine tech at Skagit Valley College's Marine Center in Anacortes this spring, and then help to place trained and qualified workers in good jobs in local marine businesses. Discussion followed regarding apprenticeships with other local businesses and trades. Mayor Lacher and the Council thanked Ms. Compton.

Town Hall Renovation

At 12:25 p.m., Mayor Lacher introduced discussion concerning selection of an architect to design Town Hall renovations. Administrator Wilson explained that the Town duly advertised and the four firms that submitted proposals were interviewed. Each firm was independently qualified to complete the project. The Interview Panel voted unanimously to recommend the firm known as TCA because of its past experience with municipal projects. Land Use Administrator, Mike Bertrand, provided information on the firm and proposal. Other members of the Panel provided their individual opinions of the firms. No discussion followed. **Council consensus to negotiate a contract for consideration.**

WORK SESSION

Affordable Housing Alternatives

At 12:36 p.m., Mayor Lacher opened the work session for affordable housing alternatives. Administrator Wilson and Land Use Administrator, Mike Bertrand, introduced two items for consideration.

The first item was concerning the possibility of allowing Accessory Dwelling Units (ADUs) in certain areas of the Town. Discussion followed regarding location, construction type, minimum size and whether ADUs would be attached or detached.

The second item was a proposed change to the Multi-Family Residential Zone. The change would be a new FHMC section listed under Conditional Use Permits for affordable housing incentives. The purpose of the section would be to offer dimensional flexibility and density bonuses to encourage construction of housing affordable for low and moderate income households. The incentives would include density, lot coverage and height increases in exchange for a certain percentage of affordable units and only apply to rental properties. Discussion followed regarding the definition for "affordable", proposed rental scale and duration of the units.

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No action was taken.

ADMINISTRATOR'S REPORT

At 1:34 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Harbor Life Ring – The Harbor Life Ring program is sponsoring Hospice SJ for the month of April 2017. **Council consensus to provide a Town grant in the maximum amount of \$1,000 to match the donated funds.**
- Tucker Phase 2 – Universal Field Services is beginning the process of acquiring the right-of-way for the Tucker Avenue Reconstruction Project – Phase 2. Town may need a policy to authorize the Administrator to offer compensation to parcel owners.
- Notice of Intent (NOI) – Town received a NOI from a private Seattle-based firm to file a citizen suit under the Clean Water Act for effluent violations at the Wastewater Treatment Plant. Staff will be meeting with the firm to discuss the issues listed in their letter dated February 16, 2017.
- Interpretive Signage – The Argyle Wagon Road plaque is complete and will be installed near Wells Fargo Bank.
- SJ Valley Road – The Town, County and Contractor are continuing discussions on how to resolve the road degradation and potholing issues.
- Derelict Vessel Program – The program was discontinued in 2015 because the State withdrew funding. The State has indicated that funding may be reinstated this July. The County is drafting a new interlocal agreement between the Port, Town and SJC to reinstate the program. The Town may negotiate a clause to define its maximum contribution.
- Stormwater Vault – The Town received a letter from the State requesting that Town “rent” the ten foot portion of aquatic land that the vault would be located on.
- Historic Preservation Easement – The Land Bank has drafted a historic preservation easement for the Malcom Street properties.
- Hotel Motel Excise Tax – Town is objecting to the current House Bill to change the definition of “tourist”. The change would negatively affect the Town’s allowable uses for the funds.
- Accounts Receivable Clerk – Keri Talbott has been rehired to fill the Accounts Receivable Clerk position.
- Rock Island Technologies – Rock Island was contacted regarding their neon showroom lights being left on after hours. They assured the Town it was done in error.
- Street Banners – The street banners have been ordered for Spring.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16846 through 16852 and Direct Deposit Run dated February 28, 2017 in the amount of \$272,090.48; and approve the payment of Claim Warrant Nos. 42608 through 42638 in the amount of \$119,619.75. Motion passed unanimously.

APPROVAL OF MINUTES

Moved by Ghatan, seconded by de Freitas, to approve the minutes of **February 16, 2017 as submitted**. Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher listed recent ribbon-cuttings for local businesses. Businesses include the Hemp Seed, Friday Harbor Pet Supplies, Meat Machine Cycles and Friday Harbor Chocolates. Mayor Lacher acknowledged Becki Day, SJI Chamber Director, for her efforts to promote local businesses.

CITIZEN RESPONSE

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No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:07 p.m. The next regular meeting is scheduled for Thursday, March 2, 2017 at 5:30 p.m.

Thursday, March 2, 2017 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

PUBLIC MEETING

Painted Mini-Roundabout

At 5:32 p.m., Mayor Lacher opened the public meeting to hear questions and comments regarding the proposal for a painted mini-roundabout (RAB) at the Argyle Avenue and Spring Street intersection.

Mayor Lacher asked Staff to make a presentation. Administrator Wilson described the purpose for considering a painted RAB and presented its preliminary design and placement of signage. Administrator Wilson then answered frequently asked questions by the public and summarized the public comments received to date. Public Works Director, Wayne Haefele, described MUTCD standards for crosswalk placement.

Mayor Lacher opened the meeting to Council questions.

Councilmember Ghatan asked if the lane widths and radius of the circle were wide enough for large vehicles to clear signage. Director Haefele responded that the lanes are wide enough and posts are made of enforced plastic should there be contact.

Councilmember Monin asked about wheelchair access to crosswalks. Director Haefele responded that sidewalk cuts would be made to meet ADA requirements.

Councilmember Starr asked about the placing items in the center of the RAB. Director Haefele stated that the center should remain clear so large vehicles can cross if needed.

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Administrator Wilson asked if the RAB would be legal if the “Keep Right” signage was removed to declutter the intersection. Director Haefele described MUTCD standards for placement of signage.

At 5:55 p.m., Mayor Lacher opened the meeting to public comment.

Dick Packard, SJI Resident, asked what the center medians would be made of. Administrator Wilson explained that the medians would be painted (striped) on the pavement.

Kevin Peterson, SJI Resident, favored the proposal. Mr. Peterson encouraged the Council to place more emphasis on pedestrian access and crosswalks.

Mark Islam, SJI Resident, favored the proposal. Mr. Islam questioned the placement of the crosswalk on Argyle Avenue.

David Waldron, SJI Resident, favored the proposal. Mr. Waldron requested that an additional crosswalk be installed on Spring Street.

Gene Wilson, 165 Johns Street, opposed the proposal. Mr. Wilson stated that an RAB would make the intersection cluttered, the paint would be difficult to see, and design would make it difficult for large trucks to maneuver. Mr. Wilson also stated that the Argyle Avenue crosswalk was located in an awkward spot.

Kevin Peterson, SJI Resident, presented an alternate design and requested to work with staff.

At 6:14 p.m., Mayor Lacher closed the public comment portion of the meeting after receiving no other comments from the audience. Mayor Lacher thanked the audience for their participation and asked the Council how they wished to proceed.

Councilmembers took turns expressing their opinions of the proposal. Discussion followed regarding the design of the roundabout.

Council consensus to consider a revised design subject to 1) removal of “Keep Right” signage from the median areas; 2) relocation of the Argyle Avenue crosswalk to the south of Nichols Street; and 3) confirming that vehicles (average length) will not interfere with the Spring Street crosswalk when cued to enter the roundabout.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher asked where the SJC Housing Bank Commission receives its funding. Councilmember de Freitas explained that funding is received through excise taxes (REET). Discussion followed.

Councilmember Ghatan explained that the FH Arts Commission lacked a quorum to hold their regularly scheduled meeting.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:45 p.m. The next regular meeting is scheduled for Thursday, March 16, 2017 at 12:00 p.m.

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Thursday, March 16, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 5, Barbara Starr was absent.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Starr.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Derelict Vessel Program

At 12:01 p.m., Mayor Lacher introduced discussion of the draft interlocal agreement between the Town, Port of Friday Harbor and San Juan County for the Derelict Vessel Program. Administrator Wilson explained that Town traditionally participates in the program. Town currently has \$2,000 budgeted in the 2017 budget. Administrator Wilson explained that the agreement has a provision that Town will sign off on a case-by-case basis prior to removal. The program was not renewed in 2016 due to lack of State funding which may be restored for the 2017/2018 biennium. Discussion followed regarding the merits of the program. **Council consensus to bring forward an agreement for consideration.**

Historic Preservation Easement

At 12:07 p.m., Mayor Lacher introduced discussion of the Historic Preservation Easement for four (4) SJC Land Bank parcels located on Malcom Street. Administrator Wilson explained that the draft easement does not currently include a public access provision. Historic Preservation Coordinator, Sandy Strehlou, suggested that language be added to create a view corridor. Administrator Wilson suggested that the Council only request provisions that it deems a priority. Discussion followed regarding access for pedestrian connectivity (including trails) and future platting of the properties. **Council consensus to discuss provisions with SJC Land Bank that allow access to green space, connectivity and view corridors without impacting fair market value.**

Resolution No. 2258

At 12:33 p.m., Mayor Lacher introduced discussion of Resolution No. 2259 concerning the Park Street Water Sewer Replacement Project. Administrator Wilson explained that Town received three bids after being duly advertised. The Town Engineer recommends that the lowest responsive bid submitted by Ariston Pacific, Inc. in

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the amount of \$440,989.23. Administrator Wilson and Public Works Director, Wayne Haefele, explained discrepancies between the submittals and WSDOT rules for negotiating Change Orders. Discussion followed regarding the lack of balance between the bids that were received.

Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2258, awarding the bid to and authorizing the Mayor to execute construction documents with, Ariston Pacific, Inc. for the Park Street Water Sewer Replacement Project. Motion passed 4-0 with Starr absent.

Resolution No. 2259

At 12:47 p.m., Mayor Lacher introduced discussion of Resolution No. 2259 concerning the Street Lighting LED Retrofit Project. Administrator Wilson explained that the photocells required for operation of the street lamps were not included with Town's purchase of luminaires. The Contractor has offered Change Order No. 1 in the amount of \$8,125 to furnish and install the additional materials. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2259, authorizing the Mayor to execute Change Order No. 1 to the agreement with Northwest Edison, Inc. for installation of owner-furnished streetlight luminaires. Motion passed 4-0 with Starr absent.

Resolution No. 2260

At 12:50 p.m., Mayor Lacher introduced discussion of Resolution No. 2260 concerning the Spring Street Pocket Park. Administrator Wilson explained that Change Order No. 1 was anticipated in order to lower the existing stormwater manhole to prepare for construction of the Park. No discussion followed. Public Works Director, Wayne Haefele, provided an update on the project.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2260, authorizing the Mayor to execute Change Order No. 1 to the agreement with Mike Carlson Enterprises, Inc. in the amount of \$8694. Motion passed 4-0 with Starr absent.

Budget Amendment Request

At 1:02 p.m., Mayor Lacher introduced a budget request by the Wastewater Treatment Plant in the amount of \$8,500. Administrator Wilson explained that the Sewer Department currently uses SCADA software to monitor and control the WWTP. The Town has recently updated the SCADA system at the facility. The existing alarm/reporting module has been less reliable with new upgrades. This new module is recommended by our SCADA programmer to resolve alarm and reporting issues. The Sewer Department is requesting to transfer funds earmarked for a "Programmable Logic Controller" (Equipment Reserve Fund – PLC 1 Upgrade) for this software purchase. The line item for PLC-1 Upgrade has approximately \$35,000 budgeted. The PLC-1 upgrade is currently on hold until other long term determinations can be made for the WWTP. No discussion followed.

Moved by de Freitas, seconded by Ghatan, to approve the budget amendment request of \$8,500 from the Equipment Reserve Fund – PLC 1 Upgrade for purchase of an updated alarm software. Motion passed 4-0 with Starr absent.

ADMINISTRATOR'S REPORT

At 1:06 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Bond Rating – The rating agency that performed the Town's last Sewer Bond rating, Standard & Poors, sent notification that Town will be re-rated using new formula. This may affect future interest for bonds.
- Tucker Avenue Phase 2 - Universal Field Services has requested authorization to offer a (standard) minimum amount of \$500 as compensation for temporary construction easements. **Moved by de**

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Freitas, seconded by Ghatan, to authorize a minimum payment of \$500 for temporary construction easements. Motion passed 4-0 with Starr absent.

- Tucker Avenue Phase 2 – The Town may need to postpone construction of the project until 2018.
- Warbass Way Traffic Calming Project – The Town may try to construct the project earlier than scheduled if Tucker Avenue Phase 2 is postponed. Discussion followed regarding the 1% requirement for the Arts Fund.
- Brickworks – Town donated one of its contracted uses for an arts exhibit.
- Spring Street Vault – Town has responded to DNR's request for information regarding its permit request.
- Town Hall Renovation – Town has negotiated an agreement for consideration.
- 4th of July Parade – The Blue Thunder (Seahawks) have offered to participate in the parade and possible flag raising event free of charge.
- Spring Banners – Banners have been ordered. They will be hung as soon as they are received.
- Painted Mini Roundabout – The revised design was presented. Discussion followed.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 42639 through 42691 in the amount of \$249,499.96 and Treasurer's Check Nos. 9664 through 9668 in the amount of \$2,077.81. Motion passed 4-0 with Starr absent.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of **March 2, 2017 as submitted**. Motion passed 4-0 with Starr absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher thanked staff for setting the time on the Town Clock. Mayor Lacher noted other areas that need attention such as potholes on Price Street.

Mayor Lacher and Councilmember Ghatan reported on the recent meeting with representatives of the Governor's Office.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:06 p.m. The next regular meeting is scheduled for Thursday, April 6, 2017 at 12:00 p.m.

Thursday, April 6, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

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Position No. 2, Noel Monin, was absent.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Monin.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS

Mayor Lacher thanked Mr. Howie Rosenfeld for attending the Ferry Advisory Committee on behalf of the Town to "meet and greet" the new interim director of WSF.

Mayor Lacher announced that the Town Council would be holding an additional executive session at the conclusion of business.

PUBLIC ACCESS TIME

Carl Jablonski, Boat Club Parade Co-Chair, spoke about the upcoming event. The theme of the parade is "*Come meet your first responders...before you have to.*" Mr. Jablonski invited the Town to attend and requested support of the event.

ACTION AND DISCUSSION ITEMS

Proclamation - Week of the Young Child

At 12:05 p.m., Mayor Lacher proclaimed April 27th through 29th as Week of the Young Child and NW Play & Learn Week in the Town. Ms. Joyce Sobel described the importance of Play & Learn workshops for new parents and the community. Councilmember Ghatan invited Ms. Sobel to the next Arts Commission meeting with any ideas regarding the arts portion of the event. The Council and Mayor thanked Ms. Sobel.

Tree City USA Update

At 12:10 p.m., Mayor Lacher introduced discussion of the Town's Tree City USA status. Administrator Wilson explained that the Town is in a position to apply for Tree City USA status once it adopts tree care standards.

Sarena Schumacher presented the initial design concept for the redevelopment of Cahail Park. Administrator Wilson stated that the purpose of redevelopment is to foster "urban forestry" in the Town. Discussion followed regarding budgeting and phasing of the project. Ms. Schumacher explained that grants are available for development of the park once it earns tree city status. Mayor Lacher thanked Ms. Schumacher.

Proclamation – Arbor Day

At 12:30 p.m., Mayor Lacher proclaimed Arbor Day in the Town of Friday Harbor. Mayor Lacher thanked staff for their work to become a member of Tree City USA.

Resolution No. 2261

At 12:31 p.m., Mayor Lacher introduced Resolution No. 2261 concerning tree care standards. Administrator Wilson explained that the policy establishes standards for the planting, maintenance and management of Town trees in the public right-of-ways. No discussion followed.

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Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2261, adopting a policy regarding tree care standards. Motion passed 4-0 with Monin absent.

SJC Update

At 12:33 p.m., Mayor Lacher invited Mr. Howie Rosenfeld to speak about (today's) FAC meeting. Mr. Rosenfeld welcomed the new WSF Interim Director, Amy Scarton. Mr. Rosenfeld reported that discussion topics included a second slip, emergency needs, dwell times and congestion, level of service issues, and viability of year-round international services. Discussion followed regarding representation on the Ferry Advisory Committee. Mayor Lacher and the Council thanked Mr. Rosenfeld for acting as the Town's representative on such short notice.

SJC Bill Watson also commented on the FAC meeting. Mr. Watson reported on other issues of mutual concern including federal assistance, the Connector Road, demolition of the Fairgrounds Horse Barn, whale protection zone and vacation rentals. Mayor Lacher and the Council thanked Mr. Watson.

Public Works Update

At 12:57 p.m., Mayor Lacher invited Wayne Haefele to provide a public works report. Mr. Haefele reported on current projects and staffing. Projects included the Spring Street Pocket Park, Water Transmission Line Replacement – Phase 2, Park & Reed Street improvements, and UW Pump Stations. Operations included day-to-day activities of staff. Mayor Lacher and the Council thanked Mr. Haefele. No action was taken.

Resolution No. 2262

At 1:12 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2262 concerning the Park & Reed Street Sidewalk Improvement Project. Administrator Wilson explained that Ariston Pacific submitted the low responsive bid. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2262, awarding the bid for the Park & Reed Street Sidewalk Improvement Project to Ariston Pacific, Inc. and authorizing the Mayor to execute construction related documents. Motion passed 4-0 with Monin absent.

Resolution No. 2263

At 1:13 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2263 concerning the Park & Reed Street Sidewalk Improvement Project. Administrator Wilson explained that construction management services are required for the project. No discussion followed.

Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2263, authorizing the Mayor to execute an agreement with Gray & Osborne Engineering for construction management services on the Park & Reed Street Sidewalk Improvement Project. Motion passed 4-0 with Monin absent.

Resolution No. 2264

At 1:23 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2264 concerning the Town Hall Renovation Project. Administrator Wilson explained that four firms were interviewed and the committee unanimously voted to recommend TCA, Inc. The Council authorized negotiations with the firm. No discussion followed.

Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2264, authorizing the Mayor to execute an agreement with the architectural firm of TCA Architecture & Planning, Inc. for architectural and engineering services on the Town Hall and Fire Station Renovation Project. Motion passed 4-0 with Monin absent.

ADMINISTRATOR'S REPORT

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At 1:23 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Annual “Free” Curbside Pickup for Bulky Items – Administrator Wilson suggested an annual program to remove bulky household items for free. Discussion followed regarding how the program could work. **Council consensus to keep working on the proposal.**
- Trout Lake Level – The reservoir is +8 inches over the spillway.
- Tucker Avenue - Phase 2 – The cost projection for the Tucker Avenue project has increased to \$2.4M. Town is looking for funding methods to bridge the budget.
- Waterline Replacement Project – The Town’s estimated contribution is \$175,000 for repairs to San Juan Valley Road.
- Spring Street Stormwater Vault – Town is still waiting for approval from DNR.
- Town Streets – Town is submitting an application to TIB for funds to repair potholes.
- Jensen Alley – Town received a request to make Jensen Alley one-way. Discussion followed regarding traffic control. **Council consensus to explore installation of speed bumps before changing to one-way.**
- Granny’s Way – Signage for Granny’s Way has been installed.
- Interpretive Signage – Town is working with Wells Fargo to install the signage for Argyle Wagon Road.

PAYMENT OF CLAIMS

Moved by de Freitas, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 42693 through 42752 in the amount of \$296,073.88. Motion passed 4-0 with Monin absent.

APPROVAL OF MINUTES

Moved by Hushebeck, seconded by de Freitas, to approve the minutes of **March 16, 2017 as submitted.** Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

Councilmember de Freitas suggested another discussion regarding Cahail Park.

Councilmember Starr requested a proclamation for May as Mental Health Awareness Month.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 2:01 p.m., Mayor Lacher 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 25 minutes.

Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Wilson, Clerk Taylor and legal counsel. The session ended at 2:25 p.m. for an actual session time of 24 minutes. No actions were taken.

At 2:25 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding real estate acquisition in accordance with the provisions of RCW 42.30.110(1)(b); which was estimated to last 5 minutes.

Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Wilson and Clerk Taylor. The session ended at 2:31 p.m. for an actual session time of 5 minutes. No actions were taken.

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ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:31 p.m. The next regular meeting is scheduled for Thursday, April 6, 2017 at 5:30 p.m.

Thursday, April 6, 2017 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 2, Noel Monin, and Treasurer, Kelle' Wilson were absent.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Monin.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Painted Mini-Roundabout

At 5:34 p.m., Mayor Lacher introduced discussion of the proposal for a painted mini-roundabout. Administrator Wilson presented the revised design and suggested that the final decision of whether to install be decided in August. Discussion followed regarding revisions, impacts of the pocket park, timing for installation and schedule for striping. No action was taken.

Historical Preservation Easement

At 5:39 p.m., Mayor Lacher introduced discussion of the historical preservation easement for the Land Bank parcels on Malcolm Street. Administrator Wilson reviewed draft language for maintaining pedestrian access to the property. Discussion and inquiry followed regarding private development of the lots. No action was taken.

Spring Street Pocket Park

At 5:47 p.m., Mayor Lacher introduced discussion of a name for the pocket park. Administrator Wilson explained asked if the Council wanted the park referred to by its location on Spring Street or other designation. Upon request, staff suggested naming the feature Middleton Place after Alfred and Vivian Middleton because the park is situated in an area of Town that was influenced by their entrepreneurial and civic spirit. Discussion followed regarding whether the park should be named to memorialize a family or indication of location.

Council consensus to refer to the park as “Breezeway Park”.

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Memorandum of Understanding – Local 1849F

At 5:56 p.m., Mayor Lacher introduced discussion of the MOU for health insurance benefits. Administrator Wilson explained that the agreement with Local 1849F will allow flexibility for employees who have access to better coverage through former employers and spouses than offered by the Town. Discussion followed regarding Town's contribution for and the employee's participation in alternative coverage.

Moved by Starr, seconded by Hushebeck, to authorize the Mayor to execute the Memorandum of Understanding with Local 1849F for a waiver of healthcare benefit policy. Motion passed 4-0 with Monin absent.

ADMINISTRATOR'S REPORT

At 6:05 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Jensen Alley – Public Works will be asked to look into speed bumps on Jensen Alley to slow traffic.
- AWC – AWC has a senior staff members retiring in 2017. AWC is scheduling visits with members in April.
- Port of Friday Harbor – Town met with the Port regarding the Front Street issue and customs at the airport.
- Lift Truck – The new lift has been purchased.
- Artwork Display – Artwork will be displayed in the breezeway to commemorate WWI.
- WWTP Headworks – **Moved by de Freitas, seconded by Starr, to approve the proposal from Wilson Engineering dated April 3, 2017 for improvements to the headworks at the Wastewater Treatment Plant.**

FUTURE AND NON-AGENDA ITEMS

Councilmember Hushebeck requested that the Warbass Way Traffic Calming Improvements be coordinated with improvements for the connector road.

Administrator Wilson commented on the naming proposal for the Connector Road. Councilmember Ghatan suggested "Missing Mountain Road."

Councilmember Hushebeck reported on the recent Solid Waste Advisory Committee meeting. Administrator Wilson commented on the SJC Plastic Bag Ordinance.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:00 p.m. The next regular meeting is scheduled for Thursday, April 20, 2017 at 12:00 p.m.

Thursday, April 20, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

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Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that Council would be holding executive sessions at the conclusion of regular business.

PUBLIC ACCESS TIME

Lowell Johns, 4661 Pear Point Road, stated concerns about safety issues on Turn Point/Pear Point Road and commented on the proposed route for the Connector Road. Mr. Johns requested that a trail be installed to accommodate walkers crossing from the open space to Jackson Beach. Mayor Lacher thanked Mr. Johns and recommended that he also contact the SJC Council regarding the county project.

ACTION AND DISCUSSION ITEMS

Proclamation – Great Island Cleanup Day

At 12:04 p.m., Mayor Lacher proclaimed Saturday, April 22, 2017 as “Great Islands’ Cleanup Day” in the Town of Friday Harbor. Lori Stokes accepted the proclamation and spoke about the event. Mayor Lacher complimented Allan Brown (Streets Department) for keeping the streets pristine. The Council and Mayor thanked Ms. Stokes for her efforts on the event.

HPRB Appointment

At 12:08 p.m., Mayor Lacher requested that the Council affirm her reappointment of David Harsh, Jeff Iverson and Margie Martin to the Historic Preservation Review Board. Mayor Lacher provided a brief bio for each of the members. No discussion followed.

Moved by Ghatan, seconded by Monin, to reappoint David Harsh, Jeff Iverson and Margie Martin for two year terms. Motion passed unanimously.

SJI Chamber of Commerce

At 12:10 p.m., Mayor Lacher introduced SJI Chamber Director, Becky Day, to provide an update. Ms. Day reported on operations at the center, statistics for visitors, recent events, business support and upcoming projects. The theme for the 2017 Fourth of July Parade is “*America, All That We Share*”. Traci Wilson, Parade Coordinator, announced that the Grand Marshall will be Dr. Carolyn Haugen, and Citizens of Honor are John and Emily Geyman. The Council and Mayor thanked Ms. Day.

Resolution No. 2265

At 12:21 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2265 concerning improvements at the Wastewater Treatment Plant. Administrator Wilson explained that the resolution memorialized the agreement approved on March 20, 2017 with Wilson Engineering, LLC for improvements to the Wastewater Treatment Plant. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2265, authorizing the Mayor to execute the professional services agreement with Wilson Engineering, LLC to provide surveying, design, permitting and

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construction support for improvements to the “headworks” at the Wastewater Treatment Plant. Motion passed unanimously.

Resolution No. 2266

At 12:22 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2266 concerning derelict vessel removal. Administrator Wilson explained that the interlocal agreement between the Town, Port and County was finalized. Removal of vessels within the Town’s jurisdiction will require approval by the Town. No discussion followed.

Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2266, authorizing the Mayor to execute the interlocal agreement with the Port of Friday Harbor and San Juan County for a program to remove and dispose of derelict vessels. Motion passed unanimously.

Resolution No. 2267

At 12:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2267 concerning the University of Washington Pump Station #1 & #2 Project. Administrator Wilson explained that the University has secured funding for construction of both pump stations. The Resolution awards the bid for the project to Equity Builders, LLC and authorizes the Mayor to execute construction documents. Discussion followed regarding costs that are reimbursable by the University of Washington.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2267, awarding the unit price with a base bid contract amount of \$675,250.50 to Equity Builders, LLC for construction of two sewer pump stations at the University of Washington’s Friday Harbor Labs; and authorize the Mayor to execute construction documents. Motion passed unanimously.

Resolution No. 2268

At 12:28 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2268 concerning the University of Washington Pump Station #1 & #2 Project. Administrator Wilson explained that Wilson Engineering offered a proposal for contract management services, and Pedro Mena will be performing day-to-day inspection for the project. All costs related to the project, including employee time, are reimbursable by the University of Washington.

Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2268, authorizing the Mayor to execute Amendment No. 1 to the agreement with Wilson Engineering for construction management services. Motion passed unanimously.

Resolution No. 2269

At 12:33 pm, Mayor Lacher introduced discussion of draft Resolution No. 2269 concerning the Relight Washington LED (Street Light) Replacement Project. Public Works Director Wayne Haeefe explained that Change Order No. 2 reconciles costs for the project. Change Order No. 2 is in the amount of \$1,435. No discussion followed.

Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2269, authorizing the Mayor to execute Resolution No. 2269, authorizing the Mayor to execute Change Order No. 2 to the agreement with NW Edison, Inc. to reconcile the Street Light Replacement Project. Motion passed unanimously.

Resolution No. 2270

At 12:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2270 concerning the Relight Washington LED (Street Light) Replacement Project. Public Works Director Wayne Haeefe explained that the

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project is completed and recommended for acceptance. Discussion followed regarding the positive feedback from the community for the performance of the lights.

Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2270, accepting the Relight Washington LED Replacement Project. Motion passed unanimously.

Capital Facilities Budget Planning

At 12:40 p.m., Mayor introduced discussion of the budget and timing for capital improvements projects. Administrator Wilson listed the current Capital Improvement Plan and recommended the following projects be delayed until more urgent projects are completed. Those projects include the Sunshine Alley Restroom Remodel, Warbass Way street improvements, Town Hall Renovation, Cahail Park, Argyle Street sidewalk widening and Harrison Street sidewalk. Discussion followed regarding the Town budget. **Council consensus to delay the projects.**

ADMINISTRATOR'S REPORT

At 1:11 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Surplus Item – In 2016, Town surplussed the 1984 Peterbilt Water Truck. Town has not been able to sell the vehicle. The attempt to turn in the vehicle for “scrap metal” would have cost the Town approximately \$300. Town is donating the vehicle to a local Islander for a “project”.
- Street Tree – The street tree at the Court and Second Street intersection blew down during the recent wind storm. Administrator Wilson thanked employees Sarena Schumacher, James Henrie and Dave Smith for their excellent work in cleaning up and replanting the tree basin.
- SJC Joint Meeting – The County Council has asked if there were any topics which warrant a joint meeting. **Council consensus that there were no topics to discuss at this time.**
- Town Spring Clean-Up Event – The flyer for the free pickup of oversized garbage was reviewed.
- Jensen Alley – Speed bumps to slow traffic on Jensen Alley are estimated to cost \$5,200.
- Staffing Schedules – The employees at the Water Treatment Plant will start a split schedule to reduce overtime during the work week.
- AWC – Town met with representatives from AWC for the annual risk assessment for the Town.
- Harbor Life Ring – Utility customers donated \$1,524 in the month of April. Town will donate the funds to Hospice SJ with a matching grant of \$1,000.
- AWC Conference – Registration for the annual conference is open.
- Breezeway Park – The sculptured rock will be installed next week. Administrator Wilson suggested a ribbon-cutting ceremony after the Park is complete.
- Round Tree Bench – Mayor Lacher suggested that the sand under the round tree bench on be replaced with river rock to give the bump out a finished look.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Starr, to affirm the payment of Treasurer Check Nos. 9669 through 9673 in the amount of \$109,009.63; and approve the payment of Claim Warrant Nos. 42753 through 42797 in the amount of \$169,905.86. Motion passed unanimously.

APPROVAL OF MINUTES

Moved by AM, seconded by Hushebeck, to approve the minutes of **April 6, 2017 as submitted.** Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

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Mayor Lacher reported that Mr. Dustrude changed the name of his campaign from “Walkable Friday Harbor” to “Walkable San Juan County” following his presentation to the Board of Health.

Administrator Wilson thanked Staff for their dedication to the Town.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 1:33 p.m., Mayor Lacher 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 10 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, and Treasurer Wilson and Legal Counsel. The session ended at 1:43 p.m. for an actual session time of 10 minutes. At the conclusion of the Executive Sessions, the following action was taken in open session:

Moved by de Freitas, seconded by Ghatan, to authorize the Town Administrator to move forward with the terms and conditions as proposed in the settlement agreement with Waste Action Project relating to the Town Waste Water Treatment Plan. Motion passed unanimously.

At 1:45 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding real estate acquisition in accordance with the provisions of RCW 42.30.110(1)(c); which was estimated to last 10 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The session ended at 1:55 p.m. for an actual session time of 10 minutes. No actions were taken.

At 1:56 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding real estate acquisition in accordance with the provisions of RCW 42.30.110(1)(c); which was estimated to last 10 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The session ended at 2:09 p.m. for an actual session time of 13 minutes. No actions were taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:10 p.m. The next regular meeting is scheduled for Thursday, May 4, 2017 at 12:00 p.m.

Thursday, May 4, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor. Treasurer, Kelle' Wilson was absent.

FLAG SALUTE

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Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that there was no evening session scheduled.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation – National Travel & Tourism Week

At 12:01 p.m., Mayor Lacher proclaimed May 7th through May 13th, 2017 as National Tourism Week in the Town of Friday Harbor. Deborah Hopkins, Visitor's Bureau Director, accepted the proclamation and thanked the Town. Ms. Hopkins introduced her staff.

Proclamation – Mental Health Awareness Month

At 12:04 p.m., Mayor Lacher proclaimed May 2017 as Mental Health Awareness Month in the Town of Friday Harbor. Councilmember Starr spoke about the importance of mental health and services that Compass Health provides.

Proclamation – Historic Preservation Month

At 12:10 p.m., Mayor Lacher proclaimed May 2017 as History Preservation Month in the Town of Friday Harbor. Sandy Strehlou, Town Historic Preservation Coordinator, distributed the calendar for upcoming events and spoke about the "Writing Our History" Project. Mayor Lacher thanked Ms. Strehlou.

SJC Update

At 12:19 p.m., Mayor Lacher invited SJC Councilman Bill Watson to provide an update on issues of mutual concern. Topics included: SJC Shoreline Master Plan updates, vacation rental code amendments, SJC Comprehensive Plan updates, population updates, staffing changes, international flights at FH Airport, and Tucker Avenue Phase 2 funding. Discussion and inquiry followed regarding the Connector Road, HP Easement, and Customs checkpoint at FH Airport. Mayor Lacher and the Council thanked Mr. Watson.

Ordinance No. 1619

At 12:31 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1619, amending Chapter 10.04 FHMC concerning speed reduction. Administrator Wilson explained that the purpose of the ordinance was to reduce the speed limit on Spring Street from 25 mph to 20 mph in the downtown core. Councilmember Monin commented that lowering speed limits in the downtown core is appropriate. The Council requested that Sheriff Krebs be notified for enforcement.

Moved by Monin, seconded by Ghatan, to adopt Ordinance No. 1619, amending Chapter 10.04 FHMC concerning speed reduction on a portion of Spring Street. Motion passed unanimously.

ADMINISTRATOR'S REPORT

At 12:35 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Breezeway Park – The ribbon cutting for the pocket park is scheduled on May 10th at noon. Councilmember Starr suggested installation of a security camera to detour vandalism. Discussion followed regarding light poles.
- Public Works Director – Wayne Haefele will be leaving on vacation. Concerns should be forwarded to the Administrator.

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- AWC Recommendations – The Risk Pool provided recommendations for their annual assessment.
- Flower Baskets – The flower baskets are delivered and being installed.
- Kubota Excavator – The Sewer Department is requesting authorization for purchase of a Kubota Excavator. The equipment is currently earmarked in the 2017 Budget. **Moved by Monin, seconded by Starr, to approve the proposal (Quote #778018) from HGAC Buy in the amount of \$79,818, plus applicable taxes, for purchase of a Kubota Model #KX057-4R3AP. Motion passed unanimously.**
- Resolution No. 2271 – The Sewer Department needs to finish emergency repairs on a portion of sewer main located on Front Street using CIPP reinforcement. Discussion followed regarding cost and process for placement of CIPP. **Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2271, authorizing the Mayor to execute an agreement with FLOW Technologies, Inc. for installation of CIPP sewer pipe line on a portion of Front Street. Motion passed unanimously.**
- Viola Pilot Project – The Town is having success with the pilot project. Town has requested to extend its time period.
- Assistant Finance Director – Janis Betts has given notice. Bethany Berry will be promoted on a conditional basis and the Town will advertise for the Accounts Payable Clerk position.
- Solid Waste Management Plan (SWMP) – The Council provided a brief history of the Town Solid Waste Management Plan and explained why the Town currently has an independent SWMP.
- Asphalt Repairs – Lawson Construction will be grinding and repairing asphalt on Spring Street and Price Street.
- Port of Friday Harbor – The Port conducted interview panels for the new director.
- US Border Protection – BCP will place 2 stickers in their windows for signage.
- Local Events – Some of the local events were listed.
- Boardwalk Posts – The damaged posts for Harrison Street Boardwalk have been replaced.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16861 through 16871 and the 4/28/2017 Direct Deposit Run in the amount of \$268,006.67; approve the payment of Claim Warrant Nos. 42797 through 42857 in the amount of \$453,058.15; and approve Prewrite Request Warrant Nos. 42858 & 42859 in the amount of \$24,590.76. Motion passed unanimously.

APPROVAL OF MINUTES

Moved by Ghatan, seconded by de Freitas, to approve the minutes of April 20, 2017 as submitted. Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

Councilmember Monin suggested shortening the name for Breezeway Pocket Park to “The Pocket”.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:40 p.m. The next regular meeting is scheduled for Thursday, May 18, 2017 at 12:00 p.m.

Thursday, May 18, 2017 – Council Chambers – Afternoon Session

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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:05 p.m.

ROLL CALL

Councilmembers: Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan.

Position No. 1, Steve Hushebeck; and Position No. 5, Barbara Starr were absent.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmembers Hushebeck and Starr.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

No evening meeting was scheduled.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

SJI Gardening Club

At 12:01 p.m., Mayor Lacher welcomed the SJI Garden Club. Marguerite Bennett presented the Town with a donation check of \$500 on behalf of the Club towards purchase of the street flower baskets. Mayor Lacher and the Council thanked Ms. Bennett and the Club.

Hospice San Juan

At 12:04 p.m., Mayor Lacher presented Hospice San Juan with a donation of \$2,550. The Town thanked Hospice SJ for their volunteer efforts and all of the residents who donated to the Harbor Life Ring Program for the month of April. Dr. Mariluz Villa thanked the Town on behalf of Hospice and spoke about the mission of Hospice SJ.

AWC RMSA Policies

At 12:08 p.m., Mayor Lacher introduced discussion regarding draft Resolution Nos. 2272 through 2275 for various Town policies. Administrator Wilson explained that AWC RMSA conducted Town's annual site visit and provided recommendations for risk management. Among those recommendations were adoption of specific policies. No discussion followed.

Moved by Ghatan, seconded by de Freitas, to adopt Resolution Nos. 2272 through 2276 as follows:

- **Resolution No. 2272 – Adopting a traffic sign retro-reflectivity policy for the Town.**
- **Resolution No. 2273 – Adopting a driving criteria and operation policy for Town vehicles.**
- **Resolution No. 2274 – Adopting a documentation policy for inspection and repair of Town assets.**
- **Resolution No. 2275 – Adopting a Hot Works Program (fire safety precautions for welding and metal cutting).**

Motion passed 3-0 with Hushebeck and Starr absent.

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Resolution No. 2276

At 12:11 p.m., Mayor Lacher introduced discussion of draft Resolution No. 12276 concerning the Wastewater Treatment Plant Effluent Filter Project. Administrator Wilson explained that the pilot project was proving effective for the removal of remaining effluents in the water being discharged from the WWTP. Wilson Engineering has offered a proposal in the amount of \$68,190 to provide a technical memorandum and design of permanent improvements. Discussion followed regarding the headworks.

Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2276, authorizing the Mayor to execute an agreement with Wilson Engineering for the WWTP Effluent Filter Project. Motion passed 3-0 with Hushebeck and Starr absent.

Port of Friday Harbor Fly-In

At 12:18 p.m., Mayor Lacher introduced discussion of the funding request by the Port of Friday Harbor for the 2017 Fly-In event. The Port requested \$1,700 to advertise the event in various media outlets. Stuart Andrew, Airport Manager, explained that the 2017 event will be expanded to include motorcycles and Concours d'Elegance car show. Discussion followed regarding the regular schedule for H/M grant funding.

Mr. Andrew invited the Mayor and Town Council to attend the ribbon cutting ceremony for the new customs office at the Friday Harbor Airport. The event is scheduled June 1, 2017 at 2:30 p.m.

Moved by de Freitas, seconded by Ghatan, to authorize the expenditure of \$1,700 from the 1st 2% Hotel Motel Excise Tax for promotion of the 2017 Friday Harbor Fly-In. Motion passed 3-0 with Hushebeck and Starr absent.

2018 H/M Grant Program

At 12:33 p.m., Mayor Lacher introduced discussion of the 2018 H/M Grant Program. Administrator Wilson explained that the LTAC will review 2018 applications later this summer and requested that the Council set a ceiling for the allocation amount the LTAC may consider. The recommended amount is up to \$225,000. Discussion followed regarding the current balance of the fund. The Council suggested that staff request more funding if needed.

Moved by Ghatan, seconded by Monin, to allocate up to \$225,000 from the 2nd 2% Hotel Motel Excise Tax Fund for the 2018 H/M Tax Grant Program. Motion passed 3-0 with Hushebeck and Starr absent.

Front Street Parking Issues

At 12:36 p.m., Mayor Lacher introduced discussion of parking issues on Front Street. Administrator Wilson explained that parking by taxis, buses and charter companies has become an issue. Administrator Wilson described the daily activities at the ferry landing and Circle Park. The companies are not following rules set by the Town and are increasing congestion during ferry unloading. Discussion followed regarding possible solutions. **Council consensus to bring back a draft regulations for consideration if staff is unable to sort the current situation.**

Breezeway Park

At 1:02 p.m., Mayor Lacher introduced discussion regarding signage for Breezeway Park. Administrator Wilson distributed images for example lettering. The Council indicated their individual preferences for the style of lettering that may be installed. No action was taken.

Event Permit Fees

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At 1:12 p.m., Mayor Lacher introduced discussion of event permit fees. Administrator Wilson explained that certain public events are costing more than the \$25 fee in staff overtime. Staff may request to increase the fees. No action was taken.

ADMINISTRATOR'S REPORT

At 1:25 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Resolution No. 2277 – Town has received grant funding from the Transportation Improvement Board in the amount of \$50,000 for emergency street repairs. Town intends to use the small works roster to contract for the repair of potholes. **Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2277, authorizing the Mayor to execute a grant agreement with the Transportation Improvement Board for street repairs.**
- Land Bank easement – The Land Bank is requesting an easement onto a portion of the Trout Lake watershed that abuts the Mt. Grant property for the purpose of providing a safe pedestrian trail and fence. Discussion followed. **Council consensus to move forward with the request.**
- STIP Funding – The remaining portion of STIP funding for the Tucker Avenue Reconstruction Project, Phase 2 has been approved.
- Solid Waste Management Plan – **Council consensus to contract with Elizabeth Anderson in the amount of \$3,000 to aid the County in combining the Town and County's Plans.**
- AWC Conference – The lodging for the annual conference is almost booked out.
- EDC Luncheon – The luncheon is scheduled Wednesday, June 7th.
- UGA extension- The County may request the creation of an urban growth area on San Juan Valley Road so that they may be able to request sewer services for affordable housing.
- SJC 2018 PFFAP – The Town will submit an application for the Argyle Avenue Sidewalk Improvement Project for this year's program.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 42860 through 42908 in the amount of \$207,672.45. Motion passed 3-0 with Hushebeck and Starr absent.

APPROVAL OF MINUTES

Moved by Ghatan, seconded by de Freitas, to approve the minutes of **May 4, 2017 as submitted.** Motion passed 3-0 with Hushebeck and Starr absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 2:01 p.m., Mayor Lacher announced that the Council would be holding two (2) executive sessions regarding real estate acquisition in accordance with the provisions of RCW 42.30.110(1)(c); which were estimated to last 10 minutes each. Participants: Town Council, Mayor Lacher, Administrator Wilson, and Treasurer Wilson. The sessions ended at 2:25 p.m. for an actual session time of 24 minutes. No actions were taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:26 p.m. The next regular meeting is scheduled for Thursday, June 1, 2017 at 12:00 p.m.

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Thursday, June 1, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Pro-tem Ghatan called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Position No. 2, Noel Monin, and Mayor Carrie Lacher were absent.

Others Present: Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Monin.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher was absent. Councilmember Ghatan acted as Mayor Pro-tem for the session.

FLAG SALUTE

Mayor Pro-tem Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

The following members of the Hillcrest Place neighborhood spoke during public access in opposition of the multifamily development of Top of the Harbor Plat, Lot B: Jerry McCormick, Wally Gillette, Shirley Owens, Shirley Hale, Sally Shannon and Tom McCarthy. Mayor Pro-tem Ghatan thanked the community for their comments.

ACTION AND DISCUSSION ITEMS

SJC Update

At 12:14 p.m., SJC Councilmember Bill Watson provided an update on issues of mutual concern. Topics included a joint meeting with the SJC Council, SWAC, SJC Comprehensive Plan updates, and staffing turn-over. Discussion and inquiry followed. Mayor Pro-tem Ghatan thanked Mr. Watson. No action was taken.

Resolution No. 2278

At 12:18 p.m., Mayor Pro-tem Ghatan introduced discussion of draft Resolution No. 2278 concerning business licensing services through the State. Administrator Wilson and staff explained that cities and towns will be required to utilize the services and an overview of the program. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2278, authorizing the Mayor to execute an agreement with the Department of Revenue for business license services. Motion passed 4-0 with Monin absent.

Resolution No. 2279

At 12:26 p.m., Mayor Pro-tem Ghatan introduced discussion of draft Resolution No. 2279 concerning acceptance of the Water Transmission Line Replacement Project, Phase 1. Administrator Wilson explained that staff

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requests that release of the remaining retainage and inspection of the repairs be memorialized. No discussion followed.

Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2279, accepting certain repairs and releasing unencumbered retainage for the Water Transmission Line Replacement Project, Phase 1. Motion passed 4-0 with Monin absent.

Resolution No. 2280

At 12:28 p.m., Mayor Pro-tem Ghatan introduced discussion of draft Resolution No. 2280 concerning the Port of Friday Harbor 2017 Fly-in. Administrator Wilson explained that the grant is in the amount of \$1,700 for advertising of the event. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2280, authorizing the Mayor to execute a grant agreement with the Port of Friday Harbor for tourism promotion of an event. Motion passed 4-0 with Monin absent.

Resolution No. 2281

At 12:29 p.m., Mayor Pro-tem Ghatan introduced discussion of Resolution No. 2281 concerning the Spring Street Pock Park Project. Administrator Wilson and Public Works Director, Wayne Haefele, explained that the contractor encountered unexpected field changes and the Town directed the Contractor to install additional electrical outlets. No discussion followed.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2281, authorizing the Mayor to execute Change Order No. 2 for the Spring Street Pocket Park Project. Motion passed 4-0 with Monin absent.

Friday Harbor House

At 12:34 p.m., Mayor Pro-tem Ghatan introduced discussion of a lease renewal with the Friday Harbor House for use of unopened public right-of-way. Administrator Wilson explained that the current lease is due to expire and a renewal is appropriate. Discussion followed regarding public access to the right-of-way. No action was taken.

Summer Arts Fair

At 12:40 p.m., Mayor Pro-tem Ghatan introduced discussion of a request for H/M grant funding for promotion of a summer arts fair. Administrator Wilson explained that Town received the application outside of the regular grant request cycle. The applicant was not present. **Council consensus to reschedule the discussion to June 15th.**

2018-2023 Six Year TIP

At 1:46 p.m., Mayor Pro-tem Ghatan introduced discussion of the 2018-2023 Six Year Transportation Improvement Plan. Administrator Wilson reviewed the draft plan. A public hearing has been scheduled on June 15th. No action was taken.

ADMINISTRATOR'S REPORT

At 1:05 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Road restriping – Town restriped. Several vehicles crossed the yellow centerlines and got paint backslash.
- Spring Clean-Up – The project was received well by refuse customers. Town spent \$1,842 on the event.
- Mullis Street crosswalk – Town received a request for a crosswalk at the Mullis and Market Street intersection. Discussion followed regarding safety. **Council consensus to provide a preliminary design.**

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- Taxi Companies – Town continues to work with the taxi, buses and charter companies on Front Street. Draft regulations may be necessary.
- Capital Facilities Plan – The CFP will be presented on June 15th prior to forwarding it to the Planning Commission for public hearing.
- Ribbon Cutting – The FH Airport ribbon cutting for the new customs office is scheduled June 1st at 2:30 p.m.
- Parking – Town continues to work with JAC 330 Spring Street for lease of the lot for additional parking.
- PFFAP – Town will submit the Argyle Avenue Sidewalk Project for this year's application.

PAYMENT OF CLAIMS

Moved by de Freitas, seconded by Starr, to affirm the payment of Payroll Warrants and approve the payment of Claim Warrant Nos. 42909 through 42939 in the amount of \$294,706.52. Motion passed 4-0 with Monin absent.

APPROVAL OF MINUTES

Clerk Taylor requested that approval of the May 18, 2017 minutes be postponed until the June 15th session.

FUTURE AND NON-AGENDA ITEMS

Councilmember de Freitas inquired about Top of the Harbor. Administrator Wilson explained that the Town does not have authority to enforce the neighborhood's restrictive covenants. Councilmember Starr inquired about the stormwater run-off concerns. Director Haeefe explained that the Town will review site plans, including engineering for stormwater run-off.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Pro-tem Ghatan adjourned the meeting at 2:00 p.m. The next regular meeting is scheduled for Thursday, June 15, 2017 at 12:00 p.m.

Thursday, June 15, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr. (Councilmember Starr was excused at 1:50 p.m.)

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

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ANNOUNCEMENTS/SCHEDULE CHANGES

No evening session was scheduled.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

2017 Summer Arts Fair

At 12:01 p.m., Mayor Lacher introduced Claire Wright, SJC Arts Council President, to make a request for H/M funding to promote the second annual event known as the San Juan Summer Art Festival. Ms. Wright described the proposal to organize and administer the Festival at the Brickworks on Fridays in August 2017. Discussion followed regarding allowable uses of the funding. **Consensus to bring an agreement for approval.**

Moved by Starr, seconded by Ghatan, to approve the use of \$7,600 from the 1st 2% Hotel Motel Excise Tax fund for promotion of the San Juan Summer Arts Festival. Motion passed unanimously.

PUBLIC HEARING

2018-2023 Six Year Transportation Improvement Plan

At 12:34 p.m., Mayor Lacher introduced discussion of the preliminary Six Year Transportation Improvement Plan for years 2018-2023. Administrator Wilson provided an overview of each project listed. Discussion and inquiry followed regarding cost and timing for projects.

At 12:38 p.m., Mayor Lacher opened the public hearing. No public testimony was received. Mayor Lacher closed the public hearing.

Resolution No. 2282

At 12:52 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2282, concerning the 2018-2023 Six Year Transportation Improvement Plan. No discussion followed.

Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2282, providing for a Six Year Transportation Improvement Program for the years 2018 through 2023. Motion passed unanimously.

Resolution No. 2283

At 12:53 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2283 concerning the annual Rock-The-Dock event. Administrator Wilson explained the conditions of the permit request by the Port of Friday Harbor. No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2283, authorizing conditional private use of a portion of Front Street by the Port of Friday Harbor for the annual Fourth of July street dance known as Rock-The-Dock. Motion passed unanimously.

Resolution No. 2284

At 12:54 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2284 concerning a compensation agreement for employee Pedro Mena. Administrator Wilson explained that Mr. Mena is providing inspection services outside of his normal job description and in excess of 40 hours per week. The agreement authorizes payment of up to 10 additional hours actually accrued over the regular 40 hours per week during the course of the inspection services. Discussion followed regarding personnel policies.

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Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2284, authorizing the compensation agreement with Pedro Mena for construction inspection of the UW Pump Station Replacement Project. Motion passed unanimously.

Resolution No. 2285

At 12:58 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2285 concerning a lease agreement for municipal parking at 330 Spring Street. Administrator Wilson explained that the Owner and Town negotiated terms for lease of a portion of the vacant lot. Discussion followed regarding its layout and improvements.

Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2285, authorizing the Mayor to execute an agreement for lease of a portion of 330 Spring Street. Motion passed unanimously.

Resolution No. 2286

At 1:10 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2286 concerning road maintenance. Administrator Wilson described the scope of work for the annual chip sealing program. Discussion followed regarding cost.

Moved by Monin, seconded by Starr, to adopt Resolution No. 2286, ratifying the Request for Interlocal Services between the Town and County for minor road repair and roadway chipsealing services within the Town. Motion passed unanimously.

Resolution No. 2287

At 1:15 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2287 concerning pothole repairs. Administrator Wilson explained that Richard Lawson Construction submitted the lowest responsive bid for services. Discussion followed regarding the timeline for repairs.

Moved by Starr, seconded by Monin, to adopt Resolution No. 2287, authorizing the Mayor to execute a contract for the construction of the 2017 Pothole Repair Project. Motion passed unanimously.

Resolution No. 2288

At 1:20 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2288 concerning the Water Transmission Line. Administrator Wilson explained that Mike Carlson Enterprises, Inc. submitted the lowest responsive bid after being duly advertised. The bids received were lower than the engineer's estimate. Public Works Director, Wayne Haeefele, explained that USDA approved Town to award project. However, the Notice to Proceed will be subject to conditions. Discussion followed regarding the \$250,000 contingency.

Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2288, awarding the bid to and authorizing the Mayor to execute construction documents with Mike Carlson Enterprises, Inc. for the Water Transmission Line Replacement Project, Phase 2. Motion passed unanimously.

Resolution No. 2289

At 1:31 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2289 concerning the Friday Harbor House. Administrator Wilson explained that the hotel's lease for use of the unopened right-of-way had expired. Discussion followed regarding grading of the area.

Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2289, authorizing a permit for use of an unopened portion of the Town's right of way to FHH Investments, LLC. Motion passed unanimously.

Ordinance No. 1620

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At 1:36 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1620 concerning building codes. Administrator Wilson explained that the purpose of the amendment is to make regulations for fire flow consistent with both the IFC and Town Water System Plan. No discussion followed.

Moved by Monin, seconded by Starr, to adopt Ordinance No. 1620, amending Chapter 15.04 concerning State Building Codes. Motion passed unanimously.

ADMINISTRATOR'S REPORT

At 1:39 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Park Street W/S Replacement Project– The sewer main is complete. The water main is installed and almost ready to pressure test.
- FH Airport Improvements – Town agreed to reimburse for one-third of the cost for renovations to the new customs office. **Moved by de Freitas, seconded by Ghatan, to authorize the reimbursement to the Port of Friday Harbor in the amount of \$9,700, from the 1st 2% hotel motel excise tax fund, for the renovation of the Border Protection offices at the Friday Harbor Airport. Motion passed unanimously.**
- Stormwater Vault – The Governor's Office has been contacted regarding the tidal lease required for construction of the vault.
- Capital Facilities Plan – The draft plan was reviewed. The Plan will be forwarded to the Planning Commission for public hearing.
- Sunshine Alley Breezeway – Town will contact the restaurant owner about containing the grease at the rear of the building. Staff will pressure wash the area.
- Local 1849F – A Closed Session will be scheduled to review the proposed policy for after hour call-outs.
- SJ Brewery – The Brewery has started brewing its first batch of beer. Neighbors in the C Street neighborhood have noticed odors.
- Noise complaint – A complaint was received regarding the noise from a generator in the harbor. Town suspects that the noise could be from the cruise ship.
- Front Street – The sewer is still having issues.
- PFFAP Application – Town submitted an application for Argyle Avenue Sidewalk Improvements.
- Transient Accommodations – Out-of-Town water users that want to convert to transient accommodations are becoming an issue for the Town. An executive session will be scheduled to discuss the matter with Counsel.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 42940 through 42998 in the amount of \$309,258.30; and payment of Treasurer Check Nos. 9689 through 9694 in the amount of \$397,290.55. Motion passed 4-0 with Starr absent.

APPROVAL OF MINUTES

Moved by Ghatan, seconded by de Freitas, to approve the minutes of **May 18th and June 1st, 2017 as corrected.** Motion passed Motion passed 4-0 with Starr absent.

FUTURE AND NON-AGENDA ITEMS

Councilmember Monin requested an excused absence on July 20, 2017.

Councilmember Hushebeck requested an excused absence on July 6, 2017.

Administrator Wilson will attend the AWC Annual Conference June 20-23, 2017.

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CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:30 p.m. The next regular meeting is scheduled for Thursday, July 6, 2017 at 12:00 p.m.

Thursday, July 6, 2017 – Council Chambers – Afternoon Session
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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 1, Steve Hushebeck was absent. Treasurer, Kelle' Wilson was on-call for the session.

EXCUSED ABSENCE

Council unanimously excused the absence of Council Hushebeck.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that the Council would be holding a joint meeting with the San Juan County Council.

PUBLIC ACCESS TIME

Becky Day, SJI Chamber of Commerce Director, reported on the Fourth of July events, parade and fireworks. Ms. Day thanked the community and volunteer coordinators for making this year's Independence Day special. Mayor Lacher and the Council thanked Ms. Day and the Chamber.

ACTION AND DISCUSSION ITEMS

Joint Meeting - San Juan County Council

At 12:04 p.m., Mayor Lacher welcomed the SJC Council to discuss issues of mutual concern. The SJC Council called their special meeting to order. The Councils discussed the following topics:

- SJC Economic Development update;
- SCJ Comprehensive Plan updates;
- SJC Land Bank update;
 - Status of Malcom Street property
 - Statue of Historic Preservation easement
 - Request for Mount Grant easement;
- SJC Affordable Housing Plan;
- Joint Solid Waste Management Plan; and

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- Cooperative opportunities.

The Council thanked the SJC Council for attending. The SJC Council adjourned their portion of the meeting at 1:30 p.m. No action was taken.

ADMINISTRATOR'S REPORT

At 1:35 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Mullis Street Crosswalk – A preliminary design was presented for the crosswalk at Mullis and Market Street. **Council consensus to finalize the design of the crosswalk.**
- Front Street – The CIPP sewer pipe repairs on Front Street caused damage. The company missed 2 outflow connections that backed up into restaurants. The business owners submitted insurance claims for the damage. Discussion followed.
- Plastic Bag Poster – The County submitted an informational poster to the Town regarding plastic bag usage. The Town's logo is on the poster. No action was taken.
- Billing Insert – Town included two informational handouts regarding materials entering the sewer system and the consumer quality report with the monthly invoices.
- Fourth of July – This year's event was successful.
- WSF Reservations – Comments were made that reservations seem less accessible. WSDOT will hold a regional session on SJ Island on July 10, 2017.
- Water Transmission Line, Phase 2 – The preconstruction meeting for the project is scheduled July 10, 2017.
- Chipsealing – Park Street is scheduled July 24th. Martin Street, McDonald Street and Friday Avenue are scheduled July 25th-26th.
- Town Employees – Three employees have tendered resignation. Town will advertise the positions.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 16883 through 16896 and June 30, 2017 Direct Deposit Run; and approve the payment of Claim Warrant Nos. 42999 through 43053 in the amount of \$666,392.73; and acknowledge Treasurer Check Nos. 9695 to 9700 in the amount of \$210,814.90. Motion passed 4-0 with Hushebeck absent.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Starr, to approve the minutes of **June 15, 2017 as submitted**. Motion passed 4-0 with Hushebeck absent.

FUTURE AND NON-AGENDA ITEMS

The Council requested that paid parking be discussed in the fall for the 300 Spring Street Parking Lot.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:07 p.m. The next regular meeting is scheduled for Thursday, July 6, 2017 at 5:30 p.m.

Thursday, July 6, 2017 – Council Chambers – Evening Session

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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

ROLL CALL

Councilmembers: Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; Clerk, Amy Taylor and Land Use Administrator, Mike Bertrand.

Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin and Treasurer, Kelle' Wilson were absent.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmembers Hushebeck and Monin.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The Council attended a closed session regarding collective bargaining pursuant to RCW 42.30.140(4)(B) following adjournment of the Town Council meeting. The session was not subject to the open public meeting act.

PUBLIC ACCESS TIME

No public access was forthcoming.

PUBLIC HEARING

Rezone Application No. 69

At 5:31 p.m., Mayor Lacher opened the public hearing concerning Rezone Application No. 69, a request by the Town of Friday Harbor proposing an amendment to the 2017 Zoning Designation Map to make land use regulations consistent with the Town Shoreline Master Program.

The subject properties are Tax Parcel Nos.: 351392507, 351392508; 3351392509, 351392503; 351392505; 351392504; 351392506; and 351392506. The proposal is requesting a rezoning change from Shoreline Public Accommodation to Multi-Family Residential. The subject properties are located on the east side of Turn Point Road south of Warbass Way.

Mayor Lacher asked if any Councilmember wished to excuse themselves from participating. The Council answered in the negative. The Council stated that no conflicts of interest exist. The Council stated that they could hear the application in a fair and objective manner.

Land Use Administrator, Mike Bertrand, presented the staff report. Staff evaluation is that:

- a. The request for rezone is consistent with the Comprehensive Plan and the Shoreline Master Plan of the Town of Friday Harbor.
- b. The requested rezone to the Multi-Family zone is consistent with the residential classification of the subject property shown on the Amended 2002 Comprehensive Plan Land Use Map.
- c. The Town Council has the authority under Section 20.08.030(c) of the Friday Harbor Municipal Code to review and act on land use rezones.

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- d. The existing adjacent zones are all residential except for the northern adjacent parcel which will remain Shoreline Accommodation.
- e. Rezoning to Multi-Family will potentially limit the infrastructure and traffic impacts of this area of Town along the shoreline.
- f. All of the subject properties, except for the furthest south parcel, currently have a Conditional Use Permit (CUP) to allow a Single-Family Use. The proposed rezone would eliminate the need for the CUP since single-family uses are allowed in the Multi-Family Zone.

At 5:36 p.m., Mayor Lacher opened the public hearing to Council questions. No questions or comments were heard from the Council.

At 5:37 p.m., Mayor Lacher opened the public testimony portion of the hearing.

David Dubbell, 630 Harrison Street, asked staff to explain the implication or scope that multi-family residential density will have on what can be built.

Jubel Masterson, 650 Turn Point Road (Agent for Oorthuys), read a letter (Exhibit A) into the record requesting that the subject properties be zoned single family residential.

Vincent Buck, 620 Turn Point Road, testified in favor of the rezone. Mr. Buck stated that there could be tax benefits for changing the zoning from "shoreline accommodation".

Mayor Lacher allowed a break from public testimony for Land Use Administrator Bertrand to address audience questions. Mr. Bertrand compared the allowable uses between the Shoreline Accommodation and Multi-Family zones.

David Dubbell testified in opposition to the rezone. Mr. Dubbell requested that Town (as applicant) take additional time to explain the proposal.

Land Use Administrator Bertrand reviewed current regulations and allowable uses.

Town Administrator Wilson asked Mr. Bertrand to describe what a developer could build if they submitted an application today with the current zoning. Mr. Bertrand responded that a developer could build any of the allowable uses in FHMC 17.44.020 with a conditional use permit. Those uses could include commercial development.

At 5:50 p.m., Mayor Lacher closed the public testimony portion of the hearing with the right to reopen, if needed. Mayor Lacher opened the hearing to Council questions.

Councilmember Starr asked why the Town was considering multi-family residential rather than other zoning. Mr. Bertrand explained that multi-family makes the zoning more restrictive than the current Shoreline Accommodation zoning.

Discussion followed regarding the application before them. Mayor Lacher explained that proposal may be denied, approved or approved with conditions.

At 6:00 p.m., Mayor Lacher reopened the public hearing portion of the hearing.

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David Dubbell asked what the number units would be for potential buildout. Land Use Administrator Bertrand responded approximately 100 units.

Vincent Buck stated that he was in support of the rezone to multi-family. Mr. Buck stated that if the other parcel owners wanted to keep their properties as single-family residential it is their choice.

At 6:03 p.m., Mayor Lacher closed the testimony portion of the public hearing. Mayor Lacher opened the hearing to Council deliberation.

Administrator Wilson explained that regardless of the decision on the application, the property owners would still be able to submit a conditional use permit application for multi-family uses.

Councilmembers took turns expressing their opinions of the application. Councilmembers Ghatan, de Freitas and Starr expressed that they were uncomfortable moving forward with the application as presented without additional information.

Mayor Lacher repeated the actions that the Council could take in regard to the application.

Moved by Ghatan, seconded by de Freitas, to continue the public hearing for Rezone Application No. 69 until August 3, 2017 at 5:30 p.m. Motion passed 3-0 with Hushebeck and Monin absent.

ACTION AND DISCUSSION ITEMS

Ordinance No. 1620

At 6:09 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1620 concerning sewer service installation. Administrator Wilson explained that the Town has had several installations that that cost more than the adopted installation fees. The purpose of the ordinance is to make the burden of sewer service installation the owner's responsibility via a certified contractor with inspection by the Town. Discussion followed regarding existing sewer service applications.

Moved by Ghatan, seconded by Starr, to adopt Ordinance No. 1620, amending Section 13.21.020(B) FHMC relating to the installation of new sewage services within the Town. Motion passed 3-0 with Hushebeck and Monin absent.

Ordinance No. 1621

At 6:16 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1621 concerning 330 Spring Street parking. Administrator Wilson explained that it is in the best interests of the Town to place parking restriction on the municipal parking lot. The purpose of the ordinance is to establish the length of time and types of vehicles that would be allowed to park in the municipal lot. The Town intends to restrict parking from 1:00 a.m. through 4:00 p.m., RVs/campers, vehicles over 22' in length, and trailers. Signage will be posted. Discussion followed regarding the industry standard length of vehicles (20' versus 22').

Moved by Ghatan, seconded by Starr, to adopt Ordinance No. 1621, amending Section 10.04.085 FHMC relating to restricted public parking lots; as revised. Motion passed 3-0 with Hushebeck and Monin absent. Clerk's Note: Restricted vehicles will be 22' in length instead of 20' in length.

Resolution No. 2290

At 6:30 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2290 concerning a Town Surplus Policy. Administrator Wilson explained that the Town does not currently maintain a policy for items that it deems surplus. Discussion followed regarding the wording of the document.

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Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2290, adopting a policy regarding property deemed surplus. Motion passed 3-0 with Hushebeck and Monin absent.

Resolution No. 2291

At 6:32 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2291 concerning surplus items for 2017. No discussion followed.

Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2291, offering for public sale such used equipment and items deemed surplus. Motion passed 3-0 with Hushebeck and Monin absent.

Resolution No. 2292

At 6:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2292 concerning the SJC Arts Council. Administrator Wilson explained that the resolution authorizes the agreement for H/M funds that were approved on June 15, 2017. Discussion followed regarding the SJAC applying for the 2018 H/M Tax Grant cycle.

Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2292, authorizing the Mayor to execute a grant agreement with the San Juan County Arts Council for tourism promotion of a new event with funding coming from the 1st 2% hotel motel excise tax fund. Motion passed 3-0 with Hushebeck and Monin absent.

FUTURE AND NON-AGENDA ITEMS

Administrator Wilson said that he would research the feasibility of an event coordination company.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:00 p.m. The next regular meeting is scheduled for Thursday, July 20, 2017 at 12:00 p.m.

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SUMMARY OF THE MINUTES TOWN COUNCIL Thursday, July 20, 2017– Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 2, Noel Monin, was absent.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Monin.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

SJC Councilmember, Bill Watson, provided an update on the Turn Point Pear Point Connect Road. Discussion followed regarding the location of parking for the Island Rec trail system. Administrator Wilson requested that the County forward the bid results for the SJ Valley Road repair project. Mayor Lacher thanked Mr. Watson for the update.

ACTION AND DISCUSSION ITEMS

Friday Harbor Arts Commission

At 12:17 p.m., Mayor Lacher recommended that Macalister Arndt be reappointed as youth member to the Friday Harbor Arts Commission for a one year term. Discussion followed regarding her presence on the Commission.

Moved by Hushebeck, seconded by Ghatan, to affirm the reappointment of Macalister Arndt as youth member to the Friday Harbor Arts Commission. Motion passed 4-0 with Monin absent.

PUBLIC HEARING

2017 Town Budget Amendments

At 12:19 p.m., Mayor Lacher opened the public hearing regarding 2017 Town Budget amendments. Treasurer Wilson presented fund balances. Discussion followed regarding projects that will be delayed until the 2018 budget cycle. Administrator Wilson thanked Treasurer Wilson for her work on the document.

Mayor Lacher opened the public testimony portion of the meeting. Hearing none, Mayor Lacher closed the public hearing.

Ordinance No. 1623

Moved by de Freitas, seconded Ghatan, to adopt revised Ordinance No. 1623, amending the 2017 Town Budget, with the inclusion of \$125,000 for SJ Valley Road repairs associated with the Water Transmission Line Replacement Project, Phase 1. Motion passed 4-0 with Monin absent.

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ACTION AND DISCUSSION ITEMS (cont.)

Ordinance No. 1624

At 12:28 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1624 concerning water installation charges. Administrator Wilson explained that actual costs for water service installation are greater than the current fee charged to the water customer. No discussion followed.

Moved by Hushebeck, seconded by Starr, to adopt Ordinance No. 1624, amending Chapter 13.05 FHMC concerning water rates and charges for installation of new services. Motion passed 4-0 with Monin absent.

Public Works Update

At 12:32 p.m., Public Works Director, Wayne Haefele provided an update on current public works projects. No action was taken. Mayor Lacher thanked Director Haefele and the public works crews.

Tucker Avenue Reconstruction Project, Phase 2

At 12:43 p.m., Mayor Lacher introduced discussion of the final drawings for the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson and Director Haefele presented the 90% drawings and requested that Council approve the design or present modifications for the engineer to incorporate. The project engineer will then finalize designs, specifications and bidding documents. Discussion followed regarding the sidewalk design near University Way.

Moved by Ghatan, seconded by de Freitas, to approve the 90% drawings for the Tucker Avenue Reconstruction 71 Project, Phase 2 as presented. Motion passed 4-0 with Monin absent.

ADMINISTRATOR'S REPORT

At 12:52 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Administrator's schedule – Administrator Wilson will be out of the office July 24th-29th.
- SJC PFFAP Grant – The Committee recommended that SJC approve the Argyle Avenue Sidewalk Improvement Project for \$25,000. The Town requested \$31,000 for funding.
- Memorial Park Monument – The project for a World War II monument is scheduled for a presentation on August 3, 2017.
- FLOW Technologies – The Company forwarded an adjusted invoice for the CIPP repairs on Front Street.
- Sunshine Alley Breezeway – Staff is researching outdoor "Edison Lights" for the Breezeway.
- Time-limited Parking – Councilmember de Freitas suggested that commercial parking on Nichols Street be amended from 2:00 p.m. to 12:00 p.m. Discussion followed.

PAYMENT OF CLAIMS 87

Moved by Ghatan, seconded by Starr, to approve the payment of Prewrite and Claim Warrant Nos. 43119 through 88 43180 in the amount of \$476,289.85. Motion passed 4-0 with Monin absent.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Ghatan, to approve the minutes of July 6, 2017 as submitted. Motion passed 4-0 with Monin absent.

ACTION AND DISCUSSION ITEMS (cont.)

Town Council of Friday Harbor - Summaries of the 2017 Minutes

Presentation – Quasi-judicial Hearing Procedures

At 1:17 p.m., Mayor Lacher introduced discussion with Town Attorney Mike Kenyon regarding the Appearance of Fairness Doctrine. Mayor Lacher explained that the Town is anticipating certain land-use related applications and that the public will be trying to communicate with the Council outside of the public hearing setting. Attorney Kenyon reviewed the Doctrine and answered procedural questions related to specific applications that may be received by the Town. Mayor Lacher and the Council thanked Attorney Kenyon. No action was taken.

FUTURE AND NON-AGENDA ITEMS

Councilmember Hushebeck complimented the 300 Spring Parking Lot. Discussion followed regarding shoulder-season uses.

Councilmember Hushebeck inquired about the status of the Spring Street Stormwater Vault Project. Administrator Wilson replied that Town is still seeking a lease from DNR.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:48 p.m. The next regular meeting is scheduled for Thursday, August 3, 2017 at 12:00 p.m.

These minutes were approved on [date]. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, August 3, 2017 – Council Chambers – Afternoon Session
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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan. Position No. 5, Barbara Starr, was absent.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Starr. The Council concurred.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

Peter Delorenzi, American Legion No. 163 Representative, thanked the Town for considering the World War II monument and thanked Sandy Strehlou for her help with the project.

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ACTION AND DISCUSSION ITEMS

Memorial Park – World War II Monument

At 12:01 p.m., Mayor Lacher introduced discussion of the proposal by American Legion and Masonic Lodge proposal for a new monument in Memorial Park. Historical Preservation Coordinator, Sandy Strehlou, described the feature, location, installation & test digging at the Park. Discussion followed regarding installation methods and timeline.

Moved by Monin, seconded by de Freitas, to authorize installation of the monument in Memorial Park, subject to the approval the Historic Preservation Department and Town Administrator. Motion passed 4-0 with Starr absent.

Historic Preservation Update

At 12:15 p.m., Historical Preservation Coordinator, Sandy Strehlou, requested authorization to update and print approximately 1500 pieces of the “Discover Historic Friday Harbor”. The Council concurred.

Ms. Strehlou provided an update on the current project for a WWI Mural Art display in the Breezeway.

Mayor Lacher and the Council thanked Ms. Strehlou.

SJC Update

At 12:21 p.m., Mayor Lacher introduced SJC Councilman Bill Watson to provide an update on issues of mutual concern. Mr. Watson reported on status of the Connector Road, and Park Street chipsealing by SJC Public Works. Mayor Lacher and the Council thanked SJC Councilman Watson.

Comprehensive Plan Amendments

At 12:30 p.m., Mayor Lacher introduced discussion of 2017 amendments to the Town Comprehensive Plan. Land Use Administrator Michael Bertrand reviewed the Planning Commission recommendations pursuant to the public hearing on June 27, 2017. Recommendations included one reclassification request and updating tables. No discussion followed. (See adoption of Ordinance No. 1625.)

Ordinance No. 1625

Moved by Ghatan, seconded by Hushebeck, to adopt Ordinance No. 1625, amending the 2002 Town of Friday Harbor Comprehensive Plan. Motion passed 4-0 with Starr absent.

Resolution No. 2294

At 12:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2294 regarding annual fleet maintenance. Administrator Wilson explained that the agreement is a work order for mutual aid for the County to annually service Town trucks and equipment. Tasks will include maintenance items such as oil changes. No discussion followed.

Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2294, ratifying a work order with SJC for annual maintenance of Town vehicles and equipment. Motion passed 4-0 with Starr absent.

Resolution No. 2295

At 12:39 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2295 regarding the annual Touch-A-Truck event. Administrator Wilson explained that Island Rec has invited the Town to participate in this year’s event. The event remains the same as prior years. The agreement has been amended for a term of three years. No discussion followed.

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Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2295, authorizing the Mayor to execute an interlocal agreement with San Juan Island Park and Recreation District for participation in the annual “Touch-a-Truck” events. Motion passed 4-0 with Starr absent.

Resolution No. 2296

At 12:41 p.m., Mayor Lacher introduced discussion regarding draft Resolution No. 2296 concerning the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson explained that OPALCO has granted a Quit Claim Deed for the “wedge” of property on Tucker Avenue near University Way for use as public right-of-way. Administrator Wilson thanked OPALCO for its kind donation. No discussion followed.

Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2296, accepting a Quit Claim Deed from OPALCO for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed 4-0 with Starr absent.

Resolution No. 2297

At 12:43 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2297 concerning the Park Street Water Sewer Replacement Project. Project Engineer Pedro Mena explained that Change Order Nos. 1 through 4 reflect unexpected site conditions and adjustments to material quantities. Administrator Wilson complimented the Contractor and Staff for the Project. No discussion followed.

Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2297, authorizing the Mayor to execute Change Order Nos. 1 through 4 for the Park Street Water Sewer Replacement Project. Motion passed 4-0 with Starr absent.

Resolution No. 2298

At 12:52 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2298 concerning the Park and Reed Street Sidewalk Improvement Project. Project Engineer Pedro Mena explained that Change Order No. 1 reflects utility relocation. CenturyLink will reimburse the expense. No discussion followed.

Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2298, authorizing the Mayor to execute Change Order No. 1 for the Park and Reed Street Sidewalk Improvement Project. Motion passed 4-0 with Starr absent.

Resolution No. 2299

At 12:54 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2299 concerning the Water Transmission Line Replacement Project, Phase 2. Administrator Wilson explained that the utility easement granted circa 1954 does not accurately reflect the location of the current or new water line route. The Town and current parcel owners of Tax Parcel Nos. 351912004 and 351912006 have agreed to execute a new easement to install and maintain the new water transmission line and supersede the 1954 easement. No discussion followed.

Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2299, authorizing the Mayor to execute utility easement agreements with the owners of TPN 351921004 (Daniel Shelley) and TPN 351912006 (Gretchen Gubelman) for utility installation and maintenance of the Town water transmission line. Motion passed 4-0 with Starr absent.

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ADMINISTRATOR'S REPORT

At 1:03 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Water Transmission Line Project, Phase 2 – A status report was provided. The Contractor and Engineer are repairing valves at the dam.
- Energy Grant – Town is in the process of closing the energy grant for lighting and HVAC upgrades.
- Employee Vacancies – Town is interviewing for vacancies in the Refuse and Sewer departments.
- Pedestrian Easement – The Land Bank is finalizing the pedestrian easement for the Mt. Grant Preserve.
- Tucker Avenue Reconstruction Project, Phase 2 – Two temporary construction easements remain for project.
- Trout Lake Reservoir Level – The Lake is at minus 21.6 inches.
- Mullis Street Crosswalk – Town order flashing lights for the Mullis and Market Street crosswalk.
- Park Street Chipsealing – The Street has been chipsealed and swept once.
- Grover Street Improvements – Partial sidewalk improvement will be installed by a parcel owner to create a safe walking path elementary school children. Full improvement will be completed in the future.
- Port of Friday Harbor – The Port has chosen to not renew the leasing arrangement for the Cruise ship due to overnight generator noise.
- Treeline Tree Care – The Contractor will prune the damaged trees at Sunken Park.
- 330 Spring Street – A pedestrian pathway has been opened from public parking lot to Ellsworth Avenue.
- Litter Can – The litter trash will be replaced at the Spring Street and Blair Avenue intersection.
- Sunken Park – The lights will be retimed at Sunken Park to be shut off at 10:00 p.m.
- Fall banners – Staff is working on replacing the Fall banners.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 16897 through 16908 and direct deposit run dated July 31, 2017 in the amount of \$273,761.92; and approve the payment of Prewrite and Claim Warrant Nos. 43182 through 43225 in the amount of \$494,301.62; and affirm Treasurer Check Nos. 9701 through 9704 in the amount of \$4,396.82. Motion passed 4-0 with Starr absent.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Ghatan, to approve the minutes of **July 20, 2017 as submitted**. Motion passed 4-0 with Starr absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:47 p.m. The next regular meeting is scheduled for Thursday, August 3, 2017 at 5:30 p.m.

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Thursday, August 3, 2017 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan. Position No. 5, Barbara Starr was absent.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Starr.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

PUBLIC HEARING

Rezone Application No. 68 – 825 Argyle Avenue

At 5:31 p.m., Mayor Lacher opened the public hearing to consider Rezone Application No. 68, a request by OJC Properties, Inc. to amend the Developer's Agreement for their multifamily residential parcel from 5 units to 6 units.

The subject property is identified as Tax Parcel Number 351492008 and located at 825 Argyle Avenue. The subject property is currently zoned Multi-family residential with 4 units and 827 Argyle Avenue has 1 unit. Staff evaluation is that:

1. The request is consistent with the Comprehensive Plan;
2. The request is consistent with the current Multi-family residential zoning;
3. The Town Council has authority to grant the request;
4. The original parcel was divided into 2 tax parcels. The current Developer's Agreement applies to both parcels. If amended, the text of the Developer's Agreement should reflect the second parcel.

Mayor Lacher asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Lacher's inquiry if anyone objected to her or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Lacher's inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Lacher's inquiry regarding personal gain or loss of financial benefit; and communication with opponents or proponents regarding said application. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

The Council was provided with the Staff Report dated July 25, 2017 and the following Exhibits:

- Exhibit A - Letter from Stephanie Johnson O'day to Town dated July 31, 2017;
- Exhibit B - Email from Town to Linda Thompson dated July 28, 2017;
- Exhibit C1 - Letter from Linda and Gary Thompson to Town dated July 31, 2017;

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- Exhibit C2 - Letter from Linda and Gary Thompson to Town dated July 28, 2017;
- Exhibit D1 - Email from Heidi Lewis to Town dated July 28, 2017;
- Exhibit D2 - Email from Heidi Lewis to Town dated July 28, 2017;
- Exhibit E - Email from Dana Roberts to Town dated August 2, 2017;
- Exhibit F - Email from Stephanie Johnson O'day to Town dated August 2, 2017; and
- Exhibit G - Letter from Stephanie Johnson O'day to Town dated June 7, 2017.

Mayor Lacher invited the Stephanie Johnson O'day, OJC Properties, Inc. (Applicant) to make a presentation. Ms. Johnson O'day entered Exhibit G into the record. Ms. Johnson O'day explained that the subject property has the space to allow one additional unit. Ms. Johnson O'day described the units as affordable housing, testified that the terms of the current developer's agreement are being met, and listed improvements made to the original structures and garden.

Councilmember Hushebeck asked why the parcel was divided into two lots. Ms. Johnson O'day responded that it was always their intention to divide the lot.

Councilmember Ghatan asked if the property is condominiumized. Ms. Johnson O'day responded that it is not.

Councilmember de Freitas asked what the arrangement was with the main house. Ms. Johnson O'day responded that the occupants have a lease-to-own arrangement.

Land Use Administrator Michael Bertrand corrected the terminology being used to describe the units. Mr. Bertrand clarified that the units are "single family dwellings or units on a multi-family residential parcel".

In response to written testimony, Ms. Johnson O'day stated that the wheels and axels were removed from the units after placement and therefore are not mobile homes.

Ms. Johnson O'day concluded that their "community" has not received complaints from the neighbors and requested that the Council approve the request to allow one additional unit.

At 5:47 p.m., Mayor Lacher asked Land Use Administrator Michael Bertrand if he wished to make a presentation. Mr. Bertrand responded that unless the Council had questions, Ms. Johnson O'day covered the material in the staff report. The Council did not have questions of Mr. Bertrand.

At 5:48 p.m., Mayor Lacher opened the public testimony portion of the hearing.

Bonnie Potter, 822 Argyle Avenue, commented on the process for evaluating land use applications.

Linda Thompson, 435 Green Way, testified against the proposal. See Exhibit C1 and C2.

Heidi Lewis, 823 Argyle Avenue, testified against the proposal. See Exhibit D1 and D2.

Ms. Lewis noted that Dana Roberts intended to submit written testimony against the proposal. Mayor Lacher stated that the Council received the written testimony and offered to read Exhibit E into the record.

Philip Smith, 823 Argyle Avenue, testified against the proposal.

Gary Roberts, 804 Argyle Avenue, commented on the purpose of rezoning and history for the development of upper Argyle Avenue since its annexation into the Town.

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At 6:05 p.m., hearing no other comments from the public, Mayor Lacher closed the public testimony portion of the hearing, reserving the right to reopen if needed. Mayor Lacher opened the hearing to Council questions directed to Staff and the Applicant.

Councilmember Ghatan asked Ms. Johnson O'day why manufactured units were selected instead of "stick-built" units. Ms. Johnson O'day responded that stick-built units would have been cost prohibitive. Ms. Johnson O'day added that protections of the Developers Agreement will run with the land regardless of ownership or short-platting the parcel.

Administrator Wilson noted that statements by members of the public that the Land Use Administrator recommend approval of the application are incorrect. Mr. Wilson stated that the only recommendation in the staff report is that staff should be directed to prepare findings of fact, conclusions of law and decision if Rezone Application No. 68 is approved.

At 6:12 p.m., Mayor Lacher opened the hearing to Council deliberations. The Council took turns voicing their opinions of the application. Mayor Lacher noted that she would be in a position to vote if the Council votes 2-2.

Moved by Monin, seconded by Ghatan, to deny Rezone Application No. 68, a request to amend the Developer's Agreement for TPN 351492008; and direct staff to prepare Findings of Fact, Conclusions of Law, and Decision. Motion passed 3-1 with Hushebeck opposed and Starr absent.

COUNCIL UPDATES

Councilmember Ghatan provided an update for the Friday Harbor Arts Commission. The FHAC received several proposals for the Warbass Way Sculpture Project.

Councilmember de Freitas noted that a bench needed maintenance.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:30 p.m. The next regular meeting is scheduled for Thursday, August 17, 2017 at 12:00 p.m.

Thursday, August 17, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan. Position No. 5, Barbara Starr, was absent.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Starr.

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FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

No evening session was scheduled.

PUBLIC ACCESS TIME

Lynn Danaher, 470 Argyle Avenue, shared her upcoming proposal to San Juan County for development of the "Malcomb Street Property" currently owned by the SJC Land Bank. The County is exploring options to develop the property for affordable housing. Mayor Lacher and Administrator Wilson noted that there are no applications to date for property development, however it may become subject of a quasi-judicial hearing in the future. The Council thanked Ms. Danaher for her presentation.

ACTION AND DISCUSSION ITEMS

SJI Chamber of Commerce

At 12:11 p.m., Mayor Lacher introduced Becki Day, SJI Chamber of Commerce Director, to ask the Council's preference for upcoming 2018 Budget Requests. Ms. Day explained that the Chamber would be submitting an application for 2nd 2% HM funding for event promotion. Ms. Day asked how the Council would want the Chamber to proceed for requesting operation and Fourth of July event funding. Discussion followed regarding support for Chamber activities. **Council consensus that funding outside of specific event promotion would be associated with the 1st 2% HM.** Ms. Day will be scheduled for budget requests, including funds for operations and Fourth of July event planning and fireworks on September 21, 2017.

2018 Town Budget

At 12:18 p.m., Mayor Lacher introduced discussion of the 2018 Town Budget. Treasurer Wilson and Administrator Wilson explained that Town has issued a call for budget requests. Treasurer Wilson requested that the Council submit any discretionary items for the budget during August. Mayor Lacher thanked Treasurer Wilson.

Rezone Application No. 68 – Findings of Fact

At 12:22 p.m., Mayor Lacher introduced discussion of draft Findings of Fact, Conclusions of Law, and Decision regarding Rezone Application No. 68. Administrator Wilson presented the Decision based on direction from the August 3, 2017 public hearing. On August 3, 2017, the Council voted 3-0 to deny the application to amend the current Developers Agreement to allow an additional dwelling unit, but approved modification to the Developer's Agreement, for a modification of the tax parcel numbers governed by the Developer's Agreement, since the parent parcel was subdivided into two lots. No discussion followed.

Moved by Ghatan, seconded by de Freitas, to adopt Findings of Fact, Conclusions of Law, and Decision for Rezone Application No. 68. Motion passed 4-0 with Starr absent.

Resolution No. 2300

At 12:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2300, *concerning construction of County Road #157 (the Connector Road)*. Administrator Wilson explained that the Connector Road would be located on property now owned by the County, Town, Island Rec, MEBN Corporation (Soil), and private property owners (Buck, Boreen and Norman). The purpose of the agreement is to clarify the roles and duties of the Parties in order to facilitate construction of the road in a timely fashion. No discussion followed. Administrator Wilson thanked the County for their efforts.

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Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2300, authorizing the Mayor to execute a cooperative property agreement to facilitate construction of County Road #157. Motion passed 4-0 with Starr absent.

Connector Road Maintenance Agreement

Concurrently with Resolution No. 2300, Administrator Wilson presented a draft agreement concerning road construction and maintenance of County Road #157. Administrator Wilson explained that the second agreement defines the terms and conditions for construction and joint maintenance of the road. The Town would be responsible for the cost of maintenance for the road located within the Town's right of way. Administrator Wilson requested a motion to authorize the Mayor to execute the agreement as soon as it is finalized by the County. Clerk Taylor will provide an ordinance to ratify the action. No discussion followed.

Moved by de Freitas, seconded by Ghatan, to authorize the Mayor to execute the interlocal agreement with San Juan County for construction and repair of County Road #157 (the Connector Road). Motion passed 4-0 with Starr absent.

Resolution No. 2301

At 12:30 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2301, *concerning the Pothole Repair and Jensen Alley Speedbump Project*. Project Manager, Pedro Mena, explained that the Change No. 1 reconciles costs for labor and materials. Discussion followed regarding storm drainage along the project route.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2301, authorizing the Mayor to execute Change Order No. 1 to the Pothole Repair and Jensen Alley Speedbump Project. Motion passed 4-0 with Starr absent.

Resolution No. 2302

At 12:40 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2302, *concerning the Pothole Repair and Jensen Alley Speedbump Project*. Administrator Wilson explained that the project is ready for acceptance. Discussion followed regarding the distance between the speedbumps. Public Works Director, Wayne Haeefe explained that distances between speedbumps are calculated based on the posted speed limits.

Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2302, accepting the 2017 Pothole Repair and Jensen Alley Speedbump Project. Motion passed 4-0 with Starr absent.

Resolution No. 2303

At 12:44 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2303, *concerning the Park Street Water Sewer Replacement Project*. Project Manager, Pedro Mena, explained that the project was completed under budget. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2303 accepting the Park Street Water Sewer Replacement Project. Motion passed 4-0 with Starr absent.

Resolution No. 2304

At 12:47 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2304, *concerning the Tucker Avenue Reconstruction Project, Phase 1*. Project Manager, Pedro Mena, explained that the project required a small easement to properly install ADA sidewalk improvements. The Owner, Tim Judkins, granted the Town said easement to a 5 foot by 5 foot area. No discussion followed.

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Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2304 accepting a right of way easement for sidewalk improvements from Tim Judkins. Motion passed 4-0 with Starr absent.

Resolution No. 2305

At 12:48 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2305, *concerning San Juan Brewery*. Administrator Wilson explained that the Brewery is seeking occupancy. The Owner must to grant Bills of Sale for improvements to the Town utility. No discussion followed.

Moved by Monin, seconded by Hushebeck, to adopt Resolution No 2305, accepting the Bills of Sale for sewer and stormwater improvements for San Juan Brewery located on A Street. Motion passed 4-0 with Starr absent.

Painted Mini Round About

At 12:51 p.m., Mayor Lacher introduced discussion of the proposal for a mini painted round about. Administrator Wilson and Public Works Director, Wayne Haefele presented the engineering estimate for roundabout and crosswalk improvements at the Spring Street and Argyle Avenue intersection. Mr. Haefele explained that the engineering estimate was rounded high to ensure that the budget for the project would not be exceeded. Discussion followed regarding the timing for improvements.

Moved by Monin, seconded by de Freitas, to authorize staff to move forward with finalizing bidding documents for the project. Motion passed 4-0 with Starr absent.

ADMINISTRATOR'S REPORT

At 1:06 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Memorial trees – Town received a request from a citizen interested in purchasing a tree for the Town as a memorial. Discussion followed. No action was taken.
- Town employees – Town hired Charles Berry and Shawn Wynne for the Wastewater Treatment Plant positions.
- Tucker Avenue Reconstruction, Phase 2 – The property acquisition phase of the project has been completed.
- Water Transition Line Replacement, Phase 2 – The water at the dam will be shut down temporarily. Shut down is scheduled after the Fair. Discussion followed regarding water availability from the tanks while the dam is shut down.
- Employee standby pay – An update was provided regarding the revised policy for standby pay for utility employees.
- Transfer Station – Lautenbach will be installing upgrades at the Transfer Station.
- UW Pump Station – The project is 95% complete.
- Navy Search & Rescue Team – A plaque will be presented at the Port's annual Fly-In Show to S&R in recognition of their emergency services.
- Town Hall – Councilmember Ghatan requested that Maintenance inspect the gutters on Town Hall.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 43227 through 43284 in the amount of \$286,007.84. Motion passed 4-0 with Starr absent.

APPROVAL OF MINUTES

Moved by Monin, seconded by Hushebeck, to approve the minutes of **August 3, 2017 as corrected**. Motion passed 4-0 with Starr absent.

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FUTURE AND NON-AGENDA ITEMS

Councilmember Ghatan requested that Town review the cost of propane. The cost is exceeding the current price for all vendors in Town.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:47 p.m. The next regular meeting is scheduled for Thursday, September 7, 2017 at 12:00 p.m.

Thursday, September 7, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

No announcements were forthcoming.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation – National Preparedness Month

At 12:01 p.m., Mayor Lacher proclaimed September 2017 as Nation Preparedness Month in the Town of Friday Harbor. Mayor Lacher introduced Carrie Brooks to speak about the importance of preparedness. Mayor Lacher thanked Ms. Brooks.

Proclamation – Prostate Awareness Month

At 12:22 p.m., Mayor Lacher proclaimed September 2017 as Prostate Cancer Awareness Month. Mayor Lacher presented the proclamation to Mike Hamlette, Friday Harbor *Us Too* Chapter President. Mr. Hamlette thanked the Town for supporting the issue. The local *Us Too* support group meets monthly at the Mullis Center.

SJC Council Update

At 12:27 p.m., SJC Councilman Bill Watson stated that there were no new County issues to offer an update. Inquiry followed regarding the Malcomb Street property. Mr. Watson stated that the County has been

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approached by a private party (Lynn Danaher) for development of the property. Discussion and inquiry followed regarding the Town Emergency Plan.

Complete Streets Policy (Ordinance No. 1626)

At 12:35 p.m., Mayor Lacher introduced discussion of the draft Complete Streets Policy. Administrator Wilson explained that the Complete Streets Policy is a transportation policy and design approach that requires streets to be planned, designed, operated, and maintained to enable safe, convenient and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation. Administrator Wilson explained that the policy would return for consideration on September 21, 2017. No discussion followed. No action followed.

Ordinance No. 1627

At 12:37 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1627 concerning *County Road #157*. Administrator Wilson explained that the Council authorized the agreement by motion on August 17, 2017. State statute requires that the agreement be adopted by Ordinance. No discussion followed.

Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1627, under the authority of RCW 35.77.020, approving a street construction, repair and maintenance agreement. Motion passed unanimously.

Resolution No. 2306

At 12:42 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2306 concerning the *Spring Street Pocket Park*. Public Works Director, Wayne Haefele, explained that Change Order No. 3 reconciles labor and materials for the project. Administrator Wilson and Director Haefele noted that the project was completed approximately \$25,000 under budget. No discussion followed.

Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2306, authorizing Change Order No. 3 to the agreement with Mike Carlson Enterprises, Inc. for the Spring Street Pocket Park. Motion passed unanimously.

Resolution No. 2307

At 12:44 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2307 concerning the *Spring Street Pocket Park*. Public Works Director, Wayne Haefele, explained that the project is ready for acceptance. No discussion followed.

Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2307, accepting the Spring Street Pocket Park Project. Motion passed unanimously.

Public Works Update

At 12:46 p.m., Public Works Director Wayne Haefele provided updates on the following: 330 Spring Street Parking Lot, fire hydrant repairs, and street conditions. The Mayor and Council thanked Mr. Haefele.

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ADMINISTRATOR'S REPORT

At 12:51 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Trout Lake Dam – The Contractor is currently replacing the valve on the dam.
- Park Street – The street is on hold for “fog seal”.
- UW Pump Stations – The project is nearly complete.
- Sunshine Alley Restrooms – Town has decided to bid for service of the Sunshine Alley Restrooms.
- John Linde Fields – Island Rec has a ribbon cutting ceremony scheduled for September 16th. Councilmember Ghatan offered to attend in lieu of the Mayor.
- Boy Scouts – A local scout, Max Maddox has requested to build exercise stations at Sunken Park as his community/civic project. Consensus for the Administrator to coordinate with Mr. Maddox.
- Island Star Award – Town has received the Island Star Award from Island Rec.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrants and Direct Deposit Run dated August 31, 2017; approve the payment of Claim Warrant Nos. 43285 through 43339 in the amount of \$767,812.29; and affirm the issuance of Treasurer Checks 9705 through 9715 in the amount of \$7,457.399. Motion passed unanimously.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Monin, to approve the minutes of **August 17, 2017 as submitted**. Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher noted that the WA Transportation Commission would be holding a meeting in the Town Council Chambers on Tuesday, September 19, 2017.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 2:00 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding real estate in accordance with the provisions of RCW 42.30.110(1)(c); which was estimated to last 10 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The session ended at 2:09 p.m. for an actual session time of 9 minutes. No actions were taken.

The Council attended a closed session regarding collective bargaining pursuant to RCW 42.30.140(4)(B) following adjournment of the Town Council meeting. The session was not subject to the open public meeting act.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:09 p.m. The next regular meeting is scheduled for Thursday, September, 2017 at 12:00 p.m.

Town Council of Friday Harbor - Summaries of the 2017 Minutes

Thursday, September 21, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan. Position No. 5, Barbara Starr, was absent.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Starr.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that there was an executive session scheduled at the end of the meeting. No evening meeting was scheduled.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

SJC Update

At 12:02 p.m., Mayor Lacher introduced SJC Councilman, Bill Watson, to provide an update on issues of mutual concern. Councilmember Watson briefed the Council on the upcoming SEPA appeal for the Turn Point to Pear Point Connector Road. Mr. Watson noted that the construction schedule will be delayed due to the appeal.

SJI Chamber of Commerce – 2018 Budget Request

At 12:03 p.m., Mayor Lacher invited Becki Day, Executive Director for the SJI Chamber, to provide an annual report. Ms. Day shared statistics for daily visits and operations at the new location. Ms. Day presented plans and financing for the annual fireworks display in July 2018. The Chamber submitted a 2018 budget request from the 1st 2% Hotel Motel Excise Tax Fund. The Chamber is requesting \$53,000 for operations and \$17,500 for the 4th of July Fireworks display. Discussion followed regarding membership, day-to-day operations and other sources of income for the Chamber. The Council thanked Ms. Day for her presentation. The budget request will be considered during the next budget work session. No action was taken.

SJC Economic Development Council – 2018 Budget Request

At 12:13 p.m., Mayor Lacher invited Victoria Compton, Economic Development Council Director, to present an annual report and request for support to fund economic development programs in 2018. Ms. Compton presented results of the recent trades program, reviewed EDC offerings and work plan for 2017/2018. Discussion followed regarding the establishment of local apprenticeship programs. Ms. Compton made a 2018 budget request for \$33,000 to support local programming. Mayor Lacher thanked Ms. Compton. The budget request will be considered during the next budget work session. No action was taken.

Town Council of Friday Harbor - Summaries of the 2017 Minutes

WORK SESSION

At 12:27 p.m., Mayor Lacher opened the work session regarding the 2017 Town Budget. Administrator Wilson reviewed the budget calendar and scheduling for future agendas, budget process, department requests and annual fee increases. No action was taken.

ACTION AND DISCUSSION ITEMS (CONTINUED)

Resolution No. 2308

At 1:04 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2308 concerning an easement across the Port of Friday Harbor airport property. Administrator Wilson explained that new water transmission line bypasses the property, thereby making the current utility easement superfluous. The release of abandons the old line in areas that the Port wishes to develop. No discussion followed.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2308, authorizing a Release of Easement for utility right-of-way located at the Friday Harbor Airport. Motion passed 4-0 with Starr absent.

Resolution No. 2309

At 1:09 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2309 concerning County Road #157 (the Connector Road). Administrator Wilson explained that the Town needs to accept the quit claim deeds for right-of-way for the portion of the Connector Road that will be located within Town limits. No discussion followed.

Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2309, authorizing the Town to accept right-of-way (quit claim) deeds with the owners of TPN 351392516, TPN351392515 and TPN 351392513. Motion passed 4-0 with Starr absent.

Resolution No. 2310

At 1:09 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2310 concerning the Water Treatment Plant. Administrator Wilson explained that the Supplier has offered a proposal in the amount of \$271,000 to furnish and install the tertiary disc filter system according to Town specifications at the Water Treatment Plant. No discussion followed.

Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2310, authorizing the Mayor to execute an agreement with Veolia Water Technologies (Kruger) to supply tertiary disc filters at the Wastewater Treatment Plant. Motion passed 4-0 with Starr absent.

Resolution No. 2311

At 1:13 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2311 concerning street work. Administrator Wilson explained that manhole lids, storm drain catch basins and water valve boxes need to be lifted following contracted street work and chipsealing. It was the more cost effective to contract for the work following chip seal project than having crews make adjustments as part of the chipsealing process. Discussion followed regarding the locations of the work.

Moved by Monin, seconded Hushebeck, to adopt Resolution No. 2311, authorizing the Mayor to execute a contract for adjustment of manhole lids, storm drain catch basins and water valve boxes. Motion passed 4-0 with Starr absent.

Town Council of Friday Harbor - Summaries of the 2017 Minutes

Ordinance No. 1626

At 1:15 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1626 concerning a complete streets policy. Administrator Wilson explained that new grant opportunities are available for municipalities. Mayor Lacher noted that the County is supportive of the program. Discussion followed regarding any financial encumbrances on the Town.

Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1626, adopting a Complete Streets Policy. Motion passed 4-0 with Starr absent.

ADMINISTRATOR'S REPORT

At 1:24 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Land Bank Easement – The County is finalizing the draft easement.
- Harbor Life Ring – Administrator Wilson suggested that Town use the program to raise funds for the FH Athletic Association to use for equipment and uniforms. Discussion followed regarding the spirit of the program. Councilmember Monin expressed concerns that the program should be used for households in need. The Council declined the suggestion.
- Law Enforcement Agreement – The County is reviewing a draft agreement to extend services.
- Tucker Avenue Reconstruction Project, Phase 2 – Town should be ready to release a call for bids in the next 30 days.
- Water Transmission Line Replacement Project, Phase 2 – The project is proceeding on schedule. The work at the dam is nearly complete. The project will be complete by November.
- FLOW Technologies – The Contractor is intending to reimburse for damages caused in July. **Moved by de Freitas, seconded by Ghatan, to authorize a Release for Damages to Flow Technologies following their payment in the amount of \$5,400 for damages caused by sewer backup. Motion passed 4-0 with Starr absent.**
- Navy Search & Rescue – The Mayor presented the Navy Search & Rescue Team with a plaque in appreciation of their services to the community. Mayor Lacher

PAYMENT OF CLAIMS

Moved by Monin, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 43340 through 43397 and 43442 through 43446 in the amount of \$304,924.72. Motion passed 4-0 with Starr absent.

APPROVAL OF MINUTES

Moved by Hushebeck, seconded by de Freitas, to approve the minutes of **September 7, 2017 as submitted.** Motion passed 4-0 with Starr absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher provided a Board of Health update. Discussion included upcoming flu season, vaccinations and prostate cancer awareness.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 1:54 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding sale estate sale in accordance with the provisions of RCW 42.30.110(1)(c); which was estimated to last 10 minutes.

Town Council of Friday Harbor - Summaries of the 2017 Minutes

Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The session ended at 2:00 p.m. for an actual session time of 6 minutes. No actions were taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:00 p.m. The next regular meeting is scheduled for Thursday, October 5, 2017 at 12:00 p.m.

Thursday, October 5, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that there was no evening meeting scheduled.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Department Reports

At 12:00 p.m., Public Works Director, Wayne Haefele; Land Use Administrator, Michael Bertrand; and System Administrator, Steven Dubail; reported on projects-to-date and the period of June through September for their respective departments. Mayor Lacher and the Council thanked staff. No action was taken.

H/M Tax Grant Program

At 12:26 p.m., Mayor Lacher introduced discussion of LTAC recommendations for the 2018 Tourism Promotion Grant. Julie Greene, LTAC Coordinator, presented the recommendations of the committee. Councilmembers Ghatan and Hushebeck explained the LTAC's process in developing its recommendation. Discussion followed regarding allocations. Staff will present agreements for approval once drafted.

Moved by Ghatan, seconded by Starr, to adopt the recommendations of the LTAC for the 2018 Hotel Motel Grant and to add the allocation amounts to the draft 2018 Town Budget. Motion passed unanimously.

Resolution No. 2312

At 12:47 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2312 concerning the Park and Reed Street Sidewalk Improvement Project. Pedro Mena, Project Manager, explained that the project has been completed and reconciled. The Town Engineer recommends that the project be accepted. No discussion followed.

Town Council of Friday Harbor - Summaries of the 2017 Minutes

Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2312, accepting the Park and Reed Street Sidewalk Improvement Project. Motion passed unanimously.

Resolution No. 2313

At 12:48 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2313 concerning the UW Friday Harbor Labs Pump Station Project. Pedro Mena, Project Manager, explained that the project is nearly complete. Resolution No. 2312 approves Change Order Nos. 1 & 2. Administrator Wilson explained that a new service agreement will be negotiated following the project. No discussion followed.

Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2312, authorizing the Mayor to execute Change Order Nos. 1 & 2 to the agreement with Equity Builders, LLC for the construction of sewer pump stations at the University of Washington's Friday Harbor Labs. Motion passed unanimously.

WORK SESSION

2018 Town Budget

At 12:52 p.m., Mayor Lacher opened the work session regarding the 2018 Town Budget.

- Treasurer Wilson provided the draft 2018 Town Budget and explained that the Preliminary 2018 Town Budget would be available November 2, 2018 or sooner.
- Administrator Wilson reviewed projected end-fund balances and budget requests by departments and outside agencies.

Discussion and inquiry followed regarding items of interest and upcoming work sessions. Mayor Lacher and the Council thanked Administrator Wilson and Treasurer Wilson. No action was taken.

ADMINISTRATOR'S REPORT

At 1:41 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Tucker Avenue Reconstruction Project, Phase 2 – Mayor Lacher explained that she was contacted by a Parcel Owner along the project route. The Owner offered to sell to Town the portion of land that has a right-of-way easement. Mayor Lacher asked if the Council wanted to hold an executive session to discuss property acquisition. The Council declined at this time.
- Tucker Avenue Reconstruction Project, Phase 2 – A call for bids has been released for the project. Bids are due November 2, 2017.
- WWTP Improvements – Town has submitted a grant application to the Department of Ecology.
- Nash Street Improvements – Town has submitted a grant application to the Transportation Improvement Board.
- Town Investments – Town will roll over its investments with TVA Investment Company. Investments are anticipated to earn 1.73% over the next 3 years or approximately \$30,000.
- Elected Official Salaries – Discussion followed regarding elected official salary adjustments for year 2018. **Council consensus to adjust the salaries for incoming elected officials.** An ordinance will be presented prior to the 2017 General Election.
- Fire Station Training Room – Local emergency services has requested a formal agreement to use the Fire Hall Training Room as an Emergency Operations Center during local emergencies.
- University of Washington Utilities – Town will negotiate a new agreement for sewer services at the Friday Harbor Labs once the pump station improvements are complete.
- Sunshine Alley Restrooms – Town is reviewing the 2 proposals received for cleaning the Restrooms.

Town Council of Friday Harbor - Summaries of the 2017 Minutes

PAYMENT OF CLAIMS

Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16919 through 16931 and Direct Deposit Run dated September 30, 2017 in the amount of \$285,483.19; affirm the issuance of Treasurer Check Nos. 9716 through 9720 in the amount of \$21,417.93; and approve the payment of Claim Warrant Nos. 43447 through 43498 in the amount of \$231,418.33. Motion passed unanimously.

APPROVAL OF MINUTES

Moved by Ghatan, seconded by Starr, to approve the minutes of **September 21, 2017 as submitted**. Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

Councilmember Starr requested to have a discussion regarding the former medical center and convalescent buildings located on Spring Street. Administrator Wilson suggested inviting local stakeholders to the meeting.

Councilmember de Freitas suggested a joint meeting with the Port Commission of Friday Harbor in January 2018.

Mayor Lacher asked that staff research whether cost of living increases are allowable for certain elected officials.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:00 p.m. The next regular meeting is scheduled for Thursday, October 19, 2017 at 12:00 p.m.

Thursday, October 19, 2017 – Council Chambers – Afternoon Session
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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr. Position No. 2, Noel Monin, was absent.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; and Clerk, Amy Taylor. Town Administrator, Duncan Wilson, was absent.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Monin.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that no evening session was scheduled.

Town Council of Friday Harbor - Summaries of the 2017 Minutes

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Presentation - Recycling Update

At 12:01 p.m., Mayor Lacher introduced Troy Lautenbach, Lautenbach Industries, to provide information on the impact of China's 2017/2018 ban on plastics and other recyclables from foreign countries. Recology (Lautenbach's facility for commingled recyclables) has recently stopped accepting single stream recyclables. This impacts both self-haul at the SJI Transfer Station and curbside collection in the Town of Friday Harbor. Lautenbach Industries is investigating alternatives to Recology, but has been unable so far to find a home for single stream recyclables. A series of press releases will be issued to the public explaining the situation. Lautenbach, the County and Town are working to identify a short-term solution. Mayor Lacher and the Council thanked Mr. Lautenbach for being diligent and forthcoming about the situation. No action was taken.

Harbor Life Ring

At 12:19 p.m., Mayor Lacher introduced discussion of the Harbor Life Ring program. Flyers will go out in the next billing for the November's LifeRing for the Friday Harbor Food Bank. Mayor Lacher inquired if the Council wished match funds again. No discussion followed.

Moved by Ghatan, seconded by de Freitas, to provide a matching grant of up to (total) \$1,000. Motion passed 4-0 with Monin absent.

2018 Fee and Bail Schedule

At 12:25 p.m., Mayor Lacher introduced discussion of the Town Fee and Bail Schedules. Schedules are adopted annually. No revisions have been requested by staff or District Court at this time. No discussion followed.

Moved by Ghatan, seconded by de Freitas, to adopt the fee and bail schedules for year 2018. Motion passed 4-0 with Monin absent.

Ordinance No. 1628

At 12:25 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1628 concerning salaries for elected officials. New salaries shall not be applied to those serving a current term. Salaries for incumbent and new officials will become effective January 1, 2018. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1628 fixing salaries for elected officials of the Town of Friday Harbor. Motion passed 4-0 with Monin absent.

Resolution No. 2314

At 12:26 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2314 concerning the agreement for law enforcement services. The amendment extends the current agreement for 90 days past adoption of the SJC Collective Bargaining Agreement between the County and Sheriff's Guild to allow adequate time to negotiate a new interlocal for law enforcement services. No discussion followed.

Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2314, authorizing the Mayor to execute an agreement with the SJC Sheriff's Office for a temporary extension of law enforcement services and assistance. Motion passed 4-0 with Monin absent.

Town Council of Friday Harbor - Summaries of the 2017 Minutes

Resolution No. 2315

At 12:28 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2315 concerning economic development. The SJC Economic Development Council has offered a contract to provide promotion and support activities for new business, expanding existing business and enhancing the trade program for year 2018. No discussion followed.

Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2315, authorizing the Mayor to execute an agreement with the SJC Economic Development Council to promote economic development within the Town. Motion passed 4-0 with Monin absent.

Resolution No. 2316

At 12:31 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2316 concerning the Town Tree Standards. The policy is amended to include clarifying language regarding the pruning of street streets. Discussion followed regarding Heritage Trees.

Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2316, amending the Town Tree Standards Policy. Motion passed 4-0 with Monin absent.

PAYMENT OF CLAIMS

Moved by Ghatan, seconded by Starr, to affirm the payment Claim Warrant Nos. 43499 through 43549 in the amount of \$199,126.29. Motion passed 4-0 with Monin absent.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Hushebeck, to approve the minutes of **October 5, 2017 as submitted**. Motion passed 4-0 with Monin absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher provided a Board of Health update.

Councilmember Ghatan provided an Arts Commission update.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 12:46 p.m. The next regular meeting is scheduled for Thursday, November 2, 2017 at 12:00 p.m.

Thursday, November 2, 2017 – Council Chambers – Afternoon Session
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CALL TO ORDER

Mayor Pro-tem Ghatan called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Treasurer, Kelle' Wilson; and Clerk, Amy Taylor.

Town Council of Friday Harbor - Summaries of the 2017 Minutes

Mayor, Carrie Lacher, and Town Administrator, Duncan Wilson, were not present.

FLAG SALUTE

Mayor Pro-tem Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation – Hospice and Palliative Care Month

At 12:02 p.m., Mayor Pro-tem Ghatan proclaimed the month of November in the Town of Friday Harbor as Hospice and Palliative Care Month. The proclamation was presented to Hospice of the Northwest, serving San Juan, Islands and Skagit Counties.

SJC Update

At 12:05 p.m., SJC Councilmember Bill Watson provided an update on issues of mutual concern including: 2018 funding for the SJC-EDC, Appeal of Missing Mountain Road (Connector Road), Land Bank property on Malcomb Street, and affordable housing. Discussion followed regarding the hearing examiner process and status of local recycling. No action was taken.

PUBLIC HEARING

2018 Preliminary Town Budget

At 12:18 p.m., Mayor Pro-tem Ghatan opened the public hearing to accept comments on the 2018 Town Budget. No audience was present to provide testimony. Mayor Pro-tem Ghatan closed the public hearing. The next hearings regarding the 2018 Town Budget are scheduled November 16, 2017. No action was taken.

ACTION AND DISCUSSION ITEMS (cont.)

Ordinance No. 1629

At 12:24 p.m., Mayor Pro-tem Ghatan introduced draft Ordinance No. 1629 concerning water service charges. Clerk Taylor explained that charges were increase 3% for year 2018. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1629, amending Chapter 13.05 concerning water service charges. Motion passed unanimously.

Ordinance No. 1630

At 12:25 p.m., Mayor Pro-tem Ghatan introduced draft Ordinance No. 1630 concerning water connection charges. Clerk Taylor explained that charges were increase 3% for year 2018. No discussion followed.

Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1630, amending Chapter 13.05 concerning water connection charges. Motion passed unanimously.

Ordinance No. 1631

At 12:25 p.m., Mayor Pro-tem Ghatan introduced draft Ordinance No. 1631 concerning sewer service charges. Clerk Taylor explained that charges were increase 4.5% for year 2018. No discussion followed.

Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1631, amending Chapter 13.21 concerning sewer service charges. Motion passed unanimously.

Town Council of Friday Harbor - Summaries of the 2017 Minutes

Ordinance No. 1632

At 12:26 p.m., Mayor Pro-tem Ghatan introduced draft Ordinance No. 1632 concerning sewer connection charges. Clerk Taylor explained that charges were increase 3% for year 2018. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1632, amending Chapter 13.21 concerning sewer connection charges. Motion passed unanimously.

Resolution Nos. 2317 through 2326

At 12:27 p.m., Mayor Pro-tem Ghatan introduced discussion of draft Resolution Nos. 2317 through 2326 concerning H/M tourism promotion grant agreements with various agencies. Mayor Pro-tem Ghatan explained that the Council accepted the recommendation of the Lodging Tax Advisory Committee on September 21, 2017 for the agencies and authorized the inclusion funding in the 2018 Town Budget. Agencies receiving funding include:

- SJI Visitors Bureau
- SJI Chamber of Commerce
- The Whale Museum
- Pacific Island Research Institute
- SJI Museum of Art
- Salish Sea Ballet
- SJI Agricultural Guild
- SJC Arts Council
- Island Stage Left
- SJI Farmers Market

No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Resolution Nos. 2317 through 2326, authorizing promotion grant agreements. Motion passed unanimously.

PAYMENT OF CLAIMS AND PAYROLL

[Clerk's Note: Clerk Taylor requested a motion for payment of an invoice from SJC Public Works for the Town's share of chipseal repairs to SJ Valley Road following improvements for the Water Transmission Line Replacement Project, Phase 1. Clerk Taylor explained that it was discussed over the course of the project, but no formal paperwork was submitted during the project to authorize the expenditure. The charge was included in the 2017 Amended Town Budget in July 2017. Said invoice is included in the current batch of Claim Warrants.]

Moved by Monin, seconded by Starr, to approve the invoice from San Juan County Public Works for chipseal repairs to SJ Valley Road following improvements for the Water Transmission Line Replacement Project. Motion passed unanimous.

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16932 through 16941 and direct deposit run dated 10/31/2017 in the amount of \$281,680.89; approve the payment of Claim Warrant Nos. 43550 through 43585 in the amount of \$631,223.91; and Treasurer Check Nos. 9721 through 9726 in the amount of \$147,381.43. Motion passed unanimously.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Starr, to approve the minutes of **October 19, 2017 as submitted**. Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

The Council and SJC Councilmember Watson discussed updates for current recycling options. Council requested that the topic be added to the November 16th agenda.

Town Council of Friday Harbor - Summaries of the 2017 Minutes

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Pro-tem Ghatan adjourned the meeting at 12:44 p.m. The next regular meeting is scheduled for Thursday, November 2, 2017 at 5:30 p.m.

TOWN OF FRIDAY HARBOR

Farhad Ghatan, Mayor Pro-tem

SEAL of the
Town of Friday Harbor
ATTEST:

Amy E. Taylor, Town Clerk

Thursday, November 2, 2017 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Pro-tem Ghatan called the regular session of the Town Council to order at 5:30 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Mayor, Carrie Lacher, was absent.

FLAG SALUTE

Mayor Pro-tem Ghatan conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Pro-tem Ghatan announced schedule changes for the agenda.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

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Town Council of Friday Harbor - Summaries of the 2017 Minutes

Fats, Oils, Greases (FOG) Program

At 5:32 p.m., Mayor Pro-tem Ghatan introduced discussion of a FOG Program. Administrator Wilson explained that there is a level of concern from staff and engineers regarding the level of influent FOG at the Wastewater Treatment Plant. The Town Engineer has developed a proposal to solicit qualified consultants to develop a comprehensive program. Discussion followed regarding how the program may be implemented.

Moved by Hushebeck, seconded by Monin, to authorize staff to issue a Request for Proposals for development of a Fats, Oils, Greases (FOG) Program. Motion passed unanimously.

Resolution No. 2328

At 5:45 p.m., Mayor Pro-tem Ghatan introduced discussion of draft Resolution No. 2328 concerning cleaning services for the Sunshine Alley Restrooms. Administrator Wilson explained that Town received two bids for services. The more responsive bid appears to be from S.W.A.G. (dba Seasonal Sweeties). Discussion followed regarding the condition of the facility and quality control for the services. **Council consensus to modify the proposed agreement to include a sixty day termination clause.**

Moved by Starr, seconded de Freitas, to adopt Resolution No. 2328, authorizing the Mayor to execute an agreement with Seasonal Sweeties, Inc. for janitorial services at the Sunshine Alley Restrooms, as modified. Motion passed unanimously.

Resolution No. 2327

At 5:52 p.m., Mayor Pro-tem Ghatan introduced discussion of draft Resolution No. 2327 concerning tree removal. Administrator Wilson explained that the Port is obligated by the FAA to provide a safe environment for aircraft operating at the FH Airport. This includes removal of obstructions within the flight path of aircraft. The Port has identified trees located within the Town's right-of-way which need removal. The Port has offered an agreement and compensation for those trees. Discussion followed regarding the location and species of the four trees identified for removal.

Moved by Hushebeck, seconded by Starr, to approve Resolution No. 2327, authorizing the Town Administrator to execute an agreement with the Port of Friday Harbor for removal of trees located on Town property. Motion passed unanimously.

Resolution No. 2329

At 5:58 p.m., Mayor Pro-tem Ghatan introduced discussion of draft Resolution No. 2329 concerning software licensing for telemetry equipment (SCADA) at the Wastewater Treatment Plant (WWTP). Administrator Wilson explained that the recent improvements at the WWTP and FH Labs require additional "tags" for operation. Discussion followed regarding the purpose of the equipment and reimbursable expenses by the University of Washington.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2329, authorizing the Mayor to execute a contract with SCADA and Controls Engineering, Inc. to furnish software licensing for telemetry equipment at the Wastewater Treatment Plant. Motion passed unanimously.

Town Council of Friday Harbor - Summaries of the 2017 Minutes

ADMINISTRATOR'S REPORT

At 6:05 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Street Light Banners – New banners are proposed for the autumn 2018 season. Discussion followed regarding the example photos.
- Wastewater Treatment Plant – A chemical or toxin was introduced into the WWTP killing the microbes in SBR2. Town has ordered a new batch of seeding from the Anacortes plant. The odor from the plant should subside once the new microbes are established.
- AWC Awards – Representative Lytton will receive a civic award from AWC on December 13, 2017 at the Brickworks.
- Tucker Avenue Reconstruction Project, Phase 2 – The bid opening is scheduled for November 3, 2017.
- 455 Tucker Avenue – The owner has offered to sell a portion of the parcel for open space. Town has declined purchase.
- SJC Land Bank – A partnership was suggested with the Land Bank to create an urban forest at Cahail Park.
- Refuse Utility – Town may stop curbside pickup by the end of November in response to China's "National Sword".
- Town Assets – The generator from the WWTP was transferred to Town Hall. Discussion followed regarding the transfer of Town Hall's current generator to Cannery Landing to eliminate the Town's need to use the WSF generator as backup for the pump station.
- Solid Waste Management Plan – The County has completed the first draft of the SWMP. It will be presented on November 16, 2017.
- Trout Lake Reservoir – SJC Land Bank has forwarded the trail easement for consideration.
- Mullis Street Crosswalk – The crosswalk near Market Street is installed and lights are operational.

FUTURE AND NON-AGENDA ITEMS

Councilmember de Freitas reported that the SJC Housing Commission has reviewed the Housing Element of the SJC Comprehensive Plan.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 6:35 p.m., Mayor Pro-tem Ghatan announced that the Council would be holding an executive session regarding real estate in accordance with the provisions of RCW 42.30.110(1)(c); which was estimated to last 10 minutes. Participants: Town Council, Administrator Wilson, Treasurer Wilson, and Clerk Taylor. The session ended at 6:43 p.m. for an actual session time of 9 minutes. No actions were taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Pro-tem Ghatan adjourned the meeting at 6:44 p.m. The next regular meeting is scheduled for Thursday, November 16, 2017 at 12:00 p.m.

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Thursday, November 16, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr (late arrival).

Position No. 2, Noel Monin, was absent.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Monin.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Administrator Wilson announced that the Public Hearing for Rezone Application No. 70 was rescheduled until Thursday, January 4, 2018 at 5:30 p.m. The evening session was cancelled.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation – Small Business Saturday

At 12:02 p.m., Mayor Lacher proclaimed November 25, 2017 as Small Business Saturday in the Town of Friday Harbor. Small Business Saturday encourages local support of our small businesses and merchants. SJI Chamber Director, Becki Day, thanked the Mayor.

Public Hearing – 2018 Revenue Resources

At 12:05 p.m., Mayor Lacher opened the public hearing regarding the 2018 Revenue Resources. Administrator Wilson and Treasurer Wilson described revenue resources for the year and the process for determining property tax valuations. No audience was present to give public testimony. Hearing no public testimony, Mayor Lacher closed the public hearing at 12:09 p.m.

Ordinance No. 1633

Moved by de Freitas, seconded by Ghatan, to adopt Ordinance No. 1633, fixing and levying the amount of Ad Valorem Taxes for the Town of Friday Harbor for the year 2018. Motion passed 3-0 with Monin and Starr absent.

Public Hearing – 2018 Town Budget

At 12:10 p.m., Mayor Lacher opened the public hearing regarding the 2018 Town Budget. No audience was present to give public testimony. Hearing no public testimony, Mayor Lacher closed the public hearing at 12:12 p.m. No action was taken.

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Friday Harbor Recycling Program

At 12:13 p.m., Mayor Lacher introduced discussion of the Town recycling program. Administrator Wilson explained that an agreement has been reached with Recology regarding the acceptance of co-mingled recycling. At present, the Town does not need to stop its recycling pickup program. A press release will be issued. No action was taken.

Solid Waste Management Plan

At 12:15 p.m., Mayor Lacher introduced Mark Herrenkohl, SJC Solid Waste Manager, to make a presentation regarding a joint 2018 Solid Waste Management Plan. Mr. Herrenkohl described the core elements of the plan that were relative to the Town, and requested comments prior to submitting the draft plan to the Department of Ecology for review. Discussion followed regarding the approval process and on-going monitoring for the landfill.

Moved by Ghatan, seconded by Starr, to combine the Town and San Juan County Solid Waste Management Plans (SWMP); approve being a signatory on the SWMP; and to approve moving forward with submitting the SWMP to the Department of Ecology for review. Motion passed 4-0 with Monin absent.

Resolution No. 2330

At 12:53 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2330 concerning a pedestrian easement. Administrator Wilson explained that the easement allows the Land Bank access to a small portion of the Trout Lake Watershed to connect two existing trail segments located near the Mt. Grant summit. The easement will improve public enjoyment and safety and will have no impact on the watershed. Discussion followed regarding the ability to terminate the easement, if needed.

Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2330, authorizing the Mayor to execute an easement with SJC Land Bank to access that portion of watershed overlooking Trout Lake to connect existing trails on Mount Grant. Motion passed 4-0 with Monin absent.

Resolution No. 2331

At 12:58 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2331 concerning the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson explained that Town received bids for construction of the Project. The project engineer recommends that the project be awarded to Strider Construction Company that submitted the low responsive bid of \$2,828,894. Discussion followed regarding meeting expectations for federal grant funding.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2331, awarding the Tucker Avenue Reconstruction Project, Phase 2 to Strider Construction Company, Inc. and authorizing the Mayor to execute contract and construction related documents. Motion passed 4-0 with Monin absent.

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Resolution No. 2332

At 1:04 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2332 concerning the Manhole Lid & Catch Basin Lift Project. Project Manager, Pedro Mena, explained that Change Order No. 1 with Richard Lawson Construction reconciles quantities for labor and materials for adjustment of manhole lids, storm drain catch basins, water valve boxes and miscellaneous asphalt patching. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2332, authorizing the Mayor to execute Change Order No. 1 to the agreement with Richard Lawson Construction, Inc. for adjustment of manhole lids, storm drain catch basins, water valve boxes and miscellaneous asphalt patching. Motion passed 4-0 with Monin absent.

Resolution No. 2333

At 1:05 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2333 concerning the Manhole Lid & Catch Basin Lift Project. Project Manager, Pedro Mena, explained that the project is completed and recommended for acceptance. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2333, accepting the Manhole Lid & Catch Basin Lift Project. Motion passed 4-0 with Monin absent.

ADMINISTRATOR'S REPORT

At 1:07 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Argyle Avenue/Grover Street Crosswalk – A child was almost hit in the crosswalk. Installation of flashing lights was suggested. **Moved by Ghatan, seconded by Hushebeck, to authorize the purchase of a flashing light system for the Argyle Avenue/Grover Street (school zone) crosswalk. Motion passed 4-0 with Monin absent.**
- Mullis Street/Market Street Crosswalk – **Council consensus to install additional safety markings at the new crosswalk.**
- Sunken Park – Student Max Maddox is making progress with his civic project. Mr. Maddox has been installing “chin-up” bars at the Park.
- Harrison Street Boardwalk – Status of the repairs to the damaged boards and supports was reported.
- FH Arts Commission – Discussion followed regarding whether to amend the current membership of the Commission. Mayor Lacher expressed concerns.
- Water Transmission Line, Phase 2 – The water line is fully operational.
- Trout Lake – The water level is 52 inches below the spillway.
- Harbor Life Ring – Town received over \$1,000 of donations to date for the FH Food Bank. Town will provide the matching grant of \$1,000.
- State Auditor – The Auditors completed their audit (today). Town will receive an exit interview in 2-3 weeks.
- WWTP – SBR Tank 2 is fully recovered and is operational after it experienced die-off from unknown toxins introduced to the system.

PAYMENT OF CLAIMS

Moved by de Freitas, seconded by Starr, to approve the payment of Claim Warrant Nos. 43587 through 43645 in the amount of \$232,811.22. Motion passed 4-0 with Monin absent.

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APPROVAL OF MINUTES

Moved by Ghatan, seconded by Starr, to approve the minutes of **November 2, 2017 as submitted**. Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

Councilmember de Freitas requested that Council forward comments regarding the draft SJC Housing Plan.

Councilmember Ghatan reported that he declined an invitation to sit on the Homes For Islanders Board.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:56 p.m. The next regular meeting is scheduled for Thursday, December 7, 2017 at 12:00 p.m.

Thursday, December 7, 2017 – Council Chambers – Afternoon Session
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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

Becki Day, SJI Chamber of Commerce Director, invited the Mayor and Council to the December 11, 2017 Chamber Awards Ceremony.

ACTION AND DISCUSSION ITEMS

Employee Awards

At 12:05 p.m., Mayor Lacher presented the following employees with certificates in recognition of their longevity with the Town of Friday Harbor:

- Kasey Anderson, Water Department, for 10 years;
- Amy Taylor, Town Clerk for 10 years;
- Taylor Musburger, Water Treatment Department for 5 years;
- Wayne Haefele, Public Works Director for 5 years; and
- Duncan Wilson, Town Administrator for 5 years.

Mayor Lacher thanked the employees for their loyalty and dedication.

PUBLIC HEARING

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USDA Loan

At 12:08 p.m., Mayor Lacher opened the public hearing to receive comment regarding a grant application for USDA Rural Development funding. Administrator Wilson explained that holding a duly advertised hearing is procedural when applying for federal grant funding. The Town submitted a grant application for funding of a proposed sewer project, which consists of design and reconstruction of the sewer treatment plant headworks, together with the design, purchase and installation of a tertiary filtration system.

No audience member offered public comment regarding the application. Mayor Lacher closed the public hearing at 12:09 p.m.

ACTION AND DISCUSSION ITEMS (cont.)

Resolution No. 2340

At 12:09 p.m., Mayor Lacher introduced draft Resolution No. 2340 regarding Nash Street. Administrator Wilson explained that the Transportation Improvement Board has offered a grant to fund street improvements on a portion of Nash Street. Discussion followed regarding its alignment and the remaining unimproved portion of Nash Street.

Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2340, authorizing a grant agreement with the Transportation Improvement Board for the Nash Street Reconstruction Project (Market Street to Caines Street). Motion passed unanimously.

Resolution No. 2334

At 12:13 p.m., Mayor Lacher introduced draft Resolution No. 2334 regarding the Tucker Avenue Reconstruction Project, Phase 2. Administrator Wilson explained that the supplemental agreement provides for construction management services. Discussion followed regarding on-site inspection for daily work.

Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2334, authorizing a supplemental agreement with Gray & Osborne Engineering for construction management services for the Tucker Avenue Reconstruction Project, Phase 2. Motion passed unanimously.

Resolution No. 2335

At 12:23 p.m., Mayor Lacher introduced draft Resolution No. 2335, adopting the Friday Harbor Landfill Post Closure Financial Assurance Plan update for years 2018-2025. Administrator Wilson explained that purpose of the report is to accurately demonstrate spend-down of the Landfill Closure Fund. No discussion followed.

Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2335, authorizing the Mayor to sign the Post Closure Assurance Report for the Friday Harbor Landfill. Motion passed unanimously.

Resolution No. 2336

At 12:25 p.m., Lacher introduced draft Resolution No. 2336 regarding sewer repair on Front Street. Administrator Wilson explained that accepting the project begins the process for releasing retainage to the Contractor. No discussion followed.

Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2336, accepting the Front Street CIPP Project. Motion passed unanimously.

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Resolution No. 2337

At 12:27 p.m., Lacher introduced draft Resolution No. 2337 regarding the Energy Efficiency Project. Administrator Wilson explained that accepting the project begins the process for releasing retainage to the Contractor. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2337, accepting the Energy Efficiency Project. Motion passed unanimously.

Resolution No. 2339

At 12:30 p.m., Lacher introduced draft Resolution No. 2339 regarding the UW Pump Station Project. Administrator Wilson explained that accepting the project begins the process for releasing retainage to the Contractor. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2339, accepting the UW Pump Station Reconstruction Project. Motion passed unanimously.

Resolution No. 2338

At 12:32 p.m., Mayor Lacher introduced draft Resolution No. 2338, confirming wages for represented personnel. Administrator Wilson explained that purpose of the resolution is to memorialize the wage schedule for 2018. Represented personnel are due a cost of living increase equal to the Seattle CPI-U as reported for the period of June to June of the prior period per the adopted 2016-2018 Collective Bargaining Agreement. The Seattle CPI-U reports an increase of 3.0% for June 2016 through June 2017. No discussion followed.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2338, confirming wages for represented personnel for year 2018. Motion passed unanimously.

Ordinance No. 1634

At 12:34 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1634, adopting salaries for elected officials and unrepresented personnel. Administrator Wilson explained that unrepresented personnel historically receive a cost-of-living increase equal to that of represented employees. The COLA for 2018 will equal 3.0% as reported by the Seattle CPI-U from June to June. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1634, adopting salaries for elected officials and unrepresented personnel. Motion passed unanimously.

Ordinance No. 1635

At 12:35 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1635, regarding the Friday Harbor Arts Commission. Administrator Wilson explained that the Ordinance seeks to change membership qualifications to allow the Mayor to serve on the commission. Mayor Lacher stated concerns about the Mayor acting as a member of Town boards and commissions. Discussion followed regarding procedures, conflict of interest, reasoning for the request and participation.

Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1635, amending Chapter 2.74 FHMC relating to organization and appointments of the Friday Harbor Arts Commission. Motion passed 4-0 with Ghatan abstained.

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Resolution No. 2341

At 12:49 p.m., Mayor Lacher introduced draft Resolution No. 2341 regarding a tertiary filter at the Wastewater Treatment Plant. Administrator Wilson explained that Tiger Construction, Inc. was the lowest responsive bidder for the project. Discussion followed regarding the purpose of the project.

Moved by Ghatan, seconded by Starr, to adopt Resolution No. 2341, awarding the project to Tiger Construction, Inc. and authorizing the Mayor to execute a contract and related construction documents for construction of an effluent filter at the Wastewater Treatment Plant. Motion passed unanimously.

ADMINISTRATOR'S REPORT

At 12:53 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Claim Warrant No. 43267 – The warrant was issued to San Juan Propane in the amount of \$3,514.26 was voided because the Town's account was overbilled for liquid propane fuel.
- Harrison Street Boardwalk – Town staff is repairing the boardwalk.
- Sunken Park – Max Maddox has almost completed the chin-up fitness bars as part of his high school civics' project.
- Sunshine Alley Restrooms – The new contractor has taken over care of the restrooms.
- Sunshine Alley Restrooms – Town will seek an architect to design upgrades for the restrooms.
- Unregistered Domestic Partners – **Council consensus to develop a policy for healthcare benefits for unregistered domestic partners.**

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrants; and approve the payment of Claim Warrants. Motion passed unanimously. ***[Clerk's Note: Claim Warrant No. 43267 issued to San Juan Propane in the amount of \$3,514.26 was voided because the Town's account was overbilled for liquid propane fuel.]***

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher provided a Department of Health update.

CITIZEN RESPONSE

Timothy Daniels, Council-elect, commented on the proposed policy for unregistered domestic partners.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:24 p.m. The next regular meeting is scheduled for Thursday, December 7, 2017 at 5:30 p.m.

Thursday, December 7, 2017 – Council Chambers – Evening Session
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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr. Position No. 2, Noel Monin, was absent.

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Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Monin.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Harbor Life Ring Program

At 5:30 p.m., Mayor Lacher presented Bill Cummings, President of the Friday Harbor Food Bank, with a check in the amount of \$3,245. Town residents donated \$2,245 to the Harbor Life Ring Program in the month of November and Town provided a matching grant in the amount of \$1,000. Mr. Cummings thanked the Town and spoke about the important of the Food Bank.

Proclamation – Friday Harbor Tiger Football

At 5:40 p.m., Mayor Lacher proclaimed Saturday, December 9, 2017 as Tigers Football Day in the Town of Friday Harbor.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Starr, to approve the minutes of **November 16, 2017 as submitted**. Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher provided an update from the SJC Board of Health regarding flu shots.

CITIZEN RESPONSE

Howard (Howie) Rosenfeld requested that the Council be mindful of using their microphones and suggested that Council accept emailed questions from viewers.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 5:44 p.m. The next regular meeting is scheduled for Thursday, December 21, 2017 at 12:00 p.m.

Thursday, December 21, 2017 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan and Position No. 5, Barbara Starr. Position No. 2, Noel Monin, was absent.

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Others Present: Mayor, Carrie Lacher; Treasurer, Kelle' Wilson; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Monin.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher commented on her last meeting and the last meeting of the year.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Committee Appointments

At 12:03 p.m., Mayor Lacher requested that the Council affirm the appointments of Doris Shaller to the Town Planning Commission; and Cloud Oaks and Christopher Umieski to the Friday Harbor Arts Commission. Mayor Lacher described their qualifications. No discussion followed.

Moved by Hushebeck, seconded by Starr, to affirm the appointments of Doris Shaller to the Town Planning Commission; and Cloud Oaks and Christopher Umieski to the Friday Harbor Arts Commission. Motion passed 4-0 with Monin absent.

PUBLIC HEARING

2017 Town Budget Amendments

At 12:05 p.m., Mayor Lacher opened the public hearing regarding 2017 Town Budget amendments. Treasurer Wilson presented fund balances. Administrator Wilson explained that the purpose of the hearing was to balance year end fund balances.

Mayor Lacher opened the public testimony portion of the meeting. Hearing none, Mayor Lacher closed the public hearing.

Ordinance No. 1636

Moved by Ghatan, seconded Hushebeck, to adopt Ordinance No. 1636, amending the 2017 Town Budget. Motion passed 4-0 with Monin absent.

Ordinance No. 1637

At 12:09 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1637, adopting the final 2018 Town Budget. Treasurer Wilson provided the narrative for the Budget. The Council thanked Treasurer Wilson for the excellent job on the budget.

Moved by Ghatan, seconded by Starr, to adopt Ordinance No. 1637, adopting the 2018 Town Budget. Motion passed 4-0 with Monin absent.

Ordinance No. 1638

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At 12:11 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1638, regarding stormwater connection fees. Administrator Wilson explained that the connection fees increase annually by Seattle Bremerton CPI-U. This ordinance represents an increase of 3%. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1638, amending Section 13.31.080 FHMC regarding stormwater connection fees. Motion passed 4-0 with Monin absent.

Resolution No. 2342

At 12:14 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2342 regarding a policy for employee longevity. Administrator Wilson explained that a former employee was rehired and is requesting that their longevity be re-established. The Local 1849F and Town agree that the request is reasonable but the not currently addressed or authorized in the CBA. Discussion followed regarding retroactive pay and benefits.

Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2342, authorizing the Mayor to execute a memorandum of understanding with AFSCME Local 1849F regarding an interim policy to the 2016-2018 Collective Bargaining Agreement. Motion passed 4-0 with Monin absent.

Resolution No. 2343

At 12:16 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2343 regarding a policy for health insurance benefits for unregistered domestic partners. Administrator Wilson reviewed the policy. Discussion followed regarding an addendum presented during discussion.

Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2343, adopting the “Unregistered Domestic Partner Health Insurance Benefits Policy”, including the addendum for “termination of partnership”. Motion passed 4-0 with Monin absent.

Resolution No. 2344

At 12:20 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2344 regarding Change Order No. 1 for the Water Transmission Line Replacement Project, Phase 2. Administrator Wilson explained that Change Order No. 1 reconciles costs for materials and labor and reviewed costs associated with “contingency items”. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2344, authorizing the Mayor to execute Change Order No. 1 to the agreement with Mike Carlson Enterprises, Inc. for the Water Transmission Line Replacement Project, Phase 1. Motion passed 4-0 with Monin absent.

Resolution No. 2345

At 12:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2345 regarding a street vacation. Administrator Wilson explained that the Resolution sets the time and date for a public hearing to consider the matter of the vacation of a portion of Front Street. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2345, setting the public hearing to consider The Petition to Vacate a Street, filed by the Port of Friday Harbor, at 12:00 p.m. on February 1, 2018. Motion passed 4-0 with Monin absent.

ADMINISTRATOR’S REPORT

At 12:25 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Trout Lake Dam – Town will develop an RFP for a consultant to update the Trout Lake Dam Study.

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- Spring/Second Street Intersection – Town looking into placement of additional lighting at the intersection for pedestrian safety.
- Ribbon Cutting – Council is invited to the ribbon cutting ceremony for OPALCO's George Goff Power Line.
- Propane – Town will utilize the State contract for supply of propane. Prices are favorable to the Town if billing and bidding issues resolve themselves.
- FOG Program – Town has issued a RFP for the Fats, Oils and Grease Program.

PAYMENT OF CLAIMS

Moved by Ghatan, seconded by Starr, to approve the payment of Claim Warrant Nos. XXXXX through XXXXX in the amount of \$. Motion passed 4-0 with Monin absent.

APPROVAL OF MINUTES

Approval of minutes were postponed until January 4, 2018.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 12:45 p.m. The next regular meeting is scheduled for Thursday, January, 2018 at 12:00 p.m.