



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, November 1, 2018 – Council Chambers – Afternoon Session

CALL TO ORDER

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

ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5).

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

FLAG SALUTE

Mayor Ghatan conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Ghatan announced that an Executive Session was scheduled.

Mayor Ghatan presented Treasurer Wilson with service award. Kelle' Wilson has been an employee of the Town for 25 years. Treasurer Wilson has served as Clerk, Payroll Officer, Assistant Finance Director, then Finance Director and elected Treasurer for 25 years.

PUBLIC ACCESS TIME

Arlo Farrell, SJI Highschool Student, requested permission to add-on to the fitness equipment at Sunken Park as part of his 11th Grade Community Project. Discussion followed regarding the scope of work. **Council consensus to allow the project, subject to approval by the Town Engineer and Administrator.**

ACTION AND DISCUSSION ITEMS

Resolution No. 2419

At 12:11 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2419 concerning an application for street vacation. Administrator Wilson explained that it was procedure to set the public hearing date by resolution. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2419, setting the public hearing date of December 6, 2018 at 12:00 p.m. for consideration of the application by Raymont and Tina Fay Jackson to vacate a portion of public right-of-way located adjacent to Holi Place. Motion passed unanimously.

Resolution No. 2420

At 12:12 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2420 concerning the Web/A/Nichols Street Improvement Project. Public Works Director, Wayne Haefele, explained that the Change Order reconciles most of the expenditures for unanticipated work directed by the Town, including repairs to the sewer system. Discussion followed regarding selection of indigenous plant for landscaping of the project.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2420, authorizing Change Order No. 2 for the Web, A, Nichols Street Improvement Project. Motion passed unanimously.

Resolution No. 2421

At 12:19 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2421 concerning the janitorial services agreement for Sunshine Alley Restrooms. Administrator Wilson explained that Town is exercising its option to renew the original agreement for an additional year. Discussion followed regarding the upcoming restroom remodel.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2421, authorizing Amendment No. 1 to the janitorial services agreement for Sunshine Alley Restrooms. Motion passed unanimously.

Public Works Yard

At 12:23 p.m., Mayor Ghatan introduced discussion of landscaping design for the proposed public works yard. Administrator Wilson presented a budget proposal for design of landscape and park amenities through Pacific Landscape Architecture. Discussion followed regarding the firm and past projects. **Council consensus to negotiate an agreement with Pacific Landscape Architecture.**

Wastewater Treatment Plant – Solar Panels

At 12:29 p.m., Mayor Ghatan introduced discussion of solar energy at the Wastewater Treatment Plant. Mayor Ghatan and Administrator Wilson explained that Apollo Solutions Group conducted a preliminary audit of the energy systems and concluded that solar panels are viable at the Plant. Apollo is available to conduct a formal audit at no cost to the Town to determine actual costs and potential savings. Discussion followed regarding the investment.

Moved by Hushebeck, seconded by de Freitas, to proceed with the proposal for an investment grade audit with Apollo Solutions Group for future construction of a solar array at the Wastewater Treatment Plant. Motion passed unanimously.

Sunshine Alley Remodel

At 12:38 p.m., Mayor Ghatan introduced discussion of preliminary cost estimates for the Sunshine Alley Restroom Remodel. Administrator Wilson explained the basis for the budget. Discussion followed regarding material costs. **Council consensus to move forward with finalizing the remodeling budget.**

2019 Fee Schedule

At 12:56 p.m., Mayor Ghatan introduced discussion of the 2019 Town Fee Schedule. Treasurer Wilson explained that the Finance Office has requested a new charge for fee recoupment of rejected electronic payments. No discussion followed.

Moved by Daniels, seconded by Monin, to adopt the 2019 Town Fee Schedule. Motion passed unanimously.

Utility Rate Ordinances

At 1:00 p.m., the draft ordinances for utility rate increases were distributed for a second reading. No action was taken.

ADMINISTRATOR’S REPORT

At 1:02 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Ordinance No. 1650 – **Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1650, amending the 2018 salary schedule for exempt employees. Motion passed unanimously.**
- 1923 Cadillac – Town received a request to place the “Bill LaPorte” in the downtown core for the holiday season. Discussion followed regarding having the antique exposed to winter weather conditions. **Council consensus to decline the request.**

- Agreement for Legal Services – Kenyon Disend does not currently have an attorney available that would be an appropriate pairing to assist the Town in labor negotiations. Summit Law Group has offered an engagement letter.
- Sidewalk Improvements – Concrete is being poured at various locations for sidewalk improvements.
- Grover/Argyle Intersection – Town conducted a site visit for the intersection. The solutions are to install a three-way stop or have the Sheriff’s department increase enforcement in the area. Discussion followed. No action was taken.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Hushebeck, to affirm the payment of Payroll Warrant Nos. 17063 through 17071 and Direct Deposit Run dated October 31, 2018 in the amount of \$299,260.63; and approve the payment of Claim Warrant Nos. 44755 through 44790 in the amount of \$502,387.15. Motion passed unanimously.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Starr, to approve the minutes of **October 18, 2018 as submitted**. Motion passed unanimously.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 1:39 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding potential litigation in accordance with the provisions of RCW 42.30.110(1)(c); which was estimated to last 10 minutes. Participants: Town Council, Mayor Ghatan, Administrator Wilson, and Treasurer Wilson. The session ended at 1:51 p.m. for an actual session time of 12 minutes. The public was properly informed of the time extension. No actions were taken following executive session.

ADJOURNMENT – Hearing no further business and no objection, Mayor Ghatan continued the meeting at 1:51 p.m. for the purpose of unfinished business. The Council will reconvene on Thursday, November 8, 2018 at 12:00 p.m. The next regular meeting is scheduled for Thursday, November 15, 2018 at 12:00 p.m.

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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