



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, September 3, 2020 – 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), Anna Maria de Freitas (Position No. 3), Tim Daniels (Position No. 4) and Barbara Starr (Position No. 5). Noel Monin (Position No. 2) was absent.

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

EXCUSED ABSENCE

Council unanimously excused the absence of Councilmember Monin.

FLAG SALUTE

Mayor Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

Lynn Danaher, Malcom Street Properties, submitted a written proposal that Town adopt a minimum two-year allowance for residential uses in commercial zoning or a moratorium on restrictions that limit residential uses of commercial uses. Ms. Danaher commented on the need for affordable housing. Mayor Ghatan thanked Ms. Danaher for her presentation and comments.

ACTION AND DISCUSSION ITEMS

Resolution No. 2580

At 12:10 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2580 concerning the WWTP Headworks Project. Administrator Wilson explained that the project has been completed and labor and materials have been reconciled. The Engineer recommends acceptance of the project. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2580, accepting the WWTP Headworks Project. Motion passed 4-0 with Monin absent.

Radar Speed Signs

At 12:15 p.m., Mayor Ghatan introduced discussion of the updated quote for six radar speed signs to be located at the main transition point from County to Town limits. Administrator Wilson listed the street locations and noted that the Friday Harbor Fire Fighter's Association was contacted regarding possibly contributing to the project financially. No discussion followed.

Moved by Starr, seconded by de Freitas, to proceed with the purchase of radar speed signs from Elan City in the amount of \$16,272.00. Motion passed 4-0 with Monin absent.

44 **WORK SESSION**

45 2021 Town Budget

46 At 12:16 p.m., Mayor Ghatan opened the work session on the 2021 Town Budget Process. Administrator Wilson
47 reported on the following:

- 48 • Brief summary of revenues.
- 49 • LTAC allocation of 2021 hotel motel excise tax grants.
- 50 • Arranging electronic study session(s) for review of the upcoming budget.
- 51 • Implementing preliminary rate increase of 2% for sewer utility with no other utility rate increases
52 anticipated.

53 The Council was asked to submit any requests or projects to include in the preliminary budget. The Council and
54 Mayor thanked Administrator Wilson and Treasurer Wilson.

55
56 **EXECUTIVE SESSION**

57 At 12:29 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding
58 potential litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 20
59 minutes. Participants: Town Council, Mayor Ghatan, Town Attorney, Administrator Wilson, Treasurer Wilson,
60 and Clerk Taylor. The session ended at 12:59 p.m. for an actual session time of 30 minutes. The public was
61 informed of the time extension. No actions were taken following executive session.

62
63 **ADMINISTRATOR’S REPORT**

64 At 1:00 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 66 • CARES Reimbursement – SJC Auditor Henley was thanked for including costs for the cancelled ballot
67 measure in CARES relief funding. The recent ballot was cancelled due to economic concerns for residents.
- 68 • CARES Reimbursement – Deadlines for grants have been extended.
- 69 • Ellsworth Sewer Replacement Project – Town is working with the owner to secure new utility easements
70 for the project. Town will bid the project in September.
- 71 • 2021 H/M Grant – The LTAC will be reviewing applications for a limited grant process in early October.
- 72 • Sales tax – The newest report shows that sales tax revenue is approximately 30% down from prior years.
- 73 • Water Treatment Plant - The new carbon media for the GAC filter is working as expected. The solar bees
74 were recently repairs. Both should help with recent trihalomethane spikes.
- 75 • Articulating Mower – SJC has opted to use a public auction website for the mower. The auction date is set
76 for September 14, 2020.
- 77 • Wastewater Treatment Plant – Town is seeking bids for asphalt sealcoating for the entire plant. A
78 contract should be presented in Fall.
- 79 • US Census – San Juan County is approximately 55% of the estimated count. Enumerators are currently
80 canvassing neighborhoods.

81
82 **PAYMENT OF CLAIMS**

83 Moved by de Freitas, seconded by Starr, to adopt Payment of Claims and Payroll as follows. Motion passed 4-0
84 with Monin absent.

- 85 • To affirm the payment of Payroll Warrant Nos. 17285 through 17292, Direct Deposit Run dated
86 08/31/2020, and ACH Payment Nos. 22 through 24 in the amount of \$320,384.53;
- 87 • Issuance of Treasurer Check Nos. 9962 through 9980 including electronic transfers in the amount of
88 \$13,252.96; and
- 89 • Approve the payment of Claim Warrant Nos. 47001 through 47043 in the amount of \$441,225.74.

90
91 **APPROVAL OF MINUTES**

92 Moved by de Freitas, seconded by Daniels, to approve the minutes of **August 6th and 20th, 2020 as submitted.**
93 Motion passed 4-0 with Monin absent.

94 **FUTURE AND NON-AGENDA ITEMS**

95 No future agenda items were forthcoming.

96

97 **CITIZEN RESPONSE**

98 No citizen response was forthcoming.

99

100 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:20
101 p.m. The next regular meeting is scheduled for Thursday, September 17, 2020 at 12:00 p.m.

102

103

* * * * *

104 **These minutes were approved by motion of the Town Council . The original signed document is retained by the**
105 **Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**

106