



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, September 17, 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), Noel Monin (Position No. 2), Anna Maria de Freitas (Position No. 3) and Barbara Starr (Position No. 5). Tim Daniels (Position No. 4) 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 Daniels.

FLAG SALUTE

Mayor Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

SJI Chamber of Commerce

At 12:02 p.m., Mayor Ghatan introduced Becki Day, Chamber of Commerce Director, to provide an annual report. Ms. Day reported on Chamber's operations and stability of small local businesses during the COVID-19 pandemic. Discussion followed regarding financial hardships that the smaller brick and mortar face. Mayor Ghatan and the Council thanked Ms. Day. No action was taken.

Resolution No. 2581

At 12:23 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2581 concerning sealcoating at the Wastewater Treatment Plant. Administrator Wilson and Public Works Director explained that sealcoating is needed to protect new and existing asphalt at the WWTP. Sealcoating protects and extends the life and appearance of pavement by not letting air to the oils in pavement. The Town negotiated with Richard Lawson Construction to reimburse a portion of the work in lieu of rejecting a portion of the asphalt. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2581, awarding a bid and authorizing the Mayor to execute construction documents with San Juan Sealcoating & Striping, LLC for asphalt sealcoating and striping at the Wastewater Treatment Plant. Motion passed 4-0 with Daniels absent.

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Elsworth Avenue/Rhone Street Sewer Main Project

At 12:33 p.m., Mayor Ghatan introduced discussion of bid for the Elsworth Avenue/Rhone Street Sewer Main Project. Two bids were received on September 16, 2020 utilizing the Small Works Roster. The lowest bid was contested. Administrator Wilson recommended that both bids be rejected and new call for bids issued. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to reject the bids received on September 16, 2020 and direct staff to issue a new call for bids for the Elsworth Avenue/Rhone Street Sewer Main Project. Motion passed 4-0 with Daniels absent.

ADMINISTRATOR’S REPORT

At 12:37 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Federal Tax Deductions – Town and employees are opting to continue paying FICA rather than delaying repayment until year 2021.
- COVID-19 Relief – **Moved by Hushebeck, seconded by Monin, to authorize the Mayor to execute Amendment No. 1 to the CARES Grant Funding Agreement (20-6541C-185A) through the Washington State Department of Commerce in the amount of \$ 36,300. Motion passed 4-0 with Daniels absent.**
- COVID-19 Relief – **Council consensus to use a portion of the CARE funding to fund the annual “Cold Winter Shelter” program.**
- Hotel Motel Tax Program – LTAC meets on October 8, 2020 to consider and make a recommendation for funding programs in year 2021.
- SJC Utility Franchise Agreement – The current water franchise between SJC and Town is due to expire. A new agreement is being drafted.
- WSF Economic Impact Study – The EIS for the Anacortes to Sidney, BC run is available for review.
- Lampard Road Sidewalk – Town is engineering designs to complete the sidewalk on Lampard Road.
- Blair Avenue Mural – The RFP for the project will be reissued with a limited scope.
- Code Enforcement – Town is exploring the impacts of amending the definition of “transient accommodation” to from 30 days to 60 days.
- Pre-write Warrant – A warrant was requested for right-of-way acquisition associated with the Mullis Street Project. See Payment of Claims for motion.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Starr, to authorize the issuance of Claim Warrant Nos. 47044 through 47088 and EFT 1-2 dated September 17, 2020 in the amount of \$140,885.02. Motion passed 4-0 with Daniels absent.

Moved by Starr, seconded by Monin, to authorize a prewrite warrant in the amount of \$1,370 to Albert Shilton for right-of-way acquisition located at 535 Market Street. Motion passed 4-0 with Daniels absent.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Starr, to approve the minutes of **September 3, 2020 as submitted.** Motion passed 4-0 with Daniels absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Ghatan will include discussion of the Utility Assistance Program.

CITIZEN RESPONSE

No citizen response was forthcoming.

92 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:30
93 p.m. The next regular meeting is scheduled for Thursday, October 1, 2020 at 12:00 p.m.

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

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