



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, October 1, 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.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Ghatan announced that the meeting would be continued to October 8, 2020 for the purpose of unfinished business.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

SJC Economic Development Council

At 12:03 p.m., Mayor Ghatan invited Victoria Compton, Economic Development Council Director, to present an annual report and request for support to fund economic development programs in year 2021. Ms. Compton presented a local economic snapshot throughout the COVID-19 pandemic to date and reviewed EDC offerings. The work of the EDC has largely shifted focus to small business support through the pandemic. The Council was provided a 2021 budget request of \$43,470 to support the 2020/2021 initiatives, reflecting an increase of 0% COLA plus \$3,500 for new programming costs through Skagit Valley College. (Total budget request of \$46,970 in the General Fund #001.) Discussion followed concerning staffing a coordinator to enable a business recovery. Mayor Ghatan thanked Ms. Compton. No action was taken. The budget request will be considered.

DEPARTMENT REPORTS

Public Works

At 12:19 p.m., Public Works Director, Wayne Haeefe provided a status update on current and upcoming construction projects. Mr. Haeefe thanked the Town Crew for their performance throughout the COVID-19 pandemic. No actions were taken.

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Community Development & Planning

At 12:31 p.m., Land Use Administrator, Michael Bertrand provided a report on the current housing stock. Approximately 196 new units in various zoning have been added to stock in last 5 years. No actions were taken.

ACTION AND DISCUSSION ITEMS

Planning Commission – Comprehensive Plan

At 12:35 p.m., Mayor Ghatan introduced discussion of the Planning Commission’s recommendation regarding the Comprehensive Plan. Land Use Administrator Mike Bertrand described the PC findings regarding one reclassification request and two text changes. No discussion followed.

Moved by Hushebeck, seconded by de Freitas, to adopt the Planning Commission recommendation to approve the proposed 2020 Amendments to the 2018 Comprehensive Plan. Motion passed 4-0 with Daniels absent.

Planning Commission – Rezone Application No. 74

At 12:48 p.m., Mayor Ghatan introduced discussion of the Planning Commission’s recommendation regarding Rezone Application No. 74. Land Use Administrator Mike Bertrand described the subject parcel and PC findings. Discussion followed regarding future development and uses at the site.

Moved by Monin, seconded by _____, to approved the Planning Commission recommendation to approve Rezone Application No. 74 with modification to include a developer’s agreement; and direct staff to prepare findings of fact, conclusions of law and decision. Motion passed 4-0 with Daniels absent.

Lodging Tax Advisory Committee – Member Pro-tem

At 12:49 p.m., Mayor Ghatan explained that Councilmember Daniels was not available for the annual LTAC meeting to discuss allocations and asked if any Councilmember would volunteer to substitute. Councilmember Starr volunteered to attend the October 8, 2020 meeting. The Council concurred.

Lodging Tax Advisory Committee - Allocation

At 12:52 p.m., Mayor Ghatan introduced discussion of 2021 Hotel Motel Grant Allocation. Administrator Wilson recommended that Council set a preliminary grant allocation of up to \$40,000 from the 2nd 2% H/M fund for the 5 applications received; plus \$180,000 with stipend of unused 2020 funding to the Visitors Bureau for destination marketing. Discussion followed regarding allocation of more from reserves in the fund.

Moved by Hushebeck, seconded by Starr, to authorized a preliminary allocation of \$50,000 from the 2nd 2% H/M Fund for the 2021 Tourism Grant Program. Motion passed 4-0 with Daniels absent.

Moved by Hushebeck, seconded by Starr, to authorize \$180,000 be allocated to the Visitors Bureau for destination marketing in year 2021, with up to \$11,000 of any unspent budget for year 2020 rolled over for use (maximum \$191,000). Motion passed 4-0 with Daniels absent.

Resolution No. 2582

At 1:05 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2582 accepting a quit claim deed. Administrator Wilson explained that the QCD enables installation of proper ADA crosswalk for the Mullis Street Reconstruction Project. No discussion followed.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2582 accepting a quit claim deed for right-of-way at 535 Market Street. Motion passed 4-0 with Daniels absent.

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93 Resolution No. 2583

94 At 1:07 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2583 concerning the 2020 Asphalt
95 Repair Project. Administrator Wilson explained that Richard Lawson Construction completed the work at various
96 locations. Change Order No. 1 reconciles materials prior to acceptance. No discussion followed.

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98 **Moved by Monin, seconded by Starr, to adopt Resolution No. 2583 authorizing Change Order No. 1 and accepting**
99 **the Y2020 asphalt concrete pavement repairs at various locations. Motion passed 4-0 with Daniels absent.**

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101 Harbor Life Ring Program (November)

102 At 1:09 p.m., Mayor Ghatan introduced discussion of the annual Harbor Life Ring donation to the FH Food Bank in
103 November. Administrator Wilson requested that Town increase its matching grant because of the COVID-19
104 pandemic. Council consensus to authorize a matching grant in the amount of \$2,000 for the Friday Harbor Food
105 Bank for November 2020.

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107 **ADMINISTRATOR’S REPORT**

108 At 1:10 p.m., Administrator Wilson presented the Town Council with an update of the following:

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- 110 • SJC PFFAP Application Process – Town did not submit an application for year 2021. The previous award is
111 available for use on the new pocket park in 2021. In addition, Town continues to receive its allocation for
112 the Wastewater Treatment Plant. Applications received by the County were reviewed, including an
113 application for a glass crushing recycling program. **Council consensus to have a work session for potential**
114 **glass recycling program.**
- 115 • Accessory Dwelling Units – Staff is drafting a memo regarding potential impacts of accessory dwelling
116 units in Town limits. A work session will be scheduled thereafter.
- 117 • Local Construction Trades – Town is receiving reports that local construction trades have slowed because
118 of product availability due to COVID-19 pandemic.
- 119 • Radar Speed Signage – The FH Firefighters Association has awarded the Town funding to supplement
120 costs.
- 121 • Ed Warbass Sculpture – The Artist will install the Sculpture the week of October 5th.
- 122 • Wireless Water Meters – Apollo Solutions Group identified grants that could fund a portion of the project.
- 123 • Trout Lake Watershed – Town made the decision to use Town employees rather than contract for
124 watershed thinning (fire risk reduction).
- 125 • 2021 Town Budget – The preliminary budget will be distributed to the Council by October 5th.
- 126 • Refuse Utility – Administration is meeting with the Town Refuse Crew about purchase of new a new
127 packer truck. Discussion will involve whether to have a “side-loader”.

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129 **PAYMENT OF CLAIMS**

130 Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrants 17293 thru 17303, ACH 25 thru
131 27, and Direct Deposit Run dated 9/30/2020 in the amount of \$340,125.35; and approve Claim Warrant Nos.
132 47090 thru 47124 and ACH payments in the amount of \$124,397.55. Motion passed 4-0 with Daniels absent.

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134 **APPROVAL OF MINUTES**

135 Approval of minutes was postponed until October 15, 2020.

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137 **FUTURE AND NON-AGENDA ITEMS**

138 Mayor Ghatan will include a work session for impacts of accessory dwelling units on a future agenda.

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140 **CITIZEN RESPONSE**

141 No citizen response was forthcoming.

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143 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan continued the meeting at 1:40
144 p.m. The next regular meeting is scheduled for Thursday, October 15, 2020 at 12:00 p.m.

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

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