



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, November 19, 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), 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.

### PUBLIC ACCESS TIME

Christine Gabler-Minney, SJC Councilmember elect for District 1, expressed that she was eager to represent the Town beginning in January. The Mayor and Council welcomed and congratulated Ms. Gabler-Minney.

### ACTION AND DISCUSSION ITEMS

#### Proclamation – Small Business Saturday

At 12:03 p.m., Mayor Ghatan proclaimed November 28, 2020 as Small Business Saturday in the Town of Friday Harbor. Small Business Saturday encourages local support of our small businesses and merchants during the holiday season.

### PUBLIC HEARING

#### 2021 Town Budget

At 12:05 p.m., Mayor Ghatan opened the public hearing regarding the 2021 Town Budget. Administrator Wilson and Treasurer Wilson asked if the Council had topics of interest. No members of the audience were present to provide public testimony. Mayor Ghatan closed the public hearing at 12:07 p.m.

#### 2021 Revenue Resources

At 12:08 p.m., Mayor Ghatan opened the public hearing regarding the 2021 Revenue Resources. Administrator Wilson described various revenue resources for the year. Mayor Ghatan opened the public comment portion of the hearing. Hearing none, Mayor Ghatan closed the public hearing at 12:12 p.m.

#### Ordinance No. 1698

**Moved by Hushebeck, seconded by Starr, to adopt Ordinance No. 1698, fixing and levying the amount of Ad Valorem Taxes for the Town of Friday Harbor for the year 2021. Motion passed unanimously.**

42 **ACTION AND DISCUSSION ITEMS**

43 Business Rent Relief Grant II Program

44 At 12:16 p.m., Mayor Ghatan introduced discussion of the second business rent relief grant through CARES  
45 funding. Administrator Wilson explained that Town received 25 applications totaling \$43,160. The review  
46 committee recommended that the Council approve \$32,000 as enumerated. No discussion followed.

47  
48 **Moved by Hushebeck, seconded by Monin, to adopt the recommendations of the review committee and award**  
49 **\$32,000 to the businesses (listed in their memo dated November 13, 2020). Motion passed unanimously.**

50  
51 Visitors Bureau – Online Gift Guide

52 At 12:18 p.m., Mayor Ghatan introduced discussion of the Visitors Bureau request to spend a portion of their  
53 grant funding on a holiday marketing “online gift guide”. Deborah Hoskinson, SJVB Executive Director, described  
54 the “Islands Strong” campaign. Discussion followed regarding the target audience.

55  
56 **Moved by Starr, seconded by Monin, to accept the holiday marketing campaign proposal by the Visitors Bureau in**  
57 **an amount not to exceed \$5,000. Motion passed unanimously.**

58  
59 Resolution No. 2590

60 At 12:28 p.m., Mayor Ghatan introduced discussion of Resolution No. 2590 concerning janitorial services at the  
61 Sunshine Alley Restrooms. One bid from the current janitorial contractor was received after being duly  
62 advertised. Costs increases were nominal. No discussion followed.

63  
64 **Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2590, awarding the bid to Seasonal Sweeties and**  
65 **authorizing the janitorial services agreement for Sunshine Alley Restrooms. Motion passed unanimously.**

66  
67 Resolution No. 2591

68 At 12:31 p.m., Mayor Ghatan introduced discussion of Resolution No. 2591 regarding the installation a variable-  
69 speed pump at the Water Treatment Plant. Public Works Director Haefele explained that the Change Order was  
70 owner generated to fix the space-heater and replace broken porch lighting in the pump house. No discussion  
71 followed.

72  
73 **Moved by Starr, seconded by Monin, to adopt Resolution No. 2591, authorizing Change Order No. 1 and**  
74 **accepting the installation a variable-speed pump at the Water Treatment Plant . Motion passed unanimously.**

75  
76 Resolution No. 2592

77 At 12:33 p.m., Mayor Ghatan introduced discussion of Resolution No. 2592 regarding the Water Treatment Plant  
78 Emergency Generator Project. Public Works Director Haefele described the scope of work. Town purchased a  
79 generator to replace the aged equipment. Town requires the services of an electrician to install the backup  
80 generator with an ATS switch. No discussion followed.

81  
82 **Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2592, authorizing an agreement with JL**  
83 **Electric for installation of an emergency power generator at the Water Treatment Plant. Motion passed**  
84 **unanimously.**

85  
86 Resolution No. 2593

87 At 12:36 p.m., Mayor Ghatan introduced discussion of Resolution No. 2593 reconciling the Wastewater  
88 Treatment Plant Solar Array Project. Administrator Wilson explained that the change order represents the final  
89 closeout paperwork to complete the project. No discussion followed.

90  
91 **Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2593, accepting Change Order No. 1**  
92 **reconciling the solar array project at the Wastewater Treatment Plant. Motion passed unanimously.**

93

94 Resolution No. 2594

95 At 12:38 p.m., Mayor Ghatan introduced discussion of Resolution No. 2594 regarding sanitary sewer standards.  
96 Public Works Director Haefele and Administrator Wilson explained that these standards supersede existing  
97 standards in the Water & Sewer Extension Guide. The document will be incorporated into the upcoming Town  
98 Public Works Engineering and Design Standards. Discussion followed regarding changes.

99

100 **Moved by Monin, seconded by Starr, to adopt Resolution No. 2594, adopting the sanitary sewer element of the**  
101 **Town Public Works Engineering and Design Standards. Motion passed unanimously.**

102

103 **ADMINISTRATOR’S REPORT**

104 At 12:45 p.m., Administrator Wilson presented the Town Council with an update of the following:

105

- 106 • Plastic Film Recycling – SC Johnson Company, through San Juan Sanitation, is introducing a pilot program  
107 for plastic film recycling.
- 108 • Tree Lighting – The Elms at Memorial Park will be lit November 27<sup>th</sup>.
- 109 • Elsworth Sewer Project – Reclamation will begin for contaminated soil at the project site.
- 110 • Trout Lake Watershed – Administration will approve approximately \$4,800 of expenses for the forestry  
111 project.
- 112 • Compass Health – Town will issue an agreement for approximately \$700 (.02%) of Liquor Excise Taxes.
- 113 • Harbor Life Ring – To date, donations are up to \$2,679.

114

115 **PAYMENT OF CLAIMS**

116 Moved by Monin, seconded by Starr, to approve the payment of Claim Warrant Nos. 47221 through 47290 in the  
117 amount of \$236,436.75. Motion passed unanimously.

118

119 **APPROVAL OF MINUTES**

120 Minutes were postponed to December 3, 2020.

121

122 **EXECUTIVE SESSION**

123 At 1:14 p.m., Mayor Ghatan announced that the Council would be holding an executive session regarding  
124 personnel in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 15 minutes.  
125 Participants: Town Council, Mayor Ghatan, Administrator Wilson and Treasurer Wilson. The executive session  
126 ended at 1:36 p.m. for an actual session time of 22 minutes. Action was taken following executive session. See  
127 employee reclassification request at 1:36 p.m. for motion.

128

129 Employee Reclassification Request

130 At 1:36 p.m., Mayor Ghatan introduced discussion of reclassifying Carol Holman from Permit Technician to Zoning  
131 Coordinator. Administrator Wilson recommended the request based on additional responsibilities and expanded  
132 job description that includes GIS reporting and mapping.

133

134 **Moved by Monin, seconded by de Freitas, to reclassify Carol Holman to Zoning Coordinator, Step 6 of the 2020**  
135 **Wage Table for Represented Employees, effective November 2, 2020. Motion passed unanimously.**

136

137 **FUTURE AND NON-AGENDA ITEMS**

138 No future agenda items were forthcoming.

139

140 **CITIZEN RESPONSE**

141 No citizen response was forthcoming.

142

143 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Ghatan adjourned the meeting at 1:36  
144 p.m. The next regular meeting is scheduled for Thursday, December 3, 2020 at 12:00 p.m.

145

\* \* \* \* \*

146

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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