



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, December 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.

FLAG SALUTE

Mayor Ghatan conducted the flag salute.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Business Roundtable

At 12:04 p.m., Mayor Ghatan opened the Business Roundtable discussion. Town invited members of the local business community to talk about their experiences and hardships during the COVID-19 pandemic. And to offer any ideas for Town Council consideration that may help the community as a whole. *(Clerk's Note: Mayor Ghatan deferred to Councilmember Hushebeck to act as Mayor Pro-tem while he participated in discussion.)*

Speakers and letters read into the record included:

- Laura Saccio, Birdrock Hotel and Friday Harbor Suites
- Jennifer Horn, The Studio and Friday Harbor Dentistry
- Paul Hopkins, San Juan Island Fitness
- Kris Brown, Printonyx
- Brian Goodremont, San Juan Safaris and on behalf of the Whale Watching Association
- Anna Maria de Freitas, Harrison and Tucker House Suites and Coho Restaurant
- Farhad Ghatan, The Grand Bed and Breakfast
- Becki Day, Vinnie's Ristorante
- Jeff Friedman, Maya's Legacy Whale Watching
- Karl Bruno, Lakedale Resort and Ferry Landing Suites

Mayor Ghatan (and Mayor Pro-tem Hushebeck) and the Council thanked the participants for their perspective and ideas. No action followed.

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Utility Assistance Program

At 1:00 p.m., Mayor Ghatan opened discussion utility assistance during COVID-19. Administrator Wilson explained that the Town of Friday Harbor has adjusted its policies relating to utility billing and collection in response to Governor Jay Inslee’s Recovery Plan for the State of Washington. Town has continued to ask that customers call the Town as soon as possible if they are having difficulties making payments on Town utility bills so that staff can walk through options and, if necessary, establish payment plans. In accordance with State directives, Town is prohibited from utility disconnections and late fees. No discussion followed.

PUBLIC HEARING

2020 Budget Amendments

At 1:04 p.m., Mayor Ghatan opened the public hearing regarding amendments to the 2020 Town Budget. Treasurer Wilson provided written explanation of the amendments. Administrator Wilson noted two project adjustments. No comments were given by the Council. Hearing no comments from the public, Mayor Ghatan closed the public hearing.

ACTION AND DISCUSSION ITEMS (CONTINUED)

Ordinance No. 1704

At 1:07 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1704, amending the 2020 Town Budget. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1704, amending the 2020 Town Budget. Motion passed 4-0 with Daniels absent .

Ordinance No. 1705

At 1:08 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1705, adopting the 2021 Town Budget. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Ordinance No. 1704, amending the 2020 Town Budget. Motion passed 4-0 with Daniels absent.

Ordinance No. 1700

At 1:11 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1700 concerning sewer utility rates. Monthly usage rates for year 2021 are increased 2%. No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1700, amending Chapter 13.21 FHMC concerning monthly sewer service rates. Motion passed 4-0 with Daniels absent.

Ordinance Nos. 1701 through 1703

At 1:11 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1701 through 1703 concerning utility connection fees. Connection and installation fees for Town water, sewer and stormwater utility systems are adjusted annually by the Seattle CPI-U. The current rate is 0.9 percent from June to June. No discussion followed.

Moved by Starr, seconded by Monin, to adopt Ordinance No. 1701, Ordinance No. 1702 and Ordinance No. 1703 concerning water, sewer and stormwater connection and installation charges. Motion passed 4-0 with Daniels absent.

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89 Ordinance No. 1706

90 At 1:12 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1706 concerning revenue funds.
91 Treasurer Wilson explained that the Equipment Reserve Fund 525 and Public Works Reserve Fund 550 do not
92 currently coincide with the SAO’s classification for an internal service funds. All monies that have been
93 distributed back to their respective originating funds as a “sub-section” funds. No discussion followed.

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95 **Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1706, repealing Ordinance No. 1450 and**
96 **Ordinance No. 1451 in their entirety concerning accounting funds of the Town known as Equipment Reserve Fund**
97 **(525) and Public Works Reserve Fund (550). Motion passed 4-0 with Daniels absent.**

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99 Ordinance No. 1707

100 At 1:15 p.m., Mayor Ghatan introduced discussion of draft Ordinance No. 1707 fixing salaries of officials and non-
101 represented personnel. Administrator Wilson explained that the Ordinance adjusts salaries and benefits for
102 exempt personnel to match that of represented employees. No discussion followed.

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104 **Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1707, fixing salaries of officials and non-**
105 **represented personnel and repealing Ordinance No. 1664 in its entirety. Motion passed 4-0 with Daniels absent.**

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107 Resolution No. 2597

108 At 1:16 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2597 affirming the 2021 wage schedule
109 for represented personnel. Administrator Wilson explained that the Collective Bargaining Agreement prescribes a
110 cost of living increase of 2.5%. No discussion followed.

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112 **Moved by Monin, seconded by de Freitas, to adopt Resolution No. 2597, affirming the 2021 wage schedule for**
113 **represented personnel. Motion passed 4-0 with Daniels absent.**

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115 Resolution No. 2598

116 At 1:17 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2598 concerning economic
117 development. The Town has offered the SJC Economic Development Council a contract to provide promotion and
118 support activities for new business, expanding existing business and enhancing the trade program for year 2021.
119 No discussion followed.

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121 **Moved by Starr, seconded by Monin, to adopt Resolution No. 2598, authorizing the Mayor to execute an**
122 **agreement with the SJC Economic Development Council to promote economic development within the Town for**
123 **year 2021. Motion passed 4-0 with Daniels absent.**

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125 Resolution No. 2599 through 2603

126 At 1:19 p.m., Mayor Ghatan introduced discussion of draft Resolution Nos. 2599 through 2603 concerning H/M
127 tourism promotion grant agreements with various agencies. The Council accepted the recommendation of the
128 Lodging Tax Advisory Committee for various agencies and authorized the inclusion funding in the 2021 Town
129 Budget. No discussion followed.

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131 **Moved by Hushebeck, seconded by Starr, to adopt Resolution Nos. 2599 through 2603, authorizing the Mayor to**
132 **execute promotion grant agreements for year 2021. Motion passed 4-0 with Daniels absent.**

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135 Resolution No. 2604

136 At 1:22 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2604 concerning a quit claim deed.
137 Administrator Wilson explained that Town purchased approximately 25 feet of public right-of-way from the
138 owner of 565 Mullis Street for installation of ADA compliant sidewalk improvements. No discussion followed.
139

140 **Moved by de Freitas, seconded by Monin, to adopt Resolution No. 2604, authorizing payment and accepting a**
141 **Quit Claim Deed for dedication of property from Mark Brokman, owner of TPN 351491530 located at 565 Mullis**
142 **Street, to the Town and Temporary Construction Easement for public right-of-way improvements. Motion passed**
143 **4-0 with Daniels absent.**

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145 Resolution No. 2605

146 At 1:25 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2605 concerning the First Street
147 Overlay Project. Administrator Wilson explained that the Council verbally authorized staff to submit the grant
148 agreement on December 3, 2020. No discussion followed.
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150 **Moved by Starr, seconded by Monin, to adopt Resolution No. 2605, ratifying the grant agreement with the WA**
151 **State TIB for the First Street Overlay Project. Motion passed 4-0 with Daniels absent.**

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153 Resolution No. 2606

154 At 1:25 p.m., Mayor Ghatan introduced discussion of draft Resolution No. 2606 concerning lease of office space.
155 Administrator Wilson explained that the current lease with Brendan Cowan, SJC Department of Emergency
156 Management, was due for renewal. No discussion followed.
157

158 **Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2606, authorizing the Mayor to execute a lease**
159 **agreement with the SJC Department of Emergency Management for office space located in the Town Fire Hall at**
160 **165 West Street. Motion passed 4-0 with Daniels absent.**

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162 **ADMINISTRATOR’S REPORT**

163 At 1:30 p.m., Administrator Wilson presented the Town Council with an update of the following:

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- 165 • FH House Expansion – Town was contacted regarding collaboration for development of Overlook Park.
- 166 • Sewer Facilities Plan – DOE has approved the Town’s Plan.
- 167 • AWC Workers Comp Retro Program – Town received \$27,822 a rebate for year 2017.
- 168 • Trout Lake – The water level is nearly over the dam’s spillway.
- 169 • Hydrogeologic Study – Town is advertising for proposals to evaluate stormwater from Finnigan Ridge
- 170 downslope to Marble Street.
- 171 • Paid Leave – **Council consensus to allow Administrator Wilson’s unspent paid leave to carry over into year**
- 172 **2021.**
- 173 • Sewer Loan Agreement – The Engineer is preparing to submit the Town’s loan application to USDA for the
- 174 sewer plant.
- 175 • Bond Anticipation Note – Town is seeking a financial institution to carry the note for construction
- 176 financing of the sewer plant. KeyBank will no longer provide the service.
- 177 • CDPD Director – Town continues to seek a candidate for the position.
- 178 • Radio Water Meters – The first installation of meters is scheduled in January.
- 179 • FH Landfill – **Council consensus for staff to explore the process and costs of for final closure (removal**
- 180 **from DOE MTCA listing) of the site .**
- 181 • 2018 Comprehensive Plan – Town is soliciting for amendments for year 2021.
- 182 • Elsworth Project – The project has unearthed contaminated soil. The soil requires removal for
- 183 reclamation. A change order will be presented.
- 184 • Water Transmission Line – Town expects an invoice from Mike Carlson Enterprises for emergency work
- 185 done on a valve located near Douglas Road.

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PAYMENT OF CLAIMS

Moved by Starr, seconded by Monin, to approve the issuance of Claim Warrant Nos. 47330 through 47380 & EFT 1-2 dated December 17, 2020 in the amount of \$465,142.42; and affirm the issuance of Check Nos. 10000 through 10015 and 2 electronic check payments issued by the Treasurer for the month of November 2020 in the amount of \$178,906.69. Motion passed 4-0 with Daniels absent.

APPROVAL OF MINUTES

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

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 2:00 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)(i); which was estimated to last 15 minutes. Participants: Town Council, Mayor Ghatan, Administrator Wilson, Treasurer Wilson, Town Attorney Kenyon and Clerk Taylor. The session ended at 2:23 p.m. for an actual session time of 22 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 adjourned the meeting at 2:24 p.m. The next regular meeting is scheduled for Thursday, January 7, 2020 at 12:00 p.m.

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