



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, January 3, 2013 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 4, Felix Menjivar; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Position No. 3, Anna Maria de Freitas; and Attorney, Adina Cunningham were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember de Freitas. Council unanimously excused her absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The scheduled executive session regarding real estate acquisition was cancelled.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Committee Assignments

At 12:02 p.m., Mayor Lacher introduced committee reports and discussion of current liaison assignments for various boards and commissions. No updates were forthcoming. The Council was asked to consider if they wished to swap committee assignments on any committees due to changes in personal schedules or other reasons. Mayor Lacher noted that amendments to the SJC Charter will likely cause changes to the membership of County boards and commissions and asked the Council if "at large" or "San Juan Island" representation would be adequate if proposed by the County. Discussion followed. **Council consensus to discuss the issue and 2013 liaison assignments at the Council's Retreat on February 9, 2013.**

Joint Meeting Topics

At 12:12 p.m., Mayor Lacher introduced discussion of a date and topics of mutual concern for a joint quarterly meeting with the San Juan County Council. Discussion follow regarding the short term of the SJC Council due to Charter transitions. **Council consensus to postpone the joint quarterly meeting until after the special election.**

46 Council Retreat

47 At 12:14 p.m., Mayor Lacher introduced discussion of topics and structure of the scheduled Town
48 Council Retreat. Mayor Lacher, the Town Council and Administrator Wilson took turns suggesting
49 topics for the work plan and agenda. No action was taken.

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51 Ordinance No. 1506

52 At 12:26 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1506, *establishing the date,*
53 *time and place for a meeting of the Friday Harbor Town Council, to take place other than that specified*
54 *by Ordinance No. 1135.* Administrator Wilson described the venue for a special meeting of the Council
55 at 9:00 a.m. on Saturday, February 9, 2013 in the Windermere Conference Room, located at 50 Spring
56 Street, Friday Harbor for the purpose of a Town Council retreat to discuss direction and priorities for
57 year 2013. No discussion followed.

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59 **Moved by Starr, seconded by Menjivar, to adopt Ordinance No. 1506, as stated above.**
60 **Motion passed 4-0 with de Freitas absent.**

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62 Resolution No. 1927

63 At 12:27 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1927, *authorizing the Mayor*
64 *to execute an agreement to promote economic development within the Town.* Administrator Wilson
65 explained that Town and Economic Development Council (EDC) revised the previous scope of work to
66 include updates to the Town economic development plan and additional support for local business
67 owners. Victoria Compton, EDC Director, thanked the Council for consideration and briefly described
68 the upcoming work plan for 2013. No discussion followed.

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70 **Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 1927, authorizing the**
71 **Mayor to execute and agreement with the Economic Development Council in the amount**
72 **of \$10,000 to provide economic development services within the Town from January 1,**
73 **2013 through December 31, 2013. Motion passed 4-0 with de Freitas absent.**

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75 Resolution No. 1928

76 At 12:30 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1928, *authorizing the Mayor*
77 *to execute an agreement with SCS Engineers for 2013 groundwater monitoring program services at the*
78 *Friday Harbor Landfill.* Administrator Wilson explained that this particular agreement contains
79 additional services to encompass the changes required by the County to support a reduction to a semi-
80 annual monitoring frequency. The agreement also includes quarterly testing to complete and prepare
81 the 2012-2013 monitoring report. Except for the reduction to semi-annual monitoring and the
82 additional tasks required, the overall scope of work and cost structure remain similar to what has been
83 previously implemented at the site. Discussion followed regarding the amount of future funding for
84 monitoring.

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86 **Moved by Monin, seconded by Menjivar, to adopt Resolution No. 1928, authorizing the**
87 **Mayor to execute an agreement with SCS Engineers for 2013 groundwater monitoring**
88 **program services at the Friday Harbor Landfill. Motion passed 4-0 with de Freitas absent.**

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91 Town Fee Schedule

92 At 12:34 p.m., Mayor Lacher introduced discussion of approval of the Town Fee Schedule for 2013. All
93 fees charged by the Town are reviewed both annually and approved as required for revisions to the
94 existing fees. Administrator Wilson explained that a charge for site plan review was added to the
95 schedule in the amount of \$500 in accordance with Ordinance No. 1504; no changes are required for
96 the bail schedule; and Town is in the process of drafting a schedule for “administrative” fees that will
97 determine deposit amounts for various services performed by staff. Discussion followed regarding
98 other program fees such as business licensing.
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100 **Moved by Monin, seconded by Starr, to adopt the Town Fee and Bail Schedules effective**
101 **January 1, 2013. Motion passed 4-0 with de Freitas absent.**
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103 **ADMINISTRATOR’S REPORT**

104 At 12:59 p.m., Administrator Wilson presented the Town Council with an update of the following:
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- 106 • Wastewater Treatment Plant - Town is requesting permission from the State to reduce the
107 frequency of required effluent testing on weekends in an attempt to eliminate overtime by plant
108 employees.
- 109 • Town Hall - New fluorescent lighting was installed on the rear side of the building. The fixtures
110 will pay for themselves through on of Opalco’s incentive program.
- 111 • Street Standards - Staff is looking into the feasibility of changing the street standard lighting to
112 LED.
- 113 • Utility Worker Position - Town will be advertising for a new Utility Worker I position in the
114 Streets department. The deadline for applications is January 31, 2013.
- 115 • Hotel Motel Grant Application - The Council will be presented a draft agreement with the Ag
116 Guild for a new hotel motel excise tax grant program. The grant is intended to provide
117 matching funds for donations made to the Brickworks for facilities and operation.
- 118 • Sales Tax - Sales tax data was distributed for review.
- 119 • Capital Facilities Element - The Council will be receiving the draft Capital Facilities Element of
120 the Comprehensive Plan for review.
- 121 • Stormwater Issue - The concerns expressed in the recent letter to the editor that Town is the
122 cause of recent stormwater events are unfounded. The author of the letter has not attempted
123 to contract the Town as the editorial claims.
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125 **PAYMENT OF CLAIMS**

126 Moved by Menjivar, seconded by Monin, to approve the payment of Claim Warrant Nos. 37524 through
127 37551 in the amount of \$81,435.80 and issuance of Payroll Warrants and direct deposit run. Motion
128 passed 4-0 with de Freitas absent.
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130 **APPROVAL OF MINUTES**

131 Moved by Monin, seconded by Menjivar, to approve the minutes of **December 20, 2012 as**
132 **submitted.** Motion passed 4-0 with de Freitas absent.
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134 **FUTURE AND NON-AGENDA ITEMS**

135 No future agenda items were forthcoming.
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137 **CITIZEN RESPONSE**

138 No citizen response was forthcoming.
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CLOSED SESSION

At 1:24 p.m., Mayor Lacher announced that the Council would be holding a closed session regarding negotiations for the collective bargaining agreement in accordance with the provisions of 42.30.140(4)(B). Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich, and Clerk Taylor. The session ended at 1:44 p.m. for an actual session time of 20 minutes. No action was taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:45 p.m. The next regular meeting is scheduled for Thursday, January 3, 2013 at 5:30 p.m.

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These minutes were approved on January 17, 2013. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk