



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, February 7, 2013 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:03 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 5, Barbara Starr.

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

Position No. 4, Felix Menjivar; and Town Administrator, Duncan Wilson; were not present. Attorney, Adina Cunningham was joined by telephone.

EXCUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session of the Town Council was not scheduled due to the Town Council retreat scheduled on Saturday, February 9, 2013 at 9:00 a.m.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

DEPARTMENT REPORT

Fire

At 12:02 p.m., District #3 Fire Chief, Steve Marler, distributed written information regarding types of services provided to the community and for the volunteer fire fighters for the fourth quarter of 2012. Chief Marler reviewed incidents by area and type. Discussion and inquiry followed regarding logistical issues such as training and response time. Mayor Lacher thanked Chief Marler.

ACTION AND DISCUSSION ITEMS

SJI Chamber of Commerce

At 12:15 p.m., Mayor Lacher introduced Tom Kirschner, Executive Director of the SJI Chamber of Commerce, to present the 2012 Annual report. Mr. Kirschner thanked the Town for its continued support and summarized the annual Chamber Report; which included 2012 budget, accomplishments, membership, events, and statistics on visitation; and described upcoming 2013 objectives, which included operations and events. Discussion followed regarding holiday decorations and operation of community calendars. Mayor Lacher and the Council thanked Mr. Kirschner. No action was taken.

44 SJC Economic Development Council (EDC)

45 At 5:31 p.m., Mayor Lacher introduced Jim Hooper, EDC President, and Victoria Compton, EDC
46 Executive Director, to present the 2012 annual report. Ms. Compton thanked the Town for its
47 continued support and summarized their annual report; which included 2012 accomplishments and
48 events, 2013 objectives and goals, and scope of work for the 2013 contractual period. Discussion
49 followed regarding how the EDC has evolved since it was established. Mayor Lacher and Council
50 thanked Mr. Hooper and Ms. Compton.

51
52 Administrator Rules - Deposit for Applications

53 At 12:49 p.m., Mayor Lacher introduced discussion of a requirement for deposits by permit applicants
54 to cover administrative and staff costs during various permit application reviews. Land Use
55 Administrator, Mike Bertrand, explained that there is a new requirement in the recently adopted Site
56 Plan Review Ordinance for a deposit by applicants to cover administrative and staff costs. Along with
57 that ordinance, the Community Development & Planning Department has compared all service fees to
58 determine if other types of deposits might be appropriate. Mr. Bertrand presented a staff report
59 regarding “Administrative Rules - Deposits for Applications” which compared the current Town Fee
60 Schedule with estimated costs for time spent by staff. Mr. Bertrand explained that after analysis, the
61 recommendation is to only apply deposits to two of the current application processes. They are for
62 Long Subdivisions and Site Plan Reviews. Staff believes that these two have the most potential exceed
63 costs required by the current fee schedule due to more time and review spent by staff. Mr. Bertrand
64 further recommended that Town lower the Long Subdivision fee to \$1,000 along with a \$4,000
65 retainage. Discussion followed regarding releasing of monies deposited by applicants. **Council
66 consensus to approve the recommendation to require a retainage by applicants for site
67 plan reviews and long subdivisions.**

68
69 Capital Facilities Plan Updates

70 At 12:53 p.m., Mayor Lacher introduced discussion of the draft 2013 Capital Facilities Plan. Land Use
71 Administrator, Mike Bertrand, presented the draft plan. Discussion and inquiry followed regarding the
72 sequencing of the listed projects. **Council consensus to approve the draft updates to the Town
73 Capital Facilities Plan and direct staff to forward it to the Planning Commission for
74 consideration at their public hearing for updates to the 2002 Town Comprehensive Plan.**

75
76 Resolution No. 1934

77 At 12:57 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1934, *authorizing the Mayor
78 to execute an agreement with the Agricultural Guild for use of hotel motel excise tax funding for
79 operations and promotion of a tourism related facility.* Attorney Cunningham explained the terms of
80 the agreement. Councilmember Hushebeck expressed concerns regarding pending legislature.
81 Discussion followed regarding the development of the Brickworks.

82
83 **Moved by Starr, seconded by Hushebeck, to approve Resolution No. 1934, authorizing the
84 Mayor to execute an agreement with the Agricultural Guild for use of hotel motel excise
85 tax funding for operations and promotion of a tourism related facility. Motion passed 4-0
86 with Menjivar absent.**

87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121

Resolution No. 1933

At 1:03 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1933, *authorizing the Mayor to execute an interlocal agreement with San Juan County for animal control services.* [Clerks Note: See prior minutes for details of agreement.] No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No 1933 authorizing the Mayor to execute an interlocal agreement with San Juan County for animal control services.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 37603 through 37668 in the amount of \$168,351.48; and affirm the payment of Payroll Warrant Nos. 15697 through 15723 and direct deposit run of January 31, 2013, in the amount of \$225,754.73. Motion passed 4-0 with Menjivar absent.

APPROVAL OF MINUTES

Moved by Hushebeck, seconded by Starr, to approve the minutes of **January 17, 2013 as submitted.** Motion passed 2-0 with Monin and de Freitas abstained and Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher noted that a ribbon cutting ceremony is scheduled for the public art sculpture on Thursday, February 14, 2013 at 12:00 p.m.

CITIZEN RESPONSE

Lovel Pratt, SJC Councilmember, thanked the Council for their support of Brickworks project.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:37 p.m. A special meeting is scheduled on Saturday, February 9, 2013 at 9:00 a.m. The next regular meeting is scheduled for Thursday, February 21, 2013 at 5:30 p.m.

These minutes were approved on February 21, 2013. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk