



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, February 21, 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. 3, Anna Maria de Freitas; Position No. 4, Felix Menjivar; and Position No. 5, Barbara Starr.

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

Town Administrator, Duncan Wilson; and Attorney, Adina Cunningham were not present.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session of the Town Council was not scheduled.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Resolution No. 1929

At 12:02 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1929, *authorizing the Mayor to execute Amendment No. 3 for the agreement between the Town of Friday Harbor and the engineering firm of Brown and Caldwell to provide additional design services for replacement of the Water Transmission Line*. Amendment No. 3 contracts for permit acquisition services and various additional support activities required for the project in the amount of \$73,876. Article II.B of the master agreement agreed that certain portions of the work contemplated to be performed by the Engineer could not be sufficiently defined at the time of execution of the agreement. Public Works Director, Wayne Haefele presented an explanation of costs associated with the master agreement and subsequent amendments. Discussion and inquiry followed regarding the cost and scope of environmental permits required for the project. Mr. Haefele explained that the modified scope of services provides permit acquisition services to be performed by the engineer's subcontractor, Herrera Environmental Consultants, and identifies other support activities to be performed by the engineer. The estimated budget does not include any cost of possible revisions to the contract documents required by permitting agencies of the State. The current contract documents are otherwise complete and bid-ready. If design revisions are required, the staff and engineer will evaluate the adequacy of the remaining budget for incorporating revisions or determine the extent of additional amendments.

Moved by Monin, seconded by Menjivar, to adopt Resolution No. 1929, authorizing the Mayor to execute Amendment No. 3 to the agreement between the Town of Friday Harbor and the engineering firm of Brown and Caldwell to provide additional design services for replacement of the Water Transmission Line. Motion passed unanimously.

46

47 Resolution No. 1935

48 At 12:12 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1935, *authorizing the Mayor*
49 *to execute a contract with San Juan Surveying to resurvey roadway stability monitoring points along*
50 *Warbass Way.* San Juan Surveying has offered a contract to resurvey twenty two (22) roadway
51 stability monitoring points for the sum of \$4,170.00. Public Works Director, Wayne Haeefele
52 recommended that Town should have PanGeo analyze the survey information collected subsequent to
53 the geotechnical study at its five year mark. No discussion followed.

54

55 **Moved by Menjivar, seconded by Starr, to adopt Resolution No. 1935, authorizing the**
56 **Mayor to execute a contract with San Juan Surveying to resurvey roadway stability**
57 **monitoring points along Warbass Way. Motion passed unanimously.**

58

59 Resolution No. 1936

60 At 12:17 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1936, *authorizing the Mayor*
61 *to execute a contract with San Juan Surveying to survey a portion of Franck Street for proposed*
62 *improvements to the Town wastewater system.* The Town needs to make improvements to its aging
63 sewer main and failing pump station located partially on private property along Franck Street. Public
64 Works Director, Wayne Haeefele explained that he now requires accurate topographical and boundary
65 information in order to design specifications for installation of new infrastructure. Discussion and
66 inquiry followed regarding stormwater issues in the area. Mr. Haeefele explained that the stormwater
67 issue is different from the wastewater issue currently being discussed. The stormwater issue noted
68 has been addressed.

69

70 **Moved by de Freitas, seconded by Monin, to adopt Resolution No. 1936, authorizing the**
71 **Mayor to execute a contract with San Juan Surveying to survey a portion of Franck Street**
72 **for proposed improvements to the Town wastewater system. Motion passed unanimously.**

73

74 Nash Street Unopened Right of Way

75 At 12:22 p.m., Mayor Lacher introduced discussion regarding the opening of Nash Street between
76 Spruce Street and Market Street. Mayor Lacher summarized past Council discussion and public opinion
77 concerning the condition and use of the street. Public Works Director, Wayne Haeefele, described the
78 roadbed and current environmental conditions. Mr. Haeefele explained that while complete A/C, curb,
79 gutter and sidewalk improvements may not be feasible at this point in time, the Town is able to make
80 reasonable roadbed and pedestrian improvements that would attribute to the project once designed
81 and funded; and that possibly could allow for the limited opening of the street. Discussion and inquiry
82 followed regarding costs and liabilities of such improvements. Mr. Haeefele requested Council direction
83 whether to preliminarily design and research costs associated with improvements. **The Council**
84 **concurred. Council consensus to not open Nash Street (South) until reasonable roadbed**
85 **and pedestrian improvements are made.**

86

87 Scenic Byway Signage

88 At 12:47 p.m., Mayor Lacher introduced discussion regarding the location of proposed SJI Scenic
89 Byway signage. Historic Preservation Coordinator, Sandy Strehlou, updated the Council on
90 development plans. The Committee is in the progress of fabricating signs and printed materials. Ideal
91 locations for the signs have been identified. Public Works Director, Wayne Haeefele, informed the
92 Council that installation of the signs by Streets Department is not an issue so long as the Council
93 approves of the locations. Discussion and inquiry followed regarding the allowance of the directional
94 sign per municipal code. Land Use Administrator, Mike Bertrand, explained that directional and
95 wayfarer signage is not in violation of municipal code. Discussion followed regarding the increasing
96 frequency of this and interpretive signage.

97
98 **Council consensus that for efficiency the SJI Scenic Byways Committee should fabricate**
99 **an appropriate amount of signage (13) for the adopted SJI Scenic Byway located within**
100 **Town. [Clerk’s note: No approval given as to installation of Scenic Byway signage.]**
101

102 **Council consensus to discuss the general placement of way-farer, directional and**
103 **interpretive signage within Town and content of the signage in the proposed**
104 **informational kiosk on Front Street.**

105
106 Ordinance No. 1507

107 At 1:15 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1507, *fixing salaries of*
108 *elected officials and non-represented personnel.* In September 2012, the Town hired a Public Works
109 Director with condition that pending successful completion of a probationary period the annual salary
110 of said position would be increased. It is the recommendation of the Town Administrator, with
111 concurrence by the Mayor, that Mr. Haeefele has successfully completed said probation. Ordinance No.
112 1507 adjusts the salary of the Public Works Director accordingly. For administrative purposes,
113 Ordinance No. 1505 is repealed and all other current salaries and conditions are readopted. Mayor
114 Lacher and the Town Council thanked Mr. Haeefele for a job well done. No discussion followed.

115
116 **Moved by Hushebeck, seconded by Menjivar, to adopt Ordinance No. 1507, fixing salaries**
117 **of elected officials and non-represent personnel. Motion passed unanimously.**
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119 **ADMINISTRATOR’S REPORT**

120 No report was scheduled.

121
122 **PAYMENT OF CLAIMS**

123 Moved by Monin, seconded by Menjivar, to approve the payment of Claim Warrant Nos. 37669 through
124 37723 in the amount of \$141,537.43. Motion passed unanimously.

125
126 **APPROVAL OF MINUTES**

127 Moved by Starr, seconded by Monin, to approve the minutes of **February 7th and 9th, 2013 as**
128 **submitted.** Motion passed unanimous.

129
130 **FUTURE AND NON-AGENDA ITEMS**

131 No future agenda items were forthcoming.

132
133 **CITIZEN RESPONSE**

134 No citizen response was forthcoming.

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136 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the
137 meeting at 1:17 p.m. The next regular meeting is scheduled for Thursday, March 7, 2013 at 12:00
138 p.m.

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140 * * * * *

141 **These minutes were approved on March 7, 2013. The original document is retained by the**
142 **Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday**
143 **Harbor Clerk**