



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, March 7, 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. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Felix Menjivar.

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

Position No. 1, Steve Hushebeck; and Position No. 5, Barbara Starr were not present. Attorney, Adina Cunningham joined the scheduled closed session by telephone.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers Hushebeck and Starr. Council unanimously excused their absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

Liz Illg, 365 Spruce Street, invited the Council to attend a meeting San Juan County Arts Council (SJCAC). The mission of SJCAC is to promote economic development by creatively integrating the local artistic resources. Ms. Illg stated that the SJCAC are presenting workshops to explore the impact and potential of arts on the local economy. Mayor Lacher thanked Ms. Illg.

Lovel Pratt, SJC Councilmember, invited the Council to attend upcoming community meetings sponsored by the County. The next meeting will focus on economic development. Mayor Lacher responded that she was weary of participating because her Office could inhibit the meeting. Mayor Lacher suggested that since the community meetings are scheduled on regular Town Council evenings, the Council may participate as a group if they desired. Mayor Lacher thanked SJC Councilmember Pratt.

ACTION AND DISCUSSION ITEMS

Historic Preservation Review Board

At 12:10 p.m., Mayor Lacher requested Council confirmation for the reappointment of Historic Preservation Review Board (HPRB) members. Historic Preservation Coordinator, Sandy Strehlou, explained that Victoria Williams and Elizabeth Anderson will conclude their appointments to the HPRB in March. Ms. Anderson has requested another term. Ms. Williams has given notice that she would like to step down. However, knowing how difficult it is to recruit members, she has agreed to continue serving until her replacement can be found. Mayor Lacher recommended reappointing both members, with the understanding that as soon as one or more potential recruits are identified, Ms. Williams will formally resign. No discussion followed.

47 **Moved by Menjivar, seconded by de Freitas, to affirm the reappointment of Victoria**
48 **Williams and Elizabeth Anderson to the Historic Preservation Review Board. Motion**
49 **passed 3-0 with Hushebeck and Starr absent.**

50
51 Resolution No. 1937

52 At 12:13 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1937, *authorizing the Mayor*
53 *to execute an agreement between the Town of Friday Harbor and the engineering firm of*
54 *Kennedy/Jenks Consultants to provide technical assistance for development of a comprehensive*
55 *computer based operations and maintenance (O&M) manual for the Wastewater Treatment Plan.*
56 Administrator Wilson explained that for efficiency purposes, Kennedy/Jenks will consolidate plans,
57 specifications, existing O&M manuals, manufacturer’s manuals, plant processes and other information
58 that may be used for operation and maintenance of the facility into one comprehensive computer
59 based model that can be easily modified and updated by Town personnel. Inquiry followed regarding
60 previous recommendations for efficiency.

61
62 **Moved by Menjivar, seconded by de Freitas, authorizing the Mayor to execute an**
63 **agreement between the Town of Friday Harbor and the engineering firm of**
64 **Kennedy/Jenks Consultants to provide technical assistance for development of a**
65 **comprehensive computer based operations and maintenance (O&M) manual for the**
66 **Wastewater Treatment Plan. Motion passed 3-0 with Hushebeck and Starr absent.**

67
68 Resolution No. 1938

69 At 12:14 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1938, *authorizing the Mayor*
70 *to execute Supplemental Agreement No. 1 with the engineering firm of Gray & Osborne, Inc. for an*
71 *archeological resource survey on a portion of Mullis Street from Market Street to Spring Street.*
72 Administrator Wilson explained that the Transportation Improvement Board requires that surveys be
73 undertaken as a condition of the grant funded portions of the Mullis Street Pedestrian Improvement
74 Project and Blair Street Improvement Project. (The survey for Blair Street Improvement Project is
75 covered by the current agreement.) Said surveys will satisfy the State Department of Archaeology and
76 Historic Preservation’s current field work and reporting standards to catalogue existing conditions. No
77 discussion followed.

78
79 **Moved by de Freitas, seconded by Monin, authorizing the Mayor to execute Supplemental**
80 **Agreement No. 1 with the engineering firm of Gray & Osborne, Inc. for an archeological**
81 **resource survey on a portion of Mullis Street from Market Street to Spring Street. Motion**
82 **passed 3-0 with Hushebeck and Starr absent.**

83
84 Resolution No. 1939

85 At 12:17 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1939, *authorizing the Mayor*
86 *to execute an amendment to the interlocal agreement with the University of Washington providing for*
87 *sewage services located on privately owned property outside the Town’s corporate limits.*
88 Administrator Wilson explained that Town and the University are attempting to modify the testing and
89 inspection schedule to five working days if accepted by the State in an effort to reduce overtime by
90 staff. No discussion followed.

91
92 **Moved by Monin, seconded by de Freitas, to adopt Resolution No. 1939, authorizing the**
93 **Mayor to execute an amendment to the interlocal agreement with the University of**
94 **Washington providing for sewage services located on privately owned property outside**
95 **the Town’s corporate limits. Motion passed 3-0 with Hushebeck and Starr absent.**

96

97 Front Street Kiosk

98 At 12:20 p.m., Mayor Lacher introduced discussion of the proposed Front Street Kiosk. Historic
99 Preservation Coordinator, Sandy Stehlou; and Land Use Administrator, Mike Bertrand; presented staff’s
100 recommended content which included mounted service organization logos, Byway sign, and a map and
101 site key of the Town and San Juan Island. Mayor Lacher invited Tom Kirshner, SJI Chamber of
102 Commerce Director; Victoria Williams, Historic Preservation Review Board Member; and Liz Illg, Scenic
103 Byways Coordinator to comment. Discussion and inquiry followed regarding the wording of the
104 welcome portion of the kiosk, sizing of signage and pedestrian traffic. **Council consensus for staff
105 to present a final design consistent with the branding described during the meeting.**
106

107 Scenic Byway Signage

108 At 1:04 p.m., Mayor Lacher introduced discussion of the minutes of February 21, 2013 regarding
109 placement of Scenic Byway signage. Clerk Taylor explained that staff is requesting clarification of the
110 Council consensus taken during last session. After review of the discussion, staff questioned whether
111 there was direction from the Council to install the Byway signage at the proposed locations once they
112 are fabricated. Discussion followed regarding the abundance and location of directional signage in the
113 downtown core. Clerk Taylor requested a motion for the record.
114

115 **Moved by Monin, seconded by de Freitas, to direct staff to coordinate with the Scenic
116 Byway Committee to purchase scenic byway signage; with installation subject to further
117 discussion of placement of way finding signage in the downtown core and approval of
118 content for informational kiosk located on Front Street. Motion passed 3-0 with
119 Hushebeck and Starr absent.**
120

121 Granulated Activated Carbon Filters

122 At 1:16 p.m., Mayor Lacher introduced discussion of the proposed agreement between the Town and
123 Calgon Carbon, Inc. for long-term renewal of carbon filter media that the Water Treatment Plant.
124 Administrator Wilson explained that Town has been attempting to negotiate a long-term agreement
125 with Calgon for recharging of GAC media filters. Currently, each change of carbon media costs
126 approximately \$40,000 every 8-10 months. The long-term agreement option would cost approximately
127 \$30,000 every 8-10 months. While the potential cost savings are significant, the Town and Calgon are
128 currently at an impasse regarding the terms for indemnification of personal and property damages.
129 Administrator Wilson requested that Council consider if they are comfortable to waive the Town’s
130 standard liability terms to achieve the savings. Discussion followed regarding the likelihood of the
131 Distributer causing damage and if it would be worth looking to a different supplier. Administrator
132 Wilson stated that the likelihood of Calgon damaging Town property is miniscule and that Town holds
133 its own insurance if damages occur.
134

135 **Council consensus to consider the risk and direct staff to present an agreement for the
136 long term recharging program.**
137

138 **ADMINISTRATOR’S REPORT**

139 At 1:32 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 141 • Town Attorney - Attorney Cunningham is recovering from her health issue. She anticipates
142 returning to work within two weeks.
- 143 • Personnel Issue - A Town employee is currently on leave without pay due to a serious medical
144 condition. Town is working with that employee to address health insurance issues that will
145 require a change in personnel policy.

- 146 • Risk Management - A memo was distributed regarding mandatory training for elected officials,
147 staff and volunteer boards.
- 148 • Friday Harbor Elementary School - Town is currently working with the School regarding a water
149 and sewer service issue for the baseball fields.
- 150 • Administrative Appeal - Town is anticipating an administrative appeal concerning signage. The
151 matter will be heard quasi-judicially by the Council.
- 152 • Time Limited Parking - The Chamber has proposed that the Town offer extended time limited
153 parking passes for purchase.
- 154 • Whale Museum - The “Sooke” exhibit is now open at the Whale Museum.
- 155 • Front Street Pedestrian Improvement Project - WSF has begun construction of the project.
- 156 • Wastewater Treatment Plant - The sludge dryer is currently off-line. Parts are on order and
157 anticipated by next week.
- 158 • Blair Street Pedestrian Improvement Project - The project is on schedule.
- 159 • Skagit County Transfer Station - The proposed agreement to guarantee tipping fees is almost
160 finalized. A draft agreement will be presented for consideration.
- 161 • Utility Worker Position - The search has been narrowed to three candidates.
- 162 • HB ____ - The Legislature has reached a potential compromise regard use of hotel motel taxes.
- 163 • Water Transmission Line Project - Staff will meet with the USDA regarding potential funding of
164 the Project.
- 165 • Nash Street - Public Works Director, Wayne Haeefe, explained that Nash Street between
166 Spruce and Market Street is estimated to cost \$225,000 to develop to Town Standards. Town
167 has the option to phase development of the street. Phased improvement such as gravel base,
168 chip seal and storm drainage is estimated to cost \$100,000.
- 169 • Nash Street “Bumpout” - Mr. Haeefe provided a traffic analysis and described alternatives to
170 the current bumpout and sidewalk configuration at the intersection of Caines and Nash Street.
171 **Council consensus to install “turtles” and safety paint at the site.**
172

173 **PAYMENT OF CLAIMS**

174 Moved by Menjivar, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 37724
175 through 37776 in the amount of \$103,657.60; and affirm the payment of Payroll Warrant Nos. 15724
176 through 15750 and the 2/28/13 Direct Deposit Run in the amount of \$207,003.98. Motion passed 3-0
177 with Hushebeck and Starr absent.
178

179 **APPROVAL OF MINUTES**

180 Moved by Monin, seconded by Menjivar, to approve the minutes of **February 21, 2013 as**
181 **submitted.** Motion passed 4-0 with Starr absent.
182

183 **FUTURE AND NON-AGENDA ITEMS**

184 Mayor Lacher requested that staff bring back information regarding installation of a panic security
185 button for Council Chambers.
186

187 Mayor Lacher asked if the Council was inclined to attend the Community Meetings noted earlier.
188 Discussion followed. **Council consensus to hold the regular session.**
189

190 **CITIZEN RESPONSE**

191 No citizen response was forthcoming.

192
193 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the
194 meeting at 2:02 p.m. The next regular meeting is scheduled for Thursday, March 7, 2013 at 5:30 p.m.
195

196 * * * * *

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