



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, April 18, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 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; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Attorney, Adina Cunningham attended by telephone.

Position No. 4, Felix Menjivar; was not present.

EXECUSED 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 afternoon session of the Town Council was not scheduled due to lack of a quorum. Mayor Lacher explained that the evening agenda was reprioritized to accommodate staff.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation - Great Island Cleanup Day

At 5:31 p.m., Mayor Lacher proclaimed Saturday, April 20, 2013 as Great Island Clean-up Day and encouraged residents to adopt a portion of street, roadway or beach and remove any litter. David Delandorph, SJI resident, accepted the proclamation and explained that several service groups and volunteers are involved in the effort. Mayor Lacher thanked Mr. Delandorph for leading the effort.

2013 Public Works Plan

At 5:32 p.m., Mayor Lacher introduced discussion regarding 2013 projects and work plan for the Public Works Department. Public Works Director, Wayne Haefele, explained that Town has aged infrastructure and that we are experiencing a higher frequency of water main breaks because of it. Mr. Haefele listed several projects that could be accomplished utilizing the Town crew. Mr. Haefele explained that significant savings could be had by not contracting for the work. Mr. Haefele requested that Town hire a seasonal worker. Discussion followed regarding a seasonal employee and reprioritizing the Town Capital Improvement Plan. **Council consensus to authorize the Mayor to hire a seasonal employee.** Mayor Lacher thanked Mr. Haefele.

48 Town Parking Plan

49 At 5:53 p.m., Mayor Lacher introduced discussion of parking. Administrator Wilson explained that the
50 area located on West Street in front of the Town Fire Station is currently designated as a fire zone.
51 Since the Station is currently vacant, the area could be designated as eight-hour parking and beautified
52 with paint, railing and flower baskets. Mr. Wilson discussed extending the current eight-hour parking
53 on First Street to Court Street. Discussion followed regarding the appropriate time limitation on parking
54 on First and Court Streets. **Council consensus to paint and designate West Street as
55 additional parking before Memorial Day. Council consensus to hold a public meeting to
56 discuss the Town Parking Plan before any long term changes are made.**

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58 Resolution No. 1945

59 At 6:10 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1945, *authorizing the Mayor
60 to execute Supplemental Agreement No. 1 to the Blair Street Improvement Project*. Said agreement
61 provides for easement acquisition services, including preparation of Quit Claim Deeds, in the amount of
62 \$3,262. No discussion followed.

63
64 **Moved by Monin, seconded by de Freitas, to adopt Resolution No. 1945, authorizing the
65 Mayor to execute Supplemental Agreement No. 1 to the Blair Street Improvement Project
66 with the engineering firm of Gray & Osborne for easement acquisition services. Motion
67 passed 4-0 with Menjivar absent.**

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69 Resolution No. 1946

70 At 6:11 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1946, *authorizing the Mayor
71 to execute a Supplemental Agreement No. 1 to the Mullis Street Pedestrian Improvement Project*. Said
72 agreement proposes to provide plans and specifications for a flashing beacon at the proposed
73 crosswalk at the intersection of Spring and Mullis Street. Administrator Wilson and Mr. Haeefe
74 explained that staff’s recommendation at this time is to postpone adoption of the resolution and
75 agreement because it would cost nearly half of the project’s budget. Mr. Haeefe explained that he
76 would design the improvements himself. **Resolution No. 1946 withdrawn from consideration.**
77 **[Clerk’s Note: Resolution No. 1946 was reassigned. See Administrator’s Report.]**

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79 **ADMINISTRATOR’S REPORT**

80 At 6:17 p.m., Administrator Wilson presented the Town Council with an update of the following:

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- 83 • Spring Street Water Main Replacement Project - A Change Order in the amount of \$1,500 was
84 presented to the Council for approval. It was explained that the change order was approved by
85 the Public Works Director while in the field. The outstanding amount was being presented to
86 the Council because the project has already been accepted. **Moved
87 by Starr, seconded by Hushebeck, to adopt the Change Order in the amount of
88 \$1,500 to the Spring Street Water Main Replacement Project. Motion passed 4-0
89 with Menjivar absent.**
 - 90 • Resolution No. 1946 - *Authorizing the sale and transfer of equipment leased with the option to
91 purchase by San Juan County Fire Protection District No. 3*. In accordance with the terms and
92 conditions of the lease with option to purchase agreements for Fire Engine No. 7, No. 11,
93 Fireboat Confidence, and miscellaneous equipment, the Fire District notified the Town of its
94 intent to exercise its option to purchase interest. On April 8, 2013, District paid the Town
95 \$356,250.00 for all of the above mentioned equipment. No discussion followed. **Moved by
96 Hushebeck, seconded by Starr, to adopt Resolution No. 1946, authorizing the sale
97 and transfer of equipment leased with the option to purchase by San Juan County
Fire Protection District No. 3. Motion passed 4-0 with Menjivar absent.**

- 98 • Warbass Way Stormwater Issue - Residents have expressed concerns regarding stormwater
99 pooling on the street. Public Works has determined that it would require significant work to
100 address the issue.
101 • New position - The new employee has been pressure washing at Cahail and Sunken Parks,
102 along with other areas in Town.
103 • Hazardous Waste Roundup - The yearly Hazardous Waste Roundup Day is scheduled at the San
104 Juan Island Transfer Station on April 19th and 20th. Information is posted in the newspaper.
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107 **ACTION AND DISCUSSION ITEMS (continued)**

108 Round Towner Shuttle Program

109 At 6:28 p.m., Mayor Lacher introduced discussion of the Round Towner Shuttle Program.
110 Administrator Wilson explained that the proposed program is a service that will travel a 5-mile loop
111 from the ferry landing, through the Town to PeaceHealth, including downtown business locations,
112 library, senior center, and government offices. The proposal envisions a frequent shuttle service with
113 convenient stops and wave-down locations that would require approximately 24 minutes per loop.
114 Administrator Wilson introduced Dan Riley, San Juan Islands Shuttle System, to describe the program.
115 Mr. Riley explained that most arrivals to Friday Harbor come by ferry. Although much of downtown is a
116 short walk from the ferry landing, the distance to the Skagit Valley College Campus, Airport or new
117 hospital site is approximately 1.2 miles, mostly uphill. Taxis are usually available during the off season
118 but are in high demand during June through August. Rates vary from \$6 to \$12 with no fare
119 regulation. Mr. Riley stated that based on casual surveys, a shuttle service that costs from \$1 to \$3
120 that reaches all major Town sites would be attractive to local residents, visitors and businesses alike.
121 Discussion followed regarding possible shuttle pickup locations. No action was taken. Mayor Lacher
122 thanked Mr. Riley for the presentation.
123

124 Memorial Park Tree Care

125 At 6:40 p.m., Mayor Lacher introduced discussion of tree trimming at Memorial Park. Administrator
126 Wilson explained that along with basic trimming, the elm trees at Memorial Park are overdue for a
127 comprehensive health assessment. Fred Ellis, local arborist, is developing a plan for care. No
128 discussion followed. No action was taken.
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130 Front Street Right of Way

131 At 6:42 p.m., Mayor Lacher introduced discussion of use of the Front Street right of way.
132 Administrator Wilson explained that there were areas in the newly constructed Front Street right of
133 way that would be suitable for “pocket parks”. Administrator Wilson suggested that the areas be used
134 for additional benches, tables or possibly public art. Discussion followed regarding partnering with
135 entities such as the Sculpture Park or Museum for placement of art. **Council consensus to add to a
136 future agenda.**
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138 Master Tourism Plan

139 At 6:50 p.m., Mayor Lacher introduced discussion of the Town Master Tourism Plan. Administrator
140 Wilson presented key elements of said plan and requested permission to initiate a request for
141 proposals from marketing/branding organizations. Discussion followed regarding a new logo and
142 branding statement. **Council consensus to develop and present a request for proposals.**
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144 **PAYMENT OF CLAIMS**

145 Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 37856
146 through 37912 in the amount of \$142,727.15. Motion passed 4-0 with Menjivar absent.

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APPROVAL OF MINUTES

Moved by de Freitas, seconded by Starr, to approve the minutes of **April 4, 2013 as submitted.**
Motion passed 4-0 with Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher requested that discussion of the Town Tourism Master Plan, Wellness Program and Lodging Town Advisory Committee be added to future agendas.

The complete draft Solid Waste Management Plan is now available and has been forwarded to the Department of Ecology for review.

San Juan County has been developing a plan and agreement for maintenance of the Spring Street Rain Gardens.

CITIZEN RESPONSE

Marilyn O’Connor, Port Executive Director, invited the Town to meet their new consultant and participate in the initial meeting for the Port of Friday Harbor Master Plan.

EXECUTIVE SESSION

At 7:40 p.m., Mayor Lacher announced that the Council would be holding two (2) executive sessions regarding personnel decisions and an employee performance review in accordance with the provisions of RCW 42.30.110(1)(g); each was estimated to last 15 minutes. Participants: Town Council, Mayor Lacher, and Attorney Cunningham. The session ended at 8:44 p.m. for an actual session time of 1 hour 4 minutes. No actions were taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 8:46 p.m. The next regular meeting is scheduled for Thursday, May 2, 2013 at 12:00 p.m.

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These minutes were approved on May 2, 2013. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk