



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, January 9, 2014 – 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, Farhad Ghatan; and Position No. 5, Barbara Starr.

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

The Town Attorney was on-call.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher welcomed Councilmember Ghatan.

PUBLIC ACCESS TIME

Lee Sturdivant, 745 Larson Street, requested that Council schedule discussion of expanding West Street Park. Ms. Sturdivant stated that other stakeholders, such as Port of Friday Harbor and Island Rec, are supportive. Administrator Wilson stated that the topic already is part of the Council retreat agenda on February 8, 2013. The Council thanked Ms. Sturdivant.

DEPARTMENT REPORTS

Public Works

At 12:05 p.m., Public Works Director, Wayne Haeefe, provided a status report regarding the following projects:

- Water Main Line Replacement Project – The project is in various permitting processes with the State and County. The required permits are more straightforward than originally thought. Permitting now will exempt the project from the County's new CAO requirements.
- Water Main Line Replacement Project – Town will be submitting various agency grant and loan applications to fund construction of the project.
- Linder Street Pump Station – The project is on hold for utility easement acquisition from Opalco. Easements are required before Town can begin the permitting process for installation.
- Town Street Improvements – The County's chip sealing program may be mobilized between May/June 2014. Town will cooperatively chip-seal various streets, all currently located outside the downtown core.
- Water Chlorine Generation System – Town staff toured several facilities. All WTP Operators interviewed had positive comments. Town is drafting the necessary paperwork to include with the permit application to the State to begin the project.
- Sunken Park Sewer Line Replacement – Town will install Cure-In-Place-Plastic-Pipe (CIPP) instead of removal and installation of the failing line. Cost are estimated at less than \$100,000. Original estimates for removal and installation of new line were estimated at \$1,000,000.

- 48 • Pump Station 2 Replacement (Harbor Street) - Pump Station 2 was designed to have more
49 sewage capacity than needed. This is causing the sewage to go septic and create odors in the
50 time between cycles. The pump station will be redesigned and rebuilt in 2014-2015 for various
51 operational reasons.
- 52 • Street Pavement Survey – The field work will be complete in February. The data gathered will
53 comprise of comprehensive measurements and detailed conditions of the pavement and repairs
54 needed for the study. The final report will include the priority and cost of repairs.
- 55 • Warbass/Harrison Intersection – Staff identified appropriate traffic calming devices and is
56 requesting proposals. An “island” may be placed at the middle of intersection for visual
57 purposes. Council discussion regarding the reduction of speed limits on of Warbass Way and
58 other streets. Administrator Wilson explained that an engineering letter is needed to reduce
59 limits below 25 mph and that a public hearing is suggested. Discussion regarding speed and
60 conditions located at both Warbass Way intersections. Public Works Director Haefele stated he
61 would present additional information to the Council.
- 62 • Spring Street Water Sewer Replacement Project – Town held a pre-construction meeting.
63 Notice to proceed was delivered on January 8th. Work will mobilize on January 27th with work
64 suspended the through holiday weekends.
- 65 • Spring Street Pedestrian Improvement Project – The Market Street to FH Airport portion of
66 work is substantially complete until paving can occur in spring.

67
68 Discussion and inquiry followed regarding miscellaneous street conditions. Mayor Lacher thanked Mr.
69 Haefele. No action was taken.

70 71 **ACTION AND DISCUSSION ITEMS**

72 FH Landfill Lease

73 At 12:35 p.m., Mayor Lacher introduced discussion of the proposed lease by San Juan County for use
74 of the Friday Harbor Landfill located on Sutton Road. Administrator Wilson explained that the final
75 agreement is nearing completion and reviewed the proposed terms. Discussion and inquiry followed
76 regarding the proposed term including duration, tipping fees and hauling. No action was taken.

77 78 Resolution No. 1995

79 At 12:43 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1995, *adopting the Town*
80 *Solid Waste Management Plan*. Administrator Wilson thanked the Consultant for her work on the Plan.
81 The final will be sent to the Department of Ecology for final comments. No discussion followed.

82
83 **Moved by Hushebeck, second by de Freitas, to adopt Resolution No. 1995, adopting the**
84 **Town Solid Waste Management Plan. Motion passed unanimously.**

85 86 Resolution No. 1996

87 At 12:45 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1996, *authorizing the Mayor*
88 *to execute a contract with the engineering firm of San Juan Surveying to resurvey roadway stability*
89 *monitoring points along Warbass Way*. Public Works Director Haefele recommended annual monitoring
90 for several years because recent testing indicated a possible shift in elevation at a particular portion.
91 No discussion followed.

92
93 **Moved by Monin, seconded by Starr, authorizing the Mayor to execute a contract with the**
94 **engineering firm of San Juan Surveying to resurvey roadway stability monitoring points**
95 **along Warbass Way. Motion passed unanimously.**

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
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147

ADMINISTRATOR’S REPORT

At 12:49 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Seasonal/Temporary Employee – The early hire of a temporary/seasonal employee was requested because Town currently has three employees on medical leave for serious conditions. The leave and their return to “light duty” is having a negative impact on staffing levels. It will impact the Town’s ability to hire a seasonal employee in summer. Discussion followed regarding benefits for temporary staff. **Moved by de Freitas, seconded by Starr, to approve the hire of a temporary/seasonal employee for three months in the Streets/Refuse Department.**
- Holiday Lighting – Browne Lumber has donated \$1,500 worth of outdoor holiday lighting from their stock. The lighting will be used in 2014 decorations.
- Blair Street – Phase 2 – Town is in the process of negotiating various purchase and donation of needed right-of-way for Blair Street improvements and additional parking on Ellsworth Avenue.
- Council Retreat – A revised list of topics was distributed.
- Service Club Signage – Signage for the Front Street Kiosk has been ordered.
- FH Film Festival – The organizers of “Savor the San Juans” have requested that the Festival dates not coincide with the many activities already taken place. The Institute has agreed.
- Trout Lake Dam – The water level at the dam is currently minus twelve inches.
- SJI Historic Society – The Society is developing separate museum of history and industry for Friday Harbor.
- Friday Harbor Landfill – Town is talking with the SJC Health Department about partially relieving our obligation for the financial assurance plan
- “Jeri’s Mall” – Crane-work to install the second story floor and trusses for Jeri’s Mall on Spring Street are currently taking place.
- Carter Street Ball Fields – New administrative officers have been selected for the FH Athletic Association. The Association reported the possibility of a donation to complete the fields and improvements conditioned by CUP No. 62. School District 149 may request a new or amended Conditional Use Permit to complete the project.
- Whidbey Island Naval Air Station (WINAS) – The scoping letter to WINAS regarding scoping for additional “Growler” squadrons was submitted.
- Sidewalk Improvements – Town has a safety request to install ADA accessible ramps at various locations on Spring Street. A proposal will be presented.
- US Customs – A Community Forum has been scheduled at Fire District 3 on January 17th regarding the US Customs relocation issue.
- Memorial Planters – A proposal to create a program for “Memorial Planters” has been submitted to the Town. Staff will bring back on a future agenda.
- Town Attorney – An update on the medical leave of the Town Attorney was provided. Discussion will be scheduled for a future agenda.
- Tucker Avenue – **Council consensus to make the traffic control signage more visible.**
- Trash Cans redesigns – The redesign of litter cans was not received well. Staff is seeking alternatives.
- US Customs – Town may draft a letter to US Custom suggesting that they design their to also encompass local history and amenities.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. _____ through _____ and Direct Deposit Run in the amount of \$_____; and approve the payment of Claim Warrant Nos. 38797 through 38817 in the amount of \$83,166.02. Motion passed 4-0 with de Freitas abstained.

148
149 **APPROVAL OF MINUTES**
150 Moved by Hushebeck, seconded by Starr, to approve the minutes of **December 19, 2013 as**
151 **submitted.** Motion passed unanimously.

152
153 **FUTURE AND NON-AGENDA ITEMS**
154 The following topics will be added to future agendas: Council Retreat topics, committee assignments
155 and the memorial flower box proposal.

156
157 **CITIZEN RESPONSE**
158 No citizen response was forthcoming.

159
160 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the
161 meeting at 1:47 p.m. The next regular meeting is scheduled for Thursday, January 9, 2014 at 5:30
162 p.m.

163
164 * * * * *

165 **These minutes were approved on February 6, 2014. The original document is retained by**
166 **the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday**
167 **Harbor Clerk**