



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, January 16, 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. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

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

Position No. 3, Councilmember Anna Maria de Freitas, was not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember de Freitas. Council unanimously excused her absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

Victoria Compton, Executive Director for the Economic Development Council, thanked the Council for their ongoing financial support of economic development programs.

SJC COUNCIL UPDATE

At 12:02 p.m., SJC Councilmember Rick Hughes provided an update regarding issues of mutual concern. Topics included Washington State Ferries, Initiative 502, Hotel Motel Excise Tax, SJC Comprehensive Plan updates, and various community forums. Discussion followed. Mayor Lacher and the Council thanked Councilmember Hughes. No action was taken.

ACTION AND DISCUSSION ITEMS

Resolution No. 1997

At 12:17 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1997, authorizing the Mayor to execute an agreement to promote economic development within the Town. Administrator Wilson explained described the scope of work for the contract. Victoria Compton, Executive Director for the Economic Development Council, reviewed objectives and goals for 2014. Discussion followed regarding grant funding for various programs and projects.

Moved by Starr, seconded by Ghatan, to adopt Resolution No. 1997, authorizing the Mayor to execute an agreement to promote economic development within the Town. Motion passed 4-0 with de Freitas absent.

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Resolution No. 1998

At 12:26 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1998, *authorizing the Mayor to execute an agreement to survey a portion of right of way located on Lampard Road and Hillcrest Place*. Administrator Wilson explained that the purpose for surveying was to determine appropriate stormwater mitigation measures on an uphill portion of land. No discussion followed.

Moved by Ghatan, seconded by Monin, to adopt Resolution No. 1998, authorizing the Mayor to execute an agreement to survey a portion of right of way located on Lampard Road and Hillcrest Place. Motion passed 4-0 with de Freitas absent.

[Clerk’s Note: Said agreement was voided prior to execution. Town opted against performing work. Originals are retained.]

Resolution No. 1999

At 12:28 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1999, *authorizing the Mayor to execute an agreement to purchase and install financial software for processing Town business licenses*. Treasurer Picinich explained that Vision Software, Town’s current finance software distributor, now offers a business license module that is compatible with the current system. No discussion followed.

Moved by Monin, seconded by Starr, to adopt Resolution No. 1999, authorizing the Mayor to execute an agreement to purchase and install financial software for processing Town business licenses. Motion passed 4-0 with de Freitas absent.

Resolution Nos. 2000 thru 2008

At 12:30 p.m., Mayor Lacher introduced discussion of draft Resolution Nos. 2000 through 2008, *authorizing various tourism promotion programs*. Administrator Wilson explained that pursuant to Council approval on October 17, 2013, agreements have been negotiated, drafted, and approved by the staff covering the scope and cost of such services. Discussion followed regarding the scope of work and dates for various projects.

Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2000, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with the Visitors Bureau in the amount of \$149,729.00.

Moved by Starr, seconded by Monin, to adopt Resolution No. 2001, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with the SJI Chamber of Commerce in the amount of \$43,108.00.

Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2002, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with the Whale Museum in the amount of \$6,238.00.

Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 2003, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with the San Juan Island Museum of Art (IMA) in the amount of \$4,326.00.

Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2004, authorizing the Mayor to execute an agreement for a tourism promotion program for the year 2014 with the Pacific Islands Research Institute in the amount of \$5,534.00.

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96 **Moved by Starr, seconded by Monin, to adopt Resolution No. 2005, authorizing the Mayor**
97 **to execute an agreement for a tourism promotion program for the year 2014 with the Port**
98 **of Friday Harbor \$855.00.**

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100 **Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 2006, authorizing the**
101 **Mayor to execute an agreement for a tourism promotion program for the year 2014 with**
102 **Skagit Valley College \$1,509.00.**

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104 **Moved by Starr, seconded by Monin, to adopt Resolution No. 2007, authorizing the Mayor**
105 **to execute an agreement for a tourism promotion program for the year 2014 with the**
106 **Agricultural Guild \$1,610.00.**

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108 **Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2008, authorizing the**
109 **Mayor to execute an agreement for a tourism promotion program for the year 2014 with**
110 **Sasha von Dassow \$1,090.00.**

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112 Resolution No. 2009

113 At 12:51 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2009, adopting a policy for
114 approval authority. Administrator Wilson described the proposed procedure for the Mayor and Town
115 Administrator to approve and execute certain contracts in the amount of \$7,500 or less. Drafting of a
116 formal procurement policy will be to the Council in 2014. No discussion followed.

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118 **Moved by Monin, seconded by Starr, to adopt Resolution No. 2009, adopting a policy for**
119 **approval and signature authority for certain contracts in the amount of \$7,500 or less.**
120 **Motion passed 4-0 with de Freitas absent.**

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122 Ordinance No. 1531

123 At 12:55 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1531, fixing the rate of pay
124 for represented employees. Administrator Wilson explained that the rate of pay was approved by the
125 Collective Bargaining Agreement and authorized by motion on December 19, 2013. Staff is requesting
126 the ordinance solely for “housekeeping” purposes to maintain Town files in a consistent manner. No
127 discussion followed.

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129 **Moved by Starr, seconded by Hushebeck, to adopt Ordinance No. 1531, fixing the rate of**
130 **pay for represented employees for year 2014. Motion passed 4-0 with de Freitas absent.**

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132 **ADMINISTRATOR’S REPORT**

133 At 12:56 p.m., Administrator Wilson presented the Town Council with an update of the following:

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- 135 • Memorial Flower Planters – An update of the proposal was presented.
 - 136 • Litter control – Town issued correspondence regarding misuse of the public cans.
 - 137 • Council Retreat Agenda – A revised agenda was distributed.
 - 138 • Economic Development – A draft brochure by the EDC concerning “Doing Business in Town of
139 Friday Harbor” was distributed.
- 140

141 **CONTRACTS AND AMENDMENTS**

142 Kennedy Jenks

143 Moved by Ghatan, seconded by Starr, to approve Amendment No. 1 to the agreement with Kennedy
144 Jenks (optimization at the WWTP) extending the duration of the agreement through February 2014.
145 Motion passed 4-0 with de Freitas absent.

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147 Janice DeBardi
148 Moved by Hushebeck, seconded by Ghatan, to approve Amendment No. 1 to the agreement with
149 Janice DeBardi (pavement survey) extending the duration of the agreement through March 2014.
150 Motion passed 4-0 with de Freitas absent.

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152 Angela Morrison
153 Moved by Hushebeck, seconded by Ghatan, to approve Amendment No. 1 to the agreement with
154 Angela Morrison (pavement survey) extending the duration of the agreement through March 2014.
155 Motion passed 4-0 with de Freitas absent.

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157 **PAYMENT OF CLAIMS**
158 Moved by Monin, seconded by Starr, to approve the payment of Claim Warrant Nos. 38818 through
159 38846 in the amount of \$187,011.35. Motion passed 4-0 with de Freitas absent.

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161 **FUTURE AND NON-AGENDA ITEMS**
162 No future agenda items were forthcoming.

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164 **CITIZEN RESPONSE**
165 No citizen response was forthcoming.

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167 **EXECUTIVE SESSION**
168 At 1:24 p.m., Mayor Lacher announced that the Council would be holding an executive session
169 regarding real estate acquisition in accordance with the provisions of RCW 42.30.110(1)(b); which was
170 estimated to last 25 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson,
171 Treasurer Picinich, Attorney Cunningham, and Clerk Taylor. The session ended at 2:05 p.m. for an
172 actual session time of 40 minutes. No actions were taken.

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174 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the
175 meeting at 2:07 p.m. The next regular meeting is scheduled for Thursday, January 16, 2014 at 5:30
176 p.m.

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178 * * * * *
179 **These minutes were approved on February 6, 2014. The original document is retained by**
180 **the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday**
181 **Harbor Clerk**