



## SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, July 3, 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; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

The positions of Treasurer and Attorney are vacant.

### FLAG SALUTE

Mayor Lacher conducted the flag salute.

### ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher thanked the Council for excusing her time away during the previous meeting.

### PUBLIC ACCESS TIME

No public access was forthcoming.

### ACTION AND DISCUSSION ITEMS

#### Resolution No. 2042

At 12:02 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2042, *adopting a policy for use of Town credit cards*. Administrator Wilson explained that staff discovered it doesn't have an adopted usage policy. Unless there is a particular need, cards will be restricted to Kelle Wilson, Interim Finance Officer, and Duncan Wilson, Town Administrator. Administrator Wilson explained that the custodians of the two requested cards are held personally responsible for their use per bank policy. Discussion followed regarding the process for issuing credit cards and proposed credit limit.

**Moved by de Freitas, seconded by Ghatan, to adopt Resolution No. 2042, adopting a policy for use of Town credit cards. Motion passed unanimously.**

Administrator Wilson explained that governmental entities are required to submit an officer's certification with the card application. Said certification states that the governing board has authorized the submittal.

**Moved by Starr, seconded by de Freitas, to authorize the Town Administrator and Finance Officer to submit the required paperwork to request such credit cards. [Clerk's Note: Implied during discussion that the maximum amount of revolving credit extended under such program will not exceed \$10,000 as was presented to the Council.] Motion passed unanimously.**

**Moved by de Freitas, seconded by Starr, to amend Resolution No. 2042, to revise the allowable credit limit of \$2,500 per credit card to \$5000.00 per credit card to coincide with the Officer's Certification and credit application. Motion passed unanimously.**

49 Blair Avenue - Easement and Dedication– Browne Lumber, Inc.  
50 At 12:06 p.m., Mayor Lacher introduced discussion of the property dedication and easement by  
51 Browne Lumber, Inc. to the Town. Administrator Wilson provided an update. One concern remains  
52 regarding the improvements, but the Browne family is generally agreeable to the easement and  
53 dedication. No action was taken.  
54

#### 55 **ADMINISTRATOR’S REPORT**

56 At 12:08 p.m., Administrator Wilson presented the Town Council with an update of the following:  
57

- 58 • Harbor Ridge Trailer Park – Homes for Islanders (HFI) is in the early stages of determining the  
59 feasibility of purchasing the park. HFI is currently identifying utility issues and solutions.  
60 Discussion followed regarding the mission, vision and funding of the project.
- 61 • San Juan Transit – Town has been meeting with SJ Transit. SJ Transit will be asking the UTC to  
62 make an exception to current restrictions in San Juan County to make full bus service feasible.
- 63 • Town Telephone Service – Staff has been reviewing the need for various phone lines at Town  
64 Hall and Fire Station. Several lines were located that could be disconnected for cost savings.  
65 Included would be the dedicated lines for Planning Department fax machine and alarm system  
66 at the vacant Fire Department. **Council consensus to eliminate unnecessary lines.**
- 67 • Parking Signage – The Street Department changed out the signage for time-limited parking.
- 68 • Trash/recycling Receptacles – Proposals have been requested from other shipping companies.
- 69 • Finance Director – Interviews for three applicants for the Finance Director position will be held  
70 on July 10<sup>th</sup> at 2:00 p.m.
- 71 • Town Street Standards – A proposal has been requested from Gray & Osborne to review and  
72 update the adopted Town Street Standards.
- 73 • 2015 SJC PFFAP Grant – The Port of Friday Harbor was awarded a grant for the Spring Street  
74 Landing Project.
- 75 • Transportation Benefit District – The first District meeting will be held on July 17, 2014. Town’s  
76 Bond Counsel will prepare the necessary documents to place a ballot measure on the 2014  
77 General Election.  
78

#### 79 **PAYMENT OF CLAIMS**

80 Moved by Ghatan, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16214  
81 through 16246 and direct deposit run in the amount of \$250,099.98. Motion passed unanimously.  
82 Approval of the payment of Claim Warrants are postponed until July 17, 2014.  
83

#### 84 **APPROVAL OF MINUTES**

85 Approval of the June 26, 2014 minutes are postponed until July 17, 2014.  
86

#### 87 **FUTURE AND NON-AGENDA ITEMS**

88 Councilmember Ghatan requested that the County provide an update on the proposal to reduce the  
89 speed limit on Roche Harbor Road at the transition zone into Town.  
90

91 Councilmember Ghatan requested an update regarding the Warbass Way “traffic island” during the  
92 next Public Works Report.  
93

94 Councilmember Starr stated that she was approached by a local tour company about creating a loading  
95 zone at Memorial Park for pedestrians arriving by ferry.  
96

97 Mayor Lacher requested that Council schedule a retreat or extended work session to discuss parking  
98 and “walkability” issues. The Council concurred.  
99

100 Councilmember Ghatan inquired about the suggestion to issue an RFP to paint the wall at Sunken Park.  
101 Administrator Wilson answered that it’s being prepared for consideration.

102  
103 Mayor Lacher distributed information about the “Free Little Library” located at the Barking Bird (corner  
104 of B Street and Nichols Street). The Library is a free community book and magazine depository  
105 installed by Louise and John Dustrude.

106  
107 Councilmember Starr commented on the sidewalk improvements on Carter Avenue being installed by  
108 the School District as part of the Sport Fields Project. Per Mayor Lacher’s request, Administrator Wilson  
109 provided an update.

110  
111 **CITIZEN RESPONSE**

112 No citizen response was forthcoming.

113  
114 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the  
115 meeting at 1:01 p.m. The next regular meeting is scheduled for Thursday, July 17, 2014 at 12:00 p.m.

116  
117 \* \* \* \* \*

118 **These minutes were approved on July 17, 2014. The original document is retained by the**  
119 **Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday**  
120 **Harbor Clerk**