



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, August 7, 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. 3, Anna Maria de Freitas; Position No. 4, Farhad Ghatan; and Position No. 5, Barbara Starr.

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

Position No. 2, Noel Monin, was absent.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Monin. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

Roger Bennett, 1 Spring Street, stated that the evening meeting of July 17, 2014 should be held invalid because of improper notice to the public.

ACTION AND DISCUSSION ITEMS

Resolution No. 2045

At 12:05 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2045, *authorizing the Mayor to execute an agreement with Wilson Engineering for redesign of Town Pump Station No. 2*. Public Works Director, Wayne Haeefe, explained that redesign will allow the station to function properly during low flow; improve overflow capacity during high flow; and optimize the routing of flows. No discussion followed.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2045, authorizing the Mayor to execute an agreement with Wilson Engineering for redesign of Town Pump Station No. 2. Motion passed 4-0 with Monin absent.

Resolution No. 2046

At 12:12 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2046, *authorizing Change Order No. 4 for the Mullis Street Pedestrian Improvement Project, Spring Street to Market Street*. Public Works Director, Wayne Haeefe, explained that that Change Order No. 4 authorizes additional pavement and Change Order No. 5 adjust final quantities of materials. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2046, authorizing Change Order No. 4 for the Mullis Street Pedestrian Improvement Project, Spring Street to Market Street. Motion passed 4-0 with Monin absent.

48 Resolution No. 2047

49 At 12:12 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2047, *accepting the project*
50 *known as Mullis Street Pedestrian Improvement Project, Spring Street to Market Street*. Public Works
51 Director Haefele explained that the project is complete and recommended release of retainage once
52 criteria is met. No discussion followed.

53
54 **Moved by de Freitas, seconded by Starr, to adopt Resolution No. 2047, accepting the**
55 **project known as the Mullis Street Pedestrian Improvement Project – Spring Street to**
56 **Market Street. Motion passed 4-0 with Monin absent.**

57
58 Resolution No. 2048

59 At 12:13 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2048, adopting a public
60 records policy for the Town of Friday Harbor. Administrator Wilson explained that the policy, recently
61 adopted by the Friday Harbor Transportation Benefit District, is more comprehensive than our current
62 policy. Discussion followed regarding public record training.

63
64 **Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 2048, adopting a**
65 **records policy for the Town of Friday Harbor. Motion passed 4-0 with Monin absent.**

66
67 Finding of Fact – SSDP No. 97

68 At 12:18 p.m., Mayor Lacher introduced discussion of draft Findings of Fact, Conclusions of Law and
69 Decision for Shoreline Substantial Development Permit No. 97 and SEPA No. 293 by the Port of Friday
70 Harbor for Spring Street Landing pursuant to the public hearing on June 26, 2014. Land Use
71 Administrator Mike Bertrand recommended approval. Administrator Wilson explained that multiple
72 notices were available to the public and those parcel owners which claim they did not receive notice
73 were present at the public hearing and continued public hearing. No discussion followed.

74
75 **Moved by de Freitas, seconded by Starr, to adopt Findings of Fact, Conclusions of Law and**
76 **Decision for Shoreline Substantial Development Permit No. 97 and SEPA No. 293 by the**
77 **Port of Friday Harbor for Spring Street Landing. Motion passed 4-0 with Monin absent.**

78
79 **ADMINISTRATOR’S REPORT**

80 At 12:21 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 81
- 82 • Resolution No. 2051 – Authorizing the Mayor to execute a contract with Stellar J Corporation to
83 repair the Digester at the Wastewater Treatment Plant. Public Works Director Wayne Haefele
84 explained that the WWTP has an emergency situation in that there is not an efficient backup
85 available for the failing parts. The breaking of manifold hold-downs is caused by turbidity
86 during the digesting process. Discussion followed regarding disruption to service, odor control
87 and timeline for repairs. **Moved by Ghatan, seconded by de Freitas, to adopt**
88 **Resolution No. 2051. Motion passed 4-0 with Monin absent.**
 - 89 • L&I Inspection – Town finished correcting all of the deficiencies listed by the Department of
90 Labor & Industries during their surprise inspection. The few items included things such as
91 installation of additional eyewash stations and moving office equipment for access to breaker
92 panels. The fine imposed was reduced because of cooperation and number of violations found.
 - 93 • Gary Hansen – Former employee’s appeal for L&I claim was denied. Mr. Hansen has one
94 appeal process available.
 - 95 • 2015 Budget Calendar – Town is beginning the process for the 2015 Town Budget.
 - 96 • Cask and Schooner – The restaurant has requested to utilize the public right-of-way for service.
97 They will be given temporary permission for the remainder of this season to determine viability

- 98 if the Council doesn't have concerns. **Council consensus to allow temporary outdoor**
99 **seating.**
- 100 • Seasonal Employee – Town has had a difficult time recruiting employees with CDLs. Mark
 - 101 Hayden is a good to train for a CDL and hire full time to the Refuse Department.
 - 102 • PWTF – Public Works Trust Fund Representative, Lynn Combs, met with the Town to discuss
 - 103 future grant opportunities for capital improvements.
 - 104 • Garbage Cans – The new receptacles are ordered.
 - 105 • Engineer in Training – Town is advertising for the position.
 - 106 • CUP #69 – The American Legion is appealing the decision for Conditional Use Permit No. 69.
 - 107 • Insurance request – Part time staff has requested that Town consider revising its employee
 - 108 benefit package to allow enrollment of spouses and dependents for insurance. Discussion
 - 109 followed. Council consensus to present a budget comparison and policy comparison with other
 - 110 municipalities.
 - 111 • SJC Legislative Agenda – The Council is invited to comment and/or participate jointly in
 - 112 developing its legislative agenda. So far priorities include economic development, housing,
 - 113 Washington State Ferries/transportation issues.

114
115 **PAYMENT OF CLAIMS**

116 Moved by de Freitas, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16247
117 through 16276 and direct deposit run dated July 31,2014 in the amount of \$228,109.57; and approve
118 the payment of Claim Warrant Nos. 39454 through 39527 in the amount of \$300,613.34. Motion
119 passed 4-0 with Monin absent.

120
121 **APPROVAL OF MINUTES**

122 Moved by de Freitas, seconded by Ghatan, to approve the minutes of **July 17th, 2014 as**
123 **submitted.** Motion passed 4-0 with Monin absent.

124
125 **FUTURE AND NON-AGENDA ITEMS**

126 No non-agenda items.

127
128 **CITIZEN RESPONSE**

129 No citizen response was forthcoming.

130
131 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the
132 meeting at 2:07 p.m. The next regular meeting is scheduled for Thursday, August 7, 2014 at 5:30 p.m.

133
134 * * * * *

135 **These minutes were approved on August 21, 2014. The original document is retained by**
136 **the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday**
137 **Harbor Clerk**