



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, December 4, 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. The Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that the evening meeting was cancelled.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Ordinance No. 1550

At 12:02 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1550, *amending Chapter 13.05 FHMC regarding water rates and charges*. Administrator Wilson explained that the ordinance applies a 2% inflation based on the Seattle CPI-U to connection and installation fees; and a usage rate increase of 2.5%. No base fee increase is proposed. Discussion followed regarding the increases and adopted 2008 Utility Rate Study. Mayor Lacher explained that Town has been consistently postponing the recommended and necessary increases.

Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1550, amending Chapter 13.05 FHMC regarding water rates and charges. Motion passed 4-0 with Monin absent.

Ordinance No. 1551

At 12:17 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1551, *amending Chapter 13.21 FHMC regarding sewer rates and charges*. Administrator Wilson explained that the ordinance applies a 2% inflation based on the Seattle CPI-U to connection and installation fees; and bases and usage rate increase of 2%. Discussion followed regarding how rates are applied to undeveloped parcels.

Moved by de Freitas, seconded by Ghatan, to adopt Ordinance No. 1551, amending Chapter 13.21 FHMC regarding sewer rates and charges. Motion passed 3-0 with Monin absent.

48 Resolution No. 2077

49 At 12:25 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2077, *authorizing purchase of*
50 *“Invoice Cloud” software for the Town Finance Office.* Treasurer Wilson described the advantages of
51 purchasing the Invoice Cloud payment platform to provide online and electronic payments. Administrator
52 Wilson discussed efficiencies and convenience to customers. Discussion of licensing fees followed.

53
54 **Moved by Starr, seconded by de Freitas, to adopt Resolution No. 2077, authorizing purchase**
55 **of “Invoice Cloud” software for the Town Finance Office. Motion passed 4-0 with Monin**
56 **absent.**

57
58 Resolution No. 2073

59 At 12:36 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2073, *establishing a policy for*
60 *use of credit cards issued in the name of the Town.* Administrator Wilson explained that the resolution
61 corrects a deficiency in the current policy noted by the State Auditors. Discussion followed regarding red
62 flag rules.

63
64 **Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2073, establishing a**
65 **policy for use of credit cards issued in the name of the Town. Motion passed 4-0 with Monin**
66 **absent.**

67
68 Resolution No. 2074

69 At 12:41 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2074, *adopting the Friday*
70 *Harbor Landfill Financial Assurance Plan Update dated December 2014.* Administrator Wilson explained
71 that the update is required annually to accurately reflect post-closure care costs. Discussion followed
72 regarding closure and health of the Landfill.

73
74 **Moved by Starr, seconded by Ghatan, to adopt Resolution No. 2074, adopting the Friday**
75 **Harbor Landfill Financial Assurance Plan Update dated December 2014. Motion passed 4-0**
76 **with Monin absent.**

77
78 Parking - Loading Zone – Nichols Walk

79 At 12:53 p.m., Mayor Lacher introduced continued discussion of establishing a loading zone near Nichols
80 Walk located on the corner of Nichols and A Street. Business owners at Nichols Walk have requested that
81 a loading zone be established because delivery vehicles are parking in private spots. Administrator Wilson
82 asked the Council’s preference. Mayor Lacher heard from Nichols Walk business owners. Discussion
83 followed regarding activities in the area and safety concerns for placement of a zone adjacent to the
84 Nichols and A Street intersection. Mayor Lacher suggested that Council consider the area as a whole.
85 Administrator Wilson offered to contact the Sheriff’s Office to determine the accident and citation rate in
86 the area to see if a traffic study is warranted. No action was taken.

87
88 Resolution No. 2075

89 At 1:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2075, *adopting personnel*
90 *policies for represented employees.* Administrator Wilson explained that revisions to the current
91 guidelines were presented to Local 1849F. Revisions include, but are not limited to, incorporating
92 amendments for new employment laws and payroll policies. Discussion followed regarding management
93 rights.

94
95 **Moved by Hushebeck, seconded by Ghatan, to adopt Resolution No. 2075, adopting**
96 **personnel policies for represented employees. Motion passed 4-0 with Monin absent.**

97
98

99 Resolution No. 2076

100 At 1:35 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2076, *adopting a policy*
101 *regarding monitoring of live camera feeds and archived video from a location off Town property.*
102 Administrator Wilson explained that certain employees brought the policy forward to prevent unregulated
103 monitoring of archived video. The proposed policy mandates that the Town Administrator must give
104 permission to view video 24 hours or older. No discussion followed.

105
106 **Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2076, adopting a policy**
107 **regarding monitoring of live camera feeds and archived video from a location off Town**
108 **property. Motion passed 4-0 with Monin absent.**

109
110 **ADMINISTRATOR’S REPORT**

111 At 1:39 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 112
- 113 • Blair Avenue – A ribbon cutting ceremony is scheduled on December 17, 2014 at 11:00 a.m.
- 114 • Sludge Removal – Town is developing a plan for removal of wet (dewatered only) sludge.
- 115 • Tree Lighting Ceremony – The tree lighting ceremony is scheduled for December 5th at 5:00 p.m.
- 116 • Trout Lake Reservoir – The Lake measures 35 inches below the spillway.
- 117 • Capital Projects – 2015 projects were reviewed.
- 118 • NW Archives – Old videos will be archived with the State Archivist.
- 119 • Rail Project EIS – SJC has commented on potential marine issues resulting from the rail project.
- 120 • Sunken Park – On sale playground equipment was presented to the Council. Discussion followed
- 121 regarding materials, colors and size.
- 122 • Sunshine Alley Urban Planning – The Sunshine Alley Urban Planning Report is nearly complete.
- 123 The Consultant is incorporating final comments.
- 124 • Blair Avenue – Discussion followed regarding placement of parking signage.
- 125

126 **PAYMENT OF CLAIMS AND PAYROLL**

127 Moved by Hushebeck, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 39891
128 through 39931. Motion passed 3-0 with Monin and Starr absent.

129
130 **APPROVAL OF MINUTES**

131 Moved by de Freitas, seconded by Ghatan, to approve the minutes of **November 20, 2014 as**
132 **submitted.** Motion passed 3-0 with Monin and Starr absent.

133
134 **FUTURE AND NON-AGENDA ITEMS**

135 Councilmember Ghatan inquired about Town Hall Renovations. Administrator Wilson explained that they
136 have been put on hold. Mayor Lacher expressed that she would like to revisit the plan. **Council**
137 **consensus to add Space Planning to the Town Council Retreat Agenda.**

138
139 Councilmember de Freitas noted that the Visitors Bureau will be holding its retreat.

140
141 Administrator Wilson noted that the final 2015 Budget would be available on December 18, 2014.

142 **CITIZEN RESPONSE**

143 No citizen response was forthcoming.

144
145 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting
146 at 2:30 p.m. The next regular meeting is scheduled for Thursday, December 18, 2014 at 12:00 p.m.

147
148 * * * * *

149 **These minutes were approved on December 18, 2014. The original document is retained**
150 **by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday**
151 **Harbor Clerk**