



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, April 2, 2015 – 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; and Position No. 4, Farhad Ghatan. Position No. 5, Barbara Starr arrived late.

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

Noel Monin, Position No. 2, was not present. Council unanimously approved his absence.

### FLAG SALUTE

Mayor Lacher conducted the flag salute.

### PUBLIC ACCESS TIME

No public absence was forthcoming.

### ACTION AND DISCUSSION ITEMS

#### LTAC Appointment

At 12:01 p.m., Mayor Lacher provided asked the Council to affirm the appointment of Mark Madsen to the Town Lodging Tax Advisory Committee and described his background. Councilmember Hushebeck noted that Mr. Madsen was a member of the Economic Development Council.

**Moved by Hushebeck, seconded by Ghatan, to affirm the appointment of Mark Madsen to the Lodging Tax Advisory Committee. Motion passed 3-0 with Monin and Starr absent.**

#### Waterfront Interpretive Signage

At 12:05 p.m., Mayor Lacher introduced discussion of the waterfront interpretive signage project. Historic Preservation Coordinator, Sandy Strehlou, presented recent drafts of the signage. Discussion followed regarding content. No action was taken.

#### Ordinance No. 1561

At 12:18 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1561, *reducing speed limit on Nichols Street*. Administrator Wilson explained that the purpose of the ordinance is to make Nichols Street a 20 mile per hour zone in accordance with the adopted policy, and the recommendation of the Town Engineer. Discussion followed regarding acceleration of vehicles on the hill.

**Moved by Ghatan, seconded by de Freitas, to adopt Ordinance No. 1561, concerning speed reduction. Motion passed 4-0 with Monin absent.**

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Resolution No. 2105

At 12:22 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2105, *authorizing the Mayor to execute an agreement between the Town and Gray & Osborne Engineering for development of Town Public Works Standards*. Administrator Wilson explained that Town needs a comprehensive street and design document that accurately reflects the times and needs of development; and provide a clear presentation of the process and its applicability related to private development. The scope of work is estimated to not exceed \$60,000 and likely to take 1-2 years to complete. No discussion followed.

**Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 2105, authorizing the Mayor to execute an agreement between the Town and Gray & Osborne Engineering for development of Town Public Works Standards. Motion passed 4-0 with Monin absent.**

Resolution No. 2106

At 12:26 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2106, *authorizing the Mayor to execute a professional service agreement with MNS Engineers, Inc. for a study of right-of-way impacts at the Argyle Avenue and Spring Street intersection*. Administrator Wilson explained that a study of the area is required prior to installation of any traffic control devices in order to understand the needs. The feasibility study is estimated to cost \$36,085. Discussion followed regarding interim pedestrian improvements to enhance safety.

**Moved by Ghatan, seconded by de Freitas, to adopt Resolution No. 2106, authorizing the Mayor to execute a professional service agreement with MNS Engineers, Inc. for a study of right-of-way impacts at the Argyle Avenue and Spring Street intersection. Motion passed 4-0 with Monin absent.**

Public Works Update

At 12:39 p.m., Public Works Director, Wayne Haefele provided an update regarding the Marguerite Place Improvement Project. Town may be able to bid the project as early as next month. Discussion followed regarding construction issues.

Resolution No. 2107

At 12:46 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2107, *authorizing the Mayor to execute a lease agreement with San Juan Archers for use of Town property located on Prohaska Road*. Administrator Wilson explained the relationship with the Archers and liability concerns.

**Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 2107, authorizing the Mayor to execute a lease agreement with San Juan Archers for use of Town property located on Prohaska Road. Motion passed 4-0 with Monin absent.**

Ordinance No. 1560

At 12:51 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1560, *establishing and fixing salary for the position of Engineer-In-Training*. Administrator Wilson explained that he and the Public Works Director reviewed the credentials of Pedro Mena, and desire to hire him for the position. The salary for the position is \$62,000 plus a moving reimbursement. Discussion followed regarding the long term savings from not having to contract for additional project inspection.

**Moved by Starr, seconded by Ghatan, to adopt Ordinance No. 1560, establishing and fixing salary for the position of Engineer-In-Training. Motion passed 4-0 with Monin absent.**

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**ADMINISTRATOR’S REPORT**

At 1:58 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Parking – **Council consensus to keep the 15 minute parking on Harrison Street.**
- Recycling – Statistics regarding recycling pickup were provided.
- Sunken Park – The improvements should be completed within the month. Additional work is being done to repurpose the basketball court equipment. The playground equipment is in transit.
- Retreat Schedule – **Council consensus to have regular work sessions in lieu of an April Retreat.**
- Branding Committee – An update was given regarding development of the branding statement. The Committee has developed a “Story-Book”. Discussion followed regarding the Town’s separation from Roger Brooks International.

**PAYMENT OF CLAIMS**

Moved by Ghatan, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 16486 through 40318 and direct deposit run dated April 2, 2015 in the amount of \$247,223.33; and approve the payment of Claim Warrant Nos. 40288 through 40318 in the amount of \$83,400.05. Motion passed 4-0 with Monin absent.

**APPROVAL OF MINUTES**

Moved by de Freitas, seconded by Starr, to approve the minutes of **March 19, 2015 as submitted.** Motion passed 4-0 with Monin absent.

**FUTURE AND NON-AGENDA ITEMS**

Councilmember Hushebeck provided an update of Leadership SJ. Discussion followed regarding the roles and responsibilities of elected officials.

Mayor Lacher noted the upcoming “Poetry Trails” event.

**CITIZEN RESPONSE**

No citizen response was forthcoming.

**ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:42 p.m. The next regular meeting is scheduled for Thursday, April 16, 2015 at 5:30 p.m.

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**These minutes were approved on April 16, 2015. The original document is retained by the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**