



## SUMMARY OF THE MINUTES TOWN COUNCIL

**Thursday, September 17, 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. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Farhad Ghatan.

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

Position No. 5, Barbara Starr was not present. The Council unanimously excused her absence.

### **FLAG SALUTE**

Mayor Lacher conducted the flag salute.

### **ANNOUNCEMENTS/SCHEDULE CHANGES**

Mayor Lacher announced that Councilmember Monin was on-call.

### **PUBLIC ACCESS TIME**

No public access was forthcoming.

### **ACTION AND DISCUSSION ITEMS**

#### Budget Request - SJC Economic Development Council

At 12:01 p.m., Mayor Lacher introduced the presentation of annual report and discussion of a budget request by the SJC Economic Development Council (EDC). Victoria Compton, EDC Director, provided an annual report to date, including statistics, planned classes and workshops. Ms. Compton described 2015/2016 goals and scope of work. Discussion followed regarding the upcoming workshops.

Ms. Compton explained that the EDC is requesting that the Town contribute \$17,000 for expanded business support, educational programming and development opportunities.

Mayor Lacher and the Council thanked the EDC for their continued efforts. The budget request will be discussed during a scheduled Town Budget Work Session. No action was taken.

#### LTAC Recommendations

At 12:25 p.m., Mayor Lacher introduced discussion of the LTAC funding recommendations. Administrator Wilson presented the results for the following entities requested funding.

#### **APPLICANTS:**

On September 9th and 10th, the LTAC heard presentations and evaluated the following applications:

San Juan Island Visitors Bureau: \$170,000 was requested to continue the bureau's work as the Town's designated marketing organization (DMO) with focus on year round seasonal campaigns and media relations.

48 San Juan Island Chamber of Commerce — Visitor Information Center: \$53,578 was requested for  
49 operation of the Visitor Information Center.

50  
51 San Juan Island Chamber of Commerce — Something for Everyone Weekends: \$3,000 was requested  
52 for off-island promotion of “Something for Everyone” weekend events.

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54 Skagit Valley College — Road Scholar Program: \$1,564 was requested for improving visitor safety  
55 for Road Scholar participants by purchasing an Automated External Defibrillator (AED).

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57 The Whale Museum: \$18,995 was requested for 2016 off-island promotions which will include  
58 targeting the Accessible Tourism market (chair lift).

59  
60 The Whale Museum: \$9000 was requested for the new W.O.W. (Wildlife, Orcas and Whales) FH  
61 Festival promotion and storm drain painting.

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63 Pacific Islands Research Institute — Friday Harbor Film Festival: \$10,000 was requested for  
64 marketing, film acquisition, and venue and office rent for the fourth annual film festival (SJ County  
65 LTAC will match FH LTAC grant).

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67 San Juan Islands Museum of Art (IMA): \$10,000 was requested for marketing 2016 exhibits and  
68 workshops.

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70 Friday Harbor Chamber Music Festival: \$4000 was requested for promotion, administration, and  
71 stipends for a chamber music event and workshops (June).

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73 San Juan Agricultural Guild — Old Fashioned FH Christmas Market: \$3000 was requested for  
74 promotion, administration, and personnel for a new one-day holiday market at Brickworks to coincide  
75 with the Chamber’s holiday lighting event.

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77 Melodious Notes Over the Harbor — concert: \$1500 was requested to promote a concert in the  
78 shoulder season (March/April).

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80 TEDx San Juan Island: \$10,000 was requested for consultants, live web-cast production, venue rent,  
81 licensing, catering and other expenses for this shoulder season event.

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84 Discussion followed regarding how to equitably distribute funding. Councilmember Hushebeck noted  
85 that all applicants qualified for funding which is why there appears to be more than previous years.  
86 Councilmember Ghatan commented on the scope of the Visitors Bureau. Councilmember Monin  
87 questioned the process used to determine funding. Hushebeck commented on guidelines for eligibility.  
88 Administrator Wilson noted that per his request the SJI Chamber of Commerce withdrew their  
89 applications for fireworks and operations. The Chamber is scheduled to present their requests directly  
90 to the Council for consideration of 1<sup>st</sup> 2% funding on October 8th.

91  
92 **Moved by Ghatan, seconded by de Freitas, to adopt the recommendations of the Lodging**  
93 **Tax Advisory Committee in the staff report dated September 14, 2015; and approve the**  
94 **additional allocation requested of \$10,000 listed as item #6. Motion passed 4-0 with Starr**  
95 **absent.**

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Resolution No. 2133

At 12:41, Mayor Lacher introduced discussion of draft Resolution No. 2133, *authorizing the Mayor to execute an agreement with Baron Telecommunications to furnish and install a new VoIP PBX, telephones and voicemail system at Town Hall.* Administrator Wilson described the terms of the contract. No discussion followed.

**Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2133, authorizing the Mayor to execute an agreement with Baron Telecommunications to furnish and install a new VoIP PBX, telephones and voicemail system at Town Hall. 4-0 with Starr absent.**

**WORK SESSION**

2016 Town Budget

At 12:49 p.m., Mayor Lacher opened the work session regarding the 2016 Town Budget. The Council reviewed budget requests from various departments. Discussion and inquiry followed regarding items of interest. Mayor Lacher requested that staff present proposals for janitorial services and storm drain on First Street. No action was taken.

**ADMINISTRATOR’S REPORT**

At 1:15 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 515 Spruce Street – The owner has approached the Town claiming that noxious weeds are present on her property as a result of the Spruce Street Storm Drainage Project. Administrator Wilson provided details and asked the Council how they wished to proceed. **Council consensus that the Town should not pursue the issue at an administrative level because of the time period that has lapsed since the work was performed and Town released from damages; and that other contracted work performed at the same time may be germane to the noxious weed issue.**
- Interlocal Agreements – The current interlocal agreements for services provided by San Juan County were reviewed. Certain contracts will be renegotiated in 2016. Discussion followed regarding animal control.
- Derelict Vessel Program – Town will allocate \$1,000 for removal of derelict vessels.
- Town Hall Renovations – Staff is working on a new plan for future renovations.
- Engine 1 – The repainting of the engine is nearly complete.
- Lampard Road – The neighborhood is requesting a crosswalk. Discussion followed regarding safety concerns. **Council consensus to present a final design.**
- Directional signage – The signage for the hospital route will be relocated to account for the current construction.
- Blair Avenue – The pothole on Blair Avenue will be replaced with a concrete braking pad.
- Chlorine Generator Project – The project plans are awaiting approval from the Department of Health.
- Spring Street Water Sewer Replacement Project – Staff is preparing the bidding documents for the project. Discussion followed regarding stormwater capacity and possibility of performing nightwork.
- Water Utility Telemetry System – The current system is faulty and may not be repairable due to the age of the technology. Public Works Director Haeefe described the current system, which is causing frequent false alarms and requested that it be replaced concurrently with the equipment relocation at Hillview Terrace Pump Station. Discussion followed regarding the scope of work. Moved by de Freitas, seconded by Ghatan, to approve the budget request. Motion passed 4-0 with Starr absent.

- 147 • Utility Rate Study – A draft scope of work to update the utility rate study was presented to the
- 148 Council. **Council consensus to present a contract for consideration.**
- 149 • Trout Lake Fire Access Road – Mount Dallas residents are requesting a secondary emergency fire
- 150 access through Trout Lake.
- 151 • Marguerite Place Pavement Restoration Project – The project is proceeding on schedule.
- 152 • Town logo – The preliminary designs presented do not meet expectations. Mayor Lacher
- 153 suggested terminating the contract with the designer. Discussion followed. **Council consensus**
- 154 **to offer the designer an opportunity to present two new logos.**
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156 **PAYMENT OF CLAIMS**

157 Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 40804 through

158 40854 in the amount of \$131,569.28. Motion passed 4-0 with Starr absent.

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160 **APPROVAL OF MINUTES**

161 The minutes of September 3, 2015 were approved by acclamation.

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163 **FUTURE AND NON-AGENDA ITEMS**

164 No future agenda items were forthcoming.

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166 **CITIZEN RESPONSE**

167 No citizen response was forthcoming.

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169 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting

170 at 2:43 p.m. The next regular meeting is scheduled for Thursday, October 8, 2015 at 12:00 p.m.

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173 **These minutes were approved on October 8, 2015. The original document is retained by**

174 **the Clerk in the Town Council’s permanent records. Attest: Amy Taylor, Town of Friday**

175 **Harbor Clerk**