



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, January 21, 2016 – 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; and Position No. 4, Farhad Ghatan.

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

Position No. 3, Anna Maria de Freitas and Position No. 5, Barbara Starr were absent.

### EXECUSED ABSENCE(S)

Council unanimously excused the absence of Councilmember de Freitas and Starr.

### FLAG SALUTE

Mayor Lacher conducted the flag salute.

### ANNOUNCEMENTS/SCHEDULE CHANGES

**A quorum of the Town Council are scheduled to attend training for land use related matters and conducting quasi-judicial hearings in lieu of the regular Council meeting scheduled at 5:30 pm on January 21, 2016. [Clerk's Note: Councilmembers Hushebeck, Monin, Ghatan and Starr were present.]**

### PUBLIC ACCESS TIME

Jerry Martin, SJC EMS Chief, introduced himself to the Mayor and Council. The Mayor welcomed Mr. Martin.

### DEPARTMENT REPORTS

#### SJC Sheriff Report

At 12:02 p.m., SJC Sheriff, Ron Krebs, distributed statistics detailing activities of the department for year 2015. Priorities for the year continue to be traffic and safety, including DUI arrests, speed and drug use. Discussion followed regarding safety, animal control, lowering the speed throughout Town, appropriate levels of traffic enforcement, staffing for investigation and dispatch, and disposition of the RV located on Argyle Avenue.

Mayor Lacher and the Council thanked Sheriff Krebs.

#### Department of Emergency Management

At 12:31 p.m., SJC DEM Director, Brendan Cowan, reported that it was a non-eventful year. Priorities for 2016 include drafting an "Emergency Public Outage Coverage Plan" with CenturyLink. SJC-DEM hosted emergency preparedness exercises on Orcas Island and additional exercises are scheduled in June on San Juan Island. Mr. Cowan proposed that Town Elected Officials and key personnel participate in an exercise focusing on the roles of Elected Officials and Town during a natural disaster. The Council concurred. Discussion followed regarding the recent earthquake off Vancouver Island, BC. Mayor Lacher thanked Mr. Cowan.

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System Administration

At 12:41 p.m., System Administrator, Steve Dubail, reported on recent activities of the Department, including email archiving, computer maintenance and computer virus (malware) attack at the WWTP. Discussion followed regarding importance of security. Mayor Lacher thanked Mr. Dubail.

Community Development

At 12:59 p.m., Land Use Administrator, Mike Bertrand, reported on activities for year 2015, including year-to-date building and mechanical permits, current construction within the Town, membership of the Planning Commission, land use designation requests, and request to increase dwelling density. Discussion followed regarding density for dwelling units and the status of various empty storefronts. **Council consensus to schedule a public hearing for consideration.** Mayor Lacher and the Council thanked Mr. Bertrand.

**ACTION AND DISCUSSION ITEMS**

Lodging Tax Grant Request – SJI Museum of Art

At 1:10 p.m., Mayor Lacher introduced discussion of the request by the SJI Museum of Art (SJIMA) for \$12,000 of emergency funding to publicize the upcoming Ai Weiwei exhibit. Diane Martindale and Ian Boyden spoke about the regional significance for the museum to host the exhibit, infamy of the artist, and promotional activities taking place. Discussion followed regarding use of social media. Administrator Wilson recommended consideration of the request and suggested that if granted, the Museum distribute rack cards publicizing all of the galleries in Town. **Council consensus that Town sponsor the rack card and to condition the grant on promotional materials being available within 30 days.**

**Moved by Ghatan, seconded by Hushebeck, to sponsor informational rack cards up to the amount of \$2000; and to grant SJI Museum of Art \$8,000 from the 1<sup>st</sup> 2% Hotel Motel Excise Tax Fund for promotion of the Ai Weiwei exhibit; provided that the Town sponsored rack cards are distributed with SJIMA tickets for use as a local gallery guide. Motion passed 3-0 with de Freitas and Starr absent.**

Ordinance No. 1589

At 1:39 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1589 concerning sub-meter reading. Administrator Wilson explained that the ordinance will allow Town to recoup expenses related to the inspection of new sub-meter installations within the Town. All new water sub-meter installations will be subject to a \$25 fee. Inquiry followed regarding sub-metering of the Ice Company.

**Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1589, amending Section 13.20.080 FHMC relating to sewage meters and water sub-meters. Motion passed 3-0 with de Freitas and Starr absent.**

Resolution No. 2166

At 1:44 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2166 concerning Park and Reed Street Sidewalk and Storm Drainage Improvements. Administrator Wilson explained that staff interviewed three engineering firms. Gray and Osborne is the most qualified to design the specifications for Town. No discussion followed.

**Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2166 selecting Gray & Osborne Engineering as the engineering firm for the Park Street and Reed Street Sidewalk and Storm Drainage Improvement Project; and authorizing the Town to negotiate a professional services agreement for said improvements. Motion passed 3-0 with de Freitas and Starr absent.**

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Resolution No. 2167

At 1:47 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2167 concerning the Spring Street Water Sewer Main Replacement Project – Phase 3. Public Works Director, Wayne Haefele, explained that Mike Carlson Enterprises submitted the low responsive bid of \$432,194; and described the timeline for the project. Discussion followed regarding the schedule for night work, pedestrian safety and alternatives for the crosswalk located at Argyle Avenue and Spring Street.

**Moved by Hushebeck, seconded by Monin, to approve Resolution No. 2167 authorizing the Mayor to execute a contract for construction of the Spring Street Water Sewer Main Replacement Project in the amount of \$432,194.50 with Mike Carlson Enterprises, Inc. Motion passed 3-0 with de Freitas and Starr absent.**

**ADMINISTRATOR’S REPORT**

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

- Spring Street Phase 3 – Pedro Mena (Town EIT) is willing to perform inspections for the project. The other Leadmen are not at this time. Town is recommending a supplemental compensation agreement for Mr. Mena at a range of 15-20% over salary during the 6 week period of work for actual inspection hours. The additional wage is intended to offset the inconvenience and expense of inspecting during the evening. The Council concurred. Town will contact Local 1849F to make sure the Union understands the situation.
- Larsen Street and Carter Avenue – The extra asphalt that was installed at the intersection to soften the turn will need to be removed. The improvement was inadvertently installed on private property. The property owner declined an agreement that allowed Town use the portion of property with no-adverse possession rights. Town will schedule its removal.
- Zylstra Lake – Town has no need to acquire or amend water rights. Recent study of the flow indicates that Town has more water than it can possibly use. Discussion followed regarding the possibility of participating in the purchase of Zylstra Lake property in some other way. **Council consensus to explore other possibilities for participation to help ensure that the property is preserved.**
- Water Transmission Line – KeyBank is negotiating with Town’s Bond Counsel. More information will be available in February.
- Non-tobacco/nicotine Policy – A draft policy making the workplace tobacco and e-vaping free was presented for consideration. **Council consensus to present the policy to the Union for approval.**
- Meter reading – Town is investigating the cost of automating meter-reading with radio equipment. Automating would depend on cost versus the amount of time need for the equipment to pay for itself. Automating would allow 2 FTEs to be assigned to other tasks.
- Sewer I/I Study – Town needs update its priority list for the Sewer Study. Doing so will allow Town to apply for grant funding to complete projects.
- Cahail Tennis Court/Pickle Ball - Court conversion will cost approximately \$7,000. **Council consensus to bring a contract for consideration.**

**PAYMENT OF CLAIMS**

Moved by Monin, seconded by Ghatan, to approve the payment of Claim Warrant Nos. 41287 through 41309 in the amount of \$31,928.63. Motion passed 3-0 with de Freitas and Starr absent.

**APPROVAL OF MINUTES**

Moved by Ghatan, seconded by Hushebeck, to approve the minutes of **January 7 and January 15, 2016 as corrected.** Motion passed 3-0 with de Freitas and Starr absent.

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143 **FUTURE AND NON-AGENDA ITEMS**  
144 Mayor Lacher requested that the SJC Department of Health and Emergency Medical Services be invited to attend  
145 quarterly reports.

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147 **CITIZEN RESPONSE**  
148 No citizen response was forthcoming.

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150 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:05  
151 p.m. The next regular meeting is scheduled for Thursday, January 21, 2016 at 5:30 p.m.

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154 **These minutes were approved on February 4, 2016. The original document is retained by the Clerk in the**  
155 **Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**