



SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, February 4, 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.

EXCUSED ABSENCE

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

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The posted agenda was revised.

PUBLIC ACCESS TIME

No public access was forthcoming.

ACTION AND DISCUSSION ITEMS

Committee Appointments

At 12:03 p.m., Mayor Lacher introduced and appointed volunteers to fill vacant committee positions as follows: Planning Commission – Tim Daniels and Stacey Smith; and Friday Harbor Arts Commission – Megan Kilpatrick-Boe. The members introduced themselves to the Council. Mayor Lacher requested that the Council affirm their appointments. No discussion followed.

Moved by Monin, seconded by Hushebeck, to affirm the appointments of Tim Daniels and Stacey Smith to the Planning Commission; and Megan Kilpatrick-Boe to the Friday Harbor Arts Commission. Motion passed 3-0 with de Freitas and Starr absent.

PUBLIC HEARING

2016 Budget Amendments

At 12:07 p.m., Mayor Lacher opened the public hearing concerning amendments to the 2016 Town Budget. Treasurer Wilson explained that the 2016 Budget contained formatting errors. Totals for certain budgeted items appear excluded from fund totals. The amendment will also incorporate the fund for the Transportation Benefit District (.02% sales tax for streets) which went into effect in 2016. Administrator Wilson commented that the early amendment is welcome considering the complexity of the budget.

Mayor Lacher requested public testimony. No comments were heard from public, staff or Council. Mayor Lacher closed the public hearing.

47 Ordinance No. 1590

48 **Moved by Ghatan, seconded by Hushebeck, to adopt Ordinance No. 1590, amending the 2016 Town Budget.**
49 **Motion passed 3-0 with de Freitas and Starr absent.**

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51 **ACTION AND DISCUSSION ITEMS (Continued)**

52 Trout Lake Dam Repair

53 At 12:13 p.m., Mayor Lacher introduced discussion concerning the Trout Lake Dam Concrete Repair Project. Pedro
54 Mena, Capital Project Manager, explained that based on the monitoring of the dam leakage, it is recommended
55 to permanently repair damaged concrete using epoxy injection techniques. The engineering estimate for repairs
56 is \$50,000. All working procedures will be planned, scheduled and approved by the Department of Ecology.
57 Wayne Haeefe, Public Works Director, explained that Town has the option to monitor leakage which will cost
58 approximately \$35,000. The life of the dam will be extended if Town opts to structurally repair it at this point in
59 time rather than monitoring it. Discussion followed regarding materials and testing.

60

61 **Moved by Monin, seconded by Ghatan, to request proposals for the Trout Lake Dam Concrete Repair Project.**
62 **Motion passed 3-0 with de Freitas and Starr absent.**

63

64 Resolution No. 2168

65 At 12:21 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2168 concerning Change Order 1 for
66 the Small Paving Project. Public Works Director, Wayne Haeefe, explained that the change order reconciles costs
67 for the project. No discussion followed.

68

69 **Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2168, authorizing the Mayor to execute Change**
70 **Order No. 1 to the agreement with Richard Lawson Construction, Inc. for the Small Paving Project. Motion**
71 **passed 3-0 with de Freitas and Starr absent.**

72

73 Resolution No. 2169

74 At 12:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2169 accepting the Small Paving
75 Project. No comments or discussion followed.

76

77 **Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 2169 accepting the Small Paving Project.**
78 **Motion passed 3-0 with de Freitas and Starr absent.**

79

80 Resolution No. 2170

81 At 12:26 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2170 accepting the Sunken Park
82 Basketball Court Repair Project. Administrator Wilson explained that the project was completed in August 2015,
83 however Town overlooked accepting it. No discussion followed.

84

85 **Moved by Monin, seconded by Ghatan, to adopt Resolution No. 2170, accepting the Sunken Park Basketball**
86 **Court Repair Project. Motion passed 3-0 with de Freitas and Starr absent.**

87

88 Resolution No. 2171

89 At 12:26 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2171 accepting the Pump Station No.
90 2 Retrofit Project. No comments or discussion followed.

91

92 **Moved by Ghatan, seconded by Monin, to adopt Resolution No. 2171 accepting the Pump Station No. 2 Retrofit**
93 **Project. Motion passed 3-0 with de Freitas and Starr absent.**

94

95 Resolution No. 2172

96 At 12:27 p.m., Mayor Lacher introduced discussion of draft Resolution No. 2172 concerning supplemental
97 compensation of inspection services. Administrator Wilson explained that Pedro Mena is willing to perform

98 inspection services needed for the Spring Street Water Sewer Main Replacement Project. Town desires to
99 compensate Mr. Mena his full time salary for working forty hours per week plus the supplemental compensation
100 of \$6.08 for each hour spent inspecting to reasonably compensate Mr. Mena for undertaking the duties of
101 inspection and the inconvenience anticipated of working irregular evening hours.

102
103 **Moved by Ghatan, seconded by Hushebeck, to adopt Resolution No. 2172 authorizing the Mayor to execute a**
104 **supplemental employment agreement with Pedro Mena for construction inspection services. Motion passed**
105 **3-0 with de Freitas and Starr absent.**

106
107 Ordinance No. 1591
108 At 12:29 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1591 concerning business licensing.
109 Administrator Wilson explained that there was a need to provide flexibility for temporary activities such as
110 participation in farmer’s markets, promotional events, itinerant vending or other specialty services which are
111 intended to occur less than 30 days per year. Discussion followed regarding activities exempt from licensing.

112
113 **Moved by Ghatan, seconded by Monin, to adopt Ordinance No. 1591 amending Chapter 5.04 Friday Harbor**
114 **Municipal Code concerning temporary business licensing for vendors. Motion passed 3-0 with de Freitas and**
115 **Starr absent.**

116
117 Ordinance No. 1592
118 At 12:40 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1592 concerning the Town Historic
119 Preservation Program. Administrator Wilson explained that the purpose of the amendments is to revise the
120 membership, qualifications and duties of the Historical Preservation Review Board and provide a comprehensive
121 description of the design review process. These changes will assist Town in seeking the designation of Certified
122 Local Government (CLG) through the State Office of Historic Preservation. CLG designation ensures that local
123 jurisdictions are conforming to national standards. Once designated, Town will be eligible for preservation grants
124 and technical assistance available only to CLGs.

125
126 **Moved by Ghatan, seconded by Hushebeck, to adopt Ordinance No. 1592, amending Chapters 2.58 and 17.64**
127 **Friday Harbor Municipal Code concerning the Historic Preservation Review Board and Design Review Criteria**
128 **for the Town historic overlay district. Motion passed 3-0 with de Freitas and Starr absent.**

129
130 **ADMINISTRATOR’S REPORT**

131 At 12:42 p.m., Administrator Wilson presented the Town Council with an update of the following:

- 132
133
 - 134 • University of Washington Sewage Agreement – The interlocal agreement with UW is due to expire in 2016.
135 Town intends to negotiate a new agreement that will address repairs to their system and how the
136 sewerage is metered.
 - 137 • Chlorine Generator Project – The equipment skid is due to arrive late February and installed in March.
 - 138 • Crosswalk Project – The crosswalk project at Lampard Road is nearly complete. Discussion followed
139 concerning the oncoming traffic lane from Spring Street.
 - 140 • MacDonald Street/Friday Avenue Stormwater – Town is contemplating a stormwater solution on
141 MacDonald and Friday Avenue. Discussion followed regarding the location and surcharging of the current
142 outfall. **Council consensus for Public Works to design stormwater improvements and present an**
143 **estimate for consideration.**
 - 144 • Water Transmission Line – Town is still in process of collecting utility easements to replace the existing
145 1954 Easement.
 - 146 • WWTP – Grant Funding Requests – Town is drafting grant requests to fund the I/I Study and construction
147 of a new sewer discharge line.
 - Collective Bargaining Agreement – The CBA is scheduled for adoption on February 18, 2016.

148
149 **PAYMENT OF CLAIMS**
150 Moved by Monin, seconded by Ghatan, to affirm the payment of Payroll Warrant Nos. 16670 through 16683 and
151 Direct Deposit Run in the amount of \$247,521.54; and approve the payment of Claim Warrant Nos. 41310 through
152 41370 in the amount of \$193,282.94. Motion passed 3-0 with de Freitas and Starr absent.

153
154 **APPROVAL OF MINUTES**
155 Moved by Ghatan, seconded by Hushebeck, to approve the minutes of **January 21, 2016 as submitted.** Motion
156 passed 3-0 with de Freitas and Starr absent.

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158 **FUTURE AND NON-AGENDA ITEMS**
159 No future agenda items were forthcoming.

160
161 **CITIZEN RESPONSE**
162 No citizen response was forthcoming.

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164 **ADJOURNMENT** – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:20
165 p.m. The next regular meeting is scheduled for Thursday, February 4, 2016 at 5:30 p.m.

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168 **These minutes were approved on February 18, 2016. The original document is retained by the Clerk in the**
169 **Town Council’s permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk**