

Town Council of Friday Harbor - Summaries of the 2013 Minutes

Thursday, January 3, 2013 – 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. 4, Felix Menjivar; and Position No. 5, Barbara Starr.

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

Position No. 3, Anna Maria de Freitas; and Attorney, Adina Cunningham were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember de Freitas. Council unanimously excused her absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The scheduled executive session regarding real estate acquisition was cancelled.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Committee Assignments

At 12:02 p.m., Mayor Lacher introduced committee reports and discussion of current liaison assignments for various boards and commissions. No updates were forthcoming. The Council was asked to consider if they wished to swap committee assignments on any committees due to changes in personal schedules or other reasons. Mayor Lacher noted that amendments to the SJC Charter will likely cause changes to the membership of County boards and commissions and asked the Council if "at large" or "San Juan Island" representation would be adequate if proposed by the County. Discussion followed. **Council consensus to discuss the issue and 2013 liaison assignments at the Council's Retreat on February 9, 2013.**

Joint Meeting Topics

At 12:12 p.m., Mayor Lacher introduced discussion of a date and topics of mutual concern for a joint quarterly meeting with the San Juan County Council. Discussion follow regarding the short term of the SJC Council due to Charter transitions. **Council consensus to postpone the joint quarterly meeting until after the special election.**

Council Retreat

At 12:14 p.m., Mayor Lacher introduced discussion of topics and structure of the scheduled Town Council Retreat. Mayor Lacher, the Town Council and Administrator Wilson took turns suggesting topics for the work plan and agenda. No action was taken.

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Ordinance No. 1506

At 12:26 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1506, establishing the date, time and place for a meeting of the Friday Harbor Town Council, to take place other than that specified by Ordinance No. 1135. Administrator Wilson described the venue for a special meeting of the Council at 9:00 a.m. on Saturday, February 9, 2013 in the Windermere Conference Room, located at 50 Spring Street, Friday Harbor for the purpose of a Town Council retreat to discuss direction and priorities for year 2013. No discussion followed.

Moved by Starr, seconded by Menjivar, to adopt Ordinance No. 1506, as stated above. Motion passed 4-0 with de Freitas absent.

Resolution No. 1927

At 12:27 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1927, authorizing the Mayor to execute an agreement to promote economic development within the Town. Administrator Wilson explained that Town and Economic Development Council (EDC) revised the previous scope of work to include updates to the Town economic development plan and additional support for local business owners. Victoria Compton, EDC Director, thanked the Council for consideration and briefly described the upcoming work plan for 2013. No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 1927, authorizing the Mayor to execute an agreement with the Economic Development Council in the amount of \$10,000 to provide economic development services within the Town from January 1, 2013 through December 31, 2013. Motion passed 4-0 with de Freitas absent.

Resolution No. 1928

At 12:30 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1928, authorizing the Mayor to execute an agreement with SCS Engineers for 2013 groundwater monitoring program services at the Friday Harbor Landfill. Administrator Wilson explained that this particular agreement contains additional services to encompass the changes required by the County to support a reduction to a semi-annual monitoring frequency. The agreement also includes quarterly testing to complete and prepare the 2012-2013 monitoring report. Except for the reduction to semi-annual monitoring and the additional tasks required, the overall scope of work and cost structure remain similar to what has been previously implemented at the site. Discussion followed regarding the amount of future funding for monitoring.

Moved by Monin, seconded by Menjivar, to adopt Resolution No. 1928, authorizing the Mayor to execute an agreement with SCS Engineers for 2013 groundwater monitoring program services at the Friday Harbor Landfill. Motion passed 4-0 with de Freitas absent.

Town Fee Schedule

At 12:34 p.m., Mayor Lacher introduced discussion of approval of the Town Fee Schedule for 2013. All fees charged by the Town are reviewed both annually and approved as required for revisions to the existing fees. Administrator Wilson explained that a charge for site plan review was added to the schedule in the amount of \$500 in accordance with Ordinance No. 1504; no changes are required for the bail schedule; and Town is in the process of drafting a schedule for "administrative" fees that will determine deposit amounts for various services performed by staff. Discussion followed regarding other program fees such as business licensing.

Moved by Monin, seconded by Starr, to adopt the Town Fee and Bail Schedules effective January 1, 2013. Motion passed 4-0 with de Freitas absent.

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ADMINISTRATOR'S REPORT

At 12:59 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Wastewater Treatment Plant - Town is requesting permission from the State to reduce the frequency of required effluent testing on weekends in an attempt to eliminate overtime by plant employees.
- Town Hall - New fluorescent lighting was installed on the rear side of the building. The fixtures will pay for themselves through on of Opalco's incentive program.
- Street Standards - Staff is looking into the feasibility of changing the street standard lighting to LED.
- Utility Worker Position - Town will be advertising for a new Utility Worker I position in the Streets department. The deadline for applications is January 31, 2013.
- Hotel Motel Grant Application - The Council will be presented a draft agreement with the Ag Guild for a new hotel motel excise tax grant program. The grant is intended to provide matching funds for donations made to the Brickworks for facilities and operation.
- Sales Tax - Sales tax data was distributed for review.
- Capital Facilities Element - The Council will be receiving the draft Capital Facilities Element of the Comprehensive Plan for review.
- Stormwater Issue - The concerns expressed in the recent letter to the editor that Town is the cause of recent stormwater events are unfounded. The author of the letter has not attempted to contract the Town as the editorial claims.

PAYMENT OF CLAIMS

Moved by Menjivar, seconded by Monin, to approve the payment of Claim Warrant Nos. 37524 through 37551 in the amount of \$81,435.80 and issuance of Payroll Warrants and direct deposit run. Motion passed 4-0 with de Freitas absent.

APPROVAL OF MINUTES

Moved by Monin, seconded by Menjivar, to approve the minutes of **December 20, 2012 as submitted**. Motion passed 4-0 with de Freitas absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

CLOSED SESSION

At 1:24 p.m., Mayor Lacher announced that the Council would be holding a closed session regarding negotiations for the collective bargaining agreement in accordance with the provisions of 42.30.140(4)(B). Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich, and Clerk Taylor. The session ended at 1:44 p.m. for an actual session time of 20 minutes. No action was taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:45 p.m. The next regular meeting is scheduled for Thursday, January 3, 2013 at 5:30 p.m.

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These minutes were approved on January 17, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, January 3, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 4, Felix Menjivar; and Position No. 5, Barbara Starr.

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

Position No. 3, Anna Maria de Freitas; and Attorney, Adina Cunningham were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember de Freitas. Council unanimously excused her absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

No announcements were forthcoming.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

PUBLIC HEARINGS/MEETINGS/WORK SESSIONS

Shoreline Substantial Development Permit No. 95

At 5:35 p.m., Mayor Lacher opened the public hearing to consider Shoreline Substantive Development Permit No. 95; an application proposing to repair and shore up existing waterfront structures; and to replace and construct bulkheads to protect existing structures and banks. The property is identified as Tax Parcel No. 351392503, 2504, 2505, 2507, 2508 and 2509 known as 628 through 730 Turn Point Road. The subject properties are zoned Shoreline Public Accommodation with approved conditional use (CUP No. 60) for single family use on Parcel No. 351392503.

Mayor Lacher asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Lacher's inquiry if anyone objected to her or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Lacher's inquiry regarding personal interest in the properties or issue. Council responded in the negative to Mayor Lacher's inquiry regarding personal gain or loss of financial benefit. Council responded in the negative to Mayor Lacher's inquiry regarding communication with opponents or proponents regarding said permit. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

Mayor Lacher asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand entered no exhibits into the record; and described the background of the application, staff evaluation

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and recommendation, and applicable permitting process. Mr. Bertrand noted that the proposal is mainly for maintenance purposes.

The upland portions of the properties are designate Urban Environment and Urban Residential Environment while the tideland portion is designated Aquatic Environment. The applicant is requesting a permit to repair and shore up existing waterfront structures, ie, cabins, piers and boat houses; replace historical bulkheads; add a bulkhead to protect existing structures and bank above the Mean High High Water mark; and add a garage to the residential parcel. All work proposed for this Project will be completed waterward of the Mean Higher High Water line within the Marina. No shoreline or is not in conflict with present zoning.

Staff evaluation and recommendation is that the Town Council should approve Shoreline Substantial Development Permit No. 95 (and SEPA Checklist No. 284) as it is in the best interest of the Town and the general public to complete said improvements. The staff report concluded that the application meets the requirements for granting said permit as regulated by Title 19 of the Friday Harbor Municipal Code and other ecological best practices.

At 5:37 p.m., Mayor Lacher opened the public hearing to audience testimony.

Jubel Masterson and Daniel Drahn, authorized agents for the Applicant, stated that they agreed with the Town staff recommendation and were available to answer questions from audience or staff.

Mayor Lacher asked for additional public testimony. Hearing none, she asked staff if they wished to make additional comments.

Administrator Wilson inquired about the current and past zoning and use of the properties. Mr. Bertrand answered that the properties were formerly commercial, but currently are primarily single family residential. The parcel owners have an option to request rezone to multi-family residential.

Mayor Lacher opened the hearing to Council questions.

Councilmember Starr inquired about pile removal and installation. Mr. Bertrand stated that pile driving is not anticipated; however conditions and limitations are customarily included in proposals in the event that they encounter unforeseen conditions during the work.

Councilmember Hushebeck inquired about the size and location of the proposed garage. Mr. Duran explained that what was included in the application was a footprint only to discern where it could be located. The garage will likely be hidden and will not impact view enjoyment.

No additional questions were forthcoming. Mayor Lacher asked for additional audience comments. Hearing none, Mayor Lacher closed the public input portion of the hearing at 5:43 p.m., reserving the right to reopen if needed, and opened Council deliberations. None was forthcoming.

Moved by Hushebeck, seconded by Starr, to adopt the Staff Report dated December 18, 2012; and direct staff to prepare Findings of Fact, Conclusions of Law and Decision regarding the application for Shoreline Substantial Development Permit No. 95; an application proposing to repair and shore up existing waterfront structures; and to replace and construct bulkheads to protect existing structures and banks. Motion passed 4-0 with de Freitas absent.

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ACTION AND DISCUSSION ITEMS

Ordinance No. 1505

At 5:45 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1505, fixing salaries of officials and non-represented personnel and repealing Ordinance No. 1493 in its entirety. Administrator Wilson explained that said Ordinance adjusts salaries by a one percent COLA in parity with the proposed salaries for represented personnel. Additionally, said Ordinance provides a \$240 stipend to the annual base salaries to compensate for the increase in health care costs that would be incurred by non-represented personnel by switching to the health care plan offered to represented personnel. Administrator Wilson noted that the stipend represents half of the anticipated cost being paid by the employer and half by the employee. Discussion followed regarding Town paying the full difference (\$480) of the annual difference in premiums. The Council concurred that a one-time stipend in the amount of \$480 was appropriate to achieve unilateral health care coverage for all employees.

Moved by Menjivar, seconded by Hushebeck, to adopt Ordinance No. 1505 as amended (to include a \$480 stipend), fixing salaries of officials and non-represented personnel and repealing Ordinance No. 1493 in its entirety,. Motion passed 4-0 with de Freitas absent.

Gateway Pacific Terminal

At 6:05 p.m., Mayor Lacher introduced discussion of a draft letter regarding scoping comments for the proposed Gateway Pacific Terminal at Cherry Point, Anacortes. Administrator Wilson outlined concerns contained in the letter. **Council consensus to sign said letter.**

FUTURE AND NON-AGENDA ITEMS

Administrator Wilson asked the Council if they wanted to consider revitalizing the current Town logo. Clerk Taylor distributed logo ideas from the Centennial in 2009. Discussion followed. No action was taken.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:15 p.m. The next regular meeting is scheduled for Thursday, January 17, 2012 at 12:00 p.m.

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These minutes were approved on January 17, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, January 17, 2013 – Council Chambers – Afternoon Session
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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. 4, Felix Menjivar; and Position No. 5, Barbara Starr.

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Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; Attorney, Adina Cunningham and Clerk, Amy Taylor.

Position No. 2, Noel Monin; and Position No. 3, Anna Maria de Freitas; were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers Monin and de Freitas. Council unanimously excused their absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that items have been cancelled from the agenda due to absences.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

DEPARTMENT REPORTS

Emergency Management

At 12:02 p.m., Department of Emergency Management (DEM) Director, Brendan Cowan, distributed an annual report and listed the department's goals for 2013 which include education/exhibits at the SJC Fair. Councilmember Starr provided a summary of Dr. James' report on influenza in SJC. Discussion followed regarding the severity of the flu locally. Mayor Lacher thanked Mr. Cowan.

System Administration

At 12:07 p.m., System Administrator, Steven Dubail, distributed a fourth quarter department report for year 2012. Mr. Dubail reported on recent internet use security alerts by the Department of Homeland Security. Mayor Lacher thanked Mr. Dubail.

Public Works

At 12:16 p.m., Public Works Director, Wayne Haefele, reported on the upcoming construction schedules and other issues for the Spring Street Water Main Replacement Project; Water Transmission Line Replacement Project; Mullis Street Sidewalk Improvement Project; and Blair Street Reconstruction Project. Mr. Haefele noted that consultants from Gray & Osborne are scheduled to meet with Town to identify various issues surrounding future projects throughout Town. Mayor Lacher thanked Mr. Haefele.

ACTION AND DISCUSSION ITEMS

Spring Street Crosswalk

At 12:20 p.m., Mayor Lacher introduced discussion of a proposal for placement of a mid-street crosswalk on Spring Street between Mullis Street and Blair Avenue. Public Works Director, Wayne Haefele explained that a request was received for installation of an additional crosswalk in the area and provided a power-point presentation explaining the pros and cons of a mid-street crosswalk at 540 Spring Street and safety traffic control devices. Discussion followed regarding safety and need for a crosswalk at the proposed site; traffic control devices; and installation of a crosswalk at the intersection of Mullis Street. The Council thanked Mr. Haefele. No action taken.

Resolution No. 1929

At 12:42 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1929, authorizing the Mayor to execute Amendment No. 3 to the agreement with Brown & Caldwell to provide additional design

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services for replacement of the Water Transmission Line. Administrator Wilson and Public Works Director, Wayne Haefele, explained that the agreement agreed that certain portions of the work contemplated could not be sufficiently defined at the time of execution of the agreement. Additionally, by adoption of Resolution No. 1801 in August 2010, the Town authorized Amendment No. 1 for additional surveying and project base mapping related to revised alignment and width requirements for an alternative route for the replacement pipeline. Funding for the work was expended from the budget of the master agreement. Discussion and inquiry followed regarding the cost of services for Amendment No. 3. **Council consensus to postpone adoption of Resolution No. 1929 pending additional background information.**

Brickworks Grant

At 12:55 p.m., Mayor Lacher introduced discussion of an agreement with the Agricultural Guild for use of hotel motel excise tax funding for operation and promotion of a tourism related facility known as Brickworks at 150 Nicoles Street. Administrator Wilson explained that the rehabilitation of the Brickworks by the Ag Guild has been funded nearly exclusively from donations from within the community and enjoys widespread support across San Juan Island for the historical, agricultural and cultural benefits it brings to the community. The Brickworks building, once rehabilitated, will be used to house the ongoing Saturday Farmer's Market, which market has established itself as a significant tourism draw to the center of the Town, creating recreational opportunities for people visiting from outside of the Town. Administrator Wilson presented a draft agreement to bestow a \$100,000 matching fund grant to the Agricultural Guild to be used exclusively for the repair, remodel, improvement or redevelopment of the Brickworks building and surrounding grounds or retirement of debt relating thereto. Discussion and inquiry followed regarding the terms of the agreement. **Council consensus to move forward with a final agreement for consideration.**

Resolution No. 1930

At 1:09 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1930, consenting to the transfer of control of the cable franchise granted to Windjammer Communications, LLC to Zito Texas-Washington, LLC with conditions. Attorney Cunningham explained the terms of the agreement. Windjammer Communications is the franchisee under a cable franchise agreement approved by the Town pursuant to Ordinance No. 1439. On September 12, 2012, Windjammer entered into an Asset Purchase Agreement in which Windjammer would sell and assign to Zito, the cable system serving the Town, including the franchise and other assets related thereto. The Town is authorized to transfer control. Treasure Lake, the ultimate parent company of Zito, has agreed to provide a guaranty for Zito's franchise in order to induce the Town to approve the transfer of control of the franchise from Windjammer to Zito. No discussion followed.

Moved by Hushebeck, seconded by Menjivar, to adopt Resolution No. 1930, consenting to the transfer of control of the cable franchise granted to Windjammer Communications, LLC to Zito Texas-Washington, LLC with conditions; and authorizing to Mayor to execute an agreement with Treasure Lake, LC guarantee the performance of Zito. Motion passed 3-0 with Monin and de Freitas absent.

Shoreline Master Plan Updates

At 1:15 p.m., Mayor Lacher introduced discussion of Shoreline Master Plan updates. Administrator Wilson distributed the update and noted that the hearing for public comment is tentatively scheduled February 21, 2013. No discussion followed. No action taken.

SSDP No. 95

At 1:20 p.m., Mayor Lacher introduced adoption of Findings of Fact, Conclusions of Law and Decision regarding Shoreline Substantial development Permit No. 95, a proposal to repair and shore up existing

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waterfront structures and to add and replace bulkheads to protect said structures and banks above the MHHW on six lots located on Turn Point Road. After a public hearing on January 3, 2013, attended by the agent for Robert Oorthuys, the Council made certain conclusions. No discussion followed.

Moved by Menjivar, seconded by Starr, to approve Findings of Fact, Conclusions of Law and Decision regarding Shoreline Substantial development Permit No. 95. Motion passed 3-0 with Monin and de Freitas absent.

ADMINISTRATOR'S REPORT

At 1:23 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Town Fire Station - The antique Fire Engine and Engine No. 1 are being transferred from storage to Town.
- Public Art Sculpture - Installation of "Fluke" is complete. Town will install low-level lighting for security purposes.
- New public garbage cans - Photos of new garbage cans were circulated.
- Resolution No. 1923 - Council was asked to authorize a reward in the amount of \$250 for information leading to the arrest of vandals.
- Solid Waste Utility - Town is discussing the viability of a long term agreement and fixed rates with Skagit County for trash tonnage.

PAYMENT OF CLAIMS

Moved by Menjivar, seconded by Starr, to approve the payment of Claim Warrant Nos. 37584 through 37602 in the amount of \$177,170.77; and affirm the payment of Claim Warrant Nos. 37552 through 37583 and direct deposit run in the amount of \$102,293.44. Motion passed 3-0 with Monin and de Freitas absent.

APPROVAL OF MINUTES

Moved by Hushebeck, seconded by Starr, to approve the minutes of **January 3, 2013 as submitted.** Motion passed 3-0 with Monin and de Freitas absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:39 p.m. The next regular meeting is scheduled for Thursday, January 17, 2013 at 5:30 p.m.

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These minutes were approved on February 7, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

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Thursday, January 17, 2013 – Council Chambers – Evening 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. 4, Felix Menjivar; and Position No. 5, Barbara Starr.

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

Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Attorney, Adina Cunningham were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers Monin and de Freitas. Council unanimously excused their absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Annual Pancake Breakfast

At 5:35 p.m., Mayor Lacher opened discussion regarding use of the Fire Station Apparatus Floor. Susan Risser, Friday Harbor Fire Fighters Association member, requested permission to ongoing use of the space for the annual Pancake Breakfast fundraiser on July 4th. **Council consensus to allow FHFFA to use the Fire Station Apparatus Floor for annual fundraising events until Town remodels the area.**

DEPARTMENT REPORT

Sheriff

At 5:37 p.m., SJC Sheriff, Rob Nou, distributed a fourth quarter report and provided an update on recent activity of the Sheriff's Department. Sheriff Nou noted that extra attention is currently being directed to drug and driving-under-the-influence infractions; and a new Under-Sheriff has been appointed. Discussion and inquiry followed regarding Initiative 501 and the pending animal control agreement. Sheriff Nou thanked the Council for offering a reward for the vandalism issue. Mayor Lacher thanked Sheriff Nou.

ACTION AND DISCUSSION ITEMS (cont.)

Resolution No. 1931

At 5:51 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1931, authorizing the Mayor to execute a law enforcement contract with San Juan County for calendar years 2013 through 2015. Administrator Wilson explained that the Town and County have met to review the costs and service levels and developed a forecast through 2015. The Town recognizes that the 2012 fully supported cost per Deputy is approximately \$110,000 per year with contract costs increasing at 2% per year. The agreement will account for 3 full time equivalent deputies and associated administrative costs at

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\$336,600 in 2013; \$343,300 in 2014; and \$350,200 in 2015. The agreement does not account for animal control services. No discussion followed.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 1931, authorizing the Mayor to execute a law enforcement contract with San Juan County for calendar years 2013 through 2015. Motion passed 3-0 with Monin and de Freitas absent.

Court Services Agreement

At 6:00 p.m., Mayor Lacher introduced discussion of the proposed court services agreement. Administrator Wilson identified cost factors for each of the different services provided. Discussion and inquiry followed regarding animal control services. A resolution and final agreement will be presented in February. No action was taken.

WORK SESSION

Town Solid Waste Management Plan

At 6:25 p.m., Mayor Lacher introduced discussion of the draft Town Solid Waste Management Plan (SWMP). Administrator Wilson and the Council reviewed the key concepts of the SWMP, Chapters 7. Discussion and inquiry followed for each section reviewed. No action was taken. The next work session is tentatively scheduled February 21, 2013.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:39 p.m. The next regular meeting is scheduled for Thursday, February 7, 2013 at 12:00 p.m.

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These minutes were approved on February 7, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, February 7, 2013 – Council Chambers – Afternoon Session
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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:03 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. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; and Clerk, Amy Taylor.

Position No. 4, Felix Menjivar; and Town Administrator, Duncan Wilson; were not present. Attorney, Adina Cunningham was joined by telephone.

EXECUSED ABSENCE

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Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session of the Town Council was not scheduled due to the Town Council retreat scheduled on Saturday, February 9, 2013 at 9:00 a.m.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

DEPARTMENT REPORT

Fire

At 12:02 p.m., District #3 Fire Chief, Steve Marler, distributed written information regarding types of services provided to the community and for the volunteer fire fighters for the fourth quarter of 2012. Chief Marler reviewed incidents by area and type. Discussion and inquiry followed regarding logistical issues such as training and response time. Mayor Lacher thanked Chief Marler.

ACTION AND DISCUSSION ITEMS

SJI Chamber of Commerce

At 12:15 p.m., Mayor Lacher introduced Tom Kirschner, Executive Director of the SJI Chamber of Commerce, to present the 2012 Annual report. Mr. Kirschner thanked the Town for its continued support and summarized the annual Chamber Report; which included 2012 budget, accomplishments, membership, events, and statistics on visitation; and described upcoming 2013 objectives, which included operations and events. Discussion followed regarding holiday decorations and operation of community calendars. Mayor Lacher and the Council thanked Mr. Kirschner. No action was taken.

SJC Economic Development Council (EDC)

At 5:31 p.m., Mayor Lacher introduced Jim Hooper, EDC President, and Victoria Compton, EDC Executive Director, to present the 2012 annual report. Ms. Compton thanked the Town for its continued support and summarized their annual report; which included 2012 accomplishments and events, 2013 objectives and goals, and scope of work for the 2013 contractual period. Discussion followed regarding how the EDC has evolved since it was established. Mayor Lacher and Council thanked Mr. Hooper and Ms. Compton.

Administrator Rules - Deposit for Applications

At 12:49 p.m., Mayor Lacher introduced discussion of a requirement for deposits by permit applicants to cover administrative and staff costs during various permit application reviews. Land Use Administrator, Mike Bertrand, explained that there is a new requirement in the recently adopted Site Plan Review Ordinance for a deposit by applicants to cover administrative and staff costs. Along with that ordinance, the Community Development & Planning Department has compared all service fees to determine if other types of deposits might be appropriate. Mr. Bertrand presented a staff report regarding "Administrative Rules - Deposits for Applications" which compared the current Town Fee Schedule with estimated costs for time spent by staff. Mr. Bertrand explained that after analysis, the recommendation is to only apply deposits to two of the current application processes. They are for Long Subdivisions and Site Plan Reviews. Staff believes that these two have the most potential exceed costs required by the current fee schedule due to more time and review spent by staff. Mr. Bertrand further recommended that Town lower the Long Subdivision fee to \$1,000 along with a \$4,000 retainage. Discussion followed regarding releasing of monies deposited by applicants. **Council**

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consensus to approve the recommendation to require a retainage by applicants for site plan reviews and long subdivisions.

Capital Facilities Plan Updates

At 12:53 p.m., Mayor Lacher introduced discussion of the draft 2013 Capital Facilities Plan. Land Use Administrator, Mike Bertrand, presented the draft plan. Discussion and inquiry followed regarding the sequencing of the listed projects. **Council consensus to approve the draft updates to the Town Capital Facilities Plan and direct staff to forward it to the Planning Commission for consideration at their public hearing for updates to the 2002 Town Comprehensive Plan.**

Resolution No. 1934

At 12:57 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1934, authorizing the Mayor to execute an agreement with the Agricultural Guild for use of hotel motel excise tax funding for operations and promotion of a tourism related facility. Attorney Cunningham explained the terms of the agreement. Councilmember Hushebeck expressed concerns regarding pending legislature. Discussion followed regarding the development of the Brickworks.

Moved by Starr, seconded by Hushebeck, to approve Resolution No. 1934, authorizing the Mayor to execute an agreement with the Agricultural Guild for use of hotel motel excise tax funding for operations and promotion of a tourism related facility. Motion passed 4-0 with Menjivar absent.

Resolution No. 1933

At 1:03 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1933, authorizing the Mayor to execute an interlocal agreement with San Juan County for animal control services. [Clerks Note: See prior minutes for details of agreement.] No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No 1933 authorizing the Mayor to execute an interlocal agreement with San Juan County for animal control services.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 37603 through 37668 in the amount of \$168,351.48; and affirm the payment of Payroll Warrant Nos. 15697 through 15723 and direct deposit run of January 31, 2013, in the amount of \$225,754.73. Motion passed 4-0 with Menjivar absent.

APPROVAL OF MINUTES

Moved by Hushebeck, seconded by Starr, to approve the minutes of **January 17, 2013 as submitted.** Motion passed 2-0 with Monin and de Freitas abstained and Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher noted that a ribbon cutting ceremony is scheduled for the public art sculpture on Thursday, February 14, 2013 at 12:00 p.m.

CITIZEN RESPONSE

Lovel Pratt, SJC Councilmember, thanked the Council for their support of Brickworks project.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:37 p.m. A special meeting is scheduled on Saturday, February 9, 2013 at 9:00 a.m. The next regular meeting is scheduled for Thursday, February 21, 2013 at 5:30 p.m.

Town Council of Friday Harbor - Summaries of the 2013 Minutes

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These minutes were approved on February 21, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Saturday, February 9, 2013 – Town Council Chambers – Special Session

CALL TO ORDER

The Town Council met in special session with Mayor Lacher presiding. Mayor Lacher called the special session to order at 9:00 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. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; Town Clerk, Amy Taylor; and Land Use Administrator, Mike Bertrand.

Position No. 4, Felix Menjivar; and Attorney, Adina Cunningham were not present.

EXCUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse Councilmember Menjivar. The Council concurred.

WORK SESSION

Town Council Retreat

At 9:00 a.m., Administrator Wilson welcomed Mayor Lacher, the Town Council and Staff for the Town Council retreat. The Mayor, Council and Staff discussed the following:

Update Town Vision Statement from 2002 Comp Plan:

- 2020 Vision Projects (Community Swimming Pool, aquarium, family activities)
- Tourism Plan
- Branding Plan
- Logo creation

Redevelopment of Town Hall and Fire Station:

- Friday Harbor Volunteer Fire Department Museum
- Appropriate use of space
- Timing and Phasing of projects
- Financing of projects

2012 Priority List Revisited:

- Identify projects completed, projects to carry forward, projects to remove
- Identify new projects and priorities [ie: Sunshine Alley Beautification, Art Policy, etc.]

Mayor Lacher thanked all in attendance and concluded the work session.

ADJOURNMENT – Hearing no objection, Mayor Lacher adjourned the meeting at 4:35 p.m. The next regular meeting is scheduled Thursday, February 21, 2013 at 12:00 p.m.

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Town Council of Friday Harbor - Summaries of the 2013 Minutes

These minutes were approved on February 21, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, February 21, 2013 – 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; Position No. 4, Felix Menjivar; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; and Clerk, Amy Taylor.

Town Administrator, Duncan Wilson; and Attorney, Adina Cunningham were not present.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session of the Town Council was not scheduled.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Resolution No. 1929

At 12:02 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1929, authorizing the Mayor to execute Amendment No. 3 for the agreement between the Town of Friday Harbor and the engineering firm of Brown and Caldwell to provide additional design services for replacement of the Water Transmission Line. Amendment No. 3 contracts for permit acquisition services and various additional support activities required for the project in the amount of \$73,876. Article II.B of the master agreement agreed that certain portions of the work contemplated to be performed by the Engineer could not be sufficiently defined at the time of execution of the agreement. Public Works Director, Wayne Haefele presented an explanation of costs associated with the master agreement and subsequent amendments. Discussion and inquiry followed regarding the cost and scope of environmental permits required for the project. Mr. Haefele explained that the modified scope of services provides permit acquisition services to be performed by the engineer's subcontractor, Herrera Environmental Consultants, and identifies other support activities to be performed by the engineer. The estimated budget does not include any cost of possible revisions to the contract documents required by permitting agencies of the State. The current contract documents are otherwise complete and bid-ready. If design revisions are required, the staff and engineer will evaluate the adequacy of the remaining budget for incorporating revisions or determine the extent of additional amendments.

Moved by Monin, seconded by Menjivar, to adopt Resolution No. 1929, authorizing the Mayor to execute Amendment No. 3 to the agreement between the Town of Friday Harbor and the engineering firm of Brown and Caldwell to provide additional design services for replacement of the Water Transmission Line. Motion passed unanimously.

Town Council of Friday Harbor - Summaries of the 2013 Minutes

Resolution No. 1935

At 12:12 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1935, authorizing the Mayor to execute a contract with San Juan Surveying to resurvey roadway stability monitoring points along Warbass Way. San Juan Surveying has offered a contract to resurvey twenty two (22) roadway stability monitoring points for the sum of \$4,170.00. Public Works Director, Wayne Haefele recommended that Town should have PanGeo analyze the survey information collected subsequent to the geotechnical study at its five year mark. No discussion followed.

Moved by Menjivar, seconded by Starr, to adopt Resolution No. 1935, authorizing the Mayor to execute a contract with San Juan Surveying to resurvey roadway stability monitoring points along Warbass Way. Motion passed unanimously.

Resolution No. 1936

At 12:17 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1936, authorizing the Mayor to execute a contract with San Juan Surveying to survey a portion of Franck Street for proposed improvements to the Town wastewater system. The Town needs to make improvements to its aging sewer main and failing pump station located partially on private property along Franck Street. Public Works Director, Wayne Haefele explained that he now requires accurate topographical and boundary information in order to design specifications for installation of new infrastructure. Discussion and inquiry followed regarding stormwater issues in the area. Mr. Haefele explained that the stormwater issue is different from the wastewater issue currently being discussed. The stormwater issue noted has been addressed.

Moved by de Freitas, seconded by Monin, to adopt Resolution No. 1936, authorizing the Mayor to execute a contract with San Juan Surveying to survey a portion of Franck Street for proposed improvements to the Town wastewater system. Motion passed unanimously.

Nash Street Unopened Right of Way

At 12:22 p.m., Mayor Lacher introduced discussion regarding the opening of Nash Street between Spruce Street and Market Street. Mayor Lacher summarized past Council discussion and public opinion concerning the condition and use of the street. Public Works Director, Wayne Haefele, described the roadbed and current environmental conditions. Mr. Haefele explained that while complete A/C, curb, gutter and sidewalk improvements may not be feasible at this point in time, the Town is able to make reasonable roadbed and pedestrian improvements that would attribute to the project once designed and funded; and that possibly could allow for the limited opening of the street. Discussion and inquiry followed regarding costs and liabilities of such improvements. Mr. Haefele requested Council direction whether to preliminarily design and research costs associated with improvements. **The Council concurred. Council consensus to not open Nash Street (South) until reasonable roadbed and pedestrian improvements are made.**

Scenic Byway Signage

At 12:47 p.m., Mayor Lacher introduced discussion regarding the location of proposed SJI Scenic Byway signage. Historic Preservation Coordinator, Sandy Strehlou, updated the Council on development plans. The Committee is in the progress of fabricating signs and printed materials. Ideal locations for the signs have been identified. Public Works Director, Wayne Haefele, informed the Council that installation of the signs by Streets Department is not an issue so long as the Council approves of the locations. Discussion and inquiry followed regarding the allowance of the directional sign per municipal code. Land Use Administrator, Mike Bertrand, explained that directional and wayfarer signage is not in violation of municipal code. Discussion followed regarding the increasing frequency of this and interpretive signage.

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Council consensus that for efficiency the SJI Scenic Byways Committee should fabricate an appropriate amount of signage (13) for the adopted SJI Scenic Byway located within Town. [Clerk's note: No approval given as to installation of Scenic Byway signage.]

Council consensus to discuss the general placement of way-farer, directional and interpretive signage within Town and content of the signage in the proposed informational kiosk on Front Street.

Ordinance No. 1507

At 1:15 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1507, fixing salaries of elected officials and non-represented personnel. In September 2012, the Town hired a Public Works Director with condition that pending successful completion of a probationary period the annual salary of said position would be increased. It is the recommendation of the Town Administrator, with concurrence by the Mayor, that Mr. Haefele has successfully completed said probation. Ordinance No. 1507 adjusts the salary of the Public Works Director accordingly. For administrative purposes, Ordinance No. 1505 is repealed and all other current salaries and conditions are readopted. Mayor Lacher and the Town Council thanked Mr. Haefele for a job well done. No discussion followed.

Moved by Hushebeck, seconded by Menjivar, to adopt Ordinance No. 1507, fixing salaries of elected officials and non-represent personnel. Motion passed unanimously.

ADMINISTRATOR'S REPORT

No report was scheduled.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Menjivar, to approve the payment of Claim Warrant Nos. 37669 through 37723 in the amount of \$141,537.43. Motion passed unanimously.

APPROVAL OF MINUTES

Moved by Starr, seconded by Monin, to approve the minutes of **February 7th and 9th, 2013 as submitted.** Motion passed unanimous.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:17 p.m. The next regular meeting is scheduled for Thursday, March 7, 2013 at 12:00 p.m.

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These minutes were approved on March 7, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Town Council of Friday Harbor - Summaries of the 2013 Minutes

Thursday, March 7, 2013 – 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. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Felix Menjivar.

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

Position No. 1, Steve Hushebeck; and Position No. 5, Barbara Starr were not present. Attorney, Adina Cunningham joined the scheduled closed session by telephone.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers Hushebeck and Starr. Council unanimously excused their absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

Liz Illg, 365 Spruce Street, invited the Council to attend a meeting San Juan County Arts Council (SJCAC). The mission of SJCAC is to promote economic development by creatively integrating the local artistic resources. Ms. Illg stated that the SJCAC are presenting workshops to explore the impact and potential of arts on the local economy. Mayor Lacher thanked Ms. Illg.

Lovel Pratt, SJC Councilmember, invited the Council to attend upcoming community meetings sponsored by the County. The next meeting will focus on economic development. Mayor Lacher responded that she was weary of participating because her Office could inhibit the meeting. Mayor Lacher suggested that since the community meetings are scheduled on regular Town Council evenings, the Council may participate as a group if they desired. Mayor Lacher thanked SJC Councilmember Pratt.

ACTION AND DISCUSSION ITEMS

Historic Preservation Review Board

At 12:10 p.m., Mayor Lacher requested Council confirmation for the reappointment of Historic Preservation Review Board (HPRB) members. Historic Preservation Coordinator, Sandy Strehlou, explained that Victoria Williams and Elizabeth Anderson will conclude their appointments to the HPRB in March. Ms. Anderson has requested another term. Ms. Williams has given notice that she would like to step down. However, knowing how difficult it is to recruit members, she has agreed to continue serving until her replacement can be found. Mayor Lacher recommended reappointing both members, with the understanding that as soon as one or more potential recruits are identified, Ms. Williams will formally resign. No discussion followed.

Moved by Menjivar, seconded by de Freitas, to affirm the reappointment of Victoria Williams and Elizabeth Anderson to the Historic Preservation Review Board. Motion passed 3-0 with Hushebeck and Starr absent.

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Resolution No. 1937

At 12:13 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1937, authorizing the Mayor to execute an agreement between the Town of Friday Harbor and the engineering firm of Kennedy/Jenks Consultants to provide technical assistance for development of a comprehensive computer based operations and maintenance (O&M) manual for the Wastewater Treatment Plan. Administrator Wilson explained that for efficiency purposes, Kennedy/Jenks will consolidate plans, specifications, existing O&M manuals, manufacturer's manuals, plant processes and other information that may be used for operation and maintenance of the facility into one comprehensive computer based model that can be easily modified and updated by Town personnel. Inquiry followed regarding previous recommendations for efficiency.

Moved by Menjivar, seconded by de Freitas, authorizing the Mayor to execute an agreement between the Town of Friday Harbor and the engineering firm of Kennedy/Jenks Consultants to provide technical assistance for development of a comprehensive computer based operations and maintenance (O&M) manual for the Wastewater Treatment Plan. Motion passed 3-0 with Hushebeck and Starr absent.

Resolution No. 1938

At 12:14 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1938, authorizing the Mayor to execute Supplemental Agreement No. 1 with the engineering firm of Gray & Osborne, Inc. for an archeological resource survey on a portion of Mullis Street from Market Street to Spring Street. Administrator Wilson explained that the Transportation Improvement Board requires that surveys be undertaken as a condition of the grant funded portions of the Mullis Street Pedestrian Improvement Project and Blair Street Improvement Project. (The survey for Blair Street Improvement Project is covered by the current agreement.) Said surveys will satisfy the State Department of Archaeology and Historic Preservation's current field work and reporting standards to catalogue existing conditions. No discussion followed.

Moved by de Freitas, seconded by Monin, authorizing the Mayor to execute Supplemental Agreement No. 1 with the engineering firm of Gray & Osborne, Inc. for an archeological resource survey on a portion of Mullis Street from Market Street to Spring Street. Motion passed 3-0 with Hushebeck and Starr absent.

Resolution No. 1939

At 12:17 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1939, authorizing the Mayor to execute an amendment to the interlocal agreement with the University of Washington providing for sewage services located on privately owned property outside the Town's corporate limits. Administrator Wilson explained that Town and the University are attempting to modify the testing and inspection schedule to five working days if accepted by the State in an effort to reduce overtime by staff. No discussion followed.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 1939, authorizing the Mayor to execute an amendment to the interlocal agreement with the University of Washington providing for sewage services located on privately owned property outside the Town's corporate limits. Motion passed 3-0 with Hushebeck and Starr absent.

Front Street Kiosk

At 12:20 p.m., Mayor Lacher introduced discussion of the proposed Front Street Kiosk. Historic Preservation Coordinator, Sandy Stehlou; and Land Use Administrator, Mike Bertrand; presented staff's recommended content which included mounted service organization logos, Byway sign, and a map and site key of the Town and San Juan Island. Mayor Lacher invited Tom Kirshner, SJI Chamber of

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Commerce Director; Victoria Williams, Historic Preservation Review Board Member; and Liz Illg, Scenic Byways Coordinator to comment. Discussion and inquiry followed regarding the wording of the welcome portion of the kiosk, sizing of signage and pedestrian traffic. **Council consensus for staff to present a final design consistent with the branding described during the meeting.**

Scenic Byway Signage

At 1:04 p.m., Mayor Lacher introduced discussion of the minutes of February 21, 2013 regarding placement of Scenic Byway signage. Clerk Taylor explained that staff is requesting clarification of the Council consensus taken during last session. After review of the discussion, staff questioned whether there was direction from the Council to install the Byway signage at the proposed locations once they are fabricated. Discussion followed regarding the abundance and location of directional signage in the downtown core. Clerk Taylor requested a motion for the record.

Moved by Monin, seconded by de Freitas, to direct staff to coordinate with the Scenic Byway Committee to purchase scenic byway signage; with installation subject to further discussion of placement of way finding signage in the downtown core and approval of content for informational kiosk located on Front Street. Motion passed 3-0 with Hushebeck and Starr absent.

Granulated Activated Carbon Filters

At 1:16 p.m., Mayor Lacher introduced discussion of the proposed agreement between the Town and Calgon Carbon, Inc. for long-term renewal of carbon filter media that the Water Treatment Plant. Administrator Wilson explained that Town has been attempting to negotiate a long-term agreement with Calgon for recharging of GAC media filters. Currently, each change of carbon media costs approximately \$40,000 every 8-10 months. The long-term agreement option would cost approximately \$30,000 every 8-10 months. While the potential cost savings are significant, the Town and Calgon are currently at an impasse regarding the terms for indemnification of personal and property damages. Administrator Wilson requested that Council consider if they are comfortable to waive the Town's standard liability terms to achieve the savings. Discussion followed regarding the likelihood of the Distributer causing damage and if it would be worth looking to a different supplier. Administrator Wilson stated that the likelihood of Calgon damaging Town property is miniscule and that Town holds its own insurance if damages occur.

Council consensus to consider the risk and direct staff to present an agreement for the long term recharging program.

ADMINISTRATOR'S REPORT

At 1:32 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Town Attorney - Attorney Cunningham is recovering from her health issue. She anticipates returning to work within two weeks.
- Personnel Issue - A Town employee is currently on leave without pay due to a serious medical condition. Town is working with that employee to address health insurance issues that will require a change in personnel policy.
- Risk Management - A memo was distributed regarding mandatory training for elected officials, staff and volunteer boards.
- Friday Harbor Elementary School - Town is currently working with the School regarding a water and sewer service issue for the baseball fields.
- Administrative Appeal - Town is anticipating an administrative appeal concerning signage. The matter will be heard quasi-judicially by the Council.

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- Time Limited Parking - The Chamber has proposed that the Town offer extended time limited parking passes for purchase.
- Whale Museum - The "Sooke" exhibit is now open at the Whale Museum.
- Front Street Pedestrian Improvement Project - WSF has begun construction of the project.
- Wastewater Treatment Plant - The sludge dryer is currently off-line. Parts are on order and anticipated by next week.
- Blair Street Pedestrian Improvement Project - The project is on schedule.
- Skagit County Transfer Station - The proposed agreement to guarantee tipping fees is almost finalized. A draft agreement will be presented for consideration.
- Utility Worker Position - The search has been narrowed to three candidates.
- HB ____ - The Legislature has reached a potential compromise regard use of hotel motel taxes.
- Water Transmission Line Project - Staff will meet with the USDA regarding potential funding of the Project.
- Nash Street - Public Works Director, Wayne Haefele, explained that Nash Street between Spruce and Market Street is estimated to cost \$225,000 to develop to Town Standards. Town has the option to phase development of the street. Phased improvement such as gravel base, chip seal and storm drainage is estimated to cost \$100,000.
- Nash Street "Bumpout" - Mr. Haefele provided a traffic analysis and described alternatives to the current bumpout and sidewalk configuration at the intersection of Caines and Nash Street.
Council consensus to install "turtles" and safety paint at the site.

PAYMENT OF CLAIMS

Moved by Menjivar, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 37724 through 37776 in the amount of \$103,657.60; and affirm the payment of Payroll Warrant Nos. 15724 through 15750 and the 2/28/13 Direct Deposit Run in the amount of \$207,003.98. Motion passed 3-0 with Hushebeck and Starr absent.

APPROVAL OF MINUTES

Moved by Monin, seconded by Menjivar, to approve the minutes of **February 21, 2013 as submitted**. Motion passed 4-0 with Starr absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher requested that staff bring back information regarding installation of a panic security button for Council Chambers.

Mayor Lacher asked if the Council was inclined to attend the Community Meetings noted earlier. Discussion followed. **Council consensus to hold the regular session.**

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:02 p.m. The next regular meeting is scheduled for Thursday, March 7, 2013 at 5:30 p.m.

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These minutes were approved on March 21, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Town Council of Friday Harbor - Summaries of the 2013 Minutes

Thursday, March 7, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

ROLL CALL

Councilmembers: Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; Position No. 4, Felix Menjivar; and Position No. 5, Barbara Starr.

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

Position No. 1, Steve Hushebeck; and Treasurer, Wendy Picinich; were not present.

Attorney, Adina Cunningham attended the closed session by telephone.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Hushebeck. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that the session would conclude with a closed session regarding collective bargaining.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Sutton Road Transfer Station

At 5:35 p.m., Mayor Lacher introduced discussion of the County's proposal process for the Sutton Road Transfer Station. Administrator Wilson reviewed the County's process to date and listed Town's baseline objectives in respect to any future arrangement with the County for operation of the site. Those objectives include 1) retaining reasonable Town control of the property; 2) Lautenbach/Chemtec or SJC making the needed environmental and capital improvements so that packer and roll-off trucks can resume tipping at the Sutton Road site; and 3) Town will not subsidize self haul and proposed rates will be lower than costs to haul to Skagit County if Town were to resume hauling to the Sutton Road site. John Yeasting, Lautenbach representative, provided an explanation of their interests. Mr. Yeasting agreed with the recommendation by staff that self-haul rates need to be borne by the customer and that Town would receive a preferred rate because they are the land owner. Frank Mulcahy, SJC Public Works Director, provided an update regarding the contract and negotiation issues. Discussion followed regarding the lease, improvements and timeline for operation. The Mayor thanked the County and Lautenbach and affirmed that the Town is committed to cooperation.

WORK SESSION

Town Solid Waste Management Plan

At 6:09 p.m., Mayor Lacher introduced discussion of the draft Town Solid Waste Management Plan (SWMP). Administrator Wilson and Elizabeth Anderson, Consultant, presented the key concepts of the

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SWMP, Chapters 8 & 9. Discussion and inquiry followed for each section reviewed. No action was taken. The next work session is tentatively scheduled April 4, 2013.

Town Vision Statement

At 6:25 p.m., Mayor Lacher introduced discussion of draft revisions to the Town Vision Statement. The Council and Mayor discussed and edited the proposed text. No action was taken. The final draft will be presented to the Council and forwarded to the Planning Commission for public hearing.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

CLOSED SESSION

At 7:05 p.m., Mayor Lacher announced that the Council would be holding a closed session regarding negotiations for the collective bargaining agreement in accordance with the provisions of 42.30.140(4)(B). Participants: Town Council, Mayor Lacher, Administrator Wilson, and Attorney Cunningham. The session ended at 7:55 p.m. for an actual session time of 50 minutes. No action was taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:56 p.m. The next regular meeting is scheduled for Thursday, March 21, 2013 at 12:00 p.m.

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These minutes were approved on March 21, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, March 21, 2013 – Council Chambers – Afternoon Session
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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council at 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. 5, Barbara Starr.

Other Present: Town Administrator, Duncan Wilson; Land Use Administrator, Mike Bertrand; Town Treasurer, Wendy Picinich. Attorney Adina Cunningham joined the meeting via telephone.

Position No. 4, Felix Menjivar was not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

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ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that discussion of Resolution #1940 authorizing the Mayor to execute a Collective Bargaining Agreement with Local 1849F was canceled and that a Closed Session would be added at the end of the meeting to discuss labor negotiations. Also discussion of a potential property purchased would be added under the Executive Session. No action on either item is planned.

PUBLIC ACCESS TIME

John Stephens, President of Atlantis Construction, expressed his concern regarding the requirements of the new sidewalk on Blair Street adjacent to the new Gene Gearhart building. He also voiced his concerns about off island vendors being awarded jobs that were not offer to local contractors.

Susea McGearhart presented a letter to Council expressing her and her husband, Gene Gearhart, concern regarding the Blair Street sidewalk improvements.

Mayor Lacher suggested that both Mr. Stephens and Ms McGearhart make appointments with Administrator Wilson to discuss their concerns.

ACTION AND DISCUSSION ITEMS

Proclamation - March of Meals

Mayor Lacher read a proclamation declaring March of Meals Month. Julie Meyers, Program Director, explained the Whatcom County Council on Aging's senior nutrition program which provides services on San Juan Island.

Shoreline Master Plan Updates

At 12:14 p.m., Town Consultant Jim Slocomb explained the proposed updates to Shoreline Master Program Plan that have been made by the Planning Commission and forwarded to the Council for review and adoption. Administrator Wilson recommended that the Town contract with a legal firm to review that proposed plan. Attorney Cunningham agreed that the Plan should be reviewed to ensure that it is not in conflict with the Town Growth Management Plan. Marilyn O'Conner, Port of Friday Harbor Director, requested that Port personnel be involved in reviewing the Shoreline Plan as its policy decisions may have a great impact on Port operations.

Whale Museum

At 12:40 p.m., Jenny Atkinson, Executive Director of the Whale Museum, updated the Council about activities and future plans at the Museum.

Break

At 1:00 p.m., the Mayor declared a short break. The meeting resumed at 1:05 p.m.

Storm Drain Improvements

Administrator Wilson explained the need to install storm drainage on Green Way at near Evergreen Park. The Town Stormwater crew will do the installation. The Council unanimously approved the project.

ADMINISTRATOR'S REPORT

- San Juan County mapping project – the Town has been invited to be a partner in a new high resolution aerial mapping endeavor. The Town had been asked to contribute \$10,000. Administrator Wilson outlined the benefits of this mapping for the Town. This mapping would not replace that aerial mapping the Washington Department of Transportation does every other year

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for the Town. Council requested that Public Works Director Haefele attend a future Council meeting to explain the potential benefits that the Town would receive from the County's program.

- Blair Street Project – The Administrator assured the Council that the Blair Street Improvements, including the sidewalk, has been designed to meet the Town's existing road standards. Also that the construction project that Mr. Stephens was referring to is a Washington State Department of Transportation Project.
- Tourism Master Plan – Administrator Wilson will present a draft scope of work for this plan to the Council at the next meeting. After Council approval, a request for proposals to develop the plan will be advertised.

At 1:20 p.m., the Mayor requested that rest of the Administrator's report, the approval of minutes and future agenda items be moved to the evening session. Council concurred.

PAYMENT OF CLAIMS

Moved by Monin, seconded by deFreitas, to approve the payment of Claims Warrants #37777 through #37819 in the amount of \$76,040.54. The motion passed 4-0 with Menjivar absent.

APPROVAL OF MINUTES

Postponed until evening session.

FUTURE AND NON-AGENDA ITEMS

Postponed until evening session.

CITIZEN RESPONSE

No citizen response was forthcoming.

CLOSED SESSION

At 1:25 p.m., Mayor Lacher announced that the Council would hold a closed session to discuss labor negotiations. No action is planned.

EXECUTIVE SESSION

At 1:45 p.m., the Council went into executive session to review personnel decisions and potential property purchase. No action is planned.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:30 p.m. The next regular meeting is scheduled for Thursday, March 21, 2013 at 5:30 p.m.

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These minutes were approved on April 4, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, March 21, 2013 – Council Chambers – Evening Session
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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council at order at 5:30 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. 5, Barbara Starr.

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Other Present: Town Administrator, Duncan Wilson; Land Use Administrator, Mike Bertrand; Town Treasurer, Wendy Picinich. Attorney Adina Cunningham joined the meeting via telephone.

Position No. 4, Felix Menjivar was not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that a short Closed Session would be added at the end of the meeting to discuss labor negotiations. Also discussion of a potential property purchased would be added under an Executive Session. No action on either item is planned.

PUBLIC ACCESS TIME

No public access was forthcoming.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Monin, to approve the minutes of March 7, 2013 as submitted. The motion received two yes votes and two abstentions. The Mayor casted the vote to approve the minutes.

ADMINISTRATOR'S REPORT (cont.)

- Shoreline Master Plan – Administrator Wilson and Attorney Cunningham explain their request to hire the law firm of Foster, Pepper to review the Town's plan. The Council agreed to authorize a contract not to exceed \$10,000 with firm.
- Fire Department Equipment – Emergency Management Director Brendon Cowan requested that the sensor equipment purchased via an emergency management grant for the Friday Harbor Fire Department be surplused to San Juan County Fire Protection District #2 for use by Orcas Island Fire Department's rescue squad. The Council approved this action and the necessary paper work will be prepared.
- New Employee – Sarena Schumacher has accepted the position of the newly created Code Enforcement/Street/Parks worker with the Town and will begin work on April 3rd. Administrator Wilson requested that the Council approve health insurance coverage for this position starting May 1st. Council approved the request.

ACTION AND DISCUSSION ITEMS

Way-finding and Directional Signage

At 6:00 p.m., Council began discussion regarding various types of new signage for both pedestrian and vehicle traffic. It was decided to review signage uses used by other jurisdictions. Discuss will continue at a future meeting.

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Resolution No. 1941

This Resolution authorizing the Mayor to execute an agreement with Calgon Carbon, Inc. for supplying media for the Granulated Activated Carbon filters at the Town Water Treatment Plan was postponed until a later meeting.

Resolution No. 1942

At 6:21 p.m., Mayor Lacher introduced discussion of draft Resolution #1942, authorizing the Mayor to execute an interlocal agreement with the Port of Friday Harbor for mutual assistance. Administrator Wilson explained that this resolution will allow the two jurisdictions to work together by sharing staff, equipment, technical expertise and other resources when needed. **Moved by Hushebeck, seconded by Starr, the resolution was approved 4-0 with Menjivar absent.**

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

CLOSED SESSION

At 6:25 p.m., Mayor Lacher announced that the Council would hold a closed session to discuss labor negotiations. No action is planned.

EXECUTIVE SESSION

At 6:30 p.m., the Council went into executive session to review personnel decisions and potential property purchase. No action is planned.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:00 p.m. The next regular meeting is scheduled for Thursday, April 4, 2013 at 12:00 p.m.

* * * * *

These minutes were approved on April 4, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, April 4, 2013 – 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; Position No. 4, Felix Menjivar; and Position No. 5, Barbara Starr.

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

Attorney, Adina Cunningham was present by telephone.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

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ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session of the Town Council was not scheduled.

PUBLIC ACCESS TIME

Mike Ahrenius, Port Commissioner, said hello to the Council.

ACTION AND DISCUSSION ITEMS

Proclamation - National Library Week

At 12:01 p.m., Mayor Lacher proclaimed April 14th through 20th National Library Week at the San Juan Island Library and invited all residents to visit the library this week to take advantage of the wonderful books, media, and other resources available. Laurie Orton, Library Director, discussed upcoming events at the Library. The Mayor and Council thanked Ms. Orton. No discussion followed.

United Way - Day of Caring Event

At 12:05 p.m., Mayor Lacher introduced Bill Morrissey, San Juan County United Way (SJC UW) President, to speak about upcoming events. Mr. Morrissey discussed the SJC UW's mission, programs and events. The Day of Caring event is scheduled on September 14, 2013. The Council was invited to suggest potential projects for this event. The Mayor and Council thanked Mr. Morrissey. No discussion followed.

Administrative Appeal - Palace Theatre

At 12:15 p.m. Mayor Lacher opened the administrative appeal filed by Jack Cory, Agent for Jerome Alhadeff, owner of Palace Theatre, on March 18, 2013, concerning the administrative decisions made by Land Use Administrator, Mike Bertrand, in connection with a sign variance application for the theater located at 209 Spring Street. Mr. Cory has filed the appeal under the provisions of Friday Harbor Municipal Code, Title 20.20.010(A) & (B).

Mayor Lacher read the rules for public conduct of said appeal; and explained that because the appeal involves issues arising out of the Town's sign ordinance, it was considered quasi-legislative in nature, and the appearance of fairness doctrine did not technically apply, however the Council would proceed as if the matter were quasi-judicial. Mayor Lacher noted that the Council decision must be based only on the evidence provided by Town Staff, Mr. Cory and witnesses.

Mayor Lacher asked Mr. Cory if there was any objection to her or any Councilmember's participation. None was heard. Mayor Lacher inquired if any Councilmember wished to excuse themselves from participation in the proceedings due to a conflict of interest or any other reason. The Council answered in the negative.

At 12:16 p.m., Mayor Lacher asked Mr. Cory to present the appeal. Mr. Cory entered no exhibits into the record. Mr. Cory stated that his clients disagreed with the decision of the Land Use Administrator in his response letter dated March 11, 2013. The letter stated that Town is willing to give Palace Theatre a variance, however not to the extent of the request. Said letter describes the allowance of 1) three signs that read "Palace Theatre"; 2) electronic reader board of no greater length than 14'-3"; 3) lettering requirements; and 4) times when said sign may be lit. Mr. Cory stated that Palace Theatre owners appreciate the granting of a variance for a sign of lesser size than the requested size, but wish to present the application and reasons for the original sign size to the Council.

At 12:25 p.m., Mayor Lacher requested that staff respond. Land Use Administrator, Mike Bertrand presented the staff report dated April 4, 2013 and stated that in summary the Theatre has been granted the variance per their application, except for reducing the reader board sign by approximately 2' - 10". The reduction in sign size was determined for aesthetic reasons. Mayor Lacher asked if staff

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had additional comments. Sandy Strehlou, Historic Preservation Coordinator stated that the department comments were contained in the staff report and that she was available to answer questions from the Council. Attorney Cunningham reviewed the administrative appeal procedure and advised the Council on their quasi-legislative role in this decision making process.

At 12:32 p.m., Mayor Lacher provided an opportunity for additional comment by the Applicant. Mr. Cory made comments regarding the aesthetics of the building.

At 12:35 p.m., Mayor Lacher opened the appeal to Council questions. Discussion followed regarding the size of the sign, traffic safety and if the Town would have the authority to regulate the sign in the future if it posed a problem.

At 12:54 p.m., Mayor Lacher opened the appeal to Council deliberations.

Moved by Hushebeck, seconded by de Freitas, to deny the appeal of administrative decision filed by Jack Cory, Agent for Jerome Alhadeff, owner of Palace Theatre, on March 18, 2013, concerning the administrative decisions made by the Land Use Administrator in connection with a sign variance application for Palace Theatre located at 209 Spring Street. Motion passed unanimously.

Conditional Use Permit No. 67

At 1:05 p.m., Mayor Lacher introduced the update regarding Conditional Use Permit No. 67, to allow a commemorative wall consisting of 3"x 7" grey colored tiles to commemorate a loved one or a family name. Land Use Administrator, Mike Bertrand explained that Wolf Hollow has not begun installation of the project to date, but still has one full year to complete. No discussion followed.

Front Street Pedestrian Improvement Project

At 1:06 p.m., Mayor Lacher introduced the update regarding the Front Street Pedestrian Improvement Project. Land Use Administrator, Mike Bertrand, and Public Works Director, Wayne Haeefe, provided an update on the project. The concrete, crosswalk and railings are in place. The Community Development Department is currently designing the content for the informational kiosk. Washington State Ferries (WSF) has opted not to make the additional access improvements on East Street due to liability concerns. WSF determined that the grade of East Street was too steep for the proposed improvements (wheel chair accessibility through the median) to be an enhancement for the disabled. No discussion followed.

Resolution No. 1940

At 1:09 p.m., Mayor Lacher announced that discussion of draft Resolution No. 1940 was postponed until after the scheduled executive session.

Resolution No. 1941

At 1:10 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1941, authorizing the Mayor to execute an interlocal agreement with San Juan County for court services. Administrator Wilson explained that the purpose of the agreement is for the County to provide the Town with district court, prosecution, public defense and probation services for municipal matters filed in District Court and to update and replace the current agreement. The agreement delineates the fees and costs for types of infractions, probation and court operations. Discussion followed regarding how the County established and budgets for said fees.

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Moved by Starr, seconded by Menjivar, to adopt Resolution No. 1941, authorizing the Mayor to execute an interlocal agreement with San Juan County for court services. Motion passed unanimously.

Resolution No. 1943

At 1:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1943, accepting the project known as the Spring Street Water Main Replacement Project. Administrator Wilson explained that Lawson Construction has completed the project in compliance with the plans and specifications; and that the purpose of adopting said resolution is to allow for the process of finalizing the project, including the release of retainage. Discussion followed regarding the asphalt used for the temporary patching.

Moved by Hushebeck, seconded by Menjivar, to adopt Resolution No. 1943, accepting the project known as the Spring Street Water Main Replacement Project. Motion passed unanimously.

Resolution No. 1944

At 1:27 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1944, authorizing the Mayor to execute an interlocal agreement with Skagit County for receipt of solid waste. Administrator Wilson explained that Skagit County is willing to accept and process only solid waste that is destined for landfill disposal at the Skagit County Transfer and Recycling Station from the Town and San Juan County at its adopted municipal customer rate plus a seven dollar per ton out-of-county surcharge for ten years. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 1944, authorizing the Mayor to execute an interlocal agreement with Skagit County for receipt of solid waste. Motion passed unanimously.

ADMINISTRATOR'S REPORT

At 1:32 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Roundtownner Shuttle Service Proposal
- Land Use Training
- Spring Street Rain Garden
- Front Street Right of Way
- Time limited Parking
- Tucker Avenue
- Noise Ordinance
- St. Frances Church property and Spring Street ROW Improvements
- Seasonal Banners
- Flower Baskets
- Hazardous Waste Roundup
- New Employee

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 37820 through 37855 in the amount of \$91,640.65 and affirm the payment of Payroll Warrants and Direct Deposit Run dated April 1, 2013. Motion passed 4-0 with Starr absent.

APPROVAL OF MINUTES

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Moved by de Freitas, seconded by Monin, to approve the minutes of **March 21, 2013**. Motion passed 4-0 with Starr absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher announced that the Council was invited to the EDC Luncheon on April 18, 2013. Discussion followed. Three or more members of the Council may attend.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 2:10 p.m., Mayor Lacher announced that the Council would be holding a closed session regarding collective bargaining in accordance with the provisions of RCW 42.30.140(4); which was estimated to last 15 minutes; and executive session pursuant to RCW 42.30.110(f) to review personnel decisions. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich, Attorney Cunningham and Clerk Taylor. The session ended at 2:25 p.m. for an actual session time of 15 minutes. The Council made the following motion after executive session:

Resolution No. 1940 - Moved by Menjivar, seconded by de Freitas, to adopt Resolution No. 1940, authorizing the Mayor to execute a labor contract with Washington State Council of County & City Employees, AFSCME, AFL-CIO Local 1849F for the period March 1, 2013 through December 31, 2014. Motion passed 4-0 with Starr absent.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:26 p.m. The next regular meeting is scheduled for Thursday, April 18, 2013 at 5:30 p.m.

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These minutes were approved on April 18, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, April 18, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 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. 5, Barbara Starr.

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

Attorney, Adina Cunningham attended by telephone.

Position No. 4, Felix Menjivar; was not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

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FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The afternoon session of the Town Council was not scheduled due to lack of a quorum. Mayor Lacher explained that the evening agenda was reprioritized to accommodate staff.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation - Great Island Cleanup Day

At 5:31 p.m., Mayor Lacher proclaimed Saturday, April 20, 2013 as Great Island Clean-up Day and encouraged residents to adopt a portion of street, roadway or beach and remove any litter. David Delandorph, SJI resident, accepted the proclamation and explained that several service groups and volunteers are involved in the effort. Mayor Lacher thanked Mr. Delandorph for leading the effort.

2013 Public Works Plan

At 5:32 p.m., Mayor Lacher introduced discussion regarding 2013 projects and work plan for the Public Works Department. Public Works Director, Wayne Haefele, explained that Town has aged infrastructure and that we are experiencing a higher frequency of water main breaks because of it. Mr. Haefele listed several projects that could be accomplished utilizing the Town crew. Mr. Haefele explained that significant savings could be had by not contracting for the work. Mr. Haefele requested that Town hire a seasonal worker. Discussion followed regarding a seasonal employee and reprioritizing the Town Capital Improvement Plan. **Council consensus to authorize the Mayor to hire a seasonal employee.** Mayor Lacher thanked Mr. Haefele.

Town Parking Plan

At 5:53 p.m., Mayor Lacher introduced discussion of parking. Administrator Wilson explained that the area located on West Street in front of the Town Fire Station is currently designated as a fire zone. Since the Station is currently vacant, the area could be designated as eight-hour parking and beautified with paint, railing and flower baskets. Mr. Wilson discussed extending the current eight-hour parking on First Street to Court Street. Discussion followed regarding the appropriate time limitation on parking on First and Court Streets. **Council consensus to paint and designate West Street as additional parking before Memorial Day. Council consensus to hold a public meeting to discuss the Town Parking Plan before any long term changes are made.**

Resolution No. 1945

At 6:10 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1945, authorizing the Mayor to execute Supplemental Agreement No. 1 to the Blair Street Improvement Project. Said agreement provides for easement acquisition services, including preparation of Quit Claim Deeds, in the amount of \$3,262. No discussion followed.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 1945, authorizing the Mayor to execute Supplemental Agreement No. 1 to the Blair Street Improvement Project with the engineering firm of Gray & Osborne for easement acquisition services. Motion passed 4-0 with Menjivar absent.

Resolution No. 1946

At 6:11 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1946, authorizing the Mayor to execute a Supplemental Agreement No. 1 to the Mullis Street Pedestrian Improvement Project. Said

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agreement proposes to provide plans and specifications for a flashing beacon at the proposed crosswalk at the intersection of Spring and Mullis Street. Administrator Wilson and Mr. Haefele explained that staff's recommendation at this time is to postpone adoption of the resolution and agreement because it would cost nearly half of the project's budget. Mr. Haefele explained that he would design the improvements himself. **Resolution No. 1946 withdrawn from consideration. [Clerk's Note: Resolution No. 1946 was reassigned. See Administrator's Report.]**

ADMINISTRATOR'S REPORT

At 6:17 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Spring Street Water Main Replacement Project - A Change Order in the amount of \$1,500 was presented to the Council for approval. It was explained that the change order was approved by the Public Works Director while in the field. The outstanding amount was being presented to the Council because the project has already been accepted. No discussion followed. **Moved by Starr, seconded by Hushebeck, to adopt the Change Order in the amount of \$1,500 to the Spring Street Water Main Replacement Project. Motion passed 4-0 with Menjivar absent.**
- Resolution No. 1946 - Authorizing the sale and transfer of equipment leased with the option to purchase by San Juan County Fire Protection District No. 3. In accordance with the terms and conditions of the lease with option to purchase agreements for Fire Engine No. 7, No. 11, Fireboat Confidence, and miscellaneous equipment, the Fire District notified the Town of its intent to exercise its option to purchase interest. On April 8, 2013, District paid the Town \$356,250.00 for all of the above mentioned equipment. No discussion followed. **Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 1946, authorizing the sale and transfer of equipment leased with the option to purchase by San Juan County Fire Protection District No. 3. Motion passed 4-0 with Menjivar absent.**
- Warbass Way Stormwater Issue - Residents have expressed concerns regarding stormwater pooling on the street. Public Works has determined that it would require significant work to address the issue.
- New position - The new employee has been pressure washing at Cahail and Sunken Parks, along with other areas in Town.
- Hazardous Waste Roundup - The yearly Hazardous Waste Roundup Day is scheduled at the San Juan Island Transfer Station on April 19th and 20th. Information is posted in the newspaper.

ACTION AND DISCUSSION ITEMS (continued)

Round Towner Shuttle Program

At 6:28 p.m., Mayor Lacher introduced discussion of the Round Towner Shuttle Program. Administrator Wilson explained that the proposed program is a service that will travel a 5-mile loop from the ferry landing, through the Town to PeaceHealth, including downtown business locations, library, senior center, and government offices. The proposal envisions a frequent shuttle service with convenient stops and wave-down locations that would require approximately 24 minutes per loop. Administrator Wilson introduced Dan Riley, San Juan Islands Shuttle System, to describe the program. Mr. Riley explained that most arrivals to Friday Harbor come by ferry. Although much of downtown is a short walk from the ferry landing, the distance to the Skagit Valley College Campus, Airport or new hospital site is approximately 1.2 miles, mostly uphill. Taxis are usually available during the off season but are in high demand during June through August. Rates vary from \$6 to \$12 with no fare regulation. Mr. Riley stated that based on casual surveys, a shuttle service that costs from \$1 to \$3 that reaches all major Town sites would be attractive to local residents, visitors and businesses alike. Discussion followed regarding possible shuttle pickup locations. No action was taken. Mayor Lacher thanked Mr. Riley for the presentation.

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Memorial Park Tree Care

At 6:40 p.m., Mayor Lacher introduced discussion of tree trimming at Memorial Park. Administrator Wilson explained that along with basic trimming, the elm trees at Memorial Park are overdue for a comprehensive health assessment. Fred Ellis, local arborist, is developing a plan for care. No discussion followed. No action was taken.

Front Street Right of Way

At 6:42 p.m., Mayor Lacher introduced discussion of use of the Front Street right of way. Administrator Wilson explained that there were areas in the newly constructed Front Street right of way that would be suitable for "pocket parks". Administrator Wilson suggested that the areas be used for additional benches, tables or possibly public art. Discussion followed regarding partnering with entities such as the Sculpture Park or Museum for placement of art. **Council consensus to add to a future agenda.**

Master Tourism Plan

At 6:50 p.m., Mayor Lacher introduced discussion of the Town Master Tourism Plan. Administrator Wilson presented key elements of said plan and requested permission to initiate a request for proposals from marketing/branding organizations. Discussion followed regarding a new logo and branding statement. **Council consensus to develop and present a request for proposals.**

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 37856 through 37912 in the amount of \$142,727.15. Motion passed 4-0 with Menjivar absent.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Starr, to approve the minutes of **April 4, 2013 as submitted.** Motion passed 4-0 with Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher requested that discussion of the Town Tourism Master Plan, Wellness Program and Lodging Town Advisory Committee be added to future agendas.

The complete draft Solid Waste Management Plan is now available and has been forwarded to the Department of Ecology for review.

San Juan County has been developing a plan and agreement for maintenance of the Spring Street Rain Gardens.

CITIZEN RESPONSE

Marilyn O'Connor, Port Executive Director, invited the Town to meet their new consultant and participate in the initial meeting for the Port of Friday Harbor Master Plan.

EXECUTIVE SESSION

At 7:40 p.m., Mayor Lacher announced that the Council would be holding two (2) executive sessions regarding personnel decisions and an employee performance review in accordance with the provisions of RCW 42.30.110(1)(g); each was estimated to last 15 minutes. Participants: Town Council, Mayor Lacher, and Attorney Cunningham. The session ended at 8:44 p.m. for an actual session time of 1 hour 4 minutes. No actions were taken.

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ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 8:46 p.m. The next regular meeting is scheduled for Thursday, May 2, 2013 at 12:00 p.m.

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These minutes were approved on May 2, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, May 2, 2013 – 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. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; Attorney, Adina Cunningham and Clerk, Amy Taylor.

Position No. 4, Felix Menjivar; was not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

Dave Smith, Streets Leadsman, thanked the Council for funds for the new parks.

ACTION AND DISCUSSION ITEMS

Proclamation - National Historic Preservation Month

At 12:02 p.m., Mayor Lacher proclaimed May 2013 as National Historic Preservation Month in the Town and called upon citizens to recognize and participate in the observance. Matt Shildneck, HPRB member, spoke about the importance of historical preservation and noted that the Fritz home and Post SJ Building are scheduled to be demolished in June. Mr. Shildneck urged the Council to consider provisions or incentives in the municipal code to avoid demolition and promote creative solutions for preservation. Mayor Lacher thanked Mr. Shildneck.

DEPARTMENT REPORT

At 12:05 p.m., Mayor Lacher introduced department reports. The Historical Preservation Department, Sheriff Department, SJC Department of Emergency Management, Fire Department, Town Community Development & Planning, System Administration, and Public Works provided updates on recent events and work schedules. Discussion followed. No action was taken.

ACTION AND DISCUSSION ITEMS (cont.)

Resolution No. 1947

At 1:15 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1947, authorizing the Mayor to execute an agreement with Calgon Carbon, Inc. for granulated active carbon media replacement at

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the Water Treatment Plant. Administrator Wilson explained that the contract will represent a cost savings of approximately \$10,000 per tank refill for the duration of the contract. Discussion followed regarding termination of the contract and scope of services offered.

Moved by Monin, seconded by Starr, to adopt Resolution No. 1947, authorizing the Mayor to execute an agreement with Calgon Carbon, Inc. for granulated active carbon media replacement at the Water Treatment Plant.

Resolution No. 1948

At 1:18 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1948, authorizing the Mayor to execute a Supplemental Agreement to the contract with the engineering firm of Gray & Osborne, Inc. for design of improvements on a portion of Mullis Street. Administrator Wilson explained that the agreement is in the amount of \$2,988 to provide services for installing a bulbout at the southwest quadrant of the Spring and Mullis Street intersection, locating a street light, and preparing a quit claim deed. No discussion followed.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 1948, authorizing the Mayor to execute a Supplemental Agreement to the contract with the engineering firm of Gray & Osborne, Inc. for design of improvements on a portion of Mullis Street. Motion passed 4-0 with Menjivar absent.

Resolution No. 1949

At 1:20 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1949, authorizing the Mayor to offer for public sale such used equipment and items deemed surplus. Treasurer Picinich explained that Town will hold a garage sale on Saturday, May 18th to dispose of the items. Clerk Taylor stated that the lot consisted mostly of obsolete computer equipment and software. No discussion followed.

Moved by de Freitas, seconded by Hushebeck, to adopt Resolution No. 1949, authorizing the Mayor to offer for public sale such used equipment and items deemed surplus. Motion passed 4-0 with Menjivar absent.

Public Facilities Financing Assistance Program (PFFAP)

At 1:21 p.m., Mayor Lacher introduced discussion of the 2013 San Juan County PFFAP. Administrator Wilson explained the guidelines for eligible projects and asked if the Council desired to suggest any projects that Town may apply for. Discussion followed regarding the proposed crosswalk at Mullis Street and placards near the Port shoreline. **Council consensus to submit an application to request funding for the proposed crosswalk at Mullis Street.**

ADMINISTRATOR'S REPORT

At 1:29 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Hotel Motel Excise Tax - Lodging Tax revenues are trending higher than in the last few years.
- HB [##] - The house bill regarding H/M Tax has passed in the State Legislature.
- Cable Television Franchise - Zito Communications has notified the Town that it intends to renew its franchise agreement.
- Public Art - The Sculpture Park is willing and eager to display artwork in selected areas of Town. A public art policy will be presented to the Council.
- Candidate Filing - Filing for candidacy is scheduled May 13th through 17th at the SJC Elections Office.
- Court Street Stairs - The Street Department has pressure washed and generally cleaned up the staircase adjacent to the Port.

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- SJI Transfer Station - An update was provided regarding County negotiations with ChemTec for operation of the transfer station.
- July 4th Parade - The Association is requesting use of the Cadillac Fire Truck for the Parade.
- Time Limited Parking - The fire zone near Town Hall has been repainted and designated four hour parking.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 37913 through 37961 in the amount of \$123,914.26; and affirm the payment of Payroll Warrant Nos. 15781 through 15810 and direct deposit run of May 2, 2013. Motion passed 4-0 with Menjivar absent.

APPROVAL OF MINUTES

Approval of Minutes were postponed until the evening session.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher described the visit from Anacortes and their sister city from Russia the previous week.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:04 p.m. The next regular meeting is scheduled for Thursday, May 2, 2013 at 5:30 p.m.

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These minutes were approved on May 16, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, May 2, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 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. 5, Barbara Starr.

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

Attorney, Adina Cunningham was available by telephone.

Position No. 4, Felix Menjivar was not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

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PUBLIC ACCESS TIME

There were no public access items forthcoming.

APPROVAL OF MINUTES

Moved by Monin, seconded by de Freitas, to approve the minutes of **April 18, 2013**. Motion passed 4-0 with Menjivar absent.

ACTION AND DISCUSSION ITEMS

Town Vision Statement

At 5:34 p.m., Mayor Lacher introduced discussion of the final draft of the Vision Statement. Administrator Wilson explained that at the March 7th session Council revised the draft Vision Statement and requested that the Council direct staff to forward the document for consideration at the public hearing for the Town Comprehensive Plan. Discussion followed regarding the text changes.

Moved by de Freitas, seconded by Starr, to approve the final draft of the Town Vision Statement dated April 18, 2013 and forward said document to the Planning Commission for consideration at the public hearing for the Town Comprehensive Plan. Motion passed 4-0 with Menjivar absent.

Ordinance No. 1508

At 5:42 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1508, distributing property tax revenue and repealing Ordinance No. 1475. Treasurer Picinich explained that the Town Council annually adopts an ordinance fixing the amount of Ad Valorem Taxes for the ensuing year. The Council determined the percentage of 90/10 deposited for Street Fund purposes. Said Ordinance redistributes twenty five percent of the revenue to Street Fund #440. No discussion followed.

Moved by Monin, seconded by Hushebeck, to adopt Ordinance No. 1508, distributing property tax revenue and repealing Ordinance No. 1475. Motion passed 4-0 with Menjivar absent.

Resolution No. 1950

At 5:47 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1950, designating the Journal of the San Juans, formally known as Sound Publishing, Inc. as the source for legal printing and other official publications for the Town of Friday Harbor. Clerk Taylor explained that RCW 35.27.350 authorizes Towns to designate any circulating newspaper for legal publishing so long as bidding requirements are met. Staff recommendation is to designate the Journal as Town's legal paper until such time as bidding is required. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 1950, designating the Journal of the San Juans, formally known as Sound Publishing, Inc. as the source for legal printing and other official publications for the Town of Friday Harbor. Motion passed 4-0 with Menjivar absent.

Resolution No. 1958

At 5:50 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1951, authorizing the Mayor to execute an agreement between the Town of Friday Harbor and Gene Gerehart and Susea McGearhart for certain improvements to the public right-of-way. Administrator Wilson explained that the developers are required to develop certain improvements in accordance with FHMC. No discussion followed.

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Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 1958, authorizing the Mayor to accept the attached Agreement in Lieu of Improvements with Gene Gearhart and Susea McGearhart, and Mayor Carrie Lacher is authorized to execute such agreement on behalf of the Town Council. Motion passed 4-0 with Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 5:59 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding real estate acquisition in accordance with the provisions of RCW 42.30.110; which was estimated to last 15 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich, Attorney Cunningham and Clerk Taylor. The session ended at 6:39 p.m. for an actual session time of 40 minutes. No actions were taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:40 p.m. The next regular meeting is scheduled for Thursday, June 6, 2013 at 12:00 p.m.

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These minutes were approved on May 16, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, May 16, 2013 – Council Chambers – Afternoon Session
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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, Felix Menjivar; and Position No. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; Attorney, Adina Cunningham and Clerk, Amy Taylor.

Position No. 2, Noel Monin was not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Monin. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session was not scheduled due to the Town Council, Planning Commission and staff's participation in an Association of Washington Cities (AWC) sponsored training session concerning land use regulations. The purpose of the training session was to discuss land use laws and best practices

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for quasi-judicial decision making. Members of the public were invited to attend by registering for the event through AWC.

The Council announced that it would hold an executive session pursuant to RCW 42.30.110(1)(c) to consider the minimum price at which real estate will be offered for sale or lease; following the posted agenda. See Administrator's Report for more information.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation - Poppy Days

At 12:03 p.m., Mayor Lacher proclaimed May 19th through May 31st, 2013 as Poppy Days in the Town of Friday Harbor and urged citizens to support Veterans and the efforts of the American Legion Auxiliary. The Mayor and Council thanked the Auxiliary.

Front Street Landscaping Plan

At 12:06 p.m., Mayor Lacher introduced the presentation by Island Gardens concerning the landscape and planting plan for the Front Street right of way adjacent to the recently completed pedestrian improvements. Steve Schramm, Owner/Designer, described the proposed layout, color palette and maintenance per plant species, and cost projections. Surina Shaffer, Town Gardener, and Sarenas Schumacher, Town Maintenance Worker, offered alternatives to two of the proposed species of plantings that had "thorny" characteristics. Ms. Schumacher and Ms. Shaffer expressed concerns regarding injury from having to remove debris that would be caught in those particular shrubberies. Discussion followed regarding the alternative plantings and cost. Administrator Wilson explained that if the Council was comfortable with the overall concept to authorize the staff to move forward with securing appropriate plantings.

Moved by Hushebeck, seconded by Starr, to authorize staff to move forward with proposed landscape and planting plan for the Front Street right of way, taking into consideration the comments from maintenance and gardening staff, in an amount not to exceed \$15,000. Motion passed 4-0 with Monin absent.

Front Street Informational Kiosk

At 12:35 p.m., Mayor Lacher introduced the presentation by Community Development and Planning regarding signage for the informational kiosk in the Front Street right of way. Mayor Lacher complimented Land Use Administrator Mike Bertrand on behalf of Washington State Ferries for his involvement in the Project. Sandy Strehlou, Historic Preservation Coordinator, provided the preliminary layout and information to be displayed including welcome message, maps, and directional signage. Discussion and inquiry followed regarding content and timeline for fabrication. Ms. Strehlou stated that she could bring additional information to the next meeting if needed. Mayor Lacher thanked Ms. Strehlou.

Council consensus to approve the final design, content and layout of kiosk signage on June 6, 2013, provided that final review of signage would not delay fabrication and installation by the July 4th holiday.

Permit Request - Use of Right of Way

At 1:00 p.m., Mayor Lacher introduced discussion of an application by Friday Harbor House (FHH), located at 130 West Street, for private use of public right of way. Land Use Administrator, Mike Bertrand, explained that in accordance with FHMC 12.28.140(C), the FHH has submitted an application

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for use of the Front Street right of way adjacent to their property. This right of way has not been opened by the Town for use by the public but could be opened in the future. FHH is requesting to use this area for events, outdoor dining and small weddings. FHH has submitted an agreeable site plan depicting the area that they desire to use. After review of their application and site visit, staff recommends approval of the license request with the following conditions:

- Allow for a future public trail connecting the Port property to West Street Park;
- Term of the license should be for three years with option for renewal after administrative review;
- Fee for use will be \$500 per year for the use;
- Applicant shall sign an agreement to indemnify and hold the Town harmless from any claim or loss arising from or in any way connected with said license;
- License shall be revocable at the will of the Town; and
- Issuance of a license would be contingent on administrative approval of the land use portion of their site plan, including any grading or site improvements.

Discussion and inquiry followed regarding improvements and public access to the right of way. Attorney Cunningham stated that the application meets the criteria of our current municipal code. Thomas Sandstrom, representative, thanked the Council for considering the request.

Moved by Hushebeck, seconded by Menjivar, to approve the request by Friday Harbor House for a license to use the public right located adjacent to 130 West Street, subject to the terms and conditions listed in the Staff Report dated May 9th, 2013. Motion passed 4-0 with Monin absent.

Resolution No. 1952

At 1:08 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1952, accepting the bill of sale from Gene Gearhart and Susea McGearhart (Grantors) for certain improvements to the Town water system; and quit claim deed for Town right of way located at the intersection of Blair and Reed Street. Administrator Wilson explained that the Grantors have installed improvements to the water system within the Blair Avenue and Reed Street public right-of-ways. The Grantors desire to gift said improvements and dedicate that area of which improvements are located in accordance with the Town's approved extension policy. No discussion followed.

Moved by de Freitas, seconded by Starr, to accept the bill of sale from Gene Gearhart and Susea McGearhart for certain improvements to the Town water system; and quit claim deed for Town right of way located at the intersection of Blair and Reed Street. Motion passed 4-0 with Monin absent.

Resolution No. 1953

At 1:11 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1953, authorizing the Mayor to execute an agreement with San Juan County for building inspection and plan review services. Administrator Wilson requested that adoption of the agreement be postponed. No action was taken.

Resolution No. 1954

At 1:18 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1954, authorizing the Mayor to execute an agreement with Robertson Construction, LLC for stair tread replacement in the Court Street right of way. Administrator Wilson explained that the staircase connecting First Street to Front Street is in need of repair for safety and aesthetic reasons. Discussion followed regarding the material used for coating.

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Moved by Starr, seconded by de Freitas, to adopt Resolution No. 1954, authorizing the Mayor to execute an agreement with Robertson Construction, LLC for stair tread replacement in the Court Street right of way. Motion passed 4-0 with Monin absent.

Ordinance No. 1509

At 1:21 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1509, adding a new chapter to Title 2 of the Friday Harbor Municipal Code concerning hours of operation for Town Hall. Section 35.21.175 RCW requires that all city and town offices adopt business hours by ordinance. Section 2.02 FHMC is adopted to designate 8:00 a.m. to 4:30 p.m. Monday through Friday; exclusive of legal holidays, emergencies and special conditions as the business hours of the Town. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1509, adding a new chapter to Title 2 of the Friday Harbor Municipal Code concerning hours of operation for Town Hall. Motion passed 4-0 with Monin absent.

Ordinance No. 1510

At 1:22 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1510, amending Chapter 10.04 of the Friday Harbor Municipal Code concerning time limited parking. The purpose of the ordinance is to amend the fire zone to four hour parking on the north side of West Street from First to Second Street. Administrator Wilson explained that this would provide approximately ten more long term parking spaces in the downtown core. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1510, amending Chapter 10.04 of the Friday Harbor Municipal Code concerning time limited parking. Motion passed 4-0 with Monin absent.

Certified Municipal Clerk (CMC) Program

At 1:26 p.m., Mayor Lacher introduced discussion of training opportunities for Clerk Taylor. Clerk Taylor explained that she was enrolled in the Northwest Clerks Institute for the week of June 2nd through 9th; and asked for Council's support while pursuing her CMC designation. Discussion followed regarding professional development and training. No action taken.

ADMINISTRATOR'S REPORT

At 1:34 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Executive session - An executive session was requested to briefly update Council with issues surrounding the proposed lease at Sutton Road.
- Wildlife Study - The Department of Fish and Wildlife has requested access to Trout Lake to conduct a study and survey for the Fork Tail Snake. The Fork Tail has been located on other islands in the County, but unknown if here on San Juan Island.
- Pavement survey - Town needs approximately \$53,000 to update its pavement survey. The survey is necessary for future planning and in seeking grants.
- Labor Institute - AWC recently held their Labor Institute. The subject of absenteeism was an issue.
- Sunshine Alley - An RFP will be presented for an urban architecture firm to look at beautification of the Alley.
- Summer Banner - Design of the summer banners are being finalized.
- Summer Promotion - LTAC will be requesting allocation of \$140,000 for the Hotel Motel Excise Tax Grant Program and the Visitors Bureau will be requesting monies for a special summer promotion campaign at the June 6th meeting.

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- HB (insert ##) - The bill regarding use of hotel motel excise tax passed.
- Surplus Sale - Town will have a garage sale on May 18, 2013
- Public Art Policy - Staff will bring forward an ordinance for consideration.
- Candidate Filing - Deadline for filing for the primary is May 17, 2013.
- Flags - New flags should be installed by Memorial Day
- Sunken Parks - New tables installed.

PAYMENT OF CLAIMS

Moved by Menjivar, seconded by Starr, to approve the payment of Claim Warrant Nos. 37962 through 38020 in the amount of \$236, 710.34. Motion passed 4-0 with Monin absent.

APPROVAL OF MINUTES

The approval of minutes was postponed until the June 6, 2013 meeting.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 1:49 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding real estate in accordance with the provisions of RCW 42.30.110; which was estimated to last 10 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich, Attorney Cunningham and Clerk Taylor. The session ended at 2:09 p.m. for an actual session time of 20 minutes. No actions were taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:10 p.m. The next regular meeting is scheduled for Thursday, June 6, 2013 at 12:00 p.m.

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These minutes were approved on June 6, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, June 6, 2013 – Council Chambers – Afternoon Session
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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council at 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. 5, Barbara Starr.

Other Present: Town Administrator, Duncan Wilson; Town Treasurer, Wendy Picinich. Attorney Adina Cunningham was available via telephone.

Position No. 4, Felix Menjivar was not present.

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EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher led the flag salute.

PUBLIC ACCESS TIME

Several citizens expressed their support for the Town Council's proposed public art ordinance. Diane Martinson offered support of the program and Barbara Marrett encouraged the Council to use a open process to choose public art and involve people who know art. Steve Simpson recommended establishing an art commission and suggested looking at the City of Edmond's model.

ACTION AND DISCUSSION ITEMS

San Juan Island Garden Club

Treasurer Picinich presented the members of the San Juan Island Garden Club a plaque expressing the Town's appreciation of their many years of financial support of the Town's hanging baskets.

Front Street Informational Kiosk

At 12:10 p.m., Sandy Strehlou, Historic Preservation Coordinator, explained the proposed changes to the sign layout. Monin suggested that all restroom directional signs in Town should match the restroom sign on the kiosk. Council agreed that the painting of the "kiosk frame" should wait until all to the sign pieces are in place. Council approved the design, content and layout of the kiosk sign as presented.

Urban Planning Design Services RFO

At 12:30 p.m., Mayor Lacher introduced a request for qualifications for Urban Planning Design services relating to improvements to Sunshine Alley. Administrator Wilson explained that the Town anticipates selecting a consultant to provide urban architectural services required for site planning, design and construction of improvements within Sunshine Alley. Discussion followed. Council approved advertising for these services.

Tourism Master Plan

At 12:43 p.m., Mayor Lacher introduced a request for proposal for Consulting Services for the Preparation of a Tourism Master Plan. Administrator Wilson explained the proposal. Discussion followed. Council approved advertising for these services.

Resolution No. 1955

At 1:04 p.m., Mayor Lacher introduced Resolution No. 1955, a Resolution adopting amended policies and procedures for administering the Hotel/Motel Tax Grant Program. Administrator Wilson explained that the Resolution expanded the Lodging Tax Grant Program to allow the use of funds to promote year round tourism promotion activities instead of limiting promotions to only shoulder season events. Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 1955, the motion was approved 4 to 0 with Menjivar absent.

Presentation by the San Juan Islands Visitors Bureau

At 1:15 p.m., Debra Hopkins, Executive Director of the San Juan Islands Visitors Bureau, explained the Bureau request for Hotel/Motel Tax funds for its 2013 summer tourism promotional campaign. Councilmember de Freitas excused herself from the discussion. Moved by Monin, seconded by Starr, to grant the San Juan Islands Visitor Bureau \$50,000 from the Town's promotional (second 2%)

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hotel/motel tax fund for the Bureau's 2013 summer campaign. The motion was approved by 3 to 0 with de Freitas abstaining and Menjivar absent.

Public Art

At 1:40 p.m., Mayor Lacher introduced a draft ordinance regarding the placement of public art. The draft ordinance outlines the process to consider public art, the criteria to determine whether art work should be placed on Town property and the requirements for the placement of public art. After discussion it was decided to schedule further discussion of this Ordinance on a future Council agenda.

Administrator's Report

At 1:56 p.m., Administrator Wilson presented the Town Council an update on the following:

- The glass in several Council Chamber window panes and the glass in the front door will be replaced due to broken seals.
- The banners for the summer season have been ordered and include several for different summer events.
- The Town has matched the San Juan Island Chamber of Commerce's fourth of July fireworks display.
- The opening of the Brickworks is scheduled for Saturday June 15th.
- San Juan Island School District is working on its land donation for the sidewalk on Blair Street.
- The law firm of Foster Pepper PLLC has reviewed the Town's proposed Shoreline Master Plan. Staff will review the recommended changes and incorporate them into the Town's document.
- The Washington State Department of Ecology has contacted the Town regarding some stormwater issues and possible grant funding to help solve the problems.
- The vacancy in the Sewer Department will not be filled immediately. Instead of hiring a certified treatment plant operator at this time, a seasonal employee will be hired to maintain the treatment plant properties.
- Public Works Director Haeffle is working with the State Transportation Improvement Board to obtain funding for the future improvement on Blair Street between Reed Street and Spring Street.
- A draft agreement with San Juan County for use of the Town's Sutton Road property is almost completed.
- The Town's Street Department received a \$1,000 grant from the Association of Washington Cities Risk Management for sidewalk repairs. The Town also received an AWC grant for the purchase of a digital camera for the sidewalk inventory program.
- Staff is developing a comprehensive nuisance ordinance that will be scheduled for discussion at a future Council meeting.
- The Town received a request to change the street sign at the corner of Court and First Streets from a yield sign to a stop sign. Council approved the request.
- The failed hot water tank at the Fire Hall has been replaced.

PAYMENT OF CLAIMS AND APPROVAL OF PAYROLL

Moved by Monin, seconded by deFreitas, to approve the payment of Claims Warrants #38021 through #38081 in the amount of \$161,688.92 and affirm the payment of Payroll Warrant # 15813 through #15842 and direct deposit run of May 31, 2013. The motion passed 4-0 with Menjivar absent.

APPROVE OF MINUTES

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Moved by Hushebeck, seconded by Starr, to approve the minutes of the May 2, 2013 afternoon meeting, the May 2, 2013 evening meeting and the May 16, 2013 afternoon meeting. Motion passed 4 to 0 with Menjivar absent.

FUTURE ADGENDA ITEMS

Councilmember Hushebeck requested that the review of the Town's street standard be set for a future Council meeting.

CITIZEN RESPONSE

Liz Illg applauded the Council for its draft ordinance regarding public art and suggested the ordinance include the formation of a public arts committee.

ADJOURNMENT

Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:12 p.m.

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These minutes were approved on June 20, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, June 6, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council at order at 5:30 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. 5, Barbara Starr.

Other Present: Town Administrator, Duncan Wilson; Land Use Administrator Mike Bertrand, Town Treasurer, Wendy Picinich. Attorney Adina Cunningham was available via telephone.

Position No. 4, Felix Menjivar was not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher led the flag salute.

PUBLIC ASSESS TIME

Bob Jarmin, San Juan County Council member representing District #1, gave a brief update on the San Juan County Council's new committee assignments which changed due to the revised Council format.

PUBLIC HEARING

At 5:38 p.m., Mayor Lacher explained the public hearing on Shoreline Substantial Development Application No. 96 and SEPA Checklist No. 286 submitted by the Seattle Yacht Club. The applicant is requesting to replace the existing 448 sq. ft. house and 300 sq. ft. deck with a new residence of 639 sq. ft. and 300 sq. ft. deck. The proposed residential addition of the 191 sq. ft. is planned for the upland side of the house. The existing foundation and floors, etc. are planned to be reused.

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At 5:39 p.m., Mayor Lacher opened the public hearing. Land Use Administrator Mike Bertrand presented the staff report. David Waldron, representing the applicant, explained the project. Jan Champlain, resident of the existing house, expressed her support of the application.

At 5:45 p.m., Mayor Lacher opened the hearing for public input. Land Use Administrator Bertrand explained the staff's evaluation, proposed conditions and recommendations.

At 5:47 p.m., Mayor Lacher closed the public input portion of the hearing and Council began its deliberations. **Moved by Hushebeck, seconded by Starr, to approve Shoreline Substantial Development Application No. 96 and SEPA Checklist No. 286 and requested that staff prepare the findings and facts of law for the Council. The motion passed 4-0 with Menjivar absent.**

ACTION AND DISCUSSION ITEMS

Recycling

Treasurer Picinich updated the Council on the Town's residential recycling program. Discussion followed regarding future expansion of the program and establishing a per can pick up fee at a later date

Ballot measure for annexation into Fire District #3

At 6:14 p.m., Mayor Lacher opened discussion concerning potential ballot for the annexation of the Town into Fire District #3. Administrator Wilson explained the timing to bring the measure to the voters. The submission deadline for the November 2013 primary is July 26, 2013. The pros and cons of the issue were discussed. It was decided that more research on the proposal should be done and that the issue may be placed on the February 2014 ballot.

Resolution No. 1955

At 6:24 p.m., Mayor Lacher introduced Resolution No. 1955, a Resolution by the Council authorizing the Mayor to execute an agreement with Gem Welding & Fabrication, Inc. for removal and replacement of a portion of the railing in the Front Street right of way. **Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 1955, the motion was approved 4 to 0 with Menjivar absent.**

Ordinance No. 1511

At 6:45 p.m., Mayor Lacher introduced Ordinance No. 1511, an Ordinance fixing salaries of officials and non-represented personnel and repealing Ordinance No. 1507 in its entirety. **Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1511. The motion was approved 4 to 0 with Menjivar absent.**

Tourism Master Plan

At 12:43 p.m., Mayor Lacher introduced a request for proposal for Consulting Services for the Preparation of a Tourism Master Plan. Administrator Wilson explained the proposal. Discussion followed. Council approved advertising for these services.

FUTURE ADGENDA ITEMS

Mayor Lacher requested that Council discuss the banning of plastic bag usage at a future meeting.

CITIZEN RESPONSE

There was no citizen response forth coming.

ADJOURMENT

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Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:03 p.m.

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These minutes were approved on June 20, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, June 20, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 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. 5, Barbara Starr.

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

Position No. 4, Felix Menjivar was not present. Attorney, Adina Cunningham was available by telephone for the scheduled executive session.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The afternoon session of Thursday, June 20, 2013 was cancelled. In accordance with FHMC 02.04.030, the regular meetings of Thursday, July 4, 2013 will be rescheduled to Thursday, July 11, 2013 due to the legal holiday.

PUBLIC ACCESS TIME

SJC Councilman Bob Jarman said that the County is looking forward to the addition of the new County Administrator, Thomas Martin.

ACTION AND DISCUSSION ITEMS

Resolution No. 1957

At 12:32 p.m., Mayor Lacher introduced draft Resolution No. 1957, authorizing conditional private use of a portion of Front Street by the Rotary Club of San Juan Island. Administrator Wilson explained that additional conditions are required due to some of the requested activities. If approved, the Rotary's event permit will allow alcohol to be served and extended hours for music while using the public right of way located near the Port of Friday Harbor. Jack Cory, Rotary representative, thanked the Council and explained that proceeds from the fundraiser go to the charity for the prevention of Polio disease. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 1957, authorizing conditional private use of a portion of Front Street by the Rotary Club of San Juan Island. Motion passed 4-0 with Menjivar absent.

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2014/2019 Six Year Transportation Improvement Plan

At 5:37 p.m., Mayor Lacher introduced discussion of the draft 2014/2019 Six Year Transportation Improvement Plan. Administrator Wilson described projects on the Plan and requested that the Council forward additions, deletions and revisions to staff prior to the public hearing dated July 11, 2013. Discussion and inquiry followed regarding the priority of projects. Staff distributed a revised plan with priority and date changes. **Council consensus to present the revised 2014/2019 Six Year Transportation Improvement Plan for public hearing on July 11, 2013.**

Finding of Fact - SSDP No. 96

At 5:53 p.m., Mayor Lacher introduced discussion of Findings of Fact, Conclusion of Law and Decision for SSDP No. 96 by the Seattle Yacht Club proposing to replace and add to their existing house and deck located on Warbass Way. Administrator Wilson explained that the Findings are based on the merits and deliberation of the Council during the public hearing held on June 6, 2013. No discussion or inquiry followed.

Moved by Hushebeck, seconded by Monin, to adopt the Findings of Fact, Conclusion of Law and Decision for SSDP No. 96 by the Seattle Yacht Club proposing to replace and add to their existing house and deck located on Warbass Way. Motion passed 4-0 with Menjivar absent.

Resolution No. 1953

At 5:55 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1953, authorizing the Mayor to execute an agreement with San Juan County for building inspection and plan review services. Administrator Wilson explained that this agreement is for temporary, on-call services until the Community Development and Planning Department makes future arrangements for vacant positions in the department. The Town Planning Department is performing said services, however an agreement was desired for mutual aid if needed. Discussion followed regarding why the agreement was postponed by the County and timeframe needed by the County if called upon.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 1953, authorizing the Mayor to execute an agreement with San Juan County for on-call building inspection and plan review services. Motion passed 4-0 with Menjivar absent.

Resolution No. 1958

At 6:02 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1958, authorizing the Mayor to execute Amendment No. 1 to the agreement between the Town of Friday Harbor and Business Association of San Juan County, dba Visitors Bureau, to provide additional summer tourist promotion for the year 2013. Administrator Wilson explained that the amendment provides up to \$50,000 for additional television, radio and print advertising during this summer. Mayor Lacher described some of the recent and upcoming media promotion.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 1958, authorizing the Mayor to execute Amendment No. 1 to the agreement between the Town of Friday Harbor and Business Association of San Juan County, dba Visitors Bureau, to provide additional summer tourist promotion for the year 2013. Motion passed 4-0 with Menjivar absent.

2014 Hotel Motel Excise Tax Grant Program

At 6:12 p.m., Mayor Lacher introduced discussion of the 2014 Hotel Motel Excise Tax Grant Program. Administrator Wilson explained that the Lodging Tax Advisory Committee will be reviewing 2014 Hotel

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Motel Tax Grant Program applications later this summer and requests that the Council set a "ceiling" amount for consideration. Staff recommended that the Town Council make a preliminary allocation amount of up to \$199,000 from the 2nd 2% H/M excise tax for the program. The proposal would account for special summer promotion if accepted. The actual allocation and contracts would be adopted concurrently with the 2014 Town Budget. Discussion followed regarding the balance of the fund. **Council consensus to move forward with advertising for the program and allocating an amount of up to \$199,000.**

Resolution No. 1959

At 6:16 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1959, accepting a Quit Claim Deed for dedication of property from Pope Family Properties, LLC to the Town of Friday Harbor. Administrator Wilson explained that the Pope Family have donated undeveloped land abutting the southwest corner of the Mullis and Spring Street intersection that will be used for the upcoming improvements. The Town Council and Mayor thanked the Pope Family.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 1959, accepting a Quit Claim Deed for dedication of property from Pope Family Properties, LLC to the Town of Friday Harbor. Motion passed 4-0 with Menjivar absent.

Warbass Way - Bike Path

At 6:21 p.m., Public Works Director, Wayne Haefele, presented the Council with a concept of installing a bike lane on Warbass Way. Mr. Haefele suggested that other safety features, including traffic slowing devices, be placed at both ends of the street. Discussion followed regarding safety and congestion concerns; and installation of rumble strips where Harrison Street and Warbass Way intersect. The Mayor and Council thanked Mr. Haefele for his presentation. No action was taken.

ADMINISTRATOR'S REPORT

At 6:41 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Recycling receptacles - Town is considering purchase of public recycling receptacles for sidewalks in Town.
- Court Street Staircase – The stair repairs have been completed. Their condition was described.
- Stormwater event – Town is testing for detergents at the Spring Street outfall. A detergent event was reported earlier in the week. The event may have been a result of one of the carwashes or possible fire hose testing that occurred earlier in the week before the recent rain.
- Court Street - The yield sign has been replaced with a stop sign on Court Street.
- Seasonal Banners - Will be installed before the July 4th holiday. The company has an overrun and offered to sell the extra banners to the Town at a discounted rate. **Moved by Starr, seconded by de Freitas, to authorize the purchase of (5) new banners and hardware. Motion passed 4-0 with Menjivar absent.**
- AWC Annual Conference - Administrator Wilson will be attending the annual conference the week of June 24th.
- Skagit River Bridge - The temporary bridge has been opened to traffic. Construction on the replacement bridge is scheduled in September.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 38082 through 38147 in the amount of \$192,633.35 Motion passed 4-0 with Menjivar absent.

APPROVAL OF MINUTES

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Moved by Monin, seconded by Starr, to approve the minutes of **June 6th as amended**. Motion passed 4-0 with Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No future citizen response.

EXECUTIVE SESSION

At 7:14 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding real estate acquisition in accordance with the provisions of RCW 42.30.110; which was estimated to last 15 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich, Attorney Cunningham (telephone) and Clerk Taylor. The session ended at 7:31 p.m. for an actual session time of 16 minutes. No actions were taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:33 p.m. The next regular meeting is scheduled for Thursday, July 11, 2013 at 12:00 p.m.

* * * * *

These minutes were approved on July 1, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, July 11, 2013 – 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. 5, Barbara Starr.

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

Position No. 4, Felix Menjivar, and Attorney, Adina Cunningham, were not present.

EXCUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

SJC COUNCIL UPDATE

At 12:01 p.m., San Juan County Councilmember Bob Jarman provided the Council with an update on issues of mutual concern. Mr. Jarman discussed the County Council establishing regular Monday

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meetings; solid waste lease at the San Juan Island Transfer Station; and update on the marina fire at Roche Harbor. Discussion followed regarding the fire on July 10, 2013. The Council and Mayor thanked Mr. Jarman.

ACTION AND DISCUSSION ITEMS

Water System Plan Presentation

At 12:13 p.m., Mayor Lacher introduced discussion of updates to the Town Water System Plan (WSP). Administrator Wilson introduced Matthew Maring, Brown & Caldwell engineer, to present the Plan. Mr. Maring explained that it is a requirement to update the WSP every six years under WAC 246-290-100. Mr. Maring provided an overview of content; progress and improvements; and long-term needs for the system. It was noted that the overall state of the water utility and operations is good. Those long-term items result from pressure on the system from growth; supply expansion; utility rate impacts and funding; and capital improvement needs. Discussion and inquiry followed regarding findings and recommendations of the report. Mayor Lacher directed the consultant to include an Executive Summary as part of the report. [See public hearing.]

PUBLIC HEARING

Water System Plan

At 1:01 p.m., Mayor Lacher opened the public hearing concerning updates to the Town Water System Plan. Mayor Lacher opened the hearing to public comment.

Marilyn O'Connor, Executive Director for the Port of Friday Harbor, commented that the phasing and construction of Town's Water Transmission Line effects operations at the FH Airport. The Port is unable to develop portions of airport property until Town abandons the active transmission line because the line runs through their development site. Ms. O'Connor requested that Town continue to coordinate with the Port and take their needs into consideration.

At 1:03 p.m., hearing no other comment, Mayor Lacher closed the public comment portion of the hearing. The Council offered no comment for the record. Mayor Lacher closed the public hearing. No action was taken.

ACTION AND DISCUSSION ITEMS (cont.)

Resolution No. 1960

At 1:04 p.m., Mayor Lacher introduced draft Resolution No. 1960, authorizing the Mayor to execute an agreement with Lawson Construction, Inc. for improvements to the public right-of-way at the corner of Spring Street and Marguerite Place. The purpose of the project is to install overlay and soften the turning radius at the northeast corner of the intersection. Administrator Wilson explained that additional right-of-way was not needed from the Catholic Church for the improvements. Survey of the area identified that the corner and parking area, thought to be property of the church, are already in the Town right-of-way. Discussion followed regarding the condition of Marguerite Place and if additional improvements, such as patching, could be done while equipment was mobilized for this project.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 1960, authorizing the Mayor to execute an agreement with Lawson Construction, Inc. for improvements to the public right-of-way at the corner of Spring Street and Marguerite Place. Motion passed 4-0 with Menjivar absent.

Resolution No. 1963

At 1:09 p.m., Mayor Lacher introduced draft Resolution No. 1963, authorizing the Mayor to execute an interlocal agreement with the Port of Friday Harbor regarding the Mullis Street curb, gutter & sidewalk improvements from Market Street to Friday Harbor Airport. The Port of Friday Harbor is constructing a

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Visitor Aircraft and Lounge Facility Project on Mullis Street and is required to make certain improvements in the public right of way abutting the Friday Harbor Airport property as a condition of construction. The Port and Town verbally agreed to jointly fund additional curb, gutter and sidewalk improvements on Mullis Street from Market Street to the Airport to enhance pedestrian safety. Administrator Wilson explained that the agreement formalizes the arrangement between the Port and Town; and provided an update on the project. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 1963, authorizing the Mayor to execute an interlocal agreement with the Port of Friday Harbor regarding the Mullis Street curb, gutter & sidewalk improvements from Market Street to Friday Harbor Airport. Motion passed 4-0 with Menjivar absent.

Resolution No. 1961

At 1:14 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1961, authorizing the Mayor to execute an agreement with Atlantis Construction for stormwater improvements on Warbass Way. Wayne Haefele, Public Works Director, explained that the purpose of the agreement was for installation of approximately 131 feet of concrete "valley gutter" to direct additional stormwater runoff on the roadway to a catch basin nearby. No discussion followed.

Moved by Monin, seconded by Starr, to adopt Resolution No. 1961, authorizing the Mayor to execute an agreement with Atlantis Construction for stormwater improvements on Warbass Way. Motion passed 4-0 with Menjivar absent.

Resolution No. 1962

At 1:18 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1962, authorizing the Mayor to execute an agreement with Atlantis Construction for stormwater improvements on Hillcrest Place. Wayne Haefele, Public Works Director, explained that the purpose of the agreement was for installation of approximately 95 feet of "rolled curb and gutter" to direct stormwater runoff on the roadway to a catch basin nearby. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 1962, authorizing the Mayor to execute an agreement with Atlantis Construction for stormwater improvements on Hillcrest Place. Motion passed 4-0 with Menjivar absent.

Resolution No. 1964

At 1:20 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1964, authorizing the Mayor to execute an agreement with Island Gardens Company for installation of landscape and irrigation on Front Street. Administrator Wilson explained that pursuant to direction from the Council on May 16th, the Town solicited bids using the small works roster and Island Gardens Company was the most responsive bid. Wayne Haefele, Public Works Director, provided the Council with an update and timeline for the project, including repair of water fountain and irrigation at Memorial Park. Discussion followed regarding budgeting for the project.

Moved by Hushebeck, seconded by de Freitas, to adopt Resolution No. 1964, authorizing the Mayor to execute an agreement with Island Gardens Company for installation of landscape and irrigation on Front Street.

ADMINISTRATOR'S REPORT

At 1:26 p.m., Administrator Wilson presented the Town Council with an update of the following:

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- AWC conferences - Attended annual conference. Attended business workshops in Olympia upon return.
- Loss Prevention Grant - Town was granted \$350 for purchases of equipment.
- Trout Lake water level - Reservoir is at minus 10.5 inches below the spillway.
- Town benches - Treasurer Picinich provided an overview of the bench program.
- July 4th holiday - Aside from the parade accident, it was a fairly uneventful day in terms of emergency calls.
- Recycling receptacles - Photos were distributed for review. Options and styles of cans were discussed.
- Public Restrooms - The cleaner has been directed to make additional cleanings on peak visitor days through summer.
- Salary Ordinance - A draft Ordinance was distributed for review.
- Water Ordinance - Staff will bring an ordinance to consider an alternative rate for sale of tank water under 200 gallons.
- Solid Waste - The County has requested alternative terms for consideration. The solid waste lease will be added to the next agenda.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 38148 through 38220 in the amount of \$244,960.67; and affirm the payment of Payroll Warrant Nos. 15843 through 15873 and the direct deposit run in the amount of \$214,030.16. Motion passed 4-0 with Menjivar absent.

APPROVAL OF MINUTES

Minutes were postponed until the evening session.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher encouraged the Council and public to review the Port's Master Plan concept.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:02 p.m. The next regular meeting is scheduled for Thursday, July 11, 2013 at 5:30 p.m.

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These minutes were approved on July 18, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, July 11, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 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. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; Attorney, Adina Cunningham; and Clerk, Amy Taylor.

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Position No. 4, Felix Menjivar was not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

PUBLIC HEARING

2014-2019 Six Year Transportation Improvement Plan (TIP)

At 5:31 p.m., Mayor Lacher opened the public hearing for the 2014-2019 Six-Year Transportation Improvement Plan (TIP).

Administrator Wilson explained that State law requires that all cities, towns, counties, and transit agencies create and adopt a Six Year Transportation Improvement Program (TIP) every year outlining all the major transportation-related projects that Town plans to accomplish over the next six years. In order for projects to be eligible for grant funding they require inclusion on the TIP. The draft TIP lists various improvements to: Blair Avenue from Guard to Park Street; Blair Avenue from Park to Spring Street; Spring and Mullis Street Crosswalk; Nash Street from Spruce to Market Street; Tucker Avenue from Guard to University Way; Grover Street from the elementary school to Islanders Subdivision; First Street from East Street to Spring Street; First Street from Spring Street to Court Street; Spring Street/Argyle Avenue Intersection; and an Overlay Program for various projects.

At 5:32 p.m., Mayor Lacher stated the rules for public conduct of said hearing. The hearing was legislative in nature, therefore the appearance of fairness doctrine did not apply. The hearing was opened to public comment. Hearing none, Mayor Lacher opened the hearing to Council questions. Hearing none, Mayor Lacher closed the public comment portion of the hearing and opened to Council deliberation. Hearing none, Mayor Lacher closed the public hearing.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 1965, providing for a Six Year Transportation Improvement Program for the years 2014 through 2019. Motion passed 4-0 with Menjivar absent.

ACTION AND DISCUSSION ITEMS

Ordinance No. 1512

At 5:38 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1512, concerning a Utility Assistance Program. Administrator Wilson explained that Town has been participating in this program through contract with the Family Resource Center (FRC) since 2007. Attorney Cunningham explained that currently the Town is seeking to formalize the program in the municipal code and update its contractual relationship with the FRC. Treasurer Picinich explained the background of the Utility Assistance Program and nature of the Treasurer's Trust Fund. The public may donate funds with their monthly utility bills to be dedicated to assist low income persons qualifying for utility assistance. Discussion followed regarding promotion of the Program.

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Moved by Hushebeck, seconded by Starr, to adopt Ordinance No. 1512, adding a new chapter to Title 13 of the Friday Harbor Municipal Code concerning a Utility Assistance Program. Motion passed 4-0 with Menjivar absent.

EXECUTIVE SESSION

At 5:45 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding potential litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 30 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich, Attorney Cunningham; Land Use Administrator, Mike Bertrand; and Clerk Taylor. The session ended at 6:20 p.m. for an actual session time of 35 minutes. No actions were taken.

ACTION AND DISCUSSION ITEMS (cont.)

Shoreline Master Plan Updates (SMP)

At 6:21 p.m., Mayor Lacher introduced discussion of updates to the Town Shoreline Master Plan. Administrator Wilson explained that staff and legal counsel continue to evaluate proposed updates to the SMP. Council direction will be required as soon as all issues are identified. **Council consensus to schedule a future work session to discuss the Shoreline Master Plan updates.**

APPROVAL OF MINUTES

Moved by Starr, seconded by de Freitas, to approve the minutes of **June 20, 2013 as submitted.** Motion passed 4-0 with Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

Councilmember Monin suggested that Town consider installing additional water drinking fountains in Town. **Council consensus for staff to investigate costs.**

Mayor Lacher requested that additional signage be added in Town directing visitors to the public restrooms in Sunshine Alley.

Councilmember Starr suggested that the public restroom in Sunshine Alley be painted. Administrator Wilson stated that he is suggesting the project for the SJI United Way's Day of Caring event in September.

Councilmember Starr requested an update on the status of the Front Street Kiosk. Administrator Wilson stated that the signage is still being fabricated. Discussion followed regarding repainting the kiosk because tannins are beginning to seep through. Administrator Wilson stated he would talk with staff.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:34 p.m. The next regular meeting is scheduled for Thursday, July 18, 2013 at 12:00 p.m.

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These minutes were approved on July 18, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, July 18, 2013 – Council Chambers – Afternoon Session

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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. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 4, Felix Menjivar. Position No. 5, Barbara Starr attended the second half of the session.

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

Position No. 1, Steve Hushebeck; and Treasurer, Wendy Picinich; were not present. Attorney, Adina Cunningham was available by telephone for the scheduled executive session.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Hushebeck. Council unanimously excused his absence and Councilmember Starr for the first half of session.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session of the Town Council was cancelled.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

SJC COUNCIL UPDATE

At 12:03 p.m., San Juan County Councilmember, Bob Jarman provided the Council with an update on issues of mutual concern. Mr. Jarman discussed the County's disbursement of lodging tax funds; solid waste transfer station lease; and County involvement in an EIS for the Gateway Coal Project (regional railway-to-barge transport of raw coal). Discussion followed regarding the SJC Solid Waste Advisory Committee. The Council and Mayor thanked Mr. Jarman.

DEPARTMENT REPORTS

Sheriff Report

At 12:07 p.m., SJC Sheriff, Rob Nou, distributed a quarterly report detailing activities of the department from April through June, 2013. Sheriff patrols in town provided 1593 hours of policing services, representing the 3.0 FTE that the Sheriff is contracted to provide. Emphasis remains on traffic safety, including DUI arrests, speed, cell phone use and safety belts. Vandalism and theft have been infrequent. Discussion followed regarding good samaritans at the skate park. Mayor Lacher and the Council thanked Sheriff Nou.

Emergency Management

At 12:15 p.m., Department of Emergency Management (DEM) Director, Brendan Cowan, suggested that the Department provide additional Emergency Preparedness Training for Town elected officials and staff. Discussion followed regarding the agenda and topics for such training. Mr. Cowan provided a list and requested that the Council select topics which they are most concerned for refresher training. Mayor Lacher and the Council thanked Mr. Cowan.

Fire

At 12:18 p.m., District 3 Fire Chief, Steve Marler, distributed written information regarding types of services provided to the community and for the volunteer fire fighters for the second quarter of 2013.

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Chief Marler reviewed the training schedule for volunteers and incidents by area and type. Chief Marler stated that District 3 is exploring several options for streamlining services. No discussion followed. Mayor Lacher and the Council thanked Chief Marler.

Historic Preservation

At 12:28 p.m., Historic Preservation Coordinator, Sandy Strehlou, distributed a written report for the first half of 2013. Ms. Strehlou updated the Council on the progress of the Front Street Kiosk and SJI Scenic Byways committee. No discussion followed. Mayor Lacher and the Council thanked Ms. Strehlou.

Public Works

At 12:35 p.m., Public Works Director, Wayne Haefele, reported on the upcoming construction schedules and capital improvement projects. Other activities include updating equipment, emergency response plans and cross-training for plant staff. Mayor Lacher complimented the Town Gardener and Maintenance Staff for the neat, clean and attractive appearance of Town. Discussion followed regarding reliance on local stations for fuel during an emergency; and installation of Town-owned storage tanks for bulk fuel. Mayor Lacher and the Council thanked Mr. Haefele.

ACTION AND DISCUSSION ITEMS

Mullis Street Pedestrian Improvement Project

At 12:47 p.m., Mayor Lacher introduced discussion regarding the award of bid for construction of the Mullis Street Pedestrian Improvement Project. Administrator Wilson explained that only one bid was received for the portion Mullis from Market Street to Spring Street. Administrator Wilson requested that the Council approve the Engineer's recommendation and award the bid to Richard Lawson Construction and direct staff to proceed with preparation of construction documents. No discussion followed.

Moved by Monin, seconded by de Freitas, to award the Mullis Street Pedestrian Improvement Project from Market Street to Spring Street to Richard Lawson Construction in the amount of \$129,756.25 pursuant to their submitted bid. Motion passed 3-0 with Hushebeck and Starr absent.

Standardizing Contract Forms

At 12:50 p.m., Mayor Lacher introduced discussion of standardizing contract forms. Administrator Wilson asked the Council to consider adoption of a policy to allow staff to enter into agreements for items in the adopted budget for up to a certain amount. Currently, all contracts, including budgeted items are directed to the Council for approval. Allowing such a policy would give the Administrator and Public Works Director some discretion to streamline operations. Discussion followed regarding an appropriate amount and types of agreements and purchases that the Council would be comfortable to approve. **Council consensus to bring forward policy and forms for consideration.**

Resolution No. 1966

At 12:54 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1966, authorizing the Mayor to execute an agreement for administering a utility reimbursement program. Administrator Wilson explained that the purpose of the resolution is to contract with the Family Resource Center pursuant to recently adopted Ordinance No. 1512. Discussion followed regarding promotion of the program.

Moved by de Freitas, seconded by Monin, to adopt Resolution No. 1966, authorizing the Mayor to execute an agreement with the Family Resource Center pursuant to Ordinance No. 1512 for administering the utility reimbursement program. Motion passed 3-0 with Hushebeck and Starr absent.

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Ordinance No. 1513

At 1:01 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1513, relating to the salaries of non-represented personnel. Administrator Wilson explained that to maintain parity between represented and non-represented personnel the Town Council opted to provide non-represented personnel a total 1.5% cost of living increase retroactively to January 1, 2013. The Town found that it's not able to make such payments retroactively. This Ordinance repeals recently adopted Ordinance No. 1511 and increases salaries for non-represented personnel prospectively the difference of said pay. No discussion followed.

Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1513, adjusting the cost of living increase for non-represented personnel and repealing Ordinance No. 1511. Motion passed 3-0 with Hushebeck and Starr absent.

Ordinance No. 1514

At 1:01 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1514, amending FHMC Section 13.05.030(C) to create a tank water rate for public entities using tanks not exceeding 200 gallons. FHMC 13.05 provides a rate for water taken by the tank load. This Ordinance would provide a governmental rate of \$10 for smaller tanks where the water is used for public purposes by public entities. Administrator Wilson explained that the tanker fee and quantities currently sold is prohibitive for small users such as IslandRec, who have requested to fill their portable tanks for events and parks. Discussion followed regarding availability and restrictions for private use during disasters and emergencies.

Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1514, amending FHMC Section 13.05.030(C) to create a tank water rate for public entities using tanks not exceeding 200 gallons Motion passed 3-0 with Hushebeck and Starr absent.

ADMINISTRATOR'S REPORT

At 1:05 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Marijuana moratorium - The Administrator asked if the Council would consider a moratorium until the State makes determinations on regulations. This would avoid vesting issues until such time as Town is ready to address zoning issues. Discussion followed regarding avoidance of the issue. The Council emphasized that they would only consider a short-term moratorium so that local regulations could be drafted. **Council consensus to draft a moratorium for consideration.**
- Sunshine Alley - The Administrator asked if the Council would consider occasional closure of Sunshine Alley for events at the Brickworks Plaza. Discussion followed regarding use by other business owners abutting Sunshine Alley. **Council consensus to draft a policy for consideration.**
- Maintenance Bond Policy - The Administrator asked if Council would consider imposing a new policy for owner/contractor improvements in the public right of way. The purpose of a maintenance bond was described. The new policy would allow an agreement instead of a cash or bond that guarantees owner/contractor repair any deficiencies that occur within one year of installation. **Council consensus to finalize a policy for consideration.**
- Blair Street - The Administrator asked the Council to consider financing of design of Blair Street Improvement Project from Spring Street to Park Street up to the local match required for a Transportation Improvement Grant. If Town opts to finance now, there is a hi probability that the Transportation Improvement Board will grant funds to complete both phases of the

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improvement project as one project. Discussion followed regarding the estimated for engineering. **Council consensus to finalize a budget for consideration.**

- Banners - New banners have been ordered.
- Memorial Park - The irrigation and fountain at the Park have been repaired.
- Remembrance Day - Town will be creating a new program for September 11th Remembrance Day.
- Whale Museum - The Museum will be installing a new sign.
- Front Street - New railings have been installed.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Menjivar, to approve the payment of Claim Warrant Nos. 38221 through 38250 in the amount of \$52,067.58. Motion passed 4-0 with Hushebeck absent.

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Menjivar, to approve the minutes of **July 11, 2013 as submitted.** Motion passed 4-0 with Hushebeck absent.

EXECUTIVE SESSION

At 1:40 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding potential lease of real estate in accordance with the provisions of RCW 42.30.110(1)(c); which was estimated to last 20 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Attorney Cunningham (by telephone) and Clerk Taylor. The session ended at 2:15 p.m. for an actual session time of 35 minutes. No actions were taken during Executive Session.

ACTION AND DISCUSSION ITEMS (cont.)

SJI Transfer Station

At 2:15 p.m., Mayor Lacher introduced discussion of the SJI Transfer Station lease. Administrator Wilson thanked the Council for the opportunity to discuss the proposed terms of the lease and requested that if the Council has sufficient information to direct staff accordingly.

Moved by de Freitas, seconded by Starr, to direct staff to continue negotiations with San Juan County to finalize a draft lease for Council consideration. Motion passed 4-0 with Hushebeck absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were presented.

CITIZEN RESPONSE

No citizen response was presented.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:16 p.m. The next regular meeting is scheduled for Thursday, August 1, 2013 at 12:00 p.m.

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These minutes were approved on August 1, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, August 1, 2013 – Council Chambers – Afternoon Session

CALL TO ORDER

Town Council of Friday Harbor - Summaries of the 2013 Minutes

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. 5, Barbara Starr.

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

Positions No. 4, Felix Menjivar and Attorney, Adina Cunningham were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session of the Town Council was cancelled.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

SJC COUNCIL UPDATE

At 12:01 p.m., San Juan County Councilmember Bob Jarman provided the Council with an update on issues of mutual concern. Mr. Jarman discussed proposed revisions to the dangerous dog ordinance; collaboration for services between the Town and County; solid waste issues; and upcoming Fair week. Discussion followed regarding ferry traffic control and the Turn Point connector road. The Council and Mayor thanked Mr. Jarman.

ACTION AND DISCUSSION ITEMS

Spring Street Water and Sewer Main Replacement

At 12:23 p.m., Mayor Lacher introduced discussion of the Spring Street Water and Sewer Main Replacement Project. Administrator Wilson explained that this project will be a continuation of the repaired lines that failed in September 2012. The Council budgeted for the additional work in 2013. Staff investigated whether any other issues could be addressed while the street is open. It turns out that the sewer line is old and blasting over the years has caused significant damage. The other improvement, made possible by the replacement of water main, is installation of a pressure reduction vault to lower water pressures on the waterfront. The engineering estimate for all proposed work is \$217,000, including a 25% premium for night and weekend work. Staff is asking for Council authorization to move forward with bid of the project, to be built in 2013. Public Works Director, Wayne Haefele, detailed the scope of work and timeline for the project. Discussion followed regarding disruptions to the business community. Mr. Haefele noted that the project could be expedited if the Council could approve the Town Water System Plan Updates before August 15th. Discussion followed regarding continuation of the meeting for the purpose of adopting the updates.

Moved by Hushebeck, seconded by Starr, to authorize staff to call for bids on the Spring Street Water and Sewer Main Replacement Project. Motion passed 4-0 with Menjivar absent.

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Blair Avenue Reconstruction Project

At 12:46 p.m., Mayor Lacher introduced discussion the Blair Avenue Reconstruction Project. Administrator Wilson explained that the Council was asked to consider financing the design portion of these improvements in the amount of what would likely be the 10% local match required for a Transportation Improvement Board grant. There is a high probability that we could construct both phases of the project in 2014 under one bid if TIB awards funds for construction. This would be a cost benefit because the project would be appealing enough to attract several bids and there are savings if both phases are mobilized at the same time. However, in order to have the option, Town will have to use reserve funding for engineering without assurance of grant funds for construction. Regardless, Town would have the phase shovel ready for future grant opportunities. No discussion followed.

Moved by Starr, seconded by de Freitas, to submit a grant application to the Transportation Improvement Board for design and construction of the Blair Avenue Improvement Project from Spring Street to Park Street. Motion passed 4-0 with Menjivar absent.

Resolution No. 1967

At 12:50 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1967, authorizing the Mayor to execute a contract with Richard Lawson Construction for construction of improvements on a portion of Mullis Street. Administrator Wilson explained that one sealed bid was received in the unit price with base bid amount of \$129,756.25 from Market Street to Spring Street. No discussion followed.

Moved by Monin, seconded by Starr, to adopt Resolution No. 1967, authorizing the Mayor to execute an agreement with Richard Lawson Construction for improvements on Mullis Street. Motion passed 4-0 with Menjivar absent.

Resolution No. 1968

At 12:52 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1968, authorizing an agreement for construction on Mullis Street. Administrator Wilson explained that one bid was received using the small works roster from Richard Lawson Construction in the amount of \$37,972 for improvements from Market Street to the Friday Harbor Airport. No discussion followed.

Moved by de Freitas, seconded by Monin, to adopt Resolution No. 1968, authorizing the Mayor to execute a contract with Richard Lawson Construction, Inc. for construction of improvements on a portion Mullis Street from Market Street to the Friday Harbor Airport. Motion passed 4-0 with Menjivar absent.

Resolution No. 1969

At 12:54 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1969, authorizing a supplemental agreement for construction administration services for the Mullis Street Pedestrian Improvement Project. Administrator Wilson explained that construction administration assistance is needed during the project. Gray & Osborne have offered to provide those services for \$8,900. Construction administrator services include contract management, coordination between Town, Contractor and Transportation Improvement Board, and preparation of project closeout documents. No discussion followed.

Moved by Monin, seconded by Starr, to adopt Resolution No. 1969, authorizing the Mayor to execute Supplemental Agreement No. 3 to the contract with the engineering firm of Gray & Osborne, Inc. for construction administration services on a portion of Mullis Street. Motion passed 4-0 with Menjivar absent.

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Resolution No. 1970

At 12:55 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1970, authorizing the Mayor to execute an agreement with Janice DeBardi to provide construction inspection services. Administrator Wilson explained that daily construction inspection services are required during the Mullis Street Pedestrian Improvement Project. The agreement is at a rate of \$35.00 per hour for the duration of the project. Public Works Director, Wayne Haefele, explained that Ms. DeBardi has a long tenor with other local and county governments providing said services. Public Works hopes to use her for other upcoming projects if Town is satisfied with her services during the Mullis Street project. Discussion followed regarding the rate schedule. Mr. Haefele explained that the rate was more than reasonable.

Moved by Hushebeck, seconded by Starr, to adopt Resolution No. 1970, authorizing the Mayor to execute an agreement between the Town of Friday Harbor and Janice DeBardi to provide construction inspection services for the Mullis Street Pedestrian Improvement Project. Motion passed 4-0 with Menjivar absent.

Resolution No. 1971

At 1:01 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1971, authorizing the Mayor to execute a purchase agreement to provide liquid propane gas. Administrator Wilson explained the particulars of the purchase agreement. Town received competitive sealed bids from two firms on July 12, 2013 after being duly advertised. Vander Yacht Propane was the lowest cost proposal and has offered to provide propane liquid gas according to Town specifications for a cost of \$0.40 per gallon markup, excluding all applicable taxes, over their "rolling average" from August 1, 2013 through July 31, 2014. No discussion followed.

Moved by Monin, seconded by Starr, to adopt Resolution No. 1971, authorizing the Mayor to accept the proposal of and execute a purchase agreement with Vander Yacht Propane to provide propane fuel for a cost of \$0.40 per gallon markup, excluding all applicable taxes, over their "rolling average" cost. Motion passed 4-0 with Menjivar absent.

Resolution No. 1972

At 1:03 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1972, authorizing the Mayor to execute a purchase agreement to provide motor fuels. Administrator Wilson explained the particulars of the purchase agreement. Town received competitive sealed bids from two firms on July 12, 2013 after being duly advertised. Petro San Juan was the lowest cost proposal according to Town specifications and has offered to provide motor fuels for an initial cost of \$0.185 per gallon markup over cost, excluding applicable taxes, for unleaded gasoline, No. 2 diesel fuel, and off-road diesel from August 1, 2013 through July 31, 2014. Discussion followed regarding the cost of fuel delivery to San Juan Island.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 1972, authorizing the Mayor to accept the proposal of and execute a purchase agreement with Petro San Juan to provide unleaded and diesel motor fuels for a cost of \$0.185 per gallon markup, excluding applicable taxes, over their cost. Motion passed 4-0 with Menjivar absent.

Resolution No. 1973

Concurrently with introduction of Resolution No. 1972, Mayor Lacher introduced draft Resolution No. 1974, authorizing the Mayor to execute a purchase agreement to provide motor fuels. Administrator Wilson explained the particulars of said purchase agreement. Town received a competitive sealed bid from one firm on July 12, 2013 after being duly advertised. Island Petroleum Services was the lowest cost proposal and has offered to provide said B-20 bio-diesel motor fuel for a cost of \$0.20 per gallon markup, excluding applicable taxes, over their cost for from August 1, 2013 through July 31, 2014.

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Administrator Wilson noted that the bid does not currently meet all of the specifications and Town has waived the requirement to provide a two-card lock system for fueling. No discussion followed.

Moved by de Freitas, seconded by Monin, to adopt Resolution No. 1973, authorizing the Mayor to accept the proposal of and execute a purchase agreement with Island Petroleum Services to provide B-20 bio-diesel motor fuel for an initial cost of \$0.20 markup, excluding applicable taxes, per gallon. Motion passed 4-0 with Menjivar absent.

Ordinance No. 1515

At 1:08 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1515, establishing the special meeting place. Administrator Wilson explained that the Council was invited to hold its regular meeting on August 15th at the Brickworks Plaza located at 150 Nichols Street. No discussion followed.

Moved by Starr, seconded by Monin, to adopt Ordinance No. 1515, establishing the regular meeting of the Town Council at 12:00 p.m. on Thursday, August 15, 2013 at the Brickworks Plaza, located at 150 Nichols Street, for the purpose of discussing the Brickworks and proposed projects located near Sunshine Alley. Motion passed 4-0 with Menjivar absent.

ADMINISTRATOR'S REPORT

At 1:11 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Round Towner Shuttle - The service is now operating in Town. A flyer was provided.
- Recycling cans - Staff is still looking for a reasonable supplier for cans. Average cost appears to be \$500 to \$1,800 each.
- Revenue resources - Year to date data for sales, hotel motel and public safety taxes were distributed.
- Banner Program - Fall banners will be ordered this month.
- Parks Plan - The Council discussed having a work session.
- SJI Home Trust - The Trust is planning a new project in 2015.
- Marguerite Place - Lawson Construction is scheduled to make improvements at the intersection of Spring Street and Marguerite Place.
- Utility Assistance Program - A flyer advertising the "Life Ring" Program was distributed.
- Tree Ordinance - Town received complaints regarding cutting of trees. The Council discussed whether or not to consider a tree ordinance.
- Parade - Staff has been meeting with parade organizers to determine new safety rules for participants.
- Cherry Point Export Project - The scope for the Whatcom/Cherry Point EIS is available online.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Starr, to affirm the payment of Payroll Warrant Nos. 15875 through 15902 and the July 31, 2013 direct deposit run in the amount of \$225,255.61; and approve the payment of Claim Warrant Nos. 38251 through 38289 in the amount of \$161,066.55. **Motion passed 3-0 with de Freitas abstained and Menjivar absent.**

Treasurer Picinich requested a motion from the Council to transfer \$2,500 from the Treasurer's Trust Fund to the Town Current Fund for the purpose of funding the Town Utility Assistance Program pursuant to the agreement with the Family Resource Center authorized by Resolution No. 1966.

Moved by de Freitas, seconded by Starr, to transfer between Town Funds \$2,500 for the Utility Assistance Program. Motion passed 4-0 with Menjivar absent.

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APPROVAL OF MINUTES

Moved by Monin, seconded by de Freitas, to approve the minutes of July 18, 2013 as submitted. Motion passed 3-0 with Hushebeck abstained and Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher continued the meeting at 2:03 p.m. to Tuesday, August 6, 2013. The next regular meeting is scheduled for Thursday, August 15, 2013 at 12:00 p.m. at the Brickworks Plaza located at 150 Nichols Street.

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These minutes were approved on August 6, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Tuesday, August 6, 2013 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the continued 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, Felix Menjivar.

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

Position No. 2, Noel Monin; Position No. 5, Barbara Starr; Treasurer, Wendy Picinich; and Attorney, Adina Cunningham were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers Monin and Starr. Council unanimously excused their absence.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ANNOUNCEMENTS

The afternoon session of Thursday, August 1, 2013 was continued for the purpose of unfinished business.

ACTION AND DISCUSSION ITEMS

Resolution No. 1974

At 12:01 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1974, adopting the updates to the Town Water System Plan. Brown & Caldwell, the water engineers for the Town, had prepared the plan as authorized by Resolution No. 1729. A presentation and duly advertised public hearing was held on July 11, 2013. At that time, Council directed that additional information to be added to the Plan. Discussion followed regarding recommendations in the report, including installation of a water

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tank for extra capacity; raising of the Trout Lake Dam; and phasing of the Water Transition Main Replacement Project.

Moved by de Freitas, seconded by Menjivar, to adopt Resolution no. 1974, adopting the updates to the Water System Plan. Motion passed 3-0 with Monin and Starr absent.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 12:07 p.m. The next regular meeting is scheduled for Thursday, August 15, 2013 at 12:00 p.m.

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These minutes were approved on August 15, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, August 15, 2013 – Brickworks Plaza – 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. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; and Clerk, Amy Taylor.

Position No. 4, Felix Menjivar; Town Administrator, Duncan Wilson; and Attorney, Adina Cunningham were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session of the Town Council was not scheduled.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Historic Preservation Review Board

At 12:01 p.m., Mayor Lacher asked the Council to affirm the appointment of Ellen Roberts to the current vacancy on the Historic Preservation Review Board. Sandy Strehlou, Historic Preservation Coordinator, provided background on the Board and Ms. Roberts credentials. Ms. Roberts introduced herself. No discussion followed. Mayor Lacher and the Council thanked Ms. Roberts for volunteering on the Board.

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Moved by Starr, seconded by de Freitas, to affirm the appointment of Ellen Roberts to the Historic Preservation Review Board. Motion passed 4-0 with Menjivar absent.

Brickworks Plaza

At 12:05 p.m., Mayor Lacher introduced Stephen Robins, Ag Guild Board Member, to discuss the facilities and upcoming projects. Mr. Robins provided an overview of progress to date, including phasing and funding of the building. The Brickworks needs to raise \$270,000 to complete projects and retire all debt associated with the project. Items such as the kitchen, A/V, heating, parking revisions and signage are yet to be completed. Mr. Robins discussed events such as the weekend farmer and art markets. Discussion followed regarding use of hotel motel excise tax and data collection for events. Mayor Lacher and the Council thanked Mr. Robins and staff for the presentation. No action followed.

Town Hall Renovations

At 12:30 p.m., Mayor Lacher introduced discussion of Town Hall Renovations. Land Use Administrator, Mike Bertrand explained that different conceptual designs have been presented to the Council these past few years for renovations, including ideas for a fire station museum, new chambers and remodeling to current Chambers into additional office space. Mr. Bertrand explained that before moving forward with any one concept, staff needs a sense from the Council on how to proceed and phase the project. Discussion followed regarding funding sources and scope of renovations. **Council consensus to move forward with obtaining cost estimates for the various concepts before taking any actions effecting the Town Budget.**

United Way Day of Caring Event

At 12:45 p.m., Mayor Lacher introduced discussion of the SJC United Way's Day of Caring event scheduled on September 12, 2013. Kurt VanHyning, SJC United Way President, described the mission of SJC United Way. This year, after discussing many needs and based on the suggestion from the Council, the Town and United Way have agreed to paint the exterior of the Sunshine Alley restrooms. Discussion followed regarding the condition of the building exterior. The Mayor Lacher and the Council thanked Mr. VanHyning and the United Way for their volunteer efforts. **Council consensus to purchase paint and supplies for the restrooms.**

Resolution No. 1975

At 1:00 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1975, to execute an interlocal agreement with San Juan Island Park and Recreation District for the annual Touch-A-Truck event. The District annually organizes a special event for children and families. The purpose of the agreement is for the Town to participate by providing trucks, other vehicles and personnel from the Utilities Department and Parking Enforcement. The agreement outlines the responsibilities of District and Town and respective indemnification. The event is tentatively scheduled in October. No discussion followed.

Moved by Monin, seconded by Hushebeck, to adopt Resolution No. 1975, authorizing the Mayor to execute an interlocal agreement with San Juan Island Park and Recreation District for participation in the annual "Touch a Truck" event. Motion passed 4-0 with Menjivar absent.

Ordinance No. 1516

At 1:05 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1516, amending Ordinance No. 945 and Chapter 10.04 Friday Harbor Municipal Code concerning speed reduction. The ordinance reduces the legal speed limit on Carter Avenue from 25 mph to 20 mph due to its alignment, visibility, lack of sidewalk, and access to apartments and playfields. Discussion followed regarding a comprehensive street assessment for speed on all Town streets.

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Moved by de Freitas, seconded by Monin, to adopt Ordinance No. 1516, amending Ordinance No. 945 and Chapter 10.04 FHMC, concerning speed reduction. Motion passed 4-0 with Menjivar absent.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 38290 through 38349 in the amount of \$133,946.47. Motion passed 4-0 with Menjivar absent.

APPROVAL OF MINUTES

Moved by Hushebeck, seconded by Starr, to approve the minutes of **August 1, 2013**. Motion passed 4-0 with Menjivar absent.

Moved by Hushebeck, seconded by de Freitas, to approve the minutes of **August 6, 2013**. Motion passed 2-0 with Monin and Starr abstained and Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher announced that the Council would tour the Brickworks Plaza following adjournment of the meeting and that no Town business would be discussed.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:20 p.m. The next regular meeting is scheduled for Thursday, September 5, 2013 at 12:00 p.m.

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These minutes were approved on September 5, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, September 5, 2013 – 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. 5, Barbara Starr.

Others Present: Mayor, Carrie Lacher; Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; Attorney, Adina Cunningham and Clerk, Amy Taylor.

Position No. 4, Felix Menjivar, was not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

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PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation - National Hispanic Heritage Month

At 12:01 p.m., Mayor Lacher proclaimed September 15th through October 15th, 2013 as National Hispanic Heritage Month in the Town of Friday Harbor and called upon public officials, educators, librarians, and all the people of this community to observe this month with appropriate ceremonies, activities and programs.

COUNTY COUNCIL UPDATE

At 12:03 p.m., San Juan County Councilmember Bob Jarman provided an update on issues of mutual concern. Mr. Jarman discussed topics regarding WA. Initiative 501, Cherry Point Coal Export Project, Turn Point/Pear Point Connector Road; location and time of joint meeting between the Town and County; and SJC Tourism Plan. Discussion and inquiry followed. The Mayor and Town Council thanked Councilman Jarman.

ACTION AND DISCUSSION ITEMS (cont.)

SJC Council - Joint Meeting

At 12:20 p.m., Mayor Lacher introduced discussion of the joint meeting with the SJC Council. Discussion followed regarding which trending topics to discuss. **Council consensus to host the County Council at Town Hall during a regularly scheduled meeting.** The Town Administrator and Clerk will coordinate with the County for the agenda.

Initiative 501 - Recreational Marijuana

At 12:33 p.m., Mayor Lacher introduced discussion regarding Initiative 501 concerning recreational marijuana. Attorney Cunningham provided an update on decision making at the State and Federal level. Attorney Cunningham presented the staff's memo dated September 4, 2013 that explained recommendations for where best to make changes to Title 17 FHMC. Without adopting appropriate zoning, the primary zones in which marijuana use facilities could be allowed are single-family and multi-family residential zones, some within the shoreline area, and the light industrial zone. It is within the Town's discretion to decide whether to allow I-502 uses in those zones; it is not within the Town's discretion to allow uses within the 1,000 buffer areas. Adopting zoning changes to Title 17 will allow the Town to properly address State Law concerning recreational marijuana regulation. Discussion followed regarding elimination of all residential zoning and prohibiting home occupation uses. **Council consensus to direct staff to draft an ordinance for consideration.**

ADMINISTRATOR'S REPORT

At 1:06 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Town Website - Proposals are being sought to redevelop the Town website.
- Front Street Kiosk and Benches - Signs were received and benches were purchased.
- Front Street Plantings - Scheduled for September / October depending on the weather.
- Spring /Mullis Street Crosswalk - The construction schedule was reviewed.
- Solid Waste Management Plan - The Consultant is incorporating comments from State. Staff anticipates that the Plan will be available for adoption in November.
- Town Budget Work Sessions - Work sessions will be scheduled throughout the remainder of the year to consider the 2014 budget.
- National League of Cities - Councilmembers were encouraged to attend. Mayor Lacher and Councilmember Monin expressed interest.

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- Water Transmission Line Project - Staff is meeting with the State to discuss possible funding.
- SJC Implementation Committee - The Committee continues to meet regarding environmental issues.
- EMS Ballot Measures - EMS may place a ballot measure to seek a levy increase during the 2013 General Election.

PAYMENT OF CLAIMS

Moved by Hushebeck, seconded by de Freitas, to approve the payment of Claim Warrant Nos. 38393 through 38350 in the amount of \$132,059.46; and affirm the payment of Payroll Warrant Nos. 15903 through 15932 and the 8/30/13 Direct Deposit Run in the amount of \$219,779.16. Motion passed 3-0 with Monin and Menjivar absent.

APPROVAL OF MINUTES

Moved by Starr, seconded by de Freitas, to approve the minutes of **August 15, 2013 as corrected**. Motion passed 3-0 with Monin and Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

No future items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:57 p.m. The next regular meeting is scheduled for Thursday, September 5, 2013 at 5:30 p.m.

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These minutes were approved on October 3, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, September 5, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 3, Anna Maria de Freitas; and Position No. 5, Barbara Starr. Position No. 2, Noel Monin participated by phone.

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

Position No. 4, Felix Menjivar and Attorney, Adina Cunningham were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

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PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation - 9/11 Remembrance Day

At 5:31 p.m., Mayor Lacher proclaimed September 11, 2013 as Remembrance Day. The Town, Fire District and other emergency responders will host a ceremony at Memorial Park. Mayor Lacher discussed the national "I Will" campaign. The theme of the campaign is to do good deeds of any kind in honor of those lost and injured in the 2001 terrorist attacks and in tribute to the many emergency responders during those events.

Shoreline Master Plan

At 5:37 p.m., Mayor Lacher introduced discussion of a consultant agreement for revisions to the draft Shoreline Master Plan Updates. Administrator Wilson explained that the Council previously discussed concerns with the focus of the initial draft of the Shoreline Master Plan. As a result of those concerns, Town received input from attorneys at Foster Pepper, who identified issues of concern. In light of the potential impacts to the Port and Washington State Ferries, staff sought out a new consultant to make the necessary plan changes to maintain its consistency with Council policy and State law; especially in light of new case law from the US Supreme Court. Administrator Wilson presented a scope of work, including the detail of review required to complete revisions. Mayor Lacher expressed frustration regarding the situation. Administrator Wilson explained that staff could not have anticipated how the new case law would affect the Plan. Discussion and inquiry followed regarding budgeting for a new consultant. **Council consensus to present a final scope of work and agreement for consideration.**

Resolution No. 1976

At 5:59 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1976, authorizing Supplemental Agreement No. 2 for design of Blair Avenue improvements between Spring Street and Park Street. Administrator Wilson explained that Town has submitted a grant application to the Transportation Improvement Board for this project and now desires to proceed with the design prior to grant award in order to facilitate this project being bid with the currently funded Blair Avenue Improvements from Park Street to Guard Street. Funds used for this supplemental agreement will count towards the local match required for any grant funding received. Discussion followed regarding the long-term savings from bidding construction of both phases as one project.

Moved by de Freitas, seconded by Starr, to adopt Resolution No. 1976, authorizing the Mayor to execute Supplemental Agreement No. 2 to the contract with the engineering firm of Gray & Osborne, Inc. in an amount not to exceed \$92,250 to provide designs and specifications for the Blair Avenue Pedestrian Improvement Project. Motion passed 4-0 with Menjivar absent.

Sunshine Alley Urban Planning

At 6:06 p.m., Mayor Lacher introduced discussion of proposals received for Sunshine Alley Urban Planning. Administrator Wilson provided an update and suggested a process for selecting a consultant. Seven of the proposals received may meet Town's needs. Discussion followed regarding process and date to interview consultants. **Council consensus that a panel consisting of the Mayor, 2 Councilmembers, Administrator Wilson and staff, will interview the 2 most leading consultants on October 4, 2013.** Additional interviews will be arranged if the consultants do not meet the Town's needs.

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Tourism Master Plan

At 6:19 p.m., Mayor Lacher introduced discussion of proposals received for a Town Tourism Master Plan. Administrator Wilson provided an update and suggested the same process as Sunshine Alley Urban Planning for review of the consultants. The Council concurred.

WORK SESSION

At 6:19 p.m., the Council held a work session regarding Town Parks. Administrator Wilson explained that the purpose of the work session was to discuss long term plans for existing and new parks; and budgeting suggestions for 2014 and beyond. Administrator Wilson stated that there is no dedicated fund for Town parks and described the current conditions of Sunken, West Street, Evergreen and Cahail parks. Discussion followed regarding what elements to include in a Parks Plan; location and patronage of current parks; and vision for park amenities. **Council consensus to establish long-term funding; seek public input; and begin collaborating with the SJI School District to establish a park near the Carter Avenue Sport Fields.**

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher complimented the City of Edmonds regarding the appearance of their waste water treatment plant.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:26 p.m. The next regular meeting is scheduled for Thursday, September 19, 2013 at 12:00 p.m.

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These minutes were approved on October 3, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, September 19, 2013 – 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, and Anna Maria de Freitas.

Others Present: Mayor, Carrie Lacher; Town Administrator, Duncan Wilson; Attorney, Adina Cunningham and Clerk, Amy Taylor.

Position No. 4, Felix Menjivar; Position No. 5, Barbara Starr; and Treasurer, Wendy Picinich were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers Menjivar and Starr. Council unanimously excused their absence.

FLAG SALUTE

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Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Proclamation - Constitution Week

Mayor Lacher proclaimed September 17th through 23rd, 2013 as Constitution Week in the Town of Friday Harbor, and asked our citizens to reaffirm their commitment to the rights and obligations of citizenship; and pay special attention to the Constitution of the United States. Minnie Kynch and Sharon Bishop, "Daughters of the Revolution", accepted the proclamation and explained that they will be doing educational outreach during the week.

Department Report - Public Works

At 12:04 p.m., Mayor Lacher requested that Public Works Director, Wayne Haeefe, provide a brief report regarding utilities. Mr. Haeefe reported the following:

- Water line breaks - The two recent water line breaks were not related. Locations of the breaks were at the Marble Street/Tucker Avenue intersection and on Scenic Place. The causes of the breaks were not due to aging infrastructure.
- Water Comprehensive Plan - Town received the approval from the State for its Water Comprehensive Plan Updates.
- Spring Street Water Sewer Main Replacement Project - The project is moving forward. Night work is anticipated in order to disrupt businesses as little as possible. The public will be notified.
- Mullis Street Pedestrian Improvements - Status of the project was reported.

PUBLIC HEARING

2013 Town Budget Amendments

At 12:14 p.m., Mayor Lacher opened the public hearing on the amendments to the 2013 Town Budget. Administrator Wilson gave an explanation of said amendments and year-to-date balances which were listed as "Attachment A" to draft Ordinance No. 1517. No public input was forthcoming. Discussion and inquiry followed regarding various adjustments to the 2013 budget including expenditures for capital and utility funds.

At 12:32 p.m., Mayor Lacher inquired if any public input was forthcoming. Hearing none, Mayor Lacher closed the public hearing on amendments to the 2013 Town Budget. Administrator Wilson thanked Treasurer Picinich for her due diligence when planning and administering the Town's finances. Mayor Lacher noted that Treasurer Picinich won another professional excellence award.

Ordinance No. 1517

Moved by Hushebeck, seconded by de Freitas, to adopt Ordinance No. 1517, amending certain beginning balances, revenue estimates, expenditure appropriations, and ending cash balances in the 2013 Budget for the Town of Friday Harbor. Motion passed 3-0 with Menjivar and Starr absent.

ACTION AND DISCUSSION ITEMS (cont.)

SJI Scenic Byway Report

At 12:36 p.m., Mayor Lacher introduced Liz Illg, Scenic Byway Project Coordinator, to provide an update on the project. Ms. Illg acknowledged and thanked all of the volunteer and stakeholder efforts for making the Byway a reality. Ms. Illg provided an update on signage and SJI Shuttle Project.

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Discussion followed regarding the benefits of a public transportation benefit district. Mayor Lacher and the Council thanked Ms. Illg. No action was taken.

WA State Initiative 501 - Legalized Marijuana

At 1:06 p.m., Mayor Lacher introduced discussion of draft ordinances concerning proposed zoning regulations for marijuana retail, production and processing. Town Attorney Cunningham provided an update on timeline, rules and enforcement issues at the State and Federal level; and explained the ordinance being proposed by staff.

The Liquor Control Board is in the process of adopting rules in compliance with Initiative 502. I-502 requires that no facility for marijuana retailing, processing or growing be located within 1,000 feet of the perimeter of any "elementary or secondary school, playground, recreation center or facility, child care center, public park, public transit center, library, or any game arcade admission to which is not restricted to persons aged twenty-one years or older." These buffers significantly limit the areas in which marijuana facilities may be located in the Town of Friday Harbor. Due to the nature of growing and processing marijuana, the Town may also exercise its zoning authority and police powers to ensure that such operations comply with standard zoning requirements and health and safety concerns, and as such, may be allowed as a conditional use under FHMC 17.52.030.

Attorney Cunningham explained that the Council and staff have reviewed the zones outside of these buffers and concluded that the light industrial area may be the best zone in which to allow facilities for marijuana facilities, so long as consistent with other uses for that zone. Discussion followed regarding allowing facilities in non-residential zoning (which would include professional services and commercial) and relying on 1,000 foot buffers. Administrator Wilson noted that the buffers are subject to change as businesses relocate and properties are rezoned.

Council consensus to accept the premise of limiting recreation marijuana facilities pursuant to I-502 to the light industrial zone; and direct staff prepare a final draft ordinance for consideration at public hearing.

ADMINISTRATOR'S REPORT

At 1:52 p.m., Administrator Wilson presented the Town Council with an update of the following:

- AWC Employee Benefit Trust - The Town's insurance provider has opted to self-insure. Town expects a zero percent increase if it remains with the Trust.
- Stormwater issues - Editorials have recently appeared in the newspaper regarding Town stormwater.
- Day of Caring Event- Fourteen United Way volunteers repainted the Sunshine Alley Restrooms.
- Blair Avenue - Town has submitted the TIB application for Blair Avenue.
- Solid Waste Management Plan - The consultant is in process of incorporating the State's comments. Adoption of the SWMP is anticipated in November.
- Code Enforcement Training - Surena Schumacher will begin training for code enforcement this fall.
- Utility Assistance Program - Town received anonymous donations for over \$3,000 for the Life Ring Program in September.
- Nuisance Ordinance - The proposed nuisance ordinance should be presented in November.
- SJI Transfer Station - The County has not yet presented a lease for the Sutton Road property.
- Water Transmission Main Replacement Project - Senator Ranker will attempt to help Town secure State funding for the Project.
- Front Street Kiosk - Town received signage. Staff will install in September / October.

Town Council of Friday Harbor - Summaries of the 2013 Minutes

PAYMENT OF CLAIMS

Moved by Monin, seconded by Hushebeck, to approve the payment of Claim Warrant Nos. 38394 through 38434 in the amount of \$109,828.44. Motion passed 3-0 with Menjivar and Starr absent. Councilmember de Freitas noted abstention from the warrant issued to the Visitors Bureau.

APPROVAL OF MINUTES

Approval of the September 5, 2013 minutes was postponed until October 3rd, 2013.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher noted gave a brief update on recent Ferry Community Partnership meetings and recent Town Hall meeting regarding Washington State Ferries.

CITIZEN RESPONSE

San Juan County Councilmember Rick Hughes commented on issues of mutual concern. Councilmember Hughes commented on the status of I-502, Washington State Ferries, and the statue of SJC Tourism Plan. No discussion followed. The Mayor and Council thanked Mr. Hughes.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:15 p.m. The next regular meeting is scheduled for Thursday, September 19, 2013 at 5:30 p.m.

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These minutes were approved on October 3, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, September 19, 2013 – Council Chambers – Evening Session
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CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 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. 5, Barbara Starr.

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

Position No. 4, Felix Menjivar; Treasurer, Wendy Picinich; and Attorney, Adina Cunningham were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

There were no public access items forthcoming.

ACTION AND DISCUSSION ITEMS

Town Council of Friday Harbor - Summaries of the 2013 Minutes

Proclamation - Library Card Sign Up Month

At 5:31 p.m., Mayor Lacher proclaimed September as "Library Card Sign Up Month" in the Town and urged everyone to take advantage of the resources that the Library has to offer. Laurie Orton, Library Director, spoke about upcoming programs available at the SJI Library.

Annexation to Fire District 3

At 5:35 p.m., Mayor Lacher introduced discussion of annexation of the Town of Friday Harbor into SJC Fire District No. 3. Administrator Wilson explained that the current contract for services with District 3, while successful, implies that the Town will seek a long-term relationship through annexation or other means. Administrator Wilson requested direction from the Council whether they desired to seek annexation through a ballot measure during 2013-2014. Discussion and inquiry followed. **Council consensus that staff will present the Council with options in 2014.**

Tourism Master Plan

At 6:07 p.m., Mayor Lacher introduced discussion of the proposals for the Town Tourism Master Plan. Administrator Wilson expressed concerns that it may be in the best interests of the Town to revise the scope of work that was originally advertised. Discussion and inquiry followed regarding the proposals received; how those may be duplicating local other entities; and phasing and budget of the project. **Council consensus to direct staff to present a revised scope of work limited to branding and a new logo for the Town of Friday Harbor.**

Sunshine Alley Urban Development

At 6:40 p.m., Mayor Lacher introduced discussion of the Sunshine Alley Urban Development proposals. Administrator Wilson explained that staff selected four top candidates from the proposals received. Discussion followed regarding who would participate and available dates for interview. **Council consensus that the Mayor, 2 Councilmembers and Staff would hold interviews with Cascade Studios, Inc. and Beckwith Design on Friday, October 4, 2013, if available.** Administrator Wilson noted that additional interviews can be held if these consultants do not meet the Town's criteria.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:55 p.m. The next regular meeting is scheduled for Thursday, October 3, 2013 at 5:30 p.m.

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These minutes were approved on October 3, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, October 3, 2013 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 12:00 p.m.

Town Council of Friday Harbor - Summaries of the 2013 Minutes

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Position No. 5, Barbara Starr.

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

Position No. 4, Felix Menjivar; and Attorney, Adina Cunningham were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

Sally Thomson, Island Rec. Director, thanked the Town for their support of "Movies at the Park" and for participating in the annual "Touch-A-Truck" event. Ms. Thomson described upcoming events. Discussion followed regarding the attendance for the Movies. The Council and Mayor thanked Ms. Thomson.

SJC COUNCIL UPDATE

SJC Councilmember Bob Jarman was not available to provide a report. Administrator Wilson reported that the County is currently reviewing committee memberships. The County has asked if the Town wants representation on the Marine Resource Committee (MRC) and Planning Commission (PC). Administrator Wilson conveyed that Johannes Krieger currently participates as a Town representative on the MRC; and declined representation for the Planning Commission. Administrator Wilson explained that Town would comment at public hearings if an item affected the Town.

ACTION AND DISCUSSION ITEMS

Resolution No. 1977

At 12:08 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1977, authorizing the Mayor to execute an agreement with Janice DeBardi to perform sidewalk and pavement condition inspections. Administrator Wilson explained that the data collected for this project will help the Town determine the scope, funding and priority of street improvements. The contractors will assess the condition of roadways in the Town, starting with arterials and heavily used feeders in the Downtown core and eventually embrace all streets. The goal is to create a 15-20 year funding and maintenance schedule to repair all streets to acceptable standards. Discussion followed regarding the need for two contractors and the term of the contracts. Administrator Wilson explained that each contractor is not expected to exceed \$3,500.

Moved by Starr, seconded by Monin, to adopt Resolution No. 1977, authorizing the Mayor to execute to execute an agreement, on a time and material basis at the hourly rate of \$19.37, with Janice DeBardi to perform sidewalk and pavement condition inspections. Motion passed 4-0 with Menjivar absent.

Resolution No. 1978

Concurrently with Resolution No. 1977, Mayor Lacher introduced discussion of draft Resolution No. 1978, authorizing the Mayor to execute an agreement with Mary Angela Morrison to perform sidewalk and pavement condition inspections. Administrator Wilson

Town Council of Friday Harbor - Summaries of the 2013 Minutes

Moved by Starr, seconded by Monin, to adopt Resolution No. 1978, authorizing the Mayor to execute to execute an agreement, on a time and material basis at the hourly rate of \$19.37, with Mary Angela Morrison to perform sidewalk and pavement condition inspections. Motion passed 4-0 with Menjivar absent.

Resolution No. 1979

At 12:21 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1979, authorizing the Mayor to execute an interlocal agreement with SJI School District 149 to provide funds and property (Quit Claim Deed) to the Town in coordination with the Blair Avenue Improvement Project. Administrator Wilson explained that the current parking area in front of the school is private property.

Moved by Hushebeck, seconded by Monin, to adopt Resolution No. 1979, authorizing the Mayor to execute an interlocal agreement with San Juan Island School District 149 to provide property in the form of a Quit Claim Deed for use as public right-of-way and funds in the amount of Twenty Five Thousand and 00/100 dollars (\$25,000) in exchange for the Town's improvements; and to accept said Quit Claim Deed for the property legally described in the interlocal agreement. Motion passed 4-0 with Menjivar absent.

Resolution No. 1980

At 12:24 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1980, accepting a Quit Claim Deed for dedication of property from San Juan County to the Town of Friday Harbor for improvements in the public right-of-way. Administrator Wilson explained that the Town will install sidewalks at our expense fronting on County property in exchange for the additional right-of-way. Discussion followed regarding the location of the property.

Moved by Monin, seconded by de Freitas, to accept the Quit Claim Deed for dedication of property from San Juan County to the Town of Friday Harbor for improvements in the public right-of-way. Motion passed 4-0 with Menjivar absent.

Resolution No. 1981

At 12:27 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1981, authorizing the Mayor to execute an interlocal agreement with the Association of Washington Cities Benefit Trust to jointly self-insure certain health benefit plans and programs for employees. Administrator Wilson explained that it is economically feasible and practical for the Trust to become self insured. The Trust projects a zero percent increase for cities who participate in 2014. In order to participate, WAC 200-110-030 requires that participating members adopt self-insured programs by resolution. Administrator Wilson explained that no noticeable changes to current programs are anticipated for employees. No discussion followed.

Moved by de Freitas, seconded by Starr, authorizing the Mayor to execute an interlocal agreement with the Association of Washington Cities Benefit Trust to jointly self-insure certain health benefit plans and programs for employees. Motion passed 4-0 with Menjivar absent.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 15933 through 15965 and the September 30th Direct Deposit Run in the amount of \$226,793.89; and approve the payment of Claim Warrant Nos. 38436 through 38493 in the amount of \$167,820.08. Motion passed 4-0 with Menjivar absent.

Town Council of Friday Harbor - Summaries of the 2013 Minutes

APPROVAL OF MINUTES

Approval of the minutes were postponed until the evening session.

ADMINISTRATOR'S REPORT

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

- Lodging Tax Advisory Committee - The LTAC evaluated the 2014 HM Tax applications. The Council is scheduled to discuss recommendations on October 17th.
- Economic Development Meeting - Town met with the Economic Development Council. The Council is invited to attend the annual Economic Development Summit in November.
- Future Agendas - Preliminary agendas were distributed for the remainder of 2013.
- Spring Street Water Sewer Main Replacement Project - The project was rescheduled to occur in January because of bidding requirements, holiday season and other factors.
- Water Transmission Line Project - Senator Ranker has been asked to assist the Town in securing funding for the project.
- Rainfall Levels - The recent rains have not caused any issues such as flooding.
- Friday Harbor Film Festival - Programs for the Festival were distributed.
- Shoreline Master Plan Updates - The Town and Consultant have been attempting to revise the scope of work.
- SJC Chip Seal Program - Public Works has identified the streets in Town that would be eligible for the County's program.
- Turn Point to Pear Point Connector Road - The County has identified the Road on their annual Transportation Improvement Plan.
- Upcoming Administrator Schedule - Administrator Wilson listed his upcoming schedule which includes off-island conferences.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher notified the Council that she emailed regional and state representatives regarding the government shutdown and requested that Councilmembers consider doing the same. The Council expressed that they would prefer contacting representatives individually rather than as a body.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:02 p.m. The next regular meeting is scheduled for Thursday, October 5, 2013 at 5:30 p.m.

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These minutes were approved on October 17, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, October 3, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 p.m.

ROLL CALL

Councilmembers: Position No. 1, Steve Hushebeck; Position No. 2, Noel Monin; and Position No. 3, Anna Maria de Freitas.

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

Position No. 4, Felix Menjivar; Position No. 5, Barbara Starr; and Attorney, Adina Cunningham; were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers Menjivar and Starr. Council unanimously excused their absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

Marilyn O'Connor, Port Director, provided a progress report on the recent fire at the Spring Street Landing building (Downriggers). The Port is currently selecting a contractor to assess the damage and make recommendations for reconstruction. No firm direction or permits have been submitted to the Town at this point.

ACTION AND DISCUSSION ITEMS

2014 Town Budget

At 5:45 p.m., Mayor Lacher introduced discussion of the budget adoption schedule. Administrator Wilson reviewed the preliminary agendas through December. Budget work sessions and public hearings have been scheduled. No action was taken.

Town Tourism and Branding Plan - Phase I

At 5:55 p.m., Mayor Lacher introduced discussion of a revised scope of work for the Town Tourism and Branding Plan. Administrator Wilson explained that the original Request for Proposals (RFP) was too broad. Administrator Wilson reviewed the new project description and deliverables. Discussion and inquiry followed regarding how the Sunshine Alley Urban Design may affect Town branding. **Council consensus to move forward with advertising the revised RFP.**

APPROVAL OF MINUTES

Moved by de Freitas, seconded by Monin, to approve the minutes of **September 5th and 19th, 2013 as amended.** Motion passed 3-0 with Menjivar and Starr absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:19 p.m. The next regular meeting is scheduled for Thursday, October 17, 2013 at 5:30 p.m.

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These minutes were approved on October 17, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Town Council of Friday Harbor - Summaries of the 2013 Minutes

Thursday, October 17, 2013 – 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 (delayed); Position No. 3, Anna Maria de Freitas; and Position No. 5, Barbara Starr.

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

Position No. 4, Felix Menjivar; and Attorney, Adina Cunningham; were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that the evening session of the Town Council will include a brief executive session relating to performance of a public employee. No action is required.

PUBLIC ACCESS TIME

Victoria Compton invited the Council to attend the SJC Economic Development Summit on November 13, 2013. Ms. Compton also offered to convey messages to Representative Larsen regarding the federal government shutdown. The Council thanked Ms. Compton.

ACTION AND DISCUSSION ITEMS

Ordinance No. 1518

At 12:02 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1518, amending the 2002 Town of Friday Harbor Comprehensive Plan. Administrator Wilson and Land Use Administrator Mike Bertrand explained that on September 26, 2013 the Planning Commission held a public hearing to consider annual revisions to the Plan, including vision statement, six year transportation program, and capital facilities planning. The Town has not received any redesignation requests in 2013 to date. The Planning Commission and staff recommended approval of the draft Ordinance. No discussion followed.

Moved by de Freitas, seconded by Starr, to adopt Ordinance No. 1518, amending the 2001 Town of Friday Harbor Comprehensive Plan. Motion passed 3-0 with Monin and Menjivar absent.

PUBLIC HEARINGS/MEETINGS/WORK SESSIONS

San Juan County Council - Joint Meeting

At 12:05 p.m., Mayor Lacher welcomed the San Juan County Council to discuss topics of mutual concern. SJC Councilmember Rick Hughes called the San Juan County Council meeting. The absence of Councilmember Jamie Stephens was excused. County staff was also present. County Administrator Mike Thomas was formally introduced to the Town Council.

Issues brought forth for discussion by the SJC Council, Town Council, Mayor and Staff were as follows:

Town Council of Friday Harbor - Summaries of the 2013 Minutes

- Turn Point / Pear Point Connector Road - Staff provided an update regarding the status of the connector road. The road was moved up in priority on the County's Six Year TIP. The County is in the process of establishing a funding mechanism and evaluating possible routes. Discussion followed concerning community involvement in selection of the route. **Consensus from the Councils to hold a series of public meetings and conduct traffic studies prior to route selection for the Turn Point / Pear Point Connector Road.**
- Washington State Ferries (WSF) - SJC Councilman Rick Hughes provided an update on recent regional ferry-related and FAC meetings. Mr. Hughes described recurring themes including repeal of the Build-In-Washington Law and local interest in a second ferry slip in Friday Harbor. Discussion followed regarding WSF infrastructure. Mayor Lacher suggested that the topic of a second ferry slip in Friday Harbor be added to a future agenda.
- Interlocal Agreements for services - Staff listed partnership opportunities, such as chip-sealing and vehicle/equipment maintenance, as possible cost savings for both the Town and County. The Town currently contracts with the County for various safety, law enforcement and court services and on-call building inspection.
- SJC Fairgrounds - The County was reminded during summer that it has restrictions on the water usage at the Fairgrounds which may affect future planning for the facility. Restrictions limit use of water to the fire suppression systems, restrooms and activities during the official Fair. The notification was in response to recent propositions for year-round camping and drive-in movie facilities.
- SJC Tourism Master Plan - The County is working with the Visitors Bureau to develop the Plan. Discussion followed regarding duplication of services.
- SJC Comprehensive Plan - The County is developing a scope of work for a consultant to perform updates.
- Cattle Point Road Project - Designs and specifications will be completed in 2014. The County is in the process of easement acquisition. The existing roadbed will be reclaimed back to the Park as a mitigation measure once completed.
- Town Water Transmission Line Replacement Project - Town has been working with the County for easement acquisition. The Town and County will attempt to coordinate other maintenance during actual construction. Town is attempting to secure funding through USDA loans.
- Port Property Fire / Reconstruction - The insurance agencies for the Port are still investigating and determining damages for the building located at Spring Street Landing. Mayor Lacher commented that it would be a unique opportunity and timing for the Port, Town, County and WSF to discuss an alternative plan for off-loading ferries and possibility for a pedestrian boardwalk depending on the permitting requirements for building reconstruction and long-term seawall replacement.

Mayor Lacher and the Council thanked the County Council for attending. Discussion followed regarding scheduling of the next joint meeting. SJC Councilman Rick Hughes adjourned the SJC Council at 1:26 p.m.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Starr, to approve the payment of Claim Warrant Nos. 38494 through 38553 in the amount of \$175,484.13. Motion passed 4-0 with Menjivar absent.

APPROVAL OF MINUTES

Moved by Starr, seconded by Hushebeck, to approve the minutes of **October 3, 2013 as submitted**. Motion passed 4-0 with Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher will include discussion of a second ferry slip in Friday Harbor on a future agenda.

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The Council discussed cooperation efforts with other entities for equipment maintenance. Councilmember Monin suggested that the Fire District be considered as a possible candidate.

CITIZEN RESPONSE

Matt Shildneck, Planning Commissioner, asked if WSF was ever approached about offloading vehicles before pedestrians as a means to control traffic and timing while in dock. The Mayor replied that WSF has and responded that their staff requires that time to clean the upper levels of the vessel.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:41 p.m. The next regular meeting is scheduled for Thursday, October 17, 2013 at 5:30 p.m.

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These minutes were approved on November 7, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, October 17, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session of the Town Council to order at 5:30 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. 5, Barbara Starr.

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

Position No. 4, Felix Menjivar; and Attorney, Adina Cunningham; were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

Lynn Danaher and Karen Palmer, Friday Harbor Film Festival, reported on the event and thanked the Council for the essential hotel motel grant funding that they used as "seed money".

PUBLIC HEARING

Title 17 Amendments - Initiative 502 - Marijuana Legislation

At 5:35 p.m., Mayor Lacher opened the public hearing to consider revisions to Title 17 FHMC regarding regulations for marijuana retail, production and processing within the corporate limits of the Town. Due to the nature of producing and processing marijuana, the Town desires to exercise its zoning authority and police powers to ensure that such operations comply with standard zoning requirements and health and safety standards.

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Mayor Lacher explained that the hearing was legislative in nature and that the purpose of the hearing was to receive public comment. Mayor Lacher asked if any Councilmember wished to excuse themselves from participating. Council answered in the negative. There was no response to Mayor Lacher's inquiry if anyone objected to her or any Councilmember's participation in the public hearing process. Council responded in the negative to Mayor Lacher's inquiry regarding personal interest in the affected properties or issue. Council responded in the negative to Mayor Lacher's inquiry regarding personal gain or loss of financial benefit. Council answered in the affirmative regarding hearing and considering the matter in a fair and objective manner.

Mayor Lacher asked Land Use Administrator, Mike Bertrand, to present the staff report. Mr. Bertrand entered no exhibits into the record; stated three constituents contacted Town; and described staff evaluation of the issue and recommendation.

The Town desires to comply with I-502 to the extent allowed by law. I-502 requires that no facility for marijuana retailing, processing or producing be located within 1,000 feet of the perimeter of any "elementary or secondary school, playground, recreation center or facility, child care center, public park, public transit center, or library, or any game arcade admission to which is not restricted to persons aged twenty-one years or older." These buffer zones significantly limit the area in which marijuana facilities may be located in the Town. The Council and staff have reviewed the zones outside of these 1,000 foot buffer zones and concluded that the light industrial zone would be consistent with I-502. If the proposed ordinance is adopted, a proposed facility would be an allowable use under 17.52.020.

Staff evaluation and recommendation is that the Town Council should consider the draft ordinance presented as it is in the best interest of the Town and the general public to make appropriate zoning changes to accommodate the growing, processing and retail of marijuana pursuant to I-502.

At 5:44 p.m., Mayor Lacher opened the hearing for public comment.

Matt Shildneck, Planning Commissioner, asked how staff determined that marijuana processing should be a conditional use. Administrator Wilson explained that Town is concerned about sight, smell, noise and other factors that may impact neighbors of a facility.

Steve Wehrly, San Juan Island, requested that Town produce a map showing the allowable areas.

Norris Palmer, 4730 West Side Road, thanked the Council for being proactive and considering an ordinance for appropriate zoning.

Gay Wilmerding, 550 Jensen Alley, asked if medical marijuana could still be grown in the home. Administrator Wilson responded that the State may change laws relating to medical marijuana.

Mayor Lacher asked for additional public testimony. Hearing none, she asked if staff if they wished to make additional comments. None were forthcoming. Mayor Lacher opened the hearing to Council questions. No additional questions were forthcoming. Mayor Lacher asked for additional audience comments. Hearing none, Mayor Lacher closed the public input portion of the hearing at 5:54 p.m.

No action was taken.

ACTION AND DISCUSSION ITEMS

Resolution No. 1982

Town Council of Friday Harbor - Summaries of the 2013 Minutes

At 5:55 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1982, authorizing the Mayor to execute an agreement with Anchor QEA, LLC for revisions to the Town Shoreline Master Plan Update. Land Use Administrator, Mike Bertrand, explained that the consultant submitted a scope of work and budget for the project. Mr. Bertrand has been in contact with the consultant concerning the budget in order to lower the cost as much as possible. As a result, most of the public outreach and coordinating with the Department of Ecology will be done by staff and the Planning Commission. No discussion followed.

Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 1982, authorizing the Mayor to execute an agreement with Anchor QEA, LLC, an environmental engineering firm, to complete updates to the Town Shoreline Master Plan. Motion passed 4-0 with Menjivar absent.

Ordinance No. 1519

At 6:00 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1519, relating to dangerous and potentially dangerous dogs. Administrator Wilson explained that the court of appeals in recent decision ruled that portions of the Pierce County Code relating to dangerous dogs were invalid because the county code did not plainly state the burden of proof and because the code included a fee for review of a dangerous dog determination. The Town has similar ordinance language and should be updated to conform to the court's holding in the case and to be consistent with County Code. No discussion followed.

Moved by Hushebeck, seconded by Monin, to adopt Ordinance No. 1519, amending procedures in 6.05 FPMC relating to dangerous dogs and potentially dangerous dogs. Motion passed 4-0 with Menjivar absent.

WORK SESSION

2014 Town Budget

At 6:03 p.m., Mayor Lacher opened the initial work session regarding the 2014 Town Budget. Mayor Lacher and the Town Council discussed items of interest with Administrator Wilson and Treasurer Picinich. Administrator Wilson reviewed revenues at a glance, expenditures in general, capital reserve project, and discretionary budget request from various departments. Discussion and inquiry followed regarding long term planning and priorities, contractual rate increases, estimated revenues, and status of the Sutton Road transfer station lease agreement and proposed rates. No action was taken.

ACTION AND DISCUSSION ITEMS (cont.)

2014 Hotel Motel Excise Tax Grant Program

At 7:10 p.m., Mayor Lacher introduced discussion of the Lodging Tax Advisory Committee (LTAC) recommendation regarding 2014 Hotel Motel Grant Tax disbursements. Administrator Wilson explained the process that LTAC used to determine the recommended amounts. Administrator Wilson noted that the LTAC considered a weighted average instead of the straight average by eliminating the highest and lowest recommendation for each application. Councilmember Hushebeck noted that the recommendation does not equal \$199,000 because of this method. Councilmember de Freitas stated concerns that grant funding would be used to promote the Film Festival during a time that other activities are abundant. Councilmember Monin stated that he did not approve of using grant funding as a means of controlling aspects of an event, such as timing. Discussion and inquiry followed regarding the proposed funding of other applications.

Moved by Hushebeck, seconded by Monin, to accept the recommendation of the Town Lodging Tax Advisory Committee from the 2nd 2% Hotel Motel Excise Tax fund totaling

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\$197,792; and distribute the remaining \$1,200 proportionately among the applicants as follows:

- **SJI Visitors Bureau - \$149,729**
- **SJI Chamber of Commerce (Visitors Information Center) - \$23,623**
- **SJI Chamber of Commerce (Event Promotion) - \$3,018**
- **SJI Chamber of Commerce (Fireworks Display) - \$1,467**
- **Whale Museum - \$6,238**
- **Art Museum - \$4,326**
- **Pacific Island Research Institute - \$5,534**
- **Port of Friday Harbor - \$855**
- **Skagit Valley College - \$1,509**
- **Agricultural Guild - \$1,610**
- **Chamber Music Festival - \$1,090**

Motion passed 4-0 with Menjivar absent.

Resolution No. 1983

At 7:37 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1983, authorizing the Mayor to execute an agreement between the Town and Inter Island Enterprises, dba San Juan Business Park for rental storage. Administrator Wilson explained that Public Works has a need to store heavy equipment during the inclement weather months, including the Town vector truck. San Juan Business Park offers month-to-month storage at a rate of \$430 per month. No discussion followed.

Moved by Monin, seconded by Starr, to adopt Resolution No. 1983, authorizing the Mayor to execute an agreement between the Town and Inter Island Enterprises, dba San Juan Business Park for rental storage. Motion passed 4-0 with Menjivar absent.

Resolution No. 1984

At 7:39 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1984, authorizing the Mayor to execute an agreement between the Town and Janice DeBardi to provide construction inspection services for the Spring Street Water Sewer Main Replacement Project. Administrator Wilson explained that Ms. DeBardi offered to provide services on a time and material basis rate of \$35.00 per hour for duration of the project. No discussion followed.

Moved by Starr, seconded by Hushebeck, to adopt Resolution No. 1984, authorizing the Mayor to execute an agreement between the Town and Janice DeBardi to provide construction inspection services for the Spring Street Water Sewer Main Replacement Project. Motion passed 4-0 with Menjivar absent.

Resolution No. 1985

At 7:43 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1985, authorizing the Mayor to execute Change Order Nos. 1 and 2 on the contract with Richard Lawson Construction, Inc. for the Mullis Street Pedestrian Improvement Project. Administrator Wilson explained that in accordance with the Town's change order policy, the Town and Contractor have mutually agreed that several items could be changed for efficiency purposes. Change Order No. 1 contains no monetary value for amending contact information in the agreement. Change Order No. 2 has an additive value of \$3,455.00 for use and installation of materials. No discussion followed.

Moved by Monin, seconded by de Freitas, to adopt Resolution No. 1985, authorizing the Mayor to execute Change Order Nos. 1 and 2 on the contract with Richard Lawson Construction, Inc. for the Mullis Street Pedestrian Improvement Project. Motion passed 4-0 with Menjivar absent.

Town Council of Friday Harbor - Summaries of the 2013 Minutes

ADMINISTRATOR'S REPORT

At 7:45 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Meeting/Conference Schedule - The Administrator review the prior week's meeting schedule.
- Warbass Way - The catch basin is scheduled to be installed the week of October 21, 2013.
- Chip Seal Program - Eligible projects were listed for chip sealing in spring 2014.
- Water Treatment - Public Works has identified a pilot system for chlorine treatment of water in lieu of buying and transporting liquid chlorine. The expense of transporting chlorine currently costs more than the product.
- Front Street Kiosk - Signage has been installed and final touches for painting are taking place.
- Front Street Plantings - Plantings will be installed once plants are dormant. The contractor estimates another 1-2 weeks.
- Blair Street Improvement Project - School District 149 are scheduled to approve the agreement and quit claim deeds on October 30th.
- Tourism Branding Plan - The revised scope of work for Phase I will be advertised in November.
- Solid Waste Management Plan - The Planning Commission is reviewing the final draft of the Solid Waste Management Plan for compliance with our Comprehensive Plan. The Council will consider adoption in December.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 7:55 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding performance of a public employee in accordance with the provisions of RCW 42.30.110(1)(g); which was estimated to last 15 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, Treasurer Picinich, and Clerk Taylor. The session ended at 8:11 p.m. for an actual session time of 16 minutes. No actions were taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 8:13 p.m. The next regular meeting is scheduled for Thursday, November 7, 2013 at 12:00 p.m.

* * * * *

These minutes were approved on November 7, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, November 7, 2013 – 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. 5, Barbara Starr.

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

Position No. 4, Felix Menjivar; and Attorney, Adina Cunningham; were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

Mayor Lacher read a letter from Councilmember Menjivar accounting for his absences during the year 2013 due to his employment.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

Mayor Lacher announced that consideration of a change order for the Mullis Street Pedestrian Improvement Project would be added to the agenda. Mayor Lacher announced cancellations on the agenda.

PUBLIC ACCESS TIME

The following individuals expressed concerns regarding the relocation of the US Customs and Border Protection agency to the corner of First and Spring Street:

- Susan Williamson, 440 Tucker Avenue
- Rosa Blair, SJI resident
- Grisha Krivchenia, SJI resident
- Chita Miller, 939 Afterglow Drive; and
- Jeff Altman, 725 Guard Street.

Mayor Lacher read a statement on behalf of the Town and explained that Town does not and cannot substitute its judgment for that of the property owner and therefore will not in this instance. The Town understands that the community is concerned by the usage of the space by the federal government. However, those concerns do not justify intervention by the Town, especially when such intervention may be unlawful or construed as interference with a private contractual relationship. Mayor Lacher noted that staff has made an effort to reach out to the regional Public Affairs Chief for US Customs to inform that office of the issues that have been raised. Chief Schreiber has expressed a willingness to hold public outreach meetings to address the community's concerns.

DEPARTMENT REPORTS

Public Works

At 12:18 p.m., Public Works Director, Wayne Haefele, reported on third quarter activities of the Public Works Department, including status of the Town Pavement Survey, Water Transmission Line Replacement Project, Front Street Water Sewer Main Replacement Project, Mullis Street Improvements. Mr. Haefele provided status of projects recently completed by the Town Crew. Mr. Haefele described the change order being considered for Mullis Street. Discussion and inquiry followed regarding miscellaneous street conditions. Mayor Lacher thanked Mr. Haefele. No action was taken.

Historic Preservation

At 12:30 p.m., Historical Preservation Coordinator, Sandy Strehlou, reported on third quarter activities of the Department, including status of HPRB recruitment, incentive ordinance, and recently hosted events. No discussion followed. Mayor Lacher thanked Ms. Strehlou. No action was taken.

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System Administration

At 12:41 p.m., System Administrator, Steve Dubail, reported on third quarter activities of the Department, including system maintenance, online security, traffic counts, updating town maps and attendance of trade conferences with the finance department. Mayor Lacher thanked Mr. Dubail. No action was taken.

ACTION AND DISCUSSION ITEMS

Invoice Cloud Service

At 12:54 p.m., Mayor Lacher introduce discussion of Invoice Cloud Services for online credit/debit payments for the Town Finance Office. Treasurer Picinich and System Administrator Dubail explained that the purpose of discussion is to determine whether the Finance Office should survey Town utility users to determine the need. Town has been reluctant in the past to pursue debit/credit payments because of its cumbersome nature and liability. Accepting and processing cards costs money and requires additional accounting. Staff has identified a third party vendor service called Invoice Cloud (IC) that would allow Town to accept payments. Discussion followed regarding how the process would work. **Council consensus to survey utility users to determine if the service is wanted and report back with results.**

SJI Chamber of Commerce

At 1:02 p.m., Mayor Lacher introduced Tom Kirschner, SJI Chamber of Commerce Director, to provide a report and budget request for 2014. Mr. Kirschner reported on the year's events, thanked the Council for its support through lodging tax funding and requested that it consider partial funding of the annual fireworks display. Discussion followed regarding community participation for funding. **Council consensus to allocate \$5,000 to the Chamber for the annual fireworks display.**

SJC Economic Development Council

At 1:15 p.m., Mayor Lacher introduced Victoria Compton, Executive Director, and Jim Hooper, President, of the SJC Economic Development Council to provide a report and budget request for 2014. Ms. Compton and Mr. Hooper described the year's events and accomplishments, thanked the Council for its support through public facilities excise tax, reviewed draft priorities for upcoming year, and requested that the Council consider funding in the amount of \$15,000 for 2014. Discussion followed regarding allowable uses of the excise tax and support services that the EDC provides. **Council consensus to allocate \$15,000 to the Economic Development Council for operations in 2014.**

Ordinance No. 1520

At 1:31 p.m., Mayor Lacher introduced discussion of draft Ordinance No. 1520, amending Friday Harbor Municipal Code Title 17 relating to zoning for uses for recreational marijuana pursuant to Initiative 502. Administrator Wilson explained that pursuant to the public hearing on October 17th, staff finalized said ordinance for Council consideration. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1520, amending Friday Harbor Municipal Code Title 17 relating to zoning for uses for recreational marijuana pursuant to Initiative 502. Motion passed 4-0 with Menjivar absent.

Resolution No. 1986

At 1:34 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1986, authorizing the Treasurer to cancel certain warrants. Treasurer Picinich explained that three warrants have been outstanding for several years and that the Finance Office desires to clear them from the finance

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systems. The payees will continue to be entitled to the funds if they collect them. No discussion followed.

Moved by de Freitas, seconded by Monin, to adopt Resolution No. 1986, authorizing the Treasurer to cancel Warrant Nos. 13805, 14353 and 14354 totaling \$44.72. Motion passed 4-0 with Menjivar absent.

ADMINISTRATOR'S REPORT

At 1:35 p.m., Administrator Wilson presented the Town Council with an update of the following:

- **Resolution No. 1988 – Authorizing the Mayor to execute Change Order No. 3 with Richard Lawson Construction, Inc. for the Mullis Street Pedestrian Improvement Project in the amount of \$38,045 for installation of additional pavement to correct deficiencies at the intersection. Moved by Starr, seconded by de Freitas. Motion passed 4-0 with Menjivar absent.**
- Holiday Lighting – Town is drafting a letter to the business community requesting that they decorate for the holidays to brighten the downtown core.
- Movies in the Park – Town has granted permission to Island Rec to use the parks so they can expand the Movies program two weeks.
- Blair Avenue Improvement Project – Town should be notified by November 22nd regarding its Transportation Improvement Board grant application for improvements.
- US Customs – The department is open to holding a public forum to address community concerns regarding its relocation to the downtown core.

PAYMENT OF CLAIMS

Moved by Monin, seconded by de Freitas, to affirm the payment of Payroll Warrant Nos. 15966 through 15993 and direct deposit run in the amount of \$229,007.20; and approve the payment of Claim Warrant Nos. 38560 through 38611 in the amount of \$173,563.87. Motion passed 4-0 with Menjivar absent.

APPROVAL OF MINUTES

Moved by Hushebeck, seconded by Monin, to approve the minutes of **October 17, 2013 as corrected**. Motion passed 4-0 with Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:01 p.m. The next regular meeting is scheduled for Thursday, November 7, 2013 at 5:30 p.m.

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These minutes were approved on November 21, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, November 7, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Town Council of Friday Harbor - Summaries of the 2013 Minutes

Mayor Lacher called the regular session of the Town Council to order at 5:30 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. 5, Barbara Starr.

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

Position No. 4, Felix Menjivar; and Attorney, Adina Cunningham; were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

No announcements were forthcoming.

PUBLIC ACCESS TIME

Deborah Hopkins, Visitors Bureau Executive Director, on behalf of North Star Charters, informed the Council that a NSC is working to provide charter flights to and from Victoria, BC. Discussion followed. Mayor Lacher requested that Ms. Hopkins work with Administrator Wilson to determine if anything is needed from the Town to facilitate the request.

Farhad Ghatan, newly elected Councilmember, introduced himself and expressed eagerness to begin his work with the Council.

The following individuals expressed concerns regarding the relocation of the US Customs and Border Protection agency to the corner of First and Spring Street:

- Juniper Maas, 1328 Beaverton Valley Road;
- Daniel James, (San Juan Island resident); and
- Leah Altman, 416 Egg Lake Road.

Mayor Lacher thanked the audience for their comments and read a statement on behalf of the Town explaining that Town does not and cannot substitute its judgment for that of the property owner and therefore will not in this instance. The Town understands that the community is concerned by the usage of the space by the federal government. However, those concerns do not justify intervention by the Town, especially when such intervention may be unlawful or construed as interference with a private contractual relationship. Mayor Lacher noted that staff has made an effort to reach out to the regional Public Affairs Chief for US Customs to inform that office of the issues that have be raised. Chief Schreiber has expressed a willingness to hold public outreach meetings to address the community's concerns.

ACTION AND DISCUSSION ITEMS

Nuisance Ordinance

At 5:49 p.m., Mayor Lacher introduced discussion of the proposed nuisance and enforcement ordinances. Administrator Wilson explained that the ordinances are close to being finalized and described the purpose for each. Discussion followed regarding law enforcement. No action was taken.

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Work Session – Town Budget

At 5:58 p.m., Mayor Lacher introduced the work session regarding the draft 2014 Town Budget. Administrator Wilson reviewed discretionary items. Discussion followed regarding line items of interest. No action was taken.

Resolution No. 1987

At 6:50 p.m., Mayor Lacher introduced discussion of draft Resolution No. 1987, authorizing the Mayor to execute an agreement with Beckwith Consulting Group to develop an urban design plan for Sunshine Alley. Administrator Wilson summarized the interviews with consultants. Councilmembers de Freitas and Hushebeck, and Mayor Lacher (who were members of the interview panel) offered their opinions of the consultants. Discussion followed regarding subcontracting of local architectural firms when feasible.

Moved by Starr, seconded by de Freitas, to adopt Resolution No. 1987, authorizing the Mayor to execute an agreement between the Town of Friday Harbor and Beckwith Consulting Group, to develop an urban design plan for Sunshine Alley. Motion passed 4-0 with Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Lacher inquired if the Council desired to support the North Star Charters project. The Council concurred.

CITIZEN RESPONSE

Farhad Ghatan complimented the Mayor regarding the letter to the public concerning US Customs.

Howard Rosenfeld, 30 Web Street, stated concerns regarding the presence of US Customs being housed in the downtown core.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 7:14 p.m. The next regular meeting is scheduled for Thursday, November 21, 2013 at 12:00 p.m.

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These minutes were approved on November 21, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, November 21, 2013 – Council Chambers – Afternoon Session

CALL TO ORDER

Mayor Pro-tem Hushebeck 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. 5, Barbara Starr.

Others Present: Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

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Mayor, Carrie Lacher; Position No. 4, Felix Menjivar; and Attorney, Adina Cunningham; were not present.

EXECUSED ABSENCE

Mayor Pro-tem Hushebeck asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

Mayor Lacher was absent. The Council unanimously elected Councilmember Hushebeck to act as Mayor Pro-Tem for the session.

FLAG SALUTE

Mayor Pro-Tem Hushebeck conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

No announcements were forthcoming.

PUBLIC ACCESS TIME

Allison Johnston, SJI resident, invited the Council to a community meeting at the Brickworks regarding the relocation of the US Customs and Border Protection agency to the corner of First and Spring Street.

The following individuals expressed concerns regarding the relocation:

- Ruthie _____; and
- Mike Vouri, SJI resident.

PUBLIC HEARING

2014 Revenue Resources

At 12:08 p.m., Mayor Pro-tem Hushebeck opened the public hearing on the Town's 2014 Revenue Resources. Treasurer Picinich distributed an explanation of the anticipated current expense revenue resources for 2014, including building permits and new construction, leasehold taxes, and overview of property, sales and various excise tax. Administrator Wilson explained that the Town would be receiving the maximum increase in property tax revenue. The anticipated revenue from property taxes authorized for 2014 is in the amount of \$453,136. This increase includes the regular property tax levy and \$5,107 generated by new construction; the improvement of property within the Town; any increase in the value of State-assessed property; and/or any increase due to annexed property, and applicable refunds. Treasurer Picinich reviewed the revenue resources with the Council. Inquiry followed regarding "refund levy".

Mayor Pro-tem Hushebeck opened the hearing to public comment. Hearing none, Mayor Pro-tem Hushebeck closed the public hearing. **See adoption of Ordinance No. 1521 below.**

Ordinance No. 1521

Moved by Monin, seconded by de Freitas, to adopt Ordinance No. 1521, fixing and levying the amount of Ad Valorem Taxes for the Town of Friday Harbor for the year 2014 in the amount of \$453,146 for regular property tax levy and \$5,107 for new construction and improvements. Motion passed 4-0 with Menjivar absent.

Public Hearing - 2014 Town Budget

At 12:14 p.m., Mayor Pro-tem Hushebeck opened the public hearing for consideration of the preliminary 2014 Budget for the Town of Friday Harbor. Treasurer Picinich and Administrator Wilson explained that the budget is balanced and includes adjustments from the previous work sessions.

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At 12:15 p.m., Mayor Pro-tem Hushebeck requested public testimony from the audience. Hearing none, Mayor Pro-tem Hushebeck requested comments from staff or Councilmembers. Hearing none, Mayor Pro-tem Hushebeck closed the public hearing for consideration of the preliminary 2014 Budget. No action was taken.

WORK SESSION

At 12:19 p.m., Mayor Pro-tem Hushebeck opened the work session regarding the 2014 Town Budget. Administrator Wilson requested comments or concerns from the Council regarding any of the funds. Hearing none, Administrator Wilson inquired if the Council desired to hold any additional work sessions. Councilmember de Freitas requested that the Council hold retreats regarding various earmarked funds such as Parks. No discussion followed. The Council thanked Administrator Wilson and Treasurer Picinich for presenting the budget.

ADMINISTRATOR'S REPORT

At 12:24 p.m., Administrator Wilson presented the Town Council with an update of the following:

- Trout Lake Dam – A discussion regarding liability insurance will be scheduled on a future agenda.
- SJC Economic Development Council – The annual summit was successful.
- RMSA Membership – Mayor Lacher has been elected to serve on the Executive Committee.
- Wastewater Treatment Plant – DOE recommends changing the bio-filter media.
- Town Attorney – Attorney Cunningham is still on extended medical leave from her Firm. Paul Elsner has been acting on her behalf.
- SJC Critical Areas Ordinance – Public Works Director will be making comments at the request of Opalco.
- Spring Street Water Sewer Main Replacement Project – Prebid meeting is scheduled November 22nd and bid opening November 25th.
- Sunshine Alley Urban Design – The Consultant will be conducting surveys regarding the project.

PAYMENT OF CLAIMS

Moved by Monin, seconded by Starr, to approve the payment of Claim Warrant Nos. 38612 through 38663 in the amount of \$106,412.79. Motion passed 4-0 with Menjivar absent.

APPROVAL OF MINUTES

Minutes were postponed until the evening session.

FUTURE AND NON-AGENDA ITEMS

No future agenda items were forthcoming.

CITIZEN RESPONSE

No citizen response was forthcoming.

ADJOURNMENT – Hearing no further business and no objection, Mayor Pro-tem Hushebeck adjourned the meeting at 12:42 p.m. The next regular meeting is scheduled for Thursday, November 21, 2013 at 5:30 p.m.

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These minutes were approved on December 5, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

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Thursday, November 21, 2013 – Council Chambers – Evening Session

CALL TO ORDER

Mayor Pro-tem Hushebeck called the regular session of the Town Council to order at 5:30 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. 5, Barbara Starr.

Others Present: Treasurer, Wendy Picinich; Town Administrator, Duncan Wilson; and Clerk, Amy Taylor.

Mayor, Carrie Lacher; Position No. 4, Felix Menjivar; and Attorney, Adina Cunningham; were not present.

EXECUSED ABSENCE

Mayor Lacher was unavailable. The Council unanimously elected Councilmember Hushebeck to act as Mayor Pro-Tem for the session.

Mayor Pro-tem Hushebeck asked if the Council wished to excuse the absence of Councilmember Menjivar. Council unanimously excused his absence.

FLAG SALUTE

Mayor Pro-Tem Hushebeck conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

No announcements were forthcoming.

PUBLIC ACCESS TIME

Joaquin Hubbard, 329 Grover Street, requested that the Council consider establishing a tree ordinance or policy to prevent clear cutting of lots in Town. Mr. Hubbard stated that the possibility of parcel owners clear-cutting in fear of the discussion of an ordinance is poor protection of natural resources. Council thanked Mr. Hubbard. **Council consensus to add the issue to a future agenda.**

WORK SESSION

At 5:39 p.m., Mayor Pro-tem Hushebeck opened the work session regarding the 2014 Town Budget. Administrator Wilson described utility increases that would be consider later in the evening. Treasurer Picinich explained that she will be presenting a cost allocation plan for the utility funds at the December 5th meeting. The cost allocation plan could affect user costs. The purpose of the plan is to explain the methodology used for disbursement of wage and other costs for utilities. No discussion followed.

ACTION AND DISCUSSION ITEMS

Ordinance No. 1522

At 5:43 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Ordinance No. 1522, amending Chapter 13.05 of the Friday Harbor Municipal Code, concerning water rate tables and repealing Ordinance No. 1471 in its entirety. No discussion followed.

Moved by Monin, seconded by Starr, to adopt Ordinance No. 1522, amending Chapter 13.05 of the Friday Harbor Municipal Code, concerning water rate tables and repealing Ordinance No. 1471 in its entirety. Motion passed 4-0 with Menjivar absent.

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Ordinance No. 1523

At 5:44 p.m., Mayor Pro-tem Hushebeck introduced discussion of draft Ordinance No. 1523, amending Ordinance No. 1093 and Chapter 13.28 of the Friday Harbor Municipal Code concerning refuse rate tables and repealing Ordinance No. 1432 in its entirety. Ordinance No. 1523 increases the charge for yard waste and recycling to \$2 per can. No discussion followed.

Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1523, amending Ordinance No. 1093 and Chapter 13.28 of the Friday Harbor Municipal Code concerning refuse rate tables and repealing Ordinance No. 1432 in its entirety. Motion passed 4-0 with Menjivar absent.

Nuisance Ordinance

At 5:48 p.m., Mayor Pro-tem Hushebeck introduced discussion concerning amendments to Chapter 1.18 FHMC relating to enforcement of civil infractions and adding Chapter 9.14 FHMC relating to nuisances. Administrator Wilson distributed draft language for consideration and requested that the Council review for the December 19th meeting. No action was taken.

APPROVAL OF MINUTES

Moved by Monin, seconded by de Freitas, to adopt the minutes of November 7, 2013 as presented. Motion passed 4-0 with Menjivar absent.

FUTURE AND NON-AGENDA ITEMS

Mayor Pro-tem Hushebeck inquired if the planned refuse truck would have an automatic lift for cans. Discussion followed regarding the pros and cons of that feature. Administrator Wilson stated he would bring addition information to the Council.

Councilmember Starr requested that the Brickworks Plaza receive a historical landmark designation and that they investigate putting a historical easement on the property. Discussion followed. Administrator Wilson stated he would bring addition information to the Council.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 6:20 p.m., Mayor Pro-tem Hushebeck announced that the Council would be holding an executive session regarding potential litigation in accordance with the provisions of RCW 42.30.110(1)(b); which was estimated to last 15 minutes. Participants: Town Council, Administrator Wilson, Treasurer Picinich, and Clerk Taylor. The session ended at 6:43 p.m. for an actual session time of 23 minutes. No actions were taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Pro-tem Hushebeck adjourned the meeting at 6:43 p.m. The next regular meeting is scheduled for Thursday, December 5, 2013 at 12:00 p.m.

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These minutes were approved on December 5, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday, December 5, 2013 – Council Chambers – Afternoon Session

CALL TO ORDER

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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. 4, Felix Menjivar; and Position No. 5, Barbara Starr.

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

Position No. 2, Noel Monin; Position No. 3, Anna Maria de Freitas; and Attorney, Adina Cunningham; were not present.

EXECUSED ABSENCE

Mayor Lacher asked if the Council wished to excuse the absence of Councilmembers Monin and de Freitas. Council unanimously excused their absence.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

ANNOUNCEMENTS/SCHEDULE CHANGES

The evening session of the Town Council was not scheduled.

PUBLIC ACCESS TIME

No public access was forthcoming.

SAN JUAN COUNTY UPDATE

San Juan County Councilmember Bob Jarman provided an update on issues of mutual concern. Included were an update on the recent communications outage, SJI Transfer Station Lease, speed zone changes on Roche Harbor Road/Tucker Avenue; Whidbey Island naval aircraft noise, and opportunities for joint contracting for services. Discussion followed. No action was taken.

ACTION AND DISCUSSION ITEMS

Spring Street Water Sewer Main Replacement Project

At 12:17 p.m., Mayor Lacher introduced discussion of bid award for the Spring Street Water Sewer Main Replacement Project. Public Works Director, Wayne Haeefe, explained the bid award process and described the three bids received at the November 27th bid opening. The bids received were examined for completeness and responsibility pursuant to RCW 39.04.350. Upon examination, the bid by Richard Lawson Construction, the apparent low bidder at the amount of \$149,860 contained a minor difference between the mathematical total of the extended prices, and the base bid grant total as written on the bid form. The difference amounted to \$30. Mr. Haeefe recommended the award of bid to Richard Lawson Construction. Discussion followed regarding the contractor's ability to complete the project to Town performance standards. Mr. Haeefe explained that only items listed in the bid specifications may be considered for responsiveness.

Moved by Menjivar, seconded by Starr, to award the bid of \$149,860 for construction of the Spring Street Water Sewer Main Replacement Project to Richard Lawson Construction, Inc. Motion passed 3-0 with Monin and de Freitas absent.

Bail and Fee Schedule

At 12:35 p.m., Mayor Lacher introduced discussion of the Town bail and fee schedules. Administrator Wilson and Clerk Taylor explained that no changes to the schedules are requested at this time,

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however the municipal code requires that they be reviewed by the Council annually. No discussion followed.

Moved by Hushebeck, seconded by Menjivar to adopt the Town Bail and Fee Schedules for year 2014. Motion passed 3-0 with Monin and de Freitas absent.

Solid Waste Management Plan

At 12:37 p.m., Mayor Lacher introduced discussion of the Town Solid Waste Management Plan. Administrator Wilson and Land Use Administrator Mike Bertrand explained that the Planning Commission reviewed and recommended no changes to the report. Administrator Wilson requested that the Council review the Plan for adoption at the December 19th meeting. No action was taken.

ADMINISTRATOR'S REPORT

At 12:43 p.m., Administrator Wilson presented the Town Council with an update of the following:

- SJC Land Bank – The Land Bank is attempting a conservation easement on portions of Lawson Ridge. The Ridge abuts the Trout Lake Reservoir. The Land Bank may need to seek partners to make the easement acquisition feasible.
- FCC/UTC Public Hearing – A hearing is scheduled December 9th to discuss the recent outage event. The focus of the hearing regards 9/11 and emergency communications. Discussion followed regarding other aspects of the event.
- Paving Survey – The survey is almost complete. The preliminary estimate is \$9.7 million to bring all streets up to minimal standards. This estimate includes pavement in travel lanes and repair of existing curb, gutter and sidewalk only. Discussion followed regarding the condition of certain portions of roadbed.
- Conservation Futures Legislation – The State is currently promoting legislation to impose conservation futures. If Town were to pursue, based on current legislation and property assessments, it would be eligible for approximately \$7,000 per year to use strictly for the conservation of property.
- Town Attorney – Attorney Cunningham continues to be on medical leave. Her firm continues to act on behalf of the Town.
- Blair Street Improvement Project – The Transportation Improvement Board has approved the Town's grant request for design of Blair Street Improvements – Phase II.
- Town Council meeting – **Council consensus to reschedule the regular January 2, 2013 sessions of the Town Council to Thursday, January 9, 2014, due to the holiday schedule.**
- Town Council Retreat – **Council consensus to tentatively schedule the Town Council Retreat on Saturday, February 9th, 2014.** Discussion followed regarding topics and location.
- Cost Allocation Plan – Treasurer Picinich distributed a draft cost allocation plan for Town Utilities. Treasurer Picinich explained that there are several departments that provide direct and indirect support to the utilities, but costs are not currently allocable to those same funds. The purpose of the plan is to establish a policy and demonstrate the methodology for fair allocation of those stated costs across the Street and Utility Funds. The final Plan will be presented at the December 19th meeting.
- Tourism & Branding Plan – Phase I – Copies of the proposals received were distributed to the Council for review.

PAYMENT OF CLAIMS

Moved by Hushebeck, seconded by Monin, to affirm the payment of Payroll Warrant Nos. 15994 through 16024 and the 11/30/13 Direct Deposit Run in the amount of \$220,896.40; and approve the

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payment of Claim Warrant Nos. 38664 through 38701 in the amount of \$82,820.95. Motion passed 3-0 with Monin and de Freitas absent.

APPROVAL OF MINUTES

Moved by Starr, seconded by Hushebeck, to approve the minutes of **November 21, 2013 as corrected**. Motion passed 3-0 with Monin and de Freitas absent.

FUTURE AND NON-AGENDA ITEMS

Councilmember Hushebeck suggested an update from the Port regarding their Master Plan.

Mayor Lacher described her attendance at the recent National League of Cities conference.

Mayor Lacher noted that she had been elected to serve on the AWC RMSA Board. The Council congratulated her.

CITIZEN RESPONSE

No citizen response was forthcoming.

EXECUTIVE SESSION

At 1:40 p.m., Mayor Lacher announced that the Council would be holding an executive session regarding potential litigation in accordance with the provisions of RCW 42.30.110(1)(b); which was estimated to last 15 minutes. Participants: Town Council, Mayor Lacher, Administrator Wilson, and Treasurer Picinich. The session ended at 2:03 p.m. for an actual session time of 23 minutes. No actions were taken.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 2:04 p.m. The next regular meeting is scheduled for Thursday, December 19, 2013 at 12:00 p.m.

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These minutes were approved on December 19, 2013. The original document is retained by the Clerk in the Town Council's permanent records. Attest: Amy Taylor, Town of Friday Harbor Clerk

Thursday December 19, 2013 – Afternoon Session

CALL TO ORDER

Mayor Lacher called the regular session to the Town Council to order at 12:17 pm.

ROLL CALL

Councilmembers: Position No.1, Steve Hushebeck; Position No.2, Noel Monin; Position No.3, Anna Maria de Freitas; Position No.4, Felix Menjivar; and position No. 5, Barbara Starr.

Others Present: Mayor Lacher, Treasurer Picinich, Town Administrator Wilson and Public Works Director Haefele.

FLAG SALUTE

Mayor Lacher conducted the flag salute.

PUBLIC ACCESS TIME

No public access items were forthcoming.

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ACTION AND DISCUSSION ITEMS

Mayor Lacher presented the following Town employees with service awards for the year 2013.

Wendy Picinich, Treasurer/Finance Officer for 30 years;
Steve Dubail, Systems Administrator for 25 years;
Kelle Wilson, Assistant Finance Officer for 20 years;
Daniel Frymire, Utility Worker I for 5 years.

PUBLIC HEARING

2013 Town Budget Amendments

At 12:21 pm, Mayor Lacher opened the public hearing for amendments to the 2013 Town Budget. Treasurer Picinich explained the amendments and year-end balance listed as "Attachment A" to draft Ordinance No. 1524. Hearing no public input, Mayor Lacher closed the public hearing at 12:22 pm.

Ordinance No. 1524

Moved by Starr, seconded by de Freitas, to adopt Ordinance No. 1524, amending certain revenue estimates, expenditure appropriations, and ending cash balances in the 2013 Town Budget per Attachment A. Motion passed unanimously.

Public Works Report

At 12:25 pm, Public Works Director Haeefe updated the Council on various public works projects.

- The Mullis Street Sidewalk from Spring Street to Market Street is completed. Paving in the area will be completed in the spring.
- The Mullis Street Sidewalk from Market Street to the Port of Friday Harbor's airport pilot visitor center is close to completion.
- The Spring Street Water and Sewer main replacement project will start in January 2014.
- The Blair Avenue improvement project drawings are partially completed and right of way issues are being worked on. The project will go out to bid in the spring of 2014.
- The Water Department is reviewing the water transmission line replacement plans. Permitting is going smoothly and an April 2015 construction start is anticipated.
- The Linder Street Stormwater drain project is waiting on a few right of way agreements.

ACTION AND DISCUSSION ITEMS (con't)

Resolution No. 1989

At 12:40 pm, Mayor Lacher introduced draft Resolution No. 1989, *authorizing the Mayor to execute an agreement to acquire an appraisal for a portion of Blair Avenue for use as public right of way.* Administrator Wilson explained that the appraisal was necessary because the United State Postal Service requires a commercial appraisal be performed before granting the Town an easement for use of their Blair Avenue sidewalk for public pedestrian traffic.

Moved by de Freitas, seconded by Menjivar to adopt Resolution No. 1989, authorizing the Mayor to execute a professional service agreement with Hewitt Appraisal Service for land acquisition services for the Blair Avenue Pedestrian Improvement Project. Motion passed unanimously.

Resolution No. 1990

Mayor Lacher introduced draft Resolution No. 1990 *authorizing the Mayor to execute a contract for the construction of the Spring Street Water and Sewer main replacement project.* Administrator Wilson explained that on December 5, 2013 the Council awarded the project to Richard Lawson Construction. This resolution will authorize the Mayor to execute the project documents as they are prepared.

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Moved by Monin, seconded by Menjivar to adopt Resolution No. 1990, authorizing the Mayor to execute a contract with Richard Lawson Construction for the construction of the Spring Street Water and Sewer main Replacement Project. Motion passed unanimously.

Resolution No. 1991

Mayor Lacher introduced draft Resolution No. 1991 *authorizing the Mayor to execute an agreement with Brown and Caldwell to provide hydraulic modeling analysis*. Public Works Director Haefele explained that the Town needed to have a hydraulic modeling analysis performed for the installation of a pressure reducing valve on Spring Street

Moved by de Freitas, seconded by Starr to adopt Resolution No. 1991, authorizing the Mayor to execute an agreement between the Town of Friday Harbor and the engineering firm of Brown and Caldwell to provide hydraulic modeling analysis. Motion passed unanimously.

At 12:50 pm, Mayor Lacher asked the Council if they wanted to consider a scoping letter for the environmental impacts of airfield operations to the Whidbey Naval Air Station. Council discussed their concern of noise, vibration, and environmental impacts that the EA -18G Growler Airfield Operations at the Naval Air Station would have on the Town and San Juan Island. It was suggested that the Town could submit a joint letter with the San Juan County Council expressing their concerns. Administrator Wilson will contact San Juan Councilmember Bob Jarman about submitting a joint letter.

At 1pm, Administrator Wilson presented the Town Council with an update of the following.

- Retreat - The annual Council retreat is scheduled for Saturday February 8, 2014 from 8:30 am to 4 pm. The location of the retreat will be announced at a later date.
- Procurement Policy – A policy allowing the Mayor to approve contracts under a certain dollar will be introduced in the near future.
- 2012 Audit – The State Auditor held the Town’s exit conference via telephone on December 18, 2013. The Town received a good audit.
- Sunshine Alley Urban Planning – The consultant plans to add more design input meetings to the process.
- Tourism Plan – The Request for Proposals are in and the Council is asked to submit their top choices to the Administrator
- Port of Friday Harbor Master Plan – The Port’s proposed water front plan is available and suggests that the Council Members review it.
- Landfill Closure – SCS engineering has submitted the annual update for the post-closure care costs for the Friday Harbor landfill.
- Ferry Kiosk – Various service organizations have submitted request for signs on the ferry kiosk. The signs have been ordered.
- Memorial Park Lights – The Christmas lights on the Memorial Park trees failed Lights have been placed on the arbor and up lights under the trees installed.
- Century Link – The Washington State Communications and Transportation Commission (UTC) held a public hearing at the San Juan County Commissioner Chambers on the recent CenturyLink outage.
- Pilots Center – The Port of Friday Harbor held a ribbon cutting ceremony for the opening of their new Pilots Visitor Center.
- Represented Employees – The Town’s represented employees will receive a 1.5% Cost of Living Adjustment (COLA) in 2014 based on their labor contract. Starr moved, seconded by de Freitas to accept the represent classifications, pay ranges, and occupational groups effective January 1, 2014. The motion passed unanimously.
- Solidwaste Lease – The final draft of lease agreement with San Juan County for the Town’s Sutton Road property have been received.

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PAYMENT OF CLAIMS

Moved by Monin, seconded by Menjivar , to approve the payment of Claims Warrants Nos. 38702 through No. 38747 in the amount of \$105,982.11. Motion passed unanimously.

APPROVAL OF MINUTES

Monin requested a correction on page 3 of 3 under the payment of claims. The second to the motion was changed to Menjivar. Moved by Huskebeck, seconded by Menjivar to approve the minutes of Thursday December 5, 2013 afternoon session as corrected. Motion passed 4-0 with de Freitas abstaining.

FUTURE AND NON-AGENDA ITEMS

No items were brought forward.

CITIZEN RESPONSE

No citizen response was forth coming

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 1:37 pm.

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Thursday December 19, 2013 – Evening Session

CALL TO ORDER

Mayor Lacher called the regular session to the Town Council to order at 5:30 pm.

ROLL CALL

Councilmembers: Position No.1, Steve Hushebeck; Position No.2, Noel Monin; Position No.3, Anna Maria de Freitas; Position No.4, Felix Menjivar; and position No. 5, Barbara Starr.

Others Present: Mayor Lacher, Treasurer Picinich and Town Administrator Wilson.

ACTION AND DISCUSSION ITEMS

Mayor Lacher opened discussion on draft ordinance adding a new chapter (9.14) to the Friday Harbor Municipal Code defining, prohibiting and providing a process for the abatement of nuisances. Administrator Wilson explained the draft ordinance. Further discussion of this ordinance will be scheduled at the next Council meeting.

Resolution No. 1992

Mayor Lacher introduced draft Resolution No. 1992, *authorizing the Mayor to execute Work Order No. 10 to an agreement with SCS Engineers for the Friday Harbor Landfill Assurance Plan*. This resolution is to review and update the annual post-closure care costs for the Friday Harbor Landfill.

Moved by Hushebeck, seconded by Starr to adopt Resolution No. 1992, authorizing the Mayor to execute Work Order No. 10 to an agreement with SCS Engineers for the Friday Harbor Landfill Assurance Plan. Motion passed unanimously.

Resolution No. 1993

Mayor Lacher introduced draft Resolution No. 1993, *adopting an overhead cost allocation plan for the Town Street and Utility Funds*. Treasurer Picinich explained the proposed plan.

Moved by Monin, seconded by Menjivar to adopt Resolution No. 1993, adopting an overhead cost allocation plan for the Street and Utility Funds. Motion passed unanimously.

Resolution No. 1994

Mayor Lacher introduced draft Resolution No. 1994, *authorizing the Mayor to execute the 2013 Friday Harbor Landfill Assurance Plan Update*.

Moved by Hushebeck, seconded by Starr to adopt Resolution No. 1994, authorizing the Mayor to execute the 2013 Friday Harbor Landfill Assurance Plan Update. Motion passed unanimously.

Ordinance No. 1525

Mayor Lacher introduced draft Ordinance No. 1525, *fixing the salaries of officials and non-represented personnel and repealing Ordinance No. 1513 in its entirety*.

Moved by de Freitas, seconded by Monin to adopt Ordinance No. 1525, fixing the salaries of officials and non-represented personnel and repealing Ordinance No. 1513 in its entirety. Motion passed unanimously.

Ordinance No. 1526

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Mayor Lacher introduced draft Ordinance No. 1526, *adopting the budget for the Town of Friday Harbor, Washington for the fiscal year ending December 31, 2014*. Treasurer Picinich explained changes that were made since the last review of the proposed budget.

Moved by Hushebeck, seconded by Menjivar to adopt Ordinance No. 1526, adopting the budget for the Town of Friday Harbor, Washington for the fiscal year ending December 31, 2014. Motion passed unanimously.

Ordinance No. 1527

Mayor Lacher introduced draft Ordinance No. 1527, *establishing the date, time, and place for a meeting of the Friday Harbor Town Council, to take place at a time other than that specified by Ordinance No. 1135*.

Administrator Wilson explained that since the next regularly scheduled Council meeting January 2, 2014 fell in the middle of the holidays it would be difficult to prepare the Council packets for the meeting. Having the meeting on January 9, 2014 would allow time to prepare packets and process claims payments.

Moved by de Freitas, seconded by Menjivar to adopt Ordinance No. 1527, establishing the date, time, and place for a meeting of the Friday Harbor Town Council, to take place at a time other than that specified by Ordinance No. 1135. Motion passed unanimously.

Mayor Lacher presented outgoing Councilmember Menjivar a plaque thanking him for his service to the Town and to the Town Council.

OATHS OF OFFICE

Treasurer Picinich administered the oaths of office to Mayor Carrie Lacher, Councilmember Anna Maria de Freitas and Councilmember Farhad Ghatan.

ADJOURNMENT – Hearing no further business and no objection, Mayor Lacher adjourned the meeting at 6:07 pm.