



## SUMMARY OF THE MINUTES TOWN COUNCIL

Thursday, August 15, 2024 – Council Chambers – Afternoon Session

### CALL TO ORDER

Mayor Jackson called the regular session of the Town Council to order at 12:02 p.m.

### ROLL CALL

Councilmembers: Steve Hushebeck (Position No. 1), Richard Geffen (Position No. 2), Anna Maria de Freitas (Position No. 3), Mason Turnage (Position No. 4)- absent, and Barbara Starr (Position No. 5). **Council consensus to excuse the absence of Councilmember Turnage.**

Town Administrator Denice Kulseth; Finance Director Bethany Berry; and Clerk Jennifer Krembs.

### FLAG SALUTE

Mayor Jackson conducted the flag salute.

### ANNOUNCEMENTS

Administrator Kulseth shared applicant of engineering design variance for 210 Web Street requested to delay variance to a later Council meeting. Council granted request. No further discussion.

### PUBLIC COMMENT

No public comment.

### CONSENT AGENDA

At 12:03 p.m., the Consent Agenda was introduced by Mayor Jackson. No discussion followed.

**Moved by Geffen, seconded by de Freitas, to adopt the Consent Agenda as presented. No discussion. Motion passed 4-0 with Turnage absent.**

#### Resolutions

- Resolution No. 2877 – Authorizing Amendment 2 to contract with Berk Consulting
- Resolution No. 2881 – Authorizing a contract with PNW Fence & Hardscape LLC for gate/fence construction and repair
- Resolution No. 2882 – Authorizing a contract with San Juan Sealcoating for angled parking stalls striping

#### Payment of Claims & Payroll

- Claim warrants: #61174 to 61219, including an ACH payment, dated July 26, 2024, in the amount of \$551,139.11.
- Claim warrants: #61220 to 61247, dated August 1, 2024, in the amount of \$258,093.60.

**Minutes** Approval of the Summary of the Minutes dated August 1, 2024, and August 5, 2024

### ACTION AND DISCUSSION ITEMS

#### Engineering Design Variance for 475 Hillcrest Place

At 12:05 p.m., Engineering Design Variance for 475 Hillcrest Place was introduced by Mayor Jackson. Community Development Director Ryan Ericson explained he and Public Works Director Jesse Douglas-Seitz worked together to review Scott Zehner's variance application; Zehner is the landowner and contractor for the project. Ericson referenced Attachment B (aerial map of project site) to explain the residential right of way and the implications of reducing road width. Douglas-Seitz and Ericson agreed removing the sidewalk requirement on one side of Hillcrest would be possible, while still requiring frontage improvements in the area. Ericson provided an overview of the neighborhood and where frontage improvements exist. The variance application is requesting to waive all frontage

46 improvements and to continue the gravel path adjacent to property. Staff recommendation is to deny the request  
47 and require curb and gutter. Ericson shared various options (i.e. Green Street Standards) that could be applied in  
48 this situation where there is a narrow right of way to keep within the confines of standards. Council inquired about  
49 who would be responsible financially for frontage improvements. Ericson explained the half street adjacent to the  
50 property would be the responsibility of the landowner. Ericson expressed some type of demarcation of pedestrian  
51 walkway is needed.

52  
53 Ericson introduced Scott Zehner to explain the project. Zehner explained the design concept of the site plan and  
54 the status of the nearly completed project. Zehner addressed potential Town considerations for stormwater, curb  
55 and gutter, pedestrian safety, and aesthetics and his willingness to execute reasonable accommodations for fire  
56 truck access.

57  
58 Council revisited the alternatives suggested, potential cost, and connectivity with the gravel path; how pedestrians  
59 would maneuver; and if there is need for lighting in this area. Councilmember Hushebeck recommended the gutter  
60 pan as a solution, and Council concurred. Councilmember de Freitas pointed out the concrete delineation would  
61 be helpful to keep gravel off the road, and she was appreciative of Zehner’s offer to work on this improvement  
62 across both of his properties. Council requested Ericson and Zehner continue to work together to provide a mutually  
63 agreeable plan to include asphalt at 12-foot width, rolled gutter, and gravel pathway. Zehner and Ericson agreed to  
64 work together within a reasonable timeline.

65  
66 **Moved by Hushebeck, seconded by Geffen, to direct staff to proceed with modified version based on Councils**  
67 **discussion of retaining the 30-foot right of way with a concrete gutter and whatever requirements within that**  
68 **recommendation. No discussion. Motion passed 4-0 with Turnage absent.**

69  
70 Northwest Clean Air Agency Presentation

71 At 12:52 p.m., Mayor Jackson recognized Mark Buford, Executive Director of the Northwest Clean Air Agency.  
72 Mr. Buford gave a presentation about the organization’s history, services, Washington State County memberships,  
73 revenues, and membership requirements. San Juan County has requested to join the agency which would take over  
74 administering Clean Air Act regulations from the State Department of Ecology. San Juan County has decided that  
75 switching to a local agency would be more cost effective and provide better service since staff are based in Mount  
76 Vernon vs. Spokane. Under local agency rules, the Town would be required to join as County would be a member.  
77 As a member, the Town would be responsible for approximately \$1,400 per year (per capita based membership  
78 fee) and would get a seat on the board. Councilmembers inquired about cost for business owners. Kyle Dodd,  
79 County Environmental Health Manager, explained there is an annual registration fee schedule for gas dispensing  
80 and surface coating businesses. Dodd reported to keep Council informed on the progress of the process. Kulseth  
81 inquired if the Town needed to pass a Resolution. Dodd agreed to follow-up with more information. No discussion  
82 followed.

83  
84 **EXECUTIVE SESSION**

85 At 1:30 p.m., Mayor Jackson announced Council would be holding two consecutive Executive Sessions. Executive  
86 Session for RCW 42.30.110(1)(i) was estimated to last 15 minutes to discuss pending litigation. No action followed.  
87 Participants: Town Council, Mayor Jackson, Town Attorney Hillary Evans, Administrator Kulseth, Finance Director  
88 Berry, Community Development Director Ryan Ericson, and Town Clerk Krembs.

89  
90 Executive Session for RCW 42.30.110(1)(g) to review the performance of a public employee was estimated to last  
91 for 5 minutes. No action followed. Participants: Town Council, Mayor Jackson, and Administrator Kulseth. The  
92 session ended at 1:52 p.m. for an actual session of 22 minutes. Public was invited back into Council Chambers.

93  
94 **ADMINISTRATOR’S REPORT**

95 At 1:52 p.m., Administrator Kulseth reported on the following:

- 96 • The Town has a Fair booth for its Comprehensive Plan. BERK Consulting will be there, and the display  
97 features historic photos and photos recently taken by Matt Pranger. The display is well done and highlights  
98 the Town “then and now.” Kulseth encouraged visiting the booth at Fair.
- 99 • Kulseth shared her meeting with Ferry Lovers of Washington an ad hoc committee of concerned citizens.  
100 The group was hopeful County Councilmember Jane Fuller’s measures would result in a smooth ferry  
101 schedule for the Fair weekend. The committee is working in cooperation with Bremerton to improve ferry  
102 scheduling.
- 103 • The Transportation Benefit District Proposition 1 Sales and Use Tax “for” statement has been submitted  
104 and accepted for the November ballot.
- 105 • Kulseth met with Jessica Hudson, new County Manager. Kulseth shared it was a positive meeting and she  
106 is excited to work with Hudson moving forward.
- 107 • Historic lights in Town Hall were replaced through a grant to provide current LED lighting. Andy Gutierrez  
108 tracked down the original lights and can reinstall them with new connectors. Council agreed. Council was  
109 concerned about brightness and shadows and requested better quality of light/positioning when  
110 reinstalled.
- 111 • Kulseth shared the timeline of the Fairground litigation. The hearing will take place on October 22<sup>nd</sup> at 1:30  
112 p.m. at the San Juan County Courthouse.

113

114 **ANNOUNCEMENTS**

- 115 • Councilmember Hushebeck announced a meeting to discuss ferry issues with the Governor next Saturday  
116 August 24<sup>th</sup> 1:15-2 p.m. Hushebeck invited an additional councilmember to attend; Geffen will join. De  
117 Freitas and Starr expressed the importance of the topic for Friday Harbor’s economy.
- 118 • Mayor Jackson encouraged the public to attend the Fair.

119

120 **FUTURE AND NON-AGENDA ITEMS**

121 The Mayor announced a Proclamation for prostate cancer awareness month will be made at the next meeting on  
122 September 5, 2024.

123

124 **PUBLIC COMMENT**

125 No public comment.

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127 **ADJOURMENT** – Hearing no further business and no objection, Mayor Jackson adjourned the meeting at 2:13 p.m.  
128 The next regular meeting is scheduled for Thursday, September 5, 2024, at 12:00 p.m.

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130 \* \* \* \* \*

131 **These minutes were approved by motion of the Town Council. The original document is retained by the Clerk in**  
132 **the Town Council’s permanent records. Attest: Jennifer M. Krembs, Town of Friday Harbor Clerk**