

Oak Harbor City Council  
Workshop Meeting Minutes  
September 26, 2018

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**CALL TO ORDER**

Mayor Severns called the meeting to order at 2:00 p.m.

**ROLL CALL**

City Council Present:

Mayor Bob Severns  
Mayor Pro Tem Beth Munns  
Councilmember Joel Servatius  
Councilmember Bill Larsen  
Councilmember Rick Almberg  
Councilmember Tara Hizon  
Councilmember Jim Woessner

Staff Present:

Finance Director Patricia Soule  
Public Works Director Cathy Rosen  
City Attorney Nikki Esparza  
Police Chief Kevin Dresker  
Human Resources Director Emma House  
Senior Planner Cac Kamak  
Fire Chief Ray Merrill  
Development Services Assistant Lisa Felix  
City Clerk Carla Brown  
Public Works Centralized Purchasing and Contract  
Coordinator Sandra Place

**ACTION ITEMS:**

**FINANCE**

**a. Professional Service Agreement: RingCentral, Phone System Service**

Finance Director Patricia Soule presented the background information and discussed the requirement for a new phone provider, the City's phone needs, RFP responses, selection process and results, and the potential contract with RingCentral at a first-year cost of \$52,583.97 and year 2 forward cost of \$34,027.56 (price before taxes and fees).

Mayor Severns opened the Public Comment at 2:05 p.m., there being none, public comment was closed.

Councilmember Servatius, Councilmember Woessner, and Mayor Pro Tem Munns provided their respective questions and comments. Finance Director Patricia Soule answered the respective questions.

**Motion:** Councilmember Servatius moved to authorize the Mayor to sign the RingCentral contract, in a form that is acceptable to the City Attorney, to approve RingCentral as our phone provider for the City, second by Mayor Pro Tem Munns. The motion passed unanimously.

**b. Professional Service Agreement: Frontier, Fiber Evaluation, Service & Maintenance**

Finance Director Patricia Soule presented the background information and discussed the requirement for a fiber and internet provider, the City's internet connectivity needs, RFP process, response, and selection results, and the potential contract with Frontier at a first-year cost of \$79,141.78 and year 2 forward cost of \$19,200 (price before taxes and fees).

Mayor Severns opened the Public Comment at 2:13 p.m., there being none, public comment was closed.

Councilmember Servatius, Councilmember Woessner, and Mayor Pro Tem Munns provided their respective questions and comments. Finance Director Patricia Soule answered the respective questions.

**Motion:** Councilmember Hizon moved to authorize the Mayor to sign the Frontier contract, in a format that is acceptable to the City Attorney, approving Frontier as our internet provider, second by Mayor Pro Tem Munns. The motion passed unanimously.

## **POLICE DEPARTMENT**

### **a. Purchase Authorization: Automatic Gate Installation**

Police Chief Kevin Dresker presented the background information and discussed the need for an electronic gate system that utilizes the existing security software. Gateway Controls, the only received quote, can provide two electronic gate operating devices (compatible with existing software), the required components and installation for a cost of \$48,567.16.

Mayor Severns opened the Public Comment at 2:19 p.m., there being none, the public comment was closed.

**Motion:** Councilmember Hizon moved to authorize staff to purchase two electronic gate operating devices, including the required components and installation, from Gateway Controls in the amount of \$48,567.16, second by Councilmember Servatius. The motion passed unanimously.

## **NON-ACTION ITEMS:**

## **DEVELOPMENT SERVICES**

### **a. Introduction to Capital Improvements Plan 2019-2024**

Senior Planner Cac Kamak introduced the 2019-2024 Capital Improvements Plan (CIP) and discussed the comprehensive plan and plan implementation, capital projects definitions, goals, revenue sources, and the specific CIP 2019-2024 projects within the following areas: streets, parks wastewater, water, stormwater, marina and general government. The 2019-2024 CIP progress will be discussed again at future workshops.

Councilmember Almberg and Mayor Pro Tem Munns provided their respective questions and comments. Senior Planner Cac Kamak answered the respective questions.

## **FINANCE**

### **a. Stability Fund Code Discussion**

Finance Director Patricia Soule presented the background information and discussed the current code language, past fund balances, the 2018 use of Stabilization Funds, repayment options and the impact to the General Fund, Best Practice Options, GFOA and MRSC guidance, and examples of other Washington Cities' reserve policies.

Councilmember Hizon, Councilmember Almberg, Councilmember Larsen, Councilmember Servatius, Councilmember Woessner and Mayor Pro Tem Munns provided their respective

questions and comments. Finance Director Patricia Soule answered the respective questions. Council would like to see the different percentage options/guidance and the associated outcome, options of stability fund guidance language, and a visual of funds with current reserves at the next workshop meeting.

**b. Fire Fees**

Finance Director Patricia Soule presented the background information and discussed the 1993 Swantown annexation agreement, fund retention expiration, and the schedule of fire fees reimbursement.

Councilmember Almberg, Councilmember Servatius, Councilmember Larsen, and Councilmember Woessner provided their respective questions and comments. Finance Director Patricia Soule answered the respective questions and stated the Fire Fees would be an agenda item on the October 16, 2018 Regular Meeting.

**POLICE DEPARTMENT**

**a. WAIF Contract Amendments**

Police Chief Kevin Dresker presented an update regarding the current contract progress with WAIF and the future of the leased facility, which WAIF currently staffs. Chief Dresker also discussed the animal control position hiring progress. The modified contract will be an agenda item at the October 16 Regular Meeting.

**PUBLIC WORKS DEPARTMENT**

**a. RV Dump Station Locations**

Public Works Director Cathy Rosen presented the staff report and a PowerPoint presentation discussing three potential location options: public transfer station, public works access road, and the marina and the costs associated with each option. Due to access and costs associated with installing and maintaining a RV Dump Station, staff recommended a RV Dump station not be constructed.

Mayor Pro Tem Munns, Councilmember Hizon, Councilmember Larsen and Councilmember Servatius provided their respective questions. Answers to the questions were provided by Public Works Director Cathy Rosen. Council expressed interest in not moving forward.

**b. Solid Waste Truck Replacements**

Public Works Centralized Purchasing and Contract Coordinator Sandra Place presented the staff report and a PowerPoint presentation discussing the oldest refuse truck and the need to replace it using the state's purchasing tool contract. A purchase authorization will be presented to Council at the October 16, 2018 Regular Meeting.

Mayor Pro Tem Munns and Councilmember Servatius provided their respective questions. Answers to the questions were provided by Public Works Centralized Purchasing and Contract Coordinator Sandra Place. Council expressed interest in moving forward.

**c. Recycle Cost Increase**

Public Works Director Cathy Rosen presented the staff report and a PowerPoint presentation discussing the global impacts and local cost increases for recyclables and the budget impacts to the City.

Councilmember Alberg, Mayor Pro Tem Munns and Councilmember Woessner provided their respective questions. Answers to the questions were provided by Public Works Director Cathy Rosen.

#### **CITY COUNCIL**

Mayor Pro Tem Munns discussed the need for the City to have a legislative priority list prior to January 1, 2019.

#### **ADJOURN**

The meeting adjourned at 4:15 p.m.

Certified by: Carla Brown, City Clerk