

Oak Harbor City Council
Workshop Meeting Minutes
August 26, 2015

CALL TO ORDER

Councilmember Jim Campbell called the meeting to order at 2:30 p.m.

ROLL CALL

City Council Present:

Councilmember Jim Campbell
Councilmember Tara Hizon
Councilmember Bob Severns
Councilmember Rick Almberg

Staff Present:

Deputy City Administrator/Finance Director
Dr. Merriman
City Attorney Nikki Esparza
Development Services Director Steve Powers
Public Works Director Cathy Rosen
Budget/Purchasing Specialist Sandra Place
Operations Manager Steve Bebee
City Engineer Joe Stowell
Project Engineer Brett Arvidson
Senior Planner Cac Kamak
Associate Planner Dennis Lefevre
Chief of Fire Ray Merrill
Chief of Police Ed Green
Police Captain Teri Gardner
Human Resources Director Sara Piccone
Executive Assistant to the Mayor Kellye
Mazzoli

Mayor Dudley, Mayor Pro Tem Paggao, and Councilmembers Munns and Servatius were absent.

1. Introduction of New Employees

Human Resources Director Sara Piccone introduced the following new employees to City Council:

Alex Warner, Civil Engineer II
Keith Kretchman, Lateral Police Officer
Michael Brown, Entry Level Police Officer
Peter Vongrey, Streets Specialist I
Jacob Jansen, Streets Specialist I
Andrew Carroll, Water Specialist I (not present)
Jonathan Pollock, Water Specialist I
Tom Wade, Facilities & Utilities Worker

Human Resources Director, Captain of Police and new hires left after the introductions at 2:32 p.m.

2. Departmental Briefings

a. Economic Development Coordinator Position – Staff Update

Deputy City Administrator Dr. Merriman provided the Council with an update regarding the Candidates for the Economic Development Coordinator Position. Dr. Merriman proposed that staff schedule an opportunity for the candidate meet with City Council on September 1, 2015 at 4:00 p.m. The Council members present indicated assent to the proposed date and times.

b. 2016 Comprehensive Plan Update – New Land Use Map & Neighborhood Districts

Senior Planner Cac Kamak discussed the 2016 Comprehensive Plan Update. Mr. Kamak provided hand outs depicting the future land use map.

Development Director Steve Powers answered some of the Councilmember's' questions.

c. WWTP – close overflow camping area

City Engineer Joe Stowell briefed the Council on the decision to close the overflow camping area near the construction of the Wastewater Treatment Plant. Mr. Stowell shared images of the Notices that will be posted in the RV Park area.

3. Pending Agenda Items

a. Update regarding the Clean Water Facility Open House held August 12, 2015

City Engineer Joe Stowell provided a summary of the Open House for the Wastewater Treatment Plant (Clean Water Facility) that took place on August 12, 2015. Erin Taylor from Enviro-issues discussed feedback received from the public regarding the proposed architectural concepts.

Mr. Stowell discussed with Council that at the September 1st Meeting, the Engineering division will provide an Agenda Bill and Resolution to accept Concept B, the architectural theme favored by ma majority of the public who chose to participate in the architectural survey.

Questions and discussion from the Council.

b. Proposed Good Neighbor Plan for Construction of the WWTP

City Engineer Joe Stowell and Erin Taylor with Enviroissues explained the functionality of the proposed Good Neighbor Plan, which is designed to enhance communication among City staff, contractors, and the public during construction of the Clean Water Facility.

c. Adopting an Architectural Concept for the Clean Water Facility

Discussed under Pending Agenda Item 3.a.

d. Purchase Authorization – Front Load Refuse Trucks

Public Works Director Cathy Rosen discussed the necessity to purchase new front load refuse trucks, which will be presented on the September 1, 2015 Council Meeting.

Questions among City Council.

Steve Bebee, Operations Manager, assisted with questions during the presentation.

e. Purchase Authorization – Marina Pump Station

Cathy Rosen provided the summary report regarding the requested Marina Pump Station purchase authorization.

Steve Bebee and Sandra Place assisted Ms. Rosen with the Marina Pump purchase request details.

f. Purchase Authorization – Truck Replacement Revisions

Ms. Rosen presented the purchase authorization request regarding truck replacement revisions and explained the need to purchase the replacements to Council.

Budgeting and Purchasing Specialist Sandra Place assisted during the presentation.

Questions among City Council.

g. Request for Qualifications (RFQ) for Feasibility Study for Fire Station

Chief of Fire Ray Merrill explained the Fire Department's petition to submit a request for qualifications (RFQ) in order to perform a feasibility study for a possible new fire station.

Joe Stowell, City Engineer, provided additional information to the Council.

Questions and discussion among Council and staff.

h. Valley High Investments Annexation Request – Fort Nugent Rd

Associate Planner Dennis Lefevre presented Valley High Investment's intent to annex property off of Fort Nugent Road, located across from Fairway Point subdivision. This matter will be set for a public meeting on the September 1, 2015 Council Agenda.

Development Director Steve Powers assisted during the report.

Questions from City Council.

i. Six- Year (2016-2021) Transportation Improvement Program (TIP)

The Six-Year Transportation Improvement Program item was presented by City Engineer Joe Stowell with power point presentation.

Councilmembers asked questions relating to item 3.i.

j. 2016 Lodging Tax Referral and Annual LTAC Membership Review

Dr. Merriman provided a brief presentation on the 2016 Lodging Tax Referral program, and explained that Council action must be taken at the upcoming September 1, 2015 Council meeting in order to authorize the Lodging Tax Advisory Committee (LTAC) to reconvene for the 2% grant year 2016. He also explained that per Oak Harbor Municipal Code (OHMC) 2.66.030, Council has the obligation to review the LTAC membership and make changes if desired.

Questions from City Council.

ADJOURN

Councilmember Campbell adjourned the meeting at 4:48 p.m.

Anna M. Thompson, City Clerk