

Oak Harbor City Council
Workshop Meeting Minutes
April 23, 2014

CALL TO ORDER

Mayor Scott Dudley called the meeting to order at 3:05 p.m. and announced that an executive session will take place at 3:00 p.m.

ROLL CALL

Present:

Mayor Scott Dudley
Mayor Pro Tem Paggao
Councilmember Joel Servatius
Councilmember Jim Campbell
Councilmember Beth Munns
Councilmember Tara Hizon
Councilmember Joel Servatius

Staff Present:

City Administrator Larry Cort
Finance Director Doug Merriman
City Attorney Nikki Esparza
Fire Chief Ray Merrill
Fire Deputy Chief Mike Buxton
Chief of Police Ed Green
Police Administrative Assistant Meg Massey
Public Works Director Cathy Rosen
City Engineer Joe Stowell
Purchasing Coordinator Sandra Place
Senior Services Admin. Mike McIntyre
Human Resources Director Sara Piccone
Development Director Steve Powers
Water Operation Manager Rich Tyhuis
Streets Operation Manager Steve Bebee
Exec. Assist. to the Mayor Kellye Mazzoli
City Clerk Anna Thompson

Councilmembers Almberg and Severns were not present.

DEPARTMENTAL BRIEFINGS

1. Infusion Lounge Update – Police Department

Police Chief Ed Green provided the Infusion Lounge update.

Based on the discussion among the Police Department, Attorney General and Liquor Control Board, Chief Green believes a resolution will be reached within several months. The appeal of the rejection of the Infusion Lounge Application is pending in Thurston County, WA.

2. Investment Committee Meeting Update – Finance

Finance Director Doug Merriman provided the Investment Committee update that met today at 2:00 p.m.

This afternoon the Committee engaged in discussion regarding the investment portfolio. At this point, the City has approximately \$43 million in its investment portfolio account. April 2014 has been a typical month for investments.

The Committee is currently working on drafting an investment committee policy. Once complete, it will be sent to the state treasurer's office for certification.

3. RTPO Funded Projects (Whidbey Ave, Veterans Park/Kiosks) – Public Works

City Engineer Joe Stowell provided information on the RTPO Funded projects.

Mr. Stowell discussed the location of the crosswalk and kiosks. He explained that the next steps are to enter into a contract with WA State Department of Transportation, then move forward with design and tentative design construction, which is set to take place next year.

Councilmember Hizon and Servatius asked follow-up questions regarding the crosswalk design on Whidbey Avenue.

EXECUTIVE SESSION (3:30 pm)

1. Pending Litigation per RCW 42.30.110(1)(i)

Mayor Dudley announced a recess into executive session for the City Council Members to discuss pending litigation at 3:27 p.m. for thirty (30) minutes.

Mayor Dudley reconvened the Workshop Meeting at 3:57 p.m.

PENDING AGENDA ITEMS

1. HR Department Reorganization (5/20) – Human Resources

Human Resources Director Sara Piccone provided the HR Departmental Reorganization report.

Dr. Cort announced Sarah Piccone as the new HR Director to City Council. Sara passed handouts to the Councilmembers.

Ms. Piccone provided a brief explanation staffing changes for 2014, beginning with initial changes which took place in November of 2013 when the HR Manager position was phased out. Before the end of 2013, an HR Administrative Assistant was hired fulltime and the HR Analyst Deanna Emery stepped in as interim HR Director. Sara then discussed changes regarding salaries in relation to the new director position and explained the need to adjust the HR Assistant and Analyst positions to fit within the new HR salary budget.

Dr. Cort explained that Kim Andrews' time allotted as Civil Service Secretary needs to be increased, but not to continue after January 2015, because of recent numerous personnel changes in the Police Department.

2. Budget Calendar (5/6) – Finance

Finance Director Doug Merriman provided an update regarding the Budget Calendar, set for the May 6th Council Agenda

Mr. Merriman explained that the Finance Department took an expanded approach to the budget preparation.

3. Purchase Authorization - 3 patrol vehicles and 2 swap loader trucks (5/6) – PW

Sandra Place provided details on the purchase of 3 Patrol Vehicles to be presented before the council on May 6, 2014.

Sandra Place explained that several vehicles should to be replaced due to the fact that the current vehicles are old and which will soon need expensive repairs, and provided a brief background of the Police Department's immediate need to replace three (3) vehicles at this time.

Specifically, Ms. Place described why the Police Department has decided to purchase SUVs instead of sedans and then explained how the vehicles to choose from were preselected by the State through bids. Ms. Place provided handouts for the Council.

Ms. Place then explained that two (2) of their vehicle cameras are no longer operational and replacement of the cameras is very costly. The purchase plan for these vehicles includes the two new cameras into a more affordable package.

She then announced the most up to date electronics included in the vehicles such as USB ports and Sierra Wi-Fi hotspot devices. The funds for these vehicles are available.

Mayor Dudley asked how quickly the old vehicles can be sold; Ms. Place answered that the vehicles can either be sold to another police agency as a surplus or stripped and sold to private citizens.

Councilmember Hizon inquired about the lifespan of the cameras. Chief Green answered that the cameras are very dependable and long-lasting.

Councilmember Munns asked whether the nonfunctioning cameras present a liability problem for the City.

Sandra Place then spoke on the proposed purchase of the two (2) swap loader trucks and their various functions.

4. June 17 Council Meeting – Conflict with AWC Annual Meeting

Dr. Cort announced a conflict between the AWC Annual meeting and June 17th Council Meeting.

The Councilmembers decided that if there are matters which must come before the Council before the first meeting in July, they agreed to reschedule the June 17th Meeting to June 25th immediately following the Council Workshop. If no pressing matters need be heard before the regularly schedule meeting in July, the Council decided to cancel the June 17th meeting without rescheduling.

5. Professional Services Agreement with ERCI and Davido Consulting for Scenic Heights Outfall Projects

City Engineer Joe Stowell presented an aerial view of the project area on trajectory to better explain the need for this project to move forward.

Finance Director Doug Merriman explained the financial methods to recoup costs spent on this project for the Councilmembers as requested at April 15, 2014 Council Meeting. The costs of this project are accounted for in the City's budget as well.

Councilmembers Servatius and Munns asked follow-up questions regarding the latecomer's fee agreements as explained by Mr. Merriman to recover the project costs.

EMERGING ISSUES

1. Fire Department Survey and Rating Bureau Scoring

Fire Chief Ray Merrill discussed the Fire Department's plan to lower the Department's Rating Bureau Scoring. He explained a lower score is more advantageous versus and a higher rating for insurance purposes.

Chief Merrill passed charts to the Councilmembers for his presentation. He explained that their goal is to reach a 3 rating with the Rating Bureau. Their current rating is at a level 4. The Fire Department is only 150 points away from reaching 3 Rating. Chief Merrill informed the council that some actions that can be taken toward that goal is entirely free or otherwise affordable.

Mayor Pro Tem asked about losing points toward a 3 rating by purchasing a Quint.

Councilmember Hizon suggested adding staff before adding fire stations.

Councilmember Munns spoke on the rise in City costs to pay for additional fire personnel as suggested by Chief Merrill.

Councilmember Hizon turned to Finance Director Doug Merriman regarding costs to increase staff at the Fire Department.

Councilmember Servatius asked that Chief Merrill glean from other Fire Departments whether achieving a Rating 3 will result in lower insurance rates to the City.

Mayor Dudley spoke on the importance of improving public safety.

Mayor Dudley and Councilmember Munns discussed the financial abilities of the City to incorporate Chief Merrill's proposal.

2. Sleeper Road and Goldie Street City-Owned Properties

Water Operational Manager Steve Bebee provided an update on the City-Owned properties located on Sleeper Road and Goldie Street.

The City proposes to sell the Sleeper Road property and log some of the trees on the property before it is sold.

Regarding the property on NE 16th Avenue (Goldie Street), Mr. Bebee proposes to retain this property for future city growth and to log some of this property as well. Cathy Rosen provided more explanation regarding permit requirements and lengthy process for logging in general.

Councilmember Campbell asked whether the City could sell the Goldie Street property instead of logging. Cathy Rosen explained that the idea behind logging on the Goldie Street Property is to help fund a mineral specialist to inspect the Sleeper Road property. It is believed that the Sleeper Road Property may be rich in minerals.

Councilmember Munns asked where the proceeds of the logging would be deposited and Finance Director answered her questions.

3. Opportunity Council Use of Public Buildings – Admin/Senior Services

Senior Services Administrator Mike McIntyre updated the Council on the Opportunity Council's use of City buildings.

Dr. Cort provided a brief overview of the City's relationship between the Opportunity Council and low income housing.

Mike McIntyre introduced Manager of Opportunity Council in attendance.

Mr. McIntyre provided a brief history of the Opportunity Council and the City of Oak Harbor. He then explained the current uses of the housing properties, which are used as transitional housing for the homeless and geared to help stabilize their present circumstances.

He suggested entering into a 5-year agreement. They currently have a month to month agreement. Although the current agreement requires the Opportunity Council to pay rent, no rent has

been collected for several years because the City Council made a decision to waive the rent in 1999.

Mr. McIntyre suggested that the Council discuss the best use of the property before signing the 5-year agreement or even incorporating a 90-day relocation clause if the City has need for the property after signing the new agreement.

Councilmember Campbell and Servatius spoke on the Oak Harbor Citizens' need for transitory housing in the City.

Finance Director Doug Merriman explained that the Council's decision in 1999 to waive the rental fees was largely made in order to qualify for the excise tax exemption.

Councilmember Munns asked why the contract was proposed for only 5 years. Mr. Merriman explained that the proposed duration of the contract has to do with the auditor's review in relation to landlord tenant laws.

Mayor Dudley asked the Manager of the Opportunity Council some regarding about the operations of the facility.

Mayor Pro Tem Paggao Spoke in support of maintaining a relationship between the City and the Opportunity Council.

Mayor Dudley suggested the Council decide how to best use this property for the City of Oak Harbor.

Mayor Scott Dudley adjourned the meeting at 5:31 p.m.

Anna M. Thompson, City Clerk