

Oak Harbor City Council
Workshop Meeting Minutes
May 28, 2014

CALL TO ORDER

Mayor Scott Dudley called the meeting to order at 3:00 p.m.

ROLL CALL

Present:

Mayor Scott Dudley
Mayor Pro Tempore Danny Paggao
Councilmember Jim Campbell
Councilmember Joel Servatius

Staff Present:

City Administrator Larry Cort
Development Services Director Steve Powers
City Clerk Anna Thompson
Chief of Police Ed Green
Finance Director Doug Merriman
City Attorney Nikki Esparza
Fire Chief Ray Merrill
Exec. Assist. to the Mayor Kellye Mazzoli
Human Resources Director Sara Piccone
Senior Planner Ethan Spoo
Senior Serv. Director Mike McIntyre
City Engineer Joe Stowell

Councilmembers Almberg, Hizon, Munns and Severns were not present.

DEPARTMENTAL BRIEFINGS

1. Beckett Landing Preliminary Plat – Development Services

Development Services Director Steve Powers announced that Beckett Landing is a quasi judicial hearing and so the item will not be discussed at the workshop today. The purpose of the item on today's workshop agenda is to remind the Council of their role at the hearing and to avoid any ex parte contacts.

Mayor Dudley suggested if the Council has any procedural questions, they may ask Steve Powers at this time.

2. Resolution 14-21: Reimbursement for WWTP – Finance

Finance Director Doug Merriman provided the staff report.

Mr. Merriman explained that this resolution allows the City to reimburse themselves for costs incurred on the Waste Water Treatment Plant.

Mayor Dudley added that Mr. Merriman is creating a budget which explains all funds applied to the WWTP.

3. 2015-16 Budget Calendar/2015-20 CIP Update – Administration/Finance /Development Services

City Administrator Larry Cort provided a summary of the 2015-2016 budget process.

The City's plan is to work with the Council and Community by establishing goals for Oak Harbor which will in turn provide the paradigm for the drafting of the upcoming Biennial Budget.

The primary intent of this discussion point is to provide an update and schedule dates for workshops in June which will allow department heads and managers to present Council with their specific departmental goals and receive feedback from the Council.

Dr. Cort asked whether special workshops could be scheduled for June 11th, 12th, and on the 25th. The Councilmembers agreed to hold the special workshops on June 11th and 12th in the afternoon and June 25th after the regular workshop. Dr. Cort will confirm the dates with the absent Councilmembers.

Councilmember Campbell stated that the City needs to get serious about establishing a budget. Dr. Cort explained that the City must first establish goals in order to begin work on the budget.

4. Update on 42" Stormwater Outfall Project – Public Works

City Engineer Joe Stowell provided a summary of the 42-inch outfall bids which took place on Thursday May 22nd. The low bidder is Strider Construction.

5. Neighborhood Code Enforcement Process – Development Services

Development Services Director Steve Powers provided the update on Code Enforcement cases from 2013. The majority of complaints were weeds and grass.

Last year the Council passed an update in the code enforcement process for staff utilization, particularly bifurcating the enforcement process between the common complaints and more complex ones. Mr. Powers provided a handout which shows the new code enforcement process' impact. The department has been utilizing this new process and it has been a success.

Steve Powers reminded the Council and the public how to make a code enforcement complaint.

Councilmember Campbell asked for examples of code enforcement grievances other than grass and weeds. Trash on streets, ongoing noise issues, and complaints dealing with tidiness in general are among the other complaints.

Mayor Pro Tem Paggao asked follow-up questions about the new process.

6. Lodging Tax Advisory Committee Review Process – Economic Development

Senior Services/Economic Development Planner Ethan Spoo provided the Council with an update on the Lodging Tax Advisory Committee. He informed the Council that State Law has changed regarding Lodging Tax Committees. He provided the Council with handouts setting out his goals for this year's application process.

The primary goal is to improve the applicant experience for the Lodging Grant Tax Application. At the July 1st Council Meeting, the new application process will be brought before the Council for formal adoption. The Lodging Tax Advisory Committee will provide recommendations before the Council on the agenda item.

PENDING AGENDA ITEMS

1. Opportunity Council Draft Lease

City Administrator Dr. Cort reminded the Council that this issue was discussed at the last Council Workshop. The City has been working to draft an updated lease based on the requirements from the Council.

City Attorney Nikki Esparza explained the process that she and her office, including WCIA, endeavored to update the lease. She stated that the lease is much more comprehensive than the former agreement and encouraged Council to review the new lease.

EMERGING ISSUES

1. Establish Working Group with Sno-Isle on Future of Oak Harbor Library

City Administrator Dr. Cort explained that the Oak Harbor Library's goal is to relocate to downtown Oak Harbor in order to expand.

City and Library staff are working together to determine the projected benefits of relocating downtown and plan to present their findings to the Council.

Councilmember Servatius spoke in favor of the joint working group.

Councilmember Campbell stated that the City should not become financially obligated for this relocation.

Councilmember Campbell inquired whether Skagit Valley College is a proponent of the library's relocation so that they can expand as well.

2. Post Office Oak Tree – Establishing an *ad hoc* committee to address use of the wood

Dr. Cort referenced that in light of the large public interest regarding the Post Office Oak Tree, the City will combine an ad hoc committee to determine what should be done with the wood. The committee will actually review the specific parts of the tree. The goal of recommendations by the committee will be how much wood will be set aside for what purpose, and the City will implement the recommendations thereafter.

Mayor Dudley asked when more information would be provided to the Council on the status of this committee's recommendations. Dr. Cort expects the committee to take two to three months to make a proposal before Council.

Councilmember Campbell inquired about membership for this ad hoc committee and suggested that the active individuals in this matter should be a part of it. Dr. Cort commented that the City also has an interest to involve individuals with expertise.

3. Oak Harbor Centennial in 2015

City Administrator Dr. Cort asked whether the Council was interested in celebrating Oak Harbor Centennial in 2015.

Councilmember Campbell and Mayor Pro Tem Paggao spoke in favor of celebrating Oak Harbor Centennial.

The Councilmembers suggested forming an ad hoc committee to plan the Centennial celebration.

ADJOURNMENT

Mayor Dudley adjourned the meeting at 3:48 p.m.

Anna M. Thompson, City Clerk