

Oak Harbor City Council
Workshop Meeting Minutes
February 26, 2014

CALL TO ORDER

Mayor Scott Dudley called the meeting to order at 3:05 p.m.

ROLL CALL

Present:

Mayor Scott Dudley
Mayor Pro Tempore Danny Paggao
Councilmember Rick Almberg
Councilmember Jim Campbell
Councilmember Bob Severns
Councilmember Joel Servatius
Councilmember Beth Munns
Councilmember Tara Hizon

Staff Present:

City Administrator Larry Cort
Finance Director Doug Merriman
Development Services Director Steve Powers
Fire Chief Ray Merrill
Police Chief Ed Green
Planning Director Cathy Rosen
City Engineer Joe Stowell
City Attorney Nikki Esparza
City Clerk Anna Thompson
Senior Services Director Mike McIntyre
Police Department Assistant Meg Massey
Parks Manager Hank Nydam

DEPARTMENTAL BRIEFINGS

1. Senior Center – Personnel transition and services

Senior Services Director Mike McIntyre provided a personnel update at the Senior Services Center and addressed the hiring process to replace a former employee's position.

Councilmember Almberg asked follow-up questions.

2. Police – Personnel update and purchase of SUVs

Police Chief Ed Green provided the update on the purchase of SUVs and personnel update as well. He provided a power point presentation and handouts to accompany his report.

He then announced the new hire with the Corrections Department and the jail is now fully staffed. The PD has hired two new candidates for three open positions.

Councilmembers had no questions.

Police Chief Green provided an update on old police department vehicles and suggested that the department purchase SUVs instead of alternative police cars. Unfortunately the Crown Victoria's that are currently in use are aging and are no longer being manufactured. He suggested purchasing Ford Utility SUV to replace old police vehicles.

Councilmember Almberg asked about the life expectancy of the SUVs.

Mayor Pro Tem Paggao asked about the transferability of the SUVs.

3. Development Services – Electronic Message Center Signs

Development Services Director Steve Powers provided an update on the electronic message center signs. He also provided a summary of the electronic message discussion during the Planning Committee meeting on 2/25/14.

Councilmembers had no questions.

4. Finance – Report from Investment Committee meeting

Finance Director Doug Merriman provided a brief update of the Investment Committee Meeting held today on 2/26/14 at 2:00 p.m.

The purpose of the Committee is to help and oversee the City's Investments.

Councilmember Hizon asked about the composition of the Committee. Mayor Dudley stated that the Committee is new and more members will be added in the near future. The Committee will be meeting on the 4th Wednesday of each month at 2:00 p.m.

Councilmember Severns, Mayor Pro Tem Paggao, and Councilmember Almberg inquired about the City's investment funds. Councilmember Almberg asked Mr. Merriman to explain the restrictions on the investment funds.

5. Public Works – WWTP Property Acquisition Update

City Engineer Joe Stowell provided an update on the property acquisition of the Waste Water Treatment Plant along with a power point production with photographs of the property.

Councilmember Munns inquired about the uses of the server room.

Councilmember Alberg asked whether there were any findings by Archeologists' research so far.

Councilmember Alberg inquired about the easement on the parking lot adjacent to the property in question for the People's Bank and was concerned that this easement may have a negative effect on the value of the property.

Councilmember Servatius asked Mr. Stowell whether he could prepare a complete risk analysis for Council to review.

Mayor Dudley asked about the natural water flow of the potential future site for the Waste Water Treatment Plant.

PENDING AGENDA ITEMS

1. Public Works – GC/CM Contractor Selection/Review Team

City Engineer Joe Stowell provided the Council with the selection process schedule for the GC/CM contractor selection review team including a power point presentation. He explained the interviewing process in explicit detail.

The Councilmembers discussed a mutual date to meet regarding this meeting.

EMERGING ISSUES

1. Administration – Budget/CIP Calendar

City Administrator Larry Cort discussed the budget priorities and provided a CIP calendar process update.

2. Public Works – Plans to replace wading pools

Parks Manager Hank Nydam provided the four (4) proposals they received to replace wading pools. The Park Board supported the musical apparatus proposal and the fossil dig proposal.

Councilmember Munns spoke in support of the proposals and asked whether there will be a rinse station at the fossil dig.

Councilmember Hizon asked who to contact to make a donation for these projects.

Councilmember Servatius asked about possible flooding of the existing wading pools as they will not be torn down.

Councilmember Campbell asked about the noise level created by the musical addition to the former wading pool station.

3. Mayor - Conference Attendance/Travel Budget

Mayor Dudley discussed the Capitol Hill conference attendance and possible attendance to the NLC Conference with Councilmembers and provided handouts to the Councilmembers regarding projected costs of the trip.

Councilmembers Hizon and Munns stated that the decision to not attend NLC conference and to not renew their membership with the NLC for the year 2014 had been firmly decided last year, primarily because of the budget constraints.

Mayor Pro Tem Paggao stated that he may not be able to attend. Dr. Cort informed him that Councilmember Severns offered to decline his attendance to allow Mr. Paggao to attend. However, Mayor Pro Tem Paggao cannot go regardless and now Councilmember Severns made alternate plans and cannot attend either.

Councilmember Servatius reiterated that he understood that the Council had already decided last year that they would not renew their membership with the NLC for 2014.

Councilmembers AlMBERG and Campbell discussed meeting with the representatives at Capitol Hill vs. meeting with our Washington State representatives at their offices in our State.

Councilmember Hizon suggested those who will be attending Capitol Hill get together to decide who will be presenting what issue to the representatives.

4. Administration – Excused Absence Procedure

City Administrator Larry Cort asked the Council how they'd like to handle council absence procedures in the future and passed around some suggestions for simple approaches to structuring a procedure for excused absences.

Dr. Cort then discussed two different possibilities to absences and proposed that the decided procedure be incorporated into the Council Rules of Procedure.

Councilmember Hizon supported the proposed rule by Dr. Cort.

Councilmember Munns suggested attending PRA training in Forks for staff members.

Mayor Dudley mentioned training in Anacortes Council Chambers.

ADJOURNMENT

The meeting adjourned at 5:08 p.m.

Anna M. Thompson, City Clerk