

Commission Meeting
Monday, July 21, 2016
Oak Harbor City Hall, chambers conference room

In Attendance:

Chair: Skip Pohtilla; Commissioners: Rick Lawler, Lisbeth Cort, Nora O'Connell-Balda, John Pendleton;
Staff: Cac Kamak

- Meeting Notes – The meeting notes from the May 2016 meeting were approved.
- Attendance – The Commissioners discussed notification protocols to inform staff on whether they will be attending the meeting. It was decided that the commissioners should notify staff if they will not be attending the meeting to assure quorum requirements.
- OPMA and PRA – Cac informed the commission on the Open Public Meetings Act and Public Records Act requirements and the training that is necessary to meet the requirements. Cac will forward links to the training sites and videos and requested that all commissioners participate in the training and fill out the certificate for the City's records.
- Project updates – Cac provided updates on the current projects – Barringtons is ready for installation and PNL construction is donating the pedestal for the piece. The construction of the pedestal is expected before the end of the month. The Autumn Leaves is progressing along. The City will be doing some initial site preparation (grading and fence panel removal) for the piece over the next month. The kinetic art piece collaboration with Skagit Valley College (SVC) is not being pursued currently since there the agreement documents have legal challenges. The commission decided to find other ways to collaborate with SVC. The Krakken bench project will need to be custom designed and staff feels that Architectural Elements would be the right company to do that and will pursue it after the Autumn Leaves is completed.
- Driftwood Day – Skip has completed the poster. Commissioners discussed making 1000 postcards this year. Skip will send a file to Cac and Rick to put in the order. Skip will also get the banners updated for the welcome signs. Cac will forward Driftwood Day information for the City's website and Facebook page. Skip will contact CO at NAS Whidbey to be a judge. He has already contacted Kevin Petelle. Cac will contact the City Council and Mayor. Cac asked commissioners to send a note with suggestions for advertising on the electronic message board.
- Meeting adjourned.