CALL TO ORDER

Mayor Pro Tem Munns called the meeting to order at 5:00 p.m.

ROLL CALL

City Council Present:  
Mayor Pro Tem Munns  
Councilmember Joel Servatius  
Councilmember Erica Wasinger  
Councilmember Bill Larsen  
Councilmember Jim Woessner  

Staff Present:  
City Administrator Blaine Oborn  
City Attorney Nikki Esparza  
Finance Director Patricia Soule  
Public Works Director Cathy Rosen  
Project Manager Brett Arvidson  
City Engineer Jim Bridges  
Engineer Brad Gluth  
Development Services Director Steve Powers  
Human Resources Director Emma House  
Fire Chief Ray Merrill  
Assistant to City Administrator Lisa Felix  
City Clerk Carla Brown

DEVELOPMENT SERVICES

a. Overview of Development Review Process & Kaizen Study Results

Steve Powers, Development Services Director provided an overview of the Development review process and the correlating results of the Kaizen Study Results, specifically discussing the review process types, basic steps, processing time and influences, and challenges. The Kaizen Process was focused on how to make the development services process efficient. The study resulted in creating a new unified meeting, identifying a project manager role, increasing the importance of a technically complete review, increasing the use of technology, updating standards and code amendments.

Councilmember Servatius, Mayor Pro Tem Munns, Councilmember Larsen, Councilmember Wasinger and Councilmember Woessner provided their respective questions and comments. Development Services Director Steve Powers answered the respective questions. The Development Services department will continue to update Council as the Kaizen study results are implemented.

b. Land Use Approvals and Hearing Examiner Approval Code Changes

Steve Powers, Development Services Director provided a summary regarding land use approvals, specifically related to the City Council and Hearing Examiner involvement. The OHMC provides different review processes for different types of project permits and state law allows a wide variety of permit decisions to be made by a hearing examiner. Discussion
focus was on the OHMC 18.20 permit process regarding Hearing Examiner’s recommenda-
tion to Council for final decision on large/complex site plans and the Planning Commission’s
recommendation to Council for final decision on preliminary plats.

Councilmember Woessner, Councilmember Wasinger, Councilmember Larsen, and Mayor
Pro Tem Munns and Councilmember Servatius provided their respective questions. Develop-
ment Services Director Steve Powers and City Administrator Blaine Oborn answered the
questions. The ordinances will be brought forward in an upcoming meeting.

FINANCE

a. Options for Wi-Fi at City Facilities and Windjammer Park

Patricia Soule, Finance Director provided a background summary regarding the solution to
provide Wi-Fi at City Facilities and WJP. The best way forward would be to add Wi-Fi capa-
bilities to the Request for Quotes for City-wide IT Support and Maintenance in 2020.

Mayor Pro Tem Munns provided her respective questions. Finance Director Patricia Soule
answered the questions. The requests for proposals are due December 2, 2019 and a con-
tract will be brought forward accordingly.

PUBLIC WORKS

a. Professional Service Agreement: Carollo Engineers, WWTP On-call Engineering Ser-

Brett Arvidson, Project Manager provided a background summary regarding Carollo’s engi-
neering services for the Clean Water Facility since 2010 and implementation of the SCADA
control network. Although construction is completed, the City will continue to need support
with the SCADA control network and therefore would like to enter into an on-call service
contract with Carollo Engineers. On-Call services would include SCADA software upgrades,
troubleshooting, system modifications, IT interface and operator assistance through remote
support with occasional site visits. In additional, Carollo would assist with warranty issues,
dryer system finalization and plant process optimization. The On-call service contract will be
a new contract supported by operation funding.

Councilmember Wasinger, Councilmember Servatius, Councilmember Woessner and Mayor
Pro Tem Munns provided their respective comments and questions. Project Manager Brett
Arvidson answered the respective questions. The professional service agreement will be
brought forward in an upcoming meeting.

ENGINEERING

a. Storm Water Comp Plan Update

Cathy Rosen, Public Works Director; Brad Gluth, Engineer; and Jim Bridges, City Engineer
provided an overview of the Storm Water Comprehensive plan, discussing the chapter sum-
maries, updates and changes. In addition, staff noted Chapter 3 includes a map of the his-
torical Garry Oak prairie in relation to flow control storage volume as required by DOE. The
Storm Water Comprehensive plan will be reviewed by the Planning Commission in January
2020 and anticipated to be brought to Council in March 2020.
Mayor Pro Tem Munns and Councilmember Servatius provided their respective comments and questions. Engineer Brad Gluth and Public Works Director Cathy Rosen answered the respective questions.

**b. Freund Marsh Storm Water Conveyance Update (continued)**

Cathy Rosen, Public Works Director and Jim Bridges, City Engineer continued discussions from the October 23, 2019 Workshop meeting and provided the following updates regarding the Freund Marsh Storm Water Conveyance: Shoreline Master Plan update in 2012 identified a portion of the east ditch as part of the shoreline environment and should be considered in determining flow control exempt or not exempt; and DOE representatives will be in Oak Harbor on December 6, 2019 to perform a field inspection of the Freund Marsh site.

Councilmember Wasinger provided her respective questions. City Engineer Jim Bridges and Public Works Director Cathy Rosen answered the respective questions.

**MARINA**

**a. Oak Harbor Youth Sailing Building Proposal**

Chris Sublet, Harbormaster provided a background summary regarding the Oak Harbor Youth Sailing (OHYS) program and their recent proposal to the Marina Advisory. OHYS provides youth opportunities to learn sailing and supports the Oak Harbor Wildcat Sailing Program. In order to operate the programs, the OHYS has multiple pieces of equipment, however not all the equipment fits in the three Marina sheds currently being rented. OHYS has proposed to pay for an 18 x 40 steel building to be built at the Marina and then donate the building to the City. The Marina Advisory Committee supports the proposal.

Councilmember Wasinger, Councilmember Servatius and Councilmember Larsen provided their respective comments and questions. Harbormaster Chris Sublet, OHYS Board Chairman Byron Skubi and City Administrator Blaine Oborn answered the respective questions. The proposed agreement will be brought forward for approval in upcoming meetings.

**ADMINISTRATION**

**a. Options for Wi-Fi in Central Business District**

Blaine Oborn, City Administrator provided a brief update on Wi-Fi in the Central Business District. In communication with Oak Harbor Main Street Association, Wi-Fi is already functioning in the Central Business District.

Councilmember Wasinger, Councilmember Servatius and Mayor Pro Tem Munns provided their respective comments and questions. City Administrator Blaine Oborn answered the respective questions.

**b. City Legislative Priorities 2020**

Blaine Oborn, City Administrator presented the 2020 City Legislative Priorities (draft), a simple, eye-catching document provided to State Representatives and Senator that highlights the City’s concepts and tangible goals in 2020. The 8 areas of priorities include Workforce Housing; Economic Development; Environmental Sustainability; Behavioral Health; Support
Naval Air Station Whidbey Island; Improve Oak Harbor/SR 20 Transportation Corridor; Marina Revitalization; and Parks and Recreation.

Mayor Pro Tem Munns provided her respective comments and questions. City Administrator Blaine Oborn answered the respective questions. Final version will be presented at the December 3, 2019 Council Meeting.

c. City Administrator Report

Blaine Oborn, City Administrator provided his monthly report and described the purpose of the report is to communicate what the City Administrator and City staff are currently working on or planning. Highlighted updates were: City Council Retreat scheduled for February 1, 2020; Art Commission; Anacortes Wet Fiber Opportunity; Whidbey Island Marathon; the City’s JPA was added to the Island County docket; Marina Fuel Supply project; and Finance received a Clean State Audit.

CITY COUNCIL

None.

ADJOURN

The meeting adjourned at 7:10 p.m.

Certified by: Carla Brown, City Clerk