

Oak Harbor City Council
Regular Meeting Minutes
June 2, 2020

CALL TO ORDER

Due to COVID-19, there was NO physical meeting location per WA Proclamation 20-28. Meeting was viewable live via YouTube or Channel 10 and was telephonically available at (623)404-9000, Meeting ID: 148 813 0677 (NOTE: Audio only, No Comments).

Mayor Pro Tem Munns called the meeting to order at 6:00 p.m.

Invocation – Led by Pastor Ron, Lawler, Family Bible Church

Pledge of Allegiance – Led by Mayor Pro Tem Munns

ROLL CALL

City Council Present: Videoconference

Mayor Pro Tem Munns
Councilmember Joel Servatius
Councilmember Tara Hizon
Councilmember Erica Wasinger
Councilmember Jeff Mack
Councilmember Jim Woessner

Staff Present: Videoconference

City Administrator Blaine Oborn
Finance Director Patricia Soule
Public Works Director Cathy Rosen
Interim Development Services Director Cac Kamak
City Engineer Jim Bridges
Project Manager Brett Arvidson
Associate Planner Ray Lindenburg
Fire Chief Ray Merrill
Police Chief Kevin Dresker
Human Resources Director Emma House
Public Information Officer Sabrina Combs
Assistant City Attorney, Anna Thompson
City Administrator Assistant Lisa Felix
City Clerk Julie Lindsey

Also in attendance via videoconference included City Consulting Attorney Brett Vinson, of Weed, Graagstra and Associates.

Others in attendance via videoconference: Cynthia Mason, Arts Commission Member, Rodric Gagnon and Therese Kingsbury, Arts Commission Members.

1. APPROVAL OF AGENDA

Staff requested to move item 7.a “Resolution 20-18: Council determination of use of CARES Funding for North Whidbey Small Business Relief Fund Program” to after item 8.a “Interagency Agreement with the Washington State Department of Commerce, CARES Act Funds for Local Governments.” The Resolution determining the use of the funding needs to be approved after the contract with the Department of Commerce accepting the funding.

Councilmember Woessner moved to approve the agenda as amended, seconded by Councilmember Hizon. The motion was unanimously approved.

2. PRESENTATIONS

a. Proclamations

Mayor Pro Tem Munns read the following Proclamations:

- i. Proclamation proclaiming June 8, 2020 as High School Graduation Recognition Week.
- ii. Proclamation waiving the 'Temporary Use Permit' fee to encourage Physical Distancing Vending

b. Honors & Recognitions

None.

c. Community Partner Presentations

None.

3. CITIZEN COMMENT PERIOD

Mayor Pro Tem Munns noted due to COVID-19, no members of the community were present. Citizen Comments were received via online survey and via US Mail.

- Mr. Joel Douglas of the Coachman Inn submitted comment dated May 26, 2020 via US Mail regarding the Public Hearing on utility rates.

4. CONSENT AGENDA

Consent Items

- a. Approval of Payroll and Accounts Payable Vouchers
- b. Minutes: May 5, 2020 Regular Meeting and May 20, 2020 Workshop Meeting
- c. Arts Commission Re-Appointment: Cynthia Mason
- d. Arts Commission: Acorn Sculpture Commissioning amendment
- e. Facilities Easement Agreement with Comcast
- f. Interlocal Agreement: Island County, Hoffman Trail

Motion: Hearing no objection, the items were approved as presented. Cynthia Mason of the Arts Commission thanked the Council for her re-appointment.

5. MAYOR, COUNCIL & STAFF COMMENTS

a. Mayor

Mayor Pro Tem Munns provided her respective comments and announcements on the following topics:

Riots across the country - Expressing sadness and hope for a future of change. Thankful about living in Oak Harbor and the peaceful protests taking place here to call for change.

COVID-19 - Exciting to see businesses open and people back to work and out in the community. The nice weather helps. Asking that everyone respect business owners' requests to wear cloth face coverings. We need to be accommodating to each other during this time.

Island County Public Health Board received a letter on June 2 from the Washington State Board of Health. The letter thanked local health boards for their work in their communities during this crisis. It also reminded us to keep up the work we are doing by continuing to promote social distancing, hand washing, wearing face coverings (when we can't keep our distance), sanitizing and encouraging people to stay home when they feel sick. The Department of Health also wants to remind us to continue to suppress this virus with testing, contact tracing, and assisting businesses and public entities with safe reopening guidelines. We need to continue the good work we are doing and work together to keep this virus from spreading or peaking again.

Upcoming Important City Council Dates

June is a summer month Council schedule, so there is only one regular meeting, and a special workshop meeting on June 17.

b. Councilmembers

Motion: Councilmember Servatius made the following motion: "I move to instruct staff to contact all current applicants seeking building permits and inquire if they would like to pursue a development agreement with the City of Oak Harbor and the results of this inquiry to be presented at our June 17th Workshop." Councilmember Woessner seconded the motion. Legal Counsel Vinson, as well as City staff requested clarification regarding the motion. Councilmembers Hizon, Woessner, Mack and Servatius provided their respective comments and announcements. Following discussion, the motion was approved

Motion: Councilmember Servatius made the following second motion, "I move to instruct staff to start an efficiency review of our building code standards for Council review." Councilperson Wasinger seconded the motion. Councilmembers Munns, Mack, Hizon and Servatius provided their respective comments and announcements. With discussion between the Council and staff concluded, the motion was approved.

c. City Administrator

City Administrator Oborn provided his respective comments and announcements.

- i. City Council Vacancy – Proposed Schedule and Proposed Application. A proposed schedule for filing the Position No. 7 Vacancy created by the resignation of Councilmember Larsen was presented to the Council, along with a proposed Application. A legal notice will be placed in the Whidbey News Times for four consecutive weeks in June and the application will be available from the City's website or at City Hall once the office is re-opened to the public.

Councilmember Wasinger moved to begin advertising and publish the proposed application. Councilperson Hizon seconded the motion. Upon discussion, Councilmember Wasinger amended her motion to read to approve the proposed

schedule for filling City Council Position No. 7 and proposed application. Councilmember Hizon confirmed her second of the amended motion. The motion was approved unanimously as amended.

ii. Clean Water Facility/Windjammer Park – Status of Punchlist Items with Hoffman Construction –

Project Manager Arvidson presented the staff report and shared a PowerPoint presentation with background on the project and a review of punchlist items status. He was joined by Public Works Director Rosen in responding to questions from the Council.

Councilmembers Servatius, Woessner and Munns provided their respective comments.

6. PUBLIC HEARINGS & PUBLIC MEETINGS

Mayor Pro Tem Munns noted due to COVID-19, no members of the community were present. In addition to the letters received prior to the opening of the hearing on May 5 and mentioned at that meeting, the Mayor's office directly received comment letters regarding Agenda Item 6.b. Ordinance No 1899: Utility Rate Increase. All comment letters were provided via email to City Council prior to tonight's meeting. The new letter received after May 5 was from Joel Douglas in regards to utility rates.

a. Ordinance No. 1897: Budget Amendment No. 4 to the 2019-2020 Budget

Finance Director Soule noted there were no new changes to what had already been presented to the Council. She provided a background summary and shared a PowerPoint presentation. The Planning Commission as well as staff recommended approval.

Mayor Pro Tem Munns noted any public comments received. There were none.

Respective questions and comments were offered by Councilmember Seratius.

Motion: Councilmember Wasinger moved to adopt Ordinance No. 1897, Budget Amendment #4 amending the 2019-2020 Biennial Budget, seconded by Councilmember Hizon. Motion was approved by a unanimous vote.

b. Ordinance No. 1899: Utility Rate Increase (continued from May 05, 2020).

Mayor Pro Tem Munns noted due to COVID-19, no members of the community were present. Citizen Comments were received via online survey and via US Mail. Public comment was received in the form of a letter from Mr. Joel Douglas on May 26, 2020, a copy of which was provided to the Council.

Finance Director Soule was joined by Shawn Koorn of HDR, consultant for the utility rate study, who reviewed four options for water rates, storm drain rates, solid waste reserves and wastewater.

Respective questions and comments were offered by Councilmembers Servatius, Mack, Woessner, Wasinger, Hizon, and Munns.

Following discussion with staff, the consensus of the Council was to continue the Public Hearing to October.

7. ORDINANCES & RESOLUTIONS

- a. Resolution No. 20-18: Council determination of use of CARES Funding for North Whidbey Small Business Relief Fund Program - This item was moved to follow items 8.a.

8. CONTRACTS & AGREEMENTS

- a. Interagency Agreement with the Washington State Department of Commerce, CARES Act Funds for Local Governments.

City Administrator Oborn provided the background regarding the CARES Funding with a total of \$689,100 which can be used for economic support. He reviewed the timeline and staff recommendation.

Respective questions were offered by Councilmembers Munns and Woessner

Motion: Councilmember Woessner moved to authorize Mayor Severns to sign the Interagency Agreement for the Coronavirus Relief Fund for Local Governments Grant in the amount of \$689,100. The motion was seconded by Councilmember Wasinger. The vote of the motion passed unanimously.

- b. Resolution No. 20-18: Council determination of use of CARES Funding for North Whidbey Small Business Relief Fund Program -

City Administrator Oborn reviewed an outline and provided a background summary and shared a PowerPoint presentation. Other staff input was added by Finance Director Soule and Public Information Officer Combs. \$344,550 will be provided through the City with another \$333,333 from Island County for the 98277-zip code area for a total of \$677,883 towards small business relief. Administrator Oborn reviewed the timeline, goals and criteria.

Respective questions were offered by Councilmembers Woessner, Wasinger, Servatius, Munns, and Mack

Motion: Councilmember Woessner moved to approve Resolution No., 20-18, seconded by Councilmember Servatius. Motion was approved by a unanimous vote.

Motion to Extend: Councilmember Servatius noted the time of 8:56 p.m. and moved to suspend the Council rules and extend the meeting until 10 p.m. The motion was seconded by Councilmember Wasinger and carried unanimously.

- c. Professional Service Agreement: Greater Oak Harbor Chamber of Commerce, CARES Grant Coordination.

City Administrator Oborn provided the background regarding the funding and how to expedite this small business grant program. He was joined by Chamber of Commerce Executive Director Hoppock and staff Public Information Officer Combs in reviewing the Agreement.

Respective questions were offered by Councilmembers Woessner, Mack, Hizon, Munns, Servatius and Wasinger.

Motion: Councilmember Hizon moved to approve the Professional Service Agreement between the City of Oak Harbor and the Greater Oak Harbor Chamber of Commerce for the coordination of CARES Grant for businesses in the North Whidbey Island zip code 98277. The motion was seconded by Councilmember Wasinger.

Discussion ensued among the Council and legal counsel regarding the language of the contract specific to section 4.i.c. Councilmember Woessner moved to omit the words “is optional” from that section. Councilmember Hizon seconded the motion. The motion passed 5-1 with Councilmember Servatius, who noted he also serves as the President of the Chamber of Commerce, abstaining.

Assistant City Attorney Thompson recommended an additional motion to clarify that this language also be changed in Exhibit “B”. Councilmember Woessner noted the change in the language in Exhibit “B” to coincide with section 4.i.c. as an addition to his motion, which was accepted by Councilmember Hizon in her seconding of the motion. This met with the consensus of the Council.

- d. Professional Service Agreement: HDR Engineering, Inc., Utility Rate Study, Amendment 4

Finance Director Soule provided the background regarding the Amendment, which would extend the contract through December 31, 2020.

Motion: Councilmember Woessner moved to authorize the Mayor to sign the Professional Services Agreement Amendment #4 with HDR Engineering, Inc. to extend the contract until December 31, 2020, seconded by Councilmember Hizon. The motion passed unanimously.

- e. Interlocal Agreement: Island County, Transportation Benefit District Arterial Overlay.

City Engineer Bridges provided the background regarding the interlocal agreement to pave and overlay several streets within the City. Island County received three bids with Krieg Construction being the lowest responsive and responsible bidder.

Motion to Extend: Councilmember Servatius noted the time of 9:54 p.m. and moved to suspend the Council rules and extend the meeting until 10:30 p.m. The motion was seconded by Councilmember Wasinger. The Council noted additional time might be needed beyond half an hour. Councilmember Servatius amended his motion to extend the meeting

for an hour to 11:00 p.m. Councilmember Wasinger confirmed her second. The motion to extend carried unanimously.

City Engineer Bridges resumed his presentation. Respective questions were offered by Councilmembers Servatius and Munns.

Motion: Councilmember Servatius moved to authorizing the Mayor to sign an interlocal agreement with Island County, approving them to accept the bid for the 2020 TBD Project and the 2020 Street Overlay Project for the City of Oak Harbor and to negotiate a change order to add SE Bayshore Drive and Dock Street improvements. The motion was seconded by Councilmember Hizon. The motion passed unanimously.

9. OTHER ITEMS FOR CONSIDERATION

a. Ordinance No. 1905: Smoking in City Parks Update

Police Chief Dresker and Assistant City Attorney Thompson provided the background regarding the proposed ordinance and noted such could be placed into City Code.

Respective questions were offered by Councilmembers Hizon, Servatius, Woessner, Mack, Wasinger and Munns.

This Ordinance will be brought forward at an upcoming Council meeting.

b. Security Cameras in City Parks Introduction

Police Chief Dresker provided the information regarding where current cameras are placed and where other are needed or in need of an update. New cameras are an unbudgeted expense of approximately \$40,000.

Respective questions were offered by Councilmembers Servatius, Mack, Hizon, Woessner, Wasinger and Munns, all of whom voiced support of the project.

This item will be brought forward at an upcoming Council meeting.

Voicemail received – Staff played a voicemail received from a local resident who identified herself as Valerie, who spoke to acknowledge the community in troubling times. Mayor Pro Tem Munns noted the Council's appreciation for the comment.

10. REPORTS & DISCUSSION ITEMS

None.

11. EXECUTIVE SESSION

None.

ADJOURN

Motion: With no further business to come before the Council, Councilmember Wasinger moved to adjourn, seconded by Councilmember Hizon. The motion passed unanimously, therefore the meeting adjourned at 10:43 p.m.

Certified by Julie Lindsey, City Clerk