CALL TO ORDER

Mayor Severns called the meeting to order at 5:00 p.m.

ROLL CALL

City Council Present:
Mayor Severns
Mayor Pro Tem Munns (teleconference)
Councilmember Rick Almberg
Councilmember Joel Servatius
Councilmember Jim Woessner
Councilmember Tara Hizon
Councilmember Bill Larsen

Staff Present:
City Attorney Nikki Esparza
Finance Director Patricia Soule
Public Works Director Cathy Rosen
Project Manager Alex Warner
Development Services Director Steve Powers
Senior Planner Cac Kamak
Senior Planner Dennis Lefevre
Human Resources Director Emma House
Police Chief Kevin Dresker
Fire Chief Ray Merrill
Senior Services Administrator Liz Lange
City Clerk Carla Brown

Motion: Councilmember Almberg moved to allow Mayor Pro Tem Munns to participate via teleconference, second by Councilmember Hizon. Motion passed unanimously.

ACTION ITEMS: CONTRACTS and AGREEMENTS

a. ACTION ITEM: Veterans Memorial Park Waterfront Trail Enhancement – Authorization to Award.

Alex Warner, Project Manager provided the background summary regarding the Veterans Memorial Park Waterfront Trail Enhancement and the federal funding through the Transportation Alternative Program (TAP). Three bid proposals were received on September 17, 2019 and all were significantly over the engineer’s estimate of $141,994. TAP and Staff is recommending the construction contract be awarded to Neptune Marine, LLC at a cost of $177,510.08. Unallowed grant costs amount to $57,665, which includes a $18,000 change order allowance and the construction bid overage of $35,516.08.

Mayor Severns opened the public hearing comment period at 5:05p.m., there being none, public comment was closed.

Councilmember Servatius, Councilmember Almberg, Councilmember Woessner, and Councilmember Hizon provided their respective questions. Project Manager Alex Warner and Public Works Director Cathy Rosen answered the questions, specifically discussing the amendment to the change order allowance from 10% ($18k) to 5% ($9k). Staff will update Council on the additional grant request for the bid price overage.
**Motion:** Councilmember Hizon moved to authorize the Mayor to sign the construction contract with Neptune Marine LLC for the Waterfront Trail Enhancement project in the amount of $177,510.08, and authorize the City Engineer to execute contract changes up to $9,000.00 in total and add up to 21 contract days in total as may be necessary, second by Councilmember Almberg. Motion passed unanimously.

b. **ACTION ITEM: Ordinance No. 1886: Budget Amendment No. 3 to the 2019-2020 Budget.**

Patricia Soule, Finance Director provided the background summary regarding the new process in the 2019 budget to have project funds separate from the operating funds to allow for greater transparency and a record of all the costs that go into each project. The following projects are requiring adjustments or amendments to the 2019 budget:

- Bailey’s Playground (Windjammer Park Playground Project): missing playground pieces $5,567 and $15,000 in anticipated cash donations were given as donated labor/equipment instead.
- Harbor Heights Park Land Project: Sleeper Road restricted cash will be used towards purchase price and other costs.
- Shadow Glen and Lueck Park Project: $8,255 in additional funds are needed to complete the park improvements/playground equipment.
- Flintstone Park Portland Loos Project: additional $75,000 estimated to complete installation.
- Veteran’s Memorial Park Waterfront Trail Enhancement Project: additional costs needed due to bid proposal overages.
- Streets Capital Project: Moving $280,000 for NE 7th Street into Arterial Fund to more appropriately segregate those funds.
- Streets Mid-Block Crossing Project: amendment needed to increase the project budget by $10,000 to cover the contribution by the Oak Harbor School District.
- Water Transmission Project: Carollo PSA amendment requires $219,508 be moved from Water Beginning Fund Balance to Professional Services in the water fund.
- Ault Field Road Water Main Oversizing Project: amendment needed to move $21,088 from Water Cumulative Reserve to the Water Fund.

Mayor Severns opened the public comment period at 5:20 p.m., there being none, public comment was closed.

Councilmember Hizon, Councilmember Almberg, and Councilmember Servatius provided their respective questions. Finance Director Patricia Soule answered the questions.

At 5:25 p.m., Mayor Severns announced the Ordinance No. 1886 discussion would continue after Community Partner Presentations to allow the Finance Director, Patricia Soule to amend the Ordinance with the corrected figures due to the motion previously passed for the Veterans Memorial Park Waterfront Trail Enhancement. Discussion of Ordinance No 1886 continued at 5:58 p.m.

**Motion:** Councilmember Servatius moved to adopt Ordinance No. 1886, Budget Amendment No. 3 to the 2019-2020 Budget, as amended, second by Councilmember Larsen. Motion passed unanimously.

**NON-ACTION ITEMS:**

**COMMUNITY PARTNER PRESENTATIONS**
a. Island Senior Resources Annual Presentation

Cheryn Weiser, Executive Director, provided a brief summary of the Island Senior Resources 2019-2021 Strategic Plan detailing the vision, mission, community outcomes and drivers (partnerships, reducing isolation), Aging and Disability Resources, Family Care Giver Resources, and Developmental Disabilities Resources.

SENIOR SERVICES

a. Senior Services Annual Report

Liz Lange, Senior Services Administrator provided a brief annual summary on the Center’s mission, new branding name, “The Center in Oak Harbor: Activities & Resources for 50+”, membership, volunteers, staff, and the Isolation and Fall Prevention focus involving programs, services, travel and community partnerships.

Councilmember Larsen provided his respective comments regarding both the Center and Island Senior Resources. Senior Services Administrator Liz Lange answered the respective questions.

DEVELOPMENT SERVICES

a. Shoreline Master Program Periodic Review: Progress Report

Dennis Lefevre, Senior Planner provided a brief update to the Shoreline Master Program (SMP) periodic review being performed by the Development Services department. The scope of the periodic review is to create a public participation program and coordination with City staff, City Planning Commission, City Council, Island County staff and other agencies. The public participation plan was completed and provided in the workshop packet, in addition, the public participation webpage is scheduled to be published December 2, 2019. The SMP review also includes following guidance per the WAC 173-26-090 to incorporate law/rule changes, ensure local plan and new regulations are consistent; and review any changed circumstances. Staff is also moving forward with the DOE grant submission and plans to submit by end of October 2019. The Development Services department will continue to update Council as the review process continues.

b. CIP and Comprehensive Plan Discussion

Cac Kamak, Senior Planner provided a brief summary on the 2019 Comprehensive Plan docket, detailing the 2019 docket items; the updated sections; and the transportation project list in the Capital Improvement Plan (CIP). The 2019 docket will be presented in a public hearing during the November 26, 2019 Planning Commission meeting and will come forward to City Council on December 17, 2019.

Councilmember Hizon provided her respective questions. Senior Planner Cac Kamak and Development Services Director Steve Powers answered the questions.

MARINA

a. Mariners Haven Boatyard Update and Marina Business Plan

Chris Sublet, Harbormaster provided a background summary regarding the potential acquisition of the private boat yard located at the south end of the Marina parking lot. Staff is
performing due diligence analysis on the property to seek an appraisal, environmental assessment, and write a business plan. In addition, a Marina Business Plan is a required term in the Filled Tidelands Agreement with Department of Natural Resources. The $400,000 Commerce grant is recommended to pay for the appraisal, environmental assessment and the business plan.

Councilmember Larsen, Councilmember Hizon, and Councilmember Almberg provided their respective comments and questions. Harbormaster Chris Sublet and Development Services Director Steve Powers answered the respective questions.

FIRE DEPARTMENT

a. Interlocal Agreement: Whidbey Island Public Hospital District, EMS

Ray Merrill, Fire Chief provided a background summary regarding the agreement with Whidbey Island Public Hospital designed to offset the Fire Department’s cost in providing pre-hospital care. The agreement was first entered into in 1999 and the current agreement will expire in December 2019. The new agreement will provide a cost reimbursement of $112.10 per response and extends the term to December 31, 2021.

Councilmember Hizon provided her respective comments and questions. Fire Chief Ray Merrill answered the respective questions. The interlocal agreement will be brought forward for approval at the November 6th Special City Council Meeting.

b. 5-Year Comprehensive Emergency Management Plan (CEMP)

Ray Merrill, Fire Chief provided a background summary regarding the revised code of Washington requiring the City to have and maintain a comprehensive Emergency Management Plan. The current CEMP expires in December 2019 and in 2018 staff began to rewrite the plan to comply with requirements in the Washington Administrative Code, the National Planning Frameworks, National Disaster Recovery Frameworks and WA State Department of Emergency Management. The new plan was reviewed and approved with minor recommendations by WA State Department of Emergency Management and will be effective for 5 years once approved by Council.

Mayor Severns provided his respective questions. Fire Chief Ray Merrill answered the respective question. The plan will be brought forward for approval at the November 6th Special City Council Meeting.

ENGINEERING

a. Freund Marsh Storm Water Conveyance Update

Cathy Rosen, Public Works Director provided a background summary regarding the Freund Marsh specifically discussing the history, improvements/reconfigurations, City’s purchase of 37 acres and performed maintenance. Majority of the property is listed and mapped in the National Wetlands Inventory Map and the City’s Critical Areas maps as having wetland present or potentially present. In addition, the discussion included the three conveyance channels, the water drainage/flow into the channels, flow control requirements and the NPDES Phase II municipal stormwater permit planning requirements. A Freund Marsh Study project is budgeted in the current 2019-2020 budget.
Councilmember Hizon, Councilmember Servatius, Councilmember Woessner and Mayor Pro Tem Munns provided their respective comments and questions. Public Works Director Cathy Rosen, City Attorney Nikki Esparza and Development Services Director Steve Powers answered the respective questions. will be brought forward for approval in upcoming meetings.

LEGAL DEPARTMENT

a. Affordable Housing State Sales Tax Credit for Local Government: Follow-up

Nikki Esparza, City Attorney provided a background summary regarding the options for claiming or deferring a sales and use tax credit to be used for certain affordable housing purposes. In further communication with Island County, staff wanted to clarify and discuss further the possible options. Staff is recommending the City deferred the sales tax credit to Island County since they have an established human services department to properly manage the sales tax credit related to affordable housing. In addition, an interlocal agreement between Island County and the City of Oak Harbor would be created to allow the City to have input on the use of the City’s portion of the sales tax credit.

Councilmember Larsen, Councilmember Hizon, and Mayor Pro Tem Munns provided their respective comments and questions. City Attorney Nikki Esparza answered the respective questions. will be brought forward for approval in upcoming meetings.

ADMINISTRATION

a. City Administrator Report

The monthly report is in the packet and the purpose of the report is to communicate what the City Administrator and City staff are currently working on or planning. Any questions or concerns should be directed to the City Administrator upon his return on October 25, 2019.

CITY COUNCIL

No additional comments.

ADJOURN

The meeting adjourned at 7:37p.m.  
Certified by: Carla Brown, City Clerk