

Oak Harbor City Council
Workshop Meeting Minutes
Date June 17, 2020

CALL TO ORDER

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

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: 148-536-9708 (NOTE: Audio only, No Comments).

ROLL CALL

City Council Present: Videoconference

Mayor Robert Severns
Mayor Pro Tem Munns
Councilmember Tara Hizon
Councilmember Jeff Mack
Councilmember Joel Servatius
Councilmember Erica Wasinger
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
Senior Planner Dennis Lefevre
Associate Planner Ray Lindenburg
Project Manager Brett Arvidson
Operations Manager-Parks Hank Nydam
Harbormaster Chris Sublet
Fire Chief Ray Merrill
Police Chief Kevin Dresker
Human Resources Director Emma House
Public Information Officer Sabrina Combs
Interim City Attorney, Anna Thompson
City Administrator Assistant Lisa Felix
City Clerk Julie Lindsey

MAYOR

Mayor Severns noted WA Proclamation 20-28 was still in place and noted the Councilmembers present via videoconference.

ACTION ITEMS

- a. **ACTION ITEM: Professional Service Agreement: Fizz Events, Whidbey Island Marathon.**

City Administrator Oborn reviewed the action item regarding the Marathon which was

postponed due to COVID-19 to September 13, 2020. He introduced Jared Loranger, President of Fizz Events, who provided information on the decision to postpone, options examined and participant choices in arriving at the new date. He emphasized the importance of producing a safe event for all participants and thanked Administrator Oborn, Administrator Assistant Felix, Mayor Severns and Councilmembers for their assistance and support.

Councilmember Hizon thanked Mr. Loranger for his dedication.

Councilmember Servatius moved to approve Amendment 1 to the Professional Services Agreement with Fizz Events for the production of the 2020 Whidbey Island Marathon, extending the contract date to November 20, 2020 due to the rescheduling of the Marathon due to COVID-19, seconded by Mayor Pro Tem Munns. The vote on the item carried unanimously.

Councilmember Servatius moved to approve the Professional Services Agreement with Fizz Events for the production of the 2021 Whidbey Island Marathon, in the amount of \$41,500.00, for the period of June 30, 2020 to June 30, 2021, seconded by Mayor Pro Tem Munns. The vote on the motion carried unanimously.

b. ACTION ITEM Resolution No. 20-19: Creating the CARES Selection Committee for the North Whidbey Island Small Business Relief Fund Program.

City Administrator Oborn, Interim City Attorney Thompson and Finance Director Soule reviewed the action item regarding Resolution No. 20-19, authorizing the Creation of the CARES Selection Committee for the North Whidbey Island Small Business Relief Fund Program. The 5-member Committee would serve to determination of County and City CARES funds.

Mayor Pro Tem Munns and Councilmembers Servatius, Hizon, Woessner and Mack provided their respective comments and questions.

Councilmember Hizon moved to approve Resolution No. 20-19 authorizing the Creation of the CARES Selection Committee for the North Whidbey Island Small Business Relief Fund Program, seconded by Councilperson Wasinger. The vote on the item carried unanimously.

DEVELOPMENT SERVICES

a. Shoreline Master Program Periodic Review: Progress Report.

Interim Development Services Director Kamak and Senior Planner Lefevre provided updates of the three primary steps required by WAC 173-26-090. A draft of the in-progress Report was provided. Deadline for completion is June of 2021.

Staff will bring the finalized report to the Council in spring of 2021.

b. Housing Action Plan Update.

Interim Development Services Director Kamak and Senior Planner Lefevre regarding the Housing Action Plan Project Charter and reviewed the Plan's background, goals and objectives. The Plan incorporates recommendation from a task force that studied the issue of housing and will include a stakeholder's group that will include a member of the Planning Commission and the City Council.

Mayor Pro Tem Munns and Councilmembers Woessner and Mack provided their respective comments and questions.

Staff will bring the completed Housing Action Plan to the Council for approval by May 31, 2021.

c. Central Business District Code Review Update.

Interim Development Services Director Kamak and Associate Planner Lindenburg provided the update. Staff prepared and publicized an online survey in the days prior to the COVID-19-related shutdown of City Hall and other restrictions. Despite this, staff received over 300 responses to the survey, which is one step in the public outreach process.

Councilmembers Mack, Servatius, Woessner, Wasinger and Mayor Pro Tem Munns provided their respective comments and questions.

Staff will provide continued updates for the July and August Council Workshop meetings

POLICE DEPARTMENT

a. Security Cameras in City Parks Update.

Police Chief Dresker and Finance Director Soule provided an update based on input from the June 2, 2020 Council meeting. Hearing no additional comments from the Council, Staff will put together a proposal for consideration at a future Council meeting.

b. Smoking in City Parks Ordinance Discussion.

Police Chief Dresker reviewed four options following input from the June 2, 2020 Council meeting:

1. Ban smoking in all City parks
2. Ban smoking in all except Windjammer Park and Ft. Nugent Park
3. Ban smoking only in certain areas in any parks
4. No ban of smoking in City parks.

Councilmembers Hizon, Servatius, Wasinger and Mayor Pro Tem Munns provided their respective comments and questions.

Police Chief Dresker will work with Interim City Attorney Thompson and bring a draft forward at an upcoming Council meeting.

PUBLIC WORKS

a. Professional Services Agreement: Master Plan for Harbor Heights Property.

Public Works Director Rosen and Operations Manager Nydam provided an update on the Harbor Heights Regional Park Project and the selection process for an Engineering and Architectural Consultation Firm. Requests for Qualifications went out February 28, 2020 with a deadline of March 27, 2020, which was subsequently postponed to April 24, 2020 due to COVID-19. The City received two submittals and will propose a contract with David Evans and Associates. Director Rosen reviewed the Scope of Work for the Master Planning process.

Hearing no further input from the Council, staff will bring forward a contract at the July 7, 2020 regular Council meeting.

b. Professional Services Contract - Windjammer Park Planter Maintenance.

Operations Manager Nydam and Public Works Director Rosen presented information regarding the contracting of maintenance of the planter beds in Windjammer Park, around the Clean Water Facility and in the Pioneer Way parking lot. The current maintenance arrangements will expire in July. Staff put out a call for bids for annual maintenance by a private vendor due June 16, 2020. One bid was received from Simply Yards in the amount of \$15,812.28. Director Rosen reviewed the Scope of Work for the contract.

Councilmembers Servatius and Mack provided their respective comments and questions.

The cost of the contract will be absorbed into the present budget.

c. Development Agreement Survey Discussion.

City Engineer Bridges led a discussion stemming from the motion made by Councilmember Seratius at the June 2, 2020 regular Council meeting and reviewed the results of the survey.

Councilmembers Servatius and Mack provided their respective comments and questions.

d. Hillside PRD Proposal for Stormwater – Discussion.

City Engineer Bridges and Public Works Director Rosen led a discussion and provided historical information regarding the Freund Marsh Drainage Basin; a freshwater wetland located adjacent to Windjammer Park. Speakers Scott Thompson, Mark Villwock, and Joe Brascher as representatives of Wrights Crossing, LLC, an applicant for the Hillside PRD Preliminary Plat, provided additional information and recommendations. Engineer Bridges

noted a Planned Feasibility Study is budgeted.

Councilmembers Mack, Servatius, Hizon and Mayor Pro Tem Munns provided their respective comments and questions.

The discussion will be continued at an upcoming Council meeting.

MARINA

a. Professional Services Contract with Moffit Nichols – Project Update.

Harbormaster Sublet, Project Manager Arvidson and City Administrator Oborn provided an update regarding necessary repairs at the Oak Harbor Marina, stemming from a storm event on February 1, 2020, as well as contract funding, permitting and procurement considerations.

Mayor Severns added his respective comments.

Staff will bring forward a budget amendment for Council approval in July.

FINANCE

a. COVID-19 Revenue Scenarios.

Finance Director Soule provided information regarding the revenue impacts of COVID-19 to the City through May 31, 2020, and State shared revenue through March 30, 2020, as well as citywide revenue comparisons from 2015-2020.

Mayor Pro Tem Munns and Councilmember Servatius provided their respective comments and questions.

Finance Director Soule anticipated providing an updated report at the first meeting of each month.

ADMINISTRATION

a. North Whidbey Island Small Business Relief Update.

City Administrator Oborn provided information regarding CARES Grant funding program, which launched yesterday, June 16, 2020 for applications and will close at 5:00 p.m. on June 23, 2020. Information and a guide to completing the application are posted on the City's website or via email at cares@oakharbor.org. The City is administrating the program utilizing state funding provided to Island County and the City of Oak Harbor. Administrator Oborn reviewed the application process timeline and expressed gratitude to County Commissioner Johnson, as well as to Mayor Severns, the City Council and administrative staff.

Mayor Severns and Mayor Pro Tem Munns provided their respective comments and questions.

An Interlocal Agreement with Island County will be brought forward at the July 7, 2020 regular Council meeting. A resolution to approve the funding awards recommendation by the CARES Selection Committee will be brought forward at the July 14, 2020 special Council meeting.

b. City Administrator Report

City Administrator Oborn provided his report of all City operating areas with the following highlighted items:

- Wet Fiber with the City of Anacortes
- Partnership with the U.S. Navy
- Public Information Officer Combs recognition in the Association of Washington Cities publication Cityvision, along with Human Resources Director House, Fire Chief Merrill and Mayor Severns.
- Development Services Director Recruitment in process.

Mayor Pro Tem Munns provided her respective comments and questions.

CITY COUNCIL

Mayor Severns reported on the meeting with the Island County Board of Health. The Board of Health has submitted to the Governor's office that the County will lift the Phase 2 restriction for camping and will petition to move into Phase 3 of the Governor's four phase re-entry program under COVID-19.

Councilmember Hizon and Councilmember Wasinger provided additional comments concerning COVID-19 and on the status of items underway.

Mayor Severns noted the Association of Washington Cities Annual Conference is June 23-26, 2020. The meeting will be held inline with voting delegates needed June 25th from 10-12 a.m. The City has three delegate positions. Both he and Mayor Pro Tem Munns have conflicts and requested volunteers from the Council. Human Resources Director House will also attend.

Interim City Attorney Thompson reported on the update from Attorney General Ferguson regarding the extension of public meeting and records restrictions due to COVID-19 through July 1, 2020. Administrator Oborn noted staff is examining how best to hold the July 7, 2020 regular Council meeting to account for physical distancing requirements.

ADJOURN

There being no further reports or discussions, Councilmember Hizon moved to adjourn, seconded by Mayor Pro Tem Munns. Following a vote on the motion, Mayor Severns adjourned the workshop meeting at 9:46 p.m.

Certified by Julie Lindsey, City Clerk