

Oak Harbor City Council
Regular Meeting Minutes
July 7, 2020

Due to COVID-19, physical distancing and masks were required of attendees per WA Proclamation 20-28. The meeting was also available to view via YouTube or Channel 10

CALL TO ORDER

Mayor Severns called the meeting to order at 6:00 p.m.

Invocation – Led by Pastor James Cutter, Church of the Rock

Pledge of Allegiance – Led by Mayor Severns

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
Associate Planner Ray Lindenburg
Project Engineer Brett Arvidson
Operations Manager Hank Nydam
Fire Chief Ray Merrill
Police Chief Kevin Dresker
Human Resources Director Emma House
Harbormaster Chris Sublet
Senior Services Administrator Liz Lange
City Administrator Assistant Lisa Felix
Public Information Officer Sabrina Combs
City Clerk Julie Lindsey

Also in attendance: City Consulting Attorney Grant Weed of Weed, Graafstra & Associates

1. APPROVAL OF AGENDA

Mayor Severns noted staff recommended item 7.a. Ordinance No. 1906 – Budget Amendment for 2019-2020 Budget, be moved to follow agenda item 8.c. “Interlocal Cooperative Agreement with Island County, for Coronavirus Relief Fund Grant (CARES). Councilmember Munns moved to move the item as recommended, seconded by Councilmember Wasinger. The vote on the motion carried unanimously and the agenda was approved as amended.

2. PRESENTATIONS

a. Proclamations

None.

b. Honors & Recognitions

- i. Introduction to Council of two new Officers – Chief of Police Dresker introduced Officers Marquise Moses and Janeth Huetson. Both hired on September 16, 2019 and graduated CJTC on May 4, 2020.
- ii. Promotion of Officer Matthew Krysinski to Sergeant – Chief Dresker reported Sergeant Krysinski was promoted on May 1, 2020.
Chief Dresker also reported on an appreciation event held to show support and gratitude for the department by local churches. He noted the Police Department's thanks to the Oak Harbor community for their support.
- iii. Public Works Department Employee Recognition – Richard "Rick" Fakkema (15 years)
- iv. Public Works Department Employee Recognition – Eph Robbins (15 years)
Director Rosen reviewed both employee's accomplishments and presented both with City apparel. Both thanked Director Rosen, Administrator Oborn, Mayor Severns, and the Council.

c. Community Presentations

None.

3. CITIZEN COMMENT PERIOD

Mayor Severns opened the Citizen Comment Period at 6:25 p.m.

Hearing none and with none received, public comment was closed.

4. CONSENT AGENDA

Consent Items

- a. Approval of Payroll and Accounts Payable Vouchers
- b. Arts Commission: Re-Appointment of JR Russell to position 2
- c. Freund Marsh Drainage Letter of Intent
- d. Minutes of June 2, 2020 Regular Meeting and June 17, 2020 Special Workshop Meeting
- e. Ordinance No, 1905: Smoking in City Parks (Adoption)
- f. Professional Services Contract with Moffitt Nichol – Marina Repairs
- g. Resolution 20-20: Accepting the donation of funds from the Koetje Estate to Senior Services
- h. Surplus Authorization – Senior Center Bus
- i. Waterfront Pedestrian Improvements – Allowance

Mayor Pro Tem Munns requested to pull Item 4.c. Freund Marsh Drainage Letter of Intent for discussion.

Motion: No objection, therefore item(s) 4 a.-b. and 4 d. – i. were approved as presented.

Mayor Pro Tem Munns, and Councilmembers Woessner and Mack, gave their respective comments regarding the Freund Marsh item.

Motion: Mayor Pro Tem Munns moved to authorize the Mayor to direct staff to prepare a Letter of Intent with Wrights Crossing, LLC, to perform storm water modeling to determine the drainage into

Freund Marsh, and then to sign the Letter of Intent, second by Councilmember Woessner. Motion carried unanimously.

5. MAYOR, COUNCIL & STAFF COMMENTS

a. Mayor

Mayor Severns provided his respective comments and announcements. He thanked the community for cooperating with the changing requirements to prevent the spread of COVID-19, noting that as of today at City facilities staff and visitors would be required to wear masks. Island County is now in Phase 3 and the public are welcome to attend City Council meetings while wearing masks and observing physical distancing. Mayor Severns explained the Council and the majority of staff would continue to participate remotely in order to reduce the number of people in Council Chambers. Public comment could be given 1 person or via written comment or voicemail.

Mayor Severns announced a vacancy on the Planning Commission and on the Arts Commission and the requirements for serving.

Mayor Severns noted the Council would hold a Special Meeting on July 14, 2020 to receive a report on the outcome of the Selection Committee's work with the CARES Grant Funding, and to review the applicants for vacated City Council Position No. 7.

b. Councilmembers

Councilmember Servatius moved to amend all relevant sections of Oak Harbor Municipal Code 2.390 Contracts, and 2.310.050 Professional Service Contracts, to reduce all spending authorities from \$30,000 to \$10,000. Councilmember Wasinger seconded the motion. Following discussion that included legal counsel Weed, the vote on the motion carried unanimously. An ordinance will be prepared to amend the Municipal Code and brought back to the Council for approval.

Noting the resignation of Finance Director Soule, Mayor Pro Tem Munns moved that the Finance Director be replaced after August 4th with a CPA replacement interim person or firm that handles this properly. Councilmember Woessner seconded the motion. Councilmembers Mack, Hizon, Servatius and Wasinger provided their respective questions and comments. Discussion ensued with legal counsel Weed providing clarification per Municipal Code that the hiring authority and appointment of the Finance Director rests with the Mayor and would be approved by the Council. An interim appointment does not require Council approval. City Administrator Oborn reported that a plan is in development. Mayor Severns thanked the Council for their input. The vote on the motion carried unanimously.

Councilmembers Woessner and Servatius, and Mayor Pro Tem Munns provided their additional respective comments and announcements.

c. City Administrator

City Administrator Oborn provided his respective comments and announcements.

i. City Administrator Oborn and Project Engineer Arvidson provided an update on the status of the Construction Punchlist for the Clean Water Facility.

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

6. PUBLIC HEARINGS & PUBLIC MEETINGS

- a. None.

7. ORDINANCES & RESOLUTIONS - as noted earlier, this section was moved to follow Agenda Item 8.c.

8. CONTRACTS & AGREEMENTS

- a. Professional Services Agreement: David Evans & Associates, Master Plan for Harbor Heights Property

Operations Manager Nydam provided background regarding the item. On June 2, 2020, staff held interviews for consultants to develop a Master Plan for the entire 75-acre site as well as creating bid documents and drawings for Phase 1 of the Regional Park Project and selected David Evans & Associates as the Landscaper Architectural Consultants for the project.

Mayor Pro Tem Munns provided her respective questions and comments. City Administrator Oborn noted that Manager Nydam was retiring and had submitted his letter of resignation and thanked him for his service to the City.

Motion: Mayor Pro Tem Munns moved to authorize the Mayor to sign a Professional Services Agreement with David Evans & Associates to create a Master Plan for the Harbor Heights Property, including documents and drawings for the development of Phase 1 of the Regional Park in the amount of \$219,065.00. The motion was seconded by Councilmember Woessner. Hearing no discussion, the motion passed unanimously.

- b. Professional Services Agreement: HDR Engineering, Inc., Navy Utility Rate Study, Amendment No.2

Finance Director Soule and Public Works Director Rosen provided the background regarding funding the continuation of tasks as needed with the Navy Utility Rate Study.

Councilmembers Servatius, Mack and Woessner provided their respective questions and comments.

Motion: Mayor Pro Tem Munns moved to approve the HDR Engineering Inc. Amendment #2 to the Navy Utility Rate Study to extend the date to 12/31/2020 and add \$66,163.00 for additional services. The motion was seconded by Councilmember Servatius. The motion passed unanimously.

- c. Interlocal Cooperation Agreement with Island County, for Coronavirus Relief Fund Grant (CARES)

City Administrator Oborn and Finance Director Soule reviewed the grant process and provided an update. They City of Oak Harbor received \$689,100 from the Washington State Department of Commerce CARES Act Funds for Local Governments in Washington State. The City designated 50% of this, \$344,550 for small businesses with fewer than 50 employees and up to \$10,000 per applicant. The City partnered with Island County7 Commissioner Jill Johnson on the North Whidbey Island Small Business Relief Grant, which includes the City of Oak Harbor and the unincorporated area of Island County within the 98277-zip code. Island County received \$4,665,100 in CARES Funding. Commissioner Johnson committed

\$333,333 to the grant program, for a total of \$677,883. The Interlocal Cooperation Agreement outlines the relationship between the City and the County in the administration of this grant program. The Island County Interlocal Agreement for District 2 CARES Business Relief Grant Funds totals \$366,666 for the City/County North Whidbey Island Small Business Relief Grant program and \$33,333 for City program administration. Director Oborn reported that Jay Lovelady, temporary staff helping staff to run the program, with a portion of his costs being born by the County. A total of \$705,123 has been requested by 83 applicants, including five new businesses.

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

Motion: Councilmember Woessner moved to authorize Mayor Severns to sign the Interlocal Cooperation Agreement with Island County for the Coronavirus Relief Fund for Local Governments Grant. The motion was seconded by Mayor Pro Tem Munns. The motion passed unanimously.

ORDINANCES & RESOLUTIONS – as noted earlier, this section was moved to follow Agenda Item 8.c.

a. Ordinance No. 1906 – Budget Amendment for 2019-2020 Budget

Finance Director Soule provided the background regarding this fifth amendment to the 2019-2020 Biennial Budget and outlining those revisions including the Transportation Benefit District, the Hoffman Trail Project, CARES Funding, and Marina Repairs.

Councilmember Servatius provided his respective questions and comments.

Mayor Severns noted there was no public comment regarding this Ordinance or other items.

Motion: Councilmember Servatius moved to adopt Ordinance No. 1906, Budget Amendment #5 amending the 2019-2020 Biennial Budget, motion was seconded by Councilmember Hixon. The motion passed unanimously.

9. OTHER ITEMS FOR CONSIDERATION

City Council Workshop Start Time

City Administrator Oborn led a discussion with the Council regarding consideration of an earlier start time for Council Workshop Meetings, noting that in the past these meetings had a 2:00 p.m. start time.

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

Following discussion, the consensus of the Council was to begin holding Council Workshop meetings at 2:00 p.m. beginning in August 2020.

10. REPORTS & ITEMS FOR DISCUSSION

None.

11. EXECUTIVE SESSION

Mayor Severns announced that the City Council would go into executive session for the purpose of discussing a Real Estate matter pursuant to RCW 42,30,110 (1) (ii) (b) (c) with factors that bear upon price including property location, condition, possible uses, and economic development; and to discuss with legal counsel Potential Litigation pursuant to RCW 42.30.110 (1) (1). The Executive Session occurred in the Mayor's Conference Room of City Hall and was anticipated to last approximately fifty minutes. Mayor Severns noted the Council was not expected to take action upon return to the open session. Executive Sessions are not open to the public.

The Council entered into Executive Session at 8:06 p.m.

At 8:47 p.m. Mayor Severns reconvened the regular meeting and requested a motion to extend the regular meeting time from 9:00 p.m. to 9:30 p.m. This was so moved by Mayor Pro Tem Munns and seconded by Councilmember Servatius. The vote on the motion to extend the regular meeting carried unanimously, Mayor Severns announced that the Council would continue the Executive Session, which would be extended until 9:29 p.m.

Council came out of the executive session at 9:28 p.m. and reconvened the regular meeting.

Mayor Severns noted no action would be taken regarding the real estate and potential litigation matters discussed.

ADJOURN

Motion: Motion by Councilmember Servatius to adjourn, second by Mayor Pro Tem Munns. Motion was approved by a unanimous vote, therefore the meeting adjourned at 9:29 p.m.

Certified by Julie Lindsey, City Clerk