

Oak Harbor City Council
Workshop Meeting Minutes
July 22, 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:148 114 2291 (NOTE: Audio only, No Comments).

ROLL CALL

City Council Present: Videoconference

Mayor Robert Severns Mayor
Pro Tem Beth Munns
Councilmember Jeff Mack
Councilmember Joel Servatius
Councilmember Erica Wasinger

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
Senior Planner Dennis Lefevre
Harbormaster Chris Sublet
Fire Chief Ray Merrill
Police Chief Kevin Dresker
Human Resources Director Emma House
City Administrator Assistant Lisa Felix
Public Information Officer Sabrina Combs
City Clerk Julie Lindsey

Also in attendance:

City Consulting Attorney Brett Vinson of Weed,
Graafstra & Associates
Chamber of Commerce Executive Director Vicki
Graham

MAYOR

Mayor Severns noted that due to COVID-19, there was no physical meeting location per WA Proclamation 20-18. The Council and members of City staff were participating via videoconferencing. Staff sitting in Council Chambers were all physically distanced at least six feet apart and were wearing masks. Mayor Severns noted he and City Administrator Oborn would remove their masks when speaking, as the City has received multiple comments that wearing the masks made hearing the speaker difficult. He noted as this was a workshop meeting, public comment was not normally taken. Guests included in staff presentations will be excused from the Ring Central Meeting at the conclusion of the agenda item as appropriate. Mayor Severns noted

updated COVID-19 information could be found on the City's website. He thanked the Council and City staff for their cooperation and professionalism, Mayor Severns also noted as directed by the Council, Council Workshop meetings would be returning to a 2:00 p.m. start time beginning August 26, 2020.

a. **PROCLAMATION: Shop Locally**

Mayor Severns noted the Chamber of Commerce joins with the City to encourage the community to shop and dine locally in support of business owners and employees. He introduced Public Information Officer Sabrina Combs who introduced and congratulated Vicki Graham, newly appointed Executive Director of the Greater Oak Harbor Chamber of Commerce to present the proclamation to shop locally and for all to "mask up" and support local retail sales and dining establishments in the City of Oak Harbor. The Chamber is partnering with the City and Mainstreet Association for open air dining in August.

ACTION ITEMS

a. **Authorizing the Mayor to sign a Professional Services Agreement (PSA) with Municipal Research Services Center (MRSC) for an Interim Finance Director/CPA Finance Consultant.**

Human Resources Director House noted with the resignation of Finance Director Soule, the Council had requested staff bring forward a PSA with MRSC for an interim finance director and CPA oversight. She reviewed the action item, it's scope of work, compensation and term and background credentials for consultant Mike Bailey. Director House explained the first review of candidates for the Finance Director position is scheduled for August 10, 2020. She noted Mayor Pro Tem Munns had requested a review and addition of two items to Mr. Bailey's contract or scope of work, and those revisions had been made.

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

Motion: Mayor Pro Tem Munns moved to Authorize the Mayor to sign a Professional Services Agreement (PSA) with Municipal Research Services Center (MRSC) for an Interim Finance Director/CPA Finance Consultant, as revised, seconded by Councilperson Wasinger. The vote on the item carried 4-0.

b. **ACTION ITEM: Enviroissues On-call Contract, Time Extension**

Public Works Director Rosen introduced Project Manager Arvidson who provided background information and reviewed the action item with Enviroissues for work involving the interpretative center and Phase 2 of Windjammer Park. With the onset of COVID-19, much of the public involvement work associated with this contract became impossible and the progress has been delayed. As the contract was set to expire, staff recommended extending the contract to such time as the activities could take place, potentially July of 2021.

Councilmember Servatius provided their respective comments and questions.

Motion: Councilmember Servatius moved to authorize the Mayor to sign the no cost contract extension to Consultant Agreement Amendment No. 2 for the Clean Water Facility Interpretive Center and Amendment No. 3 for Public Involvement Services related to Windjammer Park Phase 2 with Enviroissues, Inc. The motion was seconded by Mayor Pro Tem Munns. The vote on the item carried 4-0.

c. **ACTION ITEM: Interlocal Agreement: Island County, Transportation Benefit District Arterial Overlay – Change Order #1**

City Engineer Bridges reviewed and provided background information regarding the change order to add SE Bayshore Drive and Dock Street Improvements to the 2020 TBS/2020 Overlay Project. He noted Council had authorized staff to proceed with negotiations at the June 2, 2020 regular council meeting. The added cost for the Change order is \$202,415.00 and is still well

Councilmember Servatius provided comments and questions.

Motion: Councilmember Servatius moved to authorize the Mayor to approve Island County Public Works to accept Change Order #1 with Krieg Construction to add SE Bayshore Drive and Dock Street Improvements the 2020 TBS/2020 Overlay Project, seconded by Mayor Pro Tem Munns. The vote on the item carried 4-0.

DEVELOPMENT SERVICES

a. Hearing Examiner RFQ/RFP Process Update

Interim Development Services Director Kamak provided an update. The City's current contract with the Hearing Examiner ends in November. Staff has collected information from surrounding communities on how they use the Hearing Examiner services and on what types of contracts. Director Kamak reviewed options and noted staff would use this meeting's discussion in forming a future contract.

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

b. Central Business District (CBD) Code Review – Preparation for Moratorium

Interim Development Services Director Kamak and Associate Planner Lindenburg provided a presentation regarding the ongoing work to revise the CBD zoning code. Areas to be addressed in Article VIII include:

- 19.20.300 Purpose and intent
- 19.20.305 Principal permitted uses
- 19.20.310 Accessory permitted uses
- 19.20.315 Conditional uses permitted
- 19.20.320 Density provisions
- 19.20.325 Conditions governing permitted uses
- 19.20.330 Site plan and design review required

Included in the presentation were categorizations of minor and major retail sales and

minor and major retail services. The proposed updates to the Code will be reviewed with legal counsel.

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

c. Zoning Code Revisions: Building Height definition and Accessory Building Standards.

Associate Planner Lindenburg noted staff has identified sections within the Oak Harbor Municipal Code (OHMC) as targets for revision to allow either greater efficiency for users of the Code or to clarify language that may be confusing or contradictory. Two sections will be presented for potential revision: Accessory Building Standards (Sections 19.20.120 (10), 19.20.145 (10), 19.20.180 (10), 19.20.215 (10) for the R-1, R-2, R-3 and R-4 zone districts, respectively). And Building Height Definitions (Section 19.08.115). These were presented for review and discussion.

There were no additional comments or questions from the Council.

Staff will return with an ordinance for review at a future Council Meeting.

d. Plan Review Per Collection

Interim Development Services Director Kamak introduced a text amendment to discuss revisions to the Oak Harbor Municipal Code Section 17.05.030 (2) to consider a change when a plan review fee is collected. Currently, the fee is paid at the completion of the review. In some cases, approved plans are abandoned by the applicant and expire without the fee being collected. An option is to consider requiring the fee at the time of the application.

Councilmember Mack provided comments and questions.

ENGINEERING

a. Hillside PRD Proposal – Letter of Intent for Modeling

City Engineer Bridges updated the Council regarding negotiations on the Letter of Intent regarding the Hillside PRD.

Councilmember Mack provided comments and questions.

Staff will bring the matter to the Council at upcoming Council meeting.

MARINA

a. US Navy Request for Right of Entry – City of Oak Harbor Marina

Harbormaster Sublet reported the City has received a formal request from the U.S. Navy to allow them entry into the Oak Harbor Marian property for military training purposes.

The Navy included a Right of Entry Agreement which outlines the terms and conditions. The Agreement includes a termination clause should the City decide to terminate the agreement early. The Navy's training staff and operators will provide the Oak Harbor Police Department with 24 hours' notice prior to deploying trainees to the site for training. Harbormaster Sublet noted this training may help with Marina Security.

b. Authorization to Sell Three Vessels and the Contents of one Storage Shed for Non-Payment of Moorage and Storage Charges

Harbormaster Sublet reported the owners of three vessels and one storage shed listed in his attached documentation have not made payment and are past due. The vessels and storage shed contents appear to have been abandoned and have been secured by the Marina staff as provided for by Oak Harbor Municipal Code Section 6.36.040(1). The 90-day waiting period since the securing of the vessels and shed has now elapsed and an item will be brought forward for authorization to conduct an auction of those vessels and the contents of the shed at the August 5, 2020 regular meeting.

Harbormaster Sublet also reported on a recent derelict vessel.

Mayor Pro Tem Munns provided comments and questions.

FINANCE

a. COVID-19 Revenue Impacts

Finance Director Soule presented impacts to revenue based on April State Shared Revenue, May County Shared Revenue and City Revenue for June. She reported General Fund Revenues were down 3.54% and all accounts collectively were down 11.98% overall with construction and travel and entertainment down, and retail/wholesale trade up. She spoke to the presumed impacts of COVID-19 and recommended keeping a watch on sales tax revenues over the coming 90 days as an economic indicator.

Councilmembers Mack, Servatius, Wasinger and Mayor Pro Tem Munns provided their respective comments and questions and thanked Director Soule for her service to the City of Oak Harbor.

FIRE DEPARTMENT

a. Fire Department 2019 Annual Report.

Fire Chief Merrill provided the 2019 Annual Report. The Report was delayed due to COVID-19 and its consideration as non-essential business. The Report highlighted 1,419 calls for service in 2019. Of these, 53 were fire calls, 781 were medical calls, 54 were hazardous conditions calls, 590 were EMS calls, 211 were service calls, 230 were false alarms and 89 were calls with good intent. Call volumes have increased 21% over the past five years.

1,604 course hours were offered to employees who spent 5,523 hours in training, including 26 employee certifications. The Fire Department provided public education via

15 CPR/First Aid Class Sessions and certified 200 citizens in CPR.

The total cost of fire caused loss was \$26,500 and \$1,218,000 in property value was saved. The Department investigated 14 fires and issued 48 permits. 982 businesses were inspected for safety, 24 new occupancy inspections were conducted, and 1,130 violations were corrected.

Chief Merrill also drew attention to years of service within the Fire Department and the need for succession planning. He thanked Fire Department Administrative Assistant Braunstein for her assistance in creating the annual report.

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

ADMINISTRATION

a. City Administrator Report

City Administrator Oborn provided a report with the following items highlighted:

- Arts Commission
- Oak Harbor Main Street Association
- Economic Development

Highlights from departmental reports included:

- COVID-19
- CARES Grant Funding
- Whidbey Island Marathon
- Information Technology Evaluation
- Joint Planning with Island County
- Human Resources – interviews underway for Development Director and Finance director positions

Mayor Pro Tem Munns provided comments and questions.

CITY COUNCIL

Councilmember Mack and Mayor Pro Tem Munns provided additional comments concerning the challenge of meetings within COVID-19 guidelines and reiterating thanks to out-going Director Soule.

ADJOURN

There being no further reports or discussions, Mayor Severns adjourned the workshop meeting at 7:55 p.m.

Certified by Julie Lindsey, City Clerk