

Oak Harbor City Council
Special Meeting Minutes
July 14, 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.

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
Fire Chief Ray Merrill
Police Chief Kevin Dresker
Human Resources Director Emma House
Public Information Officer Sabrina Combs
City Clerk Julie Lindsey

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

Mayor Severns noted that due to COVID-19, physical distancing and masks were required of attendees per WA Proclamation 20-28. The Council and members of the City staff were attending via videoconference. He thanked the community and City staff for their cooperation.

SPECIAL MEETING AGENDA

The Special Meeting agenda was approved as presented.

1. Resolution No, 20-21 Approving CARES Funding Selection Committee Awards

City Administrator Oborn reviewed the item and provided background information for the Council. He noted The City of Oak Harbor and Island County partnered to create the North Whidbey Island Small Business Relief grant program. The City received \$689,100 from CARES Act Funds for Local Governments in Washington State via an interagency agreement with the Department of Commerce, half of which it dedicated to the grant program. Island County received \$4,665,100 from the Department of Commerce, \$366,666 of which Commissioner Jill Johnson dedicated to the grant program. The County allocated \$33,333 of their commitment for the City's administration of the grant program. With \$344,550 from the City and \$333,333 from the County dedicated to the grants to businesses, the total award amount available was \$677,883.

Grant Selection Committee Commissioner Jill Johnson and Mayor Bob Severns appointed six members to a CARES Grant Selection Committee. City Councilmembers Erica Wasinger and Tara Hizon served

as liaisons to the Committee. Administrator Oborn reviewed the Committee process. The approval of Resolution 20-21 awards the CARES grant funding to the 69 businesses that qualified, for a total amount not to exceed \$588,453 in this first group and a list of those requirements met. A listing of recipients and grant amounts was provided. A second group of 14 applications are pending review. The City thanks Selection Committee Members for their service.

Darin Cook
Bill Larsen
Eric Marshall
Maria McGee
Wendy Shingleton
Ronnie Wright

Councilmembers Woessner and Wasinger provided their respective comments and announcements.

Motion: Councilmember Woessner moved to approve Resolution 20-21 approving the CARES Grant Selection Committee Awards to the 69 businesses that qualified for a total grant award amount not to exceed \$588,453. The motion was seconded by Mayor Pro Tem Munns. The motion passed 5-0 with Councilmember Servatius abstaining.

2. Review of Applicants for Vacated Councilmember Position Number 7.

City Administrator Oborn explained City Council Position Number 7 was vacated on May 15, 2020 with the resignation of Bill Larsen as he no longer resided within the city limits of the City of Oak Harbor. Per RCW 42.12.070, the City Council must fill the vacancy within 90 days, which is August 15, 2020. At their regular meeting of June 2, 2020, the Council approved the procedure for filling the vacancy, including the application form, process and schedule. The position vacancy was advertised in the legal section of the Whidbey News Times June 6, 13, 20, and 27 and on the City's website. The application deadline was July 6, 2020 at 4:30 p.m. Council scheduled this special meeting for July 14th to review all qualified applicants. 4 applications were received, all of which met the requirements of residency and being a registered voter within the city limits of Oak Harbor for at least one year.

From this review, Council will determine which applicants they wish to interview for filling Position Number 7 at their Regular Meeting of August 5, 2020.

City Consulting Attorney Weed concurred the appointee would fill the position until the certification of the November 2021 general election, at which time whomever was elected to the position would take office, citing as well RCW 29A.24.

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

It was the unanimous consensus of the Council to interview all four applicants at the August 5, 2020 regular meeting.

3. Human Resources – Recent Staffing Changes Update.

Human Resources Director House and City Administrator Oborn provided updates to recent staffing changes, with staff members moving on elsewhere, promotions from within and retirements.

Director House gave a detailed presentation on the Human Resources Department, COVID-19 restrictions and impacts on staff. She noted the City was continuing to work through changes as they develop. She explained the City's recruitment process, workforce planning and tools utilized, and reviewed recent staffing changes and positions they City is looking to fill. Director House included options presented in filling the role of departing Finance Director Soule.

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

ADJOURN

Motion: Motion by Councilmember Wasingerto adjourn, second by Councilmember Woessner. Motion was approved by a unanimous vote, therefore the meeting adjourned at 7:09 p.m.

Certified by Julie Lindsey, City Clerk