

Oak Harbor City Council
Regular Meeting Minutes
September 1, 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 or by calling 623-404-9000 and entering the meeting ID: 149 766 1467 for audio only.

CALL TO ORDER

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

Invocation – Led by Pastor Ron Lawler, Family Bible Church

Pledge of Allegiance – Led by Mayor Severns

Mayor Severns thanked City Staff, the City Council and the community for working with the changing requirements to prevent the spread of COVID-19. He explained the Council and the majority of staff would continue to participate remotely and he and the minimal staff in Council Chambers were physically distanced at least six feet apart and wearing masks. Mayor Severns noted Island County is currently in a modified and reduced Phase 3. Per Island County Public Health, non-essential travel outside of the County and State is highly discouraged at this time. He asked citizens to please recreate and shop locally this holiday weekend and to remember to wear masks and keep physical distance in public spaces.

Mayor Severns noted more details about COVID-19 and its impact on City services can be found on the City's website, www.oakharbor.org. Additionally, Island County Human Services is providing assistance for rent, mortgage payments and utilities. Contact them by phone at (360) 678-8284.

ROLL CALL

City Council Present: Videoconference

Mayor Robert Severns
Mayor Pro Tem Munns
Councilmember Tara Hizon
Councilmember Jeff Mack
Councilmember Joel Servatius
Councilmember Jim Woessner
Councilmember Millie Goebel
Councilmember Erica Wasinger - Absent

Staff Present: Videoconference

City Administrator Blaine Oborn
Interim Finance Director Mike Bailey
Public Works Director Cathy Rosen
Development Services Director David Kuhl
City Engineer Jim Bridges
Project Engineer Brett Arvidson
Fire Chief Ray Merrill
Police Chief Kevin Dresker
Interim City Attorney Anna Thompson
Human Resources Generalist Kim Andrews
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

Hearing no changes to the agenda it was presented for approval. Councilmember Servatius moved to approve the agenda as presented, seconded by Mayor Pro Tem Munns The vote on the motion carried unanimously and the agenda was approved as presented.

2. PRESENTATIONS

a. Proclamations

None.

b. Honors & Recognitions

None.

c. Community Presentations

None.

3. CITIZEN COMMENT PERIOD

Mayor Severns explained citizens may comment on subjects of interest not listed on the Agenda or items listed on the Consent Agenda. Comments could be submitted by email to the City Clerk at jlindey@oakharbor.org or by calling 360-279-4539 after 5 p.m. on the Friday preceding the meeting and prior to the agenda item.

Public comment specific to this meeting was received from Shannon Bly regarding the Whidbey Island Grown Cooperative 4th Annual WIG Weekend, September 4-7. WIG is a celebration of local food put on by the organizers and members of the Whidbey Island Grown Cooperative. For more information visit www.whidbeyislandgrown.com and from Jeff James who commented on the separation of Church and State. The City Clerk read both comments into the record.

Hearing no others, the Public Comment period was closed.

4. CONSENT AGENDA

Consent Items

- a. Approval of Payroll and Accounts Payable Vouchers
- b. Minutes of Regular Council Meeting of August 18, 2020 and Council Workshop Meeting of August 26, 2020
- c. Confirm Mayoral Appointment of the City Attorney and Authorize Execution of a Professional Service Agreement: Weed, Graafstra & Associates, Inc. P.S. for City Attorney Services
- d. US Navy Request for Right of Entry – City of Oak Harbor Marina

Mayor Severns called for any changes or objections to the Consent Agenda. Hearing none, the items were approved as presented.

5. MAYOR, COUNCIL & STAFF COMMENTS

a. Mayor

Mayor Severns provided his respective comments and announcements, including a welcome of David Kuhl to his first week as Development Services Director.

He announced City offices would be closed in observation of Labor Day on September 7. The Labor Day holiday means garbage/recycling service collection moves from September 7 to September 8

Mayor Severns took a moment to offer condolences and thanks for the many wonderful events and organizers who have had to cancel their event this year due to COVID-19. Many events were impacted, including family, church, and squadron picnics, and smaller events, but some of the larger events and organizers include,

- Holland Happening and 4th of July - Greater Oak Harbor Chamber of Commerce
- Relay for Life - American Cancer Society
- National Night Out - OHPD, Island County Sheriffs, Base Police and Canine Units, SAR, etc.
- Lions Club Car Show - North Whidbey Lions Club
- Pigfest - Scott Fraser and team
- Oak Harbor Music Festival - Cynthia and Larry Mason and their Board of Directors
- Military Appreciation Picnic - Navy League
- Hydros for Heroes - the Craig McKenzie Group and Rotary Club
- Whidbey Island Marathon - City sponsored event

He also thanked Superintendent Gibbon and his leadership of Oak Harbor Public Schools as they navigate the challenges of conducting school during a pandemic. The “soft start” for school is September 14, and the City is working to support our staff and the community as a whole as they select the best program for their family and adapt to the changes with distance and in-person hybrid learning.

b. Councilmembers

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

c. City Administrator

City Administrator Oborn provided his respective comments and announcements.

i. Clean Water Facility Update - City Administrator Oborn introduced Brett Arvidson, Project Engineer, who provided background information and an update on the status of the Construction Punchlist for the Clean Water Facility.

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

6. PUBLIC HEARINGS & PUBLIC MEETINGS

- ### a. None.
- It was noted that a public hearing notice had been issued for Ordinance No. 1911. This public hearing was cancelled as amendments to this Ordinance do not require a public hearing. This item was removed from the Agenda prior to publishing. Updates will be presented to Council at a later date.

7. ORDINANCES & RESOLUTIONS

- a. None.

8. CONTRACTS & AGREEMENTS

- a. Professional Services Agreement: for Water System SCADA Master Plan

City Engineer Bridges and Public Works Director Rosen provided the background regarding a contract with S&B, Inc. to develop a System Control and Data Acquisition (SCADA). The City owns and maintains a public water system and is operated and controlled through various electronic controls. The control systems have reached their design life expectancy and require replacement. Engineer Bridges reviewed the scope of work for the Agreement.

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

Motion: Mayor Pro Tem Munns moved to authorize the Mayor to sign a Professional Services Agreement for the Water System SCADA Master Plan with S7B, Inc. The motion was seconded by Councilmember Hizon. The motion passed unanimously.

- b. Professional Services Agreement: Municipal Research and Services Center (MRSC) for Consultant CPA Services, Amendment 1

City Administrator Oborn, along with MRSC Consultant Mike Bailey, serving as Interim Director of Finance, provided the background regarding the Agreement. The Council requested and authorized the initial Professional Services Agreement with MRSC for the services of Mike Bailey, CPA on July 22, 2020 and he began serving in that role on August 1, 2020. The proposed amendment would extend that Agreement to October 31, 2020.

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

Motion: Following an extended discussion, Mayor Pro Tem Munns made a motion to authorize the Mayor to sign an amended version of Amendment 1 to the Professional Services Agreement with Municipal Research and Services Center (MRSC) for an Interim Finance Director/CPA Finance Consultant, extending the contract expiration date to September 30, 2020 and adding \$13,000 to the contract amount, instead of the proposed extension to October 31, 2020. Councilmember Woessner seconded the motion. The motion as amended to September 30, 2020 passed 4-2 with Councilmembers Servatius and Mack opposed.

9. OTHER ITEMS FOR CONSIDERATION

None.

10. REPORTS & ITEMS FOR DISCUSSION

- a. 2021 LTAC Discussion

Interim Finance Director Bailey reported on the Lodging Tax Advisory Committee (LTAC) 2020 allocations and limitations due to the COVID pandemic. He reviewed revenue estimates and expectations for 2021 and a revenue estimate for 2022.

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

b. ExecuTime Update

Interim Finance Director Bailey provided an update regarding the timekeeping program. Staff is recommending delay of any further implementation until early 2021 in order to assess the likelihood of replacing the payroll system itself and review by a new Finance Director and budget planning.

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

c. Interim Finance Director: Review for Council

Interim Finance Director Bailey reviewed his scope of work in the interim capacity and a listing of duties performed and oversight provided. He noted the excellent job done by staff, which he characterized as very technically capable. Interim Director Bailey noted there were some paperwork redundancies, but all desk manuals appeared to be up to date. He noted a need for teamwork and observed a fair amount of cooperation and customer service.

11. EXECUTIVE SESSION

Mayor Severns announced that the City Council would go into executive session for the purpose of discussing acquisition of Real Estate per RCW 42.30.110 (1) (b). Anticipated duration was ten 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 7:41 p.m.

Council came out of the executive session at 7:51 p.m.

Mayor Severns noted no action would be taken regarding the real estate matter discussed.

ADJOURN

Motion: Motion by Councilmember Wasinger to adjourn, second by Mayor Pro Tem Munns. The motion was approved by a unanimous vote, therefore the meeting adjourned at 7:52 p.m.

Certified by Julie Lindsey, City Clerk