

Oak Harbor City Council  
Regular Meeting Minutes  
September 15, 2020

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**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** – Mayor Severns led a moment of silence for those affected by COVID-19 as well as for the wildfires and the poor air quality created by the smoke.

**Pledge of Allegiance** – Led by Mayor Severns

Mayor Severns thanked City Staff, the City Council and the community for working with the 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](http://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 Erica Wasinger  
Councilmember Jim Woessner  
Councilmember Millie Goebel

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  
Assistant City Attorney Anna Thompson  
Human Resources Manager Emma House  
Accountant Tallie Boyer  
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 is requesting removal of item 5.c.i Approval of Special Meeting: October 13, 2020 – Budget Study Session. Staff instead proposes a special meeting on November 4 for Capital Project Presentations. Mayor Severns noted staff has also requested to add an Executive Session prior to the Closed Session at the end of the agenda, for the purpose of discussing litigation or potential litigation. Approximate duration 10 minutes. He called for a motion to amend the agenda. Mayor Pro Tem Munns moved to amend the agenda, changing the October 13 special meeting to November 4, 2020 and adding the Executive Session to this meeting, seconded by Councilmember Servatius. The vote on the motion carried unanimously.

## 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 [jindsey@oakharbor.org](mailto:jindsey@oakharbor.org) or by calling 360-279-4539 after 5 p.m. on the Friday preceding the meeting and prior to the agenda item.

No comments specific to this meeting were received.

## 4. CONSENT AGENDA

### Consent Items

- a. Approval of Payroll and Accounts Payable Vouchers
- b. Minutes of Regular Council Meeting of September 1, 2020
- c. Puget Sound Energy's Workplace Electric Vehicle (EV) Charging Station Pilot Program
- d. Clean Water Facility/Windjammer Park – Final Release Agreement between Haarslev, Hoffman and the City of Oak Harbor for the Biosolids Dryer

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

Air Quality – Mayor Severns asked all to note our air quality remains very unhealthy at this time due to smoke from wildfires. The City encourages residents to stay indoors when possible and to wear masks when outside. He noted citizens can learn more about air quality by checking the Northwest Clean Air Agency website at [nwcleanairwa.gov](http://nwcleanairwa.gov).

Island County has a Type II burn ban in effect, this includes a ban on all outdoor burning except for barbeque grills using propane, briquettes or self-contained camp stoves. Please use these safely.

And some good news, the CARES Grant Program team is working on the third set of reimbursement checks for this week. At this point the City has requested that Island County reimburse the City for grant dollars to businesses in the amount of \$52,457.05 and for administrative costs in the amount of \$13,998.85. Nine businesses have submitted and received reimbursement requests. Businesses with questions about the grant process can submit their questions via email to [cares@oakharbor.org](mailto:cares@oakharbor.org). All grant reimbursement requests must be submitted by September 30, 2020.

Avenue of the Oaks – Mayor Severns noted he had received word from Laura Renninger, President of the Oak Harbor Garry Oak Society, who was excited to announce the street sign toppers have arrived for the Avenue of the Oaks, the honorary designation given to S.E. 8th Ave. in Oak Harbor. The signs are currently with the City Street Dept. awaiting installation. We have a slide with a photo for a glimpse of the how the street signs and sign toppers will appear together.

b. Councilmembers

Councilmember Servatius made the following two motions:

**Motion:** “I move to schedule an annual review of our Lodging Tax Advisory Committee (LTAC) membership at our October 6, 2020 Council Meeting.” The motion was seconded by Mayor Pro Tem Munns and passed unanimously.

**Motion:** “I move to schedule an action item to discuss the LTAC disbursements at our October 6, 2020 Council Meeting.” The motion was seconded by Councilmember Wasinger. Following discussion by the Council, City Consulting Attorney Weed provided counsel and clarification regarding the City Code 2.66.030 and 2.66.040 referenced. Councilmember Hizon called for the question. The motion passed 6-1 with Councilmember Woessner opposed.

c. City Administrator

City Administrator Oborn provided his respective comments and announcements.

- i. Approval of Special Meeting: October 13, 2020 – Budget Study Session  
- As noted earlier in the meeting, this item was removed from the agenda.
- ii. Update: 2021-2022 Budget Preparation – Administrator Oborn reviewed the revised budget calendar, noting the assistance of Interim Finance Director Bailey. Staff will notice a public hearing regarding and adjustment to utility rates for the Council meeting of October 20, 2020 and for the Mayor’s preliminary budget on the Council Workshop of October 28, 2020. As approved earlier, the Council will hold a special Workshop at 2:00 P.M. on November 4, 2020 for capital projects related to the budget.
- iii. Update: Inflation Rate for Setting 2021 Property Taxes – Administrator Oborn, Interim Finance Director Bailey and City Consulting Attorney Weed presented this update to the

Council. The inflation rate set by the State of Washington for setting 2021 property taxes has been sharply reduced to 0.601.52%. Staff wishes to provide the Council the opportunity to take action via Resolution for declaring substantial need for a 1% increase per RCW 84.55.005. Consulting Attorney Weed explained the process for increasing the tax levy by 1% and noted if they elect to do so, the Council must approve such a resolution by November 17, 2020 to allow Island County time to make the adjustments to tax bills. Staff will provide Council an action item for a resolution at the September 23, 2020 Council Workshop.

## **6. PUBLIC HEARINGS & PUBLIC MEETINGS**

- a. None.

## **7. ORDINANCES & RESOLUTIONS**

- a. None.

## **8. CONTRACTS & AGREEMENTS**

- a. 2020 Street Overlays and TBD Project: Bayshore and Dock Street Change Order No. 2 with Island County Public Works

City Engineer Bridges provided the background regarding the first Change Order and the Change Order currently before Council.

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

**Motion:** Mayor Pro Tem Munns moved to authorize the Mayor to approve Island County Public Works to accept a Change Order No. 2 with Krieg Construction to add SE Bayshore Drive and Dock Street improvements to the 2020 TBD / 2020 Street Overlay Project. The motion was seconded by Councilmember Wasinger. The motion passed unanimously.

## **9. OTHER ITEMS FOR CONSIDERATION**

None.

## **10. REPORTS & ITEMS FOR DISCUSSION**

- a. Navy Groundwater Extraction Treatment and Recovery (GETR) System Easement in State Route 20

City Engineer Bridges and Public Works Director Rosen provided information regarding the easement the City has been negotiating with the U.S. Navy, who has a clean-up project in an area near the City's shop facility. The easement will be between the Property line and State Route 20. The Navy will construct an extraction treatment facility.

Councilmember Goebel provided her respective questions and comments.

- b. 2021-2022 Revenue Forecast

City Administrator Oborn and Interim Finance Director Bailey reviewed the Revenue Forecast, with Interim Director Bailey stressing this is a preliminary forecast in preparation for the 2021-2022 budget. He reviewed steps to final revenue projections and graphs showing actual revenues for 2016-present. Director Bailey also reviewed the preliminary biennial budget including the General Fund revenue structure with a focus on taxes, which represent 76% of General Fund revenues. He thanked City finance staff for their assistance in developing the presentation.

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

## **EXECUTIVE SESSION**

Mayor Severns announced the City Council would go into Executive Session for the purpose of discussing litigation or potential litigation per RCW 42.30.110 (1) (i) and (ii).

He noted the Executive Session was anticipated to last for 10 minutes and that no action was planned upon return to the open session. Executive Sessions are not open to the public.

The Council went into Executive Session at 7:45 p.m. At 7:55 p.m. the Council came out of Executive Session and resumed the open session. Mayor Severns announced no action would be taken on the matter discussed.

## **11. CLOSED SESSION**

Mayor Severns announced that the City Council would go into closed session until approximately 8:10 p.m. Closed Sessions are not open to the public.

The Council entered into Closed Session at 7:57 p.m.

Council came out of the Closed Session at 8:13 p.m.

## **ADJOURN**

**Motion:** There being no other business, Councilmember Servatius moved to adjourn, seconded by Councilmember Wasinger. The motion was approved by a unanimous vote, therefore the meeting adjourned at 8:14 p.m.

Certified by Julie Lindsey, City Clerk