

Oak Harbor City Council
Workshop Meeting Minutes
September 23, 2020

CALL TO ORDER

Mayor Severns called the meeting to order at 2:00 p.m.

Due to COVID-19, there was NO physical meeting location per WA Proclamation 20-28. Meeting was viewable live via YouTube and was telephonically available at (623)404-9000, Meeting ID149-766-1467 (NOTE: Audio only, No Comments).

ROLL CALL

City Council Present: Videoconference

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

Staff Present: Videoconference

City Administrator Blaine Oborn
Interim Finance Director Mike Bailey
Public Works Director Cathy Rosen
Development Services Director David Kuhl
Senior Planner Cac Kamak
City Engineer Jim Bridges
Project Engineer Brett Arvidson
Associate Planner Ray Lindenburg
Fire Chief Ray Merrill
Police Chief Kevin Dresker
Assistant City Attorney Anna Thompson
Harbormaster Chris Sublet
Human Resources Director Emma House
Purchasing/Contracts Admin.Sandra Place
Public Information Officer Sabrina Combs
City Administrator Assistant Lisa Felix
City Clerk Julie Lindsey

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

MAYOR

Mayor Severns announced there was no physical meeting due to COVID-19. Council and staff were participating via video conferencing. Those minimal staff present in Council Chambers were distanced more than six feet apart and wearing masks.

CONSENT AGENDA – ACTION ITEMS

- a. PURCHASE AND SALES AGREEMENT – NAVY EASEMENT FOR GETR SYSTEM
- b. WET FIBER AGREEMENT WITH CITY OF ANACORTES

Mayor Pro Tem Munns and Councilmember Servatius provided their respective comments and questions. Hearing no objections to the Consent Agenda, the items were approved as presented.

COMMUNITY PARTNER PRESENTATIONS

a. ARTS COMMISSION: 'TAO' ART PIECE PLACEMENT AT SCENIC HEIGHTS LOCATION

City Administrator Oborn introduced guest Rodric Gagnon, Chair of the Arts Commission, accompanied on-line by Arts Commissioner Cynthia Mason, who presented information to Council on the Tao sculpture and proposed placement at the Scenic Heights location. An amended Resolution 20-17 will be brought forward at a future Council meeting to approve the location change from that originally proposed.

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

DEVELOPMENT SERVICES

a. RFP/HEARING EXAMINER UPDATE

Senior Planner Kamak provided an update on the recruitment process. Staff is planning to put out a Request for Proposals (RFP) later this month and will provide additional information to Council in October and November, with action requested in November of early December.

MARINA

a. OAK HARBOR YOUTH SAILING STORAGE BUILDING RIGHT OF ENTRY - AMENDMENT

Harbormaster Sublet, Assistant City Attorney Thompson, City Consulting Attorney Weed and Development Services Director Kuhl provided background history and reviewed the item regarding the placement of a metal storage building for use by OHYS that requires Right of Entry Agreement Amendment and outlines insurance requirements and timelines.

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

The Right of Entry Agreement Amendment will be brought forward at the October 6, 2020 Council meeting as a consent agenda item.

FIRE DEPARTMENT

a. RESOLUTION 20-24: ISLAND COUNTY MULTI-JURISDICTION HAZARD MITIGATION PLAN

Fire Chief Merrill reviewed the Plan. The City in partnership with Island County participates in the Plan, which is a requirement of the Disaster Mitigation Act of 2000 and is required in order to

quality for disaster funding from FEMA. The Plan was previously adopted in 2015 and is required to be updated and adopted every five years.

The resolution will be brought forward at the October 6, 2020 Council meeting as a consent agenda item.

b, SELF-CONTAINED BREATHING APPARATUS – (SCBA)

Fire Chief Merrill noted Purchasing/Contracts Administrator Place would include this item regarding the need to purchase updated SCBA's in her updates regarding proposed purchasing later in the meeting.

PUBLIC WORKS

a. CLEAN WATER FACILITY PURCHASES

Public Works Director Rosen, Project Engineer Arvidson, City Engineer Bridges and Fire Chief Merrill provided an overview regarding adding membrane capacity to assist in overflows. They explained the two-phase implementation approach will require electrical modifications. Staff is recommending moving forward with the membranes installation and will bring an item to the Council at the October 6, 2020 meeting.

Project Engineer Arvidson and Director Rosen also presented information regarding Biosolids Odor Control, including background information, proposed costs for modifications and next steps.

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

b. VEHICLE REPLACEMENTS

Purchasing/Contracts Administrator Place reviewed and explained the process for evaluation for vehicle replacements as well as state and federal contracts. The City is looking to replace a dump truck, a patrol vehicle, refuse trucks, and update camera equipment inside the camera van, as well as retain a 2007 Impala used by the Police Department. Police Chief Dresker added his comments. Additionally, Administrator Place and Chief Merrill reviewed the purchase of replacement SCBA's.

Councilmember Mack provided his respective comments and questions.

The replacement purchases will be brought forward at an upcoming Council meeting.

c. NAVY P-FAS/P-FOS WATER SYSTEM PRESENTATION

City Engineer Bridges reviewed the item. The Department of the Navy has been conducting an off-base drinking water investigation that occurred in Oak Harbor, south of the Navy's Former Area 6 Landfill and identified six private wells southwest of the Former Landfill that have PFAS above the EPA's lifetime health advisory. The Navy has conducted an Engineering Evaluation/Cost Analysis. The City has been working with the Navy for the past two years on this project, which will install a new waterline due to wells contamination.

The item will be brought forward at a future Council meeting.

ENGINEERING

a. 2021 TBD STREET OVERLAY AND ARTERIALS PROJECTS UPDATE

City Engineer Bridges provided the update on the TBD street overlays and chip seal for roadways progressing throughout the City.

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

b. 24-INCH WATERMAIN RELOCATION AT CAMPBELL LAKE PER WSDOT PLANS

City Engineer Bridges reviewed the item. The City has been informed the Washington State Department of Transportation plans to construct a new roundabout at the intersection of Campbell Lake Road and State Route 20 which would necessitate the relocation of the City's 24-inch watermain. Plans have yet to be developed. Staff will be following up to meet with WSDOT and to discuss the impacts and costs of the waterline relocation. Cost is estimated at \$2.3 million.

FINANCE

a. ORDINANCE NO. 1899 – UTILITY RATE INCREASE (CONTINUED FROM MAY 5, 2020 and JUNE 2, 2020)

City Administrator Oborn and Utility Rate Study Consultant Shawn Koorn provided an update with a final utility rate recommendation. Council first discussed utility rates in February of 2020 and held a subsequent public hearing on May 5, 2020 followed by additional discussion on June 2, 2020. Consultant Koorn's presentation included consideration of long-term sustainable revenues, a rate study update for water, wastewater, solid waste and storm drainage, process reviews, a revised capital plan and next steps.

Mayor Pro Tem Munns and Councilmembers Mack and Woessner provided their respective comments and questions, including voicing their support for the use of reserve funds to help offset and reduce a rate increase.

A public hearing on the proposed ordinance will be held at the October 20, 2020 Council meeting.

ADMINISTRATION

a. CARES NORTH WHIDBEY ISLAND SMALL BUSINESS RELIEF PROGRAM UPDATE

City Administrator Oborn introduced Public Information Officer Combs who provided an update regarding the CARES North Whidbey Island Small Business Relief Program, including a recap of the partnership with Island County and amounts received from the Department of Commerce and Island County. The total award amount available to be distributed to business grants is \$677,883.

The City has received 83 applications, 6 of whom subsequently withdrew their application, 7 of which did not complete the process, with 70 businesses currently in the process of disbursement. To date, 22 businesses have been reimbursed a total of \$129,274 and 47 businesses are pending reimbursements of \$417,978. OIP Combs noted the contributions of staff Lovelady, Boyer and Dela Cruz.

Staff is working on costs for the following additional elements:

- Personal Protective Equipment Program (PPE)
- A potential program for the purchase of heaters/canopies in cooperation with the Greater Oak Harbor Chamber of Commerce to allow businesses to continue to serve customers outside as the weather gets colder in coming weeks. Staff is investigating this option within existing Development services and Fire Department requirements.

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

Staff will provide an update at the October 6, 2020 Council meeting.

b. CITY ADMINISTRATOR REPORT

City Administrator Oborn noted his complete report was included in the Council packet and in the interest of time he would respond to any questions or comments.

Councilmember Woessner noted his appreciation of having the information in advance of the meeting. Administrator Oborn explained this was a team effort of the Administration staff and Department Heads.

CITY COUNCIL

Councilmember provided additional comments concerning utility rate increases and the need to provide clear explanations and proper verbiage to the community.

Mayor Severns thanked the Council for their work, time, input and leadership and thanked staff for their work in g information and analysis to Council.

ADJOURN

There being no further reports or discussions, Mayor Severns adjourned the workshop meeting at 4:41 p.m.

Certified by Julie Lindsey, City Clerk