

Oak Harbor City Council  
Workshop Meeting Minutes  
February 23, 2022

---

**CALL TO ORDER**

Mayor Pro Tempore Munns called the meeting to order at 2:00 p.m.

**Due to COVID-19, There was both a physical meeting location and a virtual meeting per WA Proclamation 20-28. The meeting was viewable live via YouTube at [www.youtube.com/cityof oak harbor](http://www.youtube.com/cityof oak harbor) or could be viewed on Channel 10. Public Comments are not normally included for Council Workshops).**

**ROLL CALL**

City Council Present:

Mayor Robert Severns - absent  
Mayor Pro Tem Munns  
Councilmember Tara Hizon  
Councilmember Dan Evans  
Councilmember Shane Hoffmire  
Councilmember Jim Woessner  
Councilmember Bryan Stucky  
Council Position No 3. - Vacant

Staff Present: Videoconference

City Administrator Blaine Oborn  
Finance Director David Goldman  
Interim Public Works Director Mick Monken  
Fire Chief Ray Merrill  
Police Chief Dresker  
Principal Planner Cac Kamak  
Senior Planner Ray Lindenburg  
City Engineer Alex Warner  
Harbormaster Chris Sublet  
Parks Manager Don Crawford  
City Administrator Executive Assistant Macalle Finkle  
Communications & IT Manager Sabrina Combs  
City Clerk Julie Lindsey

Also in attendance: Interim City Attorney  
Alexandra Kenyon of Kenyon Disend, PLLC

**MAYOR**

Mayor Pro Tem Munns noted she was presiding today at the request of Mayor Severns, who was unable to attend.

## CITY COUNCIL

### a. Interviews of Short-listed Applicants for City Council Position No. 3 -

Mayor Pro Tem Munns noted at the February 15, 2022 meeting, the Council narrowed the field of eight applicants to four for interviews today. The applicants were excused to the waiting room and interviewed in the order in which their applications were received:

John Chaszar  
Stephenie "Fe" Mischo  
Eric Marshall  
Ronnie Wright

Each applicant expressed their desire to serve and responded to questions from the Council.

### b. Executive Session –

Mayor Pro Tem Munns announced the Council would move into Executive Session to evaluate the qualifications of applicant candidates for appointment to elective office – City Council Position No. 3, per RCW 42.30.110(1)(h). The Executive Session was anticipated to last for 15 minutes with action to be taken upon return to the open session. Executive Sessions are not open to the public.

The Council entered into Executive Session at 2:43 p.m. At 2:58 p.m. the Council paused and requested the Clerk announce a five-minute extension. At 3:04 p.m. the Council paused and requested the Clerk announce an additional five-minute extension. At 3:09 p.m. the Council came out of Executive Session and resumed the open session.

### c. Action Item: Appointment of Selected Candidate to Elective Office – Oak Harbor City Council Position No. 3 -

Mayor Pro Tem Munns thanked all applicants for their interest in serving on the City Council. She noted that as confirmed by the Interim City Attorney, as a Councilmember, she was able to vote when serving as Mayor Pro Tem. Having interviewed the four short-listed applicants and deliberated to evaluate their qualifications, Mayor Pro Tem Munns called for a motion or motions for a nomination or nominations of appointment.

**Motion:** Councilmember Evans moved to appoint Eric Marshall to fill Council Position No. 3. Councilmember Hizon seconded the motion.

**Motion:** Councilmember Hoffmire moved to appoint Ronnie Wright to fill Council Position No. 3. Councilmember Woessner seconded the motion.

Following discussion, Mayor Pro Tem called for any other motions and hearing none, called for a vote on the motion to appoint Eric Marshall, with Councilmembers Evans, Hizon, Munns and Stucky voting in favor.

Mayor Pro Tem Munns called for the motion to appoint Ronnie Wright, with Councilmembers Hoffmire and Woessner voting in favor.

Mayor Pro Tem Munns noted the majority vote for Eric Marshall, appointing him to Council Position No. 3. She was joined by the Council in thanking all applicants and encouraging them to apply to serve on a City Board or Commission.

## Oath of Office

City Clerk Lindsey administered the Oath of Office to newly appointed Councilmember Eric Marshall who was congratulated by the Council and took a seat at the dais.

## DEVELOPMENT SERVICES

### a. Dimensional Standards

Senior Planner Lindenburg provided an overview of the City's Housing Action Plan and its deliverables and implementation. The Housing Action Plan (HAP) recommendations included steps that may be undertaken by the city to increase accessibility and affordability of housing for local residents. Additionally, a grant funding certain aspects of the HAP has been obtained. The first of these actions funded by the grant is known as Grant Objective 1: to amend residential bulk and dimensional regulations to encourage housing development. Objective 1 has several steps (deliverables) outlined in a scope of work and project schedule. Planner Lindenburg presented research results and specific goals for the project. An objective of which is to amend residential bulk and dimensional regulations for lot size and density of lot coverage.

Additional information will be brought forward to the Council at a later date.

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

### b. 2021 Comprehensive Plan/CIP Amendments

Principal Planner Kamak reviewed amendments to the 2021 Comprehensive Plan and Capital Improvement Plan moving forward to 2022. Items included:

Housing Action Plan (HAP)

Joint Planning Area/Urban Growth Area (JPA/UGA)

Capital Improvement Plan (CIP)

Active Transportation Plan (ATP)

The CIP is a six year plan, which tracks mainly larger projects of \$50,000 or more, with an approximate 20 year life span. This is a coordinated effort with Finance and all departments. Planner Kamak reviewed the proposed changes to the CIP for 2022.

Finance Director Goldman noted staff would follow-up these proposed changes with proposed budget amendments.

Planner Kamak reviewed the timeline for a public hearing at the Council meeting of March 1, 2022, with continuance to March 15, 2022.

Councilmembers Hoffmire, Woessner, Evans, Stucky, Marshall and Mayor Pro Tem Munns provided their respective comments and questions.

Break : The Council took a brief recess at 4:25 p.m. and resumed the meeting at 4:32 p.m.

## **PUBLIC WORKS**

### **a. Used Equipment Acquisitions**

Central Services Supervisor Place provided information for two pieces of pre-owned equipment the Public Works Department would like to acquire, a Chip Seal Broom and a Track Hoe Excavator. The

Included in the 2021-2022 biennial budget are funds in the amount of \$120,000.00 to purchase a used Le Boy 5300 paver to be able to do asphalt work in-house. Due to the increase in the resurfacing of streets with chip seals versus overlays, the immediate need is for a chip seal broom. In September of 2021, staff brought this forward to City Council during a previous workshop to consider. Staff is proposing to move forward with the procurement process for the chip seal broom.

Secondly, staff is proposing to purchase a used track hoe excavator that is not budget in the 2021-2022 biennial budget. A cost savings by doing work in-house which requires this equipment has brought up this need. The excavator would be utilized to clear the Harbor Heights property, to perform demolition and removal of the debris of the city owned houses, and various sewer main repairs.

Councilmembers Evans, Hoffmire, Hizon, Marshall and Mayor Pro Tem Munns provided their respective comments and questions.

Staff will review comments and return with additional information and purchase requests at a later date.

## **ENGINEERING**

### **a. Washington State Department of Transportation (WSDOT) Safety Improvement: State Route 20 at Fakkema Road**

Interim Public Works Director Monken introduced Chris Damito, WSDOT Assistant Regional Administrator for the Mount Baker area, which includes Oak Harbor, and Spencer Beir, Project Engineer, MVPEO. Director Monken noted WSDOT contacted the City as a courtesy regarding WSDOT's I-2 Safety Crash Prevention Program. Administrator Damito and Engineer Beir were present to provide an overview of a proposed roundabout at State Route 20 and Fakkema Road. Administrator Damito explained the roundabout would fit within the existing roadway footprint and showed a conceptual layout. WSDOT will perform community engagement for the project, which it proposes to construct in the summer of 2024. Estimated design costs are \$180,000 and estimated construction costs are \$750,000.

Councilmembers Hizon, Woessner, Hoffmire and Stucky provided their respective comments and questions.

### **b. NE 7<sup>th</sup> Avenue and N Oak Harbor Street Mini Roundabout**

Interim Public Works Director Monken and City Engineer Warner noted in the work planning for NE 7<sup>th</sup> Avenue, the consultant had recommended a roundabout to improve traffic safety, at a cost of \$1,9 million dollars. Following a presentation of this to the Council, staff explored alternatives and determined a mini roundabout would meet the same federal highway administration safety standards and a substantially lower cost of between \$25,270 and \$32,600 with much of the work

performed in-house. A contractor would be hired to do new curbing, sidewalks and ADA ramps. Director Monken noted if there was a consensus to proceed from Council, staff would begin outreach that would include coordination with Island Transit and the Oak Harbor School District, and the community, neighborhood and general public. Proposed construction would begin this spring/summer.

Councilmembers Hoffmire, Stucky, Marshall, Hizon, Woessner and Mayor Pro Tem Munns provided their respective comments and questions.

The Council was of a consensus for staff to move forward with the mini roundabout design as proposed. Staff will bring any further action to the Council at a later date.

## **ADMINISTRATION**

### **a. Windjammer Park Improvements Communication/Outreach**

Communications & IT Manager Combs provided an update to the Council regarding the Park and a survey for the public to express how they are using the park and what they would like to see moving forward. Needed is an evaluation of items not completed from prior request lists and an update for usage and needs now that the Park has been open and being utilized for a few years. Manager Combs reviewed the public outreach process and the forming of an adhoc community focus group to review responses, evaluate priorities, and move forward. She requested a member of the Council serve on this group, which will also include community leaders, business representatives and a student representative.

City Administrator Oborn observed in the analysis of items included in the park thus far, Phase 1 was built differently, with the kitchens in a different location than originally planned and the camping area was eliminated. A re-design in phases is needed. Some small steps have already been completed, such as the Rotary Bridge and work in the lagoon.

Councilmembers Stucky, Hoffmire, Hizon and Mayor Pro Tem Munns provided their respective comments and questions, with Councilmembers Hoffmire, Hizon and Mayor Pro Tem Munns all volunteering to serve on the focus group.

### **b. Oak Harbor Financial Primer – Part 1-A**

Finance Director Goldman offered that considering the hour, he move his planned Part 1-A overview of City Finances, budget information and planning would move forward to the March 23, 2022 Workshop. This met with the concurrence of the Council.

### **c. City Administrator's Report**

City Administrator Oborn provided a review of his report. He called attention to recent legislative outreach with he and Mayor Severns meeting with Representatives Gilday and Paul and with Representative Larsen in which the City's legislative priorities were discussed.

Administrator Oborn also provided an update on the hiring progress for the Public Works Director position and his appreciation of the councilmembers who are serving on the interview panels. Public Works Director Finalist interviews will be held March 4, 2022. The request for proposals for City

Attorney closed today at 2:00 p.m. Three Councilmembers will serve on the interview panel for this selection.

Administrator Oborn also highlighted the work done by the Utility Department for achieving 70% of applicants on payment plans to prevent disconnection and reducing the past due number by half.

Mayor Pro Tem Munns provided her respective comments and questions.

## **CITY COUNCIL**

There were no additional comments from the Council.

## **ADJOURN**

There being no further reports or discussions, Mayor Pro Tem Munns thanked all for their participation and called for a motion to adjourn. Councilmember Hoffmire moved to adjourn, seconded by Councilmember Hizon. The vote on the motion carried unanimously, therefore the workshop meeting adjourned at 6:01 p.m.

Certified by Julie Lindsey, City Clerk