

Oak Harbor City Council  
Regular Meeting Minutes  
May 3, 2022

---

**This was both a physical meeting location and a virtual meeting per WA Proclamation 20-28. Meeting was viewable live via YouTube at [www.youtube.com/cityofoakharbor](http://www.youtube.com/cityofoakharbor) and on Cable Channel 10/HD 1090**

**CALL TO ORDER**

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

**Invocation** – Pastor David Parker, First United Methodist Church

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

**ROLL CALL**

City Council Present:

Mayor Robert Severns  
Mayor Pro Tem Beth Munns - absent  
Councilmember Tara Hizon  
Councilmember Dan Evans  
Councilmember Shane Hoffmire  
Councilmember Jim Woessner  
Councilmember Bryan Stucky  
Councilmember Eric Marshall

Staff Present/Videoconference

City Administrator Blaine Oborn  
Finance Director David Goldman  
Fire Chief Ray Merrill  
Police Chief Kevin Dresker  
Harbormaster Chris Sublet  
Central Services Supervisor Sandra Place  
Communications & IT Manager Sabrina Combs  
City Clerk Julie Lindsey

Also in attendance: City Interim Attorney  
Hillary J. Evans of Kenyon Disend, PLLC

Mayor Severns noted Mayor Pro Tem Munns had asked to be excused.

**Motion:** Councilmember Hizon moved to excuse Mayor Pro Tem Munns, seconded by Councilmember Evans. The vote on the motion carried unanimously.

**1. APPROVAL OF AGENDA**

Mayor Severns called for any changes to the agenda. Hearing none, 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 could comment on subjects of interest. Public comment could be submitted via the online webform, electronically to the City Clerk at [jlindsey@oakharbor.org](mailto:jlindsey@oakharbor.org) or by calling 360-279-4571 after 5 p.m. on the Friday preceding the meeting and prior to the meeting. To ensure all comments are recorded properly, please state your name clearly when leaving a message. Please limit comments to three minutes.

The Council received eight public comments since the April 19, 2022 meeting. Comments were received from Mark Frazen, Pamela Burley, Patrick Christensen, Gordon Garnhart, Bryan Barton, Ted Mansikka, and David Putnam, and an anonymous comment thanking staff for customer service. These comments were provided to Council and displayed during the meeting.

Mayor Severns opened the floor for public comment from any audience member present.

1. Mr. Gregg Lanza of Oak Harbor, spoke in favor of Phase 2 of Serendipity Lane, He identified himself as the new President and Design Committee Chair of the Oak Harbor Mainstreet Association, working to revitalize old downtown for historic preservation and economic redevelopment.

Hearing no other comments, the public comment period was closed.

### 4. CONSENT AGENDA

#### Consent Items

- a. Approval of Payroll and Accounts Payable Vouchers
- b. Approval of Minutes of the April 19, 2022 Council Meeting and the April 27, 2022 Council Workshop
- c. Purchase Authorization – Lagoon Dock
- d. Appointment of Jana Warner to Park Board Position 2
- e. Re-Appointment of Alexa Ochoa to Park Board Position 3

Mayor Severns called for any changes to the consent agenda. Councilmember Hoffmire requested that items c., d., and e., be pulled for discussion. Mayor Severns noted items a., and b., would be approved as presented. He called for discussion of the remaining items.

#### Item c. Purchase Authorization – Lagoon Dock –

Central Services Supervisor Place provided an overview of the replacement of the Windjammer Park Lagoon Dock, noting the Council approved receipt of a \$50,000 community grant from T-Mobile at their December 14, 2021 meeting. Timeline for completion of the replacement will depend on materials delivery. The additional \$4,446.09 to complete the project will come from Windjammer Park Improvements funds.

Councilmember Hoffmire provided his respective questions and comments.

**Motion:** Councilmember Hoffmire moved to authorize staff to purchase a prefabricated dock with installation from Evans Marine Solutions in the amount of \$54,446.09. Councilmember Stucky seconded the motion, which carried unanimously.

#### Item d. Appointment of Jana Warner to Park Board Position 2 –

Councilmember Hoffmire noted he had requested these items to be pulled to offer applicants the opportunity to speak if they would care to.

Ms. Jana Warner was present and stated she was excited to get started.

**Motion:** Councilmember Hoffmire moved to approve the Mayor's appointment of Jana Warner to Park Board Position 2 for the unexpired term ending August 1, 2024. Councilmember Hizon seconded the motion, which carried unanimously.

Item e. Re-Appointment of Alexa Ochoa to Park Board Position 3 –

Ms. Ochoa was not present to speak.

**Motion:** Councilmember Hoffmire moved to approve the Mayor's appointment of Alexa Ochoa to Park Board Position 3 for a three year term. Councilmember Hizon seconded the motion, which carried unanimously.

Mayor Severns thanked both appointees for their willingness to serve.

## **5. MAYOR, COUNCIL & STAFF COMMENTS**

a. Mayor - Mayor Severns provided the following comments and updates:

Earth Day Litter Pick Up: City Staff had a great turn out for the Earth Day Litter Pick-up. Thank you, NAS Whidbey Island personnel and our staff for your participation. He noted he and Mrs. Severns had a great time with staff and the cupcakes looked delicious. Staff participating each received a special Earth Day reusable bag.

Arbor Day: Our City Parks Department hosted an Arbor Day Celebration and information afternoon event on Friday, April 29th with Olympic View Elementary School at Sumner Park. Students, Faculty, Councilmembers, Park Board Members, community groups, and Staff planted trees and participate in activities related to trees and tree planting safety.

Windjammer Park Open House: Staff held a second open house for public input on April 25th at The Center in Oak Harbor. About 20 people attended. The City appreciates the input from the community.

Windjammer Park Public Input Process: We've received 686 electronic responses and staff is gathering the printed forms from other office locations. The City truly appreciates your feedback. Mayor Severns noted he was looking forward to hearing staff's recommendations to City Council based on community feedback in the future.

Holland Happening is Back: Thank you to the Greater Oak Harbor Chamber of Commerce who brought back this annual event this past Saturday and Sunday. City crews helped to facilitate this event.

Fire Department Open House: On Saturday, Station 81 put on a fantastic event providing individual/group tours of the Fire House for the public. The next event is on May 12 between 3 and 6 pm at Station 81.

Fire Levy Feedback: Last week, the Fire Levy feedback form was released to the public. We'd like to hear from you. You can find the feedback form on our website at [foakharbor.org](http://foakharbor.org) Fire Department – Fire Service Levy, and click on Completing the online feedback form survey link: [www.surveymonkey.com/r/FireLevyFeedback](http://www.surveymonkey.com/r/FireLevyFeedback)

Drinking Water Week 2022: The theme this year is, "There When You Need It." The City will share content on the City website and social media channels about our local drinking water.

Congratulations to NASWI Sailor of the Quarter: NASWI Commanding Officer Capt. Eric Hanks recently congratulated YN2 Samaria Yates from base Administration for her selection as the command's Sailor of the Quarter for the second Quarter of Fiscal Year 2022.

Navy League Meeting with Special Guest US Rep. Rick Larsen: Members of Council, City Administrator Oborn, Police Chief Dresker, Fire Chief Merrill, and Mayor Severns attended the Navy League Luncheon this afternoon with Guest speaker Representative Rick Larsen. Representative Larsen spoke regarding the war in Ukraine, Naval Air Station Whidbey Island, and other items he is working on for the Oak Harbor community and the pacific northwest.

b. Councilmembers

Councilmembers Hizon and Hoffmire provided their respective questions and comments.

c. City Administrator's Report

City Administrator Oborn thanked the Council for leading by example by attending and participating in the Arbor Day and Holland Happening events. He noted he would be representing the City at the Island County Commissioners meeting the next day, the agenda of which would include the purchase of the airport.

## 6. PUBLIC HEARINGS & MEETINGS

a. Ordinance No. 1948: Budget Amendment No. 7, Amending the 2021-22 Biennial Budget – American Rescue Plan Act (ARPA) Funding

Finance Director Goldman reviewed the Amendment, which obligated \$4.757 million of the City's total \$6.6 million allocated ARPA funds, as recommended by the ARPA sub-committee and reviewed at a recent Council Workshop. Councilmembers Woessner, Hizon and Hoffmire served on that sub-committee. He noted \$1.7 million had already been allotted.

Director Goldman explained the breakdown of the funding as recommended by the sub-committee:

- \$65,000 to fund a limited term economic development position. Remainder of funds (\$212,780) will be included in the next biennial budget for funding through the end of 2024.
  - This would be included in City Council budget goal #1 that was developed during the 2021-22 biennial budget process.
- \$200,000 for Serendipity Lane project.
  - Main Street approached the City with this project.
  - Would connect Pioneer Way with Bayshore Drive with a walkable corridor.
  - Envisioned to help with economic development and draw people back to the area.
  - Would provide a sense of connection and improve pedestrian circulation.
- \$500,000 for City-wide Enterprise Resource Planning initiative.
  - \$305,000 of General Fund, Utility Funds, and other funds in current budget and CIP. Would use ARPA funds in place of those funds.
  - Proposed cost is more in line with likely cost and also includes funding for an eighteen-month temporary staffer to focus on successful implementation.

- As previously presented to Council, our current financial, payroll, human resources, budgeted, project accounting system is over 17 years old. Recent communications from the vendor indicates they are sunsetting the system. Modern system provides an opportunity for latest technology, new modules, processes, and efficiencies that will save time and labor costs.
- \$150,000 towards Dredging Feasibility Study.
  - Represents 50% of the estimated cost of the study.
  - Study is required to be performed in order to move forward with dredging the harbor.
- \$300,000 towards Windjammer Park Irrigation and Installation Project.
  - Funds to be used towards the cost of reclaim conversion and to augment the current system.
- \$20,000 for Police Virtual Reality Training System.
  - Complements the previously ARPA funded Use of Force Training System.
  - Allows trainers to give presentations and classes, conduct interactive testing and assessment, and provide immersive hands-on scenario-based exercises with detailed debriefs.
- \$130,000 for City-wide air duct cleaning and filtration systems (\$109,000) and a replacement HVAC unit for the Senior Center (\$21,000).
  - City Council previously approved \$3,000 for air duct cleaning and a filtration system for the Senior Center.
  - The recommended practice is to clean air ducts every five years, and it has been over five years since they were last cleaned.
  - This expanded project is for air duct cleaning and filtration systems for Public Works, City Hall, Police, Fire, and the Senior Center plus a replacement HVAC unit for the Senior Center.
- \$880,000 for City-wide Sewer Line replacements.
  - Would use ARPA funding in place of potential future allocations of sewer rate funds.
  - Would replace sewer lines following the replacement schedule in the CIP.
- \$325,000 for Sewer Slip Line replacements.
  - Would use ARPA funding in place of potential future allocations of sewer rate funds.
  - Would replace old and brittle sewer-line joints which leak and create inflow and infiltration issues.
- \$250,000 for NE Regatta Drive replacements.
  - Would use ARPA funding in place of potential future allocations of water rate funds.
  - Would replace asbestos cement pipe between East Whidbey Avenue and NE 1<sup>st</sup> Avenue.
  - Part of pipe replacement schedule and will improve local pressures and fire flow to the surrounding area.
- \$1,500,000 for Steel and Asbestos Water Line replacements.
  - Would use ARPA funding in place of potential future allocations of water rate funds.
  - Would replace steel and asbestos cement pipes located throughout the City's distribution system.
  - City has approximately 100,000 linear feet of old pipes which deteriorate and leak.
  - They also require higher maintenance than newer pipes and have a higher tendency to fail when work is performed on the streets above.
  - ARPA subcommittee recommended \$2,000,000; subsequent to that meeting, the request was decreased to \$1,500,000 to better align funding expiration date with achievable timeframe.
- \$75,000 additional funds for the Senior Center Roof Replacement Project.
  - City Council approved \$110,386 of REET 2 and Senior Services funds to replace the aging Senior Center roof.
  - Staff reported to Council at last September's Workshop that costs were coming in substantially greater than budget and they would test the market in early 2022.
  - Unfortunately, costs are still coming in at elevated levels.

- Adding \$75,000 would bring the total amount to \$185,386.
- Staff intends to officially request proposals for roof repair and report back to Council on their findings.
- \$150,000 for Generators.
  - \$75,000 for City Hall.
  - No permanent generator.
  - City hall designated as redundancy location for City's data network.
  - Most cost-effective option explored.
  - \$75,000 for Senior Center.
  - No permanent generator.
  - Senior Center designated as emergency heating and cooling center.
  - Most cost-effective option explored.

Mayor Severns thanked Director Goldman for his presentation and opened the Public Hearing. He confirmed no public comment had been received on the item. Hearing no one with a desire to speak, the Public Hearing was closed.

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

**Motion:** Councilmember Hoffmire moved to adopt Ordinance No. 1948: Budget Amendment No. 7, amending the 2021-2022 Biennial Budget and adopt an updated wage and salary schedule and plan of classification. The motion was seconded for discussion by Councilmember Woessner. Following Council discussion, three items proposed for ARPA funding within the ordinance that the Council did not agree upon. Councilmember Hizon suggested a friendly amendment could be made regarding those three items.

**Motion:** Councilmember Evans moved for a friendly amendment to exclude the Economic Development Coordinator position, the Serendipity Lane Project, and the City-wide Enterprise Resource Planning Initiative. The motion was seconded by Councilmember Stucky. The vote on the friendly amendment was unanimous.

**Motion:** Mayor Severns then called for a vote on the motion to adopt Ordinance No. 1948 as amended. The vote on the motion amended carried unanimously. Staff will bring back those three items that were excluded for further review at a later date.

## 7. ORDINANCES & RESOLUTIONS

None

## 8. CONTRACTS & AGREEMENTS

None.

## 9. OTHER ITEMS FOR CONSIDERATION

None.

## 10. REPORTS & DISCUSSION ITEMS

- a. Oak Harbor Fire Department Annual Report for 2021

Fire Chief Merrill provided the annual report for 2021 to Council. He thanked Fire Department Senior Assistant Angela Braunstein for putting the report together. Highlights of the report included:

- Population base: 24,622
- Square miles served: 9.714 square miles
- 1,520 calls for service in 2021, a 12% increase over the past five years and an 8% increase over 2020.
  - 64 fire calls
  - 748 medical calls
  - 50 hazardous conditions, including 19 severe weather-related calls
  - 275 service calls
  - 216 false alarms
  - 148 good intent calls
- Busiest month for calls was June. The least number of calls were in February.
- Overlapping or concurrent incidents accounted for 254 of the 1,520 calls, or 17%. This was an increase from 11% in 2020.
- Average response time was 5 minutes and 10 seconds. Chief Merrill reviewed these by quadrants, noting that as growth continues in the south portions of the city, the response times lengthen. This is among the principal reasons the Fire Department is seeking citizen input on a levy to build a second fire station, in the south end, and fund additional staff and replace aging equipment.
- Fire Department personnel attended 1,451 hours of training in 2020. Issued 54 fire permits, investigated 13 fires, inspected 911 fire hydrants, provided 60 smoke detector trainings, and were present at many community events.

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

Mayor Severns also contributed his thanks to Chief Merrill and the entire fire department for their service.

## 11. EXECUTIVE SESSION

None.

## ADJOURN

**Motion:** Motion by Councilmember Stucky to adjourn, seconded Councilmember Hoffmire. The motion was approved by a unanimous vote, therefore the meeting adjourned at 7:50 p.m.

Certified by Julie Lindsey, City Clerk