

Oak Harbor City Council  
Workshop Meeting Minutes  
July 26, 2023

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**This was both a physical meeting location and a virtual meeting The meeting was viewable via YouTube [www.youtube.com/cityofoakharbor](http://www.youtube.com/cityofoakharbor) and Facebook or could be viewed on Channel 10/HD 1090 following the meeting. Public Comments are not normally taken or included for Council Workshops, although the Council may allow or request participation.**

### CALL TO ORDER

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

### ROLL CALL

#### City Council Present:

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

#### Staff Present: In-person or Videoconference

City Administrator Blaine Oborn  
Finance Director David Goldman  
Parks and Recreation Director Brian Smith  
Police Chief Kevin Dresker  
Police Captain Tony Slowik  
Deputy Fire Chief Mike Buxton  
Principal Planner Cac Kamak  
Finance & Performance Analyst Chas Webster  
Economic Development Coordinator Steve McCaslin  
City Archeologist Gideon Cauffman  
Communications & IT Manager Sabrina Combs  
City Administrator Executive Assistant Macalle Finkle  
City Clerk Julie Nester

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

### MAYOR

Mayor Severns called the workshop to order and welcomed those in attendance. He noted Mayor Pro Tem Hizon and Councilmember Marshall had reported they would be absent and that there were two items for action on the agenda.

### COMMUNITY PARTNER PRESENTATIONS

- a. Whidbey Camano Islands Tourism Presentation – Sherrye Wyatt, Public Relations & Marketing Consultant

Consultant Sherrye Wyatt provided data on Island County Tourism and specifically tourism visits and spending in Oak Harbor for 2022. The Whidbey Camano Islands Tourism Joint Advisory Board is seeking additional funding from the City for tourism promotion. Consultant Wyatt and WCIT Joint Advisory Board Chair Jackie Henderson provided information and metrics and reported on outreach and funding.

Councilmembers Munns and Stucky provided their respective questions and comments.

- b. Oak Harbor Garry Oak Society – Application for Washington Historic Registry: Smith Park

Kyle Renninger of the Oak Harbor Garry Oak Society provided background information on the history of Smith Park, which the Society desires to see named to the Washington Historic Registry.

Mayor Severns, and Councilmembers Munns, Stucky and Hoffmire provided their respective questions and comments.

## **PARKS AND RECREATION DEPARTMENT**

- a. Action Item: Approving the Oak Harbor Garry Oak Society Request for the City to Submit an Application for Smith Park to the Washington Historic Registry

Parks and Recreation Director Smith reviewed the request, and responded to questions regarding the registry, as presented to the Council. This application can only be submitted by the City, as the property owner. He noted the request for application was unanimously approved by the Park Board.

Councilmember Hoffmire requested the opportunity be given for public comment.

Mayor Severns confirmed no comments had been received and opened the floor to comments from the public.

OHGOS Oak Harbor Garry Oak Society President Laura Renninger and Oak Harbor Garry Oak Society Board member Sue Karahalios also provided input in support of the application and designation.

**Motion:** Councilmember Munns moved to approve the Oak Harbor Garry Oak Society request and authorize the City of Oak Harbor “s Director of Parks and Recreation to submit an application for Smith Park to the Washington Historic Registry. Councilmember Hoffmire seconded the motion, which carried unanimously.

- b. Windjammer Park Survey Results and Recommendations

Parks and Recreation Director Smith and IT/Communications Manager Combs presented the summary of findings from the April 2022 Community Feedback Process about Windjammer Park Improvements.

Manager Combs provided background information:

- The City conducted a public input process when Windjammer Park was selected as the future site of the Clean Water Facility (CWF).
- Created a multi-phase installation plan for park improvements in 2016.
- The park opened to the public on June 29, 2019.

- After a few years of use, the City staff wanted to revisit the remaining park improvement options.

She noted the allocation of funds in the Capital Improvements Plan (CIP) for potential park improvements is less than the amount necessary for the number of potential projects available. The feedback process was outlined as follows:

- Staff conducted an additional public input process about improvement options and priorities for inclusion in the park (April 2022).
- The outreach process included information and a request for feedback with a list to sort in order of importance.
- Each option in the priority list includes the project description, cost, timeline, and annual costs.

Manager Combs reviewed the public outreach process which included:

- Informational website page and FAQs
- A focus group presentation
- Community open house meetings
- Social media posts
- Utility bill insert(s)
- Mailed postcards to zip code 98277
- Electronic sign(s)
- YouTube/Channel 10 video
- Flyers for public display around the community
- Community partner engagement
- Press releases to local media

There were 703 Respondents.

- 34% Use the Park Weekly
- Priority – #1 Windmill, #2 Picnic Areas, #3 Shoreline Enhancements

Respondents Live in:

- 63.87% in Oak Harbor
- 27.17% Outside of Oak Harbor
- 1.85% Military service were a resident of another state
- 7.11% Other

Manager Combs and Director Smith reviewed additional comments and input received. Director Smith explained the Windjammer Park project is estimated to have a \$408,000 project funding balance for the completion of outreach and design work for future improvements to the park, The City's 6-year Capital Improvements Plan (CIP) includes an additional \$676,000 in funding to complete future improvements. An additional \$250,000 is included in the CIP in the year 2027, making for a funding total of \$1,334,000. Director Smith reported the current funding available would address only some of the pending future phases of improvements to the park. For this reason, staff has requested community feedback to gain a better understanding of the community's priorities to determine what can be accomplished within the restraints of the budget.

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

## **FINANCE**

- a. Whidbey Camano Tourism Joint Advisory Board Funding -

Finance & Performance Analyst Webster noted the City has been asked by the Whidbey Camano Islands Tourism Joint Advisory Board to restore 1% funding. She provided background information spanning 1998 to the present, including evaluation of tourism marketing alternatives and the formation of a Tourism Advisory Board. In October 1999, the City of Oak Harbor passed Resolution 99-16, wherein the City agreed to pursue an island-wide marketing program, and In November 1999, approved levying the additional 2% Hotel/Motel tax. In September 2000, the City Council approved the implementation of an additional 2% Hotel/Motel tax as a funding source for an island-wide marketing effort between Island County, the City of Oak Harbor, the City of Langley, and the Town of Coupeville.

Analyst Webster reviewed the history of funding to Whidbey Camano Tourism in the ensuing years up until present day. Per the 2009 Joint Agreement, the City determined an annual contribution of \$20,000 paid in \$5,000 quarterly increments effective January 1, 2010. A third amendment that did not affect the monetary amount followed in 2011. Most recently, for grant year 2020, the 2% Joint Advisory Board applied for a multi-year (3-year) LTAC grant in the amount of \$55,000 annually for shoulder season marketing and was awarded \$12,000 annually. Chet Ross, Vice Chairman of the 2% Joint Advisory Board, declined the multi-year contract for \$12,000 for years 2020 through 2022 citing, "After thoroughly reviewing the contract terms, expectations, and the proposed amount of \$12,000 per year, the officers and management committee determined that this contract is not a good fit. We are not moving forward." For grant year 2021, 2022, or 2023, the 2% Joint Advisory Board did not apply for a LTAC grant.

Analyst Webster explained the Whidbey Camano Tourism Joint Advisory Board is seeking an additional \$67,166.52 above the annual \$20,000 contribution from the City. Any proposal to assign lodging tax funding must be submitted to the lodging tax advisory committee for review and comment at least 45 days before final action can be taken on the proposal by the legislative body. She reviewed the listing of returning grant recipients. If Council were to approve the Joint Tourism Board request, it would necessitate a reduction in the amounts awarded to other returning allocations.

Councilmembers Hoffmire, Stucky, Munns, and Woessner provided their respective questions and comments. The input from Council was to consider an increase in funding, but not at the level requested. Members of the Council suggested lesser amounts, encouraged annual application using the LTAC awards process, and to continue discussion moving forward.

#### b. Business Licenses Update

Finance Director Goldman provided the update and background information. Per RCW 35.90.020, all cities requiring general business license of any person that engages in business activities with the city must partner with the Washington State Department of Revenue to have those licenses issued and renewed through that department's Business Licensing Services. The City Council authorized this agreement at their meeting of August 17, 2021 and on December 14, 2021, the Council adopted an updated Business License Fee schedule with a flat \$40 annual fee. Director Goldman explained that in addition to business licenses, certain businesses also require regulatory licenses, formally known as endorsements. He reviewed the City's available business license fee structures. A comprehensive list of business license structures can be found on the Department of Revenue's website.

Director Goldman provided a comparison of the City of Oak Harbor's business licensing revenues and trends with other local municipalities and reviewed potential business license structure options for economic development purposes. He requested City direction on the criteria for business licensing fees, from the potential structure options.

Mayor Severns and Councilmembers Stucky, Hoffmire, Woessner, Wiegenstein and Munns provided their respective questions and comments. The consensus of the Council was for the presented Option 2, which creates a five-tier schedule of licensing fees based on a business' gross income. Staff will bring this item to Council at a later date.

## **DEVELOPMENT SERVICES**

### **a. County-Wide Planning Policy**

Principal Planner Kamak provided information on the origins and scope of the County Wide Planning Policy (CWPP), an important document that is required by the state for all counties that are subject to the Growth Management Act (GMA) per RCW 36.70A. This document lays out the procedures and methodologies for population projections, buildable land analysis, and other city/county functions that are necessary to plan for growth. Section 4 of the CWPP provides procedures for Administration and Implementation of the CWPP. As per this section, a Countywide Planning Group has been formed. This group is reviewing the current CWPP and identifying changes that are needed before the next major update. Staff is providing the City Council with some of this information to establish a foundational knowledge for changes that will need to be considered. Population projections, housing needs and allocations, buildable lands analysis, etc. are some of the topics that will be discussed.

Principal Planner Kamak explained the scope which includes:

- Planning Goals
- Policies
- JPA, UGA, ILA, Urban and Rural Development, Transportation, Housing, Land Use, Economic Development etc.
- Admin & Implementation
- Amendments
- Population Projections & Land Capacity
- Appendix A – Buildable Land Procedures

He reviewed Department of Commerce guidance to some of the requirements that counties and cities need to consider and provided an overview of some of the changes that City should consider suggesting to the CWPP, among these for 2023 are:

- Terminology
- Amendments to the Buildable Land Procedures
  - Historic Properties
  - Amending Adjustment Factors
- Population
  - Housing Needs and Allocation
  - Methods: A & B
- Other minor corrections
- Interlocal Agreement Updates

Councilmembers Munns, Woessner, Wiegenstein, and Hoffmire provided their respective questions and comments. Staff will bring this back at a future date for further discussion.

## **POLICE DEPARTMENT**

### **a. Action Item: Project 25 (P25) Compliancy and Equipment Purchase**

Police Captain Tony Slowik reviewed the purchase and funding request. Chief Kevin Dresker,

participating remotely, also provided information and joined in answering questions Police Captain Slowik explained Project 25 (P25) develops national standards for interoperable land mobile radio (LMR) systems so emergency responders can exchange critical communications across agencies and jurisdictions. P25 standardizes interfaces between the various components of the LMR systems emergency responders' use. ICOM 911 manages and provides technical support to the LMR system, which includes radio towers, repeaters, and radio hosting. P25 supports secure communication using Federal Government endorsed 256-bit key AES encryption, key management, and equipment authentication. For added security when communicating sensitive information, agencies should also be encrypting radio traffic.

P25 offers many new features to meet the evolving and changing needs of public safety agencies, such as the ability to carry IP data for advanced data applications, and support for GPS and location services, enhancing user safety by being able to immediately locate them in an emergency.

The Department's current radio infrastructure does not meet federal Project 25 standards for secure communication, encryption, key management, location services and equipment authentication. Additionally, current Dept. of Homeland Security and FEMA grant recipients are required to comply with P25 standards when purchasing LMR equipment.

The total project cost is \$78,529.00. Of this amount, approximately \$28,000 of ARPA funding was already assigned and approved. OHPD requests an additional \$50,529.00 from ARPA funds for the remaining balance. Captain Slowik noted if grant opportunities are available, they will be pursued.

Councilmembers Wiegenstein, Munns, and Stucky provided their respective questions and comments.

**Motion:** Councilmember Hoffmire moved to authorize staff to proceed with ICOM's procurement of the Oak Harbor Police Department radio P25 improvement project in the amount of \$78,529.00. Councilmember Wiegenstein seconded the motion which carried unanimously.

## **ADMINISTRATION**

### a. City Administrator's Report

City Administrator Oborn provided an overview and highlights from his monthly report.

- Fire Department – City Administrator Oborn attended the Public Hearing by the Hearing Examiner for the conditional use permit for the second fire station. The Hearing Examiner gave his verbal approval to move forward. Once the written approval is received, the City will close on the property and continue with the design and bid process.
- City Administrator Oborn recently received the Credentialed Manager Designation from the International City County Management Association (ICMA)
- Legislative Outreach – Island County has awarded the City \$1 million for dredging under Rural Economic Development. The City also applied for funding for the North Whidbey Sewer Expansion. The County has requested more information to include provisions for affordable housing.
- Marina – Following meetings with congressional leaders and the Army Corps of Engineers regarding designation of a federal channel and maintenance, it was recommended that the City hire a lobbyist for assistance with the next steps. City Administrator Oborn requested two members of the Council volunteer to serve on a lobbyist selection committee. Councilmembers Wiegenstein and

Munns volunteered to serve.

- Economic Development Coordinator – an updated data and graphics report was provided in the workshop packet.
- Work continues on a Comprehensive Economic Development Strategy (CEDS). Council input is requested as is input from the public. See the Economic Development Council website.

### **CITY COUNCIL**

Mayor Severns called for any additional comments from the Council.

Councilmembers Munns and Stucky provided their respective questions and comments.

### **ADJOURN**

Hearing no other discussions, Mayor Severns declared the workshop meeting adjourned at 5:09 p.m.

Certified by Julie Nester, City Clerk