

Oak Harbor City Council
Regular Meeting Minutes
August 15, 2023

This was both a physical meeting location and a virtual meeting. Meeting was viewable live via YouTube at www.youtube.com/cityofoakharbor, on Facebook, and on Cable Channel 10/HD 1090 following the meeting

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 Tara Hizon
Councilmember Beth Munns
Councilmember Jim Woessner - absent
Councilmember Bryan Stucky
Councilmember Shane Hoffmire
Councilmember Eric Marshall
Councilmember Christopher Wiegenstein

Staff Present/Videoconference

Finance Director David Goldman
Fire Chief Ray Merrill
Police Chief Kevin Dresker
Police Captain Tony Slowik
Central Services Supervisor Sandra Place
Project Manager Brett Arvidson
Finance & Performance Analyst Chas Webster
Communications & IT Manager Sabrina Combs
Executive Assistant Macalle Finkle
City Clerk Julie Nester

Also in attendance: Attorney
Bob Zeinemann of Kenyon Disend, PLLC

EXCUSE ABSENT COUNCILMEMBERS

Mayor Severns welcomed all in attendance. He noted Councilmember Woessner was intending to participate remotely, and that Councilmember Marshall had indicated he would be late. As the meeting progressed, Councilmember Woessner was unable to attend. Councilmember Marshall arrived and joined the meeting at 6:28 p.m.

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 –
 - i. Whidbey Island Marathon Report – Jared Loranger, Fizz Events

Jared Loranger of Fizz Events reported on the April 23, 2023 Whidbey Island Marathon and provided metrics of the event. 261 people ran the full marathon, 722 ran the half marathon, 405 did the 10K run/walk, 337 did the 5K run/walk and 61 participated in the kids' 1K run. The average age of all participants was 36, with 180 participants arriving from 39 states. Mr. Loranger also reported on the marketing efforts for the marathon, the updated features for 2023, plans for 2024, and offered his thanks for the more than 220 volunteers that assisted throughout the marathon.

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

3. CITIZEN COMMENT PERIOD

Mayor Severns noted citizens may comment on Consent Agenda items or subjects of interest not listed on the agenda at this time and that citizens would have the opportunity to comment on the remaining Agenda items during the meeting as appropriate.

Citizens can also visit the City's website prior to meetings for methods to submit public comment, or contact the City Clerk, Julie Nester by phone or email. When submitting comments, please include your name and address. Public comments sent anonymously will be shared with the Mayor and Council but will not be displayed.

The City received three public comments since the last regular meeting. One from Sherri Songstad who lives north of the City limits near Dugualla Bay regarding trailers, boats and cars parked on Taylor Road, one from Mackenzie Powell who also resides outside the City limits near Cornet Bay regarding an infestation of bats, and one from Allen McPheeters regarding Lodging Tax Advisory Committee (LTAC) funding. Both of the comments from outside the City limits were referred to Island County Commissioner Janet St. Clair. All three comments were displayed on screen in the meeting.

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

1. Pastor David Parker addressed the Council to report that the Oak Harbor Police Department would hold an event to thank Reverend Ron Lawler for his thirty-three years as the Department's Chaplin and to acknowledge and honor his service. The event will be on Thursday, August 17th at 3:00 p.m.

Hearing no one else with a desire to address the Council, the public comment period was closed.

4. CONSENT AGENDA

Consent Items

- a. Approval of Minutes of the August 2, 2023 Council Meeting
- b. Approval of Payroll and Accounts Payable Vouchers
- c. Annual Review of Lodging Tax Advisory Committee
- d. Professional Services Agreement with Fizz Events – 2024 Whidbey Island Marathon
- e. Purchase Authorization – Ford F150 Lightning Pickup (Police Department)

Mayor Severns called for any changes to the consent agenda. Hearing none, he noted the items were approved as presented.

5. MAYOR, COUNCIL & STAFF COMMENTS

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

- City Office Closures: The Utilities Office will be closed on August 16 from 11:30 am to 4:30 pm, and all City offices will be closed on August 24 from 10:45 am to 1:15 pm for staff training.
- Active Transportation Plan: The community is invited to attend a virtual meeting on August 17 from 6-8 pm to discuss the draft action transportation plan.
- Upcoming Events: Were displayed on screen.

b. Councilmembers

i. Mayor Severns called upon the Council for any additional comments.

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

6. PUBLIC HEARINGS & MEETINGS

None

7. ORDINANCES & RESOLUTIONS

None

8. CONTRACTS & AGREEMENTS

a. Contract Amendment No. 2 with Gray & Osborne for On-Call Water Services

Project Manager Brett Arvidson reviewed the proposed contract amendment and background information, as well as an update on current and near complete projects.

The City retained Gray and Osborne to provide on-call engineering projects services In May of 2022. The majority of these projects involve replacing aging asbestos cement (AC) pipes and steel pipes. The City's Capital Plan also identifies a wide variety of water improvements in the next 5 years. The previous projects are either under construction or will be under construction in the near term. With near completion of the first projects, staff wants to begin work on more capital needs. These projects include:

1. Designing the replacement of the Ault Field Pump Station electrical system. This critical pump station was constructed in the 1970's and the ancient electrical components cannot be replaced. This task also includes adding cathodic protection to the North Reservoir. The cost for these services is \$72,450.00.
2. Assisting with implementation of the Supervisory Control and Data Acquisition System (SCADA). The SCADA system is a computer control system that allows the water Staff to monitor and control the pump, reservoirs, and valves throughout the city. The current system is outdated and no longer supported. Gray and Osborne will assist staff in developing an implementation plan and procurement for this SCADA system upgrade. The cost for these services is \$30,000.00.

3. Evaluate the City's main supply pipe capacity and hydraulics. The City's main supply is a 24-inch pipe from Anacortes, but that pipe is paralleled by segments of 10-inch pipe. One of these segments is badly corroded and leaking. A hydraulic study is necessary to determine the need and value of replacing this line. The cost for these services is \$29,480.00.

4. Assist with strategic planning for the future of the water system. With the upcoming revision of the City's comprehensive plan, staff is reviewing the current water system capital needs and the assumptions underlying the capital plan. Gray and Osborne will provide assistance in evaluating and prioritizing near term operational and capital needs. The cost for these services is \$30,000.00.

Gray and Osborne will provide engineering services on a time and materials basis including survey, design, permitting, report preparation, specifications/drawing production, bidding support, and project management. The contract amount with the On-Call Engineering Services for Water Projects increased by \$161,930.00 to a total contract of \$495,190.00.

Mayor Severns confirmed no public comment had been received on this item and called for any additional comments from the public present. Hearing none, he called upon the Council.

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

Motion: Councilmember Hoffmire moved to authorize the Mayor to sign Professional Service Amendment No. 2 with Gray and Osborne, Inc. in the amount of \$161,930.00, increasing the total contract amount from \$333,260.00 to \$495,190.00. The motion was seconded by Councilmember Munns. The vote on the motion carried 6-0 with Councilmember Woessner absent.

9. OTHER ITEMS FOR CONSIDERATION

a. 2024 LTAC Grant Referral to Council

Finance & Performance Analyst Webster presented the referral and provided background information.

Per RCW 67.28.1817, a city or county with a population of 5,000 or more that collects lodging tax must also establish a lodging tax advisory committee (LTAC) to review applications and make funding recommendations. Per OHMC 2.66, 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.

Analyst Webster reviewed the LTAC schedule is as follows:

- City Council Agenda Bill to discuss funding level (starts 45-day clock) 8/15/23
- LTAC meeting to discuss grading criteria and application process 8/22/23
- LTAC grant application window 8/28/23 – 9/13/23
- LTAC meeting to evaluate grant applications 9/19/23
- LTAC meeting to determine grant award recommendations 9/26/23
- City Council Resolution approving LTAC Grant 10/17/23
(first regularly awards scheduled City Council meeting after 45 days)

Analyst Webster also reviewed the LTAC twelve-year history including last year's and projected amounts:

2022 Actual:	Total Revenue \$338,741.51	Total Grant Outlays \$289,878.70
2023 Projected:	Total Revenue \$340,030.27	Total Grant Outlays \$456,679.42
2024 Projected:	Total Revenue \$348,531.02	Total Grant Outlays \$181,160.07

Island County Joint Tourism (ICJT) provided their annual report to the Council at the July 26, 2023 Workshop. ICJT has requested an increase from the current annual contribution grant award of \$20,000 to \$87,166 which would be an estimated 1% contribution of the 2-2.5% available. The projected 2024 Grant Outlay is based on the total of multi-year contracts and the ICJT contribution.

Analyst Webster reviewed fund balances and three potential scenarios for 2024, showing the preliminary revenue estimates, known committed items (multi-year grants), the impact of the ICJT request, and the impact of an ICJT increase to the amount available for additional grants. She provided two suggested motions for Council consideration. Councilmember Stucky, as chair of the LTAC Committee provided additional comments, speaking to the three scenarios developed for Council consideration.

Mayor Severns confirmed just the one public comment, heard earlier this evening, had been received on this item. He turned to the Council for their questions and comments.

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

Following a lengthy discussion, Mayor Pro Tem Hizon offered a fourth scenario as a compromise, endorsed by Councilmember Hoffmire. Additional discussion ensued.

Motion: Mayor Pro Tem Hizon moved to refer use of Civic Improvement (Lodging Tax) Funds of \$375,000 in 2024 to the Lodging Tax Advisory Committee for review of applications for those funds and their recommendation to City Council. Councilmember Wiegenstein seconded the motion. The vote on the motion was 6-0.

The Council then further discussed a second motion, increasing the annual Island County Joint Tourism contribution. Councilmember Stucky proposed a change in the suggested motion to add “to be reviewed on a biennial basis.”

Motion: Mayor Pro Tem Hizon moved to amend the Island County Joint Tourism Agreement to increase the annual contribution to \$50,000 and authorize the Mayor to execute the amendment to the joint agreement, to be reviewed on a biennial basis. Councilmember Marshall seconded the motion, which carried 6-0.

10. REPORTS & DISCUSSION ITEMS

None

11. EXECUTIVE SESSION

None

Adjourn

Motion: There being no further business, Councilmember Marshall moved to adjourn, seconded simultaneously by Councilmember Wiegenstein and Mayor Pro Tem Hizon. The motion was approved by a unanimous vote of 6-0, therefore the meeting adjourned at 7:57 p.m.

Certified by Julie Nester, City Clerk