

Oak Harbor City Council
Regular Meeting Minutes
October 4, 2022

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

CALL TO ORDER

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

Invocation – Pastor Ron Lawler, Family Bible 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 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
Development Services Director David Kuhl
Fire Chief Ray Merrill
Police Chief Kevin Dresker
Harbormaster Chris Sublet
Central Services Supervisor Sandra Place
Finance & Performance Analyst Chas Webster
Communications & IT Manager Sabrina Combs
Executive Assistant Macalle Finkle
City Clerk Julie Nester

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

1. APPROVAL OF AGENDA

Mayor Severns welcomed all in attendance and 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 may comment on subjects of interest not listed on the agenda or items listed on the Consent Agenda. Citizens may also comment on corresponding Agenda items. There are many ways to contact the City, the Mayor and Council, all of which were displayed. Citizens can visit the City's website for methods to submit public comment, or contact the City Clerk, Julie Nester by phone or email as displayed. 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.

Citizens may submit requests to staff or departments via the Contact Us form at www.oakharbor.org/contact. Citizens can also call (360) 279-4500 or email info@oakharbor.org. Councilmembers also have individual email addresses, all of which are listed on the City's website.

The City received no comments from the public since the last regular meeting.

Mayor Severns opened the floor for public comment from any audience member present. Hearing no one with a desire to address the Council, the public comment period was closed.

4. CONSENT AGENDA

Consent Items

- a. Approval of Minutes of the September 20, 2022 Council Meeting and the September 28, 2022 Council Workshop
- b. Approval of Payroll and Accounts Payable Vouchers
- c. The Center Copier Replacement
- d. The Clean Water Copier Replacement
- e. Purchase Authorization – Police Command Truck Revised
- f. Purchase Authorization – Truck Replacements
- g. Resolution 22-24: Surplus 2010 Schwartz Sweeper
- h. Resolution 22-23: Surplus Authorization – 1045 Ireland Drive and 945 E. Whidbey Avenue
- i. Interlocal Agreement – Acceptance of Washington State Military Dept. Homeland Security Grant (#E23-060)

Mayor Severns called for any changes to the consent agenda.

Councilmember Hoffmire requested to pull item h. in order for staff to present the item, which he voiced support for.

Hearing no other changes, items a.-g. and i. were approved as presented.

- h. Resolution 22-23: Surplus Authorization – 1045 Ireland Drive and 945 E. Whidbey Avenue –

Central Services Supervisor Place reviewed the two dwellings, both of which are in a state of poor repair. The 1045 Ireland Drive dwelling is located behind City Hall and is proposed for sale by noticed sealed bid. The purchaser must remove the dwelling from the property after the purchase is completed. The 945 E. Whidbey Avenue dwelling is proposed to be demolished. It is located nearby The Center and is currently used by the City for storage. Supervisor Place reviewed the state regulations governing surplus and sale, and disposal of the structures.

Councilmember Hoffmire moved to approve Resolution 22-23, authorizing the surplus and disposal of two city properties located at 1045 Ireland Drive and 945 E. Whidbey Avenue in Oak Harbor. Councilmember Munns seconded the motion, which carried unanimously.

5. MAYOR, COUNCIL & STAFF COMMENTS

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

Representative Rick Larsen Visit: Representative Larsen held a community coffee/town hall event this afternoon at The Center. Mayor Severns was please to attend along with Councilmembers Stucky, Hoffmire and Munns. Staff in attendance included Senior Services Administrator Lange, Communications and IT Manager Combs, and Central Services Supervisor Place. Mayor Severns thanked the Oak Harbor Police Department and Officer Esparza for providing security.

Board and Commission Vacancies: The city has two vacancies on the Salary Commission and one vacancy on the Park Board. Please visit the city's website for more information on volunteering for these positions.

2023 LTAC Grant Applications: The City is now accepting LTAC Grant applications for the upcoming year. Submissions are due by email no later than 4:30 pm on Wednesday, October 12, 2022. Applications are available on website.

It's Homecoming Week in Oak Harbor! The Chamber of Commerce suggests local businesses display our school spirit with purple and gold decorations! Go Wildcats!

Coffee with a Cop: Our Police Department held the first of two Coffee with a Cop sessions last Thursday at Whidbey Coffee. The purpose of Coffee with a Cop is to break down barriers between police officers and the citizens they serve by removing agendas and allowing opportunities to ask questions, voice concerns, and get to know the officers in your neighborhood. Join your neighbors and police officers for coffee and conversation. The next session is scheduled for Thursday, October 20th from 11:00 a.m. To 1:00 p.m. at Starbucks on Highway 20.

Upcoming Events: Flyers for upcoming events were displayed on screen.

b. Councilmembers

There were no comments by members of the Council.

6. Public Hearings & Meetings

a. Ordinance No. 1963: Amending the 2021-2022 Biennial Budget – Amendment #10

Finance Director Goldman explained the budget amendment was to appropriate American Rescue Plan funding to City Council approved projects and initiatives. The items were recommended for approval by the Council ARPA Subcommittee which met on August 30, 2022. Budget Amendments only effect the currently adopted City Council budget (through the end of 2022). Projects, initiatives, and temporary positions that extended beyond 2022 will automatically be included in the 2023-2024 preliminary biennial budget. Items include:

- \$230,000 of funding for an Economic Development Coordinator position through the end of 2024. \$17,220 (reduced from \$65,000) will be included in this budget amendment for 2022 to cover potential expenses through the remainder of the year. The remainder of the funding (\$212,780) will be included in the next biennial budget. During the 2021-22 biennial budget process in 2020, the City Council developed seven budget goals. The first goal is economic

development and the first objective listed is the creation of a staff position with specific objectives to promote and develop economic diversity and targeted growth. This proposed position aligns with that goal.

- \$30,000 of funding for a replacement of a failing lift station at the property where the Yacht Club is located. \$15,000 from ARPA funding. The remaining 50% of the cost will come from a donation from the Yacht Club, which will also be included in the budget amendment.
- An additional \$38,000 for the Portland Loos Project for a total of \$113,000. The City Council previously programmed \$75,000 of ARPA funds to this project on June 7, 2022 via Ordinance 1951. \$18,000 will be included in this budget amendment for 2022, while the remaining \$20,000 will be 2023-24 biennial budget.
- \$50,000 for a HVAC replacement and expanded air conditioning for the Police Department to be included in the in the 2023-24 biennial budget.
- \$130,000 of additional ARPA funds to replace the low slope portion of the roof at the Senior Center to be included in the next biennial budget. The low slope roof replacement is the second phase of the Senior Center roof replacement project with an early estimated cost of \$170,000. The first phase, to be completed in 2022, is expected to cost around \$145,000, which will leave approximately \$40,000 of ARPA and Senior Service funds available for the second phase for a total of \$170,000.

Director Goldman explained the total ARPA funding to be programmed from these items equals \$463,000. With this action, 100% of the ARPA funding will have been programmed. However, staff continually tracks ARPA funded projects and reports their status to the Council ARPA subcommittee. Some completed projects have already come in under budget and staff will provide an annual report of ARPA funds to Council in the early spring as part of our annual year-end closing process.

Mayor Severns opened the Public Hearing on the amendment and confirmed no public comments had been received.

Hearing no one with a desire to speak, Mayor Severns closed the Public Hearing and requested any comments by the Council.

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

Motion: Mayor Pro Tem Hizon moved to adopt Ordinance No. 1963: Budget Amendment #10 amending the 2021-2022 Biennial Budget and adopt an updated wage and salary schedule and plan of classification. Councilmember Woessner, seconded the motion, with discussion centering on the funding of an Economic Development Coordinator position. The vote on the motion passed 4-3 with Mayor Por Tem Hizon and Councilmembers Woessner, Stucky and Hoffmire in favor and Councilmembers Evans, Marshall and Munns opposed.

- b. Continuation of Public Hearing - Ordinance No. 1959: Critical Areas Ordinance Code Amendments

Mayor Severns noted staff had requested this public hearing be continued to October 18, 2022. Councilmember Munns moved to continue the public hearing to October 18, 2022, seconded by Councilmember Evans. The vote on the motion carried unanimously. No public comments were taken.

7. Ordinances & Resolutions

None.

8. Contract & Agreements

None.

9. Other Items for Consideration

a. Special Meeting: November 30, 2022, 2:00 p.m. for Final 2023-2024 Biennial Budget Hearing

Finance Director Goldman explained the budget schedule. Per RCW 84.55.120 and 35A.33.055, 35A.33.170 and 35.34.110/35A.34.110, the City is required to conduct three separate public hearings on the budget. The City held the first public hearing on Wednesday, September 28, 2022. The second hearing is scheduled for November 15, 2022. The final hearing must be on or before the first Monday in December. As the first City Council Meeting in December falls on Tuesday, December 6th, staff is suggesting the final public hearing for the 2023-2024 Biennial Budget be held in a special meeting on Wednesday, November 30, 2022 at 2:00 p.m.

Councilmember Hoffmire provided his respective comment. noting his availability.

Motion: Councilmember Woessner moved to hold a Special City Council meeting on November 30, 2022 at 2:00 p.m. to conduct the third and final public hearing on the 2023-2024 Biennial Budget, seconded by Councilmember Hoffmire. The vote on the motion carried unanimously.

b. Council Goals Prioritization

City Administrator Oborn reviewed the process taken for obtaining Council goals to date:

The Mayor/Council Annual Retreat was held on March 31, 2022, facilitated by Julie Underwood. Retreat participants included City Directors and Department Heads. City Councilmembers identified 43 goals in 12 categories at the Retreat.

At the July 20 City Council Workshop, the consensus was for City Councilmembers to submit their new Top 10 Goals rather than use the Retreat Goals.

At the September 6, 2022, Council meeting, staff provided a Revised Oak Harbor City Council Goal Prioritization worksheet with City Councilmembers identifying 32 goals in 9 categories. The goals were grouped by similarities and each goal was identified by the submitting Councilmembers. Staff recommended that City Council narrow the number of goals via ranking using the revised presented worksheet. All members of Council completed the worksheets.

Staff compiled the scores of each City Councilmember and listed the collective rankings for the Council to use to consider narrowing those with the highest ranking to around 10 goals for staff and Council to focus on in the coming year. City Administrator Oborn noted Council may also derive another method of prioritization. He summarized the Council's top ten goals by ranking.

After much discussion, Councilmember Hoffmire moved to approve the top 19 Council goals with the top 10 highlighted, seconded by Mayor Pro Tem Hizon. After further discussion, Councilmember Woessner offered to make a friendly amendment. This was amenable to Councilmember Hoffmire and Mayor Pro Tem Hizon. Mayor Severns called for a vote on the motion, which failed with only Councilmember Hoffmire in favor. Councilmember Woessner then moved to adopt the top 32 Council goals and rankings as presented, 2nd by Councilmember Hoffmire and passed unanimously.

10. Reports & Discussion Items
None

11. Executive Session

- a. To discuss with legal counsel, litigation of potential litigation per RCW 42.30.110 (1) (i) and to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price per RCW 42.30.110 (1) (b). Estimated duration: 30 minutes. Action may or may not be taken upon return to the open session. Executive Sessions are not open to the public

Mayor Severns noted the Council would take a short break and then move into Executive Session for the purpose of discussing with legal counsel litigation or potential litigation per RCW 42.30.110 (1) (i) and to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price per RCW 42.30.110 (1) (b). He announced the estimated duration was 30 minutes and that action might or might not be taken upon return to the open session. Executive Sessions are not open to the public.

The Council entered into Executive Session at 7:20 p.m.

At 7:50 p.m. the Council announced the Executive Session would continue for an additional 20 minutes until 8:10 p.m.

At 8:10 p.m. the Council announced the Executive Session would continue for an additional 10 minutes until 8:20 p.m.

At 8:20 p.m. the Council announced the Executive Session would continue for an additional 5 minutes to 8:25 p.m.

At 8:25 p.m. the Council came out of Executive Session and resumed the open session. Mayor Severns announced no action would be taken regarding the matters discussed.

Mayor Severns thanked all for their participation and patience.

Adjourn

Motion: There being no further business, Councilmember Woessner moved to adjourn, seconded by Councilmember Hoffmire. The motion was approved by a unanimous vote, therefore the meeting adjourned at 8:26 p.m.

Certified by Julie Nester, City Clerk