

**CITY OF OAK HARBOR
MARINA ADVISORY COMMITTEE MEETING MINUTES
October 11, 2023**

This hybrid meeting was hosted from the Mayor’s Conference Room in City Hall and recorded through RingCentral. The video counter number is in parentheses () next to each agenda item.

1. CALL TO ORDER/ROLL CALL: (:00) Chair Hulett called the meeting to order at 3:00 p.m.

Position and Committee Member	Attendance		
Position 1 – Ken Hulett, Chair	In person ✓	Online	Absent
Position 2 – Byron Skubi	In person ✓	Online	Absent
Position 3 – J.J. Jones, Vice-Chair	In person ✓	Online	Absent
Position 4 – Ryan Bradley	In person	Online	Absent ✓
Position 5 – Gabe Hill	In person ✓	Online	Absent

CITY STAFF PRESENT: Harbormaster Chris Sublet, Executive Assistant Macalle Finkle (set-up), and Records Management Analyst Kim Perrine. City Administrator Blaine Oborn and Parks and Recreation Director Brian Smith joined the meeting at 4:01 p.m.

OTHERS PRESENT: Gary Braziel joined at approximately 3:04 p.m.

2. APPROVAL OF MINUTES: (2:03) Vice-Chair Jones moved to approve the September 11, 2023 Minutes as submitted, seconded by Committee Member Skubi. Motion carried unanimously.

3. PUBLIC COMMENT: (1:15) No public present and no comments received electronically. (6:07) Mr. Braziel arrived after Item 4.a. and public comment period had been closed. Chair Hulett asked him if he had any comments. Mr. Braziel had questions regarding the Flintstone dock, strong decay aroma from WWTP outfall, dredging and cleaning up, and yacht races. Chair Hulett informed Mr. Braziel that some of these items were outside of this committee’s scope. Harbormaster Sublet suggested he speak with City Administrator Oborn and/or Parks and Recreation Director Smith.

4. DISCUSSION/ACTION/PRESENTATION/REPORT ITEMS:

- a. **New Marina Advisory Committee Member Gabe Hill – Introduction.** (2:45) Committee Member Hill introduced himself. He is a Product Development Engineer for IDEX, joined the Youth Sailing Board, and has a boat at the Marina.
- b. **Roberts Rules of Order Review – Informational.** (18:26) Harbormaster Sublet provided the Committee Members with a Roberts Rules of Order Cheat Sheet and additional handout regarding procedures for handling motions (see attached 5 pages).
- c. **Marina Rates (Not on agenda but discussed prior to Summer Recap).** (22:55) Chair Hulett brought up the Marina rates. Harbormaster Sublet indicated that this has been brought before Council at three workshops. This matter is going before Council at the October 17th meeting where Harbormaster Sublet will recommend the BST proposal. Discussion ensued. Committee Member Skubi made a motion to recommend City Council, based on a consensus of the Marina Advisory Committee, make a decision to choose either the Bradley proposal or BST proposal and implement it November 1st. After additional discussion regarding Marina rates, Committee Member Skubi withdrew his motion.

d. **Summer Recap – Informational Update.** (1:04:54) Harbormaster Sublet updated the Committee regarding the Marina staff, Guest moorage, Dredging project, Launch ramp float repair, Kids fishing derby, 4th of July, Hydro’s for Heroes, Oak Harbor Music Festival, and Yacht Club visits.

5. **GENERAL MARINA UPDATE:** (1:13:01) Harbormaster Sublet informed the Committee that Alyce Henry will be the new Assistant Harbormaster effective October 16th; the Marina schedule for winter – Marina will be staffed Monday-Saturday 7:00 a.m. - 6:00 p.m.; propane tanks to be relocated along roadway; painting of the fuel tanks; cement work; and Harbormaster Sublet’s Rotary presentation. City Administrator Oborn spoke regarding the pending boat yard purchase – awaiting DNR response; Yacht club lease; Union negotiations are underway; and indirect cost rates.

6. **MARINA ADVISORY COMMITTEE COMMENTS:** (1:25:20) Committee Member Skubi requested that wait list information be included in City Administrator’s update and brought up the Dockwa email issue.

7. **DETERMINATION OF FUTURE AGENDA ITEMS:** (1:27:21)

- a. Winter projects update
- b. Dredging
- c. Marina rates
- d. Policies/Best practices
- e. Marina improvement plan
- f. OHMC updates/bylaws
- g. Finance Director Update (at least 2 times/year)

8. **NEXT MEETING:** (1:29:26) The next Marina Advisory Committee meeting is scheduled for November 13, 2023 at 3:00 p.m. at City Hall.

9. **ADJOURNMENT:** (1:29:46) Committee Member Skubi moved to adjourn today’s Marina Advisory Committee meeting at 4:30 p.m., seconded by Vice-Chair Jones. Motion carried unanimously.

Attest: Minutes taken by Records Management Analyst, Kim Perrine.

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion or I second it or second.*
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote

Memo

To: Marina Advisory Committee

From: Chris Sublet, Harbormaster

CC:

Date: 10/09/2023

Re: 2023 Summer Update

The summer was very busy for the marina and in an effort to inform the Marina Advisory Committee members of the marina projects and activity for June, July and August, staff listed the highlights of the summer for discussion at the October meeting.

- Marina Staff:
 - a. The marina staff did a great job this summer and we are happy to say that we received numerous compliments on how clean the docks and restroom are.
 - b. We have received 101 reviews and have received a 4.5-star rating. The bulk of the reviews center around how friendly and helpful the marina staff is.
- Guest Moorage:
 - a. The marina was sold out most nights and seems to have become a very popular stopover.
 - b. Guest moorage was strong and consistent with 2022. We believe that we will reach 700 guest reservations once again this year.
- Dredging Project:
 - a. Staff provided a dredging update to the MAC at the September meeting.
- Launch Ramp Float Repair:
 - a. The launch ramp float was put back into place and opened at the end of June. Staff received numerous comments on how nice it is to have it back in place.
 - b. There is new signage on the float that :
 - i. Prohibits commercial use.
 - ii. Limits the length of the boat that uses it to 28' or less.
 - iii. Puts a time limit on how long you can tie up.
 - iv. Reminds the user to pay at the payment station.
 - v. Encourages people to wear a PFD.
- Events:
 - a. Kids Fishing Derby: This event returned this summer and was a big hit. We had hundreds of kids try their luck off of F dock.
 - b. 4th of July: The marina hosted several yacht club "groups" and was sold out for the long weekend.

- c. Hydro's for Heroes: Guest moorage was completely sold out as the hydro races seem to just keep growing year after year. This year we had more people (VIP's and the public) out on F dock than we have ever seen.
 - i. We are in the running to host the 2024 West Coast Regionals next July.
- d. Oak Harbor Music Festival: The Mill Town Sailing Association has made this their premier event of the summer and has already reserved all of the guest moorage slips for Oak Harbor Music Festival 2024.
- e. Yacht Club Visits: We had several yacht clubs stay with us this summer. Some made reservations as a club while the bulk of them made reservations as "groups."
 - i. We are seeing a trend where yacht clubs are not sponsoring as many cruises, but yacht club members are just forming groups within the club and cruising.