SPECIAL/REGULAR CITY COUNCIL STUDY SESSION
SEPTEMBER 18, 2013

ITEMS DISCUSSED

1. CALL TO ORDER / EXECUTIVE SESSION – PROPERTY DISPOSITION (RCW 42.30.110(1)(c)), REVIEW QUALIFICATION OF AN APPLICANT FOR PUBLIC EMPLOYMENT (RCW 42.30.110(1)(g))
2. ROLL CALL
3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. STAFF INTENSIVE
   A. TRAFFIC IMPACT FEES POLICY, AB 13-123
   B. OPEN WATER MARINA UPDATE, AB 13-103
5. EXECUTIVE SESSION (CONTINUED)
6. STAFF INTENSIVE (CONTINUED)
   C. EAGLE HARBOR SEWER BEACH MAINS (30-100%) DESIGN, PROFESSIONAL SERVICES AGREEMENT, AB 10-102
   D. CRYSTAL SPRINGS EMBANKMENT RESTORATION, CONTRACT INFORMATION, AB 13-124
   E. PERMITTING SOFTWARE REPLACEMENT UPDATE
   F. NAMING OF JOHN NELSON PARK
   G. CITY COMMUNICATIONS PLAN, AB 13-129
   H. WATERFRONT PARK/CITY DOCK DESIGN CONTRACT AWARD, AB 13-082
7. COUNCIL DISCUSSION|
   A. PLANNING COMMISSION APPOINTMENTS AND SELECTION PROCESS [ADDED]
   B. HONORARY BENCHES [ADDED]
8. CITY MANAGER'S REPORT
9. COMMITTEE REPORTS
10. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS
11. FOR THE GOOD OF THE ORDER
12. ADJOURNMENT

**1. CALL TO ORDER / EXECUTIVE SESSION** 6:29:24 PM
Mayor Pro Tem Blair called the meeting to order at 6:29.24 PM with Councilmembers Blossom, Lester, Ward, and Mayor Bonkowski present. She immediately adjourned the meeting to executive session with legal counsel to discuss property disposition and to review qualifications of an applicant for public employment. The recording system was turned off and the door to Council Chambers was posted. Mayor Pro Tem Blair reconvened the meeting at 7:00PM and announced no action was taken.

**2. ROLL CALL** 7:00:44 PM
A quorum was present consisting of Councilmembers Blair, Blossom, Lester, Ward and Mayor Bonkowski. Councilmember Scales arrived at 7:05 PM and Councilmember Hytopoulos arrived at 7:54 PM. Court Clerk Rose monitored the recording of the meeting and prepared the minutes.

**3. ACCEPTANCE OR MODIFICATION OF AGENDA/CONFLICT OF INTEREST DISCLOSURE** 7:01:04 PM
Mayor Bonkowski added an item for Council discussion regarding the Planning Commission selection process and a potential decision.

> ***MOTION:*** *I move we approve the agenda as modified.*
> ***WARD/LESTER*** *– Motion carried unanimously, 5-0.*

There were no conflicts of interest disclosed.

**4. STAFF INTENSIVE**

**A. TRAFFIC IMPACE FEES POLICY, AB 13-123** 7:03:01 PM
Interim Public Works Director Cunningham described the item and introduced Victor Salemann, PE, a transportation impact fee expert, of David Evans and Associates, Inc. Mr. Salemann displayed a PowerPoint presentation and gave an overview of how traffic impact fees (TIF's) are determined, what they can and cannot be used for, how they are calculated and their link to transportation levels of service. He explained implementation of TIF's would require an ordinance. Following the presentation, Mr. Salemann answered questions from Councilmembers. There was Council consensus that they would look forward to further information.

**B. OPEN WATER MARINA UPDATE, AB 13-103** 7:52:58 PM
Deputy City Manager Smith presented an update on proposed next steps. Highlights included options to expand the number of tenants. Linear moorage structure (LMS) could accept three more vessels. The rate structure is a base rate of $100/month up to 30 feet and for a vessel above 30 feet, there would be an additional variable cost of $1.50/foot. Regarding capacity of fore-and-aft (F/A) buoys, there is a permit in place that would allow installation of another 5 pairs of buoys which could potentially support another 5 vessels. Rents for these are at a fixed rate of $175/month plus the variable charge above 30 feet. Interim City Manager Smith also presented an overview and frame of reference for what the additional number of tenants might generate in terms of rent. She noted that there is time to discuss the matter, as the permit does not expire until 2016 with a one-year extension to 2017. Lease eligibility for existing tenants and new tenants and selection process was also discussed. It was noted that the current leases do not stipulate occupancy terms. Interim City Manager Smith recommended moving forward with issuing new leases. Questions from Councilmembers followed.

8:08:41 PM Rich Siebert commented regarding the liveaboard community being transient.

8:11:03 PM Ed Kushner commented regarding the costs involved.

8:12:16 PM Charlotte Rovelstad spoke to the juxtaposition of the open water marina and dock.

8:13:45 PM Ben Tate commented on temporary docking in the marina.

**5. EXECUTIVE SESSION (CONTINUED)** 8:15:27 PM
Mayor Pro Tem Blair adjourned to meeting to executive session with legal counsel to discuss current litigation (RCW 42.30.110(1)(i)). All Councilmembers were present. The recording system was turned off and the door to Council Chambers was posted.

**6. STAFF INTENSIVE (CONTINUED)** 9:18:59 PM
Mayor Pro Tem Blair reconvened the meeting at 9:19:59 PM and announced that no action was taken in executive session.

**C. EAGLE HARBOR SEWER BEACH MAINS (30-100%) DESIGN, PROFESSIONAL SERVICES AGREEMENT, AB 10-102** 9:19:16 PM
Interim Public Works Director Cunningham described the agreement which is for final design for the Eagle Harbor Sewer Beach Mains project. Council questions followed.

> ***MOTION:*** *I move that the City Council forward the contract with Carollo Engineers Inc. for the Eagle Harbor Sewer Beach Mains 30% to 100% design to the September 25, 2013, business meeting consent agenda.*
> ***BONKOWSKI/WARD*** *– Motion carried unanimously, 7-0.*

**D. CRYSTAL SPRINGS EMBANKMENT RESTORATION, CONTRACT INFORMATION, AB 13-124** 9:23:27 PM
Interim Public Works Director Cunningham described the contract which consists of installation of a rock revetment along the shoreline across the street from 3750 and 4720 Crystal Springs Drive.

> ***MOTION:*** *I move that the City Council forward the Crystal Springs Embankment Repair Contract Award to the September 25, 2013, Consent Agenda.*
> ***WARD/BONKOWSKI*** *– Motion carried unanimously, 7-0.*

**E. PERMITTING SOFTWARE REPLACEMENT UPDATE** 9:25:44 PM
City Manager Schulze introduced the topic. IT Manager Steve Miller presented the update. He spoke to the possibility of using the vendor Paladin Data Systems. The contract will be brought back to Council in the next few weeks.

**F. NAMING OF JOHN NELSON PARK** 9:28:55 PM
City Manager Schulze noted that there was not an agenda bill in the meeting packet. He requested that this item be brought forward as a separate agenda item for the September 25, 2013 meeting.

### G. CITY COMMUNICATIONS PLAN, AB 13-129 9:31:56 PM

City Manager Schulze described the plan which was prepared for the purpose of establishing policies, procedures and strategies for communicating with the community, City staff and others. Council discussion followed. Mayor Pro Tem Blair expressed concern regarding the potential amount and expense of printed materials. Mayor Bonkowski commented on the importance of applications for smart phones in terms of where media is moving. Councilmember Hytopoulos noted that both print and technological media are important in terms of connecting with citizens. Councilmember Lester suggested use of a local insert in the two Bainbridge newspapers.

### H. WATERFRONT PARK/CITY DOCK DESIGN CONTRACT AWARD, AB 13-082 9:44:14 PM

City Manager Schulze asked Council for authorization to enter into a contract for professional services with Studio Cascade. He described the master plan scope and schedule. In response to Council questions, City Manager Schulze clarified that the scope of the contract involves both the design and development for the master plan. Construction documents will be the next step. Grants will somewhat determine the project construction and the level of design. Conceptual designs will be brought to the community and council for review and moved into the master plan. Councilmember Lester commented on the importance of public art and nonmotorized trails. City Manager Schulze stated that those items would be incorporated into the plan. Councilmember Lester requested that staff come back to Council with anticipated next costs. City Manager Schulze stated that at each level of potential construction they would be able to show what each grant would buy and the cost to develop those construction documents.

> ***MOTION:*** *I make a motion to authorize the City Manager to enter into a contract for professional services with Studio Cascade for the Waterfront Park/City Dock Master Plan and RCO grant application in an amount not to exceed $190,000.*
> ***BONKOWSKI/BLOSSOM*** *– Motion carried unanimously, 7-0.*

## 7. COUNCIL DISCUSSION 9:57:58 PM

### A. PLANNING COMMISSION APPOINTMENTS AND SELECTION PROCESS [ADDED]

Council discussion followed regarding the process of selecting commission members. Due to two upcoming major hearings, the process for appointing was abbreviated. Council will address the policy and procedure of appointing commissioners at a future date.

10:16:36 PM Houston Wade spoke to the importance of public notice.

> ***MOTION:*** *I move that the City Council confirm the appointment of John Thomas for Position #6 for a 3-year term ending June 30, 2016.*
> ***BLOSSOM/LESTER*** *– Motion carried, 6-0. Councilmember Hytopoulos abstained.*

> ***MOTION:*** *I move that the City Council confirm the appointment of Julie Kriegh for Position #7 for a 3-year term ending June 30, 2016.*
> ***BLOSSOM/WARD*** *– Motion carried, 6-0. Councilmember Hytopoulos abstained.*

### B. HONORARY MEMORIALS [ADDED] 10:18:17 PM

Mayor Pro Tem Blair requested that Council develop policies and procedures for identifying a way of having memorial plaques, benches, trees, etc. installed to honor or memorialize people who have played an important role on Bainbridge Island. Council approved moving forward and investigating the possibilities.

Mayor Bonkowski received information from the Washington Committee for Employer Support of the Guard and Reserve. It is a committee, which supports and values the military service of their employees. Council approved his signing the statement of support.

## 8. CITY MANAGER'S REPORT 10:24:55 PM

City Manager Schulze acknowledged Greg Vause, the City's new Code Compliance Officer, and spoke to his background. He referred to last week's community discussion on economic development and that the next step will be to form a smaller focus group to develop a strategic plan on economic development for Council consideration. He also referred to the high performance training that staff is going through and the positive feedback. He announced that there is a Service Quality and Satisfaction Survey available on the City's website where citizens can give feedback on public works projects.

**9. COMMITTEE REPORTS** 10:29:21 PM
Mayor Pro Tem Blair reported that Kitsap Transit has received federal funding to participate in environmental and sustainability planning and training. Mayor Bonkowski reported on attending a transportation policy meeting with Councilmember Lester and that a highlight from that meeting was that the granting cycle is being changed from a two-year to three-year cycle.

**10. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS** 10:32:42 PM
There were no additions or changes to the preliminary September 25, 2013 agenda. Councilmember Lester suggested adding the Planning Commission selection process to the October 9 Business Meeting. Mayor Bonkowski requested that the City Clerk include notes from the previous session. Councilmember Lester requested that the possibility of a reduction in the sewer rate be brought forward. Mayor Bonkowski referred to a tree ordinance to which City Manager Schulze replied that there is funding left over from the land use code update which could be used to hire a consultant. In response to a question from Councilmember Lester, City Manager Schulze said that his evaluation is being prepared for Council.

**11. FOR THE GOOD OF THE ORDER** 10:40:11 PM
Councilmember Lester thanked BKAT employee Joel Messett for his service, as he is moving. She also thanked Torin Larsen for attending the first transportation meeting hosted by Senator King in Bellevue. She noted that there was a meeting at the Waterfront Park Community Center regarding the goals of the Bainbridge Island radio station, that Christine Rolfes will be speaking at the Bainbridge Island Women's Club and there will be a police town hall meeting.

**12. ADJOURNMENT** 10:43:17 PM
The meeting adjourned at 10:43 PM.

Anne S. Blair, on behalf of
Steven Bonkowski, Mayor

Debbie Rose
Debbie Rose, Court Clerk