

ITEMS DISCUSSED

1. CALL TO ORDER / ROLL CALL
2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
3. CITY MANAGER'S REPORT
4. STAFF INTENSIVE
 - A. POLICE FACILITIES PLANNING, AB 14-008 – EXECUTIVE
 - B. CITY MAINTENANCE OF ROAD ENDS AND CITY-OWNED TRAILS, AB 14-115 – EXECUTIVE
 - C. WSDOT TRANSPORTATION IMPROVEMENT BOARD (TIB) GRANT OPPORTUNITY FOR WYATT WAY RECONSTRUCTION, AB 14-114 – PUBLIC WORKS
 - D. COMMERCIAL LEASE AGREEMENT FOR MUNICIPAL COURTHOUSE, AB 14-112 – EXECUTIVE
 - E. 2015 LODGING TAX ADVISORY COMMITTEE AWARD CYCLE, AB 14-020 – EXECUTIVE
 - F. ORDINANCE NO. 2014-30, CHANGING THE CITY COUNCIL MEETING DATE AND AMENDING BIMC 2.04.010, AB 14-025 – EXECUTIVE
5. COUNCIL DISCUSSION
6. COMMITTEE REPORTS
7. REVIEW UPCOMING COUNCIL MEETING AGENDAS
8. FOR THE GOOD OF THE ORDER
9. ADJOURNMENT

1. CALL TO ORDER / ROLL CALL 6:59 PM

Deputy Mayor Roth called the meeting to order at 6:59 p.m. with Councilmembers Blair, Blossom, Bonkowski, Tollefson, Townsend and Ward present. Records Management Coordinator Jahraus monitored the recording of the meeting and prepared the minutes.

2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE 6:59 PM

Councilmember Bonkowski added an item under Council Discussion on signage.

6:59 PM **MOTION:** To add an item on signage under Council Discussion.
 BONKOWSKI/TOLLEFSON: The motion carried 7-0.

7:00 PM **MOTION:** I move we accept the agenda as presented.
 WARD/BLOSSOM: The motion carried 7-0.

3. CITY MANAGER'S REPORT 7:00 PM

City Manager Schulze recapped his report for July 18, 2014 including:

- Additional information on the projects occurring during the construction season
- Information on the ongoing discussion on a new police facility
- Creation of a City Green Team indentifying low cost/no cost efficiencies
- Fire flow testing
- Eagle Harbor Sewer Beach Mains update
- Welcome to Kelly Eisenhood, the new police clerk
- Navigate Bainbridge kickoff meeting for comp plan process

4. STAFF INTENSIVE

A. POLICE FACILITIES PLANNING, AB 14-008 – EXECUTIVE 7:03 PM

Deputy City Manager Smith updated Council on next steps and continued work on understanding options for locating a new police facility. Two of the options involve construction of a stand-alone police facility at a downtown site near City Hall. A third option would involve construction of a combined Police and Fire facility, to be located at the site of the current Bainbridge Island Fire Department Station 21 on North Madison Avenue. Initial cost estimates indicate a stand-alone police facility may cost roughly \$8 million (not including land) and a combined Police-BIFD facility may have police-associated costs of roughly \$6 million (also not including any land component.)

The studies were performed by Mackenzie, Inc. with significant input from City staff, and the results were presented to City Council on June 16, 2014. Participants included representatives from the Police Department, City administration and Mackenzie staff; next steps would include other community stakeholders providing input to determine advantages/disadvantages of the site thorough public engagement.

Mackenzie will facilitate a standardized process for reviewing alternative sites that allow participants to rank options based on a variety of dimensions. This tool, International Chief of Police (IACP) Facility Planning Guidelines, provides a process to assist communities and decision-makers in site selection.

Andy Maron, former councilmember, said he spent quite a bit of time on planning for a police facility 15 years ago. He objected to the averaging in the report; the ratings are more important. He mentioned that public input has been minimal on this subject; it is very important to use the public to get the word out.

Mayor Blair echoed the concerns raised by Mr. Maron regarding community involvement. MacKenzie did have clear public involvement based on the 300-page report. The report is a strong basis but it would help if we review some of the highlights from the report as context and background for next steps.

B. CITY MAINTENANCE OF ROAD ENDS AND CITY-OWNED TRAILS, AB 14-115 – EXECUTIVE 7:25 PM

Deputy City Manager Smith brought Council up to speed with the Public Works Department's work plan for 2014 that included development of an annual plan for Road Ends maintenance and as-needed survey work and a plan to complete annual maintenance of City-owned trails. A slide was provided identifying the 60+ road ends on Bainbridge Island.

As a first step to a plan for routine trail maintenance, Public Works staff developed a detailed island-wide inventory of existing trails on City property. This inventory is intended to focus on City-owned trails, but in many cases also captures Park District trails and trails within private developments. Currently, nearly all City-owned trails are located within the downtown Winslow area.

An inventory of every single trail was done; most of the City-owned trails are in Winslow. Deputy City Manager Smith stated it makes good sense to understand what the maintenance requirements are for the trails. The inventory will be reviewed with the Non-Motorized Committee.

Councilmember Tollefson commented that he is pleased with Public Works but is disappointed because the inventory would have been a perfect opportunity for public involvement. He would like Public Works to evaluate road ends and whether it is appropriate for the public to engage. Deputy City Manager Smith said this exercise was intended to make the process more organized because the process was vague and unorganized; it was not sustainable. Once the initial organization is complete, the stewards can then take the reins.

Dana Berg thanked the city for helping with the maintenance. She stated if just mowing were done, it would provide more walkable pathways.

Charles Schmid speaking as chair of the Parks Trails Committee; he stated that the Public Works Departments has been great.

Don Fischer has been a member of the Road Ends Committee for two decades; he thanked the City for their involvement and he too said Public Works has been great.

Mayor Blair made mention of the Bainbridge Island woodworkers who have done the benches that have been built to a City use standard.

Councilmember Townsend asked if the City has a position on bikes on trails; Deputy City Manager Smith said that would be a great question to ask the Non-Motorized Committee.

C. WSDOT TRANSPORTATION IMPROVEMENT BOARD (TIB) GRANT OPPORTUNITY FOR WYATT WAY RECONSTRUCTION, AB 14-114 – PUBLIC WORKS 7:47 PM

Public Works Director Loveless gave background on the agenda item. The WSDOT Transportation Improvement Board (TIB) announced a call for projects in June of this year for next year's funding cycle. Applications are due August 22, 2014 and project selections will be announced at TIB's November board meeting. This project has been in the CIP for years; the City would have ten years to spend the money and it pays for all phases at once, so no multiple funding cycles. The grant is a good fit for our capital planning. Tonight we just want authorization to apply for the grant. The scope is improvements to Madison and Wyatt (roundabout), maybe a future light signal, completion of bike lanes on Madison to Lovell. Other options are still being considered.

The TIB's Urban Arterial Program (UAP) funds projects in the areas of safety, growth and development, mobility, and physical condition. Eligible projects must be located within the federally designated urban area, included in the TIP, and in compliance with the Growth Management Act. Public Works staff reviewed the grant criteria and recommends applying for a UAP grant for the Wyatt Way Reconstruction project due to a minimum local match of 20% is required. The combined design and construction estimate equals \$3,700,000.

The minimum local match requirement is 20%; however, staff recommends a higher local match of 32% for better candidate placement.

Debbi Lester stated she is surprised to hear the roundabout option returning and wanted to see bike lanes the entire length of Lovell.

Eric Fredericks, owner of the property at Wyatt and Madison, stated he is appalled that there has been no conversation with the property owners. Previous renters left because of the possibility of a roundabout. He is very much opposed to a roundabout.

Public Works Director Loveless stated the roundabout is simply one option.

8:09 PM **MOTION:** *I move that the City Council authorize Public Works staff to move forward with a TIB Urban Arterial Program grant application for the Wyatt Way Reconstruction project and commit to fund the project in the 2015/2016 budget cycle over a 4-year period in the estimated amount of \$3,700,000 if the grant application is successful.*
BONKOWSKI/TOLLEFSON: *The motion carried 7-0.*

D. COMMERCIAL LEASE AGREEMENT FOR MUNICIPAL COURTHOUSE, AB 14-112 – EXECUTIVE 8:10 PM
The Commercial Lease Agreement with Rolling Bay Commercial Properties, Inc. for the Bainbridge Island Municipal Courthouse is scheduled to expire on August 1, 2014. The City has negotiated a new agreement for three years, with two, two-year renewal options.

MOTION: *I move that the City Council forward the Commercial Lease Agreement, substantially in the form attached, to the July 28, 2014 Consent Agenda.*
TOWNSEND/WARD: *The motion carried 7-0.*

E. 2015 LODGING TAX ADVISORY COMMITTEE AWARD CYCLE, AB 14-020 – EXECUTIVE 8:16 PM
Deputy City Manager Smith introduced the agenda item. The City issues an annual Request for Proposals (RFP) to consider projects to receive LTAC funding. The RFP includes information on the available funds, eligibility, and scoring criteria. For 2015, staff estimates funding of \$125,000 will be available to distribute to project recipients. In 2013, the Council approved project awards of roughly \$127,000. A final version of the RFP will be brought forward for City Council review at the August 18 City Council meeting.

Items for Council consideration and discussion included:

1. Total estimated award funding
2. Criteria for project selection
3. Maximum award amount
4. City submittal of project proposals
5. Requirement for matching funds
6. Ability to award partial funding

Lodging Fund Project Evaluation – Basic Criteria

	Score
A. Encourages tourism from visitors traveling more than 50 miles and/or from visitors traveling from outside Washington State.	20
B. Expected impact on increase in overnight stays on the island.	15
C. Economic impact on Island businesses, facilities, events, and amenities.	15
D. Potential to draw visitors to the Island and increase overnight stays during the off-season, i.e. Labor Day through Memorial Day.	10
E. Applicants demonstrated history of organizational and project success (not necessarily nor solely LTAC-funded project(s)).	10
F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.	10

G. Project goals are measurable, allowing project results to be assessed.	10
H. Project will leverage award funds with additional matching funds or donated in-kind goods or services.	10
TOTAL POINTS AVAILABLE	100

Councilmember Townsend led off the discussion by stating that Item E may not appropriate because it would discourage new groups from forming and similarly, the issue of partnerships (Item F) which dovetails with the maximum award and partial funding issue. The issue of the maximum fund awarded is a policy issue, do we want to allow multiple smaller grants, or is it better to have one higher impact grant.

Councilmember Bonkowski stated that with respect to Item F, a number of proposals would be received from different organizations that in some respect overlap; Item F was to encourage the organizations to work together to share data. As for Item E, the emphasis was to question the history of the organizations on an accounting and success standpoint.

Mayor Blair asked council if their understanding is to change or consider raising the maximum award and in terms of criteria, give greater weight to a partnership. Council agreed that is the goal of the discussion.

Councilmember Ward commented on Criteria A; if the 50-mile radius is to encourage visitors to spend the night, it makes sense to combine in some manner Criteria A and B and A and D because they are closely linked. As for the maximum award amount, Councilmember Ward would like to see the door kept open for a joint proposal for a larger amount of money as long as it had an appropriate matrix.

Councilmember Bonkowski is not in favor of Item 4 (City submittal of project proposals.)

Mayor Blair stated that she has heard from the community that matching funds (Item 5) are unpopular and undoable. She likes the idea of an organization making a proposal that is scalable and well articulated but not partially funded, referring to Item 6.

At this time, Interim City Attorney Haney gave a brief overview of RCW 67.28.1816 Lodging tax — Tourism Promotion.

Lodging tax revenues under this chapter may be used for:

- directly by any municipality or indirectly through a convention and visitors bureau or destination marketing organization for tourism marketing;
- the marketing and operations of special events and festivals designed to attract tourists;
- supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district;
- supporting the operations of tourism-related facilities owned or operated by nonprofit organizations;

Interim City Attorney Haney also clarified Criteria A (the 50-mile rule): applicants applying for use of revenues must provide the City an estimate of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:

- away from their place of residence or business and staying overnight in paid accommodations;
- to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- from another country or state outside of their place of residence or their business.

Regarding Criteria 3, Councilmember Ward said to simplify, there should be no minimum or maximum amount other than the dollars available and no fewer than \$2000 should be awarded; no one group would be awarded the full amount.

Councilmember Blossom is concerned that smaller organizations with one-off events like the Quilt Festival and Bluegrass Festival will miss receiving funds if we do not require the proposals to be scalable or there is no maximum amount. Councilmember Ward agreed; asking if it made sense to consider three or four awards for \$2,000 in a grant form for the smaller events. The balance would be more on target based on our criteria.

Mayor Blair would like to see a healthy maximum of \$75,000 to infuse a project to one organization or a collaborative group thereby providing an opportunity to do more than one project and make it worthwhile to have an impact. She also believes there should be a minimum of \$2,500.

Further discussion was held; Deputy City Manager Smith said a close-to-final version would be brought back to Council on August 18.

Rex Oliver, President and CEO, Bainbridge Island Chamber of Commerce, Jerri Lane, Bainbridge Island Downtown Association, and Eric Fredricks, Bainbridge Island Lodging Association, were on hand to provide public comment to Council.

Mr. Fredricks stated that over the years, the three organizations have learned what does and does not work with the tourism effort; many small efforts made to bring overnight lodgers to Bainbridge Island does not work. However, what does work is a coordinated effort in a very competitive internet market using social marketing and blogging, the time people spend on a web site, how many hits the home page has received, and how many inquiries are made. He added that 95% of bookings are made via the internet.

Ms. Lane added that consolidating funds enables them to have effective partnerships with other cities. Our job is to advertise everything that makes the island unique.

**F. ORDINANCE NO. 2014-30, CHANGING THE CITY COUNCIL MEETING DATE AND AMENDING BIMC
2.04.010, AB 14-025 – EXECUTIVE 9:22 PM**

At the June 10, 2014 City Council Advance, Council requested a change in meeting dates from Monday to Tuesday. The attached ordinance would make such a change effective September 1, 2014.

9:22 PM **MOTION:** *I move that the City Council schedule Ordinance No. 2014-30 relating to the meeting date for regular meetings for the July 28, 2014 Consent Agenda.*
TOLLEFSON/WARD: *The motion carried 7-0.*

5. COUNCIL DISCUSSION 9:23 PM

Councilmember Bonkowski opened the discussion on the proliferation of sandwich boards. He did not envision so many on the island. City Manager Schulze suggested council revisit the ordinance and visit the regulatory aspect of it. The code compliance officer has been out twice to count the number of signs and identify violations along Winslow Way. He will take this issue to staff for discussion and bring it back as soon as possible to Council.

Eric Fredericks, one of the owners of the pavilion. He wants Madison to reflect the downtown with Christmas lights, etc.

Debbi Lester pointed out is that there is a sign at the Waypoint reflecting there was to be no signs/sandwich boards in the area.

6. COMMITTEE REPORTS 9:46 PM

Deputy Mayor Roth attended a Leadership Alliance against Coal meeting, sponsored by King County, to discuss coal-bearing trains and the impact on communities.

7. REVIEW UPCOMING COUNCIL MEETING AGENDAS 9:47 PM

City Manager Schulze offered an overview of upcoming agenda items.

8. ~~FOR THE GOOD OF THE ORDER~~

9. ADJOURNMENT 9:55 PM

The meeting was adjourned at 9:55 p.m.


Kelly Jahraus, Records Management Coordinator


Anne S. Blair, Mayor