



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, FEBRUARY 20, 2018**

MEETING MINUTES

1. CALL TO ORDER/ROLL CALL

Deputy Mayor Blossom called the meeting to order at 7:01 p.m. in Council Chambers.

Deputy Mayor Blossom, Mayor Medina, and Councilmembers Deets, Nassar, Peltier and Scott were present. Councilmember Timman was absent and excused.

2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE

Mayor Medina moved and Councilmember Scott seconded to approve the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

3. PRESENTATION(S)

A. Environmental Technical Advisory Committee (ETAC) 2017 Annual Report and 2018 Workplan, AB 18-029 7:02 PM

Frank Gremse, Chair of ETAC, provided information on the 2017 annual report and 2018 workplan. He addressed Council's questions on the Groundwater Management Plan.

MOTION: I move to forward to the February 27, 2018, Consent Agenda acceptance of the Environmental Technical Advisory Committee's 2017 report and 2018 work plan as proposed.

Nassar/Medina: The motion carried unanimously, 6-0.

B. Historic Preservation Commission 2017 Annual Report and 2018 Workplan, AB 18-030 7:21 PM

David Williams, Chair of the Historic Preservation Commission, presented the 2017 annual report and information on the 2018 workplan and addressed Council's questions.

MOTION: I move to forward to the February 27, 2018, Consent Agenda acceptance of the Historic Preservation Commission's 2017 annual report and 2018 work plan as proposed.

Medina/Peltier: The motion carried unanimously, 6-0.

4. COUNCIL DISCUSSION

A. Review of the Governance Manual, AB 18-011 – Mayor Medina 7:37 PM

Mayor Medina introduced the agenda item. Council discussed how to approach changes to the Governance Manual and agreed to review the sections that were out of compliance.

In discussing Councilmember Peltier's proposed Section 2.2.9, Council agreed that staff may monitor the Council email account and forward emails to the appropriate director or member of the management team, as needed.

Council discussed the idea of volunteer staff members for Council.

Council agreed to the following change to the Governance Manual:

2.4.2 Provide More Effective Opportunity for Public Interaction

Communication with the public is more interactive in Study Sessions than in Business Meetings. Typically, public comments on any topic relating to City business will be taken at the outset of Business Meetings, whereas in Study Sessions public comments are taken in the course of consideration of each matter under study at the meeting. Each public comment should usually be limited to three minutes. Councilmembers may also receive public comments via email or other written communications.

Council agreed to move the review of the Council calendar to Study Sessions after the February 27, 2018 meeting.

Council agreed to the following change to the Governance Manual:

2.5.5 Public Information is Enhanced by Audio, Video, Website & Notes

There is a full audio and video recording on the city website for each Council meeting. Video and local radio may be used for Business Meetings and bi-weekly Study Sessions. Minutes of meetings are concise and are approved and posted online in as timely a manner as possible.

Council agreed to add the current table of committee appointments as Exhibit B. The former Exhibit C, Scalable Public Process Planning System, will be attached to the current version, and staff will confirm that it is the appropriate version.

There was consensus for the Mayor to work with the City Manager on clarifications to Sections 2.4.2 and 3.4.2 relating to public comment, including changing the title of Section 3.4.2.

Council agreed to the following changes:

3.4.4 Public Forum

When major public policy development warrants, and after adequate preparation of issues and alternatives, a steering group (see Sections 3.1.6 to 3.1.9) may conduct **larger citizen forums** to help develop a public consensus on the issues. The general procedure would be to provide basic information, to explore alternatives and options and to receive verbal and written public comments. The Steering Group shall summarize the conclusions and recommendations of such **forums** for presentation to the City Council prior to the customary City Council deliberations

(i.e., agenda actions, public hearings, etc.) which could normally result in final action. ~~The procedures are further illustrated in Exhibit A 4 (1) attached~~

4.3 Oath of Office

A Council member, when sworn into office by the City's Municipal Court Judge or City Clerk, swears that...

Council asked City Clerk Brown to conform the language of the Oath of Office in Section 4.3 to the actual language.

Council asked staff to correct the placement or numbering of Section 3.11.

Council agreed to the following change:

5.3 Mayor – Election – Chair to be Mayor – Duties ("Mayor")

Biennially at the first meeting of the new Council the members thereof shall choose a chair from among their number. The chair of the Council shall have the title of Mayor and shall preside at meetings of the Council. In addition to the powers conferred upon him or her as Mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the Council. The Mayor shall be recognized as the head of the city for ceremonial purposes. He or she shall have no regular administrative duties, ~~but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.~~

Mayor Medina will confirm that there are no objections to excusing a Council member's absence in accordance with Section 5.8.

Council agreed to the following changes:

6.3 Relations with Boards, Commissions and Citizen Advisory Groups

Boards, commissions, and citizen advisory bodies of the City shall provide the City with minutes, or a summary report of all meetings. Communications from such boards, commissions, and advisory bodies shall be acknowledged by the Council. Any member of the Council may also bring such communication to the Presiding Officer's attention under the agenda item "Committee, ~~Board, and Liaison~~ Reports." Should any member of the Council determine that such communication be officially answered by the Council, the Presiding Officer shall place the matter on the agenda under New Business for the current meeting or any subsequent meeting.

7.7 City Clerk - Minutes - Public Information Access

The City Clerk shall adhere to the requirements of Washington law, and shall be the ex-officio Clerk-of-the-Council. The City Clerk shall keep minutes as required by law, and shall perform such other duties in the meeting as may be required by the Council, Presiding Officer, or City Manager. In the absence of the City Clerk, the City Clerk shall appoint a replacement to act as Clerk-of-the-Council. The Clerk-of-the-Council shall keep minutes which identify the general discussion of the issue and complete detail of the official action or consensus reached, if any. The City Clerk shall make an audio and video recording of the proceedings of all public hearings, regular business meetings, study sessions and workshops, and quasi-judicial proceedings. The Clerk shall keep, and make available, an agenda and date for each recording, which will facilitate

location of the recorded proceedings. The audio and video recordings shall be posted publicly on the City website, ideally within 48 hours after the meeting.

8.6 Council Packets

Councilmembers shall ~~receive personally pick up~~ their agenda packets from their individual ~~mailboxes, provided by the City Clerk, unless otherwise arranged by the member or further directed by Council.~~ Councilmembers and affected staff should read the agenda material and ask clarification questions prior to the Council meeting, when possible.

Council asked staff to attach the former Exhibit A, a simplified summary of Robert's Rules of Order, to the manual.

Mayor Medina said that he will ask Council if they wish to pull items from the Consent Agenda prior to voting on the Consent Agenda in accordance with Section 9.8.

Council agreed that speakers during Public Comment do not need to provide their full address.

A revised version of the Governance Manual will return to Council on a Consent Agenda.

5. FOR THE GOOD OF THE ORDER - 9:50 PM

Councilmember Peltier asked to place the Sound to Olympic Trail (STO) bridge discussion on an upcoming agenda, and Council discussed the request.

6. ADJOURNMENT

Deputy Mayor Blossom adjourned the meeting at 10:02 p.m.


Kol Medina, Mayor


Christine Brown, City Clerk