



CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JUNE 23, 2020

MEETING MINUTES

1) **CALL TO ORDER/ROLL CALL**

Mayor Schneider called the remote meeting to order at 6:00 p.m. on the Zoom webinar platform.

Mayor Schneider, Deputy Mayor Nassar, and Councilmembers Carr, Deets, Hytopoulos, Medina and Pollock participated in the remote meeting.

2) **EXECUTIVE SESSION**

2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

[Cover Page](#)

Mayor Schneider adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(i) at 6:03 p.m. The executive session was extended by 5 minutes. Council returned from executive session at 6:33 p.m., and Mayor Schneider reconvened the meeting.

3) **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**

Councilmember Hytopoulos requested that item 11.B and Councilmember Deets requested that item 11.C, both related to face coverings be moved to the beginning of the meeting, and Council concurred. Deputy Mayor Nassar asked to pull item 12.K, Planning Commission Appointments, from the Consent Agenda and Councilmember Carr asked to pull item 12.I, Staffing Request for COVID-19 Response, from the Consent Agenda for further discussion. Councilmember Pollock moved and Councilmember Deets seconded to approve the agenda as amended. The motion was approved by unanimous consent. There were no conflicts of interest.

4) **PUBLIC COMMENT**

4.A Instructions for Providing Public Comment in Remote Meetings - City Clerk

[Cover Page](#)

[Instructions for Providing Public Comment at Remote Meetings.docx](#)

Larry Kida commented on the Landing Path and Harbor Square Fence.

Mary Clare Kersten commented on the Landing Path and Harbor Square Fence.

Ron Peltier spoke regarding ethics.

Bob Scales thanked Council on their work on the mask ordinance.

Sal deRosalia spoke regarding training on race equity and Planning Commission appointments.

Cindy Anderson spoke regarding enforcement of face coverings.

Hal Snow spoke regarding the amendments to the Shoreline Master Plan.

Ashley Mathews commented on the Planning Commission appointments.

Kevin Dwyer spoke regarding the face coverings.

5) [MAYOR'S REPORT](#)

Mayor Schneider commented on the success of the joint meeting with the Planning Commission.

6) [CITY MANAGER'S REPORT](#)

City Manager Smith provided information on moving into Phase 3.

7) [FUTURE COUNCIL AGENDAS](#)

7.A [Future Council Agendas](#)

[Cover Page](#)

[June 30 Special City Council Meeting.pdf](#)

[July 7 City Council Study Session.pdf](#)

[July 14 City Council Regular Business Meeting.pdf](#)

[July 21 City Council Study Session.pdf](#)

City Manager Smith reviewed future Council agendas. Councilmember Deets requested the addition of an item to discuss an appointment of a Council liaison to the business community to a future agenda, and Council concurred.

8) [PRESENTATION\(S\)](#)

8.A [Briefing on Process for City Manager Search – Ron Holifield, Strategic Government Resources](#)

[Cover Page](#)

Ron Holifield of Strategic Government Resources provided an overview of the process to select a new city manager. Council discussed the process.

MOTION: I move that we direct the City Manager to hire SGR to conduct the search for our new City Manager and to report back to the Council as soon as possible the timeline that SGR intends to follow.

Medina/Pollock: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

9) UNFINISHED BUSINESS

9.A Ordinance No. 2020-15 Requiring Face Coverings - Councilmembers Carr, Hytopoulos, and Pollock [MOVED UP]

[Cover Page](#)

[Ordinance No. 2020-15 - COVID-19 Face Covering Requirement](#)

[Findings of Mask Ordinance Subcommittee](#)

Councilmember Hytopoulos proposed that the Mask Ordinance Subcommittee review Governor Inslee's order on face coverings and add a discussion to the next Council meeting for any follow-up needed. Council concurred with her proposal.

9.B Face Mask Initiatives - Councilmember Deets [MOVED UP]

[Cover Page](#)

[Discussion & Recommendations on Promotion of Wearing of Masks on B.I..pdf](#)

[Poulsbo Safe Signage.jpg](#)

[Bainbridge Safe Poster.pdf](#)

Councilmember Deets introduced the agenda item, and Council discussed his proposal.

MOTION: I move that Council authorize an expenditure of up to \$10,000 to purchase a mix of disposable and reusable masks for distribution to local businesses.

Deets/Medina: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

9.C Sportsman Club & New Brooklyn Intersection Improvements Supplemental Agreement No. 2 - Public Works

[Cover Page](#)

[Supplemental Agreement_2.pdf](#)

[Supp Agrmt_2 Exhibit A-2.pdf](#)

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward, for approval with the July [14], 2020 Consent Agenda, Sportsman Club New Brooklyn Intersection Improvements Project Supplemental Agreement No. 2 with Skillings Connolly Inc., in the amount of \$101,857.00.

Nassar/Carr: The motion carried unanimously, 7 – 0

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT:None
ABSTAIN: None

9.D Resolution No. 2020-07 and Core 40 Eagle Harbor Phase II Non-Motorized Improvements Project Grant Award and Budget Amendment - Public Works

[Cover Page](#)

[EH PH 2 Slide Presentation Pt 2.pdf](#)

[2020 Contingency Supplemental Funding.xlsx](#)

[Resolution No. 2020-07 Accepting FHWA Grant Funding for Core 40 Eagle Harbor Phase II - rev CW 061920.docx](#)

Public Works Director Wierzbicki provided a presentation on options for the proposed project, and Council discussed the options. Council selected Option 3.

MOTION: I move to approve Resolution No. 2020-07 to accept grant funding in the amount of \$700,000 from the Federal Highway Administration related to the Core 40 Eagle Harbor Drive Phase II Non-Motorized Improvements Project.

Schneider/Deets: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT:None

ABSTAIN: None

MOTION: I move to authorize the City Manager to proceed with a future budget amendment in the amount of \$225,000 from the Capital Construction Fund, thereby increasing the spending authority for this Core 40 Eagle Harbor Drive Phase II Non-Motorized Improvements Project, as well as to proceed with a related future amendment to the Capital Improvement Plan to move the project from 2022 to 2020.

Deets/Hytopoulos: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT:None

ABSTAIN: None

9.E City Hall Repairs Project Contract Award & Budget Amendment - Public Works

[Cover Page](#)

[Contract-Colvos Construction LLC.docx](#)

[BID_FORM_City Hall Repairs.docx](#)

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to approve the City Hall Repairs contract award with Colvos Construction in the amount of \$259,978.44 and approve a budget amendment in the amount of \$31,500.00; thereby increasing the spending authority for this project.

Nassar/Medina: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None
ABSENT: None
ABSTAIN: None

9.F Shoreline Master Program (SMP) Amendment for Critical Areas Ordinance Integration and Amendments to Nonconforming Uses, Structures, and Lots - Planning

[Cover Page](#)

[20200623_CC_Staff_Memo_SMP_Amendment_Summary_of_ECY_comments](#)

[Determination of Initial Concurrence from the WA Department of Ecology](#)

[Ecology Recommendations to Resolve Issues Identified as Required and Recommended](#)

[Resolution No. 2019-05, Jan 8, 2019](#)

[Draft SMP Amendment, Jan 8, 2019](#)

Planner Hillier introduced the agenda item and addressed Council's questions.

MOTION: I move that we direct staff to move forward with an ordinance that incorporates Ecology's required changes, our staff's recommended changes based on Ecology's recommended changes, and our staff's own recommended changes and schedule a public hearing for that at the end of the work.

Medina/Deets: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

10) NEW BUSINESS

10.A Information on Bainbridge Landing Path and Harbor Square Fence - Executive

[Cover Page](#)

[Harbor Square Bainbridge Landing Memo REV 06192020](#)

City Manager Smith provided information on the Bainbridge Landing Path and Harbor Square Fence.

Mayor Schneider adjourned the meeting for a break 10:11 p.m. and reconvened the meeting at 10:19 p.m.

COUNCIL DISCUSSION

11.A Consideration of Revisions to the City's Code of Conduct and Ethics Program

[Cover Page](#)

[Clean Copy KH Proposed Revisions to Res No. 2019-26 Updating the City's Ethics Program](#)

[Approved 112619_.pdf](#)

[Redlined Copy KH Proposed Revisions to Res No. 2019-26 Updating the City's Ethics Program](#)

[Approved 112619.pdf](#)

This agenda item was pulled from the agenda due to lack of time and was forwarded to the June 30, 2020 meeting.

11.D Appointment of Deputy Mayor for July through December, 2020 [Cover Page](#)

Mayor Schneider introduced the agenda item.

MOTION: I move to appoint Councilmember Deets as Deputy Mayor for July 1, 2020 through December 31, 2020.

Nassar/Pollock: The motion carried, 6 – 0.

AYES: Carr, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: Deets

11.E Appointments to the Design Review Board - Mayor Schneider

[Cover Page](#)

[City Advisory Group Vacancies \(Design Review Board\).pdf](#)

[Marshall - Design Review Board \(Redacted\).pdf](#)

[Russell - Design Review Board \(Redacted\).pdf](#)

[Wilson - Design Review Board \(Redacted\).pdf](#)

Mayor Schneider introduced the agenda item.

MOTION: I move to forward for approval with the July 14, 2020 Consent Agenda the recommended appointment of Bob Russell to Position 1, and the reappointment of Laurel Wilson to Position 2, to the Design Review Board as identified on the attached spreadsheet.

Deets/Nassar: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

12.K Appointments to the Planning Commission - Mayor Schneider [PULLED FROM CONSENT AGENDA]

[Planning Commission \(Recommended Appointments\).pdf](#)

[Blossom - Planning Commission \(Redacted\).pdf](#)

[Dykeman - Planning Commission \(Redacted\).pdf](#)

[Gardiner - Planning Commission \(Redacted\).pdf](#)

[Marshall - Planning Commission \(Redacted\).pdf](#)

[McCormick Osmond - Planning Commission \(Redacted\).pdf](#)

[Weise - Planning Commission \(Redacted\).pdf](#)

Deputy Mayor Nassar proposed that Ashley Mathews be appointed to Position 2 on the Planning Commission in place of Sarah Blossom. Council discussed the appointment.

MOTION: I move that we appoint Kimberly McCormick Osmond to position 1 and Ashley Matthews to position 2 of the Planning Commission.

Nassar/Medina: The motion carried 6-1 with the amendment below incorporated.

AYES: Carr, Medina, Nassar, Pollock, Schneider, Deets
NOES: Hytopoulos
ABSENT: None
ABSTAIN: None

Mayor Schneider stated that she would support the motion if the appointment was forwarded to the next meeting to allow for more than one-touch and public comment.

AMENDMENT: A friendly amendment was made to amend the motion to forward the item to the June 30, 2020 Council meeting for approval.

Nassar/Deets: The amendment carried 6-1.

AYES: Carr, Medina, Nassar, Pollock, Schneider, Deets
NOES: Hytopoulos
ABSENT: None
ABSTAIN: None

12.I Staffing Request for COVID-19 Response – Executive [PULLED FROM CONSENT AGENDA]

[Cover Page](#)

[Exec_Staffing_Request_for_Temporary_position_for CC 06092020](#)

Councilmember Carr requested additional funding information on the staffing request, and City Manager Smith responded to her questions.

MOTION: I move to approve the staffing request for COVID-19 response.

Medina/Deets: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider
NOES: None
ABSENT: None
ABSTAIN: None

12) CONSENT AGENDA

12.A Agenda Bill for Consent Agenda

[Cover Page](#)

12.B Accounts Payable and Payroll

[Cover Page](#)

[AP Report to Council of Cash Disbursements 06-24-20.pdf](#)

[Payroll.pdf](#)

Payroll: normal direct deposit check sequence 48173 – 48303 = \$ 332,058.60; regular payroll check number

109383 – 109384 = \$3,354.54; vendor check run sequence 109385 – 109392 = \$125,462.29; Federal Tax

Electronic Funds Transfer = \$ 125,309.89; ACH = \$237.50. Total disbursement = \$734,038.94.

Accounts Payable: check number 353807 from previous run = \$24,721.73; manual check number sequence 353808 – 353811 = \$70,246.66; regular check number sequence 353813 – 353918 = \$365,133.73. retainage 190 – 193 = \$27,818.28; Total disbursement = \$586,422.82.

I2.C City Council Study Session Minutes, June 2, 2020

[Cover Page](#)

[City Council Study Session Minutes June 2, 2020.pdf](#)

I2.D City Council Regular Business Meeting Minutes, June 9, 2020

[Cover Page](#)

[City Council Regular Business Meeting Minutes June 9, 2020.pdf](#)

I2.E Annual Road Striping Contract - Public Works

[Cover Page](#)

[2020 Road Striping Contract](#)

[Road Marking List_Attachment D.xlsx](#)

[Bid Form.doc](#)

I2.F Amendment No. 1 to Water & Sewer Telemetry Upgrade Professional Services Agreement - Public Works

[Cover Page](#)

[Amendment No. 1 to Water & Sewer Telemetry Upgrade Professional Services Agreement](#)

[Water & Sewer Telemetry Upgrade Professional Services Agreement \(Executed July 26, 2019\)](#)

I2.G 2020 Asphalt Repair Project - Public Works

[Cover Page](#)

[2020 Asphalt Repair Project Bid Form](#)

[2020 Asphalt Repair Project Contract](#)

[2020 Asphalt Repair Map \(1\).pdf](#)

I2.H 2020 Kitsap Regional Coordinating Council (KRCC) ILA Amendment - Executive

[Cover Page](#)

[KRCC ILA - 2020 Proposed Amendment - Clean](#)

[KRCC ILA 2020 Amendment - Redline](#)

I2.J Affirm Council Priorities from March 6, 2020 Retreat - Mayor Schneider

[Cover Page](#)

[2020_City_Council_Priorities_June Revision.docx](#)

[2021-2022_Council_Budget_Priorities - DRAFT.pdf](#)

Councilmember Deets moved and Councilmember Pollock seconded to approve the Consent Agenda, as modified. The motion was approved unanimously, 7-0.

13) COMMITTEE REPORTS

There were no committee reports.

14) FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

15) ADJOURNMENT

Mayor Schneider adjourned the meeting at 11:41 p.m.



Leslie Schneider, Mayor



Christine Brown, CMC, City Clerk