



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JULY 14, 2020

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

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

Mayor Schneider, Deputy Mayor Deets, and Councilmembers Carr, Hytopoulos, Medina, Nassar and Pollock were present.

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.

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Mayor Schneider adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(i) at 6:04 p.m. Council returned from executive session at 6:37 p.m., and Mayor Schneider reconvened the meeting.

3) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Nassar moved and Deputy Mayor Deets seconded to approve the agenda as presented. The motion was approved unanimously. There were no conflicts of interest disclosed.

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](#)

Cynthia Bellas spoke regarding a change in leadership.

Bonnie McBryan spoke as a board member of the Bainbridge Island Lodging Association regarding Accessory Dwelling Units.

Emily Growth spoke in favor of the Eugene, Oregon CAHOOTS program (Crisis Assistance Helping Out on The Streets.)

Ashley Mathews commented on race equity.

Pascal Schuback spoke about the Accessory Dwelling Unit ordinance and affordable housing.

Sal deRosalia commented on a race equity lens.

5) MAYOR'S REPORT

Mayor Schneider spoke about the pandemic's impacts on the City of Bainbridge Island.

6) CITY MANAGER'S REPORT

City Manager Smith mentioned the Governor's announcement which will extend Phase 2 at least until July 28, 2020.

7) FUTURE COUNCIL AGENDAS

7.A Future Council Agendas

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[July 28 City Council Regular Business Meeting.pdf](#)

[August 4 City Council Study Session.pdf](#)

City Manager Smith reviewed future agendas.

8) UNFINISHED BUSINESS

8.A Resolution No. 2020-08, Updating the City's Financial and Budget Policies - Finance

[Cover Page](#)

[Resolution No. 2020-08, Establishing Financial and Budget Policies - Revised for 7-14-20 CM](#)

[Resolution No. 2019-24 Updating the City's Procurement Policy Approved 100819.pdf](#)

[RES 2016-20 Adopting a Municipal Securities Disclosure Policy Approved 082316.pdf](#)

[Resolution No. 2016-18 Amending Resolution No. 2009-02 Surplus Property Approved 082316.pdf](#)

[RES 93-52 - Investment Policy.pdf](#)

Finance Director Pitts introduced the agenda item.

MOTION: I move to approve Resolution No. 2020-08.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

9) NEW BUSINESS

9.A Review of Police Department Use of Force Policy - Police

[Cover Page](#)

[Use of Force Briefing CC 14 Jul 2020.pdf](#)

Police Chief Clark provided a presentation on the review of Use of Force policies and addressed Council's questions.

Following discussion, Council's consensus was to hold a town hall for the community in September in place of the Quarter 3 briefing.

9.B Emergency COVID-19 Cleaning Contract Amendment No. 1 - Public Works

[Cover Page](#)

[Janitorial Covid Orig Contract - Exec.pdf](#)

[Janitorial Covid Contract Amendment No. 1 Exec.pdf](#)

[Resolution No. 2020-06 COVID-19 - Affirming Proclamation of Emergency Approved 031020.pdf](#)

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward ratification of Amendment No. 1 to the PSA with Island Hands LLC, in the amount of \$55,000, for approval with the July 28, 2020 Consent Agenda.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

9.C Springbrook Creek and Manzanita Creek Watershed Planning – Department of Ecology Puget Sound Natural Estuary Program Grant Acceptance and Budget Amendment - Public Works

[Cover Page](#)

[2018 NTA Watershed Planning Email.pdf](#)

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward, for approval with the July 28, 2020 Consent Agenda, the Department of Ecology Puget Sound Natural Estuary Program grant acceptance, in the amount of \$200,000, for the Springbrook / Manzanita Creek Watershed Planning efforts and an associated budget amendment of \$200,000.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

9.D Chlorine Generator Upgrades Professional Services Agreement - Public Works

[Cover Page](#)
[PSA with RH2 Engineering, Inc.](#)
[Attachment C to PSA with RH@ Engineering, Inc.](#)

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward the professional services agreement with RH2 Engineering, Inc. for approval with the July 28, 2020 Consent Agenda.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

9.E Bainbridge Parks Foundation Bench Donations - Public Works

[Cover Page](#)
[Bench Donation Agreement.docx](#)
[Attachment A Bench description.pdf](#)
[Attachment B Bench locations.pdf](#)

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward the Bainbridge Parks Foundation Bench Donations for approval with the July 28, 2020 Consent Agenda.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

9.F Ordinance 2020-03 “Housekeeping” Changes: Revising Chapters 2.14, 2.16, 18.09, 18.12, 18.15, and 18.36 BIMC - Planning

[Cover Page](#)
[July 14 Staff Memo for Housekeeping Ordinance](#)
[Title 2 Changes Summary Table](#)
[Title 18 Changes Summary Table](#)
[Ordinance No. 2020-03](#)
[Exhibit A Title 2 Housekeeping Changes](#)
[Exhibit B BIMC 18.09.020 Use Table Excerpt Temporary Uses](#)
[Exhibit C Title 18 Housekeeping Changes](#)
[PLANNING COMMISSION MINUTES 102419](#)

Senior Planner Sutton introduced the agenda item and provided an overview of the changes.

MOTION: I move to forward Ordinance No. 2020-03 for consideration of approval as part of the Consent Agenda at the July 28, 2020 Council meeting.

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

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

Mayor Schneider adjourned the meeting for a break at 8:57 p.m. and reconvened the meeting at 9:05 p.m.

9.G Resolution No. 2020-04 Amending the City's Fee Schedule to add a "Temporary Construction Staging Permit" Fee and a Deposit Fee for Third Party Review of Environmental Reports - Planning

[Cover Page](#)

[Resolution No. 2020-04 Amending Fee Schedule.pdf](#)

Senior Planner Sutton introduced the agenda item. Senior Planner Sutton and City Manager Smith responded to Councilmember's questions on the deposit fee for third party review of environmental reports.

MOTION: I move to forward Resolution No. 2020-04 for approval with the Consent Agenda on July 28, 2020.

Hytopoulos/Deets: The motion carried, 5 – 2.

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

9.H Ordinance No. 2020-02 Relating to Accessory Dwelling Units (ADUs) - Planning

[Cover Page](#)

[20200714 Staff Memo on ADUs.docx](#)

[Ordinance No. 2020-02.docx](#)

[October 2018 Legal Memo on ADUs](#)

[031220 Planning Commission Minutes](#)

[Planning Commission Subcommittee Recommendations Regarding ADUs](#)

[ADU Use Specific Standards 18.09.030](#)

[Building Official Memo re Tiny Home Appendix Q Adoption](#)

Senior Planner Sutton introduced the agenda item. Council discussed the changes to the ordinance.

MOTION: Councilmember Hytopoulos moved and Councilmember Nassar seconded to forward the ordinance to Unfinished Business for further discussion. The motion carried unanimously, 7-0.

There was consensus to schedule the next discussion for August 11, 2020 and to invite a representative from the Planning Commission to attend.

9.I Resolution No. 2020-14, Authorizing Use of Electronic Signatures in City Business - Executive

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[Resolution No. 2020-14 Authorizing Use of Electronic Signatures](#)

Deputy City Attorney Sepler introduced the agenda item.

Councilmember Pollock left the meeting at 10:15 p.m.

MOTION: I move to forward Resolution No. 2020-14 for approval with the July 28, 2020 Consent Agenda.

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

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

NOES: None

ABSENT: Pollock

ABSTAIN: None

9.J Agreement with the Kitsap Public Health District for Network Improvements, Security Consultation, and Training - Executive

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[Bainbridge Island - Kitsap Public Health - Network Security Consultation and Training Agreement](#)

City Manager Smith introduced the agenda item.

MOTION: I move to forward the Agreement with the Kitsap Public Health District for Network Improvements, Security Consultation, and Training for approval with the July 28, 2020 Consent Agenda and to direct staff to include this increase in a future budget amendment ordinance.

Nassar/Carr: The motion carried unanimously, 6 – 0.

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

NOES: None

ABSENT: Pollock

ABSTAIN: None

10) COUNCIL DISCUSSION

10.A Potential Process for Time Limits for Speaking at Council Meetings - Councilmember Hytopoulos

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Councilmember Hytopoulos introduced the agenda item, and Council discussed a potential process for time limits. There was consensus to implement a speaker timer for Council members as a pilot project.

10.B Options for a Council Discussion on Conduct and Process - Councilmember Hytopoulos

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Councilmember Hytopoulos introduced the agenda item. Council agreed to forward this item to the July 28, 2020 meeting to further discuss the options.

11) CONSENT AGENDA

11.A Agenda Bill for Consent Agenda

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11.B Accounts Payable and Payroll

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[Payroll.pdf](#)

[AP Report to Council of Cash Disbursements 07-15-20.pdf](#)

Payroll: normal direct deposit check sequence 48304 – 48434 = \$311,610.15; regular payroll check number 109393 – 109395 = \$3,512.22; vendor check run sequence 109396 – 109407 = \$335,080.15; Federal Tax Electronic Funds Transfer = \$115,653.28. Total disbursement = \$765,855.80.

Accounts Payable: check number 353919 from previous run = \$360.00; manual check number sequence 353921 – 353937 = \$24,221.99; regular check number sequence 353938 – 354031 = \$328,797.43; EFT 394 = \$11,650.95; ACH 395 – 396 = \$3,181.49. Total disbursement = \$ 390,075.55.

11.C City Council Study Session Minutes, June 16, 2020

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[City Council Study Session Minutes June 16, 2020.pdf](#)

11.D Special Joint City Council and Planning Commission Meeting Minutes, June 22, 2020

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[Special Joint City Council and Planning Commission Meeting Minutes June 22, 2020.pdf](#)

11.E City Council Regular Business Meeting Minutes, June 23, 2020

[Cover Page](#)

[City Council Regular Business Meeting Minutes June 23, 2020.pdf](#)

11.F Special City Council Meeting Minutes, June 30, 2020

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[Special City Council Meeting June 30, 2020.pdf](#)

11.G 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](#)

11.H 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](#)

11.I Ordinance No. 2020-14 Relating to 2020 1st Quarter Budget and Updated Capital Improvement Plan Amendments - Finance

[Cover Page](#)

[2020 1st QTR BUA Transmittal Memo_Final.docx](#)

[ORD 2020-14 2020 1st QTR Budget and CIP Amendments.docx](#)

[Exhibit A to Ord_2020-14 - Q1_Budget_Amendments.pdf](#)

11.J Cost Allocation Methodology Overview for Budget Preparation - Finance

[Cover Page](#)

[Cost Allocation Presentation CC 063020.pptx](#)

[Cost allocation Plan 2021 - 2022.pdf](#)

11.K Resolution No. 2020-09, Updating the City's Debt Policy - Finance

[Cover Page](#)

[Resolution No. 2020-09 - Updating the City Debt Policy](#)

[RES 2008-14 - Debt Policy.pdf](#)

[Exhibit A to Resolution No. 2020-09 - COBI Debt Policy.docx](#)

11.L Resolution No. 2020-11, Establishing Equipment Rental and Revolving Fund Policy - Finance

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[Resolution No 2020-11 Establishing Equipment Rental and Revolving Fund Policy.docx](#)

[Exhibit A to Resolution No 2020-11 Equipment Rental and Revolving Policy.docx](#)

[Ord_2004-20_Aproved.pdf](#)

[Ordinance No. 2017-09 Equipment Rental Fund Update Approved 050917.pdf](#)

11.M Resolution No. 2020-15, Updating the City's Governance Manual - Executive

[Cover Page](#)

[Resolution No. 2020-15, Updating the Governance Manual - Clean Copy](#)

[Resolution No. 2020-15, Updating the Governance Manual - Redline](#)

[6-16-2020 - City Council Policy for Council-directed agenda items](#)

[6-16-2020 Council Meeting - Summary of Actions Taken](#)

MOTION: I move to approve the Consent Agenda as presented.

Deets/Medina: The motion carried unanimously, 6 – 0.

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

NOES: None

ABSENT: Pollock

ABSTAIN: None

12) COMMITTEE REPORTS

There were no committee reports.

13) FOR THE GOOD OF THE ORDER

Councilmember Carr inquired about a response to an email regarding promotion of a local event.

Councilmember Hytopoulos and Deputy Mayor Deets expressed support for the Mayor.

14) ADJOURNMENT

Mayor Schneider adjourned the meeting at 10:55 p.m.



Leslie Schneider, Mayor



Christine Brown, CMC, City Clerk