



CITY COUNCIL BUSINESS MEETING
TUESDAY, DECEMBER 14, 2021

MEETING MINUTES

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

Mayor Nassar called the meeting to order at 6:01 p.m.

Mayor Nassar, Deputy Mayor Pollock, and Councilmembers Deets, Fantroy-Johnson, Hytopoulos, Quitslund, and Schneider were present.

2) **RECOGNIZE SERVICE OF MAYOR NASSAR**

2.A Recognize Service of Mayor Nassar
[Cover Page](#)

City Manager King thanked the Mayor for her service. She was presented with plaque and a street sign "Rasham Way."

Mayor Nassar provided remarks on her term.

3) **PRESENT OATH OF OFFICE FOR COUNCILMEMBER FANTROY-JOHNSON**

3.A Present Oath of Office for Councilmember Fantroy-Johnson
[Cover Page](#)

City Manager King introduced the agenda item. The video of the Oath of Office was played.

Councilmember Fantroy-Johnson provided remarks.

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

City Manager King noted that item 9.A will be rescheduled in January.

MOTION: I move to approve the agenda as presented and as modified by the City Manager.
Pollock/Deets: The motion carried unanimously, 7 - 0.

5) **PUBLIC COMMENT**

5.A Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk

[Cover Page](#)

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

Lisa Neal spoke about Mayor Nassar's service.

James Friday thanked Mayor Nassar for her service.

Ron Peltier thanked Mayor Nassar for her service.

Steve Matthews commented on the Madison Avenue project.

Jonathon Davis spoke in favor of extending the Housing Design Demonstration Program project.

Savanna Rovelstad thanked Mayor Nassar for her service.

6) CONSENT AGENDA

6.A Agenda Bill for Consent Agenda

[Cover Page](#)

Councilmember Fantroy-Johnson asked to pull 6.D and 6.I.

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

Pollock/Deets: The motion carried unanimously, 7 - 0.

6.B Approve Accounts Payable and Payroll

[Cover Page](#)

[PR Council Report 11-20-21.pdf](#)

[PR Council Report 12-6-21.pdf](#)

[AP Report to Council of Cash Disbursements 11-24-21.pdf](#)

[AP Report to Council of Cash Disbursements 12-15-21.pdf](#)

6.C Approve City Council Meeting Minutes

[Cover Page](#)

[City Council Regular Business Meeting Minutes, November 9, 2021.pdf](#)

6.D Authorize the City Manager to Execute the Fourth Amendment of the Interlocal Agreement with Kitsap County for the Incarceration of City Prisoners - Police

[Cover Page](#)

[KC-233-17-D City of B Island 2022 \(4th Amendment\).docx](#)

[2018 KCSO Jail Contract - Fully Executed.pdf](#)

Councilmember Fantroy-Johnson asked for additional information. City Manager King provided information on the contract. Chief Clark provided background information.

MOTION: I make a motion that we authorize the City Manager to execute the Fourth Amendment of the Interlocal Agreement with Kitsap County for the Incarceration of City Prisoners.

Fantroy-Johnson/Pollock: The motion carried unanimously, 7 - 0.

- 6.E Adopt Resolution No. 2021-19 Authorizing Use of the Kitsap County Investment Pool and Amending the City's Investment Policy, Delegating Authority to Make Investments to Additional, Specific, City Positions - Finance**
[Cover Page](#)
[Resolution No. 2021-19.docx](#)
- 6.F Adopt Resolution No. 2021-18 Updating City Procedure for Surplus and Sale of City-Owned Property - Finance**
[Cover Page](#)
[Resolution No. 2021-18 Updating Procedures for Surplus and Sale of City-Owned Real Property.docx](#)
- 6.G Adopt Ordinance No. 2021-36 Amending Chapter 3.84 BIMC to Update the Job Titles Authorized to Sign Checks, Expand the Forms of Payment Allowed Per the Code, and Update the Title of the Chapter to Reflect Those Changes - Finance**
[Cover Page](#)
[Ordinance No. 2021-36.docx](#)
- 6.H Approve Annual Drainage Project Contract Award and Authorize the City Manager to Execute a Related Contract in the amount of \$268,655.00 - Public Works**
[Cover Page](#)
[2021 DRAINAGE SWR CONTRACT.docx](#)
[Bid Form.docx](#)
[2021 Annual Drainage Map.pdf](#)
- 6.I Authorize the City Manager to Execute the Third Contract Amendment to the Agreement for the Provision of Juvenile Detention Facilities - Police**
[Cover Page](#)
[2019 Juvenile Detention Facilities ILA.pdf](#)
[2022 Third Amendment Juvenile Detention Facilities.docx](#)

Councilmember Fantroy-Johnson asked for additional information. Police Chief Clark provided statistics and background information.

MOTION: I make a motion to authorize the City Manager to execute the Third Contract Amendment to the Agreement for the Provision of Juvenile Detention Facilities with Kitsap County.

Fantroy-Johnson/Hytopoulos: The motion carried unanimously, 7 - 0.

- 6.J Authorize a Professional Services Agreement with Toole Design for the Madison Avenue Sidewalk Project, and Prepare a Related Budget Amendment (\$130,000) - Public Works**
[Cover Page](#)
[Madison Contract 20211101.pdf](#)
[Bicycle Counts Map 2021.pdf](#)

- 6.K Adopt Ordinance No. 2021-32 Relating to Unnamed Path, 1912 Chautauqua Replat Street Vacation - Public Works**
[Cover Page](#)
[Ordinance No. 2021-32.docx](#)
[2021 Ordinance 2021-32 Road Vacation BIMC 12.34.150 City Treasurer Report of Payment.docx](#)
- 6.L Adopt Ordinance No. 2021-33 – Revisions and Updates to Chapter 16.32 BIMC (Protection of Landmark Trees) - Planning**
[Cover Page](#)
[Staff Memo re Ordinance No. 2021-33 - 11052021.docx](#)
[Ordinance No. 2021-33 - Chapter 16.32 BIMC - 11052021.docx](#)
[Exhibit A to Ordinance No. 2021-33 - Chapter 16.32 BIMC Protection of Landmark Trees - 11052021.docx](#)
[Landmark Tree Ordinance slide 11022021.pptx](#)
- 6.M Adopt Ordinance No. 2021-12, Code Changes Related to Improving the Land Use Preapplication Phase - Planning**
[Cover Page](#)
[PC_Recommendation_20210714.pdf](#)
[Ordinance No. 2021-12_110521.docx](#)
[Exhibit A to Ordinance No. 2021-12_Design for Bainbridge.pdf](#)
[Summary of Revisions to Design for Bainbridge 110521.docx](#)
[Project Review Flow Chart_07012021.pdf](#)
- 6.N Adopt Resolution No. 2021-07, Update to Public Participation Meeting Process Related to improving the Land Use Preapplication Phase - Planning**
[Cover Page](#)
[Resolution No. 2021-07 - Public Participation Program_110521.docx](#)
[Exhibit A to Resolution No. 2021-07_110521.docx](#)
- 6.O Adopt Resolution No. 2021-14, Amendment to the Administrative Manual to Support Code Changes Related to Improving the Land Use Preapplication Phase - Planning**
[Cover Page](#)
[Resolution No. 2021-14 - PCD Admin Manual Revisions_110521.docx](#)
[Exhibit A to Resolution No. 2021-14_Admin ManualUpdated_110521.docx](#)
- 6.P Authorize City Manager to Execute Amendment No. 2 to the Agreement for Professional Services with River Oaks Communications Corporation for Legal Services related to Ongoing Comcast Franchise Negotiations (\$14,073) - Executive**
[Cover Page](#)
[Amendment No. 2 to River Oaks PSA.docx](#)
[River Oaks PSA Amendment No. 1](#)
[River Oaks Communications PSA - 2020-21 Comcast Renewal.pdf](#)
- 6.Q Cancel December 21, 2021, December 28, 2021, and January 4, 2022, Council Meetings**
[Cover Page](#)

6.R Authorize the City Manager to Execute Supplemental Agreement No. 3 to the Consultant Agreement with Skillings, Inc. for the Sportsman Club and New Brooklyn Intersection Improvements Project (\$14,679.94) - Public Works

[Cover Page](#)

[Supplemental Agreement 3.pdf](#)

[Background_Supplemental Agreement 2.pdf](#)

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

[Background Bid Set Plan - Sportsman and New Brooklyn.pdf](#)

[Sportsman_New Brooklyn Rendering.jpg](#)

6.S Ratify City Staff's Department of Ecology Waste Reduction and Recycling Education Grant Application Relating to Waste Reduction Ordinance No. 2021-34 Seeking \$60,000 in grant funding and requiring \$20,000 in Matching Funds from the City - Executive (\$20,000)

[Cover Page](#)

[WWRED Grant 1 General Info.pdf](#)

[WWRED Grant 2 Task 1 Pilot Program.pdf](#)

[WWRED Grant 3 Task 2 Recognition Program.pdf](#)

[WWRED Grant 4 Spending Plan.pdf](#)

[WWRED Grant 5 Letter of support COBI grant ap - ZeroWaste Bainbridge.pdf](#)

[WWRED Grant 6 BICC-DoE-grant-letter-112221.pdf](#)

6.T Set the Public Hearing on Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) relating to revising the Housing Design Demonstration Projects Program - Planning

[Cover Page](#)

[Public Hearing Draft Ordinance No. 2022-01 \(formerly No. 2021-35\) Revising HDDP Program.docx](#)

[Exhibit A to BIMC 2.16.020.S. HDDP.docx](#)

6.U Consider Approval of 2022-2023 Cultural Funding Recommendations Totalling \$300,000 – Executive

[Cover Page](#)

[Recommendation for 2022-23 Cultural Funding.docx](#)

[Cultural Funding Pro Forma 2022-23.docx](#)

6.V Consider Approval of Lodging Tax Advisory Committee (LTAC) 2022 Funding Recommendations Totalling \$350,000 - Executive

[Cover Page](#)

[2022 LTAC Funding Recommendations - Final.pdf](#)

[LTAC Awards 5-year summary](#)

[LTAC Contract Pro Forma 2022.docx](#)

7) COUNCIL ANNOUNCEMENTS

Councilmember Fantroy-Johnson reported on the City utility tour.

Councilmember Deets mentioned speaking at Bainbridge High School's Model United Nations group. He mentioned attending the Re-Wire policy conference.

Councilmember Schneider reported on the American Transportation System conference.

Councilmember Fantroy-Johnson reported on the Kitsap County Council for Human Rights.

8) CITY MANAGER'S REPORT

8.A Receive Year-End Review - Executive

[Cover Page](#)

City Manager King provided a year-end review via video.

City Manager King provided information on the Housing Design Demonstration Program Project.

9) PRESENTATION(S)

9.A Receive presentation from Public Art Committee on Something New Rotating Public Art Display Program - Public Art Committee

[Cover Page](#)

[Something New Presentation](#)

Will be rescheduled in January.

10) NEW BUSINESS

10.A Confirm Process for Planning Commission Appointments

[Cover Page](#)

[Ordinance No. 2020-19 Addressing Diversity on Planning Commission Approved 082520.pdf](#)

[Bainbridge Municipal Code BIMC 2.01.015.docx](#)

City Manager King introduced the agenda item.

Council discussed the topic.

MOTION: I make a motion that we direct that an interview process for Planning Commissioners be conducted with the involvement of the full City Council.

Fantroy-Johnson/Deets: The motion carried 6 – 1.

AYES: Rasham Nassar, Joe Deets, Leslie Schneider, Michael Pollock, Brenda Fantroy-Johnson, Jon Quitslund

NOES: Kirsten Hytopoulos

ABSENT: None

ABSTAIN: None

10.B Adopt Ordinance No. 2021-39 Extending the Housing Design Demonstration Projects (HDDP) Program - Planning

[Cover Page](#)

[Ordinance No. 2021-39 Extending HDDP Program.docx](#)

[\[For Background\] BIMC 2.16.020.S Housing Design Demonstration Projects.pdf](#)

City Manager King introduced the agenda item.

Interim Planning Director Hofman provided additional information.

MOTION: I move to adopt Ordinance No. 2021-39 extending the Housing Design Demonstration Projects Program for one year.

Deets/Schneider: The motion carried 5 – 2.

AYES: Joe Deets, Leslie Schneider, Michael Pollock, Brenda Fantroy-Johnson, Jon Quitslund

NOES: Rasham Nassar, Kirsten Hytopoulos

ABSENT: None

ABSTAIN: None

I0.C Authorize City Manager to Execute Settlement Agreement with Kitsap County Sewer District No. 7 - Executive

[Cover Page](#)

[Settlement Agreement - COBI and KCSD 7 \(December 2021\)](#)

City Manager King introduced the agenda item.

MOTION: I move to authorize the City Manager to execute a settlement agreement with Kitsap County Sewer District No. 7 in substantially the form as the agreement that is included with this agenda item.

Fantroy-Johnson/Schneider: The motion carried unanimously, 7 - 0.

I0.D Adopt Ordinance No. 2021-37 Relating to the 2021 4th Quarter Budget and Updated Capital Improvement Plan Amendments - Finance

[Cover Page](#)

[Staff Memo re 2021 4th QTR Budget Amendment.docx](#)

[Ordinance No. 2021-37 - 4th QTR Budget and CIP Amendments](#)

[Exhibit A to Ordinance No. 2021-37 - Total Expenditures by Fund](#)

[Exhibit B to Ordinance No. 2021-37 Q4 Budget Amendments.pdf](#)

City Manager King introduced the agenda item. Finance Director Pitts provided additional information.

MOTION: I move to adopt Ordinance No. 2021-37 relating to the 2021 4th Quarter Budget and Updated Capital Improvement Plan Amendments.

Schneider/Pollock: The motion carried unanimously, 7 - 0.

I0.E Approve Recommended Appointment to the Utility Advisory Committee - Council

[Cover Page](#)

[Averill - UAC \(Redacted\).pdf](#)

Mayor Nassar introduced the agenda item.

MOTION: I move to approve the recommended reappointment of Charles Averill to the Utility Advisory Committee, Position 4, through June, 2024.

Pollock/Fantroy-Johnson: The motion carried unanimously, 7 - 0.

I0.F Adopt Resolution No. 2021-20 Ratifying Updated Countywide Planning Policies - Planning

[Cover Page](#)

[Resolution No. 2021-20 Ratifying Updated Countywide Planning Policies.docx](#)

[Exhibit A Updated Countywide Planning Policies CPPs.pdf](#)

[Kitsap County Ord 601-2021.pdf](#)

[20210608 KRCC Public Review Draft CPPs Redlined.pdf](#)

City Manager King introduced the agenda item. Interim Planning Director Hofman provided additional information. Senior Planner Sutton provided a presentation. Council discussed the policies.

MOTION: I move to adopt Resolution No. 2021-20 ratifying the 2021 amendments to the Countywide Planning Policies.

Deets/Schneider: The motion carried 4 – 3.

AYES: Joe Deets, Leslie Schneider, Brenda Fantroy-Johnson, Jon Quitslund

NOES: Rasham Nassar, Kirsten Hytopoulos, Michael Pollock

ABSENT: None

ABSTAIN: None

11) COMMUNICATIONS

I 1.A Receive Letter to Governor Inslee relating to the Derelict Vessel Program

[Cover Page](#)

[Letter to Governor Inslee re DNR Derelict Vessel Program.pdf](#)

City Manager King provided information on the agenda item.

I 1.B Consider Request for an Agenda Item to Discuss a Resolution declaring a Primary Care Crisis on Bainbridge Island - Councilmember Hytopoulos

[Cover Page](#)

[Agenda Request from Councilmember Hytopoulos.pdf](#)

Councilmember Hytopoulos introduced the agenda item.

Council discussed the proposal.

MOTION: I move to move this item forward for further examination and consideration on a future date.

Pollock/Deets: The motion carried unanimously, 7 - 0.

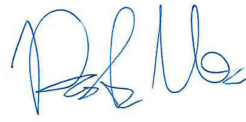
12) COMMITTEE REPORTS

There were no committee reports.

13) ADJOURNMENT

Mayor Nassar adjourned the meeting at 8:50 p.m.

Numbering Selector

A handwritten signature in blue ink, appearing to read 'Rasham Nassar', written above a horizontal line.

Rasham Nassar, Mayor

A handwritten signature in blue ink, appearing to read 'Christine Brown', written above a horizontal line.

Christine Brown, City Clerk