



SPECIAL CITY COUNCIL MEETING
TUESDAY, MARCH 24, 2020

MEETING MINUTES

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

Mayor Schneider called the meeting to order at 5:03 p.m.

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

Councilmember Pollock arrived at 5:08 p.m.

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

Councilmember Deets moved and Councilmember Medina seconded to approve the agenda as presented. The motion was approved by unanimous consent. No conflicts of interest were disclosed.

3) **CITY MANAGER'S REPORT**

**3.A Update on COVID-19 Response Activities, Executive
Cover Page**

City Manager Smith introduced the agenda item with an update of the work that city staff and the Emergency Operation Center are performing. Council was given a list of top-line priorities during the COVID-19 crisis.

Emergency Management Coordinator LeSage provided an update on all the work that is being done in the EOC and explained the levels of monitoring with other taxing districts such as the Bainbridge Island Fire Department.

4) **UNFINISHED BUSINESS**

4.A Janitorial Contract Award and Budget Amendment - Public Works
Cover Page
2020-23 Janitorial Services Agreement
Attachment A-I to 2020-23 Janitorial Services Agreement

City Manager Smith introduced the agenda item.

MOTION: I move to approve the Janitorial Contract with Island Hands LLC in the amount of \$504,455.54, for a period of three years, and approve spending authority for the City Manager to increase the project budget for 2020 in the amount of \$23,232.00 from the general fund.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

5) NEW BUSINESS

5.A Police Chief Employment Agreement - Executive

[Cover Page](#)

[Bainbridge Police Chief Employment Agreement.pdf](#)

City Manager Smith introduced the agenda item.

MOTION: I move to authorize the City Manager to execute the Police Chief employment agreement with Joe Clark in substantially the same form as the agreement that is attached to this agenda item.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

5.B Cooperative Purchasing Interlocal Agreement with Sourcewell - Public Works

[Cover Page](#)

[Sourcewell Agreement.pdf](#)

City Manager Smith introduced the agenda item.

MOTION: I move to forward the Cooperative Purchasing Interlocal Agreement with Sourcewell for approval with the April 14, 2020 Consent Agenda.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

5.C Bucket Truck Procurement - Public Works

[Cover Page](#)

[Bucket Truck Quote.pdf](#)

MOTION: I move to forward the Bucket Truck Procurement from Altec Industries, Inc., in the amount of \$239,991.10, to a future council agenda under unfinished business.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

7) PUBLIC HEARING

7.A Public Hearing on Ordinance No. 2020-09, Related to Extending the Moratorium on Certain Development Activities - Planning

[Cover Page](#)

[Ordinance No. 2020-09 Extending the Development Moratorium - Public Hearing Draft](#)

[Exhibit A to Ordinance No. 2020-09 - Updated Work Plan](#)

[Exhibit B to Ordinance No. 2020-09 - Winslow Master Plan Study Area Map](#)

[Development Moratorium Handout 20191204](#)

[ORDINANCE NO. 2019-26 \(Current Moratorium Ordinance\)](#)

Mayor Schneider introduced the agenda item.

Mayor Schneider opened the public hearing at 6:15 p.m.

No public comment was offered.

Mayor Schneider closed the public hearing at 6:15 p.m.

MOTION: I move to approve Ordinance No. 2020-09.

Deets/Nassar: The motion carried, 4 – 2.

AYES: Nassar, Pollock, Deets, Hytopoulos

NOES: Medina, Schneider

ABSENT: None

ABSTAIN: None

MOTION: I move to amend the motion on the floor to include major site plans and Conditional Use Permits in the core to the moratorium.

Nassar/Pollock: The motion failed, 4 – 2.

AYES: Nassar, Pollock

NOES: Deets, Hytopoulos, Medina, , Schneider

ABSENT: None

ABSTAIN: None

6) FUTURE COUNCIL AGENDAS

6.A Future Council Agendas

[Cover Page](#)

[Planned CC Mar-Apr Agenda Topics.pdf](#)

MOTION: I move Council not meet on the 5th Tuesday (March 31), and in April, during our study sessions, have a single agenda item that is solely a report on our City's response to the COVID crisis and during business meetings, our sole agenda items are items related to transactional business that the City Manager believes we need to take to keep the City functional and before or at the last meeting in April, we will make decisions about how to structure future meetings.

Medina/Deets: The motion carried, 4 – 2.

AYES: Deets, Hytopoulos, Medina, Schneider

NOES: Nassar, Pollock

ABSENT: None

ABSTAIN: None

8) CONSENT AGENDA

8.A [Agenda Bill for Consent Agenda](#)
[Cover Page](#)

8.B **Accounts Payable and Payroll**
[Cover Page](#)
[Payroll.pdf](#)
[AP Report to Council of Cash Disbursements 03-25-20-signed.pdf](#)

Payroll: normal direct deposit check sequence 47395 – 47523 = \$327,215.47; regular payroll check number 109303 = 2,631.80; vendor check run sequence 109304 – 109314 = \$134,230.32; Federal Tax Electronic Funds Transfer = \$123,870.90; ACH \$237.50. Total disbursement = \$588,185.99.

Accounts Payable: check number 353121 from previous run = \$10.81; manual check number sequence 323122 – 353135 = \$186,587.05; regular check number sequence 353136 – 353249 = \$446,716.67; retainage release 184 – 186 = \$7,440.54. Total disbursement = \$633,303.72.

8.C **City Council Study Session Minutes, March 3, 2020**
[Cover Page](#)
[030320 CCMIN STUDY SESSION.pdf](#)

8.D **City Council Special Meeting Minutes, March 6, 2020**
[Cover Page](#)
[030620 CCMIN RETREAT.pdf](#)

8.E **City Council Regular Business Meeting Minutes, March 10, 2020**
[Cover Page](#)
[031020 CCMIN BUSINESS MEETING.pdf](#)

8.F **Wyatt Way Reconstruction Project Contract Award - Public Works**
[Cover Page](#)
[Wyatt Way Presentation 031020.pptx](#)
[Wyatt Way Reconstruction Budget Report.pdf](#)
[Bid Tab Wyatt Way_KGREVISED.xlsx](#)
[Wyatt Contract Seton DRAFT](#)

8.G **Creation of a Term-Limited Position Dedicated to Public Records Response - Executive**
[Cover Page](#)
[Presentation - Request to Add Term-Limited Position CC 03102020](#)
[Staff Memorandum - Exec Staffing Request for Term-Limited PRR Position](#)

- 8.H Ordinance No. 2020-07, Amending Ch. 2.41 BIMC Relating to the Human Services Funding Advisory Committee, Executive**
[Cover Page](#)
[Ordinance No. 2020-07, Amending Chapter 2.41 BIMC Relating to the Human Services Funding Advisory Committee](#)
- 8.I Ordinance No. 2020-08, Amending Ch. 2.43 BIMC Relating to the Cultural Funding Advisory Committee - Executive**
[Cover Page](#)
[Ordinance No. 2020-08, Amending Chapter 2.43 BIMC Relating to the Cultural Funding Advisory Committee](#)
- 8.J Interlocal Agreement with Kitsap County Regarding for Emergency Vehicle Operation Course (EVOC) Training - Police**
[Cover Page](#)
[Interlocal Agreement with Kitsap County Regarding for Emergency Vehicle Operation Course \(EVOC\) Training](#)
- 8.K Memorandum of Understanding with Olympic Educational Service District Regarding the Regional Student Threat Assessment Level II Team Program - Police**
[Cover Page](#)
[Memorandum of Understanding with Olympic Educational Service District Regarding the Regional Student Threat Assessment Level II Team Program](#)
- 8.L Utility Van Procurement - Public Works**
[Cover Page](#)
[Columbia Ford Utility Van Quote.pdf](#)

MOTION: I move to postpone approval of this item until the April 28 meeting.

Nassar: The motion failed for lack of a second.

MOTION: I move to authorize the city manager to purchase the utility vans as specified our agenda packet.

Medina/Pollock: The motion carried, 5 – 1.

AYES: Deets, Hytopoulos, Medina, Pollock, Schneider

NOES: Nassar

ABSENT: None

ABSTAIN: None

8.M Appointments to the Green Building Task Force - Mayor Schneider

[Cover Page](#)

[Green Building Task Force Applications \(Redacted\).pdf](#)

Councilmember Pollock moved and Deputy Mayor Nassar seconded to approve the consent agenda as amended, with item 8.L pulled. The motion carried 5 – 0. Councilmember Hytopoulos was not present for the vote.

9) **FOR THE GOOD OF THE ORDER**

Councilmember Medina mentioned a letter he received outlining of conflict of interest issues; he has contacted the Ethics Board and once we are back to a regular meeting schedule; he will forward it to the Hearing Examiner for a decision.

Mayor Schneider mentioned a letter Kitsap Transit would like to be signed and forwarded to the Puget Sound Regional Council regarding a regional funding pool.

10) **ADJOURNMENT**

Mayor Schneider adjourned the meeting at 8:44 p.m.

Leslie Schneider, Mayor

Kelly Jahraus, Deputy City Clerk