

**TOWN OF YARROW POINT
COUNCIL REGULAR MEETING MINUTES
December 12, 2017
7:00PM**

The following is a summary of the proceedings and is *not* a verbatim transcript.

CALL TO ORDER:

Mayor Dicker Cahill called the meeting to order at 7:00 PM

PRESENT:

Mayor: **Dicker Cahill**

Councilmembers: Mary Elmore – Excused absence
David Feller
Steve Bush
Andy Valaas
Carl Scandella

Staff: Anastasiya Warhol – Town Clerk Treasurer
Austen Wilcox – Town Deputy Clerk
Mona Green – Town Planner
Kyle Kolling – Police Lieutenant Clyde Hill Police
Wayne Stewart – Town Attorney

Guests: Sima Sarrafan - Resident
Robert Afzal - Resident
Richard Smith – Resident
Stephan Lagerholm – Councilman-elect

APPEARANCES:

Sima Sarrafan, resident at 9075 NE 40th Pl, requested details relating to a fraud incident that took place earlier in the year. Mayor Cahill stated that he would be happy to set an appointment with Ms. Sarrafan to discuss the issue. Councilmember Bush stated measures and precautions the Town is setting into place to help prevent a future fraud attack.

ADMINISTRATION OF THE OATH OF OFFICE

Town Attorney swore in newly elected Councilmember, Stephan Lagerholm, to fill Council Position No. 1.

Mayor Cahill thanked former Councilmember Feller for his service as a Councilmember.

MINUTES:

MOTION: Councilmember Valaas moved to approve the Regular Minutes of November 14, 2017 as presented. Councilmember Bush seconded the motion.

VOTE: 4 For, 0 Against, 0 Abstain. Motion carried.

MOTION: Councilmember Valaas moved to approve the Study Session Minutes of November 28, 2017 as presented. Councilmember Bush seconded the motion.

VOTE: 2 For, 0 Against, 2 Abstain. Motion carried.

CONSENT CALENDAR:

The Council suggested that the format of the consent calendar be adjusted to include yearly totals for vendor payments. The Council also asked whether actual costs for service could be reported for permit projects. Staff will investigate.

MOTION: Councilmember Valaas moved to approve the Consent Calendar as presented including the Payment Approval Report dated 12/08/2017 approving payments as shown totaling \$76,329.06 plus payroll, benefits, and tax expenses of \$25,034.29 as shown on the attached payroll and benefits reports for a grand total of \$101,363.35. Councilmember Bush seconded the motion.

VOTE: 4 For, 0 Against, 0 Abstain. Motion Carried.

The following items were also approved as part of the Consent Calendar:

- Payment Approval Report; November
- Payroll, Tax, & Benefits Registers; November
- Town Planner Invoice; November
- Town Engineer Invoice; November
- Building Official Invoice; November

STAFF REPORTS:

Lieutenant Kolling provided a report of November police activity.

Town Planner Mona Green stated that the Town will need to complete a certification process for the Shoreline Master Program in 2018. This is a mandatory administrative step and will be paid for through a state grant.

Mayor Cahill gave a progress report of the proposed play structure at Town Hall. The Town's Building Official reviewed the project for ADA requirements. The slope of the grade has been determined to be steeper than expected requiring a change in design. The project will likely go out to bid early 2018.

REGULAR BUSINESS:

AB 17-40 2017 Budget Amendment, *Ordinance No. 683, for Adoption*

Mayor Cahill explained the following unanticipated expenses in 2017:

- \$50,000 phishing fraud incident
- \$25,000 Cyber Liability claim deductible
- \$30,000 Legal Services
- Increased Town utility costs

MOTION: Councilmember Valaas moved to adopt *Ordinance No. 683*, thereby amending the 2017 budget to allow for unexpected expenses in Fund 001.. Councilmember Scandella seconded the motion.

VOTE: 4 For, 0 Against, 0 Abstain. Motion carried.

AB 17-41 Property Tax Levy, Public Hearing, Ordinance No. 684, & Ordinance No. 685, for Adoption

The Mayor opened the Public Hearing at 7:47 PM

A resident of the Town asked what the increase in Levy will be used for. Mayor Cahill stated that the levy amount feeds the general fund which pays for police, fire, and staffing services. The Mayor also noted that the amount collected by the Town is marginal; most of property taxes fund education and county initiatives.

The Mayor Closed the Public Hearing at 7:50 PM

MOTION: Councilmember Bush moved to adopt *Ordinance No. 684*, approving a 1 % property tax levy for the year 2018. Councilmember Valaas seconded the motion.

VOTE: 4 For, 0 Against, Abstain 0. Motion carried.

MOTION: Councilmember Bush moved to adopt *Ordinance No. 685*, fixing the amount of taxes to be levied. Councilmember Valaas seconded the motion.

VOTE: 4 For, 0 Against, Abstain 0. Motion carried.

AB 17-42 Final 2018 Budget, Public Hearing, Ordinance No. 686, for Adoption

Mayor Cahill presented highlighted projects for the coming year. In summary, the Town will pursue the following projects in 2018:

- 1) Town Playground (carried over from 2017)
- 2) 41st Street Paving project (carried over from 2018)
- 3) IT Infrastructure and website upgrade (New)
- 4) Additional staffing as necessary (New)

The Mayor opened the Public Hearing at 8:13 PM

No comment.

The Mayor Closed the Public Hearing at 8:13 PM

MOTION: Councilmember Bush moved to adopt *Ordinance No. 686*, thereby adopting the budget for the year 2018. Councilmember Valaas seconded the motion.

VOTE: 4 For, 0 Against, 0 Abstain. Motion carried.

AB 17-43 Bellevue Fire Contract, for Authorization

Mayor Cahill provided an overview of the Study Session with the Bellevue Fire Department on November 28. Bellevue shall furnish fire protection, emergency medical, emergency management, and fire prevention services to the Town. The Town will bear a fraction of the burden to finance significant capital costs such as fire station renovations.

MOTION: Councilmember Bush moved to authorize the Mayor to enter into agreement with the Bellevue Fire Service Agreement for period of January 1, 2018 – December 31, 2027. Councilmember Valaas seconded the motion.

VOTE: 4 For, 0 Against, Abstain 0. Motion carried.

MAYOR & COUNCIL REPORTS:

Councilmember Bush gave a report of the former IT staff who is transitioning out and the upgrade of Town IT infrastructure. Councilmember Bush explained the current state of the transition process and the nature around the improvements of the IT related infrastructures stating the importance around methods used to set them up.

Clerk-Treasurer Warhol stated that the Town is in the process of screening for a new Town Attorney ; three attorneys will be interviewed in early January. Councilmembers Valaas and Scandella offered to be part of the screening panel. Councilmember Bush will act as a proxy.

Mayor Cahill recognized retiring Town Attorney, Wayne Stewart, and expressed his gratitude for his service.

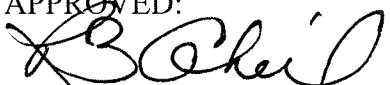
Finally, the Clerk-Treasurer explained that the Mayor will be hosting a retreat in early 2018 for the purposes of conducting a risk assessment and subsequently making necessary improvements.

ADJOURNMENT:

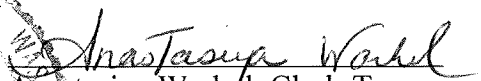
MOTION: Councilmember Bush moved to adjourn the meeting at 9:02 pm. Councilmember Valaas seconded the motion.

VOTE: 4 For, 0 Against, 0 Abstain. Motion carried.

APPROVED:


Dicker Cahill, Mayor

ATTEST:


Anastasiya Warhol, Clerk-Treasurer

