

**TOWN OF YARROW POINT
COUNCIL SPECIAL MEETING MINUTES
August 14, 2018
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 6:00 PM

PRESENT:

Mayor: Dicker Cahill

Councilmembers: Mary Elmore
Stephan Lagerholm
Steve Bush
Andy Valaas
Carl Scandella – Excused absence

Staff: Anastasiya Warhol – Town Clerk-Treasurer
Bonnie Ritter – Town Clerk-Treasurer (in training)
Austen Wilcox – Town Deputy Clerk
Kyle Kolling – Police Lieutenant Clyde Hill Police
Stacia Schroeder – Town Engineer
Mona Green – Town Planner
Steve Wilcox – Building Official
Scott Missall – Town Attorney

Guests: John McGlenn
Krista Fleming
Kathy Smith
Hannah Feller

Mayor Cahill introduced and welcomed newly hired Clerk-Treasurer Bonnie Ritter.

Mayor Cahill read a proclamation in commemoration of the efforts supported by Councilmember Bush, Lagerholm and Park Board Member Fleming for their involvement of the creation for the new Town website.

APPEARANCES:

None.

MINUTES:

MOTION: Councilmember Valaas moved to approve the regular minutes of July 10, 2018 as amended. Councilmember Elmore seconded the motion.

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

CONSENT CALENDAR:

Mayor Cahill highlighted the following Consent Calendar items:

- \$10,000 contribution to Affordable Regional Coalition Housing (ARCH)
- Emergency storm water work
- NE 41st street paving project
- Mayor's Breakfast

Mayor Cahill added *Resolution No. 339* as item 18-27 to the agenda.

MOTION: Councilmember Valaas moved to approve the Consent Calendar as presented less Resolution No. 339 relating to authority to make banking transactions including the Payment Approval Report dated 8/14/2018 approving payments as shown totaling \$174,625.47 plus payroll, benefits, and tax expenses of \$28,575.32 as shown on the attached payroll and benefits reports for a grand total of \$203,200.79. Councilmember Lagerholm 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; July
- Payroll, Tax, & Benefits Registers; July
- Town Planner Invoice; July
- Town Engineer Invoice; July
- Building Official Invoice; July
- Town Attorney Invoices
- Roadway Re-Striping Project Proposal Totaling \$7,898

STAFF REPORTS:

Clerk-Treasurer Warhol introduced summer intern, Hannah Feller, who gave presentation update on her work projects:

- Promotion of the "Map Your Neighborhood" program
- Canvassing resident contact info for Town records
- Review of the new website
- Created a Council history timeline starting from 2016 for action items to be used in Council packets going forward

Ms. Feller Recommends the following:

- Each Councilmember host a “Map Your Neighborhood Program” meeting.
- Town staff follow up with “Map Your Neighborhood” leaders to check in and see if they need any assistance.
- Continue displaying the “Map Your Neighborhood” cluster map in Town Hall.

Clerk-Treasurer Warhol explained the Town’s privacy policy regarding resident contact information for the “Map Your Neighborhood” program.

Mayor Cahill reported on the following items:

- Speed report collected by the City of Clyde Hill PD trailer. The budget allows for the purchase of two radar signs and Mayor Cahill will get cost estimates to provide to Council.
- City of Bellevue Fire Department rates up are going to go up

Deputy Clerk Wilcox reported that the staging website had a successful transition when it went live. Town staff will continuously maintain the website for content but will need to determine a technical support representative.

Engineer Schroeder reported on the following items:

- Ms. Schroder provided an update on camera-ing maintenance project done by company ‘Provac’ of Town stormwater systems. The Town is using a grant as a support for the funding of this project.
- Engineer Schroeder and the Mayor have been discussing the update of the Stormwater Comp Plan. A request for proposal will be sent out to get an estimate of what it will cost to have the Plan updated.
- The NE 41st street paving project is completed.
- A lane striping has been approved.
- Town staff is arranging a stormwater utility board “state of affairs” regular meeting.

Town Planner Green gave an update on Planning Commission activity. The Commission will be attending a “Short Course on Local Planning” hosted by the Department of Commerce which will count as the September Planning Commission meeting. The

Commission will discuss the topic of trees on private property at their October regular meeting. Ms. Green also shared that Building activity in the Town has slowed.

Council discussed the need for increased bandwidth and the implications of future cell site placement in the Town. The Council requested a moratorium to be enacted for the placement of future cell sites at the July Council meeting however the Town's attorney determined that a moratorium is not allowable for this specific purpose.

Councilmember Valaas raised an issue regarding parking widths on private property for new homes. Town Planner Green and Building Official Wilcox discussed the processes of Town review and final inspection.

Town Attorney Scott Missall reported on the following items:

- Attorney Missall stated that a moratorium was not allowable for the inhabitation of wireless facilities however the Town can still improve and update its regulations for wireless facilities.
- Attorney Missall shared that he has been outlining a process to revise the Town's Municipal Code section regarding construction parking enforcement.

An officer from Clyde Hill Police on behalf of the Chief Kolling reported that there was no crime during the month of July.

REGULAR BUSINESS:

AB 18-23 NE 41st Street Project, for Final Acceptance

Town Engineer Schroeder shared that the project has been completed. Ms. Schroeder shared that complaints have been remedied and the final project cost amount.

Council questioned the process for project acceptance and Town Attorney Missall explained that Council acceptance is one of the many ways a jurisdiction can authorize final acceptance for a street paving project.

MOTION: Councilmember Valaas moved to authorize the Mayor to approve final acceptance of the NE 41st Street paving project. Councilmember Elmore seconded the motion.

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

AB 18-24 Playground Project Update, For Discussion

Town Engineer Schroeder stated that there were no bids received for the Town playground project and shared associated reasons provided by interested contractors. Ms. Schroeder reported that several contractors stated that the project budget was primarily too low for them to bid.

Council discussed project budget.

Town residents have not yet been polled in a public forum setting to gather feedback regarding the will of the project in the community.

Park Board Chairman McGlenn suggests doing additional research on cost, researching more contractors and rebidding the project.

Councilmember Bush stated the importance of comparing the capital investment of the playground to other CIPs that the funds could be used for alternatively.

AB 18-25 Second Quarter Financial Summary, for Discussion

Clerk-Treasurer Warhol shared the projected budgeted amounts and explained the format of the report. Ms. Warhol spoke on individual line item funding.

The 2016-2017 audit has been completed.

Clerk-Treasurer Warhol spoke on the fund and mentioned that Wetherill Chairman Bruce Jones has been invited to speak at the September Council who will discuss items including the Wetherill budget.

Clerk-Treasurer Warhol suggests inviting the Bellevue Fire Department to speak at an upcoming Council meeting regarding the increase cost for fire protection services.

Mayor will present the Preliminary Budget during the September meeting.

Mayor Cahill stated the importance for receiving sales tax and informing contractors to report Yarrow Point as the location of delivery.

Server cabling was completed and the server connectivity is the next step to be provided by the Town's IT provider.

AB 18-26 Ordinance No. 689, Amending Town Council Meeting Start Time, For Adoption

Council discussed the option of starting Council meetings one hour earlier at 6:00 PM.

MOTION: Councilmember Bush moved to adopt *Ordinance No. 689*, amending YPMC 2.04.010 and setting new regular meeting time to 6 p.m. Councilmember Valaas seconded the motion.

VOTE: 2 For, 2 Against, 1 Abstain. Motion failed.

AB 18-27 *Resolution No. 339 Resolution, Authorizing Clerk-Treasurer to Make Financial Transactions as agenda item 18-27 to the agenda.*

Clerk-Treasurer Warhol stated that Resolution No. 339 was created to allow the Clerk-Treasurer in training to make simple transactions on behalf of the acting Clerk-Treasurer Warhol.

Council clarified language in the Resolution and intent.

Council will wait to pass the Resolution once acting Clerk-Treasurer leaves and the Clerk-Treasurer in training becomes primary.

MAYOR & COUNCIL REPORTS:

- **SR520 Update** – WSDOT is currently the maintainer over the Lid. Resolution has not yet been made on the hardscape.
- **Solid Waste** – Mayor Cahill reported that recycle quality sent from USA to China has been diminishing therefore China has been currently rejecting it. Efforts for better recycling quality are being implemented. Council discussed the process of garbage disposal.

Councilmember Valaas has concerns about legality issues regarding buildable lots within the Town. Councilmember Valaas will meet to discuss these issues with the Town Planner.

Clerk-Treasurer Warhol will distribute the auditor's final report to Council. Ms. Warhol gave a brief summary of the audit. A clean audit was found by the auditors including provided improvements that will be made.

Council discussed stormwater capital improvement projects.

ADJOURNMENT:

MOTION: Councilmember Bush moved to adjourn the meeting at 9:01 pm. Councilmember Valaas seconded the motion.

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

APPROVED:



Dicker Cahill, Mayor

ATTEST:



Bonnier Ritter, Clerk-Treasurer

