

**TOWN OF YARROW POINT
COUNCIL REGULAR MEETING MINUTES
November 13, 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 7:11 PM

PRESENT:

Mayor: Dicker Cahill

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

Staff: Bonnier Ritter – Town Clerk-Treasurer
Austen Wilcox – Town Deputy Clerk
Dawn Hanson – Police Chief Clyde Hill Police
Mona Green – Town Planner
Stacia Schroeder – Town Engineer
Steve Wilcox – Town Building Official
Emily Minor – Associate Town Attorney

Guests: Linda Osborn – Osborn Pacific Group
Kal Brar – K - A General Construction Contractor, LLC
Carolyn Whittlesey – Resident Park Board Member
Kathy Smith – Resident Park Board Member
Leonard Newstrum – Resident
Elizabeth Newstrum – Resident
Elizabeth Freeman – Resident

APPEARANCES:

Elizabeth Newstrum, resident at 4428 92nd Ave NE, shared about a discussion on the online media platform 'Nextdoor' discussing library privileges for Town residents and other Town Capital Improvement Projects. She suggested that the Town could have an advisory committee vote for Town Capital Improvement Projects for a cost benefit analysis. She suggests making an effort to gather input from residents to prioritize Capital Improvement Projects.

Leonard Newstrum, resident 4428 92nd Ave NE, discussed environmental assessments relating to the proposed Town playground project. He stated that the Town needs to gather interest from the residents for the proposed playground to help determine how often it will be used and its desirability amongst the Yarrow Point community.

MOTION: Councilmember Elmore moved to discuss agenda item 18-33 before agenda item 18-32. Councilmember Valaas seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

MINUTES:

MOTION: Councilmember Bush moved to approve the minutes of October 9, 2018 as presented. Councilmember Lagerholm seconded the motion.

VOTE: 4 For, 0 Against, 1 Abstain. (*Councilmember Valaas abstained because he was absent from the meeting.*) Motion carried.

Consent Calendar:

Mayor Cahill reported on the following expenditure items:

- Mayor Cahill explained that the Consent Calendar includes the return of deposits to applicants of finalized permits.

Mayor Cahill explained that the Council will be reviewing the policy for return of deposits later in Agenda Bill 18-36.

MOTION: Councilmember Valaas moved to approve the Consent Calendar as presented including the Payment Approval Report dated 11/7/2018 approving payments as shown totaling \$334,760.84 plus payroll, benefits, and tax expenses of \$24,565.18 as shown on the attached payroll and benefits reports for a grand total of \$359,326.02. Councilmember Scandella seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion Carried.

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

- Payment Approval Report; October
- Payroll, Tax, & Benefits Report; October
- Town Planner Invoice; October
- Town Engineer Invoice; October
- Building Official Invoice; October
- Town Attorney Invoices: October

STAFF REPORTS:

Town Engineer Report:

- RFQs for Qualifications - Stormwater Comp Plan update and 42nd & 91st Street Stormwater projects. Town Engineer Stacia Schroeder gave an update on the RFQs sent out in October and answered questions from Council.

Town Planner Report:

- Town Planner Mona Green reported that she met with the chairman of the Wetherill Nature Preserve regarding proposed projects for the Preserve. Ms. Green followed up with the Watershed Company to discuss the Shoreline Master Program.
- Ms. Green reported on a pre-application conference involving the proposed construction of a new house in place of one that burned.
- Ms. Green shared that she joined a meeting with an attorney from the Town's Attorney Firm of Ogden Murphy Wallace and shared that local jurisdictions are experiencing the same issues with wireless carriers. Ms. Green stated the importance to create design standards before the FCC standards take place in January 2019.

Police Report:

- Clyde Hill Police Lieutenant Dawn Hanson reported on October police activity including theft, a stolen bicycle, and a motor vehicle prowl. Council discussed the issue of packages being stolen from residences.

REGULAR BUSINESS:

AB 18-33 - A Property Tax Levy a

The setting of property tax levy is routine:

- The levy is limited to 1% on existing property plus an amount related to new construction
- Property tax levies are set by ordinance and filed with the County by December 3.
- If the estimated levy request is higher than the finally determined allowable rate, the assessor will reduce the levy to the appropriate rate.

Mayor Cahill opened the public hearing at 7:52 P.M.

No comment.

Mayor Cahill closed the public hearing at 7:54 P.M.

MOTION: Councilmember Valaas moved to adopt Ordinance No. 689, Increasing the Town of Yarrow Point's Regular Levy from the Previous Year, Commencing January 1, 2019 on All Property; Establishing an Effective Date. Councilmember Elmore seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

MOTION: Councilmember Valaas moved to discuss agenda item 18-32 in between agenda item 18-33-A and 18-33-B. Councilmember Scandella seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

AB 18-32 Morningside Park Children's Play Area Capital Improvement Project Bids

Town Engineer Schroeder gave an overview and timeline history to date of the proposed playground project beginning in 2016. At the direction of Council, the Town rebid the Morningside Park Children's Play Area Project. Project bids were opened at 10 a.m. on Thursday, October 18th. The following two bids were submitted to the Town:

- | | |
|---|--------------|
| 1. K-A General Construction Contractor, LLC | \$163,704.06 |
| 2. Native Green Landscapes | \$179,976.50 |

Town Council discussed the cost to date and additional costs needed for completion.

Council discussed the importance of gathering resident input and interest of the playground project prior to approving it.

Mayor Cahill felt it would be best to get an overall temperature feeling of the project during this Council meeting. Mayor Cahill thought the plan called for a resident open house with the final numbers to get resident input. The final decision of project was to take place at a subsequent Council meeting. Councilmember Bush and Councilmember Lagerholm shared those same thoughts.

MOTION: Councilmember Valaas moved to accept low bidder K-A General Construction and Authorize the Mayor to enter into contract with K-A General Construction for the Morningside Park Children's Play Area Project. Councilmember Scandella seconded the motion.

VOTE: 3 For, 2 Against, 0 Abstain. Motion carried.

For: Councilmember Valaas, Councilmember Elmore and Councilmember Scandella

Against: Councilmember Bush and Councilmember Lagerholm

AB 18-33 - B Adopt 2019 Budget

The setting of the property tax levy is routine:

Mayor Cahill gave an overview of projected revenues and explained that building and development is expected to diminish in 2019.

MOTION: Councilmember Scandella moved to adopt Ordinance No. 690, Adopting the Budget for Fiscal Year 2019, and Setting Forth in Summary Form the Total of Estimated Revenues and Appropriations for Each Separate Fund and the Aggregate Totals for All Such Funds Combined; and Establishing an Effective Date. Councilmember Lagerholm seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

AB 18-34 2018 Budget Amendment

It is difficult to anticipate every possible financial scenario within a financial year. The Town cannot exceed the expenditures approved by the 2018 budget. In instances where unforeseen circumstances result in unanticipated expenses, the Town will need to amend the budget to reflect the circumstances.

The Town has encountered the following unanticipated expenses:

Fund 401 – Stormwater Fund: 2018 budget states \$12,073.37 for expenditures for the stormwater fund. Emergency repairs on 47th, 42nd and 95th resulted in to-date expenses of \$115,744. With Staff's anticipated expenses for the remainder of 2018, the request is to amend the 401 expenses for 2018 to \$136,000.

Fund 632 – Wetherill Fund: The 2018 budget states \$27,259 in expenses and they are anticipating a year-end estimate for expenditures of \$33,500.

Fund 622 – Street Performance Bond Fund: the 2018 budget states \$100,000 in expenditures. After much research it was found that there are deposits that have not been refunded, back to 2010. The to-date expenditures (including the refunds approved earlier in this meeting) total \$154,250. With the possibility of more funds as building permits are finalized, the request is to amend the expenditures to \$173,000.

Council discussed management of the listed funds.

MOTION: Councilmember Valaas moved to adopt Ordinance No. 691 Amending the Budget for Fiscal Year 2018 to Account for Unforeseen Expenditures; and Establishing an Effective Date. Councilmember Elmore seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

AB 18-35 CIP Amendment

After discussion with the Town Attorney, it was determined that the adoption of an ordinance was not needed.

MOTION: Councilmember Lagerholm moved to reject Ordinance No. 692. Councilmember Elmore seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

AB 18-36 Revision of the Construction Permit Deposit Fee and Refunding Process

The local and state statutes permit the Town to request deposits to ensure that the Town's streets and roads are maintained in a clean and safe manner during the course of local projects. The Yarrow Point Municipal Code currently calls for the project applicant to deposit \$3,000 with the Town, if the Building Official determines such a deposit is necessary. Upon completion of the project, the existing Code requires the project applicant to request a refund of any remaining deposit amount.

However, as the Town discovered during the course of this year's budget review, not everyone requested their deposit back. This resulted in the Town having a surplus of abandoned deposits that had to be turned over to the state. To eliminate this problem, the Mayor asked that the code be revised to automatically return any remaining deposit within 30 days of the issuance of certificate of occupancy. Additionally, the Mayor also asked that the deposit be increased in the ordinance from \$3,000 to \$3,750 to reflect the current practice.

MOTION: Councilmember Valaas moved to reject Ordinance No. 693 to allow a redraft to be created by the Town's Attorney for Council review at the December regular meeting. Councilmember Lagerholm seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

MAYOR & COUNCIL REPORTS:

- Mayor Cahill gave an update regarding the maintenance agreement the four local jurisdictions are working on for the Lid. WSDOT is placing the burden of maintenance of hardscape of the Lid on the Town. The Mayors continue to be united in the belief that WSDOT is responsible for all hardscape and are responding as a single voice.
- Mayor Cahill thanked the Council for their work devoted to the playground project. Mayor Cahill will discuss having a celebration and announcement for the playground installation.

- Councilmember Elmore asked about the status for the installation of the Sally's Alley history signs. Town Engineer Schroeder responded to Councilmember Elmore stating that locations have been identified and an installer has been scheduled to place them.
- Councilmember Lagerholm asked about the status for the installation of the new speed limit radar signs. Clerk-Treasurer Ritter responded that the speed limit signs are currently in transit.

ADJOURNMENT:

MOTION: Councilmember Valaas moved to adjourn the meeting at 9:15 pm. Councilmember Bush seconded the motion.

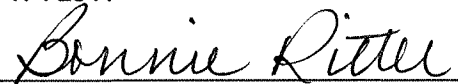
VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

APPROVED:



Dicker Cahill, Mayor

ATTEST:



Bonnie Ritter, Clerk-Treasurer

