TOWN OF YARROW POINT
COUNCIL REGULAR MEETING MINUTES
December 11, 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 7:00 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
Kyle Kolling – Police Chief Clyde Hill Police
Dawn Hanson – Police Lieutenant Clyde Hill Police
Mona Green – Town Planner
Emily Minor – Associate Town Attorney

Guests:

APPEARANCES:
None.

MINUTES:

**MOTION:** Councilmember Valaas moved to approve the Study Session minutes of November 13, 2018 as presented. Councilmember Elmore seconded the motion.

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

**MOTION:** Councilmember Bush moved to approve the Regular minutes of November 13, 2018 as amended. Councilmember Lagerholm seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion carried.
Consent Calendar:
Mayor and Council discussed line items relating to the Consent Calendar.

Councilmember Elmore raised concerns regarding increased costs related to legal counsel and their potential continuation.

Councilmember Bush stated that strong legal counsel is important. There are current projects requiring special need for legal counsel.

Mayor Cahill shared that the Town’s legal counsel is currently busy working on behalf of the Town for wireless code updates. Mayor Cahill explained that he is going to monitor legal expenses closely so that they do not exceed the budget.

Councilmember Lagerholm asked about a large fuel bill. Staff responded that it is due to receiving a bulk of invoices from past months in 2018 that have not been paid. Mayor Cahill will investigate further into the matter.

MOTION: Councilmember Valaas moved to approve the Consent Calendar as presented including the Payment Approval Report dated 12/5/2018 approving payments as shown totaling $108,158.57 plus payroll, benefits, and tax expenses of $25,522.28 as shown on the attached payroll and benefits reports for a grand total of $133,680.85. Councilmember Elmore 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; November
- Payroll, Tax, & Benefits Report; November
- Town Planner Invoice; November
- Town Engineer Invoice; November
- Building Official Invoice; November
- Town Attorney Invoices: November

Staff Reports:

Police Report:
Chief Kolling gave an update on the Police Department activity including hiring and training developments.

The Clyde Hill police cars have been rebranded with new graphics.

Chief Kolling stated that there are no plans to purchase new police cars in 2019.
A State audit from the Washington Association of Sherriffs and Police Chiefs will be reviewing the operations of Clyde Hill Police Department to provide a roadmap of improvements to help prepare the Department to become a future accredited agency.

Councilmember Bush reminded Chief Kolling and Lieutenant Hanson to increase patrol during the holiday season, in particular to watch for underaged parties.

Council and Mayor discussed parking issues with Chief Kolling and Lieutenant Hanson.

Chief Kolling gave a brief informal introduction of the newly hired City Administrator of Clyde Hill, Lyman Howard.

**Town Planner Report:**

**Wetherill Nature Preserve**

Town Planner Green shared that the Wetherill Nature Preserve Commission is ready to move ahead on variety of improvements in the Preserve. The WNP Commission has fund raising goals and grant money to support the improvements.

**Wireless Draft Code**

Ms. Green gave a status update of the current wireless draft code and the next steps of the timeline of review by the Planning Commission and Town Attorney. Council consideration of the final draft code will be in January 2019.

Councilmember Bush stated the importance to have the wireless code in effect by the time the FCC regulations take effect as the Town’s code can be amended after it is approved.

Councilmember Valaas questioned the need for SEPA review for the wireless code creation and Ms. Green explained that it was advised from the Town Attorney because it is related to part of the zoning code.

**Mayor’s Report:**

**2019 NE 42nd St/ 91st Ave NE Stormwater Upsizing & UGC Project**

The selection committee chose to work with Gray & Osborne, Inc. on this project. Town staff will interact with the civil engineering firm during the month of December to prepare a scope of work and proposal for preparation at the January 14th Council meeting.

**Mayor Cahill reported on a Stormwater Management Plan Update**

Town staff and stormwater committee members will be interviewing candidates who responded to an RFQ to improve the Town’s Stormwater Management Plan on Thursday December 13, 2018.

Councilmember Scandella compared stormwater issues between the Salmon Habit Conservation – WRIA 8 Committee that studies water quality issues and the Town of
that also deals with many some of the same aspects. Councilmember Scandella shared the importance of monitoring water quality and where it flows.

**Morningside Park Playground**
Mayor Cahill stated that there will be weekly meetings with himself, a Councilmember, Park Board Chairman and the Town Engineer to check in with the intention of maintaining a smooth flowing project.

Councilmember Scandella stated that the Council should be prepared to defend the costs related to the playground construction so that all costs are understood and have value.

Councilmember Bush questioned whether the Town should hire a project manager for the playground project. Mayor Cahill stated that he's comfortable with the Town's volunteers who will be overseeing it.

**REGULAR BUSINESS:**

**AB 18-37  Public Hearing on 2019 Final Budget**
With the changes in the agenda order of the November meeting, the public hearing for the adoption of the 2019 budget was inadvertently omitted.

The notice for the December 11, 2018 public hearing was published according to law, and the hearing will be held before the adoption of Ordinance No. 692.

Two changes have been made in the final budget since the last meeting.
1. The Police Operations expenditure was changed from $440,000 to the quoted amount of $451,896.
2. Sheriff – Marine Policing Services was added for $16,500. Previously this was included with Police Operations, but now has its own line item.

Opened at 7:54 p.m. No comments – no public in attendance, so public hearing closed at 7:55 p.m.

**MOTION:** Councilmember Valaas moved to adopt Ordinance No. 692 An Ordinance 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. Councilmember Lagerholm seconded the motion.

**VOTE:** For: Councilmember Valaas, Councilmember Elmore and Councilmember Scandella. Against: Councilmember Bush does not think the playground should be in the budget without a public hearing. 4 For, 1 Against, 0 Abstain. Motion carried.
AB 18-38     Adoption of Revising the Construction Permit Deposit Fee and Refunding Process
Town Attorney Emily Minor stated that the Ordinance has been expanded into the stormwater system to allow the deposit to be broadened.

A.

**MOTION:** Councilmember Valaas moved to adopt Ordinance No. 693, amending Yarrow Point Municipal Code Chapter 12.30 to Expand the Use of Construction Permit Deposit Fees and Provide for Automatic Refund of Unused Construction Permit Deposit Fees. Councilmember Scandella seconded the motion.

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

B.

**MOTION:** Councilmember Valaas moved to adopt Resolution No. 340 Setting Forth Fee Requirements for Various Services, Permits and Applications Within the Town. Councilmember Scandella seconded the motion.

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

AB 18-39     Appointment of Mayor Pro Tem
According to RCW 35.23.191, the Mayor shall preside over all meetings of the Council at which he or she is present. A Mayor Pro Tem may be chosen by the Council for a specified period of time, not to exceed six months, to act as the Mayor in the absence of the Mayor.

Councilmember Scandella was unanimously chosen as the Mayor Pro Tempore to serve for the next six months.

Councilmember Scandella shared his pleasure working with Mayor Cahill and mentioned that if anyone else on the Council is interested in the position that he would welcome them to it.

**MAYOR & COUNCIL REPORTS:**
Councilmember Scandella reported on a seminar he attended for brain research in Seattle and shared about advancements he learned about in this field.

Councilmember Valaas shared his appreciation for progress the Town's Administration has made since a year ago.

The Clerk-Treasurer will be attending a finance training seminar course in January 2019.

Councilmember Lagerholm reported on a mail theft incident involving a locked mailbox on NE 33rd St. The theft was reported to police. Councilmember Lagerholm described different styles of locking mailboxes that offer security protection.
Council discussed the option of installing surveillance cameras in the Town and the related costs and technology associated with it.

Councilmember Elmore stated that a camera is often a deterrent itself.

Mayor Cahill will gather more research on options and costs associated with the installation of security cameras in the Town.

Councilmember Elmore thanked Mayor Cahill for creating a holiday gift drive at Town Hall.

**ADJOURNMENT:**

**MOTION:** Councilmember Valaas moved to adjourn the meeting at 8:34 pm. Councilmember Lagerholm seconded the motion.

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

**APPROVED:**

Dicker Cahill, Mayor

**ATTEST:**

Bonnie Ritter, Clerk-Treasurer