TOWN OF YARROW POINT
COUNCIL REGULAR MEETING (TELECONFERENCE) MINUTES
May 12, 2020
7:00 pm

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:	Bonnie Ritter – Clerk-Treasurer Austen Wilcox – Deputy Clerk Scott Missall – Town Attorney Stacia Schroeder – Town Engineer Mona Green – Town Planner
Guests:	Dawn Hanson – Clyde Hill Police Lieutenant

APPEARANCES:
None.

1. PUBLIC MEETING GUIDELINES
The Town Attorney presented legalities of how public meetings must be held and what essential business can be discussed during the COVID-19 Pandemic, in accordance with State proclamations and guidelines.

2. CONSENT CALENDAR:
Mayor Cahill discussed specific line items on the Consent Calendar.
Deputy Clerk Wilcox shared about the recent purchase of Bluebeam, a program that allows for electronic plan review by the Town's community development consultants.

MOTION: Councilmember Valaas moved to approve the Consent Calendar including the Payment Approval Report dated 5/6/2020 approving payments as shown totaling $208,811.21, plus payroll, benefits, and tax expenses of $27,467.69 as shown on the attached payroll and benefits reports for a grand total of $236,278.90. Councilmember Bush seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

3. MINUTES

A. Minutes of regular meeting March 10, 2020
MOTION: Councilmember Valaas moved to approve the regular meeting minutes of March 10, 2020. Councilmember Scandella seconded the motion.
VOTE: 4 For, 0 Against, Councilmember Elmore abstained. Motion carried.

B. Minutes of regular meeting of April 14, 2020
MOTION: Councilmember Bush moved to approve the regular meeting minutes of April 14, 2020. Councilmember Valaas seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

4. STAFF REPORTS:

A. Police Report: Lieutenant Hanson provided a report of April police activity including car prowls, burglaries, a recovered stolen vehicle, and mail theft. There has been an increase in crime and fraud during the COVID-19 Pandemic.

B. Town Engineer Report:
2019 NE 42nd Street/91st Ave NE Stormwater Upsizing and UGC Project
Town Engineer Schroeder shared that City of Bellevue will begin their work June 1, 2020 and the work is expected to go 6-weeks. Yarrow Point's project will begin on/around June 1st. In the meantime, Town staff is expecting an updated PSE power design by the week ending May 8th, 2020. Over the next two months, while City of Bellevue is constructing the water main, our goal is to finalize the PSE, Comcast, and CenturyLink design, and then finalize Gray & Osborne's civil design package. Assuming everything goes well the Town will have bids in hand by the end of September 2020. She addressed questions from Council and noted that the website will be updated.

Stormwater Management Plan Update
PACE completed the 2019 SWMP final update on April 14, 2020. The Town Engineer completed her review on April 29th, 2020. She met with PACE to discuss several areas of the report that still needed updating. PACE is currently working to revise the final draft per those comments and is scheduled to publish a second final draft on/around May 29th.
NOTE: The PACE council presentation will be rescheduled for later in 2020.

C. Town Planner Report:
Town Planner Green stated that electronic plan review has been running smoothly and that the Town has been utilizing Dropbox to transfer permit submittals back and forth with the applicant. She discussed current and anticipated permit activity.

REGULAR BUSINESS:

5. AB 20-12: 2019 Annual Report

Clerk-Treasurer Ritter gave a presentation on her work putting together the 2019 Annual Report. She answered questions from Council and explained a lot of changes made to BARS accounts. She attended seminars and webinars put on by the State Auditor's office as well as participating in phone calls with individuals from the Auditor's office. She reviewed the exhibits included in the Council packet.

MOTION: Councilmember Valaas moved to approve the 2019 Annual Report as presented, to be submitted to the State Auditor by May 29, 2020. Councilmember Bush seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

6. AB 20-13: Approval of funds for rolled concrete feature at town entry

Engineer Schroeder gave a presentation of the bid proposal from Iron Creek Construction LLC to build a curb on the shoulder of town entry to improve pedestrian safety. At the March 10 Council meeting, staff provided a report of the latest updates on the Town entry improvement project designed by the Park Commission. For safety priority and cost, the project will be phased. Council chose to proceed with the following order of phasing:

Phase 1 – Concrete work & pedestrian safety improvements.
Phase 2 – Landscaping.
Phase 3 – Utility box wrapping

Iron Creek Construction LLC revised their previous bid to meet the requirements under Phase 1.

Park Commission Chairman McGlenn recommends that the DOT review the project plans. Mayor Cahill responded that a member from WSDOT met on site with him previously to discuss pedestrian safety in the roundabout.

MOTION: Councilmember Valaas moved to approve Iron Creek Construction LLC bid for the amount of $17,750.00 for concrete work & pedestrian improvements at Town entry. Councilmember Scandella seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

7. AB 20-14: Flock Safety LPR cameras – approval of policies and procedures

Mayor Cahill discussed the Memorandum of Understanding Regarding Automatic License Plate Reader Cameras drafted by the Town Attorney. The cameras would be capturing the model, type, and color of vehicles. He discussed the procedure of collected data by a flow chart supplement. Procedures on public records requests were also discussed.

Town Attorney Missall discussed the management of the system and explained that data is not stored after 30 days.

Council discussed the next steps for a public awareness campaign and to offer information FAQ sheets available at Town Hall and Town website.

MOTION: Councilmember Scandella moved to approve the Memorandum of Understanding Regarding Automatic License Plate Reader Cameras. Councilmember Lagerholm seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

8. AB 20-15: Policy regarding construction permit extensions

Deputy Clerk Wilcox shared the policy created by the Town's Attorney regarding the extension of construction permits in existence on or before March 23, 2020 due to the Governor's Stay at Home Order. Mayor Cahill authorized sixty (60) additional days from such completion, termination or expiration. The policy shall be in effect commencing May 4, 2020 and until it is altered or revoked. The Town is currently reviewing and processing new applications however it cannot issue them until further direction is given from the State Governor's office.

7. MAYOR AND COUNCIL REPORTS:

Mayor Cahill

- Several Town 4th of July events are cancelled including the fireworks show. The Council discussed the annual 4th of July events and concludes that it would be best to cancel them this year due to the COVID-19 Pandemic. Mayor Cahill stated that ultimately, the Town will follow the guidelines provided by the State Governor's office.

Councilmember Bush

- A large part of the Town's budget includes real estate excise tax (REET) revenue. Councilmember Bush said that we should project and forecast for upcoming REET for this year. Mayor Cahill responded saying that the Town has started off the year strong with REET revenue and will give an update at the next Council meeting.

Councilmember Scandella

- There is a section of unmaintained ROW on 84th St near a Medina gas station on the Clyde Hill side. Mayor Cahill noted that Yarrow Point Public Works has been maintaining the 92nd Ave NE lid in WSDOT's absence but will reach out to Clyde Hill to find out the status regarding ongoing maintenance in the area referenced on 84th St. Ultimately, this area is up to Clyde Hill's responsibility to maintain.

Councilmember Elmore

- Councilmember Elmore shared that she has been involved in the Points 4th of July events since 1976 but does not see how the events can safely take place this year due to the COVID-19 Pandemic.

Councilmember Valaas

- Councilmember Valaas suggests including draft minutes for review in upcoming teleconference Council meetings.

- Councilmember Valaas suggests that the Town takes a stronger position to obey the Governor's orders to prohibit the incoming of landscapers. Councilmember Valaas asked if Clyde Hill Police Dept has been making citations to landscapers. Mayor Cahill responded that the Town has been receiving a great number of calls and we are educating and informing first and encouraging residents to communicate with their provider by taking appropriate action. Mayor Cahill noted that he spoke with Clyde Hill and they have not citated a landscaper to date.

Councilmember Bush

- Councilmember Bush shared that he has discussed the landscaping topic with several residents. He suggests not prohibiting landscapers and suggests that residents inform their providers of the Governor's best practices for preventing the spread of COVID-19.
- Councilmember Bush stated that the Town needs to contact their I.T. provider to discuss back up retainment policies. Mayor Cahill will follow up.

8. ADJOURNMENT:

MOTION: Councilmember Elmore moved to adjourn the meeting at 8:44 pm. Councilmember Bush seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

APPROVED:

Dicker Cahill, Mayor

ATTEST:

Bonnie Ritter, Clerk-Treasurer

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