**TOWN OF YARROW POINT**
**COUNCIL REGULAR MEETING (TELECONFERENCE) MINUTES**
**January 12, 2021**
**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 7:02 pm

**PRESENT:**

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| **Mayor:** | Dicker Cahill |
| **Councilmembers:** | Stephan Lagerholm<br>Carl Scandella<br>Mary Elmore<br>Andy Valaas<br>Steve Bush |
| **Staff:** | Bonnie Ritter – Clerk-Treasurer<br>Austen Wilcox – Deputy Clerk<br>Stacia Schroeder – Town Engineer<br>Mona Green – Town Planner<br>Scott Missall – Town Attorney<br>Steve Wilcox – Town Building Official |
| **Guests:** | Lt. Dawn Hanson – Clyde Hill Police |

**APPEARANCES:**
None.

**PUBLIC MEETING GUIDELINES**
Attorney Missall 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.

**1. CONSENT CALENDAR:**
Mayor Cahill noted the following large expenditure items included in the December Consent Calendar:

- Clyde Hill Police Services
- Washington Cities Insurance Authority

Councilmembers asked questions on individual line items in the Consent Calendar.
MOTION: Councilmember Lagerholm moved to approve the Consent Calendar as presented including the Payment Approval Report dated 1/6/2021 approving payments as shown

totaling $174,266.49 plus payroll, benefits, and tax expenses of $28,591.39 as shown on the attached payroll and benefits reports for a grand total of $202,857.88. Councilmember Valaas seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

**2. MINUTES**
Minutes of regular meeting December 8, 2020.
MOTION: Councilmember Valaas moved to approve the regular meeting minutes of December 8, 2020 as updated. Councilmember Bush seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

**STAFF REPORTS:**
**A. Police Report**
Lieutenant Dawn Hanson stated there was little activity the month of December aside from a vehicle theft. She provided a report of the calls received.

Council discussed the usage of the Town's Flock license plate reader cameras and how additional cameras could be a benefit for the Town's security and help with CHPD investigations. A request for further discussion around broader coverage of the cameras will take place at the February meeting.

Councilmember Bush suggested the following best practices for community awareness and involvement for reporting suspicious activity and working effectively with the police department.

- Text chat for community awareness.
- Encourage residents to call 911.
- The police department can partner with residents to provide feedback on their landscaping and lighting features for best visibility in effort to reduce potential crime.
- Education: There is a non-emergency line for NORCOM. Residents often do not like to dial 911. If it is a non-emergency, people can call the non-emergency line.
- Residents should inform CHPD if they will be out of Town. The PD will make house checks.

The Mayor and Council showed their support and appreciation for Clyde Hill Police Department.

**B. Engineer Report**
2019 NE 42nd Street/ 91st Ave NE Stormwater Upsizing & UGC Project
Town staff and Gray & Osborne have agreed Chris Bacon will be the inspector for the duration of this project. PGH Excavating Inc is expected to mobilize in the week of January 11 and begin setting up erosion control. A Notice to Proceed will be issued on January 11th, 2021. The contract allows 135 working days to final completion; meaning the contractor has until July 22nd, 2021, to complete the project if no weather delays are encountered.

There are some trees that are planned to be removed. Council requested that the trees be revaluated in order to keep them if possible. Engineer Schroeder responded that mitigation trees are planned.

2022 NE 36th Stormwater Project

The 2020 Town of Yarrow Point Stormwater Management Plan was published last May. In short, the new study incorporated known stormwater pipe alignments and sizes into the latest modeling software to identify and prioritize future capital improvement projects (CIPs) throughout the Town. A stormwater connection from 92nd Ave NE to NE 36th Street was identified as CIP #1. This project would divert flows along 92nd (south of NE 36th St) and Points Drive NE (east of the round-a-bout) to the storm system in NE 36th Street. As part of this project, several pieces of the NE 36th Street stormwater infrastructure (ie. Catch basins, broken pipes, and cross bores) will be addressed. Our current capital improvement plan includes this project as S-2 ($25,000 for design in 2021), S-3 ($184,000 for construction in 2022), and T-3 ($85,000 for full grind and overlay in 2022). There is no power, phone, cable conversion associated with this project. PACE is on-site this month gathering the base information and a base map is expected by the end of January.

2021 NE 37th Paving Project

Our current capital improvement plan includes this project as T-2 ($160,000) for design and construction of a 2-inch grind and overlay in 2021. There are minor stormwater system repairs that will be made as part of this project, but there is no associated underground conversion. The street's overhead power is in private easements along the north and south side of this subdivision. The Town Engineer reached out to PSE – power/ gas, Comcast, and CenturyLink regarding their need to address any system upgrades prior to our overlay. In regard to water and sewer, the City of Bellevue Water Department will begin a month-long water main upgrade on this street towards the end of this month.
In preparation for the design of this project, the Town Council approved Survey Task Order No. 2 ($12,750.00) on December 8, 2020. PACE is on-site this month gathering the base information and a base map is expected by the end of January.

**REGULAR BUSINESS:**

3. **AB 21-01: Pavement Protection Plan/ Ordinance No. 708**

Council reviewed the updated standards at the regular December 8, 2020 Council meeting and tabled the discussion to revise the language to clearly capture the intent of the proposed ordinance. A revised ordinance has been brought back for Council review.

Council reviewed the following:

- Memo dated January 5, 2021 from Town Engineer Stacia Schroeder
- Updated Asphalt Pavement Patching & Restoration Standards
- Ordinance No. 708

Councilmember Valaas discussed the 6" required thickness figure of replacement pavement and asked Town Engineer to ensure that the Standard notes reflect to lay the pavement down in two 3" passes.
MOTION: Councilmember Valaas moved to approve Ordinance 708: An Ordinance of The Town Of Yarrow Point, Washington, Adopting New Chapter 12.10 of The Yarrow Point Municipal Code, Entitled "Pavement Management And Roadway Preservation Standards",

To Establish Regulations Related To Roadway Disturbances, Pavement Preservation And Related Matters; Providing For Severability; And Establishing An Effective Date. Councilmember Lagerholm seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

4. **AB 21-02: 2018 Building Code Update for January 2021 Adoption/ Ordinance No. 709**

The State Building Code Council voted Friday January 8, 2021 to delay the effective date of the new building code adoption until July 1, 2021. Town Council will revisit Ordinance No. 709 at their regular July 12, 2021 meeting.

The Council scheduled it for adoption at the February 9 regular meeting to include (i) correction of any necessary/outdated references to RCW and WAC provisions (Councilmember Valaas identified a number of potential changes) and (ii) adoption of the 2018 State Code, but contingent on, automatically triggered by, and occurring on the future date ultimately specified the relevant State entities for official implementation.

5. **AB 21-03: Task Order No. 3: 3700-3800 94th Ave NE and NE 38th Street ($28,250.00)**

Council approved related Task Orders No's 1 & 2 at the regular December 8, 2020 Council meeting and chose to address Task Order 3 in the first quarter of 2021 to incorporate the following:

Comments from Councilmember Valaas:
•Include 3700-3800 94th and NE 38th Street. The Town Engineer had PACE Engineers include survey along 9200-9500 NE 40th Street assuming any underground conversion at the intersection of NE 40th & 94th would need to underground on this street as well. All areas include resolution of R/W boundary lines, meaning they will be exact and not the rough GIS linework you see in King County Parcel Viewer.

MOTION: Councilmember Bush moved to approve PACE Task Order No. 3 for $20,250.00 incorporating comments from Councilman Valaas including 3700-3800 94th Ave and NE 38th Street. Councilmember Valaas seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

6. **AB 21-04: Continued Right of Way Parking Location Improvements & Enforcement Discussion**

Continued discussion for parking issues along 94th & 95th Ave NE.

At the December 8, 2020 regular Council meeting, Mayor Cahill stated that he and staff would prepare the following for the January 12, 2021 regular Council meeting:

- Incorporate comments by Council relating to parking issues on 91st Ave NE.
- Town Engineer Schroeder and Planner Green will review Councilmember Valaas's proposal.
- Mayor and staff will provide an approach for 91st Ave NE parking for Council to review at the regular January 12 Council meeting.

Council discussed the following:

- ROW landscaping on 91st Ave NE.
- ROW parking areas.
- Talking to residents to get feedback.
- Enforcement. Residents do not want other folks parking in front of their home, particularly overnight.
- Permit parking process with CHPD.
- Walking paths & pedestrian safety.
- Gravel pockets in ROW. Council discussed the different between grass vs. gravel in the ROW. Children are often more prone to take a spot of safety in a ROW gravel location over grass or someone's driveway.

## 8. MAYOR AND COUNCIL REPORTS:

Mayor:
Holiday Tree Lighting: Mayor Cahill discussed the associated costs for lighting the tree and shared that the donation goal amount has been met.

Councilmember Elmore:
Councilmember Elmore shared concerns regarding the state of the union. Council discussed the potential opportunity for the Town to hold an uplifting community event in the summer months if it is safe and COVID-19 regulations are lifted.

## 9. ADJOURNMENT:

MOTION: Councilmember Valaas moved to adjourn the meeting at 9:16pm. Councilmember Bush seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

APPROVED:

Dicker Cahill, Mayor

ATTEST:

Bonnie Ritter, Clerk-Treasurer

TOWN OF YARROW POINT, WASHINGTON
CORPORATE SEAL
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