

**MAYOR** | Katy Kinney Harris

**COUNCIL MEMBERS** | Stephan Lagerholm, Carl Scandella, Chuck Porter, Andy Valaas, Kathy Smith

**TOWN ATTORNIES** | Scott Missall and Emily Miner

**CLERK-TREASURER** | Bonnie Ritter

**DEPUTY CLERK** | Austen Wilcox

### **Meeting Participation**

Members of the public may participate in person at Town Hall or by phone/online. Town Hall has limited seating available up to 15 public members. Individuals who call in remotely who wish to speak live should register their request with the Deputy Clerk at 425-454-6994 or email [depclerk@yarrowpointwa.gov](mailto:depclerk@yarrowpointwa.gov) and leave a message before 4:30PM on the day of the June 14, 2022, Council meeting. Wait for the Deputy Clerk to call on you before making your comment. If you dial in via telephone, please unmute yourself by dialing \*6 when it is your turn to speak. Speakers will be allotted 3-minutes for comments. Please state your name and address and you will be asked to stop when you reach the 3-minute limit.

**Join on computer, mobile app, or phone**

1-253-215-8782

Meeting ID: 840 8439 2351#

<https://us02web.zoom.us/j/84084392351>

### **PLEDGE OF ALLEGIANCE**

**CALL TO ORDER:** Mayor Katy Kinney Harris

**ROLL CALL:** Stephan Lagerholm, Carl Scandella, Chuck Porter, Andy Valaas, Kathy Smith

#### **1. APPROVAL OF AGENDA:**

#### **2. STAFF REPORTS: (10-minutes)**

#### **3. MINUTES: (3-minutes)**

May 10, 2022 regular Council meeting

#### **4. CONSENT CALENDAR: (5-minutes)**

*Consists of routine items for which Council discussion is not required. A Councilmember may request that an item be moved to Regular Business for discussion. Consent items are approved with one vote.*

### **APPEARANCES/PUBLIC COMMENT:**

Members of the public may speak concerning items that either are or are not on the agenda. The Council takes these matters under advisement. Please state your name and address and limit comments to 3 minutes. If you call in via telephone, please unmute yourself by dialing \*6 when it is your turn to speak. Comments via email may be submitted to [depclerk@yarrowpointwa.gov](mailto:depclerk@yarrowpointwa.gov) or regular mail to: Town of Yarrow Point 4030 95<sup>th</sup> Ave NE Yarrow Point, WA. 98004

### **REGULAR BUSINESS: (40-minutes)**

#### **5. AB 22-40 – 2023-2028 Capital Improvement Plan / Transportation Improvement Plan**

a. Public Hearing

b. Ordinance No. 718 – Ordinance Adopting CIP/TIP for 2023-2028

#### **6. AB 22-41 – Construction parking discussion**

#### **7. AB 22-42 – ILA Agreement with WSDOT regarding Lid maintenance**

#### **9. AB 22-43 – Appointment of Mayor Pro Tem**

#### **10. MAYOR & COUNCIL REPORTS: (5-minutes)**

#### **11. ADJOURNMENT**

*To subscribe to our email list, email Town Hall at: [townhall@yarrowpointwa.gov](mailto:townhall@yarrowpointwa.gov)  
Town of Yarrow Point 4030 95<sup>th</sup> Ave NE, Yarrow Point, WA. 98004  
425-454-6994, [www.yarrowpointwa.gov](http://www.yarrowpointwa.gov)*

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STAFF REPORTS
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1. Police Report
2. Fire-EMS Reports
3. Town Engineer Reports:
  - NE 36<sup>th</sup> St
  - 94<sup>th</sup> Ave NE
4. Commission Minutes:
  - May 23, 2022 Special Planning Commission Meeting
  - May 24, 2022 Regular Park Board Meeting



# MEMO

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To: Yarrow Point City Council

From: Chief Kyle Kolling

Date: June 14, 2022

Re: May 2022 Summary

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Greetings,

May was a good month for training:

- Regular monthly training through PoliceOne Academy continued with 2 hours of instruction on community policing strategies and cultural awareness and diversity.
- Officer Stroble attended a training on emotional intelligence for law enforcement.
- Officer Lyon attended a training on reading and understanding body language.
- Detective Swai attended a three day Independent Force Investigation Team (I-FIT) Conference. This team was formed as an interlocal agreement with other King County agencies to provide mutual aid between law enforcement agencies as needed.
- Chief Kolling and Lieutenant Hanson attended a week long WASPC conference.

1 Facebook post was created in May which reached over 763 people. Our page garnered over 93 engagements this month by the public (reactions, comments, and shares). In addition, the Sentinel e-newsletter continued with four editions published to almost 800 recipients. We now have 152 followers on our Instagram account. Our Twitter account now has 29 followers and growing.

The Clyde Hill Police Department received a letter of thanks from Everett Police Chief Templeman for the department's assistance with fallen Everett Officer Rocha's Memorial (see attached). Several Clyde Hill Officers assisted that day with traffic control for the motorcade, and participated in the motorcade itself. Participating in these events is a way for our department to pay our respects and recognize the ultimate sacrifice made by these officers.



May 9, 2022

Chief Kyle Kolling  
Clyde Hill Police Department  
9605 NE 24th Street  
Clyde Hill, WA 98004

Dear Chief Kolling,

I am writing to express my sincere appreciation for the support your agency provided in response to the line of duty death of EPD Officer Dan Rocha. The outpouring of generosity shown to us since Dan's passing has been both overwhelming and incredibly heartwarming.

Members of the Clyde Hill Police Department served in various capacities to assist us in the days following this tragedy, to include motorcade traffic control the day of the service. I cannot thank you and your staff enough for everything you've done to support our agency during this time. I ask that you please share this message with those within your department who were assigned to assist with these duties, as it proved a near impossible task to identify and thank everyone individually. The response to our call for assistance was truly remarkable.

Thank you again for your support during this difficult time, and please keep the Rocha family and our Everett Police Department family in your thoughts as we continue to recover from this tragedy.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D Templeman'.

DAN TEMPLEMAN  
Chief of Police



**Police Department**

3002 Wetmore Ave.  
Everett, WA 98201

425.257.8400

[police@everettwa.gov](mailto:police@everettwa.gov)  
[everettwa.gov/police](http://everettwa.gov/police)

22-1752	05-03-2022	8800BLK Points Dr NE	Traffic Accident	Stroble
School bus side swiped a parked and occupied vehicle. Driver and Victim exchanged information. No Injuries, report take for information/documentation purposes.				
22-1805	05-06-2022	9000BLK NE 34 <sup>th</sup> St	Trespass	Cobrea
Verbal dispute between neighbors over where they could or could not stack wood on the side of a residence because it violated an easement. After determining where they were able to stack wood, neighbors requested that the other party be trespassed from their property. Trespass issued and copy given to the subject of the trespass. Report for information/documentation purposes only.				
22-1919	05-15-2022	9000BLK NE 41 <sup>st</sup> St	Death Report	Jennings
Officer was dispatched to an "Assist Fire" call for a subject found unresponsive. Officer assisted Bellevue Fire until Fire ceased efforts. A chaplain was contacted to assist the family and the Officer notified the Medical Examiner's Office. No suspicious circumstances, report taken for information/documentation purposes only.				
22-2011	05-23-2022	4400BLK 94 <sup>th</sup> Ave NE	Motor Vehicle Prowl	Humphreys
Backpack containing a laptop was taken from an unlocked vehicle. No suspect information. Report for information/documentation purposes.				



	May 2022	April 2022	2022 YTD	2021 YTD
<b>CRIMES AGAINST PERSONS</b>				
Assault	0	0	0	0
Domestic Violence/Disturbance	0	0	0	5
Harassment	0	0	0	1
Order violation	0	0	0	0
Rape/sex offenses	0	0	1	0
Robbery	0	0	0	0
Other ( <i>Abuse, APS, civil, CPS, custodial interference, extortion</i> )	0	0	0	1
<b>PROPERTY CRIMES</b>				
Burglary	0	0	1	2
Fraud	0	0	0	3
MV Prowl	1	0	2	3
MV Theft	0	0	0	0
Theft	1	0	3	3
Other ( <i>Arson, illegal dumping, malicious mischief, prowler, trespass</i> )	1	0	7	3
<b>ARRESTS</b>				
Drug/alcohol	0	0	0	0
Warrants	0	0	0	0
Other	0	0	1	1
<b>TRAFFIC ACTIVITY</b>				
Criminal Traffic	0	0	0	0
Infractions	5	2	34	11
Warnings	8	4	22	42
Traffic accidents	1	0	1	0
Traffic stops	9	8	54	49
<b>OTHER</b>				
Alarms	1	0	7	12
<b>Complaints</b>				
~Animal	0	0	1	2
~Fireworks	0	0	0	0
~Noise	2	0	4	2
~Parking	6	5	33	31
~Soliciting	0	0	0	0
Deaths	1	0	1	0
Suspicious	4	2	12	7
Drug/alcohol	0	0	0	0
<b>PUBLIC SERVICES</b>				
Other Public Services ( <i>area check, assist, community policing, contacts, direct enforcement/patrol, 911 hang-ups, fire assist, follow up, on-view, order service, walk through, welfare check</i> )	12	19	67	118

<b>Citations - Non-Traffic</b>	<b>0</b>
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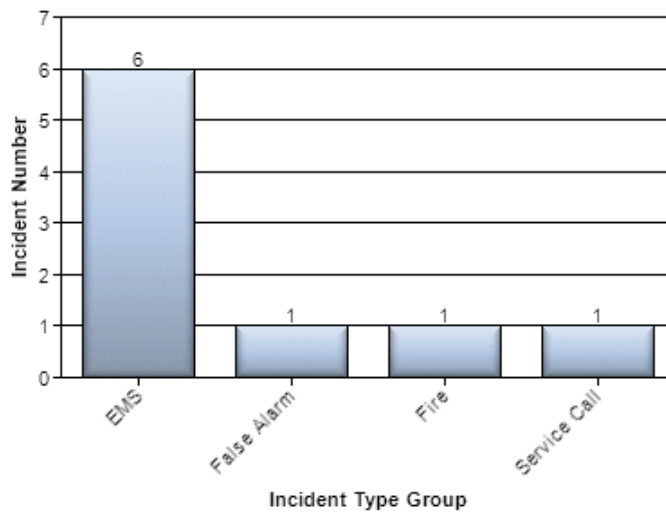
<b>Criminal Traffic</b>	<b>0</b>
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<b>Infractions - Traffic</b>	<b>2</b>	
<i>Speed 15-20 MPH Over Limit (40 Or Under)</i>	2	9000 BLK 95TH AVE NE
		8800 BLK POINTS DR NE

<b>Infractions - Parking</b>	<b>3</b>	
<i>Parked Blocking Lane of Travel</i>	3	4600 BLK 95TH AVE NE
		4400 BLK 95TH AVE NE
		4200 BLK 94TH AVE NE

Incident Date between 2022-05-01 and 2022-05-31  
City equal to Yarrow Point

Incident Type Group	Incident Count
EMS	6
False Alarm	1
Fire	1
Service Call	1







## PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
6/14/22	2022 NE 36 <sup>th</sup> Stormwater Project	Stacia Schroeder

### STATUS SUMMARY

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 92<sup>nd</sup> Ave NE to NE 36<sup>th</sup> Street was identified as CIP #1. This project diverts flows along 92<sup>nd</sup> (south of NE 36<sup>th</sup> St) as well as Points Drive NE (east of the round-a-bout) to the storm system in NE 36<sup>th</sup> Street. As part of this project, several pieces of the NE 36<sup>th</sup> Street stormwater infrastructure (ie. catch basins, broken pipes, and cross bores) will be addressed.

Our current CIP identifies this project as both S-1 (\$280,000 for design and construction) and T-1 (\$160,000 for full grind and overlay). There is no power, phone, or cable conversion associated with this project.

Gray & Osborne, the Town's 3-year On-Call Engineer, is currently working on the design. Staff is expecting 90% submittal documents (ie. plans, specifications, and an estimate) for review in 2 weeks. Town staff will review the documents and assuming minimal comments, we expect the final bid package to go out around July 18<sup>th</sup>. We intend to bid the project for ~20 days and, assuming prices come in relatively close to budget, construct the project in September – October 2022, with the grind and overlay to be done in the summer of 2023 using the King County Roads Interlocal Agreement.

### PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Survey	100	January 2021	PACE/ Town Engineer	
Design	60	Spring/ Summer 2022	Town Engineer	
Bid	0	Spring/ Summer 2022	Town Engineer	
Construction	0	Summer/ Fall 2022	Town Engineer	Overlay Summer 2023

### BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Dec. 2020 – Mar. 2021 Town Engineer	\$12,250	\$781.25		CIP S-2: Design \$25,000; Project Management
Jan. 2021 – Mar. 2021 PACE Surveying Consultant	\$12,750	\$12,750.00		Completed; Task Order No. 2

<b>Total:</b>	<b>\$25,000</b>	<b>\$13,531.25</b>		
<b>Summer/ Fall 2022</b> Stormwater Contractor TBD.	\$223,200.00	\$0.00		CIP S-1: \$280,000 Budget;
<b>Jan. 2022 – May 2022</b> Town Engineer Project Management	\$20,000.00	\$1,343.75		
<b>Apr. 2022 – May 2022</b> Civil Engineering Consultant Gray & Osborne, Inc	\$36,800.00	\$8,384.13		
<b>Total:</b>	<b>\$280,000.00</b>	<b>\$9,727.88</b>		
<b>Summer 2023 –</b> King County Roads (2-inch grind and overlay)	TBD.			CIP T-1: \$160,000 Budget
<b>Total:</b>	<b>\$160,000.00</b>			

## RISK AND ISSUE HISTORY

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ISSUE	STATUS	DATE

## CONCLUSIONS/NEXT STEPS

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# PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
6/14/22	2024 94 <sup>th</sup> Ave NE UGC	Stacia Schroeder

## STATUS SUMMARY

The 2024 94<sup>th</sup> Ave NE underground conversion project limits were significantly expanded by the Yarrow Point Town Council in May 2022 due to funding received from the dissolution of Water District #1. The scope of work now includes:

- 3800 – 4700 94<sup>th</sup> Ave NE (2,320 LF)
- 9200 – 9500 NE 40<sup>th</sup> Street (800 LF)
- 9200 – 9400 NE 38<sup>th</sup> Street (320LF)

The 2020 Town of Yarrow Point Stormwater Management Plan identifies four (4) projects that fall within these new limits:

- CIP #2 – Replace ~690 LF of 8” pipe with 15” diameter pipe 4400-4700 94<sup>th</sup> Ave NE
- CIP #7 – Replace ~420 LF 12” pipe 9200-9400 NE 40<sup>th</sup> St
- CIP #10 – Replace ~180 LF 8-12” pipe 9200 9400 NE 38<sup>th</sup> St
- CIP #11 – Spot repair 3838 94<sup>th</sup> Ave NE

As a result, the 2023-2028 CIP now includes this project as:

- S-3 & U-1 (\$110,000 for design in 2023)
- S-4 & U-2 (\$2,000,000 for construction in 2024)
- T-3 (\$500,000 for road restoration in 2024)

Experience has shown it takes a considerable amount of time to coordinate with Puget Sound Energy (PSE), Comcast, and Lumen on the underground conversion design. The Town Council therefore, authorized Mayor Harris to enter into the PSE Schedule 74 Design Agreement, not to exceed \$18,000. As soon as it is available PSE’s design information will be shared with design teams from Comcast, Lumen, City of Bellevue Utilities Department, and Gray & Osborn.

## PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Survey	100	March 2021	PACE/ Town Engineer	
PSE/ Comcast/ Lumen City of Bellevue Utilities Dept. Preliminary Design	0	Summer 2022	PSE/Comcast/ CenturyLink Town Engineer	
TYP Stormwater & Landscape Design including Bid Documents	0	2022-2023	Town Engineer	<b>NOTE:</b> The Town will use 3-Year On-Call Engineer Gray & Osborne, Inc. for this design.
Bidding	0	Fall 2023		
Construction	0	2024		

## BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Jan. 2021 – Mar. 2021 PACE Surveying Consultant Task Order No. 3	\$28,250	\$28,250		Completed
<b>Total:</b>	<b>\$28,250</b>	<b>\$28,250</b>		
May 2022 – June 2022 Puget Sound Energy (Sch. 74 Design Agreement)	\$10,005.02	\$0		
<b>Total:</b>	<b>\$10,005.02</b>	<b>\$0</b>		
Stormwater Design UGC Design (2022/ 2023)	\$110,000			CIP S-3: \$50,000 Budget CIP U-1: \$60,000 Budget
Summer 2022 – 2023 Town Engineer Project Management				Task Completed: x/x/23; Change to Construction Management
Summer 2022 – 2023 Civil Engineering Consultant Gray & Osborne, Inc.				
<b>Total:</b>	<b>\$110,000</b>			
Summer 2024 TBD (Stormwater & UGC)	TBD			CIP S-4: \$700,000 Budget CIP U-2: \$1,300,000 Budget
Summer 2024 Town Engineer Project Management	TBD			
Summer 2024 Civil Engineering Consultant Gray & Osborne, Inc.	TBD			
<b>Total:</b>	<b>\$2,000,000.00</b>			
Fall 2024 – King County Roads	\$500,000.00			CIP T-3: \$500,000 Budget
<b>Total:</b>	<b>\$500,000.00</b>			

## RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

## CONCLUSIONS/NEXT STEPS

**TOWN OF YARROW POINT  
PLANNING COMMISSION SPECIAL MEETING MINUTES  
May 23, 2022**

The following is a condensation of the proceedings and is not a verbatim transcript.

**CALL TO ORDER:**

Substitute Planning Commission Chairman David Feller called the meeting to order at 7:06 p.m.

**PRESENT:**

Chairman:	Carl Hellings
Commissioners:	Chuck Hirsch Jeffrey Shiu David Feller Lee Sims
Staff:	Austen Wilcox – Deputy Clerk Emily Miner – Deputy Attorney Steve Wilcox – Building Official
Guests:	Carl Scandella – Councilmember Dicker Cahill – Resident Mary Jane Swindley – Resident Debbie Prudden – Resident

**APPEARANCES:**

**MOTION:** Motion by Chairman Hellings seconded by Commissioner Sims to add a second public appearance item to the agenda.

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

**MINUTES:**

- April 18, 2022 Regular Meeting

**MOTION:** Motion by Commissioner Feller seconded by Commissioner Sims to approve the minutes of the April 18, 2022 regular meeting as presented.

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

**STAFF REPORTS:**

Deputy Clerk Wilcox gave a recap of the May Council meeting:

- First review of 2023-2028 Capital Improvement and Transportation Improvement Plan. The Council will have a public hearing at the June Council meeting
- Town entered into a design agreement with Puget Sound Energy to provide an underground conversion design for the 4000 - 4700 block of 94th.

- Approved lowest bidder for the 2022 Stormwater annual clean & camera project.
- Approved a Resolution approving and authorizing ILA Disposition of property agreement with KCWDI.
- Approval of Honorary Payment adjustment increase to the Mayor.
- Approval of two additional little lending libraries- one at Town Hall and the other at Road End Beach.
- A 25th work anniversary celebration at Town Hall between 5-7 will take place Public Works Coordinator Istvan.

**REGULAR BUSINESS:**

Chairman Feller seconded by Commissioner Sims moved to switch PCAB 22-07 to the top of regular business. Commissioner Sims seconded.

**PCAB 22-07 – Review tree and hedge complaints**

Building Official Steve Wilcox discussed his enforcement experience and examples of hedge code complaints in Yarrow Point.

The Planning Commission further discussed.

- Neighbor communication.
- Leyland Cypress issues; rapid growth and loss of sunlight.
- Challenging to enforce current code between two private property owners.
- Agreements are to hard find.
- “Spite” hedges.
- Hedges when they’re not maintained can turn into trees.
- Code enforcement mediation services or use of a hearing examiner to resolve private property hedge code issues.

*Commissioner Feller joined at 7:34p.m.*

The Town Attorney recommends removing the town from the position of enforcing hedge code complaints between private properties.

The Planning Commission directed Town Legal Staff to present the following options at their next meeting.

- Definition of a hedge.
- Mitigation options for hedge code complaints.

**APPEARENCES:**

Debbie Prudden resident 3805 94<sup>th</sup> Ave NE discussed harm from hedge heights, sunlight loss, damage from non-bordering properties and code enforcement. She discussed right of way hedges that need maintenance, penalties, and mediation to provide resolution.

Mary Swindley resident at 3813 94<sup>th</sup> Ave NE discussed a current hedge complaint she is involved in. She recommends that Leyland Cypress hedges be outlawed in Yarrow Point.

*Commissioner Feller left the meeting at 8:05p.m.*

**PCAB 22-05 – Discuss alternative incentives and funding options for tree mitigation from legal staff**

Attorney Emily Miner discussed Council direction to the Planning Commission to research additional incentive options to encourage residents to retain significant trees. She provided detail on the options and the Planning Commission discussed.

Incentives:

- The Planning Commission has thoroughly researched incentives and funding options. There are limited resources and they do not have any recommendations at this time. Attorney Miner will report to Council.

Enforcement Options:

- Replanting of trees and ensuring permits are obtained.
- Penalties.
- Education to public on tree code.
- Option to conduct additional outreach to companies performing work in Yarrow Point informing them of the new tree code requirements.

Assurance Options That Mitigation Trees Are Preserved:

- Record significant trees on title report.
- Require property owners to provide affidavit to buyers informing them that significant trees are on private property.
- Requiring a bond or deposit to make sure that trees are preserved.
- Tree contribution fund to use for trees that fail.

**PCAB 22-06 – Discuss trees and hedges**

The Planning Commission directed legal staff to bring back the following options at the next Planning Commission meeting:

- Awareness options provided by town notifying residents of significant tree on their property when they purchase.
- Code amendment options for a 1:1 up to the density requirement.

**APPEARENCES:**

Debbie Prudden resident at 3805 94<sup>th</sup> Ave NE discussed security deposits to assure the preservation of significant trees.

**ADJOURNMENT:**

MOTION: Motion by Commissioner Shiu seconded by Commissioner Sims to adjourn the meeting at 8:36 p.m.

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

APPROVED:

ATTEST:

\_\_\_\_\_  
Carl Hellings, Chairman

\_\_\_\_\_  
Austen Wilcox, Deputy Clerk



**TOWN OF YARROW POINT  
PARK BOARD REGULAR MEETING MINUTES  
May 24, 2022  
7:00 p.m.**

The following is a condensation of the proceedings and is not a verbatim transcript.

**CALL TO ORDER:**

Park Board Chairman John McGlenn called the meeting to order at 7:04 p.m.

**IN ATTENDANCE:**

**Chairperson:** John McGlenn

**Members:** Doug Waddell  
Dicker Cahill  
Carolyn Whittlesey – Excused absence  
Krista Fleming  
Robert Afzal – Excused absence  
Kathy Smith *Ex officio member*

**Mayor:** Katy Kinney Harris

**Guests:**

**APPEARENCES**

**STAFF REPORTS:**

Austen gave a report from the May 10 Council meeting.

- First review of 2023-2028 Capital Improvement and Transportation Improvement Plan. The Council will have a public hearing at the June Council meeting
- The Town entered into a design agreement with Puget Sound Energy to provide an underground conversion design for the 4000 - 4700 block of 94th.
- Approved lowest bidder for the 2022 Stormwater annual clean & camera project.
- Approved Resolution No. 362 approving and authorizing ILA Disposition of property agreement with KCWDI.
- Approval of Honorary Payment adjustment increase to the mayor.
- Approval of two additional little lending libraries, one at Town Hall and the other at Road End Beach.

- A 25<sup>th</sup> work anniversary celebration at Town Hall between 5-7 will take place for Public Works Coordinator Istvan Lovas.

The Park Board discussed the addition of a USPS box in the town. The Park Board would like to see the mailbox remain at Town Hall.

MOTION: Motion by Park Board Member Cahill seconded by Park Board Member Fleming make a recommendation to the Town to leave the USPS outgoing mailbox at Town Hall.

VOTE: 4 For, 0 Against. Motion carried.

**REGULAR BUSINESS:**

**PB AB 22-07                      Spring Cleanup**

- Chairman McGlenn will cleanup Himalayan blackberry between Town Hall and his residence.

MOTION: Motion by Park Board Member Fleming seconded by Park Board Member Cahill set an annual spring cleanup date to be the last Saturday in April.

VOTE: 4 For, 0 Against. Motion carried.

**PB AB 22-06                      Sally's Alley Master Plan – Discussion**

The Park Board discussed the current Sally's Alley Master plan.

- Timeline to move Master Plan to final design to go out to bid.
- Eliminate tables, include 2-3 benches.
- Meet with surrounding residents to include their input and provide communication to them regarding design plans.
- Cost estimate.
- All season pathway surface will be needed.
- Plantings.
- Borders.
- Vehicular access to Sally's Alley.

**OTHER REPORTS:**

**ADJOURNMENT:**

Park Board Chairman John McGlenn adjourned the meeting at 7:56 p.m.

APPROVED:

ATTEST:

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John McGlenn, Park Board Chairman

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Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT  
COUNCIL REGULAR MEETING MINUTES  
May 10, 2022  
7:00 p.m.**

The following is a summary of the proceedings and is not a verbatim transcript.

**CALL TO ORDER:**

Mayor Katy Kinney Harris called the meeting to order at 7:02 p.m.

**PRESENT:**

**Mayor:** Mayor Katy Kinney Harris

**Councilmembers:** Stephan Lagerholm  
Carl Scandella – Excused absence  
Chuck Porter  
Andy Valaas  
Kathy Smith

**Staff:** Austen Wilcox – Deputy Clerk  
Stacia Schroeder – Engineer  
Steve Wilcox – Building Official  
Emily Miner –Attorney

**Guests:** Dawn Hanson – Clyde Hill Police Department  
Leslie Garrison – Resident  
Mike Weiss – Resident  
Cheryl Pietromonaco - Resident

**1. APPROVAL OF AGENDA**

**MOTION:** Motion by Councilmember Valaas seconded by Councilmember Smith to add AB-22-39 Pagoda Maintenance and Construction to the agenda.

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

**MOTION:** Motion by Councilmember Porter seconded by Councilmember Lagerholm to approve the amended agenda.

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

**2. STAFF REPORTS:**

**A. Police Report**

Lieutenant Dawn Hanson gave a report on April police activity.

- Found property report.
- 2 suspicious calls.
- 2 infractions and 4 warnings.

Mayor Harris thanked CHPD for their support for the Flock Safety license plate reader camera scheduled to be installed on 5/11/2022.

## **B. Engineer Report**

- NE 36<sup>th</sup> St

The 2020 Town of Yarrow Point Stormwater Management Plan was published last May. 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 diverts flows along 92<sup>nd</sup> (south of NE 36th St) as well as 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 CIP identifies this project as both S-1 (\$280,000 for design and construction) and T-1 (\$160,000 for full grind and overlay). There is no power, phone, or cable conversion associated with this project. Gray & Osborne, the Town's 3-year On-Call Engineer, is currently working on the design. Staff is expecting 60% submittal documents (ie. plans, specifications, and an estimate) for review in 3 weeks. Town staff will review the documents and assuming minimal comments, we expect the final bid package just before the July 4th weekend. We intend to bid and construct the project this year with the grind and overlay to be done in the summer of 2023.

- Sewage leak in Wetherill Nature Preserve:

Fencing was put up surrounding a raw sewage leak from a private property sewage line serving four homes at the end of NE 33<sup>rd</sup> St. Town legal staff is working with the property owners, City of Bellevue and contractors for resolution.

## **C. Building Official Report**

- Construction Parking:

Building Official Steve Wilcox discussed ongoing construction parking issues in the ROW and challenges to enforce it. He, Mayor Harris and the Town Attorney are working on proposed options to present to Council to improve the construction ROW parking issue.

## **3. MINUTES**

A. Minutes of April 12, 2022 Regular Meeting

MOTION: Motion by Councilmember Valaas seconded by Councilmember Smith to approve the April 12, 2022 regular minutes as presented.

VOTE: 3 For, 0 Against, 1 Abstention. Councilmember Lagerholm abstained as he was not present at the April 12, 2022 Council meeting. Motion carried.

## **4. CONSENT CALENDAR:**

MOTION: Motion by Councilmember Valaas seconded by Councilmember Lagerholm to remove payment to BMS NW for the pagoda maintenance plan and approve the Payment Approval Report dated 5/4/2022 approving payments as shown totaling \$173,530.16 plus payroll, benefits, and tax expenses of \$33,451.30 as shown on the payroll & benefits report for a total of \$206,981.46. VOTE: 4 For, 0 Against. Motion carried.

**APPEARANCES:**

Cheryl Pietromonaco resident at 3445 92<sup>nd</sup> Ave NE. discussed her hedge complaint and response to a letter sent to her from Mayor Harris. She requests enforcement.

**REGULAR BUSINESS**

**5. AB 22-32: Capital Improvement Plan/Transportation Improvement Plan 2023-2028**

Town Engineer Schroeder reported on the 2022 CIP/TIP. She discussed project line items by detail with Council. Council reviewed and ordered projects by priority.

MOTION: Councilmember Valaas seconded by Councilmember Smith moved to table the discussion on the 2023-2028 CIP/TIP until after AB 22-35

VOTE: 4 For, 0 Against. Motion carried

Staff will request feedback from residents regarding the potential installation of additional streetlights on 94<sup>th</sup> Ave NE when the June CIP/TIP hearing is noticed.

**6. AB 22-35: Resolution Approving and Authorizing ILA Disposition of Property Agreement with KCWD Number 1**

A Resolution approving and authorizing ILA Disposition of property agreement with KCWD Number 1. Councilmember Porter is recused from this agenda bill.

This funding would be available for undergrounding and for streetlighting.

- KCWD Number 1 Disposition Agreement.
- Resolution No. 362 Authorizing Execution of Disposition Agreement.

MOTION: Motion by Councilmember Valaas seconded by Councilmember Lagerholm to approve Resolution No. 362, A RESOLUTION OF THE TOWN OF YARROW POINT, WASHINGTON, APPROVING AND AUTHORIZING AN INTERGOVERNMENTAL DISPOSITION OF PROPERTY AGREEMENT WITH KING COUNTY WATER DISTRICT NUMBER 1.

VOTE: 3 For, 0 Against. Motion carried. Councilmember Porter is recused.

**7. AB 22-33: PSE Schedule 74 Underground Conversion Design Agreement: 4000-4700 94th Ave NE**

Town staff recently solicited Puget Sound Energy (PSE), the electricity purveyor for Yarrow Point, to provide an underground conversion design for 4000 – 4700 94th Ave NE. The PSE plans are necessary for on-going design coordination with Comcast, Lumen, and the City of Bellevue Utilities Department as well as civil plans for storm, road, and landscape restoration.

As requested, PSE prepared a standard Schedule 74 Underground Conversion Project Design Agreement and associated Facility Conversion/ Modification Billing Detail. In general, PSE estimates the design cost for this project will be \$19,589.35. Per the

agreement, the Town of Yarrow Point is responsible for 100% of the design fee unless the project goes to construction within 5 years, whereby the design fee becomes a 60/40 split with the cost of construction: 60% Puget Sound Energy (\$11,753.61) and 40% Town of Yarrow Point (\$7,835.74).

MOTION: Motion by Councilmember Valaas seconded by Councilmember Lagerholm to authorize the Mayor to enter into the project design agreement with Puget Sound Energy for the design of an underground electrical distribution system on streets NE 38<sup>th</sup>, NE 40<sup>th</sup> and 94<sup>th</sup> Ave for the portions not undergrounded at a cost not to exceed \$18,000.00 to the Town of Yarrow Point.

VOTE: 4 For, 0 Against. Motion carried

**8. AB 22-34: 2022 Stormwater Annual Clean & Camera Bid Results & Proposal**

Town staff recently solicited bids from qualified contractors currently listed on the Municipal Research Services (MRSC) Roster for this year's annual stormwater clean and camera work:

- Points Drive NE – east of 92<sup>nd</sup> Ave NE
- 3300 – 4700 92<sup>nd</sup> Ave NE

The Town received 8 bids. The lowest qualified bidder was Pro-Pipe, Inc.

MOTION: Motion by Councilmember Lagerholm seconded by Councilmember Valaas to approve the lowest qualified bidder proposal, Pro-Pipe, Inc for an amount not to exceed \$25,000.00.

VOTE: 4 For, 0 Against. Motion carried.

**9. AB 22-39: Pagoda Maintenance & Pagoda Plan**

Councilmember Valaas discussed poor quality results from the vender who has rebuilt recent pagodas in the town.

Council directs Engineer Schroeder to talk with the chosen contractor to about expectations regarding the build quality of the pagodas. Staff will monitor the reconstruction.

**10. AB 22-36: Honorary Payment to the Mayor**

The Mayor's monthly "honorary payment" was last adjusted in March of 2016, when it was amended from \$2,500/month to \$2,750/month. It is proposed that this stipend now be raised from \$2,750 to \$3,000. It is believed that this raise is justified because the Mayor's stipend has not considered for cost-of-living adjustments like the full time employees.

Council will consider the Honorarium annually in the budget process. Council requested to have it be rolled into the budget process.

MOTION: Motion by Councilmember Lagerholm seconded by Councilmember Valaas to adopt Ordinance No. 717: An Ordinance of The Town of Yarrow Point, Washington Increasing the Amount of the Honorary Payment Made to the Mayor for Services Rendered in Her Capacity as Official Representative of the Town; Increasing the

Amount of the Honorarium Payment from \$2,750 Per Month to \$3,000 Per Month; and Setting the Effective Date of the Increase as June 1, 2022.

VOTE: 4 For, 0 Against. Motion carried.

### **11. AB 22-37: Little Lending Library Placement**

#### **Options**

Councilmember Smith discussed the proposed options for sites and designs for little libraries at Town Hall and Road End Beach.

Council discussed the proposed placement options. Councilmember Smith will pass along the comments by Council to the design committee.

MOTION: Motion by Councilmember Lagerholm seconded by Councilmember Valaas to approve the proposed options for sites and designs for little libraries at Town Hall and Road End Beach.

VOTE: 4 For, 0 Against. Motion carried.

### **12. AB 22-38: Commemorate Istvan Lovas' 25 years of service to the Town**

Mayor Harris discussed plans for commemorating Public Works Director Istvan Lovas for his 25 years of service to the Town of Yarrow Point.

MOTION: Motion by Councilmember Valaas seconded by Councilmember Porter to approve Resolution 363, A RESOLUTION OF THE TOWN OF YARROW POINT, WASHINGTON, RECOGNIZING ISTVAN LOVAS, PUBLIC WORKS COORDINATOR, FOR 25 YEARS OF SERVICE WITH THE TOWN OF YARROW POINT, AND NAMING THE OPEN SPACE AT THE END NE 42ND STREET "ISTVAN'S LANDING"

VOTE: 4 For, 0 Against. Motion carried.

### **13. MAYOR AND COUNCIL REPORTS:**

#### **Mayor:**

- Memorial Day coming up. Honoring men and woman and fallen spouses of men and women.
- WSDOT is looking to renegotiate maintenance of the lids. They would like to discontinue their maintenance and put the sacrifice on the local jurisdictions. Mayor Harris is working with the surrounding Mayors on this issue.
- Arbor Day Celebration April 29 - 14 saplings taken by residents and one tree planted at Town Hall.
- Sharing Bench installed at Sally's Alley.
- Spam emails are going around- be on the lookout.
- Outgoing mailbox: The outgoing USPS mailbox will be moved to 92<sup>nd</sup> Ave NE.
- Party for Istvan Lovas: June 1, 5-7PM
- Fourth of July Committee: New chair people were found

**14. ADJOURNMENT:**

MOTION: Motion by Councilmember Smith seconded by Councilmember Lagerholm to adjourn the meeting at 9:37 p.m.

VOTE: 4 For, 0 Against. Motion carried.

APPROVED:

ATTEST:

\_\_\_\_\_  
Katy Kinney Harris, Mayor

\_\_\_\_\_  
Bonnie Ritter, Clerk-Treasurer

DRAFT



**Business of The Town Council  
Town of Yarrow Point, WA**

Consent Calendar  
June 14, 2022

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Consent Calendar	<b>Proposed Council Action:</b> Approve Consent Calendar
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Presented by: Clerk-Treasurer

Exhibits: Consent Calendar Items

**Summary:**

The Consent Calendar consists of items considered routine for which a staff recommendation has been prepared, and for which Council discussion is not required. A council member may request that an item be removed from the Consent Calendar and placed under Regular Business for discussion. Items on the Consent Calendar are voted upon as a block and approved with one vote.

The following document are included in this section:

- Payment Approval and Payroll Reports

**Recommended Action:**

Approve the Payment Approval Report dated 06/08/2022 approving payments as shown totaling **\$82,787.37**, plus payroll, benefits, and tax expenses of **\$33,946.54** as shown on the attached payroll & benefits report for a total of **\$116,733.91**.

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
<b>Adams, Nelson</b>					
463	Adams, Nelson	Wetherill annual website charge reimbursement	05/31/2022	96.00	96.00
Total Adams, Nelson:				96.00	
<b>Banner Bank</b>					
700	Banner Bank	IT	05/18/2022	633.25	
700	Banner Bank	Publications for Planner job opening	05/18/2022	526.02	
700	Banner Bank	Office supplies	05/18/2022	167.61	
700	Banner Bank	Town cell phones	05/18/2022	162.84	
700	Banner Bank	ROW Supplies	05/18/2022	108.56	
700	Banner Bank	Istvan's 25th anniversary expenses	05/18/2022	1,379.26	19,977.63
Total Banner Bank:				2,977.54	
<b>CASELLE, INC.</b>					
1300	CASELLE, INC.	COnttract support and maintenance for June	05/06/2022	710.15	
1300	CASELLE, INC.	Contract support and maintenance - July	06/01/2022	746.48	4,297.23
Total CASELLE, INC.:				1,456.63	
<b>Coastal Window Cleaning</b>					
9036	Coastal Window Cleaning	Window cleaning at Town Hall	06/06/2022	535.00	535.00
Total Coastal Window Cleaning:				535.00	
<b>Comcast</b>					
301	Comcast	Internet and fax line	05/14/2022	267.05	1,583.86
Total Comcast:				267.05	
<b>Comcast Business- VoiceEdge</b>					
1374	Comcast Business- VoiceE	Town Hall Phones	05/14/2022	247.81	1,760.93
Total Comcast Business- VoiceEdge:				247.81	
<b>CRYSTAL AND SIERRA SPRINGS</b>					
1046	CRYSTAL AND SIERRA S	Water cooler	05/16/2022	66.16	299.01
Total CRYSTAL AND SIERRA SPRINGS:				66.16	
<b>Davey Tree Expert Company</b>					
9051	Davey Tree Expert Compa	Lombardi Poplar cleanup	05/23/2022	9,358.50	13,630.38
Total Davey Tree Expert Company:				9,358.50	
<b>DIGITAL REPROGRAPHICS</b>					
256	DIGITAL REPROGRAPHIC	Scan plans	05/05/2022	110.98	2,517.83
Total DIGITAL REPROGRAPHICS:				110.98	
<b>Flock Safety</b>					
308	Flock Safety	1 Sparrow Real-Time camera	05/30/2022	2,750.00	2,750.00
Total Flock Safety:				2,750.00	
<b>Gaylynn Brien</b>					
1151	Gaylynn Brien	Sales Tax reports	05/31/2022	50.00	300.00

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Total Gaylynn Brien:				50.00	
<b>Gray &amp; Osborne, Inc.</b>					
9043	Gray & Osborne, Inc.	36th Street Stormwater Improvements	05/21/2022	5,968.48	20,354.79
Total Gray & Osborne, Inc.:				5,968.48	
<b>Harris, Katy K</b>					
459	Harris, Katy K	Reimburse for Istvan party expenses	06/06/2022	291.36	
459	Harris, Katy K	Reimbursement for personal phone May/June	06/06/2022	230.17	
459	Harris, Katy K	Reimburse for Microsoft office for laptop	06/06/2022	99.08	2,130.24
Total Harris, Katy K:				620.61	
<b>Iron Creek Construction LLC</b>					
1295	Iron Creek Construction LL	Install safety fence around sewage leak in Wetherill	05/31/2022	2,280.17	2,280.17
Total Iron Creek Construction LLC:				2,280.17	
<b>ISLAND SECURITY SYSTEMS</b>					
21	ISLAND SECURITY SYST	Town Hall security system	05/06/2022	159.50	319.00
Total ISLAND SECURITY SYSTEMS:				159.50	
<b>ISOutsorce</b>					
1301	ISOutsorce	Monthly billing for May	05/12/2022	55.05	
1301	ISOutsorce	Review Veeam quotes and iVSAT update	05/31/2022	73.60	5,573.35
Total ISOutsorce:				128.65	
<b>King County Accounts Receivable</b>					
91	King County Accounts Rec	WRIA8 Salmon Recovery Funding 2022 Share	05/25/2022	856.34	901.69
Total King County Accounts Receivable:				856.34	
<b>King County Finance</b>					
454	King County Finance	1st Quarter 2% liquor profits and excise tax	06/01/2022	85.76	
603	King County Finance	Billing service charge for Stormwater fee collection	06/01/2022	422.00	
603	King County Finance	2021 Voter Registration Costs	04/14/2022	4,924.27	6,350.72
Total King County Finance:				5,432.03	
<b>KIRKLAND MUNICIPAL COURT</b>					
111	KIRKLAND MUNICIPAL C	Court Costs	05/22/2022	35.68	914.96
Total KIRKLAND MUNICIPAL COURT:				35.68	
<b>MONA H. GREEN</b>					
219	MONA H. GREEN	5% ARPA premium pay - Feb & March	05/25/2022	474.19	17,889.19
Total MONA H. GREEN:				474.19	
<b>MUNICIPAL PERMIT SERVICE, LLC</b>					
350	MUNICIPAL PERMIT SER	Code Enforcement	05/30/2022	63.67	
350	MUNICIPAL PERMIT SER	Building Permit inspections	05/30/2022	1,799.41	
350	MUNICIPAL PERMIT SER	Mechanical/Plumbing permit inspections	05/30/2022	1,458.53	
350	MUNICIPAL PERMIT SER	Demolition permit inspections	05/30/2022	130.27	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
350	MUNICIPAL PERMIT SER	Plan review	05/30/2022	1,718.75	
350	MUNICIPAL PERMIT SER	5% essential worker payment	05/30/2022	258.53	31,984.44
Total MUNICIPAL PERMIT SERVICE, LLC:				5,429.16	
<b>NORTHWEST CIVIL SOLUTIONS</b>					
450	NORTHWEST CIVIL SOLU	NE 36th St - CIP #1	05/31/2022	437.50	
450	NORTHWEST CIVIL SOLU	94th Ave UGC & Storm Improvements	05/31/2022	781.25	
450	NORTHWEST CIVIL SOLU	Pre-applications	05/31/2022	968.75	
450	NORTHWEST CIVIL SOLU	Plan Review	05/31/2022	625.00	
450	NORTHWEST CIVIL SOLU	Right of way permits	05/31/2022	93.75	
450	NORTHWEST CIVIL SOLU	General Administration - interim planner duties	05/31/2022	906.25	
450	NORTHWEST CIVIL SOLU	2022 Stormwater Clean & Camera	05/31/2022	187.50	
450	NORTHWEST CIVIL SOLU	8928 NE 33rd St Sewer Break	05/31/2022	875.00	
450	NORTHWEST CIVIL SOLU	Sally's Alley	05/31/2022	125.00	
450	NORTHWEST CIVIL SOLU	General Administration	05/31/2022	687.50	
450	NORTHWEST CIVIL SOLU	5% essential worker pay	05/31/2022	284.38	32,125.02
Total NORTHWEST CIVIL SOLUTIONS:				5,971.88	
<b>Ogden Murphy Wallace</b>					
1390	Ogden Murphy Wallace	Clerk	04/30/2022	337.50	
1390	Ogden Murphy Wallace	Council	04/30/2022	1,390.00	
1390	Ogden Murphy Wallace	Land Use	04/30/2022	8,903.02	
1390	Ogden Murphy Wallace	Mayor/Executive	04/30/2022	1,622.50	
1390	Ogden Murphy Wallace	Short Plat 64 (sewer)	04/30/2022	6,787.50	
1390	Ogden Murphy Wallace	Sally's Alley ROW	04/30/2022	1,625.00	
1390	Ogden Murphy Wallace	Clerk	06/08/2022	65.00	
1390	Ogden Murphy Wallace	Council	06/08/2022	1,357.50	
1390	Ogden Murphy Wallace	Land Use	06/08/2022	1,528.22	
1390	Ogden Murphy Wallace	Mayor/Executive	06/08/2022	1,022.50	
1390	Ogden Murphy Wallace	Short Plat 64 (sewer)	06/08/2022	2,910.00	
1390	Ogden Murphy Wallace	Sally's Alley ROW	06/08/2022	1,120.00	75,032.49
Total Ogden Murphy Wallace:				28,668.74	
<b>Pardikar, Shishir and Sucheta</b>					
1461	Pardikar, Shishir and Such	Street Deposit Refund	05/09/2022	3,750.00	3,750.00
Total Pardikar, Shishir and Sucheta:				3,750.00	
<b>PUGET SOUND ENERGY</b>					
604	PUGET SOUND ENERGY	Town Hall service	05/23/2022	219.95	
604	PUGET SOUND ENERGY	Street lights	05/23/2022	737.67	117,390.84
Total PUGET SOUND ENERGY:				957.62	
<b>Seaborn Pile Driving Co.</b>					
319	Seaborn Pile Driving Co.	Partial reimbursement on pre-app 2022-12	06/06/2022	750.00	750.00
Total Seaborn Pile Driving Co.:				750.00	
<b>Sound Law Center</b>					
1280	Sound Law Center	Weber SSDP hearing - to be reimbursed	05/05/2022	2,057.50	4,412.50
Total Sound Law Center:				2,057.50	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
<b>State Department of Transportation</b>					
280	State Department of Trans	Gas for town truck	04/30/2022	132.35	436.72
Total State Department of Transportation:				132.35	
<b>Stewart MacNichols Harmell, Inc., P.S.</b>					
1384	Stewart MacNichols Harmell	Public Defender Services - March & April	05/13/2022	500.00	1,000.00
Total Stewart MacNichols Harmell, Inc., P.S.:				500.00	
<b>THE SEATTLE TIMES</b>					
192	THE SEATTLE TIMES	Special meeting notice	05/31/2022	39.78	
192	THE SEATTLE TIMES	Ord. 717 publication	05/31/2022	47.43	1,111.42
Total THE SEATTLE TIMES:				87.21	
<b>Victor's Cleaning Services, Inc.</b>					
460	Victor's Cleaning Services,	Town Hall Cleaning - June	06/12/2022	150.00	900.00
Total Victor's Cleaning Services, Inc.:				150.00	
<b>WA STATE DEP OF TRANSPORTATION</b>					
602	WA STATE DEP OF TRAN	Gas for town truck	05/31/2022	262.29	262.29
Total WA STATE DEP OF TRANSPORTATION:				262.29	
<b>Washington State Department of Licensing</b>					
9038	Washington State Departm	Notary renewals (2)	05/25/2022	60.00	60.00
Total Washington State Department of Licensing:				60.00	
<b>ZUMAR INDUSTRIES</b>					
47	ZUMAR INDUSTRIES	"Istvan's Landing" street sign	05/24/2022	139.30	139.30
Total ZUMAR INDUSTRIES:				139.30	
Grand Totals:				82,787.37	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
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Certification of the Consent Calendar as presented including the Payment Approval Report dated 06/08/2022 approving payments as shown totaling \$82,787.37, plus payroll, tax, and benefit expenses of \$33,946.54; as shown on the attached payroll & tax and benefits report for a grand total of \$116,733.91.

I, the undersigned, do hereby certify that the items herein listed are proper obligations of the Town in accordance with the Town budget and directives of the Council and Mayor.

Clerk/Treasurer: Bonnie Ritter \_\_\_\_\_

Dated: June 14, 2022

Mayor Katy K Harris: \_\_\_\_\_

Councilmember Stephan Lagerholm: \_\_\_\_\_

Councilmember Carl Scandella: \_\_\_\_\_

Councilmember Charles H Porter: \_\_\_\_\_

Councilmember Andy Valaas: \_\_\_\_\_

Councilmember Kathy Smith: \_\_\_\_\_

Report Criteria:

- Computed checks included
- Manual checks included
- Supplemental checks included
- Termination checks included
- Transmittal checks included
- Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
05/31/2022	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security P	001-2200000	50.65-
05/31/2022	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compens	001-2200000	215.05-
05/31/2022	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fa	001-2200000	151.96-
05/31/2022	PC	05/31/2022	520221	Lovas, Istvan	9002		999-1010110	5,789.94-
05/31/2022	PC	05/31/2022	520222	Wilcox, Austen	9037		999-1010110	4,598.40-
05/31/2022	PC	05/31/2022	520223	Ritter, Bonnie	9041		999-1010110	6,384.16-
05/31/2022	PC	05/31/2022	520224	Harris, Kathryn K	9047		999-1010110	1,367.84-
05/31/2022	CDPT	05/25/2022	8232022	Association of Washington Cities	9	Health and Dental Insurance Insu	001-2200000	902.40-
05/31/2022	CDPT	05/25/2022	8232022	Association of Washington Cities	9	Health and Dental Insurance Hea	001-2200000	2,503.50-
05/31/2022	CDPT	05/25/2022	8232022	Association of Washington Cities	9	Health and Dental Insurance Den	001-2200000	167.64-
05/31/2022	CDPT	05/25/2022	8232022	Association of Washington Cities	9	Health and Dental Insurance Visi	001-2200000	36.06-
05/31/2022	CDPT	05/25/2022	8232022	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	1,502.95-
05/31/2022	CDPT	05/25/2022	8232022	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	2,422.21-
05/31/2022	CDPT	05/25/2022	8232023	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,635.64-
05/31/2022	CDPT	05/25/2022	8232023	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,635.64-
05/31/2022	CDPT	05/25/2022	8232023	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	382.53-
05/31/2022	CDPT	05/25/2022	8232023	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	382.53-
05/31/2022	CDPT	05/25/2022	8232023	Federal Tax	2	941 Taxes Federal Withholding T	001-2200000	3,817.44-
Grand Totals:			<u>15</u>					<u>33,946.54-</u>

**SCOTT M. MISSALL**  
206.515.2241  
smissall@omwlaw.com

May 19, 2022

VIA EMAIL ONLY TO  
[clerk-treasurer@yarrowpointwa.gov](mailto:clerk-treasurer@yarrowpointwa.gov)

Bonnie Ritter  
Clerk Treasurer  
Town of Yarrow Point  
4030 95<sup>th</sup> Ave. N.E.  
Yarrow Point, WA 98004

Re: *Legal Services; Monthly Invoice*

Dear Bonnie:

This letter transmits our invoices for work performed in the month of April. The total amount for new work performed is \$20,665.52, which includes a total courtesy writeoff of <\$167.50> on Matter 4 (Land Use; <\$97.50>), Matter 5 (Mayor; <\$32.50>), and Matter 9 (Sally's Alley; <\$32.50>). There are no outstanding invoices. Per our discussions, we opened two new billing matters to track our time to specific issues: Matter 8 (Short Plat 64) and Matter 9 (Sally's Alley). Both projects could result in billbacks to the property owner and will be easier to track with the separate billing numbers. You will find a remittance form on the last page of each invoice, but you may send a single check for the total amount.

The Land Use charges are mostly related to the Horwitz tax assessment claim and our work with the King County Auditor to explain the situation. Please let me know if you have any questions—I would be happy to discuss.

Thank you for seeking our assistance—we appreciate working with you, Mayor Harris, Austen, and everyone at Town Hall.

Sincerely,

**OGDEN MURPHY WALLACE, P.L.L.C.**



Scott M. Missall, Town Attorney

SXM:lfs

Enclosures

Cc (email only): Katy Harris, Mayor





OGDEN MURPHY WALLACE, PLLC  
901 FIFTH AVENUE, SUITE 3500  
SEATTLE, WA 98164-2008

T 206.447.7000  
F 206.447.0215

OMWLAW.COM

May 17, 2022

Town of Yarrow Point  
Attn: Katy Harris, Mayor  
4030 95th Ave. NE  
Yarrow Point, WA 98004

Invoice No. 863104  
Client No. 05716  
Matter No. 000001  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through April 30, 2022:

**RE: Clerk/Treasurer**

Professional Services	\$ 337.50
Total Reimbursable Costs	<u>    \$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 337.50</b>

Client No. 05716  
 Matter No. 000001

May 17, 2022  
 Invoice No. 863104

**PROFESSIONAL SERVICES**

Date	Atty	Description of Service	Hours	Amount
4/03/22	EFM	Continue to review responsive records for Wilcox PRA request	1.30	292.50
4/07/22	EFM	Review and respond to B. Ritter email regarding Wilcox PRR	.20	45.00
<b>TOTAL PROFESSIONAL SERVICES</b>				<b>\$ 337.50</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Atty	Rate	Hours	Total
Miner, Emily	EFM	225.00	1.50	337.50
<b>TOTALS</b>			<b>1.50</b>	<b>\$ 337.50</b>

**TOTAL THIS INVOICE \$ 337.50**



OGDEN MURPHY WALLACE, PLLC  
901 FIFTH AVENUE, SUITE 3500  
SEATTLE, WA 98164-2008

T 206.447.7000  
F 206.447.0215

OMWLAW.COM

May 17, 2022

Town of Yarrow Point  
Attn: Katy Harris, Mayor  
4030 95th Ave. NE  
Yarrow Point, WA 98004

Invoice No. 863105  
Client No. 05716  
Matter No. 000003  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through April 30, 2022:

**RE: Council**

Professional Services	\$ 1,390.00
Total Reimbursable Costs	<u>    \$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 1,390.00</b>

Client No. 05716  
 Matter No. 000003

May 17, 2022  
 Invoice No. 863105

**PROFESSIONAL SERVICES**

Date	Atty	Description of Service	Hours	Amount
4/11/22	SXM	Review Council packet for 4.12 meeting; Confer with E. Miner regarding agenda issues and preparation	.50	162.50
4/11/22	EFM	Confer with S. Missall regarding Council meeting; Call from L. Marchisio regarding King County Water District dissolution	.40	90.00
4/12/22	SXM	Email to Mayor and A. Wilcox regarding tonight's Council meeting; Prepare for and attend meeting (live); Confer with Mayor regarding hybrid meeting requirements	3.30	1,072.50
4/13/22	SXM	Org files and follow up from 4.12 Council meeting	.20	65.00
<b>TOTAL PROFESSIONAL SERVICES</b>				<b>\$ 1,390.00</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	4.00	1,300.00
Miner, Emily	EFM	225.00	.40	90.00
<b>TOTALS</b>			<b>4.40</b>	<b>\$ 1,390.00</b>

**TOTAL THIS INVOICE \$ 1,390.00**



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May 17, 2022

Town of Yarrow Point  
Attn: Katy Harris, Mayor  
4030 95th Ave. NE  
Yarrow Point, WA 98004

Invoice No. 863106  
Client No. 05716  
Matter No. 000004  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through April 30, 2022:

**RE: Land Use**

Professional Services	\$ 8,910.00
Less Courtesy Discount	<u>\$ -97.50</u>
Net Professional Services	\$ 8,812.50
Total Reimbursable Costs	<u>\$ 90.52</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 8,903.02</b>

Client No. 05716  
 Matter No. 000004

May 17, 2022  
 Invoice No. 863106

**PROFESSIONAL SERVICES**

<b>Date</b>	<b>Atty</b>	<b>Description of Service</b>	<b>Hours</b>
4/01/22	SXM	Work on Horwitz claim response	2.10
4/04/22	SXM	Review and respond to email from M. Green regarding Town zoning background; Continue work on Horwitz response	1.70
4/05/22	SXM	Continue work on Horwitz analysis (documents and YPMC) and drafting response; Call with M. Green regarding background pertinent to same; Incorporate into response; Emails with A. Wilcox regarding background information and documents	3.90
4/06/22	SXM	Continue work on Horwitz response; Review Final Judgment on adverse possession case just received from Court	.80
4/07/22	SXM	Review and evaluate 1959 Town zoning ordinances; Review NCU and vested rights law for application to Horwitz situation; Incorporate into memorandum	2.60
4/08/22	SXM	Horwitz: Further analysis of YPMC and legal research regarding same; Edit, revise and incorporate new material into response	2.90
4/11/22	SXM	Review and respond to emails from J. Schmieder regarding status of opinion and Court deadline; Continue drafting, editing and incorporating material into Horwitz response	1.80
4/12/22	SXM	Finish drafting Horwitz letter and argument; Assemble exhibits; Proof and verify for distribution; Send completed Horwitz memorandum to J. Schmieder; Forward to Mayor and Town	6.40
4/13/22	SXM	Review and respond to emails from J. Schmieder regarding Horwitz analysis and final points; Forward to Mayor; Organize Horwitz working files (Courtesy no charge 0.3 hours); Follow up emails with Schmieder; Review and respond to email from Mayor regarding Pietromonaco comments at Council meeting; Confer with E. Miner regarding same	2.10 N/C 0.3
4/13/22	EFM	Draft materials for April Planning Commission meeting	.80
4/14/22	EFM	Finish preparing materials for Planning Commission meeting	.40
4/18/22	EFM	Prepare for and participate in Planning Commission meeting	2.30
4/20/22	EFM	Call from K. Harris and S. Wilcox regarding construction parking issue	.60
4/22/22	EFM	Call from S. Wilcox regarding 91st Ave Stop Work Order; Emails with S. Wilcox and K. Harris regarding same	.40
<b>TOTAL PROFESSIONAL SERVICES</b>			<b>\$ 8,910.00</b>
Less Courtesy Discount			<u>\$ -97.50</u>
<b>NET PROFESSIONAL SERVICES</b>			<b>\$ 8,812.50</b>

Client No. 05716  
 Matter No. 000004

May 17, 2022  
 Invoice No. 863106

**SUMMARY OF PROFESSIONAL SERVICES**

<b>Name</b>	<b>Atty</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Missall, Scott	SXM	325.00	24.30	7,897.50
Miner, Emily	EFM	225.00	4.50	1,012.50
<b>TOTALS</b>			<b>28.80</b>	<b>\$ 8,910.00</b>

**REIMBURSABLE COSTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
4/01/22	On Line Research, CourtTrax - Computer Research - Transaction Searches on 3/22/22	2.76
4/01/22	On Line Research, CourtTrax - Computer Research - Transaction Searches on 3/27/22	87.76
	<b>TOTAL REIMBURSABLE COSTS</b>	<b>\$ 90.52</b>
	<b>TOTAL THIS INVOICE</b>	<b>\$ 8,903.02</b>



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May 17, 2022

Town of Yarrow Point  
Attn: Katy Harris, Mayor  
4030 95th Ave. NE  
Yarrow Point, WA 98004

Invoice No. 863107  
Client No. 05716  
Matter No. 000005  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through April 30, 2022:

**RE: Mayor / Executive**

Professional Services	\$ 1,660.00
Less Courtesy Discount	<u>\$ -37.50</u>
Net Professional Services	\$ 1,622.50
Total Reimbursable Costs	<u>\$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 1,622.50</b>



Client No. 05716  
 Matter No. 000005

May 17, 2022  
 Invoice No. 863107

**PROFESSIONAL SERVICES**

Date	Atty	Description of Service	Hours
4/01/22	EFM	Review and respond to K. Harris email regarding ESHB 1329	.40
4/04/22	DTP	Draft Town Planner RFP; Send to E. Miner for review	2.60
4/05/22	EFM	Finalize on-call planning RFP and send to K. Harris for review	.70
4/06/22	SXM	Review and respond to emails regarding Town Planner RFP	.20
4/08/22	EFM	Call from K. Harris regarding hedge code enforcement	.30
4/13/22	EFM	Confer with S. Missall regarding status of ongoing projects; Call to K. Harris regarding planning commission meeting and code enforcement matters	.50
4/18/22	EFM	Call from K. Harris to discuss Planning Commission meeting	.20
4/19/22	SXM	Emails with Mayor to set phone conference	.10
4/20/22	SXM	Emails to confirm call with Mayor (courtesy no charge)	N/C.10
4/21/22	SXM	Review email and attached letter from Mayor regarding Councilmember recusal	.10
4/22/22	SXM	Confer with E. Miner regarding current projects, meetings and issues	.20
4/22/22	EFM	Call with S. Missall regarding status of ongoing projects	.20
4/27/22	SXM	Review changes to OPMA remote meeting authority; Confer with D. Pollum regarding same	.30
4/29/22	EFM	Review King County Water District ILA; Draft resolution accept ILA; Emails with Town regarding same	.60
<b>TOTAL PROFESSIONAL SERVICES</b>			<b>\$ 1,660.00</b>
Less Courtesy Discount			<u>\$ -37.50</u>
<b>NET PROFESSIONAL SERVICES</b>			<b>\$ 1,622.50</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	357.50	1.00	357.50
Miner, Emily	EFM	225.00	2.90	652.50
Pollom, Drew	DTP	250.00	2.60	650.00
<b>TOTALS</b>			<b>6.50</b>	<b>\$ 1,660.00</b>

**TOTAL THIS INVOICE \$ 1,622.50**



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May 17, 2022

Town of Yarrow Point  
Attn: Katy Harris, Mayor  
4030 95th Ave. NE  
Yarrow Point, WA 98004

Invoice No. 863204  
Client No. 05716  
Matter No. 000008  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through April 30, 2022:

**RE: Short Plat 64 (Sewer)**

Professional Services	\$ 6,787.50
Total Reimbursable Costs	<u>    \$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 6,787.50</b>

Client No. 05716  
 Matter No. 000008

May 17, 2022  
 Invoice No. 863204

**PROFESSIONAL SERVICES**

<b>Date</b>	<b>Atty</b>	<b>Description of Service</b>	<b>Hours</b>
4/14/22	SXM	Review and respond to email from S. Schroeder regarding SP64 sewer break; Begin review and analysis of attachments	1.10
4/15/22	SXM	Review and analyze SP64 short plat documents	1.10
4/18/22	SXM	Emails with S. Schroeder to set call regarding SP64 sewer break; Call with Stacia; Continue review and analysis of underlying documents for preparation of notice letter; Assign parcel data research; Send summary of Town authority to Mayor and Schroeder	2.70
4/18/22	DTP	Collect parcel data information for Short Plat #64 owners; Send information to S. Missall	1.00
4/19/22	SXM	Draft SP64 notice letter; Review and incorporate material from S. Schroeder emails and YPMC; Revise, verify and adjust message; Send draft to S. Schroeder and Mayor for review and call to discuss	2.20
4/20/22	SXM	Review emails regarding status of SP64 letter and call; Assign search/review of Bellevue Utilities website for operational info; Confer with D. Pollum regarding same; Edit and revise letter to incorporate new material; Call and follow up emails with S. Schroeder regarding issues and approach; Finish drafting and editing; Verify and proof notice letter for distribution; Send to Mayor and Stacia for review and comment; Organize working files	4.80
4/20/22	DTP	Research sewer regulations for City of Bellevue and King County Public Health in support of letter to Short Plat #64 Owners; Discuss regulations and conclusions with S. Missall; Draft language on Bellevue sewer regulations for notice letter to Short Plat #64 Owners;	.80
4/21/22	SXM	Review and respond to email from Mayor regarding SP64 notice letter; Final edits to letter; Email to S. Schroeder regarding comments and review response; Analyze attachments regarding Sally's Alley for afternoon call with Mayor; Quick scan of previous material compiled for Town Park Brd changes to Alley; Call with Mayor regarding same and next steps	2.60
4/22/22	SXM	Review email and comments from S. Schroeder regarding SP64 letter; Incorporate same into draft; Finalize and verify letter for distribution; Email to Schroeder regarding distribution; Verify and send notice letter to SP64 owners; Review and evaluate response from owners	2.40
4/26/22	SXM	Review recent emails regarding SP64 sewer repair status; Call from S. Schroeder regarding same; Draft email for Stacia per discussion and send to Stacia for issuance to SP64 Owners; Review final email as issued	1.40
4/29/22	SXM	Review, evaluate and respond to emails from SP64 owners (Applegate), Town and Bellevue regarding SP64 sewer issues	1.20
<b>TOTAL PROFESSIONAL SERVICES</b>			<b>\$ 6,787.50</b>

Client No. 05716  
Matter No. 000008

May 17, 2022  
Invoice No. 863204

**SUMMARY OF PROFESSIONAL SERVICES**

<b>Name</b>	<b>Atty</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Missall, Scott	SXM	325.00	19.50	6,337.50
Pollom, Drew	DTP	250.00	1.80	450.00
<b>TOTALS</b>			<b>21.30</b>	<b>\$ 6,787.50</b>

**TOTAL THIS INVOICE**

**\$ 6,787.50**



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May 17, 2022

Town of Yarrow Point  
Attn: Katy Harris, Mayor  
4030 95th Ave. NE  
Yarrow Point, WA 98004

Invoice No. 863205  
Client No. 05716  
Matter No. 000009  
Billing Attorney: SXM

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### INVOICE SUMMARY

For professional services rendered through April 30, 2022:

**RE: Sally's Alley ROW**

Professional Services	\$ 1,657.50
Less Courtesy Discount	<u>\$ -32.50</u>
Net Professional Services	\$ 1,625.00
Total Reimbursable Costs	<u>\$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 1,625.00</b>

Client No. 05716  
 Matter No. 000009

May 17, 2022  
 Invoice No. 863205

**PROFESSIONAL SERVICES**

Date	Atty	Description of Service	Hours
4/27/22	SXM	Email to Mayor confirming Sally's Alley meeting tomorrow (Courtesy no charge)	.10 N/C
4/28/22	SXM	Review Sally's Alley materials and adjacent property owners issues; Review and respond to many recent Town emails regarding same; Prepare for and attend onsite meeting with Mayor and S. Schroeder to discuss situation, options and strategies	4.30
4/29/22	SXM	Review, evaluate and respond to email and attachment from S. Schroeder regarding Sally's Alley issues; Follow up emails	.70
<b>TOTAL PROFESSIONAL SERVICES</b>			<b>\$ 1,657.50</b>
Less Courtesy Discount			<u>\$ -32.50</u>
<b>NET PROFESSIONAL SERVICES</b>			<b>\$ 1,625.00</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	5.10	1,657.50
<b>TOTALS</b>			<b>5.10</b>	<b>\$ 1,657.50</b>

**TOTAL THIS INVOICE** **\$ 1,625.00**

**SCOTT M. MISSALL**  
206.515.2241  
smissall@omwlaw.com

June 8, 2022

VIA EMAIL ONLY TO  
[clerk-treasurer@yarrowpointwa.gov](mailto:clerk-treasurer@yarrowpointwa.gov)

Bonnie Ritter  
Clerk Treasurer  
Town of Yarrow Point  
4030 95<sup>th</sup> Ave. N.E.  
Yarrow Point, WA 98004

Re: *Legal Services; Monthly Invoice*

Dear Bonnie:

This letter transmits our invoices for work performed in the month of May. The total amount for new work performed is \$8,003.22, which includes a courtesy writeoff of <\$65.00> on Matter 9 (Sally's Alley). There are outstanding invoices in the amount of \$20,665.52. You will find a remittance form on the last page of each invoice, but you may send a single check for the total amount.

Thank you for seeking our assistance—we appreciate working with you, Mayor Harris, Austen, and everyone at Town Hall.

Sincerely,

**OGDEN MURPHY WALLACE, P.L.L.C.**



Scott M. Missall, Town Attorney

SXM:ifs

Enclosures

Cc (email only): Katy Harris, Mayor



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June 6, 2022

Town of Yarrow Point  
Attn: Katy Harris, Mayor  
4030 95th Ave. NE  
Yarrow Point, WA 98004

Invoice No. 864166  
Client No. 05716  
Matter No. 000001  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through May 31, 2022:

RE: Clerk/Treasurer

Professional Services	\$ 65.00
Total Reimbursable Costs	<u>\$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 65.00</b>
Previous Balance	<u>\$ 337.50</u>
<b>TOTAL BALANCE DUE</b>	<b><u>\$ 402.50</u></b>



Client No. 05716  
Matter No. 000001

June 6, 2022  
Invoice No. 864166

**PROFESSIONAL SERVICES**

Date	Atty	Description of Service	Hours	Amount
5/13/22	SXM	Emails with Dep. Clerk regarding Resolution signature for Water District No. 1; Return same	.20	65.00
<b>TOTAL PROFESSIONAL SERVICES</b>				<b>\$ 65.00</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	.20	65.00
<b>TOTALS</b>			<b>.20</b>	<b>\$ 65.00</b>

**TOTAL THIS INVOICE \$ 65.00**

Client No. 05716  
Matter No. 000001

June 6, 2022  
Invoice No. 864166

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
863104	5/17/22	337.50	.00	337.50
	Previous Balance			\$ 337.50
	Balance Due This Invoice			\$ 65.00
	<b>TOTAL BALANCE DUE</b>			<b><u>\$ 402.50</u></b>



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June 6, 2022

Town of Yarrow Point  
Attn: Katy Harris, Mayor  
4030 95th Ave. NE  
Yarrow Point, WA 98004

Invoice No. 864167  
Client No. 05716  
Matter No. 000003  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through May 31, 2022:

**RE: Council**

Professional Services	\$ 1,357.50
Total Reimbursable Costs	<u>    \$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 1,357.50</b>
Previous Balance	<u>    \$ 1,390.00</u>
<b>TOTAL BALANCE DUE</b>	<b><u>    \$ 2,747.50</u></b>

Client No. 05716  
 Matter No. 000003

June 6, 2022  
 Invoice No. 864167

**PROFESSIONAL SERVICES**

Date	Atty	Description of Service	Hours	Amount
5/03/22	EFM	Draft email to Council in response to C. Pietromonaco hedge concern	1.40	315.00
5/05/22	EFM	Finalize resolution and agreement for King County Water District No. 1	.20	45.00
5/06/22	EFM	Review and respond to emails regarding Pietromonaco hedge complaint	1.00	225.00
5/09/22	SXM	Scan emails and Council packet for 9.10 meeting	.30	97.50
5/10/22	EFM	Prepare for and participate in Council meeting	3.00	675.00
<b>TOTAL PROFESSIONAL SERVICES</b>				<b>\$ 1,357.50</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	.30	97.50
Miner, Emily	EFM	225.00	5.60	1,260.00
<b>TOTALS</b>			<b>5.90</b>	<b>\$ 1,357.50</b>

**TOTAL THIS INVOICE \$ 1,357.50**

Client No. 05716  
Matter No. 000003

June 6, 2022  
Invoice No. 864167

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
863105	5/17/22	1,390.00	.00	1,390.00
	Previous Balance			\$ 1,390.00
	Balance Due This Invoice			\$ 1,357.50
	<b>TOTAL BALANCE DUE</b>			<b><u>\$ 2,747.50</u></b>



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June 6, 2022

Town of Yarrow Point  
Attn: Katy Harris, Mayor  
4030 95th Ave. NE  
Yarrow Point, WA 98004

Invoice No. 864168  
Client No. 05716  
Matter No. 000004  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through May 31, 2022:

**RE: Land Use**

Professional Services	\$ 1,525.00
Less Courtesy Discount	<u>\$ -32.50</u>
Net Professional Services	\$ 1,492.50
Total Reimbursable Costs	<u>\$ 35.72</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 1,528.22</b>
Previous Balance	<u>\$ 8,903.02</u>
<b>TOTAL BALANCE DUE</b>	<b><u>\$ 10,431.24</u></b>

Client No. 05716  
 Matter No. 000004

June 6, 2022  
 Invoice No. 864168

**PROFESSIONAL SERVICES**

Date	Atty	Description of Service	Hours
5/09/22	SXM	Review and respond to emails regarding hedge and Council issues	.20
5/10/22	SXM	Review latest resident emails regarding hedge emails; Follow up emails with Mayor	.20
5/19/22	SXM	Review emails regarding Plng Comm. schedule (Courtesy no charge)	.10 N/C
5/23/22	SXM	Review emails regarding 5.23 Planning Commission and 2.24 Park Board meetings	.10
5/23/22	EFM	Prepare for and participate in Planning Commission Meeting	2.90
5/23/22	DTP	Research into enforcement of hedge codes	1.00
5/25/22	EFM	Review and respond to A. Wilcox email regarding special park board meetings	.70
5/27/22	EFM	Draft construction parking ordinance	1.20
<b>TOTAL PROFESSIONAL SERVICES</b>			<b>\$ 1,525.00</b>
Less Courtesy Discount			<u>\$ -32.50</u>
<b>NET PROFESSIONAL SERVICES</b>			<b>\$ 1,492.50</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	.60	195.00
Miner, Emily	EFM	225.00	4.80	1,080.00
Pollom, Drew	DTP	250.00	1.00	250.00
<b>TOTALS</b>			<b>6.40</b>	<b>\$ 1,525.00</b>

**REIMBURSABLE COSTS**

Date	Description	Amount
5/01/22	On Line Research, CourtTrax - Computer Research - Transaction Searches on 3/28/22	35.72
<b>TOTAL REIMBURSABLE COSTS</b>		<b>\$ 35.72</b>
<b>TOTAL THIS INVOICE</b>		<b>\$ 1,528.22</b>

Client No. 05716  
Matter No. 000004

June 6, 2022  
Invoice No. 864168

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
863106	5/17/22	8,903.02	.00	8,903.02
	Previous Balance			\$ 8,903.02
	Balance Due This Invoice			\$ 1,528.22
	<b>TOTAL BALANCE DUE</b>			<b><u>\$ 10,431.24</u></b>



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June 6, 2022

Town of Yarrow Point  
Attn: Katy Harris, Mayor  
4030 95th Ave. NE  
Yarrow Point, WA 98004

Invoice No. 864169  
Client No. 05716  
Matter No. 000005  
Billing Attorney: SXM

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### INVOICE SUMMARY

For professional services rendered through May 31, 2022:

**RE: Mayor / Executive**

Professional Services	\$ 1,022.50
Total Reimbursable Costs	<u>    \$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 1,022.50</b>
Previous Balance	<u>    \$ 1,622.50</u>
<b>TOTAL BALANCE DUE</b>	<b><u>    \$ 2,645.00</u></b>

Client No. 05716  
 Matter No. 000005

June 6, 2022  
 Invoice No. 864169

**PROFESSIONAL SERVICES**

Date	Atty	Description of Service	Hours	Amount
5/02/22	SXM	Confer with E. Miner regarding current projects	.20	65.00
5/02/22	EFM	Call with S. Missall regarding status of ongoing projects; Call with C. Porter regarding KCWD 1 ILA; Call with K. Harris regarding items for May Council meeting	.70	157.50
5/04/22	EFM	Emails with K. Harris regarding Pietromonaco complaint	.20	45.00
5/06/22	SXM	Review and evaluate emails regarding hedge issues; Confer with E. Miner regarding same; Revise draft response	.70	227.50
5/10/22	EFM	Review and respond to emails regarding Pietromonaco hedge complaint	.30	67.50
5/11/22	SXM	Emails with Mayor regarding Council meeting	.10	32.50
5/16/22	SXM	Open new billing matter for Sally's Alley ROW; Review and respond to emails from Mayor regarding status of current projects	.20	65.00
5/17/22	SXM	Review and respond to Mayor's email regarding meeting	.30	97.50
5/19/22	EFM	Call with S. Missall to discuss status of ongoing projects	.40	90.00
5/23/22	SXM	Review and respond to emails and attachments regarding WSDOT MOU and representation on 520 LID issues	.40	130.00
5/25/22	EFM	Call from K. Harris to discuss status of ongoing projects	.20	45.00
<b>TOTAL PROFESSIONAL SERVICES</b>				<b>\$ 1,022.50</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	1.90	617.50
Miner, Emily	EFM	225.00	1.80	405.00
<b>TOTALS</b>			<b>3.70</b>	<b>\$ 1,022.50</b>

**TOTAL THIS INVOICE \$ 1,022.50**

Client No. 05716  
 Matter No. 000005

June 6, 2022  
 Invoice No. 864169

**PREVIOUS BALANCE DETAIL**

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
863107	5/17/22	1,622.50	.00	1,622.50
	Previous Balance			\$ 1,622.50
	Balance Due This Invoice			\$ 1,022.50
	<b>TOTAL BALANCE DUE</b>			<b><u>\$ 2,645.00</u></b>



OGDEN MURPHY WALLACE, PLLC  
901 FIFTH AVENUE, SUITE 3500  
SEATTLE, WA 98164-2008

T 206.447.7000  
F 206.447.0215

OMWLAW.COM

June 6, 2022

Town of Yarrow Point  
Attn: Katy Harris, Mayor  
4030 95th Ave. NE  
Yarrow Point, WA 98004

Invoice No. 864171  
Client No. 05716  
Matter No. 000008  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through May 31, 2022:

**RE: Short Plat 64 (Sewer)**

Professional Services	\$ 2,910.00
Total Reimbursable Costs	<u>    \$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 2,910.00</b>
Previous Balance	<u>    \$ 6,787.50</u>
<b>TOTAL BALANCE DUE</b>	<b><u>    \$ 9,697.50</u></b>

Client No. 05716  
 Matter No. 000008

June 6, 2022  
 Invoice No. 864171

**PROFESSIONAL SERVICES**

Date	Atty	Description of Service	Hours
5/09/22	SXM	Review and respond to recent emails regarding SP64 issues	.30
5/10/22	SXM	Confer with E. Miner regarding NOV requirements and issues; Send email to Mayor and S. Schroeder regarding same and next steps	1.30
5/16/22	SXM	Review and respond to many emails from/to Mayor, S. Schroeder and others regarding SP64 status, inspection, cleanup issues, contractor status, etc.	.90
5/19/22	SXM	Review emails from Mayor and COB (Jones) regarding status of SP64 progress on remedy; Confer with E. Miner regarding same; Prepare for zoom with Mayor to discuss SP64 issues and action plan	2.80
5/19/22	EFM	Discuss enforcement options related to required corrective actions	.60
5/23/22	SXM	Review and respond to emails from/to Mayor, S. Schroeder and E. Miner regarding status of SP 64 actions; Follow up emails	.60
5/24/22	SXM	Review email and attachments from S. Schroeder; Review Mayor's follow up regarding Town invoices; Confer with E. Miner regarding same; Begin review and edits to Third Notice letter	1.40
5/24/22	EFM	Draft invoice letter to property owners	.80
5/25/22	SXM	Emails from/to E. Miner and S. Schroeder regarding SP64 invoice letter	.20
5/25/22	EFM	Finish revising invoice letter	.70
<b>TOTAL PROFESSIONAL SERVICES</b>			<b>\$ 2,910.00</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	7.50	2,437.50
Miner, Emily	EFM	225.00	2.10	472.50
<b>TOTALS</b>			<b>9.60</b>	<b>\$ 2,910.00</b>

**TOTAL THIS INVOICE \$ 2,910.00**

Client No. 05716  
Matter No. 000008

June 6, 2022  
Invoice No. 864171

**PREVIOUS BALANCE DETAIL**

<b>INVOICE NUMBER</b>	<b>DATE</b>	<b>INVOICE TOTAL</b>	<b>PAYMENTS RECEIVED</b>	<b>ENDING BALANCE</b>
863204	5/17/22	6,787.50	.00	6,787.50
	Previous Balance			\$ 6,787.50
	Balance Due This Invoice			\$ 2,910.00
	<b>TOTAL BALANCE DUE</b>			<b><u>\$ 9,697.50</u></b>

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June 6, 2022

Town of Yarrow Point  
Attn: Katy Harris, Mayor  
4030 95th Ave. NE  
Yarrow Point, WA 98004

Invoice No. 864170  
Client No. 05716  
Matter No. 000009  
Billing Attorney: SXM

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**INVOICE SUMMARY**

For professional services rendered through May 31, 2022:

**RE: Sally's Alley ROW**

Professional Services	\$ 1,185.00
Less Courtesy Discount	<u>\$ -65.00</u>
Net Professional Services	\$ 1,120.00
Total Reimbursable Costs	<u>\$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 1,120.00</b>
Previous Balance	<u>\$ 1,625.00</u>
<b>TOTAL BALANCE DUE</b>	<b><u>\$ 2,745.00</u></b>

Client No. 05716  
 Matter No. 000009

June 6, 2022  
 Invoice No. 864170

**PROFESSIONAL SERVICES**

Date	Atty	Description of Service	Hours
5/05/22	SXM	Sally's Alley: Review and evaluate emails from S. Schroeder regarding 3802 94th property, construction and variance history.	.70
5/19/22	SXM	Prepare for and participate in zoom meeting with Mayor to discuss Sally's Alley issues and action plan	1.40
5/19/22	EFM	Meeting with S. Missall and K. Harris regarding ownership of alley and associated rights	.50
5/23/22	SXM	Review Sally's Alley survey map and details (Park Brd packet)	.30
5/24/22	SXM	Assign organization of Sally's Alley working files	.50
5/25/22	SXM	Assign working file organization (Courtesy no charge 0.2 hours)	.40 N/C .20
<b>TOTAL PROFESSIONAL SERVICES</b>			<b>\$ 1,185.00</b>
Less Courtesy Discount			<u>\$ -65.00</u>
<b>NET PROFESSIONAL SERVICES</b>			<b>\$ 1,120.00</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	3.30	1,072.50
Miner, Emily	EFM	225.00	.50	112.50
<b>TOTALS</b>			<b>3.80</b>	<b>\$ 1,185.00</b>

**TOTAL THIS INVOICE \$ 1,120.00**



Client No. 05716  
Matter No. 000009

June 6, 2022  
Invoice No. 864170

**PREVIOUS BALANCE DETAIL**

<b>INVOICE NUMBER</b>	<b>DATE</b>	<b>INVOICE TOTAL</b>	<b>PAYMENTS RECEIVED</b>	<b>ENDING BALANCE</b>
863205	5/17/22	1,625.00	.00	1,625.00
	Previous Balance			\$ 1,625.00
	Balance Due This Invoice			\$ 1,120.00
	<b>TOTAL BALANCE DUE</b>			<b><u>\$ 2,745.00</u></b>

**Yarrow Point Building Official and Administration Services Invoice  
May 2022**

**Steven R. Wilcox**  
Municipal Permit Services, LLC  
109 NW 112th. NW Seattle, WA 98177  
EIN: 77-0688460 UBI: 602719863

RECEIVED  
JUN 06 2022  
TOWN OF YARROW POINT  
Clerk's Office

Activity  
Type: **Building Official (104 000 000 559 60 48 00)**

Date	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Travel Time (Round Trip)	Rate	Mileage (Round Trip at .585/mile)	Mileage Charge	Total Charge
5/16/22	Code Enforcment	9110 NE 36th St.	Investigate tall lawn in thre ROW at Town request.	N/A	N/A	0.50	0.00	\$ 125.00	2.00	\$ 1.17	\$ 63.67
						0.00	0.00	\$ 125.00	0.00	\$ -	\$ -
						0.00	0.00	\$ 125.00	0.00	\$ -	\$ -

**Activity Total for Building Official (104 000 000 559 60 48 00) 0.50 0.00 2.00 \$ 1.17 \$ 63.67**

Activity  
Type: **Inspections**

Date	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Travel Time (Round Trip)	Charge	Mileage (Round Trip at .585/mile)	Mileage Charge	Total Charge
4/29/22	Inspection	Dreizen; 4436 95th Ave NE	Pier pre-construction meeting and framing.	Building	BP-2022-02	0.75	0.00	\$ 125.00	6.00	3.51	\$ 97.26
4/29/22	Inspection	Whittlesey; 9228 NE 37th Pl.	Rough plumbing. Failed due to leak.	Plumbing	PP-2021-14	0.50	0.00	\$ 125.00	3.00	1.76	\$ 64.26
4/29/22	Inspection	Peters; 4652 92nd Ave. NE	Demolition final. Close out.	Demolition	20-8091	0.25	0.00	\$ 125.00	3.00	1.76	\$ 33.01
4/29/22	Inspection	Peters; 4652 92nd Ave. NE	Building final for temporary occupancy. Approved. TCO prepared and issued for 90-days	Building	20-8092	0.75	0.00	\$ 125.00	0.00	0.00	\$ 93.75
4/29/22	Inspection	Peters; 4652 92nd Ave. NE	Mechanical final. Approved. Close out.	Mechanical	20-8222	0.50	0.00	\$ 125.00	0.00	0.00	\$ 62.50
4/29/22	Inspection	Peters; 4652 92nd Ave. NE	Plumbing final. Approved. Close out.	Plumbing	21-8294	0.50	0.00	\$ 125.00	0.00	0.00	\$ 62.50
4/29/22	Inspection	Peters; 4652 92nd Ave. NE	Gas piping final. Approved. Close out.	Plumbing	20-8223	0.25	0.00	\$ 125.00	0.00	0.00	\$ 31.25
4/29/22	Inspection	Rowell; 4650 92nd Ave. NE	Building final for temporary occupancy. Failed.	Building	20-8210	1.50	0.00	\$ 125.00	0.00	0.00	\$ 187.50

5/2/22	Inspection	Rowell; 4650 92nd Ave. NE	Final mechanical. Approved. Close out.	Mechanical	MP-2021-12	0.25	0.00	\$ 125.00	3.00	1.76	\$	33.01
5/2/22	Inspection	Rowell; 4650 92nd Ave. NE	Final mechanical. Approved. Close out.	Mechanical	MP-2021-18	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
5/2/22	Inspection	Rowell; 4650 92nd Ave. NE	Final plumbing. Approved. Close out.	Plumbing	PP-2021-06	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
5/2/22	Inspection	Rowell; 4650 92nd Ave. NE	Final demolition. Approved. Close out.	Demolition	21-8269	0.25	0.00	\$ 125.00	0.00	0.00	\$	31.25
5/2/22	Inspection	Rowell; 4650 92nd Ave. NE	Gas piping final. Approved. Close out.	Plumbing	PP-2021-01	0.25	0.00	\$ 125.00	0.00	0.00	\$	31.25
5/2/22	Inspection	Rowell; 4650 92nd Ave. NE	Building final for temporary occupancy. Approved TCO for 90-days.	Building	20-8210	0.75	0.00	\$ 125.00	0.00	0.00	\$	93.75
5/2/22	Inspection	Biege; 9051 NE 37th Pl.	Exterior wall sheathing and lateral.	Building	BP-2021-02	0.75	0.00	\$ 125.00	3.00	1.76	\$	95.51
5/3/22	Inspection	Cramer; 9249 NE 37th Pl.	Plumbing final. Approved. Close out.	Plumbing	PP-2021-05	0.25	0.00	\$ 125.00	6.00	3.51	\$	34.76
5/3/22	Inspection	Cramer; 9249 NE 37th Pl.	Mechanical final. Failed.	Mechanical	MP-2021-08	0.25	0.00	\$ 125.00	0.00	0.00	\$	31.25
5/3/22	Inspection	Cramer; 9249 NE 37th Pl.	Building final. Approved. Close out. No CO.	Building	21-8273	0.75	0.00	\$ 125.00	0.00	0.00	\$	93.75
5/5/22	Inspection	Zhao; 9222 NE 37th Pl.	Deck framing. Failed.	Building	BP-2021-14	0.50	0.00	\$ 125.00	3.00	1.76	\$	64.26
5/5/22	Inspection	Yarrow LLC; 9018 NE 39th Pl.	Partial framing. Meet with builder and architect to review new revisions.	Building	BP-2021-08	2.00	0.00	\$ 125.00	3.00	1.76	\$	251.76
5/10/22	Inspection	Yarrow LLC; 9018 NE 39th Pl.	Foundation walls. With review of special inspection reports.	Building	BP-2021-08	1.50	0.00	\$ 125.00	6.00	3.51	\$	191.01
5/16/22	Inspection	Zhao; 9222 NE 37th Pl.	Deck framing	Building	BP-2021-14	0.50	0.00	\$ 125.00	2.00	1.17	\$	63.67
5/16/22	Inspection	Stiles; 4441 94th Ave. NE	Final fence. Failed. Over allowed maximum.	Building	FENCE-2022-03	0.50	0.00	\$ 125.00	2.00	1.17	\$	63.67
5/17/22	Inspection	Dreizin; 4436 95th Ave. NE	Demolition final. Close out.	Demolition	DP-2022-02	0.25	0.00	\$ 125.00	6.00	3.51	\$	34.76
5/17/22	Inspection	Dreizin; 4436 95th Ave. NE	Pier final. Failed.	Building	BP-2022-02	0.75	0.00	\$ 125.00	0.00	0.00	\$	93.75
5/19/22	Inspection	Guilford; 8809 NE 34th St.	Rough gas piping and pressure test.	Plumbing	PP-2022-08	0.50	0.00	\$ 125.00	6.00	3.51	\$	66.01
5/19/22	Inspection	Guilford; 8809 NE 34th St.	Footing.	Building	BP-2022-10	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
5/20/22	Inspection	Waseri; 3806 95th Ave. NE	Footing. Failed. Revision submittal required. Two visits.	Building	21-8200	1.50	0.00	\$ 125.00	9.00	5.27	\$	192.77
5/20/22	Inspection	Black; 9210 NE 37th Pl.	Final mechanical. Furnance and A/C exchange.	Mechanical	MP-2022-01	0.50	0.00	\$ 125.00	3.00	1.76	\$	64.26
5/23/22	Inspection	Cramer; 9249 NE 37th Pl.	Final mechanical. Close out.	Mechanical	MP-2021-08	0.50	0.00	\$ 125.00	2.00	1.17	\$	63.67
5/23/22	Inspection	Whittlesey; 9228 NE 37th Pl.	Rough plumbing. Also, walk-through of framing at contractor's request to look for any major issues.	Plumbing	PP-2021-14	1.25	0.00	\$ 125.00	2.00	1.17	\$	157.42
5/23/22	Inspection	Mishra; 4412 95th Ave. NE	Final plumbing and gas piping. Approved. Close out.	Plumbing	20-8235	0.50	0.00	\$ 125.00	2.00	1.17	\$	63.67

5/23/22	Inspection	Mishra; 4412 95th Ave. NE	Final mechanical. Approved. Close out.	Mechanical	20-8249	0.50	0.00	\$ 125.00	0.00	0.00	\$ 62.50
5/23/22	Inspection	Mishra; 4412 95th Ave. NE	Final demolition. Approved. Close out.	Demolition	19-8057	0.25	0.00	\$ 125.00	0.00	0.00	\$ 31.25
5/23/22	Inspection	Mishra; 4412 95th Ave. NE	Final mechanical. Approved. Close out.	Mechanical	21-8297	0.50	0.00	\$ 125.00	0.00	0.00	\$ 62.50
5/23/22	Inspection	Mishra; 4412 95th Ave. NE	Final mechanical. Approved. Close out.	Mechanical	MP-2022-02	0.25	0.00	\$ 125.00	0.00	0.00	\$ 31.25
5/23/22	Inspection	Mishra; 4412 95th Ave. NE	Final mechanical. Approved. Close out.	Mechanical	MP-2021-02	0.25	0.00	\$ 125.00	0.00	0.00	\$ 31.25
5/23/22	Inspection	Mishra; 4412 95th Ave. NE	Final plumbing. Approved. Close out.	Plumbing	PP-2022-12	0.50	0.00	\$ 125.00	0.00	0.00	\$ 62.50
5/23/22	Inspection	Mishra; 4412 95th Ave. NE	Final plumbing. Approved. Close out.	Plumbing	PP-2021-05	0.50	0.00	\$ 125.00	0.00	0.00	\$ 62.50
5/23/22	Inspection	Mishra; 4412 95th Ave. NE	Final building for temporary occupancy. TCO approved for 90-days.	Building	21-8273	1.50	0.00	\$ 125.00	0.00	0.00	\$ 187.50
5/26/22	Inspection	Daltas; 9026 Points Drive NE	Framing	Building	BP-2021-17	1.00	0.00	\$ 125.00	3.00	1.76	\$ 126.76
5/27/22	Inspection	Guilford; 8809 NE 34th St.	Rough plumbing. Failed.	Plumbing	PP-2022-08	0.75	0.00	\$ 125.00	3.00	1.76	\$ 95.51
	Inspection					0.00	0.00	\$ 125.00	0.00	0.00	\$ -

**Activity Total for Inspections (104 000 000 559 60 41 00) 26.75 0.00 \$ 125.00 76.00 \$ 44.46 \$ 3,388.21**

Activity Type: Plan Review

Date	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Charge	(Round Trip at .585/mile)	Mileage Charge	Total Charge
5/5/22	Plan Review	Cook; 9018 NE 39th Pl.	Pre-application meeting for a pier.	Building	Pre-App-2022-12	0.5	\$ 125.00	0.00	0	\$ 62.50
5/10/22	Plan Review	Guilford; 8809 NE 34th St.	Alteration. Second review. Fee doubled due to work started without permits.	Building	BP-2022-10	5	\$ 125.00	0.00	0	\$ 625.00
5/10/22	Plan Review	Weber; 9003 NE 37th Pl.	Pier repair.	Building	BP-2022-07	2.5	\$ 125.00	0.00	0	\$ 312.50

1 = 1799.41  
2 = 1458.53  
3 = 130.27

5/10/22	Plan Review	Angelone; 4427 95th Ave. NE	Alteration and addition.	Building	BP-2022-06 2	\$ 125.00 0.00	0 \$	250.00
5/16/22	Plan Review	Huasheng; 9064 NE 33rd St.	Alteration. Second review. Fee doubled due to work started without permits.	Building	BP-2022-08 2	\$ 125.00 0.00	0 \$	250.00
5/20/22	Plan Review	Perry; 9010 NE 37th Pl.	Spa	Building	BP-2022-09 1.25	\$ 125.00 0.00	0 \$	156.25
5/23/22	Plan Review	Box; 9050 NE 38th Pl.	Demolition only. Comment letter sent.	Demolition	DP-2022-03 0.5	\$ 125.00 0.00	0 \$	62.50
	Plan Review				0	\$ 125.00 0.00	0 \$	-

**Activity Total for Plan Review (104 000 000 559 69 49 00) 13.75 \$ 125.00 \$ 1,718.75**

Activity Type: **Administrative Services**

Date	Job Function	Name	Description of Work	Hours	Charge	Total Charge
	Administrative Services		Invoice preparation	0.00	\$35.00	\$0.00

**Activity Total for Administrative Services \$0.00**

Activity Type:

**Activity Total for Administrative Services (no account number assigned) \$0.00**

Note: This invoice reflects 2021 IRS mileage rate of 58.5 cents/mile

**TOTAL \$ 5,170.63**

+5%: 258.53  
5429.14

**Yarrow Point Invoice Detail**

**May 2022**

Stacia K. Schroeder, PE  
 Northwest Civil Solutions, LLC  
 14251 131st Avenue NE Kirkland, WA 98034  
 EIN: 26-4149507 UBI: 602-884-283

FUND: Capital Improvement			ACTIVITY TYPE: CIP #1 - NE 36th St	ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
5/2/22	Administration	Town of Yarrow Point	Coord w/ G&O - Kevin for progress report; prepare status report for council packet	0.75	\$ 125.00	\$ 93.75
5/30/22	Administration	Town of Yarrow Point	Review 60% design submittal and return comments to G&O	2.25	\$ 125.00	\$ 281.25
5/31/22	Administration	Town of Yarrow Point	Send SW Mntc Videos to G&O- Kevin	0.50	\$ 125.00	\$ 62.50
<b>Activity Subtotal for Town Engineer - CIP #S-2</b>				<b>3.50</b>	<b>\$ 125.00</b>	<b>\$ 437.50</b>

FUND: Capital Improvement			ACTIVITY TYPE: NE 42nd Street/ 91st Ave NE Stormwater Upsizing and UGC Project	ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
-	Administration	Town of Yarrow Point	-	0.00	\$ 125.00	\$ -
<b>Activity Subtotal for Town Engineer - NE 42nd Street</b>				<b>0.00</b>	<b>\$ 125.00</b>	<b>\$ -</b>

FUND: Capital Improvement			ACTIVITY TYPE: 94th Ave NE - UGC & Storm Improvements	ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
5/2/22	Administration	Town of Yarrow Point	Prepare status report; prepare agenda bill for PSE design work	2.00	\$ 125.00	\$ 250.00
5/4/22	Administration	Town of Yarrow Point	Drive through of area to determine # of homes with overhead services	0.25	\$ 125.00	\$ 31.25
5/10/22	Administration	Town of Yarrow Point	Attend council meeting to discuss PSE design proposal for 94th Ave NE	0.50	\$ 125.00	\$ 62.50
5/12/22	Administration	Town of Yarrow Point	Expand scope of work per council discussion and send exhibit to PSE for updated design proposal	2.50	\$ 125.00	\$ 312.50
5/30/22	Administration	Town of Yarrow Point	Review and send revised design documents to town staff for final review and signature; coord w/ PSE for final version	1.00	\$ 125.00	\$ 125.00
<b>Activity Subtotal for Town Engineer - CIP #T-1</b>				<b>6.25</b>	<b>\$ 125.00</b>	<b>\$ 781.25</b>

<b>Activity Total for Capital Improvement Projects</b>				<b>9.75</b>	<b>\$ 125.00</b>	<b>\$ 1,218.75</b>
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**Yarrow Point Invoice Detail**

**May 2022**

Stacia K. Schroeder, PE  
Northwest Civil Solutions, LLC  
14251 131st Avenue NE Kirkland, WA 98034  
EIN: 26-4149507 UBI: 602-884-283

**Activity Type: Pre-Applications**

Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
5/5/22	Pre-application	Yarrow, LLC; 9018 NE 39th Place	Prepare for (research joint pier records on file) and attend pier maintenance pre-app meeting w/ staff and applicants Madison - Seaborn; email follow up comments	PA #22-12	3.50 \$	125.00 \$ 437.50
5/5/22	Pre-application	Mishra; 4412 95th Ave NE	Review Mona's notes and coord w/ Austen	PA #22-09	0.25 \$	125.00 \$ 31.25
5/5/22	Pre-application	Morrow; 4427 91st Ave NE	Answer land use questions Re: setback from panhandle dwy	PA #20-8196	0.50 \$	125.00 \$ 62.50
5/23/22	Pre-application	Twanho Trust; 9001 NE 41st St	Discuss original grade requirements with surveyor	PA #22-08	0.50 \$	125.00 \$ 62.50
5/23/22	Pre-application	Donner; 4609 91st Ave NE	Impromptu mtg at TYP w/ resident 4615 91st Ave NE Re: latest development plans	PA #22-04	0.25 \$	125.00 \$ 31.25
5/26/22	Pre-application	Cook; 9018 NE 39th Place	Prepare for pre-app meeting Re: backyard site improvements	PA #22-13	1.25 \$	125.00 \$ 156.25
5/26/22	Pre-application	Hayes; 9030 NE 40th St	file records related to variance examples; coord w/ applicant for Q&A mtg	PA #22-07	0.25 \$	125.00 \$ 31.25
5/26/22	Pre-application	Nordstrom; 3802 94th Ave NE	coord w/ Arch - Doug Obie Re: permits and process required to demolish all on-site buildings	PA #20-8239	1.25 \$	125.00 \$ 156.25
<b>Activity Subtotal for Pre-Applications</b>					<b>7.75 \$</b>	<b>125.00 \$ 968.75</b>

**Activity Type: Plan Review (Boundary Line Adjustment/ Short Plat)**

Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
-	BLA Review	-	-	0.00	\$ 125.00	\$ -
<b>Activity Subtotal for Plan Review</b>					<b>0.00 \$</b>	<b>125.00 \$ -</b>

**Activity Type: Plan Review/ Inspection - Site Development Permit**

Date	Job Function	Name	Description of Work	Hours	Charge	Total Charge
5/4/22	Plan Review	Whittlesey; 9228 NE 37th Pl	Phone conv. w/ Arch - Jeff S. Re: proposed rockery in SW corner	SITE #21-8282	0.25 \$	125.00 \$ 31.25
5/4/22	Inspection	Clapp; 4415 91st Ave NE	On-site for mtg w/ Seaborn Pile Driving crew; contact COB utilities for side sewer as-built and permit	SITE #22-03	0.75 \$	125.00 \$ 93.75
5/23/22	Plan Review	Whittlesey; 9228 NE 37th Pl	Talk w/ Arch - Jeff S. Re: site plan updates	SITE #21-8282	0.75 \$	125.00 \$ 93.75

**Yarrow Point Invoice Detail**

**May 2022**

Stacia K. Schroeder, PE  
 Northwest Civil Solutions, LLC  
 14251 131st Avenue NE Kirkland, WA 98034  
 EIN: 26-4149507 UBI: 602-884-283

5/24/22	Inspection	Wazeri; 3806 95th Ave NE	Onsite mtg to discuss temporary power pole installation and existing pole removal	SITE #20-8201	0.75	\$	125.00	\$	93.75
5/25/22	Inspection	Davis; 4201 95th Ave NE	On-site to deliver parking violation notices; inspect recent pool pour which was not per approved plans; work w/ contractor and staff to get a revision submitted.	SITE #20-8248	1.00	\$	125.00	\$	125.00
5/26/22	Plan Review	Whittlesey; 9228 NE 37th Pl	Review and approve revision; coord w/ Austen for add'l site permit req'd for work on parcel NE of site	SITE #21-8282	0.50	\$	125.00	\$	62.50
5/30/22	Inspection	Wazeri; 3806 95th Ave NE	Review plan interior plan revision; coord w/ staff	SITE #20-8201	0.50	\$	125.00	\$	62.50
5/30/22	Inspection	Guilford; 8807 NE 34th St	Review email Re: new 8807 NE 34th St water service; Reach out to applicant and surveyor Re: 5-ft water service easement needed	SITE #21-8265	0.50	\$	125.00	\$	62.50
<b>Activity Subtotal for Plan Review - Site Development Permit</b>					<b>5.00</b>	<b>\$</b>	<b>125.00</b>	<b>\$</b>	<b>625.00</b>



**Yarrow Point Invoice Detail**

**May 2022**

Stacia K. Schroeder, PE  
Northwest Civil Solutions, LLC  
14251 131st Avenue NE Kirkland, WA 98034  
EIN: 26-4149507 UBI: 602-884-283

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**Activity Type: Permit Review/Inspection - Right of Way Use Permit(s)**

Date	Job Function	Name	Description of Work	Hours	Charge	Total Charge
5/4/22	Inspection	PSE InfraSource; 9042 NE 33rd street	On-site for final inspection	ROW #21-05	0.75 \$ 125.00	\$ 93.75

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**Activity Subtotal for Permit Review/Inspection - Right of Way Use Permit(s)** 0.75 \$ 125.00 \$ 93.75

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**Activity Total for Pre-apps/Plan Reviews/ Permits/ Inspections** 13.50 \$ 125.00 \$ 1,687.50

**Yarrow Point Invoice Detail**

**May 2022**

Stacia K. Schroeder, PE  
Northwest Civil Solutions, LLC  
14251 131st Avenue NE Kirkland, WA 98034  
EIN: 26-4149507 UBI: 602-884-283

FUND: Unknown		Activity Type: General Administration - Interim Planner Duties				Invoice Code: Unknown		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge		
5/3/22	Planner	Stiles; 4441 94th Ave NE	Review & approve permit; Coord w/ neighbor Re: installation	F #22-02	0.50 \$	125.00 \$	62.50	
5/4/22	Planner	Driezen; 4436 95th Ave NE	Pier revision and coord w/ staff	BP #22-02	0.50 \$	125.00 \$	62.50	
5/5/22	Planner	Box; 9050 NE 38th Place	Review bldg permit for zoning and site	BP #22-11	0.50 \$	125.00 \$	62.50	
5/9/22	Planner	Biege; 9051 NE 37th Place	Review and approve permit for heat pumps	MP #22-09	0.25 \$	125.00 \$	31.25	
5/24/22	Planner	Zhong; 9032 NE 33rd St	Review and approve replaced HVAC units	MP #22-10	0.25 \$	125.00 \$	31.25	
5/25/22	Planner	Hong; 9024 NE 37th Place	Reasearch survey information; review and approve permit; coord w/ applicant via phone and staff for issuance	F #22-04	0.75 \$	125.00 \$	93.75	
5/26/22	Planner	Yuxiang; 9207 NE 38th Pl	Coord w/ resident and Austen; create site plan	N/A	0.75 \$	125.00 \$	93.75	
5/30/22	Planner	Guilford; 8807 NE 34th St	Review pier removal/ addition proposal and send comments to applicant and staff	SDP #22-02	1.75 \$	125.00 \$	218.75	
5/31/22	Planner	Town of Yarrow Point	Review and prepare conditions; coord w/ Austen for issuance	F #22-05	0.75 \$	125.00 \$	93.75	
5/31/22	Planner	Perry; 9010 NE 37th St	Review spa site plan and contact owner for placement verification	B #22-09	0.25 \$	125.00 \$	31.25	
5/31/22	Planner	Mishra; 4412 95th Ave NE	Coord w/ staff to Re: standard SEPA MDNS, DNS, and noticing forms; create new forms	SDP #22-02	1.00 \$	125.00 \$	125.00	
<b>Activity Subtotal for General Administration</b>					<b>7.25 \$</b>	<b>125.00 \$</b>	<b>906.25</b>	
FUND: Unknown		Activity Type: General Administration - 2022 Stormwater Clean & Camera				Invoice Code: Ur		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge		
5/3/22	Administration	Town of Yarrow Point	2022 Stormwater Annual Clean and Camera - prepare AB 22-34 and associated references	0.75	\$ 125.00	\$ 93.75		
5/10/22	Administration	Town of Yarrow Point	2022 Stormwater Annual Clean and Camera - attend council meeting to answer questions on proposal	0.50	\$ 125.00	\$ 62.50		
5/12/22	Administration	Town of Yarrow Point	2022 Stormwater Annual Clean and Camera - Send Pro-pipe signed contract and coord work;	0.25	\$ 125.00	\$ 31.25		
<b>Activity Subtotal for General Administration</b>					<b>1.50 \$</b>	<b>125.00 \$</b>	<b>187.50</b>	
FUND: Unknown		Activity Type: General Administration - 8928 NE 33rd St Sewer Break				Invoice Code: Ur		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge		

**Yarrow Point Invoice Detail**

**May 2022**

Stacia K. Schroeder, PE  
 Northwest Civil Solutions, LLC  
 14251 131st Avenue NE Kirkland, WA 98034  
 EIN: 26-4149507 UBI: 602-884-283

5/2/22	Administration	Town of Yarrow Point	8928 NE 33rd St - Sewer Lateral Break in WNP: mtg w/ Mayor and Scott Re: lack of progress and possible new approaches; coord w/ ICC - Nathan and Austen Re: orange fencing and signage; Coord w/ Lucas Clements - potential contractor	2.25	\$	125.00	\$	281.25
5/4/22	Administration	Town of Yarrow Point	8928 NE 33rd St - Sewer Lateral Break in WNP: review ICC proposal and coord w/ Mayor for signature; staff coord to notify town council of break	0.25	\$	125.00	\$	31.25
5/5/22	Administration	Town of Yarrow Point	8928 NE 33rd St - Sewer lateral break: coord w/ G-Logics - Rory Re: environmental clean up that might be required; return phone call to Larry A.	0.75	\$	125.00	\$	93.75
5/6/22	Administration	Town of Yarrow Point	8928 NE 33rd St - Sewer Lateral Break in WNP: Coord w/ G-Logics Mike via phone; follow up with email; send signed fencing proposal to ICC	0.25	\$	125.00	\$	31.25
5/9/22	Administration	Town of Yarrow Point	8928 NE 33rd St - Sewer Lateral Break in WNP: coord w/ ICC - Nathan for fencing installation	0.25	\$	125.00	\$	31.25
5/12/22	Administration	Town of Yarrow Point	8928 NE 33rd St - Sewer Lateral Break in WNP: coord w/ Mayor Re: upcoming meeting w/ attorney	0.25	\$	125.00	\$	31.25
5/23/22	Administration	Town of Yarrow Point	8928 NE 33rd St - Sewer Lateral Break in WNP: coord mtg w/ Mayor Re: status post week vacation	0.75	\$	125.00	\$	93.75
5/26/22	Administration	Town of Yarrow Point	8928 NE 33rd St - broken sewer lateral: coord mtg w/ Larry A and respond to subsequent emails; contact COB for existing permit information	1.00	\$	125.00	\$	125.00
5/31/22	Administration	Town of Yarrow Point	8928 NE 33rd St - On-site meeting w/ Larry A., Mike w/ Badger, and Bruce Jones Re: vac truck for excavation; coord w/ Nathan - ICC	1.25	\$	125.00	\$	156.25

<b>Activity Subtotal for General Administration</b>				<b>7.00</b>	<b>\$</b>	<b>125.00</b>	<b>\$</b>	<b>875.00</b>
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FUND: Unknown		Activity Type: General Administration - Sally's Alley			Invoice Code: U		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge	
5/5/22	Administration	Town of Yarrow Point	Permit research 3802 94th Ave NE to identify possible zoning non-conformities; read through Var #128; email to coord w/ Mayor and Scott	1.00	\$	125.00	\$ 125.00

<b>Activity Subtotal for General Administration</b>				<b>1.00</b>	<b>\$</b>	<b>125.00</b>	<b>\$</b>	<b>125.00</b>
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FUND: Unknown		Activity Type: General Administration - General Duties			Invoice Code: Unknown		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge	
5/2/22	Administration	Town of Yarrow Point	2022 Pagoda Mntc Proposal - review and route to staff for processing (council packet agenda item or consent calendar?)	0.25	\$	125.00	\$ 31.25
5/2/22	Administration	Town of Yarrow Point	Pothole at 92nd & NE 40th - AA Asphalt proposal signed, scanned, and returned to contractor; coord w/ Bonnie for check	0.50	\$	125.00	\$ 62.50
5/2/22	Administration	Town of Yarrow Point	2023-2028 TIP/ CIP draft prepared for council review	1.00	\$	125.00	\$ 125.00
5/6/22	Administration	Town of Yarrow Point	Answer questions from Ryan O. - City of Medina Re: UGC procedures	0.25	\$	125.00	\$ 31.25

**Yarrow Point Invoice Detail**

**May 2022**

Stacia K. Schroeder, PE  
 Northwest Civil Solutions, LLC  
 14251 131st Avenue NE Kirkland, WA 98034  
 EIN: 26-4149507 UBI: 602-884-283

5/10/22 Administration	Town of Yarrow Point	Attend council meeting to discuss CIP/ TIP (1 hr); 2022 pagoda mntc proposal (0.5 hr)	1.50 \$	125.00 \$	187.50
5/12/22 Administration	Town of Yarrow Point	Coord w/ Mayor and BMS Re: 95th Ave NE pagoda rebuild and concrete pad for larger incoming box on 92nd	0.50 \$	125.00 \$	62.50
5/25/22 Administration	Town of Yarrow Point	Site visit to look at NE 47th St beach & 9024 NE 37th St concrete pour impacts; coord w/ Austen for determination	0.50 \$	125.00 \$	62.50
5/30/22 Administration	Town of Yarrow Point	Respond to City of Woodinville Re: PACE reference	0.25 \$	125.00 \$	31.25
5/30/22 Administration	Town of Yarrow Point	Respond to resident and staff Re: OH utility service concerns for 3802 94th Ave NE	0.25 \$	125.00 \$	31.25
5/30/22 Administration	Town of Yarrow Point	4315 91st Ave NE - respond to resident and staff Re: irrigation companies to fix pre-existing 91st UGC irrigation issues	0.50 \$	125.00 \$	62.50
<hr/>			<b>5.50 \$</b>	<b>125.00 \$</b>	<b>687.50</b>
<b>Activity Subtotal for General Administration</b>					

**Yarrow Point Invoice Detail**

**May 2022**

Stacia K. Schroeder, PE  
Northwest Civil Solutions, LLC  
14251 131st Avenue NE Kirkland, WA 98034  
EIN: 26-4149507 UBI: 602-884-283

**TOWN REIMBURSED ACTIVITIES**

	9.75	\$125.00	\$1,218.75
Activity Total for Capital Improvement Projects			
	13.50	\$ 125.00	\$1,687.50
<b>Activity Total for Applicant - Pre-apps/Plan Reviews/ Permits/ Inspections</b>			
	23.25	\$ 125.00	\$2,906.25
Activity Total for Reimbursed Categories			

**TOWN GENERAL ADMINISTRATION ACTIVITIES**

	22.25	\$125.00	\$2,781.25
Activity Total for General Administration			

**TOWN TOTAL FOR ALL ACTIVITIES**

45.50 \$ 125.00 \$5,687.50

**Business of The Town Council  
Town of Yarrow Point, WA**

Agenda Bill 22-40  
June 14, 2022

<b>Capital Improvement Plan/Transportation Improvement Plan 2023-2028</b>	<b>Proposed Council Action:</b> For Approval
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<b>Presented by:</b>	Town Engineer – Stacia Schroeder
<b>Exhibits:</b>	<ul style="list-style-type: none"> <li>• Capital Improvement Plan - Transportation Plan (2023-2028)</li> <li>• Capital Improvement Plan Funds Exhibit</li> <li>• 2020 SWMP CIP Recommendations</li> <li>• 2023-2028 CIP Map</li> <li>• Ordinance No. 718</li> </ul>

**Summary:**

The Town Engineer prepared an annual Capital Improvement Plan (CIP) for public comment and Council consideration which includes projected transportation, stormwater, and underground conversion projects. This year’s CIP covers the period 2023-2028.

State law requires municipalities to annually prepare and adopt a six-year Transportation Improvement Program (TIP). The adopted program is to be submitted to the State Department of Transportation and the Puget Sound Regional Council. The Town Council must hold a public hearing on the matter and ultimately adopt a plan documented through an ordinance. The transportation section of the Capital Improvement Plan serves to meet this requirement.

**Recommended Action:**

1. Hold Public Hearing.
  
2. Adopt Ordinance No. 718, AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON ADOPTING A CAPITAL IMPROVEMENT PLAN AND TRANSPORTATION IMPROVEMENT PLAN FOR 2023-2028, AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

**TOWN OF YARROW POINT**  
**CAPITAL IMPROVEMENT PLAN (2023 - 2028)**  
**TRANSPORTATION IMPROVEMENT PLAN (2023 - 2028)**

Approved by:  
 Date: June 14, 2022  
 Ordinance Number:

DATE SUBMITTED: 07/xx/2022

NO.	YEAR	STREET / LOCATION	FROM	TO	(mi)	PROJECT SCOPE	CONDITION	BUDGET	SOURCE
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**I. TRANSPORTATION IMPROVEMENT PROJECTS**

T - 1	2023	NE 36th Street	91st Ave NE	92nd Ave NE	0.05	2" Grind and Overlay - Design/ Bid/ Construct/ Close Out Completed after Stormwater (S - 1)	3.5	\$160,000.00	REET Heavy Truck Fee
T - 2	2023	88th Ave NE	Pts Drive	SR 520	0.05	2" Grind and Overlay - Design/ Bid/ Construct/ Close Out	3.5	\$50,000.00	REET Heavy Truck Fee
T - 3	2024	94th Ave NE	92nd Ave NE	NE 40th Street	0.62	4400 - 4700 94th Ave NE - Full Road Reconstruction (~3,440LF) 3800-4400 94th Ave NE/ NE 38th St/ NE 40th St - 2" Grind and Overlay Completed after Stormwater (S-3 & 4) and UGC (U-1 & 2)	3.5	\$500,000.00	REET Heavy Truck Fee
T - 4	2025	95th Ave NE	92nd Ave NE	NE 38th Street	0.50	2" Grind and Overlay - Design/ Bid/ Construct/ Close Out (~2,500LF) Completed after Stormwater (S-5 & 6) and UGC (U-3 & 4)	3.5	\$300,000.00	REET Heavy Truck Fee
T - 5	2028	NE 34th Street	92nd Ave NE	West to Lake	0.16	2" Grind and Overlay - Design/ Bid/ Construct/ Close Out Completed after Stormwater (S-9)	3.5	\$230,000.00	REET Heavy Truck Fee

**II. CAPITAL IMPROVEMENT PROJECTS - STORMWATER**

S - 1	2023	NE 36th Street	91st Ave NE	92nd Ave NE	0.05	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (2022 CIP #1; spot repairs based on 2020 C&C)		\$280,000.00	REET SW Utility
S - 2	2023	NE 41st Street	9003	Lake Washington	0.01	Potentially replace ~220LF 12" diam. concrete pipe with PVC on private property through existing easement as new SFR is built.		\$40,000.00	REET SW Utility
S - 3	2023	3800 - 4700 94th Ave NE 9200-9400 NE 38th St & 9200-9500 NE 40th St			0.62	Final Engineering Design - Stormwater (~1,300LF) (2022 SWMP CIP #2, #7, #10 & #11) (Incl. 9429 NE 40th St spot repair based on 2021 C&C)		\$50,000.00	REET SW Utility
S - 4	2024	3800 - 4700 94th Ave NE 9200-9400 NE 38th St & 9200-9500 NE 40th St			0.62	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (2022 SWMP CIP #2, #7, #10 & #11) (Incl. 9429 NE 40th St spot repair based on 2021 C&C)		\$700,000.00	REET SW Utility
S - 5	2025	95th Ave NE	92nd Ave NE	NE 38th Street	0.50	Final Engineering Design - Stormwater (~550LF) (2022 CIP #6) (Incl. 4635 95th Ave NE spot repair based on 2021 C&C)		\$40,000.00	REET SW Utility
S - 6	2026	95th Ave NE	92nd Ave NE	NE 38th Street	0.50	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (2022 CIP #6) (Incl. 4635 95th Ave NE spot repair based on 2021 C&C)		\$250,000.00	REET SW Utility
S - 7	2027	4441 91st Ave NE	91st R/W	Lake Washington	0.1	Final Engineering Design - Stormwater (~525LF) (2022 CIP #4)		\$30,000.00	REET SW Utility
S - 8	2028	4441 91st Ave NE	91st R/W	Lake Washington	0.1	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (2022 CIP #4)		\$300,000.00	REET SW Utility
S - 9	2028	NE 34th Street	92nd Ave NE	Lake Washington	N/A	Spot repairs to storm system based on 2020 Stormwater C&C Replace 2 CB's and ~ 30 LF pipe		\$50,000.00	REET SW Utility
S - 10	2028	92nd Ave NE	NE 38th Street	NE 42nd Street	0.2 0.2	Final Engineering Design - Stormwater (1,050 LF) (CIP #5)		\$40,000.00	REET SW Utility

**III. CAPITAL IMPROVEMENT PROJECTS - UNDERGROUND CONVERSION**

U - 1	2023	3800 - 4700 94th Ave NE 9200-9400 NE 38th St & 9200-9500 NE 40th St			0.62	Final Engineering Design - UGC incl. landscaping plan (~3,440LF)		\$60,000.00	REET WD #1 Funds
U - 2	2024	3800 - 4700 94th Ave NE 9200-9400 NE 38th St & 9200-9500 NE 40th St			0.62	Construction: ~800LF 3-phase, 2,640LF 1-phase & 10 street lights Bid/ Manage/ Construct/ Close Out		\$1,300,000.00	REET WD #1 Funds
U - 3	2025	95th Ave NE	92nd Ave NE	NE 38th Street	0.50	Final Engineering Design - UGC incl. landscaping plan (~2,500LF)		\$60,000.00	REET WD #1 Funds
U - 4	2026	95th Ave NE	92nd Ave NE	NE 38th Street	0.50	Construction: ~2,500LF 1-phase w/ 12 street lights Bid/ Manage/ Construct/ Close Out		\$1,000,000.00	REET WD #1 Funds

**IV. CAPITAL IMPROVEMENT PROJECTS - OTHER**

O - 1	2023	3400 - 3900 92nd Ave NE				Yearly replacement of existing sidewalk w/ colored concrete		\$30,000.00	per yr for 3 yrs
O - 2	2027	4030 95th Ave NE				Add Garage to Town Hall		\$500,000.00	

- 1 = excellent (new/recent overlay within past 5-10 yr. +-)
- 2 = good (older overlay, no obvious damage)
- 3 = fair (some cracks)
- 4 = fair-poor (several cracks, some alligators/settlement)
- 5 = poor (several cracks, alligators, settlement/potholes)

1) The above budget figures shown are in 2022 dollars and are to be considered preliminary probable project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.

2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.

# Capital Improvement Plan Funds

PRIMARY FUNDING: REET

0.5% of Property Tax  
(~\$220,000/ YR)

## TIP – STREET PROJECTS

**FUNDING:**

- 1.) HEAVY TRUCK FEE ~\$100,000/ YR
- 2.) Motor Vehicle Fuel Tax ~\$20,000/YR

- 40% Maintenance (~\$40,000 min)
  - Istvan Salary
  - Pagodas
  - Street Repairs
  - Restriping
- 60% Improvement Projects (~\$60,000 min)
  - Overlays and Striping

## STORMWATER PROJECTS

**FUNDING: STORMWATER UTILITY FEE**

FIXED 419 LOTS \* \$153.60/YR ~\$64,000/ YR

- 40% Maintenance (~\$25,600 min)
  - Video Existing Lines
  - Cleaning sediment and debris in CB's
  - Repairs
- 60% Improvement Projects (~\$38,400 min)
  - Stormwater CIPs outlined in Comp Plan

FUNDING: KC Flood Control District

Fixed: \$13,000/ YR

## UNDERGROUND CONVERSION PROJECTS

- 100% Design and Construction
  - 94<sup>th</sup> Ave NE

**WD#1 - GRANT FUNDING FOR  
UGC AND STREET LIGHTS  
~\$2 MILLION**



## CHAPTER 5 CAPITAL IMPROVEMENT PLAN

### 5.1 METHODOLOGY

The 2019 Town of Yarrow Point Capital Improvement Plan (CIP) is an essential tool used to organize and prioritize vital storm drainage system improvements. Each basin recommendation made in Chapter 3 was included in the CIP. Each project was then prioritized into categories based on the following criteria: potential flooding, construction impacts, and the effect that completion of the project would have on the rest of the system. All project costs are in 2020 dollars and the unit prices attempt to take into account sales tax on materials. Table 5-1 shows the prioritization of all projects.

### 5.2 PROJECT RECOMMENDATIONS

The recommended capital improvements for the 2019 Plan are limited to correcting existing conveyance problems and future conveyance problems based on developed conditions, as well as replacing substandard drainage structures. The recommended capital improvements are listed and prioritized in Table 5-1. All projects that are required to convey existing and proposed flows have been sized to convey the 25-year flow (industry standard) unless noted.

Figure 5-1 Capital Improvement Projects is an insert which shows the locations of the projects. Detailed cost estimates are located in Appendix B.

**Table 5-1: Recommended Capital Improvement Projects**

CONSTRUCTION PROJECTS				
Project ID	CIP #	General Description	Estimated Cost <sup>1</sup>	Priority Level
G-1 D-1	1 <sup>2</sup>	This project consists of approximately 250 LF of new 12" Pipe between G-12 and D-2 that will divert flows to Basin D. Also includes outfall upgrades at the discharge point of Basin D, as well as replacing or repairing 6 damaged catch basins in Basin D.	\$184,000  05/2022- In Design	High
J-2	2	Replaces approximately 690 linear feet of existing 8" pipe with larger 15" diameter pipe between structures J-37 and J-46 plus pipe downstream of J-46 to the tee connection to fully contain flows from developed conditions.	\$290,000  2022/ 2023 - Design 2024 - Construction	Medium-High

CONSTRUCTION PROJECTS				
Project ID	CIP #	General Description	Estimated Cost <sup>1</sup>	Priority Level
H-2	3	Install approximately 400 feet of thickened edge while abandoning 400 linear feet of existing perforated pipe between structures H-3 and H-10 and routing water to the existing 12" line on the east side of 91 <sup>st</sup> Ave. NE	\$121,000	Medium-High  Completed 2021- CB Improvements
H-1	4	Replaces approximately 525 linear feet of existing pipe damaged by major root intrusion between structures H-17 and H-22.	\$224,000	Medium-  2027- Design/ 2028- Construction
G-2	5	Upsize between G-32 and G-60 fully contain flows from existing and developed conditions. 1,050 linear feet of new 18" pipe.	\$468,000	Medium  2028- Design/ 2029- Construction
J-1	6	Replaces approximately 550 linear feet of existing pipe with larger 15" diameter pipe between structures J-21 and J-57 to fully contain flows from developed conditions.	\$185,000	Medium  2024/ 2025 - Design 2026 - Construction
G-3	7	Replaces approximately 420 linear feet of existing pipe with 12" diameter pipe between structures G-53 and G-56 to fully contain flows from existing and developed conditions.	\$167,000	Medium  2022/ 2023 - Design 2024 - Construction
G-4	8	Replaces approximately 50 linear feet of existing pipe with 12" diameter pipe between structures G-29 and Tee-5 in NE 37 <sup>th</sup> St. and the pipe downstream of G-30 to fully contain flows from existing and developed conditions.	\$35,000	Low
G-6	9	Replace 420 linear feet of pipe between G-6 and G-11 with 12" pipe to fully contain flows from existing and developed conditions.	\$160,000	Low
G-5	10	Replace broken 180 linear feet of 8" pipe between G-33 and G-36 in NE 38 <sup>th</sup> St. with 8"-12" PVC pipe and reinstall catch basin over 92 <sup>nd</sup> trunk line to reduce clogging potential	\$80,000	Low  2022/ 2023 - Design 2024 - Construction
G-7	11	Replace CMP pipe between G-48 and G-49 in 94 <sup>th</sup> Ave. NE	\$13,000	Low  2022/ 2023 - Design 2024 - Construction
<b>Construction Projects Total</b>				
<sup>1</sup> All costs are in 2020 dollars				
<sup>2</sup> Required to contain the 100-year storm event in NE 42 <sup>nd</sup> St.				

<b>PROGRAMMATIC PROJECTS</b>				
<b>Project ID</b>	<b>CIP#</b>	<b>General Description</b>	<b>Estimated Cost<sup>1</sup></b>	<b>Priority Level</b>
PP-1	12	Adopt current Department of Ecology Stormwater Management Manual for Western Washington. Includes review of Municipal Code for conflicts and includes production of a stormwater addendum of the manual specific to the Town. Develop a map for the Town to identify parcels which meet direct discharge requirements.	\$30,000	High
PP-2	13	Inventory all existing private flow control facilities and create a database using GIS to ensure regular maintenance is performed.	\$30,000	Medium
PP-3	14	Update Town of Yarrow Point 2010 Standard Plans and Notes	\$25,000	Medium
PP-4	15	Create Policies and Procedures for the Stormwater Operations and Maintenance Program. See Section 6.2	\$25,000	Medium
PP-5	16	Annual Cleaning and Video Inspection Program (6-Year Cycle)	\$30,000	Medium
<b>Programmatic Projects Total</b>			<b>\$140,000</b>	
<sup>1</sup> All costs are in 2020 dollars				

### 5.3 OTHER RECOMMENDATIONS

The following additional recommendations are suggested to the Town of Yarrow Point:

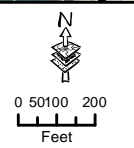
- The Town should verify that easements exist for outfalls to Lake Washington located on private property (Basins A, B, C, D, E, F, and H). If traditional easements do not exist, it is that possible prescriptive easements may. If easements were not previously granted, the Town should attempt to obtain them from the property owners. Additionally, the town should determine if all outfalls to Lake Washington extend to the ordinary high-water line as this is a requirement for the Ecology direct discharge exemption (see Section 2.3.3).
- Results of the field survey and evaluation (see Appendix C, separately bound as Volume 2 – System Inventory) indicate multiple drainage structures in the inventory have large amounts of debris buildup in their sumps and other drainage structures have other identified problems (some structures have significant cracking and are deficient), the majority of these being inoperable lids. The majority of structures located on private property are not included in the inventory. The Town of Yarrow Point Public Works Department should investigate these problem structures and, at the very least, remove sediment buildup in sumps and pipes.

- Volume 2 of this document should be periodically updated as capital improvement projects and other development projects involving the public storm drainage system are completed.
- A centrally managed drainage complaint database should be created and maintained by the Town to aid in developing future projects and correctly prioritizing Town needs.
- The Town should consider implementing a public education program to make residents aware of the negative effects of stormwater pollution. As stated in the Ecology Phase II Permit coverage exemption letter, implementation of stormwater Best Management Practices and public education will maximize the likelihood that Ecology will not bring the Town back under Phase II coverage in the future.
- The Town should consider adopting the current Department of Ecology's Stormwater Management Manual for Western Washington. While the is not an Ecology Phase II Permit Municipality, we feel that by adopting the most current standards will maximize the likelihood that Ecology will not bring the Town back under Phase II coverage in the future. In addition, we believe the Town, its receiving waters, and its residents benefit from using the best and most recent practices and technologies.
- The Town should consider updating the standard plans and notes. This will ensure that construction projects within the Town, both public and private, are using construction methods and practices that are currently the industry standard.



# TOWN OF YARROW POINT

## 2023-2028 CAPITAL IMPROVEMENT PLAN



Esri, HERE, Garmin, (c) OpenStreetMap contributors, Pictometry, King County



**TOWN OF YARROW POINT  
ORDINANCE NO. 718**

**AN ORDINANCE OF THE TOWN OF YARROW POINT,  
WASHINGTON ADOPTING A CAPITAL IMPROVEMENT  
PLAN AND TRANSPORTATION IMPROVEMENT PLAN  
FOR 2023-2028, AND FIXING A TIME WHEN THE SAME  
SHALL BECOME EFFECTIVE.**

**WHEREAS**, the six-year capital improvement plan (CIP) and transportation improvement plan (TIP) are elements of the comprehensive plan; and

**WHEREAS**, pursuant to RCW 35A.63.073, amendments to the comprehensive plan require the Town Council to notice and hold a public hearing to solicit and receive public comment regarding the proposed CIP and TIP; and

**WHEREAS**, the Town Council duly noted and held a public hearing on June 14, 2022 to solicit and receive public comment; and

**WHEREAS**, upon hearing public testimony and recommendations of the Town Engineer, the Town Council finds it to be in the public's interest to adopt the CIP and TIP as presented.

**NOW, THEREFORE THE TOWN COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1:** The Capital Improvement Plan (CIP) and Transportation Improvement Plan (TIP) is hereby adopted in the form set forth in Attachment A, incorporated by this reference as fully as if herein set forth.

**Section 2:** This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

Passed by the Town Council this 14<sup>th</sup> day of June, 2022.

APPROVED:

\_\_\_\_\_  
Katy Harris, Mayor

\_\_\_\_\_  
ATTEST: Bonnie Ritter, Clerk-Treasurer

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY \_\_\_\_\_  
Scott Missall

**SUMMARY OF ORDINANCE NO. 718**

of the Town of Yarrow Point, Washington

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On the 14<sup>th</sup> day of June, 2022, the Town Council of the Town of Yarrow Point, passed Ordinance No. 718. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON ADOPTING A CAPITAL IMPROVEMENT PLAN AND TRANSPORTATION IMPORVEMENT PLAN FOR 2022-2028, AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

The full text of this Ordinance will be mailed upon request.

DATED this \_\_\_\_ day of June, 2022.

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BONNIE RITTER, CLERK-TREASURER

<b>Construction Parking Proposals</b>	<b>Proposed Council Action: None – discussion only</b>
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<b>Presented by:</b>	Mayor Katy Harris and Steve Wilcox, Town Building Official
<b>Exhibits:</b>	<ul style="list-style-type: none"> <li>• Draft Construction Parking Ordinance.</li> <li>• Draft Construction parking warning sign draft.</li> </ul>

**Summary:**

Construction parking has been an ongoing issue for the Town due to the Town’s topography and layout. Currently, construction parking is prohibited on Town right-of-way (YPMC 12.30.040). All construction parking is required to either be on the project site or located outside of Town limits.

This code requirement has proven extremely difficult to comply with as well as extremely difficult to enforce. Other than to pay someone to sit and watch each individual project site to determine whether the construction workers’ vehicles belong to that particular site are complying with the code, there is no way to track which vehicle belongs to which worker for which project site.

That said, staff understands that this is a safety problem and quality of life problem. Accordingly, staff has met several times to discuss additional deterrents that would encourage code compliance.

There are a few different approaches that Staff considered:

1. Increase existing deposit amount to \$25,000 (from \$3750) as part of every building permit that is issued.
  - Process:
    - Building Official could then issue a penalty of a \$1,000 against deposit for every parking violation.
    - Would still need to have an appeal process for the penalty to ensure due process rights
    - Appeal would be to Mayor or Hearing Examiner



- Pros: likely to get attention of property owners since they must pay the deposit up front so hopefully that would translate into more code compliance. Limited staff involvement.
  - Cons: \$25,000 deposit for a \$10,000 project would likely generate some consternation from residents. However, even a \$10,000 project could involve trucks that need to park in the ROW, so this would ensure they would comply. Additionally, since it is a deposit, owners get the money back if they don't violate the code. Minor code amendments needed to implement.
  - Questions for Council:
    - What should the penalty amount be?
    - Should the deposit be the same for all permits or should there be a threshold amount (\$250,000 or \$500,00) that triggers the need for a deposit?
    - Who should the appeal be to – the Mayor or the Hearing Examiner?
2. No deposit but increase penalty amount and issue the penalty plus a stop work order
- Process:
    - Building official would issue a \$1,000 penalty plus the stop work order requiring the property owner to meet with him to explain how they will ensure that they stop violating the code
    - Follow existing process for issuance (and appeal rights) of the penalty and SWO in YPMC 1.08
  - Pros: likely to get attention of property owners because SWO require the entire project be stopped. Process already established in code, so only need to increase penalty amount.
  - Cons: extremely time intensive for Building Official, which translates to less availability for other job duties and increased costs to the Town. Will also cause some consternation for residents whose projects are on a tight timeline (usually SWO take 48-72 hours to resolve).
  - Questions for Council:
    - What should the penalty amount be?

Other considerations:

- Should construction parking be allowed in the ROW directly in front of a property but only allow it off the paved road to ensure safe access for emergency access, school buses, etc.? There are minimum widths for emergency vehicle access. Bellevue FD wants 20' min. (sometimes 16') road widths
  - Pros: allows for extra parking spaces
  - Cons: Some properties have adequate shoulders off the paved road, and others don't so the allowance for ROW parking will not work for everyone.

Town of Yarrow Point

Ordinance No. \_\_

**AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING YARROW POINT MUNICIPAL CODE SECTIONS 12.30.040 AND 12.30.050 TO AUTHORIZE CONSTRUCTION PARKING ON THE RIGHT-OF-WAY ADJACENT TO THE SUBJECT PROJECT, ESTABLISHING A SET AMOUNT FOR THE CONSTRUCTION PARKING DEPOSIT, AND INCREASING THE PENALTY FOR CONSTRUCTION PARKING VIOLATIONS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Yarrow Point ("Town") is authorized under the police powers granted to it by the Washington State Constitution, Art, XI to regulate its rights-of-way and to generally provide for the public health, safety, and welfare; and

**WHEREAS**, the Town has codified construction parking regulations at Yarrow Point Municipal Code ("YPMC") Chapter 12.30 (Construction Activities and Parking Plan); and

**WHEREAS**, YPMC 12.30.040(A) prohibits construction parking in the public right-of-way and requires all construction parking to either be located on the subject property or off-site and outside Town limits; and

**WHEREAS**, due to the geographic topography of the Town, it is extremely challenging to locate sufficient construction parking on site and furthermore, it is impractical to require construction parking to be located outside of Town limits; and

**WHEREAS**, the Town desires to allow for construction parking in the public right-of-way immediately adjacent to the subject property because of the inherent challenges of locating construction parking on site; and

**WHEREAS**, to ensure that the construction parking requirements are met, the Town desires to set the deposit, required by YPMC Section 12.30.040(C), at \$25,000 and to permit withdrawals of this deposit for violations of the construction parking regulations; and

**WHEREAS**, the Town Council finds the amendments as set forth herein to be in the public's interest, safety and welfare.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON AS FOLLOWS:**

**SECTION 1.** Findings. The foregoing recitals are hereby adopted as findings of fact in support of the adoption of this Ordinance.

**SECTION 2.** Amendment to YPMC Section 12.30.040. Yarrow Point Municipal Code Section 12.30.040 is hereby amended to read as follows:

A. ~~Parking on the public right-of-way or way open to the public, whether improved or unimproved, is prohibited~~ by the owners and the operators of all site development and construction-related

vehicles and equipment, including personal vehicles operated by site development and construction-related workers commuting to and from the development or construction site is only permitted either on the subject project or in the right-of-way directly adjacent to the subject project. ~~Parking for such workers shall be provided on site by the owner of the property.~~ Parking at locations other than on site or on the directly adjacent right-of-way shall be arranged prior to the issuance of permits by securing approval for an alternate designated parking area, staging area, delivery area, or equipment or materials storage area from the town building official through an approved building, demolition, mechanical, or site development permit. If adequate parking or staging area is not available, it shall be the responsibility of the property owner or ~~his~~ their authorized agent to provide sufficient staging, storage, or transportation to and from the site from a location outside of the town limits, or to make other arrangements not inconsistent with this section. Demolition and construction activity parking regulations and parking plan shall be provided on site for review on a 24-hour basis according to town of Yarrow Point requirements for noticing and posting.

B. A violation of this chapter by any owner or operator of site development equipment and/or construction-related vehicles and equipment, or by the operator of any personal vehicle operated by site development and construction workers, shall be ~~an infraction,~~ punishable by a fine of ~~\$500.00~~ \$1,000.00 for each offense and it will be deducted from the deposit required pursuant to YPMC 12.30.050.

C. Any owner or operator of site development equipment and/or construction-related vehicles, including privately owned vehicles of construction works, who violates subsection A of this section shall be deemed to be an acting agent of the owner of the property or prime contractor. The owner or prime contractor shall be subject to the penalty as set forth in subsection B of this section.

D. The building official of the town of Yarrow Point and the Clyde Hill police are hereby authorized to issue uniform infraction violations for any violation of subsection A or B of this section.

**SECTION 3.** Amendment to YPMC Section 12.30.050. YPMC Section 12.30.050 is hereby amended to read as follows:

A. Any person or entity engaging in activities pursuant to Chapter [12.04](#) or [20.04](#) YPMC shall: (1) prevent damage to the public rights-of-way, (2) keep streets clean and free of dirt, mud, or other debris, and (3) be prohibited from discharging, directly or indirectly, any matter into the storm and surface water system that may cause, or may tend to cause, damage to the surface water system, and cause the introduction of any pollutant into such system, and cause pollution of water within the system or its discharge location.

B. Any person or entity engaged in activities pursuant to Chapter [12.04](#) or [20.04](#) YPMC shall take all appropriate and necessary measures to (1) prevent damage to the public right-of-way, street surfaces or subsurfaces, storm and surface water systems, and (2) keep the street surfaces and ways open to the public free of dirt, mud, or other debris. Depending on the extent of the site development construction, excavation, material hauling, or demolition work, the town building official may require measures including, but not limited to (1): pre-activity photographs; (2) a cash deposit sufficient to guarantee full repair of storm and surface water systems, and cleaning and restoration of street surfaces and ways open to the public; (3) temporary protective sheeting; (4) special haul route times and designations; (5) temporary wheel washing stations or vehicle cleaning methods before a vehicle enters the public right-of-way; (6) covering of loads; (7) temporary erosion and sedimentation control; (8) temporary stormwater runoff control; (9) street vacuum sweeper cleaning; and/or (10) any other measures that are deemed appropriate or to be necessary to preserve and protect public streets, public rights-of-way, and ways open to the public.

C. A deposit of \$25,000 to ensure compliance with YPMC Section 12.30.040 and 12.30.050 for street cleaning and repairs, and storm or surface water system cleaning and repairs, may be required at the time a permit involving building construction, site development, excavation, material hauling, or demolition is issued, and prior to the beginning of any construction activities, when, in the opinion of the town building official, such activity will likely, or could reasonably result in damage to the public rights of way, or dirt, mud, or other debris on the streets. The deposit balance shall promptly be replenished to the initial deposit amount following any town draws pursuant to subsection D of this section. Deposit amounts shall be periodically set by town resolution.

D. In the event that any person or entity violates subsection A of this section YPMC Section 12.30.040 or 12.30.050 and fails to take corrective action within a reasonable time upon notice by the town, the town building official is authorized to withdraw penalties in accordance with YPMC Section 12.30.040(B) sweep the street or accomplish the street repair. One hundred fifty percent of this cost shall be borne by the person or entity that furnished the deposit to cover administration and any contracting costs, and the amount shall be drawn from the deposit.

E. The balance of any deposit received pursuant to subsection C of this section shall be refunded by the town to the depositing person or entity within 45 days after the final inspection of the project to which the deposit was made.

**SECTION 3.** Severability. If any section, subsection, sentence, clause, phrase or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this Ordinance.

**SECTION 4.** Corrections. The Town Clerk-Treasurer and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerk errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**SECTION 5.** Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the Town. This Ordinance shall take full force and effect five (5) days after the date of publication.

**APPROVED BY THE TOWN COUNCIL OF THE TOWN OF YARROW POINT ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2022 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THE \_\_\_\_ DAY OF \_\_\_\_\_ 2022.**

\_\_\_\_\_  
Katy Kinney Harris, Mayor

Approved as to form:  
Town Attorney

Attest/Authenticated:

---


Ogden Murphy Wallace, PLLC

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Bonnie Ritter, Town Clerk-Treasurer

PUBLISHED BY THE TOWN COUNCIL:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.: \_\_\_\_\_

DRAFT



TOWN OF  
**YARROW POINT**

DEVELOPMENT SERVICES DEPARTMENT  
4030 95<sup>TH</sup> Ave NE.  
Yarrow Point, WA. 98004

# **WARNING NOTICE**

No construction project related vehicles are allowed to park outside of private property boundaries.

Continued violation will result in monetary fines of \$1,000.00 per vehicle and a Stop Work Order for your project per Yarrow Point Municipal Code 1.08.090 and 12.30.

We have recorded your license.

If you have questions or concerns, contact Building Official Steve Wilcox at:  
(206)-235-9137 or Town Hall: (425)-454-6994

**Business of The Town Council**  
**Town of Yarrow Point, WA**

Agenda Bill 22-42  
 June 14, 2022

<b>ILA Agreement with WSDOT regarding Lid Maintenance</b>	<b>Proposed Council Action:</b> For Approval
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<b>Presented by:</b>	Mayor Harris
<b>Exhibits:</b>	<ul style="list-style-type: none"> <li>• Interlocal Agreement for joint negotiation with WSDOT regarding the maintenance of SR 520 Facilities.</li> <li>• SR 520 Joint Negotiation Exhibit A.</li> <li>• Letter dated May 31, 2022 from WSDOT.</li> <li>• Mayor Harris' response to WSDOT letter.</li> </ul>

**Summary:**

Washington State Department of Transportation announced that it will no longer be maintaining the Lids on the Points area roundabouts and relinquishing the responsibility to the local jurisdictions. The purpose of this Agreement is to memorialize the agreement between Yarrow Point, Hunts Point, City of Medina and City of Clyde Hill to jointly negotiate with WSDOT over the allocation of responsibilities for maintenance of the SR 520 facilities. A list of the facilities at issue in the negotiations is attached hereto as Exhibit A.

**Recommended Action:**

Approve Interlocal Agreement for Yarrow Point, Hunts Point, City of Medina and City of Clyde Hill to jointly negotiate with WSDOT over the allocation of responsibilities for maintenance of the SR 520 facilities.



**INTERLOCAL AGREEMENT  
FOR  
JOINT NEGOTIATION WITH WSDOT  
REGARDING  
THE MAINTENANCE OF SR 520 FACILITIES**

**THIS INTERLOCAL AGREEMENT** (“Agreement”) is entered into between the Town of Yarrow Point, the Town of Hunts Point, the City of Clyde Hill and the City of Medina, all political subdivisions of the State of Washington, collectively referred to herein as “the Cities”, to engage in and provide for the cooperative and joint negotiation of one or more maintenance agreements with the Washington State Department of Transportation (“WSDOT”) for the existing SR 520 facilities within the respective boundaries of the Cities and to define the Cities’ and WSDOT’s respective rights, obligations, costs and liabilities regarding this undertaking.

**WHEREAS**, the Cities share common concerns over the allocation of maintenance responsibilities for WSDOT’s SR520 facilities and share common objectives for the outcome of negotiations with WSDOT regarding written agreement(s) concerning the respective responsibilities of the Cities and of WSDOT for the long term maintenance of the SR520 facilities; and

**WHEREAS**, the Cities recognize the benefit of speaking as one voice in negotiations with WSDOT; and

**WHEREAS**, the Cities further desire to jointly share the expense of hiring a professional and skilled negotiator (“professional negotiator”) to assist them in their negotiations with WSDOT.

**NOW, THEREFORE,**

**FOR AND IN CONSIDERATION OF** the terms and conditions specified below, the Cities agree as follows:

Section 1. Purpose. The purpose of this Agreement is to memorialize the agreement between the Cities to jointly negotiate with WSDOT over the allocation of responsibilities for maintenance of the SR 520 facilities. A list of the facilities at issue in the negotiations is attached hereto as Exhibit A.

Section 2. Joint Committee. The Cities shall each appoint a representative to a Committee that shall determine the Cities’ negotiation strategies and positions to be taken in the negotiations with WSDOT. Committee decisions on strategy and positions shall be made by majority vote of the membership of the Committee. The Committee shall determine by consensus or by majority vote its internal operating procedures. No vote on the foregoing matters shall take place without prior timely notice being given to all members of the Committee enabling prior review and consultation with their respective City.

Section 3. Hiring and Financing of Professional Negotiator. The Cities agree to equally share the fees and expenses of an agreed upon law firm and attorney to serve as the professional negotiator to negotiate on behalf of the Cities with WSDOT, to the maximum total amount of Forty Thousand Dollars (\$40,000) (\$10,000 maximum for each of the Cities). Joe Sabey, Mayor of the Town of Hunts Point, is authorized to sign the Engagement Letter on behalf of the Cities following their review and approval thereof. Each of the Cities shall be entitled to review the billings of the professional negotiator as received. Each of the Cities shall promptly pay its one-quarter share unless the Committee decides to delay payment or challenge the billing. The Committee shall determine with the professional negotiator whether the billings are split equally and invoiced separately to each of the Cities or invoiced in some other manner to the Cities.

Section 4. Negotiations with WSDOT. Unless otherwise determined by majority vote of the Committee in conference with the professional negotiator, the professional negotiator shall speak for the Cities in all negotiations with WSDOT. Each of the Cities may have its representative present during negotiations, but not for the purpose of speaking on behalf of the Cities or any one of them unless authorized by majority vote of the Committee. No City shall participate in separate negotiations with WSDOT on the issue of a maintenance agreement for the SR 520 facilities being negotiated by the Committee and its professional negotiator.

Section 5. Duration. This Agreement when executed by all Parties shall be effective for the duration of the negotiations with WSDOT or the exhaustion of the \$40,000 maximum financial commitment, whichever event is the earliest to occur, unless earlier terminated as provided for herein.

Section 6. Early Termination or Withdrawal. This Agreement may be earlier terminated by unanimous vote of the Committee representatives at any time. However, each member city or town retains the right to unilaterally withdraw from this Agreement at any time, provided that the withdrawing city or town shall pay its one-quarter share of any legal fees and expenses incurred and invoiced under this Agreement prior to its withdrawal.

Section 7. Ownership of Property. The Committee shall acquire no assets or property.

Section 8. Waiver. Waiver by any Party of the right to strict performance of any provision of this Agreement or any breach thereof shall not constitute a waiver of any other provision or breach.

Section 9. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the Cities concerning the subject matter herein and shall supersede all prior agreements, oral or otherwise. No modification or amendment of this Agreement shall be valid or effective unless evidenced by a writing signed by the participating Cities.

Section 10. Signatures. This Agreement may be signed by separate signature pages for each signor and by scanned signature attached hereto and together shall comprise one and the same Agreement.

Section 11. Filing. A copy of this Agreement shall be filed with the Office of the King County Records and Elections [and]or shall be posted on the Cities' websites in accordance with RCW 39.34.040.

**IN WITNESS WHEREOF**, the Cities have executed this Agreement on this \_\_\_\_ day of \_\_\_\_\_, 2022.

**CITY OF CLYDE HILL**

By: \_\_\_\_\_  
Marianne Klaas, Mayor

**CITY OF CLYDE HILL CONTACT**

Dean Rohla, City Administrator  
9605 NE 24<sup>th</sup> Street  
Clyde Hill, WA 98004  
T: 425.453.7800  
F: 425.462.1936

**ATTEST/AUTHENTICATED**

By: \_\_\_\_\_  
Dean Rohla, City Clerk  
City of Clyde Hill

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Tom Brubaker, City Attorney  
City of Clyde Hill

**TOWN OF HUNTS POINT**

By: \_\_\_\_\_  
Joe Sabey, Mayor

**TOWN OF HUNTS POINT CONTACT**

Sue Ann Spens, Clerk/Treasurer  
3000 Hunts Point Road  
Hunts Point, WA 98004  
(425)455-1834

**ATTEST/AUTHENTICATED**

**CITY OF MEDINA**

By: \_\_\_\_\_  
Stephen R. Burns, Interim City Manager

**CITY OF MEDINA CONTACT**

Stephen R. Burns, Interim City Manager  
501 Evergreen Point Road, PO Box 144  
Medina, WA 98039  
T: 425.233.6400  
F: 425.451.8197

**ATTEST/AUTHENTICATED**

By: \_\_\_\_\_  
Aimee Kellerman, City Clerk  
City of Medina

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Scott Missall, City Attorney  
City of Medina

**TOWN OF YARROW POINT**

By: \_\_\_\_\_  
Katy Kinney Harris, Mayor

**TOWN OF YARROW POINT CONTACT**

Katy Harris, Mayor  
4030 95<sup>th</sup> Ave NE  
Yarrow Point, WA 98004  
(425)786-6099

**ATTEST/AUTHENTICATED**

By: \_\_\_\_\_  
Sue Ann Spens, Clerk/Treasurer  
Town of Hunts Point

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
David Linehan, Town Attorney

By: \_\_\_\_\_  
\_\_\_\_\_, City Clerk  
Town of Yarrow Point

**APPROVED AS TO FORM**

By: \_\_\_\_\_  
Scott Missall\_\_\_\_\_, City Attorney

**SR 520 Program  
Eastside Maintenance Agreements  
Evergreen Point Lid  
October 27, 2015**

Local Jurisdiction Existing Agreements  
GM 320 Medina Evergreen Point Road O&M  
GM \* 108 Medina Park and Ride Lot  
Median Resolution 154 Medina P&R

-  Local Jurisdiction Maintenance
-  Area for Discussion
-  WSDOT Maintenance
-  King County Metro Maintenance
-  Lid Boundary
-  Limited Access/ROW Line

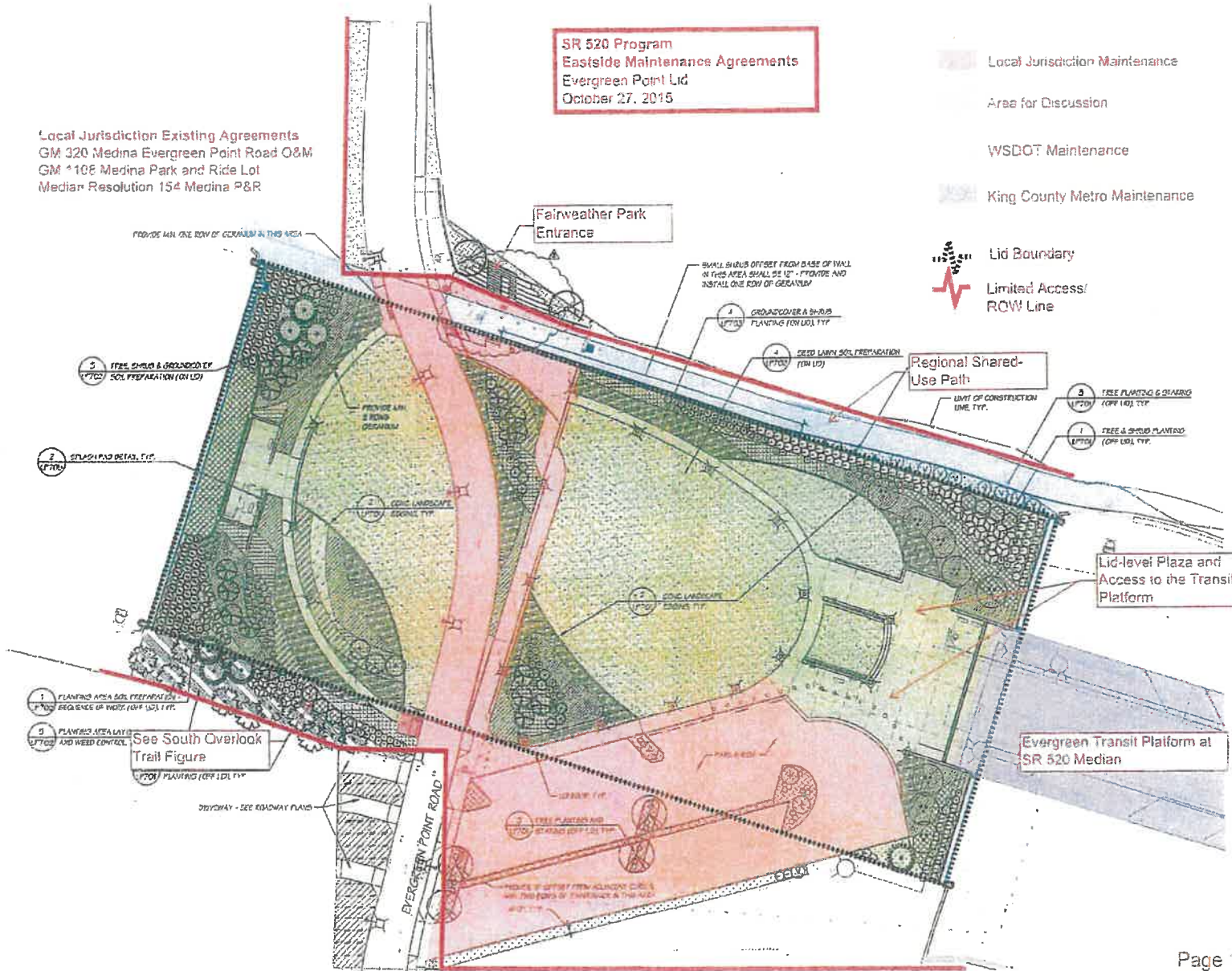
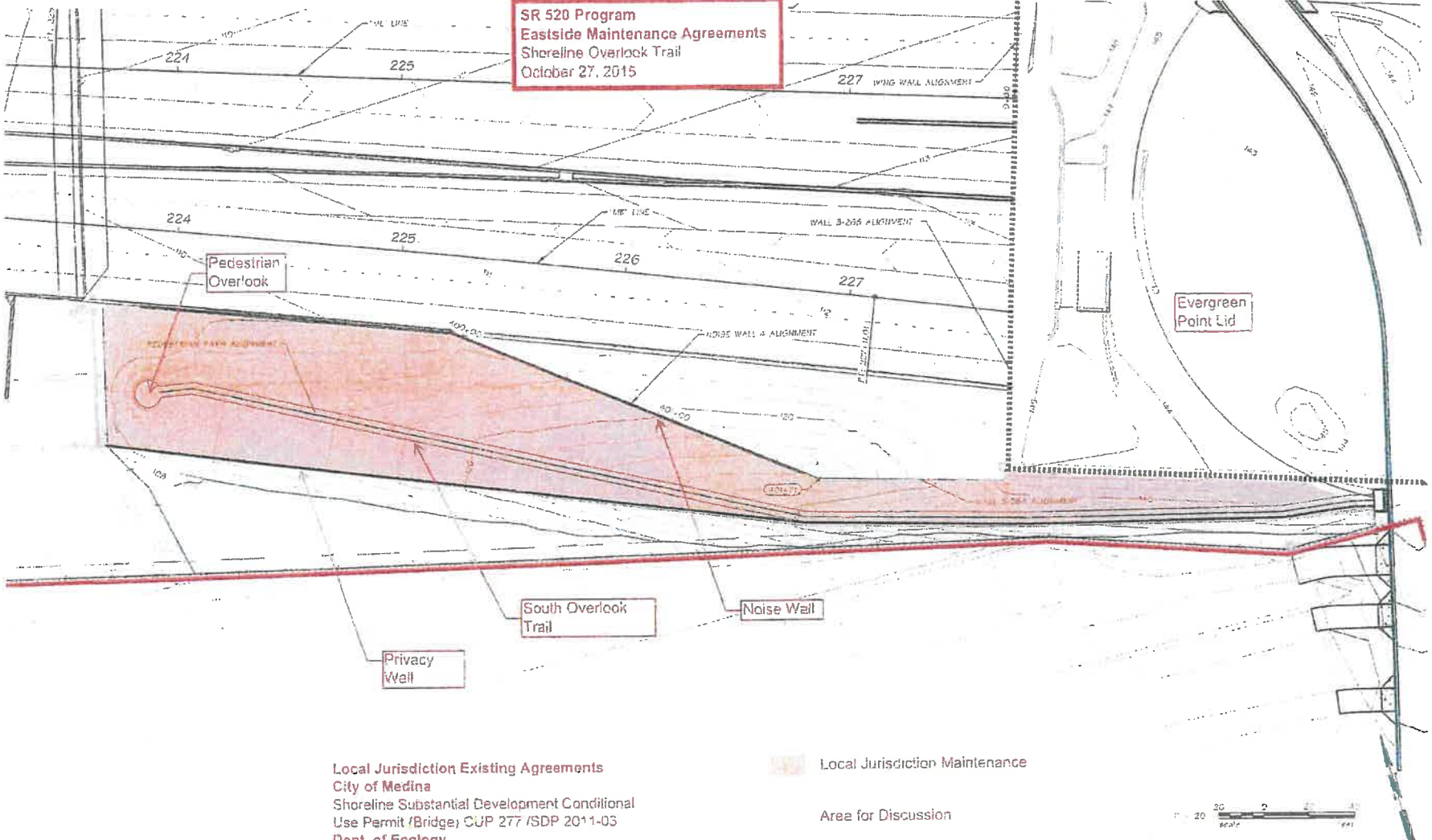


Exhibit A






101

**SR 520 Program  
Eastside Maintenance Agreements  
Shoreline Overlook Trail  
October 27, 2015**



102

**Local Jurisdiction Existing Agreements**  
 City of Medina  
 Shoreline Substantial Development Conditional  
 Use Permit (Bridge) CUP 277 /SDP 2011-03  
 Dept. of Ecology  
 Substantial Development Permit SDP 933  
 Shoreline Conditional Use Permit CUP 295

-  Local Jurisdiction Maintenance
-  Area for Discussion
-  WSDO™ Maintenance
-  Limited Access/ ROW Line
-  Lid Boundary

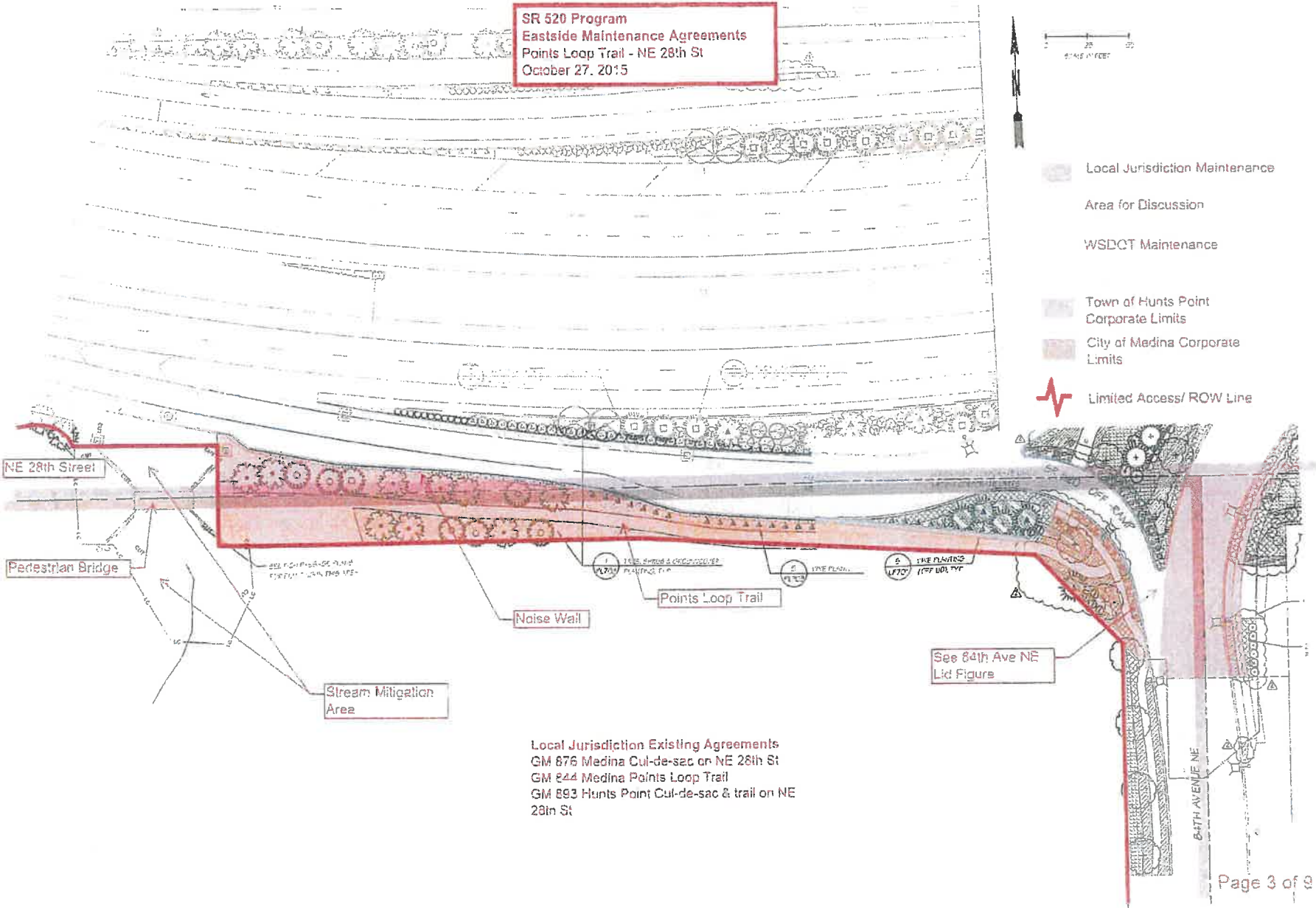


**SR 520 Program  
 Eastside Maintenance Agreements  
 Points Loop Trail - NE 28th St  
 October 27, 2015**



- Local Jurisdiction Maintenance
- Area for Discussion
- WSDOT Maintenance
- Town of Hunts Point Corporate Limits
- City of Medina Corporate Limits
- Limited Access/ ROW Line

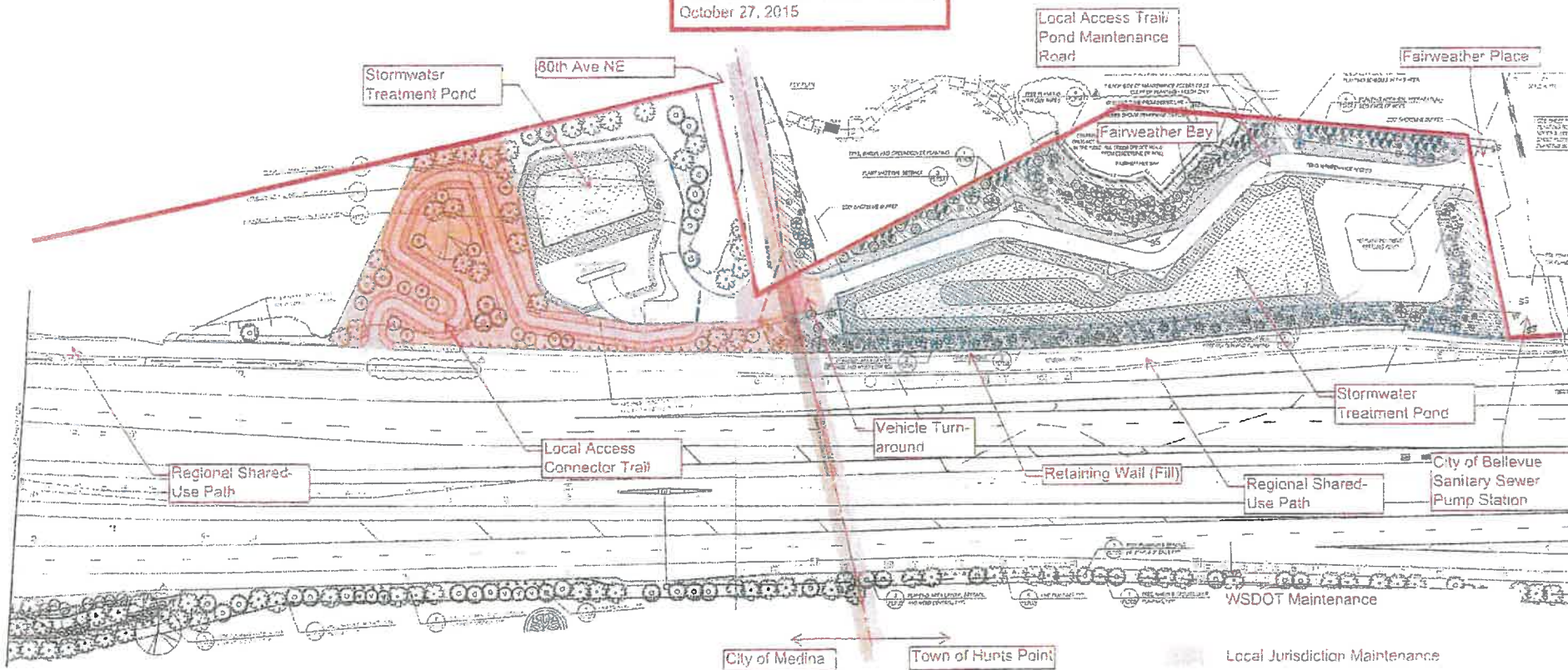
103



**Local Jurisdiction Existing Agreements**  
 GM 876 Medina Cul-de-sac on NE 28th St  
 GM 824 Medina Points Loop Trail  
 GM 893 Hunts Point Cul-de-sac & trail on NE 28th St

**SR 520 Program  
Eastside Maintenance Agreements  
Local Access Trail at Fairweather Bay  
October 27, 2015**

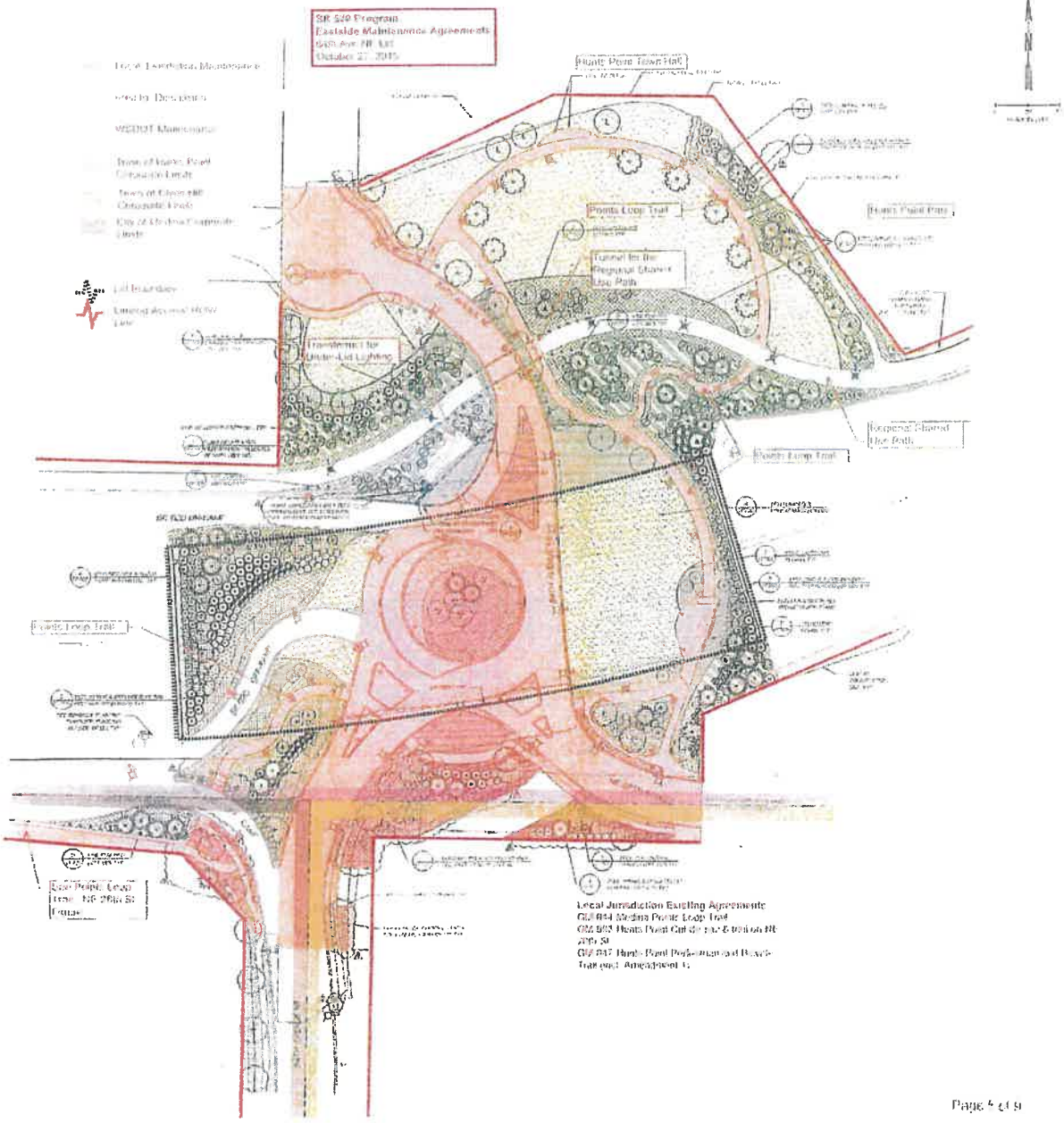
104



**Local Jurisdiction Existing Agreements**  
 GM 844 Medina Points Loop Trail  
 GM 893 Hunts Point Cul-de-sac & trail on NE 28th St  
 GM 847 Hunts Point Pedestrian and Bicycle Trail  
 (including Amendment 1)  
 Vehicle Turnaround - City Streets as Part of Highways  
 4/2/14, Table 1  
 WSDOT proposed to Bellevue a simple "Maintenance  
 Access Letter of Understanding"

-  Local Jurisdiction Maintenance
-  Area for Discussion
-  Town of Hunts Point Corporate Limits
-  City of Medina Corporate Limits
-  Limited Access/ROW Line





**SR 520 Program  
 Eastside Maintenance Agreements  
 Points Loop Trail  
 84th Ave NE to Wetherill Nature Preserve  
 October 27, 2015**

Local Jurisdiction Maintenance

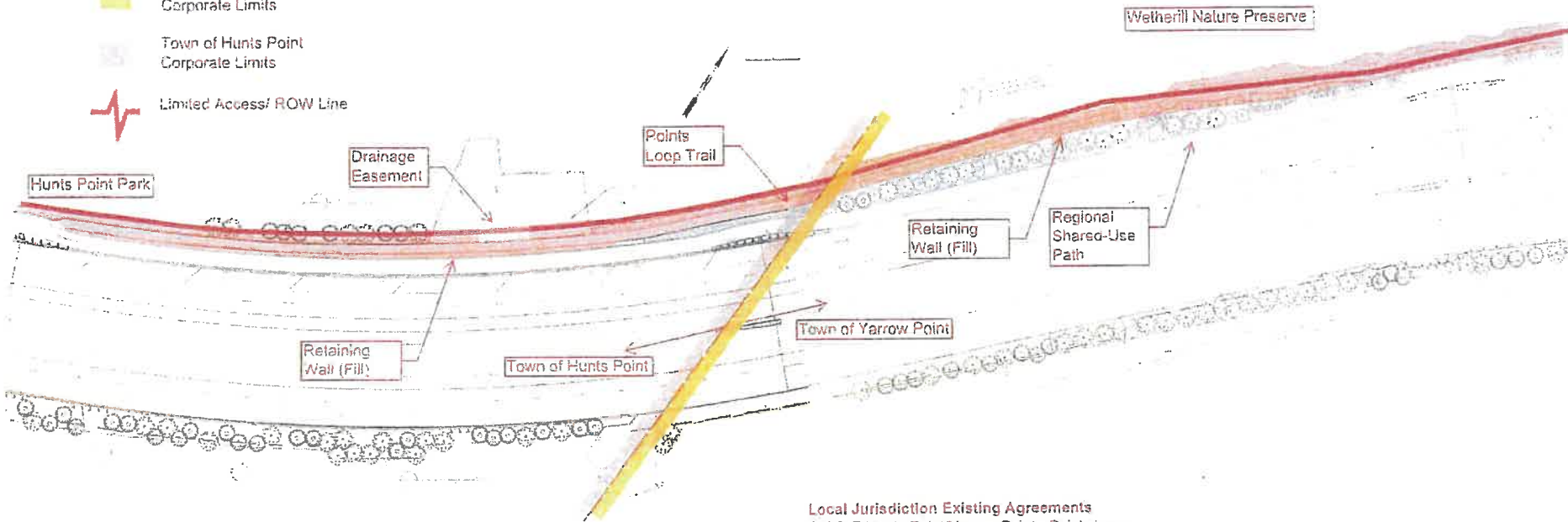
WSDOT Maintenance

Town of Yarrow Point  
 Corporate Limits

Town of Hunts Point  
 Corporate Limits

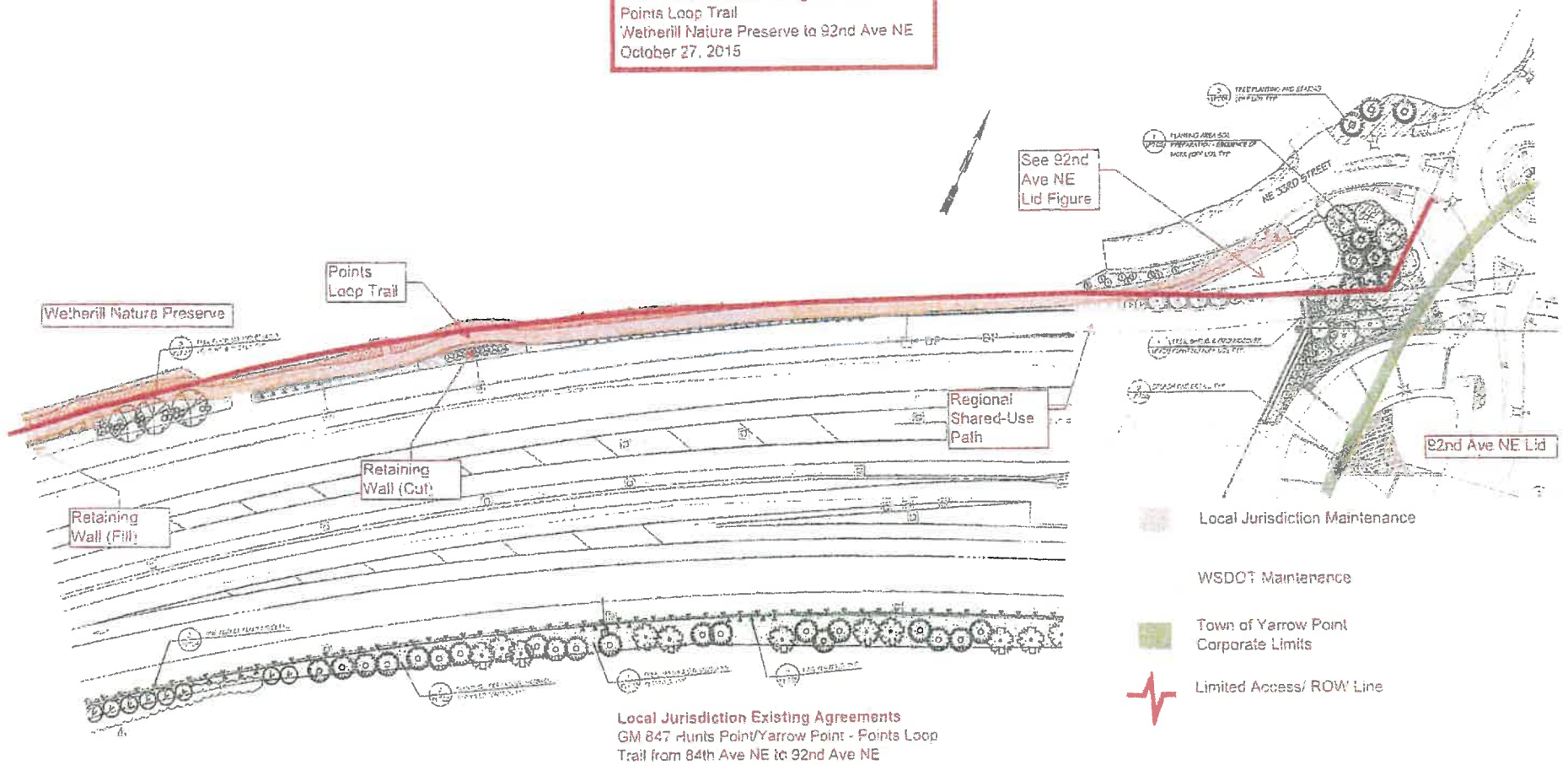
Limited Access/ ROW Line

106

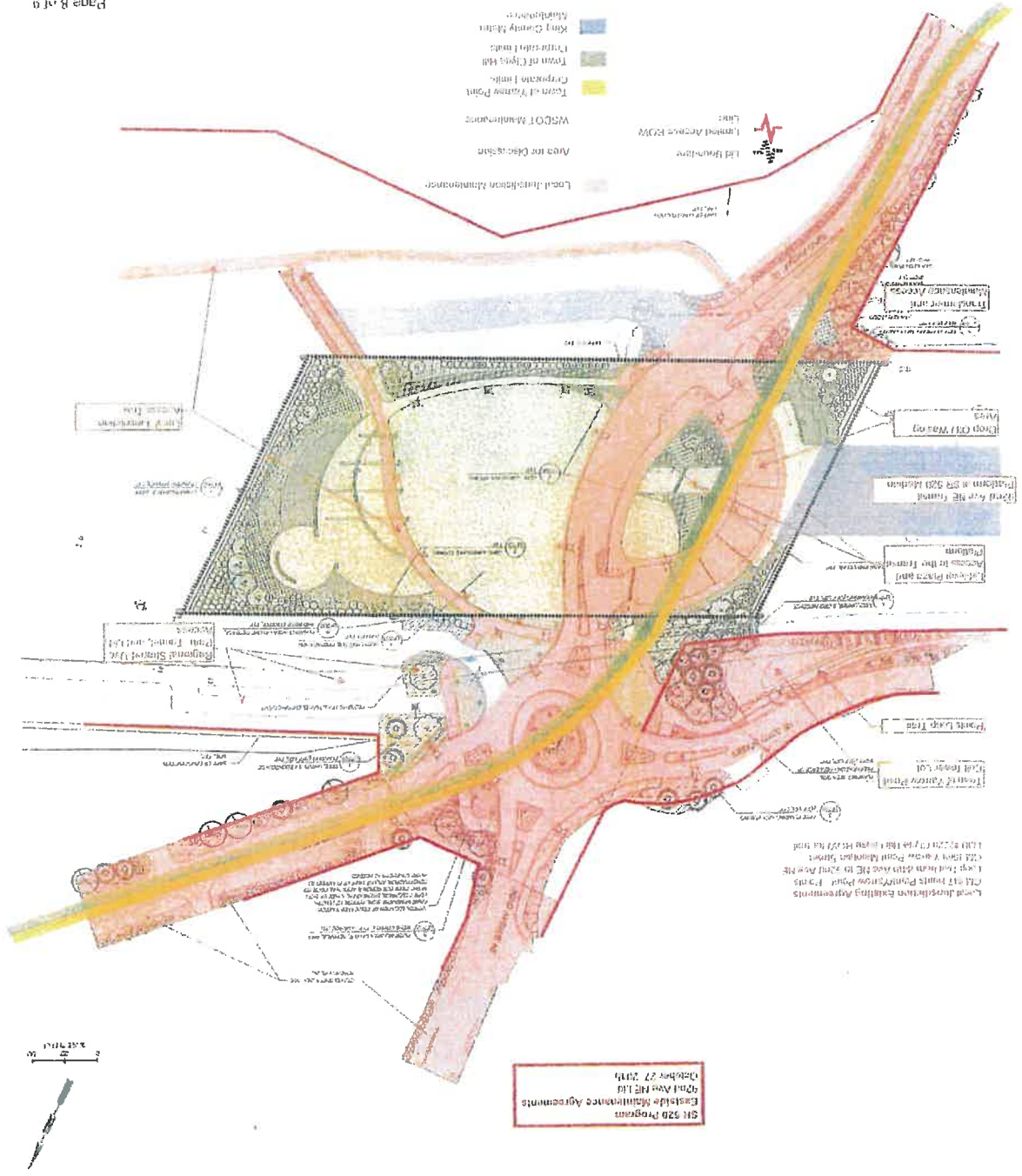


Local Jurisdiction Existing Agreements  
 GM 847 Hunts Point/Yarrow Point - Points Loop  
 Trail from 84th Ave NE to 92nd Ave NE

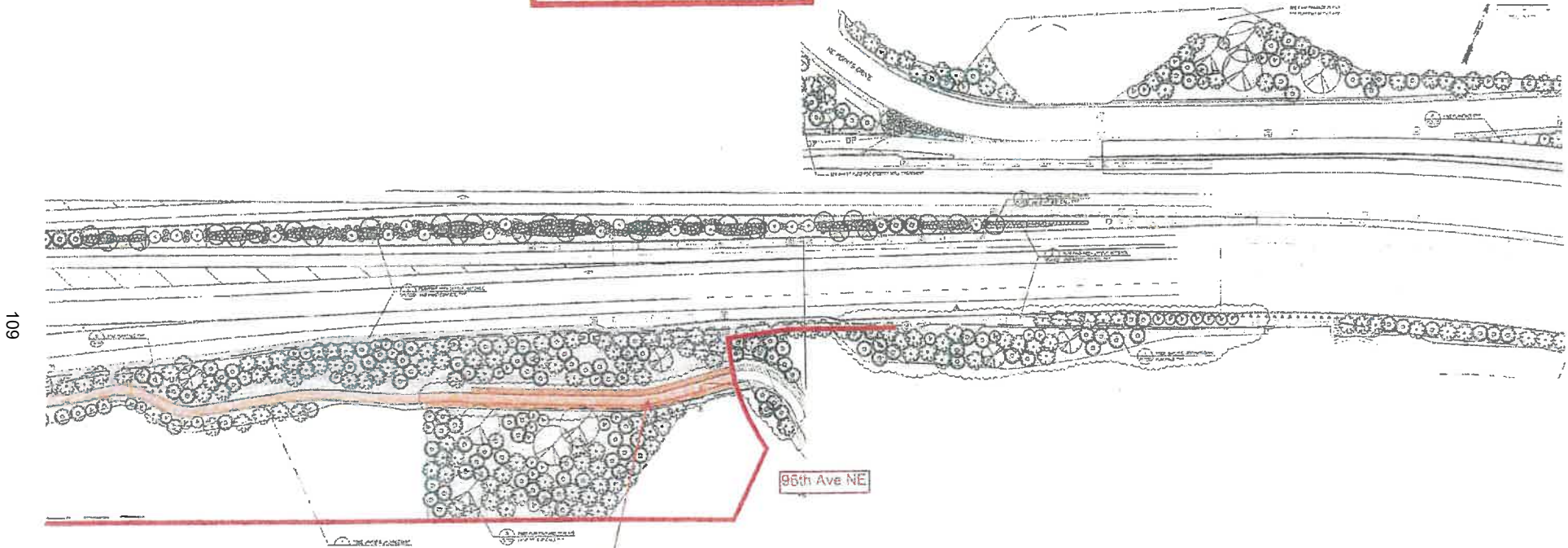
**SR 520 Program  
 Eastside Maintenance Agreements  
 Points Loop Trail  
 Wetherill Nature Preserve to 92nd Ave NE  
 October 27, 2015**







**SR 520 Program  
 Eastside Maintenance Agreements  
 Local Jurisdiction Access Trail  
 October 27, 2015**



109

WSDOT Maintenance

Local Jurisdiction Maintenance



Limited Access/ ROW Line

Town of Clyde Hill  
 Access Trail

96th Ave NE

Local Jurisdiction Existing Agreements  
 LOU #2220 Clyde Hill - Lease right of way for trail



May 31, 2022

Honorable Katy Harris  
Mayor, Town of Yarrow Point  
4030 95<sup>th</sup> Ave NE  
Yarrow Point, WA 98004

Dear Mayor Harris:

I am following up on the Points Cities Mayors' Meeting held on May 4, 2022, with state legislators, mayors and WSDOT executives. I am Brian Nielsen, the Deputy Administrator for WSDOT's Northwest Region and I oversee the crews that have been maintaining the landscaping and other elements associated with SR 520's Eastside lids and trails. We look forward to working with you and your staff on development of an Interagency Agreement to clarify maintenance responsibilities and associated costs of our shared SR 520 assets in the vicinity of the lidded crossing at 92<sup>nd</sup> Avenue NE.

From the May 4 Points Cities' Mayors meeting, my WSDOT colleagues shared with you that the level of WSDOT's landscape maintenance on the SR 520 eastside lids far exceeds the level we perform on highway right of way elsewhere across the state – a difference that is not equitable or sustainable. WSDOT's resources will need to focus on the maintenance issues within WSDOT responsibility (such as the regional shared use trail, ramps leading to the structure, and the structure itself). It is important for all parties to have a clear understanding of who is responsible for maintenance, costs, and liabilities associated with these facilities.

We need to work with you and your staff to move this important agreement forward. We left the May 4 meeting asking two questions:

1. Will you commit to working with WSDOT on an Interagency Agreement?
2. Who will you appoint to work with WSDOT on the agreement?

**We are waiting to hear from you and request a response back by June 10, 2022.**

Our goal is to have an Interagency Agreement with each city in advance of the next legislative session and state budgeting cycle. The first budget draft is due June 13, 2022. If we have a commitment from you by June 10 to work together, we can submit a placeholder. As mentioned at the May 4 meeting, we'd like to work with you on terms that could include WSDOT providing a per-acre per-year payment to your communities to assist with landscape maintenance costs on the lids. If initial

Mayor Harris  
May 31, 2022  
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terms are achieved, we then need to get the final budget request completed by Sept. 30, 2022.

As we work together on the agreement, we did also want to let you know that, as we've discussed over the years, we are going to have to reduce our landscaping efforts. WSDOT will start reducing lid landscaping maintenance to a level in line with our policies for maintenance of state highway right of way, starting June 15, 2022. I wanted to let you know about this as your residents may ask you or our WSDOT maintenance crews why things look different. We will stop irrigating and weeding the turf, reduce mowing the turf to line of sight, stop weeding (but continue irrigating) the landscape beds, discontinue fertilizing, and remove the garbage cans.

We are planning to address any questions we receive with these simple responses:

1. For the most part, WSDOT has maintained the lids and surface streets until now. Starting June 15, we will alter our approach to lid landscaping to be aligned with how we maintain highway right-of-way, and to be within our maintenance budget.
2. We have been communicating with your mayor and city staff throughout this process.
3. If you'd like to discuss a different landscape maintenance approach, please contact your city representative.

It is my hope that we can get the terms for an Interagency Agreement in place in time for the upcoming state budgeting cycle. Again, our goal would be an agreement that includes WSDOT contributing state funds to assist the cities and towns with their landscaping needs. Please contact me with any questions and I look forward to working with you.

Sincerely,

*Brian D. Nielsen*

Brian D. Nielsen (May 31, 2022 09:45 PDT)

Brian Nielsen, PE  
Deputy Regional Administrator  
Northwest Region

cc: Senator Patty Kuderer  
Representative Vandana Slatter  
Representative Amy Walen  
Roger Millar, WSDOT

Brian Nielson  
Deputy Regional Administrator  
Northwest Region

Dear Brian Nielson:

Thank you for your letter dated May 31, 2022, regarding the SR 520 lidded crossing at 92<sup>nd</sup> Avenue NE. As we have discussed, Yarrow Point disagrees with WSDOT's perspective on who is responsible for the long-term maintenance, costs, and liabilities associated with the WSDOT property. However, we remain committed to continuing conversations with you and hopefully coming to a resolution that works for all parties. While we appreciate your desire to find immediate resolution (an aggressive ten day timeline), we know you will in turn appreciate that we are a small town with longstanding formal processes we must follow. We will respond as expeditiously as possible.

As a small town, we have processes in place with our council and staff that I must abide by as Mayor when entering into discussions and agreements of this nature. I am in the process of initiating those processes and coordinating with our neighboring communities now, but it will not be possible to comply with your requested response timeline of June 10<sup>th</sup>, 2022. The Town of Yarrow Point respectfully requests that WSDOT extend the response deadline from June 10<sup>th</sup> to September 15<sup>th</sup> to allow for our Town Council to meet and discuss this issue at our regularly scheduled public meeting and advise on a path forward.

I am also very concerned about your statement that WSDOT intends to reduce landscaping efforts on June 15<sup>th</sup>, prior to the above-mentioned discussions taking place regarding a potential Interagency Agreement. As you know, WSDOT has been responsible for the maintenance, costs, and liability of this area since its inception. To withdraw that support prior to allowing these discussions to take place is concerning as we attempt to work together in good faith towards a mutually agreeable outcome. The Town of Yarrow Point requests that you do not reduce landscaping efforts until our communities and WSDOT have had the opportunity to discuss and agree to a plan moving forward.

Thank you for your consideration of these requests. I look forward to your response.

Katy Kinney Harris  
Yarrow Point Mayor



**Business of The Town Council  
Town of Yarrow Point, WA**

Agenda Bill 22-43  
June 14, 2022

<b>Appointment of Mayor Pro Tem</b>	<b>Proposed Council Action:</b> Appoint Mayor Pro Tem
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<b>Presented by:</b>	Appoint Mayor Pro Tem
<b>Exhibits:</b>	None.

**Summary:**

According to RCW 35.27.160, 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.

**Recommended Action:**

Move that a member of the Council be appointed to serve as the Mayor Pro Tem for the next six months – June 1, 2022 through December 31, 2022.

## Town Council Project Tracking Sheet



Project Number	Project Description	Status	Priority	Lead person	Date/year started	Updated	Date/year Complete	Comments
21-01	Park Board Improvements to Sally's Alley	Started		John McGlenn/Park Board/Mayor/Attorney	10/21/22	6/8/22		On hold while Mayor and Attorney strategize Land Use; July Council Meeting Update
21-05	ROW Parking Overhaul	Future		Staff/Attorney/ Building Official	10/21/21	6/8/22		Mayor working with Town Attorney and Building Official
21-07	Emergency preparedness	Future		Mayor & staff				Summer project.
22-03	Add additional streetlights on 95th Ave NE	Started		Town Engineer	1/22/22	4/7/22		Town Engineer Schroeder has contacted PSE to add 6 additional lights to 95th. PSE responded on 3/14 . PSE notified us on 4/7/22 re: <i>huge backlog of work.</i>
22-04	Traffic backups on roundabout	Future		Mayor/Clyde Hill/WSDOT	1/22/22	5/5/22		Council discussed traffic backups off the freeway and roundabout due to a school buses and parents. Work with WSDOT and Clyde Hill to improve pedestrian safety and traffic @ roundabout. (Summer project.)
22-07	Sport Court refinishing	Started		Austen	2/10/22	6/6/22		The sport court is ordered. We received an update and the supplier anticipates we will receive the product near the end of July.
22-08	Roundabout Safety	Started		Mayor & Council	1/11/22	2/1/22		Roundabout pedestrian safety concerns. Consider a barrier between the pathway and roadway (this could include plantings.) No updates.
22-11	Safe corner passing NE 40th/95th	Future		Staff & Park Board	3/3/22			Plan a walking path around corner on Buchanan's property and ROW. No updates. Summer or fall project.
22-13	Plaque honoring Peter D. Swindley	Started		Councilmember Carl Scandella	4/12/2022	6/1/2022		Councilmember Scandella formed a committee and they are working on a plaque. Completion by end of summer
22-15	Re-stain Town Hall	Future		Staff	4/12/2022	5/5/2022		We are getting quotes. The project will likely happen in 2023 due to contractor schedules.
22-16	Park Rules	Future		Mayor & Staff	4/18/2022	5/5/2022		Create park rules for the sport court. (Summer project.)
22-17	Spruce up two signs in front of Town Hall	Started		Public Works	5/3/2022			Istvan will get a quote to have the signs restained or replaced.
22-19	ROW Construction Parking Code amendments and Enforcement	Started		Mayor & Building Official	4/15/2022	6/8/2022		Mayor, Attorney and Building Official are strategizing how to add enforcement to ROW construction parking.
22-20	Construction Parking Violation Notices	Started		Mayor & Deputy Clerk	4/15/2022			Create notices for the Building Official to warn illegally parked vehicles.
22-12	Install new USPS Outgoing mailbox	Started		Mayor & Staff	5/9/2022			The new USPS box will be reinstalled on 92nd Ave NE by the end of July

# Town Council Project Tracking Sheet



Project Number	Project Description	Status	Priority	Lead person	Date/year started	Updated	Date/year Complete	Comments
22-13	Code amendments to clean up land use for non-conforming lots like 4425 94 <sup>th</sup> Ave NE (Horwitz), 2 lots across from TOYP, 9220 Points DR NE	Started		Mayor & Attorney	6/1/2022			Purpose: make clear that these are buildable lots
22-14	Sell old outgoing mailbox the town purchased in 2021.	Started		Mayor & Staff	6/1/2022			Completion: By end of summer.
22-15	Research ability for Wetherill Nature Preserve to receive electronic donations.	Started		Deputy Clerk & Clerk-Treasurer	6/7/2022			Staff is researching the ability to add the option for people to donate electronically to Wetherill Nature Preserve. Completion: by 4th of July.
Last update: 6/10/2022								
<b>Color Code Key:</b>								
Completed								
Future								
Started								