

Mayor: Katy Kinney Harris

Councilmembers: Stephan Lagerholm, Steve Bush, Chuck Porter, Michael Hyman, Kathy Smith

Town Attorney: Emily Romanenko

Clerk-Treasurer: Bonnie Ritter

Deputy Clerk: Austen Wilcox

Meeting Participation

The Town of Yarrow Point has moved to hybrid Council meetings, offering both in-person at Town Hall and virtual meeting participation online or by phone. Individuals wishing to speak live should register their request with the Deputy Clerk at 425-454-6994 or email depclerk@yarrowpointwa.gov before 2:00 PM the day of the Council meeting. Please reference *Public Comments for the Council Meeting* in your correspondence. Comments via email may be submitted to depclerk@yarrowpointwa.gov or regular mail to: Town of Yarrow Point, 4030 95th Ave NE, Yarrow Point, WA 98004.

Join on computer, mobile app, or phone

1-253-215-8782

Meeting ID: 857 8458 8710#

Passcode: 260783

<https://us02web.zoom.us/j/85784588710?pwd=8yxN9QHnaTo3aqtdTlbrZZFhKAyPU3.1>

1. **CALL TO ORDER:** Mayor Katy Kinney Harris
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Councilmembers Steve Bush, Michael Hyman, Stephan Lagerholm, Chuck Porter, Kathy Smith
4. **APPROVAL OF/AMENDMENTS TO AGENDA**
5. **STAFF REPORTS (15 minutes)**
6. **APPEARANCES/PUBLIC COMMENT** **Speakers will be allotted 3 minutes**
Please wait for the Deputy Clerk to call on you to speak.
If you dial in via telephone, please unmute yourself by dialing *6 when you are recognized.
Please state your name and whether you are a Yarrow Point resident (and address if you wish). You will be asked to conclude your remarks when you reach the 3-minute limit.
Councilmembers will not respond directly at the meeting or have a back-and-forth exchange, but they may ask staff to research and report back on an issue.
7. **CONSENT CALENDAR (5 minutes)**
Consent agenda items are considered to be routine; the consent calendar is considered for adoption in its entirety by a single motion. There is no separate discussion of these items unless Council or staff requests the removal of an item ahead of the meeting.
 - A. March Payment Approval in the amount of \$137,749.72 plus Payroll Report in the amount of \$43,216.78, for a total of \$180,966.50

- B. February 11, 2025 Council meeting minutes
- C. Ordinance No.764: Amending Code as it relates to donations
- D. Ratify all actions from February meeting
- E. Public Records Act Policy and Administrative Rules

8. REGULAR BUSINESS

- 8.1 Fury Site Works, Inc. Closeout Approve Pay Estimate #9, Change Order #2, and Final Contract Voucher
- 8.2 Gray & Osborne – Town Wide Stormwater & UGC Amendment #4
- 8.3 Sally's Alley Update
- 8.4 New Planning Commissioner Appointment
- 8.5 Crosswalk Safety Flags for Sidewalk at Entrance to Town
- 8.6 Pickleball Noise Complaints

9. MAYOR'S REPORT (5 minutes)

10. OLD BUSINESS

11. COUNCIL ROUNDTABLE AND REQUESTS FOR FUTURE AGENDA ITEMS (10 minutes)

12. EXECUTIVE SESSION (if necessary)

Executive session – To discuss with legal counsel matters relating to town enforcement actions, or to discuss with legal counsel litigation or potential litigation to which the town, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the town, pursuant to RCW 42.30.110(1)(i).

13. ADJOURNMENT

Next regular Town Council Meeting: April 8, 2025 at 4:00 pm

STAFF REPORTS

1. Police Report
2. Fire-EMS Report
3. Town Engineer Report:
 - 2024 94th Ave NE UGC
4. Town Planner Report:
 - Development regulation updates
5. Outdoor Surveillance Dog Poop Cameras
6. Commission Minutes
 - February 18, 2025 Special Planning Commission Meeting Minutes
 - February 25, 2025 Regular Park Commission Meeting Minutes



MEMO

To: Yarrow Point Council

From: Chief Kyle Kolling

Date: March 11th, 2025

Re: February 2025 Summary

Greetings,

February's training included:

- Officer Fernandez teaching Defensive Tactics (DT) and de-escalation training to Clyde Hill and Medina Officers
- Detective Swai attended Internet Specific Criminal Investigations Considerations training
- Detective Swai attended Taser10 for the Investigator
- Detective Swai attended Credible Leadership Training through WASPC

On the social media front, we have a total of 472 followers and 6 Facebook posts were created in February. We have 651 followers on our Instagram account. We were able to advise followers of weather events, road conditions and closures.

We held the second round of Oral Board Interviews which will be used to fill any vacant officer positions should they arise. The list was compiled from the first round in Fall of 2024 with the recent one and approved by the Civil Service Commission on February 27th.

Officers and Public Works were out during the snow and windy conditions in both Clyde Hill and Yarrow Point closing roads and updating conditions.

2025-0753	02/02/2025	9000blk NE 32 nd PL	Behavioral Health	C. Hanson
Officers assisted family with a juvenile who was having a mental health episode				
2025-0927	02/11/2025	4600blk 95 th Ave NE	Informational	A.Donchez
Assisted other agency with investigation and was determined there were no criminal actions				
2025-1111	02/19/2025	4700blk 91 st Ave NE	Ordinance	B. Swai
Resident turned in firearm for destruction				



Town of Yarrow Point

ACTIVITY REPORT

	February 2025	January 2025	2025 YTD	2024 YTD
CRIMES AGAINST PERSONS				
Assault	0	0	0	0
Domestic Violence/Disturbance	1	0	1	0
Harassment	0	0	0	0
Order violation	0	0	0	0
Rape/sex offenses	0	0	0	0
Robbery	0	0	0	0
Other (<i>Abuse, APS, civil, CPS, custodial interference, extortion</i>)	0	0	0	0
PROPERTY CRIMES				
Burglary	0	1	1	0
Fraud	0	1	1	1
MV Prowl	0	1	1	0
MV Theft	0	0	0	0
Theft	0	0	0	0
Other (<i>Arson, illegal dumping, malicious mischief, prowler, trespass</i>)	0	0	0	3
ARRESTS				
Drug/alcohol	0	0	0	0
Warrants	0	0	0	0
Other	0	0	0	0
TRAFFIC ACTIVITY				
Criminal Traffic	0	2	2	0
Infractions	14	7	21	0
Warnings	11	10	21	7
Traffic accidents	0	1	1	1
Traffic stops	25	0	25	8
Parking	0	0	0	1
OTHER				
Alarms	7	3	10	5
Complaints				
~Animal	0	1	1	0
~Fireworks	0	0	0	0
~Noise	1	1	2	0
~Soliciting	0	0	0	0
Deaths	0	0	0	0
Suspicious	2	0	2	5
Drug/alcohol	0	0	0	0
PUBLIC SERVICES				
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>)	136	164	300	62



Issued Ticket Report Summary
Yarrow Point
February 01, 2025-February 28, 2025

<u>Violation Location Address</u>	<u>Date And Time</u>	<u>Violation Description</u>	<u>Issuing Officer</u>
<u>Citations-Non-Traffic: 0</u>			
<u>Citations-Criminal: 0</u>			
<u>Infractions-Traffic: 4</u>			
3400 BLK 92ND AVE NE	02/27/2025 07:32:00	FAIL TO REGISTER VEHICLE W/I 30 DAYS	C18 - Swai
3400 BLK 92ND AVE NE	02/27/2025 07:32:00	MV FAIL TO INITIALLY OBTAIN WA DRIVER LIC	C18 - Swai
NE 40TH ST / 94TH AVE NE	02/03/2025 21:47:00	MV FAILURE TO RENEW REGISTRATION	C14 - Fernandez
8800 BLK POINTS DR NE	02/09/2025 11:34:00	MV NO DRIVER LICENSE ON PERSON	C11 - Humphreys
<u>Infractions-Speeding: 10</u>			
8800 BLK POINTS DR NE	02/09/2025 11:34:00	SPEED 10 MPH OVER LIMIT (40 OR UNDER)	C11 - Humphreys
8900 BLK POINTS DRIVE NE	02/13/2025 15:27:00	SPEED 10 MPH OVER LIMIT (40 OR UNDER)	C11 - Humphreys
9000 BLK POINTS DR NE	02/09/2025 12:33:00	SPEED 13 MPH OVER LIMIT (40 OR UNDER)	C11 - Humphreys
8900 BLK POINTS DRIVE NE	02/08/2025 16:48:00	SPEED 14 MPH OVER LIMIT (40 OR UNDER)	C11 - Humphreys
8800 BLK POINTS DR NE	02/08/2025 17:14:00	SPEED 14 MPH OVER LIMIT (40 OR UNDER)	C11 - Humphreys
9000 BLK POINTS DR NE	02/08/2025 16:27:00	SPEED 15 MPH OVER LIMIT (40 OR UNDER)	C11 - Humphreys
8900 BLK POINTS DRIVE NE	02/27/2025 14:45:00	SPEED 17 MPH OVER LIMIT (40 OR UNDER)	C18 - Swai
8900 BLK POINTS DRIVE NE	02/09/2025 12:03:00	SPEED 18 MPH OVER LIMIT (40 OR UNDER)	C11 - Humphreys
9000 BLK POINTS DR NE	02/13/2025 15:59:00	SPEED 18 MPH OVER LIMIT (40 OR UNDER)	C11 - Humphreys
9000 BLK POINTS DR NE	02/18/2025 15:24:00	SPEED 22 MPH OVER LIMIT (40 OR UNDER)	C18 - Swai
<u>Infractions-Parking: 0</u>			

Filter statement

Filters

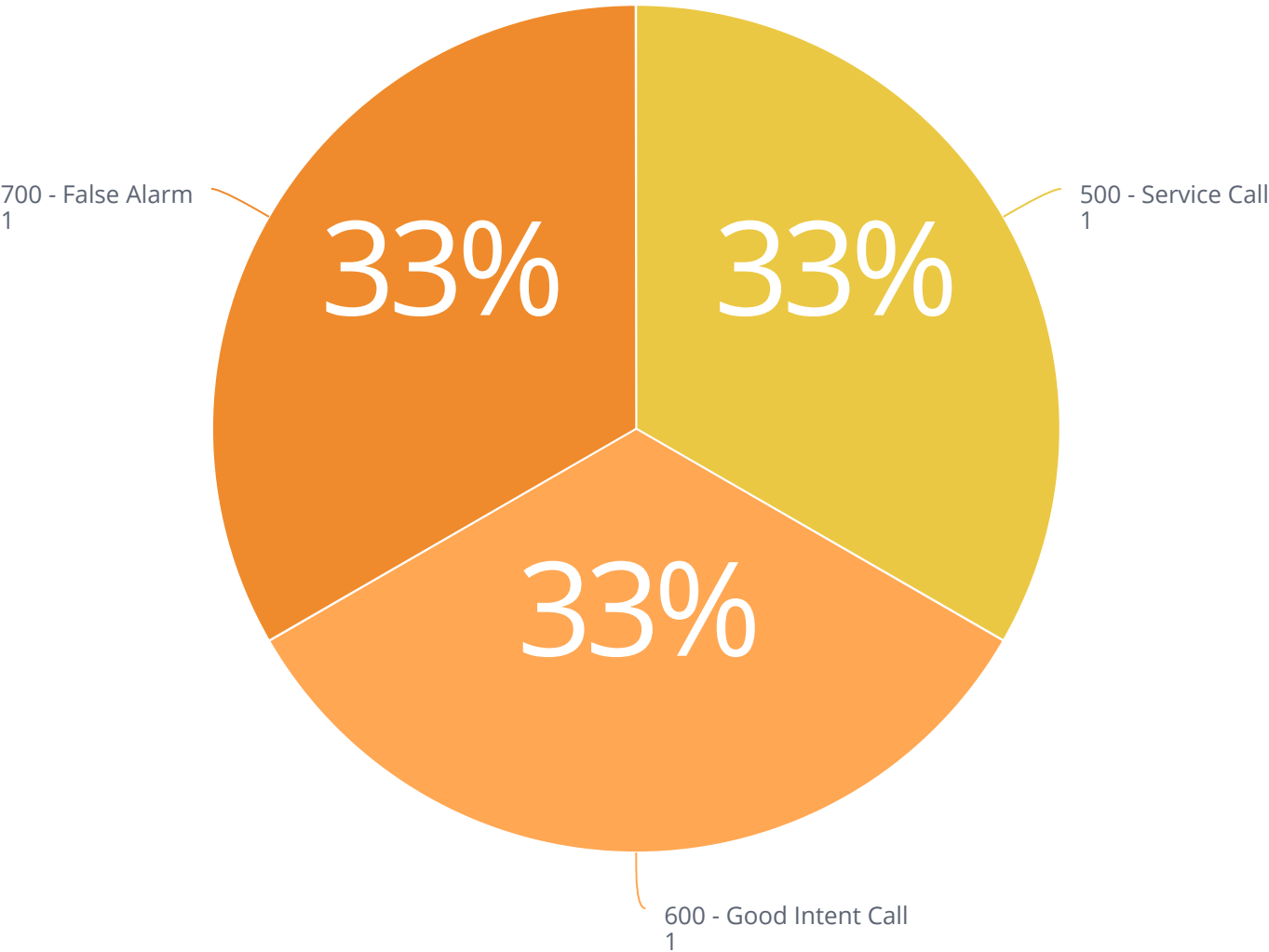
Alarm Date Range Last Month | **Is Locked** true | **Is Active** true | **Location City** YARROW POINT, Yarrow Point

Fire and EMS Summary

Count of Total Incidents

3

Percentage of Incident Type (with count)



Filter statement

Filters

Alarm Date Range Last Month | **Is Locked** true | **Is Active** true | **Location City** YARROW POINT, Yarrow Point

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
500 - Service Call	CARES 200 Series Units	5532	1
600 - Good Intent Call	Steam, other gas mistaken for smoke, other	650	1
700 - False Alarm	CO detector activation due to malfunction	736	1
Count			3



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
3/5/25	2024 94 th Ave NE UGC	Stacia Schroeder

STATUS SUMMARY

The 2024 94th Ave NE underground conversion scope of work includes:

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

Town staff has been working on several elements of this project over the past few months including:

- All private overhead power and communication connections have been converted.
- PSE's Schedule 74 Underground Conversion Project Construction Agreement, Project Plan, and Facility Conversion/ Modification Billing Detail were approved by the town council on March 12, 2024. The town's construction costs to install PSE conduits and vaults will be shared 60 PSE / 40 Town at the end of the project. PSE completed their work in the conversion area last Friday, Jan. 31st.

Town staff is working with PSE to get a final bill. There are two items on PSE's punchlist which will affect their final bill however, so we expect this effort to take a few months.

- PSE IntoLight has completed their work. Several of the residents, however, have asked for new light shields and staff will coordinate these requests and send them to PSE IntoLight all at once.

After 4 resident complaints regarding the light output being too strong, Town staff worked with PSE IntoLight to have the street lights dimmed 25%. PSE IntoLight now has the capability to do this remotely.

- Coordination efforts are on-going with other purveyors (ie. Comcast and Lumen).

LUMEN (aka CENTURYLINK):

In order to install fiber, Lumen discontinued service to portions of Yarrow Point ~12/2. To date I've received no information regarding when they will be back online. They are working near NE 47th/ 92nd throughout the month of March to complete their scope of work, but they are essentially complete inside the underground conversion area.

COMCAST:

As of March 5th Comcast continues to work with 3 property owners to secure lines across private property and with the town to relocate a handhole out of the asphalt at 4416 94th.

Town staff received an executed agreement from the Comcast development team and verified on March 5th, 2025, that the "check is in the mail" for their share of the underground conversion project (\$289,370.92). This amount is reflected on this month's status report.

GRAY & OSBORNE:

Amendment No. 4 will be presented at the 3/11/25 Town Council meeting for approval. This final amendment covers inspection and closeout tasks for February and March 2025.

- **KING COUNTY ROADS**

The Town will participate in KC Road's 2025 Pavement Preservation Program to grind and overlay streets affected by the underground conversion.

We received a Transportation Improvement Board (TIB) grant for \$540,000 on Nov. 22, 2024, which at the time, was equivalent to King County's 30% construction estimate, less the Town's required 10% match. King County Roads 100% construction estimate (which includes inspection, project management, striping, and a 10% contingency) is \$689,000. It's worth noting however, that there is a provision in the TIB grant which allows the town to request additional grant funding if the project goes over budget.

The Town received approval from TIB to advertise the project on February 7, 2025, and King County is on track to bid the project in April. Yarrow Point staff applied for and received an Eagle Incidental Take Permit which was forwarded to the King County staff and will be included in the bidding documents.

As of March 5th, King County Roads expects to start Yarrow Point's grind and overlay in early June.

PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Survey	100	March 2021	PACE/ Town Engineer	
<u>Final Design</u>				
PSE	100	2022-2023	Gray & Osborne/ Town Engineer	
City of Bellevue Utilities Dept.	100			
Comcast/ Lumen Final Design	100			
TYP Stormwater & Landscape Design including Bid Documents	100	2023-2024	Gray & Osborne/ Town Engineer	
Bidding	100	Winter 2023/2024	Gray & Osborne/ Town Engineer	
Construction	100	Spring/Summer/ Fall 2024	Gray & Osborne/ Town Engineer	
Grind & Overlay	0	Summer 2025	Town Engineer	

BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Jan. 2021 – Mar. 2021 PACE Surveying Consultant Task Order No. 3	\$28,250	\$28,250		Completed
May 2022 – Dec. 2023 Puget Sound Energy (Sch. 74 Design Agreement)	Included in PSE Line Below	\$0		Contract Signed 06/13/22 100% Plans Rec'd: 12/2023 Design Fee 60/40 split; included in PSE line item below
Jan. 2022 – Mar. 12, 2024 Town Engineer Project Management		\$ 54,053.35		
Jan. 2023 – Jan. 27, 2024 Civil Engineering Consultant Gray & Osborne, Inc.	\$110,000	\$144,960.00		CIP S-3: \$50,000 Old CIP/ Budget CIP U-1: \$60,000 Old CIP/ Budget Contract Date: 1/10/23 \$127,300 Change Order No. 1 – \$5,500 Change Order No. 2 – \$12,160
Design Total:	\$138,250	\$227,263.35		
June 3, 2024 – Feb. 28, 2025 Fury Site Works Construction Contractor	\$2,057,472*	\$2,057,472.00		TIP / CIP Budget S-2: \$700,000 U-1: \$1.3 mil T-1: \$500,000 CO #1: Reduction \$62,400 5% Retainage being held: \$98,133.38 NOTE: Values in this row assume approval of the final closeout Change Order No. 2 and include retainage being held. Project was completed ~2.7% over the budget reallocated by CO#1.
Mar. 24 – Jan. 25, 2025 Gray & Osborne Inspection, Surveying, Project Management Support	\$190,000	\$154,866.24		G&O Contract Amendment No. 3 – Construction Inspection, Surveying, Project Management Support \$158,500; Budget is ~10% higher based on past project experience; Sallys Alley East is separate. G&O Contract Amendment No. 4 – Construction Inspection and Project Management Support \$12,740
Mar. 13 – Feb. 28, 2025 Town Engineer Project Management	\$97,500	\$53,646.05		Town Expenses – Estimated \$2,500 for permits Sallys Alley East is separate.
Winter 2024 PSE Schedule 74 (Power)	\$200,000	\$0		NOTE: PSE issues one final bill after the project is complete (Winter 2025). Anticipated cost is \$100,000 after 60/40 construction credit, but budget is higher to buffer against any potential increases.
Spring-Winter 2024 PSE Schedule 51 (Lights)	\$74,893	\$74,892.12		Complete; billed out 12/4/24
Spring-Winter 2024 10% Contingency	\$330,627*	\$55,244.41		NOTE: All contingency expenditures must be approved by Town Council. *CO #1: +\$62,400 redistributed to contingency CO #2: Closeout Increase \$55,244.41
Construction Total:	\$2,950,492	\$2,396,120.82		\$2,494,254.20 w/ retainage being held
Comcast Reimbursement:	\$0	-\$289,370.92		Check "in the mail" as of March 5, 2025
Summer 2025 – King County Roads	\$720,000**	\$0		Awarded \$540,000 TIB Grant 11/22/24 KC Roads 100% project estimate \$689,000 **Updated to reflect the latest CIP/TIP value plus 20% contingency in budget
Jan. 2021 – Jan. 25, 2025 Design and Const. Project Total:	\$3,808,742*	\$2,106,749.90		\$2,204,883.28 w/ retainage being held

CONCLUSIONS/NEXT STEPS

Final Civil Plans, Specifications, Estimate, and Schedule – January 31, 2024

Public Bid: January 31 – February 21, 2024

Town Council March 12, 2024 Approvals:

- Lowest Responsible Bidder: Fury Site Works
- Inspection & Project Management Contract: Gray & Osborne
- PSE Power Underground Conversion Construction Agreement
- PSE IntoLight Contract: Revision #1

April 26, 2024 – Pre-construction office meeting: TYP, G&O, and Contractor

May 10, 2024 – Town Posted Project Notification Letter

May 20, 2024 – Pre-construction site meeting: TYP, G&O, PSE, Fury, Lumen, Comcast, and WE Electric

June – Feb. 2024: Construction

March 2025: Project Closeout

- Staff will continue to work with G&O and Contractor to receive 3 government agency signoffs and ultimately release retainage.
- Miscellaneous activities file paperwork and package for any upcoming state audit review.

June 2025: Road Grind and Overlay

Development Regulation Updates: Middle Housing (HB1110 Integration) Consolidated Permit Review (SB5290) Legislative and Administrative Updates	Proposed Action: Discussion
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Presented by:	Town Planner
Exhibits:	<ul style="list-style-type: none">• Draft Development Regulation Updates

Summary:

At the regular April Town Council meeting, staff presented the gap analysis and public engagement plan. Council approved the engagement plan with amendments to include two public engagement open house type meetings. One before administering the survey to help inform the public, and one after to discuss outcomes. Staff was also directed to develop a preliminary budget for the integration of the new middle housing legislative requirements. The preliminary budget estimate is \$160,000 on the high end, with a low end budget estimate of \$45,000. A portion of the budget is offset by a \$35,000 grant which was awarded to Yarrow Point for middle housing regulation update work.

The Town has published a middle housing webpage to help residents navigate the requirements and implications of the middle housing legislation. Additional information will be provided on the Town's webpage as it is developed. The informational open house was held on May 29th from 6-8pm at Town Hall. The survey was launched during the open house and flyers with the Town's middle housing webpage and survey were posted on all town mailbox pagodas, emailed to the Town mailing list, and posted on Town social media. 35 survey responses have been received as of 6-13-24. Town staff will continue to reach out to residents to encourage participation in the survey and public process.

Staff prepared several informational posters which were on display at the open house. These posters have been included with your packet in their digital form. Staff is continuing to compile a list of frequently asked questions which can be posted on the Town's Middle Housing webpage to help inform residents.

At the June council meeting, staff presented an update following the open house, and was directed to create a work plan which outlines the next steps for the Town to address the requirements of Middle Housing.

At the September Meeting the Planning Commission directed staff to create a decision matrix to help guide the conversation and code update process. Staff prepared the decision matrix and has provided supporting background documents to help inform the decision making process.

At the November meeting the Planning Commission directed staff to begin drafting code, and to give more detail, for various decision making options for the December meeting.

At the December Planning Commission meeting middle housing was discussed, and additional decisions were made as the commission worked through the elements of middle housing. Questions were provided to the town planner to answer at the next meeting. Staff was directed to continue drafting code to incorporate previous discussions, and to present the code once the remaining decisions were finalized after subsequent meeting(s).

At the January meeting the planning commission further discussed middle housing and made decisions on how to address the various variables which are within the Town's authority to regulate. Staff was asked to provide a draft code incorporating all of the requisite elements into a combined document for the February meeting.

Staff compiled the various code amendments related to a range of legislative requirements and has included them in a combined development regulation code update draft document. This includes but is not limited to HB1110, SB5290, SB5258, and many others.

At the February Planning Commission meeting the draft code was reviewed and discussed. Several minor edits were suggested by commissioners and possible funding sources for impacts were discussed. The commission asked that staff make the edits in time for the joint council and planning commission meeting scheduled for the regular March Commission meeting. The draft sent along with the staff report to the March council is the same as the original draft sent to the planning commission at their February meeting.

Additional sections relating to the State Environmental Policy Act (SEPA) and the Shoreline Master Program (SMP) are being revised to meet state requirements and will be included in the materials for the joint meeting in March.

Resources

- [Yarrow Point Middle Housing Website](https://yarrowpointwa.gov/middle-housing/) : <https://yarrowpointwa.gov/middle-housing/>
- [WA Department of Commerce Middle Housing Website](#)
- [User Guide for Middle Housing Model Ordinances \(PDF\)](#)
- [Final Model Ordinance for cities under 25,000 \(PDF\)](#)
- Local Project Review - Commerce Webpage: <https://www.commerce.wa.gov/program-index/local-project-review-program/>

Action Items

- Staff Presentation (15 min)



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
3/11/2025	Outdoor Surveillance Dog Poop Cameras	Deputy Clerk, Austen Wilcox

STATUS SUMMARY

At the February 11, 2025 regular Council meeting, Council requested to have staff research the option to install surveillance dog poop cameras around town to catch people who do not pick up their dog poop.

The purchase cost for 20 outdoor surveillance cameras at \$35 per unit is \$700. Additional cost for installation would need to be factored in. Staff would need to monitor and maintain the cameras as an additional job description task.

Could we collect enough fines to cover the cost of installation? Perhaps, but it will require weekly staff time to not only manage the project, but also to collect, process, manage the data and then enforce the remedy (collect the poop) and fine the people. This assumes we know where they live.

**TOWN OF YARROW POINT
TOWN PLANNING COMMISSION SPECIAL MEETING
February 18, 2025
6:00 p.m.**

The Town Planning Commission of the Town of Yarrow Point, Washington met in special session on Tuesday, February 18, 2025, at 6:00 p.m. in the Council Chambers of Town Hall.

PLANNING COMMISSION PRESENT: Chair Carl Hellings, Commissioners, Lee Sims, Chuck Hirsch, and David Feller

PLANNING COMMISSION ABSENT:

STAFF PRESENT: Deputy Clerk Austen Wilcox, Planner Aleksandr Romanenko

1. CALL TO ORDER

Chair Hellings called the Planning Commission meeting to order at 6:02 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

MOTION: Motion by Commissioner Hirsch seconded by Commissioner Feller to approve the agenda as presented.

VOTE: 4 for, 0 against. Motion carried.

5. APPROVAL OF THE MINUTES

- January 21, 2024 Special Meeting

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch to approve the January 21, 2025 special meeting minutes as presented.

VOTE: 4 for, 0 against. Motion carried.

6. STAFF REPORTS

Planner Romanenko discussed supplemental documents related to fish & wildlife he provided the Commission for context related to Commissioner Sims' supplemental documents related to subdivisions and critical areas. Planner Romanenko shared that Planning Commission and Council may have some upcoming joint meetings.

7. PUBLIC COMMENT

Resident Steve Scalzo shared that he will hold his comments until after regular business.

8. REGULAR BUSINESS

8.1 – Development Regulation Updates

Planner Romanenko discussed Development Regulation updates for:

- Middle Housing (HB1110 Integration)
- Consolidated Permit Review (SB5290)
- Legislative and Administrative Updates.

MOTION: Motion by Chairman Sims, (6:47) seconded by Commissioner Feller recommend that the Town Council run its joint meeting with the Planning Commission assess the viability incorporating impact or mitigation fees into the new revised code the Planning Commission is reviewing currently.

VOTE: 4 for, 0 against. Motion carried.

The Planning Commission discussed design elements of the draft code and provided feedback for public review of the draft code.

9. PUBLIC COMMENT

Resident Steve Scalzo complimented the Planning Commission on their work and requested assistance accessing Planning Commission packet materials. Staff responded.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch direct the Town Planner to incorporate discussion, notes and feedback from the latest version of the draft code and incorporate or adjudicate any typos for an updated review at the next Planning Commission Meeting.

VOTE: 4 for, 0 against. Motion carried.

The Planning Commission will meet at 6:00pm on March 18, 2025.

10. ADJOURNMENT:

MOTION: Motion by Commissioner Hellings, seconded by Commissioner Sims to adjourn the meeting at 8:19 p.m.

VOTE: 4 for, 0 against. Motion carried.

Carl Hellings, Chair

Attest: Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT
TOWN PARK COMMISSION REGULAR MEETING
February 25, 2025
7:00 p.m.**

The Town Park Commission of the Town of Yarrow Point, Washington met in regular session on Tuesday, January 28, 2025, at 7:00 p.m. in the Council Chambers of Town Hall.

PARK COMMISSION PRESENT: Chair Carolyn Whittlesey, Park Commission Members Amy Pellegrini, Jim Bugbee, Robert Afzal and Nancy Daltas

PARK COMMISSION ABSENT:

STAFF PRESENT: Deputy Clerk Austen Wilcox, Engineer Stacia Schroeder

1. CALL TO ORDER

Chair Fleming called the Park Commission meeting to order at 7:04 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

MOTION: Motion by Park Commissioner Afzal, seconded by Park Commissioner Bugbee to add AB 8.4 Points Drive Sign to the agenda.

VOTE: 5 for, 0 against. Motion carried.

5. APPROVAL OF THE MINUTES:

MOTION: Motion by Park Commissioner Bugbee, seconded by Park Commissioner Afzal to approve January 28, 2025, regular minutes as amended.

VOTE: 5 for, 0 against. Motion carried.

6. STAFF REPORTS

7. APPEARENCES/PUBLIC COMMENT

Resident Andy Valaas provided comments regarding Sally's Alley east design.

Resident Steve Fleming provided comments issues with the driveway on the west end of Sally's Alley that is not completed. He requests the Park Commission to gravel the driveway.

8. REGULAR BUSINESS

8.1 – Sally's Alley East Design

Town Engineer Shroeder discussed the latest design improvements to Sally's Alley.

The Commission discussed:

- Budget;
- Alignment of trail;
- Grade;
- Project Cost & Bidding;
- Edging type; and
- Rock wall.

8.2 – Spring Clean Up Day Planning

The Park Commission discussed planning for cleanup day.

They discussed:

- Recruiting Volunteers
- Marketing
- Titling the event -“Dirt, Doughnuts and Volunteering” and;
- Advertising.

The Park Commission will discuss further planning at the next regular Park Commission meeting.

Park Commissioner Amy Pellegrini left the meeting at 8:00 pm.

8.3 – Prioritizing Public Works Field Duties

Chair Whittlesey discussed areas in town that need additional landscape maintenance. She provided photos of examples, and staff will pass them along to the Mayor.

Commissioner Daltas requests additional landscape maintenance along Points Drive including around the Yarrow Point sign so that it remains visible.

The Commission will make a list of field maintenance recommendations at the next Park Commission meeting.

8.4 – Points Drive Sign

Commissioner Daltas discussed the status of the Yarrow Point sign project on NE Points Drive. The etching needs to be repainted, and the Commission discussed clear coating the sign. The new landscaping around the sign needs to be maintained.

The Commission will continue discussion of the Points Drive sign improvements at the next meeting.

9. ADJOURNMENT

Motion by Park Commissioner Daltas, seconded by Park Commissioner Bugbee to adjourn the meeting at 8:29 p.m. All voted in favor. Motion carried.

VOTE: 4 for, 0 against. Motion carried.

Chair, Carolyn Whittlesey

Attest: Austen Wilcox, Deputy Clerk

Business of The Town Council Town of Yarrow Point, WA

Consent Calendar

March 11, 2025

Consent Calendar	Proposed Council Action: Approve Consent Calendar
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Presented by: Clerk-Treasurer

Exhibits: Exhibits included for items listed for consideration.

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.

Consent Calendar Items for Consideration:

- A. March Payment Approval in the amount of \$137,749.72 plus Payroll Report in the amount of \$43,216.78, for a total of \$180,966.50
- B. February 11, 2025 Council meeting minutes
- C. Ordinance No.764: Amending Code as it relates to donations
- D. Ratify all actions from February meeting
- E. Public Records Act Policy and Administrative Rules

Recommended Action:

Motion to approve the Consent Calendar as presented.

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
Banner Bank						
700	Banner Bank	02162025	Constant Contact	02/16/2025	96.98	
700	Banner Bank	02162025	Website renew, msft, aws, bluebeam	02/16/2025	1,423.96	
700	Banner Bank	02162025	Comcast phone, internet, fax	02/16/2025	540.05	
700	Banner Bank	02162025	Public Records & long-term Planning Webinar	02/16/2025	190.00	
700	Banner Bank	02162025	Finance Chg	02/16/2025	46.67	9,833.76
Total Banner Bank:					2,297.66	
CASELLE, INC.						
1300	CASELLE, INC.	138830	Monthly contract - Feb & March	02/25/2025	1,611.12	3,156.68
Total CASELLE, INC.:					1,611.12	
CITY OF BELLEVUE						
212	CITY OF BELLEVUE	022025	Sewer and water service	02/11/2025	460.69	
212	CITY OF BELLEVUE	02252025	Water service	02/25/2025	74.04	1,267.59
Total CITY OF BELLEVUE:					534.73	
CITY OF CLYDE HILL						
10	CITY OF CLYDE HILL	2025-03	Snow plowing and de-icing Charges	02/05/2025	208.53	
10	CITY OF CLYDE HILL	2025-04	February 2,3,6 snow plowing and de-icing	03/03/2025	459.95	150,380.42
Total CITY OF CLYDE HILL:					668.48	
Crisp Imaging						
256	Crisp Imaging	INVB-79522	Construction signs	03/03/2025	736.28	736.28
Total Crisp Imaging:					736.28	
CRYSTAL AND SIERRA SPRINGS						
1046	CRYSTAL AND SIERRA SPRING	020825	Water cooler	02/08/2025	67.18	231.54
Total CRYSTAL AND SIERRA SPRINGS:					67.18	
Fury Site Works, Inc.						
530	Fury Site Works, Inc.	ESTIMATE 9	94th Stormwater and UGC Project	03/04/2025	64,543.33	
530	Fury Site Works, Inc.	ESTIMATE 9	94th Stormwater and UGC Project	03/04/2025	2,432.54	97,514.86
Total Fury Site Works, Inc.:					66,975.87	
Gray & Osborne, Inc.						
9043	Gray & Osborne, Inc.	11	Town-wide Stormwater & JGC Construction Mg	01/25/2025	16,985.11	31,124.09
Total Gray & Osborne, Inc.:					16,985.11	
Harris, Katy K						
459	Harris, Katy K	022025	Reimburse cell phone Jan & Feb	03/01/2025	198.25	405.97
Total Harris, Katy K:					198.25	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
ISLAND SECURITY SYSTEMS						
21	ISLAND SECURITY SYSTEMS	80697	System monitoring Mar-July	03/01/2025	162.21	162.21
Total ISLAND SECURITY SYSTEMS:					162.21	
ISOOutsource						
1301	ISOOutsource	CW307121	Monthly vulnerability mgmt	02/25/2025	110.20	
1301	ISOOutsource	CW307682	Security audit, vulnerability report	02/28/2025	636.00	2,157.50
Total ISOOutsource:					746.20	
King County Finance						
603	King County Finance	2163388	2024 Voter Registration	01/31/2025	4,816.85	5,868.03
454	King County Finance	2163663	2% liquor profits and Excise Tax - 4th Qtr 2024	02/06/2025	79.09	79.09
Total King County Finance:					4,895.94	
King County Treasury						
9042	King County Treasury	022025	King CD charge on Town parcels (5)	02/19/2025	104.44	104.44
Total King County Treasury:					104.44	
KIRKLAND MUNICIPAL COURT						
111	KIRKLAND MUNICIPAL COURT	FEB25YPT	Court Costs	02/21/2025	655.56	859.66
Total KIRKLAND MUNICIPAL COURT:					655.56	
Klean Lots						
538	Klean Lots	2720	Street sweeping	03/01/2025	515.00	
538	Klean Lots	2720	Street sweeping	03/01/2025	515.00	3,090.00
Total Klean Lots:					1,030.00	
MUNICIPAL SERVICES LLC						
350	MUNICIPAL SERVICES LLC	022025	Code enforcement	02/28/2025	539.65	
350	MUNICIPAL SERVICES LLC	022025	Building Permit Inspections	02/28/2025	3,440.90	
350	MUNICIPAL SERVICES LLC	022025	Mechanical-Plumbing Permit Inspections	02/28/2025	726.10	
350	MUNICIPAL SERVICES LLC	022025	Plan Review	02/28/2025	2,062.50	
350	MUNICIPAL SERVICES LLC	022025	Invoice preparation	02/28/2025	250.00	19,390.92
Total MUNICIPAL SERVICES LLC:					7,019.15	
NORTHWEST CIVIL SOLUTIONS						
450	NORTHWEST CIVIL SOLUTIONS	022025	94th Ave UGC & Storm Project	02/28/2025	3,176.25	
450	NORTHWEST CIVIL SOLUTIONS	022025	Pre-application	02/28/2025	41.25	
450	NORTHWEST CIVIL SOLUTIONS	022025	Site Development	02/28/2025	371.25	
450	NORTHWEST CIVIL SOLUTIONS	022025	Right of Way Permit	02/28/2025	371.25	
450	NORTHWEST CIVIL SOLUTIONS	022025	General Admin -	02/28/2025	825.00	
450	NORTHWEST CIVIL SOLUTIONS	022025	General Administration	02/28/2025	1,031.25	18,378.90
Total NORTHWEST CIVIL SOLUTIONS:					5,816.25	
Ogden Murphy Wallace						
1390	Ogden Murphy Wallace	012025	Contracts	03/05/2025	198.00	
1390	Ogden Murphy Wallace	012025	Council	03/05/2025	1,089.00	
1390	Ogden Murphy Wallace	012025	Land Use	03/05/2025	2,109.00	
1390	Ogden Murphy Wallace	012025	Mayor/Executive	03/05/2025	297.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
1390	Ogden Murphy Wallace	012025	Sally's Alley ROW	03/05/2025	766.50	
1390	Ogden Murphy Wallace	012025	Bellevue Water/Sewer Franchise	03/05/2025	495.00	
1390	Ogden Murphy Wallace	012025	Code Enforcement	03/05/2025	165.00	
1390	Ogden Murphy Wallace	012025	Zhao Litigation	03/05/2025	358.50	
1390	Ogden Murphy Wallace	122024	Clerk	01/30/2025	264.00	
1390	Ogden Murphy Wallace	122024	Council - prepare for Council meeting	01/30/2025	957.00	
1390	Ogden Murphy Wallace	122024	Land Use	01/30/2025	2,668.00	
1390	Ogden Murphy Wallace	122024	Mayor/Executive	01/30/2025	1,155.00	
1390	Ogden Murphy Wallace	122024	Code Enforcement	01/30/2025	495.00	
1390	Ogden Murphy Wallace	122024	Public Works	01/30/2025	330.00	
1390	Ogden Murphy Wallace	122024	Zhao Litigation	01/30/2025	3,817.50	
1390	Ogden Murphy Wallace	122024	Zhao NOV	01/30/2025	123.00	28,420.00
Total Ogden Murphy Wallace:					15,287.50	
PUGET SOUND ENERGY						
604	PUGET SOUND ENERGY	02212025	Street lights	02/21/2025	177.71	3,818.91
Total PUGET SOUND ENERGY:					177.71	
SBN Planning LLC						
154	SBN Planning LLC	022025	Building Permits	02/28/2025	345.34	
154	SBN Planning LLC	022025	Shoreline Exemption	02/28/2025	345.34	
154	SBN Planning LLC	022025	Climate Planning	02/28/2025	431.68	
154	SBN Planning LLC	022025	Middle Housing	02/28/2025	3,194.40	
154	SBN Planning LLC	022025	Consolidated Permit Review	02/28/2025	4,316.75	
154	SBN Planning LLC	022025	General Administration	02/28/2025	1,122.36	
154	SBN Planning LLC	022025	Critical areas	02/28/2025	259.00	23,873.61
Total SBN Planning LLC:					10,014.87	
Sound View Strategies						
521	Sound View Strategies	3466	Consulting Services - Feb '25	02/28/2025	500.00	1,500.00
Total Sound View Strategies:					500.00	
State Department of Transportation						
280	State Department of Transportatio	FB9109960825	Gas for town truck	02/28/2025	200.21	495.73
Total State Department of Transportation:					200.21	
Tree Frog LLC						
528	Tree Frog LLC	2009	Consulting on tree permits	02/11/2025	1,065.00	1,065.00
Total Tree Frog LLC:					1,065.00	
Grand Totals:					137,749.72	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
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Certification of the Consent Calendar as presented including the Payment Approval Report dated 03/05/2025 approving payments as shown totaling \$137,749.72 plus payroll, tax, and benefit expenses of \$43,216.78, as shown on the attached payroll & tax and benefits report, for a grand total of \$180,966.50.

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.

Dated: March 11, 2025

Clerk-Treasurer: _____

Mayor: _____

Councilmember:

Steve Bush: _____

Michael Hyman: _____

Stephan Lagerholm: _____

Chuck Porter: _____

Kathy Smith : _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Report Criteria:

Includes all check types

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount	D
02/28/2025	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security Pay	999-1010110	65.86-	
02/28/2025	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compensa	999-1010110	314.02-	
02/28/2025	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fami	999-1010110	216.70-	
02/28/2025	CDPT		0	WA Cares	10	WA CARES Long Term Ins. Pay P	999-1010110	147.15-	
02/28/2025	PC	02/21/2025	2202501	Lovas, Istvan	9002		999-1010110	5,476.18-	D
02/28/2025	PC	02/21/2025	2202502	Wilcox, Austen	9037		999-1010110	5,608.39-	D
02/28/2025	PC	02/21/2025	2202503	Ritter, Bonnie	9041		999-1010110	8,483.29-	D
02/28/2025	PC	02/21/2025	2202504	Harris, Kathryn K	9047		999-1010110	3,878.53-	D
02/28/2025	CDPT	02/18/2025	82320337	Association of Washington Cities	9	Health and Dental Insurance Visio	999-1010110	4,168.00-	
02/28/2025	CDPT	02/18/2025	82320338	DEPT OF RETIREMENT SYSTEM	1	State Retirement PERS II Pay Per	999-1010110	5,094.69-	
02/28/2025	CDPT	02/18/2025	82320339	Federal Tax	2	941 Taxes Federal Withholding Tax	999-1010110	9,763.97-	
Grand Totals:								43,216.78-	

**TOWN OF YARROW POINT
COUNCIL MEETING MINUTES
February 11, 2025
4:00 p.m.**

The Town Council of the Town of Yarrow Point, Washington met in regular session on Tuesday, February 11, 2025, at 4:00 p.m. in the Council Chambers of Town Hall.

PRESENT: Mayor Katy Harris; Councilmembers Steve Bush, Michael Hyman, Stephan Lagerholm, Chuck Porter, and Kathy Smith.

STAFF PRESENT: Clerk-Treasurer Bonnie Ritter, Town Attorney Emily Romanenko (remote).

1. CALL TO ORDER:

Mayor Katy Kinney Harris called the meeting to order at 4:10 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

Motion by Bush, seconded by Hyman to approve the agenda. All voted in favor. Motion carried.

5. STAFF REPORTS

- A. Police Report for January
- B. Fire-EMS Report
- C. Town Engineer Report – 94th Ave NE UGC and Stormwater Project.
- D. Planner Aleksander Romanenko reported on Middle Housing
- E. Commission Minutes
 - January 21, 2025 Planning Commission Minutes
 - January 28, 2025 Park Commission Minutes

6. APPEARANCES / PUBLIC COMMENT

Dicker Cahill spoke in support of completing the east portion of the Sally's Alley Project, citing safety as a concern. He urged the Council to get this project completed.

Laurie Bugbee read a letter from her husband, Jim, urging the Council to complete the east end of Sally's Alley and noted the petition that was presented to the Town with supporters of completing this project.

Krista Fleming spoke in support of completing the Sally's Alley Project.

Barbara Box stated that she uses Sally's Alley every day and has witnessed firsthand the near misses when pedestrians use the driveway portion. She is in support of completing the east end of this project. She also informed the Council of the dog waste issue throughout the Town.

Lee Sims urged the Council to complete Sally's Alley.

Dan Williams spoke in favor of completing the east end of Sally's Alley.

Mark Freeborn spoke on behalf of his wife, (attending the meeting online) and himself, supporting the installation of flashing stop signs on the corner of 40th and 92nd. He urged the Council to consider placement of these signs, stating that they would be willing to head fund raising efforts for this project if need be.

7. CONSENT AGENDA

Motion by Smith, seconded by Lagerholm to remove the Personnel Policy from the consent agenda for discussion. The following voted in favor: Lagerholm, Porter and Smith. The following voted against: Bush and Hyman. Motion carried.

Motion by Lagerholm, seconded by Smith to approve the consent calendar as amended, by removing D-Personnel Policy. All voted in favor. Motion carried.

- A. February Payment Approval in the amount of \$71,446.43 plus Payroll Report in the amount of \$44,007.72, for a total of \$115,454.115.
- B. January 14, 2025 Council meeting minutes
- C. January 30, 2025 Council meeting minutes
- D. Removed
- E. Comcast Agreement for UGC Project
- F. WRIA8 Alternate Delegate
- G. ARCH Administrative Budget and Task Force Allocations
 - 1. Resolution No.380 and Resolution No.381

7D. Personnel Policy

Councilmember Smith wanted to discuss the health insurance coverage for spouses and dependents. The proposed policy states the Town will cover the premium for spouses of full-time employees.

Motion by Hyman, seconded by Bush to adopt the Personnel Policy as presented. All voted in favor. Motion carried.

8. REGULAR BUSINESS

8.1. Flashing Stop Signs and Crosswalk Signs

Motion by Lagerholm, seconded by Smith to approve the placement of three flashing stop signs at the intersection of 92nd Ave and 40th Street, prorating the \$7,500 quote received for four signs to the three approved, and to ask for the public's participation in paying for these as noted in the public comments earlier in the meeting. All voted in favor. Motion carried.

The topic of crosswalk signs will be brought back at a future meeting.

8.2 Park Commission – Sally's Alley East Presentation

Rob Afzal presented a Sally's Alley plan for the east end completion. After discussion concerning the estimated cost of the project, Afzal stated that he will convey back to the Engineer and Park Commission that they need to reduce the scope. Afzal will work with the Engineer with the guidance given him by the Council and come back with an update at the next Council meeting.

8.3 Yarrow Point Priorities Hierarchy

Motion by Porter, seconded by Hyman to discuss and adopt spending priorities. All voted in favor. Motion carried.

Discussion resulted in the following consensus of spending priorities:

- A. Public Safety: Police; Fire; Marine Services; Pedestrian Safety
- B. Maintenance: Critical infrastructure; Current infrastructure
- C. Operational Mandates : Audit; Legal; Code.
- D. Discretionary: Sally's Alley; Community Building; Quality of Life
- E. Discretionary CIP
- F. Senate-House Initiated Turbulence

Motion by Porter, seconded by Smith to adopt the spending priorities as outlined above. All voted in favor. Motion carried.

8.4 Discussion of Minimum Town Reserves

Motion by Bush, seconded by Hyman to direct staff to create a plan to be presented to the Council in September (budget season) that would result in a reserve amount of \$1 million, This proposal is to include where these funds are to come from, how to use the accrued interest, that reserve would require Council approval for any expenditures, with commitment to restore the fund to the \$1 million level as soon as possible. All voted in favor. Motion carried.

9. MAYOR'S REPORT

10. OLD BUSINESS

11. COUNCIL ROUNDTABLE AND REQUESTS FOR FUTURE AGENDA ITEMS

Motion by Porter, seconded by Smith: Whereas the 2025 budget includes \$500,000 of legal fees attached to a potential legal action; and whereas that legal action has been settled and not requiring those funds; be it resolved to remove \$500,000 from the 2025 legal budget. All voted in favor. Motion carried.

It was the consensus of the Council to agree with the following requests presented by Councilmember Hyman: (1) Follow Burien's lead that the Town is a non-camping town; (2) Wheeled homes are not allowed in Yarrow Point; (3) Consider appropriating some of the 2026 ARCH funding to We Hearts Seattle, following a presentation to Council by them. Attorney Romanenko indicated that the cost of her time to complete items 1 and 2 would be a less than \$1,000 each. There was not consensus on Hyman's suggestion that the Town declare that we are not a sanctuary town.

12. EXECUTIVE SESSION (if necessary)

There was no executive session.

13. ADJOURNMENT

Motion by Hyman, seconded by Porter to adjourn at 7:04 p.m. All voted in favor. Motion carried.

Katy Kinney Harris, Mayor

Attest: Bonnie Ritter, Clerk-Treasurer

DRAFT

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

Consent Agenda

March 11, 2025

Ordinance No. 764: Amending Chapter 3.28 relating to Donations	Proposed Council Action: Approve Ordinance No. 764
Presented by:	Mayor Katy Harris
Exhibits:	Ordinance No. 764: Amending Chapter 3.28 relating to Donations

Summary:

The Town has been accepting donations for years. Most of these donations are for Wetherill Nature Preserve. This Ordinance amends our code to reflect current practice regarding the acceptance of donations, and where the funds are receipted.

Recommended Action:

Approve as part of the approval of the Consent Agenda.

**TOWN OF YARROW POINT
ORDINANCE NO. 764**

**AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING
CHAPTER 3.28 OF THE YARROW POINT MUNICIPAL CODE;
AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the Town Council has determined that the establishment of a separate fund for donations is no longer warranted; and

WHEREAS, the Town Budget already includes a line item within various funds for related donations/contributions,

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 Chapter 3.28 Yarrow Point Municipal Code as shown in Exhibit A.

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 of unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this Ordinance.

Section 4. 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.

Passed by the Town Council of Yarrow Point at a regular meeting thereof this 11th day of March, 2025.

Katy Kinney Harris, Mayor

Approved as to form:
Town Attorney

Attest:

Ogden Murphy Wallace, PLLC

Bonnie Ritter, Clerk-Treasurer

Chapter 3.28 DONATIONS

Sections:

[3.28.010 Definitions.](#)

[3.28.020 Acceptance of donations.](#)

[3.28.030 Fund established.](#)

3.28.010 Definition.

As used in this chapter, the term “donation” refers to any money or property, real or personal, donated, devised or bequeathed, with or without restriction, to the town of Yarrow Point. (Ord. 616 § 1, 2010)

3.28.020 Acceptance of donations.

A. Monetary Donations. The Mayor with the concurrence of the Town Council is authorized to accept monetary donations to the town, and to carry out the terms of the donation, devise, or bequest, if the purposes and conditions of the donation are within the powers granted by law to the Town and are consistent with the Town’s policies, plans, goals or ordinances. If a monetary donation is not expended within five years after such donation is made, and the donation amount is not sufficient to carry out the purpose of the donation, the donation will be deposited into the Town’s general fund and used for maintenance or improvement of Town rights-of-way, pathways, open space and parks. If the donation is in excess of the cost of the purpose of the donation, the excess funds will be ~~refunded to the donor~~ deposited into the Town’s general fund and used for maintenance or improvement of Town rights-of-way, pathways, open space and parks. If no purpose is specified or no terms or conditions are attached to a donation, devise or bequest, the Town may expend or use the same for any Town capital improvement project.

B. Nonmonetary Donations. The Mayor is authorized to determine the appropriateness, usefulness and value to the Town of all non-monetary donations and to recommend to the Town Council the retention, improvement, return to donor, transfer, trade, sale, donation to other agency or other disposition.

C. Nonacceptance of Donation. The Town Council may decline to accept a monetary or non-monetary donation if such donation is not consistent with the policies, plans, goals or ordinances of the Town of Yarrow Point or if the acceptance of same is contrary to law. (Ord. 616 § 2, 2010)

3.28.030 Fund established.

~~There is hereby established Fund No. 650, to be called the charitable donations fund. All monetary donations or proceeds from the sale of nonmonetary donations shall be deposited into this fund. The clerk/treasurer is authorized and directed to establish such accounting procedures as may be necessary to carry out the terms and conditions of any donation, devise or bequest, in~~

~~accordance with the laws of the state of Washington and requirements of the Office of the State Auditor. (Ord. 616 § 3, 2010)~~

Ratification of Council Actions of February 11, 2025 meeting	Proposed Council Action: Approve with Consent Agenda
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Presented by:	Mayor Harris
Exhibits:	None

Summary:

Because of a technical error in the posting of the agenda packet for the February 11, 2025 meeting, all actions taken at that meeting need to be ratified to assure that they are legal. The motions taken at the February 11, 2025 meeting are:

1. Motion by Bush, seconded by Hyman to approve the agenda. All voted in favor. Motion carried.
2. Motion by Smith, seconded by Lagerholm to remove the Personnel Policy from the consent agenda for discussion. The following voted in favor: Lagerholm, Porter and Smith. The following voted against: Bush and Hyman. Motion carried.
3. Motion by Lagerholm, seconded by Smith to approve the consent agenda as amended, by removing D-Personnel Policy. All voted in favor. Motion carried.
4. Motion by Hyman, seconded by Bush to approve the Personnel Policy as presented. All voted in favor. Motion carried.
5. Motion by Lagerholm, seconded by Smioth to approve the placement of three flashing stop signs at the intersection of 92nd Ave. and 40th Street, prorating the \$7,500 quote received for four signs to the three approved, and to ask the public's participation in paying for these as noted in the public comments earlier in the meeting. All voted in favor. Motion carried.
6. Motion by Porter, seconded by Hyman to discuss and adopt spending priorities. All voted in favor. Motion carried.
7. Motion by Porter, seconded by Smith to adopt the spending priorities as outlined. All voted in favor. Motion carried.
8. Motion by Bush, seconded by Hyman to direct staff to create a plan to be presented to the Council in September (budget season) that would result in a reserve amount of \$1 million, This proposal is to include where these funds are to come from, how to use the accrued interest, that reserve would require Council approval for any expenditures, with commitment to restore the fund to the \$1 million level as soon as possible. All voted in favor. Motion carried.
9. Motion by Porter, seconded by Smith: Whereas the 2025 budget includes \$500,000 of legal fees attached to a potential legal action; and whereas that legal action has been settled and not requiring those funds; be it resolved to remove \$500,000 from the 2025 legal budget. All voted in favor. Motion carried.
10. Motion by Hyman, seconded by Porter to adjourn at 7:04 p.m. All voted in favor. Motion carried

Recommended Action:

Ratify the above actions of the February 11, 2025 Council meeting as part of the Consent Agenda.

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

Consent Agenda

March 11, 2025

PUBLIC RECORDS ACT POLICY AND ADMINISTRATIVE RULES	Proposed Council Action: Approve Public Records Act Policy and Administrative Rules
Presented by:	Mayor Katy Harris
Exhibits:	Public Records Act Policy and Administrative Rules

Summary:

The Town has been operating under this Public Records Act Policy and Administrative Rules for some time, but they have not been formally adopted by the Council. This is a template provided by MRSC, it has been reviewed by legal counsel, and complies with RCWs.

Recommended Action:

Approval as part of approval of the Consent Agenda.

TOWN OF YARROW POINT PUBLIC RECORDS ACT POLICY AND ADMINISTRATIVE RULES

The Public Records Act, RCW 42.56 ("PRA"), requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to publish rules of procedures to inform the public how access to public records will be accomplished.

The purpose of the Public Records Act is to provide the public full and timely access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of efficient administration of our Town government. The PRA and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the PRA, the Town will be guided by the provisions of the PRA describing its purposes and interpretation. Failure to comply with any provision of these rules shall not result in any liability imposed upon the Town other than that required in the PRA.

Section 1. Definitions/Explanations

A. Public record. A public record includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function, prepared, owned, used or retained by the Town regardless of physical form or characteristics. This definition does not include records that are not otherwise required to be retained by the Town and are held by volunteers who do not serve in an administrative capacity, have not been appointed by the Town, and do not have supervisory role or delegated agency authority.

B. Writing. A writing is any handwriting, typewriting, printing, photostating, photographing, and any other means of recording any form of communication, including, but not limited to, letters, words, pictures, sounds or symbols or their combinations; papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including data compilations from which information may be obtained or translated.

C. Identifiable record. An identifiable record is one in existence at the time the records request is made, and that Town staff can locate after a reasonable search.

D. Exempt record. All identifiable Town records are available for review by the public unless they are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56 or other statutes. For information related to Public Record Exemptions please see Municipal Research Service Center's (MRSC) publication at: <https://mrsc.org/explore-topics/public-records/requests/praxemptions-and-prohibitions>

E. Email. Classification of emails as public records is dependent on the content of the message. Email messages are public records when they are created or received in the transaction of public business.

F. Bot request. A request for public records that the Town reasonably believes was automatically generated by a computer program or script.

Section 2. Public Records Officer

Any person wishing to request access to public records or seeking assistance in making a request should contact the Town's Public Records Officer. The Clerk-Treasurer for the Town serves as the Town's Public Records Officer. The Public Records Officer will coordinate

compliance with the Public Records Act but may designate other Town staff members who may process requests for public records. The Public Records Officer or his or her designees will assist requesters and help avoid having responses to public records requests cause excessive interference with essential functions of the Town. When using these Rules, references to the Public Records Officer should be interpreted to also include his or her designees.

Section 3. Availability of Public Records

A. Hours for inspection. Public records are available for inspection and copying during the Town's customary office hours: Monday through Thursday, 8:30 a.m. to 4:30 p.m., and Friday from 8:30 a.m. to 12:00 p.m., excluding legal holidays. Town staff and the requester may make mutually agreeable arrangements for times of inspection and copying. However, the Town shall have the right to set the hours for inspection.

B. Place of inspection. Records will be made available for inspection as determined by the Public Records Officer. A requester shall not take Town records from Town offices without the permission of the Public Records Officer.

C. Electronic access to records. A variety of records are available on the Town's website at: www.yarrowpointwa.gov. To the extent practical, the Town will store, maintain and make its commonly requested records available electronically on its website. The Town may provide access to public records by providing links to the website containing an electronic copy of the record. The Public Records Officer will work with the requester to determine the most appropriate method for providing electronic copies of responsive records and may provide records on portable storage media or transmit the responsive record via email.

D. Records index. The Town finds that maintaining an index is unduly burdensome and would interfere with Town operations, since there is no single index of records, which are stored in multiple locations, and are frequently modified.

E. Organization of records. Records are organized and maintained by the Clerk-Treasurer's office, and the Town will take reasonable action to protect records from damage and disorganization.

F. Retention of records. The Town is not required to retain all records it creates or uses. The State Attorney General's Local Records Committee approves a general retention schedule for local agency records (including towns) that are common to most agencies. Retention schedules vary based on the content of the record. Public records may not be destroyed per the retention schedule if a public records request or actual or anticipated litigation is pending.

Section 4. Making a Request for Public Records

A. Request for records. Requests to inspect or copy Town records should be made to the Public Records Officer at:

Public Records Officer
Town of Yarrow Point
4030 95th Ave NE
Yarrow Point, WA 98004
425-454-6994 (phone)
clerk-treasurer@yarrowpointwa.gov

B. Internet access to records. Many records are also available on the Town of Yarrow Point's website at: www.yarrowpointwa.gov. Requesters are encouraged to view the documents available on the website prior to submitted a public records request.

C. Form of request. There is no required form for a public records request. A requester must provide the Town with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requester should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate timely response to the request.

Any person wishing to inspect or copy identifiable public records of the Town should make the request in one of the following ways:

- On the provided request form (available online at www.yarrowpointwa.gov);
- By letter, fax, phone call or email addressed to the Public Records Officer; or
- In person at Town Hall

The following information should be included in the request:

- Name and address of requester;
- Other contact information, including telephone number and email address;
- Sufficient identification of the requested records to reasonably enable the Public Records officer to locate the records; and
- The date and time of day of the request

The Public Records Officer may accept requests for public records that contain the above information by telephone or in person. If an oral request is made, the Public Records Officer will confirm receipt of the information and the substance of the request as well as the necessary contact information from the requester on the public records request form.

D. Prioritization of records. The Public Records Officer may ask a requester to prioritize the records he or she is requesting so that the most important records may be provided first. A requester need not prioritize a request.

E. Copies. If the requester wishes to have copies or scans of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to make a deposit or pay for the copies or scans, as further discussed in Section 9. Costs for copies and scans are set out on the Fee Schedule as established by resolution of the Town Council, available at Town Hall.

F. Purpose of request. A requester need not state the purpose of the request. However, in an effort to clarify or prioritize a request and provide responsive records, the Public Records Officer may inquire about the nature of scope of the request. If the request is for a list of individuals, the Public Records Officer may ask the requester if he or she intends to use the records for a commercial purpose. The Town is not authorized to provide lists of individuals for commercial purposes. The Public Records Officer may also seek sufficient information to determine if another statute may prohibit disclosure.

G. Overboard requests. The Town may not deny a request for identifiable public records solely because the request is overboard. However, the Town may seek clarification, ask the requester to prioritize the request so that the most important records are provided first, and/or communicate with the requester to limit the size and complexity of the request. The Town may

also provide the responsive records in installments over time. When a request uses an inexact phrase such as “all records relating to” and declines to clarify the scope of the request, the Public Records Officer may interpret the request to be for records which directly and fairly pertain to the topic. The phrase is inherently ambiguous, and requesters are encouraged to avoid using the phrase when possible, to avoid unnecessary delays. When the requester has found the records he or she is seeking, the requester should advise the Public Records Officer that the requested records have been provided and the remainder of the request may be cancelled. A request for all or substantially all records prepared, owned, used, or retained by the Town is not a valid request for identifiable records under the PRA.

H. Existing records. Records requests may only encompass existing records. They cannot be used to obtain copies of records not yet in existence or in the possession of the Town.

I. Bot request. The Town will deny a bot request that is one of multiple requests from the requestor to the agency, within a twenty-four-hour period, if the Town determines that responding to the multiple requests would cause excessive interference with other essential functions of the Town.

Section 5. Processing Public Records Requests

A. Providing “fullest assistance”. Mindful of the requirements of RCW 42.56.100, to the extent reasonably possible, the Public Records Officer will process requests in the order allowing the most recent request to be processed in the most efficient manner.

B. Acknowledging receipt of fulfilling requests. Within five business days of receipt of the request, not including the day the request was received as provided by RCW 1.12.040, the Public Records Officer will do one or more of the following:

1. Make the record available for inspection or copying.
2. If copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requester.
3. Acknowledge that the request has been received and provide a reasonable estimate of when records will be disclosed in whole or in part depending on whether the records are being provided in installments.
4. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requester. Such clarification may be requested and provided by telephone; or
5. Deny the request, specifying the reasons for denial.

The Town may respond to a request to provide access to a record by providing the requester with a link to the Town’s website containing an electronic copy of that record if it can be determined that the requester has internet access.

C. Additional time. If not able to fulfill the request within the 5-business-day period, the Public Records Officer will provide a reasonable estimate of the time it will take to fully respond to the request. Additional time to provide access to records may be needed to clarify the scope of the request, locate and assemble the records, redact confidential information, prepare an exemption log, notify third party persons or agencies affected by the request or consult with the Town Attorney about whether any portion of the records is exempt from disclosure. The Public Records Officer should briefly explain the basis for the time estimated to respond. Should an extension be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain the changed circumstances that make it necessary.

D. Notification that records are available. If the requester has sought to inspect the records, the Public Records Officer will notify him or her that the entire response or an installment is available for inspection and ask the requester to contact the Town to arrange a mutually agreeable time for inspection. If the requester seeks copies or scans, the Public Records Officer should notify him or her of the projected costs and whether a deposit is required before making the copies or scans.

E. Consequences of failure to respond. If the Town does not respond in writing within five business days of receipt of a request for disclosure, the requester should contact the Public Records Officer to determine whether the request has been received by the Town.

F. Requesting clarification. At the time of the Town's initial response, or after the Town's initial response, the Town may require the requester to clarify the request in order to provide the Town with information sufficient to allow the Town to determine which records are being requested and whether such records relating to the request exist. If the requester fails to respond to a Town request to clarify the request within 30 days, the entire request is unclear, the Town may consider the request abandoned. Otherwise, the Town must respond to those portions of the request that are clear. If the Town considers the request abandoned, it shall notify the requester that the request is closed.

G. Searching for records. The Town will conduct a reasonable search for responsive records. The Public Records Officer will help determine where responsive records are likely to be located and involve other staff as needed to assemble the records. After the records are located the Public Records Officer should make reasonable steps to narrow down the number of records assembled to those that are responsive. The Town will not "bury" a requester with non-responsive documents. However, the Public Records Officer is allowed to provide arguably, but not clearly, responsive records to allow the requester to select the ones he or she wants, particularly if the requester is unable or unwilling to help narrow the scope of the documents being sought.

H. Preserving requested records. If a requested record is scheduled shortly for destruction under the Town's records retention schedule, the record cannot be destroyed until the public disclosure request has been resolved. Once a request has been closed, the Town can destroy the record in accordance with the retention schedule.

I. Records exempt from disclosure. Some records are exempt, in whole or in part from disclosure (see Section 7). If the Town believes that a record is exempt and should be withheld, the Public Records Officer will state the specific exemption in a log and provide a brief explanation of why the record or a portion of the record is being withheld.

J. Redactions. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requester why portions of the record are being redacted. For example, the Public Records Officer shall redact identifying details such as social security numbers when he or she makes available or publishes any public record. In each case, the justification for the deletion shall be explained in writing.

K. Court protection of records (third-party notice). If the requested records contain information that may affect rights of others and may be exempt from disclosure, prior to providing the records the Public Records Officer may give notice to those whose rights may be affected by the disclosure. Generally, two weeks' notice will be given in order to make it possible to contact the requester and ask him or her to revise the request or, if necessary, allow affected individuals to seek an order from a court to prevent or limit the disclosure. The notice to the

affected person(s) will include a copy of the request. Nothing in this section requires the Town to provide such third-party notice, unless otherwise required by law.

L. Inspection of records. To the extent possible, the Public Records Officer shall promptly provide space to inspect public records. The requester must claim, review or download the assembled records within 30 days of the Public Records Officer's notification that the records are available for inspection, download or copying. The Public Records Officer will notify the requester in writing of this requirement and suggest that he or she contact the Town to make arrangements to claim, download or review the records. If the requester or a representative of the requester fails to claim, download or review the records within the 30-day period, or make other arrangements, the Public Records Officer may close the request and re-file the assembled records, if applicable. Other public records requests can be processed before a subsequent request by the same person for the same or almost identical records, which will be processed as a new request. The PRA does not allow a requester to search through the Town's files for records which cannot be identified or described to the Town. Members of the public may not remove documents from the viewing area or disassemble or alter any document.

M. Providing copies of records. The requester shall indicate which documents he or she wishes to have copied or scanned using a mutually agreed upon non-permanent method of marking the desired records. After inspection is complete, the Public Records Officer will arrange for copying or scanning. Making a copy of an electronic record is considered copying and not creating a new record.

N. Providing records in installments. When a request is for a large number of records, the Public Records Officer will provide access for inspection and copying in installments if he or she reasonably determines that it would be practical to provide the records in that way. If the requester fails to inspect or download the entire set of records or one or more of the installments within thirty days, the Public Records Officer may stop searching for the remaining records and close the request.

O. Completion of inspection. When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer will indicate that the Town has completed its search for the requested records and made any located non-exempt records available for inspection.

P. Closing withdrawn or abandoned requests. If the requester withdraws the request, fails to fulfill his or her obligations to inspect or download the records, or fails to pay the deposit or final payment for the requested copies or scans, the Public Records Officer will close the request and indicate to the requester that the Town has close the request. The Public Records Officer will document closure of the request and the conditions that led to closure.

Q. Later discovered documents. If, after the Public Records Officer has informed the requester that the town has provided all available records, the town becomes aware of additional responsive documents that existed on the date of the request, the Public Records Officer will promptly inform the requester of the additional documents and provide them on an expedited basis.

R. No duty to create records. The Town is not obligated to create a new record to satisfy a records request; however, the Town may, in its discretion, create such a new record to fulfill the request where it may be easier for the Town to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.

S. No duty to supplement responses. The Town is not obligated to hold current records requests open to respond to requests for records that may be created in the future. If a public record is created or comes into the possession of the Town after a request is received by the Town, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.

T. Requests for information. Requests for information are not public records requests. An agency is not required to conduct research for a requester.

U. Multiple requests. When the same requester simultaneously submits multiple, separate requests or makes one or more additional requests when previous requests are open, the Town may queue the requests in the order in which they were received. The Town is not required to work on an additional request until the initial requests are completed and closed. Requesters are responsible for informing the Public Records Officer if they want to reprioritize the fulfillment of their requests.

V. No access to Town network or systems. Requesters shall not be permitted to access or “plug into” Town networks or systems or copy records using personal devices or equipment, such as USBs or scanners, which must be connected to Town equipment in order to copy records.

W. Consequences of disclosing a record in error. The Town, and its officials, agents, employees, or custodians shall not be liable, nor shall a cause of action exist, for loss or damage based on release of a public record if the Town, official, agent, employee, or custodian acted in good faith in attempting to comply with the PRA.

Section 6. Processing Requests for Electronic Records

A. Requesting electronic records. The process for requesting electronic public records is the same as for requesting paper public records.

B. Providing electronic records. If public records are requested in electronic form, the Public Records Officer will provide the nonexempt records in a generally commercially available electronic format that is used by the Town.

C. Access to electronic records. The Public Records Officer may provide a link to electronic records easily found on the Town’s website. Costs for providing electronic records are set out on the Fee Schedule.

D. Paper records provided electronically. Paper records that are specifically requested to be provided electronically are subject to fees listed in the Fee Schedule.

Section 7. Exempt and Prohibited Disclosure of Public Records

The Town is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state or federal statute or regulation.

A. List of individuals. The Town of Yarrow Point is prohibited by statute from disclosing lists of individuals for commercial purposes.

B. Exempt records. The PRA, RCW 42.56, provides that a number of document types and information are prohibited from being disclosed or are exempt from public inspection and copying.

C. Other statutes. In addition, other statutes may exempt or prohibit disclosure of other documents and information.

D. List of exemptions. The Municipal Research and Services Center maintains an up-to-date list of current exemptions and prohibitions on their website at www.mrsc.org.

9. Costs for Providing Copies of Public Records

A. Costs for records, generally. Except as explicitly provided herein and in the Town's Fee Schedule, the Town declares that it would be unduly burdensome to calculate the actual costs of providing public records due to the varying salaries of staff who fulfill public records requests, the burden of tracking time, and the varying costs of the copying equipment. Therefore, the Town adopts the standard fees prescribed for providing records in the PRA. No fee is charged for locating records, inspecting records in person, or for accessing records routinely made available on the Town's website prior to receipt of a request unless the requester has specifically requested that the Town provide copies of such records through other means. If requested by a requester, the City shall provide a summary of the applicable charges before any copies are made, and the requester may revise a public records request to reduce the number of copies to be made and thereby reduce the applicable charges. Payment of fees is required prior to release of records unless other arrangements have been made. Detailed fees applicable to public records requests can be found in the Town's Fee Schedule.

B. Sales tax. The Town will not charge sales tax on copies of records.

C. Use of other copying services. The Town is not required to copy records at its own facility and may determine to use a commercial copying center for non-routine formats such as photographs, blueprints or tape recording, large quantities, or when a requester asks for delivery of copies faster than the Town can process. In those instances, the requester will pay the commercial copying center directly.

D. Deposit or payment by installments. Before beginning to copy or scan records, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying or scanning the records selected by a requester. The Public Records Officer may also require the payment of the remainder of the copying or scanning costs before providing all the records, or the payment of the costs of copying or providing electronic media in an installment before providing that installment.

E. Method of payment. Payment may be made by cash, check credit card, or money order to the Town of Yarrow Point.

F. Waiver of copying charges. The Public Records Officer has the discretion to waive copying or electronic media charges for small requests, or for individuals or government agencies doing business with the Town if the Public Records Officer determines that this action is in the best interest of the Town.

G. Non-payment. If payment arrangements are not made within 30 calendar days of notice that records are available, the entire request may be deemed abandoned and closed. A reasonable attempt shall be made by the Public Records Officer to contact the requester prior to deeming a request abandoned or closed.

Section 10. Denial of Requests for Public Records

A. Petition for internal administrative review of denial of access. Any person who objects to the initial denial or partial denial of a records request may petition in writing (including by email) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designed denying the request.

B. Consideration of petition for review. The Public Records Officer shall promptly provide the petition and any other relevant information to the Mayor or his or her designee to conduct the review. The Mayor or his or her designee will promptly consider the petition and either affirm or reverse the denial within two business days following the Town's receipt of the petition, or within such other time to which the Town and the requester mutually agree.

C. Judicial review. Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

Approved:

Katy Kinney Harris, Mayor

Date

Fury Site Works, Inc. Closeout Approve Pay Estimate #9, Change Order #2, and Final Contract Voucher	Proposed Council Action: For Approval
--------------------------------------------------------------------------------------------------------------------	--------------------------------------------------

Presented by:	Town Engineer, Stacia Schroeder
Exhibits:	1.) 250305_TYP_94th Ave NE UGC Fury Closeout CO 2 2.) 250305_TYP_94th Ave NE UGC Fury Final Contract Voucher 3.) 250305_TYP_Fury Site Work Progress Payment #9 - Signed_\$66,975.87

Summary:

Fury Site Works, Inc. completed their contract obligations for the Town Wide Stormwater & UGC Project and received physical completion on February 28, 2025. Closeout Change Order No. 2 shows their contract was completed for \$1,962,667.44 (not including tax), which is just under their original budget of \$1,967,647.89, but roughly 2.7% over the budget reallocated by the Town Council as a result of Change Order No. 1.

Pay Estimate No. 9 therefore, requires Town staff to use \$55,244.41 of the project's contingency fund. Attached for your review and approval are the documents required to closeout the Fury Site Works, Inc. contract.

NOTES:

- 1.) The contract closeout values above are for Fury Site Works, Inc. only. They do not reflect credit payments the Town received from the City of Bellevue (\$21,517.58) or Comcast (\$289,370.92), nor do they reflect the amount still owed to Puget Sound Energy or Gray & Osborne. Please refer to this month's staff report for more information.
- 2.) Approval of Fury Site Works, Inc. Pay Estimates 1 – 9 authorized the Town to hold 5% retainage (\$98,133.38), a value which is included in the closeout numbers listed above. Town staff will submit the project completion paperwork to the applicable state agencies this month and as soon as we receive those state approvals, we will return to ask Council for final project acceptance and release of the retainage check.

Recommended Action:

I move to approve Fure Site Works, Inc. Pay Estimate No. 9 in the amount of \$66,975.87 which requires contingency funds in the amount of \$55,244.41, and authorize town staff to sign the Final Contract Voucher and Closeout Change Order No. 2.

**AMENDMENT NO. 4
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
G&O JOB NO. 23445**

THIS AMENDMENT, by and between the Town of Yarrow Point, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) January 17, 2023, for additional services related to the Town Wide Stormwater and UGC.

See attached Exhibits A and B for scope and fee. For a not-to-exceed cost of \$12,740.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

TOWN OF YARROW POINT

By: 
(Signature)

By: _____
(Signature)

Name: Michael B. Johnson, P.E., President
GRAY & OSBORNE, INC.

Name: _____
(Print)

Date: 3/5/25

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

TOWN OF YARROW POINT TOWN-WIDE STORMWATER AND UGC PROJECT CONSTRUCTION MANAGEMENT AMENDMENT 4

Construction for the Town-Wide Stormwater and UGC Project began on May 29, 2024. Per the approved Scope of Work for Construction Management (Amendment 3), the budgeted inspection hours for the utility conversions (completed by the various private utility companies) was 8 hours per week, for approximately 7 weeks. However, during construction, the utility conversion work took 8 additional weeks from what was originally budgeted for in the Scope of Work.

The Town has requested that Gray & Osborne provide an Amendment to account for the additional inspection services. The following Task is added with this Amendment.

SCOPE OF WORK

Task 5 – Construction Management Services

- A. Additional Construction Inspection – Provide additional onsite inspection services to observe the progress of the utility conversions completed by the private utility companies.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

Town of Yarrow Point - Stormwater and UGC - Construction Management Amendment 4

Tasks	Field Inspector Hours
5 Construction Management Services	82
Hour Estimate:	82
Fully Burdened Billing Rate Range:*	\$100 to \$185
Estimated Fully Burdened Billing Rate:*	\$155
Fully Burdened Labor Cost:	\$12,710

Total Fully Burdened Labor Cost:	\$	12,710
Direct Non-Salary Cost:		
Mileage & Expenses (Mileage @ current IRS rate)	\$	30
TOTAL ESTIMATED COST:	\$	12,740

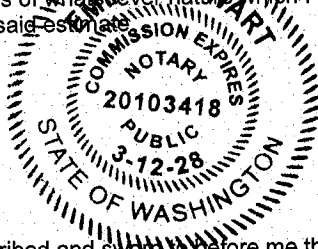
* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

Final Contract Voucher Certificate

Contractor Fury Site Works, Inc.			
Street Address P.O. Box 2118			
City North Bend	State WA	Zip 98045	Date 3/3/2025
Project Number (Owner) 23445			
Job Description (Title) TOWN WIDE STORMWATER AND UGC PROJECT			
Date Work Physically Completed 2/28/2025		Final Amount (including Sales Tax) \$2,112,716.41	

Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the Town of Yarrow Point nor have I rented or purchased any equipment or materials from any employee of the Town of Yarrow Point; I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the Town of Yarrow Point for work performed and material furnished under this Contract; that I have carefully examined said final estimate and understand the same; have paid all labor, material, and other costs for this project; and that I hereby release the Town of Yarrow Point from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.



X [Signature]
Contractor Authorized Signature Required

MICHAEL DAY
Type Signature Name

Subscribed and sworn to before me this 5th day of March 20 25

X [Signature] Notary Public in and for the State of Washington

Residing at North Bend

Town of Yarrow Point Certification

I, certify the attached final estimate to be based upon actual measurements, and to be true and correct.

Approved Date _____

X Chris Bacon
Project Engineer

X _____
Town of Yarrow Point

This Final Contract Voucher Certification is to be prepared by the Engineer and the original forwarded to the Town of Yarrow Point for acceptance and payment.

Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.

FINAL PROGRESS ESTIMATE 9
MARCH 4, 2025

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
JANUARY 26, 2025 TO MARCH 4, 2025

PROJECT:
TOWN OF YARROW POINT
TOWN WIDE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #23445

CONTRACTOR:
FURY SITE WORKS, INC.
P.O. BOX 2118
NORTH BEND, WA 98045

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY	
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD		AMOUNT TO DATE
SCHEDULE A: UNDERGROUND CONVERSION									
101	Minor Change	1	CALC	\$8,000.00	105.55%	350.69%	\$8,444.10	\$28,055.46	351%
102	Record Drawings (Minimum Bid \$500)	1	LS	\$500.00	0.00%	0.00%	\$0.00	\$0.00	0%
103	SPCC Plan	1	LS	\$292.29	0.00%	100.00%	\$0.00	\$292.29	100%
104	Mobilization, Cleanup and Demobilization	1	LS	\$54,049.58	10.00%	100.00%	\$5,404.95	\$54,049.58	100%
105	Project Temporary Traffic Control	1	LS	\$60,768.01	5.00%	100.00%	\$3,038.21	\$60,768.01	100%
106	Clearing and Grubbing	1	LS	\$7,599.58	0.00%	100.00%	\$0.00	\$7,599.58	100%
107	Removal of Structures and Obstructions	1	LS	\$5,828.18	0.00%	100.00%	\$0.00	\$5,828.18	100%
108	Removal of Asbestos Cement Pipe	80	LF	\$83.64	0.00	0.00	\$0.00	\$0.00	0%
109	Remove Asphalt Pavement	3,700	SY	\$5.85	0.00	3,831.53	\$0.00	\$22,414.45	104%
110	Locate Existing Utilities	1	LS	\$233.83	0.00%	100.00%	\$0.00	\$233.83	100%
111	Pothole	20	EA	\$647.53	0.00	22.00	\$0.00	\$14,245.66	110%
112	Crushed Surfacing Base Course	1,000	TN	\$22.21	0.00	0.00	\$0.00	\$0.00	0%
113	Crushed Surfacing Top Course	60	TN	\$22.21	86.93	964.11	\$1,930.72	\$21,412.88	1607%
114	Commercial HMA	820	TN	\$220.97	19.36	885.65	\$4,277.98	\$195,702.08	108%
115	Removal of Unsuitable Material (Trench)	20	CY	\$94.91	0.00	0.00	\$0.00	\$0.00	0%
116	Trench Excavation Safety Systems	1	LS	\$3,885.44	0.00%	100.00%	\$0.00	\$3,885.44	100%
117	Bank Run Gravel for Trench Backfill	2,500	TN	\$17.54	0.00	2,144.23	\$0.00	\$37,609.79	86%
118	Modify Existing Side Sewer	1	EA	\$3,473.30	0.00	1.00	\$0.00	\$3,473.30	100%
119	Erosion Control and Water Pollution Prevention	1	LS	\$9,173.89	-55.52%	100.00%	(\$5,093.05)	\$9,173.89	100%
120	Property Restoration	1	FA	\$25,000.00	106.62%	138.23%	\$26,654.29	\$34,557.14	138%
121	Seeding, Fertilizing and Mulching	450	SY	\$5.85	0.00	0.00	\$0.00	\$0.00	0%
122	Sod Installation	300	SY	\$21.05	0.00	0.00	\$0.00	\$0.00	0%

FINAL PROGRESS ESTIMATE 9
MARCH 4, 2025

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
JANUARY 26, 2025 TO MARCH 4, 2025

PROJECT:
TOWN OF YARROW POINT
TOWN WIDE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #23445

CONTRACTOR:
FURY SITE WORKS, INC.
P.O. BOX 2118
NORTH BEND, WA 98045

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY	
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD		AMOUNT TO DATE
123	Bark or Wood Chip Mulch	60	CY	\$76.00	0.00	60.00	\$0.00	\$4,560.00	100%
124	Topsoil, Type A	170	CY	\$81.84	0.00	0.00	\$0.00	\$0.00	0%
125	Irrigation System Modifications	1	FA	\$15,000.00	4.34%	49.68%	\$651.39	\$7,451.34	50%
126	Remove, Protect and Reinstall Mailbox Pagoda	2	EA	\$1,942.72	0.00	1.00	\$0.00	\$1,942.72	50%
127	PSE Intolight Pole Foundation	6	EA	\$998.52	0.00	6.00	\$0.00	\$5,991.12	100%
128	PVC Conduit, 2 In. Diam. - PSE Intolight	500	LF	\$7.60	0.00	451.00	\$0.00	\$3,427.60	90%
129	Paint Line w/RPMs	60	LF	\$8.18	70.00	70.00	\$572.60	\$572.60	117%
130	Plastic Stop Line	50	LF	\$52.61	75.00	75.00	\$3,945.75	\$3,945.75	150%
131	Rock Wall	200	SF	\$47.49	172.00	172.00	\$8,168.28	\$8,168.28	86%
132	Landscape Timber Edging - Single Timber	310	LF	\$12.86	212.00	296.00	\$2,726.32	\$3,806.56	95%
133	Landscape Timber Edging - Stacked	300	SF	\$17.54	36.00	485.00	\$631.44	\$8,506.90	162%
134	Resolution of Utility Conflicts for Joint Utility Trench	1	FA	\$10,000.00	0.00%	221.23%	\$0.00	\$22,122.74	221%
135*	Existing Service Transfer	52	EA	\$5,246.73	0.00	0.00	\$0.00	\$0.00	0%
135*	Existing Service Transfer	52	EA	\$4,046.73	0.00	58.00	\$0.00	\$234,710.34	112%
136	Joint Utility Trench	3,500	LF	\$71.02	0.00	4,139.00	\$0.00	\$293,951.78	118%
137	Joint Service Trench	3,200	LF	\$58.83	0.00	2,125.00	\$0.00	\$125,013.75	66%
138	Install Conduit, 3 In. Diam. - PSE	7,600	LF	\$7.60	0.00	7,971.00	\$0.00	\$60,579.60	105%
139	Install Conduit, 4 In. Diam. - PSE	1,300	LF	\$8.77	0.00	1,299.00	\$0.00	\$11,392.23	100%
140	Install Conduit, 2 In. Diam. - Lumen	2,500	LF	\$5.85	0.00	2,938.00	\$0.00	\$17,187.30	118%
141	Install Conduit, 4 In. Diam. - Lumen	3,800	LF	\$8.77	0.00	3,999.00	\$0.00	\$35,071.23	105%
142	Install Conduit, 2 In. Diam. - Comcast	950	LF	\$5.85	0.00	1,314.00	\$0.00	\$7,686.90	138%
143	Install Conduit, 4 In. Diam. - Comcast	4,500	LF	\$8.77	0.00	5,078.00	\$0.00	\$44,534.06	113%
144	Install PSE Vault, 575 J-Box	2	EA	\$1,052.25	0.00	2.00	\$0.00	\$2,104.50	100%
145	Install PSE Vault, 507 TUT	7	EA	\$1,052.25	0.00	7.00	\$0.00	\$7,365.75	100%

FINAL PROGRESS ESTIMATE 9
MARCH 4, 2025

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
JANUARY 26, 2025 TO MARCH 4, 2025

PROJECT:
TOWN OF YARROW POINT
TOWN WIDE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #23445

CONTRACTOR:
FURY SITE WORKS, INC.
P.O. BOX 2118
NORTH BEND, WA 98045

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY	
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD		AMOUNT TO DATE
146	Install PSE Handhole, Concrete 3030	24	EA	\$526.13	0.00	23.00	\$0.00	\$12,100.99	96%
147	Install PSE Handhole, Concrete 3244	2	EA	\$526.13	0.00	2.00	\$0.00	\$1,052.26	100%
148	Install Lumen Vault, 3660	15	EA	\$526.12	0.00	8.00	\$0.00	\$4,208.96	53%
149	Install Lumen Handhole, 1730	20	EA	\$467.67	0.00	20.00	\$0.00	\$9,353.40	100%
150	Install Comcast Vault, 2436	7	EA	\$496.90	0.00	6.00	\$0.00	\$2,981.40	86%
151	Install Comcast Vault, 3648	1	EA	\$526.12	0.00	0.00	\$0.00	\$0.00	0%
152	Install Comcast Handhole, 1730	21	EA	\$467.67	0.00	20.00	\$0.00	\$9,353.40	95%
153	Install Comcast Handhole, 11x18	8	EA	\$467.67	0.00	8.00	\$0.00	\$3,741.36	100%
154	Combined Handhole, 11x18	19	EA	\$993.79	0.00	19.00	\$0.00	\$18,882.01	100%
Subtotal, Schedule A							\$61,352.98	\$1,471,068.39	
*Unit Contract Price Revision per Change Order 1.									
SCHEDULE B: STORMWATER IMPROVEMENTS									
201	Minor Change	1	CALC	\$4,000.00	0.00%	535.34%	\$0.00	\$21,413.70	535%
202	Record Drawings (Minimum Bid \$500)	1	LS	\$500.00	0.00%	0.00%	\$0.00	\$0.00	0%
203	Mobilization, Cleanup and Demobilization	1	LS	\$11,107.08	0.00%	100.00%	\$0.00	\$11,107.08	100%
204	Project Temporary Traffic Control	1	LS	\$33,884.45	0.00%	100.00%	(\$0.01)	\$33,884.45	100%
205	Clearing and Grubbing	1	LS	\$7,599.58	0.00%	100.00%	\$0.00	\$7,599.58	100%
206	Removal of Structures and Obstructions	1	LS	\$9,713.62	0.00%	100.00%	\$0.00	\$9,713.62	100%
207	Removal of Asbestos Cement Pipe	80	LF	\$83.64	0.00	0.00	\$0.00	\$0.00	0%
208	Remove Asphalt Pavement	200	SY	\$5.85	0.00	703.49	\$0.00	\$4,115.42	352%
209	Excavation, Embankment and Grading, Incl. Haul	40	CY	\$23.96	0.00	40.00	\$0.00	\$958.40	100%

FINAL PROGRESS ESTIMATE 9
MARCH 4, 2025

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
JANUARY 26, 2025 TO MARCH 4, 2025

PROJECT:
TOWN OF YARROW POINT
TOWN WIDE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #23445

CONTRACTOR:
FURY SITE WORKS, INC.
P.O. BOX 2118
NORTH BEND, WA 98045

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY	
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD		AMOUNT TO DATE
210	Unsuitable Foundation Excavation, Incl. Haul	10	CY	\$94.91	0.00	0.00	\$0.00	\$0.00	0%
211	Pothole	10	EA	\$647.66	0.00	20.00	\$0.00	\$12,953.20	200%
212	Crushed Surfacing Base Course	600	TN	\$22.21	0.00	0.00	\$0.00	\$0.00	0%
213	Crushed Surfacing Top Course	20	TN	\$22.21	0.00	511.85	\$0.00	\$11,368.19	2559%
214	1/4 In. Minus Gravel	10	TN	\$17.54	0.00	23.37	\$0.00	\$409.91	234%
215	Commercial HMA	90	TN	\$220.97	0.00	90.00	\$0.00	\$19,887.30	100%
216	CPEP Underdrain Pipe, 6 In. Diam. (Incl. Cleanout)	50	LF	\$26.91	0.00	0.00	\$0.00	\$0.00	0%
217	DI Storm Sewer Pipe, 8 In. Diam. (Incl. Bedding)	20	LF	\$147.76	0.00	18.00	\$0.00	\$2,659.68	90%
218	DI Storm Sewer Pipe, 12 In. Diam. (Incl. Bedding)	100	LF	\$175.13	0.00	60.00	\$0.00	\$10,507.80	60%
219	PVC Storm Sewer Pipe, 6 In. Diam. (Incl. Bedding)	150	LF	\$95.33	0.00	90.00	\$0.00	\$8,579.70	60%
220	PVC Storm Sewer Pipe, 8 In. Diam. (Incl. Bedding)	20	LF	\$151.08	0.00	12.00	\$0.00	\$1,812.96	60%
221	PVC Storm Sewer Pipe, 12 In. Diam. (Incl. Bedding)	1,300	LF	\$141.07	0.00	1,398.00	\$0.00	\$197,215.86	108%
222	Catch Basin, Type 1	19	EA	\$2,639.66	0.00	19.00	\$0.00	\$50,153.54	100%
223	Catch Basin, Type 2, 48 In. Diam.	2	EA	\$8,921.80	0.00	3.00	\$0.00	\$26,765.40	150%
224	Plugging Existing Pipe	3	EA	\$467.67	0.00	62.00	\$0.00	\$28,995.54	2067%
225	Removal of Unsuitable Material (Trench)	10	CY	\$94.91	0.00	0.00	\$0.00	\$0.00	0%
226	Trench Excavation Safety Systems	1	LS	\$1,942.73	0.00%	100.00%	\$0.00	\$1,942.73	100%
227	Bank Run Gravel for Trench Backfill	1,300	TN	\$17.54	0.00	1,042.40	\$0.00	\$18,283.70	80%
228	Seeding, Fertilizing and Mulching	100	SY	\$2.34	0.00	0.00	\$0.00	\$0.00	0%
229	Sod Installation	110	SY	\$4.68	0.00	0.00	\$0.00	\$0.00	0%

FINAL PROGRESS ESTIMATE 9
MARCH 4, 2025

TOWN OF YARROW POINT
 KING COUNTY
 WASHINGTON

PROGRESS ESTIMATE PERIOD
 JANUARY 26, 2025 TO MARCH 4, 2025

PROJECT:
 TOWN OF YARROW POINT
 TOWN WIDE STORMWATER AND UGC PROJECT
 G&O JOB NUMBER #23445

CONTRACTOR:
 FURY SITE WORKS, INC.
 P.O. BOX 2118
 NORTH BEND, WA 98045

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY	
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD		AMOUNT TO DATE
230	Bark or Wood Chip Mulch	10	CY	\$81.84	0.00	0.00	\$0.00	\$0.00	0%
231	Topsoil, Type A	40	CY	\$87.69	0.00	30.00	\$0.00	\$2,630.70	75%
232	Extruded Curb	60	LF	\$17.54	46.00	46.00	\$806.84	\$806.84	77%
233	Temporary 6-Foot Fence	120	LF	\$7.02	0.00	0.00	\$0.00	\$0.00	0%
234	6-Foot Wood Fence	100	LF	\$76.00	0.00	80.00	\$0.00	\$6,080.00	80%
235	Cast-In-Place Monument	1	EA	\$2,922.92	0.00	0.00	\$0.00	\$0.00	0%
236	Permanent Signing	1	LS	\$1,753.75	100.00%	100.00%	\$1,753.75	\$1,753.75	100%
237	Steel Edging	230	LF	\$29.23	0.00	0.00	\$0.00	\$0.00	0%
Subtotal, Schedule B							\$2,560.58	\$491,599.05	

FINAL PROGRESS ESTIMATE 9 **MARCH 4, 2025**

TOWN OF YARROW POINT
 KING COUNTY
 WASHINGTON

PROGRESS ESTIMATE PERIOD
 JANUARY 26, 2025 TO MARCH 4, 2025

PROJECT:
 TOWN OF YARROW POINT
 TOWN WIDE STORMWATER AND UGC PROJECT
 G&O JOB NUMBER #23445

CONTRACTOR:
 FURY SITE WORKS, INC.
 P.O. BOX 2118
 NORTH BEND, WA 98045

		PROJECT COSTS	
		AMOUNT THIS PERIOD	AMOUNT TO DATE
SUBTOTAL EARNED TO DATE		\$63,913.55	\$1,962,667.44
SALES TAX (SCHEDULE A ONLY)	10.20%	\$6,258.00	\$150,048.97
MATERIALS ON HAND		\$0.00	\$0.00
TOTAL		\$70,171.55	\$2,112,716.41
LESS 5% RETAINED (BEFORE TAX)		\$3,195.68	\$98,133.38
TOTAL EARNED TO DATE LESS RETAINAGE			\$2,014,583.04
LESS AMOUNTS PREVIOUSLY PAID			
PROGRESS ESTIMATE 1			\$213,580.27
PROGRESS ESTIMATE 2			\$336,078.61
PROGRESS ESTIMATE 3			\$376,795.19
PROGRESS ESTIMATE 4			\$393,781.88
PROGRESS ESTIMATE 5			\$487,424.09
PROGRESS ESTIMATE 6			\$109,408.14
PROGRESS ESTIMATE 7			\$24,216.01
PROGRESS ESTIMATE 8			\$6,322.98
TOTAL PAYMENT NOW DUE:		\$66,975.87	\$66,975.87
ORIGINAL CONTRACT AMOUNT (WITHOUT TAX)		\$1,967,647.89	
CONTRACT AMOUNT WITH CHANGE ORDER 1		\$1,905,247.89	
CONTRACT PERCENTAGE TO DATE	103%		

FINAL PROGRESS ESTIMATE 9
MARCH 4, 2025

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
JANUARY 26, 2025 TO MARCH 4, 2025

PROJECT:
TOWN OF YARROW POINT
TOWN WIDE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #23445

CONTRACTOR:
FURY SITE WORKS, INC.
P.O. BOX 2118
NORTH BEND, WA 98045

I HEREBY CERTIFY THE ABOVE ESTIMATE IS A
TRUE AND CORRECT STATEMENT OF THE
WORK PERFORMED UNDER THIS CONTRACT.

I HEREBY CERTIFY THAT THE WAGES HAVE BEEN PAID IN
ACCORDANCE WITH RCW 39.12 (PREVAILING WAGES).

GRAY & OSBORNE, INC.

FURY SITE WORKS, INC.


CHRISTOPHER BACON, P.E.


CONTRACTOR'S REPRESENTATIVE

SUMMARY AND DISTRIBUTION OF PAYMENTS

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL EARNED PER PERIOD	SALES TAX		MATERIALS ON HAND	RETAINAGE (5%)	TOTAL PAYMENT
			TOTAL RATE (SCH. B ONLY)	SALES TAX AMOUNT			
1	JUNE 3, 2024 TO JUNE 25, 2024	\$224,821.34	10.10%	\$0.00	\$0.00	\$11,241.07	\$213,580.27
2	JUNE 26, 2024 TO JULY 25, 2024	\$337,358.95	10.20%	\$15,587.60	\$0.00	\$16,867.94	\$336,078.61
3	JULY 26, 2024 TO AUGUST 25, 2024	\$360,586.52	10.20%	\$34,238.00	\$0.00	\$18,029.33	\$376,795.19
4	AUGUST 26, 2024 TO SEPTEMBER 26, 2024	\$376,170.12	10.20%	\$36,420.26	\$0.00	\$18,808.51	\$393,781.88
5	SEPTEMBER 27, 2024 TO OCTOBER 26, 2024	\$463,662.20	10.20%	\$46,945.00	\$0.00	\$23,183.11	\$487,424.09
6	OCTOBER 27, 2024 TO NOVEMBER 23, 2024	\$107,085.55	10.20%	\$7,676.87	\$0.00	\$5,354.28	\$109,408.14
7	NOVEMBER 24, 2024 TO DECEMBER 31, 2024	\$23,058.77	10.20%	\$2,310.18	\$0.00	\$1,152.94	\$24,216.01
8	JANUARY 1, 2025 TO JANUARY 25, 2025	\$6,010.44	10.20%	\$613.06	\$0.00	\$300.52	\$6,322.98
9	JANUARY 26, 2025 TO MARCH 4, 2025	\$63,913.55	10.20%	\$6,258.00	\$0.00	\$3,195.68	\$66,975.87
TOTAL:		\$1,962,667.44		\$150,048.97	\$0.00	\$98,133.38	\$2,014,583.04

Gray & Osborne – Town Wide Stormwater & UGC Amendment #4 (Final Not-To-Exceed)	Proposed Council Action: For Approval
--------------------------------------------------------------------------------	------------------------------------------

Presented by:	Town Engineer, Stacia Schroeder
Exhibits:	Gray & Osborne Town Wide Stormwater & UGC Amendment No. 4

Summary:

Construction for the Town Wide Stormwater and UGC Project began on May 29, 2024, and was expected to wrap up by December 31, 2024. Gray & Osborne's Amendment #3 budgeted limited inspection hours accordingly for Construction Management utility work at 8 hours per week, for approximately 7 weeks.

The actual utility conversion work (including Comcast, Lumen, and Puget Sound Energy including both public and private coordination efforts) took an additional 8 weeks.

The \$12,740 request is a **NOT TO EXCEED** amount which if approved, will account for these additional inspection hours and allow Gray & Osborne to aid Town staff in the smooth closeout of this project.

NOTE:

- 1.) Gray & Osborne Amendment #3, approved by the Town Council in March 2024, authorized \$158,500 for the Town Wide Stormwater & UGC Project. Town staff has allowed payments to date of \$154,866.24, an amount which includes the \$16,985.11 in this month's consent calendar.
- 2.) The \$12,740 not to exceed request is in addition to the amount anticipated to come due as part of Amendment #3 (\$3,633.76).
- 3.) The original budget for Gray & Osborne in the Town Engineer's staff report has always included \$190,000 (despite the Council's contract approval amount of \$158,500). If approved and unless noted otherwise by the Town Council, next month's staff report will show the G&O Amendment #4 amount (\$12,740) is actually to be allocated from the project's contingency fund.

Recommended Action:

I move to approve Gray & Osborne's Town Wide Stormwater and UGC Amendment #4, a not-to-exceed amount of \$12,740, the full amount of which shall be deducted from the contingency fund for the project.

CHANGE ORDER

Project Title Town Wide Stormwater and UGC Project
Owner Town of Yarrow Point **Contractor Name** Fury Site Works, Inc.
Change Order No. 2 **Contractor Address** P.O. Box 2118
Change Order Date March 4, 2025 North Bend, WA 98045
G&O No. 23445

Special Provision 1-09.9 states the basis of payment will be the actual quantities of Work performed according to the Contract and as specified for payment. This Change Order reconciles the contract quantities with the final quantities installed and measured. Exhibit A shows the lump sum and unit price contract and final measured quantities; lump sum and unit contract prices; the difference in the contract and the final measured quantities, and the final contract amount.

Justification: This Change Order reconciles the contract quantities with the final quantities installed and measured.

CHANGE TO CONTRACT PRICE

Original Contract Amount (without tax).....\$1,967,647.89
Current Contract Amount, as adjusted by previous Change Orders.....\$1,905,247.89
The Contract Amount due to this Change Order will be increased by\$57,419.55
The new Contract Amount (without tax) due to this Change Order will be:.....\$1,962,667.44

CHANGE TO CONTRACT TIME

The Substantial Completion Contract Time will be increased by 0 working days, for a total of 155 working days.

The Physical Completion Contract Time will be increased by 0 working days, for a total of 165 working days.

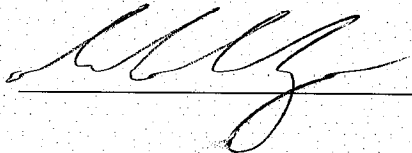
This document will become a supplement to the Contract and all provisions in the Contract will apply hereto. The Contractor acknowledges and agrees that by executing this change order he foregoes all rights and privileges of acquiring any additional compensation for any known or unknown claims of any type or nature, to include but not be limited to, any additional work, delays, extended office overhead, design omissions, changed site conditions, or any oral directions as of the date of the execution of this change order.

GRAY & OSBORNE, INC.
(RECOMMENDED)



Date 3/4/2025

FURY SITE WORKS, INC.
(ACCEPTED)



Date 3/4/2025

TOWN OF
YARROW POINT
(ACCEPTED)

Date _____

CHANGE ORDER 2, EXHIBIT A
MARCH 4, 2025

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROJECT:
TOWN OF YARROW POINT
TOWN WIDE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #23445

CONTRACTOR:
FURY SITE WORKS, INC.
P.O. BOX 2118
NORTH BEND, WA 98045

BID ITEMS		CONTRACT QUANTITY AND COST			FINAL QUANTITY	FINAL QUANTITY- BID QUANTITY	INCREASE/ DECREASE IN CONTRACT AMOUNT	AMOUNT EARNED (W/O TAX)	
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE					COST
SCHEDULE A: UNDERGROUND CONVERSION									
101	Minor Change	1	CALC	\$8,000.00	\$8,000.00	3.51	2.51	\$20,055.46	\$28,055.46
102	Record Drawings (Minimum Bid \$500)	1	LS	\$500.00	\$500.00	0.00	-1.00	(\$500.00)	\$0.00
103	SPCC Plan	1	LS	\$292.29	\$292.29	1.00	0.00	\$0.00	\$292.29
104	Mobilization, Cleanup and Demobilization	1	LS	\$54,049.58	\$54,049.58	1.00	0.00	\$0.00	\$54,049.58
105	Project Temporary Traffic Control	1	LS	\$60,768.01	\$60,768.01	1.00	0.00	\$0.00	\$60,768.01
106	Clearing and Grubbing	1	LS	\$7,599.58	\$7,599.58	1.00	0.00	\$0.00	\$7,599.58
107	Removal of Structures and Obstructions	1	LS	\$5,828.18	\$5,828.18	1.00	0.00	\$0.00	\$5,828.18
108	Removal of Asbestos Cement Pipe	80	LF	\$83.64	\$6,691.20	0.00	-80.00	(\$6,691.20)	\$0.00
109	Remove Asphalt Pavement	3,700	SY	\$5.85	\$21,645.00	3,831.53	131.53	\$769.45	\$22,414.45
110	Locate Existing Utilities	1	LS	\$233.83	\$233.83	1.00	0.00	\$0.00	\$233.83
111	Pothole	20	EA	\$647.53	\$12,950.60	22.00	2.00	\$1,295.06	\$14,245.66
112	Crushed Surfacing Base Course	1,000	TN	\$22.21	\$22,210.00	0.00	-1,000.00	(\$22,210.00)	\$0.00
113	Crushed Surfacing Top Course	60	TN	\$22.21	\$1,332.60	964.11	904.11	\$20,080.28	\$21,412.88
114	Commercial HMA	820	TN	\$220.97	\$181,195.40	885.65	65.65	\$14,506.68	\$195,702.08
115	Removal of Unsuitable Material (Trench)	20	CY	\$94.91	\$1,898.20	0.00	-20.00	(\$1,898.20)	\$0.00
116	Trench Excavation Safety Systems	1	LS	\$3,885.44	\$3,885.44	1.00	0.00	\$0.00	\$3,885.44
117	Bank Run Gravel for Trench Backfill	2,500	TN	\$17.54	\$43,850.00	2,144.23	-355.77	(\$6,240.21)	\$37,609.79
118	Modify Existing Side Sewer	1	EA	\$3,473.30	\$3,473.30	1.00	0.00	\$0.00	\$3,473.30
119	Erosion Control and Water Pollution Prevention	1	LS	\$9,173.89	\$9,173.89	1.00	0.00	\$0.00	\$9,173.89
120	Property Restoration	1	FA	\$25,000.00	\$25,000.00	1.38	0.38	\$9,557.14	\$34,557.14
121	Seeding, Fertilizing and Mulching	450	SY	\$5.85	\$2,632.50	0.00	-450.00	(\$2,632.50)	\$0.00
122	Sod Installation	300	SY	\$21.05	\$6,315.00	0.00	-300.00	(\$6,315.00)	\$0.00
123	Bark or Wood Chip Mulch	60	CY	\$76.00	\$4,560.00	60.00	0.00	\$0.00	\$4,560.00
124	Topsoil, Type A	170	CY	\$81.84	\$13,912.80	0.00	-170.00	(\$13,912.80)	\$0.00
125	Irrigation System Modifications	1	FA	\$15,000.00	\$15,000.00	0.50	-0.50	(\$7,548.66)	\$7,451.34
126	Remove, Protect and Reinstall Mailbox Pagoda	2	EA	\$1,942.72	\$3,885.44	1.00	-1.00	(\$1,942.72)	\$1,942.72
127	PSE Intolight Pole Foundation	6	EA	\$998.52	\$5,991.12	6.00	0.00	\$0.00	\$5,991.12
128	PVC Conduit, 2 In. Diam. - PSE Intolight	500	LF	\$7.60	\$3,800.00	451.00	-49.00	(\$372.40)	\$3,427.60
129	Paint Line w/RPMs	60	LF	\$8.18	\$490.80	70.00	10.00	\$81.80	\$572.60
130	Plastic Stop Line	50	LF	\$52.61	\$2,630.50	75.00	25.00	\$1,315.25	\$3,945.75
131	Rock Wall	200	SF	\$47.49	\$9,498.00	172.00	-28.00	(\$1,329.72)	\$8,168.28
132	Landscape Timber Edging - Single Timber	310	LF	\$12.86	\$3,986.60	296.00	-14.00	(\$180.04)	\$3,806.56
133	Landscape Timber Edging - Stacked	300	SF	\$17.54	\$5,262.00	485.00	185.00	\$3,244.90	\$8,506.90
134	Resolution of Utility Conflicts for Joint Utility Trench	1	FA	\$10,000.00	\$10,000.00	2.21	1.21	\$12,122.74	\$22,122.74
135	Existing Service Transfer	0	EA	\$5,246.73	\$0.00	0.00	0.00	\$0.00	\$0.00
135	Existing Service Transfer	52	EA	\$4,046.73	\$210,429.96	58.00	6.00	\$24,280.38	\$234,710.34
136	Joint Utility Trench	3,500	LF	\$71.02	\$248,570.00	4,139.00	639.00	\$45,381.78	\$293,951.78
137	Joint Service Trench	3,200	LF	\$58.83	\$188,256.00	2,125.00	-1,075.00	(\$63,242.25)	\$125,013.75
138	Install Conduit, 3 In. Diam. - PSE	7,600	LF	\$7.60	\$57,760.00	7,971.00	371.00	\$2,819.60	\$60,579.60
139	Install Conduit, 4 In. Diam. - PSE	1,300	LF	\$8.77	\$11,401.00	1,299.00	-1.00	(\$8.77)	\$11,392.23
140	Install Conduit, 2 In. Diam. - Lumen	2,500	LF	\$5.85	\$14,625.00	2,938.00	438.00	\$2,562.30	\$17,187.30
141	Install Conduit, 4 In. Diam. - Lumen	3,800	LF	\$8.77	\$33,326.00	3,999.00	199.00	\$1,745.23	\$35,071.23
142	Install Conduit, 2 In. Diam. - Comcast	950	LF	\$5.85	\$5,557.50	1,314.00	364.00	\$2,129.40	\$7,686.90
143	Install Conduit, 4 In. Diam. - Comcast	4,500	LF	\$8.77	\$39,465.00	5,078.00	578.00	\$5,069.06	\$44,534.06
144	Install PSE Vault, 575 J-Box	2	EA	\$1,052.25	\$2,104.50	2.00	0.00	\$0.00	\$2,104.50
145	Install PSE Vault, 507 TUT	7	EA	\$1,052.25	\$7,365.75	7.00	0.00	\$0.00	\$7,365.75
146	Install PSE Handhole, Concrete 3030	24	EA	\$526.13	\$12,627.12	23.00	-1.00	(\$526.13)	\$12,100.99
147	Install PSE Handhole, Concrete 3244	2	EA	\$526.13	\$1,052.26	2.00	0.00	\$0.00	\$1,052.26
148	Install Lumen Vault, 3660	15	EA	\$526.12	\$7,891.80	8.00	-7.00	(\$3,682.84)	\$4,208.96

CHANGE ORDER 2, EXHIBIT A
MARCH 4, 2025

TOWN OF YARROW POINT
KING COUNTY
WASHINGTON

PROJECT:
TOWN OF YARROW POINT
TOWN WIDE STORMWATER AND UGC PROJECT
G&O JOB NUMBER #23445

CONTRACTOR:
FURY SITE WORKS, INC.
P.O. BOX 2118
NORTH BEND, WA 98045

BID ITEMS		CONTRACT QUANTITY AND COST			FINAL QUANTITY	FINAL QUANTITY- BID QUANTITY	INCREASE/ DECREASE IN CONTRACT AMOUNT	AMOUNT EARNED (W/O TAX)
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE				
149	Install Lumen Handhole, 1730	20	EA	\$467.67	\$9,353.40	20.00	0.00	\$9,353.40
150	Install Comcast Vault, 2436	7	EA	\$496.90	\$3,478.30	6.00	-1.00	\$2,981.40
151	Install Comcast Vault, 3648	1	EA	\$526.12	\$526.12	0.00	-1.00	\$0.00
152	Install Comcast Handhole, 1730	21	EA	\$467.67	\$9,821.07	20.00	-1.00	\$9,353.40
153	Install Comcast Handhole, 11x18	8	EA	\$467.67	\$3,741.36	8.00	0.00	\$3,741.36
154	Combined Handhole, 11x18	19	EA	\$993.79	\$18,882.01	19.00	0.00	\$18,882.01
SCHEDULE B: STORMWATER IMPROVEMENTS								
201	Minor Change	1	CALC	\$4,000.00	\$4,000.00	5.35	4.35	\$17,413.70
202	Record Drawings (Minimum Bid \$500)	1	LS	\$500.00	\$500.00	0.00	-1.00	\$0.00
203	Mobilization, Cleanup and Demobilization	1	LS	\$11,107.08	\$11,107.08	1.00	0.00	\$11,107.08
204	Project Temporary Traffic Control	1	LS	\$33,884.45	\$33,884.45	1.00	0.00	\$33,884.45
205	Clearing and Grubbing	1	LS	\$7,599.58	\$7,599.58	1.00	0.00	\$7,599.58
206	Removal of Structures and Obstructions	1	LS	\$9,713.62	\$9,713.62	1.00	0.00	\$9,713.62
207	Removal of Asbestos Cement Pipe	80	LF	\$83.64	\$6,691.20	0.00	-80.00	\$0.00
208	Remove Asphalt Pavement	200	SY	\$5.85	\$1,170.00	703.49	503.49	\$2,945.42
209	Excavation, Embankment and Grading, Incl. Haul	40	CY	\$23.96	\$958.40	40.00	0.00	\$958.40
210	Unsuitable Foundation Excavation, Incl. Haul	10	CY	\$94.91	\$949.10	0.00	-10.00	\$0.00
211	Pothole	10	EA	\$647.66	\$6,476.60	20.00	10.00	\$12,953.20
212	Crushed Surfacing Base Course	600	TN	\$22.21	\$13,326.00	0.00	-600.00	\$0.00
213	Crushed Surfacing Top Course	20	TN	\$22.21	\$444.20	511.85	491.85	\$11,368.19
214	1/4 In. Minus Gravel	10	TN	\$17.54	\$175.40	23.37	13.37	\$409.91
215	Commercial HMA	90	TN	\$220.97	\$19,887.30	90.00	0.00	\$19,887.30
216	CPEP Underdrain Pipe, 6 In. Diam. (Incl. Cleanout)	50	LF	\$26.91	\$1,345.50	0.00	-50.00	\$0.00
217	DI Storm Sewer Pipe, 8 In. Diam. (Incl. Bedding)	20	LF	\$147.76	\$2,955.20	18.00	-2.00	\$2,659.68
218	DI Storm Sewer Pipe, 12 In. Diam. (Incl. Bedding)	100	LF	\$175.13	\$17,513.00	60.00	-40.00	\$10,507.80
219	PVC Storm Sewer Pipe, 6 In. Diam. (Incl. Bedding)	150	LF	\$95.33	\$14,299.50	90.00	-60.00	\$8,579.70
220	PVC Storm Sewer Pipe, 8 In. Diam. (Incl. Bedding)	20	LF	\$151.08	\$3,021.60	12.00	-8.00	\$1,812.96
221	PVC Storm Sewer Pipe, 12 In. Diam. (Incl. Bedding)	1,300	LF	\$141.07	\$183,391.00	1,398.00	98.00	\$197,215.86
222	Catch Basin, Type 1	19	EA	\$2,639.66	\$50,153.54	19.00	0.00	\$50,153.54
223	Catch Basin, Type 2, 48 In. Diam.	2	EA	\$8,921.80	\$17,843.60	3.00	1.00	\$26,765.40
224	Plugging Existing Pipe	3	EA	\$467.67	\$1,403.01	62.00	59.00	\$28,995.54
225	Removal of Unsuitable Material (Trench)	10	CY	\$94.91	\$949.10	0.00	-10.00	\$0.00
226	Trench Excavation Safety Systems	1	LS	\$1,942.73	\$1,942.73	1.00	0.00	\$1,942.73
227	Bank Run Gravel for Trench Backfill	1,300	TN	\$17.54	\$22,802.00	1,042.40	-257.60	\$18,283.70
228	Seeding, Fertilizing and Mulching	100	SY	\$2.34	\$234.00	0.00	-100.00	\$0.00
229	Sod Installation	110	SY	\$4.68	\$514.80	0.00	-110.00	\$0.00
230	Bark or Wood Chip Mulch	10	CY	\$81.84	\$818.40	0.00	-10.00	\$0.00
231	Topsoil, Type A	40	CY	\$87.69	\$3,507.60	30.00	-10.00	\$2,630.70
232	Extruded Curb	60	LF	\$17.54	\$1,052.40	46.00	-14.00	\$806.84
233	Temporary 6-Foot Fence	120	LF	\$7.02	\$842.40	0.00	-120.00	\$0.00
234	6-Foot Wood Fence	100	LF	\$76.00	\$7,600.00	80.00	-20.00	\$6,080.00
235	Cast-In-Place Monument	1	EA	\$2,922.92	\$2,922.92	0.00	-1.00	\$0.00
236	Permanent Signing	1	LS	\$1,753.75	\$1,753.75	1.00	0.00	\$1,753.75
237	Steel Edging	230	LF	\$29.23	\$6,722.90	0.00	-230.00	\$0.00
TOTAL, SCHEDULES A AND B				\$1,905,247.89			\$57,419.55	\$1,962,667.44

Sally's Alley Update	Proposed Council Action: For Discussion
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Presented by:	Park Commission Member Representative
Exhibits:	

Summary:

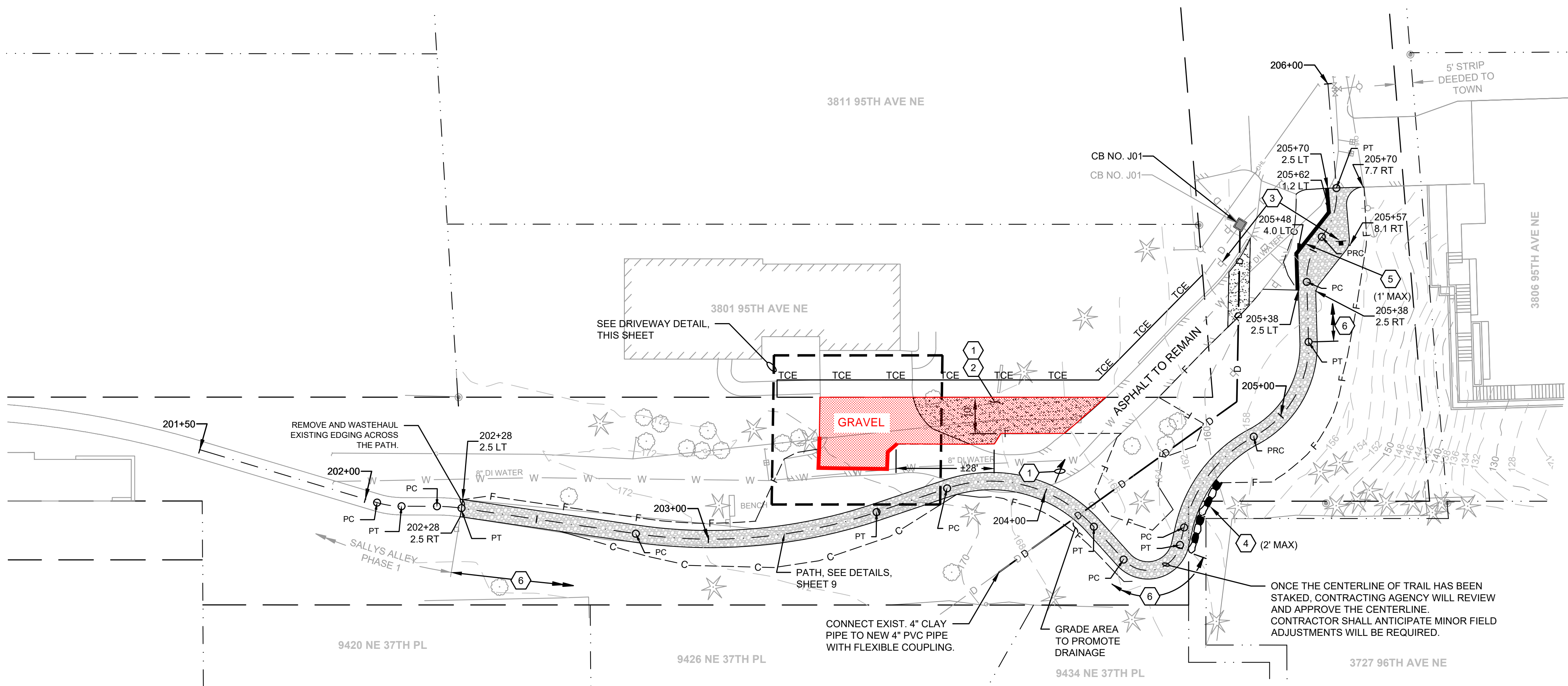
The Park Commission has been diligently working and researching options for a modified, minimized scope of work for the path to address the most important issue – safety. Their goal has been to separate the pedestrians from the cars on the driveway at 3801. They will have an update for where they are with reference to the East end path recommendations. It has been very exciting to see them so engaged.

The Park Commission is also helping the Town with recommendations for the obligation of the driveway changes at 3801. They worked with contractors to minimize the scope of the work to reduce costs the Town must incur to fulfill the obligations of the settlement.

Recommended Action:

For discussion.

m:\yarrow point\23445.00 town wide storm and ugc\03 construction\plan revisions\23445.02 sallys alley phase 2\Civil\STORM P&P.dwg, 3/11/2025 12:25 PM, CHRIS BACON

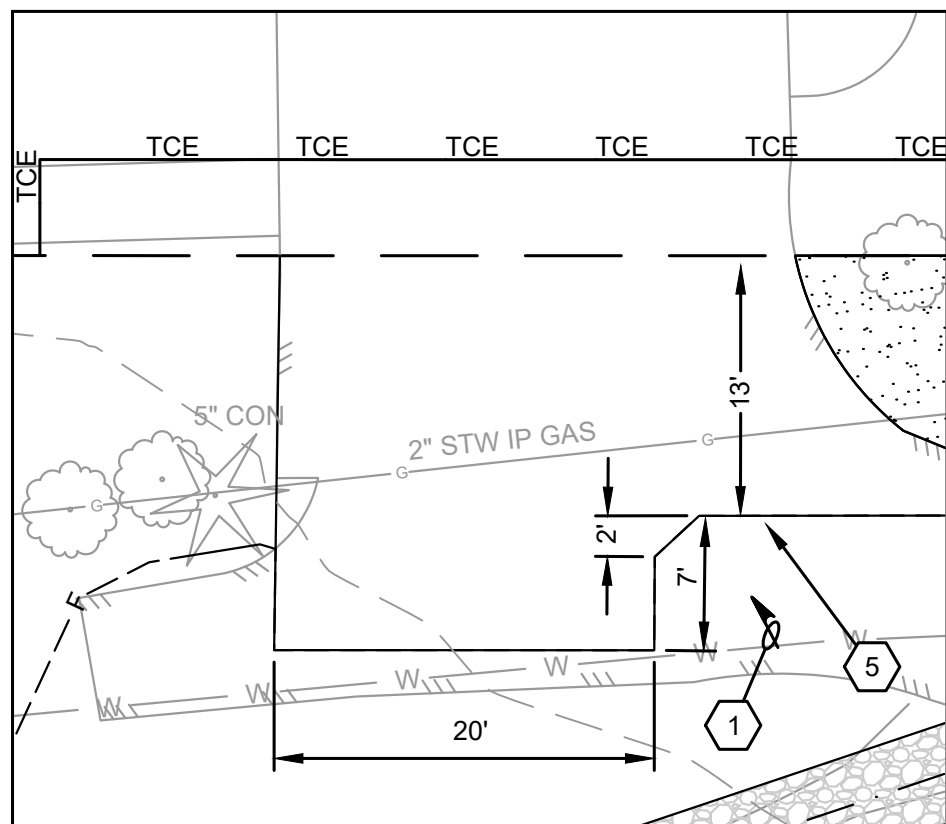


GENERAL NOTES

- RESTORE ALL DISTURBED SURFACES WITH SEEDING, FERTILIZING AND MULCHING OVER 4" SUITABLE NATIVE MATERIAL OR TOPSOIL.
- CONTRACTOR SHALL MAINTAIN PEDESTRIAN ACCESS 3801 95TH AVE NE AND CONSTRUCTION VEHICLE ACCESS TO 3806 95TH AVENUE NE AT ALL TIMES.
- PROTECT ALL TREES EXCEPT AS NOTED. CONTRACTOR SHALL NOTIFY CONTRACTING AGENCY PRIOR TO CUTTING ROOTS GREATER THAN 2" IN DIAMETER.

CONSTRUCTION NOTES

- MAINTAIN CONSTANT GRADE.
- CLEAR AND GURB TO A DEPTH OF 6". COMPACT SUBGRADE AND INSTALL 2" OF CSTC OVER 4" CSBC (COMPACTED DEPTHS).
- RELOCATE EXIST. SIGN. FURNISH AND INSTALL NEW POST, FOUNDATION AND HARDWARE IN-KIND. WASTEHAUL EXISTING POST AND FOUNDATION.
- INSTALL ROCKERY PER DETAIL, SHEET 9. (APPROX. HEIGHT NOTED)
- INSTALL STACKED TIMBERS PER DETAIL, SHEET 9. (APPROX. HEIGHT NOTED)
- TYPICAL PATH W/ LANDSCAPING EDGING.



DRIVEWAY DETAIL

SCALE 1" = 10'

BURIED UTILITIES IN AREA CALL BEFORE YOU DIG

1-800-424-5555
EXISTING UTILITIES SHOWN ARE FROM THE
BEST AVAILABLE INFORMATION AND NO
GUARANTEE IS MADE AS TO THE EXACT SIZE,
TYPE, LOCATION OR DEPTH

RIGHT-OF-WAY DISCLAIMER

THE RIGHT-OF-WAY AND/OR
PROPERTY LINES SHOWN HEREON
ARE BASED ON AVAILABLE
INFORMATION, NOT ON A SURVEYED
LOCATION AND ARE ONLY
APPROXIMATE.

APPROVAL FOR CONSTRUCTION

BY: TOWN OF YARROW POINT

DATE: MARCH 2025

APPROVAL EXPIRES: MARCH 2026

Gray & Osborne, Inc.
CONSULTING ENGINEERS
3710 168TH STREET NORTHEAST,
BUILDING B, SUITE 210
ARLINGTON, WA 98223
(360) 454-5490

TOWN OF
YARROW POINT

CHRISTOPHER JOHN BACON
STATE OF WASHINGTON
REGISTERED
PROFESSIONAL ENGINEER
56927

KEVIN W. BROWN
STATE OF WASHINGTON
REGISTERED
PROFESSIONAL ENGINEER
39319

TOWN OF
YARROW POINT

**SALLY'S ALLEY
PHASE 2**

No.	DATE	REVISION
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ISSUED FOR: BID PLAN SET

ISSUE DATE: MAR 2025

APPROVED BY: KWB

CHECKED BY: CJB

DRAWN BY: MAN

G & O JOB NO.: 23445.02

FILE: STORM P&P.DWG

0 1" 2"

TWO INCHES AT FULL SCALE.
IF NOT, SCALE ACCORDINGLY

CIVIL

TRAIL PLAN & PROFILE

DRAWING: 6 OF: 10

New Planning Commissioner Appointment	Proposed Council Action: Appoint resident Debi Mishra to the Planning Commission
----------------------------------------------	-----------------------------------------------------------------------------------------

Presented by:	Mayor Harris
Exhibits:	

Summary:

Appoint Debi Mishra to the Planning Commission to replace Jeffrey Shiu who left the Commission Dec 31, 2024. The term expires Dec 31, 2028.

Recommended Action:

Move to appoint resident Debi Mishra to the Planning Commission to complete former Commissioner Jeffrey Shiu's term expiring December 31, 2028.

Crosswalk Flag Proposal for Crosswalk at Town Entrance	Proposed Council Action: For Approval
---------------------------------------------------------------	----------------------------------------------

Presented by:	Deputy Clerk, Austen Wilcox
Exhibits:	See Me Flag Crosswalk Flag Start Set - \$200.00

Summary:

We propose to add reflective crosswalk safety flags for the crosswalk at the entrance to the town on 92nd Ave NE.

Recommended Action:

Move to approve the purchase of crosswalk flags to attach to the existing crosswalk signs at the entrance of Yarrow Point.



See Me Flags™ Crosswalk Starter Set (Reflective Flags)


\$199.99

ADD TO CART

Buy with **shop** Pay

[More payment options](#)

- Two sturdy all-weather storage bins with instructions and reflective tape
- 12 See Me Flags Crosswalk **Reflective** Flags
- Attachment devices for standard street signs
- The See Me Flags are vinyl coated nylon flags made of a fluorescent material for high visibility ideal for crosswalk
- Both sides of the crosswalk flags have a **highly reflective** strip sewn into both sides of the crosswalk flags
- The crosswalk flags measure 12" x 12" x 24"
- **Peace of Mind!!!**

 **SHARE**

 **TWEET**

 **PIN IT**



Pickleball Noise Complaints	Proposed Council Action: For Discussion
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Presented by:	Mayor Harris
Exhibits:	

Summary:

A neighbor has complained about pickleball noise in early morning and evening hours. Does Council want to direct staff to make recommendations on noise mitigation, or limited court hours?

Recommended Action:

For discussion.

Hi Austen,

I am out of town for the next town council meeting. Would you be so kind as to read the following into the record at the next town council meeting. Thank you,

Steve Fleming

Good evening, Yarrow Point Council members. My name is Steve Fleming & I live on the South West corner of Sally's Alley at 3798 94th Ave NE. My wife, Gail, & I have been most patient with the town's changes to the West end of Sally's Alley over the past year and a half as it pertains to the access to our driveway and garage. From the start, the grass driveway access has been a problem for us. First, we had no access for multiple weeks, and then when we were told we could use the grass access drive, there was three inches of mud that was then tracked onto our driveway and garage over a period of many weeks. After that, the mud was shoveled away and the drive was reseeded with grass seed which really never took, even after multiple attempts at reseeding. It always came up uneven in spots and half of it dies off. And although not as bad as at first, we are still bringing up dirt from the new driveway access in our car tires that stain our driveway and garage to this day. I have advocated for a gravel driveway access from the start and am still doing so. I was told by the Park Board & Town Council that the driveway access was to be grass so that it would not look like a driveway. It is used as a driveway, so no matter what is done or what material is used, it will look like a driveway. I am still advocating for a gravel drive between the timbers that have been placed as the driveway access boarders. Gravel would require no further maintenance or upkeep, while the grass, or lack of, will require continued reseeding, maintenance, watering and upkeep. I propose that gravel be used to cover the driveway access in the West end of Sally's Alley. If that is done, nothing else will ever need to be done to maintain the driveway access. The Park Board is sending proposals to you, the Town Council, about finishing improvements to Sally's Alley, on the East end. I would propose that this would be the perfect time to really finish the West end of Sally's Alley after a year and a half by putting gravel over the driveway access. As I understand, part of what the Park Board is proposing to the Town Council in regards to work on the East end of Sally's Alley is to bring in gravel for part of the East end driveway access. Economies of Scale would suggest that this would be the perfect time to gravel over the West end of Sally's Alley driveway access as well. I thank you for consideration of my proposal. I wish you all a good night.

Regards,

Steve Fleming

Sent via the Samsung Galaxy S23+ 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)