

**TOWN OF YARROW POINT  
COUNCIL MEETING MINUTES  
October 13, 2014  
7:19 PM**

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

**CALL TO ORDER:**

Mayor Dicker Cahill called the meeting to order at 7:13 PM. Meeting delay was announced at 7:04 PM.

**PRESENT:**

**Mayor:** Dicker Cahill

**Councilmembers:** Mary Elmore  
Andy Valaas  
Carl Scandella  
Steve Bush  
Bruce Jones – Excused

**Staff:** Anastasiya Warhol – Town Clerk-Treasurer  
Addie Tych – Town Administrative Assistant  
Stacia Schroeder – Town Engineer  
John Joplin – Fiscal Coordinator  
Mona Green – Town Planner  
Wayne Stewart – Town Attorney  
Officer Eric Anderson – Clyde Hill Police Department

**Guests:** Melvin Freeman

**APPEARANCES:**

None.

**MINUTES:**

**MOTION:** Councilmember Valaas moved to approve the Study Session Meeting minutes of September 9, 2014 as presented. Councilmember Elmore seconded the motion.

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

**MOTION:** Councilmember Valaas moved to approve the Regular Meeting minutes of September 9, 2014 as presented. Councilmember Scandella seconded the motion.

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

**CONSENT CALENDAR:**

Councilmember Valaas questioned why there was a \$5,634.87 charge for “annual copier maintenance.” Staff noted that the cost was for a new copier and the expense was mislabeled as maintenance.

Councilmember Valaas inquired as to whether there is a Town Policy regarding Continuing Education for staff. Noticing expenses toward tuition in the Payment approval report, he noted that while he is in support of the idea, a policy must be developed and the training/program must align with the needs of the Town. Mayor Cahill explained that the Town Clerk was recently accepted into a University of Washington program focusing on public service. The new policy will reflect three criteria by which support may be offered or revoked: A degree aligned with Town needs and functions, satisfactory program performance (as agreed upon by the Mayor), and up to 50% tuition matching.

Regarding a payment made to Environmental Construction, Town Engineer Schroeder explained that the payment was for NE 33<sup>rd</sup> Street restoration where a recent power line undergrounding project caused erosion.

Mayor Cahill noted that the approved pagoda replacement costs are also reflected in the Consent Calendar.

**MOTION:** Councilmember Scandella moved to approve the Consent Calendar as presented including the payment of checks 3213 through 3214 and checks 3216 through 3247 for payments as described in the Payment Approval Report dated 09/05/14 shown totaling \$ 187,042.35. Councilmember Valaas seconded the motion.

**VOTE:** 4 For, 0 Against, 0 Abstain. Motion Carried.

As part of the Consent Calendar, the Council approved the following:

- Town Planner Invoice; September
- Town Engineer Invoice; September
- Building Official Invoice; September

**STAFF REPORTS:**

Clyde Hill Police Officer Eric Anderson reported that Yarrow Point saw three instances of theft/car prowls in September. Additionally, an accident off the SR520 exit ramp involving a large cargo truck temporarily blocked access to the roundabout, causing damage to the newly-installed curb and light pole. Accident was due to user error. Councilmembers expressed concern regarding pedestrian safety, based on the reported information. The Council also requested that a Clyde Hill Police Report be submitted to Council as well.

Town Planner Mona Green updated the Council. The Comprehensive Plan is being worked on by the Planning Commission. It is likely that after initial public hearings, the Council will review

and hold a public hearing on the CP in January 2015. The Comprehensive Plan Update is due June 2015. Council discussed revisiting the library issue. Resident Melvin Freeman reported that according to a Mercer Island Councilman, dealing with the King County Library board was very challenging.

**REGULAR BUSINESS:**

**AB 14-29 Preliminary 2015 Town Budget, for Discussion**

John Joplin, Fiscal Coordinator, presented the Preliminary Budget. Beginning in 2015, there will be a change in the structure of the budget; construction projects will be budgeted under Fund #101 for Streets and # 401 for Stormwater. The 92<sup>nd</sup> Avenue Utility Undergrounding and Pathway Conversion Project will be budgeted separately. Another amendment is the proposal to increase the Town Wetherill donation from \$2,000 to \$5,000. Additionally, \$13,000 was added for Community Trails. Police and Fire contracts are the Town's main expenses. The Council will approve the final budget in December.

Mayor Cahill OPENED the Public Hearing at 8:13PM

No Comment.

Mayor Cahill CLOSED the Public Hearing at 8:14PM

**AB 14-30 Town Commitment to Undergrounding and Pathway Projects, Resolution, for Approval**

Mayor Cahill explained that the presented Resolution would formally express the Council's intent to pursue the 92<sup>nd</sup> Ave Utility Undergrounding and Pathway Extension Project.

**MOTION:** Councilmember Scandella moved to approve Resolution No. 321, expressing the Town's intent to undertake the 92<sup>nd</sup> Ave Utility Undergrounding and Pathway Extension Project (Phase 2), as amended (scrivener's errors). Councilmember Elmore seconded the motion.

**VOTE:** 4 For, 0 Against, 0 Abstain. Motion Carried.

**AB 14-31 Utility Undergrounding and Pathway Extension Project: Landscape Architect Finalist, for Authorization**

After issuing a Request for Qualifications, two firms submitted proposals. Each candidate was given an opportunity to propose their idea in front of a five-person selection panel on September 24, 2014. At the conclusion of the interview, the panel unanimously recommended MacLeod Reckord.

**MOTION:** Councilmember Valaas moved to authorize the Mayor to negotiate contract with MacLeod Reckord for the 62<sup>nd</sup> Ave Utility Undergrounding & Pathway Extension Project. Councilmember Elmore seconded the motion.

**VOTE:** 4 For, 0 Against, 0 Abstain. Motion Carried.

**AB 14-32 Utility Undergrounding and Pathway Extension Project: Loan Process**

Town Attorney Wayne Stewart addressed the Council. The Council has, by Resolution, formally committed to proceed with the 92<sup>nd</sup> Avenue Utility Undergrounding & Pathway Extension Project. The next step in the process is to select Bond Counsel for the purpose of preparing a bond package for Council approval. Mr. Stewart added that while Bond Counsel can be costly (around \$9,000); it is a form of best practices when dealing with government bonds. Finally, the Council was reminded that the loan would require final approval by the Council.

**MOTION:** Councilmember Valaas moved to authorize the Mayor to select Bond Counsel for the 92<sup>nd</sup> Avenue Utility Undergrounding and Pathway Extension Project and to proceed with the loan process if necessary. Councilmember Elmore seconded the motion.

**VOTE:** 4 For, 0 Against, 0 Abstain. Motion Carried.

**AB 14-33 JGM Town Entry Project, for Discussion and Approval**

Since the last meeting, WSDOT/ECC has determined that giving Yarrow Point the previously discussed \$29,187.48 would create too many contract challenges. The best alternative is to manage the sum by creating a design and allowing ECC to build it. Unfortunately, the Town has lost valuable time during previous negotiations and ECC cannot work on the entry if it does not receive a design by November. Park Board, having worked on the project in the last few months, has received a proposal by JGM Landscape Architects to complete design work at the Town Entry.

**MOTION:** Councilmember Valaas moved to authorize Mayor Cahill to enter into contract with JGM Landscape Architects, for a Town entry design concept to be submitted to ECC no later than November 1, 2014, at a cost not to exceed \$5,000. Councilmember Bush seconded the motion.

**VOTE:** 4 For, 0 Against, 0 Abstain. Motion Carried.

**AB 14-34 Resolution Regarding Elected Official's Participation in Benefit Program, for Authorization**

Town Attorney Wayne Stewart presented the agenda bill. The Resolution before the Council only authorizes the Mayor to enroll in the program on the condition that he pays all premiums required. The Town would bear no cost associated with the passage of the Resolution. For Town Council to enroll, a majority of members must also enroll.

**MOTION:** Councilmember Valaas moved to approve Resolution No. 322, allowing the Mayor to apply for and be covered by health insurance through the Town's Health Insurance. Councilmember Bush seconded the motion.

**VOTE:** 4 For, 0 Against, 0 Abstain. Motion Carried.

**MAYOR AND COUNCIL REPORTS:**

- Council discussed a new meeting date for November due to Veteran's Day.
- Mayor reported on a meeting held with City of Clyde Hill to discuss entry/exit alternatives in case of accidents on SR520. Best practice is to call 911 if there is an emergency.
- Mayor reported on ongoing discussions with Four Points Mayors regarding maintenance obligations on the lid.
- Council discussed wanting to schedule the WSDOT Roundabout Safety Session soon.

Mayor Cahill Announced the Opening of an Executive Session at 9:12pm for the duration of 35 minutes.

CLOSED MEETING

Mayor Cahill Closed the Executive Session at 9:43pm and resumed Regular Meeting

**ADJOURNMENT:**

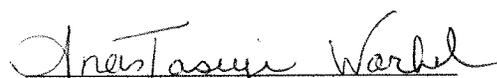
**MOTION:** Councilmember Valaas moved to adjourn meeting at 9:44 pm. Councilmember Bush seconded the motion.

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

APPROVED:

  
Dicker Cahill, Mayor

ATTEST:

  
Anastasiya Warhol, Clerk-Treasurer