

**TOWN OF YARROW POINT
COUNCIL STUDY SESSION NO. 5 MEETING MINUTES
October 13, 2014
6:00 PM**

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

CALL TO ORDER:

Mayor Dicker Cahill called the meeting to order at 6:04 PM.

PRESENT:

Mayor: **Dicker Cahill**

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

Staff: Anastasiya Warhol – Town Clerk-Treasurer
 Addie Tych – Administrative Assistant
 John Joplin – Town Fiscal Coordinator
 Stacia Schroeder – Town Engineer
 Mona Green – Town Planner
 Wayne Stewart – Town Attorney

Guests: Melvin Freeman – Town Resident

REGULAR BUSINESS:

SS 14-05 Utility Undergrounding and Pathway Extension

Engineer Stacia Schroeder introduced the agenda for the 5th official study session regarding Utility Undergrounding and the Pathway Extension.

Pathway Material & Maintenance

Regarding maintenance of the existing pathway, the Town is looking to repair several patches of Town road with Resin XL this week. Combined Construction is scheduled to do patch repair work with the same material at a cost of \$14,625 which includes materials and installation. As part of the repair project, a Quality Assurance Agent (QA) from the O'Neil Service Group will be assigned to determine if the gradation, thickness, weather-dependency, and other elements are installed to specification. The cost of the QA is included in the \$14,625 bid. The Town currently charges a fee for all permit applicants who impact the ROW. To date, approximately \$12,000 has been collected and will be applied toward the costs of these repairs.

Regarding the pathway material, the Council has determined that Resin XL (current pathway) at \$3.75/sf, is the best option for material. The cost includes material and installation but excludes grading, subgrade preparation, CG overhead, and tax costs.

Underground Conversion

Puget Sound Energy has submitted the preliminary design to the Town. The final design will be submitted by late November. Once the final design is complete, the Town will request designs from other utilities including PSE IntoLight, Comcast, and Century Link. Additionally, the Town will have a more defined project cost estimate to incorporate into the 2015 Budget. Councilmember Steve Bush asked if CenturyLink plans to use fiber or copper wiring. Mayor Cahill asked if two additional poles at the end of 47th should also be underground. Stacia Schroeder agreed to investigate both questions and report back.

Funding

At the previous meeting, Fiscal Coordinator John Joplin explained that Cashmere Bank was approached to explore other financing options. Cashmere Bank was the lender of the previous \$750,000 pathway extension loan and has quoted a rate between 2.5-3.5 % for a 10-year lifetime. Assuming the Council wishes to take a \$750,000 loan at 3.5% for 10 years, the total paid would be \$889,973 with \$139,973 interest. Following today's study session, the Council will empower the Town Administration to work to present a loan package for approval (AB 14-32).

Ms. Schroder added that private contributions should be considered. A private resident (4664 95th Ave) is currently in the process of developing their lot. The owner will be submitting a landscaping plan as part of the project and the Town may choose to partner with the owner to simultaneously underground the utilities for the lot.

Regarding the budget, Ms. Schroeder noted that it has been updated to reflect the Engineer's time, landscape architect costs, and additional time for public outreach (facilitated by Stacia Schroeder & Mona Green). The most updated figures reflect a grand total cost of \$899,032. The project is set to be completed by November, 2015.

Community Outreach

A list of 38 homeowners directly affected by the project has been compiled. These 38 properties have then been prioritized based on the extent of impact. Homes with overhead lines are the highest priority and will be contacted first. Homes with topography barriers such as steep slopes, trees, etc., will be contacted second. The remaining homeowners will be met with last. All residents have been notified and will continue to get invitations to all future Study Sessions. Furthermore, each resident is encouraged to meet directly with the Town Engineer to discuss any unique property circumstances.

Regarding the Open House, the Council has chosen to host an Open House on Tuesday, December 9th, (6-7pm), prior to the Council meeting. As part of this open house, the Town staff will give presentations on the 92nd Ave Pathway Project and the Comprehensive Plan Update. It was suggested that a Roundabout Safety Session be held separately.

Landscape Architect Selection

The previously-selected, 5-person interview panel (Planner Mona Green, Town Engineer Stacia Schroeder, Councilman Andy Valaas, Mayor Cahill, and Park Board Chairman John McGlenn)

screened two qualified applicants; MacCleod Reckord and CREA Affiliates. The panel has unanimously selected MacCleod Reckord as the landscape architects for the project. Following the study session, the Council will be asked to allow the Mayor to negotiate the contract submitted by the finalist (AB 14-31). The Council advised the Mayor to eliminate any overlap, unnecessary extras, staff labor, and other costs during the negotiation process.

November Study Session

Town staff will present a general status update on the project. The Council will be asked to approve the PSE IntoLight Contract for new street lights. In the meantime, staff agreed to communicate progress via bi-monthly email. Additionally, the Council agreed to act as project ambassadors to inform neighbors. Council requested visual aids, including drawings, and a project timeline to help aid in the community outreach efforts.

ADJOURNMENT:

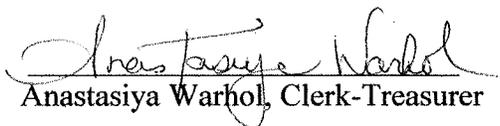
The meeting was adjourned at 7:02 pm.

APPROVED:



Dicker Cahill, Mayor

ATTEST:


Anastasiya Warhol, Clerk-Treasurer