

**TOWN OF YARROW POINT
COUNCIL MEETING MINUTES
December 13, 2016
7:00 PM**

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

CALL TO ORDER:

Mayor Dicker Cahill called the regular meeting to order at 7:00 PM.

PRESENT:

Mayor: Dicker Cahill

Councilmembers: Mary Elmore
David Feller
Steve Bush
Carl Scandella
Andy Valaas - Excused

Staff: Anastasiya Warhol – Town Clerk-Treasurer
Stacia Schroeder – Town Engineer

Guests: John McGlenn – Park Board Chairman
Kathy Smith – Playground Committee Chairwoman

APPEARANCES:

None.

MINUTES:

The Town Clerk explained that in reviewing the minutes a few errors were noted in the consent calendar motion; some of the taxes were counted twice and the total was incorrect. The Clerk suggested that the Council amend the motion.

MOTION: Councilmember Scandella moved to amend consent calendar motion in the November 8th meeting minutes to read as follows: *Approve the Payment Approval Report dated 11/03/16 approving payments as shown totaling \$185,821.43 plus payroll expense of \$12,159.49 plus tax and benefits costs of \$14,658.70 as shown on the attached payroll & benefits reports for a grand total of \$212,639.62.* Councilmember Elmore seconded the motion.

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

MOTION: Councilmember Feller moved to approve the regular minutes of November 8, 2016 as amended. Councilmember Elmore seconded the motion.

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

CONSENT CALENDARS:

MOTION: Councilmember Bush moved to approve the Consent Calendar as presented including the Payment Approval Report dated 12/13/2016, approving payments as shown totaling \$245,207.59 plus payroll expense of \$12,155.37 plus tax and benefit costs of \$18,367.47 as shown on the payroll & benefits report for a grand total of \$275,730.43. Councilmember Feller seconded the motion.

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

STAFF REPORTS:

Clyde Hill Police Officer Jason Czebotar reported CHPD has been rigorously ticketing speed violators on 92nd Ave. Apart from daily traffic monitoring, CHPD has added extra patrols to some evening hours in order to prevent burglaries in the area. There were no burglaries or reported thefts in November.

The Town Clerk offered an update on a few critical items:

SMP – Council will discuss next steps with the Town Planner and a representative from the Department of Ecology at the January Council meeting.

Transitions – With the retirement of our Fiscal Coordinator, the Town will host a special retirement party in January to honor John Joplin.

IT Upgrade – The Town would like to use the staff transition as an opportunity to upgrade our hardware, software, and phone systems. An additional \$10,000 has been added to the 2017 budget to accomplish this.

AGENDA AMENDMENT:

The Mayor and Council agreed to discuss the agenda bills in reverse order starting with AB 16-45, Town Playground Design Proposals.

REGULAR BUSINESS:

AB 16-45 Town Playground Design Firm Proposals, for Approval

Park Board Chair John McGlenn explained that the Park Board, in partnership with the Town and a resident Playground Committee compiled and sent an RFP to solicit a design firm for the project. Three firms were contacted and JGM Landscape Architects, Cascade Design Collaborative, and Osborne Pacific Group all submitted SOQs. The Park Board met on December 6th to review the three submitted proposals and concluded unanimously that Osborn Pacific Group should be recommended as the designer for the project.

The RFP also included the following timeline:

Proposal Submittal	November 30
Design Firm Selected	December 13
Schematic Design Complete	January 31
Project Completion	July 1

MOTION: Councilmember Elmore moved to authorize the Mayor to enter into agreement with Osborn Pacific Group Inc. for the purpose of designing the Children’s Play Area at a cost not to exceed \$10,000. Councilmember Feller seconded the motion. All in favor.

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

AB 16-44 Traffic Code & Signage, for Discussion

Town Engineer Stacia Schroeder presented improvements to the current YPMC 10.04.055- Parking Zones Established code language. As references she presented a parking map, a signage map, and a proposed implementation plan.

The Council directed staff to solicit any feedback from Councilmembers who were excused from the meeting and subsequently prepare the revisions for passage via ordinance in January 2017.

AB 16-43 Final Budget 2017, Ordinance No. 672, for Adoption

The Mayor explained the budget presented budget is final; it is set to be approved at the fund level. There are some notable differences between this budget and the one presented at the November Council meeting and they are as follows:

1. \$10,000 was budgeted for traffic control devices per Council request
2. Playground budget was increased to \$80,000 to include permit fees
3. \$15,000 was budgeted for ergonomic office improvements
4. \$10,000 was added to the IT budget for hardware and systems update
5. Wetherill expenses were increased by \$5,000 per Wetherill Board Request
6. New budget includes new salaries for expanded Clerk-Treasurer role and a full-time Deputy Clerk position.

MOTION: Councilmember Feller moved to adopt *Ordinance No. 672*, adopting the budget for the year 2017. Councilmember Elmore seconded the motion.

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

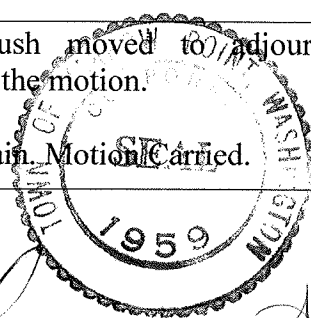
MAYOR AND COUNCIL REPORTS:

Town Mayor presented the 2017 Council Calendar and highlighted the Council Retreat scheduled for March. The Mayor will begin drafting the agenda for the retreat in February.

ADJOURNMENT:

MOTION: Councilmember Bush moved to adjourn the meeting at 9:11 pm. Councilmember Feller seconded the motion.

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

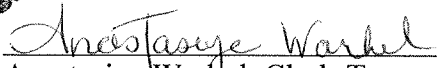


APPROVED:



Dicker Cahill, Mayor

ATTEST:



Anastasiya Warhol, Clerk-Treasurer