

**TOWN OF YARROW POINT  
COUNCIL MEETING MINUTES  
March 14, 2017  
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 meeting to order at 7:16 PM

**PRESENT:**

**Mayor:** Dicker Cahill

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

**Staff:** Anastasiya Warhol – Town Clerk Treasurer  
Austen Wilcox – Town Deputy Clerk  
Mona Green – Town Planner  
Kyle Kolling – Police Lieutenant Clyde Hill Police  
Stacia Schroeder – Town Engineer  
Wayne Stewart – Town Attorney  
Steve Wilcox – Town Building Official

**Guests:** Star Adams - Resident at 4039 95th Ave NE  
John Roskill - Resident at 9540 95<sup>th</sup> Ave NE  
Cheryl Pietromonaco - Resident at 3445 92<sup>nd</sup> Ave NE

**APPEARANCES:**

Star Adams - 4039 95<sup>th</sup> Ave NE

Ms. Adams stated that she is representing her husband, John, who is requesting the Council consider an expedited resolution to an outstanding property dispute between the Town and the Adams property at 4039 95<sup>th</sup> Ave NE.

John Roskill - 9540 95<sup>th</sup> Ave NE

Mr. Roskill suggested the town update revisit the Town tree regulations. Mr. Roskill explained that he believes an updated tree code allowing for increased views would benefit Town residents.

Cheryl Pietromonaco - 3445 92<sup>nd</sup> Ave NE

Ms. Pietromonaco expressed interest in the discussion topic of construction hours.

**MINUTES:**

**MOTION:** Councilmember Valaas moved to approve the Study Session minutes of February 7, 2017 as presented. Councilmember Bush seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion carried.

**MOTION:** Councilmember Valaas moved to approve the Special Meeting minutes of February 7, 2017 as presented. Councilmember Elmore seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion carried.

**MOTION:** Councilmember Scandella moved to approve the Study Session minutes of March, 3 2017 as presented. Councilmember Feller seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion carried.

**CONSENT CALENDAR:**

**MOTION:** Councilmember Valaas moved to approve the Consent Calendar as presented including the Payment Approval Report dated 3/9/17 approving payments as shown totaling \$164,146.32 plus payroll expense of \$25,041.97 as shown on the attached payroll and benefits reports for a grand total of \$189,188.29. Councilmember Scandella seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion Carried.

The following items were also approved as part of the Consent Calendar:

- Payment Approval Report; February
- Payroll, Tax, & Benefits Registers; February
- Town Planner Invoice; February
- Town Engineer Invoice; February
- Building Official Invoice; February
- John Joplin Contract Services; February

**STAFF REPORTS:**

Lieutenant Kyle Kolling reported no crime for the month of February. An acting lieutenant will be filling in for Lieutenant Kyle Kolling for a 10-week period while he is away during a training opportunity. Mayor Cahill requested that the Clyde Hill Police Department increase patrol for after-hours construction working.

Town Planner Mona Green reported the Mayor signed the approval letter to the Department of Ecology in order to get final approval on the Shoreline Management Plan.

Clerk-Treasurer Warhol reported on the following items:

- Residents have set up an Egg Hunt for March 26, 2017.
- Boxes containing archive permits that were converted into accessible electronic files will be available for two weeks starting March 20 for residents to come pick up.
- The internet and phone systems have been updated to higher tiers of service.

Councilmember Valaas asked Town Attorney Stewart for an update on the construction parking. Town Attorney stated that it is still under review.

**REGULAR BUSINESS:**

**AB 17-07 41st Street Paving Project**

Town Engineer Stacia Schroeder reported there was a big turnout of bidders for the street paving/overlay project on 41<sup>st</sup> Street. The bidders who responded are as follows:

1. \$59,920.00 – Rainier Asphalt & Concrete, LLC
2. \$62,450.0 – JB Asphalt Paving, Inc
3. \$75,905.00 – Fidalgo Paving & Construction, LLC
4. \$78,622.50 – Iron Creek Construction, LLC
5. \$81,160.00 – Lakeridge Paving Co LLC
6. \$84,900.00 – Watson Asphalt Paving Co Inc
7. \$93,969.35 – NW Asphalt, Inc
8. \$132,122.00 - AA Asphaltting LLC

Town Engineer Schroeder explained her process for determination of the project estimate. The Town has been notifying residents who live in the project location to prepare and also trim back their vegetation. Ms. Schroeder vetted the low bidder and requested verification from City of Medina who worked with the low bidder on a parking lot project. City of Medina provided a positive feedback on the lowest bidder.

Councilmember Bush asked if there was an urgency to accept bids and that maybe the Town should put more consideration into the bidding process. Mr. Bush has concerns about accepting the lowest bid suggesting there could be issues such as low quality of final product because of it. Town Engineer Schroeder explained how she determined how the lowest bidder is fair in their cost proposal in their bid assessment. Councilmember Bush suggested writing in special criteria in Town bid proposals. Clerk-Treasurer Warhol explained that Town Staff did send the review material to Council beforehand and that bidder evaluation will be discussed at the upcoming Council retreat.

Town Attorney raised the question of large discrepancies found between the different companies' line items who bid for the project. Town Engineer Schroeder also consulted with King County Housing Authority who has worked with the lowest bidder. King County Housing Authority provided a positive review of the lowest bidder. City of

Medina and King County Housing Authority have both used the lowest bidder for parking lot projects and *not* a street project raising concerns with the Council the unknowns of the bidder's expertise for performing the overlay on 41<sup>st</sup> Street.

The Council asked Town Engineer Schroeder to do further vetting of the lowest bidder.

**AB 17-08      *Fee Resolution No. 332***

Town Clerk-Treasurer stated the last time the Fee Resolution algorithm was reviewed was in 2012. Staff does not believe building fees need to be adjusted as they are comparable the four Points communities.

Proposed fee resolution changes:

1. Add plumbing permits to resolution. Issuing plumbing permits would equate to no extra cost for the Town and allow further convenience to applicants. The fees could have a similar structure model to City of Medina.  
Councilmember Valaas asked who would do the inspections and if said inspector is certified. Building Official Steve Wilcox would oversee plumbing inspections and he has been a certified plumbing inspector since 1994.
2. Technology fee proposal: Town proposed fee to help recover the costs of the revenue and costs should all be tracked under the community development fund (104).
3. Add second level fee for Pre-Application Conferences: For projects smaller in scale only requiring review of one consultant may not need to be as high. Town Planner Green explained that should some projects become more "needy" than others, additional consultant time may be required. It is difficult to have a set amount as every project is different and not balanced.
4. Discuss Encroachment Permit Fee: Historically, the Encroachment fee was a deterrent by preventing people from putting in their own landscaping in the ROW. Town Attorney Stewart explained the fee came from the preservation and restoration to reclaim the ROW for building projects. Councilmember Elmore stated the importance of having an Encroachment fee; otherwise folks would be at will to do as they please in the Town's ROW. Council gave approval to proceed with suggested changes 1-3. Council does not seek to amend the encroachment permit fee.

**AB 17-09      *Construction Work Hours***

Building Official Steve Wilcox provided the Council with a comparison of other local municipalities' ordinances on construction work hours. Mr. Wilcox's opinion is that enforcement is a key to keeping contractors working within the governed work hours. Mr. Wilcox enforces the complaints. Councilmember Bush raised a question of interpretation of "plainly audible" and suggested that it could be interpreted in different ways. Councilmember Valaas explained that while the website states that construction

activities are not permitted on holidays, the holidays that are observed by the Town of Yarrow Point are not clearly defined in the municipal code.

Mayor Cahill stated that complaints are relied on residents and by making the PD more involved, is a step in the direction of citing violators. The Council and staff discussed interpretation of the code language.

Building Official Steve Wilcox will return to Council in May to suggest alternative language.

**MAYOR & COUNCIL REPORTS:**

Mayor Cahill gave a recap of the Parks Board meeting regarding the proposed playground and their recommendations for design. The design will be discussed further at a March Council retreat.

Town Clerk-Treasurer gave a preview of the March 17, 2017 Council retreat agenda.

**ADJOURNMENT:**

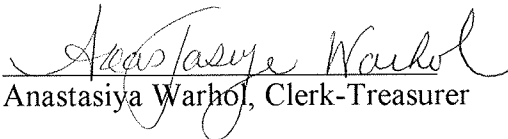
**MOTION:** Councilmember Elmore moved to adjourn the meeting at 9:44 pm. Councilmember Scandella seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion carried.

APPROVED:

  
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Dicker Cahill, Mayor

ATTEST:

  
\_\_\_\_\_  
Anastasiya Warhol, Clerk-Treasurer

