April 16, 2019
Gillem
(This meeting was continued from the regular date of April 9, 2019 to ensure a quorum.)

Mayor Gillem called the meeting to order at 7pm.

PRESENT: Mayor Gillem, Councilmembers Kathy Corra, Paula Dix, Aletha Howes, Hans Juhle, and Tom Stowe.
EXCUSED: None.
STAFF: Clerk/Treasurer Sue Ann Spens
GUESTS: None.

MINUTES: Councilmember Juhle moved to approve the March 12, 2019 minutes, as amended. Councilmember Stowe seconded. Vote: 5 For, 0 Against, 0 Abstain. Motion carried.

CLAIMS: Councilmember Howes moved to approve the April 16, 2019 Claims Register for check numbers 15168 through 15189 in the amount of $16,871.49. Councilmember Juhle seconded. Vote: 5 For, 0 Against, 0 Abstain. Motion carried.

KENYON-DISEND FEES TO DATE: The Town received Invoice # 188329 dated 2/28/2019 in the amount of $270.00 and Invoice# 188497 dated 3/31/2019 in the amount of $485.50 billed against our retainer reducing our balance to $893.37.

CLERK’S REPORT:
SHORELINE MASTER PROGRAM (SMP): Clerk/Treasurer Spens reported that the Planning Commission completed its public hearing for this year’s update to the Town’s SMP and is recommending that the Council re-adopt the existing plan. The Council must hold its own public hearing. Town Planner Mona Green is preparing the needed documents for that to happen in June. Deadline for completing our work is June 30 2019. After the Council re-adopts our existing plan, Ms. Green will forward it to the Department of Commerce for final review and comment.

PLANNING
COMMISSION REQUEST FOR 5G MEETING: Clerk/Treasurer Spens reported that the Planning Commission began discussing the 5G question referred to them by the Council and feels the issue is important enough to benefit from a joint session with the Council. Deputy Clerk Angela Kulp contacted Mayor Gillem to set up a date for this session, but no date has been set. On further discussion, it was the consensus of the Council that the Planning Commission should spend some time studying the issue first, which may take several months, and then make recommendations to the Council. Those recommendations may
include holding a joint session as needed; however, the Council feels the Planning Commission should focus first on becoming familiar with the topic.

WATER BILLING SOFTWARE: Clerk/Treasurer Spens noted that several customers have asked about the possibility of obtaining their bills by email and of paying their bills online. Neither of those options currently exist. A company recently contacted her to gauge the Town’s interest in purchasing a water-billing software package that would replace our current system of Excel spreadsheets and macros that print the 117 bills the Water Department sends out every other month. The replacement system would automate the bill production system and allow customers to receive bills either as a mailed hard copy or an emailed electronic copy. The cost of the system is about $2,000 and would save about $350 in postage costs but would probably not produce any time savings for the Clerk/Treasurer. It was the consensus of the Council that the $2,000 price tag is a bit high; however, they encouraged Ms. Spens to pursue other options, particularly those which would allow customers to pay online. Ms. Spens did note that most (if not all) customers probably have access to an option for paying online through their bank’s online-billpay system and that several customers have set up monthly automatic payments to keep their accounts current. These monthly payment systems work much like the budget system for paying one’s PSE bill. Councilmember asked that this information be shared in the next newsletter, so that all customers who seek an online payment solution can use one that has no cost to the Town.

BELLEVUE LAKE-TO-LAKE BIKE RIDE: Clerk/Treasurer Spens reported that Bellevue is again holding their Lake-to-Lake bike ride. This year the ride will take place on June 8, 2019 and will follow the same course as last year. She will include a notice in the newsletter so that anyone wanting more information will know to go to: https://parks.bellevuewa.gov/special-events/lake-to-lake-bike-ride.

MARSHAL’S REPORT: No report; however, Mayor Gillem reported that mailboxes on the 5 Corners mailstand were pried open and the contents strewn throughout the area.

WATER REPORT: Councilmember Stowe reported that the Water Main Replacement Project goes out to bid on Thursday 4/18/2019. Bid opening will take place at 10am on Tuesday 5/14/2019. Town Engineer Stacia Schroeder will accept bids submitted by the deadline and will prepare an analysis of them for Council review at the May meeting later that day.

Councilmember Stowe also reported that FEMA is again reviewing our Stormwater Project and has asked for additional information, which he and Ms. Schroeder will gather and submit.

WABA REPORT: No report.

APPEARANCES: None.

PROPOSED RESOLUTION NO. 310 ADOPTING A PROCUREMENT POLICY: Clerk/Treasurer noted that all requested revisions are incorporated into the final document, which is before the Council for adoption via Resolution No. 310 tonight.

MOTION: Councilmember Howes moved to adopt Resolution No. 310 establishing a
procurement policy for purchasing services, equipment, materials, and supplies and ensuring compliance with state statutes governing Public Works projects. Councilmember Juhle seconded.

Vote: 5 For, 0 Against, 0 Abstain. Motion carried.

**TOWN PROPERTY MANAGEMENT:** The Council continued its discussion about Town Property Management, including how best to utilize Marc Schaad’s services. The Council agreed that the following information would aid in this discussion going forward:

- The addition of priorities to the list of work areas Councilmember Dix has prepared.
- Suggestions for other projects that the Council should consider tackling.

Councilmember Dix asked for authorization to purchase flower baskets to be placed at four locations in the Village: at 5 Corners, at the 108th/SE 29th entrance to BAV, at the 104th/SE 28th bend (near Jochums), and by the Water Tower. She estimates the cost will be less than $650, but new brackets need to be installed to hold the baskets. It was the consensus of the Council to continue this tradition. Councilmember Dix will purchase the baskets, and Councilmember Juhle will purchase and install hardware to hang them.

**MAYOR AND COUNCILMEMBER REPORTS:**

**SOUND CITIES ASSOCIATION:** Councilmember Stowe reported that after the most recent SCA meeting, he has some concerns about the direction that group is moving. He will provide additional details to the Council in the coming months.

**SPRING TOWN CLEAN UP:** Councilmember Dix reminded everyone that the Town’s Spring Clean Up is set for May 18th. Dumpsters have been ordered and will be placed in the usual locations.

**URBAN FOREST ASSESSMENT:** Councilmember Dix reported that this assessment is now scheduled to take place on April 29 and 30.

**TREE MANAGEMENT:** Councilmember Dix reported that she discussed the following trees with Town Arborist Tree Solutions:

- Two oaks near Lowry need further evaluation after they have leafed out.
- Several dead or dying trees will be removed, including a tree near vandeKamp, a dead cedar near Nathe/Sangha, a hawthorn near Wells, and two vine maples along the Academy Path.

**SECURITY CAMERA OPTIONS:** Councilmember Juhle reported that he is still examining the options and will provide details to the Council when available.

**5G WIRELESS:** Mayor Gillem reported that he will work with the Planning Commission to help them get started on the project to study 5G impacts on Beaux Arts.

**NEW PLANNING COMMISSIONER:** Mayor Gillem reported he should have a new Planning Commissioner for the Council to confirm in the near future.

**NEXT AGENDA:** Mayor Gillem noted that the following topics should be continued on the
May agenda: Town Property Management. In addition, the Council should be able to review bids and choose a contractor based on those bids for the Water Main Replacement project.

NEXT MEETING: The next regular Council meeting is scheduled for 7:00 pm on Tuesday May 14, 2019 at Councilmember Howes’ house.

ADJOURN: Councilmember Howes moved to adjourn the meeting at 8:50 pm. Councilmember Juhle seconded. Vote: 5 For, 0 Against, 0 Abstain. Motion carried.

Respectfully submitted,

Sue Ann Spens
Clerk-Treasurer