



TOWN OF BEAUX ARTS VILLAGE
TOWN COUNCIL MINUTES

March 13, 2018
Gillem

Mayor Gillem called the meeting to order at 7pm.

PRESENT: Mayor Gillem, Councilmembers Paula Dix, Aletha Howes, Hans Juhle, and Tom Stowe.

EXCUSED: None. (The Council has one vacancy.)

STAFF: Clerk/Treasurer Sue Ann Spens, Deputy Clerk Angela Kulp.

GUESTS: WABA President Susan Bogert, Jeff Kendall

MINUTES: Councilmember Stowe moved to approve the February 13, 2018 minutes, as amended. Councilmember Howes seconded.

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

CLAIMS: Councilmember Dix moved to approve the March Claims Register for check numbers 14868 through 14892 in the amount of \$17,855.04. Councilmember Stowe seconded.

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

CLERK'S REPORT:

RECAP OF KENYON-DISEND FEES TO DATE: Clerk/Treasurer Spens offered the following recap of fees charged to date by Kenyon Disend for legal services:

Original retainer		\$5,000.00
Invoices paid to date (from retainer)		
12/31/2017	\$ 980.15	
01/31/2018	<u>1,376.60</u>	
Subtotal paid to date		<u>\$2,356.75</u>
Balance of retainer remaining for 2018		\$2,643.25

The Council asked Ms. Spens to continue updating this information as it changes.

WEBSITE/EMAIL: Clerk/Treasurer Spens reported that email issues have been resolved with the exception of a final archiving of former Mayor Leider's emails. She noted that the service provider who originally set up our email account was using the same company as the one she chose for our ongoing service, which made the transition a simple matter of changing the account owner to the Town. This simplifies things considerably as email account holders do not have to change their account information and emails. The service provider had also established archiving for our email accounts as of August 2016, which is excellent news, because emails in accounts that will be retired have already been archived. In addition, as the email administrator, she will be able to add or retire email addresses faster going forward.

She then reported that progress on the new website had not happened as quickly as she had hoped, because she needed to revise the basic architecture before beginning to upload content. Now that the architecture is set, uploads will proceed more quickly, and she expects to provide the Council with a prototype for preview by March 20th. She asked that Councilmembers take a look at that prototype, noting that not all content will be uploaded in case there are fundamental changes to be made. She asked the Council to offer any comments and suggestions they may feel would make the website more useable for our residents as soon after receiving the prototype as possible.

FOLLOW-UP ON BUILDING-PROJECT COMPLAINTS: Clerk-Treasurer reported that she was asked at last month's meeting to confirm that our complaint-reporting form/instructions included information about the possibility of being charged Investigative Fees. She noted that our current form gives only instructions to fill it out and submit it to the Building Department for handling. She proposed including language to clarify the charges. Councilmember Stowe suggested that the form include the following:

"Complaints should not be filed for the purpose of harassment. Nor should they be filed for criminal acts, which should be reported directly to the sheriff by calling 911. Complaints are to be filed to alert staff to safety or code-related concerns. Town staff takes each complaint seriously; therefore, please be mindful of the time and cost to investigate each complaint. The cost to investigate repeated frivolous complaints may be charged to the complainant."

It was the consensus of the Council to incorporate this language into the current complaint form.

MARSHAL'S REPORT: No report.

WATER REPORT: No report.

WABA REPORT: WABA President Susan Bogert reported that:

- The Annual Easter Egg Hunt is scheduled for March 31, 2018 at 9:30 am.
- The Spring Beach Clean Up will be held on April 28, 2018.
- Assessment letters will be going out later than usual because WABA fees are due later than usual.
- The Board is looking for lifeguards and a Beach Mom for this summer. Interested persons should contact the WABA Clerk.
- WABA's arborist has advised the Board to install warning signs on WABA trails to caution users about using the trails during periods of high wind or heavy rain due to the risk of trees falling or dropping branches.

APPEARANCES: Councilmember Dix mentioned that she has seen Pocket Libraries in other neighborhoods and wondered how Beaux Arts could incorporate the idea. Councilmembers briefly discussed where they would be located and determined that one easy location would be on mailstands, because those are located so as not to interfere with vehicles or pedestrians. It was the consensus of the Council that Councilmember Dix should continue her research into the idea for further discussion.

NEIGHBORHOOD TRAFFIC MITIGATION: Mayor Gillem noted that he asked Deputy Clerk Kulp to give the Council an update on the status of the Town's traffic counters.

Deputy Clerk Kulp reported that the counters now seem to be working properly, though the tubing that protects the counting equipment seems to be more vulnerable to wear-and-tear than we expected. She distributed several reports illustrating data collected over the past month or so and asked the Council for feedback on which reports would be most helpful to them on an ongoing basis.

It was the consensus of the Council that Ms. Kulp should continue daily sampling and begin providing the Council with monthly summary reports, including graphs of hourly traffic volumes, in an electronic format.

Councilmember Stowe noted that he will have Bill Beck install stop signs on 104th and 105th Avenues SE so that cars traveling in both directions have to stop at both ends of SE 28th Street. This will enhance safety for pedestrians using the crosswalks along the arterial and will eliminate the confusion about which direction stops before turning from the arterial. He added that the thermoplastic stop bars will be installed when the weather is dry enough to ensure proper adhesion.

Mayor Gillem reported that the City of Clyde Hill plans to ticket bicyclists who fail to heed stop signs and other traffic-control devices. With the increasing number of bicyclists using 108th Ave SE and the 104th/105th SE Arterial, Beaux Arts could ask the King County Sheriff to begin doing the same.

COUNCIL DUTIES: The Council continued discussing the division of duties. Mayor Gillem distributed an updated Organization Chart to facilitate the discussion. As it stands now:

- Councilmember Howes will assume Emergency Preparedness duties, including coordinating Blockwatch and serving as liaison to our Police and Fire Service providers.
- Councilmember Stowe will continue with his Street and Water Department duties.
- Councilmember Dix will assume Tree and ROW Maintenance duties, including overseeing Town Clean Ups, managing Towns trees, and serving as liaison to WABA.
- Councilmember Juhle will assume Financial duties, including monitoring Treasurer's Reports, overseeing budget preparation and performance, and other financial duties.
- The Councilmember appointed to fill the vacancy in Position No. 2 will assume Franchise and Land-Use duties, including serving as liaison to the Planning Commission.

STRATEGIC PLAN: Mayor Gillem explained the Council's previous work on a strategic plan, including the original process and the ongoing nature of some of the goals on the plan. He noted that several items feed directly into the Town's annual Capital Improvement Plan and its annual budget and opined that now is a prime time to revisit the current Strategic Plan and refresh it. He asked Councilmembers to review the summary plan included in their packets and be ready to discuss updates at next month's meeting.

MAYOR AND COUNCILMEMBER REPORTS:

STORM WATER GRANT: Councilmember Stowe reported that this grant remains on hold.

WATER LINE REPLACEMENT: Councilmember Stowe reported that Water Supervisor Bob Durr and Town Engineer Stacia Schroeder estimate this project will cost about \$200,000 to complete. In addition, the repaving needed to restore the road after excavation will cost another \$50,000 to \$75,000. Mr. Durr and Ms. Schroeder are looking for ways to fund the project, including grants and low-interest loans. Because of these funding issues, the project is not likely to happen this year.

TREE WORK: Councilmember Dix reported that three trees were recently cleaned up – two at 5 Corners and one between the Van Wyk and Young residences and that a dead tree near the Harpster residence was snagged. She added that a tree along the Angle Path near the Bowen residence is interfering with the street light and will be trimmed.

EMERGENCY PREPAREDNESS: Councilmember Howes is taking over this work from Councilmember Dix and will have something to report soon.

EMAIL AND PUBLIC RECORDS REQUIREMENTS: There was a brief discussion about emails and public records requirements. Clerk/Treasurer Spens will share the public-records disclaimer she has appended to her email signature for Council use.

FINANCIAL REPORTS: Councilmember Juhle is taking over financial duties from Mayor Gillem.

ROW MAINTENANCE: Councilmember Juhle reported that he remains interested in our process for maintaining the rights of way throughout Town. He would like the Council to consider hiring someone to help us maintain these areas to a higher standard.

Clerk/Treasurer Spens pointed out that we do currently have a firm under contract for landscape-maintenance services, Signature Landscaping, and suggested that if the Council wishes to increase the scope of work associated with ROW maintenance, the process of choosing a new landscaper is subject to public-works rules. This means that depending on how much we expect to spend, we may have to solicit proposals from 3 to 5 firms and we may have to pay prevailing wages for the work. She also noted that this will be a departure from our current protocol of allowing residents to improve the ROW adjacent to the property and asking them to help maintain it.

Mayor Gillem suggested that the topic be added to next month's agenda so that Council can more fully develop ideas for vision and scoping the project. He also suggested that it might be wise to survey residents to learn how they feel about switching from the current laissez faire approach to one that is more formal.

POINTS CITIES MAYORS MEETING: Mayor Gillem reported that he attended the February Points Mayors meeting, and there were three topics of discussion:

1. Medina is considering underground their utilities.
2. Members are becoming concerned about the growing number of “ghost houses” in their cities, i.e. houses that are sold and then remain unoccupied. It isn't clear whether there is any action that can be taken, but several are exploring ideas.
3. Bellevue is considering a bike-share program. The Points Cities are already seeing an

increase in the number of shared bikes that are left on their ROWs and paths after use by unknown individuals. If Bellevue adds a program, the impact is likely to increase.

NEXT MEETING: The next regular Council meeting is scheduled for 7:00 pm on Tuesday April 10, 2018 at Councilmember Howes' home.

ADJOURN: Councilmember Stowe moved to adjourn the meeting at 9:15 pm.

Councilmember Juhle seconded.

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

Respectfully submitted,

Sue Ann Spens
Clerk-Treasurer