

TOWN OF WOODWAY
COUNCIL MEETING AGENDA

23920 113th Place W. | Woodway, WA 98020

MONDAY, SEPTEMBER 9, 2019
7:00 P.M.

- 7:00 P.M. Call to Order, Flag Salute, Roll Call
- 7:00 P.M. I Approval of Payments –*September 9, 2019 Claims, August 2019 Payroll*
- 7:05 P.M. II Approval of Minutes –*August 19, 2019*
- 7:10 P.M. Audience Comments*
- 7:15 P.M. III Council Reports
- 7:20 P.M. IV Mayor’s Report
- 7:25 P.M. V Town Administrator’s Report
- 7:30 P.M. Audience Comments*
- 7:35 P.M. General Council Discussion-Choice of Subjects
- 7:40 P.M. VI Executive Session for Approximately 30 Minutes to Discuss Litigation
- 8:10 P.M. Adjournment

** Audience comments only during the time specified. Council Deliberations will not be interrupted for audience comment. Citizens desiring comment time in excess of five minutes should contact the mayor to schedule presentation time. Council agendas are subject to change before or during the council meetings upon motion. Anyone with a disability requiring special accommodations should contact the Town Clerk’s Office at Town Hall or call (206)542-4443 before 1:00 p.m. the Thursday preceding the Council Meeting. For TDD relay service, call (206)587-5500, or outside the Seattle area #1-800-833-6388.*



TOWN OF WOODWAY
CLAIMS APPROVAL

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims.”

Clerk Treasurer

The following transactions are approved for 2019 payment:

Claims checks #12776 through 12787 and EFT transaction\$5,761.83

This 9th day of September 2019.

Mayor

Councilmember

Councilmember

Councilmember

*The three largest charges on the credit card bill are:

1. Postage for Town Fair post cards: \$175.00
2. Postage for Whisper: \$275.00
3. Clothing for Public Works: \$126.94



TOWN OF WOODWAY
PAYROLL APPROVAL

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims.”

Clerk-Treasurer

The following August 2019 Payroll transactions are approved for 2019 payment:

EFT Transactions #1381 through 1400, 1403, & 1404, & Check #12775\$51,596.74

This 30th day of August 2019

Mayor

Councilmember

Councilmember

Councilmember

**TOWN OF WOODWAY
COUNCIL MEETING MINUTES**

23920 113th Place W. | Woodway, WA 98020

MONDAY, AUGUST 19, 2019
7:00 P.M.

Members Present	<input checked="" type="checkbox"/> Mayor Carla Nichols	<input checked="" type="checkbox"/> Councilmember Tom Whitson
	<input checked="" type="checkbox"/> Councilmember Mike Quinn	<input checked="" type="checkbox"/> Councilmember Tom Howard
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember Brian Bogen
Staff & Guests Present	<input checked="" type="checkbox"/> Town Administrator Eric Faison	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input type="checkbox"/> Public Works Director Terry Bryant	<input type="checkbox"/>
	<input type="checkbox"/> Police Chief Doug Hansen	<input type="checkbox"/>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order, Flag Salute, Roll Call	Mayor Nichols called the meeting to order at 7:00 p.m.	
I - Approval of Claims	<i>Councilmember Mitchell</i> moved to approve the August 19, 2019 Claims Checks #12745 through 12771 totaling \$28,042.00. <i>Councilmember Quinn</i> seconded the motion.	The motion passed unanimously.
II - Approval of Minutes	<i>Councilmember Quinn</i> moved to approve the minutes of the August 5, 2019 Council meeting. <i>Councilmember Mitchell</i> seconded the motion. <i>Councilmember Mitchell</i> moved to approve the minutes of the August 12, 2019 Council meeting. <i>Councilmember Whitson</i> seconded the motion.	The motion passed unanimously. The motion passed unanimously.
Audience Comments	None.	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Amend Agenda	<i>Councilmember Howard</i> moved to amend the agenda to add a Mayor's report and an Executive Session for approximately 10 minutes to discuss litigation <i>Councilmember Mitchell</i> seconded the motion.	The motion passed unanimously.
III - Council Reports	<i>Councilmember Whitson:</i> <ul style="list-style-type: none"> • Requested excused absences for both September meetings. 	
Added agenda item: Mayor's Report	<ol style="list-style-type: none"> 1. Requested that the September 3 meeting be moved to September 9 and the September 16 meeting be moved to September 23. 2. Shared a notice from Snohomish County 911 that, in September, their board would be considering a change to the cost sharing structure. 3. Shared a resident request to open an emergency access gate between the Woodway Highlands and the Edmonds neighborhood behind the Highlands to foot traffic. She gave a brief history of the emergency access gate and asked if the Council supported talking to the Edmonds neighbors before sending a request to the Edmonds Council City requesting the change. The consensus of the Council was to encourage walkable communities and urged Mayor Nichols to talk to the neighbors. 	<p>The Council agreed to move the next two meetings.</p> <p>The consensus of the Council was to encourage walkable communities and urged Mayor Nichols to talk to the neighbors.</p>
IV - Town Administrator's Report	<ol style="list-style-type: none"> 1. Shared that he had received a complaint about lack of maintenance of the Town's rights-of-way. He reminded the Council that, due to budget cuts, Public Works summer staffing has been decreased by 1/3 and the Deer Creek Park work has been funded by grant money. 	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
V - Resolution 19-415: Surplus Property	<p>Town Administrator Faison presented Resolution 19-415: Surplus Property and gave an overview of the age and status of the vehicle to be declared surplus.</p> <p><i>Councilmember Quinn</i> moved to approve Resolution 19-415: Surplus Property. <i>Councilmember Bogen</i> seconded the motion.</p>	The motion passed unanimously.
VI - Authorization to Purchase New Public Works Vehicle	<p>The Council discussed the advantages of purchasing a heavy-duty truck with a snowplow attachment, which would allow the Town to handle our own road clearing during major snow events without having to hire contractors.</p> <p><i>Councilmember Quinn</i> moved to authorize the purchase of a new public works vehicle out of the Replacement Reserve Fund. <i>Councilmember Bogen</i> seconded the motion.</p>	The motion passed unanimously.
VII - Ordinance 19-601: Business & Home Occupation Code Updates	<p>Mayor Nichols presented Ordinance 19-601: Business & Home Occupation Code Updates. The code updates reflect that the Town's business and home occupation licenses will be administered by Washington State Department of Revenue Business License Services as of November 7, 2019. This is a new arrangement due to recent state legislation establishing consistent administration of licenses. A brief discussion followed.</p> <p><i>Councilmember Quinn</i> moved to approve Ordinance 19-601: Business & Home Occupation Code Updates. <i>Councilmember Bogen</i> seconded the motion.</p>	The motion passed unanimously.

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
VIII - Ordinance 19-602: Assessment of Penalties in Stormwater Utility Billings	<p>Clerk-Treasurer Napolitino presented Ordinance 19-602: Assessment of Penalties in Stormwater Utility Billings. The proposed changes clarify when late fees would be assessed and clearly defined two types of billing.</p> <p><i>Councilmember Mitchell</i> moved to approve Ordinance 19-602: Assessment of Penalties in Stormwater Utility Billings. <i>Councilmember Bogen</i> seconded the motion.</p>	The motion passed unanimously.
IV - Ordinance 19-603: Impoundment of Vehicles	<p>Town Administrator Faison presented Ordinance 19-603: Impoundment of Vehicles. He shared several challenges with parked cars in Town; a brief discussion followed.</p> <p><i>Councilmember Mitchell</i> moved to approve Ordinance 19-603: Impoundment of Vehicles. <i>Councilmember Howard</i> seconded the motion.</p>	The motion passed unanimously.
X - Northwest Fiber purchase of Frontier's assets, including Woodway's cable franchise	<p>Mayor Nichols presented the engagement letter from Ogden Murphy Wallace to include the Town in a consortium of cities to review the Northwest Fiber purchase of Frontier's assets, including Woodway's cable franchise. By being part of a consortium, the Town would realize a savings in legal representation. A brief discussion of franchises and fee recoupment followed.</p> <p><i>Councilmember Mitchell</i> moved to authorize the Town Administrator Faison to sign the letter of engagement with Ogden Murphy Wallace to participate in the consortium that will review the Northwest Fiber purchase of Frontier's assets, including Woodway's cable franchise with a cost of up to \$5,000. <i>Councilmember Whitson</i> seconded the motion.</p>	The motion passed unanimously.
Audience Comments	None.	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
General Council Discussion-Choice of Subjects	Councilmember Quinn asked if someone could attend a HART meeting on his behalf on September 12; Mayor Nichols volunteered.	
Added agenda item: Executive Session for 10 Minutes to Discuss Litigation	<p>At 8:00 p.m., Mayor Nichols recessed to executive session for approximately 10 minutes to discuss litigation. At 8:10 p.m., Mayor Nichols reconvened the meeting.</p> <p><i>Councilmember Howard</i> moved to extend the Executive Session for 10 additional minutes. <i>Councilmember Mitchell</i> seconded the motion.</p> <p>At 8:10 p.m., Mayor Nichols recessed to executive session for approximately 10 additional minutes. At 8:20 p.m., Mayor Nichols reconvened the meeting.</p> <p><i>Councilmember Mitchell</i> moved to extend the Executive Session for 5 additional minutes. <i>Councilmember Quinn</i> seconded the motion.</p> <p>At 8:20 p.m., Mayor Nichols recessed to executive session for approximately 5 additional minutes. At 8:26 p.m., Mayor Nichols reconvened the meeting.</p>	
Added agenda item: Executive Session for 10 Minutes to Discuss Litigation, continued	<p><i>Councilmember Bogen</i> moved to extend the Executive Session for 2 additional minutes. <i>Councilmember Quinn</i> seconded the motion.</p> <p>At 8:26 p.m., Mayor Nichols recessed to executive session for approximately 2 additional minutes. At 8:28 p.m., Mayor Nichols reconvened the meeting.</p>	
Meeting Scheduling	The Council discussed holding a retreat to prepare for upcoming meetings. The Council agreed to hold a retreat at 9 a.m. on September 23, 2019.	
Adjournment	<i>Councilmember Quinn</i> moved to adjourn the meeting. <i>Councilmember Howard</i> seconded the motion.	The motion passed unanimously. The meeting was adjourned at 8:28 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitano, Clerk-Treasurer

Carla A. Nichols, Mayor

(These minutes accurately reflect what was said at the Council Meeting. Publication does not vouch for the veracity of these statements.)

Draft