

TOWN OF WOODWAY
COUNCIL MEETING AGENDA

23920 113th Place W. | Woodway, WA 98020

TUESDAY, JULY 9, 2019
7:00 P.M.

- 7:00 P.M. Call to Order, Flag Salute, Roll Call
- 7:00 P.M. I Introduction of Building Official – BHC Consultants, William Hill
- 7:10 P.M. II Approval of Checks – *July 9, 2019 Claims, June 2019 Payroll*
- 7:15 P.M. III Approval of Minutes – *May 8 (Retreat) & June 17, 2019*
- 7:20 P.M. Audience Comments*
- 7:25 P.M. IV Council Reports
- 7:30 P.M. V Mayor’s Report
- 7:40 P.M. VI Town Administrator’s Report
- 7:45 P.M. VII Resident-Proposed Code Amendment
- 8:00 P.M. Audience Comments*
- 8:05 P.M. General Council Discussion-Choice of Subjects
- 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 #12705 through 12713 and EFT transactions #1026 & 1027.....\$144,443.41

This 9th day of July 2019.

Mayor

Councilmember

Councilmember

Councilmember

Please note: the third quarter Fire & BLS costs are included in the total above

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

1. Vehicle fuel: \$319.60 – PD: \$72.01, PW: \$247.59
2. Postage: \$165.00
3. Staff meeting lunch: \$163.80



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 June 2019 Payroll transactions are approved for 2019 payment:

EFT Transactions #990 through 110 & Check #12704\$55,130.16

This 30th day of June 2019

Mayor

Councilmember

Councilmember

Councilmember

**TOWN OF WOODWAY
COUNCIL RETREAT MINUTES**

505 5th Avenue S., Suite 102 | Edmonds, WA 98020

WEDNESDAY, MAY 8, 2019
3:00 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 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 retreat to order at 3:00 p.m.	
Executive Session for Approximately 60 minutes to Discuss Litigation & Property Acquisition	At 3:01 p.m., Mayor Nichols recessed to executive session for approximately 60 minutes to discuss litigation. At 4:00 p.m., Mayor Nichols reconvened the meeting.	
	The Council discussed: <ul style="list-style-type: none"> • Communications • Town Budget • General Council Discussion – Choice of Subjects 	
Adjournment	<i>Councilmember Howard</i> moved to adjourn the meeting. <i>Councilmember Bogen</i> seconded the motion.	The motion passed unanimously. The meeting was adjourned at 5:00 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

**TOWN OF WOODWAY
COUNCIL MEETING MINUTES**

23920 113th Place W. | Woodway, WA 98020

MONDAY JUNE 17, 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 type="checkbox"/> Councilmember Elizabeth Mitchell | <input checked="" type="checkbox"/> Councilmember Brian Bogen |
| Staff & Guests Present | <input type="checkbox"/> Town Administrator Eric Faison | <input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano |
| | <input checked="" type="checkbox"/> Public Works Director Terry Bryant | <input type="checkbox"/> |
| | <input checked="" 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 7:03 p.m.	
I - Resident-Proposed Code Amendment	<p>Resident Cole Smead outlined his request to amend the tree code to allow removal of exceptional trees in easements. This amendment would allow the removal of an additional exceptional tree that wouldn't count toward the one exceptional tree allowed to be removed every five years.</p> <p>The Council discussed several items including the location of trees, size of the easement, and other possible solutions.</p>	Council will discuss this item and make a decision at a future meeting.
II - Approval of Claims & Payroll – June 3 & June 17, 2019 Claims	<p><i>Councilmember Bogen</i> moved to ratify the June 3, 2019 Claims Checks #12676 through 12693 and EFT transaction #894 totaling \$19,487.21. <i>Councilmember Quinn</i> seconded the motion.</p> <p><i>Councilmember Howard</i> moved to approve the June 17, 2019 Claims Checks #12694 through 12703 totaling \$4,155.96. <i>Councilmember Bogen</i> seconded the motion.</p>	<p>The motion passed unanimously.</p> <p>The motion passed unanimously.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
II - Approval of Claims & Payroll – May 2019 Payroll	<i>Councilmember Quinn</i> moved to approve the May 2019 Payroll Check #12675 and EFT transactions #866 through 885, totaling \$52,054.50. <i>Councilmember Whitson</i> seconded the motion.	The motion passed unanimously.
III - Approval of Minutes – May 20, 2019	<i>Councilmember Bogen</i> moved to approve the minutes of May 20, 2019 as amended. <i>Councilmember Whitson</i> seconded the motion.	The motion passed unanimously.
Audience Comments	Resident John Brock commented on the proposed tree code amendment and urged the Council to not make a permanent decision to solve a temporary problem.	
IV - Council Reports	<p><i>Councilmember Bogen:</i></p> <ul style="list-style-type: none"> • Attended first Snohomish County Housing Affordability Regional Taskforce (HART) meeting and shared information from the meeting. He recommended that representation from the private sector would be useful. <p><i>Councilmember Whitson:</i></p> <ul style="list-style-type: none"> • Attended the second Snohomish County (HART) meeting and shared information from the meeting. Several presentations were made by Snohomish County, City of Everett, private sector, and non-profit staff. The Council discussed the representatives for the remainder of the meetings. <p><i>Councilmember Quinn:</i></p> <ul style="list-style-type: none"> • Attended a webinar focused on the legal aspects of addressing homelessness presented by the Municipal Research and Services Center (MRSC). 	
V – Mayor’s Report	<ol style="list-style-type: none"> 1. Announced that the Executive Session would be 10 minutes instead of 30 minutes 2. Requested that the first meeting in July be moved from July 1 to July 9, so long as a quorum is available to attend the meeting. 	
VI - Town Administrator’s Report	None.	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
VII - Department Update – Police Chief Doug Hansen	Police Chief Doug Hansen shared that the transition to the full-service police contract went smoothly and the first year, so far, was working well. The Council and Chief Hansen discussed several items including traffic policing, traffic infractions, logistics, and more.	
VIII - Public Hearing: Six-Year Transportation Improvement Plan (TIP) 2020-2025	<p>Public Works Director Terry Bryant introduced the Six-Year Transportation Improvement Plan (TIP) 2020-2025 and explained that, while the plan is non-binding, it is required by the State. Mr. Bryant shared details of several roads he would be recommending for repair/replacement in the 2020 budget. The streets in the Woodway Highlands neighborhood, which are 20 years old, are included on the plan. Discussion followed.</p> <p>Mayor Nichols opened the public hearing at 8:06 p.m. The audience present did not wish to comment. Mayor Nichols closed the public hearing at 8:07 p.m.</p> <p>Additional discussion of labor and material costs followed.</p>	
IX - Resolution 19-413: Six-Year Transportation Improvement Plan (TIP) 2020-2025	<p><i>Councilmember Quinn</i> moved to approve Resolution 19-413: Six-Year Transportation Improvement Plan (TIP) 2020-2025.</p> <p><i>Councilmember Howard</i> seconded the motion.</p>	The motion passed unanimously.

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<p>X - Town Hall Repairs Agreement with Faber Construction Corporation</p>	<p>Mayor Nichols presented the Town Hall Repairs Agreement with Faber Construction Corporation; a discussion followed including lessons learned, what changes could be implemented on the next project, who would inspect the repairs, and more. Councilmember Howard requested that the Council’s approval be contingent upon receiving as-built plans at the end of the project plus assurances that the corrective work would be professionally inspected.</p> <p><i>Councilmember Quinn</i> moved to authorize the Mayor to sign the Town Hall Repairs Agreement with Faber Construction Corporation substantially in the form presented. <i>Councilmember Bogen</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>
<p>XI - Resolution 19-414: Imaging & Disposition of Paper Records (Scan & Toss) Policy</p>	<p>Clerk-Treasurer Napolitano presented Resolution 19-414: Imaging & Disposition of Paper Records (Scan & Toss) Policy. Discussion followed including which records would be eligible, how many records would be affected, and more.</p> <p><i>Councilmember Quinn</i> moved to approve Resolution 19-414: Imaging & Disposition of Paper Records (Scan & Toss) Policy. <i>Councilmember Bogen</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>
<p>XII - Building Official and Building Inspector Services Agreement</p>	<p>Mayor Nichols presented the Building Official and Building Inspector Services Agreement; discussion followed. The consensus of the Council was to have a 90-day term on the contract while the Town hires a building official and building inspector.</p> <p><i>Councilmember Howard</i> moved to authorize the Mayor to sign the Building Official and Building Inspection Services Agreement with BHC Consultants, LLC substantially in the form presented with a 90-day contract term. <i>Councilmember Whitson</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>
<p>Audience Comments</p>	<p>Resident John Brock commented on the State electrical permit inspection process.</p>	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
General Council Discussion - Choice of Subjects	Councilmember Howard commented on the homelessness and housing affordability crisis. Discussion followed.	
XIII - Executive Session for Approximately 10 Minutes to Discuss Litigation	<p>At 9:01 p.m., Mayor Nichols recessed to executive session for approximately 10 minutes to discuss litigation. At 9:11 p.m., Mayor Nichols reconvened the meeting.</p> <p><i>Councilmember Quinn</i> moved to extend the Executive Session for one additional minute. <i>Councilmember Bogen</i> seconded the motion.</p> <p>At 9:12 p.m., Mayor Nichols recessed to executive session for approximately 1 additional minute. At 9:13 p.m., Mayor Nichols reconvened the meeting.</p>	The motion passed unanimously.
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 9:14 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.)