

TOWN OF WOODWAY  
COUNCIL MEETING AGENDA

Meeting held virtually due to the Governor's Stay-at-Home order

MONDAY, JANUARY 4, 2021  
5:40 P.M.

- 5:40 P.M. Call to Order & Roll Call
- 5:40 P.M. I Executive Session: Litigation
- 5:55 P.M. II Recess
- 6:00 P.M. III Resignation and Remarks – Mayor Carla Nichols
- 6:30 P.M. IV Selection of New Mayor
- 6:45 P.M. V Discussion: Councilmember Selection Process
- 7:00 P.M. VI Approval of Payments – *December 2020 Claims; January 4, 2021 Claims; December 2020 Payroll*
- 7:05 P.M. VII Approval of Minutes – *December 21, 2020*
- 7:10 P.M. Public Comments\*
- 7:15 P.M. VIII Council Reports
- 7:20 P.M. IX Mayor's Report
- 7:25 P.M. X Town Administrator's Report
- 7:30 P.M. General Council Discussion – Choice of Subjects
- 7:35 P.M. Adjournment

\* *Public comments: Those who wish to make a public comment for this meeting can do so via video or audio connection. Please keep yourself muted until the appropriate time. Phone callers can unmute themselves by dialing \*6.*

*Council agendas are subject to change before or during the council meetings upon motion. All times are approximate.*

*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

## PROCESS FOR MAYOR SELECTION

1. The Mayor Pro Tem will explain the selection process, which includes nominations, statements of interest, open discussion by the Council, and then voting. As the Mayor Pro Tem is a Councilmember, they are entitled to vote on the selection of the mayor.
2. The Mayor Pro Tem will take nominations.
3. Once all nominations have been made, the nominees shall, in the order nominated, confirm whether they accept the nomination and provide a statement of interest.
4. The Mayor Pro Tem and Council will discuss the nominees' statements of interest, general qualifications, etc.
5. Nominees will be considered and voted on in the order in which they were nominated. The nominee with three or more votes constitutes a majority and is therefore elected to fill the Mayoral vacancy. The appointed Mayor will serve until the certification of the next general election in November.
6. In the event that no candidate receives three votes, the Mayor Pro Tem will ask the Councilmembers to discuss the qualifications of the candidates receiving the highest number of votes. Then another vote would be taken in the same order as the original voting, including only the candidates that received the highest number of votes.

# TOWN OF WOODWAY

## PROCESS FOR COUNCIL MEMBER SELECTION

- A. Anyone interested in applying for the vacant Council seat must submit a letter of interest and a written response to the questions in B below. All letters of interest and written responses are due January 24, 2021. Please email them to [heidi@townofwoodway.com](mailto:heidi@townofwoodway.com).
- B. Individuals who submit a letter of interest will be given two questions to address prior to the oral interview conducted by the full Council. The applicants' response to the two questions will be limited to one page.
  1. Provide an example of a time when you had to support a decision that you may not have agreed with and how did you deal with the circumstance?
  2. What do you feel are the top two issues that the Town is facing today?
- C. Applicant Interview Schedule (Held during regular Council meeting)
  1. Mayor will open the interviews and explain the process: interviews, Council executive session, open discussion by the Council, and then voting during the public meeting. Applicants will be encouraged to be interviewed one-on-one with the Council although they have the right to sit in on the other applicants' interviews.
  2. Applicants will be interviewed in alphabetical order of their last name.
  3. Questions for all applicants:
    - a. Why do you want to serve on the Town Council?
    - b. What experiences, talents or skills would you bring to the Council and the community that you would like to highlight?
    - c. Town Council actions or decisions are not always popular with residents. How would you handle a phone call from a resident who is angry with the decision made?
    - d. Follow up questions that may arise from each applicant's written questionnaire. This may or may not occur, just depends on the applicant's responses.
  4. Characteristics that Council may be looking for in an applicant:
    - Good fit with existing Council members & Town staff
    - Interest in learning about new issues
    - Fiscal stewardship
    - Strategic thinker

- Sense of community
- Sensitive to Woodway's place/standing in Snohomish County
- Aware of "grey areas," complexities of issues

- D. Once all the interviews are completed, Council will adjourn to Executive Session to discuss what characteristics and strengths have been demonstrated that are important in making a selection. Individual applicants' qualifications can be discussed but no polling is allowed.
- E. Council returns to regular session to take nominations. After all nominations have been made, they will be considered in the order in which they were nominated. The applicant with the three or more votes constitutes a majority and is therefore elected to fill the Council vacancy.
- F. In the event that no candidate receives three votes, the Mayor will ask the Councilmembers to discuss the qualifications of the candidates receiving the highest number of votes. Then another vote would be taken in the same order as the original voting, including only the candidates that received the highest number of votes.



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 2020 payment:

Claims checks #13281 through 13290 and EFT #1710.....\$4,600.87

This 30<sup>th</sup> day of December 2020.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

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

1. Fuel: \$500.71
2. Postage: \$330.00
3. Late fee: \$48.96



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 2021 payment:

Claims checks #13291 through 13299.....\$43,458.91

This 4<sup>th</sup> day of January 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember



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 December 2020 Payroll transactions, for 6.5 FTE, are approved for 2020 payment:

EFT Transactions #2, 1681 through 1707, and Check # 13280.....\$66,076.11

This 31<sup>st</sup> day of December 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\*There was no comp time accrued in December 2020

**TOWN OF WOODWAY  
COUNCIL MEETING MINUTES**

Meeting held virtually due to the Governor’s Stay-at-Home order

**MONDAY, DECEMBER 21, 2020  
6:00 P.M.**

- |                                   |  |  |
|-----------------------------------|--|--|
| <b>Members Present</b>            | <input checked="" type="checkbox"/> Mayor Carla Nichols              | <input checked="" type="checkbox"/> Councilmember Mike Quinn         |
|                                   | <input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell | <input checked="" type="checkbox"/> Councilmember Brian Bogen        |
|                                   | <input checked="" type="checkbox"/> Councilmember Tom Whitson        | <input checked="" type="checkbox"/> Councilmember Andrew DeDonker    |
| <b>Staff &amp; Guests Present</b> | <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 checked="" type="checkbox"/> Town Planner Bill Trimm          |
|                                   | <input type="checkbox"/> Police Chief Doug Hansen                    | <input type="checkbox"/> Town Engineer John Forba                    |

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order, Roll Call	Mayor Nichols called the meeting to order at 6:01 p.m. Everyone attended virtually.	
I – Approval of Payments	<i>Councilmember Mitchell</i> moved to approve the December 21, 2020 Claims Checks #13269 through 13279 totaling \$14,936.36. <i>Councilmember Whitson</i> seconded the motion.	The motion passed unanimously.
II – Approval of Minutes	<i>Councilmember Whitson</i> moved to approve the December 7, 2020 Council meeting minutes. <i>Councilmember DeDonker</i> seconded the motion.	The motion passed unanimously.
Public Comments	None.	
III – Council Reports	None.	



AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
IV – Mayor’s Report	<ul style="list-style-type: none"> <li>• Sent an e-newsletter the previous week reporting on the approved 2021 budget, the new mapping tool available on the Town’s website, and a farewell from Mayor Nichols.</li> <li>• Commented on the recent home invasion/burglary in the Woodway Estates neighborhood.</li> </ul>	
V – Town Administrator’s Report	<ul style="list-style-type: none"> <li>• Notified the Council that the day’s rain had caused flooding in Town and the failure of a catch basin on the north end of Woodway Park Road. Public Works Director Terry Bryant estimated that replacing the catch basin could cost tens of thousands of dollars.</li> </ul>	
VI – Ordinance 2020-623: 2020 Budget Amendment	<p>Mayor Nichols re-introduced Ordinance 2020-623: 2020 Budget Amendment and reminded the Council that the Town has a legal obligation to not exceed the adopted budget expenditures each year.</p> <p><i>Councilmember Mitchell</i> moved to approve Ordinance 2020-623: 2020 Budget Amendment. <i>Councilmember Bogen</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<p>VII – Public Hearing: Point Wells Subarea Plan 2020</p>	<p>Mayor Nichols opened the public hearing at 6:11 p.m.</p> <p>Town Planner Bill Trimm introduced several exhibits into the record, noted that his testimony would include information for both of the meeting’s public hearings, and shared the changes to the documents from the previous public hearing including:</p> <ul style="list-style-type: none"> <li>• Correcting an RCW reference in both ordinances.</li> <li>• 14.40.170: Confirming the Planning Commission’s role in reviewing future development agreements and forwarding their recommendations to the Council.</li> </ul>	
<p>VII – Public Hearing: Point Wells Subarea Plan 2020, continued</p>	<p>Comments from the public included:</p> <p>Tom McCormick:</p> <ul style="list-style-type: none"> <li>• Thanked the Mayor &amp; Council for their work.</li> <li>• Suggested future code amendments to require site clean-up before a development application could be submitted, review climate change in relation to the regulations, and review landslide hazard area regulations.</li> </ul> <p>Bill Krepick:</p> <ul style="list-style-type: none"> <li>• Shared concerns about the size of future development.</li> <li>• Referred to a five-page memo he previously submitted to the Council.</li> </ul> <p>Mayor Nichols closed the public hearing at 6:39 pm.</p>	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
VIII - Public Hearing: WMC 14.40: Urban Village Zone Text Amendments & WMC 14.60: Urban Village Design Standards*	<p>Mayor Nichols opened the public hearing at 6:39 p.m.</p> <p>Town Planner Bill Trimm’s testimony during the previous public hearing was applicable to this public hearing as well.</p> <p>There was no public comment.</p> <p>Mayor Nichols closed the public hearing at 6:39 pm.</p>	
IX – Ordinance 2020-624: Point Wells Subarea Plan 2020	<p>Mayor Nichols reminded the Council of the changes discussed during the public hearings. There was no further discussion.</p> <p><i>Councilmember DeDonker</i> moved to approve Ordinance 2020-624: Point Wells Subarea Plan 2020 as amended.</p> <p><i>Councilmember Quinn</i> seconded the motion.</p>	The motion passed unanimously.
X – Ordinance 2020-625: WMC 14.40: Urban Village Zone Text Amendments & WMC 14.60: Urban Village Design Standards	<p>Mayor Nichols reminded the Council of the changes discussed during the public hearings. There was no further discussion.</p> <p><i>Councilmember Mitchell</i> moved to approve Ordinance 2020-625: WMC 14.40: Urban Village Zone Text Amendments &amp; WMC 14.60: Urban Village Design Standards as amended. <i>Councilmember Whitson</i> seconded the motion.</p>	The motion passed unanimously.
General Council Discussion - Choice of Subjects	None.	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Adjournment	<i>Councilmember Bogen</i> moved to adjourn the meeting. <i>Councilmember Whitson</i> seconded the motion.	The motion passed unanimously. The meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

**APPROVED BY THE TOWN COUNCIL**

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Heidi K. S. Napolitano, Clerk-Treasurer

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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.)