

TOWN OF WOODWAY
COUNCIL MEETING AGENDA

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

MONDAY, MAY 17, 2021
6:00 P.M.

- | | | |
|-----------|-----|---|
| 6:00 P.M. | | Call to Order, Flag Salute, & Roll Call |
| 6:00 P.M. | I | Farewell to Chief Hansen |
| 6:20 P.M. | II | Approval of Payments – <i>May 17, 2021 Claims</i> |
| 6:25 P.M. | III | Approval of Minutes – <i>April 5, 2021, May 3, 2021</i> |
| 6:30 P.M. | | Public Comments* |
| 6:35 P.M. | IV | Council Reports |
| 6:40 P.M. | V | Mayor’s Report |
| 6:45 P.M. | VI | Town Administrator’s Report |
| 6:50 P.M. | VII | Council Retreat Planning |
| 7:10 P.M. | | General Council Discussion – Choice of Subjects |
| 7:15 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
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 #13415 through 13425 & EFT #660.....\$25,903.14

This 17th day of May 2021.

Mayor

Councilmember

Councilmember

Councilmember

**TOWN OF WOODWAY
COUNCIL MEETING MINUTES**

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

MONDAY, APRIL 5, 2021

6:00 P.M.

Members Present	<input checked="" type="checkbox"/> Mayor Mike Quinn	<input type="checkbox"/> Councilmember Brian Bogen
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember Andrew DeDonker
	<input checked="" type="checkbox"/> Councilmember Tom Whitson	<input checked="" type="checkbox"/> Councilmember John Brock
Staff & Guests Present	<input checked="" type="checkbox"/> Town Administrator Eric Faison	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input checked="" type="checkbox"/> Building Official Tom Phillips	<input type="checkbox"/> Town Planner Bill Trimm
	<input type="checkbox"/> Police Chief Doug Hansen	<input checked="" type="checkbox"/> Public Works Director Terry Bryant

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order, Flag Salute, Roll Call	Mayor Quinn called the meeting to order at 6:00 p.m. Councilmember Bogen had an excused absence. Everyone else attended virtually.	
Amend Agenda	<i>Councilmember Mitchell</i> moved to amend the agenda to move items VI & VII to immediately before item I. <i>Councilmember DeDonker</i> seconded the motion.	The motion passed unanimously.
VI – Ordinance 2021-627: Amending WMC 2.20 - Planning Commission	Mayor Quinn presented Ordinance 2021-627: Amending WMC 2.20 - Planning Commission, which would add create an alternate member position for the Planning Commission. <i>Councilmember DeDonker</i> moved to approve Ordinance 2021-627: Amending WMC 2.20 - Planning Commission. <i>Councilmember Whitson</i> seconded the motion.	The motion passed unanimously.

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
VII – Confirmation of Planning Commission Appointments	<p>Mayor Quinn asked for confirmation of his appointment of Laura Murphy and Rajeev Thakur to the two open Planning Commission positions. Ms. Murphy’s term will end December 31, 2021, and Mr. Thakur’s term will end December 31, 2022.</p> <p><i>Councilmember Mitchell</i> moved to confirm the appointments of Laura Murphy and Rajeev Thakur to the Planning Commission. <i>Councilmember DeDonker</i> seconded the motion.</p>	The motion passed unanimously.
I – Approval of Payments	<p><i>Councilmember Whitson</i> moved to approve the April 5, 2021 Claims Checks # 13373 through 13392 & EFT #494 totaling \$17,187.27. <i>Councilmember Brock</i> seconded the motion.</p> <p><i>Councilmember DeDonker</i> moved to approve the March 2021 Payroll EFT Transactions #445 through 465 totaling \$61,881.28. <i>Councilmember Mitchell</i> seconded the motion.</p>	<p>The motion passed unanimously.</p> <p>The motion passed unanimously.</p>
II – Approval of Minutes	<p><i>Councilmember Mitchell</i> moved to approve the March 15, 2021 Council meeting minutes as amended. <i>Councilmember Whitson</i> seconded the motion.</p>	The motion passed unanimously.
Public Comments	<p>Twin Maples resident Diane Cashman presented a request to the Council to reconsider their plan to install a rain garden in the right-of-way in front of her home.</p> <p>Resident Bill Krepick commented on the Point Wells development, communications with residents, and the police and fire department reports from the previous meeting.</p>	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
III – Council Reports	None.	
IV – Mayor’s Report	<ul style="list-style-type: none"> • Participated in the recent Mayors’ call. • Commented at the Snohomish County Council public hearing related to the Point Wells development. • Snohomish County notified the Town that they would no longer be partnering with other jurisdictions for paving projects. Will reach out to neighboring jurisdictions to explore working with those communities for road overlays. • Dave Somers will talk with Snohomish County jurisdictions to compile a list of CARES act expenditures. • Spoke with several neighbors who offered to volunteer for the Town Fair. 	
V – Town Administrator’s Report	<ul style="list-style-type: none"> • Woodway will likely receive around \$300,000 from the American Rescue Plan Act (ARPA). • Clarified several points related to the proposed Twin Maples stormwater project. • Received letters of support for the Twin Maples sewer proposal to Rep. Jayapal from approximately ¼ of the Twin Maples residents. 	A discussion of the Twin Maples stormwater project will be added to the next agenda.
VIII – Ordinance 2021-626: Title 12 – Buildings and Construction	<p>Building Official Tom Phillips presented the final draft of Ordinance 2021-626: Title 12 – Buildings and Construction, which will:</p> <ul style="list-style-type: none"> • Add a customized version of the construction administrative code; • Adopt the 2018 International Codes that govern construction in the Town; and • Add a customized property maintenance code. 	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
VIII – Ordinance 2021-626: Title 12 – Buildings and Construction, continued	<p>Discussion of the amendments followed.</p> <p><i>Councilmember Brock</i> moved to approve Ordinance 2021-626: Title 12 – Buildings and Construction as amended by Town Attorney Greg Rubstello. <i>Councilmember Whitson</i> seconded the motion.</p>	<p>Will include an article on the new code in the next Whisper.</p> <p>The motion passed unanimously.</p>
IX – Resolution 2021-425: Fee Schedule	<p>Clerk-Treasurer Napolitano reviewed the proposed changes to the fee schedule.</p> <p><i>Councilmember DeDonker</i> moved to approve Resolution 2021-425: Fee Schedule. <i>Councilmember Brock</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>
X – Ordinance 2021-628: Amending WMC 2.16 - Salary Schedule	<p>Town Administrator Faison outlined the changes to WMC 2.16, the salary schedule, including a clarification that the Mayor sets the compensation for staff within the approved levels and changing the Police Chief compensation back to hourly plus an administrative stipend.</p> <p><i>Councilmember Brock</i> moved to approve Ordinance 2021-628: Amending WMC 2.16 - Salary Schedule. <i>Councilmember Whitson</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>
XI – Extend Interlocal Agreement with Snohomish County Department of Emergency Management for Emergency Management Services	<p>Town Administrator Faison explained that the current interlocal agreement with Snohomish County Department of Emergency Management for Emergency Management Services was working well and that staff recommended extending the agreement through December 2024.</p>	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
XI – Extend Interlocal Agreement with Snohomish County Department of Emergency Management for Emergency Management Services, continued	<i>Councilmember DeDonker</i> moved to authorize the Mayor to execute an extension to the Interlocal Agreement with Snohomish County Department of Emergency Management for Emergency Management Services. <i>Councilmember Mitchell</i> seconded the motion.	The motion passed unanimously.
XII – Electrical Repairs at Town Hall	Moved to a future meeting.	
XIII – 4 th Quarter 2020 Finance Report	Mayor Quinn presented the 4 th Quarter 2020 Finance Report, highlighting several one-time revenues, expenses, and transfers due to COVID-19 and merging the transportation fund into the general fund.	
XIV – 1 st Quarter 2021 Finance Report	Mayor Quinn presented the 1 st Quarter 2021 Finance Report, noting that property tax revenues are received twice a year (in May and November), insurance and several Town memberships are paid at the beginning of the year, and the first two quarters of the fire/BLS contract payments are usually made in May/June. Discussion followed.	
XV – American Rescue Plan Act (ARPA) – COVID-Related Expenditures	Town Administrator Faison Woodway’s estimated portion of the ARPA funding would be around \$300,000. The state had not yet released specific guidance on which expenses would be eligible for reimbursement, but that the regulations would likely be similar to the expenses allowed under the CARES Act.	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
XV – American Rescue Plan Act (ARPA) – COVID-Related Expenditures, continued	Mr. Faison explained that hiring summer public works help to work through the backlog of projects that were not completed due to COVID restrictions would most likely be eligible and asked if the Council was supportive of using some of the Town’s funds for this purpose.	The consensus of the Council was to hire two temporary public works maintenance workers.
XVI – Discussion: Communication Strategy	Clerk-Treasurer Napolitano gave a brief overview of records retention requirements and how they relate to possible communication strategies. Discussion followed.	
General Council Discussion – Choice of Subjects	<p>The Council briefly discussed the Twin Maples stormwater system and requested additional information.</p> <p>A discussion of stormwater regulations in the Estates neighborhood will be on a future agenda.</p> <p>The Council cancelled the April 19 meeting.</p>	
Adjournment	<i>Councilmember Brock</i> moved to adjourn the meeting. <i>Councilmember Whitson</i> seconded the motion.	The motion passed unanimously. The meeting was adjourned at 8:08 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitano, Clerk-Treasurer

Michael S. Quinn, Mayor

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

**TOWN OF WOODWAY
COUNCIL MEETING MINUTES**

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

MONDAY, MAY 3, 2021

6:00 P.M.

- | | | |
|-----------------------------------|--|--|
| Members Present | <input checked="" type="checkbox"/> Mayor Mike Quinn | <input checked="" type="checkbox"/> Councilmember Brian Bogen |
| | <input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell | <input checked="" type="checkbox"/> Councilmember Andrew DeDonker |
| | <input checked="" type="checkbox"/> Councilmember Tom Whitson | <input checked="" type="checkbox"/> Councilmember John Brock |
| Staff & Guests Present | <input checked="" type="checkbox"/> Town Administrator Eric Faison | <input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano |
| | <input type="checkbox"/> Building Official Tom Phillips | <input checked="" type="checkbox"/> Town Engineer John Forba |
| | <input checked="" type="checkbox"/> Police Chief Alan Correa | <input checked="" type="checkbox"/> Public Works Director Terry Bryant |

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order, Flag Salute, Roll Call	Mayor Quinn called the meeting to order at 6:01 p.m. Everyone attended virtually.	
Introduction of new Police Chief Alan Correa	Mayor Quinn welcomed Woodway’s new Police Chief, Alan Correa. Chief Correa expressed his appreciation for the privilege and opportunity to serve the community.	
I – Approval of Payments	<p><i>Councilmember DeDonker</i> moved to approve the May 3, 2021 Claims Checks # 13393 through 13414 & EFT #599 totaling \$113,122.52. <i>Councilmember Bogen</i> seconded the motion.</p> <p><i>Councilmember Whitson</i> moved to approve the April 2021 Payroll EFT Transactions #578 through 596 totaling \$56,127.50. <i>Councilmember DeDonker</i> seconded the motion.</p>	<p>The motion passed unanimously.</p> <p>The motion passed unanimously.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Public Comments	Written comment was received from resident Bill Krepick and included in the packet.	
II – Council Reports	<p><i>Councilmember Brock</i> asked for follow up on the vegetation maintenance around the fire hydrant near his home.</p> <p><i>Councilmember Bogen</i> asked for a status update on the review of the corner of Wachusett Road and S. Deer Drive to determine if a cross walk would be appropriate. Town Engineer John Forba explained that further investigation would be needed. Discussion followed.</p>	The consensus of the Council was to have Mr. Forba study the intersection and propose a solution.
III – Mayor’s Report	<ul style="list-style-type: none"> • The Town will honor former Chief Hansen and Mayor Nichols at the Town Fair. • Attended a recent Snohomish County Tomorrow meeting where they discussed housing affordability and the Buildable Lands Report. • Reminded the Council of the upcoming candidate filing period through Snohomish County Elections. • The Edmonds Chamber of Commerce contacted Woodway about the proposed route through Town for the 4th of July 5k fun run. Discussion followed including: <ul style="list-style-type: none"> ○ Potential impact on residents from street closures; and ○ How to support the effort and participate in the larger community while adhering to COVID restrictions that may change. 	The consensus of the Council was that it was not advisable to allow the fun run solely in Woodway, considering their current proposal and the COVID restrictions.

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
IV – Town Administrator’s Report	<ul style="list-style-type: none"> • A Point Wells Q&A had been posted on the website. • The two Public Works summer positions have been advertised. One interview has already been scheduled. • The Twin Maples sewer project that was submitted to Rep. Jayapal was not selected for federal funding. 	
IV – Town Administrator’s Report, continued	<ul style="list-style-type: none"> • Ronald Sewer District was formally taken over by the City of Shoreline. • Deputy Clerk/Permit Technician Jill McCammon has announced she will be retiring at the end of November. 	
V – Presentation: Twin Maples Stormwater – John Forba, Town Engineer	<p>Town Engineer John Forba presented a history of stormwater flooding in the Twin Maples neighborhood, the alternatives reviewed by the Council, and the solution the Council approved several years ago.</p> <p>Olympic View Water and Sewer District approached the Town to propose constructing the remaining bioretention cells at the same time that they replace watermains in the neighborhood. Combining the projects would save money for both entities.</p> <p>Discussion followed regarding</p> <ul style="list-style-type: none"> • Maintenance responsibilities and schedules; • Interaction of the neighborhood’s septic systems on the bioretention cells; and • The update to the stormwater comprehensive plan to be completed in 2021 or 2022. 	<p>The consensus of the Council was to continue with the previously approved plan and ensure appropriate maintenance.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<p>VI – REET Legislation – HB 1069</p>	<p>Town Administrator Faison presented his memo regarding HB 1069, which would provide more flexibility to use REET funds for operation and maintenance in support of capital facilities through the end of 2023. The governor had not yet signed the bill, but he was expected to do so shortly.</p> <p>Mr. Faison’s recommendation was to use the maximum amount allowed, as the projected revenue and expenses in the Capital Projects (REET) fund would be sufficient to cover the additional expenditures. Discussion followed, including overlay costs and projected REET revenue for 2021.</p>	<p>The consensus of the Council was to explore possible expenditures using the expanded REET options.</p>
<p>VII – Retreat Planning</p>	<p>Mayor Quinn outlined the proposed retreat format. The Mayor and Council suggested discussion topics including:</p> <ul style="list-style-type: none"> • Point Wells • Communication including hybrid meetings • Long-term financial planning and budgeting • Succession planning • Engaging volunteers including the Woodway Ready! Groups • Public safety contracts • Department updates • ROW planting management 	<p>The Council scheduled the retreat for Thursday, June 3, from 2-7 pm.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<p>General Council Discussion – Choice of Subjects</p>	<p><i>Councilmember Brock</i> shared the agenda with MyEdmondsNews, who published it a few days before the meeting.</p> <p><i>Councilmember Whitson</i> asked about the replacement fence in the Upper Reserve.</p> <p>Clerk-Treasurer Napolitano shared that staff will soon begin planning for the Town Fair. It would be simpler and more flexible than normal and give an opportunity to honor Mayor Nichols’ and Chief Hansen’s decades of service to the Town.</p>	<p>.</p>
<p>Adjournment</p>	<p><i>Councilmember Bogen</i> moved to adjourn the meeting. <i>Councilmember Mitchell</i> seconded the motion.</p>	<p>The motion passed unanimously. The meeting was adjourned at 7:50 p.m.</p>

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitano, Clerk-Treasurer

Michael S. Quinn, Mayor

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

TOWN OF WOODWAY
COUNCIL RETREAT AGENDA

Hybrid meeting

In-person at Town Hall | 23920 113th Place W. | Woodway, WA 98020
Virtually via Teams due to the Governor's Stay-at-Home order

THURSDAY, JUNE 3, 2021
2:00 P.M.

- 2:00 P.M. Call to Order & Roll Call
- 2:00 P.M. I Department Updates:
- *Town Administrator*
 - *Clerk's Office*
 - *Building*
 - *Planning Commission*
 - *Public Works*
 - *Police*
- 3:00 P.M. Break
- 3:10 p.m. II Long-term Financial Update
- 3:40 P.M. III Point Wells
- 4:40 P.M. Break
- 4:50 P.M. IV Communication Strategy
- 5:50 P.M. Dinner Break
- 6:10 P.M. V Other Issues
- 7:00 P.M. Adjournment

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