

TOWN OF WOODWAY
COUNCIL MEETING MINUTES

MONDAY, JULY 19, 2021
6:00 P.M.

Hybrid meeting

In-person at Town Hall | 23920 113th Place W. | Woodway, WA 98020
Virtually via Teams

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 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 type="checkbox"/> Town Engineer John Forba
	<input type="checkbox"/> Police Chief Alan Correa	<input checked="" type="checkbox"/> Public Works Director Terry Bryant*

*Attended virtually

CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Quinn called the meeting to order at 6:07 p.m. Councilmember Whitson had an excused absence.

I - RATIFY PREVIOUSLY APPROVED PAYMENTS – JULY 6, 2021 CLAIMS

Councilmember Brock moved to ratify the previously approved July 6, 2021 Claims Checks #13462 through 13475 totaling \$13,906.38. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

I - APPROVAL OF PAYMENTS – JULY 19, 2021 CLAIMS

Councilmember Mitchell moved to approve the July 19, 2021 Claims Checks #13476 through 13489 totaling \$294,197.30. *Councilmember Brock* seconded the motion. The motion passed unanimously.

I - APPROVAL OF PAYMENTS – JUNE 2021 PAYROLL

Councilmember DeDonker moved to approve the June 2021 Payroll EFT Transactions #812 through 833 totaling \$67,011.70. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

II - APPROVAL OF MINUTES – JUNE 21, 2021

Councilmember Brock moved to approve the June 21, 2021 council meeting minutes. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

Resident Bill Krepick asked if the Council had any questions on his recent email. The Council had no questions.

Resident Tracy Westlake asked for a copy of the claims details from the meeting.

III - COUNCIL REPORTS

Councilmember Mitchell:

- Met with Public Works Director Bryant to discuss rights-of-way landscaping and Town gardens.

Councilmember Brock:

- Visited the site of the proposed Wachusett Road crosswalk.
- Reported that the recent first aid/CPR class was excellent.

Councilmember Bogen:

- Thanked the public works department for the careful tree removal in the Town right-of-way on Wachusett Road.

Councilmember DeDonker

- Reported that several residents have asked him if the speed limit in the southeast corner of Town could be reduced and asked for a staff recommendation.

ACTION:

Staff will research and bring a recommendation to the next meeting for Council action.

IV - MAYOR'S REPORT

- The 4th of July was a success: the 5K through Woodway went smoothly and there were no issues with fireworks.
- The Mayor's e-newsletter will be sent out the third Tuesday of each month. July's issue will discuss Public Works and Police duties & responsibilities.
- The mayor and staff will continue to work on other communication efforts.

V - TOWN ADMINISTRATOR'S REPORT

- The Town received an additional \$70,000 in REET revenue in June. Reported on the temporary use of REET funding.
- The Town's ARPA funding has not yet been allocated; a portion will be used for temporary Public Works staff.
- Kiosk update: materials have been purchased to repair kiosks throughout Town. Discussion followed of who would be responsible for maintaining the kiosks.

VI - DISCUSSION: WACHUSETT ROAD CROSSWALK

The Council discussed possible options to increase safety for walkers crossing at the corner on the bottom of Wachusett Road hill.

ACTION:

The consensus of the Council was to not install a crosswalk, but instead install signs saying, “Watch for Pedestrians”. The Mayor will also include a note in his next e-newsletter.

VII - CONTRACT FOR TREE REMOVAL: UPDATE FOR ADDITIONAL HAZARD TREES

Public Works Director Bryant presented the updated contract for additional hazard tree removal in the Town’s rights-of-way.

ACTION:

Councilmember Mitchell moved to authorize the Mayor to execute the updated contract for additional hazard tree removal with the wording amendment to items 1 & 2. *Councilmember Brock* seconded the motion. The motion passed unanimously.

VIII - INTERAGENCY DATA SHARING AGREEMENT BETWEEN TOWN OF WOODWAY AND THE OFFICE OF THE WASHINGTON STATE AUDITOR

Clerk-Treasurer Napolitano presented the agreement and explained that it was required in advance of the 2019-2020 audit, which would begin in September.

ACTION:

Councilmember Bogen moved to authorize the Clerk-Treasurer to execute the Interagency Data Sharing Agreement between the Town of Woodway and the Office of the Washington State Auditor. *Councilmember DeDonker* seconded the motion. The motion passed unanimously.

IX - RESOLUTION 2021-427: REPEALING RESOLUTION 2020-420 WHICH AUTHORIZED THE MAYOR TO UTILIZE THE EMERGENCY POWERS GRANTED UNDER CHAPTER 2.36 WOODWAY MUNICIPAL CODE AND CHAPTER 38.52 RCW

ACTION:

Councilmember Brock moved to approve Resolution 2021-427: Repealing Resolution 2020-420 Which Authorized the Mayor to Utilize the Emergency Powers Granted Under Chapter 2.36 Woodway Municipal Code and Chapter 38.52 RCW. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

X - POLICE DEPARTMENT UPDATE – POLICE CHIEF ALAN CORREA

Chief Correa updated the Council on several Police Department items including:

- New hires: Deputy Chief Jason Valentine & Officer Noah Rodgers.
- Increased community presence once the new officers complete their orientation.
- Significant legislative changes that will be effective on July 25.

XI - 2ND QUARTER 2021 FINANCE REPORT

Mayor Quinn presented highlights of the 2nd quarter 2021 finance report including:

- Higher than anticipated general fund revenue because the Town received \$194k in ARPA funding and increased sales tax.
- Significantly higher REET revenue.

- Expenses were in line with expectations.

Discussion followed.

XII - MEETING CANCELLATION AND PAYMENT PROCEDURE

Clerk-Treasurer Napolitano shared that the August 2 meeting would be cancelled and outlined the standard bill payment procedure to be used in lieu of that meeting. The procedure involves the Clerk-Treasurer preparing the claims checks for payment, circulating the list of claims to the Mayor and Council, and allowing a few days for questions/comments about those claims before mailing the checks.

ACTION:

Councilmember Mitchell moved to approve the Bill Payment Procedure. *Councilmember Brock* seconded the motion. The motion passed unanimously.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

- *Councilmember Mitchell* asked for information from staff on insecticide application on the front lawn.
- *Councilmember Brock* suggested that the Town create a comprehensive vaccination policy. Discussion followed.
- Town Administrator Faison shared that a resident suggested that the Town consider selling parkland to offset future budget shortfalls. He gave a brief history of how the Reserve parcels were obtained (lots were donated, purchased with grant money from various entities, and purchased with REET money) and of the deed restrictions on the different lots. Discussion followed.
- Mayor Quinn asked for a recommendation from the Council on how to best acknowledge former Mayor Carla Nichols' 25 years of service to the Town. It was suggested that the Town could rename a park to honor former Mayor Nichols. Discussion followed including which park should be renamed and what wording to use.

ACTION:

Councilmember Mitchell moved to honor former Mayor Nichols by naming a park after her. *Councilmember Brock* seconded the motion. The motion passed 3-0-1 with Councilmember Bogen abstaining.

Councilmember Brock moved to rename Deer Creek Park after former Mayor Nichols. *Councilmember Mitchell* seconded the motion. Discussion followed.

Councilmember DeDonker moved to amend the motion to rename the Reserve instead of Deer Creek Park. The motion died for lack of a second. Discussion followed.

Councilmember DeDonker withdrew his amendment. *Councilmember Brock* withdrew his motion.

Councilmember Mitchell moved to dedicate the Woodway Reserve and rename it to the Carla A. Nichols Park. *Councilmember Brock* seconded the motion. Discussion followed.

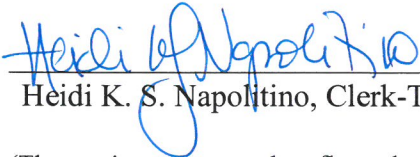
Councilmember Mitchell moved to amend the motion to include the whole Reserve and rename it the Carla A. Nichols Reserve. *Councilmember DeDonker* seconded the motion. The motion passed unanimously.

ADJOURNMENT

Councilmember Brock moved to adjourn the meeting. *Councilmember Mitchell* seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:56 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.)