

TOWN OF WOODWAY  
COUNCIL MEETING MINUTES

MONDAY, OCTOBER 4, 2021  
6:00 P.M.

Meeting held virtually due to current COVID restrictions

<b>Members Present</b>	<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
<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"/> Building Official Tom Phillips	<input type="checkbox"/> Town Planner Bill Trimm
	<input type="checkbox"/> Police Chief Alan Correa	<input type="checkbox"/> Fire Chief Matt Cowan

**CALL TO ORDER, FLAG SALUTE, ROLL CALL**

Mayor Quinn called the meeting to order at 6:01 p.m. Councilmember Whitson had an excused absence.

**I - APPROVAL OF PAYMENTS – OCTOBER 4, 2021 CLAIMS**

*Councilmember DeDonker* moved to approve the October 4, 2021 Claims Checks #13551 through 13570 and EFT #1344 totaling \$73,692.89. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**I - APPROVAL OF PAYMENTS – SEPTEMBER 2021 PAYROLL**

*Councilmember Mitchell* moved to approve the September 2021 Payroll EFT Transactions #1179 through 1199 totaling \$63,658.68. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**PUBLIC COMMENTS**

None.

**II - COUNCIL REPORTS**

*Councilmember Mitchell* gave an update on the status of the one-way sign at the end of 112<sup>th</sup> Place.

*Councilmember Brock* clarified who was required to be vaccinated under the Governor's order.

**III - MAYOR'S REPORT**

- Shared that the 2022 budget process had begun and would be discussed later in the meeting.

- Introduced the discussion of the bridge inspection.
- Reminded everyone to call 911 if they hear or see suspicious activity. During the investigation of the recent explosive device incident, several people said that they heard loud noises but did not call 911.
- BSRE filed another appeal with the superior court related to their development application at Snohomish County.
- The Snohomish County mayors' meeting discussed Afghan refugee resettlement in Snohomish County.

#### **IV - TOWN ADMINISTRATOR'S REPORT**

- Public Works Director Terry Bryant gave an update on the Town Hall leak repairs.
- The "Watch for Pedestrians" signs were ordered.
- BSRE appealed denial of their Snohomish County development application to superior court and requested an extension of their permit application.

#### **V - FEDERALLY MANDATED BRIDGE INSPECTION (EVERY FIVE YEARS)**

Town Administrator Faison introduced the required load rating report, which resulted from a change in federal law that required Woodway's bridge to be inspected by the end of 2022. Due to the change in State law allowing additional REET expenditures through 2023, it would be advantageous to the Town to pay for the bridge inspection in 2021 instead of 2022.

Patrick Murphy, PACE Engineers, presented information on the history of the bridge and various inspections. The last load rating was performed in 1997 and needed to be updated due to a federal mandate and methodology updates. PACE would compile a report outlining the status of the bridge, suggested repairs, and a recommended maximum safe allowable vehicle load. The load rating report would not include design of any necessary repairs or a cost estimate for those repairs. Federal grant money would likely be available to help pay for the replacement/repair of the bridge with a 20% local match. Mr. Murphy shared that the best way to win federal grant money would be to have a shovel-ready project. Discussion included:

- Vehicle size/weight.
- The possible cost of a replacement bridge.
- Whether there was a current load restriction for the bridge.

#### **ACTION:**

*Councilmember Bogen* moved to authorize the Mayor to sign the contract with PACE Engineers to proceed with the load rating process, substantially in the form presented. *Councilmember DeDonker* seconded the motion. The motion passed unanimously.

#### **VI - 2022 BUDGET**

Mayor Quinn reviewed the schedule for the 2022 budget process and outlined several key sections of his budget message.

- How the proposed budget amounts were chosen.

- Cost categories of Mandatory, Essential, and Discretionary.
- Temporary use of REET revenue for operations and maintenance of certain capital assets.
- ARPA funding from the federal government to be used for COVID-related expenses and for revenue replacement in some circumstances.

Mayor Quinn reviewed the preliminary 2022 budget, starting with the financial forecast and the summary of revenue and expenses in each fund. He then reviewed the detailed revenues and expenditures, calling attention to several items:

- Federal COVID-related funding in 2020, 2021, and 2022.
- 2021 REET revenue was significantly higher than budgeted.
- 1% property tax increase plus additional increase for new construction.
- Increased REET expenditures in 2021 & 2022 due to temporary use of REET revenue for operations & maintenance and road overlays.
- Stormwater comprehensive plan update in 2022 & 2023.
- Salary increases.

Discussion included:

- Increasing the proposed amount REET revenue in 2022.
- Asking staff to research potential revenue from short-term rentals.
- Legal costs related to Point Wells.
- Adding \$10-\$15k to rehab the play area.
- Insurance reimbursement for Town Hall leak emergency expenses.
- The transfer from the Stormwater Utility Fund to the General Fund to pay for the time that Public Works spends maintaining the stormwater system.
- Twin Maples rain gardens.
- Twin Maples water line replacement and a possible sewer installation.

#### **GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS**

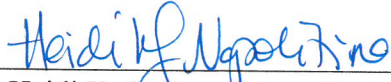
- *Councilmember Mitchell* thanked the mayor and staff for their work on the preliminary budget.
- *Councilmember Brock* asked the Council to reconsider removing the kiosk at the north end of Chinook Road. If it remained, it would need to be refreshed and get new doors.
- *Mayor Quinn* thanked staff for their work on the preliminary budget and offered to share the spreadsheet if anyone was interested.
- *Councilmember DeDonker* thanked the mayor for his work.
- The Council discussed public comment time during Council meetings. The consensus was to add the second public comment period (at the end of the meeting) back to the standard agenda.

**ADJOURNMENT**

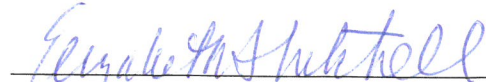
*Councilmember Mitchell* moved to adjourn the meeting. *Councilmember Bogen* seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:17 p.m.

Respectfully Submitted,

**APPROVED BY THE TOWN COUNCIL**

  
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Heidi K. S. Napolitano, Clerk-Treasurer

  
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Elizabeth Mitchell, Mayor Pro Tem

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