

TOWN OF WOODWAY
COUNCIL MEETING MINUTES

MONDAY, OCTOBER 18, 2021
6:00 P.M.

Meeting held virtually due to current COVID restrictions

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 type="checkbox"/> Building Official Tom Phillips	<input checked="" type="checkbox"/> Town Planner Bill Trimm
	<input type="checkbox"/> Police Chief Alan Correa	<input type="checkbox"/> Public Works Director Terry Bryant

CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Quinn called the meeting to order at 6:02 p.m. Councilmember Bogen had an excused absence.

I - APPROVAL OF PAYMENTS – OCTOBER 18, 2021 CLAIMS

Councilmember DeDonker moved to approve the October 18, 2021 Claims Checks #13571 through 13582 totaling \$19,877.03. *Councilmember Whitson* seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

None.

II - COUNCIL REPORTS

Councilmember Mitchell recently attended the WCIA annual meeting and cybersecurity training. At the meeting, they also noted at the meeting that insurance costs would be increasing due to the difficult insurance market.

III - MAYOR'S REPORT

- No Snohomish County mayors' meeting.

IV - TOWN ADMINISTRATOR'S REPORT

- The Town Hall emergency repair is nearly completed. All expenses had been submitted to the insurance company for review.

- IT equipment at Town Hall was not working and had a significant impact on operations. A temporary fix was in place and replacement equipment would need to be purchased and installed.

V - ARBOR DAY PROCLAMATION

Public Works Director Bryant explained that the Arbor Day proclamation was an integral part of the application to maintain a Tree City USA designation. Mayor Quinn read the Arbor Day proclamation and declared October 18, 2021, as Woodway Arbor Day.

VI - PUBLIC HEARING: AMENDMENTS TO THE URBAN VILLAGE ZONE DISTRICT WMC 14.40

Mayor Quinn opened the public hearing at 6:15 pm. Town Planner Bill Trimm explained that it was the second of two required public hearings for the zone district change. Mr. Trimm reviewed the recommendation of the Planning Commission relating to the amendments to the Urban Village Zone District WMC 14.40 and presented the staff report. The Planning Commission is recommending approval of three amendments:

- Allowing single-family construction without a development agreement;
- Mirroring the Snohomish County code's minimum density of four dwelling units per acre; and
- Adding a requirement from RCW 35A.14.296 that the zoning remain constant for five years after annexation.

Mr. Trimm noted the comment letter received by the Town. Council discussion followed. No member of the public present made comments. Mayor Quinn closed the public hearing at 6:26 pm.

VII - ORDINANCE 2021-631: 14.40 URBAN VILLAGE ZONE DISTRICT AMENDMENT

Town Planner Trimm presented Ordinance 2021-631: 14.40 Urban Village Zone District Amendment.

ACTION:

Councilmember Whitson moved to approve Ordinance 2021-631: 14.40 Urban Village Zone District Amendment. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

VIII - 3RD QUARTER 2021 FINANCE REPORT

Clerk-Treasurer Napolitano presented the 3rd Quarter 2021 Finance Report. Ms. Napolitano noted several items including the timing of property tax receipts & public safety expenses; lower than budgeted Town Fair expenses; and Town Hall exterior painting, street overlays, and the stormwater comprehensive plan update would be completed in 2022 instead of 2021. Mayor Quinn remarked briefly on ARPA & REET revenues.

IX - PUBLIC HEARING: 2022 REVENUE SOURCES

Mayor Quinn opened the public hearing at 6:36 pm. He outlined the revenue sources in the preliminary budget including the proposed 1% property tax increase, sales tax, and Real Estate Excise Tax (REET). A brief Council discussion followed. Town Administrator Faison presented information on possible revenue if the Town were to allow short-term rentals; discussion followed. Town Administrator Faison also explained several items related to the Stormwater Utility Fund.

The following people made public comments:

- Resident Bill Krepick commented on building and planning revenue and business license fees. Discussion followed.

Mayor Quinn closed the public hearing at 7:11 pm.

X - RESOLUTION 2021-429: 2022 PROPERTY TAX

Clerk-Treasurer Napolitano presented Resolution 2021-429, which would increase the 2022 Property Tax 1% over the actual amount levied in 2021.

ACTION:

Councilmember Mitchell moved to approve Resolution 2021-429: 2022 Property Tax.
Councilmember Whitson seconded the motion. The motion passed unanimously.

XI - PUBLIC HEARING: PRELIMINARY 2022 BUDGET

Mayor Quinn opened the public hearing at 7:15 pm. He commented on several items including amounts that were changed based on Council feedback at the October 4 meeting:

- The 2022 estimated REET revenue was increased.
- To take advantage of the additional REET flexibility through 2023, the Town's 2021 tree removal budget was increased.
- The 2022 budget includes an estimate of the amount it will cost to overlay the streets in the Woodway Highlands neighborhood.
- Legal fees.
- Public Works costs.
- Town Hall emergency repair costs.
- Public safety contract cost increases of 3% per year.
- \$60k was added in 2021 to complete the mandatory bridge load rating.

The following people made public comments:

- Resident Bill Krepick commented on how the Town was proposing to use ARPA & REET funding, road overlay options, and potential Point Wells legal costs.
- Resident Ron Cantu commented on the state of the Town's roads and that he supported annexation of the Point Wells property.

Mayor Quinn closed the public hearing at 7:36 pm.

XII - RESOLUTION 2021-430: ASSET MANAGEMENT POLICY

Clerk-Treasurer Napolitano presented Resolution 2021-430: Asset Management Policy. The capitalization threshold was changed to include assets with a cost of more than \$5,000 and an expected lifespan of more than one year. The policy also addressed small & attractive assets and inventory responsibilities. A brief discussion followed.

ACTION:

Councilmember Brock moved to approve Resolution 2021-430: Asset Management Policy. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

XIII - ORDINANCE 2021-632: WMC 7.30.040 – DOOR-TO-DOOR SELLING AND SOLICITING CODE UPDATE

Clerk-Treasurer Napolitano presented Ordinance 2021-632, which updated WMC 7.30.040 related to Door-To-Door Selling and Soliciting permit fees to reference the fee schedule instead of a specific dollar amount.

ACTION:

Councilmember Mitchell moved to approve Ordinance 2021-632: WMC 7.30.040 – Door-To-Door Selling and Soliciting Code Update. *Councilmember Whitson* seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

Resident Tracy Westlake commented on the timing of minutes creation/approval.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

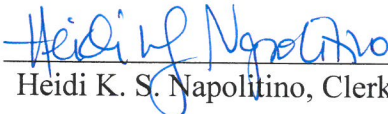
None.

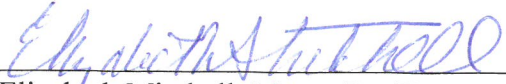
ADJOURNMENT

Councilmember Whitson moved to adjourn the meeting. *Councilmember Brock* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:49 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL


Heidi K. S. Napolitano, Clerk-Treasurer


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.)