

TOWN OF WOODWAY  
COUNCIL MEETING MINUTES

MONDAY, DECEMBER 6, 2021  
6:00 P.M.

Meeting held virtually due to current COVID conditions

<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 checked="" 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 Napolitino
	<input checked="" type="checkbox"/> Building Official Tom Phillips	<input 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 Pro Tem Mitchell called the meeting to order at 6:01 p.m.

**I - OATHS OF OFFICE – MAYOR MIKE QUINN, COUNCILMEMBER JOHN BROCK**

Clerk-Treasurer Napolitino administered the oath of office to Mayor Mike Quinn and Councilmember John Brock.

**II - RECOGNITION: COUNCILMEMBER TOM WHITSON**

Mayor Quinn presented a recognition plaque (via Councilmember Whitson's wife, Joyce) to Councilmember Whitson. He commended Councilmember Whitson for his fiscal acumen and Town leadership. Former Mayor Nichols, Councilmembers, and several others thanked Councilmember Whitson for his many years of service to the residents of Woodway.

**III - APPROVAL OF PAYMENTS – DECEMBER 6, 2021 CLAIMS**

*Councilmember Whitson* moved to approve the December 6, 2021 claims checks #13614 through 13634 and EFT #1612 totaling \$25,861.34. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

**III - APPROVAL OF PAYMENTS – NOVEMBER 2021 PAYROLL**

*Councilmember Bogen* moved to approve the November 2021 payroll EFT transactions #1573 through 1592 totaling \$68,852.16. *Councilmember DeDonker* seconded the motion. The motion passed unanimously.

**IV - APPROVAL OF MINUTES – NOVEMBER 15, 2021**

*Councilmember DeDonker* moved to approve the November 15, 2021 council meeting minutes. *Councilmember Bogen* seconded the motion. The motion passed unanimously.

## **PUBLIC COMMENTS**

Resident Bill Krepick recapped the points he made in a recent email to the mayor and all councilmembers.

## **V - COUNCIL REPORTS**

*Councilmember Mitchell* reminded attendees that the rights-of-way regulation update project would be on hold until 2022 due to lack of staff availability.

*Councilmember Brock:*

- Thanked Public Works Director Bryant for filling a pothole on Algonquin Road.
- Recently attended an elected officials training presented by AWC.

*Councilmember Bogen* commented on the damaged speed limit sign on N. Deer Drive.

## **VI - MAYOR'S REPORT**

- Shared that other potholes had also been filled.
- Responded to two points in Mr. Krepick's email, including a reminder that the Town was still working with its insurance carrier on the Town Hall water leak emergency and a review of the 2022 Capital Projects (REET) Fund budgeted expenses.
- Presented the proclamation repealing the Town Hall water leak emergency.

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

- Shared additional information about the work being done related to the Town's rights-of-way.
- Clarified that one of the largest 2022 Capital Projects (REET) Fund budgeted expenses was a transfer to the general fund allowed by state legislative action.
- Public Works Director Bryant has gotten preliminary cost information about paving.

## **VIII - RESOLUTION 2021-431: AUTHORIZED SIGNERS ON US BANK ACCOUNT**

Clerk-Treasurer Napolitano presented Resolution 2021-431: Authorized Signers on US Bank Account.

Councilmember Bogen suggested that the Town consider requiring the mayor or mayor pro tem to sign all checks above an agreed-upon amount.

### **ACTION:**

*Councilmember Mitchell* moved to approve Resolution 2021-431: Authorized Signers on US Bank Account. *Councilmember Brock* seconded the motion. The motion passed unanimously.

### **ACTION:**

Staff will research Councilmember Bogen's suggestion and present information at a future meeting.

## **IX - ORDINANCE 2021-634: 2021 BUDGET AMENDMENT**

Mayor Quinn reviewed the 2021 budget amendment ordinance and highlighted several items, including the temporary allowance to use REET revenue for maintenance and operation of capital items and an additional IT expense to replace obsolete failing equipment (the deposit would be paid in 2021 and the remainder in 2022). Mayor Quinn and Town Administrator Faison also presented the financial forecasts for the operating budget and the Capital Projects (REET) Fund. They also shared an updated list of Town Hall emergency repair expenses.

### **ACTION:**

*Councilmember Brock* moved to approve Ordinance 2021-634: 2021 Budget Amendment. *Councilmember Whitson* seconded the motion. The motion passed unanimously.

## **X - RESOLUTION 2021-432: ARPA EXPENDITURES**

Town Administrator Faison presented Resolution 2021-432: ARPA Expenditures. He clarified that the resolution was not mandatory but served to confirm that the Council approved the expenditures and deemed them necessary and appropriate under the ARPA funding guidelines.

### **ACTION:**

*Councilmember DeDonker* moved to approve Resolution 2021-432: ARPA Expenditures. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

## **XI - DISCUSSION: ADUs & SHORT-TERM HOME RENTALS**

Town Administrator Faison presented the memo related to short-term rentals and guest houses/caretaker's cottages/accessory dwelling units (ADUs). Mr. Faison reviewed the Town's current regulations and shared information on other jurisdictions' regulations. The state legislature would likely be discussing ADU regulations in the upcoming legislative session.

Mr. Faison reminded the Council that any changes to the zoning code would require review and a public hearing by the Planning Commission. He recommended that the Council discuss the issues and give staff guidance to draft a resolution with specific items for the Planning Commission to review. Discussion included the following items:

- Why must the ADU be detached?
- The number of lots in the R-14.5 zone that could reasonably build a guest house.
- The administrative burden of allowing short-term rentals or guest house rental.
- How changing the regulations might change the character of the Town.
- Short-term rentals.
- Why/whether the Town should address these two issues.

### **ACTION:**

*Councilmember Mitchell* moved to have staff draft a resolution that would instruct the Planning Commission draft an ordinance banning short-term rentals, to hold a hearing to gather public input on the draft ordinance, and to make a final recommendation to Council on the ordinance. *Councilmember Whitson* seconded the motion. The motion passed 3-2,

with Councilmembers Mitchell, Whitson, and Brock voting for and Councilmembers Bogen and DeDonker voting against.

**ACTION:**

The consensus of the Council was not to amend the Town's guest houses/caretaker's cottages/accessory dwelling units (ADUs) regulations at that time.

**XII - MEETING CANCELLATION & PAYMENT PROCEDURE – DECEMBER 20, 2021**

Mayor Quinn proposed that the December 20 Council meeting be cancelled, and the Clerk's Office would follow the standard bill payment procedure to be used in lieu of that meeting and through the end of the year. 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 Bogen* moved to approve the Bill Payment Procedure. *Councilmember Whitson* seconded the motion. The motion passed unanimously.

**PUBLIC COMMENTS**

Resident Tom Tindall commented on four items:

- A pothole on the corner of Chinook Road and Bella Coola Road.
- Chinook Road should be on the list for overlay.
- He is opposed to short-term rentals in the Town.
- He is concerned that the Town's dark skies policy is being ignored Town-wide.

**GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS**

*Councilmember Whitson* urged the Council to consider the maintenance and operations costs when approving new projects/expenditures in the future. He thanked the Council for their time working together.

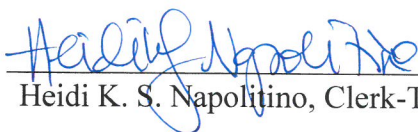
Mayor Quinn and Clerk-Treasurer Napolitano reviewed the items that would be included in the upcoming Woodway Whisper.

**ADJOURNMENT**

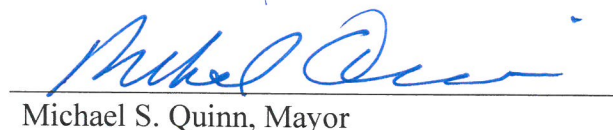
*Councilmember Whitson* moved to adjourn the meeting. *Councilmember Bogen* seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:17 p.m.

Respectfully Submitted,

**APPROVED BY THE TOWN COUNCIL**



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.)