

TOWN OF WOODWAY
COUNCIL MEETING MINUTES

MONDAY, SEPTEMBER 19, 2022

6:00 P.M.

Woodway Town Hall | 23920 113th Place W. | Woodway, WA

Members Present	<input checked="" type="checkbox"/> Mayor Mike Quinn	<input checked="" type="checkbox"/> Councilmember Andrew DeDonker
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember John Brock
	<input checked="" type="checkbox"/> Councilmember Brian Bogen*	<input checked="" type="checkbox"/> Councilmember Rajeev Thakur
Staff & Guests Present	<input checked="" type="checkbox"/> Town Administrator Eric Faison	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input type="checkbox"/> Town Attorney Greg Rubstello	<input type="checkbox"/> Town Engineer John Forba
	<input checked="" type="checkbox"/> Fire Chief Matt Cowan*	<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 6:02 p.m.

PUBLIC COMMENTS

Port Commissioner Jay Grant updated the Council on several Port construction projects.

Resident Bill Krepick asked the Council to consider his recent email, which commented on police services and the preliminary draft budget.

I - ORDINANCE 2022-642: PROHIBITING SHORT-TERM PROPERTY RENTAL

Town Planner Bill Trimm reviewed the Planning Commission public engagement process and their recommendation to the Council to approve the proposed changes. A lengthy discussion followed including the necessity and appropriateness of the ordinance, the public outreach for the Planning Commission work, and the possible impact on affordable housing.

ACTION:

Councilmember Mitchell moved to approve Ordinance 2022-642: Prohibiting Short-Term Property Rental. *Councilmember Brock* seconded the motion. The motion was defeated 2 to 3, with Councilmembers Mitchell & Brock voting in favor and Councilmembers Bogen, DeDonker, and Thakur voting against.

II - URBAN FOREST FIRE DISCUSSION

Fire Chief Matt Cowan shared ways to safeguard properties against wildfire and several scenarios where fires would be more likely to start and take hold. An increased risk of fire is

associated with structures with wood/cedar roofs, siding, & decks and having wood piles/forests adjacent to the property. In our area, human impacts (yard maintenance equipment, cigarette butts, campfires) are more likely to start a fire than a natural event (lightning strike, etc.).

Chief Cowan said that it was less likely that fires would be as devastating in the Woodway area due to the proximity to firefighting resources and lack of a full forest surrounding the Town. Chief Cowan would send information on the FireWise Communities program to Town staff.

III - RIGHT-OF-WAY PERMIT - PAVEMENT MITIGATION FEE

Public Works Director Bryant presented the memo included in the packet. Town Administrator Faison shared that staff would bring more information to a future meeting.

IV - APPROVAL OF PAYMENTS – SEPTEMBER 19, 2022 CLAIMS

Councilmember DeDonker moved to approve the amended September 19, 2022 claims checks #13933 through 13944 and EFTs #1248, 1253, & 1254 totaling \$71,613.18. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

V - APPROVAL OF MINUTES – SEPTEMBER 6, 2022 MINUTES

Councilmember Mitchell moved to approve the September 6, 2022 council meeting minutes. *Councilmember Brock* seconded the motion.

Councilmember Mitchell moved to amend the September 6, 2022 council meeting minutes: adding Town Administrator Faison's name to the first item and adding the words "Council meeting" to the first sentence of item V. *Councilmember Bogen* seconded the motion.

The motion to approve the minutes as amended passed unanimously.

VI - COUNCIL REPORTS

Councilmember Bogen reported on a recent WRIA-8 salmon recovery council meeting.

Councilmember Mitchell asked for clarification on the purpose of the council reports vs. the general discussion at the end of the meeting.

Councilmember DeDonker:

- Requested an excused absence for the October 3 meeting.
- Reported on Twin Maples community feedback related to the utility work in that neighborhood.
- Commented on the ordinance regarding unlawful occupation of public property (camping on Town property).

Councilmember Brock commented on the same ordinance.

Councilmember Thakur asked for the schedule for the upcoming Coffee with the Mayor events.

VII - MAYOR'S REPORT

- Reported on the September 10 Coffee with the Mayor.
- Clarified information about police reports and police incidents.
- Shared that the Mayors' meetings had been cancelled recently.

VIII - TOWN ADMINISTRATOR'S REPORT

- Reminded the Council of the upcoming community meeting with Olympic View Water & Sewer District.
- Shared that the front yard drain project was nearly complete.
- Showed various pages on the Town's website that include public safety information.

IX - 2023 PRELIMINARY BUDGET

Town Administrator Faison introduced the discussion and shared that it would be a high-level discussion, as the formal presentation of the preliminary budget would take place at the next meeting. Clerk-Treasurer Napolitano reviewed the proposed budget calendar and the major differences in revenues and expenditures between the 2022 budget and the 2023 proposed budget.

Major revenue differences include no further ARPA funding in 2023, a reduction in the legally allowed transfer of REET funds, an increase in projected interest earnings, and a reduction in projected REET income. Major expense differences in 2023 include increases in salaries, public safety costs (as laid out in those contracts), and property insurance; the biennial audit with the State Auditor's Office; and a portion of the state-mandated Comprehensive Plan update (this amount will be reimbursed through a state grant).

Town Administrator Faison explained the difference between mandatory, essential, and discretionary expense categories; public safety contracts; and how the Town creates its budget. Mr. Faison also reviewed the preliminary forecast.

Mayor Quinn reminded the Council that they could reach out to staff with any questions or concerns about the preliminary budget.

X - RATIFICATION OF RESTRIPIING AND TRAFFIC CONTROL CONTRACT – STRIPE RITE

At the August 25, 2022 Council meeting, the Council accepted the bid with Stripe Rite for restriping and traffic control services.

ACTION:

Councilmember DeDonker moved to ratify and confirm the Mayor's signature on the contract with Stripe Rite for restriping and traffic control services. *Councilmember Brock* seconded the motion. The motion passed unanimously.

XI - CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES CONTRACT - PACE ENGINEERS

ACTION:

Councilmember Brock moved to authorize the Mayor to execute the Construction Administration and Inspection Services Contract with PACE Engineers for the 2022 Pavement Preservation project. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

Resident Bill Krepick commented on police costs and budgeting.

Port Commissioner Jay Grant recommended reviewing port information during the Town's upcoming Comprehensive Plan update.

Deborah Arthur thanked the Council for making meetings available online.

Port Commissioner David Preston made several general comments.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

Councilmember Mitchell requested further information/discussion on the unlawful occupation of public property (camping on Town property) ordinance. A brief discussion followed.

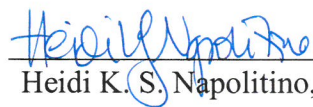
Clerk-Treasurer Napolitano shared information on purchasing the copier that was in the forecast for 2023. The consensus of the Council was to purchase the machine in 2022 instead of 2023.

ADJOURNMENT

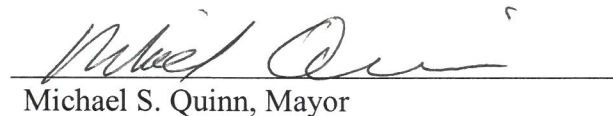
Councilmember DeDonker moved to adjourn the meeting. *Councilmember Thakur* seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:01 p.m.

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.)