

**TOWN OF WOODWAY**  
**COUNCIL MEETING MINUTES**  
**MONDAY, NOVEMBER 20, 2023**  
**6:00 P.M.**

**Woodway Town Hall | 23920 113<sup>th</sup> Place W. | Woodway, WA**

<b>Members Present</b>	<input checked="" type="checkbox"/> Mayor Mike Quinn	<input checked="" type="checkbox"/> Councilmember Rajeev Thakur
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell*	<input checked="" type="checkbox"/> Councilmember Jim Willett
	<input checked="" type="checkbox"/> Councilmember John Brock	<input checked="" type="checkbox"/> Councilmember Steve Mitchell
<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"/> Public Works Director Terry Bryant	<input type="checkbox"/> Town Engineer John Forba
	<input type="checkbox"/> Police Chief Jason Valentine	<input type="checkbox"/> Fire Chief Matt Cowan
	<input type="checkbox"/> Town Planner Bill Trimm	<input type="checkbox"/> Town Attorney Greg Rubstello

\*Attended virtually

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

Mayor Quinn called the meeting to order at 6:00 p.m.

**PUBLIC COMMENTS**

The following people commented:

- Resident Bill Krepick
- Resident Steve Gunn
- Resident Buck Jorgensen
- Resident Tim Cashman

The following subjects were addressed:

- Budget questions – Police & Public Works departments
- Point Wells, potential annexation, and the Point Wells FAQ
- Traffic calming in Twin Maples
- Future tax levy increase
- Additional parking at Town Hall

**III - APPROVAL OF PAYMENTS – NOVEMBER 20, 2023 CLAIMS**

*Councilmember Brock* moved to approve the November 20, 2023 claims checks #14354 through 14368 and EFT #1528 totaling \$110,598.99. *Councilmember S. Mitchell* seconded the motion. The motion passed unanimously.

## **II - APPROVAL OF MINUTES – NOVEMBER 6, 2023 MINUTES**

*Councilmember Willett* moved to approve the November 6, 2023 council meeting minutes. *Councilmember S. Mitchell* seconded the motion. The motion passed unanimously.

## **II - APPROVAL OF MINUTES – NOVEMBER 6, 2023 SPECIAL MEETING MINUTES**

*Councilmember Willett* moved to approve the November 6, 2023 council special meeting minutes. *Councilmember S. Mitchell* seconded the motion. The motion passed unanimously.

## **III - COUNCIL REPORTS**

*Councilmember Brock* shared information on a recent WRIA-8 meeting he attended.

## **IV - MAYOR'S REPORT**

- Shared that speeding was discussed at the recent Coffee with the Mayor. Staff will bring suggestions for a traffic calming policy to the Council at December 4.
- The next Mayor's E-Newsletter will include a reminder to residents to clean out catch basins in their neighborhoods and a request for a resident to serve as a volunteer coordinator.
- Reported on recent south Snohomish County Mayors' meetings.

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

- Shared that he completed and filed the Notice of Intent with the Snohomish County Boundary Review Board and outlined the next steps.
- Reported on recent rainfall and the performance of two bioswales in Twin Maples.
- Staff and council had a brief discussion about the process for review of potentially non-conforming uses.

## **VI - ORDINANCE 2023-650: 2024 BUDGET**

Mayor Quinn presented Ordinance 2023-650: 2024 Budget. A brief discussion followed.

### **ACTION:**

*Councilmember Brock* moved to approve Ordinance 2023-650: 2024 Budget. *Councilmember S. Mitchell* seconded the motion. The motion passed unanimously.

## **VII - RESOLUTION 2023-455: 2024 PROPERTY TAX**

Mayor Quinn presented Resolution 2023-455: 2024 Property Tax, which would increase the Town's property tax levy by approximately \$12,000.

### **ACTION:**

*Councilmember Willett* moved to adopt Resolution 2023-455: 2024 Property Tax. *Councilmember S. Mitchell* seconded the motion. The motion passed unanimously.

### **VIII - ORDINANCE 2023-651: SALARY SCHEDULE**

Clerk-Treasurer Napolitino presented Ordinance 2023-651: Salary Schedule and outlined the changes including a minor increase to police hourly rates and an increase to the minimum wage to comply with Washington State law.

#### **ACTION:**

*Councilmember Willett* moved to adopt Ordinance 2023-651: Salary Schedule.  
*Councilmember S. Mitchell* seconded the motion. The motion passed unanimously.

### **IX - ORDINANCE 2023-652: 2023 BUDGET AMENDMENT – 1<sup>ST</sup> READ**

Clerk-Treasurer Napolitino presented the 2023 budget amendment, which includes an increase in expenses for the Deposit Fund and the Capital Projects (REET) Fund.

### **X - RESOLUTION 2023-456: CASH DEPOSITS**

Clerk-Treasurer Napolitino presented Resolution 2023-456: Cash Deposits, which updates the threshold for when staff needs to do a bank deposit and updates the Cash Handling Policy to reference the new resolution.

#### **ACTION:**

*Councilmember Brock* moved to adopt Resolution 2023-456: Cash Deposits.  
*Councilmember S. Mitchell* seconded the motion. The motion passed unanimously.

### **XI - DEPT. OF COMMERCE GRANT CONTRACT FOR COMPREHENSIVE PLAN UPDATE: 2023-2024**

Clerk-Treasurer Napolitino presented the grant contract and explained that it is the second half of a two-year grant from the State Department of Commerce to update the Town's Comprehensive Plan.

#### **ACTION:**

*Councilmember Brock* moved to authorize the Mayor to execute the grant contract with Dept. of Commerce for the Comprehensive Plan Update: 2023-2024 and expend the associated funds. *Councilmember S. Mitchell* seconded the motion. The motion passed unanimously.

### **PUBLIC COMMENTS**

The following people commented:

- Resident Diane Cashman
- Resident Tim Cashman
- Resident Buck Jorgensen
- Resident Todd Aton

The following subjects were addressed:

- Bioswales in Twin Maples
- New Councilmember training
- Point Wells
- Opportunities for community education & input

#### GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

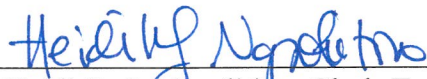
- On-boarding/orientation process for new Councilmembers
- Twin Maples bioswales will be discussed again when the stormwater comprehensive plan update is ready for review
- Open Public Meetings Act


#### ADJOURNMENT

*Councilmember Brock* moved to adjourn the meeting. *Councilmember S. Mitchell* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:52 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

  
Heidi K. S. Napolitano, Clerk-Treasurer

  
Michael S. Quinn, Mayor  
*Elizabeth Mitchell pro tem*

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