

**TOWN OF WOODWAY
COUNCIL MEETING MINUTES**

**MONDAY, DECEMBER 4, 2023
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 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*
Staff & Guests Present	<input checked="" type="checkbox"/> Town Administrator Eric Faison	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input checked="" 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 checked="" 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 6:01 p.m.

I - OATH OF OFFICE

Clerk-Treasurer Napolitano administered the oath of office to Jim Willett for a short term for Council Position #4.

PUBLIC COMMENTS

The following people commented:

- Resident Bill Krepick

The following subjects were addressed:

- Police services

II - TWIN MAPLES PEDESTRIAN SAFETY DISCUSSION

Public Works Director Bryant presented several options to increase pedestrian safety in Twin Maples including improving visibility, pedestrian improvement projects, and traffic calming. Discussion followed.

At 6:38 p.m., Mayor Quinn departed. Councilmember Mitchell continued the meeting in her role as Mayor Pro Tem.

The consensus of Council was to have staff bring cost estimates/feasibility for several options, including moving a bioswale, adding a walking path, creating a one-car-at-a-time corner, maintaining lower plant heights in the bioswales, and alternative speed humps (rubber or plastic).

III - COMPREHENSIVE PLAN UPDATE PROGRESS – *TOWN PLANNER BILL TRIMM*

Town Planner Bill Trimm presented a progress report on the Comprehensive Plan update and the anticipated timeline for completion. The Planning Commission began working on the update in July 2022 and they will complete their recommendations by July 2024.

IV - APPROVAL OF PAYMENTS – *DECEMBER 4, 2023 CLAIMS*

Councilmember Willett moved to approve the December 4, 2023 claims checks #14369 through 14375 and EFTs #1576-1577 totaling \$22,166.36. *Councilmember Brock* seconded the motion. The motion passed unanimously.

IV - APPROVAL OF PAYMENTS – *NOVEMBER 2023 PAYROLL*

Councilmember Brock moved to approve the November 2023 payroll EFT transactions #1541 through 1559 totaling \$70,156.26. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

V - APPROVAL OF MINUTES – *NOVEMBER 20, 2023 MINUTES*

Councilmember Willett moved to approve the November 20, 2023 council meeting minutes. *Councilmember Brock* seconded the motion. The motion passed unanimously.

VI - COUNCIL REPORTS

Councilmember Brock shared information on several regional meetings. He also commented on resident complaints.

VII - MAYOR'S REPORT

None.

VIII - TOWN ADMINISTRATOR'S REPORT

- A new Deputy Police Chief was hired as of December 1, 2023.
- Reviewed the items currently on the draft agenda for the January 2024 study session.
- Public Works Director Bryant reviewed the proposed traffic calming policy structure. Discussion followed.
- A tree in the right-of-way along Woodway Park Road had partially failed over the weekend and was removed.
- Clerk-Treasurer Napolitano conferred with Councilmembers about scheduling the upcoming Exit Conference with the State Auditor's Office. She also presented a cash deposit certification.

IX - ORDINANCE 2023-649: 2023 BUDGET AMENDMENT

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

changes to several line items in the backup documentation; the draft ordinance language was the same as was presented at the November 20 meeting.

ACTION:

Councilmember Willett moved to adopt Ordinance 2023-649: 2023 Budget Amendment. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

X - PLANNING COMMISSION REAPPOINTMENTS

Planning Commissioners Per Odegaard and John Zevenbergen's terms will expire at the end of December. Mayor Quinn spoke with both of them, verified that they wanted to continue, and reappointed them to the Planning Commission.

ACTION:

Councilmember Brock moved to confirm the reappointment of Planning Commissioners John Zevenbergen & Per Odegaard. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

XI - CONTRACT FOR PROSECUTING ATTORNEY SERVICES WITH ZACHOR, STOCK & KREPPS, INC. P.S.

Clerk-Treasurer Napolitano presented the contract for prosecuting attorney services with Zachor, Stock & Krepps, Inc. P.S. and shared that it was substantially similar to the one approved in 2022.

ACTION:

Councilmember Thakur moved to authorize the Mayor to execute the contract for prosecuting attorney services with Zachor, Stock & Krepps, Inc. P.S. substantially in the form presented. *Councilmember Willett* seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

None.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

- Councilmember Willett apologized for his comments at the last meeting.
- Council discussed how to address questions from the public.

ADJOURNMENT

Councilmember Brock moved to adjourn the meeting. *Councilmember Willett* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:46 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.)