

TOWN OF WOODWAY
COUNCIL MEETING MINUTES

TUESDAY, FEBRUARY 20, 2024
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 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 6:02 p.m.

PUBLIC COMMENTS

The following people commented:

- Resident Bill Krepick

The following subjects were addressed:

- Recent written public comments

I - APPROVAL OF PAYMENTS – FEBRUARY 20, 2024 CLAIMS

Councilmember Brock moved to approve the February 20, 2024 claims checks #14445 through 14459 totaling \$14,456.60. *Councilmember E. Mitchell* seconded the motion. The motion passed unanimously.

II - APPROVAL OF MINUTES – JANUARY 16, 2024 MINUTES

Councilmember E. Mitchell moved to approve the January 16, 2024 council meeting minutes. *Councilmember Willett* seconded the motion. The motion passed unanimously.

II - APPROVAL OF MINUTES – FEBRUARY 5, 2024 SPECIAL MEETING MINUTES

Councilmember Willett moved to approve the February 5, 2024 council special meeting minutes. *Councilmember E. Mitchell* seconded the motion. The motion passed unanimously.

II - APPROVAL OF MINUTES – FEBRUARY 5, 2024 MEETING MINUTES

Councilmember Brock moved to approve the February 5, 2024 council meeting minutes. *Councilmember E. Mitchell* seconded the motion. The motion passed unanimously.

III - COUNCIL REPORTS

Councilmember Brock:

- Shared that he fielded a ROW question from a neighbor.
- A recent news article included information on Woodway's Middle Housing Grant award.
- Reminded residents that it was time for backflow testing, as needed.
- Thanked the Public Works Department for their recent work.

Councilmember E. Mitchell:

- Commented on resident requests/comments.

IV - MAYOR'S REPORT

- Commented on resident requests/comments.

V - TOWN ADMINISTRATOR'S REPORT

- Public Works Director Bryant
 - Shared information on the current speed data collection project. Discussion followed.
 - Reminded everyone that the play area was closed for cleaning until further notice.
- Shared that April 20 is the tentative date for the upcoming community meeting.
- Gave several updates related to Point Wells.
- Addressed questions about Public Works staff and additional issues.

VI - MIDDLE HOUSING GRANT CONTRACT WITH WA DEPT OF COMMERCE

Clerk-Treasurer Napolitano presented the grant contract for updating our codes related to the recent middle housing legislative mandates. The work is required to be done, whether or not the Town accepts the grant money. Discussion followed.

ACTION:

Councilmember Brock moved to authorize the Mayor to execute the Middle Housing Grant Contract with WA Dept of Commerce and make the associated expenditures. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

VII - ORDINANCE 2024-653: WMC 1.04.100 – SCRIVENER'S ERRORS

Clerk-Treasurer Napolitano presented Ordinance 2024-653: WMC 1.04.100 – Scrivener's Errors, which would authorize the Clerk-Treasurer and Town Attorney to correct certain minor errors in codes, ordinances, and resolutions without bringing them back to Council.

ACTION:

Councilmember E. Mitchell moved to adopt Ordinance 2024-653: WMC 1.04.100 – Scrivener's Errors. *Councilmember Willett* seconded the motion. The motion passed unanimously.

VIII - ORDINANCE 2024-654: WMC 11.01 - STORM AND SURFACE WATER UTILITY - CODE UPDATE

Town Administrator Faison presented Ordinance 2024-654: WMC 11.01 - Storm and Surface Water Utility - Code Update, which would move fees out of the code into the fee schedule and providing for an annual increase in fees.

ACTION:

Councilmember E. Mitchell moved to adopt Ordinance 2024-654: WMC 11.01 - Storm and Surface Water Utility - Code Update. *Councilmember Brock* seconded the motion. The motion passed unanimously.

IX - RESOLUTION 2024-457: FACILITY USE POLICY UPDATE

Clerk-Treasurer Napolitano presented Resolution 2024-457: Facility Use Policy Update, which would clarify which fees are eligible for reimbursement in the case of a cancellation and would make a few housekeeping changes.

ACTION:

Councilmember Willett moved to adopt Resolution 2024-457: Facility Use Policy Update. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

X - RESOLUTION 2024-458: CREDIT/PURCHASING CARD POLICY UPDATE

Clerk-Treasurer Napolitano presented Ordinance Resolution 2024-458: Credit/Purchasing Card Policy Update, which would separate the policies from the procedures, add language based on the recommendation of the Washington State Auditor's Office, make housekeeping changes, and add a section that addresses delivery locations.

ACTION:

Councilmember Brock moved to adopt Resolution 2024-458: Credit/Purchasing Card Policy Update. *Councilmember E. Mitchell* seconded the motion. The motion passed unanimously.

XI - RESOLUTION 2024-459: ASSET MANAGEMENT POLICY UPDATE

Clerk-Treasurer Napolitano presented Resolution 2024-459: Asset Management Policy Update, which would separate the policies from the procedures, update the definition and value of small & attractive assets, increase the thresholds for various disposal options, and merge the previous surplus policy into this policy.

ACTION:

Councilmember Willett moved to adopt Resolution 2024-459: Asset Management Policy Update. *Councilmember S. Mitchell* seconded the motion. The motion passed unanimously.

XII - RESOLUTION 2024-460: FEE SCHEDULE UPDATE

Clerk-Treasurer Napolitano presented Resolution 2024-460: Fee Schedule Update, which incorporated several updates:

- Housekeeping updates
- Building, clearing & grading, and tree management permit fees
- Moved stormwater utility charges and capital facility charges from code into fee schedule, updated fees, and added a category for the Urban Village zone district (that substantially mirrors the county's rates)
- Fire permit fees

ACTION:

Councilmember Brock moved to adopt Resolution 2024-460: Fee Schedule Update. *Councilmember Willett* seconded the motion. The motion passed unanimously.

XIII - RESOLUTION 2024-461: RESERVE POLICY UPDATE

Town Administrator Faison presented Resolution 2024-461: Reserve Policy Update, which updates the Town's reserve policy and creates multiple reserves to mitigate several possible circumstances.

ACTION:

Councilmember Willett moved to adopt Resolution 2024-461: Reserve Policy Update. *Councilmember E. Mitchell* seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

The following people commented:

- Jay Grant, Port of Edmonds Commissioner
- Resident Bill Krepick

The following subjects were addressed:

- Emergency/disaster management planning
- Middle housing
- Recent written public comments

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS


- How/when to bring back the speed discussion back for a future agenda.
- Study session scheduling.

MEETING ENDS

Councilmember E. Mitchell moved to end the meeting. *Councilmember Brock* seconded the motion. The motion passed unanimously. The meeting ended at 7:53 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.)