

**TOWN OF WOODWAY**  
**COUNCIL MEETING AGENDA**  
**MONDAY, NOVEMBER 15, 2021**  
**6:00 P.M.**

**Meeting held virtually due to current COVID restrictions**

- |           |     |  |
|-----------|-----|--|
| 6:00 P.M. |     | Call to Order, Flag Salute, & Roll Call  |
| 6:00 P.M. | I   | Approval of Payments – <i>November 15, 2021 Claims</i>   |
| 6:05 P.M. | II  | Approval of Minutes – <i>September 20, 2021; October 4, 2021; October 18, 2021; November 1, 2021</i> |
| 6:10 P.M. |     | Public Comments*   |
| 6:15 P.M. | III | Council Reports  |
| 6:20 P.M. | IV  | Mayor’s Report   |
| 6:25 P.M. | V   | Ordinance 2021-634: 2021 Budget Amendment  |
| 6:35 P.M. | VI  | WRIA-8 Contract  |
| 6:40 P.M. |     | Public Comments*   |
| 6:45 P.M. |     | General Council Discussion – Choice of Subjects  |
| 6:50 P.M. |     | Adjournment  |

\* *Public comments: Those who wish to make a public comment for this meeting can do so via video or audio connection. Please keep yourself muted until the appropriate time. Phone callers can unmute themselves by dialing \*6.*

*Council agendas are subject to change before or during the council meetings upon motion. All times are approximate.*

*Anyone with a disability requiring special accommodations should contact the Town Clerk's Office at Town Hall or call (206)542-4443 before 1:00 p.m. the Thursday preceding the Council Meeting. For TDD relay service, call (206)587-5500, or outside the Seattle area #1-800-833-6388.*



TOWN OF WOODWAY  
CLAIMS APPROVAL

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims.”

\_\_\_\_\_  
Clerk Treasurer

The following transactions are approved for 2021 payment:

Claims checks #13603 through 13613 and EFT #1509 .....\$100,350.99

This 15<sup>th</sup> day of November 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\*The 2021 bond payment and second half 2021 interest payment of \$95,670.63 are included in this set of payments.

**TOWN OF WOODWAY  
COUNCIL MEETING MINUTES**

**MONDAY, SEPTEMBER 20, 2021**

**5:45 P.M.**

**Meeting held virtually due to current COVID restrictions**

<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 Napolitano
	<input type="checkbox"/> Building Official Tom Phillips	<input type="checkbox"/> Town Planner Bill Trimm
	<input type="checkbox"/> Police Chief Alan Correa	<input checked="" type="checkbox"/> Fire Chief Matt Cowan

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

Mayor Quinn called the meeting to order at 5:46 p.m.

**I - EXECUTIVE SESSION FOR APPROXIMATELY 15 MINUTES TO DISCUSS POTENTIAL LITIGATION**

At 5:48 p.m., Mayor Quinn recessed to executive session for approximately 15 minutes to discuss potential litigation. At 6:01 p.m., Mayor Quinn reconvened the meeting.

**II - QUARTERLY REPORT – FIRE CHIEF MATT COWAN**

Chief Cowan reviewed the quarterly report and discussed several topics with the Council:

- Response times
- Illegal burning
- Cost of service
- Vaccinations & staffing

**III - DISCUSSION: PARK LANDS**

Mayor Quinn reviewed previous Council discussions about the possibility of selling some of the Town's park land and asked Town Administrator Faison to provide more information. Mr. Faison outlined the purchase history of the parcels in the Carla Nichols Reserve and explained that the parcels had deed restrictions related to conservation and that the grant funds used to purchase the properties had legal restrictions for conservation purposes. The granting organizations do not have the legal authority to authorize an entity to sell the properties and keep the proceeds.

Mr. Faison shared a letter from Olympic View Water & Sewer District affirming that they had no interest in selling their land to the Town. Kye Iris, from the Snohomish County Conservation Futures Board, confirmed that Conservation Futures funding required a perpetual conservation easement on any land purchased with a Conservation Futures grant. Ms. Iris & Mr. Faison both confirmed that the land purchased with a State IAC (now RCO) grant had similarly restrictive conservation requirements.

**ACTION:**

The consensus of the Council was that no more work should be done on this issue.

**IV - APPROVAL OF PAYMENTS – SEPTEMBER 20, 2021 CLAIMS**

*Councilmember DeDonker* moved to approve the September 20, 2021 Claims Checks #13540 through 13550 and EFT #1240 totaling \$58,822.04. *Councilmember Whitson* seconded the motion. The motion passed unanimously.

**PUBLIC COMMENTS**

Resident Bill Krepick:

- Thanked Town Administrator Faison for the additional information on the park land.
- Shared information from a recent email he sent to the Council.
- Asked for an update on the emergency declaration for the Town Hall water leak.
- Commented on fire/EMS costs.

**V - COUNCIL REPORTS**

*Councilmember Bogen:*

- Felt that a previous meeting had been acrimonious and included personal accusations. He asked the Council to treat everyone with courtesy even when there was disagreement.

*Councilmember Mitchell*

- There had been some progress made on the ROW project, but it was on hold until the Town Hall emergency was resolved.

**VI - MAYOR'S REPORT**

- Updated the Council on the status of the Town Hall water leak emergency.
- Shared information from a recent Conservation Futures Board meeting.
- The weekly Snohomish County mayors' meeting discussed Afghan refugees being resettled in Snohomish County.
- Personnel challenges in police and fire departments.
- Commented on police and fire contracted increases of 3%.

**VII - TOWN ADMINISTRATOR'S REPORT**

- The Public Works summer workers would be finished soon.
- Staff had started work on the 2022 budget.
- The 2019-2020 audit from the State Auditor's Office was underway.

- The Clerk-Treasurer was in the final stages of hiring a replacement for the retiring Deputy Clerk/Permit Technician.

**VIII - DISCUSSION: WACHUSETT ROAD CROSSWALK**

Town Administrator Faison reminded the Council of the previous staff recommendation for the area at the bottom of Wachusett Road hill, which was to install two “Watch for Pedestrians” signs in lieu of a crosswalk. Discussion of sign location and pedestrian counts followed.

**ACTION:**

The consensus of the Council was to install two “Watch for Pedestrians” signs.

**IX - DISCUSSION: GUEST HOUSES/CARETAKER'S COTTAGES IN R-14.5 ZONING DISTRICT**

Town Administrator Faison shared information on zoning regulations related to guest houses/caretakers’ cottages and hobby shops. A draft motion was included in the packet for the Council to consider that included items the Council was interested in having the Planning Commission explore. Council discussion included:

- The scope of the request to the Planning Commission.
- Possible guest house/caretakers’ cottage rentals.
- Traffic concerns.
- How many guest houses/caretakers’ cottages currently exist in Woodway.
- How many could be built in the R-14.5 zoning district, considering the septic system restrictions.
- How many guest houses/caretakers’ cottages were currently being illegally rented out.
- What is allowed under the current code.

**ACTION:**

The topic will be brought back to a future meeting. Staff will research what the Planning Commission previously discussed related to this topic.

**GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS**

- *Councilmember Mitchell* asked that the one-way sign at the end of 112<sup>th</sup> Place be replaced.

**ADJOURNMENT**

*Councilmember Whitson* moved to adjourn the meeting. *Councilmember Bogen* 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

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

**TOWN OF WOODWAY**  
**COUNCIL MEETING MINUTES**  
**MONDAY, OCTOBER 4, 2021**  
**6:00 P.M.**

Meeting held virtually due to current COVID restrictions

<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 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 Napolitano
	<input type="checkbox"/> Building Official Tom Phillips	<input type="checkbox"/> Town Planner Bill Trimm
	<input type="checkbox"/> Police Chief Alan Correa	<input type="checkbox"/> Fire Chief Matt Cowan

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

Mayor Quinn called the meeting to order at 6:01 p.m. Councilmember Whitson had an excused absence.

**I - APPROVAL OF PAYMENTS – OCTOBER 4, 2021 CLAIMS**

*Councilmember DeDonker* moved to approve the October 4, 2021 Claims Checks #13551 through 13570 and EFT #1344 totaling \$73,692.89. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**I - APPROVAL OF PAYMENTS – SEPTEMBER 2021 PAYROLL**

*Councilmember Mitchell* moved to approve the September 2021 Payroll EFT Transactions #1179 through 1199 totaling \$63,658.68. *Councilmember Brock* seconded the motion. The motion passed unanimously.

**PUBLIC COMMENTS**

None.

**II - COUNCIL REPORTS**

*Councilmember Mitchell* gave an update on the status of the one-way sign at the end of 112<sup>th</sup> Place.

*Councilmember Brock* clarified who was required to be vaccinated under the Governor's order.

**III - MAYOR'S REPORT**

- Shared that the 2022 budget process had begun and would be discussed later in the meeting.

- Introduced the discussion of the bridge inspection.
- Reminded everyone to call 911 if they hear or see suspicious activity. During the investigation of the recent explosive device incident, several people said that they heard loud noises but did not call 911.
- BSRE filed another appeal with the superior court related to their development application at Snohomish County.
- The Snohomish County mayors' meeting discussed Afghan refugee resettlement in Snohomish County.

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

- Public Works Director Terry Bryant gave an update on the Town Hall leak repairs.
- The "Watch for Pedestrians" signs were ordered.
- BSRE appealed denial of their Snohomish County development application to superior court and requested an extension of their permit application.

#### **V - FEDERALLY MANDATED BRIDGE INSPECTION (EVERY FIVE YEARS)**

Town Administrator Faison introduced the required load rating report, which resulted from a change in federal law that required Woodway's bridge to be inspected by the end of 2022. Due to the change in State law allowing additional REET expenditures through 2023, it would be advantageous to the Town to pay for the bridge inspection in 2021 instead of 2022.

Patrick Murphy, PACE Engineers, presented information on the history of the bridge and various inspections. The last load rating was performed in 1997 and needed to be updated due to a federal mandate and methodology updates. PACE would compile a report outlining the status of the bridge, suggested repairs, and a recommended maximum safe allowable vehicle load. The load rating report would not include design of any necessary repairs or a cost estimate for those repairs. Federal grant money would likely be available to help pay for the replacement/repair of the bridge with a 20% local match. Mr. Murphy shared that the best way to win federal grant money would be to have a shovel-ready project. Discussion included:

- Vehicle size/weight.
- The possible cost of a replacement bridge.
- Whether there was a current load restriction for the bridge.

#### **ACTION:**

*Councilmember Bogen* moved to authorize the Mayor to sign the contract with PACE Engineers to proceed with the load rating process, substantially in the form presented. *Councilmember DeDonker* seconded the motion. The motion passed unanimously.

#### **VI - 2022 BUDGET**

Mayor Quinn reviewed the schedule for the 2022 budget process and outlined several key sections of his budget message.

- How the proposed budget amounts were chosen.

- Cost categories of Mandatory, Essential, and Discretionary.
- Temporary use of REET revenue for operations and maintenance of certain capital assets.
- ARPA funding from the federal government to be used for COVID-related expenses and for revenue replacement in some circumstances.

Mayor Quinn reviewed the preliminary 2022 budget, starting with the financial forecast and the summary of revenue and expenses in each fund. He then reviewed the detailed revenues and expenditures, calling attention to several items:

- Federal COVID-related funding in 2020, 2021, and 2022.
- 2021 REET revenue was significantly higher than budgeted.
- 1% property tax increase plus additional increase for new construction.
- Increased REET expenditures in 2021 & 2022 due to temporary use of REET revenue for operations & maintenance and road overlays.
- Stormwater comprehensive plan update in 2022 & 2023.
- Salary increases.

Discussion included:

- Increasing the proposed amount REET revenue in 2022.
- Asking staff to research potential revenue from short-term rentals.
- Legal costs related to Point Wells.
- Adding \$10-\$15k to rehab the play area.
- Insurance reimbursement for Town Hall leak emergency expenses.
- The transfer from the Stormwater Utility Fund to the General Fund to pay for the time that Public Works spends maintaining the stormwater system.
- Twin Maples rain gardens.
- Twin Maples water line replacement and a possible sewer installation.

#### **GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS**

- *Councilmember Mitchell* thanked the mayor and staff for their work on the preliminary budget.
- *Councilmember Brock* asked the Council to reconsider removing the kiosk at the north end of Chinook Road. If it remained, it would need to be refreshed and get new doors.
- *Mayor Quinn* thanked staff for their work on the preliminary budget and offered to share the spreadsheet if anyone was interested.
- *Councilmember DeDonker* thanked the mayor for his work.
- The Council discussed public comment time during Council meetings. The consensus was to add the second public comment period (at the end of the meeting) back to the standard agenda.

**ADJOURNMENT**

*Councilmember Mitchell* 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.)

DRAFT

TOWN OF WOODWAY  
COUNCIL MEETING MINUTES

MONDAY, OCTOBER 18, 2021  
6:00 P.M.

Meeting held virtually due to current COVID restrictions

- |                                   |  |  |
|-----------------------------------|--|--|
| <b>Members Present</b>            | <input checked="" type="checkbox"/> Mayor Mike Quinn                 | <input 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 Napolitano |
|                                   | <input type="checkbox"/> Building Official Tom Phillips              | <input checked="" 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 Quinn called the meeting to order at 6:02 p.m. Councilmember Bogen had an excused absence.

**I - APPROVAL OF PAYMENTS – OCTOBER 18, 2021 CLAIMS**

*Councilmember DeDonker* moved to approve the October 18, 2021 Claims Checks #13571 through 13582 totaling \$19,877.03. *Councilmember Whitson* seconded the motion. The motion passed unanimously.

**PUBLIC COMMENTS**

None.

**II - COUNCIL REPORTS**

*Councilmember Mitchell* recently attended the WCIA annual meeting and cybersecurity training. At the meeting, they also noted at the meeting that insurance costs would be increasing due to the difficult insurance market.

**III - MAYOR'S REPORT**

- No Snohomish County mayors' meeting.

**IV - TOWN ADMINISTRATOR'S REPORT**

- The Town Hall emergency repair is nearly completed. All expenses had been submitted to the insurance company for review.

- IT equipment at Town Hall was not working and had a significant impact on operations. A temporary fix was in place and replacement equipment would need to be purchased and installed.

#### **V - ARBOR DAY PROCLAMATION**

Public Works Director Bryant explained that the Arbor Day proclamation was an integral part of the application to maintain a Tree City USA designation. Mayor Quinn read the Arbor Day proclamation and declared October 18, 2021, as Woodway Arbor Day.

#### **VI - PUBLIC HEARING: AMENDMENTS TO THE URBAN VILLAGE ZONE DISTRICT WMC 14.40**

Mayor Quinn opened the public hearing at 6:15 pm. Town Planner Bill Trimm explained that it was the second of two required public hearings for the zone district change. Mr. Trimm reviewed the recommendation of the Planning Commission relating to the amendments to the Urban Village Zone District WMC 14.40 and presented the staff report. The Planning Commission is recommending approval of three amendments:

- Allowing single-family construction without a development agreement;
- Mirroring the Snohomish County code's minimum density of four dwelling units per acre; and
- Adding a requirement from RCW 35A.14.296 that the zoning remain constant for five years after annexation.

Mr. Trimm noted the comment letter received by the Town. Council discussion followed. No member of the public present made comments. Mayor Quinn closed the public hearing at 6:26 pm.

#### **VII - ORDINANCE 2021-631: 14.40 URBAN VILLAGE ZONE DISTRICT AMENDMENT**

Town Planner Trimm presented Ordinance 2021-631: 14.40 Urban Village Zone District Amendment.

##### **ACTION:**

*Councilmember Whitson* moved to approve Ordinance 2021-631: 14.40 Urban Village Zone District Amendment. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

#### **VIII - 3<sup>RD</sup> QUARTER 2021 FINANCE REPORT**

Clerk-Treasurer Napolitano presented the 3<sup>rd</sup> Quarter 2021 Finance Report. Ms. Napolitano noted several items including the timing of property tax receipts & public safety expenses; lower than budgeted Town Fair expenses; and Town Hall exterior painting, street overlays, and the stormwater comprehensive plan update would be completed in 2022 instead of 2021. Mayor Quinn remarked briefly on ARPA & REET revenues.

## **IX - PUBLIC HEARING: 2022 REVENUE SOURCES**

Mayor Quinn opened the public hearing at 6:36 pm. He outlined the revenue sources in the preliminary budget including the proposed 1% property tax increase, sales tax, and Real Estate Excise Tax (REET). A brief Council discussion followed. Town Administrator Faison presented information on possible revenue if the Town were to allow short-term rentals; discussion followed. Town Administrator Faison also explained several items related to the Stormwater Utility Fund.

The following people made public comments:

- Resident Bill Krepick commented on building and planning revenue and business license fees. Discussion followed.

Mayor Quinn closed the public hearing at 7:11 pm.

## **X - RESOLUTION 2021-429: 2022 PROPERTY TAX**

Clerk-Treasurer Napolitano presented Resolution 2021-429, which would increase the 2022 Property Tax 1% over the actual amount levied in 2021.

### **ACTION:**

*Councilmember Mitchell* moved to approve Resolution 2021-429: 2022 Property Tax.  
*Councilmember Whitson* seconded the motion. The motion passed unanimously.

## **XI - PUBLIC HEARING: PRELIMINARY 2022 BUDGET**

Mayor Quinn opened the public hearing at 7:15 pm. He commented on several items including amounts that were changed based on Council feedback at the October 4 meeting:

- The 2022 estimated REET revenue was increased.
- To take advantage of the additional REET flexibility through 2023, the Town's 2021 tree removal budget was increased.
- The 2022 budget includes an estimate of the amount it will cost to overlay the streets in the Woodway Highlands neighborhood.
- Legal fees.
- Public Works costs.
- Town Hall emergency repair costs.
- Public safety contract cost increases of 3% per year.
- \$60k was added in 2021 to complete the mandatory bridge load rating.

The following people made public comments:

- Resident Bill Krepick commented on how the Town was proposing to use ARPA & REET funding, road overlay options, and potential Point Wells legal costs.
- Resident Ron Cantu commented on the state of the Town's roads and that he supported annexation of the Point Wells property.

Mayor Quinn closed the public hearing at 7:36 pm.

**XII - RESOLUTION 2021-430: ASSET MANAGEMENT POLICY**

Clerk-Treasurer Napolitano presented Resolution 2021-430: Asset Management Policy. The capitalization threshold was changed to include assets with a cost of more than \$5,000 and an expected lifespan of more than one year. The policy also addressed small & attractive assets and inventory responsibilities. A brief discussion followed.

**ACTION:**

*Councilmember Brock* moved to approve Resolution 2021-430: Asset Management Policy. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

**XIII - ORDINANCE 2021-632: WMC 7.30.040 – DOOR-TO-DOOR SELLING AND SOLICITING CODE UPDATE**

Clerk-Treasurer Napolitano presented Ordinance 2021-632, which updated WMC 7.30.040 related to Door-To-Door Selling and Soliciting permit fees to reference the fee schedule instead of a specific dollar amount.

**ACTION:**

*Councilmember Mitchell* moved to approve Ordinance 2021-632: WMC 7.30.040 – Door-To-Door Selling and Soliciting Code Update. *Councilmember Whitson* seconded the motion. The motion passed unanimously.

**PUBLIC COMMENTS**

Resident Tracy Westlake commented on the timing of minutes creation/approval.

**GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS**

None.

**ADJOURNMENT**

*Councilmember Whitson* moved to adjourn the meeting. *Councilmember Brock* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:49 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.)

TOWN OF WOODWAY  
COUNCIL MEETING MINUTES

MONDAY, NOVEMBER 1, 2021  
6:00 P.M.

Meeting held virtually due to current COVID restrictions

- |                                   |  |  |
|-----------------------------------|--|--|
| <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 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 Napolitano |
|                                   | <input 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 Quinn called the meeting to order at 6:00 p.m. Councilmember DeDonker had an excused absence.

**I - APPROVAL OF PAYMENTS – NOVEMBER 1, 2021 CLAIMS**

*Councilmember Whitson* moved to approve the November 1, 2021 Claims Checks #13584 through 13602 and EFT #1472 totaling \$86,838.20. *Councilmember Brock* seconded the motion. The Council discussed hazard tree removal and Town Hall emergency repair expenses. The motion passed unanimously.

**I - APPROVAL OF PAYMENTS – OCTOBER 2021 PAYROLL**

*Councilmember Brock* moved to approve the October 2021 Payroll EFT Transactions #1449 through 1461, 1463 through 1469, and check #13583 totaling \$66,287.38. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

**II - APPROVAL OF MINUTES – JULY 19, 2021**

*Councilmember Bogen* moved to approve the July 19, 2021 council meeting minutes. *Councilmember Whitson* seconded the motion. The motion passed unanimously.

**II - APPROVAL OF MINUTES – AUGUST 16, 2021**

*Councilmember Whitson* moved to approve the August 16, 2021 council meeting minutes. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

**II - APPROVAL OF MINUTES – SEPTEMBER 7, 2021**

*Councilmember Mitchell* moved to approve the September 7, 2021 council meeting minutes. *Councilmember Brock* seconded the motion. The motion passed unanimously.

## **PUBLIC COMMENTS**

Resident Tracy Westlake asked the Council to consider allowing long-term guest house/caretaker's cottage rental.

## **III - COUNCIL REPORTS**

*Councilmember Brock* commented on a pothole on Algonquin Road.

*Councilmember Whitson:*

- Asked if the recent power outages were caused by trees within the Town's boundaries.
- Commented on hazard tree removal in the Olympic View Water & Sewer District watershed. Discussion followed.

*Councilmember Mitchell:*

- Thanked resident Teresa Pape for her recent email related to road overlays.
- Referred the Council to the information previously sent by email regarding a community discussion of ADUs in Lake Forest Park.
- Commented on the Brier police department's staffing challenges and thanked Town Administrator Faison for his work negotiating the Town's current police contract.

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

- Shared more information about police hiring in south Snohomish County.
- The recent e-newsletter included information on the proposed 2022 budget, community safety tips, and hazard tree removal in the Olympic View Water & Sewer District watershed.
- A recent Snohomish County Tomorrow meeting discussed the Snohomish County Buildable Lands Report and the schedule for the Sound Transit light rail line to Everett.

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

- Communicated additional information related to police hiring challenges, public safety costs, and staffing.
- Clerk-Treasurer Napolitano shared that Kim Sullivan had been hired as the new Deputy Clerk-Treasurer/Permit Technician and noted that she brought 15 years of permit experience to the position.

## **VI - PUBLIC HEARING: FINAL 2022 BUDGET**

Mayor Quinn opened the public hearing at 6:34 pm. He commented on several items including amounts that were changed since the October 18 meeting:

- REET, sales tax, and building permit fee revenue.
- Road overlay expenses.
- A proposal to include major play area maintenance in the 2022 budget.

- Shifting several items from ARPA funding to REET funding. Town Administrator Faison gave a detailed explanation of what changed.

The following people made public comments:

- Resident Tracy Westlake asked a question about how the 2020 tree/clearing & grading/environmentally critical areas code update was paid for.
- Resident Bill Krepick commented on the timing of when ARPA funds need to be spent, thanked the Council for including his written comments in the public comment section of the packet, the 2022 proposed expense for MUGA-related legal costs, hazard tree removal in the Town’s rights-of-way, staff retention bonuses, and requested the Council take more time before they pass the budget.
- Resident Teresa Pape referred to the comments she emailed to the Council.

Mayor Quinn, several Councilmembers, and staff responded to many of the items brought up during the public comment period. Mayor Quinn closed the public hearing at 7:06 pm.

**VII - ORDINANCE 2021-633: 2022 BUDGET**

Mayor Quinn introduced Ordinance 2021-633: 2022 Budget and asked the Council to discuss whether they were ready to move forward with approving the proposed 2022 budget. Councilmember Brock suggested the Council add money to complete the renovations of the play area. The Council discussed how much to include; the consensus was to add \$10,000 in 2022 and to ask for donations and volunteer workers to complete the project.

**ACTION:**

*Councilmember Bogen* moved to approve the amended version of Ordinance 2021-633: 2022 Budget with the ARPA/REET changes plus an additional \$10,000 for play area renovation. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

**PUBLIC COMMENTS**

None.

**GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS**

*Councilmember Bogen* asked when the “Watch for Pedestrians” signs would be installed at the bottom of Wachusett Road hill.

*Councilmember Mitchell* asked about the leaf removal schedule for walking paths and catch basins.

*Councilmember Whitson* commented on the earlier audience member question about how the 2020 tree/clearing & grading/environmentally critical areas code update was paid for. Town Administrator Faison responded.

**ADJOURNMENT**

*Councilmember Bogen* moved to adjourn the meeting. *Councilmember Whitson* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:23 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.)

DRAFT

# TOWN OF WOODWAY

## ORDINANCE 2021-634

AN ORDINANCE OF THE TOWN OF WOODWAY AMENDING THE BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the Town Council of the Town of Woodway wishes to make an amendment to the Budget to allocate additional expenditure authority from certain funds in order to meet necessary expenditures of money not provided for in the annual budget and not reasonably foreseen at the time of filing the preliminary budget; and

WHEREAS, pursuant to RCW 35A.33.090, five days have elapsed after the introduction of this ordinance, and any taxpayer appearing at the meeting that this ordinance is voted on has been given opportunity to be heard for or against the adoption thereof; and

WHEREAS, pursuant to RCW 82.46.010 (8), the Town Council desires to use Real Estate Excise Tax revenue for the operation of, maintenance of, and service support for, existing capital projects;

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby ordain as follows:

Section 1. The adopted expenditures for the 2021 budget are hereby amended as follows:

Fund	Description	Adopted Expenditures	Amendment	Total Expenditures
001	General	\$1,992,100	\$250,000	\$2,242,100
002	Replacement Reserve	0	600	600
004	Deposit Fund	0	0	0
107	Affordable Housing Sales Tax Fund	1,700	0	1,700
301	Capital Projects (REET)	245,000	225,000	470,000
420	Stormwater Utility	136,134	0	136,134
<b>Totals</b>		<b>\$2,244,090</b>	<b>\$334,737</b>	<b>\$2,651,021</b>

Section 2. The Stormwater Utility Fund shall transfer \$39,561 to the General Fund to offset work done by the Public Works staff on stormwater system maintenance & repair.

Section 3. The Capital Projects (REET) Fund shall transfer \$380,000 to the General Fund to offset work done by the Public Works staff and other costs related to the operation of, maintenance of, and service support for, existing capital projects.

Section 4. If any part or portion of this Ordinance is declared invalid for any such reason, such

declaration of invalidity shall not affect any remaining portion.

Section 5. This Ordinance shall take effect 5 days after date of publication by ordinance title only.

PASSED this 6<sup>th</sup> day of December 2021 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

---

Michael S. Quinn, Mayor

ATTEST:

---

Heidi K. S. Napolitano, Clerk-Treasurer

APPROVED AS TO FORM:

---

Greg Rubstello, Town Attorney

Date Introduced to the Town Council:

Date Passed by the Town Council:

Date Published:

Effective Date:

## Town of Woodway | 2022 Final Budget Summary

<i>General Fund</i>	<b>2021 Budget</b>	<b>2021 Proj. YE</b>	<b>2022 Proposed</b>		
Beginning Fund Balance	1,605,933	1,605,933	1,888,353		2021
Revenues	1,861,256	2,499,127	2,402,635	Difference in revenue:	637,871
Expenses	1,992,100	2,216,707	2,111,601	Difference in expenses:	224,607
Ending Fund Balance	1,475,089	1,888,353	2,179,387		
<i>Replacement Reserve Fund</i>	<b>2021 Budget</b>	<b>2021 Proj. YE</b>	<b>2022 Proposed</b>		
Beginning Fund Balance	41,232	41,232	60,709		2021
Revenues	20,000	20,000	20,000	Difference in revenue:	-
Expenses	-	522	-	Difference in expenses:	522
Ending Fund Balance	61,232	60,709	80,709		
<i>Deposit Fund</i>	<b>2021 Budget</b>	<b>2021 Proj. YE</b>	<b>2022 Proposed</b>		
Beginning Fund Balance	-	-	-		2021
Revenues	-	-	-	Difference in revenue:	-
Expenses	-	-	-	Difference in expenses:	-
Ending Fund Balance	-	-	-		
<i>Affordable Housing Sales Tax Fund</i>	<b>2021 Budget</b>	<b>2021 Proj. YE</b>	<b>2022 Proposed</b>		
Beginning Fund Balance	494	494	653		2021
Revenues	1,700	1,859	1,700	Difference in revenue:	159
Expenses	1,700	1,700	1,700	Difference in expenses:	-
Ending Fund Balance	494	653	653		
<i>Capital Projects Fund (REET)</i>	<b>2021 Budget</b>	<b>2021 Proj. YE</b>	<b>2022 Proposed</b>		
Beginning Fund Balance	901,443	901,443	845,597		2021
Revenues	120,000	400,000	200,000	Difference in revenue:	280,000
Expenses	245,000	455,846	835,000	Difference in expenses:	210,846
Ending Fund Balance	776,443	845,597	210,597		
<i>Stormwater Utility Fund</i>	<b>2021 Budget</b>	<b>2021 Proj. YE</b>	<b>2022 Proposed</b>		
Beginning Fund Balance	119,266	119,266	78,464		2021
Revenues	80,000	84,205	80,000	Difference in revenue:	4,205
Expenses	136,134	125,007	155,063	Difference in expenses:	(11,127)
Ending Fund Balance	63,132	78,464	3,401		

1 ADDENDUM TO  
2 INTERLOCAL AGREEMENT  
3 For the Watershed Basins within Water Resource Inventory Area 8  
4

5 PREAMBLE

6 THIS ADDENDUM ("Addendum") to that certain Interlocal Agreement for the Watershed Basins  
7 within Water Resource Inventory Area 8 ("Agreement") is entered into by the Parties to that  
8 Agreement and the City of Everett ("City"), for the purposes of allowing the City to become a  
9 member, with full rights and obligations under the Agreement, of the WRIA 8 Salmon Recovery  
10 Council, as described in the Agreement ("Council"). This Addendum sets forth the rights and  
11 obligations of the City and memorializes the unanimous consent of all Parties to the Agreement to  
12 the City's joining the Council as a voting member, in accordance with the terms of Section 8 of  
13 the Agreement. The City is identified in Section 1.1 of the Agreement as an eligible jurisdiction for  
14 participation in the Council. The Parties and the City share interests in and responsibility for  
15 addressing long-term watershed planning and conservation for the watershed basins in WRIA 8  
16 and wish to provide for funding and implementation of various activities and projects therein.  
17

18 TERMS FOR THE CITY OF EVERETT'S PARTICIPATION IN THE COUNCIL  
19

- 20 1. The City of Everett's legislative authority, by City Council Action, has authorized the City's  
21 becoming a member of the WRIA 8 Salmon Recovery Council in accordance with the terms of the  
22 Agreement and has authorized the City's appointed representative (Mayor) to sign this Addendum  
23 on behalf of the City.
- 24 2. In order to become a voting member of the WRIA 8 Salmon Recovery Council, the City of Everett  
25 and the Parties agree to the following conditions:
- 26 2.1. The City's annual cost share contribution for 2022 is projected to be \$8,447 for the  
27 programs and activities of the Council, which is subject to change for 2022 and future  
28 years based on changes in one or more parameters of the formula, or by agreement of  
29 the parties, including Everett, changing the total dollar amount of the assessment to be  
30 collected. The City's cost share is based on the portion of the City that falls within the  
31 geographic boundary of WRIA 8, including a population of 32,846 (1.96% of the  
32 watershed), assessed value within the City of \$4,850,621,800 (0.86% of the watershed),  
33 and an area in square miles of 5.2 (1.10% of the watershed).
- 34 2.2. For the City to become a member of the Council, all existing members must unanimously  
35 express their consent to the City's becoming a member. The City becomes a member of  
36 the Council on the date when this Addendum is last signed by the Party representing the  
37 final signature of unanimity. The date of such signing shall be the effective date of this

20  
21  
22  
23  
24  
43  
44  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74

Addendum. Representatives of the Parties shall sign this Addendum after the City has signed it in accordance with the provisions of Section 1 above.

- 3. Upon the effective date of this Addendum, the City of Everett shall be a member of the Council, and shall have all the rights, privileges, duties, and obligations afforded the Parties under the terms of the Agreement.

**IN WITNESS WHEREOF**, the City of Everett and the Parties have executed this Addendum on the dates indicated below:

75 Town of Woodway

76

77 By: \_\_\_\_\_

78

79 Title: \_\_\_\_\_

80

81 Date: \_\_\_\_\_

**Exhibit A**  
**Regional Watershed Salmon Recovery Funding**  
**WRIA Based Cost-share: WRIA 8 2022**

**Final Cost Share for 2022 Budget**

**Approved by WRIA 8 Salmon Recovery Council on July 15, 2021**

*\*Provisionally updated to reflect adding City of Everett as a WRIA 8 ILA cost share partner.*

WRIA 8 Jurisdiction	Population (Pop)	Assessed Value (AV)	Area (Sq. Mi.)	2022 Cost-Share 2.50% CPI-W (Average of Pop, AV,		WRIA 8 Jurisdiction
Beaux Arts	300	\$208,514,000	0.08	0.02%	\$155	Beaux Arts
Bellevue	148,100	\$74,838,792,986	33.53	7.12%	\$62,914	Bellevue
Bothell	48,400	\$13,106,236,599	13.28%	2.33%	\$17,458	Bothell
Clyde Hill	3,055	\$3,149,415,600	1.06	0.22%	\$2,078	Clyde Hill
Edmonds	42,470	\$12,541,911,424	8.99	1.91%	\$14,352	Edmonds
Everett	32,846	\$4,850,621,800	5.20	1.10%	\$8,447	Everett
Hunts Point	420	\$1,233,059,997	0.29	0.06%	\$658	Hunts Point
Issaquah	38,690	\$13,081,740,305	12.06	2.56%	\$15,476	Issaquah
Kenmore	23,450	\$5,703,318,890	6.16	1.31%	\$8,002	Kenmore
Kent	0	\$2,235,000	0.45	0.10%	\$206	Kent
King County (Uninc.)	102,975	\$25,919,862,544	163.25	34.68%	\$97,742	King County (Uninc.)
Kirkland	90,660	\$34,006,772,937	17.83	3.79%	\$32,774	Kirkland
Lake Forest Park	13,280	\$3,551,406,290	3.51	0.75%	\$4,666	Lake Forest Park
Maple Valley	3,783	\$781,109,784	0.94	0.20%	\$1,213	Maple Valley
Medina	3,300	\$4,819,674,900	1.41	0.30%	\$2,909	Medina
Mercer Island	24,690	\$16,066,459,509	6.29	1.34%	\$12,180	Mercer Island
Mill Creek	20,590	\$4,954,912,900	4.68	0.99%	\$6,676	Mill Creek
Mountlake Terrace	21,660	\$4,224,120,200	4.16	0.88%	\$6,296	Mountlake Terrace
Mukilteo	21,146	\$5,760,401,300	6.00	1.28%	\$7,658	Mukilteo
Newcastle	12,870	\$3,974,264,059	4.46	0.95%	\$5,209	Newcastle
Redmond	69,900	\$26,784,821,298	16.47	3.50%	\$26,731	Redmond
Renton	69,756	\$14,120,541,683	13.92	2.96%	\$20,710	Renton
Sammamish	58,239	\$18,407,727,267	19.09	4.06%	\$23,232	Sammamish
Seattle	544,907	\$211,043,680,079	53.01	11.26%	\$174,767	Seattle
Shoreline	56,980	\$13,891,857,596	11.58	2.46%	\$17,916	Shoreline
Sno. Co. (Uninc.)	207,936	\$39,793,160,300	55.44	11.78%	\$67,235	Snoh. Co. (Uninc.)
Woodinville	12,790	\$4,615,076,274	5.66	1.20%	\$5,990	Woodinville
Woodway	1,360	\$806,423,000	1.16	0.25%	\$1,013	Woodway
Yarrow Point	1,030	\$1,462,047,900	0.36	0.08%	\$856	Yarrow Point
<b>Totals</b>	<b>1,675,583</b>	<b>\$563,700,166,421</b>	<b>470.71</b>	<b>100.0%</b>	<b>\$645,518</b>	
				<b>2022 TOTAL</b>	<b>\$645,518</b>	

**Population:**

- Population estimates by jurisdiction sourced from WA OFM data for 2020.
  - Jurisdictions entirely within a WRIA are assigned the the WA OFM estimate directly.
  - Parcels are allotted to jurisdictions (cities and unincorporated King County) and WRIsAs based on the location of the parcel centerpoint.
- Population estimates are calculated for each parcel using the table generated by KC Assessments named "localscape demographics." This is a newer and more accurate method than the prior method of proportioning by area within census tracts.

**How the population calculations are sourced and applied:**

Source:[https://www5.kingcounty.gov/sdc/Metadata.aspx?Layer=localscape\\_demographics](https://www5.kingcounty.gov/sdc/Metadata.aspx?Layer=localscape_demographics)

Applied:<https://localscape.property/ - kingcountypassessor/Overview>

**\* Note:**

King County land area excludes the Upper Cedar basin, which is Seattle's protected municipal watershed  
City of Kent jurisdiction in WRIA 8 is solely the Kent Watershed and no population is attributed to this area

**\*Assessed Value based on:**

Snohomish County: Assessed value is based on Snohomish County Assessor's data March 2021, for market land value + market improvements value  
King County: Assessed value is based on King County Assessor's data February 2021, land + improvements value  
Assessed value and area (sq. miles) excludes the Upper Cedar River subwatershed.