

TOWN OF WOODWAY
COUNCIL MEETING AGENDA

TUESDAY, JANUARY 2, 2024
6:00 P.M.

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

- 6:00 P.M. Call to Order, Flag Salute, & Roll Call
- 6:00 P.M. I Oaths of Office – Elizabeth Mitchell, John Brock, & Jim Willett
- 6:05 P.M. Public Comments*
- 6:10 P.M. II Ratify Previously Approved Payments – *December 18, 2023 Claims Approval of Payments – December 30, 2023 Claims; January 2, 2024 Claims; December 2023 Payroll*
- 6:15 P.M. III Approval of Minutes – *December 4, 2023, December 18, 2023*
- 6:20 P.M. IV Council Reports
- 6:25 P.M. V Mayor’s Report
- 6:30 P.M. VI Town Administrator’s Report
- 6:35 P.M. VII Representatives to Regional Organizations
- 6:45 P.M. Public Comments*
- 6:50 P.M. General Council Discussion – Choice of Subjects
- 6:55 P.M. Adjournment

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 or anyone wishing to make a public comment for this meeting via video or audio connection 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 2023 payment:

Claims checks #14376 through 14393 and EFT # 1624.....\$63,114.51

This 18th day of December 2023.

Mayor

Councilmember

Councilmember

Councilmember

*Note: three large items are being paid

- \$5,326.50 for November 2023 legal services, including \$3,710 for general services (franchise, ordinance, and policy review) and \$1,616.50 for MUGA-related services
- \$12,553.80 for November 2023 work on the 2021-2022 audits
- \$32,821 for road striping



TOWN OF WOODWAY
CLAIMS APPROVAL

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Clerk Treasurer

The following transactions are approved for 2023 payment:

Claims checks #14394 through 14399 and EFT #1699\$8,250.82

This 30th day of December 2023.

Mayor

Councilmember

Councilmember

Councilmember

- *The three largest charges on the credit card bill are:
1. Online GIS yearly subscription: \$1,103.90
 2. Retirement plaque for former Police Chief: \$221.45
 3. Fuel: \$487.75 (PD - \$153.32, PW - \$334.43)



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 2024 payment:

Claims checks #14400 through 14406 and EFT # 1\$102,154.96

This 2nd day of January 2024.

Mayor

Councilmember

Councilmember

Councilmember

*Note: two large items are being paid

- \$18,494.96 for 2024 accounting/utility billing software subscription
- \$81,876.00 for 2024 property/liability insurance



TOWN OF WOODWAY
PAYROLL 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 December 2023 Payroll transactions, for 7.63 FTE, are approved for 2023 payment:

EFT transactions #1643 through 1646 & 1664 through 1687\$84,935.96

This 29th day of December 2023

Mayor

Councilmember

Councilmember

Councilmember

* There were 0 comp time hours accrued in December 2023

**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.)

DRAFT

TOWN OF WOODWAY
COUNCIL MEETING MINUTES

MONDAY, DECEMBER 18, 2023
6:00 P.M.

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

- | | | |
|-----------------------------------|--|--|
| Members Present | <input type="checkbox"/> Mayor Mike Quinn | <input type="checkbox"/> Councilmember Rajeev Thakur |
| | <input 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 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

Councilmember Brock, acting as mayor pro tem, called the meeting to order at 6:00 p.m. Mayor Quinn, Councilmember Elizabeth Mitchell, and Councilmember Thakur had excused absences.

I - AUDIT EXIT CONFERENCE – STATE AUDITOR’S OFFICE

Amanda Robinson and Lingyun Zhou from the State Auditor's Office reviewed the results of the recent financial and accountability audits for 2021 and 2022. They affirmed that they were both clean audits with no findings or management letters. There was a brief discussion after the presentation.

ADJOURNMENT

Councilmember Willett moved to adjourn the meeting. *Councilmember Brock* seconded the motion. The motion passed unanimously. The meeting was adjourned at 6:17 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.)

Town of Woodway
October 2023
Investment Transaction Report

Investment Type	Transaction Type	Transaction Date	Amount
LGIP	Net Interest	10/31/2023	\$ 3,107.89
Agency Bond	Interest Payment	10/17/2023	\$ 10,937.50
Agency Bond	Interest Payment	10/24/2023	\$ 11,875.00
Agency Bond	Bond Maturity	10/24/2023	\$ 500,000.00
Agency Bond	Discount/Premium @ Maturity	10/24/2023	\$ (908.50)

TOWN OF WOODWAY
NOVEMBER 2023
INVESTMENT TRANSACTION REPORT

Investment Type	Transaction Type	Transaction Date	Amount
LGIP	Net Interest	11/30/2023	\$ 4,943.84

TOWN OF WOODWAY
REPRESENTATIVES TO REGIONAL ORGANIZATIONS

2023					
	Location	Meeting date	Rep 1	Rep 2	Alt. Rep
Mayor Pro Tem		n/a	E. Mitchell	Bogen	
Richmond Beach Community Association	in-person		Brock		
Salmon Recovery Council	online	Every other month, 3rd Thursday	Brock	Willett	
Sno Co Department of Emergency Management		Quarterly	Willett		
Snohomish County 911 Small City Caucus Rep.		Once per year	Willett		
Alliance for Housing Affordability		Quarterly - before one of the SCT meetings on a fourth Wednesday (January, April, July, October)	Brock	E. Mitchell	
Snohomish County Housing Affordability Task Force (HART)		only two meetings in 2020 - april & september	Willett		
Snohomish County Cities and Towns		Third Thursday of each month	Thakur		All Council Members
Conservation Futures Board - appointed through SCC organization			Quinn		
Snohomish County Housing and Community Development Policy Advisory Board - appointed through SCC organization			E. Mitchell		
Snohomish County Housing and Community Development Technical Advisory Committee		as needed, february and mid-year plus more if necessary	Willett	Brock	
Snohomish County Tomorrow - Steering Committee		Fourth Wednesday of each month, 6 to 8 pm	Thakur	Brock	
Solid Waste Advisory Committee		2nd Wednesday of each month			
South County Mayors		First Wednesday of each month	Quinn		
State Audits of Town		n/a			All Council Members
Washington Cities Insurance Authority (WCIA)		n/a	Napolitano	E. Mitchell	Thakur