

TOWN COUNCIL MINUTES

January 7, 2008

CALL TO ORDER, FLAG SALUTE, ROLL CALL

The first Council meeting for the month of January was called to order by Mayor Carla Nichols at 7:00 p.m. at Woodway Town Hall. Councilmembers present were Robert Schillberg, Kent Saltonstall, Bill Anderson, Kevin Fiske and Mike Quinn. Town Administrator Eric Faison, Public Works Director Terry Bryant and Clerk-Treasurer Joyce Bielefeld were also present.

APPROVAL OF MINUTES: In addition to several clarifying additions, the following amendments were made to the December 3, 2007 minutes:

- Page 1, third paragraph, change vote to 3-0-1.
- Page 2, third paragraph, last paragraph, change "Paramount" to the legal name of Alon.
- Page 3, fifth paragraph, replace Editorial Note with "He reported that the Snohomish County PUD was planning some extensive trimming of trees this spring and the Town would be reimbursed for the trees that are removed."
- Page 3, fifth paragraph, add to the end of the last sentence, "located at the bluff on Woodhaven Place."

Councilmember Schillberg moved to approve the minutes of January 7, 2008 as amended. *Councilmember Saltonstall* seconded the motion. The motion carried (2-0-3); Councilmembers Anderson, Fiske and Quinn abstained.

OATH OF OFFICE – KEVIN FISKE AND MIKE QUINN

City Clerk Joyce Bielefeld administered the Oath of Office to Kevin Fiske and Mike Quinn.

APPROVAL OF VOUCHERS: *Councilmember Anderson* moved to approve Claims Warrants #6131 through #6154 for the total amount of \$40,119.27 for 2007 payment. *Councilmember Saltonstall* seconded the motion. The Council requested staff investigate whether the Town could purchase the postage meter to avoid the rental fee. The motion carried unanimously.

Councilmember Saltonstall moved to approve Claim Warrants #6155 through #6181 for the total amount of \$48,046.00 for 2007 payment. *Councilmember Anderson* seconded the motion. Mayor Nichols referred to warrant #6165 totaling \$823.07, explaining an earlier check number 5940 for \$641.05 for reimbursement of mileage, telephone, and meals was voided due to inaccurate phone reimbursement calculations. The phone reimbursement was corrected and is included in warrant #6165. The Council requested the Police Chief provide an explanation regarding revenue generated from traffic tickets including a specific example such as the amount the Town would receive from a \$125 ticket. The motion carried unanimously.

Councilmember Schillberg moved to approve Claims Warrants #6182 through #6192 for the total amount of \$6,634.70 for 2008 payment. *Councilmember Anderson* seconded the motion. The motion carried unanimously.

Councilmember Saltonstall moved to approve Payroll Warrants #9278 through #9313 for the total amount of \$61,306.36. *Councilmember Fiske* seconded the motion. The motion carried unanimously.

AUDIENCE COMMENTS: Keri Bumgardner 23600 Woodway Park Road, relayed her conversation with Police Chief Hanson regarding car prowls that occurred in the Woodway, Edmonds and Shoreline area on December 10 - 12. Chief Hanson advised her several car prowls occurred in the area of Woodway Park Road and Timber Lane, and he remarked on the number items residents left in their cars. Ms. Bumgardner expressed concern that residents were not aware this was occurring and suggested consideration be given to a way of alerting residents. Mayor Nichols suggested an article in the *Woodway Whisper* and/or adding a police section to the Town's website regarding criminal activity and safety tips.

Kevin Hendrickson, Dogwood Lane, reported when he was burglarized at the end of October, the police only took a report over the phone. He was interested in 24 hour a day patrols by the Police Department or a security company, fearing without 24 hour patrols the Town was an easy target for thieves. He referred to a friend in the south end of Woodway, whose home and cars had been burglarized, noting the increased criminal activity should have been reported in the most recent edition of the *Woodway Whisper*. Mayor Nichols advised the Town had 24/7 emergency response from City of Edmonds and typically the most protected communities were those where the residents looked out for each other. She pointed out professional standards for residential communities were one full-time officer per 1,000 residents; Woodway has 1,200 residents and 1.3 FTE (full-time equivalent) police officers. Mr. Hendrickson suggested more nighttime police patrols would deter thefts. Mayor Nichols reported that current schedules did include nighttime hours. Discussion followed regarding establishing a monthly police blotter on the Town's website and establishing neighborhood blockwatches. Mr. Faison offered to confer with Chief Hanson regarding scheduling and possibly shifting more officers to evening hours. He also agreed to investigate establishing a monthly police blotter on the website.

COUNCIL REPORTS: **Councilmember Anderson** welcomed the new Councilmembers and looked forward to working with them. He complimented Public Works Director Terry Bryan and his crew on the cleanliness of the Town's streets and sidewalks. With regard to the Town's investments, he was uncomfortable with amount of money the Town had invested with one institution, pointing out the difference in the rate between institutions was a net return of \$3,000/year. He favored diversification particularly with the current uncertainty in the financial community. Mayor Nichols described the Town's Investment Committee that oversaw investment of the Town's reserves and summarized the safeguards associated with the Town's use of lending institutions that are approved and insured by the Washington Public Deposit Protection Commission. She suggested that if the full Council was interested, the Investment Policy could be revised to again include diversification.

Councilmember Quinn commented he was excited about joining the Council and looked forward to working with the Council, Mayor and staff. He expressed his appreciation for the warm welcome he had received.

Councilmember Saltonstall requested an excused absence for the second meeting in February and the first meeting in March. Mayor Nichols distributed a revised Council meeting calendar. Councilmember Saltonstall reported on an oil leak from a tree service vehicle on Dogwood Lane that was sufficient in quantity to enter the storm drain. He recommended finding a way to address this problem and to hold those responsible for the leaks accountable.

Councilmember Schillberg distributed an article regarding a dense housing project in Lynnwood that was rejected by the Snohomish County Council. He noted this may be an issue due to development proposed at Pt. Wells.

MAYOR REPORT: Mayor Nichols described recent efforts to get Snohomish County to revise their development codes to address issues associated with Low Density Multi-Family Residential (LDMR) developments such as narrow streets with no sidewalks or visitor parking, etc. She explained this was an issue for many cities as the LDMRs were being constructed in areas that Snohomish County wanted cities to annex in the future. Although city and Fire District representatives, county planners, and developers met to discuss revisions, Snohomish County did not adopt any of the cities' recommendations but will consider revisions to the County code in 2008.

Mayor Nichols advised she planned to invite Mike Cooper, the new Snohomish County Councilmember representing Woodway, to a Town Council meeting this spring and to encourage him to attend a meeting twice a year. Her intent was to inform him of Woodway's issues as well as have him report on what the Snohomish County Council was doing.

Mayor Nichols reported Councilmember Saltonstall and she attended the South Snohomish Cities legislative meeting where city representatives reported on legislative priorities and issues affecting their communities. She also reported on the Mayors meeting that she attended in January. She reported on the Snohomish County's Unified Development Code public forum she attended regarding development code changes for urban village demonstration projects. She advised the application Paramount of Washington-Alon has submitted for the Pt. Wells site would be reviewed under that code.

Mayor Nichols distributed a letter from the Puget Sound Regional Council (PSRC) and described the PSRC's responsibilities and the composition of their Executive Board. She distributed a memo from the Town's municipal attorney regarding the Open Public Meeting Act and emails, explaining emails are subject to the Open Public Meetings Act. She also distributed an article from the January 6 *Seattle Times* NW Magazine regarding rain gardens, a stormwater strategy using low development facilities.

Mayor Nichols referred to information in the Council packet provided by the Snohomish County Executive's office regarding new district court rates. She also referred to a letter from Washington State Department of Transportation (WSDOT) in response to her letter regarding additional noise monitoring related to the relocation of the ferry terminal to the Pt. Edwards site, and their offer to meet with Town staff. Councilmember Anderson asked to attend that meeting.

TOWN ADMINISTRATOR'S REPORT

Mr. Faison advised the first Town Operations Status Report was included in the Council packet and that this report will become a routine monthly report. He reported Public Works Director Bryant and he met with Point Edwards manager, Ross Wood, regarding work done by Pt. Edwards within the Town's right-of-way including installation of drainage facilities on Town property to the benefit of the Pt. Edwards property. Aime Broadsword, PACE Engineering, will consider to what extent the project was beneficial to the Town and he expected resolution to his questions later this month.

Mr. Faison reported a catch basin on Makah Road overflowed resulting in flooding onto a resident's property. The letter the Town received regarding a claim for damages will be submitted to the Town's insurance provider, Washington Cities Insurance Authority (WCIA).

Councilmember Anderson expressed concern with the potential safety hazard of the open steel grate on the catch basin on Makah Road. Mayor Nichols reiterated her plans to bring the Stormwater Comprehensive Plan back to the Council in the near future to review the projects and prioritization.

LETTER ALLOWING CITY OF LYNNWOOD REPRESENTATION ON HEALTH BOARD

Mayor Nichols explained historically Lynnwood has represented the Town on the Snohomish County Health District Board which requires confirmation each year.

ACTION: *Councilmember Anderson* moved to reaffirm Councilmember Jim Smith, City of Lynnwood, as the Town's representative on the Snohomish County Health Board. *Councilmember Saltonstall* seconded the motion. The motion carried unanimously.

DESIGNATE REPRESENTATIVES FOR REGIONAL COMMITTEES

Mayor Nichols reviewed the following representations on regional committees, explaining the representation could be changed or allowed to continue:

- Councilmember Schillberg – Snohomish County Solid Waste Committee and South Snohomish Cities (SSC)
- Councilmember Saltonstall – Snohomish County Emergency Radio System (SERS) and SnoCom-SW Snohomish County Public Safety Communications Agency (Woodway's 911 Provider)
- Mayor Nichols – Snohomish County Tomorrow

Councilmember Saltonstall offered to continue serving on the SERS and SnoCom Boards. Councilmember Schillberg offered to be the first alternate and Councilmember Fiske offered to be the second alternate. Mayor Nichols offered to develop a list of the other committees, current representative and when/where they met for further consideration at the next Council meeting.

ACTION: *Councilmember Anderson* moved to pass a resolution identifying Councilmember Saltonstall as the primary representative on the Snohomish County Emergency Radio System and SnoCom with Councilmembers Schillberg and Fiske as alternates. *Councilmember Quinn* seconded the motion. The motion carried unanimously.

CONFIRM PLANNING COMMISSIONERS JAN OSTLUND AND TOM HOWARD

Mayor Nichols described the process for advertising and interviewing applicants. She also described the candidates' backgrounds.

ACTION: *Councilmember Saltonstall* moved to confirm the Mayor's appointment of Jan Ostlund and Tom Howard to the Planning Commission. *Councilmember Anderson* seconded the motion. The motion carried unanimously.

MEETING PROTOCOL DISCUSSION

Mayor Nichols described protocol/general rules for Council meetings:

- For issues that arise right before a meeting or when a resident requests immediate action, the Council's policy has been to gather information, consider the issue and take action at a subsequent meeting.

- For specific issues raised by a Councilmember, typically the issue is presented to the Council for discussion and the majority of the Council establishes a policy or direction to the Mayor and/or staff.
- For important votes such as the formation of the stormwater utility, Councilmembers may be asked to state the reason for their vote.
- Councilmembers are encouraged to make motions for any actions to ensure clarity.
- Executive Sessions can only be held to discuss personnel matters, land acquisition/sale, and potential litigation. Any member of the Council or the Mayor may request an Executive Session.
- State law requires the Planning Commission or Town Council hold public hearings on certain issues. The Council may also schedule a public hearing on other issues of interest to the community.

AUDIENCE COMMENTS: Mr. Hendrickson expressed his appreciation to the Council for their efforts. He enjoyed living in Woodway and commented the Town looked the best it ever had due to the efforts of Mr. Bryant and his crew. He summarized it would be nice to get residents more involved in the community.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

Councilmember Anderson asked for an update regarding the treehouse in the setback on Algonquin. Mayor Nichols responded there was more than one treehouse located in a setback in the Town; the parties had been informed the issue would be presented to Council again on January 22 for policy direction.

ADJOURNMENT OF PUBLIC MEETING: *Councilmember Schillberg* moved to adjourn the meeting. *Councilmember Saltonstall* seconded the motion. The motion carried unanimously. The meeting was adjourned at 9:03 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Joyce Bielefeld, Town Clerk-Treasurer

Carla A. Nichols, Mayor

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