

TOWN COUNCIL MINUTES
Tuesday, January 21, 2014

CALL TO ORDER, FLAG SALUTE, ROLL CALL

The second Council meeting for the month of January was called to order by Mayor Nichols at 7:00 p.m. at Woodway Town Hall, 23920 113th Place West. Councilmembers William Anderson, Elizabeth Mitchell, and Kent Saltonstall were present. Councilmembers Mike Quinn and Tom Whitson had excused absences. Town Administrator Eric Faison and Deputy Clerk Heidi Napolitano were also present.

APPROVAL OF MINUTES:

Councilmember Mitchell moved to approve the minutes of December 9, 2013, as amended. *Councilmember Anderson* seconded the motion. The motion carried unanimously.

Councilmember Anderson moved to approve the minutes of January 6, 2014, as amended. *Councilmember Mitchell* seconded the motion. The motion carried unanimously.

APPROVAL OF VOUCHERS:

Councilmember Mitchell moved to approve 2013 Claims Checks #8881 through #8894 for the amount of \$19,756.65. *Councilmember Saltonstall* seconded the motion. The motion carried unanimously.

Councilmember Anderson moved to approve 2014 Claims Checks #8895 through #8910 for the amount of \$172,194.25. *Councilmember Saltonstall* seconded the motion. The motion carried unanimously. It was noted that the first quarter fire suppression expenditures were lower due to changing service provision to Shoreline Fire Department.

AUDIENCE COMMENTS: None

COUNCIL REPORTS:

Councilmember Mitchell reported that she and Mayor Nichols attended the Snohomish County Cities and Towns Dinner. The mayor of Edmonds was recently elected the leader of the group. Council members were alerted to an upcoming Cities/Town Summit meeting with Snohomish County Executive, John Lovick. The date has been set for Thursday, February 20th. Mayor Nichols encouraged Council members to attend.

Councilmember Mitchell also reported that she recently attended the WCIA Board meeting, where they elected a new executive committee. The focus of the committee in 2014 would be on educational opportunities for member cities, including land use violations and human resources issues.

Councilmember Saltonstall requested an excused absence for the 2nd meeting in April.

Councilmember Anderson shared that he had attended a planning meeting of the Snohomish County Affordable Housing Task Force. He also commented that he had received a questionnaire from Puget Sound Energy regarding procedures for turning gas lines off and other emergency preparedness tasks. He asked that a representative from the utility come to Woodway to train the Council and staff on general pipeline knowledge and emergency preparedness.

Councilmember Anderson requested an excused absence for the 2nd meeting in February.

MAYOR'S REPORT:

Mayor Nichols reported that the Council retreat scheduled for Saturday, January 25 would be postponed due to scheduling conflicts. She also reported that the Twin Maples stormwater meeting was being moved from February 6 to February 12 at 6 pm.

Mayor Nichols requested an excused absence for the 2nd meeting in February. She suggested that, if there were no pressing business, Council consider at its next meeting cancelling the February 18th meeting.

Mayor Nichols reported that the Snohomish County Council consent agenda for January 22nd included approving the Conservation Futures interlocal agreement that would finalize the grant money awarded for the purchase of park land in Woodway. She said that she would like to convene a citizen task force to discuss possible use of the park property and that she would include an invitation to residents in the next town newsletter.

TOWN ADMINISTRATOR'S REPORT:

Town Administrator Eric Faison gave an update on the timing of the closing of the purchase of the park property. He explained that once the Snohomish County Council approved the interlocal agreement, he would arrange to have the money wired directly to the escrow agent.

CONFIRMATION OF PLANNING COMMISSIONERS

Mayor Nichols shared that she has spoken with Planning Commissioners John Zevenbergen and Per Odegaard, and both of them expressed interest in continuing their service on the Planning Commission. She commented that they had previously served the remainder of uncompleted terms and would now be eligible to be appointed to a full term.

ACTION: *Councilmember Saltonstall* moved to confirm the Mayor's re-appointment of John Zevenbergen and Per Odegaard to the Planning Commission. *Councilmember Mitchell* seconded the motion. The motion carried unanimously.

DISCUSSION OF STREET CLOSURE/TRAFFIC CALMING

Mayor Nichols opened the discussion to include the Planning Commissioners who were present. Commissioner Per Odegaard gave a brief history of the Planning Commission's discussions on the need for traffic calming devices. Commissioners Pat

Tallon, Jan Ostlund, and Bob Allen also shared their concerns and suggestions.

A discussion followed between the Council and Planning Commission about the reasons for potentially implementing traffic calming devices. The two main reasons were slowing down traffic to improve safety and reducing traffic volume. Several ideas were suggested, including chicanes, speed bumps, roundabouts, traffic circles, speed monitoring cameras and displays, and extra enforcement. The discussion concluded with staff agreeing to conduct further research on options, and Council agreeing to schedule a discussion at a future meeting.

STORMWATER CONTRACT

Public Works Director Terrance Bryant provided a brief description of the stormwater improvement option that the Council had previously selected for Twin Maples and a history of stormwater concerns in the neighborhood. A discussion followed about the effectiveness of the conceptual design, potential phasing of the project due to complexity and cost, maintenance of the improvements and the possibility of raising stormwater utility rates to allow the project to be completed sooner. Staff requested Council authorization to execute a contract with PACE Engineers, the Town's engineers, to complete final design of the project. The contract would cover engineering services that would take the conceptual design to final drawings that would be ready for contractors and the subsequent bid process to select a construction company to implement the storm water improvements.

Staff also noted that residents in Twin Maples will be receiving an invitation to a community meeting at Town Hall on February 12th at 6pm, where they will be informed as to the nature and timing of the project.

ACTION: *Councilmember Mitchell* moved to authorize the Mayor to execute a contract not to exceed \$50,000 with PACE Engineers for the engineering of the Twin Maples stormwater project. *Councilmember Anderson* seconded the motion. The motion carried unanimously.

TOWN HALL RENTAL POLICY

Mayor Nichols asked for input from the Council on the elements that are proposed to be included in a new Town Hall rental policy. Discussion followed about the cost of comparable nearby rental spaces, what would be necessary for a group to qualify for the resident rate, parking concerns, and when the rooms would be available. Council agreed that initially the policy should start with modest fees and a simple process for reserving the facility with operation experience dictating if additional procedures will be needed.

The consensus of the Council was to have different rates for residents and non-residents and to allow use of the building for no cost during regular business hours if the rooms are not being used for official purposes. Staff will draft the administrative policy that outlines the fees and requirements for renting Town Hall.

AUDIENCE COMMENTS: None.

GENERAL COUNCIL DISCUSSION - CHOICE OF SUBJECTS

Councilmember Saltonstall suggested that the council discuss succession planning for future councilmembers and mayors at the upcoming retreat.

Councilmember Anderson asked if PACE Engineering’s rates were still competitive. Town Administrator Faison responded that the State Auditor’s office required a “periodic” request for proposals from contractors and that it would be appropriate to go through that process again.

EXECUTIVE SESSION:

Mayor Nichols recessed to Executive Session at 8:55 pm for approximately 10 minutes to discuss property acquisition.

Mayor Nichols reconvened the meeting at 9:08 pm.

ADJOURNMENT:

Councilmember Mitchell moved to adjourn the meeting. *Councilmember Anderson* seconded the motion. The motion carried unanimously. The meeting was adjourned at 9:09 pm.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Joyce Bielefeld, Clerk Treasurer

Carla Nichols, Mayor

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