

TOWN COUNCIL MINUTES
Tuesday, November 4, 2014

CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Nichols called the first Council meeting for the month of November to order at 7:00 p.m. at Woodway Town Hall, 23920 113th Place West. Councilmembers William Anderson, Elizabeth Mitchell, Kent Saltonstall, and Tom Whitson were present. Clerk Treasurer Joyce Bielefeld, Town Administrator Eric Faison, and Public Works Director Terrance Bryant were also present.

APPROVAL OF MINUTES:

Councilmember Saltonstall moved to approve the minutes of October 13, 2014 as amended by additional comments submitted by resident, Inger Saltonstall.

Councilmember Mitchell seconded the motion. The motion carried unanimously.

Councilmember Mitchell moved to approve the minutes of October 20, 2014 as amended. *Councilmember Anderson* seconded the motion. The motion carried unanimously.

APPROVAL OF VOUCHERS:

Councilmember Mitchell moved to approve Claims Checks #9265 through 9276 including EFT's for the amount of \$12,795.52. *Councilmember Saltonstall* seconded the motion. The motion carried unanimously.

Councilmember Saltonstall moved to approve Payroll Checks #9260 through #9264 including EFT's for the amount of \$47,691.60. *Councilmember Whitson* seconded the motion. The motion carried unanimously.

AUDIENCE COMMENTS:

Walter Sobol, 23918 113th Place West, expressed concern about the noise from the Town's heat pumps located on the north side of Town Hall and adjacent to his property. He said something needs to be done to minimize the noise and requested that the Town install noise baffling blankets in order to mitigate the current noise created when the units are turned on.

Mayor Nichols stated that over the past six months, the Town has attempted several strategies to reduce the noise, including the installation of noise reducing cones that were installed over the motors of the pumps and arborvitae plants being planted on top of the concrete wall located to the south of the heat pumps.

Public Works Director Bryant stated that additional sound blankets that would be installed on the surrounding concrete walls would cost approximately \$450 each for a total of \$2000.

ACTION: *Councilmember Mitchell* moved to authorize an expenditure of up to \$2000 from the 2014 budget to purchase the sound blankets. *Councilmember Anderson* seconded the motion. The motion carried unanimously.

Teresa Pape, 24120 Willowick Lane, introduced herself and stated she would like to find out how local government works and is interested in contributing more to the community.

COUNCIL REPORTS:

Councilmember Mitchell stated she and the Clerk Treasurer had attended the Washington Cities Insurance Authority (WCIA) annual board meeting and training on public records. She reminded the Council that emails should be sent through the Town Hall's email and Clerk rather than to each other. Further, the Town will need to establish policies on how to retain emails. She also stated that she and Councilmember Saltonstall watched a video regarding Land Use Planning required by WCIA.

Councilmember Mitchell explained there is a program through Burlington Northern Railroad for homeowners of bluff properties to hook into stormwater drainage systems and encouraged Woodway homeowners to get more information from Burlington Northern.

Councilmember Anderson announced that due to a recent storm which resulted in a tree falling across a utility line, he contacted utilities officials. He found that if a tree or branch falls on a telephone or internet line, the resident is responsible for clearing the debris.

Councilmember Anderson stated he attended the Snohomish County Housing Authority Consortium meetings and budget committee meetings. He reported the Gates Foundation's two year grant to the Consortium has ended and now funding needs to be made up by the cities, which will increase the annual dues. He reported the draft housing profile for Woodway has been released.

MAYOR'S REPORT:

Mayor Nichols reported on the Police Contract negotiations with the City of Edmonds. Councilmember Anderson suggested that a special meeting or work session be held to discuss this subject.

Mayor Nichols reported on the City of Edmonds Point Edwards Condominiums, Building 10 settlement issues and said all of the issues have been resolved except for guest parking. A possible site for guest parking adjacent to Pine Street has been identified and the attorney for the developer is researching whether this new site could be utilized. Mayor Nichols reported that the Twin Maples stormwater project has been completed. She stated the rain gardens are working because during the recent heavy rains, there is no standing water.

Mayor Nichols discussed the Council position left vacant by the resignation of Mike Quinn and how the position will be filled. Staff will research Council minutes to learn of

procedures. The Mayor requested Councilmembers submit questions they would like to ask Council candidates.

TOWN ADMINISTRATOR'S REPORT:

Public Works Director Terry Bryant reported the policy of the town is to not allow the staff to cut or remove any trees or branches from power or telephone lines for the safety of the crew.

Ken Nilsen, PACE Engineering, gave an update on the potential development of the upper bluff.

PUBLIC HEARING-2015 REVENUE SOURCES AND BUDGET:

Mayor Nichols opened the public hearing at 8:22 pm. She presented Resolution #14-376, which would increase property taxes by 1%.

Mayor Nichols acknowledged that there were no residents present who wanted to give testimony related to the budget.

Mayor Nichols closed the public hearing at 8:23 pm.

REVIEW 2015 BUDGET:

Mayor Nichols presented the draft budget reviewing the revenue sources as well as programs of expenditures. The draft budget has been amended to include a new fund for capital replacement items (vehicles, large expenditure equipment).

Public Works Director Terry Bryant reported the cost of installing a chain link fence or other form of visual aid in the back parking lot would cost approximately \$1500 and a substantial barrier, such as a guard rail, would cost approximately \$8,000. It was decided to not include this item in the proposed budget at this time.

Mayor and Council discussed the cost of improving Deer Creek Park and the proposed expenditure has been transferred to the Capital fund where Real Estate Excise Tax (REET) funds are allowed to be used for improvement of park.

AUTHORIZE MAYOR TO SIGN ELEVATOR MAINTENANCE AGREEMENT:

Public Works Director Terry Bryant explained several other elevator service agreements and the cost for calls if there isn't a maintenance agreement. He recommended signing the agreement with ThyssenKrupp Elevator for service. Council asked for more information, including comparing experience from other small cities who have elevators.

After discussion, this item will be brought back to a future meeting.

AUTHORIZE MAYOR TO SIGN CITY ATTORNEY SERVICES CONTRACT FOR 2015:

Legal services for the Town are provided by Ogden Murphy Wallace law firm in Seattle. The contract for legal services hourly rate will increase between \$3 and \$7 in 2015 for member, associate, law clerk, and paralegal services.

ACTION: *Councilmember Mitchell* moved to authorize the Mayor to sign the legal services contract for 2015. *Councilmember Saltonstall* seconded the motion. The motion carried unanimously.

TOWN EMPLOYEE RETENTION BONUS POLICY:

Town Administrator Eric Faison explained the Town would like to change the bonus policy and recommended Council adopt an ordinance. He explained the basis for any award under the retention bonus program must reflect a prospective retention period of at least thirty days.

ACTION: *Councilmember Saltonstall* moved to adopt an ordinance authorizing an award under the retention bonus program. *Councilmember Whitson* seconded the motion. The motion carried unanimously.

ADJOURNMENT:

Councilmember Mitchell moved to adjourn the meeting. *Councilmember Saltonstall* seconded the motion. The motion carried unanimously. The meeting was adjourned at 9:23 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.)