

**CITY OF DUVALL  
COUNCIL MEETING  
April 19, 2016  
7:00 P.M. – Riverview Educational Service Center  
15510 – 1<sup>st</sup> Ave NE**

**Committee of the Whole: 5:30 P.M.**

**The City Council Meeting was called to order by Mayor Ibershof at 7:01 P.M.**

**Roll Call:** Amy Ockerlander, Scott Thomas, Becky Nixon, Jason Walker, Dianne Brudnicki, Leroy Collinwood (absent: Gary Gill)

**Staff Present:** Matthew Morton, Lara Thomas, Dean Rohla, Steve Leniszewski, Police Chief Carey Hert, Jodi Wycoff

**I. Additions or Corrections to the Agenda:**

Under Consent Agenda add: Payroll in the amount of \$100,470.75; and Claims in the amount of \$696,044.11; Under Scheduled Items remove: King County Fire District 45 report; and Under New Business add: Item #6. (AB16-29) Approve Resolution authorizing the Mayor to submit an application for grant funding assistance for a Youth Athletic Facilities (YAF) through the State of Washington Recreation and Conservation Office.

**II. Adoption of Council Agenda:**

*It was moved and seconded (Ockerlander-Nixon) to adopt the 04/19/16 Council Agenda. The motion carried (6 ayes).*

**III. Approval of Consent Agenda:**

*It was moved and seconded (Ockerlander-Thomas) to approve the consent agenda which included approving the City Council minutes and Committee of the Whole minutes of 04/05/16; Payroll Check #23845 in the amount of \$100,470.75 including EFTs in the amount of \$97,570.87; Claims Checks #23846-23929, #23844, and #23841-23843 in the amount of \$696,044.11 including EFTs in the amount of \$11,834.20. The motion carried (6 ayes).*

**IV. Comments from the Audience:**

Ernest Snook, Duvall resident, said that the sidewalk in his neighborhood is in much need of repair and when he spoke with the City regarding it, he was told that adjacent property owners are responsible for the maintenance of the sidewalks. Mr. Snook asked if there was a way that the City and adjacent owners could partner to pay for the cost to repair or replace the sidewalk.

Katherine Taylor, Local Government Representative for Puget Sound Energy, said she wanted to introduce herself to Council. Ms. Taylor said she will give her business cards to the Clerk and told Council to contact her if they ever need anything.

Alicia Abdelhamed, Duvall resident, said that her children attend Duvall Cooperative Preschool (DCP). Ms. Abdelhamed said that DCP is a non-profit that is able to provide early education to low income families and it is the only local parent/toddler program that provides that early education. Ms. Abdelhamed expressed her concern that DCP may not be able to continue to provide this service to the community.

Amy Peterson, Duvall Cooperative Preschool, said that there are 29 children served at the Preschool. The DCP Board does want to buy the WRECK Center building but it has to be rezoned. Ms. Peterson asked Council to consider options other than moving the DCP out of the building.

Jan Snook, Duvall resident, said that she has been the “Nana” at Duvall Cooperative Preschool. Ms. Snook said that if Council is looking at other locations for the Preschool to move to, to keep in mind that they need outdoor space. Ms. Snook asked that if the building is not zoned commercial, how can the City consider allowing a commercial business to lease the building.

**V. Scheduled Items:**

**1. Mayor:**

Mayor Ibershof presented Steve Leniszewski, Public Works Director, with a plaque of appreciation for his almost 15 years of service to City of Duvall. Mr. Leniszewski’s last day of work for Duvall is April 29<sup>th</sup>.

**2. Council:**

No reports

**3. City Administrator:**

a) WCIA Audit & Personnel Policy – Matthew Morton, City Administrator, said that Washington Cities Insurance Authority (WCIA), the City’s insurance carrier, does an annual audit of all of its members to assess risk and liability. This year, because we are a new member, Duvall’s audit will be a 360 audit, meaning they will do a general audit of all city functions. This will give us a good look at our risks and liabilities and allow us to prioritize where we need to focus our attention.

b) City Administrator Work Flow – Mr. Morton said that his usual work flow is project based, but with the previous police chief vacancy and the upcoming public works director vacancy, he has not been able to focus on specific project. Mr. Morton wanted Council to be aware of the situation.

c) Salary Survey – Mr. Morton gave a presentation explaining the process he is using for the salary survey and the timeline of the survey. Mr. Morton said that he has spoken with staff and the unions about the survey and explained that ultimately salaries are a policy decision for Council. Mr. Morton said he is planning to have the survey completed in June or July.

Lastly, Mr. Morton, said that he will be in Yakima the first week of May for a labor negotiations course and the WCIA Board meeting.

**4. ~~King County Fire District 45~~ removed**

**5. Draft 2017 Budget Calendar**

Dean Rohla, Finance Director, handed out a draft 2017 Budget Calendar and reviewed it with Council. The first budget workshop is scheduled for Tuesday, May 31<sup>st</sup> at 6:00 p.m. (location to be determined). The workshop will focus on setting Council priorities for the 2017 budget.

**6. Main Street Project Progress Update**

Shaun Tozer, Project Manager, gave a presentation showing what has been done to date to prepare for the Main Street Project and a draft timeline for the project itself. The Coe Clemons Creek Culvert Project is complete and the right of way purchases for Main Street are being certified. Mr. Tozer said that he is hopeful to go to bid in May with a bid opening June 1<sup>st</sup>. Lastly, Mr. Tozer said that he will be updating Council at future meetings and answered questions from Council.

**VI. Presentation: None**

**VII. Public Hearing: None**

**VIII. New Business:**

**1. (AB16-23) Approve and Authorize the Mayor to execute the Construction Agreement with PSE, completing the Schedule 74 design process, and agreeing to the estimated construction costs associated with this phase of the project.**

*It was moved and seconded (Collinwood-Nixon) to approve and authorize the Mayor to execute the Construction Agreement with PSE, completing the Schedule 74 design process, and agreeing to the estimated construction costs associated with this phase of the project.. The motion carried (6 ayes).*

**2. (AB16-24) Approve and Authorize the Mayor to award a contract to the lowest responsible bidder for the manufacture of the Thayer Creek Culverts.**

*It was moved and seconded (Ockerlander-Collinwood) to approve and authorize the Mayor to award a contract to the lowest responsible bidder for the manufacture of the Thayer Creek Culverts. The motion carried (6 ayes).*

**3. (AB16-25) Approve and Authorize the Mayor to sign the “Main Street Conversion Project” Agreement with Frontier Communications.**

*It was moved and seconded (Collinwood-Thomas) to approve and authorize the Mayor to sign the “Main Street Conversion Project” Agreement with Frontier Communications. The motion carried (6 ayes).*

**4. (AB16-26) Approve and Authorize the Mayor to sign contract with R.C. Zeigler Company, Inc. for the 2016 Duvall WRECK Center – Exterior Siding Repair not to exceed \$19,957.42 and approve a budget amendment to fund the repairs from the REET 1 & 2 funds.**

Steve Leniszewski, Public Works Director, explained that the contract includes \$14,957.42 for the exterior work and, if needed, \$5,000.00 for interior drywall work. The interior work would have to be authorized by staff before work could begin. The hope is that it will not be needed.

*It was moved and seconded (Nixon-Brudnicki) to approve and authorize the Mayor to sign contract with R.C. Zeigler Company, Inc. for the 2016 Duvall WRECK Center – Exterior Siding Repair not to exceed \$19,957.42 and approve a budget amendment to fund the repairs from the REET 1 & 2 funds. The motion carried (5 ayes, 1 nay - Walker).*

**5. (AB16-27) Transportation Plan Update - Contract**

Steve Leniszewski, Public Works Director, said that the Transportation Plan needs to be updated to reflect the changes in the 2015 Comprehensive Plan Amendment. This has been budgeted. Mr. Leniszewski reviewed the documents that were in the Committee of the Whole packet and said that Boyd Benson, City Engineer, will bring this item back for approval after the Comprehensive Plan Amendment is approved.

**6. (AB16-29) Approve Resolution #16-05 authorizing the Mayor to submit an application for grant funding assistance for a Youth Athletic Facilities (YAF) through the State of Washington Recreation and Conservation Office.**

*It was moved and seconded (Ockerlander-Collinwood) to approve Resolution #16-05 authorizing the Mayor to submit an application for grant funding assistance for a Youth Athletic Facilities (YAF) through the State of Washington Recreation and Conservation Office. The motion carried (6 ayes).*

**IX. Unfinished Business:**

**1. (AB16-17) Accept Public Art Donation: “Mike Ball’s Hat”**

*It was moved and seconded (Ockerlander-Nixon) to accept Public Art Donation: “Mike Ball’s Hat”. The motion carried (6 ayes).*

**2. (AB16-21) Approve Resolution #16-06 authorizing the Finance Director to transfer funds related to the Coalition of Small Police Agencies to the City of Lake Forest Park.**

*It was moved and seconded (Ockerlander-Brudnicki) to approve Resolution #16-06 authorizing the Finance Director to transfer funds related to the Coalition of Small Police Agencies to the City of Lake Forest Park. The motion carried (6 ayes).*

**3. (AB16-18) Approve Resolution #16-07 adopting the 2015 Duvall Shoreline Master Program.**

*It was moved and seconded (Ockerlander-Thomas) to approve Resolution #16-07 adopting the 2015 Duvall Shoreline Master Program. The motion carried (6 ayes).*

**4. (AB16-19) Ordinance - 2016 Code Amendments**

Lara Thomas, Planning Director, explained that this item is on the agenda to allow Council the opportunity to ask any questions. Lara answered questions from Council and said that this item will be brought back for adoption when the Comprehensive Plan Amendment is approved.

**5. (AB16-09) Ordinance – TBD Funding**

Matthew Morton, City Administrator, said that there have been no changes to the draft ordinance. This item will remain on the Council agenda for discussion at future meetings for transparency and public participation.

**6. Demonstration Ordinance – Cottage Housing**

Lara Thomas, Planning Director, said that the draft ordinance was sent to the development community and peers for review and comments. Ms. Thomas reviewed the comments she received back and answered questions from Council. Ms. Thomas said this item will be brought back to the next meeting for a Public Hearing and possible adoption by Council.

**X. Executive Session: 10 minutes – Potential Litigation**

RCW 42.30.110(1)(i)

8:35 p.m. The Council Chambers were cleared for a 10-minute Executive Session regarding potential litigation.

8:45 p.m. The Executive Session was extended 10 minutes.

8:55 p.m. The Executive Session was extended 4 minutes.

8:59 p.m. The Regular Council Meeting Resumed.

Steve Leniszewski, Public Works Director, reminded everyone that the Earth Day Event is this Saturday in McCormick Park from 10:00 a.m. to 4:00 p.m.

**XI. Adjournment:**

*It was moved and seconded (Ockerlander-Thomas) to adjourn the meeting. The meeting adjourned at 9:01 P.M.*

Signed \_\_\_\_\_  
Will Ibershof, Mayor

Attest \_\_\_\_\_  
Jodi Wycoff, City Clerk