

**CITY OF DUVALL
CITY COUNCIL
COMMITTEE OF THE WHOLE MINUTES
January 4, 2022 – 5:30 p.m.
Virtual Only Meeting via Zoom**

Due to public health emergency, this meeting was held remotely. All Councilmembers and staff attended via Zoom webinar.

I. Call to Order

Mayor Pro Tem McHenry called the meeting to order at 5:31 p.m. Mayor Amy Ockerlander also was in attendance.

Council Present: Rick Shaffer, Amy McHenry, Michelle Hogg, Jennifer Knaplund and Dorothy Lengyel, John Isaacson

Staff Present: Kevin Opple, Lara Thomas, Steve Leniszewski, Dana Mason, Daniel Kenny, Sara McMillon

II. Good of the Order

Councilmember Knaplund expressed a preference for having a report from Duvall Police on a periodic basis like the Fire District's reports. Mayor Ockerlander said a year-end report could be expected but more frequent reports may not be possible due to staffing levels.

III. Review of Regular Meeting Agenda

Kevin reviewed the regular meeting agenda for January 4, 2022.

IV. Discussion Items

1. Overview of Snoqualmie Watershed Forum

Elissa Ostergaard, Salmon Recovery Manager for the Snoqualmie and South Fork Skykomish Watershed, gave an overview of the Snoqualmie Watershed Forum group. She discussed what the group does and the benefits to Duvall and watershed recovery. Councilmember Shaffer discussed his participation in the forum group and the benefits.

Councilmember Lengyel talked about a riverbank in McCormick Park eroding in Duvall, she asked how the forum interacts with this project. Ms. Ostergaard said the project would likely not be funded by salmon recovery funds, unless restoring natural river function and habitat. Assistance to staff in overall planning for habitat restoration is

available. Councilmember Knaplund said bank stabilization for McCormick Park might involve habitat restoration. King County Flood Control funds could be an option, Ms. Ostergaard said.

committee, what the group does, benefits to Duvall payments we make, and how it's helping with watershed recovery efforts. Rick talked. Dorothy said stuff. And Jennifer talked about funding strategies, KC flood control district opportunity funds. Shaffer and Hogg on the forum this year.

2. Agenda for First Quarter City Council Retreat

Mayor Pro Tem McHenry said the Rules of Procedure state that a retreat should be held in January, but February may be more appropriate. She presented potential agenda items for the retreat. Roberts Rules training, Open Public Meetings Act and social media training might be more appropriately held as a separate meeting from the retreat, but could also be made a part of it.

She reviewed the following potential agenda items:

- Council Procedures Committee update and review of sections that require input from the entire Council;
- Review of agenda packet preparation process and other meeting preparation for possible efficiencies;
- Council committee assignments;
- Examination of what role the City plays in supporting cultural and arts organizations; and
- Discussion of staffing positions proposed.

Mayor Pro Tem McHenry asked for Council input on the use of a facilitator or the City Attorney. Councilmember Lengyel said she would like to better understand how to make motions and what types of motions can be used during meetings. Discussion of culture and arts would not be as much a priority for her, she said.

Councilmember Hogg said she would be in favor of talking about the Council Rules of Procedure during the retreat. Social media training from the City Attorney would be helpful. The City should be talking about ways to work with the arts, like having a staff liaison or Council contact person.

Councilmember Knaplund said if social media is discussed, she would be interested in receiving samples of social media policies from other cities. Mayor Ockerlander requested City Clerk McMillon send Duvall's current social media policy to the Council. Councilmember Knaplund suggested the Council discuss a work plan at the retreat. Mayor Pro Tem McHenry spoke in favor of focusing on rules of procedure.

In response to a question from Mayor Pro Tem McHenry, Mayor Ockerlander said the Council's second yearly retreat usually focuses on budgeting priorities to aid in budget

preparation. At either retreat, team building exercises would be important for productive relationships. Councilmember Shaffer spoke in favor of a long-term strategic vision. Looking at the Council's priorities would be a good idea, Mayor Pro Tem McHenry said.

3. Options for Utility Shut-Offs

Finance Director Mason gave a presentation concerning the current process for utility shutoffs. Staff has identified issues. Past due and disconnection notices only show past due amounts and not the full current amount owed. Pending disconnection notices can be delayed in the mail, shortening the time between notice and shutoff.

Ms. Mason said staff recommends notices be stamped with the wording, "This amount does not include the current balance". An amendment to Duvall Municipal Code extending the time when the pending disconnection notice is mailed to shut off from five to ten days is recommended.

Councilmember Knaplund noted that the current utility bill customers receive seems confusing. Ms. Mason said new software the City is in the process of implementing should assist. It is anticipated to go live in March. Councilmember Knaplund asked if regular bills include both the current and past due amounts.

Director Mason said she would send the Council more information about utility bills. She said staff will proceed with the code revision discussed and the bill stamping concerning the current balance.

4. Code Changes Concerning Responsible Party for Utility Billing

Finance Director Mason said currently the City allows residential tenants to be billed for water and sewer. However, if tenants do not pay, the property owner ultimately is responsible. The City can put a lien on the property. Staff often spends time acting as a go-between for tenants and landlords. Ms. Mason said to resolve these issues staff recommends billing of residential tenants be prohibited. Property owners could have the option of having a duplicate bill sent to tenants for a nominal fee.

Councilmembers expressed support for this proposal. Councilmember Hogg said she would be in favor of requiring a duplicate bill be sent to tenants.

Concerning shutoffs, Councilmember Knaplund said she would be in favor of placing a door hanger at the property 48 hours in advance of shutoff.

5. Interlocal Agreement Between the City of Duvall, Carnation, North Bend, and Snoqualmie – Joint Housing Needs Assessment

Community Development Director Thomas provided a presentation on an interlocal with other local cities for a Housing Needs Assessment. This is the first phase of implementing a Housing Action Plan. North Bend will be the lead agency. The schedule

for this project has been delayed due to the holiday break, and an extension will be requested from the State Department of Commerce. The interlocal agreement will be presented at an upcoming Council meeting. Ms. Thomas answered Council questions.

V. Council Planning Calendar

The Council reviewed upcoming agenda items.

VI. Adjournment

With no further business before the City Council Committee of the Whole and hearing no objection, Mayor Pro Tem McHenry announced meeting adjournment at 6:49 p.m.