

**CITY OF DUVALL  
CITY COUNCIL**

**COMMITTEE OF THE WHOLE MINUTES  
June 16, 2020 – 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 meeting.*

Mayor Pro Tem Remington called the meeting to order at 5:32 p.m.

**Council present:** Amy McHenry, Dorothy Lengyel, Michelle Hogg, Mike Remington, Jennifer Knaplund, Matthew Eyer (absent: Dianne Brudnicki)

**Staff present:** Lara Thomas, Steve Leniszewski, Dana Mason, Jodi Wycoff

**I. Good of the Order**

Councilmember McHenry gave a brief summary of the recent Council Chat and said that no Chats are planned for July/August at this time.

Councilmember Knaplund reminded everyone that the Association of the Washington Cities (AWC) Annual Conference is now virtual and free. Mayor Ockerlander gave a summary of what AWC is and what they do for the city.

Mayor Pro Tem Remington said that it is important for Council to consider all citizens when developing policies and budgets and recognized Duvall Police Department for their community policing.

Mayor Pro Tem Remington reviewed options the city attorney offered for reviewing a new procurement policy and asked for Council feedback. After discussion, there was consensus to remand the initial review of the policy to the Finance and Administration Committee and to prepare a separate federal procurement policy for approval which will be incorporated in the full policy at time of adoption.

**II. Items:**

**1. Coronavirus (COVID-19) Emergency Update**

Mayor Ockerlander gave a brief update on possible grant funding, said that staff is obtaining bids to retrofit the front office of City Hall and reported that King County is applying for Phase 2 of re-opening although that will not change operations for the City right away. Council requested that Administration provide a list of what options there are for the CARES funding to discuss and prioritize ahead of needing to make final decisions.

**2. Development Update**

Lara Thomas, Community Development Director, gave an update on development including comparisons between 2019 and 2020 for building permits applied for and issued, inspections, and permits under review. Ms. Thomas gave an update on the status of specific developments and answered questions from Council. Lastly, Ms. Thomas said that she intends to request that Council release the hiring restriction on the Assistant Planner position at the next meeting.

**3. 2020/2021 Budget Calendar**

Mayor Pro Tem Remington asked Council to review the draft budget calendar and forward any questions or comments to the Finance Director.

**4. Budget Retreat Discussion**

Mayor Pro Tem Remington said that there is a Council Retreat on June 30, 2020 to discuss Council priorities for the 2021-2022 biennial budget and summarized how some other city councils in the region set their priorities; ranging from broad categories to specific projects. Mayor Pro Tem Remington said there is also a department quarterly update meeting on July 14, 2020.

**III. Adjournment**

The Committee of the Whole adjourned at 6:54 p.m.

**Written Reports** – *The following written reports were distributed in the Committee of the Whole packet.*

- April 2020 Financial Report

ATTEST:

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Michael Remington, Mayor Pro Tem

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Jodi Wycoff, City Clerk