

**CITY OF DUVALL  
COUNCIL MEETING MINUTES  
August 18, 2020  
7:00 P.M. – Virtual Meeting via Zoom**

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

**The City Council Meeting was called to order by Mayor Ockerlander at 7:05 P.M.**

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

**Staff Present:** Lara Thomas, Jodi Wycoff, Dana Mason, City Attorney Daniel P. Kenny

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

Under Consent Agenda add: Payroll for 08/05/20 in the amount of \$183,339.15; Payroll for 08/20/20 in the amount of \$171,806.00; and Claims for 08/18/20 in the amount of \$307,718.35.

**II. Adoption of Council Agenda:**

*It was moved and seconded (Remington-Hogg) to adopt the 08/18/20 Council Agenda. The motion carried (6 ayes).*

**III. Approval of Consent Agenda:**

*It was moved and seconded (Remington-Hogg) to approve the consent agenda which includes approving the Committee of the Whole and City Council minutes of 08/04/20; Payroll for 08/05/20 Checks #50321-50329 in the amount of \$183,339.15 including EFTs in the amount of \$107,734.25; Payroll for 08/20/20 Check #50437 in the amount of \$171,806.00 including EFTs in the amount of \$170,990.57; and Claims for 08/18/20 Checks #50396-50436 and #50375-50395 in the amount of \$307,718.35. The motion carried (6 ayes).*

**IV. Comments from the Audience:**

*There were no comments from the audience.*

**V. Scheduled Items:**

**1. Mayor's Report**

Mayor Ockerlander gave a report on the status of the small business grant process and reported that the original contract for the Depot deck replacement project has been terminated and the project is going to be re-bid soon.

**2. Council Reports**

Councilmember Knaplund reported on a discussion she had with King County regarding their broadband study and said that if there is interest, they may be able to present to Council.

Councilmember Lengyel expressed interest in having discussions about the quarterly financial reports at future meetings. There was general consensus to bring the reports to future meetings for discussion.

Mayor Pro Tem Remington reported on the status of a plan being developed by Snohomish WRIA 7 (Water Resource Inventory Area) and said that there will be a presentation about the plan at the September 15<sup>th</sup> Committee of the Whole meeting.

### **3. Council Committee Reports**

Finance and Administration Committee – Councilmember Hogg reviewed topics from their last meeting.

### **4. Administration Update**

Lara Thomas, Community Development Director, answered questions from Council regarding the Planning Department update she presented during the Committee of the Whole meeting.

### **5. King County Fire District 45 Update**

David Burke, Fire Chief, gave an update on District business including call volumes, work on their annual budget, hiring opportunities, wild land fire mobilizations, and progress on their new building. Chief Burke then answered questions from Council.

**VI. Presentation:**            *None*

**VII. Public Hearing:**        *None*

### **VIII. New Business:**

#### **1. (AB20-72) Finance 0.5 FTE – Accounting Associate**

*It was moved and seconded (Lengyel-Knaplund) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting. The motion passed (6 ayes).*

*It was moved and seconded (Lengyel-Hogg) to change the budgeted 0.75 FTE Accountant position to a 0.5 FTE Accounting Associate and release funding from the restriction in Ordinance No. 1264 to allow the hiring of a 0.50 FTE Accounting Associate. The motion carried (6 ayes).*

#### **2. (AB20-73) Authorize the Mayor to sign grant agreement with King County to provide funding for the City's Small Business Assistance Program**

*It was moved and seconded (Lengyel-Knaplund) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting. The motion passed (6 ayes).*

*It was moved and seconded (Knaplund-McHenry) to authorize the Mayor to sign grant agreement with King County to provide funding for the City's Small Business Assistance Program. The motion carried (6 ayes).*

**3. (AB20-74) Resolution – amending the Small Business Assistance Program**

*It was moved and seconded (Lengyel-Remington) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting. The motion passed (5 ayes).*

*It was moved and seconded (Lengyel-Remington) to approve Resolution #20-19 amending the Small Business Assistance Program.*

*It was moved and seconded (McHenry-Knaplund) to amend the policy to change the application deadline date to August 19, 2020. The motion to amend carried (6 ayes).*

*The original motion, as amended, carried (6 ayes).*

**IX. Unfinished Business:**

**1. (AB20-66) Resolution - authorizing the use of electronic and digital signatures in the City of Duvall and adopting an Electronic and Digital Signature Policy.**

Jodi Wycoff, City Clerk, reviewed edits to the policy and resolution from the previous reading and answered questions from Council. This item will be on the next agenda for further discussion and potential action.

**2. (AB20-67) Resolution - adopting a new policy for paying for meals and incidental business expenses and repealing Resolutions 08-03 and 11-07.**

Dana Mason, Finance Director, reviewed edits to the policy from the previous reading and answered questions from Council. This item will be on the next agenda for further discussion and potential action.

**3. (AB20-68) Ordinance - amending Duvall Municipal Code Chapter 4.10.080 “Expense Reimbursement”; providing for severability; and establishing an effective date.**

Councilmembers discussed suggested edits to the ordinance. After discussion, there was consensus to amend the term “guidance” to “the requirements” in the proposed code language. This item will be on the next agenda for further discussion and potential action.

**X. Executive Session: None**

**XI. Adjournment:**

*There being no further business and no objections, Mayor Ockerlander adjourned the meeting at 8:19 p.m.*

Signed \_\_\_\_\_  
Amy Ockerlander, Mayor

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