



City of Duvall City Council Meeting

Minutes

January 17, 2023

15619 Main Street, NE
Duvall, WA 98019

Remote Option Made Available

Members Present:

Amy Ockerlander, Mayor
Amy McHenry, Mayor Pro-Tempore
Ronn Mercer (Remote)
Mike Supple
Jennifer Knaplund
Corey Lovett

Guests Present:

Staff Present:

Cynthia McNabb, City Administrator
Dana Mason, Finance Director
Steve Leniszewski, Public Works Director
Michael DeBock, Police Chief
Lara Thomas, Community Development
Director
Cheri James, Administrative Asst. III

Part I - Committee of the Whole

- A. Good of the Order:** Having called the meeting to order at 5:35 p.m., Mayor Pro-Tempore McHenry asked the attendants if any matters needed to be addressed before starting the session. Public Works Director Leniszewski addressed council questions about the transportation plan. Next, city Administrator McNabb and Community Development Director Thomas addressed queries regarding the WCIA rate increase. Finally, city Administrator McNabb answered council questions about the upcoming Food Truck ordinance.
- B. Review of Meeting Agenda:** Ms. McHenry inquired if the Council agreed with the agenda presented by staff. City Administrator McNabb stated that the ARC update would be shorter than anticipated and proposed moving the Parks conversation to the COW for discussion.



C. Discussion Items.

1. **ARC Project Update:** City Administrator McNabb and Public Works Director Leniszewski gave an update on the project. The draft was not received from ARC, but there is a commitment to have a draft and a presentation soon. A Special meeting may be called.
2. **Economic Development:** Community Development Director Thomas shared a presentation outlining what type of Economic Development projects have been done historically. City Administrator McNabb addressed the question as part of the Comp Plan RFP, does Council want a refresh or a new process. Costs were explained. Council had a discussion, and council questions were addressed.
3. **Job Development and Implementation:** City Administrator McNabb shared a presentation and discussed Legislative vs. Executive roles in job descriptions, reclassifications, and job description changes. Ms. McNabb answered Council questions.
4. **Parks Grant Application(s):** Public Works Director Leniszewski shared a presentation and reviewed requested grants, projects, and timelines. Director Leniszewski and Director Thomas answered Council questions.

D. Adjournment: Having nothing further to discuss, Mayor Pro Tempore McHenry adjourned the meeting at 6:50 p.m. with no objection, and the Council took a brief recess.

Part II – City Council Regular Meeting.

- A. **Call to Order and Flag Salute.** Mayor Amy Ockerlander called the meeting to order at 7:03 p.m. and asked the Council to rise to salute the flag.
- B. **Roll Call:** Ms. James called the different Council members to record their attendance, and all except two Councilmembers (Councilmembers Shaffer and Isaacson) answered as present.
- C. **Additions and Corrections to the Agenda:** The Mayor inquired if there were any additions or corrections to the meeting agenda, and there were no requested changes.



- D. **Adoption of the Council Agenda:** Mayor Pro Tempore McHenry then moved to approve the agenda, with Councilmember Supple seconding the motion. The motion carried with no opposition.
- E. **Comments from the Audience:** Mayor Ockerlander then invited members of the public to speak as needed. There were no comments made by the attendees online, and Ms. James reported that the Clerk's Office had not received any comments via e-mail.
- F. **Consent Agenda.**
1. Mayor Pro Tempore McHenry moved to approve the items on the consent agenda, with Councilmember Lovett seconding, and the motion carried with no opposition.
- G. **Scheduled Items**
1. **Mayor's Report:** Mayor Ockerlander presented the Council with information on SCA and asked Council to make an appointment from the Council. No volunteers. Mayor Ockerlander asked Mayor Pro Tempore McHenry if she would continue to be the primary, and it was affirmative. In his absence, Councilmember Shaffer was re-appointed as an alternate. Finally, Mayor Ockerlander reported on the Legislative session, the AWC Mayor's exchange, and various mayoral activities.
 2. **Duvall Police Report:** Chief DeBock gave an overview of the department's recent activities and new additions to the staff. Police statistics were provided.
 3. **City Administrator Update:** City Administrator McNabb presented the Council with an overview of the work in her office and with the different departments within the city government and gave an outline of the upcoming Council Retreat. After finishing her presentation, Director Leniszewski gave kudos to the Police Department for sharing crime statistics.
 4. **Council Committee Reports:** Councilmember Knaplund reported on the December 15th Finance and Administration Committee meeting.
 5. **Other Council Reports:** Councilmember Knaplund reported on the local meetings she recently attended. There was a discussion regarding Metro bus service, and Mayor Ockerlander and Director Leniszewski answered council questions on Metro bus ridership.



H. Unfinished Business

1. ***Civility and Trespass Policy:*** City Administrator McNabb requested Council's edits, comments, or suggestions for detailed review at an upcoming meeting.
2. ***COW Council Procedures:*** City Administrator McNabb requested Council's edits, comments, or suggestions for detailed review at an upcoming meeting.

I. New Business

1. ***Job Descriptions: Community Events Coordinator, Communications Coordinator, and Emergency Management Coordinator:*** City Administrator McNabb gave a general overview of job descriptions and answered Council questions. She requested Council feedback to bring these back on consent at the next meeting.
 2. ***Parks Grant Application(s):*** Public Works Director Leniszewski and Council continued discussing Parks grants and how to proceed and addressed council questions. City Administrator McNabb asked Council if the approach for presenting grant opportunities was efficient. Council agreed it was helpful.
 3. ***Presentation of Certificates:***
City Administrator McNabb read aloud SCA certificates of appreciation for 2022.
- J. **Adjournment.** Mayor Ockerlander adjourned this City Council meeting at 8:28 p.m. with no opposition.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Cheri James". The signature is written in black ink on a white background.

Cheri James, Administrative Asst. III