



# City of Duvall City Council Meeting

## Minutes

February 7, 2023

15619 Main Street, NE  
Duvall, WA 98019  
Remote Option Made Available

### **Members Present:**

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

### **Guests Present:**

Sara Tharrington, Chamber of Commerce  
Daniel Kenny, Esq. – City Counsel

### **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, Deputy City Clerk  
John Botero, City Clerk  
Susie Kroll, Mental Health Officer, Duvall  
Police.



## Part I – Committee of the Whole

- A. Good of the Order:** Having called the meeting to order at 17:39, Mayor Pro-Tempore McHenry asked the attendants if any matters needed to be addressed before starting the session. There was no response.
- B. Review of Meeting Agenda:** Ms. McHenry proceeded to inquire if the Council agreed with the agenda as it was presented by staff and signaled that there was to be a change on a matter that was on the consent agenda and that this matter, which was the Civility and Trespass Policy, was to be pulled out and discussed after new business. There were no other comments related to the agenda.
- C. Discussion Items.**
- 1. Introduction to Mental Health Professional.** Chief DeBock introduced the Police Department's new mental health officer, Ms. Susie Kroll, who introduced herself to the Council and answered questions regarding her experience and new role.
  - 2. Introduction to the new City Clerk.** City Administrator McNabb introduced Mr. John Botero as Duvall's new City Clerk. Mr. Botero thanked the introduction and proceeded to highlight his experience and background.
  - 3. Concession Policy.** City Counsel Daniel Kelly of Ogden Murphy Wallace PLLC presented the committee with basic information related to developing a policy on licensing concession stands in certain city properties and explained the scope of the policy and considerations that the Council should keep in mind. After answering questions from the Counsel, Mr. Leniszewski further discussed the policy. He provided an estimate of time and the course of action that staff can take in developing the policy before presenting it to the Council.
  - 4. ARC Draft.** CA McNabb presented a draft of this item and discussed the possibility of meeting later to discuss this proposal more in-depth.
  - 5. Big Rock Grants.** Mr. Leniszewski presented this grant, its scope, limitations, and how these can work for the City of Duvall. This item was added to the CA Report portion of the meeting as the meeting was about to draw to a close.
- D. Written Reports and Planning:** Before concluding the meeting at 18:58, the Mayor Pro-Tempore asked if there were any written reports.

Having been none, 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 19.06 and asked the Council to rise to salute the flag.
- B. **Roll Call.** Mr. Botero called the different Council members to record their attendance, and all except one Councilmember answered as present.
- C. **Additions and Corrections to the Agenda.** The Mayor inquired if there were any additions or corrections to the meeting agenda. Aside from the changes previously stated, there were no changes.
- D. **Adoption of the Council Agenda.** The Mayor Pro-Tempore then moved to approve the agenda, with Mr. Shaffer 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, and the Deputy City Clerk reported that the Clerk's Office had not received any comments via e-mail.
- F. **Consent Agenda.**
  1. Mr. Shaffer moved to approve the items on the consent agenda, with Ms. McHenry seconding, and the motion carried with no opposition. However, one item of the consent agenda, the Civility and Trespass Policy, was removed from the said consent agenda for further discussion.
- G. **Scheduled Items**
  1. **Mayor's Report:** Mayor Ockerlander presented the Council with a legislative update regarding items for which she testified and discussed her upcoming agenda items.
  2. **City Administrator Update.** CA McNabb presented the Council with an overview of the work in her office and with the different departments within the City government. After finishing her presentation, Ms. Thomas continued by presenting what is happening with community development and what would be coming up in the next two weeks. Mr. Leniszewski presented what the Department of Public Works has pending and its current and upcoming projects.



The conversation regarding Big Rock grants continued, and Mr. Leniszewski proceeded with his presentation. After the presentation and discussion, the Council asked staff to hold off until next year to apply for the grant. This will also give staff time to lay any groundwork to complete the project satisfactorily.

3. **Council Committee Reports.** Councilmember Shaffer presented on behalf of the Public Safety committee a brief report about a previous meeting and the steps taken to purchase and use police body cameras.


Councilmember Knaplund proceeded to report on behalf of the Finance and Administrative Committee and reports that were presented to it on sales tax.

#### H. **Unfinished Business**

1. **Draft of Council Procedures.** Mayor Pro-Tempore McHenry presented the Council with a draft version of the council procedures and asked all Councilmembers to review and provide feedback.
- I. **Civility and Trespass Policy.** This item was pulled from the consent agenda and opened for discussion. After debating on the specifics of this rule, the Council voted to approve this policy. The staff has been tasked with ensuring the proper distribution of this policy to the community.
- J. **Adjournment.** Mayor Ockerlander adjourned this City Council meeting at 21.43 with no opposition.

---

Respectfully Submitted,



John Botero, City Clerk