

**CITY OF DUVALL CITY COUNCIL  
MEETING MINUTES  
FEBRUARY 15, 2022**

**COMMITTEE OF THE WHOLE  
AND  
REGULAR MEETING**

**Virtual Meeting Location**

*Due to public health emergency, this meeting was held remotely with no in-person attendance. All Councilmembers, staff and public attended via Zoom webinar.*

**Call to Order – Committee of the Whole**

The Duvall City Council Committee of the Whole Meeting of February 15, 2022 was called to order by Mayor Pro Tem McHenry at 5:31 P.M. Mayor Amy Ockerlander was present. The meeting was quorate.

*Council Present:* Rick Shaffer, Amy McHenry, Ronn Mercer, Michelle Hogg, Jennifer Knaplund and Dorothy Lengyel

*Staffing Present:* Kevin Oppl, Lara Thomas, Asela Chavez, Dana Mason, Steve Leniszewski, Michael DeBock

**A. Good of the Order**

Councilmember Lengyel requested staff send information concerning mid-biennium budget adjustments showing updated salary schedules and organization charts for 2022. She also requested job descriptions for the new Stormwater Coordinator position, two project managers and an engineering staff person in the Public Works department.

**B. Review of Regular Meeting Agenda**

City Administrator Oppl reviewed the agenda for the regular meeting.

**C. Discussion Items**

1. “The Future of Energy” Presentation

David Hoffman, a local government affairs and public policy manager for Puget Sound Energy provided a presentation entitled “Beyond Net Zero Carbon, Our Commitment to Carbon Emissions Reduction.” He answered Council questions concerning investment in infrastructure and the cost of energy.

## 2. State Legislative Redistricting and Representation

Mayor Ockerlander detailed a shift in legislative district boundaries for Duvall and the resulting change in representation. Ultimately the change will be positive for the area and the state. She said she would like for Duvall's representatives to meet the City Council and staff to facilitate working together.

## 3. Autonomous Delivery Robot Presentation

Assistant Planner Chavez gave a presentation on autonomous delivery robots and the possible impact. This innovation may soon be introduced to Duvall, and staff seeks to draft an interim policy. A regional approach for the final policy is recommended. Councilmembers requested information on recording of images as the devices enter private property and how devices are monitored. Accompanying containers and where they can appropriately be placed will be an important consideration. Councilmembers requested feedback from pilot communities concerning safety and routing. The topography and sidewalk network in Duvall seem challenging for this type of use.

## 4. Toll Brothers Phase III Final Plat Agreement

Director Leniszewski reviewed the draft Toll Brothers Walden Phase 3 Final Plat Agreement. Director Thomas said some changes were made since the agreement was reviewed. The Council will approve the agreement prior to final plat approval.

Due to time constraints, the Council agreed to continue reviewing this item during the regular meeting. The "ARPA Fund Final Rule" and "Utility Discount Options" also were deferred to the regular meeting.

### **D. Reports and Planning**

#### 1. Human Services Grant Reports

Written reports from Human Services funding recipients, including Acres of Diamonds, Empower Youth, Encompass, Holy Innocents and Snoqualmie Valley Senior Center, were reviewed.

#### 2. City Council Planning Calendar

The Council reviewed planning for upcoming meetings.

### **Call to Order – Regular Meeting**

The Duvall City Council Regular Meeting of February 15, 2022, was called to order by Mayor Amy Ockerlander at 7:00 P.M. The meeting was quorate.

*Council Present:* Rick Shaffer, Amy McHenry, Ronn Mercer, Michelle Hogg, Jennifer Knaplund and Dorothy Lengyel

*Council Excused:* John Isaacson

*Staffing Present:* Kevin Opple, Lara Thomas, Dana Mason, Steve Leniszewski, Michael DeBock, Josh Erskine, Daniel Kenny and Sara McMillon

**A. Flag Salute**

Mayor Ockerlander led the flag salute.

**B. Roll Call**

City Clerk McMillon conducted roll call.

**C. Additions and Corrections to the Agenda**

*The Council by unanimous consent added the “ARPA Final Rule,” “Utility Discount Program” and “Toll Brothers Phase III Final Plat Agreement” items under Unfinished Business.*

**D. Adoption of the Agenda**

*It was moved by McHenry to approve this evening’s Council agenda. The motion carried (6 ayes).*

The Council approved the agenda for the February 15, 2022, regular meeting with amendments.

**E. Comments from the Audience**

*None*

**F. Consent Agenda**

*It was moved by McHenry to approve this evening’s consent agenda. The motion carried (6 ayes).*

The Council approved:

1. Minutes for Committee of the Whole and Regular Meetings February 1, 2022; and
2. Payroll and Claims Approval in the Amount of \$560,893.63

**G. Scheduled Items**

1. Mayor's Report

- a. Legislative Update

Mayor Ockerlander reported that Washington's House Bill 1782, creating additional middle housing near transit and in areas traditionally dedicated to single-family detached housing, did not make it out of the house of origin before cutoff. This bill would have impacted the planning and zoning of the City of Duvall and other similar cities. The Association of Washington Cities (AWC) will be monitoring this bill and other bills of concern in the future.

Mayor Ockerlander said she attended an AWC Mayor's exchange last Thursday. Funding for transportation projects, changes in local option utility tax, a Washington state economic revenue forecast and statewide emergency management efforts were discussed.

2. King County Fire District 45 Report

Fire District Chief Erskine reviewed highlights of his written report. Most service calls are EMS related. He discussed recent fire district hires including Wendy Moffat, a new deputy chief, and Greg Bawden, division chief of support services. Mr. Bawden has an extensive background in emergency management and would be available for a consult should the City request it.

3. Duvall Police Department Report

Police Chief DeBock said two new Wave Runners were delivered and are available for training in the spring. He discussed staffing changes and two open positions that need to be filled. A remodel of the police building is needed to provide a changing room for a new female officer. Chief DeBock highlighted data from a written report.

4. Council Committee Reports

- a. Finance and Administration

- i. Procurement Policy Update

Mayor Pro Tem McHenry said the committee anticipates three additional meetings before a returning to the Council with a recommended policy.

- b. Land Use

Councilmember Hogg reported that the committee is discussing the Toll Brothers Phase III Plat agreement, a policy for autonomous delivery robots, a tree grant and an internal software implementation.

c. Public Safety

Councilmember Shaffer said the committee did not meet.

d. Public Works

Mayor Pro Tem McHenry said the committee has reviewed questions for community survey regarding Big Rock Park. The committee also reviewed the proposal for the police station and wastewater treatment plant building renovations. Stormwater codes are under review.

e. Ad-Hoc Committees

i. Council Procedures Update/Code of Conduct

Councilmember Hogg reported the committee is working through a draft of a City Council Code of Conduct.

ii. Human Services Grant Applications

The Council will in the future form a committee to review applications received from community partners seeking grant funding.

5. Other Council Reports

No additional Council reports were heard.

6. City Administrator

a. Preliminary Fourth Quarter Financial Report

The Council reviewed a written report concerning preliminary 2021 year-end financials provided by Finance Director Mason.

b. Report on Donations to the City of Duvall

Administrator Opplé reported that the City of Duvall Police Department received \$5,000 in gratitude from an anonymous donor.

c. Additional Reports

Mr. Opplé said the speed limit on Big Rock Road will be reduced to 25 miles per hour from 35. There is no ordinance establishing the speed limit at 35 miles per hour and staff recommends the lower speed. Director Leniszewski is working with the Washington State Department of Transportation (WSDOT) on traffic signal enhancements. WSDOT has agreed to bring Duvall signals into the state

system. Two Public Works Project Manager positions have been filled and two maintenance operations positions are filled, he said.

Community Development Director Thomas discussed a King County Metro Eastlink Connections survey. Public comments are being sought for a Puget Sound Regional Council Transportation Plan update.

## **H. Special Presentations**

No presentations were provided.

## **I. Public Hearings**

No public hearings were scheduled.

## **J. Unfinished Business**

### **1. AB21-113 Interim Ordinance for Amending Temporary Use Duration**

Director Thomas said the ordinance presented would temporarily suspend Duvall Municipal Code 14.62.020(D) and 14.62.020(E) concerning temporary use duration to assist local businesses and nonprofits in economic and social recovery from pandemic effects.

*It was moved by McHenry to approve Agenda Bill 21-113a, the ordinance relating to temporary use duration as presented. The motion carried (6 ayes).*

The Council approved **Ordinance No. 1297**, an Ordinance of the City of Duvall, Washington, relating to Duvall Municipal Code (DMC) 14.52.020 – Temporary Use Regulations; amending the temporary use duration; establishing six (6) months as the effective period; setting a City Council public hearing for April 5, 2022; providing for severability; and establishing an effective date.

### **2. ARPA Final Rule Presentation**

Finance Director Mason reported that the final rule on use of funds from the American Rescue Plan Act (ARPA) was issued in January. She reviewed allowable use of the funds. She asked the City Council to provide ideas for using funds to Administrator Opple and that any questions could be sent to her. The Council can then discuss what projects should be pursued. Councilmembers discussed public engagement in ARPA planning.

### **3. Utility Discount Options**

The Council discussed options for utility discounts. Councilmember Knaplund expressed an interest in a 40% to 50% discount on the lower tier, which is a rollup of

the lowest two tiers, and continue the 10% on the upper tier. Councilmember Hogg said she would be in favor of 30% to 40%, and Councilmember Mercer spoke in favor of a higher discount at a smaller subset of eligibility. Mayor Ockerlander said Councilmember Isaacson who is not present may have opinions to share. The Council spoke in favor of a broader and longer discussion at an upcoming Committee of the Whole meeting to allow Councilmember Isaacson to participate.

#### 4. Toll Brothers Phase III Final Plat Agreement

The Council continued a discussion from the Committee of the Whole meeting concerning the Toll Brothers Phase III Final Plat agreement. Councilmember Lengyel talked about affordable housing and requested an updated analysis of the affordable units. The Council discussed affordable housing calculations. Councilmembers discussed the timeline for completing park improvements and for project completion.

*The Council by unanimous consent referred the Toll Brothers Phase III Final Plat agreement to the Council Land Use Committee for further analysis and directed a recommendation be presented at the March 1, 2022, Council meeting.*

### **K. New Business**

#### 1. AB22-12 Contracts for Architectural Services

The proposed contract is with a company called ARC for the architectural design of a Wastewater Treatment Plant building and police station remodel. A remodel of the Public Works building is needed to accommodate staffing for the long term. The police station remodel is minor but required to provide a changing room for female police officers. The cost is more than budgeted due to current market conditions.

ARC is currently assessing all city facilities as part of government facilities plan, but the Council has not received a progress report as stipulated, Councilmember Lengyel said. Director Leniszewski said ARC is unable to report until the March 15 meeting.

*The Council by unanimous consent directed ARC provide a report at the soonest available regular meeting.*

Councilmember Lengyel left the meeting at 9:07 p.m.

*It was moved by Shaffer to suspend procedures and we vote to approve Agenda Bill 22-12, authorizing a contract with ARC for architectural services for the remodel of the wastewater treatment plant offices and police station locker room reconfiguration, as presented (5 ayes).*

### **L. Executive Session**

The Council did not call an executive session.

**M. Adjournment**

*There being no further business and hearing no objections, Mayor Ockerlander adjourned the meeting at 9:08 p.m.*

Signed *Amy Ockerlander*  
Amy Ockerlander, Mayor

Attest *Sara McMillon*  
Sara McMillon, City Clerk