

**CITY OF DUVALL CITY COUNCIL  
MEETING MINUTES  
APRIL 19, 2022**

**COMMITTEE OF THE WHOLE AND  
REGULAR MEETING**

**Fire District 45 Headquarters  
15600 1<sup>st</sup> Ave. NE  
Duvall, WA 98019**

*Virtual Option Provided*

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

The Duvall City Council Committee of the Whole Meeting of April 19, 2022, was called to order by Mayor Pro Tem McHenry at 5:30 p.m. The meeting was quorate. Mayor Amy Ockerlander also was present.

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

*Staff Present:* Lara Thomas, Dana Mason and Sara McMillon

**A. Good of the Order**

Councilmember Hogg discussed a recent meeting of the Sound Cities Association Public Issues Committee. Many cities are working on issues related to climate change.

**B. Review of Regular Meeting Agenda**

Councilmembers reviewed the regular meeting agenda.

**C. Discussion Items**

**1. Scope of Work for Arts Community Engagement**

Tamie Kellogg of Kellogg Consulting discussed her qualifications. She discussed possible outcomes from engaging with Duvall's arts community such as an arts and culture plan. Councilmembers said they would like to understand expectations and to communicate concerning the City's limitations. Ms. Kellogg discussed possible methods and the Council's role. Two to three workshops could be held with regular reports to the full Council.

2. Asset Optimization Discussion – Facilities Master Plan Project

Daniel Podoll, principal at ARC Architects, reviewed a preliminary capital needs assessment for city buildings and options for addressing identified issues and projected needs over time. Councilmembers stated while the cost of preserving the historical nature of existing buildings such as the visitor’s center is high, historical preservation is a priority for the city. Efficiencies may be gained by consolidating city operations into one building. Siting options for a new City Hall were reviewed.

3. Use of ARPA Funds for Summer Event Support and ARPA Planning

Discussion of this item was deferred to the regular meeting.

**Committee Adjournment**

The City Council Committee of the Whole meeting adjourned at 7:24 p.m.

**Call to Order – Regular Meeting**

The Duvall City Council Regular Meeting of April 19, 2022, was called to order by Mayor Amy Ockerlander at 7:30 P.M. The meeting was quorate.

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

*Council Excused:* Ronn Mercer

*Staff Present:* Lara Thomas, Dana Mason, Michael DeBock, 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**

There were no additions or corrections to the agenda.

**D. Adoption of the Agenda**

*It was moved by McHenry to approve the agenda. The motion carried (6 ayes).*

The Council approved the agenda for the April 19, 2022, regular meeting as presented.

**E. Comments from the Audience**

No public comment was provided.

**F. Consent Agenda**

*It was moved by McHenry to approve the consent agenda. The motion carried (6 ayes).*

The Council approved:

1. Minutes for Committee of the Whole and Regular Meetings April 5, 2022; and
2. Payroll and Claims Approval in the Amount of \$435,981.37.

**G. Scheduled Items**

1. King County Fire District 45 Report     *Not available*
2. Duvall Police Report

Police Chief DeBock provided staffing updates.

3. Council Committee Reports

a. Finance and Administration

i. Procurement Policy Update

Mayor Pro Tem McHenry said the recommended procurement policy is nearing completion.

b. Land Use

Councilmember Hogg reported the committee is discussing proposed revisions to the permit processing code. Committee members also have received information on a tree grant received and a city software implementation.

c. Public Safety

No report.

d. Public Works

No report.

- e. Ad-Hoc Committees
  - i. Council Procedures Update/Code of Conduct

Mayor Pro Tem McHenry said the committee met yesterday to review the City Clerk's proposed changes presented for Council review tonight.

4. Other Council Reports

None available.

5. Administration

- a. Update on Duvall Cultural Commission

Community Development Director Thomas reported the Duvall Cultural Commission has conducted its first meeting and will be meeting regularly twice a month.

- b. City Administrator Recruitment

Director Thomas said she is in the process of finalizing a scope of work and soliciting proposals from recruitment firms.

- c. General Updates

City staff are working to fill two vacancies on the Planning Commission but have not had many applicants. Earth and Arbor Day, a City event, will be held Saturday April 23, from 11 a.m. to 2 p.m. City Hall and the police station are open to the public, but have not experienced a high volume of visitors. The City is in the process of implementing OpenGov and Bluebeam software.

**H. Special Presentations**

- 1. Proclamation of Affordable Housing Week

Mayor Ockerlander read a proclamation, proclaiming the week of May 8 to May 14 as Affordable Housing Week in the City of Duvall.

**I. Public Hearings**

No public hearings were scheduled.

**J. Unfinished Business**

There was no unfinished business.

## **K. New Business**

### **1. AB22-27 Approving Human Services Funding Grants for 2022**

City Clerk McMillon said a Council adhoc committee met to review requests for grant funding totaling \$47,431. Committee members developed two recommendations, one that stays within the \$10,000 budget, and one that provides an additional \$22,500. Committee members explained their scoring of the applications.

The Council discussed the possible use of federal ARPA funding for the grants with Finance Director Mason. She said providing funding to subrecipients involves fulfilling complex reporting requirements. The Council agreed General Fund monies only should be used.

*It was moved by Lengyel to approve Agenda Bill 22-27 approving human services funding grants for 2022 in the amount of \$32,500. The motion carried (6 ayes).*

The Council authorized execution of grant contracts in a form approved by the City Attorney with Acres of Diamonds in the amount of \$2,500, Empower Youth Network in the amount of \$6,000, Encompass in the amount of \$2,500, Friends of Youth in the amount of \$5,000, Holy Innocents in the amount of \$7,000, Snoqualmie Valley Senior Center in the amount of \$8,000 and Duvall Food Forest in the amount of \$1,500.

### **2. AB22-28 Approving Allocation of ARPA Funding**

Councilmembers reviewed proposed expenditure of American Rescue Plan Act (ARPA) funds. Community Development Director Thomas reviewed each item requested. Funding would assist in holding community events this summer. Requests are the result of a meeting with community representatives. Other major requests involve minor rehabilitation of the City's ancillary buildings to prepare them for use. Staff is coordinating this work with ARC Architects, a consultant who is preparing a study of City facilities.

Councilmember Knaplund voiced concern about ongoing costs and approving funding for unplanned facility improvements.

*It was moved by Lengyel to approve Agenda Bill 22-28 approving allocation of ARPA funding at the amount requested. The motion carried (5 ayes).*

The Council approved funding for 1) Power at Taylor Landing, \$45,000; 2) Bleachers for Little League and Duvall Days, \$3,405; 3) Port-a-Potty support for community events, \$8,000; 4) Curtains for mobile stage, \$1,500; 5) Stage modules for use as risers or standalone stage, \$20,000; 6) Portable lighting towers (three), \$5,000; 7) Stage risers to expand the mobile stage, \$17,000; 8) Portable fencing for community

events, \$4,050; 9) Commercial grade holiday lighting, \$2,500; 10) Temporary banners and a-board signs for businesses, \$1,500; 11) Visitor's Center renovations for reopening, \$68,000; 12) WRECK Center renovations for reopening, \$35,000; and 13) Depot renovations for reopening, \$42,000. The total amount of expenditures is \$252,955.

3. AB22-29 Finance Department Staffing Requests

Finance Director Mason said she is proposing the Accounting Associate position be increased from a .5 FTE, to a full-time, 1.0 FTE. Due to the prolonged illness of the Utility Billing Clerk, the Accounting Associate has assumed additional duties. Director Mason said she also is requesting approval of a full-time Accounting Associate for a limited term of one year. This employee would be responsible for accounts payable and accounts receivable and would also be trained as a backup for utility billing.

*It was moved by Knaplund to approve Agenda Bill 22-29, increasing the current 1.5 FTE Accounting positions to 2.0 FTE and authorizing a one-year limited term Accounting Associate position. The motion carried (6 ayes).*

4. AB22-30 Resolution Revising Council Rules of Procedure to Reflect OPMA Revision

City Clerk McMillon stated that recent changes in the state Open Public Meetings Act required modification of the Council Rules of Procedure. The Council provided input on the proposed changes. A draft modified based on Council input will be presented at the May 3, 2022, regular City Council meeting.

5. AB22-31 Approving Recruitment Process for Upcoming City Council Position

City Clerk McMillon said Councilmember Lengyel, Position No. 7, has announced her resignation from the Council with the effective date of May 6, 2022. Council procedures state the Council shall set the schedule for the appointment process.

At 9:06 p.m., Councilmember Lengyel recused herself from the consideration of this item due to the requirement found in Council rules prohibiting her participation in the process of filling the vacancy and left the meeting.

Councilmembers reviewed a proposed schedule for filling the Council vacancy.

*It was moved by Shaffer to approve Agenda Bill 22-31, approving the schedule for filling a vacancy in City Council Position No. 7. The motion carried (5 ayes).*

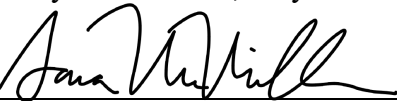
**L. Executive Session**

No executive session was held.

**M. Adjournment**

*There being no further business and hearing no objections, Mayor Ockerlander adjourned the meeting at 9:33 p.m.*

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

Attest  \_\_\_\_\_  
Sara McMillon, City Clerk