

**CITY OF DUVAL CITY COUNCIL
MEETING MINUTES
MAY 3, 2022**

**COMMITTEE OF THE WHOLE AND
REGULAR MEETING**

**Fire District 45 Headquarters
15600 1st 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 May 3, 2022, was called to order by Mayor Pro Tem McHenry at 5:33 p.m. The meeting was quorate. Mayor Amy Ockerlander also was present.

Council Present: John Isaacson, Rick Shaffer, Amy McHenry, Ronn Mercer (5:37 p.m., virtual and 6:07 p.m., in person), Michelle Hogg, Jennifer Knaplund (virtual) and Dorothy Lengyel

Staff Present: Lara Thomas, Steve Leniszewski and Sara McMillon

A. Good of the Order

Councilmember Knaplund highlighted efforts by Public Works staff to locate grants for parks and roadways.

B. Review of Regular Meeting Agenda

Councilmembers reviewed the agenda for the regular meeting.

C. Discussion Items

1. Draft Scope of Work for Arts Community Engagement

Tamie Kellogg of Kellogg Consulting continued a discussion started at the April 19 Committee of the Whole meeting concerning a scope of work for facilitating discussions with the local arts community. She identified several proposed changes. In addition to working to improve the relationship between the city and arts community in general, Ms. Kellogg said she proposes holding a separate session between the Duvall Foundation for the Arts. During this session the performing arts

center would be the main topic of discussion. Another added work item is evaluating the City's preparedness for development of a strategic arts plan and developing a scope of work. A survey also is now a part of the proposed work scope.

The Council discussed options for how the process of engaging with the arts community would be performed. Ms. Kellogg said conducting meetings privately could provide for a more candid conversation, but the general Council consensus was that while not required, meetings should be conducted in public. At least three Councilmembers should participate, but more could participate if interested.

Councilmember Lengyel said the City of Duvall has a long history of supporting the arts and the Duvall Arts Foundation. This nonprofit would need assistance for a performing arts center. Councilmembers discussed the possibility of meeting with the foundation's executive team.

Community Development Director Thomas discussed a current lack of staffing resources for supporting arts strategic plan implementation. The Council will need to decide who will manage the project. Councilmembers discussed program costs. The arts foundation could provide some funding for this engagement effort. Director Thomas said staff can request foundation input on cost. The scope of work with Kellogg Consulting will now be finalized and presented at a regular Council meeting May 17, 2022, for final action.

2. Community Development Department Staffing

Director Thomas reviewed current staffing levels and department structure, and changes proposed. She showed a diagram of the services the department provides. Currently the Assistant Planner/Permit Specialist position is a limited term employee, and Director Thomas proposed converting the position to permanent full time status. A term limited Planning Manager position would assist the City in mandated long-term planning efforts. The employee working in the Senior Planner position is requesting to change the position from 1.0 to .5 remote. A new full time Associate Planner position is needed, she said.

Councilmembers discussed the differences between a limited term employee and a full-time employee. Director Thomas said one of the reasons the Assistant Planner was created as a limited term employee is the City was uncertain about the effect of the pandemic on revenue. The Council discussed budget considerations. Development revenue streams are stable, reserves are fully funded, and the City is in a good financial position long term, Mayor Ockerlander said. Long range planning is an investment in the community. Councilmembers talked about long term impacts.

3. City Administrator Recruitment Process

The Council deferred discussion of this item to the regular meeting.

D. Reports and Planning

Councilmembers reviewed upcoming agenda items as a written report.

Committee Adjournment

The City Council Committee of the Whole meeting adjourned at 6:58 p.m.

Call to Order – Regular Meeting

The Duvall City Council Regular Meeting of May 3, 2022, was called to order by Mayor Amy Ockerlander at 7:00 p.m. The meeting was quorate.

Council Present: John Isaacson, Rick Shaffer, Amy McHenry, Ronn Mercer, Michelle Hogg, Jennifer Knaplund (virtual) and Dorothy Lengyel

Staff Present: Lara Thomas, Steve Leniszewski, 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

It was moved by McHenry to add Agenda Bill 22-37 and Agenda Bill 22-38 to the agenda. The motion carried (7 ayes).

The Council added AB22-37, “Purchase and Sale Agreement,” and AB 22-38, “Clarify Use of ARPA Funds” to the agenda under the “New Business” heading.

D. Adoption of the Agenda

It was moved by McHenry to approve the agenda. The motion carried (7 ayes).

The Council approved the agenda for the May 3, 2022, regular meeting as amended.

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 (7 ayes).

The Council approved:

1. Minutes for Committee of the Whole and Regular Meetings April 19, 2022;
2. Payroll and Claims Approval in the Amount of \$337,252.36;
3. AB22-30 Resolution Revising Council Rules of Procedure; Resolution 22-12, a resolution of the City Council of the City of Duvall, Washington, amending the Duvall City Council Procedures Manual; and repealing Resolution 15-09;
4. AB22-32 Appointment to Planning Commission; appointing Chelsea Shapiro to City of Duvall Planning Commission Position No. 2, an unexpired term ending in 2025; and
5. AB22-33 Appointment to the King County Library Board. appointment of Karen Smith to the Duvall Library Board Position 5, a vacant three-year term expiring December 31, 2022.

G. Scheduled Items

1. Mayor's Report

Mayor Ockerlander thanked staff and volunteers for the Earth Day and Arbor Day event. She reported that Sound Cities Association is conducting a search for a new executive since Deanna Dawson was hired as chief executive of the Association of Washington Cities or AWC. Mayor Ockerlander discussed a Washington state Governor's pandemic task force. She said the jobs market currently has a record number of job openings, which makes it difficult for the City to recruit. Registration is now open for the AWC annual conference.

2. King County Fire District 45 Report

Fire Chief Erskine reported there were 356 calls for response year to date. During April the fire district performed 95 call responses, with 72 from the downtown station, and 20 from the Cherry Valley station. The district is anticipating an 11% increase due to population growth and greater activity due to lifting of pandemic restrictions. Fire season has started early nationwide. Free bike helmets from the fire district were distributed at Earth Day and will be distributed again at Duvall Days. Chief Erskine answered Council questions concerning response numbers.

3. Duvall Police Report

A police report was unavailable at this meeting.

4. Council Committee Reports

a. Finance and Administration

i. Procurement Policy Update

Mayor Pro Tem McHenry reported on the status of the update.

b. Land Use

Councilmember Hogg said at the most recent meeting the committee discussed an upcoming Comprehensive Plan update and will continue this discussion at the next meeting.

c. Public Safety

Councilmember Shaffer provided update on police staffing recruitment.

d. Public Works

Councilmember Shaffer said the committee will meet next week.

e. Ad-Hoc Committees

i. Council Procedures Update/Code of Conduct

Councilmember Hogg said the committee will meet Monday, May 9, at 12:30 p.m.

5. Other Council Reports

Mayor Pro Tem McHenry said the next Council Chat event will be Friday, May 20, at Grateful Bread in downtown Duvall.

6. Administration

Deputy City Administrator Thomas reported staff has solicited proposals from seven firms to conduct a recruitment to fill a vacant City Administrator position. The recruitment process may take four months to complete. The process could involve interviews from the Council and staff, and community input.

The Duvall Cultural Commission is meeting. Kass Holdeman is a contractor who is working with the group. Commissioners are discussing one or two projects they might accomplish this year.

Director Thomas said the Public Works and Finance and Administration committees will need to fill vacancies created when Councilmember Lengyel steps down from the Council on May 5.

H. Special Presentations

1. Proclamation of Annual Kids to Parks Day

Mayor Ockerlander proclaimed May 21, 2022 as Kids to Parks Day 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. AB22-34 Resolution Temporarily Waiving Facility Rental and Stage Use Fees and Deposits for Pandemic Recovery

Mayor Ockerlander said the resolution presented waives facility rental and stage use fees and deposits to support the community during a time of re-emergence from the pandemic. City Clerk McMillon said originally the waiver was proposed to apply to community groups and nonprofits only, but following legal guidance from the City Attorney, the proposal was changed to be a waiver for all city residents. City Attorney Kenny advised against content-based regulations. Councilmembers expressed consensus that they did not want the waiver to apply to private events, and Mr. Kenny said the waiver could apply to all 501(c)(3) nonprofit groups.

The Council discussed cost for maintaining facilities. Waiving deposits may result in unreimbursed damages. Councilmember Isaacson suggested a possible limit on the total amount of discount provided.

It was moved by Councilmember Isaacson to approve AB22-34 waiving facility rental and stage use fees and deposits for pandemic recovery. The motion failed (1 aye).

It was moved by McHenry to reconsider this issue at the next meeting. The motion carried (6 ayes).

Mayor Ockerlander said the Council will submit any recommendations to the City Clerk by Tuesday, May 10, to be considered at the regular meeting May 17.

2. AB22-35 Toll Phase III/IV The Ridge at Big Rock Affordable Housing Covenant

Councilmembers reviewed a “Covenant Restricting Resale and Option to Purchase and Assignment of Rents” for the Ridge at Big Rock development. Community Development Director Thomas said staff worked with A Regional Coalition for Housing or ARCH on the agreement, which facilitates affordable housing. The Council discussed affordable housing in general.

3. AB22-36 Community Development Department Staffing Request

Director Thomas commented on the request for staffing reviewed at the Committee of the Whole meeting earlier in the evening.

It was moved by Councilmember Hogg to suspend the rules and approve AB 22-36, converting the Assistant Planner/Permit Specialist position from LTE to FTE as presented. The motion carried (7 ayes).

4. AB22-37 Purchase and Sale Agreement

Director Leniszewski said King County has offered to sell a parcel of land to the City prior to auctioning through foreclosure for nonpayment of taxes. This parcel could aid in road stabilization or reconstruction in the future and would only cost \$1,602.46. The property is adjacent to the historic Dougherty Farmstead, so the City has an interest in maintaining the land.

It was moved by Councilmember Isaacson to approve AB22-37, authorizing the Mayor to sign a purchase and sale agreement for potential future roadway realignment or reconstruction of parcel 1326069200 in King County. The motion carried (7 ayes).

5. AB22-38 Clarify Use of ARPA Funds

Director Leniszewski said staff inadvertently omitted one portable lighting tower from the Council’s previous approval of expending ARPA funds. He said he would like authorization to purchase the one additional tower for \$5,000.

It was moved by Councilmember Shaffer to approve AB22-38 authorizing the purchase one additional light stand. The motion carried (7 ayes).

6. Recognition of Councilmember Lengyel


Councilmembers honored Councilmember Lengyel for service. She resigned from Council Position No. 7 with an effective date of May 6, 2022 and had served on the Council since June of 2019.

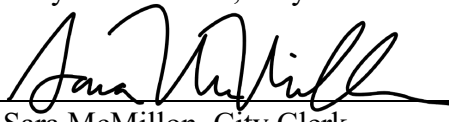
L. Executive Session

No executive session was held.

M. Adjournment

There being no further business and hearing no objections, Mayor Ockerlander adjourned the meeting at 9:00 p.m.

Signed 
Amy Ockerlander (May 20, 2022 14:00 PDT)
Amy Ockerlander, Mayor

Attest 
Sara McMillon, City Clerk






2022-05-03_Council Minutes_COW and Regular_DRAFT

Final Audit Report

2022-05-20

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