

**CITY OF DUVALL  
COUNCIL MEETING MINUTES  
May 18, 2021  
7:00 P.M. – Virtual Meeting via Zoom**

*Due to public health emergency, this meeting was held remotely. All Councilmembers and staff attended via Zoom webinar.*

**The City Council Meeting was called to order by Mayor Pro Tem Remington at 7:04 P.M.**

**Roll Call**

**Council Present:** Amy McHenry, Dorothy Lengyel, Mike Remington, Jennifer Knaplund, Dianne Brudnicki, Michelle Hogg, Rick Shaffer

**Staff Present:** Lara Thomas, Ryan Cotton, Steve Leniszewski, Michael DeBock, Jodi Wycoff, Dana Mason, City Attorney Daniel P. Kenny

**I. Additions or Corrections to the Agenda:**

Under Consent Agenda add: Payroll for May 5, 2021 through May 20, 2021 in the amount of \$374,409.02 and Claims for May 18, 2021 in the amount of \$71,993.37.

**II. Adoption of Council Agenda:**

*It was moved and seconded (McHenry-Brudnicki) to approve the 05/18/21 Council Agenda. The motion carried (7 ayes).*

**III. Motion to suspend Council Procedures:**

*It was moved and seconded (Hogg-Brudnicki) to suspend Council Procedures in Section 5.6 requiring additional review and finalize all items within consent agenda. The motion carried (7 ayes).*

**IV. Approval of Consent Agenda:**

*It was moved and seconded (McHenry-Lengyel) to approve the consent agenda which includes approving the Committee of the Whole and City Council meeting minutes of 05/04/21; Payroll for 05/05/21 through 5/20/21 Checks #51685-51692, #51693 and #51694-51697 in the amount of \$374,409.02 including EFTs in the amount of \$295,829.71; and Claims for 5/18/21 Checks #51698-51734 in the amount of \$71,993.37; and the following business items: (AB21-48a) Adjust the 001.15 Parks professional services budget for preliminary work and review of property for potentially siting a disc golf course in the southern area of McCormick Park. The motion carried (7 ayes).*

**V. Comments from the Audience:**

Kass Holdeman, representing Duvall Chamber of Commerce, thanked Council for their support through COVID and said that several businesses will have Father's Day specials coming up.

**VI. Scheduled Items:**

**1. King County Fire District 45**

David Burke, Fire Chief, gave an update on District business including call volumes, new hires, deployment to assist with vaccine efforts, and wildland fire training.

## **2. Council Reports**

Councilmember Knaplund gave a report on recent regional meetings she attended which included discussions on Duvall Park and the Cherry Valley Falls trailhead.

*Mayor Ockerlander signed into the meeting during the Council Reports at 7:18 p.m.*

Councilmember Lengyel said that Finance provides Comp Time/Overtime reports and encouraged Council to review the reports.

## **3. Mayor's Report**

Mayor Ockerlander said that she met with Fire Chief Burke and Acting Police Chief DeBock to discuss the potential impacts of King County's recent vote to ban fireworks in unincorporated King County and said that Police and Fire are working on an educational presentation for June. Mayor Ockerlander then reported on recent regional meetings she has attended.

## **4. Council Committee Reports**

**Finance and Administration:** *No report.*

**Land Use:** *No report.*

**Public Safety:** *No report.*

**Public Works:** Councilmember McHenry reviewed items discussed at the recent meeting including the Big Rock Ballfields east parcel, disc golf, the Roney Road overlay project, and the Engineering intern position.

**Council Procedures Update/Code of Conduct Ad-Hoc:** Councilmember Hogg reviewed items discussed at the recent meeting including conducting regular reviews of the procedures in the future, extending the deadline for approval and updating the task list.

**City Council Human Services Grant Policy Ad-Hoc:** Councilmember McHenry said that six applications were received for a total request of \$36,500 and said the committee meets next week to begin reviewing the applications.

## **5. Administration Update**

Lara Thomas, Deputy City Administrator/Community Development Director, gave a presentation to review highlights of the Duvall Chamber of Commerce meeting she recently presented at and said that staff is working on plans to re-open City Hall and having in-person public meetings. Ryan Cotton, Interim City Administrator, briefly reviewed the process to recruit a new City Administrator, which will begin next week with the goal of that person starting January 2022.

## **VII. Presentation 1: King County Assessor's Office – Property Taxes**

John Wilson, King County Assessor, gave a presentation regarding property taxes in King County including the impacts of COVID, anticipated future residential values versus commercial values, and what the taxes are allocated to. Mr. Wilson explained that property taxes are up this year throughout the County, including Duvall, and said that the senior, disabled and disabled vet program has been revised and takes into account cost of living in different areas of the State. Mr. Wilson then answered questions from Council.

**Presentation 2: Big Rock Ballfields Feasibility Study**

Gregg Knaplund, President of Sno-Valley North Little League (SVNLL), gave a presentation regarding a grant they have received from King County to do a feasibility and design concept for new ballfields in the Duvall area. Mr. Knaplund explained that the sight they would like to focus on is the newly acquired parcel east of Big Rock Ballfields. Mr. Knaplund reviewed project tasks including community engagement and a partnership with the City and answered questions from Council.

**VIII. Public Hearing: None**

**IX. New Business:**

**1. (AB21-49a) Adjust the FTE allocation for the Public Works Engineering Intern from 0.1 to 0.25 with a budget amendment for the 2021 and 2022 budget years.**

*It was moved and seconded (McHenry-Knaplund) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting. The motion carried (7 ayes).*

*It was moved and seconded (McHenry-Knaplund) to authorize adjustment of the FTE allocation for the Public Works Engineering Intern from 0.1 to 0.25 with a budget amendment for the 2021 and 2022 budget years. The motion carried (7 ayes).*

**2. (AB21-50a) Approve and authorize the Mayor to sign Amendment #16 with John Galt for hearing examiner services through December 31, 2021.**

*It was moved and seconded (Remington-McHenry) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting. The motion carried (7 ayes).*

*It was moved and seconded (Remington-Brudnicki) to approve and authorize the Mayor to sign Amendment #16 with John Galt for hearing examiner services through December 31, 2021. The motion carried (7 ayes).*

**3. (AB21-51a) Approve and authorize the Mayor to sign Amendment #3 with Aim to Please for janitorial services through December 31, 2021.**

*It was moved and seconded (Hogg-Remington) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting. The motion carried (7 ayes).*

*It was moved and seconded (Hogg-Remington) to approve and authorize the Mayor to sign Amendment #3 with Aim to Please for janitorial services through December 31, 2021. The motion carried (7 ayes).*

*During the previous item, pursuant to Council Procedures, it was moved and seconded (McHenry-Shaffer) to extend the meeting beyond 9:30 p.m. The motion carried (7 ayes).*

**4. (AB21-52a) Administrative Assistant I - Clerk's Office**

Mayor Ockerlander introduced this item and stated that this position was approved in the 2021-2022 budget. Ryan Cotton, Interim City Administrator and Jodi Wycoff, City Clerk, explained that this position was originally approved to begin in January 2022 and the reasons staff is asking for an earlier hire date. Mr. Cotton also explained the need to allow for flexibility on the starting step on the pay scale. After discussion, Council requested information regarding the accumulative

affect of all budget amendments year-to-date. This item will be on a future next agenda for further discussion and potential action.

**X. Unfinished Business:**

**1. (AB21-45b) Short-Term Extension of On-Call contracts.**

Steve Leniszewski, Public Works Director, and Lara Thomas, Community Development Director, explained the need for the amendments and answered questions from Council. Council discussed options for procuring new contracts rather than extending current contracts. This item will be on the next agenda for further discussion.

**2. (AB21-46b) Ordinance - Cost of Living Adjustment (COLA) for non-represented employees**

*It was moved and seconded (Brudnicki-Lengyel) to adopt Ordinance #1278 establishing the 2021 pay scale for non-represented regular and hourly employees; providing for severability; and establishing an effective date. The motion carried (7 ayes).*

**3. (AB21-13d) Westcott/Duvall Village – commercial application extension request**

*This item was not discussed and will be on the next agenda.*

**XI. Executive Session:                      None**

**XII. Adjournment:**

*There being no further business and no objections, Mayor Ockerlander adjourned the meeting at 11:15 p.m.*

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

Attest \_\_\_\_\_  
Jodi Wycoff, City Clerk