



# City of Duvall City Council Meeting

## Minutes

June 6, 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  
Jennifer Knaplund  
Corey Lovett (Remote)  
Mike Supple

### **Guests Present:**

Denise Bugallo, KCLS  
Daniel P. Kenny, City Counsel  
Brian Randall

### **Staff Present:**

Cynthia McNabb, City Administrator  
Lara Thomas, Director of Comm. Dev.  
John Botero, City Clerk  
Steven Leniszewski, Director of Public Works.  
Rita Moreno, Community Events Coord.



## Part I – Committee of the Whole

- A. **Good of the Order.** Mayor Pro Tempore Amy McHenry called the meeting to order at 17.34.
- B. **Review of Regular Meeting Agenda.** The Mayor Pro Tempore opened a discussion related to the Council meeting agenda. There were several questions related to different items in previous meetings and an item in the consent agenda which were answered by staff before proceeding. After all questions were answered, the meeting proceeded without changing the agenda.
- C. **Discussion Items**
  - 1. **Introduction of New Staff.** City Administrator Cynthia McNabb introduced Rita Moreno, the new Community Events Coordinator, who introduced herself, answered questions, and addressed comments from the Council.
- D. **Finance Policies.** City Administrator McNabb presented items related to the proposed purchasing policy/manual, investment policy, and fund reserve policy and discussed with Council the importance of updating these policies for sound fiscal efficiency. After a period of questions and answers in which City Attorney Daniel Kenny was also involved, the City Administrator asked Councilmembers to return any comments related to these policies no later than June 30, the time in which the City Administrator will incorporate these comments and bring a draft document to the Council for discussion.
- E. **City Administrator’s Report.** The Council agreed to pull this item from the regular agenda to present it during the Committee of the Whole meeting. The City Administrator proceeded to give her report, answered questions, and called on other staff members to produce a more detailed response to the Council’s queries.

Once the discussion ended, Mayor Pro Tempore adjourned the meeting at 19.03.

## Part II – City Council Regular Meeting.

- A. **Call to Order and Flag Salute.** Mayor Amy Ockerlander called the meeting to order at 19.11 and asked all attendees to rise to salute the flag.
- B. **Roll Call.** The City Clerk called all Council members to record their attendance. The Mayor Pro-Tempore then moved to add a motion to excuse Mr. Isaacson’s absence to the consent agenda. There was no opposition.
- C. **Additions and Corrections to the Agenda.** Mayor Ockerlander asked if any changes or additions needed to be made to this meeting's agenda; there were no changes, and the session went forward after adopting the agenda.
- D. **Presentations, King County Library System.** Ms. Denise Bugallo of KCLS had an update for the Council related to its new hours of operation, the removal of late fees, and other information regarding new initiatives held by the Duvall Public Library and by KCLS at large. After Ms. Bugallo’s presentation ended, the Mayor thanked her, the members of the




Library Board that attended, and the children they brought to the meeting for their interest and participation.

- E. Proclamations.** Mayor Ockerlander commented on the Juneteenth and Pride Month Proclamations she signed earlier. She highlighted the importance of celebrating these two events and invited other Councilmembers and community members to observe and celebrate these two important events.
- F. Comments from the Audience.** Mayor Ockerlander opened the floor for public commentary, no public member commented during the meeting, and therefore, the meeting proceeded.
- G. Consent Agenda.** Mayor Pro Tempore McHenry moved to approve all items on the consent agenda, a motion which Mr. Shaffer seconded. There was no opposition.
- H. Mayor's Report.** Mayor Ockerlander gave a brief presentation on legislation and other important matters to the City and its Council.
- I. New Business – 6-Year Transportation Improvement Program.** Public Works Director Leniszewski presented this item and the impact and benefits of this initiative on the City. This item ended once there was a discussion period, questions, and answers. There was no action taken on this item.
- J. New Business – Update on Fee Schedule, Agenda Bill 23-35.** Mr. Leniszewski presented to the Council his proposed changes to the fee schedule, how these increases were calculated, and discussed their impact on the community. After a discussion on the procedure and the Council's willingness to adopt these fees, Councilmember Knaplund moved to approve the changes, an action which the Mayor Pro Tempore seconded. Councilmember Knaplund then moved to update the fees by reducing the same; Councilmember Supple seconded the motion. At this time, Mayor Ockerlander asked the City Clerk to do a roll call of the votes. The motion to modify the fees was defeated after most of the Council voted against the measure.
- K. Executive Session.** The Council entered an executive session under RCW 42.30.110(1)(i). The session ended at 20.38, the time at which the Council reconvened.
- L. Adjournment.** Having no other business, Mayor Ockerlander adjourned this Council meeting at 20.43 without any opposition.

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Respectfully Submitted,



John Botero, City Clerk