



City of Duvall City Council Meeting

Minutes

July 18, 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
Mike Supple

Guests Present:

Daniel P. Kenny, City Counsel (Remote)
Megan Crawford, Acres of Diamonds
Katy Brasch, CDCCC

Staff Present:

Cynthia McNabb, City Administrator
Lara Thomas, Director of Comm. Dev.
John Botero, City Clerk
Steven Leniszewski, Director of Public Works.
Luke Eckert, Emergency Mgmt. Coord.



Part I – Committee of the Whole

- A. Good of the Order.** Mayor Pro Tempore Amy McHenry opened the meeting at 17.34 and welcomed all attendees.
- B. Review of Regular Meeting Agenda.** Mayor Pro Tempore McHenry asked all Councilmembers present to review the agenda and propose any changes thereto; there were no comments from Council.
- C. Memorandum of Understanding with Carnation-Duvall Citizens Corps, Agenda Bill 23-41.** Mr. Eckert, the Emergency Management Coordinator, opened his presentation by explaining the origins of the Citizens Corp., their functions, and current involvements and engagements, and explained that the City of Duvall previously had a Memorandum of Understanding with this organization, but that it was time to create an updated version of the same. Ms. Brasch presented to the Council about her organization's current efforts, how they engage with the city emergency management services, and how this organization helps the community and supports the organization. After a series of questions and answers, Mr. Eckert asked that the Council consider this MOU and asked it to vote on it at its next meeting.
- D. Presentation from ARC.** Mr. Leniszewski presented to Council the final work product from ARC and gave a broad overview of the assessment for new city facilities, possible new locations, and composition. After a series of questions and answers, Mr. Leniszewski said that this report would be made available in print for Councilmembers to study and that an extraordinary meeting of the Committee of the Whole would be convened to discuss the matter at hand.
- E. City Administrator's Report.** City Administrator Cynthia McNabb provided the Council with her customary update of future meeting dates and events and other miscellaneous information important for the Council. During her presentation portion, Directors Thomas and Leniszewski presented updates from their departments concerning permitting, inspections, new developments, ongoing engineering permits, and other pertinent data. Finally, CA McNabb discussed an issue with decorations on fences that are in the right of way. This matter was meticulously discussed, and after discussion with Council, staff stated that a new policy to resolve this matter would be brought up before it at its next meeting.

Part II – City Council Regular Meeting.

- A. Call to Order and Flag Salute.** Mayor Amy Ockerlander called the meeting to order at 19.15 and asked all attendees to rise to salute the flag.
- B. Roll Call.** The City Clerk called all Council members to record their attendance. All Council members were present at the meeting except for Mr. Isaacson.
- C. Additions and Corrections to the Agenda.** The Mayor noted that an item to be



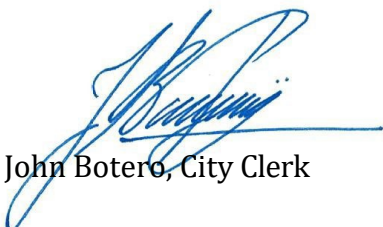
added to the unfinished business portion of the agenda would be Agenda Bill 23-47, which is related to a change order in work performed at the police precinct. Aside from this change, there were no other corrections or additions. The agenda proceeded to be adopted by cancel after Mayor Pro Tempore McHenry and Mr. Mercer moved for its adoption.

- D. Comments from the Audience.** The Mayor opened the floor for members of the public to comment. Ms. Megan Crawford from Acres of Diamonds briefly greeted the Council. The meeting proceeded with no other comments from the public.
- E. Consent Agenda.** Mr. Shaffer moved to approve all items on the consent agenda, an action which Mayor Pro Tempore McHenry seconded. There was no opposition.
- F. Mayor's Report.** Mayor Ockerlander presented to Councilmembers about her new position on the Board of the Association of Washington Cities, updates to the transportation issues with King County Metro, discussed SummerStage, and an upcoming event with Acres of Diamonds.
- G. Unfinished Business – Wastewater Treatment Plant Expansion Project, Headworks Replacement. Agenda Bill 23-44.** Mr. Leniszewski presented to Council the upgrades and updates that need to be done related to this project, its scope, and the amount of work behind it. He also explained the benefits of this project. After a brief discussion and questions from Council, Councilmember Mercer moved to approve Agenda Bill 23-44, which the Mayor Pro Tempore supported. There was no opposition.
- H. Unfinished Business – 2022 Police Station T.I Remodel, Change Order 01. Agenda Bill 23-47.** Mr. Leniszewski informed Council that certain changes were made to the initial contract to accommodate additional work needed at the Police Station. He outlined the different changes and the reason for the same. Mr. Leniszewski also mentioned that these changes were made, and this item was brought to Council to receive the authorization for the funds to be adequately accounted for. After a series of questions from the Council, Councilmember Knaplund moved to approve this Agenda Bill; Mr. Shaffer seconded her. The matter passed without any opposition.
- I. New Business – Drone Policy.** City Administrator McNabb presented this item, indicating that it was being brought up to the Council's attention to receive comments from Council. This new Drone Policy would explain when the drone will be used, under what circumstances, how it should be used, and by whom. It also provided additional information that is pertinent to its management. There was a question regarding its feed being subject to a public records request, which Ms. McNabb said could be added to the policy. After a brief discussion, staff received direction from Council on proceeding with this item, which will be returned for future adoption.



- J. New Business – Utility Shutoff due to Extreme Heat.** City Administrator McNabb presented this item, indicating that these changes came from the State Legislature and would affect shutoff notices and events when the National Weather Service declares a heat emergency in the area. Ms. McNabb described the legislation and the impact it would have on the way the City currently operates. There was a period of questions and answers in which the Council asked for more information about this legislation and its impact on the City and City Staff and how it transacts its business. After all questions were answered, Mayor Pro Tempore McHenry moved to adopt a new ordinance making these changes to the Duvall Municipal Code related to the same. Mr. Supple seconded this motion. There was no opposition.
- K. New Business – Connection Charge Waivers for Municipal Utilities.** City Administrator McNabb presented this item, indicating that there was a suggestion to waive the costs of connection for municipal utilities for low-income housing, non-profits, temporary housing, and other special groups. She explained that the Legislature had mentioned that an additional source of funding should be found to offset the revenue received by the City when waiving these connection costs. There were questions from the Council asking for further clarification on the matter, time in which Mr. Kenny, the City Attorney, also answered some of the questions. After a brief discussion by Council, it was determined that it was best to wait at least six months to see what other municipalities would do and see if they had an example that the City of Duvall could follow.
- L. New Business – AHBL Service Contract, Agenda Bill # 23-45.** Ms. Thomas indicated that this contract was needed to perform essential City compliance work related to growth that involved different requirements from the State. Ms. Thomas indicated why the costs of this contract increased and presented some cost-cutting measures that might help keep the costs down. After discussing what this contract encompassed and its scope of work, the Mayor Pro Tempore moved to approve this contract, which Mr. Supple seconded. There was no opposition.
- M. Adjournment.** Having no other business, the Mayor adjourned the meeting with no opposition at 20.58.

Respectfully Submitted,



John Botero, City Clerk