

**CITY OF DUVALL CITY COUNCIL
MEETING MINUTES
JULY 19, 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 July 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: Rick Shaffer, Amy McHenry, Ronn Mercer, Michelle Hogg, John Isaacson and Jennifer Knaplund (virtual).

Staff Present: Lara Thomas (virtual), Steve Leniszewski (virtual), Dana Mason (virtual), Mike DeBock, Andrew Dunklee, Jose Garibay, Elliott Head, Robert Blaho and Sara McMillon

A. Good of the Order

Councilmember Shaffer discussed panhandling and begging in Duvall. He said he would like to know more about how the City can support those in need and discourage the type of panhandling that involves harmful behaviors. There may be some legislative action the City Council can take. Councilmembers discussed homelessness in Duvall. More information from the police department about their observations, practices and recommendations was requested.

B. Review of Regular Meeting Agenda

Councilmembers reviewed the agenda for the regular meeting and briefly discussed the interlocal agreements with the Riverview School District for police officer assistance.

C. Discussion Items

1. Introduction to New Policing Staff

Police Chief Debock introduced new police officers Andrew Dunklee, Jose Garibay, Elliott Head and Robert Blaho. Councilmembers welcomed the new officers.

2. Duvall 2023 – 2024 Budget Process: Revenue Forecast

Finance Director Mason gave a presentation detailing revenue estimates in preparation for the upcoming budget. She then answered Council questions.

Councilmember Knaplund commented on utility rates. There appears to be a large surplus in the utility fund. She said it may not be necessary to increase rates according to inflation. Director Mason said payers in Duvall are not experiencing frequent ups and downs in rates, because the City uses a rolling ten-year Consumer Price Index for All Urban Consumers. Actual costs are constantly increasing. Director Leniszewski said this fund surplus is needed when considering long-term planning. Duvall has always avoided borrowing but could incorporate this strategy in plans. Mayor Ockerlander said the City has taken an incremental approach, which has provided resiliency to the City. Relying on grants and loans for critical infrastructure is not a good position.

Councilmember Isaacson discussed a possible refund to citizens, and Councilmember Shaffer said an abeyance on rate increases might assist property owners during difficult economic conditions. A moderation of increases might be prudent, Councilmember Knaplund said, and she'd like to see more information. Development should pay its own way. Councilmember Mercer said deeper analysis and a strategic approach based on data would result in a better decision. Councilmember Hogg said she agrees the City may be charging too much in rates.

The Council consensus was to direct staff to prepare analysis and more information for further discussion at a future date.

3. Property Tax Calculation Correction

Director Mason said the King County Assessor notified her that the county miscalculated Duvall's voter-approved levy lid lift. The county should have used 1.75 per \$1,000 in assessed value, but instead used .325. A total of \$63,300 per year would have been available for debt service on bonds issued for construction of the Big Rock ballfield's turf and lighting project, a full-time school resource officer and information technology infrastructure. The City can request a re-levy to recover a maximum of only \$47,690 of the lost revenue.

Councilmembers discussed the re-levy, and some said they would not be in favor of retroactively collecting tax. Councilmember Knaplund said when voters approved the levy lid lift, the City did not communicate clearly what the impact would be. Mayor Ockerlander said the main thing the lost revenue would have been used for is information technology improvements. Substantial investment in this area is required

for operations. Finance Director Mason said this item will be considered again at the next regular City Council meeting.

4. Expenditure of ARPA Funding

Public Works Director Leniszewski said the Council's Public Works Committee met last week to talk about the possible use of American Rescue Plan Act (ARPA) funds for façade and streetscape improvements in the downtown corridor. He said one improvement in process is the Washington State Department of Transportation is redesigning signals in town, connecting them with fiber and upgrading controllers. The committee will at the next meeting talk more about possible improvements. Councilmember Shaffer said some simple, inexpensive plantings or other beautification could improve the downtown significantly.

Director Leniszewski discussed a proposed installation of speakers on Main Street to broadcast music or event audio. Councilmember Knaplund said she would like a robust effort to solicit feedback from more local business owners concerning possible unintended consequences of this system before a decision is made.

5. Employee Recruitment Incentives

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

D. Reports and Planning

There was no discussion of a written Hearing Examiner report or the Council's planning calendar.

Committee Adjournment

The City Council Committee of the Whole meeting adjourned at 6:55 p.m.

Call to Order – Regular Meeting

The Duvall City Council Regular Meeting of July 19, 2022, was called to order by Mayor Amy Ockerlander at 7:01 p.m. The meeting was quorate.

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

Staff Present: Steve Leniszewski (virtual), Daniel Kenny (virtual), Dana Mason (virtual), Mike DeBock, Troy Davis 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

The Council by unanimous consent added employee recruitment incentives to the Mayor's report section of the agenda.

D. Adoption of the Agenda

It was moved by McHenry to approve tonight's Council agenda. The motion carried (7 ayes).

The Council approved the agenda for the regular City Council meeting of July 19, 2022, with amendment.

E. Comments from the Audience

There were no comments from the audience.

F. City Councilmember Interview

1. AB22-61 Interview of Candidates for City Council Position No. 7

At 7:03 p.m. Mayor Ockerlander passed the gavel to Mayor Pro Tem McHenry. Corey Lovett, candidate for City Council Position No. 7 formerly held by Dorothy Lengyel, introduced himself and reviewed his qualifications. He answered questions from Mayor Pro Tem McHenry concerning his skills and viewpoint on issues facing the city.

At 7:15 p.m., Mayor Pro Tem McHenry called an executive session pursuant to RCW 42.30.110(h), to evaluate the qualifications of candidates for elective office. She announced the session would be 10 minutes in duration.

At 7:25 p.m., the Council came out of executive session.

It was moved by Mercer to approve Agenda Bill 22-61, appointing Corey Lovett to City Council Position 7. The motion carried (7 ayes).

Mayor Ockerlander administered the Oath of Office to Mr. Lovett. Councilmember Lovett will serve in the position until certification of election results in 2023. Voters will elect a resident to serve the remainder of the unexpired term until December 31, 2023, followed by a full four-year term.

G. Consent Agenda

It was moved by McHenry to approve this evening's consent agenda. The motion carried (7 ayes).

The Council approved:

1. Minutes for Committee of the Whole and Regular Meetings June 21, 2022;
2. Payroll and Claims Approval in the Amount of \$901,983.52;
3. AB22-62 Interlocal Agreement with Riverview School District for Police Liaison Officer at Cherry Valley Elementary and Eagle Rock; and
4. AB22-63 Interlocal Agreement with Riverview School District for School Resource Officer at Cedarcrest High School.

H. Scheduled Items

1. Mayor's Report

Mayor Ockerlander reported she recently attended a local Town Hall meeting hosted by King County Councilmember Sarah Perry. Duvall's first SummerStage event of the year was a success with 640 attendees. Mayor Ockerlander requested Councilmembers further consider membership in the King County-Cities Climate Collaboration, discussed at a previous meeting.

2. Administration Update

Deputy City Administrator Thomas provided general updates. Staff continues to implement OpenGov software. Recruitment for a City Administrator has started. On August 18 and 20, Savor Snoqualmie will be filming in Duvall for promotional material funded by a Port of Seattle grant. Duvall Foundation for the Arts hosted another successful SandBlast event, and SummerStage is going well. National Night Out will be held August 2. Councilmembers who would like to participate should notify the police department. Development permit revenues are up, she said.

3. Staff Recruitment Incentives

Deputy City Administrator Thomas said she has discussed recruitment challenges with the Council's Finance and Administration committee. A Duvall senior planner position has been open for two months. Due to economic forces, recruiting staff has been challenging. Non-salary incentives such as education reimbursement, signing bonuses, or matching dollars for retirement might increase applicant pools.

Councilmembers discussed the proposal. Councilmember Knaplund suggested there might be a threshold for when these would be authorized, such as in instances when recruitment has not been successful. Some positions are harder to fill than others. Councilmember Hogg said she is hesitant about the effect on current employees. A fee bus pass might be attractive, Mayor Pro Tem McHenry said. Stepping up recruitment efforts, such as paying a recruiter in certain instances might be a better strategy, Councilmember Shaffer suggested. Director Thomas said the cost of a recruiter could be significantly more than a hiring incentive. A staff retention incentive could also assist in convincing current staff to stay in their positions despite a competitive job market.

The Council by unanimous consent directed Director Thomas to present a proposal containing several options for discussion at the next regular City Council meeting.

4. King County Fire District 45 Report

No report was available.

5. Duvall Police Report

Police Chief DeBock provided staffing updates. Officer Dean is coordinating the National Night Out Event in Duvall August 2. Duvall's water safety program on the Snoqualmie River has started. So far, the river patrol program has been well received by the community.

6. Council Committee Reports

a. Finance and Administration

Councilmember Knaplund reported on a committee meeting held July 6. Committee members discussed a possible signing bonus for the City Administrator recruitment. The committee also said each year of the biennial budget could be displayed to the Council as separate years to assist in decision-making. Salary schedule changes were discussed, and if ARPA money should be used for this ongoing expense.

b. Land Use

Councilmember Hogg reported that tomorrow's committee meeting was canceled.

c. Public Safety

Councilmember Shaffer said Police Chief DeBock effectively covered this item during his report.

d. Public Works

Councilmember Mercer reported the committee met on July 13 and received updates on many capital projects such as overlay work and work on 145th. Committee members also discussed possible investments in Main Street using ARPA funds. A proposed sound system on Main Street was also reviewed.

e. Council Procedures Update/Code of Conduct

Councilmember Hogg said the committee has completed its final draft that will be reviewed by the City Attorney.

7. Other Council Reports

Councilmember Hogg reported on a Sound Cities Association Public Issues Committee meeting concerning standardization of crisis call centers. Deputy Mayor McHenry reported that she attended an Association of Washington Cities conference in Vancouver, Washington, and attended a number of training sessions.

8. City Administrator

a. General Updates

This report was provided earlier in the evening.

b. City Council Recruitment Status

This report was provided earlier in the evening.

c. Wastewater Treatment Plant Building Remodel Cost Update

Public Works Director Leniszewski showed a schematic of a remodel planned for the Public Works building near the wastewater treatment plant. He reviewed a significant increase in cost from what was originally anticipated due to building defects and inflationary factors. Grants or other methods of funding this improvement could be pursued. ARC is a consultant working on a facilities master plan, so staff will ensure the plan is consistent with their recommendations. Director Leniszewski said like the police station remodel, this remodel is essential for City functioning. Councilmembers discussed the project, project costs and funding sources. In response to a question from Councilmember Knaplund, Mayor Ockerlander said ARPA funds could be expended for this purpose.

d. Reschedule of August 2, 2022, Regular City Council Meeting

The Council by unanimous consent canceled the August 2, regular City Council meeting and scheduled a special meeting for August 1, 2022, due to conflict with National Night Out on August 2.

I. Special Presentations

1. Development Permitting Code Amendments and Regulatory Framework

Senior Planner Troy Davis said Duvall Municipal Code (DMC) Chapter 14.08 entitled “Permit Processing” and DMC 14.72 entitled “Comprehensive Plan Amendment Procedure” require revision. The last major revision of Title 14 was in 2007 following adoption of the City’s 2006 Comprehensive Plan. This title was not updated concurrently with a revision to the Comprehensive Plan in 2015. He detailed the process for updates.

2. Big Rock Sports Park Phase 2 Summary and Next Steps

Public Works Director Leniszewski presented two options for Big Rock Sports Park Phase Two and corresponding costs. A preliminary design is complete, and the City was awarded \$100,000 from King County to move forward. One of the options utilized more of the park space for playfields, and the additional option provided for open space. If field space were to be maximized, a wetland would require filling, Director Leniszewski said. Councilmembers discussed the benefit of sports field buildout and the possibility of purchasing adjacent land to provide for passive uses.

It was moved by McHenry to extend the meeting past 9:30 p.m. The motion carried (7 ayes).

J. Public Hearings

No public hearings were scheduled.

K. Unfinished Business

1. AB22-55 Resolution Approving Rio Vista Final Plat

Councilmembers performed a second reading of the proposal. Director Leniszewski said the plat would be presented at the August 1 special meeting.

L. New Business

1. AB22-64 Commercial Development Extension Request for Duvall Village

Community Development Director Thomas said JSGP Ventures, the new owner of Duvall Village parcel C-1, a commercial development, is requesting a one-year extension to submit a land use entitlement. A Duvall Foundation for the Arts

abandoned barn is present on the property. Councilmember Hogg said while plans exist for the barn, it could present a safety concern to the public.

It was moved by Isaacson to approve Agenda Bill 22-64, approving the one-year commercial deferment request for Duvall Village (Parcel C-1).

It was moved by Hogg to amend the motion to direct administration to include conditions that secure the building. The motion carried (7 ayes).

The motion carried as amended (7 ayes).

The Council approved a one-year commercial deferment for Duvall Village parcel C-1, conditional on securing the site.

2. AB22-65 Ordinance Adopting Revised Salary Schedule for Union Employees

Finance Director Mason provided a presentation on the proposed revised salary schedule for union represented employees. The schedule was prepared by McGrath Human Resources Group following the recommendations of a study. Councilmembers discussed the proposed schedule in numerous closed sessions.

It was moved by McHenry to approve Agenda Bill 22-65, adopting an ordinance amending 2022 salary schedules. The motion carried (5 ayes, 2 nays).

The Council approved Ordinance 1305, “An Ordinance of the City of Duvall, Washington, Amending the 2022 Salary Schedules; Providing for Severability; and Establishing an Effective Date.”

M. Executive Session

No executive session was held at this time.

N. Adjournment

There being no further business and hearing no objections, Mayor Ockerlander adjourned the meeting at 9:53 p.m.

Signed  _____
Amy Ockerlander (Aug 16, 2022 17:21 PDT)
Amy Ockerlander, Mayor

Attest  _____
Sara McMillon, City Clerk

2022-07-19_Council Minutes_COW and Regular Meetings

Final Audit Report

2022-08-17

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