

**CITY OF DUVALL CITY COUNCIL
MEETING MINUTES
AUGUST 1, 2022**

**COMMITTEE OF THE WHOLE AND
SPECIAL 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 August 1, 2022, was called to order by Mayor Pro Tem McHenry at 5:34 p.m. The meeting was quorate. Mayor Amy Ockerlander also was present.

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

Staff Present: Steve Leniszewski (virtual at 6:37 p.m.), Dana Mason (virtual at 6:37 p.m.), Lara Thomas (virtual at 6:38 p.m.), Daniel Kenny (virtual) and Sara McMillon

A. Good of the Order

Councilmember Knaplund said she would like to add to an upcoming agenda a discussion of possible additional land purchases for the Big Rock Ballfield expansion project. Councilmembers agreed that this item could be added to an agenda.

Councilmember Shaffer said SummerStage continues to be a great event.

B. Review of Regular Meeting Agenda

Councilmember Knaplund said the item on consent agenda that concerns grant application authorization, some of the proposed projects may not have been approved by the Council, so there should be a note making this clear.

C. Discussion Items

1. Salary Schedule for Non-Represented Staff

Mayor Pro Tem McHenry provided background information for the benefit of new Councilmember Lovett. McGrath Consulting Group conducted the first classification and compensation study for the city. The Council approved a new salary schedule for represented employees July 19 that included a 5% increase but has not yet approved a revised schedule for non-union employees. Some staffing positions in the new salary schedule are not yet approved by the Council.

Mayor Ockerlander said the City is in the process of recruiting a new City Administrator. If the Council were to approve the new salary range for the Administrator, the applicant pool would be increased. If the Council cannot decide on the entire schedule, it would be beneficial to make this decision quickly. Councilmember Hogg said she is unsure why the Community Development Director position is placed two pay bands below the Police Chief and Public Works Director positions. This does not seem equitable. She said she would like to see one pay band difference rather than two pay bands.

Councilmember Knaplund said she agrees with Councilmember Hogg and is uncomfortable with the process that was used to develop study findings. McGrath Consulting presented a draft that then underwent additional administrative review and was modified. Councilmember Knaplund also said she is not in favor of including unapproved positions in the schedule.

Mayor Ockerlander responded that the new positions have always been included in the draft schedule for Council comment. The purpose of the study is to make sure the City is making staffing decisions based on what the role requires, and the job market rate for that position, rather than the individual in the position. Since Duvall is a small city, the roles are broader than typically found in other cities. Other cities provide benefits Duvall does not, such as matching retirement contributions.

Mayor Ockerlander said McGrath's intention was to place positions in the middle of the market rate, not at the higher end. Councilmember Knaplund said the final draft of the study shows some positions outside the median market value, and she is unsure why, or how this was developed. It is common practice for a draft to be prepared and then modified based on input concerning job duties, Mayor Ockerlander said. Councilmember Shaffer said he would like more information on which positions are not in the median market value. A couple of positions in the salary schedule for represented positions were above the median because of their additional duties and responsibilities, Mayor Ockerlander said.

Councilmember Lovett said pay grades are different for different types of directors, and he is unsure precisely what the issue is. He said he would like more information and to hear from Councilmembers Isaacson and Mercer who are not in attendance. In response to a question from Mayor Ockerlander, City Attorney Kenny said the City Administrator salary can be approved this evening, even if the rest of the schedule is not amended.

2. ARPA Discussion

Public Works Director Leniszewski detailed possible Main Street improvements that could be funded by American Rescue Plan Act funds. The Council discussed a downtown speaker system requested by the Chamber of Commerce. Mayor Pro Tem McHenry said she would like the City to have conversations with a broad range of business owners to ensure there are no unintended consequences. Weather conditions in Duvall are harsh, Director Leniszewski said. This would be an experimental project. Councilmember Lovett said he is unsure if the City should pursue an experimental project that has a \$50,000 cost. Maybe there are temporary speakers that could be put in place during special events only, Mayor Pro Tem McHenry suggested.

Director Leniszewski said he would continue reviewing options for ARPA expenditure with the Public Works Committee.

3. Biennial Budget Format

Councilmembers by unanimous consent deferred discussion of this item to the next Committee of the Whole meeting August 16.

D. Reports and Planning

A Council planning calendar and the King County Wildfire Risk Reduction Strategy were written reports only that were not taken up for discussion.

Committee Adjournment

The City Council Committee of the Whole meeting adjourned at 7:02 p.m.

Call to Order – Regular Meeting

The Duvall City Council Regular Meeting of August 1, 2022, was called to order by Mayor Amy Ockerlander at 7:05 p.m. The meeting was quorate.

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

Staff Present: Steve Leniszewski (virtual), Daniel Kenny (virtual), Dana Mason (virtual), Mike DeBock (virtual) and Sara McMillon

Guests Present: Wendy Moffatt (Fire District 45, virtual)

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

There were no additions or corrections to the agenda.

D. Adoption of the Agenda

It was moved by McHenry to adopt this evening's agenda. The motion carried (5 ayes).

The Council approved the agenda for the regular City Council meeting of August 1, 2022, as presented.

E. Comments from the Audience

There were no comments from the audience.

F. Consent Agenda

It was moved by McHenry to approve this evening's consent agenda. The motion carried (5 ayes).

The Council approved:

1. Minutes for Committee of the Whole and Regular Meetings June 29, 2022;
2. Minutes for Committee of the Whole and Regular Meetings July 19, 2022;
3. Payroll and Claims Approval in the Amount of \$430,745.10;
4. AB22-66 Resolution Amending Fee Schedule for Waste Management Senior Discount, entitled "Resolution No. 22-17, A Resolution of the City of Duvall, Washington, Adopting an Amended Consolidated Fee Schedule; and Repealing Resolution No. 22-11."
5. AB22-67 Amendment to Contract for Janitorial and Disinfection Services, approving and authorizing the Mayor to sign Amendment #6 with Aim to Please for janitorial and disinfection services through December 31, 2022.
6. AB22-68 Contract Amendment for Woodinville-Duvall Road Intersection Study, approving and authorizing the Mayor to sign Amendment #1 to Contract 22-32 Transpo Group for design study services of the Woodinville-Duvall Road and Main Street intersection.

7. AB22-69 Transportation Improvement Board Grant Requests, approving and authorizing the Mayor to direct the Public Works Director to apply for and submit a grant application to the Washington State Transportation Improvement Board (TIB) for the Arterial Preservation Program for Cherry Valley Road and Big Rock Road and to submit a grant application for the TIB Urban Arterial Program for Third Avenue.

G. Scheduled Items

1. Mayor's Report

Mayor Ockerlander provided reports on an Association of Washington Cities legislative committee meeting and a Sound Cities Association board meeting.

2. King County Fire District 45 Report

Deputy Chief Moffatt reported that a couple of weeks ago Fire District personnel rescued three individuals from the Snoqualmie River who were endangered because of the condition of their boat. Moffatt said she would nominate the Fire District staff for an award.

3. Duvall Police Report

Police Chief DeBock said police personnel recently rescued a teenage boy from the Snoqualmie River who panicked while swimming. The public should wear a life vest and take other precautions while recreating on the river.

4. Council Committee Reports

- a. Finance and Administration

There was no report.

- b. Land Use

There was no report.

- c. Public Safety

Councilmember Shaffer said the City is seeking to fill two open officer positions as a candidate was disqualified. National Night Out against crime is tomorrow, and Councilmembers attending should meet at the Police headquarters building. Duvall's water safety program has yielded positive results. Police Chief DeBock has provided requested information concerning panhandling, Councilmember Shaffer said.

- d. Public Works

There was no report.

e. Ad-Hoc Committees

i. Council Procedures Update/Code of Conduct

There was no report.

5. Other Council Reports

Councilmember Shaffer discussed a Snoqualmie Watershed Forum field presentation concerning the Snoqualmie River ecosystem.

6. Administration

a. General Updates

Deputy City Administrator Thomas reported that new software for Building and Public Works went live today. A request for proposals for a Council retreat facilitator are due August 12. Deputy Administrator Thomas said staff is working on budget preparations. She reviewed community events and activities.

Deputy Administrator Thomas discussed the Community Development Department. Staffing and consulting capacity is extremely low due to economic conditions, yet permit revenue is continuing to trend upwards. The City received few applicants for a Senior Planner position, and so will re-issue the job as an Associate or Senior Planner next week. A contract for a housing action plan is scheduled for the next meeting in August.

b. City Administrator Recruitment

Recruitment for the City Administrator started this week, and currently in the process there are 11 applicants with three candidates considered ideal, Deputy Administrator Thomas reported.

H. Special Presentations

There were no special presentations scheduled.

I. Public Hearings

No public hearings were scheduled.

J. Unfinished Business

1. AB22-55 Resolution Approving Rio Vista Landing Final Plat

Public Works Director Leniszewski discussed the Rio Vista Subdivision (SU15-001), located on the north and south side of NE 143rd Place, east of Third Avenue NE and west of 272nd Place NE. The final plat is for subdividing 12.72 acres into 67 single family residential lots with a city park, sensitive areas, and open space. Access to the subdivision would be via NE 143rd Place. Internal public road and private tract improvements include sidewalks, dedicated parking and landscaping.

Mr. Leniszewski said infrastructure installed as part of the development includes gravity sanitary sewer conveyance, water main, stormwater collection and conveyance, two stormwater detention vaults, and one bioretention facility. Sewer and water recovery contracts are included as part of the plat approval.

After publication of meeting materials, an edit to the final plat on page two, under the “restrictions” section, was identified, Director Leniszewski said. A new “#19” in this section should read:

“As depicted within ‘Exhibit B’ of the Rio Vista Landings Covenants, Conditions and Restrictions document, the Rio Vista Landings HOA shall perpetually be responsible for maintenance and irrigation costs/obligations of the perimeter landscape area which is the subdivision’s required ten percent (10%) open space that resides within Tract J. the assigned maintenance area is notated with a peach color in the CC&R’s version or a zigzag line type hatch in the black and white version that is recorded with King County.”

It was moved by Shaffer to approve Agenda Bill 22-55, approving the resolution for the Rio Vista Landing final plat including the staff presented new Restriction to be added on page 2, new item #19, and accepting associated sewer and water recovery contracts. The motion carried (5 ayes).

The Council approved Resolution No. 22-16, “A Resolution of the City of Duvall, Washington, Approving the Rio Vista Landing Long Plat, SU15-001; and Approving Water and Sewer Recovery Contracts for the Project.”

K. New Business

1. AB22-70 Ordinance Adopting Revised Salary Schedule for Non-Represented Employees

Mayor Ockerlander said for an ordinance of this type, four affirmative votes would be required for passage. She requested that the Council at a minimum approve the salary schedule change for the City Administrator position this evening.

It was moved by Shaffer to approve Agenda Bill 22-70, adopting the ordinance amending the 2022 salary schedule only for the City Administrator position, and no other at this time. The motion carried (5 ayes).

The Council approved Ordinance No. 1306, “An Ordinance of the City of Duvall, Washington, Amending the 2022 Salary Schedule for the City Administrator Position; Providing for Severability; and Establishing an Effective Date.”

2. AB22-71 Employee Recruitment Policy – Personnel Policies HR2022-001

Deputy City Administrator Thomas detailed a proposed employee hiring incentive policy. The City Council provide feedback and directed that a formal policy be presented for further review at the August 16, 2022, regular meeting.

3. AB22-72 Discussion of Property Tax Levy Lid Lift Re-Levy

Finance Director Mason explained that voters approved Proposition 1 in November of 2016, which increased the City’s regular property tax levy by “up to 0.325/\$1,000 of assessed value to a total maximum rate of \$1.75/\$1,000 of assessed value” starting in 2017 and ending in 2025. Proceeds were to be used for: 1) Debt service on bonds issued for construction of Big Rock Ballfield’s turf and lighting project; 2) To provide for a full-time school resource officer; and 3) To fund information technology infrastructure improvements.

In April 2022, staff received notification that the City’s highest lawful levy had been incorrectly calculated, beginning in 2017. Per King County, the proper way to calculate the first year of a lid lift is to use the maximum rate. The County used the City’s regular levy plus \$0.325/\$1,000 instead. The City lost an average of \$63,300 per year and can by state law only re-levy \$47,690.


It was moved by Mayor Pro Tem McHenry that we do not re-levy the \$47,690 that was under-levied. The motion carried (4 ayes, 1 abstention).

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 7:54 p.m.

Signed 
[Amy Ockerlander \(Sep 6, 2022 18:42 PDT\)](#)

Amy Ockerlander, Mayor

Attest  _____
Sara McMillon, City Clerk