

**CITY OF DUVALL
COUNCIL MEETING MINUTES
June 1, 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 7:01 P.M.

Roll Call

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

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

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Claims for 05/18/21 through 06/01/21 in the amount of \$433,476.04.

II. Adoption of Council Agenda:

It was moved and seconded (McHenry-Hogg) to adopt the 06/01/21 Council Agenda. The motion carried (6 ayes).

III. Motion to suspend Council Procedures:

It was moved and seconded (Hogg-McHenry) to suspend Council Procedures in Section 5.6 requiring additional review and finalize all items within consent agenda. The motion carried (6 ayes).

IV. Approval of Consent Agenda:

It was moved and seconded (Hogg-McHenry) to approve the consent agenda which includes approving the Committee of the Whole and City Council meeting minutes of 05/18/21; Claims for 05/18/21 through 06/01/21 Checks #51737-51794, #51795, #51735 and #51736, in the amount of \$433,476.04 including EFTs in the amount of \$243,606.23; and the following business items: (AB21-55a) Approve and authorize the Mayor to sign contract amendment with Interim City Administrator to increase weekly hours by five additional hours per week for a total of 25 hours per week to expand the scope of work to include development, implementation and recruitment for a full-time City Administrator. The motion carried (6 ayes).

V. Comments from the Audience:

There were no comments from the audience.

VI. Scheduled Items:

1. Council Reports

Councilmember Knaplund said she was recently elected Vice-President of Snoqualmie Valley Government Association.

2. Council Committee Reports

Finance and Administration: City Attorney, Daniel Kenny, explained the outcome of the Committee's discussion regarding on-call contracts. Mr. Kenny said that at the next meeting, Council will be presented with amendments to the current on-call contracts extending them to the end of 2021 along with an explanation of how administration will implement the current policy as it relates to on-call contracts.

Land Use: *No report.*

Public Safety: Councilmember McHenry reviewed items discussed at the recent meeting including recruiting community members as prescribed in the Independent Force Investigation Team interlocal agreement with King County, status of recruitment for officers, an upcoming presentation on fireworks safety, the water safety program, Duvall Days, and a Civil Service Commission vacancy.

Public Works: *No report.*

City Council Procedures Update / Code of Conduct Ad-Hoc: Councilmember Hogg said that at the next meeting, the committee will review chapters one through four of the procedures and asked Council for input on the chapters prior to the meeting.

City Council Human Services Grant Policy Ad-Hoc: Councilmember McHenry said that the committee worked on the scoring criteria at the last meeting and they will begin scoring applications at the next meeting.

3. Administration Update

Ryan Cotton, Interim City Administrator, reported on items he is working on including the Police Chief job description and selection process, City Administrator recruitment, updating the Personnel Policy and issuing a Request for Qualifications for a Financial Plan.

Lara Thomas, Deputy City Administrator, asked Council for feedback about cancelling one of the August meetings. There was general consensus that either meeting in August could be cancelled. A motion to cancel one of the meetings will be on the next agenda.

VII. **Presentation:** *None*

VIII. **Public Hearing:** *None*

IX. **New Business:**

1. (AB21-53a) Ordinance – Amend DMC 4.04.050 Medical Coverage.

It was moved and seconded (Lengyel-Shaffer) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting.

The motion carried (6 ayes).

It was moved and seconded (Lengyel-Shaffer) to adopt Ordinance #1279 amending Duvall Municipal Code Section 4.04.050 "Medical Coverage"; providing for severability; and establishing an effective date. The motion carried (6 ayes).

Mayor Ockerlander signed into the meeting during New Business Item #1 at 7:37 p.m.

2. (AB21-54a) Ordinance – Amend DMC 4.12.020 Vacation.

It was moved and seconded (Shaffer-Lengyel) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting.

The motion carried (6 ayes).

It was moved and seconded (Shaffer-McHenry) to adopt Ordinance #1280 amending Duvall Municipal Code Section 4.12-020 “Vacation”; providing for severability; and establishing an effective date. The motion carried (6 ayes).

X. Unfinished Business:

1. (AB21-52b) Authorize Administrative Assistant I - Clerk’s Office

It was moved and seconded (McHenry-Shaffer) to authorize immediate recruitment of an Administrative I - Clerk’s office position with a starting wage between Step 4 through Step 6. The motion carried (6 ayes).

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

Lara Thomas, Community Development Director, gave a brief presentation to review the history of the development and the request for the extension. Ms. Thomas said she received a request from the owner to discuss the extension request and she will report back at the next meeting. This item will be on the next agenda for further discussion and potential action.

XI. Scheduled Items (continued):

4. Mayor’s Report

Mayor Ockerlander stated that the emergency proclamation related to the Open Public Meetings Act may not be rescinded in July as originally thought and said that staff is working on plans to have in-person meetings again. Mayor Ockerlander said that today is the first day of PRIDE month and she intends to issue a proclamation proclaiming June as PRIDE month in Duvall.

XII. Executive Session: *None*

XIII. Adjournment:

There being no further business and no objections, Mayor Ockerlander adjourned the meeting at 8:10 p.m.

Signed _____
Amy Ockerlander, Mayor

Attest _____
Jodi Wycoff, City Clerk