

**CITY OF DUVALL
COUNCIL MEETING MINUTES
July 20, 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 Ockerlander at 7:04 P.M.

Roll Call

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

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

I. Additions or Corrections to the Agenda:

Under Consent Agenda add: Payroll for July 20, 2021 in the amount of \$170,713.10; Claims for July 2, 2021 through July 20, 2021 in the amount of \$342,334.08; and move AB21-74a from the Consent Agenda to Unfinished Business.

II. Adoption of Council Agenda:

*It was moved and seconded (McHenry-Shaffer) to approve the 07/20/21 Council Agenda.
The motion carried (6 ayes).*

Councilmember Knaplund logged in to the meeting at 7:06 p.m. and requested AB21-75a be removed from the Consent Agenda.

III. Motion to reconsider Adoption of Council Agenda:

It was moved and seconded (Remington-Hogg) to reconsider adoption of the 7/20/21 Council Agenda. The motion carried (7 ayes).

IV. Additions or Corrections to the Agenda:

Move AB21-75a from the Consent Agenda to Unfinished Business.

V. Adoption of Council Agenda:

*It was moved and seconded (McHenry-Shaffer) to approve the 07/20/21 Council Agenda.
The motion carried (7 ayes).*

VI. Approval of Consent Agenda:

It was moved and seconded (McHenry-Shaffer) to approve the consent agenda which includes approving the Committee of the Whole and City Council meeting minutes of 06/15/21; Payroll for 07/20/21 Check #51944 in the amount of \$170,713.10 including EFTs in the amount of \$169,742.74; and Claims for 07/02/21 through 07/20/21 Checks #51945-52011 and #52012-52030 in the amount of \$342,334.08 including EFTs in the amount of \$25,817.37; and the following business items: AB21-71b approve Resolution 21-11 providing for Special COVID-19 Utility Assistance Grant Program Funding. The motion carried (7 ayes).

VII. Comments from the Audience:

There were no comments from the audience.

VIII. Scheduled Items:

1. Mayor's Report

Mayor Ockerlander reported on the Association of Washington Cities legislative priorities and gave an update on recent regional meetings she has attended.

2. King County Fire District 45 Update

No report.

3. Council Reports

Councilmember Shaffer gave an update on a King County Public Health meeting he attended regarding COVID-19 including current statistics.

Councilmember Hogg gave an update on regional meetings she recently attended including Sound Cities Association Public Issues Committee and King County Flood Control District Advisory Board.

Councilmember Lengyel said that University of Washington has a program called "Livable Cities" and they are interested in working with Duvall.

4. Council Committee Reports

Finance and Administration: Councilmember Remington reported that the committee discussed investment strategies and continues to work on the Procurement Policy.

Land Use: Councilmember Hogg reviewed items discussed at the recent meeting including the Westcott/Duvall Village commercial permit extension request and the Comprehensive Plan Docket process.

Public Safety: *No report.*

Public Works: Councilmember McHenry reviewed items discussed at the recent meeting including the Big Rock Ballfields east parcel, 3rd Avenue design, complete streets program, water telemetry and Police Department renovations.

Council Procedures Update/Code of Conduct Ad-Hoc: Councilmember Hogg said the committee reviewed and updated Chapters 2 and 3 of the procedures.

City Council Human Services Grant Policy Ad-Hoc: *No report.*

5. Administration Update

Ryan Cotton, Interim City Administrator, reviewed a calendar of events coming up including a Council Retreat and interviews for the new City Administrator. Mr. Cotton also said he intends to begin the Financial Plan Request for Proposal process soon.

Lara Thomas, Deputy City Administrator/Community Development Director, said that City facilities are beginning to re-open in phases including City Hall, Police Department and the Depot Building with modified hours. Ms. Thomas said that the Permit Center is being moved to the former conference room at City Hall and asked Council for direction on developing a cost estimate to do renovations to allow for a public entrance directly to the Permit Center. There was Council consensus to authorize staff to bring forward a proposal and estimated costs. Lastly, Ms. Thomas gave an update on the proposed Disc Golf project and answered questions from Council.

IX. Presentation: None

X. Public Hearing: None

XI. New Business:

1. (AB21-76a) Police Collective Bargaining Agreement.

It was moved and seconded (McHenry-Brudnicki) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting. The motion carried (7 ayes).

It was moved and seconded (Brudnicki-McHenry) to approve and authorize the Mayor to sign the 2021-2022 Collective Bargaining Agreement (union contract) between the City of Duvall and the Duvall Police Officers Association. The motion carried (7 ayes).

2. (AB21-77a) Ordinance – Amend City Administrator Pay Scale

It was moved and seconded (Remington-Shaffer) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting. The motion carried (7 ayes).

*It was moved and seconded (Remington-Shaffer) to adopt Ordinance #1282 amending Ordinance 1281 which established an amended 2021 pay scale for non-represented regular and hourly employees; providing for severability and establishing an effective date.
The motion carried (7 ayes).*

3. (AB21-78a) Ordinance Amending/Creating Administrative Leave Policy

Ryan Cotton, Interim City Administrator, introduced this item and answered questions from Council. This item will be on the next regular agenda for further discussion and potential action.

4. (AB21-79a) Consultant Services Contract – 3rd Avenue Design

Shaun Tozer, Project Manager, introduced this item and answered questions from Council. This item will be on the next regular agenda for further discussion and action.

5. (AB21-80a) Police Building Renovation Expenditure Approval

Shaun Tozer, Project Manager, introduced this item and answered questions from Council. There was Council consensus to authorize staff to develop a full scope of work for the proposed renovation projects.

XII. Unfinished Business:

1. (AB21-74a) Consultant Services Contract – Preliminary Feasibility, Design Concepts, and Community Input for the Expansion of Big Rock Ballfields

It was moved and seconded (Lengyel-Remington) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting. The motion carried (7 ayes).

It was moved and seconded (Hogg-Lengyel) to approve and authorize the Mayor to sign consulting agreement with Bruce Dees and Associates in the amount of \$25,000.00 for preliminary feasibility, design concepts, and community input for the expansion of Big Rock Ballfields. The motion carried (6 ayes-Brudnicki, Hogg, Shaffer, Remington, Lengyel, McHenry; 1 abstention-Knaplund).

Pursuant to Council Procedures, it was moved and seconded (Remington-Shaffer) to extend the meeting beyond 9:30 p.m. The motion carried (7 ayes).

9:25 p.m. - Mayor Ockerlander called for a brief recess.

9:30 p.m. - The regular meeting resumed.

2. (AB21-75a) Contract - Water System Telemetry and Controls

It was moved and seconded (Remington-McHenry) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting. The motion carried (7 ayes).

It was moved and seconded (Remington-McHenry) to authorize the Mayor to execute the contract for the Water System Telemetry & Controls project with Industrial Systems.

The motion carried (7 ayes).

3. (AB21-70b) Ordinance Amending Duvall Municipal Code 2.03, City Administrator

It was moved and seconded (Remington-Shaffer) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting. The motion carried (7 ayes).

It was moved and seconded (Remington-Shaffer) to adopt Ordinance #1283 enacting a new Chapter of the Duvall Municipal Code Chapter 2.03, creating the City Administrator Position; providing for severability; and establishing an effective date. The motion carried (7 ayes).

4. (AB21-81b) Complete Streets Grant Authorization

It was moved and seconded (McHenry-Shaffer) to suspend Council Procedures in Section 5.6 requiring additional review and finalize this item at this meeting. The motion carried (7 ayes).

It was moved and seconded (McHenry-Shaffer) to approve and authorize for the Mayor to direct staff to apply for a Complete Streets grant for completing the missing sidewalk on Cherry Valley Road along the frontage of the Historic Dougherty Farmstead and dog park.

The motion carried (7 ayes).

5. (AB21-13f) Westcott/Duvall Village – commercial application extension request

It was moved and seconded (Hogg-Shaffer) to approve Westcott's Request to Defer Development of Commercial Parcel C1 consistent with the Terms as outlined in the agenda bill.

The motion carried (7 ayes).

Terms as outlined in agenda bill are as follows (*edits shown in agenda bill were finalized for the record*):

1. The City grants a deferment of commercial development for Parcel C1 at Duvall Village. The deferment shall expire June 30, 2022.
2. Provide a market analysis update within five months of Council approval of the terms. The report will include;
 - Demographics (population, age, income) within seven miles of the City of Duvall (measured from the perimeter of City limits)
 - Assess the type of uses that could be supported by the development of Parcel C-1.
 - The report shall consider day and nighttime population and tourism.
 - The report will document traffic generators (demographics, traffic patterns, neighboring business/attractions, and pass through trips).

- The report shall document occupancy rates within Duvall and provide recommendations for marketing the parcel based on data within the report.
3. Provide a basic marketing update for the C1 parcel once per year to the City within six months of Council approval of the terms.
 4. The City would welcome an additional extension request if the owner is working with or in contract with a potential buyer. The City may consider one additional extension for up to one year.

XIII. Executive Session: *None*

XIV. Adjournment:

There being no further business and no objections, Mayor Ockerlander adjourned the meeting at 10:39 p.m.

Signed _____
Amy Ockerlander, Mayor

Attest _____
Jodi Wycoff, City Clerk