

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

**COMMITTEE OF THE WHOLE  
AND  
REGULAR MEETING**

**Virtual Meeting Location**

*Due to public health emergency, this meeting was held remotely with no in-person attendance. All Councilmembers, staff and public attended via Zoom webinar.*

**Call to Order – Committee of the Whole**

The Duvall City Council Committee of the Whole Meeting of February 1, 2022, was called to order by Mayor Pro Tem McHenry at 5:03 P.M. The meeting was quorate.

*Council Present:* John Isaacson, Rick Shaffer, Amy McHenry, Ronn Mercer, Michelle Hogg, Jennifer Knaplund and Dorothy Lengyel

*Planning Commission Present:* Mike Supple, Elaine Sawyer, Laura Bradley, Patrick Van Cleemput, William Chappell

*Staff Present:* Kevin Opple, Lara Thomas, Dana Mason, Daniel Kenny, Michael DeBock

**A. Good of the Order**

Councilmember Lengyel discussed staff position requests. She said she would like the Council's Finance Committee to analyze the efficacy of current positions prior to moving forward with further positions. Councilmembers Shaffer, Hogg and Knaplund spoke in favor of receiving information that is not unnecessarily complicated. The Council further discussed the proposal.

*The Council by unanimous consent referred staffing position requests to the Council Finance Committee for analysis.*

**B. Review of Regular Meeting Agenda**

The Council took no action concerning review of the regular meeting agenda.

**C. Discussion Items**

1. Training on Open Public Meetings Act, Public Records Act and Social Media

City Attorney Kenny provided a training session on the Washington State Open Public Meetings Act RCW 42.30 and Public Records Act RCW 42.56 that fulfills required Open Government Training for City officials and the City's appointed public records disclosure officer. He also provided information on the City of Duvall's social media policy.

Councilmembers asked clarifying questions concerning serial meetings, email messages, proper use of Council committees, maintaining confidentiality during virtually held executive sessions, noticing of interjurisdictional meetings and regulations governing meetings during the pandemic. Mr. Kenny answered Council questions about public records stored on private devices and penalties for violation of the Public Records Act. City Clerk McMillon provided information on the state records retention schedule and answered questions concerning the City's retention of email, text and social media records.

## 2. Utility Discount Options

Finance Director Mason discussed options for City utility rate discounts for low income customers and showed comparative data from other cities. The Council discussed and wanted more information on the historical context of how the current discount is structured, the financial impact of changing to a two tier system, and the number of Duvall accounts past due, pending shutoff or shut off that might fall into this low income category.

## 3. Duvall City Council Rules of Procedure Update

The Council deferred discussion on this item until the regular meeting.

### **D. Reports and Planning**

#### 1. City Council Planning Calendar

Councilmember Knaplund requested the addition of a discussion on the Mountains to Sound Greenway Trust's heritage plan to the Committee of the Whole meeting February 15. Councilmember Shaffer requested adding a presentation from Puget Sound Energy representative David Hoffman to an upcoming Committee of the Whole meeting.

The Council adjourned the Committee of the Whole meeting at 6:52 p.m. and stood at ease.

### **Call to Order – Regular Meeting**

The Duvall City Council Regular Meeting of February 1, 2022, was called to order by Mayor Amy Ockerlander at 7:02 P.M. The meeting was quorate.

*Council Present:* John Isaacson, Rick Shaffer, Amy McHenry, Ronn Mercer, Michelle Hogg, Jennifer Knaplund and Dorothy Lengyel

*Staff Present:* Kevin Opple, Lara Thomas, Dana Mason, Steve Leniszewski, Michael DeBock, Sara McMillon, Daniel Kenny (Ogden Murphy Wallace) and Daniel Swedlow (Summit Law Group)

**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 corrections or additions to the agenda.

**D. Adoption of the Agenda**

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

The Council approved the agenda for the February 1, 2022, regular meeting as presented.

**E. Comments from the Audience**

No public comment was provided.

**F. Consent Agenda**

Councilmember Hogg placed AB22-09 "Plans Review Examiner Promotion Update" under New Business for discussion.

*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 January 18, 2022; and
2. Payroll and Claims Approval in the Amount of \$521,618.50.

At 7:07 p.m., Mayor Ockerlander called a **closed session** pursuant to RCW 42.30.140(4)(b) to set collective bargaining strategy. She announced the session would be 10 minutes in duration. The Council went into closed session with attorney Swedlow.

City Clerk McMillon announced an extension of the closed session at 7:17 p.m., 7:27 p.m., 7:37 p.m. and 7:47 p.m. The Council came out of closed session at 7:57 p.m.

## **G. Scheduled Items**

### **1. Mayor's Report**

#### **a. Legislative Update**

Mayor Ockerlander discussed the possible impact of Washington House Bill 1782 on the City of Duvall. The bill would have a devastating effect on the character of old town, economic development activity and transportation infrastructure, she said. Community councils would have greater authority to determine appropriate housing density. The Council talked about potentialities.

Mayor Ockerlander said she is excited to see the work of the Sound Cities Association in the upcoming year. The Snoqualmie Valley Governments Association is working on a transportation plan and will meet this Thursday.

Duvall is now a part of Washington's 8<sup>th</sup> Congressional District, represented by Congresswoman Kim Schrier, and will no longer be represented by Suzan DelBene. She discussed an Association of Washington Cities board meeting, a meeting with King County Council District 3 Councilmember Sarah Perry and 5<sup>th</sup> Legislative District Representative Bill Ramos, and a meeting with the 5<sup>th</sup> Legislative District Mayor's caucus. Local officials from the area are hopeful of funding for some impactful transportation projects.

### **2. King County Fire District 45 Report**

A fire district report was not available.

### **3. Council Committee Reports**

#### **a. Finance and Administration**

##### **i. Procurement Policy Update**

Mayor Pro Tem McHenry reported the committee will meet this Thursday to continue work on the procurement policy.

#### **b. Land Use**

Councilmember Knaplund said the committee reviewed the request from the Duvall Foundation for the Arts for a discussion facilitator. Committee members also discussed the implementation of OpenGov software.

c. Public Safety

Councilmember Shaffer reported the committee received an update on hiring two new lateral exceptional entry Police officers. The applicant pool is strong. Police will be patrolling the water this summer using two new jet skis. Police Chief DeBock discussed the possibility of a mental health partner assisting policing efforts. Graffiti on Big Rock Road does not appear to be a pattern.

d. Public Works

The committee has been discussing the Ridge at Big Rock final plat, Councilmember Shaffer said.

e. Ad-Hoc Committees

i. Council Procedures Update/Code of Conduct

Councilmember Hogg said the committee has completed review of all sections except 5.6 and 7.1, and the code of conduct, to be discussed at the Council retreat. She said the committee would like for the full Council to read through an edited version of the procedure and provide feedback on those sections. Social media procedures will be revised at some future date.

ii. Human Services Grant Applications

The committee to review applications for human services grants has not yet been formed. Applications are due February 15.

4. Other Council Reports

Mayor Pro Tem McHenry reminded the Council that a virtual Council Chat is scheduled for Tuesday, February 8, from 5 p.m. to 6 p.m.

5. City Administrator

Administrator Opple said the OpenGov software will go live in March for finance and permitting, in April for utilities and a few months later for payroll. A kickoff meeting with the union to discuss the methodology for a salary and compensation study is scheduled. Staff is reviewing a scope of work for a facilitator to work with Duvall Foundation for the Arts. He said staff also is reviewing its level of support for summer events. Meetings with event partners will begin in the next few weeks. A draft agreement for the Toll Brothers final plat has been drafted.

Public Works Director Leniszewski said a project to remodel the police station to provide for a changing area for female police officers is starting back up again due to the hiring of a new project manager.

a. Preliminary Year-End Financial Results

Finance Director Mason reviewed preliminary estimates for revenue and expenditures and answered Council questions.

**H. Special Presentations**

No presentations were provided.

**I. Public Hearings**

No public hearings were scheduled.

**J. Unfinished Business**

1. AB22-05 Interlocal for Snoqualmie Valley Housing Needs Assessment

Community Development Director Thomas said the City was awarded a \$20,000 grant for a Housing Needs Assessment. The assessment will be used for development of an action plan addressing the regional issue of supply and affordability of housing. The interlocal presented enables a partnership with the cities of Carnation, North Bend and Snoqualmie.

*It was moved by Lengyel to approve Agenda Bill 22-05, Interlocal for Snoqualmie Valley Housing Needs Assessment. The motion carried (7 ayes).*

The Council authorized Mayor Ockerlander to execute an interlocal agreement with the cities of Carnation, Snoqualmie and North Bend for a Snoqualmie Valley Housing Needs Assessment.

**K. New Business**

1. AB22-10 Ordinance Revising Utility Billing Procedures

Finance Director Mason provided an overview of the code changes proposed. The changes would prohibit direct billing of residential tenants for utilities. Accounts would be the responsibility of property owners, which would simplify the utility billing process. Commercial tenants would still be allowed to open utility accounts, if the account was opened in the business name. Property owners would have the option of having a duplicate bill sent to the property addressed to “resident” for a nominal fee. Tenants could still apply for the low-income rate reduction. Other changes

involve the timing and wording of pending disconnection notices and when shut-offs are performed and late fee adjustments.

*It was moved by Shaffer that we approve Agenda Bill 22-10, the ordinance amending DMC chapters 9.02.010, 9.04.100 and 9.06.125 as presented. The motion carried (7 ayes).*

The Council approved Ordinance 22-1296, an ordinance of the City of Duvall, Washington, amending Duvall Municipal Code Chapters 9.02.010 “Billing Procedures”, 9.04.100 “Billings and Collections” and 9.06.125 Section (G) “Billing” providing for severability and establishing an effective date.

2. AB22-11 Planning Commission Appointment

*It was moved by Shaffer that we approve Mayor Ockerlander’s appointment of Patrick Van Cleemput to the Duvall Planning Commission. The motion carried (7 ayes).*

Mr. Van Cleemput introduced himself to the Council. Councilmembers welcomed him to Duvall Planning Commission Position No. 1, filling an unexpired term ending in 2025.

3. AB22-09 Plans Examiner

Councilmember Hogg said she placed this under New Business to allow for any Council discussion.

*It was moved by Mayor Pro Tem McHenry that we approve Agenda Bill 22-09, approving the promotion of Building Inspector to Plans Examiner I. The motion carried (7 ayes).*

**L. Closed Session**

Held earlier in the evening, following approval of the Consent Agenda.

**M. Adjournment**

*There being no further business and hearing no objections, Mayor Ockerlander adjourned the meeting at 8:53 p.m.*

Signed *Amy Ockerlander*  
Amy Ockerlander, Mayor

Attest *Sara McMillon*  
Sara McMillon, City Clerk