



City of Duvall City Council Meeting

Minutes

March 3, 2025
15619 Main Street, NE
Duvall, WA 98019

Remote Option Made Available

Members Present:

Amy McHenry, Mayor
Ronn Mercer, Mayor Pro Tempore
Adam Olen, Position # 1
Rick Shaffer, Position # 2
Loren Kosloske, Position # 3
Mike Supple, Position # 5
Paul Wiggins, Position # 6

Staff Present:

Cynthia McNabb, City Administrator
Larissa Grundell, Deputy Dir of Public Works
Kelsey MacDonald, Deputy City Clerk
Johnathan Steinbach, Administrative Assistant
John Botero, City Clerk
Beth McMinn, Director of Finance
Bryan Keller, Chief of Police - DPD

Guests Present:

Oskar Rey, City Attorney (R)
Amanda Rohrbach, Girl Scouts
Fallon Garcia, Girl Scouts
Allison Osmanson, Girl Scouts
Jennifer Einberg, Girl Scouts
Vela Hunter, Girl Scouts
Ryan Clark, Girl Scouts
Amanda Whilshire, Girl Scouts
Paisley Whilshire, Girl Scouts
Mark Harrison, Girl Scouts
Dalton Smith (R)

Audrey Lee (R)
David Spencer (R)
Zoom Handle "Michael"
Zoom Handle "Susan"



Part I – Committee of the Whole Workshop.

- A. Review of Regular Meeting Agenda.** Mayor Pro Tempore Ronn Mercer called the workshop to order at 17.31 and asked Councilmembers present to review the regular meeting agenda. There were no corrections to the agenda.
- B. Discussion Items.**
- 1. Duvall Police Department Year in Review.** Chief of Police Bryan Keller presented a broad overview of the Duvall Police Department's activities in calendar year 2025, including community engagement, the training its officers received, and key statistics on call volume, call types, and staff engagement during those calls. Chief Keller also discussed current staffing levels, staffing challenges, and initiatives and projects for 2026. Chief Keller concluded his presentation by answering questions from the Councilmembers present.
- C. Good of the Order.** Mayor Pro Tempore Mercer asked if there were any questions regarding the Good of the Order. Councilmember Wiggins inquired about the Council meetings on YouTube and the letter sent to the County Executive earlier in the year. City Administrator Cynthia McNabb reported on her conversation with staff from the County Executive's Office and outlined the next steps. Mayor Pro Tempore Mercer asked whether the Council could receive additional reports from the Council meeting. Mayor McHenry agreed to provide her Mayor's Report.
- D. Mayor's Report.** Mayor Amy McHenry reported on meetings she attended, including one with the Puget Sound Regional Council, and the ribbon-cutting ceremony for a Recovery Center by the Snoqualmie Tribe. Mayor McHenry also informed Council about the first Mayor Meetup she hosted and discussed some of the topics that came up. Mayor McHenry also spoke about a meeting with the Sound Cities Association and concluded by welcoming questions from Councilmembers present.
- E. City Administrator's Report.** Deputy Director of Public Works and City Engineer Larissa Grundell presented on activities underway in her department, including trash removal, park cleanups and improvements, updates on fiber-optic installations, and street activities, including the removal of sick and dead trees. Ms. Grundell concluded her portion of the City Administrator's Report by answering questions from Council. City Clerk John Botero then provided Council with a few reminders about upcoming training and the Council Retreat. Lastly, City Administrator Cynthia McNabb presented updates, including a new newsletter from the City Administrator's Office and its contents. Ms. McNabb also updated Council on a Sound Cities Association workgroup preparing for summer internships and on additional items of importance to Council. She concluded her presentation after answering questions from Councilmembers present.
- F. Adjournment.** Mayor Pro Tempore Mercer adjourned the Committee of the Whole Workshop at 18.56.

Part II – City Council Regular Meeting.

- A. Call to Order.** Mayor Amy McHenry called the meeting to order at 19.05 and welcomed



all attendees. She then invited Girl Scout Troop 41292 to lead the flag salute.

- B. Roll Call.** Administrative Assistant Johnathan Steinbach called the roll at the Mayor's request. All members were present except Councilmember Hernandez.
- C. Additions and Corrections to the Agenda.** Mayor McHenry inquired whether there were any changes or additions to the agenda. Council asked to add Councilmember Hernandez's absence to be excused as part of the consent agenda.
- D. Adoption of the Council Agenda.** Mayor McHenry then asked for a motion to approve the meeting agenda. Councilmember Olen moved to approve, and Councilmember Supple seconded his motion. All Councilmembers present voted to approve the meeting's agenda.
- E. Proclamations.** Mayor McHenry read the proclamations for National Girl Scouts Day and Women's History Month. Members of Girl Scouts Troop 41292 were present to receive the proclamation issued by the Mayor.
- F. Comments from the Audience.** Mayor McHenry invited members of the public to make comments. There were none.
- G. Consent Agenda.** Mayor McHenry proceeded to ask for a motion to approve the consent agenda, namely:
1. Payroll and Claims Approval
 2. Approval of Meeting Minutes of the February 17, 2026. Council Meeting
 3. Excuse Councilmember Jennifer Hernandez's absence from today's meeting.
 4. Agenda Bill 26-23 – Approval of Amendment to Big Rock Park Contract
 5. Agenda Bill 26-24 – Proposed Policy on Artificial Intelligence

Councilmember Supple moved to approve the consent agenda, and Councilmember Wiggins seconded. There was no opposition.

- H. Council Reports.** Councilmember Olen reported that he testified before the State House on the legislature's efforts to pass Senate Bill 6070. He also reported attending a Transportation Benefit District meeting in Issaquah and shared what he learned, including various funding solutions under consideration. Councilmember Olen also reported on an orientation workshop he attended, hosted by the Puget Sound Regional Council, and highlighted key points from the workshop. Councilmember Shaffer reported on a meeting of the Duvall Days Steering Committee and informed Council that a survey is ready to go out to local businesses regarding the event's impact on local businesses. Councilmember Shaffer asked the City Clerk's Office for help ensuring the survey goes out to all local businesses.
- I. Executive Session under RCW 42.30.110(1)(g).** Mayor McHenry called the executive session to order at 19.26, stating that it would be to review the qualifications of a candidate for public employment and would last 20 minutes, until 19.46. Mayor



McHenry notified members present that there would be action items after the executive session. The Council meeting resumed at 19.46, following the executive session.

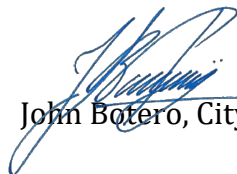
J. New Business.

- 1. Agenda Bill 26-25 – Somervue Final Plat.** Deputy Director of Public Works and City Engineer, Larissa Grundell, informed Council that the Somervue project was ready to proceed. She answered the Council's questions regarding the plat's approval process. Councilmember Wiggins moved to approve, and Councilmember Shaffer seconded the motion. After Ms. Grundell answered questions about the Homeowner's Association structure and Common-Interest community matters, Mayor McHenry called for a vote, and all Councilmembers present voted to approve the agenda bill.

- 2. Agenda Bill 26-26 – Employment Contract for Incoming Director of Economic and Community Development.** Ms. McNabb provided background on the employment contract. Mayor Pro Tempore Mercer moved to approve the Mayor's signing a contract with the candidate, which Councilmember Shaffer seconded. There was no opposition, and the matter was approved.

K. Adjournment. Having no further business, Mayor McHenry adjourned the meeting at 19.54.

Respectfully submitted,


John Botero, City Clerk