

**CITY OF DUVAL CITY COUNCIL
MEETING MINUTES
MAY 17, 2022**

**COMMITTEE OF THE WHOLE AND
REGULAR MEETING**

Held Virtually Online

Call to Order – Committee of the Whole

The Duvall City Council Committee of the Whole Meeting of May 17, 2022, was called to order by Mayor Pro Tem McHenry at 5:30 p.m. The meeting was quorate. Mayor Amy Ockerlander also was present.

Council Present: Rick Shaffer, Amy McHenry, Ronn Mercer, Michelle Hogg and Jennifer Knaplund

Staff Present: Lara Thomas, Steve Leniszewski, Dana Mason, Benjamin Ressler, Mike DeBock, and Sara McMillon

A. Good of the Order

Councilmember Hogg spoke to a concern raised by a constituent about public garbage cans. The current receptacles could be better hidden from view. Dog waste stations might be a better alternative to larger cans. Councilmembers agreed this issue could be discussed at a future date.

Mayor Pro Tem McHenry said there is one vacancy on the Council's Finance and Administration Committee and Public Works Committee. Councilmember Hogg expressed an interest in the finance committee, and Councilmember Mercer said he might be available to serve on the Public Works Committee. Councilmember Knaplund said if Mr. Mercer is not available, she could serve on the Public Works Committee.

B. Review of Regular Meeting Agenda

Councilmembers Hogg and Knaplund said they may need to ask a few questions concerning grant application approvals on the regular meeting's consent agenda.

C. Discussion Items

1. Property Tax Miscalculation

Finance Director Mason requested additional time to gather information for presentation to the Council at a future date, and the Council agreed to postpone discussion of this item.

2. Wastewater Treatment Plant Fourth Train Membrane Pre-Purchase

Public Works Project Manager Ressler said currently the City of Duvall has a development moratorium in place due to inadequate sewage treatment plant equipment and capacity. A contract with Parametrix for design of upgrades was approved in December of last year. Pre-purchasing of a fourth train membrane bioreactor during the design phase was anticipated in this contract due to the extensive lead time needed to create the bioreactor. Parametrix anticipates a construction date of spring 2023.

Mr. Ressler said the City of Duvall received one response to a request for proposals for the bioreactor pre-purchase, from Suez. The total cost of the proposed contract is \$835,000, which is within the engineer's estimate of \$800,000 and \$880,000. Staff is requesting an additional 10% contingency reserve due to the possibility of hyperinflation and to pay for any minor changes to the contract that are within staff's change authority.

Councilmember Knaplund said it appears that more than 50% of funding is coming from operational funds provided by existing rate payers. She said she would like for development to pay for development. Public Works Director Leniszewski said the upgrades are needed because machinery is at the end of life cycle. While growth should pay for growth, many of the repairs are operations-based, Councilmember Shaffer said.

3. Public Works Grant Applications

Project Manager Ressler provided detailed information concerning the four grant applications on the regular meeting's consent agenda.

4. Benefits for Limited Term Employees

Finance Director Mason said the current municipal code is unclear on when benefits, other than those required by state or federal law, should be offered to employees hired on a temporary basis. A proposed change provides criteria for when a temporary employee is eligible for benefits such as medical, vacation and holiday pay, by creating two types of temporary employees, "short-term" and "limited term." The Council Finance and Administration Committee is recommending that full-time regular employee benefits should be offered to temporary employees with terms over one year, changing the definition of a short-term employee to those with employment periods of up to 12 consecutive months. Mayor Ockerlander said due to market

conditions it is difficult to recruit employees, and this would make Duvall's positions more competitive.

D. Reports and Planning

1. Council Planning Calendar

The Council reviewed and discussed the planning calendar.

Committee Adjournment

The City Council Committee of the Whole meeting adjourned at 6:39 p.m.

Call to Order – Regular Meeting

The Duvall City Council Regular Meeting of May 17, 2022, was called to order by Mayor Amy Ockerlander at 7:01 p.m. The meeting was quorate.

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

Staff Present: Lara Thomas, Steve Leniszewski, Larissa Grundell, Daniel Kenny, Dana Mason, and Sara McMillon

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 Hogg to adopt the agenda. The motion carried (6 ayes).

The Council approved the agenda for the regular City Council meeting of May 17, 2022, as presented.

E. Comments from the Audience

There were no comments from the audience.

F. Consent Agenda

It was moved by Hogg 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 May 3, 2022;
2. Minutes for Committee of the Whole Special Meeting May 10, 2022;
3. Payroll and Claims Approval in the Amount of \$649,719.03;
4. AB22-35 The Ridge at Big Rock Affordable Housing Covenants;
5. AB22-40 Contract with Kellogg Consulting for Arts Community Engagement;
6. AB22-48 King County Community Development Block Grant Application for NE 142nd Place Sidewalk Improvement Phase 2;
7. AB22-49 WSDOT Pedestrian and Bicycle Program Grant Application, Flood Reduction Grant, Third Avenue Culvert Design;
8. AB22-50 King County Flood Control District Grant Application, Flood Reduction Grant, Third Avenue Culvert Design; and
9. AB22-51 Application for Safe Routes to School Grant for Third Avenue Construction.

G. Scheduled Items

1. Mayor's Report

Mayor Ockerlander reported on upcoming meetings of the Sound Cities Association and Association of Washington Cities legislative committee. She said she meets with King County Councilmember Sarah Perry on a monthly basis, and Councilmember Perry would like to speak to the Council at the June 21 regular meeting.

2. King County Fire District 45 Report

No report was available.

3. Duvall Police Report

No report was available.

4. Council Committee Reports

a. Finance and Administration

Councilmember Knaplund reported that at the last meeting, the committee discussed a possible property tax correction, benefits for temporary employees, Community Development staffing, code amendments concerning standard staff salary increases for promotions. Committee members reviewed the proposed budget calendar and suggested a Council discussion about budget priorities before a budget is drafted. An April sales tax report was reviewed, and a proposed Juneteenth holiday discussed. Yields on City investments were negligible until recently and are now nearing one percent.

i. Procurement Policy Update

Councilmember Knaplund said the revised procurement policy is still under committee review.

b. Land Use

Councilmember Hogg said at the last meeting the committee received an update on software implementation. Community Development staff provided information on the City's permit processing policy and needed Comprehensive Plan amendments.

c. Public Safety

Councilmember Shaffer said committee members have reviewed overlay projects planned for 2022, and the Transportation Improvement Plan. A remodel of the police building to add locker rooms for female officers is progressing. The Public Works building near the wastewater treatment plant was found to have structural deficiencies related to earthquake safety.

d. Public Works

Director Leniszewski said the Council's first review of three final plats will be on the agenda for June 7.

e. Ad-Hoc Committees

i. Council Procedures Update/Code of Conduct

Councilmember Hogg said the next committee meeting will be held May 23 at 1:30 p.m.

5. Other Council Reports

Mayor Pro Tem McHenry discussed a Heart of the Valley Gala for the Empower Youth Network she recently attended. A Duvall City Council chat will be held from 1 p.m. to 2 p.m. on Friday at Grateful Bread. Councilmember Knaplund said a Snoqualmie Valley Governments Association meeting will be held tomorrow night starting at 6:30 p.m.

Councilmember Shaffer reported on a recent ribbon cutting he attended at a remodeled facility at Acres of Diamonds. He said Duvall is fortunate to have such a facility, and he is impressed with its staff.

6. City Administrator

Deputy City Administrator Thomas gave an update from City departments.

a. City Council Recruitment Status

No applications for a vacant City Council position have been received by the May 11 deadline. If someone is not appointed by August 4, King County will have the authority to make the appointment. Councilmembers agreed to keep the application period open, with a new deadline of July 1.

H. Special Presentations

1. Pride Month 2022 Proclamation

Mayor Ockerlander proclaimed June of 2022 as Pride Month in the City of Duvall in recognition of the LGBTQ+ community.

2. Safe Boating and Paddling Week

Mayor Ockerlander proclaimed May 21 through May 27, 2022, as Safe Boating and Paddling Week in Duvall. Rick Myers, a member of the US Coast Guard Auxiliary and resident of Duvall accepted the proclamation.

I. Public Hearings

1. Transportation Improvement Plan for 2023 – 2028

At 7:43 p.m., Mayor Ockerlander opened a public hearing on a proposed Transportation Improvement Plan (TIP) for 2023 through 2028. Ms. Grundell reviewed the TIP. Hearing no public comment, Mayor Ockerlander closed the public hearing at 7:48 p.m.

J. Unfinished Business

1. AB22-23 Resolution Adopting Transportation Improvement Plan for 2023 – 2028

It was moved by Isaacson to approve the resolution for the 2023-2028 Six-Year Transportation Improvement Plan project list. The motion carried (6 ayes).

The Council approved Resolution 22-13, A Resolution of the City Council of the City of Duvall, Washington, Approving the 2023-2028 Six-Year Transportation Improvement Plan.

2. AB22-34 Resolution Temporarily Waiving Facility Rental and Stage Use Fees

City Clerk McMillon said the proposed resolution was discussed at the May 3, 2022, regular meeting, and some Council concerns were addressed. The resolution waives deposits and fees for city facility use and stage use as a pandemic recovery incentive. Formerly the discount applied to all users, but the current proposal is to waive the fees for 501(c)(3) nonprofit organizations only. Providing the discount has a minimal financial impact to the City.

It was moved by Shaffer that we suspend the rules requiring three readings and approve Agenda Bill 22-34, the resolution temporarily waiving special event and stage use fees and deposits for 501(c)(3) nonprofit groups for 2022. The motion carried (6 ayes).

Councilmember Knaplund said she would like to receive a report at the end of the year concerning the success of the discount.

The Council approved Resolution 22-14, A Resolution of the City of Duvall, Washington, Temporarily Waiving City-Owned Facility Rental Fees and Stage Use Fees for Nonprofit Groups to Assist in Pandemic Recovery; Providing for Severability; and Establishing an Effective Date.

3. AB22-39 Contract with Recruiting Firm for City Administrator Recruitment

Deputy City Administrator Thomas provided a presentation on a proposed contract with WBCP for recruitment of a new City Administrator. An internal staff committee evaluated and scored proposals and recommends selection of WBCP.

It was moved by Shaffer to suspend Council rules requiring three readings and to approve Agenda Bill 22-39, City Administrator Recruitment Contract with WBCP, Inc. The motion carried (6 ayes).

The Council authorized execution of a contract with WBCP for recruitment of a City Administrator.

4. AB22-41 Community Development Department Staffing Request

Community Development Director Thomas reviewed the structure of the Community Development Department. The current Senior Planner plans to leave the position, but would like to work half-time for the City through the end of 2023 to complete unfinished projects and provide greater capacity to the department.

It was moved by Shaffer to suspend the Council rules requiring three readings and to approve Agenda Bill 22-36, adding a .5 FTE Senior Planner position through the end of 2023 with a possible extension based on workload and budget within the Planning Department. The motion carried (6 ayes).

The Council added a .5 FTE Senior Planner position to staffing through the end of 2023 with a possible extension.

K. New Business

1. AB22-42 Wastewater Treatment Plant Fourth Train Membrane Pre-Purchase

It was moved by Isaacson to approve Agenda Bill 22-42, authorizing the Mayor to execute a contract with Suez in the amount of \$835,000 for the pre-purchase of the fourth train membrane bioreactor as presented in the contract documents and to include a ten percent management reserve if needed. The motion carried (6 ayes).

The Council authorized execution of a contract with Suez for a pre-purchase of a Fourth Train Membrane Bioreactor for the City's wastewater treatment plant.

2. AB22-43 Ordinance Amending Duvall Municipal Code for Juneteenth Holiday

It was moved by Shaffer to approve Agenda Bill 22-43, approving the amendment to Duvall Municipal Code Chapter 4.12.010 Holidays, adding Juneteenth as an official paid City holiday. The motion carried (6 ayes).

The Council adopted Ordinance 1300, An Ordinance of the City of Duvall, Washington, Amending Section 4.12.010 of the Duvall Municipal Code Entitled "Holidays" to Establish Juneteenth as a Legal Holiday for the City; Providing for Severability; and Establishing an Effective Date.

3. AB22-44 Ordinance Amending Code for Benefits for Limited Term Employees

It was moved by McHenry to approve Agenda Bill 22-44, approving the amendment to Duvall Municipal Code Chapter 4.12.010, providing clarification and criteria for short-term and limited term employees. The motion carried (6 ayes).

The Council adopted Ordinance 1301, An Ordinance of the City of Duvall, Washington, Amending Chapter 4.04.070 of the Duvall Municipal Code Entitled "Hours of Work" to Clarify When Temporary Employees are Eligible for Benefits; Providing for Severability; and Establishing an Effective Date.

4. AB22-45 Ordinance Implementing Pay Increase for Non-Union Employee Promotions

It was moved by Isaacson to approve Agenda Bill 22-45, approving amendments to Duvall Municipal Code Chapters 4.04.120, 4.04.130, and 4.10.120, providing for a minimum increase of five percent for an employee promotion and clarification for probationary periods. The motion carried (6 ayes).

The Council adopted Ordinance 1302, An Ordinance of the City of Duvall, Washington, Amending Duvall Municipal Code Sections 4.10.020 “Pay Plan Administration”, 4.04.120 “Probationary Period”, and 4.04.130 “Promotions”; Providing for Severability and Establishing an Effective Date.

5. AB22-46 Resolution Adopting City of Duvall 2023-2024 Budget Planning Calendar

It was moved by McHenry to suspend the Council rules requiring three readings and to approve Agenda Bill 22-46, the resolution adopting the City of Duvall’s 2023-2024 Biennial Budget Planning Calendar. The motion carried (6 ayes).

The Council approved Resolution 22-15, a Resolution of the City Council of the City of Duvall, Washington, Adopting the Planning Calendar for the 2023-2024 Biennial Budget.

6. AB22-47 Review of Annual Overlay Program


Public Works Director Leniszewski reviewed street overlay and maintenance projects proposed for this year. A contract is expected to be reviewed at the June 7, 2022, regular City Council meeting.

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 9:00 p.m.

Signed 
Amy Ockerlander (Jun 14, 2022 17:06 PDT)

Amy Ockerlander, Mayor

Attest 
Sara McMillon, City Clerk






2022-05-17_Council Minutes_COW and Regular

Final Audit Report

2022-06-15

Created:	2022-06-09
By:	Sara McMillon (sara.mcmillon@duvallwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhHKL0oaj2EFtinxe6iXzuvHvM5Fc5J7W

"2022-05-17_Council Minutes_COW and Regular" History

-  Document created by Sara McMillon (sara.mcmillon@duvallwa.gov)
2022-06-09 - 4:37:08 PM GMT
-  Document emailed to Amy Ockerlander (amy.ockerlander@duvallwa.gov) for signature
2022-06-09 - 4:41:42 PM GMT
-  Email viewed by Amy Ockerlander (amy.ockerlander@duvallwa.gov)
2022-06-15 - 0:03:45 AM GMT
-  Document e-signed by Amy Ockerlander (amy.ockerlander@duvallwa.gov)
Signature Date: 2022-06-15 - 0:06:08 AM GMT - Time Source: server
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