

**CITY OF DUVAL CITY COUNCIL
MEETING MINUTES
JUNE 7, 2022**

**COMMITTEE OF THE WHOLE AND
REGULAR MEETING**

**Fire District 45 Headquarters
15600 1st Ave. NE
Duvall, WA 98019**

Virtual Option Provided

Call to Order – Committee of the Whole

The Duvall City Council Committee of the Whole Meeting of June 7, 2022, was called to order by Mayor Pro Tem McHenry at 5:31 p.m. The meeting was quorate. Mayor Amy Ockerlander also was present (virtual).

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

Staff Present: Steve Leniszewski (virtual), Dana Mason (virtual) and Sara McMillon

A. Good of the Order

Councilmember Shaffer reported he recently distributed a flyer to Duvall business owners with the goal of improving partnership with the business community.

Mayor Pro Tem McHenry discussed an upcoming budget workshop to be held in June followed by a Council retreat in July or August. These meetings will be four to six hours in length and will be held in-person with a virtual attendance option. Staff will evaluate proposals from facilitators for the retreat. Councilmembers provided input on the facilitator scope of services.

B. Review of Regular Meeting Agenda

Councilmembers reviewed the agenda for the regular meeting.

C. Discussion Items

1. Desired Outcome of City Administrator Search

Wendi Brown, president of WBCP, introduced the recruiting firm and discussed its qualifications. She then presented a proposed framework for the recruitment process. Prior to advertising the Duvall City Administrator position, WBCP will gather perspectives on the ideal candidate through surveys and interviews with staff, the Mayor, and a group of community stakeholders. She reviewed marketing strategies for gaining qualified applicants, the interview process, and reference and background checks for final candidates.

At 6:20 p.m., Mayor Pro Tem McHenry left the meeting, and Mayor Ockerlander presided.

After discussion, some members of the Council said they would like to hold a meet and greet session. Ms. Brown said this can become uncomfortable for some candidates who don't want their candidacy to be publicly known but may be possible for finalists. Councilmembers reviewed what qualities they are seeking in an ideal candidate. They also talked about what makes Duvall an attractive place to work and some of the challenges facing the City.

2. Additional ARPA Funding Requests

The Council deferred discussion of this item.

D. Reports and Planning

1. Council Planning Calendar

The Council reviewed the planning calendar as a written report.

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 June 7, 2022, was called to order by Mayor Amy Ockerlander (virtual) at 7:01 p.m. The meeting was quorate.

Council Present: John Isaacson (virtual), Rick Shaffer (virtual), Amy McHenry (virtual, joined at 7:20 p.m.), Ronn Mercer (virtual), Michelle Hogg (virtual), and Jennifer Knaplund (virtual)

Staff Present: Steve Leniszewski (virtual), Larissa Grundell (virtual), Daniel Kenny (virtual), Dana Mason (virtual), and Sara McMillon

A. Flag Salute

The City Council observed a moment of silence for the victims of recent shootings and their families. Mayor Ockerlander led the flag salute.

B. Roll Call

City Clerk McMillon conducted roll call.

C. Additions and Corrections to the Agenda

1. By unanimous consent, the Council added “Additional ARPA Funding Requests” to the agenda as the last item of discussion following “New Business.” The Council by unanimous consent reordered the agenda to place “AB22-59 Third Avenue Design Alternative Selection” as the first item of discussion under “New Business.”

D. Adoption of the Agenda

It was moved by Hogg to adopt this evening’s agenda. The motion carried (6 ayes).

The Council approved the agenda for the regular City Council meeting of June 7, 2022, with amendment.

E. Comments from the Audience

John Moore, Vice President of the Board of Directors for the Snoqualmie Senior Center, invited Councilmembers to attend a fundraising event September 1, from 7 p.m. to 8:30 p.m. for funding of apartments for low-income seniors. The event features food and entertainment.

Mayor Ockerlander closed public comment. Later in the evening, following Council discussion, at 7:20 p.m., Mayor Ockerlander re-opened the floor to public comment.

Matt Higgins spoke as a representative of the Chamber of Commerce. He said the Chamber would like the City to install a sound system on Main Street that could be used for announcements, parades and music. The Chamber will support this project.

F. Consent Agenda

It was moved by Mercer to approve this evening’s consent agenda. The motion carried (6 ayes).

The Council approved:

1. Minutes for Committee of the Whole and Regular Meetings May 17, 2022;
2. Payroll and Claims Approval in the Amount of \$519,571.50;

3. AB22-47 Contract for 2022 Road Overlay and Pavement Repair, with Lakeside Industries in the amount of \$398,815, with a 10% project management reserve;
4. AB22-52 Contracts for On-Call Support Services, with Parametrix for sewer and wastewater treatment, \$90,000; Murraysmith for water distribution, \$60,000; Osborn Consulting, stormwater, \$60,000; PACE Engineers, engineering review, \$150,000; West Coast Code Consulting, building plan review, \$210,000; Bush, Roed and Hitchings, survey, \$60,000; Parametrix, survey, \$60,000; Blueline, planning, \$150,000; BHC, planning, \$150,000; FA Bartlett Tree Expert Co., arborist, \$60,000; Transpo Group, roadway design, \$60,000; Transpo Group, transportation modeling, \$90,000; PACE Engineers, water, sewer, stormwater modeling, \$60,000; Transpo Group, asset management, \$75,000; HWA, geotechnical engineering, \$60,000; PSI, testing and earthwork, \$60,000; and FA Bartlett Tree Expert Co., urban forestry, \$60,000.
5. AB22-53 Contract for Taylor's Landing Electrical Service, with Potelco in the amount of \$37,340.50 with a 10% project management reserve;
6. AB22-49 WSDOT Pedestrian and Bicycle Program Grant Application, Flood Reduction Grant, Third Avenue Culvert Design;
7. AB22-50 King County Flood Control District Grant Application, Flood Reduction Grant, Third Avenue Culvert Design; and
8. AB22-51 Application for Safe Routes to School Grant for Third Avenue Construction.

G. Scheduled Items

1. Mayor's Report

Mayor Ockerlander thanked all of the volunteers who organized and staffed the Duvall Days celebration.

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 Hogg said the committee elected Councilmember Knaplund as chairperson. Committee members discussed an upcoming budget workshop and needed changes to the municipal code. They received an update on finance department staffing.

b. Land Use

The committee will meet Wednesday, June 15, at 9:30 a.m.

c. Public Safety

Councilmember Shaffer said committee members received hiring updates. The police department will be taking over the bike helmet program from the fire district due to the police's expertise in proper helmet fitting. The department is discussing a possible partnership with the City of Redmond for mental health officer staffing.

d. Public Works

No report.

e. Ad-Hoc Committees

i. Council Procedures Update/Code of Conduct

Councilmember Hogg said the committee is almost ready to bring section 5.6 to the City Council for review. Sample documents from Issaquah and Mukilteo were consulted for best practices concerning the agenda bill process and "three touch rule."

5. Other Council Reports

No reports.

6. City Administrator

a. City Council Recruitment Status

City Clerk McMillon reported the City has not yet received any applications for the vacant position. The application deadline is July 1.

b. City Council Budget Workshop and Retreat

This item was discussed at the Committee of the Whole meeting earlier in the evening.

H. Special Presentations

1. Proclamation of Juneteenth Holiday

Mayor Ockerlander read a proclamation of June 19, 2022, as the Juneteenth holiday in the City of Duvall, celebrating the emancipation of slaves in America and calling the public to action for equality.

2. Interlocal for King County-Cities Climate Collaboration

Matt Kuharic, senior climate program manager for the King County-Cities Climate Collaboration or “K4C” provided a presentation on the collaboration. The group works to reduce greenhouse gas emissions, prepare for climate impacts, and provide for the health of residents, the economy and the natural environment. Following the presentation, Councilmembers requested an interest in learning more.

3. Third Avenue Design Alternative Selection

Representatives from KPG Psomas, Phuong Nguyen, Olivia Paraschiv and Coreen Schmidt gave a presentation on design alternatives for pedestrian facilities on Third Avenue.

I. Public Hearings

1. AB22-24 Ordinance Updating NPDES Code

At 8:14 p.m., Mayor Ockerlander opened a public hearing on the proposed NPDES code revision. Larissa Grundell, City Engineer, gave a presentation on surface water management and proposed revisions.

At 8:22 p.m., Mayor Ockerlander opened the floor to public comment, and hearing none, closed the public hearing at 8:22 p.m.

J. Unfinished Business

There was no unfinished business.

K. New Business

1. AB22-59 Third Avenue Design Alternative Selection

Public Works Director Leniszewski and representatives from KPG Psomas answered Council questions concerning design alternatives for pedestrian facility improvements on Third Avenue.

It was moved by Shaffer to approve Agenda Bill 22-59, supporting Option 3 as the preferred design alternative for the Third Avenue Reconstruction Project. The motion carried (6 ayes).

The Council supported design option three, which includes a 10-foot-wide shared use path on the eastern side of Third Avenue, for bikes and pedestrians, that extends south past Kennedy Street and continues through the entire project limits, and a shared vehicle and bike lane on the western side.

2. AB22-55 Review of Rio Vista Final Plat

Public Works Director Leniszewski presented the Council with information concerning the Rio Vista Subdivision (SU15-001) final plat. The proposed subdivision is located on the north and south side of NE 143rd Place, east of 3rd Avenue NE and west of 272nd Place NE. The property is bisected by NE 143rd Place (at the east end) and bound by developed and undeveloped properties to the north, east, south, and west.

The subdivision will final plat in one phase subdividing 12.72 acres into 67 single family residential lots, and include a city park, sensitive areas, and open space. Access to the subdivision will be via NE 143rd Place. Internal public road and private tract improvements include sidewalks, dedicated tract parking, and landscaping. Infrastructure installed as part of plat development includes gravity sanitary sewer conveyance, water main, stormwater collection and conveyance, two stormwater detention vaults, and one bioretention facility. City Park areas include, sensitive areas, various landscape, trail, and play structure.

3. AB22-56 Review of 65 Degrees Final Plat

Public Works Director Leniszewski presented the Council with information on The 65 Degrees Subdivision (SU18-002) final plat. The proposed subdivision is within City limits, located on the north side of NE 143rd Place, east of SR 203 and west of 266th Place NE. The property is bounded to the south by NE 143rd Place and developed and undeveloped properties to the north, east, and west.

The subdivision will Final Plat in one phase totaling 4.53 acres into 55 single family residential lots and one 12-unit condominium building. Access to the subdivision is via the newly constructed 1st Avenue NE (public), extending north from NE 143rd Place. The internal roads on the project are private and improvements include sidewalks, dedicated tract parking, and landscaping.

Infrastructure installed as part of plat development includes gravity sanitary sewer conveyance, water main, stormwater collection and conveyance, one bioretention facility, and two water quality catch basins. Open space areas include, various landscape tracts and play structure.

4. AB22-57 Review of Sunset Court Final Plat

Director Leniszewski provided a presentation on the proposed Sunset Court Subdivision (SU18-001). This subdivision is within City limits, located on the north side of NE 143rd Place, west of 3rd Ave NE and east of 266th Place NE. The property is bounded to the south by NE 143rd Place and developed and undeveloped properties to the north, east, and west.

The subdivision will Final Plat in one phase totaling 1.02 acres into 11 single family residential lots. Access to the subdivision is via privately owned tract roads extending north from NE 143rd Place. Internal road improvements include sidewalks, dedicated tract parking, and landscaping.

Infrastructure installed as part of plat development includes two saddle utility structures, stormwater collection and conveyance, and one water quality facility. Open space areas include, various landscape tracts and play structure.

5. Additional American Rescue Plan Act Funding Requests

The City of Duvall was awarded \$2,265,264 in American Rescue Plan Act (ARPA) funds. The Council has allocated \$72,000 for utility assistance and personal protective equipment, and \$262,542 for small projects and equipment. A total of \$1,930,722, is available.

Finance Director Mason gave a presentation on the seven projects most highly ranked by the City Council for ARPA spending:

- (1) Business Façade/Frontage Improvement Grants
- (2) Woodinville-Duvall and 203 Intersection – Project Scope, Partnerships
- (3) Park, Trail and Open Space Plan Update – Nonprofit/Park Foundation
- (4) City Facility Improvements for Community Use
- (5) More Public Art Sculpture
- (6) Big Rock Ball Park Expansion
- (7) Human Services Support/Grants

Additional requests to consider include a versatile boom lift for Public Works; Big Rock banner poles; and speed limit feedback/messaging devices.

It was moved by McHenry to extend the meeting past 9:30 p.m. The motion carried (6 ayes).


After discussion, the Council by unanimous consent referred evaluation of a downtown improvement program to the Public Works Committee.

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 9:59 p.m.


Signed Amy Ockerlander (Jun 29, 2022 18:44 PDT)
Amy Ockerlander, Mayor

Attest 
Sara McMillon, City Clerk







2022-06-07_Council Minutes_COW and Regular Meetings

Final Audit Report

2022-06-30

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