



CITY COUNCIL AGENDA

15728 Main Street, Mill Creek, WA 98012 (425) 745-1891

Pam Pruitt, Mayor • Brian Holtzclaw, Mayor Pro Tem • Sean Kelly • Donna Michelson •
Vince Cavaleri • Mike Todd • Mark Bond

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the City Clerk at (425) 921-5732 three days prior to the meeting.

The City Council may consider and act on any matter called to its attention at such meetings, whether or not specified on the agenda for said meeting. Participation by members of the audience will be allowed as set forth on the meeting agenda or as determined by the Mayor or the City Council.

To comment on subjects listed on or not on the agenda, ask to be recognized during the Audience Communication portion of the agenda. Please stand at the podium and state your name and address for the official record. Please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Mayor or City Council.

Study sessions of the Mill Creek City Council may be held as part of any regular or special meeting. Study sessions are informal, and are typically used by the City Council to receive reports and presentations, review and evaluate complex matters, and/or engage in preliminary analysis of City issues or City Council business.

Next Ordinance No. 2015-797
Next Resolution No. 2015-534

July 7, 2015
City Council Meeting
6:00 p.m.

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

- A. Public comment on items or not on the agenda

NEW BUSINESS:

- A. Construction Contract Award for the 2015 Catch Basin Cleaning and CCTV inspection Project *(If*

adopted, would take Resolution #2015-534)
(Rebecca C. Polizzotto, City Manager)

- B. Report by the City Manager - First Month's Observations*
(Rebecca C. Polizzotto, City Manager)
*(*No packet material included - Presentation only)*

REPORTS:

- A. Boards and Commissions
 - 1. Design Review Board - 5/21/15
 - 2. Art/Beautification Board - 5/13/15Mayor/Council
City Manager

AUDIENCE COMMUNICATION:

- A. Public comment on items on or not on the agenda

EXECUTIVE SESSION

(Confidential Session of the Council)

- A. Potential Litigation per RCW 42.30.110(1) (i)

ADJOURNMENT



Agenda Item # New-A
Meeting Date: July 7, 2015

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: CONSTRUCTION CONTRACT AWARD FOR THE 2015 CATCH BASIN CLEANING AND CCTV INSPECTION PROJECT

KEY FACTS AND INFORMATION SUMMARY: Cleaning out debris in catch basins on City streets and public property is an ongoing annual program funded through Surface Water Utility fees. This program reduces sediment and pollutants that end up in area waterways, and also meets the requirements set forth in the City's National Pollution Discharge Elimination System (NPDES) permit. Catch basins are cleaned out and inspected every other year, so each year roughly one-half of Mill Creek is serviced.

This year the catch basins in the north and west areas of the City will be cleaned, as well as along SR 96 and SR 527. The ongoing process of closed circuit television (CCTV) inspection will be continued on the storm pipe network in some of the older neighborhoods in Mill Creek, including Vine Maple, Evergreen, Holly and Douglas Fir. In addition, extra pipe cleaning will be performed based on the results of the 2014 CCTV inspection of the storm pipe network in the oldest subdivisions along Village Green Drive. Many issues are blockages from roots or debris that can be addressed with special cleaning and cutting tools instead of full pipe replacement.

The 2015 Catch Basin Cleaning and CCTV Inspection Project was advertised for bids using the Municipal Research Service Center (MRSC) Small Works Roster. Eight bids were received and opened on June 16, 2015. One bid was rejected for submitting unbalanced unit prices that were deemed to be too low for the required work. The bid rejection was not appealed by the contractor.

Innovative Vacuum Services submitted the lowest responsive and responsible bid in the total amount of \$149,791.42. A copy of the detailed bid tabulation sheet is attached, and the City's estimate for the project was \$195,778.48. Innovative Vacuum Services is based out of Edmonds and has worked for many local public agencies, including Mill Creek, on past catch basin cleaning contracts. City staff verified the bid prices were correct, the contractor understands the job conditions and time restrictions, and can meet the insurance and bonding requirements. The catch basin cleaning portion of the project is expected to be completed by the end of August, with the CCTV work to be done by the end of October.

CITY MANAGER RECOMMENDATION:

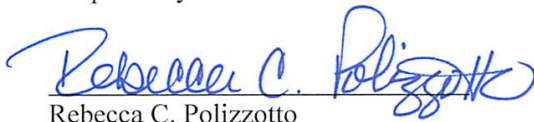
- The City Manager recommends the City Council resolve to award the construction contract for the 2015 Catch Basin Cleaning and CCTV Inspection Project to Innovative Vacuum Services in an amount not to exceed \$149,791.42, and authorize the City Manager to execute all documents necessary to execute such award.

City Council Agenda Summary
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ATTACHMENTS:

- Resolution awarding a contract for the 2015 Catch Basin Cleaning and CCTV Inspection Project
- Bid tabulation summary

Respectfully Submitted:



Rebecca C. Polizzotto
City Manager

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RESOLUTION NO. 2015- ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, AWARING THE CONTRACT FOR THE 2015 CATCH BASIN CLEANING AND CCTV INSPECTION PROJECT.

WHEREAS, the City of Mill Creek has properly issued invitations to bid for the 2015 Catch Basin Cleaning and CCTV Inspection Project; and

WHEREAS, the City received responsive and responsible bids from seven companies; and

WHEREAS, the City staff has evaluated the bid responses and presented that information to the City Council for review and consideration; and

WHEREAS, the cost to complete the work or improvement, including materials, supplies, and equipment required under the contract for the 2015 Catch Basin Cleaning and CCTV Inspection Project exceeds \$50,000; and

WHEREAS, the City Manager has recommended the City Council select Innovative Vacuum Services as the lowest responsive and responsible bidder for the 2015 Catch Basin Cleaning and CCTV Inspection Project; and

WHEREAS, the City Council agrees with and adopts the findings and recommendations set forth in the Agenda Summary memorandum dated July 7, 2015; and

WHEREAS, the City Council has determined that Innovative Vacuum Services is the lowest responsive and responsible bidder on the project; and

WHEREAS, the City Council has determined it is in the public interest to award the contract for the project to Innovative Vacuum Services.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, THAT:

Section 1. The contract for the 2015 Catch Basin Cleaning and CCTV Inspection Project is hereby awarded to Innovative Vacuum Services as the lowest responsive and responsible bidder. The City Manager is authorized to execute the contract and such other documents as are pertinent to this award.

Section 2. The City Council finds that a need exists to award the bid in a timely manner to ensure the construction of the 2015 Catch Basin Cleaning and CCTV Inspection Project, and that this Resolution shall therefore be effective immediately upon adoption.

Adopted this 7th day of July, 2015 by a vote of ___ for, ___ against, and ___ abstaining.

APPROVED:

PAM PRUITT, MAYOR

ATTEST/AUTHENTICATED:

KELLY CHELIN, CITY CLERK

APPROVED AS TO FORM:

SHANE MOLONEY, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.:2015-_____

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2015 CATCH BASIN CLEANING & CCTV INSPECTION

Bid Tabulation

Bid Opening: 10:00AM, Tuesday, June 16, 2015

No.	Item	Quantity	Unit	Engineer's Estimate		Action Services Corporation*		Innovative Vacuum Services		Professional Pipe Services		Pipeline Video & Cleaning		Ventilation Power Cleaning		Best Parking Lot Cleaning		Olson Brothers Po-Vac		Bravo Environmental	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Catch Basin Vactoring	220	HR	\$ 215.00	\$ 47,300.00	\$ 165.00	\$ 36,300.00	\$ 175.00	\$ 38,500.00	\$ 199.00	\$ 43,780.00	\$ 179.50	\$ 39,490.00	\$ 200.00	\$ 44,000.00	\$ 210.00	\$ 46,200.00	\$ 215.00	\$ 47,300.00	\$ 231.00	\$ 50,820.00
2	Storm Pipe Jetting for Grout/Root Removal	135	HR	\$ 220.00	\$ 29,700.00	\$ 174.00	\$ 23,490.00	\$ 175.00	\$ 23,625.00	\$ 199.00	\$ 26,865.00	\$ 231.00	\$ 31,185.00	\$ 200.00	\$ 27,000.00	\$ 210.00	\$ 28,350.00	\$ 215.00	\$ 29,025.00	\$ 231.00	\$ 31,185.00
3	Storm Pipe Jetting for CCTV Inspection	220	HR	\$ 215.00	\$ 47,300.00	\$ 165.00	\$ 36,300.00	\$ 175.00	\$ 38,500.00	\$ 199.00	\$ 43,780.00	\$ 187.00	\$ 41,140.00	\$ 200.00	\$ 44,000.00	\$ 210.00	\$ 46,200.00	\$ 215.00	\$ 47,300.00	\$ 231.00	\$ 50,820.00
4	CCTV Storm Pipe Inspection	36850	LF	\$ 1.00	\$ 36,850.00	\$ 0.70	\$ 25,795.00	\$ 0.60	\$ 22,110.00	\$ 0.51	\$ 18,793.50	\$ 0.75	\$ 27,637.50	\$ 0.76	\$ 28,006.00	\$ 1.50	\$ 55,275.00	\$ 1.25	\$ 46,062.50	\$ 1.58	\$ 58,223.00
5	Project Temporary Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 1,936.00	\$ 1,936.00	\$ 3,000.00	\$ 3,000.00	\$ 3,763.00	\$ 3,763.00	\$ 1,200.00	\$ 1,200.00	\$ 6,000.00	\$ 6,000.00	\$ 16,000.00	\$ 16,000.00	\$ 12,862.50	\$ 12,862.50
6	Dump Fees	60	EA	\$ 208.00	\$ 12,480.00	\$ 104.00	\$ 6,240.00	\$ 200.00	\$ 12,000.00	\$ 300.00	\$ 18,000.00	\$ 217.00	\$ 13,020.00	\$ 220.00	\$ 13,200.00	\$ 218.00	\$ 13,080.00	\$ 208.00	\$ 12,480.00	\$ 283.50	\$ 17,010.00
	Bid Proposal				\$ 178,630.00		\$ 128,625.00		\$ 136,671.00		\$ 154,218.50		\$ 156,235.50		\$ 157,406.00		\$ 195,105.00		\$ 198,167.50		\$ 220,920.50
	Sales Tax	9.6	%		17,148.48		12,348.00		13,120.42		14,804.98		14,998.61		15,110.98		18,730.08		19,024.08		21,208.37
	TOTAL BID =				\$ 195,778.48		\$ 140,973.00		\$ 149,791.42		\$ 169,023.48		\$ 171,234.11		\$ 172,516.98		\$ 213,835.08		\$ 217,191.58		\$ 242,128.87

* Bid rejected

 = Bid amounts deemed to be unbalanced



Design Review Board Agenda

15728 Main Street, Mill Creek, Washington 98012

May 21, 2015
5:15 p.m.
COUNCIL CHAMBERS

- | | |
|--|------------------|
| I. CALL TO ORDER: | 5:15 p.m. |
| II. ROLL CALL: | 5:15 p.m. |
| III. APPROVAL OF MINUTES: | 5:16 p.m. |
| A. Approval of January 15, 2015 Meeting Minutes ⁽¹⁾ | |
| IV. NEW BUSINESS: | 5:17 p.m. |
| A. DRB 15-03-471 Primrose School – Building, Landscaping & Lighting ⁽²⁾ | |
| V. ADJOURNMENT: | 5:30 p.m. |

ATTACHMENTS:

1. January 15, 2015 Meeting Minutes
2. Staff Report, with Attachments

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We are trying to make our public meetings accessible to all members of the public. If you need special accommodations, please call City Hall three days prior to this meeting (425) 745-1891.



**CITY OF MILL CREEK
DESIGN REVIEW BOARD MEETING MINUTES
May 21, 2015**

Approved June 18, 2015

Members:

Dave Gunter, Chair
Beverly Tiedje, Vice Chair
David Hambelton
Tina Hastings

Community Development Staff:
Tom Rogers, Director of Community Development
Christi Amrine, Senior Planner

I. CALL TO ORDER:

Chair Gunter called the meeting to order at 5:18 p.m.

II. ROLL CALL:

All members were present as noted above.

III. MINUTES:

A. Minutes of January 15, 2015

MOTION: Member Hastings moved, seconded by Member Hambelton, to approve the January 15, 2015 minutes as presented. The motion was approved unanimously.

IV. NEW BUSINESS:

A. DRB 15-03-471 Primrose School Building Elevations, Materials and Colors

Chair Gunter noted that the review will be split in two sections with building elevations, materials and colors first followed by questions and a motion, then moving on to landscaping and lighting with questions and a motion.

Design Review Board Meeting Minutes
May 21, 2015
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Senior Planner Christi Amrine stated that the project before the DRB is the review of elevations, colors, and materials for an approximately 12,000 square foot commercial day care building and trash enclosure plus landscaping and lighting. Ms. Amrine explained that the project is located on one of the two commercial lots created with the Polygon development. She noted that wall signage is not a part of the review. The presentation included a vicinity map, description of the surrounding uses, and a review of the site layout as well as photos showing existing conditions.

Ms. Amrine noted that the Code requirements governing the building are contained in MCMC Section 17.34.040.B and in the EGUV Design Guidelines. She shared the elevations with the Board and pointed out the color samples. Ms. Amrine stated that the north elevation does not provide a consistent level of detail and staff is recommending a Condition of Approval requiring additional decorative elements on the north facade below the louvers to break up the blank section of wall.

Member Hambelton stated that he was impressed with the proposal and feels it complies with the guidelines.

Member Hastings asked for an example of a decorative element that could be included on the north elevation and stated that she hopes it doesn't look tacked on. John Finnemore, the project applicant, said that one option could be a change in the brick pattern or a change in material and stated that he is confident that his architect could come up with something that will make sense. Senior Planner Amrine confirmed that staff will work with the applicant to approve the additional detail.

MOTION: Member Hambelton moved, seconded by Member Hastings, to approve the building elevations, materials and colors for Primrose School as conditioned in the staff report (Conditions Nos. 1 and 5). The motion was approved unanimously.

Senior Planner Amrine explained that the proposed trash enclosure will be located in northeast portion of parking lot and that it will be constructed of split face CMU to match the building with a black metal gate and landscaping.

Ms. Amrine stated that the landscape guidelines are contained in MCMC Section 17.34.040.H. She noted that screening of the parking lot from 44th Avenue SE is a requirement of the EGUV Design Guidelines. She described the plan focusing on the different areas beginning with the eastern edge, which contains a rockery wall to address the grade difference, a fence and trees and shrubs. The one Condition of Approval that applies to this area is the requirement to use a variety of Kinnikinnick such as Vancouver Jade or an equivalent variety that does not die out in the center.

Senior Planner Amrine described the landscaping proposed along the southern edge, which borders on 134th Street SE. She noted that Conditions of Approval applying to this section include:

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- Southern perimeter - substitute Gulfstream Nandina for the Compact Oregon Grape and Elf Mountain Laurel for the Sword Fern.
- Street trees along 134th Street SE – show root barrier required on these four trees.

Ms. Amrine reviewed the proposed landscaping for the western boundary and noted that this is the front of the building. Conditions of Approval applicable to this area include:

- Western and parking lot perimeter – replace the Hedgehog Rose with an evergreen shrub to provide year around interest at the circular plaza, which is a focal point.
- Utility Screening - substitute Wax Myrtle for the Compact Oregon Grape in the landscape bed on the southwest corner.
- Circular Plaza - the four benches to be installed in the plaza shall be a minimum of 6 feet in length and be black metal to match the existing benches installed on 44th Avenue SE. The bike rack shall be black to match the benches.

Member Hambelton raised a concern regarding the sidewalk width along the front of the building. He suggested that the five-foot width proposed may not be adequate. John Finnemore said that he wouldn't be opposed to adding one foot but has some concern that the grading in this area may make that problematic. He suggested that the architect work with staff to address this issue if possible and the Board concurred.

Member Hastings asked if skateboard deterrents are proposed on the low wall. Mr. Finnemore confirmed that they will have skateboard deterrents.

Senior Planner Amrine described the landscaping proposed to screen the parking lot as well as the landscaping for the interior of the parking lot. Conditions of Approval that apply to this section include:

- Parking Lot Island – substitute the Sword Fern with an evergreen shrub.

Member Hambelton noted that the primary pedestrian access to the building from the parking lot is between the two handicapped stalls. After discussing the issue the Board agreed to add a Condition of Approval as follows:

- The pedestrian walkway on the north and west of the building adjacent to the ADA parking stalls shall be reviewed for accessibility compliance by the building official.

Senior Planner Amrine described the proposed lighting including wall sconces, pole lighting within parking lot, decorative lighting along with bollard lighting along the walkways into the building, lights in the cupola and lighting for the flag pole. All lighting is proposed to be a bronze finish. She noted the proposed lighting meets the Code requirements.

MOTION: Member Hambelton moved, seconded by Member Hastings, to approve the trash enclosure, landscaping and lighting for Primrose School as conditioned

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in the staff report (Conditions Nos. 2, 3, 4, and 6). An additional Condition No. 7 will be added as follows:

- The pedestrian walkway on the north and west of the building adjacent to the ADA parking stalls shall be reviewed for accessibility compliance by the building official.

The motion was approved unanimously.

V. ADJOURNMENT:

Chair Gunter adjourned the meeting with the consensus of the Board at 5:55 p.m.

Submitted by:

Sherrie Ringstad, Planning Specialist

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ART/BEAUTIFICATION ADVISORY BOARD

AGENDA

15728 Main Street, Mill Creek, Washington 98012 - 425 745-1891

May 13, 2015

4:00 p.m.

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES
 - A. Approval of Minutes April 8, 2015
- IV. ROTATING ARTIST PRESENTATION
 - A. Rinkle Shah
- V. OLD BUSINESS
 - A. Art Walk
- VI. NEW BUSINESS
 - A. Great Garden Award Schedule and Section Assignments
 - B. Great Garden Award Expansion Pack
- VII. ANNOUNCEMENTS AND REPORTS
- VIII. ADJOURNMENT

Attachments:

City Map w/Great Garden Award Sectors

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**Arts & Beautification Board Meeting
May 13, 2015**

Members Present:

Marlene King Zach Anders Danielle Foushee
Marla Nulph Judy Morrier
Loyt Neiman Matt Buchanan

Not Present:

Julie David

Also Present:

Donna Michelson Scott Smith Kim Mason-Hatt

I. ROLL CALL

Members and staff present as noted above.

MOTION: Member Marla Nulph moved and Member Judy Morrier seconded to excuse Julie David from the meeting, the motion passed unanimously.

II. APPROVAL OF MINUTES

MOTION: Member Marla Nulph moved and Member Marlene King seconded to approve the April 8, 2015 minutes, the motion passed unanimously.

III. NEW BUSINESS

Rotating Art Gallery: Rinkle Shah presented samples of her art to the Board for consideration to be the next artist displayed in City Hall.

MOTION: Member Matt Buchanan moved and Member Danielle Foushee seconded to invite Rinkle Shah to be the next Rotating Art Galley artist, the motion passed unanimously.

IV. OLD BUSINESS

Art Walk: The Board received an update on the progress of the June Art Walk.

Great Garden Awards: Sections were assigned. The Board discussed the award program.

MOTION: Member Marla Nulph moved and Member Zach Anders seconded to have the 2015 Great Garden Award winners chosen in a special meeting on July 29, 2015, the motion passed unanimously.

MOTION: Member Zach Anders moved and Member Marla Nulph seconded to have the cancel the August 12, 2015 regular meeting, the motion passed unanimously.

Sustainable Landscape: Working on getting the word out to the public about the program through the Garden Club Garden Tour. The Board discussed contacting some past Great Garden award winners that may have sustainable landscapes to inform them about the program.

Arts & Beautification Board Meeting
Date: 5-13-2015
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V. ANNOUNCEMENTS/REPORTS

Councilmember Donna Michelson reported she had received notice about a vacancy on the Snohomish County Arts Commission and the Historical Preservation Committee. The applications will be forwarded to the members.

City Manager: The City's new City Manager Rebecca Polizzotto starts June 1st.

Mill Creek Festival: The City needs volunteers to staff the City booth at the Festival in July.

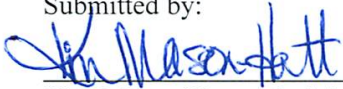
Garden Tour: Flyers and maps are completed. Tickets will be on sale on the Garden Club website.

VI. ADJOURNMENT

The meeting was adjourned at 5:02 p.m.

The next meeting is scheduled for
June 10, 2015 at 4 pm City Hall Council Chambers

Submitted by:



Kim Mason-Hatt, Administrative Assistant