



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.

Times listed on the agenda are approximate only. Discussions may sometimes cause remaining agenda items to be considered before or after their scheduled time. Citizens are welcome and encouraged to attend all sessions (except for Executive Sessions) of the meeting.

Next Ordinance No. 2015-795

Next Resolution No. 2015-533

June 9, 2015
City Council Meeting
6:00 p.m.

6:00 p.m. CALL TO ORDER:

6:01 p.m. FLAG SALUTE:

6:02 p.m. ROLL CALL:

6:05 p.m. AUDIENCE COMMUNICATION:

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

6:15 p.m. PRESENTATIONS:

- A. Youth Advisory Board Recognition
(Pam Olson, Recreation Manager)

6:35 p.m. STUDY SESSION:

- A. Change Order for 2015 Storm Pipe Repair Project
(Scott Smith, City Engineer)
(Estimated Length of Discussion: 10 minutes)
- B. Technology Discussion/Presentation
(Rebecca C. Polizzotto, City Manager)
(Estimated Length of Discussion: 45 minutes)

7:30 p.m. BUSINESS SESSION:

7:30 p.m. CONSENT AGENDA:

- A. Approval of Checks #53751 through #53886 and ACH Wire Transfers in the Amount of \$1,480,160.83.
(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd)
- B. Payroll and Benefit ACH Payments in the Amount of \$465,355.98.
(Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd)

7:35 p.m. ACTION ITEMS:

- A. Appoint a Member to the Design Review Board with a Term Expiring August 31, 2017
(Council Interview Committee)
- B. Authorize the City Manager to Approve Contract Change Order No. 2 for a Revised Total Construction Contract Amount not to Exceed \$680,000
(Scott Smith, City Engineer)

7:45 p.m. REPORTS:

- A. Mayor/Council
City Attorney
City Manager
Finance Director
Director of Community Development
Public Works Director
Police Chief
City Clerk

8:05 p.m. AUDIENCE COMMUNICATION:

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

8:10 p.m. ADJOURNMENT

MILL CREEK CITY COUNCIL
AGENDA SUMMARY

Date on Council Agenda: June 9, 2015

Subject MILL CREEK YOUTH ADVISORY BOARD SENIORS RECOGNITION

Budget Impact: None

Contact Person/Department: Pam Olson, Recreation Manager

SUMMARY:

Mayor Pruitt will be presenting a Certificate of Appreciation to eleven members of the Mill Creek Youth Advisory Board. Members of the Board who are seniors will be graduating from Henry M. Jackson and Inglemoor High School in June 2015. The certificates recognize the service of the students for their participation and involvement as members of the 2014/2015 Youth Advisory Board. The City of Mill Creek would like to thank and congratulate these seniors for their contribution in making a positive difference in their community.

During 2014-2015, the Board members contributed 974 volunteer hours to the community of Mill Creek.

A power point designed by members Jace Lee and Lauren Hoang will be presented.

BACKGROUND:

In 2001, the City established the first Mill Creek Youth Advisory Board. Since its inception, the Youth Advisory Board members have been involved with organizing community service projects, creating and implementing new teen programs as well as serving on other City boards such as the Parks and Recreation Advisory Board. The main goal of the board is to strengthen relationships between youth and their community through special events.

CITY MANAGER RECOMMENDATION:

- N/A

COUNCIL PROCESS/ACTION:

- Recognition of Mill Creek Youth Advisory Board Graduating Seniors.

ATTACHMENTS:

- List of 2014/2015 Graduating Youth Advisory Board Seniors

City Manager Approval: Rebecca C. Polyzoff Date: 6.5.15

2014/2015 Graduating Youth Advisory Board (YAB) Seniors

Reigina Apuya has been on the YAB for one year. She has attended the 3 on 3 Basketball Tournament, Kids fun run, Bingo Night, Parents Night Out, Buffalo Park Opening, Egg Stuffing, Eggstravaganza, and the Teen Flashlight Egg Hunt, which is one of her favorite events because of the vas age group and the opportunity to socialize with all the kids. She is going to get her Doctorate in Nursing Practice at UW and plans to open a clinic in Kauai.

Alia Memon has been on the YAB for 5 years. She has attended the Kids Fun Run, Trunk or Treat, Food Lifeline, Holiday Parade, Teen Egg Hunt, Eggstravaganza, Parents Night Out, Family Bingo Night, Silvertips Game Fundraiser, 3 on 3 Basketball, Mill Creek Festival, Shred-it, and Board Bash. Over the years, Alia's favorite event has been the Holiday Parade because of the holiday spirit, being able to hand out candy to the kids, helping kids on and off the train ride, and participating in the parade. After graduation, Alia plans to attend the University of Washington and will study Psychology and Law, or study Business and Marketing with a focus on Graphic Design and advertisement.

Brett Hereth has been on the YAB for four years and has held the Secretary position for the last two years. He has attended all the events and his favorite event is the Eggstravaganza because of all the canned food items that are donated by the families for the Mill Creek Food Bank. Brett plans to attend Washington State University and plans to study Food Science.

David Hwang has been on the YAB for two years. He has attended various events such as the Mill Creek Festival, Kids Fun Run, Teen Egg Hunt, Food Lifeline, Christmas Tree Lighting, and Trunk or Treat. David's favorite event is the Kids Fun Run because he enjoys seeing all of little kids having a good time. He will be going to Wesleyan University in Connecticut, and plans on studying Computer Sciences.

Emily Tasaka has been a member of the YAB for four years. She has attended all of the special events and her favorite event is Parent's Night Out because it's so much fun to play games with all the kids. Emily plans to attend UW in the fall.

Leah Shin has been on the Youth Advisory Board for six years, and has held the officer positions of Secretary and Activities Coordinator. She has attended all the City events including the Board Bash, Mill Creek Festival, Kids Fun Run, Trunk or Treat, and Prom Fair as well as events with Sno-isle library including the Valentine Party and the Halloween Party. Leah's favorite event is the Trunk or Treat because of the boundless amount of candy donated and given away to children as well as providing a safe place for families to enjoy Halloween. Leah plans to attend the University of Washington to study Business Marketing.

Indira Rayala joined the YAB in her sophomore year. She has attended many of the events that include the Kids Fun Run, 3 on 3 Basketball Tournament, Parent's Night Out, Family Bingo, Eggstravaganza Egg Hunt, and many other events. Indira's favorite event is the Eggstravaganza Egg Hunt because it's a fun event for all families and YAB members to participate in and loves to see the 15,000 eggs spread out on the field. She plans to attend Johns Hopkins this fall and plan to double major in Public Health and Anthropology.

Joseph Driscoll has been on the YAB for two years and currently holds the Co-Chair position. He has attended all of the YAB events. His favorite event is the 3 on 3 Basketball Tournament because of the interaction the YAB members get to have with the teams and players. He plans to attend Cascadia College and study Business.

Michelle Nguyen has been on the YAB for three years. She has attended all the events such as Board Bash, Tree Lighting, Kid's Fun Run, 3 on 3 Basketball Tournament, Shred-it Event, and many more. Michelle's favorite event is the Annual Christmas Tree Lighting and Parade because she enjoys the cheery holiday spirit and loved seeing the entire community come together and celebrate. She also likes being able to dress up as an elf and be a part of the holiday parade. Michelle will attend the University of Washington-Seattle to study Biochemistry and work towards a Doctor of Pharmacy.

Sunny Hong has been on the YAB for five years. She has held the Photo Journalist, Social coordinator, and Co-Chair positions. Sunny has attended and enjoys all events the YAB participates in. Her favorite event is the Eggstravaganza because of the feeling of community and being able to see smiles and enjoyment from children's faces. Sunny plans to attend New York University for a year and will be attending Cornell University as a guaranteed transfer for the next 3 years. She will study International Relations and Industrial Labor Relations.

Timmy Chen has been on the YAB for one year. He has attended the 3 on 3 Basketball Tournament, Trunk or Treat, Egg Hunts, and many more. Timmy's favorite event is the Flashlight Egg Hunt because it fun setting up and watching the candy disappear within minutes. He plans to attend UW Bothell in the fall and study Computer Science.

MILL CREEK CITY COUNCIL

AGENDA SUMMARY

Date on Council Agenda: June 9, 2015

Subject: **CHANGE ORDER FOR 2015 STORM PIPE REPAIR PROJECT**

Budget Impact: Revised contract amount not to exceed \$680,000

Contact Person/Department: Scott Smith, City Engineer

SUMMARY:

On February 24, 2015, the City Council awarded a construction contract in the amount of \$603,375.00 to Rodarte Construction for the 2015 Storm Pipe Repair Project. The City had a major storm water infrastructure problem in the area around the Silver Crest / Silver Glen neighborhoods between 35th Ave SE and 28th Drive SE, and the contract scope of work primarily consisted of digging up and replacing approximately 3,300 feet of pipe and 13 catch basins.

The project was expected to last three months, but the contractor completed the work in six weeks. The contractor did an excellent job, but many changes were necessary during construction due to a variety of issues. Major changes to the project scope included:

- 1) Replacement of additional failed pipes and catch basins;
- 2) Repair of existing catch basins in poor condition;
- 3) Field adjustment of pipe alignment due to conflicts with utilities;
- 4) Delays due to unmarked utility lines;
- 5) Clarify missing / conflicting information from design plans;
- 6) Rehabilitate existing outfall drainage ditch between Silver Crest Drive and North Pointe;
and
- 7) Property restoration.

Many changes happened on short notice and had to be addressed quickly in order to keep the project moving forward and avoid considerable disruption to the surrounding residents. Most were also difficult to define or quantify due to unknown circumstances, such as underground utilities. In those cases, the fairest way for both the City and Contractor to address the extra work is often by the use of Force Account (FA), which is by time and materials plus a previously defined markup rate. Force Account also gives the City more control over how the work is done, and all FA work was verified and approved by City inspection staff.

An initial Change Order No. 1 in the amount of \$42,000 was approved by the Interim City Manager on April 7, 2015. Once the final payment quantities were resolved, staff determined that the final construction contract amount exceeded the 10% City Manager approval authority per City Council Policy 96-002. The exact number is still being negotiated with the contractor, but the latest pay estimate has a total contract amount of \$675,817. A second change order is required to resolve the final contract amount, and a total of \$680,000 is proposed to allow for any final minor adjustments.

CITY MANAGER RECOMMENDATION:

- Funding for this project, in the amount of \$850,000, was budgeted in the current biennium in the Surface Water Utility Fund 401. A contract with Pertee Engineering in the amount of \$75,512 for project design was awarded in July 2014. The total project cost (design and construction) including Change Order No. 2, totals \$755,512. Total project costs are anticipated to be under budget by \$94,488.
- Authorize the City Manager to approve contract Change Order No. 2 for a revised total construction contract amount not to exceed \$680,000.

COUNCIL PROCESS/ACTION:

- Presentation by Scott Smith, City Engineer
- Council discussion
- Council vote to approve, deny or modify the recommendation

ATTACHMENTS:

- Contract Change Orders No. 1 and No. 2

City Manager Approval: *Rebecca C. Polyzos* Date: 6.5.15

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CITY OF MILL CREEK

15728 Main Street
Mill Creek, Washington 98012
Phone: (425) 745-1891

CONTRACT CHANGE ORDER NO. 1

To: Rodarte Construction, Inc. 17 East Valley Highway East Auburn, WA 98092	Date: April 6, 2015
Attn: JR Rodarte	Project Name: 2015 Storm Pipe Repair Project

You are hereby directed to make the herein described changes to the plans and specifications or do the following described work not included in the plans and specifications on this contract.

Work under this Change Order modification will be accomplished:

- Using existing bid items and prices unless noted otherwise.
- On a Force Account (FA) basis as noted
- Adding a new Lump Sum bid item _____ in the amount of \$ _____
- Adding a new unit price bid item _____ in the amount of \$ _____ per _____
- With no change to contract completion date.

Description: Field adjustments based utility conflicts and infrastructure condition.

Note: Removal and haul of existing CB's to be paid as a connection per e-mail dated 3/18/15.

- 1) Sheet SD 2 - Replace existing CB in bad condition on SE corner of Silver Crest Drive @ 31st Dr SE
- 2) Sheet SD 2 - Add new CB and pipe at SE corner of Silver Crest Drive @ 32nd Dr SE to avoid impacts to existing significant trees and street lights, also replace one existing CB in bad condition
- 3) Sheet SD 2 - Unmarked yard drain at 3110 Silver Crest Drive, add new pipe extension to daylight by FA
- 4) Sheet SD 5 - Unmarked yard drain at 3113 138th St SE, add new pipe and connection to CB by FA
- 5) Sheet SD 8 - Add new CB and pipe run for missing connection between CB #4 and CB #5, plus new pipe across 28th Dr SE and replace existing CB on SW corner of intersection. Potholing work by FA
- 6) Sheet SD 9 - Delete CB #11 that was to be replaced, extra work for repair / reconfiguration by FA
- 7) Sheet SD 10 - 5 connections to CB that was to be replaced
- 8) Sheet SD 11 - Repair limits not clearly shown in plans, extra excavation work for 40 feet total by FA
- 9) Documented delays due to conflicts with unmarked utilities shall be paid as Force Account

We the undersigned Contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment of the prices shown above and below.

APPROVED BY THE CONTRACTOR
By: JR Rodarte
Title: President
Date: 4/7/15

APPROVED BY THE CITY OF MILL CREEK
By: Landy Manuel
Title: Interim City Manager
Date: 4/7/15

Original Contract Price (without tax)	\$603,375.00
Previous Change Order	\$0
This Change Order (without tax)	\$42,000 (estimated, exact cost TBD by field quantities)
REVISED CONTRACT AMOUNT	\$645,000 (estimated, exact cost TBD by field quantities)



CITY OF MILL CREEK

15728 Main Street
 Mill Creek, Washington 98012
 Phone: (425) 745-1891

CONTRACT CHANGE ORDER NO. 2

To: Rodarte Construction, Inc. 17 East Valley Highway East Auburn, WA 98092	Date: June 9, 2015
Attn: <u>JR Rodarte</u>	Project Name: 2015 Storm Pipe Repair Project

You are hereby directed to make the herein described changes to the plans and specifications or do the following described work not included in the plans and specifications on this contract.

Work under this Change Order modification will be accomplished:

- Using existing bid items and prices unless noted otherwise.
- On a Force Account (FA) basis as noted
- Adding a new Lump Sum bid item _____ in the amount of \$ _____
- Adding a new unit price bid item _____ in the amount of \$ _____ per _____
- With no change to contract completion date.

Description: Field adjustments based on field conditions encountered during construction.

- 1) Sheet SD 6 - To access outfall of pipe lining section and ensure flow, clean and reshape existing drainage ditch in easement between Silver Crest Drive and North Pointe subdivision by FA
- 2) Removal of existing tree in drainage ditch near pipe lining outfall point by FA
- 3) Extension of 30" pipe at downstream end of ditch at North Point inlet by FA
- 4) Sheet SD 8 - Remobilize to replace approximately 70 LF of storm drain pipe (ADS) from existing CB 2336 to ditch by FA.
- 5) Multiple locations - repair / mud existing CB's in poor condition by FA
- 6) Multiple locations - property restoration by FA
- 7) Decrease flagger hours to reflect accelerated schedule, final quantity is estimated to be 600 hours

We the undersigned Contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment of the prices shown above and below.

APPROVED BY THE CONTRACTOR
 By: JR Rodarte

APPROVED BY THE CITY OF MILL CREEK
 By: Rebecca Polizzotto

Title: _____

Title: City Manager

Date: _____

Date: _____

Original Contract Price (without tax)

\$603,375.00

Previous Change Order

\$42,000 (estimated, exact cost TBD by field quantities)

This Change Order (without tax)

\$35,000 (estimated, exact cost TBD by field quantities)

REVISED CONTRACT AMOUNT

Not to Exceed \$680,000

MILL CREEK CITY COUNCIL
AGENDA SUMMARY

Date on Council Agenda: June 9, 2015

Subject: TECHNOLOGY PRESENTATION/DISCUSSION

Budget Impact: None

Contact Person/Department: Rebecca C. Polizzotto

SUMMARY:

The City Manager would like to start a discussion with the City Council on how technology can be used to streamline city operations, enhance services and foster economic development in a community.

CITY MANAGER RECOMMENDATION:

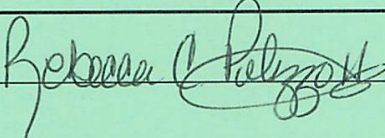
- None.

COUNCIL PROCESS/ACTION:

- Presentation by City Manager Rebecca C. Polizzotto
- Introduction of special guest
- Council Discussion

ATTACHMENTS:

- None.

City Manager Approval:  Date: 6.5.15

MILL CREEK CITY COUNCIL
AGENDA SUMMARY

Date on Council Agenda: June 9, 2015

Subject: APPOINTMENT TO FILL MID-TERM VACANCY ON THE DESIGN REVIEW BOARD

Budget Impact: None

Contact Person/Department: Tom Rogers, Director of Community Development

SUMMARY:

There is a mid-term vacancy on the Design Review Board (DRB) created with the resignation of Member Michele Deron. Staff conducted a recruitment process that included the following:

- The notice of the vacancy was posted on the bulletin board in the City Hall lobby and sent to the Library for posting.
- A press release was sent to the local newspapers.
- The notice was also posted on the City's website.
- The notice was sent out through the "Notify Me" feature on the City's website, where people interested in serving on the Design Review Board have signed-up to receive notice when a vacancy occurs.

Two applicants applied for the mid-term vacancy on the Design Review Board. Interviews are scheduled for Tuesday, June 9, 2015. The Interview Committee is comprised of Mayor Pruitt, Mayor Pro Tem Holtzclaw, Councilmember Kelly and DRB Chair Dave Gunter.

CITY MANAGER RECOMMENDATION:

- None

COUNCIL PROCESS/ACTION:

- Council discussion
- Recommendation by Council Interview Committee
- Council vote on appointment to fill the vacancy on the DRB

ATTACHMENTS:

- Letters of Interest

City Manager Approval: Rebecca C. Pruitt Date: 6.5.15

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David Wayne Bisom
18203 - 12th Avenue West
Lynnwood, WA 98037
Phone: 425-374-9621
E-mail: david_bisom@yahoo.com

City of Mill Creek
15728 Main Street
Mill Creek, Washington 98012
Attn: Sherrie Ringstad

May 28, 2015

RE: *Design Review Board Volunteer*

Greetings:

As a resident of south Snohomish County for over twenty years I have observed the high quality of the planned growth achieved by the City of Mill Creek. While working for UDC as manager of the Mill Creek Landscape Construction Division during the mid 90's, I became aware of the scenic character of the area.

I am aware of the challenges and the need for skilled volunteers to assist with the design review process. I became involved with the Design Commission for the City of Sumner (my wife's hometown) and really enjoyed the professional challenges and successes of assisting with the planned growth of a small town in Pierce County. Due to the commuting distance, I resigned last year and yet still miss working with other professionals during the design review process.

Therefore, I would like to bring my experience to volunteer on the Design Review Board for the City of Mill Creek.

Sincerely,


D. Wayne Bisom

Encl: resume / City of Sumner Certificate

DAVID WAYNE BISOM

PROFESSIONAL EXPERIENCE:

LIFESTYLE LANDSCAPES, INC. 2012 to present

Project Manager – Landscape Architect

- Directed the design/build teams for a diversity of residential and commercial clients.
- Procured clients, drafted plans and directed all aspects of custom design projects.

MALONES'S LANDSCAPE 2006 to 2011

Senior Landscape Architect

- Directed the design / build teams for high-end custom residential clients.
- Performed site development / construction documents for the 20 acre Eastridge Christian Assembly, Issaquah, in coordination with Barghaussen Engineers.

THE HIGHRIDGE CORPORATION 1997 to 2006

Director of Landscape Architecture

- Completed design plans for multi-family housing and commercial/retail projects, including Overlake Golf & Country Club; Medina and Westwood Towne Center; Seattle.
- Performed site planning and design for plat development projects for custom residential builders, including entry monuments such as Silverleaf developed by Intracorp in Bellevue.

UNITED DEVELOPMENT CORPORATION; dba MILL CREEK LANDSCAPE 1992 to 1996

Landscape Architect – Division Manager

- Project Manager for the "Cypress" entry monument.
- Executed construction documents and coordinated project installations for UDC Homes.

DAVID BISOM, ASLA 1990 to 1992

Landscape Architect – Urban Design

- Performed site planning and entry monument designs for premier residential developments.
- Prepared construction documents and performed construction administration for a variety of commercial and residential clients in Washington and California.

EDUCATION

University of Washington, Seattle, WA
College of Architecture and Urban Planning
Bachelor of Arts in Landscape Architecture

PROFESSIONAL CREDENTIALS

Registered Landscape Architect: State of Washington, License #480
Registered Landscape Architect: State of California, License #2640
University of Washington, Seattle, WA, Certificate Program—Facilities Management

PROFESSIONAL VOLUNTEER ACTIVITIES

Chairman, Design Commission, City of Sumner, WA 1994 to 2014
As the first stage in the permitting process, the Sumner Design Commission reviews commercial, industrial, multi-family housing, and retail projects for their compliance with the City of Sumner Urban Design Concept Plan and Design/Development Guidelines.

AWARDS

Washington Concrete Association: Excellence in Concrete Construction Award
ALCA Washington Chapter: Grand Award in Design Build
Master Builders Association: Mame Award

18203 12th Ave W, Lynnwood, WA 98037
(425) 374-9621 * david_bisom@yahoo.com



CERTIFICATE OF APPRECIATION

AWARDED TO

David Bisom

For 20 years of dedicated service to the Design Commission

Thank you for making Sumner a better place to live!

Awarded this 18th day of April, 2014

David Enslow
David Enslow, Mayor

Sherrie Ringstad
City of Mill Creek
15728 Main Street
Mill Creek, WA 98012

Dear Ms. Ringstad:

I read the information in the Mill Creek View with regard to the City of Mill Creek, seeking a volunteer for the Design Review Board.

My past experience while working for a local community mental health agency in Snohomish County, as Facilities Director included space planning and planning for construction, with many municipalities in Snohomish County.

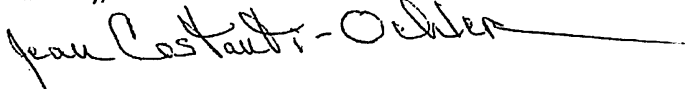
I was responsible as a project manager for the oversight of all construction for the agency for 25+years, addressing housing for a myriad of people in our County, construction of not only residential but commercial sites in four counties.

I believe I would be an asset for this Board, when it comes to short and long term planning and impact on the community.

Currently I am retired from my last position and therefore would have time to devote to a Board.

If you would like any additional information please contact me at icjeano40@gmail.com, my address or by phone. I am a resident of Mill Creek and can be reach at 425-622-7925.

Sincerely,



Jean Costanti-Oehler

13708 – 43rd Ave SE
Mill Creek, WA 98012