



CITY COUNCIL AGENDA

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

Pam Pruitt, Mayor • Mark Harmsworth, Mayor Pro Tem • Sean Kelly • Donna Michelson •
Brian Holtzclaw • 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. 2016-87

Next Resolution No. 2016-550

**May 24, 2016
City Council Meeting
6:00 PM**

CALL TO ORDER:

FLAG SALUTE:

ROLL CALL:

AUDIENCE COMMUNICATION:

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

PRESENTATIONS:

- B. Art & Beautification Board Presentation: Proposed Mill Creek Beautification Project
(Donna Michelson, Councilmember and Board Liaison)

OLD BUSINESS:

- C. Proposed Cancellation of June 14 Council Meeting
(City Council)

NEW BUSINESS:

- D. Ordinance to Amend MCMC Chapter 4.30 to Revise and Update the Art/Beautification Advisory Board Code Section

(Donna Michelson, Councilmember)

CONSENT AGENDA:

- E. Approval of Checks #55348 through #55416 and ACH Wire Transfers in the Amount of \$1,204,791.92
(Audit Committee: Councilmember Bond and Councilmember Kelly)
- F. Payroll and Benefit ACH Payments in the Amount of \$286,975.70
(Audit Committee: Councilmember Bond and Councilmember Kelly)
- G. City Council Meeting Minutes of April 26, 2016
- H. City Council Meeting Minutes of May 3, 2016
- I. City Council Meeting Minutes of May 10, 2016

REPORTS:

- J. Mayor/Council
City Manager

AUDIENCE COMMUNICATION:

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

ADJOURNMENT:



Agenda Item # B
Meeting Date: May 24, 2016

CITY COUNCIL AGENDA SUMMARY
City of Mill Creek, Washington

**AGENDA ITEM: ART & BEAUTIFICATION BOARD PRESENTATION:
PROPOSED MILL CREEK BEAUTIFICATION PROJECT**

ACTION REQUESTED:

The Art and Beautification Board is seeking a general consensus from the City Council that it supports the proposed project and wants the Board to proceed with implementation.

KEY FACTS AND INFORMATION SUMMARY:

The Art & Beautification Board has been developing a potential beautification project for the City that would incorporate art into the City's visual landscape. The Board will present a PowerPoint slide show to Council about the proposed project.

CITY MANAGER RECOMMENDATION:

The City Manager recommends the City Council support the proposed project because the project supports the Council's economic development goals discussed during the Council's annual retreat in February. If Council approves the project, the City Manager will assign staff to assist the Art and Beautification Board with implementation. The Municipal Arts Fund has sufficient funds to support the project.

ATTACHMENTS:

None. The Art and Beautification Board has advised that the presentation materials will be distributed during the Council meeting.

Respectfully Submitted:

A handwritten signature in blue ink that reads "Rebecca C. Polizzotto".

Rebecca C. Polizzotto
City Manager

Y:\EXECUTIVE\WP\COUNCIL\SUMMARY\2016\A&B Board Utility Box Presentation.docx

Mill Creek Beautification Project

Presented by
Mill Creek Art and Beautification Board

What does Mill Creek mean to you?



MC at Holly

VG at Trillium





132nd St at 44th Ave

Main St at MC Blvd



Utility Boxes in WA

Bellevue



Utility Boxes in WA

Issaquah



Utility Boxes in WA

Sequim



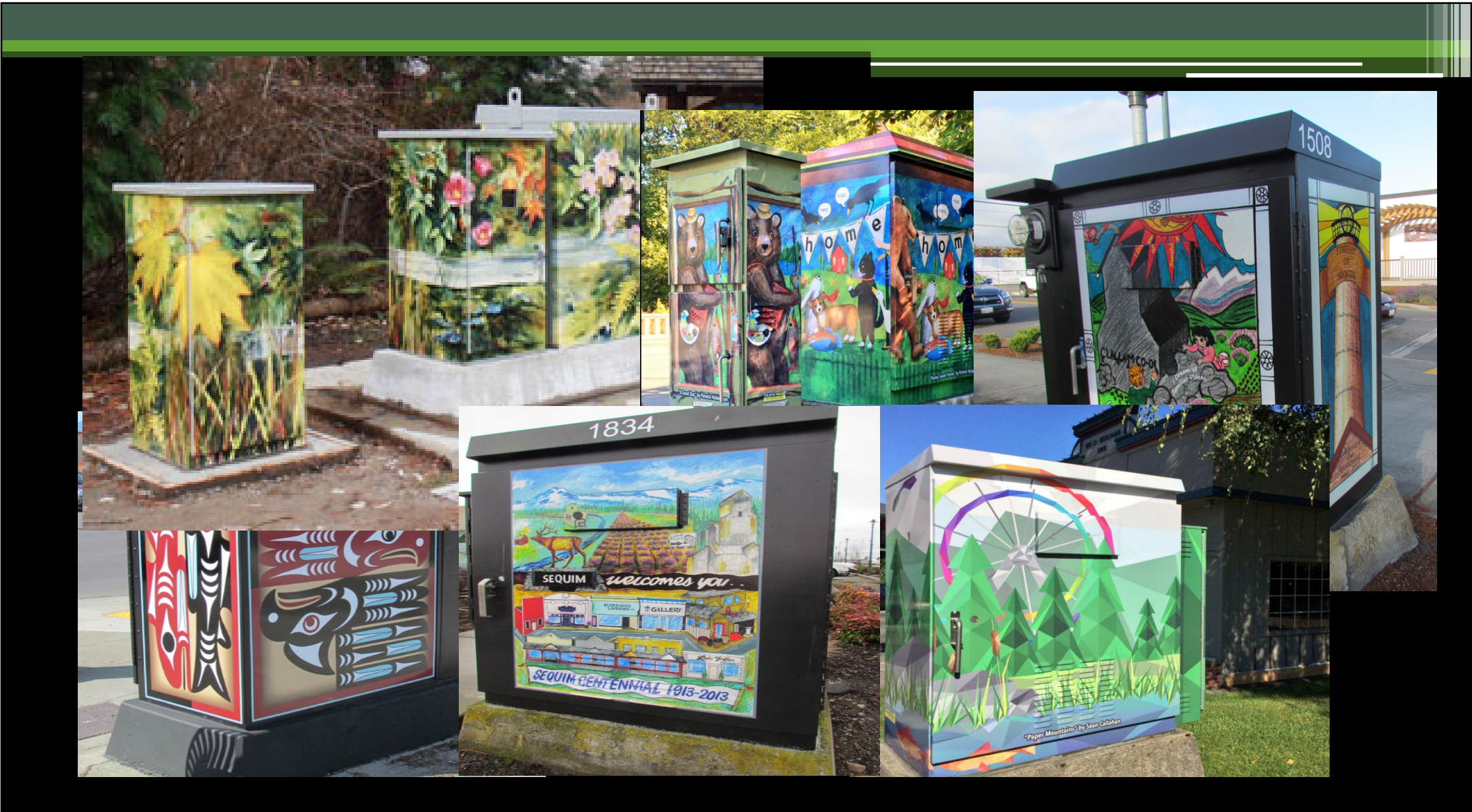
Materials

- Vinyl
- Life Span of 5 – 7 years
- Graffiti Resistant
- Washable
- Professionally Installed/Removed

Cost

- Production and install \$780 est. per unit
- Stipend for artist \$200 for 4 units
- Scholarship for student \$300 for 1 unit

Total initial rollout cost: \$5000 for 5 units



Thank you.



Agenda Item # D
Meeting Date: May 24, 2016

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **ORDINANCE TO AMEND MCMC CHAPTER 4.30 TO REVISE AND UPDATE THE ART/BEAUTIFICATION ADVISORY BOARD CODE SECTION**

ACTION REQUESTED:

Approve the Ordinance to Amend and Restate Chapter 4.30 of the Mill Creek Municipal Code to Revise and Update the Requirements, Functions, and Attributes of the Art/Beautification Advisory Board.

KEY FACTS AND INFORMATION SUMMARY:

The Art & Beautification Board has requested updates and revisions to MCMC 4.30 relating to the composition of the Art/Beautification Advisory Board. The revisions include changes to the composition of the board which eliminated the garden club member. With the changes, the board will now have 9 member-at-large positions. The code section was also updated to be consistent with the language for other board and commissions within the Mill Creek Municipal Code.

CITY MANAGER RECOMMENDATION:

Approve the attached Ordinance revising MCMC Chapter 4.30.

ATTACHMENTS:

Draft Ordinance
Current MCMC Chapter 4.30

Respectfully Submitted:

A handwritten signature in blue ink that reads "Rebecca C. Polizzotto".

Rebecca C. Polizzotto
City Manager

YA\EXECUTIVE\WP\COUNCIL\SUMMARY\2016\Art & Beautification Board Code Amendment.docx

ORDINANCE NO. 2016-_____

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON,
AMENDING AND RESTATING CHAPTER 4.30 OF THE MILL CREEK
MUNICIPAL CODE TO REVISE AND UPDATE THE REQUIREMENTS,
FUNCTIONS, AND ATTRIBUTES OF THE ART/BEAUTIFICATION
ADVISORY BOARD; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, Mill Creek Municipal Code (MCMC) Title 4 creates various boards, commissions and other entities and establishes the requirements, functions, and attributes applicable to such entities; and

WHEREAS, MCMC Chapter 4.30, concerning the Art/Beautification Advisory Board, is out of date and requires various changes to update the requirements, functions, and attributes applicable to the Art/Beautification Advisory Board; and

WHEREAS, the City Council finds it necessary and appropriate to revise and restate MCMC Chapter 4.30 in its entirety to accomplish such changes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. MCMC Chapter 4.30, relating to the Art/Beautification Advisory Board, is hereby amended and restated in its entirety as follows:

4.30.010 Art & Beautification Advisory Board established.

There is hereby established an Art & Beautification Advisory Board for the City of Mill Creek, which shall consist of such members and perform such functions as set forth below.

4.30.020 Composition of the board.

The board shall consist of nine members selected by and at the discretion of the Mill Creek City Council and shall meet the following qualifications:

A. Each board member shall be a resident of the City of Mill Creek. Any member who ceases to reside within the City limits during the term of his/her office shall thereupon forfeit said office.

B. The term of each member shall be 3 years and shall expire on October 31st in the final year of each term, unless reappointed by the city council.

4.30.030 Responsibilities of the board.

A. The board shall serve as an advisory board to the city council and the city's administrative staff concerning the following matters:

1. Special events and projects to enhance the aesthetics and beauty within the residential and business areas of the city.
2. Utilization of the city's municipal art fund.
3. Selection, acquisition and placement of artwork for the city.
4. Such other matters as from time to time may be referred to the board by the city council or city manager.

B. To the extent feasible, the board should be consulted during preliminary design and construction phases of municipal projects receiving municipal arts funding.

C. The board shall develop a work program and associated budget in every [odd/even] year for all forthcoming or anticipated projects involving or expected to involve the board during the ensuing two years.

4.30.040 Meetings of the board.

The board shall hold regular meetings on the second Wednesday of each month at 4:00 p.m. and shall maintain summary minutes thereof. The board shall adopt such rules of procedure as it deems necessary and provide a current copy thereof to the city clerk.

Section 2. Restated MCMC Chapter 4.30 as set forth above shall replace and supersede the existing provisions of MCMC Chapter 4.30 as of the effective date of this Ordinance. The City Clerk is directed to implement and effectuate such change in the Mill Creek Municipal code.

Adopted this _____ day of May, 2016, by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

MAYOR PAMELA PRUITT

ATTEST/AUTHENTICATED:

CITY CLERK KELLY M. CHELIN

RESTATED ART/BEAUTIFICATION ADVISORY BOARD - 2
724488.1/014455.00066

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO.: _____

DRAFT

RESTATED ART/BEAUTIFICATION ADVISORY BOARD - 3
724488.1/014455.00066

**Chapter 4.30
ART/BEAUTIFICATION ADVISORY BOARD**

Sections:

4.30.010 Art/beautification advisory board established.

4.30.020 Composition of board.

4.30.030 Appointment – Term expiration.

4.30.040 Powers and duties.

4.30.050 Regular meetings and procedures.

Legislative history: Ords. 94-321, 97-422, 99-468, and 2000-478.

4.30.010 Art/beautification advisory board established.

There is hereby established an art/beautification advisory board for the city of Mill Creek, which shall consist of representatives and perform such functions as set forth below. (Ord. 2006-640 § 9. Formerly 2.40.010)

4.30.020 Composition of board.

The board shall consist of nine members, including one nonvoting liaison member, who shall meet the following qualifications:

A. All members shall be residents of the city of Mill Creek.

B. A minimum of one member shall be affiliated with and represent the Mill Creek garden club. (Ord. 2008-678 § 1; Ord. 2006-640 § 9. Formerly 2.40.020)

4.30.030 Appointment – Term expiration.

A. Board members representing the park and recreation board and the Mill Creek garden club shall be appointed by the group they represent.

B. Members that are citizens-at-large or that represent the business community shall apply for vacant positions on the board as they become available.

C. The board member representing the parks and recreation board shall serve a one-year term.

D. The term of each position shall expire on October 31st in the final year of each term. (Ord. 2006-640 § 9. Formerly 2.40.030)

4.30.040 Powers and duties.

A. The art/beautification advisory board shall serve as an advisory board to the city council on matters that may be referred to the board by the city council or the city manager from time to time, including but not limited to:

1. Special events and projects to enhance the aesthetics and beauty within the residential and business areas of the city;

2. Utilization of the municipal art fund;

3. Selection, acquisition and placement of artwork for the city.

B. To the extent feasible, the board should be consulted during preliminary design and construction phases of municipal projects receiving municipal arts funding.

C. The board shall develop a work program and associated budget for any projects involving or expected to involve the board every two years. (Ord. 2006-640 § 9. Formerly 2.40.050)

4.30.050 Regular meetings and procedures.

A. The board shall adopt such rules of procedure as it deems necessary.

B. The board shall hold a regular meeting on the second Wednesday of each month at 4:00 p.m. (Ord. 2006-644 § 1; Ord. 2006-640 § 9; Ord. 2000-497 § 1. Formerly 2.40.060)

The Mill Creek Municipal Code is current through Ordinance 2015-803, passed December 8, 2015.

Disclaimer: The City Clerk's Office has the official version of the Mill Creek Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.



Date: May 24, 2016

A/P Check Batches		
Dated	Check Numbers	Amount
05/13/2016	55348-55416	\$1,204,791.92
Total		\$1,204,791.92

Voided Checks	
Numbers	Explanation


CLAIMS APPROVAL

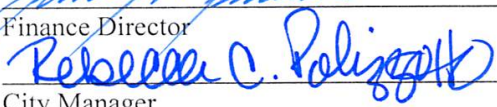
We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 55348 through 55416 in the amount of \$1,204,791.92.

We recommend approval of the above stated amount with the following exceptions:

Councilmember

Councilmember



 Finance Director


 City Manager

F:\DATA\EXECUTIVE\WP\FORMS\FIN\Voucher Approval 1.doc

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 5/18/2016 5:07 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
55348	ACCOUNTP 45648820	Accountemps Temp Acct Week End- 04/22	05/13/2016		1,667.76
				Total for Check Number 55348:	0.00 1,667.76
55349	ADLFSASC 120663	ESA Prof Serv Worden Property Review 04/20-05/02	05/13/2016		1,117.62
				Total for Check Number 55349:	0.00 1,117.62
55350	AFSCME April	WSCCCE, AFSCME, AFL-CIO Union Ducs - AFSCME-April	05/13/2016		1,417.48
				Total for Check Number 55350:	0.00 1,417.48
55351	ALDWTR	Alderwood Water District	05/13/2016		
	00320003-01	Seattle Hill Rd I/R 01/19-03/34			67.15
	01100176-01	Median 4 & 5 I/R 01/19-03/24			67.15
	01300169-01	1901 Mill Fern Dr SE I/R Median #2 01/19-03/2			203.74
	01550006-01	16011 28th Dr SE I/R 01/19-03/24			67.15
	02170002-01	Seattle Hill Rd I/R 01/19-03/24			67.15
	02460002-01	155 Village Grn Dr I/R 01/19-03/24			129.23
	02470001-01	155 Vlg Grn Dr/Heron Pk 01/19-03/24			191.65
	03050003-01	15933 29th Dr SE I/R 01/19-03/24			67.15
	03095000-01	16220 27th DR SE I/R 01/19-03/24			67.15
	03805002-01	16217 27th Dr SE I/R 01/19-03/24			67.15
	03865000-01	16205 25th Dr SE I/R 01/19-03/24			29.90
	04900159-01	Seattle Hill Rd I/R 01/19-03/24			67.15
	05400166-01	Median Number 6 I/R 01/19-03/24			129.23
	05590004-02	15720 Mill Creek Blvd D/C 01/20-03/25			14.04
	05600177-03	15720 Main St 01/19-03/25			469.23
	05700181-01	15728 Main ST I/R 01/20-03/25			129.23
	05702001-01	15728 Main St D/C 01/19-03/25			14.04
	05705005-01	15728 Main St 01/19-03/25			532.84
	06900173-02	1300 156th Pl SE I/R 01/19-03/25			29.90
	07850004-01	16101 Highland Blvd/Restr 01/19-03/24			177.15
	07855001-01	16101 28th DR SE I/R 01/19-03/24			129.23
	07895001-01	16021 28th DR SE I/R 01/19-03/24			67.15
	07900155-01	Seattle Hill Rd I/R 01/19-03/24			67.15
	08000152-01	Seattle Hill Rd I/R 01/19-03/24			67.15
	08300050-01	3310 157th Pl SE I/R 01/19-03/24			67.15
	08800024-01	Seattle Hill Rd I/R 01/19-03/24			67.15
	08900020-01	Seattle Hill Rd I/R 01/19-03/24			67.15
	09000017-01	Seattle Hill Rd I/R 01/19-03/24			67.15
	09080000-01	14600 Mill Creek Blvd I/R 01/19-03/25			29.90
	09100016-01	Seattle Hill Rd I/R 01/19-03/24			67.15
	13233000-01	15200 Mill Creek Blvd I/R 01/19-03/25			29.90
	25703000-01	14725 32nd Dr SE I/R 01/19-03/24			67.15
	26070000-01	15803 32nd Ave SE 01/19-03/24			177.15
	26467000-01	1900 164th ST SE 01/19-03/24			67.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	26468000-01	1900 164th St Se I/R	01/19-03/24		67.15
	33254000-01	14725 32nd Dr SE	01/19-03/25		177.15
	34493000-01	15720 Main St I/R	01/19-03/25		29.90
			Total for Check Number 55351:	0.00	3,899.26
55352	ALEXPRCO 46807	Alexander Printing Company Inc 500 PD Case Jackets	05/13/2016		375.59
			Total for Check Number 55352:	0.00	375.59
55353	BENEAD Trust #6029	Benefit Administration Co, LLC Reconciliation-Flexible Spending Account-Plan	05/13/2016		85.13
			Total for Check Number 55353:	0.00	85.13
55354	BICKFORD 803724	Bickford Ford Electrical Repairs-Car #32	05/13/2016		357.00
			Total for Check Number 55354:	0.00	357.00
55355	CARTERE Reimb Exp	Eric Carter LOF-Bldg 98 Jeep	05/13/2016		58.23
			Total for Check Number 55355:	0.00	58.23
55356	CIEDMOND RGG-160036	City of Edmonds Domestic Violence Coordinator - May	05/13/2016		926.59
			Total for Check Number 55356:	0.00	926.59
55357	CINTAS 460559098 460559098A	Cintas Corporation Loc. #460 Floor Mat Service 03/18 Floor Mat Service 03/18	05/13/2016		59.36 34.63
			Total for Check Number 55357:	0.00	93.99
55358	CITOFMLT 3029	City of Mountlake Terrace Annual Assessment - Alliance for Housing Affor	05/13/2016		1,654.00
			Total for Check Number 55358:	0.00	1,654.00
55359	CITYLYN 12236	City of Lynnwood Jail Room & Board - Mar	05/13/2016		413.33
			Total for Check Number 55359:	0.00	413.33
55360	COMCAST 0724345	Comcast Internet for ITS 05/14-06/13	05/13/2016		96.33
			Total for Check Number 55360:	0.00	96.33
55361	COPIETC AR14662 AR14662A AR14662B AR14662C	Copiers Etcetera, Inc. Admin Copier/Printer Maint/Supplies 02/11-03/1 P & R Share Copier Maint/Supplies 02/11-03/10 Finance Share Copier Maint/Supplies 02/11-03/1 Police Copier/Printer Maint/Supplies 02/11-03/1	05/13/2016		695.90 112.83 37.61 365.01
			Total for Check Number 55361:	0.00	1,211.35
55362	DALCOINC 89657	Dalco, Inc. 1-55 Gallon Drum-Watering Annuals	05/13/2016		36.04

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55362:	0.00	36.04
55363	DCTED PWTF-265827 PWTF-265827A PWTF-266064 PWTF-266064A	Department of Commerce Penny Creek Culvert Replace-Principal Penny Creek Culvert Replace-Interest Ridgewood Highland Storm Imprv-Principal Ridgewood Highland Storm Imprv-Interest	05/13/2016		48,500.00 2,667.50 29,356.09 293.56
			Total for Check Number 55363:	0.00	80,817.15
55364	DEPTECOG 16-RS-WAR045529	Department of Ecology WSDOE Stormwater Permit #RS-WAR045529	05/13/2016		12,880.00
			Total for Check Number 55364:	0.00	12,880.00
55365	DEPTL&I 269928 269928A 269954	Department of Labor & Industries Tank Inspection - L & I Tank Inspection - L & I Inspect-Hot Water Heater-Library-Backrm	05/13/2016		64.50 64.50 21.50
			Total for Check Number 55365:	0.00	150.50
55366	FCICUSPV 15182	FCI Custom Police Vehicles Replace Door Solenoid-K9-#38	05/13/2016		217.80
			Total for Check Number 55366:	0.00	217.80
55367	FLAGSFLY 70784 70803	Flags A' Flying 4 x 6 State Flag-Council Chamber & Parades 4-VIP Vehicle Flags	05/13/2016		292.00 76.48
			Total for Check Number 55367:	0.00	368.48
55368	FONGJ 6288	Jeffrey Fong Photography: Basic Digital 04/14-05/12 #6288	05/13/2016		637.00
			Total for Check Number 55368:	0.00	637.00
55369	GILANIJ 6213 6215	FeelArtistic Acrylic on Canvas 04/14-05/12 #6213 Watercolor for Adults 04/14-05/12 #6215	05/13/2016		336.00 112.00
			Total for Check Number 55369:	0.00	448.00
55370	GTENORTH 425 316-3862	Frontier Phone Line Chgs 05/04-06/03-Alarm	05/13/2016		141.52
			Total for Check Number 55370:	0.00	141.52
55371	GUARDSEC 653033	Guardian Security Alarm Monitoring-CH Annex	05/13/2016		105.00
			Total for Check Number 55371:	0.00	105.00
55372	HORIZON 2MO46628	Horizon 1 Wheat Straw Wattle	05/13/2016		25.62
			Total for Check Number 55372:	0.00	25.62
55373	HRSUSA 010901	Capital One Commercial YAB Lunch-Mill Creek Block Party 04/23	05/13/2016		43.46

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55373:	0.00	43.46
55374	HUIK	Kelly Hui	05/13/2016		
	6169	Ballet: Creative 04/16-05/14 #6169			184.80
	6170	Ballet: Creative 04/16-05/14 #6170			100.80
	6175	Ballet: Beg 04/16-05/14 #6175			210.00
			Total for Check Number 55374:	0.00	495.60
55375	INTEGRA	Integra	05/13/2016		
	13829008	T-1 Monthly Chgs - May			668.73
			Total for Check Number 55375:	0.00	668.73
55376	INTSTBAT	Interstate All Battery Center	05/13/2016		
	1905701031858	1 Pk 1.5V C, 1 Pk 1.5V AA, 3 Pk 9V-Batteries			97.39
			Total for Check Number 55376:	0.00	97.39
55377	JOHNCLNR	John's Cleaning Services Inc	05/13/2016		
	1764	Uniform Dry Cleaning & Repairs - April			279.78
			Total for Check Number 55377:	0.00	279.78
55378	JOHNSOS	Stephen Johnson	05/13/2016		
	6196	Beg Basketball Basics: 5-7 Yrs 4/20-5/18 #6196			910.00
	6197	Beg Basketball Basics: 8-11 Yrs 4/20-5/18 #6197			778.40
			Total for Check Number 55378:	0.00	1,688.40
55379	JRWENTRP	JRW Enterprises	05/13/2016		
	3413	Hollow Metal Door-PD Armory			957.79
			Total for Check Number 55379:	0.00	957.79
55380	KPFFCON	KPFF Consulting Engineers	05/13/2016		
	43207	Prof Serv 35th Ave Recon Proj 02/27-03/25			8,457.70
			Total for Check Number 55380:	0.00	8,457.70
55381	LAWLESS	Lawless Harley-Davidson of Renton	05/13/2016		
	307264	Replaced Brakes Rotor-2013 Harley #MU1			150.33
			Total for Check Number 55381:	0.00	150.33
55382	LDEDGEGM	Leading Edge Gymnastic Academy Inc	05/13/2016		
	6178	Gymnastics-Toddle Time 4/13-5/11 #6178			168.00
	6181	Gymnastics-Preschool 4/13-05/11 #6181			252.00
	6184	Gymnastics-Youth 4/13-5/11 #6184			360.00
			Total for Check Number 55382:	0.00	780.00
55383	LESSCHW	Les Schwab	05/13/2016		
	39500277905	LOF, 4 Tires, Wheel Spin Balance-Car #32			909.66
	39500278740	LOF-Car#41			38.46
			Total for Check Number 55383:	0.00	948.12
55384	LEXNEXIS	LexisNexis	05/13/2016		
	3090503764	LexisNexis Monthly Chgs 03/01-03/31			167.60
	3090530113	LexisNexis Monthly Chgs 04/01-04/30			168.06

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55384:	0.00	335.66
55385	MCVIEW 9757	Mill Creek View Classified Ad-Maintenance Aide-Volume XIX Is	05/13/2016		15.00
			Total for Check Number 55385:	0.00	15.00
55386	NELSONM 6205 6206	Melissa Nelson Music for Preschool-Spring 1 04/15-05/13 #6206 Music for Preschool-Spring 1 04/15-05/13 #6206	05/13/2016		682.50 591.50
			Total for Check Number 55386:	0.00	1,274.00
55387	OREILLY 2986-452541 2986-454418	O'Reilly Automotive Inc 3 Bulbs-Patrol Filter Ring-PW3	05/13/2016		17.77 23.85
			Total for Check Number 55387:	0.00	41.62
55388	Pactop 905503	Pacific Topsoils, Inc. Rock 5/8" Minus Crushed-North Creek Trail	05/13/2016		104.84
			Total for Check Number 55388:	0.00	104.84
55389	PERTEET 20150111.005-1	Pertee Inc 2016 Sno County Overlay Prog-Bidding & Cons	05/13/2016		345.00
			Total for Check Number 55389:	0.00	345.00
55390	PLATT J352692	Platt Electric Supply, Inc 4 Light Bulbs	05/13/2016		12.32
			Total for Check Number 55390:	0.00	12.32
55391	PRYTHSP 401263QB 418481	Protect Youth Sports Credit Background Check-Invoice #401855 Background Checks-Recreation Class Instructor:	05/13/2016		-10.00 72.00
			Total for Check Number 55391:	0.00	62.00
55392	PUGETSO 200004765331	Puget Sound Energy 15720 Main St 03/19-04/19	05/13/2016		139.95
			Total for Check Number 55392:	0.00	139.95
55393	RKSOLID 6127 6129	Rock Solid Learning LLC Fossils Rock! 05/07 #6127 Mother's Day Rock Terrarium 05/07 #6129	05/13/2016		78.40 84.00
			Total for Check Number 55393:	0.00	162.40
55394	SCFIRDS 16-02	Sno County Fire District #7 Fire Interlocal Agreement - 2nd Qtr	05/13/2016		966,249.25
			Total for Check Number 55394:	0.00	966,249.25
55395	SEADAIJ 3312767	Daily Journal of Commerce CN: Shop Bldg Design 4/15, 4/19, 4/26, 5/02	05/13/2016		234.00
			Total for Check Number 55395:	0.00	234.00
55396	SHI	SHI International Corp	05/13/2016		

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	B04792809	Fast Charger L172-Battery Charger-Traffic Unit			77.99
	B04929132	15-APC Back-UPS ES 750 Master Control-Annu			1,566.40
			Total for Check Number 55396:	0.00	1,644.39
55397	SNDPUBIN 7679304	Sound Publishing Inc Classified Ad-Maintenance Aide	05/13/2016		371.34
			Total for Check Number 55397:	0.00	371.34
55398	SNOCOC 2016-3063 2016-3102	Snohomish County Corrections Jail Services Fees - Feb Jail Services Fees - Mar	05/13/2016		16,227.65 15,819.08
			Total for Check Number 55398:	0.00	32,046.73
55399	SNOCOF I000408365	Snohomish County Finance Interest 800MHZ-1st Half 2016	05/13/2016		2,939.39
			Total for Check Number 55399:	0.00	2,939.39
55400	SNOCOPW I000408291 I000408291A I000408291B I000408291C	Snohomish County Public Works RR6138-Overlay Program-March RR7552-Dumas Rd/Park Rd-March RR7553-Mill Cr Rd/Village Grm-March RR7869-Mill Cr Blvd @ Main-March	05/13/2016		4,434.48 277.16 186.73 137.11
			Total for Check Number 55400:	0.00	5,035.48
55401	SNOCOSH1 2016-3082 2016-3119	Snohomish County Treasurer Inmate Medical Billing-Feb Inmate Medical Billing-Mar	05/13/2016		70.43 35.70
			Total for Check Number 55401:	0.00	106.13
55402	SNOCPOD 2013-5396-8 2013-6774-5 2016-6351-5 2016-6928-0 2017-5296-1 2017-8113-5 2018-9805-3 2025-2921-0 2029-2633-3 2029-5905-2 2030-2812-1 2032-1155-2 2032-5163-2 2033-8815-2 2207-6351-0	PUD No. 1 of Snohomish County 15728 Main St 04/08-05/06 902 164th St SE 04/06-05/04 14600 16th Ave SE 04/06-05/04 16110 1/2 29th DR SE 03/30-04/27 15429 1/2 Bothell Everett Hwy 04/07-05/04 2701 155th St SE 04/01-04/27 1700 Mill Creek Rd 02/27-03/25 386 Lights - 100W Var Loc 04/01-04/30 14729 12th Ave SE 03/31-04/28 4842 SAC 04/07-05/04 4560 SAC 04/05-05/03 13628 N Creek Dr 03/19-04/19 15510 Village Green Dr 04/01-04/27 15429 Bothell Everett Hwy 04/07-05/04 13332 44th Ave SE 04/05-05/02	05/13/2016		1,520.60 32.30 15.37 58.73 16.18 26.58 96.74 1,312.40 15.37 56.53 43.63 417.77 14.31 20.09 52.58
			Total for Check Number 55402:	0.00	3,699.18
55403	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Prem. MEBT-ER Paid-May	05/13/2016		3,637.16
			Total for Check Number 55403:	0.00	3,637.16
55404	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem. MEBT-ER Paid-May	05/13/2016		1,767.59

AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55404:	0.00	1,767.59
55405	STERICYC 3003413769	Stericycle Inc Biomedical Waste Services - Monthly Fee	05/13/2016		10.36
			Total for Check Number 55405:	0.00	10.36
55406	TEKNON 20167 20167A	Teknon Installed S2 Access Control System (31 Doors) / Installed S2 Access Control System (31 Doors) /	05/13/2016		29,326.45 29,326.45
			Total for Check Number 55406:	0.00	58,652.90
55407	TERMINIX 354324893	Terminix Processing Center Pest Control-WO#14511098207-MC Library	05/13/2016		75.39
			Total for Check Number 55407:	0.00	75.39
55408	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations-April	05/13/2016		25.00
			Total for Check Number 55408:	0.00	25.00
55409	TRAMMELI 6290	Lori Trammel Seasonal Cupcake Class: Mother's Day	05/13/2016		154.00
			Total for Check Number 55409:	0.00	154.00
55410	UPS 00009X8014186	United Parcel Service UPS Chgs-WSP Latent Prints/Diversification, In	05/13/2016		17.92
			Total for Check Number 55410:	0.00	17.92
55411	USBANK 386000139	US Bank NA - Custody Investment Custody Charges 04/01-04/30	05/13/2016		42.00
			Total for Check Number 55411:	0.00	42.00
55412	UULC 6040163 6040163A	Utilities Underground Location Center On Call Location Service - 94 Locates On Call Location Service - 94 Locates	05/13/2016		60.63 60.63
			Total for Check Number 55412:	0.00	121.26
55413	WASTCI 45-114234	Correctional Industries-Accounting Washin 50-PD-Parking Infraction Books	05/13/2016		379.88
			Total for Check Number 55413:	0.00	379.88
55414	WASTEMN 0419871-2677-2	Waste Management-Northwest 15728 Main St-St Sweeper-April	05/13/2016		47.70
			Total for Check Number 55414:	0.00	47.70
55415	WAVEDIV 37646	WaveDivision Holdings, LLC Fiber Lease - 15728 Main St to 3000 Rockefeller	05/13/2016		642.87
			Total for Check Number 55415:	0.00	642.87
55416	WINSUPP 012110-00 012393-00	Winsupply Company Station Module, Potted Latching Solen-Highland Irrigation Control	05/13/2016		312.17 141.40

AP Checks by Date - Detail by Check Date (5/18/2016 5:07 PM)

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AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	012425-00	Nozzles-Library			69.36
	012532-00	Irrigation Supplies			108.21
			Total for Check Number 55416:	0.00	631.14
			Total for 5/13/2016:	0.00	1,204,791.92
			Report Total (69 checks):	0.00	1,204,791.92



Date: May 24th, 2016

Payroll Check Batches		
Dated	Check Numbers	Amount
05/10/16	ADP Automatic Deposit Checks	\$150,419.36
05/12/16	ACH Wire MEBT- Wilmington Trust	\$24,634.96
05/10/16	ADP Wire - FWT & Medicare Taxes	\$30,973.75
05/10/16	ACH Wire- MCPD Guild Dues	\$2,100.00
05/10/16	ACH Wire- BAC- Flex Spending Acct	\$1,589.78
05/10/16	ACH Wire- ICMA RC- Def. Comp	\$807.94
05/10/16	ACH Wire- United Way Donations	\$757.26
05/10/16	ACH Wire- Assoc. of WA Cities	\$75,692.65
Total		\$286,975.70

Voided Checks	
Numbers	Explanation


CLAIMS APPROVAL

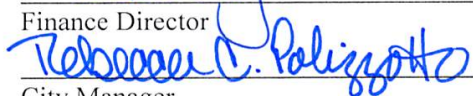
We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$286,975.70.

We recommend approval of the above stated amount with the following exceptions:

Councilmember

Councilmember



 Finance Director


 City Manager

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:19 Pay Date:05/10/2016 P/E Date:04/30/2016
 Qtr/Year:2/2016 Run Time/Date:13:14:04 PM EDT 05/06/2016

Taxes Debited	Federal Income Tax	24,690.13		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	3,141.81		
	Medicare - ER	3,141.81		
	Medicare Adj - EE	0.00		
	Medicare Surtax - EE	0.00		
	Medicare Surtax Adj - EE	0.00		
	COBRA Premium Assistance Payments	0.00		
	Federal Unemployment Tax	0.00		
	State Income Tax	0.00		
	Non Resident State Income Tax	0.00		
	State Unemployment Insurance - EE	0.00		
	State Unemployment Insurance Adj - EE	0.00		
	State Disability Insurance - EE	0.00		
	State Disability Insurance Adj - EE	0.00		
	State Unemployment/Disability Ins - ER	0.00		
	Workers' Benefit Fund Assessment - EE	0.00		
	Workers' Benefit Fund Assessment - ER	0.00		
	Local Income Tax	0.00		
	School District Tax	0.00		
	Total Taxes Debited			
Other Transfers	Full Service Direct DepositAcct. No.000060104700Tran/ABA125000024	150,419.36		
	Total Amount Debited From Your Account		181,393.11	Total Liability 181,393.11
Bank Debits & Other Liability	Checks	0.00		181,393.11
	Adjustments/Prepay/Voids	0.00		181,393.11
Taxes- Your Responsibility	None this payroll			181,393.11

Payment Details Report



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 05/12/2016 10:17:02 AM CDT

Domestic High Value (Wire)
Payment Category: Urgent/Wire

Status: Confirmed by Bank
Transaction Number: 165CA12362AY0014

Template Name: WILTRUST
Template Code: WILTRUST

Debit Account Information

Debit Bank: 125000024
Debit Account: 000060104700
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: MATRIX TRUST COMPANY
Beneficiary Address: NA
Beneficiary City: NA
Beneficiary Postal Code: NA
Beneficiary Country: US - United States of America

Beneficiary Account: 9852374595
Beneficiary Bank ID: 022000046
MANUFACTURERS AND TRADERS TR C
ONE M AND T PLAZA, 15TH FL
BUFFALO
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 24,634.96

Value Date: 05/12/2016

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke
Approved: sankottke
Initial Confirmation: WTX:2016051200223455
Confirmation #: FEDR:20160512B6B7HU2R006056

Input Time: 05/12/2016 10:13:10 AM CDT
Time: 05/12/2016 10:16:12 AM CDT

Statistical Summary - Statistics

Company:A0W - City Of Mill Creek
 Week#:19
 Qtr/Year:2/2016

Service Center:0076 Pacific North West
 Pay Date:05/10/2016
 Run Time/Date:13:14:04 PM EDT 05/06/2016

Status:Cycle Complete
 P/E Date:04/30/2016

Statistics	Amount	Number of Pays
Gross Pay	223,195.42	
Vouchers		76
eVouchers		
Checks (A)		
Direct Deposits (B)	150,419.36	132
Adjustments/Prepay/Voids (C)	0.00	
Net Payroll (A + C)	0.00	
Net Cash (A + B)	150,419.36	
Net Pay Liability (A + B + C)	150,419.36	
Other Transfers (D)	150,419.36	
Taxes - debited from your account (E)	30,973.75	
Total Amount Debited from your Account (D + E)	181,393.11	
Taxes - your responsibility (F)	0.00	
Company Liability (A + C + D + E + F)	181,393.11	
Net Cash pays 1,000.00 or more		60
Flagged Pays		47

Payment Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 05/10/2016 3:21:19 PM CDT

Domestic High Value (Wire)
Payment Category: Urgent/Wire

Status: Pending Approval
Transaction Number: 165AF2057GE00U78

Template Name: GUILD DUES
Template Code: GUILD

Debit Account Information

Debit Bank: 125000024
Debit Account: 000060104700
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: Mill Creek Police Officer Guild
Beneficiary Address: PO Box 13261
Beneficiary City: Mill Creek
Beneficiary Postal Code: 98082
Beneficiary Country: US - United States of America

Beneficiary Account: 000060159001
Beneficiary Bank ID: 125000024
BANK OF AMERICA, NA
1424 164TH ST SW
LYNNWOOD
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 2,100.00

Value Date: 05/10/2016

Optional Information

Sender's Reference Number: Police Guild

Beneficiary Information: Police Guild Dues Direct Deposit

Additional Routing

Intermediary Bank ID:

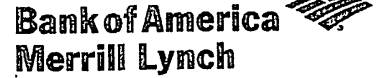
Receiver Information:

Control Information

Input: sankottke

Input Time: 05/10/2016 3:21:08 PM CDT

Payment Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 05/10/2016 3:16:32 PM CDT

Domestic High Value (Wire)
Payment Category: Urgent/Wire

Status: Pending Approval
Transaction Number: 165AF1533I5Y2833

Template Name: Benefit Administration Company
Template Code: BAC

Debit Account Information

Debit Bank: 125000024
Debit Account: 000060104700
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: Benefit Administration Company ✓
Beneficiary Address: P.O. Box 550
Beneficiary City: Seattle
Beneficiary Postal Code: 98101-0550
Beneficiary Country: US - United States of America

Beneficiary Account: 310000070
Beneficiary Bank ID: 125108366
THE BANK OF WASHINGTON
5901 196TH ST SW
LYNNWOOD
US - United States of America
Beneficiary Email: sli@baclink.com
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,589.78 ✓

Value Date: 05/10/2016 ✓

Optional Information

Sender's Reference Number: DayCare / Health

Beneficiary Information: City of Mill Creek

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke

Input Time: 05/10/2016 3:16:01 PM CDT

Payment Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 05/10/2016 3:18:21 PM CDT

Domestic High Value (Wire)
Payment Category: Urgent/Wire

Status: Pending Approval
Transaction Number: 165AF1750CYY1Y93

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

Debit Bank: 125000024
Debit Account: 000060104700
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: ICMA RC
Beneficiary Address: P.O. Box 64553
Beneficiary City: Baltimore
Beneficiary Postal Code: 21264-4553
Beneficiary Country: US - United States of America

Beneficiary Account: 42538001
Beneficiary Bank ID: 022000046
MANUFACTURERS AND TRADERS TR C
ONE M AND T PLAZA, 15TH FL
BUFFALO
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 807.94

Value Date: 05/10/2016

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke

Input Time: 05/10/2016 3:18:11 PM CDT

Payment Confirmation



Company: City of Mill Creek
Requester: Kottke, Sandy
Run Date: 05/10/2016 3:19:57 PM CDT

Domestic High Value (Wire)
Payment Category: Urgent/Wire

Status: Pending Approval
Transaction Number: 165AF19377ZZ0W12

Template Name: United Way
Template Code: United Way

Debit Account Information

Debit Bank: 125000024
Debit Account: 000060104700
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: United Way of Snohomish County
Beneficiary Address: 3120 McDougall Ave, STE 200
Beneficiary City: Everett
Beneficiary Postal Code: 98201
Beneficiary Country: US - United States of America

Beneficiary Account: 9590003708
Beneficiary Bank ID: 122000496
UNION BANK, N.A.
30343 CANWOOD ST, STE 100
AGOURA HILLS
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 757.26

Value Date: 05/10/2016

Optional Information

Sender's Reference Number:

Beneficiary Information: United Way from City of Mill Creek

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: sankottke

Input Time: 05/10/2016 3:19:47 PM CDT

ASSOCIATION OF WASHINGTON CITIES

MILL CREEK, CITY OF

BILLING SUMMARY STATEMENT - contains all changes to this account as of 05/10/2016 03:28:29 PM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH:	05/2016
COVERAGE MONTH:	05/2016
PAYMENT DUE BY:	05/10/2016
CURRENT BILLING AMOUNT:	\$75,692.65
PRIOR OVERAGE OR SHORTAGE:	\$0.00
ADJUSTMENTS:	\$0.00
TOTAL AMOUNT DUE:	\$75,692.65

Bill Number	Department	Units	Amount
101850-052016-0	RBS HF, HDHP; WDS Plan F; VSP \$10	52	\$73,639.34
101851-052016-0	RBS Plan A - LEOFF I Retire	1	\$1,391.72
101852-052016-0	GH Plan \$10 Copay; WDS Plan F; VSP \$10	1	\$655.63
101856-052016-0	EAP	4	\$5.96
TOTAL:			\$75,692.65

Message	Entered On
Remember to update salaries to reflect what employees are earning as of 1/1/2016. This is only applicable to accounts with salary based Basic Life and LTD rates.	02/18/2016



CITY COUNCIL MINUTES

April 26, 2016

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

April 26, 2016
Regular City Council Meeting
6:00 p.m.

CALL TO ORDER

Mayor Pruitt called the meeting to order at 6:00 p.m.

FLAG SALUTE

Flag Salute was conducted.

ROLL CALL

Roll was called by the City Clerk with all Councilmembers present.

AUDIENCE COMMUNICATION:

Herbie Martin
14119 42nd Avenue
Mill Creek, Washington 98012

Mr. Martin welcomed Chief Elwin to the City. He asked the Council to consider a utility tax. He stated that homeowners shouldn't be the only ones paying taxes.

PRESENTATIONS:

Proclamation for Mill Creek Little League Day - April 30, 2016

(Pam Pruitt, Mayor)

Proclamation for National Safe Boating Week - May 21 – 27, 2016

(Pam Pruitt, Mayor)

Employee Recognition - Milestone Anniversaries

(Rebecca C. Polizzotto, City Manager)

NEW BUSINESS:

Appointments to the Planning Commission

(Selection Committee)

Council Meeting Minutes
April 26, 2016
Page 2

The following agenda summary information was presented:

There are currently three positions on the Planning Commission with terms that expire on April 30, 2016. A notice soliciting new members was posted at City Hall, on the City's website, and a press release was sent to the local newspapers. In addition, the Notify Me feature on the City's website provides an opportunity for interested parties to sign up to be notified when positions are being filled on the Planning Commission. Fifty-four people have signed up for this feature and were notified of the current vacancies.

Four individuals provided written responses to the notice for the vacant positions and were interviewed by a committee consisting of Mayor Pro Tem Holtzclaw, Councilmember Kelly, Councilmember Todd and Planning Commission Chair Stan Eisner.

Discussion.

Mayor Pro Tem Holtzclaw stated that Ed McNichol was unable to make the interview. The committee would like to appoint the other two incumbents and interview Mr. McNichol next week.

MOTION: Mayor Pro Tem Holtzclaw made a motion to appoint Matt Nolan and Jared Mead to the Planning Commission with terms expiring April 30, 2019, Councilmember Todd seconded the motion. The motion passed unanimously.

Washington State Recreation and Conservation Office Grant Application
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

The Washington State Recreation and Conservation Office (RCO) is a major source of financial assistance for recreation related projects. They have 15 separate grant funding programs ranging from boating facility improvements to Youth Athletic Facilities (YAF) and have awarded over \$1.9 billion in grants since the agency began in 1964. There is an opportunity for the City to apply for a grant from RCO through the YAF program for improvements at the Mill Creek Sports Park.

The artificial turf on Freedom Field at the Mill Creek Sports Park is scheduled for replacement in 2017. It has been in service since the park opened in 2003 and has exceeded the anticipated and customary life of ten to twelve years. The field lighting now needs a second round of lamp replacements, as the current lamps have a typical life of five to six years. Switching to a LED lighting system would increase the lamp life to twenty or more years and significantly reduce the electric power costs. Combining the scheduled artificial turf replacement with a lighting upgrade into a single project makes this a strong candidate for a \$250,000 Youth Athletic Facility (YAF) grant. Additional project funding would be available from the Snohomish County PUD, which provides an energy conservation rebate of up to 40% for lighting projects of this nature that reduce energy consumption.

One of the requirements of financial assistance through the YAF program is the adoption of the attached resolution prior to submittal of the grant application.

Council Meeting Minutes
April 26, 2016
Page 3

MOTION: Councilmember Cavaleri made a motion to approve Resolution #2016-546, a Resolution of the City of Mill Creek, Washington, Designating the City Manager as the Authorized Representative to the Recreation and Conservation Office for a Youth Athletic Facilities Grant Application for the Mill Creek Sports Park – Freedom Field Rehabilitation Project, Councilmember Todd seconded the motion.

Reauthorization and Increase of Emergency Medical Services Levy:

(1) Resolution providing for a special election to be held in conjunction with the State primary election on August 2, 2016, to reauthorize and increase the Emergency Medical Services Levy at a rate not to exceed 0.50 per thousand dollars of assessed value for a period of six years.

(2) Resolution providing for a special election to be held in conjunction with the State general election on November 8, 2016, to reauthorize and increase the Emergency Medical Services Levy at a rate not to exceed 0.50 per thousand dollars of assessed value for a period of six years.

(3) Explanatory Statement regarding the reauthorization and increase of the Emergency Medical Services Levy at a rate not to exceed .50 per thousand dollars of assessed value for a period of six years.

(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

Emergency Medical Service levies are set in 6-year increments and require voter approval. The current levy is set at 0.45 cents or less per one thousand dollars of current assessed valuation and will expire at the end of 2016.

In order to renew the levy, the City Council must pass a resolution providing for the submission of a proposition to the voters for reauthorization of the levy.

The current levy generates approximately \$2,484,551 in revenue during the biennium. The City's current contract for fire and EMS services is \$7,364,209 for the biennium. Additionally, the City pays \$177,182 over the biennium for fire/EMS dispatch services. Accordingly, there is a funding gap between what the EMS levy generates and the cost of services in the amount of \$4,879,658 (approximately). At last report, approximately 76% of dispatched calls for service are EMS calls.

Discussion.

Council engaged in a discussion about the levy. The resolutions for the ballot are due to the County by Friday, May 13th for the primary election on August 2nd. Council discussed increasing the levy to \$0.50 cents per \$1,000 assessed valuation. The Council also needs to recruit and appoint Pro/Con committee members.

MOTION: Councilmember Todd made a motion to approve Resolution #2016-547 for a \$0.50 cents permanent EMS levy for the August primary, Councilmember Bond seconded the motion. The motion passed unanimously.

Council Meeting Minutes
April 26, 2016
Page 4

MOTION: Councilmember Todd made a motion for the City Manager to establish a process for soliciting candidates for the Pro/Con committee and provide names no later than next week for the May 3rd Council meeting, Councilmember Michelson seconded the motion.

Council discussed adding another week to give enough time for recruitment.

MOTION: Mayor Pruitt made an amendment to the motion to extend the deadline to May 10th, Councilmember Bond seconded the motion.

AMENDMENT VOTE: The motion passed unanimously.

ORIGINAL VOTE: The motion passed unanimously.

MOTION: Councilmember Todd made a motion to approve Resolution #2016-548, a Resolution of the City Council of the City of Mill Creek Providing for the Submission to the Qualified Electors of the City a Special Election to be Held in Conjunction with the State General Election on November 8, 2016, a Proposition to Reauthorize and Increase the Emergency Medical Services and/or Emergency Medical Care Levy at a Rate not to Exceed Fifty Cents (\$0.50) per Thousand Dollars (\$1,000) of Assessed Valuation for Six Consecutive Years Commencing in 2016 with Collection Beginning in 2017, Upon all the Taxable Property in the City, the Proceeds of Such Levy to be used to Continue and Enhance Emergency Medical Care and/or Emergency Medical Services, Councilmember Michelson seconded the motion. The motion passed unanimously.

First Quarter Activity Report to City Council
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

One of my key responsibilities as City Manager is to shape and implement best local government practices throughout City operations. And, I believe it is important to shape these best practices around transparency because:

- Making information publicly available is an empowering act that builds trust between citizens and government.
- Information allows citizens, elected officials and staff to explore new ideas and make better decisions.
- Measuring effectiveness and performance promotes greater accountability.
- By highlighting growth and change, we are able to give citizens a sense of what the City has accomplished and what else there is to do.
- Transparency fosters professionalism within government operations.

Council Meeting Minutes
April 26, 2016
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For the foregoing reasons, I am pleased to begin implementation of quarterly reporting to the City Council of various City operations. The quarterly report contains workload measures, performance measures and project updates. The intended purpose of the quarterly report is to provide: (1) citizens with information about their government; (2) elected officials with information important to their policy making role; (3) directors with data required for day-to-day management; and (4) employees with information about their workplace. Information contained in the quarterly reports will also be utilized in the budgeting process.

Please know that this is a work in progress and while we have identified the individual measures we want to track, we are still putting into place systems that will allow us to capture the desired data. Thus, some information is not available for the first quarter; however, we will include such data as it becomes available in future quarters.

MOTION; At 8:30 p.m., Councilmember Michelson made a motion to extend the meeting to 8:40 p.m., Councilmember Cavaleri seconded the motion. The motion passed unanimously.

CONSENT AGENDA

Approval of Checks #55211 through #55279 and ACH Wire Transfers in the Amount of \$202,379.63.

(Audit Committee: Councilmember Michelson and Councilmember Bond)

Payroll and Benefit ACH Payments in the Amount of \$138,410.21.

(Audit Committee: Councilmember Michelson and Councilmember Bond)

City Council Meeting Minutes of March 22, 2016

City Council Meeting Minutes of April 5, 2016

City Council Meeting Minutes of April 12, 2016

There were no exceptions from the audit committee.

MOTION: Councilmember Michelson made a motion to approve the consent agenda, Councilmember Cavaleri seconded the motion. The motion passed unanimously.

REPORTS

Mayor Pruitt reported that Fire Chief Meek and City Manager Polizzotto were meeting soon to discuss contract negotiations.

Councilmember Todd reported on the City Manager evaluation schedule.

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AUDIENCE COMMUNICATION:

Wil Nelson
14925 29th Drive SE
Mill Creek, Washington 98012

Mr. Nelson expressed that he was very disappointed about the EMS levy resolutions that were passed last night. He told the Council that he will be fighting against it.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:40 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk



CITY COUNCIL MINUTES

May 3, 2016

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

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

May 3, 2016
Regular City Council Meeting
6:00 p.m.

CALL TO ORDER

Mayor Pruitt called the meeting to order at 6:00 p.m.

FLAG SALUTE

Flag Salute was conducted.

ROLL CALL

Roll was called by the City Clerk with all Councilmembers except Mayor Pro Tem Holtzclaw. Mayor Pruitt relayed that Mayor Pro Tem Holtzclaw was working tonight.

MOTION: Councilmember Michelson made a motion to excuse Mayor Pro Tem Holtzclaw, Councilmember Todd seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION:

There were no comments from the audience.

PRESENTATIONS:

Snohomish County Tourism Bureau Annual Report
(Amy Spain, Executive Director)

NEW BUSINESS:

Construction Contract Award for 2016 Catch Basin Cleaning and CCTV Inspection Project
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

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.

In 2016, the catch basins in the south and east areas of the City will be cleaned. The ongoing process of closed circuit television (CCTV) inspection will also be continued on the older storm pipe network

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on Mill Creek Boulevard between 164th Street and SR 527, Seattle Hill Road and in the Emerald Heights Subdivision.

The 2016 Catch Basin Cleaning and CCTV Inspection Project was advertised for bids using the Municipal Research Service Center (MRSC) Small Works Roster. Seven bids were received and opened on April 20, 2016, and are summarized in the table below. The engineer's estimate for the project was approximately \$154,024.85..

Contractor	Bid Amount
Bravo Environmental NW	\$145,771.36
Ventilation Power Cleaning	\$128,605.64
Everson's Econo-Vac	\$155,604.66
NRC Environmental Services	\$184,348.46
Innovative Vacuum Services	\$148,878.78
Best Parking Lot Cleaning	\$161,484.31
Flow Technologies	\$126,336.92

Flow Technologies Inc. is a smaller, relatively new company based out of Oregon, but has recently started doing more work in Washington. The low bid prices are due to savings in prevailing wages since it is an owner / operator company, low overhead, and with efficiencies by combining the pipe jetting and CCTV work.

Flow Technologies, Inc. has worked for the City of Anacortes and Seattle Pacific University, has an on-call contract with the City of Kenmore, and has been a subcontractor on several public agency jobs. City staff verified that the bid prices were correct, the contractor understands job conditions and time restrictions, and can meet the City's insurance and bonding requirements.

Funding for the proposed catch basin cleaning and CCTV inspection work is included in the Surface Water Utility Fund 401, which has approximately \$160,000 in the remaining budget designated for this specific project.

MOTION: Councilmember Michelson made a motion to approve Resolution #2016-549, a Resolution of the City Council of the City of Mill Creek, Washington, Awarding the Contract for the 2016 Catch Basin Cleaning and CCTV Inspection Project to the successful bidder, Councilmember Kelly seconded the motion. The motion passed unanimously.

City Manager Evaluation Criteria
(City Council and City Manager)

The following agenda summary information was presented:

The Personnel Committee met on Tuesday, April 26, 2016 and developed a schedule to govern the City Manager's annual performance review. The proposed schedule is as follows:

- May 3, 2016 – Work session by and between the City Council and the City Manager to review and discuss the proposed evaluation criteria and proposed process. City Council and City Manager to provide comments and any proposed edits.

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- May 10, 2016 – Work session by and between the City Council and the City Manager to review edits made and provide final input.
- May 19, 2016 – City Council and City Manager to complete survey instrument and return to personnel committee by close of business.
- May 20-23, 2016 – Personnel Committee to collate City Manager and City Council comments and ratings into one summary document.
- May 24, 2016 – Council meets in Executive Session to review the survey results.
- June 7, 2016 – Council meets with City Manager in executive session to review results with City Manager and set goals for next review period.

Discussion.

The Council and City Manager discussed the evaluation schedule. A few changes were made to the schedule and the schedule will be revisited at the next meeting when Mayor Pro Tem Holtzclaw is in attendance.

OLD BUSINESS:

Resolution providing for a special election to be held in conjunction with the state primary election on August 2, 2016, to permanently authorize an increase in the Emergency Medical Services Levy at a rate not to exceed 0.50 cents per thousand dollars of assessed value.

(Rebecca C. Polizzotto, City Manager)

Explanatory statement regarding the authorization to permanently increase the Emergency Medical Services Levy at a rate not to exceed 0.50 cents per thousand dollars of assessed value.

(Rebecca C. Polizzotto, City Manager)

MOTION: Councilmember Todd made a motion to approve Resolution #2016-547, a Resolution providing for a special election to be held in conjunction with the state primary election on August 2, 2016, to permanently authorize an increase in the Emergency Medical Services Levy at a rate not to exceed 0.50 cents per thousand dollars of assessed value, Councilmember Bond seconded the motion. The motion passed unanimously.

REPORTS

Mayor Pruitt reminded Council that the Memorial Day Parade is scheduled for May 30 and invited Council to attend.

Councilmember Todd reminded Council that they still needed to appoint a member to the third vacancy on the Planning Commission. Ed McNichol was not able to make the interview time tonight. The Council discussed Jennifer Parker being a strong candidate and decided to move forward with appointing her to the commission.

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MOTION: Councilmember Kelly made a motion to appoint Jennifer Parker to the Planning Commission with a Term Expiring April 30, 2019, Councilmember Todd seconded the motion. The motion passed 6-0-1 with Councilmember Bond abstaining. (Councilmember Bond stated that he is abstaining because he is friends with Ed McNichol; the other candidate).

City Manager Polizzotto reported that she will be making a decision on the Finance Director position soon. She relayed that she will be leaving this week for the Labor Relations Institute in Yakima through Friday. She reported on the Annex Building renovations.

Police Chief Elwin reported on the traffic plan for the upcoming garage sale in the City.

Director Chelin reported on the changes with the timing of the police blotter.

MOTION: At 8:30 p.m., Councilmember Todd made a motion to extend the meeting to 9:00 p.m., Councilmember Bond seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION:
There were no comments from the audience.

RECESS TO EXECUTIVE SESSION:
The meeting recessed to executive session to discuss potential litigation per RCW 42.30.110 (i) at 8:35 p.m. for approximately 10 minutes.

RECONVENE TO REGULAR SESSION:
The meeting reconvened to regular session at 9:00 p.m.

ADJOURNMENT
With no objection, Mayor Pruitt adjourned the meeting at 9:00 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk



CITY COUNCIL MINUTES

May 10, 2016

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

May 10, 2016
Regular City Council Meeting
6:00 p.m.

CALL TO ORDER

Mayor Pruitt called the meeting to order at 6:00 p.m.

FLAG SALUTE

Flag Salute was conducted.

ROLL CALL

Roll was called by the City Clerk with all Councilmembers present.

PRESENTATION:

City Manager Polizzotto made a special announcement that she has selected Peggy Lauerman to be the City's new Finance Director. Director Lauerman will begin at the City on Monday, May 23.

AUDIENCE COMMUNICATION:

There were no comments from the audience.

PRESENTATIONS:

Employee Milestones

(Rebecca C. Polizzotto, City Manager)

Proclamation for Leadership Day in Snohomish County

(Pam Pruitt, Mayor)

OLD BUSINESS:

Appoint Members to the EMS Levy Pro and Con Committees

(City Council)

The following agenda summary information was presented:

City Council passed a resolution to place the EMS levy on the ballot for the August primary election. As a result of this action, the City is required by State law to appoint a committee to prepare statements advocating voter's approval of the measure and appoint a committee advocating rejection of the measure. These statements will appear in the local voter's pamphlet. The committee appointments need to be made and submitted to the County by May 13, 2016. Each committee shall

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have no more than three members; however, a committee may seek the advice of any person or persons.

On April 29, 2016, staff issued a public notice seeking committee members and delivered the notice to the local media and posted it on the City's website.

The notice requires letters of interest to be submitted by Tuesday, May 10, 2016 at 5:00 p.m. As of the date of the packet distribution, two letters have been received. One letter from Mark Risen for the Pro Committee and one letter from Wil Nelson for the Con Committee. Any other letters received before the deadline will be shared with the Council at the meeting on Tuesday.

MOTION: Councilmember Cavaleri made a motion to appoint Wil Nelson to the Con Committee and Mark Risen to the Pro Committee, Councilmember Bond seconded the motion. The motion passed unanimously.

PRESENTATIONS:

Legislative Update

(Mark Harmsworth, State Representative)

NEW BUSINESS:

Records Committee Presentation

(Rebecca C. Polizzotto, City Manager)

Interlocal Agreement for Domestic Violence Coordinator Services

(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

This Interlocal Agreement (Agreement) extends the cooperative relationship between the City of Mill Creek and the City of Edmonds for Domestic Violence Coordinator services. The City of Mill Creek has contracted these services through the City of Edmonds since 2007.

The term of this Agreement is for a period of three years beginning January 1, 2016 and terminating on December 31, 2018. The Agreement may be renewed for additional periods of three years upon approval of both parties, or terminated by either party after 90 days written notice. As per Section 4(a) of the Agreement, "Compensation," the City of Edmonds will bill the City of Mill Creek monthly in the amount of \$926.59, not to exceed \$11,119.08 for the calendar year. Reflected is a slight increase in the amount of \$29.89 per month or \$358.68 annually. Future increases, if any, will be made in accordance with the terms and conditions contained within the Collective Bargaining Agreement between the City of Edmonds and the Edmonds Police Officers Association and Section 4(d) of the Agreement.

Per RCW 10.99.030 and 7.69.030, the City is required to provide information to victims. Domestic Violence Coordinators serve as liaisons between the police and victims of Domestic Assault. Coordinators review all investigative reports of domestic violence, including verbal incidents, and provide advocacy services for the victim or the abused. Coordination services include, but are not limited to, locating safe alternative housing, assistance with protective orders, accompanying victims

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to court and to hearings, and can assist in locating family counseling or financial aid programs.

Under the terms of the Agreement, Mill Creek will receive Domestic Violence Coordinator services equaling 33% of the total work time by the Coordinator. Previous versions of this Agreement included a specific amount of hours the Coordinator would provide each agency. Due to work hour reductions at Edmonds and other factors, Edmonds determined it was impractical to ensure a precise distribution of hours and amendments to this Agreement anytime there was a change in the number hours the Coordinator was working.

MOTION: Councilmember Michelson made a motion to Authorize the City Manager to Execute the Interlocal Agreement for Domestic Violence Coordinator Services, Councilmember Bond seconded the motion. The motion passed unanimously.

Interlocal Agreement for In-Service Training Sessions
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

The proposed Interlocal Agreement (ILA) defines the terms and conditions for the Snohomish County Regional Training Group to provide regular in-service training sessions. The trainings are required by WAC 139-05-300, which states "Effective January 1, 2006, every peace officer certified under RCW 43.101.095 or 43.101.157 will complete a minimum of twenty-four hours of in-service training annually." Sessions focus on various law enforcement topics such as defensive tactics, blood borne pathogens, firearms and first aid. These trainings are generally held at the Everett Police Department. This is a renewal of an ILA that started in 2001. The term of the ILA is five years, from January 1, 2016 to December 31, 2021.

The purpose of the ILA is to provide a mechanism for all the Cities involved to share in the costs associated with hosting, conducting and participating in the trainings.

The cost of the ILA is \$800.00 per calendar year and is based on the number of sworn officers in an agency.

MOTION: Councilmember Cavaleri made a motion to Authorize the City Manager to Execute the Interlocal Agreement for In-Service Training Sessions, Councilmember Bond seconded the motion. The motion passed unanimously.

Interlocal Agreement for the North Sound Metro Special Weapons and Tactics (SWAT)/Crisis Negotiating Team (CNT)
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

In 2013, the City Council authorized participation on the North Sound Metro SWAT Team. The SWAT Team is comprised of law enforcement officers representing Bothell, Edmonds, Kirkland, Lake Forest Park, Lynnwood, Mill Creek, Monroe, Mountlake Terrace and Mukilteo.

This Interlocal Agreement amendment proposes that the City of Redmond receive approval as the

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tenth member jurisdiction. Redmond has been recommended for membership by the North Sound Metro SWAT Team Executive Board.

Per section 4.5 of the ILA the SWAT Commander will establish a budget in May of each year. The total budget for 2016 increased from \$25,000 to \$30,000. With the addition of Redmond as a member jurisdiction, and the increase in the SWAT budget, our portion decreased by \$0.58 from \$1,589.05 to \$1,588.47 per year.

MOTION: Councilmember Michelson made a motion to Authorize the City Manager to Execute the Interlocal Agreement for the North Sound Metro Special Weapons and Tactics (SWAT)/Crisis Negotiating Team (CNT), Councilmember Cavaleri seconded the motion. The motion passed unanimously.

Finalize City Manager Evaluation Schedule
(Personnel Committee)

The following agenda summary information was presented:

Per City Manager Polizzotto's employment contract, the City Manager's performance shall be reviewed and measured by the City Council annually on or around June 1, 2016, the anniversary of her date of hire. At the May 3, 2016 meeting, the Council discussed a schedule in order to complete the evaluation in a timely manner. Mayor Pro Tem Holtzclaw had a work commitment and was unable to attend the last meeting; therefore, the schedule still needs to be finalized with the entire Council and the City Manager.

After discussion at the last meeting, the schedule was revised to have the City Manager fill out the survey prior to Councilmembers doing so, and to work around some schedule conflicts. Council needs to confirm that the revised schedule will allow full attendance at the two discussions June 7 and June 21.

The proposed schedule for the process is:

May 24:	City Manager Polizzotto's survey is due to the Personnel Committee
May 24:	Council receives survey document
May 30:	Completed Council surveys due to the Personnel Committee
May 31-June 3:	Personnel Committee collates results into one summary document
June 3:	Personnel Committee provides Council with the summary document
June 7:	Council meets in executive session to review the survey document either for a special meeting between 5:00 p.m. to 6:00 p.m. or 6:00 p.m. to 6:45 p.m. (Mayor Pro Tem Holtzclaw can only attend until 6:45 p.m. on June 7 due to a prior engagement.)
June 21:	Council and City Manager meet in executive session to discuss performance in a special meeting. Propose 6:00 p.m. start time.

No changes were proposed for the content of the survey instrument. Staff will provide copies that can be filled out electronically. Staff will confirm with the City Attorney that the correct procedures are in place to ensure confidentiality of the performance evaluation survey documents.

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Discussion.

Council and the City Manager engaged in a discussion. It was decided that the meeting on June 7, 2016 will start at 5:00 p.m. and the meeting on June 21, 2016 will start at 6:00 p.m. Due to the additional meeting in June, the Council discussed canceling the June 14th meeting if the agenda was light.

CONSENT AGENDA:

Approval of Checks #55280 through #55347 and ACH Wire Transfers in the Amount of \$138,850.43
(Audit Committee: Councilmember Bond and Councilmember Kelly)

Payroll and Benefit ACH Payments in the Amount of \$205,226.64
(Audit Committee: Councilmember Bond and Councilmember Kelly)

There were no exceptions from the audit committee.

MOTION: Councilmember Bond made a motion to approve the consent agenda, Councilmember Kelly seconded the motion. The motion passed unanimously.

REPORTS:

Councilmember Bond gave an update on the Snohomish Health Board meeting he attended earlier in the day.

Councilmember Kelly reported on the last Parks and Recreation Board meeting he attended.

Councilmember Michelson reported that she will be attending the next Art and Beautification Board meeting.

Councilmember Todd reported on an email he received from the E-GOV system related to building permits and an upgrade that was slated for the weekend. He will discuss this with staff. He also reported on a Love of Cities meeting he attended today.

Director Chelin reported on the partnership with CGI communications for the video project.

AUDIENCE COMMUNICATION:

Thomas A.
(Name and address not confirmed)

Thomas introduced himself as a resident at the Mill Apartments. He was impressed with his warm welcome at tonight's meeting. He is going to encourage all citizens to attend Council meetings and to be involved.

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May 10, 2016
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RECESS TO EXECUTIVE SESSION:

The meeting recessed to executive session at 7:33 p.m. to discuss performance of a public employee per RCW 42.30.110 (g) for approximately 10 minutes.

RECONVENE TO REGULAR SESSION:

The meeting reconvened to regular session at approximately 8:00 p.m.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:00 p.m.

Pam Pruitt, Mayor

Kelly M. Chelin, City Clerk