

# 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 office of the City Clerk at (425) 921-5776 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.** 2017-821

**Next Resolution No.** 2017-568

**September 5, 2017  
City Council Meeting  
6:00 PM**

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **AUDIENCE COMMUNICATION**

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

## **PRESENTATIONS**

- B. Proclamation: Mill Creek Little League Softball  
(*Pam Pruitt, Mayor*)
- C. Great Garden Awards  
(*Art & Beautification Board*)

## **NEW BUSINESS**

- D. Art & Beautification Board Appointment

*(City Council Interview Committee)*

- E. Design Review Board Appointments  
*(City Council Interview Committee)*
- F. Snohomish County Hotel/Motel Small Grant Fund Application  
*(Rebecca C. Polizzotto, City Manager)*

**REPORTS**

- G. Mayor/Council
- H. City Manager
  - Council Planning Schedule

**AUDIENCE COMMUNICATION**

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

**ADJOURNMENT**



Agenda Item # C

Meeting Date: **September 5, 2017**

**CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: GREAT GARDEN AWARD PRESENTATION**

**PROPOSED MOTION:**

N/A

**KEY FACTS AND INFORMATION SUMMARY:**

Each year members of the City of Mill Creek Art and Beautification Board tour the City and make note of those residents who have put exceptional time and effort into the beautification of their property. The Great Garden Award program gives awards across the City to deserving gardeners. Each winner receives a yard sign placed in their yard through the end of August, in addition to a commemorative award presented by Councilmember Donna Michelson and Art and Beautification Board Chair Matt Buchanan at the meeting.

The selected winning houses are located at:

- 13701 26th Ave SE – Thomas and Sharon Koontz
- 13902 23rd Dr. SE – Vince Nardone and Diane Watson
- 14613 12th Ave SE – Jim and Yvonne Cupp
- 1403 138th St. SE – Richard Sanford
- 15207 15th Ave SE – Dharendra Saksena
- 15219 29th Dr. SE – James and Sharon Johnston
- 15229 12th Dr. SE – W. Rietkerk
- 15808 25th Dr. SE – Joe Dasilva and L. Greenhaw
- 15811 24th Dr. SE – Stanley Balo
- 2422 24th Dr. SE – Dennis Maher
- 1714 148th St. SE – Randall and Karen Munske
- 1726 166th Pl. SE – Richard and Janet Ott

**CITY MANAGER RECOMMENDATION:**

N/A

**ATTACHMENTS:**

Photo slideshow of the award winners.

Respectfully Submitted:

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

Rebecca C. Polizzotto  
City Manager



# Great Garden Awards 2017



# 13701 26th Ave SE



# 13902 23<sup>rd</sup> Dr SE





# 1403 138<sup>th</sup> St SE8



# 14613 12th Ave SE





# 15207 15th Ave SE



# 15229 12th Dr SE





# 15219 29th Dr SE





# 15808 25th Dr SE



# 15811 24th Dr SE





# 1714 148th St SE





# 1726 166<sup>th</sup> Pl SE



# 2422 24<sup>th</sup> Dr SE





Agenda Item # D  
Meeting Date: **September 5, 2017**

**CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: CITY OF MILL CREEK ART & BEAUTIFICATION BOARD  
MEMBER APPOINTMENT**

**PROPOSED MOTION:**

Motion to appoint Jeanne Smart to the Art and Beautification Board.

**KEY FACTS AND INFORMATION SUMMARY:**

Mill Creek resident Jeanne Smart has applied to the Mill Creek Art & Beautification Board and submitted a letter of interest. The Board currently has three vacancies. Jeanne Smart is a former educator and principal in the greater Seattle Area as well as Edmonds and currently works in real estate. She enjoys being involved in her community and is eager to serve the residents and City of Mill Creek on the Art and Beautification Board.

**CITY MANAGER RECOMMENDATION:**

N/A

**ATTACHMENTS:**

Jeanne Smart's letter of interest

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "G. Elwin", written over a horizontal line.

Greg Elwin  
Acting City Manager



August 30, 2017

To: Holly Harvey, Marketing and Communications Coordinator

Fr: Jeanne Smart, Resident of Mill Creek

Re: Membership application Arts and Beautification Board

Thank you for the opportunity to serve as a member of the City of Mill Creek's Arts and Beautification Board. I look forward to serving as a member of the committee which I feel has a significant role in maintaining an inviting and sometimes educational environment for all those who live and visit our community.

In way of introduction, I have lived in the Holly Division of Mill Creek for 29 years. I was attracted to this community because it represented a safe and aesthetically pleasing environment in which to raise my two children after their father died. I have never been disappointed with my choice to live here on either of those accounts. And, BONUS, Mill Creek has added significant access to services and amenities which I have been happy to embrace and enjoy in recent years. I'll be heading to the Town Center later this afternoon to enjoy the music there (great family entertainment).

While I am currently a realtor with Coldwell Banker Bain, I was formerly an educator and served as a principal (K-8) in both Edmonds and Seattle schools. I also taught Kindergarten, Grades 1, 4, and 6 before becoming an administrator. While my former career kept me from being fully active as a volunteer, in my role as a realtor I have more opportunity to participate in community groups.

In regard to my experience in the arts, I wanted to share the following as exemplars of my interest in and leadership in the area of the arts and arts education. During my career:

- Initiated or supported "Gallery Evenings" in schools where I served. Recruited area businesses to display student art in their stores. Gallery Evenings included visual art as well as musical performances by students, e.g. String Trio, pianist, etc. Businesses were very responsive to including student art on their walls, windows or as service items (placemats).

- Recruited numerous artists to provide "intersession" enrichment opportunities for students attending classes during mid-year breaks. This audience included students who were "catching up" on basic skills as well as those children whose families were seeking additional enrichment experiences for their children during intersession.

- Employed a team of art teachers to roll out SPS arts curriculum for students at all grade levels while teachers met at level met to plan cooperatively to align their practice, identify student needs, and plan interventions. This innovation was very well received by teachers as well as students and their families.

- Developed a partnership with Seattle Parks and Recreation to allow students to work with art teachers to design and paint trash cans for the Alki community area (including beach, parks, viewpoints). This project was very well-received by the city as well as our teaching staff.

-Initiated "Informance" evenings as an alternative to traditional "open house" evenings for families. Our "informances" focused on both informing parents/guardians regarding classroom happenings and added a performance element to the evening (graciously supported by arts teachers, music, drama, etc.)

In closing, I hope the examples cited above evidence my commitment to working with varied stakeholders in multiple communities to advance appreciation, interest and access to a variety of arts experiences (participation as well as enjoyment).

Thank you again for this opportunity.





Agenda Item # E  
Meeting Date: September 5, 2017

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

### **AGENDA ITEM: APPOINTMENTS TO THE DESIGN REVIEW BOARD**

#### **PROPOSED MOTION:**

Motion to appoint a new member to serve a three-year term on the Design Review Board.

#### **KEY FACTS AND INFORMATION SUMMARY:**

There is one position on the Design Review Board that expires on August 31, 2017. Notices soliciting a new member were posted at City Hall (north and south), the Library, and on the City's website and a press release was sent to the local newspapers.

Three individuals submitted letters of interest for the vacant position on the Design Review Board. Interviews are scheduled with the Council Interview Committee at 5:20 p.m. on Tuesday before the Council meeting.

#### **CITY MANAGER RECOMMENDATION:**


N/A

#### **ATTACHMENTS:**

Written responses expressing a desire to serve on the Design Review Board from:

- Alexandra Hemmerlein
- Norene Pen
- Diane Symms

Respectfully Submitted:

  
\_\_\_\_\_  
Greg Elwin  
Acting City Manager

To the City Council of Mill Creek,

When I read about your need to fill a design review board vacancy, in the Mill Creek View, I felt that it would be a great opportunity to use my design skills to help my community. I am interested in the design board position because as a frequent shopper in the Mill Creek area I am always interested in what the city is doing with their open spaces, how they are planning their neighborhoods and mixing residential with commercial. I really appreciate how the city of Mill Creek has planned their street lighting and use of parking in the Mill Creek Town Center area. I would love to contribute to other projects the city has planned.

My name is Alexandra Hemmerlein, I have been working as an residential Interior Designer since 2004. I have a great ability to look at drawings and visualize the 3D aspect of drawings. I have worked with several architects using sustainable urban design. I have volunteered with Habit for Humanity and done some community work with my church.

Thank you for your consideration of my interest in the design review board position.

Sincerely,

Alexandra Hemmerlein  
(425)205-3213  
alexandrahemmerlein@gmail.com

**MR. NORENE PEN**

Mill Creek, Washington  
[www.linkedin.com/in/norenepen](http://www.linkedin.com/in/norenepen)

303-250-7227  
[npen.seattle@gmail.com](mailto:npen.seattle@gmail.com)

August 22, 2017

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

Subject: Design Review Board – Letter of Interest

Dear City of Mill Creek City Council,

My family and I recently moved to Mill Creek in December 2016. One of the first things I did after moving was to sign up for board opening notices on the City of Mill Creek website. I am very excited to find out there is a volunteer opening on the Design Review Board. On a personal level, I have two toddlers that will grow up in Mill Creek and serving on the design review board will allow me to provide input on urban design issues that will impact my neighborhood. These urban design issues will hopefully improve the quality of life for Mill Creek residents, visitors to the Mill Creek area, and my kids as they grow up.

Professionally, I have over 22 years of project management, transportation engineering, traffic operation, planning, and construction management experience in Washington, California, Colorado, and the east coast for both the public sector and private consultant. My experience includes extensive experience reviewing civil engineering and transportation engineering plans in an urban environment.

I am a major proponent of multimodal facilities and promoting and designing projects to serve all users, including vehicle drivers, transit users, bicyclists, and pedestrians. If I were to be selected to serve on the Design Review Board, I would promote visual quality for all users.

I am looking forward to hearing from the Council and hope to have the opportunity to apply my professional expertise on the City that my family and I call home.

Sincerely,



Norene Pen



Mill Creek City Council

City of Mill Creek

I would like to be considered for the open position on the Design Review Board.

I am the owner/principle of Lombardi's in Mill Creek, located at 19409 Bothell Everett Hwy, Bothell 98012.

When deciding where to locate our next Lombardi's Italian Restaurant we had several criteria, several of which were to be located in the Mill Creek community, to purchase the property so that we had longevity and control over design and property management, and to be in a growing area of both residential and commercial. Although we were not able to be in the city limits of Mill Creek we did finally settle on the current location on the Bothell Everett Hwy which is in unincorporated Snohomish County with a Bothell address. We felt that this location was actually more in the Mill Creek area than in Bothell – consequently our name includes Mill Creek.

I am the principle owner and founder of Lombardi's Italian Restaurants. Part of my enjoyment of our business is being directly involved in creating the design and architecture of the restaurant facility, landscaping and overall ambiance of the business. Over the 30 plus years of being in the hospitality business I have I designed 5 restaurant facilities to represent our brand of Italian food and hospitality.

I live in Mukilteo where we built our home in 2000. The design and overall landscaping were created by me with the help of an architect. My hobby is gardening and landscape design around the four seasons of the Pacific NW so that there is always something blooming on our property and with minimal maintenance required.

Our business is a member of the Mill Creek Business Association and actively participate in their activities. For the past three years Lombardi's in Mill Creek has sponsored and provided the dinner for the VIP dinner on the Fridays before the Summer Festival.

I would be honored to be considered for the open position on the Mill Creek Design Review Boards. I am available on Sept 5<sup>th</sup> for the interviews.

Thank you.

Diane Symms

206 369-2133



Agenda Item # F  
Meeting Date: September 5, 2017

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: SNOHOMISH COUNTY HOTEL/MOTEL SMALL GRANT FUND APPLICATION AUTHORIZATION.**

**PROPOSED MOTION:**

Motion to approve Resolution 2017-568 designating the City Manager as the authorized representative to the Snohomish County Lodging Tax Advisory Committee and for the City Manager to submit a grant application to the Snohomish County Hotel/Motel Small Grant Fund for the Memorial/Veterans Day Additional Events promotion project.

**KEY FACTS AND INFORMATION SUMMARY:**

The purpose of the Snohomish County Hotel/ Motel Small Grant Fund is to support projects which encourage tourism activities in Snohomish County and which advance the goals of Snohomish County's 2018-2022 Strategic Tourism Plan. The source of the grant funds is the County's share of the sales tax collected on hotel and motel room rentals within Snohomish County the previous year. The Snohomish County Lodging Tax Advisory Committee (LTAC) was established by the County to review applications for funding from lodging taxes collected by the County and to make recommendations to the County Council on those applications and related lodging tax issues.

In 2016 the City submitted a grant application for a new tourism website. The City was awarded \$10,000 from the County in January of this year for the project. Currently the project is in process, coupled with the overhaul of the general City website. Both websites will be completed by December of this year (2017).

In 2018 the City of Mill Creek is in need of expanded regional marketing funds to advertise participation and attendance to our Memorial/Veterans Day events. The requested \$15,000 grant funds will be used to create digital, social media and print publication advertisements to reach participants/veterans and visitors from the West, North and East side of Washington State. Our events have sustained steady growth since they were first produced in 2015. In 2016 the events tripled in size from the previous year to host 450 participants in the parade and 4,000+ spectators in each of the two events. This year, staff is focused on forming lasting relationships with our military partners, non-profit organizations, business community and citizens, by hosting the largest Memorial/Veterans Day event North of Seattle and the only holiday specific parades in Snohomish County. With the help of these requested grant funds, the City can build upon successes and improve our promotional reach across the state to drive increased sales tax income to Mill Creek in 2018. This grant application is supported by letters from the Holiday Inn Hotel on 128<sup>th</sup>, Mill Creek Community Association, Mill Creek Town Center Business Association and Mill Creek Business Association.

City Council Agenda Summary  
Page 2

**CITY MANAGER RECOMMENDATION:**

Adopt the attached resolution and authorize the City Manager to submit a grant application to the Snohomish County Hotel/Motel Small Grant Fund for the Memorial/Veterans Day Additional Events Promotion Project.

**ATTACHMENTS:**

- Resolution designating the City Manager as the authorized representative to the Snohomish County Lodging Tax Advisory Committee.

Respectfully Submitted:



Greg Elwin  
Acting City Manager



**RESOLUTION NO. 2017 - \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF MILL CREEK, WASHINGTON, DESIGNATING THE CITY MANAGER AS THE AUTHORIZED REPRESENTATIVE TO THE SNOHOMISH COUNTY LODGING TAX ADVISORY COMMITTEE - HOTEL/MOTEL SMALL GRANT FUND FOR A CITY MEMORIAL/VETERANS DAY EVENTS PROMOTION PROJECT**

WHEREAS, the City of Mill Creek desires to submit an application for grant funding assistance for a Hotel/Motel Small Grant Fund project to the Snohomish County Lodging Tax Advisory Committee; and

WHEREAS, it is necessary to designate an authorized representative for the City of Mill Creek to sign the application on behalf of the City; and

WHEREAS, under provisions of the Hotel/Motel Small Grant Fund , County grant assistance is requested to aid in financing the cost of increased promotions for 2018 Memorial/Veterans Day events; and

WHEREAS, the City of Mill Creek considers it in the best public interest to complete the project described in the application.

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

1. City Manager Rebecca Polizzotto is authorized to make formal application to the Snohomish County Lodging Tax Advisory Committee for grant assistance.
2. The City of Mill Creek expects our matching share of project funding will be derived from the Mill Creek General Fund.
3. The City acknowledges that if the Snohomish County Lodging Tax Advisory Committee approves grant assistance for the project, the Hotel/Motel Small Grant Fund will pay the City on only a reimbursement basis. The City understands reimbursement basis means that the City will only request payment from the Hotel/Motel Small Grant Fund after the City incurs eligible and allowable costs and pays them.
4. This application authorization becomes part of a formal application to the Snohomish County Lodging Tax Advisory Committee for grant assistance.
5. The City provided appropriate opportunity for public comment on this application.
6. The City of Mill Creek certifies that this application authorization was properly and lawfully adopted following the requirements of the Mill Creek Municipal Code and applicable laws and policies and that the person signing as authorized representative is duly authorized to do so.



SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Council	6	7	8	9
10	11	12 Council	13	14	15	16
17	18	19	20	21	22	23
24	25	26 Council	27	28	29	30

OCTOBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Council	4	5	6	7
8	9	10 Council	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Council	25	26	27	28
29	30	31				

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 Council	8	9	10	11
12	13	14 Council	15	16	17	18
19	20	21	22	23	24	25
26	27	28 Council	29	30		

**Tentative Council Meeting Agendas**  
**Subject to change without notice**

*Last updated: September 1, 2017*

**September 12, 2017**

*(Agenda Summary due August 25)*

- Presentation: Employee Milestones
- Presentation: Snohomish Conservation District
- Astound Franchise Agreement
- Work Session:
  - Code Revision – Repeal of Board of Appeals/Adjustment
  - Draft City Code & Policy – Public Records Act Compliance

**September 26, 2017**

*(Agenda Summary due September 12)*

- Work Session
  - Traffic Calming Manual
  - CIP Work Plan
  - Chapter 1 – Updated Personnel Policies & Procedures
- Presentation: Body Camera Pilot Project

**October 3, 2017**

*(Agenda Summary due September 19)*

**October 10, 2017**

*(Agenda Summary due September 26)*

**October 24, 2017**

*(Agenda Summary due October 10)*

**November 7, 2017**

*(Agenda Summary due October 24)*

- Health District Update – Jeff Ketchel

**Work in Progress – Upcoming Agenda Items**

- Fire Contract
- Snocom/Snopac Consolidation Updates
- Public Works Shop Design
- Development code change to allow redevelopment along Mill Creek Blvd/North Creek
- SERS Radio Acquisition Updates
- Partnerships with Everett School District
- Council Chambers Configuration
- Frontier Franchise Agreement (October)