

CITY COUNCIL AGENDA

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



Pam Pruitt, Mayor • Brian Holtzclaw, Mayor Pro Tem
Mark Bond • Mike Todd • Vince Cavaleri • John Steckler

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) 921-5725 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 residency 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. 2019-846
Next Resolution No. 2019-578

February 5, 2019
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

NEW BUSINESS

- B. City Council Interviews and Appointment
(*Bob Stowe, Interim City Manager*)

RECESS TO EXECUTIVE SESSION

(*Confidential Session of the Council*)

- C.
 - To evaluate the qualifications of a candidate for appointment to elected officer per RCW 42.30.110(1)(h)

Action may or may not be taken.

NEW BUSINESS CONTINUED

- D. Adoption of Policy 300-02 for Procurement of Goods and Services
(Bob Stowe, Interim City Manager)

REPORTS

- E. Mayor/Council
- F. City Manager
 - Council Planning Schedule
- G. Staff
 - Park & Recreation Board Meeting Minutes of November 7, 2018
 - Planning Commission Meeting Minutes of November 15, 2018

AUDIENCE COMMUNICATION

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

ADJOURNMENT



Agenda Item # B

Meeting Date: February 5, 2019

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: CITY COUNCIL INTERVIEWS & APPOINTMENT

KEY FACTS AND INFORMATION SUMMARY:

Mill Creek City Council Position No. 2 is currently vacant. Effective December 12, 2018, the City Council began taking applications from those interested in filling the vacancy. Applications were due by 5:00 p.m. on January 31, 2019. The City received seven applications.

Initial Interviews - The following process may be utilized by the Council for the conduct of initial applicant interviews.

1. Applicants will be interviewed in alphabetical order. The City Council respectfully requests that all applicants remain outside the council chambers until each applicant is called for his/her specific interview. After completion of their interview, applicants are invited to attend the remainder of the public meeting.
2. The initial interview round will be 15 minutes per applicant, including the applicant's opening statement.
 - a. Each applicant will be given 2 minutes to make an opening statement. Only the applicant may speak on his or her behalf. The City Clerk shall alert the Council when 2 minutes has expired.
 - b. After the applicant's opening statement, the Council will interview the applicant. *Note: The City Manager will provide a list of candidate questions to the Council prior to the interview session.*
 - c. The City Clerk shall alert the Council when 15 minutes has expired.
3. After completion of applicant interviews, pursuant to RCW 42.30.110, the City Council may adjourn to the Council's Executive Session Chambers to discuss the qualifications of the candidates.

Final Interviews (if desired) - The following process may be utilized by the Council for the selection of applicants to advance to the finalist round.

1. After any executive session, the Council shall reconvene to regular session and nominate applicants to advance to the finalist round.
 - a. Any member of the Council may nominate any candidate(s) to progress to the finalist round.
 - b. Nominations shall require a second to place the nominee in contention for selection as a finalist.
 - c. A simple majority vote of the Council will move the nominated candidate to finalist status.

2. After selection of finalists, the Council shall determine whether it wishes to hold an additional round of interviews on a separate date.
3. If the Council does not feel an additional round of interviews is necessary, the Council shall proceed with nominating finalists for appointment to the Mill Creek City Council.

Appointment - The following process may be utilized by the Council for appointment of a finalist to City Council Position No. 2.

1. Any member of the City Council may nominate any finalist(s) for appointment to City Council Position No. 2.
2. Nominations shall require a second to place the nominee in contention for selection.
3. At the close of nominations, the City Clerk shall place the names of all nominated candidates on a written ballot, shall designate the ballot as "Ballot #1, and shall distribute the ballot to each Councilmember.
4. The Council shall vote on the written ballot provided by the City Clerk with each Councilmember casting one (1) vote for the candidate of his/her choosing (or writing "abstain" on the ballot).
5. The ballot shall be signed by the Councilmember casting the vote and all ballots shall be collected by the City Clerk and tabulated. The City Manager shall witness the tabulation.
6. The City Manager shall announce the names of each nominee, the number of votes received, and the Councilmembers voting for that nominee.
7. If no nominee obtains at least four votes of the Council, the nominee(s) receiving the lowest number of votes shall be removed from the ballot, provided that at least two nominees shall move forward to the next ballot.
8. The City Clerk shall prepare the next ballot, which shall contain the names of the remaining nominees and shall be designated as "Ballot #2." The Council shall vote on that ballot in the manner provided above.
9. Ballot preparation and voting shall continue in the above manner until one nominee receives at least four votes of the Council.
10. All ballots from all rounds shall be retained by the City Clerk as part of the record and shall be available for public inspection at the close of the meeting.
11. The successful nominee shall be sworn in by the City Manager.

Candidate Interview Schedule - The following schedule will ensure an efficient and effective interview process:

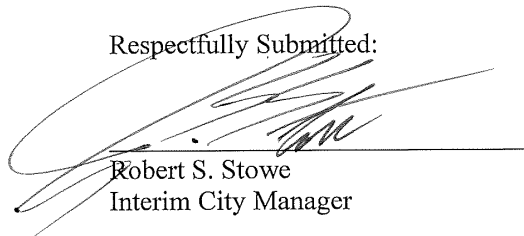
6:05 – 6:20 Interview: Kelly Christensen, Candidate 1
6:20 – 6:35 Interview: Steve Covello, Candidate 2
6:35 – 6:50 Interview: Elaine Craig, Candidate 3
6:50 – 7:05 Interview: Carmen Fisher, Candidate 4
7:05 – 7:20 Interview: Richard Huebner, Candidate 5
7:20 – 7:35 Interview: Stephanie Vignal, Candidate 7

Neal Shulman, Candidate 6, is not available to interview.

ATTACHMENTS:

- Applications
- Council Candidate Recruitment Brochure for Position No. 2

Respectfully Submitted:



Robert S. Stowe
Interim City Manager

City Council Position #2

**Candidate 1:
Kelly Christensen**



Attn: City Manager, Mr. Bob Stowe
City of Mill Creek
15728 Main St., Mill Creek,
WA 98012

January 31, 2019

Dear Mr. Stowe,

Regarding the current vacancy on the Mill Creek City Council, I hereby provide notice of interest in filling the vacancy for the term defined on the City of Mill Creek website through the end of 2019. I have lived and voted in Mill Creek for approximately 10 years. I am a high school graduate with some years of college, but no degree as of yet.

I currently act as CEO of StratosAudio, Inc. a Delaware corporation registered in the State of Washington. StratosAudio controls and manages intellectual property in twenty-one countries. Performing the many duties associated with this responsibility, I have managed budgets in both product development and legal aspects totaling millions of dollars.

My interest in serving with the Mill Creek City Council is to apply the skills I have acquired in managing budgets and meeting deadlines to the benefit of the city.

I also have a sincere interest in coordinating with Snohomish County and the City of Lynnwood regarding traffic mitigation. Quality of life in Mill Creek is also of great interest, specifically in regards to access to natural spaces.

Please consider my willingness to serve in your selection process. If you have any questions, please feel free to contact me.

Regards,

Kelly Christensen

Mill Creek, WA 98012

Mobile ring to number: [REDACTED]

City Council Position #2

**Candidate 2:
Steve Covello**



RECEIVED
JAN 31 2019
CITY OF MILL CREEK

Steve Covello

██████████
Mill Creek, WA 98012

(████) ██████████

January 31, 2019

Dear Mayor Pam Pruitt, Interim City Manager Bob Stowe, Gina Pfister and all current Mill Creek City Council Members.

My name is Steve Covello and I am writing today to apply for the vacant City Council position #2. I am a registered voter in Mill Creek and have lived in Mill Creek city limits for over a year.

I have lived in this wonderful area of Mill Creek since 1993 when I moved up from the Shoreline area of Seattle, where I spent my whole childhood. Attending Blanchet High School in Seattle to eventually making my way through some community colleges and finally graduating from Western Washington University with a Political Science degree. Working full time along with classes made the usual "Four Years" go close to ten.

In the 25 or so years about four to five years have actually been spent living within the city limits. One stretch of time was on the north side of 128th St SE and another stretch of ten years just north of 132nd and Seattle Hill Road off of Seattle Hill Road. Just barely on the outside but I have felt and seen the positives and pains of the city's growth. Case in point I remember when the Mill Creek Town Center was nothing more than trees.

My professional work career has been spent with a few companies but the main ones are Costco for 17 out of 21 years and most recently Smith Brothers Farms where I currently do sales and marketing. I love the local companies and dealing with local as much as you can. You can usually find me at the Mill Creek Farmers Market on, I hear, Tuesdays this year in front of City Hall North or The Mill Creek Festival at the Smith Brothers Booth.

I am in sales so I do believe in getting along with most everyone and trying to find common ground in everything. I also did take some courses in dispute resolution in hopes to become a mitigator for small claims cases and that has helped in business and life. There is more than one side to every issue. 99.9% of the time there are even more than two sides.

I do feel that I would be a valuable asset to the City Council as a new voice and set of eyes. Everywhere I have lived I have gotten involved with the community either on an HOA or a Facebook Page to keep up on what is happening, the good and the not so good.

I try to volunteer my time to charity when I can but the main constant for me has been the last 7 years I have volunteered for the Forgotten Children's Fund for Christmas where the organization collects and distributes toys, and food to the less fortunate on Christmas Eve and Christmas day.

Thank you so much for you time and I look forward to your consideration.



Steve Covello

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From: [REDACTED].com
To: [City Manager](#)
Subject: Addition To Covello Letter Of Interest
Date: Thursday, January 31, 2019 4:38:05 PM
Importance: High

Gina,

Here is an addition to accompany my letter of interest in the City of Mill Creek City Council Position #2 that more directly answers the supplemental questions that were not completely covered in my initial letter of interest.

My working and communication style is open and transparent. I would want to foster open communication and collaboration on issues, processes and discussions. I feel that every ones opinion should matter, be heard and be respected. This position it is not about the person but what is best for the city moving forward collaboratively as a team. The City Council, City Manager and Mayor need to be a cohesive team.

In regards to any ideas I have with the STAR Values and if I feel a change is needed. At this time I do not feel anything needs to be changed. It would be alarming if I felt written and stated principles and values needed changing before I even had a chance to fully get involved within the council.

I hope this answers everything that was asked. I do welcome, and anticipate going into further detail at a later date as I am sure that all applicants will need to go into as much detail as to satisfy all the questions of anyone that is taking part in this important decision of filling Council Position #2.

Gina, can you please send me a response that you did receive this email?

Thank you SO much for your time and attention on this.

Thank You

Steve Covello

City Council Position #2

**Candidate 3:
Elaine Craig**



Mill Creek City Council Position #2

Elaine Craig

██████████

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Mill Creek, WA 98012

Registered Voter/18 year resident of Mill Creek

Professional Summary

Motivated, dedicated professional with over 38 years experience in planning and executing trade shows, special events, budget planning, staff and sales management. Possessing extensive experience working the events management industry with the exceptional ability to analyze potential problems and realize solutions. Well versed in public speaking.

Work and Education Summary

Self Employed. Craig Productions Event Promotions. 1983 – present

Personal trainer, NPC/IFBB Bodybuilding judge.

Ongoing education classes relating to aesthetics and anti-aging.

Licensed Medical Esthetician. Paroba College. 2016 – 2017.

NASM Certified Personal Trainer. National Academy Sports Medicine. 1990

Wife (35 years) and stay at home mom 1988 - 2006.

Gym Owner 1981 - 1984

3 Years College. 1977 – 1980

High School Diploma. 1976.

Retail Sales/waitressing on and off from 1974 - 1981

Volunteer Service

2012 – present: 2x monthly in the production room at Gold Creek Community Church. I work with a team running Sunday's production.

2009 – 2011: Co-leader for Primetime ministry at Maltby Christian Church Wednesday mornings.

1995 – 2000: Organized and ran the Jogathon at Heritage Christian School.

1998 & 1999 – Read children’s stories at the Everett Women’s Shelter

Written Responses

I love the lifestyle of Mill Creek. I love the cleanliness and beauty of my city. I love that Mill Creek has something to offer everyone. We have a Towne Center with a variety of restaurants and shops. I love that we have a library, a sports complex, fields, parks, walking trails and a senior center. I love that the City has a standard, that we have codes and CC&R’s.

I am interested in serving on the City Council so that I can give back to my community. I am a hard worker, a quick learner and I have skills and insights that I know would be useful in working with my fellow council members . I conduct myself with commitment and integrity.

My 38 years of event planning and production have taught me to set a goal, do my homework, work within a time frame and stay within a budget. There are no excuses. The show must go on.

I have an open communication style, I am a team player, I am positive and friendly. I have a can-do attitude and my goal is to create a win-win situation for everyone.

I have ample time to give to the City Council. I work part time from home and my schedule is flexible.

City Council Position #2

Candidate 4: Carmen Fisher



Carmen Fisher

Mill Creek, WA 98012

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To the Mill Creek City Council:

I am writing to establish interest in appointment to the Position #2 vacancy. I am a registered voter, and have lived at my current address since 2015. Since my application to the previous vacancy, I have worked to contribute to the community by engaging with the Mill Creek Police Department, in three ways. I attended every class of the 2018 Citizen's Police Academy. I have volunteered to assist with traffic for every parade since graduation. And, I have joined the Mill Creek Police Foundation, recently co-hosting the first of an annual Spouse's Appreciation Luncheon. I hope to join the Citizen's Patrol as soon as positions are available.

My Bachelor of the Arts (1999) and Jurist Doctorate (2003, *cum laude*) degrees were both earned in my home state at Indiana University, Bloomington. I passed the Indiana Bar Exam in 2004. Afterward, I worked as an LSAT instructor and teacher trainer at Kaplan Test Prep, and opened a poker supplies store in the local mall.

On December 23, 2007, I ate a piece of sushi that contained a neurotoxin which causes Ciguatera Fish Poisoning. Within hours, my nervous system was damaged, causing constant exhaustion, neurological pain, and nausea. This persisted until 2017, when a new medication countered the toxin's effects. After two weeks, I woke up with an alertness I hadn't had in a decade. In the year-and-a-half since recovery began, I have worked to rehabilitate, regaining most of my pre-toxin health, drastically increased my community participation, and written a full-length play.

I am zealous to contribute to life in Mill Creek because of my love for the place and the people. Here, it is beautiful, safe, quiet, but with everything you need. We get together like a very large family for parades and celebrations, sharing joy and playfulness with our neighbors. The business of the city is conducted with humor, respect, and dignity. Living here just feels deeply right. Mill Creek is the place I have decided to plant and grow, it is my chosen home.

Supplemental Questions:

The City of Mill Creek operates under a Council-Manager form of government. In this form of government, the role of a councilmember is to provide policy direction, establish goals and priorities, determine spending parameters through the biennial budget process and provide governance oversight. What background or experience do you feel you would bring to the City Council that would make you a good City Councilmember?

Ten years of disability were as full of experiences and skill acquisition as a career over the same time period. First, I started a business that was within my new capabilities. This incorporated writing, performance, audio recording/editing, marketing, website maintenance, and responsibility for all problem solving. I am proud to have learned and used these skills to support myself from home, when eliminated from the traditional job market, with over \$500,000 in gross sales over ten years.

The daily lessons of being sick have had an impact on my character for which I am deeply grateful. I am more resilient, strong and compassionate for having consistently faced and overcome challenges. I developed greater sensitivity to the ways various disabilities impact participation in public life. I have become someone who always smiles, who is always excited to see everyone, because I'm thrilled to be there.

My condition also gifted me an extraordinary amount of time to study anything of interest. I have always been fast to acquire knowledge, and I honed my skill at finding multiple credible sources and familiarizing myself quickly with the basics of any topic. As a curious person, this has led to a wide and always-growing breadth of knowledge. I have also developed a thorough depth of knowledge about systemic inequality between groups.

To improve my ability to be a good councilmember, I created a course of self-study to prepare. (A full list is attached as Appendix: Self-study Bibliography.) A primary focus area has been the study of city management, to prepare for the hiring process. I have developed a sense of what I would like to find in a candidate, based on what well-respected city managers teach.

Because The Farm is one of the major matters the council will engage with this year, my experience as an apartment resident is particularly relevant. Without a perspective that represents the one in three Mill Creek residents who choose multi-unit housing, there is a danger of operating from incorrect notions about that sizable, and growing, demographic.

How would you describe your communication and working style? How would your communication and working style enhance and foster a positive and collaborative working relationship among the Council and between the Council and the City Manager?

The keystone of my collaborative style is emotional intelligence. Most team projects that fail do so, not because the necessary skills weren't present, but because of avoidable interpersonal conflict. By empathizing with my teammates, I am better able to understand their challenges and needs, facilitate clear communication, and help maintain a mutually supportive, upbeat atmosphere among the group. I always look for the chance to inspire individuals to contribute their best, particularly if they haven't realized how much they have to offer.

While I prioritize subjective factors in creating a team culture, I am very analytical and objective when it comes to planning and execution. Conflicts are avoided by making sure that there is a clear, shared understanding between everyone involved, including firm commitments and time frames. Consensus is most easily reached when it is based on facts and logic, rather than emotional appeal. The more important something is, the more important it is to have thorough, calm, respectful discussions.

Please review the Guiding Principles on page 4 and describe: How, as a member of the City Council, would you provide leadership and/or model the STAR values as set forth in the Guiding Principles? What ideas do you have that would help the City achieve the goals set forth in the Guiding Principles? Whether you would seek to change/ add/remove any goals to the Guiding Principles? Why or Why not?

The Guiding Principles show the character and experiences that make Mill Creek extraordinary. They also reflect my personal values, and the things I want for my community. When I read our Vision and our Goals, my only question is, "How can I help?"

My idea for more successfully fulfilling our Mission is a more proactive approach to issues of social equity. The National League of Cities is currently accepting applications for only two awards: The City Cultural Diversity Award, for innovation in proactive inclusivity; and, the WIMG [Women in Municipal Government] Leadership Award, offered to promote representation of women in local government. Clearly, achievement in contemporary local government requires attention to these concerns.

Multiple studies have shown that, in companies, racial and gender diversity is strongly correlated with objective measures of success, such as 19% more revenue. With the greater variety of goals encompassed by the public sector, the value is even higher. Creating a plan to actively include underrepresented groups is not only socially responsible, it is an important path to success.

Each of the STAR values resonates with my personal values, and the ways I would like to contribute to the community.

- Service - Mother Teresa said that “[L]ove in action is service.” Therefore, being of service is one of the most critical requirements for a fulfilling and successful life. It is always a blessing to have the ability to contribute to other people and community. When acting from that place in your heart, it is readily seen, and often inspiring.
- Teamwork – Nothing evokes as much pride as working with others to create something beyond any individual capability. Some of the traits that make me an excellent teammate are active listening, flexibility, compassionately holding myself and others accountable, problem-solving skills, and a winning attitude.
- Accountability – Two important parts of accountability are setting standards for success, and creating a plan to meet them. Without regular internal and external evaluation, the basic requirements of being accountable to the commitment fail. The hardest and most vital performance of Accountability is to apologize when a mistake has been made, and this is something I expect in both myself and others.
- Respect - Respect is an intrinsic part of my nature. I empathize strongly, and never lose sight of the humanity in others. I am grateful for the foundation of mutual respect I feel with the current council. I am committed to discussing issues objectively, without interpersonal prejudice, with compassion and decorum. I will listen with an open mind, particularly to those with whom I disagree, and consider every voice a valid, valuable contribution.

Do you feel you have sufficient time available to: attend Council meetings, retreats, regular meetings with the City Manager and review written materials provided to Councilmembers in order to adequately prepare for such meetings?

Absolutely. I have full control of my calendar, and I am happy to make council duties my scheduling priority. I would be proud to take on responsibilities that are burdensome for members who have other major time commitments.

Thank you for taking the time to consider me for this important position.

Carmen Fisher

Appendix: Self-study Bibliography

Texts

- Kemp, Roger L. *Managing America's Cities: A Handbook for Local Government Productivity*. McFarland & Inc., Publishers: Jefferson, North Carolina (1998).
- Leddin, Patrick R.; Moon, Shawn D. *Building a Winning Culture in Government: A Blueprint for Delivering Success in the Public Sector*. Franklin Covey Co.: Salt Lake City, Utah (2018).
- Macfarlane, Ann G; Estep, Andrew L. *Mastering Council Meetings: A Guidebook for Elected Officials and Local Governments*. Jurassic Parliament: Seattle, Washington (2013).
- Musell, R. Mark. *Understanding Government Budgets: A Practical Guide*. Routledge: New York, New York (2009).
- Pickering, John; Brokaw, Gerald; Harnden, Philip; Gardner, Anton. *Building High-Performance Local Governments: Case Studies in Leadership at all Levels*. River Grove Books: Austin, Texas (2014).
- Powell, Orville W. *City Management: Keys to Success*. 1st Books Library: Bloomington, Indiana (1998).
- Strock, James. *Serve to Lead 2.0: 21st Century Leaders Manual*. Serve to Lead Group: USA (2010, 2018)

References

- Manual of City Governance Policies, Procedures and Guidelines*. Mill Creek, Washington (2011).
- Municipal Research & Services Center of Washington. *Mayor & Councilmember Handbook*. Association of Washington Cities: Olympia, Washington (2015).
- Robert's Rules of Order: Newly Revised, 11th edition*. Da Capo Press: Boston, Massachusetts (2011).

City Council Position #2

**Candidate 5:
Richard Huebner**



Richard J. Huebner, J.D., M.B.A.

[REDACTED] | Mill Creek, WA 98012
Home/Mobile: ([REDACTED]) [REDACTED] | Work: ([REDACTED]) [REDACTED]
[REDACTED]

January 31, 2019

Bob Stowe
Interim City Manager
City of Mill Creek
15728 Main Street
Mill Creek, WA 98012

Dear Mr. Stowe:

It is my privilege and pleasure to submit my application for consideration to fill to open Mill Creek City Council Position #2. As a proud citizen of Mill Creek, employee of Snohomish County, and law school graduate, I would bring the ideal blend of civic pride and municipal administrative knowledge and experience to the position.

I am a registered voter in the City of Mill Creek and currently reside in the Hawthorne Apartments, just north of the Mill Creek Town Center. I established this residence on November 3, 2017, residing there for approximately 15 months. I previously resided in the Woodfern neighborhood of Mill Creek between September 2013 and November 2015 before moving into Seattle for convenience during my graduate school studies; I first established residency in Western Washington in May 2012, residing in Kennard Corner, just south of the Mill Creek city limits.

I am a native of Selah, Washington and a happy Western Washington transplant. In January 2012 I enrolled in the Seattle University Albers School of Business and Economics to pursue a Master of Business Administration, and relocated to the area in May 2012 upon securing full-time employment, continuing my graduate school studies in evening classes. In early 2014 I went back to school full-time, enrolling in the university's School of Law, and for the next year and half commuted daily from Mill Creek to Seattle. I was then, and am again, a proud Mill Creek resident; I chose to relocate to Seattle in November 2015 solely for the convenience of escaping the commute, and was pleased to find the opportunity to return to Mill Creek after completing both degrees and graduating Seattle University in June 2017.

As mentioned in the preceding paragraph, I am a native of Selah in Central Washington. What I like most about living in Mill Creek is the small town atmosphere and feel. Having grown up in a small, primarily residential community, Mill Creek provides a sense of safety and familiarity similar to my hometown, while also providing nearly all the general lifestyle amenities within either walking or short driving distance. The livability and walkability of Mill Creek is a true source of civic pride, and must be maintained and cared for.

During my first residency tenure in the city, I was not able to become civically involved as I was either working full-time and enrolled in graduate school, or later enrolled full-time in graduate school and commuting daily into Seattle. When I settled again in Mill Creek approximately 15 months ago, I made a personal commitment to become involved in the community. I had just started a new job with Snohomish County at that time, and have not yet been able to make good on that intent. While I recognize and acknowledge that the jump from being a civically unengaged citizen to a seat on the City Council is a significant one, the election of former Councilman Jared Mead to the state legislature created a unique opportunity to seek this opportunity for direct involvement.

I seek appointment to the Mill Creek City Council for the opportunity to serve a community I have grown to love and intend to make my long-term home, and I believe I bring a unique perspective that will serve the Council and the City well. Firstly, from a professional perspective, I am employed by the Snohomish County Department of Parks and Recreation as the Tourism Promotion Coordinator. In this role, I administer the Hotel/Motel and Tourism Promotion Area grant programs, which support festivals, events and programs aimed at driving tourism to Snohomish County. The City of Mill Creek was a recipient of a Hotel/Motel grant in 2018 to support the Memorial Day and Veterans Day festivities, and the Mill Creek Business Association will receive a similar grant in 2019 to support the Mill Creek Festival. While I administer the grants and manage recipient contracts, I am not involved in selecting which applicants receive funding, so there will not be an inherent conflict of interest if I'm appointed to the Council, but this position does provide me with a unique understanding of the festivals and events important to the City of Mill Creek. Secondly, from a personal perspective, both my past and current residency tenures in Mill Creek have been as a renter. While I have the goal of eventually buying a home in the city, I would at current bring a voice representing non-home owning citizens of Mill Creek, a demographic I believe is underserved on the Council.

Thank you for your time and consideration of my application for the vacant Mill Creek City Council Position #2. I would be honored to be considered by the Council for an interview for the position.

My responses to the supplemental applications will follow on the subsequent pages.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Richard J. Huebner".

Richard J. Huebner

Richard J. Huebner, J.D., M.B.A.

[REDACTED] | Mill Creek, WA 98012
Home/Mobile: ([REDACTED]) | Work: ([REDACTED])
[REDACTED]

Responses to Supplemental Questions

1. As both an undergraduate and law school student, I have extensively studied the various forms of municipal government, including the Council-Manager form. I recognize that under such a form of government, the Council is the body that sets city policy, passes city legislation, enacts spending parameters and the city budget, and provides direction and oversight to the City Manager, who is, in most instances, the Council's only direct employee, with all other city staff reporting directly to the Manager.

I believe that my current employment position with Snohomish County has prepared me for success as a Council member under this governmental form. While Snohomish County's chief executive office is an elected position rather than an appointed one, the County Council plays a similar role in governance as the Mill Creek City Council. Operating as a staff member under a similar council oversight structure, I have assisted in the planning and management of the annual budget of the Parks and Recreation Department's Tourism Division. I have also prepared numerous county contracts and submitted them for review and approval to the County Council, providing detailed descriptions of the work to be completed and the budgetary impacts of the proposed agreement. I have also assisted the Tourism Division Manager as we prepared draft legislation and interlocal agreements to enact an increase in the Snohomish County Tourism Promotion Area assessment from \$1.00 to \$2.00 per hotel room night.

Through my background and experience in preparing proposed municipal contracts, interlocal agreements and draft legislation, I have developed the skill of analyzing such a proposal from the position of the elected official and considered what they would want and/or need to know in order to make an informed decision. I would bring my knowledge of municipal governance and structure, as well as my ability to consider all necessary details of an item submitted for council consideration, to my role as a Mill Creek City Councilmember.

2. Throughout my professional experience, I found my greatest successes and opportunities for growth when working in a team-oriented environment with open and respectful communication. I would describe my communication style as just that, open and respectful, and my working style as team-oriented. Such styles allow multiple viewpoints to be considered and the best possible outcome determined through majority agreement.
3. In many instances I have developed an idea or potential approach to solving a problem only to learn that a colleague has either a better idea or a suggestion to make my initial idea even better or more efficient. I firmly believe that collaboration makes all undertakings more likely to succeed. Successful collaboration requires open and respectful communication, which is my preferred and standard form of communication. This approach is also best suited for municipal governance, in which the members of the City Council must maintain professional respect in order to ensure the smooth operation of the City, but must also be able to be open and honest with each other when they may not agree, in order to offer a potentially better alternative. If appointed to the City Council, I will endeavor to develop respectful and honest working relationships with my Council colleagues.

A team-oriented working style is also vital in the success governance of a city. Under Mill Creek's form of government, the Council makes policy and the City Manager and his or her staff carry it out. In order to ensure that policy is carried out in keeping with the Council's vision, open communication must exist between the Council and the Manager to ensure mutual understanding of the enacted policies and goals.

Utilizing my personally preferred communication and working styles will enable me to build collaborative working relationships with my Council colleagues and the City Manager to ensure the City of Mill Creek operates smoothly and successfully.

4. As referenced in my response above, two of the STAR principles, Teamwork and Respect, are guiding principles of my personal communication and working styles. I seek to model these principles in my daily professional endeavors and will bring the same goals to my work as a Mill Creek City Councilmember. I will also provide leadership in terms of these principles by encouraging my colleagues to model these Principles as well.

Service and Accountability are equally important principles. A city is chartered to provide and safeguard the essential services required by all citizens. I was raised in a family with a strong sense of public service, and I count military veterans, law enforcement professionals and community developers among my immediate family. Upon completion of my graduate school pursuits, I chose to pursue a career in public service as a result of the

values instilled in me throughout my life by those closest to me. I am seeking appointment to the Mill Creek City Council to be of further service to the community I have chosen as my own. I will certainly endeavor to provide leadership in the area of Service.

Very much related is my belief in the Principle of Accountability. As a direct result of having military veterans and law enforcement professionals among my immediate family, I was held to a high standard of accountability throughout my formative years, and have retained that high standard for myself as an adult. As a city, and most especially for its elected and appointed leaders, accountability is paramount. The goals, principles and spending plans of the city must ultimately be accountable to the citizens of the city, whose taxes pay for such plans and services. As a City Councilmember, I will remember the importance of accountability with every decision I make, and in making each decision do so in what I truly believe is the best interests of the city and its citizens.

I fully believe that all four of the Principles are vital for successful municipal governance, and will endeavor as a City Councilmember to both model and provide leadership in all of them.

While certainly not revolutionary in the world of municipal governance, the primary idea I have in helping ensure the City achieves its goals and stays true to its Guiding Principles is by listening to my constituents. Engaging and soliciting feedback from the City's private citizenry is the best way for its leaders to know if they're on track in meeting the goals and in staying true to the Guiding Principles. In order to ensure my constituents are heard, I would not only encourage active use of the Public Comment period at Council meetings, but would hold regular office hours during which citizens may not generally have access to their City leaders would be encouraged to meet with me to express concerns and share ideas.

I would not remove any of the Goals from the Guiding Principles because I believe that all are vital for the health and vitality of the City. However, to these Goals I would add one additional: Transparency. There can be no argument that 2018 was a difficult year for the City of Mill Creek. What made the past year increasingly difficult as a citizen was the lack of transparency by the City to its citizens on many of the issues the city dealt with. As a law school graduate, I understand and believe in the importance of protecting the interests and assets of the City, and that confidentiality is required in some instances while circumstances are ongoing. But one of the Star Values of the City is Accountability, and upon the conclusion of a set of circumstances, the City must be Accountable to the citizens on how and why the actions taken by the City were in furtherance of protecting such interests and were in good stewardship of such assets. Transparency should be a goal of every governmental agency, and I would incorporate it into the Guiding Principles to show the City's commitment to this important objective.

5. I believe strongly that I have the sufficient time to fulfill the responsibilities of a City Councilmember to attend Council meetings and retreats, to meet regularly with the City Manager and to review written documentation in advance of meetings.

In my current position with Snohomish County, I facilitate the monthly meeting of the Tourism Promotion Area. This body meets on the third Tuesday of the month, which ensures no conflict between this professional responsibility and the duty of a Councilmember to attend meetings on the first, second and fourth Tuesdays. Additionally, I am a salaried non-exempt staff member of Snohomish County, a status that ensures I work no more than 40 hours per week, generally in the standard 8:00 a.m. to 5:00 p.m. window; my commute from my residence to my professional office at Willis Tucker Park averages 15 minutes, a timeframe that ensures my ability to reach City Hall when in advance of the 6:00 p.m. meeting start time. The standard work day and week also provides me ample time in the evenings and on weekends to review written materials to ensure I am fully informed on such matters in order to participate in discussion and decision-making at Council meetings.

My work schedule also allows for the ability to attend regular meetings with the City Manager. I have the ability in an average workday to take a lunch break anytime between a starting time of 11:00 a.m. and a concluding time of 4:00 p.m., which provides the flexibility to schedule meetings of mutual convenience in my schedule and that of the City Manager. Additionally, I regularly accrue paid vacation leave, which I am willing and able to utilize to further ensure my attendance at meetings with the City Manager and at City Council retreats.

City Council Position #2

**Candidate 6:
Neal Shulman**

Not available to interview.



Neal J. Shulman
[REDACTED]
Mill Creek, WA 98012

RECEIVED
JAN 29 2019
CITY OF MILL CREEK

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

Re: Application to fill Council vacancy

Members of the City Council,

My name is Neal J. Shulman and I reside at [REDACTED] in the Mill Creek Highlands. My telephone number is [REDACTED]. My wife and I have resided in Mill Creek for the past 13 years. We are registered voters in Mill Creek.

I am attaching a detailed resume that summarizes my past experiences in the public sector, including positions as Executive Director of the California Public Utilities Commission, City Manager of the City of Richland, Washington, City Attorney for Richland, and Chief Criminal Deputy for the King County Prosecutor's Office.

One of the things my wife and I enjoy most about living in Mill Creek is the overall desirability of our neighborhoods. More specifically, our Highlands neighborhood, which is comprised of caring neighbors, safe, clean streets, and well kept yards and common areas.

My interest in the potential appointment to the City Council stems from a long list of public sector experiences, as outlined in the attached resume, coupled with a desire to play a role in maintaining the stature and desirability of life in Mill Creek.

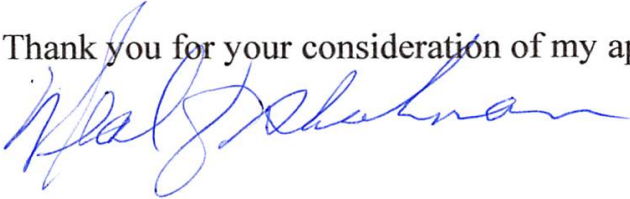
My communication and working style is built around two basic attributes, listening and asking questions which, when combined, lead to an ability to make informed decisions and take reasoned actions. In addition, my style is

to respect the opinions of others, discuss areas of potential differences, and do so in an atmosphere of respect for the position of others. I believe that the City's Star Values are in alignment with my own personal and professional values.

I also firmly believe that it is absolutely necessary to make the time available to be present at meetings, read, and otherwise acquire, information critical to the decision making process.

That being said, I reluctantly conclude with one caveat: In the event that I am fortunate enough to be selected for an interview I will be out of town pursuant to a long standing arrangement until the 21st of February.

Thank you for your consideration of my application.



Neal J. Shulman

NEAL J. SHULMAN

**An attorney with broad legal and administrative experience
with a focus on community involvement**



██████████
Mill Creek, Washington 98012-7828

Phone: ██████████

e-mail: ██████████

OBJECTIVE

A challenging and responsible position that emphasizes community involvement and welcomes experienced and creative leadership, sound financial planning, and a collaborative working environment.

QUALIFICATIONS

- Creative, Innovative and Decisive Leader
- Experienced Fiscal Manager and Problem Solver
- Effective Mediator, Negotiator, Facilitator
- Service Oriented, Strategic Planner, Team Builder
- Accomplished Communicator and Public Speaker
- Successful Agent for Change and Transition in the Workplace

A SAMPLING OF ACHIEVEMENTS

COMMUNITY SERVICE ORIENTED as reflected through active participation on civic and nonprofit boards and commissions, volunteer activities including work with Group Health, the Dispute Resolution Center, and recognition by the ARC as Volunteer of the Year. Experience as fundraising chair or major fundraising participant.

FREQUENT SPEAKER before public and private groups on charitable and professional topics, including invitation to serve on the faculty of the University of Michigan School of Business in the Annual (Summer) Regulatory Studies Program.

GUIDED successive staffs through periods of financial, regulatory, and policy changes while enhancing the quality of service and programs.

DEVELOPED and ADMINISTERED staff relations and development plans that increased productivity and morale, setting tone and direction for the new millennium.

PREPARED. IMPLEMENTED and MANAGED multi-million dollar annual budgets and capital projects. Recipient of the coveted Government Finance Officers Association (GFOA) Award for Outstanding Budget Presentation in successive years.

ENHANCED CUSTOMER SERVICE through establishment of increased opportunities to meet with and better serve the public, clients, and constituents; listening to their ideas, complaints and concerns, and taking appropriate action as a result.

FORMAL EDUCATION

University of Washington Law, JD Degree 1964
University of Washington, BA Degree 1960
Garfield High School, Seattle, Washington 1956

SUPPLEMENTAL EDUCATION/TRAINING

Building a Successful Not-for-Profit Organization, 2001
Home Study Course

Basic Mediation Training, 1999
Snohomish Dispute Resolution Center

Advanced Environmental Crime Investigation, 1998
Federal Law Enforcement Training Center

Deming Quality Management, 1995

Quality Management in the Public Sector,
University of California (extension) 1992

National Endowment Fellowship in Public Administration,
Georgetown University, Washington, D.C. 1979

HONORS, ACTIVITIES, AND AWARDS

(Past and Present)

Past National Chair - Regulatory Directors
Radio Station KORD Outstanding Citizen Award
Association for Retarded Citizens Volunteer of the Year
Superior Court Outstanding Trial Award (Judge Frank Roberts)
Seattle Police Department Letter of Appreciation (Chief George P. Tielsch)
Past Member and Legal Advisor - Tri-Cities Industrial Development Council
Founder and First Chair - Washington Air Quality Compliance Forum
Elected Member - Group Health Standing Nominating Committee
Past President - Beth Chaim Congregation, Walnut Creek, CA
Former Board member- Washington Cities Insurance Authority
Government Finance Officers Association Budget Award National
Endowment Fellowship in Public Administration

Elected Member - Group Health District Advisory Council
Group Health Options Appeals Board Member

TEACHING EXPERIENCE

Instructor - Summer Regulatory Studies, Michigan State University
Adjunct Associate Professor - Central Washington University

MILITARY

U.S. Army Reserve, Judge Advocate General Corps (Major, retired)

DETAILED PROFESSIONAL CHRONOLOGY

- Puget Sound Clean Air Agency, Seattle, Washington** **1996-2001**
- Manager of Inspection/Regulatory Compliance
 - Investigation and resolution of environmental activity in violation of State/Federal Clean Air Acts and local regulations
 - Supervision of environmental compliance staff including field personnel and in-house support staff
 - Mitigation hearings from civil penalties
- Executive Director, California Public Utilities Commission** **1990-1995**
- Appointed by five-member Board of Commissioners to serve state regulatory agency with staff of 1,400 employees with headquarters in San Francisco and state-wide branches
 - Conducted numerous public hearings on utility (telephone, gas, electric, and transportation) rates and charges
 - Enhanced cultural awareness within the Commission through diversity training and ethnic cultural programs
 - Implemented a Case and Issues Management Forum to coordinate inter-divisional aspects of major regulatory proceedings coming before the Commission
 - Represented the Commission nationally, and throughout the state of California through community and civic meetings
 - Initiated a lease revenue bond refinancing mechanism for the headquarters building resulting in a long term saving of \$4.5 million
 - Elected National Chair of Regulatory Directors Association
- City Manager, Richland, Washington** **1977-1990**
- Appointed by seven-member City Council to serve full service city with staff of 385 employees
 - Initiated major capital projects including industrial park, marina, sewer treatment plant, off-road vehicle park and outdoor performing arts theater
 - Held numerous public hearings on issues ranging from zoning to control of distribution of pornographic material
 - Conducted fitness for office/disciplinary investigations

- stemming from allegations of misconduct by public officer
- Orchestrated and successfully concluded negotiations resulting in settlement of major public sector lawsuit (Washington Public Power Supply System vs. City of Richland, et.al.)
- Worked closely with community, business, and government, including service as Board Member of Industrial Council, Visitor and Convention Bureau, Chamber of Commerce, Governmental Conference, and Legislative Committee of the Association of Washington Cities

City Attorney/City Prosecutor, Richland, Washington **1972-1977**
 (with two-year service break with U.S. Dept. of Justice.)

- Represented and advised seven-member City Council on all matters having legal significance
- Drafted ordinances, resolutions, contracts, etc.
- Represented city on complaints to State Human Rights Commission and Federal EEOC
- Prosecuted misdemeanors and gross misdemeanors arising under city ordinance

United States Department of Justice, Washington DC **1974-1976**

- Trial Attorney Criminal Division, appointed by Attorney General Edward H. Levy
- Appointed to Special Investigation Team under Assistant AG Richard Thornberg to investigate Central Intelligence Agency activity in Chile during Allende administration (Rockefeller Commission Report)
- Grand Jury investigations

Private Practice of Law, Seattle, Washington **1971-1972**

- Full partner - Carroll, Rindal & Shulman
- Specialized in defense of law enforcement officers and public officials

Office of the King County Prosecuting Attorney **1964-1971**

- Chief Criminal Deputy (1969-1971)
- Supervision of 35 attorneys and support staff
- Preparation and trial of complex felony cases
- Grand Jury Investigations
- Coroner's Inquests
- Community Liaison

City Council Position #2

Candidate 7: Stephanie Vignal



Stephanie Vignal

██████████ ██████████
Mill Creek WA 98012
██████████

Former Property Manager at Meridian Realty Services
B.S. in Business Administration from Gardner-Webb University
I have lived in Mill Creek for 3 ½ years.
I am a registered voter in Mill Creek city limits.

My family moved to Mill Creek from Winston-Salem, North Carolina in the spring of 2015. We had spent time researching where we would like to live and once we were expecting we knew that Mill Creek was where we wanted to raise our family. We fell in love with the beautiful parks and interconnecting trails and knew our daughter would thrive here.

Since moving to Mill Creek I have looked for opportunities to serve the community that we love. I have volunteered with my daughter's pre-school and helped with fundraising. I am currently a member of the Parks and Recreation Board and appreciate the opportunity the position gives me to serve. My family enjoys the welcoming atmosphere that has been fostered here and the ability to walk to events such as the Mill Creek Festival and the Veterans and Santa Parades.

The thing that I like the most about living in our city is the availability of the diverse parks where my daughter and I spend our time. We have a variety of options and the sidewalks and trails make it a pleasure to get outside even on a dreary day.

I am interested in being appointed to the City Council because I have a desire to serve the community where we have chosen to raise our family. Mill Creek nurtures a sense of community and family involvement and I would like to be a part of helping to maintain what makes it unique while looking forward to the future my daughter will enjoy here.

Sincerely,

Stephanie Vignal

Supplemental Questions

The City of Mill Creek operates under a Council-Manager form of government. In this form of government, the role of a councilmember is to provide policy direction, establish goals and priorities, determine spending parameters through the biennial budget process and provide governance oversight. What background or experience do you feel you would bring to the City Council that would make you a good City Councilmember?

I feel that I would be a good City Councilmember for many reasons. I have a servant's heart and feel that the City Council is here to serve our residents. I have a familiarity with operating under a budget and my experience managing Homeowner's Associations has prepared me for the Council-Manager form of government. As a Property Manager I was responsible for overseeing the annual budget and identifying areas of concern that needed to be addressed. I have a proven track record of being able to work with people from diverse backgrounds to solve problems and feel this is an asset for a successful councilmember.

How would you describe your communication and working style?

My communication and working style would best be described as collaborative. I clarify my understanding of issues while striving to see where others are coming from and come to a mutual agreement. I feel it is important to create an environment where all individuals feel respected and heard.

How would your communication and working style enhance and foster a positive and collaborative working relationship among the Council and between the Council and the City Manager?

My communication and working style is centered on collaboration. I would listen to the experience and opinions of Council members and the City Manager before making decisions and strive for areas where common ground can be found when in disagreement. I feel it is essential to have mutual respect with both the City Manager and other Council members and to remember that the Council is here to advise and the City Manager is here to execute those plans.

Please review the Guiding Principles on page 4 and describe:

- **How, as a member of the City Council, would you provide leadership and/or model the STAR values as set forth in the Guiding Principles?**

I would provide leadership and model the STAR values through my strong background of providing excellence in service to our community. I would model the principles by being a team player who values differences in opinions and backgrounds and feel these differences are what make us stronger. I am a hard worker who takes accountability for my own actions and believe in being thoroughly prepared to discuss all items that come before the Council.

- **What ideas do you have that would help the City achieve the goals set forth in the Guiding Principles?**

To help the City achieve its goals I would become involved with organizations that would help promote our City at a regional and state wide level. The city holds many family friendly events

that foster community and I would strive to continue this approach while maintaining the parks and greenspace that have made Mill Creek the desirable community it is.

- **Whether you would seek to change/ add/remove any goals to the Guiding Principles? Why or Why not?**

I would not seek to change, add or remove any of the goals set forth in the Guiding Principles. I feel that each of the goals as laid out is an important cornerstone of maintaining our community. It is important to balance fiscal responsibility with public safety and preserving the community's appearance. Economic prosperity is important to our residents yet it must be done in a way that utilizes long term planning so our community does not grow too fast and the land we love is protected.

- **Do you feel you have sufficient time available to: attend Council meetings, retreats, regular meetings with the City Manager and review written materials provided to Councilmembers in order to adequately prepare for such meetings?**

I feel that I have sufficient time to adequately perform the duties this position requires.



Accepting Applications for **Mill Creek City Council Position #2**



The City of Mill Creek is accepting letters of interest from persons desiring an appointment to fill a vacancy on the Mill Creek City Council (Position #2).

About the City Council

The City operates within the Council-Manager form of government. The Council consists of seven Council members elected at large to four-year terms. Every two years, the City Council elects a Mayor and Mayor Pro Tem from its members. The Mayor serves as the chair of the Council.

The Council appoints a City Manager to carry out the legislative policies the Council develops. The City Manager is the Chief Executive Officer of the City.

The City Council enacts laws and establishes policies through the adoption of ordinances and resolutions, and develops strategies and objectives designed in the City's mission. Through its legislative actions, the Council establishes priorities for the City Manager and staff.

The Council meets on the first, second and fourth Tuesday of each month at 6 p.m. in the Council Chambers at Mill Creek City Hall South, located at 15728 Main St.

Mill Creek City Council Position #2

Term of Appointment

This appointment shall be for a term commencing on the date of appointment until certification of the next election in November 2019.

Minimum Requirements

To be considered, applicants must meet the following minimum requirements:

- The applicant must have been a resident of the City of Mill Creek for at least one year immediately prior to the time of application ([RCW 35A.13.020](#); [RCW 35A.12.030](#)).
- The applicant must be registered to vote within the City of Mill Creek at the time of application ([RCW 35A.13.020](#); [RCW 35A.12.030](#)).

Application Materials

Each applicant must submit the following to be considered:

- A signed letter of interest that sets forth:
 - o Name
 - o Address
 - o Phone (home, work and mobile as applicable)
 - o Place of Employment

- o Educational Background
- o Years Lived in City
- o Whether applicant is a registered voter in the City of Mill Creek
- o Statement of interest addressing the following:
 - Summarize your involvement with this or previous communities. Include activities on City boards, with City events, local community groups, civic organizations, youth organizations, etc.
 - What do you like most about living in the City of Mill Creek?
 - Why are you interested in being appointed to the City Council?

- Written responses to the following supplemental questions.

- o The City of Mill Creek operates under a Council-Manager form of government. In this form of government, the role of a councilmember is to provide policy direction, establish goals and priorities, determine spending parameters through the biennial budget process and provide governance oversight. What background or experience do you feel you would bring to the City





Council that would make you a good City Councilmember?

- o How would you describe your communication and working style?
- o How would your communication and working style enhance and foster a positive and collaborative working relationship among the Council and between the Council and the City Manager?
- o Please review the Guiding Principles on page 4 and describe:
 - How, as a member of the City Council, would you provide leadership and/or model the STAR values as set forth in the Guiding Principles?
 - What ideas do you have that would help the City achieve the goals set forth in the Guiding Principles?
 - Whether you would seek to change/add/remove any goals to the Guiding Principles? Why or Why not?
- o Do you feel you have sufficient time available to: attend Council meetings, retreats, regular meetings with the City Manager and review written materials provided to Councilmembers in order to adequately prepare for such meetings?

Compensation and Benefits

Councilmembers receive a monthly stipend of \$500 for their service.

The City has a Social Security Replacement Plan (the Municipal Employees Benefits Trust), which means employees of the City of Mill Creek, including Councilmembers, do not contribute to or earn Social Security credit while employed with the City.

Application Process

Applicants must submit their complete application to the City Manager of the City of Mill Creek at Mill Creek City Hall South, 15728 Main Street, Mill Creek, WA 98012 or at citymanager@cityofmillcreek.com. Application materials must be **received by 5:00 p.m. on Thursday, January 31, 2019**. Faxes and postmarks will not be accepted. Applicants are responsible for verifying the City has received applications submitted by electronic mail.

The Mill Creek City Council will begin interviewing applicants at approximately 6:00 p.m. on Tuesday, February 5, 2019. Depending on the number of applicants, additional interviews may be conducted.

Questions regarding the application process should be submitted in writing or via electronic mail to the City Manager at Mill Creek City Hall South, 15728 Main Street, Mill Creek, WA 98012 or at citymanager@cityofmillcreek.com. Only written questions will be accepted. Questions and responses will be posted on the City's website for the benefit of all applicants: www.cityofmillcreek.com/councilvacancies.

City of Mill Creek Guiding Principles

VISION

Mill Creek will be a City where everyone works together to foster an exceptional community experience -- a place where people are safe, the natural beauty is preserved, neighborhoods flourish, businesses thrive and recreational opportunities abound.

MISSION

Mill Creek's mission is to set the standard of excellence for local government. Through dynamic and innovative strategies, we provide outstanding public services in a fiscally responsible manner to promote a safe, active and vibrant City.



STAR VALUES

Service

Through continuous improvement, innovation, creativity, professional competence and hard work, we enthusiastically provide outstanding service to all customers, internal and external.

Teamwork

In order to support our shared goals and successes, we teach, learn from, collaborate and cooperate with others, while being flexible, adaptable and inclusive.

Accountability

We are responsible for our actions and decisions, and always portray honesty, integrity, transparency and leadership in our contributions.

Respect

We take pride in our work and accomplishments, and in the work and accomplishments of others. We support an environment that honors the value and dignity of all individuals.

GOALS

Fiscal Responsibility

To responsibly manage the City's financial resources to provide quality public services, cultivate economic prosperity, and maintain a sustainable budget.

Community Preservation

To support the development, maintenance and revitalization of public and private property to ensure the continuation of Mill Creek as a safe, clean and well-maintained community.

Civic Pride

To achieve strong community spirit by promoting active civic participation, public-private partnerships and transparency in government.

Customer Service

To provide excellent service to all who interact with the City by recruiting, training and retaining a skilled, innovative and dynamic workforce.

Recreational Opportunities

To facilitate diverse recreational opportunities for people of all ages.

Public Safety

To protect the life, health and property of residents, visitors and businesses through the delivery of community focused public safety services.

Economic Prosperity

To engage in proactive economic development efforts that result in a robust local economy and position the City as a destination of choice.

Leadership

To influence regional, state and national matters impacting our community through the engagement of staff and elected officials.

Long Term Planning

To maintain the City's special community character by carefully evaluating future opportunities for short and long term benefits in order to protect land use, infrastructure, economic development and service delivery standards.



Agenda Item # D
Meeting Date: **February 5, 2019**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: PROCUREMENT OF GOODS AND SERVICES POLICY UPDATE

PROPOSED MOTION:

Adoption of the Policy 300-02 for Procurement of Goods and Services – Update and replacing City Policy CCP 96-002.

KEY FACTS AND INFORMATION SUMMARY:

City Policy CCP 96-002 (“CP 96-002”) needs to be updated and replaced to properly reflect state law, the current market rates for goods and services, and to clarify how the City will seek goods and services.

CCP 96-002 was originally adopted in 1996 and later amended in 2007 and again in 2011. CCP 96-002’s current dollar thresholds for procuring goods and services is extremely low and promote ambiguous limits for competitive bidding. Currently, three telephone quotes are required for purchases between \$1,500 and \$7,500 while purchases between \$7,500 and \$15,000 require written quotations. Purchases above \$15,000 are governed by the Revised Code of Washington (RCW). However, this reference is incorrect for code cities with a population greater than 20,000, such as Mill Creek, because in such cities only public works purchases are governed by state statute.

The proposed policy updates contained in City Policy 300-02 reflect current market rates for goods and services, provide specific thresholds for competitive bidding, and clarify that only public works purchases are governed by state statute.

The proposed purchasing limits and requirements are as follows. Purchases below \$10,000 simply require direct negotiations, although the policy encourages that every effort should be made to receive the best possible price. Purchases greater than \$10,000 but less than \$50,000 require three price quotes by telephone or in writing. Purchases greater than \$50,000 but less than \$200,000 require competitive bids from an adequate number of sources to ensure competition. Bids do not need to be sealed but must be in writing. Finally, purchases greater than \$200,000 require sealed competitive bids. In addition, the proposed policy updates clarify that procurement of goods and services for public works projects are governed by the relevant state statute.

The need for an updated and revised procurement policy was emphasized when the Police Department recently initiated the process to replace a police car and a police motorcycle.

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Both of these purchases are above \$15,000, so under the existing CCP 96-002, the procurement would be governed by state statute. However, there are no state law requirements for code cities over 20,000 procuring goods over \$15,000 that are unrelated to a public works project. Thus, without revising the procurement policy, there would be no policies to guide the procurement of these vehicles.

Under the proposed policy however, there is a guideline for purchases above \$15,000: such purchases require three price quotes by telephone or in writing. Staff have obtained three telephone quotes that are attached here. Also attached is a report from the City's Police Chief describing the benefit of the two equipment purchases.

Staff recommends that Council adopt the proposed Policy 300-02 in order to comply with state law and ensure more competitive terms and conditions for the City when procuring goods and services. However, if Council desires additional time to review and discuss the proposed policy, Staff seeks Council's concurrence with the Staff decision that competitive bidding is not necessary for the purchase of the police vehicle and motorcycle.

Separate from the proposed procurement policy are the funding sources for the new police vehicles. The funding for the police car is included in the 2019-2020 Budget, but while revenues have been included in the 2019-2020 Budget for the police motorcycle, an appropriation has not been formally made. In order to add this appropriation, Council must make an amendment later this year or at the mid-biennium review. Thus, Staff asks that Council acknowledge that a future budget amendment is needed to appropriate the necessary funds for the purchase of the police motorcycle.

Finally, in light of the needed procurement policy updates, the Interim City Manager is developing a detailed procurement procedures manual based on City Policy 300-02. The manual will be provided to Council at a later date.

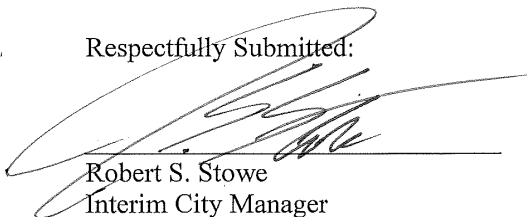
CITY MANAGER RECOMMENDATION:

Adopt the proposed City Policy 300-02 for the Procurement of Goods and Services.

ATTACHMENTS:

- City Policy 300-02 - Procurement of Goods and Services
- CCP 96-002
- Report from Police Chief

Respectfully Submitted:



Robert S. Stowe
Interim City Manager

{EFM1861534.DOCX;2/05739.000004/ }



Subject PROCUREMENT OF GOODS AND SERVICES	Index: Finance and Administration Number: 300-02
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Effective Date: Feb. 5, 2019	Supersedes: CCP 96-002 November 22, 2011	Staff Contact: Peggy Lauerman	Clerk ID Number:	Approved By and Date:
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1.0 PURPOSE:

The purpose of this policy is to establish the procedures for procurement of goods and services.

2.0 ORGANIZATIONS AFFECTED:

All City departments/divisions.

3.0 REFERENCE:

- [MCMC Chapter 3.02](#): General Financial Administration

4.0 POLICY

It is the policy of the City of Mill Creek (“City”) to:

- 4.1 Use consistent procedures for all departments to procure goods and services for City operations to facilitate the most efficient and cost-effective manner of procurement
- 4.2 Procurement shall be made on an impartial basis avoiding any conflict of interest.
- 4.3 All procurement of goods and services shall provide the City with the best quality for the best value.
- 4.4 All purchases are to be made within budgetary limitations and for the purpose of the goals and objectives approved in the City’s budget. Any purchase made that is not within budgetary limits shall be pre-approved through a budget amendment process.

- 4.5 All purchases made by the City shall be ultimately approved by the City Council through the voucher approval process.
- 4.6 The Finance Department shall oversee the procurement procedures of the City. This oversight responsibility includes monitoring procedures that ensure the fiscal responsibility of the City in expending revenues as it relates to the procurement of goods and services for City operations.
- 4.7 The procurement procedures of the City shall be based on guidelines provided by the Revised Code of Washington, adopted resolutions and ordinances of the Mill Creek City Council, the State Auditor's Office, and Municipal Research Services Center.

5.0 DEFINITIONS:

- 5.1 **City:** The City of Mill Creek, including any office, department, division, board, committee or other entity therein.
- 5.2 **City Council:** The elected body of the City of Mill Creek.
- 5.3 **City Manager:** The City's chief executive officer.
- 5.4 **Competitive Bid:** A public request for proposals or responsive bids issued by the City with the intent that vendors submit their best proposal and compete to provide goods or services.
- 5.5 **Finance and Administration Department:** The City department responsible for the City's revenue and expenses and overseeing the budget and cash management.
- 5.6 **Procurement:** The act of obtaining or buying goods and services.
- 5.7 **Quotation:** A price proposal or estimate submitted by a supplier or vendor for goods or services requested by the City.
- 5.8 **Vendor:** A person or company providing goods or services.

6.0 PROCUREMENT APPROVAL LEVELS & ADMINISTRATION:

- 6.1. The procurement of City goods and services, other than Public Works projects or purchases, and other than the procurement of professional architectural or engineering services, will be governed by the following:
 - 6.1.1 Purchases less than \$10,000 may occur by direct negotiations although every effort should be made to receive the best possible price.

- 6.1.2 Purchases greater than \$10,000 but less than \$50,000 require a minimum of three (3) price quotations by telephone or in writing. In the event there is only a single vendor that can provide the needed goods or services for purchase in this category, then purchases in this category require pre-approval of the City Manager or designee.
- 6.1.3 Purchases greater than \$50,000 but less than \$200,000 require competitive bids from an adequate number of sources to ensure competition. Bids do not need to be sealed, but shall be in writing.
- 6.1.4 Purchases greater than \$200,000 require competitive sealed bids and must be advertised in the City's official newspaper and on the City website.
- 6.1.5 The City encourages the use of vendors with business locations within Mill Creek and will endeavor to contact appropriate Mill Creek vendor(s) when seeking price quotations for the procurement of goods or services.
- 6.2 The Revised Code of Washington governs procurement of all goods and services related to public works projects or purchases and the procurement of professional architectural or engineering services.
- 6.3 The City Manager or designee is authorized to develop and maintain an administrative procedures manual to implement this policy.

**CITY OF MILL CREEK POLICY
FOR
PROCUREMENT OF GOODS AND SERVICES**

City Policy No.: CCP 96-002
Effective: July 9, 1996
Amended: January 9, 2007
Amended: November 22, 2011

Department Review:

Executive _____
Community Development _____
Public Works _____
Finance _____
Police _____

It is the policy of the City to use consistent procedures for all departments to procure goods and services for City operations. This consistency should facilitate the most efficient and cost-effective manner of procurement. Procurement shall be made on an impartial basis avoiding any conflict of interest. All procurement of goods and services shall provide the City with the best quality for the best value. All purchases are to be made within budgetary limitations and for the purpose of the goals and objectives approved in the City's budget. Any purchase made that is not within budgetary limits shall be pre-approved through a budget amendment process. All purchases made by the City shall be ultimately approved by the City Council through the voucher approval process.

The Finance Department shall oversee the procurement procedures of the City. This oversight responsibility includes monitoring procedures that ensure the fiscal responsibility of the City in expending revenues as it relates to the procurement of goods and services for City operations. The procurement procedures of the City shall be based on guidelines provided by the Revised Code of Washington, adopted resolutions and ordinances of the Mill Creek City Council, the State Auditor's Office, and Municipal Research Services Center.

In lieu of competitive bidding for the procurement of City goods, items purchased in an amount greater than \$1,500 but less than \$7,500 require a minimum of three (3) telephone price quotations. Procurement of goods that exceed \$7,500 but are less than \$15,000 require a minimum of three (3) written quotations. The City encourages the use of vendors with business locations within Mill Creek and will try to contact an appropriate Mill Creek vendor when seeking price quotations for the procurement of goods. In the event that there is only a single vendor that provides the needed goods, then purchases in excess of \$1,500 require pre-approval by the City Manager or designee. The Revised Code of Washington will govern procurement of goods in excess of \$15,000, procurement of professional services and technical services, and public works projects.

The City Manager or designee is authorized to develop and maintain an administrative procedure to implement this policy.

PASSED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON THIS
22nd DAY OF November, 2011.

APPROVED:



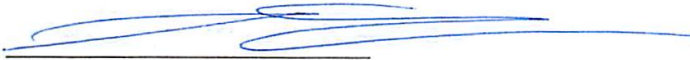
MIKE TODD, MAYOR

ATTEST/AUTHENTICATED:



KELLY CHELIN, CITY CLERK

APPROVED AS TO FORM:



SHANE MOLONEY, CITY ATTORNEY



15728 Main Street, Mill Creek, WA 98012

Administration 425-745-1891

Police 425-745-6175

All Other Departments 425-551-7254

MEMORANDUM

February 5, 2019

TO: Robert Stowe, Interim City Manager

FROM: Gregory Elwin, Chief of Police

SUBJECT: Police vehicle replacements

Circumstances have arisen that necessitate the Police Department moving forward with the acquisition of two replacement vehicles for our fleet; a *need* has arisen to replace one police administrative vehicle and an *opportunity* has arisen to replace one police motorcycle. Both of these vehicles are, or will be, fully depreciated in the 2019-2020 biennium and the vehicle replacement fund and police department capital outlay has adequate revenue allocated to their replacement.

Vehicle 19 – Police Administrative vehicle

This vehicle is assigned to the Deputy Chief of Police. The DCOP is not only responsible for travel during his workday to meet the needs of the city, he is also responsible for emergency response 24/7. As such, the DCOP has been assigned a take-home vehicle for this purpose.

The City has a need to replace this vehicle after a collision occurred in November, 2018. This 2005 Ford Explorer had in excess of 103,000 miles on it at the time of the collision and is fully depreciated. After the collision, the City received a repair estimate of \$5,486.45.

The City's deductible through WCIA is \$1,000.00. Additionally, the Kelley Blue Book trade-in value is \$1,211.00. A repair estimate in excess of \$5,000.00 to repair a \$1,200.00 vehicle would be irresponsible, particularly considering that this vehicle was included in the 2019 budget for replacement.

To meet this need, staff referred to the Washington State bid service. Although the dealer of record for the state bid is currently accepting orders for a comparable vehicle, the City would not expect delivery until the 3rd or 4th quarter of 2019. Given the timing of the need, it is necessary to replace the vehicle with a commercially available stock Ford Explorer XLT SUV.

It should be noted that the cost savings of purchasing a stock 2019 Ford Explorer XLT SUV at the price listed below instead of using the state bid for a 2020 Ford Police Interceptor SUV for \$41,341.49 is approximately \$6,000.00.

Staff requested written quotes from four local Ford dealerships and received responses from three. The lowest cost estimate was provided by Bickford Ford.

- Attachment "A" is the quote. Total including tax is: \$35,951.73

The 2019-2020 budget anticipated the replacement of this vehicle in 2019 and the funding was allocated for that purpose. The cost of this vehicle has appreciated significantly. As such, the \$26,000.00 allocated to replace this vehicle is short from the actual cost of replacement by 9,951.73. The shortfall will be covered by allocated funding in the Police Department's Capital Outlay line item. This line item has a balance of \$25,000.00.

Vehicle 58 – Police traffic motorcycle

The City has an opportunity to replace the first motorcycle with an upgraded product. When the Traffic Safety Unit (TSU) was formed in 2016, the City purchased a surplus motorcycle from the City of Lynnwood. That 2013 Harley Davidson Road King had approximately 17,000 miles on it when it was acquired, and since then, several thousand dollars have been invested in an engine rebuild and various maintenance items. It is anticipated that maintenance costs will increase over the next biennium as the equipment further ages. The Harley-Davidson currently has 35,548 miles on it and once pulled from frontline service, it will be retained by the department as a back-up in case the need arises. This allows the department to bolster its fleet capabilities.

The department has located a "demonstration" BMW Police Motorcycle at the Lynnwood Motoplex that the dealer is willing to sell to the City at a reduced rate. This 2017 BMW R1200 RT-P motorcycle is fully equipped for police work and currently has approximately 1,000 miles on it. Its anticipated life-cycle is 4 years from the date placed in service.

In order to facilitate the replacement of the motorcycle and take advantage of this opportunity, TSU staff again consulted the Washington State bid service for a comparable motorcycle. Staff contacted the vendor and were advised that they had no 2017 models available.

Since the City is not able to acquire a comparable replacement from the service and this opportunity has presented itself, I advocate for this purchase.

- Attachment "B" is the quote. Total including tax is: \$27,429.24

The current motorcycle is scheduled to be fully depreciated by the end of 2019. By the end of 2018, sufficient equipment replacement funding existed to cover this expenditure. No appropriations were requested in the 2019-2020 budget for scheduled replacement in 2020, so it will be necessary to request a budget amendment.

Both of these circumstances necessitate action in order to address the need and the opportunity.

Attachment A

Bickford Motors, Inc. (360) 563-0930 DEALER 74A 540 VIN 1FM5K8D81KGA52726

**2019 FORD EXPLORER
XLT AWD 200A PKG**

K8D2 EXPLORER XLT 4WD	Suggested Retail Price	35550.00	34906.00
2019 MODEL YEAR			
UM AGATE BLACK METALLIC			
8W EBONY BLK UNIQUE CLOTH SEAT			
INCLUDED ON THIS VEHICLE EQUIPMENT GROUP 200A			
OPTIONAL EQUIPMENT/OTHER			
.18" 5-SPLT SPK PNTD ALUM WHLS		NC	NC
998 .3.5L TI-VCT V6 ENGINE		NC	NC
44J .6-SPEED AUTO TRANSMISSION		NC	NC
.P245/60R18 A/S BSW TIRES			
422 CALIFORNIA EMISSIONS SYSTEM		NC	NC
153 FRONT LICENSE PLATE BRACKET		NC	NC
TOTAL OPTIONS/OTHER		00	00
TOTAL VEHICLE & OPTIONS/OTHER	36550.00	34906.00	
DESTINATION & DELIVERY	995.00	995.00	
TOTAL FOR VEHICLE 37545.00			
FUEL CHARGE 50.73			
SHIPPING WEIGHT 4524 LBS.			
TOTAL 37545.00 35951.73			

\$ 31951.73 EXPLORER AFTER GPC
 \$ 358.00 SPARE LEYS X 2
 \$ 32309.73 PLUS 9.4% TAX

Thank You,
 Chris Webster
 Bickford Motors
 Commercial Account Manager
 425-330-7687 cell
 360-563-0909 direct
 www.bickford.net

PRE SNOHOMISH COUNTY CONTRACT

This invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer.

Sold to Bickford Motors, Inc. 74A540 PO Box 1119 Snohomish WA 98291		Order Type 2	Ramp Code CA72	Batch ID JK291	Price Level 915	
Ship to (if other than above)		Date Inv. Prepared 10 29 18	Item Number 74-Z100	Transit Days 24		
Invoice & Unit Identification NO. 1FM5K8D81KGA52726		Final Assembly Point CHICAGO		Finance Company and/or Bank BANK OF AMERICA 660055		
HB	Invoice Total	A & Z Plan	D Plan	X Plan	FPA	AA
1097	35951.73	34672.73	34772.73	36082.92	366.00	548.00

This invoice to be used for the billing of vehicles only

Dealer's copy

Attachment B



17900 Hwy 99, Lynnwood, WA 98037

Hi Tony

Here is the official quote for Mill Creek Police department for the 2017 BMW RTP with options.

R 1200 RTP in Night Black & Alpine White with standard options	\$20,219.00
• Heated seat	\$175.00
• Tire Pressure Monitoring	\$275.00
• Cruise Control	\$385.00
• Weather protection	\$275.00
• 3 Red LED-X Light	\$368.00
• 7 Blue LED-X Light	\$859.00
• 1 Duplex LED-X Red / Blue	\$410.00
• 2 Auxiliary LED Turn Signals	\$165.00
• 2 Auxiliary LED Brake/Tail Light	\$128.00
• 1 Saddlebag LED Lights w/sensor switch	\$162.00
• Hill Start Control - Enabling Code	\$223.00
• Ride Modes Pro - Enabling Code	\$223.00
• Extra Ignition Key (order 3)	\$277.00
• Side stand extension	\$36.00
• BMW Motorrad Battery Charger (2.5 Ah)	\$139.00
• Kustom/Stalker/MIC Remote Attachment Kit	\$11.00
• Radio power plugs	\$21.00
• Radio Y harness	\$40.00

- Accessory Connection Plugs (3) \$32.00
- Front signle USB power outlet \$56.00
- Police decal set \$79.00
- BMW Freight \$ 495
- Build Cost \$0

Subtotal	\$24,778.00
Tax 10.7%	\$2,651.24
Total	\$27,429.24

FEBRUARY						
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		

MARCH						
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 ³¹	26 Council	27	28	29	30

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

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: January 31, 2019

February 12, 2019

(Agenda Summary due February 4)

- AWC Center for Quality Communities Scholarship Nominee Selection
- MCMC Amendments – Code Enforcement
- Exploration Park – Construction Management Services Award

February 26, 2019

(Agenda Summary due February 18)

- 2019 Pavement Marking Award
- Study Session: Facility Rental Policy
- Report: Quarterly Financial Report

March 5, 2019

(Agenda Summary due February 25)

- Presentation: Bond Introduction
- Study Session: Compensation Strategies

March 12, 2019

(Agenda Summary due March 4)

- Presentation: Waste Management
- Presentation: Northshore Senior Center

March 22, 2019

- City Manager Finalists – Community & Staff Engagement

March 23, 2019

- City Manager Finalists – Council Interviews

March 26, 2019

(Agenda Summary due March 18)

- Sports Park Concession Stand Contract
- Bond Resolution

MAY						
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	31	

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

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

Possible Work Session Topics for Discussion

- Business signs
- Business License Fee Increase
- MCCA storm water discussions
- Utility Project Management
- Hotel/Motel Theater Tax
- Mill Creek Blvd Vision
- ST3 Stations
- EGUV Development Agreement
- SR 96 - Consideration of Speed
- 5G Presentation
- Legislative Retreat
- Gold Star Memorial
- The Farm Development
- Dobson Remillard Property



15728 Main Street, Mill Creek, WA 98012
Administration 425-745-1891
Police 425-745-6175
All Other Departments 425-551-7254

**Parks & Recreation Board Meeting Minutes
November 7, 2018**

Members Present:

David Chapin
Tyler Hogan
Peter Lalic
Melissa Duque
Stephanie Vignal
Vince Cavaleri, Council Representative

Not Present:

Jim Erlewine, Chair
Brett Nagle, Vice Chair

Also Present:

Joni Kirk, Director of Communications and Marketing
Kristen Rasmussen, Community Engagement Coordinator
Jay Sandstrom, Recreation Coordinator
Alli Phofl, Youth Advisory Board

I. CALL TO ORDER

Member Hogan called the meeting to order at 5:02 p.m. Members and staff were present as noted above.

II. MINUTES

Member Chapin seconded by Member Lalic moved to approve the October 3, 2018, minutes as presented. The minutes were approved unanimously.

III. YOUTH ADVISORY BOARD UPDATES

Youth Advisory Board Photo Journalist and Liaison Alli Phofl reviewed the recently completed and upcoming events of the Youth Advisory Board. In October the Youth Advisory Board worked the Trunk or Treat event on Halloween, participated in a Volunteer Day shoveling mulch and cleaning monuments at our local parks, and held a social at Stocker Farms. Ms. Phofl updated the board members about Operation Paperback and Operation Gratitude, where they took donations of books, and other supplies to send to military service members. Operation Paperback and Operations Gratitude serve as the global event required for a group to receive an invitation to WE Day. Upcoming Youth Advisory Board events include the Veteran's Day Parade on November 10, Gift Wrapping and Food Drive on November 23, and the Santa Parade and Tree Lighting Ceremony on December 1.

IV. OLD BUSINESSTennis Court Sign from Heron Park

Recreation Coordinator Jay Sandstrom presented the board with the sign that was cut down from tennis court at Heron Park as directed by the board.

Open Public Meetings Training

Community Engagement Coordinator Kristen Rasmussen reminded all board members about their responsibility to complete the training for the Open Meetings Regulations which is required by the Washington State Attorney General's Office Open Government. The Open Public Meetings Training regulations may be found online and must be completed within 90 days of appointment for new members and returning members who have not completed the training. Please email Mrs. Rasmussen once the training has been completed.

V. NEW BUSINESSReview of the Park Board's Role

Councilmember Cavaleri initiated the review of the Park Board's role that had been tabled at the October 3 meeting. Councilmember Cavaleri noted that board members have expressed feelings of not feeling heard or their input not being taken by the City Council. An example provided was regarding the naming of Exploration Park. Councilmember Cavaleri spoke to the vital role that this board plays in the Mill Creek community, and to receive clarification on a decisions to come to him or to Director of Communications and Marketing Joni Kirk. Director Kirk noted that the Exploration Park bid is being brought to City Council on December 4, or at the latest December 11. Member Lalic referenced the city budget, noting that 15% of the budged is allocated to parks, and that this board plays an important role in adding value to these public spaces and how they are maintained.

Request Tracker

At the October 3 meeting, Chair Erlewine asked the members to review the copy of the Request Tracker List from March 2017 through September 2018 that had been presented by Community Engagement Director Kristen Rasmussen. Councilmember Cavaleri noted the need to create a process to rate submissions. The board reviewed the process for submitting comments.

Mrs. Rasmussen passed out the Park's Tour document with comments provided by board members from the 2018 Park's Tour. Members were asked to review highlights and checks from the tour document and look for items to prioritize. Member Hogan asked the board members to rank projects from low-medium-high priority for the meeting on December 5.

Member Lalic commented on the importance of communicating with the public how issues submitted are addressed. Director Kirk and Member Duque discussed using social media to provide responses to issues. Councilmember Cavaleri expressed to the board to encourage the public to attend Council meetings and have their opinions on the record, noting that the Mill Creek citizens hold the power to impact decisions in their community.

Mill Creek Sports Park Fees

Director Kirk shared with the board that the Mill Creek Sports Park rate increase proposal will be brought to council on November 11. This proposal was passed unanimously at the Park Board meeting on October 3.

Recreation Programming

Director Kirk shared that the Communication and Marketing Department, including Recreation Coordinator Jay Sandstrom and Community Engagement Coordinator Kristen Rasmussen, has begun the process of examining the City's recreational offerings and looking to add more opportunities for all age demographics. Director Kirk presented the board with the opportunity to share input for what they would like to see the City offer. Members were asked to bring recommendations to the December 5 meeting.

VI. FOR THE GOOD OF THE ORDER

Upcoming Events:

Veterans Day Festivities on Saturday, November 10. The Commemorative Ceremony will be held at Library Park at 9 a.m. and the Parade in Town Center down Main Street starting at 11 a.m. The Veterans Day ceremony marks the 100th Anniversary from World War I. City Special Events Manager Jon Ramer has four bands to march in the parade and the Grand Marshal is the highest ranking enlisted officer from Joint Base Lewis-McChord.

VII. ADJOURNMENT

Member Chapin moved to adjourn the meeting at 5:45 p.m., seconded by Member Lalic. The motion passed unanimously. The next meeting is scheduled for December 5, 2018, at 5 p.m. in the City Hall Council Chambers.

Submitted by:



Jay Sandstrom, Recreation Coordinator

**CITY OF MILL CREEK
PLANNING COMMISSION MEETING MINUTES
November 15, 2018**

Approved January 17, 2019

I. CALL TO ORDER:

Chair Eisner called the meeting to order at 7:02 p.m.

II. ROLL CALL:

Chair Stan Eisner

Vice Chair Matthew Nolan

Commissioner Steven Maloney

Commissioner Brian Hyatt (absent)

Commissioner Daniel Mills

Commissioner Jennifer Parker (absent)

Commissioner Dennis Teschlog (absent)

Staff:

Tom Rogers, Planning & Dev. Services Manager

Sherrie Ringstad, Associate Planner

III. APPROVAL OF MINUTES

Planning Commission Meeting of October 18, 2018

MOTION: Vice Chair Nolan moved, seconded by Commissioner Maloney, to approve the October 18, 2018 minutes as presented. The motion was approved unanimously.

IV. PUBLIC HEARING

Proposed Amendments to the Mill Creek Municipal Code (MCMC)

Associate Planner Ringstad noted that the proposed amendments being considered by the Planning Commission this evening are related to Code Enforcement. She explained that the responsibility for enforcing the land use code was transferred from the Community Services Officer in the Police Department to the Development Services Department. Since that time several issues have come up relating to portions of the MCMC that were not clear or hard to enforce. She officially entered into the record Planning Commission Resolution 2018-165 with the attached staff report, the staff PowerPoint and any public testimony received.

Ms. Ringstad noted that the City Attorney has reviewed and approved the proposed amendments. The Commission received a presentation and thoroughly discussed the proposed amendments in study session last month and the Commission's suggestions have been incorporated into the Planning Commission's recommendation to the City Council. She asked if the Commission would like to hear the staff presentation again and the Commission declined.

Chair Eisner opened the public hearing at 7:05 p.m. No public was present, so Chair Eisner closed the public testimony portion of the hearing and opened the floor for Commission deliberation and/or a motion.

MOTION: Commissioner Mills moved, seconded by Commissioner Maloney, to adopt Resolution 2018-165 recommending approval to the City Council of the proposed Code

Planning Commission Minutes
November 15, 2018
Page 2

Enforcement amendments to the Mill Creek Municipal Code as contained in the staff report. The motion was approved unanimously.

V. WORK SESSION

Development Services Manager Tom Rogers mentioned that Code Amendments related to 5G Wireless Facilities will be on the Commission's work program in the coming months. He explained that staff recently viewed a PowerPoint on small cell wireless facilities prepared by Ogden, Murphy Wallace, the City's attorney's office. Elana Zana is the lead attorney on this issue and staff has been in communication with her. Mr. Rogers stated that the presentation contains an introduction to the topic that he believes will be beneficial for the Commission.

Following the presentation, the Commission briefly discussed the topic of small cell code amendments. Development Services Manager Rogers stated that there are a lot of issues to consider from the procedural process, to fees, to the aesthetic issues. He stated that we will need advice from the attorney, and our options will be limited by the FCC regulations.

VI. FOR THE GOOD OF THE ORDER

Associate Planner Ringstad asked the Commissioners to send her confirmation that they have completed the Short Course on Local Planning. She stated that she needs to track the training so she can give the Commissioners a reminder in four years when it is time to take a refresher. Ms. Ringstad said that she would send a reminder email with a link to the training just in case anyone still needs to take the training.

VII. ADJOURNMENT

MOTION: Chair Eisner adjourned the meeting with the consensus of the Commission at 8:05 p.m.

Submitted by:



Sherrie Ringstad, Associate Planner