

**CITY COUNCIL AGENDA**  
15728 Main Street, Mill Creek, WA 98012  
(425) 745-1891



- Brian Holtzclaw, Mayor • Stephanie Vignal, Mayor Pro Tem  
• Mark Bond • Vince Cavaleri • John Steckler • Benjamin Briles • Adam Morgan

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. **Due to the COVID-19 pandemic City Council Meetings will be held virtually until further notice.**

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.

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.** 2021 - 870

**Next Resolution No.** 2021 - 602

**March 9, 2021**  
**City Council Meeting**  
**6:00 PM**

**VIRTUAL MEETING INFORMATION**

- A. Join Zoom Meeting  
<https://zoom.us/j/95779373011>

Meeting ID: 957 7937 3011

One tap mobile

[+12532158782](tel:+12532158782).,95779373011# US (Tacoma)

+16699006833,,95779373011# US (San Jose)

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AUDIENCE COMMUNICATION**

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

**OLD BUSINESS**

- C. Waste Management Garbage, Recyclables, and Organics Contract Extension  
*(Mike Todd, Director of Public Works and Development Services)*
- D. Dobson Remillard Church Cook (DRCC) Property Schedule Update

**PROPOSED NEW INITIATIVES**

- E. Partnership Opportunities with Kiwanis Club: Free Electronic Recycling Event for Sunday, May 2, 2021  
*(Councilmember Steckler)*

**CONSENT AGENDA**

- F. Approval of Checks #63124 through #63154 and ACH Wire Transfers in the Amount of \$45,239.06  
*(Audit Committee: Mayor Holtzclaw and Councilmember Morgan)*
- G. Payroll and Benefit ACH Payments in the Amount of \$196,329.12  
*(Audit Committee: Mayor Holtzclaw and Councilmember Morgan)*
- H. City Council Meeting Minutes of March 2, 2021

**REPORTS**

- I. Mayor/Council
- J. City Manager
  - Updates: Memorial Day, Eggstravanganza, Volunteer Project, Park Signs, and Plaque & Ribbon Cutting for Art Board.
- K. Staff

Geographical Information System (GIS) Approach  
*(Mike Todd, Director of Public Works & Development Services)*

Snow Response Report  
*(Mike Todd, Director of Public Works & Development Services)*

**AUDIENCE COMMUNICATION**

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

**ADJOURNMENT**



**Meeting Date:** March 9, 2021

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:      WASTE MANAGEMENT GARBAGE, RECYCLABLES, AND ORGANICS  
CONTRACT EXTENSION**

**PROPOSED MOTION:**

Motion to authorize the City Manager to request the two-year extension to the Comprehensive Garbage, Recyclables, and Organics Collection Contract between the City of Mill Creek and Waste Management of Washington, Inc.

**KEY FACTS AND INFORMATION SUMMARY:**

Contract Language:

The City has a seven year contract with Waste Management for collection of garbage, recyclables, and organics commencing July 1, 2015. Per Section 1, "Term of Contract":

*"(t)he City and (Waste Management) may mutually agree in writing to extend the Contract for an additional two-year term. Any extension granted shall be under the original terms and conditions of this Contract or as the Contract may have been amended at the time of contract extension. If either party wishes to extend this Contract, written notice shall be given to the other party not less than fifteen (15) months prior to the expiration of the existing contract term, After receipt of such notice, the parties shall promptly meet and confer to discuss the request for extension."*

Timeline:

The present contract runs through June 30, 2022. To meet the deadline to request an extension, the City needs to send a letter to Waste Management no later than March 30, 2021. That would allow the City and Waste Management to promptly work on implementing the two year extension, to June 30, 2024. Based on the good relationship the City and its citizens have had with Waste Management, staff recommends that the City seek an extension, allowing all parties to both return to a post COVID "new normal", and to observe and participate in the evolution of the market for recyclables and their processing before working on a future contract or search for a new provider.

Alternatives:

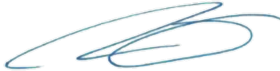
Without the extension, the City will need to soon start negotiations with Waste Management on a successor contract, or prepare a Request for Proposals to open up the Collection Contract for a competitive bidding process. With the extension, that negotiation of a contract extension or

preparation of an RFP process would be postponed for two years. Staff capacity for this work is anticipated to be better two years from now.

**CITY MANAGER RECOMMENDATION:**

Motion to authorize the City Manager to request the two-year extension to the Comprehensive Garbage, Recyclables, and Organics Collection Contract between the City of Mill Creek and Waste Management of Washington, Inc.

Respectfully Submitted:



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City Manager



Date: March 9, 2021

A/P Check Batches		
Dated	Check Numbers	Amount
02/11/2021	Wire-76 Fleet-Jan	\$3,538.70
02/25/2021	ACH Debit-Excise Tax Return-Jan	\$135.78
02/26/2021	63124-63154	\$41,564.58
<b>Total</b>		<b>\$45,239.06</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 63124 through 63154, and ACH/Wire in the amount of \$45,239.06.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

*Lucy R. Hijo*  
\_\_\_\_\_  
Director of Finance

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
City Manager







76 FLEET

# Invoice Statement

INVOICE NUMBER: 69914634  
 ACCOUNT NAME: City of Mill Creek

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0201-00-105915-3	14800.00	31	JAN-31-2021	FEB-22-2021	3538.70

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
JAN-22-2021	Payment - Thank You		3796.59
JAN-29-2021	Fuel Purchases	3554.84	
JAN-29-2021	Other Adjustments this Period	10.00	
JAN-29-2021	Rebates and Rebate Reversals		26.14

REMINDER  
 PLEASE BE SURE TO INCLUDE REMITTANCE STUB WITH PAYMENT. MAIL TO THE ADDRESS SHOWN IN THE RIGHT PORTION OF THE REMITTANCE STUB.

**APPROVED FOR PAYMENT**

Project # 2021.01 Fleet Fuel

001-008-591-70-39-00 \$2,401.54  
 Bars Code # 001-018-516-80-32-00 \$621.09  
 Signature 401-401-531-38-32-00 \$223.70  
16 103-103-542-30-3200 \$197.40  
 Date 02/11/21 001-014-518-0-3200 \$94.91

The Finance Charge is determined by applying a periodic rate of 7.99%

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
3796.59	3796.59	3564.84	26.14	3538.70

CALL CUSTOMER SERVICE TO PAY BY PHONE  
 FEDERAL TAX ID: 841425616

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.  
 TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT



**76 Fleet**

P.O. Box 639  
 Portland, ME 04104-0639

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

ACCOUNT NAME	City Of Mill Creek
ACCOUNT NUMBER	0201-00-105915-3
INVOICE NUMBER	69914634
BILL CLOSING DATE	JAN-31-2021
AMOUNT DUE	3538.70
AMOUNT ENCLOSED	
PAYMENT DUE DATE	FEB-22-2021

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

Make check payable to: WEX BANK  
 To avoid processing delays, remit all payments to:



**WEX BANK**  
 P.O. BOX 6293  
 CAROL STREAM IL 60197-6293

02010010591534000000353870 210222



**Combined Excise Tax Return**  
600-598-011  
CITY OF MILL CREEK

*Paul L. Dyer*

DRAFT  
Vendor: wador  
Post date: 2-25-21  
\$ 1.42 001-014-589-30-00-00 WA Sales Tax ✓  
\$134.36 001-000-229-00-04-00 WA Use Tax ✓

Filing Period: January 31, 2021      **Due Date:** February 25, 2021 ✓  
Filing Frequency: Monthly

**Business & Occupation**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	13.57	13.57	0.00	0.004710	0.00
Service and Other Activities (\$1 million or greater in prior year)	30.00	0.00	30.00	0.017500	0.53
<b>Total Business &amp; Occupation</b>					<b>0.53</b>

**State Sales and Use**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	13.57	0.00	13.57	0.065000	0.88
Use Tax	1,279.62	0.00	1,279.62	0.065000	83.18
<b>Total State Sales and Use</b>					<b>84.06</b>

**Deductions**

Tax Classification	Deduction	Amount
<b>Business &amp; Occupation</b>		
Retailing	Other: Exclusively Governmental	13.57

**Credits**

	Amount	
Service & Other SBC	0.53	
<b>Total Credits</b>		<b>0.53</b>

**Local City and/or County Sales Tax**

Location	Taxable Amount	Tax Rate	Tax Due
3119 - MILL CREEK	13.57	0.040000	0.54
<b>Total Local City and/or County Sales Tax</b>			<b>0.54</b>

**Local City and/or County Use Tax/Deferred Sales Tax**

Location	Taxable Amount	Tax Rate	Tax Due
3119 - MILL CREEK	1,279.62	0.040000	51.18



Total Local City and/or County Use Tax/Deferred Sales Tax 51.18

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Total Tax	136.31
Total Credits	0.53
Subtotal	135.78
Total Amount Owed	135.78

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Prepared By: Laurel Gimzo  
E-Mail Address: laurelg@cityofmillcreek.com  
Submitted Date: 2/25/2021  
Confirmation #: 0-018-886-898

Payment Type: ACH Debit/E-Check  
Amount: \$135.78  
Effective Date: 2/25/2021

**Accounts Payable**

Checks by Date - Detail by Check Date

User: jodieg  
 Printed: 3/5/2021 8:20 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
63124	911SUPPL INV-2-7966 INV-2-8445 INV-2-8535	911 Supply Inc 1 - Defender Shirt - Firearms Instructor - B Fout Uniform Pants - J Young 2 - Mn's S/S Polo - J Young	02/26/2021		99.44 102.75 142.52
Total for Check Number 63124:				0.00	344.71
63125	ADPLLC 574455317	ADP, LLC 2020/Q4 Y/E Info - W2's	02/26/2021		564.30
Total for Check Number 63125:				0.00	564.30
63126	ALDWTR 00320003-01 01100176-01 01300169-01 01550006-01 02170002-01 02460002-01 02470001-01 03050003-01 03095000-01 03805002-01 03865000-01 04900159-01 05400166-01 05590004-02 05600177-03 05700181-01 05702001-01 05705005-01 06900173-02 07850004-01 07855001-01 07895001-01 07900155-01 08000152-01 08300050-01 08800024-01 08900020-01 09000017-01 09080000-01 09100016-01 13233000-01 25703000-01 26070000-01 26467000-01 26468000-01 33254000-01	Alderwood Water District Seattle Hill Rd I/R 11/19 - 01/19 Median 4 & 5 I/R 11/19 - 01/19 1901 Mill Fern Dr SE I/R Median 11/19 - 01/19 16011 28th Dr SE I/R 11/19 - 01/19 Seattle Hill Rd I/R 11/19 - 01/19 155 Village Grn Dr I/R 11/19 - 01/19 155 Vlg Grn Dr/Heron Pk 11/19 - 01/19 15933 29th Dr SE I/R 11/19 - 01/19 16220 27th Dr SE I/R 11/19 - 01/19 16217 27th Dr SE I/R 11/19 - 01/19 16205 25th Dr SE I/R 11/19 - 01/19 Seattle Hill Rd I/R 11/19 - 01/19 Median Number 6 I/R 11/19 - 01/19 15720 Mill Creek Blvd D/C 11/19 - 01/19 15720 Main Street 11/19 - 01/19 15728 Main Street I/R 11/19 - 01/19 15728 Main Street D/C 11/19 - 01/19 15728 Main Street 11/19 - 01/19 1300 156th Pl SE I/R 11/19 - 01/19 16101 Highland Blvd/Restr 11/19 - 01/19 16101 28th Dr SE I/R 11/19 - 01/19 16021 28th Dr SE I/R 11/19 - 01/19 Seattle Hill Rd I/R 11/19 - 01/19 Seattle Hill Rd I/R 11/19 - 01/19 3310 157th Pl SE I/R 11/19 - 01/19 Seattle Hill Rd I/R 11/19 - 01/19 Seattle Hill Rd I/R 11/19 - 01/19 Seattle Hill Rd I/R 11/19 - 01/19 Seattle Hill Rd I/R 11/19 - 01/19 14600 Mill Creek Blvd I/R 11/19 - 01/19 Seattle Hill Rd I/R 11/19 - 01/19 15200 Mill Creek Blvd I/R 11/19 - 01/19 14725 32nd Dr SE I/R 11/19 - 01/19 15803 32nd Ave SE 11/19 - 01/19 1900 164th St SE 11/19 - 01/19 1900 164th St SE I/R 11/19 - 01/19 14725 32nd Dr SE 11/19 - 01/19	02/26/2021		73.10 73.10 221.77 73.10 73.10 140.68 202.98 73.10 73.10 73.10 32.54 73.10 140.68 15.28 542.09 140.68 15.28 354.44 32.54 202.98 140.68 73.10 73.10 73.10 73.10 73.10 73.10 32.54 73.10 73.10 73.10 73.10 32.54 73.10 202.98 73.10 73.10 73.10 202.98

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	34493000-01	15720 Main St I/R 11/19 - 01/19			32.54
			Total for Check Number 63126:	0.00	4,075.10
63127	AMAZON 1CID-XN3V-9YXT	Amazon Capital Services Door Handle Replacement - PW 6	02/26/2021		29.81
			Total for Check Number 63127:	0.00	29.81
63128	BANKCARE	Bank of America	02/26/2021		
	1	Returned - Printer Ribbon - ID Maker - Wrong P			-151.37
	10	Introduction to PW Contracting - M Todd			35.00
	11	Rain Gear - J Bond, J Thomas, M Todd			274.00
	11A	Use Tax - Rain Gear - J Bond, J Thomas, M Todd			-26.04
	12	City Action Day 2021 - Online - S Vignal			75.00
	13	Subscription Fee - AD Audit Plus - File Servers/			1,591.20
	14	1 Pr Tire Chains 245/60/R18 - PD Admin Vehicle			133.69
	15	City Action Days 2021 - Online - B Briles			75.00
	16	Newly Elected Survival Guide - A Morgan			27.00
	17	Wellness Program 2021			294.25
	17A	Wellness Program 2021			19.78
	17B	Wellness Program 2021			49.07
	18	Subscription - Snort.org - Security for Network			399.00
	19	APA Membership - L Gimzo			297.00
	2	WSPCA Membership Dues - N Lerma			50.00
	20	Priority Mail - WCIA Insurance Payment			7.95
	21	Taser - Basic Instructor School - M Schuermeyer			375.00
	22	Website Domain Renewal			23.39
	23	Lodging - Red Dog Instructor School - B Foutch			82.64
	24	Garbage Disposal - Employee Break Room - CH			109.40
	25	MyBuildingPermit.com - Monthly Fee			59.95
	26	Central Supplies - Executive/Public Works			40.31
	3	2021 Snohomish County Cities Membership Du			200.00
	4	Printer Ribbon - ID Maker, PVC Card			206.46
	5	Powershell Audio 2020 License			399.00
	6	Introduction to PW Contracting - M Combs			35.00
	7	Sheet Metal & Caulking - MCSP Vandalism Rep			38.08
	8	Printer Ribbon - IDMaker Primacy			150.95
	9	Door Strikes - Parks			115.55
	9A	Door Strikes - PD			285.33
			Total for Check Number 63128:	0.00	5,271.59
63129	BANKCR16	Bank of America	02/26/2021		
	1	AICP Membership, APA Pro Membership, WA C			724.00
	2	Ink Cartridge - Remote Printing - T Rogers			28.02
			Total for Check Number 63129:	0.00	752.02
63130	BENEAD 2102510	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan - Feb	02/26/2021		103.30
			Total for Check Number 63130:	0.00	103.30
63131	BCS 2020-MC12(2)	Bridge Coordination Services DV Services - December 2020 (Revised)	02/26/2021		901.97
			Total for Check Number 63131:	0.00	901.97
63132	BRIDPETS 31429879	Bridges Pets Dog Treats & Toy - Hondo	02/26/2021		81.88

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 63132:	0.00	81.88
63133	CDW 7890176 7968644 8035178	CDW Government 3 - Dell 3410 Laptops - PD 2 - Acrobat Licenses - M Cariaviano, L Gimzo 14 - Cisco Meraki Cloud Licenses - Wifi Access	02/26/2021		2,832.79 30.14 1,469.65
			Total for Check Number 63133:	0.00	4,332.58
63134	PIGSKIN 2021-03	Denise Freeman Jumpsuit - R Phillips & N Lerma	02/26/2021		1,801.10
			Total for Check Number 63134:	0.00	1,801.10
63135	FRSTLNCM 162081	Firstline Communications Inc Software Assurance - 12 Mo. Renewal 02/02/21	02/26/2021		2,758.08
			Total for Check Number 63135:	0.00	2,758.08
63136	FTRLTD 15236/01A	FTR LTD FTR Software Maintenance 02/28/21 - 02/28/22	02/26/2021		772.40
			Total for Check Number 63136:	0.00	772.40
63137	GAMETIME PJI-0153497 PJI-0153808	GameTime Big Rope Cable - Toy Structure - Buffalo Park Swing Cable Set - Swing - Highland Park	02/26/2021		2,498.97 2,614.89
			Total for Check Number 63137:	0.00	5,113.86
63138	HEATHI Reimb Heath	Iliia Heath Meal Reimb- FBI-Leeda Conference - I Heath 1:	02/26/2021		85.00
			Total for Check Number 63138:	0.00	85.00
63139	NTESTNWT 7671	National Testing Network Inc Background Investigation Services - Pre-Emp. S	02/26/2021		2,500.00
			Total for Check Number 63139:	0.00	2,500.00
63140	NATIONWI C-2557385	Nationwide Mutual Insurance Co Medical Plan - Hondo	02/26/2021		653.09
			Total for Check Number 63140:	0.00	653.09
63141	PACTOP 1-T1161029 1-T1161127	Pacific Topsoils, Inc. Dump Brush - ROW Clearing - SR 527 Dump Brush - ROW Clearing - SR 527	02/26/2021		26.25 26.25
			Total for Check Number 63141:	0.00	52.50
63142	PERTEET 20160281.0024-5 20160281.0026-5	Perteet Inc Prof Svcs -NPDES Phase II Permit -2019 Annua Prof Svcs - Right-of-Way Use Permit 01/01 - 01/	02/26/2021		1,711.78 804.56
			Total for Check Number 63142:	0.00	2,516.34
63143	PLANTSCP 52642E	Plantscapes Horticultural Services Off-Season Maintenance - January	02/26/2021		110.50
			Total for Check Number 63143:	0.00	110.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
63144	SNOCPUD	PUD No. 1 of Snohomish County	02/26/2021		
	105518046	13901 North Pointe Cir Irrig 01/13 - 02/10			15.66
	108823582	13628 N Creek Dr 01/20 - 02/18			8.10
	112110895	14600 16th Ave SE 01/06 - 02/08			18.36
	112110896	15429 1/2 Bothell Everett Hwy 01/08 - 02/09			19.42
	115415108	15803 32nd Ave SE 01/15 - 02/17			26.14
	118717519	902 164th St SE 01/06 - 02/06			35.34
	118717959	13332 44th Ave SE 01/07 - 02/05			71.94
	118722581	1900 164th St SE 01/15 - 02/17			32.47
	138449011	4560 SAC 01/08 - 02/06			52.96
	141767790	2725 Seattle Hill Rd 01/15 - 02/17			18.36
	141770173	15720 Main St 01/20 - 02/18			1,891.42
	141770174	15720 Main St Unit B 01/20 - 02/18			322.08
	145091908	2701 155th St SE 12/31 - 02/01			132.08
	145099370	2720 Seattle Hill Rd 01/15 - 02/17			18.36
	148388279	15728 Main St 01/12 - 02/11			1,244.53
	154927525	15429 Bothell Everett Hwy 01/08 - 02/09			28.75
	154931824	2024 Seattle Hill Rd 01/15 - 02/17			39.52
	164512131	14810 35th Ave SE 01/15 - 02/17			69.08
	167724498	4842 SAC 01/09 - 02/09			64.81
		Total for Check Number 63144:		0.00	4,109.38
63145	PUGETSO	Puget Sound Energy	02/26/2021		
	200004765331	15720 Main St 01/19 - 02/17			614.81
	200004765463	15728 Main St 01/20 - 02/17			995.97
		Total for Check Number 63145:		0.00	1,610.78
63146	SANDIEPE	San Diego Police Equipment Co.	02/26/2021		
	645882	4 - Cs 40 S&W 180 GR TMJ Ammo			1,081.08
		Total for Check Number 63146:		0.00	1,081.08
63147	SHREDIT	Shred-It USA Inc	02/26/2021		
	8181067637	Shredding Service Fee 11/30			487.08
		Total for Check Number 63147:		0.00	487.08
63148	SNOCPW	Snohomish County Public Works	02/26/2021		
	1000551660	Signal Maint - Jan - RR7571 Mill Crk Rd & Sea			281.38
	1000551660A	Signal Maint - Jan - RR7553 Mill Cr Rd & Villa;			168.84
		Total for Check Number 63148:		0.00	450.22
63149	SNOKING	Sno-King Stamp, Inc.	02/26/2021		
	67879	4 - Name Plates - Council Dais			67.56
	67879A	Passport Stamps - Self Inking			100.88
		Total for Check Number 63149:		0.00	168.44
63150	BSWEETOL	Sweetology	02/26/2021		
	604615545	Refund Overpayment Business License Fees			50.00
		Total for Check Number 63150:		0.00	50.00
63151	TERMINIX	Terminix Processing Center	02/26/2021		
	404921652	Pest Control - WO# 17734588430 - MC Library			100.56
		Total for Check Number 63151:		0.00	100.56
63152	ULINE	Uline	02/26/2021		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	129493060	36 - Rolls Tape - Evidence			150.22
			Total for Check Number 63152:	0.00	150.22
63153	BUZINFIN 604692310	UZ Infinity LLC Refund Business License Overpayment	02/26/2021		50.00
			Total for Check Number 63153:	0.00	50.00
63154	WALTNELS 792647 792647A 792648	Walter E. Nelson Co. 5 - Cs Garbage Liners - Parks 2 - Cs Hand Sanitizer 2 - Cs Hand Sanitizer	02/26/2021		197.68 136.56 152.45
			Total for Check Number 63154:	0.00	486.69
			Total for 2/26/2021:	0.00	41,564.58
			Report Total (31 checks):	0.00	41,564.58





Date: March 9, 2021

Payroll Check Batches		
Dated	Check Numbers	Amount
02/25/2021	ACH Automatic Deposit Checks	\$138,068.34
02/25/2021	ACH Wire- FWT & Medicare Taxes	\$27,152.38
02/25/2021	ACH Wire MEBT – Wilmington Trust	\$26,500.68
02/25/2021	ACH Wire – BAC – Flex Savings Acct	\$1,572.11
02/25/2021	ACH Wire – ICMA RC – Def. Comp	\$3,035.61
<b>Total</b>		<b>\$196,329.12</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$196,329.12.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

  
Finance Director

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
City Manager

Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete  
 Week#:8 Pay Date:02/25/2021 P/E Date:02/15/2021  
 Qtr/Year:1/2021 Run Time/Date:17:15:25 PM EST 02/23/2021

<b>Taxes Debited</b>	Federal Income Tax	20,630.84		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	2,897.62		
	Medicare - ER	2,897.65		
	Medicare Adj - EE	0.00		
	Medicare Surtax - EE	0.00		
	Medicare Surtax Adj - EE	0.00		
	COBRA Premium Assistance Payments	0.00		
	Federal Unemployment Tax	0.00		
	Families First FMLA-PSL Payments Credit	0.00		
	Families First ER Medicare Credit	0.00		
	Families First FMLA-PSL Health Care Premium Credit	0.00		
	CARES Retention Qualified Payments Credit	0.00		
	CARES Retention Qualified Health Care Credit	0.00		
	State Income Tax	0.00		
	Non Resident State Income Tax	0.00		
	State Unemployment Insurance - EE	0.00		
	State Unemployment Insurance Adj - EE	0.00		
	State Disability Insurance - EE	0.00		
	State Disability Insurance Adj - EE	0.00		
	State Unemployment/Disability Ins - ER	0.00		
	State Family Leave Insurance - EE	242.00		
	State Family Leave Insurance - ER	0.00		
	State Family Leave Insurance Adj - EE	0.00		
	State Medical Leave Insurance - EE	217.91		
	State Medical Leave Insurance - ER	266.36		
	Transit Tax - EE	0.00		
Workers' Benefit Fund Assessment - EE	0.00			
Workers' Benefit Fund Assessment - ER	0.00			
Local Income Tax	0.00			
School District Tax	0.00			
	<b>Total Taxes Debited</b>	<b>27,152.38</b>		
<b>Other Transfers</b>	Full Service Direct Deposit Acct. No. (	138,068.34		
	<b>Total Amount Debited From Your Account</b>		<b>165,220.72</b>	
<b>Bank Debits &amp; Other Liability</b>	Checks	0.00		<b>165,220.72</b>
	Adjustments/Prepay/Voids	0.00		<b>165,220.72</b>
<b>Taxes- Your Responsibility</b>	None this payroll			<b>165,220.72</b>
				<b>165,220.72</b>



**Funds Transfer Request Authorization (FTRA)**

**Customer Information**

Name: MILL CREEK, WA CITY OF Address: 15728 MAIN ST  
 Phone: (425)921-5723 MILL CREEK  
 WA 980121518 US

**Account Information**

Account: BUS\_4700  
 Account Title: CITY OF MILL CREEK TREASURER  
 CHECKING  
 Requestor Name: LAUREL GIMZO

**Wire Information**

Wire Type: DOMESTIC Wire Date: 02/26/2021  
 Country: US Wire Amount (USD): 26,500.68  
 Currency of Recipient Account: USD Wire Fee: 30.00  
 Source: IN PERSON  
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH  
 ID Verification/Type: MAJOR CREDIT CARD FROM ANOTHER FINA

**Recipient Information**

Recipient Name: MATRIX TRUST COMPANY Bank Name: JPMORGAN CHASE BANK NATIONAL  
 ASSOCIATION  
 Account Number Type: ACCOUNT NUMBER Bank ID:  
 Account Number: Address: 1111 POLARIS PKWY  
 Address: COLUMBUS  
 OHIO US OH 43240 US

Information about payment:  
 Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference Information: REF: CITY MILL CREEK N3177E Additional Bank Instructions:

**Customer Approval**

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

**IMPORTANT: FOR EACH WIRE Indicate Method of Signature Verification: (must complete one of the below)**

<p><b>Not Applicable</b> (check box if no signature verification is required)</p> <input type="checkbox"/>	<p><b>Signature Card</b> (check box if signature card was reviewed)</p> <input type="checkbox"/>	<p><b>Business Resolution</b> (check box if business resolution was reviewed)</p> <input type="checkbox"/>	<p><b>Posted Check#</b> (reference PRO for date guidelines)  (complete field below)  Check # _____</p>	<p><b>Leader Exception Granted</b> (leader must place their initials or signature in box below)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Exception Reason: _____</p>
--	--	--	--	--

**FOR BANK USE ONLY: Financial Center Information**


Financial Center Name	MILL CREEK BANKING CENTER	Date:	February 26, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-481-5498
Initiating Associate Name:	JONES, LESLIE	Remittance ID #:	P3649PEH9



Payroll 02/25/2021

MEBT ER	12,790.74
MEBT EE	13,709.94
Sub-Total	26,500.68
Less Standard Insurance	0.00
<b>Wire Total</b>	<b>26,500.68</b>

9541.92	LEO	Total
836.60	MBX	Total
12749.21	MEB	Total
82.60	MEB2	Total
41.53	MME	Total
41.53	MMR	Total
5224.12	P2E	Total
2009.73	P3E	Total
12749.21	TER	Total
43276.45	Grand Total	

**BANK OF AMERICA** 

**Funds Transfer Request Authorization (FTRA)**

**Customer Information**

Name: MILL CREEK, WA CITY OF Address: 15728 MAIN ST  
 Phone: (425)921-5723 MILL CREEK  
 WA 980121518 US

**Account Information**

Account: BUS\_4700  
 Account Title: CITY OF MILL CREEK TREASURER  
 CHECKING  
 Requestor Name: LAUREL GIMZO

**Wire Information**

Wire Type: DOMESTIC Wire Date: 02/26/2021  
 Country: US Wire Amount (USD): 1,572.11  
 Currency of Recipient Account: USD Wire Fee: 30.00  
 Source: IN PERSON  
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH)

**Recipient Information**

Recipient Name: BENEFIT ADMINISTRATION COMPANY LLC Bank Name: SOUND CU  
 Account Number Type: ACCOUNT NUMBER Bank ID:  
 Account Number: Address: 1331 BROADWAY  
 Address: TACOMA TACOMA  
 WASHINGTON US WA 98402 US

**Information about payment:**

Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference Additional Bank  
 Information: Instructions:

**Customer Approval**

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

**IMPORTANT: FOR EACH WIRE indicate Method of Signature Verification: (must complete one of the below)**

<p><b>Not Applicable</b> (check box if no signature verification is required)</p> <input type="checkbox"/>	<p><b>Signature Card</b> (check box if signature card was reviewed)</p> <input type="checkbox"/>	<p><b>Business Resolution</b> (check box if business resolution was reviewed)</p> <input type="checkbox"/>	<p><b>Posted Check#</b> (reference PRO for date guidelines)  (complete field below)  Check # _____</p>	<p><b>Leader Exception Granted</b> (leader must place their initials or signature in box below)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Exception Reason: _____</p>
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**FOR BANK USE ONLY: Financial Center Information**

Financial Center Name	MILL CREEK BANKING CENTER	Date:	February 26, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-481-5498
Initiating Associate Name:	JONES, LESLIE	Remittance ID #:	J4HEMVK9X

<b>Payroll Date 2/25/2021</b>	<b>Deferred</b>	
	<b>Healthcare</b>	<b>Daycare</b>
Fleming, Rodney J	\$ 100.00	\$ 0.00
Foutch, Bart A	\$ 114.58	\$ 0.00
Heath, Iliia C	\$ 114.58	\$ 0.00
Hughes, Tyrone A	\$ 114.00	\$ 0.00
Lee, Joanna M	\$ 25.00	\$ 500.00
Pigott, Larissa V	\$ 114.58	\$ 0.00
Rasmussen, Kristen A	\$ 25.00	\$ 208.00
Ringstad, Sherrie M	\$ 30.00	\$ 0.00
Rogers, Thomas B	\$ 50.00	\$ 0.00
Schmidt, Christi A.M.	\$ 62.50	\$ 0.00
Todd, Michael S	\$ 20.00	\$ 0.00
Grand Totals		
Total	\$ 770.24	\$ 708.00
<b>Total Due to BAC</b>	<b>\$ 1,478.24</b>	



**Payroll Date 02/25/2021**

Employee	HSA EE	HSA ER
	EE Cont	ER Cont
Gimzo, Laurel	\$35.00	\$58.87

**Grand Total**                      **\$93.87**

**BANK OF AMERICA**

**Funds Transfer Request Authorization (FTRA)**

Customer Information			
Name:	MILL CREEK, WA CITY OF	Address:	15728 MAIN ST MILL CREEK WA 980121518 US
Phone:	(425)921-5723		
Account Information			
Account:	BUS_4700		
Account Title:	CITY OF MILL CREEK TREASURER CHECKING		
Requestor Name:	LAUREL GIMZO		
Wire Information			
Wire Type:	DOMESTIC	Wire Date:	02/26/2021
Country:	US	Wire Amount (USD):	3,035.61
Currency of Recipient Account:	USD	Wire Fee:	30.00
Source:	IN PERSON		
ID Verification/Type:	U.S. DRIVER'S LICENSE (WITH OR WITH		
ID Verification/Type:	MAJOR CREDIT CARD FROM ANOTHER FINA		
Recipient Information			
Recipient Name:	ICMA RC	Bank Name:	MANUFACTURERS AND TRADERS TRUST COMPANY
Account Number Type:	ACCOUNT NUMBER	Bank ID:	
Account Number:		Address:	ONE M AND T PLAZA, 15TH FL BUFFALO NY 14203 US
Address:	PO BOX 64553 BALTIMORE MARYLAND 21264 US		
<b>Information about payment:</b>			
Purpose of Payment:	OTHER	Additional Phone Advice:	
Additional Reference Information:		Additional Bank Instructions:	
CITY OF MILL CREEK			

**Customer Approval**

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

IMPORTANT: FOR EACH WIRE Indicate Method of Signature Verification: (must complete one of the below)				
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FOR BANK USE ONLY: Financial Center Information			
Financial Center Name	MILL CREEK BANKING CENTER	Date:	February 26, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-481-5498
Initiating Associate Name:	JONES, LESLIE	Remittance ID #:	S6LDSSJ54

<b>Payroll Date 02/25/21</b>	<b>ICMA</b>
Fleming, Rodney J	\$ 438.24
Gimzo, Laurel R	\$ 50.00
Hookland, Rebecca J	\$ 137.60
Kidwell, Tyler A	\$ 551.44
LaRose, Scot P	\$ 700.00
Ringstad, Sherrie M	\$ 25.00
Todd, Michael S	\$ 1,083.33
White, Stanley R	\$ 50.00
Grand Totals	
<b>Total Due to ICMA</b>	<b>\$ 3,035.61</b>



**MINUTES**  
**City Council Regular Meeting**

---

**6:00 PM - Tuesday, March 2, 2021**  
**Virtual and Audio Meeting Format during COVID-19 Pandemic**

Minutes are the official record of Mill Creek City Council meetings. Minutes summarize the council meeting and documents any actions taken by City Council.

A recording of this City Council meeting can be found here:  
The agenda packet for this City Council meeting can be found here.

**VIRTUAL MEETING INFO**

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- A.** Join Zoom Meeting  
<https://zoom.us/j/99918222243>
- Meeting ID: 999 1822 2243  
One tap mobile  
[+12532158782](tel:+12532158782), [99918222243#](tel:+12532158782) US (Tacoma)  
[+16699006833](tel:+16699006833), [99918222243#](tel:+16699006833) US (San Jose)

**CALL TO ORDER**

---

Mayor Holtzclaw called the meeting of the Mill Creek City Council to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

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The pledge of Allegiance was led by Mayor Holtzclaw.

**ROLL CALL**

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<i>Councilmembers Present:</i>	<i>Councilmembers Absent:</i>
<i>Brian Holtzclaw, Mayor</i>	
<i>Stephanie Vignal, Mayor Pro Tem</i>	
<i>Vince Cavaleri, Councilmember</i>	
<i>Mark Bond, Councilmember</i>	
<i>John Steckler, Councilmember</i>	
<i>Benjamin Briles, Councilmember</i>	
<i>Adam Morgan, Councilmember</i>	

**AUDIENCE COMMUNICATION**

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- B.** Public comment on items on or not on the agenda

There were no public comments on items on or not on the agenda.

March 2, 2021 CITY COUNCIL REGULAR MEETING MINUTES

**PRESENTATIONS**

---

- C.** Proclamation of Emergency Extension  
*(Michael Ciaravino, City Manager)*

City Manager Ciaravino requested a motion to extend the Proclamation of Emergency until April 6, 2021 due to the Governor's restrictions related to the COVID-19 pandemic.

Council engaged in Q&A and discussion and without objection amended the proposed Proclamation to include the sentence: *"The closure is in effect through April 6, 2021 unless circumstance permit an earlier opening."*

**Councilmember Cavaleri made a motion to extend the amended City Manager's Emergency Proclamation until April 6, 2021 unless circumstance permit an earlier opening. Councilmember Steckler seconded the motion. The motion passed unanimously.**

[Proclamation of Emergency COVID 19 MARCH 2020](#)

- D.** Public Works Maintenance Team Update  
*(Matthew Combs, Public Works Supervisor)*

City Manager Michael Ciaravino introduced Public Works Supervisor Matthew Combs who provided an overview of the Mill Creek Public Works projects and tasks. The following items were discussed:

- Maintenance and Repair
- Street Sign Restoration
- Improvements to air quality at City Hall, design and build out of Council Chambers and Replacing the Police Department flooring to create a safer environment in light of pandemic.
- Veteran Recognition Station for the 2020 Memorial Day Event.
- SR-527 Right of Way Clearing.
- City Hall Fire suppression upgrades.
- Completion of Heron Park.
- Installation of Historic Panels on Main Street.
- Reintroduction of the City's Storm Water Management Program
- Upcoming Projects and Operations.

[R1 PUBLIC WORKS Presentation](#)

**STUDY SESSION**

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- E.** Governance Manual Session 2 - Standards of Conduct and City Administration  
*(Michael Ciaravino, City Manager & Grant Degginger, City Attorney)*

City Attorney Grant Degginger provided Members of Council with an overview of potential changes to Articles 3 and 6 in the Governance Manual for discussion and edits.

Council engaged in discussion and Q&A.

[Mill Creek Power Point](#)

March 2, 2021 CITY COUNCIL REGULAR MEETING MINUTES

**CONSENT AGENDA**

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F. City Council Meeting Minutes of February 23, 2021

**Councilmember Cavaleri motioned to approve the Consent Agenda which included the City Council Meeting Minutes of February 23, 2021. Councilmember Briles seconded the motion. The motion passed unanimously.**  
[City Council Regular Meeting - 23 Feb 2021 - Minutes](#)

**REPORTS**

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G. Mayor/Council

**Mayor Holtzclaw** reported on Mill Creek's support and signing of the letter regarding HB1152/public health which outlined that the proposed floor amendment will not improve the public health system in Snohomish County.

**Councilmember Bond** clarified that as per Mill Creek Municipal Code Chapter 2.08, Councilmembers are employees of the City because they are compensated with a salary.

**Councilmember Steckler** requested the following:

1. An update on the planning and next steps regarding the DRCC Property.
2. An update of the USS Ralph Johnson event to welcome home service men and women.
3. An update on his financial inquiries.

**Councilmember Briles** reported on the following:

- Approximately, one hundred twenty thousand (120,000) doses of the vaccine were delivered to Mill Creek's 830,000 residents.
- Approximately 30,000 county residents received two doses of the vaccine.
- The recently announced as approved Johnson and Johnson single dose vaccine has not yet been delivered to Snohomish county.
- While it will be a part of the plan distribution in the future, no doses are currently projected to be arriving in the next few weeks.
- The counties house Task Force is confident that they are now capable of distributing up to 50,000 doses per week.

Councilmember Briles also inquired about the proposed DRCC Property survey.  
[1152 Letter from County and City Partners](#)

H. City Manager

City Manager Michael Ciaravino reported that the next Study Session for the DRCC Property is scheduled for April 13, 2021 and stated that in the interim the City has met with a firm to assist the City in conducting a survey with the City to engage and increase community involvement.

March 2, 2021 CITY COUNCIL REGULAR MEETING MINUTES



Regarding the USS Ralph Johnson event, Manager Ciaravino stated that he is expected to receive an update from staff and will report back accordingly.

**I. Staff**

- WA State Supreme Court Ruling Update  
(*Jeff Young, Chief of Police*)

Chief Young provided an overview of a Washington State Supreme Court Ruling regarding State v. Blake RCW 69.50.4013 of Simple Possession.

Council engaged in discussion and Q& A.

[21\\_02MAR Council Pres-MCPD](#)

**AUDIENCE COMMUNICATION**

---

**J. Public comment on items on or not on the agenda**

Barb Heidel, Mill Creek Resident thanked Matthew Combs for his thorough presentation.

**ADJOURNMENT**

---

With no objection, Mayor Holtzclaw adjourned the meeting at 8:03 p.m.

---

Brian Holtzclaw, Mayor

---

Naomi Fay, City Clerk

<b>MARCH 2021</b>						
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			

<b>APRIL 2021</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Council	7	8	9	10
11	12	13 Council	14	15	16	17
18	19	20	21	22	23	24
25	26	27 Council	28	29	30	

<b>MAY 2021</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Council	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

***Last updated: March 3, 2021***

**City Council Meetings are the first, second and four Tuesdays of every month at 6 p.m.,**

**March 23, 2021**

- Presentation: Legislative Guests
- New Business: Appointment for Park and Recreation Board (Interview Committee: CM Cavaleri, MPT Vignal and one other Councilmember)
- Audit Committee: Mayor Holtzclaw & Councilmember Morgan
- New Business: Waste Management Contract Extension (Tentative)
- Reports: Status Update on EGov Spine Rd. ROW Contract Extension

**April 6, 2021**

- Audit Committee: Councilmember Morgan & Councilmember Bond
- Study Session - Governance Manual Session 3 - Rules Governing the Conduct of Council Meetings
- Proclamation: Earth Day

**April 13<sup>th</sup> or 27, 2021**

- Study Session: DRCC Properties
- Audit Committee: Councilmember Morgan & Councilmember Bond

**May 4, 2021**

- Review of draft Revision to the Manual based upon input received from Council.
- Proclamation: Music4Life
- Audit Committee: Councilmember Bond & Mayor Pro Tem Vignal

**Future Agenda Items**

- Update from Snohomish County Health Board
- New Business - Snohomish County 911 Lease Agreement
- New Business Amendment to Public Records Policy Ordinance
- Presentation - Council Chambers Virtual Meeting Format
- Proposed New Initiatives: Potential Farmer's Market.
- Update on Development projects and permit activity.
- Update on Public Works projects and program activity.
- Update on Surface Water Utility
- Body Worn Camera Update
- Victim Coordination Services Agreement



# Geographical Information System (GIS) Approach

March 9, 2021  
Mike Todd

# Geographical Information System (GIS) Approach

- Majority of infrastructure and development information is spatially oriented
- Need: complete information about an asset or system
- Past approach (ideally):
  - maps with symbols and references
  - Files of information that match those reference



# Challenges:

- Maps with many elements become cluttered; we have lots of map variations
- Files are named and organized by authors and occasion:
  - Functional area
  - Project name
  - Project year
  - Person who worked on it
  - Funding approach
- No metadata; we “guess and search”

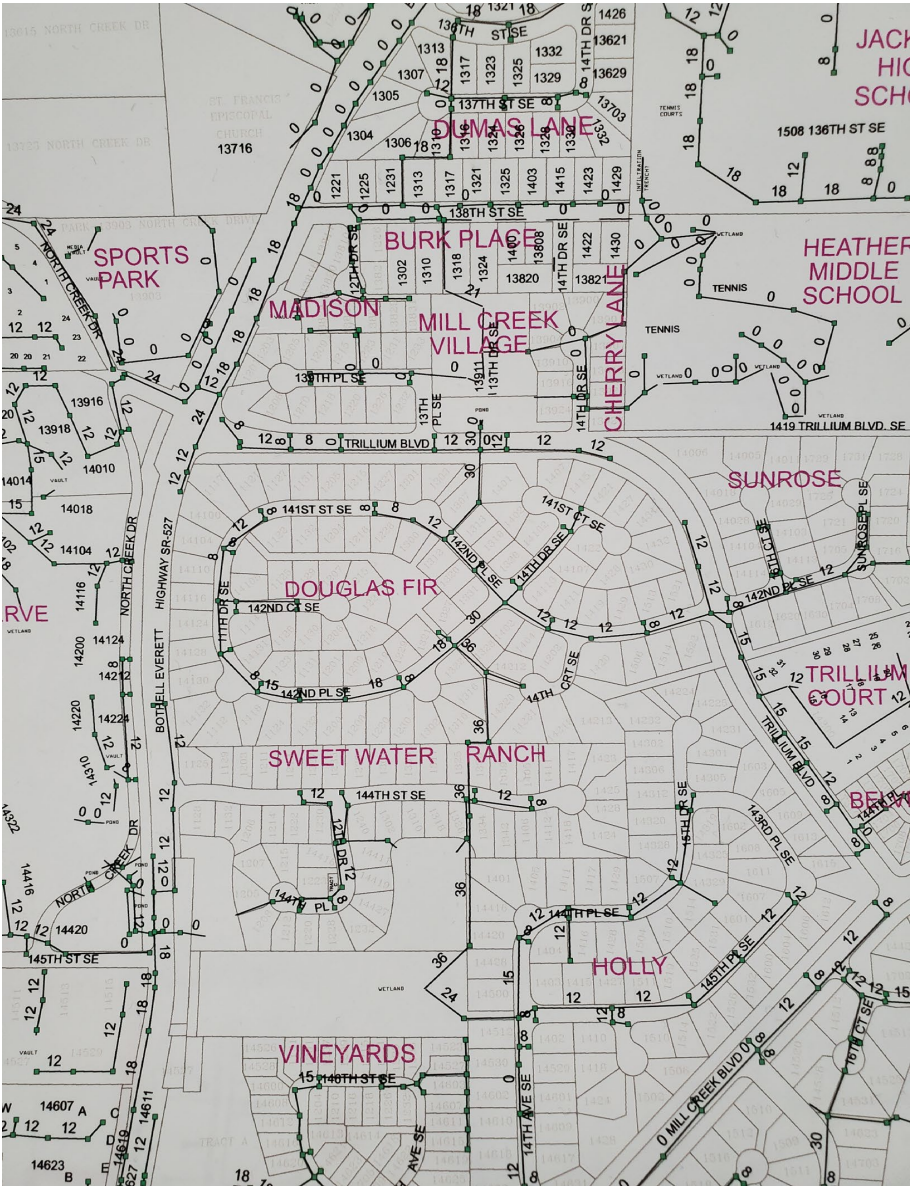


# Time marches on...

- City has grown
- Requirements have increased
- Institutional knowledge and people's memories fade
- Knowledge is lost or not passed along
- Searching for information is time consuming
- Some work may get done twice



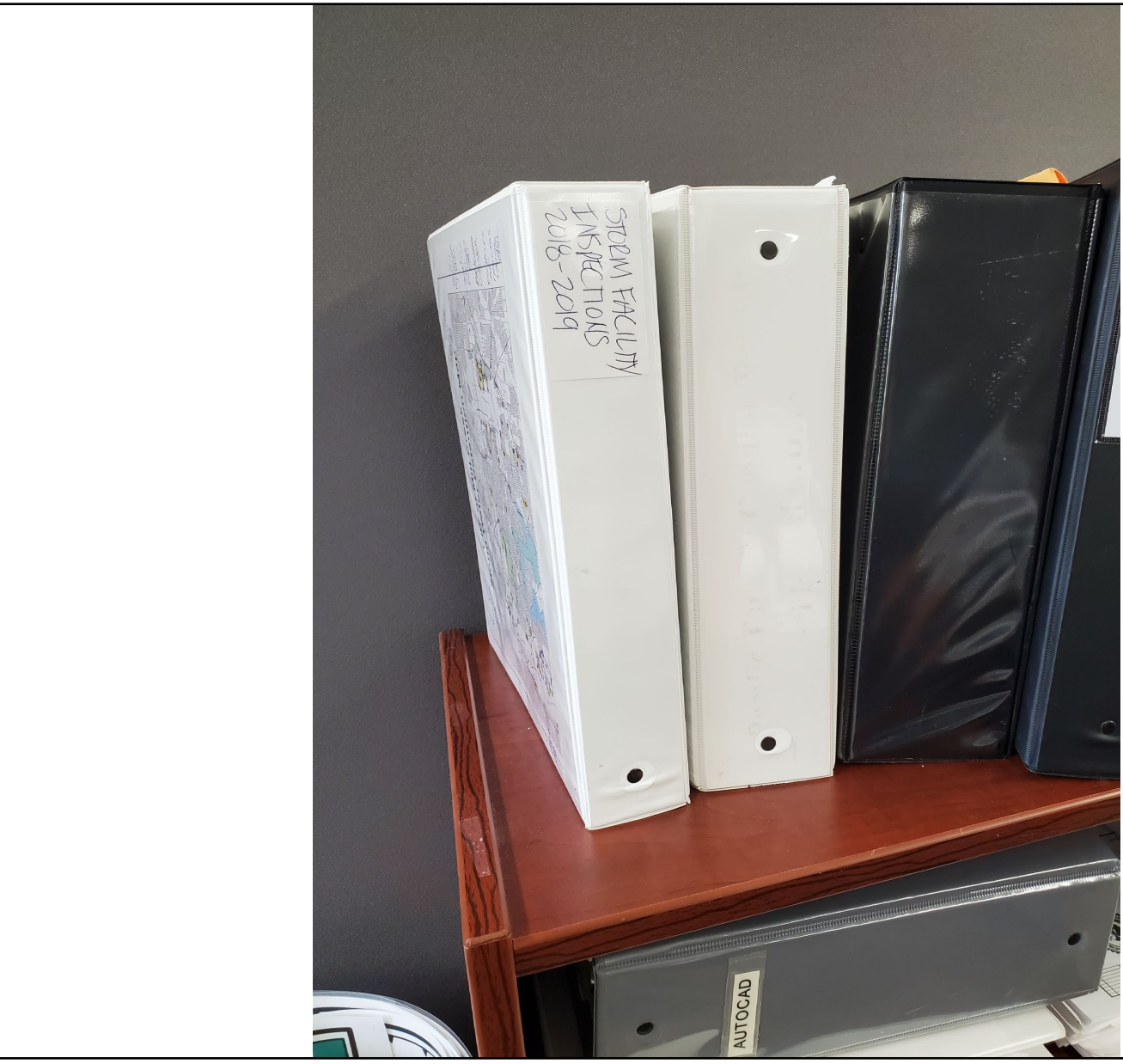








**AGENDA ITEM #K.**



59

### Cooper Shant Plat L. CELUSTKA

Private Stormwater Inspection Report  
SITE NAME: Pond Next to 4008-138th St. SE  
SITE ADDRESS: 4008-138th St. SE  
INSPECTION DATE: 8/21/2018  
WEATHER FOR PAST 7 DAYS: Sunny

Access Rd/W Lig Veh:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Chain Link:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Condition:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Easily Accessible:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Fence/Gate Locked:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Sign for Pond:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	No signs needed.			
Type & Condition:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Path Surrounding Pond:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Type:			
Grass/Vegetation being Maintained:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Human Attraction:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	N/A			
Trash/Debris:	<input type="checkbox"/> GOOD <input checked="" type="checkbox"/> FAIL	Accident Problem:	Cat feces				
Accident Problem:							
Aquatic Habitat:							
Aquatic Vegetation Height/Types:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Visual Est. Sediment Levels in Pond:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
Visual Est. Sediment Levels in Pond:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Lid/Fit Easily Accessible:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
Lid/Fit Easily Accessible:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Lid Locked:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
Lid Locked:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Rusted Need repair:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
Rusted Need repair:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Ladder Appear Safe:	Looks good				
Ladder Appear Safe:							
Trash/Debris in structure:	None						
Trash/Debris in structure:							
Overall Condition Surrounding Area:	None						
Overall Condition Surrounding Area:							
Additional/Needs Repair:	THINK THIS IS APPLE TREE NORTH						
Additional/Needs Repair:							
Comments:							
Comments:							

X

<b>INNOLAC</b> INNOVATIVE VACUUM SERVICES		Innovac																																			
<b>Inspection report</b>																																					
Date : <b>10/15/2015</b>	Work Order : City of Mill Creek 2015 Storm	Weather : <b>Dry</b>	Surveyed By : <b>Clayton Northington</b>	Certificate Number : <b>07001018</b>	Pipe Segment Ref. : <b>8</b>																																
Year laid :	Pre-cleaning : <b>Jetting</b>	Direction : <b>Upstream</b>	Pipe Joint Length :	Total Length : <b>180.4</b>	Length Surveyed : <b>180.4</b>																																
City : <b>City of Mill Creek</b>		Drainage Area :		Upstream MH : <b>8</b>																																	
Street : <b>1420 142nd Pl SE</b>		Media Label :		Up Rim to Invert : <b>0.0</b>																																	
Location Code :		Flow Control : <b>Not Controlled</b>		Downstream MH : <b>9</b>																																	
Location Details :		Sheet Number :		Down Rim to Invert : <b>0.0</b>																																	
Pipe shape : <b>Circular</b>	Sewer Use : <b>Stormwater</b>			Sewer Category : <b>SEC</b>																																	
Pipe size : <b>18</b>	Sewer Category : <b>SEC</b>			Purpose : <b>Maintenance Related</b>																																	
Pipe material : <b>Corrugated Metal Pipe</b>	Owner : <b>Innovac</b>			Lining Method :																																	
Additional Info : <b>B-2</b>																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">1:1579</th> <th style="width: 15%;">Distance</th> <th style="width: 10%;">Code</th> <th style="width: 75%;">Observation</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center; vertical-align: middle;"> </td> <td style="text-align: right;">0.00</td> <td style="text-align: center;">ACB</td> <td>Catch Basin, 9 / 9</td> </tr> <tr> <td style="text-align: right;">0.00</td> <td style="text-align: center;">MWL</td> <td>Water Level, 5% of cross sectional area</td> </tr> <tr> <td style="text-align: right;">78.75</td> <td style="text-align: center;">MWLS</td> <td colspan="2">Water Level, Sag in pipe, 5% of cross sectional area</td> </tr> <tr> <td style="text-align: right;">102.60</td> <td style="text-align: center;">TBI</td> <td colspan="2">Tap Break-In Intruding at 2 o'clock, 4inch dim, 2inch intrusion, within 8 inch</td> </tr> <tr> <td style="text-align: right;">110.60</td> <td style="text-align: center;">MWLS</td> <td colspan="2">Water Level, Sag in pipe, 5% of cross-sectional area</td> </tr> <tr> <td style="text-align: right;">140.15</td> <td style="text-align: center;">IS</td> <td colspan="2">Infiltration Stain from 2 o'clock to 10 o'clock</td> </tr> <tr> <td style="text-align: right;">180.40</td> <td style="text-align: center;">ACB</td> <td colspan="2">Catch Basin, 8 / 8</td> </tr> </tbody> </table>							1:1579	Distance	Code	Observation		0.00	ACB	Catch Basin, 9 / 9	0.00	MWL	Water Level, 5% of cross sectional area	78.75	MWLS	Water Level, Sag in pipe, 5% of cross sectional area		102.60	TBI	Tap Break-In Intruding at 2 o'clock, 4inch dim, 2inch intrusion, within 8 inch		110.60	MWLS	Water Level, Sag in pipe, 5% of cross-sectional area		140.15	IS	Infiltration Stain from 2 o'clock to 10 o'clock		180.40	ACB	Catch Basin, 8 / 8	
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QSR	QMR	SPR	MPR	OPR	SPRI	MPRI	OPRI																														





note: infiltration liners. Minimum length liner 20'. Max length liner 80'.							
Address	Pipe No.	Pipe size	Pipe type	Pipe Length	Pipe problem	Length of liner	(CIPP Cured in Place Pipe) Repair Type
Cottonwood	1946	15	CMP	168	hole, tear at joint, dent 11.07	168	cut tear, CIPP
Cottonwood	1947	12	CMP	23	fine roots in joint 19.6	23	CIPP
Cottonwood	1955	12	CMP	205	large dent 56.3		replace
Cottonwood	1971	12	CMP	32	multiple holes 6.02	32	CIPP
Fairway	2311	12	CMP	154	small hole, hole plugged with rolled up plastic.	3	CIPP
Fairway	2316	12	CMP	227	medium hole 96.7, sag in pipe 166.8, rusty bottom	227	CIPP
Fairway	2323	12	CMP	71	7'-13' concrete grout heavy, 2 parallel orange bores 31.1, 55'-58' concrete heavy grout,	3	cut protruding roof drain + CIPP
Fairway	2332	18	CMP	127	large hole in pipe where 2- protruding 6" laterals were punched in. Blocking flow. 98.9'	3	cut tear, cut protruding roof drain:
Fairway	2341	12	CMP	190	medium root in joint 170.2 , infiltration 128.6, concrete grout bottom of pipe 180	10	CIPP + liner
Fairway	2352	15	CMP	58	medium hole 52.8	3	CIPP
Fairway	2356	15	CMP	122	hole at 11.8 and 20.7	122	CIPP
Heatherstone	3144	12	CMP	141	root in joint med 32.4', root in joint fine 73.4'; concrete grout bottom of pipe	3	CIPP
Heatherstone	3156	12	CMP	110	medium root in joint 42.2	110	CIPP
Heatherstone	3159	12	CMP	145	large dent		replace
Huckleberry	2064	12	CMP	148	small hole 21.2; pipe sagging in areas	3	CIPP
Huckleberry	2069	12	CMP	21	joint offset large	21	CIPP
Huckleberry	2073	12	CMP	120	large dent 91.4, rusty bottom	120	replace
Huckleberry	2093	12	CMP	167	small hole 7.03 top	118	CIPP
Huckleberry	2099	12	CMP	118	medium hole 47.2, small hole 71.9, rusty bottom	118	CIPP
Huckleberry	2103	12	CMP	81	infiltration small hole top of pipe 18.5	81	CIPP + liner
Huckleberry	2104	12	CMP	80	medium hole, deformed 10%-25% 73.9'		replace
Huckleberry	2135	8	CMP	29	roots, 81.2; sag in pipe 23.01; dent 53.4, 76.1; concrete grout on bottom of pipe 174.01, 185.03		replace
Huckleberry	2136	12	CMP	204	sag in pipe various locations, roots 177.6, concrete grout bottom of pipe, very rusty bottom	204	CIPP
Huckleberry	2138	15	CMP	95	large dent, very rusty bottom		replace
Red Cedar	1982	12	CMP	146	dent large 82.0, hole small 82.3		replace
Red Cedar	1985	12	CMP	179	small hole 163.9 bored	3	cut tear, CIPP
Red Cedar	1987	12	CMP	141	small roots in joint 196.0, 244.2	141	CIPP
Red Cedar	1988	12	CMP	142	root in joint 106.07, rusty bottom	142	CIPP
Red Cedar	1996	12	CMP	182	small hole 66.9	182	CIPP
Red Cedar	2002	12	CMP	38	large hole 6.5	38	CIPP
Red Cedar	2007	12	CMP	206	lateral connection break in protruding 6" 3 locations		cut protruding roof drain
Red Cedar	2009	12	CMP	203	small hole 99.4		CIPP
Red Cedar	2014	12	CMP	108	infiltration stains rust around each joint, big root 79.09, holes 97.04	108	CIPP + liner



Fault ID	File Number	Street Address	Neighborhood	Year of CCTV	Clock	Distance	Pipe Deformation (if present)	Pipe Subsidence (if present)	Pipe Material	Priority	Remarks	Image
							Stage	Stage				Category
1562-01	1562-1565	2529 139th St SE	Heatherwood	2012	2:25	57.8		1	18" CONC	A	crack with oxidized soil staining	<a href="#">oxide stains</a>
1562-02	1562-1565	2529 139th St SE	Heatherwood	2012	6:35	196.4	2		18" CONC	C-	water entering through crack	<a href="#">crack</a>
1562-03	1562-1565	2529 139th St SE	Heatherwood	2012	7:45	202.3	2		18" CONC	C-	longitudinal crack with water infiltration, includes extensive cracking without water infiltration	<a href="#">crack</a>
1565-01	1565-1566	13833 26th Ave SE	Heatherwood	2012	2:44	30.8	3		18" CONC	F	directional bore 4" PVC pipe piercing both walls, water infiltration	<a href="#">bore</a>
300-01	300A-301	13512 22nd Ave SE	Heatherwood	2012	2:57	39.3	1		48" x 54"	A	joint deformation	<a href="#">joint deformation</a>
302-01	302-280	13524 22nd Ave SE	Heatherwood	2012	1:56	21.3	2		18" CMP	C-	deformation	<a href="#">joint deformation</a>
2088-01	2088-2071	2505 143rd Pl SE	Huckleberry	2014	7:15	174		2	18" CMP	C-	joint offset with exposed soil	<a href="#">offset</a>
2140-01	2140-outfall	14431 27th St SE	Huckleberry	2014	0:54	17		1	18" CMP	C-	joint offset with mineral deposits	<a href="#">mineral deposits</a>
2140-02	2140-outfall	14431 27th St SE	Huckleberry	2014	1:23	40		1	18" CMP	C-	joint offset with mineral deposits	<a href="#">mineral deposits</a>
2140-03	2140-outfall	14431 27th St SE	Huckleberry	2014	2:51	96	1		18" CMP	A	dent in ceiling	<a href="#">dent</a>
2332-01	2332-2332A	14817 26th Ave SE	Huckleberry	2014	3:50	98	3		18" CMP	F	lateral causing major rupture in wall	<a href="#">breach</a>
2581-01	2581-3139	15609 25th Ln SE	Huckleberry	2014	1:36	46.3			21" CMP	A	lateral with some organic material intrusion	<a href="#">lateral with debris</a>
3147-01	3147-3152	2422 157th Pl SE	Springtree	2014	2:12	65		1	30" CMP	C-	joint subsidence, corrosion	<a href="#">joint separation</a>
3147-02	3147-3152	2422 157th Pl SE	Springtree	2014	4:55	122		1	30" CMP	C-	joint subsidence, corrosion	<a href="#">corrosion</a>
3168-01	3168-3169	15808 21st Ave SE	Springtree	2014	1:16	21		2	24" CMP	C-	joint subsidence, weeper with mineral deposits	<a href="#">dent</a>
3168-02	3168-3169	15808 21st Ave SE	Springtree	2014	4:41	79	2		24" CMP	C-	lateral causing broken wall and soil intrusion	<a href="#">lateral</a>
3168-03	3168-3169	15808 21st Ave SE	Springtree	2014	5:40	92	2		24" CMP	F	pipe rupture, mineral deposits	<a href="#">rupture</a>
3168-04	3168-3169	15808 21st Ave SE	Springtree	2014	7:07	101	3		24" CMP	F	break caused by lateral, soil intrusion	<a href="#">lateral</a>
3171-01	3171-3175	15833 21st Ave SE	Springtree	2014	4:55	104	2		24" CMP	C-	puncture on bottom with small fountain	<a href="#">fountain</a>
3175-01	3175-3177	2022 160th Pl SE	Springtree	2014	10:07	179		2	24" CMP	C-	joint subsidence	<a href="#">joint separation</a>
3270-03	3179A-3179	2114 160th Pl SE	Springtree	2014	1:31	17		3	21" CMP	F	root protruding through crack, against flow, 3179A is 5270	<a href="#">root</a>
3180-01	3180-3182	2129 160th Pl SE	Springtree	2014	3:53	107		2	30" CMP	C-	joint subsidence	<a href="#">mineral intrusion</a>
3182-01	3182-3185	2212 160th Pl SE	Springtree	2014	4:49	126		1	30" CMP	A	lateral joint subsidence with soil visible	<a href="#">lateral</a>
3182-02	3182-3185	2212 160th Pl SE	Springtree	2014	5:42	140		1	30" CMP	A	joint subsidence	<a href="#">joint</a>
3182-03	3182-3185	2212 160th Pl SE	Springtree	2014	9:10	245		1	30" CMP	A	lateral with some organic material intrusion	<a href="#">lateral</a>
3182-04	3182-3185	2212 160th Pl SE	Springtree	2014	9:28	250		1	30" CMP	A	lateral with some organic material	<a href="#">lateral</a>
3185-01	3185-3189	15924 23rd Ln SE	Springtree	2014	0:48	7	3		30" CMP	F	~3" hole in pipe ceiling	<a href="#">hole</a>
3185-02	3185-3189	15924 23rd Ln SE	Springtree	2014	1:17	12		1	30" CMP	A	lateral with soil visible	<a href="#">lateral right</a>
3185-03	3185-3189	15924 23rd Ln SE	Springtree	2014	2:00	12		1	30" CMP	A	lateral with soil visible	<a href="#">lateral left</a>
3185-04	3185-3189	15924 23rd Ln SE	Springtree	2014	3:27	53		2	30" CMP	C-	tree root in joint	<a href="#">root</a>
3189-01	3189-outfall	15911 23rd Ln SE	Springtree	2014	2:31	36		2	30" CMP	C-	joint subsidence with soil intrusion	<a href="#">gap</a>
3189-02	3189-outfall	15911 23rd Ln SE	Springtree	2014	4:15	57		2	30" CMP	C-	joint subsidence with mineral deposits	<a href="#">gap</a>
											joint separation, already repaired with	

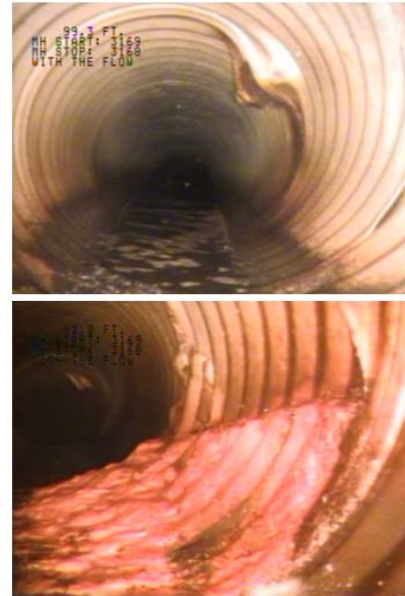
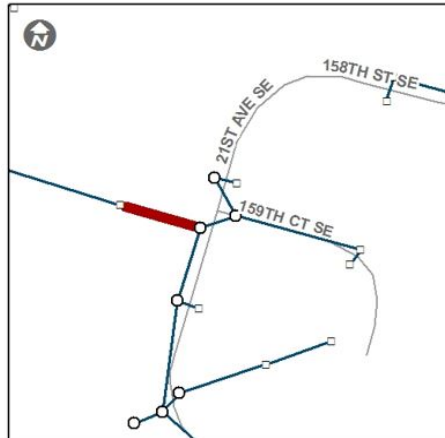




## F grade Faults

### 15808 21<sup>st</sup> Avenue SE – Springtree

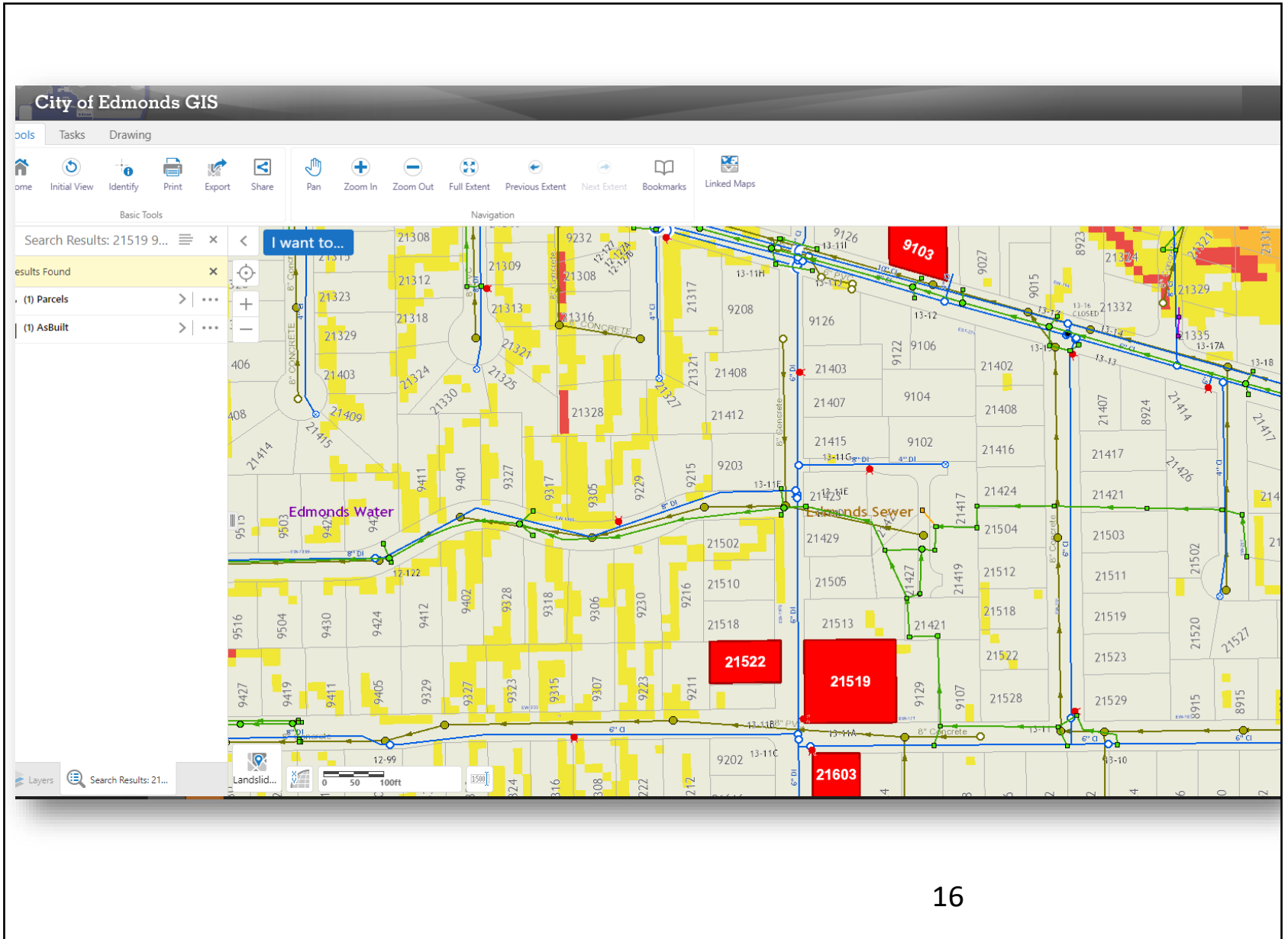
- 24-inch CMP pipe with ruptured wall and intrusion
- 24-inch CMP pipe with lateral causing wall rupture
- Replace entire run in landscaped area: \$56,400
- Possibility of cost recovery from utility owner



# What is GIS?

- Information organized around objects at locations
- Data layers are the visual “map”
- Attributes are associated with objects
- Ideally, everything known about an object is linked to that object:
  - When built (with link to drawings)
  - When inspected (with link to photos)
  - When serviced (who, what, how, costs, etc)
  - Maintenance cycle/asset life (predict what’s next)
  - Etc.





# GIS – a better way

- AWC – GIS Consortium founded 2015
- Under AWC Member Services umbrella
- Consulting and contract work with Flo Analytics
- Tailored to cities' needs
- Mill Creek was among the first cities used to prototype and launch the service
- Mill Creek did not move forward, but strategy and approach still valid



# AWC GIS Consortium

- Annual membership
- Choose a “Tier” of services
- Start up at Tier 4 = \$26,000; 200 hours
- GIS Specialist:
  - Develops system architecture
  - Searches our file system for map and GIS files; moves and organizes
  - Links data from County and partners
  - Sets up user interfaces; trains staff users



# AWC GIS Consortium

- Future years at lower Tier to support our platform
- ...or new applications added
- Other costs:
  - ArcGIS software - \$3-4K/year
  - Payment for data sets
  - Training for staff (time)
- Hire with eye to familiarity with GIS tools
- Companion software applications will be in our future; build carefully on this foundation



# Mill Creek's GIS evolution

- Initial focus on Surface Water assets
- Collect/connect the data we have
- Field data collection for maintenance and reporting
- Platform for future tools/applications:
  - Maintenance work tracking
  - Data collection to optimize maintenance schedules
  - Metrics for process improvement





# Data layers:

- Road network
- Pavement condition reports
- Historical data about pavement repairs/maintenance
- Sidewalk network, trail network
- ADA ramps, crosswalks
- Sign inventory
- City owned street lights
- Link to utility data (PUD, SLWSD, AWWD)
- Zoning, land use
- Private development data
- Permit data (ROW, other)
- As-built drawings, public and private
- Live links to County, state, other data (census data, economic development data, etc.)



We start immediately, base system for internal use in 3-4 months

## Questions?

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[www.cityofmillcreek.com](http://www.cityofmillcreek.com)





# February 12<sup>th</sup> – 15<sup>th</sup> Snow Response Report

March 9<sup>th</sup> 2021

Matthew Combs,

Mike Todd

# Time Line

- Friday, February 12<sup>th</sup>
  - PW pretreated roads
  - Snow accumulation began at 9:40pm
  - PW Team activated
  - Temperature low of 25 degrees F
- Saturday, February 13
  - Snowfall continued persistently
  - Plowing and Sand/Salt/Deicer application continued
  - Focus on bridges and hills
  - Temperature high of 30 Deg. low of 28 Deg.



CONTINUED...

# Time Line

- Sunday, February 14<sup>th</sup>
  - Snow continued
  - Temperature stayed above freezing overnight low of 34 Deg.
  - Mill Creek Rd and Mill Creek Blvd remained open
- Monday, February 15<sup>th</sup>
  - Temperatures remained above freezing through the next week
  - All priority route travel lanes bare and wet conditions

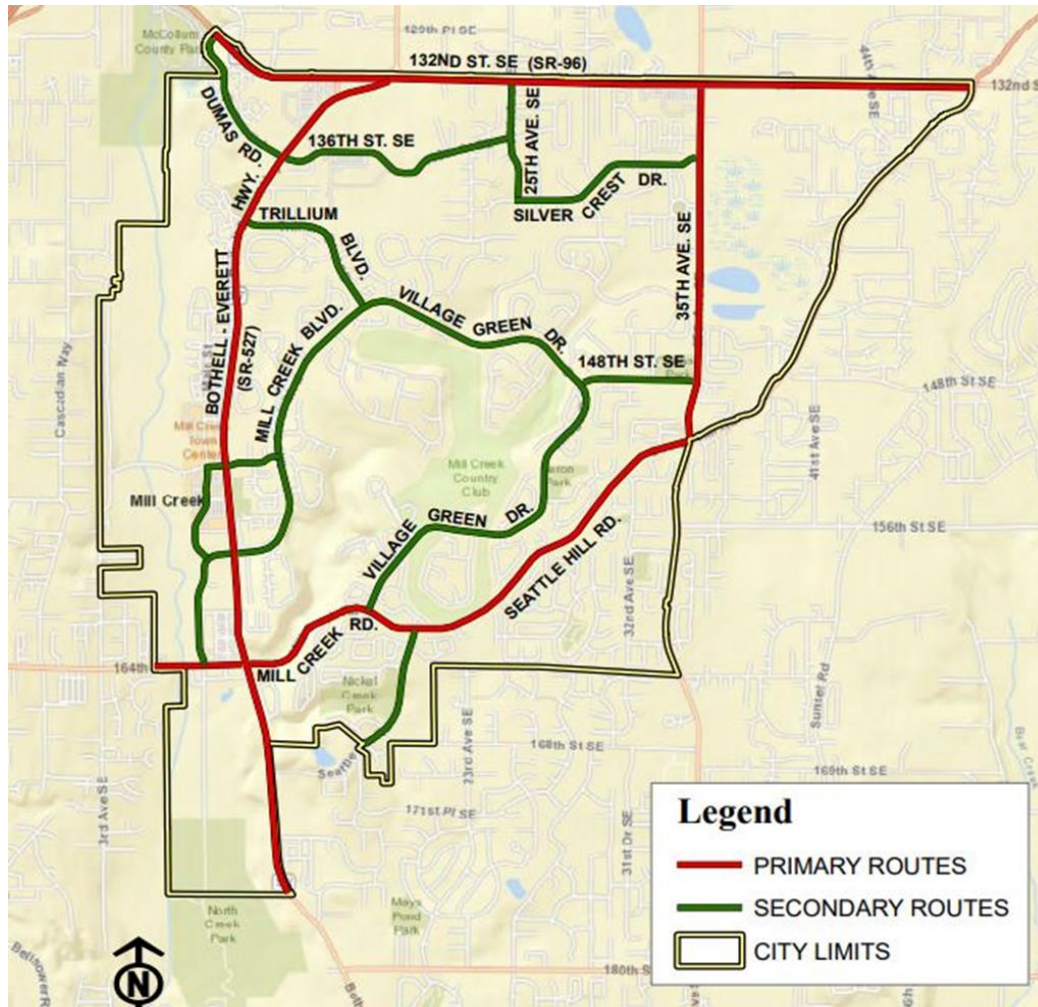


# Preparation

- Friday, February 12<sup>th</sup>
  - Planned for 2 crew shifts – 12 hours each
  - Rented equipment
  - Mounted sander on truck
  - Prepped sand and salt piles
  - Pre – treated all Priority and Secondary routes
  - Issued Press Release
  - Coordinated with City Police and kept continued communication



Priority Routes - Red Secondary Routes - Green





# Operations

- Friday - Feb 12<sup>th</sup>
  - PW team loaded sander and prepped plow
  - Pretreated roads and hills
  - Rental equipment delivered
  - First shift of PW crew arrived and began plowing Priority Routes
  - Applied sand/salt mix to trouble areas
- Saturday - Feb 13<sup>th</sup>
  - Two shift changes
  - Picked up additional salt from WSDOT in morning hours
  - Plowing and Sand/Salt/Deicer application continued throughout the day
  - Equipment failure mid-day
  - Night crew cleared snow with rented equipment



CONTINUED...

# Operations

- Sunday – Feb 14<sup>th</sup>
  - Two crew shift changes
  - Broken equipment back in operation over night
  - Picked up additional salt from WSDOT early morning
  - One team member Unavailable
  - Temperature stayed above freezing overnight
  - Plowing and Sand/Salt/Deicer application continued
- Monday – Feb 15<sup>th</sup>
  - Remaining Crewmember plowed thawing roads
  - All priority route travel lanes bare and wet conditions
  - Temperatures remained above freezing through the next week



CONTINUED...

# Operations

- Expenditures
  - Used Approximately 1900 gallons of deicer
  - 103 Crew hours worked in total
  - 15 Yards of sand/salt mix applied
- Cleanup
  - Sweeping
  - Material Stockpile
  - Equipment
  - Repairs



# Capabilities

- Deicing
  - Salty brine used across the state
  - Approved for roads
  - Applied with tank fed spray system mounted in 4X4 plow truck
- Sand/Salt
  - Rented backhoe to load sander
  - Application from 2 yard spreader mounted in bed of 2 wheel drive light dump truck
  - Truck requires tire chains to enable use
  - Was not operational for a period of time during the storm
  - Well used and unreliable



CONTINUED...

# Capabilities



- Plowing Operations
  - One 4X4 truck with 7 foot plow attachment
  - Funds were approved by council in late 2019 intended for additional fleet with snow removal capabilities
  - No follow up action taken as COVID-19 brought hesitation
  - Picked up in August 2020 – would not be available in time
  - Looked for used trucks to add 1 more plow
  - Heavy Equipment contractors not interested
  - Smaller outfits would not meet the needs of the City
  - Used backhoe to plow roads and highway centers



# Responsibilities:

## Who plows?

- Outside of the City:
  - 164<sup>th</sup> to I-5: **Snohomish County**
  - Seattle Hill Road (east border): **Snohomish County**
  - 35<sup>th</sup> north and south of City: **Snohomish County**
- Inside of City:
  - Arterials and Collectors: **City** (MC Rd, SHR, 35<sup>th</sup>, Dumas, MC Blvd, Main (com'l), VGD, Trillium, Silver Crest, 25<sup>th</sup>, 136<sup>th</sup>, 148th)
  - Residential neighborhoods: Tertiary for **City**, only as time permits

## Who plows the State Highways?

- It depends ...



# State Highways

Bothell Everett Highway – SR 527  
128<sup>th</sup> / 132<sup>nd</sup> = SR 96

- Unincorporated = WSDOT
- Incorporated – it depends ....
  - Under 27,500 population, AWC and WSDOT have a Conformed Agreement
  - Over 27,500 = Cities





# RCW 47.24.020

## **RCW 47.24.020 Jurisdiction, control – Exception.**

**The jurisdiction, control, and duty of the state and city or town with respect to such streets is as follows:**

**(6) Except as otherwise provided in subsection (17) of this section, the city or town at its own expense shall provide street illumination and shall clean all such streets, including storm sewer inlets and catch basins, and remove all snow, except that the state shall when necessary plow the snow on the roadway.**



## AWC - WSDOT Conformed Agreement (2013)

### D) Snow and Ice Removal

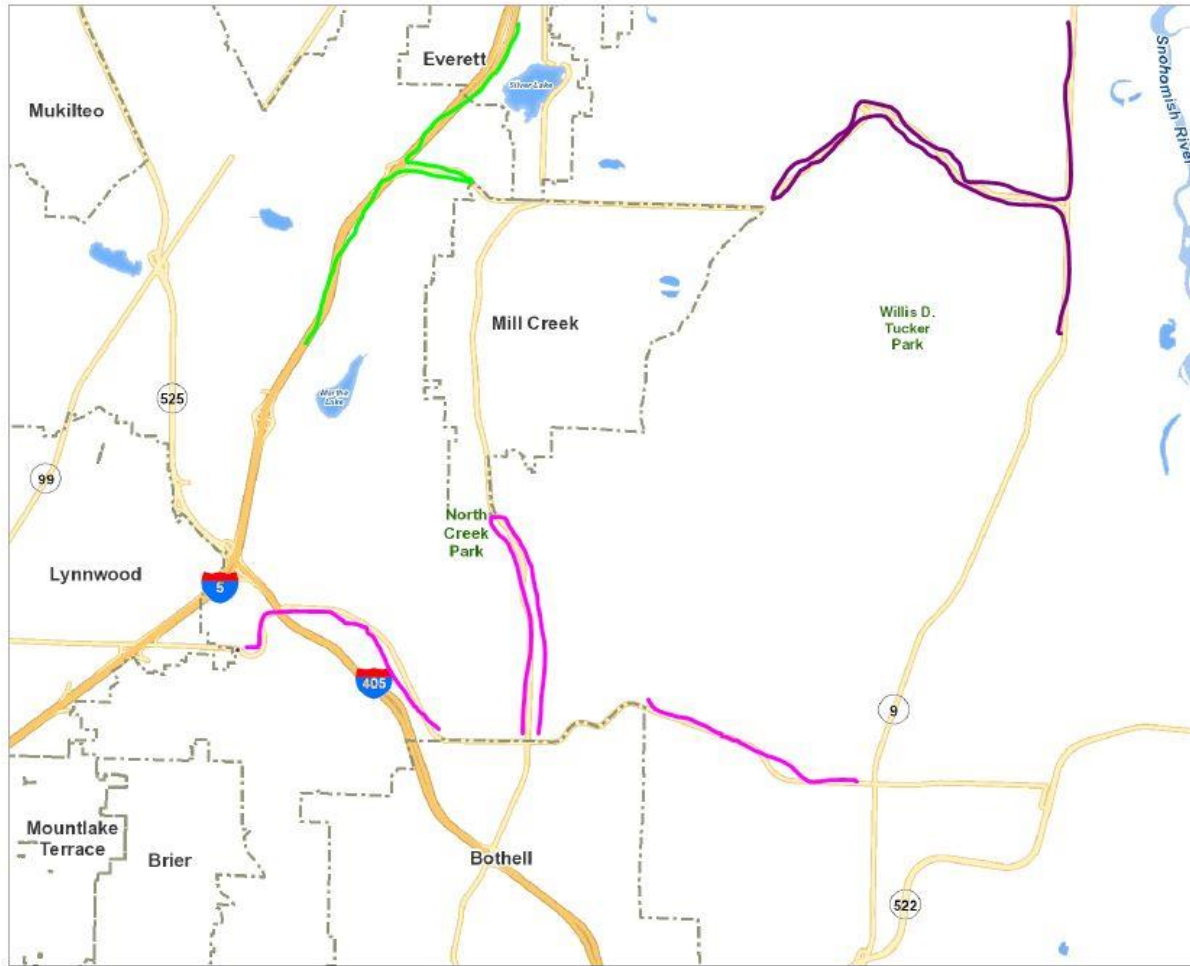
**Background:** At issue is the meaning of the phrase in RCW 47.24.020(6) that states "...except that the state shall when necessary plow the snow on the roadway." This statute states that the city or town, at its expense, is responsible for snow removal. The meaning of "when necessary" and responsibility of snow plowing versus snow removal needed clarification.

**Agreed Upon Guideline:** RCW 47.24.020(6) provides that the cities have responsibility for snow removal within their jurisdiction and that the State shall, when necessary, plow the snow on the roadway.

The meaning of "**when necessary**" is that **the State will plow snow**, with city concurrence, on the traveled lane of the state highway **on the way through the cities not having adequate snow plowing equipment.**



# WSDOT Plow Routes



# Partnerships:

## WSDOT:

- Now authorized and requested blade down when passing through
- But no regular routes through City limits
- Will not apply product

## Snohomish County

- We can call to request assistance; we will formalize and document
- Blade down through City when they can
- Charge for services under ILA



# Looking Ahead

- Management of resources
  - Detailed understanding and preparedness of county and state support
  - Communication with the Public
  - Produce results
- Objectives
  - Prep time – set ourselves up for success
  - Clear directives from City Council expectations
  - Develop winter storm management plan
  - Data gathering
    - Cost for event
    - Cost to prepare
    - Amount of crew hours dedicated to event



# Questions



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Supervisor of Public Works  
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[matthewc@cityofmillcreek.com](mailto:matthewc@cityofmillcreek.com)