

**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 - 600

**January 12, 2021**  
**City Council Meeting**  
**6:00 PM**

**VIRTUAL MEETING INFORMATION**

- A. Join Zoom Meeting  
<https://zoom.us/j/98124921787>

Meeting ID: 981 2492 1787

One tap mobile

[+12532158782](tel:+12532158782).,98124921787#US (Tacoma)

[+16699006833](tel:+16699006833).,98124921787# US (San Jose)

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AUDIENCE COMMUNICATION**

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

## **NEW BUSINESS**

- C. Memorandum of Understanding (MOU) with Silver Lake Water & Sewer District for the Thomas Lake Sewer Lift Station Project  
*(Mike Todd, Director of Public Works and Development Services)*

## **STUDY SESSION**

- D. Dobson Remillard Property - How to Start the Process  
*(Mayor Holtzclaw and City Manager Ciaravino)*

## **CONSENT AGENDA**

- E. Approval of Checks #62823 through #62947 and ACH Wire Transfers in the Amount of \$1,825,220.42.  
*(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)*
- F. Payroll and Benefit ACH Payments in the Amount of \$461,680.26.  
*(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)*
- G. City Council Meeting Minutes of January 5, 2021

## **REPORTS**

- H. Mayor/Council
- I. City Manager
  - 1. Laurel Gimzo, Director of Finance - CARES Act Update
  - 2. Planning Schedule
- J. Staff
  - Report, etc.

## **RECESS TO EXECUTIVE SESSION**

*(Confidential Session of the Council)*

- K.
  - Discuss a potential real property acquisition pursuant to RCW 42.30.110(1)(b). No action will be taken.

## **AUDIENCE COMMUNICATION**

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

## **ADJOURNMENT**



Agenda Item # \_\_\_\_\_

**Meeting Date: January 12, 2021**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:**    **Memorandum of Understanding (MOU) with Silver Lake Water and Sewer District for the Thomas Lake Sewer Lift Station Project**

### **PROPOSED MOTION:**

Adopt a Resolution authorizing the City Manager to execute a Memorandum of Understanding (MOU) with Silver Lake Water and Sewer District for the Thomas Lake Sewer Lift Station Project.

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

#### **Background:**

Silver Lake Water and Sewer District (SLWSD) owns and operates a sanitary sewer lift station at 3901 - 138<sup>th</sup> Street SE. They have a need to replace the aging equipment at that location, and add capacity to accommodate new development that has occurred over the years.

Understandably, the existing lift station needs to stay operational until the new one is constructed and commissioned; their present site needs minor expansion to accommodate the construction period and the placement of new equipment, and temporary use of the City's right of way (ROW) during construction. Their site improvements are customary and will be addressed through a conditional use permit. Their use of the City's ROW is accommodated under their Franchise Agreement.

SLWSD has approached the City with a proposal to utilize a portion of the City's ROW adjacent to their lift station site for these purposes. This section of ROW extends westward from an existing cul-de-sac and terminates at the property line of the Farm development's wetland mitigation site (formerly Pacific Topsoils' peat mining operation). With the construction and potential future transfer of the wetland mitigation site to the City, this ROW section will not be needed for traditional roadway purposes.

Via this MOU, SLWSD is seeking assurances from the City that they can proceed to their design phase, whereby specific construction details will be developed. City staff and SLWSD staff have met and examined preliminary plans that indicate that this project can be mutually beneficial to both parties, and not improperly impair the City's future use of the ROW. Specifically, their concept drawing shows the need for SLWSD to:

- Install a sewer manhole in the ROW
- Pave a 20 foot wide section of the ROW to provide access to their enhanced Lift Station site, and accommodate future City use for access to the mitigation site.
- Remove an existing curb and gutter access point on the east side of their site, and relocate that access to the south side (via the newly paved section) to allow better access for

City Council Agenda Summary

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construction and long term maintenance of their facility

- Add illumination to their site for security and maintenance purposes, with appropriate light spill shielding for neighbors and wildlife.
- Provide a sewer stub out to the west end of the newly paved portion of the ROW to obviate the need for pavement cuts should the City care to connect to the sewer in the future.

SLWSD is anxious to develop their design and advertise for bids for construction next summer (2021). After SLWSD has final designs and construction plans, they will apply for customary permits. An interlocal agreement supplementing their existing Franchise Agreement will be executed by both parties with final details of their temporary use of the ROW during construction, and permanent use for their manhole and sewer line connections.

**STAFF INFORMATION CONTACT:** Mike Todd, Director Public Works and Development Services, 425-921-5708.

**CITY MANAGER RECOMMENDATION:**

Adopt a Resolution authorizing the City Manager to execute a Memorandum of Understanding (MOU) with Silver Lake Water and Sewer District for the 138<sup>th</sup> Street Lift Station Project.

**ATTACHMENTS:**

- Memorandum of Understanding (MOU)
- Location map and Preliminary Lift Station Design
- Resolution

Respectfully Submitted:



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Michael G. Ciaravino  
City Manager

**Memorandum of Understanding**

**Thomas Lake Sewer Lift Station Construction on 138<sup>th</sup> Street SE**

This Memorandum of Understanding (MOU) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the City of Mill Creek (City), a Washington municipal corporation, and Silver Lake Water & Sewer District (SLWSD), a Washington municipal corporation.

**A. Background and Recitals**

1. The City and SLWSD approved a franchise agreement in April 2014 that addresses the operation, maintenance and placement of SLWSD facilities within the City public Right-of-Way (ROW).
2. SLWSD has an approved capital improvement project to replace the existing Thomas Lake Sewer Lift Station, located at 3901 138<sup>th</sup> Street SE (Project). Construction of the Project is scheduled for 2021.
3. The Project site location is immediately adjacent to City ROW, which is currently unused. SLWSD desires to utilize a portion of the unused City ROW on a non-exclusive basis to improve permanent access to the Project site, as well as on a temporary basis during construction.
4. The City may utilize the ROW in the future as part of a planned recreational trail system. The exact nature and timing of any City use of the ROW has not been determined, and will not be formally adopted until after construction of the Project.
5. The parties desire to provide for the best use of the ROW that will benefit both the City and SLWSD in the long term.
6. Circumstances and timing of the Project necessitate that the City and SLWSD promptly address how to best utilize the City ROW through this MOU.

**B. Agreement**

The Parties agree as follows:

1. Purpose. The purpose of this MOU is to allow SLWSD to utilize a portion of the ROW on a non-exclusive basis for the Project that will also benefit the City for any long term recreational uses.

2. Permission to Use. The City grants permission to SLWSD to utilize the ROW in accordance with conditions listed below.
3. Conditions of Use.
  - a. SLWSD shall submit Project construction plans to the City for review and approval.
  - b. The City will allow the SLWSD contractor to use the ROW for temporary storage, excavation and staging during construction of the Project. The SLWSD contractor shall agree to defend, indemnify and hold the City harmless from all claims for bodily injury or property damage arising out of or related to its use of the City's property or its work subject only to the limitations set forth in RCW 4.24.115. The Contractor shall name the City as an additional insured on its Commercial General Liability ("CGL") policy and prior to the commencement of construction shall provide the City with a certificate of insurance in a form acceptable to the City. The ROW shall be restored to the satisfaction of the City after construction is completed.
  - c. SLWSD will be allowed to install a new sewer manhole and construct a 20-foot wide paved vehicle access route along the north side of the ROW, immediately adjacent to the existing SLWSD parcel. The new paved access route shall extend to the west end of the developed Project site.
  - d. SLWSD shall remove the existing curb, gutter and sidewalk to create a new access point at the end of 138<sup>th</sup> Street SE, and replace to City standards with a more typical driveway cut.
  - e. SLWSD shall install a new sewer lateral near the west end of the ROW for a potential future connection and use by the City.
  - f. If needed for Project site illumination, SLWSD shall install a new luminaire pole in the southeast corner of the Project site with appropriate light blocking to avoid light spillover to the adjacent wetlands and residential areas.
4. Standards of Construction. The approved use of the ROW shall be in accordance to both agency's standards and specifications, except that City standards and specifications shall control when they are more stringent.
5. Permitting. At a minimum, SLWSD shall apply for a City ROW Use Permit for the Project, and the Project shall be subject to all applicable land use and environmental regulations set forth in the adopted City Code.

6. Hold Harmless. SLWSD agrees to defend, indemnify and hold harmless the City from any and all suits, claims, demands, judgments, award, or liabilities arising out of or related to the use of the ROW and from the work performed as authorized in this MOU.
7. Duration. This MOU becomes effective on the date on which the last authorized signatory affixes his/her signature to this MOU. The MOU shall remain in effect until such time that the parties negotiate a successor agreement addressing the use of the ROW.
8. No Third Party Beneficiaries. Except as may be expressly set forth in this MOU, none of the provisions of this MOU shall inure to the benefit of or be enforceable by any third party.
9. Notice. Unless provided otherwise in this MOU, notices issued for all communications associated with this MOU shall be delivered to each party as follows:

Silver Lake Water & Sewer District  
Attn: General Manager  
15205 41<sup>st</sup> Avenue SE  
Bothell, WA 98012

City of Mill Creek  
Attn: Public Works Director  
15728 Main Street  
Mill Creek, WA 98012

This Memorandum of Understanding is entered into this \_\_\_\_ day of \_\_\_\_\_, 2020.

By:

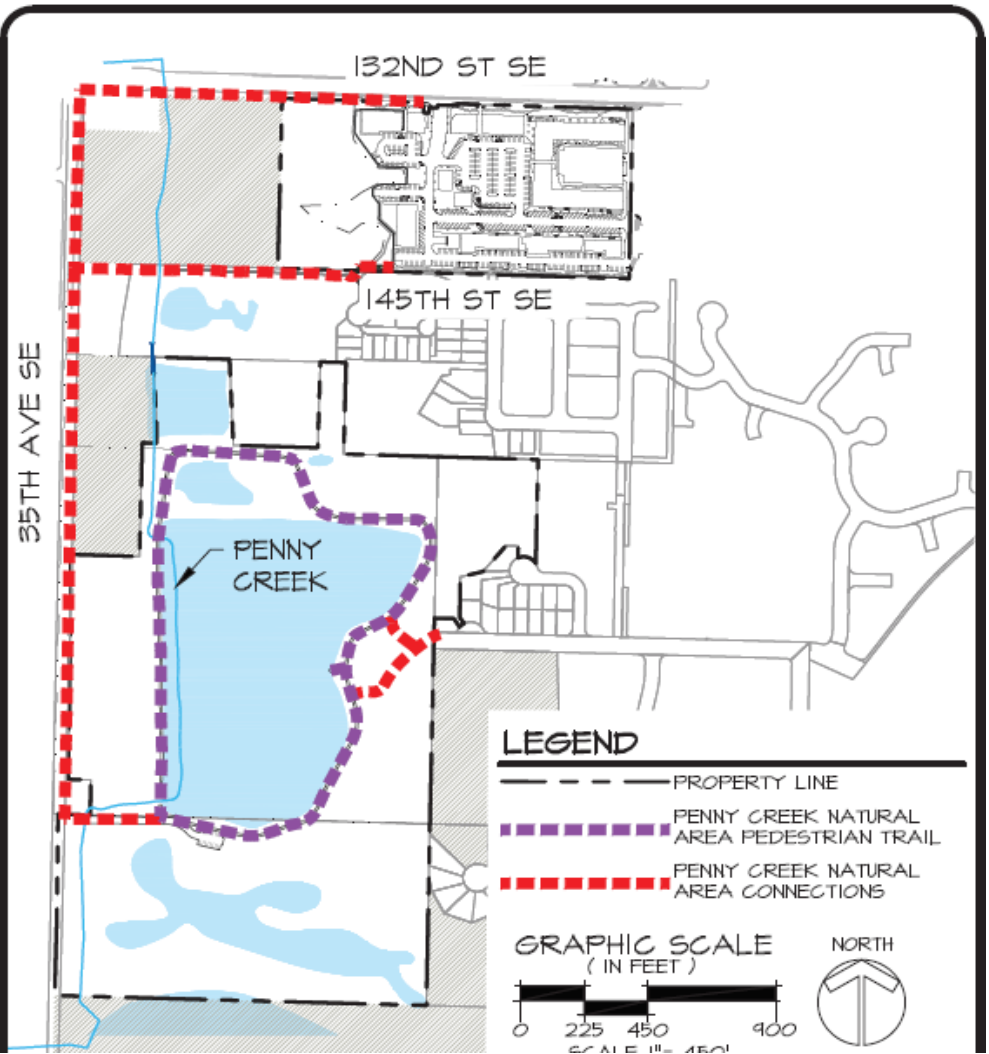
Silver Lake Water & Sewer District

City of Mill Creek

\_\_\_\_\_  
Curt Brees

\_\_\_\_\_  
Michael Ciaravino  
City Manager

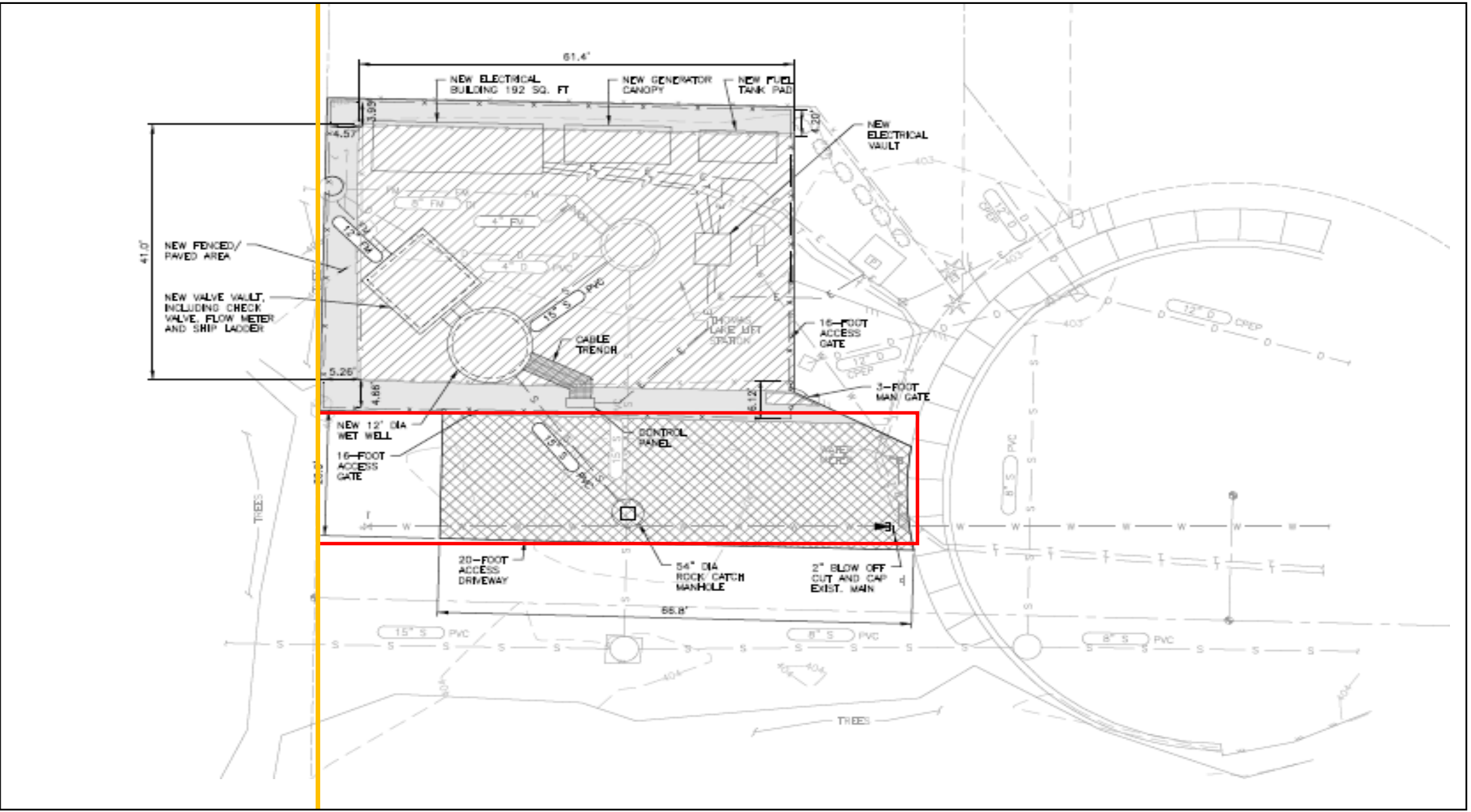
General Manager





**AGENDA ITEM #C.**





**RESOLUTION NO. 2021 - 600**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE  
A MEMORANDUM OF UNDERSTANDING WITH THE SILVER LAKE  
WATER & SEWER DISTRICT REGARDING THE THOMAS LAKE  
SEWER LIFT STATION CONSTRUCTION ON 138TH STREET SE**

WHEREAS, in 2014, the City of Mill Creek approved a franchise agreement with the Silver Lake Water & Sewer District (“SLWSD”) that included provisions for installation, operation, and maintenance of SLWSD facilities within the City’s public right of ways; and

WHEREAS, SLWSD has requested approval to utilize a portion of unused City right of way on a non-exclusive basis in connection with replacing the existing Thomas Lake Sewer Lift Station located at 3901 138th Street SE; and

WHEREAS, the City believes that the SLWSD project will benefit the City in terms of both service and potential long-term recreational uses;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, THAT;

Section 1. The City Council authorizes the City Manager to execute a Memorandum of Understanding (“MOU”) with SLWSD regarding the use of City right of way in connection with the replacement of the Thomas Lake sewer lift station as set forth in the MOU.

Adopted this 12th day of January 2021, by a vote of \_\_\_ for, \_\_\_ against, and \_\_\_ abstaining.

APPROVED:

\_\_\_\_\_  
BRIAN HOLTZCLAW, MAYOR

132583.0004/8319007.1

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
NAOMI FAY, CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
GRANT DEGGINGER, CITY ATTORNEY

FILED WITH THE CITY CLERK: \_\_\_\_\_

PASSED BY THE CITY COUNCIL \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_



Date: January 12th, 2021

A/P Check Batches		
Dated	Check Numbers	Amount
11/10/2020	Wire-76 Fleet-October	\$2,780.00
12/04/2020	62823-62825	\$67,690.78
12/16/2020	62826-62898	\$1,550,188.06
12/16/2020	ACH Debit-Excise Tax Return-Nov	\$19,728.14
12/29/2020	CARES Relief Fund Grants 62899-62912	\$117,192.00
12/30/2020	62913-62947	\$67,641.44
<b>Total</b>		<b>\$1,825,220.42</b>

Voided Checks	
Numbers	Explanation
62926	Incorrect Amount
62937	Incorrect Amount

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 62823 through 62947, and ACH/Wire in the amount of \$1,825,220.42.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

*Laure R. Dyer*  
\_\_\_\_\_  
Director of Finance

\_\_\_\_\_  
Councilmember

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

**Accounts Payable**

**Checks by Date - Detail by Check Date**

User: Jodieg  
 Printed: 1/7/2021 1:31 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62823	D9 20480	Division 9 Contract Flooring Carpet Removal & Rubber Tile Installation - PD	12/04/2020		31,198.19
				Total for Check Number 62823:	0.00 31,198.19
62824	ECMS 442190-NOV20	Emerald City Moving & Storage Move Desks Out and Back - Flooring Project - P	12/04/2020		2,373.50
				Total for Check Number 62824:	0.00 2,373.50
62825	SNOVALL CMC20201009 CMC20201010	Sno Valley Process Solutions Air Purification Installation - CHS Air Purification Installation - CHN	12/04/2020		5,222.23 28,896.86
				Total for Check Number 62825:	0.00 34,119.09
				Total for 12/4/2020:	0.00 67,690.78
62826	ADPLLC 569348256	ADP, LLC ADP Workforce Now - 10/31 & 11/15, HCM 11/	12/16/2020		1,294.47
				Total for Check Number 62826:	0.00 1,294.47
62827	ALLIEDTR Prog Est 1	Allied Trenchless 2020 Grade C Stormwater Pipe Repair - Pay Est	12/16/2020		309,472.00
				Total for Check Number 62827:	0.00 309,472.00
62828	INTEGRA 17196812	Allstream T-1 Monthly Chgs - Dec	12/16/2020		703.41
				Total for Check Number 62828:	0.00 703.41
62829	AMAZON 1JDP-QGG6-YDFP 1LKM-6YTP-D9C3	Amazon Capital Services Hose for Cutting Torch Control Valve for De-Icer	12/16/2020		46.76 241.65
				Total for Check Number 62829:	0.00 288.41
62830	AXONENT SI-1693481	Axon Enterprise Inc 25 Ft. Smart Cartridge - Taser	12/16/2020		4,392.38
				Total for Check Number 62830:	0.00 4,392.38
62831	BCS 2020-MC11	Bridge Coordination Services DV Services - November	12/16/2020		2,956.31
				Total for Check Number 62831:	0.00 2,956.31
62832	CABDOW	Cabot Dow Associates, Inc	12/16/2020		



# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	November 2020	Labor Relations Services 11/01 - 11/30			4,970.00
			Total for Check Number 62832:	0.00	4,970.00
62833	BCARNENT 604681418	Carnevale Enterprises LLC Refund - Business License Fee	12/16/2020		50.00
			Total for Check Number 62833:	0.00	50.00
62834	CITYBELL 37813	City of Bellevue MBP Surcharge - Qtr 4, 2020	12/16/2020		2,138.97
			Total for Check Number 62834:	0.00	2,138.97
62835	CITYEVE I20006034	City of Everett Animals Brought to Shelter - Oct	12/16/2020		205.00
			Total for Check Number 62835:	0.00	205.00
62836	CITYMC2 B2020-0635 B2020-0635A B2020-0635B B2020-0635C B2020-0635D	City of Mill Creek Building Permit Fees - Basic Fee Comm. - Histo Building Permit Fees - Permit Fee - Historic Pan Building Permit Fees - Plan Review Fee - Histor Building Permit Fees -Resident State Surcharge - Building Permit Fees - Technology Fee - Histori	12/16/2020		100.00 120.85 78.55 6.50 8.98
			Total for Check Number 62836:	0.00	314.88
62837	BCMHEAT B2020-0385 B2020-0532	CM Heating, Inc Refund - Building Permit #B2020-0385 Refund - Building Permit #B2020-0532	12/16/2020		36.00 36.00
			Total for Check Number 62837:	0.00	72.00
62838	COMCAST 849831021045701 849831021072434	Comcast High Speed Internet Fee 12/18 - 01/17 Internet for ITS 12/14 - 01/13	12/16/2020		191.42 106.42
			Total for Check Number 62838:	0.00	297.84
62839	COPIETC AR52096	Copiers Etcetera, Inc. Repairs & Maint - Copy Machines	12/16/2020		1,247.55
			Total for Check Number 62839:	0.00	1,247.55
62840	DVNPTGRP 106979	Davenport Group, Inc Dell Latitude Laptop, Docking Station, Antenna,	12/16/2020		4,362.55
			Total for Check Number 62840:	0.00	4,362.55
62841	DILIGENT INV276936	Diligent Corporation iCompass Agenda/Minutes Management IT Soft	12/16/2020		10,492.04
			Total for Check Number 62841:	0.00	10,492.04
62842	DOWELLCN 2020.11.002	Andrea Dowell Prof Svcs - Financial Consultant - November	12/16/2020		3,025.00
			Total for Check Number 62842:	0.00	3,025.00
62843	FBILEEDA 300042137	FBI-LEEDA Active Membership - R Fleming	12/16/2020		50.00

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62843:	0.00	50.00
62844	FELDMAJ 0008	Feldman & Lee, P.S. Public Defender Contract - Nov	12/16/2020		7,666.00
			Total for Check Number 62844:	0.00	7,666.00
62845	FRSTLNCM 160833 160851	Firstline Communications Inc Remote Maintenance/Phone Support Remote Maintenance/Phone Support	12/16/2020		57.96 115.92
			Total for Check Number 62845:	0.00	173.88
62846	BGRNPAST 604657999	Green Pastures, LLC Refund - Overpayment Business License	12/16/2020		50.00
			Total for Check Number 62846:	0.00	50.00
62847	HHJR 604674510	Hammerhead Hauling and Junk Removal L Refund - Overpayment Business License	12/16/2020		50.00
			Total for Check Number 62847:	0.00	50.00
62848	IPI 108626 108626A	Innovative Products, Inc Magnetic Mic/Bulk Pac 25 Use Tax - Magnetic Mic/Bulk Pac 25	12/16/2020		814.93 -77.44
			Total for Check Number 62848:	0.00	737.49
62849	ISO CW246126 CW246126A	ISOsource IT Consultant/Tech Support 11/04 - 11/13 IT Consultant/Tech Support - Covid 19 11/04 - 1	12/16/2020		1,463.16 1,472.00
			Total for Check Number 62849:	0.00	2,935.16
62850	JANIMALH 001247	Julz Animal Houz NWH Frozen Turkey Bulk Bars & Chews - Hon	12/16/2020		269.48
			Total for Check Number 62850:	0.00	269.48
62851	KAMINS Pay Est #5	Kamins Construction, Inc 2020 SHR Pavement Restore Project - Pay Est #.	12/16/2020		9,311.15
			Total for Check Number 62851:	0.00	9,311.15
62852	KLEIJ July2020-Oct202	John Klei Reimburse Medicare Part B (4x\$144.60) - July 2	12/16/2020		578.40
			Total for Check Number 62852:	0.00	578.40
62853	LAROSSES LaRose	Scot LaRose Returned Direct Deposit - S LaRose 11/25/20 Pa	12/16/2020		350.00
			Total for Check Number 62853:	0.00	350.00
62854	LEXIPOL INV8097	Lexipol LLC 1 Yr. Law Enforcement Policy Manual Update S	12/16/2020		4,493.00
			Total for Check Number 62854:	0.00	4,493.00
62855	MCMAG 4864	Mill Creek Living Magazine 19,500 Copies Rec Guide Insterted-6 Pgs Winter	12/16/2020		3,500.00



# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62855:	0.00	3,500.00
62856	OREILLY 2986-278872 2986-278891 2986-279603 2986-279666	O'Reilly Automotive Inc Black Paint - Veteran's Day Display Oil Pres SW - Repair - PW4 Wiper Blades - PW11 De-Icer - PW5	12/16/2020		39.72 41.15 44.18 5.51
			Total for Check Number 62856:	0.00	130.56
62857	PACAIR 35548 35699 35708 35737 35754	Pacific Air Control, Inc. HVAC Repair - CHN Replace OEM Controller - CHS HVAC Control Failure - CHN HVAC Repair - MC Library 2nd Semi-Annual Billing	12/16/2020		670.18 1,786.79 176.80 632.61 438.13
			Total for Check Number 62857:	0.00	3,704.51
62858	PACTOP 1-T1151782	Pacific Topsoils, Inc. ROW - Brush Cut Back & Cleanup - SR 527	12/16/2020		21.00
			Total for Check Number 62858:	0.00	21.00
62859	ELLITIRE 064462015585	PepBoys-Remittance Dept Battery - Car #44	12/16/2020		76.85
			Total for Check Number 62859:	0.00	76.85
62860	PITNEYB 3312468006	Pitney Bowes Global Financial Services Lease Postage Machine, Meter & Scale	12/16/2020		472.45
			Total for Check Number 62860:	0.00	472.45
62861	PLAYWELL DB20068 DB20103	Play-Well TEKnologies Play-Well Online: Adventures in STEM-LEGO I Play-Well Online: Summer Camp Materials Fees	12/16/2020		25.00 15.00
			Total for Check Number 62861:	0.00	40.00
62862	PRYTHSP 832317	Protect Youth Sports Background Check - IT Manger - J Socoloski	12/16/2020		8.95
			Total for Check Number 62862:	0.00	8.95
62863	PSTINVST PST120-147	PST Investigations Police Chief Background Check - J Young	12/16/2020		451.25
			Total for Check Number 62863:	0.00	451.25
62864	SNOCPUD 108766401 112058118 115358664 115365257 115368078 118678141 125318072 131901090 131901838 135200484	PUD No. 1 of Snohomish County 2720 Seattle Hill Rd 10/10 - 11/11 2725 Seattle Hill Rd 10/10 - 11/11 902 164th St SE 10/02 - 11/09 13903 N Creek Dr 10/18 - 11/20 Street Lights - 189 Lights - 200W 11/01 - 11/30 Street Lights - 6 Lights - 150W 11/01 - 11/30 16110 1/2 29th Dr SE 10/30 - 12/03 Street Lights - 49 Lights - 20W 11/01 - 11/30 3401 148th St SE 10/23 - 11/24 928 Dumas Rd 10/18 - 11/20	12/16/2020		17.82 17.82 43.45 808.10 1,736.91 28.98 18.90 17.15 24.59 130.28

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	138400578	14810 35th Ave SE 10/10 - 11/11			66.18
	145054834	Street Lights - 8 Lights - 200W 11/01 - 11/30			47.68
	145054835	Street Lights - 38 Lights - 250W 11/01 - 11/30			285.38
	145054836	Street Lights - 39 Lights - 400W 11/01 - 11/30			441.48
	151640123	Street Lights - 841 Lights - 100W 11/01 - 11/30			5,121.69
	151640449	Street Lights - 17 Lights - 100W 11/01 - 11/30			52.87
	151641001	1700 Mill Creek Rd 10/25 - 12/01			110.70
	154881933	15720 Main St 10/15 - 11/17			1,871.20
	154885548	13510 N Creek Dr 10/18 - 11/20			58.23
	154887585	Street Light - 1 Light - 240W 11/01 - 11/30			7.94
	158083827	Street Light - 1 Light - 160W 11/01 - 11/30			5.18
	161256650	Street Lights - 91 Lights - 250W 11/01 - 11/30			985.53
	161257374	Street Lights - 386 Lights - 100W 11/01 - 11/30			1,389.60
	164466365	15720 Main St Unit B 10/15 - 11/17			403.11
	167683000	1900 164th St SE 10/13 - 11/10			27.54
	167689753	Street Lights - 21 Lights - 400W 11/01 - 11/30			312.90
			Total for Check Number 62864:	0.00	14,031.21
62865	ROGERST	Tom Rogers	12/16/2020		
	Reimb Exp	Reimb Jet Pack Fees 06/08-07/07-COVID-19			111.72
	Reimb ExpA	Reimb Jet Pack Fees 07/08-08/07-COVID-19			41.72
	Reimb ExpB	Reimb Jet Pack Fees 08/08-09/07-COVID-19			76.06
	Reimb ExpC	Reimb Jet Pack Fees 09/08-10/07-COVID-19			111.09
			Total for Check Number 62865:	0.00	340.59
62866	SAFEBLT	SAFEbuilt LLC	12/16/2020		
	0071502-IN	Prof Svcs - Plan Review/Bldg Inspection Service			14,033.96
	0072055-IN	Prof Svcs - Plan Review/Bldg Inspection Service			12,257.98
	0072615-IN	Prof Svcs - Plan Review/Bldg Inspection Service			7,123.62
			Total for Check Number 62866:	0.00	33,415.56
62867	SNOCOSHO	Snohomish County Sheriff's Office	12/16/2020		
	I000543494	City JAG Contribution July - Dec 2020			2,869.00
			Total for Check Number 62867:	0.00	2,869.00
62868	SILVERL	Silverlake Water District	12/16/2020		
	14737-19068	13617 28th Dr SE Irrig 11/01 - 11/30			7.60
	17679-27345	15429 1/2 Bothell Everett Hwy 11/01 - 11/30			7.60
	17684-27596	15429 Bothell Way - Irrig 11/01 - 11/30			7.60
	32141-27633	13903 N Creek Dr 11/01 - 11/30			69.55
			Total for Check Number 62868:	0.00	92.35
62869	SCFIRDS	Sno County Fire District #7	12/16/2020		
	INV00648	Fire Interlocal Agreement - 4th Qtr 2020			1,007,253.50
			Total for Check Number 62869:	0.00	1,007,253.50
62870	SNOCOM	Snohomish County 911	12/16/2020		
	3076	Dispatch Services - Dec			21,804.54
			Total for Check Number 62870:	0.00	21,804.54
62871	SNOCOC	Snohomish County Corrections	12/16/2020		
	2020-6505	Jail Service Fee - Sept			15,379.18
	2020-6545	Jail Service Fee - Oct			12,225.28

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62871:	0.00	27,604.46
62872	SDISTCRT I000544835 I000544835A	Snohomish County District Court Filing Fees - SD Court - Nov Interpreter Costs - Nov	12/16/2020		3,701.53 906.97
			Total for Check Number 62872:	0.00	4,608.50
62873	SNOCOSH1 2020-6524	Snohomish County Treasurer Inmate Medical Billing - Sept	12/16/2020		3.99
			Total for Check Number 62873:	0.00	3.99
62874	SNOTREEC 1584	Snohomish Tree Company Tree Removal - North Entrance to Highland Park	12/16/2020		2,983.50
			Total for Check Number 62874:	0.00	2,983.50
62875	SNDPUBIN EDH914119 EDH914120 EDH914614 EDH914615 EDH914749	Sound Publishing Inc Notice of Public Hearing - 2021-2026 CIP Notice of Public Hearing - 2021-2022 Biennial E Publication of Ordinance No. 2020-865 Publication of Ordinance No. 2020-866 Notice of Public Hearing - 2021-2022 Biennial E	12/16/2020		32.20 32.20 25.20 25.20 35.00
			Total for Check Number 62875:	0.00	149.80
62876	SPRBRK INV-004981	Springbrook Software, Inc. Springbrook Finance Suite/AR 01/01/21 - 06/30/	12/16/2020		9,293.61
			Total for Check Number 62876:	0.00	9,293.61
62877	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Premium - MEBT - ER - D	12/16/2020		3,298.14
			Total for Check Number 62877:	0.00	3,298.14
62878	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem - MEBT - ER Paid - December	12/16/2020		1,681.12
			Total for Check Number 62878:	0.00	1,681.12
62879	STARDMSV 0124487-IN 0124487-IN1 0124487-IN2 0124487-IN3	Stardom Services Inc November Services - Janitorial - CHS November Services - Janitorial - CHN November Services - Janitorial - Extra Fri Clean November Services - Janitorial - Extra Fri Clean	12/16/2020		1,105.40 1,349.60 175.00 125.00
			Total for Check Number 62879:	0.00	2,755.00
62880	STATEAUD L139615	State Auditor's Office Statutory Audit Services 2019-2019	12/16/2020		18,604.95
			Total for Check Number 62880:	0.00	18,604.95
62881	STERICYC 3005349343	Stericycle Inc Biomedical Waste Services - Monthly Fee	12/16/2020		10.36
			Total for Check Number 62881:	0.00	10.36
62882	SUNBELT 107369213-0001	Sunbelt Rentals Rental - Diesel Air Compressor & Air Compress	12/16/2020		680.44

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62882:	0.00	680.44
62883	TCSPAN 93685	TC Span America Uniforms - PW Maintenance Workers	12/16/2020		343.31
			Total for Check Number 62883:	0.00	343.31
62884	TERMINIX 402536057	Terminix Processing Center Pest Control - WO #17418153007 - MC Library	12/16/2020		95.03
			Total for Check Number 62884:	0.00	95.03
62885	SHERWILL 7587-4 7655-9	The Sherwin-Williams Co Paint Supplies - Heron Park Repainting Paint Supplies - Heron Park Repainting	12/16/2020		31.68 56.99
			Total for Check Number 62885:	0.00	88.67
62886	TRANSUN 11008115	Trans Union LLC Basic Service Monthly Fee - Credit Checks 10/2	12/16/2020		60.78
			Total for Check Number 62886:	0.00	60.78
62887	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations - November	12/16/2020		55.25
			Total for Check Number 62887:	0.00	55.25
62888	ULINE 126993537 127295708 127295708A	Uline N95 Deluxe Respirator Masks - Patrol Saline Refill - Eye Wash Station Evidence Envelopes/Trash Bags - PD	12/16/2020		643.54 85.09 205.27
			Total for Check Number 62888:	0.00	933.90
62889	UULC 0110178 0110178A	Utilities Underground Location Center On-Call Location Services - 51 Locates On-Call Location Services - 51 Locates	12/16/2020		65.79 65.79
			Total for Check Number 62889:	0.00	131.58
62890	VARI IVC-2-1662004	Vari Sales Corporation 4 - VariDesk ProPlus - PD	12/16/2020		1,571.31
			Total for Check Number 62890:	0.00	1,571.31
62891	VERIZON 9867569133	Verizon Wireless Access & Usage Chgs - Public Safety 10/23 - 11.	12/16/2020		1,851.15
			Total for Check Number 62891:	0.00	1,851.15
62892	WWGRAIN 9741434998	W.W. Grainger, Inc. 1 Pr. Rubber Boots - J Bond	12/16/2020		198.88
			Total for Check Number 62892:	0.00	198.88
62893	WAPRO 12/01/2020 12/01/2020A	WAPRO WAPRO Membership Renewal Dues - J Lee WAPRO Membership Renewal Dues - I Heath	12/16/2020		25.00 25.00
			Total for Check Number 62893:	0.00	50.00

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62894	WAVEDIV 102743301000852	WaveDivision Holdings, LLC Fiber Lease - 15728 Main St to 3000 Rockefeller	12/16/2020		641.25
			Total for Check Number 62894:	0.00	641.25
62895	AFSCME Nov 2020	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME - Nov	12/16/2020		690.84
			Total for Check Number 62895:	0.00	690.84
62896	WSU NWCV21019601160	WSU Professional Education Talent Development & Coaching - N Fay	12/16/2020		100.00
			Total for Check Number 62896:	0.00	100.00
62897	ZAC&THOM 20-MCR0011	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer - Nov	12/16/2020		9,880.00
			Total for Check Number 62897:	0.00	9,880.00
62898	ZOOM INV55059116	Zoom Video Communications Inc 4 - Standard Pro Annual	12/16/2020		662.55
			Total for Check Number 62898:	0.00	662.55
			Total for 12/16/2020:	0.00	1,550,188.06
62899	BEQUESTC 202	Bequest Coffee Co Mill Creek CARES Small Business Relief Fund	12/29/2020		7,000.00
			Total for Check Number 62899:	0.00	7,000.00
62900	AZUL 201	Blue Food Group Inc Mill Creek CARES Small Business Relief Fund	12/29/2020		10,000.00
			Total for Check Number 62900:	0.00	10,000.00
62901	AVME 200	Adam Brown Mill Creek CARES Small Business Relief Fund	12/29/2020		4,192.00
			Total for Check Number 62901:	0.00	4,192.00
62902	SAWMILL 217	Cafes Incorporated Mill Creek CARES Small Business Relief Fund	12/29/2020		10,000.00
			Total for Check Number 62902:	0.00	10,000.00
62903	SUBWAY 212	Golden Group LLC Mill Creek CARES Small Business Relief Fund	12/29/2020		10,000.00
			Total for Check Number 62903:	0.00	10,000.00
62904	PORTSUBS 209	Hajj Enterprises LLC Mill Creek CARES Small Business Relief Fund	12/29/2020		7,000.00
			Total for Check Number 62904:	0.00	7,000.00
62905	ELLIOTTB 203	JB & Camden Inc Mill Creek CARES Small Business Relief Fund	12/29/2020		10,000.00
			Total for Check Number 62905:	0.00	10,000.00

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62906	EYESLLC 205	Jessica Reeves Mill Creek CARES Small Business Relief Fund	12/29/2020		9,000.00
				Total for Check Number 62906:	0.00      9,000.00
62907	NEWCHINA 207	M & K Business Mill Creek CARES Small Business Relief Fund	12/29/2020		10,000.00
				Total for Check Number 62907:	0.00      10,000.00
62908	PLANCHIR 208	Planet Chiropractic Mill Creek CARES Small Business Relief Fund	12/29/2020		7,000.00
				Total for Check Number 62908:	0.00      7,000.00
62909	SOLIDMT 211	Tae Kyung Kim Mill Creek CARES Small Business Relief Fund	12/29/2020		7,000.00
				Total for Check Number 62909:	0.00      7,000.00
62910	VMRGROUI 214	Victor Abovskiy Mill Creek CARES Small Business Relief Fund	12/29/2020		7,000.00
				Total for Check Number 62910:	0.00      7,000.00
62911	PREMCAT 216	Eric Watson Mill Creek CARES Small Business Relief Fund	12/29/2020		9,000.00
				Total for Check Number 62911:	0.00      9,000.00
62912	YOGACTR 215	Yoga in the Center Mill Creek CARES Small Business Relief Fund	12/29/2020		10,000.00
				Total for Check Number 62912:	0.00      10,000.00
				Total for 12/29/2020:	0.00      117,192.00
62913	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	Alderwood Water District Seattle Hill Rd I/R 09/18 - 11/19 Median 4 & 5 I/R 09/18 - 11/19 1901 Mill Fern Dr SE I/R Median 09/18 - 11/19 16011 28th Dr SE I/R 09/18 - 11/19 Seattle Hill Rd I/R 09/18 - 11/19 155 Village Grn Dr I/R 09/18 - 11/19 155 Village Grn Dr/Heron Pk 09/18 - 11/19 15933 29th Dr SE I/R 09/18 - 11/19 16220 27th Dr SE I/R 09/18 - 11/19 16217 27th Dr SE I/R 09/18 - 11/19 16205 25th Dr SE I/R 09/18 - 11/19 Seattle Hill Rd I/R 09/18 - 11/19 Median Number 6 I/R 09/18 - 11/19 15720 Mill Creek Blvd D/C 09/18 - 11/19 15720 Main Street 09/18 - 11/19 15728 Main St I/R 09/18 - 11/19 15728 Main St D/C 09/18 - 11/19 15728 Main Street 09/18 - 11/19 1300 156th Pl SE I/R 09/18 - 11/19 16101 Highland Blvd/Restr 09/18 - 11/19 16101 28th Dr SE I/R 09/18 - 11/19 16021 28th Dr SE I/R 09/18 - 11/19	12/30/2020		72.68 72.68 220.52 72.68 72.68 139.88 200.74 72.68 72.68 72.68 40.04 72.68 139.88 15.20 535.68 139.88 15.20 368.93 32.36 200.74 139.88 72.68

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	07900155-01	Seattle Hill Rd I/R 09/18 - 11/19			72.68
	08000152-01	Seattle Hill Rd I/R 09/18 - 11/19			72.68
	08300050-01	3310 157th Pl SE I/R 09/18 - 11/19			108.52
	08800024-01	Seattle Hill Rd I/R 09/18 - 11/19			72.68
	08900020-01	Seattle Hill Rd I/R 09/18 - 11/19			72.68
	09000017-01	Seattle Hill Rd I/R 09/18 - 11/19			72.68
	09080000-01	14600 Mill Creek Blvd I/R 09/18 - 11/19			40.04
	09100016-01	Seattle Hill Rd I/R 09/18 - 11/19			72.68
	13233000-01	15200 Mill Creek Blvd I/R 09/18 - 11/19			32.36
	25703000-01	14725 32nd Dr SE I/R 09/18 - 11/19			72.68
	26070000-01	15803 32nd Ave SE 09/18 - 11/19			200.74
	26467000-01	1900 164th St SE 09/18 - 11/19			72.68
	26468000-01	1900 164th St SE I/R 09/18 - 11/19			72.68
	33254000-01	14725 32nd Dr SE 09/18 - 11/19			200.74
	34493000-01	15720 Main St I/R 09/18 - 11/19			32.36
			Total for Check Number 62913:	0.00	4,111.93
62914	AMAZON	Amazon Capital Services	12/30/2020		
	14RJ-QF7T-QRLP	Dell Laptop Charger			50.38
	1DPG-PXT7-HL77	Plasma Cutter With Built-In Air Compressor			434.83
	1DPG-PXT7-HL77A	Plasma Cutter With Built-In Air Compressor			434.82
			Total for Check Number 62914:	0.00	920.03
62915	BANKCARE	Bank of America	12/30/2020		
	1	Cleaning Supplies - COVID 19			31.65
	10	Clothing/Uniform - S White			530.34
	10A	Sales Tax-Clothing/Uniform - S White			-50.39
	11	4 - Log-MeIn - Go ToMeeting Business			83.98
	12	20 Boxes - M & L Black Nitrile Gloves - Patrol			330.40
	13	Retirement Gift - J Wright			200.00
	14	WAPRO Membership - N Fay			25.00
	15	Galvanized Trash Can - Replacement of Rusted *			82.81
	16	Investigations Manual/Guides - T Hughes			437.36
	16A	Sales Tax-Investigations Manual/Guides - T Hug			-41.56
	17	K9 Hidden Sleeve, Training Whip, Bungee Line			255.44
	18	Meeting Minutes in Robert's Rules - N Fay 12/01			47.00
	19	Meeting Minutes in Robert's Rules - A Gordon 1			47.00
	1A	Partition for Office Workers - PD			17.55
	1B	Shop Supplies - PW			8.24
	1C	Veteran's Day Display Supplies			64.62
	2	Door Strike Replacement - Cougar Park			320.45
	20	Mybuilding Permit.com Monthly Fee			59.95
	21	Shop Supplies - PW			159.03
	22	IIMC - Annual Membership Fee - N Fay			210.00
	23	CMC Admission Fee - N Fay			50.00
	3	Wreath Flower Replacement - Veteran's Day Rev			33.15
	4	.Com Domain Renewal			20.08
	5	Wreath Flower Replacement - Veteran's Day Rev			13.24
	6	Door Sweep & Hardware - PD			34.38
	7	Street Sign Post Replacements			310.53
	8	Masking Tape - PD Flooring Project			19.85
	9	Plastic Barrier - CHN Counter			672.95
			Total for Check Number 62915:	0.00	3,973.05
62916	BANKCR16	Bank of America	12/30/2020		
	1	NWETC Course & Certification-C Schmidt			375.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62916:	0.00	375.00
62917	BENEAD 2012510	Benefit Administration Co, LLC Section 125 Flexible Benefits Plan - Dec	12/30/2020		100.00
			Total for Check Number 62917:	0.00	100.00
62918	CDW 5399743 5408185 5410721	CDW Government DYMO Rhino Labeler w/Case Fluke Analog Probe W/60HZ Filter 2-Verbatim 8GB Store N Go USB - 3Pk	12/30/2020		179.88 155.42 49.46
			Total for Check Number 62918:	0.00	384.76
62919	COPIETC AR52560	Copiers Etcetera, Inc. Repairs & Maint - Copy Machines	12/30/2020		1,247.55
			Total for Check Number 62919:	0.00	1,247.55
62920	HPI 11/09/2020	Holmes Polygraph & Investigations Pre-Employment Polygraph - Chief J Young	12/30/2020		250.00
			Total for Check Number 62920:	0.00	250.00
62921	SNOCOHU I000544883	Snohomish County Human Services Dept. 2% Liquor Profits/Liquor Taxes - 3rd Qtr 2020	12/30/2020		1,551.01
			Total for Check Number 62921:	0.00	1,551.01
62922	IMS 50167-3	Infrastructure Management Services Pavcmnt Condition Rating Work	12/30/2020		3,591.00
			Total for Check Number 62922:	0.00	3,591.00
62923	ISO CW245621 CW245621A	ISOOutsource IT Consultant/Tech Support 10/01-10/30 IT Consultant/Tech Support 10/01-10/30-COVII	12/30/2020		2,537.08 1,453.60
			Total for Check Number 62923:	0.00	3,990.68
62924	KCDA 300524325 300524325A 300524325B	KCDA Purchasing Cooperative Chair Mat - J Lee Clipboards (9) - PW Clipboards (3) - Passports	12/30/2020		45.79 32.85 10.95
			Total for Check Number 62924:	0.00	89.59
62925	KGCTYOF 105677	King County Finance WRIA Watershed Planning Interlocal	12/30/2020		6,835.00
			Total for Check Number 62925:	0.00	6,835.00
62926	LANEP 3841367 3841368 3841369 3841372 3841373 3841374 3841375 3841375A	Lanepowell Prof Legal Svcs - General Employment - Nov Prof Legal Svcs - City Attorney - Nov Prof Legal Svcs - General Construction - Nov Prof Legal Svcs - Police Officers' Guild Labor M Prof Legal Svcs - AFSCME Labor Matters - Nov Prof Legal Svcs - AFSCME Unfair Labor Practic Prof Legal Svcs - Public Records - Nov 10% Discount*Per Fee Agreement-Invoice #382	12/30/2020 VOID		15,011.85 13,875.00 1,113.75 10,582.90 2,544.85 7,353.35 24,530.35 -11,841.20



# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62926:	63,170.85	0.00
62927	NELSONM 7656	Melissa Nelson Music for Preschool - Online #7656	12/30/2020		210.00
			Total for Check Number 62927:	0.00	210.00
62928	KIDZLOVS 7697	North American Youth Activities, LLC Kidz Love Soccer Online: Mommy/Daddy & M	12/30/2020		32.20
			Total for Check Number 62928:	0.00	32.20
62929	ROBHALF 56841710 56903565	OfficeTeam Cares Grant Coordinator - Week Ending 12/11 Cares Grant Coordinator - Week Ending 12/25	12/30/2020		1,590.00 727.43
			Total for Check Number 62929:	0.00	2,317.43
62930	OMWATT 846095	Ogden Murphy Wallace Attorneys Prof Legal Svcs - McClung v. Harbor Pacific - N	12/30/2020		33.00
			Total for Check Number 62930:	0.00	33.00
62931	PACAIR 34291	Pacific Air Control, Inc. Cooling/Heating Repair - CHS	12/30/2020		934.83
			Total for Check Number 62931:	0.00	934.83
62932	Peckman 1E 1E1	Peckham & McKenney Professional Fee - Police Chief Search - Final Bi Professional Fee - Finance Director Search - Fin	12/30/2020		3,051.93 3,364.86
			Total for Check Number 62932:	0.00	6,416.79
62933	PLANTSCP 52456E 52456E1 52456E10 52456E11 52456E12 52456E13 52456E14 52456E15 52456E2 52456E3 52456E4 52456E5 52456E6 52456E7 52456E8 52456E9	Plantscapes Horticultural Services Landscape Maint - CHS - Dec Landscape Maint - CHN - Dec Landscape Maint - Hillside Park - Dec Landscape Maint - Silver Crest Park - Dec Landscape Maint - Buffalo Park - Dec Landscape Maint - R/W Medians - Dec Landscape Maint - Interior Medians - Dec Landscape Maint - Off Season - Dec Landscape Maint - MC Library - Dec Landscape Maint - Library Park - Dec Landscape Maint - Heron Park - Dec Landscape Maint - MCSP - Dec Landscape Maint - Highland Park - Dec Landscape Maint - Pine Meadows Park - Dec Landscape Maint - Nickel Creek Park - Dec Landscape Maint - Cougar Park - Dec	12/30/2020		98.85 43.69 195.31 76.19 250.11 1,173.22 111.80 110.50 94.94 167.51 182.33 150.52 340.68 371.10 107.28 342.20
			Total for Check Number 62933:	0.00	3,816.23
62934	SNOCPUD 105482908 108786874 125326190 131914530 138410635 138416573	PUD No. 1 of Snohomish County 13901 North Pointe Cir Irrig 11/11 - 12/10 2720 Seattle Hill Rd 11/12 - 12/14 13628 N Creek Dr 11/14 - 12/16 928 Dumas Rd 11/21 - 12/21 15601 22nd Ct SE 10/31 - 12/01 15728 Main St 11/07 - 12/10	12/30/2020		16.20 17.82 8.91 135.32 25.76 1,419.20

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	141732247	2725 Seattle Hill Rd 11/12 - 12/14			17.82
	145062655	15429 Bothell Everett Hwy 11/03 - 12/10			38.83
	145065218	2024 Seattle Hill Rd 11/12 - 12/14			38.25
	148352673	15429 1/2 Bothell Everett Hwy 11/03 - 12/10			22.36
	148354428	1900 164th St SE 11/11 - 12/12			30.73
	151651867	15720 Main St 11/18 - 12/16			1,825.96
	151651868	15720 Main St Unit B 11/18 - 12/16			310.32
	151653723	13510 N Creek Dr 11/21-12/21			51.34
	161263222	4842 SAC 11/03 - 12/10			98.40
	161266192	14810 35th Ave SE 11/12 - 12/14			68.71
			Total for Check Number 62934:	0.00	4,125.93
62935	PUGETSO	Puget Sound Energy	12/30/2020		
	200004765331	15720 Main St 11/17 - 12/17			431.12
	200004765463	15728 Main St 11/17 - 12/18			806.09
			Total for Check Number 62935:	0.00	1,237.21
62936	SANDAACLN	Sanda Cleaners	12/30/2020		
	Oct/Nov/Dec	Uniform Dry Cleaning - S Conner & M Schuerr			222.64
	Oct/Nov/Dec1	Uniform Dry Cleaning - S Eastman			97.24
			Total for Check Number 62936:	0.00	319.88
62937	SHREDIT	Shred-It USA Inc	12/30/2020	VOID	
	8180855028	Shredding Service Fee		804.63	
			Total for Check Number 62937:	804.63	0.00
62938	SILVERL	Silverlake Water District	12/30/2020		
	14112-27585	132nd & SR 527 Irrig 11/01-11/30			24.80
	14969-56155	13716 Bothell Everett Hwy 11/01-11/30			7.60
	24079-27593	Hillside Irrig 11/01-11/30			7.60
	32140-27632	13903 N Creek Dr-Irrig 11/01-11/30			7.60
	35995-27914	SR 527-Irrig 11/01-11/30			7.60
	35996-27914	14600 SR 527-Irrig 11/01-11/30			7.60
	35997-27914	13800 N SR 527-Irrig 11/01-11/30			7.60
	35998-27914	1600 SR 527-Irrig 11/01-11/30			7.60
	35999-27914	15200 SR 527-Irrig 11/01-11/30			7.60
	36000-27914	15100 N SR 527-Irrig 11/01-11/30			7.60
	36016-27914	SR 527 & Trillium Blvd-Irrig 11/01-11/30			7.60
	36025-27914	14600 SR 527-Irrig 11/01-11/30			7.60
	36026-27914	SR 527 & Dumas Rd-Irrig 11/01-11/30			7.60
	36365-27593	Dumas Rd Irrigation 11/01-11/30			22.30
	37034-30017	14721 12th Ave SE-Irrig 11/01-11/30			7.60
	37680-27914	0 33rd & Northpointe Circle-Irrig 11/01-11/30			7.60
	40191-27914	13401 44th Ave SE-Restroom 11/01-11/30			65.85
			Total for Check Number 62938:	0.00	219.35
62939	SNDPUBIN	Sound Publishing Inc	12/30/2020		
	EDH915004	Publication of Ordinance No. 2020-868			42.00
	EDH915005	Publication of Ordinance No. 2020-867			44.80
	EDH915722	Publication of Ordinance No. 2020-869			22.40
			Total for Check Number 62939:	0.00	109.20
62940	STAPLEAD	Staples Advantage	12/30/2020		
	1631851749	HP Ink Cartridges-PW-Plotter			152.91
	1631851749A	File Folders, Copy Ppr, Toner Cartridge			491.37

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	1631851749B	Desk Panel-Records Area			228.50
	1631851749C	Printer Cartridge-Interim Chief of Staff			113.36
	1631851749D	Printer Cartridge-City Clerk			55.13
	1631851749E	Credit-Printer Cartridge			-100.43
			Total for Check Number 62940:	0.00	940.84
62941	MLC 7662 7671	The Mini Lesson Center, LLC Mini Lesson Online-Guided Story "A Bear Calle Mini Lesson Online-Writing Persuasive Essays #	12/30/2020		84.00 112.00
			Total for Check Number 62941:	0.00	196.00
62942	UNUM 0220603-035 5	UNUM Life Ins. Co. of America Long Term Care (LTC EE) J Klei 01/01 - 12/31 -	12/30/2020		882.00
			Total for Check Number 62942:	0.00	882.00
62943	USFASHGO 604686003	USFASHIONGO.COM LLC Refund Business License Fee	12/30/2020		50.00
			Total for Check Number 62943:	0.00	50.00
62944	VALORSOL No. 2020-102	Valor Solutions USA, LLC Prof Svcs - Contract Mgmt Consulting/Audit - N	12/30/2020		6,987.00
			Total for Check Number 62944:	0.00	6,987.00
62945	VERIZON 9869290175	Verizon Wireless Access & Usage Chgs - City Cell Phones 11/17-	12/30/2020		1,262.78
			Total for Check Number 62945:	0.00	1,262.78
62946	WWGRAIN 9741645213	W.W. Grainger, Inc. Safety Gear - PW Crew	12/30/2020		251.17
			Total for Check Number 62946:	0.00	251.17
62947	ZAC&THOM 20-MCR0012	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer - Dec	12/30/2020		9,880.00
			Total for Check Number 62947:	0.00	9,880.00
			Total for 12/30/2020:	63,975.48	67,641.44
			Report Total (125 checks):	63,975.48	1,802,712.28



**Combined Excise Tax Return**

600-598-011  
CITY OF MILL CREEK

Filing Period: November 30, 2020 Due Date: December 28, 2020

Filing Frequency: Monthly

**Business & Occupation**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	6.33	6.33	0.00	0.004710	0.00
Service and Other Activities (\$1 million or greater in prior year)	628,798.00	0.00	628,798.00	0.017500	11,003.97
<b>Total Business &amp; Occupation</b>					<b>11,003.97</b>

**State Sales and Use**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	6.33	0.00	6.33	0.065000	0.41
Use Tax	83,081.05	0.00	83,081.05	0.065000	5,400.27
<b>Total State Sales and Use</b>					<b>5,400.68</b>

**Deductions**

Tax Classification	Deduction	Amount
<b>Business &amp; Occupation</b>		
Retailing	Other: Government Services	6.33

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

Location	Taxable Amount	Tax Rate	Tax Due
3119 - MILL CREEK	6.33	0.040000	0.25
<b>Total Local City and/or County Sales Tax</b>			<b>0.25</b>

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

Location	Taxable Amount	Tax Rate	Tax Due
3119 - MILL CREEK	83,081.05	0.040000	3,323.24
<b>Total Local City and/or County Use Tax/Deferred Sales Tax</b>			<b>3,323.24</b>

**Total Tax 19,728.14**



**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: JEFFREY ALAN BALENTINE

**Wire Information**

Wire Type: DOMESTIC Wire Date: 11/10/2020  
 Country: US Wire Amount (USD): 2,780.00  
 Currency of Recipient Account: USD Wire Fee:  
 Source: IN PERSON  
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH  
 ID Verification/Type: DEBIT CARD WITH VISA OR MASTERCARD

**Recipient Information**

Recipient Name: 76 FLEET WEX BANK Bank Name: BMO HARRIS BANK NATIONAL ASSOCIATION  
 Account Number Type: ACCOUNT NUMBER Bank ID:  
 Account Number: Address: 111 W MONROE ST  
 Address: 97 DARLING AVE CHICAGO  
 PORTLAND IL 60603 US  
 OREGON US

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

Additional Reference Information: CITY OF MILL CREEK INVOICE NO  
 ACCOUNT:0201-00-105915-3 Additional Bank Instructions:

**Customer Approval**

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debilling 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	MARTHA LAKE	Date:	November 10, 2020
Company #/Cost Center #:	00353 0066621	Phone #:	425-746-2767
Initiating Associate Name:	IBARRA, AMERICA	Remittance ID #:	R7QRTYALW



RECEIVED

NOV 12 2020

CITY OF MILL CREEK

Invoice Statement

INVOICE NUMBER: 68426750  
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	14,800.00	31	OCT-31-2020	NOV-20-2020	2,780.00

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
OCT-21-2020	Payment - Thank You		2,596.30
OCT-30-2020	Fuel Purchases	2,790.40	
OCT-30-2020	Service Purchases	8.00	
OCT-30-2020	Other Purchases		8.00
OCT-30-2020	Other Adjustments this Period	10.00	
OCT-30-2020	Rebates and Rebate Reversals		20.40

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 # ~~001-018-510-30-3200~~ 397.18  
~~401-401-531-38-3200~~ 571.39  
Bars Code # ~~001-014-318-90-3200~~ 36.42  
~~001-008-531-70-3200~~ 400.01  
Signature [Signature]  
Date 11/12/2020

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
2,596.30	2,596.30	2,800.40	20.40	2,780.00

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	68426750
BILL CLOSING DATE	OCT-31-2020
AMOUNT DUE	2,780.00
AMOUNT ENCLOSED	
PAYMENT DUE DATE	NOV-20-2020

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

02010010591534000000278000 201120

<b>Subtotal</b>	19,728.14
<b>Total Amount Owed</b>	19,728.14 ✓

---

**Prepared By:** Andrea Dowell  
**E-Mail Address:** andrea@dowellconsulting.com  
**Submitted Date:** 12/16/2020  
**Confirmation #:** 0-017-510-550

**Payment Type:** ACH Debit/E-Check  
**Amount:** \$19,728.14 ✓  
**Effective Date:** 12/16/2020 ✓

Export

Page 1 of 2

**Washington State Department of Revenue**

Your Return has been submitted and your confirmation number is **0-017-510-550**

Below is information from your Monthly Return for the period ending November 30, 2020

<b>Filing Date</b>	December 16, 2020
<b>Account ID</b>	600-598-011
<b>Primary Name</b>	CITY OF MILL CREEK
<b>Payment Method</b>	ACH Debit/E-Check ✓
<b>Payment Effective</b>	December 16, 2020
<b>Total Tax</b>	19,728.14 ✓
<b>Total Due</b>	19,728.14

**The email address on this return is different from the one in your profile**

The Department is using email more frequently to communicate with taxpayers. Please verify that the email address in your profile is correct.

To update your email address click the Profile menu icon at the top of this page, select **My Profile**, click the *Profile* tab, and click **Use your SAW profile**.

To check the status of your return, go to your account *Summary* page, select the *More Options* tab, and click **View, Edit, or Print Drafts or Submissions**.

Print a copy of your return below.

[https://secure.dor.wa.gov/atlaservices/wtp/\\_/ExportView?Doc=Dd&UID=HnjJWFXCS...](https://secure.dor.wa.gov/atlaservices/wtp/_/ExportView?Doc=Dd&UID=HnjJWFXCS...) 12/16/2020





Date: January 12, 2021

Payroll Check Batches		
Dated	Check Numbers	Amount
12/10/2020	ACH Wire-Assoc. of WA Cities	\$70,760.08
12/10/2020	ACH Automatic Deposit Checks	\$139,105.81
12/10/2020	ACH Wire- FWT & Medicare Taxes	\$27,008.43
12/10/2020	ACH Wire MEBT- Wilmington Trust	\$18,098.14
12/10/2020	ACH Wire- ICMA RC- Def. Comp	\$6,094.54
12/10/2020	ACH Wire- BAC- Flex Spending Acct	\$1,071.37
12/10/2020	ACH Wire- MCPD Guild Dues	\$1,840.00
12/23/2020	ACH Automatic Deposit Checks	\$139,988.79
12/23/2020	ACH Wire – FWT & Medicare Taxes	\$29,028.64
12/23/2020	ACH Wire - MEBT – Wilmington Trust	\$21,581.05
12/23/2020	ACH Wire – BAC – Flex Savings Acct	\$1008.87
12/23/2020	ACH Wire – ICMA RC – Def. Comp	\$6094.54
<b>Total</b>		<b>\$461,680.26</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 \$461,680.26.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

*Paul R. Sign*  
\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Councilmember

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

**Dana Volk**

---

**From:** AWCTrust@vimly.com  
**Sent:** Wednesday, December 9, 2020 3:01 PM  
**To:** Dana Volk  
**Subject:** Simon Payment Receipt  
**Attachments:** 35800739600149335020201209150023Receipt.pdf

**CAUTION:** This email originated from outside the City of Mill Creek. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**AWC Employee Benefit Trust**

PO Box 6  
C/o Vimly Benefit Solutions, Inc  
Mukilteo, WA 98275-0006

**MILL CREEK, CITY OF**

15728 Main St  
Mill Creek, WA 98012-1518

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**Billing Details**

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<b>Billing ID:</b> 12307	<b>Month:</b> 12/2020
<b>Customer Ref:</b> 000189700X000	<b>Invoice Date:</b> 11/18/2020

---

**Payment Details**

---

<b>Payment Amount:</b> \$ 70,760.08	<b>ACH Payment Ref:</b> N/A
<b>Settlement Date:</b> N/A	<b>Account Type:</b> Checking
<b>Date/Time Paid:</b> 12/09/2020 2:38:50 pm	<b>Account Number:</b>
<b>Paid By:</b> Dana Volk	<b>Transaction Number:</b> py_1HwbdzGpAtMY3xQirODJuMue

---

**SIMON has successfully processed your payment. Please see the attached PDF.  
A copy of your receipt can also be located in SIMON, on the HISTORY/BILLING page of the RECEIPTS tab.**

Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete  
 Week#:50 Pay Date:12/10/2020 P/E Date:11/30/2020  
 Qtr/Year:4/2020 Run Time/Date:15:20:31 PM EST 12/08/2020

Taxes Debited	Federal Income Tax	20,624.82	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	2,917.92	
	Medicare - ER	2,917.89	
	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	182.51	
	State Family Leave Insurance - ER	0.00	
	State Family Leave Insurance Adj - EE	0.00	
	State Medical Leave Insurance - EE	164.36	
	State Medical Leave Insurance - ER	200.93	
	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>27,008.43</b>		
	<b>139,105.81</b>		
Other Transfers	Full Service Direct Deposit Acct		
	<b>Total Amount Debited From Your Account</b>	<b>166,114.24</b>	<b>Total Liability 166,114.24</b>
Bank Debits & Other Liability	Checks	0.00	<b>166,114.24</b>
	Adjustments/Prepay/Voids	0.00	<b>166,114.24</b>
Taxes- Your Responsibility	None this payroll		<b>166,114.24</b>



**Funds Transfer Request Authorization (FTRA)**

Customer Information	
Name: MILL CREEK, WA CITY OF	Address: 16728 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: JEFFREY ALAN BALENTINE	

Wire Information	
Wire Type: DOMESTIC	Wire Date: 12/11/2020
Country: US	Wire Amount (USD): 18,098.14
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 COLUMBUS OH 43240 US
Address: NOT PROVIDED COLUMBUS OHIO US	

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

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

FOR BANK USE ONLY: Financial Center Information			
Financial Center Name	MILL CREEK BANKING CENTER	Date:	December 11, 2020
Company #/Cost Center #:	00353 0037019	Phone #:	425-461-5488
Initiating Associate Name:	SHARMA, MANINDERJEET	Remittance ID #:	NNZB97W3P

Payroll 12/10/2020

MEBT ER	11,102.54
MEBT EE	11,974.86
Sub-Total	23,077.40
Less Standard Insurance	(4,979.26)
Wire Amount	18,098.14

9481.13 LEO	Total
766.60 MBX	Total
11061.05 MEB	Total
105.72 MEB2	Total
41.49 MME	Total
41.49 MMR	Total
5921.66 P2E	Total
950.11 P3E	Total
11061.05 TER	Total
39430.30	Grand Total

**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: JEFFREY ALAN BALENTINE	

Wire Information:	
Wire Type: DOMESTIC	Wire Date: 12/11/2020
Country: US	Wire Amount (USD): 6,094.54
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 84553 BALTIMORE MARYLAND 21264 US	
Information about payment:	Additional Phone Advice:
Purpose of Payment: OTHER	
Additional Reference Information: CITY OF MILL CREEK	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)				
Not Applicable (check box if no signature verification is required)  <input type="checkbox"/>	Signature Card (check box if signature card was reviewed)  <input type="checkbox"/>	Business Resolution (check box if business resolution was reviewed)  <input type="checkbox"/>	Posted Check# (reference PRO for date guidelines)  (complete field below)  Check # _____	Letter Exception Granted (leader must place their initials or signature in box below)  <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Exception Reason: _____

FOR BANK USE ONLY: Financial Center Information			
Financial Center Name	MILL CREEK BANKING CENTER	Date:	December 11, 2020
Company #/Colet.Center #:	00353 0037019	Phone #:	425-481-5488
Initiating Associate Name:	SHARMA, MANINDERJEET	Remittance ID #:	45DHB9XA9

<b>Payroll Date 12/10/20</b>	<b>ICMA</b>
Fleming, Rodney J	\$ 450.00
Hookland, Rebecca J	\$ 137.60
Kidwell, Tyler A	\$ 531.94
LaRose, Scot P	\$ 700.00
Ringstad, Sherrie M	\$ 25.00
Todd, Michael S	\$ 4,200.00
White, Stanley R	\$ 50.00
<b>Total</b>	<b>\$ 6,094.54</b>



**Funds Transfer Request Authorization (FTRA)**

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

Account Information	
Account: BUS_4700 Account Title: CITY OF MILL CREEK TREASURER CHECKING	Requestor Name: JEFFREY A BALENTINE

Wire Information	
Wire Type: DOMESTIC Country: US Currency of Recipient Account: USD Source: IN PERSON ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH ID Verification/Type:	Wire Date: 12/11/2020 Wire Amount (USD): 1,071.37 Wire Fee: 30.00

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

Information about payment:  
Purpose of Payment: OTHER Additional Phone Advice:  
Additional Reference Information: 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)				
Not Applicable (check box if no signature verification is required)	Signature Card (check box if signature card was reviewed)	Business Resolution (check box if business resolution was reviewed)	Postal Check# (reference PRO for date guidelines)  (complete field below)  Check # _____	Leader Exception Granted (leader must place their initials or signature in box below)  Exception Reason: _____

FOR BANK USE ONLY: Financial Center Information			
Financial Center Name	MILL CREEK BANKING CENTER	Date:	December 11, 2020
Company #/Cost Center #:	00353 0037019	Phone #:	425-481-5498
Initiating Associate Name:	JONES, LESLIE	Remittance ID #:	4ZAJ7EY66



<b>Payroll Date 12/10/2020</b>	<b>Deferred Daycare</b>	<b>Deferred Healthcare</b>
Fleming, Rodney J	\$ 0.00	\$ 81.94
Foutch, Bart A	\$ 0.00	\$ 114.58
Freeburg-Gunderson, Jodie A	\$ 0.00	\$ 25.00
Heath, Ilia C	\$ 0.00	\$ 105.00
Hughes, Tyrone A	\$ 0.00	\$ 110.00
Lee, Joanna M	\$ 0.00	\$ 45.00
Lockett, Grace M	\$ 0.00	\$ 27.27
Pigott, Larissa V	\$ 0.00	\$ 114.58
Rasmussen, Kristen A	\$ 208.00	\$ 35.00
Ringstad, Sherrie M	\$ 0.00	\$ 30.00
Rogers, Thomas B	\$ 0.00	\$ 62.50
Schmidt, Christi A.M.	\$ 0.00	\$ 50.00
Wright, Jere A	\$ 0.00	\$ 62.50
<b>Grand Totals</b>	<b>\$ 208.00</b>	<b>\$ 863.37</b>
<b>Total</b>	<b>\$ 208.00</b>	<b>\$ 863.37</b>
<b>Total Due to BAC</b>	<b>\$ 1,071.37</b>	



**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: JEFFREY A VALENTINE	

Wire Information:	
Wire Type: DOMESTIC	Wire Date: 12/11/2020
Country: US	Wire Amount (USD): 1,840.00
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:	

Recipient Information:	
Recipient Name: MILL CREEK POLICE OFFICER GUILD	Bank Name: BANK OF AMERICA NATIONAL ASSOCIATION
Account Number Type: ACCOUNT NUMBER	Bank ID:
Account Number:	Address: 19255 JENSEN WAY NE POULSBO WA 98370 US
Address: NOT PROVIDED MILL CREEK WASHINGTON US	

**Information about payment:**

Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference Information: POLICE GUILD BEN INFO: POLICE GUILD DIRECT DEPOSIT 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)				
<b>Not Applicable</b> (check box if no signature verification is required)	<b>Signature Card</b> (check box if signature card was reviewed)	<b>Business Resolution</b> (check box if business resolution was reviewed)	<b>Posted Checks</b> (reference PRO for date guidelines)  (complete field below)  Check # _____	<b>Leader Exception Granted</b> (leader must place their initials or signature in box below)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>
				Exception Reason: _____

FOR BANK USE ONLY: Financial Center Information			
Financial Center Name	MILL CREEK BANKING CENTER	Date:	December 11, 2020
Company #/Cost Center #:	00353 0037019	Phone #:	425-491-5498
Initiating Associate Name:	JONES, LESLIE	Remittance ID #:	RFFAKZM4G

**Police Guild Dues for November 2020**

<b>Payroll Name</b>	<b>Guild Dues</b>
Bittinger, Tony M	\$ 100.00
Bridgman, Todd M	\$ 100.00
Conner, Sean A	\$ 100.00
Durkee, Ian M	\$ 100.00
Eikenberry, Tobias	\$ 100.00
Fleming, Rodney J	\$ 100.00
Foutch, Bart A	\$ 100.00
Hughes, Kyle C	\$ 100.00
Hughes, Tyrone A	\$ 100.00
Kidwell, Tyler A	\$ 100.00
LaRose, Scot P	\$ 100.00
Lerma, Nathan S	\$ 100.00
Mack, Jesse H	\$ 20.00
Mundwiler, Rory P	\$ 100.00
Schuermeyer, Marc B	\$ 100.00
Smith, Steven C	\$ 20.00
Thompson, Brett L	\$ 100.00
White, Christine D	\$ 100.00
Saga, Joshua L	\$ 100.00
White, Stanley R	\$ 100.00
Grand Totals	
Total	\$ 1,840.00

Nov-20



Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek      Service Center:0076 Pacific North West      Status:Cycle Complete  
 Week#:52      Pay Date:12/23/2020      P/E Date:12/15/2020  
 Qtr/Year:4/2020      Run Time/Date:16:05:46 PM EST 12/21/2020

Taxes Debited				
	Federal Income Tax	22,879.70		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	2,941.94		
	Medicare - ER	2,941.95		
	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	(292.22)		
	Families First ER Medicare Credit	(4.24)		
	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	187.14		
	State Family Leave Insurance - ER	0.00		
	State Family Leave Insurance Adj - EE	0.00		
	State Medical Leave Insurance - EE	168.43		
	State Medical Leave Insurance - ER	205.94		
	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>29,028.64</b>		
		<b>139,988.79</b>		
Other Transfers	Full Service Direct Deposit Acct			
	<b>Total Amount Debited From Your Account</b>		<b>169,017.43</b>	<b>Total Liability 169,017.43</b>
Bank Debits & Other Liability	Checks	0.00		169,017.43
	Adjustments/Prepay/Voids	0.00		169,017.43
Taxes- Your Responsibility	None this payroll			169,017.43

Payroll 12/23/2020

MEBT ER	10,347.27
MEBT EE	11,219.86
Sub-Total	21,567.13
Less Standard Insurance	0.00
Additional from 11/10/20 Payroll	6.06
Additional from 12/10/20 Payroll	7.86
<b>Wire Total</b>	<b>21,581.05</b>

8407.87	LEO	Total
766.60	MBX	Total
10305.78	MEB	Total
105.99	MEB2	Total
41.49	MME	Total
41.49	MMR	Total
5731.76	P2E	Total
1186.21	P3E	Total
10305.78	TER	Total
36892.97	Grand Total	



<b>Payroll Date 12/23/20</b>	<b>Deferred</b>	
	<b>Healthcare</b>	<b>Daycare</b>
Fleming, Rodney J	\$ 81.94	\$ 0.00
Foutch, Bart A	\$ 114.58	\$ 0.00
Freeburg-Gunderson, Jodie A	\$ 25.00	\$ 0.00
Heath, Ilia C	\$ 105.00	\$ 0.00
Hughes, Tyrone A	\$ 110.00	\$ 0.00
Lee, Joanna M	\$ 45.00	\$ 0.00
Lockett, Grace M	\$ 27.27	\$ 0.00
Pigott, Larissa V	\$ 114.58	\$ 0.00
Rasmussen, Kristen A	\$ 35.00	\$ 208.00
Ringstad, Sherrie M	\$ 30.00	\$ 0.00
Rogers, Thomas B	\$ 62.50	\$ 0.00
Schmidt, Christi A.M.	\$ 50.00	\$ 0.00
<b>Grand Totals</b>		
Total	\$ 800.87	\$ 208.00
<b>Total Due to BAC</b>	<b>\$ 1,008.87</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: 12/23/2020  
 Country: US Wire Amount (USD): 6,094.54  
 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: U.S. PASSPORT (WITH PHOTO) (INCLUDI

**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  
 Address: PO BOX 64553 BUFFALO  
 BALTIMORE NY 14203 US  
 MARYLAND 21264 US

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

Additional Reference Information: CITY OF MILL CREEK 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>
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**FOR BANK USE ONLY: Financial Center Information**

Financial Center Name	MILL CREEK BANKING CENTER	Date:	December 22, 2020
Company #/Cost Center #:	00353 0037019	Phone #:	425-357-3609
Initiating Associate Name:	MAGRISO, IZZET	Remittance ID #:	SVZTQ8H56

<b>Payroll Date 12/23/20</b>	<b>ICMA</b>
Fleming, Rodney J	\$ 450.00
Hookland, Rebecca J	\$ 137.60
Kidwell, Tyler A	\$ 531.94
LaRose, Scot P	\$ 700.00
Ringstad, Sherrie M	\$ 25.00
Todd, Michael S	\$ 4,200.00
White, Stanley R	\$ 50.00
Grand Totals	
<b>Total Due to ICMA</b>	<b>\$ 6,094.54</b>



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

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**6:00 PM - Tuesday, January 5, 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/92965148832>  
  
Meeting ID: 929 6514 8832  
One tap mobile  
[+12532158782](tel:+12532158782),,92965148832# US (Tacoma)  
[+13462487799](tel:+13462487799),,92965148832# US (Houston)

**CALL TO ORDER**

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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 Councilmember Steckler

**ROLL CALL**

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<u>Councilmembers Present:</u>	<u>Councilmembers Absent:</u>
<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.

January 5, 2021 CITY COUNCIL REGULAR MEETING MINUTES

**PRESENTATIONS**

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- C. Office of the Washington State Auditor's Office Exit Conference  
(Kirk Gadbois, Assistant Audit Manager)

City Manager Michael Ciaravino introduced Kirk Gadbois Assistant Audit Manager and Kristina Baylor, Audit Manager from the Washington State Auditor's Office (SAO) to conduct an exit conference for the audit period fiscal year 2019. The purpose of the exit conference was to discuss the results of the audit and to thank City of Mill Creek for their cooperation and assistance during the audit.

The following were items that were discussed:

- Accountability Audit which evaluates the City's compliance with state laws and regulations on contracts, agreements, policies, and procedures.
- Financial Statement Audit which looks at financial statements to make sure that they are stated fairly and materially correct.

Accountability Audit Report results included the following:

- City operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

Financial Statements Audit Report results included the following:

- During the audit, SAO did not identify any deficiencies in internal control that are considered to be material weaknesses.

[City of Mill Creek FY19 Exit Packet\\_01.05.21](#)

**NEW BUSINESS**

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- D. 2021 Council Liaison Positions

Mayor Holtzclaw and Members of Council reviewed the 2020 Council Liaison assignments to discuss and assign new positions for the 2021 new year.

Council engaged in discussion.

[Approved 2021 Council Liaison Assignments](#)

**Councilmember Steckler made a motion to approve the Councilmember liaison position list as revised for 2021 and to re-appoint Councilmember Steckler on the LEOFF Board for a two-year term expiring on 12/21/2023. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

- E. Addendum No. 1 to On Call Engineering Services Agreement 2020-1583 with Gray and Osborne  
(Mike Todd, Public Works, and Development Services Director)

Public Works and Development Services Director Mike Todd discussed the proposed Addendum No.1 to Contract 2020-1583 with Gray and Osborne for on-call engineering services.

Gray and Osborne's contract was approved in July of 2020 for an amount of \$75,000

for contract management support and professional engineering services.

The following projects were work performed by Gray and Osborne:

- Seattle Hill Repaving (SHR) Project
- Heron Park Upgrade
- 2020 Pavement Marking Program
- Stormwater Management Plan
- Bridge Load Analysis required by WSDOT for the 2019 35th Avenue Bridge Project.

Though the contract amount had not been exhausted, Director Todd noted that it is anticipated that an additional \$75,000 will be needed to complete existing projects and help scope 2021 Capital Improvement Projects (CIP).

[Agenda Summary - GO Addendum 1.5.2021](#)

[Attachment 1 \\_Agenda Summary 28 Jul 2020 approval of G-O On call contract](#)

[Attachment 2 \\_2020-1583 Gray Osborne On-Call Engineering Contract](#)

[Attachment 3 \\_Addendum No. 1 G-O contract 1 1.5.2021](#)

[Attachment 4 \\_RES. NO. 2020 - 599 Gray & Osborne](#)

**Councilmember Cavaleri made a motion to adopt a resolution authorizing the City Manager to execute Addendum No. 1 to Professional Services Contract 2020-1583 for On-Call Engineering Services with Gray and Osborn to increase the maximum amount of the contract to not exceed \$150,000.00, and amend certain provisions relating to tracking amounts expended under the Agreement, and provisions relating to the issuance of task orders. Councilmember Briles seconded the motion. The motion passed unanimously.**

- F. Adoption of the Work Plan for Updating the City Governance Manual  
*(Michael Ciaravino, City Manager and Grant Degginger, City Attorney)*  
City Manager Michael Ciaravino and City Attorney Grant Degginger presented a work plan for updating the City of Mill Creek's Governance Manual. The work plan included four topics for study sessions in future Council meeting.

Council engaged in discussion. Mayor Holtzclaw, Mayor Pro Tem Vignal, Councilmember Morgan and Councilmember Steckler volunteered to work on the presentation of topics that is to be brought forth to Members of Council during Regular Session.

[AS Governance Manual](#)

#### **CONSENT AGENDA**

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- G. City Council Meeting Minutes of November 24, 2020, December 1, 2020 & December 8, 2020.

[City Council Regular Meeting - 24 Nov 2020 - Minutes](#)

[City Council Regular Meeting - 01 Dec 2020 - Minutes \(1\)](#)

[City Council Regular Meeting - 08 Dec 2020 - Minutes \(1\)](#)

January 5, 2021 CITY COUNCIL REGULAR MEETING MINUTES

**Councilmember Cavaleri made a motion to approve the consent agenda. Councilmember Morgan seconded the motion. The motion passed unanimously.**

**H. Emergency Proclamation Extension**

City Manager Ciaravino requested a motion to extend the Proclamation of Emergency until February 2, 2021 due to the restrictions related to the COVID-19 pandemic.

**Councilmember Steckler made a motion to extend the City Manager's Emergency Proclamation to February 2, 2021 in conformance with the orders of the proclamations of the Governor regarding the limitations on assemblies. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

**REPORTS**

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**I. Mayor/Council**

**Mayor Pro Tem Vignal** reported on the following:

- Snohomish County is in the beginning phases of opening a farmer's market at McCollum Park. She will request more information from a County representative as the project progresses.
- A request for local state legislators to discuss with Councilmembers regarding a legislative update.
- Mill Creek Chamber of Commerce meeting will take place virtually on January 19, 2021 at noon.
- 

**Councilmember Steckler** congratulated staff on the on the audit report.

**Councilmember Cavaleri** congratulated staff on the State Auditor's report.

**Councilmember Briles** thanked staff for their excellent work during the recent audit.

**J. City Manager**

- [Planning Schedule](#)/Training Schedule
- Equipment needs for City Council.
- Voucher - electronic signature - finance update

City Manager Michael Ciaravino reported on:

- Training opportunities through AWC [e-courses](#)
- Upcoming [Planning Schedule](#) and noted the following:
  - Public Records Act Amendment to Legislation Update
  - Silverlake Water District - right of first refusal on potential property purchase.
- Equipment needs for virtual meetings.
- Remote processes for viewing and approving vouchers.

**K. Staff**

- Audit Committee Schedule
- Arts & Beautification Board Minutes

January 5, 2021 CITY COUNCIL REGULAR MEETING MINUTES

- Park Board Minutes

Public Works and Development Services Director Mike Todd provided an update on the potential installation of an antenna and back up equipment at City Hall North.

City Clerk Naomi Fay reported that Councilmembers Steckler and Cavaleri are assigned to the Audit Committee for January 2021.

[Audit Committee 2021](#)  
[ABB meeting June 10 minutes- Submitted](#)  
[ABB Minutes July 8- Submitted](#)  
[ABB Minutes Aug 12- Submitted](#)  
[ABB Minutes Sept 9-Submitted](#)  
[10-7-2020Park Board Minutes-Submitted](#)

**AUDIENCE COMMUNICATION**

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

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

**RECESS TO EXECUTIVE SESSION**

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*(Confidential Session of the Council)*

- M. Discussion of potential litigation pursuant to RCW 42.30.110(1)(i)

**At 7:32 PM Council recessed into Executive Session for 20 minutes to discuss potential litigation pursuant to RCW 42.30.110(1)(i) with no action to be taken.**

**At 7:50 PM, without objection Council extended Executive Session until 8:00 PM.**

**At 8:00 PM, without objection Council extended Executive Session until 8:10 PM.**

**Council reconvened to Regular Session at 8:12 PM**

**ADJOURNMENT**

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With no objection, Mayor Holtzclaw adjourned the meeting at 8:12 PM

\_\_\_\_\_  
Brian Holtzclaw, Mayor

\_\_\_\_\_  
Naomi Fay, City Clerk

January 5, 2021 CITY COUNCIL REGULAR MEETING MINUTES

January 5, 2021 CITY COUNCIL REGULAR MEETING MINUTES



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

FEBRUARY 2021						
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						

MARCH 2021						
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			

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

***Last updated: January 8, 2021***

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

**January 26, 2021**

- Park Board Appointments
- Update on Farm Development
- Auction for Supplies Equipment

**February 2, 2021**

- Proclamation of Emergency Extension (if needed)
- Snhomish County 911 Lease Agreement
- Governance Manual Study Session – Council Values, Organization and Operations

**March 2, 2021**

- Governance Manual Study Session – Standards of Conduct and City Administration
- Proclamation of Emergency Extension (if needed)
- Amendment to Public Records Policy Ordinance
- Presentation: Public Works Maintenance Team Update

**Possible Work Session Topics for Discussion**

- Body Worn Camera Update
- Victim Coordination Services Agreement
- Proposed New Initiatives: Potential Farmer’s Market.