

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



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

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. **Due to the COVID-19 pandemic City Council Meetings will be held virtually until further notice.**

Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public.

The City Council may consider and act on any matter called to its attention at such meetings, whether or not specified on the agenda for said meeting. Participation by members of the audience will be allowed as set forth on the meeting agenda or as determined by the Mayor or the City Council.

To comment on subjects listed on or not on the agenda, ask to be recognized during the Audience Communication portion of the agenda. Please stand at the podium and state your name and residency for the official record. Please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Mayor or City Council.

Study sessions of the Mill Creek City Council may be held as part of any regular or special meeting. Study sessions are informal, and are typically used by the City Council to receive reports and presentations, review and evaluate complex matters, and/or engage in preliminary analysis of City issues or City Council business.

**Next Ordinance No.** 2021 - 870

**Next Resolution No.** 2021 - 602

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

**VIRTUAL MEETING INFO**

- A. Join Zoom Meeting

<https://zoom.us/j/93152618576>

Meeting ID: 931 5261 8576

One tap mobile

[+12532158782](tel:+12532158782),,[93152618576#](tel:+12532158782) US (Tacoma)

[+13462487799](tel:+13462487799),,[93152618576#](tel:+13462487799) US (Houston)

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AUDIENCE COMMUNICATION**

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

**PRESENTATIONS**

- C. Waste Management Garbage, Recycling, and Organics Contract Annual Report  
(*Marcy Manibusan, Public Sector Manager from Waste Management LLC.*)

## **STUDY SESSION**

- D. Dobson Remillard Church Cook (DRCC) Property  
(*Karen Reed, Consultant*)

## **CONSENT AGENDA**

- E. Approval of Checks #63016 through #63058 and ACH Wire Transfers in the Amount of \$316,633.51.  
(*Audit Committee: Councilmember Cavaleri and Mayor Holtzclaw*)
- F. Payroll and Benefit ACH Payments in the Amount of \$192,103.12  
(*Audit Committee: Councilmember Cavaleri and Mayor Holtzclaw*)
- G. City Council Meeting Minutes of February 2, 2021

## **REPORTS**

- H. Mayor/Council
- I. City Manager
- Planning Schedule
- J. Staff
- Current status of in-person public meetings under the Governor's Proclamation  
(*Grant Degginger, City Attorney*)
  - Update on Adopt a Street, Park, Trail or Service Day in Mill Creek  
(*Mike Todd, Director of Public Works and Development Services*)
  - Update Regarding electronic retro-fit of City Council Chambers for hybrid remote/in-person participation of Council Meetings  
(*Joe Socoloski, IT Manager*)

## **AUDIENCE COMMUNICATION**

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

## **RECESS TO EXECUTIVE SESSION**

(*Confidential Session of the Council*)

- L.
  - To discuss one item of potential litigation pursuant to RCW 42.30.110(i). No action will be taken.

## **ADJOURNMENT**



**Meeting Date:** February 9, 2021

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM: WASTE MANAGEMENT GARBAGE, RECYCLING, AND ORGANICS CONTRACT ANNUAL REPORT**

**PROPOSED MOTION:**

No action required this evening, information only. Recommend that Council and the Clerk calendar a March Agenda Item to consider a two year Contract Extension.

**KEY FACTS AND INFORMATION SUMMARY:**

Annual Report:

Under the Comprehensive Garbage, Recyclables, and Organics Collection Contract between the City of Mill Creek and Waste Management, Waste Management is required to provide an Annual Report before the first of March each year. Marcy Manibusan, Public Sector Manager, will provide a presentation of the attached report to satisfy this requirement and provide an overview of Waste Management operations for the changing environment for waste, recycling, and organics collection during the COVID-19 pandemic.

Outstanding Contract Issues:

In addition to the Annual report, Director Todd and Ms. Manibusan will provide a report on the activities since the impacts of China's Operation Blue Sky were presented to Council and the community on September 10, 2019. Waste Management reported that China's policy changes to decrease contamination in recyclables purchased from the U.S. was significantly affecting Waste Management's operations and financials. Waste Management came to the City to request consideration of an Extraordinary Recycling Rate Increase, implementation of a Contamination Charge, and a revision of the contract's approved Recycling List. Council heard that presentation and request, but after discussion, elected to deny the requested Extraordinary Rate increase. Council did express a willingness to revise the approved Recycling List, and to work with Waste Management on an education and outreach program to start addressing the root cause issue of contamination in the recycling stream. In early 2020, the City Communications department staff worked with Waste Management to place an article in the City newsletter to help start the education process, but little further has yet been done. More fundamentally, under COVID-19, and with staff changes, the Recycling List changes were never codified or implemented.

Future Action needed: consider Contract Extension:

Mill Creek's contract with Waste Management runs from July 1, 2015 to June 30, 2022. Under the contract, both parties have the opportunity to notify the other party no less than 15 months ahead of contract expiration that they desire to extend the contract. Should the City desire to extend, the 15-month timeline requires notification by the end of March 2021, followed by the parties promptly meeting to discuss the conditions for an extension.

Staff and Waste Management plan to return to Council in March to discuss the pros and cons of extending the contract, and the process under which that contract extension would be negotiated. Staff and Waste Management agree that the open items out of the September 2019 discussion would be wrapped into the contract extension discussion negotiation.

**CITY MANAGER RECOMMENDATION:**

No action required this evening; information only. Recommend that Council and the Clerk calendar a March Agenda Item to consider a two year Contract Extension.

**ATTACHMENTS:**

[Mill Creek 2020 Report](#)

[Mill Creek 2020 Report Appendix](#)

[WM - City of Mill Creek 2020 Annual Report Update powerpoint](#)

[WM contract items 2.9.2021 - Powerpoint](#)

Respectfully Submitted:

*Michael Ciaravino*

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City Manager



2020

# ANNUAL REPORT

CITY OF MILL CREEK





**JEFF MCMAHON**  
Senior District Manager  
North Sound Hauling

*"This year may have looked different, but our commitment to delivering safe and reliable service to the City of Mill Creek remains unchanged. From our frontline drivers and public education team to our partners at the City, we are all getting through this together. Thank you for another great year of partnership."*



## WM IS A PROUD CONTRIBUTOR TO YOUR COMMUNITY AND OURS

Your community is our community, too! In 2020, WM was a member of the Mill Creek Chamber of Commerce.



**MILL CREEK**  
CHAMBER OF COMMERCE

WM has proudly donated services to community events such as Eggstravaganza, Run with Heart, and Trunk or Treat in Mill Creek. We look forward to providing those services in 2021.





## WM PROMOTES RECYCLING THROUGH CASCADE RECYCLING CENTER TOURS

Prior to the COVID-19 pandemic, WM Outreach Staff led tours of WM's Cascade Recycling Center for community members and groups, including a class from Eastside Preparatory School. The Cascade Recycling Center is the local material recovery facility, owned and operated by WM, which sorts commingled recyclable materials using high-tech machinery. Tours provided an opportunity to see up-close what happens to recyclables after the WM truck collects the materials. They also serve as an excellent learning opportunity about the importance of keeping recyclables empty, clean and free from plastic bags.

## NO BAGGED RECYCLABLES RESOURCES

WM expanded our toolkit of resources to help Mill Creek businesses transition to a bagless recycling program. Our case studies and email templates demonstrate how easy and important it is to keep recyclables loose in the WM container. These educational materials were also offered in Chinese and Spanish.

**FREE YOUR RECYCLABLES.**  
Recycling them without plastic bags.

**It's Simple - No Plastic Bags.**  
Waste Management wants to help your business reduce recycling contamination. As requested, please encourage your customers to articulate one of the biggest contaminants to entering there are no plastic bags and request recyclables to your recycling.

Looking to go bag-free or loose? It's just as easy - visit our [Go Bag-Free](#) page to learn how to set up your household for recycling success.

When recycling clean and dry bottles, cans, paper and cardboard, there's no need for a plastic bag.

**Why Are Plastic Bags So Problematic?**  
Plastic bags become tangled around sorting equipment, requiring all machinery to be shut down. Further, most often into the machinery for cut plastic bags, not all pieces and screens. This delays the sorting of recyclables and end-recyclers to make new products.

**It's Easier than You Think to Recycle Without Using Plastic Bags**

- Work with your customers to establish guidelines for collecting recyclables without using plastic bags or boxes.
- Equip your employees and ask them how they can be educating clients. Bags - request from them all recyclables should be clean and dry as much as possible (no plastic bags).
- Make sure all containers are properly labeled - acceptable materials typically include bottles, cans, paper and cardboard. Visit [Recycling for Business](#) or [Recycle Right](#) for more information.
- Visit [Go Bag-Free](#) for more information on [Recycling for Business](#) or [Recycle Right](#). Both sites have resources to help you set up your business and employees to recycle right.

**Going Bag-Free Just Makes Sense!**

- ✓ It's the most efficient way to recycle.
- ✓ It's the most cost-effective way to recycle.
- ✓ It's the most environmentally friendly way to recycle.
- ✓ It's the most socially responsible way to recycle.
- ✓ It's the most effective way to recycle.

For more tools and resources to help you recycle right, visit [recycleforbusiness.com](#)

**Starbucks store "goes bagless" to improve their Waste Management recycling program**  
A Starbucks store has transitioned from bagging recycling to recycling recyclable materials loose into the recycling dumpster, ensuring recyclables made it to their end best use.

**Challenges**  
Starbucks company policy requires stores to use blue plastic bags to collect recycling in their stores. Store staff collect bags, maintain and load them regularly into the recycling dumpster. This is a time-consuming task. No bag cannot be properly sorted at the facility and ends up getting thrown away rather than recycled.

If you are committed to doing things the right way, it means you should go to the recycling bins with loose items. The bins have empty space for the items rather than full up with bags. Bags are not accepted at the recycling facility and end up in the recycling dumpster.

We know customers materials will be used to one item. As part of our responsibility, Starbucks is committed to the planet. We are committed to the planet. We are committed to the planet. We are committed to the planet.

**“解放”你的可回收物品**  
为了让您和您的客户能够更轻松地将可回收物品放入回收箱，我们建议您鼓励您的客户将可回收物品放入回收箱，而不是装入塑料袋。这可以帮助您的可回收物品在回收站得到更好的处理，而不是被当作垃圾扔掉。我们建议您鼓励您的客户将可回收物品放入回收箱，而不是装入塑料袋。

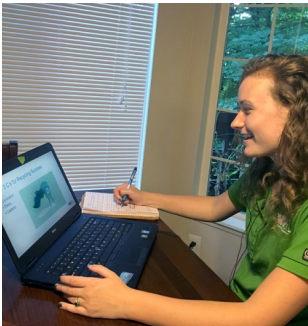
**为什么我们需要关注这个问题?**  
更加简单：  
鼓励客户将可回收物品放入回收箱，而不是装入塑料袋。  
更加环保：  
客户从回收箱中取出整个物品都需要做好几项工作。我们增加了分拣中心员工的工作量。  
联系：请向 [recycleRight.com](#) 寻求帮助。



## WM LEADS THE WAY: OUTREACH FOR THE DIGITAL AGE

COVID-19 has impacted our community in unprecedented ways causing business owners and multifamily property managers to look for opportunities to avoid additional expenses. Creating smart and efficient recycling and garbage systems is one piece of the puzzle. Understanding this need, the WM Education and Outreach team immediately set to work brainstorming possibilities and mapping out a modified plan to help our customers reduce waste and recycle right.

The result is **WM eConnect** – our 2020 outreach campaign to engage multifamily and commercial customers in the digital age. This fully remote outreach includes all the benefits of in-person programs, plus new virtual learning tools. For WM managers speaking to customers, WM eConnect means complimentary digital consultations even when working from home. These free consultations covered three easy steps to refresh local recycling programs:



- 1 REASSESS WASTE STREAMS AND RIGHT SIZE SERVICE**  
WM asked about challenges and recommended changes for service levels and more.
- 2 REFRESH RECYCLING STATIONS**  
WM helped optimize signage and container placement.
- 3 RE-EDUCATE RESIDENTS AND STAFF**  
WM offered free tools and programs to help local properties recycle right while remaining safely socially distanced.

WM eConnect’s high-quality recycling education programs allow the flexibility to learn when and where is convenient for residents and employees. WM eConnect’s expansive toolkit includes:

**Recycle Right Video** – A short video teaching residents and employees the basics of recycling right. Watch [here](#).

**COVID-19 Disposal Video** – Viewers learn how to properly dispose of commonly used items during the pandemic including face masks and cleaning product bottles. Watch [here](#).



**Virtual Scavenger Hunt** – Residents learn ways to reduce waste and become better recyclers while exploring online resources such as our website, [wmnorthwest.com](http://wmnorthwest.com).

**Virtual Recycling 101 Presentation** – Live webinar-style trainings on the recycling process, “what makes an item recyclable,” and other common questions.

As your service partner, we are always eager to find helpful and innovative ways to work with customers on waste reduction and recycling with the goal of creating more sustainable communities.





## WASTE MANAGEMENT'S COVID-19 PANDEMIC RESPONSE

RECOVERY THROUGH INNOVATION AND WORLD-CLASS LEADERSHIP FOR SAFETY AND LOGISTICS

The proud, caring, and resilient members of the Waste Management family are the foundation of our success. We take care of each other, our customers, our communities, and the environment. From the start, our local WM teams focused on continuing to provide services on regular schedules – to bring a sense of normalcy to our partners and customers.

Our safety and logistics capabilities allowed us to act early to stabilize a robust supply chain. This ensured safety gear for our drivers on the front line. It positioned us to immediately secure essential disinfectants and implement aggressive sanitation and social distancing protocols. We invested in technology to keep drivers safe with contactless safety trainings. We also moved quickly to relocate thousands of customer service agents, dispatchers and office employees to work-from-home settings.



**MARY EVANS**  
Public Sector Solutions Director

*"Sometimes a crisis brings out the best in us. In 2020, the global pandemic brought out the best in the Waste Management team. This success has been anchored in Waste Management's innovation and world-class leadership for safety and logistics. It's a success made possible by the solid partnerships we've built and nurtured with our partner communities and customers. During the COVID-19 pandemic, our commitment to our people is stronger than ever. We're protecting the health and financial well-being of all our team members as they provide essential services to the communities we are privileged to serve."*



## NATIONAL AND STATE AWARDS

On a company-wide level, we've proudly accepted recognition for our commitment to veterans:

- U.S. Veterans Magazine "Best of the Best"
- Canada Company "Military Friendly Employer"
- Military Times "Best for Vets Employer" (10 years in a row)
- G.I. Jobs "Military Friendly Employer" (11 years in a row)



## DIVERSITY AND EQUALITY AWARDS

At Waste Management, we are a strong local employer with a diverse workforce. We promote and foster a workplace where everyone is valued and respected. Only by embracing diversity and the well-being of our employees can we drive superior innovation and service for the communities we serve. Through our recruitment and community outreach efforts, we support minority and women's organizations that strive to improve opportunities for professional development and advancement.



## WSRA 2020 RECYCLER OF THE YEAR FOR INNOVATION

This award goes to Waste Management for inspiring positive recycling habits through social media. There are new challenges in recycling, and the digital landscape has revolutionized how we get information, learn and engage. Together with our partners, we're using these social tools to make it easier for everybody to recycle right with educational resources, tips and more.



Since 2012, WM has supported Hopelink, Mountains to Sound Greenway and Lake Washington Schools Foundation. These local investments make significant impacts throughout the Puget Sound area. Through many levels of investment and a continued commitment to their missions, our partnerships continue to flourish, creating positive community impact year over year.



For the 11<sup>th</sup> time, Waste Management made the list of the World's Most Ethical Companies.

For the fourth year in a row we made it on the "A List" of companies leading the way for environmental performance and transparency. We run our trucks on clean and green, renewable natural gas. It delivers 70% lower emissions than diesel, and it's gas from garbage — harvested from landfills. We also use technology to route our trucks efficiently, saving fuel and reducing emissions for a smaller carbon footprint.



2020 SUSTAINABILITY REPORT  
**BUILDING VALUE TOGETHER**

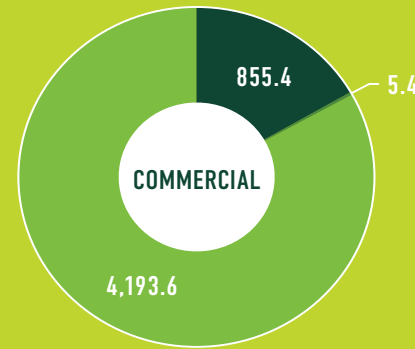
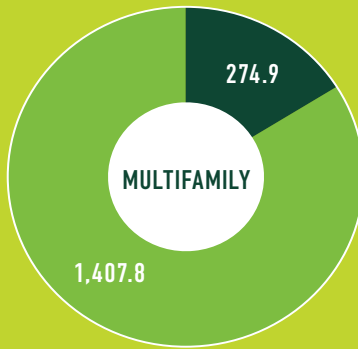
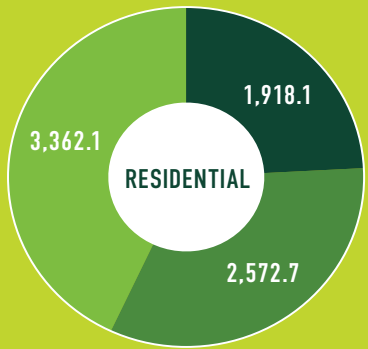


And we report it all, for 100% transparency, in our annual Sustainability Report. To learn more: [sustainability.wm.com](https://sustainability.wm.com)



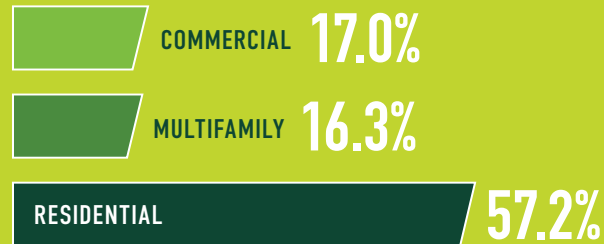
# 2020 WASTE STREAM [IN TONS]

RECYCLING  
COMPOST  
GARBAGE



## AVERAGE DIVERSION RATES

The diversion rate is the percentage of total collected material that is not taken to a landfill, thus diverted for recycling, composting, reuse, and repurpose. Diverted material is typically delivered to a recycling or composting facility for processing.



**City of Mill Creek**

Monthly Report Summary and Tabulation  
2020

The consolidated summary and tabulation of the 2020 monthly reports is available in Enspire.  
Enspire is available online at [wmsustainabilityservices.biz](https://wmsustainabilityservices.biz).

**City of Mill Creek**

Multifamily without Recycling and/or Organics  
2020

Customer	Service Address	Services Not Received
M C PROPERTIES LLC	1025 152ND ST SE	Organics
ESSEX PROPERTY TRUST INC	1110 164TH ST SE	Organics
MILL CREEK GARDENS	13200 10TH DR SE	Organics
MILL CREEK MEADOWS	13315 45TH AVE SE	Organics
MONTERRA IN MILL CREEK APTS	13401 DUMAS RD	Organics
RESERVE AT TOWN CTR 27187 (NAT	14420 N CREEK DR	Organics
RESERVE AT TOWN CENTER 3 ENC	14511 N CREEK DR	Organics
HAWTHORNE APTS	14701 MAIN ST	Organics
CREEK SIDE VILLAGE	15111 MAIN ST	Organics
MILL CREEK MAINTENANCE BLDG	15314 25TH DR SE	Recycle, Organics
MIRA VIDA CONDOS	15408 MAIN ST BLDG R	Organics
COUNTRY CLUB ESTATES	15433 COUNTRY CLUB DR	Organics
ST MORITZ CONDO	15508 COUNTRY CLUB DR	Organics
ESSEX PROPERTY TRUST INC	15520 MILL CREEK BLVD	Organics
MAPLE LEAF SQUARE	15704 MILL CREEK BLVD	Organics
AUGUSTON CONDOMINIUMS	16101 BOTHELL EVERETT HWY	Organics

**City of Mill Creek**

Collection Vehicle Inventory  
2020

Collection Vehicle #	Make	Model	Year
104451	Freightliner	M2112	2014
104695	Freightliner	M2112	2015
212093	Autocar	ACX64	2016
212098	Autocar	ACX64	2016
212102	Autocar	ACX64	2016
212103	Autocar	ACX64	2016
264773	Autocar	ACX64	2009
265066	Autocar	ACX64	2012
265183	Autocar	ACX64	2012
265184	Autocar	ACX64	2013
265191	Autocar	ACX64	2013
265882	Autocar	ACX64	2018
266307	Autocar	ACX64	2020
416780	Freightliner	M2112	2019
633080	Chevrolet	3500	2016



February 2021



# 2020 Annual Update – Mill Creek

Marcy Manibusan  
Public Sector Manager



## 2020: A Year In Review

WM: Mill Creek's reliable service partner

Regular collection services remain on-time and on schedule throughout the pandemic

Increased driver appreciation and support

Our response focused on 3 areas:

1. **Serving Our Communities** – Maintained continuous, uninterrupted collection services with increased residential volume and decreased commercial volumes
2. **Supporting Our Customers** – Remained available to adjust services as customer needs changed
3. **Protecting Our WM Family** – Wage and benefit guarantees, PPE provided, workspace updates made, transitioned thousands of office-based employees to work from home



## 2020: A Year In Review

### WM: Customer Appreciation in Mill Creek

The three guys who work our Mill Creek area are awesome. They always smile and wave, they are such hard workers and so very efficient. I'm glad we have WM servicing our area! ~Mill Creek resident 6/3/2020

So appreciate the driver's diligence during the pandemic and the on-time pickups. Reliability is so important! Thank you WM. ~Mill Creek resident 9/18/2020

As seniors and we did not have much garbage and I mentioned to the person who was from WM and was informed that I could call, and schedule pick up when needed...We were so relieved and thankful for the helpful information...Thanks so much. ~Mill Creek resident 10/21/2020

My 3-year-old loves your trucks and drivers. He wants a job with WM. ~Mill Creek resident 10/22/2020

WM employees are the best! They are so professional. They always smile and wave and answer questions safely. We are so lucky to have them take care of the Mill Creek area. They are the BEST, it's worth repeating. Please let them know how awesome they are. ~Mill Creek resident 12/21/2020



# 2020: A Year In Review

WM: Mill Creek's Waste Diversion Success

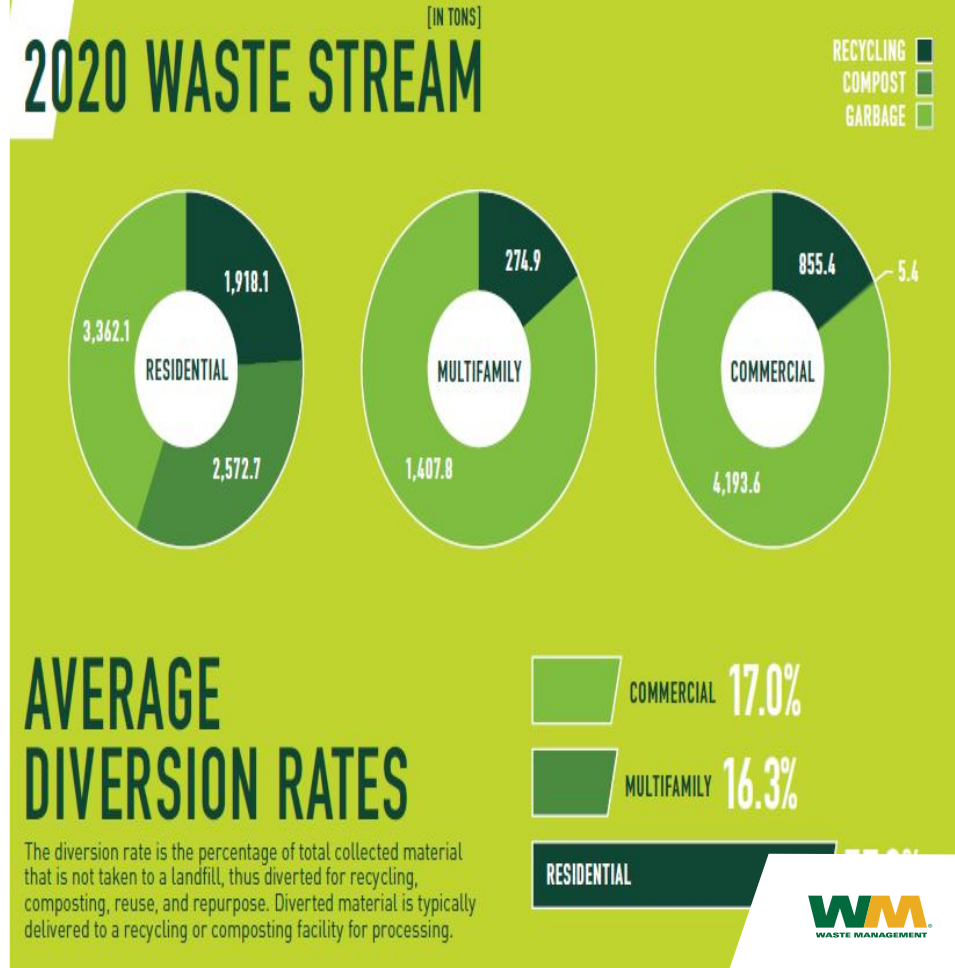
Total tons collected:

- Recycle – 3,048.4 tons
- Organics – 2,578.1 tons
- Garbage – 8,963.5 tons

Sector-specific waste diversion rates:

- Residential – 57.2%
- Commercial – 17.0%
- Multifamily— 16.3%

Total Diversion Rate: 39%



## Solutions Focused - Recycling

Sorting and processing recycling is essential too!

During this time, Waste Management remains committed to recycling. The same safety measures we took with our drivers we implemented at our recycling facilities. In fact,

- Curbside recycling has increased as families spend more time at home, and we are consuming more products and packaging.
- Recyclables play a critical role in supply chains. Mills rely on feedstock that comes from curbside programs to make new products for groceries and emergency supplies.
- Now more than ever, it's important to keep recycling and recycle right – we all need to do our part to keep recycling supply chains working.
- We are reminding customers to recycle right and not recycle face masks, plastic gloves, PPE, and disinfectant wipes with our Recycling Service Guidelines.

5



## Solutions Focused - Recycling

Education and Outreach in the Virtual Environment



**WM eConnect is our 2020 outreach campaign designed to engage multifamily and commercial customers in the digital age.**

Our free consultations covered three easy steps to refresh local recycling programs:

1. Reassess waste streams and right size service
2. Refresh recycling stations
3. Re-educate residents and staff

We also have flexibility for customers to learn when and where it's convenient. Our toolkit includes:

**Recycle Right Video** – A short video teaching residents and employees the basics of recycling right.

**COVID-19 Disposal Video** – Viewers learn how to properly dispose of commonly used items during the pandemic including face masks and cleaning product bottles.

**Virtual Scavenger Hunt** – Residents learn ways to reduce waste and become better recyclers while exploring online resources such as our website, [wmnorthwest.com](http://wmnorthwest.com).

**Virtual Recycling 101 Presentation** – Live webinar-style trainings on the recycling process, “what makes an item recyclable,” and other common questions.

6





THANK YOU & STAY SAFE!



## China's Operation Blue Sky Resetting the Recycling Industry



### Before China's Operation Blue Sky

- China was world's largest recycler of paper and plastic.
- West Coast recyclers benefited from low cost shipping to China.
- China and other markets accepted bales of recyclables that included marginal materials and non-recyclable items.

### Recycling Today

- Materials are shipped to more countries across the globe with higher cost shipping.
- Value of recyclables have decreased.
- Costs to prepare materials for market have increased.
- Less tolerance for contamination from markets.
- Tighter standards on allowable materials in bales of recyclables.



## Resetting the Industry – WM Requests

1. Extraordinary Recycling Rate Increase
2. Contamination Charge
3. Recycling List Changes



THINK GREEN.



## Resetting the Industry – WM Requests

### 2. Contamination Charge

Contamination: Non-recyclables in the recycling bin (bagged garbage, Styrofoam, hoses, etc.)

1. Customer education
2. Customer education
3. Customer education + contamination charge



THINK GREEN!

## Resetting the Recycling Industry The New Normal

### International Recycling Markets

- Situation is not likely to improve
- Lower commodity prices and higher quality standards are the new normal

### Cities need to partner with haulers to create sustainable recycling systems

- Increase rates for recycling service
- Help reduce contamination
- Focus on recycling the right materials



THINK GREEN!



## Outstanding Contract issues

- Council rejected extraordinary recycling rate increase
- Council agreed in principle to help the core issue of contaminated recycle stream
- Staff worked with Waste Management to place article early 2020
- COVID hit
- Recycle list not codified
- Further education and outreach did not happen

## Next steps

- Contract July 1, 2015 to June 30, 2022
- Either party, notice to extend 15 months ahead
- Council consider 2 year extension in March 2021
- Wrap outstanding contract item into possible extension
- Action is calendar March meeting

City of Mill Creek  
Council Discussion Session:

**Guiding Principles for Development  
of Dobson-Remillard-Church-Cook  
Properties**

February 9, 2021

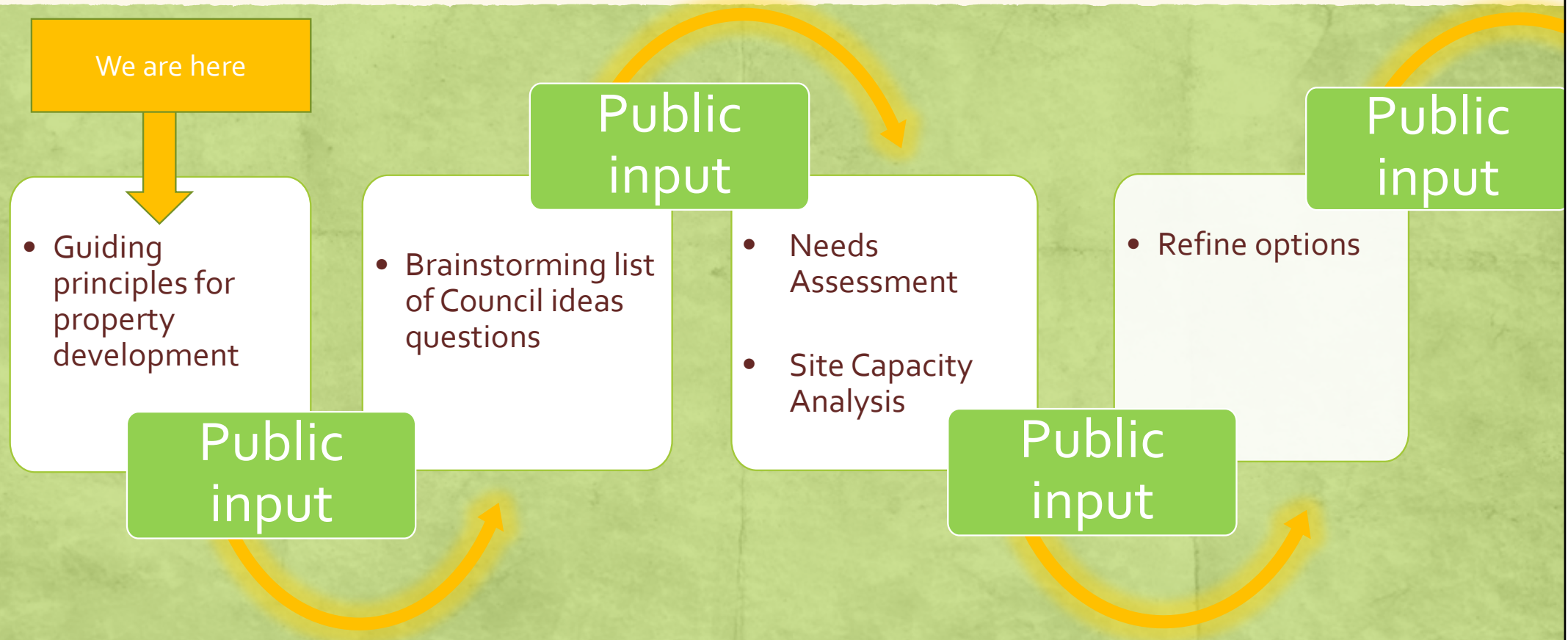
**AGENDA ITEM #D.**

## Purpose of tonight's discussion:

- Recap proposed process steps discussed January 26, 2021
- Review and discuss Council ideas for guiding principles to develop the Dobson Remillard Church Cook (DRCC) properties
- Identify points of Council consensus, questions, additional ideas
- Confirm next steps

# Proposed Initial Process Steps

*Presented at January 26 Council meeting*



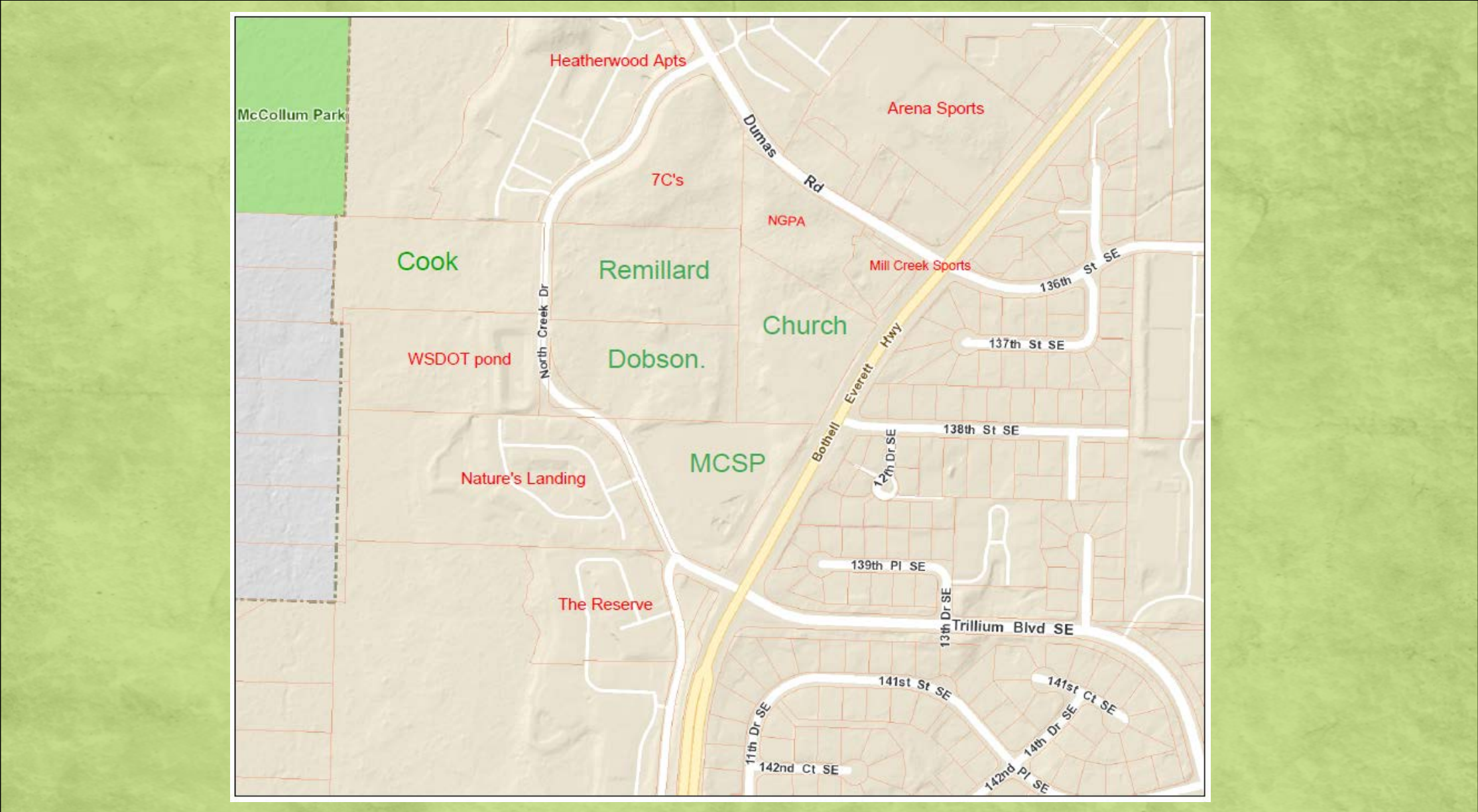
# DRCC Properties: Acreage, Zoning, When Acquired

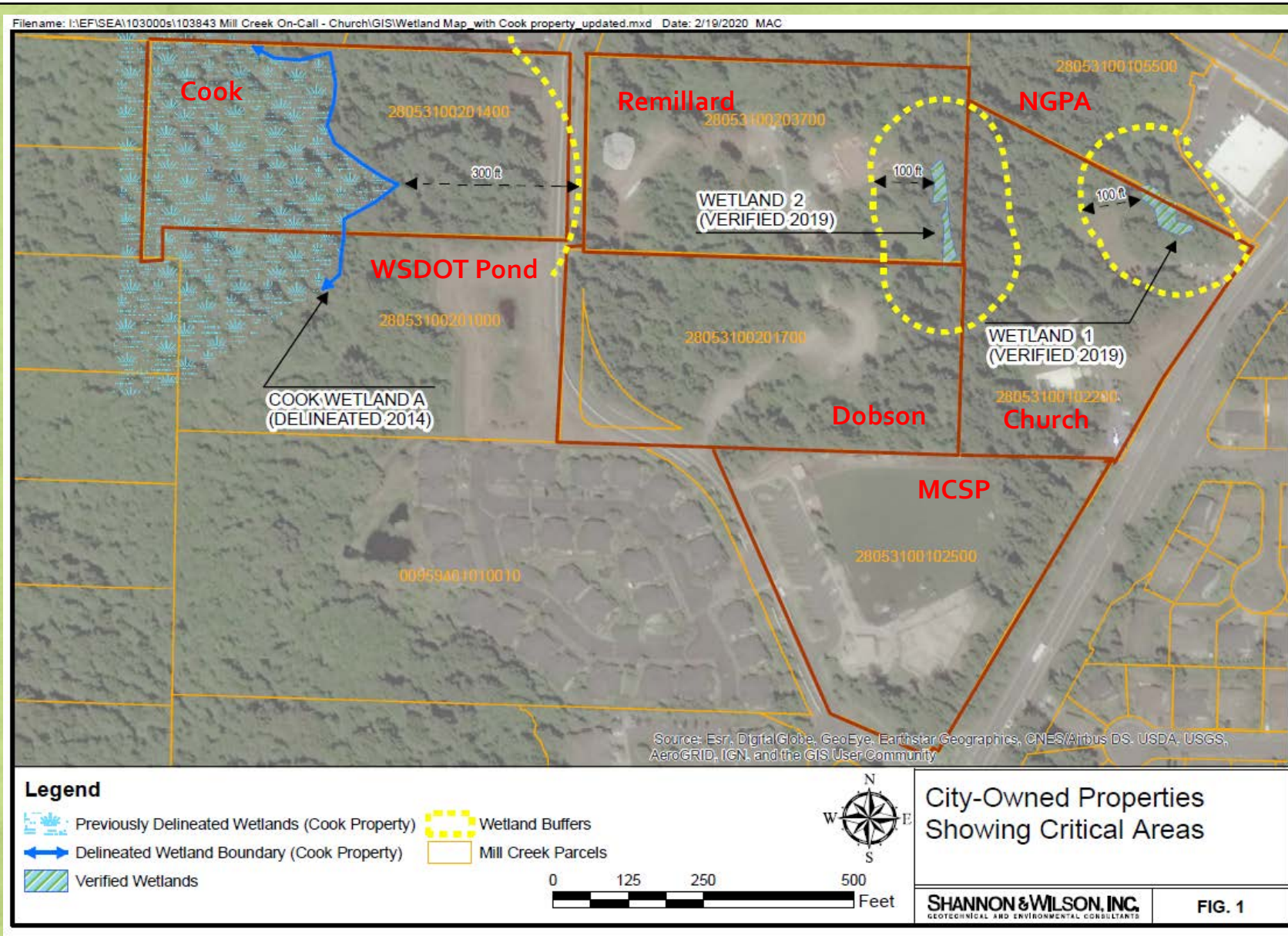
Parcel	Acreage*	Zoning	Year acquired
Dobson	4.8	Office Park	2008
Remillard	4.6	Office Park	2008
Church	4.5	Community Business	2020
Cook	5	Mixed Use/ High Density Residential	2004

13.9 acres

\* Gross area







# Tonight: Guiding Principles for Development

- **What's a guiding principle?**

Goals and objectives to define generally the direction and range of possibilities that Council supports for future development

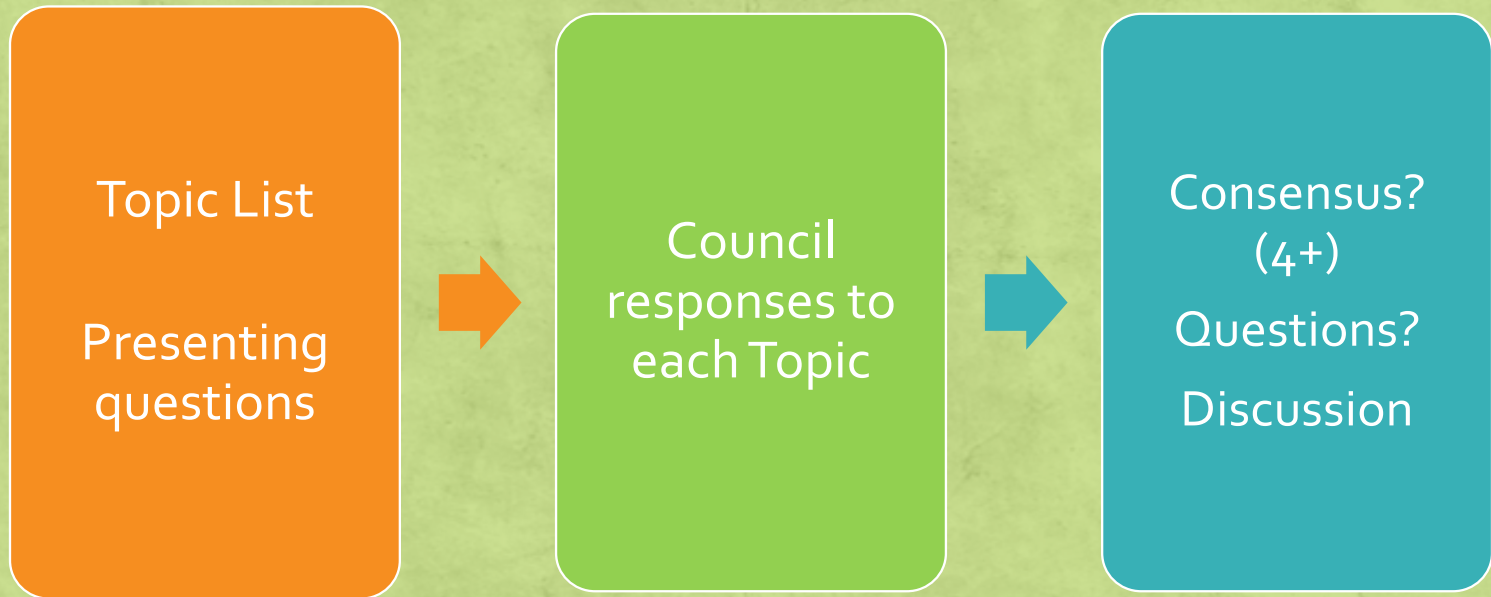
“criteria”

“attributes of success”

- **Homework: 3 questions**

1. Your proposed guiding principles?
2. Brainstorming of possible uses?
3. Questions?

# Approach to tonight's discussion



## Topic List – grouping Council ideas

- A. Process for decision
- B. Types of uses
- C. Types of users
  - 1. Demographic
  - 2. Regional or local?
- D. Desired community outcomes
- E. Role of private or non-profit partners
- F. Impact on City finances and operations
- G. Impact on environment and on neighbors

## A. Process for Decision

Council Input	Consensus? Questions? Discussion
<ul style="list-style-type: none"><li>• <i>Objectivity - The process should have an objective way to make final decisions, emotions should not come into the decision-making process</i></li><li>• <i>Community Participation - The process should include surveys and direct feedback from community members.</i></li><li>• To help facilitate a healthy and equitable discussion, The City Council should utilize a consistent series of criteria to evaluate each idea by and that criteria should be given a point value based on an agreed upon evaluation scale</li></ul>	

## B. Types of Uses

### Council Input

- Provides active and passive recreation for our community on a broad scale (Young children through seniors).
- *Allow for community organizations, businesses, and community residents to reserve meeting space within the facility to hold community events, from small (10) to large (500) attendance.*
- *Offer activities year-round, week-round, and day-round, independent of weather.*
- *Satisfies many different constituencies, which is important for gaining political support. Constituencies include both uses (multi-purpose) and users (youth, seniors, community at large).*
- *Multipurpose - The DRCC should offer facilities that include a wide range of interests.*
- *Forward Thinking - The DRCC design should be flexible and easily altered as communities grow and their citizens' needs and desires change.*

## B. Types of Uses

*Apparent consensus:*  
The project should accommodate multiple types of uses on properties.

### *Some questions:*

- Focus is on public-type use—not primarily a private sector development
- Both passive and active uses acceptable?
- Indoor and outdoor uses?



## C. Types of Users

### Council Input (1 of 3 slides) -- demographics

- Will a large number of Mill Creek residents benefit?
- Provides active and passive recreation for our community on a broad scale (Young children through seniors).
- Offer healthy activities for every age group within our community, from very young to very old.
- Allow for community organizations, businesses, and community residents to reserve meeting space within the facility to hold community events, from small (10) to large (500) attendance.
- Satisfies many different constituencies, which is important for gaining political support. Constituencies include both uses (multi-purpose) and users (youth, seniors, community at large).

## C. Types of Users – cont'd.

### Council Input (2 of 3 slides) -- demographics

- High usability in line with the region assets of athletics. The soccer, baseball fields, Arena Sports, etc.
- Does this idea/usage help meet the needs of:
  - the families of Mill Creek
  - the seniors of Mill Creek
  - the youth of Mill Creek?
- *Promote diversity, equity, and inclusion in the community*
- *Inclusive - EVERY member of our community should be able to benefit from the DRCC.*

## C. Types of Users – cont'd.

### Council input (3 of 3 slides) -- regional or local?

- Brings in people from outside our community to utilize services
- Facility helps drive economic development in Mill Creek – helps get citizens out or brings in people from outside MC who might then patronize MC businesses.
- Does this idea/usage help generate more Tourism for the City of Mill Creek
- *Regional Beacon - The DRCC should be viewed by all surrounding communities as a place to go for recreational activities thus drawing people to our city.*
- High usability in line with the region assets of athletics. The soccer, baseball fields, Arena Sports, etc.
- Be attractive to tourism interests, tournaments, competitions etc.

## C. Types of Users

### *Apparent consensus:*

The project should be designed to be used by a broad ranges of demographics, a large segment (or all!) of Mill Creek residents, and should also draw users from around the region

### *Some questions:*

- Community meeting space?
- Special needs populations?
- Ability to subsidize access?
- Associated costs of large-draw facility on transportation, other public services?

## D. Desired Community Outcomes

Council Input	Consensus?
<ul style="list-style-type: none"><li>• I hope we develop something that really enhances the city.</li><li>• <i>Promote diversity, equity, and inclusion in the community.</i></li><li>• <i>Adhere to community appearance standards and appear as a community-driven facility.</i></li><li>• <b>Fosters community</b></li><li>• <b>Facility that is a community asset.</b></li><li>• <b>State of the art – a facility Mill Creek residents will be proud of.</b></li><li>• <b>Keep in line with the vision of the Comp plan.</b></li></ul>	<p><i>Apparent consensus:</i></p> <p>The project should be a significant asset for the Mill Creek community</p>

**Questions:** Are there potential conflicts between Mill Creek community goals/desires and a regional asset?

## D. Desired Outcomes for local businesses

### Council Input

- Identify a need that cannot reasonably be met by the private sector
- Compliments the sports park without competing with other businesses (i.e Arena Sports, 7 Seas swimming)
- *Seek to avoid negative impact to local businesses, even providing opportunities for local business synergies and support.*
- Facility helps drive economic development in Mill Creek – helps get citizens out or brings in people from outside MC who might then patronize MC businesses.
- Generate more revenue for the businesses of Mill Creek
- *Conflict Free - The DRCC should make every attempt to not take away revenue from the surrounding businesses of Mill Creek.*

## D. Desired outcomes for local businesses

### *Apparent consensus:*

The project should avoid creating direct competition with existing businesses in Mill Creek

### *Some questions:*

- Does this include both private sector and nonprofit sector businesses?
- Implications for finding partners for project?
- How would ancillary private-for-profit users be selected?

## E. Role of Private or Non-profit partners

### Council Input

- *Allow for commercial use of portions of the facility in order to help fund the community activities there, while not impinging on those community activities.*
- *Utilizes and includes partnerships with other groups/entities (important too for potential financing/funding).*
- *Business/Nonprofit Partnerships - The DRCC should include partnerships that will enhance the services offered to our city while simultaneously providing the city with a stream of revenue.*
- *For each and every item the DRCC offers we should seek out partnerships with local businesses and organizations.*

4 councilmembers identified specific potential non-profit partners.



## E. Role of Private or Non-profit partners

### *Apparent Consensus*

The project should engage other partners in development and operation.

### *Some questions:*

- Both for-profit and not-for-profit potential partners?
- Use by for-profit partners would be ancillary to public use?
- How important is it that the City hold title to any facilities constructed?
- Does this guiding principle potentially conflict with the goal of avoiding direct competition with local businesses?

## F. Impact on City finances and operations

### Council Input

- Can we afford it?
- Is this a good return on our investment...ie: good bang for the buck
- Minimizes financial impact to our general fund
- Minimizes impact to City's general fund (for ongoing O&M).
- Maximizes grant funding.
- Does this idea/usage generate more incremental income for the City of Mill Creek?
- Does this idea/usage **not** put an expense burden on the City of Mill Creek?
- *Revenue Positive - The DRCC should provide the city with income opportunities.*
- Whatever we decide on, it should not be a tremendous annual cost to the city or the taxpayers.
- Must be able to generate revenue. Economic responsibility is essential.

## F. Impact on City finances and operations

### *Apparent Consensus:*

The project should be structured in a way to minimize cost to the City

- In the Puget Sound area, what is the experience of other, regional multi-use facilities developed with partner(s), in terms of success in raising grant monies or donations for construction? In terms of the need for ongoing public subsidy?
- Is net income to the City the goal? Or minimizing public cost?

## G. Impact on environment and on neighbors

Council Input	Consensus? Questions?
<ul style="list-style-type: none"><li>• <i>Have no negative environmental impact, or even have a positive environmental impact.</i></li><li>• <i>Integrate the natural environment on the property into the design of the facility.</i></li><li>• <i>Sustainability and Ecology - All design and building materials should be chosen based upon a sustainable approach with our local ecology in mind.</i></li><li>• <i>Must coincide with existing allowable uses</i></li></ul>	

## Other ideas:

- *Aid the City in being independent of other entities, such that the activities offered by the city can be performed there without any other entity permitting it.*

## Re-cap & Next Steps

- We are at the start of a long process that will involve a lot of community input
- The Council has consensus on several general guiding principles as a starting point
- There are a lot of questions yet to be answered
- We will provide opportunity for the community to weigh in on the results of tonight's discussion.
  - Online poll, using social and other media to promote residents to respond.
  - Other?
- Next up: Review of other regional multi-use facilities and Council "brainstorming session"

More to come!  
*Thank you!*









Date: February 9, 2021

A/P Check Batches		
Dated	Check Numbers	Amount
01/19/2021	ACH Debit-Excise Tax Return-Dec	\$78.86
01/19/2021	ACH Debit-Q4 Leasehold Excise Tax	\$3,674.55
01/21/2021	Wire-76 Fleet-December	\$3,796.59
01/28/2021	63016-63058	\$309,383.51
<b>Total</b>		<b>\$316,933.51</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 63016 through 63058, and ACH/Wire in the amount of \$316,633.51.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Director of Finance

\_\_\_\_\_  
Councilmember

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

F:\DATA\EXECUTIVE\WP\FORMS\FIN\Voucher Approval1.doc



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

*Hal R Gisp*

**DRAFT**  
Vendor: wador  
Post date: 1-19-21  
\$ 1.42 001-014-589-30-00-00 WA Sales Tax  
\$77.44 001-000-229-00-04-00 WA Use Tax

Filing Period: December 31, 2020      Due Date: January 25, 2021  
Filing Frequency: Monthly

**Business & Occupation**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retailing	13.57	13.57	0.00	0.004710	0.00
Service and Other Activities (\$1 million or greater in prior year)	212.00	0.00	212.00	0.017500	3.71
<b>Total Business &amp; Occupation</b>					3.71

**State Sales and Use**

Tax Classification	Gross Amount	Deductions	Taxable Amount	Tax Rate	Tax Due
Retail Sales	13.57	0.00	13.57	0.065000	0.88
Use Tax	737.52	0.00	737.52	0.065000	47.94
<b>Total State Sales and Use</b>					48.82

**Deductions**

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

**Credits**

	Amount	
Service & Other SBC	3.71	
<b>Total Credits</b>		3.71

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

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

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

Location	Taxable Amount	Tax Rate	Tax Due
3119 - MILL CREEK	737.52	0.040000	29.50

Total Local City and/or County Use Tax/Deferred Sales Tax 29.50

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Total Tax	82.57
Total Credits	3.71
Subtotal	78.86
Total Amount Owed	78.86

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Prepared By: Laurel Gimzo  
E-Mail Address: laurelg@cityofmillcreek.com  
Submitted Date: 1/19/2021  
Confirmation #: 0-018-022-640

Payment Type: ACH Debit/E-Check  
Amount: \$78.86  
Effective Date: 1/19/2021



STATE OF WASHINGTON  
DEPARTMENT OF REVENUE

**Washington State Department of Revenue  
Leasehold Tax Return**

*Laurel Gimzo*

DRAFT  
Post date:1-19-21  
vendor: wador  
\$3,690.71 145-045-589-30-00-00  
Q4 Leasehold Excise Tax

**Account ID:** 503-000-685  
**Name:** CITY OF MILL CREEK

**Filing:** Quarterly  
**Filing Period:** Dec-31-2020  
**Due Date:** Feb-01-2021  
**Date Received:** Jan-19-2021

**Return Summary**

**Total Tax Due:** \$3,674.55  
**Total Amount Due:** \$3,674.55

**Return Detail**

**Regular Lessee**

Lease Number	Lessee Name	Location Code	Tax Code Area	Other	Taxable Rent Due	Tax Rate	Tax Due
	Huntron Inc	3119 - MILL CREEK	00520		\$23,577.15	0.1284	\$3,027.31
	Appraisals Northwest Inc.	3119 - MILL CREEK	00520		\$3,704.49	0.1284	\$475.66
	Pro Player Supply	3119 - MILL CREEK	00520		\$1,336.32	0.1284	\$171.58
							<b>\$3,674.55</b> ✓

**Additional Information**

**Confirmation Number:** 0-018-019-769  
**Prepared By:** Laurel Gimzo  
**Phone Number:** (425) 921-5712  
**Email:** laurelg@cityofmillcreek.com

**Payment Method:** ACH Debit  
**Amount:** \$3,674.55  
**Payment Date:** Jan-19-2021



**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:** 01/21/2021  
**Country:** US **Wire Amount (USD):** 3,796.59  
**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:** 76 FLEET WEX BANK **Bank Name:** BMO HARRIS BANK NATIONAL ASSOCIATION  
**Account Number Type:** ACCOUNT NUMBER **Bank ID:** 071000288  
**Account Number:** 4539508 **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 debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

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

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

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

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

<b>Financial Center Name</b>	MILL CREEK BANKING CENTER	<b>Date:</b>	January 21, 2021
<b>Company #/Cost Center #:</b>	00353 0037019	<b>Phone #:</b>	425-481-5498
<b>Initiating Associate Name:</b>	BRUNETTE, DEANDRE	<b>Remittance ID #:</b>	8CQJTRJU7



**RECEIVED**

JAN 12 2021

CITY OF MILL CREEK

**Invoice Statement**

INVOICE NUMBER: 69326657  
ACCOUNT NAME: City of Mill Creek

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0201-00-105915-3	14800.00	31	DEC-31-2020	JAN-22-2021	3796.59

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
DEC-21-2020	Payment - Thank You		3658.89
DEC-31-2020	Fuel Purchases	3800.60	
DEC-31-2020	Service Purchases	8.00	
DEC-31-2020	Other Purchases		8.00
DEC-31-2020	Other Adjustments this Period	24.00	
DEC-31-2020	Rebates and Rebate Reversals		28.01

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 # Fuel - City Vehicles  
 Bars Code # 531-70-320000  
516-80-320000  
531-38-320000  
 Signature [Signature]  
 Date 1/12/21

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
3658.89	3658.89	3824.60	28.01	3796.59

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	69326657
BILL CLOSING DATE	DEC-31-2020
AMOUNT DUE	3796.59
AMOUNT ENCLOSED	
PAYMENT DUE DATE	JAN-22-2021

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

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

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

02010010591534000000379659 210122

**Accounts Payable**

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

User: jodieg  
 Printed: 2/5/2021 10:16 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
63016	A&CGLASS 16214	A & C Glass Replace Broken Window - MC Library	01/28/2021		718.25
				Total for Check Number 63016:	0.00 718.25
63017	BADVEN4 604694810	Ad-Ventures 4, Inc Refund Overpayment - Business License	01/28/2021		50.00
				Total for Check Number 63017:	0.00 50.00
63018	ALLBATRY 800-10071619 800-10072145	All Battery Sales & Service Battery - Car #4 - Electric Battery - Car #3	01/28/2021		117.07 127.02
				Total for Check Number 63018:	0.00 244.09
63019	INTEGRA 17252318	Allstream T-1 Monthly Chgs - Jan	01/28/2021		702.46
				Total for Check Number 63019:	0.00 702.46
63020	AMAZON 13XQ-733C-H1QG 1714-V17F-9N64 1D6Y-QPM1-4QG3 1PV3-FT4C-3PNP 1WTN-QMV9-VLYQ	Amazon Capital Services Mailing Address Labels - PD Support 4 -7 Gallon & 3 - 10.25 Gallon Wastebasket - Pa Pilot Gel Ink Ball Pens - PW Shop 4 - Dymo Label Maker Label Refills 2 - Honeywell 2D Barcode Scanner	01/28/2021		61.91 121.72 23.16 33.20 373.46
				Total for Check Number 63020:	0.00 613.45
63021	AWC1 86569	Association of WA Cities 2021 AWC City Membership	01/28/2021		15,193.00
				Total for Check Number 63021:	0.00 15,193.00
63022	BANKCARI 1 2 3 4	Bank of America MyBuildingPermit.com Monthly Fee ACCIS Membership - J Socoloski 2 Medium Duty 50-ft. Extension Cords Mail Evidence to Marysville Crime Lab - Case #	01/28/2021		59.95 75.00 55.21 6.00
				Total for Check Number 63022:	0.00 196.16
63023	BANKOAM 20120060399	Bank of America Bank of America 2020 Account Analysis Fees	01/28/2021		16,904.01
				Total for Check Number 63023:	0.00 16,904.01
63024	BENEAD 210510	Benefit Administration Co, LLC 2021 Renewal Fee, Section 125 Flexible Benefit	01/28/2021		351.10

# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 63024:	0.00	351.10
63025	CDW 6199416 6363442 6536790 6607066 6620129 6678926	CDW Government 1 - Logitech Combo Touch KB Case/iPad Visioneer Duplex Portable Scanner - J Young 2 - Wireless Mouse, 2 - 32GB USB, 5 - Logi HD 4 - Edge 2GB Diskgo USB Flash Drive Fujitsu Scansnap Scanner - L Gimzo Zagg Messenger Folio F/iPad 9.7 - A Morgan	01/28/2021		158.28 250.33 273.75 21.26 499.42 75.19
			Total for Check Number 63025:	0.00	1,278.23
63026	ZOHO 221000006782285	Citi ZOHO Corporation #4926 Subscript. Fee - AD Audit Plus-File Services/2 E	01/28/2021		1,591.20
			Total for Check Number 63026:	0.00	1,591.20
63027	CIEDMOND RGG-210008	City of Edmonds North Sound Metro SWAT Team 2021 Contribut	01/28/2021		2,118.26
			Total for Check Number 63027:	0.00	2,118.26
63028	COMCAST 849831021045701 849831021072434	Comcast High Speed Internet Fee 01/18 - 02/17 Internet for ITS 01/14 - 02/13	01/28/2021		191.42 106.42
			Total for Check Number 63028:	0.00	297.84
63029	BCBSL 604678158	Contractor Business Solutions Limited Refund Overpayment - Business License Fees	01/28/2021		50.00
			Total for Check Number 63029:	0.00	50.00
63030	COPIETC AR53113	Copiers Etcetera, Inc. Repairs & Maint - Copy Machines	01/28/2021		1,247.55
			Total for Check Number 63030:	0.00	1,247.55
63031	XDALEREJ 2002665.002	Jennifer Dalere Refund Beginning Ballet - Online - Charlotte #71	01/28/2021		52.00
			Total for Check Number 63031:	0.00	52.00
63032	DVNPTGRP 107277 107314 107388	Davenport Group, Inc Engineering Svcs - Rapid Recovery - Remote BI Docking Station - PW 11 Dell Latitude 7220 Rugged Tablet and Desk Doc	01/28/2021		13,812.50 845.33 3,274.12
			Total for Check Number 63032:	0.00	17,931.95
63033	SNOCOINS I000550116	Snohomish County Department of Informat Technology Services - Internet Snoco 911 - Ann	01/28/2021		756.00
			Total for Check Number 63033:	0.00	756.00
63034	EMSECDEP Q4/2020	Employment Security Depart 4th Qtr 2020 - Unemployment Claims	01/28/2021		6,336.73
			Total for Check Number 63034:	0.00	6,336.73
63035	GUARDSEC I095241	Guardian Security AES Radio Monitoring 02/01 - 04/30	01/28/2021		215.48



# AGENDA ITEM #E.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 63035:	0.00	215.48
63036	IAPE M21-C640048	IAPE 2021 IAPE Membership - I Heath	01/28/2021		50.00
			Total for Check Number 63036:	0.00	50.00
63037	ISO CW247893	ISO Professional Server/Workstation Monitoring - Ja	01/28/2021		185.64
			Total for Check Number 63037:	0.00	185.64
63038	IWORQSYS 194417	iWorQ Systems, Inc iWorq System Internet Software Mgmt & Suppo	01/28/2021		1,908.00
			Total for Check Number 63038:	0.00	1,908.00
63039	BKWONS B2019-0695	Sung Kwon Refund 80% Bldg Permit Fees - B2019-0695	01/28/2021		426.40
			Total for Check Number 63039:	0.00	426.40
63040	LESSCHW 39500531818	Les Schwab Replace Tire - Polaris	01/28/2021		140.77
			Total for Check Number 63040:	0.00	140.77
63041	BNWC 601213342	Northwest Child Refund Overpayment - Business License Fees U	01/28/2021		275.00
			Total for Check Number 63041:	0.00	275.00
63042	PACFIRSE 75486 75506	Pacific Fire and Security, Inc. Fire & Sprinklers - Jan-Mar - CHN Fire & Sprinklers - Jan-Mar - CHS	01/28/2021		284.54 740.35
			Total for Check Number 63042:	0.00	1,024.89
63043	PACTOP 1-T1158678	Pacific Topsoils, Inc. Dump Brush - Trimming Around Street Signs	01/28/2021		52.50
			Total for Check Number 63043:	0.00	52.50
63044	PROPLYRS Suite 242	Pro Player Supply Refund Security Deposit - Suite #242	01/28/2021		400.00
			Total for Check Number 63044:	0.00	400.00
63045	SNOCPUD 135231365 138433234	PUD No. 1 of Snohomish County 2024 Seattle Hill Rd 12/15 - 01/14 15728 Main St 12/11 - 01/11	01/28/2021		36.15 1,270.21
			Total for Check Number 63045:	0.00	1,306.36
63046	PSCLEANA 21-058	Puget Sound Clean Air Agency 2021 Clean Air Assessment	01/28/2021		16,675.00
			Total for Check Number 63046:	0.00	16,675.00
63047	BRDL 603269481	Results Driven LLC Refund Overpayment - Business License UBI: 6	01/28/2021		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 63047:	0.00	50.00
63048	SAGEDYN RDSI Modesto	Aaron Cowan Sage Dynamics RDS Handgun Instructor Training - B Foutch	01/28/2021		600.00
			Total for Check Number 63048:	0.00	600.00
63049	SNOCOM 3166	Snohomish County 911 Dispatch Services - Jan	01/28/2021		20,238.26
			Total for Check Number 63049:	0.00	20,238.26
63050	SNOCOPW I000548800 I000548800A I000548800B I000550263	Snohomish County Public Works Signal Maintenance - RR6155 MC Luminaries - Signal Maintenance - RR7552 Dumas Rd & Parl Signal Maintenance - RR7864 Dumas @ N Crk   Signal Maintenance - RR7553 MC Rd & Village	01/28/2021		112.61 163.96 163.96 109.33
			Total for Check Number 63050:	0.00	549.86
63051	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Premium - MEBT - ER - J;	01/28/2021		3,366.27
			Total for Check Number 63051:	0.00	3,366.27
63052	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem - MEBT - ER Paid - January	01/28/2021		1,806.85
			Total for Check Number 63052:	0.00	1,806.85
63053	TACSCREW 18298868 18298889	Tacoma Screw Products Inc Drill Bits & Screws - Historic Panel Project Hex Bolts, Flat Washers, Lock Nuts - Historic Pa	01/28/2021		43.19 3.32
			Total for Check Number 63053:	0.00	46.51
63054	VERIZON 9871403529	Verizon Wireless Access & Usage Chgs - City Cell Phones 12/17 -	01/28/2021		1,226.31
			Total for Check Number 63054:	0.00	1,226.31
63055	WWGRAIN 9775203418	W.W. Grainger, Inc. Guide Assembly - Toilet Auto Flush	01/28/2021		9.68
			Total for Check Number 63055:	0.00	9.68
63056	WCIA 14917 14917A	WA Cities Insurance Authority 2021 Liability/Property Assessment 2021 Liability/Property Assessment	01/28/2021		171,156.00 10,125.00
			Total for Check Number 63056:	0.00	181,281.00
63057	WAVEDIV 102743301-00085	WaveDivision Holdings, LLC Fiber Lease - 15728 Main St to 3000 Rockefeller	01/28/2021		641.25
			Total for Check Number 63057:	0.00	641.25
63058	ZAC&THON 21-MCR001	Zachor & Thomas, Inc., P.S. Monthly Prosecution Legal Retainer - Jan, Contr	01/28/2021		10,275.20
			Total for Check Number 63058:	0.00	10,275.20

<b>Check No</b>	<b>Vendor No Invoice No</b>	<b>Vendor Name Description</b>	<b>Check Date Reference</b>	<b>Void Checks</b>	<b>Check Amount</b>
			Total for 1/28/2021:	0.00	309,383.51
			Report Total (43 checks):	0.00	309,383.51



Date: February 9, 2021

Payroll Check Batches		
Dated	Check Numbers	Amount
01/25/2021	ACH Automatic Deposit Checks	\$135,854.62
01/25/2021	ACH Wire- FWT & Medicare Taxes	\$25,578.49
01/25/2021	ACH Wire MEBT – Wilmington Trust	\$25,968.42
01/25/2021	ACH Wire – BAC – Flex Savings Acct	\$1,665.98
01/25/2021	ACH Wire – ICMA RC – Def. Comp	\$3035.61
<b>Total</b>		<b>\$192,103.12</b>

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$192,103.12.

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

\_\_\_\_\_

\_\_\_\_\_  
Councilmember

  
Finance Director

\_\_\_\_\_  
Councilmember

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

Statistical Summary

**Statistical Summary**

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete  
 Week#:3 Pay Date:01/25/2021 P/E Date:01/15/2021  
 Qtr/Year:1/2021 Run Time/Date:21:03:43 PM EST 01/21/2021

Taxes Debited				
	Federal Income Tax		19,199.60	
	Earned Income Credit Advances		0.00	
	Social Security - EE		0.00	
	Social Security - ER		0.00	
	Social Security Adj - EE		0.00	
	Medicare - EE		2,834.32	
	Medicare - ER		2,834.33	
	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		236.68	
	State Family Leave Insurance - ER		0.00	
	State Family Leave Insurance Adj - EE		0.00	
	State Medical Leave Insurance - EE		213.07	
	State Medical Leave Insurance - ER		260.49	
	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>25,578.49</b>	
	Other Transfers			
	Full Service Direct Deposit Acct		135,854.62	
	<b>Total Amount Debited From Your Account</b>			<b>161,433.11</b>
	Bank Debits & Other Liability			
	Checks	0.00		161,433.11
	Adjustments/Prepay/Voids	0.00		161,433.11
	<b>Taxes- Your Responsibility</b>	<b>None this payroll</b>		<b>161,433.11</b>
				<b>161,433.11</b>
				<b>Total Liability</b>
				<b>161,433.11</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: 01/27/2021  
 Country: US Wire Amount (USD): 25,968.42  
 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: MATRIX TRUST COMPANY Bank Name: JPMORGAN CHASE BANK NATIONAL  
 ASSOCIATION  
 Account Number Type: ACCOUNT NUMBER Bank ID:  
 Account Number: Address: 1111 POLARIS PKWY  
 Address: COLUMBUS  
 OHIO US OH 43240 US

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

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

**Customer Approval**

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

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

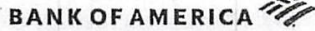
**IMPORTANT: FOR EACH WIRE indicate Method of Signature Verification: (must complete one of the below)**

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

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

Financial Center Name	MILL CREEK BANKING CENTER	Date:	January 26, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-357-3609
Initiating Associate Name:	MAGRISO, IZZET	Remittance ID #:	4TQ6ZS7ZY

Payroll 01/25/2021			
		8915.44 LEO	Total
		836.60 MBX	Total
MEBT ER	12,516.95	12475.42 MEB	Total
		97.92 MEB2	Total
MEBT EE	13,451.47	41.53 MME	Total
		41.53 MMR	Total
Sub-Total	25,968.42	5508.72 P2E	Total
		1958.94 P3E	Total
Less Standard Insurance	0.00	12475.42 TER	Total
		42351.52	Grand Total
Wire Total	25,968.42		



**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: 01/27/2021  
 Country: US Wire Amount (USD): 1,665.98  
 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: BENEFIT ADMINISTRATION COMPANY LLC Bank Name: SOUND CU  
 Account Number Type: ACCOUNT NUMBER Bank ID:  
 Account Number: Address: 1331 BROADWAY  
 Address: TACOMA TACOMA  
 WASHINGTON US WA 98402 US

Information about payment:

Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference 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)	Posted 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: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto;"></div>

FOR BANK USE ONLY: Financial Center Information			
Financial Center Name	MILL CREEK BANKING CENTER	Date:	January 26, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-357-3609
Initiating Associate Name:	MAGRISO, IZZET	Remittance ID #:	9L72DSEJH



**Payroll Date 01/25/2021**

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

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

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

**Payroll Date 01/25/2021**

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

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

**BANK OF AMERICA**

**Funds Transfer Request Authorization (FTRA)**

**Customer Information**

Name: MILL CREEK, WA CITY OF Address: 15728 MAIN ST  
 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: 01/27/2021  
 Country: US Wire Amount (USD): 3,035.61  
 Currency of Recipient Account: USD Wire Fee: 30.00  
 Source: IN PERSON  
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH  
 ID Verification/Type: 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

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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 #	Leader 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:	January 26, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-357-3609
Initiating Associate Name:	MAGRISO, IZZET	Remittance ID #:	MQUR4SARJ

<b>Payroll Date 01/25/21</b>	<b>ICMA</b>
Fleming, Rodney J	\$ 438.24
Gimzo, Laurel R	\$ 50.00
Hookland, Rebecca J	\$ 137.60
Kidwell, Tyler A	\$ 551.44
LaRose, Scot P	\$ 700.00
Ringstad, Sherrie M	\$ 25.00
Todd, Michael S	\$ 1,083.33
White, Stanley R	\$ 50.00
Grand Totals	
<b>Total Due to ICMA</b>	<b>\$ 3,035.61</b>



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

---

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

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

A recording of this City Council meeting can be found [here](#).  
The agenda packet for this City Council meeting can be found [here](#).

**VIRTUAL MEETING INFO**

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- A.** Join Zoom Meeting  
<https://zoom.us/j/91716868089>

Meeting ID: 917 1686 8089  
One tap mobile  
[+12532158782,91716868089#](tel:+12532158782,91716868089) US (Tacoma)  
[+16699006833,,91716868089#](tel:+16699006833,91716868089) US (San Jose)

**CALL TO ORDER**

---

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

**PLEDGE OF ALLEGIANCE**

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The Pledge of Allegiance was led by Councilmember Cavaleri.

**ROLL CALL**

---

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

Councilmembers Absent:

**AUDIENCE COMMUNICATION**

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

**NEW BUSINESS**

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- C.** Emergency Proclamation Extension until March 2, 2021.

February 2, 2021 CITY COUNCIL REGULAR MEETING MINUTES

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

Council engaged in discussion about preparations to Council Chambers to allow both in person and virtual attendance at City Council meetings when restrictions ease.

**Councilmember Cavaleri made a motion to extend the City Manager's Emergency Proclamation until March 2, 2021. Councilmember Morgan seconded the motion. The motion passed unanimously.**

**PROPOSED NEW INITIATIVES**

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- D.** Emergency Proclamation Extension until March 2, 2021.  
*(Michael Ciaravino, City Manager)*

Councilmember Briles introduced the topic of adopting a street, park or trail or conduct a service day program in Mill Creek and requested guidance and ideas from Members of Council.

Council engaged in discussion and determined that more information is needed to adopt the program. Councilmembers requested that City Staff research and compare programs from other cities, counties, and organizations as well as look into any liability issues in using volunteers.

**STUDY SESSION**

---

- E.** Governance Manual: Session 1 - Council Values, Organization and Operations  
*(City Manager Michael Ciaravino and City Attorney Grant Degginger)*

City Manager Michael Ciaravino and City Attorney Grant Degginger facilitated the discussion with Council regarding updating the Governance Manual.

In this session, Council reviewed and discussed Council Values, Organization and Operations.

The session included a review of the material in Articles 1 and 4 of the existing Governance Manual which was last updated in 2011. This session also provided an opportunity to reaffirm or modify the principles and integrate them into the document. Other major topics reviewed included:

- The process for election of the Mayor and Mayor Pro Tem
- Duties of the Mayor and Mayor Pro Tem
- Communication with the public
- Council meeting agenda setting
- Filling council vacancies
- Attendance rules
- Rules governing in-person, video, or telephonic attendance
- Respect and decorum

Council engaged in discussion and Q&A.

Topics to be covered in Session 2 on February 9, 2021 are the following:

- Significant state laws (OPMA, PRA, Ethics Act, Appearance of Fairness)
- Consideration of whether to adopt an Ethics Code.
- Duties of City Manager, City Clerk, City Attorney, Department heads
- Relationship between Council, City Manager, Staff, and the Public
- Standards for briefings and presentations for Council meetings

[AS Governance Manual 02.02.21](#)  
[Governance Manual Articles 1 2 4 & 5](#)  
[GOVERNANCE MANUAL](#)

**CONSENT AGENDA**

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F. City Council Meeting Minutes of January 26, 2021.

[City Council Regular Meeting - 26 Jan 2021 - Minutes](#)

**Councilmember Cavaleri made a motion to approve the Consent agenda. Councilmember Steckler seconded the motion. The motion passed unanimously.**

**REPORTS**

---

G. Mayor/Council

**Mayor Holtzclaw** reported that he will be attending a special meeting of the Snohomish County Mayor's group on February 3, 2021 featuring a speaker from the Association of Washington Cities (AWC) addressing the police reform legislation. The Mayor will report on the meeting at the next Council meeting.

**Mayor Pro Tem Vignal** reported that as per the Snohomish County Tomorrow (SCT) webinar she attended; the County is working to accelerate access to broadband internet services throughout the County.

**Councilmember Steckler** reported that the USS Ralph Johnson Naval ship has returned from deployment and requested that the City of Mill Creek sponsor an event to welcome them home.

**Councilmember Cavaleri** suggested that the Youth Advisory Board be included in the preparation for the welcoming home event for the USS Ralph Johnson

**Councilmember Briles** reported on the County's broadband internet program stated at the SCT meeting he attended along with Mayor Pro Tem Vignal.

H. City Manager

- [Planning Schedule](#)

February 2, 2021 CITY COUNCIL REGULAR MEETING MINUTES



City Manager Michael Ciaravino reminded Members of Council to submit their DRCC worksheet to consultant Karen Reed to discuss at the scheduled Study Session at the February 9, 2021 City Council Meeting.

**I. Staff**

- Jackson High School Crosswalk Update - Director Mike Todd

Public Works and Development Services Director Mike Todd provided a status update on the Jackson High School Crosswalk project. The impacts on the original location design had negative impacts and was determined to be unacceptable. The City of Mill Creek is now looking at other locations for the crosswalk that will provide maximum benefit.

**AUDIENCE COMMUNICATION**

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**J. Audience Communication**

Wil Nelson, a Mill Creek Resident, commented on the following:

- Respecting the time off for those on the USS Ralph Johnson
- The potential for finding hazardous materials on the North Creek trail and liability regarding volunteers.

Barb Heidel, a Mill Creek Resident, commented on the following:

- In-person Council meeting attendance
- Potential contacts for staff regarding development of a new volunteer program
- The Council Governance Manual.

Sue White, a Mill Creek resident, spoke in favor of Councilmember Briles' idea of adopt-a-street, trail, park. Ms. White stated that her club (Kiwanis) would be interested in sponsoring and that the project would be a great opportunity for children to get involved.

**ADJOURNMENT**

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With no objection, Mayor Holtzclaw adjourned the meeting at 7:58 PM

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

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

February 2, 2021 CITY COUNCIL REGULAR MEETING MINUTES

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			

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

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

***Last updated: February 5, 2021***

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

**February 23, 2021**

- New Business - Arts and Beautification Board Appointment (1 Vacancy)
- New Business - Building Code Update
- Presentation by Ragina Gray, Environmental Health Director for Snohomish Health District: Update on pandemic response, the vaccine, and other happenings in public health.

**March 2, 2021**

- Study Session - Governance Manual Session 2 Standards of Conduct and City Administration
- New Business - Proclamation of Emergency Extension (if needed)
- Presentation: Public Works Maintenance Team Update

**April 6, 2021**

- Study Session - Governance Manual Session 3 - Rules Governing the Conduct of Council Meetings

**May 4, 2021**

- Review of draft Revision to the Manual based upon input received from Council.

**Future Agenda Items**

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



**MEMORANDUM**

February 5, 2021

**TO:** Mill Creek City Council  
**FROM:** Grant Degginger  
**RE:** Current Restrictions on In-Person Public Meetings

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During the discussion of the motion to extend the emergency declaration at last week's Council meeting, several councilmembers asked about the current status of in-person public meetings under the Governor's proclamation. What follows is a short update.

Under Proclamation 20-28.14 all public meetings must be held remotely but as of February 1, in Phase 2 counties, public agencies in addition to the requirement for holding public meetings remotely can include an in-person element but in doing so, must follow the guidance for "business meetings" in the "Miscellaneous Venue" document. This would allow an in-person public meeting component with occupancy limited to 25% capacity or 200 people, whichever is fewer. Staff are excluded from the count. The additional regulations governing COVID-19 requirements for miscellaneous venues are attached. These requirements include appropriate social distancing recommendations, pre-registration and other guidelines.



Revised COVID19  
Misc Venue Guidance

132583.0004/8353891.1

## Miscellaneous Venues COVID-19 Requirements

### Summary of February 1, changes:

#### All Phases:

- Any other business activity not specifically mentioned in this document, that can also be conducted in a miscellaneous venue, is permitted with the same requirements as the business-specific guidance. Examples include retail, personal services, religious services, etc. Occupancy limits of the specific activity govern, with the exception of retail activity (see specific retail occupancy below).
- Meal/food service must follow restaurant guidance.

Miscellaneous venues are permitted to operate, provided all requirements in this document are met. For purposes of this guidance, miscellaneous venues (referred to as “venue” hereafter) include the following: convention/conference centers, designated meeting space in a hotel, events centers, fairgrounds, sporting arenas, nonprofit establishment, or a substantially similar venue. Any business activity currently permitted that can also be conducted in a miscellaneous venue, is permitted with the same requirements as the business-specific guidance (examples include: retail, personal services, religious services, etc.). Occupancy limits of the specific activity govern, with the exception of retail activity (please see specifics for each phase below). Each venue must adopt a written procedure for operations at least as protective as the specific requirements outlined below and complies with all worker safety and health requirements.

#### Phase 1:

1. All in-person business meetings are prohibited.
2. Only professional training and testing that cannot be performed remotely, as well as all court and judicial branch-related proceedings, are allowed. Occupancy in each meeting room/area is limited to 25 percent capacity or 100 people, whichever is fewer (excluding staff).
3. Occupancy for an indoor retail event is limited to 25 percent capacity, up to 100 people, (this includes exhibitors and excludes staff) whichever is fewer. Outdoor capacity capped at 100 people. For very large venues over 100,000 sq. ft. in size. The capacity is capped at 150 people (this includes exhibitors and excludes staff).

#### Phase 2:

1. In-person business meetings are permitted. Professional training and testing that cannot be performed remotely, as well as all court and judicial branch-related proceedings, are allowed. Occupancy in each room/area is limited to 25 percent capacity or 200 people, whichever is fewer (excludes staff).
2. Occupancy for an indoor retail event is limited to 25 percent capacity, up to 200 people (this includes exhibitors and excludes staff), whichever is fewer. Outdoor capacity capped at 200 people. For very large venues over 100,000 sq.ft. in size, the capacity is capped at 300 people (this includes exhibitors and excludes staff).

## General Requirements for all phases

1. When feasible, organizers should ensure all attendees are pre-registered and retain contact information for all attendees for 28 days.
2. Stagger attendee move-in and move-outs to reduce gathering in groups.
3. Adjust scheduled activities, etc. to minimize attendees in common areas.
4. Adjust and/or remove public seating areas to ensure physical distancing is maintained.
5. Adhere to CDC elevator and escalator protocols. Also, post signs strongly advising no talking in elevators.
6. Venues must ensure persons engaging in an activity conducted both indoors and outdoors, wear a proper face covering and maintain six feet of physical distance between other persons.
7. Any food service at venues must follow the guidance for [restaurants](#).
8. Frequently clean high-touch surfaces.
9. Payment Handling: When possible, allow mobile, credit card, or other cash-free payment options.
10. Staff will disinfect check-out counters and payment touchpads at least every hour.
11. Provide handwashing or hand sanitizer for employees handling payment.
12. Use timed ticketing or on-line/phone reservations for any activity, when possible.
13. Provide sufficient hand sanitizing stations for customers.
14. Ensure each meeting room is properly cleaned/sanitized between uses.
15. Adjust mechanical ventilation systems to bring in as much outside air as possible. Increase filters to MERV 13 if the HVAC can accommodate. Keep doors and windows open where possible and utilize fans to improve ventilation.
16. At least one COVID-19 Program Supervisor shall be present during every event to ensure masking and social distancing practices are enforced and practiced by all event attendees.

## **Safety and Health Requirements**

Venues must ensure strict adherence to all measures established by the Governor's guidance, the Department of Labor & Industries (L&I), Coronavirus (COVID-19) Prevention: General Requirements <https://lni.wa.gov/forms-publications/F414-164-000.pdf>, and the Washington State Department of Health Workplace and Employer Resources & Recommendations <https://www.doh.wa.gov/Coronavirus/Workplace> (DOH).

All venue owners have a general obligation to maintain a safe and healthy workplace in accordance with state and federal law and safety and health rules for a variety of workplace hazards. Employers must specifically ensure operations follow the main Labor & Industries COVID-19 requirements to protect workers. COVID-19 workplace and safety requirements can be found [here](#).

**No venue may operate until it can meet and maintain all the requirements in this document, including providing materials, schedules and equipment required to comply. Additional considerations may be adopted, as appropriate.**

All issues regarding worker safety and health are subject to enforcement action under L&I's Division of Occupational Safety and Health (DOSH).

- Employers can request COVID-19 prevention advice and help from L&I's Division of Occupational Safety and Health (DOSH) : [www.Lni.wa.gov/DOSHConsultation](http://www.Lni.wa.gov/DOSHConsultation).

- Employee Workplace safety and health complaints may be submitted to the L&I DOSH Call Center: (1-800-423-7233) or via e-mail to [adag235@lni.wa.gov](mailto:adag235@lni.wa.gov).
- General questions about how to comply with agreement practices can be submitted to the state's Business Response Center at <https://coronavirus.wa.gov/how-you-can-help/covid-19-business-and-worker-inquiries>
- All other violations related to Proclamation 20-25 can be submitted at <https://coronavirus.wa.gov/report-safe-start-violation>.