



CITY COUNCIL MINUTES

July 7, 2015

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

Pam Pruitt, Mayor
Brian Holtzclaw, Mayor Pro Tem
Sean Kelly
Donna Michelson
Vince Cavaleri
Mike Todd
Mark Bond

July 7, 2015
Regular City Council Meeting
6:00 p.m.

CALL TO ORDER

Mayor Pruitt called the meeting to order at 6:00 p.m.

FLAG SALUTE

Flag Salute was conducted.

ROLL CALL

Roll was called by the City Clerk with all Councilmembers present.

AUDIENCE COMMUNICATION

Tai Merzel
3921 138th St SE
Mill Creek, Washington 98012

Mr. Merzel spoke to Council about the proposed Pacific Circle development. He and his neighbors are worried about traffic that will be generated by the new homes. There is also concern about future development increasing the traffic in his neighborhood.

NEW BUSINESS

2015 Catch Basin Cleaning & CCTV Inspection Project Contract
(*Rebecca C. Polizzotto, City Manager*)

The following agenda summary information was presented:

City streets and public property are an ongoing annual program funded through Surface Water Utility fees. This program reduces sediment and pollutants that end up in area waterways, and also meets the requirements set forth in the City's National Pollution Discharge Elimination System (NPDES) permit. Catch basins are cleaned out and inspected every other year, which means each year roughly one-half of Mill Creek is serviced.

This year the catch basins in the north and west areas of the City will be cleaned, as well as along SR 96 and SR 527. The ongoing process of closed circuit television (CCTV) inspection will be continued on the storm pipe network in some of the older neighborhoods in Mill Creek, including Vine Maple, Evergreen, Holly and Douglas Fir. In addition, extra pipe cleaning will be performed based on the results of the 2014 CCTV inspection of the storm pipe network in the oldest

subdivisions along Village Green Drive. Many issues are blockages from roots or debris that can be addressed with special cleaning and cutting tools instead of full pipe replacement.

The 2015 Catch Basin Cleaning and CCTV Inspection Project was advertised for bids using the Municipal Research Service Center (MRSC) Small Works Roster. Eight bids were received and opened on June 16, 2015. One bid was rejected for submitting unbalanced unit prices that were deemed to be too low for the required work. The bid rejection was not appealed by the contractor.

Innovative Vacuum Services submitted the lowest responsive and responsible bid in the total amount of \$149,791.42. The City's estimate for the project was \$195,778.48. Innovative Vacuum Services is based out of Edmonds and has worked for many local public agencies, including Mill Creek, on past catch basin cleaning contracts. City staff verified the bid prices were correct, the contractor understands the job conditions and time restrictions, and can meet the insurance and bonding requirements. The catch basin cleaning portion of the project is expected to be completed by the end of August, with the CCTV work to be done by the end of October.

Discussion:

A few questions were asked and answered.

MOTION: Councilmember Michelson made a motion to approve Resolution 2015-534, awarding the contract for the 2015 Catch Basin Cleaning & CCTV Inspection Project, Councilmember Cavaleri seconded the motion. The motion passed unanimously 7-0.

Report by the City Manager - First Month's Observations
(Rebecca C. Polizzotto, City Manager)

City Manager Polizzotto spoke to Council about things she has observed since starting with the City June 1. With 4 organizational elements outlined:

- HR Element, the right people in the right positions, deploying performance standards, etc.
- Technology, the right equipment, efficient work flow, serving workers needs
- Organizational, adequate resources, adaptable
- Interfacing, communications, etc.

High priorities are the Police Guild Contract, which is almost completed, the Fire District contract and space needs. Other items are administrative policies and municipal code updates, records management, i.e. retention schedule, organization and electronic records.

Budget management needs restructuring, with the implementation of a purchase order system. Payroll operations need to be streamlined. Pursuing Washington Finance Officers Association awards for budgeting which will provide quality information to the Council and public.

Human Resources needs strengthening with updating and providing personnel policies and an employee handbook.

Reorganization opportunities when employees vacate positions.

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In order for Mill Creek to succeed, staff needs to be trained properly. Being active in organizations in respective fields bring opportunities to the City.

Intern programs are something to be pursued. Such as second year law students helping out in the City Attorney's office or Criminal Justice students aiding in the accreditation process.

In communications the City needs a message that ties everything together. Better communication with Council, employees and citizens. Making government more readily accessible to the public.

The Police Department has had issues attaining and retaining quality officers. Creating specialized units such as traffic, safety, drugs, crime prevention, auxiliary reserves. Another focus is to establish relationships between businesses owners, residents and police officers.

Inmate/work release, or community service crews could be deployed to provide supplemental physical labor.

In the East Gateway Urban Village (EGUV) the City should be more proactive and seek/recruit the type of businesses the City would like to have locate in the area.

A new focus will be a technology master plan.

Understanding how processes work will help improve how the City functions.

Developing a program to help the City obtain more grants; where the City is looking for more grants and how to manage them.

City Manager Polizzotto concluded with noting there are many great things to be done with the Council and staff together.

REPORTS

Mayor Pruitt reminded Council that the Cities and Towns dinner is on July 16 and RSVP's need to be in by July 9, 2015.

Councilmember Bond reported that the contract negotiations for the fire contract are moving forward.

Councilmember Cavaleri attended the Parks & Recreation Board meeting and the new sign for the Annex Building should be installed soon. Also, the Youth Advisory Board is selling Jamba Juice cards as a fundraiser.

Councilmember Michelson mentioned the upcoming Art Walk on Thursday July 16 at 5:00 pm in the Town Center. She also spoke of the Festival and Run of the Mill.

Councilmember Todd recapped the Association of Washington Cities conference he attended.

City Manager Polizzotto asked Council if they were interested in cancelling the July 14th City Council meeting.

MOTION: Councilmember Todd made a motion to authorize the City Manager to cancel the July 14, 2015 Regular City Council Meeting if no urgent business is found by July 10, 2015, Councilmember Michelson seconded the motion. The motion passed unanimously 7-0.

AUDIENCE COMMUNICATION

Chuck Wright
15907 24th Ave SE
Mill Creek, WA 98012

Mr. Wright is in favor of getting police officers out of their cars and into the community. Police need good informants to do their job. He was also upset by the fact the Youth Advisory Board was having a fundraiser to buy shirts. He believes volunteers shouldn't have to pay to volunteer and the City should provide the shirts to the members of the Youth Advisory Board.

Karen Brandon
15907 24th Ave SE
Mill Creek, WA 98012

Ms. Brandon wanted to encourage Council to increase training budget for City staff since it is such a great benefit to the City.

EXECUTIVE SESSION

The meeting recessed to executive session at 7:02 p.m. to discuss the potential litigation per RCW 42.30.110(i) for approximately 30 minutes.

At 7:32 p.m., the executive session was extended to 8:02 p.m.

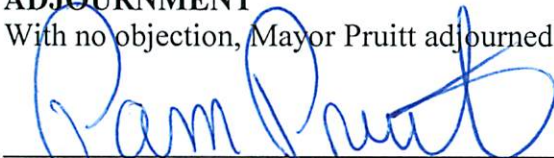
At 8:02 p.m., the executive session was extended to 8:22 p.m.

RECONVENE TO REGULAR SESSION

The meeting reconvened to regular session at 8:22 p.m.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:23 p.m.



Pam Pruitt, Mayor



Kim Mason-Hatt, Acting City Clerk