



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, June 6, 2017

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

Minutes are the official record of Mill Creek City Council meetings. Minutes document action taken at the council meeting, not what was said at the council meeting.

A recording of this City Council meeting can be found here: [Part 1](#), [Part 2](#)
The agenda packet for this City Council meeting can be found [here](#).

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:00 p.m. and led the Pledge of Allegiance.

ROLL CALL

Councilmembers Present:

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

Councilmembers Absent:

Mayor Pro Tem Holtzclaw was excused from the meeting for personal reasons at 6:46 p.m. and returned at 7:31 p.m.

AUDIENCE COMMUNICATION

- A. Ms. Carmen Fisher, candidate for City Council, addressed the Council with a request for a proclamation declaring the month of June as Lesbian, Gay, Bi-sexual and Transgender (LGBT) Pride Month.

PRESENTATIONS

- B. Girl Scouts Silver Award Recipient
(*Rebecca C. Polizzotto, City Manager*)
Silver Award recipient Katie Armstrong was unable to attend the meeting due to a scheduling conflict so a certificate acknowledging her achievement was mailed to her on behalf of the Council.
- C. Mill Creek Youth Advisory Board Senior Recognition
(*Rebecca C. Polizzotto, City Manager*)
City Manager Polizzotto introduced Recreation Coordinator Kristen Rasmussen who recognized Youth Advisory Board seniors for their commitment and dedication this year. A presentation was provided which illustrated the many projects and events this Board contributed to this past year.

- D. Employee Milestone Presentation
(Rebecca C. Polizzotto, City Manager)
City Manager Polizzotto recognized Administrative Assistant Sarah Steepy for 5 years, Executive Assistant Gina Pfister for 5 years and Police Officer Kyle Hughes for 10 years of excellent service to the City of Mill Creek.
- E. Snohomish County Tourism Bureau Annual Report
(Amy Spain, Executive Director)
City Manager Polizzotto introduced Executive Director Amy Spain who presented information regarding the Snohomish County Tourism Bureau's Annual Report. Sports Development Director Tammy Dunn elaborated on major events coming up and those being considered for 2018.

OLD BUSINESS

- F. Presentation and Discussion of Proposed Ordinance and Corresponding Policy/Procedure Governing the Adoption of Uniform City Policies and Procedures
(Rebecca C. Polizzotto, City Manager)
City Manager Polizzotto presented follow up information regarding the proposed ordinance to amend and restate Mill Creek Municipal Code Chapter 1.24. City Attorney Scott Missall reviewed the sections discussed at the May 2 Council meeting and provided an updated version with the requested clarification for Council review and discussion.

Councilmember Cavaleri made a motion to approve Ordinance #2017-815, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING AND RESTATING MILL CREEK MUNICIPAL CODE CHAPTER 1.24, ADOPTION OF UNIFORM POLICIES AND ADMINISTRATIVE PROCEDURES, TO REVISE AND UPDATE THE PROCEDURES AND REQUIREMENTS FOR ADOPTION, MAINTENANCE AND PUBLICATION OF CITY POLICIES; AND ESTABLISHING AN EFFECTIVE DATE. Councilmember Kelly seconded the motion. The motion passed unanimously.

NEW BUSINESS

- G. Selection of City of Mill Creek Voting Delegates for AWC 2017 Annual Business Meeting
(Rebecca C. Polizzotto, City Manager)
The City Manager presented information regarding the AWC 2017 Annual Business Meeting and advised that Mayor Pruitt, Councilmember Todd, herself and a couple of other staff members are currently scheduled to attend.

Councilmember Michelson made a motion to appoint Mayor Pruitt, Councilmember Todd and City Manager Polizzotto as the voting delegates for the AWC 2017 Annual Business Meeting. Councilmember Cavaleri seconded the motion. The motion passed unanimously with Mayor Pro Tem Holtzclaw temporarily absent.

STUDY SESSION

- H. Telecommunications Franchise Agreement with Zayo Group, LLC
(Rebecca C. Polizzotto, City Manager)

I. Telecommunications Franchise Agreement with Astound Broadband, LLC, DBA Wave
(*Rebecca C. Polizzotto, City Manager*)

J. Telecommunications Franchise Agreement with MCIMetro Access Transmission Services DBA Verizon Access Transmission Services

(*Rebecca C. Polizzotto, City Manager*)

City Manager Polizzotto introduced Attorney Elana Zana from Ogden, Murphy and Wallace who presented information regarding three telecommunication franchise agreements for Council discussion. Ms. Zana confirmed for the Council that all three franchise agreements are substantially the same and require each company to follow all Mill Creek Municipal Codes. The Council requested this item be added to the Consent Agenda for the June 13 Council meeting with the caveat that if Mayor Pro Tem Holtzclaw had questions upon his return, staff would reschedule the item and invite Ms. Zana and the three franchise representatives back for further discussion.

Franchise Presentation

(*Elana Zana, Attorney, Ogden Murphy Wallace, PLLC*)

K. Ordinance Amending the Mill Creek Municipal Code to Revise and Update the Requirements and Functions of the Art & Beautification Board

(*Rebecca C. Polizzotto, City Manager*)

City Manager Polizzotto presented information regarding the proposed amendments.

Councilmember Michelson made a motion to approve Ordinance #2017-816, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING AND RESTATING CHAPTER 4.30 OF THE MILL CREEK MUNICIPAL CODE TO REVISE AND UPDATE THE REQUIREMENTS, FUNCTIONS AND ATTRIBUTES OF THE ART AND BEAUTIFICATION BOARD; AND ESTABLISHING AN EFFECTIVE DATE. Councilmember Todd seconded the motion. The motion passed unanimously with Mayor Pro Tem Holtzclaw temporarily absent.

L. Ordinance Amending the Mill Creek Municipal Code to Revise and Update the Requirements and Functions of the Park & Recreation Board

(*Rebecca C. Polizzotto, City Manager*)

City Manager Polizzotto presented information regarding the proposed amendments for Council discussion.

Councilmember Todd made a motion to approve Ordinance #2017-817, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING AND RESTATING CHAPTER 4.26 OF THE MILL CREEK MUNICIPAL CODE TO REVISE AND UPDATE THE REQUIREMENTS, FUNCTIONS AND ATTRIBUTES OF THE PARK AND RECREATION BOARD; AND ESTABLISHING AN EFFECTIVE DATE. Councilmember Michelson seconded the motion. The motion passed unanimously with Mayor Pro Tem Holtzclaw temporarily absent.

CONSENT AGENDA

M. City Council Meeting Minutes of May 23, 2017

Councilmember Cavaleri made a motion to approve the consent agenda. Councilmember Kelly seconded the motion. The motion passed unanimously with Mayor Pro Tem Holtzclaw temporarily absent.

REPORTS

N. Mayor/Council

Mayor Pruitt reported planning to attend the Annual Master Builder's Crab Feed in Mukilteo this Thursday and invited other council members to attend as well.

Councilmember Cavaleri reported that the Parks and Recreation board meeting is cancelled for this week.

Councilmember Todd shared that Community Transit is now accepting applications for their Van GO program where well-maintained vans are granted to qualifying non-profit organizations throughout Snohomish County. He offered to contact the Northshore and Mill Creek Senior Centers to make sure they were aware of the program.

Councilmember Todd reminded the Council that the City Manager's second annual evaluation was due.

O. City Manager

- Council Planning Schedule

The City Manager asked Council to contact Gina with any upcoming vacations so she may be sure we have a quorum for Council meetings through the summer. She also asked and the Council verified that Council meetings would not be held in the month of August.

Councilmember Todd asked the City Manager to add a discussion on the CIP to the Council Planning Schedule. City Manager Polizzotto reported working with Finance and Administration Director Lauerman on CIP policies which she planned to bring to Council in an upcoming work session to get the framework established. She then intended to recommend starting the process with the Council with a review of the storm water process. In preparation she has authorized staff to work with a consultant to review the current process and determine a priority project list as well as guidelines for future work. Once the consultant's report is received she will advise Council of a time frame for their first discussion.

AUDIENCE COMMUNICATION

- P. Ms. Barb Heidel addressed the Council regarding her very positive experience volunteering in the Memorial Day Parade with the Mill Creek Police Department as a member of the Police Citizens Academy.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- Q. The meeting recessed to executive session at 7:50 p.m. for up to 40 minutes, which was subsequently extended. No action was taken.
- Discuss potential litigation pursuant to RCW 42.30.110 (1)(i)

At 8:30 p.m., Councilmember Michelson made a motion to extend the meeting to 9:00 p.m. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

RECONVENE TO REGULAR SESSION

The meeting reconvened to regular session at 8:44 p.m.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:44 p.m.



Pam Pruitt, Mayor



Peggy Lauer, City Clerk