



## MINUTES

### City Council Regular Meeting

---

6:00 PM - Tuesday, November 12, 2019

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

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

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

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

### CALL TO ORDER

---

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

### PLEDGE OF ALLEGIANCE

---

Mayor Pruitt welcomed representatives from Boy Scout Troop 90 to lead the Pledge of Allegiance.

### ROLL CALL

---

Councilmembers Present:

*Pam Pruitt, Mayor*

*Brian Holtzclaw, Mayor Pro Tem*

*Vince Cavaleri, Councilmember*

*Mike Todd, Councilmember*

*Mark Bond, Councilmember*

*John Steckler, Councilmember*

*Stephanie Vignal, Councilmember*

Councilmembers Absent:

### AUDIENCE COMMUNICATION

---

A. Public comment on items on or not on the agenda

Representative John Lovick, Mill Creek resident, thanked the City Council and the City of Mill Creek for the Veterans Day Parade. Representative Lovick stated that he and other participants he had spoken with during the parade were very proud to honor our Veterans.

Wil Nelson, Mill Creek resident, spoke on the Washington Initiative 976, the Limits on Motor Vehicle Taxes & Fees Measure of 2019 approved on November 5, 2019. Mr. Nelson commented on how taxes paid towards this initiative goes mostly to the downtown Seattle area and less to Snohomish and Pierce County.

### NEW BUSINESS

---

**B. Appointments to the Park & Recreation Board**  
(*Council Interview Committee: Councilmember Cavaleri and Councilmember Vignal*)

Councilmember Vignal noted that there were nine letters of interest submitted and that the decision was difficult due to the quality of the applicants. Councilmember Vignal acknowledged how fortunate the City of Mill Creek is to have residents who want to volunteer their time on boards and commissions.

[Appointments to Park Rec. Agenda B](#)

**Councilmember Vignal made a motion to appoint Jim Erlewine and Peter Lalic to the three (3) year term and Bridget Casey for the two (2) year term. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

**C. Lane Powell Legal Services Agreement**  
(*Michael Ciaravino, City Manager*)

City Manager Michael Ciaravino gave an overview of the Lane Powell Legal Services Agreement for employment and labor counsel.

Council engaged in discussion.

[Lane Agreement Item C](#)

**Councilmember Cavaleri made a motion to authorize the City Manager to enter into a professional services agreement with Lane Powell Legal Services. Councilmember Vignal seconded the motion. The motion passed unanimously.**

**D. Seattle Hill Road Pavement Preservation Project Local Agency Agreement Supplement with Washington State Department of Transportation (WSDOT)**  
(*Gina Hortillosa, Public Works and Development Services Director*)

Director of Public Works & Development Services Gina Hortillosa gave an overview of the Seattle Hill Road Pavement Preservation Project, which included the following:

- A six year Capital Improvement Plan (CIP)
- 2016 Federal Grant award
- Local Agency Agreement (LAA) with WSDOT is required to obligate funds
- Funds must be obligated by December 31, 2019
- Once funds are obligated, the City can advertise the project.

Council engaged in discussion.

[Seattle Hill Rd Item D](#)

**Councilmember Todd made a motion to authorize the City Manager to execute a Local Agency Agreement with the Washington State Department of Transportation to receive \$720,000 for the purpose of assisting the City of Mill Creek to fund construction for the Seattle Hill Road Pavement Preservation**



**Project. Councilmember Bond seconded the motion. The motion passed unanimously.**

- E. 35th Avenue SE Reconstruction Project Local Programs State Funding Agreement Supplement with WSDOT  
(Gina Hortillosa, Public Works and Development Services Director)

Director of Public Works and Development Services Gina Hortillosa briefed Council on the status of the project and the remaining open items:

- Project completed in March 2019
- Hydraulic Project Approval (HPA) triggered a requirement to remove two 54 inch culverts
- A transportation budget request was submitted for \$1,000,000 to assist in covering the cost of culvert removal
- Budget request was approved with funds needing to be obligated.

Director Hortillosa recommended that Council execute a Local Programs State Funding Agreement Supplement with WSDOT to receive up to \$1,000,000 for the purpose of funding the project.

Council engaged in discussion.

#### 35th Avenue Item E

**Councilmember Todd made a motion to authorize the City Manager to execute a Local Programs State Funding Agreement Supplement with Washington State Department of Transportation to receive up to \$1,000,000 for the purpose of helping the City of Mill Creek fund construction for the 35th Avenue SE Reconstruction Project. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

#### **STUDY SESSION**

---

- F. 2019-2020 Mid Biennium Budget Adjustments  
(City Manager Michael Ciaravino's Work Plan)

City Manager Michael Ciaravino facilitated a study session on the proposed 2019-2020 mid biennium budget adjustments including:

- Protecting and preserving revenue from SRO reimbursement by appropriating it to the Police Department budget
- Departmental need for an additional FTE in Public Works Maintenance
- Adding a Surface Water Engineer position funded by the Surface Water Program fund
- Potentially eliminating the Director of Communications and Marketing position
- Potentially creating a Communications and Marketing Manager position
  - Go from two to one coordinator position if manager position created
- Establishment of a Chief of Staff position
- Adding an Executive Assistant to support the City Manager and Chief of Staff

Council engaged in discussion.

[CM Work Plan Agenda Summary](#)  
[CM Work Plan Nov 12 - FINAL](#)

## CONSENT AGENDA

---

- G. Approval of Checks #61085 through #61155 and ACH Wire Transfers in the Amount of \$310,582.64  
(Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw)  
[Check Vouchers 11-12-19](#)
- H. Payroll and Benefit ACH Payments in the Amount of \$217,893.44  
(Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw)  
[Payroll Vouchers Nov. 12, 2019](#)

**Councilmember Cavaleri made a motion to approve the consent agenda. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.**

## REPORTS

---

### I. Mayor/Council

**Mayor Pruitt** reported that the City of Mill Creek's Veterans Day Parade was an amazing event. Mayor Pruitt thanked all who were part of making this event possible and stated that she looks forward to the next parade that the City puts forth on Memorial Day.

**Councilmember Steckler** concurred with the comments on the Veterans Day Parade by other Councilmembers and wanted to thank Jon Ramer, Parade Coordinator, for his efforts.

**Councilmember Steckler** encouraged the community to join him in sponsoring sailors from the U.S.S. Ralph Johnson on Thanksgiving.

**Councilmember Steckler** expressed his sincere respect to Mr. Nelson during his public comment and reminded everyone that Council Chambers is a professional environment.

**Councilmember Cavaleri** would like the Council to discuss and consider banning the sale of vaping products in the City of Mill Creek because the supporting evidence indicates that these products are harmful.

**Councilmember Vignal** briefed the Council on last week's HART meeting which she attended on behalf of Mayor Pro Tem Holtzclaw. Councilmember Vignal reported a robust discussion including implementing HB 1406 and that discussions have been extended into January 2020.

**Councilmember Vignal** announced that the visit by the Cedarwood Robotics Team



has been moved to December 3, 2019 prior to the Council meeting.

**Councilmember Vignal** thanked the following for their hard work and efforts:

- Jerry Wright from the Public Works Department for taking care of a safety hazard in one of Mill Creek's Parks
- Naomi Fay, the new Interim City Clerk, for her assistance and welcomed her to the City of Mill Creek
- Marketing & Communications Department, including Jay, Meredith and Gordon, the Public Works Department, and all those involved with making the Veterans Day Parade so successful

**Mayor Pro Tem Holtzclaw** thanked everyone for their efforts on the Veterans Day Parade.

**Mayor Pro Tem Holtzclaw** requested an update of the charts presented at the November 6, 2018 Council meeting that depict the general fund balance with and without a 1% property tax increase for the tax levy discussion at the next Council meeting.

**Mayor Pro Tem Holtzclaw** requested a letter be drafted on behalf of the City of Mill Creek to the Puget Sound Regional Council (PSRC) to express concerns regarding the proposed changes in the Snohomish County rural population growth allocation, and reaffirm support of Snohomish County Tomorrow's (SCT) recommended 6% rural growth target.

**Councilmember Todd** spoke about the representation of Mill Creek on the steering committee for growth management in PSRC's Vision 2050.

**Councilmember Todd** spoke about the ten year anniversary of the SWIFT blue line on October 29, 2019. Councilmember Todd encouraged all to obtain a special pre-loaded ORCA card to try out the bus service. Click the following link: [www.communitytransit.org/swift10](http://www.communitytransit.org/swift10) for more information and to sign up.

**Councilmember Todd** gave an update from the Community Transit meeting stating that the City of Everett has been analyzing their budget deficit and looking at ways to get back to a sustainable financial model. One topic of discussion is merging Community Transit with Everett Transit to eliminate redundancies.

**Councilmember Todd** reported that the Snohomish County Cities and Towns (SCCT) meeting will be Thursday, November 21, 2019. The meeting is the annual opportunity to develop legislative priorities for Snohomish County that will in turn affect the countywide priorities which the Economic Alliance develops. Councilmember Todd welcomed input and participation in the November 21, 2019 meeting.

J. City Manager

[Council Planning Schedule](#)

K. Staff

- Report, etc.

## AUDIENCE COMMUNICATION

---

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

Barbara Heidel, Mill Creek Resident, thanked Jon Ramer and the Public Works Department for their efforts on the Veterans Day Parade.

Jon Ramer, Mill Creek resident and City Parade Coordinator, noted that this year the City of Mill Creek had sixty-two participants in the Veterans Day Parade which is almost a 50% increase over prior years.

Mr. Ramer thanked Councilmember Steckler for sponsoring sailors during the Thanksgiving holiday and encouraged other members of the community to sponsor Sailors from the U.S.S. Ralph Johnson.

Mr. Ramer invited Council Members to the U.S.S. Ralph Johnson change of command ceremony on Friday, November 15, 2019.

Mr. Ramer asked the Council to consider an additional maintenance worker and provided his thoughts on having a Deputy City Manager instead of a Chief of Staff Position.

**At 8:30 p.m. Councilmember Todd made a motion to extend the meeting to 9:00 p.m. Councilmember Steckler seconded the motion. The motion passed unanimously.**

## RECESS TO EXECUTIVE SESSION

---

*(Confidential Session of the Council)*

- M. At 8:30 Council recessed into Executive Session for 30 minutes to discuss the following:
- the selection of real property and acquisition thereof when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110(1)(b) .
  - Legal counsel potential litigation pursuant to RCW 42.30.110 (1)(l). Legal Counsel Scott Missall joined via phone.

The executive session ended at 9:00 p.m. No action was taken.

## ADJOURNMENT

---

With no objection, Mayor Pruitt adjourned the meeting at 9:00 p.m.



Pam Pruitt, Mayor



---

Naomi Fay, Interim City Clerk