



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, October 22, 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. and asked the Boy Scouts of America Pack 31 from Woodside Elementary to lead the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Led by Boy Scouts of America Pack 31 from Woodside Elementary.

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

Barbara Heidel, a Mill Creek resident, thanked the responsible party for installing new dog waste stations that was spoke of in the October 8, 2019 City Council meeting. Ms. Heidel stated that it was the Mill Creek Community Association (MCCA) who paid for and installed the 10 new stations at trail heads and park entrances.

A member of the Boy Scouts of America Pack 31 asked Council to address the vaping problem in the community, especially with regards to teenagers.

PRESENTATIONS

B. Proclamation: Friends of the Library
(Mayor Pam Pruitt)

Mayor Pruitt and Members of Council issued a [proclamation](#) recognizing the week of October 20-26, 2019, as Friends of the Library Week and encouraged the community to recognize and applaud their invaluable service.

- C. Proclamation: Financial Literacy Week
(Mayor Pam Pruitt)

Mayor Pruitt and Members of Council issued a [proclamation](#) recognizing the week of October 27 - November 2, 2019, as Financial Literacy Week and encouraged the community to support financial education from an early age.

- D. Proclamation: DECA Month
(Mayor Pam Pruitt)

Mayor Pruitt and Members of Council issued a [proclamation](#) recognizing the month of November 2019 as DECA (Distributive Education Clubs of America) Month in the City of Mill Creek and encouraged the community to recognize high school DECA Chapters as they participate in community service projects and career activities that promote the guiding principles of DECA.

PUBLIC HEARING

- E. 2020-2025 Transportation Improvement Program Public Hearing
(Gina Hortillosa, Director of Public Works & Development Services)

Mayor Pruitt opened the public hearing on the 2020-2025 Transportation Improvement Program (TIP) at 6:11 p.m.

Director of Public Works and Development Services Gina Hortillosa presented the proposed 2020-2025 Transportation Improvement Program (TIP) and highlighted:

- Substantial changes from prior versions of the TIP
- Completed projects from the previously adopted TIP
- Potential funding sources for identified projects

Mayor Pruitt opened the public hearing for public comment:

Benjamin Briles, a Mill Creek resident, expressed his excitement about projects 17-19 which include sidewalk or other improvements to provide a safer walking path for pedestrians.

Written [public comments](#) received on October 22, 2019.

Mayor Pruitt closed the public comment portion of the public hearing and opened the discussion among Councilmembers.

Council engaged in discussion

Mayor Pruitt closed the public hearing at 7:01 p.m.

[2020-2025 TIP Public Hearing](#)

NEW BUSINESS

- F. 2020-2025 Transportation Improvement Program Adoption
(Gina Hortillosa, Director of Public Works & Development Services)

Director of Public Works & Development Services Gina Hortillosa asked Council if they had further questions after the Transportation Improvement Program (TIP) presentation and public hearing.

Council engaged in discussion. Council requested that City staff incorporate revisions discussed and to bring the revised 2020-2025 TIP back at the November 5, 2019 Council meeting.

2020-2025 TIP Adoption

- G. Exploration Park Change Order Approval and Substantial Completion Project Update
(Gina Hortillosa, Director of Public Works & Development Services, and Matthew Feeley, Supervising Engineer)

Public Works & Development Services Director Gina Hortillosa introduced Supervising Engineer Matthew Feeley who led Council through a PowerPoint covering the following topics:

- Items included with Change Order No. 6 -
 - Over excavation - Unsuitable material removed and backfilled to provide a solid foundation for the playground
 - Underdrain system - Entire system needed to be installed deeper than anticipated in drainage design
 - Equipment stain - Protection of the wood play equipment
 - Fence and sign - Added a section of fence and updated sign paint to be consistent with other Mill Creek parks.
- Substantial completion update - Soft opening was on October 4, 2019 and public reaction was positive
- Playground elements - New playground equipment including a slide, rock scramble, tunnel, and cave using many locally sourced materials
- Construction cost summary - Project is under budget overall
- Upcoming ribbon cutting event - To be held on October 29, 2019

Council engaged in discussion. To view materials and power point click the following link: [Exploration Park Contract Change Order and Project Completion Update](#)

Councilmember Cavaleri made a motion to authorize the City Manager to approve Change Order No. 6 (\$60,065.89 plus tax) with McClure and Sons, Inc. for underdrain changes, over-excavation and other minor park improvements as part of the Exploration Park Construction Project for a total not to exceed contract amount of \$1,106,998.78. Councilmember Vignal seconded the motion. The motion passed unanimously.

OLD BUSINESS

- H. Ratification of Ordinance 2019-852 Consenting to Cable Franchise Transfer of Frontier Communications Corporation to Northwest Fiber and Extending Franchise One Year
(Gina Hortillosa, Director of Public Works & Development Services)

Ogden Murphy Wallace attorney Scott Missall explained statute requirements for transferring the cable franchise and the need for a second reading of the ordinance for ratification.

[Ratification of Ordinance 2019-852](#)

Councilmember Todd made a motion to ratify Ordinance 2019-852, consenting to the transfer of a cable franchise from Frontier Communications Northwest, Inc. to Northwest Fiber, LLC, and extending the franchise to November 9, 2020. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

STUDY SESSION

- I. City Connection Magazine
(Gordon Brink, Interim Director of Communications & Marketing)

Interim Director of Communications & Marketing Gordon Brink led Council through a PowerPoint presentation regarding the City Connection magazine publication highlighting:

- Projected cost vs. actual cost - Actual costs of City Connection publication have been much higher than estimated and advertising sales have been lower than expected
- Alternative options - Mill Creek Living Magazine, City produced printed mailer, or no publication at all
- Publication cost comparison - Including mailing reach, cost per page, digital options, and number of pages allowed
- Public opinion - Survey produced mixed results with no clear preference

Council engaged in discussion.

[City Connection Study Session](#)

At 8:18 p.m. Councilmember Todd made a motion to extend the meeting to 9:00 p.m. Councilmember Vignal seconded the motion. The motion passed 6-0-1 with the abstention from Mayor Pro Tem Holtzclaw who exited the Council Chambers at 8:17 p.m. for a brief time and was not present during the vote.

- J. Departmental Impacts Related to Assignment of Second School Resource Officer (SRO)
(Greg Elwin, Police Chief)

Chief of Police Greg Elwin led Council through a PowerPoint presentation covering the following topics:

- School Resource Officer (SRO) background information - MCPD has had one SRO since 1996, the most recent ILA with Everett Public School District provides 85% of funding for two SRO's
- MCPD authorized and funded positions and operational needs - Including a review of the current organizational chart and vacancies
- Patrol staffing facts and issues - Shortage of patrol officers means mandatory overtime and staffing shortages
- CPSM study - 2017 report provided statistics and best practices
- Short squad budget impacts - Primarily human resources, monetary, community service, and efficiency impacts
- Officer workload and calls for service - Budget focus is incident response, but administrative duties, training, and community outreach need to be included
- Summary - Cost of overtime vs. cost to the City for backfilling the patrol position vacated by SRO position.

Council engaged in discussion.

Departmental Impacts Related to Assignment of Second SRO

At 8:58 p.m. Councilmember Todd made a motion to extend the meeting to 9:30 p.m. Councilmember Steckler seconded the motion. The motion passed unanimously.

- K. Police Department Acquisition of a Civilian Armored Bank Car to be Purposed as a Surplus Tactical Rescue Vehicle
(*Greg Elwin, Police Chief*)

Police Chief Greg Elwin led Council through a presentation on the acquisition of a surplus tactical rescue vehicle (TRV) from the Monroe Police Department including:

- Background information of the vehicle - 1995 Ford F800 donated to the City of Monroe in 2006
- The operational need of Mill Creek - To assist in emergency rescue response, be a mobile command post, and be strategically located for use by North Sound Metro SWAT (NSMS)
- Community outreach opportunities - Including the Mill Creek Festival, Party in the Parks, and National Night Out
- Benefits to the City - Increases emergency response readiness for Mill Creek, provides an opportunity to partner with NWMS, and low acquisition cost
- Limitations of the vehicle and maintenance needs - The vehicle is not completely armored and there are some known maintenance needs
- Policy, procedures and liability - Before acquisition MCPD will develop deployment standards, operator requirements, and maintenance guidelines

Council engaged in discussion.

Police Department Tactical Rescue Vehicle

At 9:30 p.m. Councilmember Cavaleri made a motion to extend the meeting to 9:45 p.m. Councilmember Vignal seconded the motion. The motion passed unanimously.

- L. **Armed Forces Day**
(Jon Ramer, Parade Coordinator)

Parade Coordinator Jon Ramer spoke to Council about moving the Memorial Day parade to Armed Forces Day, which is nine days earlier. Mr. Ramer offered:

- Increased attendance - No other events in WA State on Armed Forces Day and many people are out of town on Memorial Day weekend. Moving the parade date could increase participation
- Potentially more meaningful - Would like to see the 13 Flag folds ceremony on Memorial Day and move the parade and celebration to Armed Forces Day
- Resources - Potentially greater talent available on Armed Forces Day for parade participation.

Council engaged in discussion.

[Armed Forces Day](#)

At 9:45 p.m. Councilmember Vignal made a motion to extend the meeting up to 10:00 p.m. Councilmember Todd seconded the motion. The motion passed unanimously.

CONSENT AGENDA

- M. Approval of Checks #61008 through #61084 and ACH Wire Transfers in the Amount of \$533,604.94
(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)
[Check Vouchers](#)
- N. Payroll and Benefit ACH Payments in the Amount of \$301,201.89
(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)
[Payroll Vouchers](#)
- O. City Council Meeting Minutes of May 28, 2019
[Regular Council Meeting - 28 May 2019 - Minutes - Html](#)

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

REPORTS

Councilmember Steckler reminded the public and Members of Council about the shredding event happening from 11:00 am to 2:00 pm on Saturday, October 26, 2019.

Councilmember Cavaleri praised the young scout who spoke up about the impacts of vaping during audience communication, and would welcome a conversation on this topic at an upcoming meeting.

Mayor Pro Tem Holtzclaw also praised the scout who spoke about vaping, stating that he is an enlightened young man who bravely saw an opportunity to speak up and took it.

Mayor Pro Tem Holtzclaw mentioned that he also wanted to acknowledge the youth community member who wrote the letter to Councilmember Vignal regarding mountain bike trails in Mill Creek and noted some possible property.

Mayor Pro Tem Holtzclaw acknowledged and thanked Barbara Heidel and the Mill Creek Community Association (MCCA) for their investment in the Mitt Mutt dog waste stations.

Councilmember Todd reported that he attended AWC's Regional Meeting on legislative priorities last week and encouraged attendance at the upcoming short session.

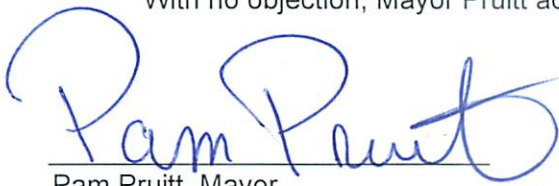
- P. Mayor/Council
 - [AWC's 2020 Legislative Priorities](#)
- Q. City Manager
 - [Council Planning Schedule](#)

AUDIENCE COMMUNICATION

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

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 9:57 p.m.



Pam Pruitt, Mayor



Naomi Fay, Interim City Clerk