



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, June 9, 2020

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](#).

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

Virtual City Council Meeting

Due to the COVID-19 pandemic, the City of Mill Creek has established a virtual and audio meeting for the Council meetings.

United States (Toll Free): 1 866 899 4679

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Access Code: 927-117-773

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Councilmember Todd led the Pledge of Allegiance.

ROLL CALL

Councilmembers Present:

Pam Pruitt, Mayor

Brian Holtzclaw, Mayor Pro Tem

Vince Cavaleri, Councilmember

Mike Todd, Councilmember

John Steckler, Councilmember

Stephanie Vignal, Councilmember

Councilmembers Absent:

Mark Bond, Councilmember

Councilmember Cavaleri motioned to excuse Councilmember Bond due to his planned vacation. Councilmember Vignal seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

A.

Sid Siegal, Rotary Club of Mill Creek Treasurer and Mill Creek resident, commented on the Heron Park Acceptance of Donations and Ordinance Adoption agenda item from May 12, 2020 that was withdrawn from the agenda due to an error. Mr. Siegal requested an update on its inclusion on a future Council Meeting agenda.

City Manager Ciaravino responded that City staff and Interim City Attorney Grant Degginger conducted additional research regarding past practices in regards to prior donations and the City's legal ability to accept them. He explained that he wanted to ensure that the path forward would address any outstanding issues before legislation was presented. Manager Ciaravino thanked Mr. Siegal for his patience and informed him that the City hopes to put this on the City Council Meeting agenda in the near future.

NEW BUSINESS

B. Memorandum of Understanding Regarding Mill Creek PD Temporary Vehicle Storage; SnoCo Cathcart Facility

Acting Chief Scott Eastman provided information to Members of Council regarding a Memorandum of Understanding (MOU) with the Snohomish County Sheriff's Office for vehicle evidence storage

The MOU would allow the Mill Creek Police Department to temporarily use the Sheriff's Office Cathcart facility to store short-term and long-term vehicle evidence at no cost to the City while the City seeks a permanent solution to store vehicles that are suspected of containing evidence and are being held pending a search warrant and vehicles that are the evidence of a crime (e.g. evidence from vehicular homicides, felony hit and run, etc.).

Council engaged in discussion and Q & A.

[AIS - MOU with SCSO for Vehicle Evidence Storage](#)

[Cathcart Mill Creek Vehicle storage MOU](#)

[Proposed Resolution - MOU with Snohomish County SO for Vehicle Evidence Storage \(004\)](#)

Mayor Pro Tem Holtzclaw made a motion to adopt Resolution 2020-587 to authorize the City Manager to sign a Memorandum of Understanding (MOU) with the Snohomish County Sheriff's Office for vehicle evidence storage with a modification to the MOU to include the signature of the City Manager. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

STUDY SESSION

C. Financial Update

As an introduction to the financial update for the City of Mill Creek, City Manager Michael Ciaravino addressed the effects of operating during this unprecedented time of the COVID-19 pandemic. The result of the pandemic has created a projected \$3.1M decrease in revenues versus 2019 and the City is taking steps to mitigate the circumstances.

Finance Director Jeff Balentine presented to Members of City Council a financial analysis on the current COVID-19 Recovery Plan for the City of Mill Creek. The following items were discussed:

- Projected COVID-19 Revenue Impact on 2020 versus 2019
- 2020 Projected Fund Balance
- Staff Mitigation Recommendations to include the reorganization or core operations in all departments as well as to curtail non-essential contracts.

Council engaged in discussion and Q & A.

[6-9-20 Finance Agenda Summary](#)
[FINALR1 June 9 2020 Study Session COMC](#)

CONSENT AGENDA

- D. Approval of Checks #62009 through #62077 and ACH Wire Transfers in the Amount of \$163,120.92.

[Check Vouchers](#)

- E. Payroll and Benefit ACH Payments in the Amount of \$218,535.92

[Payroll Vouchers](#)

Councilmember Cavaleri motioned to pass the consent agenda excluding the June 2, 2020 meeting minutes. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

- F. [City Council Meeting Minutes of June 2, 2020](#)

Councilmember Todd requested an amendment to the meeting minutes to reflect that the City Council took a ten minutes recess due to outside disturbances. The meeting minutes of June 2, 2020 will be put on the June 23, 2020 City Council Meeting agenda for approval.

REPORTS

- G. Mayor/Council

- This year's voting delegates for the Association of Washington Cities AWC are Councilmember Todd, Councilmember Vignal and Councilmember Steckler.

Mayor Pruitt reported that she participated in the County's conference call regarding the coronavirus.

The following are updates:

- The County is preparing Phase 3 paperwork to ensure they can submit as soon as possible;
- The County will continue disseminate additional updates as they become available;
- The County started a pilot food distribution project in Marysville called Nourishing Neighborhoods to areas where the need is the greatest and for those who have limited transportation. The program is likely to expand once funds are in place.
- Personal Protective Equipment (PPE) orders have been filled
- Quarantine and isolation sites at Angel of the Winds is currently empty
- A new quarantine site is being created at the Evergreen Fairgrounds
- For June 2020, drive-thru testing will be available 2-3 days a week at McCollum Park and 1-2 days a week at a Sno-Isle Libraries location. [Click here](#) to find out more.
- There were no new deaths of COVID-19 as of yesterday, June 1, 2020
- Twenty new cases of COVID-19 were reported in Snohomish County.

Councilmember Cavaleri thanked Mayor Pruitt for the updates as reminded all to support the food bank's efforts and local businesses as we enter into Phase 2 of the pandemic.

Councilmember Vignal reported the following:

- Congresswoman DelBene participated in a question and answer format at the Snohomish County Economic Alliance meeting she attended last week
- Snohomish County's budgetary constraints due to the COVID-19 pandemic. Councilmember Vignal stated that it is important to stay up to date with information on programs and or grants that Mill Creek relies upon from the County. [Click here](#) to view the County's release on Economic impacts of COVID-19 are expected to force significant cuts to county budget.
- Snohomish County Health Department meeting update that there is a three (3) week waiting period from the time the Governor announced the entry into Phase 2 of the pandemic to submit the County's application to go into Phase 3 as long as requirements are met. The date of the three week wait period is June 26, 2020.
- Councilmember Vignal requested a list of the new businesses that will be opening in light of moving into Phase 2 to be posted on our website and on our Facebook page.

Mayor Pro Tem Holtzclaw commented on the following:

- Remember to support our local businesses due to the hardships caused by the pandemic

- Reminded all to still be cautious and aware of the social distancing regulations in order for the County to meet the requirements to enter into Phase 3. He also noted that there are areas where COVID-19 cases are continuing to spike.

Councilmember Todd reported on the following:

- Update on the Community Transit Meeting and the issue of low ridership and difficulty of social distancing requirements on the bus as well as the financial impacts related to COVID-19. [Click here](#) for more information.

H. City Manager Michael Ciaravino updated Council on the 2020 Graduating Class Car Parade with the following:

- Safety Protocols
- Final the route and map of the parade as approved by the County and WSDOT
- Plan is in place with allocation of staff resources including: Community Outreach; Public Works
- Next Steps

Council engaged in discussion.

I. Gina Hortillosa, Director of Public Works and Development Services updated City Council on the Temporary Expansion of Space for Restaurants (COVID 19).

The following were items that were discussed:

- City Manager authority to waive special event fees as per MCMC 12.08.030
- Washington State Liquor and Cannabis Board (WSLCB) requirements: In order to add or extend outside liquor service, liquor licensees must request floor plan approvals from the WSLCB's Licensing Division. An alteration request application for a spirits/beer/wine or beer/wine restaurant can be submitted through the WSLCB's website <https://lcb.wa.gov/> or completed forms can be emailed to liquoralterations@lcb.wa.gov.
 - Openings into and out of the outside service area cannot exceed 10 feet. If there is more than one opening along one side, the total combined opening may not exceed 10 feet.
The WSLCB's Enforcement and Licensing Divisions will be working together to approve alteration requests for outside service areas on a case-by-case basis. The process from submittal to a decision typically takes 14-21 days, but are being prioritized to assist with shorter turnaround times.
- Scenarios for existing vendors:
 - Description of City review process for regular outdoor seating permit
The permit would be applied for through the City's normal process on www.MyBuildingPermit.com.
 - Description of City review process for Special Events Permits. This applies in cases for Temporary use of sidewalk for outside dining (where min. 8 foot clearance for pedestrians cannot be provided) or in parking lots.

- Administrative steps staff can take to expedite the review process (regular permit and special event permit)

AUDIENCE COMMUNICATION

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

Kim Mason-Hatt, employee of the City of Mill Creek and president of the City's AFSCME union-represented employees, commented on the reduction of full time employees and the budgetary constraints due to the COVID-19 Pandemic.

RECESS TO EXECUTIVE SESSION

- K.** City Council went into executive session to discuss potential litigation with legal counsel per RCW 42.30.110 (1) (I) at approximately 8:00 p.m. for 20 minutes. At approximately 8:20 p.m. Council extended executive session for 20 minutes.

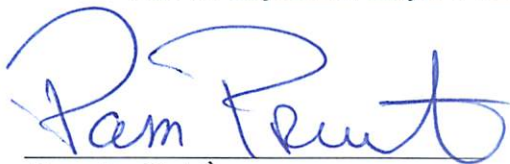
At approximately 8:30 p.m. the Mayor extended the Regular Meeting without objection until 9:30 p.m.

At 8:41 p.m. Councilmember Steckler made a motion to extend executive session for another 20 minutes. Councilmember Cavaleri seconded the motion. The motion passed unanimously. Council returned to Regular Session at approximately 8:59 p.m.

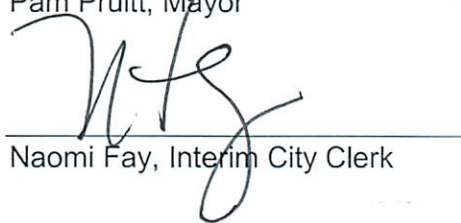
No action was taken.

ADJOURNMENT

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



Pam Pruitt, Mayor



Naomi Fay, Interim City Clerk