



## MINUTES

### City Council Regular Meeting

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6:00 PM - Tuesday, December 8, 2020

Virtual and Audio Meeting Format during COVID-19 Pandemic

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

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

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

### VIRTUAL MEETING INFORMATION

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A. Join Zoom Meeting

<https://zoom.us/j/92268188516>

Meeting ID: 922 6818 8516

One tap mobile

[+12532158782](tel:+12532158782),,92268188516#US (Tacoma)

+13462487799,,92268188516# US (Houston)

### CALL TO ORDER

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Mayor Holtzclaw called the meeting to order at 6:00 PM

### PLEDGE OF ALLEGIANCE

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The Pledge of Allegiance was led by City Manager Michael Ciaravino

### ROLL CALL

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Councilmembers Present:

Brian Holtzclaw, Mayor

Stephanie Vignal, Mayor Pro Tem

Vince Cavaleri, Councilmember

John Steckler, Councilmember

Benjamin Briles, Councilmember

Adam Morgan, Councilmember

Councilmembers Absent:

Mark Bond, Councilmember

***Councilmember Cavaleri made a motion to excuse Councilmember Bond who was on vacation. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.***

### AUDIENCE COMMUNICATION

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

Representative John Lovick, a Mill Creek resident, stated that he was impressed with Acting Police Chief Robert Phillips' discipline and leadership during the Central Market protests.

## PRESENTATIONS

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C. Office of the Washington State Auditor's Entrance Conference for the 2019 Audit  
(*Sarrah Superville, Assistant State Auditor*)

Washington State Auditor's Office auditors Kurt Gadbois and Sarrah Superville opened the Entrance Conference providing Members of Council with an overview of the purpose of the audit focusing on the areas of highest risk for the period of January 1, 2019 through December 31, 2019 including:

- Payroll – gross wages, benefit deductions, separation agreements, leave balances and accruals, and leave cash outs.
- Accounts payable – general disbursements and electronic fund transfers
- Financial condition
- Contract monitoring

[Entrance Packet - City of Mill Creek](#)

## NEW BUSINESS

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D. Appointments to the Planning Commission  
(*City Council Interview Committee, Mayor Holtzclaw, Mayor Pro Tem Vignal and Councilmember Morgan*)

Mayor Pro Tem Vignal announced that she, Mayor Holtzclaw and Councilmember Morgan interviewed eight applicants for three vacancies on the Planning Commission.

**Mayor Pro Tem Vignal made a motion to appoint Stan Eisner and David Hambelton to serve a three-year term on the Planning Commission, which expires on April 30, 2023, and Jose Borunda to fill a mid-term vacancy which will be effective January 1, 2021 and expires on April 30, 2022. Councilmember Morgan seconded the motion. The motion passed unanimously.**

[PC Appointment Agenda 2020 Summary  
Schedule with Applications Redacted](#)

E. Supplementing the Record of the 2021 - 2022 Biennial Budget approved by Council in Ordinance No. 2020-668 to reflect the replacement of the Chief of Staff Position with Deputy City Manager Position and to include the salary schedule in the Appendices of Ordinance No. 2020-668.  
(*Michael Ciaravino, City Manager*)

City Manager Michael Ciaravino proposed a change in the job title and description of the Chief of Staff position to Deputy City Manager. This position is cost neutral to the

budget but changes the scope of work required of the position.

Council engaged in discussion.

**Councilmember Cavaleri made a motion to adopt Ordinance No. 2020-869, replacing the Chief of Staff position with the Deputy City Manager position and to include the schedule of salaries and positions in the Appendices of Ordinance 2020-668. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

[Agenda Summary DCM Salary Schedule](#)  
[ORDINANCE NO 2020 -869 \(DCM SALARY SCHEDULE](#)  
[2020 Salary Plan - Edited](#)

- F. Addendum No.1 to Professional Services Contract 2017-1379 with Perteet for On Call Engineering Services  
(*Mike Todd, Public Works, and Development Services Director*)

Public Works and Development Services Director Mike Todd requested that Council approve Addendum No. 1 to Contract 2017-1389 with Perteet for On-call Engineering support to amend past expenses, extend to 12/31/2021 and to increase the not to exceed amount.

**Councilmember Cavaleri moved to adopt Resolution 2020-595 authorizing the City Manager to execute Addendum No. 1 to Professional Services Contract 2017-1379 for On-Call Engineering Services with Perteet, Inc. to: 1) to increase the maximum amount of the contract to not exceed \$200,000.00, and 2) extend the expiration date for the contract to December 31, 2021, which includes a 5% rate increase as allowed by the terms of the contract. Councilmember Morgan seconded the motion. The motion passed unanimously.**

[1 Summary - Perteet Addendum 1tr.mt](#)  
[R1 Perteet 2017-1389 Amendment Presentation 12.8.2020](#)  
[2 Attachment 1 RESOLUTION 595 TO APPROVE](#)  
[3 Attachment 2 Consultant Contract Addendum No. 1 December 2020](#)  
[4 Attachment 3 2017-1379 Signed Final Contract](#)

- G. Professional Services Contract for On-Call Engineering Services for Private Development Review with Perteet.  
(*Mike Todd, Public Works, and Development Services Director*)

Public Works and Development Services Director Mike Todd proposed a new contract with Perteet that has a maximum contract limit of \$75,000 and automatically expires on December 31, 2021 (one-year term). The contract includes a provision to allow up to two one-year time extensions if the contract dollar limit is not exceeded. The contract would allow for rate increases of up to 5% annually if extended. The funds to pay for the consultant work will come from civil permit and development application fees which more than cover the cost of the contract.

**Councilmember Cavaleri moved to approve Resolution 2020-596 authorizing the**

**City Manager to execute the Professional Services Contract with Perteet, Inc. for On-Call Engineering Review for Private Development, not to exceed \$75,000. Councilmember Morgan seconded the motion. The motion passed unanimously.**

[1 Summary - Perteet On Call Private Development Review Final](#)

[2 Attachment 1 RESOLUTION 596 TO APPROVE](#)

[3 Attachment 2 Perteet On Call Private Development Review December 2020 Final](#)

- H. Snohomish Regional Drug Task Force Interlocal Agreement (ILA) with revisions.  
(*Sergeant Phillips*)

Sergeant Robert Phillips explained the importance of the Snohomish Regional Drug and Gang Task Force (SRDGTF) and requested renewal of the annual ILA. The SRDGTF provides investigative support to the Mill Creek Police Department and other jurisdictions for cases requiring specialized equipment and investigative techniques. Typically, the SRDGTF will assume a primary investigative role for drug and gang violence cases that have regional, statewide, or interstate impact. The level of these cases is beyond the operational ability of the Mill Creek Police Department.

**Councilmember Cavaleri made a motion to approve Resolution 2020-597 authorizing the City Manager to sign the Interlocal Agreement (ILA) between the City of Mill Creek and the Snohomish Regional Drug and Gang Task Force (SRDGTF) for drug and gang violence investigative support. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

[2020 AIS-SRGDTF ILA Agenda Summary](#)

[ILA with Revisions Snohomish Regional Drug Task Force](#)

[2 SRGDTF Resolution 2020-597](#)

- I. Approval of a one-year extension of the Collective Bargaining Agreement between the City of Mill Creek and the Mill Creek Police Officers' Guild for the period January 1, 2021 to December 31, 2021.  
(*Michael Ciaravino, City Manager*)

City Manager Michael Ciaravino provided an overview to Members of Council on the extension of terms for the current 2018-2020 Mill Creek Officers' Guild Collective Bargaining Agreement (CBA) for one year with a 2.0 percent increase in wage rates commencing January 1, 2021. Manager Ciaravino stated that it is prudent at this time to approve with a commitment to open bargain on a successor agreement by July 2021.

**Mayor Pro Tem Vignal made a motion to approve Resolution No. 2020-598 authorizing the City Manager to execute a one-year extension of the Collective Bargaining Agreement with the Mill Creek Police Officers' Guild for the period of January 1, 2021 to December 31, 2021 which includes a 2.0 percent wage increase effective January 1, 2021. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

[AIS Guild Contract](#)  
[millcreek\\_amclean2020.12.04\\_Guild\\_MOU\\_-\\_CBA\\_extension](#)  
[Resolution\\_COM\\_&\\_MC\\_Police\\_Officers'\\_Guild](#)

## PROPOSED NEW INITIATIVES

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### J. Legislative Agenda for 2021

City Manager Michael Ciaravino and City Attorney Grant Degginger explained the importance of developing an annual legislative agenda and requested Councilmembers to provide topics of importance to develop a City of Mill Creek Legislative Agenda for the upcoming session.

[FactSheetBroadband202180a88bbc-1dd7-4382-be61-33207cf6134a](#)  
[FactSheetFiscalFlexibility2021f62c1de8-e37a-46d2-8497-0f678c9015f4](#)  
[FactSheetHousingStability2021d5b713c3-dc55-4a6e-aaf3-6de58ef52dbf](#)  
[FactSheetPoliceReform20211b4e787b-3100-4984-b32b-cab967a7317c](#)  
[FactSheetSharedRevenues20211d2e4ef5-7092-433e-8cd4-8d38b15cb385](#)  
[FactSheetTransportation20217ab04cbb-57ca-42bf-b73e-cebc8c8370d0](#)

## STUDY SESSION

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### K. Governance Manual

City Manager Ciaravino started discussions regarding the process for revamping the City's Governance Manual which was last updated in 2011. City Attorney Grant Degginger suggested that the manual be separated, and a series of study sessions be dedicated to each section. Council engaged in discussion and set a goal to have a work plan outlined by mid-January 2021.

[Agenda Summary Governance Manual Update 12-08-20](#)  
[Attachment A code of conduct](#)  
[Governance Manual Complete](#)

## CONSENT AGENDA

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- L. Approval of Checks #62727 through #62822 and ACH Wire Transfers in the Amount of \$873,979.48  
(Audit Committee: Councilmember Briles and Councilmember Steckler)  
[Check Vouchers](#)
- M. ACH Voucher 187,401.30 Payroll and Benefit ACH Payments in the Amount of \$187,401.30.  
(Audit Committee: Councilmember Briles and Councilmember Steckler)  
[ACH Voucher 187,401.30](#)

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

## REPORTS

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### N. Mayor/Council

- Mill Creek Subarea Study Committee Vacancy

**Mayor Holtzclaw** attended the Snohomish County Tomorrow (SCT) meeting. Topics of discussion were:

- Growth Monitoring Report showing growth is outpacing 2020 projections by 3%
- Sound Transit's report showing a \$6 Billion reduction in revenue over the next 20 years causing them to enter a realignment phase.
- Mill Creek Subarea Study Committee Vacancy - There are two positions open on the Mill Creek Subarea Committee. Vacancies are open for a Councilmember and Art and Beautification Board member.

Council engaged in discussion.

Councilmember Briles indicated that he would like to represent the Council on the Mill Creek Subarea Committee.

Councilmember Steckler will make an announcement at the next Art and Beautification Board meeting alerting board members of the available position on the Mill Creek Subarea Committee.

**Councilmember Cavaleri made a motion to appoint Councilmember Briles to the Mill Creek Subarea Committee. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

**Councilmember Steckler** expressed his gratitude for the City's CARES Act funding and stated that the funding enabled the Kiwanis Club of Mill Creek to produce the Zoom Santa program during the holidays. For more information Councilmember Steckler provided the following link: <http://zoomsantamillcreek.org/>.

**Mayor Pro Tem Vignal** welcomed Police Chief Young and expressed her gratitude to (Acting Chief) Sergeant Phillips.

**Mayor Pro Tem Vignal** asked for an update on the Christmas tree lighting?

Community Engagement Coordinator Kristen Rasmussen provided a brief overview the upcoming virtual tree lighting.

**Councilmember Briles** stated that his children participated and enjoyed the Kiwanis Zoom Santa event.

### O. City Manager

- Emergency Proclamation Extension

City Manager Michael Ciaravino introduced newly hired Finance Director Laurel Gimzo and stated that a press release will be forthcoming.

Manager Ciaravino noted that the Emergency Proclamation in place has expired and requested a motion to extend the emergency proclamation until January 5, 2021 retroactive to December 1, 2020.

**Councilmember Steckler made a motion to extend the City Manager's Proclamation of Emergency until January 5, 2021 consistent with the Governor's action and declaring it retroactive as of December 1, 2020. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

Due to the holidays, City Manager Ciaravino and Members of Council engaged in discussion regarding cancelling the December 22, 2020 City Council Meeting.

**Councilmember Cavaleri made a motion to cancel the December 22, 2020 Regular Council Meeting. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

City Manager Ciaravino reported on receiving a letter from Snohomish Regional Fire and Rescue (formerly Fire District 7) formally notifying the City of its intent to terminate the existing agreement.

City Manager Ciaravino provided an update on the Silverlake Water District MOU.

**P. Staff**

- Mike Todd Report

City Manager Michael Ciaravino and Public Works and Development Services Director Mike Todd briefed Council on the status of two separate agreements with Silverlake Water District.

- One, to allow Silverlake to make improvements on the City's right of way (ROW)
- Two, property acquisition of a portion of Silverlake Water District's land by the City for a future Public Works shop.

[lift station expansion plan view](#)

[Boardwalk and Trail Map Off-Site Wetland Preserve](#)

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**AUDIENCE COMMUNICATION**

**Q. Public comment on items on or not on the agenda**

Barb Heidel, a Mill Creek resident commented on the following:

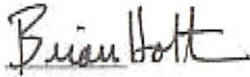
- Appreciation of the extreme care the City is taking to keep people safe
- Wants to see transparency in the hiring process for the Deputy City Manager position.
- Wished everyone happy holidays.

Wil Nelson, a Mill Creek Resident, commented on Sound Transit's budget impacts due to COVID-19.

**ADJOURNMENT**

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With no objection, Mayor Holtzclaw adjourned the meeting at 8:11 PM



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Brian Holtzclaw, Mayor



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Naomi Fay, City Clerk