



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, October 13, 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 INFO

- A.** City Council Regular Meeting - October 13, 2020
Tue, Oct 13, 2020 6:00 PM - 8:30 PM (PDT)

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CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Briles.

ROLL CALL

Councilmembers Present:

Brian Holtzclaw, Mayor
Stephanie Vignal, Mayor Pro Tem
Vince Cavaleri, Councilmember
John Steckler, Councilmember
Benjamin Briles, Councilmember

Councilmembers Absent:

Mark Bond, Councilmember

Councilmember Cavaleri made a motion to excuse Councilmember Bond's absence from the meeting. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

- B. There were no public comments from the audience on items on or not on the agenda.

NEW BUSINESS

- C. Snohomish County 911 (SNO911) Vacancy
(Brian Holtzclaw, Mayor)

Due to the recent vacancy on the Snohomish County 911 Board (SNO911), Mayor Holtzclaw requested if any Councilmember had any interest in serving as the Mill Creek Representative on the SNO911 Board.

Councilmember Cavaleri indicated that he is interested in being Mill Creek's representative.

Mayor Pro Tem Stephanie Vignal made a motion to appoint Councilmember Cavaleri as Mill Creek's representative on the SNO911 Board. Councilmember Briles seconded the motion. The motion passed unanimously.

CONSENT AGENDA

- D. Approval of Checks #62511 through #62558 and ACH Wire Transfers in the Amount of \$423,487.93
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Cavaleri)
[ACH 423,487.93](#)
- E. Payroll and Benefit ACH Payments in the Amount of \$186,557.56
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Cavaleri)
[Payroll & Benefits ACH Payments 10-13-20](#)
- F. City Council Special Meeting Minutes of September 29, 2020 & City Council Regular Meeting of October 6, 2020
[Special Meeting Minutes - 29 Sep 2020](#)
[City Council Regular Meeting Minutes- 06 Oct 2020](#)

Mayor Pro Tem Vignal made a motion to approve the consent agenda. Councilmember Briles seconded the motion. The motion passed unanimously.

REPORTS

G. Mayor/Council

Mayor Holtzclaw reported that he and Mayor Pro Tem Vignal would be hosting a virtual town hall later in the month. Council engaged in discussion regarding requirements if a quorum would be present during the event.

Councilmember Cavaleri noted from the Park and Recreation Board meeting that staff liaison, Jay Sandstrom, has accepted a position with the City of Edmonds and wished him well.

Mayor Pro Tem Vignal reported that she will be attending the special meeting of the Community Transit Board on October 19, 2020 as Mill Creek's representative.

H. City Manager

- Veteran's Day Update
- Progress Updates Regarding Budget, Planning and Reorganization
- Planning Schedule - [Council Planning Schedule 10-08-20](#)

City Manager Michael Ciaravino provided an update on the following:

- The Veterans Day Ceremony will be conducted virtually and will be posted on the City's website the morning of November 11, 2020.
- The Shred-it event on October 24, 2020 from 11:00-1:00 at City Hall North
- Budget planning and reorganization process
- Virtual recreation classes
- Council Planning Schedule

I. Staff

Mike Todd, Director of Public Works and Development Services

- Capital Improvement Plan (CIP) Process Update

Jeff Balentine, Finance Director

- Mill Creek CARES Small Business Relief Fund

Director of Public Works and Development Services Mike Todd gave a PowerPoint presentation on the City's Capital Improvement Plan (CIP) summarizing:

- COVID-19 restrictions and cost avoidance measures.

- 2021-2022 capital improvement projects include pending projects from the 2019-2024 Capital Improvement Plan (CIP)
- Preliminary Biennial Budget
- Potential Public Hearing on 2021-2026 CIP Nov. 10th

Finance Director Jeff Balentine gave a PowerPoint presentation updating Council on the status of CAREs Act funding including:

- Status of Economic Support Vouchers for Mill Creek residents
 - Department of Commerce requirements
- Economic Support Grants to Small Businesses
 - Application requirements
 - Proposed timeline
 - Updated status of CARES Act funding

Council engaged in discussion.

Councilmember Steckler made a motion to accept the revised CARES Act allocations as presented by Finance Director Jeff Balentine and approve execution. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

Mayor Holtzclaw noted that changes in planning schedule should reflect the budgetary schedule as presented in the Capital Improvement Plan (CIP) Study Session by Jeff Balentine and Mike Todd.

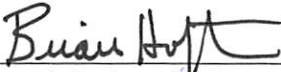
[2021-2026 CIP Update](#)
[COMC CARES Update 10-13-2020](#)

AUDIENCE COMMUNICATION


J. No public comments on items on or not on the agenda were given.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 7:01 PM



Brian Holtzclaw, Mayor



Naomi Fay, City Clerk