



## MINUTES

### City Council Regular Meeting

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6:00 PM - Tuesday, November 24, 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

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- A. Topic: City Council Regular Meeting  
Time: Nov 24, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/99249782568>

Meeting ID: 992 4978 2568

One tap mobile

[+12532158782](tel:+12532158782),[,99249782568#](tel:+12532158782) US (Tacoma)

[+13462487799](tel:+13462487799),[,99249782568#](tel:+13462487799) US (Houston)

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

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The Pledge of Allegiance was led by Councilmember Cavaleri.

### ROLL CALL

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Councilmembers Present:

Brian Holtzclaw, Mayor

Stephanie Vignal, Mayor Pro Tem

Vince Cavaleri, Councilmember

Mark Bond, Councilmember

John Steckler, Councilmember

Benjamin Briles, Councilmember

Adam Morgan, Councilmember

Councilmembers Absent:

### AUDIENCE COMMUNICATION

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

## PUBLIC HEARING

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- C. Public Comments/Hearing on Proposed 2021 Property and EMS Tax Levies  
(*Jeff Balentine, Finance Director*)

**At approximately 6:03 Mayor Pro Tem Vignal made a motion to open the public hearing on the proposed 2021 Property Tax and EMS Levies. Councilmember Morgan seconded the motion. The motion passed unanimously.**

Mayor Holtzclaw opened the public hearing. City Manager Michael Ciaravino made opening remarks and introduced Finance Director Jeff Balentine to present information on the 2021 property tax and EMS levies.

[Click here](#) for items discussed.

Council engaged in discussion and Q&A. Mayor Holtzclaw opened the public hearing for public comment.

There were no comments from the public.

**Councilmember Steckler motioned to close the Public Hearing. Councilmember Morgan seconded the motion. The motion passed unanimously.**

### [11-24-20 Finance Agenda Summary](#)

[R1 Ordinance 2020 - 865 - Regular Property Tax Revenue Banked Levy for 2021](#)

[Resolution 2020 - 593 - Regular Property Tax Revenue Increase for 2021 JB](#)

[R1 Ordinance 2020-866- EMS Property Tax Revenue Banked Levy for 2021](#)

[Resolution 2020-594- EMS Property Tax Revenue Increase for 2021](#)

- D. Public Comments/Hearing on 2021 - 2026 Capital Improvement Plan (CIP)  
(*Mike Todd, Public Works & Development Services Director & Jeff Balentine, Finance Director*)

**Mayor Pro Tem Vignal motioned to open the Public Hearing on the 2021-2026 Capital Improvement Plan. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

Mike Todd, Director of Public Works and Development Services presented information regarding the 2021- 2026 Capital Improvement Plan. [Click here](#) to view the presentation.

Council engaged in discussion and Q&A.

Mayor Holtzclaw opened the floor for public comment at 7:08 PM. There were no comments from the public.

Council continued discussion.

[Agenda Summary CIP Study Session Public Hearing 11.24.2020](#)

[Agenda Summary CIP Study Session 11.10.2020 version 2](#)

[Nov 24 2020 CIP PPT](#)

**Councilmember Cavaleri motioned to close the Public Hearing on the 2021-2026 Capital Improvement Plan. Councilmember Briles seconded the motion. The motion passed unanimously. The Public Hearing was concluded at approximately 7:36 p.m.**

**Councilmember Cavaleri made a motion to adopt Ordinance No 2020- 865, AN ORDINANCE FIXING THE AMOUNT OF REGULAR PROPERTY TAXES TO BE LEVIED IN THE SUM OF \$6,533,567.04 AND LEVYING THE SAME UPON ALL TAXABLE PROPERTY, BOTH REAL AND PERSONAL, AND UTILITY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF MILL CREEK, WASHINGTON, FOR COLLECTION COMMENCING JANUARY 1, 2021. Councilmember Bond seconded the motion. The motion passed unanimously.**

**Councilmember Cavaleri made a motion to approve Resolution No. 2020-593, A RESOLUTION OF INTENT NOT TO AUTHORIZE AN INCREASE IN REGULAR PROPERTY TAX REVENUE FOR COLLECTION IN 2021 IN TERMS OF BOTH DOLLARS AND PERCENTAGE FOR THE GENERAL OPERATING LEVY IN 2021. Councilmember Briles seconded the motion. The motion passed unanimously.**

**Councilmember Cavaleri made a motion to adopt Ordinance No. 2020- 866. AN ORDINANCE FIXING THE AMOUNT OF EMS PROPERTY TAXES TO BE LEVIED IN THE SUM OF \$6,533,567.04 AND LEVYING THE SAME UPON ALL TAXABLE PROPERTY, BOTH REAL AND PERSONAL, AND UTILITY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF MILL CREEK, WASHINGTON, FOR COLLECTION COMMENCING ON JANUARY 1, 2021.**

**Without objection, the motion was corrected and due to typo and announced to be: AN ORDINANCE FIXING THE AMOUNT OF EMS PROPERTY TAXES TO BE LEVIED IN THE SUM OF \$1,742,992.84 AND LEVYING THE SAME UPON ALL TAXABLE PROPERTY, BOTH REAL AND PERSONAL, AND UTILITY SUBJECT TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF MILL CREEK, WASHINGTON, FOR COLLECTION COMMENCING ON JANUARY 1, 2021. Councilmember Morgan seconded the motion. The motion passed unanimously.**

**Councilmember Cavaleri made a motion to approve Resolution No. 2020-594. A RESOLUTION OF INTENT AUTHORIZING AN INCREASE IN EMS PROPERTY TAX REVENUE FOR COLLECTION IN 2021 IN TERMS OF BOTH DOLLARS AND PERCENTAGE FOR THE GENERAL OPERATING LEVY IN 2021. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

## **NEW BUSINESS**

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- E. Appointments to the Arts & Beautification Board  
(Councilmember Steckler and Councilmember Briles)**

Councilmember Steckler advised that the Arts and Beautification Board had four vacancies. He, Councilmember Briles and a member of the Arts and Beautification Committee hosted interviews for the positions earlier in the day. The proposed nominees were:

Jeanne Smart  
Shoshauna Mohlman  
Jamie Barrett  
Ravi Urbrini

Councilmember Briles concurred with the proposed appointments to the Arts and Beautification Board.

**Councilmember Steckler made a motion to appoint the four proposed applicants to the Arts and Beautification Board. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

[2020 Agenda Summary-Final](#)  
[A&B BoardApplications Redacted](#)

#### **CONSENT AGENDA**

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- F. Approval of Checks #62657 through #62726 and ACH Wire Transfers in the Amount of \$569,242.80  
*(Audit Committee: Mayor Pro Tem Vignal and Councilmember Briles)*  
[Check Vouchers 62657 thru 62726](#)
- G. Payroll and Benefit ACH Payments in the Amount of \$242,779.51  
*(Audit Committee: Mayor Pro Tem Vignal and Councilmember Briles)*  
[ACH Wire Transfers 11.24.20](#)

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

#### **REPORTS**

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- H. Mayor/Council  
**Mayor Holtzclaw** reported that the November Snohomish County Tomorrow (SCT) meeting was cancelled and that he was happy to receive thank you notes from the Webelos Den from Pack 11.

**Mayor Pro Tem Vignal** thanked the volunteers, Barb Heidel for the display board, and staff for their hard work on the Veterans Day event and reported on her participation of a Q&A with a local Girl Scout troop to discuss aspects of local government. The event enabled middle school Girl Scouts to earn a government badge.

**Councilmember Bond** thanked staff for their hard work on the budget.

**Councilmember Steckler** also thanked staff on their efforts to put together the budget and thanked Finance Director Jeff Balentine for responding to his questions.

**Councilmember Cavaleri** reported that he appreciates staffs' work, availability, and responsiveness during the budget process and that he likes the CIP new phase process regarding City projects.



**Councilmember Briles** thanked staff for a clear and concise budget process and thanked all the volunteers on who participate on the City's boards, commissions, and community groups.

**At 8:07 Councilmember Steckler moved to extend the meeting until 9:30 PM. Councilmember Morgan seconded the motion. The motion 6-0 with Mayor Pro Tem Vignal absent due to internet failure.**

I. City Manager reported on the following:

- Introduction of New Police Chief
- Best practices regarding meeting minutes and referred to articles from MRSC "[Less is More: Action Minutes Serve the City Best](#)" by Ann G. Macfarlane and from Jurassic Parliament "[Minutes Record what is DONE, not what is SAID](#)".
- [Planning Schedule](#)

**City Manager Michael Ciaravino** introduced Jeffrey Young as the new Mill Creek Police Chief. City Manager Ciaravino gave a brief overview of the hiring process and the extensive background of incoming Chief Young. He announced that a press release would be forthcoming.

Incoming **Police Chief Young** expressed his honor and excitement about becoming Mill Creek's next police chief.

**City Manager Ciaravino** gave an overview of the protests held at the Central Market led by the 'Free Breathers' as an anti-mask and first amendment rights demonstration. Counter protesters also showed up and Manager Ciaravino gave credit to the Mill Creek Police Department for keeping things calm and deescalating the situation. The City Manager expressed his gratitude to Acting Police Chief Robert Phillips and his staff for their proactive community policing.

**Acting Chief Phillips** thanked the City Manager for his support and shared his gratitude for the excellent work by the Mill Creek Police Department.

**Mayor Holtzclaw** provided context around the protest activity and the actions that were taken to mitigate and deescalate the situation. He thanked the Mill Creek Police Department and City staff who were involved.

**Mayor Pro Tem Vignal** also thanked the Mill Creek Police Department in handling a tense situation with the potential to escalate while protecting first amendment rights.

**City Manager Ciaravino** referred to articles from MRSC for best practices regarding meeting minutes in response to Councilmember Steckler's request to table minutes at a prior council meeting regarding the degree of detail to be included. Manager Ciaravino encouraged Councilmembers to read the provided articles.

**Mayor Holtzclaw** suggested that Councilmembers look over materials again before making decision on approving minutes.

**City Manager Michael Ciaravino** briefed Members of Council on the upcoming items the Planning Schedule.

**J. Staff**

- [Finance Report](#), Jeff Balentine, Finance Director
- Snohomish County Committee for Improved Transportation (SCCIT) Update, Mike Todd, Public Works and Development Services Director

Public Works and Development Services Director Mike Todd reported on the Snohomish County Committee for Improved Transportation (SCCIT) meeting and said that items discussed included the 2021 regional priority projects and the upcoming legislative session.

**AUDIENCE COMMUNICATION**

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

Barb Heidel, a Mill Creek Resident, stated that she is looking forward to meeting the new Police Chief. Ms. Heidel also thanked staff and Jeff Balentine for their work on the 2021-2022 budget and wished everyone a Happy Thanksgiving.

**RECESS TO EXECUTIVE SESSION**

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**L. Discussion of ongoing negotiation of collective bargaining agreement pursuant to RCW 42.30.140(4)**

Council recessed into executive session at 8:40 PM indicating that no action would be taken following the executive session.

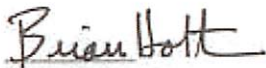
At 8:50 PM the executive session was extended 5 minutes to 8:55 PM.

At 8:54 PM executive session was adjourned, and Council returned to the regular session.

**ADJOURNMENT**

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With no objection, Mayor Holtzclaw adjourned the meeting at 8:55 PM.



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Brian Holtzclaw, Mayor



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Naomi Fay, City Clerk