



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, April 28, 2020

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, documents presented at the meeting, and 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](#).

City of Mill Creek Virtual Council Meeting Info

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

Call-In Number:

You may call one of these phone numbers and enter the access code:

United States (Toll-Free): 1 866 899 4679

- One-touch: tel:+18668994679,,644789413#
- Access Code: 644-789-413

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- Access Code: 644-789-413

CALL TO ORDER

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:00 p.m. and the Pledge of Allegiance was led by Councilmember Bond.

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmembers Present:

Pam Pruitt, Mayor

Brian Holtzclaw, Mayor Pro Tem

Councilmembers Absent:

Vince Cavaleri, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember
John Steckler, Councilmember
Stephanie Vignal, Councilmember

AUDIENCE COMMUNICATION

A. Public comments on items on or not on the agenda

Laura Peterson & Lorna Martins, parents from the Jackson High School Parent Board addressed Members of Council requesting support from the City of Mill Creek to honor and recognize the Graduating Seniors from the Jackson High School Class of 2020. The JHS Parent Board's request will be presented at a future City Council meeting for further discussion.

PRESENTATIONS

B. Update on COVID 19 - National, State and Local *(Interim Chief of Staff Grace Lockett)*

City Manager Michael Ciaravino introduced Interim Chief of Staff Grace Lockett to give an update on the COVID 19 pandemic.

Ms. Lockett presented to Council an update on the following:

- Local, state and national statistics on confirmed COVID 19 cases and deaths. Statistics were sited from the Washington State Heath Department, COVID 19 Task Force for Snohomish County and the Center for Disease Control (CDC).
- Announced that the Snohomish County Health District will be providing drive-up testing for COVID 19 at the Health District's South County Facility at 6101 200 St. SW, Lynwood, WA. The testing for the hours on April 29th are from 9 am - 3:30 p.m. Slot testing appointments are available on Friday, May 1, 2020. For more information [click here](#).
- Governor Inslee announced an appropriation of \$300 million to be awarded to local governments in the State with an estimate of a minimum of \$25,000 per municipality. The monies come from the Federal Stimulus Package.
- Re-entry plan to guide local governments will include Testing, Infection Tracing and Treatment.
- What can we do to decrease the risk of infection with COVID 19 wear masks in public and continue to practice social distancing
- Testing equipment and supplies continue to be limited. It is important to partner with State and Local agencies to make these resources available to the City.

Council engaged in discussion and Q & A.

STUDY SESSION

- C. 2020 Snohomish County Conservation Futures Program Call for Projects - Overview of Grant Program Requirements.

(Gina Hortillosa, Director of Public Works and Development Services)

Director Hortillosa briefed Members of Council of a possible grant opportunity with the with the 2020 Snohomish County Conservation Futures Program (the "SCCFP"). The purpose of the SCCFP is to acquire interests or rights in real property for the preservation of open space land, farm and agricultural land, and timberland.

Eligible Projects Criteria includes:

1. The acquisition of real property, easements, covenants, or other contractual rights necessary to protect, preserve, maintain, improve, restore, limit the future use of, or otherwise conserve, selected open space land, farm and agricultural land, and timberland as defined in Chapter RCW 84.34 ("Protected Property").
2. Any improvements to the Protected Property shall be limited to those which meet the requirements and intent of RCW 84.34.200-220. Allowed improvements include, but are not limited to, trails, interpretive centers, viewpoints, picnicking facilities, access, restrooms and restoration projects.

Council engaged in discussion and Q & A.

CONSENT AGENDA

- D. Approval of Checks #61822 through #61904 and ACH Wire Transfers in the Amount of \$404,181.93
(Audit Committee: Councilmember Todd and Councilmember Steckler)
- E. Payroll and Benefit ACH Payments in the Amount of \$314,183.02
(Audit Committee: Councilmember Todd and Councilmember Steckler)
- F. City Council Meeting Minutes of April 14, 2020
- G. **Councilmember Todd made a motion to approve the consent agenda. Councilmember Steckler seconded the motion. The motion passed unanimously.**

REPORTS

- H. Mayor/Council
- **Census Update**

Mayor Pruitt asked City Manager Ciaravino for an update on the Census.

City Manager Ciaravino briefed City Council that despite the COVID 19 pandemic, the collaborative efforts between the City of Mill Creek and Michael Kidd, Census Volunteer continue as they diligently promote and encourage citizens to participate in the 2020 Census. To volunteer [click here](#) or call the Everett Census office at 425-551-1601.

Additionally, the following items were presented:

- The plan for the census is to begin field operations on June 1. This includes training, deployment and support activities for peak data collection operations, as well as selecting and hiring field staff.
- Non-response follow-up is scheduled for Aug. 11 to Oct. 31, 2020.
- E-response and paper enumeration has been extended until Sept. 3, 2020 as well as the in-person interviews with census workers is now scheduled for July 1 to Sept. 3, 2020.
- Due to coronavirus, the census deadline has been extended until Oct.31, 2020.
- Households that received a census invitation in the mail but have yet to respond will receive a paper questionnaire in the mail before April 30, 2020.
- The new dates to mail the final reminder to households is April 27 to May 9.

Marketing efforts will target communication with the community and the Mill Creek Community Association HOAs. Various HOAs in the Mill Creek Community Association may challenge each other to complete the census through some friendly competition to see which area will have the highest self-response rate.

Additional community outreach will include: promoting the census with the Mill Creek Chamber of Commerce, Mill Creek Town Center Business Association, local churches, non-profits and senior center. The Communications and Marketing Team will continue social media promotion to create social media messages across all social media platforms.

Council engaged in discussion and Q & A.

- **Memorial Day Update**

Mayor Pruitt also asked City Manager Ciaravino for an update on the Memorial Day Parade. In light of COVID 19 pandemic, stay at home and social distancing order, the City of Mill Creek proposed different options for Council to consider.

The following items were discussed as possibilities:

- Remote/virtual Memorial Day Ceremony via Facebook live.
- List of invitees for a virtual ceremony was provided by Jon Ramer
- Reverse Parade - the Memorial Day route is staged for drive by viewing.

Council engaged in discussion and agreed to continue to discuss options at the next City Council Meeting.

Council Reports:

Mayor Pruitt reported that since the pandemic she continues to participate in various conference calls and noted that efforts continue to be developed in phases in order to assist the auto, construction, retail and restaurant industries.

Councilmember Steckler reported that he has been on the audit committee and thanked the efforts of the new finance director Jeff Balentine for his efforts and looks forward to hearing the financial report in the next coming Council meetings.

The following additional items reported by Councilmember Steckler were:

- Supporting the idea to recognize the Senior Class of 2020 and officially requests ideas from the public.
- Request for an update on Heron Park construction Project and the pedestrian bridge upgrade request.
- Request for the City of Mill Creek to sponsor an online platform i.e.. virtual bingo for seniors and citizens in the efforts to reach out to the community in light of the stay at home order due to COVID 19.

Councilmember Cavaleri encouraged the public to donate to the food banks in need who support people who are struggling during this time of need of the pandemic.

Councilmember Vignal reported that County Councilmember Mead requested that she take the lead to head up the Snohomish County District 4 Economic Recovery Advisory Committee. Councilmember Vignal is in the process of collecting data from local businesses to ascertain their needs and ways in which they can receive support during the pandemic health crisis.

Councilmember Todd reported that federal monies were approved for distribution in the amount of 39 million dollars to the region's transit agencies at the Puget Sound Regional Council (PSRC) Executive Board emergency meeting on April 16, 2020.

Other items he reported on are the following:

- The Rotary Club has indicated that it will donate funds towards the repair of the Heron Park pedestrian bridge. Councilmember Todd thanked the Rotary.
- He supports the idea to recognize the Class of 2020.

AUDIENCE COMMUNICATION

- I. Public comment on items on or not on the agenda
- J. City of Mill Creek Resident Barbara Heidel commented in response to Councilmember Cavaleri's statement regarding donating to the local food bank and shared the Mill Creek Rotary Club's efforts to support the Food Bank - [click here](#) for more info. Ms. Heidel also commented that she supports Councilmember Steckler's virtual bingo idea for seniors.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 7:15 p.m.



Pam Pruitt, Mayor



Naomi Fay, Interim City Clerk