



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, January 5, 2021

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.

Join Zoom Meeting

<https://zoom.us/j/92965148832>

Meeting ID: 929 6514 8832

One tap mobile

[+12532158782](tel:+12532158782).,92965148832# US (Tacoma)

[+13462487799](tel:+13462487799).,92965148832# US (Houston)

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 Steckler

ROLL CALL

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

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

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

PRESENTATIONS

- C. Office of the Washington State Auditor's Office Exit Conference
(Kirk Gadbois, Assistant Audit Manager)

City Manager Michael Ciaravino introduced Kirk Gadbois Assistant Audit Manager and Kristina Baylor, Audit Manager from the Washington State Auditor's Office (SAO) to conduct an exit conference for the audit period fiscal year 2019. The purpose of the exit conference was to discuss the results of the audit and to thank City of Mill Creek for their cooperation and assistance during the audit.

The following were items that were discussed:

- Accountability Audit which evaluates the City's compliance with state laws and regulations on contracts, agreements, policies, and procedures.
- Financial Statement Audit which looks at financial statements to make sure that they are stated fairly and materially correct.

Accountability Audit Report results included the following:

- City operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

Financial Statements Audit Report results included the following:

- During the audit, SAO did not identify any deficiencies in internal control that are considered to be material weaknesses.

[City of Mill Creek FY19 Exit Packet 01.05.21](#)

NEW BUSINESS

- D. 2021 Council Liaison Positions

Mayor Holtzclaw and Members of Council reviewed the 2020 Council Liaison assignments to discuss and assign new positions for the 2021 new year.

Council engaged in discussion.

[Approved 2021 Council Liaison Assignments](#)

Councilmember Steckler made a motion to approve the Councilmember liaison position list as revised for 2021 and to re-appoint Councilmember Steckler on the LEOFF Board for a two-year term expiring on 12/21/2023. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.

- E. Addendum No. 1 to On Call Engineering Services Agreement 2020-1583 with Gray and Osborne
(Mike Todd, Public Works, and Development Services Director)

Public Works and Development Services Director Mike Todd discussed the proposed Addendum No.1 to Contract 2020-1583 with Gray and Osborne for on-call engineering services.

Gray and Osborne's contract was approved in July of 2020 for an amount of \$75,000

for contract management support and professional engineering services.

The following projects were work performed by Gray and Osborne:

- Seattle Hill Repaving (SHR) Project
- Heron Park Upgrade
- 2020 Pavement Marking Program
- Stormwater Management Plan
- Bridge Load Analysis required by WSDOT for the 2019 35th Avenue Bridge Project.

Though the contract amount had not been exhausted, Director Todd noted that it is anticipated that an additional \$75,000 will be needed to complete existing projects and help scope 2021 Capital Improvement Projects (CIP).

[Agenda Summary - GO Addendum 1.5.2021](#)

[Attachment 1 Agenda Summary 28 Jul 2020 approval of G-O On call contract](#)

[Attachment 2 2020-1583 Gray Osborne On-Call Engineering Contract](#)

[Attachment 3 Addendum No. 1 G-O contract 1 1.5.2021](#)

[Attachment 4 RES. NO. 2020 - 599 Gray & Osborne](#)

Councilmember Cavaleri made a motion to adopt a resolution authorizing the City Manager to execute Addendum No. 1 to Professional Services Contract 2020-1583 for On-Call Engineering Services with Gray and Osborn to increase the maximum amount of the contract to not exceed \$150,000.00, and amend certain provisions relating to tracking amounts expended under the Agreement, and provisions relating to the issuance of task orders. Councilmember Briles seconded the motion. The motion passed unanimously.

- F. Adoption of the Work Plan for Updating the City Governance Manual
(Michael Ciaravino, City Manager and Grant Degginger, City Attorney)
City Manager Michael Ciaravino and City Attorney Grant Degginger presented a work plan for updating the City of Mill Creek's Governance Manual. The work plan included four topics for study sessions in future Council meeting.

Council engaged in discussion. Mayor Holtzclaw, Mayor Pro Tem Vignal, Councilmember Morgan and Councilmember Steckler volunteered to work on the presentation of topics that is to be brought forth to Members of Council during Regular Session.

[AS Governance Manual](#)

CONSENT AGENDA

- G. City Council Meeting Minutes of November 24, 2020, December 1, 2020 & December 8, 2020.
[City Council Regular Meeting - 24 Nov 2020 - Minutes](#)
[City Council Regular Meeting - 01 Dec 2020 - Minutes \(1\)](#)
[City Council Regular Meeting - 08 Dec 2020 - Minutes \(1\)](#)

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

H. Emergency Proclamation Extension

City Manager Ciaravino requested a motion to extend the Proclamation of Emergency until February 2, 2021 due to the restrictions related to the COVID-19 pandemic.

Councilmember Steckler made a motion to extend the City Manager's Emergency Proclamation to February 2, 2021 in conformance with the orders of the proclamations of the Governor regarding the limitations on assemblies. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

REPORTS

I. Mayor/Council

Mayor Pro Tem Vignal reported on the following:

- Snohomish County is in the beginning phases of opening a farmer's market at McCollum Park. She will request more information from a County representative as the project progresses.
- A request for local state legislators to discuss with Councilmembers regarding a legislative update.
- Mill Creek Chamber of Commerce meeting will take place virtually on January 19, 2021 at noon.
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Councilmember Steckler congratulated staff on the on the audit report.

Councilmember Cavaleri congratulated staff on the State Auditor's report.

Councilmember Briles thanked staff for their excellent work during the recent audit.

J. City Manager

- [Planning Schedule](#)/Training Schedule
- Equipment needs for City Council.
- Voucher - electronic signature - finance update

City Manager Michael Ciaravino reported on:

- Training opportunities through AWC [e-courses](#)
- Upcoming [Planning Schedule](#) and noted the following:
 - Public Records Act Amendment to Legislation Update
 - Silverlake Water District - right of first refusal on potential property purchase.
- Equipment needs for virtual meetings.
- Remote processes for viewing and approving vouchers.

K. Staff

- Audit Committee Schedule
- Arts & Beautification Board Minutes

- Park Board Minutes

Public Works and Development Services Director Mike Todd provided an update on the potential installation of an antenna and back up equipment at City Hall North.

City Clerk Naomi Fay reported that Councilmembers Steckler and Cavaleri are assigned to the Audit Committee for January 2021.

[Audit Committee 2021](#)

[ABB meeting June 10 minutes- Submitted](#)

[ABB Minutes July 8- Submitted](#)

[ABB Minutes Aug 12- Submitted](#)

[ABB Minutes Sept 9-Submitted](#)

[10-7-2020Park Board Minutes-Submitted](#)

AUDIENCE COMMUNICATION

- L. Public comment on items on or not on the agenda

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

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- M. Discussion of potential litigation pursuant to RCW 42.30.110(1)(i)

At 7:32 PM Council recessed into Executive Session for 20 minutes to discuss potential litigation pursuant to RCW 42.30.110(1)(i) with no action to be taken.

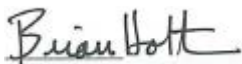
At 7:50 PM, without objection Council extended Executive Session until 8:00 PM.

At 8:00 PM, without objection Council extended Executive Session until 8:10 PM.

Council reconvened to Regular Session at 8:12 PM

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 8:12 PM



Brian Holtzclaw, Mayor



Naomi Fay, City Clerk

