



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, March 9, 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 INFORMATION

A. Join Zoom Meeting

<https://zoom.us/j/95779373011>

Meeting ID: 957 7937 3011

One tap mobile

[+12532158782,,95779373011#](tel:+12532158782,,95779373011#) US (Tacoma)

[+16699006833,,95779373011#](tel:+16699006833,,95779373011#) US (San Jose)

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 Mayor Pro Tem Vignal.

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.

OLD BUSINESS

C. Waste Management Garbage, Recyclables, and Organics Contract Extension (Mike Todd, Director of Public Works and Development Services)

Director of Public Works and Development Services Mike Todd provided an update on the City's Waste Management Garbage, Recyclables, and Organics Contract. The City has an opportunity to extend the current contract, Relevant details include:

- The City's current contract runs through June 30, 2022.
- Extension of the contract would allow the City to remain on existing terms until June 30, 2024.
- The City must issue a formal letter to extend the contract no later than March 30, 2021.

Council engaged in Q&A.

Councilmember Steckler made a motion to authorize the City Manager to request the two-year extension to the Comprehensive Garbage, Recyclables, and Organics Collection Contract between the City of Mill Creek and Waste Management of Washington, Inc. Councilmember Morgan seconded the motion. The motion passed unanimously.

[Waste Management Contract Extension - Pdf](#)

D. Dobson Remillard Church Cook (DRCC) Property Schedule Update (Michael Ciaravino, City Manager)

City Manager Michael Ciaravino provided an overview of the DRCC property project specifying that tonight's discussion would include:

Plans to conduct a brief online community survey to better understand community opinions and perceptions when it comes to the potential development of the DRCC site.

Survey details include:

- Survey is open to anyone in the area to answer giving the City an initial baseline understanding of public opinion with regard to the DRCC site development.
- City staff is working with a professional communications and research firm to develop and distribute the survey through the City's communications platforms, community groups and social media.
- Online survey will be posted on Monday, March 15th and will be open through the end of the month of March.
- Elected officials and staff are encouraged to promote citizen participation.
- Results of the survey will be shared at the April 13, 2021 Council meeting.

An overall picture of the first phase of the project schedule has four action steps.

- Developing guiding principles - completed
- Brainstorming about possible development options - scheduled for April 13, 21

- Council meeting
- Conducting a needs assessment - planned for later in the summer.
- Site capacity analysis

Council engaged in discussion and Q&A.

PROPOSED NEW INITIATIVES

- E. Partnership Opportunities with Kiwanis Club: Free Electronic Recycling Event for Sunday, May 2, 2021
(*Councilmember Steckler*)

Councilmember Steckler discussed a proposed City of Mill Creek event co-sponsored by the Mill Creek Kiwanis Club for a free electronic recycling event on Sunday, May 2, 2021 from 10:00 AM to 2:00 PM. The Kiwanis Club would provide the labor and the City would provide the facility. A similar event was held two years ago and was very popular. Councilmember Steckler asked for Council support.

Council engaged in discussion and Q&A and there were no objections to the partnership in the event.

CONSENT AGENDA

- F. Approval of Checks #63124 through #63154 and ACH Wire Transfers in the Amount of \$45,239.06
(*Audit Committee: Mayor Holtzclaw and Councilmember Morgan*)
[AP Check Vouchers](#)
- G. Payroll and Benefit ACH Payments in the Amount of \$196,329.12
(*Audit Committee: Mayor Holtzclaw and Councilmember Morgan*)
[ACH Vouchers](#)
- H. City Council Meeting Minutes of March 2, 2021
[City Council Regular Meeting - 02 Mar 2021 - Minutes](#)

Councilmember Morgan made a motion to approve the consent agenda. Councilmember Briles seconded the motion. The motion passed 6-0 with Mayor Pro Tem briefly offline due to technical difficulties.

REPORTS

- I. Mayor/Council

Mayor Holtzclaw reported and/or requested the following:

- The second virtual community coffee talk co-hosted with Mayor Pro Tem will be on Tuesday, March 16, 2021 at 6:00 PM, and reminded Councilmembers to notify City Clerk Naomi Fay in advance if they plan to attend in case notification is required due to a quorum.
- An update on the City of Mill Creek's legal fees
- Two House Bills that have passed in the House in Olympia: HB1117 - A Growth Management Act (GMA) bill regarding salmon recovery and required fish passage amendments & HB1089 - A GMA bill regarding climate change.

He also reported on the potential impacts on the next City Comprehensive Plan

- The Governor's office reached out to Mayors, the County Executive and the Economic Alliance last week to host a listening tour to get input on the impacts of Covid-19 and the consensus was:
 - Need to get businesses back up and running as soon as possible.
 - Simplify phasing, needs to be uniform.
 - Do not like the regional approach to phasing.
 - Need to get passport offices back up and running.
 - Compliance with OPMA when meetings are combined with in-person and virtual attendees.
 - Getting access and information to seniors on how to get vaccinated.

Mayor Pro Tem Vignal reported:

- The Mayor and she will be hosting the virtual Coffee Chat on March 16th at 6:00 PM
- She met with Youth Advisory Board Members who are interested in learning about City Council and would like to interview Councilmembers.
- She would like an update on the status of the Human Resources contract
- Women's International Day, on Monday, March 8, 2021, with the theme being: *Women in Leadership* and reminded all to take a moment to honor all women and those in City of Mill Creek.

Councilmember Cavaleri reported that the recall efforts of Snohomish County Sheriff Adam Fortney have failed as of 5:00 PM today.

J. City Manager

- Updates: Memorial Day, Eggstravaganza, Volunteer Project, Park Signs, and Plaque & Ribbon Cutting for Art Board.

City Manager Michael Ciaravino addressed Mayor Pro Tem Vignal's request for an update on the Human Resources contract position. Manager Ciaravino announced that an HR consulting firm has been hired and they have begun the process of building out an administrative architecture. More information for Council will be provided at the next meeting on March 23, 2021.

Manager Ciaravino provided Council with an update on administrative plans for upcoming events such as Eggstravaganza, the Community Service Day, Memorial Day and others. Continued compliance with Covid-19 regulations will be enforced while building Community relationships. Events include:

- Eggstravaganza will be held on Saturday, April 3, 2021 from 10:00 AM to 12:00 PM at Heatherwood Middle School. Vehicles will drive through and pick up pre-packed bags with candy inside donated by Central Market. The bags will be filled using strict safety and sanitary protocols and handed out by staff and Youth Advisory Board volunteers. The Mill Creek Police Department will provide traffic control.

- Contingency plans are underway for the City to plan for a commencement parade much like the graduation event in 2020 in the event that graduating high school seniors will not be able to hold traditional graduations ceremonies again this year.
- Memorial Day - the City is working on developing a partnership with the Everett Navy League with the help of Mike Kidd to create alliances in the community and support sailors in the area as well as assist with coordination of Memorial Day and Veterans Day events
- Mill Creek Community Service Day will be held Saturday, April 24, 2021 from 10:00 AM to Noon. The City is soliciting project ideas from community groups. This will be an inclusive event open to individuals and families. Participants will be required to follow COVID-19 guidelines with small group sizes and social distancing.
- City Manager Ciaravino noted that efforts to contact the USS Johnson are still underway to welcome the crew back from their last mission. Former high-ranking member of the Navy, Mike Kidd is working to get in contact with the current Commander Master Chief of the vessel.
- Manager Ciaravino reported that the Public Works Supervisor Matthew Combs has been working with the Park and Recreation Board on their Park Access Point Signage Project. Mr. Combs is finalizing locations for the new and updated signs to be placed. The project is expected to be completed by Fall 2021.
- Manager Ciaravino provided an update on the Art and Beautification Board's Historical Preservation Project. The board is looking into getting a plaque installed next to the five historic preservation panels that have been installed on the main street bridge to celebrate the history of Mill Creek. The board is interested in holding a ribbon cutting ceremony.

[Council Planning Schedule 03.03.21](#)

K. Staff

Geographical Information System (GIS) Approach
(Mike Todd, Director of Public Works & Development Services)

Snow Response Report
(Mike Todd, Director of Public Works & Development Services)

Director of Public Works and Development Services Mike Todd provided a [presentation](#) on the proposed Geographical Information System (GIS) Approach for the City of Mill Creek including past practices and future desired outcomes and

overview.

Council Engaged in discussion and Q&A

[GIS Approach 3.9.2021 report](#)

Public Work Supervisor Matthew Combs provided a [recap](#) of the February 12 - 15, 2021 snow response report including:

- A timeline of events
- Preparedness preparation efforts - equipment, materials such as deicer, sand and salt
- Routes plowed - primary and secondary.
- Operations during the snow event - expenditures and cleanup efforts
- Capabilities - deicer, sand/salt, and available equipment
- Responsibilities - response area mapping of responding agencies and convoluted RCW regarding responsibility.
- Potential partnerships with Snohomish County and WSDOT
- Looking ahead
 - Management of resources - preparedness, partnerships, public awareness
 - Objectives - prep time, clear directives, winter storm management plan and data gathering.

Council engaged in discussion and Q&A

[Snow Response Report](#)

AUDIENCE COMMUNICATION

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

Barb Heidel, a Mill Creek resident, thanked Councilmember Steckler for the opportunity to recycle electronics and asked if there will be signs detailing what type of electronics are accepted or not accepted. Ms. Heidel further commented on the Citizen's Patrol's ability to assist with traffic control.

Wil Nelson, a Mill Creek resident, commented on the following:

- the public's appearance to be relaxing COVID-19 safety recommendations.
- Plowing main arterials primarily without plowing in neighborhoods
- The sinkhole discussed earlier in the meeting may have been caused by the Sweetwater project when replacing the stormwater line.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 8:24 PM

Brian Holtzclaw

Brian Holtzclaw, Mayor

Naomi Fay

Naomi Fay, City Clerk