



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, April 27, 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. Topic: City Council Regular Meeting
Time: Apr 27, 2021 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92075998464>

Meeting ID: 920 7599 8464

One tap mobile

[+12532158782](tel:+12532158782).,92075998464#US (Tacoma)

[+13462487799](tel:+13462487799).,92075998464# US (Houston)

CALL TO ORDER

Mayor Holtzclaw called the meeting of the Mill Creek City Council to order at 6:05 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Cavaleri.

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. Welcome USS Ralph Johnson - Command Master Chief (CMC) Shelly Zakimi and Officer Groves, Surface Warfare/Aviation Warfare (SW/AW)

City Manager Michael Ciaravino provided an overview of the City's relationship with the USS Ralph Johnson and introduced Command Master Chief Shelly Zakimi and Officer Groves, Surface Warfare/Aviation Warfare.

Command Master (CMC) Chief Zakimi expressed gratitude on behalf of the staff of the USS Ralph Johnson for the outpouring of support from the Community of Mill Creek. The USS Ralph Johnson will be changing homeports in September and CMC Zakimi said that they will miss marching in Mill Creek parades and the generosity of Mill Creek residents.

Councilmembers expressed their gratitude and thanks to all of those aboard the USS Ralph Johnson.

- D. Update to City Council on 2020/2021 Activities in Development Services Division (Building and Planning)
(Mike Todd, Director of Public Works and Development Services)

Planning Manager Tom Rogers presented to members of City Council with an update on 2020/2021 Activities in the Development Services Division (Building and Planning). Responsible for administering the City's Development Code (MCMC Titles 14 through 18), the Development Services Division also provides the long range vision for the Community such as:

- Establishing the Vision/Comprehensive Plan Zoning
- Ensuring Development Projects Comply With Vision
- Implementation – Building Permits/Monitor Construction
- Maintain Vision - Code Enforcement/Tree Removal Permits

Council engaged in discussion and Q and A.

[Development Services Division Update - Pdf](#)

NEW BUSINESS

- E. Ordinance Amending the Mill Creek Municipal Code related to Accessory Dwelling Units (ADU) Regulations.
(Mike Todd, Director of Public Works and Development Services)

Public Works and Development Services Director Mike Todd explained to members of Council that the Mill Creek Municipal Code (MCMC) requires an update by ordinance to align with legislative changes regarding Accessory Dwelling Units (ADU's).

Planning Manager Tom Rogers provided an overview of existing ADU code and the legislative changes that have been made to state code. For Mill Creek to remain in compliance with State law, an ordinance amending the MCMC must be adopted prior to July 1, 2021.

Councilmember Steckler made a motion to adopt Ordinance 2021-872 amending the Mill Creek Municipal Code, chapters 14.01 and 17.22, related to accessory dwelling units as proposed in the packet materials and recommended by the Planning Commission. Councilmember Morgan seconded the motion. The motion passed unanimously.

[Agenda Summary ADU Code Revisions - Pdf](#)
[ADU Code Revisions - Pdf](#)

STUDY SESSION

- F. Dobson Remillard Church Cook Property (DRCC)
(Karen Reed, Consultant)

City Manager Michael Ciaravino provided an overview of the discussion stating that this study session item is a continuation of the brainstorming from the April 13, 2021 City Council Meeting. He explained that the goal is to ascertain specifics about facilities in the region in which members of Council would like to explore and research for comparison. Secondly, Manager Ciaravino broached the topic of renaming the DRCC Project which will part of Consultant Karen Reed's presentation.

Consultant Karen Reed facilitated a brainstorming session with members of Council that included the following questions:

- What are some examples of combinations of uses of the property that you see as supporting these principles?
Council engaged in brainstorming and discussion and provided ideas on what they would most like to see happen with the properties.
- Focusing on the Top 5 mentioned uses, can you think of an example of a similar type of facility in the region about which you'd like to get more information?
Council engaged in brainstorming and discussion and provided examples of facilities in the region they were interested in learning more about.
- Is there a more descriptive/exciting name than "DRCC" properties"? If so, what are some options?

Council engaged in brainstorming and discussion and provided ideas including having public involvement in the decision.

Consultant Reed discussed the next steps for the project with a suggested timeline for a facilities study:

- Facilities study (high level survey on funding, construction, ownership, operation, lessons learned)
- Confirm list of facilities & questions with Council -- May
- Staff will perform the work, and present to Council -- June
- Needs Assessment
- Much more manageable if the scope is narrowed
- Even if narrowed, may not be able to do this in-house (City has used consultant previously)

- Panel discussion with individuals experienced in owning/operating the types of facilities Council wants to hear more about.
- Will seek Council input on who/what they want to hear from/about...

- Additional community input.

Council engaged in discussion and Q and A.

[Agenda Summary for DRCC04.27.21](#)
[Discussion on DRCC Properties - April 27](#)

[R1 Discussion on DRCC Properties - April 27](#)

CONSENT AGENDA

- G. Approval of Checks #63254 through #63303 and ACH Wire Transfers in the Amount of \$208,475.73
(Audit Committee: Councilmember Morgan and Councilmember Bond)
[Check Vouchers](#)
- H. Payroll and Benefit ACH Payments in the Amount of \$247,744.27
(Audit Committee: Councilmember Morgan and Councilmember Bond)
[Payroll Vouchers](#)
- I. City Council Meeting Minutes of April 6, 2021 and April 13, 2021
City Council Regular Meeting - 06 Apr 2021 - Minutes
[City Council Regular Meeting - 13 Apr 2021 - Minutes](#)

Councilmember Bond made a motion to approve items G. and H. on the consent agenda. Councilmember Morgan seconded the motion. The motion passed unanimously.

REPORTS

J. Mayor/Council

Mayor Holtzclaw reported on the following:

- Gratitude to Mayor Pro Tem for facilitating the Coffee Talk on April 20th due to being unable to attend unexpectedly.
- Last week's Mayors' Meeting focused on COVID-19 and the upcoming announcement by Governor Inslee on May 3, 2021 and the potential for counties to return to phase 2.
- Thank you to City Manager Michael Ciaravino, Police Chief Jeff Young, IT Manager Joe Socolowski and other staff for the work they did to make the in-person meeting happen.

Mayor Pro Tem Vignal reported on the following:

- Thank you to Community Engagement Coordinator Kristen Rasmussen and Community Service Day volunteers for their work who assisted with putting together a successful event.
- Requested an update from City Attorney Grant Degginger regarding the Legislature passed SB 5476 that just passed in the State Legislature and the effects of Mill Creek's recently passed Ordinance 2021-872.
- The recent Coffee Talk and discussion topics to be followed up on with the City Manager.

City Attorney Grant Degginger responded to Mayor Pro Tem Vignal's request for an overview of the impact that SB 5476 will have on ordinance 2021-872 regarding penalties for simple possession if signed by the Governor in the form passed by the legislature.

City Attorney Degginger stated that Ordinance 2021-872, adopted April 13, 2021, is inconsistent with ESB 5476 in that it makes simple (knowing) possession a gross misdemeanor which ESB 5476 designates a misdemeanor until July 1, 2023 when the penalty becomes a civil infraction.

Councilmember Steckler reported on the following:

- Community Service Day and thanked Community Engagement Coordinator Kristen Rasmussen and volunteers for their efforts to put together a fun and successful event.
- Requested a financial quarterly report.
- Requested an update on the graduation car parade.

Councilmember Cavaleri reported on the following:

- The intent behind Ordinance 2021-872 recriminalizing simple, but knowing, possession of drugs following the State v Blake decision.
- Thank you to City Manager Michael Ciaravino, IT Manager Joe Socoloski, Police Chief Jeff Young, police officers, and city staff for the work in making the in-person City Council meeting happen.

Councilmember Briles reported on the following:

- The Community Service Day event and thanked Community Engagement Coordinator Kristen Rasmussen, Public Works Manager Matthew Combs and volunteers for a fun event.

Councilmember Adam Morgan reported on the following:

- The efforts to open the City Council meeting to the public and thanked all involved for the hybrid meeting.
- Really enjoyed attending the Coffee Chat and is interested in keeping it going.

K. City Manager

- Update regarding Memorial Day
- Update regarding Reorganization
- [Council Planning Schedule 04.27.21](#)

City Manager Michael Ciaravino reported on the following:

Formalization of the City of Mill Creek COVID-19 Health and Safety Policy:

- Takes effect immediately
- Communicates measures to minimize exposure in the workplace
- Applies to all staff

Financials for 2020 Senior Graduation Parade;

- The City spent \$4,564 for the 2020 parade

Memorial Day Event will include:

- Reverse parade
- Video recording of the ceremony conducted remotely in 2020
- Memorial Boards honoring those who made the ultimate sacrifice
 - Displayed in local business windows along the parade route
 - Tell the stories of those who served through pictures and remembrances
 - There is still time to participate. Guidelines for submission can be found [here](#)

Update regarding Reorganization:

- Three open positions in Engineering have been posted
- The Deputy City Manager position has been finalized and posted
- One full-time and one part-time seasonal maintenance worker have been hired.

Manager Ciaravino asked Police Chief Jeff Young to speak to an Interlocal Agreement (ILA) extension with the Snohomish County Department of Emergency Management. The current ILA expires 12/31/21 and the City has an opportunity to extend the agreement for an additional three years. A notice of intent letter is required at this time. The City's recommendation is to approve the extension of the three year period.

Councilmember Bond made a motion to approve the letter of intent approving the three year extension of the ILA with Snohomish County Department of Emergency Management. Councilmember Steckler seconded the motion. The motion passed unanimously.

Councilmember Bond informed the Chief that Council had received a letter regarding the PAWS contract with the City and asked him to address the concerns expressed at the next meeting.

Chief Young spoke to the issues the City is finding with the PAWS contract and it will be an agenda item at the 5/4/21 Council meeting.

City Manager Michael Ciaravino, with assistance from Kristen Rasmussen, addressed earlier questions about the number of cars that were allowed in the graduation parade in 2020 and whether or not the parade was strictly for Jackson High. Manager Ciaravino provided statistics and stated that the maximum number of cars in 2020 was 250 and that all graduates were invited to participate with appropriate registration. A final decision on a 2021 parade will be determined at the next Council meeting.

At 8:25 PM Councilmember Briles made a motion to extend the regular meeting by 10 minutes to 8:40 PM. Councilmember Morgan seconded the motion. The motion passed unanimously.

L. Staff

Update regarding Jackson High School Crosswalk
(Mike Todd, Director of Public Works and Development Services)

Public Works and Development Services Director Mike Todd provided a report on the status of the Jackson High School Crosswalk project including:

- The history of the project and the events leading to the project's suspension
- The project is currently in concept phase
- An aerial view of the project area
- The School District vs. the City's original design proposal
- Current design proposal and issues being discussed
- Opportunities to incorporate other projects on the City's Transportation Improvement Plan (TIP) for cost efficiency.

Council engaged in discussion and Q and A.

At 8:41 PM Councilmember Cavaleri made a motion to extend the regular meeting by 5 minutes to 8:45 PM. Councilmember Morgan seconded the motion. The motion passed unanimously.

[aerial of location](#)

[JHS crosswalk design circa May 2020](#)

[JHS crosswalk design striping plan circa May 2020](#)

[Possible locations - impacts as reported to Council 4.27.2021](#)

AUDIENCE COMMUNICATION

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

Barb Heidel, a Mill Creek resident, commented on the following:

- The Community Service Day event and thanked Kristen Rasmussen and Matthew Combs for their work and organization.
- Her concern about cost and staff resources with putting on a graduation car parade especially if the District is going to have a graduation ceremony.
- A request for spatial views that show acreage needed for different types of venues proposed for the DRCC project and inquired if a second survey is planned, more outreach is needed.

Melissa Duque, a Mill Creek resident, commented on the following:

- The City Council Meeting and its discussions and noted that it was a "fantastic meeting"
- Loved the naming ideas during the DRCC Properties brainstorming session and added to consider adding "North" to the name.
- The need for the Jackson High School crosswalk and potential parking revisions for increased safety.

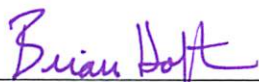
At 8:49 Councilmember Morgan made a motion to extend the regular meeting by 5 minutes to 8:50 PM. Councilmember Briles seconded the motion. The motion passed unanimously.

Tannis Golebiewski, a Mill Creek resident, stated that she would like to see the graduation parade become an annual event and that perhaps community volunteers could assist staff in the planning and implementation.

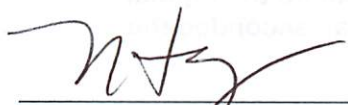
Nola Fillbrook, a Mill Creek resident, stated that she likes the in-person format of Council meetings and hopes that the City will continue, along with the full reopening of City Hall, regardless of the Governor's mandates.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 8:52 PM



Brian Holtzclaw, Mayor



Naomi Fay, City Clerk