



# CITY COUNCIL MINUTES

January 26, 2016

15728 Main Street, Mill Creek, WA 98012 # 425-745-1891

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Pam Pruitt, Mayor  
Brian Holtzclaw, Mayor Pro Tem  
Sean Kelly  
Donna Michelson  
Vince Cavaleri  
Mike Todd  
Mark Bond (Absent)

**January 26, 2016**  
**Regular City Council Meeting**  
**6:00 p.m.**

## **CALL TO ORDER**

Mayor Pruitt called the meeting to order at 6:00 p.m.

## **FLAG SALUTE**

Flag Salute was conducted.

## **ROLL CALL**

Roll was called by the City Clerk with all Councilmembers present except Councilmember Bond. Mayor Pruitt noted for the record that Councilmember Bond had a family matter this evening.

**MOTION: Councilmember Cavaleri made a motion to excuse Councilmember Bond, Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.**

## **AUDIENCE COMMUNICATION:**

There were no comments from the audience.

City Manager Polizzotto announced to the Council that Greg Elwin is the City's new Police Chief. Chief Elwin will start on or before March 1, 2016.

## **NEW BUSINESS:**

Ordinance to Approve the Final Plat of Crestview Village and Resolution Accepting Right of Way Dedication on Adjacent Property

*(Rebecca C. Polizzotto, City Manager)*

The following agenda summary information was presented:

The owner/developer, Crestview Village 24 LLC has requested approval of the Final Plat of Crestview Village. The plat will subdivide 3.29 acres into 25 lots for single-family home development. The property is located at 2226 and 2304 132<sup>nd</sup> Street SE, just east of the Silver Lake Water and Sewer District water tank site.

The City's Hearing Examiner conducted a public hearing on the Preliminary Plat on September 25, 2014, and issued a decision approving the Preliminary Plat with conditions on October 7, 2014. Once the applicant has met the conditions of the preliminary plat, state law requires that the City Council approve a Final Plat that gets recorded and is the instrument that actually creates the lots so they can

be sold.

The applicant has complied with or bonded for all Conditions of Approval to the satisfaction of the Engineering Department and the Department of Community and Economic Development. The developer has four approved home permits (models) and has applied for nine additional building permits. The additional building permits cannot be issued and the homes cannot be sold until the Final Plat is approved and recorded.

1. The City is in receipt of performance bonds in the amount of \$254,600.00 to provide a surety for the completion of public improvements in the plat, which include erosion control, roadway and storm drainage facilities, curb, gutter and sidewalk.
2. The City is in receipt of performance bonds in the amount of \$54,888.75 to provide a surety for the completion of Design Review Board approved landscape plan improvements in the plat.
3. SEPA mitigation fees have been paid to the City, Snohomish County, Fire District #7, and Everett School District.

The plat required only half of the shared access point onto 132<sup>nd</sup> Street SE to be constructed, with the remaining half to be constructed at such time that the adjacent property to the east is developed. However, in conjunction with the plat construction, the owner/developer received permission from the owner of the adjacent property to the east, Thomas E. Clemans and Deborah L. Clemans, to construct the entire access point, including the east half of the right-of-way that is off-site. The west half of the access point is being accepted by the City as public right-of-way through the Crestview Village Final Plat recording, and since the east half of the access point is outside of the property boundaries of the Final Plat, the dedication of public right-of-way must therefore be completed by a separate right-of-way dedication resolution.

Discussion.

Council and staff discussed the final plat.

**MOTION:** Councilmember Michelson made a motion to approve Ordinance #2016-806, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, APPROVING THE FINAL PLAT OF CRESTVIEW VILLAGE, PROJECT NO. PL2015-0023, AND ESTABLISHING AN EFFECTIVE DATE, Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

**MOTION:** Councilmember Todd made a motion to approve Resolution #2016-537, A RESOLUTION OF THE CITY OF MILL CREEK, WASHINGTON, ACCEPTING THE DEDICATION OF LAND FOR PUBLIC RIGHT-OF-WAY PURPOSES ON A PORTION OF THE PROPERTY LOCATED AT 2318 132<sup>ND</sup> STREET SE FROM THOMAS E. CLEMANS AND DEBORAH L. CLEMANS FOR THE CRESTVIEW VILLAGE PRELIMINARY PLAT/PLANNED AREA DEVELOPMENT, Councilmember Michelson seconded the motion. The motion passed unanimously.

Lean Implementation and Customer Service Kaizen  
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

The City began implementation of a continuous process improvement program in June, 2015. To facilitate implementation of this program, the City has partnered with the State Auditor's Office to implement the Lean Management System. This management system is tailored to **government** services. The goal of Lean is to have employees identify inefficient processes and make recommendations for improvements that will result in resource savings. The first step in the implementation of the Lean Management System was to provide training to all of the City's managers and directors. Next, several City employees received the training. The Leadership Team then identified the first service/process to be reviewed under the Lean system. The Team selected the customer service functions for review. Finally, the City was ready to conduct the first Kaizen which occurred during the week of December 7, 2015. Staff participating in the Kaizen took the work seriously and worked extremely hard to develop recommendations for consideration.

Discussion.

Council and staff discussed the lean implementation and the recent Kaizen. The lean team reviewed the recommendations of the program to the Council. The Council liked the recommendations and agreed to move forward.

Proposed Implementation of a Traffic Safety Program  
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

The City Council has expressed concerns regarding various traffic safety issues throughout the City. Such concerns include lack of police presence in school zones, speeding, and traffic congestion at intersections such as Bothell Everett Hwy/164<sup>th</sup>. The staff has spent several months researching options and will present their recommendations at the meeting.

Discussion.

The Council and staff discussed the implementation of a traffic unit. The City Manager recommends forming a dedicated traffic unit to address community concerns regarding traffic safety in Mill Creek. The unit can be funded within the existing budget at minimal additional cost.

**MOTION: At 8:30 p.m., Councilmember Todd made a motion to extend the meeting to 9:00 p.m., Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.**

The Council and staff continued the discussion and asked questions about the traffic unit. The Council decided to wait until Councilmember Bond could join the next Council meeting to participate in the discussion.

**MOTION: At 9:00 p.m., Councilmember Cavaleri made a motion to extend the meeting to 9:30 p.m., Councilmember Kelly seconded the motion. The motion passed unanimously.**

Council asked that this agenda item be brought back to the next meeting on February 2, 2016.

Supplemental Appointments: 2016 Council Liaison Positions  
(*Rebecca C. Polizzotto, City Manager*)

The following agenda summary information was presented:

Pursuant to the City of Mill Creek's Governance Manual, the City Council is to select individual council liaison roles to regional bodies, and community organizations, based upon the desire, qualifications and skills of interested Councilmembers. It is the duty of staff and Council who represent the City to advocate positions that are consistent with City policies, projects and plans. (See section 1.3.5, 1.3.6 and 1.3.7 of the City of Mill Creek Manual of City Governance). It is customary for the Council to renew and/or revise liaison appointments at the beginning of a calendar year. At their January 5, 2016 meeting, the City Council reviewed and updated such appointment list. Since that meeting, supplemental appointments have come to the attention of the City Manager. The additional appointments are: (1) SERS; (2) AWC Scholarship Committee; and (3) SCCIT.

Discussion.

The Council made appointments to SERS, AWC Scholarship Committee and SCCIT.

**CONSENT AGENDA**

Approval of Checks #54805 through #54873 and ACH Wire Transfers in the Amount of \$325,664.90  
(*Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd*)

Payroll and Benefit ACH Payments in the Amount of \$276,245.48  
(*Audit Committee: Mayor Pro Tem Holtzclaw and Councilmember Todd*)

City Council Meeting Minutes of January 5, 2016

City Council Meeting Minutes of January 12, 2016

There were no exceptions from the audit committee.

**MOTION: Councilmember Todd made a motion to approve the consent agenda, Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.**

**REPORTS**

Mayor Pruitt reported that Representative Harmsworth is trying to secure \$278,000 for the City's new public works building.

Mayor Pro Tem Holtzclaw reported that the Snohomish County Tomorrow Steering Committee meeting was canceled this month.

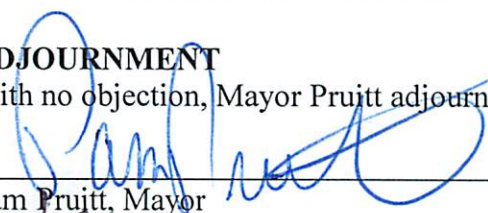
City Manager Polizzotto stated that due to the late hour, there will be no executive session this evening.

**AUDIENCE COMMUNICATION:**

There were no comments from the audience.

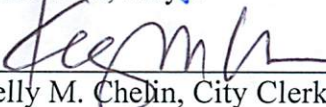
**ADJOURNMENT**

With no objection, Mayor Pruitt adjourned the meeting at 9:27 p.m.



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Pam Pruitt, Mayor



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Kelly M. Chelin, City Clerk