



# CITY COUNCIL MINUTES

May 3, 2016

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

---

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

May 3, 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 except Mayor Pro Tem Holtzclaw. Mayor Pruitt relayed that Mayor Pro Tem Holtzclaw was working tonight.

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

## AUDIENCE COMMUNICATION:

There were no comments from the audience.

## PRESENTATIONS:

Snohomish County Tourism Bureau Annual Report  
(Amy Spain, Executive Director)

## NEW BUSINESS:

Construction Contract Award for 2016 Catch Basin Cleaning and CCTV Inspection Project  
(Rebecca C. Polizzotto, City Manager)

The following agenda summary information was presented:

Cleaning out debris in catch basins on City streets and public property is an ongoing annual program funded through Surface Water Utility Fees. This program reduces sediment and pollutants that end up in area waterways, and also meets the requirements set forth in the City's National Pollution Discharge Elimination System (NPDES) permit. Catch basins are cleaned out and inspected every other year, so each year roughly one-half of Mill Creek is serviced.

In 2016, the catch basins in the south and east areas of the City will be cleaned. The ongoing process of closed circuit television (CCTV) inspection will also be continued on the older storm pipe network

on Mill Creek Boulevard between 164<sup>th</sup> Street and SR 527, Seattle Hill Road and in the Emerald Heights Subdivision.

The 2016 Catch Basin Cleaning and CCTV Inspection Project was advertised for bids using the Municipal Research Service Center (MRSC) Small Works Roster. Seven bids were received and opened on April 20, 2016, and are summarized in the table below. The engineer's estimate for the project was approximately \$154,024.85..

Contractor	Bid Amount
Bravo Environmental NW	\$145,771.36
Ventilation Power Cleaning	\$128,605.64
Everson's Econo-Vac	\$155,604.66
NRC Environmental Services	\$184,348.46
Innovative Vacuum Services	\$148,878.78
Best Parking Lot Cleaning	\$161,484.31
Flow Technologies	\$126,336.92

Flow Technologies Inc. is a smaller, relatively new company based out of Oregon, but has recently started doing more work in Washington. The low bid prices are due to savings in prevailing wages since it is an owner / operator company, low overhead, and with efficiencies by combining the pipe jetting and CCTV work.

Flow Technologies, Inc. has worked for the City of Anacortes and Seattle Pacific University, has an on-call contract with the City of Kenmore, and has been a subcontractor on several public agency jobs. City staff verified that the bid prices were correct, the contractor understands job conditions and time restrictions, and can meet the City's insurance and bonding requirements.

Funding for the proposed catch basin cleaning and CCTV inspection work is included in the Surface Water Utility Fund 401, which has approximately \$160,000 in the remaining budget designated for this specific project.

**MOTION:** Councilmember Michelson made a motion to approve Resolution #2016-549, a Resolution of the City Council of the City of Mill Creek, Washington, Awarding the Contract for the 2016 Catch Basin Cleaning and CCTV Inspection Project to the successful bidder, Councilmember Kelly seconded the motion. The motion passed unanimously.

City Manager Evaluation Criteria  
(City Council and City Manager)

The following agenda summary information was presented:

The Personnel Committee met on Tuesday, April 26, 2016 and developed a schedule to govern the City Manager's annual performance review. The proposed schedule is as follows:

- May 3, 2016 – Work session by and between the City Council and the City Manager to review and discuss the proposed evaluation criteria and proposed process. City Council and City Manager to provide comments and any proposed edits.

- May 10, 2016 – Work session by and between the City Council and the City Manager to review edits made and provide final input.
- May 19, 2016 – City Council and City Manager to complete survey instrument and return to personnel committee by close of business.
- May 20-23, 2016 – Personnel Committee to collate City Manager and City Council comments and ratings into one summary document.
- May 24, 2016 – Council meets in Executive Session to review the survey results.
- June 7, 2016 – Council meets with City Manager in executive session to review results with City Manager and set goals for next review period.

Discussion.

The Council and City Manager discussed the evaluation schedule. A few changes were made to the schedule and the schedule will be revisited at the next meeting when Mayor Pro Tem Holtzclaw is in attendance.

**OLD BUSINESS:**

Resolution providing for a special election to be held in conjunction with the state primary election on August 2, 2016, to permanently authorize an increase in the Emergency Medical Services Levy at a rate not to exceed 0.50 cents per thousand dollars of assessed value.

*(Rebecca C. Polizzotto, City Manager)*

Explanatory statement regarding the authorization to permanently increase the Emergency Medical Services Levy at a rate not to exceed 0.50 cents per thousand dollars of assessed value.

*(Rebecca C. Polizzotto, City Manager)*

**MOTION:** Councilmember Todd made a motion to approve Resolution #2016-547, a Resolution providing for a special election to be held in conjunction with the state primary election on August 2, 2016, to permanently authorize an increase in the Emergency Medical Services Levy at a rate not to exceed 0.50 cents per thousand dollars of assessed value, Councilmember Bond seconded the motion. The motion passed unanimously.

**REPORTS**

Mayor Pruitt reminded Council that the Memorial Day Parade is scheduled for May 30 and invited Council to attend.

Councilmember Todd reminded Council that they still needed to appoint a member to the third vacancy on the Planning Commission. Ed McNichol was not able to make the interview time tonight. The Council discussed Jennifer Parker being a strong candidate and decided to move forward with appointing her to the commission.

**MOTION:** Councilmember Kelly made a motion to appoint Jennifer Parker to the Planning Commission with a Term Expiring April 30, 2019, Councilmember Todd seconded the motion. The motion passed 6-0-1 with Councilmember Bond abstaining. (Councilmember Bond stated that he is abstaining because he is friends with Ed McNichol; the other candidate).

City Manager Polizzotto reported that she will be making a decision on the Finance Director position soon. She relayed that she will be leaving this week for the Labor Relations Institute in Yakima through Friday. She reported on the Annex Building renovations.

Police Chief Elwin reported on the traffic plan for the upcoming garage sale in the City.

Director Chelin reported on the changes with the timing of the police blotter.

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

**AUDIENCE COMMUNICATION:**

There were no comments from the audience.

**RECESS TO EXECUTIVE SESSION:**

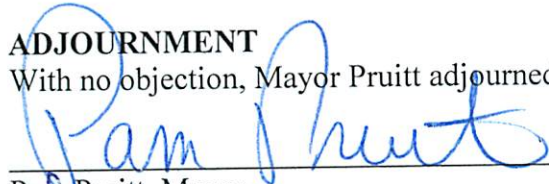
The meeting recessed to executive session to discuss potential litigation per RCW 42.30.110 (i) at 8:35 p.m. for approximately 10 minutes; which was subsequently extended.

**RECONVENE TO REGULAR SESSION:**

The meeting reconvened to regular session at 9:00 p.m.

**ADJOURNMENT**

With no objection, Mayor Pruitt adjourned the meeting at 9:00 p.m.

  
\_\_\_\_\_  
Pam Pruitt, Mayor

  
\_\_\_\_\_  
Kelly M. Chelin, City Clerk