



CITY COUNCIL MINUTES

September 13, 2016

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

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

September 13, 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 Deputy City Clerk with all Councilmembers present.

AUDIENCE COMMUNICATION:

There were no comments from the audience.

PRESENTATIONS:

Proclamation: VFW POW/MIA

(Mayor Pruitt)

PRESENTATIONS:

Proclamation: Edmonds Community College

(Mayor Pruitt)

NEW BUSINESS:

Authorization to hire Project Engineer

(Rebecca C. Polizzotto, City Manager)

In 2014, a gap analysis identified the need for another engineer in the Department of Public Works. While the position was never filled due to budget constraints, the need still exists and is now critically important given the merger of the Public Works and Engineering Departments.

A new Project Engineer will help provide technical support that is currently lacking in the Surface Water Division. In addition to the administrative requirements of the NPDES permit, there is a need for a qualified engineer to assist with land development review and operational support. The new position may also provide capital project management and field inspection support for the adopted CIP.

Funding for the new position is available by reallocating available budget for the vacant Senior Planner position. A second engineer may also help reduce future consultant expenditures by performing in-house design work on relatively simple projects, such as sidewalk and storm pipe repairs, which will be an ongoing annual need for the foreseeable future. For a typical storm pipe repair project, a design consultant will cost \$50,000 - \$100,000.

Discussion:

City Manager Polizzotto presented the information to the Council.

MOTION: Councilmember Kelly made a motion to authorize the City Manager to proceed with recruitment and hiring of a Project Engineer at pay scale 18, Councilmember Michelson seconded the motion. The motion passed unanimously.

STUDY SESSION:

Discussion: Retreat Planning

(Rebecca C. Polizzotto, City Manager)

Discussion:

City Manager Polizzotto went over retreat topic ideas provided to her by councilmembers and asked the Council how frequently they would like to hold retreats. Councilmember Michelson offered that she'd like to see draft personnel policies brought for Council input. City Manager Polizzotto shared that she planned to bring the manual to the Council as each chapter is drafted, and in a work session format. Councilmember Todd suggested focusing on a high level discussion at a retreat in order to provide priority direction to staff on upcoming projects. Mayor Pruitt said that the budget process may provide some priority clarification to staff, and asked City Manager Polizzotto what she needs at this point. After a discussion the Council chose to schedule a retreat in the first quarter of 2017, with a topic of discussion being to assist the City Manager in developing a six (6) year plan for the City.

Discussion: Code Enforcement Philosophy

(Rebecca C. Polizzotto, City Manager)

Discussion:

The Council discussed their code enforcement philosophy and priorities. They agreed that there are really two approaches to code enforcement; one being a Uniformed approach (Police – parking, safety issues) and the other a more Administrative approach (look and feel of community). The Council discussed areas of the code which could use review and possible update, and City Manager Polizzotto agreed to provide code update recommendations to the Council in the future.

Presentation and Discussion: Development Update

(Rebecca C. Polizzotto, City Manager)

Senior Planner Christi Amrine presented a slideshow to the Council providing an update on all current development in the City.

CONSENT AGENDA:

Payroll and Benefit ACH Payments in the Amount of \$279,203.76

(Audit Committee: Mayor Pro Tem Holtzclaw and Mayor Pruitt)

There were no exceptions from the audit committee.

MOTION: Mayor Pro Tem Holtzclaw made a motion to approve the consent agenda, Councilmember Cavaleri 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 at 7:21 p.m. for up to one hour for the purpose of reviewing the performance of public employees per RCW 42.30.110 (1) (e), to discuss with legal council potential litigation under RCW 42.30.110 (1) (i), and to discuss collective bargaining issues under RCW 42.30.130(4); which was subsequently extended.

RECONVENE TO REGULAR SESSION:

The meeting reconvened to regular session at approximately 9:09 p.m.

Discussion:

City Manager Polizzotto was asked to bring the differences between her contract and what department directors receive for performance and retention bonuses to the Council. City Attorney Scott Missall will then draft an amendment to the contract.


MOTION: Mayor Pro Tem Holtzclaw made a motion to authorize the City Attorney to draft an amendment to the City Manager's employment contract to authorize a performance and retention bonus feature for the City Manager, Councilmember Cavaleri seconded the motion. The motion passed unanimously.

ADJOURNMENT

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



Pam Pruitt, Mayor



Joanna Lee, Deputy City Clerk