



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, March 27, 2018

Council Chambers, 15728 Main Street, Mill Creek, WA 98012

Minutes are the official record of Mill Creek City Council meetings. Minutes document action taken at the council meeting, not what was said at the council meeting.

A recording of this City Council meeting can be found [here](#).

The agenda packet for this City Council meeting can be found [here](#).

CALL TO ORDER

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

Led by Councilmember Cavaleri.

ROLL CALL

Councilmembers Present:

*Pam Pruitt, Mayor
Brian Holtzclaw, Mayor Pro Tem
Vince Cavaleri, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember
Jared Mead, Councilmember
John Steckler, Councilmember*

Councilmembers Absent:

AUDIENCE COMMUNICATION

- A. There were no comments from the audience.

STUDY SESSION

- B. Long Term Strategic Planning
- Economic Prosperity
 - Leadership

City Manager Polizzotto led an interactive exercise with the Council to brainstorm strategic goals and objectives in order to identify priorities, projects and initiatives to be accomplished over the next several years in the areas of economic prosperity and leadership.

OLD BUSINESS

- C. Public Records Access; New Management Rules and Policies; New MCMC Chapter Establishing Administrative Authority and Regulations; Amended MCMC Chapter

Amending Fees and Other Assessments

City Manager Rebecca Polizzotto detailed the City's commitment to records organization, transparency and how creating a policy system and architecture was crucial in these efforts. City Manager Polizzotto introduced City Attorney Scott Missall and recognized his dedication to this project. The City Manager presented the proposed Public Records Act (PRA) Policy that will establish efficient and uniform procedures Citywide that will facilitate compliance with PRA requirements for responding to requests for public records and create reliable and efficient internal processes.

City Manager Polizzotto reviewed the proposed ordinance amending MCMC 3.42 that accommodates the fee schedule set forth in the PRA policy.

Councilmember Cavaleri made a motion to approve Ordinance #2018-826, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, ESTABLISHING REGULATIONS AND POLICIES IMPLEMENTING THE PUBLIC RECORDS ACT, RCW CHAPTER 42.56, ADOPTING NEW MILL CREEK MUNICIPAL CODE CHAPTER 2.06, APPROVING A NEW PRA POLICY, ISSUING AN ORDER RELATING TO MAINTENANCE OF A PUBLIC RECORDS INDEX, AND ESTABLISHING AN EFFECTIVE DATE. Councilmember Todd seconded the motion. The motion passed unanimously.

Councilmember Cavaleri made a motion to approve Ordinance #2018-827, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING MILL CREEK MUNICIPAL CODE CHAPTER 3.42, FEES AND OTHER ASSESSMENTS, FOR THE PURPOSE OF ADDING AND ADOPTING FEES, COSTS CHARGES AND OTHER ASSESSMENTS APPLICABLE TO ACTIONS TAKEN IN CONFORMANCE WITH THE STATE PUBLIC RECORDS ACT, RCW 42.56, AND THE MILL CREEK PUBLIC RECORDS MANAGEMENT REGULATIONS, MCMC CH. 2.06; AND ESTABLISHING AN EFFECTIVE DATE. Councilmember Todd seconded the motion. The motion passed unanimously.

D. Adoption of Ordinance Approving a New City Policy Regarding Reimbursement of Business Expenses

City Manager Rebecca Polizzotto stated that the City's Business Expense Policy had not been updated since 1991. Therefore, to address audit recommendations and new legal requirements, staff has spent several months researching and identifying appropriate and necessary provisions to be incorporated into an updated policy. City Manager Polizzotto reviewed the proposed Business Expense Policy that promotes the City's goal of fiscal responsibility and incorporates Council comments from the February 13 Council meeting when the draft policy was first presented.

City Manager Polizzotto briefed Council on outdated Policy No. CCP 97-006: Employee Computer Lease/Purchase Program and outdated Policy No. CCP 04-01: Police Officer Firearms Purchase Program.

Councilmember Bond made a motion to approve Ordinance #2018-828, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, AMENDING MILL CREEK MUNICIPAL CODE CHAPTER 2.08 CONCERNING REIMBURSEMENT OF EXPENSES; RESCINDING PRIOR CODE PROVISIONS, POLICIES AND PROCEDURES CONCERNING EXPENSE REIMBURSEMENTS; APPROVING A NEW CITY POLICY REGARDING REIMBURSEMENT OF EXPENSES; AND ESTABLISHING AN EFFECTIVE DATE. Councilmember Todd seconded the motion. The motion passed unanimously.

Councilmember Todd made a motion to repeal City of Mill Creek Policy 97-006 (Employee Computer Lease/Purchase Program) effective July 8, 1997. Councilmember Bond seconded the motion. The motion passed unanimously.

Councilmember Cavaleri made a motion to repeal City of Mill Creek Policy 04-01 (Police Officer Firearms Purchase Program) effective September 28, 2004. Councilmember Bond seconded the motion. The motion passed unanimously.

CONSENT AGENDA

- E. Approval of Checks #58310 through #58380 and ACH Wire Transfers in the Amount of \$158,197.84
(Audit Committee: Mayor Pruitt and Mayor Pro Tem Holtzclaw)**
- F. Payroll and Benefit ACH Payments in the Amount of \$243,797.07
(Audit Committee: Mayor Pruitt and Mayor Pro Tem Holtzclaw)**
- G. City Council Meeting Minutes of February 13, 2018**

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

REPORTS

- H. Mayor/Council
 - Mayor Pro Tem Holtzclaw - CPP Amendments**

Mayor Pruitt reported that Stellar Kids Dentistry and Brooklyn Bros. Pizza are both open for business.

Mayor Pro Tem Holtzclaw reported on proposed Countywide Planning Policy (CPP) DP-2A and asked for Council direction to take to the Snohomish County Tomorrow (SCT) Steering Committee meeting on March 28. Council engaged in discussion.

Councilmember Todd made a motion to approve proposed CPP DP-2A as proposed in Clay White's memo dated January 7, 2018 and direct Council's SCT representative to vote accordingly and request SCT to take under advisement, a complete definition of the word "affected" as relates to cities. Councilmember Steckler seconded the motion. The motion passed 6-0-1 with Mayor Pro Tem Holtzclaw abstaining.

Councilmember Todd reported that the PRSC Executive Board met on March 22 to discuss regional growth centers.

Councilmember Todd reported that he attended the State of the County on March 21.

Councilmember Todd commended Director of Communications & Marketing Joni Kirk for her communication efforts with residents regarding the Community Transit Swift Line project.

I. City Manager

- Labor Management Meeting Minutes
- 35th Ave SE Preliminary Communications Plan
- Council Planning Schedule

City Manager Polizzotto reported that the Guild Labor Management Team had their first meeting and that meeting minutes will be included in an upcoming Council packet.

City Manager Polizzotto reviewed the preliminary 35th Ave SE Reconstruction Communications Plan.

AUDIENCE COMMUNICATION

J. There were no comments from the audience.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

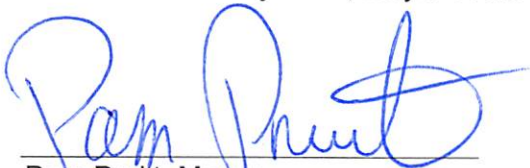
K. The meeting recessed to executive session at 8:10 p.m. for up to 20 minutes to discuss the performance of a public employee per RCW 42.30.110(1)(g).

RECONVENE TO REGULAR SESSION

L. The meeting reconvened to regular session at 8:30 p.m.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:30 p.m.



Pam Pruitt, Mayor



Gina Pfister, Acting City Clerk