



CITY COUNCIL MINUTES

February 24, 2015

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

February 24, 2015
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.

AUDIENCE COMMUNICATION

Erin Engen
3016 135th Place SE
Mill Creek, Washington 98012

Ms. Engen stated that she was addressing the Council about the Relay for Life event. She asked the Council for their support with this event. The kick-off is at McCollum Park on May 30.

Tom Price
6930 144th Street SE
Snohomish, Washington

Mr. Price spoke to the Relay for Life event. He urged the Council to consider putting together a City/Council team.

Jason Geveshausen
14905 Bothell Everett Highway

Mr. Geveshausen spoke to the Relay for Life event and shared a story about his wife who had cancer. He stated how passionate he is for this event and encouraged participation.

Chuck Wright
15907 24th Court SE
Mill Creek, Washington 98012

Mr. Wright thanked Council for adjusting the speakers in the Chambers. He stated that he is able to hear the meetings much better now.

STUDY SESSION

Update from Colin Baezinger Regarding City Manager Recruitment via Telephone

Colin Baezinger addressed the Council via telephone and provided an update on the City Manager recruitment. He stated that so far there were 34 applicants. He expects to receive 10 more by next Tuesday. Mr. Baezinger will provide another update on March 10 and the finalist names will become public on April 7.

2015 Storm Pipe Repair Project *(Scott Smith, City Engineer)*

The following agenda summary information was presented:

In May 2014, staff made a presentation to the City Council on the findings from the 2012 CCTV inspection of the storm drainage system in the area between 35th Ave SE and Jackson High School. The City has a major infrastructure problem in this area, with a variety of issues. Problems found include complete failure of concrete pipes, holes with loss of backfill, bad pipe splices, utility conflicts, misaligned joints that leak and pipe cracking.

Many of the most severe pipe problems are located in the Silver Crest / Silver Glen areas where a resurfacing project is planned for this summer. To avoid digging up a street that has recently been repaved, staff proposes to first complete any needed underground repairs. Staff evaluated the defects and needed repairs in this area, and the scope of work primarily consists of digging up and replacing approximately 3,300 feet of pipe and 13 catch basins. Most of the work is within the paved roadway area, but one section of pipe lining is also proposed on a storm line running down an easement between two houses.

On July 1, 2014, the City Council awarded a design contract in the amount of \$75,512.00 to the consulting firm of Perteet. After completing the design and SEPA environmental review in January, the 2015 Storm Pipe Repair Project was advertised for bids in the Daily Journal of Commerce, the Everett Herald and by using the Municipal Research Service Center (MRSC) contractor roster. Eleven bids were received and opened on February 17, 2015.

Rodarte Construction, Inc. submitted the lowest responsive and responsible bid in the amount of \$603,375.00. A copy of the summary result table and detailed bid tabulation sheet is attached. The design engineer's estimate for the project was \$724,955.00. Most bids were significantly under the estimated cost, likely due to the favorable early time of year for bidding.

Rodarte Construction, Inc. is based out of Auburn and has worked for many local agencies in the south end, but has also done work for Mountlake Terrace, Marysville and on SR 9 for WSDOT. City staff verified that the bid prices are correct, and that the contractor understands the job conditions, time restrictions, and can meet insurance and bonding requirements. Work will likely start in late March or early April and be completed by June.

Funding for the 2015 Storm Pipe Repair Project is available in the Surface Water Utility Fund 401. Rodarte Construction, Inc. is the lowest responsive and responsible bidder, and staff recommends award of the construction contract in the amount of \$603,375.00 for the 2015 Storm Pipe Repair Project.

For the Council's information, another round of CCTV inspection work was performed in 2014 on the storm pipe network in the oldest neighborhoods in the original Mill Creek, starting from the Springtree subdivision and continuing up Village Green Drive to Huckleberry and Fairway. While numerous problems were discovered, it is not the same widespread level of "catastrophic failure" that was found in the area between 35th Avenue SE and Jackson High School.

Many issues are blockages from roots or debris that can be addressed with special cleaning / cutting / jetting tools on a vactor hose instead of pipe replacement. Staff is in process of prioritizing the next round of pipe repairs and cleaning, as well as additional CCTV work to further assess the condition of the City's infrastructure.

Discussion.

Council and staff discussed the project. This item is scheduled for action later in the meeting.

2015 Pay Plan

(Landy Manuel, Acting City Manager)

The following agenda summary information was presented:

Ordinance 2012-753 established a pay and classification system for regular non-represented employees and employees represented by AFSCME. The system includes a pay plan that places Council approved positions into pay grades and establishes a process for employees to advance through steps within the grades.

The pay plan is automatically updated each January 1 to account for cost of living increases, calculated based upon a formula that averages the increases awarded by comparable cities and the CPIW-Seattle area first half index. This year, the formula resulted in an increase of 1.47%.

Council approval is required when approved positions are added, removed or reclassified from one pay grade to another. The pay plan was last updated in Ordinance 2014-783, when the Council authorized a staffing reorganization that included new and revised positions.

Additional changes are now necessary as a result of decisions made during last year's budget adoption process. The adopted 2015-2016 budget eliminated the contemplated Assistant City Engineer and Assistant City Clerk positions. Those positions are now removed from the 2015 pay plan.

The 2015 pay plan also includes reclassification of a limited number of AFSCME represented positions that the Council authorized the previous City Manager to negotiate with the union to ensure those positions are paid competitively. The financial impact of the negotiated changes were included within the approved budget.

The City Clerk position, which Ordinance 2014-783 reclassified from grade 18 to grade 21, is

reclassified to grade 20 in the 2015 pay plan. This change reflects the pay of similar positions in comparable cities and accounts for a reduction in public outreach, supervisory, and other enhanced duties that were contemplated to come with the addition of the now eliminated Assistant City Clerk position.

The 2015 salary plan also includes the entry level maintenance worker that was previously discussed with Council.

Discussion.

Acting City Manager Manuel reported that the pay plan is brought to the Council on an annual basis. He explained the changes for 2015 including the City Clerk position going from 21 to 20 and a few other positions that were elevated as well as the creation of a Maintenance Worker 1 position. Council discussed the pay plan. Councilmember Bond asked that the City Clerk position stay at a 21. After some discussion, the Council agreed to look at the comps for the City Clerk position at a future meeting before a decision is made.

ESCA Update

(Tom Gathmann, Public Works Director)

The following agenda summary information was presented:

The City of Mill Creek was one of the founding members of the Emergency Services Coordinating Agency (ESCA), the agency that provides emergency support services to Mill Creek and nine other cities. On February 10, 2015, the Council was briefed on the history, role and recent changes that have taken place at ESCA. To recap in a single sentence, ESCA is at a critical point in time where funding and staffing changes will force it to significantly change its mission, or dissolve. Two days after the Council briefing, the ESCA Board, Interim Director, ESCA volunteers and elected officials from member cities met with the Snohomish County Department of Emergency Management (DEM). The meeting was productive and focused on how DEM might provide a higher level of support services, which is a significant concern of ESCA member cities.

Representing DEM at the February 12th meeting were John Pennington, DEM Director, and six senior staff members. John was aware of the support concerns of ESCA cities and proposed a reorganization of DEM that would add four new positions for increased support. Those positions would be funded by the additional revenue from the seven ESCA cities within Snohomish County joining DEM along with grant funds from the State that previously were allocated to ESCA. It is premature at this point in time to know with certainty that the proposed changes will be implemented. It is likely that the staffing changes and corresponding budget increases will need to be vetted through the County Executive and County Council. At the joint meeting Director Pennington stated that the revised DEM organization would have a target implementation date of January 1, 2016, which would be consistent with the next County budget cycle. There are many details that must be worked out for the proposed changes to materialize, and it is necessary to maintain a healthy degree of caution about promises made at a single meeting. But it should also be noted that the overall tenor of the joint meeting was very positive and constructive.

It now seems more apparent than ever that ESCA will dissolve, with the main unknown being how soon it will happen. The attached rough draft resolution was sent to the ESCA Board Chair and Interim Director on February 13th to open discussion on the process and to ensure that dissolution is

done in an orderly and lawful manner. It will be discussed at the next ESCA Board meeting on February 26th. In essence, the resolution states the following:

- The Board intends to dissolve ESCA and have the process complete by December 31, 2015
- The Interim Director must develop and present a work plan for that process to the Board by the next Board meeting that addresses schedule, resources and costs
- Authorizes the Interim Director to obtain legal and other professional services for the process with a not-to-exceed cap
- Prohibits the Interim Director from incurring any new liabilities other than those necessary to maintain on-going essential services and the dissolution work plan

Staff will continue to update Council on the status of ESCA and the potential impacts any changes will have on the City.

Open Discussion
(City Council)

Mayor Pruitt reminded Council that the strategic plan will be discussed at the next meeting. She asked Council to remember to bring their strategic plan books to the next Council meeting.

CONSENT AGENDA

- Approval of Checks #53343 through #53410 and ACH Wire Transfers in the Amount of \$1,018,354.48.
(Audit Committee: Councilmember Todd and Councilmember Michelson)
- Payroll and Benefit ACH Payments in the Amount of \$303,960.91.
(Audit Committee: Councilmember Todd and Councilmember Michelson)
- City Council Meeting Minutes of February 3, 2015
- City Council Meeting Minutes of February 10, 2015

Mayor Pro Tem Holtzclaw asked for the February 10, 2015 meeting minutes to be revised to include more detail on the Economic Development Committee recommendations that were discussed by Council.

MOTION: Councilmember Todd made a motion to approve the consent agenda items A, B and C, Councilmember Michelson seconded the motion. The motion passed unanimously.

ACTION ITEMS

Resolution Awarding the Construction Contract for the 2015 Stormwater Pipe Repair Project (If adopted, would take Resolution #2015-526)
(Scott Smith, City Engineer)

MOTION: Councilmember Todd made a motion to approve Resolution #2015-526 Awarding the Construction Contract for the 2015 Stormwater Pipe Repair Project, Councilmember Cavaleri seconded the motion. The motion passed unanimously.

REPORTS

Mayor Pruitt reported that she attended the EASC luncheon in Lynnwood. She also reported that she will be meeting with the City's legislative representatives in Olympia tomorrow.

Councilmember Michelson reported on the need for signs for North Creek Trail.

Mayor Pro Tem Holtzclaw reported that he will be attending the SCT steering committee meeting tomorrow.

Councilmember Todd reported that he attended the AWC City Action Days conference in Olympia.

Acting City Manager Manuel reported that the planning schedule has been passed out. Also, an executive session has been scheduled for collective bargaining after the meeting concludes.

City Attorney Moloney reminded Council that they could adjourn the meeting and then discuss collective bargaining for approximately 5 minutes.

Community Development Director Rogers reported that the Planning Commission met last week. An audio of the meeting is available on the website if Council is interested in listening to it.

Public Works Director Gathmann reported that he met with the appraiser regarding the potential public works shop property.

AUDIENCE COMMUNICATION

Zach Anders

Mr. Anders reported that Sno-Isle has volunteers that could help with the City's records if anyone is interested.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 7:25 p.m.


Pam Pruitt, Mayor


Kelly M. Chslin, City Clerk