



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, December 11, 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. and led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

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. Public comment on items on or not on the agenda

Wil Nelson, a Mill Creek resident, agrees with Council's decision to move forward with the City Manager search. Mr. Nelson asked that data be restored on the City's website regarding The Farm. Mr. Nelson asked Council to shorten the application materials for candidates applying for the vacant Council position.

PRESENTATIONS

B. Recognition of Outgoing Councilmember Jared Mead

Interim City Manager Bob Stowe expressed his appreciation and gratitude for Councilmember Mead's work on the Council and wished him luck with new position at the State level. Council thanked Councilmember Mead for his service to the Council and the community.

C. City Manager Executive Search Schedule

Vice President Drew Gorgey, from executive search firm Peckham & McKenney, Inc.,

joined the meeting via phone at 6:15 p.m. Mr. Gorgey briefed Council on the steps accomplished so far in the recruitment process and reviewed the salary range, key qualifications, and schedule going forward. Mr. Gorgey will have a draft candidate profile delivered to Interim City Manager Bob Stowe by the end of the week.

Council engaged in discussion. A recruiting subcommittee comprised of Mayor Pruitt, Councilmember Todd, and Councilmember Steckler will review the draft candidate profile and provide edits to Mr. Gorgey.

OLD BUSINESS

D. Mill Creek Sports Park Rate Increase

Director of Communications & Marketing Joni Kirk briefed Council on updates made to the City's fee schedule for the Mill Creek Sports Park since the study session on November 13, 2018 and addressed questions brought up during that study session. Director Kirk reviewed field usage by groups and compared rates of neighboring cities. Director Kirk detailed the current and proposed fee schedule, the prioritization of groups, revenue projections, and seasonal considerations.

Council engaged in discussion.

Mayor Pro Tem Holtzclaw made a motion to amend the proposed fee schedule to keep the user fee and light fee the same for non-select groups and index moving forward for inflation. Councilmember Bond seconded the motion. The motion passed 5-2-0. Councilmember Cavaleri and Councilmember Steckler opposed.

Mayor Pro Tem Holtzclaw made a motion to amend City Policy 13-003 to update the Mill Creek Sports Park Fees with the modifications from the previous motion with an effective date of January 1, 2019. Councilmember Bond seconded the motion. The motion passed 6-1-0. Councilmember Steckler opposed.

NEW BUSINESS

E. 35th Ave SE Reconstruction Project Addendum No. 8 to Contract 2013-1091

Director of Public Works & Development Services Gina Hortillosa explained that the KPFF design team will continue to provide civil and structural construction support services on an as-needed basis during the course of the construction. Director Hortillosa answered Council questions pertaining to design vs. construction and the scope of services provided by KPFF.

Councilmember Cavaleri made a motion authorizing the City Manager to execute Addendum No. 8 to Contract 2013-1091 for professional services with KPFF Consulting Engineers in an amount not to exceed \$15,000. Councilmember Mead seconded the motion. The motion passed unanimously.

F. 35th Ave SE Reconstruction Project Addendum No. 1 and Addendum No. 2 to Contract 2018-1405

Director of Public Works & Development Services Gina Hortillosa reviewed addendum No. 1 relating to Change Order 2 for the removal of two 54- inch culverts that convey water from Thomas Lake to Penny Creek; and the scope of services including construction management and inspection services, and natural resources and permitting support.

Director Hortillosa reviewed addendum No. 2 relating to additional pin pile support services including project management, a structure survey, and geotechnical services. Director Hortillosa explained that the City is in negotiations with the contractor seeking a credit, however the credit will be offset by legal bills.

Council engaged in discussion.

Councilmember Bond made a motion to authorize the City Manager to execute Addendum No. 1 and Addendum No. 2 to contract 2018-1405 for professional services with Gray & Osborne, Inc. in an amount not to exceed \$99,183.00. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

G. Exploration Park Contract Award

Director of Public Works & Development Services Gina Hortillosa reviewed the previous bid package and schedule that was rejected by Council in July 2018. Director Hortillosa detailed the new bid package and schedules that included a base bid and three alternates. Director Hortillosa announced the lowest responsible bid and reviewed project funding and construction contract time.

Council engaged in discussion. Director of Finance & Administration Peggy Lauerma answered questions regarding park fund balances.

Councilmember Cavaleri made a motion authorizing the City Manager to execute a contract with McClure and Sons, Inc. for the construction of the Exploration Park Project in an amount not to exceed \$1,024,944.77. Councilmember Bond seconded the motion. The motion passed unanimously.

H. Ordinance Amending MCMC 5.04 - Business Licenses

Director of Finance & Administration Peggy Lauerma briefed Council on EHB 2005, and the actions required by the legislation. Director Lauerma explained additional proposed housekeeping changes.

Council engaged in discussion and agreed to remove the second article of the proposed ordinance and strike "(or higher threshold as determined by city)" from 5.04.025(1).

Mayor Pro Tem Holtzclaw made a motion to adopt Ordinance 2018-843, AN ORDINANCE AMENDING MCMC CHAPTER 5.04 BUSINESS LICENSES TO IMPLEMENT CHANGES MANDATED BY THE STATE LEGISLATURE AND PROPOSING MINOR HOUSEKEEPING AMENDMENTS with the agreed changes to be reflected in the final Ordinance. Councilmember Todd seconded the

motion. The motion passed unanimously.

I. Adoption of Personnel Policies

Interim City Manager Bob Stowe reviewed discussion and direction from Council at the December 4, 2018 study session. City Manager Stowe detailed newly added Section 8.1 that describes and promotes the City's performance management system; and stated that staff is collecting requested information regarding other various performance management systems. City Manager Stowe summarized key policy changes and procedures. Director of Human Resources Laura Orlando and Human Resources Manager Charlie Eikenberry answered questions from Council.

Council engaged in discussion and agreed to bring this item back on January 8, 2019.

Councilmember Steckler made a motion to adopt Resolution 2018-577 to update the City's Personnel Policies. Councilmember Cavaleri seconded the motion. There was no vote after Council discussion.

J. Agreement for Professional Legal Services

Interim City Manager Bob Stowe stated that the contract utilizes the same rates charged historically, and reviewed the City Manager's contract authority.

Mayor Pro Tem Holtzclaw made a motion authorizing the City Manager to execute the Agreement for Professional Legal Services with Ogden Murphy Wallace. Councilmember Steckler seconded the motion. The motion passed unanimously.

RECESS TO BREAK

K. At 8:18 p.m. the Council recessed for a five minute break.

RECONVENE TO REGULAR SESSION

L. At 8:23 p.m. the meeting reconvened to regular session.

Mayor Pro Tem Holtzclaw made a motion to table the consideration of Resolution 2018-577 until January 8, 2019. Councilmember Todd seconded the motion. The motion passed unanimously.

At 8:25 p.m. Mayor Pro Tem Holtzclaw made a motion to extend the meeting up to 9:00 p.m. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

STUDY SESSION

M. Historical Preservation Project

Director of Communications & Marketing Joni Kirk acknowledged the attendance of Art & Beautification Board members, intern Melissa Duque, and project designer Chris Baldwin.

Director Kirk briefed Council on a grant opportunity through the Snohomish County Historical Preservation Commission. Director Kirk explained how the vision and themes of the panels are representative of the City's history; and highlighted potential partnerships, stakeholders, public outreach opportunities, and the project location and timeline.

The Council examined design and content mock-ups on display in the Council Chambers.

N. City Council Appointment Process

Interim City Manager Bob Stowe reviewed the City Council appointment process and schedule; and noted that the application materials and process mirror those used during the last vacancy and appointment.

Council engaged in discussion. Councilmembers will email proposed interview questions to the City Manager.

CONSENT AGENDA

- O. Approval of Checks #59481 through #59548 and ACH Wire Transfers in the Amount of \$1,049,027.98**
(Audit Committee: Councilmember Mead and Councilmember Todd)
- P. Payroll and Benefit ACH Payments in the Amount of \$191,483.94**
(Audit Committee: Councilmember Mead and Councilmember Todd)
- Q. Cancellation of the December 25, 2018 and January 1, 2019 City Council Meetings**

**Councilmember Mead made a motion to approve the consent agenda.
Councilmember Todd seconded the motion. The motion passed unanimously.**

REPORTS

R. Mayor/Council

Mayor Pruitt wished everyone a happy holiday.

Mayor Pro Tem Holtzclaw thanked staff for the quality of materials provided to Council.

Councilmember Todd thanked the HR staff for their work on the Personnel Policies.

Councilmember Todd would like specific qualifications relating to the scholarship's purpose included in the application for the AWC Center for Qualities Communities scholarship process.

Councilmember Todd expressed concern over issues relating to small cell deployment. Interim City Manager Bob Stowe advised Council that staff will issue a report on how the City is addressing the issues and potential impacts.

S. City Manager

- Council Planning Schedule

AUDIENCE COMMUNICATION

T. Public comment on items on or not on the agenda.

Wil Nelson, a Mill Creek resident, apologized for his early comments regarding data related to The Farm missing from the City's website. Mr. Nelson explained he is having technical difficulties with his iPad.

Mr. Nelson reported that not all wireless phone companies will be using the previously discussed 5G technology.

Mr. Nelson gave kudos to Director of Public Works & Development Services Gina Hortillosa for her work on the 35th Ave SE reconstruction project.

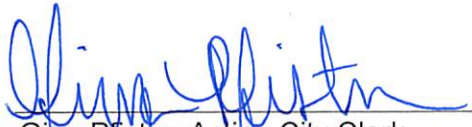
Melissa Duque, a Mill Creek resident and member of the Park & Recreation Board, thanked Council for their process discussion on City parks during tonight's meeting.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:52 p.m.



Pam Pruitt, Mayor



Gina Pfister, Acting City Clerk