



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, December 4, 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, thanked Public Works for putting deicer on the roads. Mr. Nelson asked that no changes be made to the agenda after it is posted on Friday's.

Herbie Martin, a Mill Creek resident, would like to see a diverse pool of candidates for vacant Council Position No. 2.

Jon Ramer, a member of Mill Creek AMVETS Post 2018, requested the gift of an American flag that has either flown outside City Hall or at the Veterans Monument for the Post's memorabilia collection.

OLD BUSINESS

B. City Manager Recruitment Schedule and Process Discussion

Interim City Manager Bob Stowe asked Council for direction regarding the City

Manager recruitment process, schedule, and stakeholder meetings. City Manager Stowe introduced Peckham & McKenney consultant, Drew Gorgey, who answered questions from Council.

Council engaged in discussion. Council scheduled one-on-one meetings with Mr. Gorgey on December 10 to discuss the candidate profile. Mr. Gorgey will provide Council with a letter detailing next steps and a tentative schedule by the end of the week.

Councilmember Todd made a motion to extend the Interim City Manager's contract for nine months. Mayor Pro Tem Holtzclaw seconded the motion. The motion failed 2-5-0.

NEW BUSINESS

C. 2017-2018 Budget Amendments

Interim City Manager Bob Stowe explained why budget amendments are necessary and reviewed the increased revenue and proposed amendments; noting modifications to a variety of funds as noted in Exhibit A attached to the proposed ordinance.

Councilmember Cavaleri made a motion to approve Ordinance 2018-841, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, RELATING TO THE 2017-2018 BUDGET; AMENDING THE 2017-2018 BUDGET, TO ADJUST REVENUES AND APPROPRIATIONS FOR SPECIFIED FUNDS; ORIGINALLY ADOPTED BY ORDINANCE 2016-810. Councilmember Todd seconded the motion. The motion passed unanimously.

D. Adoption of the 2019-2020 Biennial Budget

Interim City Manager Bob Stowe reviewed modifications made to the proposed 2019-2020 budget based on Council's direction since the initial presentation in November. Key modifications include: the new surface water fee with associated expense, reallocation of staff hours related to the Supervising Engineer position, and carryover of capital project elements related to 35th Ave reconstruction and Mill Creek Sports Park turf & light replacement.

City Manager Stowe provided information requested previously by Council relating to the funding request by the Mill Creek Senior Center. Based on discussion, City Manager Stowe will have the final document reflect a one-time payment of \$2,500 to the senior center to be paid by invoice in 2019. Mayor Pruitt requested a community funding discussion be on an agenda in January.

City Manager Stowe reviewed missed opportunities in the proposed budget including the funding of three key staff positions and how this will affect the City's level of service.

Snohomish County Councilmember Terry Ryan announced that a \$150,000 grant will be awarded to the City for maintenance and repairs at Heron Park.

Councilmember Cavaleri made a motion authorizing a budget allocation of \$2,500 from the Council Contingency Fund to the Northshore Senior Center. Councilmember Bond seconded the motion. The motion passed unanimously.

Councilmember Steckler made a motion to approve Ordinance 2018-842, AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, ADOPTING BUDGETED REVENUES AND EXPENDITURES FOR THE FISCAL BIENNIUM COMMENCING JANUARY 1, 2019. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

Councilmember Todd made a motion to amend the budget document by removing Appendix I. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

E. Adoption of 2019 Legislative Priorities

Interim City Manager Bob Stowe explained the importance of the document and reviewed the proposed 2019 legislative priorities that were developed by staff based on recommendations provided by the Association of Washington Cities (AWC).

Councilmember Todd made a motion to adopt the 2019 Legislative Priorities. Councilmember Bond seconded the motion. The motion passed unanimously.

STUDY SESSION

F. Personnel Policies

Interim City Manager Bob Stowe, Director of Human Resources Laura Orlando, and Human Resources Manager Charlie Eikenberry led a study session introducing proposed updates to the Personnel Policies and Personnel Administration Manual. The Policy update also authorizes the City Manager to approve administrative procedures and guidelines through the Personnel Administration Manual that are necessary and appropriate for good governance, human resource management and required by state or federal laws.

Council requests further discussion related to compensation strategies after the new year.

At 8:29 p.m. Mayor Pro Tem Holtzclaw made a motion to extend the meeting up to 9:00 p.m. Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS

G. Mayor/Council

Mayor Pruitt reported that she attended the tree lighting ceremony, which had the largest turnout in City history.

Mayor Pruitt reported that she was recently appointed as an alternate to the Association of Washington Cities Enhanced 911 Advisory Committee for western

cities and gave a brief overview of the duties of the Committee.

Councilmember Todd reported that Community Transit will hold inaugural events for the Swift Green Line in late March. Councilmember Todd reported that the project is under budget and ahead of schedule.

- H. City Manager
 - Council Planning Schedule

AUDIENCE COMMUNICATION


- I. Public comment on items on or not on the agenda

Wil Nelson, a Mill Creek resident, would like Council to use a step incentive process for employees instead of annual performance reviews.

Barbara Heidel, a Mill Creek resident, thanked Council for the \$2,500 payment to senior center.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:40 p.m.



Pam Pruitt, Mayor



Gina Pfister, Acting City Clerk