

CITY COUNCIL AGENDA
15728 Main Street, Mill Creek, WA 98012
(425) 745-1891



• Brian Holtzclaw, Mayor • Stephanie Vignal, Mayor Pro Tem
• Mark Bond • Vince Cavaleri • John Steckler • Benjamin Briles • Adam Morgan

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. **Due to the COVID-19 pandemic City Council Meetings will be held virtually until further notice.**

Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public.

The City Council may consider and act on any matter called to its attention at such meetings, whether or not specified on the agenda for said meeting. Participation by members of the audience will be allowed as set forth on the meeting agenda or as determined by the Mayor or the City Council.

To comment on subjects listed on or not on the agenda, ask to be recognized during the Audience Communication portion of the agenda. Please stand at the podium and state your name and residency for the official record. Please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Mayor or City Council.

Study sessions of the Mill Creek City Council may be held as part of any regular or special meeting. Study sessions are informal, and are typically used by the City Council to receive reports and presentations, review and evaluate complex matters, and/or engage in preliminary analysis of City issues or City Council business.

Next Ordinance No. 2021 - 872

Next Resolution No. 2021 - 602

April 27, 2021
City Council Meeting
6:00 PM

VIRTUAL MEETING INFO

- A. Topic: City Council Regular Meeting
Time: Apr 27, 2021 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92075998464>

Meeting ID: 920 7599 8464

One tap mobile

[+12532158782](tel:+12532158782).,92075998464#US (Tacoma)

+13462487799,,92075998464# US (Houston)

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

PRESENTATIONS

- C. Welcome USS Ralph Johnson - Command Master Chief (CMC) Shelly Zakimi and Officer Groves, Surface Warfare/Aviation Warfare (SW/AW)
- D. Update to City Council on 2020/2021 Activities in Development Services Division (Building and Planning)
(Mike Todd, Director of Public Works and Development Services)

NEW BUSINESS

- E. Ordinance Amending the Mill Creek Municipal Code related to Accessory Dwelling Units (ADU) Regulations.
(Mike Todd, Director of Public Works and Development Services)

STUDY SESSION

- F. Dobson Remillard Church Cook Property (DRCC)
(Karen Reed, Consultant)

CONSENT AGENDA

- G. Approval of Checks #63254 through #63303 and ACH Wire Transfers in the Amount of \$208,475.73
(Audit Committee: Councilmember Morgan and Councilmember Bond)
- H. Payroll and Benefit ACH Payments in the Amount of \$247,744.27
(Audit Committee: Councilmember Morgan and Councilmember Bond)
- I. City Council Meeting Minutes of April 6, 2021 and April 13, 2021

REPORTS

- J. Mayor/Council
- K. City Manager
 - Update regarding Memorial Day
 - Update regarding Reorganization
- L. Staff
 - Update regarding Jackson High School Crosswalk
(Mike Todd, Director of Public Works and Development Services)

AUDIENCE COMMUNICATION

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

ADJOURNMENT



Meeting Date: April 27, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **UPDATE TO CITY COUNCIL ON 2020/2021 ACTIVITIES IN DEVELOPMENT SERVICES DIVISION (BUILDING AND PLANNING)**

PROPOSED MOTION:

None at this time. Presentation and discussion only.

KEY FACTS AND INFORMATION SUMMARY:

The Development Services Division is responsible administering the City's Development Code (MCMC Titles 14 through 18). As such, the Division is responsible for long range land use planning, land use development permit review (commercial and residential development), building permits and inspections, tree removal permits, code enforcement, and other administrative tasks. Many of these activities take place out of view from the public and City staff not directly associated with the division's tasks. This is especially true when the Development Services staff has been working remotely.

2020 was a busy and successful year for the Development Services Division and is looking like it will be similar in 2021 and beyond. Staff would like to inform the City Council and the public of the work that has been and is continuing to be done by Development Services and answer any questions.

CITY MANAGER RECOMMENDATION:

None.

ATTACHMENTS:

[Development Services Division Update Published](#)

Respectfully Submitted:

Michael Ciaravino

City Manager





Development Services Division Update

April 27, 2021

Development Services

- Dictate the Community's Built Environment -
 - Establish the Vision/Comprehensive Plan Zoning
 - Ensure Development Projects Comply With Vision
 - Implementation – Building Permits/Monitor Construction
 - Maintain Vision - Code Enforcement/Tree Removal Permits
- What Does it Take to Make and Keep "Mill Creek" "Mill Creek?"



Presentation Outline

- PW/DS Organization Chart
- Tasks
 - Planning – Long Range
 - Planning – Current
 - Building Permits/Inspections
 - Tree Removal Permits

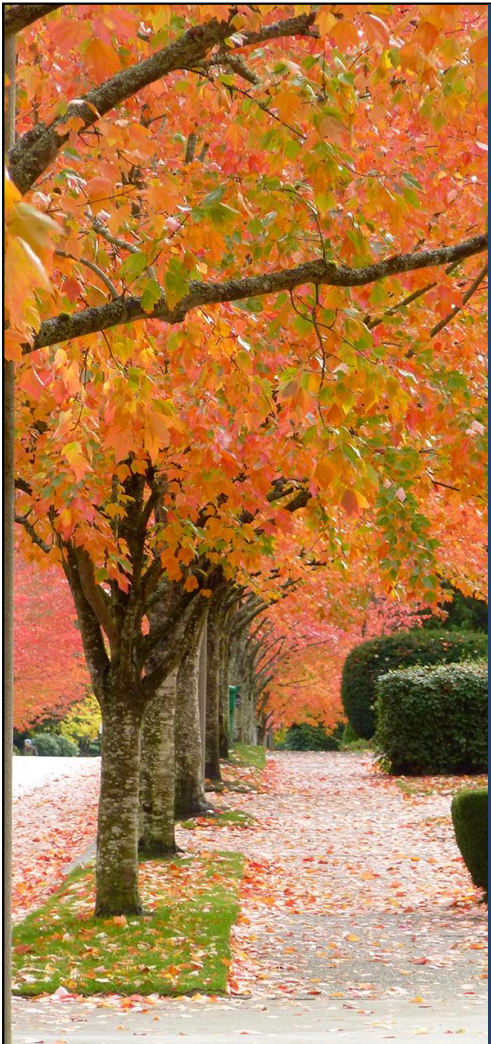


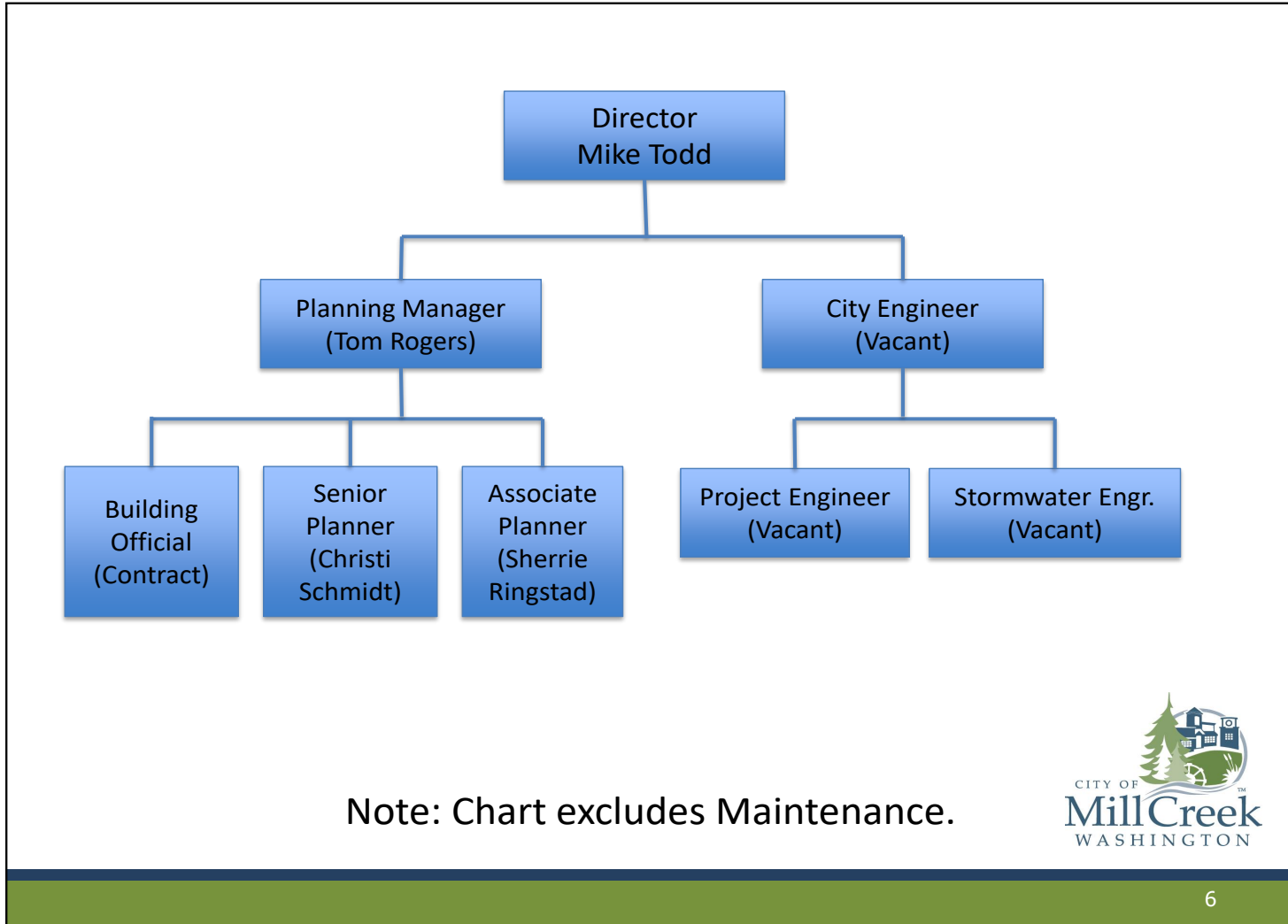
Presentation Outline

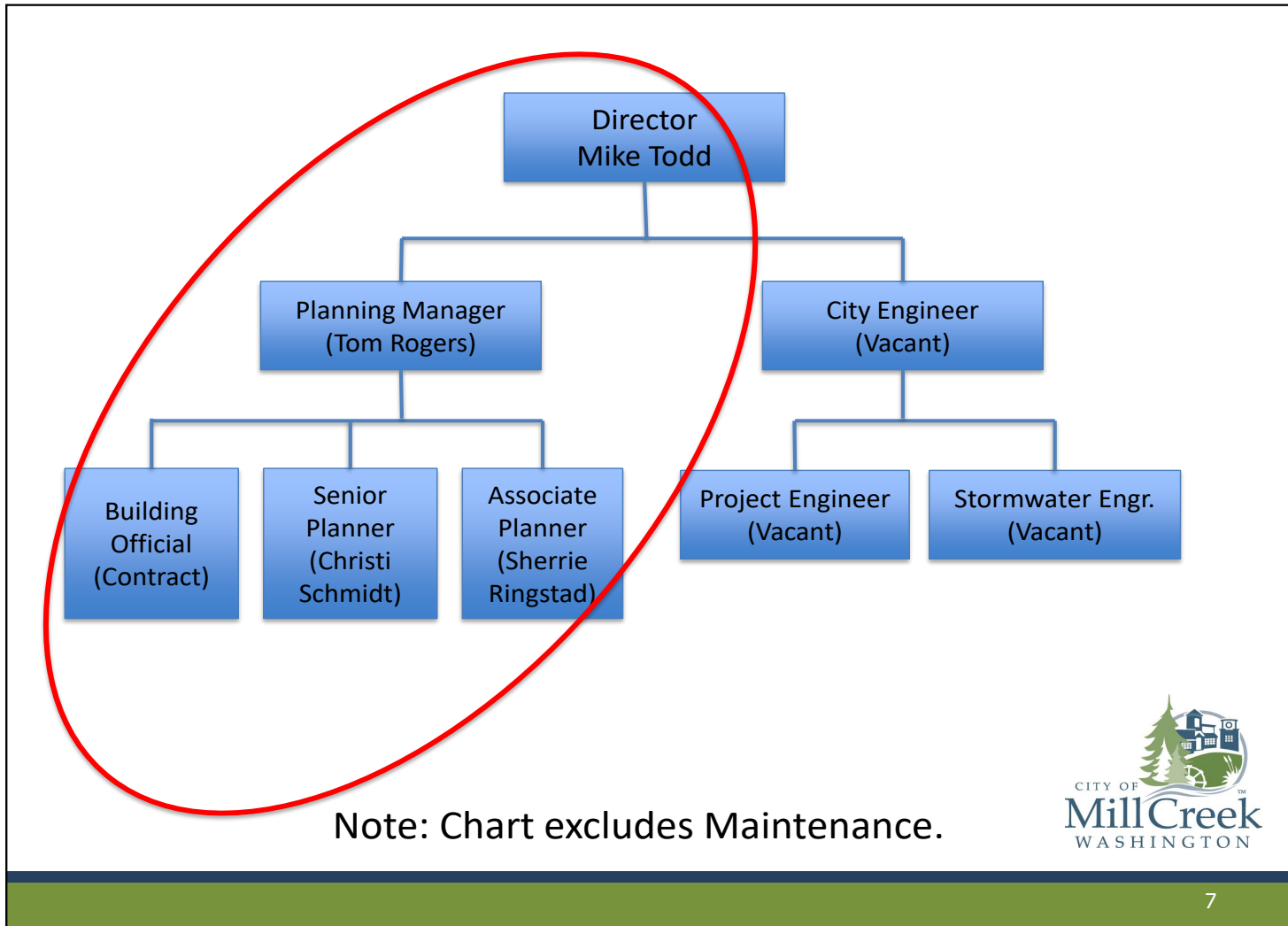
- Tasks (continued)
 - Code enforcement
 - Right-of-Way Permits*
 - Other
- Looking Forward



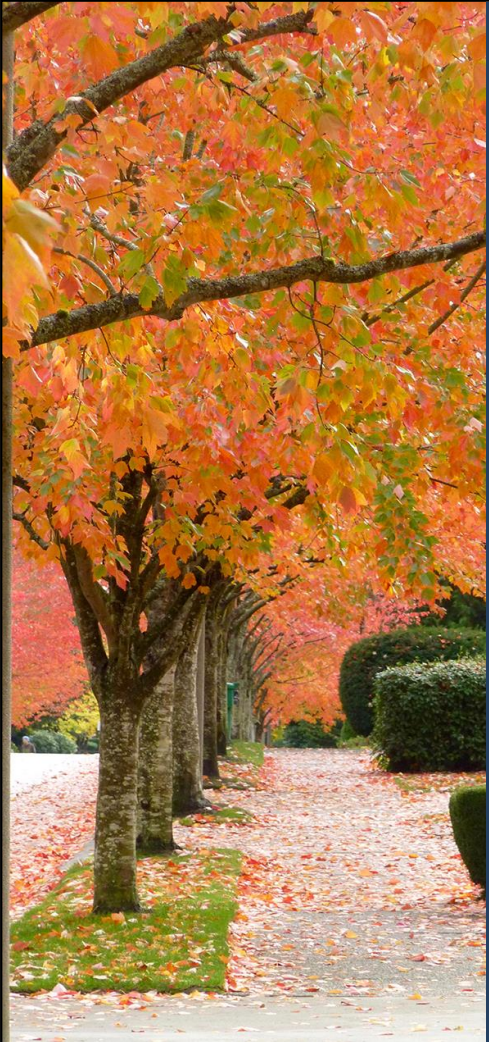
PW/DS Organization Chart







Planning Long Range



2020 Long Range Planning Projects

- Purpose
- Mill Creek Boulevard Subarea Plan
- Snohomish County Comprehensive Plan Update
 - Buildable Lands
 - Countywide Planning Policies
- Revenues - \$0

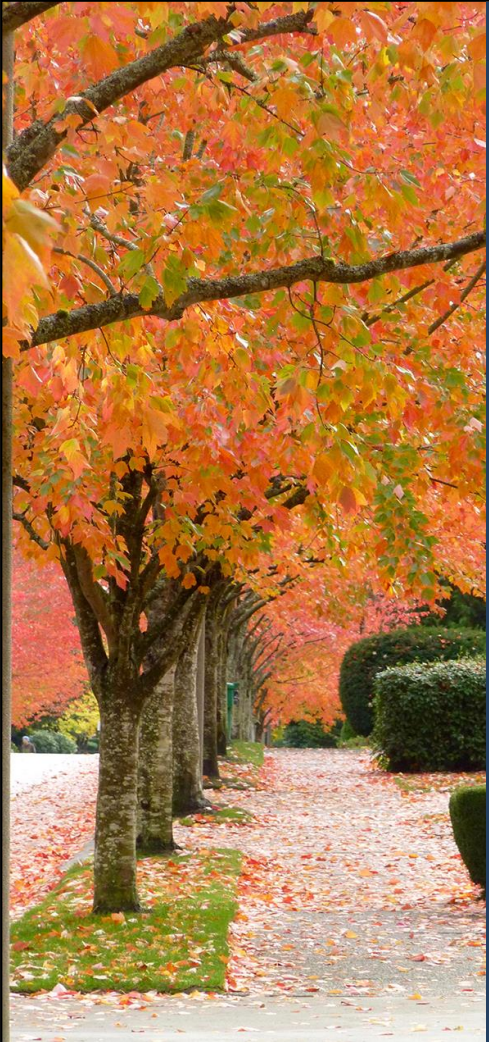


2021 Long Range Planning Projects

- Mill Creek Boulevard Subarea Plan
- DRCC Planning/Support
- Snohomish County Comprehensive Plan Update
 - Countywide Planning Policies
 - Population/Employment Targets
- Revenues -\$0



Planning Land Use Permits



2020 Land Use Permits

- Purpose
- Projects Processed:
 - 1 Final Plat & 1 Final Short Plat
 - 6 Design Review Board Apps
 - 3 Minor Modifications
- Revenues - \$7,683
- Mitigation - \$205,375



2021 Land Use Permits

- Through March 31...
- Projects Processed:
 - Creekside West Final Plat
 - Three Oaks Final Plat
 - 3 Pre-Applications
- Revenues - \$3,507.15
- Mitigation - \$110,374 Pending

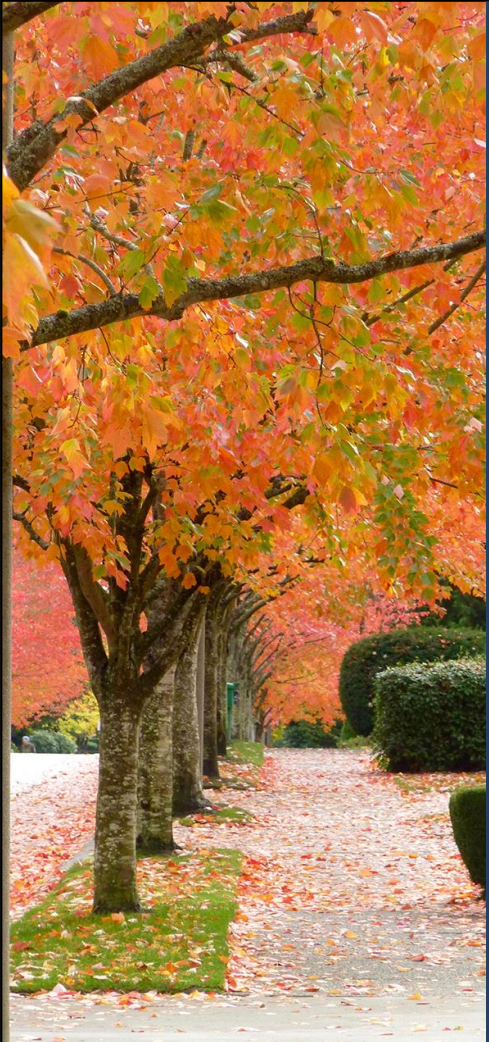


2021 Land Use Permits

- At a Future Council Meeting an Update on Ongoing Construction Projects Will Be Presented



Building Permits/ Inspections



2020 Building Permits

- Purpose
- Building Permits Issued - 690
- Valuation - \$55,594,425
- Revenues - \$593,428



2021 Building Permits

- Through March 31...
- Building Permits Issued - 182
- Valuation - \$8,269,145
- Revenues - \$111,964
- Q1 2020 Comparison - 161 Permits



2020 Building Inspections

- Building Inspections – 1,242



2021 Building Inspections

- Through March 31...
- Building Inspections - 456
- Q1 2020 Comparison - 275 Inspections



Building Permits Processing Snap Shot

Permit Tracking					
Permit #	Applicant	Type	Submittal Date	Status	Plan Check Amount
B2020-0009	Sundown Holdings - Crown Castle	WCF - EFR	1/6/2020	Approved by BHC 1/24/20, permit fees paid - waiting on identification of contractor. Applicant requested that permit be extended.	\$227.24
B2020-0093	Creekside Building	Commercial	2/19/2020	Round) on 2/21/20. Waiting on final Planning Approval and approval of Civil Plans. FD7 approved. Need bonds and mitigation to be paid.	\$4,079.30
B2020-0103	Sundown Holdings - Crown Castle	WCF - EFR	2/20/2020	Approved by BHC 3/25/20 - permit fees paid, waiting on identification of contractor. Applicant requested extension.	\$227.24
B2020-0435	Creekside West Duplex #5	SFD New	8/24/2020	Approved by SafeBuilt and Christi - waiting on okay from Christi to invoice and issue.	\$1,341.11
B2020-0436	Creekside West Duplex #4	SFD New	8/24/2020	Approved by SafeBuilt and Christi - waiting on okay from Christi to invoice and issue.	\$1,222.36
B2020-0440	Creekside 3-Plex	Multi New	8/25/2020	Approved by SafeBuilt and Christi - waiting on okay from Christi to invoice and issue.	\$3,126.53
B2020-0545	7C's Swim School	Commercial	10/26/2020	Review on hold until Applicant pays Plan Review Fee - needs to pay mitigation before issuing	\$5,747.33
B2021-0010	Peabo's Outside Dining	Temporary	1/7/2021	To Bobby and Tom for review, waiting for Engineering	?
B2021-0024	Creekside West 5-Plex	Multi New	1/11/2021	Approved by SafeBuilt and Christi - waiting on okay from Christi to invoice and issue.	\$4,297.70

Building Permits Processing Snap Shot

B2021-0075	Three Oaks Lot 2	SFD	1/28/2021	Mitigation has to be paid before permit is issued. Plans resubmitted and forwarded to Bobby.	\$1,971.74
B2021-0076	Three Oaks Lot 5	SFD	1/29/2021	To Bobby for review, Planning Approved Sherrie, Plan Check Fee Paid (Model Home) Mitigation has to be paid before permit is issued.	\$1,857.08
B2021-0077	Three Oaks Lot 3	SFD	1/29/2021	To Bobby for review, Planning Approved Sherrie, Plan Check Fee Paid (Model Home) Mitigation has to be paid before permit is issued.	\$1,873.46
B2021-0079	Three Oaks Lot 8	SFD	1/29/2021	To Bobby for review, Planning Approved Sherrie, Plan Check Fee Paid. Mitigation has to be paid before permit is issued.	\$1,922.60
B2021-0082	Three Oaks Lot 1	SFD	1/31/2021	Resubmitted and back to Bobby. Mitigation has to be paid before permit is issued.	\$1,787.47
B2021-0103	9th Ave Roof	Commercial	2/10/2021	Bobby comments returned; Tom reviewing	\$108.29
B2021-0119	Union Bank Sign	Sign	2/23/2021	Bobby approved; Sherrie's comments returned to applicant; asked applicant for status - they are waiting to hear back from the bank	\$58.73
B2021-0142	MC Commons Plumbing	Commercial	3/8/2021	Bobby approved, invoiced; holding until Chrristi okays	\$476.39
B2021-0143	MC Commons Mechanical	Commercial	3/8/2021	Bobby approved, invoiced; holding until Christi okays	\$718.67
B2021-0155	The Farm Bldg A4 AES Radio	Fire	3/10/2021	Jason approved, applicant invoiced	\$22.52
21					

Building Permits Processing Snap Shot

B2021-0181	McDonald's Sign	Sign	3/21/2021	To Bobby and Christi for review	\$177.68
B2021-0183	Crestview II Lot 7 Fire Sprinkler	Fire	3/21/2021	Jason approved, applicant invoiced	\$88.47
B2021-0184	McDonalds Demolition	Demo	3/21/2021	To Bobby for review	N/A
B2021-0185	Crestview II Lot 8 Fire Sprinkler	Fire	3/21/2021	Jason approved, applicant invoiced	\$88.47
B2021-0186	Crestview II Lot 9 Fire Sprinkler	Fire	3/21/2021	Jason approved, applicant invoiced	\$88.47
B2021-0188	McDonalds	Commercial	3/21/2021	To Bobby and Christi for review, 2018 Code	\$902.95
B2021-0189	Tan Remodel	Remodel	3/21/2021	Bobby approved -- relates to CE at 2523 133rd Place SE, waiting on electrical; approved, applicant paid - Tom will call CE Contact	\$58.73
B2021-0194	The Farm A2 AES Radio	Fire	3/24/2021	Jason approved, applicant invoiced	\$22.52
B2021-0195	The Farm A1 AES Radio	Fire	3/24/2021	Jason approved, applicant invoiced	\$22.52
B2021-0201	Abero ADU	Remodel	3/29/2021	Christi approved, Bobby reviewing	\$643.60
B2021-0204	Central Market Sprinkler	Fire	3/29/2021	Jason approved, applicant invoiced	\$177.68
B2021-0205	Central Market Sprinkler	Fire	3/29/2021	Jason approved, applicant invoiced	\$157.85
B2021-0209	Central Market Sprinkler	Fire	3/29/2021	Comments returned to applicant	\$397.15
B2021-0212	Clocktower Alarm	Fire	3/29/2021	Review letter from Jason sent to applicant	\$718.67
B2021-0228	Sheppley Remodel	Remodel	4/9/2021	To Bobby for review; Planning review N/A	\$207.42
B2021-0246	Zhang Remodel	Remodel	4/19/2021	To Bobby for review; Sherrie approved for Planning	\$177.68
					\$37,584.37

Building Inspections - Snap Shot

4/15/2021
4:55:24PM

**City of Mill Creek
Permit TRAK Inspections Requested
For the Period 4/16/2021 thru 4/16/2021**

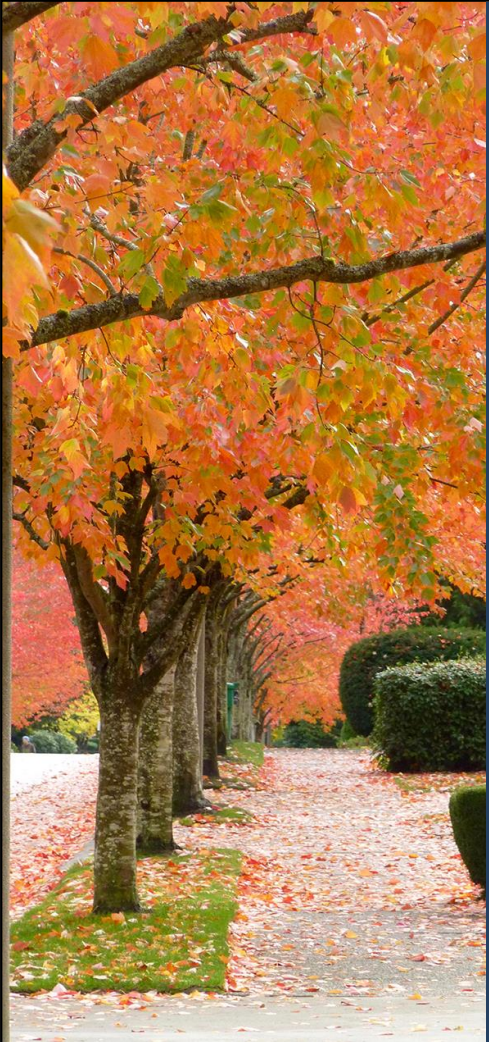
Permit NO Parent Permit	SCHEDULED DT TIME	ADDRESS PARCEL NUMBER TRACT	UNIT NO LOT NO	OWNER NAME Contractor DESCRIPTION	INSPECTION TYPE REMARKS	INSPECTOR
B2020-0556	04/16/2021	13824 NORTH CREEK DRIVE#1404 00959401717030		VICKI LEONE GREENWOOD HEATING & A/C LEONE MECHANICAL	MECHANICAL.FINAL** Requests call at (425) 870-0940	
B2021-0011	04/16/2021	13311 23RD DR SE 28053200201000	4	CRESTVIEW II LLC RM HOMES LLC CRESTVIEW VILLAGE II LOT 4	INT SHEAR NAILING	
B2021-0011	04/16/2021	13311 23RD DR SE 28053200201000	4	CRESTVIEW II LLC RM HOMES LLC CRESTVIEW VILLAGE II LOT 4	EXT SHEAR NAILING	
B2021-0056	04/16/2021	13316 23RD DR SE 28053200201000	16	CRESTVIEW II LLC RM HOMES LLC CRESTVIEW VILLAGE II LOT 16	ROOF DRAIN	
B2021-0056	04/16/2021	13316 23RD DR SE 28053200201000	16	CRESTVIEW II LLC RM HOMES LLC CRESTVIEW VILLAGE II LOT 16	OTHER water service and storm	
B2021-0056	04/16/2021	13316 23RD DR SE 28053200201000	16	CRESTVIEW II LLC RM HOMES LLC CRESTVIEW VILLAGE II LOT 16	FOOTING DRAINS	
B2021-0058	04/16/2021	16327 33RD AVE SE 00868200017300		EDWARD & ANNETTE STROMAN SOUND PLUMBING AND HEATING I STROMAN PLUMBING	ROUGH PLUMBING	
B2021-0136	04/16/2021	1510 166TH PL SE 00847100001800	18	NICHOLAS & DOROTHY CIRELLI BOB'S HEATING & AIR CONDNG CIRELLI MECHANICAL	MECHANICAL.FINAL** Nick 425-402-8094	
B2021-0139	04/16/2021	15306 25TH DR SE 00643000016900	169	BARBARA BEDELL SUNDANCE ENERGY SERVICES INC#virtual please call Kevin at 206-255-3793 BEDELL MECHANICAL	MECHANICAL.FINAL**	
B2021-0172	04/16/2021	2014 163RD ST SE 0076970000300	3	KELLEY A & GORDON J LEBAR VANDER VEEN CONSTRUCTION LEBAR ADDITION	FOUNDATION WALL Inequesting a pm inspection	
B2021-0172	04/16/2021	2014 163RD ST SE 0076970000300	3	KELLEY A & GORDON J LEBAR VANDER VEEN CONSTRUCTION LEBAR ADDITION	FOOTING/SETBACK Inequesting a pm inspection	
B2021-0210	04/16/2021	16219 24TH DR SE 00886800001700		Cecil R Brooks NORTH CREEK ROOFING INC BROOKS RESIDENCE	RE-ROOF FINAL**	

Number of Inspections for : 12

Total Number of Inspections: 12



Tree Removal Permits



2020 Tree Removal Permits

- Purpose
- 206 Permits issued
- Revenues \$0

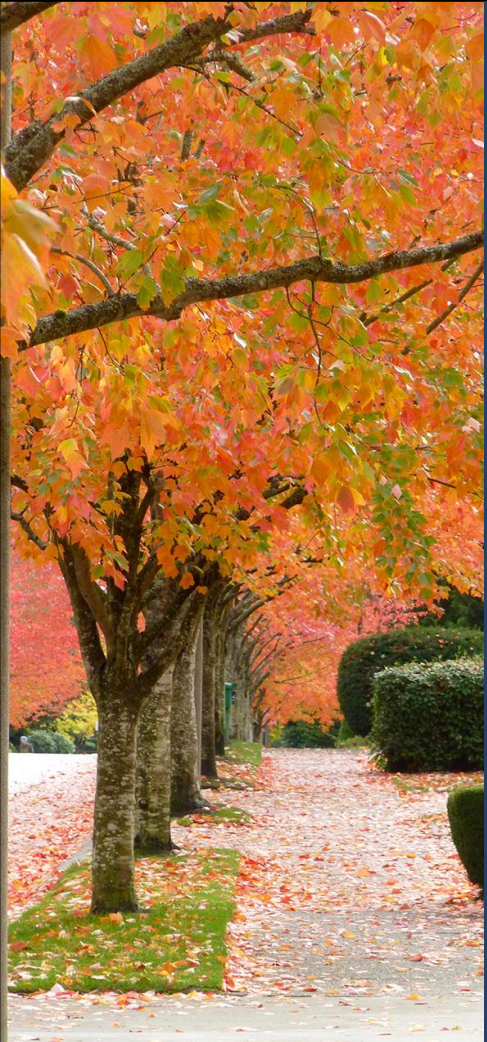


2021 Tree Removal Permits

- Through March 31...
- Permits Issued - 33
- Revenues - \$0
- Q1 2020 Comparison - 27 Permits



Code Enforcement



2020 Code Enforcement Cases

- Purpose
- # Complaints investigated - 70
- # Complaints resolved - 66

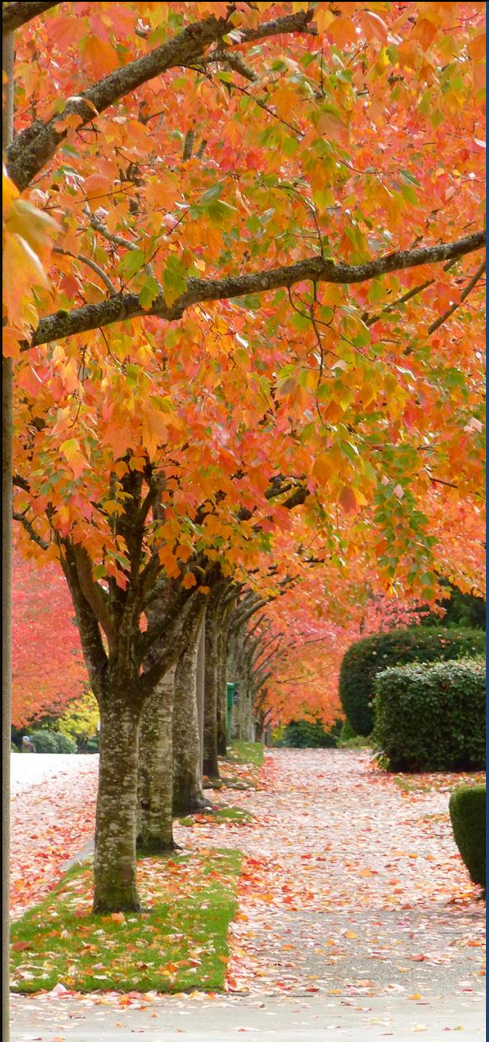


2021 Code Enforcement Cases

- Through March 31...
- Complaints investigated - 13
- Complaints resolved - 5
- Q1 2020 Comparison - 22



Right of Way Permits



2020 R/W Permits

- Purpose
- R/W Permits Issued - 197
- Revenues - \$42,024
- Plan Review Cost - \$4,397* + staff
- Inspections - 264



2021 R/W Permits

- Through March 31...
- R/W Permits Issued -39
- Revenues - \$9,562
- Plan Review Cost - \$3,755
- 25 Inspections*
- Q1 2020 Comparison - 39 Permits

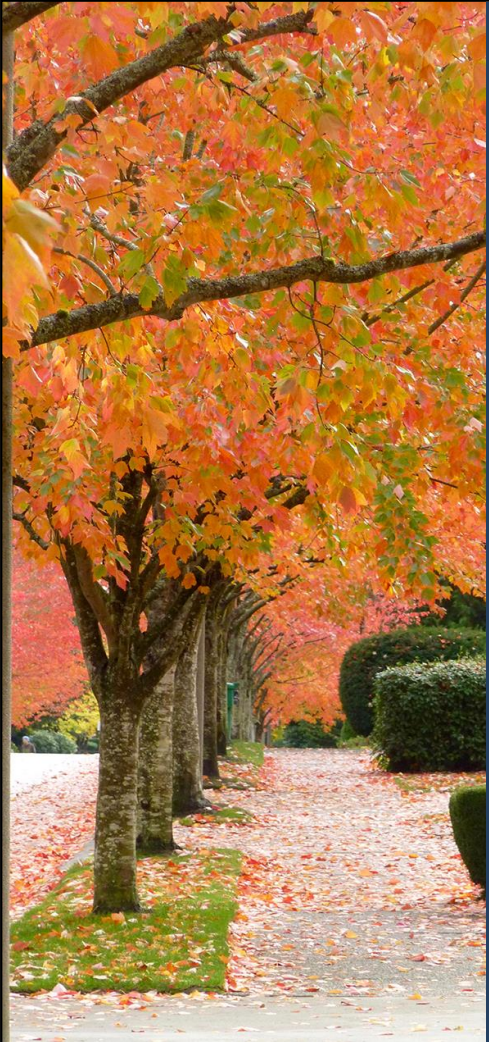


R/W Permits Review - Snap Shot

Permit Tracking		
Permit #	Applicant	Status
RW2020-0196	Calcutta Lane Frontage	Approved by Tom 12/16/20. Applicant indicated they wouldn't be picking up until 2021.
RW2021-0013	Cablecom	Review sent to Perteet 1/26/21; Comments returned to applicant 2/1/21; resubmitted 2/16/21 and forwarded to Perteet, comments returned to applicant 2/23; resubmitted and to Perteet; follow-up email requesting status; Approved by Perteet - to Tom for signature, waiting on insurance and business license
RW2021-0025	Edmundson Comcast	Approved by Tom, Applicant Invoiced, Waiting on Insurance and Business License
RW2021-0033	MC Commons Access	To Tom, Perteet for Review; comments returned to applicant
RW2021-0035	Santa Clara County Subdivision	Issued, Waiting on Perteet Invoice
RW2021-0036	Comcast adjacent to SR527	Approved, applicant invoiced, waiting on insurance and business license
RW2021-0037	Comcast North Creek Roofing	Perteet approved - to Tom for signature, waiting on insurance and business license
RW2021-0038	Murphy's Animal Comcast	Comments to applicant 3/31/21, waiting on resubmittal, waiting on insurance and business license
RW2021-0040	Comcast - NW LMA Fitness	Tom approved, applicant invoiced, waiting on insurance and business license
RW2021-0042	32nd & SHR Ziply	To Perteet for Review; comments returned to applicant 4/8/21, waiting on resubmittal, waiting on business license
RW2021-0043	PSE Casper	Tom approved, applicant invoiced
RW2021-0045	Retaining Wall	To Tom for review - site inspection 4/13
RW2021-0046	Pacific - Thorne	Tom approved, applicant invoiced
RW2021-0047	Pacific - Kim	Tom approved, applicant invoiced
RW2021-0050	Ziply - 805 164th Street SE	To Perteet for review, comments retruned to applicant 4/8, waiting on resubmittal, waiting on business license
RW2021-0052	PSE 9th Ave Bridge	Tom approved; applicant invoiced
RW2021-0053	PUD Annual Permit	Tom approved; applicant invoiced
RW2021-0054	Ton - PSE	Tom approved; applicant invoiced
RW2021-0055	Rohani - Spectra	Tom approved; applicant invoiced
RW2021-0056	Willey - Ziply	Tom approved; applicant invoiced; waiting on business license
RW2021-0057	Zhang - Pacific	Tom approved; applicant invoiced
RW2021-0058	Iqbal - Pacific	Tom approved; applicant invoiced
RW2021-0059	Tran - Pacific	Tom approved; applicant invoiced



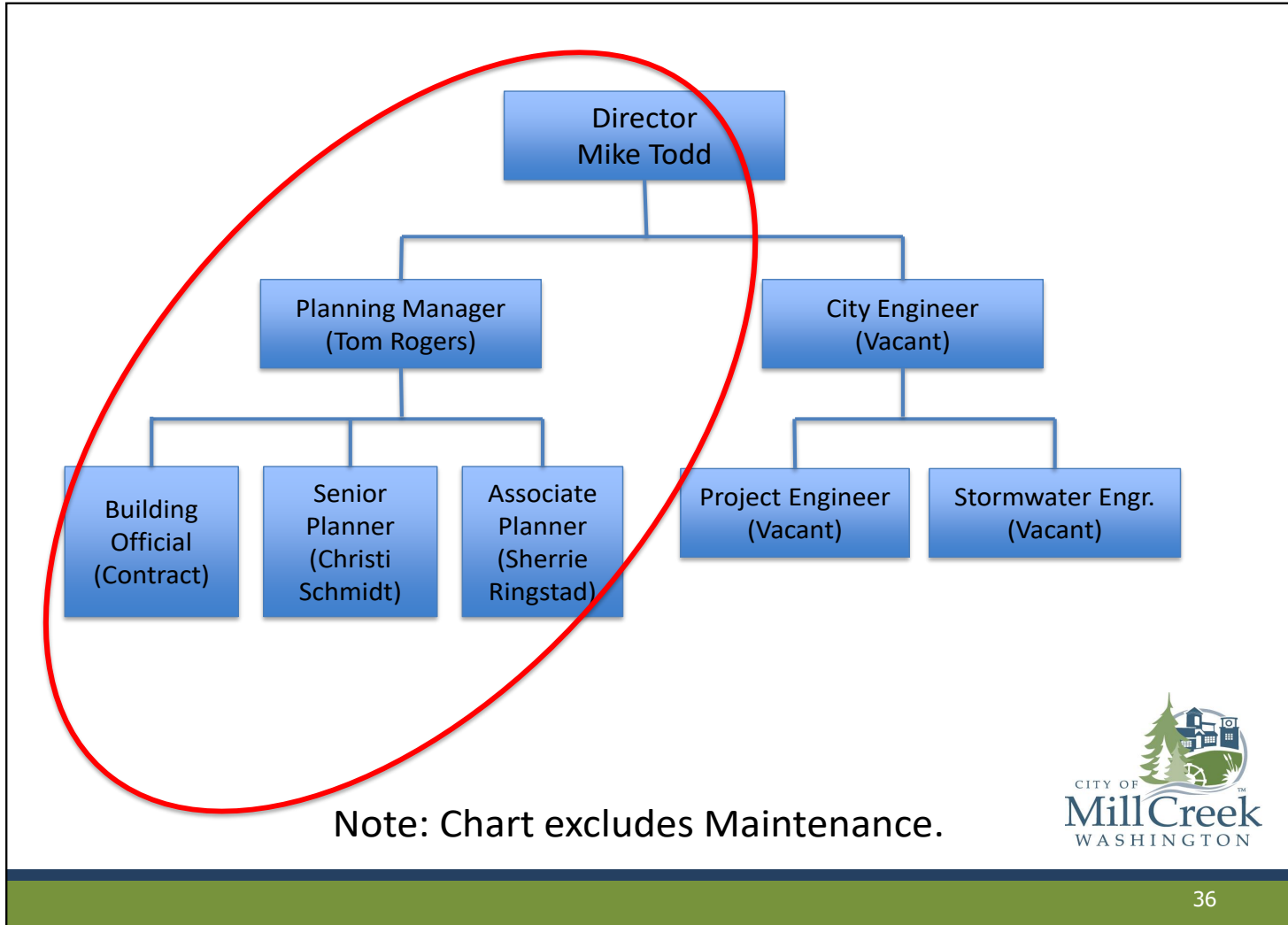
Other Development Services Tasks



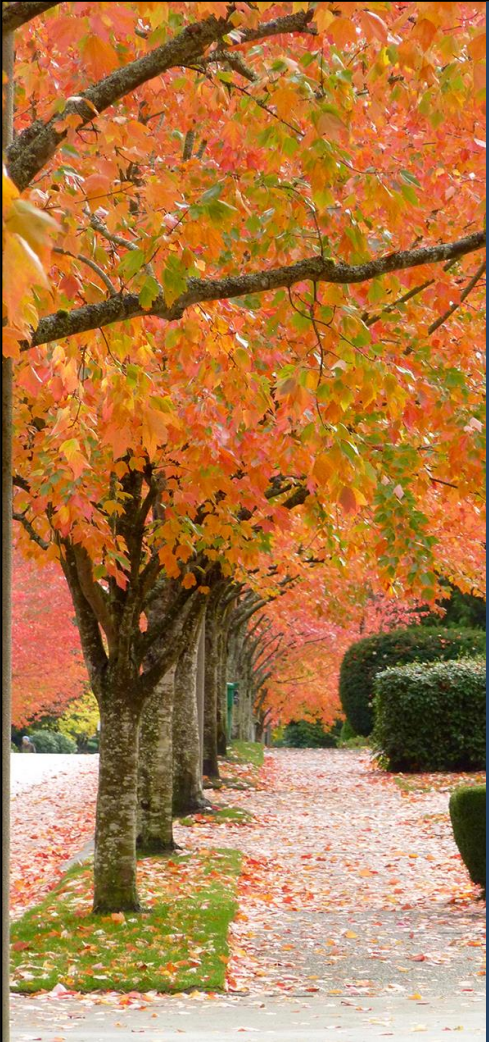
Ongoing Tasks

- Public Works Support
- Administrative Support
 - PC/DRB Packets/Minutes
 - Board Appointments
 - Department Analyst
 - Mandatory Reporting
 - Public Records Requests
 - Other Duties as Assigned...





Looking Forward



Planning For What's Next

- Staffing Turnover
- Building Official/Inspector Position
- Resources to Meet Customer Expectations/Mandatory Requirements
 - 2024 Comp Plan Update
 - MCBS Plan
 - The Farm Buildout (TI Permits)



Tom Rogers
Planning Manager

(425) 921-5721

tomr@cityofmillcreek.com





Meeting Date: April 27, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: **ORDINANCE AMENDING THE MILL CREEK MUNICIPAL CODE RELATED TO ACCESSORY DWELLING UNIT (ADU) REGULATIONS**

PROPOSED MOTION:

Motion to adopt an Ordinance amending Mill Creek Municipal Code Chapters 14.01 and 17.22 relating to Accessory Dwelling Units.

KEY FACTS AND INFORMATION SUMMARY:

The proposed amendments have been initiated by City staff in order to ensure that the Mill Creek Municipal Code (MCMC) is compliant with Engrossed Substitute Senate Bill 6617 (SB 6617) passed by the Legislature in 2020 relating to Accessory Dwelling Unit (ADU) regulations. MCMC Section 17.22.130, currently allows ADUs. To make the MCMC compliant with state regulations, the off-street parking requirement was removed for ADUs within ¼ mile of a major transit stop. In addition, a definition of major transit stop is provided as well as a housekeeping amendment correcting an inconsistency in the MCMC. ESSB6617 requires all jurisdictions to amend their development regulations to adopt these changes no later than July 1, 2021. If a jurisdiction does not make the required changes to its regulations, the mandated revisions required by states 6617 will take effect anyway, and the City's written regulations would be inconsistent with the actual regulations that will be in place.

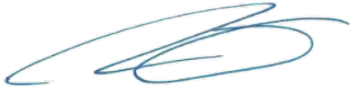
CITY MANAGER RECOMMENDATION:

Adopt the attached ordinance removing the off-street parking requirement for ADUs within ¼ mile of a major transit stop as recommended in Planning Commission Resolution 2021-168.

ATTACHMENTS:

[Ordinance No. 2021 - _____ ADU Regulations Final](#)
[PC Resolution 2021-168_ADU Amendments](#)

Respectfully Submitted:



Michael Ciaravino, City Manager

**CITY OF MILL CREEK, WASHINGTON
ORDINANCE NO. 2021- 872**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILL CREEK,
WASHINGTON, AMENDING MILL CREEK MUNICIPAL CODE CHAPTERS
14.01 AND 17.22 RELATING TO ACCESSORY DWELLING UNITS.**

WHEREAS, RCW 36.70A.040 and 36.70A.120 require the City of Mill Creek (“City”) to adopt development regulations, including zoning regulations, to implement the City’s Comprehensive Plan; and

WHEREAS, Engrossed Substitute Senate Bill 6617 was passed by the State Legislature in March 2020, which requires Washington cities to adopt or amend their development regulations, no later than July 1, 2021, to remove any requirement for the provision of off-street parking for an Accessory Dwelling Unit located within one-quarter mile of a major transit stop; and

WHEREAS, on March 26, 2021, the proposed amendments were submitted by the City to the Washington State Department of Commerce for review, as required by RCW 36.70A.106; and

WHEREAS, on March 29, 2021, the City issued a SEPA threshold Determination of Non-Significance for the proposed amendments to the Development Code; and

WHEREAS, on April 15, 2021, the comment period for the Determination of Non-Significance expired. No comments or appeals were received; and

WHEREAS, notice of a public hearing before the Planning Commission on the proposed amendments was duly posted on the City’s website and published in the Everett Herald on April 2, 2021, pursuant to MCMC Section 14.07.030(A); and

WHEREAS, a staff report to the Planning Commission was prepared to present, analyze, and recommend to the Planning Commission adoption of the proposed amendments to the Development Code; and

WHEREAS, on April 15, 2021, the Planning Commission held a public hearing on the proposed amendments to the development code and adopted Planning Commission Resolution 2021-0168, attached hereto as **Exhibit A** and incorporated it in full by this reference, and the proposed amendments to MCMC Chapters 14.01 and 17.22 and found that the proposed amendments are consistent with the City’s Comprehensive Plan, the Growth Management Act, MCMC Chapter 17.38, and other applicable state and federal law, including the Comprehensive Plan, and will benefit the public health, safety, and welfare.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK,
WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1. The Recitals set forth above are adopted as findings of fact.

SECTION 2. Chapters 14.01 and 17.22 of the Mill Creek Municipal Code are amended as follows:

a. MCMC 17.22.050C. No accessory building shall have a gross floor area greater than 600 square feet, except accessory dwelling units in detached dwellings in accordance with MCMC 17.22.130.

b. MCMC 17.22.130C. Parking. One off-street space is required in addition to the number of spaces required for the primary residence, except for dwelling units within one-quarter mile of a major transit stop, which shall not require an additional space. However, off-street parking can be required if the city has determined that the accessory dwelling unit is in an area with a lack of access to street parking capacity, physical space impediments, or other reasons supported by evidence that would make on-street parking infeasible for the accessory dwelling unit.

c. MCMC 14.01.030 Definitions.

“Major transit stop” means:

1. A stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW;
2. Commuter rail stops;
3. Stops on rail or fixed guideway systems, including transitways;
4. Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or
5. Stops for a bus or other transit mode providing fixed route service at intervals of at least 15 minutes during peak hours of operation.

SECTION 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

SECTION 4. Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener’s errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council this 4th day of May 2021 by a vote of _____ yeas, _____ nays and _____ abstaining.

CITY OF MILL CREEK

By _____
BRIAN HOLTZCLAW, MAYOR

Attest:

By _____
NAOMI FAY, CITY CLERK

Approved as to form:

By _____
GRANT DEGGINGER, CITY ATTORNEY

Date of publication: _____
Effective Date: _____

PLANNING COMMISSION RESOLUTION NO. 2021-168

A RESOLUTION OF THE CITY OF MILL CREEK)
PLANNING COMMISSION, RECOMMENDING) FINDINGS,
APPROVAL TO THE MILL CREEK CITY COUNCIL) REASONS AND
OF AMENDMENTS TO THE MILL CREEK) RECOMMENDATIONS
MUNICIPAL CODE AMENDING CHAPTERS 14.01)
AND 17.22 RELATING TO ACCESSORY)
DWELLING UNITS)

WHEREAS, The Planning Commission is charged with the responsibility for conducting public hearings on proposed regulations concerning the use of land in the City of Mill Creek or amendments to existing regulations and for making recommendations to the City Council for appropriate action on such proposed land use regulations, as set forth in RCW chapter 35A.63 and Mill Creek Municipal Code Chapters 4.10 and 14.03; and

WHEREAS, RCW 36.70A.040 and 36.70A.120, portions of the Growth Management Act, require the City to adopt development regulations, including zoning regulations, to implement the City's Comprehensive Plan; and

WHEREAS, Engrossed Substitute Senate Bill 6617 was passed by the State Legislature in March 2020, which requires Washington cities to adopt or amend their development regulations, no later than July 1, 2021, to remove any requirement for the provision of off-street parking for an Accessory Dwelling Unit located within one-quarter mile of a major transit stop; and

WHEREAS, On March 26, 2021, the proposed amendments were submitted to the Washington State Department of Commerce for review, as required by RCW 36.70A.106; and

WHEREAS, On March 29, 2021, the City issued a SEPA threshold Determination of Non-Significance for the proposed amendments to the Development Code; and

WHEREAS, On April 15, 2021, the comment period for the Determination of Non-Significance expired. No comments or appeals were received; and

WHEREAS, Notice of a public hearing before the Planning Commission on the proposed amendments was duly posted on the City's website and published in the Everett Herald on April 2, 2021, pursuant to MCMC Section 14.07.030(A); and

WHEREAS, A staff report to the Planning Commission was prepared to present, analyze, and recommend to the Planning Commission adoption of the proposed amendments to the Development Code; and

WHEREAS, On April 15, 2021, the Planning Commission held a public hearing on the proposed amendments to the development code; and

WHEREAS, The Planning Commission considered the staff report, attached hereto as **Exhibit A** and incorporated it in full by this reference, and the proposed amendments to MCMC Chapters 14.01 and 17.22 and found that the proposed amendments are consistent with the City's Comprehensive Plan, the Growth Management Act, MCMC Chapter 17.38, and other applicable state and federal law, including the Comprehensive Plan, and will benefit the public health, safety, and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF MILL CREEK AS FOLLOWS:

Section 1: The Planning Commission finds the proposed amendments as described within the Planning Commission staff report, attached and incorporated in full by reference as **Exhibit A**, are consistent with and implement the policies of the Comprehensive Plan, the Growth Management Act, and other applicable state and federal law, and further finds that the proposed Amendments make appropriate provisions for and further the public health, safety and general welfare.

Section 2: The Planning Commission adopts the findings, conclusions, and recommendations contained in the staff report, attached as **Exhibit A**, except as may be expressly modified herein by **Exhibit B**, attached and incorporated in full by reference.

Section 3: The Planning Commission therefore recommends to the City Council adoption of the proposed Amendments as set forth in **Exhibit A** and as may be further modified by specific action of the Planning Commission as set forth in **Exhibit B**.

Passed in open meeting this 15th day of April 2021, by a vote of 4 for, 0 against
and 0 abstaining.

CITY OF MILL CREEK PLANNING COMMISSION



MATTHEW NOLAN, PLANNING COMMISSION VICE CHAIR



TOM ROGERS, PLANNING COMMISSION SECRETARY

ATTACHMENT: Exhibit A – Staff Report
Exhibit B – Planning Commission Motion

G:\PLANNING\wp\Resolutions\2021\PC Resolution 2021-168_ADU Amendments.docx

**EXHIBIT A
DEPARTMENT OF PUBLIC WORKS AND DEVELOPMENT SERVICES
STAFF REPORT
TO THE MILL CREEK PLANNING COMMISSION**

PART I - SUMMARY INFORMATION

- PUBLIC HEARING:** April 15, 2021
- REQUESTED ACTION:** Review of Mill Creek Municipal Code (MCMC) amendments that have been proposed to modify the MCMC to be compliant with recently adopted state regulations regarding Accessory Dwelling Units (ADUs). The amendments remove the off-street parking requirement for ADUs within ¼ mile of a major transit stop. Minor housekeeping amendments are also proposed to add a definition for major transit stop and correct an existing inconsistency in the MCMC. The proposed regulations will apply citywide.
- SITE LOCATION:** City of Mill Creek
- PROONENT:** City of Mill Creek
15728 Main Street
Mill Creek, Washington 98012
- COMPREHENSIVE
PLAN DESIGNATION:** Not applicable.
- ZONING DISTRICT:** Not applicable.

PART II - STATUTORY REQUIREMENTS

SEPA COMPLIANCE:

The proposed amendments to the MCMC are subject to the provisions of the State Environmental Policy Act (SEPA). The City's SEPA Official has determined that the proposed code amendments will not have a probable significant adverse impact on the environment. Thus, an Environmental Impact Statement (EIS) was not required.

On March 29, 2021, a Determination of Non-significance (DNS) was issued on the proposed code amendments. The comment period ended on April 15, 2021. No comments were received.

PUBLIC NOTICE:

Pursuant to Section 14.07.030 Mill Creek Municipal Code (MCMC), a notice of the public hearing was posted on March 31, 2021 on the City's webpage as the Mill Creek City Hall is closed to the public due to the COVID-19 virus and published in the Everett Herald on April 2, 2021. All legal requirements for public notice have been satisfied.

**PART III - DESCRIPTION OF PROPOSED AMENDMENTS
TO THE MILL CREEK MUNICIPAL CODE**

ZONING ORDINANCE AMENDMENT:

The provisions governing amendments to the text of the Development Code are found in Section 17.38.020, MCMC. This section states that text amendments may be initiated by the City Council, the Planning Commission, or City staff. The proposed code amendments have been initiated by staff and are provided in **strikeout format in Attachment 1.**

The proposed amendments have been initiated by City staff in order to ensure that the Mill Creek Municipal Code (MCMC) is compliant with Engrossed Substitute Senate Bill 6617 passed by the Legislature in 2020 relating to Accessory Dwelling Unit (ADU) regulations. MCMC Section 17.22.130, currently allows ADUs. To make the MCMC compliant with state regulations, the off-street parking requirement was removed for ADUs within ¼ mile of a major transit stop. In addition, a definition of major transit stop is proposed as well as a housekeeping amendment correcting on inconsistency in the MCMC.

PART IV – FINDINGS, CONCLUSIONS, AND RECOMMENDATION

The proposed amendments to the City's Municipal Code have been prepared to be consistent with the Growth Management Act, applicable state and federal regulations, the City's Comprehensive Plan, and the City's development code amendment process contained in Chapter 17.38. As reflected below, the proposed amendments have been reviewed for consistency with these requirements and are found to be consistent with applicable local, state and federal regulations.

FINDINGS AND CONCLUSIONS:

1. Engrossed Substitute Senate Bill 6617 was passed by the State Legislature in March 2020, which requires Washington cities to adopt or amend their development regulations to remove any requirement for the provision of off-street parking for an ADU located within one-quarter mile of a major transit stop, no later than July 1, 2021.
2. In accordance with the Mill Creek Municipal Code (MCMC) Chapter 17.38, the City staff has the authority to initiate amendments to the code.

3. On March 26, 2021, the proposed amendments were submitted to the Washington State Department of Commerce for review, as required by RCW 36.70A.106.
4. In accordance to MCMC Chapter 18.04, the proposed code amendments are subject to the provisions of the State Environmental Policy Act (SEPA). The City's SEPA Official has determined that the proposed code amendments will not have a probable significant adverse impact on the environment. Therefore, an Environmental Impact Statement (EIS) was not required.
5. On March 29, 2021, a Determination of Non-significance (DNS) was issued on the proposed code amendments. The comment period ended April 15, 2021. No comments were received and the DNS is deemed final.
6. Pursuant to Section 14.07.030 Mill Creek Municipal Code (MCMC), notice of public hearing was posted on the City's web site on March 31, 2021, and published in the Everett Herald on April 2, 2021. All legal requirements for public notice have been satisfied.
7. In accordance with Chapter 35A.63 RCW and MCMC Chapters 2.04 and 14.03, the City Council is charged with the responsibility of making decisions on amendments to the existing Mill Creek Municipal Code (MCMC) regulations.

STAFF RECOMMENDATION:

Notwithstanding citizen testimony and any revisions made by the Planning Commission, staff recommends that the Mill Creek Planning Commission adopt the preceding findings and conclusions and adopt the attached Resolution recommending to the Mill Creek City Council adoption of the proposed code amendments as set forth in Attachment 1.

ATTACHMENTS:

Attachment 1 – Draft Planning Commission Resolution 2021-168
Attachment 2 – Proposed Amendments to MCMC 17.22 and 14.01

G:\PLANNING\wp\Code Amendments\2020 Code Amendments\ADU\Staff Report.docx

**Attachment 1 – Proposed MCMC Amendments
Relating to Accessory Dwelling Units**

17.22.050 Accessory buildings.

- A. No accessory building shall be located in any front yard setback area.
- B. No accessory building shall be located closer than five feet to any lot line.
- C. No accessory building shall have a gross floor area greater than 600 square feet, except accessory dwelling units in detached dwellings in accordance with MCMC 17.22.130.
- D. No accessory building housing livestock or for storage of malodorous substances shall be located within 40 feet of a lot line or principal building.
- E. The allowable height for accessory buildings is 15 feet for single-story structures and 25 feet for two-story structures. (Ord. 2009-702 § 2 (Exh. C); Ord. 2005-609 § 2)

17.22.130 Accessory dwelling unit.

- A. Application. The owner of a lot or residence intending to develop an accessory dwelling unit shall make application to the department of community development on forms provided by the department. The department shall maintain a file of all approved accessory units and shall submit a periodic report to the city council on the number of accessory units permitted.
- B. Size and Number. An accessory dwelling unit may be permitted in either the primary residence or an accessory building. Accessory dwelling units shall not be less than 400 nor more than 800 square feet, and in any event not more than 30 percent of the gross floor area of the residence. There shall be no more than one accessory unit per lot or principal residence.
- C. Parking. One off-street space is required in addition to the number of spaces required for the primary residence, except for accessory dwelling units within one-quarter mile of a major transit stop, which shall not require an additional space. However, off-street parking can be required if the city has determined that the accessory dwelling unit is in an area with a lack of access to street parking capacity, physical space impediments, or other reasons supported by evidence that would make on-street parking infeasible for the accessory dwelling unit.

D. Appearance. One entrance is allowed on the front or street side for residences with an accessory unit. Additional entrances (if any) shall be located on the rear or sides. Exterior alterations or additions for an accessory dwelling unit shall be consistent with the design of the primary building including matching materials, colors, window style, and existing facade.

E. Allowance in New or Existing Residential. An accessory dwelling unit may be established in either existing or new residences.

F. *Repealed by Ord. 2006-633.*

G. Compliance with Standards. An accessory unit shall comply with all zoning and building code requirements.

H. Water and Sewer. When submitting an accessory dwelling unit application, the applicant must provide documentation from the local water and sewer district that the water supply is potable and of adequate flow and that the existing or proposed sewage system is capable of handling the additional demand placed upon it by the accessory dwelling unit.

I. Home Occupations. A single home occupation is allowed per lot or principal residence containing an accessory unit.

J. Recording. The owner of a lot or principal residence containing an accessory dwelling unit shall record a covenant with the Snohomish County auditor acknowledging the provisions of this section and further acknowledging notice to future owners of the limitations of this section and that failure to comply with the provisions of this section will require restoration of the site to a single-family dwelling. A copy of the covenant shall be provided to the department of community development for review prior to approval of the accessory dwelling unit. (Ord. 2011-723 § 2 (Exh. B); Ord. 2006-633 § 2; Ord. 2005-609 § 2)

"MCMC Section 14.01.030 Definitions

"Major transit stop" means:

1. A stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW;
2. Commuter rail stops;
3. Stops on rail or fixed guideway systems, including transitways;
4. Stops on bus rapid transit routes or routes that run on high occupancy vehicle lanes; or
5. Stops for a bus or other transit mode providing fixed route service at intervals of at least 15 minutes during the peak hours of operation.

**EXHIBIT B
PLANNING COMMISSION MOTION**

MOTION: Commissioner Hamblton moved, seconded by Commissioner Borunda, to adopt Planning Commission Resolution 2021-0168 recommending to the City Council approval of amendments to the Mill Creek Municipal Code Chapters 14.01 and 17.22 relating to Accessory Dwelling Units.



Agenda Item # _____

Meeting Date: April 27, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: DOBSON REMILLARD CHURCH COOK PROPERTY (DRCC)

PROPOSED MOTION:

None.

KEY FACTS AND INFORMATION SUMMARY:

This is a continuation of the brainstorming from the April 13, 2021 City Council Meeting. Karen Reed will facilitate a discussion about future development possibilities for the DRCC properties. Ms. Reed will also ask Councilmembers to identify facilities in the region for comparison.

- How were they financed?
- How are they operated?
- Lessons learned by their operators.

Ms. Reed will collect suggestions and ideas for a better planning name for this project.

CITY MANAGER RECOMMENDATION:

None. Discussion Only.

ATTACHMENTS:

Dobson Remillard Church Cook Property Power point

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Michael G. Ciara vino".

Michael G. Ciara vino
City Manager

Dobson-Remillard-Church-Cook (DRCC) Properties Brainstorming & Discussion

Mill Creek City Council | April 27, 2021



Tonight's discussion:

- Continue brainstorming about the future development possibilities for the DRCC properties
- Identify facilities in the region that you'd like to know more about –*how were they financed? How are they operated? Lessons learned?*
- A new name for DRCC?

Brainstorming ground rules

- No idea is a bad idea.
- Be creative.
- Take risks.
- No criticism allowed.

Brainstorming Question 1

What are some examples of combinations of uses of the property that you see as supporting these principles?

A + B

A + B + C +

2 rounds....

Survey respondents strongest support noted for these adopted Council principles:

The project should be primarily designed for use by a broad range of demographics, a large segment (or all!) of Mill Creek residents. (84% net support)

The project should support and enhance, and not compete with existing businesses in Mill Creek. (65%)

The project should accommodate multiple types of uses on properties. (62%)

Council ideas will be typed in below as the brainstorming proceeds

AGENDA ITEM #F.

Discussion

- What new ideas did you hear?
- What patterns do you see in Council's ideas?
- Top 5 most frequently mentioned uses are...

Discussion

- At our last discussion, we talked about pros and cons of multiple use.

“Pros” identified included:	Cons” identified included:
<ul style="list-style-type: none">• Phasing makes it more affordable• We can meet the needs of more people in the community/ more users!• More types of funding opportunities• We check as many boxes as possible / increase likelihood of community support	<ul style="list-style-type: none">• If project is phased, support could wain for later phases/uses• Increases need for a partner• Scheduling issues on the property/competing interests• Not enough room to do things at optimal scale• Potentially higher cost• Increased traffic to site

- Anything you would add or amend after tonight’s brainstorming on multiple uses for the property?

Brainstorming Question 2

- Focusing on the **Top 5** mentioned uses, can you think of an **example of a similar type of facility in the region** about which you'd like to get more information?
- **Goal:** Identify about 10 facilities – *basis for next informational report to Council*

Brainstorming Question 3

- Is there a more descriptive/exciting name than “DRCC properties”? If so, what are some options?

Next steps (as proposed in March)

- **Facilities study** (high level survey on funding, construction, ownership, operation, lessons learned)
 - Confirm list of facilities & questions with Council -- May
 - Staff will perform the work, and present to Council -- June
- **Needs Assessment**
 - Much more manageable if the scope is narrowed
 - Even if narrowed, may not be able to do this in-house (City has used consultant previously)
- **Panel discussion** with individuals experienced in owning/operating the types of facilities Council wants to hear more about.
 - Will seek Council input on who/what they want to hear from/about...
- **Additional community input**

Discussion

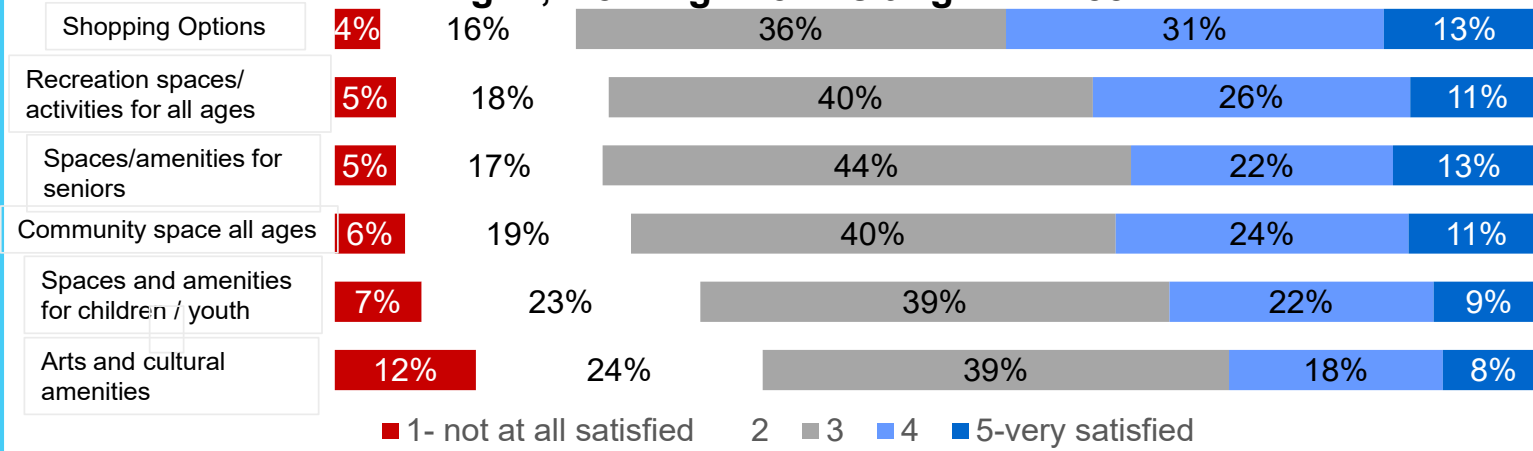
- Would council like to have more extended time to seek to narrow the project scope at a retreat this summer? Or?
- Other ideas about how we proceed from here?

Re-cap and Next Steps

- Staff will develop proposed scope for the high-level Facilities Study based on your input tonight and come back for direction in May

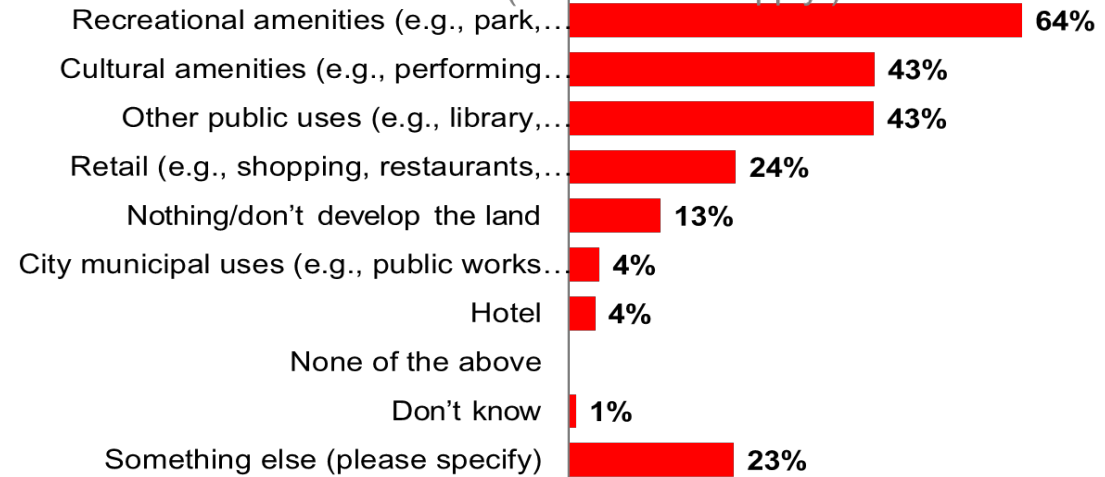
Back up Slides

Q2. Overall, how satisfied are you with the following aspects of living in, working in or visiting Mill Creek?

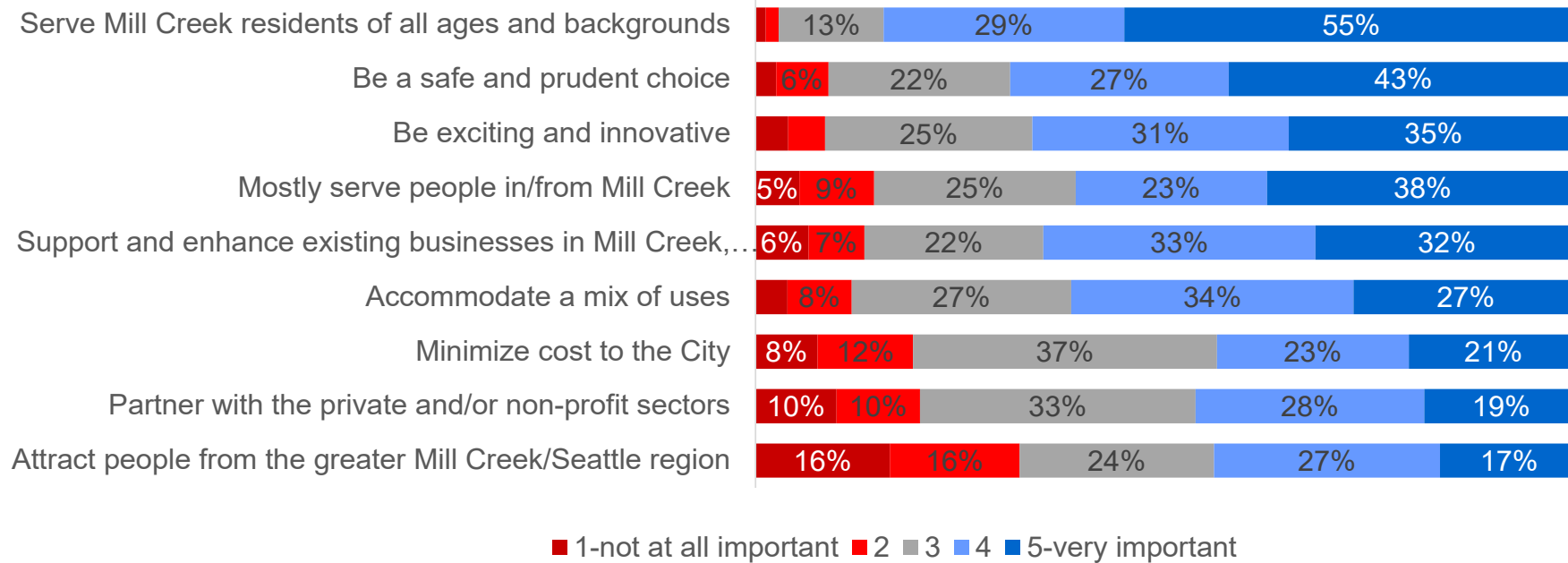


Results from Community Survey, March 2021

Q5. What would you most like to see offered at the DRCC site? (Select all that apply.)



Q4. As the City considers the future of the DRCC site, how important or unimportant are the following characteristics?



Results from Community Survey, March 2021



Date: April 27, 2021

A/P Check Batches		
Dated	Check Numbers	Amount
04/15/2021	63254-63303	\$204,179.27
04/21/2021	ACH Debit-76 Fleet-March	\$4,296.46
Total		\$208,475.73

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 63254 through 63303, and ACH in the amount of \$208,475.73.

We recommend approval of the above stated amount with the following exceptions:

Councilmember

Laurel R. Gipe

Director of Finance

Councilmember

City Manager

F:\DATA\EXECUTIVE\WP\FORMS\FIN\Voucher Approval 1.doc

Payment Details



ACH Name: City of Mill 01	Payment ID: 184883471	Initiated By: comcre02_lagimzo on 2021-04-20 15:23:37
ACH ID: 2911225895	Payment Name: CASH C&D	Last Approved By: comcre02_lagimzo on 2021-04-20 15:30:43
Payment Type: Corporate Payment and Collections (CCD)	Payment Status: Accepted	
Payment Date: 04/21/2021	Template Name: 76	

Transactions

Beneficiary Name	Beneficiary Id	Amount	Debit/Credit	Bank ID	Bank Name	Account Number	Trace #
76 Fleet WEX BANK	0201-00-1059153	4,296.46	Credit	071000288	BMO HARRIS BANK, N.A.	4539508	

	<u>Total Amount</u>	<u>Count</u>
Debits:	0.00	0
Credits:	4,296.46	1
Prenotes:	0.00	0

History

Date/Time (GMT)	Details
04/20/2021 15:23:37	Created 'Corp Pymt & Collect (CCD)' Payment: '184883471' by user 'comcre02_lagimzo'
04/20/2021 15:30:43	Payment status changed from 'Pending Approval' to 'Accepted'.
04/20/2021 15:30:43	Payment '184883471' approved by customer user 'comcre02_lagimzo'.

Apr 20, 2021, 3:33 PM



76 FLEET

Invoice Statement

INVOICE NUMBER: 70951635
 ACCOUNT NAME: City of Mill Creek

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0201-00-105915-3	14800.00	31	MAR-31-2021	APR-22-2021	4296.46

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
MAR-22-2021	Payment - Thank You		4240.97
MAR-31-2021	Fuel Purchases	4314.82	
MAR-31-2021	Service Purchases	8.00	
MAR-31-2021	Other Purchases		8.00
MAR-31-2021	Other Adjustments this Period	10.00	
MAR-31-2021	Rebates and Rebate Reversals		28.36

REMINDER
 PLEASE BE SURE TO INCLUDE REMITTANCE
 STUB WITH PAYMENT. MAIL TO THE
 ADDRESS SHOWN IN THE RIGHT PORTION
 OF THE REMITTANCE STUB.

RECEIVED

APR 12 2021

CITY OF MILL CREEK

APPROVED FOR PAYMENT

Project # ~~001-008-531-70-3200 \$3,241.80~~
~~001-018-518-30-3200 \$ 781.99~~
~~001-014-518-40-3200 \$ 14.00~~
 Bars Code # 103-103-512-30-3200 \$ 55.66
 401-401-531-38-3200 \$ 250.00
 Signature J Gundersen
 Date 04/16/21

The Finance Charge is determined by applying a periodic rate of 7.99%

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
4240.97	4240.97	4324.82	28.36	4296.46

CALL CUSTOMER SERVICE TO PAY BY PHONE
 FEDERAL TAX ID: 841425616

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.

TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT



76 Fleet

P.O. Box 639
 Portland, ME 04104-0639

ACCOUNT NAME	City Of Mill Creek
ACCOUNT NUMBER	0201-00-105915-3
INVOICE NUMBER	70951635
BILL CLOSING DATE	MAR-31-2021
AMOUNT DUE	4296.46
AMOUNT ENCLOSED	
PAYMENT DUE DATE	APR-22-2021

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

Make check payable to: WEX BANK
 To avoid processing delays, remit all payments to:

Fleet Manager
 City of Mill Creek
 15728 Main Street
 Mill Creek, WA 98012



WEX BANK
 P.O. BOX 6293
 CAROL STREAM IL 60197-6293

02010010591534000000429646 210422

Accounts Payable

Checks by Date - Detail by Check Date

User: Jodieg
 Printed: 4/22/2021 3:48 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
63254	ADPLLC 577646421	ADP, LLC ADP Workforce Now 02/28, 03/15, HCM 03/15	04/15/2021		1,313.95
				Total for Check Number 63254:	0.00 1,313.95
63255	INTEGRA 17415138	Allstream T-1 Monthly Chgs - April	04/15/2021		706.09
				Total for Check Number 63255:	0.00 706.09
63256	AMTESTIN 120809	Am Test, Inc 5 - Fecal Coliform Analysis	04/15/2021		125.00
				Total for Check Number 63256:	0.00 125.00
63257	AMAZON 16YF-TWWX-KVDX 1P7L-X9YR-71KD 1PFJ-9NTP-W4KY IRTC-VLLJ-MMNJ	Amazon Capital Services Sneeze Barrier, 6 Cup Holder - Council Dais Credit - Door Handle Replacement - Return Flag Pole Finial Topper Lock Box - MCSP	04/15/2021		46.30 -23.79 48.60 28.66
				Total for Check Number 63257:	0.00 99.77
63258	BCS 2021-2MC 2021-MC1	Bridge Coordination Services DV Services - February 2021 DV Services - January 2021	04/15/2021		2,247.27 2,319.38
				Total for Check Number 63258:	0.00 4,566.65
63259	CABDOW April 2021	Cabot Dow Associates, Inc Labor Relations Services 03/01 - 03/31	04/15/2021		1,400.00
				Total for Check Number 63259:	0.00 1,400.00
63260	CDW 9945708 B164249	CDW Government 10 - Maxell In-Ear Earbuds - Council Chambers 1 - Acrobat Pro License, 2 - Acrobat Std License	04/15/2021		126.19 566.64
				Total for Check Number 63260:	0.00 692.83
63261	COMCAST 849831021072434	Comcast Internet for ITS 04/14 - 05/13	04/15/2021		106.42
				Total for Check Number 63261:	0.00 106.42
63262	DOWELLCN 2021.03.002	Andrea Dowell Prof Svcs - Financial Consultant - March	04/15/2021		2,940.00
				Total for Check Number 63262:	0.00 2,940.00
63263	EVIDENT 178389A	Evident Crime Scene Products Evidence Tape - Property Room/Officers	04/15/2021		263.53

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	178389A1	Use Tax - Evidence Tape - Property Room/Office			-25.04
			Total for Check Number 63263:	0.00	238.49
63264	FELDMAJ 2021-0003	Feldman & Lee, P.S. Public Defense Service - March	04/15/2021		6,262.00
			Total for Check Number 63264:	0.00	6,262.00
63265	GVMNTJOB INV-20395	Governmentjobs.com Inc 1 Year Job Posting	04/15/2021		750.00
			Total for Check Number 63265:	0.00	750.00
63266	GUARDSEC 1122615	Guardian Security AES Radio Monitoring 05/01 - 07/31	04/15/2021		215.48
			Total for Check Number 63266:	0.00	215.48
63267	JANIMALH 001452	Julz Animal Houz 4 Boxes - NWN Frozen Turkey Bars - Hondo	04/15/2021		331.92
			Total for Check Number 63267:	0.00	331.92
63268	KAMINS Pay Est #7	Kamins Construction, Inc SHR Pavement Preservation-Progress Payment #	04/15/2021		66,357.48
			Total for Check Number 63268:	0.00	66,357.48
63269	SHURKLEN 433 433A	Kramer Enterprises, LLC Vehicle Washes - Jan-March 2021 Vehicle Washes - Jan-March 2021	04/15/2021		239.79 71.93
			Total for Check Number 63269:	0.00	311.72
63270	LESSCHW 39500536021 39500537274	Les Schwab Tire Chains - PW11 Flat Tire Repair - PW10	04/15/2021		373.49 49.72
			Total for Check Number 63270:	0.00	423.21
63271	LynnMoto 327311	Lynnwood Motoplex 12K Service, Diag Rifle Lock Failure, Rear Pads	04/15/2021		1,603.67
			Total for Check Number 63271:	0.00	1,603.67
63272	M&MDIST 32516 32516A	M&M Distribution LLC Crack Cleaner & Heat Lance - Repairs on Streets Use Tax - Crack Cleaner & Heat Lance - Repairs	04/15/2021		4,308.40 -409.40
			Total for Check Number 63272:	0.00	3,899.00
63273	NEXTLEV 261850	NextLevel Training, LLC 2 - Red Metal Slide Training Gun w/Lasers	04/15/2021		792.29
			Total for Check Number 63273:	0.00	792.29
63274	NORTHSH 10812	Northshore Senior Center Allocation for Senior Program - 4th Qtr 2020	04/15/2021		1,250.00
			Total for Check Number 63274:	0.00	1,250.00
63275	OMWATT	Ogden Murphy Wallace Attorneys	04/15/2021		

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	848993	Prof Legal Services - Exec - Feb			402.00
			Total for Check Number 63275:	0.00	402.00
63276	OREILLY 2986-291596	O'Reilly Automotive Inc Lights - PW6	04/15/2021		51.21
	2986-291985	De-Icer Controls - Toggle Switch			6.62
	2986-292074	LED Backup Light - PW6			64.71
	2986-293023	Oil Filter - PW9			5.48
	2986-293027	Oil - PW9			213.19
	2986-293131	Transmission Fluid, Oil Filters, Wiper Blades - F			144.55
	2986-293329	Cotter Pin - PW9			3.30
	2986-293329A	Connector - PW6			12.20
	2986-293329B	Performance Tool Firepoint Light - PW Supplies			38.67
	2986-293905	Oil & Filters - PW9			117.96
	2986-294003	Oil & Filters - PW9 & PW10			78.06
			Total for Check Number 63276:	0.00	735.95
63277	PACAIR 38943	Pacific Air Control, Inc. HVAC Replacement - HP-13 & HP-15 - CHN	04/15/2021		24,318.84
			Total for Check Number 63277:	0.00	24,318.84
63278	PACCABCN RW2021-0029	Pacific Cable Construction Inc Refund ROW Permit 80% - RW2021-0029	04/15/2021		120.00
			Total for Check Number 63278:	0.00	120.00
63279	PACFIRSE 77113	Pacific Fire and Security, Inc. Fire & Sprinklers - Apr-June - CHS	04/15/2021		740.35
			Total for Check Number 63279:	0.00	740.35
63280	PACTOP 1-T1164702	Pacific Topsoils, Inc. Dark Fine Mulch - City Hall Landscape	04/15/2021		43.54
			Total for Check Number 63280:	0.00	43.54
63281	SNOCPUD	PUD No. 1 of Snohomish County	04/15/2021		
	108842842	928 Dumas Rd 02/20 - 03/23			112.55
	108847287	Street Lights - 189 Lights - 200W 03/01 - 03/31			1,736.91
	108847992	Street Lights - 386 Lights - 100W 03/01 - 03/31			1,717.70
	118742101	13510 N Creek Dr 02/20 - 03/23			51.25
	118744555	3401 148th St SE 02/25 - 03/29			123.85
	122056901	15720 Main St 02/19 - 03/22			1,783.68
	122060794	2501 147th Pl SE 02/26 - 03/29			17.28
	122065425	16110 1/2 29th Dr SE 03/04 - 04/02			74.56
	138478736	Street Lights - 8 Lights - 200W 03/01 - 03/31			63.04
	138478737	Street Lights - 38 Lights - 250W 03/01 - 03/31			403.18
	138478738	Street Lights - 39 Lights - 400W 03/01 - 03/31			636.87
	138480120	2701 155th St SE 03/02 - 04/01			127.09
	141793605	Street Lights - 49 Lights - 20W 03/01 - 03/31			32.83
	141794469	15601 22nd Ct SE 03/02 - 03/31			20.95
	148416903	1700 Mill Creek Rd 02/28 - 03/31			83.17
	151711416	Street Lights - 91 Lights - 250W 03/01 - 03/31			985.53
	151711417	Street Lights - 843 Lights - 100W 03/01 - 03/31			5,133.87
	154958638	Street Lights - 21 Lights - 400W 03/01 - 03/31			312.90
	158152000	13903 N Creek Dr 02/23 - 03/23			719.47
	158156387	Street Light - 1 Light - 160W 03/01 - 03/31			5.39
	158159108	14729 12th Ave SE 03/05 - 04/05			17.28

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	161322404	Street Lights - 6 Lights - 150W 03/01 - 03/31			34.56
	164532548	15720 Main St Unit B 02/19 - 03/22			342.42
	164538060	Street Light - 1 Light - 240W 03/01 - 03/31			8.08
	164539291	15510 Village Green Dr 03/02 - 03/31			16.20
	167751978	Street Lights - 17 Lights - 100W 03/01 - 03/31			57.29
			Total for Check Number 63281:	0.00	14,617.90
63282	SAFEBLT 0076437-IN	SAFEbuilt LLC Prof Svcs - Plan Review/Bldg Inspection Service	04/15/2021		13,036.96
			Total for Check Number 63282:	0.00	13,036.96
63283	SHANWILS 121993	Shannon & Wilson Inc Prof Svcs - Church Parcel Through 04/03	04/15/2021		2,476.00
			Total for Check Number 63283:	0.00	2,476.00
63284	SILVERL 14112-27585 14737-19068 14969-56155 17679-27345 17684-27596 24079-27593 32140-27632 32141-27633 35995-27914 35996-27914 35997-27914 35998-27914 35999-27914 36000-27914 36016-27914 36025-27914 36026-27914 36365-27593 37034-30017 37680-27914 40191-27914	Silverlake Water District 132nd & SR 527 Irrig 03/01 - 03/31 13617 28th Dr SE Irrig 03/01 - 03/31 13716 Bothell Evt Hwy 03/01 - 03/31 15429 1/2 Bothell Everett Hwy 03/01 - 03/31 15429 Bothell Evt Hwy Irrig 03/01 - 03/31 Hillside Irrig 03/01 - 03/31 13903 N Creek Dr - Irrig 03/01 - 03/31 13903 N Creek Dr 03/01 - 03/31 SR 527 - Irrig 03/01 - 03/31 14600 SR 527 - Irrig 03/01 - 03/31 13800 N SR 527 - Irrig 03/01 - 03/31 1600 SR 527 - Irrig 03/01 - 03/31 15200 SR 527 - Irrig 03/01 - 03/31 15100 N SR 527 - Irrig 03/01 - 03/31 SR 527 & Trillium Blvd - Irrig 03/01 - 03/31 14600 SR 527 - Irrig 03/01 - 03/31 SR 527 & Dumas Rd - Irrig 03/01 - 03/31 Dumas Rd Irrigation 03/01 - 03/31 14721 12th Ave SE - Irrig 03/01 - 03/31 33rd Dr & Northpointe Circle - Irrig 03/01 - 03/31 13401 44th Ave SE - Restroom 03/01 - 03/31	04/15/2021		7.60 7.60 7.60 7.60 7.60 7.60 7.60 174.95 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 22.30 7.60 7.60 68.00
			Total for Check Number 63284:	0.00	402.05
63285	Siskun 436818	Sisken Power Equipment Concrete Saw - Streets	04/15/2021		1,949.59
			Total for Check Number 63285:	0.00	1,949.59
63286	SNOCOM 3444	Snohomish County 911 Dispatch Services - April	04/15/2021		20,238.26
			Total for Check Number 63286:	0.00	20,238.26
63287	SNOCOC 2021-6690 2021-6712	Snohomish County Corrections Jail Service Fees - Jan Jail Service Fees - Feb	04/15/2021		5,774.77 7,431.33
			Total for Check Number 63287:	0.00	13,206.10
63288	SNOCOTRS 00846400099800	Snohomish County Treasurer 2021 Surface Water Mgmt Fee - Pine Meadow P	04/15/2021		200.00

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 63288:	0.00	200.00
63289	SNDPUBIN EDH923613	Sound Publishing Inc Public Hearing - 04/15 Planning Commission M	04/15/2021		46.20
			Total for Check Number 63289:	0.00	46.20
63290	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Premium - MEBT - ER - A:	04/15/2021		3,308.21
			Total for Check Number 63290:	0.00	3,308.21
63291	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem - MEBT - ER Paid - April	04/15/2021		1,726.39
			Total for Check Number 63291:	0.00	1,726.39
63292	STAPLEAD 303893 303893A 303893B 303893C	Staples Advantage Brother Drum Unit, Black Toner - City Clerk 2 - 3 Hole Punch Paper, 2 - Binders - SW HP Inkjet Cartridge - Black, HP Inkjet Cartridge Sheet Protectors, Copy Paper, Disinf. Wipes, Bo:	04/15/2021		148.37 34.21 152.90 316.23
			Total for Check Number 63292:	0.00	651.71
63293	STARDMSV 0124631-IN 0124631-IN1 0124631-IN2 0124631-IN3	Stardom Services Inc March Services - Janitorial - CHS March Services - Janitorial - CHN March Services - Janitorial - Extra Friday Cleani March Services - Janitorial - Extra Friday Cleani	04/15/2021		1,105.40 1,349.60 175.00 125.00
			Total for Check Number 63293:	0.00	2,755.00
63294	STERICYC 3005503073	Stericycle Inc Biomedical Waste Services - Monthly Fee	04/15/2021		10.36
			Total for Check Number 63294:	0.00	10.36
63295	TERMINIX 406326544	Terminix Processing Center Pest Control - WO# 17734588431 - MC Library	04/15/2021		100.56
			Total for Check Number 63295:	0.00	100.56
63296	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations - March	04/15/2021		82.88
			Total for Check Number 63296:	0.00	82.88
63297	USIC 423998 423998A 429534 429534A	USIC Receivables, LLC 47 Ticket Locates/1 CNH/1 AH 02/01 - 02/28 48 Ticket Locates/1 CNH/1 AH 02/01 - 02/28 66 Ticket Locates/2 ENH/1AH 03/01 - 03/31 65 Ticket Locates/2 ENH/1AH 03/01 - 03/31	04/15/2021		1,267.89 1,267.90 1,749.72 1,749.71
			Total for Check Number 63297:	0.00	6,035.22
63298	UULC 1030180 1030180A	Utilities Underground Location Center On-Call Location Services - 69 Tickets On-Call Location Services - 68 Tickets	04/15/2021		88.37 88.36
			Total for Check Number 63298:	0.00	176.73

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
63299	WASTPAT I21005432	Washington State Patrol Background Checks - Passports - March	04/15/2021		42.00
			Total for Check Number 63299:	0.00	42.00
63300	WAVEDIV 102743301000874	WaveDivision Holdings, LLC Fiber Lease - 15728 Main St to 3000 Rockefeller	04/15/2021		641.25
			Total for Check Number 63300:	0.00	641.25
63301	AFSCME March 2021	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME - March	04/15/2021		573.66
			Total for Check Number 63301:	0.00	573.66
63302	GTHENORTH 425745697408189	ZiPLY Fiber CC Line, Fax, Prop Room 03/19 - 04/18	04/15/2021		171.39
			Total for Check Number 63302:	0.00	171.39
63303	ZUMAR 35697	Zumar Industries, Inc. Street Signs - Various	04/15/2021		984.20
			Total for Check Number 63303:	0.00	984.20
			Total for 4/15/2021:	0.00	204,179.27
			Report Total (50 checks):	0.00	204,179.27



Date: April 27, 2021

Payroll Check Batches		
Dated	Check Numbers	Amount
04/09/2021	ACH Wire-Assoc. of WA Cities	\$73,130.22
04/09/2021	ACH Automatic Deposit Checks	\$125,016.30
04/09/2021	ACH Wire- FWT & Medicare Taxes	\$24,071.89
04/09/2021	ACH Wire MEBT- Wilmington Trust	\$19,008.14
04/09/2021	ACH Wire- ICMA RC- Def. Comp	\$3,035.61
04/09/2021	ACH Wire- BAC- Flex Spending Acct	\$1,542.11
04/09/2021	ACH Wire- MCPD Guild Dues	\$1,940.00
Total		\$247,744.27

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of the ACH Automatic Deposit checks and ACH Wire Transfers in the amount of \$247,744.27.

We recommend approval of the above stated amount with the following exceptions:

Councilmember

Laurel Gey

Finance Director

Councilmember

City Manager

AWC Employee Benefit Trust
PO Box 6
C/o Vimly Benefit Solutions, Inc
Mukilteo, WA 98275-0006

MILL CREEK, CITY OF
15728 Main St
Mill Creek, WA 98012-1518

Billing Details

Billing ID: 16917	Month: 04/2021
Customer Ref:	Invoice Date: 03/18/2021

Payment Details

Payment Amount: \$73,130.22 ✓	ACH Payment Ref: N/A
Settlement Date: N/A	Account Type: Checking
Date/Time Paid: 04/08/2021 10:39:11 am	Account Number:
Paid By: Dana Volk	Transaction Number:

Simon has processed your payment request

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:14 Pay Date:04/09/2021 P/E Date:03/31/2021
 Qtr/Year:2/2021 Run Time/Date:19:57:08 PM EDT 04/07/2021

Taxes Debited	Federal Income Tax	18,158.90		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	2,627.01		
	Medicare - ER	2,627.04		
	Medicare Adj - EE	0.06		
	Medicare Surtax - EE	0.00		
	Medicare Surtax Adj - EE	0.00		
	COBRA Premium Assistance Payments	0.00		
	Federal Unemployment Tax	0.00		
	FMLA-PSL Payments Credit	0.00		
	FMLA-PSL ER FICA Credit	0.00		
	FMLA-PSL Health Care Premium Credit	0.00		
	Employee Retention Qualified Payments Credit	0.00		
	Employee Retention Qualified Health Care Credit	0.00		
	State Income Tax	0.00		
	Non Resident State Income Tax	0.00		
	State Unemployment Insurance - EE	0.00		
	State Unemployment Insurance Adj - EE	0.00		
	State Disability Insurance - EE	0.00		
	State Disability Insurance Adj - EE	0.00		
	State Unemployment/Disability Ins - ER	0.00		
	State Family Leave Insurance - EE	219.53		
	State Family Leave Insurance - ER	0.00		
	State Family Leave Insurance Adj - EE	0.00		
	State Medical Leave Insurance - EE	197.68		
	State Medical Leave Insurance - ER	241.67		
	Transit Tax - EE	0.00		
	Workers' Benefit Fund Assessment - EE	0.00		
	Workers' Benefit Fund Assessment - ER	0.00		
	Local Income Tax	0.00		
School District Tax	0.00			
	Total Taxes Debited	24,071.89		
	Full Service Direct Deposit Acct. No	125,016.30		
Other Transfers	Total Amount Debited From Your Account		149,088.19	149,088.19
Bank Debits & Other Liability	Checks	0.00		149,088.19
	Adjustments/Prepay/Voids	(0.06)		149,088.13
Taxes- Your Responsibility	None this payroll			149,088.13

Payment Details Report



Company: City of Mill Creek
Requester: Gimzo, Laurel
Run Date: 04/09/2021 12:21:36 PM CDT

Domestic High Value (Wire)
Payment Category:Urgent/Wire

Status: Confirmed By Bank
Transaction Number:

Template Name: MATRIX/MEBT
Template Code: WILTRUST

Debit Account Information

Debit Bank: 1
Debit Account:
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: MATRIX TRUST COMPANY
Beneficiary Address: NA
Beneficiary City: NA
Beneficiary Postal Code: NA
Beneficiary Country: US - United States of America

Beneficiary Account:
Beneficiary Bank ID:
JPMORGAN CHASE BANK, NA
1111 POLARIS PKWY
COLUMBUS
US - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 19,008.14

Value Date: 04/09/2021

Optional Information

Sender's Reference Number: CITY MILL CREEK

Beneficiary Information: City of Mill Creek n3177e

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: jgunders
Approved: lagimzo
Initial Confirmation:
Confirmation:

Input Time: 04/09/2021 12:07:13 PM CDT
Time: 04/09/2021 12:18:32 PM CDT

Payroll 04/09/2021			
		9,113.93	LEO Total
		749.60	MBX Total
MEBT ER	11,598.68	11,557.15	MEB Total
		95.78	MEB2 Total
MEBT EE	12,444.06	41.53	MME Total
		41.53	MMR Total
Sub-Total	24,042.74	4,344.36	P2E Total
		1,792.14	P3E Total
Less Standard Insurance	(5,034.60)	11,557.15	TER Total
Wire Total	19,008.14	39,293.17	Grand Total

Payment Details -

Payment Details - 2149D0418FU21U50

Domestic High Value (Wire)
Payment Category: Urgent/Wire
Status: Confirmed By Bank
Transaction ID: 2149D0418FU21U50

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

Debit Bank:
Debit Account:
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: ICMA RC
Beneficiary Address: P.O. Box 64553
Beneficiary City: Baltimore
Beneficiary Postal Code: 21284-4553
Beneficiary Country: US - United States of America

Beneficiary Account:
Beneficiary Bank ID: (MANUFACTURERS AND TRADERS TR C
ONE M AND T PLAZA, 15TH FL
BUFFALO
US

Beneficiary Email:
Beneficiary Mobile Number:

Note: For text messages, standard messages and data rates may apply.

Payment Details

Credit Currency: USD
Credit Amount: 3,035.61

Value Date: 04/09/2021

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: jgunders
Approved: lanlmzo
Initial Confirmation:
Confirmation #: 1

Input Time: 04/09/2021 12:04:46 PM CDT
Time: 04/09/2021 12:19:58 PM CDT

This transaction is subject to bank rules and regulations governing such electronic transactions as described in our services agreement. Please keep these numbers handy in case you have any questions regarding this transaction. If any portion of questions, please contact customer service. Thank you.

Payroll Date 04/09/21	ICMA
Fleming, Rodney J	\$ 438.24
Gimzo, Laurel R	\$ 50.00
Hookland, Rebecca J	\$ 137.60
Kidwell, Tyler A	\$ 551.44
LaRose, Scot P	\$ 700.00
Ringstad, Sherrie M	\$ 25.00
Todd, Michael S	\$ 1,083.33
White, Stanley R	\$ 50.00
Total	\$ 3,035.61 ✓

Payment Details Report



Company: City of Mill Creek
Requester: Gimzo, Laurel
Run Date: 04/09/2021 12:24:36 PM CDT

Domestic High Value (Wire)
Payment Category: Urgent/Wire

Status: Confirmed By Bank
Transaction Number

Template Name: Benefit Administration Company
Template Code: BAC

Debit Account Information

Debit Bank: 1
Debit Account:
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: Benefit Administration Company LLC
Beneficiary Address: P.O. Box 550
Beneficiary City: Seattle
Beneficiary Postal Code: 98101-0550
Beneficiary Country: US - United States of America

Beneficiary Account: x
Beneficiary Bank ID: :
SOUND CU
1331 BROADWAY
TACOMA
US - United States of America
Beneficiary Email: sl@baclink.com
Beneficiary Mobile Number: 1.2066251800

Payment Details

Credit Currency: USD
Credit Amount: 1,542.11

Value Date: 04/09/2021

Optional Information

Sender's Reference Number: DayCare / Health

Beneficiary Information: City of Mill Creek
Beneficiary Bank

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: jgunders
Approved: laqimzo
Initial Confirmation: \\\nConfirmation #:

Input Time: 04/09/2021 11:51:30 AM CDT
Time: 04/09/2021 12:23:42 PM CDT

Payroll Date 04/09/21	Deferred Daycare	Deferred Healthcare
Fleming, Rodney J	\$ 0.00	\$ 100.00
Foutch, Bart A	\$ 0.00	\$ 114.58
Heath, Ilia C	\$ 0.00	\$ 114.58
Hughes, Tyrone A	\$ 0.00	\$ 114.00
Lee, Joanna M	\$ 500.00	\$ 25.00
Pigott, Larissa V	\$ 0.00	\$ 114.58
Rasmussen, Kristen A	\$ 208.00	\$ 25.00
Rogers, Thomas B	\$ 0.00	\$ 50.00
Schmidt, Christi A.M.	\$ 0.00	\$ 62.50
Todd, Michael S	\$ 0.00	\$ 20.00
Grand Totals	\$ 708.00	\$ 740.24
Total	\$ 708.00	\$ 740.24
Total Due to BAC	\$ 1,448.24	

Payroll Date 04/09/21

Employee	EE Cont	ER Cont
Gimzo, Laoreal	\$35.00	\$58.87

Grand Total **\$93.87** ✓

Payment Details Report



Company: City of Mill Creek
Requester: Glmzo, Laurel
Run Date: 04/09/2021 12:22:53 PM CDT

Domestic High Value (Wire)
Payment Category: Urgent/Wire

Status: Confirmed By Bank
Transaction Number:
Template Name: GUILD DUES
Template Code: GUILD

Debit Account Information

Debit Bank:
Debit Account:
Debit Account Name: Treas Checking
Debit Currency: USD

Beneficiary Details

Beneficiary Name: Mill Creek Police Officer Guild
Beneficiary Address: PO Box 13261
Beneficiary City: Mill Creek
Beneficiary Postal Code: 98082
Beneficiary Country: US - United States of America
Beneficiary Account:
Beneficiary Bank ID:
BANK OF AMERICA, NA
1424 164TH ST SW
LYNNWOOD
US - United States of America
Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,940.00
Value Date: 04/09/2021

Optional Information

Sender's Reference Number: Police Guild
Beneficiary Information: Police Guild Dues Direct Deposit

Additional Routing

Intermediary Bank ID:
Receiver Information:

Control Information

Input: Jgunders
Approved: laglmzo
Initial Confirmation:
Confirmation:
Input Time: 04/09/2021 12:01:21 PM CDT
Time: 04/09/2021 12:22:27 PM CDT

Police Guild Dues for March 2021

Payroll Name	Guild Dues
Bittinger, Tony M	\$ 100.00
Bridgman, Todd M	\$ 100.00
Conner, Sean A	\$ 100.00
Durkee, Ian M	\$ 100.00
Eikenberry, Tobias	\$ 100.00
Fleming, Rodney J	\$ 100.00
Foutch, Bart A	\$ 100.00
Hughes, Kyle C	\$ 100.00
Hughes, Tyrone A	\$ 100.00
Kidwell, Tyler A	\$ 100.00
LaRose, Scot P	\$ 100.00
Lerma, Nathan S	\$ 100.00
Mack, Jesse H	\$ 20.00
Mundwiler, Rory P	\$ 100.00
Phillips, Robert	\$ 100.00
Schuermeyer, Marc B	\$ 100.00
Smith, Steven C	\$ 20.00
Thompson, Brett L	\$ 100.00
White, Christine D	\$ 100.00
Saga, Joshua L	\$ 100.00
White, Stanley R	\$ 100.00
Grand Totals	
Total	\$ 1,940.00

Mar-21



MINUTES
City Council Regular Meeting

6:00 PM - Tuesday, April 6, 2021
Virtual and Audio Meeting Format during COVID-19 Pandemic

Minutes are the official record of Mill Creek City Council meetings. Minutes summarize the council meeting and documents any actions taken by City Council.

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

VIRTUAL MEETING INFO

- A.** Join Zoom Meeting
<https://zoom.us/j/93258909979>
- Meeting ID: 932 5890 9979
One tap mobile
[+12532158782](tel:+12532158782),,[93258909979](tel:+12532158782)# US (Tacoma)
[+16699006833](tel:+16699006833),,[93258909979](tel:+16699006833)# US (San Jose)

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Steckler

ROLL CALL

Councilmembers Present:
Brian Holtzclaw, Mayor
Vince Cavaleri, Councilmember
Mark Bond, Councilmember
John Steckler, Councilmember
Benjamin Briles, Councilmember
Adam Morgan, Councilmember

Councilmembers Absent:
Stephanie Vignal, Mayor Pro Tem

Councilmember Morgan made a motion to excuse Mayor Pro Tem Vignal from the meeting due to her scheduled vacation. Councilmember Briles seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

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

There were no public comments on items on or not on the agenda.

PRESENTATIONS

**C. Quarterly Update Regarding Legal Expenses
(Grant Degginger, City Attorney)**

City Manager Michael Ciaravino introduced City Attorney Grant Degginger to provide an update on the City's legal expenses and [presentation](#) for the period June 1, 2020 through February 28, 2021.

The following were items discussed:

- The City of Mill Creek's Legal Needs
- Legal Expenses by Category
- Legal Expenses on Public Records Act (PRA) Requests
- Budget vs. Actual Spending
- 2020-2021 Unanticipated Legal Needs
- Cost Comparison of 2020 to 2021
- Cost Reduction Initiatives undertaken to reduce litigation risk.

Council engaged in discussion and Q & A.

[2021.04.06 Council Presentation re Legal Fees](#)

OLD BUSINESS

**D. Ordinance Criminalizing Possession of a Controlled Substance without a Prescription
(Jeff Young, Police Chief & Grant Degginger, City Attorney)**

City Manager Michael Ciaravino introduced City Attorney Grant Degginger who outlined the process for drafting an [ordinance](#) amending Chapter 9.04 of the Mill Creek Municipal Code (MCMC) criminalizing the possession of a controlled substance without a prescription in response to the decision in State v. Blake Case wherein it ruled that the current statute criminalized the possession of controlled substances with a prescription exceeds the state's police power and violates the due process clauses of the state and federal constitutions.

City Prosecuting Attorney Chad Krepps provided content and an overview of the Supreme Court's decision decriminalized simple possession of controlled substances without a prescription. The proposed ordinance would change MCMC to classify it a gross misdemeanor to knowingly possess a controlled substance without a prescription in the City of Mill Creek. Police Chief Jeff Young provided input and answered questions relating to the draft ordinance.

The Council engaged in discussion and Q and A.

The revised ordinance will be presented at the next City Council Regular Meeting on the April 13, 2021 agenda for Council to take action.

[Draft Possession Ordinance](#)

E. Proclamation of Emergency Extension
(Michael Ciaravino, City Manager)

City Manager Ciaravino requested to extend the Proclamation of Emergency relating to the COVID -19 pandemic to May 4, 2021.

Council engaged in discussion of whether to open City Hall to the public.

City Manager Ciaravino provided an overview of the various elements that will need to be addressed in considering re-opening City Hall and the current mandates for modified in-person meetings that stipulate a maximum of 50% of the room's capacity, six-foot social distance, and mask wearing. Manager Ciaravino listed the efforts the City has made with technology and safety precautions in order to reopen Council Chambers for modified in person meetings. A meeting link will remain available to all who wish to attend and participate in Council meetings virtually.

Manager Ciaravino requested a motion to extend the emergency proclamation through May 4, 2021 in order to address health, safety and procedural matters in an appropriate timeline.

Council engaged in Q&A and discussion

Councilmember Bond made a motion to extend the City Manager's emergency proclamation until May 4, 3031. Councilmember Morgan seconded the motion.

Council engaged in discussion.

Councilmember Morgan made a motion to amend the motion extending the Proclamation of Emergency until April 13, 2021. Councilmember Cavaleri seconded the motion. The motion passed unanimously as amended.

April 6, 2021 CITY COUNCIL REGULAR MEETING MINUTES

[Proclamation of Emergency COVID 19 MARCH 2021](#)

NEW BUSINESS

- F.** Snohomish County Inter Local Agreement (ILA) for Jail Services
(Jeff Young, Police Chief)

City Manager Michael Ciaravino began the discussion by declaring his intentions to bring all interagency or Interlocal agreements (ILA) before Council as a measure of transparency.

Mill Creek Police Chief Jeff Young updated Council on the proposed renewal of the contract with the Snohomish County Sheriff's Office (SCSO) to detain persons arrested or convicted of various crimes. The contract term is from January 1, 2021 through December 31, 2023.

Council engaged in Q and A.

Councilmember Cavaleri made a motion to authorize the City Manager to execute the interlocal agreement for jail services between Snohomish County and the City of Mill Creek. Councilmember Morgan seconded the motion. The motion passed unanimously.

[Snohomish County ILA for Jail Services - Pdf](#)

- G.** Letter of Support for County 164th and I-5 Interchange Project
(Mike Todd, Director of Public Works and Development Services)

Public Works and Development Services Director Mike Todd provided an overview of a Letter of Support for County 164th and I-5 Interchange Project Funding Request on behalf of the City Council.

U.S. Senators and Congressional Representatives have reached out to Cities and Counties regarding shovel ready transportation projects that are eligible for federal funding recently announced in response to COVID - 19 pandemic.

Mill Creek does not have any applicable projects under this program but has long been a supporter and contributor to the Regional Transportation Priority List. Snohomish County has selected some projects from that list to submit to the process; one of those being the 164th and I-5 Interchange Improvement Project. In the longer term, when Bus Rapid Transit comes to 164th in 2024, the proposed improvements will be of great benefit to Mill Creek citizens and the broader South Snohomish County community to make cars, bikes, pedestrians, and transit all move more smoothly and safely.

Council engaged in Q and A.

Councilmember Cavaleri made a motion to authorize the Mayor to sign the letter of support for Snohomish County's 164th and I-5 Interchange Project Funding Request on behalf of the City Council. Councilmember Briles seconded the motion. The motion passed unanimously.

April 6, 2021 CITY COUNCIL REGULAR MEETING MINUTES

[Letter of Support for County 164th and I-5 Interchange Project -R1](#)

Councilmember Cavaleri made a motion to extend the regular meeting to 9:30 PM. Councilmember Briles seconded the motion. The motion passed unanimously.

STUDY SESSION

- H.** Governance Manual- Session 3: Rules Governing the Conduct of Council Meetings
(*Grant Degginger, City Attorney*)

City Attorney Grant Degginger facilitated Study Session No. 3 on the proposed revisions to the City of Mill Creek's Governance Manual - Articles 7, 8 and 9. The following items were discussed and proposed for revision:

Article 7 - Preparation for Council Meetings

- Revisions to 7.1 - Formalize procedures
- Revisions to 7.5 - Electronic delivery of Council packet

Article 8 - Rules of Order for Council Meetings

- 8.1 - Parliamentary Procedure - Roberts Rules of Order
- 8.2 - Motions
- 8.3 - Voting
- 8.7 - Conduct of Council Meetings
- 8.10 - Public Comment

Article 9 - Use of the Manual and Its Rules

A review draft of the Governance Manual will be available in May.

Council engaged in discussion and Q and A.

[Governance Manual Study Session Agenda Summary 04.06.21](#)

[Mill Creek GM Power Point](#)

[Mill Creek Revised - Proposed Revision to Articles 7,8 and 9](#)

[MRSC - Parliamentary Procedure_ A Brief Guide to Robert's Rules of Order](#)

[Governance Manual Complete](#)

CONSENT AGENDA

- I.** City Council Meeting Minutes of March 23, 2021 and City Council Special Meeting of March 31, 2021.

[City Council Regular Meeting - 23 Mar 2021 - Minutes](#)

[City Council Special Meeting - 31 Mar 2021 - Minutes](#)

Councilmember Steckler made a motion to approve the Consent Agenda. Councilmember Morgan seconded the motion. The motion passed unanimously.

April 6, 2021 CITY COUNCIL REGULAR MEETING MINUTES

REPORTS

J. Mayor/Council

Mayor Holtzclaw reported on the following:

- The next Mayor and Mayor Pro Tem Coffee Chat to be held on Tuesday, April 20, 2021
- Further context to the Letter of Support for County 164th and I-5 Interchange Project
- Letter of Support as per an AWC request - Council agreed not to sign letter of support at this time.

Councilmember Steckler reported on the following:

- Appreciation for Representative Lovick and Representative Berg's presentation at the March 23, 2021 meeting.
- A dangerous stretch of road on Bothell-Everett Highway north of 164th and efforts needed to make it safer.
- A request for an update on the potential graduation parade event

Councilmember Briles reported on the following:

- His family's enjoyment at the Eggstravaganza Event and gratitude to staff and volunteers.

K. City Manager

City Manager Michael Ciaravino reported on the following:

- Staff is working internally to plan the graduation parade using last year's template if the high school does not have an in-person graduation ceremony. More information will be forthcoming.
- Budget books are in Councilmembers' mailboxes at City Hall.

L. Staff

- Bridge Coordination Services Agreement Update
(Jeff Young, Police Chief)
- Surface Water Management Plan (SWAMP) Update
(Mike Todd, Director of Public Works & Development Services)

Chief of Police Jeff Young briefed Members of Council on the critical services provided by Bridge Coordination Services. The Police Department contracts with Bridge Coordination Services for domestic violence and crime victim advocate services. Chief Young recommends that the current service agreement be renewed until 12/31/21 and requested Council's approval.

Councilmember Cavaleri made a motion to approve the renewal agreement Bridge Coordination Services. Councilmember Bond seconded the motion. The motion passed unanimously.

Public Works and Development Services Director Mike Todd provided an update on the City's Surface Water Management Plan (SWMP) and the NPDES Permit status. More information can be found [here](#).

AUDIENCE COMMUNICATION

- M.** Public comment on items on or not on the agenda
Barb Heidel, a Mill Creek resident commented on City legal expenses and requested more detail.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 9:11 PM

Brian Holtzclaw, Mayor

Naomi Fay, City Clerk



MINUTES
City Council Regular Meeting

6:00 PM - Tuesday, April 13, 2021
Virtual and Audio Meeting Format during COVID-19 Pandemic

Minutes are the official record of Mill Creek City Council meetings. Minutes summarize the council meeting and documents any actions taken by City Council.

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

VIRTUAL MEETING INFO

Join Zoom Meeting
<https://zoom.us/j/93941768527>

Meeting ID: 939 4176 8527
One tap mobile
[+12532158782](tel:+12532158782),[93941768527#](tel:+193941768527) US (Tacoma)
[+16699006833](tel:+16699006833),[93941768527#](tel:+193941768527) US (San Jose)

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Holtzclaw.

ROLL CALL

Councilmembers Present:
Brian Holtzclaw, Mayor
Stephanie Vignal, Mayor Pro Tem
Vince Cavaleri, Councilmember
Mark Bond, Councilmember
John Steckler, Councilmember
Benjamin Briles, Councilmember
Adam Morgan, Councilmember

Councilmembers Absent:

RECESS TO EXECUTIVE SESSION

- A.** Without objection, Mayor Holtzclaw amended the agenda to recess to executive session at the beginning of the meeting to discuss potential litigation pursuant to RCW 42.30.110(l)(i) and one security item pursuant to RCW 42.30.110(a).

April 13, 2021 CITY COUNCIL REGULAR MEETING MINUTES

At 6:02 p.m., Council recessed into executive session for 15 minutes.

At 6:17 p.m., Council extended the executive session to 6:22 PM.

At 6:22 p.m., Council extended the executive session to 6:27 PM.

At 6:27 p.m., Council extended the executive session to 6:32 PM.

At 6:32 p.m., Council extended the executive session to 6:37 PM.

At 6:37 p.m., Council reconvened the regular meeting.

AUDIENCE COMMUNICATION

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

Melissa Duque, Park and Recreation Board Chair, requested that the appointments for the Park & Recreation and Planning Board be moved up on the agenda to accommodate candidates.

Wil Nelson, a Mill Creek resident, spoke about potential population growth in the Mill Creek area.

Carmen Fisher, a Mill Creek resident, spoke about city employees' health and safety while considering the reopening of City Hall.

Without objection Mayor Holtzclaw amended the agenda items regarding appointments to come before Old Business.

PRESENTATIONS

C. Earth Day Proclamation

Mayor Holtzclaw read a [proclamation](#) declaring April 22, 2021 Earth Day in the City of Mill Creek.

[Earth Day 2021](#)

NEW BUSINESS

**D. Planning Commission Board Appointments
(Mayor Holtzclaw and Councilmember Morgan)**

Councilmember Morgan began the discussion by stating that the Planning Commission had two open positions with terms running from May 1, 2021 through April 30, 2024 and thanked all who applied.

April 13, 2021 CITY COUNCIL REGULAR MEETING MINUTES

Councilmember Morgan made a motion to appoint Pietra Gaebel and Sean Paddock to the Planning Commission. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

[Appointments to the Planning Commission - Pdf](#)

- E. Park and Recreation Board Appointments
(Mayor Pro Tem Vignal, Councilmember Cavaleri and Councilmember Briles)

Councilmember Cavaleri thanked all who applied for the vacancy on the Parks and Recreation Board with the term ending October 31, 2021.

Councilmember Cavaleri made a motion to appoint Tannis Golebiewski to the Park and Recreation Board. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.

[4.13.21 Park Board Agenda Summary](#)
[Interview Schedule & Applications 4.12-13.21 Redacted](#)

OLD BUSINESS

- F. Proclamation of Emergency Extension
(Michael Ciaravino, City Manager)

City Manager Michael Ciaravino presented a phased approach plan for reopening City Hall due to the ongoing health crisis and the safety of both citizens and City employees. Manager Ciaravino discussed the following:

- Services the City provided throughout the pandemic
- Services that were interrupted by the pandemic
- Requirements for re-opening City Hall
- Key challenges to opening City Hall

Given the complexities and challenges, the City will be in a position to safely reopen City Hall on a phased reopening approach under the following schedule:

- April 27, 2021 - City Council and the public will attend their first in-person Council meeting session at City Hall and continues in-person attendance in Council Chambers in City Hall thereafter.
- May 31, 2021 - Passport Office and Fingerprinting resume.
- June 28, 2021 - subject to State laws and a positive public health track, City Hall will be fully reopened with all staff resuming employment on-site, with certain exceptions.

Council engaged in discussion and Q and A.

Councilmember Cavaleri made a motion to extend the City Manager's Proclamation of Emergency through June 30, 2021 with the following exceptions:

April 13, 2021 CITY COUNCIL REGULAR MEETING MINUTES

1. **City Council and the public will be able to attend their first in-person Council meeting session at City Hall on April 27, 2021 and continue to do so thereafter.**
2. **Passport Office and Fingerprinting services resume by May 31, 2021;**
3. **City Hall will be fully reopened by June 28, 2021 with all staff resuming employment on-site, with certain exceptions, subject to State laws and a positive public health track.**

Councilmember Morgan seconded the motion. The motion passed unanimously.

[Final 2021.04.13 Agenda Summary Proclamation of Emergency Proclamation of Emergency COVID until APRIL 13, 2021](#)

- G.** Ordinance Criminalizing Possession of a Controlled Substance without a Prescription (*Jeff Young, Police Chief & Grant Degginger, City Attorney*)

Police Chief Jeff Young, City Attorney Grant Degginger and Prosecuting Attorney Chad Krepps discussed the proposed ordinance amending Chapter 9.04 of the Mill Creek Municipal Code (MCMC) making simple possession of a controlled substance a gross misdemeanor in the City of Mill Creek.

Council engaged in Q and A.

Councilmember Cavaleri made a motion to pass ordinance 2021-871 making drug possession a misdemeanor in the City of Mill Creek. Councilmember Bond seconded the motion.

Council engaged in discussion and Q and A.

Mayor Pro Tem Vignal made a motion to table the proposed legislation indefinitely. Councilmember Briles seconded the motion. The motion failed 3-4 with Mayor Holtzclaw, Councilmember Bond, Councilmember Cavaleri and Councilmember Morgan in opposition.

Councilmember Cavaleri made a motion to amend his original motion by removing the emergency clause in the last recital and section 5 from the proposed legislation. Councilmember Bond seconded the motion. The motion passed 6-1 with Councilmember Briles in opposition.

Council engaged in discussion.

The amended motion passed 4-1-2 with Mayor Pro Tem Vignal in opposition and Councilmembers Steckler and Briles abstaining.

[Agenda Summary for Controlled Substance 4.13.21 Possession Ordinance w2021 - 871](#)
[Possession Ordinance w. deleted Marijuana provisions CLEAN](#)
[Possession Ordinance w marijuana provisions deleted MARKED](#)

April 13, 2021 CITY COUNCIL REGULAR MEETING MINUTES

STUDY SESSION

- H. Dobson Remillard Church Cook Property (DRCC) Community Needs and Opinion Survey Results
(Consultants Karen Reed & Vanessa Lund)

City Manager Michael Ciaravino introduced Consultants Karen Reed and Vanessa Lund who presented the results of the online survey which gathered community input on needs and opinions as they relate to potential uses of the DRCC site. The survey was conducted between March 15 and March 31, 2021.

Consultant Vanessa Lund discussed the DRCC survey including:

- Research Purposes - Public engagement.
- Methodology of the survey - Online survey with 11 questions.
- Distribution of the survey - Social media, City's website, community groups.
- Number of respondents was 1,210 with 6 out of 10 respondents being Mill Creek residents.
- Included both closed and open-ended questions.
- Summary of the overall survey results.
- Recommendations for continued community engagement.

Council engaged in discussion and Q and A.

Councilmember Morgan made a motion to extend the regular meeting to 9:30 PM. Councilmember Briles seconded the motion. The motion passed unanimously.

Consultant Karen Reed facilitated a discussion with Council noting that the point of the survey was to test some of the initial Council guiding principles and identify community preferences for development of the DRCC properties.

- The survey may allow for refinement of thinking/scope going forward.
- Brainstorming goes the other direction—Expansive thinking.
- Consider what Council's takeaways are (if any) in terms of project scope refinements, and then brainstorm within those refinements.

Council engaged in Q and A.

Another study session on the DRCC property development will be held on April 27, 2021.

[DRCC Survey Results - Pdf](#)

CONSENT AGENDA

- I. Approval of Checks #63213 through #63253 and ACH Wire Transfers in the Amount of \$246,354.09
(Audit Committee: Councilmember Morgan and Councilmember Bond)
[04-13-21 AP Voucher](#)
- J. Payroll and Benefit ACH Payments in the Amount of \$197,695.63

April 13, 2021 CITY COUNCIL REGULAR MEETING MINUTES

(Audit Committee: Councilmember Morgan and Councilmember Bond)

[04-13-21 Payroll Voucher](#)

- K.** City Council Meeting Minutes of April 6, 2021
[City Council Regular Meeting - 06 Apr 2021 - Minutes](#)

Councilmember Steckler asked that the April 6, 2021 meeting minutes be removed from the consent agenda.

Councilmember Bond made a motion to approve the consent agenda, items H and I. Councilmember Morgan seconded the motion. The motion passed unanimously.

REPORTS

L. Mayor/Council

Mayor Holtzclaw reported that the next Mayor/Mayor Pro Tem Coffee Talk will be held on April 20, 2021 at 6:00 PM.

Mayor Pro Tem Vignal reported on the following:

- A bear sighting in a Mill Creek neighborhood.
- The upcoming Coffee Talk and reminded citizens that they can submit questions prior to the event.

Councilmember Steckler reported on the following:

- A reminder that the electronics recycling event will be held on May 2, 2021 at City Hall North from 10:00 AM to 2:00 PM.
- A clarified request to have a parade for graduating seniors whether or not they are having a formal graduation ceremony.

Councilmember Morgan announced that he will likely attend the Coffee Chat.

M. City Manager

- Volunteer Earth Day/Spring Clean Up Event Update
- Electronic Recycling Event Update
- Memorial Day Parade Update
- Graduation Car Parade Update

[Council Planning Schedule 04.12.21](#)

City Manager Michael Ciaravino reported on the following:

- Mill Creek's Community Service Day will be April 24, 2021 from 10:00 AM to 12:00 PM. The City has identified approximately 15 potential projects and have chosen 2 for the event so far.
- Electronic Recycling Event will be held on May 2, 2021 from 10:00 AM - 2:00 PM. Manager Ciaravino noted that staff hours dedicated to special events is being tracked for time management and project prioritization.
- Preparations for the City's Memorial Day Events are underway. Memorial boards will be placed throughout the City along the parade route and in front of

April 13, 2021 CITY COUNCIL REGULAR MEETING MINUTES

local businesses to promote foot traffic. The City's plans may expand to a more interactive event if the Governor's COVID-19 restrictions lessen. With regards to the USS Ralph Johnson staff participation, they are currently under strict COVID-19 restrictions that will not allow them to participate in the event, but they appreciate the invitation.

- The Graduation Car Parade was on hold due to the graduation ceremony currently being planned by the Everett School District. If it is the Council's desire to host the parade, a discussion is needed regarding staff and monetary resources required to put on the event.
- A request to Council to consider scheduling the annual Council retreat.

Council engaged in discussion and asked the City Manager to provide data on the cost of last year's parade at the next Council meeting on April 27th.

At 9:27 PM Councilmember Steckler made a motion to extend the meeting to 9:40. Councilmember Morgan seconded the motion. The motion passed unanimously.

N. Staff

AUDIENCE COMMUNICATION

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

Wil Nelson, a Mill Creek resident, commented on the limited resources of the City both monetarily and personnel wise and the number of initiatives Council asks staff to undertake.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 9:32 PM

Brian Holtzclaw, Mayor

Naomi Fay, City Clerk

APRIL 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Council	7	8	9	10
11	12	13 Council	14	15	16	17
18	19	20	21	22	23	24
25	26	27 Council	28	29	30	

MAY 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Council	5	6	7	8
9	10	11 Council	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Council				

JUNE 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Council	2	3	4	5
6	7	8 Council	9	10	11	12
13	14	15	16	17	18	19
20	21	22 Council	23	24	25	26
27	28	29	30			

Include title from governance manual
Subject to change without notice

Last updated: April 27, 2021

City Council Meetings are the first, second and fourth Tuesdays of every month at 6 p.m.

May 4, 2021

- Review of draft Revision to the Manual based upon input received from Council.
- Proclamation: Music4Life
- Audit Committee: Councilmember Bond & Mayor Pro Tem Vignal
- **Presentation** Upgrades to Public Access Portal

Future Agenda Items

- Update from Snohomish County Health Board
- New Business Amendment to Public Records Policy Ordinance
- Presentation - Council Chambers Virtual Meeting Format
- Proposed New Initiatives: Potential Farmer's Market.
- Update on Public Works projects and program activity.
- Update on Surface Water Utility
- Body Worn Camera Update
- Victim Coordination Services Agreement
- Police Department Reorganization
- Snohomish Conservation District ILA
- New Business - Snohomish County 911 Lease Agreement