



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, May 4, 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. Topic: City Council Regular Meeting
Time: May 4, 2021 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95357232682>

Meeting ID: 953 5723 2682

One tap mobile

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[+13462487799](tel:+13462487799),[,95357232682](tel:+13462487799)# US (Houston)

CALL TO ORDER

Mayor Holtzclaw called the meeting of the Mill Creek City Council to order at 6:01 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Morgan.

ROLL CALL

Councilmembers Present:

Brian Holtzclaw, Mayor
Stephanie Vignal, Mayor Pro Tem
Mark Bond, Councilmember
John Steckler, Councilmember
Adam Morgan, Councilmember

Councilmembers Absent:

Vince Cavaleri, Councilmember
Benjamin Briles, Councilmember

Councilmember Morgan made a motion to excuse Councilmember Cavaleri from the meeting. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.

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

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- B. At 6:04 p.m. Council recessed into Executive Session for 20 minutes to discuss:
- Discussion of the performance of a public employee per RCW 42.30.110 (1)(g)
 - Discuss potential litigation pursuant to RCW 42.30.110(i)(iii).

At 6:24 p.m. Council reconvened the regular meeting. No action was taken.

AUDIENCE COMMUNICATION

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

Terry Ryan, a Mill Creek resident, spoke about the proposed crosswalk at Jackson High School and the status of grant money from the County for the project.

PRESENTATIONS

- D. 2021 Finance Department Update
(Laurel Gimzo, Finance Director)

Finance Director Laurel Gimzo presented a summary of preliminary internal audit findings, recommended process improvements, and overview of departmental goals including:

- System and process audit - corrections made thus far.
- Process improvement - Staff training, written procedures, and electronic filing.
- Finance Department Goals - Financial software mastery, process and procedure understanding, and timely reconciliations.

A second presentation on quarterly financials will be given at the next regular council meeting on May 11, 2021.

Council engaged in Q and A.

[2021 Finance Department Update - Pdf](#)
[Finance Department Update Presentation](#)

OLD BUSINESS

- E. PAWS Contract
(*Jeff Young, Police Chief*)

Police Chief Jeff Young provided an update on contract negotiations with PAWS (Progressive Animal Welfare Society) for animal care and services including:

- Equitable billing rate
- Inappropriate billing
- Other animal services available to the City of Mill Creek

Based on the findings Chief Young recommended the termination of PAWS services.

Council engaged discussion and Q and A.

[Agenda Summary PAWS Services - Pdf](#)
[PAWS Services - Pdf](#)

STUDY SESSION

- F. Governance Manual
(*Grant Degginger, City Attorney*)

City Manager Michael Ciaravino began the study session by thanking City Attorney Grant Degginger for all of his work in facilitating discussions with Council and incorporating updates into a revised Governance Manual. The study session was another opportunity for Council to ask questions and discuss updates to the Governance Manual.

City Attorney Grant Degginger fielded questions from Council.

Mayor Holtzclaw requested a cross reference for section 3.12 in the current governance manual as it looks as if it was struck out in the updated version.

[Agenda Summary-Governance Manual](#)
[MARKED Governance Manual](#)
[CLEAN Governance Manual](#)
[Resolution 2021 - 602](#)

CONSENT AGENDA

- G. City Council Meeting Minutes of April 13, 2021

Councilmember Morgan made a motion to approve the consent agenda. Councilmember Steckler seconded the motion. The motion passed unanimously.

REPORTS

H. Mayor/Council

Mayor Holtzclaw reported on the following:

- The Mayors' Meeting discussion centered on COVID-19 and the potential for the County to move back to phase 2 of the Governor's reopening plan.
- Vaccine allocation adjustments to ensure that supply and demand for the vaccine coincide.
- Mayor Pro Tem attended the Snohomish County Tomorrow (SCT) meeting on behalf of Mayor Holtzclaw.

Mayor Pro Tem Vignal reported on the following:

- Attendance at the Snohomish County Tomorrow (SCT) meeting where buildable lands and housing affordability were discussed.

Councilmember Steckler reported on the following:

- Discrepancies in COVID-19 case reporting
- The success of the electronics recycling event and gratitude for volunteers.
- Clarification of comments regarding the Jackson High School crosswalk project.

I. City Manager

- Jackson High School Graduation Update from Everett School District (ESD)

City Manager Michael Ciaravino reported on the following:

- Update regarding previous efforts on the Jackson High School Crosswalk
- Graduation Parade - Details about graduation ceremony to be held at Memorial Stadium.

Council engaged in discussion and provided the City Manager with the direction to proceed with plans to host the graduation car parade.

[JHS Graduation Letter 4.30.2021](#)
[Council Planning Schedule 04.30.21](#)

J. Staff

- Report, etc.

[2-3-2021 Park Board Minutes- submitted](#)
[3-3-2021 Park Board Minutes- submitted](#)
[ABB Minutes Jan 13- submitted](#)
[ABB Minutes March 10](#)

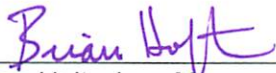
AUDIENCE COMMUNICATION

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

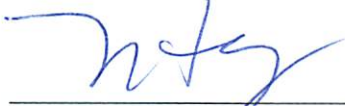
There were no public comments on items on or not on the agenda.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 7:40 p.m.



Brian Holtzclaw, Mayor



Naomi Fay, City Clerk