



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, June 1, 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: Jun 1, 2021, 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/91733013082>

Meeting ID: 917 3301 3082

One tap mobile

[+12532158782](tel:+12532158782),,91733013082#US (Tacoma)

[+13462487799](tel:+13462487799),,91733013082# US (Houston)

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 Pro Tem Vignal.

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:

AUDIENCE COMMUNICATION

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

Barb Heidel, a Mill Creek resident, thanked City staff and volunteers for their efforts and contributions to the success of the Memorial Day events.

PRESENTATIONS

- C. Business and Community Resource Guide
(*Kristen Rasmussen, Community Engagement Coordinator & Brad Hoare from BCC Directories*)

City Manager Michael Ciaravino opened the business and community resource guide conversation by stating that the City is looking at ways to increase the quality of communications and marketing to Mill Creek citizens. Manager Ciaravino introduced Community Engagement Coordinator Kristen Rasmussen and BCC Directories Owner Brad Hoare who provided [examples](#) of resource guides from other cities.

Ms. Rasmussen suggested that this would be a way to support and promote Mill Creek businesses. BCC Directories Owner and Publisher Brad Hoare introduced himself and gave information regarding his publication to City Council. He explained that directory would be at no cost to the City.

City Manager Michael Ciaravino stated that the resource guide is currently in concept phase and requested feedback from Council.

Council engaged in discussion and Q and A. Council expressed overall support for the resource guide with the caveat that it would not compete with the City of Mill Creek's existing publications.

OLD BUSINESS

- D. Governance Manual Adoption and/or Discussion
(*Grant Degginger, City Attorney*)

Mayor Holtzclaw introduced City Attorney Grant Degginger to answer any outstanding questions on the update to the Governance Manual. Mayor Holtzclaw stated that there would be no action taken at this meeting, rather it will be brought back next week for adoption.

Attorney Degginger provided a recap of the process for updating the Governance Manual thus far and recounted the latest changes to the draft:

Section 1.5.3-- Clarified that staff will provide quarterly review of financial statements.
Section 7.1—Added criteria and procedures for proclamations.
Exhibit B—Updated staff liaisons for boards and commissions

Council engaged in Q and A.

Mayor Holtzclaw requested the following from the City Manager:

- The historical process for Council liaison position assignments.
- A list of proclamations that have historically been approved annually.

Mayor Holtzclaw requested that City Attorney Grant Degginger provide Council with a copy of the statute he referred to regarding "Incompatible Offices".

[CLEAN - v.4 MILL CREEK Updated Governance Manual-May 11](#)
[REDLINE v.4 MILL CREEK Updated Governance Manual-May 11](#)
[Resolution Governance Manual 2021-603](#)
[Governance Manual Mill Creek slide](#)

CONSENT AGENDA

E. [City Council Meeting Minutes of May 25, 2021](#)

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

REPORTS

F. Mayor/Council

Mayor Holtzclaw

DRCC/City Manager Evaluation Timeline

Mayor Holtzclaw provided a proposed timeline for both the City Manager's performance evaluation and the DRCC Council retreat:

CM Evaluation Process

May 25 -June 7 - 2020-21 Evaluation process confirmed by Council.

Week of June 7 - Questions circulated to Council; one-on-one discussions calendared with Facilitator; Staff interviews conducted.

Week of June 21 - Staff interviews completed. CM self-assessment circulated to Council, with summary write-up of staff input. One-on-one discussions with Council begin after receipt to CM self-assessment.

Week of June 28 - One-on-one discussions with Council continue.

Tuesday July 6 - Executive Session 1 - presentation by City Manager followed by Council discussion Tuesday, July 13 - Executive Session 2 – delivery of evaluation by Council.

Tuesday, July 20 - Special Meeting - Formal Council action on salary/contract

Tuesday July 27 - (Alternate action date for salary/ contract)

DRCC Council Retreat:

Tuesday June 22 - Facilities study presented.

Tuesday June 29 - Recreational expert panel (part 1)

Tuesday July 5 - Recreational expert panel (part 2)

Tuesday July 13 - Finalize retreat materials.

[2020-21 Eval Schedule and DRCC Retreat \(v. 5.26\)](#)

Mayor Holtzclaw reported that he was unable to attend last week's Snohomish County Tomorrow (SCT) meeting. The main topic for discussion was the proposed amendments to the Countywide Planning Policies.

Mayor Pro Tem Vignal reported on the following topics:

- Attendance at the Cogir Senior Living open house event
- Thank you to all City staff who helped run the Memorial Day events and her gratitude to those who made the ultimate sacrifice.

Councilmember Bond reported on the following topics:

- Agreement with Councilmember Cavaleri's comments regarding "incompatible offices" but does not want to see language in the Governance Manual that would prohibit a Councilmember from being on certain boards and commissions.
- Councilmember Bond requested to see the Police Department Statistics as a presentation at future Council meeting instead of an item in "Reports".
- Acknowledgement and gratitude to Bard Heidel for her volunteer efforts and community service.

Councilmember Steckler reported on the following topics:

- Thanked all the volunteers who contribute their efforts for the City of Mill Creek events.
- His support for celebrating Diversity Month by proclamation for the LGBTQ community.

Councilmember Cavaleri reported that the Memorial Day reverse parade was a huge success and wished to thank all staff who worked to make the event so successful.

Councilmember Briles reported that he and his family attended the Memorial Day reverse parade and thanked all staff and City volunteers for their hard work.

Councilmember Morgan echoed other Councilmembers in thanking staff and volunteers for their work to make the Memorial Day parade so successful.

- G. City Manager
Staffing Updates
[Council Planning Schedule 06-01-21](#)

City Manager Michael Ciaravino reported on the following topics:

- City Manager Ciaravino echoed what many of the Councilmembers stated about the quality and integrity of the City's volunteers and extended the City's gratitude to all staff and volunteers who worked on the Memorial Day events.
- The City is looking to create a community of volunteers to help plan and coordinate events throughout the year in the City of Mill Creek.
- The 2021 Graduation Parade is June 12, 2021. Registration is required and can be found on the City's [website](#), which also includes the parade route, timing and other pertinent information. The City is asking for drivers' patience as the parade moves through the City and to please yield to emergency vehicles.
- Confirmed Councilmember Bond's request to formalized staff reports and include under the agenda item "Presentations".

Council engaged in Q and A.

City Manager Michael Ciaravino provided a staffing update including:

- The City Engineer position was filled by Mr. Frank Reinhart.
- Associate Planner/Permit Coordinator Justin Horn started with the City on May 17, 2021
- The Deputy City Manager position has been advertised and interviews will be scheduled soon.
- Communications and Marketing Coordinator will be posted later this week.
- The City will be hiring a Surface Water Engineer and a Project Engineer.
- There are two open positions within the Police Department that the City hopes to fill quickly.

H. Chief Young, Police Chief
[Police Department Statistics](#)

Police Chief Jeff Young provided Council with a monthly update on statistics such as number of calls for services and average response times. The number of calls for service has steadily increased throughout the year.

I. Laurel Gimzo, Finance Director
 American Rescue Plan Act (ARPA) Update

Finance Director Laurel Gimzo provided Council with an update on the American Rescue Plan Act (ARPA). The City is still waiting to hear from the State regarding Mill Creek's allocation amount. Ms. Gimzo helped delineate the types of projects that this funding may or may not be used for.

Council engaged in discussion and Q and A.

J. Mike Todd, Director of Public Works and Development Services
 Public Works

In response to a question posed during Audience Communication at the May 25, 2021, City Council Meeting, Public Works and Development Services Director Mike

Todd provided the certificate of occupancy stipulations in the development agreement and noted that these stipulations have been in the development agreement since the beginning and no amendments have been made.

Director Todd stated that the Surface Water Aging Infrastructure 19-SW-01, F Grade failures is upcoming and introduced Frank Reinhart who provided an update on the project. The project will be advertised for bid on June 10, 2021, with the hope to have award recommendation on the July 6, 2021, meeting.

Council engaged in Q and A.

Mayor Holtzclaw requested staff to provide a short presentation at the next Council meeting to go over the role of the Design Review Board and the role of the Hearing Examiner.

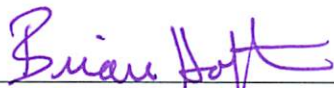
AUDIENCE COMMUNICATION

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

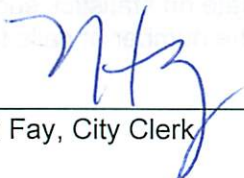
Wil Nelson, a Mill Creek resident, spoke about his recollection of the development agreement for the Farm.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 7:22 p.m.



Brian Holtzclaw, Mayor



Naomi Fay, City Clerk