



## MINUTES

### City Council Regular Meeting

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6:00 PM - Tuesday, May 11, 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

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A. Join Zoom Meeting

<https://zoom.us/j/91014073764>

Meeting ID: 910 1407 3764

One tap mobile

[+12532158782](tel:+12532158782),,91014073764#US (Tacoma)

+13462487799,,91014073764# US (Houston)

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

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Councilmember Steckler led the Pledge of Allegiance.

### ROLL CALL

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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

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

Wil Nelson, a Mill Creek resident, commented on the Dobson Remillard Church Cook (DRCC) properties facilities study and recommended that the Edmonds Performing Arts Center be included in the evaluation.

## PRESENTATIONS

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- C. • 2021 First Quarter Report  
(Laurel Gimzo, Finance Director)

Finance Director Laurel Gimzo presented a quarterly financial update for the first quarter of 2021 (Jan. - March) to provide an overview of City revenues, expenses and budget variances. The report represented 12.5% of the 2021-2022 biennium.

The following analysis was presented:

- First Quarter trends and variances
- Historical Fund Comparison - trends are based on 2018, 2019 and 2020 spending patterns.
- Budget versus actual Variances - First quarter equals 12.5% of the biennium.
- Cash Balances

Council engaged in discussion, Q & A and requested follow-up information from staff.

[AS Quarterly Financial Update - Pdf](#)  
[2021 1st Quarter Report 5.11.2021](#)  
[2021.03 YTD Expenses GENERAL Fund](#)  
[2021.03 YTD Expenses OTHER Funds](#)  
[2021.03 YTD REVENUE](#)

## STUDY SESSION

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- D. Dobson Remillard Church Cook (DRCC) Project: Study of Facilities similar to Council and Community desired uses  
(Karen Reed, Consultant)

City Manager Michael Ciaravino introduced Consultant Karen Reed to facilitate the Study Session in order to receive Council direction on which facilities (proposed list of 12) should staff identify for further study and brainstorm a list of questions to ask owners/operators of these facilities for further information. The target date to complete the survey is June 30, 2021.

Ms. Reed provided the list of proposed facilities developed during a brainstorming session at the April 13, 2021 regular council meeting and facilitated a discussion with Council to refine the list of regional facilities to be studied:

Community Centers

- Mukilteo (Rosehill) Community Center

- Lynnwood Convention Center
- Tukwila Community Center
- Lake Stevens Civic Center

#### Boys and Girls Clubs

- Mukilteo
- Arlington
- Hidden Valley Park / Bellevue

#### Performing Arts Centers

- IKEA Renton
- Kirkland
- Lynwood High School
- Monroe

#### Sports Complex / Ballfields

- Kasch Athletic Complex - Everett
- Mill Creek Sports Park

#### Open Field / Trails

- Rhododendron Species Botanical Garden

Ms. Reed explained that the proposed facilities study is intended to provide a high-level overview of questions such as:

- How was each facility funded? (grants, public revenues, donations, etc.)
- What is the ownership and operating arrangement for the facility?
- How much did it cost to build, and what are the ongoing operating expenses? Is the public owner contributing to ongoing operating costs?
- What are the levels of use for the facility?
- Lessons learned?

Council engaged in discussion regarding proposed questions for facility owner/operators.

Ms. Reed walked through that next steps in the process:

- Start collecting information.
- Report back to Council with facilities study in late June/early July
- Develop agenda for summer Council retreat for review.
- Refine approach, panelists for recreational facilities panel presentation.
- Other information:
  - Three-quarters of \$40K in 2021 budgeted funds for this effort has been expended.
  - Plan to discuss remaining budget and 2022 budget needs with Council at the DRCC retreat this summer.

[DRCC Project Facility Study - Pdf](#)

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#### OLD BUSINESS

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



Mayor Holtzclaw began the discussion by stating that this is an opportunity for Council to ask questions of City Attorney Grant Degginger about the revisions made to the Governance Manual thus far. Any further revisions can be made upon a motion at the next Council meeting when the manual is scheduled for formal adoption.

City Attorney Grant Degginger will send Councilmembers the most recent version of the revised Governance Manual.

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

## CONSENT AGENDA

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- F. Approval of Checks #63304 through #63553 and ACH Wire Transfers in the Amount of \$228,655.99  
*(Audit Committee: Councilmember Bond and Mayor Pro Tem Vignal)*  
[05-11-21 AP Voucher](#)
- G. Payroll and Benefit ACH Payments in the Amount of \$184,674.91  
*(Audit Committee: Councilmember Bond and Mayor Pro Tem Vignal)*  
[05-11-21 Payroll Voucher](#)
- H. City Council Meeting Minutes of April 27, 2021 and May 4, 2021.  
[City Council Regular Meeting - 27 Apr 2021 - Minutes](#)  
[City Council Regular Meeting - 04 May 2021 - Minutes](#)

**Mayor Pro Tem Vignal** made a motion to approve the consent agenda.  
**Councilmember Bond** seconded the motion. The motion passed unanimously.

## REPORTS

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### I. Mayor/Council

**Mayor Holtzclaw** reported on the following topic:

- The Mayors' Meeting focus of discussion was on what cities are doing to combat "Zoom bombers" at virtual meetings.

**Mayor Pro Tem Vignal** reported on the following topic:

- Attendance at the Park and Recreation Board meeting in Councilmember Cavaleri's stead. The Park and Recreation Board is planning multiple events including some with the Youth Advisory Board. The annual tour of parks to identify maintenance needs and the compilation of the sign catalog identifying signs needing replacement is ongoing.

**Councilmember Cavaleri** reported on the following topic:

- Gratitude to Mayor Pro Tem Vignal for chairing the Park and Recreation Board meeting in his absence.

#### J. City Manager

- Graduation Car Parade Update  
(Michael Ciaravino, City Manager, Jeff Young, Police Chief, Mike Todd, Public Works & Development Services, Kristen Rasmussen, Community Engagement Coordinator)

City Manager Michael Ciaravino reported on the following topics:

- The Graduation Car Parade will be held on June 12, 2021. Staging will begin at 10:00 a.m. in the Jackson High School parking lot. The parade is open to all 2021 graduates, but the maximum number of cars allowed in the parade will be capped at 250 for safety and traffic impacts. Carpooling is highly encouraged.

Council engaged in Q and A regarding outreach, banners, volunteers and the potential conflict with using Heatherwood Middle School for overflow parking and scheduled little league access.

- Reporting to Council on staffing and monetary resources dedicated to Council driven initiatives such as the recent electronic recycling event and the upcoming parade. The intent is to raise awareness and transparency around the real and potential opportunity costs in the sponsorship of events.
- Passport operations are scheduled to reopen on May 17, 2021. Services will be by appointment only; social distancing and masking will be strictly enforced. Passport photo services will not be available at this time. Appointments and additional information can be found on the City's [website](#).

#### Council Planning Schedule 05.06.21

#### K. Staff

- Police Department Updates:  
(Jeff Young, Police Chief)
  1. [Q1 Statistics](#) (January, February, March 2021)
  2. North Sound Police Foundation
- Update on Electronic Recycling Event  
(Mike Todd, Director of Public Works & Development Services)

Police Chief Jeff Young provided first quarter [statistical](#) data on Mill Creek Police Department operations broken out by category and month, including calls for service, arrests and support staff internal activities.



Council engaged in Q and A and requested follow-up information:

Police Chief Young briefed Council on the history of the Mill Creek Police Foundation and the North Sound Police Foundation. The North Sound Police Foundation is seeking support from local police departments and requesting that the Mill Creek Police Department badge be shown on their website.

Council engaged in Q and A and made a request for additional information on the North Sound Police Foundation such as membership, mission and goals.

#### **AUDIENCE COMMUNICATION**

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**L. Public comment on items on or not on the agenda**

Nick Swett, a Mill Creek resident, spoke about his vision of a multipurpose community center for the DRCC project and the proposed crosswalk at Jackson High School.

#### **RECESS TO EXECUTIVE SESSION**

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**M.** The Council recessed to executive session at 8:02 to discuss one item of potential litigation pursuant to RCW 42.30.110(i)(ii) for 15 minutes. No action will be taken following the executive session.

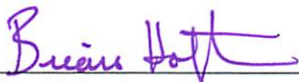
At 8:17 p.m. without objection, Council extended executive session to 8:22 p.m.

At 8:22 p.m., without objection, Council reconvened the regular Council meeting.

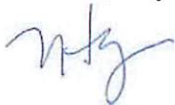
#### **ADJOURNMENT**

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With no objection, Mayor Holtzclaw adjourned the meeting at 8:23 p.m.



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Brian Holtzclaw, Mayor



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Naomi Fay, City Clerk