



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, May 25, 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 video 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 25, 2021 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/96836062358>

Meeting ID: 968 3606 2358
One tap mobile
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CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Councilmember Bond led the Pledge of Allegiance

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 spoke about changes to the draft Governance Manual.

Janet Callahan, an Edmonds resident spoke on behalf of the Alzheimer's Association asking for support of a proclamation declaring the month of June Alzheimer's and Brain Awareness Month.

C. Update on Development Activity taking place in the City of Mill Creek (Tom Rogers, Planning Manager and Christi Schmidt, Senior Planner)

In follow up to the April 27, 2021 Council meeting presentation regarding the internal work of the Development Services team, Planning Manager Tom Rogers introduced Senior Planner Christi Schmidt who provided a [presentation](#) updating Council on current and upcoming construction projects in Mill Creek as a result of permitting activity including:

- The current market and population demand for land development
- Permit tally 2020 vs 2021
- Projects in construction
- Pending projects
- Upcoming projects

Council engaged in Q and A.

Councilmember Briles asked for additional information on the Mill Creek Commons II project.

Mayor Holtzclaw requested a presentation on the evolution of a project including the approval process, role of the Hearing Examiner and Design Review Board.

[AS Development Services Update Part 2 - Pdf](#)

[PP Development Services Update Part 2 - Pdf](#)

PRESENTATIONS

D. City of Mill Creek Public Portal: An Introduction (Michael Ciaravino, City Manager, Naomi Fay, City Clerk)

City Manager Michael Ciaravino began the conversation by stating that the new Public Portal is an enhancement and addition to the City's website that provides a robust search tool allowing quick access to many types of documents of interest to the public. Input and feedback from both Council and citizens are welcomed.

Manager Ciaravino introduced City Clerk Naomi Fay who provided Council with a virtual tour of the portal, and demonstrated the features and capabilities including the

search function and highlighted subscription services now offered by the City through the portal.

Council engaged in Q and A.

OLD BUSINESS

E. Adoption of Revised Governance Manual
(Grant Degginger, City Attorney)

City Attorney Grant Degginger noted the purpose of the discussion was to provide a final review of the proposed Governance Manual with the possibility of adoption through [resolution](#). With regards to the Governance Manual, Attorney Degginger provided Council a:

- Recap of process and timeline of revision
- Recap of substantial changes included in the proposed resolution
- Proposed motion for adoption

Council engaged in Q and A and postponed adoption of the manual to a future meeting.

[Agenda Summary 05.25.21-Governance Manual](#)
[MARKED Governance Manual](#)
[Updated Governance Manual 8430314 4](#)
[Resolution Governance Manual \(003\) \(revised\)](#)

[Governance Manual PPT 05.25.21](#)

NEW BUSINESS

F. Addendum No.3 to Contract 2019-1504 with Otak for Professional Services
(Tom Rogers, Planning Manager)

Planning Manager Tom Rogers updated Council on the status of Professional Services Contract 2019-1504 with Otak for design services related to the Mill Creek Sub Area Boulevard Land Use and Infrastructure Plan. This work was delayed due to the pandemic and a requested an extension to the contract through December 31, 2021.

Councilmember Cavaleri made a motion to adopt a Resolution authorizing the City Manager to execute Addendum No. 3 to Professional Services Contract 2019-1504 with Otak for professional design services related to the Mill Creek Boulevard Land Use and Infrastructure Plan extending the Completion Date to December 31, 2021. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.

[R1 OTAK Contract Addendum 3 - Pdf](#)

PROPOSED NEW INITIATIVES

- G. Discussion on determining Proclamations to be issued by the City Council.
(Mayor Holtzclaw)
- H. Proposed Proclamation - Asian Heritage Month
(Councilmember Cavaleri)
[Draft May 2021 Proclamation Asian Heritage Month](#)
- I. Proposed Proclamation for June Alzheimer's and Brain Awareness Month

Mayor Holtzclaw began by informing Council that he has requested a historical list of proclamations declared by the Mill Creek City Council to use for discussion purposes at an upcoming Council meeting to assist in determining a list of proclamations Council would like to support annually.

Council agreed to include proposed guidelines for proclamations in the Governance Manual for review and discussion.

With no objection Mayor Holtzclaw read into the record the proclamation declaring June 20-21, 2021 the Longest Day in appreciation of Alzheimer's and Brain Awareness Month.

Councilmember Cavaleri spoke in favor of a proclamation declaring May as Asian Heritage Month.

With no objection Mayor Holtzclaw read into the record the proclamation declaring the month of May Asian American and Pacific Islander Heritage month.

[Draft Proclamation for June Alzheimer's and Brain Awareness Month 2021 - Mill Creek](#)
[May 2021 Proclamation Asian Heritage Month](#)

- J. Supporting Economic Recovery for Local Businesses
(Councilmember Cavaleri)

Councilmember Cavaleri spoke about his proposed initiative to support the local business to recover from the pandemic. He is hearing from business owners that they would like to have a forum where they can have the opportunity to share their experiences and work with Council and City staff to help determine the best use of potential funds from the American Rescue Plan Act (ARPA).

Council engaged in discussion and determined that Mayor Holtzclaw would work with the City Manager to come up with a list of ideas to present as an agenda item at the next Council meeting.

CONSENT AGENDA

- K. Approval of Checks #63354 through #63405 and ACH Wire Transfers in the Amount of \$196,106.14

(Audit Committee: Councilmember Bond and Mayor Pro Tem Vignal)
[05-25-21 Check Voucher](#)

- L. Payroll and Benefit ACH Payments in the Amount of \$249,390.47
(Audit Committee: Councilmember Bond and Mayor Pro Tem Vignal)
[05-25-21 Payroll Voucher](#)

- M. [City Council Meeting Minutes of May 11, 2021](#)

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

REPORTS

- N. Mayor/Council

Mayor Holtzclaw

- Snohomish County 2021 End of Session Report

Mayor Holtzclaw reported on the following:

- Snohomish County 2021 End of Session Lobbyist Report
- Update on the Weekly Mayor's Meeting in which discussions were regarding the reopening phase of local municipalities and other agency offices
- Potential Harvest Market at McCollum Park and Council interest in partnership with Snohomish County to sponsor two farmer's market events in late summer and early fall 2021.
 - Council consensus was favorable
- Council scheduling of substantial agenda items over the next quarter.

Council engaged in discussion around availability to meet for a special meeting later this summer if needed. The upcoming schedule will be reviewed at a future meeting.

Mayor Pro Tem Vignal reported on the following:

- Support and enthusiasm for the proposed Harvest Market Events
- Chamber of Commerce Meeting speaker

Councilmember Steckler reported on the following:

- Strategist guest speaker at the Chamber of Commerce meeting - Takeaways
- Council meeting agenda items
- Gratitude from citizens for opening passport operations
- Request for continued updates on city hall reopening plan.

Councilmember Cavaleri reported on the following:

- Gratitude on being able to have all seven councilmembers in chambers for the meeting.
- Kudos to the Passport Operations Staff

Councilmember Briles reported on the following:

- Support and enthusiasm for the proposed Harvest Market Events

- Completion of a carryover activity from Service Day - Sequoia tree planted.

Councilmember Morgan reported on the following:

- WRIA 8 - Salmon Habitat Conservation - Committee meeting and legislative update, discussion of potential changes to existing Interlocal Agreement (ILA).

Council engaged in discussion and asked the City Manager to bring the existing ILA to the next Council meeting for continued discussion.

Mayor Pro Tem Vignal made a motion to extend the regular meeting for 30 minutes to 9:00 PM. **Councilmember Briles** seconded the motion. The motion passed unanimously.

Snohomish County 2021 End of Session Report

- O. Michael Ciaravino, City Manager
- Memorial Day Event Update
 - Graduation Car Parade Update

City Manager Michael Ciaravino reported on the following topics:

- American Rescue Plan Act (ARPA) - the City is actively monitoring action under ARPA and will continue to report findings back to Council for discussion and direction on the usage of funds. Finance Director Laurel Gimzo will provide additional information on allowed usage of funds in her upcoming staff report.
- Phased Reopening of City Hall Update -
 - First council meeting with all seven councilmembers in council chambers since the pandemic began.
 - Passport operations resumed ahead of schedule and statistical data will be forthcoming.
 - Installation of equipment for voluntary temperature checks
 - Plan to have City Hall fully reopened by June 28, 2021.
- Memorial Day Event Preparation -
 - Veterans Memorial has been impeccably cleaned
 - Memorial Boards dedicated to those who made the ultimate sacrifice and honoring their stories have been created
 - Local businesses will showcase the memorial boards throughout the City
 - A pre-recorded commemorative ceremony will appear on the City's website at 9:00 a.m. on May 31, 2021
 - Reverse parade route and display of military memorabilia between 10:30 a.m. and 12:30 p.m.
- 2021 Graduation Parade -
 - Sign-ups have begun for vehicle registration and parent volunteers for the 2021 parade. Information can be found on the City's [website](#).

- City staff are coordinating with other agencies such as WSDOT and local police departments for the event to ensure traffic control measures are in place for safety and traffic flow of the parade.
- Event plans will be finalized by June 3, 2021.

P. Staff

Laurel Gimzo, Finance Director

- American Rescue Plan Act (ARPA) Update
- Passport Office Update

Mike Todd, Director of Public Works & Development Services

- Public Works & Development Services (PWDS) Staffing Update

Finance Director Laurel Gimzo provided an update on the following topics:

Passport Operations -

- Resumed operations on May 17, 2021 by appointment only
- Passport appointments were booked within 4 hours of opening
- Increased staffing to meet demand for services
- Currently, Mill Creek is the only city in the county to provide passport services
- Appointments are booking week to week at this time. New appointments are opened every Tuesday at 10:00 a.m.
- Up to date operational information can be found on the City's [website](#).

American Rescue Plan Act (ARPA) -

- The City is expected to receive additional financial guidance on funding restrictions in mid to late July 2021/
- Funding will be dispersed in two parts with the first disbursement in 2021 and the second one year following.
- Amount of funding Mill Creek will receive is still unknown and funds will be allocated by the State.
- Funding Objectives of the act include:
 - support for urgent COVID-19 response efforts
 - replacement of lost public sector revenue due to COVID-19
 - support for immediate economic stabilization
 - items that address systemic public health and economic challenges
- Guidance on the types of usage of ARPA funds.

Council engaged in Q and A.

Public Works and Development Services Director Mike Todd provided Council with an update on the following:

Department Staffing Update -

- Director Todd announced that City Engineer Frank Reinhart started with the City on Monday, May 24, 2021 and provided information on Mr. Reinhart's background. The City is still in the process of hiring a Project Engineer and a Surface Water Engineer.
- Director Todd also announced that Associate Planner/Permit Coordinator Justin Horn's first day with the City was Monday, May 17, 2021 and provided information on Mr. Horn's background.

Puget Sound Energy (PSE) Gas Meter Replacement

- Director Todd reported that PSE will be replacing gas meters at residential homes hooked up to the gas utility due to current meters nearing end of lifecycle and efficiencies from new meters.

AUDIENCE COMMUNICATION

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

Wil Nelson, a Mill Creek resident, commented on his recollection of the development agreement requirements for The Farm and the percentage of businesses to be occupied prior to residential units being occupied and his military service and the importance of Memorial Day as a time to reflect and remember those lost.

Councilmember Cavaleri made a motion to extend the regular meeting for 15 minutes to 9:15 p.m. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.

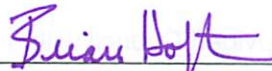
RECESS TO EXECUTIVE SESSION

- R.** At 8:53 p.m. the Council recessed to executive session until 9:10 p.m. to discuss one item involving collective bargaining negotiations pursuant to RCW 42.30.140(4) and to discuss litigation pursuant to RCW 42.30.110(1)(i). No action will be taken.

At 9:10 p.m. Council reconvened the regular meeting.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 9:10 p.m.



Brian Holtzclaw, Mayor



Naomi Fay, City Clerk

