

CITY COUNCIL AGENDA

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



John Steckler • Stephanie Vignal • Pam Pruitt • Brian Holtzclaw
Vince Cavaleri • Mike Todd • Mark Bond

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. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. 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. If you require special accommodations, please call the office of the City Clerk at (425) 921-5725 three days prior to the meeting.

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. 2019-859
Next Resolution No. 2019-585

January 7, 2020
City Council Meeting
6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

- A. Oath of Office for Newly Elected Councilmembers: Vincent Cavaleri, Mike Todd and Mark Bond
(*Naomi Fay, Interim City Clerk*)

ROLL CALL

ELECTION OF MAYOR

- B. Election of Mayor and Oath of Office for Newly Elected Mayor
(*Naomi Fay, Interim City Clerk*)

ELECTION OF MAYOR PRO TEM

- C. Oath of Office for Newly Elected Mayor Pro Tem
(*Naomi Fay, Interim City Clerk*)

AUDIENCE COMMUNICATION

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

COUNCIL COMMITTEE ASSIGNMENTS

- E. 2020 Council Liaison Positions
(Michael Ciaravino, City Manager)

PRESENTATIONS

- F. Proclamation for January 20, 2020 as Martin Luther King Jr. Day.
(Councilmember Pam Pruitt)

CONSENT AGENDA

- G. Approval of Checks #61295 through #61364 and ACH Wire Transfers in the Amount of \$1,197,426.36
(Audit Committee: Pam Pruitt and Mark Bond)
- H. Payroll and Benefit ACH Payments in the Amount of \$505,360.68
(Audit Committee: Pam Pruitt and Mark Bond)

REPORTS

- I. Mayor/Council
- J. City Manager
 - City Council Planning Schedule
- K. Staff
 - Report, etc.
- L. Park and Recreation Board Meeting Minutes for September 4, 2019
- M. Design Review Board Agenda and Minutes for November 21, 2019
- N. Planning Commission Agenda and Minutes for July 18, 2019 and September 19, 2019.
- O. Audit Committee Schedule

AUDIENCE COMMUNICATION

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

ADJOURNMENT



Agenda Item # _____

Meeting Date: **January 7, 2020**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: 2020 COUNCIL LIAISON POSITIONS

PROPOSED MOTION:

Motion to appoint Councilmembers to selected liaison roles.

KEY FACTS AND INFORMATION SUMMARY:

Pursuant to the City of Mill Creek's Governance Manual, the City Council is to select individual council liaison roles to regional bodies, and community organizations, based upon the desire, qualifications and skills of interested Councilmembers. It is the duty of staff and Council who represent the City to advocate positions that are consistent with City policies, projects and plans. (See section 1.3.5, 1.3.6 and 1.3.7 of the City of Mill Creek Manual of City Governance).

It is customary for the Council to renew and/or revise liaison appointments at the beginning of a calendar year.

CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

- Council Liaison Positions

Respectfully Submitted:

Michael Ciaravino _____

Michael Ciaravino
City Manager

Council Liaison Positions

Board/ Commission/ Committee	Meeting Date/Time & # Meetings Annually	2020 Proposed Staff Representatives	2019 Council Representatives	2020 Proposed Council Representatives	2020 Proposed Council Representatives Alternates
Art/ Beautification Advisory Board	2 nd Weds/4:00 p.m. <i>(12 mtgs)</i>		John Steckler		
Park and Recreation Board	1 st Weds/5:00 p.m. <i>(12 mtgs)</i>		Vince Cavaleri		
Mayors Lunch Meetings	1 st Weds/12 noon <i>(12 mtgs)</i>	N/A	Pam Pruitt	Pam Pruitt	
Puget Sound Regional Council	Annually	N/A	Mike Todd		
Snohomish County 911	3 rd Thurs/8:30 a.m. <i>(12 mgs)</i>	Chief Greg Elwin (Board Member)	Pam Pruitt		
Snohomish County Tomorrow (SCT) Steering Committee	4 th Weds/6:00 p.m. <i>(12 mtgs)</i>	ICC – Gina Hortillosa PAC – Tom Rogers	Brian Holtzclaw		
WRIA 8 Forum	2019: 1/17, 3/21, 5/16, 7/18, 9/19, 11/21 <i>(6 mtgs)</i>	Gina Hortillosa	Jared Mead		
Snohomish Health Board <i>(1 rep for Bothell, Brier & Mill Creek)</i>	2 nd Tues/3:00-5:00 p.m. <i>(12 mtgs)</i>	N/A	Bothell		
Mill Creek Chamber of Commerce	3 rd Tues/12 noon <i>(12 mtgs)</i>		Pam Pruitt		

Board/ Commission/ Committee	Meeting Date/Time & # Meetings Annually	2020 Proposed Staff Representatives	2019 Council Representatives	2020 Proposed Council Representatives	2020 Proposed Council Representatives Alternates
Community Transit	1st Thurs/3:00 p.m. (12 mtgs)	N/A	Mike Todd		
Snohomish County Cities & Towns (SCC)	3rd Thurs Typically: 5:30 p.m. social 6:00 p.m. dinner (12 mtgs)	N/A	Mike Todd		
Alliance for Housing Affordability (AHA) or Housing Affordability Regional Taskforce (HART)	Monthly; then Quarterly	Tom Rogers	Brian Holtzclaw		
LEOFF 1 Board	To be determined by Board		Mike Todd Mark Bond	Appointed by Mayor	
Transportation Improvement Board		Gina Hortillosa	N/A	Mike Todd	
Snohomish County Committee for Improved Transportation (SCCIT)	TBD	Gina Hortillosa	N/A		
Southwest UGA Boundary Planning Study	TBD	N/A	N/A		

Board/ Commission/ Committee	Meeting Date/Time & # Meetings Annually	2020 Proposed Staff Representatives	2019 Council Representatives	2020 Proposed Council Representatives	2020 Proposed Council Representatives Alternates
Mill Creek Sub Area Study	<i>TBD</i>	Tom Rogers	Mike Todd Brian Holtzclaw Stephanie Vignal		
Joint Fire Board		Michael Ciaravino	Vince Cavaleri Mark Bond Pam Pruitt		



Date: January 7, 2020

A/P Check Batches		
Dated	Check Numbers	Amount
11/18/2019	ACH-Union 76 Fleet-Oct	\$5,521.39
12/12/2019	ACH-Union 76 Fleet-Nov	\$4,227.77
12/16/2019	61295-61364	\$1,187,677.20
Total		\$1,197,426.36

Voided Checks	
Numbers	Explanation

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 61295 through 61364, and ACH's in the amount of \$1,197,426.36.

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

Councilmember

Jodie Gunderson
Prepared By – Jodie Gunderson

Councilmember

City Manager

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

ACH

ACH Cash Pro Online

City of Mill Creek

Report Date: 11/15/2019

Report Time: 12:20:17 PM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: **11/18/2019** ✓
 ACH ID: 2911225895 Batch Sequence: 1
 Application Name: CCD Payments and Collections Database Name: 76
 Batch Status: Entered Created By: LOTLEO
 Released By:

Name	ID	Amount	D/C	Bank ID	Account #	Acct Type	Trace #
76 FLEET WEX BANK	0201-00-1059153	\$5,521.39	C	071000288	4539508	C	

	Total Amount in Batch	Total Count in Batch
Debits	\$0.00	0
Credits	\$5,521.39	1
Prenotes	\$0.00	0

	Grand Total Amount	Grand Total Count
Debits	\$0.00	0
Credits	\$5,521.39	1
Prenotes	\$0.00	0

Entered 11/15/19 *[Signature]*
 Approved 11/15/19 *[Signature]*

RptBatchSumViewForm

ACH

Page 1 of 1

ACH Cash Pro Online

City of Mill Creek

Report Date: 12/13/2019

Report Time: 05:19:10 PM

Batch Summary Report by ID Number

Company Name: City of Mill 01 Effective Date: **12/12/2019** ✓
 ACH ID: 2911225895 Batch Sequence: 2
 Application Name: CCD Payments and Collections Database Name: 76
 Batch Status: Submitted Created By: LOTLEO
 Released By: **MCIARAVINO** ✓

Name	ID	Amount	D/C	Bank ID	Account #	Acct Type	Trace #
76 FLEET WEX BANK	0201-00-1059153	\$4,227.77 ✓	C	071000288	4539508	C	0223930

Total Amount in Batch

Total Count in Batch

Debits	\$0.00	0
Credits	\$4,227.77	1
Prenotes	\$0.00	0

Grand Total Amount

Grand Total Count

Debits	\$0.00	0
Credits	\$4,227.77	1
Prenotes	\$0.00	0

Accounts Payable

Checks by Date - Detail by Check Date

User: jodieg
 Printed: 1/3/2020 11:54 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61295	3SISECUR INV764237	3SI Security Systems Inc 3SI Annual Usage - Tracking	12/16/2019		238.68
				Total for Check Number 61295:	0.00 238.68
61296	911SUPPL 82103 82323	911 Supply Inc 1 - Tactical Pants, 1 - Polo Shirt - S White Bullet Proof Vest Replacement - T Hughes	12/16/2019		196.87 1,006.09
				Total for Check Number 61296:	0.00 1,202.96
61297	A&CGLASS 14895	A & C Glass Replaced Broken Window - MC Library 11/12	12/16/2019		767.98
				Total for Check Number 61297:	0.00 767.98
61298	ADPLLC 547296266	ADP, LLC ADP - Workforce Now PR Solution 10/31 & 11/	12/16/2019		1,647.36
				Total for Check Number 61298:	0.00 1,647.36
61299	INTEGRA 16514832	Allstream T-1 Monthly Chgs - Dec	12/16/2019		646.39
				Total for Check Number 61299:	0.00 646.39
61300	AMAZON 11QL-Y9PQ-9JW4 1YM6-D7ML-Q7D1	Amazon Capital Services 3 - First Aid Kits - Youth BB Wall Mounted Drinking Fountain - MCSP	12/16/2019		92.64 1,385.58
				Total for Check Number 61300:	0.00 1,478.22
61301	APA 077082-19106	American Planning Association APA Membership Dues - T Rogers 01/01 - 12/31	12/16/2019		724.00
				Total for Check Number 61301:	0.00 724.00
61302	Beyond 5	Beyond the Benchmark Leadership/Executive Training/Coaching - PW 1	12/16/2019		600.00
				Total for Check Number 61302:	0.00 600.00
61303	BIOCLEAN 10519	Bio Clean Inc Decontamination - Bio Hazardous Materials - C	12/16/2019		325.98
				Total for Check Number 61303:	0.00 325.98
61304	BLUEBEAM 1267426	Bluebeam Software Inc 10 - Bluebeam: Standard Annual Maint. Renewa	12/16/2019		1,093.95
				Total for Check Number 61304:	0.00 1,093.95

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61305	CARLSONJ 7260	Jessica Carlson Adventures in Art - Fall 3 11/15 - 12/20 #7260	12/16/2019		359.10
				Total for Check Number 61305:	0.00 359.10
61306	CHINOOKS 960045944	Chinook Services Grounds, Roof & House Cleaning - Heron Park	12/16/2019		2,044.25
				Total for Check Number 61306:	0.00 2,044.25
61307	COMCAST 849831021045700 849831021072434	Comcast High Speed Internet Fee 12/18 - 01/17 Internet for ITS 12/14 - 01/13	12/16/2019		191.42 106.42
				Total for Check Number 61307:	0.00 297.84
61308	DISCNW 7329 7330	DiscNW Northwest Ultimate Association Ultimate Frisbee Clinic - Female Identified 11/16 Ultimate Frisbee Clinic - Co-Ed 11/17 #7330	12/16/2019		157.50 252.00
				Total for Check Number 61308:	0.00 409.50
61309	FREGUNDJ Reimb Gunderson	Jodie Freeburg-Gunderson Mileage Reimbursement - J Gunderson - WCIA	12/16/2019		31.90
				Total for Check Number 61309:	0.00 31.90
61310	GTENORTH 425-316-0326 425-745-6974	Frontier Alarm System Line Chgs - Cook House 11/16 - 11/18 CC Line, Fax, Property Room 10/19 - 11/18	12/16/2019		65.97 175.62
				Total for Check Number 61310:	0.00 241.59
61311	HARRISF ITCS508897	Harris Ford LOF - PW9	12/16/2019		178.99
				Total for Check Number 61311:	0.00 178.99
61312	NWCASC 0551258221	Honey Bucket Honey Bucket Rental - Jackson HS - Tennis Program	12/16/2019		156.50
				Total for Check Number 61312:	0.00 156.50
61313	HUIK 7272 7273 7275	Kelly Hui Ballet: Creative 10:30AM 11/16 - 12/14 #7272 Ballet: Creative 11:15AM 11/16 - 12/14 #7273 Ballet: Beginning 12:00PM 11/16 - 12/14 #7275	12/16/2019		201.60 168.00 436.80
				Total for Check Number 61313:	0.00 806.40
61314	SNOCOHU I000514366	Snohomish County Human Services Dept. 2% Liquor Profits/Liquor Excise Taxes - 3rd Qtr	12/16/2019		1,435.66
				Total for Check Number 61314:	0.00 1,435.66
61315	KCDA 300451811 300455591	KCDA Purchasing Cooperative Small Envelopes, Paper Clips, Staples, Stapler-P Office Supplies - Office Work/Upcoming Events	12/16/2019		66.38 128.90
				Total for Check Number 61315:	0.00 195.28
61316	KLEIJ Aug 2019	John Klei Medicare Part B - Aug	12/16/2019		135.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	July 2019	Medicare Part B - July			135.50
	Oct 2019	Medicare Part B - Oct			135.50
	Sept 2019	Medicare Part B - Sept			135.50
			Total for Check Number 61316:	0.00	542.00
61317	KPFFCON 297626-10	KPFF Consulting Engineers Prof Svcs - Exploration Park Through 11/29	12/16/2019		6,197.50
			Total for Check Number 61317:	0.00	6,197.50
61318	LANEP 3812753 3812809	Lanepowell Prof Legal Svcs - Public Records Act Lawsuit - 1 Prof Legal Svcs - Employment - Nov	12/16/2019		30,223.36 44,149.08
			Total for Check Number 61318:	0.00	74,372.44
61319	LESSCHW 39500476348	Les Schwab Trailer Tire - Wood Chipper	12/16/2019		226.33
			Total for Check Number 61319:	0.00	226.33
61320	LEXIPOL 31598	Lexipol LLC 1 Yr Law Enforcement Policy Manual Update - 1	12/16/2019		4,320.00
			Total for Check Number 61320:	0.00	4,320.00
61321	KIDZLOVS 7279 7287 7290 7293	North American Youth Activities, LLC KLS Soccer: Mommy & Me 4:20PM 11/05 - 12/1 KLS Soccer: Pre-Soccer 5:30PM 11/05 - 12/10 #7 KLS Soccer: 1 6:10PM 11/05 - 12/10 #7290 KLS Soccer: Soccer 2 7:00PM 11/05 - 12/10 #7293	12/16/2019		228.90 441.00 759.85 441.00
			Total for Check Number 61321:	0.00	1,870.75
61322	OMWATT 830910	Ogden Murphy Wallace Attorneys Prof Legal Services - Franchises - Oct	12/16/2019		337.50
			Total for Check Number 61322:	0.00	337.50
61323	OREILLY 2986-231146 2986-231645 2986-232577 2986-233554	O'Reilly Automotive Inc Wire Ties PW Shop, De-Icer PW3 Oil Filter/Oil - PW 9 & PW10 1 Fuel Filter - PW9 1 Connector Kit - Polaris	12/16/2019		48.79 48.92 19.55 8.44
			Total for Check Number 61323:	0.00	125.70
61324	Peckman 1	Peckham & McKenney Fee Retainer - Finance Director Search	12/16/2019		8,000.00
			Total for Check Number 61324:	0.00	8,000.00
61325	ELLITIRE 064462010668 064462010792 064462010907	PepBoys-Remittance Dept Remove Engine & Transmission/LOF - Car #44 Phillips Bulbs, R&R Headlamp, Small Bulbs Ca Replaced Alternator w/Belt - Car #39	12/16/2019		1,995.87 49.88 957.70
			Total for Check Number 61325:	0.00	3,003.45
61326	PERTEET 20160281.017-5	Perteet Inc Prof Svcs - Three Oaks 09/02 - 10/27	12/16/2019		296.75

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	20160281.020-2	Prof Svcs - Crestview II Submittal Review	09/02		1,020.00
	20160281.021-2	Prof Svcs - Emanuel SP Submittal Review	09/30		240.00
	20160281.022-1	Prof Svcs - 7 C's Swim School Submittal Review			2,497.50
			Total for Check Number 61326:	0.00	4,054.25
61327	PHILPUB 469L	Philips Publishing Passport Ad - Lynnwood Parks & Rec - Winter 2	12/16/2019		340.00
			Total for Check Number 61327:	0.00	340.00
61328	PIGOTTL Reimb Pigott	Larissa Pigott Reimb Meals - L Pigott - Evidence Training - Ev	12/16/2019		51.00
			Total for Check Number 61328:	0.00	51.00
61329	PITNEYB 3310181467	Pitney Bowes Global Financial Services Lease Postage Machine, Meter & Scale 09/30 - 1	12/16/2019		472.45
			Total for Check Number 61329:	0.00	472.45
61330	PLANTSCP 49286E 49286E1 49286E10 49286E11 49286E12 49286E13 49286E14 49286E15 49286E16 49286E2 49286E3 49286E4 49286E5 49286E6 49286E7 49286E8 49286E9	Plantscapes Horticultural Services Landscape Maint - CHS - Aug Landscape Maint - CHN - Aug Landscape Maint - Hillside Park - Aug Landscape Maint - Silver Crest Park - Aug Landscape Maint - Buffalo Park - Aug Landscape Maint - R/W Medians - Aug Landscape Maint - St Medians - Aug Landscape Maint - Interior Medians - Aug Landscape Maint - Ditches - Aug Landscape Maint - MC Library - Aug Landscape Maint - Library Park - Aug Landscape Maint - Heron Park - Aug Landscape Maint - MC Sports Park - Aug Landscape Maint - Highland Park - Aug Landscape Maint - Pine Meadows Park - Aug Landscape Maint - Nickel Creek Park - Aug Landscape Maint - Cougar Park - Aug	12/16/2019		395.41 174.77 781.27 304.74 1,000.48 1,173.21 1,319.37 111.80 1,756.34 379.77 670.05 729.30 602.07 1,362.80 1,484.40 429.09 1,368.76
			Total for Check Number 61330:	0.00	14,043.63
61331	PLATT X677082	Platt Electric Supply, Inc 5 - LFU 313002P - 250V - Door to CHS	12/16/2019		12.96
			Total for Check Number 61331:	0.00	12.96
61332	WASPC DUES 2019-00692	WA. Assoc of Sheriffs & Police Chiefs 2019 Dues - S Eastman, S White	12/16/2019		150.00
			Total for Check Number 61332:	0.00	150.00
61333	PRYTHSP 638124QB	Protect Youth Sports Protect Youth Sports - Upgrade Annual Fee for E	12/16/2019		199.00
			Total for Check Number 61333:	0.00	199.00
61334	SNOCPUD 111845863 115148304 115150233 115150706	PUD No. 1 of Snohomish County Street Lights - 21 Lights - 400W 11/01 - 11/30 Street Lights - 189 Lights - 200W 11/01 - 11/30 4560 SAC 11/03 - 12/04 15429 1/2 Bothell Everett Hwy 11/06 - 12/05	12/16/2019		312.90 1,736.91 63.55 17.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	115151318	14600 16th Ave SE 10/31 - 12/04			28.32
	125096012	13903 N Creek Dr 10/16 - 11/14			756.00
	125099214	2501 147th Pl SE 10/19 - 11/18			16.74
	125102911	Street Lights - 91 Lights - 250W 11/01 - 11/30			985.53
	125102912	Street Lights - 841 Lights - 100W 11/01 - 11/30			6,021.56
	125103305	Street Lights - 1 Light - 160W 11/01 - 11/30			5.18
	125104832	902 164th St SE 11/03 - 12/05			36.80
	134990273	928 Dumas Rd 10/16 - 11/14			124.64
	134996237	15601 22nd Ct SE 10/30 - 11/26			21.48
	134997385	Street Lights - 386 Lights - 100W 11/01 - 11/30			1,389.60
	138201535	13628 N Creek Dr 10/16 - 11/14			63.86
	138201932	13510 N Creek Dr 10/16 - 11/14			49.34
	141515666	16110 1/2 29th Dr SE 10/24 - 11/23			61.64
	141516676	14729 12th Ave SE 10/29 - 11/26			15.66
	144853809	3401 148th St SE 10/19 - 11/18			92.29
	144856562	2701 155th St SE 10/30 - 11/26			19.04
	144857170	Street Lights - 49 Lights - 20W 11/01 - 11/30			17.15
	144858965	13332 44th Ave SE 11/02 - 12/03			72.95
	144859435	4842 SAC 11/06 - 12/05			79.17
	151446785	Street Lights - 8 Lights - 200W 11/01 - 11/30			47.68
	151446786	Street Lights - 38 Lights - 250W 11/01 - 11/30			285.38
	151446787	Street Lights - 39 Lights - 400W 11/01 - 11/30			441.48
	151446788	Street Lights - 17 Lights - 100W 11/01 - 11/30			52.87
	154689716	Street Lights - 6 Lights - 150W 11/01 - 11/30			28.98
	161074775	15429 Bothell Everett Hwy 11/06 - 12/05			25.02
	164287326	15510 Village Green Dr 10/30 - 11/26			15.12
	167519417	1700 Mill Creek Rd 10/22 - 11/21			87.59
	167520661	Street Lights - 1 Light - 240W 11/01 - 11/30			7.94
			Total for Check Number 61334:	0.00	12,980.03
61335	PUGETSO	Puget Sound Energy	12/16/2019		
	200004765331	15720 Main St 10/18 - 11/18			291.81
	200004765463	15728 Main St 10/18 - 11/18			617.71
			Total for Check Number 61335:	0.00	909.52
61336	RONGERJ	John Rongerude P.S.	12/16/2019		
	9131	Conflict Public Defender #9Z1080986			300.00
			Total for Check Number 61336:	0.00	300.00
61337	SANDAACLN	Sanda Cleaners	12/16/2019		
	November 2019	Uniform Dry Cleaning - Elwin & Eastman			301.12
	November 2019A	Uniform Dry Cleaning - Conner			105.42
			Total for Check Number 61337:	0.00	406.54
61338	SILVERL	Silverlake Water District	12/16/2019		
	14112-27585	132nd & SR 527 Irrig 11/01 - 11/30			7.60
	14737-19068	13617 28th Dr SE Irrig 11/01 - 11/30			7.60
	17679-27345	15429 1/2 Bothell Everett Hwy 11/01 - 11/30			7.60
	17684-27596	15429 Bothell Way - Irrig 11/01 - 11/30			7.60
	24079-27593	Hillside Irrig 11/01 - 11/30			7.60
	32140-27632	13903 N Creek Dr - Irrig 11/01 - 11/30			7.60
	32141-27633	13903 N Creek Dr 11/01 - 11/30			73.85
	35995-27914	SR 527 - Irrig 11/01 - 11/30			7.60
	35996-27914	14600 SR 527 - Irrig 11/01 - 11/30			7.60
	35997-27914	13800 N SR 527 Irrig 11/01 - 11/30			7.60
	35998-27914	1600 SR 527 - Irrig 11/01 - 11/30			7.60
	35999-27914	15200 SR 527 - Irrig 11/01 - 11/30			7.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	36000-27914	15100 N SR 527 - Irrig 11/01 - 11/30			7.60
	36016-27914	SR 527 & Trillium Blvd - Irrig 11/01 - 11/30			7.60
	36025-27914	14600 SR 527 - Irrig 11/01 - 11/30			7.60
	36026-27914	SR 527 & Dumas Rd - Irrig 11/01 - 11/30			7.60
	36365-27593	Dumas Rd Irrigation 11/01 - 11/30			22.30
	37034-30017	14721 12th Ave SE - Irrig 11/01 - 11/30			7.60
	37680-27914	0 33rd Dr & Northpointe Circle - Irrig 11/01 - 11/30			9.75
	40191-27914	13315 45th Ave SE - Restroom 11/01 - 11/30			68.00
			Total for Check Number 61338:	0.00	295.50
61339	SCFIRDS INV00173	Sno County Fire District #7 Fire Interlocal Agreement - 4th Qtr 2019	12/16/2019		982,686.25
			Total for Check Number 61339:	0.00	982,686.25
61340	SNOCPW 1000517629 1000517629A 1000517629B	Snohomish County Public Works Signal Maintenance - RR7552 Dumas Rd & Parl Signal Maintenance - RR7554 164th SE & 9th A Signal Maintenance - RR7571 Mill Creek Rd &	12/16/2019		1,529.95 249.31 274.02
			Total for Check Number 61340:	0.00	2,053.28
61341	SNOCOSH1 2019-5509	Snohomish County Treasurer Inmate Medical Billing - Sept	12/16/2019		385.26
			Total for Check Number 61341:	0.00	385.26
61342	SNDPUBIN EDH883409 EDH883411	Sound Publishing Inc Publication of Ordinance #2018-839 Publication of Ordinance #2019-854	12/16/2019		38.01 38.01
			Total for Check Number 61342:	0.00	76.02
61343	SDISTCRT 1000513508 1000513508A	South District Court Filing Fees SD Court - Oct Interpreter Costs - Oct	12/16/2019		6,835.52 753.52
			Total for Check Number 61343:	0.00	7,589.04
61344	STAND 600156-0001	Standard Ins. Company RA Life, AD&D & LTD Prem - MEBT - ER - Dec	12/16/2019		3,973.35
			Total for Check Number 61344:	0.00	3,973.35
61345	STAND2 600156-0002	Standard Ins. Company RA Survivor Prem - MEBT - ER Paid - Dec	12/16/2019		1,999.30
			Total for Check Number 61345:	0.00	1,999.30
61346	STAPLEAD 303893 303893A 303893B	Staples Advantage Copy Paper - Central Supplies Yellow Writing Pads Credit - Brother Labeling Tape	12/16/2019		412.28 9.38 -26.38
			Total for Check Number 61346:	0.00	395.28
61347	STARDMSV 012546-IN 012546-IN1	Stardom Services Inc November Services - Janitorial November Services - Janitorial	12/16/2019		1,184.13 995.00
			Total for Check Number 61347:	0.00	2,179.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61348	STERICYC 3004915249	Stericycle Inc Biomedical Waste Services - Monthly Fee	12/16/2019		10.36
			Total for Check Number 61348:	0.00	10.36
61349	TACSCREW 18260878	Tacoma Screw Products Inc Hex Bit for CB Bolts	12/16/2019		30.08
			Total for Check Number 61349:	0.00	30.08
61350	TCSPANNA 91688	TC Span America Work T-Shirts/Sweatshirts for PW Crew	12/16/2019		594.95
			Total for Check Number 61350:	0.00	594.95
61351	TERMINIX 391530478	Terminix Processing Center Pest Control - WO# 16599014310 - MC Library	12/16/2019		83.98
			Total for Check Number 61351:	0.00	83.98
61352	BLUELINE 17731 18096	The Blueline Group Prof Svcs - Heron Park Play Area Renovation 09 Prof Svcs - Heron Park Play Area Renovation 09	12/16/2019		7,400.00 10,860.00
			Total for Check Number 61352:	0.00	18,260.00
61353	THEFARM 00188547	The Farm By Vintage, LP Overpayment of Plan Review Fee - The Farm - F	12/16/2019		8,259.61
			Total for Check Number 61353:	0.00	8,259.61
61354	TRANSUN 11908836	Trans Union LLC Basic Service Monthly Fee - Credit Checks 10/2:	12/16/2019		55.25
			Total for Check Number 61354:	0.00	55.25
61355	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations - Nov	12/16/2019		55.25
			Total for Check Number 61355:	0.00	55.25
61356	UNWAYSNC Dec 2019	United Way of Snohomish County United Way EE - Dec 2019	12/16/2019		165.00
			Total for Check Number 61356:	0.00	165.00
61357	UULC 9110185 9110185A	Utilities Underground Location Center On Call Location Services - 42 Locates On Call Location Services - 42 Locates	12/16/2019		54.18 54.18
			Total for Check Number 61357:	0.00	108.36
61358	VERIZON 9842696371	Verizon Wireless Access & Usage Chgs - Public Safety 10/23 - 11.	12/16/2019		1,076.77
			Total for Check Number 61358:	0.00	1,076.77
61359	WASTPAT I20003583 I20003583A	Washington State Patrol Background Checks - Nov Background Checks - Nov	12/16/2019		21.00 26.50
			Total for Check Number 61359:	0.00	47.50

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
61360	WAVEDIV 102743301000704	WaveDivision Holdings, LLC Fiber Lease - 15728 Main St to 3000 Rockefeller	12/16/2019		640.68
				Total for Check Number 61360:	0.00 640.68
61361	WIMAN 00062585	Wiman Corporation 20 Cases - Dog Waste Bags	12/16/2019		2,075.19
				Total for Check Number 61361:	0.00 2,075.19
61362	WRIGHTJ Reimb Wright	Jere Wright Pesticide License Fee - Annual	12/16/2019		33.00
				Total for Check Number 61362:	0.00 33.00
61363	AFSCME Nov 2019	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME - Nov	12/16/2019		1,259.73
				Total for Check Number 61363:	0.00 1,259.73
61364	YBASHIRT 2834 2834A	YBA Shirts 523 Basketball Jerseys - Youth Basketball Use Tax - 523 Basketball Jerseys - Youth Basket	12/16/2019		6,068.11 -576.61
				Total for Check Number 61364:	0.00 5,491.50
				Total for 12/16/2019:	0.00 1,187,677.20
				Report Total (70 checks):	0.00 1,187,677.20



Date: January 7, 2020

Payroll Check Batches		
Dated	Check Numbers	Amount
12/10/2019	ACH Wire-Assoc. of WA Cities	\$84,738.68
12/10/2019	ACH Automatic Deposit Checks	\$156,499.56
12/10/2019	ACH Wire- FWT & Medicare Taxes	\$27,593.15
12/10/2019	ACH Wire MEBT – Wilmington Trust	\$20,502.25
12/10/2019	ACH Wire – BAC – Flex Savings Acct	\$1,312.15
12/10/2019	ACH Wire – ICMA RC – Def. Comp	\$1,606.11
12/10/2019	ACH Wire – MCPD Guild Dues	\$2,040.00
12/23/2019	ACH Automatic Deposit Checks	\$155,410.83
12/23/2019	ACH Wire- FWT & Medicare Taxes	\$27,201.21
12/23/2019	ACH Wire MEBT – Wilmington Trust	\$25,538.48
12/23/2019	ACH Wire – BAC – Flex Savings Acct	\$1,312.15
12/23/2019	ACH Wire – ICMA RC – Def. Comp	\$1,606.11
Total		\$505,360.68

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 \$505,360.68.

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

Councilmember

Finance Director

Councilmember

City Manager

ASSOCIATION OF WASHINGTON CITIES

MILL CREEK, CITY OF

ACCOUNT SUMMARY - contains all changes to this account as of 12/06/2019 03:48:35 PM

FUND: 100

ACCOUNT NUMBER: 186 L

BILL MONTH: 12/2019
COVERAGE MONTH: 12/2019
PAYMENT DUE BY: **12/10/2019**
CURRENT BILLING AMOUNT: \$84,738.68
PRIOR OVERAGE OR SHORTAGE: \$0.00
ADJUSTMENTS: \$0.00
TOTAL AMOUNT DUE: **\$84,738.68**

100 186 L 122019 0

Fund	Account Number	Bill Month	Amount Paid
100	186 L	12/2019	\$ <u>84,738.68</u>

If you have questions concerning your billing, please contact the Association of Washington Cities Office at (800) 562-8981 or (360) 753-4137 or Northwest Administrators, Inc. at (206) 726-3345.

MAIL PAYMENT TO: *If payment is made by check, please print a copy of this page and mail it with your payment to the following address.*

ASSOCIATION OF WASHINGTON CITIES
PO BOX 84303
SEATTLE, WA 98124-5603

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:50 Pay Date:12/10/2019 P/E Date:11/30/2019
 Qtr/Year:4/2019 Run Time/Date:18:29:36 PM EST 12/06/2019

Taxes Debited	Federal Income Tax	20,676.40	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	3,176.19	
	Medicare - ER	3,176.20	
	Medicare Adj - EE	0.00	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	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	188.04	
	State Family Leave Insurance - ER	0.00	
	State Medical Leave Insurance - EE	169.33	
	State Medical Leave Insurance - ER	206.99	
	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	27,593.15	
Other Transfers	Full Service Direct Deposit Acct. No	156,499.56	
	Total Amount Debited From Your Account		184,092.71
Bank Debits & Other Liability	Checks	0.00	
	Adjustments/Prepay/Voids	0.00	
Taxes- Your Responsibility	None this payroll		
			Total Liability
			184,092.71
			184,092.71
			184,092.71
			184,092.71

Outgoing Payments Report



Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 12/13/2019 5:16:46 PM CST

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

Status: Confirmed Rv Bank
Transaction Number

Template Name: MATRIX/MEBT
Template Code: WLTRUST

Debit Account Information

Debit Bank:
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: 20,502.25

Value Date: 12/12/2019

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: lotleo
Approved: mciaravino
Initial Confirmation
Confirmation #:

Input Time: 12/11/2019 3:03:06 PM CST
Time: 12/12/2019 12:01:16 PM CST

ACH Cash Pro Online
City of Mill Creek

Report Date: 12/13/2019
Report Time: 05:18:25 PM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	12/12/2019
ACH ID:		Batch Sequence:	1
Application Name:	CCD Payments and Collections	Database Name:	BAC
Batch Status:	Submitted	Created By:	LOTLEO
Released By:	MCIARAVINO		

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
BAC	BENEFIT ADMIN C	\$1,312.15				C	
		<u>Total Amount in Batch</u>		<u>Total Count in Batch</u>			
	Debits		\$0.00			0	
	Credits		\$1,312.15			1	
	Prenotes		\$0.00			0	
		<u>Grand Total Amount</u>		<u>Grand Total Count</u>			
	Debits		\$0.00			0	
	Credits		\$1,312.15			1	
	Prenotes		\$0.00			0	

Outgoing Payments Report



Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 12/13/2019 5:17:21 PM CST

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

Status: Confirmed Rv Bank
Transaction Number:

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: 21264-4553
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 - United States of America
Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,606.11

Value Date: 12/12/2019

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: lotleo
Approved: mciaravino
Initial Confirmation:
Confirmation:

Input Time: 12/11/2019 3:10:34 PM CST
Time: 12/12/2019 12:05:24 PM CST

Outgoing Payments Report



Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 12/13/2019 5:17:08 PM CST

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

Status: Confirmed By Bank
Transaction Number: 19CBF07012HM1I32

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: 2,040.00

Value Date: 12/12/2019

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: lotleo
Approved: mciaravino
Initial Confirmation:
Confirmation :

Input Time: 12/11/2019 3:07:11 PM CST
Time: 12/12/2019 11:57:35 AM CST

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:51 Pay Date:12/23/2019 P/E Date:12/15/2019
 Qtr/Year:4/2019 Run Time/Date:18:48:23 PM EST 12/19/2019

Taxes Debited	Federal Income Tax	20,348.92	
	Earned Income Credit Advances	0.00	
	Social Security - EE	0.00	
	Social Security - ER	0.00	
	Social Security Adj - EE	0.00	
	Medicare - EE	3,145.76	
	Medicare - ER	3,145.88	
	Medicare Adj - EE	0.12	
	Medicare Surtax - EE	0.00	
	Medicare Surtax Adj - EE	0.00	
	COBRA Premium Assistance Payments	0.00	
	Federal Unemployment Tax	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	186.86	
	State Family Leave Insurance - ER	0.00	
	State Medical Leave Insurance - EE	168.10	
	State Medical Leave Insurance - ER	205.57	
	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	27,201.21	
Other Transfers	Full Service Direct Deposit Acct. P	155,410.83	
	Total Amount Debited From Your Account		182,612.04
Bank Debits & Other Liability	Checks	0.00	
	Adjustments/Prepay/Voids	(0.12)	
Taxes- Your Responsibility	None this payroll		
			182,611.92
			Total Liability
			182,612.04
			182,611.92

Payment Details Report



Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 12/31/2019 2:44:11 PM CST

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:
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: 25,538.48

Value Date: 12/26/2019

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: lotleo
Approved: mciaravino
Initial Confirmation:
Confirmation #:

Input Time: 12/26/2019 1:15:19 PM CST
Time: 12/26/2019 2:09:10 PM CST

ACH Cash Pro Online
City of Mill Creek

Report Date: 12/31/2019
Report Time: 02:41:45 PM

Batch Summary Report by ID Number

Company Name:	City of Mill 01	Effective Date:	12/26/2019
ACH ID:		Batch Sequence:	1
Application Name:	CCD Payments and Collections	Database Name:	BAC
Batch Status:	Submitted	Created By:	LOTLEO
Released By:	MCIARAVINO		

<u>Name</u>	<u>ID</u>	<u>Amount</u>	<u>D/C</u>	<u>Bank ID</u>	<u>Account #</u>	<u>Acct Type</u>	<u>Trace #</u>
BAC	BENEFIT ADMIN C	\$1,312.15	C			C	

	<u>Total Amount in Batch</u>	<u>Total Count in Batch</u>
Debits	\$0.00	0
Credits	\$1,312.15	1
Prenotes	\$0.00	0

	<u>Grand Total Amount</u>	<u>Grand Total Count</u>
Debits	\$0.00	0
Credits	\$1,312.15	1
Prenotes	\$0.00	0

Payment Details Report



Company: City of Mill Creek
Requester: Leo, Lota
Run Date: 12/31/2019 2:44:32 PM CST

Domestic High Value (Wire)

Payment Category: Urgent/Wire

Status: Confirmed By Bank
Transaction Number

Template Name: ICMA 457 Plan
Template Code: ICMA

Debit Account Information

Debit Bank: 125000024
Debit Account: 000060104700
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: 21264-4553
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 - United States of America

Beneficiary Email:
Beneficiary Mobile Number:

Payment Details

Credit Currency: USD
Credit Amount: 1,606.11

Value Date: 12/26/2019

Optional Information

Sender's Reference Number: 302029

Beneficiary Information: City of Mill Creek 302029

Additional Routing

Intermediary Bank ID:

Receiver Information:

Control Information

Input: lolleo
Approved: mcclaravino
Initial Confirmation:
Confirmation #

Input Time: 12/26/2019 1:16:30 PM CST
Time: 12/26/2019 2:03:40 PM CST

JANUARY 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 Council	8	9	10	11
12	13	14 Council	15	16	17	18
19	20	21	22	23	24	25
26	27	28 Council	29	30	31	

FEBRUARY 2020						
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 Council	26	27	28	29

MARCH 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Council	4	5	6	7
8	9	10 Council	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Council	25	26	27	28
29	30	31				

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: January 3, 2020

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

January 14, 2020

January 28, 2020

- Request for Proposals: 2019 City Hall North HVAC Repair Project (19-BLDG-01)

February 4, 2020

February 11, 2020

- Construction Contract Award: Heron Park Play Area Upgrades (19-PARK-01)
- Construction Contract Award: Seattle Hill Road Preservation Project (18-PAVE-03)
- ILA with Alderwood Water and Wastewater District for Seattle Hill Road Preservation Project

February 25, 2020

- 2020 Community Events

March 3, 2020

March 10, 2020

March 24, 2020

Possible Work Session Topics for Discussion

- ST3 Stations - (Sound Transit)
- East-West Corridor (Snohomish County)
- Construction Tax Revenue - TBD
- Appropriation vs. Authorization - Michael
- Snohomish Health District Update - Shawn Frederickson
- Spring 2020: Ordinance Amending MCMC re: Business Park Zone District - Gina Hortillosa
- City Publication Final Analysis - Michael
- SLWD Property (LOI) Gina H
- Dept. of Commerce Grant #300K Mill Creek Blvd. Gina H
- Southwest UGA Boundary Manning Study (Snohomish County)
- \$100K ILA SnoCo (REET) Gina H



15728 Main Street, Mill Creek, WA 98012
Administration 425-745-1891
Police 425-745-6175
All Other Departments 425-551-7254

**Park & Recreation Board Meeting Minutes
September 4, 2019**

Members:

David Chapin, Vice Chair
Ryan Nichols
Peter Lalic
Melissa Duque
Tammy Dunn
Tyler Hogan

Not Present:

Jim Erlewine, Chair
Vince Cavaleri, Council Representative

Also Present:

Jay Sandstrom, Recreation Coordinator
Gordon Brink, Interim Communications and Marketing Director

CALL TO ORDER

Vice Chair Chapin called the meeting to order at 5pm. Members and staff were present as noted above.

MINUTES

Member Hogan moved, seconded by Member Duque, to approve the July 3, 2019, minutes as presented. The minutes were approved by members present.

YOUTH ADVISORY BOARD UPDATES

Recreation Coordinator Sandstrom informed the board about the summer events the Youth Advisory Board helped with. These included: Party in the Parks, National Night Out, Run With Heart 5K, Mill Creek Festival, 3 on 3 Basketball, Mill Creek Farmers Market, Town Center Art Walks, and more. Moving into the fall, the Youth Board will be working on the Operation Gratitude service project, Trunk or Treat, and preparing for their fall social event.

OLD BUSINESS

cityofmillcreek.com

Facebook: [Facebook.com/MillCreekWA](https://www.facebook.com/MillCreekWA)

Twitter: [@MillCreekWA](https://twitter.com/MillCreekWA)

Instagram: [@CityofMillCreek](https://www.instagram.com/CityofMillCreek)

Exploration Park Update

Recreation Coordinator Sandstrom updated the board on construction process at Exploration Park. The project is still on pace for a completion date of October 2019.

Park Tour Recap

Board members were provided the opportunity to recap the annual Park Tour from June 2019. Recreation Coordinator Sandstrom reminded members they can still review the comments from the tour and rank their items in need to attention. General consensus from the board was that overall the parks are in great condition. Signage for parks is of the greatest importance moving forward.

New Board Member – Ryan Nichols

Member Nichols attended their first meeting in July. His position runs through 10/2021.

Youth Advisory Board Recognition

Community Engagement Coordinator Kristen Rasmussen, who manages the Youth Advisory Board, is currently on maternity leave through November 2019. Upon her return, the Communication and Recreation Department will be reviewing options for providing the Youth Advisory board recognition opportunities.

NEW BUSINESS

Party in the Parks 2019

Recreation Coordinator Sandstrom explained the 2019 Party in the Parks slate of events, which took place at Highlands Park, Mill Creek Sports Park and Heron Park. He asked the board provide recommendations for event locations in 2020.

The question was raised about Exploration Park hosting an event in 2020. The Communication and Recreation team will be looking into the possibility of renting honey buckets to be able to use this location and show off the new park.

Members expressed the through of keeping event locations somewhat consistent, as community members will know when and where a location will be held. In addition to this, members shared that the events should not feel limited to just the neighborhoods they are being held in. The Communication and Recreation department will look to increase exposure through marketing the events in 2020.

Heron Park Renovation

The Engineering department will be attending the October 2, 2019 meeting to present design options for the planned Heron Park renovation project. These plans will be provided to Board Members prior to the meeting for their review. Board Members are requested to bring thoughts and feedback to share at the October 2 meeting.

Park Signage

The main topic that came out of the 2019 Park Tour was Park Signage. Board members noted that signage at Mill Creek parks is not consistent between locations. In many cases, it is hard to distinguish if a park is City operated or HOA operated.

Some of the topics that were brought up around signage were:

- Signs posting park hours were not consistent at all locations
- City logo branding is generally not present on signs
- Directional signage for park locations not clear from main roads

Recreation Coordinator Sandstrom will be following up with the Public Works department on this topic to analyze options moving forward.

FOR THE GOOD OF THE ORDER

- Member Lalic discussed the Skate Park closure and comments he has received from community members. Recreation Coordinator Sandstrom updated the board on why it has been closed, and shared details for the board members to tell the community if asked.
- The board requested to be informed on issues such as the Skate Park closure so they are knowledgeable of the issue and can spread correct information as necessary. The City will work to bring these topics to future meetings.

ADJOURNMENT

Member Duque moved to adjourn the meeting at 5:58pm, seconded by Member Lalic. The motion passed unanimously. The next meeting is scheduled for October 2, 2019, at 5 p.m. in the City Hall Council Chambers.

Submitted by:



Jay Sandstrom, Recreation Coordinator



Design Review Board Agenda

15728 Main Street, Mill Creek, Washington 98012

November 21, 2019

5:15 p.m.

COUNCIL CHAMBERS

- | | |
|---|------------------|
| I. CALL TO ORDER: | 5:15 p.m. |
| II. ROLL CALL: | 5:15 p.m. |
| III. APPROVAL OF MINUTES: | 5:16 p.m. |
| A. Approval of October 24, 2019 Meeting Minutes ⁽¹⁾ | |
| IV. NEW BUSINESS: | 5:17 p.m. |
| A. The Farm – Building Elevations, Buildings E and F ⁽²⁾ | |
| V. ADJOURNMENT: | 6:45 p.m. |

ATTACHMENTS:

1. October 24, 2019 Meeting Minutes
2. The Farm, Building Elevations – Buildings E and F Staff Report with Attachments

G:\EXECUTIVE\WP\BOARDS\Design Review Board\AGENDAS\2019\June 20 2019.docx

We are trying to make our public meetings accessible to all members of the public. If you need special accommodations, please call City Hall three days prior to this meeting (425) 745-1891.



**CITY OF MILL CREEK
DESIGN REVIEW BOARD MEETING MINUTES
November 21, 2019**

Approved December 19, 2019

DRB Members:

Dave Gunter, Chair
David Hambelton, Vice Chair
Tina Hastings
Diane Symms
Beverly Tiedje

Development Services Staff:

Tom Rogers, Planning and Development Services Manager
Christi Amrine, Senior Planner

I. CALL TO ORDER:

Chair Gunter called the meeting to order at 5:16 p.m.

II. ROLL CALL:

All members were present as noted above.

III. MINUTES:

A. Minutes of October 24, 2019

MOTION: Member Hastings moved, seconded by Vice Chair Hambelton, to approve the October 24, 2019 minutes as presented. The motion was approved unanimously.

IV. WORK SESSION:

The Farm at Mill Creek – Buildings E and F, Building Elevations, Colors and Materials
Senior Planner Schmidt noted that the project before the Board for review is The Farm at Mill Creek Elevations - Colors and Materials for Buildings E and F, which has been before the Board numerous times over the last year for informal review. The staff presentation included a vicinity map, general background information, site photos, review criteria, materials and perspective elevations from various viewpoints.

Design Review Board Meeting Minutes
November 21, 2019
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Building E

Ms. Schmidt stated that the balconies on the south elevation adjacent to the single-family homes are required to be Juliet balconies based on a request from the adjacent homeowners at the public hearing for the Binding Site Plan. They were concerned about these balconies becoming a storage area. The architect has suggested a depth of nine inches for the Juliet balconies and staff would like the Board's opinion on the appropriate width for these balconies. Ms. Schmidt noted that the building has modulation every 24 to 26 feet; thus, meeting the code requirements for façade modulation. It also meets the requirements for height with a proposed height of 58 feet.

The Board discussed the brick veneer on the base of the building. Member Tiedje pointed out that the perspective elevations show two different brick colors and the materials board shows only one brick color.

Chris Olson, 3707 South Grand Boulevard, Spokane, WA

Mr. Olson, the project architect, stated that they have gone back and forth over whether to use one or two colors of brick. After a brief discussion, it was the consensus of the Board that the two colors looks good and would be their preference.

Senior Planner Schmidt noted that the plans do not specify the depth of the awnings; thus, a Condition of Approval has been added stating the awning shall have a minimum depth of six feet as required by Code. She also stated that the depth of the balconies is not specified. Staff is recommending a minimum depth of four feet for all usable balconies. After a brief discussion, the Board concurred with the staff recommendation.

Member Hastings asked about the mechanical screening and Ms. Schmidt stated that it would be screened with a metal mesh in a musket brown color.

Ms. Schmidt asked if the awnings would have an enclosed gutter system. Mr. Olson stated that they would not. The Board discussed the issue of awnings dripping on pedestrians. Mr. Olson said that the awnings primarily drip in the planting area, but they could come up with something to direct the drainage away from pedestrian areas.

MOTION: Member Hastings moved, seconded by Member Tiedje, to approve the Building Elevations, Colors and Materials for Building E as conditioned in the staff report, with the following additional conditions:

- The Juliet balconies, adjacent to the single-family neighborhoods, shall be 9 inches in depth.
- The remainder of the usable balconies shall be a minimum depth of four feet.
- Up to two colors of brick shall be used on the base of the building.
- Awnings shall be pitched to drain away from pedestrian areas including doorways and benches.

The motion was approved unanimously.

Design Review Board Meeting Minutes
November 21, 2019
Page 3

Building F

Ms. Schmidt noted that the proposed materials and colors for Building F are very similar to what is proposed for Building E. Building F is slightly higher than the parking garage so it camouflages the garage. She noted that the applicant has requested that the interior facing balconies on Building F also be Juliet balconies to avoid conflicts with trees and to cut down on the amount of daylight that will be blocked in this area between the building and the garage.

Ms. Schmidt stated that the applicant has achieved the roof and façade modulation required by the Code and are providing color and material changes. Building F would have the same conditions as Building E and should require a minimum awning depth of six feet, and minimum depth on the usable balconies of four feet. Chair Gunter confirmed that the Juliet balconies proposed on the interior would be a 9 inch depth as proposed in Building E.

The Board discussed the east elevation, on the corner adjacent to 132nd Street, and expressed a concern about the blank white wall. It was the consensus of the Board that this area should have an additional color or material change to break up the expanse of blank wall.

MOTION: Member Hastings moved, seconded by Member Symms, to approve the Building Elevations, Colors and Materials for Building F as conditioned in the staff report, with the following additional conditions:

- The interior facing balconies shall be Juliet balconies with a depth of 9 inches and the exterior facing balconies shall be usable with a depth of 4 feet.
- Up to two colors of brick shall be used on the building base.
- Awnings shall be pitched to drain away from pedestrian areas including doorways and benches.
- Add a material or color change on the east elevation to break up the large white wall, which can be approved by staff.

The motion was approved unanimously.

IV. ADJOURNMENT:

Chair Gunter adjourned the meeting with the consensus of the Board at 6:17 p.m.

Submitted by:



Sherrie Ringstad, Associate Planner



PLANNING COMMISSION AGENDA

15728 Main Street, Mill Creek, Washington 98012 - (425) 745-1891

July 18, 2019

**Regular Meeting
7:00 p.m.**

	TIME
I. CALL TO ORDER	7:00 p.m.
II. ROLL CALL	7:01 p.m.
III. APPROVAL OF MINUTES	7:02 p.m.
A. Planning Commission Meeting of June 20, 2019 ⁽¹⁾	
IV. WORK SESSION	7:03 p.m.
A. Potential Comprehensive Plan and Zoning Code Amendments Relating to the Business and Industrial Park Zone District	
V. FOR THE GOOD OF THE ORDER	7:50 p.m.
VI. ADJOURNMENT	8:00 p.m.

ATTACHMENTS:

1. June 20, 2019 Planning Commission Minutes
2. Memorandum dated July 9, 2019 with Attachments

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**CITY OF MILL CREEK
PLANNING COMMISSION MEETING MINUTES
July 18, 2019**

Approved December 19, 2019

I. CALL TO ORDER:

Chair Eisner called the meeting to order at 7:00 p.m.

II. ROLL CALL:

Chair Stan Eisner
Vice Chair Matthew Nolan
Commissioner April Berg (absent)
Commissioner Brian Hyatt
Commissioner Daniel Mills (absent)
Commissioner Nicolas Marin (absent)
Commissioner Dennis Teschlog

Staff:
Tom Rogers, Development Services Manager
Christi Schmidt, Senior Planner
Sherrie Ringstad, Associate Planner

III. APPROVAL OF MINUTES

Planning Commission Meeting of June 20, 2019

MOTION: Vice Chair Nolan moved, seconded by Commission Teschlog, to approve the June 20, 2019 minutes as presented. The motion was approved unanimously.

IV. WORK SESSION

Potential Code Amendments

Senior Planner Christi Schmidt noted that at the June meeting the Commission discussed the issue of allowing standalone restaurants in the Business and Industrial Park (BP) zone district. She noted this would also require minor amendments to the Comprehensive Plan as well as the Mill Creek Municipal Code. Ms. Schmidt stated that staff has had requests from different property owners to allow standalone restaurants. Currently the code limits restaurants to 15% of the total building square footage, with a maximum of 3,000 square feet allowed. She noted that at the last meeting there was a consensus among the Commission to ask staff to bring back information to further analyze the potential code amendments.

Ms. Schmidt noted that the packet contained a zoning map, and a map showing undeveloped properties, and a map from the County showing environmentally sensitive areas, which limit development potential. She noted that the properties along the Bothell-Everett Highway are restricted by both steep slopes and wetlands. Parcel J on the undeveloped properties map has the most developable area. The property owner of this parcel is currently in the process of constructing Phase II of Clock Tower Self-Storage. A majority of the undeveloped sites are likely reasonable use sites. Vice Chair Nolan stated that the zone text amendment would also apply to properties on 9th Avenue. Planning and Development Services Manager Tom Rogers acknowledged that it would apply to 9th Avenue but stated that staff primarily focused on the properties along the Bothell-Everett Highway since due to the location and visibility 9th Avenue would be an unlikely location for a restaurant.

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July 18, 2019
Page 2

Ms. Schmidt noted that potential Code Amendments were also included in the packet and included deleting the current maximum of 3,000 square feet, adding restaurants as a principal use and deleting restaurants from the Conditional Use section. Staff will also bring back proposed amendments to the Comprehensive Plan Policies.

It was the consensus of the Commission to move forward with the proposed amendments. They felt that it is unlikely that this area will develop with a large office and this may be the best option for development of this property. In general, the Commissioners believe that a restaurant would be better than another self-storage facility.

Chair Eisner asked if the Council has provided any opinion relative to this issue. Mr. Rogers explained that it hasn't been discussed with Council yet, but staff will bring the potential Code Amendments to Council for direction prior to proceeding with issuing SEPA or holding a public hearing.

Chair Eisner asked if staff had a sense of whether the undeveloped parcels could be developed with a restaurant use and still provide adequate parking. Ms. Schmidt noted that while staff hasn't done this specific analysis, the property owner of Parcel J has done the analysis for his property and feels that it would work.

Mr. Rogers asked the Commission if they would be available for a special meeting on August 15, 2019. Chair Eisner stated that he would be out of town and Vice Chair Nolan, and Commissioner Hyatt and Teschlog stated that they would be available. Mr. Rogers said that staff would check with the Commissioners that are absent before scheduling a special meeting.

VI. FOR THE GOOD OF THE ORDER

Mr. Rogers stated that there is a live version of the Short Course for Local Planning in Mukilteo on September 17, 2019, beginning at 6:15 p.m.

VII. ADJOURNMENT

Chair Eisner adjourned the meeting with the consensus of the Commission at 7:30 p.m.

Submitted by:



Sherrie Ringstad, Associate Planner



PLANNING COMMISSION AGENDA

15728 Main Street, Mill Creek, Washington 98012 - (425) 745-1891

September 19, 2019

Regular Meeting

6:30 p.m.

	TIME
I. CALL TO ORDER	6:30 p.m.
II. ROLL CALL	6:30 p.m.
III. WORK SESSION	6:31 p.m.
A. Joint Work Session with Design Review Board to discuss visioning for the Mill Creek Boulevard Subarea	
V. ADJOURNMENT	8:00 p.m.

ATTACHMENTS:

None

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**CITY OF MILL CREEK
PLANNING COMMISSION MEETING MINUTES
September 19, 2019**

Approved December 19, 2019

I. CALL TO ORDER:

Design Review Board Chair Gunter called the joint meeting of the Design Review Board and the Planning Commission to order at 6:30 p.m.

II. ROLL CALL:

Chair Stan Eisner
Vice Chair Matthew Nolan
Commissioner April Berg
Commissioner Brian Hyatt
Commissioner Daniel Mills (absent)
Commissioner Nicolas Marin (absent)
Commissioner Dennis Teschlog

Staff and Consultant:
Tom Rogers, Development Services Manager
Sherrie Ringstad, Associate Planner
Mandi Roberts, Otak

III. WORK SESSION

Mill Creek Boulevard Subarea Plan

Planning Manager Tom Rogers stated that this joint workshop has been scheduled to gather input on the Mill Creek Boulevard Corridor land use and infrastructure subarea plan. He noted that the plan is intended to provide a long-term vision for the subarea as well as address short-term infrastructure needs. The subarea extends from Town Center on the north to the commercial properties just south of 164th Street SE and from the Bothell-Everett Highway on the east to North Creek on the west. Mr. Rogers reviewed the schedule and noted that the initiate and communicate phase includes a series of focus group workshops, which includes the one with the Design Review Board and the Planning Commission this evening. Multiple workshops have been scheduled with three specifically for the business and property owners, one for HOAs, several for the various City Boards and Commissions, the Youth Advisory Board, and the seniors group. Mr. Rogers introduced Mandi Roberts, who is with Otak and is the project manager.

Ms. Roberts introduced herself and her team and talked about the sub-consultants specializing in transportation and economic development. She noted that there is a strong emphasis on public engagement in the planning process that includes a walking tour, open houses, web based engagement, and a texting service. The focus group workshops will take the different groups through a similar set of questions to the ones that will be used tonight. In addition, she noted a Workshop for the general public has been scheduled for October 2nd at 6:30 p.m. in room 201 in City Hall North. This meeting is open to public and she encouraged the members present to share the invitation with their friends, family and neighbors to help get word out and encourage participation.

Ms. Roberts reviewed potential ideas and opportunities, such as the SWIFT – Green Line running down the Bothell-Everett Highway and the Orange Line opening in 2024, which has the potential to serve the subarea more directly and connect to the broader region. The plan will look at

Planning Commission Minutes
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multimodal issues such as roadway and pavement needs, pedestrian and bicycle facilities, and access to transit. She stated that because this area is where City Hall is located, there is also a potential for a civic campus or community gathering space. She shared some examples of what this might look like, including a festival street, public art, pop up parks, and wide sidewalks that would accommodate sidewalk cafes.

Ms. Roberts reminded the board members that a majority of these properties are privately owned and what happens will be based on what the property owners want to do in the future. Development can take many forms such as minor rehab, infill development, and redevelopment. She shared slide of what these different types of development could look like, as well as slides showing current trends such as market hall/food hall and co-working and work sharing spaces. The final slides showed ideas for what could be done with North Creek and Pond 6 to make them more of an amenity.

The Workshop Exercise consisted of several questions as follows:

1. Overall Community Character: What word or phrase best describes the Mill Creek character as a whole?
2. Issues and problems: What are the issues and problems in the subarea today that this plan should address?
3. What is working now? What should stay the same?
4. Planning for Growth: According to the growth projections prepared by Washington State, by 2050 Snohomish County will have an additional 424,000 people and 225,000 jobs. Should this future growth be an important factor to be considered in the plan?
5. Of the elements listed below, which are most important to you? Pick up to three elements or write in an element:
 - a) Thriving businesses, b) access to transit, c) increased pedestrian and bicycle connectivity/safety, d) more places to live/variety of housing choices, e) creating a stronger civic core/civic campus for our community, f) places for events and festivals, g) parks and green spaces, h) enhancing North Creek, i) place making – creating places that attract people and business, j) more opportunities to _____, k) _____ (your choice).
6. Successful process: To have a successful planning process, what are some of the most important factors, criteria, and values to consider in preparing the plan?
7. Possibilities/opportunities: Think ahead to 20 years from now after this plan is implemented, what would you like to see in the subarea? What has changed for the better?

The Board members had a dynamic discussion sharing the following ideas and thoughts:

- Most people coming from the west to Town Center turn north on Mill Creek Boulevard rather than the Bothell-Everett Highway; thus, Mill Creek Boulevard has become an

Planning Commission Minutes
September 19, 2019
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- unofficial gateway to the City and the Town Center. Right now you essentially see the back of a store and it is not much of an entrance.
- We need to look at what businesses are thriving – the City seems to be a magnet for restaurants – it is hard for retail shops unless they have an internet presence. Over the next 20 years how does that trend change?
 - Technology will also have an impact.
 - We need to cultivate a niche.
 - We are still a commuter city – with employment centralized in Seattle. Should we try to plan for jobs?
 - We should plan for what we want – an active community – a place where families want to live.
 - Open space draws people but not if you can't get in and out – a lengthy discussion on traffic and access issues ensued. Connectivity, traffic and parking were a big concern for a majority of those present.
 - We should design something that will attract people and businesses.
 - Encourage more variety in businesses.
 - Keep the small town atmosphere.
 - This area could be very walkable if we do it right.

IV. ADJOURNMENT

Chair Eisner asked if there was a motion to adjourn.

MOTION: Vice Chair Nolan moved, seconded by Commissioner Hyatt, to adjourn the meeting at 7:50 p.m. The motion was approved unanimously.

Submitted by:



Sherrie Ringstad, Associate Planner

2020 Audit Committee Schedule

January:
Pruitt/Bond

July:
Hotlzclaw/Pruitt

February:
Bond/Vignal

August:
no meetings

March:
Vignal/Todd

September:
Pruitt/Bond

April:
Todd/Steckler

October:
Bond/Vignal

May:
Steckler/Cavaleri

November:
Vignal/Todd

June:
Cavaleri/Hotlzclaw

December:
Todd/Steckler