

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



- Brian Holtzclaw, Mayor • Stephanie Vignal, Mayor Pro Tem
• Mark Bond • Vince Cavaleri • John Steckler • Benjamin Briles • Adam Morgan

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. **Due to the COVID-19 pandemic City Council Meetings will be held virtually until further notice.**

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.

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. 2021 - 870

Next Resolution No. 2021 - 601

January 26, 2021
City Council Meeting
6:00 PM

VIRTUAL MEETING INFO

A.

Join Zoom Meeting

<https://zoom.us/j/99423272203>

Meeting ID: 994 2327 2203

One tap mobile

[+12532158782](tel:+12532158782),[,99423272203#](tel:+12532158782) US (Tacoma)

[+16699006833](tel:+16699006833),[,99423272203#](tel:+16699006833) US (San Jose)

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMUNICATION

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

NEW BUSINESS

- C. Appointments to the Park and Recreation Board
(Mayor Pro Tem Vignal, Councilmember Cavaleri and Councilmember Morgan)
- D. Approve the Sale of a 1998 Altec Bucket Truck (PW8) by Live Auction
(Matthew Combs, Public Works Supervisor)

STUDY SESSION

- E. The Farm Development Construction Update
(Tom Rogers, Planning Manager, Christi Schmidt, Senior Planner and Mike Todd, Director of Public Works and Development Services)

PROPOSED NEW INITIATIVES

- F. Dobson Remillard Church Cook property (DRCC) - Step 1: Guiding Principles
(Mayor Holtzclaw, Michael Ciaravino and Karen Reed)

CONSENT AGENDA

- G. Approval of Checks #62948 through #63015 and ACH Wire Transfers in the Amount of \$655,073.42.
(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)
- H. Payroll and Benefit ACH Payments in the Amount of \$273,567.77.
(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)
- I. City Council Meeting Minutes of January 12, 2021

REPORTS

- J. Mayor/Council
- K. City Manager
- Planning Schedule
- L. Staff
- Report, etc.

AUDIENCE COMMUNICATION

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

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- N.
- Discuss two items relating to bargaining negotiations with unions pursuant to RCW 42.30.140(4).
 - Discuss pending litigation pursuant to RCW 42.30.110(i).

ADJOURNMENT



Agenda Item # _____

Meeting Date: **January 26, 2021**

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: APPOINTMENTS TO THE PARK AND RECREATION BOARD

PROPOSED MOTION:

Motion to appoint two volunteers to serve on the Park and Recreation Board expiring October 31, 2023.

KEY FACTS AND INFORMATION SUMMARY:

Two positions are open due to term expirations on October 31, 2020.

Staff conducted a recruitment process that included the following:

- A press release was sent to the local newspapers.
- The notice was also posted on the City's website.
- The notice was sent out through the "Notify Me" feature on the City's website, where people interested in serving on the Park and Recreation Board have signed-up to receive notice when a vacancy occurs.
- The City's social media outlets were utilized to advertise the vacancies.

Six applicants applied for the two vacancies on the Park and Recreation Board. Interviews are scheduled for Tuesday, January 26, 2021. The Interview Committee is comprised of Councilmember Cavaleri, Councilmember Vignal, Councilmember Morgan, and Park and Recreation Board Chair Melissa Duque.

CITY MANAGER RECOMMENDATION:

N/A

ATTACHMENTS:

Applications for the volunteer position on the Park and Recreation Board from: Daniel Smolinsky, Jeff Doan, Mark Johnson, Michael Bauer, Tannis Golebiewski, and Tyler Hogan.

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Michael G. Ciaravino", is written over a horizontal line.

Michael G. Ciaravino
City Manager

PARK & RECREATION BOARD INTERVIEW SCHEDULE

Tuesday, January 26, 2021

4:30 p.m. to 5:50 p.m.

Zoom Virtual Meeting Platform

<https://zoom.us/j/98459501177?pwd=SilqTDZVNmFDamhydVovclFRRkJBQT09>

Meeting ID: 984 5950 1177

Passcode: Parkboard

Councilmember Cavaleri
Councilmember Vignal
Councilmember Morgan
Melissa Duque, Park & Recreation Chair

There are two open positions on the Park & Recreation Board with a term that expires in October 31, 2023. Six letters of interest were submitted.

Appointments are scheduled to be made during the regular City Council meeting on January 26, 2021.

DUTIES: The Park & Recreation Board shall review and act on the following matters:

- Acquisition of park and recreation facilities.
- Development, design and operation of park and recreation programming and facilities.
- Facility use fees and procedures.
- Capital improvement planning.
- Contracts, interlocal and lease agreements regarding park and recreation activities.
- Park, playfield and facility design.
- The members of the Park & Recreation Board recommend annual acquisition, development and operation of park and recreation facilities and programs.

SCHEDULE:

Tuesday, January 26, 2021	
Park & Recreation Board Interviews	
Applicant	Interview Time
Daniel Smolinsky	4:30 – 4:40 p.m.
Jeff Doan	4:40 – 4:50 p.m.
Mark Johnson	4:50 – 5:00 p.m.
Michael Bauer	5:00 – 5:10 p.m.
Tannis Golebiewski	5:10 – 5:20 p.m.
Tyler Hogan	5:20 – 5:30 p.m.
<i>Deliberation</i>	<i>5:30 – 5:50 p.m.</i>

Interviews are being held via Zoom. Applicants have been instructed to wait in the “waiting room” for a member of the interview committee to invite them to the meeting.



City of Mill Creek Boards & Commissions Application

Community Service

The City of Mill Creek values the residents who volunteer their time to serve on our boards and commissions. The contribution made by such members has helped make Mill Creek the great city it is today.

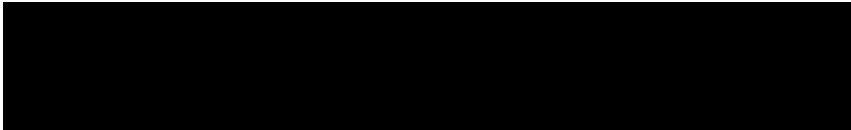
Application

If you are interested in serving on the Arts and Beautification Board, Parks & Recreation Board, Design Review Board, Planning Commission or Civil Service Commission, please complete this application and submit it to the City Clerk at cityclerk@cityofmillcreek.com, or by mail at:

City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Daniel Last Name: Smolinsky



Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Parks and Recreation board

2. Why are you interested in serving on a board or commission?

Working from home this past year, my wife and I have explored more of Mill Creek, and have discussed on occasion how we'd like give back or provide support to the community. After seeing this opportunity, it looks like I could be of service and provide advice to our city council by hopefully leveraging my experience with project management, engineering, and various outdoor activities. I've been a homeowner in Mill Creek since 2012 (Northpointe Neighborhood),

and only just discovered the wetlands trail east of 35th this year, so I'm interested in how we can make our community more aware of the many outdoor activities we have. I've also taken up fly fishing from our local shop off 164th, and see the opportunity to create more fishing spots in our area, like the pond off Mill Creek Rd.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I currently work at Boeing, Everett as a Research & Technology Engineer with a B.S. in Automotive/Advanced Composites from Western Washington University. I've worked at Boeing for the last 10 years, and have been a project manager for the last 8 years, managing research budgets, schedules, capital requests, and laboratory testing. Before Boeing, I worked as an aerospace design engineer, using computer aided drafting software.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

Over the last 8 years, I've seen a surge in population and traffic congestion, and think this trend will continue. With a growing population, Mill Creek will need to protect and expand our outdoor areas for continued and greater use. We'll also need to expand public transport and perhaps redesign areas to deal with an increase in population.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

Beyond the attraction of Town Center, I think our best asset is our collection of streams, ponds, and forests that have the potential to be destinations if they could be cleaned, and given access. For example, the pond north of Mill Creek Rd could be an attraction, but is overgrown and forgotten.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

In general, I'm looking to donate more of my time to the community and work on projects that can make a difference for our outdoor attractions.



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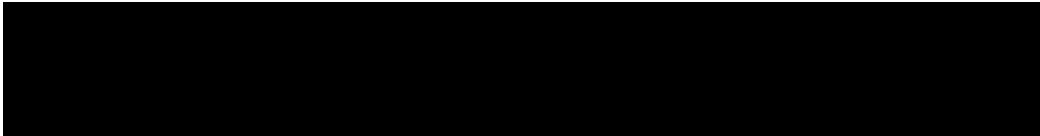
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City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Jeffrey (Jeff) Last Name: Doan



Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Mill Creek Parks and Recreation Board

2. Why are you interested in serving on a board or commission?

I am interested in joining the parks and recreation board to support my community, set an example for my children and expand my professional experience. Growing up in the small town of Sumner, Washington I had strong appreciation for my parent's civic involvement in community organizations that highly influenced my view of community. Since then, I have

pursued extensive education and gained experience in a variety of relevant areas during my 10 years working at Boeing. I currently live in Mill Creek. While on bonding leave during the 2020 pandemic, I reflected on my values and pursued opportunities for community involvement where I could apply my skills and experience to influence my children's community much like my parents had for me. One of the Highlights for my family was the availability of the new Discovery Park in the Northpointe community where we frequently play and take walks across our beautiful town. I look forward to the opportunity to apply my skills and perspective for the benefit of my children and all members of the Mill Creek community.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I am currently the Senior Engineering Manager for Facilities and Asset Management within the Boeing Company for the North Puget Sound. I am responsible for a total of 60 Plant Engineers and managers supporting the Everett, Renton, North Boeing Field facilities and other affiliated satellite sites. My team maintains design standards for facilities and equipment, oversees subcontracted construction design and facilities maintenances support (controls, repair and optimization). I have extensive familiarity with design standard development, contracted design services and management of engineering disciplines – Architectural, Structural, Civil, Electrical, Mechanical, Chemical, Equipment and Controls.

Prior to managing plant engineering I led in various roles around Facilities Operations and project management. I have led teams with day to day maintenance and reliability responsibility for office, manufacturing and Flightline areas. My roles have been wide ranging and included coordination of site emergency operations during site snow events and construction project management.

I have spent my career building experience on progressively complex assignments while expanding my knowledge of project management as a **licensed Project Management Professional (PMP)**. This includes multiple design-build construction projects and leading in program management roles for large and complex facilities and equipment modifications programs in excess of \$500M from bid criteria through final commissioning.

My education includes a **masters in Engineering & Technology Management from Washington State University** in addition to a **Bachelors in Finance and a Bachelors in Public Relations**. In 2021 I am pursuing a certificate in System Engineering and FMP designation (Facilities Management Professional). This experience can be applied to many areas of interest pertaining to the Parks and Recreation board by providing relevant experience and insight to the many areas of focus the board would pursue.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

From the outside perspective of a community resident, the City of Mill Creek and the Parks and recreation board was likely facing several of the usual priorities going into 2020 such as maintenance and revenue management. Over the course of 2020, there have been important shifts that have started to occur within our economy and society which will make the role of the City and Parks and Recreation board even more important beyond these basics. These changes

include small business health, movement to rural communities, budgetary constraints and infrastructure and facility age. If managed diligently, each of these issues can be overcome and used to strengthen community relationships.

As a result of the 2020 epidemic and resulting economic impacts, many small businesses are struggling to survive and are at the heart of our vibrant community. The City has taken measures to help support small businesses and I believe the Parks and Recreation board will have an important role in developing and fostering a healthy recovery for local small businesses – vendors, authentic groups and other entities that utilize the city park infrastructure.

A secondary shift has occurred in our communities during 2020 as a result of increasingly virtual workplaces. As more people move from the Seattle core to rural communities, Mill Creek is receiving an influx of new people seeking more space, amenities and social interaction. Mill Creek has a need to engage the new community members while retaining its reputation and support for those who have lived here for years.

Infrastructure and facility age are an expected area of focus for a community that established in the late 80's. Based on the lifecycle of major infrastructure like parks and buildings, the city is likely early in the process of executing major upgrades. My experience with facilities engineering and operations would be valuable in supporting the parks and rec department with any strategies for repair or upgrade to aging facilities.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

Mill Creek has a strong sense of community when compared to surrounding communities in Snohomish County. The City is held in high regard and community members are very proud when talking about their associations with Mill Creek. This image is embodied by the people who live and work in the community and is made possible by the efforts of the City and various civic bodies that support it.

6. Please list any other comments that would help the City Council evaluate your skills for this position.



City of Mill Creek Boards & Commissions Application

Community Service

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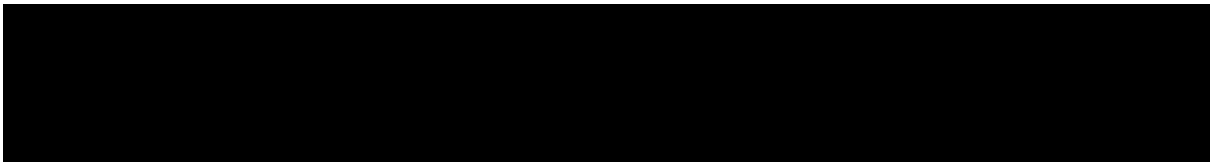
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City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Mark Last Name: Johnson



Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Park and Recreation Board

2. Why are you interested in serving on a board or commission?

I have a young family and one of the reasons why we moved to Mill Creek was the diversity in recreation the city provides. The city's recreation and events are a big part of our lives.

I served on the board from 2014-2017 and thoroughly enjoyed the time spent, the people involved, and the guidance/projects/problems and solutions that were given.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

My professional background is in design. I also hold a Project Management Certificate from University of California Irvine.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

There's two I see in regards to parks and recreation. First is the aging of the parks and recreation system, and what is currently available for maintenance to maintain the quality of the system that the city and residents expect. I believe that the systems reserves is underfunded in respect to future repairs and replacements. There's a level of dependency on grants that can only go so far before other funding will be required. The second is how to build and expand on the limited space (land), and resources that the city has. I'd consider Mill Creek to be a young city in regards to when it was established against other surrounding cities, and the needs will be greatly expanding over the next 5-10 years as more housing continues to be built and the dynamics of what the residents require shifts.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

The sheer amount of natural beauty that has been preserved within the city. There's a level of exploration, recreation, and play that creates a level of wonderment and joy that is so unique and hard to find elsewhere. There's a robust amount of activities provided in a very beautiful area of the state.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

My professional experience gives me a diverse background for creating solutions. I always bring a unique perspective. I'm not afraid to be bold, listen, evaluate, respect, and put the time in to better understand all aspects of the task, project and recommendation.

I cherish what the city provides and by volunteering, whether it be with the Mill Creek Little League, in my children's classrooms, my HOA, or on the Park and Rec. board, it is a way I can ensure I stay connected and do what I can to make a positive impact for everyone involved and hopefully provide lasting memories of enjoyment.



**City of Mill Creek
Boards & Commissions Application**

Community Service

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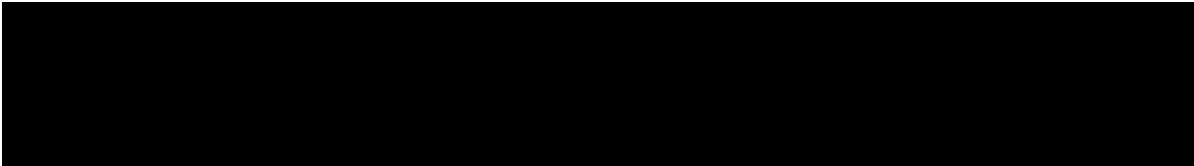
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City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Michael Last Name: Bauer



Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Park and Recreation Board

2. Why are you interested in serving on a board or commission?

To volunteer in our community and participate in our local government.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I hold a bachelors degree in Electrical Engineering from University of Washington. I work as an aerospace software engineer in Lynnwood. I have previously served as vice president and then president of my homeowner's association for several years.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

Following the news, I know that a major challenge currently is the turn over in city hall. Also, I expect business closures probably result in budget shortfalls. We seem to have an out of control fireworks problem in our city and county that I hear many residents complain about. Finally, the new Eastgate Urban Village (The Farm) is going to bring about change and congestion which the city should study to ensure the impacts are mitigated.

5. What do you see as the City's best asset to bring visitors and new residents to the City?

Mill Creek offers a family atmosphere that is desirable to visitors and draws demand from new residents. Our schools are terrific and our environment is clean. We have many wonderful parks and trails that facilitate an active and outdoor lifestyle. Our urban centers like Main street and now the EUV are a major draw to visitors. We need to keep those in good order with strong businesses to maintain success.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

I have two children, seven and twelve, and we moved to Mill Creek six years ago. During this time I have been active in following city news, submitting comments to school district boundary planning, new city planning for development projects – attending city council meetings and submitting comments, and volunteering at my child's school. I am a daily user of the city parks and trails for both my children and my dog. I want to participate in government to continue to improve our city's quality of life.



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Application

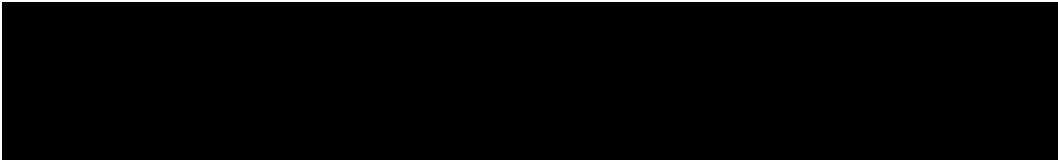
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City of Mill Creek
Attn: City Clerk
15728 Main Street
Mill Creek, WA 98012

Please fill out the following information:

First Name: Tannis

Last Name: Golebiewski



Please complete each of the following questions:

1. What board or commission would you like to be considered for?

Parks and Recreation Board

2. Why are you interested in serving on a board or commission?

I would like to have the opportunity to give back to the community and also to have a deeper understanding of the city and the processes of city government.

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

My professional background is limited, but I have 20+ years as a parent and youth organization volunteer. I feel that my experiences have given me a good understanding of what parks need to be useful to children and families as well as being useful for youth sports and other organizations. I have experienced public parks and facilities as a citizen/consumer all over the Northwest.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

Over 5-10 years the City will face budget challenges as we and the whole world recover from the pandemic. We will also face challenges regarding our staffing turnover and instability in the last few years. There is a growing sense of division and distrust of government at both the local and national level and that will be a challenge to all of us.

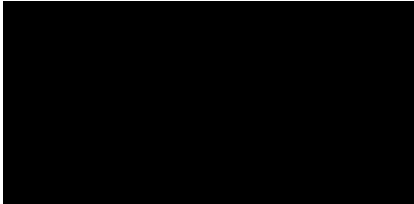
5. What do you see as the City's best asset to bring visitors and new residents to the City?

I think the City's green spaces and unique blend of nature, small town, and access to urban amenities are what attract people, but the best asset is the people! The majority of Mill Creek residents are friendly and welcoming, take good care of our shared spaces, and enjoy living here and spending their free time in the City. I believe it is a self-fulfilling cycle: as we continue to make the City better, we continue to make our citizens proud to be here and proud to invite their friends and family to visit or join us. By continuing to keep the green spaces green, keep outdoor activities and facilities up to date and available for citizens to use and enjoy, and work with citizens to make sure their needs are met, we will continue to attract residents. I also think that the City's property near the Sports Park should be used to construct a performing arts complex or larger sports complex so that larger events can bring in more visitors and local organizations can use the space to stay local.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

I have several years of experience as a volunteer leader through Girl Scouts and other youth organizations. In these roles I have developed communication and leadership skills. I have coordinated several large events and ongoing projects.

Tyler Hogan



- 1) What board or commission would you like to be considered for?

Parks & Recreation Board

- 2) Why are you interested in serving on a board or commission?

I believe it is a good way to give back to my city and community. I am particularly interested in the parks board because I personally enjoy using Mill Creek's parks and trails. I also feel the park system is a great way for people to get to interact with each other, improving the overall sense of community.

- 3) Please explain your professional background and list any professional licenses, registrations and certificates held.

I have been an independent financial advisor for the past 20 years. Located in Mill Creek for the last 12. I have securities and insurance licenses in Washington and about 15 other states. Specifically, Series 7, 24, 51, 63 and 65 Securities Registrations as well as Life and Health Insurance licenses. I hold the professional designation of CFP or Certified Financial Planner.

- 4) What are some of the most important concerns or issues that you think the city will have to face in the next 5-10 years?

Two issues come to mind. The first is the city's financial standing. While the city seems to be weathering the pandemic relatively well, it will definitely have an impact on tax revenues flowing through from the city's retail and restaurant/hospitality businesses. This in turn will lead to difficult decisions regarding city services. The second is growth, the city has for the most part filled out its geographic footprint, as Mill Creek matures as a community it will become more important to build on an improve existing infrastructure rather than to rely on new development.

- 5) What do you see as the City's best asset to bring visitors and new residents to the City?

Parks of course. The City has many attractive assets that will continue to bring people into the city. I believe the park system is at the top tier of surrounding communities and should remain a powerful draw to young and old alike. I also think the development of the town center, nearby businesses like

Arena Sports, and large events like the Summer Street Fair and Easter celebration help to make Mill Creek a destination location for families from surrounding cities.

- 6) Please list any other comments that would help the City Council evaluate your skills for this position.

I have enjoyed my time on the parks board and appreciate the opportunity to give some direction to the continued growth of my community and its amenities. I believe that engaging with community members and understanding their desires and concerns is essential to continuing a foster an environment where citizens are proud of their city and want to share it with others.



Agenda Item # _____

Meeting Date: January 19, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: RESOLUTION TO APPROVE THE SALE OF A 1998 ALTEC BUCKET TRUCK (PW8) BY LIVE AUCTION

PROPOSED MOTION:

Motion to authorizing the City Manager to sell PW-8, a 1998 Altec Aerial lift Bucket Truck by live auction and that the City Manager direct James G. Murphy Company to accept the highest bid that exceeds the City's estimated value of \$4,500.

KEY FACTS AND INFORMATION SUMMARY:

Per the Mill Creek Municipal Code 3.44, Public Works & Development Services Director Mike Todd certified to the City Manager Vehicle number PW-8, A white 1998 Altec Aerial lift Serial Number/ 0598CB1195 Model/ TA35 on a Chevrolet 3500 chassis VIN/ 1GBKC34FOWF58782, is a surplus property that is no longer serviceable for the City's use.

A new truck was purchased to replace PW-8 in 2019 and the City took delivery of the new truck in March 2020. PW-8 has several mechanical issues to include fuel leaks and lift failures. This truck is unfit for City use and has become too costly to maintain.

Based on analysis of fair market value for the vehicle, its use as a Public Works vehicle, and in its current condition, Finance Director Laurel Gimzo estimates the present value of the 1998 Altec Bucket Truck to be a minimum of \$ 4,500.00

If no bids are received, or no bids exceed the City's estimated value, the City Manager may direct the sale or disposition of such surplus property under the procedures adopted according to MCMC 3.44.020

CITY MANAGER RECOMMENDATION:

Motion to authorize the City Manager to sell PW-8, a 1998 Altec Aerial lift Bucket Truck by live auction and that the City Manager direct James G. Murphy Company to accept the highest bid that exceeds the City's estimated value of \$4,500.

ATTACHMENTS:

- Memorandum dated January 11, 2021
- Resolution No. 2021 – 601

Respectfully Submitted:



Michael Ciaravino
City Manager



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

MEMORANDUM

DATE January 11 2021
TO: Michael Ciaravino, City Manager
FROM: Matthew Combs
SUBJECT: **DISPOSAL OF PW8 – 1998 ALTEC BUCKET TRUCK**
REF: (a) Agenda item "E" April 9th 2019
ENCL: (1) Council Agenda Summary
(2) Resolution for disposal of PW-8

Per the Mill Creek Municipal Code (MCMC) 3.44.010 the Department of Public Works is requesting the disposition of PW-8 (1998 Altec Bucket Truck) VIN/ 1GBKC34FOWF58782, by sale at live auction. James G Murphy Inc. has historically been used to sell vehicles for the City of Mill Creek and my recommendation is to call on them once again. James G Murphy Inc. will not set a minimum bid for this item however.

I would urge the City to accept the highest bid for PW-8 even if it does not meet our estimated value pursuant to MCMC 3.44.030 (B) Item "3" [In the event no bids are received or no bids exceed the city's estimated value, the city manager may direct the sale or disposition of such surplus property pursuant to MCMC 3.44.020].

I have recommended the replacement/disposition of PW-8 due to numerous hydraulic failures, re-occurring engine troubles and the specialized technician required to work on this make and model truck. PW-8 leaks oil and fuel constantly when running and repair costs have far exceeded the value of the equipment. PW-8 has been replaced by PW-12 (2020 Duralift 45' bucket truck).

RESOLUTION 2021- _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, APPROVING THE SALE OF A SURPLUS PROPERTY BY LIVE AUCTION

WHEREAS, the City of Mill Creek has a white 1998 Altec Bucket Truck VIN/1GBKC34FOWF058782 (PW 8) that is no longer serviceable for the City's use; and

WHEREAS, the City estimates the present value of the vehicle to be a minimum of \$4,500; and

WHEREAS, the City Council must authorize the sale of surplus property greater than \$1,000 in value by sealed bid or live auction per MCMC 3.44.030;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK WASHINGTON, RESOLVES AS FOLLOWS:

The white 1998 Altec Bucket Truck VIN/1GBKC34FOWF058782 (PW-8) is a surplus property that is no longer of public use that will be sold by live auction and the City Manager will accept the highest bid that exceeds \$4,500:

Adopted this _____ day of _____, 2021 by a vote of _____ for, _____ against, and _____ abstaining.

APPROVED:

BRIAN HOLTZCLAW, MAYOR

ATTEST/AUTHENTICATED:

NAOMI FAY, CITY CLERK

APPROVED AS TO FORM:

GRANT DEGGINGER, CITY ATTORNEY

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

RESOLUTION NO.: 2021-_____



Agenda Item # _____

Meeting Date: January 26, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: "THE FARM" DEVELOPMENT CONSTRUCTION UPDATE

PROPOSED MOTION:

None proposed. Information and discussion only.

KEY FACTS AND INFORMATION SUMMARY:

Background

In June of 2019, the City of Mill Creek Hearing Examiner approved a Binding Site Plan for a mixed use development in the East Gateway Urban Village (EGUV) planning area known as "The Farm." The 17-acre project includes over 100,000 square feet of ground floor retail/commercial uses and 354 residential dwelling units (including 25 live work units on the ground floor). The development includes the construction of a new public road (Spine Road) between the 39th Avenue/132nd Street SE intersection and 133rd Street SE within The Vintage at Mill Creek senior housing community.

Another major component of the project is restoration of a 58-acre off-site wetland/buffer mitigation site (formerly known as the Pacific Topsoils site) located to the south of the site and east of 35th Avenue SE. The mitigation plan includes 250,000 square feet of habitat/vegetation enhancements and the construction of 5,500 linear feet of trail, including boardwalks and interpretative signage.

Status of Construction

Development Site - Earthwork and building/utility construction have been ongoing since the third quarter of 2019. Most of the utilities are in the ground. The onsite wetland buffer has been enhanced as required by City Code. Much of the base course of the paving for the roadway and access drives have been completed. All of the ten buildings are under construction.

According to the site supervisor, the entire development will be complete by the end of the year. Buildings D and F (along with the parking garage) are the structures that are closest to completion. These three buildings are expected to be ready for residential and commercial occupancy this summer. Prior to occupancy, the developer will be marketing and pre-leasing the residential units.

The six single story, stand-alone commercial buildings are also anticipated to be mostly completed (shell complete, ready for lease) during the summer of 2021. This is important because the Development Agreement between the developer and the City requires that a minimum of 75% of the freestanding commercial buildings (Buildings A1-A4, B and C) and the ground floor commercial spaces in the mixed-use buildings (Buildings D, E and F) must be completed and the commercial spaces listed for lease and/or sale prior to the City issuing the first Certificate of Occupancy for a residential living unit.

City Council Agenda Summary

Page 2

Off-site Mitigation Site – The required mitigation and trail improvements to the 58-acre mitigation site are near completion. As required by the Development Agreement between the developer and the City, once the critical area mitigation work is completed and accepted by the City, the trails will be open to the public and a 5-year mitigation monitoring period will begin. It is during this five-year period that the City will have the opportunity to accept ownership of the off-site mitigation site on behalf of the public. Completion of the off-site mitigation site, including opening the site to the public, is expected this spring. During the 5-year monitoring period, the City will determine the costs associated with maintaining the off-site mitigation area. City staff will also be recruiting potential public and private partners that may be able to share in the costs associated with maintaining the property so that the area can be accessible to the public in perpetuity.

Status of Commercial Leasing

To date, one lease has been made public by the developer. A commercial day care/school use will be leasing Buildings B and C, which are the buildings adjacent to 132nd Street, west of the intersection/signal at 39th Avenue SE.

In addition to the Bright Horizons lease, the developer has stated they have commitments from the following uses including:

- Physical Therapy
- Mexican Restaurant
- Thai Restaurant
- Grab & Go Grocery
- Dentist

In total, the above commitments represent approximately 50% of the total commercial space in the development.

In addition to the commitments listed above, the developer is in negotiations with representatives for the following commercial uses:

- Wine Bar & Small Plates
- Nail Salon
- Sushi Restaurant
- BBQ Restaurant

Housing Affordability

Of the 354 total residential units, 329 will be available only to households making 60% or less of the Snohomish County average median income (AMI). The remaining ground floor live work units will be market rate.

CITY MANAGER RECOMMENDATION:

None. Update only.

City Council Agenda Summary
Page 3

ATTACHMENTS:

- PowerPoint presentation

Respectfully Submitted:



Michael Ciaravino
City Manager



The Farm at Mill Creek Construction Update

January 26, 2021

Project Background

- March 2019 City Council approved Development Agreement
- June 2019 Hearing Examiner approved
- July 2019 Construction commenced
- Wetland Preserve Spring 2021
- Summer 2021 Buildings D, F and Parking Garage
- December 2021 completion date



Project Under Construction

- A mixed-use development on 17 acres with 5 lots with 14 buildings for:
 - Approx. 100,000 square feet of commercial space (including 25 live/work units).
 - 354 residential apartment units.
 - 1,186 parking stalls.



Project Under Construction

- 329 units will be available for households making 60% or less of the Snohomish County average median income (AMI).
- 25 live/work units will be market rate.



Vicinity Map



The Farm at Mill Creek



RETAIL - ONE LEVEL

BUILDING A1	10,000 S.F.
BUILDING A2	6,075 S.F.
BUILDING A3	3,650 S.F.
BUILDING A4	3,150 S.F.
BUILDING B	4,400 S.F.
BUILDING C	10,500 S.F.
TOTAL	37,775 S.F.

GROUND LEVEL MIXED-USE RETAIL AREAS

BUILDING D	7,573 S.F.
BUILDING E	25,389 S.F.
BUILDING F	16,600 S.F.
TOTAL	49,562 S.F.

4 STORY RESIDENTIAL

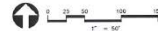
354 RESIDENTIAL APARTMENT UNITS

BUILDING HEIGHTS

1 STORY - 20' +/-
A1, A2, A3, A4, B, C
5 STORY - 50' +/- <60'
D, E, F, GARAGE

LEGEND

- LIVE / WORK
- RETAIL - ONE LEVEL
- MIXED-USE RETAIL W/
RESIDENTIAL ABOVE
- LOUNGE / OFFICE / FITNESS
- PARKING GARAGE



REVISIONS

the LAB
architecture collective
tacoma, wa

THE FARM at MILL CR

DESCRIPTION DATE 1304 STREET SE (250), MILL CREEK, WASHING



Drone Aerial

<https://youtu.be/X3fZpdHe8v4>



Site Photos



Site Photos - Bldg. F



Ground Floor Commercial



Site Photos - Parking Garage



Site Photos



South internal courtyard



North internal courtyard – Live/Work Units



Site Photos – Bldg. E



Site Photos



Site Photos



Site Photos



Site Photos



Site Photos

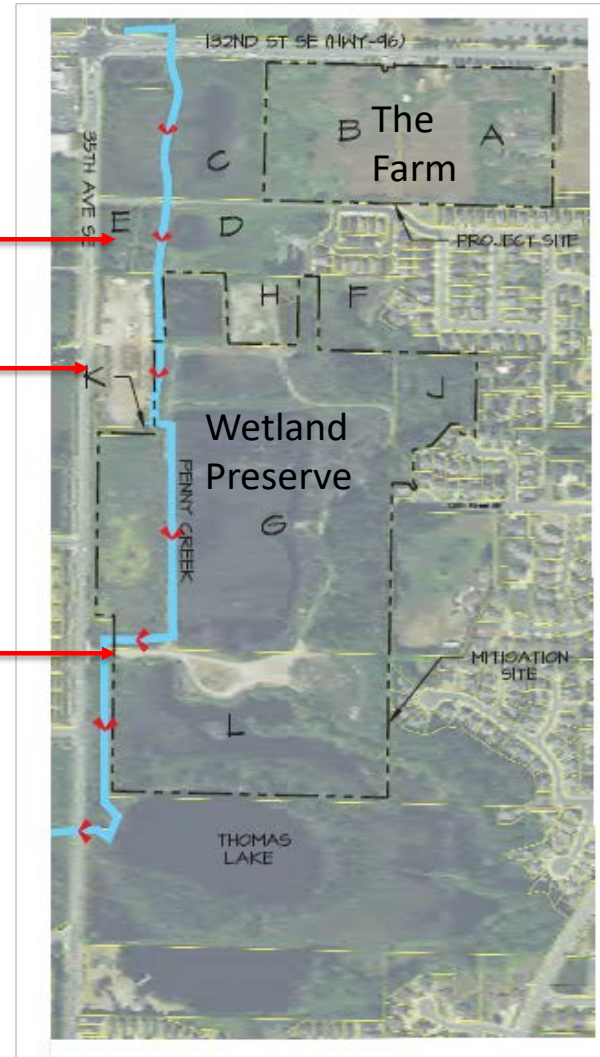


Wetland Preserve

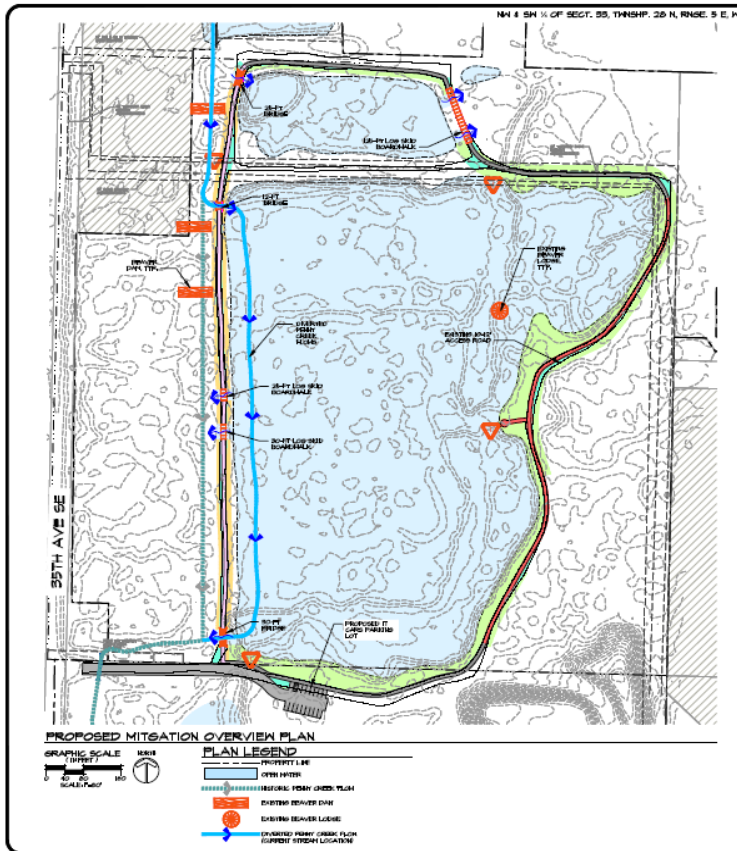
Creekside West Townhomes

Pacific Topsoil Nursery

Access from 35th Avenue SE



Wetland Preserve



MITIGATION LEGEND

	TRAIL SURFACE TO BE RETAINED	
	TRAIL TO BE RESURFACED	9,635 SF
	TRAIL TO BE RAISED (12" ABOVE EXISTING GRADE)	9,590 SF
	EXISTING GRAVEL REMOVAL AND RESTORATION PLANTINGS	12,136 SF
	RAISED SOIL ELEVATION AND RESTORATION PLANTINGS	10,335 SF
	REMOVAL OF INVASIVE SPECIES AND ENHANCMENT	82,847 SF

- PROPOSED ELEVATED FOOTBRIDGE ① (H4.3)
- PROPOSED LOG SKID BOARDWALK ② (H4.3)
- INTERPRETIVE / EDUCATIONAL SIGN

6 bridges
4 interpretive signs



Wetland Preserve



Future
parking lot



Wetland Preserve



Wetland Preserve



Wetland Preserve



Wetland Preserve

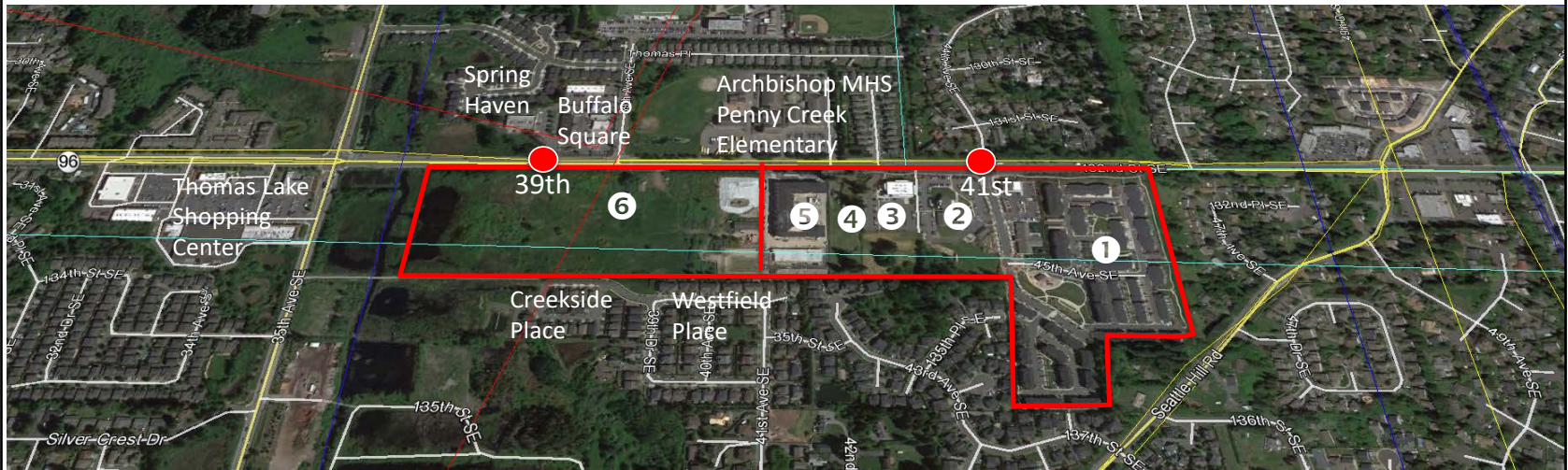


City Council Questions & Discussion



Other Interesting Information

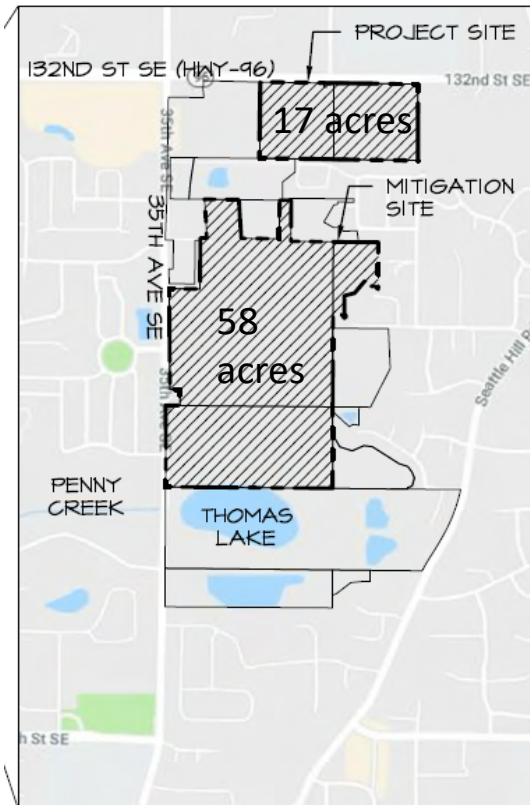
Aerial of EGUV Zone Developments



- 1 – Primrose, Retail Building, Mill Creek Meadows Apt., The Towns at Mill Creek and Buffalo Park
- 2 - Advent Lutheran Church
- 3 – The Gateway Building
- 4 – Upper Cuts Hair Salon and Private Residence
- 5 - Vintage Senior Housing & Commercial at Mill Creek
- 6 - The Farm at Mill Creek - Under Construction



Critical Areas & Wetland Preserve



Wetland A (Cat. II) on-site requires 200' buffer.

Proposing to treat Wetland A Buffer reduction of 106,099 sf as “wetland as buffer” as if it were a direct wetland impact.

Buffer reduction requested averages 54' to as little as 5' pursuant to MCMC 18.06.930H, which allows City to reduce buffer on case by case basis if the following criteria are met:

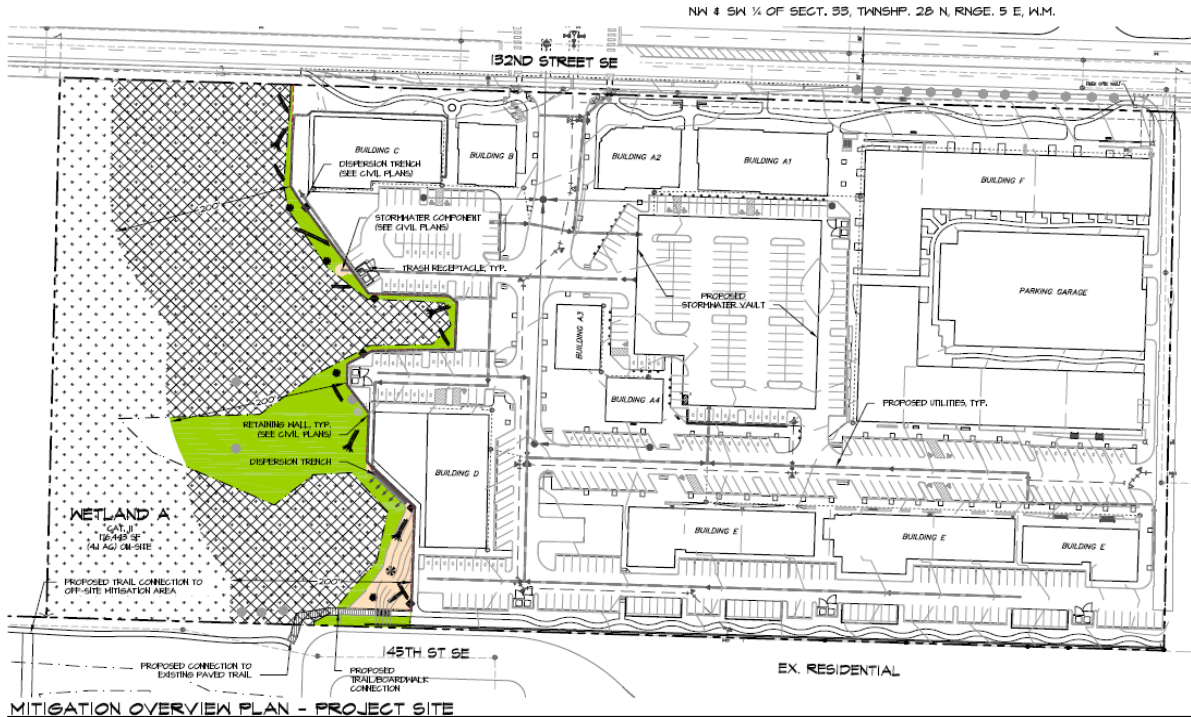
1. Protect function and value of wetland; or
2. To protect significant habitat; or
3. To protect lands adjacent to wetlands from erosion or other hazards.

City biologist compliance letter **Exhibit 25**

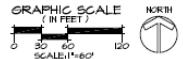
Department of Ecology Regional Benefit letter **Exhibit 24**

Critical Areas On-Site

- 3.1 acres enhancement
- 4.86 acres NGPA



MITIGATION OVERVIEW PLAN - PROJECT SITE



PLAN LEGEND

---	PROPERTY LINE
---	EXISTING WETLAND
---	APPROXIMATED WETLAND BOUNDARY (NOT SURVEYED)
---	POST CONSTRUCTION WETLAND BUFFER
---	CLEARING/GRADING LIMIT (SEE CIVIL PLANS)
●	EXISTING TREES

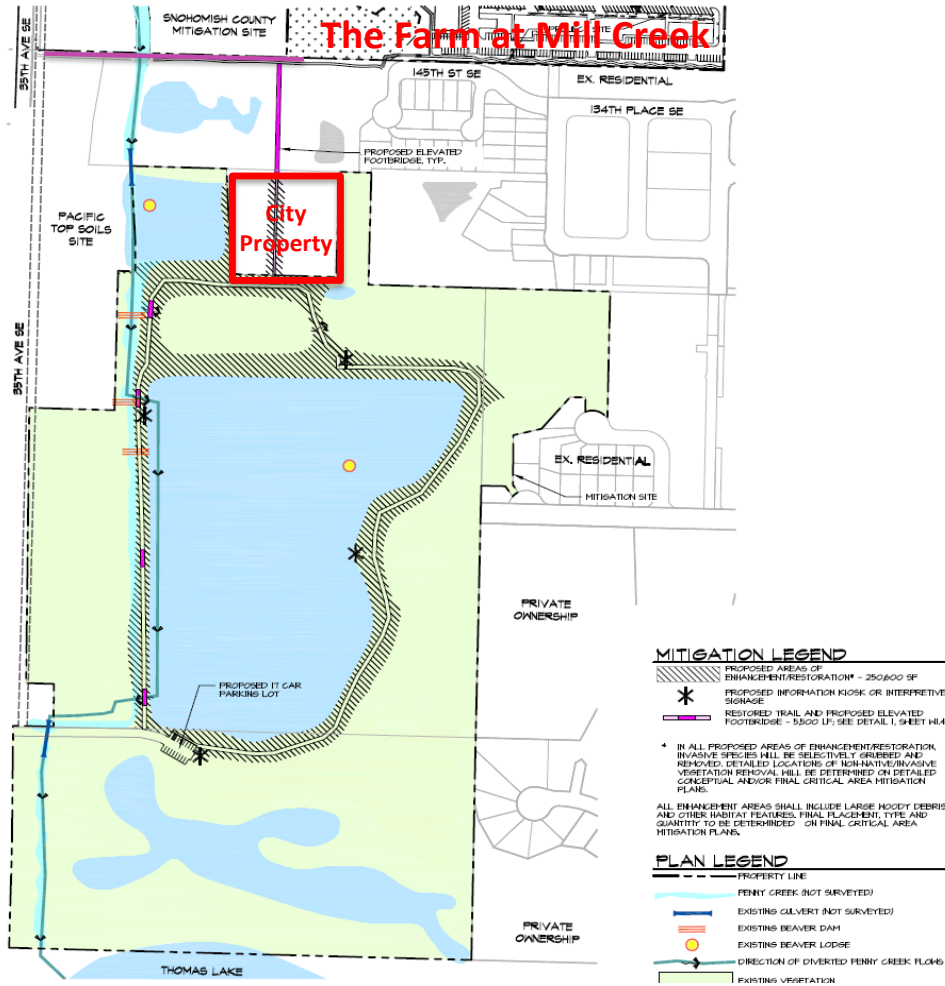
MITIGATION LEGEND

---	BUFFER MITIGATION		
---	WETLAND-AS-BUFFER ENHANCEMENT*	109,172 SF	2.4 AC
---	WETLAND BUFFER ENHANCEMENT*	29,178 SF	0.6 AC
---	RESTORATION OF TEMPORARY CONSTRUCTION RELATED IMPACTS	4,465 SF	0.1 AC
TOTAL ON-SITE MITIGATION:		138,816 SF	3.1 AC

On-Site Mitigation restricted to enhancement and no public access



Critical Areas Off-Site Mitigation



- Off-Site Mitigation Site 58 acres
- Existing truck roads to be used as trails and parking area
- After 5 year monitoring period offer dedication to City - per DA



Development Agreement Highlights

<p>9.1-Occupancy and Sale 9.2-Certificate of Occupancy</p>	<ul style="list-style-type: none">• City is requiring that 75% of the commercial leasable area be completed and that the certificate of occupancy has been issued for this area prior to the City issuing any Certificate of Occupancy for residential units.• This assures that the commercial areas are completed and are an initial part of the project.
<p>9.6 Municipal Space Allowance</p>	<ul style="list-style-type: none">• See Exhibit 37• Developer is providing the City a 50-year lease for not less than 500 rentable square feet of ground floor commercial space at no cost, except the payment of utilities.• The developer is providing the same basic tenant improvements for basic office set-up as was listed in Vintage at Mill Creek.• The City would be responsible for additional tenant improvements.

Development Agreement Highlights

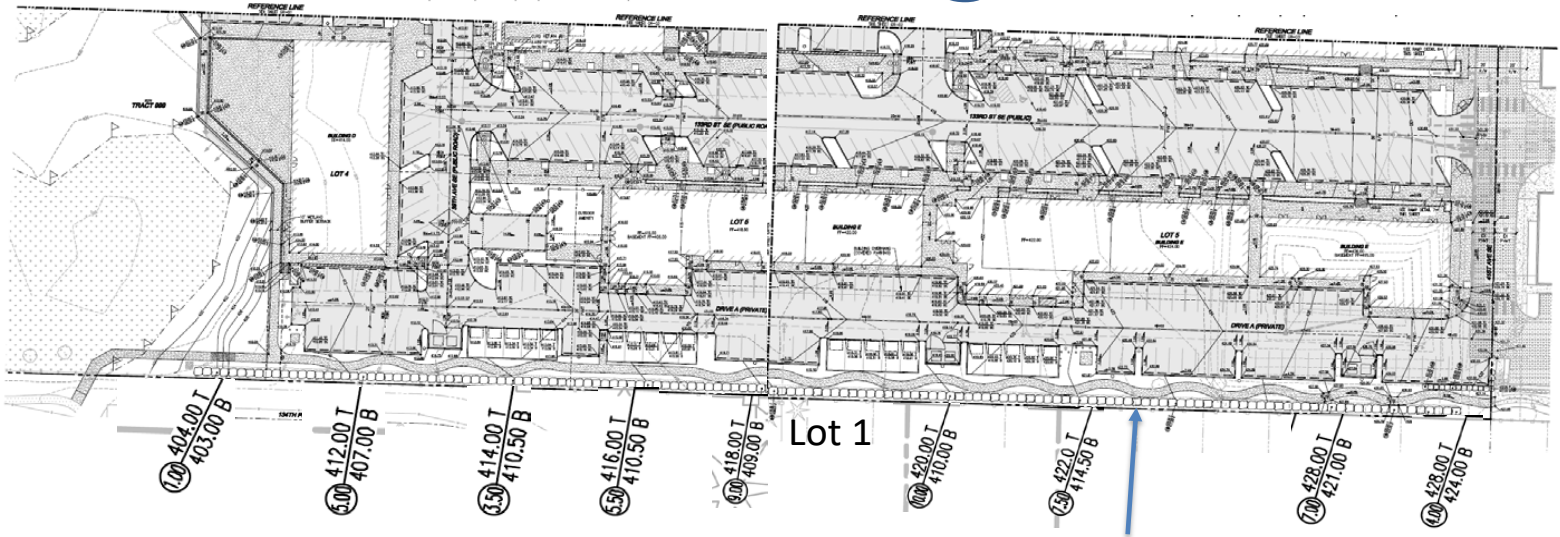
11.2-Off-Site Mitigation Site

- Developer has purchased approximately 58 acres (former Pacific Topsoils site) and is restoring the site per the City's standards.
- The developer is offering to dedicate the site to the City at no cost once the five-year monitoring period is over.
- Public access will be provided during the five years on trails being placed on the property by the developer.
- If the City declines the dedication, the developer can disallow public access.

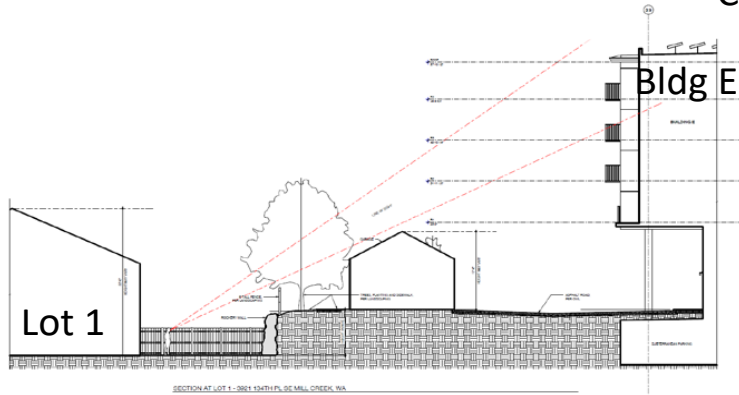
Development Agreement Highlights

<p>11.2.4-35th Avenue Mid-Block Crossing Analysis.</p>	<ul style="list-style-type: none">• If the City accepts dedication of Off-Site Mitigation Site Developer will provide mid-block crossing analysis to see if one is warranted
<p>13-Plazas, Public Gathering Areas and Public Access</p>	<ul style="list-style-type: none">• Private parking lot west of Building F will be designed as public gathering area with design criteria• Area to be used only with authorization by owner consistent with City Code

Grading

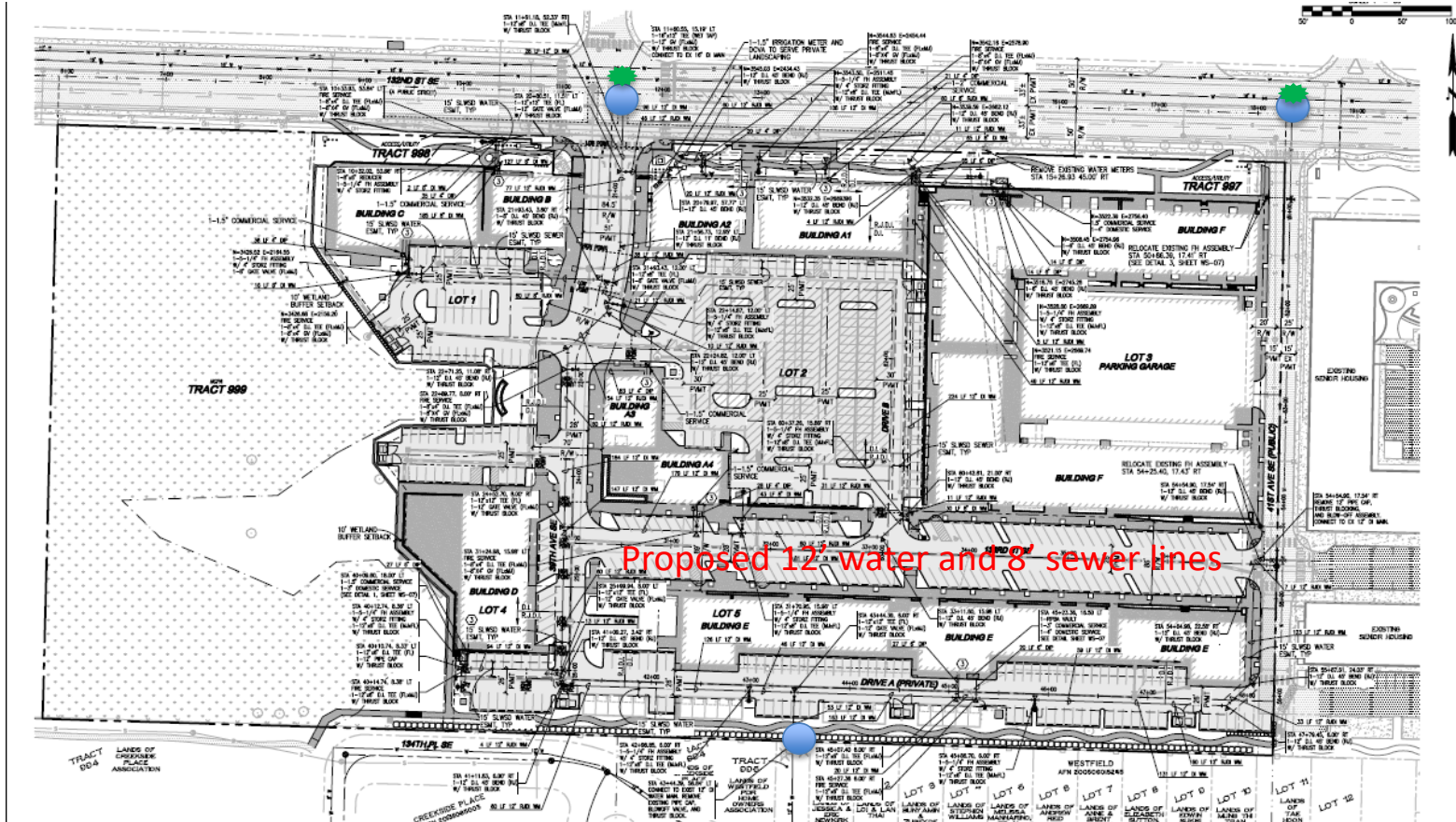


Condition to replace fence on top of rockery wall



Water and Sewer

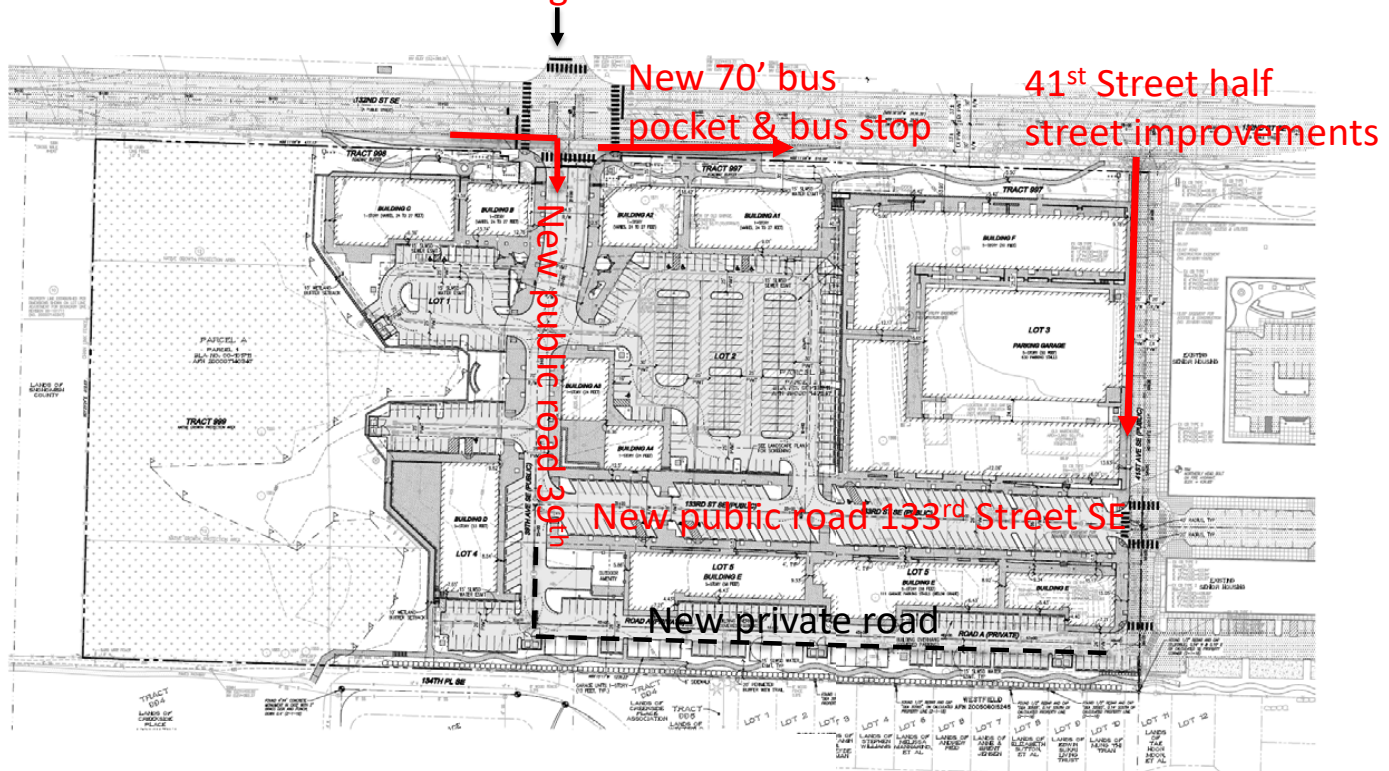
Connect to existing 16" water and 18" sewer main and looped throughout the site



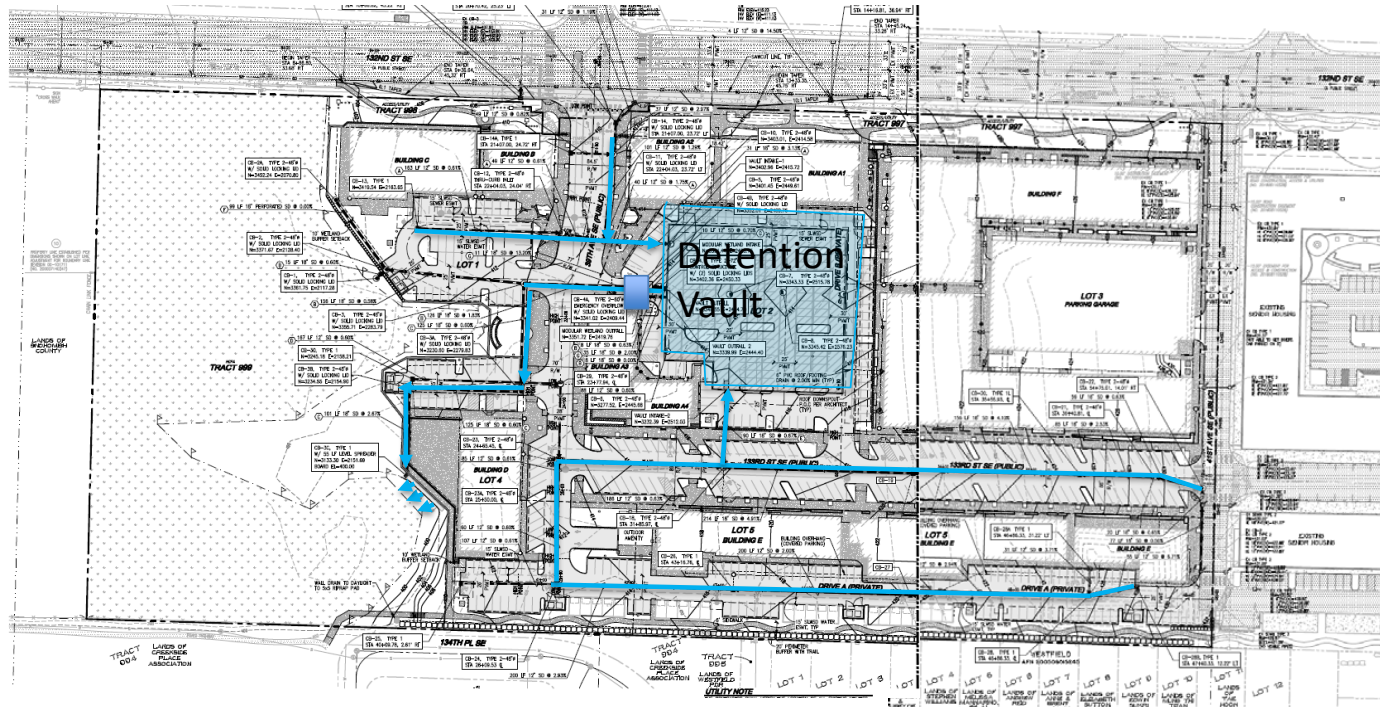
Connect to existing 12" Water Main

Site Access & Improvements

SR 96/39th Avenue SE signalized intersection with new south leg & east bound right turn lane



Stormwater



- Stormwater from the balance of the developed area will be detained in a pond prior to enhanced treatment in a modular wetland and discharged into the wetland buffer.
- Treated stormwater will discharge into the existing wetland buffer at rates matching (or less than) a fully forested condition.
- In compliance with City's 2014 DOE WW Stormwater Manual, see Exhibit 29



Agenda Item # _____

Meeting Date: January 26, 2021

CITY COUNCIL AGENDA SUMMARY

City of Mill Creek, Washington

AGENDA ITEM: Dobson Remillard Church Cook (DRCC) Property

This is an informational briefing in preparation for a facilitated Council discussion proposed for February 9th, 2021.

KEY FACTS AND INFORMATION SUMMARY:

The City has acquired the four parcels, with use of general fund monies. Three parcels (Dobson, Remillard, Church) are contiguous and total 13.9 acres. The fourth parcel, known as the Cook Property, is located across the street and measures 5 acres.

Parcel	Acreage	Zoning	Year acquired by City
Dobson	4.8	Office Park	2008
Remillard	4.6	Office Park	2008
Church	4.5	Community Business	2020
Cook	5	Mixed Use/High Density Residential (HDR)	2004

Council has previously discussed the future development possibilities for these sites. The most recent discussion was in 2019. We are at the stage of developing a proposed process for moving forward.

Mayor Holtzclaw, Mayor Pro Tem Vignal, City Manager Michael Ciaravino and Director Mike Todd met with Consultant Karen Reed to explore process options.

The proposed steps for the process for Council’s consideration are as follows:

1. **Guiding Principles for the Property Development:** identify goals and objectives to define generally the direction and range of possibilities that Council supports for future development of the property.
 - This is the proposed focus for the facilitated discussion on February 9th, 2021. The City’s Comprehensive Plan, goals and policies will be reviewed as a starting point to begin building common ground with City Council.

2. **Brainstorming list of Council ideas consistent with Guiding Principles:**

- This ensures staff have Council’s range of ideas (and helps confirm that we have a common understanding of what the Guiding Principles mean).
- The list could be expanded or reduced by later public input and fact gathering.
- This brainstorming and idea sharing can occur at the end of the “guiding principles” discussion on February 9.

3. **Conduct a Needs Assessment:** Survey user groups and community about needs; map locations of nearest existing facilities within range of desired uses.

4. **Site Capacity Analysis:** Given code requirements for parking, drainage, etc., what are the maximum feasible development options?

There are several related important steps that are also recommended, including **community outreach**, possibly around a series of **prioritized design options developed based on steps 1-4 above**. Design options could be developed at the City’s direction, or there could be an open design competition inviting ideas. Also, please note that **financial options analysis** is also critically important.

CITY MANAGER RECOMMENDATION:

Our session tonight is intended as the beginning of a long and exciting process. Rather than a “rush to action,” tonight’s session is intended to build common ground with Council and the administrative team on how to begin our journey together.

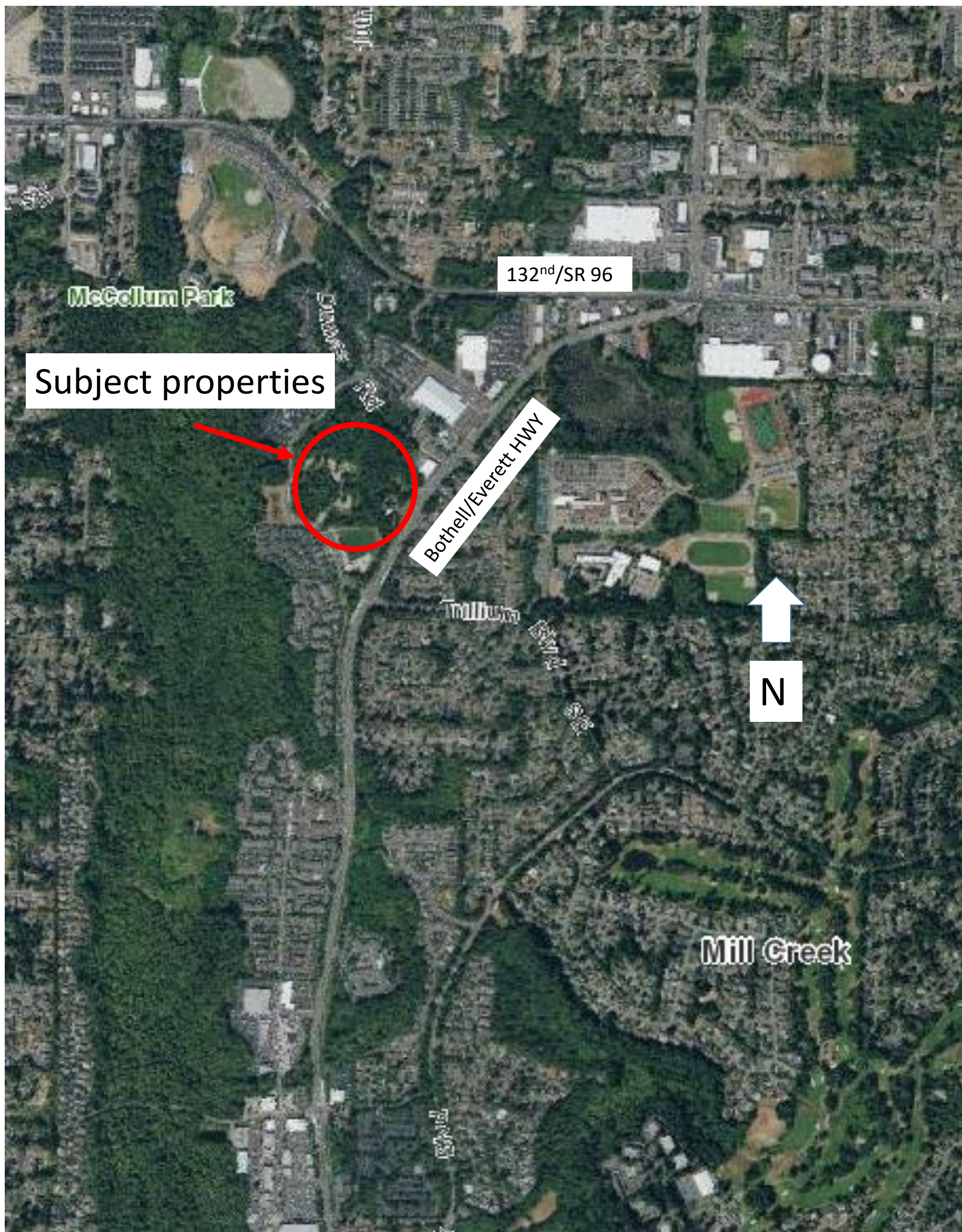
ATTACHMENTS:

1. Vicinity Map
2. Aerial Photo Map of Parcels (**Please note map does not include Cook Rd. Property**)
3. Critical Area Map

Respectfully Submitted:



Michael G. Ciaravino City Manager

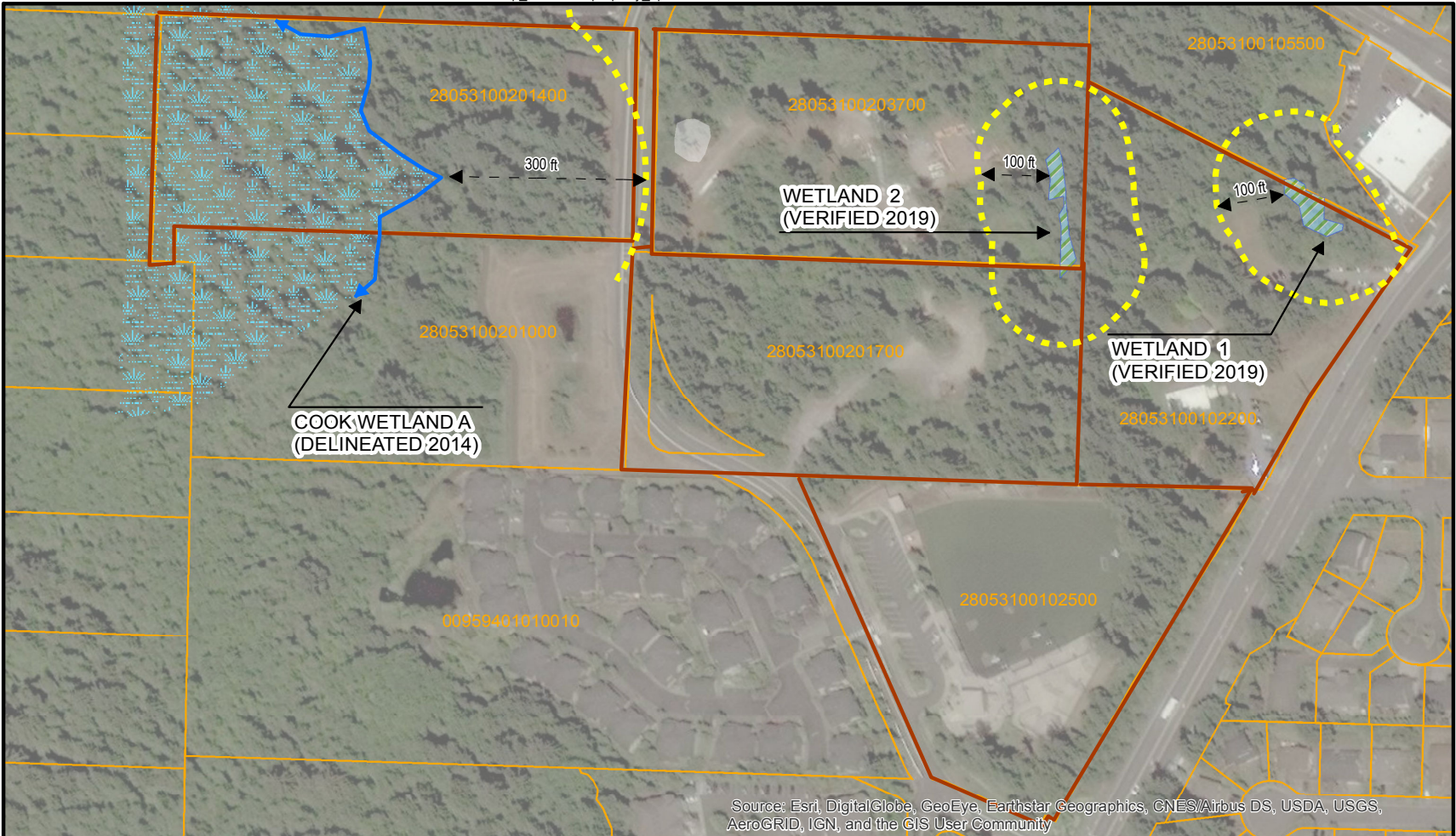


Vicinity Map



City-Owned Properties

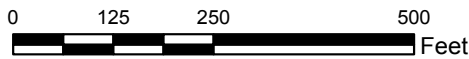
Filename: I:\EF\SEA103000s\103843 Mill Creek On-Call - Church\GIS\Wetland Map_with Cook property_updated.mxd Date: 2/19/2020 MAC



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Legend

- Previously Delineated Wetlands (Cook Property)
- Delineated Wetland Boundary (Cook Property)
- Verified Wetlands
- Wetland Buffers
- Mill Creek Parcels



City-Owned Properties
Showing Critical Areas

SHANNON & WILSON, INC.
GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS

FIG. 1



Date: January 26, 2021

A/P Check Batches		
Dated	Check Numbers	Amount
12/21/2020	Wire-76 Fleet-November	\$3,658.89
12/31/2020	62948-63015	\$651,414.53
Total		\$655,073.42

Voided Checks	
Numbers	Explanation
62955	Billed Wrong Amount

CLAIMS APPROVAL

We, the undersigned Finance/Audit Committee of the City of Mill Creek, recommend approval of check numbers 62948 through 63015, and ACH/Wire in the amount of \$655,073.42.

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

_____ *Laurel K. Digo* _____
 Councilmember Director of Finance

_____ _____
 Councilmember City Manager

F:\DATA\EXECUTIVE\WP\FORMS\FIN\Voucher Approval1.doc



Funds Transfer Request Authorization (FTRA)

Customer Information

Name: MILL CREEK, WA CITY OF Address: 15728 MAIN ST
 Phone: (425)921-5723 MILL CREEK
 WA 980121518 US

Account Information

Account: BUS_4700
 Account Title: CITY OF MILL CREEK TREASURER
 CHECKING
 Requestor Name: LAUREL GIMZO

Wire Information

Wire Type: DOMESTIC Wire Date: 12/21/2020
 Country: US Wire Amount (USD): 3,658.89
 Currency of Recipient Account: USD Wire Fee: 30.00
 Source: IN PERSON
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH
 ID Verification/Type: U.S. PASSPORT (WITH PHOTO) (INCLUDI

Recipient Information

Recipient Name: 76 FLEET WEX BANK Bank Name: BMO HARRIS BANK NATIONAL ASSOCIATION
 Account Number Type: ACCOUNT NUMBER Bank ID: 071000288
 Account Number: 4539508 Address: 111 W MONROE ST
 Address: 97 DARLING AVE CHICAGO
 PORTLAND IL 60603 US
 OREGON US

Information about payment:
 Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference Information: CITY OF MILL CREEK INVOICE NO 68956911 Additional Bank Instructions:
 ACCOUNT:0201-00-105915-3

Customer Approval

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature _____ Date of Request ____/____/____

IMPORTANT: FOR EACH WIRE Indicate Method of Signature Verification: (must complete one of the below)

<p>Not Applicable (check box if no signature verification is required)</p> <input type="checkbox"/>	<p>Signature Card (check box if signature card was reviewed)</p> <input type="checkbox"/>	<p>Business Resolution (check box if business resolution was reviewed)</p> <input type="checkbox"/>	<p>Posted Check# (reference PRO for date guidelines)</p> <p>(complete field below)</p> <p>Check # _____</p>	<p>Leader Exception Granted (leader must place their initials or signature in box below)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Exception Reason: _____</p>
--	--	--	--	--

FOR BANK USE ONLY: Financial Center Information

Financial Center Name	MILL CREEK BANKING CENTER	Date:	December 21, 2020
Company #/Cost Center #:	00353 0037019	Phone #:	425-481-5498
Initiating Associate Name:	BRUNETTE, DEANDRE	Remittance ID #:	GGJPCYYAN



RECEIVED
DEC 18 2020
CITY OF MILL CREEK

Invoice Statement

INVOICE NUMBER: 68956911
ACCOUNT NAME: City of Mill Creek

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
0201-00-105915-3	14,800.00	30	NOV-30-2020	DEC-22-2020	3,658.89

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
NOV-11-2020	Payment - Thank You		2,780.00
NOV-30-2020	Fuel Purchases	3,673.14	
NOV-30-2020	Other Purchases	2.52	
NOV-30-2020	Other Adjustments this Period	10.00	
NOV-30-2020	Rebates and Rebate Reversals		26.77

REMINDER
PLEASE BE SURE TO INCLUDE REMITTANCE STUB WITH PAYMENT. MAIL TO THE ADDRESS SHOWN IN THE RIGHT PORTION OF THE REMITTANCE STUB.

APPROVED FOR PAYMENT

Project # Fuel - City Vehicles - New

001-008-521-70-3000 \$2,380.01

Bars Code # 01-018-516-80-3000 \$ 100.13

Signature 401-103-542-30-3000 \$ 104.01

Date JG 12/18/2020

The Finance Charge is determined by applying a periodic rate of 7.99%

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
2,780.00	2,780.00	3,685.66	26.77	3,658.89

CALL CUSTOMER SERVICE TO PAY BY PHONE
FEDERAL TAX ID: 841425616



SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.
TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT

76 Fleet

P.O. Box 639
Portland, ME 04104-0639

Fleet Manager
City of Mill Creek
15728 Main Street
Mill Creek, WA 98012

ACCOUNT NAME	City Of Mill Creek
ACCOUNT NUMBER	0201-00-105915-3
INVOICE NUMBER	68956911
BILL CLOSING DATE	NOV-30-2020
AMOUNT DUE	3,658.89
AMOUNT ENCLOSED	
PAYMENT DUE DATE	DEC-22-2020

PAYMENTS RECEIVED AFTER THIS DATE SUBJECT TO A FINANCE CHARGE.

Make check payable to: WEX BANK
To avoid processing delays, remit all payments to:

WEX BANK
P.O. BOX 6293
CAROL STREAM IL 60197-6293

02010010591534000000365889 201222

Accounts Payable

Checks by Date - Detail by Check Date

User: jodieg
 Printed: 1/22/2021 3:34 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
62948	911SUPPL	911 Supply Inc	12/31/2020		
	INV-2-5396	Bulletproof Vest - B Foutch			1,335.40
	INV-2-7338	Uniform - J Young			1,043.58
	INV-2-7425	Uniform - J Young			869.55
	INV-2-7426	Flashlight - J Young			114.86
	INV-2-7474	3 Pr. Pants - J Young			280.91
	INV-2-7615	Repatch Existing PD Jacket - B Foutch			120.45
			Total for Check Number 62948:	0.00	3,764.75
62949	ADPLLC 571133861	ADP, LLC ADP Workforce Now 11/30 & 12/15, HCM 12/1	12/31/2020		1,322.65
			Total for Check Number 62949:	0.00	1,322.65
62950	ALEXPRCO	Alexander Printing Company Inc	12/31/2020		
	66385	Business Cards - Various Departments			28.07
	66385A	Business Cards - Various Departments			56.14
	66385B	Business Cards - Various Departments			84.21
	66385C	Business Cards - Various Departments			28.07
	66385D	Business Cards - Various Departments			28.07
			Total for Check Number 62950:	0.00	224.56
62951	ALLCLIMA B2020-0671	All Climate Inc Refund 80% Permit Fees - Withdrew Permit B2C	12/31/2020		33.60
			Total for Check Number 62951:	0.00	33.60
62952	ALLIEDTR Prog Estimate 2	Allied Trenchless 2020 Grade C Stormwater Pipe Repair-Pay Est #	12/31/2020		160,854.00
			Total for Check Number 62952:	0.00	160,854.00
62953	AMAZON	Amazon Capital Services	12/31/2020		
	19CN-XMRW-KK6K	Headphone Jack Adapter Charger - Special Even			17.67
	19CN-XMRW-KK6K	Correction Tape - General Supplies			11.04
	1D6T-3HPD-YGVJ	Extra Phone Chargers - IT			35.34
	1D6T-3HPD-YGVJ1	4 Pack - Steno Books - PD			11.98
	1D6T-3HPD-YGVJ2	Alcohol Prep Pads, Disp Cleaning Duster, Tissue			77.23
	1FMV-XXVK-HHHL	15 - GPS Dongle			497.10
	1J96-LTCL-1FYK	7 - Auto Flush Retrofit Royal Kits - Toilets - CH			2,385.95
	1N73-RPW9-7VVX	3 - Emergency Food Supply - 60 Servings Each			912.13
	1WQL-KXRY-47M6	Docking Station - Remote Working - N. Fay			98.35
	1Y4T-4WT3-1MHY	Gun Locks - Guns in Evidence Room			33.13
			Total for Check Number 62953:	0.00	4,079.92
62954	BANKCARI	Bank of America	12/31/2020		
	1	60 Servings Entree Bucket - Emergency Food			113.80
	10	Adobe Acrobat Standard DC			166.01

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
11		Zendes Subscription - Additional Agent			1,079.47
12		Ship to Lab - Case #2020-12041			10.94
13		1 Can Green Spray Paint			4.40
14		3 Cans Spray Paint - Red, Yellow & Orange			13.19
15		APWA - M Todd 01/12			75.00
15A		APWA - M Todd 01/20			130.00
16		Assisting Individuals in Crisis & Group Crisis - I			447.00
1A		Use Tax - 60 Servings Entree Bucket - Emergenc			-10.81
2		Mail to WSP Crime Lab - Case #2020-10897			49.55
3		PRA & OPMA Case Law Update - J Lee 01/26			35.00
4		LEIRA Annual Membership - J Lee			50.00
5		Zendes Subscription			1,113.84
6		Mail to Lab - Case #2020-11956			18.09
7		Event Data Recorder Use In Traffic Crash - C W			995.00
8		PRA & OPMA Case Law Update - N Fay 01/26			35.00
9		Talent Development & Coaching Training - N F			100.00
				Total for Check Number 62954:	0.00
					4,425.48
62955	BCS 2020-MC12	Bridge Coordination Services DV Services - December	12/31/2020 VOID		
				2,812.10	
				Total for Check Number 62955:	0.00
				2,812.10	
62956	BRIDPETS 00147	Bridges Pets Supplies - Hondo	12/31/2020		
					27.27
				Total for Check Number 62956:	0.00
					27.27
62957	CABDOW Dec 2020	Cabot Dow Associates, Inc Labor Relations Services 12/01 - 12/31	12/31/2020		
					4,112.50
				Total for Check Number 62957:	0.00
					4,112.50
62958	CDW 5837670 5842631	CDW Government 3 - Startech USB 3 to Gigabit Ethernet 3 - Black Box 10 Ft. USB 2.0 Passive Ext	12/31/2020		
					80.36
					22.77
				Total for Check Number 62958:	0.00
					103.13
62959	CITYLYN 16959	City of Lynnwood Jail Room & Board - Sept 2020	12/31/2020		
					262.00
				Total for Check Number 62959:	0.00
					262.00
62960	VENTPOWC 58947	Ventilation Power Cleaning, Inc. Emergency Service - Storm Pipe Blockage	12/31/2020		
					2,689.18
				Total for Check Number 62960:	0.00
					2,689.18
62961	DAHLELEC 29283 29284	Dahl Electric Inc Install Exhaust Fan - PW Shop Install Outlets - Council Chamber Dais	12/31/2020		
					1,486.23
					1,928.23
				Total for Check Number 62961:	0.00
					3,414.46
62962	WASTDTR 313ATB91014180 313ATB91014181 313ATB91014182 313ATB91014183	Washington State Dept. of Transportation 2019 Bridge Inspection - North Creek 07/01/19 - 2019 Bridge Inspection - Penny Creek 07/01/19 - 2019 Bridge Inspection - 153rd St SE 07/01/19 - 2019 Bridge Inspection - Mill Creek Road 07/01	12/31/2020		
					445.10
					339.57
					339.57
					339.57

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62962:	0.00	1,463.81
62963	XDITSCHS 2002664.002	Sarah Ditsch Refund Parent/Guardian & Me Creative Ballet #	12/31/2020		65.00
			Total for Check Number 62963:	0.00	65.00
62964	DOWELLCN 2020.12.002	Andrea Dowell Prof Svcs - Financial Consultant - December	12/31/2020		1,836.00
			Total for Check Number 62964:	0.00	1,836.00
62965	ELLIOTBY 26073	Elliott Bay Metal Fabricating Historic Panels Project - Main Street Bridge	12/31/2020		4,558.13
			Total for Check Number 62965:	0.00	4,558.13
62966	FBILEEDA 300042536	FBI-LEEDA Active Membership - I Durkee	12/31/2020		50.00
			Total for Check Number 62966:	0.00	50.00
62967	FCICUSPV 17027 17031 17079	FCI Custom Police Vehicles Equip Build - Patrol Car #51 Equip Build - Patrol Car #52 Havis Computer Mount/Install Plus Dock, Anten	12/31/2020		20,223.82 20,223.82 1,007.33
			Total for Check Number 62967:	0.00	41,454.97
62968	FELDMAJ 0009	Feldman & Lee, P.S. Public Defender Contract - Dec	12/31/2020		6,368.00
			Total for Check Number 62968:	0.00	6,368.00
62969	GRYOSBRN 1 1 13 1A 3 4 7	Gray & Osborne Inc Prof Svcs - EGUV Spine Road 12/06 - 12/31 Engineering Management Services 08/16 - 09/12 Prof Svcs - Grade C Stoprmwater Pipe Repair 12 Engineering Management Services 08/16 - 09/12 Prof Svcs - Engineering Management On Call 12 Prof Svcs - SHR Preservation Const Mgmt - Tasl Prof Svcs - SHR Preservation Const Mgmt 12/06	12/31/2020		2,494.53 1,133.39 474.30 924.75 194.44 7,362.42 139.41
			Total for Check Number 62969:	0.00	12,723.24
62970	XHABIBIS 2002662.002 2002663.002 2002667.002	Samira Habibi Refund Preschool Pals - Fall - Arshan #7401 Refund Preschool Pals - Winter - Arshan #7402 Refund Preschool Pals - Spring - Arshan #7403	12/31/2020		100.00 100.00 100.00
			Total for Check Number 62970:	0.00	300.00
62971	ISO CW246483 CW246483A CW246819 CW247243	ISOOutsource IT Consultant/Tech Support 11/02 - 11/30 IT Consultant/Tech Support 11/02 - 11/30 Professional Server/Workstation Monitoring - D IT Consultant/Tech Support 12/02 - 12/09	12/31/2020		2,117.24 128.80 179.01 1,633.96
			Total for Check Number 62971:	0.00	4,059.01
62972	JANIMALH	Julz Animal Houz	12/31/2020		

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	001303	NWH Frozen Turkey Bulk Bars, Fermented Cow			339.60
			Total for Check Number 62972:	0.00	339.60
62973	KAMINS Pay Est #6	Kamins Construction, Inc 2020 SHR Pavement Restore Project - Pay Est. #	12/31/2020		41,006.21
			Total for Check Number 62973:	0.00	41,006.21
62974	SHURKLEN 429 429A	Kramer Enterprises, LLC Vehicle Washes Sept - Dec 2020 Vehicle Washes Sept - Dec 2020	12/31/2020		180.99 10.06
			Total for Check Number 62974:	0.00	191.05
62975	LANEP	Lanepowell	12/31/2020		
	3841367	Prof Legal Svcs - General Employment - Nov			15,011.85
	3841368	Prof Legal Svcs - City Attorney - Nov			13,875.00
	3841369	Prof Legal Svcs - General Const - Nov			1,113.75
	3841372	Prof Legal Svcs - Police Officers' Guild Labor M			10,582.90
	3841373	Prof Legal Svcs - AFSCME Labor Matters - Nov			2,544.85
	3841374	Prof Legal Svcs - AFSCME Unfair Labor Practic			7,353.35
	3841899	Prof Legal Svcs - Public Records - Nov			16,144.85
	3843014	Prof Legal Svcs - General Employment - Dec			36,368.95
	3843014A	10% Discount - Prof Legal Svcs - General Empl			-3,636.90
	3843015	Prof Legal Svcs - City Attorney - Dec			11,137.50
	3843015A	10% Discount - Prof Legal Svcs - City Attorney			-1,113.75
	3843016	Prof Legal Svcs - General Const - Dec			1,737.45
	3843016A	10% Discount - Prof Legal Svcs - General Const			-173.75
	3843017	Prof Legal Svcs - AFSCME Unfair Labor Practic			933.00
	3843017A	10% Disc -Prof Legal Svcs AFSCME Unfair Lat			-93.30
	3843018	Prof Legal Svcs - Public Records - Dec			15,328.30
	3843018A	10% Discount - Prof Legal Svcs - Public Record			-1,532.83
	3843019	Prof Legal Svcs - Police Officers' Guild Labor M			2,472.55
	3843019A	10% Disc. - Prof Legal Svcs-PD Officers' Guild			-247.26
	3843020	Prof Legal Svcs - AFSCME Labor Matters - Dec			11,458.55
	3843020A	10% Discount - Prof Legal Svcs - AFSCME Lab			-1,145.86
			Total for Check Number 62975:	0.00	138,119.20
62976	OFSTTRS	Office of State Treasurer	12/31/2020		
	Jan-Dec 2020	ST Gen Fund-50 (PSEA-2) - Jan-Dec 2020			23,032.44
	Jan-Dec 2020A	ST Gen Fund-54 (PSEA-3) - Jan-Dec 2020			612.96
	Jan-Dec 2020B	ST Gen Fund-40 (PSEA-1) - Jan-Dec 2020			38,306.55
	Jan-Dec 2020C	JIS - Jan-Dec 2020			14,559.82
	Jan-Dec 2020D	Trauma Care - Jan-Dec 2020			3,193.89
	Jan-Dec 2020E	School Zone - Jan-Dec 2020			302.44
	Jan-Dec 2020F	Lab Test - Jan-Dec 2020			24.48
	Jan-Dec 2020G	AutoTheft - Jan-Dec 2020			6,377.41
	Jan-Dec 2020H	Trauma Brain Injury - Jan-Dec 2020			2,841.08
	Jan-Dec 2020I	Hwy Safety Account - Jan-Dec 2020			495.43
	Jan-Dec 2020J	Death Inv Acct - Jan-Dec 2020			116.25
	Jan-Dec 2020K	Hiway Acct - Jan-Dec 2020			643.17
	Jan-Dec 2020L	DV Prev State - Jan-Dec 2020			15.00
			Total for Check Number 62976:	0.00	90,520.92
62977	ROBHALF	OfficeTeam	12/31/2020		
	56868641	Cares Grant Coordinator - Week Ending Date 12			1,411.13
	56934806	Cares Grant Coordinator - Week Ending Date 01			804.94

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 62977:	0.00	2,216.07
62978	Otak 000001210207 000001210207A	Otak, Inc., Prof Svcs - MC Blvd Corridor Subarea Plan Thr Prof Svcs - MC Blvd Corridor Subarea Plan Thr	12/31/2020		409.50 175.50
			Total for Check Number 62978:	0.00	585.00
62979	PACAIR 36430	Pacific Air Control, Inc. 2nd Semi-Annual HVAC Billing - CHS 08/01 - C	12/31/2020		769.08
			Total for Check Number 62979:	0.00	769.08
62980	PACDETD 897724-00	Pacific Power Group, LLC Generator Repair	12/31/2020		2,213.13
			Total for Check Number 62980:	0.00	2,213.13
62981	PAWS December 2020	PAWS Animals Brought to Shelter - Dec	12/31/2020		374.00
			Total for Check Number 62981:	0.00	374.00
62982	ELLITRE 064462015743 064462015772 064462015774 064462015906	PepBoys-Remittance Dept LOF, Coolant Exchange, Replace Turbo - Car #4 4 Tires, Wheel Alignment/Balance, Dill TPMS S Passenger Rear Door Moulding & Installation - C LOF, Purge Valve Solenoid, Vent Solenoid Car #	12/31/2020		3,383.93 851.22 286.51 535.09
			Total for Check Number 62982:	0.00	5,056.75
62983	PERTEET 20160281.022-7 20160281.024-4 20160281.025-3 20160281.026-1 20160281.026-3 20160281.026-4	Perteet Inc Prof Svcs - 7 C's Swim School Submittal Review Prof Svcs-NPDES Phase II Permit - 2019 Annu Prof Svcs - Creekside Building 08/03 - 11/01 Prof Svcs - Right-of-Way Use Permit Review 09 Prof Svcs - Right-of-Way Use Permit Review 11 Prof Svcs - Right-of-Way Use Permit Review 11	12/31/2020		400.00 149.63 979.13 992.25 716.63 1,120.88
			Total for Check Number 62983:	0.00	4,358.52
62984	PETTY CA 1 2 3 4	Petty Cash Fund Mileage - J Busch - Council Retreat IT Equip Se Refreshments - St Patrick's Day Breakfast Mailing 1 & 2 WSP Crime Lab 2020-8142 Holiday Cards - YAB Members	12/31/2020		9.92 13.47 13.14 11.05
			Total for Check Number 62984:	0.00	47.58
62985	PLANTSCP 52349E 52349E1 52349E10 52349E11 52349E12 52349E13 52349E14 52349E15 52349E2 52349E3 52349E4	Plantscapes Horticultural Services Landscape Maint - Nov - CHS Landscape Maint - Nov - CHN Landscape Maint - Nov - Hillside Park Landscape Maint - Nov - Silver Crest Park Landscape Maint - Nov - Buffalo Park Landscape Maint - Nov - R/W Medians Landscape Maint - Nov - Interior Medians Landscape Maint - Nov - Ditches Landscape Maint - Nov - MC Library Landscape Maint - Nov - Library Park Landscape Maint - Nov - Heron Park	12/31/2020		296.55 131.07 585.94 228.55 750.37 1,173.21 111.81 1,756.33 284.85 502.53 546.98

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	52349E5	Landscape Maint - Nov - MC Sports Park			451.55
	52349E6	Landscape Maint - Nov - Highland Park			1,022.09
	52349E7	Landscape Maint - Nov - Pine Meadows Park			1,113.30
	52349E8	Landscape Maint - Nov - Nickel Creek Park			321.82
	52349E9	Landscape Maint - Nov - Cougar Park			1,026.57
			Total for Check Number 62985:	0.00	10,303.52
62986	PRYTHSP 639339QB	Protect Youth Sports Protect Youth Sports - Annual Fee for Bundle 2	12/31/2020		199.00
			Total for Check Number 62986:	0.00	199.00
62987	SNOCPUD	PUD No. 1 of Snohomish County	12/31/2020		
	105493582	Street Light - 1 Light - 160W 12/01 - 12/31			5.18
	108795911	Street Lights - 17 Light - 100W 12/01 - 12/31			52.87
	118689928	15803 32nd Ave SE 11/12 - 12/15			26.50
	118695081	3401 148th St SE 11/25 - 12/24			116.51
	118697663	Street Lights - 189 Lights - 200W 12/01 - 12/31			1,736.91
	118701620	14600 16th Ave SE 12/09 - 01/05			23.11
	118701621	15429 1/2 Bothell Everett Hwy 12/11 - 01/07			16.48
	122012627	902 164th St SE 12/09 - 01/05			31.33
	125334798	Street Lights - 6 Lights - 150W 12/01 - 12/31			28.98
	128592768	902 164th St SE 11/10 - 12/08			32.25
	131907680	14600 16th Ave SE 11/05 - 12/08			27.95
	131920988	15510 Village Green Dr 12/03 - 12/30			15.12
	135223489	16110 1/2 29th Dr SE 12/04 - 12/28			61.05
	135227128	13332 44th Ave SE 12/08 - 01/06			61.45
	141727935	13332 44th Ave SE 11/07 - 12/07			71.31
	141735557	13903 N Creek Dr 11/21 - 12/21			897.39
	141742277	Street Lights - 49 Lights - 20W 12/01 - 12/31			17.15
	145057611	2701 155th St SE 10/30 - 12/01			68.71
	145074997	15601 22nd Ct SE 12/02 - 12/30			24.38
	145075343	Street Lights - 386 Lights - 100W 12/01 - 12/31			1,389.60
	148348026	15510 Village Green Dr 10/31 - 12/02			17.82
	148365561	Street Lights - 21 Lights - 400W 12/01 - 12/31			312.90
	148369891	15429 Bothell Everett Hwy 12/11 - 01/07			25.73
	154891695	14729 12th Ave SE 10/31 - 12/04			18.90
	154906997	Street Lights - 8 Lights - 200W 12/01 - 12/31			47.68
	154906998	Street Lights - 38 Lights - 250W 12/01 - 12/31			285.38
	154906999	Street Lights - 39 Lights - 400W 12/01 - 12/31			441.48
	158075647	2024 Seattle Hill Rd 10/08 - 11/11			40.61
	158102020	Street Lights - 91 Lights - 250W 12/01 - 12/31			985.53
	158102021	Street Lights - 843 Lights - 100W 12/01 - 12/31			5,145.23
	161248756	15803 32nd Ave SE 10/13 - 11/11			42.58
	161274852	Street Light - 1 Light - 240W 12/01 - 12/31			7.94
	164489356	14729 12th Ave SE 12/05 - 01/04			16.74
	164490769	4560 SAC 12/09 - 01/07			55.22
	164491536	4842 SAC 12/11 - 01/08			76.27
	167683449	13901 North Pointe Cir Irrig 10/08 - 11/10			18.36
	167695160	4560 SAC 11/07 - 12/08			56.41
	167705852	1700 Mill Creek Rd 12/02 - 12/30			87.57
			Total for Check Number 62987:	0.00	12,386.58
62988	PSGW B2020-0675	Puget Sound Gas Works Refund Bldg Permit 80% - Duplicate Permit B2C	12/31/2020		33.60
			Total for Check Number 62988:	0.00	33.60
62989	RH2	RH2 Engineering, Inc.	12/31/2020		

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	76030	Prof Svc - RRFB Upgrade Project 136-JHS Thro			10,977.59
	76196	Prof Svc - RRFB Upgrade Project 136-JHS Thro			3,847.08
			Total for Check Number 62989:	0.00	14,824.67
62990	ROGERST Repl Ck #62865	Tom Rogers Replace Lost Ck #62865 - Reimb Jet Pack Fees (12/31/2020		340.59
			Total for Check Number 62990:	0.00	340.59
62991	SAFEBLT 0073900-IN 0074010-IN	SAFEbuilt LLC Prof Svcs - Plan Review/Bldg Inspection Service Prof Svcs - Plan Review/Bldg Inspection Service	12/31/2020		10,984.11 8,112.59
			Total for Check Number 62991:	0.00	19,096.70
62992	SNOCOSHO 1000549541	Snohomish County Sheriff's Office Range Use - 9.5 Hrs 12/22 & 2.5 Hrs 12/17	12/31/2020		696.00
			Total for Check Number 62992:	0.00	696.00
62993	SHREDIT 8180855028	Shred-It USA Inc Kiwanis Shred Event/Shredding Service Fee	12/31/2020		454.63
			Total for Check Number 62993:	0.00	454.63
62994	SILVERL 14112-27585 14737-19068 14969-56155 17679-27345 17684-27596 24079-27593 32140-27632 32141-27633 35995-27914 35996-27914 35997-27914 35998-27914 35999-27914 36000-27914 36016-27914 36025-27914 36026-27914 36365-27593 37034-30017 37680-27914 40191-27914	Silverlake Water District 132nd & SR 527 Irrig 12/01 - 12/31 13617 28th Dr SE Irrig 12/01 - 12/31 13716 Bothell Everett Hwy 01/01 - 12/31 15429 1/2 Bothell Everett Hwy 12/01 - 12/31 15429 Bothell Way - Irrig 12/01 - 12/31 Hillside Irrig 12/01 - 12/31 13903 N Creek Dr - Irrig 12/01 - 12/31 13903 N Creek Dr 12/01 - 12/31 SR 527 - Irrig 12/01 - 12/31 14600 SR 527 - Irrig 12/01 - 12/31 13800 N SR 527 - Irrig 12/01 - 12/31 1600 SR 527 - Irrig 12/01 - 12/31 15200 SR 527 - Irrig 12/01 - 12/31 15100 N SR 527 - Irrig 12/01 - 12/31 SR 527 & Trillium Blvd - Irrig 12/01 - 12/31 14600 SR 527 - Irrig 12/01 - 12/31 SR 527 & Dumas Rd - Irrig 12/01 - 12/31 Dumas Rd Irrigation 12/01 - 12/31 14721 12th Ave SE - Irrig 12/01 - 12/31 0 33rd Dr & Northpointe Circle - Irrig 12/01 - 12 13401 44th Ave SE - Restroom 12/01 - 12/31	12/31/2020		7.60 7.60 7.60 7.60 7.60 7.60 7.60 69.55 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 7.60 22.30 7.60 7.60 68.00
			Total for Check Number 62994:	0.00	296.65
62995	XSKIPERJ 2002668.002	Jennifer Skipper Refund - Online-Writing Character Analyses - M	12/31/2020		80.00
			Total for Check Number 62995:	0.00	80.00
62996	SNOCOC 2020-6583	Snohomish County Corrections Jail Service Fee - Nov	12/31/2020		13,407.26
			Total for Check Number 62996:	0.00	13,407.26
62997	SNOCOSHI	Snohomish County Treasurer	12/31/2020		

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	2020-6564	Inmate Medical Billing - Oct			4.24
	2020-6600	Inmate Medical Billing - Nov			21.12
			Total for Check Number 62997:	0.00	25.36
62998	SNOCTTR 2020	Snohomish County Treasurer Crime Victims Compensation - Jan-Dec 2020	12/31/2020		1,386.77
			Total for Check Number 62998:	0.00	1,386.77
62999	SNDPUBIN EDH91478	Sound Publishing Inc Notice of Public Hearing - 2021-2026 CIP	12/31/2020		36.40
			Total for Check Number 62999:	0.00	36.40
63000	STAPLEAD 303893 303893A	Staples Advantage Printer Cartridge - Finance Writing Pads, Clorox Wipes	12/31/2020		97.45 146.83
			Total for Check Number 63000:	0.00	244.28
63001	STARMSV 0124528-IN 0124528-IN1 0124528-IN2 0124528-IN3 0124528-IN4	Stardom Services Inc December Services - Janitorial - CHS December Services - Janitorial - CHN December Services - Janitorial - Extra Friday Cl December Services - Janitorial - Extra Friday Cl December Services - Janitorial - Deep Cleaning/	12/31/2020		1,105.40 1,349.60 175.00 125.00 1,550.00
			Total for Check Number 63001:	0.00	4,305.00
63002	STATEAUD L140038	State Auditor's Office Statutory Audit Services 2019-2019	12/31/2020		12,441.00
			Total for Check Number 63002:	0.00	12,441.00
63003	TERMINIX 403566952	Terminix Processing Center Pest Control - WO# 17494377023 - MC Library	12/31/2020		95.03
			Total for Check Number 63003:	0.00	95.03
63004	TRANSUN 12008034	Trans Union LLC Basic Service Monthly Fee - Credit Checks 11/2	12/31/2020		60.78
			Total for Check Number 63004:	0.00	60.78
63005	TLOLLC 839489	TransUnion Risk and Alternative Background/Identity Investigations - Dec	12/31/2020		55.25
			Total for Check Number 63005:	0.00	55.25
63006	TRITECHF 363241 363241A	Tri-Tech Forensics, Inc Re-Stock Emergency Medical Supplies - PD Use Tax Payable - Re-Stock Emergency Medical	12/31/2020		1,300.19 -123.55
			Total for Check Number 63006:	0.00	1,176.64
63007	UPS 00009X9014510	United Parcel Service UPS Charges - Amazon Returns - PW	12/31/2020		14.35
			Total for Check Number 63007:	0.00	14.35
63008	USIC 406812	USIC Receivables, LLC 59 Ticket Locates/2 AH 10/01 - 10/31	12/31/2020		1,513.73

AGENDA ITEM #G.

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	406812A	58 Ticket Locates/1 AH 10/01 - 10/31			1,513.72
	408950	47 Ticket Locates/1 AH, 2 ENH 11/01 - 11/30			1,246.85
	408950A	46 Ticket Locates/1 AH, 1 ENH 11/01 - 11/30			1,246.85
	413733	27 Ticket Locates/1 AH, 2 ENH 12/01 - 12/31			750.67
	413733A	26 Ticket Locates/2 ENH 12/01 - 12/31			750.67
			Total for Check Number 63008:	0.00	7,022.49
63009	UULC 0120178 0120178A	Utilities Underground Location Center On-Call Location Services - 30 Locates On-Call Location Services - 30 Locates	12/31/2020		38.70 38.70
			Total for Check Number 63009:	0.00	77.40
63010	VERIZON 9869690228	Verizon Wireless Access & Usage Chgs - Public Safety 11/23 - 12.	12/31/2020		1,907.89
			Total for Check Number 63010:	0.00	1,907.89
63011	WASTTRS 2020	Washington State Treasurer Bldg State Surcharge - 1st-4th Qtr 2020	12/31/2020		3,661.00
			Total for Check Number 63011:	0.00	3,661.00
63012	AFSCME Dec. 2020	WSCCCE, AFSCME, AFL-CIO Union Dues - AFSCME - Dec	12/31/2020		633.23
			Total for Check Number 63012:	0.00	633.23
63013	YCTS CI001316	Yakima County Technology Services Yakima County Hosting & Internet - ILA 10/01 -	12/31/2020		423.75
			Total for Check Number 63013:	0.00	423.75
63014	GTENORTH 425745697408189	Ziplay Fiber CC Line, Fax, Prop Room	12/31/2020		168.18
			Total for Check Number 63014:	0.00	168.18
63015	ZOOM INV57485418	Zoom Video Communications Inc Standard Biz Annual 12/14/2020 - 12/31/2021	12/31/2020		1,571.76
			Total for Check Number 63015:	0.00	1,571.76
			Total for 12/31/2020:	2,812.10	651,414.53
			Report Total (68 checks):	2,812.10	651,414.53



Date: January 26, 2021

Payroll Check Batches		
Dated	Check Numbers	Amount
01/08/2021	ACH Wire-Assoc. of WA Cities	\$76,479.93
01/08/2021	ACH Automatic Deposit Checks	\$141,923.99
01/08/2021	ACH Wire- FWT & Medicare Taxes	\$26,916.76
01/08/2021	ACH Wire MEBT- Wilmington Trust	\$21,823.24
01/08/2021	ACH Wire- ICMA RC- Def. Comp	\$3,035.61
01/08/2021	ACH Wire- BAC- Flex Spending Acct	\$1,448.24
01/08/2021	ACH Wire- MCPD Guild Dues	\$1,940.00
Total		\$273,567.77

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 \$273,567.77.

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

Councilmember

Finance Director

Councilmember

City Manager

AWC Employee Benefit Trust
PO Box 6
C/o Vimly Benefit Solutions, Inc
Mukilteo, WA 98275-0006

MILL CREEK, CITY OF
15728 Main St
Mill Creek, WA 98012-1518

Billing Details

Billing ID: 13853
Customer Ref: 000194625X000

Month: 01/2021
Invoice Date: 12/23/2020

Payment Details

Payment Amount: \$76,479.93 ✓

ACH-Payment Ref: N/A

Account Type: Checking

Settlement Date: N/A

Account Number: *****4700

Date/Time Paid: 01/11/2021 8:46:29 am

Transaction Number: py_118TKVGpAtMY3xQI3bMsithr

Paid By: Dana Volk

Simon has processed your payment request

Statistical Summary

Statistical Summary

Company:A0W - City Of Mill Creek Service Center:0076 Pacific North West Status:Cycle Complete
 Week#:1 Pay Date:01/08/2021 P/E Date:12/31/2020
 Qtr/Year:1/2021 Run Time/Date:15:41:03 PM EST 01/06/2021

Taxes Debited	Federal Income Tax	20,974.85		
	Earned Income Credit Advances	0.00		
	Social Security - EE	0.00		
	Social Security - ER	0.00		
	Social Security Adj - EE	0.00		
	Medicare - EE	2,960.73		
	Medicare - ER	2,960.70		
	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		
	Families First FMLA-PSL Payments Credit	(566.30)		
	Families First ER Medicare Credit	(8.21)		
	Families First FMLA-PSL Health Care Premium Credit	0.00		
	CARES Retention Qualified Payments Credit	0.00		
	CARES Retention Qualified Health Care Credit	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	198.29		
	State Family Leave Insurance - ER	0.00		
	State Family Leave Insurance Adj - EE	0.00		
	State Medical Leave Insurance - EE	178.50		
	State Medical Leave Insurance - ER	218.20		
	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		26,916.76		
Other Transfers	Full Service Direct Deposit Acct. N	141,923.99		
	Total Amount Debited From Your Account		168,840.75	
Bank Debits & Other Liability	Checks	0.00	168,840.75	
	Adjustments/Prepay/Voids	0.00	168,840.75	
Taxes- Your Responsibility	None this payroll		168,840.75	
			Total Liability	
			168,840.75	

BANK OF AMERICA

Funds Transfer Request Authorization (FTRA)

Customer Information

Name: MILL CREEK, WA CITY OF Address: 15728 MAIN ST
 Phone: (425)921-5723 MILL CREEK
 WA 980121518 US

Account Information

Account: BUS_4700
 Account Title: CITY OF MILL CREEK TREASURER
 CHECKING
 Requestor Name: LAUREL GIMZO

Wire Information

Wire Type: DOMESTIC Wire Date: 01/12/2021
 Country: US Wire Amount (USD): 21,823.24
 Currency of Recipient Account: USD Wire Fee: 30.00
 Source: IN PERSON
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH
 ID Verification/Type: U.S. PASSPORT (WITH PHOTO) (INCLUDI

Recipient Information

Recipient Name: MATRIX TRUST COMPANY Bank Name: JPMORGAN CHASE BANK NATIONAL
 ASSOCIATION
 Account Number Type: ACCOUNT NUMBER Bank ID:
 Account Number: Address: 1111 POLARIS PKWY
 Address: COLUMBUS COLUMBUS
 OHIO US OH 43240 US

Information about payment:

Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference

Information: REF: CITY MILL CREEK N3177E Additional Bank Instructions:

Customer Approval

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature _____ Date of Request ____/____/____

IMPORTANT: FOR EACH WIRE Indicate Method of Signature Verification: (must complete one of the below)

<p>Not Applicable (check box if no signature verification is required)</p> <input type="checkbox"/>	<p>Signature Card (check box if signature card was reviewed)</p> <input checked="" type="checkbox"/>	<p>Business Resolution (check box if business resolution was reviewed)</p> <input type="checkbox"/>	<p>Posted Check# (reference PRO for date guidelines) (complete field below) Check # _____</p>	<p>Leader Exception Granted (leader must place their initials or signature in box below)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Exception Reason: _____</p>
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FOR BANK USE ONLY: Financial Center Information

Financial Center Name	MILL CREEK BANKING CENTER	Date:	January 11, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-481-5498
Initiating Associate Name:	JONES, LESLIE	Remittance ID #:	Q6DW37WTN

Payroll 01/08/2021			
		9546.83	LEO Total
		836.60	MBX Total
MEBT ER	13,031.68	12990.15	MEB Total
		96.40	MEB2 Total
MEBT EE	13,964.68	41.53	MME Total
		41.53	MMR Total
Sub-Total	26,996.36	5538.44	P2E Total
		1978.45	P3E Total
Less Standard Insurance	-5,173.12	12990.15	TER Total
Wire Total	21,823.24	44060.08	Grand Total

BANK OF AMERICA

Funds Transfer Request Authorization (FTRA)

Customer Information	
Name: MILL CREEK, WA CITY OF	Address: 15728 MAIN ST MILL CREEK WA 980121518 US
Phone: (425)921-5723	

Account Information	
Account: BUS_4700	Account Title: CITY OF MILL CREEK TREASURER CHECKING
Requestor Name: LAUREL GIMZO	

Wire Information	
Wire Type: DOMESTIC	Wire Date: 01/12/2021
Country: US	Wire Amount (USD): 3,035.61
Currency of Recipient Account: USD	Wire Fee: 30.00
Source: IN PERSON	
ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH	
ID Verification/Type: U.S. PASSPORT (WITH PHOTO) (INCLUDI	

Recipient Information	
Recipient Name: ICMA RC	Bank Name: MANUFACTURERS AND TRADERS TRUST COMPANY
Account Number Type: ACCOUNT NUMBER	Bank ID:
Account Number:	Address: ONE M AND T PLAZA, 15TH FL BUFFALO NY 14203 US
Address: PO BOX 64553 BALTIMORE MARYLAND 21264 US	

Information about payment:
Purpose of Payment: OTHER Additional Phone Advice:

Additional Reference Information: CITY OF MILL CREEK **Additional Bank Instructions:**

Customer Approval

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under "Currency of Recipient Account") so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature _____ Date of Request ____/____/____

IMPORTANT: FOR EACH WIRE indicate Method of Signature Verification: (must complete one of the below)				
Not Applicable (check box if no signature verification is required) <input type="checkbox"/>	Signature Card (check box if signature card was reviewed) <input type="checkbox"/>	Business Resolution (check box if business resolution was reviewed) <input type="checkbox"/>	Posted Check# (reference PRO for date guidelines) (complete field below) Check # _____	Leader Exception Granted (leader must place their initials or signature in box below) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Exception Reason: _____

FOR BANK USE ONLY: Financial Center Information			
Financial Center Name	MILL CREEK BANKING CENTER	Date:	January 11, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-481-5498
Instituting Associate Name:	JONES, LESLIE	Remittance ID #:	2YNEMPE7Q

Payroll Date 01/08/21

ICMA

Fleming, Rodney J	\$ 438.24
Gimzo, Laurel R	\$ 50.00
Hookland, Rebecca J	\$ 137.60
Kidwell, Tyler A	\$ 551.44
LaRose, Scot P	\$ 700.00
Ringstad, Sherrie M	\$ 25.00
Todd, Michael S	\$ 1,083.33
White, Stanley R	\$ 50.00

Total

\$ 3,035.61



Funds Transfer Request Authorization (FTRA)

Customer Information

Name: MILL CREEK, WA CITY OF Address: 15728 MAIN ST
 Phone: (425)921-5723 MILL CREEK
 WA 980121518 US

Account Information

Account: BUS_4700
 Account Title: CITY OF MILL CREEK TREASURER
 CHECKING
 Requestor Name: LAUREL GIMZO

Wire Information

Wire Type: DOMESTIC Wire Date: 01/12/2021
 Country: US Wire Amount (USD): 1,448.24
 Currency of Recipient Account: USD Wire Fee: 30.00
 Source: IN PERSON
 ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH)

Recipient Information

Recipient Name: BENEFIT ADMINISTRATION COMPANY LLC Bank Name: SOUND CU
 Account Number Type: ACCOUNT NUMBER Bank ID:
 Account Number: Address: 1331 BROADWAY
 Address: TACOMA TACOMA
 WASHINGTON US WA 98402 US

Information about payment:
 Purpose of Payment: OTHER Additional Phone Advice:
 Additional Reference: Additional Bank
 Information: Instructions:

Customer Approval

I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you chose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.

Customer Signature _____ Date of Request ____/____/____

IMPORTANT: FOR EACH WIRE indicate Method of Signature Verification: (must complete one of the below)

Not Applicable (check box if no signature verification is required) <input type="checkbox"/>	Signature Card (check box if signature card was reviewed) <input checked="" type="checkbox"/>	Business Resolution (check box if business resolution was reviewed) <input type="checkbox"/>	Postal Check# (reference PRO for date guidelines) (complete field below) Check # _____	Leader Exception Granted (leader must place their initials or signature in box below) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Exception Reason: _____
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FOR BANK USE ONLY: Financial Center Information

Financial Center Name	MILL CREEK BANKING CENTER	Date:	January 11, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-481-5498
Initiating Associate Name:	JONES, LESLIE	Remittance ID #:	MLMR3K4WF

Payroll Date 01/08/2021	Deferred Daycare	Deferred Healthcare
Fleming, Rodney J	\$ 0.00	\$ 100.00
Foutch, Bart A	\$ 0.00	\$ 114.58
Heath, Ilia C	\$ 0.00	\$ 114.58
Hughes, Tyrone A	\$ 0.00	\$ 114.00
Lee, Joanna M	\$ 500.00	\$ 25.00
Pigott, Larissa V	\$ 0.00	\$ 114.58
Rasmussen, Kristen A	\$ 208.00	\$ 25.00
Rogers, Thomas B	\$ 0.00	\$ 50.00
Schmidt, Christi A.M.	\$ 0.00	\$ 62.50
Todd, Michael S	\$ 0.00	\$ 20.00
Grand Totals	\$ 708.00	\$ 740.24
Total	\$ 708.00	\$ 740.24
Total Due to BAC	\$ 1,448.24	

BANK OF AMERICA

Funds Transfer Request Authorization (FTRA)

Customer Information	
Name: MILL CREEK, WA CITY OF Phone: (425)921-5723	Address: 15728 MAIN ST MILL CREEK WA 980121518 US

Account Information	
Account: BUS_4700 Account Title: CITY OF MILL CREEK TREASURER CHECKING Requestor Name: LAUREL GIMZO	

Wire Information	
Wire Type: DOMESTIC Country: US Currency of Recipient Account: USD Source: IN PERSON ID Verification/Type: U.S. DRIVER'S LICENSE (WITH OR WITH)	Wire Date: 01/12/2021 Wire Amount (USD): 1,940.00 Wire Fee: 30.00

Recipient Information	
Recipient Name: MILL CREEK POLICE OFFICER GUILD Account Number Type: ACCOUNT NUMBER Account Number: Address: MILL CREEK WASHINGTON US	Bank Name: BANK OF AMERICA NATIONAL ASSOCIATION Bank ID: Address: 306 MAIN ST EDMONDS WA 98020 US

Information about payment: Purpose of Payment: OTHER Additional Reference Information: REF: POLICE GUILD BEN INFO:POLICE GUILD DUES DIRECT DEPOSIT	Additional Phone Advice: Additional Bank Instructions:
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Customer Approval	
<p>I authorize Bank of America to transfer my funds as set forth in the instructions herein (including debiting my account if applicable), and agree that such transfer of funds is subject to this Funds Transfer Agreement (see disclosure pages of this form) and applicable fees. If this is a foreign currency wire transfer, I accept the conversion rate provided by Bank of America at the time the wire is sent. Exchange rates are determined by Bank of America, N.A. in our sole discretion. You may be able to get a better exchange rate if you handle this transaction online instead of in the financial center. Please see the Funds Transfer Agreement for further information regarding our exchange rates. For a Consumer International wire: We rely on you, the customer, to inform us of the currency of the receiving account (denoted under 'Currency of Recipient Account') so that we may disclose the exchange rate for conversion in the wire process. If you choose to send USD rather than the foreign currency of the receiving account, we will honor your choice, however, we will not be able to provide exchange rate information. Additionally, so that we may provide required disclosures, you must remain in the financial center until we provide you the Remittance Transfer Receipt (RTR). If you leave prior to receiving the RTR, we will cancel the international remittance transfer.</p>	
Customer Signature: <i>Laurel Gimp</i>	Date of Request: ___/___/___

IMPORTANT: FOR EACH WIRE Indicate Method of Signature Verification: (must complete one of the below)				
Not Applicable (check box if no signature verification is required) <input type="checkbox"/>	Signature Card (check box if signature card was reviewed) <input type="checkbox"/>	Business Resolution (check box if business resolution was reviewed) <input type="checkbox"/>	Posted Check# (reference PRO for date guidelines) (complete field below) Check # _____	Leader Exception Granted (leader must place their initials or signature in box below) <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> Exception Reason: _____

FOR BANK USE ONLY: Financial Center Information			
Financial Center Name	MILL CREEK BANKING CENTER	Date:	January 11, 2021
Company #/Cost Center #:	00353 0037019	Phone #:	425-481-5498
Initiating Associate Name:	JONES, LESLIE	Remittance ID #:	PAE9UPNG4

Police Guild Dues for December 2020

Payroll Name	Guild Dues
Bittinger, Tony M	\$ 100.00
Bridgman, Todd M	\$ 100.00
Conner, Sean A	\$ 100.00
Durkee, Ian M	\$ 100.00
Eikenberry, Tobias	\$ 100.00
Fleming, Rodney J	\$ 100.00
Foutch, Bart A	\$ 100.00
Hughes, Kyle C	\$ 100.00
Hughes, Tyrone A	\$ 100.00
Kidwell, Tyler A	\$ 100.00
LaRose, Scot P	\$ 100.00
Lerma, Nathan S	\$ 100.00
Mack, Jesse H	\$ 20.00
Mundwiler, Rory P	\$ 100.00
Phillips, Robert	\$ 100.00
Schuermeyer, Marc B	\$ 100.00
Smith, Steven C	\$ 20.00
Thompson, Brett L	\$ 100.00
White, Christine D	\$ 100.00
Saga, Joshua L	\$ 100.00
White, Stanley R	\$ 100.00
Grand Totals	
Total	\$ 1,940.00

Dec-20



MINUTES
City Council Regular Meeting

6:00 PM - Tuesday, January 12, 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 INFORMATION

- A.** Join Zoom Meeting
<https://zoom.us/j/98124921787>

Meeting ID: 981 2492 1787
One tap mobile
[+12532158782,,98124921787#](https://zoom.us/j/98124921787)US (Tacoma)
[+16699006833,,98124921787#](https://zoom.us/j/98124921787) US (San Jose)

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 Councilmember Morgan

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 were given by:

Barb Heidel, a Mill Creek resident, commented on the City's website and deicing of roads in Mill Creek.

January 12, 2021 CITY COUNCIL REGULAR MEETING MINUTES

Wil Nelson, a Mill Creek resident, commented on the recent riot at the Nation's Capital compared to riots in 1968 and the roll out of the Coronavirus vaccine

NEW BUSINESS

C. Proclamation honoring Martin Luther King Jr

Mayor Holtzclaw read a proclamation declaring Monday, January 18, 2021 as Dr. Martin Luther King Jr. Day in the City of Mill Creek.

[MLK Jr. Proclamation January 2021](#)

**D. Memorandum of Understanding (MOU) with Silver Lake Water & Sewer District for the Thomas Lake Sewer Lift Station Project
(Mike Todd, Director of Public Works and Development Services)**

Public Works and Development Services Director Mike Todd provided Council with an overview of the recommended execution of a Memorandum of Understanding (MOU) with Silver Lake Water & Sewer District (SLWSD) for the Thomas Lake Sewer Lift Station Project to enable SLWSD to utilize a portion of the Right of Way (ROW) for their project that will also benefit the City for any long-term recreational uses.

Council engaged in discussion and Q&A.

Councilmember Steckler made a motion to adopt a resolution to authorize the City Manager to execute a Memorandum of Understanding (MOU) with Silver Lake Water and Sewer District for the Thomas Lake Sewer Lift Station Project. Councilmember Morgan seconded the motion. The motion passed unanimously.

[Agenda Summary SLWSD MOU 1.12.2021](#)
[MC - SL MOU for Thomas Lake LS on 138th St SE](#)
[Lift station power point 1.12.2021](#)
[Resolution SLWSD MOU RES. 2021- 600](#)

STUDY SESSION

**E. Dobson Remillard Property - How to Start the Process
(Mayor Holtzclaw and City Manager Ciaravino)**

Mayor Holtzclaw introduced the Dobson Remillard Church/Cook (DRCC) property topic in order to start discussions regarding the potential usage.

City Manager Michael Ciaravino proposed Karen Reed Consulting LLC to facilitate discussions. The Mayor and Members of Council engaged in discussion and agreed to contact Karen Reed to move discussions forward.

CONSENT AGENDA

F. Approval of Checks #62823 through #62947 and ACH Wire Transfers in the Amount of \$1,825,220.42.

January 12, 2021 CITY COUNCIL REGULAR MEETING MINUTES

(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)
[Check Vouchers 01.012.21](#)

- G.** Payroll and Benefit ACH Payments in the Amount of \$461,680.26.
(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)
[ACH Deposits and Wire Transfers 01.12.21](#)
- H.** City Council Meeting Minutes of January 5, 2021
[City Council Regular Meeting - 05 Jan 2021 - Minutes](#)

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

REPORTS

I. Mayor/Council

Mayor Holtzclaw reported on the recent Mayors and Tribal Leaders luncheon including:

- Challenges of rolling out the COVID-19 vaccine.
- Governor's most recent phasing plan with regards to the reopening of businesses and the request to decouple from both Pierce and King Counties.

Council engaged in discussion regarding hardship to local businesses affected by the Governor's proclamation.

Mayor Pro Tem Vignal reported on:

- Modified ballet and recreation programs have started up again under latest proclamation.
- Showing support and solidarity with the Nation's Capital including legislators and staff considering the recent riot at Capitol Hill.

Councilmember Bond asked for legal counsel to prepare a brief on the extent of authority of the Governor, Snohomish Health District and Fire District 7 with regards to the restrictions placed on local businesses.

Council engaged in discussion with regards to resources available to the public regarding COVID-19 restrictions.

Councilmember Steckler reported on a website that helped determine vaccine eligibility and requested that the link be included on the COVID - 19 Community Resources Center on the City's website.

Councilmember Cavaleri echoed Mayor Pro Tem Vignal's comments on the Capitol riots and conveyed his condolences to the fallen.

Councilmember Briles reiterated Mayor Pro Tem Vignal and Councilmember Cavaleri's statements regarding the riot at the Nation's Capital.

Councilmember Morgan echoed the other Councilmembers statements about the

January 12, 2021 CITY COUNCIL REGULAR MEETING MINUTES

riot at the Nation's Capital.

J. City Manager

1. Laurel Gimzo, Director of Finance - CARES Act Update
2. [Planning Schedule](#)

City Manager Michael Ciaravino notified Council on items listed on the Planning Schedule and highlighted the following is scheduled for the January 26, 2021 Council Meeting.

- an update on the development known as The Farm.
- and the surplus of a lift truck.

Councilmember Cavaleri asked that the mitigation property of the Farm be discussed as part of the January 26, 2021 meeting.

K. Staff

- Report, etc.

Finance Director Laurel Gimzo reported on the second round of CARES Act distributions.

AUDIENCE COMMUNICATION

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

Barb Heidel, a Mill Creek resident, commented on the Deputy City Manager position.

Wil Nelson, a Mill Creek resident, commented on the rollout of the COVID-19 vaccine and bureaucracy in general.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- M.**
- Discuss a potential real property acquisition pursuant to RCW 42.30.110(1)(b). No action will be taken.

At 7:07 PM Council recessed into executive session for 15 minutes.

At 7:23 PM Council readjoined to the Regular Meeting.

No action was taken.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 7:24 PM

Brian Holtzclaw, Mayor

Naomi Fay, City Clerk

January 12, 2021 CITY COUNCIL REGULAR MEETING MINUTES

JANUARY 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Council	6	7	8	9
10	11	12 Council	13	14	15	16
17	18	19	20	21	22	23
24	25	26 Council	27	28	29	30
31						

FEBRUARY 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Council	3	4	5	6
7	8	9 Council	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Council	24	25	26	27
28						

MARCH 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Council	3	4	5	6
7	8	9 Council	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Council	24	25	26	27
28	29	30	31			

Tentative Council Meeting Agendas
Subject to change without notice

Last updated: January 22, 2021

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

February 2, 2021

- Proclamation of Emergency Extension (if needed)
- Snhomish County 911 Lease Agreement
- Governance Manual Study Session – Council Values, Organization and Operations
- Dobson Remillard Church (DRC) Property

March 2, 2021

- Governance Manual Study Session – Standards of Conduct and City Administration
- Proclamation of Emergency Extension (if needed)
- Amendment to Public Records Policy Ordinance
- Presentation: Public Works Maintenance Team Update

Possible Work Session Topics for Discussion

- Body Worn Camera Update
- Victim Coordination Services Agreement
- Proposed New Initiatives: Potential Farmer’s Market.
- Update on Development projects and permit activity.
- Update on Public Works projects and program activity.
- Update on Surface Water Utility



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Administration 425-745-1891
Police 425-745-6175
All Other Departments 425-551-7254

Art & Beautification BOARD MINUTES
15728 Main Street, Mill Creek, Washington 98012 – 425-745-1891

December 10, 2020
4 p.m.

I. CALL TO ORDER

Councilmember Steckler called the meeting to order at 4:09 p.m. via Zoom Virtual Meeting.

II. ROLL CALL:

Guy Armfield
Jamie Barrett
Jeanne Smart
Michelle Edwards
Ravi Ubriani
Shoshauna Mohlman
Vanessa Good, Acting Chair
John Steckler, Council Representative

Staff

Kristen Rasmussen, Community Engagement Coordinator

Absent

Michelle Edwards

III. ANNOUNCEMENTS

Councilmember Steckler welcomed the new board members. All of the board members went around to introduce themselves.

IV. OLD BUSINESS

a. Historical Preservation Project updates

Community Engagement Coordinator Rasmussen provided a brief update on the status of the project. The Elliott Bay Metal Fabricating, Inc. has been contracted to weld the aluminum sign structures and aluminum sign holders. This structure will be installed at the bridge in Section B by the City of Mill Creek Public Works staff.

Additionally, Ms. Rasmussen has applied for a permit with the City's Planning department for approval of the historical panel installation. The permit has been reviewed and approved by the Hearing Examiner. The Public Works department plans to install the signs at the end

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of December 2020 or beginning of January 2021.

The expense of the contracted services with Elliott Bay Metal Fabricating, Inc. and the permit fee will be billed and paid for with the funds from the Arts & Beautification account in the 2020 budget.

V. NEW BUSINESS

a. Appoint Member of the Board to the Mill Creek Boulevard Project Advisory Committee:

Councilmember Steckler presented this topic to the board. He provided background context regarding this project and expectations from the board member volunteering on this committee. The members had several questions regarding the project including what stage of the planning process is the committee in, who are the other members on the committee and what is the time commitment. After much discussion, Member Jamie Barrett volunteered to join the advisory committee. The board members supported this decision and believe she will provide beneficial insight for maintaining open spaces that support local ecology and the current brand standards of Mill Creek.

b. Brainstorm Session/Goals for 2021

Acting Chair Good discussed the desire to brainstorm and hear ideas the board is interested in pursuing for the 2021 calendar. Additionally, she is excited to hear everyone's ideas and would like to open up this discussion now since the board has three newly appointed members. Councilmember Steckler suggested everyone bring one idea they are passionate about to the next meeting. After some discussion, the board members asked to have a list of the activities/events the board has done in the past and is currently doing as not to replicate or overload the calendar for next year. Ms. Rasmussen offered to provide a list of current projects planned for 2021 and the time of year they take place. The members will be ready to follow-up this discussion at the January 13, 2021 meeting.

c. Elect new Chair and Vice Chair

Community Engagement Coordinator Rasmussen brought up the topic to elect a new Chair and Vice Chair. Councilmember Steckler recommended to wait for a vote until the January 13, 2021 when all members are able to join since Member Edwards was absent from the meeting. The board members concurred with this recommendation. Ms. Rasmussen will move this agenda item to the next meeting.

VI. ROUNDTABLE

N/A

VII. REPORTS

N/A

VIII. ADJOURNMENT

Vice Chair Good adjourned the meeting at 5:07 p.m.

Submitted by:

Kristen Rasmussen

Kristen Rasmussen, Community Engagement Coordinator



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Art & Beautification Board Minutes
15728 Main Street, Mill Creek, Washington 98012 – 425-745-1891

October 14, 2020
4 p.m.

I. CALL TO ORDER

Vice Chair Good called the meeting to order at 4:06 p.m. via GoToMeeting.

II. ROLL CALL:

Jeanne Smart
Ken Lowery
Guy Armfield
Michelle Edwards
Vanessa Good, Vice Chair
John Steckler, City Council Representative

Staff

Kristen Rasmussen, Community Engagement Coordinator

III. ANNOUNCEMENTS

Community Engagement Coordinator Rasmussen informed the board members there are three vacant positions due to term expirations and resignations. The Board discussed promoting the vacancies in their social circles to assist with the outreach efforts to find new members. Ms. Rasmussen explained the recruitment process to the Board and will begin the necessary steps to start this process for the vacancies.

IV. APPROVAL OF MINUTES

The September 9, 2020 meeting minutes were approved with motion by Jeanne Smart seconded by Ken Lowery, passes unanimously.

V. OLD BUSINESS

a. Historical Preservation Project updates

Community Engagement Coordinator Rasmussen informed the board members that Public Works Supervisor Matthew Combs is waiting to receive quotes for the aluminum frame. The plan is to have the Public Works department install the panels at the bridge using the pre-fabricated aluminum frame.

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

After some discussion, the Board expressed their frustration to complete this project; they are eager to finish the project by years end. The board members worry about the time commitment of the project and available staff to install the panels, therefore they want to include installation as part of the bid. Member Lowery said he will reach out to his contacts and solicit a bid for this project to help keep in the desired timeframe for the installation.

b. Great Garden Awards

Community Engagement Coordinator Rasmussen updated the board members that the awards have all been delivered to the winners. The board reviewed the Great Garden awards PowerPoint presentation for the upcoming City Council meeting on Tuesday, October 27. After some discussion, Councilmember Steckler offered to present the award during the City Council meeting.

The board also discussed recognizing long-time board member Matt Buchanan for his service, ideas and leadership over the many years he volunteered on the board. The group came up with the idea to present him a “Great Chair” award. Ms. Rasmussen will coordinate and contact Mr. Buchanan regarding the award idea.

VI. NEW BUSINESS

a. Great Light Awards Idea:

The board members discussed at length about how to proceed with this event. After much deliberation, Member Smart recommended to postpone this event due to the low membership on the board and timeframe. The board vacancies expand the zones that the board members must cover since there are fewer board members to divide up the area. This puts more strain on the current members to find and nominate residences for the Great Lights award. Additionally, she worries this would be very cumbersome on them given the quick turnaround for this event.

Vice Chair Good stated the board had decided to open up the nominations to the public which would be less onerous on the current board members. Member Armfield expanded this idea to recommend making a fillable PDF and posting it on the City website for the public to use and nominate winners. The board members would then schedule a special meeting to review the nominations and select the winners.

The board also discussed that the Mill Creek Community Association offers a similar award called the Elf Award. The board wants to differentiate the Great Light Award from the MCCA’s award and need more planning time to work out these details. After much discussion, Vice Chair Good recommends to table this project until 2021 and focus on finishing their current projects. The board agreed to this recommendation.

VII. ROUNDTABLE

N/A

VIII. REPORTS

IX. ADJOURNMENT

Vice Chair Good adjourned the meeting at 4:56 p.m.

Submitted by:

Kristen Rasmussen

Kristen Rasmussen, Community Engagement Coordinator



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**Park & Recreation Board Meeting Minutes
December 2, 2020**

Members:

Melissa Duque, Chair
Bridget Casey
Tyler Hogan
Michael Bauer
Ryan Nichols, Vice Chair
Jim Erlewine

Not Present:

Peter Lalic

Also Present:

Vince Cavaleri, Council Representative
Kristen Rasmussen, Community Engagement Coordinator

CALL TO ORDER

Chair Duque called the meeting to order at 5:05pm. Members and staff were present as noted above.

YOUTH ADVISORY BOARD UPDATES

Youth Advisory Board Member Anjali Sinha provided an update of the virtual volunteer opportunities the YAB members are participating in, including: writing letters to senior citizens, health care workers and military members. YAB members are able to participate in some in-person opportunities such as volunteering at the Mill Creek Community Food Bank, Neighbors in Need to help the homeless, and the JHS Toy Drive. YAB members also helped stuff bags of candy for the Candy Grab N Go event in October.

Councilmember Cavaleri asked the board members to think of ways we can support and lift up the YAB members who give so much back to the community. Councilmember Cavaleri thought this would be a great way to help them during this challenging time with COVID-19 and show them our appreciation.

APPROVAL OF MINUTES

Member Hogan moved to approve the October 7, 2020 minutes and was seconded by Vice Chair Nichols. The motion passes unanimously with Member Erlewine abstaining since he was absent from the October 7 meeting.

OLD BUSINESS**Park Tour and Park Signage**

Chair Duque reviewed the summary of notes from the Park Tour this summer. A common need for each park is to include new park signage and new access point signage to the parks. The signage needs to be updated with listing the park names with city logo, color and size to provide consistent brand standards for the signs.

NEW BUSINESS**Park Signage & Amenities Recommendations**

Chair Duque followed-up the discussion from the Park Tour with the board's desire to present their recommendations to update the park signage to the City Council. The board further elaborated on this idea that signs should be placed strategically in order to direct people to the parks since some parks have no access point signage, it is hidden, or not useful to directing people to the park. The signs do not label the park as a City of Mill Creek park therefore the new signage should incorporate the City logo. Since the two new parks, Buffalo and Exploration Park, are missing signage altogether, the members prioritized these two parks as a priority for signage.

In addition, the board would like to make other recommendations to enhance the Mill Creek parks. The primary discussion was to incorporate adult fitness equipment along the N. Creek Trail. The members would like to assess other locations to add in adult equipment.

In order to help organize the board's projects, they plan to put together a timeline of board's goals and project dates for the next couple of years. Chair Duque requested the group revisit the wish list from the September meeting notes to assist with this project.

The board will also look into the cost of adding/replacing the park signage and the cost of the preferred adult fitness equipment. Once these items have been researched and finalized, they would like begin the process of presenting these proposals to City Council for approval.

Board Position Updates- Terms Expiring

Community Engagement Coordinator Rasmussen stated she will begin the Board Recruitment process for the two members whose terms are expiring. Both members Hogan and Bauer are interested in reapplying to renew their term.

Silver Crest Park Upgrades

Councilmember Cavaleri provided the board an update to the Silver Crest Park CIP that City Council recently approved. The CIP includes \$350,000 to replace the basketball court, three benches, new playground and fence. The members discussed possible upgrades/changes to the park they would like to incorporate with this project including dog features since it is heavily used by dog walkers. Another idea is to incorporate

natural features similar to Exploration Park. The basketball court is frequently used so the members would like to upgrade the current basketball court. Vice Chair Nichols requested the board look into assisting the homeowners with a fence that backs up to the park.

Chair Duque presented the idea of taking pictures or a video of the park to share with the board members so everyone may use visuals when discussing improvements to the park.

FOR THE GOOD OF THE ORDER

Community Engagement Coordinator updated the board about the Halloween Candy Grab N Go event.

ADJOURNMENT

Member Hogan moved to adjourn the meeting at 6:01pm, seconded by Member Erlewine. The motion passed unanimously. The next meeting is scheduled for January 6, 2021, at 5 p.m. virtually via Zoom Virtual Meeting.

Submitted by:

Kristen Rasmussen

Kristen Rasmussen, Community Engagement Coordinator