



## MINUTES

### City Council Regular Meeting

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6:00 PM - Tuesday, December 1, 2020

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

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- A. Topic: City Council Regular Meeting  
Time: Dec 1, 2020 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94439708004>

Meeting ID: 944 3970 8004

One tap mobile

[+12532158782](tel:+12532158782).,94439708004#US (Tacoma)

+13462487799,,94439708004# US (Houston)

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

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Mayor Pro Tem Vignal led the Pledge of Allegiance

### ROLL CALL

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Councilmembers Present:

Brian Holtzclaw, Mayor

Stephanie Vignal, Mayor Pro Tem

Vince Cavaleri, Councilmember

Mark Bond, Councilmember

John Steckler, Councilmember

Benjamin Briles, Councilmember

Adam Morgan, Councilmember

Councilmembers Absent:

## AUDIENCE COMMUNICATION

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

Will Nelson, a Mill Creek resident, spoke about the City of Mill Creek's spending authority.

## PUBLIC HEARING

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### C. Public Hearing 2021 - 2026 Capital Improvement Plan (Mike Todd, Public Works & Development Services Director and Michael Ciaravino, City Manager)

**At 6:10 PM Councilmember Cavaleri made a motion to open the public hearing. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

Director of Public Works and Development Services Mike Todd briefed Council on the 6-year capital improvement plan (CIP) for the years 2021-2026 in accordance with the city's biennial budget process, comprehensive plan, and growth management act.

At 6:13 PM Mayor Holtzclaw opened the hearing for public comment. There were no comments from the audience.

**At approximately 6:14 PM Councilmember Cavaleri made a motion to close the public hearing. Councilmember Briles seconded the motion. The motion passed unanimously.**

**Councilmember Cavaleri made a motion to adopt Ordinance No. 2020-867, an Ordinance of the City of Mill Creek, Washington, adopting a revised and updated 6-year capital improvement plan for years 2021-2026 in accordance with the City's biennial budget process, comprehensive plan, and growth management act. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

[Agenda Summary CIP Approval 12.1.2020](#)  
[Ordinance for CIP 2021-2026](#)  
[Exhibit A - CIP master list - funded 11.30.2020](#)  
[Exhibit B CIP project sheets - funded 11.24.2020](#)

### D. Public Hearing 2021-2022 Biennial Budget (Jeff Balentine, Finance Director and Michael Ciaravino, City Manager)

**At 6:17 PM Councilmember Cavaleri made a motion to open the public hearing on the proposed 2021-2022 biennial budget. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

City Manager Michael Ciaravino introduced Finance Director Jeff Balentine who gave a brief presentation recounting the budget process for the 2021-2022 biennial budget.

At 6:23 PM the floor was opened to the public for comment on the proposed budget.

There were no public comments from the audience wishing to address Council during the public hearing portion of the meeting on the biennial budget.

**At 6:24 PM Councilmember Cavaleri made a motion to close the public hearing on the biennial budget. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.**

**Councilmember Cavaleri made a motion to adopt Ordinance No. 2020 - 868, an Ordinance of the City of Mill Creek, Washington, adopting budgeted revenues and expenditures for the fiscal biennium commencing January 1, 2021. Mayor Pro Tem Vignal seconded the motion.**

Council engaged in discussion on the following subjects:

- Legal fees
- HR Staff
- Salaries

**The motion passed 6-0-1 with Councilmember Steckler abstaining based on requiring additional information.**

[R1 12-1-20 Finance Agenda Summary](#)

[Attachment A Ordinance No. 2020-868 2021 - 2022 Biennial Budget \(002\)](#)

[Attachment B Preliminary 2021-2022 Budget Book](#)

[Attachment C Appendix A - Preliminary 2021-2022 Budget Book](#)

## CONSENT AGENDA

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- E. Meeting Minutes for the following:
- [November 3, 2020 City Council Regular Meeting](#)
  - [November 10, 2020 City Council Regular Meeting](#)
  - [November 12, 2020 City Council Special Meeting](#)

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

## REPORTS

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- F. Mayor/Council

**Mayor Holtzclaw** reported that the Snohomish County Tomorrow (SCT) meeting was rescheduled to December 2<sup>nd</sup>.

**Mayor Holtzclaw** read a note from the Boy Scouts thanking the Mayor for taking the time to meet and speak with his troop.

**Mayor Pro Tem Vignal** reported:

- That Snohomish County has additional CARES Act funds to disburse and thanked County Councilmember Jared Mead for his efforts in supporting the small businesses of Mill Creek.
- Clarified that the Mill Creek Subarea meeting has been moved from 12/2/20 to the following week
- A swing is down at Highlands Park and she will follow up with Public Works

**Councilmember Cavaleri** reported that small businesses owners and staff, such as Farmhouse Coffee, are grateful for the CARES Act funding.

**Councilmember Briles** reported that CARES Act funds provided support to the Kiwanis Club's efforts to provide a popular virtual meet and greet with Santa.

**G. City Manager**

- [Planning Schedule](#)

**City Manager Michael Ciaravino** reported:

- On the upcoming Planning Schedule
- That the Washington State Auditor's Office will conduct its Entrance Conference at the next City Council Meeting
- On an update of the Governance Manual.
- The City has made a final selection for its next Finance Director

**H. Staff**

- Report, etc.

Finance Director Jeff Balentine reported that the deadline for grant applications for the additional funding of CARES Act money is December 16, 2020.

Public Works and Development Services Director Mike Todd provided Council with an update on the Seattle Hill Road project which is expected to be completed by Mid-February.

Acting Police Chief Robert Phillips provided an update on the recent police chase through Mill Creek which resulted in an arrest.

## **AUDIENCE COMMUNICATION**

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

Ed McNichol, a Mill Creek resident, commented on the following:

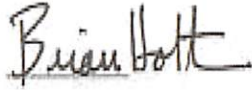
- A need for a correction on the City of Mill Creek website regarding the length of City Council meetings
- His appreciation for the small business CARES Act grant funding
- Council interactions with the media

Wil Nelson, a Mill Creek Resident, commented that he is supportive and agrees with the City Manager in hiring an HR consultant rather than a full-time employee (FTE).

**ADJOURNMENT**

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With no objection, Mayor Holtzclaw adjourned the meeting at 7:32 PM



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Brian Holtzclaw, Mayor



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Naomi Fay, City Clerk