



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, April 14, 2020

Council Chambers, 15728 Main Street, Mill Creek, WA 98012

Minutes are the official record of Mill Creek City Council meetings. Minutes summarize the council meeting and documents any actions taken by the council meeting.

A recording of this City Council meeting can be found [here](#):

The agenda packet for this City Council meeting can be found [here](#).

CITY OF MILL CREEK VIRTUAL CITY COUNCIL MEETING INSTRUCTIONS

Due to the COVID-19 pandemic, the City of Mill Creek has established a virtual and audio meeting for the Council meetings.

You may call one of these phone numbers and enter the access code:

United States (Toll-Free): 1 866 899 4679

One-touch: tel:+18668994679,,644789413#

Access Code: 644-789-413

United States: +1 (224) 501-3318

One-touch: tel:+12245013318,,644789413#

Access Code: 644-789-413

CALL TO ORDER

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:03 p.m.

ROLL CALL

Councilmembers Present:

Pam Pruitt, Mayor

Brian Holtzclaw, Mayor Pro Tem

Vince Cavaleri, Councilmember

Mike Todd, Councilmember

Mark Bond, Councilmember

John Steckler, Councilmember

Stephanie Vignal, Councilmember

Councilmembers Absent:

AUDIENCE COMMUNICATION

A. No public comments on items on or not on the agenda were given.

STUDY SESSION

B. Update on COVID-19 Related Emergency Functions

National, State and Local Update

(Michael Ciaravino, City Manager & Grace Lockett, Interim Chief of Staff)

City Manager Michael Ciaravino introduced Interim Chief of Staff Grace Lockett to give an update on the COVID 19 pandemic.

Ms. Lockett presented to Council an update on the following:

- COVID 19 International Statistics
- COVID 10 Demographics data in the State of Washington
- COVID 19 Current Controversies
- COVID 19 FAQ's including:
 1. Is the stay at home order working?
 2. Can the coronavirus return in the future?
 3. Are containment strategies working?
 4. Will antibodies guarantee immunity to reinfection?
 5. What can the Council and City of Mill Creek do going forward?

[Click here](#) to view power point presentation.

Council engaged in discussion and Q & A.

C. Finance Department Update

(Jeff Balentine, Director of Finance)

Finance Director Jeff Balentine presented to Members of Council with a preliminary overview of the City of Mill Creek's financial picture.

His presentation included the following:

- Historical Fund analysis 2015 – 2019
- Review the City of Mill Creek lost revenue “2008 Recession” and possible implications
- Estimate COVID-19 revenue impacts
- Budget versus Actual Budget variances
- Review fund structure and accounting
- Departmental efficiencies
- Prepare presentation for May Study Session

[Click here](#) to view the power point presentation.

Council engaged in discussion and Q & A.

D. Update on the Police Department and Response to COVID-19

(Scott Eastman, Acting Chief of Police)

Acting Chief Eastman presented to Council an update on the police department response to COVID 19. The presentation included the following:

- COVID 19 - Effects on staffing
- COVID 19 - Modifications to police response
- COVID 19 - Safety precautions

- COVID 19 - Effects on incidents, case reports and calls for service
- COVID 19 - Snohomish County inter-agency support
- School Resource Officer update
- Police vehicle update
- K9 Hondo update

[Click here](#) to view power point presentation.

Council engaged in discussion and Q & A.

E. Public Works and Development Services Situational Update
(Gina Hortillosa, Director of Public Works and Development Services)

Public Works & Development Services Director Gina Hortillosa presented to Members of Council a COVID 19 situational update for her department. The presentation included the following:

- Staff
- Development services
- Construction projects
- Operations and maintenance as well as other relevant topics.

[Click here](#) to view the power point presentation.

Council engaged in discussion and Q & A.

CONSENT AGENDA

- F. Approval of Checks #61772 through #61821 and ACH Wire Transfers in the Amount of \$214,819.78
(Audit Committee: Councilmember Todd and Councilmember Steckler)
- G. Payroll and Benefit ACH Payments in the Amount of \$210,812.30
(Audit Committee: Councilmember Todd and Councilmember Steckler)
- H. City Council Meeting Minutes of March 24, 2020
- I. **Councilmember Todd made a motion to approve the consent agenda for agenda items F. G. & H. Councilmember Steckler seconded the motion. The motion passed unanimously.**

REPORTS

- J. **Mayor Pruitt** confirmed with City Manager Ciaravino that April 18, 2020 is the expiration date for the Proclamation of Emergency due to COVID 19. Members of Council engaged in discussion. **Councilmember Todd made a motion to extend the Proclamation of Emergency to May 5, 2020. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

Mayor Pruitt reported that since the pandemic she has participated in various

conference calls. She informed Members of Council that she had recorded updates, topics, and discussions in her notes and have submitted them to Interim Chief of Staff Grace Lockett. Mayor Pruitt also welcomed City Council Members to submit topics of discussion and/or action items for the next City Council meeting.

Councilmember Bond asked Acting Chief Eastman to explain the protocols and procedures the City of Mill Creek Police Officers use regarding social distancing during the COVID 19 pandemic. Acting Chief Eastman responded that he has directed City of Mill Creek Police Officers to inform, educate, and remind citizens of the social distancing compliance before issuing any charges.

Councilmember Cavaleri thanked Mayor Pruitt for bringing to the Council and the City Manager's attention the request to extend the Proclamation of Emergency. In addition to this extension, Councilmember Cavaleri requested to extend the sign ordinance for local businesses for an additional thirty (30) days due to COVID 19. Council engaged in discussion and agreed to direct the City Manager and staff to extend the sign ordinance for an additional thirty (30)days.

Due to the current pandemic, Councilmember Cavaleri thanked the City Manager and City of Mill Creek staff for acting on his request to create a COVID 19 Resource Center on the City's website as well as working with local businesses to assist them in temporary signage. He commended the Manager and the City of Mill Creek staff for their professionalism and quick response time in providing these resources especially during a crisis of a pandemic and the various operational adjustments that needed to be put in place for the City of Mill Creek to continue to function and provide services to the community.

[Click here](#) to go to the **COVID 19 Community Resource Page**.

Councilmember Todd reported that an emergency meeting scheduled with the Puget Sound Regional Council (PSRC) Executive Board will take place on Thursday, April 16, 2020. The topic of discussion is to approve the distribution of funding to the region's transit agencies. [Click here](#) to view the agenda.

Councilmember Todd also reported that the PSRC's Growth Management Policy Board meeting scheduled for May 7, 2020 will likely be canceled due to COVID 19. The meeting was scheduled to address and discuss growth targets which are likely to remain the same having more of an impact on the County overall than to the City of Mill Creek.

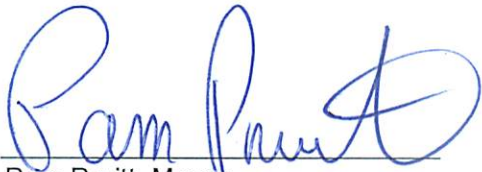
AUDIENCE COMMUNICATION

K. Public comments on items on or not on the agenda:

- City of Mill Creek resident Barbara Heidel expressed her relief that all City of Mill Creek police officers and employees are safe and healthy. She also thanked the City of Mill Creek's efforts in helping and assisting seniors.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:11 p.m.



Pam Pruitt, Mayor



Naomi Fay, Interim City Clerk