



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, March 24, 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 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
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- Access Code: 644-789-413

CALL TO ORDER

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:08 p.m. and led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

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.

PRESENTATIONS

- B. COVID-19 Related Planning for Emergency Functions

- National, State & Local COVID-19 Update by Interim Chief of Staff Grace Lockett
- Proclamation of Emergency by City Manager Michael Ciaravino
- Continuity in Police Department Operations by Acting Chief Eastman
- Finance and Technology Update by Finance Director Jeff Balentine
- Contract Administration Update by Director of Public Works & Development Services Gina Hortillosa

City Manager Michael Ciaravino provided a brief introduction to City Council and introduced Chief of Staff Grace Lockett to provide a national, state and local overview of COVID-19. [Click here](#) to view presentation.

Due to the public health pandemic of COVID-19, City Manager Michael Ciaravino presented to City Council a [Proclamation of Emergency](#) to be effective retro-actively as of March 20, 2020 until April 18, 2020. City Manager Michael Ciaravino requested City Council's support pursuant to the Mill Creek Municipal Code Section 8.08.100 in ratifying his emergency powers to close City Hall to the public and order City Staff to work remotely. City Manager Michael Ciaravino reported that he and his staff meets daily regarding the emergency management of the COVID-19 Public Health Pandemic and informed City Council that all playgrounds were closed to the public. City staff were directed to install signs informing the public of the closures.

Acting Chief Eastman reported that the City of Mill Creek Police Officers have not been affected by the virus thus far and that they continue to monitor the situation and provide officers with protective personal equipment. He also reported that the City of Mill Creek Police Department is working closely with Fire District 7 in monitoring the situation and providing any assistance to residents who may be infected with the virus. He also reported that contingency emergency planning is underway in utilizing mutual aid with surrounding communities if needed.

Director of Finance Jeff Balentine presented an update to City Council regarding the finance department functions and the efforts to create efficiencies and processes in order to enable all departments at the City of Mill Creek City to work remotely. Mr. Balentine reported that finance department functions are already online or are in the process to perform functions remotely.

Gina Hortillosa updated the City Council regarding the Public Works and Development Services Department with the operations and maintenance crew of four (4) reporting to work at City Hall to continue to deliver essential functions. The engineering and planning teams are working remotely. As per the City Manager's directive of the closure to the public parks, the Public Works crew has installed barricades, yellow tape and signs alerting the public of the closures of the public parks. Capital Projects are under review with legal counsel to determine "essential and non-essential projects". At this time, Capital Projects determined as essential projects are those that have been awarded by City Council. The following projects are: Seattle Hill Rd. Pavement Preservation, Heron Park, Surface Water C Failures, and IMS Pavement Data Gathering.

City Council engaged in discussion and in Q&A.

PROCLAMATIONS

C. Proclamation of Emergency by City Manager Michael Ciaravino

Councilmember Todd made a motion pursuant to the Mill Creek Municipal Code Section 8.08.100 that the City Council confirm the [City Manager's Proclamation](#) declaring an emergency and ratifying the actions taken by the City Manager in response to the City Manager declaring a State of Emergency in the City of Mill Creek.

Councilmember Cavaleri seconded the motion.
The motion passed unanimously.

D. [Proclamation: Music4Life](#)

Mayor Pruitt declares that April is Music 4 Life Month in the City of Mill Creek.

PUBLIC HEARING

E. Public Hearing Continued on the **2019-2024 Capital Improvement Plan Amendment**

(Michael Ciaravino, City Manager & Gina Hortillosa, Director of Public Works & Development Services)

Mayor Pruitt reopened the public hearing at 7:00 p.m. Michael Ciaravino and Gina Hortillosa gave an update of the amendment to the Capital Improvement Plan to be reallocated to the Seattle Hill Pavement Preservation Project, which due to the COVID-19 pandemic is currently listed as an essential project, instead of allocating the funding to the design and construction of a new crosswalk with Rectangular Rapid Flashing Beacons (RRFB) enhancement at Jackson High School.

Council engaged in a discussion.

Councilmember Todd motioned to table the amendment to the Capital Improvement Plan to allocate funding for the design and construction of a new crosswalk with RRFB enhancement at Jackson High School and to close the public hearing.

Councilmember Cavaleri seconded.

The motion passed unanimously.

CONSENT AGENDA

F. Approval of Checks #61702 through #61771 and ACH Wire Transfers in the Amount of \$1,216,413.63.

(Audit Committee: Councilmember Vignal and Councilmember Todd)

G. Payroll and Benefit ACH Payments in the Amount of \$316,747.00

(Audit Committee: Councilmember Vignal and Councilmember Todd)

H. City Council Meeting Minutes of March 10, 2020.

- I. Councilmember Vignal made a motion to pass the consent agenda. Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS

J. Mayor/Council

Mayor Pruitt reported that Congressman Rick Larson and Congresswoman Susan DelBene are working hard to get local municipalities reimbursed for some of the increased expenses and loss of revenues due to the COVID-19 coronavirus pandemic.

Councilmember Cavaleri provided the following suggestions in like of the COVID-19 pandemic: 1.)Temporarily suspend the current Mill Creek sign ordinance for local businesses and post to on the City of Mill Creek's platforms which establishments are open; 2.) Provide service to the City of Mill Creek residents who are in need of assistance in applying for unemployment and other reimbursement programs as well as other services needed due to the pandemic; 3.)Defer payments owed to the City of Mill Creek to extend to possibly May or June, 2020.

Council engaged in a discussion regarding suspending the sign ordinance Council unanimously decided to give the City Manager direction to temporarily suspend the sign ordinance for 30 days after meeting with required approval.

Councilmember Steckler suggested moving the April 7, 2020 City Council Study Session to discuss and hear presentations regarding the Dobson Remillard Property to be postponed to a later date due to the pandemic. Mayor Pruitt agreed and informed Council that it was decided to cancel the April 7, 2020 Study Session City Council meeting.

Councilmember Vignal thanked City Staff for the notifications regarding updates due to the public health crisis and agreed with the posting information regarding the open hours of local businesses.

Councilmember Todd reported that the Snohomish County Committee for Improved Transportation (SCCIT) meeting was well attended and stated that projects that needed legislative action are now moving forward.

K. City Manager

L. Staff

AUDIENCE COMMUNICATION

- M. Public comment on items on or not on the agenda were made by:
- Mill Creek resident Will Nelson who commented on the virtual meeting, reserve police officers assuming positions of authority and COVID 19 cases;
 - Mill Creek resident Barbara Heidel thanked the City of Mill Creek for providing the virtual city council meeting;
 - Scott Bower from Morgan Mechanical in Redmond asked the Council to consider continuing scheduled construction projects.

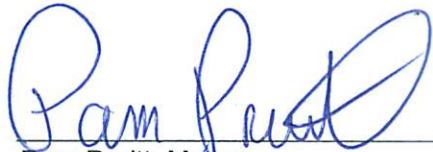
RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- N. The City Council recessed to executive session at 7:45 p.m. to discuss the acquisition of real estate and potential litigation pursuant to RCW 42.30.110(1)(b) and (l) until 8 p.m. City Council voted unanimously to extend executive session for five (5) minutes and concluded at 8:05 p.m. No action was taken.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:05 p.m.



Pam Pruitt, Mayor



Naomi Fay, Interim City Clerk