



## MINUTES

### City Council Regular Meeting

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6:00 PM - Tuesday, May 26, 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 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 CITY HALL MEETING

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

Call in Number:

- You may call one of these phone numbers and enter the access code:
- United States (Toll-Free): 1 866 899 4679
- One-touch: tel: 1-866-899-4679: 644789413#
- Access Code: 644-789-413
  
- United States: +1 (224) 501-3318
- One-touch: tel:1-224-501-3318: 644789413#
- Access Code: 644-789-413

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

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- A. The Pledge of Allegiance of led by Councilmember Vignal.

### ROLL CALL

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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

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- B. Barbara Heidel, Mill Creek resident commented that she was disappointed that elected officials namely Congresswoman Suzan DelBene and Senator Parry Murray as well as Parade Coordinator Jon Ramer did not participate in the City of Mill Creek's Memorial Day Pre-recorded Ceremony.

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## OLD BUSINESS

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## PRESENTATIONS

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## NEW BUSINESS

- C. 2019-2020 Budget Amendment #2  
*(Jeff Balentine, Director of Finance)*

City Manager Michael Ciaravino introduced the 2019-2020 Budget Amendment as the second step in a five step process to inform and give Members of Council an opportunity to discuss and review the current financial condition and the potential impacts on ongoing operations, resources, and possible economic consequences resulting from the COVID-19 Pandemic.

Finance Director Jeff Balentine presented and briefed Members of Council on the proposed budget amendments that accounted for the current revenue forecast and resource requirements given the COVID-19 Pandemic impact on the City's financials. This action is "necessary and routine" because the finances of the City of Mill Creek have been impacted by the COVID 19 pandemic and therefore requires amendment as per RCW 35A.34.200 - Funds—Limitations on expenditures—Transfers and adjustments.

To view items included in the Budget Amendment [click here](#).

Council engaged in discussion and Q & A.

**Councilmember Todd made a motion to adopt Ordinance 2020-860 amending the 2019-2020 Budget. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.**

- D. Resolution to Approve the Sale of a 2009 Chevy Tahoe (car 31) by Live Auction  
*(Acting Chief Scott Eastman)*

Acting Chief Scott Eastman briefed Members of Council on the condition of a Mill Creek Police Department vehicle that was assigned to the Citizens Patrol volunteer group. Pursuant to MCMC 3.44, the City routinely sells surplus assets. In order to avoid any further reduction in value, the sale is recommended to take place as soon as possible due to the high risk exposure to mold.

Council engaged in discussion and Q & A.

**Councilmember Steckler made a motion to adopt Resolution 2020-586 authorizing the City Manager to sell Car 31, a 2009 Chevy Tahoe SUV, by a 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 \$4,340. Councilmember Bond seconded the motion. The motion passed unanimously.***

- E. 2020 Street Pavement Marking Program – Award Construction Contract  
(Gina Hortillosa, Director of Public Works and Development Services)

Director Hortillosa provided Members of Council with information regarding the 2020 Street Pavement Marking Program. Action on this project is deemed as both "necessary and routine" because the contract needs to be executed in order to ensure the work can be scheduled and completed during the current construction season. The project is an element of the approved 2019-2024 CIP and furthers the City's objectives of maintaining city facilities and ensuring public safety. The project was advertised in late February and bids were opened on March 4, 2020. The City received four bids and recommended to award Northwest Traffic, Inc. as the lowest responsible bidder. Construction on the project is planned to begin in late spring.

Council engaged in discussion and Q & A.

***Councilmember Todd made a motion to authorize the City Manager, to execute a contract with Northwest Traffic, Inc. for construction of the 2020 Street Pavement Marking Program in an amount not to exceed \$109,343.07 to cover the Base Bid and Additives A, B, and C. Councilmember Vignal seconded the motion. The motion passed unanimously.***

- F. Motion to Reject Bid received for RRFB Installation (Group A and Group B) Project  
(Gina Hortillosa, Director of Public Works and Development Services)

Director Hortillosa presented to Members of Council information regarding the recent bid opening on the RRFB Installation Project with the recommendation to reject the bid. Action on this project is both "necessary and routine" because the City routinely reserves the right to reject all bids received however, it is obligated to do so in a timely manner. The project received only one bid in the amount of \$370,449.00 from Transportation Systems Inc. which was \$13,829 above the engineer's estimate. Staff recommended the bid packet be modified to only include the improvements covered by the TIB grant (Group A) and the project be re-bid in December 2020.

To find out more about the project [click here](#).

Council engaged in discussion and Q & A. Councilmember Todd stated that he is not in favor to rebid the project because it is not cost effective to do this project as designed.

***Councilmember Todd made a motion to reject the bid received for the RRFB Installation (Group A and Group B) Project. Councilmember Bond seconded the motion. The motion passed unanimously.***

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## STUDY SESSION

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## CONSENT AGENDA

- G. Approval of Checks #61956 through #62004 and ACH Wire Transfers in the Amount

of \$235,491.76

*(Audit Committee: Councilmember Steckler and Councilmember Cavaleri )*

- H. Payroll and Benefit ACH Payments in the Amount of \$278,856.33  
*(Audit Committee: Councilmember Steckler and Councilmember Cavaleri)*
- I. City Council Meeting Minutes of: May 12, 2020
  - June 4, 2019
  - June 11, 2019
  - June 25, 2019
  - July 2, 2019
  - July 9, 2019
  - July 23, 2019

***Councilmember Cavaleri made a motion to approve the Consent Agenda. Councilmember Steckler seconded the motion. The motion passed unanimously.***

## REPORTS

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### J. Mayor/Council

**Mayor Pruitt** reported that spoke the Governor's office regarding the COVID 19 regulations and the restrictions in place that determine the date for the Phase 2 opening. Mayor Pruitt was told more information will follow regarding the COVID 19 State regulations and criteria of number of COVID 19 cases in order to determine regulations and expressed her concerns of how they determine the criteria. Mayor Pruitt also received the latest numbers from the Health District with 240 new cases of COVID 19 in the last 2 weeks with 10 new deaths.

***Councilmember Cavaleri motioned to send out letter of no confidence to Governor Inslee similar to Burlington Mayor Steve Sexton's letter where he accused Gov. Jay Inslee of using the economic shutdown caused by the COVID-19 pandemic to promote "his climate change agenda". Councilmember Bond seconded the motion. Council engaged in discussion. The motion failed 1-for 6-against and 0-abstaining.***

***Councilmember Cavaleri motioned to send out a letter to State Legislators in Washington to request that convene an emergency session in order to review the emergency powers of Governor Inslee. Councilmember Bond seconded the motion. Council engaged in discussion. The motioned failed 1-for 6-against and 0-abstaining.***

**Councilmember Todd** reported that Puget Sound Regional Council (PSRC) Executive Board is virtually meeting Thursday, May 28, 2020 to discuss and approve among other things approve the 2020 Adjustment of PSRC's Federal Transit Administration Funds and Distribution of Funds to the FTA Regional Contingency List of Projects. [Click here](#) to view.

K. City Manager

- Extension to Proclamation of Emergency - COVID 19 Related
- Graduating Class of 2020 - Jackson High School Update Car Parade

**Councilmember Bond made a motion to extend the Proclamation of Emergency to July 1, 2020. Councilmember Steckler seconded the motion. The motioned passed unanimously.**

**City Manager Ciaravino reported that City staff, Mayor Pruitt and Councilman Steckler had a conference call to discuss the Graduating Class of 2020 Car Parade and the number of participants to be limited to up to 100 participants with a travel route explained by Acting Chief Eastman. Council engaged in discussion and City staff will continue efforts in coordination.**

**Councilmember Cavaleri requested an update regarding the schedule of opening the parks and signage. Council engaged in discussion and requested that new tape be installed to ensure children are off the playground equipment.**

**Councilmember Todd thanked City Manager Ciaravino, City Staff and those involved in the Memorial Day Celebration for a job well done. Council and City Manager engaged in a discussion.**

L. Staff

- Report, etc.

**AUDIENCE COMMUNICATION**

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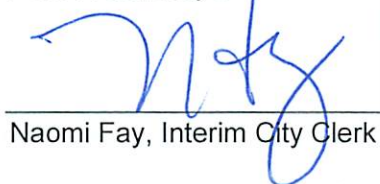
- M. Public comment on items on or not on the agenda were given by Barbara Heidel, Mill Creek resident to extend her thanks regarding the Reverse Parade during Memorial Day.

**ADJOURNMENT**

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With no objection, Mayor Pruitt adjourned the meeting at 7:58 p.m.

  
Pam Pruitt, Mayor

  
Naomi Fay, Interim City Clerk