



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, July 28, 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.

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

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CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

- B. The Pledge of Allegiance was led by Councilmember Stephanie Vignal.

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

- C. There were no public comments on items on or not on the agenda.

NEW BUSINESS

- D. Surface Water Aging Infrastructure (2021 Grade C Pipe Repairs) Project Professional Services Contract
(Matthew Feeley, Interim Director of Public Works and Development Services)

Interim Director of Public Works and Development Services Matthew Feeley briefed members of Council on the 2021 Grade C Pipe Repair Project and professional services contract with Gray and Osborne Inc. for design services which is funded by the City's surface water fund and budgeted in the Capital Improvement Plan (CIP).

The professional services contract includes:

- Project management and oversight
- Video inspection
- Utility data acquisition
- Design services
- Quality assurance/quality control
- Bid support
- Design support during construction.

[2021 Surface Water Aging Infrastructure C Failures Gray and Osborne Contract Agenda Summary](#)

[Attachment A-Mill Creek - 2021 Grade C Stormwater Pipe Repair-PSA.07.23.2020](#)

[Attachment B-Pages 5-7 Mill Creek Surface Water Repair Program Memo](#)

Council engaged in discussion.

Councilmember Cavaleri made a motion to authorize the City Manager to execute a contract for professional services of the Surface Water Aging Infrastructure Project with Gray and Osborne, Inc. in an amount not to exceed \$81,140.00. Councilmember Todd seconded the motion. The motion passed unanimously.

- E. Gray and Osborne On-Call Engineering Contract
(Matthew Feeley, Interim Director of Public Works and Development Services)

Matthew Feeley, Interim Director of Public Works and Development Services, briefed members of Council on the Gray and Osborne, Inc. On-Call Engineering Services Contract. The on-call engineering services may include, but are not limited to the following:

- Engineering review of work prepared by other consultants for capital projects
- Engineering review of private land development project submittals
- Construction administration and/or management support for capital projects
- Field inspection of development and/or capital project construction
- Traffic engineering
- Road design and transportation planning
- Pavement Management

- Drainage and stormwater /LID engineering
- Building facility equipment (HVAC, lighting, security systems, etc.)
- Improvements
- Surveying work
- Environmental / SEPA / NEPA permitting and/or review
- Grant applications.

[On-Call Engineering Services Contract - Agenda Summary Attachment A - 2020-XX G&O Engineering On-Call](#)

Council engaged in discussion.

Councilmember Todd made a motion to authorize the City Manager to execute a contract for professional services for on-call engineering services with Gray and Osborne, Inc. in an amount not to exceed \$75,000.00 and a term extending December 31, 2021. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

STUDY SESSION

- F. 2021 - 2022 Biennium Budget Kick Off Presentation
(Jeff Balentine, Finance Director)

Jeff Balentine, Finance Director presented to members of City Council the [COMC Biennial Budgeting Presentation](#). The presentation included the following:

- Budget Calendar
- Budget Cycle
- Mill Creek Biennial Budget Considerations
- Financial Intelligence Tool (FIT)
- Biennial Budget Steps

Council engaged in discussion and Q & A.

CONSENT AGENDA

- G. Comcast Franchise
(Elana Zana, Esq. Ogden Murphy Wallace)

[Agenda Summary Mill Creek Comcast Franchise Agenda Bill Attachment A Cohen Law Group Mill Creek Comcast Executive Summary \(2201076x7ACF2\)](#)
[Attachment B FCC Section 621 Third Report and Order Summary - Cohen Law Group\(2201079x7ACF2\) Attachment C Mill Creek Comcast Franchise - Final \(2176901-2x7ACF2\)](#)

- H. Approval of Checks #62182 through #62260 and ACH Wire Transfers in the Amount of \$413753.06
(Audit Committee: Councilmember Vignal in Mayor Pro Tem Holtzclaw's stead and

Mayor Pruitt)

[Check Vouchers](#)

- I. Payroll and Benefit ACH Payments in the Amount of \$300,054.28.
(Audit Committee: Councilmember Vignal in Mayor Pro Tem Holtzclaw's stead and Mayor Pruitt)
[Payroll Vouchers](#)
- J. City Council Meeting Minutes of: [July 7, 2020](#)
[July 14, 2020](#)
[Sept. 3, 2019](#)
[Sept. 10, 2019](#)
[Sept. 24, 2019](#)
[Oct. 1, 2019](#)
[Oct. 8, 2019](#)
[Oct. 22, 2019](#)
[Nov. 5, 2019](#)
[Nov. 12, 2019](#)
[Nov. 26, 2019](#)
[Dec. 3, 2019](#)
[Dec. 10, 2019](#)
[Dec. 19, 2019](#)

**Councilmember Vignal made a motion to approve the consent agenda.
Councilmember Todd seconded the motion. The motion passed unanimously.**

REPORTS

- K. **Mayor Pruitt** reported that on the following items:
- Sno911
 - COVID-19 cases and statistics
 - Local Business support during COVID-19.

Councilmember Bond thanked Finance Director Balentine for the presentation and also commented on the support for local business and outdoor seating for restaurants.

Councilmember Steckler reported on COVID-19 testing vs. cases.

Councilmember Vignal reported her participation in the following events and conferences and her take-aways:

- AWC Conference
- Mill Creek Chamber of Commerce Luncheon
- Representative of the 44th District John Lovick's Town Hall Event.

Also, due to projects being on hold, **Councilmember Vignal** requested a status and funding update on the Mill Creek Subarea Project and wanted to ensure that Mill Creek does not lose any funding for the project.

Mayor Pro Tem Holtzclaw reported to members of Council on the upcoming City Manager Performance Evaluation. He briefed members of Council with a tentative

schedule.

Councilmember Todd reported on the following:

- Puget Sound Regional Council (PSRC) Executive Board Meeting
- COVID-19 spending and the use of federal funds
- Snohomish County Committee for Improved Transportation (SCCIT) meeting

AUDIENCE COMMUNICATION

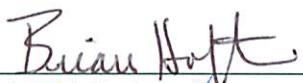
- L. Public comment on items on or not on the agenda were made by the following participants:

Barbara Heidel, Mill Creek resident thanked Councilmember Todd's comment to continue to update any technology necessary to ensure public participation and thanked Finance Director Jeff Balentine for a great job on the Mill Creek 2021-2022 Biennium Budget.

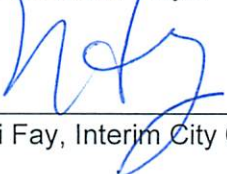
Jon Ramer, Mill Creek resident thanked Finance Director Jeff Balentine's for his financial presentation and commented on his previous remarks regarding his interactions with the City Manager during the coordination of the City of Mill Creek's Memorial Day event as well as the upcoming City Manager performance evaluation and staffing issues at the City of Mill Creek.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 7:38 p.m.



Brian Holtzclaw, Mayor



Naomi Fay, Interim City Clerk