



2009 LEGISLATIVE RETREAT SUMMARY

Date: **March 7, 2009**

Location: Shawn O'Donnell's Restaurant

Attendees:

City Council:

Mayor Ryan
Mayor Pro Tem Bennetts
Councilmember Michelson
Councilmember Voss
Councilmember Harmsworth
Councilmember Todd
Councilmember Bond

Staff:

Tim Burns, City Manager
Pam Olson, Recreation Supervisor
Bob Crannell, Police Chief
Tom Gathmann, Public Works Director
Bill Trimm, Community Development Director
Tom Rogers, Planning Manager
Landy Manuel, Finance Director
Kelly Chelin, City Clerk
Scott Missall, City Attorney

(7:30 a.m. breakfast)

Convene (Mayor Ryan)

Mayor Ryan called the meeting to order at 8:00 a.m. with all Councilmembers present. He reviewed the agenda for the day and explained the ground rules.

Payroll Vouchers

Approval of Checks #23627 through #23651 in the Amount of \$4,813.46.
(Audit Committee: Councilmember Michelson and Councilmember Bond)

MOTION: Councilmember Michelson made a motion to approve the vouchers, Councilmember Bond seconded the motion. The motion passed unanimously.

Facilities Master Plan (City Manager Burns)

City Manager Burns reviewed alternatives with the Council including a more recent alternative 5 that came out of the 2008 legislative retreat. Staff is recommending alternative 5 which would include 3 phases.

The phases include constructing a Public Works Shop on the Cook property, renovating the annex building for a new police station and renovating the existing City Hall facility for the remaining administrative functions. Estimated cost is \$10.5 million.

Discussion took place about the location of the Public Works Shop. Both the Cook property and property off of 9th Avenue were reviewed with staff as potential options.

City Manager Burns stated that the next steps in this process were to refine the implementation plan for alternative 5 and develop and refine the strategy for financing associated.

After some discussion, the majority of the Council agreed to the recommended alternative (#5) with one exception. The exception being additional locations for a Public Works shop which will be reviewed and assessed.

*Council took a 15 minute break at 9:55 a.m.
The retreat reconvened at 10:15 a.m.*

Potential NW Annexation (Community Development Director Trimm)

Community Development Director Trimm reviewed the proposed annexation area, conceptual master plan (existing and buildout) and current market values.

An official site plan will be submitted to the County by an applicant in late 2009 for an emergency care facility within this area. Once approved by the County, the applicant would most likely start an annexation petition with the City of Mill Creek.

Community Development Director Trimm explained to the Council that the purpose of this presentation is to provide the Council with a informational briefing. An annexation petition may be filed in late 2009 for City Council review.

UGA Expansion and Long Range Growth (Community Development Director Trimm)

Community Development Director Trimm explained that the issue is how best to position the City to effectively accommodate and manage further growth. Community Development Director Trimm reviewed the City's urban growth area and municipal urban growth area with the Council, projected growth and surrounding jurisdiction's current growth proposals.

Council engaged in discussion about the City's boundaries. Community Development Director explained that the Mill Creek UGA served a very useful purpose in the City's early years when it was extensively used to define the City's potential growth area. It provided the initial foundation for the discussion of MUGA boundaries by all Southwest Snohomish County cities where MUGA's are now used exclusively by eight of the nine cities to define future growth or annexation areas. Staff is of the opinion that due to the delineation and use of MUGA boundaries by the other eight cities in Southwest Snohomish County to define their respective growth areas, Mill Creek should do the same.

Thus, staff recommends that current comprehensive plan policies that make reference to the UGA should be amended to reference the MUGA instead. If the Council is in agreement with this recommendation, staff will prepare a resolution for Council consideration that directs the Planning Commission to include such amendments in the upcoming update of the City Comprehensive Plan.

Council took a lunch break at 11:47 a.m.

The retreat reconvened at 12:29 p.m.

Continuation of UGA Expansion and Long Range Growth (Community Development Director Trimm)

After further discussion, the Council agreed to have staff and the City Attorney draft a resolution for Council consideration that would make the UGA boundaries reference the MUGA boundaries and directs the Planning Commission to include such amendments in the upcoming update of the City Comprehensive Plan. This resolution will be brought back to the Council at the March 24, 2009 meeting.

Councilmember Voss stated that she would be absent for the March 24, 2009 meeting, however, she has no issue with this.

Robert's Rules of Order and Councilmember's Role in a Council-Manager Form of Government (City Attorney Missall)

City Attorney Missall explained that the purpose of the Robert's Rules of Order is to keep the meetings moving along in a productive manner. He reviewed Resolution #1 with the Council that outlines general rules of procedure. He further explained that the Council could continue with these current rules of procedure, revise the rules, formally adopt Robert's Rules of Order or come up with another alternative.

City Attorney Missall reviewed rules of motions and the requirements associated.

Council engaged in discussion about the process of audience communication at the meetings. Council discussed providing a pamphlet to the public and offer this information on our website that explains how citizens can address the Council.

Discussion also took place about a time clock for audience participation (i.e. allowing only 3 or 5 minutes per person for example) and to look into placing microphones on the study session table that would allow for more informal discussions among the members.

The majority of the Council agreed to have the City Attorney draft an ordinance that would adopt Roberts Rules of Order. Council also directed staff to look into a time clock and microphones for the study session table.

City Attorney Missall discussed the Councilmember's individual roles and responsibilities in a Council-Manager form of government.

Discussion took place about a few examples that have recently come to some of the Councilmember's attention about roles. It was agreed among the members that they would keep each other informed about what they are doing outside the meetings and they would continue to work on good communication with each other. They all vowed to respect one another and discuss concerns with each other.

Recap of Decisions/Determinations of Next Steps (Mayor Ryan)

Mayor Ryan reviewed the decisions reached by the Council:

- Staff will work with the consultant to finalize the Facilities Master Plan to include the revised alternative (#5) proposal.
- Staff and the City Attorney will prepare a resolution adopting new UGA boundaries and revisions to the Comprehensive Plan after review from the Planning Commission.
- The City Attorney will draft an ordinance that adopts Roberts Rules of Order.
- Staff will prepare a pamphlet and place information on the City's website that explains the procedure for citizens to address and communicate with the Council at or outside of meetings.
- Staff will look into a time clock and additional microphones for the Council Chambers.

The retreat adjourned at 2:57 p.m.

Closing Comments and Wrap-Up

Terry Ryan, Mayor

Kelly M. Chelin, Executive Assistant/City Clerk