



# CITY COUNCIL MINUTES

July 14, 2009

15728 Main Street, Mill Creek, WA 98012 425-745-1891

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Terry Ryan, Mayor  
Rosemary Bennetts, Mayor Pro Tem  
Donna Michelson  
Mary Kay Voss  
Mark Harmsworth  
Mike Todd (Absent)  
Mark Bond

**July 14, 2009**  
**Regular City Council Meeting**  
**6:00 p.m.**

## **CALL TO ORDER**

Mayor Ryan called the meeting to order at 6:00 p.m.

## **ROLL CALL**

Roll was called by the City Clerk with all Councilmembers present except Councilmember Todd.

**MOTION: Mayor Ryan made a motion to excuse Councilmember Todd, Mayor Pro Tem Bennetts seconded the motion. The motion passed unanimously.**

## **PRESENTATION**

Proclamation for Sergeant Jim Durante  
(Terry Ryan, Mayor)

Mayor Ryan read the proclamation to Sergeant Durante honoring his exemplary service to the City and wishing him the very best in all his future endeavors.

*The following presentation has been rescheduled to the next meeting:*

Employee of the Quarter for April to June, 2009:

Andy Westgaard, Building Inspector

## **AUDIENCE COMMUNICATION**

There were no comments from the audience.

## **STUDY SESSION**

*Public business is conducted at a study session. Citizens are welcome and encouraged to attend study sessions, but participation by citizens shall be permitted only upon the consensus of a majority of the Councilmembers present.*

Facilities Master Plan- Final Plan (Draft)

(Timothy W. Burns, City Manager and Julie Bassuk, Makers)

City Manager Burns explained that the Facilities Master Plan intends to set an achievable strategy to meet the City's facility needs until 2027 while meeting the following goals:

- Optimize location for each city function, considering customer service, Police Station response, and best property use.
- Provide a healthy, safe, and efficient work environment.
- “Feel and look like a City Hall”, representing the image of Mill Creek.
- Be attainable; able to execute fiscally, politically and environmentally.
- Limit phasing difficulty and operational impact.

During the past two years, the following extensive planning process was completed:

- Analyzed existing assets, established facilities needs, and identified the gap between existing assets and future needs.
- Evaluated planning alternatives.
- Identified a preferred alternative and funding strategy.

At the 2009 Legislative Retreat, the Council endorsed the planning alternative consisting of:

- Constructing a new Public Works Facility on the Cook property.
- Renovating the Annex Building for the Police Station
- Full renovation of the existing City Hall facility

The consultant (MAKERS) presented a draft of the final master plan to the Council. Once the plan has been endorsed by Council, staff will draft a resolution to approve the master plan. The projects identified in the plan will be incorporated into the 2011 – 2017 Capital Facilities Plan (CFP).

Council discussed the plan. The majority of the Council liked the phasing approach to the plan. City Manager Burns stated that a resolution will come back to the Council adopting the plan in September and adding this plan to the City’s CFP.

Ordinance to Approve Amendments to the 2009-2010 Budget

*(Landy Manuel, Finance Director)*

Finance Director Manuel explained the following budget amendments to the Council:

Council Contingency	Music at Creekside Village Forum	\$1,500
	Memorial Day Parade	\$2,500
	Northshore Senior Center Transition Costs	<u>\$7,200</u>
	Total Fund Appropriation Increase	\$11,200
Paths and Trails	Trail Signage Project	\$5,000
Annex Building	Tenant Improvements for Senior Program	\$43,000
	Grant Revenue from State of Washington	(\$30,000)

Council agreed to move this ordinance to the consent agenda for approval later in the evening.

Contract for Replacement of the City Hall HVAC Control System

*(Tom Gathmann, Public Works Director)*

In 2008, the City Council approved the Capital Facilities Plan and Biennial Budget which included a \$45,000 allocation for the replacement of the HVAC Control System in City Hall, CFP Project No. O-26. The existing control system has exceeded its useful life, leading to frequent problems with temperature control and technical service requests for system adjustments. The specified replacement system will have much greater capacity to control the 22 temperature zones in the building and reduce both maintenance and operations costs.

Bids for the City Hall HVAC Control System Replacement Project were solicited from 15 HVAC contractors on the Municipal Research and Service Center (MRSC) Small Works Roster. The bid opening was held on Tuesday, July 7, 2009. Only one bid was received, in the amount of \$35,620.35 from Pacific Air Control, Inc. This is also the firm that currently performs maintenance service on all three city buildings. Their quality of maintenance service has been excellent.

Council agreed to move this ordinance to the action agenda for approval later in the evening.

### **CONSENT AGENDA**

*Items listed under the Consent Agenda are generally routine administrative actions and policy statements of a non-controversial nature. They are normally approved by a single majority vote without discussion. Items removed from the Consent Agenda, if any, are usually considered following the adoption of the remainder of the Consent Agenda.*

Approval of Checks #42622 through #42734 and ACH Wire Transfer in the Amount of \$584,166.09.  
*(Audit Committee: Councilmember Michelson and Councilmember Voss)*

Approval of ACH Automatic Deposit in the Amount of \$122,492.40.  
*(Audit Committee: Councilmember Michelson and Councilmember Voss)*

City Council Meeting Minutes of June 23, 2009

*The following item was added to the consent agenda from the earlier study session:*

Ordinance to Approve Amendments to the 2009-2010 Budget (If adopted, would take Ordinance #2009-697)

**MOTION: Councilmember Voss made a motion to approve the consent agenda, Councilmember Michelson seconded the motion. The motion passed unanimously.**

### **ACTION ITEMS**

Memorial Program Policy (If adopted, would take CCP 2009-003)  
*(Bill Trimm, Community Development Director)*

Mayor Ryan thanked Councilmember Bond for originally suggesting this policy.

**MOTION: Councilmember Bond made a motion to approve the Memorial Program Policy, CCP #2009-003, Councilmember Voss seconded the motion. The motion passed unanimously.**

Donations Policy (If adopted, would take CCP 2009-004)  
(Landy Manuel, Finance Director)

Councilmember Michelson suggested that the last sentence in Section D.1.g be removed about Arts and Beautification having final approval of all text that is placed on a plaque. Council agreed to remove this sentence.

**MOTION: Mayor Pro Tem Bennetts made a motion to approve the Donations Policy, CCP #2009-004, and striking the last sentence in Section D.1.g. as stated above, Councilmember Michelson seconded the motion. The motion passed unanimously.**

*The following item was added to the consent agenda from the earlier study session:*

Contract for Replacement of the City Hall HVAC Control System (If adopted, would take Resolution #2009-432)

**MOTION: Councilmember Harmsworth made a motion to approve the Contract for Replacement of the City Hall HVAC Control System, Resolution #2009-432, and to approve the one time expenditure of \$3,819.00 for software licenses, Mayor Ryan seconded the motion. The motion passed unanimously.**

## **REPORTS**

Mayor Pro Tem Bennetts reminded Council that the Mill Creek Festival is this weekend.

Councilmember Voss stated for the record that Pat Lawrence, who was appointed at the last Council meeting to the Arts and Beautification Board, is a friend of hers and is working on her campaign. Given that there were two applicants and two positions, she didn't believe this would be an issue.

Councilmember Michelson reported that she ran in the Run of the Mill last Saturday. The event was a big success.

Councilmember Harmsworth reminded Council that he would like to discuss the City's legislative priorities at a future meeting.

Mayor Ryan reported that he received some cute notes from students he recently visited. He will share the notes with the other Councilmembers. He will be attending the next SCT meeting.

City Manager Burns reported that Representative Hope will be attending the next Council meeting on July 28, 2009. Lee Harper, Director for the Mill Creek Seniors, signed a three year lease with the City with three one-year renewal options for the space at the City Hall Annex Building. The renovations for the space should be completed on Friday. The seniors are hoping to schedule a ribbon cutting in September. Lastly, he reported that he accepted the City's 2009 Well City Award at the AWC Conference in Spokane last month.

Community Development Director Trimm reported that the demolition of the Larry's Smokehouse building is scheduled for early September. The Planning Commission will be holding a meeting this Thursday to review code amendments.

Finance Director Manuel reported that the financial report is in the Council packets.

Public Works Director Gathmann reported that the new signal is operating on Seattle Hill Road. Also, the new play equipment has been installed in Highlands Park. Lastly, he handed out a memo and drawings for the Veterans Memorial site in Library Park for review.

Commander Davenport reported that the crime statistics were in the Council packets. He stated that the Run of the Mill last weekend was a success and the department is preparing for the festival this weekend.

#### **AUDIENCE COMMUNICATION**

There were no comments from the audience.

#### **ADJOURNMENT**

**MOTION: Mayor Ryan made a motion to adjourn the meeting, Mayor Pro Tem Bennetts seconded the motion. The motion passed unanimously.**

Meeting was adjourned at approximately 7:39 p.m.

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Terry Ryan, Mayor

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Kelly Chelin, Executive Assistant/City Clerk