



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, April 23, 2019

Council Chambers, 15728 Main Street, Mill Creek, WA 98012

Minutes are the official record of Mill Creek City Council meetings. Minutes document action taken at the council meeting, not what was said at 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](#).

CALL TO ORDER

Mayor Pruitt called the meeting of the Mill Creek City Council to order at 6:00 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. There were no comments from the audience.

PRESENTATIONS

- B. Community Transit Update

Community Transit CEO Emmett Heath and Manager of Regional Programs & Projects June DeVoll gave a presentation highlighting the integrated future network of bus rapid transit, Swift design principles and vehicles, service standards, new stations and transit centers, regional networks, and ridership goals.

Handouts:

- [PowerPoint presentation](#)
- [Flyer](#)

- C. Volunteer Recognition

Community Engagement Coordinator Kristen Rasmussen presented a [slideshow](#) showcasing services provided by each group. Ms. Rasmussen recognized and

thanked City volunteers for their dedication and commitment to local government and the community.

D. Citizen Patrol Oath of Office

Chief of Police Greg Elwin conducted the Oath of Office for the first three members of the Citizen's Patrol. George DeWitt, Sally Dagna, and Barbara Heidel, all graduates of the Citizen's Academy, were sworn in and will receive limited police commissions while supporting patrol operations.

NEW BUSINESS

E. Mill Creek Blvd Corridor Study - Contract for Services

Interim City Manager Bob Stowe gave a brief overview of the April 9 study session discussion and introduced Planning Manager Tom Rogers.

Planning Manager Rogers reviewed the Mill Creek Boulevard Land Use and Infrastructure Subarea Plan identified in the 2019-2020 biennial budget and the process that led up to selecting a consultant. Mr. Rogers detailed the scope of services, schedule and budget.

Mr. Rogers explained that a key feature of the project involves assembling and utilizing an Advisory Committee to provide input during the preparation of the Subarea Plan. Mr. Rogers reviewed a recruitment process and recommended the Committee represent the following segments of the community/interests:

- City Council
- Planning Commission
- Design Review Board
- Park & Recreation Board
- Art & Beautification Board
- Community Transit
- Owners of property within the subarea
- Chamber of Commerce
- Town Center Business Association
- General public

Council engaged in discussion.

Councilmember Todd made a motion to authorize the City Manager to execute a contract for professional services with Otak in an amount not to exceed \$299,895.00. Councilmember Steckler seconded the motion. The motion passed unanimously.

Councilmember Todd made a motion to authorize staff to execute the plan developed by Tom Rogers to solicit volunteers for the Advisory Committee and bring list of names back to Council at a later date. Councilmember Steckler seconded the motion. The motion passed unanimously.

F. Appointments to the Planning Commission

Councilmember Steckler announced that he, Councilmember Bond, Mayor Pro Tem Holtzclaw and Board Chair Stan Eisner interviewed nine candidates to fill four vacancies on the Planning Commission.

Councilmember Steckler made a motion to appoint Brian Hyatt, Matthew Nolan, April Berg and Nicolas Marin to the Planning Commission through April 2020. Councilmember Bond seconded the motion. The motion passed unanimously.

STUDY SESSION

G. Bond Financing Recommendation

Interim City Manager Bob Stowe introduced Jim Nelson from D.A. Davidson as the consultant hired to help move forward financing for the City's stormwater projects.

Mr. Nelson recapped previous discussion and facilitated a study session including the following topics:

- Bond market interest rate trend
- Estimated LTGO payment schedule
- Financing schedule examples
- Bond Resolution
- Private placement vs. public bond sale
- Bid process

Director of Public Works & Development Services Gina Hortillosa reviewed current F & C pipe status. This matter will be brought back to Council for approval on May 7. Mr. Nelson provided a [handout](#) with bond financing information.

H. Financial Management Policies

Interim City Manager Bob Stowe explained the importance of formalized financial management policies to provide the most favorable rating associated with future debt issuance.

Director of Finance & Administration Peggy Lauerma highlighted several substantive changes in the financial management policy document and reviewed the proposed debt management policy, proposed investment policy, and the current investment and cash management policy.

Council engaged in discussion.

CONSENT AGENDA

- I. Approval of Checks #60118 through #60202 and ACH Wire Transfers in the Amount of \$631,009.43
(Audit Committee: Mayor Pruitt and Mayor Pro Tem Holtzclaw)

- J. Payroll and Benefit ACH Payments in the Amount of \$267,065.25
(Audit Committee: Mayor Pruitt and Mayor Pro Tem Holtzclaw)

**Mayor Pro Tem Holtzclaw made a motion to approve the consent agenda.
Councilmember Todd seconded the motion. The motion passed unanimously.**

REPORTS

K. Mayor/Council

Councilmember Steckler reported that he attended the April Chamber of Commerce luncheon and was impressed with Everett Public Schools Superintendent's presentation.

Councilmember Steckler reported that he attended the volunteer event at Arena Sports last week and noted increased participation this year.

Councilmember Steckler reported that the City of Mill Creek is partnering with the Mill Creek Kiwanis Club to host a free electronic recycling event on Sunday, May 5 at 10:00 a.m. in the Mill Creek City Hall North parking lot.

Councilmember Steckler reported that he will be attending the Music4Life event in May.

Councilmember Cavaleri reported that he was in Olympia earlier in the day to support the signing of Senate Bill 1356.

Councilmember Cavaleri expressed appreciation for City volunteers.

Mayor Pro Tem Holtzclaw reported that he attended the volunteer event at Arena Sports last week.

Mayor Pro Tem Holtzclaw reported that will be attending the Snohomish County Tomorrow (SCT) meeting on April 24.

Mayor Pro Tem Holtzclaw reported that he will be attending the Mill Creek Little League jamboree on April 27.

Councilmember Todd reported that he attended the volunteer event at Arena Sports last week. Would like to see more outreach next year.

L. City Manager

- Council Planning Schedule

M. Staff

- Memorial Day 2019 Event Report
- Art & Beautification Board Meeting Minutes of March 13, 2019

AUDIENCE COMMUNICATION

N. Public comment on items on or not on the agenda

Jon Ramer, a Mill Creek resident, would like to volunteer as a community member on the Mill Creek Boulevard Subarea Plan Advisory Committee.

RECESS TO EXECUTIVE SESSION

(Confidential session of the Council)

O. At 7:40 p.m. Council recessed to executive session up to 8:30 p.m. City Attorney Scott Missall was present during the executive session.

- To evaluate the qualifications of an applicant for public employment pursuant to RCW 42.30.110(1)(g)
- To discuss actual or potential litigation pursuant to RCW 42.30.110(1)(i)

The executive session concluded at 8:08 p.m.

RECONVENE TO REGULAR SESSION


P. At 8:08 p.m. the meeting reconvened to regular session.

Councilmember Cavaleri made a motion to approve the contract between the City of Mill Creek and Michael Ciaravino to serve as the City Manager based on the terms discussed in the executive session. Councilmember Steckler seconded the motion. The motion passed unanimously.

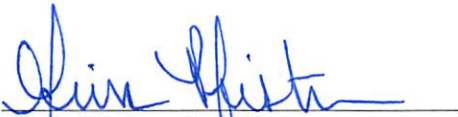
Councilmember Cavaleri made a motion to extend Interim City Manager Bob Stowe's contract through May 6, 2019. Councilmember Steckler seconded the motion. The motion passed unanimously.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 8:10 p.m.



Pam Pruitt, Mayor



Gina Pfister, City Clerk