



## MINUTES

### City Council Regular Meeting

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6:00 PM - Tuesday, May 12, 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](#).

### CITY OF MILL CREEK VIRTUAL CITY COUNCIL MEETING INSTRUCTIONS

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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.

You may call one of these phone numbers and enter the access code:

United States (Toll-Free): 1 866 899 4679

One-touch: tel:+18668994679,,644789413#

Access Code: 644-789-413

United States: +1 (224) 501-3318

One-touch: tel:+12245013318,,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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The Pledge of Allegiance was led by Councilmember Steckler.

### ROLL CALL

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Councilmembers Present:

*Pam Pruitt, Mayor*

*Brian Holtzclaw, Mayor Pro Tem*

*Mike Todd, Councilmember*

*Mark Bond, Councilmember*

*John Steckler, Councilmember*

*Stephanie Vignal, Councilmember*

Councilmembers Absent:

*Vince Cavaleri, Councilmember*

- A. Councilmember Vignal motioned to excuse Councilmember Cavaleri for being absent due to being vacation. Councilmember Steckler seconded the motion.

The motion passed unanimously.

#### AUDIENCE COMMUNICATION

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- B. No public comments on items on or not on the agenda were given.

#### OLD BUSINESS

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Heron Park Upgrades - Ordinance and Agreement **WITHDRAWN**  
(Gina Hortillosa, Director of Public Works and Development Services)

- C. Heron Park Upgrades Ordinance and Agreement was withdrawn from the Agenda due to an error.

#### STUDY SESSION

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- D. Finance Department Update  
(Jeff Balentine, Finance Director)

Jeff Balentine presented to Members of Council a financial update for the City of Mill Creek. The presentation included the following:

- COVID-19 related expenses to date.
- Current Fund financials (biennial budget to date)
- Financial trends based on active resources (2019/2020 biennial)
- Strategic projection by fund
- Recommendations such as:
  - 1) Establishing a 180 day solvency reserve goal, implementing
  - 2) Immediate hiring freeze, and maximizing non-tax revenue opportunities.
- Other Fund Revenue
- Conclusions:
  - COVID 19 Annual Impact vs. Prior Year \$3.1M
  - \$22K YTD COVID 19 Direct Expenses
  - \$823K Projected REET Revenue loss
  - \$2,226K Projected General Fund Revenue Loss in: sales and use; permits and licenses, passport services, and central & recreational services.

To view the power point presentation [click here](#).

Council engaged in discussion and Q&A.

**Councilmember Bond motioned effective immediately to approve the suspension of hiring until Council reviews and approves the next budget amendment. Councilmember Steckler seconded the motion. The motion passed unanimously.**

#### CONSENT AGENDA

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- E. Payroll and Benefit ACH Payments in the Amount of \$212,800.39  
(Audit Committee: Councilmember Steckler and Mayor Pruitt who filled in Councilmember Cavaleri's stead)  
[Payroll Vouchers](#)
- F. Approval of Checks #61905 through #61955 and ACH Wire Transfers in the Amount of \$2,222,571.90  
(Audit Committee: Councilmember Steckler and Mayor Pruitt who filled in Councilmember Cavaleri's stead)  
[ACH Transfers](#)
- G. City Council Meeting Minutes of May 5, 2020.  
[Meeting minutes](#)

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

## REPORTS

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### H. Mayor/Council

**Mayor Pruitt** reported that she and City Manager Ciaravino participated in a conference call with Community Liaison Benjamin Studley, from Congresswoman Suzan DelBene's office and discussed the following:

- The allocation of funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act.
- Federally funded projects that have been delayed due to COVID 19 to be extended for a year.

**Councilmember Steckler** commented on the previous discussion of the Graduating Seniors of 2020 and asked for an update.

**Councilmember Vignal** reported that additional Mill Creek's local restaurants are beginning to open for take out and reminded the public to support and promote our local businesses during this public health crisis.

**Councilmember Todd** reported that the Rotary Club continues to put forth efforts in supporting the local Food Bank by conducting a food drive and encouraged the public to participate. [Click here](#) for more information on the Rotary Club's Food Drive.

### I. City Manager

- Memorial Day Update

City Manager Ciaravino updated Members of Council on the efforts the City of Mill Creek is conducting to remember and acknowledge those who have served and lost their lives during this Memorial Day. In light of the COVID 19 pandemic, the City of Mill Creek will produce a recorded Memorial Day Ceremony and Reverse Parade instead of its annual parade.

**AUDIENCE COMMUNICATION**

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J. No public comment on items on or not on the agenda were given.

**RECESS TO EXECUTIVE SESSION**

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*(Confidential Session of the Council)*

K. The City Council recessed to executive session for 20 minutes at 7:47 p.m. to discuss matters pertaining to potential litigation with legal counsel per RCW 42.30.110 (1)(i) and performance of a public employee per RCW 42.30.110 (1)(g) . With no objection, at 8:07 p.m. executive session was extended for another 15 minutes and concluded at 8:23 p.m. No action was taken.

**ADJOURNMENT**

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The City Council returned to regular session and with no objection, Mayor Pruitt adjourned the meeting at approximately 8:50 p.m.



Pam Pruitt, Mayor



Naomi Fay, Interim City Clerk