



## MINUTES

### City Council Regular Meeting

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6:00 PM - Tuesday, February 2, 2021

Virtual and Audio Meeting Format during COVID-19 Pandemic

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](#).

### VIRTUAL MEETING INFO

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A. Join Zoom Meeting

<https://zoom.us/j/91716868089>

Meeting ID: 917 1686 8089

One tap mobile

[+12532158782](tel:+12532158782).,[91716868089](tel:+12532158782)# US (Tacoma)

[+16699006833](tel:+16699006833).,[91716868089](tel:+16699006833)# US (San Jose)

### CALL TO ORDER

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Mayor Holtzclaw 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 Cavaleri.

### ROLL CALL

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Councilmembers Present:

Brian Holtzclaw, Mayor

Stephanie Vignal, Mayor Pro Tem

Vince Cavaleri, Councilmember

Mark Bond, Councilmember

John Steckler, Councilmember

Benjamin Briles, Councilmember

Adam Morgan, Councilmember

Councilmembers Absent:

### AUDIENCE COMMUNICATION

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

### NEW BUSINESS

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C. Emergency Proclamation Extension until March 2, 2021.

City Manager Ciaravino requested a motion to extend the Proclamation of Emergency until March 2, 2021 due to the Governor's restrictions related to the COVID-19 pandemic.

Council engaged in discussion about preparations to Council Chambers to allow both in person and virtual attendance at City Council meetings when restrictions ease.

**Councilmember Cavaleri made a motion to extend the City Manager's Emergency Proclamation until March 2, 2021. Councilmember Morgan seconded the motion. The motion passed unanimously.**

## **PROPOSED NEW INITIATIVES**

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- D. Emergency Proclamation Extension until March 2, 2021.  
*(Michael Ciaravino, City Manager)*

Councilmember Briles introduced the topic of adopting a street, park or trail or conduct a service day program in Mill Creek and requested guidance and ideas from Members of Council.

Council engaged in discussion and determined that more information is needed to adopt the program. Councilmembers requested that City Staff research and compare programs from other cities, counties, and organizations as well as look into any liability issues in using volunteers.

## **STUDY SESSION**

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- E. Governance Manual: Session 1 - Council Values, Organization and Operations  
*(City Manager Michael Ciaravino and City Attorney Grant Degginger)*

City Manager Michael Ciaravino and City Attorney Grant Degginger facilitated the discussion with Council regarding updating the Governance Manual.

In this session, Council reviewed and discussed Council Values, Organization and Operations.

The session included a review of the material in Articles 1 and 4 of the existing Governance Manual which was last updated in 2011. This session also provided an opportunity to reaffirm or modify the principles and integrate them into the document. Other major topics reviewed included:

- The process for election of the Mayor and Mayor Pro Tem
- Duties of the Mayor and Mayor Pro Tem
- Communication with the public
- Council meeting agenda setting
- Filling council vacancies
- Attendance rules
- Rules governing in-person, video, or telephonic attendance
- Respect and decorum

Council engaged in discussion and Q&A.

Topics to be covered in Session 2 on February 9, 2021 are the following:

- Significant state laws (OPMA, PRA, Ethics Act, Appearance of Fairness)
- Consideration of whether to adopt an Ethics Code.
- Duties of City Manager, City Clerk, City Attorney, Department heads
- Relationship between Council, City Manager, Staff, and the Public
- Standards for briefings and presentations for Council meetings

[AS Governance Manual 02.02.21](#)  
[Governance Manual Articles 1 2 4 & 5](#)  
[GOVERNANCE MANUAL](#)

## CONSENT AGENDA

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- F. City Council Meeting Minutes of January 26, 2021.

[City Council Regular Meeting - 26 Jan 2021 - Minutes](#)

**Councilmember Cavaleri made a motion to approve the Consent agenda. Councilmember Steckler seconded the motion. The motion passed unanimously.**

## REPORTS

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- G. Mayor/Council

**Mayor Holtzclaw** reported that he will be attending a special meeting of the Snohomish County Mayor's group on February 3, 2021 featuring a speaker from the Association of Washington Cities (AWC) addressing the police reform legislation. The Mayor will report on the meeting at the next Council meeting.

**Mayor Pro Tem Vignal** reported that as per the Snohomish County Tomorrow (SCT) webinar she attended; the County is working to accelerate access to broadband internet services throughout the County.

**Councilmember Steckler** reported that the USS Ralph Johnson Naval ship has returned from deployment and requested that the City of Mill Creek sponsor an event to welcome them home.

**Councilmember Cavaleri** suggested that the Youth Advisory Board be included in the preparation for the welcoming home event for the USS Ralph Johnson

**Councilmember Briles** reported on the County's broadband internet program stated at the SCT meeting he attended along with Mayor Pro Tem Vignal.

- H. City Manager

- [Planning Schedule](#)

City Manager Michael Ciaravino reminded Members of Council to submit their DRCC worksheet to consultant Karen Reed to discuss at the scheduled Study Session at the February 9, 2021 City Council Meeting.

**I. Staff**

- Jackson High School Crosswalk Update - Director Mike Todd

Public Works and Development Services Director Mike Todd provided a status update on the Jackson High School Crosswalk project. The impacts on the original location design had negative impacts and was determined to be unacceptable. The City of Mill Creek is now looking at other locations for the crosswalk that will provide maximum benefit.

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**AUDIENCE COMMUNICATION**

**J. Audience Communication**

Wil Nelson, a Mill Creek Resident, commented on the following:

- Respecting the time off for those on the USS Ralph Johnson
- The potential for finding hazardous materials on the North Creek trail and liability regarding volunteers.

Barb Heidel, a Mill Creek Resident, commented on the following:

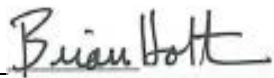
- In-person Council meeting attendance
- Potential contacts for staff regarding development of a new volunteer program
- The Council Governance Manual.


Sue White, a Mill Creek resident, spoke in favor of Councilmember Briles' idea of adopt-a-street, trail, park. Ms. White stated that her club (Kiwanis) would be interested in sponsoring and that the project would be a great opportunity for children to get involved.

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**ADJOURNMENT**

With no objection, Mayor Holtzclaw adjourned the meeting at 7:58 PM

  
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Brian Holtzclaw, Mayor

  
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Naomi Fay, City Clerk