

# CITY COUNCIL AGENDA

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



Pam Pruitt, Mayor • Brian Holtzclaw, Mayor Pro Tem  
Mark Bond • Mike Todd • Vince Cavaleri • Jared Mead • John Steckler

Regular meetings of the Mill Creek City Council shall be held on the first, second and fourth Tuesdays of each month commencing at 6:00 p.m. in the Mill Creek Council Chambers located at 15728 Main Street, Mill Creek, Washington. Your participation and interest in these meetings are encouraged and very much appreciated. We are trying to make our public meetings accessible to all members of the public. If you require special accommodations, please call the office of the Acting City Clerk at (425) 921-5725 three days prior to the meeting.

The City Council may consider and act on any matter called to its attention at such meetings, whether or not specified on the agenda for said meeting. Participation by members of the audience will be allowed as set forth on the meeting agenda or as determined by the Mayor or the City Council.

To comment on subjects listed on or not on the agenda, ask to be recognized during the Audience Communication portion of the agenda. Please stand at the podium and state your name and address for the official record. Please limit your comments to the specific item under discussion. Time limitations shall be at the discretion of the Mayor or City Council.

Study sessions of the Mill Creek City Council may be held as part of any regular or special meeting. Study sessions are informal, and are typically used by the City Council to receive reports and presentations, review and evaluate complex matters, and/or engage in preliminary analysis of City issues or City Council business.

**Next Ordinance No.** 2018-836

**Next Resolution No.** 2018-574

**October 2, 2018  
City Council Meeting  
6:00 PM**

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

## **AUDIENCE COMMUNICATION**

- A. Public comment on items on or not on the agenda

## **PRESENTATIONS**

- B. Check Presentation: 35th Ave SE Reconstruction Project Grant  
(*Terry Ryan, Snohomish County Council*)

## **NEW BUSINESS**

- C. Appointment to the Art & Beautification Board  
(*Council Interview Committee: Councilmember Bond and Councilmember Steckler*)
- D. Interfund Loan from the General Fund to the Surface Water Utility Fund

*(Peggy Lauerman, Director of Finance)*

- E. Estimates of Revenue and Expenditures for Current 2017-2018 Budget and Preliminary 2019-2020 Budget Estimates  
*(Bob Stowe, Interim City Manager)*
- F. City Manager Rebecca Polizzotto Employment Agreement Termination  
(to be considered following the Executive Session)

#### **CONSENT AGENDA**

- G. City Council Meeting Minutes of August 2, 2018
- H. City Council Meeting Minutes of August 22, 2018

#### **REPORTS**

- I. Mayor/Council
- J. City Manager
  - Council Planning Schedule
- K. Staff
  - Farmers Market Recap

#### **AUDIENCE COMMUNICATION**

- L. Public comment on items on or not on the agenda

#### **RECESS TO EXECUTIVE SESSION**

*(Confidential Session of the Council)*

- M.
  - Discussion of the performance of a public employee per RCW 42.30.110 (1)(g)
  - Discuss potential litigation pursuant to RCW 42.30.110(1)(i)

*Action may or may not be taken.*

#### **ADJOURNMENT**



Agenda Item # C  
Meeting Date: October 2, 2018

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

### **AGENDA ITEM: APPOINTMENT TO THE ART AND BEAUTIFICATION BOARD**

#### **PROPOSED MOTION:**

Motion to appoint one volunteer to serve a three-year term on the Art and Beautification Board.

#### **KEY FACTS AND INFORMATION SUMMARY:**

Two positions on the Art and Beautification Board expired on April 30, 2018. Staff conducted a recruitment process that included the following:

- The notice was posted on the bulletin boards at City Hall and at the Library.
- A press release was sent to the local newspapers.
- The notice was also posted on the City's website.
- The notice was sent out through the "Notify Me" feature on the City's website, where people interested in serving on the Art and Beautification Board have signed-up to receive notice when a vacancy occurs.
- The City's social media outlets were utilized to advertise the vacancies.

Two applicants applied for the two vacancies on the Art and Beautification Board. One applicant was disqualified for living outside of the City. Interviews are scheduled for Tuesday, October 2, 2018. The Interview Committee is comprised of Councilmember Steckler, Councilmember Bond and Board Chair Matt Buchanan.

#### **CITY MANAGER RECOMMENDATION:**

N/A

#### **ATTACHMENTS:**

Application for the volunteer position on the Art and Beautification Board from: Guy Armfield

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Robert S. Stowe", is written over a horizontal line.

Robert S. Stowe  
Interim City Manager



City of Mill Creek  
Boards & Commissions Application

**Community Service**

The City of Mill Creek values the residents who volunteer their time to serve on our boards and commissions. The contribution made by such members has helped make Mill Creek the great city it is today.

**Application**

If you are interested in serving on the Arts and Beautification Board, Parks & Recreation Board, Design Review Board, Planning Commission or Civil Service Commission, please complete this application and submit it to the City Clerk at [cityclerk@cityofmillcreek.com](mailto:cityclerk@cityofmillcreek.com), or by mail at:

City of Mill Creek  
Attn: City Clerk  
15728 Main Street  
Mill Creek, WA 98012

**Please fill out the following information:**

First Name: GUY Last Name: ARMFIELD  
Address: 15404 3RD DR SE City: MILL CREEK Zip: 98012  
Email: GUYARMFIELD@HOTMAIL.COM Phone: 425 505 3222

**Please complete each of the following questions:**

1. What board or commission would you like to be considered for?

ARTS AND BEAUTIFICATION BOARD

2. Why are you interested in serving on a board or commission?

- I ENJOY GARDENING AND ENCOURAGING OTHERS TO DO SO
- I ENJOY VERY MUCH SELECTING ARTWORK FOR MY HOME, AND COMPANY'S OFFICE, AND WOULD ENJOY BEING INVOLVED IN DOING SO FOR MUNICIPAL BUILDINGS

3. Please explain your professional background and list any professional licenses, registrations or certificates held.

I AM INVOLVED IN THE CONSTRUCTION INDUSTRY AS A BROKER OF SURETY BONDS AND COMMERCIAL INSURANCE. I HAVE BEEN BOTH AN UNDERWRITER AND BROKER FOR 17 YEARS.

4. What are some of the most important concerns or issues that you think the City will have to face in the next 5-10 years?

- RESOLVE CITY MANAGER SITUATION
- RESTORE COMMUNITY FAITH IN CITY COUNCIL
- REMAIN FINANCIALLY RESPONSIBLE TO MAINTAIN CITY

5. What do you see as the City's best asset to bring visitors and new residents to the City?

MANY WOULD SAY THE TOWN CENTER BUT.... I BELIEVE MOST RESIDENTS COME AND STAY FOR THE "FEEL" OF THE NEIGHBORHOODS. OLD TREES, WIDE ROADS, ETC. WE RETURN PEOPLE TO A SIMPLER ERA.

6. Please list any other comments that would help the City Council evaluate your skills for this position.

I PURCHASED MY HOME 9.27.17. BY 7.1.18 I HAD REMOVED 35 PLANTS & BROUGHT IN 50 NEW TO RE-DESIGN MY FRONT YARD. I HIRED NO ONE TO DO THIS. I WAS AWARDED A GREAT GARDEN AWARD. IT IS THIS TYPE OF WORK THAT I AM KNOWN FOR. THAT MAY BE VALUABLE ON YOUR BOARD.

THANK YOU,





Agenda Item #   D    
Meeting Date: **October 2, 2018**

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:   INTERFUND LOAN FROM THE GENERAL FUND TO THE SURFACE WATER UTILITY FUND**

**ACTION REQUESTED:** Adopt the proposed ordinance to lend \$500,000 from the General Fund to the Surface Water Utility Fund, at a rate of 2% per annum on the declining principal balance, payable quarterly from the Surface Water Utility on or before September 1, 2021.

**KEY FACTS AND INFORMATION SUMMARY:**

This fund accounts for the operation and capital improvement projects of the surface water utility. The source of funds is user fees billed to all properties in the City based upon equivalent service units (ESU's). Reserves in this fund can only be spent for surface water purposes. Governmental accounting principles require utilities to be accounted for in a separate fund as if they were a separate business unit.

Each single-family residential parcel, duplex unit, and townhouse unit in the City is deemed to be one ESU. For all other parcels and developed lots, one ESU is equal to 3,000 square feet of measured or estimated impervious surface area. User fees with a unit rate of \$78.00 per year per ESU were established when the fund was created in 1999. This fee has not been adjusted since the inception of this fund. Revenue generated by user fees is approximately \$1,420,000 per biennium. The current fund balance as of 9/30/2018 was \$50,000.

On March 13, 2018, the City Council adopted Resolution 2018-572 declaring an emergency related to the Sweetwater Ranch Stormwater infrastructure failure (sinkhole). Funds were expended to accommodate the repairs depleting reserves and creating the need for additional liquidity to continue ongoing operations and repairs.

The State Auditor's Office acceptable procedures for making and accounting for interfund loans are as follow:

1. The legislative body of a local government must, by ordinance or resolution, approve all interfund loans, indicating the lending and borrowing funds, and provide in the authorization a planned schedule of repayment of the loan principal as well as setting a reasonable rate of interest (based on the external rate available to the local government) to be paid to the lending fund. The planned schedule of repayment should specify the due date(s) of payment(s) needed to repay the principal and interest on the loan.
2. Interest should be charged in all cases, unless:
  - a. The borrowing fund has no other source of revenue other than the lending fund; or
  - b. The borrowing fund is normally funded by the lending fund.

3. The borrowing fund must anticipate sufficient revenues to be able over the period of the loan to make the specified principal and interest payments as required in the authorizing ordinance or resolution.
4. The loan status should be reviewed annually by the legislative body at any open public meeting.
5. The term of the loan may continue over a period of more than one year, but must be “temporary” in the sense that no permanent diversion of the lending fund results from the failure to repay by the borrowing fund. A loan that continues longer than three years will be scrutinized for a permanent diversion of moneys.
6. Appropriate accounting records should be maintained to reflect the balances of loans in every fund affected by such transactions.

Based upon the factors mentioned above, staff’s recommendation is to provide a three year loan with an interest rate of 2% which reflects the current interest of the Local Government Investment Pool (LGIP). Quarterly payments for principal and interest are \$43,033.21.

Historically, this fund has carried sufficient reserves to facilitate cash flow for normal operations. The fund balance at the beginning of 2018 was \$861,000. The Sweetwater Ranch Storm Project depleted these reserves as expenditures incurred for this project totaled \$841,000.

The proposed loan of \$500,000 will facilitate cash flow needs of routine operations along with increased expenditures for a rate analysis and design package in connection with the surface water infrastructure repairs.

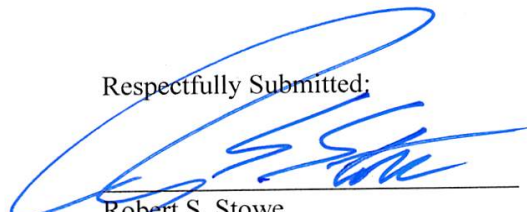
**CITY MANAGER RECOMMENDATION:**

Adopt the proposed ordinance to lend \$500,000 from the General Fund to the Surface Water Utility Fund.

**ATTACHMENTS:**

- Proposed Ordinance 2018-\_\_\_\_\_
- Loan Amortization Schedule

Respectfully Submitted;



Robert S. Stowe  
Interim City Manager

**ORDINANCE NO. 2018-\_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MILL CREEK, WASHINGTON, PROVIDING FOR AN INTERFUND LOAN FROM THE GENERAL FUND NO. 001 TO THE SURFACE WATER UTILITY FUND NO. 401 IN ORDER TO FINANCE EMERGENCY REPAIRS AND ESTABLISHING THE TERMS FOR REPAYMENT OF SAID INTER-FUND LOAN.**

WHEREAS, The City of Mill Creek has declared a local emergency by Resolution 2018-572 to perform the Sweetwater Ranch Emergency Sinkhole Repair Project; and

WHEREAS, the funds available in the Surface Water Utility Fund are insufficient to cover the repair expense; and

WHEREAS, the City Council finds that there are monies in the General Fund No. 001 which, in the prudent management of municipal finances, are in excess of the current needs of the General Fund and are in an amount in excess of the amount necessary to finance the additional funds needed to finance the Sweetwater Ranch Emergency Sinkhole Repair Project; and

WHEREAS, the City Council finds that it is in the best interest of the City and of the public health, safety and welfare to make an interfund loan from the General Fund No. 001 to the Surface Water Utility Fund No. 401 for the purpose of financing the repair costs;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILL CREEK, WASHINGTON, ORDAINS AS FOLLOWS:

**Section 1.** The Director of Finance and Administration is hereby authorized to transfer the sum of Five Hundred Thousand Dollars (\$500,000.00) from the General Fund No. 001 to the Surface Water Utility Fund No. 401 for the purpose of financing the Sweetwater Ranch Emergency Sinkhole Repair Project, as was declared an emergency by Resolution 2018-572. Said transfer shall be considered an interfund loan from the General Fund to the Surface Water Utility Fund and shall be repaid according to the terms set forth in Section 2 of this Ordinance.

**Section 2.** The Surface Water Utility Fund shall repay the entire amount of the monies transferred from the General Fund, together with interest at the rate of two percent (2%) per annum based on the current investment rate with the Local Government Investment Pool (LGIP), on the declining principal balance, payable quarterly on or before September 1, 2021.

**Section 3.** This Ordinance shall be in full force and effect five days after publication of a summary hereof consisting of the title of this Ordinance, in accordance with RCW 35A.13.200.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against, and \_\_\_\_\_ abstaining.



APPROVED:

\_\_\_\_\_  
MAYOR PAM PRUITT

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
GINA PFISTER, ACTING CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
OFFICE OF THE CITY ATTORNEY  
SCOTT M. MISSALL, CITY ATTORNEY

FILED WITH THE CITY CLERK: \_\_\_\_\_

PASSED BY THE CITY COUNCIL: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

ORDINANCE NO.: \_\_\_\_\_

## Loan Amortization Schedule

Enter values	
Loan amount	\$ 500,000.00
Annual interest rate	2.00 %
Loan period in years	3
Number of payments per year	4
Start date of loan	10/1/2018
Optional extra payments	\$ -

Loan summary	
Scheduled payment	\$ 43,033.21
Scheduled number of payments	12
Actual number of payments	12
Total early payments	\$ -
Total interest	\$ 16,398.58

Lender name:

Pmt No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	1/1/2019	\$ 500,000.00	\$ 43,033.21	\$ -	\$ 43,033.21	\$ 40,533.21	\$ 2,500.00	\$ 459,466.79	\$ 2,500.00
2	4/1/2019	459,466.79	43,033.21	-	\$ 43,033.21	\$ 40,735.88	\$ 2,297.33	\$ 418,730.91	4,797.33
3	7/1/2019	418,730.91	43,033.21	-	\$ 43,033.21	\$ 40,939.56	\$ 2,093.65	\$ 377,791.36	6,890.99
4	10/1/2019	377,791.36	43,033.21	-	\$ 43,033.21	\$ 41,144.25	\$ 1,888.96	\$ 336,647.11	8,779.95
5	1/1/2020	336,647.11	43,033.21	-	\$ 43,033.21	\$ 41,349.97	\$ 1,683.24	\$ 295,297.13	10,463.18
6	4/1/2020	295,297.13	43,033.21	-	\$ 43,033.21	\$ 41,556.72	\$ 1,476.49	\$ 253,740.41	11,939.67
7	7/1/2020	253,740.41	43,033.21	-	\$ 43,033.21	\$ 41,764.51	\$ 1,268.70	\$ 211,975.90	13,208.37
8	10/1/2020	211,975.90	43,033.21	-	\$ 43,033.21	\$ 41,973.33	\$ 1,059.88	\$ 170,002.57	14,268.25
9	1/1/2021	170,002.57	43,033.21	-	\$ 43,033.21	\$ 42,183.20	\$ 850.01	\$ 127,819.37	15,118.26
10	4/1/2021	127,819.37	43,033.21	-	\$ 43,033.21	\$ 42,394.11	\$ 639.10	\$ 85,425.26	15,757.36
11	7/1/2021	85,425.26	43,033.21	-	\$ 43,033.21	\$ 42,606.08	\$ 427.13	\$ 42,819.17	16,184.48
12	10/1/2021	42,819.17	43,033.21	-	\$ 43,033.27	\$ 42,819.17	\$ 214.10	\$ (0.00)	16,398.58



Agenda Item # E  
Meeting Date: October 2, 2018

## **CITY COUNCIL AGENDA SUMMARY**

City of Mill Creek, Washington

**AGENDA ITEM:** ESTIMATES OF REVENUE AND EXPENDITURES FOR  
CURRENT 2017-2018 BUDGET AND PRELIMINARY 2019-2020  
BUDGET ESTIMATES

**PROPOSED MOTION:**  
N/A

**KEY FACTS AND INFORMATION SUMMARY:**

In accordance with Washington State Law (RCW 35A.33.135), the City Manager is required to provide current information on revenues estimates to the City's legislative body no later than the first Monday in October (October 1, 2018). An update on the estimates of revenue and expenditures for the current 2017-2018 Budget and the Preliminary 2019-2020 Budget for the City of Mill Creek will be presented to the City Council at the October 2 meeting. This provides the opportunity for the City Council and the community to receive information on the City of Mill Creek's biennial-to-date revenues and expenditures in comparison to the City's 2017-2018 amended biennial budget. It also provides an overview of the preliminary 2019-2020 budget (unbalanced) and financial program showing expenditures and revenues for each fund.

The interim City Manager is working with staff to prepare the proposed 2019-2020 Biennial Budget, 2019-2024 Capital Improvement Plan (CIP), and updating long-term projections as part of the budget process. The Council is scheduled to discuss the proposed CIP on October 9, 2018 with additional discussion, public comment and adoption consideration to occur on October 23, 2018. The first two years of the CIP are incorporated into the City's Biennial Budget. Public hearings for the proposed Biennial Budget are scheduled for November 6 and November 13, 2018. There also is opportunity for public input as part of the public comment period before and after the Council discussion of the proposed Budget on November 27, 2018 and before the Council adopts the 2019-2020 Biennial Budget (tentatively scheduled for December 4, 2018).

This item is for informational purposes and to provide the City Council with a preview of the 2019-2020 Biennial Budget estimates.

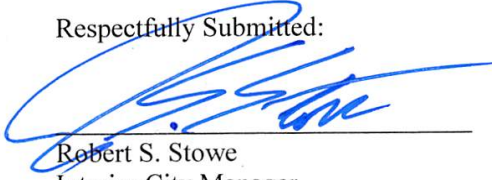
**CITY MANAGER RECOMMENDATION:**  
N/A

**ATTACHMENTS:**

- Information will be provided on October 1, 2018 and by presentation during the October 2, 2018 meeting.

City Council Agenda Summary  
Page 2

Respectfully Submitted:



---

Robert S. Stowe  
Interim City Manager



Agenda Item # F

**AGENDA ITEM: CITY MANAGER REBECCA POLIZZOTTO EMPLOYMENT AGREEMENT TERMINATION**

Information to be provided at the City Council meeting on October 2, 2018.



**MINUTES**

**City Council Special Meeting**

---

**7:00 PM - Thursday, August 2, 2018**

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 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

---

**ROLL CALL**

---

Councilmembers Present:

*Pam Pruitt, Mayor  
Brian Holtzclaw, Mayor Pro Tem  
Vince Cavaleri, Councilmember  
Mike Todd, Councilmember  
Mark Bond, Councilmember  
Jared Mead, Councilmember  
John Steckler, Councilmember*

Councilmembers Absent:

**AUDIENCE COMMUNICATION**

---

- A.** Larry Mayer, a Mill Creek resident, voiced concern over the number of employees that have left under the City Manager's management.

Mark Risen, a Mill Creek resident, recognized the leadership team for their courage and expressed his disappointment in a lack of decisions made by the Council regarding the City Manager's employment.

Lynn Sordel, a Mill Creek resident, expressed his support for City staff and his desire for better Council leadership and transparency.

Donna Michelson, a Mill Creek resident, expressed her concern over an exchange between City Manager Polizzotto and Police Chief Greg Elwin regarding a Safe Internet Purchase Exchange (S.I.P.E.) meeting.

Mary Kay Voss, a Mill Creek resident, would like the personnel committee to be reassembled and for employees to have input on City Manager annual reviews. Ms. Voss asked Council to make public any investigations of the City Manager.

August 2, 2018 SPECIAL COUNCIL MEETING MINUTES

Jim Gural, non Mill Creek resident, yielded his time to Mary Kay Voss who expressed concern over the audit process and the completion of personnel policies.

Didrik Voss, a Mill Creek resident, yielded his time to Mary Kay Voss who asked Council to terminate City Manager Polizzotto without severance. Ms. Voss expressed concern over possible OPMA violations and would like to see a vote of no confidence for the Mayor.

Pam Olson, former employee of the City, expressed her distaste for the City Manager's management style and stated that she resigned and did not retire.

Barbara McCarron, a Mill Creek resident, stated that she would like Council to terminate the City Manager and yielded her remaining time to Pam Olson who urged Council to listen to staff complaints regarding the City Manager.

Kathy Nielson, a Mill Creek resident, expressed concern over a lack of transparency with the Council and City Manager.

Michele Miller, former employee of the City, described her relationship with the City Manager as abusive and unprofessional. Ms. Miller asked Council for an apology to all past employees and the community.

Dave Wood, a Mill Creek resident, concurred with the night's speakers and asked Council to terminate the City Manager.

Carmen Fisher, a Mill Creek resident, expressed concern over the tone in which the Mayor spoke to the audience during tonight's meeting. Ms. Fisher also expressed her feelings during the time of Sean Kelly's resignation from Council. Lastly, Ms. Fisher asked Council for more accountability.

**Councilmember Todd made a motion to extend the meeting to 8:45 p.m. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

**RECESS TO EXECUTIVE SESSION**

---

*(Confidential Session of the Council)*

- B.** The meeting recessed to executive session at 6:44 p.m. for up to one hour which was subsequently extended.
- Discuss potential litigation pursuant to RCW 42.30.110(1)(i)
  - Discussion of the performance of a public employee per RCW 42.30.110(1)(g)

City Attorney Scott Missall joined Council for the executive session. The executive session concluded at 9:30 p.m.

August 2, 2018 SPECIAL COUNCIL MEETING MINUTES

**At 6:44 p.m. Councilmember Todd made a motion to extend the Special Meeting to 8:45 p.m. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

**At 8:42 p.m. Mayor Pro Tem Holtzclaw made a motion to extend the Special Meeting and executive session to 10:00 p.m. Councilmember Cavaleri seconded the motion. The motion passed unanimously.**

**RECONVENE TO REGULAR SESSION**

---

C. The meeting reconvened to regular session at 9:31 p.m.

**Councilmember Cavaleri made a motion to extend the City Manager's administrative leave until August 24, 2018. Councilmember Mead seconded the motion. The motion passed unanimously.**

**ADJOURNMENT**

---

With no objection, Mayor Pruitt adjourned the meeting at 9:34 p.m.

\_\_\_\_\_  
Pam Pruitt, Mayor

\_\_\_\_\_  
Gina Pfister, Acting City Clerk

August 2, 2018 SPECIAL COUNCIL MEETING MINUTES





**MINUTES**

**City Council Special Meeting**

---

**6:00 PM - Wednesday, August 22, 2018**

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.

**PLEDGE OF ALLEGIANCE**

---

**ROLL CALL**

---

Councilmembers Present:

*Pam Pruitt, Mayor  
Brian Holtzclaw, Mayor Pro Tem  
Vince Cavaleri, Councilmember  
Mike Todd, Councilmember  
Mark Bond, Councilmember  
Jared Mead, Councilmember  
John Steckler, Councilmember*

Councilmembers Absent:

*Councilmember Mead arrived at 6:12 p.m.*

**RECESS TO EXECUTIVE SESSION**

---

*(Confidential Session of the Council)*

**A.** At 6:01 p.m. the meeting recessed to executive session for up to 90 minutes which was subsequently extended.

- Discussion of the performance of a public employee pursuant to RCW 42.30.110(1)(g)
- Discuss potential litigation pursuant to RCW 42.30.110(1)(i)

City Attorney Scott Missall joined Council for the executive session. The executive session concluded at 8:15 p.m.

**At 7:30 p.m. Councilmember Cavaleri made a motion to extend the Special Meeting and executive session up to 60 minutes. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.**

August 22, 2018 SPECIAL COUNCIL MEETING MINUTES

**RECONVENE TO REGULAR SESSION**

---

B. The meeting reconvened to regular session at 8:16 p.m.

**Councilmember Todd made a motion to extend City Manager Rebecca Polizzotto's paid administrative leave to September 25, 2018. Councilmember Cavaleri seconded the motion. Councilmember Steckler opposed the motion. The motion passed 6-1-0.**

**ADJOURNMENT**

---

With no objection, Mayor Pruitt adjourned the meeting at 8:18 p.m.

---

Pam Pruitt, Mayor

---

Gina Pfister, Acting City Clerk

August 22, 2018 SPECIAL COUNCIL MEETING MINUTES

SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Council	5	6	7	8
9	10	11 Council	12	13	14	15
16	17	18	19	20	21	22
23	24 <sup>30</sup>	25 Council	26	27	28	29

OCTOBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Council	3	4	5	6
7	8	9 Council	10	11	12	13
14	15	16	17	18	19	20
21	22	23 Council	24	25	26	27
28	29	30	31			

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Council	7	8	9	10
11	12	13 Council	14	15	16	17
18	19	20	21	22	23	24
25	26	27 Council	28	29	30	

**Tentative Council Meeting Agendas**  
**Subject to change without notice**

*Last updated: September 28, 2018*

**October 9, 2018**

*(Agenda Summary due September 25)*

- Public Hearing & Adoption: TIP
- Design Review Board Appointments
- Presentation: Surface Water Rate Setting Fundamentals – FCS Group
- Design Contract Award for Surface Water Aging Infrastructure (F Failures)
- Study Session: Proposed CIP
- Study Session: Traffic Impact Fees – Pertect Presentation
- Study Session: Ordinance: Decrease Speed on SR 96
- ILA – Traffic Impact Fees
- Report: Veterans Day Events

**October 23, 2018**

*(Agenda Summary due October 9)*

- Adoption of CIP
- Adoption of Traffic Impact Fees
- Adoption of Ordinance to Decrease Speed on SR 96
- Study Session: EGUV Development Agreement
- Study Session: Panhandling Issues
- Study Session: Surface Water Rates
- Report: Pursuit Policy
- Report: Party in the Parks Recap

**November 6, 2018**

*(Agenda Summary due October 23)*

- Terry Ryan Check Presentation – Historical Preservation Panels
- Study Session: HR Policies
- EGUV Development Agreement Authorization
- 2017-2018 Budget Amendments
- Public Hearing: Preliminary Budget & Property Tax Levy

**November 13, 2018**

*(Agenda Summary due October 30)*

- Public Hearing: Preliminary Budget & Surface Water Utility Rate
- Adoption of HR Policies

DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
		Council				
9	10	11	12	13	14	15
		Council				
16	17	18	19	20	21	22
23	30	24	25	26	27	28
		Holiday				29

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
		Holiday				
6	7	8	9	10	11	12
		Council				
13	14	15	16	17	18	19
20	21	22	23	24	25	26
		Council				
27	28	29	30	31		

FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
		Council				
10	11	12	13	14	15	16
		Council				
17	18	19	20	21	22	23
24	25	26	27	28		
		Council				

**November 27, 2018**

*(Agenda Summary due November 13)*

- Discussion of the Preliminary Budget
- Adoption of Surface Water Rate
- Sports Park Contract Award
- LEOFF ILA

**December 4, 2018**

*(Agenda Summary due November 20)*

- Adoption of 2019-2020 Budget
- Adoption of Business License Ordinance

**December 11, 2018**

*(Agenda Summary due November 27)*

- Study Session: Historical Preservation Project
- Terry Ryan Check Presentation - Exploration Park
- Exploration Park Contract Award
- Legal Services Agreement

**Possible Work Session Topics for Discussion**

- Business signs
- MCCA storm water discussions
- Utility Project Management
- Hotel/Motel Theater Tax
- Mill Creek Blvd Vision
- Adoption of business license ordinance
- ST3 Stations



## **Mill Creek Farmers Market Inaugural Year Report**

### **Overview**

The City launched its inaugural Mill Creek Farmers Market in 2018. The Farmers Market was held on Fridays, May 25 through Aug. 24 from 12-5 p.m. in the City Hall North Parking lot.

The market was organized by Market Manager Sarah Jensen. Through her experience and connections Jensen was a valuable asset in securing quality vendors and musicians throughout the duration of the market.

The market averaged 28 vendors for each market, with the highest vendor count of 36 vendors. The Mill Creek Farmers Market numbers are great in comparison to many start-up markets that only see numbers in the mid-teens for vendor attendance. Vendors offered produce, culinary delights, unique crafts, art and jewelry, as well as specialty products such as homemade salsa, farm-fresh goat cheese and pasture raised meats. In addition to the great food section at the Farmers Market, various food trucks/vendors attended throughout the season, providing the opportunity for community members to enjoy tasty treats while experiencing the market.



Another highlight from the Farmers Market was the local musicians who volunteered to perform live music each week, which added ambiance to the market. The Farmers Market also featured non-profit and community organizations to help boost engagement with market goers and build a sense of community. These organizations provided free blood pressure/health screenings, voter registration and information about the Swift Green Line from Community Transit.

The Farmers Market also featured a free Power of Produce (POP) Kids Club to encourage kids ages 4-13 to participate in a farm-friendly craft or activity and fruit/veggie tasting. Each week of the program, children received \$2 to spend at the local farm booths on fresh fruits and vegetables after participating in the craft or activity. The POP program's attendance varied between 20-50 kids per week, which gave children an opportunity to learn about local food sources and encourage them to make healthy choices both in their diets and with physical activity. A key supporter of this program was Soundview School from Lynnwood, which provided supplies and staffing to assist with fun and educational activities. Other supporters of the POP program included Z-Ultimate Self Defense Studios in Mill Creek and the Mill Creek Garden Club.

### **Feedback from Community Members and Vendors**

Staff collected feedback from the patrons and vendors at the Farmers Market, as well as through social media, throughout the season. Many market goers gave positive comments about their appreciation for the City offering a Farmers Market in the community. They also enjoyed the variety of music, the ease of wide walkways and the indoor restroom facilities.

Other feedback, group by key topic, is noted below.

**Date and Time**

The Farmers Market was held on Friday afternoons May 25 through Aug. 24, from 12-5 p.m. The day and time were selected to draw patrons into Mill Creek to support local businesses and enjoy the market during their lunch hour or before an evening out. There are no other markets in the county on Fridays, which allowed ease for vendors to be able to join the Mill Creek market without competing with an established market. However, as the market progressed, it became evident the day and time was not conducive for commuters to attend the market. Other people noted that they were more inclined to get ready for the weekend or go out for an evening, so they didn't attend during market hours. The local farmers could not extend the close time any later on Friday evening since several of them travel long distances to attend the market and they had to leave time to prepare for other farmers markets on Saturday. In general, attendance was lower than expected due to the date and time of the market.



**Weather**

In the past, the weather in the late spring and summer have been warm especially in Eastern Washington producing ample fruits and vegetables for farmers to bring with them to markets in Western Washington. Unfortunately the weather did not fully cooperate with much of this year's season. Due to poor weather this spring, the market farmers did not have the expected abundance of produce at the beginning of the season. There was unseasonably low temperatures, wind and rain through many of the Fridays, which also impacted attendance.

**Market Season**

The dates for the market were set to capture families at the start of summer and before school let out for the summer. However the early start date of May 25 for the Farmers Market did not coincide with availability fruits and vegetables that many of the community members expect to see at a market, no matter how early in the season. Jensen received several complaints from attendees about the lack of produce and worked to find more produce farmers to accommodate.

The Farmers Market also was scheduled to run through Aug. 31, which eventually posed a scheduling conflict with the vendors who were planning to participate at the Evergreen State Fair. The market saw a drop in attendees due to the Evergreen State Fair. Since the attendance in both patrons and vendors was declining, Jensen recommended ending the market a week earlier than scheduled to help preserve relationships with vendors who were becoming frustrated over the decline.

**Music**

Local live music played each week of the market creating a welcoming ambience for the patrons and vendors. The Farmers Market was open five hours each week, which proved to be challenging in finding a musician who is able to play the entire duration of the market. Most musicians play three hour sets at a time; therefore, requesting musicians to play four-hour sets was difficult for one musician to fulfill. This resulted in the Market Manager needing to find two musicians for each to fill the time slots or there would be gaps during the market without live music.

Jensen was able to schedule musicians who were willing to donate their time to play with the understanding they would leave out a tip collection box. However, the musicians gave feedback that the tips were very low each week, which made it less desirable to donate their time. Since the musicians did not have a guaranteed compensation of their time, if a paying gig came up they would often cancel last minute, causing the Jensen to scramble and find a replacement.

#### **POP Kids Club**

The POP Kids Club was a huge success with families at the market and the kids were excited to see the craft or activity of the week. The program started two weeks after the opening date (to coincide with the end of school), and ended two weeks before the last day of the Farmers Market.



However, since the start and end dates were different from the market dates, parents expressed confusion and disappointment if they came to the market when the POP Kids Club was not being offered. In addition, the program was run by a volunteer who scheduled kid-focused organizations to plan kid activities for that day. However, several of the organizations would cancel last minute leaving the volunteer staff trying to find a last-minute replacement.

#### **Location**

The City Hall North parking lot location was chosen for the market because the City owns the property, the building has indoor restrooms, there is availability of electricity and storage, there are no traffic impacts by closing this parking lot, and the location offers easy load in and load out for vendors. The proximity to Mill Creek Town Center location provided an entry point for visitors and community members to connect with other local businesses for shopping and dining.

Community members attending the market provided feedback that they enjoyed the location of the market; however, several of them complained about the lack of parking including ADA accessible areas. Several parking issues arose from adjacent business lots being closed off to event parking since the Farmers Market was operating during business hours. Jensen encouraged patrons to park in the Town Center and walk to the market, or utilize the North Creek trail that connects many residences to the Town Center and the City Hall parking lot.

#### **Communication and Marketing**

The Farmers Market was marketed through the City's social media channels and the Farmers Market Facebook page with 1,000 followers and distributing over 100 posters to be displayed at businesses in a five mile radius of City Hall. The City also created digital ads to draw in traffic throughout August. A Farmers Market banner was displayed on the corner of 164<sup>th</sup> and Bothell-Everett Hwy to help increase exposure to the market.

Even with all of this marketing, customers told the Market Manger they did know about the market until they accidentally stumbled across it. Vendors also expressed frustration about low customer attendance and felt the City should put more resources into outreach, including signage each market day (on SR 527 and surrounding areas). Due to the City's signage codes, the Farmers Market is not able to be displayed on A-boards around the City, which would have helped increase advertising efforts and exposure to community members.

#### **Plan for 2019**

After considering the City's experience and vendor and customer feedback, the Farmers Market will have some changes in 2019.

**Market Season**

For the 2019 season, staff recommend changing the Farmers Market day to Tuesdays from 3-7 p.m. starting June 18 through Aug. 20. Adjusting the length of the season could also have great impacts for the available produce at the market. Beginning in mid-June will guarantee fresh produce will be ripe and ready to bring to the Farmers Market on opening day and throughout the season. The earlier end date will eliminate the competition of vendors and customers attending the Evergreen State Fair.

**Date and Time**

With the new day, Mill Creek still has a niche in the market since there are no other Farmers Markets on Tuesday in Snohomish County. The new time will also open up available parking spaces to community members since businesses will not need to save parking for their clients after they close for the day at 5 p.m. The City will work with the adjacent businesses to ensure their parking lots are open for event parking after their business hours. This could easily solve the parking problems and encourage local businesses to be more involved with the market as it provides the start to sponsorship conversations.



**Music**

Securing paid, professional musicians or finding sponsorships to pay for musicians will eliminate the need for the Market Manager to scramble and find replacements at the last minute. Shortening the hours of the market will aid in finding musicians to play each week since the playing time is shorter, only three hours versus four hours, which is more manageable for the Farmer Market coordinator to schedule one artist per market day. The quality of musicians will generate additional customers as well as provide a consistent level of talent for the market.

**POP Kids Club**

Relying on local kid-focused organizations was sometimes stressful in working out POP Club schedules and activities. With little incentive for the business to participate, cancellations were frequent. Therefore, the City recommends paying for a seasonal coordinator, as well as offering something of value to those businesses that sponsor or host the POP Club. With a shortened season, offering the POP club each week would entice families to attend regularly and mitigate some of the confusion on when the POP Club was running.

**Communications and Marketing**

The Communications and Marketing team will increase marketing efforts with a large banner through Town Center, adding a larger banner at the corner of 164<sup>th</sup> and Bothell-Everett Hwy and starting a social media ad campaign earlier in the season to promote the Farmers Market to increase event awareness. Staff will continue to promote on the Mill Creek Farmers Market page on the City's tourism website as well as the Farmers Market Facebook page to create awareness in the social community.

With these changes, the City expects to see increased community participation and better sales for vendors.