



## MINUTES

### City Council Regular Meeting

---

6:00 PM - Tuesday, February 13, 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](#). Due to technical difficulties, this is only a partial recording.

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  
Jared Mead, Councilmember  
John Steckler, Councilmember*

Councilmembers Absent:

### AUDIENCE COMMUNICATION

---

- A. Herbie Martin, a Mill Creek resident, stated that he would like to see Black History Month celebrated throughout the City and would like the City to create a diversity committee.

Rick Dewitt, a Mill Creek resident and former Washington State Democratic Party Committee Member, stated that he would like to see gender equality among councilmembers.

Jeff Schumacher, who lives in unincorporated Snohomish County, addressed Council seeking consideration to annex areas west of the City.

### PRESENTATIONS

---

- B. Red Cross Chapter Impact Report

Red Cross Community Outreach Co-chair Dan Limberg briefed Council on his

personal history and involvement with Red Cross and gave a high level overview of what the Red Cross does on a national level. Mr. Limberg introduced Chapter Executive Director Chuck Morrison who reviewed the organization's mission of preventing and relieving suffering locally and around the world through their key services. Mr. Morrison stated that the Snohomish County Chapter would like to partner with the City by providing education and training on "hands only" CPR at community events.

C. Farmers Market Programming

City Manager Rebecca Polizzotto described how the farmers market coincides with the Council's vision for the community and goal of civic engagement that also feeds into the City's tourism strategy.

City Manager Polizzotto introduced Recreation & Tourism Manager Brian Davern who led Council through a PowerPoint presentation that reviewed the history, goals, details, operations and next steps for the farmers market.

D. Long Term Strategic Planning

City Manager Rebecca Polizzotto led Council through a PowerPoint presentation that detailed a long term strategic planning process that is integrated into the City's business systems and links the Council's goals and objectives. City Manager Polizzotto described the next steps in the process and provided each Councilmember with a [Council Planning Workbook](#) as "homework" to be prepared for the upcoming long term strategic planning study sessions.

## STUDY SESSION

---

E. Audit Recommendations

- Business Expense Policy
- Cash Receipting Procedures

City Manager Rebecca Polizzotto introduced Director of Finance Peggy Lauerman and together they reviewed a proposed Business Expense Policy that aligns with the City's ongoing effort to implement new legal requirements; address audit recommendations; update, modernize and adopt important operational policies and municipal code provisions; and create reliable and efficient internal processes for recurrent actions. Council engaged in discussion. The policy will be brought back for ratification at a later date.

Director of Finance Peggy Lauerman reviewed the 2015 State Auditor's Office (SAO) internal control recommendation with respect to cash receipting procedures and subsequent analysis and recommendation of the staff to decline the recommendation. The staff's recommendation is consistent with best practices in municipal finance administration. The Council did not object to staff's recommendation.

## CONSENT AGENDA

---

F. Approval of Checks #58004 through #58187 and ACH Wire Transfers in the Amount of \$853,884.19

*(Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw)*

- G. Payroll and Benefit ACH Payments in the Amount of \$297,933.94  
(Audit Committee: Councilmember Cavaleri and Mayor Pro Tem Holtzclaw)
- H. City Council Meeting Minutes of January 9, 2018

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

## REPORTS

---

### I. Mayor/Council

Mayor Pruitt reported that she has been added to the Study Committee to look at merging SERS and Snohomish County 911. Mayor Pruitt also reported that candidate interviews for the agency's Executive Director are being held on February 14.

Mayor Pro Tem Holtzclaw reported that the Snohomish County Tomorrow Steering Committee recommended against adopting the Countywide Planning Policy (CPP).

Mayor Pro Tem Holtzclaw reported that Mill Creek Little League President Robert Allen will be working with City Manager Rebecca Polizzotto and Recreation and Tourism Manager Brian Davern to apply for the small capital project grant through Snohomish County.

Mayor Pro Tem Holtzclaw reported that Canyon Creek Church is building a new location adjacent to Cougar Park and is interested in working with the City on future park planning.

Councilmember Todd reported that PRSC will be holding a Vision 2050 listening session on February 22.

### J. City Manager

- [AWC Legislative Summary](#)
- Labor Management Meeting Minutes
- City Connections
- 2018 Community Events Calendar
- Council Planning Schedule

City Manager Polizzotto reported that the legislative tracker created weekly by staff will be replaced by the AWC legislative bulletin, which will be handed out at Council meetings as AWC publishes the bulletins on Mondays.

City Manager Polizzotto reviewed the February labor management meeting minutes and stated that the police guild will begin monthly labor management meetings in March.

City Manager Polizzotto introduced Director of Communications & Marketing Joni Kirk who reported on the City's new quarterly publication, City Connection.



Director of Communications & Marketing Joni Kirk reviewed the 2018 community events calendar that includes 17 City-produced events.

City Manager Polizzotto reviewed the Council Planning Schedule.

#### **AUDIENCE COMMUNICATION**

---

- K. Barbara Heidel, a Mill Creek resident, stated that she is looking forward to the farmers market, that she enjoyed the first edition of City Connection, and complimented Director of Communications & Marketing Director Joni Kirk for making the Senior Focus Group such a positive experience.

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

---

*(Confidential Session of the Council)*

- L. The meeting recessed to executive session at 8:25 p.m. for up to 30 minutes.
- Review negotiations on the performance of a publicly bid contract per RCW 42.30.110 (1)(d)

*No action was taken.*

#### **RECONVENE TO REGULAR SESSION**

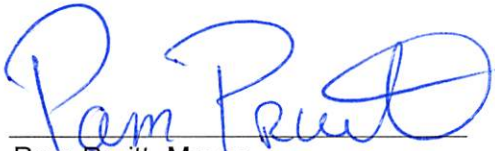
---

- M. The meeting reconvened to regular session at 8:55 p.m.

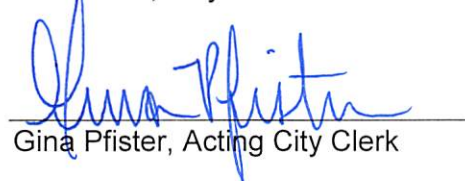
#### **ADJOURNMENT**

---

With no objection, Mayor Pruitt adjourned the meeting at 8:55 p.m.



Pam Pruitt, Mayor



Gina Pfister, Acting City Clerk