



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, December 3, 2019

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 the Council.

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. Public comment on items on or not on the agenda

Jon Ramer, Mill Creek resident and parade coordinator, responded to remarks made at the 11/26/19 regarding Councilmember Steckler's suggestion that a 360 review be conducted for the City Manager stating that feedback is always a good way to assess the success of a leader and should be common practice at the City.

Carmen Fisher, a Mill Creek resident, agreed with Jon Ramer about a 360 Review for the City Manager stating that the City has had issues with the City Managers in recent past and has lost many staff members.

PUBLIC HEARINGS

B. Public Comments/Hearing on the Amendment to the 2019 - 2024 Capital Improvement Plan

(Gina Hortillosa, Public Works and Development Services Director)

At 6:08 p.m. Mayor Pruitt opened the public hearing on the proposed amendments to

the 2019-2024 Capital Improvement Plan (CIP). To begin the discussion, Public Works and Development Services Director Gina Hortillosa gave an overview of the proposed amendments to the CIP.

At 7:03 p.m. Mayor Pruitt opened the public comment portion of the public hearing. No one signed up to speak at the hearing so at 7:04 p.m. Mayor Pruitt opened the discussion to councilmembers.

Council engaged in discussion.

Mayor Pruitt closed the public hearing at 7:19 p.m.

Councilmember Steckler made a motion to strike the words ", including ball fields (expansion of Mill Creek Sports Park). The Mill Creek Sports Park Expansion" from the Mill Creek Sports Park Expansion, Project no. 20-PARK-01 in the CIP Amendment. Councilmember Cavaleri seconded the motion.

Councilmember Steckler revised his motion to strike the words ", including ball fields (expansion of Mill Creek Sports Park)." from the Mill Creek Sports Park Expansion, Project no. 20-PARK-01 in the CIP Amendment. Councilmember Cavaleri seconded the motion. The motion failed 1-6-0 with Councilmember Steckler voting in favor.

Councilmember Todd made a motion to change the project name for Project no. 20-PARK-01 by striking the words "The Mill Creek Sports Park Expansion" and replacing them with "The Park Property Acquisition". Councilmember Todd further motioned to strike text on the second line of the description and justification section beginning with "The Mill Creek Park Expansion Project" and replacing them with "The Park Property Acquisition Project". Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

Mayor Pro Tem Holtzclaw made a motion to delete the EGUV Spine Road East Connection (Phase 2) project from the Capital Improvement Plan (CIP). Councilmember Steckler seconded the motion. The motion passed unanimously.

- C. Public Comments/Hearing on the Amendment to the 2019-2020 Mid-Biennium Budget (*Tara Dunford, Interim Finance Director and Michael Ciaravino, City Manager*)

Mayor Pruitt opened the public hearing on the proposed amendments to the 2019-2020 Mid-Biennium Budget at 7:20 p.m. and asked City Manager Michael Ciaravino to begin the conversation. City Manager Ciaravino announced that Interim Finance Director Tara Dunford's last day with the City will be December 5, 2019. He thanked Ms. Dunford for her outstanding work and wished her well.

Interim Finance Director Tara Dunford gave a brief presentation highlighting changes made since the last Council discussion on November 26, 2019 and reminded Council that both the budget amendments and CIP amendments must be adopted in the same

meeting.

Council engaged in discussion and asked questions of Ms. Dunford.

Mayor Pruitt opened the public comment portion of the hearing at 7:35 p.m.

Heather Thomas, Public and Government Affairs Manager for Snohomish Health District, asked Council to consider contributing on a per capita basis to the District. Snohomish County Human Services' grant funding for Naloxone is ending at the end of the year. Snohomish Health District will provide Naloxone, training, and community education to Cities who contribute \$1 per capita to the District, effectively taking over the program.

Jon Ramer, Mill Creek resident and Parade Coordinator, reiterated his suggestion that the proposed Chief of Staff position be titled Deputy City Manager.

With no one else wishing to speak, Mayor Pruitt closed the public comment period of the hearing at 7:40 p.m.

Mayor Pruitt reopened the discussion to Councilmembers.

Councilmember Cavaleri thanked Heather Thomas for all of her dedicated hard work. He further stated that he is appalled to see the Naloxone Program eliminated. Councilmember Cavaleri has personally seen Naloxone save lives and stated that he is ready to deliberate the issue if the need arrives.

Mayor Pruitt closed the public hearing at 7:41 p.m.

ACTION ITEMS

- D. Proposed Ordinance Adoption of the Amendment to the 2019 - 2020 Mid Biennium Budget
(Tara Dunford, Interim Finance Director and Michael Ciaravino, City Manager)

This agenda item, originally item E, was taken out of order and heard before the proposed amendment to the CIP agenda item.

Upon Mayor Pro Tem Holzclaw's motion to adopt the ordinance, Council deliberations began and Council engaged in discussion.

[Finance Agenda Summary](#)

[2. Ordinance](#)

[3. EXHIBIT A REVISED 11.29](#)

[4. Exhibit B](#)

[5. Exhibit C](#)

Councilmember Todd made a motion that the Chief of Staff position be set at a grade 28. No second received. The motion failed.

Mayor Pro Tem Holzclaw moved to adopt Ordinance 2019-856 amending the 2019-2020 budget. Councilmember Steckler seconded the motion. The motion passed unanimously.

- E. Proposed Ordinance Adoption of the Amendment to the 2019 - 2024 Capital Improvement Plan
(Gina Hortillosa, Public Works and Development Services Director)

[Agenda Item Rev1](#)

[Attachment A 2019-2024 CIP Amended 12-2019 Updated 11-29](#)

[Attachment B ORD CIP](#)

[Presentation PW Shop SLWD](#)

Councilmember Cavaleri moved to adopt Ordinance 2019-857 amending the 2019-2024 Capital Improvement Plan (CIP). Councilmember Todd seconded the motion. The motion passed unanimously.

OLD BUSINESS

Correcting Ordinance Reference Numbers in Two (2) Motions

- F. A motion for the adoption of Ordinance No. 2019 - 854 of the City of Mill Creek, Washington, Establishing the Regular Property Tax Levy Upon All Property: Real, Personal and Utility Subject to Taxation with the Corporate Limits of the City of Mill Creek for the Fiscal Year Commencing January 1, 2020; and Establishing an Effective Date.
- G. A motion for the adoption of Ordinance No. 2019 - 855 of the City of Mill Creek, Washington, Establishing the Emergency Medical Services Property Tax Levy Upon all Property; Real, Personal and Utility Subject to Taxation Within the Corporate Limits of the City of Mill Creek for the Fiscal Year Commencing January 1, 2020; and Establishing an Effective Date.

Councilmember Steckler moved to correct scrivener's errors in the ordinance numbers assigned to the City's annual property tax levy and emergency medical services property tax levy. The Council ratifies its approval of said ordinances on November 26, 2019 and directs the City Clerk to assign the correct ordinance numbers and report the ordinances as thereafter required by law. Councilmember Cavaleri seconded the motion.

Council engaged in discussion with legal counsel.

Councilmember Steckler revised his motion and moved to correct scrivener's errors in the ordinance numbers assigned to the City's annual property tax levy and emergency medical services property tax levy. The Council hereby ratifies its approval of said ordinances on November 26, 2019 and directs the City Clerk to assign the correct ordinance numbers, being 2019-854 and 2019-855, and report the ordinances as thereafter required by law. Councilmember Cavaleri seconded the motion. The motion passed unanimously.

CONSENT AGENDA

H. [City Council Meeting Minutes of June 4, 2019](#)

Mayor Pro Tem Holzclaw asked that the June 4, 2019 meeting minutes be pulled from the consent agenda.

I. [City Council Meeting Minutes of November 26, 2019](#)

At 8:27 p.m. Mayor Pro Tem Holzclaw moved to extend the meeting to 9:00 p.m. Councilmember Todd seconded the motion. The motion passed unanimously.

REPORTS

J. Mayor/Council

Mayor Pruitt asked Councilmembers to bring their calendars to the next meeting in order to set a date for a Council retreat with the City Manager in January or February.

Councilmember Steckler reminded everyone of the Christmas parade on Saturday December 7, 2019. Councilmember Steckler also encouraged attendance at the Mill Creek Chorale performance also on Saturday December 7, 2019.

Councilmember Vignal stated that she would be attending the Christmas parade.

K. City Manager

- [Council Planning Schedule](#)

AUDIENCE COMMUNICATION

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

There were no audience comments this evening.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

Council recessed into Executive Session at 8:35 p.m.

- M.
- To discuss real estate matters pursuant to RCW 42.30.110(1)(b)
 - To discuss the minimum price of real estate offered for lease pursuant to RCW 42.30.110 (1)(c)

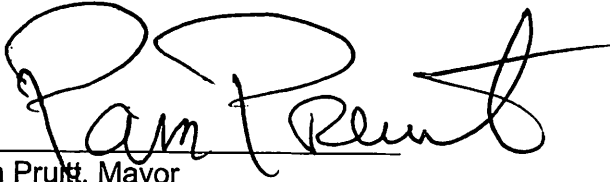
No action was taken.

RECONVENE TO REGULAR SESSION

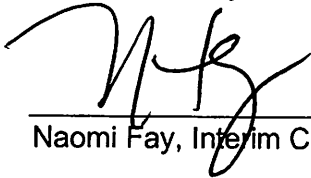
- N. At approximately 8:56 p.m. Council reconvened into regular session.

ADJOURNMENT

- . With no objection, Mayor Pruitt adjourned the meeting at 8:56 p.m.



Pam Pruitt, Mayor



Naomi Fay, Interim City Clerk