



## MINUTES

### City Council Regular Meeting

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6:00 PM - Tuesday, September 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 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

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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

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### ROLL CALL

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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

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

Councilmember Vignal introduced student Liam Hoang from the Cedarwood Elementary Robotics Team to Members of Council. Liam Hoang spoke on behalf of his Robotics Team to request to include an item on the next City Council agenda to discuss the use of the library for Robotics Team competitions. Mayor Pruitt asked City Manager Ciaravino to set up a time to meet with the team.

Jon Ramer, City of Mill Creek Parade Coordinator and Mill Creek resident requested a meeting to coordinate dates with the City to host a BBQ for the USS Ralph Johnson crew. Mr. Ramer encouraged Council to attend the Everett Naval Station Change of Command Ceremony that will take place in November. Mayor Pruitt asked City Manager Ciaravino to please coordinate with Mr. Ramer. Councilmember Cavaleri inquired about the status of the plan to host USS Ralph Johnson crew members for Thanksgiving. Mr. Ramer confirmed that they are in the process of compiling a list of crew members to match up with Community members who wish to participate.

### NEW BUSINESS

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**B. Appointments to the Design Review Board**  
(Council Interview Committee: Mayor Pro Tem Holtzclaw, Councilmember Todd, and Councilmember Steckler)

City Staff conducted an extensive recruitment outreach process for two positions for the Design Review Board that expires August 31, 2019. Two applications were received. The following were applicants interviewed by the Council Interview Committee and Design Review Board Chair, Dave Gunter:

- Dave Hambelton, incumbent
- Tina Hastings, incumbent

Councilmember Todd thanked the Board for their work and provided feedback.

[Appointments to the Design Review Board](#)

**Mayor Pro Tem Holtzclaw made a motion to reappoint Dave Hambelton and Tina Hastings to serve as volunteers on the Design Review Board for three-year terms expiring August 31, 2022. Councilmember Todd seconded the motion. The motion passed unanimously.**

**C. Successor Interlocal Agreement with Everett Public Schools for the Purpose of Sharing Costs Associated with the MCPD School Resource Officer Program**  
(Greg Elwin, Chief of Police)

City Manager Michael Ciaravino introduced the study session agenda item.

Police Chief Greg Elwin gave a brief overview of the School Resource Officer (SRO) Program and the Interlocal Agreement (ILA) with the Everett School District detailing:

- History - Mill Creek's SRO Program began in 1996
- Expansion - Increasing enrollment driving the need for a second SRO
- Cost-sharing - The School District will fund 85% of the program and the City to pay 15%
- Timeline - Existing SRO will start at Henry Jackson High School on 9/4/19 and if approved the second SRO will start at Heatherwood Middle School on 10/1/19
- Next steps - A finalized Interlocal Agreement (ILA) will be brought to the 9/10/19 Council meeting.

Council engaged in discussion.

[School Resource Officer Interlocal Agreement with Everett Public Schools](#)

**D. Mill Creek Police Department Strategic Plan**  
(Greg Elwin, Chief of Police)

City Manager Michael Ciaravino introduced the study session agenda item.

Police Chief Greg Elwin led Council through a [PowerPoint](#) presentation detailing:

- Strategic Plan – What it is and why it is needed including, setting priorities,

- focusing resources, and strengthening operations
- Background - Past strategic planning efforts and outcomes
- Overview of the Process - Defining Steering Committee and Stakeholder Groups
- Project Goals and Outcomes - Including time frame, revision periods, and reflection and review

Council engaged in discussion.

[Mill Creek Police Department Strategic Plan](#)

- E. Local Government Investment Pool - Authorized Signers  
(*Tara Dunford, Interim Director of Finance & Administration*)

City Manager Michael Ciaravino introduced the agenda item and the City's new Interim Director of Finance and Administration Tara Dunford.

Interim Director of Finance and Administration Tara Dunford explained that the City utilizes the Local Government Investment Pool (LGIP) to invest surplus cash. As required by the Office of the State Treasurer, all investors in the LGIP must authorize, by resolution, individual positions authorized to make contributions or to withdraw from the pool. The City does not have a current resolution on file and needs to provide one in order to continue participating in the LGIP. Ms. Dunford further explained:

- This is a housekeeping item, there are no changes in procedure
- The resolution gives the City Manager authorization to add or remove signers

[Local Government Investment Pool - Authorized Signers](#)

**Councilmember Cavaleri made a motion to approve Resolution 2019-581, approving investment of City of Mill Creek monies in the Local Government Investment Pool. Councilmember Steckler seconded the motion. The motion passed unanimously.**

- F. House Bill 1406 - An act relating to encouraging investments in affordable and supportive housing  
(*Michael Ciaravino, City Manager*)

City Manager Michael Ciaravino explained that HB 1406 provides:

- Sales Tax Revenue Sharing Program - Cities and Counties can access a portion of sales tax revenue to make local investments in affordable housing
- Program Elements - 20 year plan equating to approximately \$500 million in State sales tax revenue dollars by which Mill Creek would receive approximately \$24,000 per year
- Sales Tax - No increase in sales tax to consumers
- Timeline Requirements - Resolution of Intent by 1/30/20 and Sales Tax Ordinance adoption by 7/27/20

[House Bill 1406](#)

Council engaged in discussion and asked the City Manager to contact the County to provide additional details at the next Council meeting including potential regional partnerships.

G. Vision 2050 Statement  
(Tom Rogers, Planning Manager)

City Manager Michael Ciaravino introduced the agenda item.

Planning Manager Tom Rogers gave Council an overview of Puget Sound Regional Council's (PSRC) draft Vision 2050 plan including:

- Long Range Forecast – is for continued population and job growth
- Key Policy Themes - include housing, transit, environment and economy
- Growth Alternatives - such as status quo, transit focused growth, and distributed urban growth
- Draft Preferred Alternative - Transit Focused Growth received the most support from stakeholders
- Impacts - of transit focused growth to Mill Creek and Snohomish County
- Issues of concern for Mill Creek - including growth projections, land use plans, and emergency services
- Recommendations - for content of the letter to PSRC due September 16, 2019

[Vision 2050 Statement](#)

Council engaged in discussion and provided additional comments and concerns to include in the statement. Planning Manager Rogers will include a letter for review in the next Council packet.

## REPORTS

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H. Mayor/Council

Councilmember Todd reported that the County recently held open houses regarding light rail communities and a report of their findings will be available soon. He would like the County to come before Council to provide a presentation about what they learned, especially as it relates to the planned light rail station at 164th and 128th.

Councilmember Todd reported that the new superintendent of schools is in town for an open house listening session and would like the superintendent or school district to come before Council to provide a presentation about what they heard at the open houses.

I. City Manager

- [Council Planning Schedule](#)

J. Staff

- LEOFF Board Meeting Minutes of April 16, 2019
- Design Review Board Meeting Minutes of June 20, 2019
- Planning Commission Meeting Minutes of June 20, 2019

[LEOFF Board Meeting Minutes of April 16, 2019](#)  
[Design Review Board Meeting Minutes of June 20, 2019](#)  
[Planning Commission Meeting Minutes of June 20, 2019](#)

#### AUDIENCE COMMUNICATION

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

There were no comments from the audience.

**At 8:20 p.m. Mayor Pro Tem Holtzclaw made a motion to extend the meeting up to 9:30 p.m. Councilmember Steckler seconded the motion. The motion passed unanimously.**

#### RECESS TO EXECUTIVE SESSION

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*(Confidential Session of the Council)*

- L. At 8:20 p.m. Council recessed to executive session for approximately one hour. To discuss the following:
- The minimum price of real estate offered for lease pursuant to RCW 42.30.110(1)(c)
  - Real estate matters pursuant to RCW 42.30.110(1)(b)
  - Items related to litigation pursuant to RCW 42.30.110(1)(l)
  - Review the performance of a public employee pursuant to RCW 42.30.110(1)(g)

City Attorney Scott Missall was present.

**At approximately 9:20 p.m., Mayor Pruitt extended executive session for an additional half hour without objection. The executive session concluded at 9:43 p.m. No action was taken.**

**At approximately 9:30 p.m. Mayor Pro Tem Holtzclaw made a motion to extend the Regular meeting to 9:45 p.m. Councilmember Vignal seconded the motion. The motion passed unanimously.**

#### RECONVENE TO REGULAR SESSION

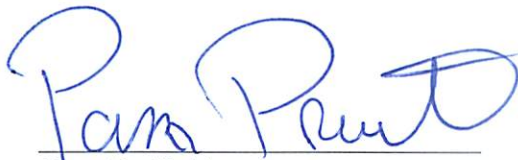
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- M. At 9:44 p.m. the meeting reconvened to regular session.

#### ADJOURNMENT

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With no objection, Mayor Pruitt adjourned the meeting at 9:45 p.m.



Pam Pruitt, Mayor



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Naomi Fay, Interim City Clerk