



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, December 10, 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

Mike Todd, Councilmember

Mark Bond, Councilmember

John Steckler, Councilmember

Stephanie Vignal, Councilmember

Councilmembers Absent:

Vince Cavaleri, Councilmember

Councilmember Vignal made a motion to excuse Councilmember Cavaleri due to illness. Councilmember Todd seconded the motion. The motion passed unanimously.

AUDIENCE COMMUNICATION

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

Chuck Wright, a Mill Creek resident, discussed his willingness to serve on a committee to recognize and memorialize outstanding citizens of Mill Creek.

Carmen Fisher, a Mill Creek resident, praised the City and event staff for a fantastic Santa Parade and tree lighting event. Ms. Fisher appreciated the improvements made to parking and traffic flow for the event. Finally, Ms. Fisher thanked Council for their robust discussion at the last Council meeting and for giving a time certain to reconvene after executive session.

PRESENTATIONS

B. Audit Exit Conference
(Sarrah Superville, Assistant State Auditor)

City Manager Michael Ciaravino invited the audit team to the table to give their presentation. State Auditor's Office Supervisor Kirk Gadbois introduced the audit team and gave the floor to Sarrah to share the results of the Accountability and Financial Statement Audits.

State Auditor Sarrah Superville opened by expressing her appreciation of the City's efforts and thanked City staff for their friendly and professional assistance throughout the audit process.

Ms. Superville began with the accountability audit findings stating that she was happy to report that the City complied with all State laws, regulations and policies and provided adequate controls and safeguarded the public's money in almost every aspect of the audit scope. The areas examined in the Accountability Audit included:

- Accounts payable – general disbursements, credit cards, and other expenditures
- Cash receipting – voids
- IT security policies and procedures over system user access
- Payroll – leave balances, severance pay, and gross wages
- Oversight and compliance of interim employee contracts
- Self-insurance for unemployment
- Procurement – purchases using emergency declarations
- Financial condition and fiscal sustainability
- Open public meetings – documentation of minutes, executive sessions and special meetings

Ms. Superville reported that the City had no findings of significance and that all prior findings had been fully corrected.

Audit Supervisor Kirk Gadbois walked Council through the management letter which identifies areas for improvement.

Mr. Gadbois explained that the Financial Statement Report is really two reports in one with the first being internal controls of financial statement preparation and compliance with laws, regulations, contracts and grant agreements. The results of the audit disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Finally Mr. Gadbois reported that the audit of the financial statements themselves was clean and that the City has done a good job.

Council engaged in discussion.

C. Mill Creek Blvd. Sub-Area Plan Update
(Tom Rogers, Planning Manager)

Planning Manager Tom Rogers gave a brief overview of the history and purpose of the Mill Creek Blvd. Sub-Area Plan and continued with a presentation capturing highlights from the Planning Advisory Committee's (PAC) November meeting. Discussion items included:

- Existing zoning allowances and potential for new zoning regulations
- Existing wetland buffers and the need for new stormwater facilities
- Stormwater facilities and the potential opportunities for regional treatment and detention facilities

The group also discussed the results of the Community and Stakeholder Workshops. Opinions varied but comments were centered on:

- Addressing problems/issues in the Subarea
- Create a more pedestrian-friendly place
- Enhance North Creek/North Creek Trail/Detention Pond/Green Space
- Enhance the Civic Core
- Transit Connectivity
- Support for Existing and Future Businesses
- Accommodating Growth/Housing Choices

The last item discussed by the PAC was the method to be used in crafting a Vision Statement/Guiding Principles.

Mr. Rogers talked about next steps for the PAC and reported that the next meeting is scheduled for December 18, 2019.

Council engaged in discussion and Q&A.

[Agenda Summary Mill Creek Blvd Update PAC3](#)
[Attachment Project Schedule Dec 10](#)

OLD BUSINESS

- D. House Bill 1406 Ordinance Adopting a State Sales and Use Tax for Affordable and Supportive Housing
(*Gina Hortillosa, Director of Public Works and Departmental Services*)

Director of Public Works and Departmental Services Gina Hortillosa reviewed previous Council touches with this agenda item.

At the September 10, 2019, Council meeting, the Council discussed SHB 1406. The consensus of the Council was:

- that the funds from the revenue sharing program may be a valuable tool in addressing the need for affordable and supportive housing
- that passing a resolution of intent would make the City eligible to adopt the state sales and use tax credit.

On October 8, 2019, the City Council adopted Resolution 2019-583 declaring the

intent of the City Council to adopt an ordinance authorizing the state sales and use tax credit for affordable and supportive housing.

City Council also discussed the advantages of waiting until after the Snohomish County adopted an ordinance implementing the state sales and use tax credit to maximize the funds received by the County. Snohomish County adopted its ordinance on October 14, 2019.

At this time Director Hortillosa recommends adoption of the proposed ordinance.

[Agenda Summary House Bill 1406](#)

[Attachment A - MRSC Article](#)

[Attachment B RES 2019-583 House Bill 1406](#)

[Attachment C Snohomish County's Adopted Ordinance 19-062](#)

[Attachment D Draft Ordinance HB 1406](#)

Councilmember Todd made a motion to adopt Ordinance 2019-857 adopting a state sales and use tax credit for affordable and supportive housing pursuant to SHB 1406 and Council Resolution 2019-583. Councilmember Steckler seconded the motion. The motion passed unanimously.

NEW BUSINESS

- E. Memorandum Of Understanding (MOU) with AFSCME Union to include a new Surface Water Engineer classification
(Gina Hortillosa, Director of Public Works and Development Services)

City Manager Michael Ciaravino explained the need for a Memorandum of Understanding (MOU) with the AFSCME Union to include the new Surface Water Engineer position, adopted with the budget on December 3, 2019, in its classification and corresponding pay range in the existing agreement.

Director of Public Works and Development Services Gina Hortillosa provided an overview of the general job description and essential job functions. The job functions are summarized as follows:

- Regulatory requirements such as implementing and managing the NPDES permit requirements
- Fieldwork including water quality and hydrology sampling and field inspection of public and private stormwater facilities
- Maintenance of City Infrastructure tasks include developing a maintenance schedule, preparing and managing contracts, and supporting City maintenance crews
- Project delivery includes performing project management activities, support all phases of City aging surface water infrastructure capital improvements, and provide technical assistance for beaver dam management
- Funding opportunities such as investigating grant opportunities to support the maintenance and enhancement of the City's surface water infrastructure and fish passage projects

- GIS tasks including providing assistance in maintaining data layers for use in GIS providing leadership in the development of a geospatially accurate map of City surface water infrastructure
- Customer service tasks such as responding to public surface water inquiries
- Participation in professional associations such as WRIA 8.

Council engaged in discussion.

[Agenda Summary Surface Water Engineer](#)
[Attachment A Surface Water Engineer \(10-2019\)](#)
[Attachment B MOU SW Engineer AFSMCE 11.7.2019](#)

Councilmember Steckler made a motion to authorize the City Manager to execute a Memorandum of Understanding (MOU) with AFSCME Union to include a new Surface Water Engineer classification and corresponding pay range in the existing agreement. Councilmember Bond seconded the motion. The motion passed unanimously.

- F. Department of Ecology (DOE) Surface Water \$50,000 Grant
(Gina Hortillosa, Director of Public Works and Departmental Services and Matthew Feeley, Supervising Engineer)

Director of Public Works and Departmental Services Gina Hortillosa began with the history of grants received by Mill Creek and emphasized that there is no required City match to receive the \$50,000 grant. Ms. Hortillosa discussed two projects the City would recommend the grant money be used for:

- Geographic Information System (GIS) - The creation of a GIS map and database that will accurately map, the physical location and attribute information of catch basin structures, stormwater pipes, detention vaults and other stormwater facilities within the City
- Small Pipe Assessment - In 2018, the City completed the assessment of its large surface water pipe (18 inch diameter or greater). Smaller pipes have not yet been assessed and they represent approximately 86% of the City's surface water infrastructure

Supervising Engineer Matthew Feeley discussed the existing infrastructure and its limitations stating that the current GIS system is outdated and somewhat inaccurate. Mr. Feeley encouraged Council to consider how new technology could benefit the City. As an example, Mr. Feeley showed Council the City of Edmonds GIS map system and the level of detail the system provides.

Council engaged in discussion.

[Water Quality Stormwater Capacity Agenda](#)
[Attachment A. DOE Grant Agreement](#)
[Water Quality Stormwater Capacity Grant](#)

Councilmember Steckler made a motion to authorize the City Manager to execute an agreement with the Washington State Department of Ecology (DOE)

to receive up to \$50,000 for the purpose of assisting the City of Mill Creek fund water quality stormwater activities. Councilmember Todd seconded the motion. The motion passed unanimously.

CONSENT AGENDA

- G. Approval of Checks #61238 through #61294 and ACH Wire Transfers in the Amount of \$360,968.63
(Audit Committee: Mayor Pro Tem Holtzclaw and Mayor Pruitt)
[Check Vouchers](#)
- H. Payroll and Benefit ACH Payments in the Amount of \$211,876.65
(Audit Committee: Mayor Pro Tem Holtzclaw and Mayor Pruitt)
[Payroll Vouchers](#)

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

REPORTS

I. Mayor/Council

Mayor Pruitt reported on the upcoming Council Retreat and stated Council needed to choose a date, location and topics for discussion.

Council engaged in discussion and:

- Selected Saturday, February 22, 2020 for the date of the retreat.
- The location still to be determined but Council Chambers had strong support
- The deadline to submit topics for discussion at the retreat is January 7, 2020

Mayor Pruitt reported that the Santa Parade was wonderful and that the cleanup crew did a great job after the parade.

Mayor Pruitt announced that she is retiring from Snohomish County at the end of the month.

Councilmember Bond spoke in favor of Chuck Wright's idea of recognizing and memorializing outstanding Mill Creek citizens and wondered if there was any other interest from Council.

Council engaged in discussion and determined that Councilmember Steckler would take the idea to the next Art & Beautification Board meeting to vet the idea. Councilmember Steckler will report back to Council at the upcoming retreat as a topic of discussion.

Councilmember Steckler reported that he recently learned about a program that the Mill Creek Police Department is participating in called Shop with a Cop. A child in need is paired with an officer and given a \$50 gift card to shop for presents.

Councilmember Vignal stated that the Santa Parade was wonderful and that she

wanted to recognize and thank the hardworking staff and volunteers who made the event happen.

Mayor Pro Tem Holtzclaw announced that the Housing Alliance Regional Task Force (HART) report is out and he will make sure everyone has access to it. Mayor Pro Tem Holtzclaw announced that the next HART meeting is on January 9, 2020 but he is unable to attend.

Mayor Pro Tem Holtzclaw reported on the status of Vision 2050 and the latest regional developments with regards to the growth allocation percentage for rural Snohomish County.

Councilmember Todd commented on a newly formed legislative commission, Commercial Aviation Coordinating Commission, tasked with looking for and recommending locations for a new commercial airport in Washington state. Six sites are needed to be recommended by January 1, 2021, and a single preferred location must be identified by January 1, 2022.

Annual Certification of Snohomish County Board of Health Representative

Mayor Pruitt initiated the conversation by providing an overview and history of the process for selecting a representative to serve on the [Board of Health](#).

Council engaged in discussion regarding the annual certification process and the board's resolution no. 18-26 amending the board of health membership and City representation.

Councilmember Bond made a motion to recognize this it is the City of Brier's turn to select a representative from their City Council to serve on the Snohomish County Health District Board beginning in 2020 and we support the individual they select as our representative. Councilmember Steckler seconded the motion. The motion passed unanimously.

J. Councilmember Todd

- [PSRC Update](#)

Councilmember Todd provided Council with a chart from PSRC showing data trends from 2010 to 2018. The chart shows that while the region has seen a big growth in population (12%) and employment (22%), vehicle miles traveled has not seen the same growth (6%) indicating people are finding other ways to get around including mass transit which has seen a 20% increase in boardings during the same period.

K. City Manager

- [Council Planning Schedule](#)

City Manager Michael Ciaravino

- reported that City Hall is officially closed on December 24, 2019
- updated Council on a potential property acquisition

- withdrew the request for tonight's Executive Session

Councilmember Todd made a motion to cancel the December 24, 2019 regular Council meeting. Mayor Pro Tem Holtzclaw seconded the motion. The motion passed unanimously.

RECESS TO EXECUTIVE SESSION

(Confidential Session of the Council)

- L. • ~~To discuss items related to litigation pursuant to RCW 42.30.110 (1) (ii)~~
City Manager Michael Ciaravino asked that this item be removed from the agenda.

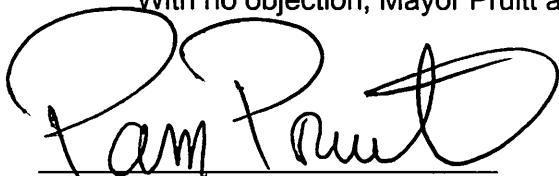
AUDIENCE COMMUNICATION

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

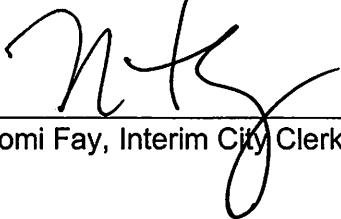
Jon Ramer, a Mill Creek resident and Parade Coordinator, wished the Council and staff Merry Christmas.

ADJOURNMENT

With no objection, Mayor Pruitt adjourned the meeting at 7:59 p.m.



Pam Pruitt, Mayor



Naomi Fay, Interim City Clerk