



MINUTES

City Council Regular Meeting

6:00 PM - Tuesday, September 8, 2020

Minutes are the official record of Mill Creek City Council meetings. Minutes summarize the council meeting and documents any actions taken by City Council.

A recording of this City Council meeting can be found [here](#):

The agenda packet for this City Council meeting can be found [here](#).

City Council Regular Meeting

- A. Virtual and Audio Meeting Format during COVID-19 Pandemic:
Tue, Sep 8, 2020 6:00 PM - 8:30 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/185430949>

You can also dial in using your phone.
United States: +1 (408) 650-3123

Access Code: 185-430-949

CALL TO ORDER

Mayor Holtzclaw called the meeting of the Mill Creek City Council to order at approximately 6:09 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Pro Tem Vignal

ROLL CALL

Councilmembers Present:

Brian Holtzclaw, Mayor
Stephanie Vignal, Mayor Pro Tem
Vince Cavaleri, Councilmember
Mike Todd, Councilmember
Mark Bond, Councilmember
John Steckler, Councilmember

Councilmembers Absent:

AUDIENCE COMMUNICATION

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

Mill Creek resident Barb Heidel commented on the upcoming Veterans Day holiday. Ms. Heidel acknowledged that due to COVID-19, it is unlikely that the City of Mill Creek will have its' traditional Veteran's Day Parade. However, she requests that the Veterans be honored and acknowledged and would like to share her ideas for the event.

Terry Ryan, a Mill Creek resident, spoke on behalf of the Snohomish County Aerospace Task Force with regards to the potential relocation and consolidation of Boeing's 787 line to a new location. The task force is drafting a positive letter in support of Boeing to let them know that the surrounding community hopes that the 787 line remains at Paine Field. Mr. Ryan stated that many cities and organizations have added their logos to the letter of support and asked if Mill Creek would like to be included.

NEW BUSINESS

C. City Manager Review

Mayor Holtzclaw read a statement on behalf of the Council regarding the process and outcome of City Manager Michael Ciaravino's Performance Evaluation review.

Based on the City's current financial challenges due to COVID-19, and in lieu of a monetary bonus, the Council authorized to amend his professional services agreement to include an additional five personal days per year.

Councilmember Cavaleri made a motion to approve Resolution 2020-589 amending the Professional Services Agreement with City Manager Michael Ciaravino. Mayor Pro Tem Vignal seconded the motion. The motion passed 5-0-1 with Councilmember Steckler abstaining.

STUDY SESSION

D. City Council Position #3 Vacancy Advertisement and Timeline

City Manager Ciaravino briefed Members of Council on the options to conduct and advertise the vacancy of City Council Position #3.

Council engaged in discussion and decided to the following scheduling timeline:
September 9, 2020 – Advertise and publish Candidate Application
September 24, 2020 – Applications due by 5:00 p.m.
September 29, 2020 – City Council Interviews & Appoints at a Special City Council Meeting.

[AS Council Interviews and Appointment](#)

E. Governance Manual Update

City Manager Michael Ciaravino introduced the topic of amending the Mill Creek Governance Manual and began the discussion with Council on the process of amending the manual.

Council engaged in discussion.

[Agenda Summary Governance Manual Update](#)
[Attachment A January 24, 2012 Full Packet code of conduct](#)
[Attachment B Res-8928 \(1\)](#)

CONSENT AGENDA

- F. Approval of Checks #62267 through #62444 and ACH Wire Transfers in the Amount of \$1,831,121.95.
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Bond)
[Check Vouchers](#)

- G. Boeing Support Letter

Mayor Holtzclaw requested a motion of support regarding adding Mill Creek's logo to a letter of support for Boeing.

With no objection, Council engaged in discussion.

Councilmember Cavaleri made a motion to support the County's campaign to keep the Boeing 787 line in Everett and using our logo provided that whatever materials it goes out on does not commit the City to providing any incentives. Mayor Pro Tem Vignal seconded the motion. The motion passed unanimously.

- H. Payroll and Benefit ACH Payments in the Amount of \$672,816.86
(Audit Committee: Mayor Pro Tem Vignal and Councilmember Bond)
[Payroll Vouchers](#)

- I. City Council Meeting Minutes of Special Meeting August 25, 2020 & September 1, 2020
[R Minutes for Special Meeting- 25 Aug 2020](#)
[R2 Meeting Minutes- 01 Sep 2020](#)

The meeting minutes for the August 25 and September 1, 2020 City Council Meetings were withdrawn and will be submitted at a future Council Meeting.

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

REPORTS

- J. Mayor/Council

Mayor Holtzclaw reported:

- Snohomish County Tomorrow's (SCT) annual assembly has been moved from September 23, 2020 to October 28, 2020
- Working with Mayor Pro Tem Vignal to set up quarterly *Coffee Talks* with the community

Mayor Pro Tem Vignal reported that she is excited about upcoming *Coffee Talks*

Councilmember Todd reported:

- The Mill Creek Chamber of Commerce will be meeting on September 15, 2020
- The deadline to use CARES Act money is coming up and encouraged Council to have a discussion on how those funds will be used.
- A recent Community Transit Board meeting discussion on sales tax collection found that they were on budget in August.

K. City Manager

- Heron Park Grand Opening Update

City Manager Michael Ciaravino provided Council with an update on the Heron Park grand opening and a proposed limited attendance celebration due to COVID-19. He asked for Council expectations on the grand opening of the park given the circumstances of COVID-19.

Council engaged in discussion.

Mayor Holtzclaw and Members of Council directed City Manager Ciaravino to post information regarding the opening of the park and reschedule a ribbon cutting celebration in the spring due to COVID-19.

L. Staff

- Report, etc.

[8-5-2020 Park Board Approved Minutes](#)

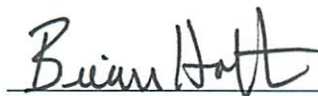
AUDIENCE COMMUNICATION

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

There was no one in the audience wishing to speak.

ADJOURNMENT

With no objection, Mayor Holtzclaw adjourned the meeting at 7:30 PM



Brian Holtzclaw, Mayor



Naomi Fay, Interim City Clerk