



**CITY COUNCIL MEETING  
AGENDA**

**May 1, 2024  
7:00 PM  
Civic Center**

The Granite Falls City Council will hold its meeting in person. Comments in this meeting are encouraged and may be e-mailed to the city clerk in advance on the meeting or given in person.

---

	<b>Pages</b>
<b>1. CALL TO ORDER (Via In Person &amp; Online Via Zoom)</b>	
<b>2. FLAG SALUTE</b>	
<b>3. ROLL CALL</b>	
<b>4. CONSENT AGENDA</b>	
4.a AB 047-2024 Approval of April 17, 2024 Minutes	3
4.b AB 048-2024 Approval of May 1, 2024 claims checks #414253 through 414279 totaling \$399,259.13	9
4.c AB 049-2024 Approval of April 1, 2024 through April 15, 2024 payroll claims consisting of Nineteen EFT's totaling \$73,169.26	10
<b>5. STAFF REPORTS</b>	
5.a 05/01/2024 City Clerk Report	11
5.b 05/01/2024 Community Development Director Report Community Development Director Jensen was absent from the meeting so no report to discuss.	
5.c 05/01/2024 Deputy City Manager/Passport Office Report	13
5.d 05/01/2024 Public Works Department Report	14
5.e 05/01/2024 Consultant Police Chief Dalton Report	
<b>6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS</b> (The public is encouraged to submit written comments prior to the meeting by emailing them directly to the city clerk at: <a href="mailto:darla.reese@ci.granite-falls.wa.us">darla.reese@ci.granite-falls.wa.us</a> ; and should be submitted no later than 5PM. Public comment speakers can sign up prior to the meeting, or wait for the public comment section of the meeting to be open by the presiding officer. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes).	
<b>7. NEW BUSINESS</b>	
7.a AB 050-2024 Consideration of Approval of Amendment No. 2 to the	17

**Interlocal Agreement between the City of Granite Falls and Snohomish  
County Concerning Provision of Fire Investigation Services**

- 8. CURRENT BUSINESS**
- 9. MAYOR'S COMMENTS (5 minutes)**
- 10. COUNCIL COMMENTS (15 minutes)**
- 11. CITY MANAGER (5 minutes)**
- 12. ADJOURNMENT**  
the City of Granite Falls strives to provide access and services to all members of the public.



**CITY COUNCIL AGENDA BILL**

**Subject:** AB 047-2024

**Approval(s):** City Manager  
Public Works  
Finance  
Planning  
Attorney  
Other: \_\_\_\_\_

**Action Recommended:** Approval of consent agenda

**Meeting Date:** May 1, 2024

**Date Submitted:** April 17, 2024

**Exhibit(s):** 04/17/2024 Minutes

**Originating Dept.:** City Clerk

**Budgeted Amount:** N/A  
**BARS Code:**

**Summary Statement:**

The city council minutes are the official action taken and direction given at the meetings of the city council. Any councilmember may remove item(s) from the consent agenda for discussion and the item(s) would be voted on separately from the other consent agenda items.

**Background:**

N/A

**Recommended Motion:**

- 1) Motion to approve the minutes as shown. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] minutes and approve the minutes as amended.



## CITY COUNCIL MEETING MINUTES

April 17, 2024  
7:00 PM  
Civic Center

City Council	Councilmember Hartman, Councilmember Glenn, Councilmember Griggs, Councilmember FitzGerald, Councilmember Straughn
City Staff	City Clerk Darla Reese, City Manager Brent Kirk, Deputy City Manager Jeff Balentine, Community Development Director Eric Jensen
Consultants	Consultant City Attorney Emily Guildner Consultant Police Chief Tom Dalton (S.C.S.O.)

---

**1. CALL TO ORDER**

Mayor Hartman called the City Council Meeting to order at 7:00 pm.

**2. FLAG SALUTE**

Mayor Hartman led the Council, Staff and Audience in the Pledge of Allegiance to the flag.

**3. ROLL CALL**

See Above.

**4. CONSENT AGENDA**

The original EFT of \$1,863,604.09 was made to Harbor Pacific Contractors, Inc. for Pay Estimate #4 of the WWTP Upgrade Project. The payment was coded as \$497,600.00 from the General Fund and \$1,366,004.09 from the Sewer CIF. However, the claim has been modified to \$0.00 from the General Fund and \$1,863,604.09 from the Sewer CIF. The City has decided to hold the \$497,600.00 of ARPA-related funds until the end of the year. This decision has been taken to determine if the City is eligible for federal grant assistance for the Wastewater Treatment Plant.

Motion to approve consent agenda with noted changes from Deputy City Manager Balentine.

**Moved by:** Councilmember Glenn  
**Seconded by:** Councilmember Straughn

**Carried**

- 4.a AB 042-2024 Approval of April 3, 2024 Minutes**
- 4.b AB 043-2024 Approval of April 17, 2024 claims checks #414213 through #414252 and Two EFT's totaling \$2,099,736.58**
- 4.c AB 044-2024 Approval of March 16, 2024 through March 31, 2024 payroll claims checks #27559 through 27562 and Twenty-Five EFT's totaling \$134,793.80**

**5. STAFF REPORTS**

**5.a 04/17/2024 City Clerk Report**

**City Clerk Reese** had nothing further to add.

**5.b 04/17/2024 Community Development Director Report**

**Community Development Director Jensen** had nothing further to add.

**5.c 04/17/2024 Deputy City Manager/Passport Office Report**

**Deputy City Manager Balentine** gave a passport department update including application numbers to date, revenue, gross margin and tracking against the 2024 budget.

He also gave an update on the Wastewater Treatment Plant project including a change order that will be presented to council later in today's meeting.

**5.d 04/17/2024 Public Works Department Report**

**City Manager Kirk** discussed the following public works items:

- Water trailer used by cemetery for cleaning up headstones
- Raz pump issues
- McDaniel's project update
- TIB grant - Alpine paving (ready to go out to bid)
- Complete Streets Grant - TIB grant
- 805 Stanley St. project update

**5.e 04/17/2024 Consultant Police Chief Report**

**Consultant Police Chief Dalton** discussed the following police department items:

- Recent incident of a threat over social media that resulted in a lockdown of the Crossroads High School.
- Jordan Rd. homicide case from last year has migrated to 119th Street/Mt. Loop Highway (couple stolen trailers recovered)
- Has been released back to work starting next Monday

**6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS**

**Fred Cruger 7020-230th Ave. NE, Granite Falls**

Mr. Cruger thanked the City for allowing him to use the water trailer to clean headstones in the cemetery. Post #125 is working hard to get the cemetery ready for Memorial Day.

**7. NEW BUSINESS**

**7.a AB 045-2024 Consideration of Approval of Resolution 2024-03, a Resolution of the City of Granite Falls, Washington, relating to the Wastewater Treatment Plant Upgrade**

Motion to approve Resolution 2024-03 and authorize the Mayor to sign.

**Moved by:** Councilmember Griggs

**Seconded by:** Councilmember Glenn

**Carried**

**7.b AB 046-2024 Discussion of Setting Future General Facility Charge Rates for Water and Sewer**

**Council and Staff** discussed General Facility Charge Rates for Water and Sewer.

This item to be brought back to Council in one month with additional information as requested by the Council including:

- What nearby cities charge for their GFC rates
- Target rate in C.I.F. Fund
- Risks Analysis from our legal council
- Within next six months have council adopt a rate with implementation in 2025

**8. CURRENT BUSINESS**

**8.a AB 040-2024 Consideration of Approval of Interlocal Agreement with Snohomish County for Affordable Housing and Behavioral Health Fund**

Motion to approve revised Interlocal Agreement with Snohomish County for Affordable Housing and Behavioral Health Fund.

**Moved by:** Councilmember Griggs

**Seconded by:** Councilmember Glenn

**Carried**

**9. MAYOR'S COMMENTS (5 minutes)**

**Mayor Hartman** discussed the following items:

- Snohomish County Cities dinner is tomorrow night
- Snohomish County Tomorrow - changing meeting time to 4pm
- Friday & Saturday night - high school play
- Nate Nehring's Regional Apprenticeship Pathways Program (RAP) - Open house

**10. COUNCIL COMMENTS (15 minutes)**

**Councilmember FitzGerald** discussed the following items:

- Has an extra ticket to the Snohomish County Cities (SCC) dinner
- Spring baseball - traffic calming/slowing signs on Jordan Rd for baseball games

**Councilmember Glenn** had no comments.

**Councilmember Griggs** asked about street striping in front of the Suncrest Farms plat. Look at the possibility of adding a turn lane?

**Councilmember Straughn** had no comments.

**11. CITY MANAGER (5 minutes)**

**City Manager Kirk** had no comments.

**12. EXECUTIVE SESSION (2) Items - (20 Minutes)**

8:33 PM –

Motion to go into Executive Session to discuss potential litigation and purchase of real estate not to exceed 20 minutes.

**Moved:** Councilmember FitzGerald

**Seconded:** Councilmember Glenn

**Result:** Carried

8:53 PM –

Executive Session had ended. All those waiting in the lobby were welcome to rejoin the meeting at this time.

The meeting returned to regular session.

**13. ADJOURNMENT**

**Mayor Hartman** adjourned the meeting.

---

City Clerk Darla Reese, MMC

---

Mayor Matthew Hartman





CITY COUNCIL AGENDA BILL

**Subject:** AB 048-2024

**Approval(s):**  City Manager

Public Works

Finance

Planning

Attorney

Other: \_\_\_\_\_

**Action Recommended:** Approval of consent agenda

**Meeting Date:** May 1, 2024

**Date Submitted:** April 26, 2024

**Exhibit(s):** None

**Originating Dept.:** Deputy City Manager

**Budgeted Amount:** \$399,259.13

**Fund(s):**

001 Current Expense = \$268,438.56

101 Streets = \$251.30

303 Cif/Streets = \$26,460.53

401 Water = \$5,7510.20

402 Cif/Water = \$0.13

403 Sewer = \$8,736.36

404 Cif/Sewer = \$88,219.09

405 Storm Drainage = \$714.71

630 Trust Agency = \$687.25

**Summary Statement:**

Claims are for April 18, 2024 through May 1, 2024.

**Background:**

N/A

**Recommended Motion:**

- 1) Motion to approve the claims as presented. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] claims and approve the minutes as amended.



**CITY COUNCIL AGENDA BILL**

**Subject:** AB 049-2024

**Approval(s):**  City Manager

Public Works

Finance

Planning

Attorney

Other: \_\_\_\_\_

**Action Recommended:** Approval of consent agenda

**Meeting Date:** May 1, 2024

**Date Submitted:** April 15, 2024

**Exhibit(s):** None

**Originating Dept.:** Deputy City Manager

**Budgeted Amount:** \$73,169.26

**Fund(s):**

001 Current Expense = \$24,670.86

101 Streets = \$6,143.67

401 Water = \$13,636.14

403 Sewer = \$25,404.11

405 Storm Drainage = \$3,314.48

**Summary Statement:**

Payroll claims are for April 1, 2024 through April 15, 2024.

**Background:**

N/A

**Recommended Motion:**

- 1) Motion to approve the payroll claims as presented. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] payroll claims and approve the minutes as amended.

## City Clerk Staff Report May 1, 2024

### **Business Licenses (inside City):**

*Coydogs Keys (Coy, Delano Paul)*  
919 Hughes Lane  
Granite Falls, WA 98252  
Locksmith

*Grand Pacific Construction, LLC*  
201 N. Kentucky Ave.  
Granite Falls, WA 98252  
Builder

*NW Structures LLC*  
807 N. Granite Ave.  
Granite Falls, WA 98252  
Construction, contractor

*Perthshire Books (Anderson, Catherine Catherine ADA)*  
310 S. Granite Ave.  
Granite Falls, WA 98252  
Desktop publishing, book publishing

### **Business Licenses (outside City):**

*The Bag Lady (Pullen, Rinda L)*  
6512-123<sup>rd</sup> Ave. NE  
Lake Stevens, WA 98258  
T3 Show management services – horse show management services

*Triskel Construction Company LLC*  
3313-212<sup>th</sup> St. NW  
Stanwood, WA 98292-9043  
Construction

*NBLY Co Ops WA Spv LLC/MR. Rooter Plumbing of Seattle*  
1010 N University Parks Dr.  
Waco, TX 76707-3854  
Holding company for a plumbing services company

*Specialty Pump & Plumbing, Inc.*  
8425 Fobes Rd.  
Snohomish, WA 98290  
Heating svc pump svc combined with pump related electrical svc 1/11 plumbing heating well pump svcs.

-Continued-

*Richter Plumbing LLC*  
3028-124<sup>th</sup> Ave. NE  
Lake Stevens, WA 98258-8048  
Plumbing-install, repair, plumbing fixtures, parts and supplies

*Toyota Lift Northwest (Toyota Material Handling Northwest Inc.)*  
19305-72<sup>nd</sup> Ave. S.  
Kent, WA 98032-3100  
All other general merchandise retailers

*Mack Dirt Works LLC*  
10115-32<sup>nd</sup> St. SE  
Lake Stevens, WA 98258  
Excavation

*North End Construction LLC*  
226 S. Camano Ridge Rd.  
Camano Island, WA 98282  
General construction home remodel insurance restoration

*Diversified Northwest, Inc.*  
2941 Chestnut Ave.  
Everett, WA 98201  
Retail telecommunication communication

*Magic Flow Plumbing LLC*  
2211-107<sup>th</sup> Ave SE  
Lake Stevens, WA 98258  
Residential plumbing service

*Sutherland Contracting, LLC*  
6410-221<sup>st</sup> Ave. NE  
Granite Falls, WA 98252  
Welding-permanent structure

*Slattz Plumbing, Slattz Mechanical (Slattz, Inc.)*  
23765 Bassett Rd.  
Sedro Wooley, WA 98284  
Plumbing-install, repair

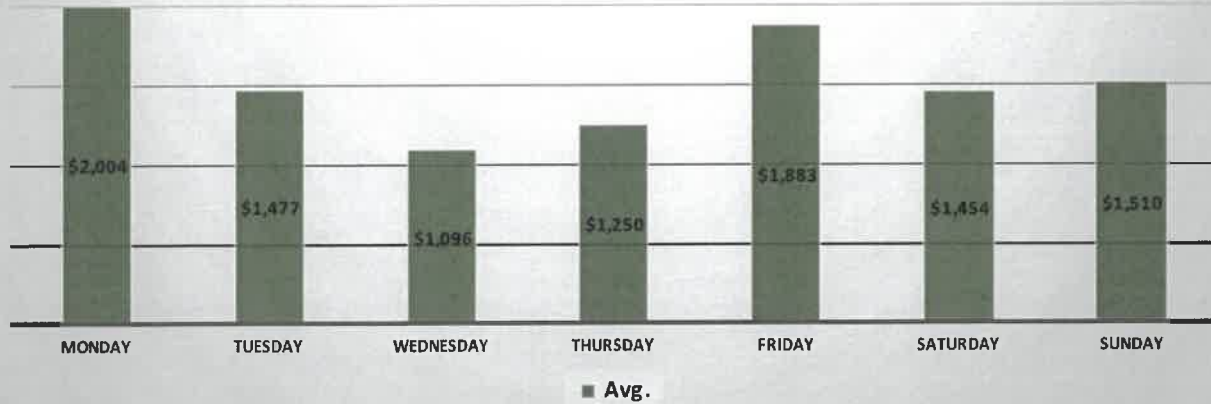
**Building Permits Issued:**

*Russell Jacobson*  
221 Hemming Way  
Residential gas hot water heater

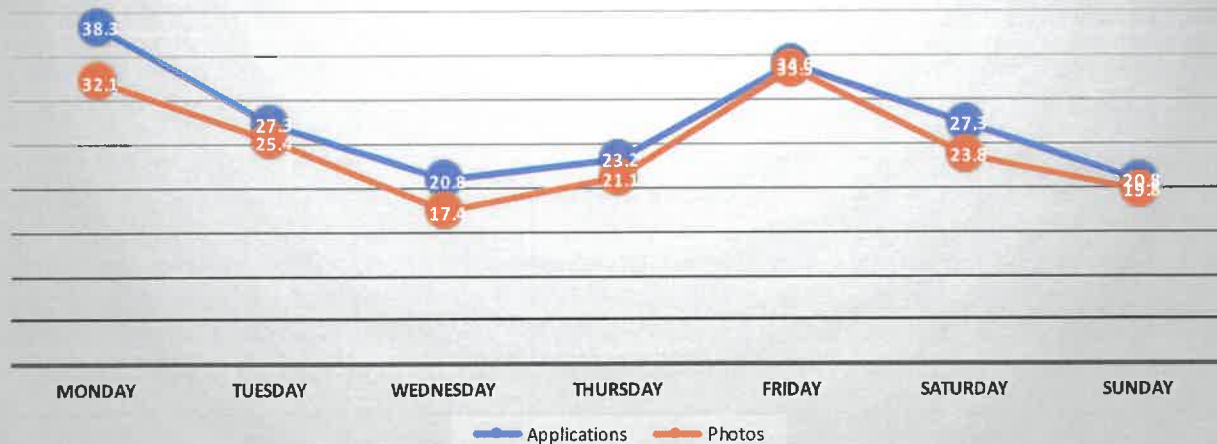
*Building Permit #2024-021*

As of April 25, 2024

### 30-day Statistics By Day



### 30-day Application & Photo Processing By Weekday



	Revenue since 6-6-2022	Revenue YTD 2024	Gross Margin YTD 2024	
Total Revenue (since 6-6-2022)	\$ 866,403.25	\$ 176,296.52	\$ 84,682.01	
30-day Annualized Revenue Trend	\$ 554,726.12		48.0%	
	Gross Margin	% Sales		Revenue Change v prior year
Total Gross Margin (since 6-6-2022)	\$ 291,324.34	33.6%		\$ (51,618.83)
30-day Annual Projected Gross Margin	\$ 288,269.79	52.0%		-22.6%
		# Processed	Last 30 day Avg. per day	Break Even
Total Passport Applications Processed		16,329	27.0	11.0
Total Passport Photos Taken		14,290	24.4	9.7

**Public Works Staff Report**  
**May 1, 2024**

**SEWER DEPARTMENT**

PW staff worked with Mountain View Locating Services to locate the Burn Rd force main along Jordan Rd. This locate ticket was called in by the excavation company working at the H&H Market site. Ground penetrating radar (GPR) was used to locate it. Typically, Public Works can locate ductile iron pipe in house however, due to the lack of connection points GPR was used.

Harbor Pacific Contractors (HPC) completed another wall pour for the new oxidation ditches. Demolition of the compost bays started last week so composting is officially over. Biosolids are now being transferred to a roll off bin for disposal.

**New Oxidation Ditches partially poured:**



**PARKS**

Old city hall exterior painting was completed. The staircase on the northside of the building is in the process of being replaced.

**Old City Hall before and after:**



The Jim Holm lighting and CCTV project is nearly ready for solicitation. I hope to have bids back for Council review and approval by June.

**STREET DEPARTMENT**

The Snohomish County Conservation District planted Brandywine Maples along the planter bulb outs along E. Union St and within Jim Holm Park. PW staff has been keeping them watered.

McDaniels Do it Center is progressing. Work on the sewer, water, and stormwater infrastructure is underway.

A TIB complete streets application has been submitted for 90% funding to install Rectangular Flashing Beacon crosswalk signals at W. Stanley and Portage as well as E. Stanley and Kentucky. The total project cost is \$61,000, total funding by the city would be \$6,100.

**STORMWATER DEPARTMENT**

PW staff vactored a test infiltration hole near the edge of the roadway in front of 108 E. Alpine. The homeowner has pooling issues due in part to roadway runoff. This hopefully minimizes the issue, there are no stormwater utilities within the area to tie into.

The 2023 Stormwater Annual Report was submitted to the Department of Ecology. This 98 question report covers stormwater planning, public education and outreach, public involvement and participation, mapping and

documentation, illicit discharge detection and elimination, runoff control from new and redevelopment, operations and maintenance, and sources control for existing development.

## **WATER DEPARTMENT**

PW Staff completed water meter reading.

Volatile organic compound (VOC) water samples were collected near the 100 block of W. Stanley to test primarily for benzene and toluene. This is in response to contaminated soils located at the old Nelson Petroleum property. Due to the proximity of the city's water line, these samples were collected solely to ensure the quality of the drinking water. The test looks for over 60 state-unregulated chemicals and five state-regulated chemicals. All 65 chemicals were NOT detected in the samples.

The HPDE water line was bored under W. Stanley St last week for the H&H market. Puget sound tapping services performed a hot tap on the existing 8" ductile iron line near Rite Aid. This is the connection point from new to existing for the project. Hot tapping is the process of cutting a hole in a water main without the need to interrupt service.

### **8" tapping sleeve install, prior to tapping:**







CITY COUNCIL AGENDA BILL

**Subject:** AB 050-2024

**Action Recommended:** Approval of ILA

**Meeting Date:** May 1, 2024

**Date Submitted:** April 17, 2024

**Exhibit(s):** Sno Co ILA

**Originating Dept.:** City Manager

**Approval(s):**  City Manager

Public Works

Finance

Planning

Attorney

Other: \_\_\_\_\_

---

**Budgeted Amount:**

---

**Summary Statement:**

This item is in regards to the Fire Investigation Interlocal Agreement between the City of Granite Falls and Snohomish County. The term for the current agreement expires at the end of 2024. The County and City can enter into an amending agreement to extend this term until December 31, 2028.

Copies of the original agreements are available on the County's website:

- [Granite Falls Interlocal Agreement for Fire Investigation Services](#)
- [Granite Falls Amendment No. 1 to Interlocal Agreement Fire Investigation Services](#)

The following steps need to be completed for the agreement to be executed:

- The City of Granite Falls reviews the amending agreement. Any comments or revisions to the agreement need to be sent back to the County for review.
- If the City of Granite Falls is satisfied with the terms of the agreement, the agreement can be signed.
- Once signed, the agreement can be sent back to me. I will have the Director of the Planning and Development Services Department sign the agreement.
- A copy of the signed will be sent back to you, and placed on the County's website.

**Recommended Motion:**

Motion to approve Interlocal Agreement Amendment No. 2 and authorize the City Manager to Sign.

**AMENDMENT NO. 2 TO THE INTERLOCAL AGREEMENT  
BETWEEN THE CITY OF GRANITE FALLS  
AND SNOHOMISH COUNTY CONCERNING PROVISION  
OF FIRE INVESTIGATION SERVICES**

THIS AMENDMENT NO. 2 TO THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF GRANITE FALLS AND SNOHOMISH COUNTY CONCERNING PROVISION OF FIRE INVESTIGATION SERVICES (this "Amendment") is made and entered into as of this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between Snohomish County, a political subdivision of the State of Washington (the "County"), and the City of Granite Falls, a Washington municipal corporation (the "City").

**RECITALS**

- A. The County and City are parties to the "Interlocal Agreement Between the City of Granite Falls and Snohomish County Concerning Provision of Fire Investigation Services" executed on June 16, 2014 (the "Original Agreement").
- B. Pursuant to Section 9 of the Original Agreement, the Director of the County's Department of Planning and Development Services has authority to execute an amendment to the Original Agreement to the extent and under the circumstances more fully described herein.
- C. The County and City executed Amendment No. 1 to the Original Agreement on November 21, 2019, which extended the Term of the Original Agreement through December 31, 2024, and adopted a new fee schedule for the extended term.
- D. The County and City now desire to amend the Original Agreement a second time to extend the Term through December 31, 2028, to allow the County to continue to provide Fire Investigation Services to the City.
- E. The County and City now desire to amend the Original Agreement to adopt a new fee schedule that provides annual rates for the term extended by this Amendment.

**AGREEMENT**

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the City agree as follows:

**Section 1. EXTENSION OF TERM**

The County and the City agree that the Term specified in Section 8 of the Original Agreement shall be extended by four (4) years. The new Expiration Date of the Agreement is December 31, 2028.

**Section 2. ADOPTION OF NEW FEE SCHEDULE**

The County and the City agree to adopt a new fee schedule as provided herein:

**FEE SCHEDULE/HOURLY RATE**

2024	2025	2026	2027	2028
\$120.00	\$203.00	\$213.00	\$223.00	\$234.00

**Section 3. RATIFICATION**

Except as modified by this Amendment, the Original Agreement shall remain in force and effect in accordance with its terms and is hereby ratified and affirmed.

**Section 4. EXECUTION IN COUNTERPARTS**

This Amendment may be executed in counter parts, each of which shall be an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the County and the City have executed this Amendment as of the day and year first written above.

CITY OF GRANITE FALLS

SNOHOMISH COUNTY

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Brent Kirk

Name: Michael McCrary

Title: City Manager

Title: Director, Department of Planning  
And Development Services

Email: Brent.Kirk@ci.granite-falls.wa.us

Email: m.mccrary@snoco.org

Approved as to form only:

 04/11/2024  
 Deputy Prosecuting Attorney