



CITY COUNCIL MEETING AGENDA

September 4, 2024

7:00 PM

Civic Center

The Granite Falls City Council will hold it's 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.

	Pages
1. CALL TO ORDER (Via In Person & Online Via Zoom)	
2. FLAG SALUTE	
3. ROLL CALL	
4. CONSENT AGENDA	
4.a AB 090-2024 Approval of August 21, 2024 Minutes	3
4.b AB 091-2024 Approval of August 28, 2024 Special Meeting Minutes	10
4.c AB 093-2024 Approval of September 4, 2024 Claims Checks #414557 through 414595 totaling \$620,895.08	14
4.d AB 094-2024 Approval of Payroll claims checks #27579 and Nineteen EFT's totaling \$74,664.40	15
5. STAFF REPORTS	
5.a Passport Dashboard	16
5.b CD Staff Report	17
5.c Public Works Staff Report	19
5.d City Clerk Report	22
6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS (The public is encouraged to submit written comments prior to the meeting by emailing them directly to the city clerk at: darla.reese@ci.granite-falls.wa.us ; 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).	
7. NEW BUSINESS	
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 090-2024

Action Recommended: Approval of
consent agenda

Meeting Date: September 4, 2024

Date Submitted: August 21, 2024

Exhibit(s): August 21, 2024 Minutes

Originating Dept.: ☒ City Clerk

Approval(s): City Manager
Public Works
Finance
Planning
Attorney
Other: _____

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 OF
GRANITE FALLS

CITY COUNCIL MEETING MINUTES

August 21, 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 Police Chief Thom Dalton, Consultant City Attorney Thom Graafstra

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

City Clerk Reese verbally called out the council names and took note of the attendance.

4. CONSENT AGENDA

Moved by: Councilmember Glenn

Seconded by: Councilmember Straughn

Motion to approve the consent agenda.

Carried

4.a AB 083-2024 Approval of August 7, 2024 Minutes

4.b AB 084-2024 Approval of August 21, 2024 claims checks #414512 through 414556 and Two EFT's totaling \$1,245,024.89

- 4.c AB 085-2024 Approval of payroll claims checks #27574 through 27578 and Twenty-Three EFT's totaling \$111,399.63**

5. STAFF REPORTS

5.a Passport Dashboard

Deputy City Manager Balentine gave a passport office update in revenues year-to-date.

5.b Finance - WWTP Upgrade Progress Report

Deputy City Manager Balentine gave an update on the wastewater treatment plant project.

5.c CD Staff Report

Community Development Director Jensen gave a planning update including Planning Commission meeting reports, comprehensive plan, communications boards - unofficial ribbon cutting - September 18th at 6:30 pm.

5.d Public Works Staff Report

City Manager Kirk gave an update on the Public Works Department. Including the following items:

- Electric vehicle update
- Parks lighting project update
- Stanley St. sidewalk project - road closure today, 50% complete with project.
- Water main on Menzel Lake Road water main leak repairs
- Suncrest Farms pump/hoist
- Gas station project
- McDaniels Do-It Center project has been completed

5.e 08/21/2024 City Clerk Report

City Clerk Reese had nothing further to add.

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

No one signed up to speak on anything outside of the current agenda.

7. NEW BUSINESS

7.a AB 086-2024 City of Granite Falls 2025 Budget Review

Deputy City Manager Balentine gave a presentation regarding the 2025 Budget. His presentation included discussion on the following powerpoint slides:

- Granite Falls Calendar
- Granite Falls 2025 Budget Calendar
- 2024 Tax Dollar Breakdown
- 2025 General Fund Preliminary Data
- 2025 Estimated General Fund Revenues
- 2025 Estimated General Fund Expenses
- 2025 Estimated General Fund Expenses w/o ARPA
- Estimated General Fund Expenses Category
- Estimated General Fund Reserves
- Granite Falls 2025 Street Fund Preliminary Trend
- 2025 Estimated Street Fund Revenues
- Estimated Street Fund Revenues
- 2025 Estimated Street Fund Expenses - Department
- Estimated Street Fund Expenses - Department
- Estimated Street Fund Reserves
- Park Impact Fees
- Community/Arts Fund
- CIF Streets Fund
- CIF Arterial Route
- CIF
- REET
- Water Fund
- 2025 Estimated Water Fund Revenues
- 2025 Estimated Water Fund Expenses - Category
- Estimated Water Fund Expenses - Category
- Estimated Water Fund Reserves

- Water CIF
- Sewer Fund
- 2025 Estimated Sewer Fund Revenues
- 2025 Estimated Sewer Fund Expenses - Category
- Estimated Sewer Fund Reserves
- Sewer CIF
- Storm Fund
- 2025 Estimated Storm Fund Revenues
- 2025 Estimated Storm Fund Expenses - Category
- Estimated Storm Fund Reserves
- Storm CIF Fund
- Solid Waste CIF Fund
- Debt Load

7.b AB 087-2024 Consideration to award Flock Group Inc. in response to the City of Granite Falls' Request for Quotation (RFQ) solicitation for Integrated License Plate Reader Cameras and Database Reporting Tool

Public Comments on this item -

- **Kristi Everett**, 21419 Waite Mill Rd., Granite Falls (per sign in sheet) Mrs. Everett spoke in support of the Flock cameras
- **Mariah Page**, 307 Vista Ct., Granite Falls (per sign in sheet) Mrs. Page spoke in support of the Flock cameras
- **Sondra Novak**, 503 N. Indiana Ave., Granite Falls (per sign in sheet) Mrs. Novak spoke in support of the Flock cameras
- **Cathi Tower**, 9829-353rd Dr. NE, Granite Falls (per sign in sheet) Mrs. Tower spoke in support of the Flock cameras

Resolution Number: Motion to award Flock Group Inc. in response to the City of Granite Falls Request for Quotation (RFQ) solicitation for Integrated License Plate Reader Cameras and Database Reporting Tool.

Moved by: Councilmember Griggs

Seconded by: Councilmember Glenn

Carried

7.c AB 088-2024 Consideration to approve Amendment 1 with Gray & Osborne, Inc. for the Stanley Street Sidewalk Improvements project.

Motion to approve Amendment 1 with Gray & Osborne, Inc. for the Stanley Street Sidewalk Improvements project, for \$18,680, for additional design and construction management services related to installing Rectangular Rapid Flashing Beacons and other necessary design changes and authorize the City Manager to sign the Amendment.

Moved by: Councilmember Glenn

Seconded by: Councilmember Straughn

Carried

7.d AB 089-2024 Consideration to approve 2025 - 2027 Collective Bargaining Agreement with Union 763

Motion to approve the Collective Bargaining Agreement by and between the City of Granite Falls, Washington, and the Public, Professional & Office-Clerical Employees and Drivers Local Union 763 (Representing Public Works Employees) and authorize the City Manager to sign the Agreement.

Moved by: Councilmember Straughn

Seconded by: Councilmember Glenn

Carried

8. CURRENT BUSINESS

There were no Current Business items on the agenda

9. MAYOR'S COMMENTS (5 minutes)

Mayor Hartman discussed the following items:

- Had phone call with Representative Kim Shrier (Mayor's Group)
- Workshop meeting next Wednesday at 7pm
- BBQ Fundraiser for the senior center next Saturday at Eagles Club (1-4 pm)

10. COUNCIL COMMENTS (15 minutes)

Councilmember FitzGerald discussed the following items:

- Sept 6th first home football game 7pm

Councilmember Glenn had no comments.

Councilmember Griggs and Darcy Allison (GF Chamber of Commerce) presented a check last Monday in the amount of \$5,293 to Boys & Girls Club - as raised by the Show 'N Shine Event.

Councilmember Straughn had no comments.

11. CITY MANAGER (5 minutes)

City Manager Kirk discussed the following items:

- Attended WMCA Conference last week
 - Online community calendar (vendor)
 - 3rd Party Auditing Firm (reviews sales tax revenue, billing info)
- EASC Meeting at the Mill next Thursday evening in Lake Stevens

12. ADJOURNMENT

City Clerk Darla Reese, MMC

Mayor Matthew Hartman



CITY COUNCIL AGENDA BILL

Subject: AB 091-2024

Action Recommended: Approval of
consent agenda

Meeting Date: September 4, 2024

Date Submitted: August 28, 2024

Exhibit(s): August 28, 2024 Minutes

Originating Dept.: ☒ City Clerk

Approval(s): City Manager
Public Works
Finance
Planning
Attorney
Other: _____

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 OF
GRANITE FALLS**

CITY COUNCIL MEETING MINUTES

**August 28, 2024
7:00 PM
Civic Center**

City Council	Councilmember Hartman, Councilmember Griggs, Councilmember FitzGerald, Councilmember Straughn
Members Absent:	Councilmember Glenn
City Staff	City Clerk Darla Reese, City Manager Brent Kirk, Deputy City Manager Jeff Balentine

1. CALL TO ORDER

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

2. FLAG SALUTE

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

3. ROLL CALL

Moved by: Councilmember FitzGerald

Seconded by: Councilmember Griggs

Motion to excuse Councilmember Glenn due to work.

Carried

4. NEW BUSINESS

4.a 2025 Budget Workshop - Budgetary Goals

Deputy City Manager Balentine presented a PowerPoint workshop to discuss the 2025 Budget including discussion on the following items:

- Estimated General Fund Reserves
 - 2025 Potential Projects
 - Old City Hall Renovations

- Jim Holm Lighting/CCTV Project
 - Frank Mason Dock Replacement
- Estimated Street Fund Reserves
 - 2025 Potential Projects
 - Traffic Devices
 - Street Striping
- Park Impact Fees Reserves
 - 2025 Potential Projects
 - Frank Mason Dock Replacement
- Community/Arts Fund Reserves
 - 2025 Potential Projects
 - War Memorial Stones
- CIF Streets Reserves
 - 2025 Potential Projects
 - Galena St. Extension
 - Alpine St. Overlay
 - West Stanley Street Sidewalk / RRFB
 - TIB SCMP Crack Sealing
 - TIB SCPP
 - TIB Wallace Street Improvements
- CIF Arterial Route Reserves
 - 2025 Potential Projects = N/A
- CIF Reserves
 - 2025 Potential Projects
 - Public Works Pickup Trucks
- REET Reserves
 - 2025 Potential Projects = N/A
- Estimated Water Fund Reserves
 - 2025 Potential Projects

- Water Valve Exerciser
- Water CIF
 - 2025 Potential Projects
 - Cascade and Grand Ave. Waterline Replacement Project
- Estimated Sewer Fund Reserves
 - 2025 Potential Projects
 - Clarifier Rehabilitation/Repainting
 - Sludge Hauling
- Sewer CIF Reserves
 - 2025 Potential Projects
 - WWTP Upgrade
 - Lift Station Davit Hoist
 - Forklift
- Storm Fund Reserves
 - 2025 Potential Projects = None
- Storm CIF Reserves
 - 2025 Potential Projects
 - Granite Falls LID Retrofit
- Solid Waste Reserves
 - 2025 Potential Projects
 - Risk mitigation balance

5. ADJOURNMENT

City Clerk Darla Reese, MMC

Mayor Matthew Hartman



CITY COUNCIL AGENDA BILL

Subject: AB 092-2024

Action Recommended: Approval of
consent agenda

Meeting Date: September 4, 2024

Date Submitted: September 4, 2024

Exhibit(s): None

Originating Dept.: Deputy City Manager

Approval(s): ☒ City Manager

Public Works

☒ Finance

Planning

Attorney

Other: _____

Budgeted Amount: \$620,895.08

Fund(s):

001 Current Expense = \$45,865.04

101 Streets = \$594.47

303 Cif/Streets = \$498,018.87

401 Water = \$6,363.80

403 Sewer = \$23,141.00

404 Cif/Sewer = \$45,939.01

405 Storm Drainage = \$972.89

Summary Statement:

Claims are for August 22, 2024 through September 4, 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 093-2024

Approval(s): ☒ City Manager

Public Works

☒ Finance

Planning

Attorney

Other: _____

Action Recommended: Approval of
consent agenda

Meeting Date: September 4, 2024

Date Submitted: August 15, 2024

Exhibit(s): None

Originating Dept.: Deputy City Manager

Budgeted Amount: \$74,664.40

Fund(s):

001 Current Expense = \$26,228.23

101 Streets = \$7,687.08

401 Water = \$14,453.75

403 Sewer = \$22,460.72

405 Storm Drainage = \$3,834.62

Summary Statement:

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

Background:

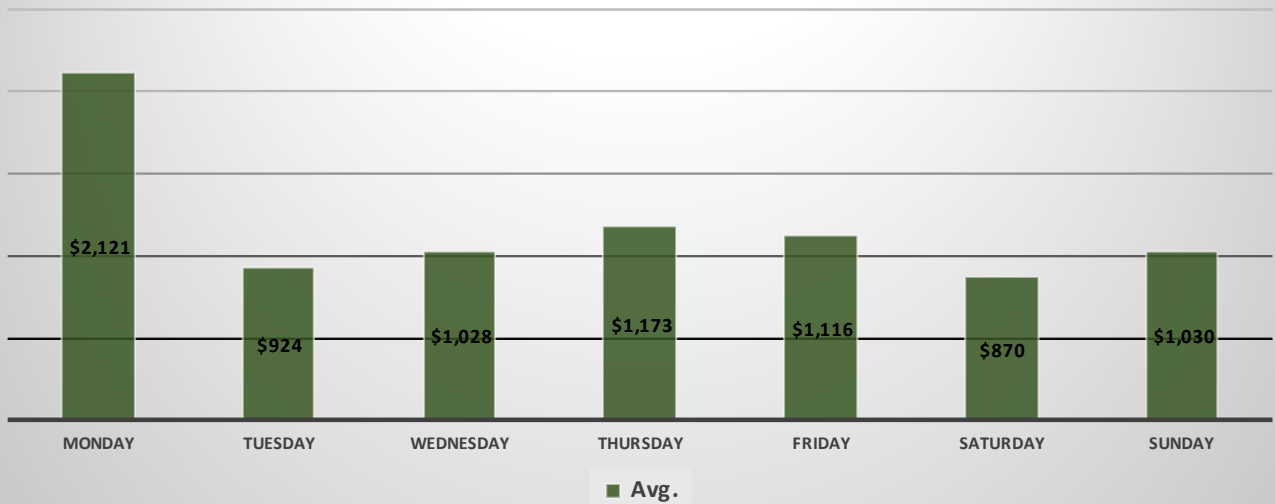
N/A

Recommended Motion:

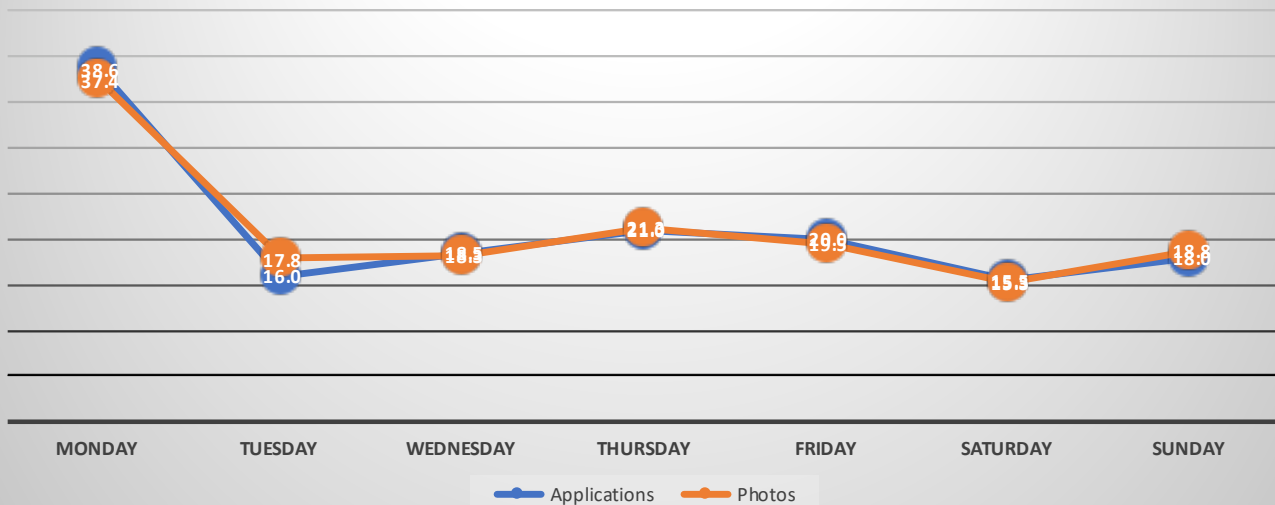
- 1) Motion to approve the payroll claims as presented. This can be accomplished as part of the motion to approve the consent agenda.
- 2) Motion to amend the [state date] payroll claims and approve the minutes as amended.

As of August 27 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)	\$ 1,008,929.87	\$ 318,823.14	\$ 175,316.79	
30-day Annualized Revenue Trend	\$ 484,876.86		55.0%	
	Gross Margin	% Sales		Revenue Change v prior year
Total Gross Margin (since 6-6-2022)	\$ 354,242.38	35.1%		\$ (68,513.07)
30-day Annual Projected Gross Margin	\$ 351,152.54	72.4%		-17.7%
	# Processed	Last 30 day Avg. per day	Break Even	
Total Passport Applications Processed	18,936	21.5	11.0	
Total Passport Photos Taken	16,738	21.6	9.8	

Memo

To: City Council
From: Eric Jensen, Community Development Director
CC: City Manager Brent Kirk
Date: August **29**, 2024
Re: **Community Development Report to City Council**

Here is a summary of some recent activity in Community Development:

- We reviewed and approved the new 76 gas station sign permit and have recently received developer/property owner inquiries including: affirming access provisions for a planned future commercial gym in the GC zone, gaining legal lot status for two historically platted lots, hooking up an RV to sewer and water service in the CBD, and residential lots/homes for sale.
- Staff is updating final draft Element chapters to incorporate further Planning Commission review comments and additional content for the Land Use and Capital Facilities Elements to account for recent applicant communications and activity regarding the Miller Properties Comprehensive Plan Amendment/ Zoning Map Amendment Proposal and the results of discussion from last night's Council 2025 Capital Budget priorities workshop.
- Due to bringing further revisions to the Capital Facilities Element and accounting for the upcoming Council Land Use workshop, we are rescheduling the Planning Commission's Comp Plan public hearing forward to Tuesday, October 1st at 6:30pm. No other adjustments are anticipated to the Comprehensive Plan Tracker (included below). Just a reminder that the Tracker is regularly updated to reflect those actions yet to occur.
- The Public Notice for the City's annual Comprehensive Plan Amendment docketing process has been issued (deadline for submittal is October 31st).

Comprehensive Plan Tracker

Estimated Dates	Actions	Parties involved	Status	Notes
September to October	Comp Plan mapping update	Engineering Consultants	On Track	Gray and Osborne to update comp plan maps before Open House
September 25 th	Council Workshop for land use issues	City Council	On Track	Council considers select issues to determine what to include in plan.
September 27 th	Release draft Plan for Public review and issue SEPA determination	Public agencies, general public	Rescheduled from August 29th to accommodate 9/25 Council workshop	Also begin concurrent review of distributed draft Elements by Councilmembers.
October 1 st	Public Hearing at PC Special meeting	Planning Commission	Rescheduled from September 10th	Also review of Plan Introductory sections - previously distributed 8/28
October 2 nd and Oct. 16 th	Plan Elements presentation(s) to City Council	City Council	On Track	Presentations of proposed Plan over two meetings.
October 8 th	Comprehensive Plan Open House	PC, Council, general public	On Track	Tuesday October 8 th 6- 8pm @ Civic Center
November 6 th	Public Hearing	City Council	On Track	Incorporate agency comments
November 12 th (and December 10 th if needed)	Review of Development Regulations Consistency Analysis	Planning Commission (at regular meetings)	On Track	Review of impacted development regulations related to proposed updated draft plan.
Nov 6 th and/or Nov. 20 th	Final review and adoption	City Council	On Track	Alternative adoption dates for Council: Dec 4 th or 18th
December 18 th	Council first review of Development Regulations Consistency Analysis	City Council	On Track (*newly added)	May require additional Council meetings as needed.

Public Works Staff Report

September 4, 2024

STREET DEPARTMENT

Welwest Construction completed the installation of 550' of new stormwater piping on the West Stanley Street Sidewalk Project. 1,244 linear feet of curb and gutter was completed over the last few weeks. Sidewalk pours are underway and paving is tentatively scheduled for 9/16/2024.

Curb and gutter forms awaiting concrete.



PARKS

A new service agreement was recently signed with Ziplly Fiber for internet service at Old City Hall. Internet access is needed to support the cameras in Jim Holm Park. This will also support internet needs within the building. This was completed on 8/29/2024. Seven cameras and the server were ordered from Farwest Technologies and will arrive 9/3/2024. Pole bases for the light poles are arriving next week as well.

WATER DEPARTMENT

8/22/24 Public Works made repairs to the waterline on Menzel Lake Road. The end cap separated from the line. A new mechanical joint and ductile iron end cap were installed along with a new thrust block. Repairs started at 8:00 am and were completed by 2:45 pm.

Repair area of the waterline.



Hydrevo completed leak detection on the water system. The assessment took two days and three leaks were identified. Two fire hydrants and an air vac union. One of the two hydrants and the air vac union have been repaired. The remaining hydrant will be rebuilt once the parts arrive.

SEWER

Public Works pulled pump 2 at the Burn Road lift station. Matting in the wet well caused pump cavitation, faulting the pump. The flush valve on pump 1 was working improperly up until staff repaired it in early August. The flush valve helps minimize matting in the wet well.

STORMWATER

Staff removed approximately 100 yards of small-size stumps from the Pine Lane detention pond. The stumps produce a large amount of tree suckers which add a significant amount of time to maintaining the pond.

Public Works loading brush at the Pine Lane detention pond.



CURRENT PROJECTS

Impact Excavation is currently working on the retaining wall along the west edge of the property. The grease trap for the building was installed and inspected the week of 8/19/2024.

City Clerk Staff Report September 4, 2024

Business Licenses (inside City):

Iron & Anvil Collective LLC

109 E. Stanley St.

Granite Falls, WA 98252

All other general merchandise retailers (men & women's clothing, accessories and home goods)

Business Licenses (outside City):

Larsens Odd Jobs (Larsen, Dane Lawrence)

19714-1st St. NE

Snohomish, WA 98290

Handyman

Verease Hairway 92 (McNulty, Verease E)

13716 River Rd.

Granite Falls, WA 98252

Cosmetologist

Peopleready, Inc.

1015 A St.

Tacoma, WA 98401

Temporary employment agency

Building Permits Issued:

Rory Featherston

816 Darwin's Way

Residential forced air furnace & A/C

Building Permit #2024-061