

**DIAL-IN CONTACT PHONE NUMBER: (US) +1(253) 215-8782/MEETING ID: 832 9178 5945**

The Granite Falls City Council will hold an in-person and online (hybrid) meeting in the Civic Center at 7:00 PM on March 1, 2023. Information is above for joining the meeting by telephone. You can also join by computer at the Zoom meeting link: <https://us06web.zoom.us/j/83291785945>. Whether in advance of the meeting, by comment sent or emailed to the City Clerk in person, by phone or computer connection, public comment is encouraged.

**CITY COUNCIL MEETING**  
**MARCH 1, 2023**  
**7:00 PM**  
**AGENDA**

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL
4. CONSENT AGENDA
  - A. AB 020-2023 Approval of February 19, 2023 through March 1, 2023 claims checks #413158 through 413181 totaling \$33,002.44
  - B. AB 021-2023 Approval of February 1, 2023 through February 15, 2023 payroll claims check #27947 and Nineteen EFT's totaling \$62,468.50
5. STAFF REPORTS
6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON ACTION ITEMS  
(Public comments are encouraged for items that are and are not on action items on this Agenda. Comments may be submitted in advance by writing or e-mailing the City Clerk, or made in person, or by telephone or computer connection at the time of the meeting. 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.**

**Notice - All proceedings of this meeting are sound recorded  
Except Executive Sessions.**



## CITY COUNCIL AGENDA BILL

**Subject:**

AB 020-2023 Approval of February 19, 2023 through March 1, 2023 claims checks #413158 through 413181 totaling \$33,002.44

**Meeting Date:** Wednesday, March 1, 2023

**Date Submitted:** February 24, 2023

**Originating Department:** City Treasurer

**Action Required:**

Approval of consent agenda

**Clearances:**

Mayor  Police

Public Works  Attorney

**Exhibits:**

Engineering  Planning  
 Other: City Manager & Deputy City Manager

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**Budgeted Amount:**

001 Current Expense = \$14,313.94

101 Streets = \$234.82

305 Capital Improvement = \$25.68

401 Water = \$2,463.13

403 Sewer = \$15,874.42

405 Storm Drainage = \$90.45

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**Summary Statement:**

Claims are for February 16, 2023 through March 1, 2023.

**Background:**

**Recommended Motion:**

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



## CITY COUNCIL AGENDA BILL

**Subject:**

AB 021-2023 Approval of February 1, 2023 through February 15, 2023 payroll claims check #27947 and Nineteen EFT's totaling \$62,468.50

**Meeting Date:** Wednesday, March 1, 2023

**Date Submitted:** February 15, 2023

**Originating Department:** City Treasurer

**Action Required:**

Approval of consent agenda

**Clearances:**

Mayor  Police

Public Works  Attorney

**Exhibits:**

Engineering  Planning  
 Other: City Manager & Deputy City Manager

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**Budgeted Amount:**

001 Current Expense = \$25,480.49

101 Streets = \$5,649.64

401 Water = \$9,995.67

403 Sewer = \$18,579.49

405 Storm Drainage = \$2,763.21

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**Summary Statement:**

Payroll is from February 1, 2023 through February 15, 2023.

**Background:**

**Recommended Motion:**

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



Agenda Bill # \_\_\_\_\_

## CITY COUNCIL AGENDA BILL

**Subject:**  
Passport Services Dashboard

**Meeting Date:** Wednesday, March 1, 2023  
**Date Submitted:** 2-24-2023

**Originating Department:** City Treasurer

**Action Required:**  
None

**Clearances:**  
 Mayor  Police  
 Public Works  Attorney

**Exhibits:**  
[Passport Dashboard through 2-23-2023](#)

Engineering  Planning  
 Other: Finance

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**Budgeted Amount:**

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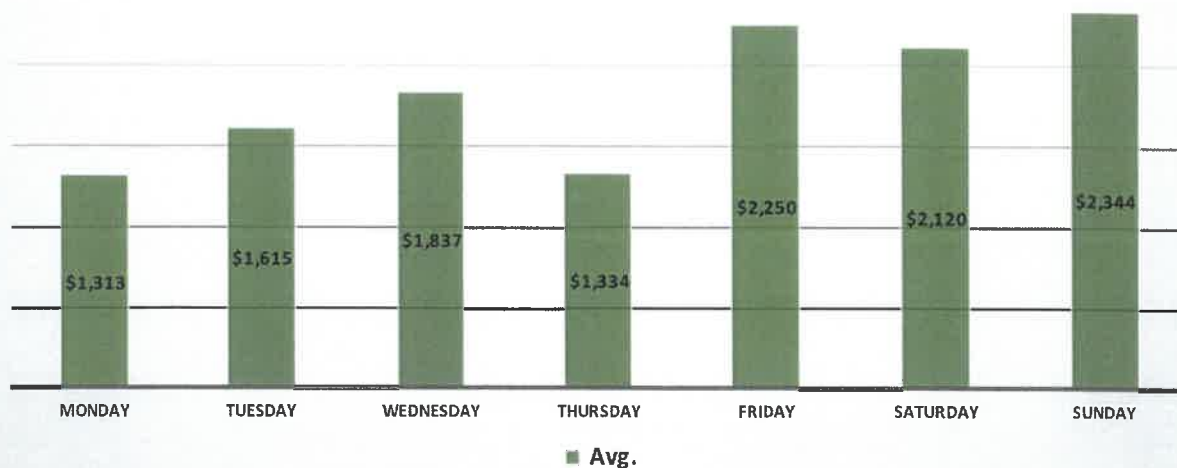
**Summary Statement:**  
Passport Dashboard through Feb 23, 2023

**Background:**  
For 2023, YTD revenue \$102,933 versus 2023 Budget of \$270,000  
The Passport team has now processed 5,476 applications since June 6, 2022

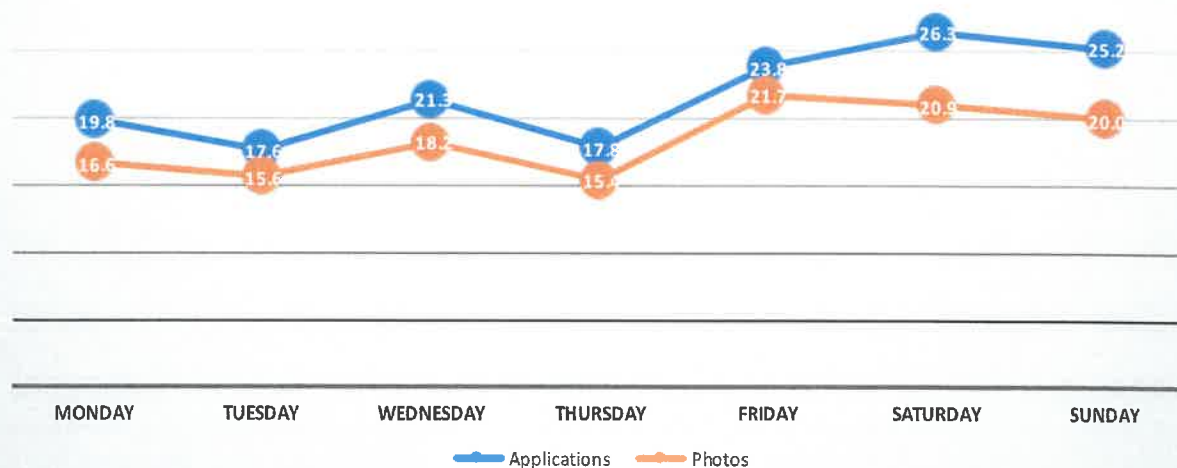
**Recommended Motion:**  
None

As of February 23, 2023

### 30-day Statistics By Day



### Application & Photo Processing By Weekday



	Revenue since 6-6-2022	Revenue YTD 2023	Gross Margin YTD 2023
Total Revenue (since 6-6-2022)	\$ 286,789.35	\$ 102,933.35	\$43,159.55
Annualized Revenue Trend (Jan/Feb)	\$ 712,842.67		41.9%
	<b>Gross Margin</b>	<b>% Sales</b>	
Total Gross Margin (since 6-6-2022)	\$ 102,488.40	35.7%	
Annual Projected Gross Margin	\$ 305,181.10	42.8%	
	<b># Processed</b>	<b>Last 30 day Avg. per day</b>	<b>Break Even</b>
Total Passport Applications Processed	5,476	38.2	21.3
Total Passport Photos Taken	4,631	30.5	18.1



Agenda Bill # N/A

## CITY COUNCIL AGENDA BILL

**Subject:**

Staff Reports

**Meeting Date:** Wednesday, March 1, 2023

**Date Submitted:** February 24, 2023

**Originating Department:** City Clerk

**Action Required:**

**Clearances:**

Mayor

Police

Public Works

Attorney

**Exhibits:**

[03/01/2023 City Clerk Staff Report](#)

[03/01/2023 Police Chief Staff Report](#)

[03/01/2023 Community Development Director Staff Report](#)

Engineering

Planning

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

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**Budgeted Amount:**

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**Summary Statement:**

Attached, please find the City Clerk, Police and Community Planning Directors staff reports for your review and information.

**Background:**

**Recommended Motion:**

## City Clerk Staff Report March 1, 2023

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

*The Heating and Cooling Company, LLC*  
102 W. Pilchuck St. #B  
Granite Falls, WA 98252  
Construction

*Good-To-Go Restoration, LLC*  
205 E. Stanley St. Unit 27  
Granite Falls, WA 98252  
Mold remediation in attic and crawlspaces, using a mold remediation solution

*Off Road Scout, LLC*  
17904 Maple St.  
Granite Falls, WA 98252  
Auto accessories, camping equipment

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

*Whatcom Water Heater Company (The Water Heater Company, LLC)*  
3883 Everett Lane  
Ferndale, WA 98248  
Plumbing – install, repair

*Pacific Crest Designs, LLC*  
2610-164<sup>th</sup> St. SW, Apt. A403  
Lynnwood, WA 98087  
Contractor, construction, tile setting

*Ironcore Excavating LLC*  
31722 State Route 530 NE  
Arlington, WA 98223  
Excavating-construction, demolition-construction

*Pipe Connections Plumbing LLC*  
3883 Everett Lane  
Ferndale, WA 98248  
Plumbing service for new construction, remodel, and repair service

-OVER-



***Building Permits Issued:***

*SBA Monarch Towers III, LLC f/b/o T-Mobile*      *Building Permit #2023-006*

406 N. Alder Ave.

T-Mobile replacement of a 1' MW with a 2' MW and swap out existing radios

*Thora Boede*

*Building Permit #2023-009*

913 E. Galena St.

Residential Forced Air Furnace

*Mike Messer*

*Building Permit #2023-011*

17810 Mill Valley Rd.

Residential A/C Unit



Community First

# City of Granite Falls In Partnership With Snohomish County Sheriff's Office

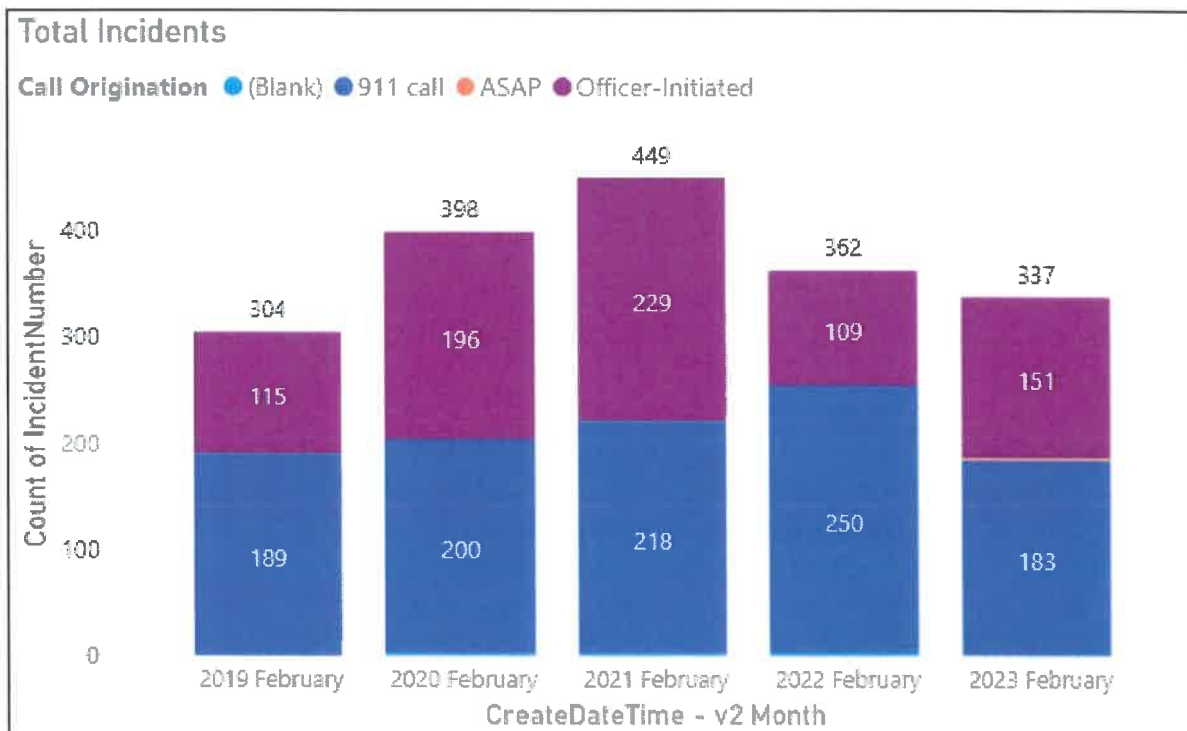


**Sheriff Adam Fortney**

**City Manager Brent Kirk**

Council Members,

As of February 24, 2023, Deputies responded to 337 CFS in the Granite Falls beat. I highlighted some of the calls for you, to include traffic complaints/stops through the area. This is slightly lower than 2022 and significantly lower than 2020 and 2021.



We have begun our mandatory training, that is required of us every year. Our goal this year is to complete all mandatory training before summer hits. We have scheduled all our Deputies to attend EST (Essential Skills Training) on a specific date in March, so all shifts will be covered by substitute Deputies. We did this as a team building exercise for the Deputies.

Deputy Clausen has returned to duty from being off a few months for a medical issue, we are glad he is back, as he holds our local criminals accountable. Deputy Thorne covered most of Deputy Clausen's shifts but as we all know, consistency is the best when it comes to holding people accountable.

Deputies responded to a few major incidents outside the city limits, due to them being the closest when the calls came out. The incidents were a serious crash on 163<sup>rd</sup> AVE NE and 84<sup>th</sup> ST, a homicide off Burn Road and DUI pursuit with a minor inside the vehicle from one of our regular criminal locations. Our Major Crimes Unit is investigating a DV assault that took place inside the city limits.

Overall, the month has been good for the City of Granite Falls Deputies and staff. We are still waiting for two of our trucks to return from the body shop from collisions that took place months ago. The County Shops will begin building our replacement truck in March and we expect the new truck to be in service by the end of March.

Respectfully submitted,

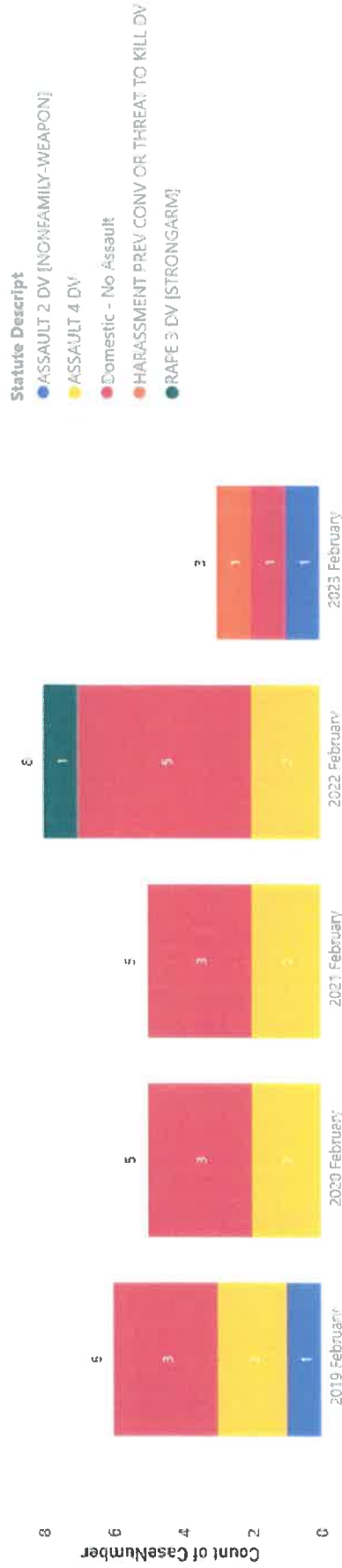
*Tom Dalton #1508*

Chief Tom Dalton

# Domestics Answered by GRF ORI

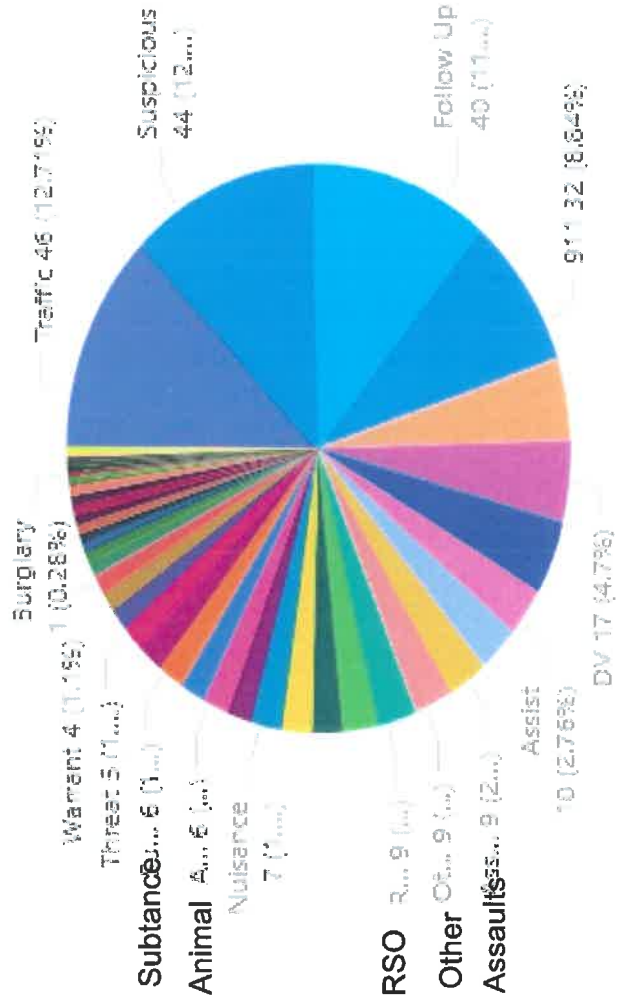
Rape and Murder DV Component are excluded from this data.

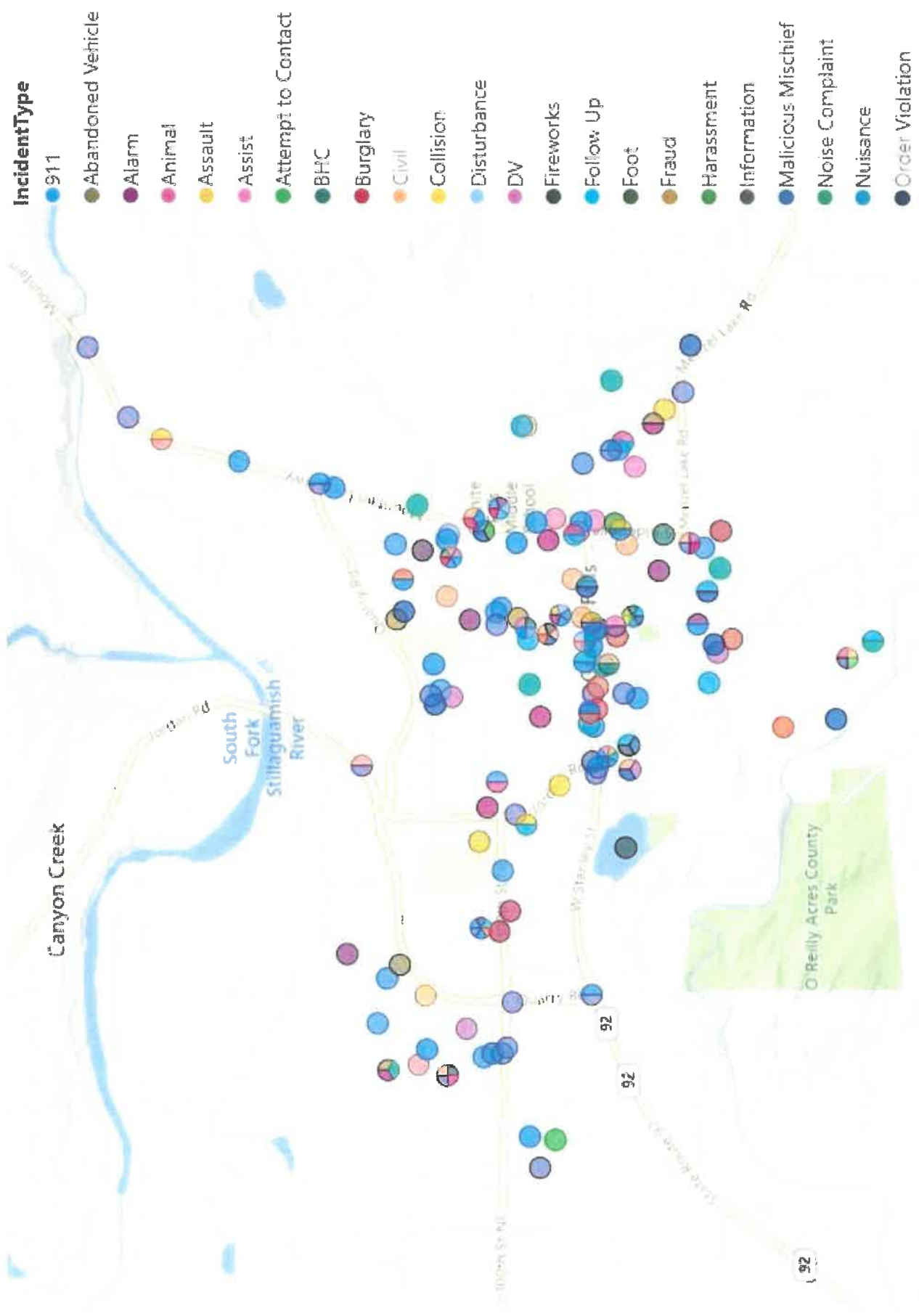
Count of Statute (\*) Case Number

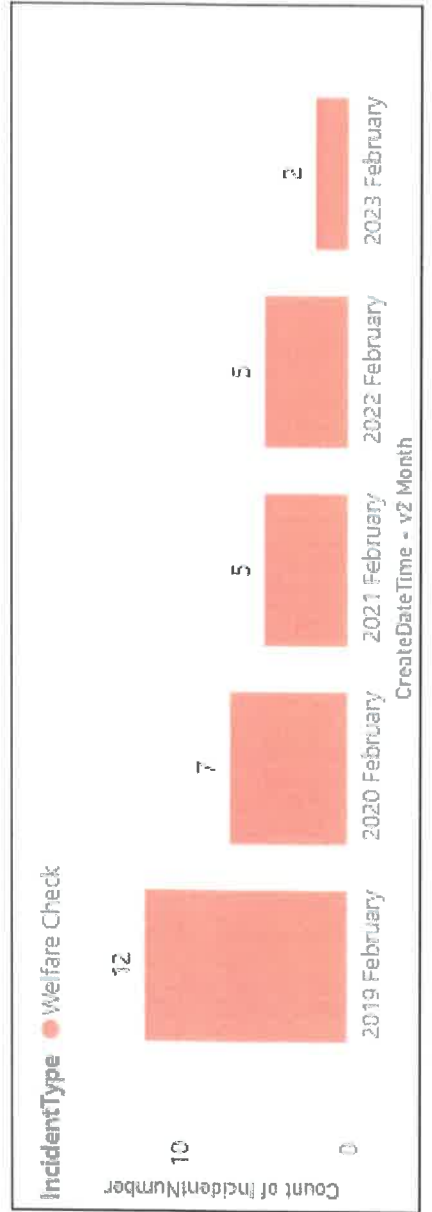
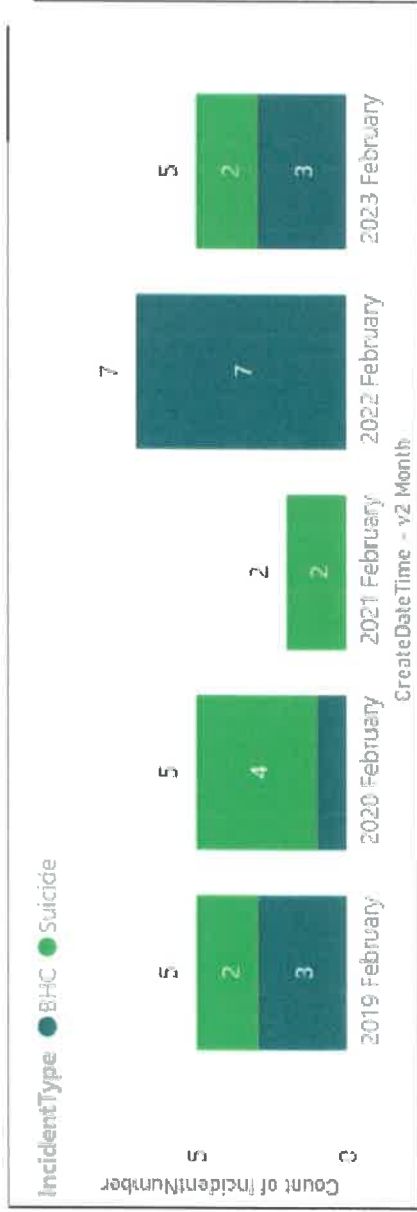
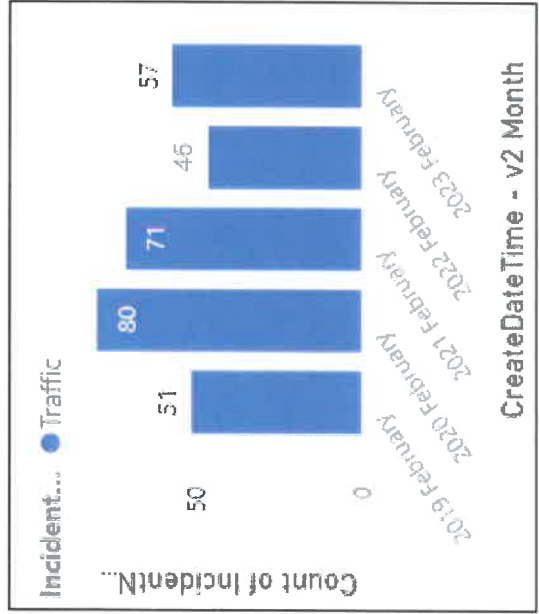
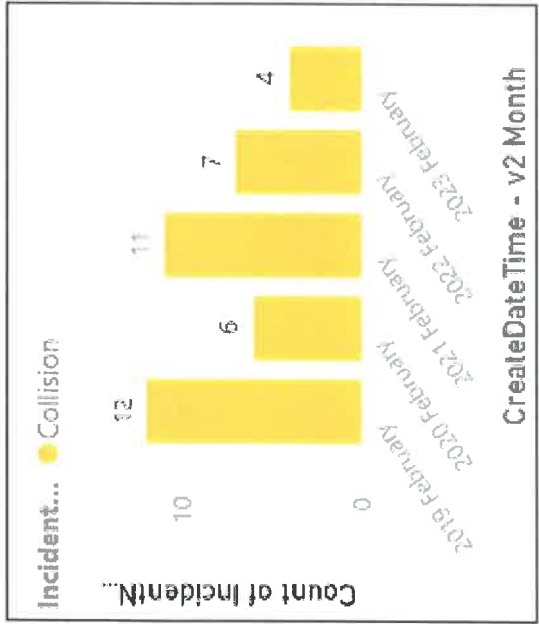


Reported Date w Time Month

Year	2019 February	2020 February	2021 February	2022 February	2023 February
ASSAULT 2 DV [NONFAMILY-WEAPON]	1	2	2	2	1
ASSAULT 4 DV	2	3	3	3	1
Domestic - No Assault	3	3	3	5	1
HARASSMENT PREV CONV OR THREAT TO KILL DV	0	0	0	0	0
RAPE 3 DV [STRONGARM]	0	0	0	1	0
<b>Total</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>8</b>	<b>3</b>









# Memo

To: City Council  
From: Eric Jensen, Community Development Director  
CC: City Manager Brent Kirk  
Date: February 23, 2023  
Re: **Community Development Report to City Council**

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

- A feasibility analysis is nearly complete on the Mt. Loop subarea neighborhood to determine the best uses for future residential and industrial activity and the need for accompanying infrastructure.
- A staff report is being prepared for the Land Use Matrix table code amendment (which will be presented to the Planning Commission at their next meeting).
- Preparation continues for the upcoming Council/Planning Commission Joint workshop (March 8).
- Beginning a Policy Gap Analysis for determining level of consistency for City policies with that of PSRC and Snohomish County policies.