



**DIAL-IN CONTACT PHONE NUMBER: (US) +1(253) 215-8782/MEETING ID: 898 9062 0874**

The Granite Falls City Council will hold an in-person and online (hybrid) meeting in the Civic Center at 7:00 PM on March 15, 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/89890620874>. 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 15, 2023**

**7:00 PM**

**AGENDA**

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **CONSENT AGENDA**
  - A. **AB 022-2023 Approval of February 1, 2023 Minutes**
  - B. **AB 023-2023 Approval of March 2, 2023 through March 15, 2023 claims checks #413182 through 413231 and One EFT totaling \$280,452.87**
  - C. **AB 024-2023 Approval of February 16, 2023 through February 28, 2023 payroll claims checks #27498 through 27502 and Twenty-Four EFT's totaling \$109,558.49**
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**
  - A. **AB 025-2023 Sno Isle Library**  
Susan Hempstead, Assistant Director of Strategic Relations
  - B. **AB 026-2023 ARPA Request from Granite Falls Senior Center**
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 022-2023 Approval of February 1, 2023 Minutes

**Meeting Date:** Wednesday, March 15, 2023

**Date Submitted:** February 1, 2023

**Originating Department:** City Clerk

**Action Required:**

Approval of consent agenda

**Clearances:**

Mayor

Police

Public Works

Attorney

**Exhibits:**

02/01/2023 Minutes

Engineering

Planning

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

---

**Budgeted Amount:**

---

**Summary Statement:**

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

**Background:**

**Recommended Motion:**

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



**CITY COUNCIL  
MEETING MINUTES  
FEBRUARY 1, 2023  
7:00 PM**

**1. CALL TO ORDER (Via In-Person & Online Via Zoom)**

**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 Council

Mayor Matthew Hartman	Present
Steven Glenn	Present
Tom FitzGerald	Present
Erin Hogan	Present
David Griggs	Present

City Staff

City Clerk Darla Reese
City Manager Brent Kirk
Deputy City Manager Jeff Balentine
Community Dev. Director Eric Jensen

Consultants

Police Chief Tom Dalton – S.C.S.O.

**4. CONSENT AGENDA**

- A. AB 011-2023 Approval of January 4, 2023 Minutes**
- B. AB 012-2023 Approval of February 1, 2023 claims checks #413086 through #413121 totaling \$239,407.55**
- C. AB 013-2023 Approval of January 1, 2023 through January 15, 2023 payroll claims checks #27489 and Nineteen EFT's totaling \$66,363.38**

**Councilmember Hogan** moved to approve the Consent Agenda. Councilmember Griggs seconded. Motion carried.

**5. STAFF REPORTS**

**Deputy City Manager Balentine** gave the following updates:

- Passport revenues (updated) dashboard
- Dashboards for 2022 completed
- Highlight 2022 Year in Review

**Consultant Police Chief Dalton** asked Council's input regarding:

- Stats on social media
- Website ideas
  - Calendar
  - Anonymous Q & A form
- Interactive ideas with the Police Department
- Transparency

**Community Development Director Eric Jensen** mentioned the Planning Commission meeting is next week. They will be discussing:

- Moving Planning Commission meeting this month to the 16<sup>th</sup>
- March 8<sup>th</sup> meeting
  - Land use issues
  - Public outreach
  - Galena St. Extension
- Planning Commission Meeting discussion on the 16<sup>th</sup>
  - Sign Code update
  - Architectural Design Standards
- Feasibility Analysis – Mt. Loop Sub Area Neighborhood
- University of Washington School of Public Policy and Government; help with the City's Comprehensive Plan Update (social media)
- Western Washington University Planning Department – intern candidates also to help

**City Manager Kirk** gave a Public Works update on the following items:

- Sewer – Looking into Cummins to start doing annual inspections of generators
- SSCTV cameras at Frank Mason Park update
- Water Dept. – master meter on Gun Club Rd. – Fire Dept.
  - Water pressure lower than thought (working with Charles on fixes)
- Annual Report for water utility;
- Annual backflow testing (115 commercial assemblies in town)
- Stormwater Annual report due March 31<sup>st</sup>
- Sewer
- Streets – Graded Boys & Girls Club Alley
  - Ask State Legislature for money to help with storm system in alley
- Galena St. Ext. Legislative Ask - \$400,000.00
- Wastewater Treatment Plant – received \$30 million from Department of Ecology at 1.6% interest

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

There were no public comments submitted for the record. No one online opted to speak during this portion of the meeting.

## 7. NEW BUSINESS

### A. AB 014-2023 Public Hearing – 7:10 PM, or soon thereafter To receive comments regarding Resolution 2023-01, the Fee Resolution

**Councilmember Griggs** moved to open the Public Hearing. Councilmember Hogan seconded. Motion carried.

**City Clerk Reese** entered the following exhibits into the record:

Exhibit 1 - Public Hearing Notice dated January 20, 2023, 1 page

Exhibit 2 – Verification of Public Hearing Posting dated January 20, 2023, 1 page

Exhibit 3 – Affidavit of Publication from the Everett Daily Herald dated January 20, 2023, 2 pages

Exhibit 4 – Proposed Resolution 2023-01 – Fee Resolution, 38 pages

**City Clerk Reese, City Manager Kirk and Community Developer Director Jensen** reviewed the complete list of changes between the old and in the new document as noted in the Council Agenda Bill.

**Councilmembers** asked questions regarding the General Facility Rates.

**Mayor Hartman** moved to open the public testimony portion of the Public Hearing.

No one from the audience or on-line chose to comment.

**Mayor Hartman** closed the public testimony portion of the meeting.

**Councilmember Hogan** moved to close the Public Hearing. Councilmember Griggs seconded. Motion carried.

**Councilmember Griggs** moved to approve Resolution 2023-01, A Resolution of the City of Granite Falls, establishing, setting and imposing fees due to the City as allowed by law and City Code. In a new 2023 Master Fee Schedule to be effective February 1, 2023; ending the effective date of all prior resolutions of the City setting and imposing fees and confirming the absence of vesting in any fee of the City. Councilmember FitzGerald seconded. Motion carried.

## 8. CURRENT BUSINESS

There were no Current Business items for the Agenda.

## 9. MAYOR'S COMMENTS

**Mayor Hartman** gave an update on the following items:

- Past Saturday was the Emerald Sound Conference Wrestling Tournament –Granite Falls Tigers participated and ended up in 1<sup>st</sup> Place (Congrats)
- Participated in SCT Meeting
  - Light Rail (Everett Link) to start in 2037
  - Housing survey
    - Align with corresponding house bills
  - House Bill 1110 – Cities expected to mandate if passed
  - House Bill 1351 – Reduces or eliminates parking requirements
- Snohomish County Mayors Meeting
  - Dave Hayes spoke – Adult Care Homes ramping up
    - Dropping off older persons at adult care centers
  - Public safety kick – fee involved; (not feasible for Granite Falls)
  - Board of Health – small cities being represented
- Chamber of Commerce update

## 10. COUNCIL COMMENTS

**Councilmember Glenn** had no comments.

**Councilmember Hogan** had no comments.

**Councilmember Griggs** asked about the plans on the property next door. He also thanked the audience members for attending the meeting.

**Councilmember FitzGerald** had the following comments:

- School District
  - 25<sup>th</sup> Success in Education
  - 23<sup>rd</sup> at parents meeting – drug issues (attended with Chief Dalton)
  - Key Communicators meeting – need more attendees and people to share information
- AWC Conference – February 15 & 16 – will attend with Brent if City can get appointments made
- Basketball ended last night for high school boys, but high school girls to start playoffs
- Robert Butler farewell from School Board. (Applicants have until February 17<sup>th</sup> to put their names in to serve). Tom put his name in the hat for the opened position.

**11. CITY MANAGER**

City Manager Kirk had no comments.

**12. ADJOURNMENT**

---

City Clerk Darla Reese, MMC

---

Mayor Matthew Hartman





## CITY COUNCIL AGENDA BILL

**Subject:**

AB 023-2023 Approval of March 2, 2023 through March 15, 2023 claims checks #413182 through 413231 and One EFT totaling \$280,452.87

**Meeting Date:** Wednesday, March 15, 2023

**Date Submitted:** March 10, 2023

**Originating Department:** City Treasurer

**Action Required:**

Approval of consent agenda

**Clearances:**

Mayor

Police

Public Works

Attorney

**Exhibits:**

Engineering

Planning

Other: City Manager and Deputy City Manager

---

**Budgeted Amount:**

001 Current Expense = \$35,996.91

101 Streets = \$3,119.22

303 Cif/Streets = \$659.40

401 Water = \$47,431.87

402 Cif/Water = \$174.41

403 Sewer = \$43,581.33

404 Cif/Water = \$145,632.53

405 Storm Drainage = \$2,091.23

630 Trust Agency = \$1,765.97

---

---

**Summary Statement:**

Claims are for March 2, 2023 through March 15, 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 024-2023 Approval of February 16, 2023 through February 28, 2023 payroll claims checks #27498 through 27502 and Twenty-Four EFT's totaling \$109,558.49

**Meeting Date:** Wednesday, March 15, 2023

**Date Submitted:** February 28, 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

---

**Budgeted Amount:**

001 Current Expense = \$55,912.86

101 Streets = \$8,247.59

401 Water = \$14,187.71

403 Sewer = \$27,352.20

405 Storm Drainage = \$3,858.13

---

**Summary Statement:**

Payroll is from February 16, 2023 through February 28, 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.



## CITY COUNCIL AGENDA BILL

**Subject:**

Staff Report - Passport Services Dashboard through March 9, 2023

**Meeting Date:** Wednesday, March 15, 2023

**Date Submitted:** March 10, 2023

**Originating Department:** City Treasurer

**Action Required:**

None

**Clearances:**

Mayor

Police

Public Works

Attorney

**Exhibits:**

Passport Dashboard 3-9-2023

Engineering

Planning

Other: Finance

---

**Budgeted Amount:**

---

**Summary Statement:**

Passport Services through March 9, 2023

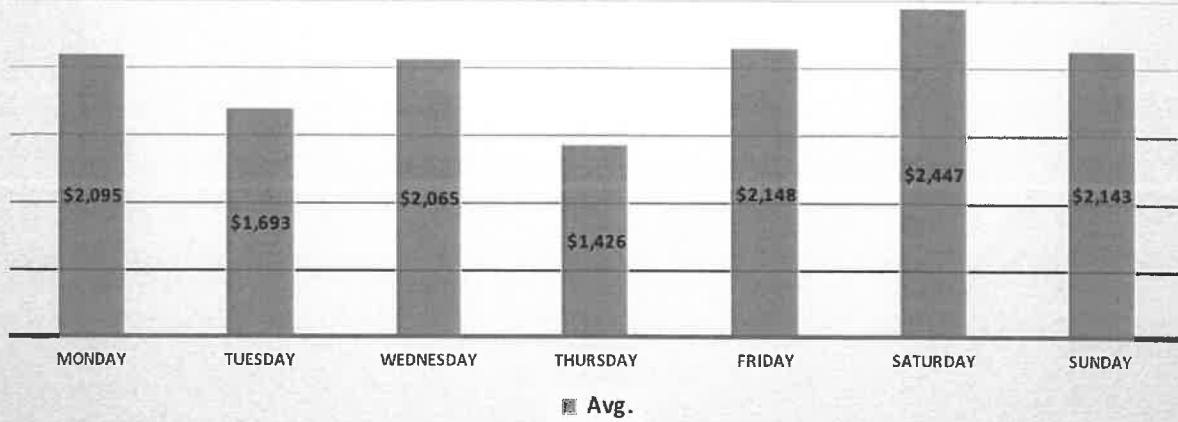
**Background:**

**Recommended Motion:**

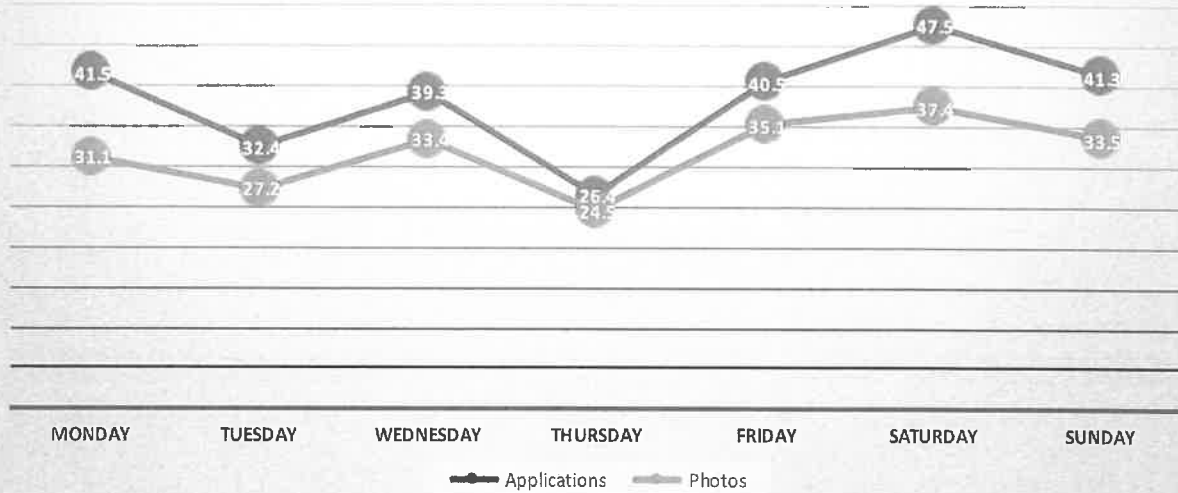
None

As of March 9, 2023

### 30-day Statistics By Day



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



	Revenue since 6-6-2022	Revenue YTD 2023	Gross Margin YTD 2023
<b>Total Revenue (since 6-6-2022)</b>	<b>\$ 313,664.55</b>	<b>\$ 129,808.55</b>	<b>\$56,061.35</b>
<b>30-day Annualized Revenue Trend</b>	<b>\$ 707,165.98</b>		<b>43.2%</b>
	<b>Gross Margin</b>	<b>% Sales</b>	
<b>Total Gross Margin (since 6-6-2022)</b>	<b>\$ 115,390.20</b>	<b>36.8%</b>	
<b>30-day Annual Projected Gross Margin</b>	<b>\$ 300,024.61</b>	<b>42.4%</b>	
	<b># Processed</b>	<b>Last 30 day Avg. per day</b>	<b>Break Even</b>
<b>Total Passport Applications Processed</b>	<b>5,982</b>	<b>37.8</b>	<b>21.3</b>
<b>Total Passport Photos Taken</b>	<b>5,074</b>	<b>31.4</b>	<b>18.1</b>



## CITY COUNCIL AGENDA BILL

**Subject:**

Staff Reports

**Meeting Date:** Wednesday, March 15, 2023

**Date Submitted:** March 10, 2023

**Originating Department:** City Clerk

**Action Required:**

N/A

**Clearances:**

Mayor

Police

Public Works

Attorney

**Exhibits:**

03/15/2023 City Clerk Report

Engineering

Planning

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

---

**Budgeted Amount:**

---

**Summary Statement:**

Attached, please find the city clerk report for your review and information.

**Background:**

**Recommended Motion:**

**City Clerk Staff Report  
March 15, 2023**

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

*Eregon Inc*

300 Deschutes Way SW, Ste. 208

Tumwater, WA 98501

Contractor-construction, commercial and residential fence projects

*Hire Quest (HQ – Northwest, LLC)*

5704 Evergreen Way, Ste. E

Everett, WA 98203

Employee leasing

*Utilities One Inc.*

13 Branch St. Ste. 207

Methuen, MA 01844

Underground storage tank, installation, construction, excavating – construction

*Pacific Pro Painters LLC*

6428 Skinner Rd.

Granite Falls, WA 98252

Painting-construction

*Evrnew LLC*

680 N. Cache St. Ste. 100

Jackson, WY 83001

Cleaning service, disaster cleanup, fire and water damage restoration, storage facility-general

*Garvie Industries LLC*

15612 Jim Creek Rd.

Arlington, WA 98223

Electrical

***Building Permits Issued:***

*Snohomish County FD #17*

116 S. Granite Ave.

Commercial drain line repair

*Building Permit #2023-013*



## CITY COUNCIL AGENDA BILL

**Subject:**

AB 025-2023 Sno Isle Library  
Susan Hempstead, Assistant Director of Strategic  
Relations

**Meeting Date:** Wednesday, March 15, 2023

**Date Submitted:** February 2023

**Originating Department:** City Clerk

**Action Required:**

N/A Discussion Only

**Clearances:**

Mayor

Police

Public Works

Attorney

**Exhibits:**

Engineering

Planning

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

---

**Budgeted Amount:**

---

**Summary Statement:**

City Clerk Reese and City Manager Kirk were contacted by Sno-Isle and asked to be placed on this agenda for a brief presentation and discussion on what is currently happening with Sno-Isle.

**Background:**

**Recommended Motion:**





## CITY COUNCIL AGENDA BILL

**Subject:**

AB 026-2023 ARPA Request from Granite Falls Senior Center

**Meeting Date:** Wednesday, March 15, 2023

**Date Submitted:** February 27, 2023

**Originating Department:** City Treasurer

**Action Required:**

Consideration of ARPA Funds for the Granite Falls Senior Center

**Clearances:**

Mayor

Police

Public Works

Attorney

**Exhibits:**

Council Letter from Senior Center received dated February 27, 2023

Engineering

Planning

Other: Deputy City Manager

---

**Budgeted Amount:**

---

**Summary Statement:**

The Granite Falls Senior Center is requesting ARPA funds from the City.

**Background:**

**Recommended Motion:**

1) Motion to provide ARPA funding in the amount of \$ \_\_\_\_\_ to the Granite Falls Senior Center.

2) Motion to deny request.

RECEIVED  
FEB 27 2023  
City of Granite Falls

**Granite Falls Senior Citizens Center**

**302 S Granite Ave.**

**P.O. Box 714**

**Granite Falls, Wa. 98252**

**360-691-7177**

**To: Granite Falls Council and/or Chamber of Commerce**

**To whom it may concern,**

**We are writing this as a proposal to get some sort of funding for our facility. Due to covid and the restrictions that were imposed from April 2020 to November 2022. Our center is a nonprofit organization that is solely funded on our fundraisers, our members and a donation of \$750.00 a year from the city of granite falls. Before covid we were doing ok.. we were able to man the rest stops with coffee and pastry handouts, our bingo crowds were bigger our fundraising events were bigger. But now because of and since covid we have dwindled immensely. Our membership is low.. Our bingo crowd is very low.. Our fundraising events have been a little profitable but not much. As u will see in the following Itemized list of our outgoing bills from mid march 2020 to November 2022 (27 months), our average outgoing is at an estimated \$850 to \$900 per month, we definitely do not make this in a month, we are very lucky if we bring in \$100 a week on bingo. During the covid shut down we were not even open on bingo day for the 1<sup>st</sup> year almost. We have little money in both our general and bingo accounts, and are facing to have to shut down in a few months if we do not get help.**

**We no longer can man the rest stops which use to help us sooo much raising anywhere from \$200 a month to \$1500 a month. Our bingo crowds have went from around 25 to 30+ players a week to 15 to 20 players a week if we are even lucky to get 15 players.**

**We were lucky this year to be able to do show n shine and railroad days again and did ok.**

**We have been doing Neon Bingo every couple months and that averages about \$ 700 to \$800 profit for us.**

**We still have been trying to help the community by our members and some community businesses donating items for our Easter basket hand outs and Christmas stocking handouts.. We do ask for donations for that when parents pick up but definitely are not required.**

**We have also been doing a community breakfast the 2<sup>nd</sup> Saturday of each month and that brings in barely enough to cover supplies.. Average is about \$120 to \$175 a month.**

**We have lunch every Thursday but the meals are provided by Homage services of Snohomish County and the funds from the meals get sent to Homage every week.**

**So hopefully with all this being said you can see where we need some help as we do not want to the shut the doors of our center. This building has been here since 1976 and has always been the Granite Falls Senior Center. Before that the seniors met other places. We want to so much get back to the days of when there was 50 to 75 members a year.. we want to be able to do fun activities again.**

**Thank You so much for your time,**

**Erika Maynard, Vice President (425) 345-7413**

**Wendy Westland, President (360) 502-1163**

**The following page is a list of our general outgoing total bills from mid march 2020 to November 2022**

**Please keep in mind that this does not include our bingo supplies, kitchen supplies, and other misc. items.**

**Granite Falls Senior Citizens**

**P.O Box 714**

**302 S. Granite Ave**

**Granite Falls, Wa. 98252**

**360-691-7177**

**Itemized General Bill Payout from mid March 2020 to November 2022 totals**

<b>PUD...</b>	<b>\$7470.38</b>
<b>Insurance</b>	<b>\$6801.85</b>
<b>Garbage</b>	<b>\$3340.20</b>
<b>City of GF</b>	<b>\$3589.35</b>
<b>Phone/</b>	
<b>Internet</b>	<b>\$4197.21</b>
<b>Loan</b>	
<b>Payment</b>	<b>\$1593.11</b>
<b>Sno Co</b>	
<b>Treasurer</b>	<b>\$480.00</b>
<b>Total...</b>	<b>\$27,472.10</b>