



# GRANITE FALLS WASHINGTON

GATEWAY TO THE MOUNTAIN LOOP

City of Granite Falls  
215 S. Granite Avenue / P.O. Box 1440  
Granite Falls, Washington 98252

P 360/691-6441  
F 360/691-6734  
www.ci.granite-falls.wa.us

**DIAL-IN CONTACT PHONE NUMBER: (US) +1(253) 215-8782/MEETING ID: 823 6932 3038**

The Granite Falls City Council will hold an in-person meeting in the Civic Center at 7:00 PM on July 5, 2023. Please use the phone number above for joining the meeting by telephone. You can also join by computer by clicking the Zoom meeting link: <https://06web.zoom.us/j/82369323038>. Comments are encouraged and may be e-mailed to the city clerk in advance of the meeting, given in person, by telephone or computer connection.

## **CITY COUNCIL MEETING**

**JULY 5, 2023**

**7:00 PM**

### **AGENDA**

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **CONSENT AGENDA**
  - A. **AB 065-2023 Approval of June 7, 2023 Minutes**
  - B. **AB 066-2023 Approval of June 21, 2023 Minutes**
  - C. **AB 067-2023 Approval of June 22, 2023 through July 5, 2023 claims checks #413483 through 413518 totaling \$198,646.98**
  - D. **AB 068-2023 Approval of June 1, 2023 through June 15, 2023 payroll claims checks consisting of Nineteen EFTs totaling \$65,849.45**
5. **STAFF REPORTS**
6. **PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON ACTION ITEMS**  
(Speakers must sign up prior to the meeting. Individual comments will be limited to three minutes. Group comments shall be limited to five minutes.)
7. **NEW BUSINESS**
  - A. **AB 069-2023 Appointment of Representative for the Snohomish County Solid Waste Advisory Committee (SWAC)**
  - B. **AB 070-2023 Consideration of Approval of Resolution 2023-06, setting a Public Hearing date for the MTIL Annexation**
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 065-2023 Approval of June 7, 2023 Minutes

**Meeting Date:** Wednesday, July 5, 2023

**Date Submitted:** June 7, 2023

**Originating Department:** City Clerk

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[06/07/2023 Minutes](#)

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**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 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.



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## CITY COUNCIL MEETING MINUTES JUNE 7, 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

Thomas Graafstra – Thompson, Guildner & Assoc.
Police Chief Tom Dalton – S.C.S.O.

### 4. CONSENT AGENDA

- A. AB 052-2023 Approval of May 18, 2023 through June 7, 2023 claims checks #27513, #413405 through #413446 and One EFT totaling \$331,741.97
- B. AB 053-2023 Approval of May 1, 2023 through May 15, 2023 payroll claims consisting of Twenty EFT's totaling \$64,372.67

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

### 5. STAFF REPORTS

**Consultant Police Chief Dalton** reported on recent calls, and their toll on officers.

**Community Dev. Director Jensen** gave the following updates:

- Community Survey (Draft)
- Permanent Supportive Housing & Transitional Housing Regulatory Guidance (Draft)

- Next Planning Commission Meeting Items/Steps Expected
- Landscape Code Updates

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

- Bid Opening – WWTP Upgrade on June 22, 2023 at 2pm
- Smoots Lift Station (pulled pumps again)
- Frank Mason Park (bathroom door sourcing/painting)
- Jim Holm & Frank Mason Parks = Park Rules (code of conduct)
- Arborist Studies (result of reports)
- N. Alder Overlay & Water Main Replacement (working on getting it out to bid)
- Montclair Apartments (found 660 feet of ductile iron line pipe)
- Galena St. Extension Project (starting next week)
- Bus station re-location (park & ride)
- McDaniel's Hardware project update (finalizing site plan)
- Gas Station project update (project slowed down)
- Maple tree ideas (what to do with wood?)
- Chamber of Commerce Meeting – July 6th (Brent to do a State of the City speech)
- Small City Connector Meeting attended last week (held in La Conner)
- Celebration of Life for Penny Cruger (Fred and Penny Cruger Atrium Dedication)

**Deputy City Manager Balentine** gave an update on passports (1-year anniversary) and revenues. He also reported on the financial dashboards.

**City Clerk Reese** gave the following updates:

- Office of Financial Management draft estimate of population report
- Senior Center meeting and posts (bingo & community breakfast)
- Asked Mayor Hartman to update Mohanna on Ken Klein's story of visiting the Passport Office and how great his experience was

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

**Tessa 17430-116<sup>th</sup> PL NE**

Tessa commented on library signage.

## **7. NEW BUSINESS**

### **A. AB 054-2023 Consideration of Construction Management/Contract Supplement 1 for the Galena St. Extension Project**

**Councilmember Hogan** moved to approve Contract Supplement 1 with Gray & Osborne, Inc. for the West Galena St. Extension project and authorize the City Manager to sign. Councilmember Griggs seconded. Motion carried.

### **B. AB 055-2023 Consideration of Approval of Resolution #2023-04 authorizing the delivery of funds to closing, and authorizing the City Manager to sign all closing documents for the City to acquire the property**

**Councilmember Griggs** moved to approve Resolution 2023-04, and authorize the Mayor to sign. Councilmember Hogan seconded. Motion carried.

### **C. AB 056-2023 Consideration of Approval of Amendment #1 for Wastewater Treatment Plant Design Services with Gray & Osborne, Inc.**

**Councilmember Griggs** moved to approve Amendment #1 for Wastewater Treatment Plant Engineering Design Services with Gray and Osborne, Inc. and authorize City Manager to sign. Councilmember Glenn seconded. Motion carried.

### **D. AB 057-2023 Consideration of Adopting Ordinance 1041-2023 an Ordinance of the City of Granite Falls, Washington, relating to the 2023 City budget; and amending Ordinance No. 1035-2022 adopting the 2023 Budget to Adjust revenue estimates and appropriations for funds as included on Exhibit "A".**

**Councilmember FitzGerald** moved to adopt Ordinance 1041-2023 an Ordinance of the City of Granite Falls, Washington, relating to the 2023 Budget; and amending Ordinance No. 1035-2022 adopting the 2023 budget to adjust revenue estimates and appropriations for funds as included on Exhibit "A." Councilmember Hogan 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:

- Attended the AWC Small City Connector Meeting in La Conner
  - New AWC Director Deanna Dawson
- Puget Sound Energy bill was raised 25% this year
- Articles read about in the Everett Herald:
  - Trade Fair – Granite Falls School Dist. Participation in
  - Mariner High School Financial Advisor talk about credit

## 10. COUNCIL COMMENTS

**Councilmember Glenn** mentioned graduation will be on Friday evening and will be televised. Also, the elementary school has been putting on good activities over the past week.

**Councilmember FitzGerald** had the following comments:

- Graduation –
  - Open Doors June 8<sup>th</sup>
  - High School June 9<sup>th</sup>
- High school turf is scheduled to be replaced this summer
- Attended the Small City Connectors Meeting

**Councilmember Hogan** had no comments.

**Councilmember Griggs** asked about the drug laws/enforcement. He also gave an update on 93 registered vehicles so far for Show N' Shine.

## 11. CITY MANAGER

**City Manager Kirk** will be attending the AWC Conference with Councilmember FitzGerald in two weeks and will not be at the meeting of the 21<sup>st</sup>.

## 12. ADJOURNMENT

**Mayor Hartman** adjourned the meeting.

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City Clerk Darla Reese, MMC

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Mayor Matthew Hartman



## CITY COUNCIL AGENDA BILL

**Subject:**

AB 066-2023 Approval of June 21, 2023 Minutes

**Meeting Date:** Wednesday, July 5, 2023

**Date Submitted:** June 21, 2023

**Originating Department:** City Clerk

**Action Required:**

Approval of consent agenda

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[06/21/2023 Minutes](#)

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**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 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.





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## CITY COUNCIL MEETING MINUTES JUNE 21, 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

Thomas Graafstra – Thompson, Guildner & Assoc.  
Police Chief Tom Dalton – S.C.S.O.

### 4. CONSENT AGENDA

- A. AB 058-2023 Approval of May 17, 2023 Minutes
- B. AB 059-2023 Approval of May 26, 2023 Minutes
- C. AB 060-2023 Approval of June 8, 2023 through June 21, 2023 claims checks #413447 through #413482 totaling \$102,981.17
- D. AB 061-2023 Approval of May 16, 2023 through May 31, 2023 payroll claims checks #27514 through #27515 and Twenty-Three EFT's totaling \$122,430.80

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

### 5. STAFF REPORTS

**Consultant Police Chief Dalton** reported on recent calls and incidents handled by the Police Department.

**Community Dev. Director Jensen** gave the following updates:

- Planning Commission Meeting update
- Community Survey
- Washington States Deferred Maintenance Parks Grant

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

- Sewer: Cleaning out fats, oils and greases in unimproved area on Union Street
- Tomorrow: Bid Opening for Wastewater Treatment Plant
- Parks: Painting completed for Frank Mason Park. Doors to arrive next week.
  - Still waiting on the park rules sign
- Water: N. Alder TIB Overlay Project is currently available for bidding
- Streets: – Galena St. Extension project started clearing & grubbing.  
McDaniel's project scheduled to begin next week (preconstruction meeting was held today)

**Consultant Police Chief Dalton** reported on the parks signs and why they were late. Due to setting up two separate meetings for kids' participation = no one showed to either meeting.

**Deputy City Manager Balentine** gave an update on passports and revenue. He is working on figuring out a giveaway for passport person number 10,000.00.

## **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 062-2023 Public Hearing 7:05 PM, or soon thereafter**

**For consideration of Resolution 2023-05, adopting the 6-Year Transportation Improvement Plan**

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

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

Exhibit 1 – Public Hearing notice dated June 9, 2023, 1 page

Exhibit 2 – Verification of Public Hearing posting dated June 9, 2023, 1 page

Exhibit 3 – Resolution No. 2023-05, 4 pages

**Deputy City Manager Balentine** gave a presentation on the Six-Year Transportation Improvement Plan. Slide discussions included:

- Transportation Improvement Plan 2024-2029
  - What the Transportation Improvement Program is
  - Project Planning
  - Funding Allocation
  - Transparency and Public Involvement
  - Compliance with Federal Regulations
- City Identified seven projects for 2024-2029 time period and categorized projects as follows:
  - Safety – New Sidewalks and Intersection Improvements
  - Porous Asphalt and Pavers
  - New Construction – Signalization and Channelization
  - Maintenance – Resurfacing
  - Reconstruction – Pedestrian Improvements
- Safety – New Sidewalks and Intersection Improvements
  - Improving Safety
  - Accessibility
  - Encouraging active transportation
  - Improve overall livability and vitality
  - Enhancing revitalization efforts

Projects:

West Stanley Street Sidewalks – 2024  
South Alder Avenue Sidewalks – 2025

- Porous Asphalt and Pavers
  - Stormwater Improvement
  - Filtration
  - Heat Mitigation
  - Enhanced Drainage
  - Eco-Friendly Practice
  - Improved Aesthetics

Project:

Indiana Ave./Kentucky Ave. Low-Impact Development (LID) Retrofit - 2025

- New Construction – Signalization and Channelization
  - Improved Traffic Flow
  - Increased Safety
  - Enhanced Pedestrian and Cyclist Infrastructure
  - Supporting Growth and Development

- Improved Public Transportation
- Integration of Technology

**Project:**

N. Alder Avenue & East Alpine Street Intersection Improvements - 2026

- Maintenance – Resurfacing Projects
  - Safety
  - Efficiency
  - Cost-effective Approach
  - Aesthetics

**Projects:**

North Granite Avenue Overlay 2027  
Annual Overlay Program – 2024-2029

- Reconstruction – Pedestrian Improvements
  - Improving pedestrian infrastructure and benefits for the City

**Project:**

Annual Pedestrian Improvement Program – 2024-2029

**Mayor Hartman** opened the public testimony portion of the Public Hearing.

There were no public comments submitted for the hearing record and no one online opted to speak.

**Mayor Hartman** closed the public testimony portion of the Public Hearing.

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

**Councilmember Glenn** moved to approve Resolution 2023-05, the 2024-2029 6-Year Transportation Improvement Program (TIP). Councilmember Hogan seconded. Motion carried.

- B. AB 063-2023 Public Hearing – 7:20 PM, or soon thereafter**  
**For consideration of Ordinance No. 1040-2023, amending Granite Falls Municipal Code (GFMC) Subsections 19.02 and 19.03 relating to Updating Definitions and Adding a Land Use Matrix Table**

**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 June 9, 2023, 1 page

Exhibit 2 – Verification of Public Hearing posting dated June 9, 2023, 1 page

Exhibit 3 – Staff Report-Ordinance No. 1040-2023 and attachments, 52 pages

**Community Development Director Jensen** gave a presentation on the Title 19 Update – Granite Falls Municipal Code – Chapters 19.02 Definitions and Chapter 19.03 Zoning. Slides of discussion included:

- Purpose of Code Update
- GFMC 19.02 Definitions Update
  - Added new definitions to reflect new land uses and terms such as “Accessory Living Quarters,” “Nurseries” and automotive-related definitions
  - Closed gaps of missing definitions for land use terms in need of defining and for sake of clarity
  - Some land uses had no previous definitions and some definitions had no corresponding land use
  - Note: not all terms are defined in Chapter 19.02
  - New land use definition added: Accessory Living Quarters to replace Night Watchman’s Quarters
- GFMC 19.03 Zoning Update
  - This proposed zoning code update is to institute a new format for including what land uses are Permitted, which are Conditional or Prohibited
  - This new approach replaces a Primary, Secondary and Conditional breakdown of land uses in each zone
  - Note: Uses not listed are prohibited unless shown to be materially the same as a listed use in which event they are permitted, a conditional use, or prohibited as the materially similar use
  - Previous table inclusions of new missing middle style residential land uses (courtyard/apartments, live/work units) have been removed for not to await consideration when new housing legislation is incorporated and missing middle options are considered and selected by the City.
- Residential Land Use Table Highlights
  - \*Land Use Redefined – Mixed Use
  - \*New Land Use – Manufactured Home in multiple residential zone
  - \*Removed Land Use – Foster Home
  - \*Removed Land Use – Manufactured or Mobile Home Park
  - Added footnotes to duplex, SFR and manufactured homes to reflect lot size restrictions
  - Removed courtyard and live/work land uses

- Commercial Land Use Table Highlights
  - \*New/Consolidated Land Uses – Automotive related activity
  - \*New/Consolidated – Equipment sales and rental
  - \*New/Redefined Land Use – Vehicle services/Vehicle storage
  - Commercial Table: No Change
- Industrial Land Use Table Highlights
  - \*New Land Use – Accessory living quarter
  - \*New/clarified Land Uses – Recycling activities
  - \*Removed Land Use – Animal shelters from Heavy Industrial zone
  - Industrial Table: No Change
- Open Space and Parks Land Use Table Highlights
  - \*Expanded Land Use – Remote control model facility
  - \*Removed Land Use – Dock
  - \*Removed Land Use – Eco car facility
  - Minor Modifications to Matrix Tables
    - Open Space and Parks Table:
      - Moved Public Parks from Public & Institutional to this table
      - Reclassified 5 prohibited uses for CBD and Commercial zones
        - Outdoor passive parks
        - Park maintenance storage facility
        - Picnic areas and related facilities
        - Play equipment, and
        - Playfields
- Public and Institutional Land Use Table Highlights
  - \*Consolidated Land Use – Antennas includes communication and wireless facilities
  - \*Redefined and reallocated Land Use – Schools/educational institution
  - \*Removed Land Use – Public parks (moved to Open Space and Parks Table)
  - Minor Modifications to Matrix Tables
    - Public and Institutional Table
      - (As previously mentioned) Moved Public Parks to Open Space and Parks Table
      - Added the Antenna and communication footnote for clarity

**Council asked questions regarding:**

- Reason of getting rid of manufactured/mobile home parks from the code?
- With regards to lot size in a manufactured home park, should we be recognizing they are much smaller lots? Something to look at and still have a potential term?

**Mayor Hartman** opened the public testimony portion of the Public Hearing.

**Fred Cruger, 7020-230<sup>th</sup> Avenue NE, Granite Falls**

Mr. Cruger voiced his comments on manufactured/mobile home parks = not allowed.

**Mayor Hartman** closed the public testimony portion of the Public Hearing.

**Council deliberated on the following:**

- 19.03.080 Multiple Residential zone – by changing letters, it changes the first paragraph from (i) to (g) now (may check other subsections for Scribner errors)
- Matrix questions = Go cart facility – conditional use in a multi-residential zone? does not make sense to have – consider changing
- Public/Institutional = do not know the definition of essential public facilities as these are prohibited in the public/institutional; zone (change needed)
- Public parks = prohibited in public parks and public/institutional zones (has been moved to the new open space/parks table now)
- DT Residential – Triplex (will it fit on a 2,500 SF lot?) = (talk about at the upcoming joint Council/Planning Commission workshop)
- Industrial = communication facility – is this like the business located across the street? Looking for an example or definition of communication facility (discussion at a later date)

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

**Councilmember Griggs** moved to approve 1040-2023 as to form subject to final edits and approval of commerce with adoption with other proposed developmental or development regulations. Councilmember Hogan seconded. Motion carried.

**C. AB 064-2023 Consideration of Engineering Services Contract with Gray & Osborne, Inc. for the design of a Park N Ride Lot at the intersection of Galena St. Ext. and Portage Ave.**

**Councilmember Glenn** moved to approve Contract Supplement #3 for additional design services for the Galena St. Extension and authorize the City Manager to sign. 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:

- Galena St. Extension project
- Welcome to Granite Falls Sign (Travis working on restoring currently)
- Notables coming to get Passports = County Councilman Nate Nehring & 39<sup>th</sup> District Representative Carolyn Eslick
- Ask for Wastewater Treatment Plant – Congresswoman Kim Schrier's Office (will contact)

## 10. COUNCIL COMMENTS

**Councilmember Glenn** discussed the following items:

- Nice to see school is out
- Changes happening with the School District
- Looking forward to summer activities in the City

**Councilmember Hogan** had no comments.

**Councilmember Griggs** had no comments.

**Councilmember FitzGerald** had the following comments:

- Attending the AWC Conference in Spokane
  - Enjoyed small city's breakout session today
- Look at ordering bunting for the front of City Hall for 4<sup>th</sup> of July and other events

## 11. CITY MANAGER

**City Manager Kirk** mentioned Councilmember FitzGerald talked to a Mayor who had a Bigfoot Festival in her town. There is a Washington Association of Code Enforcement conference in September in Leavenworth.

## 12. ADJOURNMENT

**Mayor Hartman** adjourned the meeting.

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City Clerk Darla Reese, MMC

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Mayor Matthew Hartman





Agenda Bill # 067-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 067-2023 Approval of June 22, 2023 through July 5, 2023 claims checks #413483 through 413518 totaling \$198,646.98

**Meeting Date:** Wednesday, July 5, 2023

**Date Submitted:** June 30, 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 = \$25,142.86

101 Streets = \$556.17

303 Cif/Streets = \$12,524.45

401 Water = \$3,180.62

402 Cif/Water = \$7,795.88

403 Sewer = \$43,140.56

404 Cif/Sewer = \$105,497.69

405 Storm Drainage = \$257.54

630 Trust Agency = \$551.21

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**Summary Statement:**

Claims are for June 22, 2023 through July 5, 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.



**GRANITE FALLS WASHINGTON**

GATEWAY TO THE MOUNTAIN LOOP

Agenda Bill # 068-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 068-2023 Approval of June 1, 2023 through June 15, 2023 payroll claims checks consisting of Nineteen EFTs totaling \$65,849.45

**Meeting Date:** Wednesday, July 5, 2023

**Date Submitted:** June 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 = \$26,585.81

101 Streets = \$5,803.42

401 Water = \$10,037.58

403 Sewer = \$20,621.98

405 Storm Drainage = \$2,800.66

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**Summary Statement:**

Payroll is from June 1, 2023 through June 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 payroll [state change] and approve the payroll as amended.



**GRANITE FALLS WASHINGTON**  
GATEWAY TO THE MOUNTAIN LOOP

Agenda Bill # NA

## CITY COUNCIL AGENDA BILL

**Subject:**

Staff Report Passports

**Meeting Date:** Wednesday, July 5, 2023

**Date Submitted:** June 30, 2023

**Originating Department:** City Treasurer

**Action Required:**

NA

**Clearances:**

☒ Mayor

☒ Police

☒ Public Works

☒ Attorney

**Exhibits:**

[Passport Dashboard through June 29, 2023](#)

☒ Engineering

☒ Planning

☒ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**Summary Statement:**

Passport service through June 29, 2023

Revenue YTD \$314,589.21

GM YTD \$176,632

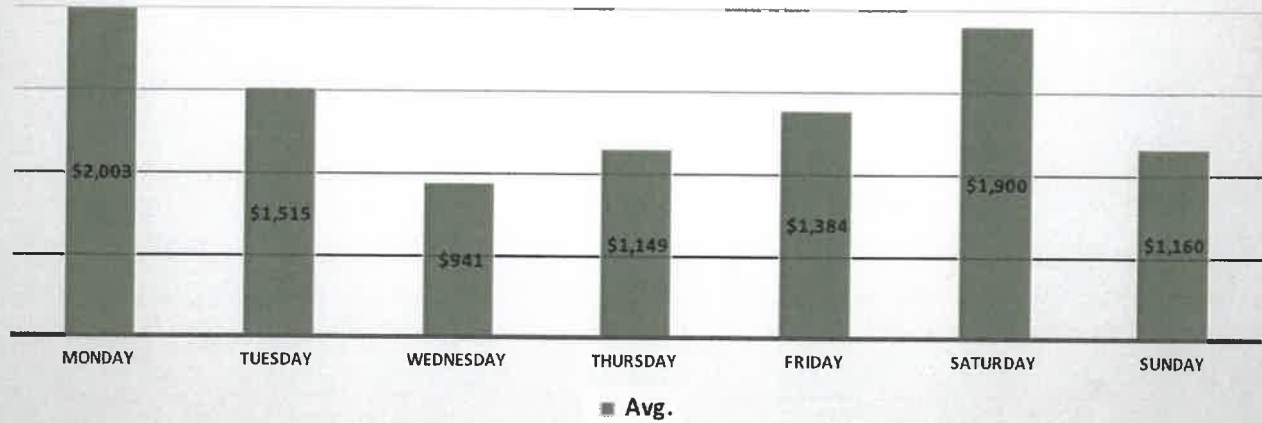
**Background:**

**Recommended Motion:**

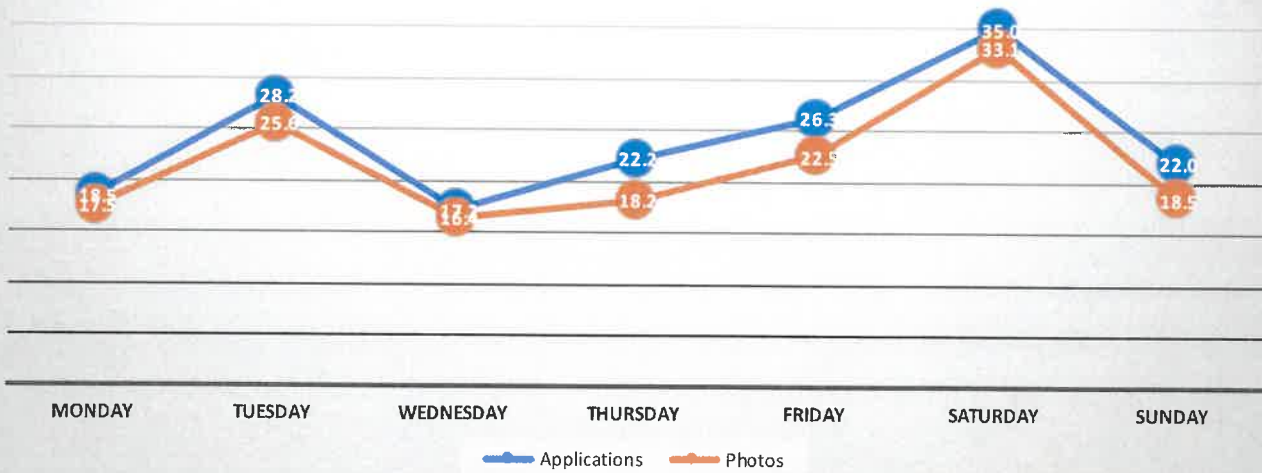
None

As of June 29, 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
Total Revenue (since 6-6-2022)	\$ 498,445.21	\$ 314,589.21	\$ 117,304.14
30-day Annualized Revenue Trend	\$ 637,917.01		37.3%
	Gross Margin	% Sales	
Total Gross Margin (since 6-6-2022)	\$ 176,632.99	35.4%	
30-day Annual Projected Gross Margin	\$ 299,573.65	47.0%	
	# Processed	Last 30 day Avg. per day	Break Even
Total Passport Applications Processed	9,503	24.5	22.1
Total Passport Photos Taken	8,059	21.8	18.8



**GRANITE FALLS WASHINGTON**

GATEWAY TO THE MOUNTAIN LOOP

Agenda Bill # N/A

## CITY COUNCIL AGENDA BILL

**Subject:**

Staff Reports

**Meeting Date:** Wednesday, July 5, 2023

**Date Submitted:** June 30, 2023

**Originating Department:** City Clerk

**Action Required:**

**Clearances:**

☐ Mayor

☒ Police

☐ Public Works

☐ Attorney

**Exhibits:**

[07/05/2023 City Clerk Report](#)

[07/05/2023 Community Development Director Report](#)

[07/05/2023 Police Chief Report](#)

☐ Engineering

☒ Planning

☒ Other: City Clerk

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**Budgeted Amount:**

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**Summary Statement:**

Attached, please find staff reports from the city clerk, community development director and police chief for your review and information.

**Background:**

**Recommended Motion:**

## City Clerk Staff Report July 5, 2023

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

*Terra Consulting Group, LLC*  
17804 Mill Valley Rd.  
Granite Falls, WA 98252  
Consultant, consulting services, project management consultant

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

*Polk Mechanical LLC*  
5016-83<sup>rd</sup> Ave. NE  
Marysville, WA 98270  
HVAC Service

*Brinton Business Ventures, Inc.*  
1217 SW 7<sup>th</sup> St., Ste. 110  
Renton, WA 98057  
Corporate office for my business

*Pacific Mobile Structures, Inc.*  
1554 Bishop Rd.  
Chehalis, WA 98532

*PNW Legacy Fencing, LLC*  
2624-107<sup>th</sup> Dr. NE  
Lake Stevens, WA 98258  
Construction

*Aspira Concrete Solutions, LLC*  
6501-117<sup>th</sup> Ave. NE  
Lake Stevens, WA 98258  
Concrete-install, specialty contractor

*King Plumbing, LLC*  
120-161<sup>st</sup> St. SE  
Bothell, WA 98012  
Repair plumbing issues on homeowners plumbing systems

*Bear Creek Tree Works LLC*  
625 SW Lake Roesiger Rd.  
Granite Falls, WA 98252  
Tree removal/trimming, stump grinding

-OVER-

*West Coast Metal Buildings, Inc.*

5232 Salem Dallas Hwy. NW

Salem, OR 97304

Specialty contractor installing metal buildings, garages, sheds, custom buildings

*Paradise Land Solutions LLC*

14931-62<sup>nd</sup> PL NE

Lake Stevens, WA 98258

Land clearing

*WSB Sheet Metal Co.*

14701 Main St. NE, Ste. C-3

Duvall, WA 98019

Sheet metal design & fab

**Building Permits Issued:**

*Stacy Harrington*

116 N. Bogart Ave.

Residential Forced Air Furnace & A/C Unit

*Building Permit #2023-041*

*Tyler Clements*

17703 Oak St.

Residential A/C Unit

*Building Permit #2023-042*

*Patricia Miller*

9617 Hawkins Ave.

Residential A/C Unit

*Building Permit #2023-044*



# Memo

To: City Council  
From: Eric Jensen, Community Development Director  
CC: City Manager Brent Kirk  
Date: June 29, 2023  
Re: **Community Development Report to City Council**

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

- Staff has been working to complete mandatory reports for compliance to the WA Dept of Commerce GMA grant funding for the Comprehensive Plan update. Material includes a Periodic Update, Existing Conditions report, Policy gap analysis and update Public Participation plan (among other additional minor tasks).
- At their next meeting, the Planning Commission will be reviewing proposed amendments to the Unified Development Code Chapter 19.06.020 Landscaping and Screening for general update and improvement.
- We are preparing the WA State parks grant for assisting municipalities with deferred maintenance needs. With the decision to proceed with pursuing grant funds for a new bulldozer, the next step is to procure accurate cost estimates to determine the exact cost request for the application. The due date is July 31<sup>st</sup>.
- The community survey remains open to the public for participation and feedback. We will be directly engaging with identified stakeholder groups for the next two-three months to collect their specific input. The link to complete the survey is: [City of Granite Falls Community Survey](#)



Lead the Way

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



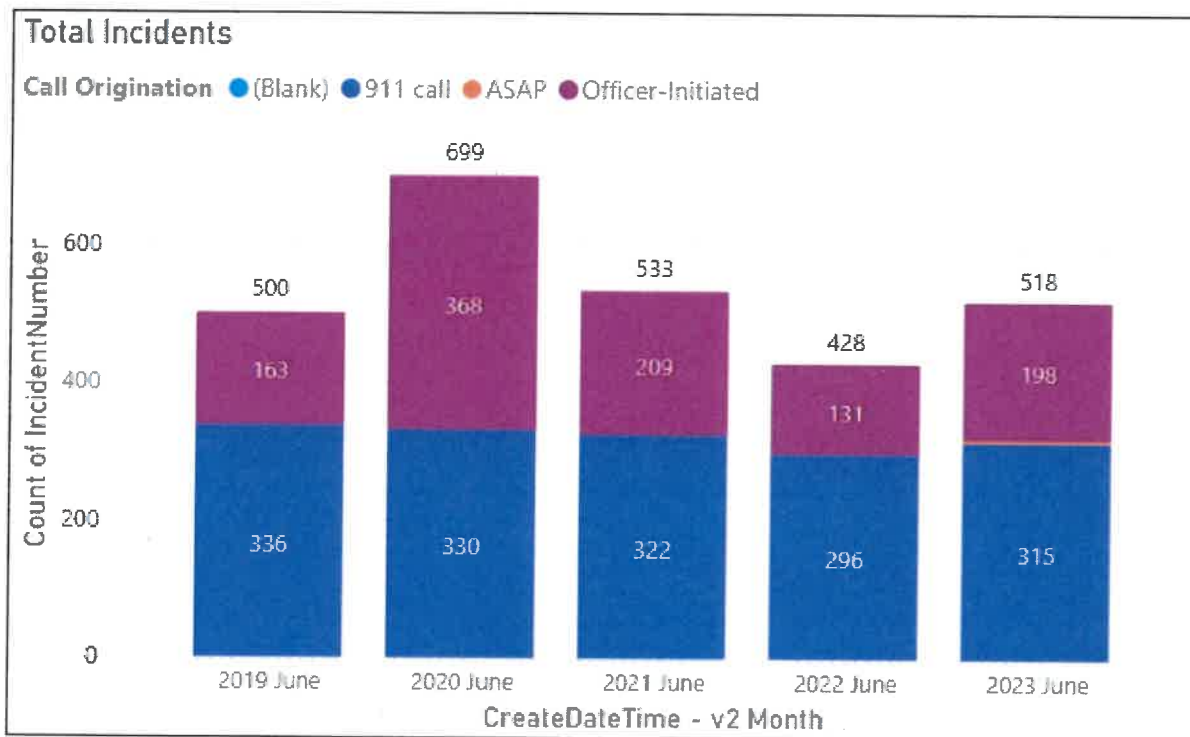
**Sheriff Adam Fortney**

**City Manager Brent Kirk**

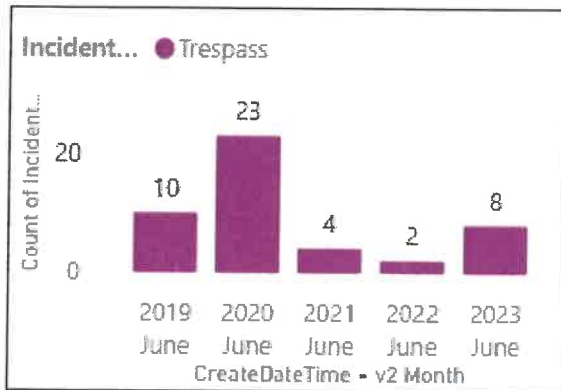
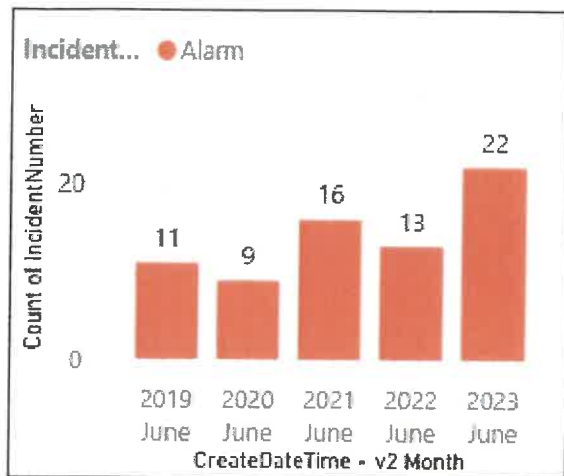
**Council Members, Mayor, and staff**

**06-30-2023 / 1000hrs**

The month of June was a busy month, compared to last year. 2020 was the busiest for us 699 Calls for Service (CFS). This year, we responded to 518 CFS compared to 428 CFS last June.



Alarms were still significantly up this June compared to previous years. The library was able to finally get someone to come and repair the sensor that they believed was giving them trouble. We anticipate our alarm calls to reduce.

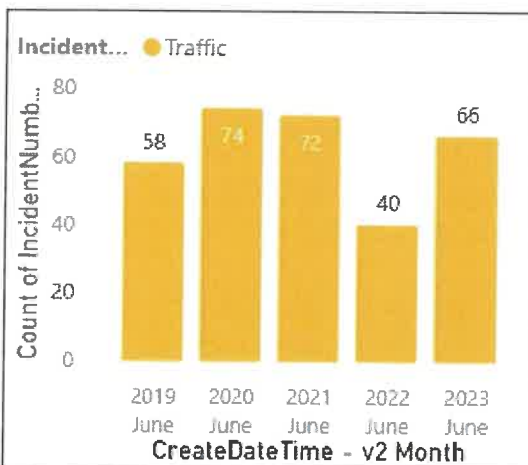
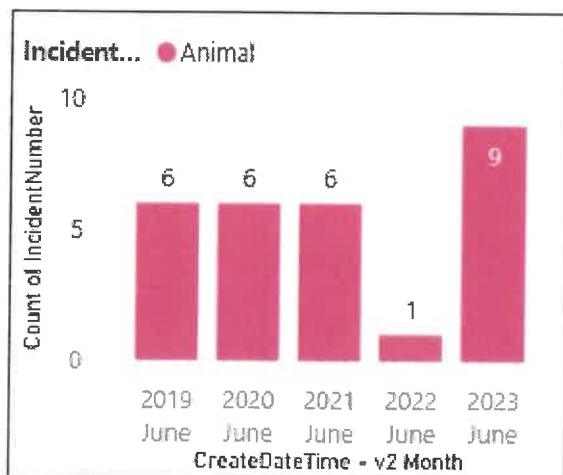


Our trespass calls significantly rose this month due to two individuals. You probably noticed one, a male dressed in an orange sweatshirt and black pants. This is a person who has been homeless, for at least the last 12 years. He normally stays out at the residence that tolerates him and has been “clean” for about 2 months and was looking good. Well, he began to use again and that was where some of the trespass and assist fire calls came from.

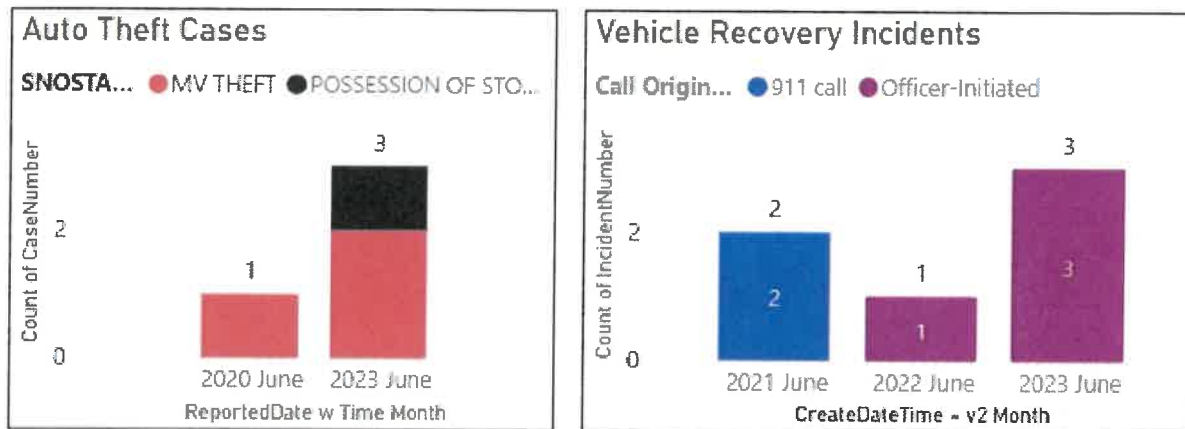
The other person had been a resident of Granite Falls for years and had moved to Spokane and then back to Marysville. He stated that the organization that had been providing him housing, stopped. Therefore, he has tried to move back to Granite Falls but his mother will not allow him into her home, due to his drug usage.

This young man has been causing issues in the city and recently been trespassed from four businesses or organizations, to include City Hall. He committed a crime on Thursday and was taken into custody and transported to Everett. We hope we expressed our displeasure of his actions in our city.

Our animal control complaints rose this month compared to previous years. One was a vehicle verses dog collision where the suspect vehicle fled. Allegedly the vehicle was speeding on S Cascade AVE. We have placed the speed trailer in the area, with the hopes this will reduce speeding. We have issued several citations for speed on Cascade AVE as well as other locations within the city. We increased our traffic stops this month.



For our city, auto theft cases and vehicle recoveries were high. Deputies located three stolen vehicles within our city. One vehicle, a utility trailer that had been stolen from the Lakewood area, was located at the trailer park behind the JW Mart. This investigation continues as a follow up to the original County case.



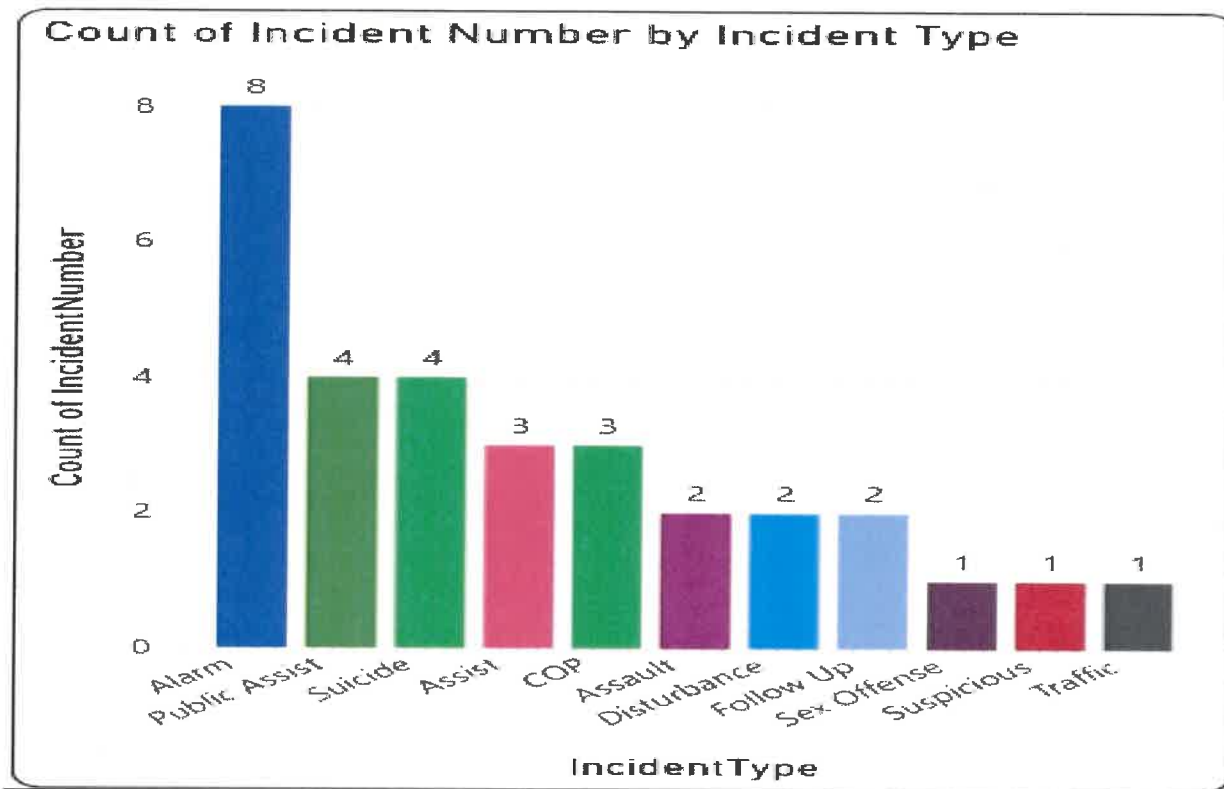
Charles and the Public Works staff placed the speed sign up again on E Alpine so we can address the alleged speeding issues in that area. Charles pulled the first few day's data and I have attached the results of what I would cite people for, 12 MPH or higher over the speed limit. Should we cite someone under the 10-12 MPH limit, the courts would frown upon this practice, unless it is in a school zone. I have asked Charles to pull the data for the next few weeks to determine if we have a pattern. If so, we can deploy deputies to combat the speeding. Any ideas would be appreciated 😊

Radar Data high speeds worth ticketing from 06-26-2023 to 06-29-2023							
Date /Time	Peek Speed	Date /Time	Peek Speed	Date /Time	Peek Speed	Date /Time	Peek Speed
26-Jun		27-Jun		28-Jun		29-Jun	
530	37	30	61	230	37	730	38
630	41	630	37	800	41	1230	41
700	49	830	38	1230	38	1330	80
1000	40	1200	37	1430	41	1730	39
1030	40	1330	38	1500	44	1800	42
1100	38	1500	37	1630	40	2030	49
1130	38	1730	44	1700	40		
1200	47	2300	39	2300	38		
1500	42						
1530	38						
1700	39						
2230	41						
2300	55						
*= 3 or more at a specific time period							
*= 2 or more at a specific time period							

I think it is appropriate to talk about the calls for service at our area schools. With the school being out for the summer, I gathered the call count for this school year for your review. We answered 351 CFS for our schools for the 2023 school year compared to 261 CFS for the 2022 school year.

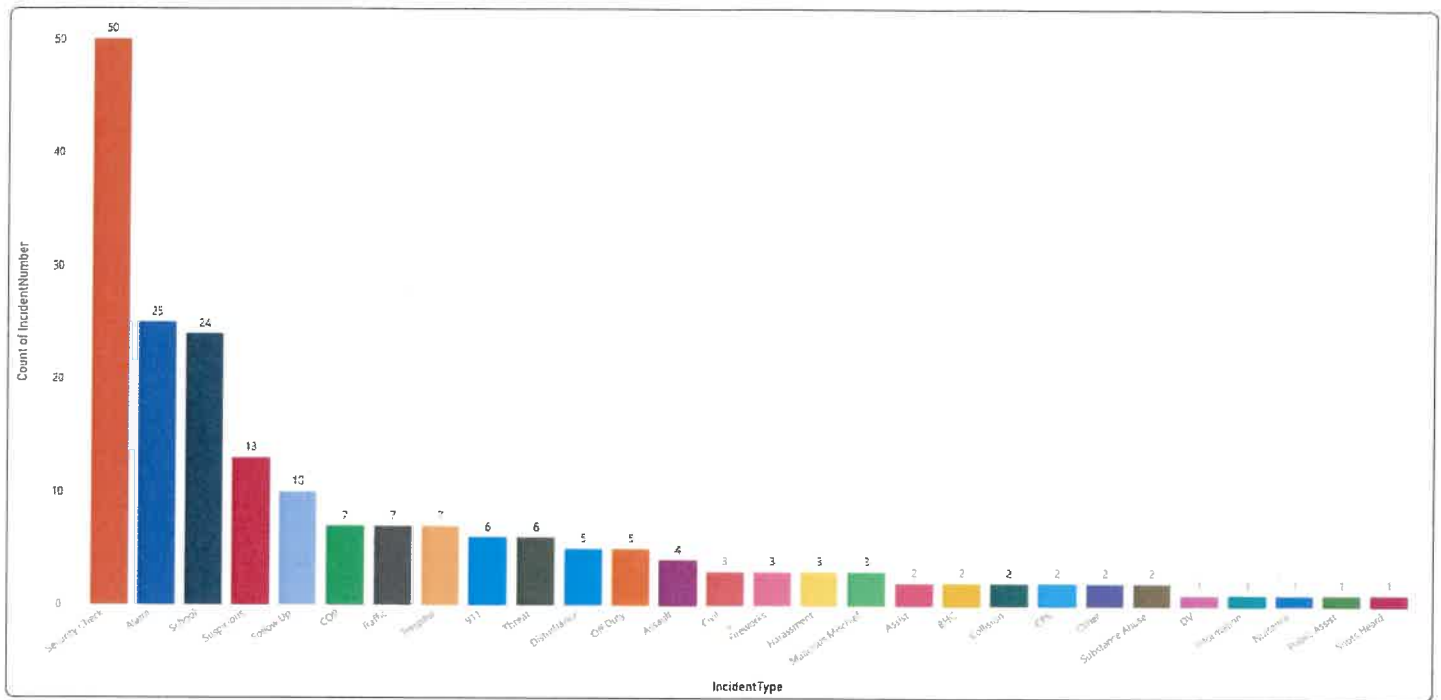
**Crossroads HS** had 25 CFS for the 2023 school year compared to 19 CFS for the 2022 school year.

The call types were:



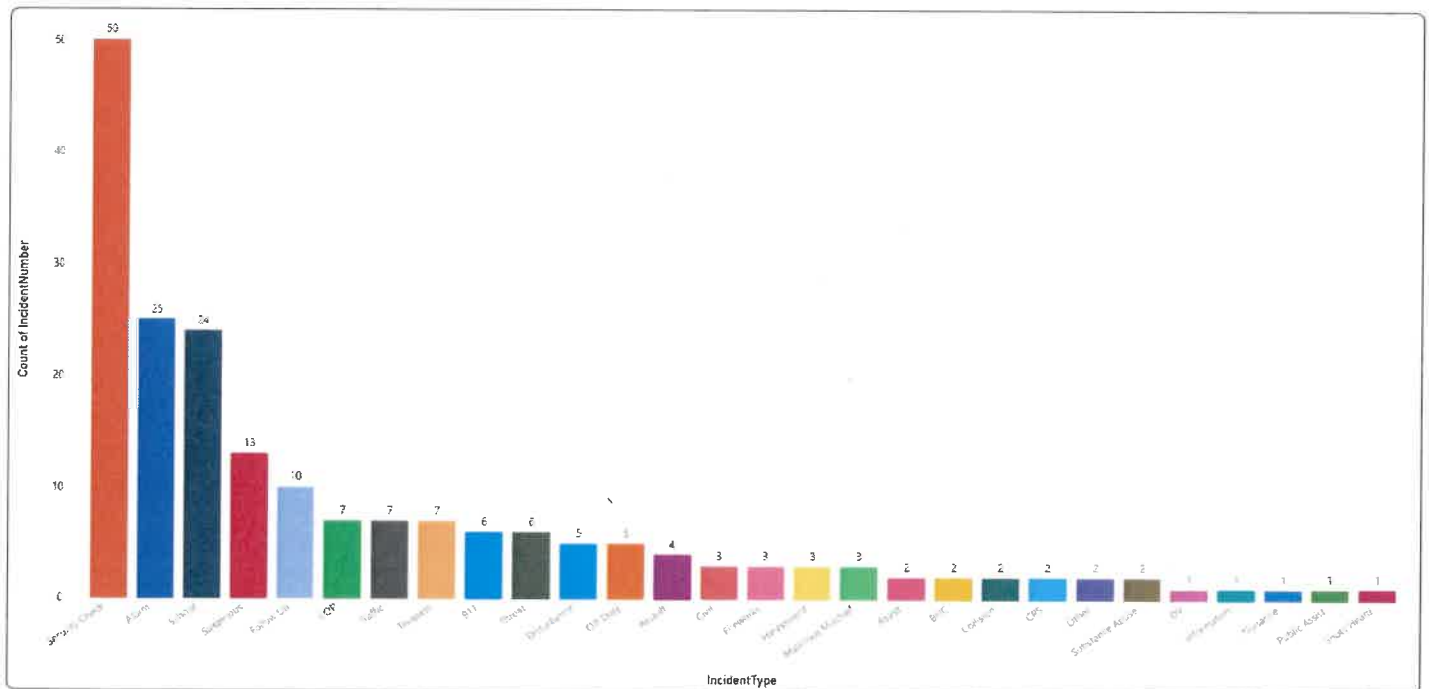
**Granite Falls HS** had 171 CFS for the 2023 school year compared to 113 CFS for the 2022 school year.

The call types were:



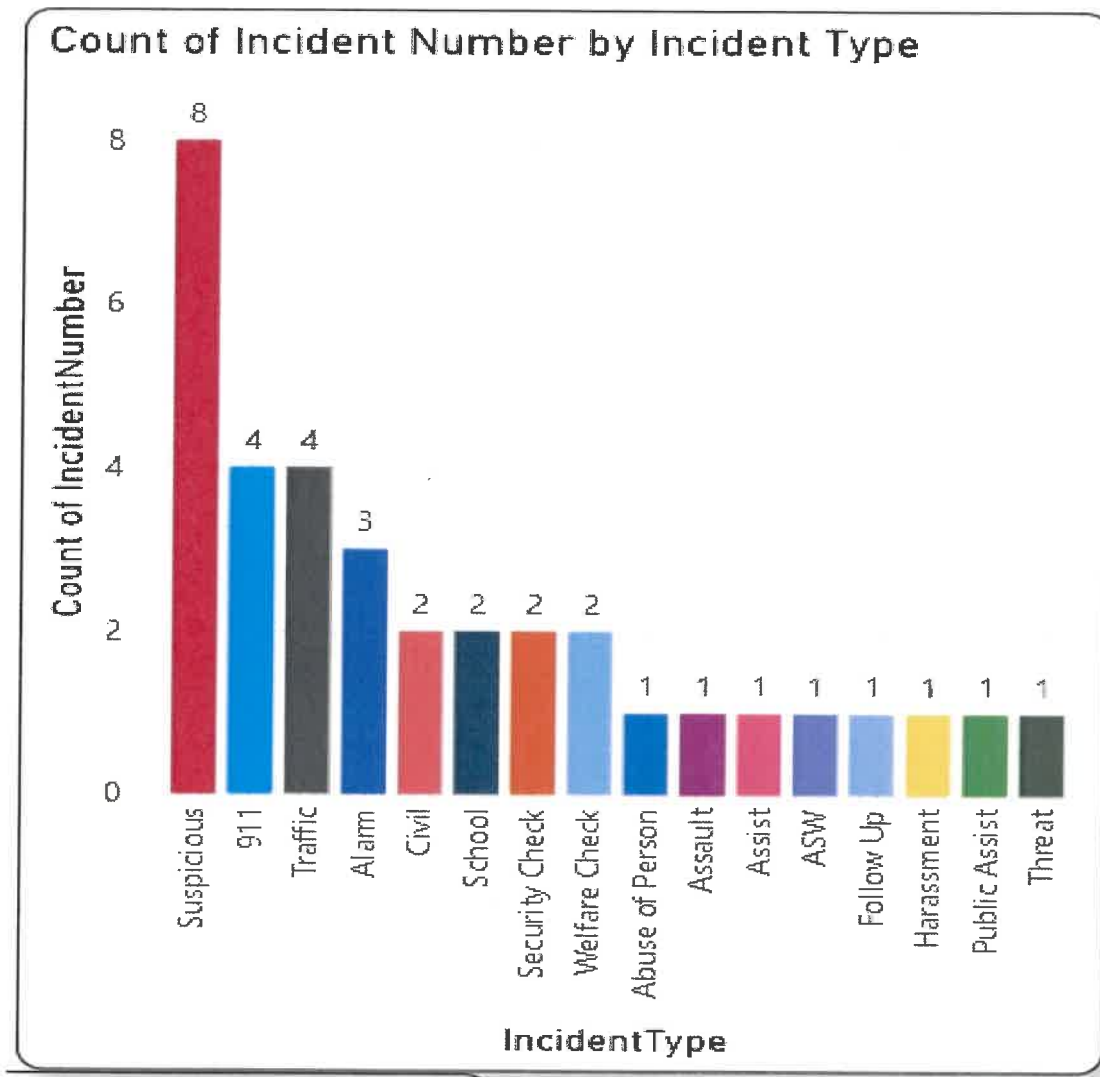
**Granite Falls MS** had 99 CFS for the 2023 school year compared to 77 CFS for the 2022 school year.

The call types were:



**Monte Cristo ES** had 31 CFS for the 2023 school year compared to 29 CFS for the 2022 school year.

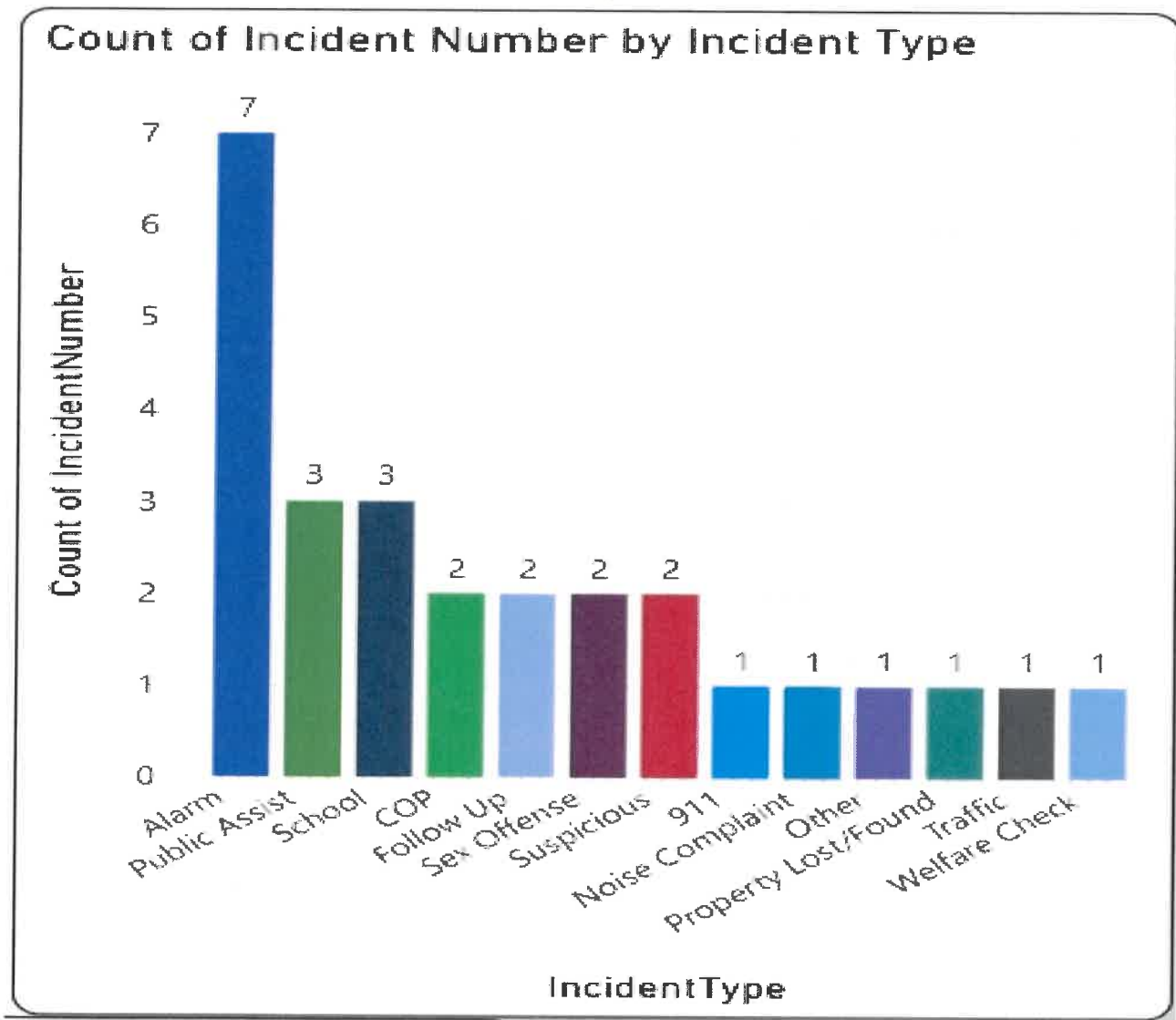
The call types were:





Monte Cristo ES had 25 CFS for the 2023 school year compared to 24 CFS for the 2022 school year.

The call types were:



We have started putting posters up for National Night Out, which is August 1<sup>st</sup> this year. Most of the organizations that participated last year will be here again this year. We hope we have a great turn out for NNO. We are finishing up with last minute preparations for the event and hope to see you all there.

IGA and the Fire Station are again our best supporters and provide food for the event. A big thank you to the Trasks and staff at IGA, Chief Haverfield and all the firefighters in our area.



Thank you for all your support. The public works staff has been awesome to work with, trying to combat the traffic complaints. Tyler and Travis did a great job cleaning up the radar trailer and getting it ready for deployment.

I will be shift adjusting this next week, to support the Deputies with the fourth of July events and call loads we anticipate. Hope you have a great 4<sup>th</sup> and our community stays safe.

Respectfully submitted,

*Tom Dalton #1508*

Chief Tom Dalton



**GRANITE FALLS WASHINGTON**

GATEWAY TO THE MOUNTAIN LOOP

Agenda Bill # 069-2023

## CITY COUNCIL AGENDA BILL

**Subject:**

AB 069-2023 Appointment of Representative for the Snohomish County Solid Waste Advisory Committee (SWAC)

**Meeting Date:** Wednesday, July 5, 2023

**Date Submitted:** 6/17/23

**Originating Department:** City Clerk

**Action Required:**

Appointment of a representative from the City to serve on the County's Solid Waste Advisory Committee (SWAC) for a two year term

**Clearances:**

☐ Mayor

☐ Police

☒ Public Works

☐ Attorney

**Exhibits:**

☐ Engineering

☐ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

N/A

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**Summary Statement:**

The County is currently in the process of updating its members for appointment and re-appointment on the Snohomish County Solid Waste Advisory Committee - SWAC - for the next two years. The City is a member of our SWAC and needs to have a representative and an alternate appointed by the City Council to serve on the committee.

City members serving on Snohomish County's SWAC is established via an ECAF process by the Snohomish County Council upon recommendation of the City's Council. Members are then formally appointed by the County Council.

In the past the Public Works Director (Brent Kirk) has served as the committee member and the Public Works Supervisor (Charles White) has served as the alternate. Staff is proposing the same structure and recommending that the Council appoint these two current employees to another two year term.

**Background:****Recommended Motion:**

1) Motion to appoint Brent Kirk as the representative for the Snohomish County Solid Waste Advisory Committee and Charles White as the alternate and notify Snohomish County of the appointments.



## CITY COUNCIL AGENDA BILL

**Subject:**

AB 070-2023 Consideration of Approval of Resolution 2023-06, setting a Public Hearing date for the MTIL Annexation

**Meeting Date:** Wednesday, July 5, 2023

**Date Submitted:** June 29, 2023

**Originating Department:** Planning

**Action Required:**

Motion to set a public hearing date for July 19, 2023 to hear public comment on the MTIL Annexation

**Clearances:**

☐ Mayor

☐ Police

☐ Public Works

☒ Attorney

**Exhibits:**

[Staff Report by Ryan C. Larsen, dated July 5, 2023](#)

☐ Engineering

☒ Planning

☐ Other: \_\_\_\_\_

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**Budgeted Amount:**

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**Summary Statement:**

Please see page 1 of Staff Report by Ryan C. Larsen dated July 5, 2023.

**Background:**

**Recommended Motion:**

1) Move to authorize the Mayor to sign Resolution 2023-06 to set the public hearing date for July 19, 2023 for the MTIL Annexation.



**CITY OF GRANITE FALLS  
COUNCIL AGENDA STAFF REPORT**

**DATE:** July 5, 2023  
**SUBJECT:** MTIL Annexation  
**CONTACT PERSON:** Ryan C. Larsen, Consulting Planner  
**ATTACHMENTS:** A. Resolution 2023-06 Setting Public Hearing Date for the MTIL Annexation  
B. Map of MTIL Annexation Area

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**ISSUE**

The issue is whether or not to allow for a public hearing on the 60% annexation petition for the MTIL Annexation.

**RECOMMENDATION**

1. Set public hearing date for July 19, 2023 to hear public comment on the MTIL Annexation.

**SUMMARY STATEMENT**

The City has received a request from MTIL Holdings, LLC to annex 3.76 acres into the City on May 25, 2022. The City Council on July 6, 2022 received the 10% by the proponent and approved circulation of the 60% petition by approving Resolution No. 2022-04 which allowed for the circulation of said petition. The City Council held a separate meeting on August 3, 2022 due to an error in noticing the application and reaffirmed Resolution 2022-04. The applicant submitted the 60% petition to the City on May 23, 2023. Once received, the City forwarded the petition to Snohomish County for certified of the petition. The petition is now ready for a public hearing.

The property is located at the southwest corner of Mountain Loop Highway and Quarry Road. The proposed annexation would consist of two single family residential parcels and a vacant parcel.

**DISCUSSION**

The most frequently used method of annexing territory in first and second class cities and in towns and Optional Municipal Code cities such as Granite Falls is by petition of

the owners of at least 60 percent of the property value in the area, computed according to the assessed valuation of the property in the proposed annexation area for general taxation purposes.

The applicant (the MTIL) has submitted a completed 60% to the City of Granite Falls on May 23, 2023. Upon receipt of the petition, City staff sent the petition to Snohomish County Assessor's office for signature and valuation verification. Snohomish County verified the petition on June 27, 2023 and now the petition/applicant is ready for a public hearing. State law requires that the Council sets the public hearing date. Therefore, staff is providing Council with a resolution that sets the hearing date and directs staff to publish the hearing and post the property.

### **FINANCIAL IMPACT**

The annexation consists of two single family residential parcels and a vacant parcel totaling 3.76 acres and any fiscal impacts are expected to be minor. Impacts of annexation are typically associated with water, sewer, staffing needs to police, fire, and general city staff, and property taxes.

### **CITY COUNCIL OPTIONS**

1. Support the Mayor signing the Resolution to allow for the public hearing on the 60% petition.
2. Do not support the Mayor signing the Resolution and direct staff to address specific Council issues or concerns prior to Council reconsidering the Resolution.

### **RECOMMENDED MOTION**

**"I move to authorize the Mayor to sign Resolution 2023-06 to set the public hearing date for July 19, 2023 for the MTIL Annexation."**

ATTACHMENT A

**CITY OF GRANITE FALLS**  
Granite Falls, Washington

**RESOLUTION 2023-06**

**A RESOLUTION OF THE CITY OF GRANITE FALLS, WASHINGTON SETTING THE PUBLIC HEARING FOR THE MTIL ANNEXATION FOR JULY 19, 2023, AND CAUSING NOTICE TO BE PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION AND CAUSING NOTICE TO POSTED IN THREE PUBLIC PLACES WITHIN THE TERRITORY PROPOSED FOR ANNEXATION.**

**WHEREAS**, the City Council on July 6, 2022 and August 3, 2022 did consider a proponent's request to initiate annexation proceedings for territory known as the Tarte property; and

**WHEREAS**, the City Council on that date did initiate the annexation and authorized the proponent's to circulate 60-percent petition; and

**WHEREAS**, the proponent has submitted signed and completed 60-percent petition; and

**WHEREAS**, the Snohomish County Assessor's determined on June 27, 2023 that the petition is sufficient as required by RCW 35A.01.040; and

**WHEREAS**, the annexation may now be scheduled for public hearing

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, AS FOLLOWS:**

That the MTIL Annexation be scheduled for public hearing on July 19, 2023 and that notice of the hearing be published in a newspaper of general circulation and that notice shall also be posted in three public places within the territory proposed for annexation. The Notice of Hearing shall specify the time and place of hearing and invite interested persons to appear and voice approval or disapproval of the annexation.

**ADOPTED** by the city council and **APPROVED** by the mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF GRANITE FALLS

\_\_\_\_\_  
Matthew Hartman, Mayor

ATTEST:

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Darla Reese, MMC, City Clerk

APPROVED AS TO FORM:

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Thom Graafstra, City Attorney



# ATTACHMENT B

