



DIAL-IN CONTACT PHONE NUMBER: (US) +1(253) 215-8782/MEETING ID: 840 7899 8168

The Granite Falls City Council will hold an in-person meeting in the civic center at 7:00 PM on October 18, 2023. Please use the phone number above for joining the meeting by telephone. You can also join by clicking the zoom meeting link://us06web.zoom.us/j/84078998168. 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
OCTOBER 18, 2023
7:00 PM
AGENDA

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL
4. CONSENT AGENDA
 - A. AB 109-2023 Approval of October 5, 2023 through October 18, 2023 claims checks #413739 through 413774 and One EFT totaling \$371,998.99
 - B. AB 110-2023 Approval of payroll claims checks #27534 through 27537 and Twenty-Five EFT's totaling \$124,245.96
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 111-2023 Consideration to Approve Resolution Number 2023-11, a Resolution of the City of Granite Falls, Washington, Accepting a Loan from the Department of Ecology for the Granite Falls WWTP Upgrade Project (WQC-2024-GRAFAL-0005) in the Amount of \$34,095,800
 - B. AB 112-2023 Council consideration of Comprehensive Plan Periodic Update priority issues for November 14, 2023 Council/Planning Commission Joint Workshop
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 109-2023 Approval of October 5, 2023 through October 18, 2023 claims checks #413739 through 413774 and One EFT totaling \$371,998.99

Meeting Date: Wednesday, October 18, 2023

Date Submitted: October 12, 2023

Originating Department: City Clerk

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 = \$247,176.01

101 Streets = \$3,535.64

303 Cif/Streets = \$4,913.35

401 Water = \$63,621.58

402 Cif/Water = \$227.96

403 Sewer = \$50,453.06

405 Storm Drainage = \$1,824.64

630 Trust Agency = \$246.75

Summary Statement:

Claims are for October 5, 2023 through October 18, 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 110-2023 Approval of payroll claims checks #27534 through 27537 and Twenty-Five EFT's totaling \$124,245.96

Meeting Date: Wednesday, October 18, 2023

Date Submitted: October 1, 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 = \$64,938.38

101 Streets = \$9,308.46

401 Water = \$15,760.23

403 Sewer = \$29,921.98

405 Storm Drainage = \$4,316.91

Summary Statement:

Payroll claims are for September 16, 2023 through September 30, 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 # NA

CITY COUNCIL AGENDA BILL

Subject:
Staff Report - Passports

Meeting Date: Wednesday, October 18, 2023
Date Submitted: October 11, 2023

Originating Department: City Treasurer

Action Required:
NA

Clearances:
 Mayor Police
 Public Works Attorney

Exhibits:
[Passport Dashboard through October 10, 2023](#)

Engineering Planning
 Other: Passports

Budgeted Amount:

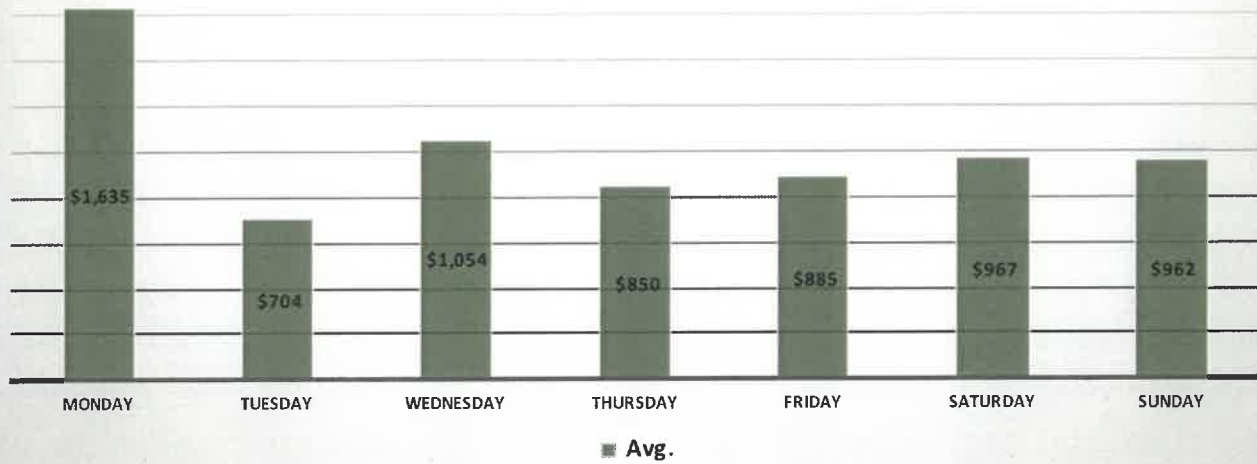
Summary Statement:
Passport dashboard through October 10, 2023

Background:

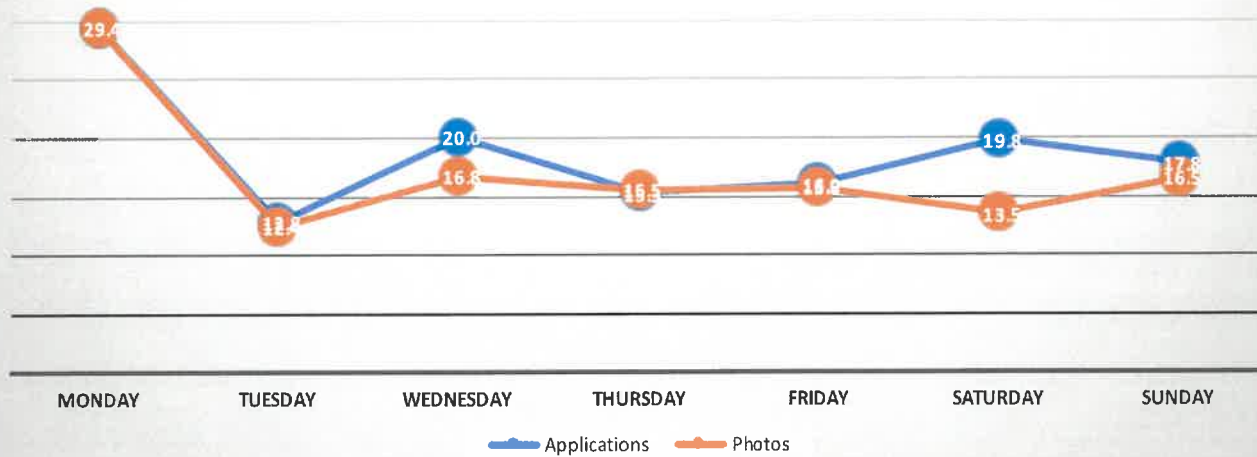
Recommended Motion:
NA

As of October 10, 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)	\$ 616,060.84	\$ 432,204.84	\$ 124,507.80
30-day Annualized Revenue Trend	\$ 557,437.34		28.8%
	Gross Margin	% Sales	
Total Gross Margin (since 6-6-2022)	\$ 183,836.65	29.8%	
30-day Annual Projected Gross Margin	\$ 159,256.85	28.6%	
	# Processed	Last 30 day Avg. per day	Break Even
Total Passport Applications Processed	11,689	18.9	21.6
Total Passport Photos Taken	10,048	17.4	18.5



CITY COUNCIL AGENDA BILL

Subject:

Staff Report - Community Development

Meeting Date: Wednesday, October 18, 2023

Date Submitted:

Originating Department: Planning

Action Required:

Clearances:

Mayor

Police

Public Works

Attorney

Exhibits:

[CD Staff report](#)

Engineering

Planning

Other: _____

Budgeted Amount:

Summary Statement:

Background:

Recommended Motion:

Memo

To: City Council
From: Eric Jensen, Community Development Director
CC: City Manager Brent Kirk
Date: October 11, 2023
Re: **Community Development Report to City Council**

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

- Work continues on preparing draft chapter language for all Comp Plan elements.
- At last night's Planning Commission meeting, action was taken to approve staff recommendations of amendments to the Municipal Code for removal of allowances for new freestanding pole signs and establishment of RV Parks. These actions will be combined with other recent PC actions to amend several GFMC Title 19 provisions related to various definitions, land use, parking and landscaping standards and be forwarded for both environmental impact determination and review from WA Commerce. Once these steps are completed, Council will be presented with this package of amendments to consider for approval.
- Various enforcement, duplex and business sign code matters were under recent review and action.
- A WA Commerce/PSRC webinar was held recently to present a pre-guidance review of the impacts likely occurring from several legislative actions, including:
 - Implementing Senate Bill 5290 (Local Project Review).
 - Affordable Housing Outreach (stemming from House Bill 1220)
 - Regional Equity Strategies (in association with PSRC Vision 2050 and HB1220's Racial Disparity Impact analysis mandate)

First, PSRC gave an overview and shared useful resource information and supporting material to help jurisdictions with the required racial disparity impact analysis. To borrow from the presentation's write up:

*As a regional planning agency, PSRC makes decisions that shape transportation, land use, and the built environment. **VISION 2050** includes policies and actions related to equity that support the dismantling of systems of inequality. PSRC is currently in the process of developing a **Regional Equity Strategy**, and has created several resources and tools to help jurisdictions implement the policies and actions in VISION.*

Department of Commerce's Guidance to Address Racially Disparate Impacts provides more information on how to document this work in local comprehensive plans. PSRC's Displacement Risk Mapping is also a useful resource to understand displacement in your community.

Commerce and PSRC have worked on a Displacement Risk Maps Comparison memo describing the similarities and differences between the maps. Puget Sound area local governments are encouraged to continue using PSRC's displacement risk map, but the Commerce map, local analysis, and community engagement can provide a more complete understanding of displacement.

The discussion then addressed affordable housing with PSRC continuing:

Housing access, affordability, and choice are challenges for every jurisdiction in the central Puget Sound region. HB 1220 amended housing element requirements, creating new planning responsibilities for jurisdictions. The Department of Commerce's housing guidance recommends outreach to affordable housing developers to understand preferred zoning characteristics, as well as barriers and strategies to address affordable housing needs.

To streamline outreach and identify themes in the region, PSRC reached out to local affordable housing developers. PSRC received completed surveys from 27 different organizations and organized two focus group to create a high-level review of barriers to affordable housing.

The Findings from Affordable Housing Developer Outreach may be used by jurisdictions to help identify barriers to housing during their comprehensive plan updates. The guide makes it easy to reference key themes throughout the region and identify which are most relevant to local jurisdictions.

Next, WA Commerce brought forward a presentation on impacts stemming from the newly enacted legislation for Local Project Review (SB5290). There are number of requirements arising from this legislation, and due to its considerable ramifications

and details, it is my intent to provide a separate memo to outline the effects of this legislative action for City staff and Council to understand what implementation actions will need to be taken as well as the impacts to the review process. This will be part of a presentation I will prepare for the Council at an upcoming meeting.

I will provide a sneak peek and say that (1) maximum permit review times will change, and (2), there will be grant funds to help put all of these new regulatory processes in place.



CITY COUNCIL AGENDA BILL

Subject:
Staff Reports

Meeting Date: Wednesday, October 18, 2023
Date Submitted: October 12, 2023

Originating Department: City Clerk

Action Required:
None

Clearances:
 Mayor Police
 Public Works Attorney

Exhibits:
[10/18/2023 City Clerk Report](#)

Engineering Planning
 Other: _____

Budgeted Amount:

Summary Statement:

Attached, please find the City Clerk's Staff Report for your review and information.

Background:

Recommended Motion:

City Clerk Staff Report October 18, 2023

Business Licenses (inside City):

Pure Skincare Therapy LLC

101 E. Stanley St.

Granite Falls, WA 98252

Skincare services, lashes, waxing, facials, brow lamination, retail products to support services

Business Licenses (outside City):

Lamb Real Estate (Lamb & Co Real Estate, LLC)

610-1st St.

Snohomish, WA 98290

Real Estate Agent

Seattle Heating and Cooling LLC

18640-68th Ave. S.

Kent, WA 98032

Heating, ventilation and air conditioning, HVAC

Humantech LLC

800 Seneca St. Apt. 305

Seattle, WA 98101

Information technology, technology consulting

Service Electric Co., Inc.

1615-1st St.

Snohomish, WA 98290

Electrical contractor

Buzzfoods Hot Dogs (Buzzfoods LLC)

12004-22nd St. NE

Lake Stevens, WA 98258

Mobile food vendor

Integrity Maintenance and Repair LLC

2215-117th Ave. SE

Lake Stevens, WA 98258

Handyman

Right Wire Electric LLC

8211-69th St. NE

Marysville, WA 98270

Electrician, journeyman electrician, electrical contractor, electrical administrator

-Over-

Building Permits Issued:

Christ Community Church

Building Permit #2023-061

411 S. Kentucky Ave.

Demolition of two buildings (one carport and one garage)

Suree Smith

Building Permit #2023-062

402 E. Stanley St.

Addition of a commercial dishwasher and sink for restaurant



CITY COUNCIL AGENDA BILL

Subject:

AB 111-2023 Consideration to Approve Resolution Number 2023-11, a Resolution of the City of Granite Falls, Washington, Accepting a Loan from the Department of Ecology for the Granite Falls WWTP Upgrade Project (WQC-2024-GRAFAL-0005) in the Amount of \$34,095,800

Action Required:

Motion to approve Resolution Number 2023-11, a Resolution of the City of Granite Falls, Washington, accepting a loan from the Department of Ecology for the Granite Falls WWTP Upgrade Project (WQC-2024-GRAFAL-0005) in the amount of \$34,095,800

Exhibits:

[Resolution 2023-11](#)

Meeting Date: Wednesday, October 18, 2023

Date Submitted: October 10, 2023

Originating Department: City Treasurer

Clearances:

Mayor

Police

Public Works

Attorney

Engineering

Planning

Other: City Manager

Budgeted Amount:

391 80 35 01 DOE Loan Proceeds \$18,333,333.33

Summary Statement:

The City of Granite Falls is in the process of finalizing a loan of \$34,095,800 from the Department of Ecology for the upgrade of the WWTP project number WQC-2024-GraFal-00005. However, before the loan can be signed, the City must meet certain requirements during the agreement negotiation process. These requirements include obtaining the opinion of Legal Council, providing a copy of an ordinance or resolution that authorizes the recipient to accept the loan, and submitting several certification forms, such as the Fiscal Sustainability Plan (Asset Management Plan) Certification Form, Cost Effectiveness Certification Form, and CWSRF Federal Reporting Form.

It is crucial for the City to complete these requests to fee. If the Department of Ecology cannot confirm that the requirements have been met, the final agreement will not be executed. Therefore, the City and DOE are working together to ensure that all requirements are met in a timely manner.

Background:

The Department of Ecology has mandated that the City of Granite Falls adopt an ordinance or approve a resolution accepting a loan. The approval must include the following details:

- The name of the funding program (for example, State Revolving Fund)
- The loan amount
- The interest rate

Recommended Motion:

1) Motion to approve Resolution Number 2023-11, a Resolution of the City of Granite Falls, Washington, accepting a loan from the Department of Ecology for the Granite Falls WWTP Upgrade Project (WQC-2024-GRAFAL-0005) in the amount of \$34,095,800.

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

RESOLUTION NO. 2023-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, ACCEPTING A LOAN FROM THE DEPARTMENT OF ECOLOGY FOR THE GRANITE FALLS WWTP UPGRADE PROJECT (WQC-2024-GRAFAL-00005) IN THE AMOUNT OF \$ 34,095,800

WHEREAS, funding is available from the Department of Ecology Water Quality Combined (WQC) funding program for eligible projects; and

WHEREAS, the City of Granite Falls requires an upgraded wastewater treatment plant to improve and protect water quality and increase capacity; and

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

The Department of Ecology Water Quality Combined (WQC) funding program loan amount of \$34,095,800, at an interest rate of 1.6%, is hereby approved and authorized for acceptance and the Mayor and/or City Manager are authorized to take all actions and sign all documents required to close the loan and receive the loan proceeds for the City, including signing any promissory note for the loan. Payment shall be addressed by annual budget or budget amendment as the case may be

Said Resolution was passed in open session by the City Council of the City of Granite Falls on the ___ day of October 2023.

APPROVED by the Mayor this _____ day of October 2023.

CITY OF GRANITE FALLS

Matthew Hartman, Mayor

ATTEST:

Darla Reese, MMC, City Clerk

APPROVED AS TO FORM:

Thom Graafstra, City Attorney
Emily Guildner, City Attorney



CITY COUNCIL AGENDA BILL

Subject:

AB 112-2023 Council consideration of Comprehensive Plan Periodic Update priority issues for November 14, 2023 Council/Planning Commission Joint Workshop

Meeting Date: Wednesday, October 18, 2023

Date Submitted: October 11, 2023

Originating Department: Planning

Action Required:

Discussion

Clearances:

Mayor

Police

Public Works

Attorney

Exhibits:

[CD Memo to Council re Joint Workshop](#)

Engineering

Planning

Other: _____

Budgeted Amount:

\$0

Summary Statement:

The purpose of this agenda item is to allow the Council to consider the Planning Commission recommendation for topics to discuss at the November 14, 2023 2024 PC/Council Comprehensive Plan Periodic Update Joint Workshop

Background:

This joint workshop represents the opportunity for the City Council and Planning Commission to discuss pertinent and priority issues to consider when developing the 2024 Comprehensive Plan Periodic Update.

Recommended Motion:



Memo

To: City Council
From: Eric Jensen, Community Development Director
CC: City Manager Brent Kirk
Date: October 11, 2023
Re: **Planning Commission recommendation for Joint Workshop topics to discuss**

In light of the withdrawal of the agenda item at last week's Council meeting, the Planning Commission last night discussed further the proposed agenda and process for the November 14, 2023 joint workshop.

The Commission wishes to discuss the issues in this preferred order:

- The future use of some of the City-owned properties and whether there may be a good fit for locating park and recreational facilities and activities.
- The Galena St. extension and its potential future growth impacts/opportunities for greater residential and commercial activity along Galena Street (possibly resulting in a "second Main Street").
- Looking at more affordable housing products and concurrent land use rules to allow greater density in appropriate areas of the City via single family inspired "missing middle housing" products. These products can provide efficient and alternative living units with attractive residential design.

During this PC discussion, it was recognized that to further explore each issue beyond the surface level likely will require an additional workshop (or two) as two hours is simply not enough time to fulfil the intent of the workshop.

In addition, with the goal of providing the Councilmembers and Commissioners a full opportunity to discuss these matters in the time provided, the workshop will not have a staff presentation per se, but rather operate with an initial staff introduction/coordination before proceeding with the discussion.

CD Memo to City Council – 10/11/2023

It was further understood that as a result of the workshop discussions, staff will prepare in follow up any necessary research and clarity and bring back such information or material to future workshops. This will allow the Council and Commission to complete their review and determination of policy positions on such workshop issues.

Just as a reminder to all: as this is just a workshop, no formal actions will be taken. Any draft comp plan language, policies and supporting information/data deriving from understood intent of issue priorities will be brought by staff first before the PC and then on to the Council thereafter.