

MONROE CITY COUNCIL

Regular Business Meeting
March 22, 2016, 7:00 P.M.

Council Chambers, City Hall
806 W Main Street, Monroe, WA 98272

AGENDA

Call To Order

Roll Call

Pledge Of Allegiance

1. Councilmember Cudaback

Announcements And Presentations

1. Presentation: 2015 Police Department Employee Awards

Comments From Citizens

[This time is set aside for members of the audience to speak to the City Council on any issue related to the City of Monroe; except any quasi-judicial matter subject to a public hearing. **Please sign in prior to the meeting; testimony is limited to 5 minutes per speaker.**]

Consent Agenda

1. Approval of the Minutes: March 15, 2016, Regular Business Meeting

Documents: [20160322 CA1 MCC Minutes 20160315.pdf](#)

New Business

1. AB16-036: Authorize Additional Position – Development Review Engineer

Documents: [AB16-036_Add FTE.pdf](#)

Final Action

1. AB16-037: Ordinance No. 002/2016, Amending MMC 20.12, Transportation Impact Fees; First and Final Reading

Documents: [AB16-037_ORD 002 2016_Amending MMC 20.12 Transportation Impact Fees.pdf](#)

Councilmember Reports

Staff/ Department Reports

1. Staff Report on Land Sales Update

Mayor/ Administrative Reports

1. Monroe This Week (March 18, 2016, Edition No. 11)

Documents: [20160322 MR1 Monroe This Week Edition 11.pdf](#)

2. Lobbyist Report (Green Light Strategies)

3. Draft Agenda for April 5, 2016, Regular Business Meeting

Executive Session

If needed.

Adjournment

Majority vote to extend past 10:00 p.m.

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS
AGENDA

Accommodations for people with disabilities will be provided upon request. Please call City Hall at
360-794-7400. Please allow 48 hours advance notice.

CALL TO ORDER, ROLL CALL AND PLEDGE

The March 15, 2016, Regular Business Meeting of the Monroe City Council was called to order by Mayor Thomas at 7:12 p.m.; Council Chambers, City Hall.

Councilmembers present: Cudaback, Davis, Hanford, Kamp, Rasmussen, and Scarboro.

Staff members present: Baker, Brazel, Feilberg, Nelson, Osaki, Quenzer, and Warthan.

The Pledge of Allegiance was led by Councilmember Hanford.

EXECUTIVE SESSION

1. Potential Litigation [RCW 42.30.110(1)(i)] *(15 minutes)*

Mayor Thomas stated there was no longer a need for an executive session.

COMMENTS FROM CITIZENS

There were no persons present wishing to address the City Council.

CONSENT AGENDA

1. Approval of the Minutes; March 8, 2016, Regular Business Meeting
2. Approval of AP Checks and ACH Payments *(Check Nos. 86745 through 86789, ACH Payments, and EFT Payments, in a total amount of \$1,085,991.59)*
3. AB16-031: Authorize Mayor to Sign the Local Agency Consultant Agreement with KBA for Woods Creek Road Phase I
4. AB16-032: Award Bid and Authorize Mayor to Sign Contract with Grindline Skateparks, Inc. for Monroe Skatepark Project

Councilmember Hanford moved to approve the Consent Agenda; the motion was seconded by Councilmember Rasmussen. On vote,
Motion carried (6-0).

NEW BUSINESS

1. AB16-034: Discussion: Roosevelt Water

Mr. Brad Feilberg, Public Works Director, provided background information on AB16-034 and meetings held regarding Roosevelt Water District.

General discussion ensued regarding the Roosevelt's water service area, the City's water service area, proposed options (short term and long term solutions) for incorporating Roosevelt's water service, and cost, time frame, and advantages for the City.

Mayor Thomas noted the discussion will be brought back to Council after hearing back from the Roosevelt Water District board members.

FINAL ACTION

1. AB16-035: Approval of Downtown Events and Public Art Policies

Mr. Gene Brazel, City Administrator, provided background information on AB16-035, and the proposed Downtown Events and Public Arts Policies.

Councilmember Kamp moved to approve the Downtown Events Waiver Policy for City Services and Public Art Policy; the motion was seconded by Councilmember Cudaback. On vote,

Motion carried (6-0).

COUNCILMEMBER REPORTS

1. City Council Legislative Affairs Committee -- 2016 Work Plan (Councilmember Kamp)

Councilmember Kamp, Committee Chairperson, reviewed the proposed 2016 Legislative Affairs Committee Work Plan, and on the item regarding converting the two-year at-large council position to a four-year council position.

2. Snohomish Health District Board of Directors (Councilmember Rasmussen)

Councilmember Rasmussen reported on the items discussed at the March 15, 2016, Snohomish Health District Board of Directors Meeting, including: prescription drug take-back program and strategic plan for the First Steps and WIC programs.

3. Individual Reports

Councilmember Davis commented on the Monroe High School ball field ribbon-cutting and stated he will be absent from the March 22, 2016, Meeting.

Councilmember Kamp commented on the ball field ribbon-cutting.

Councilmember Rasmussen commented on the ball field ribbon-cutting, first game played on the new field, and a recent dodgeball tournament.

Councilmember Hanford commented on the United Way Community Caring Celebration Award Ceremony at Xfinity Arena and awards received thereat by City staff members and the Monroe School District Superintendent receiving an award; and attendance at the Affordable Housing Breakfast.

STAFF/DEPARTMENT REPORTS

1. Finance - February 2016 Revenues & Expenditures

No verbal report was given.

MAYOR/ADMINISTRATIVE REPORTS

1. Monroe This Week (*March 11, 2016, Edition No. 10*)

Mayor Thomas reported on meetings held and events attended the previous week and forthcoming items; including: SR-522 meetings, a Housing Hope Fundraiser, a local twelve-year-old boy who saved his father's life, Adam's Bistro Anniversary dinner, and the ball field ribbon-cutting.

2. East County Campus Advisory Board Meeting (*March 9, 2016*)

Mayor Thomas reported on the items discussed at the March 9, 2016, East County Campus Advisory Board Meeting, including: finding a replacement for the previous East County Campus director.

3. Lobbyist Report (*Green Light Strategies*)

Mr. Brazel noted information in the agenda packet provided by Green Light Strategies, the City's Lobbying Firm, regarding proposed bills of interest to the City, and a listing of the bills currently being monitored.

3. Draft Agenda for March 22, 2016, Regular Business Meeting

Mr. Brazel reviewed the draft agenda for the March 22, 2016, Monroe City Council Regular Business Meeting, the extended agenda, and additions/edits thereto.

Councilmember Hanford noted he will be absent from the March 22, 2016, Meeting.

General discussion ensued regarding the Finance report and revenues and expenditures.

ADJOURNMENT

There being no further business, the motion was made by Councilmember Cudaback and seconded by Councilmember Davis to adjourn the meeting. On vote,
Motion carried (6-0).

MEETING ADJOURNED: 7:58 p.m.

Geoffrey Thomas, Mayor

Elizabeth M. Smoot, MMC, City Clerk

Minutes approved at the Regular Business Meeting of March 22, 2016.



MONROE CITY COUNCIL

Agenda Bill No. 16-036

SUBJECT:	<i>Authorize Additional Position – Development Review Engineer</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
03/22/2016	Public Works Human Resources	Brad Feilberg Ben Warthan	Brad Feilberg	New Business #1

Discussion: 03/22/2016

Attachments: 1. None

REQUESTED ACTION: Move to authorize the addition of one FTE to the Authorized Full Time Equivalent (FTE) Employees list on page 33 of the City of Monroe 2016 Budget.

DESCRIPTION/BACKGROUND

During the preparation of the 2016 Budget, staff considered requesting an additional senior engineering position along with a construction inspector. At that time, only the additional construction inspector was brought before Council for approval; however, since that time, it has become apparent that the design workload for City projects does not permit sufficient time to be spent on the review and management of private development within the City of Monroe. It is therefore requested that the City Council approve the addition of a Senior Engineer – Development Review for the remainder of 2016.

The Senior Engineer – Development Review position will benefit both the City as a whole and the development community. By allowing for a more thorough review to be completed at the early stages of a project the need for costly – in project delays, time, and material – field revisions can be reduced. Also, if a problem is encountered in the field, the Senior Engineer-Development Review will be able to immediately address the situation without taking time away from City sponsored public works projects.

IMPACT – BUDGET

Increase 2016 expenditures by no more than the following:

Street Fund	\$20,834 (31,250 annually in future years)
Water Fund	\$20,834 (31,250 annually in future years)
Sewer Fund	\$20,834 (31,250 annually in future years)
Stormwater Fund	\$20,834 (31,250 annually in future years)

TIME CONSTRAINTS

N/A



MONROE CITY COUNCIL

Agenda Bill No. 16-037

SUBJECT:	<i>Ordinance No. 002/2016, Amending MMC 20.12, Transportation Impact Fees; First & Final Reading</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
03/22/2016	Public Works	Brad Feilberg	Brad Feilberg	Final Action #1

Discussion: 03/22/2016

Attachments: 1. Ordinance No. 002/2016

REQUESTED ACTION: Move to adopt Ordinance No. 002/2016, an ordinance of the City of Monroe, Washington, amending Chapter 20.12 MMC, Transportation Impact Fees; clarifying the applicability of transportation impact fees to development activity involving changes of use; providing for severability; and establishing an effective date.

DESCRIPTION/BACKGROUND

In order to encourage the reoccupation of vacant buildings throughout Monroe, it is proposed to amend Chapter 20.12 of the Monroe Municipal Code. The amendment would no longer impose additional transportation impact fees when the use of an existing building is changed.

The proposed new language removes the change of use from the definition of "Development Activity" and prevents a loophole of starting a project with one use and then changing to a use with higher fees without paying the additional fees.

As the construction season is beginning, it is recommended that the code be amended by an emergency ordinance to become effective immediately upon passage on March 22, 2016. Following the passage of the emergency ordinance a public hearing must be held within sixty days.

IMPACT – BUDGET

No direct budget impact.

TIME CONSTRAINTS

N/A

ALTERNATIVES TO REQUESTED ACTION

Forward the proposal to the Planning Commission for consideration and recommendation to the City Council.

**CITY OF MONROE
ORDINANCE NO. 002/2016**

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON, AMENDING CHAPTER 20.12 MMC TRANSPORTATION IMPACT FEES; CLARIFYING THE APPLICABILITY OF TRANSPORTATION IMPACT FEES TO DEVELOPMENT ACTIVITY INVOLVING CHANGES OF USE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, pursuant to Chapter 82.02 RCW, the City of Monroe has adopted and codified at Chapter 20.12 MMC standards and procedures for imposing transportation impact fees on development activity within the City in order to fund transportation system improvements necessary to serve such development; and

WHEREAS, the City Council desires to amend Chapter 20.12 MMC in order to clarify the applicability of the City's transportation impact fee to situations involving a change in land use; and

WHEREAS, the Council finds that the existing provisions in Chapter 20.12 MMC concerning changes of land use are potentially vague, and that a code amendment is immediately necessary in order to clarify the Council's legislative intent and to resolve potential uncertainties regarding the application and enforcement of said provisions.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE DO ORDAIN AS FOLLOWS:

Section 1. Amendment of MMC 20.12.030. Subsection 20.12.030(7) of the Monroe Municipal Code is hereby amended as follows:

7. "Development activity" means any construction or expansion of a building, structure, or use, ~~ANY CHANGE IN USE OF A BUILDING OR STRUCTURE, OR ANY CHANGE IN THE USE OF LAND,~~ that generates at least one p.m. peak hour trip of additional demand on and/or need for transportation facilities.

Section 2. Amendment of MMC 20.12.130. Subsection 20.12.130(D) of the Monroe Municipal Code is hereby amended as follows:

~~D. [FOR A CHANGE IN USE OF AN EXISTING BUILDING OR DWELLING UNIT, INCLUDING ANY ALTERATION, EXPANSION, REPLACEMENT, OR NEW ACCESSORY BUILDING, THE IMPACT FEE SHALL BE THE APPLICABLE IMPACT FEE FOR THE LAND USE CATEGORY OF THE NEW USE, LESS THE IMPACT FEE UNDER THE CURRENT RATE SCHEDULE OF THE PRIOR USE. IF NO IMPACT FEE WAS REQUIRED FOR THE PRIOR USE, THE IMPACT FEE FOR THE NEW USE SHALL BE REDUCED BY AN AMOUNT EQUAL TO THE CURRENT IMPACT FEE RATE FOR THE PRIOR~~

~~USE. THE "PRIOR USE" SHALL BE CONSTRUED AS THE LAST USE OF THE PROPERTY, EXCLUDING ANY INTERVENING PERIODS OF VACANCY EXCEPT AS FURTHER PROVIDED HEREIN. PROPERTIES THAT HAVE BEEN VACANT FOR FIVE YEARS OR MORE SHALL BE CONSIDERED VACANT FOR PURPOSES OF A CHANGE IN USE IMPACT FEE CALCULATION IF ANY IMPROVEMENTS ARE MADE TO THE PROPERTY THAT EXCEED FIFTY PERCENT OF THE VALUE OF EXISTING IMPROVEMENTS.]~~**Where (i) a certificate of occupancy has been issued for a use, and (ii) the impact fees for said use have been paid, and (iii) the land use category is subsequently changed before the underlying space is occupied, the applicant shall further remit payment for the impact fee amount that applies to the new land use category, less the amount of impact fee already paid.**

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by State or federal law or regulation, such decision or pre-emption shall not affect the validity or enforceability of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Declaration of Emergency; Effective Date. Based upon the above recitals, the City Council hereby declares a public emergency requiring this ordinance to take effect immediately. This ordinance shall accordingly be in full force and effect immediately upon adoption, and shall be published as required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Monroe, at a regular meeting held this _____ day of _____, 2016.

Adoption: March 22, 2016
Published: March 29, 2016
Effective: March 22, 2016

CITY OF MONROE, WASHINGTON:

(SEAL)

Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

Elizabeth M. Smoot, MMC, City Clerk

J. Zachary Lell, City Attorney



MONROE THIS WEEK

Edition 11 March 18, 2016



Mayor

Geoffrey Thomas
gthomas@monroewa.gov

Councilmembers

Patsy Cudaback
Kevin Hanford
Ed Davis
Jason Gamble
Jim Kamp
Jeff Rasmussen
Kirk Scarboro
councilmembers@monroewa.gov

City Hall

806 West Main Street
Monroe, WA 98272
Phone: 360.794.7400
Open 8AM – 5PM, M-F

Appointment Openings

No Openings At This Time

Job Openings

Construction Inspector
Seasonal Wastewater Treatment
Plant Operator
Maintenance Person II
Senior Planner

Events this Week

- 03/19** *Community Drug Awareness & Education Workshop, Monroe Boys & Girls Club, 3PM, FREE*
- ARTiGras Fundraiser Auction, Evergreen Fairgrounds 4-H Building, 5-10PM, \$35*
- 03/22** *City Council Meeting, Council Chambers, City Hall, 7PM*
- 03/26** *20th Annual Monroe Community Egg Hunt, Lake Tye Park, 9-11AM, FREE*

From the Office of Mayor Thomas

To highlight some of the things going on in our community, I am writing this weekly city update, “Monroe This Week. If you have any suggestions or questions regarding “Monroe This Week” or the stories below, please contact me at GThomas@MonroeWa.gov.

Yours in Service,

Mayor Geoffrey Thomas

Be In The Know!

Call for Downtown Art Issued!!

Installing art in public spaces is one way to attract people to our community and customers to retail areas, including downtowns. Last year, Council adopted the 2016 Budget, which included \$10,000 toward developing a work of art in downtown. The work is expected to be installed on one of the sidewalks, likely on one of the corner areas where there is extra space, such as at Lewis and Main Street.

At the Tuesday, March 15, City Council Meeting, I recommended and City Council approved a new policy to establish art on City owned property. The City issued a “Call for Sculptors” to install a work of art in downtown Monroe on March 16, 2016. As we move forward, City staff will work with a selection committee that will include one person from each of the following groups: Downtown Monroe Association, Monroe Arts Council, Monroe Chamber of Commerce, City of Monroe Planning Commission, City of Monroe Parks Board, City Council, and City staff. The selection committee will make a recommendation to the City Council for the selected artist. We are hopeful to have the artwork installed around Thanksgiving this year. I truly value the partnerships with all of our non-profit organizations in Monroe and the investment from our City Council in developing artwork in our community. THANK YOU!!!

**City of Monroe
Year-to-Date Comparisons**

The following are year-to-date comparisons

Sales Tax Revenues
'15 to 2/28/15: \$689,197
'16 to 2/29/16: \$791,353
UP \$102,156 or 14.82%

Real Estate Excise Tax
'15 to 2/28/15: \$59,145
'16 to 2/29/16: \$149,811
UP \$90,666 or 153.29%

Lodging Tax Revenues
'15 to 2/28/15: \$7,088
'16 to 2/29/16: \$9,511
UP \$2,423 or 34.19%

Business License Fees
'15 to 2/28/15: \$8,400
'16 to 2/29/16: \$8,946
UP \$546 or 6.50%

Building Permit Revenues
'15 to 2/28/15: \$70,485
'16 to 2/29/16: \$39,717
DOWN \$30,767 or -43.65%

Planning Fee Revenues
'15 to 2/28/15: \$1,975
'16 to 2/29/16: \$5,975
UP \$4,000 or 202.53%

New House Permits
'15 to 2/28/15: 16
'16 to 2/29/16: 9
DOWN 7 units or 44%

Multi-Family Permits (# units)
'15 to 2/28/15: 13
'16 to 2/29/16: 2
DOWN 11 units or 85%

Building Division Inspections
'15 to 2/28/15: 238
'16 to 2/29/16: 266
UP 28 or 11.8%

Call for Sculptors!

The City of Monroe is seeking submissions for an outdoor sculpture, which may be interactive, to be installed on the public sidewalk on the northwest corner of Main and Lewis Streets in the newly-renovated Downtown Plaza Area. The proposal should express a connection to the City of Monroe, the character of the specific display location, and reflect the City's diversity. Artists are strongly encouraged to visit the actual installation site.

The deadline for entries is April 25, 2016, by 5:00 p.m. Artist selection will be notified by Friday, June 3, 2016 and artist installation will need to occur no later than November 23, 2016.

For information regarding eligibility, specifications, selection process, submittal of materials and selection criteria, please visit www.monroewa.gov/parksnews.

Sky to Sound Water Trail Meeting

Monday, March 14, 2016, I welcomed people from a variety of agencies and non-profits who attended the monthly "Sky to Sound Water Trail" workshop. These organizations are working together to promote recreation and develop infrastructure to support recreation along the Sky River all the way to the Puget Sound. Among other efforts, the organizations are identifying areas to develop or improve stopping points, parking areas, restrooms, and other facilities along the Skykomish and Snohomish River. I appreciate the work this group is doing and look forward to Monroe being part of developing facilities and promoting the Sky to Sound Water Trail.

Rural Tourism Workshop

Last week, over 60 area stakeholders, including several representatives from our community attended two of six planned Rural Tourism Workshops that focus on the Skykomish and Snohomish River Valley. Participants worked on creating a vision for the regional Skykomish and Snohomish River Valley regional tourism story and began shaping a plan to tell the story. Four more workshops are being planned with dates and locations TBA. These workshops have relevance for small businesses, service groups, non-profits, local leaders, interested public, volunteers and elected officials. The workshops are sponsored by the Snohomish County Tourism Bureau and Snohomish County Department of Economic Development.

MONROE!! Mark Your Calendar!!! It's Egg Hunt Time!

The 20th Annual Monroe Community Egg Hunt will be held on Saturday, March 26th at Lake Tye Park. The event kicks off at 9:00 a.m. with lots of fun, free activities including face painting, fun games, arts & crafts and pictures with the Easter Bunny. The Egg Hunt starts at 10:00 a.m. sharp! All kids up through 10 years of age are welcome to hunt for eggs. Be sure not to miss this great fun, family-oriented event!

Monroe Fire District No. 3/Sno. Co. Fire District No. 7

At the March 15, 2016, Board of Commissioners Fire Meeting, Snohomish County Fire District No. 7 accepted a petition from Monroe Fire District No. 3 to merge districts. Voters will be able to approve the vote during the August 2, 2016, Primary Election.

Projects!

About half of the concrete sidewalk on this project has been installed, with the other half to be completed as the weather allows. In the coming days we will see more concrete, more signal construction, and perhaps some street lights too!

