

**CALL TO ORDER, ROLL CALL, AND PLEDGE**

The December 11, 2018, Regular Business Meeting of the Monroe City Council was called to order by Mayor Thomas at 7:00 p.m.; Monroe City Hall, Council Chambers.

Councilmembers present: Davis, Gamble, Hanford, Rasmussen, and Scarboro.

Staff members present: Adkisson, Farrell, Feilberg, Haley, Hasart, Irving, Knight, Roberts, Swanson, Warthan; and City Attorney Lell.

The Pledge of Allegiance was led by Abrianna, Mike, Jack, and Joe Enrico.

Mayor Thomas noted, without objection, the excused absence of Councilmembers Cudaback and Kamp. No objections were noted.

**ANNOUNCEMENTS/PRESENTATIONS**

1. AB18-260: Confirmation of Monroe Boards and Commissions Re/Appointments

Mayor Thomas provide background information on AB18-260; the application, interview, and selection process; and requested conformation of the Mayor's appointments and reappointments to the Park Board, Planning Commission, and Civil Service Commission.

Councilmember Davis moved to confirm the Mayor's reappointment of: Devlin Piplic as Monroe School District Representative to the Park Board; and Ms. Heather Rousey to the Planning Commission; the motion was seconded by Councilmember Scarboro. On vote,

Motion carried (5-0).

Councilmember Davis moved to confirm the Mayor's appointment of: Ms. Linda Connor to the Civil Services Commission; Mr. Daniel Enrico to the Park Board; and Ms. Delma Silva to the Planning Commission; the motion was seconded by Councilmember Gamble. On vote,

Motion carried (5-0).

City Clerk Elizabeth Adkisson administered the oaths of offices for Ms. Connor, Ms. Rousey, and Mr. Enrico.

Mayor Thomas recognized all those members of City of Monroe Boards and Commissions in attendance at the meeting and thanked them for their service.

2. AB18-261: 2017 City of Monroe Audit – Exit Conference with State Auditor(s)

Ms. Courtney Amonsens, Assistant Audit Manager, Washington State Auditor's Office, provided information on the 2017 City of Monroe Audit, including: exit agenda, accountability audit report, management letter, financial statements audit report, representation letter, and next audit (2019)/estimated costs. Ms. Amonsens also provided information on the 2017 Monroe Transportation Benefit District Audit, including:

exit agenda, accountability report, representation letter, and next audit (2020)/estimated costs. Mayor Thomas thanked Ms. Amonsens for her presentation.

## PUBLIC COMMENTS

The following person spoke regarding AB18/271/Ordinance No. 031/2018: Ms. Linda Driscoll.

## CONSENT AGENDA

1. Approval of the Minutes: November 27, 2018, Business Meeting & December 4, 2018, Study Session
2. Approval of AP Checks and ACH Payments (*Check Nos. 89435 through 89475, ACH, EFT PUD, and EFT Platt payments, in a total amount of \$595,546.48*)
3. Approval of Payroll Warrants and ACH Payments (*Check Nos. 35757 through 35801, Direct Deposits, and ACH AP Payments, in a total amount of \$1,261,017.73*)
4. AB18-262: Accept Project/Begin Lien Period for Supervisory Control and Data Acquisitions Upgrades for Tester Road, DOC, and Trombley Pump Stations Project
5. AB18-263: Authorize Mayor to Sign Transportation Improvement Board (TIB) FY2020 Overlay Project for Multiple Locations
6. AB18-264: Authorize Mayor to Sign Indigent Defense Services Contract (Primary Provider)
7. AB18-265: Authorize Mayor to Sign Quality Indigent Defense Evaluation Grant Agreement
8. AB18-266: Authorize Mayor to Sign Prosecution Services Contract Addendum (Extension)
9. AB18-267: Authorize Mayor to Sign Official Legal Newspaper Contract-Addendum No. 2 (Extension)
10. AB18-268: Authorize the Mayor to Sign Community and Visitor Information Magazine Publishing Services Agreement - Amendment No. 1
11. AB18-269: Ordinance No. 029/2018, Repealing MMC 3.04.025, Disposition of Municipal Property; Final Reading
12. AB18-270: Ordinance No. 030/2018, Amending MMC 5.02, Business Licenses; Final Reading
13. AB18-271: Ordinance No. 031/2018, Amending MMC 18.12.170, Regarding Downtown Commercial Zone Permitted Land Uses; Final Reading
14. AB18-272: Ordinance No. 032/2018, Amending MMC Chapters 18.10 and 18.86 Regarding North Kelsey/Tjerne Place Planning Area; Final Reading

Councilmember Rasmussen moved to approve the Consent Agenda; the motion was seconded by Councilmember Hanford. On vote,  
Motion carried (5-0).

City Clerk Adkisson read the titles of Ordinance Nos. 029/2018 through 032/2018 into the record.

**UNFINISHED BUSINESS**

1. AB18-273: Ordinance No. 027/2018, Adopting 2019 Budget; Final Reading

Ms. Becky Hasart, Finance Director, provided background information on AB18-273 and the proposed ordinance adopting the 2019 Budget.

Councilmember Hanford moved to adopt Ordinance No. 027/2018, adopting the Budget for the Fiscal Year Ending December 31, 2019; the motion was seconded by Councilmember Scarboro.

The Mayor and Councilmembers thanked Ms. Hasart, and all City Staff, for their work on the 219 Budget.

On vote, Motion carried (5-0).

2. AB18-274: Ordinance No. 028/2018, Adopting 2019 Capital Facilities Plan; Final Reading

Mr. Ben Swanson, Community Development Director, provided background information on AB18-274 and the proposed ordinance adopting the 2019 Capital Facilities Plan.

Councilmember Hanford moved to adopt Ordinance No. 028/2018, amending the Capital Facilities Element and the Transportation Element of the Monroe Comprehensive Plan; adopting a revised and updated Six-Year Capital Improvement Plan for the years 2019 through 2024 concurrently with the City's 2019 Budget; adopting supporting legislative findings; providing for severability; and establishing an effective date; the motion was seconded by Councilmember Rasmussen. On vote,

Motion carried (5-0).

**NEW BUSINESS**

1. AB18-275: Resolution No. 027/2018, Amending Master Fee Schedule for 2019

City Clerk Adkisson provided background information on AB18-275 and the proposed resolution amending the Master Fee Schedule for 2019.

Councilmember Hanford moved to approve Resolution No. 027/2018, amending the City of Monroe Master Fee Schedule, and fees, fines, penalties, interest and charges for 2019; the motion was seconded by Councilmember Scarboro. On vote,

Motion carried (5-0).

1. AB18-276: Resolution No. 028/2018, Adopting Surplus Property Policy

Mr. Jakeh Roberts, Public Works Operations and Maintenance Manager, provided background information on AB18-276 and the proposed resolution adopting a surplus property policy for the City of Monroe.

Councilmember Rasmussen moved to approve Resolution No. 028/2018, adopting a new sale and disposal of real or personal surplus property policy; the motion was seconded by Councilmember Davis. On vote,  
Motion carried (5-0).

3. AB18-277: Ordinance No. 033/2018, Amending MMC re Various Sections; First/Final Reading

Mr. Brad Feilberg, Public Works Director, provided background information on AB18-277, the proposed ordinance amending various sections of the Monroe Municipal Code, and request for adoption upon first and final reading due to the housekeeping nature of the amendments.

Councilmember Davis moved to waive Council Rules of Procedure requiring two readings of ordinances; the motion was seconded by Councilmember Rasmussen. On vote,  
Motion carried (5-0).

Councilmember Davis moved to adopt Ordinance No. 033/2018, amending Monroe Municipal Code Title 2 (Administration and Personnel), Title 5 (Business Regulations and Licensing), Title 10 (vehicles and traffic), and, Title 14 (Floodplain regulations), to reflect the City's intent and modern practices; providing for severability; and establishing an effective date; the motion was seconded by Councilmember Rasmussen. On vote,  
Motion carried (5-0).

**FINAL ACTION**

1. AB18-278: Approval of 2019 Council Meetings Schedule

City Clerk Adkisson provided background information on AB18-278, the proposed 2019 Council Meeting Schedule, and proposed dates for a first quarter Council retreat.

Councilmember Hanford moved to approve the 2019 Council Meeting Schedule, as proposed; determining all regular business/study session meetings presented as 'cancelled' to be officially cancelled (and to be noticed accordingly); and without selecting a date for the first quarter Council retreat; the motion was seconded by Councilmember Rasmussen.

General discussion ensued regarding setting a date for the first quarter Council retreat.

On vote, Motion carried (5-0).

General discussion continued regarding setting a date for the first quarter Council retreat.

Councilmember Gamble moved to select the date of Monday, January 28, 2019, for the first quarter Council retreat; the motion was seconded by Councilmember Hanford. On vote,  
Motion carried (5-0).

2. AB18-279: Selection of 2019 Mayor Pro Tem; Council Committees; and Various Council Appointments

Councilmember Gamble moved to appoint Councilmember Hanford as Mayor Pro Tempore for 2019; the motion was seconded by Councilmember Davis. On vote,

Motion carried (5-0).

Councilmember Gamble moved to appoint Councilmember Kamp as the Council representative to the French Creek Flood Control District Joint Board for 2019; the motion was seconded by Councilmember Davis. On vote,

Motion carried (5-0).

Councilmember Scarboro moved to appoint Councilmember Cudaback as the Council representative to the Snohomish County Tomorrow Steering Committee for 2019; the motion was seconded by Councilmember Rasmussen. On vote,

Motion carried (5-0).

Councilmember Hanford moved to appoint Councilmembers Hanford and Rasmussen to review and sign bills for 2019; the motion was seconded by Councilmember Scarboro. On vote,

Motion carried (5-0).

General discussion ensued regarding the 2019 meeting schedules, start time, and preferred membership for the City Council Committees

Councilmember Gamble moved to appoint Councilmembers Scarboro, Cudaback, and Gamble to the 2019 City Council Finance and Human Resources Committee; the motion was seconded by Councilmember Hanford. On vote,

Motion carried (5-0).

Councilmember Hanford moved to appoint Councilmembers Scarboro, Kamp, and Davis to the 2019 City Council Legislative Affairs Committee; the motion was seconded by Councilmember Davis. On vote,

Motion carried (5-0).

Councilmember Hanford moved to appoint Councilmembers Rasmussen, Davis, and Kamp to the 2019 City Council Transportation/Planning, Public Works, Parks & Recreation, and Public Safety (P4) Committee; the motion was seconded by Councilmember Scarboro. On vote,

Motion carried (5-0).

3. Authorize Mayor to Sign Settlement Agreement with Genesee Monroe, LLC

Mayor Thomas noted Final Action Item No. 3 had been removed from the agenda.

**COUNCILMEMBER REPORTS**

1. Individual Councilmember Update

Councilmember Scarboro wished all a “Merry Christmas.”

Councilmember Hanford commented on 2018 and 2019, wished all a “Merry Christmas,” and thanked Staff for their work.

Councilmember Rasmussen commented on attendance at a “Polar Express” event as Sky Valley Food Bank.

Councilmember Davis commented on 2018, thanked the Mayor, Council, and Staff for their work, and wished all a “Merry Christmas.”

Councilmember Gamble commented on a leadership event attended, 2019, and thanked the Mayor, Council, and Staff for their work.

**STAFF/DEPARTMENT REPORTS**

1. AB18-280: 2018 Business Survey Results

Ms. Deborah Knight, City Administrator, provided background information on AB18-280 and the 2018 Business Survey Results, noting the survey will be distributed annually, and results analyzed for trends.

2. Parks & Recreation Update

Mr. Mike Farrell, Parks & Recreation Director, noted the report included in the meeting materials and provided an update on the following topics: Wiggly Field fencing, exercise stations at Sky River Park, Light-Up Monroe, Monroe Park Board, heritage tree nominations, and unmarked trails inspections.

3. Police Update

Interim Deputy Police Chief Ryan Irving noted the report included in the meeting materials and provided an update on the following topics: Community Outreach Team, Community Events, Security Checks, Calls for Service, and K-9 Selection.

4. Public Works Update

Mr. Feilberg noted the report included in the meeting materials and provided an update on the following topics: PW Shop project and moss growth and treatment on porous concrete.

**MAYOR/ADMINISTRATIVE REPORTS**

## 1. City Administrator Update

Ms. Knight reported on the following items: 2019 AWC City Actions Days (February 13-14); 2019 Legislative Priorities; Snohomish County Visitors Bureau tour; upcoming Chili Bowl; encampments clean-up; and North Kelsey marketing.

Councilmember Hanford noted an upcoming absence on January 15, 2019; and Councilmember Gamble noted an upcoming absence on January 8, 2019.

## 2. Mayor's Update

Mayor Thomas reported on the following items: Monroe Legislative Day (February 5, 2019); Finish522; 2019 AWC City Action Days; and Live Christmas Tree Program.

Mayor Thomas thanked Council and City Staff for their work in 2018 and wished all a "Merry Christmas" and "Happy New Year."

**EXECUTIVE SESSION**

1. Potential Litigation [RCW 42.30.110(1)(i)] – 10 minutes
2. Collective Bargaining [RCW 42.30.140(4)(a)] – 5 minutes

Mayor Thomas stated the Council would recess into executive session for approximately ten minutes to discuss Potential Litigation [RCW 42.30.110(1)(i)] and approximately 5 minutes to discuss Collective Bargaining [RCW 42.30.140(4)(a)]; and read the appropriate citations into the record.

*The meeting recessed into executive session at 8:25 p.m.; was extended for an additional twenty minutes; and the meeting reconvened at 8:55 p.m.*

Councilmember Gamble moved to add an item to the agenda regarding a Memorandum of Understanding with the Monroe Police Officer's Guild; the motion was seconded by Councilmember Rasmussen. On vote,  
Motion carried (5-0).

Councilmember Gamble moved to authorize the Mayor to sign the Memorandum of Understanding with the Monroe Police Officer Guild; and expressly authorize further minor revisions as deemed necessary or appropriate; the motion was seconded by Councilmember Rasmussen. On vote,  
Motion carried (5-0).

**ADJOURNMENT**

There being no further business, the motion was made by Councilmember Hanford and seconded by Councilmember Rasmussen to adjourn the meeting. On vote,  
Motion carried (5-0).

MEETING ADJOURNED: 8:56 p.m.

---

Geoffrey Thomas, Mayor

---

Elizabeth M. Adkisson, MMC, City Clerk

*Minutes approved at the Regular Business Meeting of January 8, 2019.*

DRAFT