



MONROE PARK BOARD

Regular Meeting
Thursday, January 20, 2022, 7:00 PM
Zoom Online Meeting Platform

Park Board Members
Jessie Robinson, Ron Petrick,
Daniel Enrico, Amy Martin, Keith
Dahlenburg, Kyle Fisher (Planning
Commission Representative),
Devlin Piplic (School District
Representative)

1. CALL TO ORDER

Virtual Participation Information The Planning Commission meeting will be held virtually via Zoom Meeting. Due to the COVID-19 crisis, and OPMA guidance issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting

<https://us02web.zoom.us/j/83935153973?pwd=STN5L29GR0RGOExiT3ZKaHV2c01uUT09>

Meeting ID: 839 3515 3973

Password: 208845

One tap mobile

+12532158782,,83935153973#,,1#,208845# US (Tacoma)

+14086380968,,83935153973#,,1#,208845# US (San Jose)

2. ROLL CALL

<input type="checkbox"/> Amy Martin	Board Member/Resident
<input type="checkbox"/> Devlin Piplic	Board Member/Monroe School Board
<input type="checkbox"/> Daniel Enrico	Board Member/Resident
<input type="checkbox"/> Keith Dahlenburg	Board Member/Resident
<input type="checkbox"/> Ron Petrick	Board Member/Resident
<input type="checkbox"/> Jessie Robinson	Board Member/Resident

3. APPROVAL OF MINUTES

3.1. Meeting Minutes

[December 2021 Park Board Meeting Minutes](#)

3 - 4

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES WILL BE PROVIDED UPON REQUEST.

For assistance, please contact the City Clerk's Office at 360-794-7400 in advance of the meeting.

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

4. PUBLIC COMMENTS

(This time is set aside for members of the public 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. Three minutes will be allowed per speaker.)

5. NEW BUSINESS

- 5.1. Imagine Monroe Vision Statement - Mayor Geoffrey Thomas/Deborah Knight 5 - 50
[Agenda Bill - Imagine Monroe Vision Statement - Pdf](#)
- 5.2. OPMA/PRA Overview - Jodi Wycoff 51 - 81
[Agenda Bill - OPMA/PRA Overview - Pdf](#)
- 5.3. Park Board 2021 Annual Report Mike Farrell 82 - 83
[Agenda Bill - 2021 annual report - Pdf](#)
- 5.4. Election of Officers Mike Farrell 84 - 85
[Agenda Bill - Election of Officers - Pdf](#)

6. STAFF/DEPARTMENT REPORTS

- 6.1. December Parks Department Monthly Report Mike Farrell 86 - 94
[Agenda Bill - December Parks Department Monthly Report - Pdf](#)
- 6.2. North Hill Area Neighborhood Park Update (oral report)

7. BOARDMEMBER REPORTS

8. AGENCY REPORTS

- 8.1. Monroe School District

9. ADJOURNMENT

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES WILL BE PROVIDED UPON REQUEST.
For assistance, please contact the City Clerk's Office at 360-794-7400 in advance of the meeting.
THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA

**CITY OF MONROE
PARKS & RECREATION BOARD REGULAR
MEETING MINUTES**

December 16, 2021

7:00 p.m.

via Zoom Meeting

CALL TO ORDER

Chairperson Kinney called the Park Board meeting to order at 7:04 pm, via Zoom online meeting platform.

ROLL CALL

Board Members Present: Tami Kinney, Keith Dahlenburg, Jessie Robinson, Ron Petrick.

Board Members Absent: Devlin Piplic, Daniel Enrico, Kyle Fisher

AGENDA REVISIONS – None.

APPROVE MINUTES

Motion was made by Board Member Robinson, seconded by Board Member Petrick, to approve the October 21, 2021 minutes. Motion carried 4-0. Motion was made by Board Member Robinson, seconded by Board Member Petrick, to approve draft November 15, 2021 Joint Planning Commission/Park Board meeting minutes. Motion carried 4-0.

AUDIENCE PARTICIPATION – None.

UNFINISHED BUSINESS – None

NEW BUSINESS

1. 2022 Work Plan

The Board reviewed the 2022 Work Plan. Suggested revisions include adding more park tour dates between April and September and adding November for Living Christmas Tree Program noticing. Motion by Board Member Robinson, seconded by Board Member Dahlenburg to approve 2022 Work Plan with revisions. Motion carried 4-0.

2. Public Video System (PVS) Policy

The Board reviewed and recommended that Monroe City Council approve new City Public Video System (PVS) Policy. Policy establishes parameters for the use of the PVS in public or city-owned places to enhance public safety and security in a manner consistent with accepted rights of privacy. Motion by Board Member Dahlenburg, seconded by Board Member Robinson to recommend the Monroe City Council approve the PVS Policy. Motion carried 4-0.

STAFF REPORTS/UPDATES

1. Monthly Staff Reports for October and November were provided by the Director of Parks and Recreation, Mike Farrell. Highlights of the reports included recap of Kaci Edelbrock 5k run and dedication of donated statue, park flooding closures and repairs, Light Up Monroe event and holiday decorations and PROS Plan updated timeline for adoption of the plan in February 2022.

BOARD Reports/Updates - Board Members and staff recognized the service of Board Members Kinney and Fisher and wished them well in their upcoming service as City Councilmembers.

AGENCY REPORTS

Planning Commission – No report.

Monroe School District- No report.

Accommodations for people with disabilities will be provided upon request.

Please allow advance notice, call Mike Farrell (360) 863-4557.

**CITY OF MONROE
PARKS & RECREATION BOARD REGULAR
MEETING MINUTES**

ADJOURNMENT – Board Member Dahlenburg motioned to adjourn and Board Member Petrick seconded, motion carried and meeting adjourned at 7:47 PM.

Tami Kinney, Chairperson

Daniel Enrico, Secretary



AGENDA BILL

Meeting Date: January 20, 2022

Staff Contact: Deborah Knight, City Administrator

Department: Executive

SUBJECT: Imagine Monroe Vision Statement

REQUESTED ACTION:

Mayor Thomas will share "Imagine Monroe", the city's new vision statement. Imagine Monroe will be used by Mayor Thomas, City Council, Boards and Commissions, and city staff to guide future policy decisions, program development, and budget priorities.

POLICY CONSIDERATIONS:

A thoughtful vision statement is one of the elements needed to form a forward looking strategic framework that gives communities the long-term-comprehensive perspective necessary to make rational and disciplined tactical/incremental decisions on issues as they arise.

Community vision statements are typically crafted through a collaborative process that involves a wide variety of community residents, stakeholders and elected officials. More than 1,300 community members, focus groups, and visitors shared their thoughts on what makes Monroe special, important community values, and what Monroe should look like in the future.

The City Council reviewed the draft vision statement submitted by the Sounding Board on December 7, 2021. The City Council suggested adding "regional connections" to the vision statement to include the concept of the city's relationship and interdependence to surrounding communities.

Imagine Monroe

Imagine Monroe: A lively center surrounded by nature. A place of beauty and goodwill.

Our parks, waterways, and environment are healthy and accessible for everyone to enjoy. Our historic downtown and business districts are thriving and full of locally owned businesses and locally sourced products.

We can find everything we need with regional connections and a variety of choices for work, housing, dining, shopping, arts, and activities.

Friendly and responsive, we strengthen connections through gathering spaces, events, services, and community-centered infrastructure – creating a safe place for all.

In Monroe, everyone feels at home and everyone feels they belong.

DESCRIPTION/BACKGROUND:

Imagine Monroe was a citywide, collaborative, community driven project to update the city's vision, mission, and core values statements. Through the visioning process, Mayor Thomas and the City Council wanted to encourage engagement and spark the interest of people connected to Monroe with a wide variety of lived experiences to learn what they want the future of Monroe to be. The work was broken into four phases (Assessment, Planning, Engagement and Evaluation).

Assessment

The assessment phase started in December 2020 and included the first meeting of the Sounding Board (Attachment 3). In January, three randomly selected focus groups, including a focus group of Latinx community members, were formed, and one-one-one meetings were scheduled with community partners.

The purpose of the assessment phase was to get an understanding of community values, the desires for Monroe's future, what community networks exist, and how to best reach the diverse networks in Monroe.

In February, the city's consultant team, Enviorissues, facilitated three focus group meetings consisting of long-term residents, short-term residents, and Hispanic residents (conducted in Spanish). There were ten one-on-one interviews held with key community partners. The purpose of the meetings was to:

- get feedback on their experiences in Monroe,
- the current vision statement,
- the vision for the city's future, and
- how to effectively engage Monroe's diverse community in the Imagine Monroe project.

The Imagine Monroe Assessment Phase Summary (Attachment 4) outlines the responses from focus groups and one-on-one meetings.

Engagement

The engagement phase (communication and outreach) started in May 2021 and ended in July 2021 when the community survey closed. Communication and outreach occurred during the spring and summer to take advantage of opportunities to reach community members at parks, farmer's market, and other outdoor venues.

The city emailed the Imagine Monroe newsletter (Attachment 5) to all residents and businesses in Monroe asking people for their input. The city promoted the survey on social media, digital and print ads, flyers at local businesses, and through Sounding Board members. The newsletter and other promotion materials were provided in both English and Spanish.

Survey By the Numbers

The survey logged more than 1300 responses. 81 percent of respondents live in the 98272 zip code. Nine percent live in the 98290 zip code. Over 75 percent were Monroe residents; approximately 25 percent lived nearby; and just under 20 percent worked in Monroe; and just under 10 percent owned a business in Monroe.

The majority (65%) of the surveys were completed by women and 25 percent were completed by men. Over 75 percent of the survey takers identified as Caucasian/White (not Hispanic). Over 15 percent preferred not to say, and under 10 percent identified as Hispanic/Latino.

Age groups were fairly evenly distributed: 10.9 percent were over 65 years old; 16.7 percent between 55-64 years old; 22.8 percent between 45-54 years old; 26.1 percent between 35-44 years old; and 15.1 percent between 25-34 years old. .

The survey respondents were also evenly distributed based on the number of years they have lived in Monroe: 27.4 percent 20 + years; 21 percent 11-20 years; 14.4 percent 6-10 years; 26 percent 1-5 years; and 4.9 percent less than one year.

Enviroissues did additional analysis to evaluate responses by less well represented survey respondents to ensure all voices and opinions were considered.

Survey Results

The following information summarizes the community survey results. In general, Monroe community members want ...

- A friendly, close-knit, supportive, welcoming, and inclusive community
- More amenities, shops, restaurants, entertainment, and activities
- A family-friendly city with more activities and spaces for families and youth
- Thriving small and local businesses – particularly in historic downtown
- To feel safe and worry less about crime
- Improved and well-maintained parks, trails, and open spaces in which to gather and recreate
- Access to healthy and protected natural areas and waterways
- Monroe to maintain its small-town feel
- Everyone to have a safe place to live, and to have access to services if needed
- Less traffic, well-maintained roads, and easier parking
- A sense of calm and quiet in the community

In alignment with these themes, the top seven core values that survey participants want to see reflected in Monroe's future include:

- Safety and security
- Friendly and neighborly
- Small business-oriented
- Family-oriented
- Community-minded
- Anti-racism
- Environmental stewardship and conservation

Respondents identified parks and open space, access to nature, small and local businesses, family-oriented activities, and sense of safety as top priorities.

For the future of Monroe top priorities included:

"A city that cares for all"

"Close-knit, small, original, clean, humble"

"Safe peaceful small town with access to nature"

"Full of opportunity for entertainment"

"State of the art parks for kids"

"Fewer billboards, more green spaces"

"Beautiful small town with big town amenities"

"A traffic-free paradise"

"Better planning for uncontrolled growth"

"More local businesses, events, restaurants"

"Green, safe, welcoming, and fun"

Evaluate

Mayor Thomas, city staff, and the Enviroissues team worked with Sounding Board members over the course of eight weeks to distill these themes and values into several draft vision statements, which are designed to align with the major themes conveyed by the community. A small group of Board members including Brandi Blair, Joan Brown, Tami Kinney, and Von Wyn-Thompson further refined the initial vision statements into the final draft presented to the City Council.

The final draft vision statement was shared with Sounding Board members. Board members were asked to rate their support for the draft vision statement. The draft vision statement was presented to Sounding Board members at its final meeting on November 30, 2021. A clear majority of Sounding Board members indicated strong support for the draft statement.

FISCAL IMPACTS:

There are no direct fiscal impacts associated with this update.

TIME CONSTRAINTS:

The goal is to present a recommended vision statement and core values to the City Council in December 2021 to help guide 2023 budget priorities, 6-Year Strategic Plan, and 20-year Comprehensive Plan.

ALTERNATIVES TO REQUESTED ACTION:

None.

ATTACHMENTS:

[Imagine Monroe Vision Statement FINAL 12.14.2021](#)
[2021_0812_ImagineMonroeSurveyResults cc 08.17.21](#)
[Sounding Board Summary](#)
[Assessment Phase Summary Imagine Monroe 04.27.21](#)
[Newsletter Imagine Monroe FINAL](#)

Monroe vision statement

Imagine Monroe: A lively center surrounded by nature. A place of beauty and goodwill.

Our parks, waterways, and environment are healthy and accessible for everyone to enjoy.

Our historic downtown and business districts are thriving and full of locally owned businesses and locally sourced products.

We can find everything we need with regional connections and a variety of choices for work, housing, dining, shopping, arts, and activities.

Friendly and responsive, we strengthen connections through gathering spaces, events, services, and community-centered infrastructure – creating a safe place for all.

In Monroe, everyone feels at home and everyone feels they belong.



IMAGINE MONROE VISIONING PROCESS

COMMUNITY SURVEY RESULTS

AUGUST 12, 2021

SURVEY PROMOTION

- Print newsletter
- Social media posts
- Digital and print ads
- City table at events
- Flyers at local businesses
- City emails, e.g., This Week in Monroe
- Partner org communications
- Sounding Board outreach

1300+
RESPONSES

SURVEY PROMOTION SAMPLES



A new vision for Monroe

The City is updating their vision statement (adopted in 2015) and developing a new mission and set of core values to better reflect the current needs and priorities of our community. Monroe is growing, with new businesses opening and more people moving to the area. And COVID-19 presented new challenges that are not yet fully understood.

We need a fresh vision to guide our work – **and we need your help.** To better understand your current and future priorities, we are collecting City-wide input that will inform planning, policymaking, budgeting, and programing for the next thirty years.

We are excited to learn more and hear about:

- What makes Monroe a unique and livable community?
- What do you appreciate about Monroe?
- What values would you like to see reflected in your community?
- What's most important for the future Monroe?



Take the survey at: bit.ly/ImagineMonroeWA



Una nueva visión para Monroe

La Ciudad está actualizando su declaración de visión (adoptada en 2015) y desarrollando una nueva misión y un conjunto de valores fundamentales para reflejar mejor las necesidades y prioridades actuales de nuestra comunidad. Monroe está creciendo, con la apertura de nuevos negocios y más personas mudándose al área. Y COVID-19 presentó nuevos desafíos que aún no se comprenden completamente.

Necesitamos una nueva visión para guiar nuestro trabajo y necesitamos su ayuda. Para comprender mejor sus prioridades actuales y futuras, estamos recopilando información de toda la ciudad que informará la planificación, la formulación de políticas, la elaboración de presupuestos y la programación para los próximos treinta años.

Estamos emocionados de aprender más y escuchar sobre:

- ¿Qué hace que Monroe sea una comunidad única y habitable?
- ¿Qué le gusta de Monroe?
- ¿Qué valores le gustaría ver reflejados en su comunidad?
- ¿Qué es más importante para el futuro Monroe?



Realice la encuesta en: bit.ly/ImagineMonroeWA

IMAGINE MONROE

Construyamos el futuro que queremos juntos.



Estamos creando una nueva visión para la ciudad de Monroe que guiará nuestro trabajo durante los próximos 30 años y necesitamos sus ideas: monroewa.gov/995



IMAGINE MONROE

Construyamos el futuro que queremos juntos.



IMAGINE MONROE



IN 30 YEARS

Fill out our survey by July 2nd



Stop by our booth

- Monroe Farmers Market
Galaxy Theater
June 16, 23, & 30, 2:30 – 7:00 PM
- Wiggly Walk
Skykomish River Park
June 26, 11:00 AM – 4:00 PM
- PRIDE Event
Skykomish River Park
June 27, 10:00 AM – 4:00 PM

Contact us

- 360-863-4526
- imagine@monroewa.gov
- monroewa.gov/995
- City Hall
Attn: Deborah Knight
806 West Main Street
Monroe, WA 98272

@CityofMonroeWashington

Facebook.com/MonroeWaGov

SURVEY THEMES

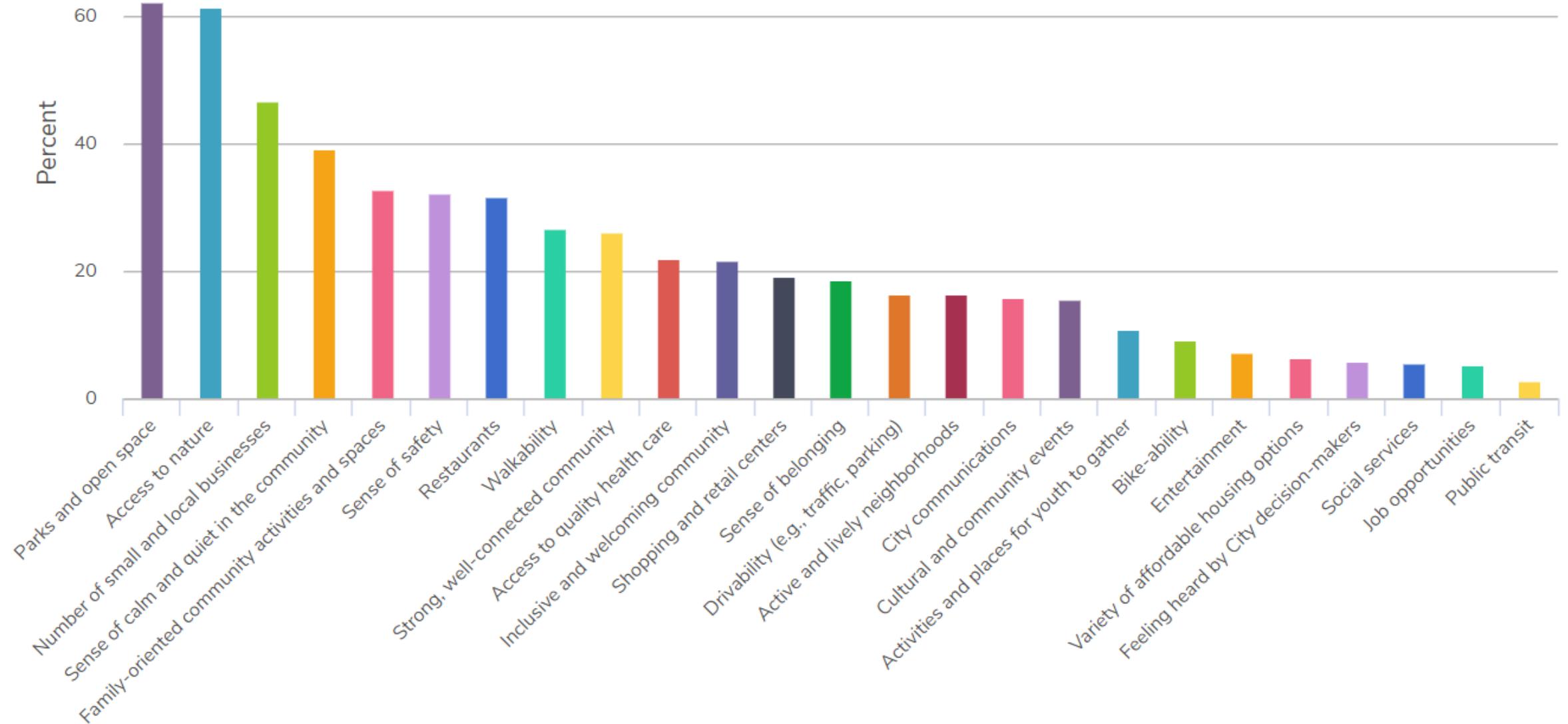
- **Community:** A friendly, close-knit, supportive, welcoming, and inclusive community
- **Amenities and Activities:** More shops, restaurants, and entertainment
- **Family:** A family-friendly city with more activities and spaces for families and youth
- **Small Businesses:** Thriving small and local businesses – particularly downtown
- **Safety:** To feel safe and worry less about crime
- **Parks:** Improved and well-maintained parks, trails, and open spaces to gather and recreate
- **Nature:** Access to healthy and protected natural areas and waterways
- **Small Town Feel:** Monroe to maintain its small-town feel
- **Services:** Everyone to have a safe place to live, and to have access to services if needed
- **Easier Driving:** Less traffic, well-maintained roads, and easier parking
- **Calm and Quiet:** A sense of calm and quiet in the community

IN 6 WORDS OR LESS: WHAT MAKES MONROE SPECIAL?

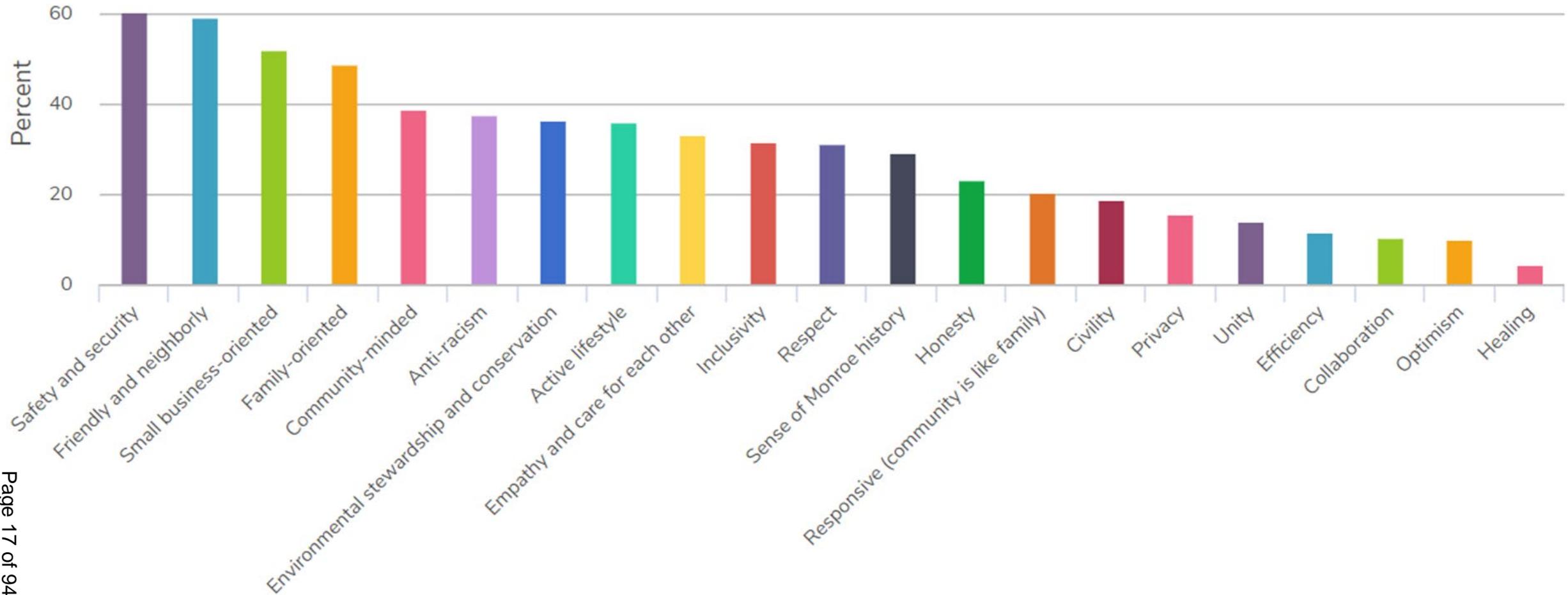


- Small town feel
- Caring, accepting, close-knit community
- Family-friendly environment
- Beautiful location/scenic
- Access to nature
- Rural living with urban conveniences
- Diversity of people
- Activities and amenities
- Affordability
- History/family legacy
- Opportunity for growth and change

WHAT DO YOU APPRECIATE MOST ABOUT MONROE NOW?



WHAT VALUES WOULD YOU LIKE TO SEE REFLECTED IN MONROE'S FUTURE?



IN 6 WORDS OR LESS: WHAT DO YOU WANT THE FUTURE OF MONROE TO BE?



- Inclusive, welcoming, caring community to for all
- Small-town feel
- Safe community
- Fun activities, culture, community events and spaces
- Family-oriented
- Parks, recreation opportunities, and access to nature
- More restaurants, shops, etc.
- Less traffic, better roads, more drivable
- Limit and/or carefully plan growth and development
- More / support for small and local businesses
- Sustainable community that preserves nature

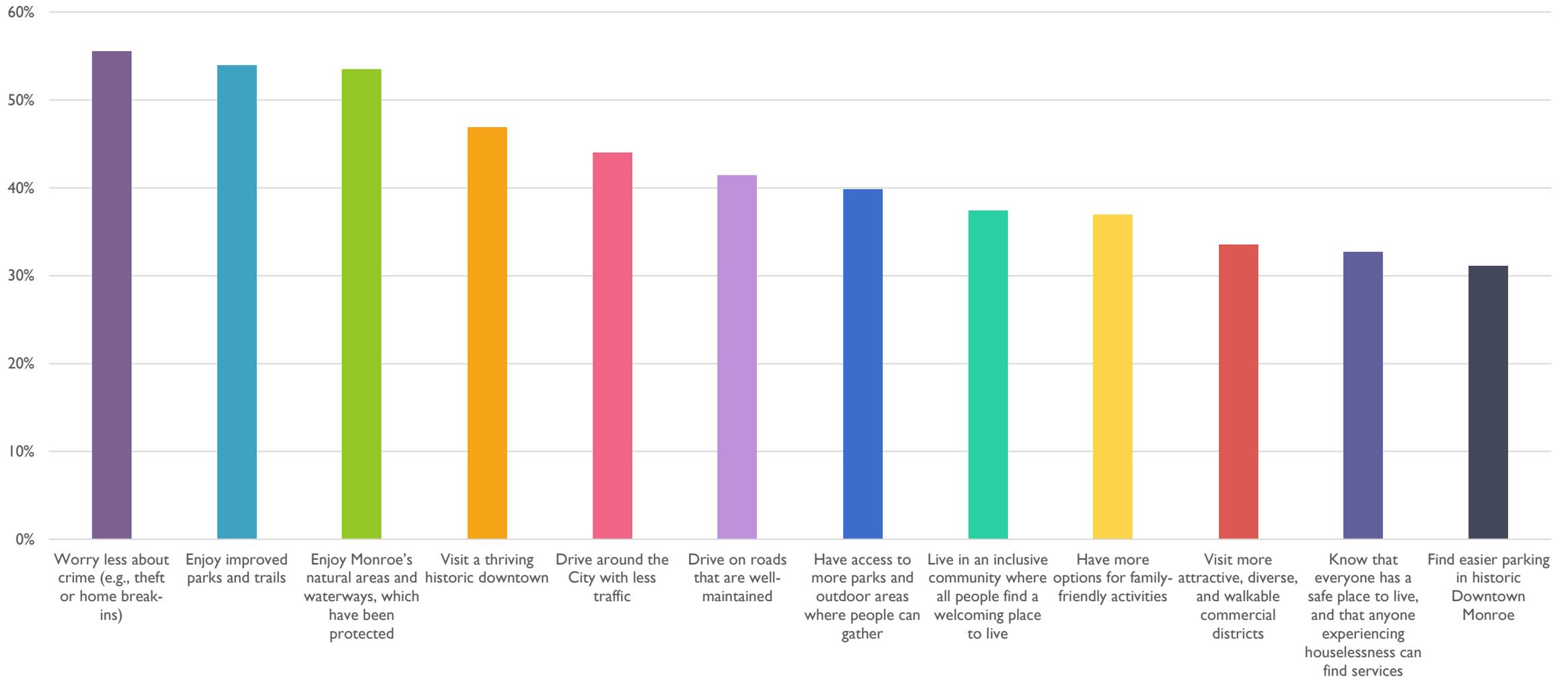
IN 6 WORDS OR LESS: WHAT DO YOU WANT THE FUTURE OF MONROE TO BE?



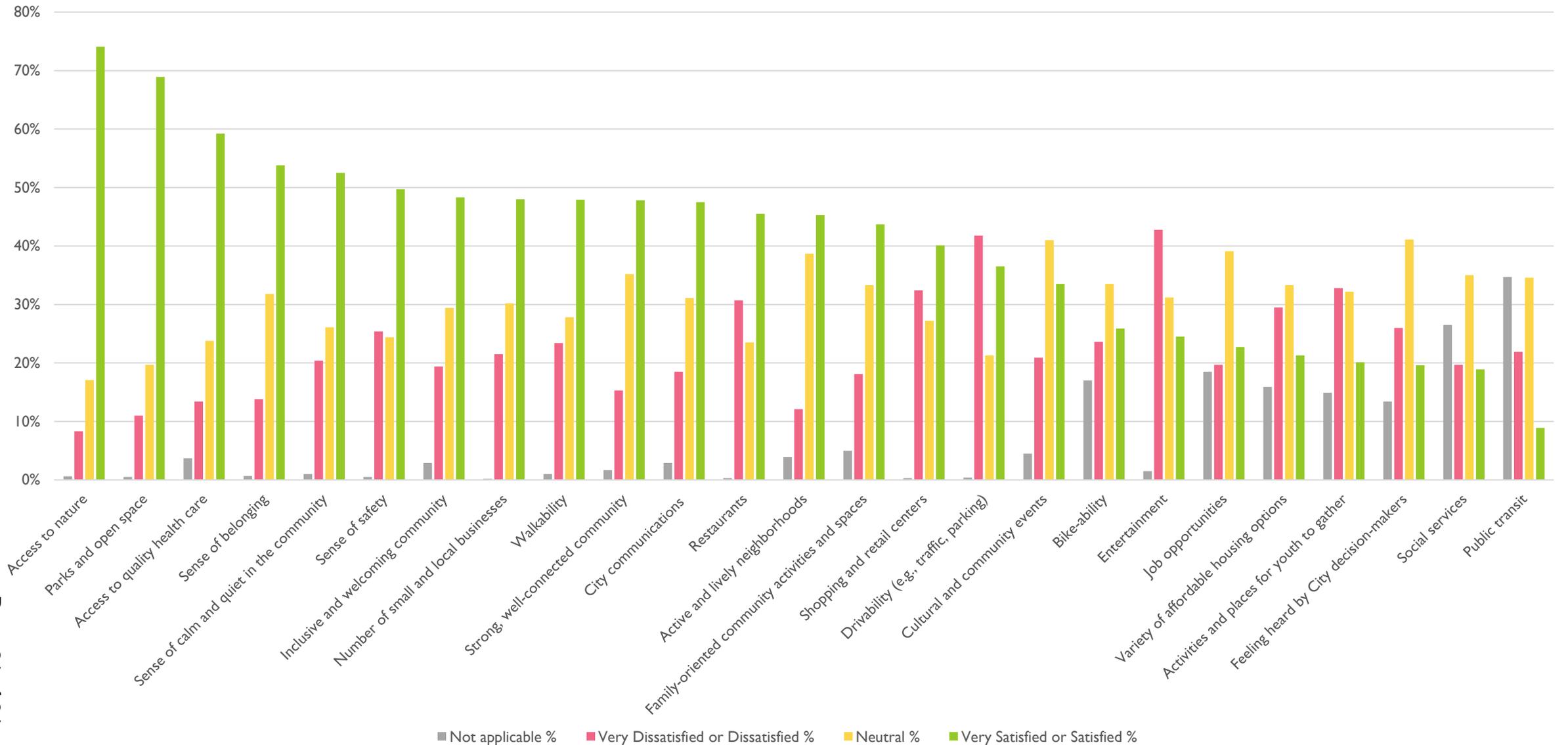
- “A city that cares for all”
- “Close-knit, small, original, clean, humble”
- “Safe peaceful small town with access to nature”
- “Full of opportunity for entertainment”
- “State of the art parks for kids”
- “Fewer billboards, more green spaces”
- “Beautiful small town with big town amenities”
- “A traffic-free paradise”
- “Better planning for uncontrolled growth”
- “More local businesses, events, restaurants”
- “Green, safe, welcoming, and fun”

IN THE FUTURE, I WANT TO _____.

ANSWERS SELECTED BY 30%+ OF SURVEY PARTICIPANTS



HOW SATISFIED ARE YOU WITH THE FOLLOWING THINGS IN MONROE?



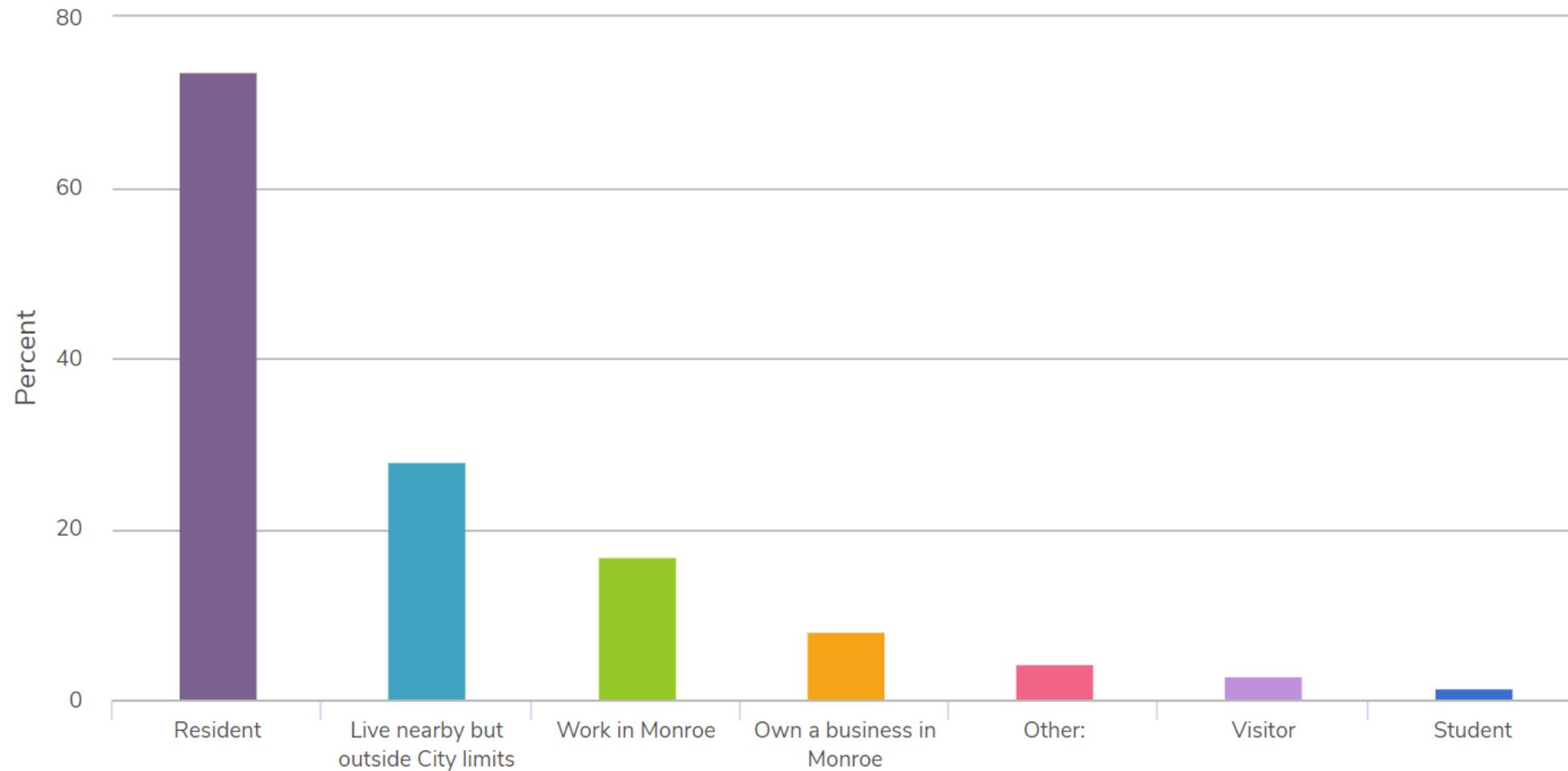


DEMOGRAPHICS

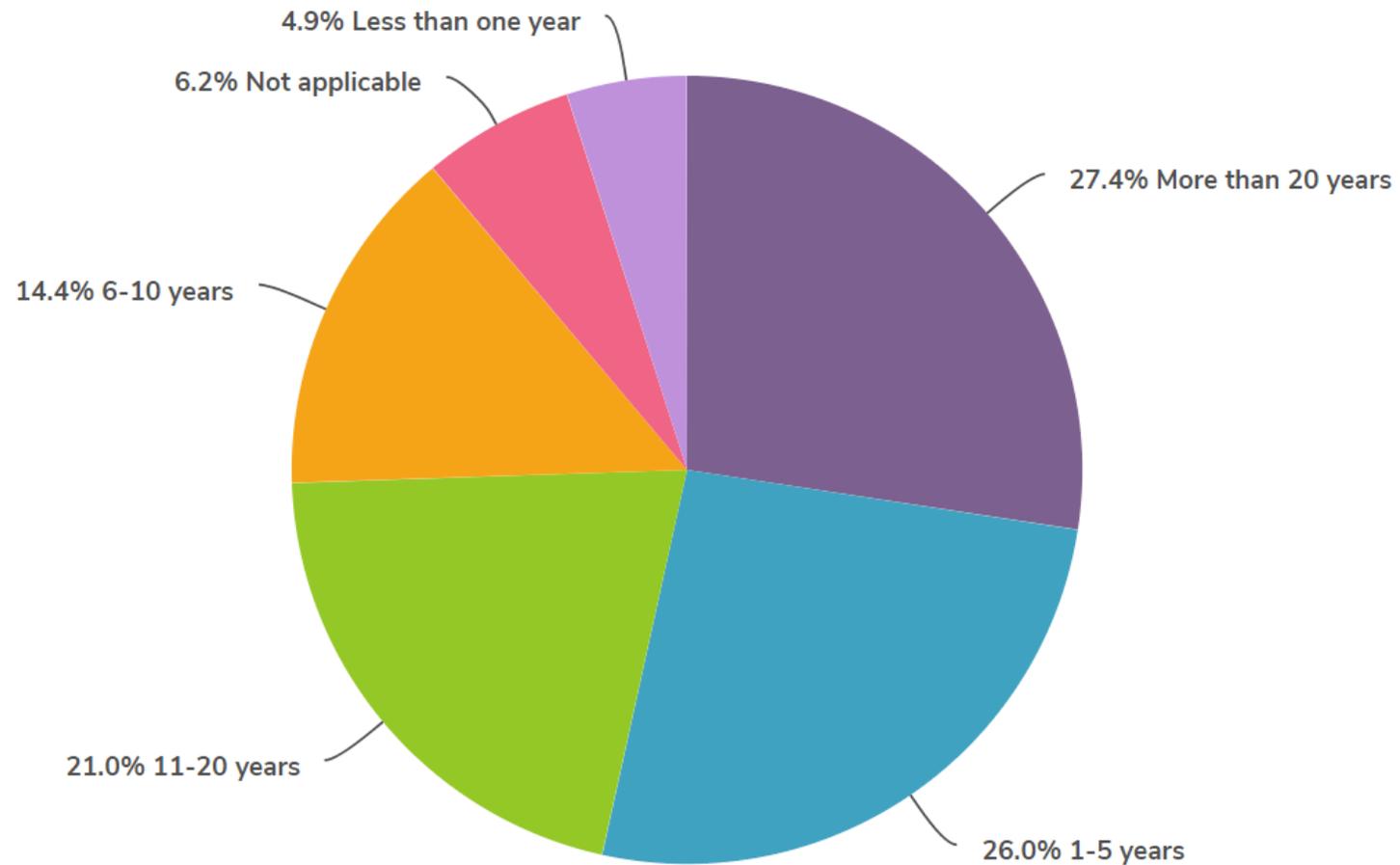
WHO RESPONDED TO THE SURVEY?



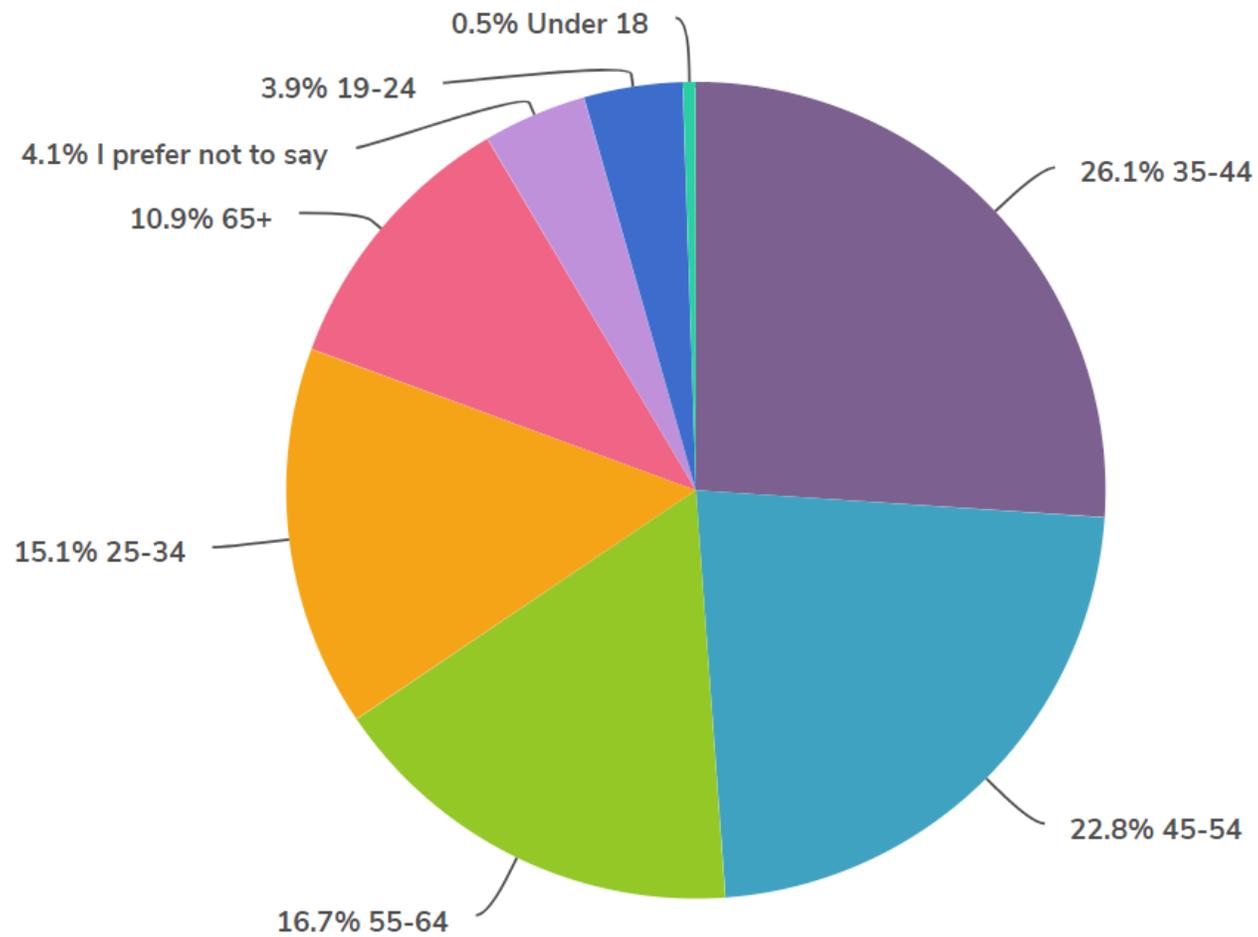
WHAT BEST DESCRIBES YOUR RELATIONSHIP TO MONROE?



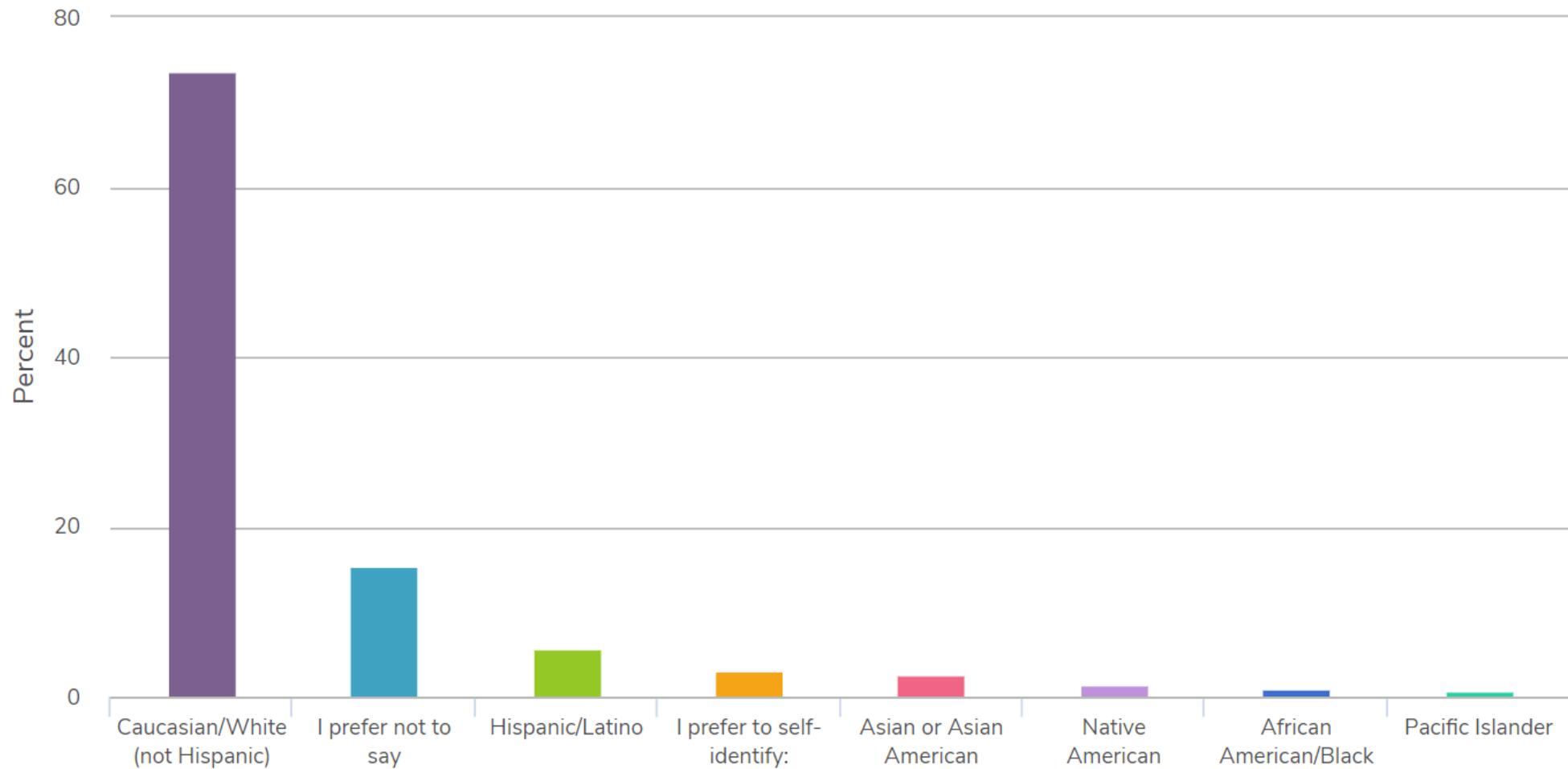
HOW LONG HAVE YOU LIVED IN MONROE?



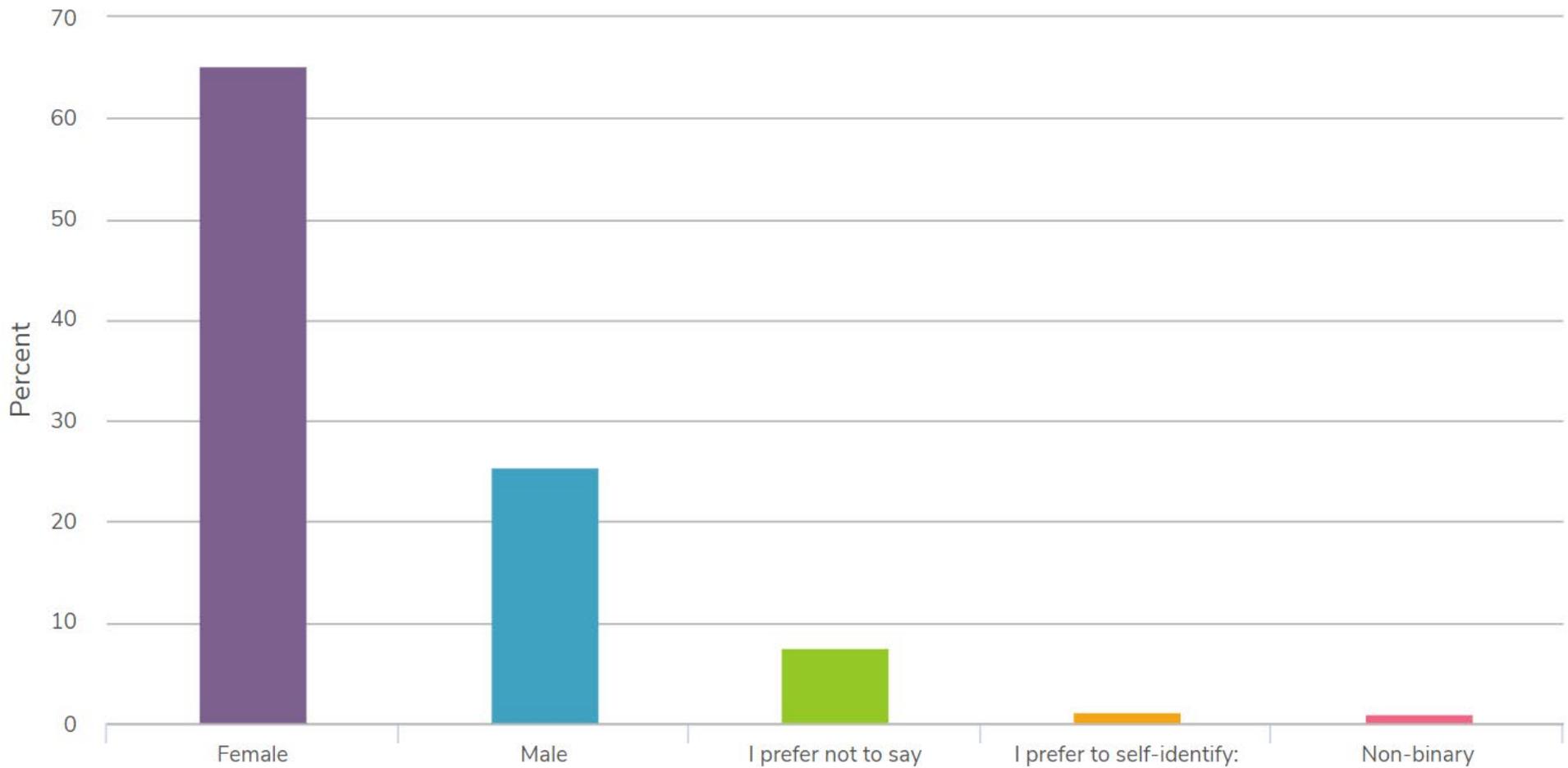
HOW OLD ARE YOU?



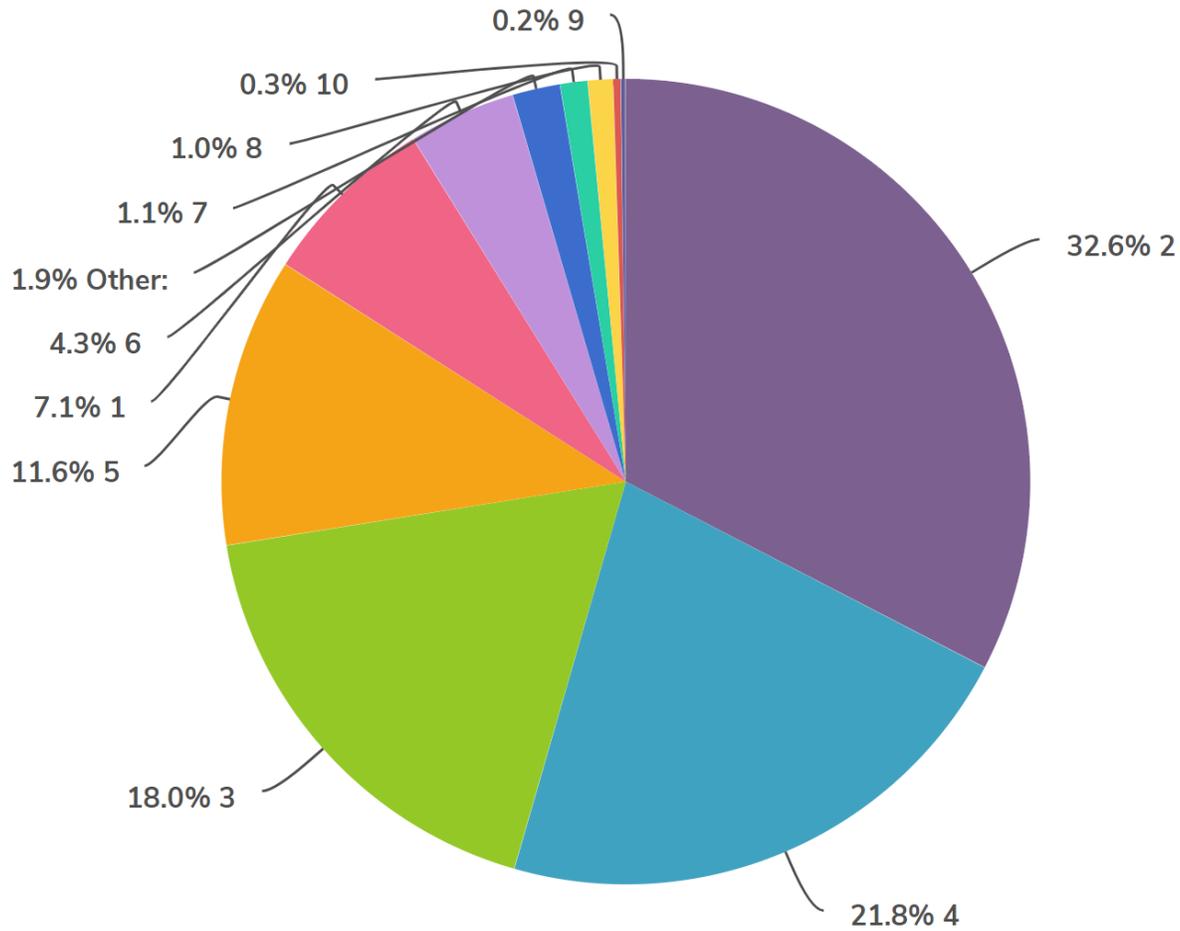
HOW DO YOU IDENTIFY RACIALLY OR ETHNICALLY?



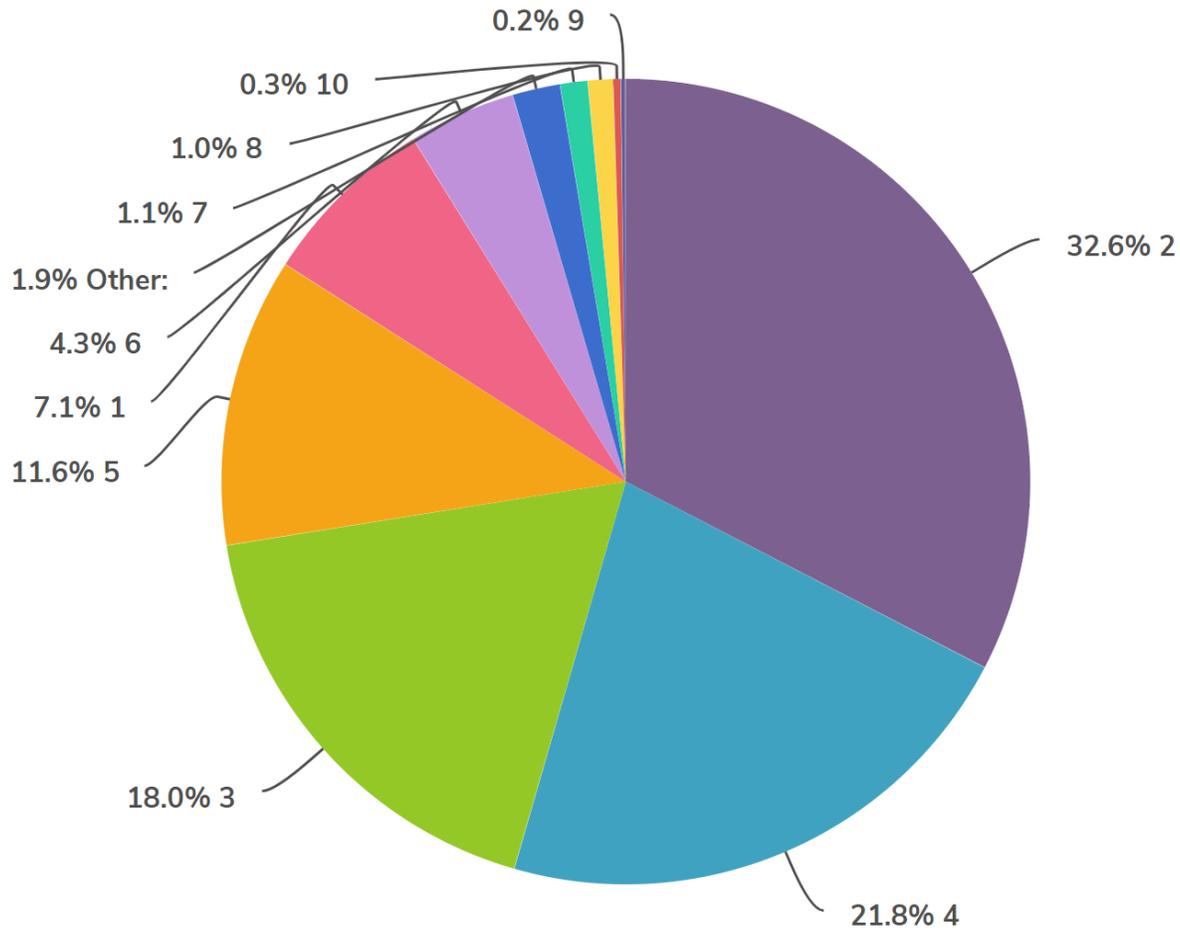
HOW DO YOU IDENTIFY YOUR GENDER?



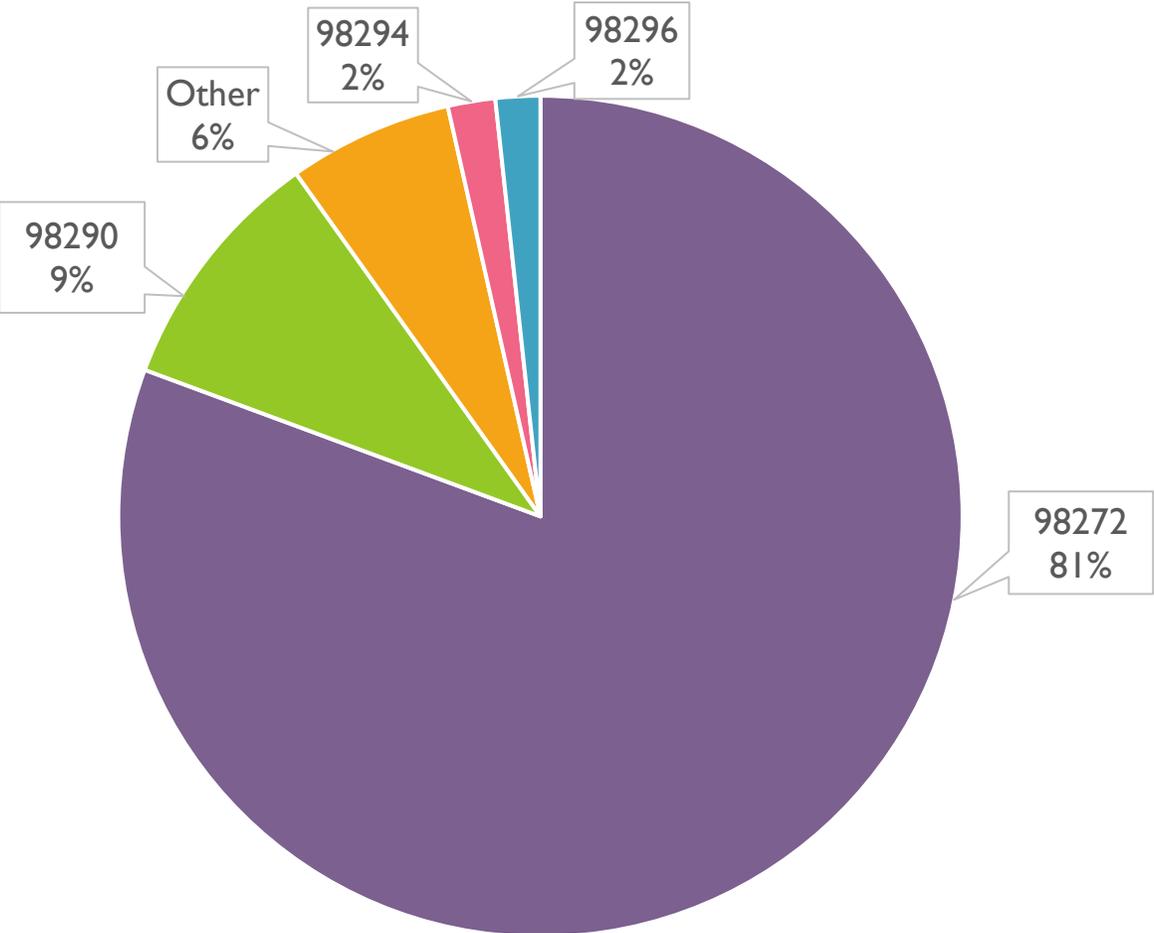
HOW MANY PEOPLE ARE IN YOUR HOUSEHOLD?



HOW MANY PEOPLE ARE IN YOUR HOUSEHOLD?



WHAT IS YOUR ZIP CODE?



Imagine Monroe Sounding Board

The main purpose of the Imagine Monroe Sounding Board is to:

- Provide input into the outreach and communications plan for the City's visioning project.
- Reflect the interests and needs of Monroe's diverse community networks to ensure broad participation in the process to update the City's vision statement and core values.
- Review findings from the visioning process and recommend a draft mission statement, vision statement and core values before these documents are finalized by Mayor Thomas and the City Council.

Sounding Board's role

Sounding Board participants will:

- Review materials, complete pre-meeting activities, and come to meetings prepared to discuss, listen, and learn.
- Develop an understanding of the City of Monroe's current mission statement, vision statement, and core values.
- Communicate with and represent the needs and priorities of their networks in the City of Monroe.
- Partner with City staff to develop and recommend a revised mission and vision statement and core values that reflect current community priorities and needs.

Members

Aisha Sial	Michael Bumpus
Allan Dye	Pastor Michael Hanford
Brandi Blair	Nathan Duong
Cindy Chessie	Paul Sanders
Darryl Jacobsen	Peter Maxson
Drew James	Renee Uribe-Sayah
Janelle Drews	Roger Evans
Joan Brown	Tami Kinney
Dr. Justin Blasko	Yesica Carmel
JulieAnn Uh	Yvonne Thompson-Wynn



AGENDA BILL

Meeting Date: March 16, 2021

Staff Contact: Deborah Knight, City Administrator

Department: Executive

SUBJECT: Imagine Monroe (vision, mission, and core values statements) Update

PREVIOUS DISCUSSION:

03/16/2021; 09/22/2020; 12/10/2019; 01/28/2019

REQUESTED ACTION:

Review the agenda bill materials. Ask questions regarding the status of the project to update the city's vision, mission, and core values statements.

POLICY CONSIDERATIONS:

A thoughtful vision statement is one of the elements needed to form a forward looking strategic framework that gives councils the long-term-comprehensive perspective necessary to make rational and disciplined tactical/incremental decisions on community issues as they arise. Community vision statements are typically crafted through a collaborative process that involves a wide variety of community residents, stakeholders and elected officials.

The project to update the city's vision, mission, and core values statements ("Imagine Monroe") is ready to move from the "community assessment" phase to the "outreach and engagement" phase. Discussions will help facilitate proposed revisions of the City's mission, vision, and core values statements and guide the City Council during the upcoming comprehensive planning process.

This is the opportunity for City Council to review community feedback, ask questions, and provide direction to Mayor and city staff.

DESCRIPTION/BACKGROUND:

Imagine Monroe is a citywide, collaborative, community driven project to update the City's vision, mission, and core values statements. Through the visioning process, the City wants to encourage engagement and spark the interest of people connected to Monroe with a wide variety of lived experiences to learn what they want the future of Monroe to be.

The work is broken into four phases (Assessment, Planning, Engagement and Evaluation).

The purpose of the assessment phase is to get an understanding of community values, the desires for Monroe's future, what community networks exist, and how to best reach the diverse networks in Monroe.

The assessment phase started in December 2020 and included the first meeting of the Sounding Board (Attachment 2). In January, three randomly selected focus groups were formed, and one-on-one meetings were scheduled with community partners. In February, Enviorissues facilitated the three focus group meetings consisting of long-term residents, short-term residents, and Hispanic residents (conducted in Spanish). There were ten one-on-one interviews held with key community partners.

The purpose of the meetings was to:

- get feedback on their experiences in Monroe,
- the current vision statement,
- the vision for the city's future, and
- how to effectively engage Monroe's diverse community in the Imagine Monroe project.

The Imagine Monroe Assessment Phase Summary (Attachment 3) outlines the responses from focus groups and one-on-one meetings. Following are a few highlights from the Assessment Phase Summary:

Biggest Issus Facing Monroe: All groups mentioned traffic as one of the biggest issues facing Monroe. New residents and long-term residents also mentioned fireworks (noise and safety), not enough crosswalks, outdoor spaces for families, and sense of safety and crime. New residents also mentioned managing growth and infrastructure and homelessness. Hispanic residents mentioned creating more jobs, and better support for youth, especially Latinx youth.

Reasons for living in Monroe: New residents and long-term residents mentioned affordability, proximity to bigger cities (Seattle, Redmond), sense of community, and growing community. New residents mentioned proximity to work as a reason for living in Monroe. Hispanic residents talked about the calmness and quietness of Monroe, access to the outdoors, and the helpfulness of the Police Department.

Reasons other people move to Monroe: Access to river and nature, affordable cost of living, small town feel, and the ability to establish close relationships with neighbors were all discussed. Long-term residents also listed safety and walkability, and good schools. Hispanic residents mentioned connection to family members.

Core Values: Focus group members talked about family-oriented (emphasis on kids and families); supportive community, desire for safety, education, tolerance, and anti-racism. New residents talked about wanting more civility and collaboration. New residents also mentioned respect, privacy, and trust. The Hispanic group listed respect (e.g. police supporting Latinx families), small business oriented, and unity.

Community Outreach: The groups were split about whether now was a good time to dream and plan for the future. Some felt it's hard to know what the future will look like after the Covid-19 pandemic ends. All members agreed to participate in future Imagine Monroe activities.

The assessment phase wrapped up on March 10, 2021 with a presentation to the Sounding Board. The Sounding Board reviewed feedback from the focus groups and one-on-one meetings and suggestions for outreach. The project is ready to move into the planning phase which includes evaluating and prioritizing outreach efforts.

Enviroissues will use the findings from the one-on-one interviews, focus groups, and Sounding Board meetings to develop the Communication and Outreach plan for the engagement phase of the project. The engagement phase is expected to start in May and continue through July/August.

FISCAL IMPACTS:

There are no direct fiscal impacts associated with this update.

In September 2020, the City Council approved a contract with Enviroissues not to exceed \$100,500 to assist the city with gathering community input to update the city's vision, mission, and core values statements.

Enviroissues is in the process of putting together the outreach and engagement plan based on feedback from the Sounding Board, focus groups, and one-on-one meetings. The contract budget approved by the City Council includes a baseline set of outreach activities. There may be some additional outreach activities recommended by the community. The City Council will have the opportunity to evaluate additional outreach activities before the community engagement phase begins.

TIME CONSTRAINTS:

There are no current time constraints. The project is moving into the engagement phase. Communication and outreach is scheduled to continue through the summer to take advantage of opportunities to reach community members at parks, farmer's market, and other outdoor venues. The schedule includes three Sounding Board subcommittee meetings in May, June, and July to continue to review feedback and begin to fine-tune draft vision, mission, and core values statements with the Mayor and City Council in late July and early August.

ALTERNATIVES TO REQUESTED ACTION:

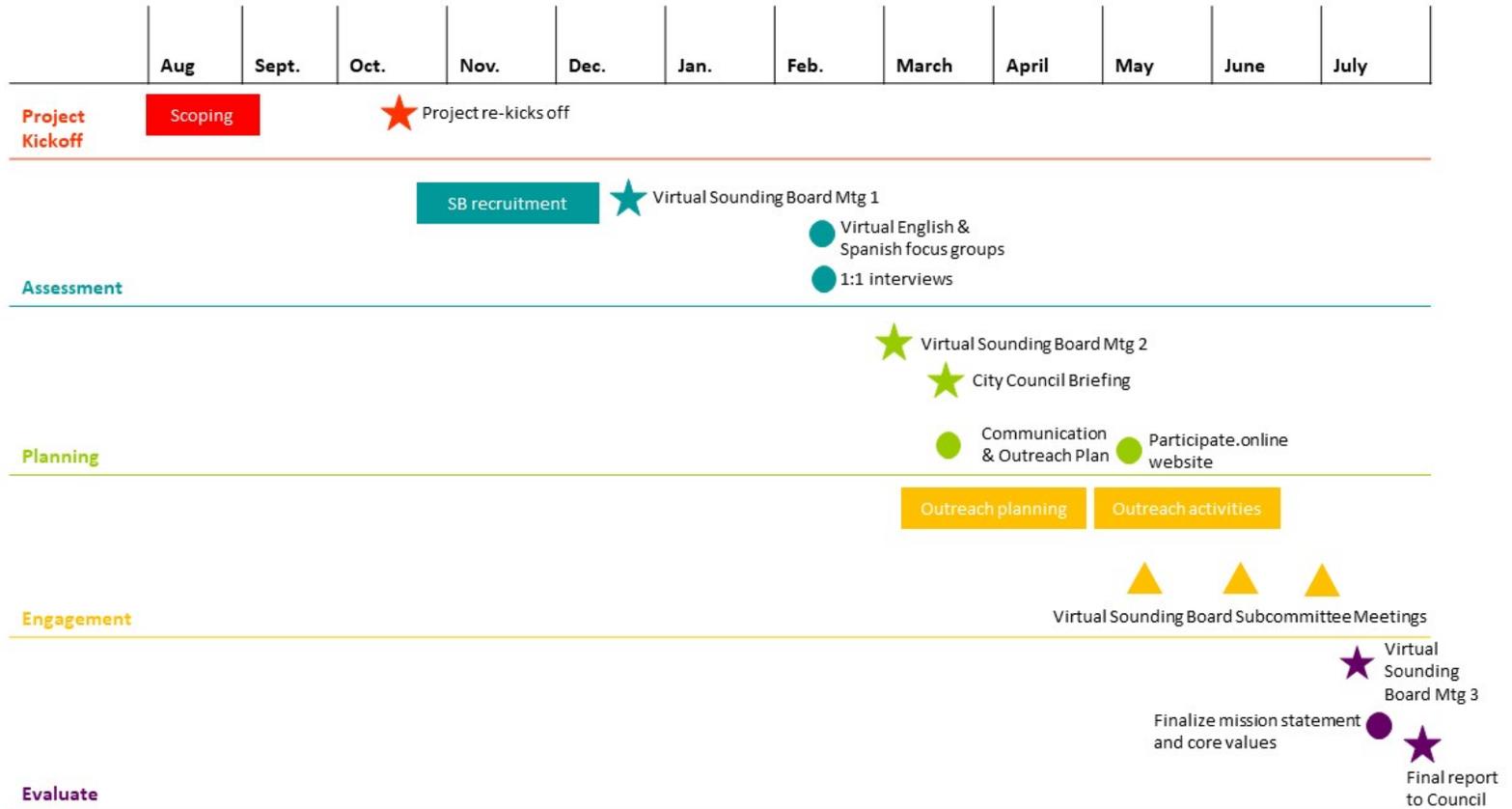
The City Council may have questions or concerns about the feedback from the community during the assessment phase, or the schedule to move into the communications and outreach phase. This is an opportunity for the City Council to provide direction to the Mayor and city staff before proceeding to the next phase of the project.

ATTACHMENTS:

[Vision2050 Projecttimeline 03.2021](#)

[Sounding Board Members List Final](#)
[2021_0304_AssessmentPhaseSummary_FINAL](#)

Imagine Monroe updated project schedule (3/8/21)



Sounding Board Members

Aisha Sial	Michael Bumpus
Allan Dye	Pastor Michael Hanford
Brandi Blair	Nathan Duong
Cindy Chessie	Paul Sanders
Darryl Jacobsen	Peter Maxson
Drew James	Renee Uribe-Sayah
Janelle Drews	Roger Evans
Joan Brown	Tami Kinney
Dr. Justin Blasko	Yesica Carmel
JulieAnn Uh	Yvonne Thompson-Wynn



Imagine Monroe Assessment Phase Summary

OVERVIEW

The purpose of the assessment phase of the Imagine Monroe Project was to develop a clear understanding of the Monroe community and a picture for what has been happening in the City since the last vision statement was adopted in 2015. The assessment phase also aimed to understand best practices for reaching Monroe's diverse community networks to make sure that the updated vision, mission and core values statements developed through the project are informed by a broad range of voices.

To achieve these objectives EnviroIssues completed a series of focus groups with long-term residents, new residents and Spanish-speaking residents, and conducted one-on-one interviews with community partners working in City government, key community programs, and providing healthcare services to residents. The summary below outlines EnviroIssues work and the key outcomes from each of these activities.

ONE-ON-ONE INTERVIEWS

EnviroIssues and City staff completed nine interviews with Monroe community partners in early February 2021. During one-on-one interviews community partners were asked a series of questions to learn more about the history of the City of Monroe, where the City was in 2015 when the last vision statement was adopted, how the City has changed over the past five years, and their ideas for engaging Monroe's diverse community in the Imagine Monroe project.

Interviewees represented organizations which included:

- Monroe City Council
- Downtown Monroe Association
- Monroe Historical Society
- Evergreen Health
- Monroe Parks Board
- Evergreen Drug Rehab
- Monroe's Economic Advisory Board
- The Boys and Girls Club
- City of Monroe Staff

Overview of the Monroe Community

Feedback from community partners described the current need for better support for local businesses who are struggling due to the COVID-19 pandemic. Feedback also emphasized the importance of

reopening schools to better support youth in Monroe who are struggling with virtual learning and the distance from their friends. Outdoor recreation activities, such as outdoor sports, were mentioned as a potential way to help youth engage with each other in-person. Feedback from community partners also suggested that there is a need for the City to address issues with parking, traffic, increasing homelessness and drug use. Community partners felt people are drawn to living in the City because of the affordability of the City and the proximity to the mountains and larger cities in the area.

When asked about the history of the City, community partners who have lived in Monroe for a long time mentioned the growth the City has experienced in their lifetime. Feedback included that the City has transitioned from a small center surrounded by mostly agricultural land to a small center surrounded by mostly commercial areas. The construction of US 2 has also brought a lot more traffic into the area and impacted Monroe's downtown. As more businesses were built along US 2 investment in businesses downtown was reduced and fewer people were incentivized to go downtown. Community partners also described Monroe as a City that is highly family oriented with multiple generations of families choosing to stay in the City.

When asked about how the City has changed since the last vision statement was adopted in 2015, some community partners mentioned that there was an economic downturn that prevented some of the new projects and ideas that came out of the City's last comprehensive planning process from being implemented. Other community partners mentioned the City's implementation of critical infrastructure projects that helped improve parking in Downtown Monroe, which was in poor shape five years ago.

2015 vision statement

When reviewing the current vision statement, community partners liked the emphases on investment in downtown Monroe, that the statement highlights City resources (e.g. Riverfront, geographic location) and talks about welcoming people of all demographics. Regarding the structure of the vision statement, community partners felt the language could be clearer and more concise. They suggested that a future vision statement should read more like poetry and emphasized that any future vision statement should encompass the whole City, not just downtown or the industrial areas near US 2.

Suggestions for outreach

When asked about their suggestions for Imagine Monroe outreach, community partners recommended using a broad range of activities and notification tools. They emphasized the need to provide opportunities for participation outside of business hours and suggested offering childcare for families with young children. They also recommended placing posters and other notification materials in central locations, like near the walking trails in Lake Tye park.

Additionally, community partners emphasized the need to go directly to people either in-person or by partnering with neighborhood specific groups. To engage Monroe's large Latinx community they additionally recommended providing materials in Spanish. They also mentioned people who speak Russian connected to the Boys and Girls club and Evergreen Health. Lastly, community partners felt the Monroe community would be receptive to opportunities to connect directly with the Mayor and City staff.

FOCUS GROUPS

EnviroIssues completed three focus group meetings. During focus groups EnviroIssues asked participants a series of questions to learn more about their experiences in the City of Monroe, thoughts on the City’s 2015 vision statement, and ideas about how to best reach them and their neighbors to engage in future outreach activities.

The focus groups for the long-term and new residents were held on February 3, 2021 with five to seven participants respectively. The focus group for residents who speak Spanish was held on February 4, 2021 with five participants. EnviroIssues distributed gift cards to everyone who participated to value the time they took to share their feedback with the City. The key takeaways from each focus group discussion are organized below.

Long-term residents

Category	Long-term residents
Biggest issues facing Monroe	<ul style="list-style-type: none"> • Traffic in and around the City. • Fireworks in the close-knit neighborhood areas on the 4th of July leading to lots of noise and safety concerns. • Traffic Highways US2 and 522. • Not enough crosswalks leading from Monroe neighborhoods to many of the community walking/activity areas. • Outdoor areas for families and the community to gather. • Sense of safety due to an increase in crime. • Tolerance for each other.
Reasons why focus group participants live in Monroe	<ul style="list-style-type: none"> • The affordable cost of living. • Feeling of living in a small town. • Proximity to bigger cities (e.g. Seattle, Redmond). • Good connections for families. • Proximity to large and small businesses/community resources.
Reasons why they think others move to Monroe	<ul style="list-style-type: none"> • Cost of living relative to surrounding areas (e.g. Redmond). • Safety and walkability. • Feeling of living in a small town. • Good schools. • Growing community.
Issues during the pandemic	<ul style="list-style-type: none"> • Businesses are struggling, there needs to be better support for Monroe restaurants and small businesses so they can open up (e.g. invest in better air filtration systems, find ways to offer outdoor seating). • Information needs to be more available to everyone (e.g. posting in a central location and encouraging people to the right places). • Youth need more activities outside of virtual classes so they can socialize with each other.

Category	Long-term residents
Is now a good time to discuss the visioning process?	<ul style="list-style-type: none"> • Yes, now is a good time to dream and plan for the future. • We have more time right now so it's a good time to address longer term goals. • Some felt that now is a challenging time to think about long-term goals because it's hard to know what the future looks like even from week to week. • Now is the time to learn from what we are currently experiencing. • All group members said they would be interested in participating in other Imagine Monroe activities.
Core values of Monroe	<ul style="list-style-type: none"> • Family-oriented – emphasis on kids and families. • Supportive community. • Desire for safety. • Care for mental health and drug addiction. • Active lifestyle. • Education is important. • Have some work to do in tolerance/ being anti-racist.
Vision Statement feedback	<ul style="list-style-type: none"> • The residents generally liked the vision statement. • There's a lot of great ideas communicated, including ideas that focus group members are thinking about. • Had some concerns about the first paragraph talking about Monroe as a community transitioning from a "small rural town" to a "city of regional significance". The group likes the small town feel of Monroe and doesn't want that to change. • Would like the town to grow in terms of access to family friendly things and activities to do in the City but need to be careful about how the City thinks about growth. • Don't know if everything in the vision statement is doable. • Focus group members were drawn to words such as "small town", "walkability", "improving 522 and highway to commercial districts", "navigation" and "wayfinding". • The vision statement is too detailed overall – needs to be closer to a paragraph in length. Detail can be broken out in a complimentary document. • Would like the vision statement to be higher level and bigger picture. • Question about why the Skykomish river is mentioned as a place for "recreation, economic and tourist opportunities". There are safety issues with going to the riverfront that need to be addressed before it would be safe to use. • Should be something in the vision statement about community members contributing to the City through volunteering/ "cleaning up the community".

Category	Long-term residents
Community outreach for Imagine Monroe	<ul style="list-style-type: none"> • Use as many channels as possible to reach people in a lot of different places to make sure we're gathering opinions for a diverse range of people. • Community survey or questionnaire – put on Facebook, mailers to homes, etc. • Give people the opportunity to vote on potential projects the City wants to prioritize (e.g. transportation projects, crosswalk locations, etc.). • Challenge to engagement is that there is a lack of clarity on the process for engaging in decisions the City is making. • Challenge with surveys is getting people to participate. If you offer an incentive people are much more likely to participate (e.g. raffle for businesses in Monroe). • To build trust with the community focus on conversations with neighbors. • There's strong community activity on Facebook. • Make engagement opportunities low-commitment (e.g. not a long meeting). • Need to describe what a vision statement is in communication to the community, "what is the purpose behind what all of this is and is this really going to help." • Communicate that community participation in the project is important. The outcome of this project will lead directly to work the City is doing in the community. "If you want to see a change in the community you need to show up." • Gaining trust with the Latinx community is important! They are a big part of the community. Reach out to leaders in the Latinx community including pastors, school leaders, etc. • "If you're raising kids here, what do you want the community to look like for their future? The only way you'll have a say is if you speak up." • Community town hall with direct access to the Mayor and City staff. • Make it clear in the pitch for participation that this is a community driven vision, "your voice matters." • Feeling that large events have the potential to get out of control, less potential for participation.

Category	Long-term residents
Outreach resources	<ul style="list-style-type: none"> • Facebook pages: City of Monroe, Police Department page, You had me at Monroe, Let it fly Monroe, Snohomish County page • Ring camera provides information about what’s going on in the neighborhood. • Email notifications. • Mayor’s weekly newsletter. • City of Monroe website. • Nextdoor Fylands. • Neighborhood blogs / police blotter. • Word-of-Mouth: Families get a lot of this through communication from the schools • Community organizations: YMCA, Medical community (e.g. clinics, providers, counselors, dentists), Gyms, small business owners (restaurants, retail, shops, Fred Meyer), Chamber of Commerce, Food banks, shelters/transitional housing providers/”weather shelters”, Prison community and staff, Boys & Girls Club, churches

New residents

Category	New residents
Biggest issues facing Monroe	<ul style="list-style-type: none"> • Determining where to start with managing growth and infrastructure development within the City (e.g. there was paving completed in the industrial area last year but why did the City start there). • Increasing crime and the rise in theft/home break-ins. • Rising homeless population. • The support for small businesses, especially businesses located on Main Street. • Lack of sidewalks and low maintenance in care of roads. • Traffic is an increasing problem in Monroe, especially with additional town homes being built. • Traffic is an issue for people who live in the neighborhoods near the train tracks – often have to stop and wait for the train and then get stuck in traffic on US 2 or 522. • Noise during the 4th of July.
Reasons why focus group participants moved to Monroe	<ul style="list-style-type: none"> • The affordable cost of living. • Proximity to work. • Proximity to bigger cities (e.g. Seattle, Bellevue). • Friendly neighbors / strong community feel. • Can see the community growing.
Reasons why they think others move to Monroe	<ul style="list-style-type: none"> • The affordable cost of living. • Small town feel. • The ability to establish deeper relationships with neighbors. • They have family in the City.

Category	New residents
Issues during the pandemic	<ul style="list-style-type: none"> • Families with school-aged children are having trouble supporting their children if they can't work from home. • Small businesses need more support. They aren't able to do business in the same way they have in the past because of COVID restrictions and people who used to support them can't because of job layoffs. This is a statewide and local problem. • Group was generally unsure about what the specific Monroe community needs are. • Group mentioned that they would like more information about the successes and needs of the community in the Mayor's weekly newsletter. • Children are struggling because they need to wear masks and they can't get too close to their friends.
Is now a good time to discuss the visioning process?	<ul style="list-style-type: none"> • It's hard to plan for the future right now because it's unclear when COVID will end. • All group members said they are interested in participating in other Imagine Monroe activities.
Core values of Monroe	<ul style="list-style-type: none"> • Family-oriented • Kid friendly • Supportive community • Respect • Privacy • Safety • Trust • Honesty • One member said they would like civility and collaboration to be a core value in the city but they aren't currently.
Vision statement feedback	<ul style="list-style-type: none"> • Liked the vision for the City to be a place where "all demographics can find a welcoming place to live." • Thought the language about infrastructure was interesting, since many in the community feel infrastructure in Monroe needs to be improved. • Liked the vision to "help make Monroe easier to navigate" because it's not currently easy to get around the City by car. Downtown Monroe and Main St. are particularly hard to access due to traffic and limited parking. • Liked the idea of diversifying where small businesses are located (e.g. instead of located downtown, allow for more small businesses to be located in community neighborhoods). • The group agreed that the vision statement was verbose, "not very exciting" or motivating. It feels like a "laundry list" of items the City wants to accomplish.

Category	New residents
Community outreach for Imagine Monroe	<ul style="list-style-type: none"> • It could be challenging to engage a lot of people since everyone has a lot going on. “People who want to engage will.” • Put out a mailer/email with a survey and target everyone in the 98272 zip code. • Some people are more likely to look at a physical piece of mail and others are more likely to look at an email or a notification through Nextdoor. • Will need to use a variety of activities to reach people and help them engage in the project. Use a “blanket approach.” • Recommended including diverse communities and using welcoming and “call to action” language that would inspire more people to participate. • Group prefers small outreach activities. • Take the Next Step offers support to the Latinx community. • Make sure there is transparent communication about the process and show people that their feedback was heard. • Group was excited that Monroe is revisiting their mission and vision and that they realize it’s important to include the community.
Outreach resources	<ul style="list-style-type: none"> • Facebook pages: Moms of Monroe, Freylands, General Monroe group, business group pages, Monroe Police Department • Mayor’s Twitter feed and Facebook page • Nextdoor • Choose Monroe • Word of mouth between neighbors and friends • Monroe Equity Council - Wednesday meetings • Community groups: Public School District, religious groups, small businesses – especially near the Frylands/US2 (e.g. Dreadknots, Jump Rattle and Roll, Reptile Zoo, Gino’s, Ben Franklin, Posano’s Coffee, The Coup, etc.), Take the Next Step, Sky Valley food bank, Women’s Gospel Mission

Residents who speak Spanish

Category	Spanish-speaking residents
Biggest issues facing Monroe	<ul style="list-style-type: none"> • Creating more jobs. • Communicating with people who speak a different language, especially Spanish speakers. • Better support for Monroe youth, especially Latinx youth <ul style="list-style-type: none"> ○ There isn't enough productive activities for youth - programming or places for kids to go and recreate (e.g. bowling alley). Group mentioned that the City of Sultan has good youth programs. ○ Virtual learning has been a challenge for parents and youth. Parent's who aren't able to work from home have a hard time supporting their children's virtual learning – some of whom go to different schools and have different schedules. • Increased traffic. • Making the industrial areas of the City more inviting. The group would like to see more businesses and sidewalks added to these areas. • Crosswalk safety - the group referenced that cars don't stop for children crossing the street. • The growing homeless population in the City. • Lack of support for community members with disabilities.
Reasons why focus group participants moved to Monroe	<ul style="list-style-type: none"> • Calmness and quietness. • Proximity to nature, grocery stores – especially Mexican markets, and gyms. • The small size of the city. • The helpfulness of the police department.
Reasons why they think others move to Monroe	<ul style="list-style-type: none"> • Access to river and nature. • Less traffic than other places in the area. • Affordable cost of living – although the group noted that they are concerned about the cost of living increasing. • Small feel of the City.
Issues during the pandemic	<ul style="list-style-type: none"> • Not as many visitors to the City or people walking around the streets. • School-aged children are struggling with remote learning and distancing from their friends. • Insufficient support from schools (especially for Latinx families). The group referenced several examples of how children from Latinx families are being treated differently in Monroe schools. • Not enough in-language materials. It has been hard to follow the City's guidelines for safety during the pandemic – the group mentioned the City of Sultan's community bulletin board at the visitor center which acts as a central place for information and in-language materials. • Not enough access to therapists and psychologists.
Is now a good time to discuss the visioning process?	<ul style="list-style-type: none"> • Yes, all group members were excited to be involved in the process and to participate in other Imagine Monroe activities.

Category	Spanish-speaking residents
Core values of Monroe	<ul style="list-style-type: none"> • Respect (e.g. police department supporting Latinx families) • Peaceful • Community centric – referenced events like Monroe Night Out and Cinco de Mayo • Small business oriented • Loyalty • Passion • Honesty • Efficiency • Secure • Optimistic • Positive • Committed • Unity – referenced that there’s room for improvement here.
Vision Statement feedback	<ul style="list-style-type: none"> • The group really liked the current vision statement format – referenced bullet points and language allowed them to visualize what the City might look like in the future. • Had some concerns about the first paragraph talking about Monroe as a community transitioning from a “small rural town” to a “city of regional significance”. The group likes the small town feel of Monroe and doesn’t want that to change. • The group noted that the vision statement presents a nice picture but they wonder if it’s achievable. • The group would like to see more support for Monroe youth in the vision statement – Need to consider our children because they are the future of the City. • The group noted the need for making the City more accessible to walking and biking through adding sidewalks and bike lanes. Many of them have single car households. • The group noted they want to see more about keeping the City an affordable place to live. • The group liked the second bullet which talks about the City’s highway commercial districts and boosting their attractiveness, diversity and walkability.
Community outreach for Imagine Monroe	<ul style="list-style-type: none"> • Group suggested asking youth for their opinions on what they want the future of the City to look like. They recommended activities that children could do at home (e.g. questionnaire, drawing competition) and to incentivize their participation by offering a prize. • Provide in-language activities for Spanish speakers.

Category	Spanish-speaking residents
Outreach resources	<ul style="list-style-type: none"> • Community church programs for youth – Kids Club • Facebook groups: Mujeres Latinas, City of Monroe, Moms of Monroe, Monroe Public Schools, Let it Fly Monroe, Latinas con Actitud (Not Monroe Specific, but specific to Washington) • Don't use Nextdoor or other social media sites for Monroe. • Haven't subscribed to the City's listservs since resources aren't available in Spanish. • It would be nice to have a Facebook page for people in Monroe who speak Spanish or some other central place to find in-language information – a phone number to call for information in Spanish or a central location on Main St. for resources in Spanish. • Community groups: Take the Next Step, Family Connection Themes of Monroe, Familias de Monroe, Monroe schools

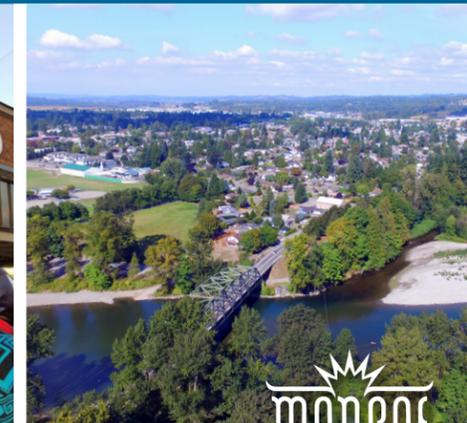
NEXT STEPS

The findings from one-on-one interviews and focus groups are being used by EnviroIssues to develop the Communications and Outreach plan for the engagement phase of the Imagine Monroe project, planned to begin later this Spring/Summer. The Communications and Outreach Plan along with this summary will be reviewed and discussed by the Imagine Monroe Sounding Board in March 2021.

Listening to Monroe voices from start to finish

To ensure our visioning effort included diverse voices in Monroe, the City convened a Sounding Board in Fall 2020. The Sounding Board is made up of 20 community members with a variety of lived experiences. They provide input on public outreach activities, reflect the interests and needs of the community, and will assist in recommending a draft mission, vision, and set of core values.

In early 2021, the City also conducted English and Spanish-speaking focus groups and one-on-one interviews with community members to learn about their experiences and explore how we can engage all who live, work, and play in Monroe. Their input shaped the community-wide survey that we hope you'll take today! Learn more and meet our Sounding Board members: monroewa.gov/995



Escuchar las voces de Monroe de principio a fin

Para asegurarnos de que el proceso de desarrollar la visión incluye diversas voces en Monroe, la ciudad convocó una Junta consultiva en el otoño de 2020. Dicha junta está compuesta por 20 miembros de la comunidad con diferentes experiencias de vida. Su función es proporcionar comentarios sobre actividades de participación comunitaria, reflejar los intereses y necesidades de la comunidad y ayudar en la recomendación de un borrador de la misión, visión y valores fundamentales.

A principios de 2021, la ciudad también llevó a cabo grupos focales en inglés y español y entrevistas personales con miembros de la comunidad para conocer sus experiencias y explorar cómo involucrar a todos quienes viven, trabajan y disfrutan de Monroe. Estos comentarios dieron forma a la encuesta para toda la comunidad que esperamos pueda completar hoy. Conozca a los miembros de la Junta Integradora monroewa.gov/995



Timeline | Cronología

2020		2021	
Nov. - Dec.	Feb.	Jun. - Jul.	Sept.
Formed Sounding Board	Focus groups and interviews	Community-wide survey and outreach activities	Finalize mission, vision and core values
Conformación de la Junta consultiva	Grupos focales y entrevistas	Encuesta para toda la comunidad y actividades de difusión	Finalizar la misión, visión y valores fundamentales
		★ We are here Estamos aquí	

IMAGINE MONROE

Let's build the future we want together.
Construyamos el futuro que queremos juntos.

Share your vision for Monroe in our survey!

Comparta su visión para Monroe en nuestra encuesta.



IMAGINE MONROE

Greetings! I have a special request. The City is developing a new vision for Monroe and **we need your help**. Whether you're a long-term resident or you just moved here, your voice matters! Your thoughts will help guide the City's direction for **the next 30 years**.

¡Saludos! Tengo un pedido especial. La ciudad está desarrollando una nueva visión para Monroe y **necesitamos su ayuda**. No importa si vive aquí desde hace tiempo o si acaba de mudarse, ¡su opinión es importante! Sus comentarios ayudarán a guiar la dirección de la ciudad durante **los próximos 30 años**.

Mayor Geoffrey Thomas

bit.ly/ImagineMonroeWA

A new vision for Monroe

The City is updating its vision statement (adopted in 2015) and developing a new mission and set of core values to better reflect the current needs and priorities of our community. Monroe is growing, with new businesses opening and more people moving to the area. And COVID-19 presented new challenges that are not yet fully understood.

We need a fresh vision to guide our work – **and we need your help.** To better understand your current and future priorities, we are collecting City-wide input that will inform planning, policymaking, budgeting, and programming for the next 30 years.

We are excited to learn more and hear about:

- What makes Monroe a unique and livable community?
- What do you appreciate about Monroe?
- What values would you like to see reflected in your community?
- What's most important for the future Monroe?



Take the survey at: bit.ly/ImagineMonroeWA

Una nueva visión para Monroe

La ciudad está actualizando su declaración de la visión (adoptada en 2015) y desarrollando una nueva misión y valores fundamentales para reflejar mejor las necesidades y prioridades actuales de nuestra comunidad. Monroe está creciendo con nuevos negocios y más gente mudándose al área y la pandemia de COVID-19 expuso nuevos desafíos que aún no se comprenden completamente.

Necesitamos una nueva visión para guiar nuestro trabajo y **necesitamos de su ayuda.** Para conocer mejor sus prioridades presentes y futuras, estamos reuniendo la opinión de toda la ciudad para tener información sobre planificación, legislación, presupuesto y programación para los próximos 30 años.

Esperamos con ansias sus comentarios sobre:

- ¿Qué hace que Monroe sea una comunidad única y habitable?
- ¿Qué le gusta de Monroe?
- ¿Qué valores le gustaría ver reflejados en su comunidad?
- ¿Qué es lo más importante para el futuro de Monroe?



Complete la encuesta en: bit.ly/ImagineMonroeWA

How to share your input | Cómo compartir sus comentarios

Fill out our survey by July 9th

Complete la encuesta antes del 9 de julio.



bit.ly/ImagineMonroeWA

Find our booth at one of these events

Busque nuestro puesto informativo en uno de los siguientes eventos.

Monroe Farmers Market
Galaxy Theater
June | Junio 16, 23, 30 & July | Julio 7, 2:30 – 7:00 PM

Wiggly Walk
Skykomish River Park
June | Junio 26, 11:00 AM – 4:00 PM

Monroe PRIDE Event
Skykomish River Park
June | Junio 27, 12:00 PM – 4:00 PM

Other ways to share your ideas

Otras maneras de brindar su opinión



City Hall
Attn: Deborah Knight
806 West Main Street
Monroe, WA 98272



360-863-4526



imagine@monroewa.gov



STAY CONNECTED

Sign up for project emails

bit.ly/ImagineMonroeConnect

Follow us on Instagram and Facebook to see what other community members are saying!



[@CityofMonroeWashington](https://www.instagram.com/CityofMonroeWashington)

PERMANEZCA CONECTADO

Suscríbase para recibir correos electrónicos de proyectos.

bit.ly/ImagineMonroeConnect

¡Síguenos en Instagram y Facebook para conocer qué dicen otros miembros de la comunidad!



[Facebook.com/MonroeWaGov](https://www.facebook.com/MonroeWaGov)



AGENDA BILL

Meeting Date: January 20, 2022

Staff Contact: Jodi Wycoff, City Clerk

Department: Clerk

SUBJECT: OPMA/PRA Overview

REQUESTED ACTION:

Observe overview presentation, take required training by deadline, and provide certificate to City Clerk.

POLICY CONSIDERATIONS:

All elected and appointed officials must complete trainings under the Open Government Trainings Act within 90 days of taking the oath of office or assuming duties and every four years thereafter per RCW 42.30.205.

DESCRIPTION/BACKGROUND:

Recognizing that, “whether due to error or ignorance, violations of the public records act and open public meetings act are very costly for state and local governments,” the Legislature enacted and the Governor signed ESB 5964, named the “Open Government Trainings Act.” This new law, effective on July 1, 2014, mandates that persons filling certain state and local government offices and positions complete training regarding one or both of those two laws – and, for some, regarding records retention laws - within 90 days of assuming office or entering into their position and every four years thereafter.

FISCAL IMPACTS:

Online training is free. Violations of OPMA or PRA can be extremely costly.

TIME CONSTRAINTS:

Newly elected or appointed officials must take the training within 90 days of taking office and every four years thereafter.

ALTERNATIVES TO REQUESTED ACTION:

N/A

ATTACHMENTS:

[PRA & OPMA Training 2022](#)

City of Monroe

Public Records Act (PRA)

Open Public Meetings Act (OPMA)



*Overview for
Elected Officials
and
Boards and Commissions*



The Open Government Trainings Act requires certain trainings for members of governing body.

Introduction to the Open Government Trainings Act

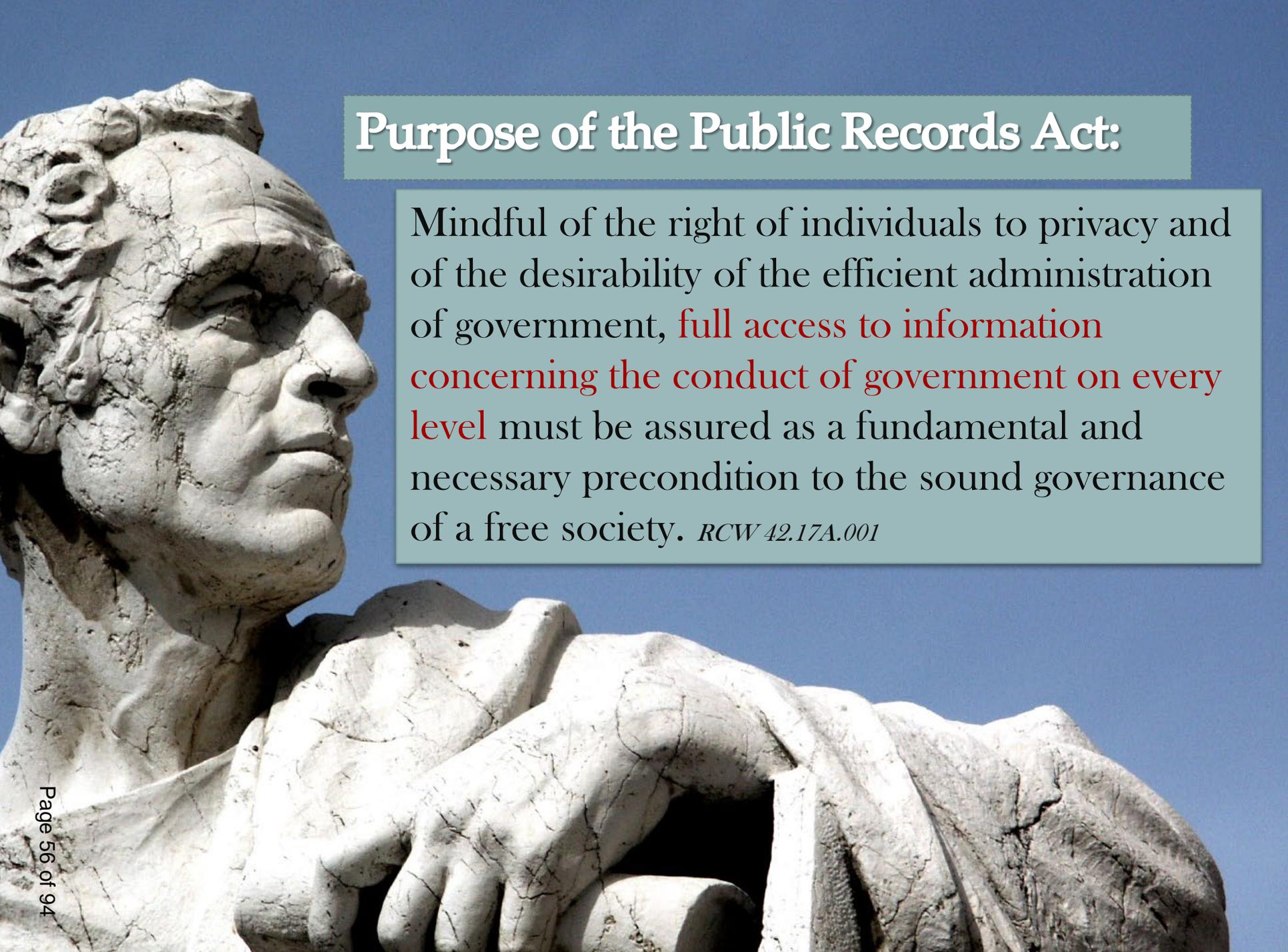


Open Government Trainings Act



The Open Public Meetings Act (OPMA) and the Public Records Act (PRA) are included within the Open Government Trainings Act





Purpose of the Public Records Act:

Mindful of the right of individuals to privacy and of the desirability of the efficient administration of government, **full access to information concerning the conduct of government on every level** must be assured as a fundamental and necessary precondition to the sound governance of a free society. *RCW 42.17A.001*



What is a record?

Public Records are broadly defined

“Public Record” includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

“Writing” means handwriting, typewriting, printing, photo stating, photographing, and every other means of recording any form or communication or representation including but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

RCW 42.56.010

Do you have to keep everything?

Thankfully no!

The City is granted legal authority to dispose of records by a legal document called a Records Retention Schedule.

You can contact the City Clerk with questions!



- BRANCHES
- RESEARCH
- TEACHERS & STUDENTS
- STATE AGENCIES
- LOCAL GOVERNMENTS
- IMAGING SERVICES
- DONATE

Local Government Records Retention Schedules

Records Retention Schedules Search



[Search the Database »](#)
(Updated 08/04/2021)

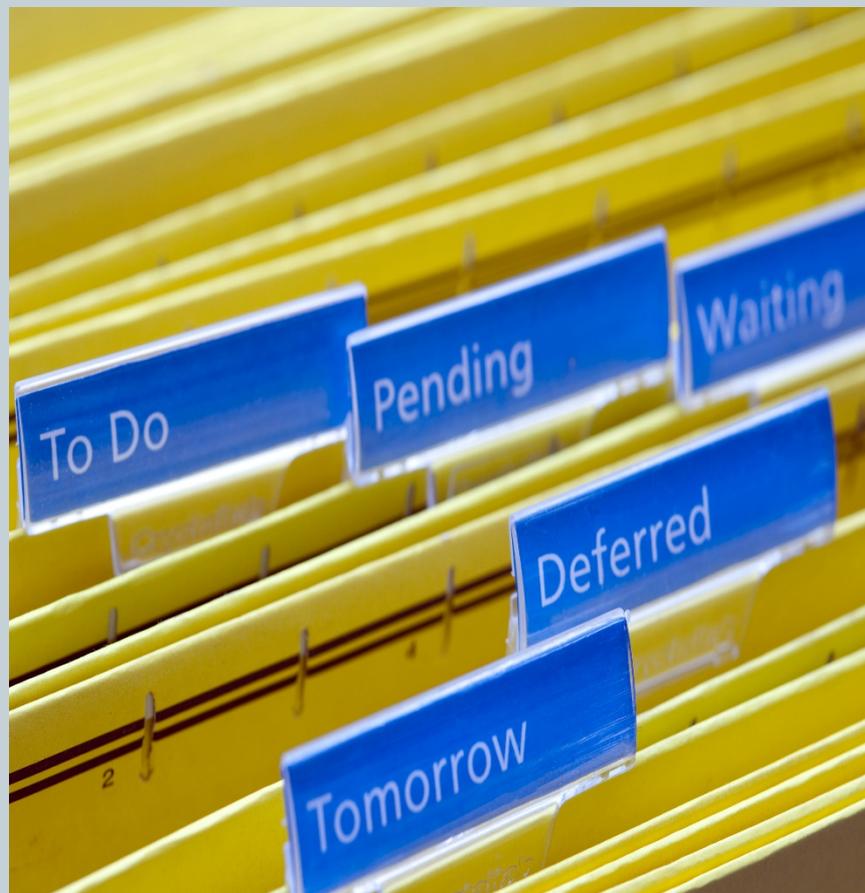
Schedule	Updated	PDF	Word	Previous Versions
Local Government Common Records Retention Schedule (CORE) - Version 4.2	August 2021	PDF	Word	Previous Versions

- [Local Government Retention Schedules](#)

“Transitory Records”

Records that we are not required to keep!

- Day-to-day traffic like planning and defining logistics for an event, scheduling meetings, availability
- Preliminary drafts that go back and forth
- Notes, talking points, incident summaries that are forwarded to you as FYI notifications
- Miscellaneous notifications on new staff, departing staff, social meal planning
- FYI’s on technology issues, campus events, maintenance updates, etc.



Examples of Transitory vs. Non-Transitory

Transitory-

Do Not Need to Retain

- I'll be late to the meeting
- Could you please call me?
- I just sent you an email
- Are you in the office?
- Nice to see you last week
- The Mayor is trying to get in touch with you
- I emailed you a draft, please review

Non-Transitory –

Must Be Retained

- I will be late but I think we should appoint Tom to the “XYZ” board
- We need a decision on the “_____” service to the public. What do you think?
- Use the following language in the press release “Announcing...”
- When we met on Thursday, you said, “_____”

Retention Guidelines



Most records are created, amended, and retained by City staff.

Following are guidelines for managing the records you create and retain:

Record	Retention	What You Need to Do
Electronic documents used to create signed paper records	Retain until no longer needed	Delete when you are finished with them.
-Status logs -To-do lists -Working/rough notes	Retain until no longer needed	Recycled when finished with them.
Records relating to the drafting/editing of correspondence, documents, and publications	Retain until no longer needed	Delete/recycle when finished with them.

Retention Guidelines



Record	Retention	What You Need to Do
Handwritten notes for yourself	Retain until no longer needed	Recycle when you are finished with them.
Secondary Copies	Retain until no longer needed	Recycled when finished with them.
Voicemails & Text Messages	Depends on the content	-Delete messages that communicate basic/routine short-term information after you are finished with them. -If the text/voicemail needs to be retained for a longer period, contact your Public Records Officer.

Please note that if any of the transitory records listed on the previous tables exist at the time the City receives a public records request for them, they MUST be disclosed.

❖ **If in doubt, DON'T throw it out! Contact the City Clerk or Public Records Officer.**

Text Messages (“Scope of Employment”)



- A record that an agency employee prepares, owns, uses or retains *within the scope of employment* is a record “prepared, owned, used or retained by a state or local agency” under the PRA.
- Text messages sent and received by a public employee or official’s personal phone are public records if the message is “within the scope of employment” when their job requires it, their employer directs it, or it furthers their employer’s (i.e. the government’s) interest.

Are Facebook postings a public record when made by a public employee, official or board/commission/committee?



- An agency-related Facebook post on a **personal Facebook** account can be a public record if the post was made within the employee's or official's scope of agency employment/volunteer.
- For a post to be "within the scope of employment," **their job must require it, their employer must direct it, or it must further the City's interest.** A post that only minimally or incidentally furthers an interest of the government, without more, is not a public record. See [*West v. City of Puyallup*](#) (2018).

- Since an agency acts exclusively through those listed above, the location of a record (whether on a personal account or public account) does not matter; in other words, public records can reside on private accounts or devices. See [*Nissen v. Pierce Co.*](#) (2015).
- If there is a post made on your personal social media account, it could be open to a public records search.





Important Tips



- Please contact your City Clerk or Public Records Officer to make transfer arrangements for records that need to be retained.
- Reminder: Any record existing at the time the City receives a public records request for them must be disclosed, regardless of their retention value.

Public Records Violations Penalties



Yes, it can be us!



- Snohomish County \$575,000 & \$600,000 (negotiated settlements)
- DSHS \$525,001 (3 x \$175,000)
- **City of Monroe \$157,000**
- Clallam County \$550,000
- Bainbridge Island \$488,000 (\$350,000 penalty, remainder is reasonable attorney's fees and costs)
- King County \$360,000 in *Yousoufian* – Supreme Court held \$124,000 was TOO low

Purpose of the OPMA

Citizen's Rights in Washington

- People of Washington don't yield sovereignty to local government and agencies
- The people insist on remaining informed
- Public servants in the state exist to aid in the conduct of the people's business
- It's the intent of the OPMA that the actions of public servants be taken openly and that their deliberations be conducted openly



What is considered a “meeting” under the OPMA?



- As a general matter, a “meeting” occurs when a majority of the governing body is present, and where “action” is taken
 - A majority of the governing body in this context is also known as a “quorum”
 - There can be situations in which a gathering of less than a majority of governing body can constitute a “meeting” under OPMA, such as certain meetings of council committees



Three Important Rules under the OPMA

OPMA – AGENCY OBLIGATIONS: A STARTING POINT Practice Tips FOR LOCAL GOVERNMENTS



The basic requirement of the Open Public Meetings Act (OPMA) is that meetings of governing bodies be open and public. Use these practice tips to guide your agency's OPMA compliance. For more information and resources visit mrsc.org/opma.

BASIC REQUIREMENTS

- **All meetings open and public.** All meetings of governing bodies of public agencies must be open to the public, except for certain exceptions outlined in the OPMA (RCW 42.30.030).
- **Quorum.** Generally, a gathering of the members of a governing body is subject to the OPMA when a quorum (majority) of the governing body is in attendance with the collective intent to take action, which includes discussion or deliberation as well as voting (RCW 42.30.020(2) & (3)).
- **Attendees.** All persons must be permitted to attend and attendees cannot be required to register their names or other information as a condition of attendance. Disruptive and disorderly attendees may be removed (RCW 42.30.040 & .050).
- **No secret ballots.** Votes may not be taken by secret ballot (RCW 42.30.060(2)).
- **Adoption of ordinances.** Ordinances, resolutions, rules, regulations, and orders must be adopted at a public meeting or they are invalid (RCW 42.30.060(t)).

POSITION IN AGENCY	REQUIRED TO COMPLY
Member of a governing body* • City or Town Councilmember or Mayor* • County Commissioner or County Councilmember • Special Purpose District Commissioner/Board Member	Yes Yes Yes Yes
Member of a subagency created by ordinance or legislative act, e.g.: • Planning Commission • Library Board • Parks Board • Civil Service Commission	Yes Yes Yes Yes

- All meetings of the governing body must be open and all persons permitted to attend, except for certain exemptions outlined in the OPMA
- No secret ballots
- Ordinances, resolutions, rules, regulations, and orders must be adopted at a public meeting, or they are invalid

What Does Taking “Action” Mean Under the OPMA?

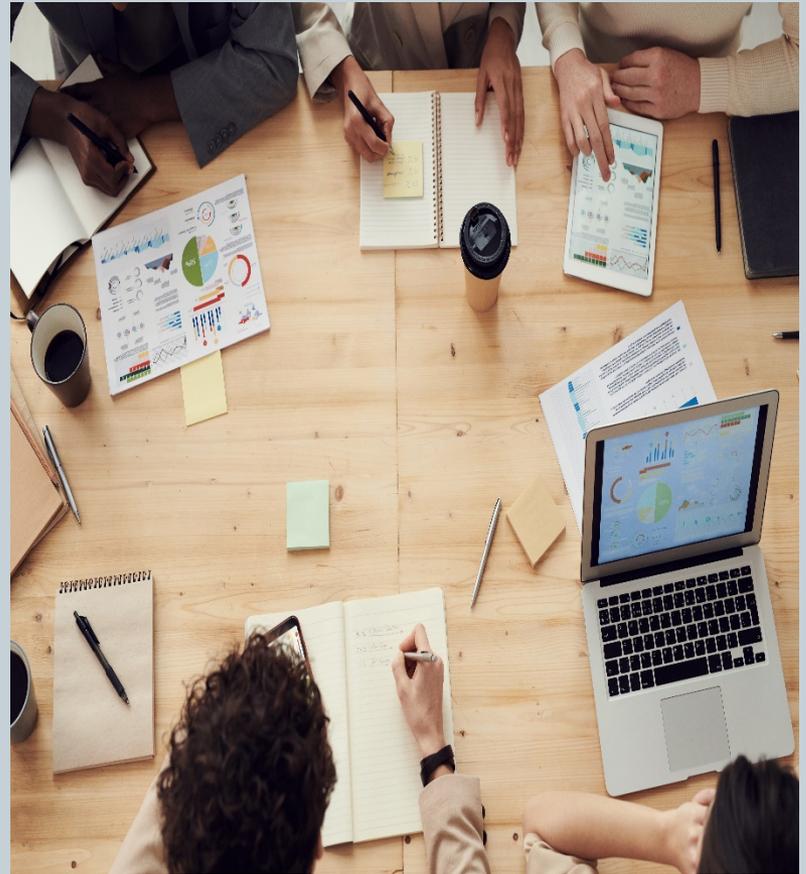
- Includes discussion, deliberations, public testimony, review, and evaluations
- Final action—a collective decision or voting on motions, resolutions, or ordinances
 - Includes, but isn’t limited to, final action
- Action can include, for example, discussions by the governing body on a matter related to City business, even if the governing body doesn’t vote on that matter



Council Committee Meetings



- Is subject to the requirements of the OPMA if:
 - A majority of councilmembers participate in the meeting with the collective intent of transacting council business; or
 - The committee was created by the council, **and** the committee:
 - ✦ Conducts a hearing; or
 - ✦ Takes testimony or public comment; or
 - Acts on behalf of the council



Reference: 184 Wn.2d 428 (2015); Citizen's Alliance for Property Rights Legal Fund v. San Juan County, 184 Wn.2d 428(2015)

OPMA-Electronic Communications



- When communicating with other members of the governing body by email or using social media, keep in mind that exchanges involving a majority of members of the governing body can be considered an illegal “meeting” under the OPMA.
- This applies to phone calls, texts, and instant messages and the “chat” feature of video-conferencing software.
- Council/Board/Commission/Committee members should not comment or otherwise communicate on the City’s social media sites; **participating in online discussions may constitute a meeting under the Open Public Meetings Act.**

OPMA-Electronic Communications



*TIP: Unless for informational purposes only, don't send an email to all or a majority of the governing body, and **don't use "reply all"** when the recipients are all or a majority of the members of the governing body.*

Beware the "serial meeting": a phone call, email, text or social media string where a majority of members are involved.



OPMA Executive Session

OPMA – EXECUTIVE SESSIONS Checklist FOR LOCAL GOVERNMENTS



The Open Public Meetings Act (OPMA) requires specific steps be taken in order to hold an executive session. Use this checklist to guide your agency's compliance with the OPMA related to executive sessions. For more information and resources visit mrsc.org/opma.

REQUIREMENT	COMPLETED
Meeting An executive session can only be held as part of a regular or special meeting.	<input type="checkbox"/>
Purpose The presiding officer announces in open session the purpose/topic of the executive session.	<input type="checkbox"/>
End Time The presiding officer announces in open session the time the executive session will end. Note: Announce a specific time - announcing a length of time is not sufficient.	<input type="checkbox"/>
Legal Counsel Legal counsel is present during the executive session, if required.	<input type="checkbox"/>
Confidentiality At the start of the executive session, participants are reminded that discussions are confidential.	<input type="checkbox"/>
Discussion topics for local governments as set forth in RCW 42.30.110(1). (See Notes for Specific Discussion Topics in Practice Tips section.)	
• Matters affecting national security (RCW 42.30.110(1)(a)(i)).	<input type="checkbox"/>
• Infrastructure and security of agency computer and telecommunications network (RCW 42.30.110(1)(a)(ii)). Note: Requires presence of legal counsel.	<input type="checkbox"/>
• Consideration of site selection or acquisition of real estate purchase or lease if likelihood that disclosure would increase price (RCW 42.30.110(1)(b)).	<input type="checkbox"/>
• Consideration of the minimum offering price for sale or lease of real estate if there's a likelihood that disclosure would decrease the price (RCW 42.30.110(1)(c)). Only minimum price may be discussed; factors influencing price must be discussed in public session. See <i>Columbia Riverkeeper v. Port of Vancouver</i> .	<input type="checkbox"/>

Common topics include:

- Pending or Potential litigation
- Real estate-sale or purchase
- Evaluate qualification for public employment or review employee performance
- Evaluate candidates seeking to fill vacancies in elective office

OPMA Executive Session



Confidentiality:

All members of the governing body are prohibited from discussing publicly what took place in Executive Session without prior approval of the council.

Violators are subject to financial penalties and possible forfeiture of office.

And remember, even with virtual meetings, no one else can be in the room.

OPMA Violation Penalties



- \$500 personal fine for first violation
- Up to \$1,000 fine for any subsequent violation
- Attorney fees and court costs awarded to successful OPMA plaintiffs
- Resolutions, ordinances, regulations, orders or directives adopted at an illegal meeting are void

Open Government Trainings Act = required training!



**TRAINING REQUIRED WITHIN 90 DAYS OF
TAKING OFFICE AND EVERY 4 YEARS
THEREAFTER.**



Open Government Trainings Act – **required training!**



Public Records Act (PRA)

All local elected officials including persons appointed to fill vacancies in those offices.

- ✓ City Council
- ✓ All members of City Boards, Commissions, and Committees
- ✓ Public Records Officers and Records Management Officers

Open Public Meetings Act (OPMA)

All members of governing bodies to which OPMA applies.

- ✓ City Council
- ✓ Planning Commission
- ✓ Civil Service Commission
- ✓ Lodging Tax Advisory Committee
- ✓ Secretaries/Clerks for said governing bodies.

- ❖ Even if not technically a governing body, all City of Monroe board, commission, and committee members should take this training.

Open Government Trainings Act – Training provided online.



Public Records Act

<https://wacities.org/data-resources/open-public-meetings-act-elearning>

Open Public Meetings Act

<https://wacities.org/data-resources/open-public-meetings-act-elearning>

❖ Print and sign certificate at end of each training and forward to City Clerk.

A quick note about Municipal Ethics.



Municipal Ethics

The general rule here is that City officials are usually prohibited from “double dealing” – i.e., voting to approve City contracts in which the official or his/her business has a financial interest.

Appearance of Fairness Doctrine

This applies whenever the City is acting in a “quasi-judicial” capacity – i.e., an appeal or other contested hearing in which the rights of specific parties are being determined.

- ❖ If you think there is a potential conflict of interest on a particular agenda item, please let staff know well in advance of the meeting and we will advise you as to the proper steps.

A close-up photograph of a blue ballpoint pen writing the words "thank you" in a cursive script on a white surface. The pen is positioned diagonally from the top right, with its tip resting on the end of the word "you". The ink is a vibrant blue, and the handwriting is fluid and elegant. The background is a plain, light-colored surface, possibly paper or a whiteboard.

thank
you



AGENDA BILL

Meeting Date: January 20, 2022

Staff Contact: Mike Farrell, Parks & Recreation
Director

Department: Parks & Recreation

SUBJECT: Park Board 2021 Annual Report

PREVIOUS DISCUSSION:

N/A

PUBLIC HEARING(S):

N/A

REQUESTED ACTION:

Move to approve 2021 Annual Report.

POLICY CONSIDERATIONS:

The Annual Report provides city council information about the park boards accomplishments.

DESCRIPTION/BACKGROUND:

The Annual Report complies with the City's MCC 2.16.070 which states that the park board shall present an annual report to the city council in writing.

FISCAL IMPACTS:

N/A

TIME CONSTRAINTS:

2020

ALTERNATIVES TO REQUESTED ACTION:

N/A

ATTACHMENTS:

[2021 Park Board Annual Report](#)

January 20, 2022

TO: Monroe City Council

FROM Monroe Park Board

2021 Annual Report

The Monroe Park Board respectfully submits the following summary of its work and activity for 2021:

Administration

- **2022 Work Plan** – Prepared annual work plan for 2022 to present to City Council

Capital Projects

- **Grant Applications** – Supported staff RCO State grant application for acquisition funding for a North Hill Park. \$1 million grant was awarded.
- **Lake Tye All Weather Fields Construction** – Reviewed and discussed staff updates, toured facility under construction in July 2021, attended grand opening in August.
- **N. Hill Neighborhood Park** – Reviewed and supported purchase and sale agreement to purchase future park site; supported staff RCO grant application.

Tourism/Planning

- **6-year CIP** - Reviewed and supported Park 6-year CIP
- **PROS Plan Update** – Reviewed and supported consultant selection for PROS Plan Update; participated in two joint meetings with Planning Commission to assist with reviews of needs assessment, vision framework and strategic goals of the Plan. Recommended draft Plan be reviewed by Council.
- **Park COVID-19 Response** – Reviewed and discussed staff updates
- **City Gateway, Wayfinding and Park Entry Signage Plan**- Reviewed preliminary drafts, provided feedback and endorsed final revisions for City gateway, wayfinding and park entry signage design plan
- **Monroe Heritage Tree Walk and Living Christmas Tree Programs** – Reviewed and accepted Heritage tree nominations. Recommended creation of donated trees listing and map.
- **Earth and Arbor Day** - Supported Earth Day & Arbor Day Proclamation and virtual tree-planting
- **Tree City USA** – support efforts to successfully earn 'Tree City USA' renewal and Growth Award

Citywide Initiatives/Partnerships

- **Monroe Economic Development Analysis Discussion** – reviewed and provided comment on discussion draft.
- **ARPA Funding Discussion** – provided input for ARPA funding plan including representation on application review committee.
- **Imagine Monroe Survey Results** – provided comment on survey results.
- **Skykomish – Snohomish River Recreation Plan Interpretation and Wayfinding**– Reviewed and supported wayfinding and interpretive project commencement.



AGENDA BILL

Meeting Date: January 20, 2022

Staff Contact: Mike Farrell, Parks & Recreation
Director

Department: Parks & Recreation

SUBJECT: Election of Officers

PREVIOUS DISCUSSION:

N/A

PUBLIC HEARING(S):

N/A

REQUESTED ACTION:

Select the 2022 Park Board Chairperson and Vice Chairperson

POLICY CONSIDERATIONS:

MMC 4.50.060 states, a chairperson and vice chairperson shall be elected each year. Officers shall be elected by a majority of all commissioners present at the first meeting of the new year.

DESCRIPTION/BACKGROUND:

Monroe Municipal Code 4.50.060 requires the selection of a chairperson and vice chairperson at the first meeting of the new year.

The role of a chairperson is to facilitate the Park Board meetings and occasionally represent the Park Board at various meetings. The vice chairperson would assume the role of chairperson in their absence.

FISCAL IMPACTS:

N/A

TIME CONSTRAINTS:

Must occur at the first meeting of the new year

ALTERNATIVES TO REQUESTED ACTION:

N/A



AGENDA BILL

Meeting Date: January 20, 2022

Staff Contact: Mike Farrell, Parks & Recreation
Director

Department: Parks & Recreation

SUBJECT: December Parks Department Monthly Report

PREVIOUS DISCUSSION:

N/A

PUBLIC HEARING(S):

N/A

REQUESTED ACTION:

N/A

POLICY CONSIDERATIONS:

N/A

DESCRIPTION/BACKGROUND:

See attached report

FISCAL IMPACTS:

N/A

TIME CONSTRAINTS:

N/A

ALTERNATIVES TO REQUESTED ACTION:

N/A

ATTACHMENTS:

[ParksDeptUpdateDecember](#)



Mission

Protect and enhance the natural beauty of Monroe through the development of a vibrant system of parks, open space, and trails. Provide citizens of all age's positive recreational opportunities in clean, safe, and accessible recreation facilities. Enhance health, quality living and the natural environment for future generations.

Department Update

Operations

December consisted of wrapping up winter maintenance and repairs of equipment and facilities. In addition, Parks and Recreation Department team members repaired a portion of the fence at Skykomish River Park that was damaged due to a car driving through. They also worked on improving the trails at Al Borlin Park.



Left: Damaged fence at Skykomish River Park. Right: Improved trail at Al Borlin Park.

Parks, Recreation & Open Space (PROS) Plan Update

A draft plan was presented to the Monroe City Council during their December 7, 2021 Study Session. On December 14, 2021 the Council Finance Committee reviewed and provided direction to staff on the new parks impact fees from the Plan. Staff and MIG are incorporating

Board/Commission, Staff and Council's feedback into the draft document prior to a final review for adoption by February 2, 2022.

Remaining schedule to adoption of the Plan include:

- January 10, 2022 - Planning Commission reviews the proposed amendments to Chapter 7 of the comp plan, draft PROS Plan, and proposed amendment to the impact fees.
- January 18, 2022 – Council Finance Committee reviews and recommends new park impact fees.
- January 24, 2022 - Planning Commission holds a public hearing on the proposed amendments to Chapter 7 of the comp plan, draft PROS Plan, and proposed amendment to the impact fees.
- February 8, 2022 - City Council holds the first reading on the proposed amendments to Chapter 7 of the comp plan, draft PROS Plan, and proposed amendment to the impact fees.
- February 22, 2022 - City Council takes final action on the proposed amendments to Chapter 7 of the comp plan, draft PROS Plan, and proposed amendment to the impact fees.

The proposed PROS Plan must be adopted by February 28, 2022, to be eligible for 2022-2023 Recreation and Conservation Office (RCO) grant cycle.



Monroe Park Board

The Monroe Park Board met on December 16, 2021. Items discussed were:

- Review and approval of 2022 Park Board Work Plan
- Review and recommendation that Monroe City Council approve new City Public Video System (PVS) Policy. Policy establishes parameters for the use of the PVS in public or city-owned places to enhance public safety and security in a manner consistent with accepted rights of privacy.

Attached to this document are minutes of the October 21, 2021 Park Board meeting; and of draft November 15, 2021 Joint Planning Commission/Park Board meeting.

City Parks Unmarked Trails Inspections

In 2017, a weekly maintenance monitoring emphasis by park staff was initiated on unmarked trails at Al Borlin and Sky River Parks to identify and resolve, in cooperation with our Police Department, any unlawful encampments that may occur in City parks. Attached is the comprehensive data from 2017 to the present. The following is a summary of data for the past month:

Location: Al Borlin Park

DATE	TOTAL LABOR HOURS	# BAGS OF LITTER COLLECTED	NOTES
12/7	13	12	Police Contacted, Al Borlin Park Camp Removed.
12/14	2.5	0	
Avg.	7.75	6	
			See attached Parks Homeless Response Data 2017- 2020



Crew members Alyssa Tidwell and Tyler Reeves work to clean up the cam found at Al Borlin Park.

Volunteer Opportunities

If you are interested in volunteering for the City of Monroe, please contact Katie Darrow at (360) 863-4519. Visit the City website www.monroewa.gov for information on upcoming programs and events.



MONROE PLANNING COMMISSION

Special Joint Park Board Meeting
Monday, November 15, 2021, 5:00 PM
Zoom Online Meeting Platform

Chair
Jay Bull

Commissioners
Bridgette Tuttle, Vice Chair;
Kyle Fisher; Elly Britt;
Dionne Miller, Liz Nugent;
& Mike Stanger

MINUTES

1. CALL TO ORDER

Chair Bull called the meeting to order at 5:02pm

2. ROLL CALL

PRESENT: Commissioner Dionne Miller, Commissioner Liz Nugent, Chair Jay Bull, and Commissioner Kyle Fisher

EXCUSED: Vice Chair Bridgette Tuttle, Commissioner Michael Stanger, and Commissioner Elly Britt

STAFF PRESENT: Permit Technician Leigh Anne Barr, Community Development Director Ben Swanson, and Parks & Recreation Director Mike Farrell

PRESENT: Boardmember Tami Kinney, Boardmember Ron Petrick, Boardmember Jessie Robinson & Boardmember Devlin Piplick
EXCUSED: Boardmember Daniel Enrico & Boardmember Keith Dahlenburg

3. PUBLIC COMMENTS

4. APPROVAL OF MINUTES

5. PUBLIC HEARING

6. OLD BUSINESS

7. NEW BUSINESS

7.1. Draft Parks, Recreation, and Open Space (PROS) Plan - Mike Farrell

Parks Director Mike Farrell introduced the Parks, Recreation and Open Space (PROS) Plan update project. Director Farrell then introduced Cindy Mendoza with MIG who presented the Draft PROS Plan to the joint meeting with the goal of getting feedback on the plan.

The Commissioners and Boardmembers asked questions about the plan and provided feedback as requested.

Commissioner Dionne Miller moved to recommend the draft PROS Plan for City Council review and potential adoption with the corrections that were noted in this meeting including the Mayor's letter and the executive summary and the minor corrections that were discussed. The motion was seconded by Commissioner Liz Nugent. On vote, motion carried 4-0.

8. DISCUSSION BY COMMISSIONERS & STAFF

9. ADJOURNMENT

Commissioner Liz Nugent moved to adjourn the meeting at 5:47pm. The motion was seconded by Commissioner Kyle Fisher. On vote, motion carried 4-0.

Chair, Jay Bull

Planning Commission Secretary, Leigh Anne Barr

**CITY OF MONROE
PARKS & RECREATION BOARD REGULAR
MEETING MINUTES**

October 21, 2021

7:00 p.m.

via Zoom Meeting

CALL TO ORDER

Board Member Robinson called the Park Board meeting to order at 7:02 pm, via Zoom online meeting platform.

ROLL CALL

Board Members Present: Tami Kinney, Devlin Piplic, Daniel Enrico, Keith Dahlenburg, Jessie Robinson, Kyle Fisher. NOTE: Chairperson Kinney entered the meeting at 7:15pm.

Board Members Absent: None

AGENDA REVISIONS – None.

APPROVE MINUTES

Motion was made by Board Member Piplic, seconded by Board Member Petrick, to approve the August 19, 2021 Minutes, with minor typo revision. Motion carried 6-0.

AUDIENCE PARTICIPATION – None.

UNFINISHED BUSINESS – None

NEW BUSINESS

1. Heritage Tree Nomination

The Board reviewed the heritage tree nomination submitted by Mr. Joel Garrison of the grove of mature juniper trees in the front entry of Park Place Middle School, which were preserved and a link to the past use of the property as a former plant nursery before the school was built. Motion by Board Member Petrick to approve the heritage tree nomination. Seconded by Board Member Dahlenburg. Motion carried 6-0.

STAFF REPORTS/UPDATES

1. Monthly Staff Reports for August and September were provided by the Director of Parks and Recreation, Mike Farrell. Highlights of the reports included the ribbon-cutting ceremony for the new lighted synthetic turf athletic fields at Lake Tye Park, PROS Plan updates and new and returning events in the parks. Also a summary report was given on the PROS Plan regarding the virtual town hall and National Night Out Against Crime Event.

BOARD Reports/Updates - None.

AGENCY REPORTS

Planning Commission – Commissioner Fisher reported that he has been reviewing ARPA applications as a member of the review committee.

Monroe School District- Board Vice Chairperson Piplic reported that the Monroe School District has been very busy with work on the COVID state vaccination requirement for staff and providing a safe environment for students and staff; the District is also preparing for an Operations and Maintenance Levy for February, 2022.

ADJOURNMENT – Board Member Robinson motioned to adjourn and Board Member Dahlenburg seconded, motion carried and meeting adjourned at 7:43 PM.

Accommodations for people with disabilities will be provided upon request.

Please allow advance notice, call Mike Farrell (360) 863-4557.

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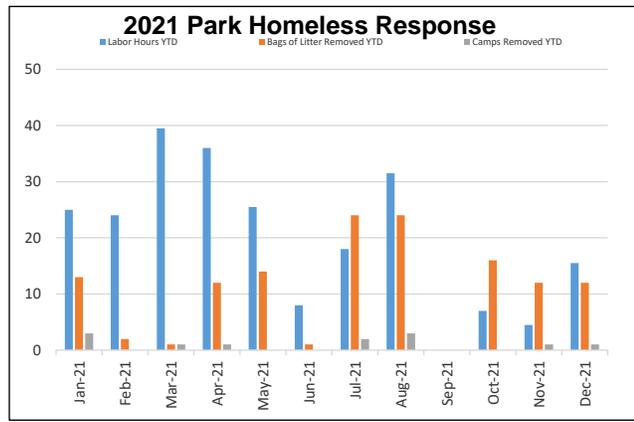
**CITY OF MONROE
PARKS & RECREATION BOARD REGULAR
MEETING MINUTES**

Tami Kinney, Chairperson

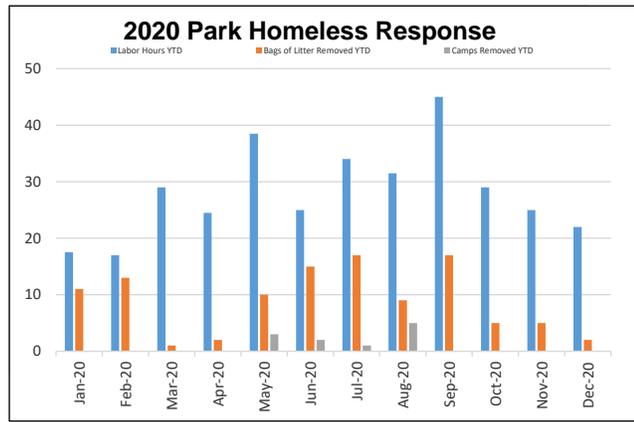
Daniel Enrico, Secretary

2018-2021 Park Homelessness Response

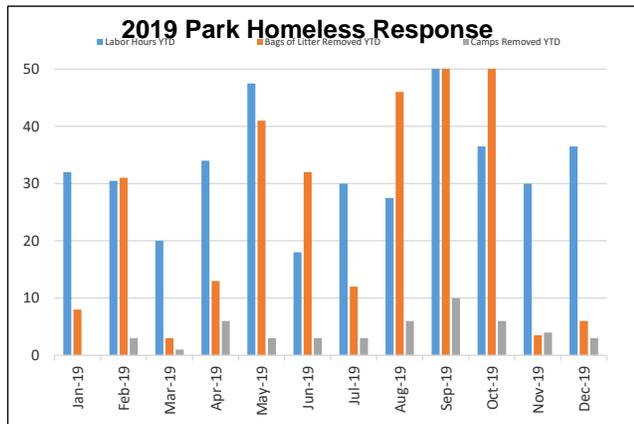
	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-21	25	13	3
Feb-21	24	2	0
Mar-21	39.5	1	1
Apr-21	36	12	1
May-21	25.5	14	0
Jun-21	8	1	0
Jul-21	18	24	2
Aug-21	31.5	24	3
Sep-21	0	0	0
Oct-21	7	16	0
Nov-21	4.5	12	1
Dec-21	15.5	12	1
Total 2021	234.5	131	12



	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-20	17.5	11	0
Feb-20	17	13	0
Mar-20	29	1	0
Apr-20	24.5	2	0
May-20	38.5	10	3
Jun-20	25	15	2
Jul-20	34	17	1
Aug-20	31.5	9	5
Sep-20	45	17	0
Oct-20	29	5	0
Nov-20	25	5	0
Dec-20	22	2	0
Total 2020	338	107	11



	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-19	32	8	0
Feb-19	30.5	31	3
Mar-19	20	3	1
Apr-19	34	13	6
May-19	47.5	41	3
Jun-19	18	32	3
Jul-19	30	12	3
Aug-19	27.5	46	6
Sep-19	57	77	10
Oct-19	36.5	97	6
Nov-19	30	3.5	4
Dec-19	36.5	6	3
Total 2019	399.5	369.5	48



	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-18	25.5	10	0
Feb-18	17	5	0
Mar-18	20	12	4
Apr-18	37	32	0
May-18	27.5	14	5
Jun-18	30.5	20	5
Jul-18	31.5	23	3
Aug-18	26	13	3
Sep-18	28	13	1
Oct-18	32.5	10	6
Nov-18	30	18	0
Dec-18	32	11	0
Total 2018	337.5	181	27

