

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

The November 12, 2019, Regular Business Meeting of the Monroe City Council was called to order by Mayor Thomas at 7 p.m.; Monroe City Hall, Council Chambers.

Councilmembers present: Cudaback, Davis, Gamble, Hanford<sup>1</sup>, Kamp, and Scarboro.

Staff members present: Adkisson, Pfister, Knight, Roberts, Hasart, Swanson, Restall, Jolley, Warthan, and Haley; and City Attorney Lell.

Mayor Thomas noted, without objection, the excused absence of Councilmember Rasmussen. No objections were noted.

The Pledge of Allegiance was led by Councilmember Kamp.

**ANNOUNCEMENTS/PRESENTATIONS**

1. AB19-221: Washington State Auditor's Office Exit Conference

Ms. Hasart provided background information on the most recent audit that was conducted by the State Auditor's Office (SAO) for the period from January 1, 2018 through December 31, 2018.

SAO Audit Lead Paul Griswold briefed Council on the accountability portion of the audit; and SAO Program Manager Kristina Baylor briefed Council on the financial portion of the audit. The City received a clean accountability audit and a clean financial audit with no deficiencies in the process. Ms. Baylor reviewed the following exit items not included in the audit reports:

- Status of prior management letter items
- Communications required by audit standards
- Report publication
- Management representation letter
- Audit cost
- Next scheduled audit – Summer/Fall 2020

2. AB19-222: Acceptance/Presentation of Tulalip Tribes Charitable Contributions Grant

Chief Jolley provided background information related to the Tulalip Tribes Charitable Contributions fund and explained that, if accepted, the Department would put the funds towards the purchase of automated external defibrillator (AED) devices for patrol vehicles. The grant would cover the cost entirely with no match required by the City.

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<sup>1</sup> CLERK'S NOTE: Councilmember Hanford arrived at 7:05 p.m.

Councilmember Hanford moved to accept the grant funds in the amount of \$10,000 from the Tulalip Tribe for Automated External Defibrillator (AED) purchases; the motion was seconded by Councilmember Davis. On vote,

Motion carried (6-0)

Mr. Mel Sheldon with the Tulalip Tribes Charitable Contributions program presented the City Council with a check for \$10,000.00.

**PUBLIC HEARING**

1. AB19-223: Resolution No. 021/2019, Declaring Certain Property as Surplus and Authorizing its Disposition

Ms. Becky Hasart, Finance Director, provided background information on AB19-223, the proposed resolution, and required public hearing.

Mayor Thomas opened the public hearing; there were no persons present wishing to speak during the public hearing.

Councilmember Kamp moved to close the public testimony portion of the public hearing; the motion was seconded by Councilmember Scarboro. On vote,

Motion carried (6-0).

Councilmember Scarboro moved to close the public hearing; the motion was seconded by Councilmember Hanford. On vote,

Motion carried (6-0).

Councilmember Kamp moved to approve Resolution 021/2019; the motion was seconded by Councilmember Scarboro. On vote,

Motion carried (6-0).

2. AB19-224: 2019-2020 Comprehensive Plan Amendment Docket Selection

Ms. Shana Restall, Principal Planner, provided background information on AB19-224, the docket process, the approval process; reviewed applications received, and noted the required public hearing.

Mayor Thomas opened the public hearing; there were no persons present wishing to speak during the public hearing.

Councilmember Davis moved to close the public testimony portion of the public hearing; the motion was seconded by Councilmember Hanford. On vote,

Motion carried (6-0).

Council engaged staff in discussion regarding the citizen-initiated applications. Ms. Restall reviewed the proposal description and rezone map.

Councilmember Davis moved to close the public hearing; the motion was seconded by Councilmember Scarboro. On vote,

Motion carried (6-0).

Councilmember Kamp moved to place CPA2019-02 on the 2019-2020 Final Comprehensive Plan Amendment Docket; the motion was seconded by Councilmember Cudaback. On vote,

Motion carried (6-0).

Councilmember Davis moved to place CPA2019-01 on the 2019-2020 Final Comprehensive Plan Amendment Docket; the motion failed for lack of a second.

3. AB19-225: Ordinance No. 023/2019, Extending Interim Development Regulations in Chapter 22.90 MMC, Temporary Encampments; First Reading

Ms. Restall provided background information on AB19-225, the proposed ordinance, and required public hearing. A substitute agenda bill and ordinance were presented.

Mayor Thomas opened the public hearing; there were no persons present wishing to speak during the public hearing.

Councilmember Scarboro moved to close the public testimony portion of the public hearing; the motion was seconded by Councilmember Cudaback. On vote,

Motion carried (6-0).

Councilmember Scarboro moved to close the public hearing; the motion was seconded by Councilmember Cudaback. On vote,

Motion carried (6-0).

Councilmember Hanford moved to waive Council Rules of Procedure requiring two readings of ordinances; the motion was seconded by Councilmember Cudaback. On vote,

Motion carried (6-0).

Councilmember Hanford moved to adopt Ordinance No. 023/2019(SUB), extending for an additional six month period interim development regulations originally adopted under Ordinance No. 014/2019(SUB); amending Chapter 22.90 MMC, Temporary Encampments, to update the City's provisions regulating temporary homeless encampments in order to reflect current state law; adopting findings; providing for severability; and establishing an effective date. The motion was seconded by Councilmember Cudaback. On vote,

Motion carried (6-0).

**PUBLIC COMMENTS**

There were no persons present wishing to speak during Public Comments.

**CONSENT AGENDA**

1. Approval of the Minutes: October 22, 2019, Business Meeting
2. Approval of AP Checks and ACH Payments
3. Approval of Payroll Warrants and ACH Payments
4. AB19-226: Waive Council Rules of Procedure – Business Meeting/Study Session Format for December 3, 2019, Council Meeting
5. AB19-227: Approve Purchase/Authorize Mayor to Sign Right-of-Way Deed, Easements, & Associated Documentation of Parcel 10 for Chain Lake Road Phase 2a (Non-Motorized Pedestrian Path)
6. AB19-228: Authorize Mayor to Sign Consultant Agreement with Tangram Design, LLC for City-Wide Gateway and Wayfinding Plan and Design Services
7. AB19-229: Resolution No. 022/2019, Adopting Six-Year Utility Rate Model (2020-2025)
8. AB19-230: Resolution No. 023/2019, Amending Master Fee Schedule for 2020
9. AB19-231: Ordinance No. 019/2019, Amending MMC 13.08, Sewer System Regulations; Final Reading
10. AB19-232: Ordinance No. 020/2019, Setting 2020 Property Tax Levy; Final Reading
11. AB19-233: Ordinance No. 021/2019, Adopting 2020 Budget; Final Reading
12. AB19-234: Ordinance No. 022/2019, Adopting 2020 Capital Facilities Plan; Final Reading

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

**NEW BUSINESS**

1. AB19-235: Ordinance No. 024/2019, Amending MMC 13.04.060, Water Regulations, Rates, and Charges – Connection Specifications; First Reading

Mr. Jakeh Roberts, Deputy Public Works Director, provided background information on AB19-235, the proposed ordinance, and briefed Council on the proposed changes.

Councilmember Gamble moved to accept for first reading Ordinance No. 024/2019, amending MMC section 13.04.060, Water Regulations, Rates, and Charges – Connection Specifications; eliminating the requirement to receive special permission from the Monroe City Council prior to connecting to the Monroe water system when also connected to an auxiliary water supply; providing for severability; and establishing an effective date. The motion was seconded by Councilmember Cudaback. On vote,

Motion carried (6-0).

2. AB19-236: Ordinance No. 025/2019, Authorizing Sales and Use Tax for Affordable and Supportive Housing (SB1406)

Ms. Deborah Knight, City Administrator provided background information on AB19-236, the proposed ordinance, previous discussion, and fiscal impacts.

Councilmember Davis moved to accept for first reading Ordinance No. 025/2019, adopting legislation to authorize, fix, and impose a sales and use tax for affordable and supportive housing in accordance with Substitute House Bill 1406 (Chapter 338, Laws of 2019) and other matters related thereto; providing for severability; and establishing an effective date. The motion was seconded by Councilmember Gamble. On vote,

Motion carried (6-0).

3. AB19-237: Authorize Mayor to Sign Contract with EnviroIssues for Homelessness Communications Plan and Outreach Support

Ms. Knight provided background information on AB19-237, reviewed the scope of work, and noted the upcoming Homelessness Policy Advisory Committee (HPAC) meeting.

Discussion ensued regarding program funding and Vision 2050.

Councilmember Cudaback moved to authorize the Mayor to sign a consultant agreement with EnviroIssues, in an amount not to exceed \$35,000, to develop a proactive communications plan and campaign regarding the City's efforts to address homelessness; and expressly authorize further minor revisions as deemed necessary or appropriate. The motion was seconded by Councilmember Rasmussen. On vote,

Motion carried (6-0).

## **COUNCILMEMBER REPORTS**

The City Council P3 Committee Update was included in the meeting materials.

Councilmember Scarboro reported that he attended the wreath laying ceremony on Veterans Day, and that it was very moving. Councilmember Scarboro noted the good turnout.

Councilmember Hanford reported that he was not able to attend the wreath laying ceremony and has since visited the site.

Councilmember Kamp reported that he will be absent from the December 10, 2019 Council meeting.

Councilmember Gamble reported that he will also be absent from the December 10, 2019 Council meeting.

Councilmember Gamble reported that the Monroe Public Schools Foundation Auction will be held on March 20, 2020.

**STAFF/DEPARTMENT REPORTS**

1. Clerk/Records Update

Ms. Elizabeth Adkisson, City Clerk, noted the report included in the meeting materials and provided an update on the review and final codification of the Unified Development Code.

Ms. Adkisson reminded Council to bring their City devices to the November 19, 2019 council meeting to have IT reset their passwords.

Ms. Adkisson introduced Gina Pfister, who will be filling in for her while she is on leave.

2. Parks & Recreation

Ms. Hasart noted the report included in the meeting materials and provided an update on the capital bond; currently at 56 percent and needing 60 percent to pass. Ms. Hasart explained the bond was passing at 62 percent within the City limits.

3. Public Works

Mr. Roberts noted the report included in the meeting materials and reported on the following topics: Blueberry Lane/Kelsey Street intersection improvements, and the current street sweeping schedule. Discussion ensued regarding traffic issues and barrier placement by Denny's.

Mr. Ben Swanson, Community Development Director, reported on a letter received by a public records requestor claiming no response by the city. Mr. Swanson reviewed city response dates and confirmed responses were completed; and will verify with the public records software company that the software is in good working order.

Mr. Swanson reported that Anita Marrero, Senior Planner, applied for and received a \$50,000 grant from the Department of Commerce to help develop a plan around affordable housing.

Mr. Swanson provided an update on the Eastside Masonry facility and upcoming demolition.

**MAYOR/ADMINISTRATIVE REPORTS**

1. City Administrator Update

Ms. Knight reviewed the extended agenda. Ms. Knight reviewed and gave an update on Council's previous questions regarding SRO's in schools outside the city limits, grants for school safety emergency kits, and school security officers; and noted that Mr. Burns from

the Monroe School District will give a presentation at an upcoming council meeting. Ms. Knight reported on the upcoming court assessment firm interviews.

2. Mayor's Update/Monroe This Week (*October 18, 2019, Edition No. 37*)

Mayor Thomas noted the Monroe This Week included in the meeting materials; and reported on the following items: new Deputy Police Chief, Ryan Irwin; attended the ribbon cutting event at Milkwood; new downtown businesses, Pacific Mountain Sports and Yoli's Snack Bar; the sculpture reveal on December 7, 2019, Light Up Monroe on December 1, 2019; Veterans Day wreath laying ceremony; and the upcoming HPAC open house.

**EXECUTIVE SESSION**

1. Review the Performance of a Public Employee [RCW 42.30.110(1)(g)]
2. Agency Litigation [RCW 42.30.110(1)(i)]

Mayor Thomas noted the need for an executive session for approximately fifteen minutes total to discuss the following items: Review the Performance of a Public Employee [RCW 42.30.110(1)(g)], and Potential Litigation [RCW 42.30.110(1)(i)]; and read the appropriate citations into the record.

*The meeting recessed into executive session at 8:35 p.m.; was extended for an additional ten minutes; and reconvened at 9:00 p.m.*

Councilmember Gamble moved to waive the City Council Rules of Procedure to add two items for action to the agenda for tonight's meeting:

1. A motion authorizing settlement authority for the Bremner litigation, and
2. A motion authorizing execution of a separation agreement with the City's Executive Assistant. The motion was seconded by Councilmember Kamp.

On vote,

Motion carried (6-0).

Councilmember Gamble moved that the City Council authorize the City Administrator and the City Attorney to negotiate and execute on behalf of the City a settlement in the Bremner litigation, in accordance with the terms and up to the amount recommended in executive session. The motion was seconded by Councilmember Cudaback. On vote,

Motion carried (6-0).

Councilmember Gamble moved that the City Council authorize the Mayor to negotiate and execute on behalf of the City a separation agreement with the City's Executive Assistant, in accordance with the terms recommended in executive session. The motion was seconded by Councilmember Hanford. On vote,

Motion carried (6-0).

**ADJOURNMENT**

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

**MEETING ADJOURNED: 9:03 p.m.**



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Geoffrey Thomas, Mayor



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Gina Pfister, Clerical Specialist